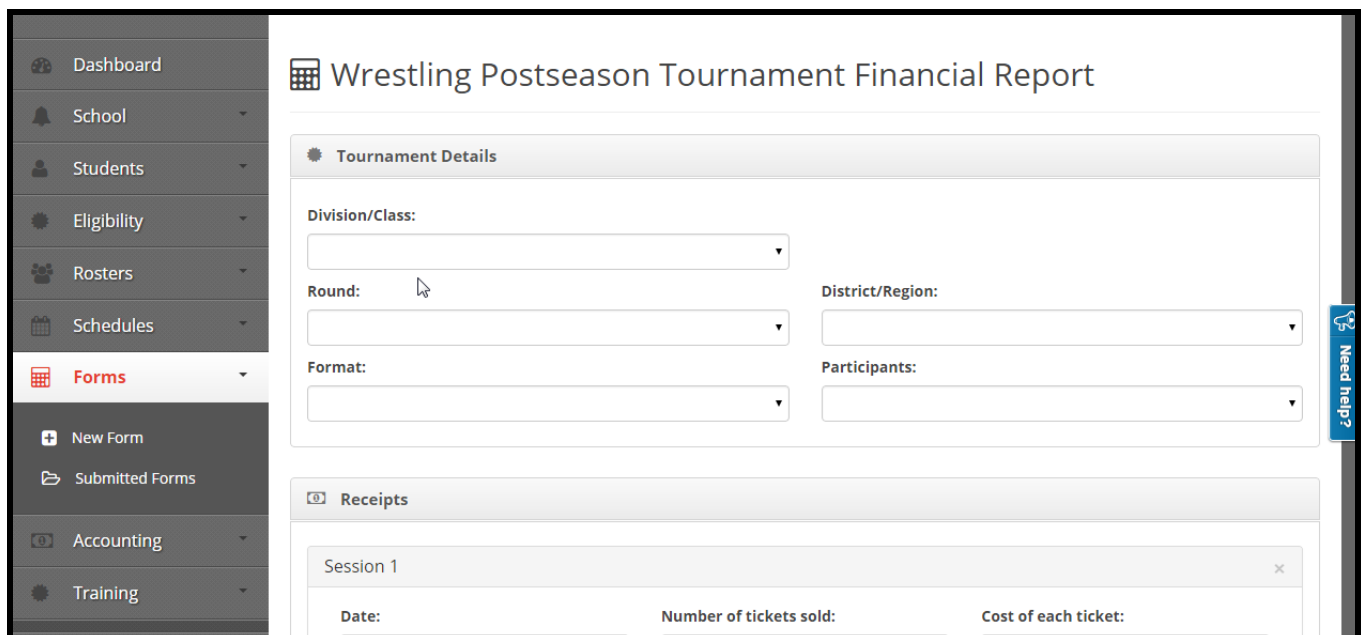


# Filing Online Financial Reports

1. Sign into the Portal with your school account (school ID).
2. Click the **Forms** tab on the left.
3. Click **New Form**. Click on the desired form from the list of those available.
4. Follow any on-screen instructions and complete the form. Some fields may be required.
5. Click the **Continue/Preview** button.
6. Review the presented information for correctness. If you need to make a correction, click the **Return to Data Entry** button.
7. If the form is correct as presented, click the **Confirm Form and Save** button to submit the form to the state office.
8. On the confirmation page you may click the **View/Print Form** button to display a printable version of the form. A PDF of the form is also emailed to the school's athletic director when the form is saved.
9. Include a signed hardcopy of the form with each check you mail.



The screenshot shows a web portal interface for filing financial reports. On the left is a dark sidebar menu with options: Dashboard, School, Students, Eligibility, Rosters, Schedules, **Forms** (highlighted), New Form, Submitted Forms, Accounting, and Training. The main content area is titled "Wrestling Postseason Tournament Financial Report". Below the title is a "Tournament Details" section with four dropdown menus: "Division/Class:", "Round:", "District/Region:", and "Format:". To the right of these are two more dropdown menus: "Participants:" and "Participants:". A "Need help?" button is visible on the right edge. Below the details section is a "Receipts" section with a table for "Session 1". The table has columns for "Date:", "Number of tickets sold:", and "Cost of each ticket:".

Schools are able to view submitted filings by clicking the **Submitted Forms** option under Forms.

A submitted form may be revised by deleting the original filing and re-submitting the form. To delete a form, click on its title from the Submitted Forms list and click Delete in the upper-right corner. Once a form has been accepted by the state office it cannot be deleted or re-submitted.

**Questions? Issues?** If you have problems, click the blue Need Help button on the right side of the screen. Include a description of the problem and check the "Include a screenshot" box.