



IDAHO HIGH SCHOOL ACTIVITIES ASSOCIATION

Serving Idaho's Youth Since 1926

Ty Jones, Executive Director Julie Hammons, Assistant Director

8011 Ustick Road Boise, ID 83704

Phone #: (208) 375-7027 Fax #: (208) 322-5505

website: idhsaa.org e-mail: admin@idhsaa.org

INSTRUCTIONS FOR E-MAILING ACTIVITY CARD REQUESTS

CORRECT FORMAT for e-mailing activity card requests.

Cards will not be issued if membership dues, activity fees and catastrophic insurance, or outstanding invoices from the previous year have not been paid. You also must complete an update of your schools information on the IHSAA website and notify us when the update is complete.

Please remember the following guidelines when ordering cards:

IHSAA activity cards are issued to superintendents, school trustees, principals, athletic directors, and coaches approved by the school board for 9-12 IHSAA **sanctioned activities** only. A card may be ordered for **ONE** clerical position (either one school secretary or the clerk of the Board, but not both). The card admits the holder and one guest to any interschool activity sponsored by this Association or by any member school of this Association. The fee for an activity card is **\$35.00**. Activity cards are non-transferable. Cards **will not** be issued to coaches of activities for which the school has not paid the activity fee. (Membership invoices for dues and fees were sent out in May.) Please **list a name one time only**, even if the person is coaching several activities. Only one card will be issued per person, even if they hold positions at two different schools and/or districts. The IHSAA reserves the right to revoke any card for improper use.

Duplicate cards are \$20 and must be ordered **IN WRITING** by the superintendent, principal or athletic director.

Following is the correct format for ordering activity cards via e-mail.

In your word-processing software on your computer, input the names/positions in the following manner
(SINGLE SPACE, PLEASE)

Name of person <ONE tab> Position <ONE tab> Name of School (spelled out) <enter/return>

Name of person <ONE tab> Position <ONE tab> Name of School <enter/return>

Name of person <ONE tab> Position <ONE tab> Name of School <enter/return>

Etc.

Example:

Mammoth WhaleSuperintendent Sealland School District
Agnes OctopusTrustee Sealland School District
Percival MolluskPrincipal Seaview High School
Wally Walrus Swimming Coach Seaview High School
Sammy SealAss't. Swimming Coach Seaview High School

It may not look like it, but there is a tab between each "field". That's how it has to come to import into the data file. If there is more than one tab, it won't work. If a file does not come in this format and has to be reworked, it will not receive priority handling.

When you have entered all the names, save your document as a Microsoft Word document. Send the document as an attachment to your e-mail message. In your e-mail message, please state what school you are from and the mailing address along with a PO# to use, if applicable.

Please call Amanda at the IHSAA office if you have any questions.

Please remember to list a person **ONE TIME** only. Otherwise you'll get two cards for that person, causing editing in your file, which will delay your turn-around time.

E-mail the file to: quinlana@idhsaa.org