

## NDHSAA Website MVP Registration Instructions for Regional Speech Competition:

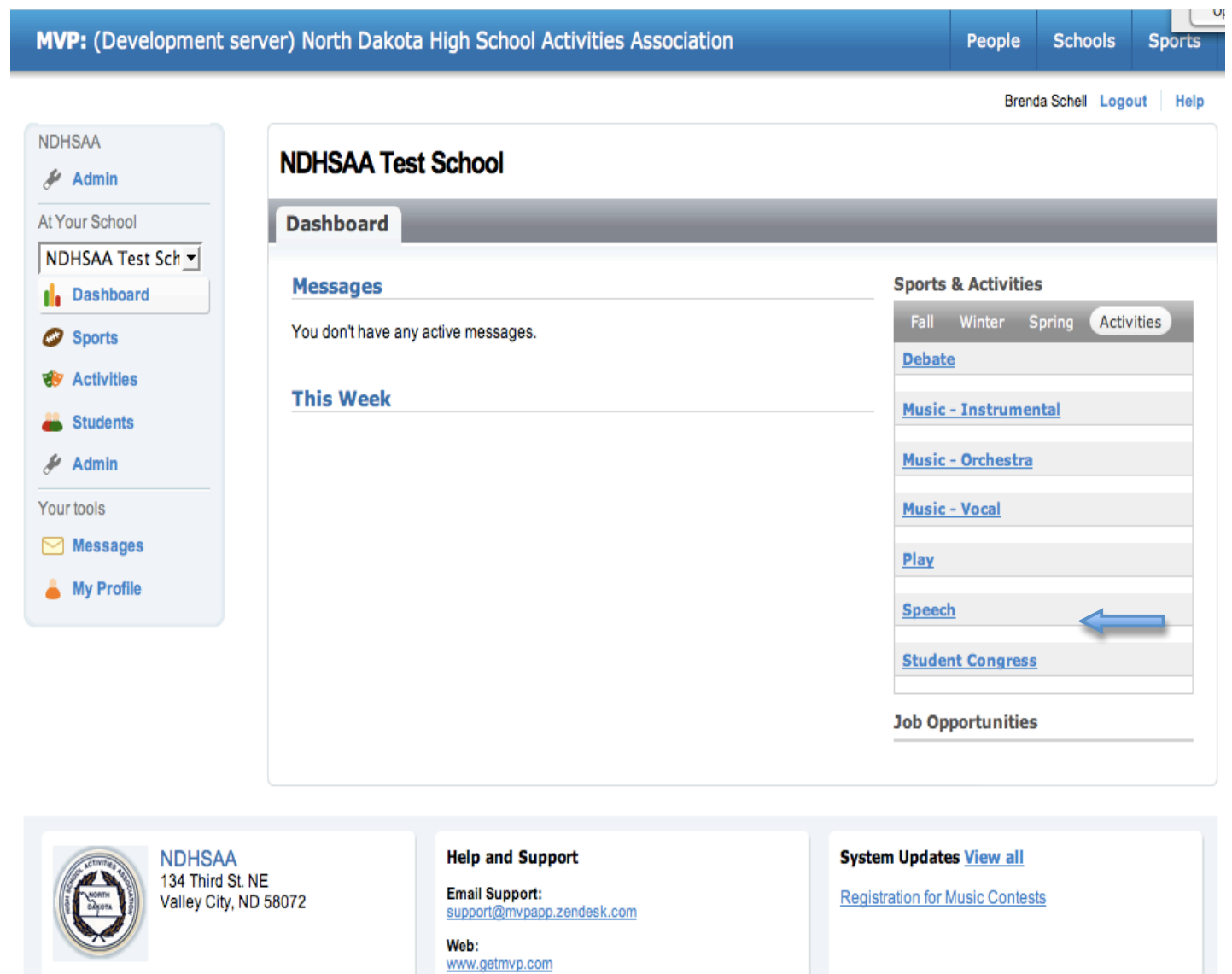
The following instructions include four sections:

- 1 - Adding students to your roster
- 2 - Registering for the appropriate competition
- 3 - Entering your students into appropriate events.
- 4 - View registrations

 Blue arrows do not appear on the actual registration, they are only in these instructions to provide additional guidance and emphasis.

### 1 - Adding students to your roster

1. Go to the NDHSAA main page <http://www.ndhsaa.com>
2. Log in to MVP
  - a. If you do not have an MVP account, click on the “Create New MVP Account” link
3. Click on “Activities” on the right side of the page under “Sports and Activities”
4. Click the Blue link to the activity for which you would like to register:
  - a. Speech



MVP: (Development server) North Dakota High School Activities Association

People Schools Sports

Brenda Schell Logout Help

NDHSAA

Admin

At Your School

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### NDHSAA Test School

Dashboard

#### Messages

You don't have any active messages.

#### This Week

#### Sports & Activities

Fall Winter Spring **Activities**

[Debate](#)

[Music - Instrumental](#)

[Music - Orchestra](#)

[Music - Vocal](#)

[Play](#)

[Speech](#)

[Student Congress](#)

#### Job Opportunities

NDHSAA  
134 Third St. NE  
Valley City, ND 58072

Help and Support

Email Support:  
[support@mvpapp.zendesk.com](mailto:support@mvpapp.zendesk.com)

Web:  
[www.getmvp.com](http://www.getmvp.com)

System Updates [View all](#)

[Registration for Music Contests](#)



7. You will see the following page.

8. Click on “Your School” in the first column (a)
9. Click on the name of your school in the second column (b)
10. Click on the names of the students that are participating in speech competition to highlight each student in the third column (c)
  - a. Shift click on more students to select more than one student if they are next to each other in column c.
  - b. Control (Command on a Mac) click to highlight each name to select students that are not next at a time
11. Click “Select Student” in the grey box in the fourth column (d)
12. As you select students in this manner, the students will continue to be added to the list below the 4 columns.
13. You may continue to add students to your roster in this manner until you have all of your participating students listed.
14. When all students have been added, click the blue “SAVE” button on the bottom right side of the page.
15. You will be returned to the “Roster” page
16. Check over your roster and verify that all participating students are listed.
17. If you are missing any students, go back to Step 6.
18. You have now completed adding students to your roster.

## 2 – Registering for the appropriate competition

1. On the grey menu bar above your group, click on the “Schedule” tab



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People Schools Sports/Activities

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### Speech

NDHSAA Test School > Varsity

Home Roster **Schedule** Stats

#### Team Schedule

+ Add Meet

2008-2009

Date/Time	Location	Opponent	Home/Away	District	Results
04/03/2009 04:00 PM	Northern Cass High School	<a href="#">Region II Speech</a>			Pending <a href="#">Register</a>
04/09/2009 09:00 AM	NDSCS	<a href="#">Region I Speech</a>			Pending
04/18/2009 09:00 AM	Mandan High School	<a href="#">State Class A Speech Tournament</a>			Pending
04/25/2009 08:30 AM	Mandan High School	<a href="#">State Class B Speech Tournament</a>			Pending

2. Scroll down to find the appropriate speech competition for your region.
3. With your mouse scroll over the right side of the same line that your competition is listed on. When you mouse over that portion of the page a “Register” link will appear.
4. Click the “Register” link.
5. Your page will now show “Register for Meet” in the middle of the page.
6. Click “SAVE” on the right side of the page



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### Speech

NDHSAA Test School > Varsity

Home **Schedule** Stats

#### Region II Speech

04/03/2009 04:00 PM

Overview Events Results

#### Register for Meet

Cancel **Save**

7. You are now registered for regional speech competition.
8. Your roster will be used for end of the year eligibility/participation reports.

## 3 - Entering your students into appropriate events.

1. Click on the “Events” tab directly to the right of the “Overview” tab
2. Choose the appropriate event for registration
  - a. With your mouse scroll over the right side of the same line that your competition is listed on. When you mouse over that portion of the page a “Register” link will appear.

3. Click the "Register" link.

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People Schools Sports/Activities

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### Speech

NDHSAA Test School > Varsity

Home Schedule Stats

#### Region II Speech

04/03/2009 04:00 PM

Overview Events Results

#### Events

Event	Date/Time	Results
<a href="#">Dramatic Interpretation</a>		<a href="#">Register</a> <a href="#">Enter Scores</a>

Enter All Scores

Extemporaneous Programmed

4. Enter the appropriate information and click the blue "SAVE" button on the bottom right

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### Speech

NDHSAA Test School > Varsity

Home Roster Schedule Stats

#### Region II Speech

04/03/2009 04:00 PM

Overview Events Results

#### Dramatic Interpretation

Register for Event

Cancel Save

5. Enter the appropriate information and click the blue "SAVE" button on the bottom right

a. Individual

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### Speech

Valley City High School > Varsity

Home Roster Schedule Stats Region

#### East Region Speech

04/04/2009 08:00 AM

Overview Events Results

#### Dramatic Interpretation

Register for Event

First Name

Last Name

Cancel Save

b. Duo

The screenshot shows the MVP: North Dakota High School Activities Association website. The top navigation bar includes "People", "Schools", and "Sports/Activities". The user is logged in as "Brenda Schell". The left sidebar contains navigation options for "NDHSAA" (Admin, Reports) and "At Your School" (Adams-Edmore S, Dashboard, Sports, Activities, Students, Admin) and "Your tools" (Messages, Topics, My Profile). The main content area is titled "Speech" for "Valley City High School > Varsity". It features tabs for "Home", "Roster", "Schedule", "Stats", and "Region". The "Schedule" tab is active, showing the "East Region Speech" event on "04/04/2009 08:00 AM". Below the event title are tabs for "Overview", "Events", and "Results". The "Events" tab is selected, displaying the "Humorous Dramatic Due" event. A "Register for Event" section contains four input fields: "First Student First Name", "First Student Last Name", "Second Student First Name", and "Second Student Last Name". A large blue bracket groups these fields. To the right of the fields is a blue circular arrow icon. At the bottom right of the form are "Cancel" and "Save" buttons.

6. Upon saving, you will see verification in a yellow bar that states:
  - a. "You have been registered for the event."

The screenshot shows the MVP: North Dakota High School Activities Association website after registration. The top navigation bar and user information are the same. The left sidebar is also the same. The main content area is titled "Speech" for "Valley City High School > Varsity". It features tabs for "Home", "Roster", "Schedule", "Stats", and "Region". The "Schedule" tab is active, showing the "East Region Speech" event on "04/04/2009 08:00 AM". Below the event title are tabs for "Overview", "Events", and "Results". The "Events" tab is selected, displaying the "Dramatic Interpretation" event. A yellow verification bar at the top of the main content area contains a green checkmark and the text "You have been registered for the event." with a blue arrow pointing to the right. Below the event title is a "Register" link. The "Valley City High School" section shows the registration details for a student: "First Name" is "John" and "Last Name" is "Johnson".

7. If you have additional entries in the same event, click the "Register" link on the right side of the page.
8. If you are done with this type of entry and have other kinds of entries to register, click the "Events" button to register for a different event
9. Continue to register your students for events.

#### 4 – View registrations.

1. To view your registrations, click on the “Overview” tab

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### Speech

Valley City High School > Varsity

Home Roster **Schedule** Stats Region

#### East Region Speech

04/04/2009 08:00 AM

**Overview** Events Results

[Manager's Report](#)

#### Participating Teams

[Valley City High School](#)

2. You will see all schools registered for the regional competition
3. Click the name of your school
  - a. You will see all entrants registered

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### Speech

Valley City High School > Varsity

Home **Schedule** Stats Region

#### East Region Speech

04/04/2009 08:00 AM

**Overview** Events Results

#### Valley City High School

[Print](#)

Total fee: \$0.00

[Dramatic Interpretation](#) [Edit](#) [Unregister](#)

Fee	First Name	Last Name
\$0.00	John	Johnson

Questions on registering entrants, please contact the NDHSAA Office. (701)845-3953

Email:

Brian Bubach

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or

Brenda Schell

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