

# FHSAA Forms – Drop/Add

## FHSAA Forms → Add Drop Form

### Add New Sport



Add New Request

Sport	Request
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### Drop Existing Sport



Add New Request

Sport	Request
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### Step 1 – Pick Type of Request

1. Select which request you would like to start

**A. Add**

**B. Drop**

# FHSAA Forms – Drop/Add

## Step 2 - Chose Option

1. Chose option
2. SAVE/SUBMIT

**NOTE: Check Team Page for Current Assignments**

1. The FHSAA will process the form.
2. Results are reflected on each sports assignment page

### Add New Sport

Please use the “YEAR” dropdown box on the form to select the correct season for the request.  
For example – Any changes for next year – The “YEAR” box must be selected as 2018-19. If you have any questions, please email [assignments@fhsaa.org](mailto:assignments@fhsaa.org).

Year:  ▼  
Sport:  ▼

#### Adding new sport

- To a District - Must be in compliance with policy 10.5 or 10.6  
 To Independent  
 To Middle School

Back

Save

### Drop Existing Sport

Please use the “YEAR” dropdown box on the form to select the correct season for the request.  
For example – Any changes for next year – The “YEAR” box must be selected as 2018-19. If you have any questions, please email [assignments@fhsaa.org](mailto:assignments@fhsaa.org).

Year:  ▼  
Sport:  ▼

#### Drop Existing Sport

- Drop the Team Completely  
 Drop from District to Independent  
 Drop from Middle School

Back

Save

# FHSAA Forms – Drop/Add Results



**IMPORTANT**

Please be sure to log into your user account and **check the sport box.**




**IMPORTANT**

School setup → Users → Your account (little folder) → Check sport box → Click the agree box → Then click save

## Add New Sport






Add New Request

Sport	Request	Note	Year	Status	Delete
Soccer, Boys	To Independent	To Independent	2018-19	Approved	

## Drop Existing Sport



Add New Request

Sport	Request	Note	Year	Status	Delete
Flag Football	Drop from District to Independent	Drop from District to Independent	2017-18	Approved	
Football (11 man)	Drop from District to Independent	Drop from District to Independent - 18-19	2018-19	Approved	
Flag Football	Drop from District to Independent	Drop from District to Independent - 18-19	2018-19	Approved	



**Notes: Give you additional information on the processed form**