



# How to Order State Series Passes

## FHSAA Forms → State Series Passes

\$64.00 until October 2, 2018



TERMS OF USE

NOT NEGOTIABLE UNDER ANY CIRCUMSTANCES – STRICTLY ENFORCED AT ALL EVENTS

- Valid for one person only
- Valid only with photo ID which matches name on card
- Not valid for students or individuals under the age of 18
- Only allows admittance into the contest. Does not grant access to field, court, or pool deck.
- Not valid for admittance to 'sold out' events
- Use of this pass is subject to FHSAA Policy 15.

If your card's bar code or number was entered into a computer upon entrance to the event you must scan out to leave the event early or re-entry will be denied and your card will be immediately revoked.

**Legal Disclaimer**  
Copying this card, attempting to use the card to gain access for more than one individual or an individual other than the individual listed on the front of the card, or fraudulently producing counterfeit passes will result in the pass or passes in question being confiscated and/or revoked as well removal from the premises for trespassing.

This card is property of the FHSAA and must be immediately produced or surrendered to any FHSAA Administrator or Event Staff upon request. Card must be returned to the FHSAA upon request or upon termination of the holder's relationship with the FHSAA, FHSAA member school, or local officials association.

**For Questions, please contact Ashton Moseley at [amoseley@fhsaa.org](mailto:amoseley@fhsaa.org)**



# State Series Pass Manager

## Click "Add New" to begin the order

State Series Passes Manager



Number of Generic passes available to order



State Series Passes Filter Search

Available Generic Passes: Year: 5 2018-19 Filter

Order #	Details of Order	Amount Due	Payment Status	Shipping Status	Invoice	Details
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Orders and Invoices will populate here as passes are ordered



# Ordering Passes

1. Fill in the two (2) names you would like to appear on the complimentary cards
2. Select if you would like to order additional cards
  1. If you do not want to order extra cards - select "No" and you will be able to review/submit your order
3. Add Purchase Order # - Not mandatory

**State Series Pass Form**

1. Two (2) complimentary cards are available for each member school. Please enter those names below.

2. Individual passes purchased - must be issued in the name of a specific individuals;

3. Generic Passes may be issued in the school's name with all the other passes issued in the names of specific individuals; for every four (4) passes purchased, one (1) generic pass may be purchased, with a limit of five (5) generic passes per school.

You will be prompted to order more passes on the next page. Click "NEXT" to continue or complete order.

**Complimentary Card #1 Name**

<input type="text"/>	<input type="text"/>
First Name	Last Name

**Complimentary Card #2 Name**

<input type="text"/>	<input type="text"/>
First Name	Last Name

**Only 2 complimentary cards are available and they are both free. Once the complimentary cards are ordered there will be no options for more until the next year.**

Would you like to purchase additional cards?

Yes  
 No

Purchase Order #:  **Optional**

**Next**

# Ordering Passes Continued

1. Start to enter each individual's name in the spots provided
2. Use the "Add additional Card" link to create more cards
3. For every four (4) passes purchased, one (1) **generic** pass may be purchased, with a **limit of five (5)** generic passes per school
4. Select "Yes" or "No" at that time to order generic card(s)

Enter Individual Card names here

### State Series Pass Form

**Individual Card #1 Name**  
 Shanell  
 First Name

**Individual Card #2 Name**  
 Geroge  
 First Name

**Individual Card #3 Name**  
 Jamie  
 First Name

**Individual Card #4 Name**  
 Craig  
 First Name

Young  
 Last Name

Toymn  
 Last Name

Rohrer  
 Last Name

Damon  
 Last Name

**Add Cards** → Add Additional Card | Remove Additional Card ← **Remove Cards**

Would you like to purchase a generic card?  
 Yes  
 No

Purchase Order #:

**Generic Passes** →

Would you like to purchase a generic card?  
 Yes  
 No

**Generic Cards**

One Generic Pass available per every four Individual Passes

1

Go Back Review Order

# Reviewing Your Order

1. Check for spelling mistakes
  - a) If mistakes are listed – use the “Go Back” button to make corrections
2. Confirm order

Check names  
for errors

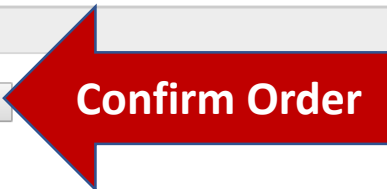


## Review Order

Card Type	Name	Price
Complimentary #1	Shanell Young	\$0.00
Complimentary #2	Johnell Young	\$0.00
Individual #1	George Toymn	\$64.00
Individual #2	Craig Damon	\$64.00
Individual #3	Jamie Rohrer	\$64.00
Individual #4	Justin Harrison	\$64.00
Generic #1	Demo High School	\$64.00
<b>Total</b>		<b>\$320.00</b>



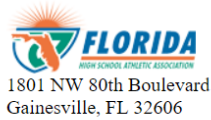
Go Back Confirm Order





# Print Your Order Invoice and Send Payment

Payment is due to the FHSAA Office within 30 days of the order  
Print the invoice and mail it with the payment method



## INVOICE

<b>Invoice #</b>	<b>DueDate</b>
823	9/28/2018
<b>PO #</b>	
5	

Invoice Details

**Bill To:**  
Demo (9999)  
123 ABC

Order Details

Description	Cost
Complimentary - "Shanell Young"	\$0.00
Complimentary - "Johnell Young"	\$0.00
Individual - "George Toymn"	\$64.00
Individual - "Craig Damon"	\$64.00
Individual - "Jamie Rohrer"	\$64.00
Individual - "Justin Harrison"	\$64.00
Generic - "Demo"	\$64.00
	<b>Total Amount:</b> \$320.00
	<b>Payment Credit:</b> \$ 0.00
	<b>Balance Due:</b> \$ 320.00

Please Make Checks Payable to "FHSAA"

Please attach copy of invoice with payment and No Personal Checks Accepted.

Close Print Invoice

Print Invoice

# State Series Pass Manager

Additional orders may be made by clicking on the “Add New” link again

State Series Passes Manager




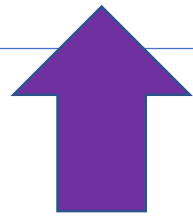
Number of **Generic passes** available to order



State Series Passes Filter Search

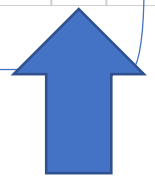
Available Generic Passes: Year: 2018-19 Filter  
4

Order #	Details of Order	Amount Due	Payment Status	Shipping Status	Invoice	Details
#5	2 complimentary, 4 Individual, 1 Generic	\$320.00	Due	Pending		



Order  
Details

Orders and Invoices will populate here as passes are ordered



Printable  
Invoice

For Questions, please contact Ashton Moseley at [amoseley@fhxaa.org](mailto:amoseley@fhxaa.org)