



Oregon School Activities Association
25200 SW Parkway Avenue, Suite 1
Wilsonville, OR 97070
503.682.6722 fax: 503.682.0960 <http://www.osaa.org>



2020-21 Administrative Secretaries Workshop

Thursday, September 24 9:00am – 12:00pm

AGENDA

1. WELCOME AND INTRODUCTIONS
 - A. Presenters
 - B. Attendees
 - C. OSAA Staff*

2. 2020-21 ASSOCIATION YEAR
 - A. 4 Seasons (August 31 – June 14)
 - 1) Season 1
 - a) What is allowed and what is not
 - b) School vs. Club
 - 2) Season 2 – 4
 - a) Mandatory 9 days of practice
 - b) Culminating week
 - B. Individual Eligibility Policies
 - 1) Academics
 - a) Within your building
 - b) Outside of your building
 - 2) Transfers
 - 3) OSAA Policies
 - C. Scheduling
 - D. Event Management

3. RACIAL EQUITY & TRAINING
 - A. Event Management
 - B. Sportsmanship

4. MANAGING YOUR SCHOOL ON THE OSAA WEBSITE
 - A. OSAA Website User Accounts
 - 1) School key codes (administrative and coaches)
 - 2) Creating accounts and linking to a school
 - B. Editing School Information and Staff Contacts
 - C. Downloading School Schedules
 - 1) Weekly schedules and monthly schedules
 - 2) Options and formats: Excel & PDF

5. AD/COACH TRAINING REQUIREMENTS AND MANAGING STAFF
 - A. Training and Certification Requirements*
 - B. OSAA Spirit Safety
 - C. Managing Staff, Certification Records, Alerts, School Users
 - D. Syncing with The NFHS Learning Center
 - E. Downloading Staff

6. INPUTTING SCHEDULES, ROSTERS, AND SCORES

A. Activity Programs

- 1) Schedules, downloads, weekly and monthly options
- 2) Updating schedules: cancel, postpone, delete
- 3) Inputting schedules for the next school year*
- 4) Rosters, team photos, and NSP
- 5) Social media links for schools and teams

7. WEBSITE RESOURCES

A. OSAA For

- 1) Administrators
- 2) Coaches
- 3) AD/Coach requirements
- 4) Policies, forms, and links
- 5) Additional resources

B. Health and Safety

- 1) Heat index alerts and subscriptions
- 2) Sport nutrition
- 3) Coronavirus – COVID-19 page on OSAA website
- 4) Additional resources

C. Awards

- 1) Academic All-State
- 2) Scholar Program
- 3) Others

D. Calendar

- 1) Monthly calendar
- 2) School year calendars

E. OSAA Classifieds

F. OSAA Weekly

G. OSAAtoday

H. Forms

8. GROUP DISCUSSION

- A. Website feedback, what can we do to make your jobs easier?