PARTICIPATION SURVEY INSTRUCTIONS

KEEP IN MIND, THIS SURVEY SHOULD BE COMPLETED IN ITS ENTIRETY BY SCHOOL ADMINISTRATIVE STAFF ONLY. THIS SURVEY CAN ONLY BE COMPLETED ONCE AND CANNOT BE EDITED.

1. Please log onto http://nysphsaa.org/ADs-Coaches/Submit-Information-Online/Participation

2. Enter your HIGH SCHOOL BUILDING BEDS CODE NUMBER provided by the State Education Department (ends in a number, NOT “00”), name, email, and phone number. Click next.

3. Confirm the School Name is correct before proceeding. Click next.

4. Enter the name, email, and phone number of the School Athletic Director.

5. Please complete the survey for each high school, including all the related middle/junior high schools in your district.

6. Enter the information in all fields that pertain to your school and athletic program.

   DATA REQUESTED: Record the number of teams and the number of student-athletes for each level of play for the interscholastic teams that you sponsor.

   NO PROGRAM: If you have no program in a particular sport, you must check the “NO PROGRAM” box.

   MIXED COMPETITION: Mixed competition individuals should be tallied as participants of the sport/team in which they participate. For example, if a varsity wrestling (male) team has 20 participants and 2 are female, the # of participants is 20 and the Varsity # Mixed is 2. DO NOT put an “M” OR “F” in the mixed box to indicate gender – THIS WILL CREATE AN ERROR.

   MERGED TEAMS: Merged teams (athletes participating on one team from multiple schools) must only be entered by the HOST SCHOOL.

7. Enter the information in all fields that pertain to your Unified Sports programs (including the number of total males and females).

   NO PROGRAM: If you have no program in a particular sport, you must check the “NO PROGRAM” box.

   # OF ATHLETES: Refers to students with an intellectual disability who participate.

   # OF PARTNERS: Refers to students without an intellectual disability who participate.

   # OF PLAYERS: Refers to all members of the Unified Sports team or program.
8. Review your information before submitting.

9. As a precaution, print this page before submitting.

10. Click “SUBMIT PARTICIPATION INFORMATION” - you will receive an e-mail confirmation with your submission information. If you did NOT receive a confirmation email OR an ERROR occurred, then your information was NOT received. Please check your spam/junk folder for the confirmation email before contacting NYSPHSAA.

11. Please contact Kristen Jadin at kjadin@nysphsaa.org if any changes need to be made, for help, or if you have any questions.