



2020 TSSAA STATE BOWLING TOURNAMENT PROGRAM

Congratulations on having an outstanding 2020 season!! This year, schools will submit their information for the State Bowling Program via the TSSAA Portal. The form is now available to all school administrators and needs to be submitted by **January 17, 2020**. The form must be submitted by a Portal user assigned as Athletic Director, Athletic Secretary, Principal, Headmaster, or System Athletic Director. Upon completion, the completed form will be emailed to the school's athletic director and head coach. The form can be found in the Portal by clicking Forms, New Form, Postseason Entry Form, then Bowling/Girls' Bowling.

When the form is submitted via the Portal, we will have immediate access to your team's information. You should not fax/e-mail your team roster or logo to our office.

Please be aware, before submitting the form you will need to see if we have already received your school logo. To see if your school has submitted their logo, all you need to do is look-up your school in the online directory and see if the logo has been submitted (<https://portal.tssaa.org/common/directory/>). If the logo is missing, then you will need to have access to your school logo and it must be in JPEG, PNG or GIF format and at least 900x900 pixels. The maximum file size is 3MB. (**Note:** If you have a team logo that differs from the school's official logo, then you will need to e-mail the logo, which must be at least 900x900 pixels, to Shonnie Speicher at tssaa@tssaa.org.) If you need help resizing your logo, you can use the following website: <http://tinyurl.com/j9sudkg>.

Once you have determined the status of your school logo, please ask the appropriate person to complete the form. Steps in completing the form include verifying the school profile and coaches' information as well as providing the requested program information (Including your win/loss record). We are also requesting emergency contact information for your team in case of weather or safety emergencies. **Correct any information BEFORE submitting the form.** All information shown (except the school's name) can be changed by the school administrator.

We wish you the best of luck! Please remember to submit your post season entry form by **January 17, 2020**. If you have any questions or comments, please don't hesitate to contact Shonnie Speicher at tssaa@tssaa.org.