



NFHS Participation Data and OPI Extracurricular Data



USER GUIDE AND INSTRUCTIONS

Completion of the annual National Federation Survey for Athletic and Non-Athletic Student Participation is now available via the MHSA website. In the past, schools were required to complete this information for the use of MHSA and the NFHS. However, the process is now also required by the Office of Public Instruction.

The MHSA and the OPI have worked collaboratively to build a simple, online tool for high schools to report their participation counts for athletics and activities, as well as career and technical student organizations. This collection will occur in spring along the same timeline that MHSA has followed in the past. School personnel will access the online tool from the Montana High School Association website, select their school(s) from a drop down list, enter their participation counts and submit their data.

The new tool provides an easy process for schools to submit their data. The MHSA will use the data to report NFHS participation figures. The Office of Public Instruction will use the data to report the total number of students that participate in extracurricular activities as required by 20-7-104, MCA.

There is another component within the survey that addresses ORGANIZATIONS such as DECA and BPA. For MHSA School Contacts, this is not a required tab. MHSA users should complete only the ATHLETICS AND ACTIVITIES tabs. OPI has identified other users to complete the CTSO (Organizations) counts.

Montana High School Association / NFHS Participation Counts
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Please submit data by May 15th each year.

Data for MHSA should include actual participation counts for the following MHSA sports/activities, provided that the school is registered through MHSA to participate each category:

Do include: participants who started the season but were unable to finish because of injury or other factors.

Do include: participation counts for all MHSA-sanctioned athletics or activities in which your school participates.

Do include: any eighth grade participants who were approved through the MHSA office.

Do not include: participation counts for intramural programs or other groups that do not represent MHSA regular and post-season participation.

Do not include: student managers, trainers or statisticians.

The ATHLETICS tab includes:

- Basketball – boys and girls
- Cross Country – boys and girls
- Football – boys (include girls' counts if applicable)
- Golf – boys and girls
- Soccer – boys and girls
- Softball – girls
- Swimming – boys and girls
- Tennis – boys and girls
- Track and Field – boys and girls
- Volleyball – girls
- Wrestling – boys (include girls' counts if applicable)

The ACTIVITIES tab includes:

- Band
- Chorus
- Drama
- Orchestra
- Speech

- Spirit (Cheer)
- Dance
- Drill

Need Assistance?

For MHSA data (athletics and activities) questions, please contact:

Jo Austin
(406) 442-6010
jpaustin@mhsa.org

Frequently Asked Questions

Purpose:

This application provides the means for Montana high schools to submit required **participation data counts** for both the Montana High School Association and the Office of Public Instruction. [This application is NOT intended for use in submitting enrollment information.]

Data to be collected in this application:

Montana High School Association and OPI Participation and Activity Counts in extra-curricular and/or co-curricular groups, including sports and non-athletic activities as listed.

Who enters the data?

Authorized users from each school will input the data. MHSA has an established list of authorized user(s) for submitting MHSA participation counts. OPI also has an established list of authorized user(s), and in some schools the authorized user might be the same individual for both MHSA and OPI. Each school contact receives an email with a link to the login page and a specific username (login), at which time the user requests a password.

When is data entered?

The online application will open in April of each school year. **The deadline for entering MHSA participation counts is May 15th.**

How is data entered?

Users login with username and password to access the schools for which they are authorized. Select the appropriate tab (Athletics or Activities) to enter the relevant data.

How do I find my login/username and password?

If you did not receive an email with instructions to login and obtain a password, please contact Jo Austin at the MHSA office – jpaustin@mhsa.org.

Sample Email

Each school contact will receive an email with his/her unique username (login). Below is a sample email:

Hello:

This email contains instructions for completing your athletics and activities participation counts for the NHFS Participation Survey, as well as the mandatory OPI Participation Data Report.

The MHSA and the OPI have worked collaboratively to build one online tool for high schools to report their participation counts for athletics and activities, as well as career and technical student organizations.

The MHSA will use the data to report NFHS participation figures as happens every spring. The Office of Public Instruction will use the data to report the total number of students that participate in extracurricular activities as required by 20-7-104, MCA.

The reporting deadline is May 15, 2014.

Here are the steps to follow:

1. [Click this link](#) to review the User Guide so that you are familiar with the process.
2. [Click this link](#) to access the webpage for reporting your figures.
3. Enter your user name shown here: XXXX

- Click on "Forgot your password? A new one will be e-mailed to you" in order to receive current password instructions.

[Each school contact's username is unique, and your permission levels have been set for your local district.]

Montana High School Association MHSA Home

Log In

User Name:

Password:

Log In

[Forgot your password? A new one will be e-mailed to you.](#)

The Montana High School Association (MHSA) has partnered with the Office of Public Instruction (OPI) for managing user names and passwords.

You user name and password for this application is the same as you use for other OPI applications.

Please contact the MHSA at 442-6010 if you need any assistance accessing this application.


Click here to return to the MHSA website: [Montana High School Association](#)

- Login with your username and password; then select your school district followed by your school name. [The DISTRICT name is the specific district name as established by OPI for all login purposes.] Your username gives you permission to view only those high schools within your district.

Note: if your school is one of several in the local district, select only the school for which you are entering participation numbers.

Montana High School Association MHSA Home

Home Data Entry Reports Help Administration Logout

 **Montana High School Association - MHSA.org**

Data Entry

Select District:

Select School:

School Year: 2013-2014 Class: C

Select each panel and then add the counts to the Athletics/Activities/Organizations at your school by clicking the "Select" button.

If you added something by mistake, select the "Delete" button. Only enter counts for activities offered at your school.

If your school does not offer an activity listed here, do not enter any data or zeros for that activity.

NOTE: Deleting only deletes the data, the activity will remain on the list.

General Athletics Activities Organizations

[If you have any questions or problems, please call MHSA at 442-6010.](#)

MHSA - 1 South Dakota Ave Helena, MT 59601 ph: 406-442-6010 fax: 406-442-8250

- Using the center tabs for "Athletics" and "Activities", enter your participation numbers.

You may access the site as often as necessary to ensure that you enter current and correct data.

For assistance before or during the entry process, please feel free to contact me using the information below.

Thanks for your cooperation in reporting your school's participation data.

Jo Austin, Associate Director

jpaustrin@mhsa.org

406-442-6010 (office)

406-461-4415 (cell)