

## INSTRUCTIONS FOR SUBMITTING ONLINE DISQUALIFICATION FORM

**First Step: Call the Offending School Athletic Director by noon the next day after a disqualification.**

Next Step: The “online” NJSIAA Disqualification Form is working and must be used!

Go to [www.njsiaa.org](http://www.njsiaa.org) and Log In by clicking on the Tab: Schools, Officials, Media

Enter:

Username: dq

Password: dq

And Click Log In (blue tab) \*Ignore the name that appears on this page nothing for you to do.

Then go to “Officials” (blue tab) and the drop down menu: “Disqualification Form”

Click on and begin entering the disqualification information.

Be sure to enter every field. If you want to add the officials who worked the game with you, add them at the end of the explanation section.

The player/coach number field must be filled out. If there is no number please put N/A in that field. Ex. Track jersey does not have a number- N/A in the number field.

Once you hit submit, you will get a confirmation that the DQ has been submitted.

- If you provided your e-mail address, you will get an e-mail confirmation that you should forward to your Chapter Secretary or whomever your chapter requires.
- Larry White, NJSIAA Assistant Director and Tawanda Bennett, NJSIAA staff with oversight of officials, will receive an e-mail confirmation of the DQ.
- The high school Principal of the offending school will receive an e-mail confirmation.

The submission of the form must be completed online with this format to keep the NJSIAA data base accurate and notifications prompt. Any issues may be directed to [tbennett@njsiaa.org](mailto:tbennett@njsiaa.org) or [kcole@njsiaa.org](mailto:kcole@njsiaa.org) and we will assist during this transition time.

**This form must be completed within 72 hours of the DQ.**

Reminder: OFFICIALS MUST NOTIFY THE SCHOOL WITH A PHONE CALL, FIRST AND FOREMOST ASAP AFTER THE CONTEST IF A DQ OCCURRED (by Noon the next day).

Thanks for your cooperation and attention to this matter.

NJSIAA Staff