



2016-2017 ONLINE VOTING DIRECTIONS

ONLINE VOTING DATES AND DEADLINES ARE POSTED AT WWW.SWDAB.ORG

GENERAL INFORMATION

- Per the decision of the State Board of Control, all teams competing in a bracketed tournament will be seeded.
- The online process consists of six (6) easy steps. Clear directions are provided when accessing the site.
- **Coaches cannot vote for their own school. In addition, the highest and lowest score per school will be deleted from the final calculation.**
- **By Board Action, starting with the 2013 spring tournaments, a coach that does not vote in a bracketed tournament loses his highest score, second highest score, and lowest score prior to final calculation.**
- **By Board Action, starting with the 2016 fall tournaments, schools that fail to have their coach participate in the online seeding process (record records, voting, etc., or fail to attend draw meeting) will be fined \$150.00.** This action will be implemented in team bracketed tournaments—Volleyball, Soccer, Basketball, Baseball, and Softball. An appeal process will be in place until the next Southwest District Board Meeting: Fall, November 2; Winter, March 4; Spring, June 19.
- All ties will be broken prior to the placement of teams on the brackets.
- In Open Placement Tournaments the team may go on any bracket provided that the bracket is open and it is that coach's turn. The seeds will go onto the brackets in order of seed--first seeded team will go on followed by the second seeded team. Any seeded team may choose to pass, and if does so, the next seeded team will be given a choice to go on the bracket. After a seeded team goes on the bracket, the seeded team that chose to pass will again be given an opportunity to go on the bracket. This process will continue until the bracket is filled.

ON-LINE PLACEMENT OF DATA ON SITE – Sunday to Wednesday

- Go to www.swdab.org and select the link for **ONLINE VOTING**. You may also use www.highschoolvoting.com
- Select the tournament in which your team will participate (sport and drop down for division/site).
- Enter Your PIN (13 digit PIN #--**emailed to Athletic Director**) and click "Submit"; PINS must include hyphens; not case-sensitive. PIN#s consist of numbers 1-9 and letters a-h.
- Coaches **are required** to place records on the site. There is also the option to indicate records by division. The coach has the opportunity to state in approximately 1,000 characters or less (character counter on site) the highlights of the season. Entering comments on the site is strongly encouraged but not required.
- Records and comments will be available to all coaches in that sectional to read/review prior to voting.
- No data will be accepted after the deadline. Comments and records can be updated/revised prior to the deadline. Once voting begins, no data may be changed.

ON-LINE SEEDING BALLOT INFORMATION

- Seed Ballots **MUST** be completed 'On-Line' by 12:00 p.m. (noon) Saturday.
- Incomplete Ballots (all teams not ranked) will not be accepted.
- Ballots submitted after the 12:00 p.m. (noon) deadline will not be accepted.
- Any team that does not return votes by the designated time and attends the Mandatory Coach's Meeting will not be allowed to vote late, but it can have the seed determined by the votes that had been returned on time.
- If a coach is late for the seed meeting and has missed his opportunity to go on the bracket, his absence will be determined as a pass, and he will be given an opportunity to go on once he is in attendance. If a coach does not show up for the seed meeting, his team will go on the bracket last. If more than one coach does not show up, the tournament manager will flip a coin to determine the order of placement on the bracket.

ON-LINE SEED BALLOT INSTRUCTIONS – Thursday to Saturday, 12:00 Noon

- It is strongly recommended that all coaches access the site prior to placing their votes. Doing so would allow the coach to print records/comments; review the material; decide on voting decisions; then return to the site to place their votes.
- It is also strongly recommended that coaches do not wait until Saturday to place their votes to avoid the possibility of access problems, computer issues, etc. No ballots for any reason will be accepted after Saturday, Noon, deadline.
- Rank **ALL** teams listed. **You will not be permitted to rank your own school.** Incomplete and/or late ballots will not be accepted. When finished, click the "Submit" button.
- You are encouraged to print the confirmation page that lists the timestamp of your activities, and your votes.