

## District One and PIAA Inter-District Championships Game Managers - ONLINE FINANCIAL REPORTING

These PIAA Inter-District Championships Financial Reports will assist you with completing the online financial report. Hardcopy reports are not to be scanned / emailed or mailed as in previous years. Please follow the directions below for proper web-based submission.

- To use the online reporting system - visit our website: [www.piaa.org](http://www.piaa.org);
- Click “login” (the gold box in top right corner of your screen);
- Click the “contest managers” tab;
  - If you have not previously used the online financial reporting, you will need to create a new user profile by clicking “Register” and following the steps to create a new user – (**Note: school, official, or other logins used in our system are not useable**).
- Once you are logged in, simply click “Start New Financial Report” in blue;
- Follow the steps to completion. (The system will walk you through each step. You can add, remove, and change this report at any time – just make sure to click the “**Save & Continue**” blue box at the bottom after each step);
- You can start entering your game information at any time to assist you in completing the documents – just make sure you click save!;
- Once you complete Step 10 - REVIEW, the system will ask you to “Verify Report” - please click on this;
- The next screen will be the completed financial report. Please review the report. Then click on box, “I verify....” Then click “Submit to PIAA and **print**”. We ask that you maintain a hardcopy for your records.

If you have any questions or concerns for District One Contests, please contact Sean Kelly – 267-884-1028

If you have any questions or concerns for PIAA State Contests, please contact the PIAA Business Department at (717) 697-0374, or (800) 382-1392.

**All cash receipts after must be deposited in the local branch of Citizen’s Bank within 24-48 hours after the contest.**

**CITIZENS BANK ACCOUNT NUMBER**

**#6213187409 – MONEY MARKET ACCOUNT.**

# CHECK DISBURSEMENT INFORMATION WORKSHEET

For Game Manager reporting portal: Step 5) Officials - you only need name and last four of SS#; Step 6) Individuals - you will need to complete information on all workers; Step 7) Non-Individuals - you will need to complete all information for Businesses/Schools.

	NAME	SS#	ADDRESS, CITY, STATE, ZIP	AMOUNT	POSITION/DUTY
1		- -		\$	
2		- -		\$	
3		- -		\$	
4		- -		\$	
5		- -		\$	
6		- -		\$	
7		- -		\$	
8		- -		\$	

# CHECK DISBURSEMENT INFORMATION WORKSHEET

For Game Manager reporting portal: Step 5) Officials - you only need name and last four of SS#; Step 6) Individuals - you will need to complete information on all workers; Step 7) Non-Individuals - you will need to complete all information for Businesses/Schools.

	NAME	SS#	ADDRESS,CITY,STATE,ZIP	AMOUNT	POSITION/DUTY
1		- -		\$	
2		- -		\$	
3		- -		\$	
4		- -		\$	
5		- -		\$	
6		- -		\$	
7		- -		\$	
8		- -		\$	