

January 27, 2010

**To: 2010 Region/Division Wrestling Tournament Directors and Host Coaches**  
**From: Bart Thompson, Assistant Director, UHSAA; State Tournament Director**  
**Re.: Instructions for Submitting Region/Division Place-winners for entry in the State Wrestling Tournament**

All entries in the 2010 State Wrestling Tournaments will be done by e-mail using the form available on the State Wrestling Tournament Entry Web-site. You can access the site at: [www.uhsaa.org/Wrestling/entries/Stateentry.htm](http://www.uhsaa.org/Wrestling/entries/Stateentry.htm). The form for your Region or Division has also been attached to this e-mail. The form is a Microsoft Excel spreadsheet. To use the form you will need to have Microsoft Excel installed on your computer.

Be sure to fill in **all** of the boxes on the form. We will be using the names and phone numbers of the host coach and tournament director to insure the entries we receive are legitimate. The screen will allow you to submit entries without filling in all of the information requested but we won't know they are legitimate unless you do. If the host coach is the tournament director, please repeat filling in the information both for host coach and for tournament director, this will verify that the results are valid.

Fill in the entry form with the first and last names, grades, schools, 2009-10 varsity win-loss records updated through the region/division tournament and 2009 state tournament places for the wrestlers who have won places in your tournament. The boxes for school, grade and state place require an entry available from the drop down menu that will appear when you click the arrow next to the box when you have selected that box.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>State Wrestling Tournament Entry Form</b>											
2	<b>Sample</b>											
3												
4	Tournament Site			weight	place	Wrestler's Full Name	School	Grade	this year's varsity record		State Place Last Year	
5									wins	losses		
6												
7	Tournament Director			103	1st							
8					2nd							
8					3rd							

Click on this arrow to display choices.

4	Tournament Site			weight	place	Wrestler's Full Name	School	Grade	this year's varsity record		State Place Last Year
5									wins	losses	
6											
7	Tournament Director			103	1st						
8					2nd						
8					3rd						
9	Name:			112	4th						
10	Phone				1st						
11	Business:				2nd						
12	Cell:				3rd						
13	Home:			4th							

Select from the choices that appear

- Cottonwood
- Cyprus
- Granger
- Hunter
- Murray
- Skyline
- West

For weight classes where fewer places qualify than there are spaces provided, please fill in the additional space with that place-winner to provide the name and information for that alternate.

Once all of the information is recorded on the form you will need to save the form to your computer. Be sure to keep track of where on your computer you save it. You will then need to attach the file containing the form to an e-mail and send it to [thompson@ushaa.org](mailto:thompson@ushaa.org).

**Be sure to print the form for your records before hitting the submit button.** Please check your entry for accuracy before sending it.

When we receive your entry we will reply to the e-mail with a confirmation. This is done manually so it could take a while. If you have not received a confirmation by the next day please contact Bart Thompson at (801) 381-1581. Any questions or problems we have regarding the entry will be included in the confirmation e-mail, so please open it and read it.

**Entries are to be submitted no later than midnight of the last day of your tournament.** We suggest having someone typing the entries onto the entry form as final matches conclude. Then if you need to get a record or state place for a wrestler, they or a coach will still be there to provide it.