

# 5-Quarter Form Submission

- Each school will be responsible for bringing 5-quarter forms to the games.
- If only one school utilizes a 5-quarter player, that school will be responsible for uploading the document in DragonFly.
- If both schools utilize a 5-quarter player, the HOME team will be responsible for uploading the document in DragonFly.

# 1. Log into DragonFly and Select "Game Schedule"

**Game Schedules**

Academic Year: 2022-2023

Schedule Assign Pay Custom

Actions < 1 > 25 50 100

Sport: Basketball Level: All Levels Officiating Status: All Officiating Statuses Date Range: Select date range...

Filters:  Only My Games  
School: DF Test School 1

<input type="checkbox"/>	Date	Host	Facility	Home	Away	Name	Sport	Type
<input type="checkbox"/>	Fri Oct 28 8:00 PM	DF Test School 1	DragonFly High School			DF Test School 2 vs DF Test School 1	Varsity Men's Basketball	Game

## 2. Click on the game, then “Documents”

The screenshot displays the NFAA Game Schedules interface. On the left is a sidebar with the NFAA logo and 'CENTER FOR OFFICIALS SERVICES' branding. The main area is titled 'Game Schedules' and includes filters for 'Sport' (Basketball), 'Level' (All Levels), 'Academic Year' (2022-2023), and 'Date Range'. A table lists games, with one game selected: 'Fri Oct 28 8:00 PM' at 'DragonFly High School'. On the right, a sidebar menu is open, showing tabs for 'Game Details', 'Officials and Workers', 'Documents' (circled in red), and 'Key People'. Below the tabs are sections for 'Create Document', 'Game Contracts', 'Sanctioning', 'Game Documents', and 'Ticket Sales'.

**Game Schedules**

Academic Year: 2022-2023

Sport: Basketball | Level: All Levels

Filters: School: DF Test School 1

Date	Host	Facility	Home	Away
Fri Oct 28 8:00 PM	DF Test School 1	DragonFly High School		

**Documents**

DF Test School 2 vs DF Test School 1  
Varsity Men's Basketball - 10/28/22 8:00pm

Create Document

Game Contracts  Contract Required

Sanctioning  
There is currently no sanctioning.

Game Documents  
DFAA Basketball 5 Quarter Form | DF Test School 2 vs DF Test School 1 Complete [View Report](#)

Ticket Sales  
Tickets Sold

### 3. Click “Create Document”, then Basketball 5-Quarter Form”

The screenshot displays the NFHS Game Schedules application interface. On the left is a sidebar with the NFHS logo and 'CENTER FOR OFFICIALS SERVICES' branding. The main header area includes 'Game Schedules', 'Academic Year: 2022-2023', and navigation tabs for 'Schedule', 'Assign', 'Pay', and 'Custom'. Below this are filter sections for 'Sport' (Basketball), 'Level' (All Levels), 'Officiating Status' (All Officiating Statuses), and 'Date Range' (Select date range...). A table lists game entries with columns for 'Date', 'Host', and 'Facility'. One entry is highlighted: 'Fri Oct 28 8:00 PM', 'DF Test School 1', 'DragonFly High School'. On the right, a 'Documents' panel is open for the selected game, showing a 'Create Document' button circled in red. A dropdown menu is visible with options: 'Incident Report', 'DFAA Basketball 5 Quarter Form' (circled in red), 'Request Sanctioning', and 'Payment Vouchers'. Below the menu, the 'Game Documents' section shows 'DFAA Basketball 5 Quarter Form | DF Test School 2 vs DF Test School 1' with a 'Complete' status and a 'View Report' link.

**Game Schedules**

Academic Year: 2022-2023

Schedule Assign Pay Custom

Officiating Links

Game Details Officials and Workers Documents Key People

DF Test School 2 vs DF Test School 1  
Varsity Men's Basketball - 10/28/22 8:00pm

Create Document

Incident Report

DFAA Basketball 5 Quarter Form

Request Sanctioning

Payment Vouchers

Game Documents

DFAA Basketball 5 Quarter Form | DF Test School 2 vs DF Test School 1 Complete View Report

Date	Host	Facility	Home	Away
Fri Oct 28 8:00 PM	DF Test School 1	DragonFly High School		

4. Click "Review URL" to open the form and print it out.

electronic document below.

### 5 Quarter Reporting Form

Click the button below to print copies of the 5 Quarter Reporting Form. These forms should be kept at the scorer's table for each contest.

[Review URL](#)

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#### Submit Completed 5 Quarter Form

Please upload the official copy of the 5 Quarter Form for the game details shown above.

[+ Add a File](#)

Were all coaches signatures (JV & Varsity) included on the submitted document?

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\*\*\*\*\* - Head Coach Name & Signature

Head Coach

Type a name to search:

Head Coach's Signature

# 5. After the game, upload the form and complete the remaining fields

electronic document below.

## 5 Quarter Reporting Form

Click the button below to print copies of the 5 Quarter Reporting Form. These forms should be kept at the scorer's table for each contest.

[Review URL](#)

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### Submit Completed 5 Quarter Form

Please upload the official copy of the 5 Quarter Form for the game details shown above.

[+ Add a File](#)

Were all coaches signatures (JV & Varsity) included on the submitted document?

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\*\*\*\*\* - Head Coach Name & Signature

Head Coach

Type a name to search:

Head Coach's Signature

[Save & Finish Later](#) [Sign & Complete](#)

