

## Contact List of Athletic Directors and Coaches for Teams in Your Tournament

Below is a link to the OHSAA Tournament Participation Reports

1. <http://officials.myohsaa.org/Outside/Reports/TournamentParticipationReport>
2. Select the appropriate tournament information and click **Go**

**OHSAA** Tournament Participation Report

School Year: 2017-18 School Type: High School Gender: Boys  
 Sport: Baseball Athletic District: All Division: All

Go

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4080 Roselea Place  
 Columbus, Ohio 43214  
 P: 614-267-2502  
 Fax: 614-267-1677

3. When the list is generated, click **Excel Export**

**OHSAA** Tournament Participation Report

School Year: 2017-18 School Type: High School Gender: Boys  
 Sport: Golf Athletic District: Southwest Division: Division I

Go

Total number of schools competing : 58

Excel Export

4. An **Excel** file with athletic director and coach names and e-mail addresses will be generated and saved in your download folder.
5. See sample below

TournamentParticipation (22).xls (Compatibility Mode) - Excel

Ohsaa Sc	School Name	City	Athletic Di	Enrollment	Division	AD Name	AD Email	Heach Co	Head Coach	Email
144	Golf(2017-;ATHENS	THE PLAIN	Southeast	318	I	JOHN RO	rogers@atRodney	Br	burgess@athenscd.org	
364	Golf(2017-;CHILLICO	CHILLICO	Southeast	387	I	Michael Br	michael.br	Jason F	fish359@yahoo.com	
718	Golf(2017-;HILLSBOR	HILLSBOR	Southeast	282	I	Dave Dietri	ddietrick@Nathan	Bo	nboatman@highdd.org	
762	Golf(2017-;JACKSON	JACKSON	Southeast	289	I	Pat Stev	pstevens@Kevin	Bow	bowmank@jcs.k12.oh.us	
888	Golf(2017-;LOGAN	LOGAN	Southeast	500	I	THERESA	tschultheis	Ben	Taulbr	taulbee@lhsd.k12.oh.us
956	Golf(2017-;MARIETT	MARIETT	Southeast	344	I	RICK GUI	rgruimond@Chad	Deer	angusgolf71@aol.com	
1420	Golf(2017-;SHERIDA	THORNVI	Southeast	299	I	Lance Dup	no-dupler@Mike	Midk	no-mmldk@seovec.org	
1618	Golf(2017-;WARREN	VINCENT	Southeast	294	I	Steve Har	wl_sharold	Nathan	E	wl_nevans@warrenlocal.org

## Contact List of Athletic Directors and Coaches for Teams in Your Tournament

6. Depending on your comfort level and experience with **Excel** it can be formatted and filtered as necessary.

	A	B	C	D	E	F	G	H	I	J	K
1	Ohio School ID	Pick	Name	City	Athletic District	Enrollment	Division	AD Name	AD Email	Head Coach Name	Head Coach Email
2	744	X	ATHENS	THE PLAINS	Southeast	318	I	JOHN ROGERS	jrogers@athenscsd.org	Rodney Burgess	rburgess@athenscsd.org
3	762	X	JACKSON	JACKSON	Southeast	289	I	Pat Stevens	pstevens@jcs.k12.oh.us	Kevin Bowman	bowmank@jcs.k12.oh.us
4	956	X	MARIETTA	MARIETTA	Southeast	344	I	ROCK GUMMOND	rgummond@mariettacsdoh.org	Chad Daem	angusgolf1@aol.com
5	964		CHILLICOTHE	CHILLICOTHE	Southeast	367	I	Michael Baren	mschael.baren@csd.us	Jason Fischer	jsh319@yahoo.com
6	718		HILLSBORO	HILLSBORO	Southeast	282	I	Dave Dietrick	ddietrick@hcs.k12.org	Nathan Boatman	nboatman@hghdd.org
7	888		LOGAN	LOGAN	Southeast	500	I	THERESA SCHULTHEISS	tachultheiss@hhd.k12.oh.us	Ben Taufbee	taufbee@hhd.k12.oh.us
8	7428		SHERIDAN	THORNVILLE	Southeast	299	I	Lance Dupler	ne-ldupler@seovec.org	Mika Movit	no-mmovit@seovec.org
9	7618		WARREN	VINCENT	Southeast	294	I	Steve Harshel	wl_harshal@warrenlocal.org	Nathan Evans	wl_nevans@warrenlocal.org

7. Highlight the whole worksheet | click on the left above the row and columns | use **Home | Format | Autofit Column Width**
8. Clear the **SchoolYear** column Entries and use it to select your teams. (We use an **X** to indicate those teams.)
- Sort by that column
  - If sending to both the athletic directors and coaches, highlight the selected athletic director's or coach's e-mail addresses:
    - Paste them into the **To, Cc,** or **Bcc** address bar (or add to your e-mail contact list).
    - Repeat for the other set of recipients.
9. To send the e-mail, we prefer to use **Undisclosed Recipients** with our e-mail address in the **To** address bar and a blind carbon copy of the recipients e-mail addresses in the **Bcc** so the list of recipients is not disclosed to the other recipients when the e-mail is received.
- It protects their privacy and makes the e-mail look cleaner.
  - Paste the recipients e-mail addresses into the **Bcc** then repeat for the other set.
10. If you need help or have questions contact **Gary Baumgartner** at **513-594-6154** or **Terry Young** at **740-517-0195**.