

2015-16 NJSIAA DISQUALIFICATION FORM INSTRUCTIONS: Online DQ Form

ALL DISQUALIFICATIONS MUST BE DONE ONLINE! NO OTHER FORMS WILL BE ACCEPTED. IF YOU HAVE ANY PROBLEMS OR QUESTIONS PLEASE FEEL FREE TO CONTACT TAWANDA BENNETT @ 609-259-2776 OR E-MAIL TBENNETT@NJSIAA.ORG!

1. Go to www.njsiaa.org
2. Click on Tab (upper right hand corner) Schools, Officials, Media Login.
3. Enter **dq** (lowercase) in both the Username and Password fields and click the Blue Login! Ignore the name that appears-nothing you need to do here. You are now logged in to the NJSIAA site.
4. Go to Officials and click on the drop down menu: Click on the Disqualification Form.
5. The Disqualification Form will appear.
6. Complete the form: The player/coach number field must be filled out. If there is no number please put N/A in that field (Example track doesn't have a jersey number therefore you would put N/A in the number field.
7. Your name and e-mail must be filled in. Once you receive your e-mail confirmation, please forward this e-mail to your Chapter Secretary.
8. YOU MUST NOTIFY THE OFFENDING SCHOOL OF THE DQ VIA PHONE CALL (Normal procedure).
9. FYI: Larry White, Tawanda Bennett and the Offending School will receive automatic notification once the completed Disqualification Form is submitted.