MAKING ON-CAMPUS HOUSING RESERVATIONS
FOR 2019 PIAA TRACK & FIELD CHAMPIONSHIPS

Coaches, Athletic Directors and Principals

The procedure for registering for on-campus housing will be on-line and is accessed by going to https://piaa.ship.edu.

Once there, if you registered last year, select the “School Contact – Login” button. Enter your email and password. If you have forgotten your password clink the link “Forget your password?” and instructions will be emailed to you. Once you have logged in, proceed to “my school”, and select the event for which you are adding requests. You are now ready to add your housing request as outlined below.

Enter your PIAA Housing contact information by selecting your school, entering your email, first and last name, a password, your title, day time and cell phone numbers, and a fax number, if desired. If you are the primary contact person for your school, please check the appropriate box. If you are going to be on campus for the event, please check the appropriate box as the person to contact if there are concerns or changes for your school’s participants. Click “Create” to create your account. You will receive an automated email to the email address provided. You must log in to your email and follow the link to activate your account.

Once you have successfully activated your account, you can log in and select your event. Select the “School Contact – Login” button; login using your email and password. Click the “My School” button. You will see the information for your school (School Name, PIAA District Number, and School Code). You will see your information in the contacts section. You can “manage” your information to make corrections or update information. Under the event selection, select “2019 PIAA State Track & Field Championships” from the dropdown box. Click the “Select Event” button.

You have activated your account and selected your event and are ready to add reservations for housing. You will see Housing Requests and your event listed. You will see “Details/Delete” in red to the far right. Select “Details” and select the red “Add Athlete/Coach Reservation” button to begin adding housing reservations. You are required to enter a coach reservation first because the housing regulations state “Athletes must be properly chaperoned by coaches or assistant coaches. In order to insure adequate supervision of qualifiers, one (1) coach (supervisor) per single qualifier but no more than two (2) coaches (supervisors) per two (2) qualifiers MUST BE INCLUDED in each individual school’s lodging and meals package request.” After you have entered 1 coach, you can add all of the athletes you are requesting housing reservations for. Once all athlete reservations have been entered, you may add additional coach housing requests. Please see Housing Guidelines for housing reservations requirements. It is important to note that, due to limited housing availability, on campus is assigned on a first come, first serve basis and is, therefore, not guaranteed.

When making a reservation for a coach, you will be asked to affirm by checking the box that the coach being registered “… meets all Child Protective Services Requirements,” followed by “By checking the adjacent box, I certify that the coach registered for on campus housing by this application fully meets all requirements of the Child Protective Services Law, 23 Pa. C. S. § 6301 et seq., and Shippensburg University Policy 302-00 “Protection and Supervision of Minors on Campus and Mandated Reporting of Child Abuse”, including current annual training, and favorable background checks (Pennsylvania State Police Criminal Record Check, Pennsylvania Department of Human Services Child Abuse Clearance, and the FBI Criminal Background Check including fingerprint verification) conducted within the past five years. I hereby swear and affirm that the statements made in this application are true, accurate, correct, and complete and are made subject to the penalties of 18 Pa. C. S. §4904 relating to unsworn falsification to authorities.” If the checkbox is not checked, you will get an error message and the registration process for that individual will stop until the box is checked.

After adding each housing reservation you will be taken to the overview screen, which shows your school information, the reservations made and a billing summary. If you should log out prior to printing or want to review your reservations, log back in and select the details button to the right of your event which will take you to your details screen where you will find all the reservation information that you entered.

Please review your information for accuracy.
Schools registering and/or changing existing registrations after 8:00 p.m. on Sunday, May 19, 2019, please email the following information to SUPiaa@ship.edu:

- School Name and District
- Coach’s Name(s) and Gender(s)
- Athlete’s Name(s) and Gender(s)
- Contact Name, Phone Number and Email Address
- Explanation of your changes, as appropriate

Best wishes for an enjoyable stay with us at Ship!

William J. Yost
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