If you cannot attend a face-to-face rules meeting for Spirit, you need to complete this requirement online. Failure to complete the rules meeting and exam will result in a fine up to $200 ($100 for no rules meeting, $100 for no exam). Face-to-face sites and dates can be found at https://www.kshsaa.org/Public/Spirit/PDF/RequiredSpiritSafetyMeetings.pdf. The online meeting will be open from August 16 – October 3.

TO ACCESS THE ONLINE RULES MEETINGS AND ONLINE EXAMS:

Every coach has his/her own unique password (the same password is used for the KSHSAA website and Oncore). If you do not know your unique password, please check with your athletic director or use the *Forgot Your Password* link on the school login page of the KSHSAA website. You can change your password at any time.

When logging into the KSHSAA website or Oncore:
User Name: School KSS number (KSS####)
Password: Unique KSHSAA password

DESKTOP (PC & MAC) USERS:

OPTION #1:
1. Go directly to *http://oncore.kshsaa.org*.
2. Login to the site with your User Name and Password (see above):
3. Once logged in you will see a list of sports/activities you currently belong to. Select the activity.
4. Select the requirement you are wanting to complete.

OPTION #2:
1. Go to *www.kshsaa.org* and under the Schools tab, **login with your User ID (KSS####) and your individual unique Coach/Sponsor Password.**
2. Click on the Exams & Online Meetings link at the top of the page.
3. Click **Take Exam** (online exam) or **Open** (online rules meeting).
4. Select the desktop user option (if using a mobile device follow the instructions below).
5. When the OnCore website opens, login with your User Name and Password (see above).
6. Once logged in you will see a list of sports/activities you currently belong to. Select the activity.
7. Select the requirement you are wanting to work on.

* Mac desktop users running version 10.7 or higher: You may choose to use the *http://oncore.kshsaa.org* website OR you may use the app found in the App Store by searching for and installing the OnCore application.
* Windows 10 users: You may choose to use the *http://oncore.kshsaa.org* website OR you may use the app found in the Microsoft Store by searching for and installing the OnCore application.
* Windows Surface Pro tablet or Chrome Book users should follow the desktop instructions above.

MOBILE DEVICE USERS:

– **The OnCore app is free to install on any mobile device.**
– To install the OnCore app, follow these instructions:
    1. For Android device users, go to the Google Play Store and search for **OnCore By Century** and install the application on your mobile device.
    2. For iPad or iPhone users go to the App Store and search for **OnCore Mobile** and install the application on your mobile device.
    3. For Windows mobile device users, go to the Microsoft Store and search for **OnCore** and install the application on your mobile device.
    4. Once loaded on your device, open the OnCore application and login with your User Name and Password (see above).
    5. Once OnCore is open you will see a list of activities you coach/sponsor. Select the appropriate activity and the requirement you are wanting to complete.

PLEASE NOTE:

▪ You ARE NOT required to complete any of the online requirements in one session. No matter which device you use, you can leave the exam or rules meeting as many times as you like and return to continue. The requirement will pick up where you left off.

▪ You may print your certificate of attendance (online rules meeting) or exam answers by returning to the KSHSAA website.

▪ If you are a coach and an official in the same sport, you will need to contact the KSHSAA office to receive online exam and/or rules meeting credit as an official.

▪ If you are a high school AND middle/junior high school coach/sponsor in the same activity, you will need to contact the KSHSAA office to receive online exam and/or rules meeting credit for both schools