

# How to Use The Ticket Control Sheet

- Sign on to:  
<http://www.cifsds>.
- On the left hand side of the home page, left click on forms
- Left click on financial playoff forms
- Left click on the playoff game report that represents your event
- Left click on Ticket Control Sheet



# Ease of Use

- Send the completed form to the CIFSDS office
- Send the completed form to the visiting school
- Electronic ticket control sheets can be obtained from the CIFSDS office
- Save the e-file to your computer for future use!



# Pre-Game Ticket Sales

- Pre-game ticket sales are only allowed in football and basketball games
- The home school determines if pre-game tickets will be sold
- CIFSDS allows a rebate of \$1.00 for each adult ticket sold, and 50¢ for each student ticket sold
- Enter the amount of pre-game tickets sold on the report form



# Gate Sales

- Enter your adult gate sales
- Enter your student gate sales
- Student tickets are for high school students and younger, as well as for adults 65 and older
- Children under 5 are admitted free with an adult

