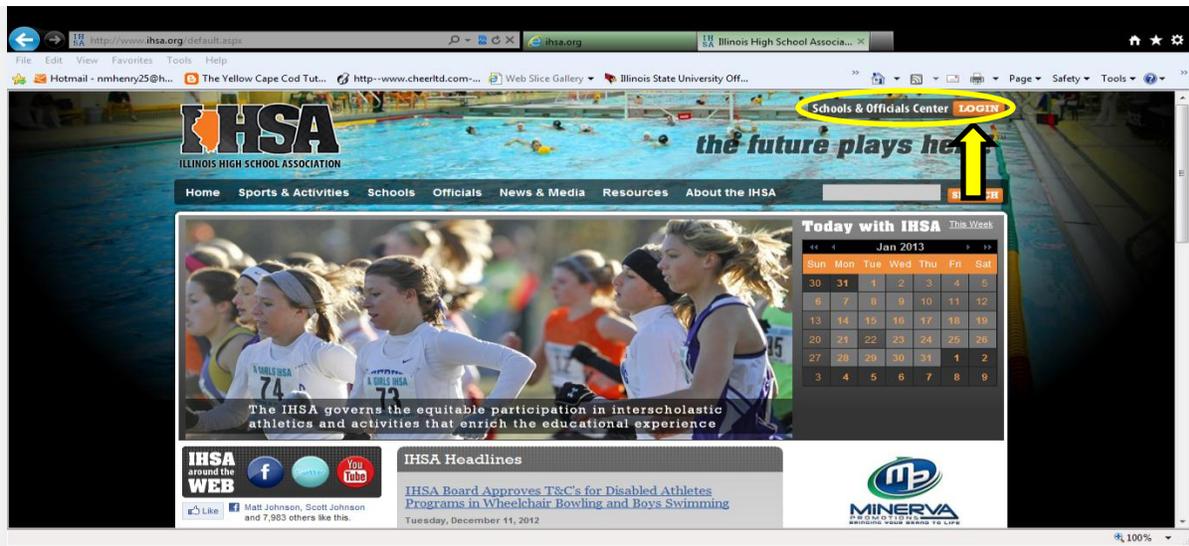


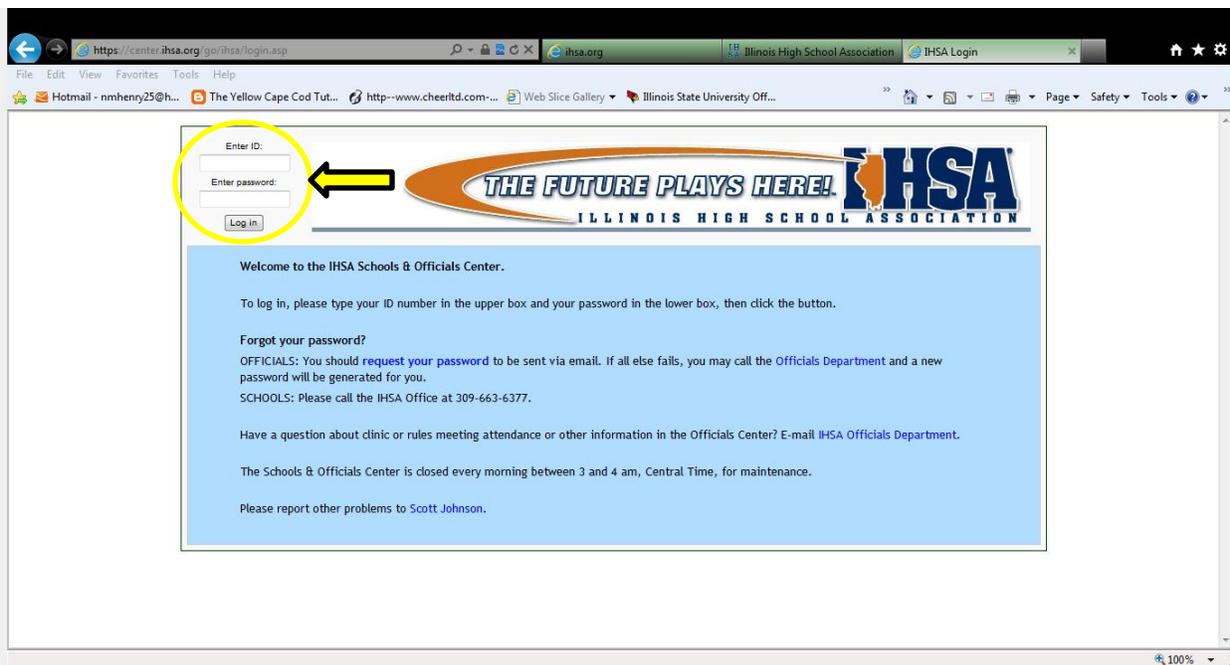
# List of Participants & Team Picture Instructions

## 1) Enter your Team List of Participants

\*Schools are required to complete the Competitive Dance List of Participants on-line. The Athletic Director or Principal can give you the password for your Schools Center Site if you do not already know it. Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center link. Enter your school's four-digit School ID number and password.



\* Enter your school's four-digit School ID number and password.



\*Click on the link in red box for “List of Participants”.

	withdraw by 1/7	review rules video	OK	School Manual & Forms	submitted	never	List of Participants: (0 pgs.) due 1/7	(0/1 req.) view ratings
Competitive Dance	OK withdraw by 1/7	review rules video	OK	T & C's School Manual & Forms	OK	never	List of Participants: (0/2 pgs.) due 1/7 State Final Information: not yet	rate official (0/ req.) view ratings
Girls Bowling	OK withdraw by 1/29	review rules video	OK	T & C's School Manual & Forms	not submitted	--	List of Participants: (0 pgs.) due 1/29	--
Girls Gymnastics	did not enter	did not view or attend	OK	T & C's School Manual & Forms	not submitted	--	List of Participants: (0 pgs.) due 1/29	rate official (0/12 req.) view ratings
Boys Wrestling <a href="#">list of body fat testers</a>	OK withdraw by 1/30	review rules video	OK	Weight Control Manual T & C's School Manual & Forms	OK	OK	Body Fat Roster State Final Information: not yet	rate official (0/12 req.) view ratings
Boys Swimming & Diving	OK withdraw by 2/12	review rules video	OK	T & C's School Manual & Forms	not submitted	never	List of Participants: (0 pgs.) due 2/12	rate official (0/10 req.) view ratings
Girls Basketball	OK withdraw by 1/16	review rules video	OK	T & C's School Manual & Forms	OK	OK	Season Summary Form & Online Seeding: (1/3 pgs.) due 1/23, <a href="#">seeding follows</a> State Final Information	rate official (28/42 req.) view ratings

**Confirmation of receipt of On-line List of Participants:** Once you have finished with your report the box in the Schools Center will no longer be red indicating you have completed the requirement. If it doesn't indicate "Completed" and the box is still red, then you must go back into your schools List of Participants and check the button on the Online List of Participants indicating you are finished with your report.

- A. List all eligible coaches that are in compliance with IHSA By-Law 2.070.
- B. List all competitors as per the dance terms and conditions.

After completing the "List of Participants" online, print out a copy of the completed entry form to bring to competition and for your records.

(If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Linda Muxfeld.)

## List of Participants is due January 7, 2013

### 2) Submitting a Team Picture

\*Login to the schools center and click on the "Program Picture" link in the upper left corner of the screen.

**SCHOOL INFORMATION**  
 General information  
 Administrators  
 Coaches  
 Program photos  
 How to submit records  
 Won-lost records  
 All-time records

**COACHES**  
 PES coaches ed program

**OFFICIALS**  
 Find an official  
 Officials directory  
 Officials education

**FORMS & REQUESTS**  
 Tournament entries  
 Foreign exchange eligibility  
 Open dates  
 Special Report  
 SAWA Report  
 Report Index  
 All-State Academic Team nomination form (PDF)  
 Other forms  
 Boys basketball tickets  
 Girls basketball tickets

**IT'S YOUR IHSA -- VOTE TODAY!**  
 Ballot for IHSA By-law Amendments (through 1/6)

**SAGES** more >>

**1/3 Ballot for IHSA By-law Amendments**  
 A reminder that voting for IHSA By-law Amendments will expire on January 6, 2013 at midnight. If you have not already voted, please cast your votes by January 6, 2013.

**1/2 All-State Academic Team Applications- DUE 2/8/13**  
 This year's IHSA All-State Academic Team nomination forms can currently be found online in the School Center. This will be the 20th year the IHSA has named an All-State Academic Team.  
 Each school may nominate one female and one ma... more >>

**PERFORMANCE-ENHANCING SUBSTANCE PROGRAM**  
 Use the links below to supervise your school's participation in the IHSA Performance-Enhancing Substance Testing Program.

Member School Representative & Testing Site Coordinators	Consent Form 2012-13 (PDF)	Site Coordinator Manual (PDF)	Testing Policy (PDF)	Banned Substance List (PDF)	Student-Athlete Listing Form (Excel)	Summary of Coaches Passing PES Exam
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**TOURNAMENT MANAGEMENT**  
 Interested in hosting?  
 Review and update your [facilities survey](#) and [host availability survey](#) at least once per season. more >>

**SPORT & ACTIVITY TRACKER (2012-13)** more >>  
 Red cells indicate action items. **Get the red out!**  
 You may also [enter your teams](#) in IHSA state series for the current school term.

Sport or Activity	Entry Status (Type)	Rules Presentation	Program Status	Manuals (PDF)	Participation Survey	Top 15 List	Required Data Forms	Ratings of Officials
Boys Bowling	OK withdraw by 1/15	OK review rules video	OK	T & C's School Manual & Forms	not submitted	--	List of Participants: (0 pgs.) due 1/15	--

\* Add administrators and coaches. Choose: Add a new administrator or coach. You will want to do this before adding team photos. (If your sport/activity does not include administrators or coaches in the program, you can skip this step and start uploading your team photo.) Follow the step-by-step instructions, making sure that you **save the photos and information**. Do not use all capital letters. (For Competitive Dance you will only need to list the administrators and coaches. You will not need to upload individual photos for them)

**Staff Photos**  
 People added to this list can be assigned to the activities on the right for inclusion in state tournament programs. Head coaches and administrators only -- no assistant coaches, please.  
 Add a new administrator or coach

Staffer	Photo	Edit Info
Test, Test	None	Edit

**Team Photos**  
 Use the Edit link to upload, add cutlines (indicate who is in the photo) and assign staff members listed at left to be included in the state tournament program for an activity.  
 With the exception of Bowling and Cheerleading, only upload a team photo for activities in which you have advanced to the sectional round.

Activity	Team Photo	Cutlines	Assigned Staffers	Upload Photo Edit Cutlines Assign Staff
Boys Baseball	None	None		Edit
Boys Basketball	None	None		Edit
Girls Basketball	None	None		Edit
Bass Fishing	None	None	N/A	Edit
Bass Fishing #2	None	None	N/A	Edit
Boys Bowling	None	None		Edit
Girls Bowling	None	None		Edit
Competitive Cheerleading		None		Edit
Competitive Dance	None	None		Edit
Boys Football	None	None		Edit
Girls Gymnastics	None	None		Edit
Girls Softball	None	None		Edit
Scholastic Bowl	None	None		Edit
Boys Soccer	None	None		Edit
Girls Soccer	None	None		Edit
Boys Volleyball	None	None		Edit
Girls Volleyball	None	None		Edit
Boys Wrestling	None	None		Edit

### **3. Upload your team photo.**

Choose: The Edit button that corresponds with your sport/activity.

- a. Following the instructions upload your team photo. **Save changes.**
- b. Assign staff members. Use the pull down menus to assign staff members to be included in this program. **Save changes to staff assignments.** (If no administrators or coaches are included in the program, you can skip this step.)
- c. Add your cutlines. List individuals (first and last name) in each row from left to right, front to back. Do not use all capital letters. Do not include numbers, year in school, etc. Please use the following to designate supervisors in the photo: Head Coach John Smith, Asst. Coach Billy Bob, Mgr. Jane Doe. **Save changes to cutlines.**

**4. Go to School Photos Menu.** Check to make sure you have included all photos and cutlines for this sport/activity. If everything is correct, you can exit the Schools Center. Make sure that you have completed all other state final information for the program.

**If you have questions, please call Linda Muxfeld, 309-663-6377.  
PHOTOS ARE DUE WEDNESDAY, JANUARY 9, 2013**