



**\*\*IMPORTANT\*\***

**SEASON SUMMARY FORM INSTRUCTIONS/SEEDING INFORMATION**

Schools entered into the IHSA State Series will be required to complete a **Season Summary Form** in the Schools Center. Failure to do so will result in a school forfeiting their opportunity to participate in the seeding process.

**SEASON SUMMARY INSTRUCTIONS:**

- **\*NEW\*** Coaches will submit their contest results online using MaxPreps **ONLY**. (this can be done throughout the season)
- Coaches will then log into their School Center to complete the Season Summary form.
- On the “Coaches” link, please indicate your head and assistant coaches.
- On the “Contests” link, you can review your contests results for accuracy. If you need to add a contest or make corrections, it can be done on the MaxPreps site.
- On the “Comments” link, please list your team’s W-L record, and submit any comments you would like to make regarding your team or their seeding placement. Click on **SAVE**.

**SEEDING INSTRUCTIONS:**

- The seed link opens up at **11:00 a.m.** on October 3
- Log into your School Center, and access the “Seeding Form” in your Sport/Activity Tracker
- Follow the instructions to seed your Sub-Sectional or Sectional Complex
- A school shall not vote for their own team.
- The seeding deadline is **12:00 noon** on October 4
- The results will be posted by 4:15 p.m. on October 4

# *MaxPreps Reporting Procedures*

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**Managers: Please read the following page carefully. If you have any questions, please call Scott Johnson at the IHSA Office (309-663-6377).**

**IHSA Coaches and ADs can follow the below steps to gain access to their MaxPreps account:**

**Not a MaxPreps Member?** Please complete the following steps:

1. Go to MaxPreps.com and click on "Join" in the top right corner.
2. Select the "AD/Coach Account" option.
3. Enter your email address and text from the image displayed. (we're just making sure you're not a robot!)
4. On the following screen, fill out the required fields.
5. If you have an Access Code, please enter it when prompted. (If you do not have an access code, don't worry! You can request one after registration is complete, outlined in steps 7-9.)
6. To complete the form, click "Create Account". You are now a MaxPreps member!
7. If you still need your Access Code, click on "Set up Admin Accounts" on the following confirmation page.
8. On the next screen, click on "Request Access". Our support team will get back to you within 24 hours of receiving your request with the Access Code for your team or school.

**Already a MaxPreps Member?** Please complete the following steps:

When signed into your MaxPreps Membership account, you will see "Hi, [Your First Name]" in the top right corner. (If you do not see "Hi, [Your First Name]", click on "Sign In" and enter your account information.)

Follow the steps below to gain access to your admin account:

1. Click on "Hi, [Your First Name]".
2. On the next page, click on "Set up Admin Accounts" under Admin Accounts.
3. If you have an Access Code, enter in the text box provided.
4. If you do not have an Access Code, click on "Request Access". Our support team will get back to you within 24 hours of receiving your request with the Access Code for your team or school.

**How to Login to after Gaining Access?**

After signing into your MaxPreps Membership account, place your mouse over "Hi, [Your First Name]" and click the link for your school or team under either "AD Accounts" or "Coach Accounts" to be directed into your admin.

**Need Help?**

If you have any questions, please email [support@maxpreps.com](mailto:support@maxpreps.com) or give us a call at 800-329-7324 x1 and our support team will be more than happy to help!