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 and click on the Schools Center link. Enter your school's fourdigit School ID number and password.

| () III http://www.ihsa.c | rg/default.aspx | | [뷰 Illinois High School Associa × | n ★ ¤ |
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| TE-A | ILLINOIS HIGH SCHOOL ASSOCIATION | | Schools & Offidals Center | |
| | Home Sports & Activities Sch | ools Officials News & Media Resour | ces About the IHSA | |
| | The IHSA governs that helics and activity | the equitable participation in inter- | Today with IHSA methods i 4 Jan 2013 i i a i <th>LWeb 2 3 3 4 5 12 19 2 2 9 9</th> | LWeb 2 3 3 4 5 12 19 2 2 9 9 |
| | HHSA around the WEB of control the the control the and 7,983 others like this. | IHSA Hoadlines IHSA Board Approves T&C's for Disable Programs in Wheelchair Bowling and Bo Tuesday, December 11, 2012 | d Athletes ys Swimming | - |

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

| | org/no/ibsa/login asn | | III Illinois High School / | | ~ | | |
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| | Enter ID. Enter password Log in Welcome to the IHS To log in, please typ Forgot your password OFFICIALS: You sho password will be gen SCHOOLS: Please cz Have a question abo The Schools & Offic Please report other | A Schools & Officials Center. Le your ID number in the upper box and your password? And request your password to be sent via email. If areated for you. Ill the IH5A Office at 309-663-6377. Nut clinic or rules meeting attendance or other infor ials Center is closed every morning between 3 and 4 problems to Scott Johnson. | RE PLAYS FIERE. IN DIS HIGH SCHOO In the lower box, then click the button. all else fails, you may call the Officials Dep mation in the Officials Center? E-mail IHSA 4 am, Central Time, for maintenance. | artment and a new | | * 100% | |
| | | | | | | ₹ 100% | • |

*Click on the link in red box for "List of Participants ".

| e Edit View Favorites Tools Help | | | | | | | | | | | |
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| REQUIRED REPOI Ratings summary Financial report sum | RTS | by 1/7 | review rules video | | School Manual & Forms | SUDINILICU | | (0 pgs.) due 1/7 | view ratings | | |
| Participation survey Facilities survey Host availability surv Advisory committee s ONLINE RESOUR | CES | OK withdraw by 1/7 | OK review rules video | ок | T & C's School Manual & Forms | ок | never | List of Participants: (0/2 pgs.) due 1/7 State Final Information: | rate official (0/ req.) view ratings | | |
| IHSA school director Documents index Case situations and BA BK CC FB GO SB SO SW TR VB | Girls Bowling <u>notes;</u> GYB GYG WP WR | OK withdraw by 1/29 | OK review rules video | ОК | T & C's School Manual & Forms | not submitted | - | not yet Periodiana (U 2) du 29 | - | | |
| | Girls Gymnastics | did not enter | did not view or attend | ок | T & C's School Manual & Forms | not submitted | | | rate official (0/12 req.) view ratings | | |
| | Boys Wresting list of body fat testers | OK withdraw by 1/30 | OK review rules video | ОК | Weight Control Manual T & C's School Manual & Forms | ок | OK | Body Fat Roster State Final Information: not yet | rate official (0/29 req.) view ratings | | |
| | Boys Swimming & Diving | OK withdraw by 2/12 | OK review rules video | ок | T & C's School Manual & Forms | not submitted | never | List of Participants: (0 pgs.) due 2/12 | rate official (0/10 req.) view ratings | | |
| | Giris Basketball | OK withdraw by 1/16 | OK review rules video | ок | T & C's School Manual & Forms | ок | ок | Season Summary Form & Online Seeding: (1/3 pgs.) due 1/23, seeding follows State Final | 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.

| 🗧 Hotmail - nmhenry25@h | C The Yellow Cape Cod Tut | 🕜 httpwww.cheerito | d.com 🦉 Web SI | ice Gallery 👻 🔖 | Illinois State | e University O | ff | » | 🟠 • 🔊 | • 🖃 🖶 • | Page ▼ Safety ▼ | Tools 🔻 🔞 |
|-------------------------|---|--|--|---|------------------------------------|---------------------|------------------------------|---------------------------|---------------------------|----------------------------|-----------------|-----------|
| | SCHOOL INFORMATION | IT'S YOUR IHSA | VOTE TODAY! | | | | | | | | | |
| | General information Administrators | Ballot for IHSA B | y-law Amendment | <mark>ts</mark> (through 1/6) | | | | | | | | |
| • | Coaches | SAGES | more >> | | | | | | | | | |
| | How to submit records Won-lost records All-time records | 1/3 Ballot for A reminder that we please cast your | IHSA By-law Am roting for IHSA By-l votes by January 6 | endments law Amendments , 2013. | will expire | on January | 6, 2013 at mid | night. If you l | have not alm | eady voted, | | |
| | Survey on Students with Disabilities | 1/2 All-State A This year's IHSA 20th year the IHS | Academic Team A All-State Academic A has named an A | Applications- E Team nominatio II-State Academi | UE 2/8/1 in forms ca c Team. | L3 n currently b | e found online | in the School | l Center. Thi | s will be the | | |
| | Staff roster Staff roles | Each school may nominate one female and one ma more >> PERFORMANCE-ENHANCING SUBSTANCE PROGRAM | | | | | | | | | | |
| | COACHES Use the links below to supervise your school's participation in the IHSA Performance-Enhancing Substance Testing Program. | | | | | | | | | | | |
| | PES coaches ed program | Member School Representative & | Consent Form 2012- 13 | Site Coordinator Manual | Testin (P | g Policy Ba DF) | anned Substance List | Student-Att Listing Fo | hlete S orm Coa | ummary of ches Passing | | |
| | OFFICIALS | Coordinators | (PDF) | (PDF) | | | (PDF) | (EXCEI) |) | PES Exam | | |
| | Officials directory | TOURNAMENT N | IANAGEMENT | | | | | | | | | |
| | Officials education | Interested in hos | ting? | | | | | | | | | |
| | FORMS & REQUESTS | Review and updat | e your facilities su | rvey and host av | ailability s | urvey at leas | st once per sea | son. | | | | |
| | Tournament entries | SPORT & ACTIV | ITY TRACKER (20 | 12-13) ma | re >> | | | | | | | |
| | Open dates | Red cells indicate | action items. Get | the red out! | | | | | | | | |
| | Special Report | You may also ente | r your teams in IH | SA state series | for the curr | ent school te | erm. | | | | | |
| | SAWA Report Report index All-State Academic Team | Sport or Activity | Entry Status (Type) | Rules Presentation | Program Status | Manuals (PDF) | Partici- pation Survey | Top 15 List | Required Data Forms | Ratings of Officials | | |
| | nomination form (PDF) | Boys Bowling | ОК | ОК | ок | T & C's | not | - | List of | - | | |

* 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)

| | - | | NL | LUAD PAGE LU SI | ee change | u priotos - Program | | 1 | |
|---|--|---|--|---|-----------------------------|--|---|----------|---|
| 8 | Staff Photos | Team Photos | | | | | | | |
| People added to this list right for inclusion in stat and administrators only | can be assigned to e tournament prog v no assistant co | o the activities on the grams. Head coaches paches, please. | Use the Edit link to upload staff members listed at le activity. | l, add cutlines (i ft to be included | indicate wi d in the sto | no is in the photo) a ite tournament prog | nd assign ram for an | | |
| Add a new administrator | or coach | E aliá Inda | With the exception of Bo activities in which you ha | vling and Cheer ve advanced to | leading, o the section | nly upload a team onal round. | photo for | | |
| Test, Test | None | Edit | 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 | <u> </u> | - |
| | | | Boys Football | INVING | INVILLE | | Edit | | |
| | | | Boys 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 | | |
| | | | | | | | E 12 | 1 | |

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