Instructions for Using Tennisreporting.com and Entering the Online IHSA List of Participants

Schools must complete the IHSA online *list of participants (LOP)* to enter their eligible coaches, team or individual(s) and season record from tennisreporting.com into the IHSA state series. The IHSA list of participants deadline is midnight on Tuesday, May 14, 2019. There are two steps to complete this process: Tennisreporting.com and IHSA schools center list of participants.

TENNISREPORTING.COM

Schools will be tracking their season through tennisreporting.com. Follow the steps below to gain access to your free tennis reporting account:
Tutorial: https://drive.google.com/file/d/13LXJ9S-jw3s5WnTL2otjRKuCLGrPS-7g/view?usp=sharing

1. Go to **TennisReporting.com** - Click on **"Register"** in the top right corner
2. Select state - Illinois – Select school name from drop down menu
3. Type in head coach name
4. Select "Male" for the boys' season - type in appropriate division/class – 1A or 2A
5. Provide head coach's e-mail address
6. Create a unique password - confirm password
7. Add head coaches' cell phone number
8. Click "*Submit*" (disregard the "Enjoy a 14 Day FREE Trial")
9. Apply Discount Code - tennisreporting
   Note: The $35 full access subscription fee is waived for IHSA member schools
   DO NOT "*Pay with Card*"
10. Click "*Apply Code*" – *Full Access $0/yr Discount Code Applied* should appear
11. Click "*Complete Registration*" – *Success! Payment has been received* will appear to confirm registration (Remember, this is a free service – you should not be charged)
12. Click "*Continue Setup*"
13. Complete your roster with all the players on your team
    Students first name, last name and year in school are the only required fields. Phone number, address, email, birthdate, physical exam, fees paid, and state form are not required by the IHSA, however you can use them to manage your program (Note: The IHSA does not require any fees to be paid, however, local school programs may. The IHSA does not require any state form to be submitted until the List of Participants (LOP) due on 5/14/19 through the IHSA Schools Center)
14. Once your roster is entered, you can "Manage Roster", "Create Meets", "View Existing Meets", "Search Meets", "Search Players" and "Enter Results" throughout the season
15. Export Players Season Reports (PSR) from tennisreporting.com to upload into the IHSA list of participants
    https://www.youtube.com/watch?v=U2BYccvDx-c

If you have any questions, please contact: **TennisReporting@gmail.com**
  or call **Steve: 651-261-7283**
Tutorials: https://www.youtube.com/channel/UCv8R4suLcLwIYdrTWqRvO3A

IHSA ONLINE LIST OF PARTICIPANTS

1. Go to www.ihsa.org
2. Click on "**School & Officials Center Login**"
3. Enter your "**User ID**" (5 digits, a letter followed by a number) and "**Password**" (issued to you by your school/athletic director). Coaches must have a valid email on file in the IHSA school's center to be issued a password. Passwords are generated via your athletic administrator
4. Click on "**Sport & Activity Tracker**"
5. Click on "**Boys Tennis List of Participants**"
6. Click on **"1. Instructions"**- read instructions
7. Click on **"2. Coaches"** - list all eligible coaches that can receive coaching credentials
8. Click on **"3. Roster"** - list your entire roster in case you need to make lineup changes due to illness or ineligibility. Make sure players names are spelled correctly and year in school is accurate
9. Click on **"4. Participants & Match History"** - use the drop down menu to create your line up. Add season record under "Won-Lost" and add any USTA information if applicable. Use the "Comments" section to share any pertinent information needed for seeding purposes
10. Click on the link to the right to upload the "**Player Season Record Form**" generated from your tennisreporting.com account. **This MUST be complete for every player in your line up regardless if they are seeded or not seeded**
11. Once you have completed the lineup, upload the "*Players Season Record Form*" from your tennisreporting.com account. If the player does not have a record, note why in the comment section of the report. If a doubles team does not have a record playing together note that in the comment section
12. Type in all requested information and save and print all page(s)
    Print each page of the report for your records by using ctrl key+P on your keyboard
    After the deadline, you will not have access to these forms
13. Click on **"Certify & Submit"** by Tuesday May 14th

This information (names of coaches and line up with uploaded players season records summary from tennisreporting.com) is used by the sectional manager and the IHSA to prepare for the state series. It is imperative that this information is accurate and completed on time, so we can release the information to sectional managers to prepare for the sectional seeding meeting. This information will also be used in the state final program. Please double check everything for correct spelling and accuracy.

If you experience any problems with the IHSA list of participants through the IHSA schools center, please call the IHSA Office 309-663-6377 and ask for Carol Carr ccarr@ihsa.org
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LIST OF PARTICIPANT DEADLINE:
Tuesday, May 14, 2019 @ Midnight

LIST OF PARTICIPANTS TROUBLESHOOTING
Problem pulling in coaches' names from the drop-down menu?

If a coach on your coaching staff doesn't appear in the drop down menu in the list of participants, check the following in the IHSA schools center under the staff responsibility page:
1) Has he/she been designated as the head coach or an assistant coach?
2) Does it indicate how the coach is certified to coach?
3) Does the coach have a completion date listed for the PES examination?
4) Has the coach completed the concussion exam requirement?
If any of the above information is missing, he/she will not be able to add their name to the online list of participants and/or be issued a coaching credentials during the state final. Please contact your local athletic administrator to confirm compliance with the IHSA coaching bylaw 2.070 https://www.ihsa.org/documents/forms/current/IHSA_Handbook.pdf

Reasons for the "Red Box" to appear in the Sport/Activity Tracker:

School hasn't completed the "Certify & Submit" page. Go back and click "Certify and Submit".

Verification of IHSA Receiving List of Participants:

Print a copy of your entries (ctrl key+P on the keyboard) prior to clicking the "Certify & Submit" button. This is verification of your entries to take with you to the sectional seeding meeting. You will not have access to this page, if you try to print it after the deadline.
Make sure you click the "**Certify & Submit**" link, so you will not receive unnecessary reminders from the IHSA office about not receiving your list of participants.

Once the process is complete and the deadline date approaches, the schools center activity tracker will show that the deadline has passed. This does not mean your school didn't complete it. It means the IHSA office has imported all rosters and is in the process of preparing the files for the host manager of your sectional.

**Any changes to the original LOP entries must be made online through the
password protected IHSA schools center prior to midnight on Tuesday, May 14, 2019.**

TENNISREPORTING.COM TUTORIALS
Adding a defaulted player due to not having enough players on a roster:
https://www.youtube.com/watch?v=I7PH3UERLtY

Change the Date of a Match and to Delete a Match:
https://www.youtube.com/watch?v=tmFl1tH0DG0

Entering in a Set Tiebreaker Score:
https://www.youtube.com/watch?v=egM7g7pgujU

Fixing Scoring Discrepancies:
https://www.youtube.com/watch?v=TTkU0hfU-aQ&feature=youtu.be

Reporting Results to Media:

https://www.youtube.com/watch?v=P2ryKjnBNh0