Dance Coach instructions for entering your List of Participants and team photo.



1) Login to the IHSA Schools Center.

2) Click on the Sports and Activity Tracker

	https://center.ihsa.org/	go/schools-center-new/su Safety ▼ Tools ▼ @▼	mmary.asp D + H = C × H Illinois H	ligh School Association 🖉 Schools C	enter Summary ×	
	Log out A6855	50		ENTER		
	MAIN MENU	tracie	Enter new selection:		Find	Admin
		Depar	tments		Message Center	
	Sport & A	ctivity Tracker	A All-Time Records	Yesterday Bud Light Court of D)reams	
PE	Es Performa	nce-Enhancing nce Program	F Forms & Other Resources	Rules Presentations	on iPad	
				Scholastic Bowl Inte	rpretation	
F	Persona	I Information			View older messages \rightarrow	
		Quick	Links	12/3 Bud Light Cour Our office was informed of Thursday in Chicago, The	rt of Dreams f some event being held prior to the B	ulls-Heat game this
	ch	ange password ra FAQ Whe	te official ScoreZone re do I find?	called the "Bud Light Court on your school's basketba IHSA By-law 3.101 and rer Gibson at the IHSA Office	even, according to information student of Dreams". This event would not be Il team to play in. Doing so would put inder he/she ineligible. Please contact if you have any additional questions. A c submittee the sure office by a moment	e permissible for anyone them in violation of Beth Sauser or Kurt Attached is a link to the

	tracie	Enter new selection:		Find	Admin
		IHSA Sport &	Activity Tracker		
		Sport & activity trac	cker Coop teams		
This	s page tracks the progress yo Red c	our sport and activity programs ells indicate action items. It is y	have made in completing iten your responsibility to get the r	ns required for IHSA State Ser ed out!	ies.
	Status in IHSA State Series	Status of Sport/Activity Program	Online Forms	Rating of Officials	Documents, Printed Forms and Other Information
OMPETITIVE DANCE	team entry has been received	status OK	Participation Survey has been submitted	Top 15 List needs to be updated, last submitted 11 months ago	Terms and Conditions
Niesle Hendricke	you may withdraw without penalty on or before 1/13	head coach has viewed rules video review rules video	List of Participants has NOT been submitted deadline	rate a varsity contest official	School Manual
				0 ratings have been submitted	
Status of	Sport/Activity Program: Yo	our program is on probation if n	ules video not watched, suspe	nsion if two years in a row.	
Rules Vid	eos and Meetings: Head c	oach is required to view rules v	ideo (or attend a meeting) eve	ery school term, or probation w	ill result.
Online Fo wrestling, form must	rms: Shows number of page roster must be submitted; in t be submitted if your team ha	es completed and due date; in i eam sports, season summary a s advanced to round preceding	most individual sports, list of p and seeding forms must be co g state final.	articipants must be submitted; mpleted, and the state qualifie	in r data
Destision	ian Cumany Chould be som	ploted after the fifth day of pres	tice and before the first center	rt	

3) Click on the link to enter your List of Participants (LOP).

4) Only coaches that meet the IHSA By-law 2.070 Qualifications of Coaches will be an option in the drop down menu to be listed on the List of Participants. If you cannot find a coaches name listed, see your school Athletic Director immediately.

5) Once you have clicked on the "roster" link as seen in the picture below you will enter all your dancers. Include dancers that you are intending to floor as well as your alternates.



6) Next you will click on the "participants" link as seen in the picture below. You will select the names of all your dancers that you just entered in the roster section. Include dancers that you are intending to floor as well as your alternates. This step ensures you entered, spelled and listed the correct year in school for all your dancers in the roster area. Per the IHSA Terms and Conditions you can enter up to 28 dancers on the List of Participants. You can have a maximum of 24 dancers on the floor and a minimum of 5.



7) Be sure to print a copy of the List of Participants for your records.

8) Entering your team photo. Login to the Schools Center site and you will see the screen below. Click the "upload state tournament program photos here" link in the upper right hand corner as seen below.

>	ter ihsa.org /go/schools-center-new/sumr Page ▼ Safety ▼ Tools ▼	mary.asp	High School Association Schools Center Summary X
	s ^{out} SC		ENTER
MAIN	MENU tracie	Enter new selection:	Find Admin
Departments			Upload state tournament program photos here (old interface)
T	Sport & Activity Tracker Performance-Enhancing	A All-Time Records	Message Center You are invited iew an archived version of the webinar on IHSA Basketball Officiaring recorded on Dec. 12.
	Substance Program	Torms & other nesources	Today
			Officials Posted To Host Schools: Competitive Dance / Sectionals
Р	Personal Information		5 days ago
			Scholastic Bowl Interpretation
	Quick	Links	Rules Presentations on iPad
	change password ra	te official ScoreZone	┘ View older messages →
	FAQ Wilei	e do Fina:	1/8 Officials Posted To Host Schools: Competitive Dance /

9) Upload a photo of your team. This photo can include your alternates. Check the spelling of all dancers when you enter names, this information goes directly into the State Final program.

tracie	ILLINDIS HIGH SCHOOL ASSOCIATION					
	Admin	Schools		Officials		
)		Enter new selection:	Find		
		Photo Upload				
Jpload 2013-14 Competitiv	e Dance Team Photo					
		Ec	tit Photo - School Photos	Menu - Program Photo Ma		
 For team photos, you must u JPG is the only acceptable p Team photos should be at least should be at	use traditional team photo c o bhoto format, with a preferred east 2000 pixels wide , and s	composition, with team members for I dpi of 300. staff photos should be at least 500 p	ming rows. bixels wide.			
 Get as close as you can to th Make sure you take the phot result. 	he subject, filling the entire fra to in a well-lit area without any	ame. y dark shadows. Try one photo with t	flash and one without to se	e which gives you the best		
 When taking baseball and so caps are worn, try not to take 	oftball team photos outdoors, I e the picture when the sun is I	beware of the shadow cast by the bi high in the sky.	Il of the cap, which often m	akes faces unrecognizable		
Upload Photo in .JPG forma	at		E	Browse		
				A		