

INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.

1. Sign into the Schools Center. Choose: [Upload state tournament program photos here](#).

NOTE: Only your administrative staff has access to this link.

The screenshot shows the Schools Center interface. At the top, there are two buttons: "Departments" and "Upload state tournament program photos here (old interface)". A red arrow points from the "Upload state tournament program photos here (old interface)" button to the "Departments" button. Below the "Departments" button is a yellow box with text: "Looking for the ScoreZone link? It's in the 'Quick Links' section at the bottom of this column." Below this are several departmental buttons: T Sport & Activity Tracker, L Staff Responsibilities & Logins, I School Information & Facility Maps, E Eligibility Requests & Rulings, V Voting & Town Meetings, R Special/SAWA Reports & Yellow Cards, H IHSA State Series Hosting & ScoreZone, O Officials & Body Fat Testers, PES Performance-Enhancing Substance Program, D Open Dates, A All-Time Records, S Student Recognition, F Forms & Other Resources, and P Personal Information. At the bottom, there is a "Quick Links" section with links: change password | rate official | ScoreZone | submit Special Report FAQ | Where do I find...? To the right of the "Departments" section is a "Message Center" with a "Yesterday" header and a message titled "IHSA Webinar on Residence & Transfer - Oct. 30 at 1 pm" posted 4 days ago. The message content includes details about an IHSA webinar on Wednesday, October 30 at 1:00 PM, led by IHSA Executive Director Marty Hickman, regarding residence and transfer by-laws. It mentions that interested principals, athletic directors, or other individuals can sign up to attend in the Schools Center, with a limit of 100 attendees per session. It also notes that the webinar will be taped and reviewed afterward. A registration link is provided at the bottom of the message.

2. 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.

The screenshot shows the "State Program Photo Collection" interface. It is divided into two main sections: "Staff Photos" and "Team Photos". The "Staff Photos" section has a heading "Staff Photos" and a sub-heading "People added to this list can be assigned to the activities on the right for inclusion in state tournament programs." Below this is a table with columns "Staffer", "Photo", and "Edit Info". A red circle highlights a link that says "Add a new administrator or coach". The "Team Photos" section has a heading "Team Photos" and instructions: "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." Below this is a table with columns: Activity, Team Photo, Cutlines, Assigned Staffers, and Upload Photo Edit Cutlines Assign Staff. The table lists various activities: Boys Baseball, Boys Basketball, Girls Basketball, Bass Fishing, Competitive Cheerleading, Boys Football, Girls Softball, Scholastic Bowl, Boys Soccer, and Girls Volleyball. A red circle highlights the "Competitive Cheerleading" row, and a red arrow points to the "Upload Photo" link in the "Girls Volleyball" row.

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 any questions, please call Carol Carr – 309-663-6377 or email ccarr@ihsa.org.

Photos are due by midnight Wednesday, January 15, 2014

Photo instructions