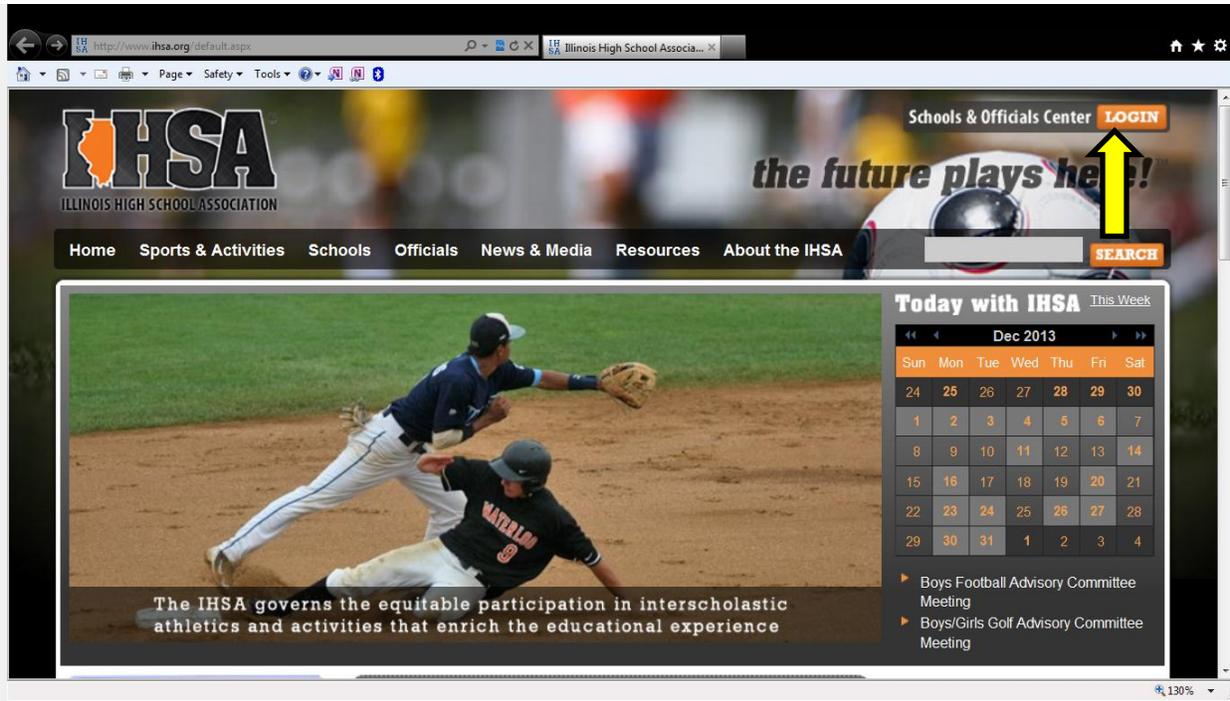
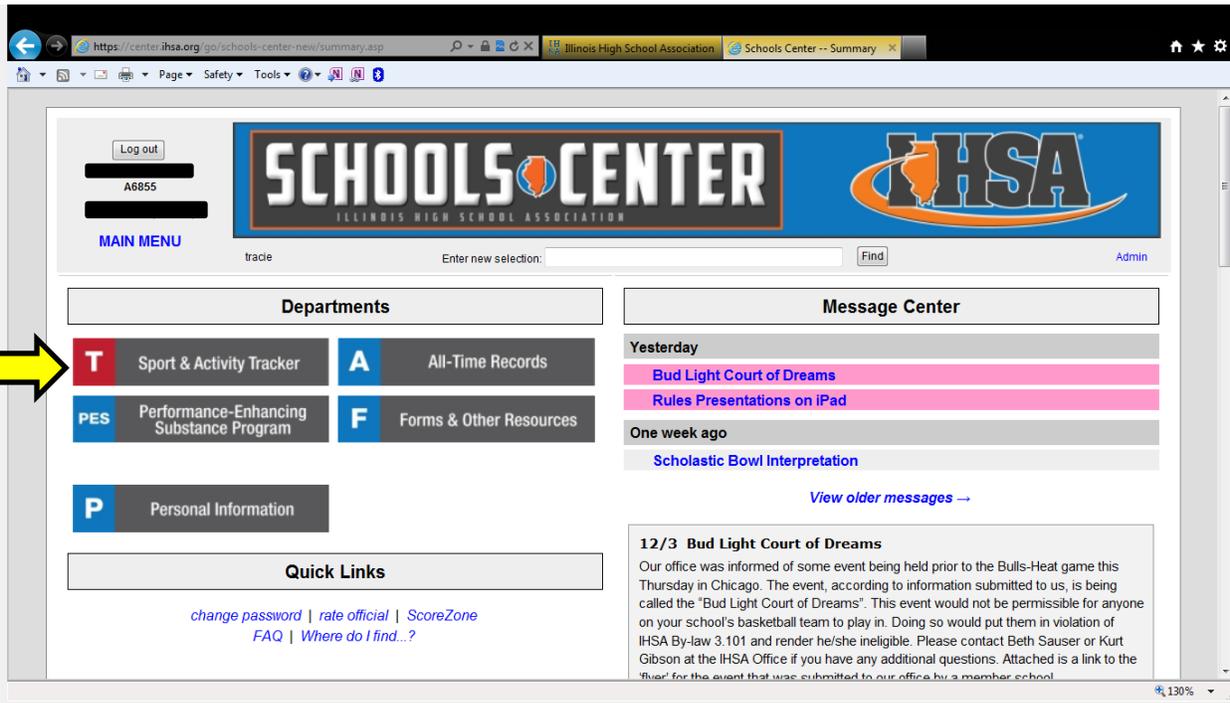


Dance Coach instructions for entering your List of Participants and team photo.

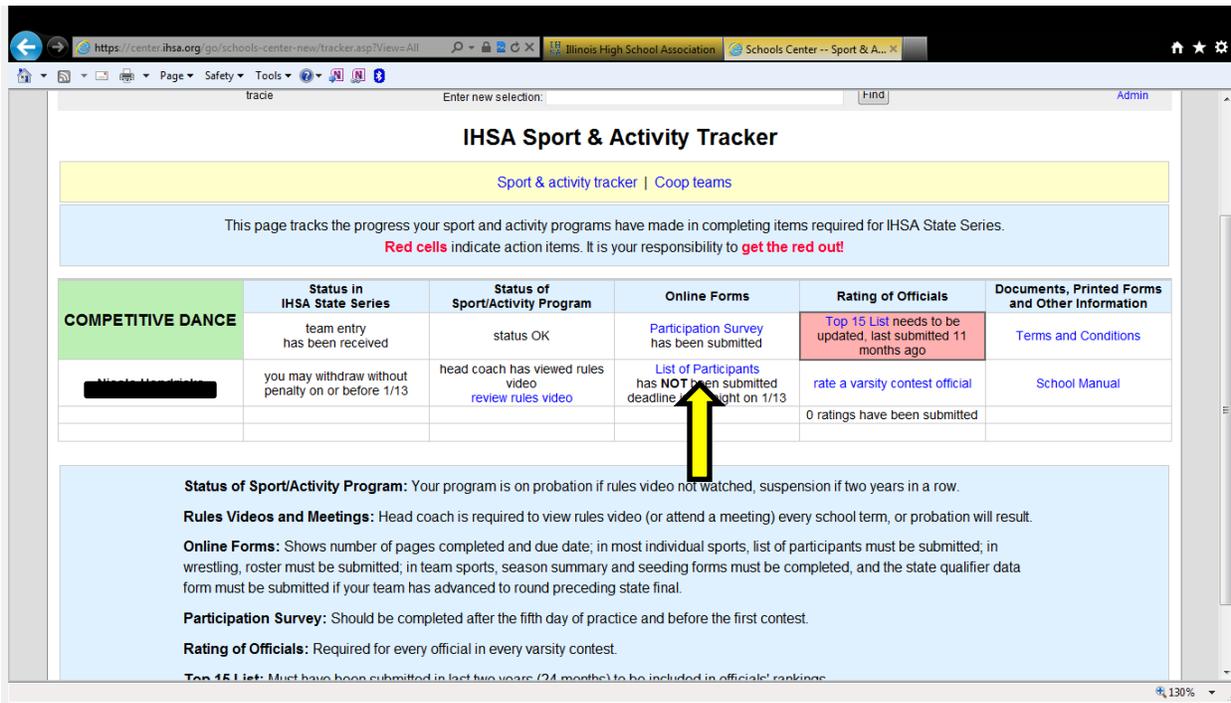
1) Login to the IHSA Schools Center.



2) Click on the Sports and Activity Tracker

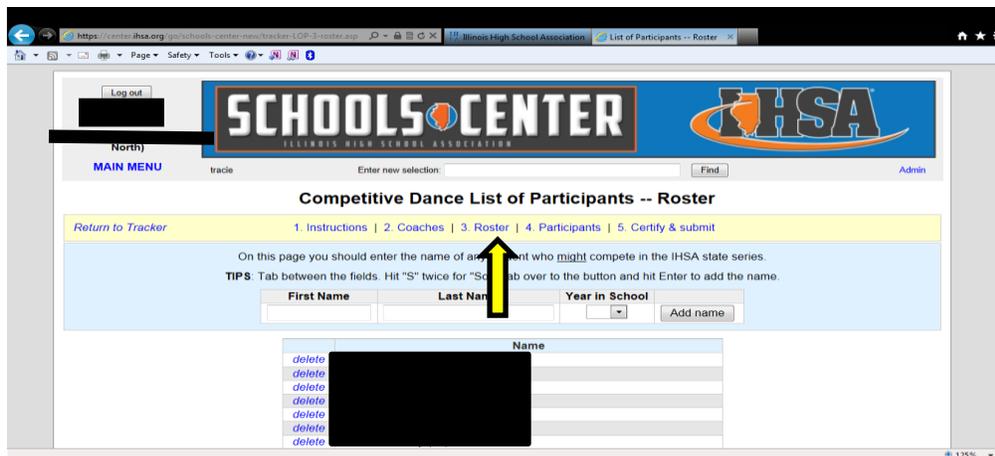


3) Click on the link to enter your List of Participants (LOP).

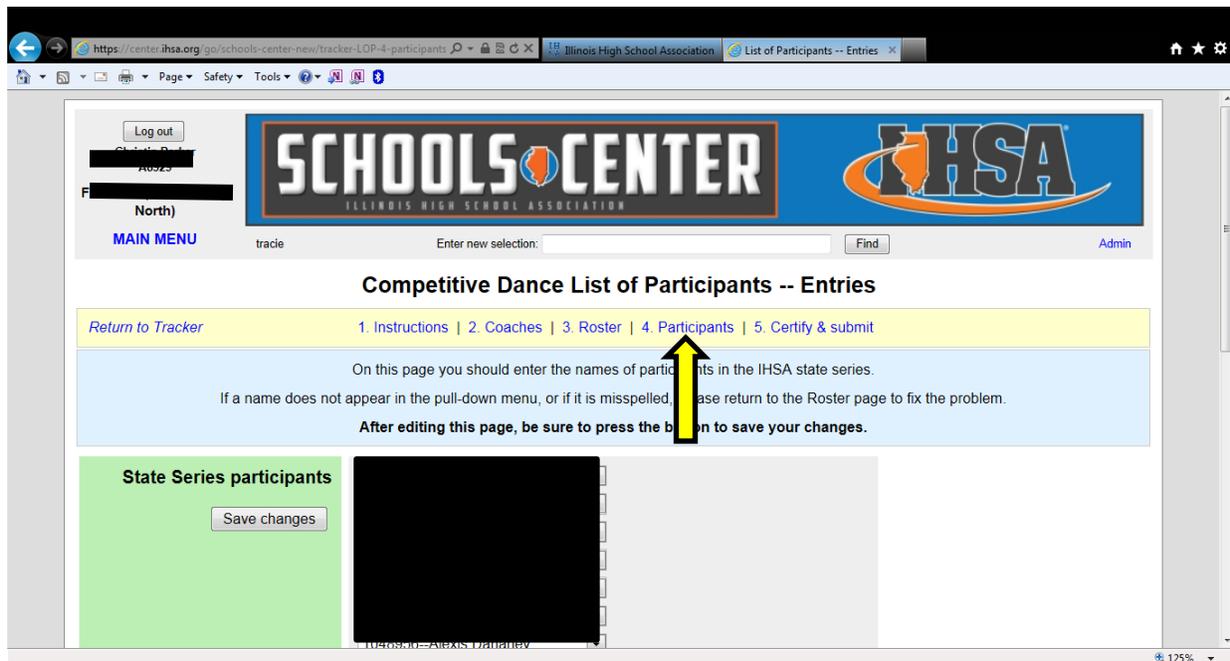


4) Only coaches that meet the IHSA By-law 2.070 Qualifications of Coaches will be an option in the drop down menu to be listed on the List of Participants. If you cannot find a coaches name listed, see your school Athletic Director immediately.

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.

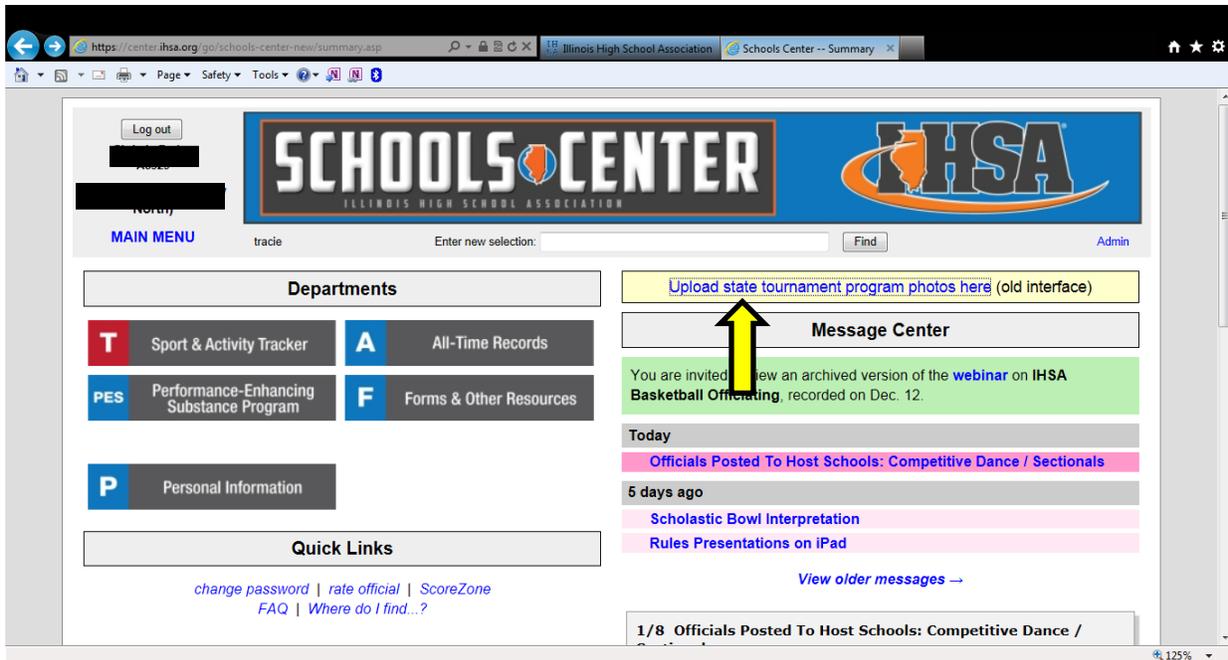


6) Next you will click on the “participants” link as seen in the picture below. You will select the names of all your dancers that you just entered in the roster section. Include dancers that you are intending to floor as well as your alternates. This step ensures you entered, spelled and listed the 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.



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.

