



## IHSAA STATE TOURNAMENT REQUIREMENT FOR SUBMITTING AND ORDERING ROSTERS/PICTURES/SWEATSHIRTS

### THE FOLLOWING SPORTS

<b>FALL</b>	Football	Soccer	Volleyball
<b>WINTER</b>	Girls Basketball	Boys Basketball	
<b>SPRING</b>	Softball		

- Update Team Roster & Upload Team Photo on MaxPreps
  - Go to MaxPreps.com and sign into your School Administrator Account
    - Contact Alisa at MaxPreps for log-in questions [alisa.dancer@cbsinteractive.com](mailto:alisa.dancer@cbsinteractive.com) 530-957-1575
  - On the left side of the page CLICK “Manage Teams”
  - Locate appropriate sport and CLICK “Manage” - SELECT “Varsity”
  - Select “Login to Coach Admin”
  - On the right side of the page, CLICK “Update your Roster”
    - UPDATE Final State Roster – this information will be used by the IHSAA to create your state tournament roster
  - Return to the Coach Admin Page
  - On the right side of the page, CLICK “Photo” box
    - UPLOAD and SUBMIT team picture
  
- Submit roster and sweatshirt order at [www.idhsaa.org](http://www.idhsaa.org)
  - Under the “Schools” tab CLICK “Rosters”
  - Log in with Username and Password used to update school directory
  - Select appropriate activity
  - Verify School Details – If changes are needed; CLICK “Edit My School” If correct; CLICK “My School is Correct”
  - Add Assistant Coaches
  - Complete and Verify Roster Form
  - **\*\*Only the sports of Football and Basketball Complete “Season Results”**
  - Submit Sweatshirt Order – The total number of shirts requested must be no more than the number of participants listed on the roster. **\*\*** To purchase additional sweatshirts, contact Nancy at McU Sports [nancy@mcusports.com](mailto:nancy@mcusports.com)
  - SUBMIT FORM