



**\*\*IMPORTANT\*\***

**SEASON SUMMARY FORM INSTRUCTIONS/SEEDING INFORMATION**

Schools entered into the IHSA State Series will be required to complete a **Season Summary Form** in the Schools Center. Failure to do so will result in a school forfeiting their opportunity to participate in the seeding process.

**SEASON SUMMARY INSTRUCTIONS:**

- **Coaches will submit their contest results online using MaxPreps ONLY. (this can be done throughout the season)**
- **Coaches will then log into their School Center to complete the Season Summary form.**
- **On the “Coaches” link, please indicate your head and assistant coaches.**
- **On the “Contests” link, you can review your contests results for accuracy. If you need to add a contest or make corrections, it can be done on the MaxPreps site.**
- **On the “Comments” link, please list your team’s W-L record, and submit any comments you would like to make regarding your team or their seeding placement. Click on SAVE.**

**SEEDING INSTRUCTIONS:**

- The seed link opens up at **11:00 a.m.** on October 6
- Log into your School Center, and access the “Seeding Form” in your Sport/Activity Tracker
- Follow the instructions to seed your Sub-Sectional or Sectional Complex
- A school shall not vote for their own team.
- The seeding deadline is **12:00 noon** on October 7
- The results will be posted by 4:15 p.m. on October 7