



2017-2018 CIFSSHOME

Playoff Requirements & Due Dates

FALL DUE DATES		WINTER DUE DATES		SPRING DUE DATES	
8-man Football		Basketball		Baseball	Mon., May 7th
11-man Football		Soccer		Softball	Tues., May 8th
Girls Tennis		Girls Water Polo		Boys Tennis	Thurs., May 3rd
Girls Volleyball		Wrestling		Boys Volleyball	Mon., April 30th
Boys Water Polo					

VARSITY TEAM INFORMATION (ROSTER)

Attention Athletic Directors/Coaches: It is very important that you enter your entire Varsity roster into CIFSSHome

Log in to www.cifsshome.org (If you do not have a log in & password as a coach, check with your Athletic Director).

Once you are logged in:

-On the left panel, Click on the **"Teams"** tab, select your sport

Here are the instructions for using the sample file.

- Download the sample file **and** delete the **"contents only"**. Copy and paste or type your roster information into the file as the contents and save the file to your computer. You can only upload an excel file (xls) that is the exact same format as the sample file. Columns for information not required for your sport may be left blank, but the **HEADER INFORMATION MUST REMAIN EXACTLY AS THE SAMPLE.**

- Next - click "Choose File", find your file, then click the check box "Resolve Birthdate" and then click "Import Student".

To confirm your roster has been uploaded, your roster will appear in the roster section.

Roster Requirements for each sport

	Name (First/Last)	Birthdate	Year	Eligibility	Number	Height	Weight	Position	Bats	Throws
Baseball	X	X	X	X	X	X		X	X	X
Basketball	X	X	X	X	X	X		X		
Football	X	X	X	X	X	X	X	X		
Soccer	X	X	X	X	X			X		
Softball	X	X	X	X	X			X	X	X
Tennis	X	X	X	X						
Volleyball	X	X	X	X	X	X		X		
Water Polo	X	X	X	X	X	X		X		
Wrestling	X	X	X	X		X	X			

Cross Country, Golf, Tennis, Swimming/Diving & Track and Field **require eligibility for ALL athletes competing prior to their first playoff competition.** Eligibility confirmation must include First Name, Last Name, Birthdate, Year & Eligibility .

VARSITY COACHES

Attention Athletic Directors/Coaches: It is very important that you enter your Varsity coaches (Head & Assistants) into CIFSSHome (www.cifsshome.org)

Log in to www.cifsshome.org (If you do not have a log in & password as a coach, check with your Athletic Director).

Once you are logged in:

-Click on the **"Teams"** tab on the left navigation bar. Click on the corresponding varsity team .

-Click on **"Add/Edit Coaches"**, select the information to add both your HEAD & ASSISTANT coaches

VARSITY TEAM PHOTO DUE

Attention Athletic Directors/Coaches: It is very important that your Varsity Team Photo is uploaded to CIFSSHome (www.cifsshome.org)

Log in to www.cifsshome.org (If you do not have a log in & password as a coach, check with your Athletic Director).

-On the left panel, click **"Teams"** tab on the left navigation bar. Click on the corresponding varsity team.

- Under Team Picture, click **Add/Edit picture**, click Browse, find your file and click **"Upload Picture"** – Please upload a **HIGH RESOLUTION** Team Photo **yet no larger than 2 MB**- 672 pixels x 480 pixels (7"x5") and 300 dpi

SCHEDULES & SCORES Complete your schedule in CIFSSHome prior to your season as well as update scores following each contest.

Attention Athletic Directors/Coaches: It is very important that you enter your entire season schedule into CIFSSHome (www.cifsshome.org) as well as update the scores immediately following your contests.

Log in to www.cifsshome.org (If you do not have a log in & password as a coach, check with your Athletic Director).

Once you are logged in:

-On the left panel, click on "Teams", select "YOUR SPORT"

-To **Add a game**, click "Add Game" at the top right and fill out all of the required fields which are marked by a red (*) to complete your schedule.

-To **Submit your score**, click on the "Teams", select "YOUR SPORT" Scroll through your schedule and click on the green "Post Result" button.

-Make sure that your overall and team records are correct on your team page.

AT LARGE APPLICATION -

Attention Athletic Directors/ Coaches: Please follow the instructions below to enter your school as an At Large Entry. The At Large Application is to be submitted by your school no later than due date in your Playoff Bulletin.

Log in to www.cifsshome.org (If you do not have a log in & password as a coach, check with your Athletic Director).

Once you are logged in:

-On the left panel, Hover over the "Forms" tab

- Then select "At Large Petition"

-Select "YOUR SPORT" then click "Add"

Please be sure that your Schedule is updated in CIFSSHome as this is where the information for the At Large

GAME MANAGEMENT FORMS FOR REVENUE SPORTS – (FOOTBALL, VOLLEYBALL, & BASKETBALL)

Must be submitted through CIFSSHome.

PLAYOFF FINANCES FOR REVENUE SPORTS – (FOOTBALL, VOLLEYBALL, & BASKETBALL)

Must be accessed through www.cifsshome.org site for reporting ticket sales, etc. Click on "PLAYOFF FINANCES" input is the same as last year.

Updated 4-24-17

Check out the Help videos under the Help tab on the bottom left, "Be CIF Prepared!"

