

**Materials Required & Deadlines for Submitting  
2010-11 State Tournament Souvenir Program Information**

**ALL ROSTERS, SEASON RECORD INFORMATION, AND STATISTICS FOR STATE TOURNAMENT  
SOUVENIR PROGRAMS AND MEDIA GUIDES WILL BE DOWNLOADED FROM THE  
LEAGUE ADMINISTRATIVE WEB SITE.**

**MISSING OR INACCURATE INFORMATION  
IS THE SOLE RESPONSIBILITY OF THE MEMBER SCHOOL.**

Fall Athletic Activities	Deadline	Roster <sup>1</sup>	Season Record <sup>2</sup>	Photos & ID <sup>3</sup>	Stats on Web Site <sup>4</sup>
Girls' Tennis	Thur., Oct. 14	4		<b>T (ID not required)</b>	
Soccer	Tues., Oct. 19	4	4	<b>T &amp; C</b>	8 a.m. Sun., Oct. 24
Cross Country Running	Tues., Oct. 26			<b>T (ID not required)</b>	
Football	Tues., Nov. 2	4		<b>T &amp; C</b>	8 a.m. Sun., Nov. 7
Girls' Volleyball	Tues., Nov. 2		4 (*including set scores)	<b>T &amp; C</b>	8 a.m. Sun., Nov. 7
Adapted Soccer	Tues., Nov. 9	4	4	<b>T &amp; C</b>	8 a.m. Sun., Nov. 14
Winter Fine Arts Activity	Deadline	Cast List		Synopsis	Cast/Support Crew Photos & ID <sup>3</sup>
One Act Play	Wed., Feb. 2	4		4	4
Winter Athletic Activities	Deadline	Roster <sup>1</sup>	Season Record <sup>2</sup>	Photos & ID <sup>3</sup>	Stats on Web Site <sup>4</sup>
Alpine Skiing	Tues., Feb. 8			<b>T (ID not required)</b>	
Nordic Ski Racing	Tues., Feb. 8			<b>T (ID not required)</b>	
Girls' Dance Team <sup>5</sup>	Tues., Feb. 8			<b>T</b>	
Girls' Hockey	Tues., Feb. 15	4	4	<b>T &amp; C</b>	8 a.m. Sun., Feb. 20
Girls' Gymnastics	Tues., Feb. 15			<b>T (ID not required)</b>	
Wrestling	Tues., Feb. 22	4	4	<b>T &amp; C</b>	
Boys' Hockey	Tues., March 1	4	4	<b>T &amp; C</b>	8 a.m. Sun., March 6
Girls' Basketball	Tues., March 8	4	4	<b>T &amp; C</b>	8 a.m. Sun., March 13
Adapted Floor Hockey	Tues., March 8	4	4	<b>T &amp; C</b>	8 a.m. Sun., March 13
Boys' Basketball	Tues., March 15	4	4	<b>T &amp; C</b>	8 a.m. Sun., March 20
Spring Athletic Activities	Deadline	Roster <sup>1</sup>	Season Record <sup>2</sup>	Photos & ID <sup>3</sup>	Stats on Web site <sup>4</sup>
Adapted Softball	Tues., May 24	4	4	<b>T</b>	8 a.m. Sun., May 29
Boys' Tennis	Thur., May 26	4		<b>T (ID not required)</b>	
Boys' & Girls Lacrosse	Fri., May 27	4	4	<b>T</b>	8 a.m., Sun., June 5
Girls' Softball	Tues. May 31	4	4	<b>T</b>	8 a.m. Sun., June 5
Baseball	Tues., June 7	4	4	<b>T</b>	8 a.m. Sun., June 12

See Page 2 for Notation Explanations

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- <sup>1</sup> Enter your complete roster on the League's Administrative Web site. To avoid fines, rosters must be posted by the date listed on each activity home page. Certify Official Roster by program deadline dates as listed in this document. These dates are different than those listed on each activity page. *You are encouraged to keep rosters updated throughout the season.*
- <sup>2</sup> Enter your complete schedule on the League's Administrative Web site. To avoid fines, schedules must be posted by the date listed on each activity home page. Enter your complete season record – including all opponents and scores – on the League's Administrative Web site by the program deadline date. Update Subsection and Section Tournament scores as necessary. Certify as complete and accurate by program deadline dates as listed in this document. These dates are different than those listed on each activity page. *You are encouraged to keep schedules updated throughout the season with timely results immediately after each contest.*
  - \* Volleyball set scores should be entered correctly. If a match was won 3-0, the corresponding set scores should reflect a higher (winning) score first and then a lower (losing) score. Example: 25-10, 25-18, 25-21; not 10-25, 25-18, 25-21 because that reflects a 2-1 match score. The set scores can easily show up inaccurately if your opponent enters the result on their page first because it will then populate your page also. Check the set scores before you certify them because League staff cannot possibly figure out what was correct and will not make any changes.
- <sup>3</sup> Team (T) and Cheerleaders (C) photos (as well as One Act Play photos) may be submitted either of two ways:
  - 1) A 5x7 color print may be snail-mailed directly to our office (ATTN: Tournament Photos). All photos must be received in the League Office by the Deadline Date. Photos will be Certified by the MSHSL Office when received.
  - 2) E-mail photos to [photos@mshsl.org](mailto:photos@mshsl.org). Photos must be color and approximately 5x7 inches in size, and either a JPEG or TIFF file at 300 dpi. Anything less than 300 dpi will not reproduce well in print. **Photos posted on the League's Web site are low resolution and are unacceptable.** Photos will be Certified by the MSHSL Office when received.
  - 3) **Identification information for every photo must be entered on the League Web Site** (use the *Team Info* link on the administrative page for that activity). Identify individuals as follows: "Row 1 (L-R): Joan Smith, ... . Row 2 (L-R): Head Coach Jane Doe, ... ." Check spelling. Make sure there is a name for each person in each row. **All identification information must be entered on the League's Web site.** Identification sent with snail-mailed photos or as separate Word documents or as e-mails is unacceptable.
- <sup>4</sup> When your team wins the Section Championship, enter your team's statistics, accomplishments, and any other newsworthy items on the League's Administrative Web site by 8 a.m. on the Deadline Date. *For many activities, the Web site offers you an opportunity to enter statistics throughout the season and you are encouraged to do that.* However, there is a separate form on the League's Administrative Web site for entry of complete season statistics and newsworthy items. This information is used in the news release that is written prior to the state tournament/meet and is also posted on the League's Web site and distributed to media across the state. For some events the information is also used in a Media Guide that is distributed to members of the media attending tournaments.
- <sup>5</sup> Complete the Girls' Dance Team State Tournament Program Form on the League's Administrative Web site.