

To certify your district, you must have 2 items. We would advise that you make sure you have both of these items set up BEFORE you attempt to certify your district.

1. You must be designated as a DEC Chair role in the UIL Online Portal. If you do not have the role of DEC chair in the UIL Portal, the option to certify will not appear on your homepage. Only those with a DEC Chair role in the UIL Online Portal can certify districts. Instructions to add the role and the district you are Chair can be found [here](#).

2. You should have a MaxPreps [account](#). You will be asked to log into MaxPreps to complete the process. There are 3 options to accomplish this.

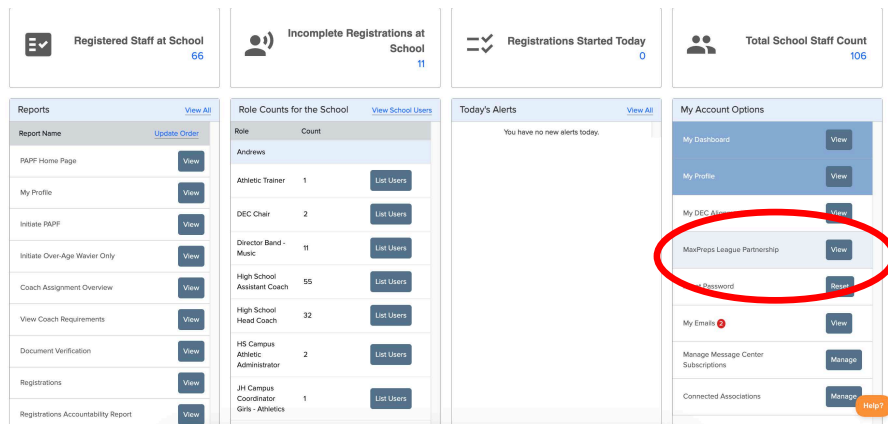
- If you already have a MaxPreps account, you will use that to log in.
- If you do not have a MaxPreps account, you can create one before certifying. Your MaxPreps account does not need to be linked to any school to complete the certification, you just need to be able to log in.
- You can use a generic log in that we will provide to you to log in. This log in will be provided to you in the portal once you begin the certification process.

To certify your district:

Step 1: Log into your [UIL Portal Account](#)

Step 2: Click on Go to Coaches / Administrators Portal

Step 3: Under Current Roles on the right side, click MaxPreps League Partnership. (This will only appear if you have the role of DEC Chair in the Portal)



Step 4: Select the Sport, Classification, Region and District you will be certifying. Click Get My League Link

League Selection Filters (Please choose one from each)

Sport
-- Select --

Classification
-- Select --

Region
-- Select --

District
-- Select --

Division (optional)
-- Select --

[Get My League Link](#)

Step 5: Under “Here are the relevant link(s) for your search” you should see your district appear. Click on the search result. If you do not have a MaxPreps account, login details will be provided that you can use.

League Selection Filters (Please choose one from each)

Sport
Volleyball

Classification
5A

Region
1

District
1

Division (optional)
-- Select --

Get My League Link

Here are the relevant link(s) for your search:

5A Region I District 1

Click Here

You will be redirected to the MaxPreps website.

Step 6: Sign in to your MaxPreps account. If you do not already have an account, you will need to create an account, or use the login details provided in the UIL Portal.

Step 7: Ensure the Conference, Region and District shown at the top of your screen is correct.

Assign Teams For 5A Region I District 1
Girls Volleyball Fall 20-21

As soon as the district championship is determined, please certify to the League office by submitting this form.

Step 8: Enter the names of each school.

Step 9: Hit Save

Once you save, the teams will automatically fill in the bracket. Standings are shown to help verify the rank/seed of the team as well as provide guidance on the name of the school as shown in the MaxPreps system. Your submission will populate the bracket. It could take up to 15 minutes for the system to refresh after a district is submitted to appear on the bracket.