

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.

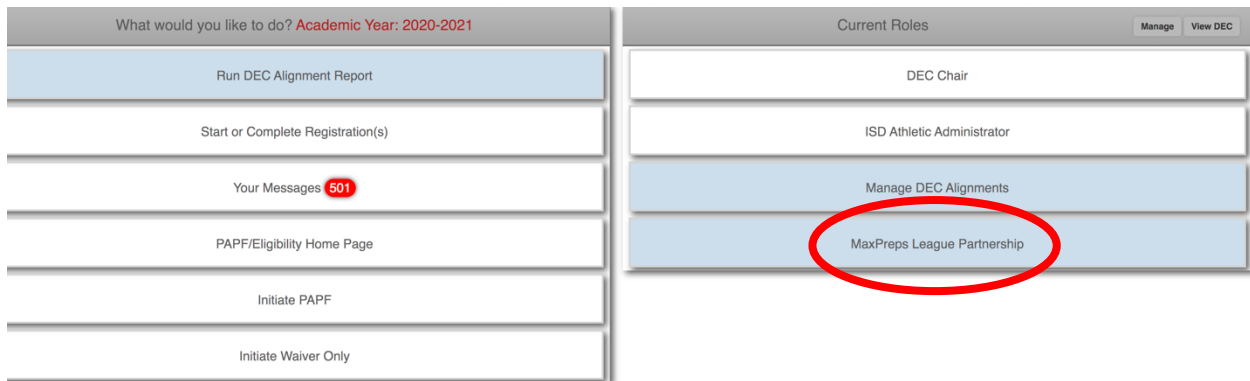
- If you already have a MaxPreps account, you will use that to log in.
- If you do not have a MaxPreps account, you can create one before certifying. Your MaxPreps account does not need to be linked to any school to complete the certification, you just need to be able to log in.
- You can use a generic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

**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.

If you are the chair for a 2A district in baseball, softball, or volleyball you need to submit two separate forms (One for 1A and one for 2A).

Directions:

- Ensure you have used the correct link from your UIL Portal by verifying the Conference, Region and Sport in the title above are correct
- Select the schools from the dropdown in order of their district finish.
- If you do not have 4 schools, please select 'Bye' for all open spots.
- Win-Loss Records will appear next to each school in the dropdown. The district record followed by the overall record is the order of appearance.
- Click 'Save' once finished. This will send the schools to their appropriate place on the UIL Playoff Brackets.
- Once all districts in the conference have submitted their results, the UIL will instruct coaches to enter their first-round game date, time and location in their MaxPreps coach admin.

NOTE: If a school from your district is not available in the dropdown, please reach out to UIL/MaxPreps rep Josh Taylor at jtaylor@maxpreps.com or MaxPreps Support at support@maxpreps.com with the school, sport and district. Leave their spot blank, but please submit and 'Save' the other schools in their correct spots.

District Finish	Team Name	Seed
1st		W1
2nd		R1
3rd		T1
4th		F1

Save

Processing log will be displayed here.

**Step 8:** Enter the names of each school in rank order.

**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.