



Host Bracket Instructions



New for the 2006-07 Season all regional brackets and sectional match-ups will be posted online. Immediately, following the seed meeting for any athletic activity the host school will get online and follow the steps listed below to post dates, times and opponents on the IESA website.

STEP ONE: The host will go to the IESA Website and click on the red Member Center login button on the left hand side of the web page. This will take you to the page example below.

Log in with your IESA School User ID and Password to begin.

Enter your school's ID and Password here →

User ID	<input type="text"/>
Password	<input type="password"/>
Click here to log in	
HELP! I've forgotten our school ID or password!	

STEP TWO: Your school page will look similar to the sample below. Click on the regional entry form that you wish to update. If you are hosting an activity and the assignments are completed then you will have the Regional/Sectional Host Administration Area on your school page.

Altamont	Log Out
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Membership Dues & Activity Registration	
Membership renewed on 5/2/2006	
Dues/Athletics/Scholastic Bowl	2006-2007
-Art Registration will be available August 1.	
-Music Registration will be available August 1.	
Dues/Area 21 Speech	2006-2007
Dues/State Cheer Competition	2006-2007

Regional Entry Forms
Boys Baseball
Girls Softball
8th Grade Girls Basketball
7th Grade Girls Basketball
8th Grade Boys Basketball
7th Grade Boys Basketball
8th Grade Girls Volleyball
7th Grade Girls Volleyball

New Section →	Regional/Sectional Host Administration
Girls Softball Host Admin	Click Here → Regional 14

- [Activity Resources](#)
- [Additional Forms](#)
- [IESA Fee Schedule](#)
- [Your Open Dates](#)
- [Your Job Openings](#)
- [Info About Your School](#)
- [Coach Contact Information](#)
- [Host Interest Forms](#)
- [Officials Reminder Memo](#)

STEP THREE: Click on the regional or sectional you are hosting under Host Administration. Sample: Girls Softball Host Admin Regional 14. This will take you to the page below. In 2006, the IESA Board of Directors decided that the following items in STEP THREE must be completed by every host school in regional and sectional tournament play.

Click Here for your schools Regional Entry Form →

Girls Softball Host Administration

[Metamora St. Mary's Regional Entry Form](#)

Class A Regional 6

- [Download Entry Data](#)
- [View All Regional Entries as Webpage](#)
- [Set Regional Dates/Locations](#)
- [Seed Regional Entries](#)
- [Enter Regional Results](#)
- [View Regional Brackets](#)
- [View Regional Champs](#)

Class A Sectional C

- [View Entries as Webpage](#)
- [Set Results](#)

The following items can be accessed through this step:

1. View your own schools regional entry form.
(See Regional Entry Form Instruction sheet from all-school mailing or IESA website)
2. **Download Entry Data** – From this page you can download all the regional entry forms for your entire regional/sectional. *This is very helpful if you are creating a program for your regional tournament.*

To download Regional data file:

- Click on Download Entry Data
 - Choose **PC** or **Mac**
 - Click **Get Data**
 - **SAVE** the resulting file to your hard drive as an **.xls** file
3. **View All Regional Entries as a Webpage:** once all schools have entered their regional entry forms you can click on this page and each school's entry form will display.

COMPLETE SECTIONS 4 AND 5 AFTER YOUR SEED MEETING.

Each of these sections can be changed as often as you would like.

Keep in mind that if you un-seed the regional it will change the bracket until you re-seed.

4. **Set Regional Dates/Locations:** In this step the host school will enter the venue for the game, address, city, date and time of each game. This will fill into the bracket online on the regional assignments for fans to see. The computer will also use the information to provide a map and directions.

Girls Softball Regional 6 Locations/Dates/Times

[Metamora St. Mary's Regional Entry Form - Host Administration](#)

Regional Locations/Dates/Times - Regional Seeding - Regional Match-ups/Results						
Game	Match	Venue	Address	City	Date	Time
1	4 Seed vs. 5 Seed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	1 Seed vs. Winner Game 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	2 Seed vs. 3 Seed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Winner Game 2 vs. Winner Game 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						Update

5. **Seed Regional Entries:** Enter the seeds that were discussed and voted upon at the seed meeting. Select the number for each teams seed

Regional Locations/Dates/Times - Regional Seeding - Regional Match-ups/Results						
Unseeded Teams			Seeded Teams			
School	Record	Seed	Seed	School	Record	Unseed
Altamont	4-3	1 2 3 4 5				
Mulberry Grove JHS	4-3	1 2 3 4 5				
Ramsey	4-3	1 2 3 4 5				
Raymond Lincolnwood	4-3	1 2 3 4 5				
St. Elmo	4-3	1 2 3 4 5				
Unseed All						

After the teams are seeded your page will look like the example below.

Regional Locations/Dates/Times - Regional Seeding - Regional Match-ups/Results						
Unseeded Teams			Seeded Teams			
School	Record	Seed	Seed	School	Record	Unseed
Unseed All			1	Altamont	4-3	Unseed
			2	Mulberry Grove JHS	4-3	Unseed
			3	Ramsey	4-3	Unseed
			4	Raymond Lincolnwood	4-3	Unseed
			5	St. Elmo	4-3	Unseed

COMPLETE SECTION 6 AFTER EACH ROUND MATCH-UP

6. Enter Regional Results: Following each round of your regional tournament you will follow steps 1 and 2 and click on Enter Regional Results List. The page will display as shown below.

Regional Locations/Dates/Times - Regional Seeding - Regional Match-ups/Results					
	Score	Win			
Altamont					
			Score	Win	
BYE			Altamont	<input type="text"/>	<input type="checkbox"/>
			None		<input type="checkbox"/>
	Score	Win			
Raymond Lincolnwood	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>
	None				
St. Elmo	<input type="text"/>	<input type="checkbox"/>			
	Score	Win			
Ramsey					
			Score	Win	
BYE			Ramsey	<input type="text"/>	<input type="checkbox"/>
			None		<input type="checkbox"/>
	Score	Win			
Mulberry Grove JHS			Mulberry Grove JHS	<input type="text"/>	<input type="checkbox"/>
Bye					
					<input type="button" value="Update"/>

- Under the score column for each game type in the runs.
- Under the win column select the school that won.
- Then click on the update button at the bottom of the page.
- This will advance the winner to the next bracket.

Regional Locations/Dates/Times - Regional Seeding - Regional Match-ups/Results					
	Score	Win			
Altamont					
			Score	Win	
BYE			Altamont	<input type="text"/>	<input checked="" type="checkbox"/>
			None		<input checked="" type="checkbox"/>
	Score	Win			
Raymond Lincolnwood	5	<input checked="" type="checkbox"/>	Raymond Lincolnwood	<input type="text"/>	<input type="checkbox"/>
	None				
St. Elmo	4	<input checked="" type="checkbox"/>			
			Score	Win	

Follow these steps through the regional championship game. When entering the final score this will advance the winner to the sectional match-up web page.