

# Instructions for On-line Ratings

Ratings of officials and opponents' sportsmanship may be completed on-line for each level at which your team competes – Regional, Sectional, State. OFFICIALS RATINGS ARE AVAILABLE FOR SUBMISSION DURING THE REGULAR SEASON.

## I. LOG-IN TO ACCESS RATING FORMS

- A. Go to the IESA Website and click on the red Member Center and login button on the left hand side of the web page.
- B. Choose your school from the drop-down menu and enter either your school or athletic password.

## II. ACCESSING RATING FORMS

- A. Click on the Entry Center Login link located above the Activity Tracker.
- B. Enter the activity entry center for a given activity.
- C. In the entry center, at the bottom you will see "Ratings Surveys: Officials | Sportsmanship".
- D. Click on the rating form you wish to complete: "Officials" or "Sportsmanship".
- E. Next to the appropriate contest, click on "Rate an Official" or "Rate an opponent".
- F. Regular Season: Ratings available for any contest you wish to enter. Post-Season: Ratings will be available for completion after hosts have entered results in the online bracket and not before.

## III. COMPLETING RATING FORMS

- A. Enter all fields for the first official or opponent you wish to rate and click "Submit survey" when rating is completed.
- B. You will be able to rate multiple officials or opponents for each level of play you compete in – Regular Season, Regional, Sectional and State.
- C. Ratings are submitted to the IESA as soon as you click "Submit survey".