IESA Regional Entry Form Instructions

All regional entry forms will be filled out online by accessing the IESA Member Center from the IESA website (www.iesa.org). Below are the instructions for inputting your regional roster information. It is important that you complete all portions of the form. This information will be used to check your team's compliance with the by-laws throughout the state tournament series. In addition, the IESA will use this information for the state programs. **PLEASE SPELL NAMES CORRECTLY AS THAT IS HOW THEY WILL APPEAR IN THE PROGRAM SHOULD YOU ADVANCE TO THE STATE TOURNAMENT.**

THIS FORM MUST BE COMPLETED NO LATER THAN 11:59 p.m., SEPTEMBER 10, 2024.

1. ACCESSING THE FORM

    a. Go to the IESA website (www.iesa.org) and click on the red Member Center login button located near the top left hand side of the home page. There will be two log in screens---one for IESA member schools and one for officials. Be sure to use the log in for IESA member schools.

    b. Choose your school from the drop-down menu and enter your password. You will need to get your password from your school's A.D. or principal. After choosing your school from the drop down menu and entering your school's password, click on "Click here to log in".

<div align="center">

Choose your school and enter your password to log in.

</div>

Enter your school's Password here ➡️

IESA Member School Login
Administrators, coaches, directors, concussion test log in here.

**Choose your school
and enter your password to log in.**

School	Choose City/School ▾
Password	

Click Here ➡️ | Click here to log in

HELP! I don't know the password!

Not a Member of the IESA?
Membership Information for Prospective Members

    c. You have now accessed your school page. Click the "Registration & Entry Center Logins" link.

Menu	**Bloomington King**		**Log Out**
Activit	**Click Here** ➡️ **Registration & Entry Center Logins** - **Information** - **Email Center** - **Officials Search**		
User session expires @ 4:28:15 PM	**REGISTER FOR TEXT ALERTS**	**CONCUSSION CERTIFICATION**	

2. ENTERING YOUR REGIONAL ROSTER INFORMATION

a. Click on the link "Entries" next to Boys Baseball.

Entry Centers & Host Administration		
Activity	**Entry Center Links**	**Password**
Concussion	**Concussion Testing**	**xxxxxx**
Athletic Director		**xxxxxx**
Girls Softball	**Entries**	**xxxxxx**
Boys Baseball	**Entries**	**xxxxxx**
Cross-Country	**Access Pending**	**xxxxxx**
Girls Basketball	**Access Pending**	**xxxxxx**
Boys Basketball	**Access Pending**	**xxxxxx**
Boys Wrestling	**Access Pending**	**xxxxxx**
Girls Volleyball	**Access Pending**	**xxxxxx**
Track & Field	**Access Pending**	**xxxxxx**

Click Here ➡️

b. Click on the "Regional Entry Form" link.

Boys Baseball Entry Center Menu

Class 3A - Sectional G - Regional 13 - **Assignments**

Schools must complete 3 contests prior to roster deadline to participate in regionals.

Activity Probation	Entry Form	Seeding		Team Photo	Co-op
		Contests	**Ranking**		
OK	**9/10/24**	**9/10/2024**	**9/11/2024**	**n/a**	**NO**

Coach: Tom Jones

How to use our Online Entry and Ratings Forms

Click Here ➡️

REGIONAL ENTRY FORM - View Roster	**OPEN**
Open thru 9/15/2020 at 4:00 p.m.	
Your Regular Season Contests	**OPEN**
Open thru 9/8/2020	
Comments on your Regular Season	**OPEN**
Open thru 9/8/2020	
View All Regular Season Info for this regional	
Rank Regional 13 Teams	**OPEN**
Open 9/9/2020	
Regional 13 Ranking Data by School	

c. You are now ready to begin entering your regional roster information. Please complete all items for the all players on your tournament team. You will be asked to provide the following information: jersey number, first and last name, grade level, position on the field (P, OF, 3B, etc.). **NOTE: First name is listed first; last name is listed last.**

Class 1A Boys Baseball Entry Center

Entry Menu - **Regional Entry Form**

Bloomington King Regional 2 Entry Form

Complete all items for only 18 players for your tournament team. All players listed on this form must be on your certification list. You may dress all 18 for each game. The regional host shall not permit your school to participate unless this form has been submitted. Schools may make changes to the Regional Entry form until the "Roster Closed" deadline of **Tuesday, September 12, 2023 @ 4:00 pm**. No roster changes shall be allowed after the Roster Closed deadline. **Additional Entry Form Instructions**

View Your Roster as Webpage

UPDATE ENTRIES

ATHLETES

Enter Athletes in Player Number Order
Update as often as needed - we always have access to the data shown here.

Positions: P = Pitcher; C = Catcher; 1B = 1st Base; 2B = 2nd Base; 3B = 3rd Base; SS = Short Stop; OF = Outfield

	No.	First Name	LAST NAME	Grade	Position	
1	1	Nick	Robinson	7	P	
2	5	John	Stevens	8	SS	
3	1:	David	Young	6	2B	

d. As you scroll down the page you will see a section for Team Information. Please update the entire section with your team's personnel.

Team Information			
Head Coach	John Doe	**Student Manager**	
Coach Email	jdoe@yahoo.com	**Student Manager**	
Coach Cell	217 333 4444	**Statistician**	
Assistant Coach		**Statistician**	
Assistant Coach		**Scorekeeper**	
Assistant Coach		**Travelling to state by bus?**	⚪ Yes ⚪ No

e. Should your team advance to the state finals in East Peoria, please indicate if you will be travelling to East Peoria by bus.

f. As you scroll down to the bottom of the page there will be a section on School Information, such as mascot and school colors. This information will automatically fill in from the member school database. If this information is incorrect please contact your school or the IESA to change.

**If any of the school information below is incorrect,
please notify your principal or the IESA office to make corrections.**

Principal	Mr. Steven Smith	**Conference**	Sangamon Valley
Superintendent	Dr. Sue Jones	**Nickname**	Bulldogs
Athletic Director	Mr. John Doe	**Colors**	Royal Blue & White
Assistant Principal	Ms. Betty Davis		

g. Then click on the "Update Entries" button located at the top or bottom of this form. By doing this, you will have "saved" your information in our database. You must do this for your information to be retained in our records.

3. REQUIRED FIELDS

a. There are two portions of the form that must be completed in order for your information to be accepted: 1.) The Coaching Education check box and the submitter's email.

b. The system will not allow you to continue until all this information has been entered. ALL coaches, head coach as well as ALL assistant coaches, must meet the IESA coaching education requirements AND passed the state mandated concussion education course.

☐ By checking this box you certify that all Head and Assistant Coaches associated with this team are in compliance with the IESA Coaching Education bylaw 2.110: athletic coaches shall be regularly certified to teach in a school in Illinois or have completed an approved coaching education course.

Your Email	

**A copy of Birth Certification is on file for each contestant listed on this form.
Age of each contestant is in accordance with present IESA regulations for this activity.**

Click Here ➡️ | UPDATE ENTRIE<u>S</u>

4. ACCESS TO YOUR REGIONAL ROSTER

a. You will be able to access your information and make changes to your roster until the "Roster Closed" deadline of **Tuesday, September 23, 2024 @ 4:00 pm**. No roster changes shall be allowed after the Roster Closed deadline.

b. Each time you make changes to your regional information, please make sure that you click on the "Update Entries" button prior to logging off the system.

c. Your regional host will have access to your regional roster information. However, it is recommended that you carry a copy of your most recent regional information with you throughout the tournament.

d. Since this information is available on-line, you are not required to send your regional entry information to the IESA Office or your regional host.

5. PRINTING YOUR REGIONAL ROSTER

a. You should print your regional entry form and keep it with you throughout the tournament. If you make any changes prior to your first game, make sure you print the most recent copy for your records.

b. To view your roster: go to the member center, log in, click on the "Registration & Entry Center Logins" link, and then choose the specific Activity Entry Center you wish to

view. Then click on the "View Roster" link located to the right of the "Regional Entry Form" link. If you are already logged in to your school page, you need only access the link.

c. To print your roster: Once you have selected the View Roster page, go to the tool bar and select File. Scroll down and select Print.

Class 3A - Sectional G - Regional 13 - **Assignments**					
Schools must complete 3 contests prior to roster deadline to participate in regionals.					
Activity Probation	**Entry Form**	**Seeding**		**Team Photo**	**Co-op**
		Contests	**Ranking**		
OK	9/10/2024	9/10/2024	9/11/2024	n/a	NO
Coach: Tom Jones					
How to use our Online Entry and Ratings Forms					
REGIONAL ENTRY FORM - **View Roster** ← Check Here					**OPEN**
Open thru 9/15/2020 at 4:00 p.m.					
Your Regular Season Contests					**OPEN**
Open thru 9/8/2020					
Comments on your Regular Season					**OPEN**
Open thru 9/8/2020					
View All Regular Season Info for this regional					
Rank Regional 13 Teams					**OPEN**
Open 9/9/2020					
Regional 13 Ranking Data by School					

If you have any questions, please contact the IESA office (309) 829-0114.