

ILLINOIS ELEMENTARY SCHOOL ASSOCIATION  
2009 INSTRUCTIONS TO REGIONAL  
BASEBALL HOST SCHOOLS



You must complete the required online seeding of teams in your regional. **A school that does not participate in the online process has no say regarding any seed results.** After online seeding is complete, the playing sites should be determined through email communication and all teams should be notified of exact site, date, and time they are scheduled to play. Regional first-round games shall be played at the site of the higher seeded teams unless the teams in the “play-in” games mutually agree to

play the contest elsewhere. Regardless, the higher seeded teams shall be the home team in ALL regional games. You will host the semi-final and championship games and **it is your responsibility to hire the umpires for these three contests.** First round (play-in) hosts must hire the umpires for the first round games. It is strongly recommended that games not be scheduled on school time. You **MUST** list the game times and sites on the bracket online.

Hold the regional quarterfinal games (seeds #4 & #5 for a five team regional; seeds #4 & #5 and seeds #3 and #6 for a six team regional; seeds #2 vs. seeds #7 for a 7 team regional) on Tuesday, September 15. Semifinal games must be held on Saturday, September 19 and the finals on Monday, September 21. If weather forces postponement or delays, please make sure your regional is completed by Friday, September 25 so that the sectional championship may be played as scheduled on Saturday, September 26.

Teams must fill out their *Regional Entry Form by the Wednesday prior to the online seeding (Wednesday, September 2)*, the form will then become available to you in the baseball host administration area which is accessed through the Member Center. You will need your school’s password to enter the Member Center and log in, then click on your regional number under “Regional/Sectional Host Administration”. From that screen, you can view the entries and/or download the data. Information is available as either a web page or you can download it as an Excel file. Team rosters may consist of 18 uniformed boys. Only those contestants listed on the form are eligible to participate. Check to be sure that all contestants meet age requirements. Schools must complete the birth date column on the *Regional Entry Form*. Contact the school if there is a problem. **Schools access the Regional Entry Form by logging on to the Member Center and then simply clicking on Boys Baseball under the heading Entry Forms.** No changes will be permitted on the Regional Entry Form after the beginning of the first level of the state series contest. If a school makes changes after submitting their form once; please tell them to print the form and take a copy with them to their first game.

**ONLINE SEEDING** (see *Host Booklet for step-by-step instructions*)

- A. **STEP ONE:** All schools participating in the activity of baseball must enter the following information online by **Midnight on September 2, 2009**. Friendly email reminders to the schools in your regional to complete this information from the email center in the host administration is recommended and encouraged.
1. Regional Entry Form
  2. Team Record
  3. Season Schedule with results
  4. Special Comment Section
- B. **STEP TWO**– all participating schools will rank schools in their regional online. The IESA recommends that each school print the regular season information included on the web ranking page and have this in front of them prior to ranking the teams to review. As the host you will be able to review when each school has completed this step. Friendly email reminders are a good way to get schools to follow-up.
- C. Host managers will then view rank results on Thursday, September 10, 2009 and confirm results to post. The host school will break all ties by the traditional method (coin flip) and then click confirm to post brackets online.

**ONLINE BRACKET INSTRUCTIONS**

- A. Host schools must post their regional bracket and tournament information on-line via the IESA website.
- B. Host schools may access this information through the IESA member center log-in page. Choose your school from the drop down menu and enter your password.
- C. Once you have accessed your school page, you will click on the link for the regional/sectional you are hosting. You will find this information under the heading of “Regional/Sectional Host Administration”. This same information is now available in the Baseball Entry Center as well.
- D. After clicking the appropriate link, you will be able to access the following information:
- a. You will be able to view the regional entry form for your school.
  - b. Download Entry Data - You will be able to download the entry data for all schools within your regional. This information is very helpful if you are creating a program for your regional tournament. The data may be downloaded by either a Mac or a PC. Choose the format that works best with your computer. The information will be opened in Excel.
  - c. View all Regional Entries as a Webpage - Once all schools have entered their regional entry forms, you will be able to view that information from this link.

- d. Set Regional Dates/Locations- Host schools will enter tournament information for display on-line. Tournament information consists of dates, times, and locations of tournament games. It is important that the complete address be added for the location of every game. By entering the complete address (street address, city, zip), a map and directions will be linked to your bracket. All of this information will be available for competing teams and fans to view from the main baseball page on the IESA website.
  - e. Seed Regional Entries- Hosts will enter the seeds that the computer tabulated during the online seeding process. Once the host confirms the seeds in the online host administration the teams will then be added to the regional bracket in the appropriate spots.
  - f. Entering Regional Results- You will be able to enter regional results after each round of play for fans to view online in the regional assignments.
- E. Take a moment after entering the information online to view the host information entered on the web and make sure that the google map is actually giving directions to your host site. If you have problems please contact the IESA office.
  - F. Please take time to review the Regional/Sectional Host Administration information prior to the online seeding process.

The Rawlings RIESA baseballs are to be used in your regional tournament. These will automatically be shipped to you prior to regional play. There are enough for three (3) baseballs per regional contest scheduled. For example, if there are 4 total games for the regional, 12 baseballs will be sent. Please be sure those schools hosting a first round game receive their allotment. Schools do not need to supply a baseball for each regional game! Host schools must have some identical balls on hand in case the 3 balls are not enough to complete the game. One ball shall be given to the loser of each regional game and two balls shall be given to the winner of each regional game.

If you were assigned to host this tournament by the IESA Office, the regional plaque will be sent to you directly from our supplier in Princeton, IL. If there are any problems regarding the plaque, please call Mark Austin, A & M Products, at (815) 875-2667.

There will be no regional financial reports to submit by the host school because you cannot charge for admission.

Follow all appropriate sections of the 2009 Boys Baseball Terms & Conditions in conducting your tournament. See section IX in the Terms & Conditions regarding hiring and payment of officials. **Each school hosting a regional game must hire and contract two umpires for that game.** The host school for each regional game is responsible for paying each umpire a flat fee of \$50.00 (no mileage). Each school should bring a check for \$50.00 payable to the host school for each regional game in which they participate.

**After each regional game winner has been determined, please update the score online. This will automatically advance each winner and notify the IESA Office of the winner. However, we need you to be sure that you go online and complete this task. This is the only way results are posted and winners are advanced in the bracket. Please update the Champ's record at the end of regional play.**

Please make sure to remind the schools participating in your regional that the regional winner must send a team picture to the IESA office prior to the sectional play date of September 26. Instructions for the winners are located on the website and were sent to each school participating in baseball in the initial mailing.

**Thank you for hosting this regional!**

# Host Instructions for On-line Seeding, Brackets and Results



**All regional seeding, brackets and sectional match-ups will be posted online. At any time, a host may access their tournament information to post dates, times, and locations for their tournament games.**

## I. ACCESSING THE FORM

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

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

**Administrators, coaches and directors log in here.**

User IDs are no longer needed - choose your school by common name (city first), ex. Normal Parkside.

Choose your school and enter your Password here →

**Your School**

**Password**


Click Here →

[HELP! I don't know the password!](#)

## II. ACCESSING REGIONAL/SECTIONAL HOST ADMINISTRATION

- If the assignments have been completed for your activity, you will see a Regional/Sectional Host Administration Area on your school or athletic page. You may also access host administration in the new Baseball Entry Center.
- If you are hosting multiple activities, all of your tournaments will show a link.
- Click on the tournament link for the tournament that you would like to update (i.e. Regional 14).

Regional/Sectional Host Administration	
Girls Softball Host Admin	<a href="#">Regional 15</a>
Baseball Host Admin	<a href="#">Regional 16</a>



Click on the regional number to access host administration

## III. VIEWING ROSTER INFORMATION

- As a host, you will have access to all of the regional entry forms of those teams competing in your tournament.
- To view the regional entry forms for your tournament, click on the “View Regional Rosters”.
- If you are creating a program for your tournament, you will be able to download all of the regional entry information for your tournament.
  - Click on the [Download Regional Entry Data](#) link.
  - Choose PC or Mac.
  - Click “Get Data”.
  - Save the resulting file to your hard drive as an .xls file.

#### IV. CONTACTING YOUR TOURNAMENT TEAMS

- A. Contact information is available for all of the schools participating in your tournament from the Host Administration links.
- B. Host schools will be able to email all schools in their regional or sectional through the email center available under host administration.

#### Class 1A Boys Baseball Host Administration

[Entry Menu](#) - [Class 2A Regional Entry Form](#) - [Class 2A Host Administration](#)

##### Regional 16

[Email Regional 16 Coaches](#)

##### Sectional H

[Email Sectional B Qualifier Coaches](#)

This information is only available after all schools have entered their regional entry information

## Regional Hosts

#### I. SETTING REGIONAL TOURNAMENT DATE AND LOCATION INFORMATION

#### Class 1A Boys Baseball Host Administration

[Entry Menu](#) - [Class 1A Regional Entry Form](#) - [Class 1A Host Administration](#)

##### Regional 4

[Email Regional 4 Coaches](#)

[Set Regional Dates/Locations](#)

**OPEN**

Open thru sectional scoring

[Update Regular Season Win/Loss Records](#)

**OPEN**

Open thru seeding confirmation

[Confirm Regional Seeding](#) - [View Regular Season Info](#)

**OPEN**

Open 9/10/2009 thru seeding confirmation

[Set Regional Results](#) - [Regional Bracket Instructions](#)

**OPEN**

Open after seeding thru sectional results

[Download Regional Entry Data](#)

[View Regional Rosters](#)

**Use links to access various hosting functions**

[Check Regional Brackets](#) - [Check Regional Champs](#)

##### Sectional B

[Email Sectional B Qualifier Coaches](#)

[Set Sectional Location](#)

**OPEN**

Open thru state scoring

[Set Sectional Results](#)

**OPEN**

Open from regional scoring thru state scoring

[Update Sectional Champ Win/Loss Records](#)

**OPEN**

Open from regional scoring thru state scoring

[Download Sectional Entry Data](#)

[View Sectional Rosters](#)

- A. As a host, you must enter the venue for each game. You will need to provide the venue name, address and city. Please make sure to click on the “Update” button after you have filled in your information. If you do not click “Update”, your information will not be saved.

Class 1A Boys Baseball Host Administration			
<a href="#">Entry Menu</a> - <a href="#">Class 1A Regional Entry Form</a> - <a href="#">Class 1A Host Administration</a>			
Regional 4 Locations			
<b>Update as often as needed. All fields optional.</b>			
Class 1A Regional 4			
			Update
Game 1 — Seed 4 v. Seed 5			
Venue	<input type="text"/>	Date	<input type="text"/>
Address	<input type="text"/>	Time	4 : 00 PM
City	<input type="text"/>		
Check to see if Google understands this address:			
Game 2 — Seed 1 v. Winner Game 1			
Venue	<input type="text"/>	Date	<input type="text"/>
Address	<input type="text"/>	Time	9 : 00 AM
City	<input type="text"/>		
Check to see if Google understands this address:			
Game 3 — Seed 2 v. 3 Seed			
Venue	<input type="text"/>	Date	<input type="text"/>
Address	<input type="text"/>	Time	4 : 15 PM
City	<input type="text"/>		
Check to see if Google understands this address:			
Game 4 — Winner Game 2 v. Winner Game 3			
Venue	<input type="text"/>	Date	<input type="text"/>
Address	<input type="text"/>	Time	4 : 00 PM
City	<input type="text"/>		
Check to see if Google understands this address:			
			Update

- B. Venue information will be automatically linked to your bracket and posted on the IESA website on the activity assignments page. You may direct fans/parents to the assignment page for tournament information.
- C. The address and city information is extremely important to enter. This information will generate a map and directions to your facility. After entering the information check the website to make sure the Google map is correctly mapping your location.

D. Date and time information should also be entered for each game. This information will also be visible for fans and teams to view from the IESA website. Please make sure to click on the “Update” button after you have filled in your information. If you do not click “Update”, your information will not be saved. If weather becomes an issue in your regional please make sure you update your dates and times on the web.

## II. SEEDING YOUR REGIONAL TOURNAMENT

- A. All schools participating must enter the following information online by Midnight on Wednesday, September 2, 2009.
1. Regional Entry Form (changes may be made until the start of regional play)
  2. Team Record
  3. Season Schedule and Results
  4. Special Comment Section
- B. On Monday, September 7 through Wednesday, September 9, 2009 all participating schools will rank the schools in their regional online.

Boys Baseball Entry Center Menu	
Class 2A - Sectional H - Regional 16 - Assignments	
HOST ADMINISTRATION - <a href="#">Regional 16 &amp; Sectional H</a>	
<b>REGIONAL ENTRY FORM</b> - <a href="#">View Roster</a>	<b>CLOSED</b>
Open thru 9/15/2009 4:00 PM	
<b>Your Regular Season Record</b>	<b>CLOSED</b>
Open thru 9/2/2009	
<b>Your Regular Season Contests</b>	<b>CLOSED</b>
Open thru 9/2/2009	
<b>Comments on your Regular Season</b>	<b>CLOSED</b>
Open thru 9/2/2009	
<a href="#">Rank Regional 16 Teams</a> <a href="#">View Regular Season Info</a>	<b>OPEN</b>
Open 9/7/2009 - 9/9/209	
Ratings Surveys - <a href="#">Sportsmanship</a>   <a href="#">Officials</a>	

- C. To view the team information each team can click on [View Regular Season Info](#). This will show all the information entered in step one for every team in the regional. The IESA recommends that each school print this information and have it in front of them when they rank.
- D. On Thursday, September 10, 2009 the ranking step will close and each host school manager will need to confirm the results tabulated by the computer.
- E. If there are no ties then the computer will take you directly to the screen below to confirm the seeds. Confirmed seeds will then be forwarded to the online brackets.

## Class 2A Boys Baseball Host Administration

[Entry Menu](#) - [Class 2A Regional Entry Form](#) - [Class 2A Host Administration](#)

### Regional 16 Team Seeding

[Regional Locations/Dates/Times](#) | [Win/Loss Records](#) | [Ranking Information](#) | [Regional Seeding](#) | [Set Regional Results](#)

Seed	School	Has Ranked Schools
1	Albion	Has
2	Dieterich	Has
3	Oblong	Has not
4	Hutsonville	Has not
5	Neoga	Has not
6	Effingham St. Anthony	Has not

Confirm & Post Regional Seeding

 **Click Confirm**

As the host you will be able to view schools that have not completed the ranking step. We encourage host schools to email these coaches on the 9<sup>th</sup>.

- F. If there are ties to be broken then the computer will ask the host school to break the tie before confirming the results. Once the tie is broken, you will be taken to the confirm screen under letter E. Click confirm and this will forward the seed results to the online bracket.

## Class 2A Boys Baseball Host Administration

[Entry Menu](#) - [Class 2A Regional Entry Form](#) - [Class 2A Host Administration](#)

### Regional 16 Team Seeding

[Regional Locations/Dates/Times](#) | [Win/Loss Records](#) | [Ranking Information](#) | [Regional Seeding](#) | [Set Regional Results](#)

**First resolve ties.**

Tiebreaker	Seed	School	Has Ranked Schools
<a href="#">Award 1 Seed</a>	1	Albion	Has
<a href="#">Award 1 Seed</a>	1	Dieterich	Has
Click "Award 1 Seed" next to the school that wins the coin toss.	3	Oblong	Has not
	4	Hutsonville	Has not
	5	Neoga	Has not
	6	Effingham St. Anthony	Has not

### III. ENTERING REGIONAL RESULTS

- A. Following each game of your regional tournament, you will be able to enter the results. The results will be posted on the IESA website.
- B. To enter results, please do the following:
- Under the score column, enter the final score of the contest.
  - Under the win column, select the winning school.
  - Click the "Update" button in the lower right hand corner. If you do not click this button, your information will not be saved.
  - Winners will automatically be advanced to the next round.
  - Enter Champ's record after Regionals.

## Class 1A Boys Baseball Host Administration

[Entry Menu](#) - [Class 1A Regional Entry Form](#) - [Class 1A Host Administration](#)

### Regional 7 Final Scores

A	Pontiac St. Mary's				
B	BYE				
A	Pontiac St. Mary's		13		
	Forfeit				
A	Piper City Tri-Point	11		B	Piper City Tri-Point
	Forfeit				0
B	Saunemin	1			
A	PONTIAC ST. MARY'S		13		
	Forfeit				
A	Lexington			B	Normal Epiphany
					4
B	BYE				
A	Lexington		0		
	Forfeit				
A	Normal Epiphany	16			
	Forfeit				
B	Normal Epiphany		1		
B	Odell		0		
<b>Update Final Scores</b>					

### Forfeits

4-2: Score of a forfeited game is 7 to 0 except if the game is forfeited after the number of innings required for a regulation game and the offending team is behind. Then the score remains as recorded. If the offending team is leading, the score shall be 7 to 0.

## Sectional Hosts

### I. SETTING SECTIONAL LOCATION INFORMATION

#### Class 2A Boys Baseball Host Administration

[Entry Menu](#) - [Class 2A Regional Entry Form](#) - [Class 2A Host Administration](#)

Regional 16	Sectional H
<a href="#">Email Regional 16 Coaches</a>	<a href="#">Email Sectional H Qualifier Coaches</a>
<a href="#">Set Regional Dates/Locations</a> <b>OPEN</b>	<a href="#">Set Sectional Location</a> <b>OPEN</b>
Open thru sectional scoring	Open thru state scoring
<a href="#">Update Regular Season Win/Loss Records</a> <b>OPEN</b>	<a href="#">Set Sectional Results</a> <b>PENDING</b>
Open thru seeding confirmation	Open from regional scoring thru state scoring
<a href="#">Confirm Regional Seeding</a> - <a href="#">View Regular Season Info</a> <b>PENDING</b>	<a href="#">Update Sectional Champ Win/Loss Records</a> <b>PENDING</b>
Open 9/10/2009 thru seeding confirmation	Open from regional scoring thru state scoring
<a href="#">Set Regional Results</a> - <a href="#">Regional Bracket Instructions</a> <b>PENDING</b>	

Open after seeding thru sectional results	<a href="#">Download Sectional Entry Data</a>
<a href="#">Download Regional Entry Data</a>	<a href="#">View Sectional Rosters</a>
<a href="#">View Regional Rosters</a>	
<a href="#">Check Regional Brackets</a> - <a href="#">Check Regional Champs</a>	

Use links to access various hosting functions

As a host, you must enter venue details for the game. You will need to provide the venue name, address and city. Please make sure to click on the “Update” button after you have filled in your information. If you do not click “Update”, your information will not be saved.

Class 1A Boys Baseball Host Administration	
<a href="#">Entry Menu</a> - <a href="#">Class 1A Regional Entry Form</a> - <a href="#">Class 1A Host Administration</a>	
Sectional B Venue	
Update as often as needed.	
Venue	<input type="text" value="TBD"/>
Street Address	<input type="text"/>
Illinois City	<input type="text"/>
Comment	<input type="text"/>
<input type="button" value="Update"/>	

This address is used by Google Maps to provide driving directions.

The venue information will be automatically linked to your bracket and posted on the IESA website on the baseball assignments page. You may direct fans/parents to the assignment page for tournament information.

The address and city information is extremely important to enter. This information will generate a map and directions to your facility. Please check the map online after entering the information to make sure the Google map is correctly showing your venue and directions.

## II. ENTERING SECTIONAL RESULTS

- A. Following your sectional game, you will be able to enter the results and update the winning team record. The results will be posted on the IESA website.
- B. To enter results, please do the following:
  1. Click on **Set Sectional Results**
  2. Under the score column, enter the final score of the contest.
  3. Under the win column, select the winning school.
  4. Click the “Update” button in the lower right hand corner. If you do not click this button, your information will not be saved.
  5. Winners will be advanced to the next round.
- C. Click **Update Sectional Champ Win/Loss Records** to update the winning team’s record.