

IESA Regional Entry Form Instructions

For the 2009-10 school year, 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 imputing 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 be sure names are spelled correctly.

1. ACCESSING THE FORM

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

Choose your school and enter your password to log in.

The screenshot shows a login interface with the following elements:

- Header: "Administrators, coaches and directors log in here."
- Text: "User IDs are no longer needed - choose your school by common name (city first), ex. Normal Parkside."
- Form fields: "Your School" (a dropdown menu with "Choose City/School" selected) and "Password" (a text input field).
- Buttons: "Click Here" (with a red arrow pointing to it) and "Click here to log in" (a grey button).
- Link: "[HELP! I've don't know the password!](#)" (in blue text).

Annotations on the screenshot include:

- A red box on the left containing the text "Enter your school's Password here" with a red arrow pointing to the password field.
- A red box below the "Your School" field containing the text "Click Here" with a red arrow pointing to the "Click Here" button.

2. ENTERING YOUR REGIONAL ROSTER INFORMATION

- a. You have now accessed your school page.
- b. Regional Entry Form links are located on the right side of this page. Click on the click of the activity that you wish to complete.

| Membership Dues & Activity Registration | |
|---|-----------|
| Membership renewed on 5/16 Click Here ➔ | |
| Pay Membership Dues ONLY | |
| Dues/Athletics/Scholastic Bowl | 2009-2010 |
| -Art Registration will be available August 1. | |
| -Music Registration will be available August 1. | |

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

- The first time that you access the regional entry forms you will be asked to provide coach names and contact information. You must fill in **all** of the information in order to proceed. If you do not have an assistant coach, fill in the head coach information in all spots.
- 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.), height, and birth date.

| Boys Baseball Class 2A Regional 10 Entry Form - 2009-2010 | | | | | | | | | | |
|---|------------|-----------|--|----------|--------|----------------|-----|---|-----------|---------|
| 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. If you make any changes with the regional host prior to your first game, also notify IESA. The regional host shall not permit your school to participate unless this form has been submitted. No changes to this form shall be allowed after your first regional contest. Additional Entry Form Instructions | | | | | | | | | | |
| View Your Roster as Webpage Regional/Sectional Host Administration | | | | | | UPDATE ENTRIES | | | | |
| Entry forms open through 9/2/2009 | | | Regular Season Record: Wins <input type="text" value="5"/> Losses <input type="text" value="3"/> | | | | | | | |
| ATHLETES | | | | | | | | | | |
| Enter Athletes in Player Number Order Update as often as needed - we always have access to the data shown here. | | | | | | | | | | |
| No. | First Name | LAST NAME | Grade | Position | Height | | | | Birthdate | |
| 1 | 1 | Nick | Norton | 8 | P | 5 | -FT | 5 | -IN | 4/25/95 |
| 2 | 2 | Wesley | Anderson | 7 | OF | 5 | -FT | 7 | -IN | 8/26/96 |
| 3 | 3 | Jordan | Kemp | 7 | 3B | 5 | -FT | 9 | -IN | 12/2/95 |


- As you scroll down the page you will see a section for School Information. Please update the entire section with your school's personnel.
- If your school will be bringing cheerleaders, please include their names under under the section marked 'Cheerleaders'.

| School Information | | Cheerleaders | |
|--------------------|--|--------------|----------------------|
| Conference | <input type="text" value="The Conference"/> | 1 | <input type="text"/> |
| Nickname | <input type="text" value="Cougars"/> | 2 | <input type="text"/> |
| Colors | <input type="text" value="Black and Gold"/> | 3 | <input type="text"/> |
| Coach | <input type="text" value="Debbie Dribbler"/> | 4 | <input type="text"/> |
| Asst. Coach | <input type="text"/> | 5 | <input type="text"/> |
| Principal | <input type="text" value="Mr. John Smith"/> | 6 | <input type="text"/> |
| Superintendent | <input type="text" value="Dr. Roberts"/> | 7 | <input type="text"/> |
| Manager | <input type="text" value="Zoey Zone"/> | 8 | <input type="text"/> |
| Manager 2 | <input type="text"/> | 9 | <input type="text"/> |
| Statistician | <input type="text" value="Stan Stats"/> | 10 | <input type="text"/> |

h. After you have filled in your information, make sure that you 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.

i. REQUIRED FIELDS

- a.** There are two portions of the form that must be completed in order for your information to be accepted: won/loss record, submitter name and email.
- b.** The system will not allow you to continue until this information has been entered.

| | |
|--|--|
| Your Name | <input type="text" value="Susie Submitter"/> |
| Your Email | <input type="text" value="susie@k12.il.us"/> |
| <p>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.</p> | |
| <p style="text-align: right;"> Click Here  <input type="button" value="Update Entries"/> </p> | |

3. ACCESS TO YOUR REGIONAL ROSTER

- a. You will be able to access your information and make changes to your information until your first regional contest.
- b. If you do 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.

4. PRINTING YOUR REGIONAL ROSTER

- a. Print your regional entry form and keep it with you throughout the tournament. If you make any changes prior to your first game, then make sure to print the most recent copy for your records.
- b. To view your roster: go to the member center, log in and click on the specific Activity Entry Form you wish to view. Then click on “View your Roster as a Webpage” link located near the top of the form. 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 your Roster as a Webpage” link, go to the tool bar and select File. Scroll down and select Print.

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Click Here 

[View Your Roster as Webpage](#)
[Regional/Sectional Host Administration](#)

UPDATE ENTRIES

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