



# ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

## 2009 INSTRUCTIONS TO SECTIONAL HOST SCHOOLS

### BOYS BASEBALL SECTIONAL TOURNAMENT

- The IESA Office has contracted two umpires at a fee of \$55.00 each for the sectional game. Checks will be sent directly to the officials from the IESA Office after the completion of the sectional game. IESA will notify you shortly of the umpires assigned to your contest. It is highly recommended that you contact each umpire and be sure to give them exact directions and location of your field.
- Hold the sectional game on Saturday, September 26. The IESA Office will notify you as soon as possible of the competing teams. You will need to contact them with any necessary information they may need as to the exact location of playing site. **The starting time has been set for 11:00 a.m.** No changes to the date or starting time will be approved as the umpires have been contracted for this date and time. If you cannot host on September 26 at 11:00 a.m., please contact Mr. Endsley immediately so a different host can be located.
- Use September 28 as a rain date if required. If this should be necessary, try to contact competing teams as early as possible on September 26 to inform them the game is postponed, since many schools have long travel distances to sectional sites.
- The Rawlings RIESA baseballs are to be used for your sectional game. These will automatically be shipped to you prior to sectional play. There are three (3) baseballs for the sectional contest. 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 the sectional game and two balls shall be given to the winner of the sectional game.
- Regional winners do **not** need to bring you a copy of the *Regional Entry Form*. You as a host have on-line access to the regional entry form. To access those forms, choose your school and enter your school's password to log in to the IESA website Member Center. Under Regional/Sectional Host Information you will be able to access these forms.
- Follow all appropriate sections of the 2009 Boys Baseball Terms & Conditions in conducting your tournament.
- A coin flip shall determine the home team for the sectional game.
- ***It is your responsibility to notify the IESA Office with the result of the sectional.*** You must use your school password to report the sectional winner. Log on to the IESA website Member Center, choose your school and enter your school's password. Under Regional/Sectional Host Information, click on the Sectional that you hosted. Input the scores and mark the winner and update their record. This will automatically notify the IESA office of your sectional's result. **Please do this immediately after the contest so we can begin preparation of the state tournament pairings.** Your help with this is appreciated.
- Inform the sectional winner that they will receive information about the state finals from the state host via email the Monday after the sectional.
- Even though you likely will not have any income or expenses to list, you must complete the financial report form and return it to the IESA Office within one week after your tournament is completed.
- Contact Mr. Endsley in the IESA Office if you have any questions.

Thank you for hosting this sectional!

# 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 →


Click here to log in

[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 Host Administration Area on your school or athletic page. You may also access host administration in the new Baseball Entry Center.

Entry Centers & Host Administration	
Boys Baseball	<a href="#">Entry Center</a> - <a href="#">Host Admin</a>
Girls Softball	<a href="#">Entry Center</a>



Click on the "Host Admin" link

## 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 Sectional 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

## 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>	OPEN	<a href="#">Set Sectional Location</a>
Open thru sectional scoring		Open thru state scoring
<a href="#">Update Regular Season Win/Loss Records</a>	OPEN	<a href="#">Set Sectional Results</a>
Open thru seeding confirmation		Open from regional scoring thru state scoring
<a href="#">Confirm Regional Seeding</a> - <a href="#">View Regular Season Info</a>	PENDING	<a href="#">Update Sectional Champ Win/Loss Records</a>
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>	PENDING	<a href="#">Download Sectional Entry Data</a>
Open after seeding thru sectional results		<a href="#">View Sectional Rosters</a>
<a href="#">Download Regional Entry Data</a>	Use links to access various hosting functions	
<a href="#">View Regional Rosters</a>		
<a href="#">Check Regional Brackets</a> - <a href="#">Check Regional Champs</a>		


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

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

### Sectional B Venue

Update as often as needed.

Venue	<input type="text" value="TBD"/>	<div style="border: 1px solid red; padding: 5px; display: inline-block;">This address is used by Google Maps to provide driving directions.</div> 
Street Address	<input type="text"/>	
Illinois City	<input type="text"/>	
Comment	<input type="text"/>	
<input type="button" value="Update"/>		

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.