

On-line Regional Wrestling Host Instructions

All regional and sectional results will be submitted on-line to the IESA. Location and time information will also be entered by the host and posted on the website. At any time, a host may access their tournament information to post dates, times, and locations for their tournament games.

I. LOGGING-IN TO THE IESA MEMBER CENTER

- Go to the IESA Website and click on the red Member Center login button on the left hand side of the web page.
- Choose your school and enter your school's password. Example Below.

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	<input type="text" value="Choose City/School"/>
Password	<input type="password"/>
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid red; padding: 2px 10px;">Click Here</div> <div style="border: 1px solid gray; padding: 5px 15px;">Click here to log in</div> </div>	
HELP! I don't know the password!	

II. ACCESSING HOST ADMINISTRATION

- A Regional Host Administration Area appears on your school page.
- 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.

Membership Dues & Activity Registration	Entry Centers & Host Administration
Membership renewed on 5/27/2009	
Dues, Athletics and Scholastic Bowl 2009-2010	Girls Softball Entry Center
Dues/Art Workshops 2009-2010	Cross-Country Entry Center
Dues/Music Contests 2009-2010	Boys Wrestling Entry Center - Host Admin
-Speech Registration will be available Aug. 1 - Area 21: Nov. 12.	Scholastic Bowl Entry Center
-Cheer Registration is not currently available.	Track & Field Assignment Pending

Click Here

III. SET MEET LOCATION INFORMATION

Regional 2

[Email Regional 2 Coaches](#)

[Sectional Host Info](#)

[Regional Host Online Instructions](#)

[Set Regional Time/Location](#)

Set Regional
Time/Location Here



OPEN

Open thru 2/27/2010

[Set Regional Results](#)

OPEN

Open 2/27/2010 thru 3/5/2010

[Update Entries by School](#)

OPEN

Open thru State Scoring

[Download Regional Entry Data](#)

[View Regional Rosters](#)

- As a host, you enter the actual location and start time of the regional meet. You will need to provide the venue name, address and city. **Click on the "Update" button after you have filled in your information.** If you do not click "Update", your information will not be saved.
- After updating, the venue information will then be posted on the IESA website on the wrestling 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 an on-line map and directions to your facility.

Boys Wrestling Host Administration

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

Regional 2 Locations

Update as often as needed. All fields optional.

Regional 2

Update

Regional Hosts
Work Here →

Time : AM

Venue

Address

City


Update

IV. VIEWING REGIONAL ENTRIES

- A. As a host, you will have access to all of the on-line regional entry forms for teams competing in your tournament.
- B. To view all of the regional rosters for your regional, click on the “**View Regional Rosters**” on the Host Administration page. Print the Regional entry forms before your seeding meeting.
- C. If you are creating a written 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. (See below)
 - Choose PC or Mac.
 - Click “Get School Data” (member school data) or “Get Entry Data” (contestant data)
 - Save the resulting file to your hard drive as an .xls file.

Regional 2	
Email Regional 2 Coaches	
Sectional Host Info	
Regional Host Online Instructions	
Set Regional Time/Location	OPEN
Open thru 2/27/2010	
Set Regional Results	OPEN
Open 2/27/2010 thru 3/5/2010	
Update Entries by School	OPEN
Open thru State Scoring	
Download Regional Entry Data	
View Regional Rosters	

To view Regional Rosters click here



Regional 2 Entry Data

To download Regional 2 data file:

- Choose **PC** or **Mac**
- Click **Get Data**
- **SAVE** the resulting file to your hard drive as an **.xls** file

Click here to access data →

PC

Get School Data

Get Entry Data

[View All Regional 2 Entries as Webpage](#)

V. WEIGHT CLASS CHANGES AT SEEDING MEETING

- A. Wrestlers may make a weight-class change at the regional seeding meeting. If this is done, the weight class must be updated on-line prior to entering results. Wrestlers are permitted to go up one weight class from the class listed on the team regional entry form. Hosts will make the change. To make such a change, please follow these steps:
1. Log-in at the Member Center Log-in and proceed to the wrestling host administration page.
 2. Choose the wrestler's school from the drop-down menu.
 3. Remove the wrestler from the incorrect weight class and insert in the updated weight class.
 4. **Click on "Update Entries" to complete the change.**
 5. Repeat process as needed

[Update Entries by School](#)
Open thru State Scoring

Update Entries by School here ←

[Download Regional Entry Data](#)

[View Regional Rosters](#)

Update Regional 2 Entries

Click here to choose school →

Choose School

Choose School

Continue

Antioch Regional Entries

Make Weight Class correction in this section

Update Entries

Wrestler A					Wrestler B			
Wt.	First Name	LAST NAME	Grade	Birthdate	First Name	LAST NAME	Grade	Birthdate
65	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	8	<input type="text"/>
70	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	8	<input type="text"/>

VI. WRESTLER SUBSTITUTION AT REGIONAL

If a wrestler does not "make weight" the day of the Regional, a substitution may be made by the school at that same weight class. The substituted wrestler cannot already be listed on the Regional Entry Form. If the substituted wrestler places in the top four, **the host will need to change the regional rosters to include the substituted wrestler before Regional results are entered.** Follow the procedures outlined above in Section V to make the substitution.

VII. ENTERING REGIONAL RESULTS

- A. Following your regional tournament, all results will be submitted on-line to the IESA. Results will be posted on the IESA website. **All Regional results MUST be entered by 10:00 a.m., Monday, March 1.**
- B. To enter results, please do the following:
- Log-in at the IESA Member Center and proceed to the wrestling host administration page.
 - Click on **"Set Regional Results"**
 - Choose a 1st place winner from the 65 pound weight-class drop-down list. See below.
 - Tab to select the 2nd place winner, 3rd, 4th, for the weight class.
 - Select winners from each weight class.
 - If there is no qualifier for a particular weight-class place, select "no qualifier".
 - Click the "Update" button in the lower right hand corner. If you do not click this button, your information will not be saved. **Be sure to click "Update Results" periodically to "save" the information.**
- C. The IESA will be able to view all results once they are updated. You will not need to fax results.

Regional 7 Results				
Weight	1st Place	2nd Place	3rd Place	4th Place
65	Choose Wrestler ▾	Choose Wrestler ▾	Choose Wrestler ▾	Choose Wrestler ▾
70	Choose Wrestler ▾	Choose Wrestler ▾	Choose Wrestler ▾	Choose Wrestler ▾
75	Choose Wrestler ▾	Choose Wrestler ▾	Choose Wrestler ▾	Choose Wrestler ▾

VIII. CONTACT INFORMATION

- A. Contact information for the schools in your regional/sectional is listed on the Host Administration page.

Regional 7 Coaches

Antioch	John Smith	847-999-2323	jsmith@antioch34.com
Fox Lake Stanton	Jim Smith	847-333-9455	jsmith@aol.com
Grayslake	Matt Smith	847-222-9455	matt.smith@d46.org