

# 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](http://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 enter all roster information by Tuesday, February 23. (See below for roster changes after that date.)

## 1. ACCESSING THE FORM

- 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.
- Choose your school from the drop-down menu and enter your 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.

Enter your school's Password here

➔

<b>Your School</b>	<input type="text" value="Choose City/School"/>
<b>Password</b>	<input type="password"/>
<b>Click Here</b> ➔	<input type="button" value="Click here to log in"/>
<a href="#">HELP! I've don't know the password!</a>	

## 2. ENTERING YOUR REGIONAL ROSTER INFORMATION

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

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

Click Here

➔

- c. Click on the Regional Entry Form link and you are now ready to begin entering your regional roster information.

Click Here

Boys Wrestling Entry Center Menu	
Sectional A - Regional 1 - <a href="#">Assignments</a>	<b>OPEN</b>
<a href="#">REGIONAL ENTRY FORM</a> - <a href="#">View Roster</a>	
Open thru 2/27/2010	
Link to passgate form appears <b>HERE</b> after scores for your sectional are entered	

- d. Please complete all items for all wrestlers participating in regionals. You will be asked to provide the first and last name and birth date for each wrestler.
- e. **Regional Entry Forms must be completed by February 23, 2010.**

Boys Wrestling Entry Center								
<a href="#">Entry Menu</a> - <a href="#">Regional Entry Form</a>								
Bolingbrook Jane Addams Regional 7 Entry Form								
List first and last name for each contestant. Wrestlers must make scratch weight at weigh-ins for the entire state series. There is no weight allowance. A wrestler who fails to make weight at weigh-in shall be scratched. The regional host shall not permit your school to participate unless this form has been received. Any wrestler who fails to make weight at regional weigh-in must be scratched. <a href="#">Additional Entry Form Instructions</a>								
<a href="#">View Your Roster as Webpage</a>						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="button" value="v"/>	<input type="text"/> <input type="button" value="c"/>	<input type="text"/>	<input type="text"/>	8 <input type="button" value="v"/>	<input type="text"/> <input type="button" value="c"/>
70	<input type="text"/>	<input type="text"/>	8 <input type="button" value="v"/>	<input type="text"/> <input type="button" value="c"/>	<input type="text"/>	<input type="text"/>	8 <input type="button" value="v"/>	<input type="text"/> <input type="button" value="c"/>

- f. As you scroll down the page you will see a section for team information. Please update the entire section with your school's personnel.

Team Information	
Head Coach	<input type="text" value="John Smith"/>
Assistant Coach	<input type="text" value="Steve Smith"/>
Coach Email	<input type="text" value="John Smith@school.org"/>
Coach Phone	<input type="text" value="217-959-7297"/>

- g. As you continue to scroll down the page there will be a section on School Information such as nickname 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 Office to change.

School Information			
If any of the school information below is incorrect, please notify your principal or the IESA office to make corrections.			
<b>Principal</b>	Mr. Chris Schaefflein	<b>Nickname</b>	Mustangs
<b>Superintendent</b>	Dr. Phillip W. Schoffstall	<b>Colors</b>	Royal Blue & White

### 3. REQUIRED FIELDS

- a. There are three additional portions of the form that must be completed in order for your information to be accepted: submitter name, submitter email as well as the Coaching Education check box.
- b. The system will not allow you to continue until all this information has been entered.

School Information	
<input type="checkbox"/>	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 Name	<input type="text"/>
Your Email	<input type="text"/>
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.	
<div style="display: inline-block; border: 1px solid black; padding: 2px;">Click Here </div> <div style="display: inline-block; border: 1px solid black; padding: 2px; margin-left: 20px;">UPDATE ENTRIES</div>	

- c. 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.

### 4. CHANGES TO YOUR REGIONAL ROSTER

- a. You will be able to access your roster information and make changes until your seeding meeting takes place. Be sure to click on the “Update Entries” button anytime changes are made prior to logging off the system.
- b. 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.
- c. If changes in weight class are made at the seeding meeting, the regional host will make the change in the on-line information.
- d. If substitutions are made on the date of the regional, the regional host will make the change in the on-line information.
- e. Because 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 the regional, make sure you 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 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 page, go to the tool bar and select File, then select Print.

### Alden-Hebron Regional 1 Entry Form

List first and last name for each contestant. Wrestlers must make scratch weight at weigh-ins for the entire state series. There is no weight allowance. A wrestler who fails to make weight at weigh-in shall be scratched. The regional host shall not permit your school to participate unless this form has been received. Any wrestler who fails to make weight at regional weigh-in must be scratched.

[Additional Entry Form Instructions](#)

Click Here 

[View Your Roster as Webpage](#)

UPDATE ENTRIES

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