On-line Sectional Wrestling Host Instructions

All 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**

      A. Go to the IESA Website and click on the red Member Center login button on the left hand side of the web page.

      B. 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 `Choose City/School` ▼

Password `_____`

Click Here ➡ | Click here to log in |

HELP! I don't know the password!

II. **ACCESSING HOST ADMINISTRATION**

      A. You have now accessed your school page.

      B. Click on the Registration & Logins Link.

Menu	**Bolingbrook Brooks**		**Log Out**
	Click Here ➡ **Activity**	**Registration & Logins** - **Information**	

Activity Tracker		
GREEN = GOOD TO GO	**YELLOW = ATTENTION**	**RED = OVERDUE/PROBLEM**

      C. 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	
Membership renewed on 5/27/XXXX			Girls Softball	**Entries**
Dues, Athletics and Scholastic Bowl	**20XX-2020**		Cross-Country	**Entries**
Dues/Art Workshops	**20XX-20XX**		Boys Wrestling	**Entries** - **Host Admin**
Dues/Music Contests	**20XX-20X0**		Scholastic Bowl	**Entries**
-Speech Registration will be available Aug. 1 - Area 21: Nov. 12.			Track & Field	**Assignment Pending**
-Cheer Registration is not currently available.				

Click Here

III. SET MEET LOCATION INFORMATION

Sectional A	
Email Sectional A Qualifier Coaches	
Sectional Host Info	
Sectional Host Online Instructions	
Set Sectional Location	**OPEN**
Open thru 3/7/20XX	
Sectional Qualifiers by Weight/Rank	
Set Sectional Results	**PENDING**
Open from regional scoring thru state scoring	
Download Sectional Entry Data	
View Sectional Rosters	

Sectional Hosts Click Here ➡

A. As a host, you enter the actual location of the sectional meet. You will need to provide the venue name, address and city. <u>Click on the "Update" button after you have filled in your information.</u> If you do not click "Update", your information will not be saved.

B. 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.

C. The address and city information is extremely important to enter. This information will generate an on-line map and directions to your facility.

Sectional A Venue	
Update as often as needed.	
Venue	TBD
Street Address	
City (just city)	
Comment	
	Update

Map will be linked to address and city inserted here

IV.	VIEWING & DOWNLOADING SECTIONAL ENTRIES BY SCHOOL

A. As a host, you will be able to view all sectional qualifiers by school.
B. Click on **"View Sectional Qualifiers by School"** on the Host Administration page.
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 Sectional Qualifier Data" link.
- 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.

Boys Wrestling Host Administration

Entry Menu - Regional Entry Form - Host Administration

Sectional A Entry Data

To download Sectional A data file:

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

PC ▾	Get Data	⬅ **Click here to access data**

View All Sectional A Qualifiers as Webpage

V.	VIEW SECTIONAL QUALIFIERS BY WEIGHT/RANK

A. Access the sectional qualifier names by weight and regional place rank prior to the Sectional to create your bracket.
- Log-in at the IESA Member Center and proceed to the wrestling host administration page.
- Click on **"Sectional Qualifiers by Weight/Rank"** on the Host Administration page.

		Regional 5			Regional 6			Regional 7			Regional 8	
WT	Place	Name	School	Place	Name	School	Place	Name	School	Place	Name	School
	1	Last, First	School	1	Last, First	School	1	Last, First	School	1	Last, First	School
65	2	Last, First	School	2	Last, First	School	2	Last, First	School	2	Last, First	School
	3	Last, First	School	3	Last, First	School	3	Last, First	School	3	Last, First	School

VI. ENTERING SECTIONAL RESULTS

A. After your sectional tournament, all results must be submitted on-line to the IESA. Results will be posted on the IESA website. **All Sectional results should be entered immediately at the conclusion of the meet, and no later than 8:00 p.m.**

B. To enter results, do the following:
- Log-in at the IESA Member Center and proceed to the wrestling host administration page.
- Click on **"Set Sectional Results"**
- Choose 1st Place Team winner from drop-down list and tab to enter points.
- Choose 2nd Place Team winner from drop-down list and tab to enter points.

Sectional A Results		
Team Results		
	School	Points
1st Place	Choose School ▼	
2nd Place	Choose School ▼	

- Enter Sectional Individual 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, and 4th place winners 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.**

Individual 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 ▼
				Update Results

C. The IESA will be able to view all results once they are updated. You will not need to fax results.

VII.	**CONTACT INFORMATION**

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

Sectional 3 Coaches

Antioch	John Smith	847-999-2323	jsmith@myschool.com
Fox Lake Stanton	Jim Smith	847-333-9323	jsmith@myschool.com
Grayslake	Matt Smith	847-222-9323	matt.smith@myschool.org