# IESA Cross Country Sectional Entry Form Instructions

**All Sectional entry forms must be completed online by accessing the IESA Member Center from the IESA website (www.iesa.org). *THIS FORM MUST BE COMPLETED BY 12 NOON ON THE WEDNESDAY PRECEDING THE SECTIONAL (OCTOBER 4).* FAILURE TO SUBMIT THE FORM AS REQUIRED WILL RESULT IN YOUR TEAM BEING DISQUALIFIED.**

- **Instructions are found below.**
- **Complete all portions of the form.**
- **Information will be used to check team's compliance with by-laws at sectional and state meets.**
- **Information on this form is used for the state program. Be sure names are spelled correctly and correct year in school is listed.**

## 1. ACCESSING THE FORM

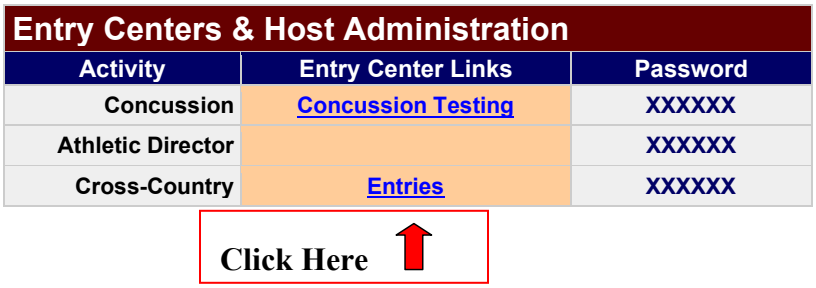
**A.** Go to the IESA Website, www.iesa.org, and click on the red Member Center Login button on the left hand side of the web page.
**B.** Choose your school and enter your school's password.

**Log in by choosing your school and entering your IESA School Password to begin.**

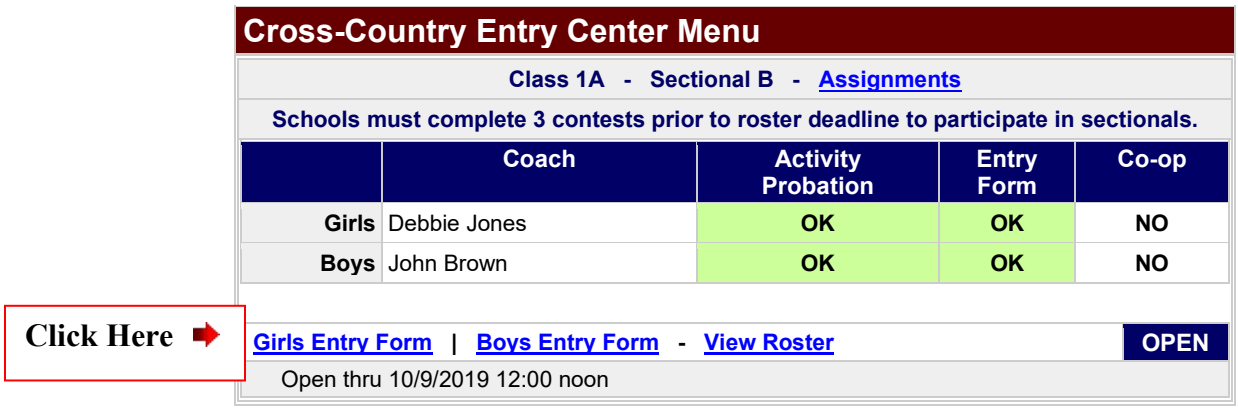
## 2. ENTERING YOUR SECTIONAL ROSTER INFORMATION

**A.** You have now accessed your school page. Click the "Entry Center Logins" link.

**B.** Click on the Entry Center of the activity that you wish to complete.

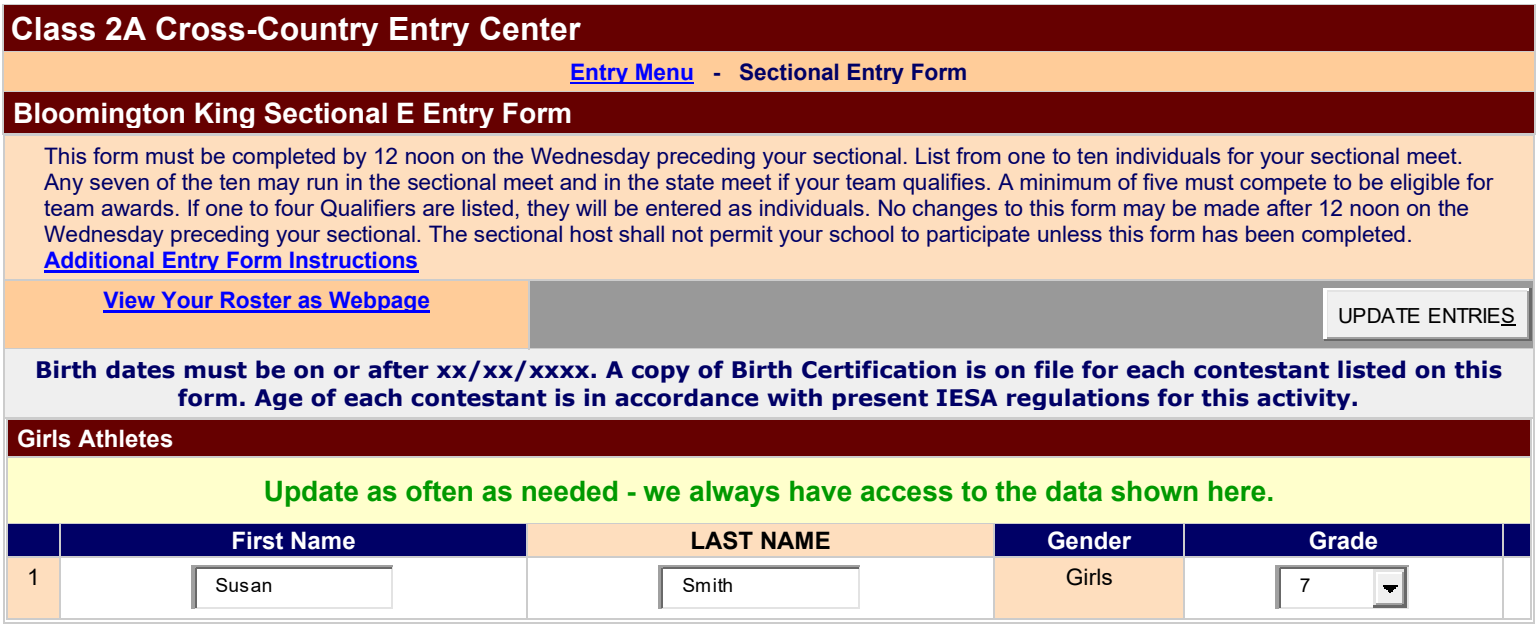



**Click on the "GIRLS ENTRY FORM" OR "BOYS ENTRY FORM" link.**




**C.** You are now ready to begin entering your sectional roster information. Please note there is a separate link for the girls and boys entry forms.

**D.** Please complete all items for all the runners on your cross country teams. You will be asked to provide the following information: first and last name and grade level.




**E.** As you scroll down the page you will see a section for Team Information. Please update the entire section with your team's personnel. Please make sure that you include cell phone information in this area. It is important that your host have a number they can reach you **outside of school hours**.

| Team Information | |
|---|---|
| Girls Coach | Debbie Jones |
| Girls Coach Email | DJones@gmail.com |
| Girls Coach Phone | 3( 3( 85( EXT |

**F.** As you scroll down to the bottom of the page there will be a section on School Information, such as mascot 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 to change.

| School Information | | | |
|---|---|---|---|
| If any of the school information below is incorrect, please notify your principal or the IESA office to make corrections. | | | |
| **Principal** | Mrs. Judith | **Conference** | Mid-Suburban |
| **Superintendent** | Dr. Nick Stein | **Nickname** | Bulldogs |
| | | **Colors** | Blue & Gold |

**G.** After you have filled in your information, **fill in the required fields (see below) before you click the "Update Entries" button**.

## 3. REQUIRED FIELDS

**A.** There are two portions of the form that must be completed in order for your information to be accepted: The Coaching Education check box, and the submitter's email.
**B.** The system will not allow you to continue until this information has been entered.
**C.** 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.

☑ ← Check Here tify that all Head and Assistant Coaches associated with this team are in compliance with the IESA .110: athletic coaches shall be regularly certified to teach in a school in Illinois or have completed an approved coaching education course.

**Your Email**

**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.**

Click Here to Complete → UPDATE ENTRIES

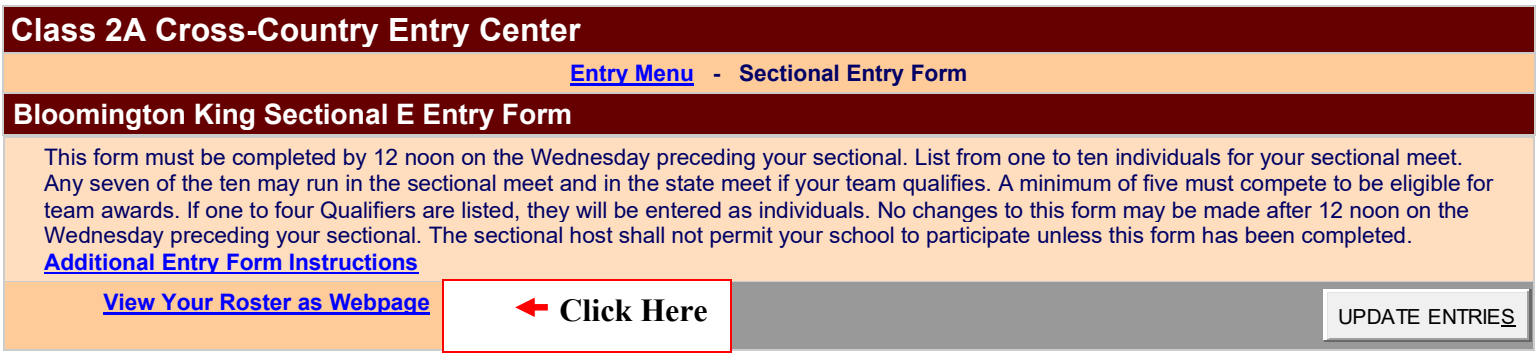
Once you have completed the girls entry form, you must go through the same process for the boys. If you do not participate for both girls and boys, only the activity for which you are registered will appear.

## 4. ACCESS TO YOUR SECTIONAL ROSTER

**A.** You will be able to access your roster and make changes up until 12 noon on the Wednesday preceding your sectional meet.
**B.** If you do make changes to your sectional information, please make sure that you click on the "Update Entries" button prior to logging off the system.
**C.** Your sectional host will have access to your sectional roster information. It is recommended that you carry a copy of your most recent sectional information with you to the sectional and state meets.
**D.** Since this information is available on-line, you are not required to send your sectional entry information to the IESA Office or your sectional host.

## 5. PRINTING YOUR SECTIONAL ROSTER

**A.** Print your sectional entry form and keep it with you throughout the sectional and state meets.
**B.** To view your roster: go to the member center, log in and click on the specific Activity Entry Center 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. Scroll down and select Print.




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