

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 3). 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

- 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.
- Choose your school and enter your school's password.

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

Administrators, coaches and directors log in here.

User IDs are no longer needed - choose your school by common name (city first), ex. Normal Parkside.

Your School

Password

[Click here to log in](#)

[HELP! I've don't know the password!](#)

2. ENTERING YOUR SECTIONAL ROSTER INFORMATION

- You have now accessed your school page. Click the "Registration & Entry Center Logins" link.

[Menu](#) Bloomington [Log Out](#)

[Activity Tracker](#) [Registration & Entry Center Logins](#) - [Information](#)

[Click Here](#)

Activity Tracker

GREEN = GOOD TO GO YELLOW = ATTENTION RED = OVERDUE/PROBLEM

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

Entry Centers & Host Administration		
Activity	Entry Center Links	Password
Concussion	Concussion Testing	hw3tzi
Athletic Director		24w5wb
Cross-Country	Entries	24w5wb

Click Here 


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

Cross-Country Entry Center Menu				
Class 1A - Sectional B - Assignments				
Schools must complete 3 contests prior to roster deadline to participate in sectionals.				
	Coach	Activity Probation	Entry Form	Co-op
Girls	Debbie Jones	OK	OK	NO
Boys	John Brown	OK	OK	NO
Girls Entry Form Boys Entry Form - View Roster				OPEN
Open thru 10/3/2018 12:00 noon				

Click Here 

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, grade level, and birth date.

Class 2A Cross-Country Entry Center					
Entry Menu - Sectional Entry Form					
Bloomington King Sectional E Entry Form					
<p>This form must be completed by 12 noon on the Wednesday preceding your sectional. List from one to ten individuals for your sectional meet. Any seven of the ten may run in the sectional meet and in the state meet if your team qualifies. A minimum of five must compete to be eligible for team awards. If one to four Qualifiers are listed, they will be entered as individuals. No changes to this form may be made after 12 noon on the Wednesday preceding your sectional. The sectional host shall not permit your school to participate unless this form has been completed.</p> <p>Additional Entry Form Instructions</p>					
View Your Roster as Webpage				UPDATE ENTRIES	
Birth dates must be on or after XX/XX/XXXX.					
Girls Athletes					
Update as often as needed - we always have access to the data shown here.					
	First Name	LAST NAME	Gender	Grade	Birthdate
1	<input type="text" value="Susan"/>	<input type="text" value="Smith"/>	Girls	<input type="text" value="7"/>	<input type="text" value="03/05/20"/> 

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	313 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.

<input checked="" type="checkbox"/>	Check Here ←	Verify 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.

Class 2A Cross-Country Entry Center

[Entry Menu](#) - Sectional Entry Form

Bloomington King Sectional E Entry Form

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[Additional Entry Form Instructions](#)

[View Your Roster as Webpage](#)

← Click Here

UPDATE ENTRIES

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