IESA

CHESS ONLINE ENTRY FORM INSTRUCTIONS

CHESS ONLINE ROSTER DEADLINE - Thursday, February 20, 2025

I. CHESS ENTRY CENTER

A. To access the Chess Entry Center, go to www.iesa.org and click on the red MEMBER LOGIN button.

B. Select your school from the drop-down menu and enter the chess password for your school. Your administrator will be able to obtain your password from the IESA Member Center.

C. Once logged in to your chess entry center, you will be asked to submit the name, cell phone number and email address for your chess coach. This information will be used by IESA to communicate with your chess coach while at the state tournament. Please be sure to submit accurate contact information.

D. If you notice that your contact information is not correct, you may update that information by submitting changes from the Entry Form link.

II. PARTICIPANT REGISTRATION - CREATING YOUR LIST OF STUDENTS

A. Once in the chess entry center, select ENTRY FORM.

B. This year: A school may enter a team of a maximum of ten (10) students in each grade division - 6, 7 and 8.

C. Enter each student's first and last name, phonetic spelling, and year in school. You will only be given spaces for the number of students in which entry fees were submitted. **PLEASE COMPLETE THE PHONETIC SPELLING FOR ALL STUDENTS.**

D. After you have added all of the information for your students, click the UPDATE ENTRIES button. FAILURE TO CLICK THIS BUTTON WILL RESULT IN YOUR ENTRIES NOT BEING SAVED.

E. After entering participant information, you will be able to view your completed roster by clicking the VIEW ROSTER button.

F. RANKING: Coaches must rank each student participating. The purpose of this is to allow students to be paired in competition with students of a similar skill level. On the online roster entry form, a school's coach will rank players in each division from 1 to 10 up to the number of players participating from that given school. A designation of "1" is the strongest player in that division for your school. The rank options include 1 through 10. Coaches must only rank as high as the number of competitors from their school competing in that division. For example, a school with only 5 competitors in the 7th grade division should rank their competitors in that division 1 through 5. If a school only has two competitors in a given division, the rankings given should be 1 and 2. Coaches <u>cannot</u> rank players in the same division at the same level. Pairings for Rounds 2-7 will be determined based on the previous round's results.

G. If a player is unable to play and this is determined after 9:00am on Friday, he/she will forfeit any remaining rounds. Any player unable to play a round will receive a "did not play" designation for each round and score zero points.

III.	CORRECTING/DELETING ENTRIES

A.   If you need to make corrections to any entry, click the ENTRY FORM button.

B.   Make the necessary corrections to the information and click UPDATE ENTRIES.

IV.	ENTRY DEADLINES

A. The deadline is listed at the top of this document.

B. You will be able to make changes to your information until the deadline. After that time, substitutions will need to be made once at the state chess competition but only until 9:00am on Friday of the state competition.

C. Prior to the beginning of Round 1, the coach or official representative of a school must submit to the Chief Tournament Director any changes to the Chess Roster.