



# Host Instructions for On-line Seeding, Brackets and Results

All regional seeding, brackets and sectional match-ups will be posted online. At any time, a host may access their tournament information to post dates, times, and locations for their tournament games.

## I. ACCESSING THE FORM

- A. Go to the IESA Website and click on the RED Member Center and login button on the left hand side of the web page. Example below.
- B. Choose your school from the drop-down menu and enter either your school or athletic 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.

Choose your school and enter your Password here →

**Your School**

**Password**

**Click Here** →

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

## II. ACCESSING REGIONAL/SECTIONAL HOST ADMINISTRATION

- A. If the assignments have been completed for your activity, you will see a Entry Center and Host Administration Area on your school or athletic page. You may also access host administration in the Volleyball Entry Center.

Entry Centers & Host Administration	
Girls Softball	<a href="#">Entry Center</a> - <a href="#">Host Admin</a>
Boys Wrestling	Assignment Pending

**Click Here**

## III. VIEWING ROSTER INFORMATION

- A. As a host, you will have access to all of the regional entry forms of those teams competing in your tournament.
- B. To view the regional entry forms for your tournament, click on the “View all Regional Entries”.
- C. If you are creating a program for your tournament, you will be able to download all of the regional entry information for your tournament.
  - Click on the [Download Regional Entry Data](#) link.
  - Choose PC or Mac.
  - Click “Get Data”.
  - Save the resulting file to your hard drive as an .xls file.

## IV. CONTACTING YOUR TOURNAMENT TEAMS

- A. Contact information is available for all of the schools participating in your tournament from the Host Administration links.
- B. Host schools will be able to email all schools in their regional or sectional through the email center available under host administration.

### 7-2A Girls Volleyball Host Administration

[Entry Menu](#) - [Class 7-2A Regional Entry Form](#) - [Class 7-2A Host Administration](#)

Regional 16	Sectional 8
<a href="#">Email Regional 16 Coaches</a>	<a href="#">Email Sectional 8 Coaches</a>

**This information is only available after all schools have entered their regional entry information**

# Regional Hosts

## I. SETTING REGIONAL TOURNAMENT DATE AND LOCATION INFORMATION

### 7-2A Girls Volleyball Host Administration

[Entry Menu](#) - [Class 7-2A Regional Entry Form](#) - [Class 7-2A Host Administration](#)

Regional 16	Sectional 8
<a href="#">Email Regional 16 Coaches</a>	<a href="#">Email Sectional 8 Coaches</a>
<a href="#">Set Regional Dates/Locations</a> <span style="float: right; background-color: #000080; color: white; padding: 2px 5px;">OPEN</span>	<a href="#">Set Sectional Location</a> <span style="float: right; background-color: #000080; color: white; padding: 2px 5px;">OPEN</span>
Open thru sectional scoring	Open thru state scoring
<a href="#">Set Regional Results</a> - <a href="#">Regional Bracket Instructions</a> <span style="float: right; background-color: #FFD700; padding: 2px 5px;">PENDING</span>	<a href="#">Set Sectional Results</a> <span style="float: right; background-color: #FFD700; padding: 2px 5px;">PENDING</span>
Open after seeding thru sectional results	Open from regional scoring thru state scoring
<a href="#">Download Regional Entry Data</a>	<a href="#">Update Sectional Champ Win/Loss Records</a> <span style="float: right; background-color: #FFD700; padding: 2px 5px;">PENDING</span>
<a href="#">View Regional Rosters</a>	Open from regional scoring thru state scoring
<a href="#">Check Regional Brackets</a> - <a href="#">Check Regional Champs</a>	<a href="#">Download Sectional Entry Data</a>
<a href="#">View Sectional Rosters</a>	<a href="#">View Sectional Rosters</a>

Use links to access various hosting functions

- A. As a host, you must enter the venue for each game. You will need to provide the venue name, address and city. Please make sure to click on the “Update” button after you have filled in your information. If you do not click “Update”, your information will not be saved.

Class 7-4A Regional 6 Locations						
<a href="#">Regional Locations/Dates/Times</a> - <a href="#">Regional Seeding</a> - <a href="#">Regional Match-ups/Results</a>						
Game	Match	Contest Site	Site Street Address	City	Date	Time
1	4 Seed vs. 5 Seed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	1 Seed vs. Winner Game 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	2 Seed vs. 3 Seed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Winner Game 2 vs. Winner Game 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						<input type="button" value="Update"/>

- B. Venue information will be automatically linked to your bracket and posted on the IESA website on the activity 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 a map and directions to your facility. After entering the information check the website to make sure the Google map is correctly mapping your location.
- D. Date and time information should also be entered for each game. This information will also be visible for fans and teams to view from the IESA website. Please make sure to click on the “Update” button after you have filled in your information. If you do not click “Update”, your information will not be saved. If weather becomes an issue in your regional please make sure you update your dates and times on the web.

**II. SEEDING YOUR REGIONAL TOURNAMENT**

- A. All schools participating must enter the following information online by Midnight on Thursday of Week 32 in the IESA standardized calendar.
  - 1. Regional Entry Form (changes may be made until the start of regional play)
  - 2. Season Schedule and Results (The computer will tabulate record from results entered.)
  - 3. Special Comment Section
- B. On Monday - Wednesday of Week 33 all participating schools will rank the schools in their regional online.

7th Grade Entries		8th Grade Entries	
Class 7-2A - Sectional 8 - Regional 16		Class 8-2A - Sectional 8 - Regional 16	
HOST ADMINISTRATION - <a href="#">Reg. 16</a>   <a href="#">Sect. 8</a>		HOST ADMINISTRATION - <a href="#">Sect. 8</a>	
7-2A REGIONAL ENTRY FORM - <a href="#">View Roster</a>	CLOSED	8-2A REGIONAL ENTRY FORM - <a href="#">View Roster</a>	CLOSED
Open thru Thursday Week 32		Open thru Thursday Week 32	
Your Regular Season Contests	CLOSED	Your Regular Season Contests	CLOSED
Open thru Thursday Week 32		Open thru Thursday Week 32	
Comments on your Regular Season	CLOSED	Comments on your Regular Season	CLOSED
Open thru Thursday Week 32		Open thru Thursday Week 32	
<a href="#">View Regular Season Info</a>		<a href="#">View Regular Season Info</a>	
<a href="#">Rank Regional 16 Teams</a>	OPEN	<a href="#">Rank Regional 16 Teams</a>	OPEN
Open Mon - Wed Week 33		Open Mon - Wed Week 33	
Ratings Surveys - <a href="#">Sportsmanship</a>   <a href="#">Officials</a>		Ratings Surveys - <a href="#">Sportsmanship</a>   <a href="#">Officials</a>	

- C. To view the team information each team can click on [View Regular Season Info](#). This will show all the information entered in step one for every team in the regional. The IESA recommends that each school print this information and have it in front of them when they rank.
- D. On Wednesday of Week 33 the ranking step will close at midnight. The IESA will confirm all results tabulated by the computer by Friday of Week 33.

**III. ENTERING REGIONAL RESULTS**

- A. Following each round of your regional tournament, you will be able to enter the results for each round. The results will be posted on the IESA website.



<a href="#">View Regional Rosters</a>	
	<a href="#">Download Sectional Entry Data</a>
<a href="#">Check Regional Brackets</a> - <a href="#">Check Regional Champs</a>	<a href="#">View Sectional Rosters</a>

As a host, you may enter venue details for the game. You will need to provide the venue name, address and city. Please make sure to click on the “Update” button after you have filled in your information. If you do not click “Update”, your information will not be saved.

Class 7-1A Sectional 6 Locations		
Contest Site	Site Street Address	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="button" value="Update"/>

This address is used by Google Maps to provide driving directions. ➡

The venue information will be automatically linked to your bracket and posted on the IESA website on the volleyball assignments page. You may direct fans/parents to the assignment page for tournament information.

The address and city information is extremely important to enter. This information will generate a map and directions to your facility. Please check the map online after entering the information to make sure the Google map is correctly showing your venue and directions.

## II. ENTERING SECTIONAL RESULTS

- A. Following your sectional game, you will be able to enter the results and update the winning team record. The results will be posted on the IESA website.
- B. To enter results, please do the following:
  1. Click on **Set Sectional Results**
  2. Under the score column, enter the final score of the contest.
  3. Under the win column, select the winning school.
  4. Click the “Update” button in the lower right hand corner. If you do not click this button, your information will not be saved.
  5. Winners will be advanced to the next round.
- C. Click **Update Sectional Champ Win/Loss Records** to update the winning team’s record.