

## VOLLEYBALL ONLINE FORMS INSTRUCTIONS

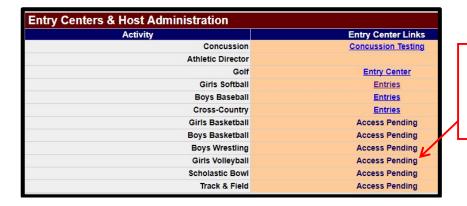
## I. ACCESSING THE VOLLEYBALL ENTRY CENTER

School administrators and coaches can access the IESA Volleyball entry center by clicking on the red School & Official LOGIN button on the IESA website - www.iesa.org.

- 1. Select the school from the drop-down menu and enter the school's school or athletic password.
- 2. Once you have logged in, click on ENTRY CENTERS and then click on GIRLS VOLLEYBALL ENTRIES.
  - a. These links will be listed as closed following the deadline and competing schools will not be able to enter any information if this is the case when you log in, contact the IESA immediately.





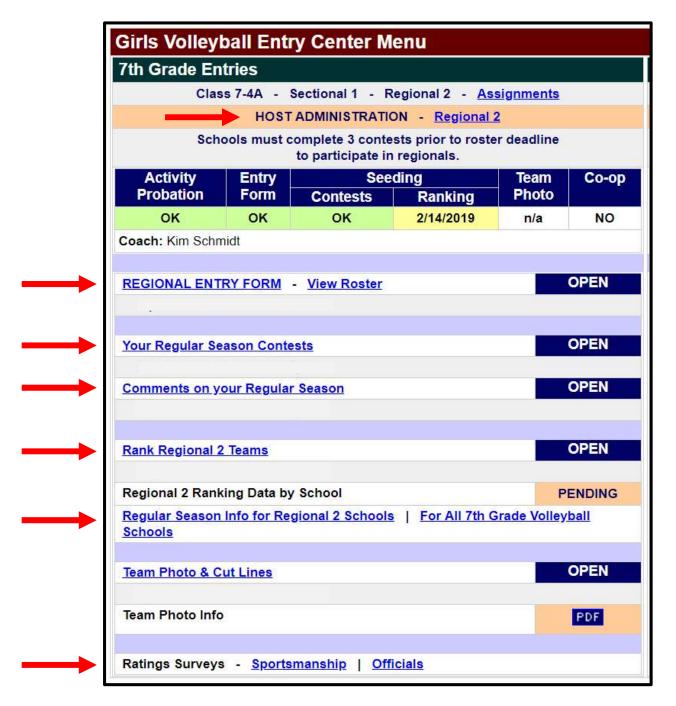


This will say "entries" once IESA GVB regional assignments have been posted in the late fall/early winter.

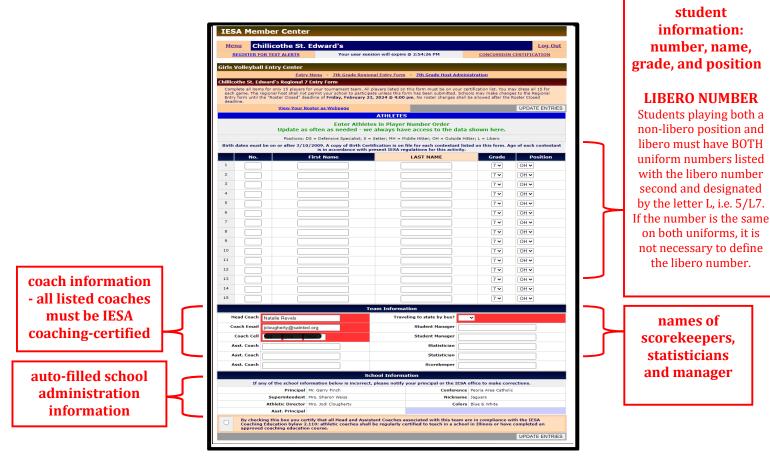
3. Once you access the volleyball entry center, you will be able to see the entry links for 7<sup>th</sup> and 8<sup>th</sup> grade volleyball. If you are only entered for one grade level, you will only see the link for that grade level.

## II. ONLINE ROSTER/RECORD AND RANKING LINKS

On the first page, you will see several links - here is an explanation of those links:



- 1. HOST ADMINISTRATION If you are a host for regionals and/or sectionals, those assignments will be listed here.
- 2. REGIONAL ENTRY FORM The regional entry form is where you will enter the uniform number, first and last name, grade in school and position.
  - a. You will also want to check that all administrators your school wants listed on this form are listed.
  - b. Your regional entry form is your list of individuals who are permitted free entry into any state series contest. If someone is not on this list, they must pay to watch state series contests.



## 3. REGULAR SEASON CONTESTS - SEASON SCHEDULE SUBMISSION AND RESULTS

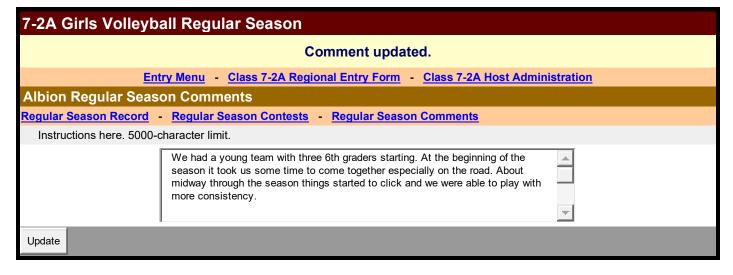
- a. If you are competing at both the  $7^{th}$  and  $8^{th}$  grade level, start with entering the  $7^{th}$  grade schedule. After entering the  $7^{th}$  grade schedule, you will have the choice to import the  $7^{th}$  grade schedule on the  $8^{th}$  grade side.
- b. Enter the season schedule for all varsity regular season contests and results (this includes regular season tournament games).
  - i. Enter the opponent name.
    - If the contest is for a tournament in which you do not yet know who your opponent will be, enter the name of the tournament and opponent as follows in the non-IESA opponent box:

[Name of Tournament, Opponent TBD]

- Once the tournament has been played, you can edit these contests and change the name of the opponent to who you played. If you played an IESA school, delete the information in the non-IESA opponent box and select a school from the IESA drop down list.
- If you do end up playing a non-IESA opponent in a tournament, make sure to include the city and name of the school.
- ii. Select if the match will be home or away in the drop-down menu.
- iii. Enter the date of the contest.
- iv. Click ADD THIS CONTEST.
- c. After each contest is played, edit each contest to include the results of each match.
  - i. The computer will tabulate your record automatically based on results you enter during this step.

7-2A Girls Volleyball Regular Season												
Entry Menu - Class 7-2A Regional Entry Form - Class 7-2A Host Administration												
Albion Regular Season Contests												
Regular Season Contests - Regular Season Comments												
List your regular season opponents and scores below.												
Schools		Scores	Win	Location	Date							
	Albion		Your Win	Home								
Opponent:				Add Contest								
Contests												
Delete Edit	Dietrich def. Albion	- 25-6, 6-25, 25-23			Away							
<u>Delete</u> <u>Edit</u>	Albion def. Hutsonvi	lle - 25-23, 23-25, 25	5-12		Home							

- 4. COMMENTS ON YOUR SEASON You can enter brief comments concerning your team and season.
  - a. Helpful information to include for other schools includes key results from head-to-head contests with the other teams in your regional and if you plan to bring a strong 7th grader up to play on the 8th grade team for regional contests.



- 5. REGULAR SEASON INFO You can see all the records and information that was provided by the other teams in the regional. You can also search by all schools for a given grade level to see opponents and results for schools not in your regional.
- 6. RANK REGIONAL TEAMS This is completed after the online roster/record deadline. Here, schools will rank the teams in your regional from highest (1) to lowest.
  - a. Seeds will be determined based on the collective ranks from all schools in the regional.
  - b. All the factors below should be considered when ranking schools:
    - i. season record
    - ii. quality of team's competition
    - iii. smaller schools competing against larger schools (1A/2A vs. 3A/4A schools)
    - iv. head-to-head competition
    - v. record against common opponents

- vi. roster of post-season team such as a school who has a 7<sup>th</sup> grader who played on the 8<sup>th</sup> grade team all year but will play on the 7<sup>th</sup> grade team in the state series; or a 7<sup>th</sup> grader who has played only 7<sup>th</sup> grade all year, but will play on the 8<sup>th</sup> grade team in regionals
- c. Rank all teams by clicking on the number next to their name this will send the team to the right side of the page under RANKED REGIONAL TEAMS.
- d. You will not be able to rank your own school.
- e. You can rank and un-rank until the ranking period officially closes.

7-2A Girls Volleyball Regular Season  Entry Menu Class 7-2A Regional Entry Form Class 7-2A Host Administration  Rank Regional 16 Teams  Rank Regional Teams Regular Season Information									
School	Record	Set Team Rank	Rank	School	Record	Unrank			
Oblong	2-6	2 3 4 5	1	Dieterich	10-2	Unrank			
Effingham St. Anthony	5-5	2 3 4 5							
Neoga	2-7	2 3 4 5							
Hutsonville	0-8	2 3 4 5							

- 7. REGIONAL RANKING DATA BY SCHOOL How each school ranks the other schools will be public and this can be viewed at this link after the ranking deadline has passed.
- 8. RATINGS SURVEYS Schools can rank the sportsmanship of schools they compete against (regular season and state series) and officials working their contests.
  - a. The contests need to be entered in #3 prior to this form being available.
  - b. The rating shall be done AFTER the contest has been completed.