

SCHOLASTIC BOWL SEEDING PROCEDURES

2009-2010 INSTRUCTIONS FOR ON-LINE PARTICIPANT REGISTRATION

Use this box to record User ID and password information.

School Name:	SCHOOL COMMON NAME
Scholastic Bowl Password:	SCHOOL PASSWORD
Log-in:	Through the Scholastic Bowl page on the IESA website OR through the Member Center Login

PURPOSE: The following steps should be followed to participate in the sectional seeding process. This process is very important to the state series and regional assignment process. We ask that all schools follow the steps below. The purpose of this process is to seed the top eight (8) teams in each sectional and to determine four (4) regional hosts for each sectional.

SCHOLASTIC BOWL ENTRY CENTER

STEP ONE: Submission of Record & Rosters March 23

You must complete this step to participate in your IESA regional tournament.

- A. Use the registration area provided above to access the Scholastic Bowl Entry Center.
- B. It is possible to reach the Scholastic Bowl Entry Center from the Member Center Login located on the homepage of the IESA website or from the Scholastic Bowl activity page.
- C. Choose your school from the drop-down menu and enter your password.

Choose your school and enter your scholastic bowl 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.

Your School	<input type="text" value="Choose City/School"/>
Password	<input type="password"/>
Click Here ➔	<input type="button" value="Click here to log in"/>
HELP! I've don't know the password!	


Enter your school's Scholastic Bowl Password here ➔

- D. After entering your scholastic bowl password, you will be asked to enter the name and email address of your coach if it isn't already in the IESA system. You will only be asked to enter this information the first time that you log-in to the entry system. This information is extremely important. Please enter it correctly for the IESA and your Host school to access.

E. Now you will be taken to your schools Scholastic Bowl Entry Center.

Scholastic Bowl Entry Center Menu		
Class A - Sectional A - Sectional Assignments		
HOST ADMINISTRATION - Sectional A		
1.	REGIONAL ENTRY FORM - View Roster	OPEN
Open thru 4/28/2010 5:00:00 PM		
2.	Your Regular Season Contests	OPEN
Open thru 3/23/2010		
3.	Your Regular Season Record/Comments	OPEN
Open thru 3/23/2010		
View All Regular Season Info for this sectional		
Rank Sectional Teams		PENDING
Open 3/25/2010 thru 3/30/2010		

1. Click on [REGIONAL ENTRY FORM](#) on the entry center page. You will be able to update entries until the start of regional play on April 28, 2010.

Class A Scholastic Bowl Entry Center			
Entry Menu - Regional Entry Form - Host Administration			
Albion Regional 0 Entry Form			
Complete all items for only 15 players for your tournament team. If you make any changes with the regional host prior to your first match, also notify IESA. The regional host shall not permit your school to participate unless this form has been submitted. No changes to this form shall be allowed after your first regional contest.			
View Your Roster as Webpage			UPDATE ENTRIES
Enter Participants in Any Order Update as often as needed - we always have access to the data shown here.			
	First Name	LAST NAME	Grade
1	<input type="text"/>	<input type="text"/>	8 <input type="text"/>
2	<input type="text"/>	<input type="text"/>	8 <input type="text"/>
3	<input type="text"/>	<input type="text"/>	8 <input type="text"/>
School Information			
Head Coach	<input type="text"/>	Moderator 1	<input type="text"/>
Coach Email	<input type="text"/>	Moderator 2	<input type="text"/>
Coach Phone	<input type="text"/>	Moderator 3	<input type="text"/>
Make sure you enter the Head Coach, Coach Email and Coach Phone before clicking Update Entries.		Please enter moderator names that you use in your area of the state.	
Click Here When Finished 			UPDATE ENTRIES

2. After you completed the regional entry form and click Update Entries it will take you back to your roster. Then Click on [Your Regular Season Contests](#).

- a. Enter opponent name
- b. Enter each team's score

- c. Click status (your win etc.)
- d. Click drop down menu for home or away
- e. Click Add Contest

Class A Scholastic Bowl Entry Center

[Entry Menu](#) - [Regional Entry Form](#) - [Host Administration](#)

Albion Regular Season Contests

[Regular Season Contests](#) - [Regular Season Record/Comments](#)

List your regular season opponents and scores below. Leave score blank for unplayed games.

Schools	Score	Status	Location	
Albion	<input type="text"/>	<input checked="" type="radio"/> To Be Played	Home <input type="text"/>	<input type="button" value="Add Contest"/>
<input type="text"/>	<input type="text"/>	<input type="radio"/> Your Win		
		<input type="radio"/> Your Loss		
		<input type="radio"/> Tie		

Contests				
Delete	Edit	Albion def. Grayville	256-220	Home
Delete	Edit	Sumner def. Albion	232-200	Away
Delete	Edit	Albion vs. Newton	PENDING	Home

Each contest can be entered ahead of time by selecting 'To Be Played.'

Teams displayed in bold will be the winning team.

3. After you have entered all your matches click on [Your Regular Season Record/Comments](#)

- a. Enter Your team's win loss record

Note: if you split your team in two for the regular season please only submit your 'A' team record here.

- b. Check yes if you will have 3 matches by regional play

- c. Check the box yes if you are interested in hosting a regional.

Note: Regional hosts will be assigned after the entire seeding process.

- d. Enter comments about your team and your season.

Note: things to include here are quality of competition and record against common opponents in your sectional.

Class A Scholastic Bowl Entry Center

[Entry Menu](#) - [Regional Entry Form](#) - [Host Administration](#)

Albion Regular Season Record

[Regular Season Contests](#) - [Regular Season Record/Comments](#)

	Wins	Losses
Update your regular season record	<input type="text" value="0"/>	<input type="text" value="0"/>
We will have minimum three matches by April 28, 2010	<input type="radio"/> Yes	<input type="radio"/> No
Interested in serving as Regional Host?	<input type="radio"/> Yes	<input type="radio"/> No

Regular Season Comments

1000 character limit.

EXAMPLE: We had a young team this year with no 8th graders. We had a slow start, but have been finishing well now. Note that we played 10 of the teams in our sectional and defeated all but one. We have also travelled outside of our area to play in tournaments in the north and central Illinois. Winning in one and placing 2nd in the other.

[Click Here When Finished](#)

STEP TWO RANKING – March 25-30

- Follow the same process to access the Scholastic Bowl Entry Center in step 1.
- Next, click on 'View All Regular Season Info for this sectional'. The IESA recommends that you print this page out and have it in front of you when ranking teams in your sectional.
- Next, click on 'Rank Sectional Teams'.
- Rank the top eight (8) teams in the sectional by clicking on a 1 – 8 in the boxes next to the team name (First seed receives a "1", etc.). Rankings should be based on records, your knowledge of the team, and any comments the coach entered during the record step that you are able to view on the 'View All Regular Season Info for this Sectional'.
- To view all information concerning each team in the sectional, click on [View Sectional Regular Season Info](#). The IESA recommends that you print this page prior to ranking.

Use this form to rank up to 8 schools in your sectional.

Set Rank for Sectional H Scholastic Bowl Teams			
Unranked Sectional H Teams View Sectional Regular Season Info			Ranked Sectional H Teams
School	Record	Set Team Rank	Rank School Record Unrank
Albion	6-2	1 2 3 4 5 6 7 8	<p>Teams that show an unknown cannot be ranked. The IESA will contact these schools to follow-up on their participation</p> <p>This school could be ranked because they will have 3 matches by April 23.</p> <p>Schools with fewer than 3 contests are not permitted to participate in the regional tournament and therefore cannot be ranked.</p>
Altamont	Unknown	Unknown Record	
Beecher City	6-3	1 2 3 4 5 6 7 8	
Brownstown	5-2	1 2 3 4 5 6 7 8	
Cisne	0-1	1 2 3 4 5 6 7 8	
Dieterich	4-2	1 2 3 4 5 6 7 8	
Effingham Sacred Heart	5-3	1 2 3 4 5 6 7 8	
Effingham St. Anthony	1-0	Ineligible. Fewer than 3 contests	

As you rank the teams, the computer will place the schools to the right of the screen (see below). You may change the rankings as many times as you wish. When you have completed this step simply close the website. The rankings are submitted as you click them. If you make changes and un-rank and re-rank teams this is also sent to the IESA database.

Note ➡ **Use this form to rank up to 8 schools in your sectional.**

Set Rank for Sectional H Scholastic Bowl Teams			
Unranked Sectional H Teams View Sectional Regular Season Info			Ranked Sectional H Teams
School	Record	Set Team Rank	Rank School Record Unrank
Altamont	5-2	2 3 4 5 6 7 8	1 Albion 6-2 Unrank
Beecher City	6-3	2 3 4 5 6 7 8	

Brownstown	3-4	2	3	4	5	6	7	8
Cisne	9-1	2	3	4	5	6	7	8
Dieterich	4-2	2	3	4	5	6	7	8
Effingham Sacred Heart	3-3	2	3	4	5	6	7	8
Effingham St. Anthony	5-2	2	3	4	5	6	7	8

STEP THREE Regional Brackets Determined, by April 9, 2010

- A. The IESA office will tabulate the seed results.
- B. The regional brackets and pairing of teams for each regional will then be completed by the IESA office.
- C. The top eight seeds will be broken into four regional sites and the remaining schools will be assigned geographically to each regional depending on who is hosting.

Regional Hosts will be decided by the seed results and those schools that requested to host during the first step of the sectional seeding process. The IESA will assign each school into a Regional Tournament site based on the geography of the regional hosts identified during the sectional online seeding process. *Every effort will be made to separate the top four (4) seeds in each sectional. This can be impacted by who volunteers to host and the geography involved.* The top four (4) seeds shall have the first opportunity to host their regional. If those schools did not request to host then, the hosting opportunity will continue according to the seeds. If all seeded teams cannot host and there are still available sites, the IESA will assign hosts based on the remaining schools requests. If no schools request to host a regional then a regional could be cancelled. Regional assignments will be posted on the IESA website following the completion of step 2 of this process.

Illinois Elementary School Association
 1015 Maple Hill Road
 Bloomington, IL 61705
 Phone: 309-829-0114
 Fax: 309-829-0625
 Web: www.iesa.org
 Email: iesa@iesa.org