

## SCHOLASTIC BOWL SEEDING PROCEDURES

### 2010-2011 INSTRUCTIONS FOR ON-LINE PARTICIPANT REGISTRATION

Use this box to record User ID and password information.

School Name:	<b>SCHOOL NAME</b>
Scholastic Bowl Password:	<b>SCHOLASTIC BOWL PASSWORD</b>
Log-in:	Through the Scholastic Bowl page on the IESA website <b>OR</b> 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 22**

**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 scholastic bowl password.

**Administrators, coaches and directors log in here.**

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

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

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 - <a href="#">Sectional Assignments</a>	
HOST ADMINISTRATION - <a href="#">Regional 1 &amp; Sectional A</a>	
<a href="#">REGIONAL ENTRY FORM</a> - <a href="#">View Roster</a>	<b>OPEN</b>
Initial completion required by 3/22/2011 <b>1.</b>	
Open thru 4/27/2011 5:00 PM	
<a href="#">Your Regular Season Contests</a>	<b>OPEN</b>
Open thru 3/22/2011 <b>2.</b>	
<a href="#">Comments on Your Regular Season</a>	<b>OPEN</b>
Open thru 3/22/2011 midnight <b>3.</b>	
<a href="#">View All Regular Season Info for this sectional</a>	
<b>Rank Sectional A Teams</b>	<b>PENDING</b>
Open 3/24/2011 thru 3/29/2011	
<b>Team Photo &amp; Cut Lines</b>   <a href="#">Instructions</a>	These are instructions for team photos in the state tournament. Regional winners will be asked to submit a photo online.
Available to Regional Champions	

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 27, 2011.

**You must put an initial entry form online for the seeding process.**

## Class A Scholastic Bowl Entry Center

<a href="#">Entry Menu</a> - <a href="#">Regional Entry Form</a> - <a href="#">Host Administration</a>		
<b>Albion Regional 15 Entry Form</b>		
Complete all items for <b>only 15 players</b> 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.		
<a href="#">View Your Roster as Webpage</a>	<input type="button" value="UPDATE ENTRIES"/>	
<b>Enter Participants in Any Order</b> Update as often as needed - we always have access to the data shown here.		
<b>First Name</b>	<b>LAST NAME</b>	<b>Grade</b>
1	<input type="text"/>	8 <input type="button" value="v"/>
2	<input type="text"/>	8 <input type="button" value="v"/>
3	<input type="text"/>	8 <input type="button" value="v"/>
Each team will have <b>15</b> roster spots.		
<b>School Information</b>		
Head Coach	<input type="text"/>	Please enter moderator names that you use in your area of the state.
Coach Email	<input type="text"/>	
Coach Phone	<input type="text"/>	
Moderator 1	<input type="text"/>	Please enter moderator names that you use in your area of the state.
Moderator 2	<input type="text"/>	
Moderator 3	<input type="text"/>	
Make sure you enter the Head Coach, Coach Email and Coach Phone before clicking Update Entries.		<input type="button" value="Click Here When Finished"/> ➔
		<input type="button" value="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. Check yes if you will have 3 matches by regional play.

b. Check the box yes if you are interested in hosting a regional and have cleared this with school administration.

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

**CLICK UPDATE**

c. Enter opponent name

d. Enter each team's score

e. Click status (your win etc.)

f. Click drop down menu for home or away

g. Click 'Add Contest'

**NOTE: You may enter your schedule at the beginning of the season, but don't forget to enter the results after each match is played. PENDING MATCHES WILL NOT GENERATE A RECORD FOR YOUR TEAM.**

Class A Scholastic Bowl Entry Center						
<a href="#">Entry Menu</a> - <a href="#">Regional Entry Form</a> - <a href="#">Host Administration</a>						
Albion Regular Season Contests						
<a href="#">Regular Season Contests</a> - <a href="#">Regular Season Comments</a>						
<b>Contest added.</b>						
We will have minimum three matches by April 27, 2011				<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="button" value="Update"/>
I am willing to serve as Regional Host and have administrative approval.				<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
List your regular season opponents and scores below. Leave score blank for un-played games.						
Schools	Score	Status	Location			
Your School	<b>Albion</b>	<input type="checkbox"/>	To Be Played	Home	<input type="button" value="Add Contest"/>	
Your Opponent	<input type="text"/>	<input type="checkbox"/>	Your Win			
		<input type="checkbox"/>	Your Loss			
Contests						
Regular Season Record: 1-1						
<a href="#">Delete</a>	<a href="#">Edit</a>	<b>Albion</b> def. Sumner Red Hill		256-129	Home	
<a href="#">Delete</a>	<a href="#">Edit</a>	<b>Lawrenceville</b> def. Albion	Enter your entire schedule and mark matches 'To Be Played'. Then simply go back and edit after the match has been played	242-229	Away	
<a href="#">Delete</a>	<a href="#">Edit</a>	Albion vs. Effingham		PENDING	Home	

**Teams displayed in bold will be the winning team.**

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

a. Enter comments about your team and your season. **CLICK UPDATE**

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

Regular Season Comments	
1000 character limit.	
<b>EXAMPLE:</b> We had a young team this year with no 8 <sup>th</sup> 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 2 <sup>nd</sup> in the other.	
<input type="button" value="Click Here When Finished"/>	<input type="button" value="Update"/>

## STEP TWO RANKING – March 24-29

- 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.

- C. Next, click on 'Rank Sectional Teams'. **Note: You will not see your team listed because you may not rank your own team.**
- D. 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'.
- E. To view all information concerning each team in the sectional, click on [View All 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					Ranked Sectional H Teams				
<a href="#">View Sectional Regular Season Info</a>									
School	Record	Set Team Rank							
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							

Teams that show an unknown cannot be ranked. The IESA will contact these schools to follow-up on their participation

This school could be ranked because they will have 3 matches by April 23.

Schools with fewer than 3 contests or no data from step one cannot be ranked.

As you rank the teams, the computer will place the schools to the right of the screen. You may change the rankings as many times as you wish during the rank period. 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.

### STEP THREE Regional Brackets Determined, by April 8, 2011

- The IESA office will tabulate the seed results.
- The regional brackets and pairing of teams for each regional will then be completed by the IESA office.
- 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.