

# INSTRUCTIONS FOR TRACK REGULAR SEASON SCHEDULE ENTRY

The Track and Field Terms & Conditions require each school to participate in at least three interscholastic contests prior to the sectional seeding meeting. As a reminder, all track and field member schools must enter their scheduled meets online at the IESA track entry center.

## TO ENTER TRACK SCHEDULED MEETS

- Go to the IESA homepage at [www.iesa.org](http://www.iesa.org)
  - Click on the red "Member Center Login" located at the top of the page.
  - Select your school name and enter the track password to lead you directly to the track entry center.
  - You will need to **answer a survey** related to the state track meet before proceeding to the next step.
  - You will then need to **verify coach information** for the current year. **Click to continue after completion.**
- Note:** track coach information is very important as the IESA emails coaches with important information for the season.

Class AA Track & Field Entry Center						
<a href="#">Entries Menu</a>						
Please enter information about your coaches before proceeding.						
	Coach	Email	Phone			
8th Grade Boys	<input type="text" value="John Smith"/>	<input type="text" value="jsmith@iesa.org"/>	<input type="text" value="309"/>	<input type="text" value="829"/>	<input type="text" value="0114"/>	<input type="text" value="EXT"/>
7th Grade Boys	<input type="text" value="John Smith"/>	<input type="text" value="jsmith@iesa.org"/>	<input type="text" value="309"/>	<input type="text" value="829"/>	<input type="text" value="0114"/>	<input type="text" value="EXT"/>
8th Grade Girls	<input type="text" value="Jean Smith"/>	<input type="text" value="jesmith@iesa.org"/>	<input type="text" value="309"/>	<input type="text" value="829"/>	<input type="text" value="0114"/>	<input type="text" value="EXT"/>
7th Grade Girls	<input type="text" value="Jean Smith"/>	<input type="text" value="jesmith@iesa.org"/>	<input type="text" value="309"/>	<input type="text" value="829"/>	<input type="text" value="0114"/>	<input type="text" value="EXT"/>

[Click here to continue](#)

- Click on "Update Regular Season Schedule".

Begin by adding your participants	
<a href="#">Add/Edit Participants &amp; Their Events</a>	<a href="#">Boys 7</a>   <a href="#">Boys 8</a>   <a href="#">Girls 7</a>   <a href="#">Girls 8</a> <b>OPEN</b>
<a href="#">List All Events</a>	<a href="#">Boys 7</a>   <a href="#">Boys 8</a>   <a href="#">Girls 7</a>   <a href="#">Girls 8</a>
<input type="text"/>	
<a href="#">View Roster</a>	
<a href="#">Entry Labels</a> - <a href="#">By Event</a>   <a href="#">By Individual</a>	
<a href="#">Update Track Coach Contact Info</a>	
<a href="#">Update Regular Season Schedule</a>	<b>OPEN</b>
<a href="#">Boys State Tournament Media Questionnaire</a>	
<a href="#">Girls State Tournament Media Questionnaire</a>	
<a href="#">Sectional Entry Form Instructions</a>	

- To add a meet, enter a meet location and date, then click "Add This Meet".

Add a Meet		
Location	Meet Date	
To add a regular season meet, enter a meet location and date, then click 'Add This Meet'		
<input type="text"/>	<input type="text"/>	<input type="button" value="Add This Meet"/>

- Your schedule will display as you add each scheduled meet. If you make an error, click "Delete This Meet" and re-enter the correct information.

Your Meets		
Bloomington King	Monday, April 18, 2016	<a href="#">Delete This Meet</a>