



ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2018-19 INSTRUCTIONS FOR ON-LINE SECTIONAL PARTICIPANT REGISTRATION

***** YOU WILL NEED TO GET YOUR TRACK ENTRY PASSWORD FROM YOUR ADMINISTRATOR. THEY CAN RETRIEVE THIS INFORMATION FROM THE IESA MEMBER CENTER.*****

**PARTICIPANT REGISTRATION MAY BEGIN APRIL 1. REGISTRATION WILL END:
CLASS A- April 30
CLASS AA- MAY 7**

**ALL PARTICIPANT INFORMATION MUST BE SUBMITTED ON-LINE
PRIOR TO THE SEEDING MEETING**

PLEASE NOTE: RESPONSES AND ERROR MESSAGES WILL BE LISTED IN RED AT THE TOP OF THE PAGE. IF THE PROCESS WILL NOT ACCEPT AN ENTRY, CHECK THE TOP OF THE PAGE FOR A MESSAGE.

- A. You are permitted two entries in each individual event for boys and girls plus one entry in each relay for each boys and girls class in which it has entered the state series.
 - a. **Participant times have to be submitted in tenths of seconds (Example: 10.2)**
 - b. Manual times should be rounded up to the slower tenth of a second (Example: 10.21 should be reported as 10.3)
 - c. All times entered for the sectional meet **must be manual times**. If entering FAT times, please convert the FAT time to manual time ($FAT - 0.24 = MT$)
- B. Enter names for all relay slots with legal participants. **DO NOT LEAVE ANY OF THE RELAY SPACES BLANK**. You should enter information for your relay alternates. You will not be able to add names after the seeding meeting.
- C. Coaches are encouraged to bring a hard copy of their Sectional Participant Information to the Sectional Seeding Meeting.
- D. Substitutions and additions to Sectional Participant Information may be made at the seeding meeting.
- E. REVIEW ALL OF YOUR PARTICIPANT INFORMATION PRIOR TO THE SEEDING MEETING AND AT THE SEEDING MEETING. No changes may be made to the Sectional Participant Information after the seeding meeting. Contestants will only be allowed to participate in those events in which they are entered. On the day of the sectional meet, there are no substitutions—only scratches.
- F. Times submitted for seeding purposes in all individual track events at the Sectional Seeding Meeting must be times actually achieved at metric distances during the current outdoor Track and Field season.
 - a. In a relay event, only a time actually achieved at the metric distance during the current outdoor Track and Field season may be submitted for seeding purposes. Coaches may not submit combined individual times as a relay time.
 - b. All times entered for the sectional meet must be manual times. If submitting FAT times, please convert the FAT time to manual time ($FAT - 0.24 = MT$)

I. Track Entry Center

Log-in to the Track Entry Center one of two ways:

- A. Enter through the IESA Member Center Login.
- The Member Center Login is located on the homepage of the IESA website.
 - Select your school from the drop-down list (listed by city)
 - Once you reach the Login Center, you will need to enter your Track Password.

Your School

Password

[Click here to log in](#)

- B. The Track & Field Entry Center Menu will be displayed. Select Grade 7 or 8 “Boys” or “Girls” to begin entering your athletes. (If logging in with the Athletic password, you will first need to proceed to the Track Entry Center.)

II. Participant Registration

- A. Begin by building a list of all your participating athletes. Click on the appropriate class (i.e. 7th grade boys, 8th grade boys, 7TH grade girls, 8th grade girls). Note: a 5th - 7th grader participating in an 8th grade relay should still be entered under the 7th grade participant category.

Begin by adding your participants

Add/Edit Participants & Their Events	Boys 7 Boys 8 Girls 7 Girls 8	OPEN
List All Events	Boys 7 Boys 8 Girls 7 Girls 8	
Entry forms open <input type="text"/>		
View Roster		
Entry Labels - By Event By Individual		
Update Track Coach Contact Info		
Update Regular Season Schedule		OPEN
Boys State Tournament Media Questionnaire		
Girls State Tournament Media Questionnaire		
Sectional Entry Form Instructions		

- B. Enter the first name, last name, and birth date for all contestants in that class. Click "Add Participant" to add each athlete.

Participants List [Boys 7](#) | [Boys 8](#) | [Girls 7](#) | [Girls 8](#) - Events List [Boys 7](#) | [Boys 8](#) | [Girls 7](#) | [Girls 8](#)

Birth dates must be on or after

Update this participant.

First Name	Last Name	Grade	Birthdate	
<input type="text" value="Danny"/>	<input type="text" value="Smith"/>	7	<input type="text" value="12/16/2002"/>	<input type="button" value="Update"/>

- C. After all of your participants have been entered, you will need to enter them into events. Select a contestant and click on the "Edit Events" button.

Edit Participant	Smith, Danny	7	12/16/2002	Edit Events
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- D. Select the athlete's event from the drop-down menu. Enter the best time/distance for each entry. Please keep in mind that times and distances must be entered in a specific manner. **Do not enter inch or foot punctuation** (' or "). **All times should be entered in tenths of seconds.**

Danny Smith			
Enter Time/Distance as NUMERALS ONLY, and fractions in decimal form.			
		feet/minutes	inches/seconds
Clear	Event 07 Boys Discus Throw 7 Boys	35	6
Clear	Event 08 Boys 110 Meter Hurdles 7 Boys		13.5
Clear	Event 48 Boys 4x200 Meter Relay 7 Boys	3	35
	Choose Event		
			Update This Entry

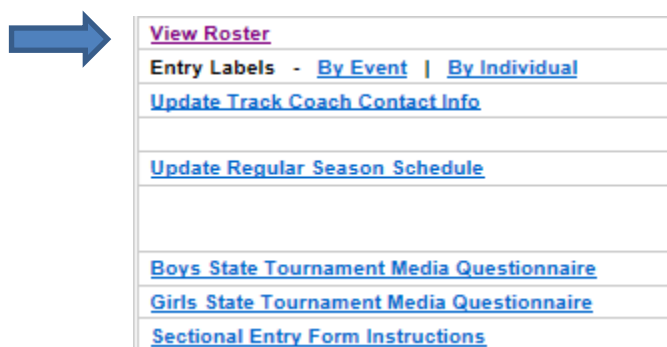
Entry Mark Format Samples:

	ft./min.	In./sec.
100 M Dash		12.5
800 M Run	2	42.3
Long Jump	12	10.25
Pole Vault	8	5

- E. Repeat process for all other participants and classes.
 F. **RESPONSES AND ERROR MESSAGES WILL BE LISTED IN RED AT THE TOP OF THE PAGE. IF THE PROCESS WILL NOT ACCEPT AN ENTRY, CHECK THE TOP OF THE PAGE FOR A MESSAGE.**
 G. You may return to the menu at any time by clicking on the "Entries Menu" link.

III. Your Roster

- A. To view your complete roster, click on "View Roster" on the Entries Menu page.



- B. The roster will be displayed by events.

Track Events			
Event 08 Boys 110 Meter Hurdles 7 Boys	Smith, Danny	12/16/2002	13.5
Relay Events			
Event 48 Boys 4x200 Meter Relay 7 Boys	Smith, Danny	12/16/2002	3:35
Field Events			
Event 07 Boys Discus Throw 7 Boys	Smith, Danny	12/16/2002	35-8

YOU SHOULD TAKE A COPY OF YOUR ROSTER WITH YOU TO THE SEEDING MEETING

IV. Correcting/Deleting Entries

- A. If you need to make corrections to any entry, click on the class in which the contestant was entered.
- B. To correct participant information, click on the "Edit Participant" button listed next to the contestant. To correct participant event information, click on the "Edit Events" button listed next to the contestant.
- C. Make the necessary corrections to the information. You may remove an event from a contestant by clicking on the "Clear" button listed next to the event.
- D. Click on the "Update This Entry" button when all information has been corrected.
- E. If you need to remove an entire entry – contestant information and event information. Click on the "Delete" button listed next to the contestant.

V. Creating Labels

- A. IF YOUR SECTIONAL HOST WOULD LIKE YOU TO BRING INDEX CARDS TO THE SEEDING MEETING**, it will be possible for you to print out your competitor information in label format.
- B. You can print labels by event or by competitor. Click on the appropriate label link found on the track menu page.
- C. Once the page is displayed, print the information out onto standard address labels. These labels can then be affixed to index cards or taken to the seeding meeting on the label sheet.
- D. Information included on the label will be: Event, Competitor Name, School, Time/Distance, Grade Level