

Host Instructions for On-line Seeding, Brackets and Results

All regional seeding, brackets and sectional match-ups will be posted online. At any time, a host may access their tournament information to post dates, times, and locations for their tournament games.

I. ACCESSING THE FORM

- Go to the IESA Website and click on the RED Member Login button at the top left hand side of the web page.
- Choose your school from the drop-down menu and enter either your school or athletic password.

Choose your school and enter your 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

Password

[Click Here](#) 

[HELP! I don't know the password!](#)

Choose your school and enter your Password here 

II. ACCESSING REGIONAL/SECTIONAL HOST ADMINISTRATION

- If the assignments have been completed for your activity, you will see an Entry Center and Host Administration Area on your school or athletic page. You may also access host administration in the Girls or Boys Basketball Entry Center.

Entry Centers & Host Administration		Click Here 
Girls Basketball	Entry Center - Host Admin	
Boys Wrestling	Assignment Pending	

III. VIEWING ROSTER INFORMATION

- As a host, you will have access to all of the regional entry forms of those teams competing in your tournament.
- To view the regional entry forms for your tournament, click on the "View all Regional Entries".
- If you are creating a program for your tournament, you will be able to download all of the regional entry information for your tournament.
 - Click on the [Download Regional Entry Data](#) link.
 - Choose PC or Mac.
 - Click "Get Data".
 - Save the resulting file to your hard drive as an .xls file.

IV. CONTACTING YOUR TOURNAMENT TEAMS

- A. Contact information is available for all of the schools participating in your tournament from the Host Administration links.
- B. Host schools are able to email all schools in their regional or sectional through the email center available under host administration.

7-2A Girls Basketball Host Administration

[Entry Menu](#) - [Class 7-2A Regional Entry Form](#) - [Class 7-2A Host Administration](#)

Regional 16	Sectional 8
Email Regional 16 - Coaches Administrators	Email Sectional 8 - Coaches Administrators

This information is only available after all schools have entered their regional entry information

Regional Hosts

I. SETTING REGIONAL TOURNAMENT DATE AND LOCATION INFORMATION

7-2A Girls Basketball Host Administration

[Entry Menu](#) - [Class 7-2A Regional Entry Form](#) - [Class 7-2A Host Administration](#)

Regional 16	Sectional 8
Email Regional 16 - Coaches Administrators	Email Sectional 8 - Coaches Administrators
Set Regional Dates/Locations OPEN	Set Sectional Location OPEN
Open thru sectional scoring	Open thru state scoring
Set Regional Results - Regional Bracket Instructions PENDING	Set Sectional Results PENDING
Open after seeding thru sectional results	Open from regional scoring thru state scoring
Download Regional Entry Data	Update Sectional Champ Win/Loss Records PENDING
View Regional Rosters	Open from regional scoring thru state scoring
	Download Sectional Entry Data
	View Sectional Rosters
Check Regional Brackets - Check Regional Champs	

Use links to access various hosting functions

- A. As a host, you must enter the venue for each game. You will need to provide the venue name, address and city. Please make sure to click on the "Update" button after you have filled in your information. If you do not click "Update", your information will not be saved.

Game 1 — Seed 4 v. Seed 5			
Venue	<input type="text" value="TBD"/>	Date	<input type="text"/>
Address	<input type="text"/>	Time	<input type="text"/> : <input type="text"/> AM <input type="text"/>
City (just city)	<input type="text"/>	← This address is used by Google Maps to provide driving directions.	
Game 2 — Seed 1 v. Winner Game 1			
Venue	<input type="text" value="TBD"/>	Date	<input type="text"/>
Address	<input type="text"/>	Time	<input type="text"/> : <input type="text"/> AM <input type="text"/>
City (just city)	<input type="text"/>		

- B. Venue information will be automatically linked to your bracket and posted on the IESA website on the activity assignments page. You may direct fans/parents to the assignment page for tournament information.
- C. The address and city information is extremely important to enter. This information will generate a map and directions to your facility. After entering the information check the website to make sure the Google map is correctly mapping your location.
- D. Date and time information should also be entered for each game. This information will also be visible for fans and teams to view from the IESA website. Please make sure to click on the "Update" button after you have filled in your information. If you do not click "Update", your information will not be saved. If weather becomes an issue in your regional please make sure you update your dates and times on the web.

II. SEEDING YOUR REGIONAL TOURNAMENT

- A. All schools participating must enter the following information online by the following deadlines: 7 Girls- Tuesday of Week 19 (November 8); 8 Girls- Tuesday of Week 20 (November 15); 7 Boys- Tuesday of Week 28 (January 10); 8 Boys- Tuesday of Week 29 (January 17) in the IESA standardized calendar.
 1. Regional Entry Form (changes may be made until the start of regional play)
 2. Season Schedule and Results (The online form will tabulate your record from the season results entered.)
 3. Special Comment Section
- B. Schools will rank the schools in their regional online during the following time period: 7 Girls- Nov. 10; 8 Girls- Nov. 17; 7 Boys- Jan. 12; 8 Boys- Jan. 19.

Girls Basketball Entry Menu			
7th Grade Entries		8th Grade Entries	
Class 7-2A - Sectional 8 - Regional 16		Class 8-2A - Sectional 8 - Regional 16	
HOST ADMINISTRATION - Req. 16 Sect. 8		HOST ADMINISTRATION - Sect. 8	
7-2A REGIONAL ENTRY FORM - View Roster	CLOSED	8-2A REGIONAL ENTRY FORM - View Roster	CLOSED
Open through Tuesday Week 19		Open through Tuesday Week 20	
Your Regular Season Contests	CLOSED	Your Regular Season Contests	CLOSED
Open through Tuesday Week 19		Open through Tuesday Week 20	
Comments on your Regular Season	CLOSED	Comments on your Regular Season	CLOSED
Open through Tuesday Week 19		Open through Tuesday Week 20	
View Regular Season Info	OPEN	View Regular Season Info	OPEN
Rank Regional 16 Teams	OPEN	Rank Regional 16 Teams	OPEN
Open Thu. Week 19		Open Thu. Week 20	
Ratings Surveys - Sportsmanship Officials		Ratings Surveys - Sportsmanship Officials	

- C. To view each team's submitted information, click on **View All Regular Season Info for this regional**. This will show all of the information entered in Step One for every team in the regional. The IESA recommends that each school print this information and have it in front of them when they go to rank the regional.
- D. The Online Ranking period will close at midnight on the posted day. The IESA will confirm all regional results and post regional brackets.

III. ENTERING REGIONAL RESULTS

- A. Following each game of your regional tournament, you will be able to enter the results for that round. The results will automatically be posted on the IESA website.
- B. To enter results, please do the following:
 - Under the score column, enter the final score of the contest.
 - Under the win column, select the winning school.
 - Click the "Update" button in the lower right hand corner. If you do not click this button, your information will not be saved.
 - Winners will automatically be advanced to the next round.

Regional Locations/Dates/Times - Regional Seeding - Regional Match-ups/Results				
	Score	Win		
Altamont				
			Score	Win
BYE			Altamont	<input type="text"/>
			None	<input type="radio"/>
	Score	Win		
Raymond Lincolnwood	<input type="text"/>	<input type="radio"/>		
	None	<input type="radio"/>		
St. Elmo	<input type="text"/>	<input type="radio"/>		
	Score	Win		
Ramsey				
			Score	Win
BYE			Ramsey	<input type="text"/>
			None	<input type="radio"/>
	Score	Win		
Mulberry Grove JHS			Mulberry Grove JHS	<input type="text"/>
Bye				
				Update

Sectional Hosts

I. SETTING SECTIONAL LOCATION INFORMATION

7-2A Girls Basketball Host Administration

Entry Menu - Class 7-2A Regional Entry Form - Class 7-2A Host Administration

Regional 16	Sectional 8
Email Regional 16 - Coaches Administrators	Email Sectional 8 Coaches
<u>Set Regional Dates/Locations</u> OPEN	<u>Set Sectional Location</u> OPEN
Open thru sectional scoring	Open thru state scoring
<u>Set Regional Results - Regional Bracket Instructions</u> PENDING	<u>Set Sectional Results</u> PENDING
Open after seeding thru sectional results	Open from regional scoring thru state scoring
<u>Download Regional Entry Data</u>	<u>Update Sectional Champ Win/Loss Records</u> PENDING
<u>View Regional Rosters</u>	Open from regional scoring thru state scoring
	<u>Download Sectional Entry Data</u>
<u>Check Regional Brackets</u> - <u>Check Regional Champs</u>	<u>View Sectional Rosters</u>

Use links to access various hosting functions

As a host, you may enter venue details for the game. You will need to provide the venue name, address and city. Please make sure to click on the "Update" button after you have filled in your information. If you do not click "Update", your information will not be saved.

Sectional 1 Venue

Update as often as needed.

Venue	<input type="text" value="TBD"/>
Street Address	<input type="text"/>
City (just city)	<input type="text"/>
Comment	<input type="text"/>

This address is used by Google Maps to provide driving directions.

The venue information will be automatically linked to your bracket and posted on the IESA website on the basketball assignments page. You may direct fans/parents to the assignment page for tournament information.

The address and city information is extremely important to enter. This information will generate a map and directions to your facility. Please check the map online after entering the information to make sure the Google map is correctly showing your venue and directions.

II. ENTERING SECTIONAL RESULTS

- A. Following your sectional game, you will be able to enter the results and update the winning team record. The results will be posted on the IESA website.
- B. To enter results, please do the following:
1. Click on **Set Sectional Results**
 2. Under the score column, enter the final score of the contest.
 3. Under the win column, select the winning school.
 4. Click the "Update" button in the lower right hand corner. If you do not click this button, your information will not be saved.
 5. Winners will be advanced to the next round.
- C. Click **Update Sectional Champ Win/Loss Records** to update the winning team's record.