

# IESA Regional Entry Form Instructions

All regional entry forms will be filled out online by accessing the IESA Member Center from the IESA website ([www.iesa.org](http://www.iesa.org)). Below are the instructions for imputing your regional roster information. It is important that you complete all portions of the form.

This information will be used to check your team's compliance with the by-laws throughout the state tournament series. In addition, the IESA will use this information for the state programs.

## 1. ACCESSING THE FORM

- Go to the IESA Website and click on the red Member Center login button on the left hand side of the web page. Example below.
- Choose your school from the drop-down menu and enter your 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.

Enter your school's Password here

➔

Your School

Choose City/School

Password

Click Here ➔

Click here to log in

HELP! I've don't know the password!

## 2. ENTERING YOUR REGIONAL ROSTER INFORMATION

- You have now accessed your school page.
- Regional Entry Center links are located on the right side of this page. Click on the Entry Center of the activity that you wish to complete.

| Membership Dues & Activity Registration   | Entry Centers & Host Administration                        |
|---|--|
| Membership renewed on 5/19/2009   | These entry centers have been redesigned                   |
| If you want to pay dues now but register for activities later, please use the link above. | Boys Baseball    Assignment Pending                        |
| Otherwise, combine dues and activity registration by using a link below.                  | Girls Softball <a href="#">Entry Center</a>                |
| Dues, Athletics and Scholastic Bowl <a href="#">2009-2010</a>                             | Girls Volleyball    Assignment Pending                     |
|   | Track & Field    Assignment Pending                        |
|   | Ratings Surveys  |
|   | <a href="#">Instructions for submitting ratings online</a> |

- c. The first time that you access the regional entry forms you will be asked to provide coach names, contact information and cell phone number. You must fill in **all** of the information in order to proceed. If you do not have an assistant coach, fill in the head coach information in all spots.
- d. You are now ready to begin entering your regional roster information.
- e. Please complete all items for the all players on your tournament team. You will be asked to provide the following information: jersey number, first and last name, grade level, position on the court (C, F, or G), height, and birth date.

## Class AA Girls Softball Entry Center

[Entry Menu](#) - [Class AA Regional Entry Form](#)

### Regional 2 Entry Form

Complete all items for only 18 players for your tournament team. All players listed on this form must be on your certification list. You may dress all 18 for each game. If you make any changes with the regional host prior to your first game, 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. [Additional Entry Form Instructions](#)

[View Your Roster as Webpage](#)

UPDATE ENTRIES

## ATHLETES

**Enter Athletes in Player Number Order**  
Update as often as needed - we always have access to the data shown here.

Positions: C = Pitcher; C = Catcher; 1B = 1st Soft; 2B = 2nd Soft; 3B = 3rd Soft; SS = Short Stop; OF = Outfield

| No. | First Name           | LAST NAME            | Grade | Position | Height |   | Birthdate            |
|-----|----------------------|----------------------|-------|----------|--------|---|----------------------|
| 1   | <input type="text"/> | <input type="text"/> | 8     | P        | 5      | 0 | <input type="text"/> |
| 2   | <input type="text"/> | <input type="text"/> | 8     | P        | 5      | 0 | <input type="text"/> |
| 3   | <input type="text"/> | <input type="text"/> | 8     | P        | 5      | 0 | <input type="text"/> |

- f. As you scroll down the page you will see a section for Team Information. Please update the entire section with your team's personnel.

| Team Information                     |                                     |
|--------------------------------------|-------------------------------------|
| Head Coach                           | Manager 1 <input type="text"/>      |
| Coach Email                          | Manager 2 <input type="text"/>      |
| Coach Phone                          | Statistician 1 <input type="text"/> |
| Assistant Coach <input type="text"/> | Statistician 2 <input type="text"/> |
|                                      | Scorekeeper <input type="text"/>    |

- g. If your school will be bringing cheerleaders, please include their names under the section marked 'Cheerleaders'. School Information,
- h. As you scroll down to the bottom of the page there will be a section on School Information, such as mascot and school colors. This information will automatically fill in from the member school database. If this information is incorrect please contact your school or the IESA to change.

### School Information

If any of the school information below is incorrect, please notify your principal or the IESA office to make corrections.

|                       |                            |                   |                |
|-----------------------|----------------------------|-------------------|----------------|
| <b>Principal</b>      | Mr. Ron Krause             | <b>Conference</b> | Valley View    |
| <b>Superintendent</b> | Dr. Phillip W. Schoffstall | <b>Nickname</b>   | Bulldogs       |
|                       |                            | <b>Colors</b>     | Black & Silver |

- i. Then click on the “Update Entries” button located at the top or bottom of this form. By doing this, you will have “saved” your information in our database. You must do this for your information to be retained in our records.

### 3. REQUIRED FIELDS

- a. There are three portions of the form that must be completed in order for your information to be accepted: won/loss record, submitter name and email as well as the Coaching Education check box.
- b. The system will not allow you to continue until all this information has been entered.

By checking this box you certify that all Head and Assistant Coaches associated with this team are in compliance with the IESA Coaching Education bylaw 2.110: athletic coaches shall be regularly certified to teach in a school in Illinois or have completed an approved coaching education course.

Your Name

Your Email

**A copy of Birth Certification is on file for each contestant listed on this form.  
Age of each contestant is in accordance with present IESA regulations for this activity.**

[Click Here](#)



UPDATE ENTRIES

### 4. ACCESS TO YOUR REGIONAL ROSTER

- a. You will be able to access your information and make changes to your information until your first regional contest.
- b. Each time you make changes to your regional information, please make sure that you click on the “Update Entries” button prior to logging off the system.
- c. Your regional host will have access to your regional roster information. However, it is recommended that you carry a copy of your most recent regional information with you throughout the tournament.
- d. Since this information is available on-line, you are not required to send your regional entry information to the IESA Office or your regional host.

### 5. PRINTING YOUR REGIONAL ROSTER

- a. You should print up your regional entry form and keep it with you throughout the tournament. If you make any changes prior to your first game, make sure you print the most recent copy for your records.
- b. To view your roster: go to the member center, log in and click on the specific Activity Entry Center you wish to view. Then click on “View your Roster as a Webpage” link

located near the top of the form. If you are already logged in to your school page, you need only access the link.

- c. To print your roster: Once you have selected the View your Roster page, go to the tool bar and select File. Scroll down and select Print.

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[Entry Menu](#) - [Class AA Regional Entry Form](#)

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[View Your Roster as Webpage](#)

[Click Here](#)

UPDATE ENTRIES

If you have any questions, please contact the IESA office (309) 829-0114.