

INSTRUCTIONS FOR ONLINE BASKETBALL SEEDING

I. Basketball Entry Center

- A. Access either the Girls or Boys Basketball Entry Menu from the Member Center Login located on the homepage of the IESA website.
- B. Select your school from the drop-down menu and enter the Athletic Password provided to your school.

2024-2025 Deadlines

7 Girls-

Initial Season Schedule Deadline: Sept. 14
Online Roster & Record Deadline: Nov. 5
Online Ranking Period: Nov. 7
 Rosters Closed: 4 p.m. Nov. 15

8 Girls-

Initial Season Schedule Deadline: Sept. 14
Online Roster & Record Deadline: Nov. 12
Online Ranking Period: Nov. 14
 Rosters Closed: 4 p.m. Nov. 22

7 Boys-

Initial Season Schedule Deadline: Nov. 2
Online Roster & Record Deadline: Jan. 14
Online Ranking Period: Jan. 16
 Rosters Closed: 4 p.m. Jan. 24

8 Boys-

Initial Season Schedule Deadline: Nov. 2
Online Roster & Record Deadline: Jan. 21
Online Ranking Period: Jan. 23
 Rosters Closed: 4 p.m. Jan. 31

Choose your school and enter your password to log in.

Administrators 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

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

- C. Once you have logged in, click on the "Entry Center Login" link located above the Activity Tracker.
- D. Click on the "Entries" link of the activity that you wish to complete.
- E. All schools competing in the activity of girls or boys basketball must complete the following steps listed below by the posted deadlines. **The links will close following the deadline and competing schools will not be able to enter any information.**

II. Completing Required Information- Regional Entry Form

Girls Basketball Entry Center Menu

7th Grade Entries							8th Grade Entries						
Class 7-1A - Sectional 1 - Regional 1 - Assignments							Class 8-1A - Sectional 1 - Regional 1 - Assignments						
Coach	Activity Suspension	Entry Form	Seeding		Team Photo	Coop	Coach	Activity Suspension	Entry Form	Seeding		Team Photo	Coop
			Contests	Ranking						Contests	Ranking		
Wayne Jackson	OK	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	n/a	NO	Cheryl Stokes	OK	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	n/a	NO
7-1A REGIONAL ENTRY FORM - View Roster OPEN							8-1A REGIONAL ENTRY FORM - View Roster OPEN						
Open thru Tuesday of Week- G-19/B-28							Open thru Tuesday of Week- G-20/B-29						
Your Regular Season Contests OPEN							Your Regular Season Contests OPEN						
Open thru Tuesday of Week- G-19/B-28							Open thru Tuesday of Week- G-20/B-29						
Comments on your Regular Season OPEN							Comments on your Regular Season OPEN						
Open thru Tuesday of Week- G-19/B-28							Open thru Tuesday of Week- G-20/B-29						
View All Regular Season Info for this regional							View All Regular Season Info for this regional						
Rank Regional 1 Teams OPEN							Rank Regional 1 Teams OPEN						
Open Thursday of Week- G-19/B-28							Open Thursday of Week- G-20/B-29						

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2
3

Regional 1 Ranking Data by School	Regional 1 Ranking Data by School
Team Photo & Cut Lines Team Photo Info	Team Photo & Cut Lines Team Photo Info
Ratings Surveys - Sportsmanship Officials	Ratings Surveys - Sportsmanship Officials

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7-1A REGIONAL ENTRY FORM: Enter your student and school information on your regional entry form and click update entries. See *Regional Entry Form instructions* for detailed help in this area.

1. Please complete all items for all the players on your tournament team. You will be asked to provide the following information: jersey number, first and last name, grade level, and position on the court (C, F, or G).
2. Please update the entire section with your team’s personnel. INFORMATION FOR THE HEAD COACH IS REQUIRED. MAKE SURE THIS INFORMATION IS COMPLETED. If you have more than one Assistant Coach, please list each coach individually in the fields provided. Please indicate if your school will be travelling to your host site by bus.
3. Click on the "Update Entries" button located at the top or bottom of the form. By doing this, you will have "saved" your information. You must click on this button in order to retain your information.
4. There are three additional portions of the form that must be completed in order for your information to be accepted: submitter name and email, and the Coaching Education check box.

III. Completing Required Information- Regular Season Contests

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YOUR REGULAR SEASON CONTESTS: Enter all your regular season contests and results. You should include all conference, non-conference, and regular season tournament games. Do not include "B" games.

- Enter opponent name
- Enter game score
- Select "Home" or "Away" from drop down menu

Note: You are able to enter your entire season prior to the start of play. Simply enter the opponent and indicate the scheduled date of the contest. When you go back to enter the results of these games, select the edit button to the left of the contest.

- Select Date of Contest. This is a required field.
- Click "Add Contest"
- Follow steps above for all contests **including regular season tournament play.**
- The score for a forfeited game is 2-0.

Note: The online form will tabulate your record automatically based on results you enter during this step. Please make sure that you are accurately completing the information.

7-2A Girls or Boys Basketball Regular Season			
Entry Menu - Class 7-2A Regional Entry Form - Class 7-2A Host Administration			
Albion Regular Season Contests			
Regular Season Contests - Regular Season Comments			
List your regular season opponents and scores below.			
Schools	Score	Win	Location
Albion	<input type="text"/>	Your Win <input type="button" value="v"/>	Home <input type="button" value="v"/>
Opponent: <input type="text"/>	<input type="text"/>	<input type="button" value="Add Contest"/>	
Contests			Date
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	Dietrich def. Albion - 25-23		Away
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	Albion def. Hutsonville - 32-14		Home

Contests will display below after clicking "Add Contest".

Teams listed in bold print won the contest.

IV. Completing Required Information- Regular Season Comments

- 3** **REGULAR SEASON COMMENTS:** In this step you have the opportunity to enter brief comments concerning your team and season. Click update once information has been entered. (This step is intended to simulate the two-minute time limit allowed to each team during the traditional seed meeting.) Make sure you include the following:
- i. Key results from the head-to-head matchup with the other teams in your regional.
 - ii. Bringing up 7th graders to play on the 8th grade team for regional play

7-2A Girls or Boys Basketball Regular Season

Comment updated.

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

Albion Regular Season Comments

[Regular Season Contests](#) - [Regular Season Comments](#)

Instructions here. 5000 character limit.

We had a young team with three 6th graders starting. At the beginning of the season it took us some time to come together especially on the road. About midway through the season things started to click and we were able to play with more consistency.

V. Ranking Regional Teams (You must complete both steps of the seeding process)

Girls or Boys 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 - Reg. 16 Sect. 8	HOST ADMINISTRATION - Sect. 8
7-2A REGIONAL ENTRY FORM - View Roster CLOSED	8-2A REGIONAL ENTRY FORM - View Roster CLOSED
Open thru Tuesday of Week G-19/B-28	Open thru Tuesday of Week G-20/B-29
Your Regular Season Record CLOSED	Your Regular Season Record CLOSED
Open thru Tuesday of Week G-19/B-28	Open thru Tuesday of Week G-20/B-29
Your Regular Season Contests CLOSED	Your Regular Season Contests CLOSED
Open thru Tuesday of Week G-19/B-28	Open thru Tuesday of Week G-20/B-29
Comments on your Regular Season CLOSED	Comments on your Regular Season CLOSED
Open thru Tuesday of Week G-19/B-28	Open thru Tuesday of Week G-20/B-29
4 View Regular Season Info OPEN	View Regular Season Info OPEN
Rank Regional 16 Teams OPEN	Rank Regional 16 Teams OPEN
Open Thursday of Week G-19/B-28	Open Thursday of Week G-20/B-29
Regional 16 Ranking Data by School	Regional 16 Ranking Data by School
Ratings Surveys - Sportsmanship Officials	Ratings Surveys - Sportsmanship Officials

- A. The second step is open Thursday of the appropriate week only. *Teams must go online to rank the teams in their regional during this time period.*
- B. [Rank Regional 16 Teams](#): To view all information concerning each team click on [View Regular Season Info](#).

Print the resulting web page with all the participating team information and have it in front of you when you seed.

Regular Season Info Page

Albion Ranking Information	
Albion Contests	
Away	Dietrich def. Albion - 25-23
Home	Albion def. Hutsonville - 32-14
Team Record prior to regional's: 12-2	
Comment on regular season: We had a young team with three 6th graders starting. At the beginning of the season it took us some time to come together especially on the road.	
Albion Rankings	
	1 Dieterich
	2 Oblong
	3 Neoga
	4 Effingham St. Anthony
	5 Hutsonville

Factors to consider in seeding:

- Season Record
- Quality of Team's competition
- Smaller Schools Competing Against Larger Schools (1A/2A schools vs. 3A/4A schools)
- Head to Head competition
- Record Against Common Opponents
- Roster of Post-Season Team (7th grader who has played on the 8th grade team all year but will play on the 7th grade team in the state series; or a 7th grader who has played only 7th grade all year, but will play on 8th grade team in regional)
- **REMEMBER THAT ALL TEAMS WITHIN YOUR REGIONAL WILL BE ABLE TO SEE YOUR RANKING DATA AFTER THE COMPLETED BRACKETS HAVE BEEN POSTED.**

C. Rank all teams by clicking on the number next to their name. This will send the team to the right side of the page under **Ranked Regional Teams**.

- You will not be able to Rank your school.
- You can rank and un-rank teams until the ranking period officially closes.

7-2A Girls or Boys Basketball Regular Season

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

Rank Regional 16 Teams

[Rank Regional Teams](#) - [Regular Season Information](#)

Unranked Teams			Ranked Teams			
School	Record	Set Team Rank	Rank	School	Record	Unrank
Oblong	2-6	2 3 4 5	1	Dieterich	10-2	Unrank
Effingham St. Anthony	5-5	2 3 4 5				
Neoga	2-7	2 3 4 5				
Hutsonville	0-8	2 3 4 5				

MAKE SURE YOU RANK ALL TEAMS IN YOUR REGIONAL.