On-line Regional Wrestling Host Instructions

All regional and sectional results will be submitted on-line to the IESA. Location and time information will also be entered by the host and posted on the website. At any time, a host may access their tournament information to post dates, times, and locations for their tournament games.

I. LOGGING-IN TO THE IESA MEMBER CENTER

A. Go to the IESA Website and click on the red Member Center login button on the left hand side of the web page.

B. Choose your school and enter your school's password. Example Below.

<p style="text-align:center; color:red">Choose your school and enter your password to log in.</p>

Administrators, coaches and directors log in here.

User IDs are no longer needed - choose your school by common name (city first), ex. Normal Parkside.

Choose your school and enter your Password here ➡

Your School [Choose City/School ▼]

Password [   ]

Click Here ➡ [Click here to log in]

HELP! I don't know the password!

II. ACCESSING HOST ADMINISTRATION

A. You have now accessed your school page.

B. Click on the Registration & Logins Link.

Menu	Bolingbrook Bro	Click Here ➡		Log Out
	Activity Tr		Registration & Logins - Information	

Activity Tracker		
GREEN = GOOD TO GO	YELLOW = ATTENTION	RED = OVERDUE/PROBLEM

C. Regional Entry Center and Host Administration links are located on the right side of this page. Click on the Host Admin link of the activity that you wish to complete.

Membership Dues & Activity Registration		Entry Centers & Host Administration		
Membership renewed on 5/27/20XX		Girls Softball	**Entry Center**	**Click Here** ⬅
Dues, Athletics and Scholastic Bowl	**20XX-20XX**	Cross-Country	**Entry Center**	
Dues/Art Workshops	**20XX-20XX**	Boys Wrestling	**Entreis** - **Host Admin**	
Dues/Music Contests	**20XX-20XX**	Scholastic Bowl	**Entry Center**	
-Speech Registration will be available Aug. 1 - Area 21: Nov. 12.		Track & Field	**Assignment Pending**	

III. SET MEET LOCATION INFORMATION

Regional 2	
Email Regional 2 Coaches / Admis	
Sectional Host Info	
Regional Host Online Instructions	
Set Regional Time/Location	**OPEN**
Open thru 2/XX/20XX	
Set Regional Results	**OPEN**
Open 2/XX/20XX thru 2/XX/20XX	
Update Entries by School	**OPEN**
Open thru State Scoring	
Download Regional Entry Data	
View Regional Rosters	

Set Regional Time/Location Here ←

A. As a host, you enter the actual location and start time of the regional meet. You will need to provide the venue name, address and city. <u>**Click on the "Update" button after you have filled in your information**</u>. If you do not click "Update", your information will not be saved.

B. After updating, the venue information will then be posted on the IESA website on the wrestling assignments page. You may direct fans/parents to the assignment page for tournament information.

C. The address and city information are extremely important to enter. This information will generate an on-line map and directions to your facility.

Boys Wrestling Host Administration			
Entry Menu - **Regional Entry Form** - **Host Administration**			
Regional 2 Locations			
Update as often as needed. All fields optional.			
Regional 2			
			Update
Time	[▼] : [▼] [AM ▼]		
Venue	TBD		
Address			
City			
			Update

Regional Hosts Work Here ➡

IV. VIEWING REGIONAL ENTRIES

A. As a host, you will have access to all of the on-line regional entry forms for teams competing in your tournament.

B. To view all of the regional rosters for your regional, click on the **"View Regional Rosters"** on the Host Administration page. Print the Regional entry forms before your seeding meeting.

C. If you are creating a written 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. (See below)
   - Choose PC or Mac.
   - Click "Get School Data" (member school data) or "Get Entry Data" (contestant data)
   - Save the resulting file to your hard drive as an .xls file.

Regional 2	
Email Regional 2 Coaches	
Sectional Host Info	
Regional Host Online Instructions	
Set Regional Time/Location	**OPEN**
Open thru 2/XX/20XX	
Set Regional Results	**OPEN**
Open 2/XX/20XX thru 2/XX/20XX	
Update Entries by School	**OPEN**
Open thru State Scoring	
Download Regional Entry Data	**To view Regional Rosters click here**
View Regional Rosters	

Regional 2 Entry Data	
To download Regional 2 data file:	

   - Choose **PC** or **Mac**
   - Click **Get Data**
   - **SAVE** the resulting file to your hard drive as an **.xls** file

Click here to access data ➡ [PC ▼] [Get School Data] [Get Entry Data]

View All Regional 2 Entries as Webpage

V. WEIGHT CLASS CHANGES AT SEEDING MEETING & UPDATING ONLINE ENTRIES

A. Coaches may make a weight-class change for wrestlers at the regional seeding meeting. If this is done, the weight class must be updated on-line prior to entering results on Saturday evening. Wrestlers are permitted to go up one weight class from the class listed on the team regional entry form. Hosts must make the change. To make such a change, please follow these steps:

1. Log-in at the Member Center Log-in and proceed to the wrestling host administration page.
2. Choose the wrestler's school from the drop-down menu.
3. Remove the wrestler from the incorrect weight class and insert in the updated weight class.
4. **Click on "Update Entries" to complete the change**.
5. Repeat process as needed

Update Entries by School

Open thru State Scoring

Update Entries by School here ⬅

Download Regional Entry Data
View Regional Rosters

Update Regional 2 Entries

Click here to choose school ➡   Choose School ▼

Choose School ▼ Continue

Antioch Regional Entries

Make Weight Class correction in this section

Update Entries

Wt.	Wrestler A				Wrestler B			
	First Name	LAST NAME	Grade	Birthdate	First Name	LAST NAME	Grade	Birthdate
65			8 ▼				8 ▼	
70			8 ▼				8 ▼	

VI. CHANGES AFTER SEEDING MEETING

A wrestler who does not "make weight" the day of Regionals must be scratched and is ineligible for any other weight class. There are no changes to the brackets after the seeding meeting. If a wrestler does not make weight the day of the Regional or if a coach scratches a wrestler after the seeding meeting and before the start of the regional on Saturday, there are no substitutions. The match in which the wrestler who scratches was scheduled to wrestle simply becomes a forfeit win for his scheduled opponent. Do not allow any changes or substitutions after a bracket has been seeded.

VII. ENTERING REGIONAL RESULTS

A. Following your regional tournament, all results will be submitted on-line to the IESA. Results will be posted on the IESA website. **All Regional results MUST be entered immediately at the conclusion of the meet. Please be sure your results are entered on Saturday.**

B. To enter results, please do the following:
- Log-in at the IESA Member Center and proceed to the wrestling host administration page.
- Click on **"Set Regional Results"**
- Choose a 1st place winner from the 65-pound weight-class drop-down list. See below.
- Tab to select the 2nd place winner, 3rd, 4th, for the weight class.
- Select winners from each weight class.
- If there is no qualifier for a particular weight-class place, select "no qualifier".
- Click the "Update Results" button in the lower right-hand corner. If you do not click this button, your information will not be saved. **Be sure to click "Update Results" periodically to "save" the information.**

C. The IESA will be able to view all results once they are updated. You will not need to fax results.

Regional 7 Results			
Weight	**1st Place**	**2nd Place**	**3rd Place**	**4th Place (Alternate)**
65	Choose Wrestler	Choose Wrestler	Choose Wrestler	Choose Wrestler
70	Choose Wrestler	Choose Wrestler	Choose Wrestler	Choose Wrestler
75	Choose Wrestler	Choose Wrestler	Choose Wrestler	Choose Wrestler

VIII. CONTACT INFORMATION

A. Contact information for the coaches and administrators of schools in your regional/sectional is listed on the Host Administration page.

Regional 7
Email Regional 7 - **Coaches**	**Administrators**

Regional 7 Coaches

Antioch	John Smith	847-999-2323	jsmith@myschool.com
Fox Lake Stanton	Jim Smith	847-333-9455	jsmith@myschool.com
Grayslake	Matt Smith	847-222-9455	matt.smith@myschool.org