

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). Below are the instructions to input 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. Please enter all roster information by Tuesday, **February 19**. (There are no changes to your roster after a weight class has been seeded.)

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.

The screenshot shows a login interface for administrators, coaches, and directors. It includes a dropdown menu for 'Your School' with the placeholder text 'Choose City/School', a 'Password' input field, and a 'Click Here' button with a red arrow pointing to it. A 'Click here to log in' button is also present. A blue link reads 'HELP! I've don't know the password!'. A red-bordered callout box on the left says 'Enter your school's Password here' with a red arrow pointing to the password field.

2. ENTERING YOUR REGIONAL ROSTER INFORMATION

- You have now accessed your school page.
- Click on the Registration & Logins link.

The navigation bar features a 'Menu' link, the school name 'Bolingbrook Bro', and a 'Log Out' link. Below the school name is a 'Click Here' button with a red arrow pointing to the 'Registration & Logins' link. The 'Information' link is also visible. Below the navigation bar is an 'Activity Tracker' section with three colored boxes: a green box labeled 'GREEN = GOOD TO GO', a yellow box labeled 'YELLOW = ATTENTION', and a pink box labeled 'RED = OVERDUE/PROBLEM'.

- c. 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 5/27/2018		Girls Softball	Entry Center
Dues, Athletics and Scholastic Bowl	2018-2019	Cross-Country	Entry Center
Dues/Art Workshops	2018-2019	Boys Wrestling	Entry Center
Dues/Music Contests	2018-2019	Scholastic Bowl	Entry Center
-Speech Registration will be available Aug. 1 - Area 21: Nov. 12.		Track & Field	Assignment Pending
-Cheer Registration is not currently available.			

- d. Click on the Regional Entry Form link and you are now ready to begin entering your regional roster information.

Boys Wrestling Entry Center Menu

Sectional A - Regional 1 - [Assignments](#)

[REGIONAL ENTRY FORM](#) - [View Roster](#)
OPEN

Link to passgate form appears HERE after scores for your sectional are entered

- e. Please complete all items for all wrestlers participating in regionals. You will be asked to provide the first and last name and birth date for each wrestler.
- f. **Regional Entry Forms must be completed by February 19, 2019.**

Boys Wrestling Entry Center

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

Alden-Hebron Regional 3 Entry Form

RECORDS SHOULD ONLY INCLUDE CURRENT SEASON VARSITY RECORD! (Forfeits count as WIN)

List first and last name for each contestant. Wrestlers must make scratch weight at weigh-ins for the entire state series. There is no weight allowance. A wrestler who fails to make weight at weigh-in shall be scratched. The regional host shall not permit your school to participate unless this form has been received. Any wrestler who fails to make weight at regional weigh-in must be scratched. [Additional Entry Form Instructions](#)

[View Your Roster as Webpage](#)
UPDATE ENTRIES

Wrestler A							Wrestler B					
Wt.	First Name	LAST NAME	Grade	Birthdate	W	L	First Name	LAST NAME	Grade	Birthdate	W	L
65	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	0	0	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	0	0
70	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	0	0	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	0	0
75	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	0	0	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	0	0

- g.** As you scroll down the page you will see a section for team information. Please update the entire section with your school's personnel.


Team Information	
Head Coach	Gerry Marchand
Coach Email	gmarchand@district158.org
Coach Phone	8. 6. 65 EXT
Assistant Coach	

- h.** As you continue to scroll down the page there will be a section on School Information such as nickname 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 Office to change.

School Information			
If any of the school information below is incorrect, please notify your principal or the IESA office to make corrections.			
Principal	Mr. Chris Schaefflein	Nickname	Mustangs
Superintendent	Dr. Phillip W. Schoffstall	Colors	Royal Blue & White

3. REQUIRED FIELDS

- a.** There are three additional portions of the form that must be completed in order for your information to be accepted: submitter name, submitter 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.

School Information	
<input type="checkbox"/>	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 	
<input type="button" value="UPDATE ENTRIES"/>	

- c. 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.

4. CHANGES TO YOUR REGIONAL ROSTER

- a. You will be able to access your roster information and make changes until **11:59 p.m. on February 19, 2019**. Be sure to click on the “Update Entries” button anytime changes are made prior to logging off the system.
- b. 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.
- c. If changes in weight class are made at the seeding meeting, the regional host will make the change in the on-line information.
- d. No substitutions or changes are allowed to your regional roster after each weight class has been seeded.
- e. Because 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 your regional entry form and keep it with you throughout the tournament. If you make any changes prior to the regional, 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 Entry Form 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, then select Print.

Alden-Hebron Regional 1 Entry Form

List first and last name for each contestant. Wrestlers must make scratch weight at weigh-ins for the entire state series. There is no weight allowance. A wrestler who fails to make weight at weigh-in shall be scratched. The regional host shall not permit your school to participate unless this form has been received. Any wrestler who fails to make weight at regional weigh-in must be scratched.

[Additional Entry Form Instructions](#)

Click Here 

[View Your Roster as Webpage](#)

UPDATE ENTRIES

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