



Regional Entry Form / Seeding Instructions

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

NOTE: The following penalty is in effect for schools that fail to submit their online regional entry form and seeding information by the posted deadlines for a given activity:

First Offense: School will be assessed a \$50 fine for not ranking.

Second Consecutive Offense: School will be able to participate in the state series of the current year but will not be able to participate in the state series the following year unless the school pays a \$250 fee for reinstatement to the state series.

I. Accessing the Form

- A. Go to the IESA Website and click on the red Member Center login button in the upper right corner.
- B. Choose your school (city first) from the drop-down menu and enter your activities password.

II. Entering Your Regional Roster Information

- A. You have now accessed your school main page.
- B. This page will display the Activity Tracker. Click on the "Entry Center Login" link located above the Activity Tracker.
- C. Click on the "Entries" link of the activity that you wish to complete.
- D. The first time that you access the regional entry forms you will be asked to provide the head coach's first and last name, email address and cell phone number. You must fill in all of the information in order to proceed. List all of the assistant coaches' first and last names.
- E. Click on the "Regional Entry Form" link. You are now ready to begin entering your regional roster information.
- F. Please complete all items for all the players on your team. You may be asked to provide the following information: jersey number, first and last name, grade level, and position on the field. **This section must be in numerical order.**
- G. As you scroll down the page you will see a section for Team Information. Please update the entire section with your team's personnel. (asst. coaches, managers, statisticians etc.)

- H. At 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 make any changes.
- 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.

III. Required Fields

- A. There are several portions of the form that must be completed in order for your information to be accepted: submitter name and email as well as the Coaching Education check box. You will be asked to check a box to certify that all coaches associated with your program meet the IESA Coaching Education bylaw.
- B. The system will not allow you to continue until all this information has been entered.

IV. Access Your Regional Roster

- A. You will be able to access your information and make changes to your information until the Roster Closed deadline.
- 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.

V. Printing Your Regional Roster

- A. Print 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 Entry Center Login link, click on the Entries link of 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.

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

VI. Regular Season Contests

- A. Enter all regular season games and regular season tournaments.
 1. Enter the opponent's school (city first)
 - a. If the game is for a tournament in which you do not know the opponent, enter the name of the tournament and opponent as follows in the non-IESA opponent box:
 - i. [Titan Invitational, Opponent TBD]
 - ii. Once the tournament has been played, go back in and edit the contests and change the name to the opponent your school played. If the opponent was an IESA school, delete the information in the non-IESA opponent box and select the school from the dropdown menu.
 - iii. If your school played, a non-IESA opponent, make sure to include the city and name of the school.
 - b. Select if the game is home or away from the dropdown menu.
 - c. Enter the date of the contest.
 - d. Click add this contest.
 2. After each contest is played, edit each to include the results.
 3. The computer will tabulate your record for you based on the results.
 4. This is also when you can go in and rate the officials.
- B. Comments on your regular season.
 1. Enter brief comments concerning your team and season.
 - a. Helpful information to include for other schools includes key results from head-to-head contests with the other teams in your regional and if you are playing a lot of 5th and 6th graders.
- C. You will have access to all the records of those schools in your regional. You can also search by all schools for a given grade level to see opponents and results from schools not in your regional.

VII. Seeding / Ranking Teams

- A. Schools will rank the teams in their regional from the highest (1) to the lowest.
 1. Seeds will be determined based on the collective ranks from all schools in the regional. You cannot rank your own team.
 2. All the factors below should be considered when ranking schools:
 - a. Season Record
 - b. Quality of team's competition
 - c. Smaller schools competing against larger schools (1A/2A vs. 3A/4A)
 - d. Head-to-head competition
 - e. Record against common opponents
 - f. Roster of the post season

3. Rank all teams by clicking on the number next to the school's name – this will send the team to the right side of the page under Ranked Regional Teams.
4. You can rank and un-rank until the ranking period officially closes.
5. Be sure to rank all teams and give the computer a moment to process before closing the window.
6. **Teams that do not rank will be assessed a \$50 penalty to their school.**
7. The IESA Office will break any ties and verify seeds before the brackets are officially posted.
8. Ranking data will be public and can be viewed after seeding is complete and verified.
9. If there is an issue with how your school was ranked, have your school's administrator reach out to the opposing school's administrator for clarification.