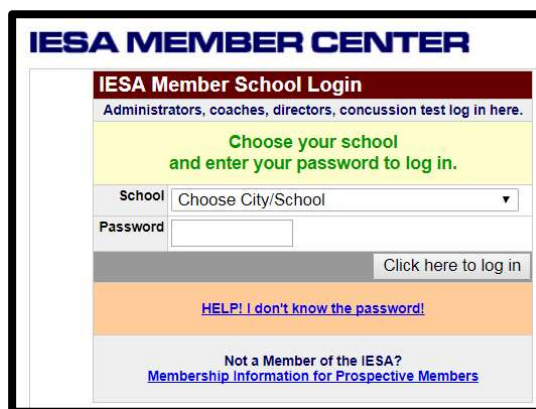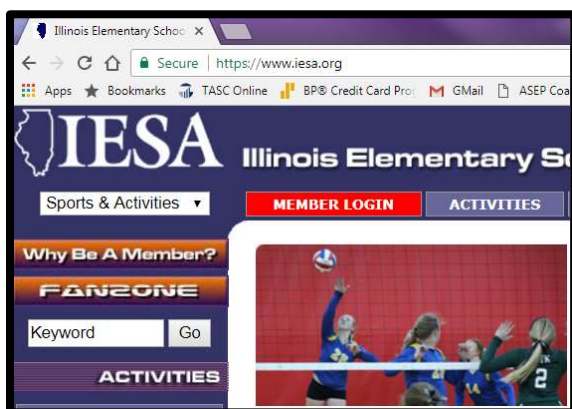# IESA VOLLEYBALL ONLINE FORMS INSTRUCTIONS

I. ACCESSING THE VOLLEYBALL ENTRY CENTER

School administrators and coaches can access the IESA Volleyball entry center by clicking on the red MEMBER LOGIN button on the IESA website - www.iesa.org.

1. Select the school from the drop-down menu and enter the school's school or athletic password.

2. Once you have logged in, click on REGISTRATION AND ENTRY CENTER LOGINS or ENTRY CENTER LOGINS (the wording varies based on which password if used) and then click on GIRLS VOLLEYBALL ENTRIES.
   a. These links will be listed as closed following the deadline and competing schools will not be able to enter any information - if this is the case when you log in, contact the IESA immediately.

> This will say "entries" once IESA GVB regional assignments have been posted in the late fall/early winter.

3. Once you access the volleyball entry center, you will be able to see the entry links for 7th and 8th grade volleyball. If you are only entered for one grade level, you will only see the link for that grade level.

II. ONLINE ROSTER/RECORD AND RANKING LINKS

On the first page, you will see several links - here is an explanation of those links:

Girls Volleyball Entry Center Menu

7th Grade Entries

Class 7-4A - Sectional 1 - Regional 2 - Assignments

HOST ADMINISTRATION - Regional 2

Schools must complete 3 contests prior to roster deadline to participate in regionals.

Activity Probation	Entry Form	Seeding		Team Photo	Co-op
		Contests	Ranking		
OK	OK	OK	2/14/2019	n/a	NO

Coach: Kim Schmidt

REGIONAL ENTRY FORM - View Roster	OPEN
Your Regular Season Contests	OPEN
Comments on your Regular Season	OPEN
Rank Regional 2 Teams	OPEN
Regional 2 Ranking Data by School	PENDING
Regular Season Info for Regional 2 Schools | For All 7th Grade Volleyball Schools	
Team Photo & Cut Lines	OPEN
Team Photo Info	PDF
Ratings Surveys - Sportsmanship | Officials	

1. HOST ADMINISTRATION - If you are a host for regionals and/or sectionals, those assignments will be listed here.

2. REGIONAL ENTRY FORM - The regional entry form is where you will enter first and last name, grade in school, position, and date of birth for each student listed.
   a. You will also want to check that all administrators your school wants listed on this form are listed.
   b. Your regional entry form is your list of individuals who are permitted free entry into any state series contest since IESA activity passes are not permitted during the state series. If someone is not on this list, they must pay to watch state series contests.

student information: number, name, grade, and position

LIBERO NUMBER Students playing both a non-libero position and libero must have BOTH uniform numbers listed with the libero number second and designated by the letter L, i.e. 5/L7. If the number is the same on both uniforms, it is not necessary to define the libero number.

coach information - all listed coaches must be IESA coaching-certified

names of scorekeepers, statisticians and manager

auto-filled school administration information

3. REGULAR SEASON CONTESTS - SEASON SCHEDULE SUBMISSION AND RESULTS
   a. If you are competing at both the 7th and 8th grade level, start with entering the 7th grade schedule. After entering the 7th grade schedule, you will have the choice to import the 7th grade schedule on the 8th grade side.
   b. Enter the season schedule for all varsity regular season contests and results (this includes regular season tournament games).
      i. Enter the opponent name.
         – If the contest is for a tournament in which you do not yet know who your opponent will be, enter the name of the tournament and opponent as follows in the non-IESA opponent box:
            [Name of Tournament, Opponent TBD]
         – Once the tournament has been played, you can edit these contests and change the name of the opponent to who you played. If you played an IESA school, delete the information in the non-IESA opponent box and select a school from the IESA drop down list.
         – If you do end up playing a non-IESA opponent in a tournament, make sure to include the city and name of the school.
      ii. Select if the match will be home or away in the drop-down menu.
      iii. Enter the date of the contest.
      iv. Click ADD THIS CONTEST.
   c. After each contest is played, edit each contest to include the results of each match.
      i. The computer will tabulate your record automatically based on results you enter during this step.

7-2A Girls Volleyball Regular Season

Albion Regular Season Contests

List your regular season opponents and scores below.

Schools	Scores	Win	Location	Date
Albion	☐ ☐ ☐	Your Win ▼	Home ▼	☐ 📅
Opponent: ☐	☐ ☐ ☐		Add Contest	

	Contests	
Delete **Edit**	**Dietrich** def. Albion - 25-6, 6-25, 25-23	Away
Delete **Edit**	**Albion** def. Hutsonville - 25-23, 23-25, 25-12	Home

4. COMMENTS ON YOUR SEASON - You can 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 plan to bring a strong 7th grader up to play on the 8th grade team for regional contests.

7-2A Girls Volleyball Regular Season

Comment updated.

Albion 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.

Update

---

5. REGULAR SEASON INFO - You can see all the records and information that was provided by the other teams in the regional. You can also search by all schools for a given grade level to see opponents and results for schools not in your regional.

6. RANK REGIONAL TEAMS - This is completed after the online roster/record deadline. Here, schools will rank the teams in your regional from highest (1) to lowest.
   a. Seeds will be determined based on the collective ranks from all schools in the regional.
   b. All the factors below should be considered when ranking schools:
      i. season record
      ii. quality of team's competition
      iii. smaller schools competing against larger schools (1A/2A vs. 3A/4A schools)
      iv. head-to-head competition
      v. record against common opponents

      vi.   roster of post-season team such as a school who has a 7th grader who 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 the 8th grade team in regionals

  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.

  d. You will not be able to rank your own school.

  e. You can rank and un-rank until the ranking period officially closes.

7-2A Girls Volleyball Regular Season

Rank Regional 16 Teams

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					

---

7. REGIONAL RANKING DATA BY SCHOOL - How each school ranks the other schools will be public and this can be viewed at this link after the ranking deadline has passed.

8. RATINGS SURVEYS - Schools can rank the sportsmanship of schools they compete against (regular season and state series) and officials working their contests.
   a. The contests need to be entered in #3 prior to this form being available.
   b. The rating shall be done AFTER the contest has been completed.