

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 for inputting 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 placed on probation.

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.

1. ACCESSING THE FORM

- 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 from the drop-down menu and enter your AD or School password.

2. 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 coach names, contact information and cell phone number. You must fill in **all** of the information in order to proceed. If you do not have an assistant coach, fill in the head coach information in all spots.
- 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 tournament team. You may be asked to provide the following information: jersey number, first and last name, grade level, and position on the court or field.
- 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. If your school will be bringing cheerleaders for certain activities, please include their names under the section marked 'Cheerleaders'.
- i. As you scroll down to 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.
- j. 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.

3. 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. *Note: 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.

4. ACCESS TO 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.

5. PRINTING YOUR REGIONAL ROSTER

- a. You should print up 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 (309) 829-0114.

Instructions for On-line Ratings

Ratings of officials and opponents' sportsmanship may be completed on-line for each level at which your team competes – Regional, Sectional, State.

I. LOG-IN TO ACCESS RATING FORMS

- A. Go to the IESA Website and click on the red Member Center and login button on the left hand side of the web page.
- B. Choose your school from the drop-down menu and enter either your school or athletic password.

II. ACCESSING RATING FORMS

- A. Click on the Entry Center Login link located above the Activity Tracker.
- B. Enter the activity entry center for a given activity.
- C. In the entry center, at the bottom you will see "Ratings Surveys: Officials | Sportsmanship."
- D. Click on the rating form you wish to complete: "Officials" or "Sportsmanship".
- E. Next to the appropriate contest, click on "Rate an Official" or "Rate an opponent".
- F. Ratings will be available for completion after hosts have entered results in the online bracket and not before.

III. COMPLETING RATING FORMS

- A. Enter all fields for the first official or opponent you wish to rate and click "Submit survey" when rating is completed.
- B. You will be able to rate multiple officials or opponents for each level of play you compete in – Regional, Sectional and State.
- C. Ratings are submitted to the IESA as soon as you click "Submit survey".

The on-line forms below will appear as hosts enter results as games are played.