



**IESA PASSWORD & MEMBER CENTER LOGIN  
ONLINE FORMS - SEASON SCHEDULE, ROSTER AND RECORD  
ONLINE RANKING/SEEDING PROCEDURES  
SPORTSMANSHIP RATINGS**

## I. GETTING THE PASSWORD

- A. The school's page will give access to the activity tracker, entry center logins, general information, the email center, and search for officials.
- B. Principals and athletic directors should give the athletic password to coaches to allow access to certain member center areas.
  1. The athletic password gives coaches the ability to complete their regional entry form information, team records, and regional/sectional host administration pages.
  2. The athletic password does not give coaches access to school or financial information.
  3. The athletic password changes with each new school year.
  4. Using the concussion password doesn't allow access to the regional entry form.
- C. Go to the IESA website and click on the red MEMBER LOGIN button in the upper left-hand corner of the home page to access Menu Links (below).

**IESA MEMBER CENTER**

**IESA Member School Login**  
Administrators, coaches, directors, concussion test log in here.

Choose your school  
and enter your password to log in.

School: Choose City/School

Password:

Click here to log in

[HELP! I don't know the password!](#)

Not a Member of the IESA?  
[Membership Information for Prospective Members](#)

## II. MENU LINKS

- A. ACTIVITY TRACKER
  1. The activity tracker shows which activities have been paid for, if online seeding has been completed, and schools update coach/school information.
- B. INFORMATION
  1. Enter open dates for any activity; this will show to all IESA schools
  2. Update names of head coaches, emails, and phone numbers for each activity
  3. Activity updates and additional IESA informational resources

C. EMAIL CENTER

1. Contact division board member
2. See emails sent to school and email IESA staff

D. OFFICIALS SEARCH

1. Search for officials through a variety of filters
2. Activity, years of experience, certification level, etc.

E. CONCUSSION CERTIFICATION

1. Listing of which coaches have met the requirement for Senate Bill 7 by taking the course and test through the IESA website
2. Access to concussion resources
3. Concussion course and test

F. REGISTRATION & ENTRY CENTER LOGINS

1. Once the regional assignments have been posted for an activity, the entry center for that activity will become active.
2. From this link, coaches can update the regional entry form, enter the season schedule and results, complete sportsmanship ratings for opponents, and complete evaluations for officials for regular season and state series games.
3. If a given school is hosting an activity, the host administration information will show in the entry center as well.

IESA MEMBER CENTER									
Menu		Bloomington JHS						Log Out	
<a href="#">Activity Tracker</a> - <a href="#">Registration &amp; Entry Center Logins</a> - <a href="#">Information</a> - <a href="#">Email Center</a> - <a href="#">Officials Search</a>									
User session expires @ 10:43:45 AM				<a href="#">REGISTER FOR TEXT ALERTS</a>			<a href="#">CONCUSSION CERTIFICATION</a>		
<b>Important Messages</b>									
Your 2015-2016 division meeting attendance requirement has been fulfilled.									
Please follow this link to <a href="#">complete your facilities survey</a> for the 2015-2016 school year.									
<b>2015-2016 Activity Tracker</b>									
GREEN = GOOD TO GO			YELLOW = ATTENTION			RED = OVERDUE/PROBLEM			
Activity	Coach	14-15	15-16	Activity Probation	Entry Form	Seeding		Team Photo	Coop
						Contests	Ranking		
Girls Softball	<a href="#">Megan Nonnemacher</a>	YES	PAID	OK	<a href="#">OK</a>	OK	OK	n/a	NO
Boys Baseball	<a href="#">Eric Christian</a>	YES	PAID	OK	<a href="#">OK</a>	OK	OK	n/a	NO
Boys Cross-Country	<a href="#">Loyd Denny Herald</a>	YES	PAID	OK	<a href="#">OK</a>	n/a		n/a	NO
Girls Cross-Country	<a href="#">Brad DeMattie</a>	YES	PAID	OK	<a href="#">OK</a>	n/a		n/a	NO
7th Girls Basketball	<a href="#">Todd Huff</a>	YES	PAID	OK	<a href="#">OK</a>	OK	OK	n/a	NO
8th Girls Basketball	<a href="#">Jonelle Yaklich</a>	YES	PAID	OK	<a href="#">OK</a>	OK	OK	n/a	NO
7th Boys Basketball	<a href="#">Dallas Marshall</a>	YES	PAID	OK	<a href="#">OK</a>	OK	OK	OK	NO
8th Boys Basketball	<a href="#">Brandon Willard</a>	YES	PAID	OK	<a href="#">OK</a>	OK	OK	OK	NO
Boys Wrestling	<a href="#">Loyd Denny Herald</a>	YES	PAID	OK	<a href="#">OK</a>	n/a		n/a	NO
7th Girls Volleyball	<a href="#">Tony Rio</a>	YES	PAID	OK	<a href="#">OK</a>	OK	OK	n/a	NO
8th Girls Volleyball	<a href="#">Katie Farney</a>	YES	PAID	OK	<a href="#">OK</a>	OK	OK	OK	NO
Scholastic Bowl	<a href="#">Debi Kay</a>	YES	PAID	OK	<a href="#">OK</a>	OK	n/a	n/a	NO
7th Boys Track & Field	<a href="#">Jeremy Thayer</a>	YES	PAID	OK	<a href="#">OK</a>	n/a		n/a	NO
8th Boys Track & Field	<a href="#">Jeremy Thayer</a>	YES	PAID	OK	<a href="#">OK</a>	n/a		n/a	NO
7th Girls Track & Field	<a href="#">Jeremy Thayer</a>	YES	PAID	OK	<a href="#">OK</a>	n/a		n/a	NO
8th Girls Track & Field	<a href="#">Jeremy Thayer</a>	YES	PAID	OK	<a href="#">OK</a>	n/a		n/a	NO
Activity	Coach	14-15	15-16		Entry Form			Photo	Coop
Cheerleading	<a href="#">Maggie Kennedy</a>	YES	PAID	n/a	<a href="#">OK</a>	n/a		OK	NO
6th Chess	<a href="#">Kristie Price</a>	YES	PAID	n/a	<a href="#">OK</a>	n/a		n/a	n/a
7th Chess	<a href="#">Michelle Chon</a>	YES	PAID	n/a	<a href="#">OK</a>	n/a		n/a	n/a
8th Chess	<a href="#">Kristie Price</a>	YES	PAID	n/a	<a href="#">OK</a>	n/a		n/a	n/a
Music Organization	<a href="#">Michele Camahan</a>	YES	PAID	n/a	<a href="#">OK</a>	n/a		n/a	NO

### III. ACCESSING THE ONLINE FORMS

#### A. MEMBER LOGIN

1. Log in by choosing the school name and entering the AD password.
2. Click on the ENTRY CENTER LOGINS link to the right of ACTIVITY TRACKER.
  - a. If signing in with the school password (school admins only), this link will be titled REGISTRATION & ENTRY CENTER LOGINS (as pictured above).
3. Click on the ENTRIES link next to Girls Softball.
4. By the date designated by the IESA, all participating schools must enter their season schedule. You will do this in the location outlined in Section III.A.5.b depicted below.
5. All schools competing in the activity of softball must complete the following by the online roster/record deadline:
  - a. Regional entry form
  - b. Regular season contests results
  - c. Comments on regular season

**Girls Softball Entry Center Menu**

Class AA - Sectional E - Regional 9 - [Assignments](#)

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

Coach: Megan Nonnemacher

**REGIONAL ENTRY FORM** - [View Roster](#) | [Lineup Card](#) - [Print Lineup](#) **CLOSED**

Your Regular Season Contests **CLOSED**

Comments on your Regular Season **CLOSED**

Rank Regional 9 Teams **CLOSED**

[Regional 9 Ranking Data by School](#) **OPEN**

[Regular Season Info for all Regional 9 Schools](#) | [All Softball Schools](#)

Team Photo & Cut Lines **CLOSED**

Team Photo Info **CLOSED** [PDF](#)

Ratings Surveys - [Sportsmanship](#) | [Officials](#)

*Completed by regional champions - names must match what is on regional entry form*

#### B. REGIONAL ENTRY FORM

1. After having clicked on the Girls Softball ENTRY CENTER link, click on REGIONAL ENTRY FORM.
2. Enter the required information for each of the players on the regional softball roster.
3. Click UPDATE ENTRIES.

**Class A Girls Softball Entry Center**  
 Entry Menu - Regional Entry Form

**ATHLETES**

Enter Athletes in Player Number Order  
 Update as often as needed - we always have access to the data shown here.

Positions: P = Pitcher; C = Catcher; 1B = 1st Base; 2B = 2nd Base; 3B = 3rd Soft; SS = Short Stop; OF = Outfield  
 Birth dates must be on or after 9/28/1998.

No.	First Name	LAST NAME	Grade	Position	Birthdate
1	<input type="text"/>	<input type="text"/>	8	OF	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	7	OF	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	7	OF	<input type="text"/>
16	<input type="text"/>	<input type="text"/>	6	P	<input type="text"/>
17	<input type="text"/>	<input type="text"/>	6	P	<input type="text"/>
18	<input type="text"/>	<input type="text"/>	6	P	<input type="text"/>

**Team Information**

Head Coach:  Manager 1:   
 Coach Email:  Manager 2:   
 Coach Phone:  EXT:  Statistician 1:   
 Assistant Coach:  Statistician 2:   
 Scorekeeper:

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.

**School Information**  
 If any of the school information below is incorrect, please notify your principal or the IESA office to make corrections.

Principal:  Conference: National Trail  
 Superintendent:  Nickname: Wildcats  
 Colors: Red & White

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.

**UPDATE ENTRIES**

**C. SEASON SCHEDULE SUBMISSION/REGULAR SEASON CONTESTS RESULTS**

1. Enter the season schedule and results for all varsity regular season contests and results (this includes regular season tournament games).
  - a. When submitting the season schedule:
    - i. Enter the opponent name.
    - ii. Select if the match was home or away in the drop-down menu.
    - iii. Enter the date of the contest.
    - iv. Click ADD THIS CONTEST.
  - b. When entering the season results:
    - i. Select EDIT for each listed contest.
    - ii. Enter each game score (If no score is entered, the system will show game as pending). The score for a forfeited game is 7-0 unless the game is forfeited after the number of innings required for a regulation game and the offending team is behind.
    - iii. When submitting the results, review that the correct date of the contest is listed in the event the contest was rescheduled due to weather, schedule change, etc.
    - iv. If any additional games were played this season that were not on your initial schedule, ensure that those contests have been added to this list as well.

**Altamont Regular Season Contests**  
[Regular Season Contests](#) - [Regular Season Comments](#)

**Contest added.**

List your regular season opponents and scores below. Leave score blank for unplayed games.

**ONLY include "A" team schedule!**

Schools	Score	Location	Date
Your School <b>Altamont</b>	<input type="text"/>	Home	<input type="text"/>
Your Opponent <input type="text"/>	<input type="text"/>	<input type="button" value="Add This Contest"/>	

**Forfeits**  
 4-2: Score of a forfeited game is 7 to 0 except if the game is forfeited after the number of innings required for a regulation game and the offending team is behind. Then the score remains as recorded. If the offending team is leading, the score shall be 7 to 0.

**Contests**  
 Regular Season Record: 2-1-0

Delete	Edit	Score	Location	Date
<a href="#">Delete</a>	<a href="#">Edit</a>	Altamont def. Windsor	4-1 Away	6/15/2012
<a href="#">Delete</a>	<a href="#">Edit</a>	St. Elmo def. Altamont	6-3 Away	6/19/2012
<a href="#">Delete</a>	<a href="#">Edit</a>	Altamont def. Beecher City	5-4 Home	6/28/2012
<a href="#">Delete</a>	<a href="#">Edit</a>	Altamont vs. Effingham St. Anthony	PENDING Away	6/29/2012

#### D. REGULAR SEASON COMMENTS

1. Enter brief comments concerning the team and season:
  - a. Key results from the head to head match up with the other teams in the regional
  - b. Make-up of the team (i.e. mostly 7<sup>th</sup> graders, brand new players to softball, etc.)
  - c. Results against larger schools
  - d. Varsity games vs. non-varsity games
2. Click UPDATE.

**Altamont Regular Season Comments**  
[Regular Season Contests](#) - [Regular Season Comments](#)

1000 character limit.

Our pitchers are 7th graders. We are rather inexperienced at many positions, but have had some kids step up. We were playing well until we lost a key defensive player that bats at the top of the lineup. Without her in the field, some bad errors led to some big innings. We get her back soon.

#### E. RANK/SEED REGIONAL TEAMS

1. The second step is open for one day.
2. Teams must rank/seed the teams in their regional online.
3. To view all information concerning each team click on VIEW REGULAR SEASON INFO.
4. Rank/Seed 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**.
  - a. Schools cannot rank/seed themselves.
  - b. Schools can rank and un-rank until the ranking/seeding period officially closes.
5. Factors to consider when ranking/seeding include:
  - a. Season record
  - b. Quality of team's competition
  - c. Smaller schools competing against larger schools (1A schools vs. 2A schools)
  - d. Head-to-head competition
  - e. Record against common opponents
  - f. Roster of post-season team

6. The way in which each school ranks/seeds other teams in the regional will be made public to all teams in a given regional after brackets have been posted - IESA expects that ranking/seeding is done with fairness, honesty and integrity.
  - a. See green arrow on page 3 – this link will appear AFTER regional brackets are posted.
  - b. If a given school has a question regarding the way in which another school ranked/seeded them, the administrators from the two schools need to communicate with each other to address the concern.

Rank Regional 1 Teams							
Unranked Teams				Ranked Teams			
School	Record	Set Team Rank		Rank	School	Record	Unrank
Bradley St. Joseph	5-12-0	4	5	1	Buffalo Tri-City	19-2-0	Unrank
Bourbonnais St. George	8-7-1	4	5	2	Bloomington Holy Trinity	11-1-0	Unrank
				3	Bartonville Oak Grove West	14-4-1	Unrank
<b>Altamont Regular Season Information</b>							
Regular Season Record: 2-1-0							
Altamont Contests							
Altamont def. Beecher City				5-4	Home		6/28/2012
St. Elmo def. Altamont				6-3	Away		6/19/2012
Altamont def. Windsor				4-1	Away		6/15/2012
Altamont vs. Effingham St. Anthony				PENDING	Away		6/29/2012
<b>Bartonville Oak Grove West Regular Season Information</b>							

#### IV. RATING OFFICIALS AND OPPONENTS

- A. Results are sent to IESA - see diagram in section III.A of this document for where to locate these ratings forms.
- B. The rating of officials and opponents may be completed for every regular season and state series contest.
  1. For rating regular season officials and opponents, the game must first be entered into the regular season schedule (see Section III.C for how to enter a game).
- C. The option to rate officials and opponents during the state series (regionals, sectionals and state finals) will be available as those games are completed.