

## for entering Regional Tournament Information, Seeds, Schedules and Scores

SIJHSAA has added the ability for Regional Organizers and Hosts to enter the Regional Tournament Game Information, Team Seeds, Game Schedules and Game Scores. This new system will allow scores to be updated instantly to the SIJHSAA website.

Only Regional Organizers and Hosts will be able to update their region's information. This must be done with your official SIJHSAA School's Athletic Director User ID and Password. If you have lost this User ID and Password please contact Geff Purcell via email at [geff@americana.com](mailto:geff@americana.com) or via cell phone at 618.267.9009 to get your account information.

**GETTING STARTED:** Go to SIJHSAA.COM and find the login prompts on the right side of the screen. If you are on a phone or tablet you might have to scroll down the page to find this login prompt.

The screenshot shows the SIJHSAA website interface. At the top, there is a navigation menu with links: HOME, SPORTS, FORUMS, SPORTS CALENDAR, MEMBER SCHOOLS, ADMINISTRATIVE, and CONTACT US. The main content area features several sections:
 

- 2019 SIJHSAA Fall Information Packet:** A notice that the packet has been e-mailed to all member school athletic directors and is available for download.
- 2019 Fall Information Packet Attachments:** A link to download the packet.
- Member School Online Profile Instructions:** Contact information for Greg Hale, Executive Director.
- Reputation and Character Quote:** A quote about reputation and character.
- 2020 SIJHSAA Girls Individual Golf State Tournament:** Details for a tournament on Wednesday, April 22, 2020, at Rend Lake Golf Complex.

 On the right side of the page, there is a login form. The form includes:
 

- A Username input field.
- A Password input field.
- A checkbox for "Remember Me".
- A red "Log in" button.
- Links for "Create an account", "Forgot your username?", and "Forgot your password?".

 A red circle is drawn around the login form fields and button.

Once you find it enter your User ID and Password and click on the red **Log In** button.

This is a close-up view of the login form. The Username field contains the text "S1250". The Password field is filled with a series of dots. Below the password field is a checkbox labeled "Remember Me". At the bottom of the form is a red button labeled "Log in". Below the button are three links: "Create an account", "Forgot your username?", and "Forgot your password?".

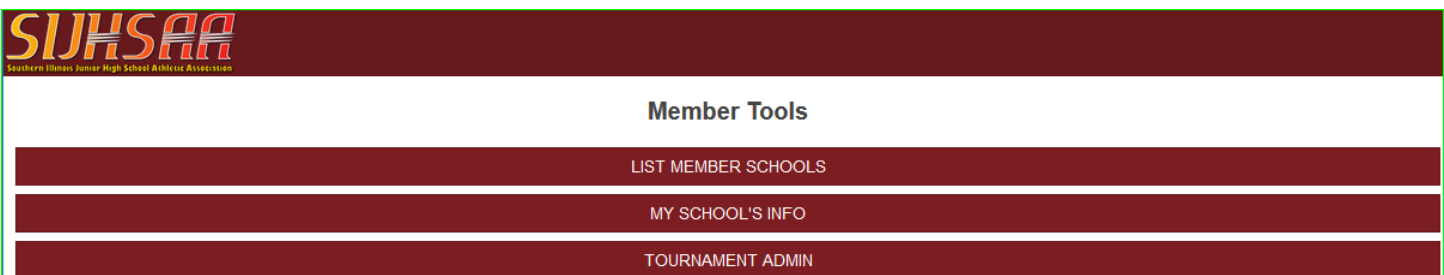
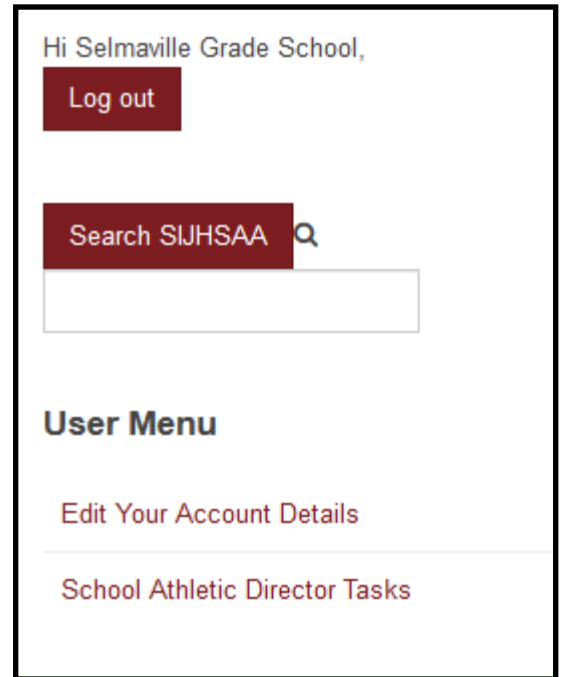
Once logged in you should see the prompts disappear and be replaced with something similar to the image on the right. If your school name does not appear correctly please contact us to get it corrected.

**USER MENU:** The User Menu will appear below the Search Box prompt. The first menu option is **Edit Your Account Details**. This will allow you to update your schools official Athletic Director email address as well as other options about your account. Please make sure this is current and correct. These Account Details only refer to your online account and not your Member School Information.

The second option is **School Athletic Director Tasks**. Instructions for editing this information are included in a separate file called **SIJHSAA Online Member Profile Instruction.pdf**

If you need this file contact us for it.

**MEMBER TOOLS:** All schools in your regional will have already been assigned to your regional. In order to correctly seed them for your regional tournament you will need to Click on the **School Athletic Director Tasks**. Once you have done that a new web browser Tab or Window will open to the **Member Tools** section. Here you are able to view the entire Member School List, edit your school’s information and if you are a Regional Organizer or Hosts be able to access Tournament Admin tools. The Tournament Admin will not show if your school is not an Organizer or Host.



Click on **Tournament Admin**. In the example below this school is the Organizer for both Class S Region 6 Baseball and Class S Region 7 Softball.

In this example we clicked on **Baseball – 2019 Class S Region 6**



**AFTER REGIONAL MEETING:** The first thing to do is assign the Tournament Host School (Circled in Red). You can either click on the down arrow to the right to select the school or click in the field where it says *Nothing selected* and start typing the school name. The computer will automatically show only schools matching what you type. If the school host is a **co-op team** select the Primary school as the host as they are the responsible school for updates.

Second in order to correctly setup the game pairings for the tournament brackets you must enter each teams correct seed that was assigned at the regional meeting (Seed fields are circled in Red). If you make a mistake entering the seeds you can press the # Clear button at the bottom left to clear all of the seeds and start again. You can also type over any number already entered to change it.

**Edit regional**

**Baseball**  
2019 Class S Region 6

Organizer: Selmaville

Host: Nothing selected

Seed	Team	
<input type="text"/>	All Saints Academy (Breese)	-
<input type="text"/>	Altamont Lutheran Interparish School	-
<input type="text"/>	Patoka-Odin Co-op	-
<input type="text"/>	Raccoon-Kell Co-op	-
<input type="text"/>	Selmaville	-
<input type="text"/>	St Peter Lutheran School	-
<input type="text"/>	Trinity Lutheran-Hoffman Co-op	-
<input type="text"/>	Willow Grove-St Mary's Cath.(Centralia) Co-op	-

# CLEAR

SAVE CANCEL

GAMES

MAKE GAMES

Seeds are incomplete

Once you have the Host and Seeds assigned the Seeds are incomplete message click on Save to complete or Cancel if you need to cancel.

**REGIONAL HOSTS AND SEEDS:** Once you have saved you will see something similar to below. Now that the seeds are entered the Make Games button is active. Click on Make Games to have the computer generate the tournament brackets.

**ENTERING SCORES:** Later when you come back to enter scores the Games button will be activated. To enter scores and pick the winner you will click on Games.

←
**Edit regional**

**Baseball**  
**2019 Class S Region 6**

Organizer

Host

Seed Team

Seed	Team	
1	All Saints Academy (Breese)	–
6	Altamont Lutheran Interparish School	–
3	Patoka-Odin Co-op	–
4	Raccoon-Kell Co-op	–
2	Selmaville	–
7	St Peter Lutheran School	–
8	Trinity Lutheran-Hoffman Co-op	–
5	Willow Grove-St Mary's Cath.(Centralia) Co-op	–

+ ADD

# CLEAR

✓ SAVE
✗ CANCEL

GAMES
MAKE GAMES

**TOURNAMENT BRACKETS:** After clicking on Make Games you will see a similar screen to below. You can hover your mouse over a game and click on it to enter or change the game information.

←

## Regional games

**Baseball**  
2019 Class 5 Region 6

**Round 1 - Quarter-Final**

*Game 1*  
All Saints Academy (Breese) vs. Trinity Lutheran-Hoffman Co-op

*Game 2*  
Raccoon-Kell Co-op vs. Willow Grove-St Mary's Cath.(Centralia) Co-op

*Game 3*  
Selmaville vs. St Peter Lutheran School

*Game 4*  
Patoka-Odin Co-op vs. Altamont Lutheran Interparish School

**Round 2 - Semi-Final**

*Game 5*  
[WINNER OF GAME 1] vs. [WINNER OF GAME 2]


*Game 6*  
[WINNER OF GAME 3] vs. [WINNER OF GAME 4]

**Round 3 - Final**

*Game 7*  
[WINNER OF GAME 5] vs. [WINNER OF GAME 6]

The diagram illustrates a single-elimination tournament bracket. It is organized into three columns: Round 1 - Quarter-Final, Round 2 - Semi-Final, and Round 3 - Final. In Round 1, four games are listed vertically. Games 1 and 2 are connected by a bracket leading to game 5 in Round 2. Games 3 and 4 are connected by a bracket leading to game 6 in Round 2. In Round 2, game 5 and game 6 are connected by a bracket leading to game 7 in Round 3. Game 7 is labeled as the 'WINNER'.

**EDIT GAME INFORMATION:** Once you have clicked on the game you can enter the date, time and location. Leave the scores and winner fields blank for now. One game day you will log back into the website and come to this same screen to enter scores and pick the winner.

 **Edit game**

**Baseball**  
**2019 Class S Region 6**

**Game 1**  
All Saints Academy (Breese) vs. Trinity Lutheran-Hoffman Co-op

Date

Time

Location

Home team score

Guest team score

Winner

Go ahead and enter date, time and location for all games on the tournament bracket. This schedule will be automatically displayed on the SIJHSAA website under its sport as soon as you save it. If you find an error you can come back and click on the Games button on the previous pages screen to change any game.

You can click on the SIJHSAA logo in the upper left of the screen anytime to return to the Member Tools main menu.

If you run into problems don't hesitate to contact Geff Purcell - [geff@americana.com](mailto:geff@americana.com) - cell: 618.267.9009