

WIAA Tournament Seed Form Entry

Last Revised: October 1, 2021

1. The WIAA Tournament system will send Seed Hosts an email with a direct link to your seed form(s). Click on that link to access and complete the form . Using this link allows you to skip step 2 & 3 in this document.

OR

Navigate to the School Directory: <https://schools.wiaawi.org> On the menu select Forms | Tournaments | Seed Forms

If you are not logged in you will be prompted to do so. Enter your WIAA website login to proceed to the Seed Form

2. Select the 'Year' and 'SportSeason' for the Tournament and click the 'View' button

3. Locate the Seed form you wish to complete. Open it by clicking the '**Region**' name underlined in red or clicking the red magnifying glass '**View**' button in the far right column.

2021-2022 BOYS SOCCER - SEED FORMS						
Click on a Regional Name to view / enter seeding						
Show: 50		Search:				
DIV ↑↓	SECT ↑↓	REGION ↑↓	TOURN ↑↓	HOST ↑↓	STATUS ↑↓	
3	1	<u>REGIONAL A</u>	2021 Test Soccer D3	Michael Blair	Ready	
3	2	<u>REGIONAL A</u>	2021 Test Soccer D3		Ready	

Note: You will only see Forms you are designated as the Seed Host. If a form you are trying to complete is not in the list, please contact the WIAA Office for assistance.

- Review the Teams in the list and select a **'Seed'** for each team using the corresponding dropdown to the right of their name.

REGIONAL TEAMS

Select a Seed for each team and then click 'Save'

Show: 50 ▾ Search:

TEAM	SEED
 Golda Meir	1 ▾
 La Crosse Logan	3 ▾
 Edgerton	4 ▾

When finished click the **'Save Seeds'** button below the list of Teams

 Hayward	2 ▾
Previous 1 Next	
Save Seeds	

If any duplicate seeds were provided or teams were missing you will be promoted to correct them. Otherwise a list of upcoming Tournament games will appear based on your seed entry. Use the black **'Reset Seeds'** button after saving to reset the teams to default and start the process over if desired. This also removes any generated contests on the form.

- Review the games and provide any necessary edits to times or locations by clicking the red pencil **'Edit'** button.

REGIONAL GAMES

Review the games created based on the seeds provided, edit any contests as desired, and click 'Submit'

Show: 25 ▾ Search:

ROUND	HOME	AWAY	LOCATION	DATE/TIME	
1	 #1 Golda Meir	 #16 Lake Mills	@Golda Meir		
1	 #2 Hayward	 #15 Kettle Moraine Lutheran	@Hayward		
1	 #3 La Crosse Logan	 #14 Marinette	@La Crosse Logan		

6. Optional: Game Edit

Provide any contest details as necessary on the Contest Details form, and click the **'Save'** button.


TOURNAMENT CONTEST DETAILS


Provide the details of the contest and click 'Save' to submit

SportSeason
 2021-2022 Boys Soccer

SportSeason
 WIAA Tournament - Regional

Contest Date

Time (optional)

PM ▾

Location (optional)

Add New

Home Team

 Golda Meir

Away Team

 Lake Mills

Host School (optional)
 Is there a school hosting this contest who is not listed as the home team? (allows for score entry)

Save

Close

The contest details will save and display on the games list with your changes as shown below

ROUND ↑↓	HOME ↑↓	AWAY ↑↓	LOCATION ↑↓	DATE/TIME ↑↓	
1	 #1 Golda Meir	 #16 Lake Mills	@Golda Meir	10/08/2021 9:00PM	

- Complete the form by clicking the **'Submit and Lock'** button at the bottom of the form. **Nothing will be finalized until you perform this action.** Seed entries will be visible to the WIAA Office but the form will not be set to 'Complete' until this is done.

Submit and Lock

Bracket

Reset Form

Optionally you can **'Reset Form'** to remove all games and seeds and start over. Or click the **'Bracket'** button to view the regional bracket games based on your seed entries.