

# Boys' Basketball

## Quarterfinal Game Instructions for Host School Administrators

## The IHSA will post the State Series schedule at 4:00 p.m. on Friday, Feb. 8, 2024

<u>Regional Quarterfinal Games:</u> The higher-seeded team will host the game on **Monday**, February 19 between 6:00 and 7:00 p.m.

\*\*The top team on the bracket is considered the home team.

If you are <u>unable to host this game</u>, you must offer your opponent the opportunity to host. Please notify the IHSA immediately by email if a host site change takes place.

# To begin the game scheduling process and assigning officials, follow these steps:

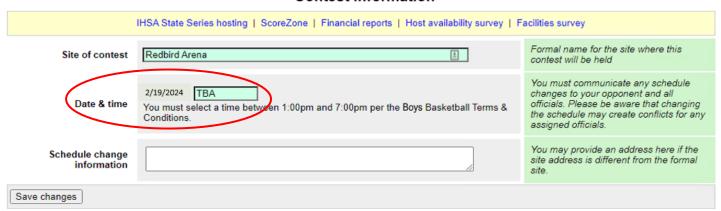
Visit IHSA.org and login to your IHSA Schools Center account.

Select Box H - IHSA State Series Hosting & ScoreZone > State Series Hosting > Click on "ScoreZone & Contest Details"

#### **CONTEST INFORMATION**

On this page, you can specify the time of the contest. The date is February 19 and starting time must be between 6:00 and 7:00 p.m. per the Boys Basketball Terms and Conditions.

#### **Contest Information**



#### PLEASE DESIGNATE YOUR GAME TIME BEFORE YOU POST ASSIGNMENTS FOR THE OFFICIALS.

#### **ASSIGNING OFFICIALS**

You will be required to assign 3 officials to your contest. Click on the "assign officials" in the red box. You will "get the red out" once 3 officials have accepted this assignment.

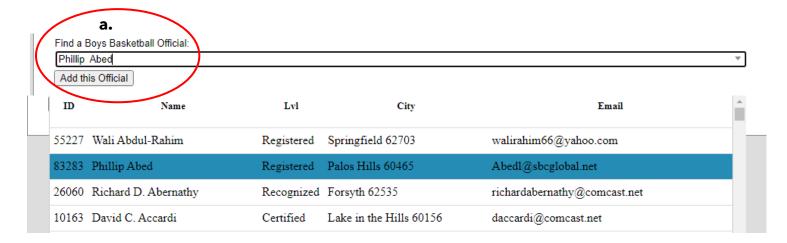


# Login to your Schools Center account > Select Box H - IHSA State Series Hosting & ScoreZone > Click on "assign officials"



#### FIND A BOY'S BASKETBALL OFFICIAL

This section will give you instructions for selecting officials. Click in the "Find a Boys Basketball Official" dropdown. The dropdown will show all active and properly licensed IHSA officials in Basketball. You can filter this list by typing a name, email address, city, first 3 numbers of zip code, or even license level. Once you select an official, click "Add this Official" to add the official to your game.



# NOTE: If you use an assigner to secure officials, you MUST still assign the officials to the game so they can be paid through ArbiterPay.

→ The administrator enters the official's name or number in the "Find a Boys Basketball Official" dropdown box then "Add this Official" to complete the assignment process.

#### **ASSIGNED OFFICIALS**

This section will show assigned officials and if they have accepted or declined the assignment. Each official will receive the posted assignment to accept or decline in their IHSA Officials Center. It is beneficial to contact assigned officials IMMEDIATELY and request them to accept or decline this assignment. You may also unassign officials who have not responded so an alternate official can be assigned.





### ScoreZone

You can update the score, time, highlights, and any unusual circumstances during the contest. Please click on **"Final Score"** at the conclusion.



### **Financial Reports**

You will <u>not</u> be submitting a financial report to the IHSA for this game. The host school keeps all ticket revenue. <u>Officials are paid directly by the IHSA through ArbiterPay</u>.

Questions? Please contact Kurt Gibson kgibson@ihsa.org