CDE Reporting on ILAgEd.org

1. Login to ILAgEd.org, then on left select <u>Event Registration</u>
2. Upper blue bar, choose either <u>Upcoming</u> (default view) or <u>Past Events</u>
3. Dropdown menu: Choose Section (State events are the default view)
4. A new drop-down box appears, choose your section
5. Select the event you wish to report
6. Upper blue bar, choose <u>Results</u>
7. Result Groups:

For a video tutorial, look under Teach, Website FAQs, then Video Help Guide on the right side of the screen.

> Events may be set up with one or more CDEs at a time- for example, Public Speaking CDE may have Creed, JV Extemp, V Extemp, etc… so we create a single "event registration" to register all students for that event. You need to create CDE Result Groups for each type of CDE that needs to be reported. In the example above, you will create three (3) result groups: one each for Creed, JV Extemp, and V Extemp.

   i. Click <u>+New Group</u>
   ii. Group Name: Give it a simple name, such as Creed or JV Extemp (no need for "Section 7" etc).
   iii. CDE Type: Use the dropdown to select the proper category of CDE
   iv. CDE Level: Varsity, JV, Greenhand, Invitational. If your event doesn't fit one of these, choose the most fitting (example, if it's a middle school contest, choose either Greenhand or Invitational)
   v. Template: The first three are "generic" and can be used for ANY CDE. If you're not sure which to select, choose the one based on what awards were given during the CDE. Contact your FCAE Program Advisor if you need help.
   We created a few samples from the most common types of reports for some CDEs that are unique. For example: Parliamentary Procedures, we give awards for not only teams and individuals but also for Chair and Secretary.
   vi. Select <u>Add Results Group</u> button at bottom of screen.
8. Once your new group is made select <u>Edit Results</u> on the right side of the line.
9. Put your cursor in the # field. Type the placing number of the individual/team. You do not have to enter them in order, the system will place them in numerical order.
10. When all Result Groups are entered and complete, double check your work, then click **<u>Submit for State Approval</u>**.

Notes/Tips

- Before or at each event, remind teachers to ensure completed registrations via the Event Registration System for all their students participating, AND THAT THEY HAVE SUBMITTED THEIR REGISTRATIONS. Some teachers will have entered numbers or student names but not yet clicked "submit." They can see their status from their login screens.
- This system works best with a computer. It does not work *as well* from a phone or tablet, but it can work.
- When entering results, using a keyboard and the "tab" key works very fast for entry. Type the number of the student placing, hit Tab, begin to type the last name of the student until their name will appear, hit tab, and hit enter. Your cursor will automatically go back into the number box and you can begin typing the last name of the next student.