

# INSTRUCTIONS FOR CREATING A CHESS INVOICE

## TO CREATE AN INVOICE

- A. Go to the IESA homepage at [www.iesa.org](http://www.iesa.org)
- B. Click on the red "Member Center Login" located at the top of the page.



- C. Select your school name (listed by city) and enter the school administrative password for your school (Athletic password will not access registration.)
- D. Click on the "Registration" link located above the Activity Tracker.



- E. Click on the appropriate link for 2023-2024. Options include:
  - Membership Dues only
  - Athletics/Scholastic (includes Membership Dues)
  - Music, and Speech are available at a later date.
  - Golf
  - Cheer
  - Chess
  - Bowling



- F. All schools must complete the survey questions presented and click "Submit Survey". All survey portions must be completed to proceed. **If your school already paid for membership for this year, the survey will not appear.**

Boys Sports		Girls Sports	
Boys Baseball	<input type="text" value="0"/>	Girls Field Hockey	<input type="text" value="0"/>
Boys Basketball	<input type="text" value="0"/>	Girls Basketball	<input type="text" value="0"/>
Boys Bowling	<input type="text" value="0"/>	Girls Bowling	<input type="text" value="0"/>
Boys Cross-Country	<input type="text" value="0"/>	Girls Cross-Country	<input type="text" value="0"/>
Boys Golf	<input type="text" value="0"/>	Girls Golf	<input type="text" value="0"/>
Boys Football	<input type="text" value="0"/>	Girls Football	<input type="text" value="0"/>
Boys Soccer	<input type="text" value="0"/>	Girls Soccer	<input type="text" value="0"/>
Boys Softball	<input type="text" value="0"/>	Girls Softball	<input type="text" value="0"/>
Boys Swimming	<input type="text" value="0"/>	Girls Swimming	<input type="text" value="0"/>
Boys Track	<input type="text" value="0"/>	Girls Track	<input type="text" value="0"/>
Boys Volleyball	<input type="text" value="0"/>	Girls Volleyball	<input type="text" value="0"/>
Boys Wrestling	<input type="text" value="0"/>	Girls Wrestling	<input type="text" value="0"/>

List the number of students from your school who participate in each activity your school offers.

This applies for all activities, including IESA state series and those activities in which you do not participate in the IESA state series.

G. On the next screen, insert the number of entries in the appropriate boxes to add them to your invoice for payment.

**2023-2024 Chess Registration**

**This form indicates the activities you registered for the 2023-2024 school year. Check boxes below and submit this form to pay dues and register for activities.**

NOTE: Submitting this form with your school password denotes that your Board of Education has authorized your membership in the IESA, and that you are in compliance with the by-laws of the IESA.

**IESA Membership Dues**

2023-2024 Membership – RENEWED 7/25/2023

**Chess Registration - Step #1**

**INSTRUCTIONS**

1. Insert entry numbers under "Add Entries" column
2. Up to **10** 6th grade, **10** 7th grade, and **10** 8th grade entries per school are allowed
3. Proceed to Step #2

NOTE: A total of **1500** entries will be accepted. Entries that exceed this limit will be held in waiting, on a first come, first served basis, in the event previously registered entries again become available. **You will be notified** if you become eligible to register additional entries.

**Activities you participated in last year are displayed in RED**

Activity	Postmarked Entry Date and Fees	Final Postmarked Entry Date and Fees	Pending Entries	Registered Entries	Total Entries	Add Entries
2024 6th Grade Chess	To 1/24/2024 <b>\$15.00</b> per entry	2/3/2024 to 2/9/2024 <b>\$15.00</b> per entry - Double Fees waived	0	0	0	<input type="text" value="0"/>
2024 7th Grade Chess	To 1/24/2024 <b>\$15.00</b> per entry	2/3/2024 to 2/9/2024 <b>\$15.00</b> per entry - Double Fees waived	0	0	0	<input type="text" value="0"/>
2024 8th Grade Chess	To 1/24/2024 <b>\$15.00</b> per entry	2/3/2024 to 2/9/2024 <b>\$15.00</b> per entry - Double Fees waived	0	0	0	<input type="text" value="0"/>

- Entries submitted during the **Final Entry Period** incur a **double entry fee**.
- Double entry fees are **waived** for schools participating in an activity for the **first time**.
- **No waivers** will be granted for any **late entries**.

H. Complete all the remaining levels of the registration process, clicking "Proceed..." as steps are completed.

- I. A registration summary will be provided to check all entries for your school. Complete Coach information, Submitter name, email, and school password must all be provided to proceed. After review, click "Proceed to Final Invoice".

**2023-2024 IESA Registration**

Please update the information below before continuing.

**Chess Registration - Step #2**

- No waivers will be granted for any late entries.

Activity	Director	Email	Cell		
6th Chess	TBD	tom@yahoo.com			
7th Chess	Tom Jenkins	tom@yahoo.com	309	829	0114
8th Chess	Tasha Tudor	Tasha@aol.com	309	829	0114

Activity	Fee	Entries	Subtotal	
2024 6th Chess	\$15.00	10	\$150.00	Remove
2024 7th Chess	\$15.00	10	\$150.00	Remove
2024 8th Chess	\$15.00	10	\$150.00	Remove
<b>TOTAL FEES OWED</b>			<b>\$450.00</b>	<a href="#">Change Entries</a>

Checks must be postmarked by January 24, 2024.

Your Name	<input type="text"/>	Enter your name as submitter.
Your Email	<input type="text"/>	Send email confirmation of this submission to this email address.
Confirm Email	<input type="text"/>	Type email address again to confirm accuracy.
School Password	<input type="text"/>	Enter your school password as administrator signature.

NOTE: Submitting this form with your school password denotes that your Board of Education has authorized your membership in the IESA, and that you are in compliance with the by-laws of the IESA.

Proceed to Final Invoice

All coach and submitter information must be entered to proceed to final invoice.

- J. An **invoice** will be generated at the final page of the process and a confirmation email will be sent to the email address you provided during the registration process.
- K. **Submit the invoice** to your bookkeeper/business manager to forward with a check for total amount shown.
- L. *Only school-issued checks will be accepted.* Please do not send personal checks or purchase orders. **Observe all deadlines to avoid late charges. PAYMENT MUST BE POSTMARKED BY THE DEADLINE TO AVOID LATE CHARGES.**