

Illinois Elementary School Association



Instructions for IESA Music Online Participation SOLO AND ENSEMBLE

DEADLINE: The Participant Information Deadline is **February 9, 2024.**


Music Directors: In order to enter information for the upcoming music contests.
Use the following credentials to access the Music Entry Center.

Use this box to record your password information that you received by email from the IESA.

City and School Name:	_____
Music Password:	_____

Step 1: MUSIC ENTRY CENTER

- Go the IESA website at www.iesa.org
- Click on the red tab at the top: "School and Officials Log-in."
- Choose your City/School from the drop-down menu.

IESA Login	
IESA Member School Login Administrators, coaches, directors log in here. Choose your school and enter your password to log in. School: Choose City/School  Password: <input type="password"/> Click here to log in HELP! I don't know the password!	IESA Officials Login IESA officials log in here. Enter your IHSA Official ID and password to log in. IHSA Official ID: <input type="text"/> Password: <input type="password"/> Click here to log in HELP! I don't know the password!

Step 2: DIRECTOR INFORMATION

- Enter ALL information for your music director (name, email, cell number)
- The host will use this information to contact your school regarding the contest.
- Please double check for accuracy.

***Important Note:** If your school has already filled this information in while adding participants for Organization, then you will NOT have to do this again. Skip to Step #3.

IESA Member Center

[Menu](#) **Bloomington King** [Log Out](#)

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 10:05:07 PM [CONCUSSION CERTIFICATION](#)

Music Entry Center

[Entry Menu](#)

Bloomington King Music Director Contact Information

Org Instrumental Director is a required field.

	Name	Email	Cell
S&E Instrumental Director	Kristen Dalfonso	kristen@iesa.org	30 82 011
S&E Vocal Director	Kristen Dalfonso	kristen@iesa.org	30 82 011
Org Instrumental Director	Kristen Dalfonso	kristen@iesa.org	30 82 011

[Click here to continue](#)

Step 3: ACCOMPANISTS

- This will give entry to the Music Center. This is the main page to navigate.
- Begin by adding the accompanists. Click "Accompanists."

IESA Member Center

[Menu](#) **Bloomington King** [Log Out](#)

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 10:22:12 AM [CONCUSSION CERTIFICATION](#)

Music Entry Center Menu

Solo & Ensemble			Organization			
Area 7			Area 6			
Director	Activity Probation	Entry Form	Director	Activity Probation	Entry Form	Co-op
Kristen Dalfonso	OK	2/15/2023	Kristen Dalfonso	OK	4/3/2023	NO
Kristen Dalfonso	OK	2/15/2023	Sheri Strohl	OK	4/3/2023	NO

Begin by adding your accompanists

[Accompanists](#) | [Participants List](#) [OPEN](#) [Events List](#) - [Participant Roster](#) | [Event Roster](#)

Begin by adding your accompanists

[Accompanists](#) [OPEN](#) [Events List](#)

Email Area 7 - [Directors](#) | [Administrators](#) [Update Director Contact Info](#)

Email Area 6 - [Directors](#) | [Administrators](#) [Update Director Contact Info](#)

Step 4: ACCOMPANISTS

- Enter the first accompanist's name, then click "Add Accompanist."
- Add the next accompanist using the same directions.
- If you will be using SmartMusic, click on the "Add Smart Music" button.
- Note: Any accompanist used previously should be listed for you.

IESA Member Center

Menu **Bloomington King** [Log Out](#)

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 11:27:05 PM [CONCUSSION CERTIFICATION](#)

Music Organization Entry Center

[Entry Menu](#)

Bloomington King Accompanists

[Add New Accompanist](#) | [Events List](#) | [Accompanists List](#)

First Name	Last Name	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add Accompanist"/>

	Name	Grade	
Delete	Johnson, Craig		Edit Accompanist

Step 5: PARTICIPANTS

- When entering the list of participants, it will create a complete list of students for you to add to each event.
- Add first and last name, year in school, and years of experience.
- No event information should be included in this step.
- Years of experience should reflect the number of years of experience with the instrument or vocal performance.
- If the student is performing on multiple instruments, indicate the years on the least familiar instrument.
- If a student has special accommodation, please indicate this in the appropriate space.
- Accommodation includes wheelchair access, speech impediments, etc.
- Please do NOT indicate schedule requests in the accommodation area.
- Click "Add Participant" to save the information. (Information will not be saved otherwise).

IESA Member Center

Menu **Bloomington King** [Log Out](#)

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 10:22:20 AM [CONCUSSION CERTIFICATION](#)

Music Solo & Ensemble Entry Center

[Entry Menu](#)

Bloomington King Participants

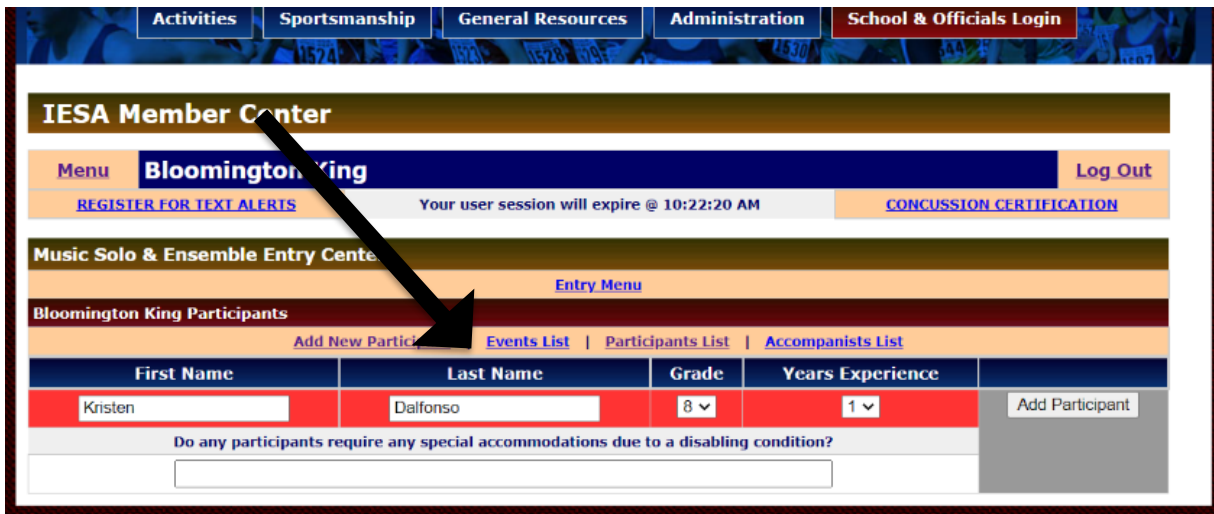
[Add New Participant](#) | [Events List](#) | [Participants List](#) | [Accompanists List](#)

First Name	Last Name	Grade	Years Experience	
<input type="text" value="Kristen"/>	<input type="text" value="Dalfonso"/>	<input type="text" value="8"/>	<input type="text" value="1"/>	<input type="button" value="Add Participant"/>

Do any participants require any special accommodations due to a disabling condition?

Step 5: ADDING PARTICIPANTS TO EVENTS

- From the participant page, click “EVENTS LIST.”



IESA Member Center

Menu **Bloomington King** Log Out

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 10:22:20 AM [CONCUSSION CERTIFICATION](#)

Music Solo & Ensemble Entry Center [Entry Menu](#)

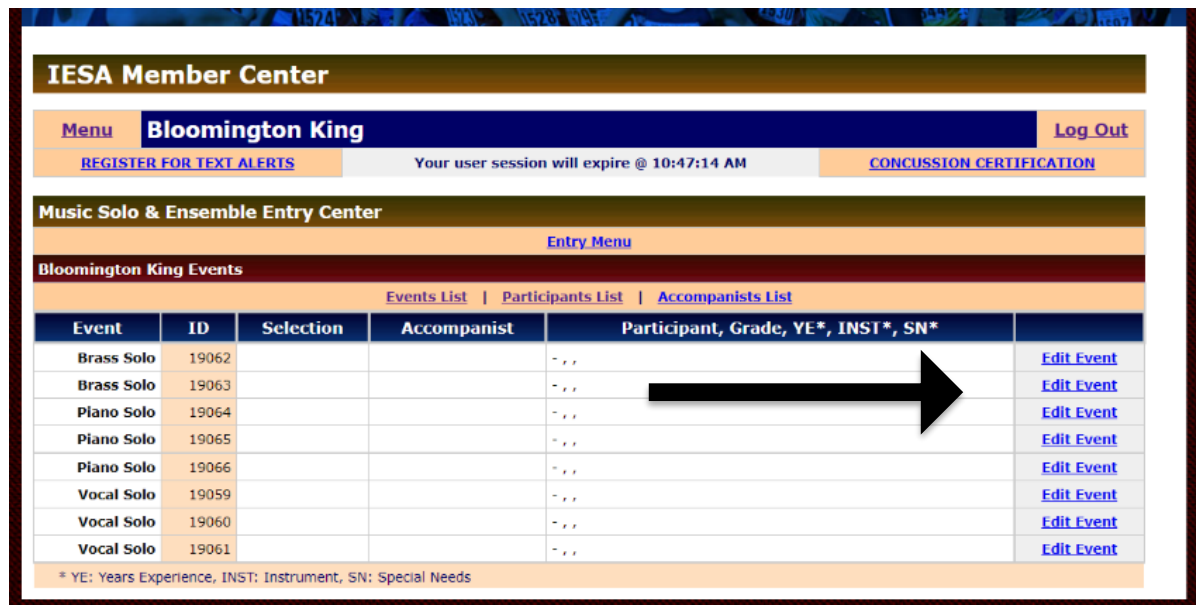
Bloomington King Participants

[Add New Participant](#) [Events List](#) | [Participants List](#) | [Accompanists List](#)

First Name	Last Name	Grade	Years Experience	
Kristen	Dalfonso	8	1	<input type="button" value="Add Participant"/>

Do any participants require any special accommodations due to a disabling condition?

- Click “Edit Event”



IESA Member Center

Menu **Bloomington King** Log Out

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 10:47:14 AM [CONCUSSION CERTIFICATION](#)

Music Solo & Ensemble Entry Center [Entry Menu](#)

Bloomington King Events

[Events List](#) | [Participants List](#) | [Accompanists List](#)

Event	ID	Selection	Accompanist	Participant, Grade, YE*, INST*, SN*	
Brass Solo	19062			- - -	Edit Event
Brass Solo	19063			- - -	Edit Event
Piano Solo	19064			- - -	Edit Event
Piano Solo	19065			- - -	Edit Event
Piano Solo	19066			- - -	Edit Event
Vocal Solo	19059			- - -	Edit Event
Vocal Solo	19060			- - -	Edit Event
Vocal Solo	19061			- - -	Edit Event

* YE: Years Experience, INST: Instrument, SN: Special Needs

Step 5: ADDING PARTICIPANTS TO EVENTS (Cont.)

- For each event, the following must be filled out:
 - Selection:**
 - Enter the title of the selection. "TBD" is not an acceptable title for the selection.
 - Order the selection (1,2, 3 etc.)
 - Click "Add Selection" to save.
 - Accompanist:**
 - Either select "No accompanist" or "Set accompanist" and then choose the accompanist.
 - Please keep in mind that each accompanist is only permitted to accompany 20 events.
 - Participants:**
 - Choose the participant from the dropdown menu.
 - Enter the instrument.
 - Select "Add Participant."

Menu **Bloomington King** Log Out

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 10:53:25 AM [CONCUSSION CERTIFICATION](#)

Music Solo & Ensemble Entry Center

[Entry Menu](#)

Bloomington King Events

[Add New Participant](#) | [Add New Accompanist](#) | [Events List](#) | [Participants List](#) | [Accompanists List](#)

Event #19062 - Brass Solo [PREV EVENT](#) - [NEXT EVENT](#)

Selections One selection required for this entry.

Order	Selection	
1		Add Selection

Accompanist No accompanist [Set Accompanist](#)

Participants One participant required for this entry.

Participant	Instrument	
Choose a participant		Add Participant

Choose a participant
Dalfonso, Kristen
Strohl, Sheri

Enter an error message, please contact our webmaster.
Tell us your school, and be as specific as you can about the problem.

To repeat the process with other purchased events:

- Click the Events List.
- Choose the next event to edit.
- Repeat the process for each event.

***NOTE: A complete listing by event can be accessed by the main menu.**

IESA Member Center

Menu **Bloomington King** Log Out

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 11:02:19 AM [CONCUSSION CERTIFICATION](#)

Music Solo & Ensemble Entry Center

[Entry Menu](#)

Bloomington King Events

[Events List](#) | [Participants List](#) | [Accompanists List](#)

Event	ID	Selection	Accompanist	Participant, Grade, YE*, INST*, SN*	Edit Event
Brass Solo	19062	Eye on the Prize	Sheri Strohl	Kristen Dalfonso - 8, 1, trumpet	Edit Event
Brass Solo	19063				Edit Event
Piano Solo	19064				Edit Event
Piano Solo	19065				Edit Event
Piano Solo	19066				Edit Event
Vocal Solo	19059				Edit Event
Vocal Solo	19060				Edit Event
Vocal Solo	19061				Edit Event

* YE: Years Experience, INST: Instrument, SN: Special Needs

Error Messages:

- Responses with **ERROR** messages will be listed in **RED** at the top of the page.
- If the platform with not accept an entry, check at the top of the page for a message.

ADDITIONAL INFORMATION

Correcting/Deleting Entries

- To make corrections to an entry, click on the “**EDIT EVENT**” button for the event you need to correct.
- Make the necessary corrections to the information and click the “**UPDATE**” button.
- To change selection information, either update the existing information and click “UPDATE” or delete the existing information. If the existing information is deleted, make sure to click on the “ADD THIS SELECTION” for the new selection information.

Participant Information Deadline

- The deadline for entering participant information is **February 9**.
- Changes to the information can be made before the deadline.
- After that time, contact the host regarding possible changes to participant information.

Purchasing Additional Entries

- The host will not be able to accept additional entries.
- **The deadline to purchase additional entries is February 1.**
- Additional entries can be purchased by going to the IESA member center and creating an invoice for those entries.
- As soon as the invoice is paid to the IESA, those entries will appear online.

Event Changes

- After the Wednesday of Week 33, all event changes must include a \$25.00 fee made payable to the host school.
- Participant name changes within an entry or the elimination of an entry will continue to be accepted by hosts with no penalty.

Emailing Your Area

- Email addresses are available for the schools participating in your area.
- After logging in with your music password, click to the right of EMAIL YOUR AREA to obtain email addresses of directors or administrators.

Updating Your Director Information

- If there is an error in the director contact information, update the information by clicking on “UPDATE MUSIC DIRECTOR CONTACT INFO.”
- It is very important that this information is correct.