

# Online Music Registration Instructions



The following steps should be followed to register for music activities for 2018-19

1. Got to the IESA homepage [www.iesa.org](http://www.iesa.org)
2. Click on the red 'Member Center Login' located at the top of the left-hand menu.
3. Select your school and enter your SCHOOL password (*your administrator will have this information*).
4. Click on the link for 'Dues and Music' for 2018-19. The activities listed in red on this menu indicate your school's participation last year.
5. Proceed through all levels of registration process, clicking 'Proceed...' as steps are completed.
6. An **invoice** will be generated as the final page of the process and a confirmation email will be sent to the email address you provided during the registration process.
7. **Submit** your invoice to your bookkeeper/business manager and forward with a check for the total amount shown.
8. Entries must be postmarked by January 28, 2019 to avoid late fees.

Note: The IESA only accepts school issued checks. Please make sure your business manager has enough time to cut the check as late fees are decided based on when the invoice and check are postmarked, **not** when your school registered online.

## Following receipt of your Invoice and Check in the IESA Office

Your school will receive one music password mailing. This password resets each school year. Please share the new password with all music directors at your school. The participant information entered online will be sent to the host school who will be able to download all the entry information. More detailed information will be included in the music password memo.

1. Each school will receive a music password mailing.
2. This memo will contain a music specific website and password.
3. Access the website with your music specific password.
4. Upon your first time accessing this site you will be asked to enter your name and email address. (*This will be used for the host and your area's schools to communicate with you.*)
5. Events you purchased will be listed.
6. First enter **all** your participating students. Then click on a event and choose student from the drop down menu, then enter selections and accompanist. Then click on 'Return to Music Entries List' and edit the next event.

**Contestant Information  
must be entered by:**

**S&E: February 25, 2019  
Organization: Mar. 29, 2019**

