



ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2009-2010 INSTRUCTIONS FOR ON-LINE PARTICIPANT REGISTRATION

Use this box to record User ID and password information.

School Name:	«CommonName»
Music Password:	«MUPass»
Log-in:	Through the Music page on the IESA website <u>OR</u> through the Member Center Login

PARTICIPANT REGISTRATION MAY BEGIN NOW. REGISTRATION WILL END @ Midnight: FEBRUARY 26 FOR S&E AND APRIL 2 for Organization

ALL PARTICIPANT INFORMATION MUST BE SUBMITTED ON-LINE.

I. MUSIC Entry Center

- A. Use the registration area provided above to access the Music Entry Center.
- B. It is also possible to reach the Music Entry Center from the Member Center Login located on the homepage of the IESA website. Once you reach the Music Entry Center, you will need to select your school from the drop-down menu and enter the Music Password provided for your school (above box). **Choose your school and enter your password to log in.**

Administrators and directors log in here.

User IDs are no longer needed - choose your school by common name (city first), ex. Normal Parkside.

Your School	<input type="text" value="Taylorville JHS"/>
Password	<input type="password"/>
<input type="button" value="Click here to log in"/>	

[HELP! I don't know the password!](#)

- D. After entering your password, you will be asked to enter the name, phone number, and email for your Music director(s). You will only be asked to enter this information the first time that you log-in to the system. This information is extremely important. Please enter it correctly. Your host will use this information to contact your school regarding your contest. This can also be completed from the by clicking "Update Director Contact Information" on the Music Entries page. **Music Entry Forms**

Please enter information about your directors before proceeding.

S&E Vocal Director (required)
S&E Vocal Director Email (required)
S&E Vocal Director Phone

S&E Instrumental Director (required)
S&E Instrumental Director Email (required)
S&E Instrumental Director Phone
Org Vocal Director (required)
Org Vocal Director Email (required)
Org Vocal Director Phone

Org Instrumental Director (required)
 Org Instrumental Director Email (required)
 Org Instrumental Director Phone

Click here to continue

II. Participant Registration

A. After you have entered all of your Director Information you will be taken to the participant registration screen for your school. The first step should be to enter each of your accompanists.

Your Music Entries

[Update Director Contact Information](#)

Organization Area 7	Solo & Ensemble Area 8																																																							
Display All Your Org Data Email Area 7 Schools - SET WINNERS	Display All Your S&E Data Email Area 8 Schools - SET WINNERS																																																							
AREA 7 ENTRY DATA: PC Mac List Area 7 Accompanists	AREA 8 EVENT DATA: PC Mac AREA 8 CONTESTANT DATA: PC Mac AREA 8 COMBINED DATA: PC Mac																																																							
Edit Your Accompanists	Edit Your Accompanists																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th>ID</th> <th>Org Entries</th> <th>Accompanists</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">161</td> <td>Concert Band</td> <td>Allen, Margie</td> </tr> <tr> <td style="text-align: center;">162</td> <td>Chorus</td> <td></td> </tr> </tbody> </table>	ID	Org Entries	Accompanists	161	Concert Band	Allen, Margie	162	Chorus		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="2">Vocals</th> <th colspan="2">Instrumentals</th> <th>Accompanists</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3174</td> <td>Vocal Ensemble</td> <td style="text-align: center;">3172</td> <td>Percussion Ensemble</td> <td rowspan="13" style="text-align: center; vertical-align: middle;">Roberts, Melissa</td> </tr> <tr> <td style="text-align: center;">3175</td> <td>Vocal Ensemble</td> <td style="text-align: center;">3173</td> <td>Woodwind Ensemble</td> </tr> <tr> <td style="text-align: center;">3176</td> <td>Vocal Ensemble</td> <td style="text-align: center;">3179</td> <td>Percussion Solo</td> </tr> <tr> <td style="text-align: center;">3177</td> <td>Vocal Ensemble</td> <td style="text-align: center;">3180</td> <td>Percussion Solo</td> </tr> <tr> <td style="text-align: center;">3178</td> <td>Vocal Ensemble</td> <td style="text-align: center;">3181</td> <td>Woodwind Solo</td> </tr> <tr> <td style="text-align: center;">3186</td> <td>Vocal Solo</td> <td style="text-align: center;">3182</td> <td>Woodwind Solo</td> </tr> <tr> <td style="text-align: center;">3187</td> <td>Vocal Solo</td> <td style="text-align: center;">3183</td> <td>Woodwind Solo</td> </tr> <tr> <td style="text-align: center;">3188</td> <td>Vocal Solo</td> <td style="text-align: center;">3184</td> <td>Woodwind Solo</td> </tr> <tr> <td style="text-align: center;">3189</td> <td>Vocal Solo</td> <td style="text-align: center;">3185</td> <td>Woodwind Solo</td> </tr> <tr> <td style="text-align: center;">3190</td> <td>Vocal Solo</td> <td></td> <td></td> </tr> </tbody> </table>	Vocals		Instrumentals		Accompanists	3174	Vocal Ensemble	3172	Percussion Ensemble	Roberts, Melissa	3175	Vocal Ensemble	3173	Woodwind Ensemble	3176	Vocal Ensemble	3179	Percussion Solo	3177	Vocal Ensemble	3180	Percussion Solo	3178	Vocal Ensemble	3181	Woodwind Solo	3186	Vocal Solo	3182	Woodwind Solo	3187	Vocal Solo	3183	Woodwind Solo	3188	Vocal Solo	3184	Woodwind Solo	3189	Vocal Solo	3185	Woodwind Solo	3190	Vocal Solo		
ID	Org Entries	Accompanists																																																						
161	Concert Band	Allen, Margie																																																						
162	Chorus																																																							
Vocals		Instrumentals		Accompanists																																																				
3174	Vocal Ensemble	3172	Percussion Ensemble	Roberts, Melissa																																																				
3175	Vocal Ensemble	3173	Woodwind Ensemble																																																					
3176	Vocal Ensemble	3179	Percussion Solo																																																					
3177	Vocal Ensemble	3180	Percussion Solo																																																					
3178	Vocal Ensemble	3181	Woodwind Solo																																																					
3186	Vocal Solo	3182	Woodwind Solo																																																					
3187	Vocal Solo	3183	Woodwind Solo																																																					
3188	Vocal Solo	3184	Woodwind Solo																																																					
3189	Vocal Solo	3185	Woodwind Solo																																																					
3190	Vocal Solo																																																							

B. Enter each of your accompanists by clicking on "Edit Your Accompanists".

Your Music Solo & Ensemble Accompanists			Entries List
Delete	Last Name	First Name	Add/Update
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input >="" <="" td="" type="button" value=" < Add Accompanist "/>

- C. After you have added all your accompanists; go back to your entries list to register students into an event, click on the event.
- D. Choose the accompanist from the drop down menu and click update accompanist. **Please keep in mind that each accompanist is only permitted to accompany 20 events.**
- E. Enter the selection for the event and then click on 'Add this selection'. TBD is not an acceptable title for this step of the entry.
- F. Enter the student's First Name, Last Name, Instrument, Grade, Year in Contest and special needs. Then click Add This Contestant.

IF YOU DO NOT CLICK THESE BUTTONS AFTER ENTERING PARTICIPANT INFORMATION, THE INFORMATION WILL NOT BE SAVED!

Music Solo & Ensemble- Brass Solo – Entry #10					Entries List - Edit Accompanists PREV ENTRY - NEXT ENTRY	
Accompanist: <input type="text" value="None"/>					< Update Accompanist	
One selection required for this entry.						
<input type="text" value="Mary Had a Little Lamb"/>					< Add This Selection	
One contestant required for this entry.						
First Name	Last Name	Instrument (if applicable)	Grade	Year in Contest	Special Needs	
<input type="text" value="Joe"/>	<input type="text" value="Tuba"/>	<input type="text" value="Trumpet"/>	<input type="text" value="6"/>	<input type="text" value="1"/>	<input type="text"/>	< Add Contestant

- G. If your participant has special needs, please indicate this in the appropriate space. The special needs box **does not** include time scheduling requests. This box is for your student who requires any special accommodations due to a disabling condition. If you have time requests please email the host school this information, but keep in mind that the host school does not have to honor this request when scheduling the contest day.
- H. Once you have finished with an entry, you may do any of the following.
 - a. Click “Next Entry”- This will automatically take you to next entry. You may then enter participant information.
 - b. Click “Entries List”- This will take you to a listing of your entries and participants.
 - c. Click “Previous Entry”- This will automatically take you to the prior entry.
- I. RESPONSES AND ERROR MESSAGES WILL BE LISTED IN RED AT THE TOP OF THE PAGE. IF THE PROCESS WILL NOT ACCEPT AN ENTRY, CHECK THE TOP OF THE PAGE FOR A MESSAGE.
- J. Repeat this process for all events in which you will be registering participants.
- K. You may return to the main menu at any time by clicking on the “Entries List” link.
- L. A complete listing by event and student can be accessed from the main menu.

III. Correcting/Deleting Entries

- A. If you need to make corrections to any entry, click on the event in which the participant was entered.
- B. Make the necessary corrections to the information and click on the “Update” button listed to the right-hand side of the contestant information.
- C. You may remove a contestant from an event by clicking on the “Delete” button listed to the right-hand side of the contestant information. You will get a message that asks you if you are sure that you want to delete the information.

IV. Your Participant Information

- A. As you enter information, you will notice that your students’ names appear on the right hand side of the main page. This will give you an opportunity to access information by event or student.

Edit Your Accompanists																
	<table border="1"> <thead> <tr> <th colspan="2">Instrumentals</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Mixed Instrumental Ensemble</td> </tr> <tr> <td>8</td> <td>Piano Solo</td> </tr> <tr> <td>9</td> <td>String Solo</td> </tr> <tr> <td>10</td> <td>Brass Solo</td> </tr> <tr> <td>11</td> <td>Woodwind Solo</td> </tr> </tbody> </table>	Instrumentals		7	Mixed Instrumental Ensemble	8	Piano Solo	9	String Solo	10	Brass Solo	11	Woodwind Solo	<table border="1"> <thead> <tr> <th>Contestants</th> </tr> </thead> <tbody> <tr> <td>Tuba, Joe</td> </tr> </tbody> </table>	Contestants	Tuba, Joe
Instrumentals																
7	Mixed Instrumental Ensemble															
8	Piano Solo															
9	String Solo															
10	Brass Solo															
11	Woodwind Solo															
Contestants																
Tuba, Joe																

B. You may view all of your participant information by clicking on the “Display All Your Data” link located above your entries.

IV. Entry Deadlines

- A. Please refer to the registration deadline listed at the beginning of these instructions. You will be able to make changes to your information until the deadline. After that time, you will need to contact your host regarding possible changes to participant information.
- B. Your host will not be able to accept additional entries. Please do not contact your host to add entries. Contact the IESA Office- 309-829-0114.
- C. After the Monday of Week 35, 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.

V. Emailing Your Area

- A. It is possible to email the schools in your area from the Music Entry Center.
- B. To email the participating schools, click on the “Email Area ## Schools” link located above your entries.
- C. Clicking that link will take you to an email form.
- D. Fill in the appropriate information in each of the fields.

Music Solo & Ensemble Host Mailer [Entries List](#)

**Send mail to area schools with email addresses listed.
Also sends to Sender Email**

* Denotes a required field.

Sender *

Sender Email*

Subject *

Your Message *

Area 17 Schools				
School	Voc	Email	Inst	Email
Bloomington King				

- E. After you have typed in your message, click on the “Send” button. You must click this button for the email to be sent. The email will be sent to all of the schools listed beneath the send button.
- F. You may return to your Music entries from this page by clicking on the “Your Music Entries” located above the email form.

VI. Merchandise

- A. The Cubby Hole is the IESA merchandiser for all state events.
- B. The Cubby Hole will ship t-shirts to your contest host who will sell them on-site.
- C. A pre-order form has been included with your password letter for you to send directly to The Cubby Hole and have your t-shirts waiting for you at the host school on the contest day.
- D. All artwork can be viewed on the IESA website.
- E. You may contact The Cubby Hole at 1-800-235-2071.