



ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2021-2022 INSTRUCTIONS FOR ON-LINE PARTICIPANT REGISTRATION

Use this box to record User ID and password information.

School Name:	_____
Music Password:	_____
Log-in:	<i>Through the Member Center Login on the IESA website.</i>

**PARTICIPANT REGISTRATION MAY BEGIN NOW.
REGISTRATION WILL END @ Midnight:
S&E- NO ONLINE ENTRY
APRIL 1 for Organization**

ALL PARTICIPANT INFORMATION MUST BE SUBMITTED ON-LINE.

I. MUSIC Entry Center

- A. Use the registration information provided above to access the Music Entry Center.
- B. It is also possible to reach the Music Entry Center from Music Activity page. 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 music 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

Password

[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 all 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.

II. Participant Registration – Creating your list of students and accompanists

A. After you have entered all your Director Information you will be taken to the Music Entry Center for your school. From this main page, you will be able to access all the links necessary to register your students.

Music Entry Center Menu	
Solo & Ensemble	Organization
Area 1 - Assignments	Area 1 - Assignments
Begin by adding your accompanists	
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">1</div> Accompanists Participants List <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">2</div> OPEN	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">2</div> Accompanists OPEN
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">3</div> Events List - Participant Roster Event Roster Open thru Wednesday of Week 33 midnight	Events List Open thru Friday of Week 39 midnight
Email Area 1 - Directors Administrators Update Director Contact Info	Email Area 1 - Directors Administrators Update Director Contact Info

B. The first step is to enter each of your accompanists. Click "Accompanists" in the music entry center. Enter each of your accompanists by clicking on "Add Accompanists". If you will be using SmartMusic, please add SmartMusic to your list of accompanists.

Your Music Solo & Ensemble Accompanists
[Entries List](#)

Delete	Last Name	First Name	Add/Update
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">1</div>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="background-color: #cccccc; border: 1px solid #000080;" type="button" value=" < Add Accompanist "/>

C. Next enter your list of participants. This will create a complete list of students for you to add to each event. You will need to enter first and last name, year in school, and year in contest. *No event information should be included in this step.*

D. Enter appropriate information for the students into the specific areas.

[Entry Menu](#) - [S&E Host Administration](#) - [Org Host Administration](#)

Bradley Central Participants

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

First Name	Last Name	Grade	Year In Contest	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	8 <input style="width: 20px;" type="text"/>	1 <input style="width: 20px;" type="text"/>	<input style="background-color: #cccccc; border: 1px solid #000080;" type="button" value="Add Participant"/>
Do any participants require any special accommodations due to a disabling condition?				You must click on the info. will not be saved.
<input style="width: 90%;" type="text"/>				

E. If your participant has special accommodations, please indicate this in the appropriate space. Special accommodations might include: wheelchair access, speech impediment, etc. ***Please do not indicate scheduling requests in this area.***

F. Click "Add Participant". ***If you do not click this button after entering the participant information, the information will not be saved!***

G. After entering each participant, you will be able to see your list of participants below.

Music Solo & Ensemble Entry Center

[Entry Menu](#) - [S&E Host Administration](#) - [Org Host Administration](#)

Bradley Central Participants

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

First Name	Last Name	Grade	Year In Contest			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Submit"/>		
Do any participants require any special accommodations due to a disabling condition?						
<input type="text"/>						
Delete	Name	Grade	YIC	SN	Events	Edit Participant
Delete	Cochran, Julie	7	2			Edit Participant

III. Adding Contestants to Events

- After you have finished entering your list of accompanists and participants, you are ready to enter students into events.
- Click on the "Events List" form the main menu in the Music Entry center. A list of your events will show.

Music Solo & Ensemble Entry Center

[Entry Menu](#) - [S&E Host Administration](#) - [Org Host Administration](#)

Bradley Central Events

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

Event	ID	Selection	Accompanist	Participant, Grade, YIC*, INST*, SN*	
Brass Ensemble	3621				Edit Event
Brass Ensemble	3625				Edit Event

3

- To enter students into an event, click on the "Edit Event" link next to a particular event.
- Once you have selected an event, you may begin adding information for that event.
- Begin by adding the selection to be performed and click "Add Selection". *TBD is not an acceptable title for this step.* You must click "**Add Selection**" for the information to be saved.

Music Solo & Ensemble Entry Center

[Entry Menu](#) - [S&E Host Administration](#) - [Org Host Administration](#)

Bradley Central Events

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

Event #3621 — Brass Ensemble

[PREV EVENT](#) - [NEXT EVENT](#)

Selections	Selection requirements for this entry have been met.	
	Selection	
	<input type="text"/>	<input type="button" value="Add Selection"/>
	Russian Folk Song	<input type="button" value="Delete"/> <input type="button" value="Update"/>

- Next select accompanist and click "Set Accompanist". **Please keep in mind that each accompanist is only permitted to accompany 20 events.** If SmartMusic is being used, please select that from the accompanist list. You must click "Submit" to save information.

Accompanist	<input type="text"/>
-------------	----------------------

G. Next select a student into the event from the "Choose a Participant" drop down menu. Click "Add Participant" to save the information in this step.

Participants	Participant	Instrument	
	Choose a participant ▼	<input type="text"/>	Add Participant
	Owen, Jeremiah	<input type="text"/>	Delete Update

H. RESPONSE 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.

- I. Repeat the same process for all events.
- J. A complete listing by event and student can be accessed from the main menu.

Music Solo & Ensemble Entry Center

[Entry Menu](#) - [S&E Host Administration](#) - [Org Host Administration](#)

Bradley Central Events

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

Event	ID	Selection	Accompanist	Participant, Grade, YIC*, INST*, SN*	
Brass Ensemble	3621				Edit Event
Brass Ensemble	3625				Edit Event
Brass Solo	3626	Carnival for Three Trombones		Julie Cochran - 7 , 1 ,	Edit Event

IV. Correcting/Deleting Entries

- A. If you need to make corrections to any entry, click on the "Edit Event" button for the event you need to correct.
- B. Make the necessary corrections to the information and click on the "Update" button listed to the right-hand side of the contestant information. If you need to change a participant, click on the "Delete" button next to the students you wish to remove. The drop-down menu will automatically become available and you will then be able to choose a new participant.
- C. If you need to change your selection information, either update the existing information and click update or delete the existing information. If you delete the existing information, make sure that you click on the "Add this Selection" for the new selection information.

Participants	Participant	Instrument	
	Choose a participant ▼	<input type="text"/>	Add Participant
	Owen, Jeremiah	<input type="text"/>	Delete Update

V. 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.** If you need additional entries before the deadline, go online to the member center and create an invoice for those entries. As soon as the paid invoice is received in the IESA office these entries will appear online.
- C. **After the Wednesday of Week 33 (S&E) and/or Week 36 (Org.), 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 directors and/or administrators from the schools in your area from the Music Entry Center. You will need to be at the main menu page to access this feature.
- B. To email the participating schools, click on either the "Directors" or "Administrators".
- C. Clicking that link will take you to an email form.
- D. Fill in the appropriate information in each of the fields.
- 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. Updating Your Director Information

- A. If you notice that your contact information is not correct, you may update the information by clicking on the "Update Music Director Information". This is very important. Please make sure that your information is correct.