

Online Entry Registration

Please follow these instructions

1. Go to the IESA homepage at www.iesa.org
2. Click on the red "School & Officials Login" located at the top of the page in the upper right-hand corner.
3. Select your school and enter the **SCHOOL** password for your school. You should check with your administrator or athletic director for the **SCHOOL PASSWORD**. Either your administrator will have to register your entries or you will have to obtain the password from your administrator.
4. Once you have logged in, click on the "**Registration**" link located under your school name and above the Activity Tracker. Now, click on the 2023– 2024 link located to the right of "Speech Registration". Categories in red indicate the events your school participated in last year.
5. Proceed through all levels of the registration process. Enter the total number of entries in each category for which you will have participants. Each event counts as one entry– i.e. a duet would count as one entry even though there are two participants.
6. Through all levels of the process, you will need to click "**Continue Registration**" as steps are completed.
7. 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.
8. **Submit the invoice** to your bookkeeper/business manager and forward with your check for total amount shown to the IESA Office.
9. Only school-issued checks are acceptable. No personal checks or purchase orders will be accepted. Entries must be postmarked by **September 25th to avoid penalty fees**.
10. You will be issued a speech password once your entries have been received by the IESA Office. The speech password will allow you access to the speech entry center. This is where you will enter the names of your participants, their selections, year(s) in contest, etc. Within one week of sending your entries to the IESA, you should receive your speech password. If you do not receive it within one week, please call the IESA.

Thank you!