



# CHEERLEADING ONLINE ENTRY FORM AND SQUAD PHOTO SUBMISSION INSTRUCTIONS

## I. ACCESSING THE ENTRY FORM

### School & Officials Login

- A. Go to [iesa.org](http://iesa.org) and click on **School & Officials Login** on the right side of the page.
1. Choose your school from the drop-down menu, enter your password, and click to log in.

**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:

Click here to log in

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

Not a Member of the IESA?  
[Membership Information for Prospective Members](#)

## II. ENTERING YOUR CHEERLEADING ROSTER INFORMATION

- A. Click the **ENTRY CENTERS** link.

**IESA Member Center**

Menu **Bloomington King** Log Out

Activity Tracker **Entry Centers** Your School Resources Email Center Official Search

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 11:43:03 AM [CONCUSSION CERTIFICATION](#)

- B. Click **ENTRIES** next to Cheerleading.

Entry Centers & Host Administration	
Activity	Entry Center Links
Concussion	<a href="#">Concussion Testing</a>
Athletic Director	
Girls Softball	<a href="#">Entries</a>
Boys Baseball	<a href="#">Entries</a>
Cross-Country	<a href="#">Entries</a>
Girls Basketball	<a href="#">Entries</a>
Cheerleading	<a href="#">Entries</a>

- C. Complete all items for every member on your competition squad - you must submit a separate entry form for each division entered.

Cheerleading Entry Center Menu			
Activity Probation	Entry Form	Team Photo	Co-op
OK	1/22/2025	1/22/2025	NO
Coach: TBD			
<a href="#">CHEER ENTRY FORM</a> - <a href="#">View Roster</a>			<b>OPEN</b>
<a href="#">Team Photo &amp; cut lines</a>			<b>OPEN</b>
<a href="#">ROUTINE ENTRY FORM</a> - <a href="#">View Roster</a>			<b>OPEN</b>
<a href="#">Team Photo &amp; cut lines</a>			<b>OPEN</b>
<a href="#">Team Photo Info</a>			

D.

1. You will be asked to provide the following information for each cheerleader: first name, last name, and grade level.
2. If you have any alternates, please be sure to list them at the bottom of the form specifically set aside and labeled for alternates.
3. You must complete the team information portion of the form in order for your information to be accepted. The system will not allow you to continue until this information has been entered.
4. You can enter a maximum of 3 certified coaches. Only the certified coaches listed on this form will be provided with a wristband to enter the team-only areas at the competition.

- E. As you scroll down to the bottom of the page there will be a section on school information, such as school administration, mascot, and school colors. This information will automatically fill in from the member school database.

1. If this information is incorrect, please contact your school administration or the IESA to change it.
2. If this information is correct, enter your name, your email, and click UPDATE ENTRIES located at the top or bottom of this form. By doing this, you will have "saved" your information in our database. *You must do this for your information to be retained in our records.*

### III. VIEWING AND PRINTING THE ENTRY FORM

- A. You will be able to access your roster(s) and make changes to your information up until the online roster deadline.
1. If you make changes to your roster, click the UPDATE ENTRIES button prior to logging off.
  2. Our office will have access to your roster information. However, it is recommended that you carry a copy of your most recent roster with you to the competition.
- B. To view your roster, go to the member center, log in and click on the specific activity entry form you wish to view. Click VIEW ROSTER.
- C. Print your entry form and keep it with you at the competition. If you make any changes online, make sure to print the most recent copy for your records.

## IV. SUBMITTING THE SQUAD PHOTO

A. Submit a team photo electronically through activity's entry center after logging into the Member Center following these directions (Picture should be taken with a resolution of 150P dpi in a well-lit area without shadows):

1. Make sure to get as close to the team as possible.
2. On your computer, save the file with a .JPG extension.
3. Log in to your school's IESA Member Login.
4. Click on TEAM PHOTO AND CUTLINES.

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<a href="#">Team Photo &amp; cut lines</a>			OPEN
<a href="#">ROUTINE ENTRY FORM</a> - <a href="#">View Roster</a>			OPEN
<a href="#">Team Photo &amp; cut lines</a>			OPEN
<a href="#">Team Photo Info</a>			

5. Click LOAD NEW IMAGE button to locate and select your photo on your computer.
6. Click UPLOAD.

Be sure to update your photo cut lines below the photo.

[LOAD NEW IMAGE](#) | [Uploading a new image? Shift-Reload to see updated photo](#)

**Photo Cutlines**

Cut lines indicate who is pictured in the photo, front to back, left to right.

Don't abbreviate names, and include coach titles. Example: Head Coach Jason Smith, Asst. Coach Mary Miller, Caitlin Johnson

Front Row, L to R	
Second Row, L to R	
Third Row, L to R	
Fourth Row, L to R	
Fifth Row, L to R	
Not Pictured	

Update

7. Enter your cut lines (names of students and coaches pictured). **\*\*\*Please make certain the spellings match exactly from what you entered on the entry form/roster.\*\*\***
  - a. If any members of the team performing at State are not present when the photo is taken, please include their name(s) in the last field (NOT PICTURED).
8. Click UPDATE to save your cut lines.