

IESA REGISTRATION

INSTRUCTIONS FOR REGISTERING

BEFORE STARTING THE REGISTRATION PROCESS:

- If creating the first invoice for your school for this school year, confirm with your speech & music directors if your school will be participating in IESA Speech and/or Music contests. Contest dates for Speech are in the fall and Music dates are in the Spring. (Visit the [IESA Calendar](#) for available dates.)
 - While registering, you will be asked if your school will be participating in any IESA Speech or Music contest, and you will need to make sure to indicate “Yes” or “No” for each activity to ensure that the applicable Assignment Fee is applied, which will allow the IESA to assign your school to a contest area to help both your school and the host schools plan for contest.
- “Feeder” schools pay only IESA membership. Registration should be done using the login credentials for the Feeder school and must be completed prior to any eligible student from the feeder school trying out, practicing, or competing on the middle school/junior high team.
- Co-op schools must each pay the fee for the appropriate activity for each year of the co-op, regardless of whether they are the host or sub school in the co-op.
 - Example: School A and School B co-op in baseball – each must register online and pay the annual IESA membership fee and the activity fee for baseball.
- Submitting registration forms with your school password denotes that your Board of Education has authorized your membership in the IESA, and that you are in compliance and accept the by-laws of the IESA.
 - Please review deadlines located on the IESA Member Center, [calendar](#), and [fee schedule](#) to ensure that your invoice is approved (if applicable) by your board prior to the applicable entry deadline(s).

Step 1

Go to the IESA homepage at www.iesa.org. Click on [School & Officials Login](#) located at the top right of the page.

Step 2

Select your school name (city first) and enter the school administrative password for your school. (Please note: Your school’s athletic/AD password will NOT access registration.)

Step 3

Once logged in, click on the tab labeled “Registration” above the Activity Tracker.

Activity Tracker

Registration

Entry Centers

Your School

Resources

Email Center

Officials Search



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Step 4

Click on the appropriate link for Chess registration:

- [State Chess Competition \(Opens September 1\)](#)

Membership Dues & Activity Registration

If your school name has changed - or has become a new school - please contact the IESA office before registering.

Pay Membership Dues ONLY [2025-2026](#)

If you want to pay **DUES ONLY** now and register for activities later, please use the link above.

-OR-

COMBINE DUES AND ACTIVITY REGISTRATION
by using links below.
Dues will only be added to your first registration of the year.

Athletics and Scholastic Bowl [2025-2026](#)

State Golf Tournament Currently unavailable

State Cheer Competition [2025-2026](#)

State Chess Competition [2025-2026](#)

State Bowling Competition [2025-2026](#)

Music Contests [2025-2026](#)

Speech Contests [2025-2026](#)

Step 5

From the column on the right, select the needed entry count for each grade level.

Chess Registration - Step #1

- INSTRUCTIONS**
1. Insert entry numbers under "Add Entries" column
 2. Up to **10** 6th grade, **10** 7th grade, and **10** 8th grade entries per school are allowed
 3. Proceed to Step #2

Activities you participated in last year are displayed in RED

Activity	Postmarked Entry Date and Fees	Final Postmarked Entry Date and Fees	Pending Entries	Registered Entries	Total Entries	Add Entries
2026 6th Grade Chess	To 1/28/2026 \$15.00 per entry	2/6/2026 to 2/13/2026 \$15.00 per entry - Double Fees waived	0	0	0	0 ▾
2026 7th Grade Chess	To 1/28/2026 \$15.00 per entry	2/6/2026 to 2/13/2026 \$15.00 per entry - Double Fees waived	0	0	0	0 ▾
2026 8th Grade Chess	To 1/28/2026 \$15.00 per entry	2/6/2026 to 2/13/2026 \$15.00 per entry - Double Fees waived	0	0	0	0 ▾

- Entries submitted during the **Final Entry Period** incur a **double entry fee**.
- Double entry fees are **waived** for schools participating in an activity for the **first time**.
- **No waivers** will be granted for any **late entries**.

Proceed to Step #2

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Step 6

Complete all the remaining levels of the registration process, clicking “Proceed...” as the steps are completed. Update all school information, including principal for the coming year, etc.

****It is extremely important that principal, AD, and other applicable administrator information is submitted annually and, if there are any changes, updated regularly throughout the year, .****

Step 7

A summary will be provided to confirm all entries you have selected for your school’s registration. Please make sure to review this for accuracy to ensure that all desired activities have been included and to ensure all coach information is accurate for the upcoming school year. Submitter name, email, and school password must all be provided to proceed to the Speech and Music Assignment Survey.

Step 8

If this is the first time your school has had an invoice generated for this school year, you will now be asked to answer questions regarding your school’s intent to participate in Speech and/or Music contests through the IESA. (This survey will only generate during the creation of your school’s first invoice for 2025-26 dues.)

- Indicating “Yes” to Speech will add a NON-REFUNDABLE \$25.00 fee to your invoice. Please note:
 - This fee will allow the IESA Administrator to place your school into an IESA Speech area and must be paid prior to being placed into a contest area.
 - 2025-26 IESA Speech contests dates are October 24, 25, 31, November 1, 7, 8, 14, or 15, 2025. (Performance date is determined by the area host.)
- Indicating “Yes” to Music Solo & Ensemble, Music Organization, or both will add a NON-REFUNDABLE \$25.00 fee to your invoice.
 - If you select both Music contest types, you will only have one \$25.00 fee added for Music but will be assigned to both contest types.
 - This fee will allow the IESA Administrator to place your school into an IESA Music area and must be paid prior to being placed into a contest area.
 - 2025-26 IESA Music Solo & Ensemble contest dates are March 21, 28, April 11, or 18, 2026. (Performance date is determined by the area host.)
 - 2025-26 IESA Music Organization contest dates are May 1 or 2, 2026. (Performance date is determined by the area host.)

****The Assignment Fee only indicates your school’s expectation to participate in the applicable activity and does NOT take the place of your school’s actual entries for performances.****

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Step 9

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.

*****VERY IMPORTANT*****

You will need to submit a copy of the invoice to your bookkeeper/business office. Make sure to communicate clearly what the required timelines are for submitting payment to the IESA.

- Only school-issued checks will be accepted.
- Personal checks, purchase orders, and credit card payments are **NOT** be accepted.
- If board approval is needed prior to submitting payment to the IESA, plan accordingly to make sure all deadlines are observed.
 - Extensions will **NOT** be offered if deadlines are missed.

****Membership and activity registration is finalized after payment is received and processed by the IESA.****