

Illinois Elementary School Association



Organization

Entering “Best of Day” and “Division 1” Winners Following Contest

Directions for Hosts

Step 1: Log into the IESA website using your **MUSIC** password.

The screenshot shows the IESA website's login interface. On the left is a sidebar with navigation links like 'Activities', 'Sportsmanship', and 'General Resources'. The main content area has two login sections: 'IESA Member School Login' and 'IESA Officials Login'. The 'IESA Member School Login' section includes a dropdown menu for 'Choose City/School' and a 'Password' field. A red arrow points to the 'Choose City/School' dropdown menu.

Step 2: Select your area next to “Host Administration.”

The screenshot shows the 'IESA Member Center' interface. At the top, there is a 'Menu' bar with 'Manteno' selected. Below this is a 'Music Entry Center Menu' section. Under 'Organization', there is a dropdown menu currently set to 'Area 1'. A red arrow points to this dropdown menu. Below the dropdown is a table titled 'ORGANIZATION HOST ADMINISTRATION - Area 1'.

Director	Activity Probation	Entry Form	Co-op
Justin Gund	OK	OK	NO
Sean Hoffmann	OK	OK	NO

Below the table, there is a button labeled 'OPEN' and a link for 'Accompanists'.

Step 3: Select "Set by School."

The screenshot shows the IESA Member Center interface. At the top, there's a navigation bar with 'Menu' and 'Manteno'. Below that, there's a section for 'Area 1 Org Host Administration'. Underneath, there are several options: 'Set Contest Date/Location' with an 'OPEN' button, 'Area 1 Entry Data' with a 'MAC' button, and 'How to enter Best of Day Selections'. The 'Best of Day/Division I' section has two entries: 'Set by School' with an 'OPEN' button and 'Set by School' with a 'CLOSED' button. A red arrow points to the 'Set by School' link in the first entry.

Step 4: Select the winner's school from the dropdown menu.

The screenshot shows the IESA Member Center interface. At the top, there's a navigation bar with 'Activities', 'Sportsmanship', 'General Resources', 'Administration', and 'School & Officials Login'. Below that, there's a section for 'Best of Day/Division I'. A dropdown menu is open, showing a list of schools: 'Select School', 'Coal City', 'Crest Hill Chaney-Monge', 'Crest Hill Richland', and 'Grant Park'. A red arrow points to the dropdown menu.

Step 5: Click "Set" next to the entry to designate it as a Best of Day or Division 1 winner.

Note: If you incorrectly select a student, you can select "unset" to correct this. If you need to make a legal change, the host should contact the IESA office.

The screenshot shows the IESA Member Center interface. At the top, there's a navigation bar with 'Menu' and 'Manteno'. Below that, there's a section for 'Best of Day/Division I'. A dropdown menu is open, showing a list of schools: 'Select School', 'Coal City', 'Crest Hill Chaney-Monge', 'Crest Hill Richland', and 'Grant Park'. Below the dropdown menu, there's a table with columns: 'ID', 'Event', 'Selection', and 'Update'. The table has one row with ID 1203, Event 'Concert Band', and Selection 'Electricity Irish Tune From County Derry Winchester March'. A red arrow points to the 'Set' button next to the 'Crest Hill Richland' entry.