Illinois Elementary School Association

IESA

Instructions for Entering Participant Information
ORGANIZATION

DEADLINE: The Participant Information Deadline is **March 25.**

Music Directors: In order to enter information for <u>the upcoming music contests </u>you must use the following credentials to access the Music Entry Center.

Use this box to record your password information that you received <u>by email from the IESA.</u>

City and School Name:	
Music Password:	

Step 1: MUSIC ENTRY CENTER

- Go the IESA website at <u>www.iesa.org</u>
- Click on the red tab at the top: "**School and Officials Log-in**."
- Choose your City/School from the drop-down menu.

Step 2: DIRECTOR INFORMATION

- Enter <u>ALL information</u> for your music director (name, email, cell number).
- The host will use this information to contact your school regarding the contest.
- Please doublecheck for accuracy.

*Important Note: If your school has already filled this information in while adding participants for Solo and Ensemble, then you will NOT have to do this again. Skip to Step #3.

Step 3: ACCOMPANISTS

- This will take you to the Music Center. It is the main page to navigate.
- Begin by adding the accompanists. Click "Accompanists".

Step 4: ACCOMPANISTS

- Enter the first accompanist's name, then click "**Add Accompanist**."
- Add the next accompanist using the same directions.

Step 5: EVENTS

- Once accompanists have been added, click "Events List."
- Each Organization entry purchased will be listed here.
- To complete the information needed for each event, click on "Edit Event" to the far right of the entry listed.

Error Messages:

- Responses with **ERROR** messages will be listed in **RED** at the top of the page.
- If the platform with not accept an entry, check at the top of the page for a message.

Step 6: SELECTIONS

- Be sure to **order** the selections.
- Enter the **title of the selection** for the entry.
- Click "**Add Selection**" after each selection to save the information.

Step 7: DETAILS

- Enter the **Details** at the bottom. This includes information such as:
  - Participant count.
  - Grade represented.
  - The genders (the music award bar will reflect this choice).
  - Any special accommodation a student might require (wheelchair, for example).
- Click **"Update"** to the right of these details to save the information.

  *NOTE: A complete listing by event can be accessed by the main menu.

- To repeat the process with other purchased events, click on "Events List."

ADDITIONAL INFORMATION

Correcting/Deleting Entries

- To make corrections to an entry, click on the "**EDIT EVENT**" button for the event to be corrected.
- Make the necessary corrections to the information and click the "**UPDATE**" button.
- To change the selection information, either update the existing information and click "UPDATE" or delete the existing information. If you delete the existing information, make sure to click on the "ADD THIS SELECTION" for the new selection information.

Participant Information Deadline

- The deadline for entering your participant information is **March 25.**
- Changes can be made to the information before the deadline.
- After that time, contact the host regarding possible changes to participant information.

Purchasing Additional Entries

- The host will not be able to accept additional entries.
- **The deadline to purchase additional entries is February 1.**
- You can purchase additional entries by going to the IESA member center and creating an invoice for those entries.
- As soon as the invoice is paid to the IESA, those entries will appear online.

Event Changes

- After the Wednesday of Week 36, 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.

Emailing Your Area

- Email addresses are available for the schools participating in your area.
- After logging in with the music password, click to the right of EMAIL YOUR AREA to obtain email addresses of directors or administrators.

Updating Your Director Information

- If there is an error in your director contact information, update the information by clicking on "UPDATE MUSIC DIRECTOR CONTACT INFO."
- It is very important that this information is correct.