

# Illinois Elementary School Association



## Instructions for Entering Participant Information ORGANIZATION

**DEADLINE:** The Participant Information Deadline is **March 24.**

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


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

City and School Name:	_____
Music Password:	_____

### Step 1: MUSIC ENTRY CENTER

- Go the IESA website at [www.iesa.org](http://www.iesa.org)
- Click on the red tab at the top: “**School and Officials Log-in.**”
- Choose your City/School from the drop-down menu.

**IESA Login**

IESA Member School Login	IESA Officials Login
Administrators, coaches, directors log in here.	IESA officials log in here.
Choose your school and enter your password to log in.	Enter your IHSA Official ID and password to log in.
School: Choose City/School 	IHSA Official ID: <input type="text"/>
Password: <input type="password"/>	Password: <input type="password"/>
<a href="#">Click here to log in</a>	<a href="#">Click here to log in</a>
<a href="#">HELP! I don't know the password!</a>	<a href="#">HELP! I don't know the password!</a>

## Step 2: DIRECTOR INFORMATION

- Enter ALL information 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.

**IESA Member Center**

[Menu](#) **Bloomington King** [Log Out](#)

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 10:05:07 PM [CONCUSSION CERTIFICATION](#)

**Music Entry Center**

[Entry Menu](#)

**Bloomington King Music Director Contact Information**

Org Instrumental Director is a required field.

	Name	Email	Cell
S&E Instrumental Director	Kristen Dalfonso	kristen@iesa.org	30 82 011
S&E Vocal Director	Kristen Dalfonso	kristen@iesa.org	30 82 011
Org Instrumental Director	Kristen Dalfonso	kristen@iesa.org	30 82 011

[Click here to continue](#)

## 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".

**IESA Member Center**

[Menu](#) **Bloomington King** [Log Out](#)

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 10:53:39 PM [CONCUSSION CERTIFICATION](#)

**Music Entry Center Menu**

Solo & Ensemble			Organization			
Area 7			Area 6			
Director	Activity Probation	Entry Form	Director	Activity Probation	Entry Form	Co-op
Kristen Dalfonso	OK	2/15/2023	Kristen Dalfonso	OK	4/3/2023	NO
Kristen Dalfonso	OK	2/15/2023	Sheri Strohl	OK	4/3/2023	NO

**Begin by adding your accompanists**

[Accompanists](#) | [Participants List](#) **OPEN**

[Events List](#) - [Participant Roster](#) | [Event Roster](#)

Email Area 7 - [Directors](#) | [Administrators](#)  
[Update Director Contact Info](#)

Email Area 6 - [Directors](#) | [Administrators](#)  
[Update Director Contact Info](#)

## Step 4: ACCOMPANISTS

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

The screenshot shows the IESA Member Center for Bloomington King. The top navigation bar includes links for Activities, Sportsmanship, General Resources, Administration, and School & Officials Login. Below this, the Music Organization Entry Center is displayed, with a sub-section for Bloomington King Accompanists. A table for adding accompanists is visible, with columns for First Name, Last Name, and a button labeled 'Add Accompanist'. A black arrow points to this button. Below the table, there is a list of existing accompanists, including Johnson, Craig, with a button labeled 'Edit Accompanist'.

## 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.

The screenshot shows the IESA Member Center for Bloomington King, now displaying the Events section. The top navigation bar is the same. Below, the Music Organization Entry Center is shown, with a sub-section for Bloomington King Events. A table lists events, including Jazz Band and Orchestra, with columns for Event, ID, Selection, Accompanist, and Participants Grades, SN#. A black arrow points to the 'Edit Event' button next to the Jazz Band entry. Below the table, there is a footer note: "If you encounter an error message, please contact our webmaster."

## Error Messages:

- Responses with **ERROR** messages will be listed in **RED** at the top of the page.
- If the platform will 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.**

**IESA Member Center**

[Menu](#) **Bloomington King** [Log Out](#)

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 11:34:11 PM [CONCUSSION CERTIFICATION](#)

**Music Organization Entry Center**

[Entry Menu](#)

**Bloomington King Events**

[Add New Accompanist](#) | [Events List](#) | [Accompanists List](#)

**Event #1150 — Jazz Band** [NEXT EVENT](#)

**Selections**

2-3 complete selections are required for this entry - one swing-style.

Order	Selection
1	

[Add Selection](#)

**Details**

Minimum of 12 participants are required for this entry.

Participant count

Grades in group ☐ 5th ☐ 6th ☐ 7th ☐ 8th

Do any participants require any special accommodations due to a disabling condition?

[Update](#)

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

**IESA Member Center**

[Menu](#) **Bloomington King** [Log Out](#)

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 2:20:28 PM [CONCUSSION CERTIFICATION](#)

**Music Organization Entry Center**

[Entry Menu](#)

**Bloomington King Events**

[Events List](#) | [Accompanists List](#)

Event	ID	Selection	Accompanist	Participants Grades, SN*	
Jazz Band	1150	Eye on the Prize		12 - 5 6 7	<a href="#">Edit Event</a>
Orchestra	1151			0 -	<a href="#">Edit Event</a>

\* YE: Years Experience, INST: Instrument, SN: Special Needs

# 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.

## Purchasing Additional Entries

- The host will not be able to accept additional entries.
- **The deadline to purchase additional entries is February 6.**
- 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.

## Participant Information Deadline

- The deadline for entering your participant information is **March 24.**
- Changes can be made to the information before the deadline.
- After that time, contact the host regarding possible changes to participant information.

## 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.