



Instructions for Entering **SPEECH** Participant Information

DEADLINE: The Participant Information Deadline is **October 14**.

Speech Coaches: In order to enter information for the upcoming speech contest you must use the password you received via email from the IESA to enter the required participant information.

Step 1: LOG IN TO THE SPEECH ENTRY CENTER

- Go to the IESA website at www.iesa.org
- Click on the red tab at the top right side of the page: “School and Officials Log-in.”
- Choose your City/School from the drop-down menu.
- Enter the Speech password provided to you via email
- Click “Click here to log in”

The screenshot shows the IESA Login page with two main sections: "IESA Member School Login" and "IESA Officials Login".

IESA Member School Login:

- Text: "Administrators, coaches, directors log in here."
- Text: "Choose your school and enter your password to log in."
- Form: "School" dropdown menu with "Choose City/School" selected. An arrow points to this dropdown.
- Form: "Password" text input field.
- Text: "Click here to log in"
- Text: [HELP! I don't know the password!](#)

IESA Officials Login:

- Text: "IESA officials log in here."
- Text: "Enter your IHSA Official ID and password to log in."
- Form: "IHSA Official ID" text input field.
- Form: "Password" text input field.
- Text: "Click here to log in"
- Text: [HELP! I don't know the password!](#)

Step 2: COACH INFORMATION

- Enter ALL information for your speech coach (name, email, cell number).
- The host will use this information to contact your school regarding the contest.
- Please double-check for accuracy.
- Please provide your cell phone number so that you can be reached on the day of the contest if necessary.
- Click “Click here to continue” to advance to the next step.

IESA Member Center

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

[REGISTER FOR TEXT ALERTS](#) Your user session will expire @ 11:51:55 AM [CONCUSSION CERTIFICATION](#)

Speech Entry Center

[Entry Menu](#)

Bloomington King Speech Coach Contact Information

Please enter information about your coaches before proceeding.

	Name	Email	Cell		
Coach	Sheri Strohl	sheri@iesa.org	309	829	0114

[Click here to continue](#)

Step 3: ENTER YOUR PARTICIPANTS

- Begin by adding your participants.
- Click on **Participants List**

IESA Member Center

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

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Speech Entry Center Menu

Area 9 - [Assignments](#)

Director	Activity Probation	Entry Form	Co-op
	OK	10/10/2023	NO

Begin by adding your participants

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

Email Area 9 - [Coaches](#) | [Administrators](#)

[Update Speech Coach Contact Info](#)

[Rate Judges](#)

[Video examples of IESA Speech Events](#)

- Enter the first name, last name, grade, and year in contest then click the **Add Participant** button. Repeat until all participants have been added to your Participants List. No event information is collected at this point.
- *Year In Contest* means how many years the student has participated in contest.
- Please note if the participant requires any special accommodation. Special needs might include: wheelchair access, speech impediment, braces (please do not use this area for scheduling requests)

IESA Member Center

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Your user session will expire @ 2:53:19 PM
[CONCUSSION CERTIFICATION](#)

Speech Entry Center

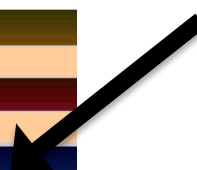
[Entry Menu](#)

Bloomington King Participants

[Add New Participant](#) | [Events List](#) | [Participants List](#)

First Name	Last Name	Grade	Year In Contest	
<input type="text" value="Polly"/>	<input type="text" value="Performer"/>	<input type="text" value="8"/>	<input type="text" value="1"/>	<input type="button" value="Add Participant"/>

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



Step 5: EVENTS

- Once all participants have been added, click “Events List.”
- Each Speech 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.

IESA Member Center

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Bloomington King
[Log Out](#)

[REGISTER FOR TEXT ALERTS](#)
Your user session will expire @ 3:00:12 PM
[CONCUSSION CERTIFICATION](#)

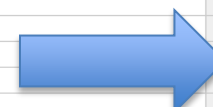
Speech Entry Center

[Entry Menu](#)

Bloomington King Events

[Add New Participant](#) | [Events List](#) | [Participants List](#)

Event	ID	Selection, Author	Participant, Grade, YIC*, SN*	
Chorale	18683			Edit Event
Improv Duet Acting	18673			Edit Event
Improv Duet Acting	18674			Edit Event
Improv Duet Acting	18688			Edit Event
Improv Duet Acting	18689			Edit Event
Regular Duet Acting	18690			Edit Event
Regular Duet Acting	18691			Edit Event



- Enter the Selection and Author and click **Add This Selection**. Please do not enter TBA
- Choose the Participant(s) from the drop-down menu and click **Add Participant**
- Choose **NEXT EVENT** or access the **Events List** to complete the information for every purchased entry

IESA Member Center

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Your user session will expire @ 3:06:14 PM
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Speech Entry Center

[Entry Menu](#)

Bloomington King Events

[Add New Participant](#) | [Events List](#) | [Participants List](#)

Event #18690 — Regular Duet Acting
[PREV EVENT](#) - [NEXT EVENT](#)

Selections

Enter selections.

Selection	Author	
<input type="text" value="Friends Forever"/>	<input type="text" value="Ken Bradbury"/>	<input type="button" value="Add This Selection"/> <input type="button" value="Delete"/> <input type="button" value="Update"/>

Participants

Participant added to event.

Participant	
<input type="text" value="Speechy, Sam"/>	<input type="button" value="Add Participant"/>
Performer, Polly	<input type="button" value="Delete"/>

- To view a complete list of all events, click Events List
- Click on the Participants List to view the information by participant.
- We recommend you save a paper or digital copy of both the Event List and Participant List
- If you purchased an entry that is no longer needed, please enter DO NOT SCHEDULE as the Selection

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.

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 **October 14**.
- 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 October 10 (PENALTY FEES MAY APPLY).**
- You can purchase additional entries by going to the IESA member center and creating an invoice for those entries (school password is required, see your administrator). As soon as the invoice is processed (payment received), those entries will appear in the speech entry center.

Event Changes

- After the Tuesday of Week 15, 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 Coach Information

- If there is an error in your coach contact information, update the information by clicking on “**Update Speech Coach Contact Info.**”
- It is very important that this information is correct.

Pro Tip: Please do not wait until the last minute to enter your participant information! The sooner you enter the information, the sooner you may discover an entry was left off! Additional entries may not be purchased after the final entry deadline. If you would like to change an entry (Regular Duet Acting into a Solo Acting for example) call the IESA office to see if the change is possible. 309.829.0114