



The IESA provides the leadership and framework to ensure safe, equitable opportunities for students who are enriched through participation in education-based interscholastic activities.

April, 2024

TO: ALL IESA MEMBER SCHOOLS PRINCIPALS

Enclosed are instructions for online membership and activity renewal for the **2024-2025** school year. Please use these instructions as you renew online through the “Member Center Login” at www.iesa.org. You will need to use your school password to complete the renewal process.

Each member school should create their invoice online to be forwarded to the IESA, along with their school check. Entries must be postmarked by the appropriate deadlines. Membership renewal dues of \$275.00 have a deadline of **June 3, 2024**. You are reminded that **June 3, 2024** is also the entry deadline for boys and girls golf, boys baseball, girls softball, boys and girls cross-country, girls basketball, and boys basketball. The deadline for scholastic bowl, girls volleyball, boys wrestling, and track and field is **October 7, 2024**. A school entering an activity for the first time will pay regular fees regardless of when they enter the activity. **NO SCHOOL WILL BE ALLOWED TO ENTER THE STATE SERIES AFTER THE FINAL DEADLINE FOR EACH ACTIVITY.** The following general guidelines also apply:

- “**Feeder**” schools pay only membership to the IESA. Registration should be done using the password for the Feeder school. (Example: New Berlin JHS pays membership and activities, New Berlin ES pays membership only)
- **Co-op** schools must each pay the fee for the appropriate activity. Example: School A and School B co-op in baseball – each must register online and pay fees for baseball. **Double fees will apply for all co-oping schools for activity fees paid after the initial deadline.**
- Schools that joined IESA for the purpose of **concussion education** must renew their school's membership each year to maintain access to the concussion education testing materials.
- Registration for Speech, Cheer, Bowling, and Chess will open **in the Fall**.

I urge you to return your entries by the appropriate deadlines to ensure your students have the opportunity to participate in the post-season and no double fees are assessed. If you know you are leaving your present position, please make sure your school has renewed its membership and returned all of the paperwork prior to your leaving.

Respectfully,

Nicole Schaeftbauer
Executive Director

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INSTRUCTIONS FOR MEMBER CENTER AND ONLINE REGISTRATION

MEMBER CENTER - IESA member school administrators may use this area to:

- Create invoices for dues and activities
- Update school information - contact person, personnel, etc.
- Submit host interest for regionals and sectionals

In all IESA information, schools are listed by city, then school.
Ex. Normal Kingsley, Peoria Hollis

TO START THE RENEWAL PROCESS:

1

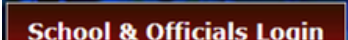
You will need the following information before beginning the registration process.

- Know if your school intends to participate in Speech and/or Music in the 2024-2025 school year.
 - Before your final invoice generates, you will be asked about intent to participate in Speech and/or Music and be advised of a non-refundable intent to participate fee.
 - Please review the contest dates and discuss with your school's director(s) to confirm you participate in the IESA's contests on those dates. (See page 4 in these instructions.)

2

Go to the IESA homepage at www.iesa.org

3

Click on  located at the top of the page.

4

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

5

Click on the "Registration" link located above the Activity Tracker.

Activity Tracker

Registration

Entry Centers

Your School

Resources

Email Center

Officials Search



INSTRUCTIONS FOR MEMBER CENTER AND ONLINE REGISTRATION

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Click on the appropriate link for 2024-2025 registration. Options include:

- **Membership Dues only**
 - Only select this if you wish to register for IESA Membership without participating in any activities.

- **Athletics and Scholastic Bowl (Membership Dues included)**
 - **Activities found here include:**
 - Girls Softball
 - Boys Baseball
 - Cross-Country (boys and girls)
 - Girls Basketball (7th and 8th grade)
 - Boys Basketball (7th and 8th grade)
 - Boys Wrestling
 - Girls Volleyball (7th and 8th grade)
 - Track & Field (7th and 8th grade boys and girls)
 - Scholastic Bowl

- **State Golf Tournament**
 - Entry for Golf requires an invoice be created separately from other activities, but payment for this invoice can be included together with invoice(s) generated for other IESA activities.

Membership Dues & Activity Registration	
<p>If your school name has changed - or has become a new school - please contact the IESA office before registering.</p>	
<p>Pay Membership Dues ONLY 2024-2025 </p>	
<p>If you want to pay DUES ONLY now and register for activities later, please use the link above.</p> <p>-OR-</p> <p>COMBINE DUES AND ACTIVITY REGISTRATION by using links below. Dues will only be added to your first registration of the year.</p>	
Athletics and Scholastic Bowl	2024-2025 
State Golf Tournament	2024-2025 
State Cheer Competition	Currently unavailable
State Chess Competition	Currently unavailable
State Bowling Competition	Currently unavailable
Music Contests	Currently unavailable
Speech Contests	Currently unavailable

(Activities available later in the school year: Speech, Cheer, Chess, Bowling, Music)

INSTRUCTIONS FOR MEMBER CENTER AND ONLINE REGISTRATION

7 Click on the applicable check boxes under the "Register" column to add them to your registration invoice for payment.

****Activities listed in red indicate your school paid for participation in that activity last year.****

Athletic and Scholastic Bowl Registration - Step #1			
INSTRUCTIONS 1. Check appropriate boxes in "Register" column			
2. 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	Register
2024 Girls Softball	To 6/3/2024 \$65.00	6/13/2024 to 7/1/2024 \$65.00 - Double Fees waived	<input type="checkbox"/>
2024 Boys Baseball	To 6/3/2024 \$65.00	6/13/2024 to 7/1/2024 \$65.00 - Double Fees waived	<input type="checkbox"/>
2024 Boys Cross-Country	To 6/3/2024 \$120.00	6/13/2024 to 8/1/2024 \$120.00 - Double Fees waived	<input type="checkbox"/>
2024 Girls Cross-Country	To 6/3/2024 \$120.00	6/13/2024 to 8/1/2024 \$120.00 - Double Fees waived	<input type="checkbox"/>
2024 Girls 7th Grade Basketball	To 6/3/2024 \$65.00	6/13/2024 to 8/1/2024 \$65.00 - Double Fees waived	<input type="checkbox"/>
2024 Girls 8th Grade Basketball	To 6/3/2024 \$65.00	6/13/2024 to 8/1/2024 \$65.00 - Double Fees waived	<input type="checkbox"/>
2025 Boys 7th Grade Basketball	To 6/3/2024 \$65.00	6/13/2024 to 9/1/2024 \$65.00 - Double Fees waived	<input type="checkbox"/>
2025 Boys 8th Grade Basketball	To 6/3/2024 \$65.00	6/13/2024 to 9/1/2024 \$65.00 - Double Fees waived	<input type="checkbox"/>
2025 Boys Wrestling	To 10/7/2024 \$75.00	10/17/2024 to 11/1/2024 \$75.00 - Double Fees waived	<input type="checkbox"/>
2025 Girls 7th Grade Volleyball	To 10/7/2024 \$65.00	10/17/2024 to 10/15/2024 \$65.00 - Double Fees waived	<input type="checkbox"/>
2025 Girls 8th Grade Volleyball	To 10/7/2024 \$65.00	10/17/2024 to 10/15/2024 \$65.00 - Double Fees waived	<input type="checkbox"/>
2025 Boys 7th Grade Track & Field	To 10/7/2024 \$70.00	10/17/2024 to 11/1/2024 \$70.00 - Double Fees waived	<input type="checkbox"/>
2025 Boys 8th Grade Track & Field	To 10/7/2024 \$70.00	10/17/2024 to 11/1/2024 \$70.00 - Double Fees waived	<input type="checkbox"/>
2025 Girls 7th Grade Track & Field	To 10/7/2024 \$70.00	10/17/2024 to 11/1/2024 \$70.00 - Double Fees waived	<input type="checkbox"/>
2025 Girls 8th Grade Track & Field	To 10/7/2024 \$70.00	10/17/2024 to 11/1/2024 \$70.00 - Double Fees waived	<input type="checkbox"/>
2025 Scholastic Bowl	To 10/7/2024 \$75.00	10/17/2024 to 11/1/2024 \$75.00 - Double Fees waived	<input type="checkbox"/>

- 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

8 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 and coach information are submitted and updated regularly.****

9 A registration summary will be provided to check all entries for your school. Submitter name, email, and school password must all be provided to proceed to the Speech and Music Participation Survey.

INSTRUCTIONS FOR MEMBER CENTER AND ONLINE REGISTRATION

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Your school will now be asked to answer questions regarding intent to participate in Speech and/or Music through the IESA.

- Indicating yes to Speech will add a NON-REFUNDABLE \$25.00 fee to your invoice. Please note:
 - This fee will place your school into an IESA Speech area.
 - 2024-25 IESA Speech contests dates are November 1, 2, 8, 9, 15, or 16, 2024. (Dates are determined by the area host.)
 - Additional registration fees still apply for entries that will be participating in the Speech contest. Registration for those entries will open at a later date.
- 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 categories, you will only have one \$25.00 fee added for Music.)
 - This fee will place your school into an IESA Music area.
 - 2024-25 IESA Music Solo & Ensemble contest dates are March 22, 29, April 5, or 12, 2025. (Dates are determined by the area host.)
 - a2024-25 IESA Music Organization contest dates are May 2 or 3, 2025. (Dates are determined by the area host.)
 - Additional registration fees still apply for entries that will be participating in the Music contest(s). Registration for those entries will open at a later date.

2024-2025 IESA Registration IESA Speech Participation

Does your school intend to participate in IESA Speech in the 2024-2025 school year?

Answering YES will add a NON-REFUNDABLE participation fee of \$25.00 to your invoice.*

- YES, we WILL be participating in IESA SPEECH
- NO, we WILL NOT be participating in IESA SPEECH

* Speech Contest Dates: 11/1/2024 , 11/2/2024 , 11/8/2024 , 11/9/2024 , 11/15/2024 , 11/16/2024

IESA Music Solo & Ensemble Participation

Does your school intend to participate in IESA MUSIC SOLO & ENSEMBLE in the 2024-2025 school year?

Answering YES to either activity will add a SINGLE, NON-REFUNDABLE participation fee of \$25.00 to your invoice.*

- YES, we WILL be participating in IESA MUSIC SOLO & ENSEMBLE
- NO, we WILL NOT be participating in IESA MUSIC SOLO & ENSEMBLE

* Music Solo & Ensemble Contest Dates: 3/22/2025 , 3/29/2025 , 4/5/2025 , 4/12/2025

IESA Music Organization Participation

Does your school intend to participate in IESA MUSIC ORGANIZATION in the 2024-2025 school year?

Answering YES to either activity will add a SINGLE, NON-REFUNDABLE participation fee of \$25.00 to your invoice.*

- YES, we WILL be participating in IESA MUSIC ORGANIZATION
- NO, we WILL NOT be participating in IESA MUSIC ORGANIZATION

* Music Organization Contest Dates: 5/2/2025 , 5/3/2025

* The participation fee will assist in contest planning and automatically add your school to a contest area.

Proceed to Final Invoice

INSTRUCTIONS FOR MEMBER CENTER AND ONLINE REGISTRATION

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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.

12

Submit the invoice to your bookkeeper/business manager to forward a copy of the invoice with a check for total amount shown. Only school-issued checks will be accepted. Please do not send personal checks or purchase orders. Please observe all deadlines.

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

GENERAL REGISTRATION GUIDELINES:

- “Feeder” schools pay only membership to the IESA. Registration should be done using the login credentials for the Feeder school.
- Co-op schools must each pay the fee for the appropriate activity.
 - 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.