



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, 2022

**TO: ALL IESA MEMBER SCHOOLS PRINCIPALS**

Enclosed are instructions for on-line membership and activity renewal for the **2022-2023** school year. Please use these instructions as you renew on-line through the “Member Center Login” at [www.iesa.org](http://www.iesa.org). You will need to use your school password to complete the renewal process.

Each member school should create their invoice on-line to be forwarded to the IESA, along with their school check. Entries must be postmarked by the appropriate deadlines. Membership renewal dues of \$300.00 have a deadline of **June 6, 2022**. You are reminded that **June 6, 2022** 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 3, 2022**. 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)
- **Coop** schools must each pay the fee for the appropriate activity. Example: School A and School B coop in baseball – each must register on-line and pay fees for baseball. **Double fees will apply for all cooping 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 **September 1**.

During the registration renewal process, you will be asked to answer a survey prior to reaching the entry page. The survey questions **must be answered** in order for you to proceed to the entry page:

- Please provide information regarding any activity participation fees your school may charge.
- Please provide activity participation statistics. You will be asked to indicate the total number of students in grades 5-8 who participate in each interscholastic sport your school sponsors. This should include those sports in which you do and do not participate in the IESA state series. I urge you to return your entries by the appropriate deadlines to ensure your students have the opportunity to participate 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 Schaeffbauer  
Executive Director

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# INSTRUCTIONS FOR MEMBER CENTER AND ON-LINE REGISTRATION

**MEMBER CENTER: IESA member school administrators may use this area of our website 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:**

- Go to the IESA homepage at [www.iesa.org](http://www.iesa.org)
- Click on "School and Officials Login" located at the top of the page.
- Select your school name and enter the school administrative password for your school (Athletic password will not access registration.)
- Click on the "Registration and Entry Center Logins" link located above the Activity Tracker.

[Activity Tracker](#) - [Registration & Entry Center Logins](#) - [Information](#) - [Email Center](#) - [Officials Search](#)  
 Your user session will expire at 8:32:14 AM [REGISTER FOR IESA TEXT ALERTS](#)



- Click on the appropriate link for **2022-2023**. Options include:
  - Membership Dues only
  - Athletics/Scholastic (includes Membership Dues)
  - Golf
  - Available at a later date: Speech, Cheer, Chess, Bowling, Music

**Membership Dues & Activity Registration**

Pay Membership Dues ONLY	<a href="#">2021-2022</a>
	<a href="#">2022-2023 - NEXT YEAR</a>

If you want to pay DUES ONLY now and register for activities later, please use the link above.

-OR-

**COMBINE DUES AND ACTIVITY REGISTRATION**  
by using links below.  
*Dues will only be added to your first registration of the year.*

Athletics and Scholastic Bowl	<a href="#">2022-2023 - NEXT YEAR</a>
State Golf Tournament	<a href="#">2022-2023 - NEXT YEAR</a>
-Cheer Registration is currently unavailable	
-Chess Registration is currently unavailable	
-Bowling Registration is currently unavailable	
-Music Registration is currently unavailable	
-Speech Registration is currently unavailable	



Click here for membership only invoice



Golf registration requires a separate invoices.

Click here to include activities with membership.

F. All schools must complete the survey questions presented and click "Submit Survey". All survey portions must be completed to proceed.

Boys Sports		Girls Sports	
Boys Baseball	<input type="text" value="0"/>	Girls Field Hockey	<input type="text" value="0"/>
Boys Basketball	<input type="text" value="0"/>	Girls Basketball	<input type="text" value="0"/>
Boys Bowling	<input type="text" value="0"/>	Girls Bowling	<input type="text" value="0"/>
Boys Cross-Country	<input type="text" value="0"/>	Girls Cross-Country	<input type="text" value="0"/>
Boys Golf	<input type="text" value="0"/>	Girls Golf	<input type="text" value="0"/>
Boys Football	<input type="text" value="0"/>	Girls Football	<input type="text" value="0"/>
Boys Soccer	<input type="text" value="0"/>	Girls Soccer	<input type="text" value="0"/>
Boys Softball	<input type="text" value="0"/>	Girls Softball	<input type="text" value="0"/>
Boys Swimming	<input type="text" value="0"/>	Girls Swimming	<input type="text" value="0"/>
Boys Track	<input type="text" value="0"/>	Girls Track	<input type="text" value="0"/>
Boys Volleyball	<input type="text" value="0"/>	Girls Volleyball	<input type="text" value="0"/>
Boys Wrestling	<input type="text" value="0"/>	Girls Wrestling	<input type="text" value="0"/>

List the number of students from your school who participate in each activity your school offers.

This applies for all activities, including IESA state series and those activities in which you do not participate in the IESA state series.

G. Click on the "Register" boxes for the appropriate activities to add them to your list for payment. Activities listed in "red" indicate your school's participation 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
2022 Girls Softball	To 6/6/2022 \$65.00	6/16/2022 to 7/1/2022 \$130.00 - Double Fees	<input type="checkbox"/>
2022 Boys Baseball	To 6/6/2022 \$65.00	6/16/2022 to 7/1/2022 \$130.00 - Double Fees	<input type="checkbox"/>
2022 Boys Cross-Country	To 6/6/2022 \$100.00	6/16/2022 to 8/1/2022 \$200.00 - Double Fees	<input type="checkbox"/>
2022 Girls Cross-Country	To 6/6/2022 \$100.00	6/16/2022 to 8/1/2022 \$200.00 - Double Fees	<input type="checkbox"/>
2022 Girls 7th Grade Basketball	To 6/6/2022 \$65.00	6/16/2022 to 8/1/2022 \$130.00 - Double Fees	<input type="checkbox"/>
2022 Girls 8th Grade Basketball	To 6/6/2022 \$65.00	6/16/2022 to 8/1/2022 \$130.00 - Double Fees	<input type="checkbox"/>
2023 Boys 7th Grade Basketball	To 6/6/2022 \$65.00	6/16/2022 to 8/1/2022 \$130.00 - Double Fees	<input type="checkbox"/>
2023 Boys 8th Grade Basketball	To 6/6/2022 \$65.00	6/16/2022 to 8/1/2022 \$130.00 - Double Fees	<input type="checkbox"/>
2023 Boys Wrestling	To 10/3/2022 \$65.00	10/13/2022 to 11/1/2022 \$65.00 - Double Fees waived	<input type="checkbox"/>
2023 Girls 7th Grade Volleyball	To 10/3/2022 \$65.00	10/13/2022 to 10/15/2022 \$130.00 - Double Fees	<input type="checkbox"/>
2023 Girls 8th Grade Volleyball	To 10/3/2022 \$65.00	10/13/2022 to 10/15/2022 \$130.00 - Double Fees	<input type="checkbox"/>
2023 Boys 7th Grade Track & Field	To 10/3/2022 \$70.00	10/13/2022 to 11/1/2022 \$140.00 - Double Fees	<input type="checkbox"/>
2023 Boys 8th Grade Track & Field	To 10/3/2022 \$70.00	10/13/2022 to 11/1/2022 \$140.00 - Double Fees	<input type="checkbox"/>
2023 Girls 7th Grade Track & Field	To 10/3/2022 \$70.00	10/13/2022 to 11/1/2022 \$140.00 - Double Fees	<input type="checkbox"/>
2023 Girls 8th Grade Track & Field	To 10/3/2022 \$70.00	10/13/2022 to 11/1/2022 \$140.00 - Double Fees	<input type="checkbox"/>
2023 Scholastic Bowl	To 10/3/2022 \$65.00	10/13/2022 to 11/1/2022 \$130.00 - Double Fees	<input type="checkbox"/>



H. Complete all the remaining levels of the registration process, clicking "Proceed..." as 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. Continue to next step.

I. 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.

**2022-2023 IESA Registration**

Please confirm that you would like to register for the following activities, and enter coach contact information if possible.

**Athletics & Scholastic Bowl Registration - Step #2**

- If the NFHS publishes a rule book for the sports you entered, you will automatically receive a copy of that rule book.
- No waivers** will be granted for any **late entries**.

Activity	Fee	
2022 Baseball, Boys	\$65.00	Remove
2022 Softball, Girls	\$65.00	Remove
2023 Basketball, 7th Boys	\$65.00	Remove
2023 Basketball, 8th Boys	\$65.00	Remove
IESA Membership Dues	\$300.00	
Annual Membership dues of \$300.00 must be paid.		
<b>TOTAL FEES OWED</b>	<b>\$560.00</b>	<a href="#">Change Entries</a>

Checks must be postmarked by June 6, 2022.

Proceed to Final Invoice

J. You must enter your name, email, and school password to proceed to “Final Invoice”.

Your Name	<input type="text" value="Sally Martin"/>	Enter your name as submitter.
Your Email	<input type="text" value="sally@xxxx.xxx"/>	Send email confirmation of this submission to this email address.
Confirm Email	<input type="text" value="sally@xxxx.xxx"/>	Type email address again to confirm accuracy.
School Password	<input type="password" value="*****"/>	Enter your school password as administrator signature.
NOTE: Submitting this form with your school password denotes that your Board of Education has authorized your membership in the IESA, and that you are in compliance with the by-laws of the IESA.		
Proceed to Final Invoice		

- K. 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.
- L. **Submit the invoice** to your bookkeeper/business manager to forward with a check for total amount shown.
- M. *Only school-issued checks will be accepted.* Please do not send personal checks or purchase orders. **Please observe all deadlines.**
- N. **Membership is finalized** when payment is received and processed by the IESA.

**GENERAL REGISTRATION GUIDELINES:**

- A. **“Feeder”** schools pay only membership to the IESA. Registration should be done using the password for the Feeder school.
- B. **Coop** schools must each pay the fee for the appropriate activity. Example: School A and School B coop in baseball – each must register on-line and pay fees for baseball.
- C. **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 with the by-laws of the IESA.**