

How to Update Your Teacher Profile on the IMEA Website

1. Direct your browser to www.ilalldist.org or click on Step 1
2. Select your IMEA District Number
3. Select your School
4. Select your Name
5. Enter your password and click on ENTER (if you don't remember your password, e-mail your District President - links provided on this website)
6. In the upper right portion of the screen, click on your name
7. Check all boxes that are a part of your teaching assignments. You may select more than one. This insures that you will receive information specific to each specialty you teach.
8. Enter/update all phone numbers. Home and cell numbers are confidential and only to be used by the District President to contact you in the case of an emergency at an audition or festival event.
9. Enter/Update your e-mail information. The second e-mail address allows you to enter a secondary address where your school address may filter our attachments or that you would like a second copy of info sent home. IMEA policy does not share member e-mails with third parties.
10. *If you are the Primary Contact*, delete retiring teachers or teachers who are moving out of your building. *If you are the Primary Contact* and you do not see the Delete Directors box, e-mail your District President.
11. Click on UPDATE
IMPORTANT: Click on UPDATE even if no changes are required to demonstrate that you have carefully examined the information.
12. Click on EXIT
This ensures you and your colleagues will remain informed about IMEA events and opportunities.

How to Register New Teachers on the IMEA Website

1. Direct your browser to www.ilalldist.org or click on Step 1
2. Select your IMEA District Number
3. Select your School
4. Next to the Password box click on Add New Director
5. Enter in all information completely
6. If you need your school's faculty password, your school's Primary Contact has that password listed in their profile, which they accessed above, or e-mail your District President who can give it to you.
7. Click on ENTER