

IMEA District Online School Registration and Student Nomination Information

Welcome to IMEA District Online Registration. This program is designed to replace the paperwork normally associated with IMEA District student nomination, auditions and festivals. This August, each registered school will receive the typical audition packet (minus the actual white audition forms), but it would be preferable for each school contact person to instruct the teachers in your building to follow the steps below to complete the audition registration process. If you have any questions, please e-mail your district president for a timely response. It is our hope to successfully integrate this new web-based program for all nine districts in 2006, and in so doing, make the task of registering students for IMEA experiences a more simple and fail-safe procedure.

To reach District web pages to complete your school, director and student registration, please complete the following steps:

1. Go to the IMEA website www.ilmea.org (any platform or web software will work)
2. Click on District Information
3. Click on your District on the Illinois Map or scroll down to your District number
4. Click on the number of your District on the left hand side of the screen
5. Click on and complete **Step 1** (directions below)
6. Click on and complete **Step 2** (mail in your Elementary Information Form (No Fee Required) or Jr/Sr Participation Form and \$25 fee, or follow the steps online including a credit card payment procedure for the \$25 fee)
7. Click on and complete **Step 3** (directions below)

Directions for Primary Contacts

Step 1 - Register yourself and your school

This must be done FIRST (by the Department Chair or other faculty/staff who will be the responsible official for this school) before other teachers can register themselves and their students.

1. Click on **STEP 1**
2. Select your IMEA District
3. Select your school from the list (if you can't find your school, go to the bottom of the list and select "School Not Found")
4. Fill in the information requested to register yourself as the primary contact, and to register your school
 - Primary Contact Name
 - School Address, City, State and Zip
 - School and Home Phone Numbers (this information is secure and will not be published)
 - E-mail Address (this information is secure and will not be published)
 - Principal Name
 - Classification – Senior Level, Junior Level or Elementary (JEM)
 - Create a Password for yourself (please DO NOT share this with students!!!)
 - Create a Password for the other teachers in your building so that only they can gain access to the site (not students or parents)
5. Click on the Enter Button

Step 2 – Elementary Information Form (No Fee) and Jr/Sr Participating School Form and \$25 Fee

This form (and fee for Junior Level or Senior Level participation) must be submitted and paid in order to activate your online registration ability. The forms are mailed to your school from the IMEA State Office in April, are included in the IMEA District Spring Newsletter in May, and are published in the Spring *Illinois Music Educator Journal*.

You can mail the form with a \$25 check (made payable to IMEA) to the State Office as indicated on the form. You may also go to the IMEA website (www.ilmea.org) and click on District Information and the word “Forms”. You can also navigate to this page by clicking **STEP 2** on your District Web Page. This online page will allow you to 1) download a “pdf” form to print, complete and mail with a payment or 2) complete the form online and submit with a credit card payment.

After the Participating School Form and payment are received and processed at the IMEA State Office, your school will be officially “activated” and you may proceed to STEP 3.

Step 3 – Nominate your students for participation

This can only be done if STEP 1 (the primary contact person has registered your school online and you have registered yourself as a director online) and STEP 2 (submission of Participating School Form and payment) has been fully completed and your school has been “activated” by the State Office. If submitting the Participating School Form and payment by credit card online, please allow 24-36 hours after the completion of STEP 2 BEFORE proceeding to STEP 3. If submitting the Form and payment by mail allow for delivery time and check processing before proceeding to STEP 3.

1. Click on STEP 3
2. Select your IMEA District
3. Select your school from the list
4. Find your name and log-in
5. When you reach the “Forms” page, follow the steps below to nominate your students in any of the Elementary, Junior or Senior categories (they are almost all identical except for the Chorus and Vocal Jazz Ensemble forms which include a space to enter the student height, the Senior Winds form which has a space for Auxiliary Instruments, and all of the Senior forms which include All-state selection preferences)
 - First Name, Last Name (please capitalize only the first letter of both names)
 - Grade
 - Gender
 - Chorus and Vocal Jazz Ensemble Height in Feet and Inches
 - Voice Part or Instrument (Junior Wind Flutes enter a separate form for Piccolo if desired)
 - Senior Winds - Auxiliary Instrument choices are Piccolo, English horn or Eb Clarinet only
 - Additional Audition – if you select yes, please confer with another music teacher that may be involved in selecting this student for an audition in that area.
 - Accept Assignment In? – Click on the yellow question mark for instructions
 - Experience In? – Click on all relevant boxes
 - Senior Forms - Participate in All-State? – If you click yes, and your student is eligible (in grade 11 or 12, 10 for strings), and additional Accept Assignment In? screen will appear. Click on the yellow question mark for instructions.
 - Click Enter when you have completed your first student and a new screen will appear for your next student (this data can be modified or deleted as the screen grows).
6. When all students have been entered, both by you and all the other teachers in your school, click on the summary tab at the top of the page and follow the next set of instructions:
 - Every time you click on the Summary tab, a pop up screen will appear with printing instructions.

- Printing Instructions - you can close this out, or choose not to see it, but remember to set your page margins as directed so that your summary sheet will print correctly.
 - Check all entries with the other music teachers in your school. The students who are entered in more than one audition have a red asterisk next to the name. To make changes, you'll need to go to the appropriate forms page and click the modify button next to the student's name.
 - Print the Summary form per instructions, sign it, and have your principal sign it.
 - Secure a check for the amount shown on the summary form (audition fees are set in each district by the District President)
 - Mail the signed form and check to your District President. Each district will have a different due date which can be found in the District Spring and Fall Newsletters.
7. Modifications to or deletion of student nominations may be made online up until the District due date. After that date, the online program will disable all entry functions. Changes after these dates can only be made via an e-mail request to the District President.

MODIFYING YOUR PROFILE: On the "Forms" page, click on your name at the top of the screen to update or change your profile (passwords, phone numbers, etc.) at any time. This is also the location to enable your e-mail address when prompted by an e-mail test page you will receive from the District President.

Directions for Music Teachers (other than the Primary Contact)

Step 1 - Register yourself

This can only be done after your primary contact person has registered your school online and given you a faculty password

1. Click on STEP 1
2. Select your IMEA District
3. Select your school from the list
4. Click on "Add a New Director"
5. Fill in the information requested to register yourself
 - Name
 - School and Home Phone Numbers (this information is secure and will not be published)
 - E-mail Address (this information is secure and will not be published)
 - Create a Password for yourself (please do not share this with students!!!)
 - Enter the Faculty Password (created by your primary contact person)
6. Click on the Enter Button

Step 2 - See Primary Contact Information Above

Step 3 – Nominate your students for participation

This can only be done after the primary contact person has registered your school online, your school Information/Participation Form and school fee has been received, processed, and your school has been "activated" by the IMEA State Office and you have registered yourself as a director online. If submitting the Participating School Form and payment by credit card online, please allow 24-36 hours after the completion of STEP 2 BEFORE proceeding to STEP 3. If submitting the Form and payment by mail allow for delivery time and check processing before proceeding to STEP 3.

1. Click on STEP 3
2. Select your IMEA District
3. Select your school from the list
4. Find your name and log-in

5. When you reach the “Forms” page, follow the steps below to register your students in any of the Elementary, Junior Level or Senior Level categories (they are all similar except for the Chorus and Vocal Jazz Ensemble forms which include a space to enter the student height, the Senior Winds form which has a space for Auxiliary Instruments, and all of the Senior forms which include All-state selection preferences)
 - First Name, Last Name (please capitalize only the first letter of both names)
 - Grade
 - Gender
 - Chorus and Vocal Jazz Ensemble Height in Feet and Inches
 - Voice Part or Instrument (Junior Wind Flutes enter a separate form for Piccolo if desired)
 - Senior Winds - Auxiliary Instrument choices are Piccolo, English horn or Eb Clarinet only
 - Additional Audition – if you select yes, please confer with another music teacher that may be involved in selecting this student for an audition in that area.
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