

Online Division Meeting Instructions

The Division Meeting presentation will be available beginning in October. These meeting will be posted in the IESA Member Center for you to access at your convenience.

What you need:

- Computer
- Speakers for or on your computer
- Minimum Browser Version: Internet Explorer 6, Mozilla Firefox 1, Chrome, Opera 9.5, or Safari 3 (Browser version info can generally be found on the browser help menu under "About")
- Wired (not WiFi) Broadband internet connection
- Minimum Flash Version: 6.0.79 or higher
- Turn pop up blocker off or put www.iesa.org in your allowed list
- iPad: Articulate Mobile App (Flash is not required.) **iPhone is not supported.**

To watch the meeting:

- Log-in to the IESA Member Center using your AD or School password.
- Click on the Division Meeting link located above your Activity Tracker.
- Enter the name and email address of the individual watching the presentation.
- WATCH THE ENTIRE PRESENTATION. If you exit the presentation early, you will not receive credit for attendance.
- Following the conclusion of the presentation, you should see a page that indicates you have successfully met the attendance requirement.
- Additionally, an email will be sent to the address that you entered indicating successful completion of the presentation. Please retain this email until credit is confirmed on your school page.
- There will also be a link in the Resources section to view the presentation at any time.

If you will be attending the meeting for several schools, please email nicole@iesa.org with the additional school information.

Technical Difficulties

If you have problems viewing the presentation:

- Clear your browser's temporary files cache, restart your browser, and try again.
- Try the presentation on another computer.
- Try the presentation on an iPad using the mobile App.

NOTE:

The IESA encourages Athletic Directors to make these online meetings work for you. Schedule meetings with all your coaches and have your coaches view the presentation by connecting your computer to an LCD projector and speakers, you can then project the meeting to the whole room. Now all your coaches will be receiving the same information at the same time.