TexasTSA North Texas Region 11 Conference Registration Instructions

Follow the following instructions on how to access the Registration platform and register both students and advisors for our upcoming Regional Conference.

SIGNING IN TO THE REGISTRATION WEB PAGE

1. Go to the Registration website. The address is https://www.registermychapter.com/tsa/tx-NorthTexas



2. Click on the Conference Registration button on the left side of the screen.

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Conference Registration	
Judges Registration	
Help	ſ
Log Out	
Information	

3. Log into the website with your National TSA credentials. (Make sure to click on the Cloudflare Verify you are human). Your chapter is already affiliated with the national TSA organization so your credentials should work.



REGISTERING STUDENTS / VOTING DELEGATES / ADVISORS FOR THE CONFERENCE

4. Once you have logged into the website, you will come to a webpage that is the home page and will have your school's name at the top of the screen.



5. At the bottom of the web page you will see the following information.

Add Advisor Add Students	Add Guest/Other	Review Qualifiers
View Registration Submit		
Save and Finish Later		

Click on the Add Advisor to register each advisor attending the conference. Click on the Add Student to register each student attending and competing in the conference.

6. When you click on the Add Student, you will go to the following page where you will be able to add members who are registered to your chapter roster. You may search for students by their first name, last name, or both. You may also leave the fields blank, where it will list all records (as long as it is 200 or less students).

Add Members

NOTE: There is a <u>20 minute</u> session time out. If you think it will take you longer than that to select all your members, you can make your selection in multiple groups. Simply make as many selections as you can in 20 minutes and save before the session expires. You can then click the Add Student button again to continue adding.



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On the screen, you will see the student names who appear from the search, along with the submit date, their member ID, and a STATUS Drop Down. You must click on the drop down menu and select them as either a student, or a voting delegate. You must select one of the options. (Each chapter MUST have 2 students who are being registered as Voting Delegates (they can still be registered to compete in the competitive events, but are the students who will be voting on Regional Officers for the upcoming school year for our region))

YOU WILL USE THE SAME STEPS FOR ADDING AN ADVISOR

7. Once you have added all of your students and advisors attending to the registration, you will see the list of students and advisors you have registered for the conference. At the bottom of the page, you will see the words, "BACK TO REGISTRATION LIST". Click on those words to return to the home screen.

Back to Registration List

SIGNING UP STUDENTS FOR COMPETITIVE EVENTS

8. When you are on the home page, you will see all of your students / voting delegates who have been registered to attend the conference, along with the advisors:

	TSA No	orth Texas Regio Februa	n 11 Co ary 7 - 8, [Home]	onfei 2025	rence	Reg	istra	tio	n		
Conference Registration	Regi	stration has	NOT	bee	n Si	ubn	nitte	ed			
Judges Registration	Registration for <u>Coppell High School</u>										
Help	NOTE: Re	gistration will NOT be co	ompleted u	ntil yo	u click (on the	View R	egis	tration b	utton	
Log Out	and Subm	11t.				lte	m			_	
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 Once on that page, to sign up a student for a competitive event (NQE/ UTE On-Site / UTE Project), find the student's name, and in their row, find and click on the box that has the words "SELECT EVENTS".



Conference Registration	Registration has NOT been Submitted										
Judges Registration	Registration for Coppell High School										
Help Log Out	NOTE: Registration will NOT be completed until you click on the View Registration button and Submit.										
Information	ID	Name	Attending	Status	Events	lte Selee	em ction				
Regional Submission Guide	\bigcirc		Y	S	0	<u>ltems</u>	\$0.00	Edit Select Events Delete			

10. Once you click "SELECT EVENTS", the student's name will appear on the web page, and you will click on the button "ADD NEW EVENT" to advance to the next page

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	TSA North Texas Region 11 Conference Registration February 7 - 8, 2025 [Home]
Conference Registration	Events
Judges Registration	Entries For:
Help	Add New Event
Log Out	
Information	Back to Registration List
<u>Regional</u> Submission Guide	

11. Once you click on the Add New Event button, the screen will have a section titled Add New Event. You will see a text box for EVENT, and a drop down for State Classification. To see the correct category of events, you must click on the state classification dropdown menu.

Add New Event

Event:	State Classification:	✓ Select
		All Classifications
Back to Registration List		HN (High School)
<u>back to Registration List</u>		HP (High School)
		HU (High School)

Once you click on one of the drop down options you will see all of the events from the particular state classification group. Here are the following classification groups:

HN - High School National Qualifying Events (NQE)

HP - High School Unique To Texas Projects (UTE)

HU - High School Unique To Texas On-Site Events (UTE)

MN - Middle School National Qualifying Events (NQE)

MP - Middle School Unique To Texas Projects (UTE)

MU - Middle School Unique To Texas On-Site Events (UTE)

- 12. Find the correct event, and click on the word "SELECT" toward the right side of the screen. For students entering in team events, make sure to verify the following information:
 - a. Type in the correct team number in the team number column
 - b. Check the box in the Team Captain column if that student is the TEAM CAPTAIN for that team in the competitive event. Remember that all team entries MUST have one team captain selected.

Event:					State Classification:			HN (High School) ~		
Event Name	Skill Level	Event Type	Min Entries	Max Entries	Max # of Teams	Team #	Additional Team #	Team Captain	ţ	
HS Animatronics (2)	2	Team	2	3	3	1			Select	Schedule
HS Architectural Design (2)	2	Team	1	6	3	1			<u>Select</u>	Schedule
HS Audio Podcasting (2)	2	Team	1	6	3	1			<u>Select</u>	<u>Schedule</u>
HS Biotechnology Design (2)	2	Team	2	6	3	1			<u>Select</u>	<u>Schedule</u>
HS Board Game Design (2)	2	Team	2	6	3	1			<u>Select</u>	Schedule
HS CAD – Architecture (2)	2	Individual	1	2	NA				<u>Select</u>	Schedule
HS CAD – Engineering (2)	2	Individual	1	2	NA				<u>Select</u>	Schedule
HS Chapter Team (2)	2	Team	6	6	3	1			<u>Select</u>	Schedule
HS Children's Stories (2)	2	Team	1	6	3	1			<u>Select</u>	Schedule
HS Coding (2)	2	Team	2	2	3	1			<u>Select</u>	Schedule
HS Data Science & Analytics (2)	2	Team	1	2	3	1			<u>Select</u>	Schedule
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Add New Event

13. Once you have clicked SELECT, the event will appear under the student's name.



14. When you are finished entering the selected student into competitive events / projects, you will click on the words "BACK TO REGISTRATION LIST" to return to the home page.



- 15. Once you have entered all of your registered students into their respective competitive events and project categories, you have one of the following click on the VIEW REGISTRATION button at the bottom of the screen:
 - a. VIEW REGISTRATION to view your chapter's final registration
 - b. SUBMIT to finalize your team's entries and go to the page with the invoice.
 - c. SAVE AND FINISH LATER to close the page and return at a later time.

View Registration Submit

Save and Finish Later

16. If you have any registration errors, they will appear at the bottom of the registration page listing the errors that need to be corrected for your registration.