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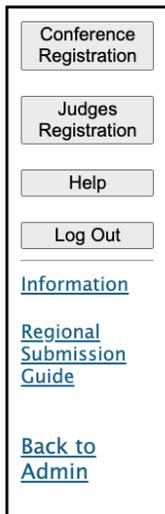
2. Click on the Conference Registration button on the left side of the screen.

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.

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 20 minute 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.

Name	Submit Date (EDT)	Member ID	Status
[ ]	1/11/2025 9:21:24 AM	[ ]	✓ Select ...
Submit			Student ($10.00)
			Voting Delegate ($10.00)

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:

9. 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".

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

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)
                                                     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.

Add New Event

Event: [   ]   State Classification: [HN (High School) ▾]

Team # should remain 1 unless you are sending more than one team to compete in the same event.

State Classification #	Event Name	Skill Level	Event Type	Min Entries	Max Entries	Max # of Teams	Team #	Additional Team #	Team Captain		
HN501	HS Animatronics (2)	2	Team	2	3	3	1		☐	Select	Schedule
HN502	HS Architectural Design (2)	2	Team	1	6	3	1		☐	Select	Schedule
HN539	HS Audio Podcasting (2)	2	Team	1	6	3	1		☐	Select	Schedule
HN503	HS Biotechnology Design (2)	2	Team	2	6	3	1		☐	Select	Schedule
HN504	HS Board Game Design (2)	2	Team	2	6	3	1		☐	Select	Schedule
HN508	HS CAD – Architecture (2)	2	Individual	1	2	NA				Select	Schedule
HN509	HS CAD – Engineering (2)	2	Individual	1	2	NA				Select	Schedule
HN505	HS Chapter Team (2)	2	Team	6	6	3	1		☐	Select	Schedule
HN506	HS Children's Stories (2)	2	Team	1	6	3	1		☐	Select	Schedule
HN507	HS Coding (2)	2	Team	2	2	3	1		☐	Select	Schedule
HN536	HS Data Science & Analytics (2)	2	Team	1	2	3	1		☐	Select	Schedule

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

TSA North Texas Region 11 Conference Registration
February 7 – 8, 2025
[Home]

Events

Entries For: ⬭

State Classification #	Event Name	Skill Level	Event Type	Team #	Additional Team #	Team Captain			
HN502	HS Architectural Design (2)	2	Team	1		☐	Update	Delete	Schedule

[Hide Add New Event]

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.

Back to Registration List

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.