

ON-LINE REGISTRATION INFORMATION 2008

North Carolina TSA will continue to utilize the online registration program for our State Conference. **ALL REGISTRATION MUST BE COMPLETED**

ONLINE! The URL for completing your Chapter Registration is:

www.registermychapter.com/tsa/nc

The conference **registration period is from February 25-March 21, 2008**, you must register your chapter online at this time. During this open registration period you may add, delete and edit your registration input. After **March 21, 2008**, you **will not** be able to make any changes, additions or deletions. As you complete your registration, an invoice will be presented to you and available for print and submission to your bookkeeper for processing. Payments for conference registrations are due postmarked date by **March 21, 2008**. Please make one check payable to NCTSA. Mail all conference materials and your payment to:

Kathleen Squibb, 105 Doe Run, Clinton, NC 28328.

To log into the online registration program, go to the website indicated below and enter your unique username and password. Please have your LEA and school code available. If you do not know it please refer to the chart posted at www.nctsa.org and refer to the LEA/School Code link.

Website for on-line registration: www.registermychapter.com/tsa/nc

User Name {Advisor's last name and first initial}

Password {Advisor's first name}

If you have any questions or experience difficulties at any time during this process, please contact Kathleen Squibb, 910-592-0389 or ksquibb@dpi.state.nc.us. **If you sponsor two or more chapters** you will need to contact Kathleen immediately for the correct password and username for each chapter, they will be different.

TSA Online Conference Registration Instructions

1. In your web browser, go to <http://www.registermychapter.com/TSA/NC>.
2. If this is your first time to the site, click the **Register** link. You will be asked to log in. Log in using the user name and password that your State Advisor gave to you.
3. The first time in, you will be asked to verify your school information. Double check all the fields, and press the **Submit** button at the bottom to save any changes.
4. Your name will automatically be added to the list as an Advisor.
5. Click the **Add New Name** link to add a new name to the list. Provide the participant's last name, first name, and select their status from the drop down list. Be sure to check all contests that this individual will participate in. Remember, you will need to select two voting delegates (or the number allowed for your chapter, 2 per ten members affiliated, maximum of 12 delegates) so be sure to include those as you enter names.
6. To enter Team events, be sure to select the correct team number. Most team events only allow you to enter one team. However, some events allow you to enter more than one team. In such cases, separate team #'s should be designated for each team.

7. Continue adding names until you have entered all of your participants. As you add participants, if you attempt to enter more participants in an event than are allowed, you will be informed, and not allowed to exceed the event maximum. At any point, you may press the **View Registration** link to get an idea of your total invoice amount, and a better understanding of who is registered for which events.
8. When you are finished, press the **Finished Registering** link at the bottom. At this point, you may have several red messages at the top of the screen. Please read these carefully. Your registration will not be complete until these problems have been resolved. For instance, you may be informed that you must have 2 voting delegates. To correct this problem, click the **Back To Registration** link at the bottom, select the student(s) you want to be voting delegates and click the **Edit** link beside each student. Change the Status field to Voting Delegate and press **Submit** to save. When you're finished making these changes, press the **Finished Registering** link again.
9. If you get a message that states that you have not met the minimum requirements for an event, then you must click the **Back To Registration** link, and either add students to those contests that are short, or remove students from those contests. When you're finished making those changes, press the **Finished Registering** link again.
10. When you have corrected any problems that may have appeared, from the Finished Registering screen, first, be sure to **Print** a copy of this invoice to send in with your payment. Next, press the **Confirm** link at the bottom to confirm that the invoice is correct. A copy of the e-mail will be sent to you, and to the State advisor.
11. If you need to edit your registration, you may come back to this location and make changes up until the close dates, March 14th.
12. Once you are finished with your registration, be sure to either click the **Log Out** link to make sure that the connection is securely closed, or exit your browser. This will ensure that no one can get in and make changes to your registration.