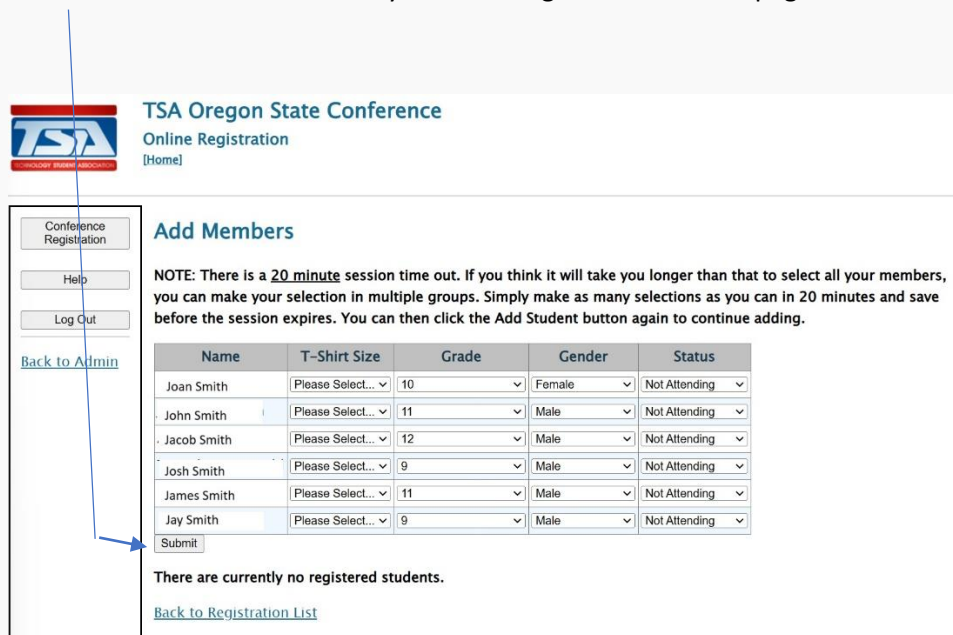# Oregon TSA

Detailed Registration Instructions

All registrations must be submitted electronically, via Register My Chapter

- In your web browser, go to the web site link above. A screen similar to the following screen should appear:

- Click the **Registration** button to begin registration. You will be asked to log in. You will be required to log in using the user name and password that is used for your online affiliation portal.
- The first time in, you will be asked to verify your school information. Double check all the fields and press the **Save/Submit** button at the bottom to save any changes.

- If you do see your name listed, click the edit button. And verify the information.

- If you don't see your name listed you will need to add yourself as the advisor to the attendee list. Click **Add Advisor.** This will show a list of advisers from the affiliation portal. You can then use the drop down menu to indicate which advisor(s) will be attending. **If the adviser is grayed out and you are unable to add them then they have not been paid for in the affiliation portal. Please go to the affiliation portal and pay for their membership.**

- *We will now add your FORM B. Click the "*Click Here to upload your Form B.*" And upload your hand signed file.*

- To add your students - Click the **Add Students** button. This will bring you to a search box. It is recommended that you leave the search boxes blank and click the **search** button, it will bring up your entire list of student names. If you want to search individually, keep it simple and only search using one or two letters. ****If the student is grayed out and you are unable to add them then they have not been paid for in the affiliation portal. Please go to the affiliation portal and pay for their membership.*

- It should look similar the table below. Fill in the correct information for all students attending the conference. Be sure to change the **status** of all students attending. You do not have to fill out the information for students who are not attending. Once you are done fill out the chart, click the **submit** button. This will take you to the registered students page.

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- You should now see the registered students page. From here, click on the "**back to registration list**" link.

- Now we will add the events and any special accommodations for your students. Click the **Edit & Select Events** tab to list special needs for the event, and to indicate the event(s) each participant is participating in. You will have to do this for each student. To enter **team** events, be sure to select the correct team number for each student. For example, the first person the advisor registers with (will also be the team captain) and as you can see, this first one is Team#1. Second student in the same team, will be team #1 as well. If you are registering more than one team. You will need to change those students to have team #2. See table.

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

Event(s)

Save

Event Name	Min Entries	Max Entries	Max # of Teams	Select	Team #	Additional Team #	Team Captain	Schedule
Audio Podcasting (Lvl 2)	1	3	100	☐				Schedule
Coding – HS (Lvl 2)	1	2	500	☐				Schedule
Digital Video Production – HS (Lvl 2)	1	6	100	☐				Schedule
Engineering Design – HS (Lvl 2)	3	6	100	☐				Schedule
On Demand Video – HS (Lvl 2)	1	6	100	☐				Schedule
Photographic Technology – HS (Lvl 2)	1	2	100	☐				Schedule
Software Development – HS (Lvl 2)	2	6	100	☑	1	NA	☐	Schedule
Systems Control Technology – HS (Lvl 2)	3	6	200	☐				Schedule
Technology Bowl – HS (Lvl 2)	3	3	100	☐				Schedule
Technology Problem Solving – HS (Lvl 2)	1	2	200	☐				Schedule
VEX – HS (Lvl 2)	2	6	800	☐				Schedule
Webmaster – HS (Lvl 2)	2	6	100	☐				Schedule

- Continue editing the contest until you have entered the correct info for all your students. If you attempt to enter more students 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** button to get an idea of your total invoice amount and a better understanding of who is registered for which events.

- If you try to register more members for an event than the allowed limit, the system will notify you and prevent you from exceeding the maximum. You can click the "**View Registration**" button anytime to see a detailed list of who is registered for each event.

- To modify a student's information or event you selected, click the **"Edit & Select Events"** link next to their name.

- If you plan to bring additional chaperones who are not part of the chapter, click the **"Add Guest"** button to enter their details. Select Advisor as their participant type.

- When you are finished, press the **Submit** button at the bottom of the registration page next to view registration button. 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.

- To correct this problem, click the **Back to Registration** link at the bottom.

- Select the student you may be having registration problems with and click the **Edit** link beside that student.

- 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 events that are short or remove students from those events that are over the limit. When you're finished making those changes, press the **Submit** button again.

- Change the information you need to change, and press **Submit** to save.

- When you're finished making these changes, press the **Submit** link again.

- When you have corrected any problems that may have appeared, it will take you to the invoice screen. Please verify the invoice is correct. Then press the **Confirm** link at the top of the page to confirm that the estimate is correct. A copy of the email will be sent to you and to the State Advisor. **Print** a copy of this **registration estimate** from the Finished Registering screen. You can use this to begin processing payment through your business office. You will receive an official **Invoice** from the state business office following the closing of the registration system.

- If you need to edit your registration, you may come back to this location and make changes until the close date/time. After that date/time, no more changes may be made.

- To make changes, click on the **Registration** button at the left. After logging in, the list of Registered Individuals will appear. Simply click the **Edit** link and make any changes you need. When you do this, remember to press the **Finished Registering** button to check for problems and to resubmit the registration.

- 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.

If you need any assistance with registration, please contact stateadvisor@oregontsa.org