

Delaware TSA 2011 State Conference Registration Form Reminders

Registration is due to me by the end of the day via email by **March 11, 2011**.

Finance registration and payment should be processed and sent to:

Delaware Department of Education
35 Commerce Way, Suite 1
Dover, Delaware 19904
Attention: Mike Fitzgerald, Delaware TSA

Complete all of the Registration Forms and email them to mfitzgerald@doe.k12.de.us **and copy to** hdavis@doe.k12.de.us.

The TSA Registration Conference form, please note the following:

We need you to complete the following information for each event that you register a student in.

1. Each event has been assigned an Event # and Event (acronym) on the Middle and High School registration sheets. Please enter the correct event # and event (acronym) **for each event you wish to enter a student in.**
2. Delegate I.D. -You will assign the student number to each entry: the number is your school number as it appears on the list we have provided, and number 1, 2, 3, 4, 5, 6, 7, 8, etc..... (A student is only given **ONE** I.D. #. If a student is entered in more than one event the Student I.D. # will remain the same for each event.)

For Team events – the first team member listed should be assigned a number (one), the second team member will be assigned the same number, and the third team member will also be assigned the same number. The second team (if you have a second team in that event) – the first member of the second team will be assigned a number (two), the second member of the second team will be assigned the number 2, and the third member of the second team will also be assigned the number two, etc..... (See page 2 of the Middle or High School registration form for a sample registration form.)

3. **Student Name - use upper and lower case letters – please check your spelling - what you place on the form is what will appear on everything i.e. name tags, lists for events, certificates, etc.....**
4. **Your school will also be entered by you – please use upper and lower case letters (same comment as above).**

If you have questions, please call us for assistance at 302-857-3320.