TSA Online Conference Registration Instructions
Closed System

1. In your web browser, go to the registration web site that you were given for registering for your TSA conference.

2. Click the **CONFERENCE REGISTRATION** button to begin registration. You will be brought to the log in screen. Log in using the user name and password you were given earlier. If you have forgotten your user name and/or password, type in your e-mail address in the blank provided at the bottom of the screen, and click **Submit**. Your user name and password will be e-mailed to you.

3. The first time in, you will be asked to verify your school information. Please look all of the information over and correct anything that needs to be corrected. Click **Submit** when you're finished, and you'll be presented with the registration screen.

4. Click the **ADD NEW NAME** button 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,

so be sure to include those as you enter names.

5. 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, a separate team # should be designated for each team.

6. 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** button to get an idea of your total invoice amount, and a better understanding of who is registered for which events.

7. When you are finished, press the **SUBMIT TO TSA** button 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 **SUBMIT TO TSA** button again.

8. 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 **SUBMIT TO TSA** button again.

9. After you have corrected any problems that may have appeared, and re-submitted your registration, be sure to **Print** a copy of this invoice to send in with your payment. Next, press the **CONFIRM** button at the bottom to confirm that the invoice is correct. A copy of the e-mail will be sent to you, and to the site administrator.

10. If you need to edit your registration, you may come back to this location and make changes up until the registration close date. In order to make changes, click on the **CONFERENCE REGISTRATION** button at the left and log in using your user name and password. 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 **SUBMIT TO TSA** button to check for problems, and to resubmit the invoice.

11. 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.