

TSA Membership System

Chapter Affiliation Instructions

(for all chapters active in a previous school year)

Step 1: [Log in](#) to your chapter.

Login for Chapter Advisors and State Advisors

Chapter Membership

Chapter ID / User Name:

User Name

Password:

Password

Login

Forgot Password

Step 2: Complete the form below (and click Confirm).

- Verify/update all the information in the fields (fields in RED are required).
- You will be required to input a generic member password. This is a chapter specific password that all your student members will use to initially access the student member portal.
- Choose your Membership Type and enter the number of members (with the selection of Red CAP, the number of members field will fill automatically). Click [here](#) for more information on affiliation levels and dues (click [here](#) for state dues).

CHAPTER ADVISOR, PLEASE CONFIRM YOUR AFFILIATION INFORMATION

Student Member Password:

Student Member Password

PLEASE UPDATE YOUR PRINCIPAL'S INFORMATION

Principal's First Name:

Principal's First Name

Principal's Last Name:

Principal's Last Name

Principal's Email:

Principal's Email

PLEASE CONFIRM YOUR DISTRICT / REGION / AREA

State District:

Newton County Schools System

Is this a Title One School?

Select...

School Area

Select...

Free and reduced lunch percentage (FRL)

Select...

Do you plan to participate in the HS Senior Solar Sprint competition?

Select...

Membership Type

☐ Red Chapter Affiliation Program (Red CAP):

This program allows a chapter to pay for a minimum of ten members for a flat fee (additional members may be added during the year for a fee). The membership fee for Red Cap is \$120 at the national level plus state dues.

☐ White Chapter Affiliation Program (White CAP):

This program allows a chapter to affiliate eleven or more members by paying the Red CAP flat fee plus additional White CAP (\$12 per member) dues for over ten members.

☐ Blue Chapter Affiliation Program (Blue CAP):

This program allows a chapter to affiliate an unlimited number of members in a school for a flat fee. Blue CAP members pay a national membership fee of \$400 plus state Blue CAP dues. **An online school which affiliates a Red, White or Blue CAP chapter is limited to having 1000 members.**

Number of Members (10 Minimum)

Number of Members

How many of your students are/will be enrolled in one or more CTE courses for the current school year?

Select...

Confirm

Log Out

Step 3: Verify all advisor information (and click Save).

VERIFY ADVISOR INFORMATION

PRIMARY ADVISOR

Email

Alternate Email

Cell Phone

OPTIONAL INFORMATION

I am a (check all that apply):

- ☐ Computer Science Teacher
- ☒ Engineering Teacher
- ☒ Technology Teacher

Other: (please list)

Computer Graphics

I use the following curriculum (check all that apply):

- ☒ Engineering by Design
- ☒ PLTW

Other: (please list)

I am a professional member of (check all that apply):

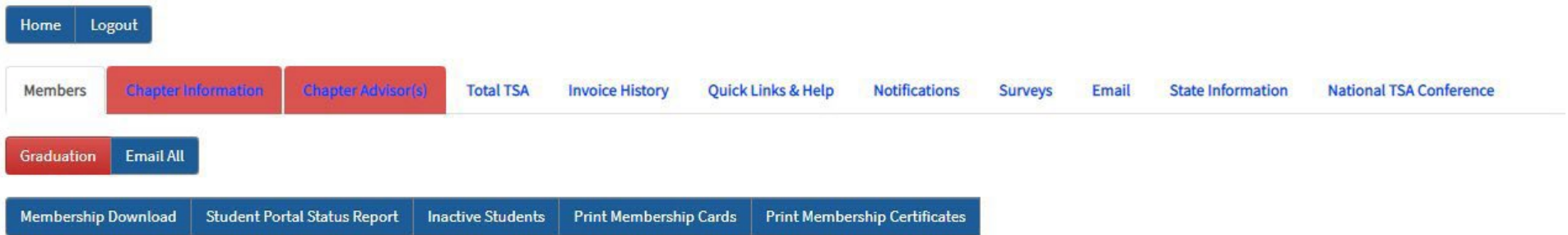
- ☐ ACTE
- ☐ CSTA
- ☐ ITEEA
- ☐ NSTA

Other: (please list)

Save

Step 4: Complete the Graduation process.

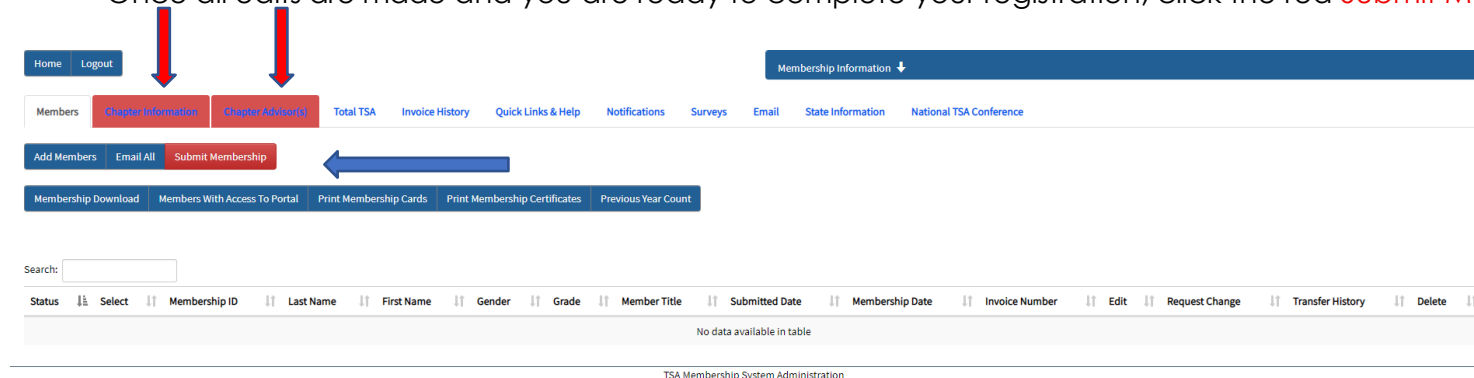
- The Graduation process advances chapter members entered in the TSA membership system to the next grade level or designates 12th grade students as alumnae/i. The [Graduation FAQ](#) is found on the Graduation screen and is available in the Quick Links & Help tab.
- Completion of the Graduation process is required before a chapter can affiliate for the new school year.
- Click the red Graduation button to proceed. Use the link to access [Graduation instructions](#).
- Once the Graduation process is completed, you will be able to add new student members and create your invoice.



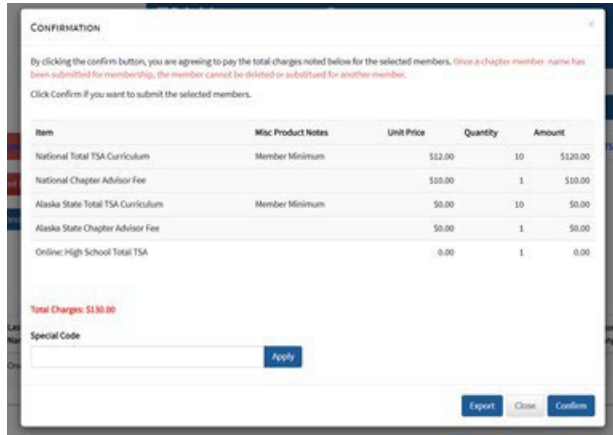
Step 5: Enter member information

You are not required to input student member names at the time of affiliation; however, member names must be submitted prior to any member participating in any competition. If you wish to submit membership without submitting student names, simply click the red Submit Membership button and follow the prompts to submit your membership and generate your invoice. **Do not submit a member's name unless you are sure the student will be an active part of your TSA chapter. Once a student name is added to a chapter roster, the student is a TSA member for the year. Substitutions or refunds for membership are not permitted.**

- Use the Chapter Information tab and the Chapter Advisor tab to enter/change membership information. (These tabs will remain red until clicked on.)
- Once all edits are made and you are ready to complete your registration, click the red **Submit Membership** button.



Step 6: Payment



CONFIRMATION

By clicking the confirm button, you are agreeing to pay the total charges noted below for the selected members. Once a chapter member name has been submitted for membership, the member cannot be deleted or substituted for another member.

Click Confirm if you want to submit the selected members.

Item	Misc Product Notes	Unit Price	Quantity	Amount
National Total TSA Curriculum	Member Minimum	\$12.00	10	\$120.00
National Chapter Advisor Fee		\$10.00	1	\$10.00
Alaska State Total TSA Curriculum	Member Minimum	\$0.00	10	\$0.00
Alaska State Chapter Advisor Fee		\$0.00	1	\$0.00
Online: High School Total TSA		0.00	1	0.00

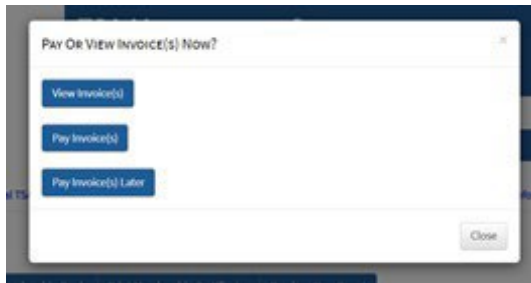
Total Charges: \$130.00

Special Code Apply

Export Close Confirm

After clicking Submit Membership, you will advance to a confirmation screen. Please read all of the information that appears on the screen and verify that everything looks correct.

At the bottom right, you have the option to “Export” or download a copy of the membership fees (this is not an official invoice), “Confirm” (see below), or “Close” where you can return later to make changes and/or to complete your affiliation.



PAY OR VIEW INVOICE(s) NOW?

View Invoice(s)

Pay Invoice(s)

Pay Invoice(s) Later

Close

If you select “Confirm”, you will have three options. “View Invoice” allows you to view and/or download your invoice to send to your financial department for payment or to procure a purchase order (PO). “Pay Invoice” allows you to pay your invoice by credit card or upload a PO. “Pay Invoice Later” allows you to leave the screen and return to pay later. [Instructions to upload a PO.](#)

If you pay by credit card, your school will be immediately affiliated. If you pay by PO, once TSA receives and verifies that your PO is valid, your chapter will be affiliated.

For questions or additional support, please email register@tsaweb.org.

Quick Links/Help and Total TSA Tabs and Screens

The Quick Links and Help Tab contain Chapter Advisor user guides and instructions to assist in the registration process and complete your affiliation.

The Total TSA Tab, which is available to advisors once the chapter has been affiliated, contains competitive event guides, leadership materials, and other chapter advisor resources.