National TSA Conference Registration System
Chapter Advisor Instructions

Pre-registration requirements:

Prior to completing a registration for the conference, chapter advisors must ensure that the following requirements have been met. The chapter advisor must have already:

- affiliated the chapter, with all membership dues/invoices paid.
- submitted the names/IDs (as applicable) of all advisors and student members affiliated with the chapter.
- directed chapter members to create an account on the Student Member Site. (Click here for instructions to assist student members.)

Steps to complete registration for the 2021 national TSA conference

To register for the conference:

- Login to your chapter.
- Click on the National TSA Conference, Tab 1.
- Click on the 2021 National TSA Conference, Tab 2.

Welcome Screen
You must first register advisor(s) and then student members.

IMPORTANT: Any fields that are in RED are required within the conference registration system.
1. Register an advisor

- Click the Register Advisor tab.
- Select advisors; if you have multiple chapter advisors, select the check box for each advisor you want to register. **One chapter advisor must be registered in order for student members to participate in the conference.**
- Click Continue.

**Select Advisors**

<table>
<thead>
<tr>
<th>Select</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Test</td>
<td>Advisor</td>
</tr>
<tr>
<td></td>
<td>Test</td>
<td>Advisor2</td>
</tr>
</tbody>
</table>

- Advisor information will auto-populate.
- Verify all information is correct and make any necessary changes.

**Register Chapter Advisor: Test Advisor**

Confirmation Screen - confirm all information is correct.
- If registering another advisor, click Next Advisor.
- If not, the button will say Finish. You will be taken back to the Welcome Screen.
2. Register student members

- Click the Register Students tab.
  - **Student email addresses are required**, which are input by student members on the student site. Conference registration cannot be completed until all student competitors have created an account. Click here for instructions on to help students register on the student member site.
- Select the student members to register and click Continue. You will be registering one student member at a time.
- Voting Delegate – choose ‘yes’ or ‘no’ for the student member and click Next (Chapter may have no more than two (2) voting delegates).
- State officers will be designated as voting delegates by their state advisors. National TSA officers will be designated as voting delegates by the national TSA advisor.

- On the Competitive Events page, select all applicable events. **Competitive event selections are final once event registration closes on May 14, 2021.** Chapter advisors must check their competition registration carefully for accuracy, both prior to submitting registration and upon receipt of confirmation invoice.
  - For individual events, select the event.
  - For team events, select the event, indicate the team number, and select team captain (if applicable). Click here for an explanation of the team captain and other competitions requirements.

State advisors only will register eligible students for virtual state advisor approval events May 18-20. Click here for a list of the virtual state advisor approval events.

- Confirm everything is correct and click Next Student to register your next student member.
- Repeat the process to register any additional student members.
- Click Finish after confirming your last student member. You will be taken back to the Welcome Screen.
3. Register all others (anyone who is not a chapter advisor or student member)

- Click the Register All Others tab.
- Enter the information for the person you are registering and click Next.
- Confirm all the information is correct and click Save.
- Click Add Another for the next person to register, and repeat the process, as needed.
- Click Finish.

4. Accept Disclaimers and Submit Invoice

- On the Welcome Screen click the red Accept Disclaimers button.
- Read the information, select the Check box, and click Confirm.
- Select the check boxes for all attendees and click the red Submit Registration button.

5. Payment

On the Confirmation screen, read the information and select a choice, as applicable:

- Select Export to download a copy of your confirmation screen.
- Select Close to return later to complete or make registration changes.
- Select Confirm for three options [View Invoice(s); Pay Invoice(s); Pay Invoice(s) at a Later Date].

Chapters are strongly encouraged to pay for conference registration with a credit card. This ensures conference registration is processed within 24-48 hours of submission. Either a credit card payment or a scanned copy of a purchase order, uploaded or emailed to register@tsaweb.org, is required for all student members and advisors by May 28, 2021. Competitions take place June 1 through June 21, 2021.

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