

National TSA Conference Registration

Chapter Advisor Instructions

Pre-registration requirements

Prior to registering for the conference, a chapter advisor must ensure that:

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

Steps to complete registration for the 2023 national TSA conference

To register for the conference:

- Log in to the [Chapter Advisor Site](#)
- Click on National TSA Conference
- Click on 2023 National TSA Conference
- Register advisor(s) first and then student members

1. Register Advisor(s)

- Click the **Register Advisor** tab.
- Select your hotel. (After selecting a hotel, you may click on the **Hotel** button to make any changes.) Click **Save**.
- Select the advisor. (*At least one chapter advisor must be registered for student members to participate in the conference.*)
- Click **Continue**. Advisor information will auto-populate.
- Verify that information is correct or make necessary changes.
- Select your conference T-shirt size. Click **Next**.
- Confirm that all information is correct.
- If another advisor is to be registered, click **Next Advisor**. Otherwise, click **Finish** (and you will return to the Welcome Screen).
- If a parent will attend as an advisor, add the parent by clicking on the **Register Other Attendees** button (see Step 3 that follows) and choosing Parent (attending as Advisor) as the classification.

2. Register Student Members

- Click the **Register Students** tab.
 - *Student email addresses are required; student members input them on the Student Member Site when they create an account. Conference registration cannot be completed until all student member competitors have created an account. Click [here](#) for instructions to help students register on the Student Member Site.*
- Select each student member to be registered for the conference and click **Continue**. (Register students one member at a time.)
- For Voting Delegates – Choose “yes” or “no” for each student member.
NOTE: A 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.
- Select the conference T-shirt size for the member you are registering. Click **Next**.
- On the Competitive Events page, select all applicable events. Competitive event selections are final once event registration closes on May 15, 2023. Check selections carefully for accuracy, prior to submitting registration.
- **NOTE:** No competitive events changes or substitutions are allowed once chapter conference registration has closed on May 15th. Such adjustments may be made only up until the close of chapter conference registration.

- For individual events, select the event.
- For team events, select the event, indicate the team ID number, and select one team captain per event.
- Only state advisors may register members eligible for state advisor approval events. Click [here](#) for a list of state advisor approval events.
- Confirm that all information is correct and click **Next Student** to register the next student member.
- Repeat this registration process for all remaining student members who will attend the conference.
- When all member registrations are complete, click **Finish** (and you will return to the Welcome Screen).

3. Register Other Attendees (anyone who is not a chapter advisor or student member)

- Click the **Register Other Attendees** tab.
- Enter the information for the person you are registering and click **Next**.
- Select the conference T-shirt size for the person you are registering. Click **Next**.
- Confirm that all the information is correct.
- To add more registrants, click **Save and Add Another**, and repeat the process. If registration for all “other attendees” is complete, click **Save and Finish**.

4. Ribbons

- Click the **Ribbon Requests** button to make ribbon selections (optional).

5. Accept Disclaimers and Submit Invoice

- On the Welcome Screen, click the **Accept Disclaimers** button.
- Read the information, select the checkbox, and click **Confirm**.
- Select the checkbox for each attendee (or use the Select All button) and click the **Submit Registration** button.
- Review all the information on the confirmation screen and select a choice, as applicable:
Export, Close, or Confirm
 - Select Export to download a copy of the 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.

6. Payment

Registration closes on May 15, 2023, at 11:59pm ET. By this date/time, either credit card payment, or a scanned copy of a purchase order or check (uploaded in your chapter account or emailed to register@tsaweb.org) is required for all student members and advisors who plan to attend the conference.

By June 2, 2023, national TSA must have received payment for all chapter registrations, including purchase orders. No in-person chapter payments of any kind will be accepted onsite at the conference.

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