



School District Sponsoring your Affiliate Tournament Registration

Checklist

- Team Manager** will log into <http://register.txdi.org/>
- Team Manager** will click on the **TM** at the top right side
- Team Manager** will click on the **team membership number** (750-)
- Team Manager** will review registration and select the **PRINT** button at the bottom. A second window will open to view the team's registration **invoice**. **Print the invoice**.
- Team Manager** will need to **highlight** the payment instructions on the invoice before giving it to your campus secretary or finance office. Please be aware of your timeline.

Option1 Paying with a School District Purchase Order

- Payee** will **scan and email** an official (no requisitions) **purchase order** to jarvisj@greenvilleisd.com no later than **noon on March 7, 2019** along with a copy of the invoice. If you mail it, it must arrive no later than noon on March 7, 2019. Teams will not be allowed to compete without a purchase order on file on March 7, 2019.

Option 2 Paying with a School District Credit Card (you may pay for multiple teams at once)

- Payee** will go <https://jennyjarvis.wufoo.com/forms/q7ghoh0xhcczm/> and fill out the form and pay.
- Team Manager** will need to **follow up** with your campus secretary or finance office to ensure the official purchase order or payment was sent **no later than noon on March 7, 2019**. Payment is applied to your account within 2-3 business days of its arrival to our office. Please plan accordingly.
- Team Manager** will log into <http://register.txdi.org/>, TM area, click on team number, select **Print** button at the bottom. If payment has been applied, the Print button will open a second window and the registration will show **PAID**. This will act as your **receipt**. You will need to bring the receipt to the tournament. It is on the Required Paperwork list. We will be stamping them this year after you have successfully completed on-site registration (3/22/2019).
- Team Manager** will need to **visit** <http://www.texasdi.org/about-texas-di/2019-affiliate-tournament> for a complete list of **Required Paperwork**. A checklist can be found there. You must bring these with you. Copies will not be provided to you on site.

Vendor Information: Texas Destination Imagination

Scan and Email to: jarvisj@greenvilleisd.com no later than noon on March 7, 2019.

Mail check to: P.O. Box 8747, Greenville, TX 75404

Office Number: 903-408-4452 (Please, have your team number available when calling).

