



School District Sponsoring your Affiliate Tournament Registration

Checklist

- Team Manager** will log into <http://register.txdi.org/>
- Team Manager** will click on the **TM** box 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.

Option1 Paying with a School District Purchase Order or District Check

- Payee** will scan and email an official (no requisitions) **purchase order** to jarvisj@greenvilleisd.com no later than **noon on March 9, 2018** along with a copy of the invoice. If you mail it, it must arrive no later than noon on March 9, 2018. A late fee will be applied, if it arrives after March 9, 2018.

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 made **no later than noon on March 9, 2018**. Payment is applied to your account within 2-3 business days of its arrival to our office.
- 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.
- Team Manager** will need to visit <http://www.texasdi.org/about-texas-di/2018-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 9, 2018.

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

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