

**Important Reminders**

**Today’s date: Thursday, February 23, 2023**

* **6 ½ more business days before the big deadline, Friday, March 3, 2023.**
* **Registration and Payment- March 3, 2023**
* **State T-shirt and/or Pins Order and Payment- March 3, 2023 (see details below)**

We highly encourage you to log in and start the registration process, if you haven’t already. We encourage you to give yourself no less than 2 business days to submit your registration and purchase order or payment (see important tips below).

This will allow our office to help you resolve any issues that may come up. Please remember our call volume will increase with each day. Please plan ahead to ensure your team(s) is added to our Lone Star Finals competition schedule.

 I’ve listed some important tips to avoid any issues. Unfortunately, our deadline is NOT flexible (see end of email for details).

**Step 1: Be sure you have access now.**

Log into your account at registeryourteam.org and begin to review your registration, answer the questions, add your support volunteer, submit when you have everything in, and pay. Scheduling conflict request must be approved by your regional director prior to adding it to your registration. **These requirements must be met prior to Friday, March 3, 2023.** Don’t forget to screenshot your receipt or save it on your phone. It will be required for onsite registration.

**Step 2:**

Log into your account at registeryourteam.org if you choose to purchase State Tournament pins and/or t-shirts log in, fill out your order, pay, and submit. You will have the option to purchase onsite. Prices will increase and sizes and pins will be limited.

Please **DO NOT** fill anything out on the State T-shirt and Pins Online Order Form if you choose **NOT** to purchase state pins and t-shirts.

Regional t-shirts are required for team reserved sections at awards and sold by your region. The regional pins are the ones that are traded at state.

**School District Covering Your Registration Fee and/or State T-shirts and/or State Pins**

**Vendor Requirements: Our W-9 is linked to your registration.**

You can print and provide it to your finance office. If something else is required by your finance office it must be requested **2 business days prior** to the deadline.

* Be sure to complete the step 1 and provide your invoice to your finance office right away. Contact your finance office to decide on a plan, in order to meet the deadline of **noon on Friday, March 3, 2023. All purchase orders must be submitted and ACCEPTED by our office by noon on Friday, March 3, 2023.**

**Tips to avoid an issue:**

* Be sure you submit your itemized invoice to your finance office and highlight the instructions. Review the instructions with your finance office and important deadline.
* Be sure the vendor name is correct on your purchase order. We will not be able to accept it unless it is correct.

 **Vendor: Texas Destination Imagination or TXCPSO (we legally own both names): P.O. Box 8634, Greenville, TX 75404.**

* An official purchase order must be emailed to jarvisj@greenvilleisd.com prior to noon on **Friday, March 3, 2023** and **must be accepted** (I will confirm via email). Your team will be scheduled for the tournament if your purchase order is **accepted prior** to **noon on Friday, March 3, 2023.**
* Your itemized invoice or full number must arrive **along** **with the official purchase order to be accepted.** We cannot apply the official purchase order without knowing where it is to be applied (full team number 750-XXXX or itemized invoices). It must arrive within the same email at the same time.
* Your school does have the option to pay via credit card. If you have less than 3 teams, please help your finance office access your account to pay via registeryourteam.org.

 If your school would like to pay for **more** than **3 teams,** please use this [link](https://texasdi.wufoo.com/forms/zkater313vt0xs/) to

pay using a credit card.

* The team manager is required to follow Step 1 prior to the deadline of **Friday, March 3, 2023** and to ensure payment or purchase order has been applied. Once, it has been applied you must **SUBMIT** **your registration prior to Friday, March 3, 2023.**

We will bescheduling teams that have met the above requirements prior to **Friday, March 3, 2023**. Unfortunately, we do not have any flexibility with the deadline. We have an army of volunteers who have offered a limited amount of their time to help plan the tournament based on our deadline. We want to value their time and provide a great experience for all of our volunteers and teams. Thank you for following the above requirements and meeting our important deadline. We thank you for your support and look forward to working with you. I have included the below email that was sent to you the Monday after your regional tournament for further review if needed. Don’t forget our website has a wealth of information. Please continue to review for important info and updates.

We will also, post reminders and tips on our social media sites. Please be join us there.

 [Facebook,](https://www.facebook.com/groups/480170473230423/) [Twitter](https://twitter.com/wearetexasdi?s=11), [Instagram](https://www.instagram.com/wearetexasdi/?igshid=YmMyMTA2M2Y%3D), Official Hashtag: #TXDI

Sent to winners the Monday after Regionals:


Good Morning DI Team Manager,

Congratulations on your big win! My name is Jenny Jarvis, Texas Destination Relations Coordinator.  I will be emailing you from time to time to help you register and purchase 2023 Lone Star Finals- State Tournament t-shirts and state tournament pins. The primary team manager will be receiving all email communication. You may forward these emails to whomever you feel would benefit from this information. I have listed some helpful hints and links below. All blue text are clickable links. We will post all tournament info to our website. If you would like to email me or leave a message, see the **Contact Us** section below. I will be happy to help you and we look forward to working with you.

**Important Deadlines and Dates**

 **Please mark your calendars and share with your school district the important deadlines.**

* **Registration and Payment- March 3, 2023**
* **State T-shirt and/or Pins Order and Payment- March 3, 2023**
* **Spectator Wristbands- March 15, 2023**
* **Challenge Paperwork- March 21, 2023**
* **Team Competition Schedule is Posted- One Week Prior to the Tournament**
* **On-site Registration Check In is Posted- One Week Prior to the Tournament**
* **Team Mixer- March 24, 2023**
* **On-site Registration- March 24, 2023**
* **Team Competition- March 25, 2023**

 **Important Deadlines for registration and payments are due by March 3, 2023** Your team will not be scheduled without payment or a P.O. on file before this date. All unpaid orders after **March 3, 2023** will not be filled.  **There are no extensions to any of the deadlines for any reason**. We rely heavily on a large team of volunteers and they are scheduled to volunteer according to our deadlines/timeline only. Therefore, we must all adhere to the deadlines. Please mark your calendar with these important deadlines. Thank you for planning accordingly.

[Winner’s PowerPoint](https://texasdi.org/images/Lone_Star_Finals_PowerPoint_2023_DRAFT-.pdf)- A wealth of information in regards to the Lone Star Finals (State Tournament).

[**Website Link to our State Tournament Page**](https://texasdi.org/state-tournament) **-**You will find a wealth of information on our website. We will continue to update it as things progress. Please remember all of the information you need is posted to our website. Be sure to check there if you don’t see your question answered within this letter.

**Join our** [**Facebook**](https://www.facebook.com/groups/480170473230423/)**,** [**Twitter**](https://twitter.com/wearetexasdi?s=11)**,** [**Instagram**](https://www.instagram.com/wearetexasdi/?igshid=YmMyMTA2M2Y%3D)**, and** TikTok: @WeAreTexasDIfor updates and to stay connected.

[**Registering and paying for the 2023 TX DI State Tournament**](https://texasdi.org/images/State_Registration_Instructions_for_TX_DI_State_Tournament_with_instructions_2023.docx) **–** The fee is $350.00 per team **and the deadline to register is March 3, 2023.** step-by-step instructions with screenshots (click on the link). You can also, find it on our website. Please be sure you find out who is responsible for paying for your tournament fee before paying and plan accordingly. We cannot reimburse payments. See the important mail delay notice below and consult with your school so all payments are received before the deadline. Please share this information with your school district if they are funding your tournament fee. The team manager will be responsible for ensuring payment is made and posted prior to the deadline. The team manager will also, be responsible for providing your school district with invoices and receipts found on registeryourteam.org. Review the items within the link for Texas Destination Imagination Registration Instructions and for payment instructions.

[School District Sponsoring your Team Checklist](https://texasdi.org/images/State_Tournament_School_Sponsored_Checklist_2023.docx)- Team Managers will use the checklist to assist them when turning in their paperwork to their school district. An official P.O. or payment must be met by **March 3, 2023**, to secure the team's spot on the schedule.

[**School District Invoice for Multiple Teams**](https://texasdi.org/images/State_Tournament_Registration_Invoice_Blank_copy_for_school_district_2023.docx)If your school district request one invoice for multiple teams, you can print a blank invoice from our website and list all team numbers or submit your request to jarvisj@greenvilleisd.com  within 7 business days prior to the deadline of March 3, 2023. We encourage you to find out what your school district requires and share our instructions with them. Please adhere to the deadline.

**School District Vendor Approval**-The team manager can access our W-9 on registeryourteam.org. Further request to fill out a vendor packet must be emailed to jarvisj@greenvilleisd.com 7-14 business days before our registration deadline. **Vendor:** Texas Destination Imagination, P.O. Box 8634, Greenville, TX 75404 (same info as last year).

[School District Paying with a Credit Card](https://texasdi.wufoo.com/forms/zkater313vt0xs/)- Your school district has the option of paying for multiple teams using a credit card. A three-team minimum is required. If your school district has less than three teams, please plan to pay with a credit card via registeryourteam.org. The deadline to pay is March 3, 2023.

**Extreme Challenge-** If you are an advancing Extreme team, you will have different instructions. I will contact you directly.

**Mail Delays-** Please be mindful of the USPS mail dates. We **highly encourage** you to pay using a credit card online if possible. This allows your payment to be posted immediately. If this is not possible, be sure you consult with your local post office and school district and plan accordingly. Our address is P.O. Box 8634, Greenville, TX 75404. The deadline to receive payment or a school P.O. is March 3, 2023. Your team will not be scheduled without payment or a P.O. on file before the deadline. Please review the linked document, Texas Destination Imagination State Tournament Instructions for payment. Please do not mail anything to our physical address or overnight items. These items go through several departments before reaching us. It will be delayed.

[**Purchasing 2023 State Tournament T-shirts, Pins (Optional), and Spectator Wristbands-**](https://texasdi.org/images/Lone_Star_Finals_2023_Pin_and_T-shirt_Order_Form_Instructions.docx) No need to fill out the state t-shirt and pin order online, if you choose **not** to purchase state items. The link will provide step-by-step [instructions](https://texasdi.org/images/Lone_Star_Finals_2023_Pin_and_T-shirt_Order_Form_Instructions.docx) and a [team worksheet](https://texasdi.org/images/Texas_Destination_Imagination_Lone_Star_Finals_Pins_and_T-shirt_Worksheet_2023.docx). You may use it as a worksheet to collect your teams' orders. Please keep in mind, you will be ordering as a team (one order per team). Your order must be placed online and paid before the March 3rd deadline. The pin and t-shirt images can be found on our website as well as the team worksheet. Please review the State Tournament Team Order Instructions for payment instructions. It is linked. All state items purchased by the team will be picked up during your onsite registration window (times will be posted one week prior). Please note; we do not sell regional t-shirts or pins. The regional pins will be the pins your teams will trade at state. The regional t-shirt is required to be worn by the team members in order to sit within the team reserved section. Please contact your [Regional Director](https://texasdi.org/regions) to purchase regional items.

**Spectator Admission Wristbands**- All spectators are **required** to purchase an admission wristband for all State Tournament events during March 24-25, 2023. They will **NOT** be sold at the Award Ceremony. Spectators must pre-purchase a wristband before the Award Ceremony. Wristband admission is required for all TX DI Tournament events.  Please help us educate your spectators so our volunteers working the door will not have to face upset spectators that were not told. There will be three purchasing options. **We strongly encourage your spectators to purchase their wristbands in advance and on their own using the link on our website.**

* 1. Order spectator wristbands through your online team order for $15.00 each before March 3, 2023. (Team Manager will pick them up at onsite registration on Friday evening). If you do not want to be responsible for picking these up and handing them out, please encourage your spectators to order wristbands themselves using the link. We strongly encourage you to have your spectators purchase the wristbands themselves using the link.
* 2. Preferred Option: Spectators may order online using the link found on our website before March 15, 2023. A two-wristband purchase is required for the order to be mailed to the purchaser **before** the tournament. Credit or debit is the only form of payment allowed using the link**.** The wristbands will be $15.00 (ages 4 and up).**We strongly encourage all spectators to purchase wristbands in advance through the link on our website**. The spectator wristband link will be live on February 5, 2023 and close on March 15, 2023. See website for link.
* 3. Spectators may purchase admission wristbands at the M.A.C. on Friday from 6:00 p.m. to 8:45 p.m. and Saturday from 7:30 a.m. to 3:00 p.m. for $**20.00 each**. A wristband will be required for all tournament events including Awards. **Please note; you must purchase a wristband before the Awards.** They will only be sold during the time windows listed above. Please plan accordingly.

**Requirements**

* **Appraiser Reserved Hotel- Off-Limits to Teams- The Crowne Plaza and Double Tree Hilton Arlington DFW**these hotels are reserved for appraisers. We ask that you not book rooms at these two hotels. Teams will not be scored if someone in your group books at this hotel.
* [**Support Volunteer**](https://ryt.destinationimagination.org/dashboard)**-** Each team is required to supply one adult (18 years or older) volunteer to do a 3-4-hour shift of light volunteer work (example- door keeper, monitor, wristband checker, etc.). An admission spectator wristband is required and is not supplied for part time support volunteers. You will register your support volunteer through your team registration (see link).
* [**Challenge Paperwork**](https://www.destinationimagination.org/)- All challenge paperwork (Tournament Data Form) is submitted in the resource area at [www.destinationimagination.org](http://www.destinationimagination.org). You will be able to begin the paperwork upon being certified. Your region will certify its winners.  The deadline to submit challenge paperwork is March 21, 2023 (the deadline to register for the tournament is March 3, 2023).
* **Payment for registration**- ($350.00 per team) must be paid before March 3, 2023. Teams will not be scheduled if payment is not met before the **deadline of March 3, 2023**.
* **State Tournament Team Pre-Sale Orders**- must be paid **before March 3, 2023,** to be filled.
* **On-site Registration on Friday**- the team manager, school coordinator, or a responsible adult must provide a screenshot of their completed paperwork checklist and a receipt for any State Tournament team pre-sale items purchased. We will send out more information and times.
* **Laptop Required-** The primary team manager of record must bring a laptop or tablet that can connect to Wi-Fi at the tournament. If your team needs to change any paperwork in the prep area you must be able to log into your DII account and make those changes on site. We will not be able to supply you with a device. **You must bring your own tablet or laptop.** You will be able to log on to UTA’s guest WIFI during the tournament (while at UTA only).
* **Spectator Wristband Admission**- all spectators must purchase an admission wristband.
* **Contacting UTA or visiting UTA prior to the competition is not allowed**. Your team will not be scored if you contact UTA or visit UTA prior to the tournament. Please call or email our office if you have questions.

[**Team Manager Resources**](https://texasdi.org/state-tournament/team-resources)- Please continue to visit our website for information. We will continue to add resources to our website.

[**Scheduling Conflicts**](https://texasdi.org/regions)- All scheduling conflicts must be reported to your Regional Director and must be approved by the region before listing your scheduling conflict on your State Tournament Registration.

[FAQS-](https://texasdi.org/images/State_Tournament_FAQ_2023.docx) We have compiled the most frequent asked questions. Please review for further details.

**Office Closed**

Our office will be closed from \*Monday, March 13 through Friday, March 17, 2023, for spring break.

 Normal office hours will resume on Monday, March 20, 2023. Please be sure you meet all deadlines to secure a slot on the competition schedule.

Please visit our website [https://texasdi.org/state-tournament](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftexasdi.org%2Fstate-tournament&data=04%7C01%7CJarvisj%40greenvilleisd.com%7C0b97012ed8a143f051ce08d8df22c97b%7Cbe24b4716cd6432b8fd64b730612ec44%7C0%7C0%7C637504688204008501%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=zZY1DBlQWM2c72jd02yLUBiIxxcyq1fuiMYyt7EnDDw%3D&reserved=0) for further instructions and details. We will post all of the tournament details there.

**Contact Us-** Our call volume will be higher than normal during tournament season. Therefore, reviewing instructions and visiting our website is the best way to find information.  If you need anything else, you may email me at jarvisj@greenvilleisd.com or call me at 903-408-4452 (Monday- Friday 8 a.m. to 4 p.m. \*school days).  Be sure to list the following info when emailing me or leaving me a message. We will be happy to help you and we look forward to working with you.

Your Full Name: (Team Manager of Record)

School Name:

School District:

DI Team Number: 750-

Call Back Number:

Email:

Jenny Jarvis, Relations Coordinator

Texas Destination Imagination

903-408-4452