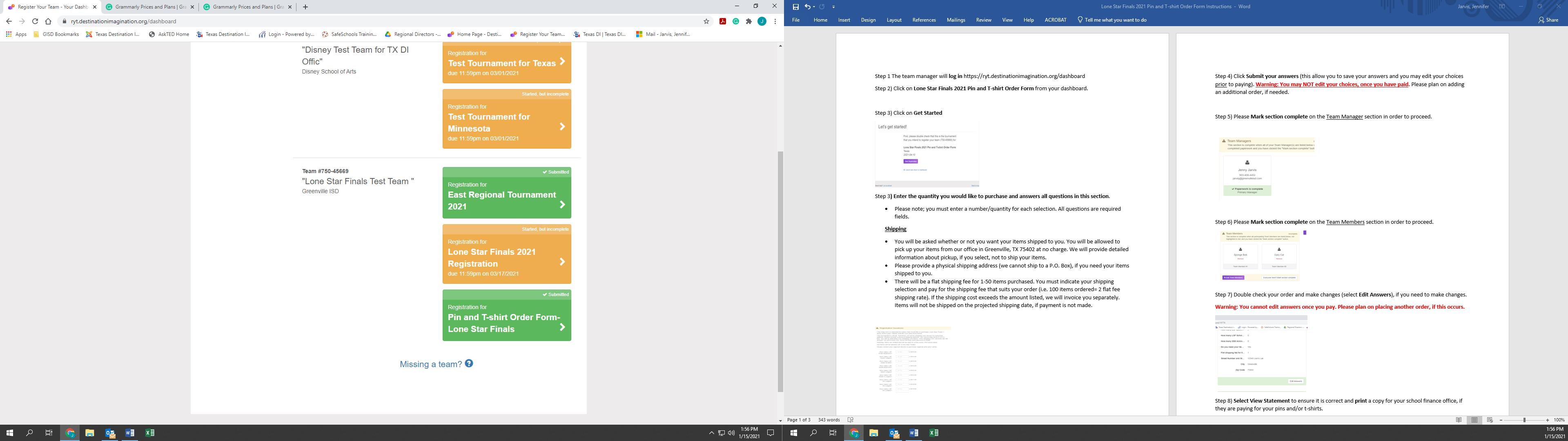


**Lone Star Finals Pin and T-shirt Instructions**

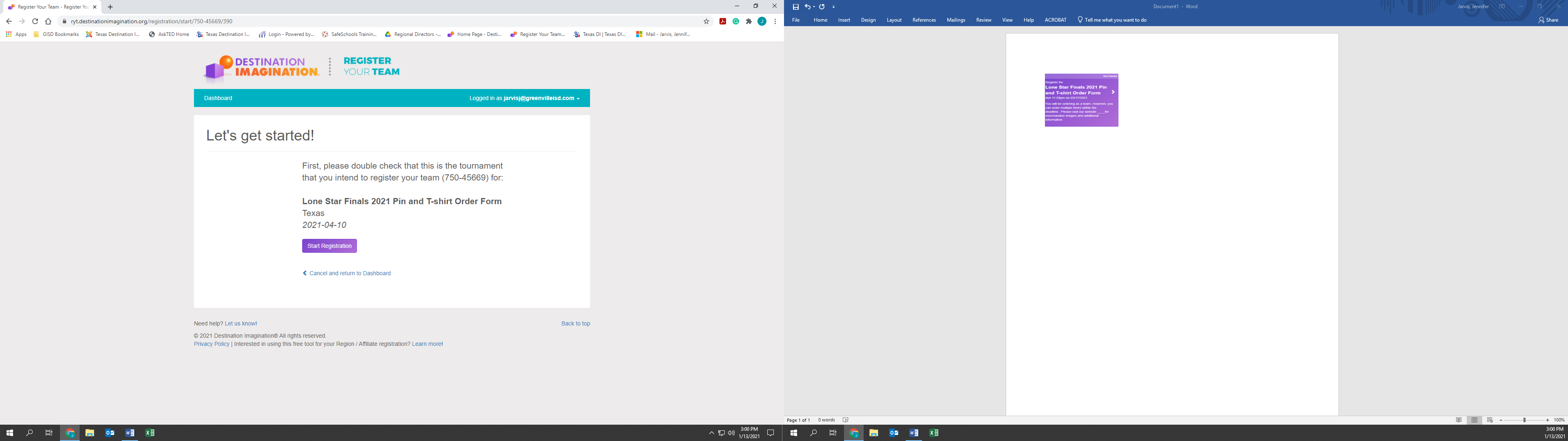
You will be ordering as a team online. The pin and t-shirt images can be found at <https://texasdi.org/state-tournament> and LSF team worksheet.

Step 1) The team manager will **log in** https://ryt.destinationimagination.org/dashboard

Step 2) Click on **Pin and T-shirt Order Form- Lone Star Finals** from your dashboard.



Step 3) Click on **Get Started**



Step 4**) Enter the quantity you would like to purchase and answer all questions in this section**.

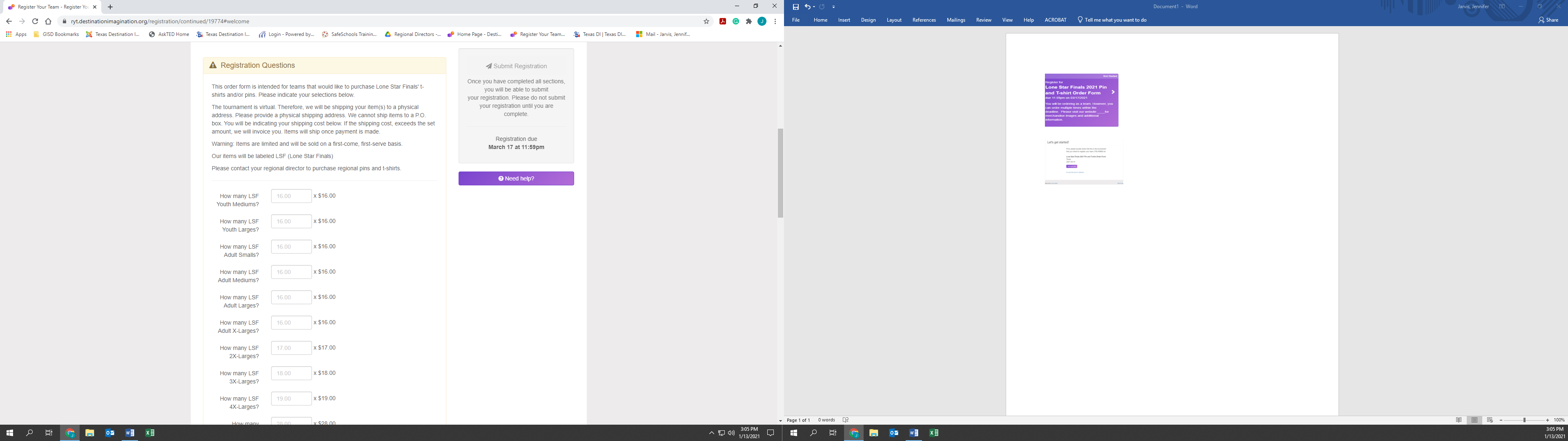
**Important Information:** Please note; our tournament is virtual. Therefore, we will be shipping pins from our Greenville office and the t-shirts will be shipped separately from our t-shirt vendor. There is a minimum purchase requirement to ship each. You must purchase a **minimum of 4 pins** per team to be eligible for free shipping. You must purchase a **minimum of 4 t-shirts** to be eligible for free shipping.

**Shipping**

* You will be eligible for free shipping, if you meet the minimum purchase requirements. See the minimum requirements above**.**
* Be sure to list your full name, street address, city, and zip when filling out the online order form. We cannot ship to a P.O. Box. Please be sure to list a physical shipping address.

**Free Curb-side Pick Up**

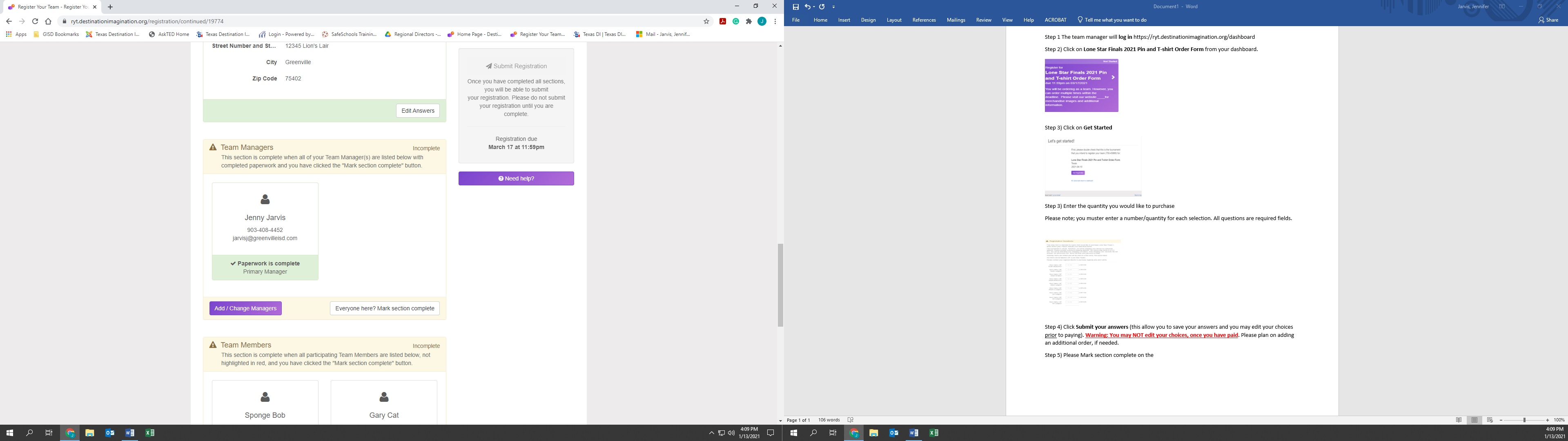
* You may pick up your order at our Greenville office at no additional charge and no minimum purchase requirement. Please contact us for more details.



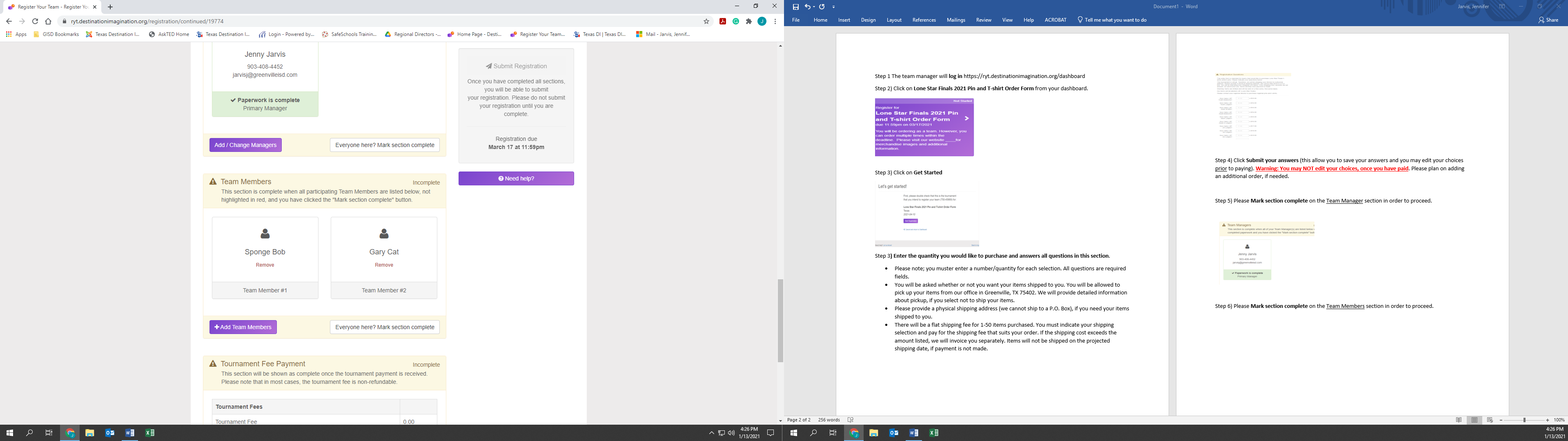
Step 5) Click **Submit your answers** (this allows you to save your answers and you may edit your choices prior to submitting order). **Warning: You may NOT edit your choices, once you have paid**.

Minimum purchase requirements apply.

Step 6) Please **Mark section complete** on the Team Manager section in order to proceed.

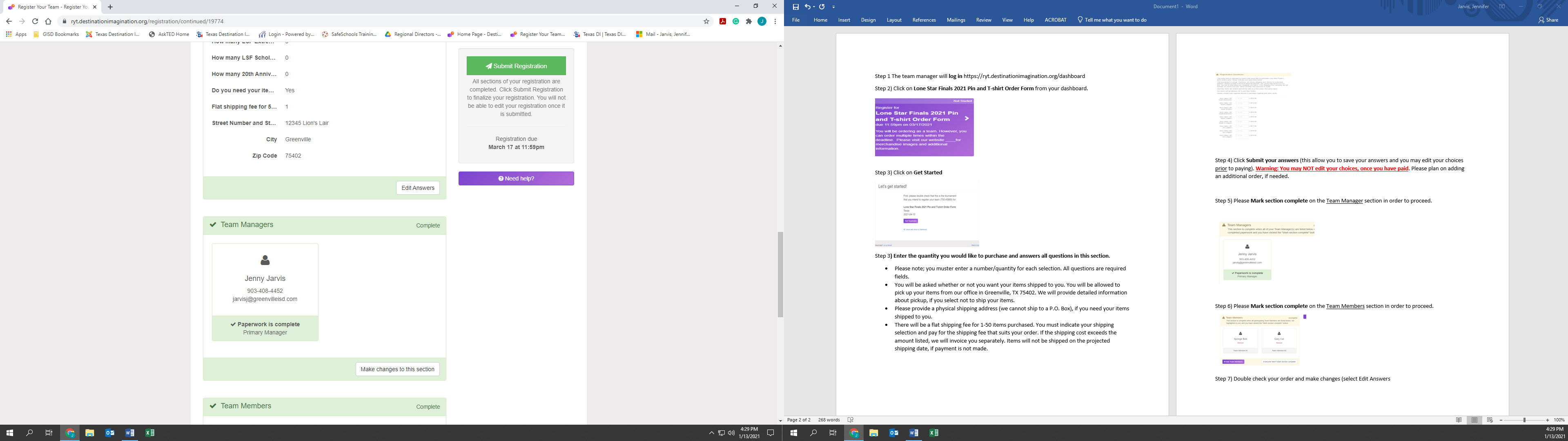


Step 7) Please **Mark section complete** on the Team Members section in order to proceed.



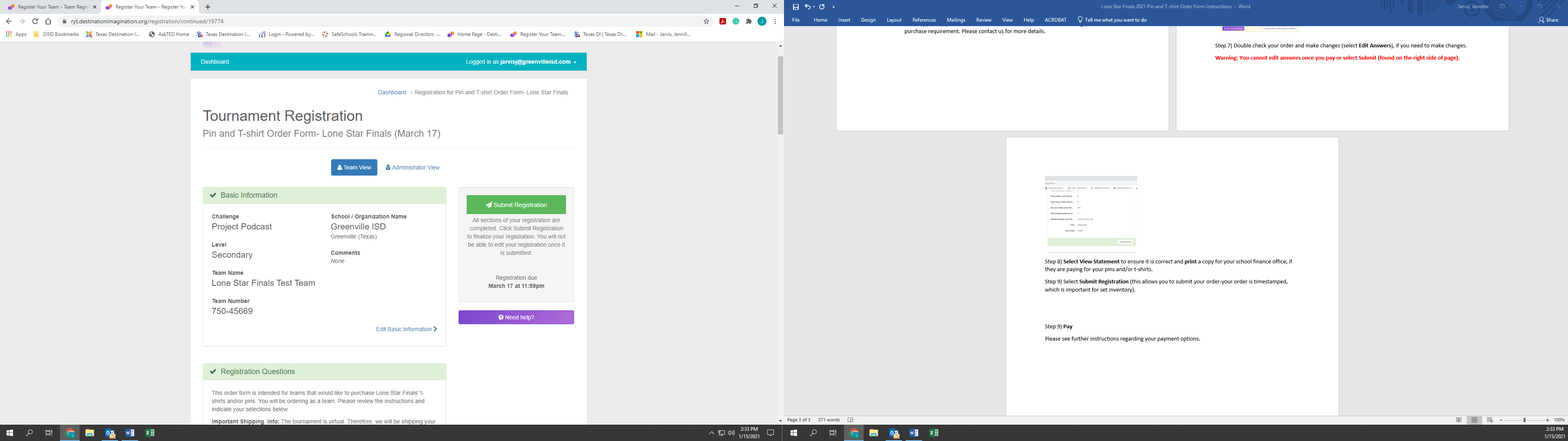
Step 8) Double check your order and make changes (select **Edit Answers**), if you need to make changes.

**Warning: You cannot edit answers once you pay or select Submit (found on the right side of page).**



Step 9) **Select View Statement** to ensure it is correct and **print** a copy for your school finance office, if they are paying for your pins and/or t-shirts.

Step 10) Select **Submit Registration** (this allows you to submit your order).



Step 11) **Pay**

Please see further instructions regarding your payment options.

Important Note: Your payment is timestamped, which is important since our pin inventory is limited. We will notify you if a particular pin sells out.

**Payment Instructions**

You will be ordering as a team. One order per team. The pins are $3.00-4.00 each (see online order form). The t-shirts are $16.00 (youth medium to adult extra-large). Please add $1.00 per additional extended size needed. See online order form for details.

**Credit Card-** The credit card option is the preferred method of payment. Click on the credit card button to pay immediately. Payment is applied automatically. Please remember to print and save your receipt for your records. The payment **deadline is March 17, 2021.** review the instructions carefully.

**School Check**- Texas Destination Imagination accepts school checks only. No personal checks will be allowed and will be returned if submitted. If your school is paying for your t-shirts and/or pins, please **print** your **team’s statement** and **payment instructions** and provide it to your school finance office immediately. Please adhere to the **March 17, 2021 deadline** and allow 2-3 business to process payment. Please plan accordingly.

Payment should be made to: **Texas Destination Imagination or TXCPSO, P.O. Box 8634, Greenville, TX 75404. Please note; our P.O. box number has changed to 8634.** Please use this address to mail your school check. A copy of the team statement must accompany the check in order to apply the payment to your team. **All deadlines must be met before the team is eligible to be scored.**

**School Purchase Order- Print your statement** before choosing this option.

Please submit your **team’s statement** and **payment instructions** to your school finance office immediately in order to meet the deadline**.** **Scan** the **official** **purchase order** and a copy of the **team’s statement** to: **jarvisj@greenvilleisd.com.** Requisitions will not be accepted. The **official** purchase order should be **payable to**: **Texas Destination** **Imagination or TXCPSO, P.O. Box 8634, Greenville, TX 75404.** Please note; our p.o. box number has changed to 8634. The **deadline** to submit an official school purchase order is **noon on Wednesday, March 17, 2021**.

**Receipts-** Once, a school check has been applied by our office (please allow 2-3 business days for the payment to be applied), you will be able to print your receipt by selecting the **View your Statement** button. If you pay using a credit card, you will be able to print your receipt immediately.

**Contact Us-**

**Jenny Jarvis, Operations Administrator**

**903-408-4452**

[jarvisj@greenvilleisd.com](mailto:jarvisj@greenvilleisd.com)

Please be sure to have your team number and school name when calling or emailing us.

**Visit our website-** <https://texasdi.org/>