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**State tournament Checklist for School District Sponsored Teams**

**Team Manager** will log in to [www.registeryourteam.org](http://www.registeryourteam.org)

**Team Manager** will click on **Registration for State Tournament**

**Team Manager** will review the information and select complete for each section.

**Team Manager** will review registration and select the **View Statement** 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.

**\*USPS Current Crisis- We highly encourage you to use a P.O. or pay using a credit card. School district checks mailed could likely be delayed. Please consult with your local post office. Payment or a school purchase order must meet the deadline of March 8, 2022 to ensure the team is included on the State Tournament Schedule. Teams will not be scheduled if deadlines are not met.**

**Option1** **Paying with a School District Purchase Order – \*Please be sure the vendor is correct on the P.O**

**Payee** will **scan and email** an official (no requisitions) **purchase orde**r to [jarvisj@greenvilleisd.com](mailto:jarvisj@greenvilleisd.com) no later than **noon on March 8, 2022** along with a copy of the invoice. \* If you mail it, it must arrive no later than noon on March 8, 2022. See USPS current warning above. Teams will not be allowed to compete without a purchase order on file on March 8, 2022. Please note an accepted P.O. sent no later than March 8, 2022, at noon will secure your team’s spot on the schedule. Please be sure the vendor name and address matches. We cannot accept purchase orders addressed to you anyone else. Our office will send a received email once it has been accepted.

\*Vendor Name: Texas Destination Imagination or TXCPSO (Texas Creative Problem Solving Organization P.O. Box 8634

Greenville, TX 75404

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

**Payee** can use the link found on our website at <https://texasdi.org/state-tournament> to pay for 3 or more teams. If you have less than 3 teams, please pay online at registeryourteam.org.

**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 8, 2022**. 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 registeryourteam.org**, TM area, click on State Tournament Registration, and select **View receipt/statement** 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**. Please share this with your finance office.

**Team Manager** will follow the tournament timeline located on our website. https://texasdi.org/state-tournament

**Vendor Information**: Texas Destination Imagination or TXCPSO (Texas Creative Problem Solving Org.) We own both names legally.

**Scan and Email** to: [jarvisj@greenvilleisd.com](mailto:jarvisj@greenvilleisd.com) no later than noon on March 8, 2022.

**Mail check to**: P.O. Box 8634, Greenville, TX 75404

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