

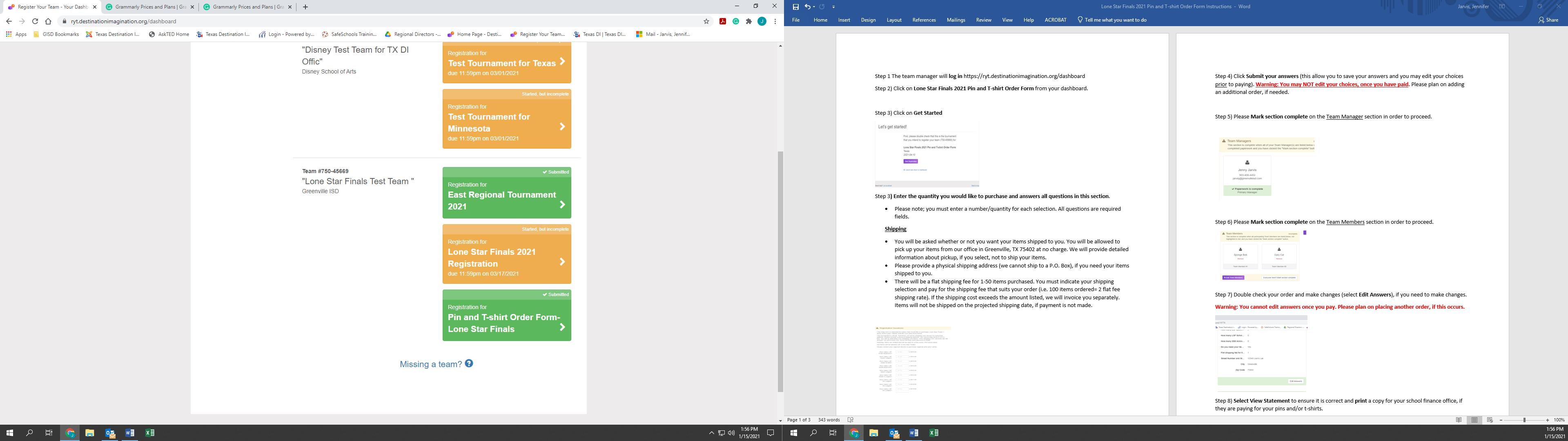
**State Tournament Pin, T-shirt, and Admission Wristbands Instructions**

You will be ordering as a team online. The pin and t-shirt images can be found at <https://texasdi.org/state-tournament> and state tournament team worksheet. All items sold using this form will be picked up on site. Please note; state t-shirts and pins are optional. Regional t-shirts are required in order to sit in the team section. Our office does not sell regional items. Please contact your Regional Director.

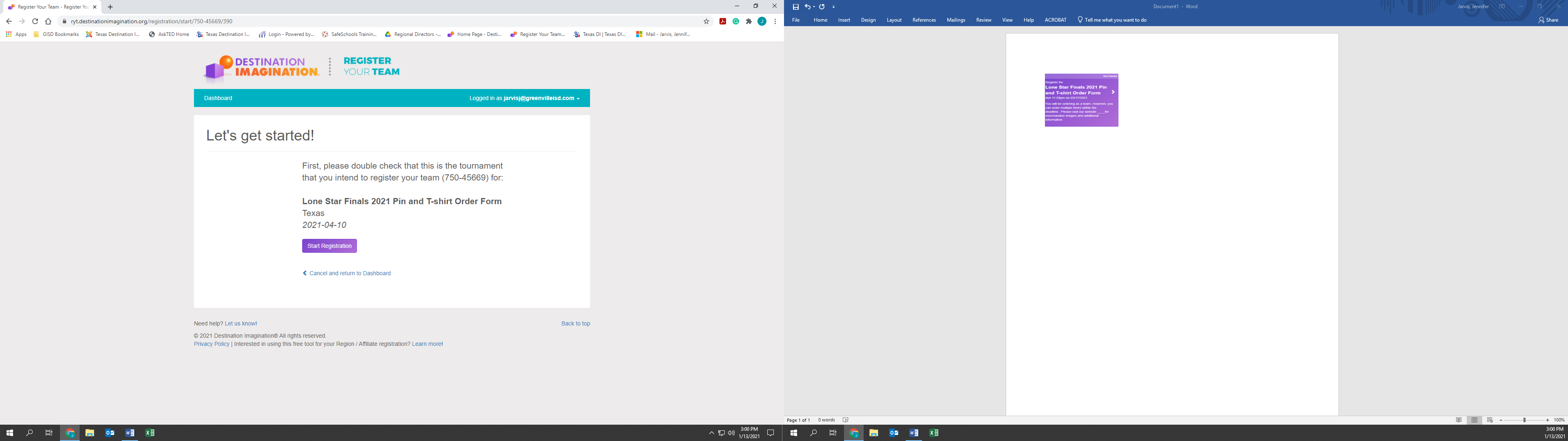
Spectator wristbands will be sold online as well and shipped to the recipient. A two-wristband minimum is required. Debit and credit card only. Visit our website <https://texasdi.org/state-tournament> for the link.

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

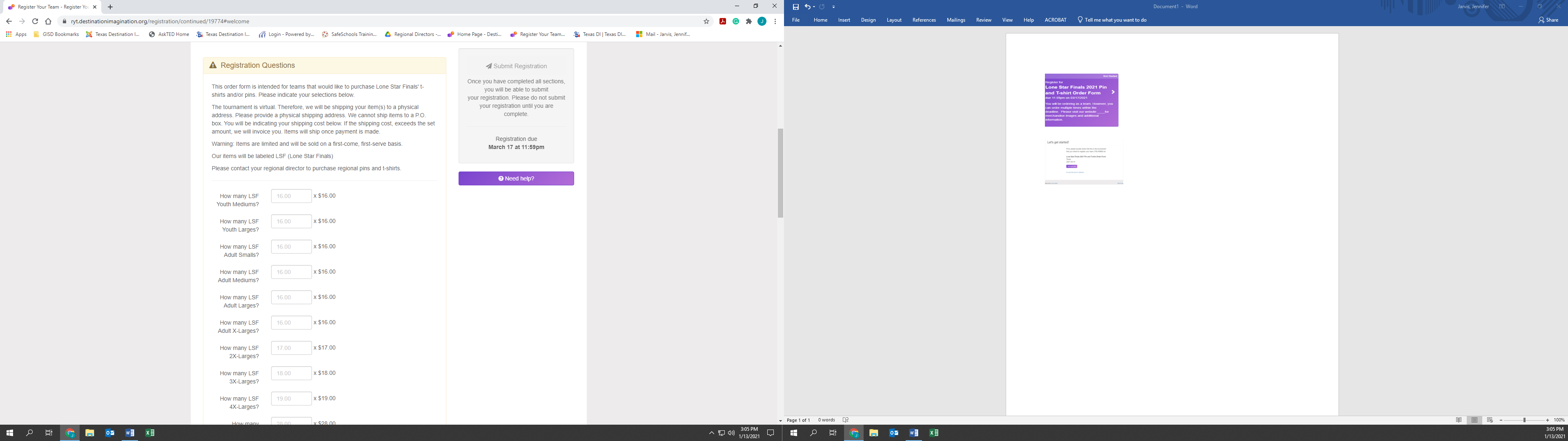
Step 2) Click on **Team Pre-sale Order Form- State Tournament** from your dashboard.



Step 3) Click on **Get Started**

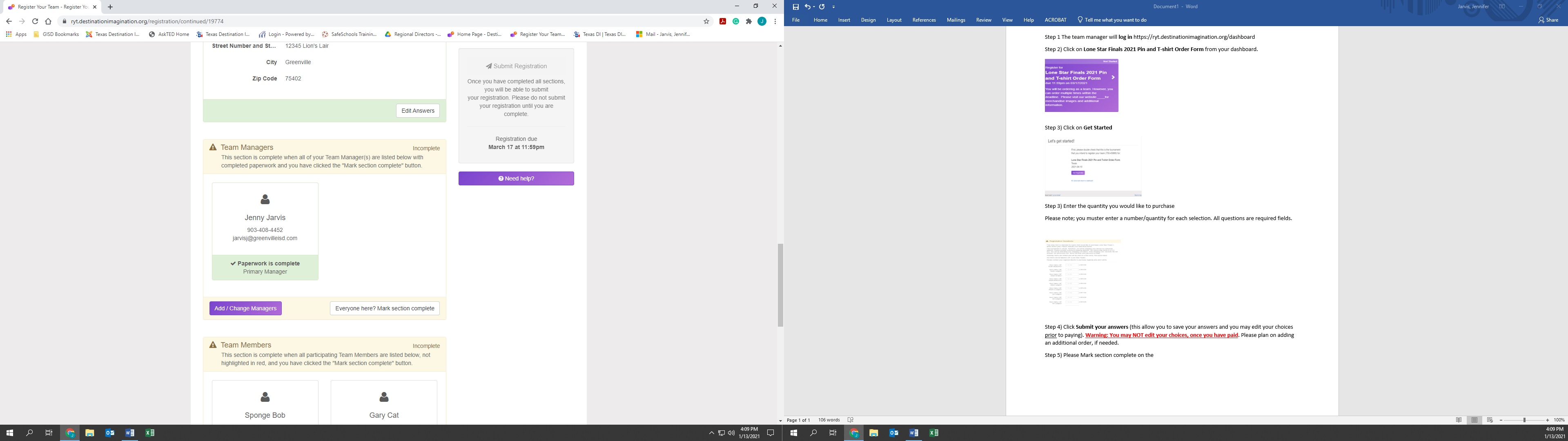


Step 4**) Enter the quantity you would like to purchase and answer all questions in this section**.

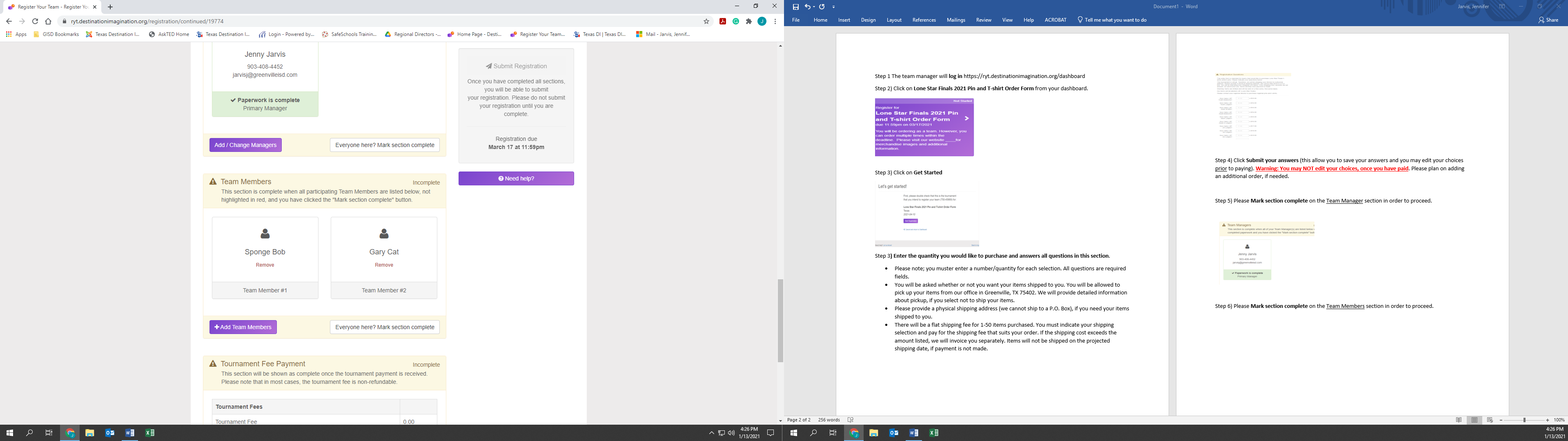


Step 5) Click **Submit your answers** (this allows you to save your answers and you may edit your choices prior to submitting order). **Warning: You may NOT edit your choices, once you have paid**.

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

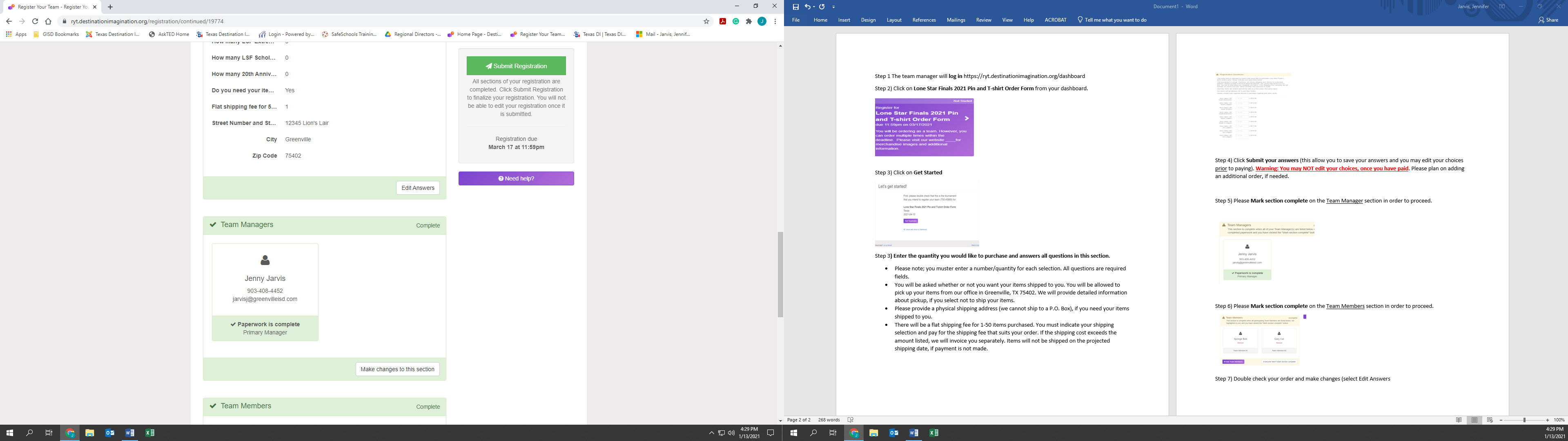


Step 7) Please **Mark section complete** on the Team Members section in order to proceed.



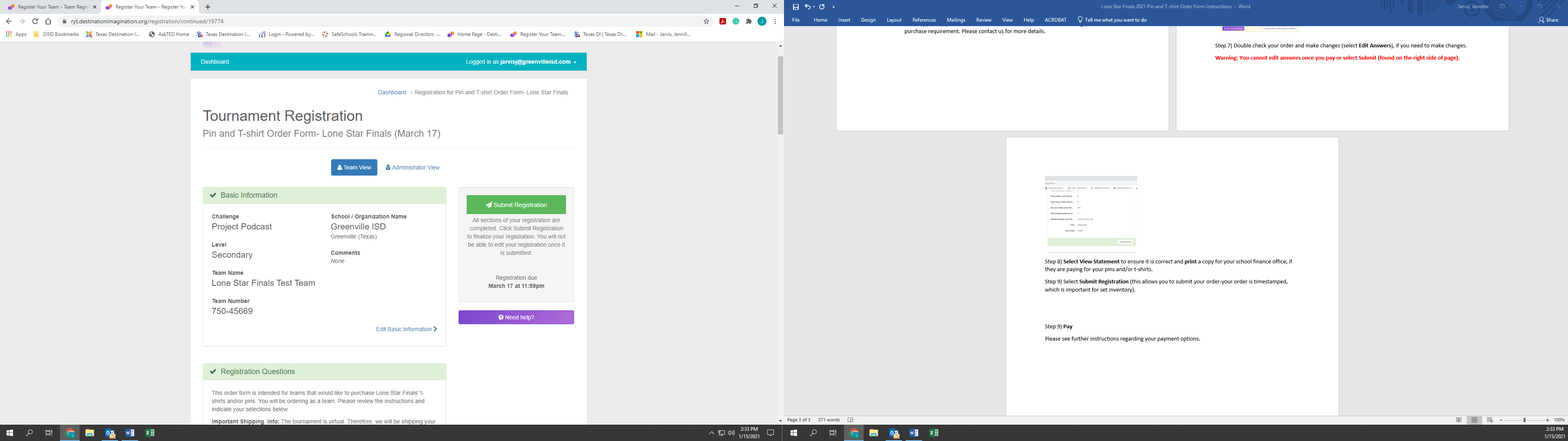
Step 8) Double check your order and make changes (select **Edit Answers**), if you need to make changes.

**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, and/or spectator’s admission wristbands. Team members (7 max) and team managers (2 max) will receive an admission wristband from their regional director.

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 and one source of payment 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. Spectator admission wristbands are $15.00 per person. See online order form for details. We will provide a separate link in order to purchase spectator admission wristbands. No admission will be allowed without an admission wristband. T-shirts, pins, and admission wristbands will be sold on-site and prices will be slightly higher.

**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 8, 2022.** 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 and/or wristbands, please **print** your **team’s statement** and **payment instructions** and provide it to your school finance office immediately. Please adhere to the **March 8, 2022 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 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 scheduled.**

**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.** The **deadline** to submit an official school purchase order is **noon on Tuesday, March 8, 2022**.

You will receive an email confirmation when your official purchase order has been accepted (requirements- the correct amount, an official P.O., correct vendor name, and correct vendor address listed).

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

**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.

**Important Information:** **Your order will not be filled without payment met by March 8, 2022**. All paid orders will be picked up at on-site registration. We will not be mailing these orders. Please plan to purchase items at the tournament if you miss the deadline. Prices will increase slightly.

**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/>