

**Important Reminder- Please have all tournament data forms completed by Tuesday, March 21, 2023 at 11:59 p.m.**

**School Name and Membership Number: , 750-**

**Important Tournament Checklist and Tips for a Successful and Pleasant On-Site Check In/Registration**

(Keep this handy)

**Where**: **The Mavericks Center at UT at Arlington** (open to team manager, coordinator, and sponsor only-no children please).

**500 W Nedderman Drive**

**Arlington, TX 76013**

**Room: Lone Star Auditorium**

**When:** **Friday, March 24, 2023**

**(Saturday is reserved for competition. This will allow you to focus on your students).**

**\*My group time is: (this will be emailed to you one week prior)**

**Checklist Items**

* **Wristbands (everyone must be wearing their wristband at all times). They will be mailed to you, if you purchased them online. If you ordered with your team at registeryourteam.org, you will pick up those items at on-site registration (only during your group time). You can purchase wristbands at the door for $20.00 each (children 3 and under are free). All issues will be resolved with your itemized receipt (see examples on our website).**
* **Required Paperwork- Make sure you have all of the required paperwork submitted online (see below).**
* **Group Time- Only come to \*On-Site Check In during your assigned group time. Until that time and after checking in, enjoy the Mixer. The Mixer is open to all State Bound DI teams and friends (wristbands are required by everyone at all DI events) from 6:00-9:00 p.m. If you cannot make it during your group time, please plan to send someone in your place.**
* **Laptop (in case you are ask to edit any paperwork on site).**
* **Awards at Choctaw Stadium Arlington-** Doors open at 7:00- Starts at 8:00 p.m**.**  Wristbands are required and must be purchased at the tournament (see website for times and locations) if you don’t already have one. Wristbands cannot be purchased at Choctaw Stadium Arlington.

Please be sure you have reviewed and communicated Choctaw Stadium’s no bag policy, traffic instructions, parking instructions, seating instructions, and exit plan. This information can be found on our website. Your team’s seating area will be sent to you one week prior.

* **Communicate with Parents**- wristband requirements, closed IC, no bag policy for Choctaw Stadium, team name, challenge, performance time, location, where to meet before and after, travel plans, etc. Please refer to our website for these important details.
* **Items you will receive one week prior to tournament**- Team schedule and Award Ceremony Seating Assignment

**Check In Process:**

**Step 1- Pick up your color-coded boarding pass** from our boarding attendant **at the door near Lone Star Auditorium** at **The MAC** during your **assigned check in time**. No one will be allowed to wait in the On-Site Check In/Registration line, unless they have the proper boarding pass. No children allowed in this area. Please, enjoy the Mixer before and/or after your assigned On-Site Check In/Registration time. Children are not allowed on the 2nd floor of the MAC per UTA’s policy.

**Step 2- Wait in the area of your color-coded boarding pass until called to come into the Lone Star Auditorium (lower level) to complete Registration. Make sure you have all of your required paperwork or screenshot. You will not be allowed to participate in the tournament without all required paperwork or screenshot. We will check you off the list once we have verified your paperwork or screenshot. See an example on our website.**

**Step 3- When your colored boarding pass is called, enter through the main level into the Lone Star Auditorium and find an open line or shortest line to complete the check-in process. During this time, you will receive all of your state pre-ordered t-shirts, pins, and wristbands (you must present your receipt- see example on our website).  Wristbands ordered outside of registeryourteam.org were mailed to you. If they were ordered with your team order (registeryourteam.org), you will pick them up during on-site registration. They will not be given to you before your group time.**

**Paperwork Requirement Tips and Info**

* Our volunteers working On-Site Check In/Registration will be asking for the below paperwork or screenshot-see Required Paperwork Checklist.
* It will be important for you to organize your paperwork or have the screenshot open and ready to view. This will expedite the process.
* Copies of paperwork or a laptop will NOT be available on-site.  You must bring your own laptop and screenshot of your paperwork or paper copies.
* No one will be permitted to compete without completing the On Site Check In/Registration process on Friday. We will only have our registration volunteers for one night. Thank you for your support.
* Regional t-shirts and pins- be sure you are contact your Regional Director in regards to any regional t-shirts and/or pins. You will need to find out where to pick those up. The Lone Star Finals On-site Registration will be strictly state registration and state team orders only. We will not be distributing regional items.

**Step 4- Before you leave the room if you have a state t-shirt/pin, wristband order, step over to the seating area to double check your state t-shirt, pin, wristband order. Please, see me (Jenny Jarvis) at the Solution Table, if your order is incorrect. You must present your itemized receipt (see example on our website).  If your order is correct, you may exit through the exit located on the second level and enjoy the rest of your evening. All sales are final when you leave the room. Please remember you will need to exit on the 2nd floor and children are not allowed on the 2nd floor.**

**Note:** You may register multiple teams, as long as they share the same group time. The group times are in order by school district. Therefore, you should have no problem registering multiple teams within the same district or private school. You may send someone (adult) on your behalf to register you. They must be aware of the requirements and familiar with the online paperwork. See your group time above.

**Required Paperwork Checklist – All of these items are submitted online.**

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[**www.destinationimagination.org**](http://www.destinationimagination.org) **under our tournament- Lone Star Finals 2023**

* \*\***State Tournament Pin/T-shirt/Wristband Payment Receipt**- **1 copy or a screenshot (itemized list found on your registration page-see example receipt on our website)**. You will be picking up your order if applicable. You must check it prior to leaving the room. All orders are final, once you leave room The Lone Star Auditorium.
* **\*\*\*State Tournament Registration Fee Receipt- 1 copy** or screenshot (registration form found in your registration page registeryourteam.org-see example on our website)
* **Tournament Data Forms- filled out online (www.destinationimagination.org)**
* **Expense Report- filled out online.**
* **TC Prep- indicating you have completed TDF and Declaration of Independence (you will find the SUBMIT button at the bottom of the TC Prep form).**
* **IC Prep- there is NO submit button, once the form is completed the appraisers will review and submit it for you.**

**There will be an example of a successfully submitted team screenshot on our website.**

**Contact US (on site)**

Leslie Akins, Affiliate Registration Committee Member will be located at the On-Site Check In/Registration area on Friday. She will be there to assist you, if an issue were to arise.

I (Jenny Jarvis) will be working the Solution Table located inside The Lone Star Auditorium, if you need anything on Friday. We are here to help you and to ensure you have a pleasant experience.

Emily Duke, State Director will be located at the Appraiser dinner on Friday. However, she will be closely monitoring both areas.

We look forward to serving you and we hope you enjoy your time at the Texas Destination Imagination tournament! We are so glad to be back!!

Please note; we will be in and out of the office next week as we are working hard to plan a great tournament for you and your teams. Please continue to review our website for important information and updates.

Jenny Jarvis

Relations Coordinator

Texas Destination Imagination

Tournament Website- <https://texasdi.org/state-tournament>