

# Step by Step Registration for Utah TSA State Conference

1 Go to the State Conference page on the UtahTSA.org website and click the Register Now button.

**Utah Registration Dates**

**Advisors Register Here:**

**Pre-Registration:**  
February 1, 2024 - March 1, 2024

**Deadline to Apply for TSA State Officer position:**  
March 1, 2024

**Late Registration:**  
March 1, 2024 - March 8, 2024

**REGISTER NOW**

**Students Need the Following to Login:**

Student pre-submission items need to be submitted by March 11, 2024 at 11:59pm. Students will submit their work below. The link in the rule packet is for the National Conference.

1. Individual ID number (found after the advisor has registered the student under the "Student Schedules" tab when registering for the Utah State Conference)

2 Log in with your email and password that was emailed to you on Feb 2. Check your SPAM folder if you are not seeing it. The password you created for the Fall Registration will not work.

**2024 Utah TSA State Conference**

Utah Valley Convention Center  
220 West Center Street  
Provo, UT 84601

Middle School Events on Monday, March 18, 2024

High School Events on Tuesday, March 19, 2024

Registration Starts on Thursday, February 1, 2024

Thank you for registering online for the 2024 Utah TSA State Conference. Early registration is due by the end of the day on Friday, March 1, 2024 and all registration must be completed by the end of the day on Friday, March 8, 2024. Only chapters who have completed their membership registration with National TSA will be able to participate at the State Conference. Only registered students will be able to participate. If your chapter has not registered or if you need to add students to your registration with National TSA, we encourage you to do so as soon as possible. All registered chapters will be issued a State user name and password so that they will be able to register for the State events.

If you have any difficulties during the registration process, please contact Rob Mecham at [rmecham@utahtsa.org](mailto:rmecham@utahtsa.org).

Thank you and we look forward to an exciting conference.

**Log In**

[Password Reset](#)

3 The next page you will see is the Dashboard for your chapter. If the number of registered members says 0 then you have not done the final step of submitting your students on the National TSA Registration System. Watch this video to see how to fix it: <https://youtu.be/yGXrJTGfMAY>

**TSA** 2024 Utah TSA State Conference Your Email Shown Here

Dashboard

> JATC - North

JATC - North  
> Competition Registration

**Dashboard**

Your School Name Shown Here

As a reminder, your students will need to be registered as members with National TSA before they can be registered for the State Conference. You can update your chapter's registration for the State Conference using the menu on the left.

registered members	<b>168</b>
students attending the conference	0
advisors attending the conference	0
guests attending the conference	0

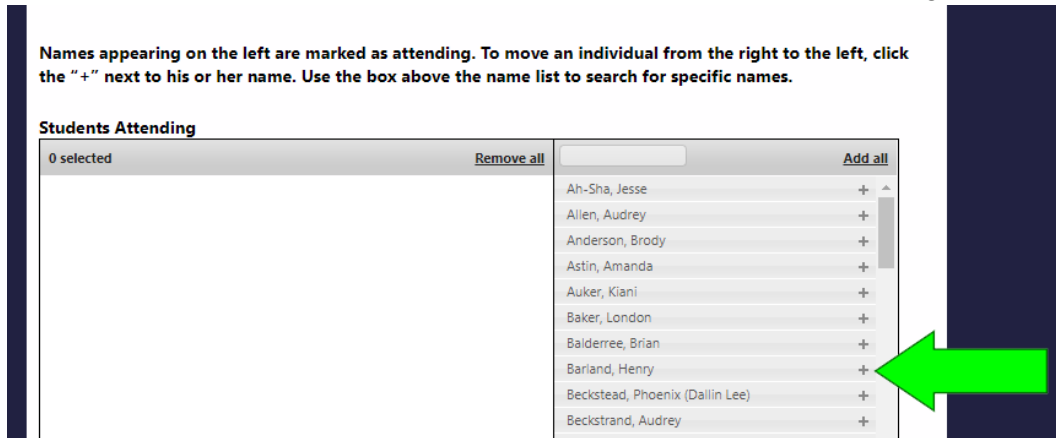
This shows how many students you have officially submitted on the National TSA Member Registration System

**If you have to go back to the National Membership system to fix this you will need to email the state advisor and ask them to run an update to the state registration system. The new names will not show up until this step has been done.**

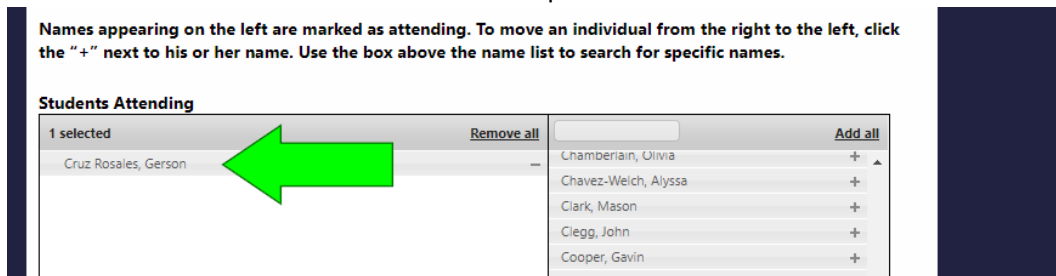
4 Click on the first listing of your chapter name in the menu on the left. Once it opens, you will see several options. Click on Conference Attendance to add students and advisors that will be attending the state conference.



5 The new screen will show a list of all the students who have been officially registered on the National TSA Membership System. Find the students who will be attending state and click the + sign that is to the right of their name. Then do the same with advisors who will be attending in the section below.



6 Students who have been added will show up in the column on the left.



7 Once you are done adding students and advisors, click the Save button on the bottom right of the screen.



8 Once all of your students have been registered as attending, you can add them to specific contests. To do this, click on the link in the menu on the left that shows the name of your chapter with the word Registration. The menu will open up and list all of the available competitions. Click on the one you want to add a student to.

2024 Utah TSA State Conference

amber.saffen@jordandistr

Dashboard

▼ JATC - North

Conference Attendance

Billing Status

Student Schedules

Set Chapter Password

Schedule by Event

JATC - North

► Competition Registration

Your attendance information has been saved.

### Dashboard

#### JATC - North

As a reminder, your students will need to be registered as members with National TSA before they can be registered for the State Conference. You can update your chapter's registration for the State Conference using the menu on the left.

registered members	168
student attending the conference	1
advisors attending the conference	0
students attending the conference	0

9 The contest page will show the schedule for that event and then state how many entries are possible. If it is a team event it will state how many team members are allowed to participate. Click the blue button that says Add team or Add individual.

2024 Utah TSA State Conference

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Dashboard

► JATC - North

JATC - North

▼ Competition Registration

Animatronics (HS)

Architectural Design (HS)

Audio Podcasting (HS)

Biotechnology Design (HS)

Board Game Design (HS)

### Register JATC - North for Audio Podcasting (HS)

#### Schedule

Activity	Location	Day	Start	End
Semifinalist List Posted	Level 3 North Pre-Function	Tue, Mar 19	8:00 AM	8:00 AM
Semifinalist Time Selection	Ballroom C-1	Tue, Mar 19	8:00 AM	8:15 AM
Semifinalist Interviews	Ballroom C-1	Tue, Mar 19	8:15 AM	9:30 AM

#### Registered teams from JATC - North

You are allowed to register no more than three teams. This event requires between one and six students per team.

Team ID	Students	Actions
There are no teams registered for Audio Podcasting (HS) from JATC - North.		

Add team

10 Once you click the add button, you will see two new boxes appear. On the left is a list of Available Students. These are students who you have added to the attendance registration. Click on the name of the student you want to add and then click the right arrow button shown between the boxes.

Add Team for Audio Podcasting (HS)

Available Students	Chosen Students
Filter Gerson Cruz Rosales CHOOSE ALL »	Filter 0 selected options not visible (click to clear) « REMOVE ALL

11 After you click the arrow button, the student's name should appear in the box on the right. Make sure to click the Save button after you have added all the names required for that entry.

The screenshot shows a web interface for adding a team. On the left is a sidebar with various activity categories. The main area is titled 'Add Team for Audio Podcasting (HS)'. It features two columns: 'Available Students' and 'Chosen Students'. The 'Available Students' column has a 'Filter' box and a 'CHOOSE ALL »' button. The 'Chosen Students' column has a 'Filter' box containing 'Gerson Cruz Rosales', a '0 selected options not visible (click to clear)' message, and a '<< REMOVE ALL' button. A green arrow points to a 'Save Team' button at the bottom right.

12 Repeat steps 9-11 until you have added all of your students to their appropriate contests. Once you are done with the registration process you will need to make sure that all registration fees are paid. To do this, open the first listing of your chapter in the menu on the left and choose Billing Status. The Billing Status will list all of the students and advisors who have been registered and show a total balance. Please note that the service to allow you to pay online with a card does charge a convenience fee. Your total with the convenience fee added will be shown at the top.

The screenshot shows a 'JATC - North Billing Status' page. At the top, it says 'When paying online, you will be charged a convenience fee of \$1.09, for a total charge of \$36.09.' A red box highlights the total amount '\$36.09', and a red label 'Total with Convenience Fee added' points to it. A green arrow points to a 'Pay with Card' button. Below this, it says 'Payment due by Friday, March 8, 2024.' and provides a thank you message. A table shows the following data:

Date	Description	Amount	Balance
Feb. 2, 2024, 12:49 p.m.	Student "Gerson Cruz Rosales" registered.	\$ 35.00	\$ 35.00
	Balance Outstanding:	\$	35.00