

Using the TMSCA Registration Website

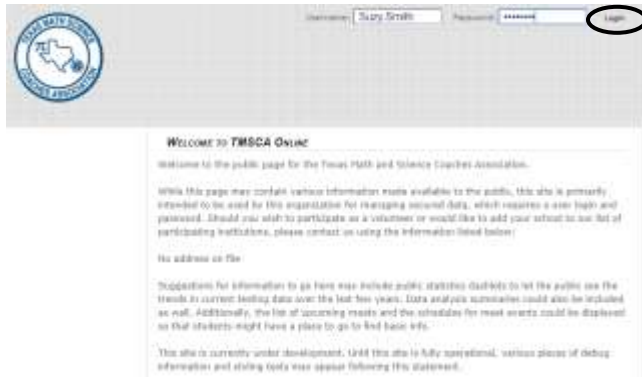
www.tmsca.org/Application

You will need your USERNAME and PASSWORD information contained on your current TMSCA Membership card. This card was emailed to you along with your confirmation invoice when your TMSCA membership renewal was processed. The information on the membership card was taken from your membership application. The name of the Primary Contact on your membership application was used to set your USERNAME and PASSWORD.

EXAMPLE



Go to the TMSCA registration website:
www.tmscaonline.org/Application.
OR use **REGISTRATION LINK** on TMSCA website: www.tmsca.org under the **TMSCA MEETS** tab.



Enter your USERNAME and PASSWORD from your Membership Card. Click Login



In the left column, click on **View Schools**, then use the scroll bar on the right side to scroll down to see your school name.

LIST OF SCHOOLS

[\(TAKE ME TO THE OLD VIEW\)](#)

Show: 25 entries Search:

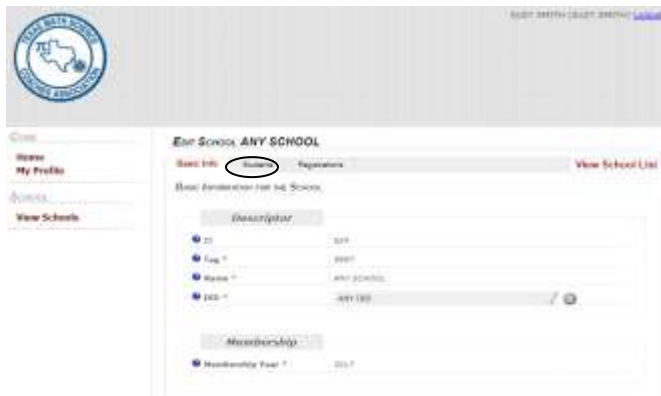
Year	Tag	Name	ISD	UIL	
2023	1003	CITY VIEW JH	CITY VIEW ISD	3A	Edit

Showing 1 to 1 of 1 entries Previous Next

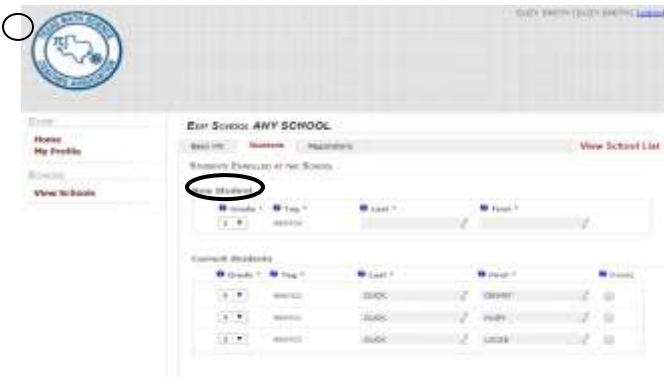
Click on **Edit**.




You will be on the **Basic Info** page for your school. There are three tabs in the menu bar below your school name:
Basic Info, Students, Registrations.

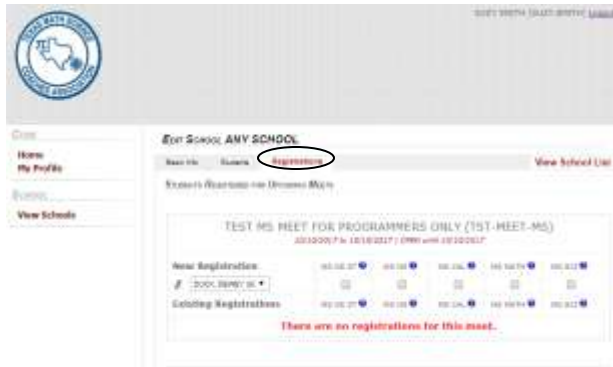


Before registering for a meet you must enter your students into your school's account. Click on **Students**.



You will see two data entry areas: **New Student** and **Current Students**. To enter a **New Student**, choose **Grade** from the pull down menu, type in **Last** name and **First** name. Then choose **Save**. Student will then appear under **Current Students** list. Students who were registered from the previous year will still be listed under **Current Students**. You need only update their **Grade** and then click **Save**. Students who have graduated or left your program for any reason may be deleted by checking their box in the **Delete** column. A red warning box will appear, but it requires no action. Just click **Save** to delete student from your list

Click on the "back arrow" () to return to your **Basic Info** page



To register students in a meet, choose the **Registrations** tab and click. A list of TMSCA meets available for your school /grade level will appear.



Active meets will appear with two data entry fields: **New Registrations** and **Existing Registrations**. More than one meet may appear. Please make sure you choose the appropriate meet.

Your students will appear in a pull down menu under each eligible meet.



Choose the student name and then click in the appropriate boxes for each contest entered. Then click **Save**.



Student will then be moved to the **Existing Registrations** list. You may edit Existing Registrations at any time by just unclicking the contest box to remove a student from a contest or click on the red "X" to delete a student from this meet. Remember to **Save** after making changes to any student, if asked to do so.

Invoice Status:
 NOT INVOICED Invoice Print

New Registration MS NS MS CAL MS MATH MS SCI

There are no students available for registration.

Existing Registrations MS NS MS CAL MS MATH MS SCI

DUCK, HUEY (6)

When all students are entered in the meet, click on **Invoice**.

(Top half of invoice)

Sponsor Name	Proctor Tests
SUZY SMITH Cell: <input type="text"/> Email: <input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
SUZY SMITH Cell: <input type="text"/> Email: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
SUZY SMITH Cell: <input type="text"/> Email: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
SUZY SMITH Cell: <input type="text"/> Email: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
SUZY SMITH Cell: <input type="text"/> Email: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

*** Schools bringing 6 or more students MUST provide at least one proctor.**

Your invoice will appear. You have to check the **Proctor Tests "YES"** box for ALL MEETS, even though on-line and invitational meets do not require proctoring. **You MUST fill in "Cell #" and "Email" cells for ALL MEETS to be able to submit invoice.** Boxes will auto-fill with primary contact name. **For State Meets**, schools with 6 or more students must proctor at least one event and fields may be edited with alternate names. **ALL 3 fields must be complete for acceptance.**

(Bottom half of invoice)

Total Number of Entries: 5 x 9.7 = 48.50
 Total Number of 8th Meets: 5 x 9.7 = 48.50
 Total Number of 9th Meets: 5 x 9.7 = 48.50
 Administration Fees: 1 x 9.7 = 9.70
 Total Number of Late Entries: 5 x 9.7 = 48.50
TOTAL DUES TO DUCK: 1 000.00

Payment: Check # PO# Payment at Registration Yes No

By digitally signing and submitting this registration for us:

- I agree to abide by all the rules governing the DUCK meet.
- I certify that each student competing is academically eligible to compete under ISL/TFMCA rules and regulations.
- I agree that once the meet entry fee is started, all results are final, and
- I agree all entry fees become payable upon acceptance of entry, whether you attend or do not attend.

Clicking the save button serves as your consent and digital signature.

SUBMITTED By: SUZY SMITH Date: 10/22/2013 04:21:09
 LAST EDITED By: SUZY SMITH Date: 10/22/2013 04:21:09

You must enter information into either the **PO#** field or the **Check#** field OR choose **Payment at Registration (Yes/No)** for your entry to be complete. If this information is not available at the time of registration, you may simply enter "Pending" in either field in order to complete meet entry. Click **Save** on the bottom left of the invoice.

Edit School: ANY HIGH SCHOOL

Base Info Details Registrations View School List

Students Registered for Upcoming Meets

DALLAS ISD DEMONSTRATION MEET (15-01)
 (06/18/2013 to 06/18/2013) 06/18/2013 04:21:09

Invoice Status:
 SUBMITTED, AWAITING ACCEPTANCE Invoice Print

New Registrations MS NS MS CAL MS MATH MS SCI
 DUCK, HUEY (6)

Existing Registrations MS NS MS CAL MS MATH MS SCI
 DUCK, HUEY (6)

After clicking on **Save**, you will be returned to the registration page. Click **on Print** to print your invoice to submit to your business office for billing purposes.

See Special Notes for Meal Options.

SPECIAL NOTES

When entering the **state meets and certain invitational meets**, you will have option to purchase meals for your students (BBQ or Vegetarian – State OR Invitational Meals). You should enter the number of each type of meal on your invoice before completing your entry using **Save** and printing your invoice.

Total Number of Entries:	1	X	\$ 7	=	\$ 7
Total Number of BBQ Meals:	0	X	\$ 7.5	=	\$ 0
Total Number of Veggie Meals:	0	X	\$ 7.5	=	\$ 0
Administrative Fees:	1	X	\$ 30	=	\$ 30
Total Number of Late Entries:	0	X	\$ 14	=	\$ 0
TOTAL DUE TO TMSCA:					\$ 37.00

Payment: Check# PO# Payment at Registration

Total number of students you are bringing to the meet: 1

By digitally signing and submitting this registration form:

1. I agree to abide by all the rules governing the TMSCA meet,
2. I certify that each student competing is academically eligible to compete under UIL/TMSCA rules and regulations
3. I agree that once the award ceremony has started, all results are final, and
4. I agree all entry fees become payable upon acceptance of entry, whether you attend or do not attend.

Clicking the save button serves as your consent and digital signature.

SUBMITTED By: SMITH, SUZV Date: 09/16/2015 04:16 PM

LAST EDITED By: SMITH, SUZV Date: 09/16/2015 10:12 PM

Save Cancel

Our registration system is constantly being updated and these changes may affect the wording or appearance of some of the images used in this document. Please check the website regularly for updates to this document.

UPDATED 1/9/24