

## Instructions for Texas Educational Color Guard Association Registration

Please read through the entire document carefully.

Registration opens October 1st and closes on December 31st.

Payments/Approved Purchase Orders are due January 15, 2025.

Show selection will coincide with registration.

Shows close when they have reached capacity or 14 days before the date of the event.

The 2024 Season membership is valid from Oct 1st, 2024 thru August 31st, 2025.

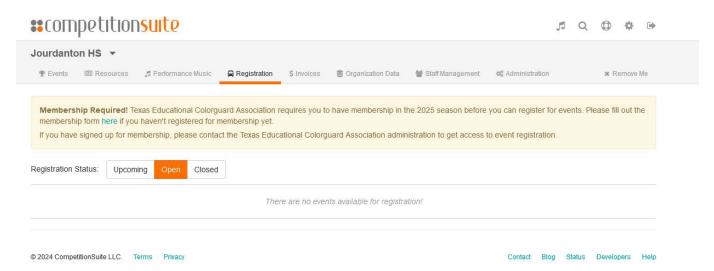
All you have to do to register is create an Invoice...

## **EXISTING/NEW UNITS**

Log-in to CompetitionSuite.

Click on the unit you want to register/create an invoice.

Click on REGISTRATION and in the box, click the blue hyperlink "HERE"



TECA uses the CompetitionSuite system for communication, tabulation, soundtrack uploads and commentary. It is free to sign up and is required for membership.

Please follow these directions to register as a member of TECA.

- 1. If you do not have an account, please create an account here: <a href="https://competitionsuite.com/signup/">https://competitionsuite.com/signup/</a>
- 2. Click this link if you are a NEW DIRECTOR but your unit has been in TECA in the past:

https://competitionsuite.com/groups/find/

- 3. Enter your group's name (enter part of the name if you have trouble finding it)
- 4. Click Request Access next to your group.

  Once the association is approved, the group name will be displayed along the left side of the page. Please be patient it may take a day or so to approve your unit, but I will check daily.
- 5. Be sure to provide your phone number to ensure you can access your commentary from your phone!

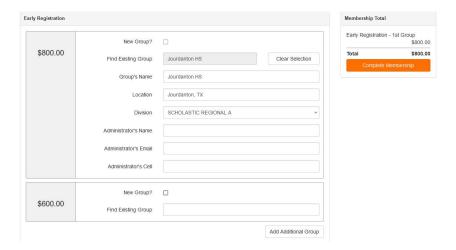
You will be directed to find your group or add your group if you are new to the circuit or are adding a second/third unit.

Do not create a new group if your group has competed in TECA in the past.

y Registration			Membership Total	
\$800.00	New Group?		regis	roups selected for tration! \$0.00 Membership

You will then choose your Division/Classification AND fill in all the information to finish your profile.

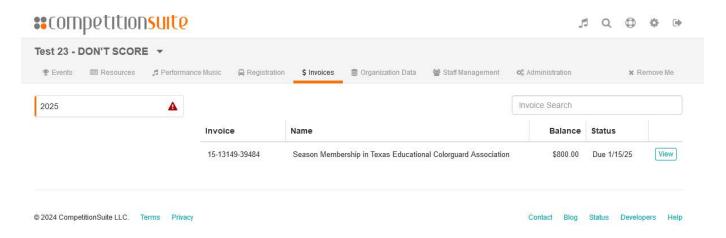
If you have a second or third group, you will click on ADD ADDITIONAL GROUP



## ADMINISTRATOR IS NOT YOUR PRINCIPAL - THE UNIT DIRECTOR IS THE ACCOUNT ADMINISTRATOR

You can now click COMPLETE MEMBERSHIP

The invoice will be emailed to the email address you provided in the email field. You can also see the invoice in your unit profile under INVOICE.



## <u>Instructions for paying Membership Fees</u>

Create an Invoice in Competition Suite

Print the invoice and send it along with a check in the mail to:

TECA PO Box 242626 SAN ANTONIO, TX 78224

If a district is paying for multiple units, please include the invoice numbers and unit names with the check.