



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"

A screenshot of the CompetitionSuite web interface. At the top left is the "competitionsuite" logo. To the right are icons for music, search, globe, settings, and share. Below the logo is a navigation bar for "Jourdanton HS" with a dropdown arrow. The navigation bar contains several menu items: "Events", "Resources", "Performance Music", "Registration" (which is highlighted with an orange underline), "Invoices", "Organization Data", "Staff Management", "Administration", and "Remove Me". Below the navigation bar is a yellow warning box with the text: "Membership Required! Texas Educational Colorguard Association requires you to have membership in the 2025 season before you can register for events. Please fill out the membership form here if you haven't registered for membership yet. If you have signed up for membership, please contact the Texas Educational Colorguard Association administration to get access to event registration." Below the warning box is a "Registration Status:" section with three buttons: "Upcoming", "Open" (which is highlighted in orange), and "Closed". Below this is a message that says "There are no events available for registration!". At the bottom of the page, there is a footer with the copyright notice "© 2024 CompetitionSuite LLC." and links for "Terms", "Privacy", "Contact", "Blog", "Status", "Developers", and "Help".

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:

<https://competitionsuite.com/signup/>

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.

The screenshot displays the CompetitionSuite membership registration interface. At the top, the 'competitionsuite' logo is visible on the left, and navigation icons (music, search, user, settings, share) are on the right. Below the logo is a 'Membership' dropdown menu. The main content area is divided into two panels. The left panel, titled 'Early Registration', features a grey box with '\$800.00' on the left. To its right, there is a 'New Group?' checkbox (unchecked) and a 'Find Existing Group' search input field. Below these is an 'Add Additional Group' button. The right panel, titled 'Membership Total', contains the text 'There are no groups selected for registration!' and a 'Total \$0.00' summary. At the bottom of this panel is an orange 'Complete Membership' button.

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

Early Registration

\$800.00

New Group?

Find Existing Group:

Group's Name:

Location:

Division:

Administrator's Name:

Administrator's Email:

Administrator's Cell:

\$600.00

New Group?

Find Existing Group:

Membership Total

Early Registration - 1st Group \$800.00

Total \$800.00

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.

Instructions for paying Membership Fees

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.

