



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, 2026.

Show selection will coincide with registration.

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

The 2026 Season membership is valid from Oct 1, 2025, through August 31, 2026.

Please complete the following steps to register:

NEW UNITS

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.

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.

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Membership ▾

Early Registration

\$800.00

New Group? ☐

Find Existing Group

Add Additional Group

Membership Total

There are no groups selected for registration!

Total \$0.00

Complete Membership

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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

EXISTING UNITS

Log-in to CompetitionSuite.

Click on the unit you want to register.

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

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Jourdan HS ▾

Events Resources Performance Rules **Registration** Invoices Organization Data Staff Management Administration Remove Me

Membership Required: Texas Educational Co-Op 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 Co-Op Association administration to get access to event registration.

Registration Status: Upcoming **Open** Closed

There are no events available for registration!

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Once you have completed the registration process and included all required information, click on the Complete Membership button. You will be directed to the following "Add Ons" page. Please select the zone you wish to compete in for championships and click "Purchase Add-ons." **There is NO COST for this selection.**

Optional Add-ons

North Zone \$0.00 Skip

South Zone \$0.00 Skip

Cancel Skip Add-ons Purchase Add-ons

After you click “Purchase Add-ons” you will be directed to this page:

The screenshot shows two side-by-side sections. The left section, titled 'Early Registration', has a grey box on the left containing '\$600.00'. The main area contains a 'New Group?' checkbox, a 'Find Existing Group' dropdown menu with 'JOURNISTON HS' selected, a 'Clear Selection' button, and input fields for 'Group's Name' (Journiston HS), 'Location' (Journiston, TX), 'Division' (SCHOLASTIC REGIONAL), 'ADMINISTRATOR'S NAME', 'Administrator's Email', and 'ADMINISTRATOR'S CMT'. Below this is another 'New Group?' checkbox, a 'Find Existing Group' input field, and an 'Add Additional Group' button. The right section, titled 'Membership Total', shows a table with 'Early Registration - 1st Group' at '\$600.00' and a 'Total' of '\$600.00'. An orange button labeled 'Complete Membership' is at the bottom.

Please note that ADMINISTRATOR IS NOT YOUR PRINCIPAL - THE UNIT DIRECTOR IS THE ACCOUNT ADMINISTRATOR

You can now click COMPLETE MEMBERSHIP and you will be directed to the Payment Information page.

The 'Payment Information' form contains several input fields: 'Bill To' (Name), 'Phone Number' (Phone Number), 'Email' (Email), 'Address 1' (Address 1), 'Address 2' (Address 2), 'City' (City), 'State' (State), and 'ZIP' (ZIP Code). At the bottom, there is a 'Payment Method' section with three buttons: 'Invoice', 'Quote', and 'Credit Card'.

The Bill To name may be you or another person in your organization. The information on this page should be the person who is responsible for making the payment and if you choose another person here, they will also receive an email with the invoice for payment.

New for 2026 – Credit card payments are accepted. If you choose this method, you will be directed to input your credit card information on the next page.

Please be aware that all credit card payments will be assessed a service fee of approximately 3% of your total amount.