

## Convention Registration Instructions

Please follow the instructions below to correctly register for Convention.

- Page 1 registration
  - Select your Registration Type:
    - A different registration screen will populate based on your selection
  - Enter your personal information
  - The email address used for the directory is the email address that will receive confirmation of registration, invoices, and TDEA newsletters and correspondence
  - After answering all questions, click “Next”
- Page 2 registration - Additional Items
  - Select any additional items you would like to purchase
  - The All-State Scholarship Question is asking if you plan to donate later via Venmo, or Check. Select 1 if you wish to donate, or leave it as “select” if you wish to not.
  - Do not select additional Recognition Luncheon or Banquet tickets unless you plan to bring someone with you who is not a TDEA educator or unless you do not plan to pay in full by the November 15th deadline.
  - If you purchase additional tickets, enter the names of your guests in the space provided.
  - Click “Next” to bring you to the next registration page
- Page 3 registration
  - Select if you are bringing an All-State Student. **You must click on the button “select.” It will turn blue and read “selected” if it has recorded your All-State student. Until this happens, your student does not have an All-State spot reserved.**

Select the sessions you'd like to attend.

January 8, 2025

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1/8/25 – 1/11/25  
8:00 AM-9:00 AM CT

All-State Student Registration

One 11th or 12th grade student per high school is eligible to participate in the All-State Dance Team. Selecting this session reserves a spot for your All-State Student.

\$365.00

**Selected**

256 remaining

Previous Cancel Next



- Click “Next” to bring you to the next registration page
- Page 4 registration - All-State Information

- Click on “Yes” or “No” if you selected the All-State Student Registration (note: this does not reserve your student the spot. ***You must have selected the Session on the previous page and turned the button blue.***
- Answer the All-State questions.
- Click “Next” to bring you to the next registration page
- Review the Registration Summary for accuracy
- Click “Next” to bring you to the next registration page
- Page 5 registration - Policy Notices and Acknowledgements
  - Check I understand for both
  - Click “Next”
- Page 5 registration
  - Review the Registration Summary for accuracy
  - If you intend to bring an All-State student, look at the “Agenda” at the bottom of the page. You should see “All-State Student Registration” under sessions with a price of \$365.00. If you do not see this, your student does not have a spot.
  - Click “Next” to bring you to the next registration page
- Page 6 registration
  - Review the Order Summary for accuracy. Make sure you review that all items you have meant to purchase are listed on the summary. If it is not listed or you are not charged for items that require purchase, you will need to go back in the order to fix it (the “previous” button at the bottom of the page will allow you to do this).
  - Select how you would like to pay for exhibiting. **Please note: if you are paying by check, we must receive your actual check (not just a purchase order) by the November 15th deadline in order for you to receive the complimentary Recognition Luncheon and Banquet tickets.**
  - Click “Submit” to finish your registration.
- You will receive a pop-up confirming that your registration is complete and will be redirected to a page with a confirmation number. You will want to record the confirmation number so you can access your registration online in the future. You will also receive an email with your registration information.

That's it! Thank you for registering for TDEA Convention!

## To Modify Registration

- Scroll down to the **BOTTOM** of the page and click on “Already Registered?”
- From there, you will enter your email address and confirmation number. This will take you into what your current registration is.
- You will click through the pages at the bottom that don’t need editing by using the “Next” button.
- When you come to something that needs to be edited, make the change. If you are needing to take something off of your registration, make sure the number is set to what you need. (If you don’t need the item, set the number to 0).
- Continue clicking through the pages using the next button until you get to the final page of the registration. Once there, check your final order to make sure it is correct and then finalize.
- If you have made changes to your registration that will also change the invoice, please email TDEA as items do not automatically update and must be removed from an invoice for those changes to be made.