



# TAFE

## Texas Association of Future Educators

### Area Conference FAQ

*This is a live document being constantly updated. Please READ all emails sent regarding Area Conferences, FAQ pages and Event pages before contacting our office.*

#### Before Registration Begins:

- Pay TAFE 2025-2026 membership dues by October 31st to be eligible to compete at Area.
- Register all students competing with Educators Rising. Visit [Educators Rising Membership page](#) for more information.
- Take a look at our [Area Conference Registration Checklist](#).
- [Review Conference Registration Steps to know the process beforehand.](#)

#### Registration Information:

1. When does registration begin?
  - a. Registration opens at 8:00am (CST) October 1, 2025 and closes October 15, 2025 @ 5:00pm (CST)
2. Where do I go to on the website to register for my area conference?
  - a. Each area has its own form. Please make sure you are visiting your area page for the registration link.
3. What information will I need to provide during registration?
  - a. You must provide:
    - i. Your cell phone number
    - ii. Number of each t-shirt size you need (for paid attendees only)
    - iii. Judge's name and email address
    - iv. Number and type of vehicle you will be in
4. My students only want to participate in taking the ELF test, how do I register for them?
  - a. Please contact Monica, at [monica@tassp.org](mailto:monica@tassp.org) for more information.
5. I can no longer attend or I have a student who can no longer attend, what is the cancellation process?
  - a. For a full refund, cancellation MUST be submitted via email to Jessica Castaneda at [jessica@tassp.org](mailto:jessica@tassp.org) no later than Thursday, October 31, 2025.
  - b. No refunds or credits for cancellations will be given after October 31, 2025.
  - c. Refunds will not be provided for no-shows.
6. I registered a student who can no longer attend, but I would like to substitute them with another student?
  - a. You can email [Jessica@tassp.org](mailto:Jessica@tassp.org) and she can cancel change the name and t-shirt size until October 15, 2025 only for registration to attend the conference. (For event substitutions, see **Competitive Events** section below)



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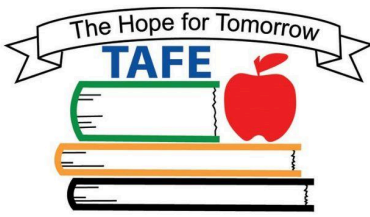
- b. We will stop accepting name changes/substitutions on registration October 15, 2025
- 7. Do I need to register my judges, chaperones, or bus drivers?
  - a. No, you do not. Unless you want your judges, chaperones, or bus drivers to attend any portion of the conference, they do not need to be paid attendees.
- 8. Do I need to register my middle/high school student helpers?
  - a. Yes, they need to be paid attendees. They will not be able to attend anything without being a paid attendee.
- 9. I read on the event guidelines students need to submit their documents when they apply to compete. Do I need to submit their documents by October 15th?
  - a. No, this guideline is referring to when students apply to compete at the National Educators Rising Conference. No materials are uploaded during the area conference and competitive event registration process.
- 10. When does my conference invoice need to be paid by?
  - a. Your invoice needs to be paid by the date of your conference or you need to have a PO on file in order to participate in the conference.

### Conference Information:

- 1. Are we provided lunch at the conference?
  - a. Yes, all **paid attendees** receive lunch at the conference. Volunteer judges receive lunch if they are judging during lunch time.
- 2. Can I bring in outside food?
  - a. Outside food is PROHIBITED in the conference center and conference rooms.
- 3. Can parents attend the closing general session?
  - a. For safety reasons, we can not allow unpaid attendees to attend any portion of the conference.
- 4. Do my judges' receive a conference t-shirt?
  - a. No, only paid attendees receive t-shirts.

### Dress Code:

- 1. When do my students need to be in the dress code?
  - a. Students need to follow the dress code as shown here: [Dress Code \(tafeonline.org\)](https://tafeonline.org) **AT ALL TIMES.**
  - b. Students are prohibited from walking around in slippers and with blankets.
- 2. Can competitors wear costumes?
  - a. Students can only be in costume if competing in the events below, but **ONLY DURING THEIR PRESENTATION**. Once done presenting, students must return back to the TAFE Dress code.
  - b. Only five events allow competitors to dress in character costumes and then only if the costumes were used during the original project or presentation:



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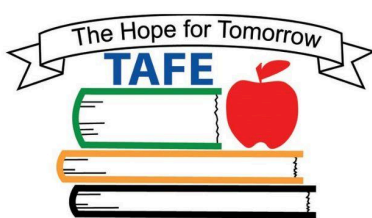
- i. Children's Literature K-3 Spanish, Children's Literature Pre- K Spanish, Children's Literature Pre-K, and Children's Literature K-3 competitors can dress in character costumes relevant to the book. ***No other props may be used during the presentation.***
- ii. Project Visualize (TRAFLE) contestants may choose to dress in costumes worn during their project. For example, if a group did a fairytale reading night and they dressed up like characters from the fairytales they were reading, those costumes could be used in the contest presentation.

### Judges Information:

1. What are the judging requirements for TAFE events?
  - a. The TAFE board policy for 1-4 competitors is to provide one judge or pay \$200, for 5-14 competitors provide 2 judges or pay \$400, for 15+ competitors provide 3 judges or pay \$600.
2. I have to provide two judges, but can only find one. Will I still be billed for two judges?
  - a. No, you will only be billed for the number of judges not provided.
3. Our schools are in the same district, can we share judges?
  - a. Only two schools can share one judge. For example, if two schools need to each bring two judges, totaling 4 for the two of them they need to provide a minimum of 3.
4. I have more people who can judge, than I needed to bring. Is that ok?
  - a. Yes. Chapters can earn a \$50 credit for each extra judge they bring for up to a \$200 credit. Credits must be used by August 31st, 2026.
5. Who can be a judge?
  - a. Current or past TAFE Teacher Leaders, TAFE Alumni, college students, teachers, counselors, administrators, parents, etc. Judges need to be adults, which means 18+.
6. Do I need to register my judges, chaperones, or bus drivers?
  - a. No, you do not. Unless you want your judges, chaperones, or bus drivers to attend any portion of the conference, they do not need to be paid attendees.
7. How do I change a judge after including them on my registration or after registration closes?
  - a. Before October 15, 2025 you can send an email to Jessica at [Jessica@tassp.org](mailto:Jessica@tassp.org), with the judge's name, title and email.
  - b. After October 15, 2025, you must email your change to your area coordinator.
8. When do my judges receive sign-up instructions?
  - a. As this information is available, your area coordinator will contact judges.

### Student Helper Information:

1. What are the student helper requirements?
  - a. Schools will be assigned student volunteer shifts, be prepared to have students trade out to make sure your assigned shifts get covered.



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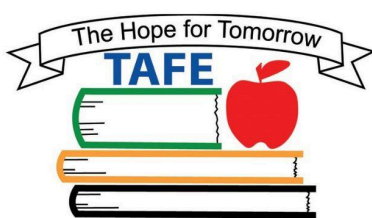
## Texas Association of Future Educators

2. Do I need to register my middle/high school student helpers?
  - a. Yes, they need to be paid attendees. They will not be able to attend anything without being a paid attendee.

### Competitive Events:

1. When do I need to register my students for events?
  - a. Once you register for the conference, you will receive an email with links to register for competitions.
  - b. [Review Competitive Event Registration Steps to know the process beforehand.](#)
2. When registering for a team or dual event, do I need to register each student?
  - a. No, you will only need to register one of them. Part of the registration questions is if they have a partner or other team members, once you list them, it registers them all for that event.
3. When is the last day to register students for competitive events?
  - a. All competitors need to be registered by October 15th, 2025 at 5:00 pm (CST)
4. How do we know what times our students are competing at?
  - a. Competitive event times sign up instructions will be emailed to you once your area's event times are available. Time selections will be available at 8:00am and end at 5pm on their respective days:

i. Area 1-November 17-21	vii. Area 7- November 3-7
ii. Area 2-October 20-24	viii. Area 8 October 20-24
iii. Area 3- November 17-21	ix. Area 9- November 17-21
iv. Area 4-October 27-31	x. Area 10-October 27-31
v. Area 5-October 20-24	xi. Area 11-November 17-21
vi. Area 6-October 27-31	
  - b. Sign-up's will be located on your area page
5. My student's name is misspelled on their event, what do I do?
  - a. We pulled what was filled out by teachers. If a mistake was made, please fill-out the competitive event change form.
6. Can I make competitive event changes after competitive event registration closes?
  - a. We only accept drops and substitutions into team/dual events after registration closes.
7. How do I make competitive event changes?
  - a. The competitive event form can be filled out several times.
  - b. For drops, please email our office. We will make changes for you up until October 13th.
  - c. After October 15th, please use the Competitive Event Change Form, found on your area database. This form closes on October 31, 2025 and reopens the day of your area conference.
8. I have a student who can not compete anymore, what do I do?



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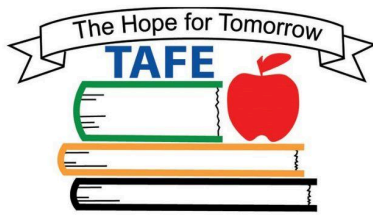
- a. Please be sure to drop them using the Competitive Event Change Form, found on your area database.
9. How is the ELF test administered?
  - a. The ELF test administered before Area Conferences. If students score above a 70, they advance to the Teach Tomorrow Summit.
10. How many times do my students present their breakout session?
  - a. Just one time.
11. When will we register our students for competitive event times?
  - a. You will be notified no later than 1 week before your conference to sign up students for competitive event times.
12. Will computers and projectors be available for my students to use during their competitions?
  - a. Students will need to provide their own computers and be able to access their presentations without internet access.
  - b. Students will present their information from their computers.

### Prescored Materials:

1. When do I turn in my prescored materials?
  - a. Prescoring only happens for competitions prior to the state conference. **NO prescoring takes place for area conferences, except for Breakout Session.** All materials must be presented and scored at your area conference.
2. How do videos, lesson plans, etc. get scored if no prescoring takes place?
  - a. Bring all materials with you to your competition to be judged and all items are scored onsite.

### Originality Presubmitted Materials:

1. What is an originality pre-submission?
  - a. Pre-Submitted materials are NOT SCORED. These materials are submitted in case there is a score discrepancy after judging has taken place for summary sheets in Interactive Bulletin Board, Project Visualize and Teacher Created Materials.
  - b. There is NO PENALTY for not submitting your materials submitted.
2. What items need to be submitted early?
  - a. A photo of your tri-fold/materials and a PDF version of your summary sheet.
  - b. These materials needed to be labeled with your FORM ID located on your Area Database.
3. When do I need to submit my students' materials by?
  - a. These materials need to be submitted by the day before your conference.
    - i. Area 1- December 5
    - ii. Area 2- November 7th
    - iii. Area 3- December 1
    - iv. Area 4- November 13



# TAFE

**Texas Association of Future Educators**

- v. Area 5- November 2
- vi. Area 6- November 13
- vii. Area 7- November 17th
- viii. Area 8- November  
7th

- ix. Area 9- December 6th
- x. Area 10- November 14th
- xi. Area 11- December 4th