3D Design Contest Registration Instructions

To Register a Team:

Go to our 3D Design Contest page - https://tcea.org/student-contests/3d/

Scroll down to the bottom of the page and click the “Register Now” button.

On the next page, in the upper right corner click the blue “Register Now” in the upper right corner.

Login if you already have an account or create an account.

Change to 1 and click “Add”.

On the next screen, this information pre-populates, but notice the scroll bar. You will want to scroll down to enter the team information for one team.

- District/Club
- Campus/Club
- Team Name
- Design Name
- Grade Levels
- Division
- Email

When finished click “Add to Order”.

https://tcea.org/student-contests/3d/
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Back on this screen, click “Continue”.

For payment, if you plan to pay using a credit card, enter it here. When finished, click “Process Payment”.

If paying using a PO or check, click the “Invoice Me” tab. If you know the PO number or check number you may enter it, otherwise, enter “N/A” and click “Complete Transaction”.

If you would like a copy of your invoice, click “View Invoice”, otherwise click “Continue to Event”. If you did view the invoice, the browser back and forward buttons will get you back to this screen to move forward.

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Sample Invoice

If you clicked “Continue to Event” you would end up back on this page. In the upper right corner, hover over your name and select “Manage Registration”.

To register multiple teams, click “New Attendee” to go through the steps for each additional team.

If you hover over the three dots and select “Edit Order Detail” you will be able to edit the team information for each team.

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Accessing Team Information:
If tomorrow you realize you made an error with the team information or don’t know if you entered all your teams, here is how to access your information later.

Go to www.tcea.org
Login in the upper right corner.

Once logged in, click on “Events”.

“Search” for “3D” and click the event.

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Go up to your name (upper right corner) and hover. Click “Manage Registration” and you will be taken back to the screen to view/edit all your team registrations.

If you hover over the three dots and select “Edit Order Detail” you will be able to edit the team information for each team.

To Change Your Payment Method from PO/Check to Credit Card:

If you originally selected “Invoice Me” because you wanted to pay with a check or PO, but you want to pay with a credit card now, once you log in at www.tcea.org you will be taken to your profile. On the right side select “Make a Payment”.

https://tcea.org/student-contests/3d/
Select all the items you want to pay and click “Pay Now”.

Enter your credit card information and click “Pay”.

https://tcea.org/student-contests/3d/