

# 3D Design Contest Registration Instructions

## To Register a Team:

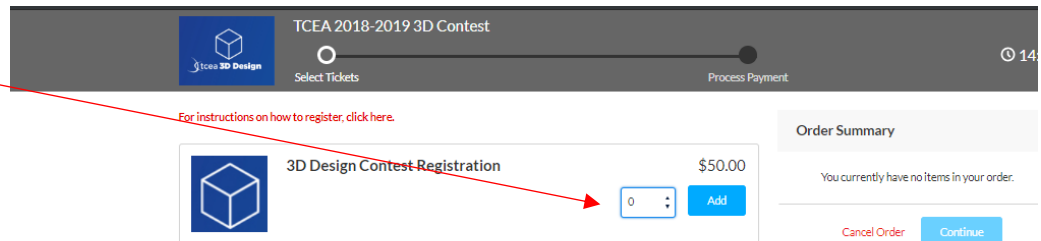
Go to our 3D Design Contest page - <https://tcea.org/student-contests/3d/>

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.

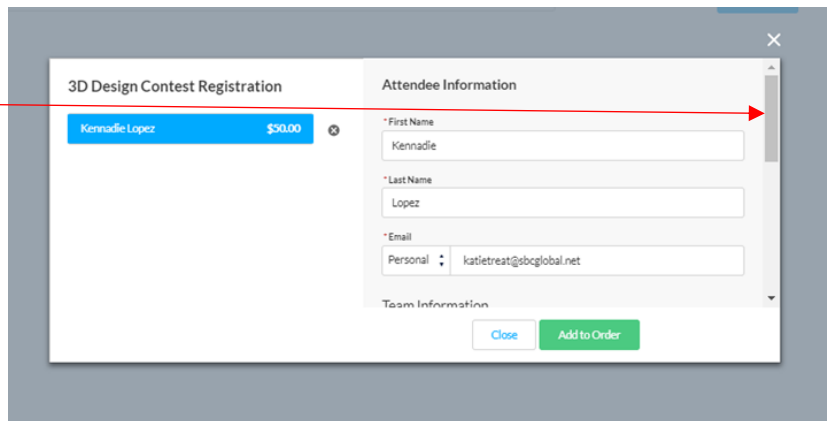
Login if you already have an account or create an account.

Change to 1 and click “Add”.

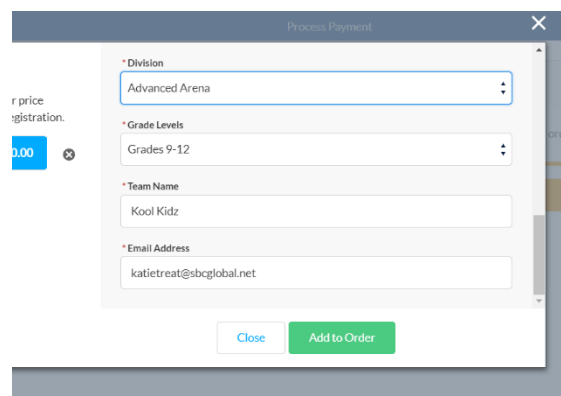


On the next screen, this information pre-populates, but notice the scroll bar. You will want to scroll down to enter the team information for one team.

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

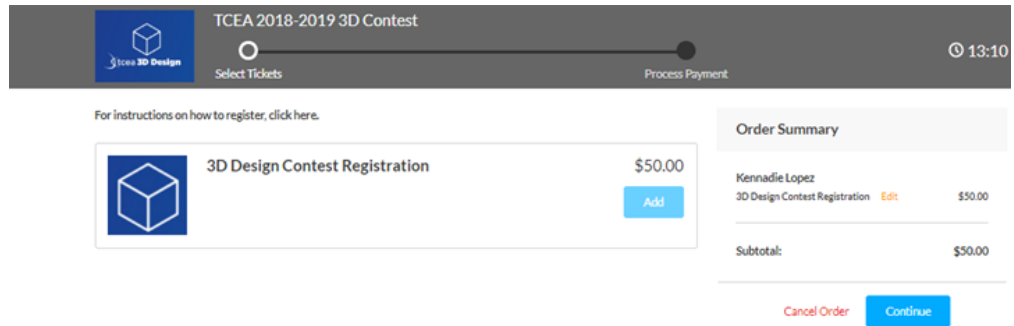


When finished click “Add to Order”.

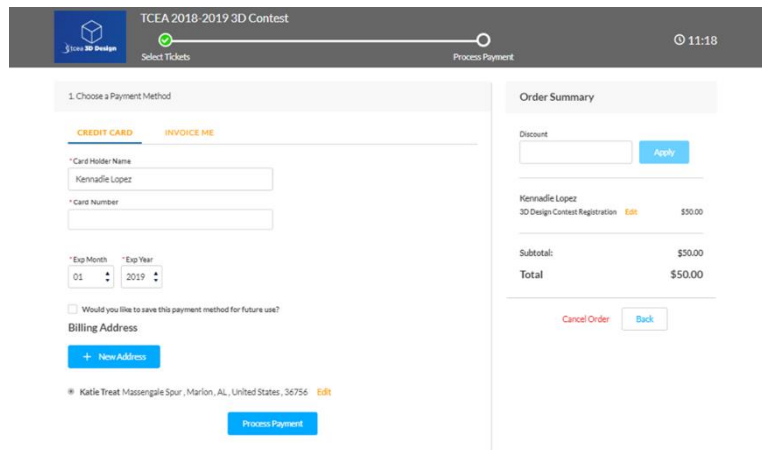


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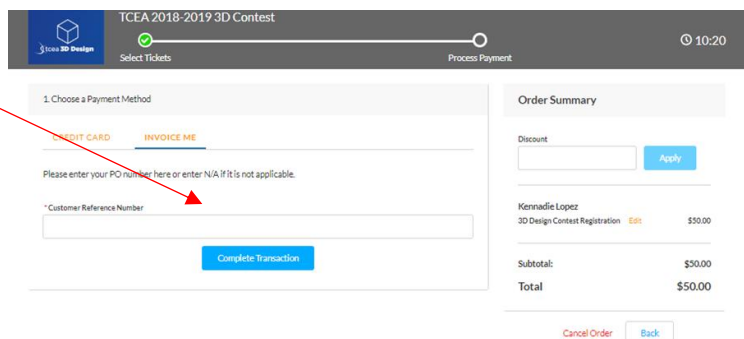
Back on this screen, click "Continue".



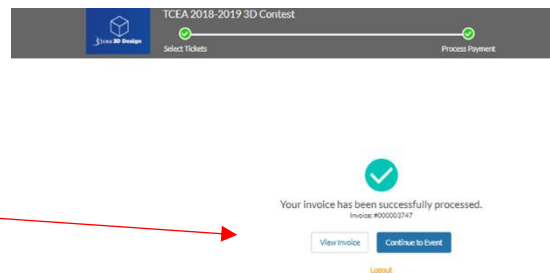
For payment, if you plan to pay using a credit card, enter it here. When finished, click "Process Payment".



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

TCEA  
PO Box 18507  
Austin, TX 78760  
(512) 476-8300  
<https://www.tcea.org>  
[registration@tcea.org](mailto:registration@tcea.org)  
<https://help.tcea.org>

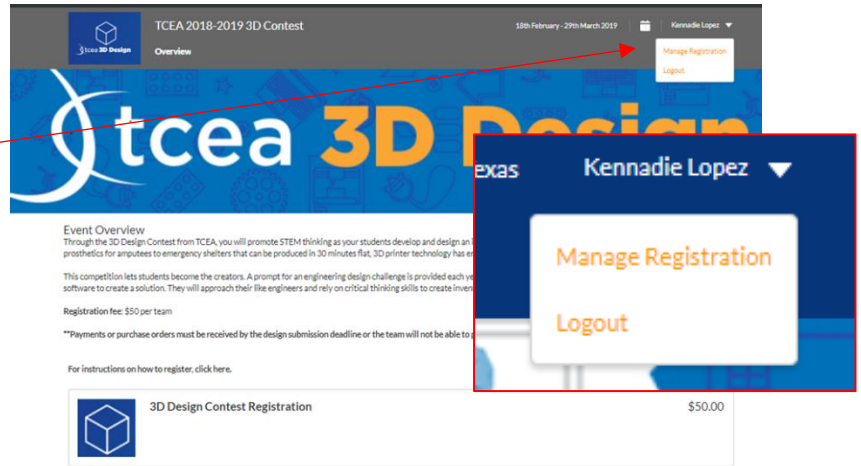
**INVOICE**

Invoice Details

Invoice Date	2/19/2019
Customer	Kennadie Lopez
Invoice Number	000003747
Balance Due	\$50.00
Customer Reference Number	n/a
Memo	

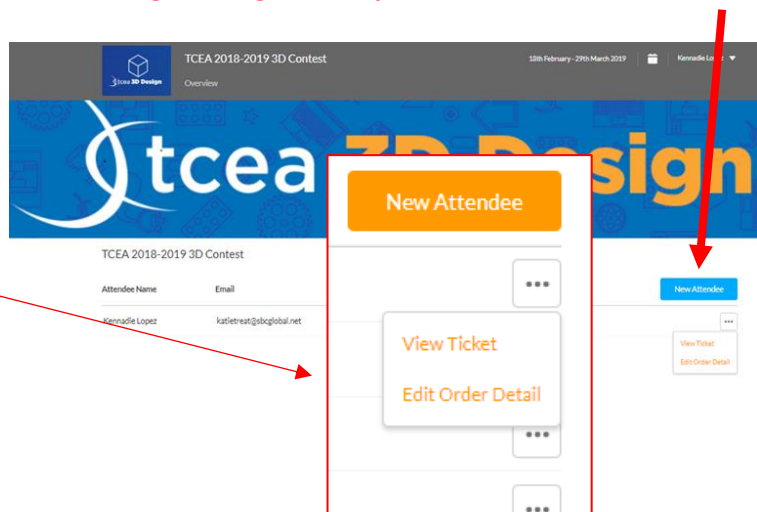
QUANTITY	EVENT NAME	LINE DESCRIPTION	LIST PRICE	SALE PRICE	TOTAL
1	TCEA 2018-2019 3D Contest	3D Design Contest Registration	\$50.00	\$50.00	\$50.00
SUBTOTAL:					\$50.00
TOTAL:					\$50.00
AMOUNT PAID:					\$0.00
BALANCE DUE:					\$50.00

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.



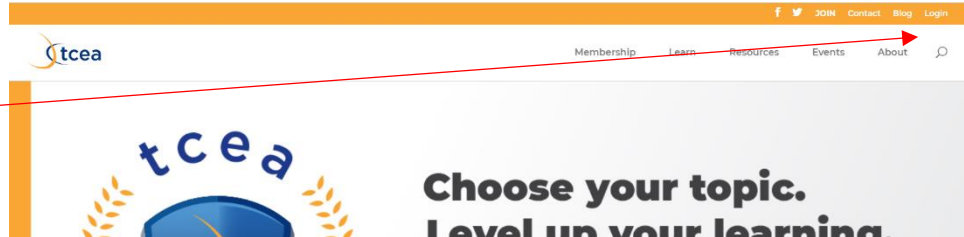
# 3D Design Contest Registration Instructions

## Accessing Team Information:

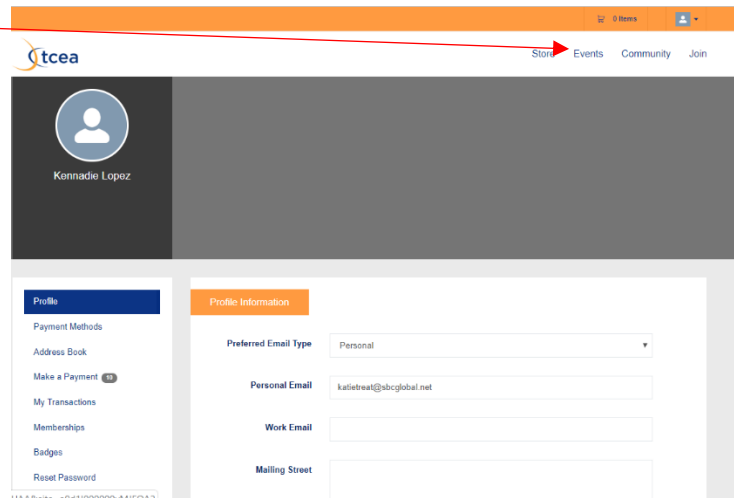
If tomorrow you realize you made an error with the team information or don't know if you entered all your teams, here is how to access your information later.

Go to [www.tcea.org](http://www.tcea.org)

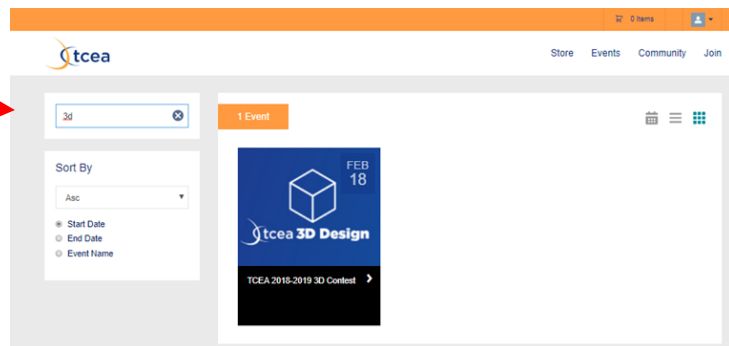
Login in the upper right corner.



Once logged in, click on "Events".



"Search" for "3D" and click the event.

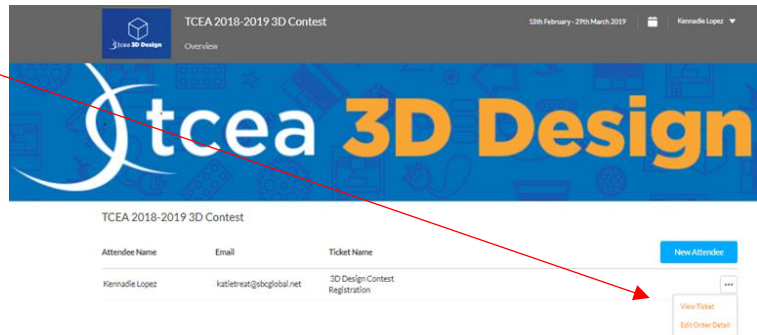


## 3D Design Contest Registration Instructions

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.

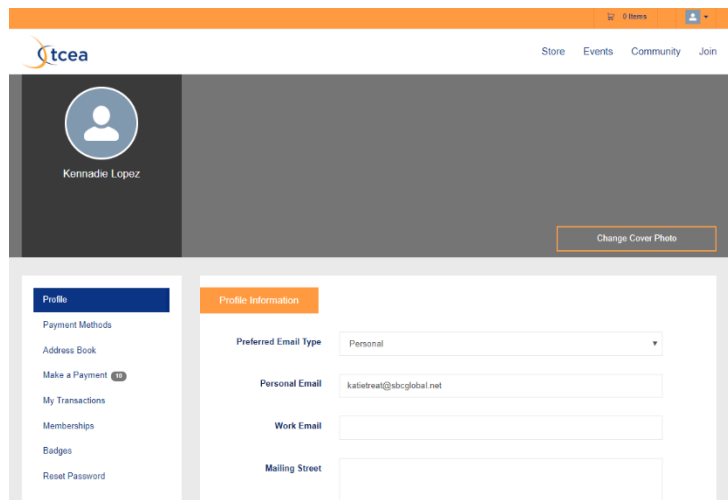


If you hover over the three dots and select “Edit Order Detail” you will be able to edit the team information for each team.



### 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](http://www.tcea.org) you will be taken to your profile. On the right side select “Make a Payment”.



# 3D Design Contest Registration Instructions

Select all the items you want to pay and click "Pay Now".

The screenshot shows the tcea website interface. On the left, there is a navigation menu with options: 'Make a Payment', 'My Transactions', 'Memberships', 'Badges', and 'Reset Password'. The main content area displays a table of items to be paid for. The table has columns for 'Invoice Number', 'Order Includes', 'Due Date', and 'Balance Due'. The items listed are:

Invoice Number	Order Includes	Due Date	Balance Due
<input checked="" type="checkbox"/> 000002307	2018-2019 Arena Contest Game Pieces	11/15/2018	\$10.00
<input checked="" type="checkbox"/> 000002617	Area Contest Registration	12/9/2018	\$50.00
<input type="checkbox"/> 000002632	Area Robotics Registration	12/12/2018	\$50.00
<input type="checkbox"/> 000002629	Registration	12/12/2018	\$50.00
<input checked="" type="checkbox"/> 000002621	Area Contest Registration	12/12/2018	\$50.00
<input checked="" type="checkbox"/> 000002658	Area Robotics Registration	12/13/2018	\$50.00
<input type="checkbox"/> 000002659	Area Robotics Registration	12/13/2018	\$50.00
<input type="checkbox"/> 000002655	Area Robotics Registration	12/13/2018	\$50.00
<input type="checkbox"/> 000002723	Area Robotics Registration	12/16/2018	\$50.00
<input type="checkbox"/> 000002724	Area Robotics Registration	12/16/2018	\$50.00

Total amount to pay **\$160.00**

**Pay Now**

Enter your credit card information and click "Pay".

The screenshot shows the tcea website interface for the payment step. On the left, there is a 'Payment Information' section with a 'Credit Card' tab selected. The form includes the following fields:

- Card Number \*
- Exp Month \* (MM)
- Exp Year \* (YYYY)
- Card Holder Name \* (Kennadie Lopez)

Below the form, there is a checkbox for 'Would you like to save this payment method for future use?' and a green 'Pay' button.

On the right, there is a 'Total' section showing a total amount of **\$160.00**. Below this, there is a table of items to be paid for:

Invoice Number	Line Description	Balance Due
000002307	2018-2019 Arena Contest Game Pieces	
000002617	Area Contest Registration	
000002621	Area Contest Registration	
000002658	Area Robotics Registration	