

Contest Registration Instructions

To Register a Team:

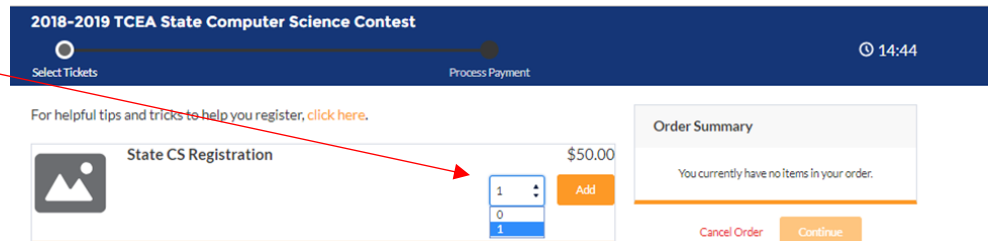
Go to our Computer Science Contest page - <https://tcea.org/student-contests/computer-science-contest/>

Click the “Register Now” button.

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

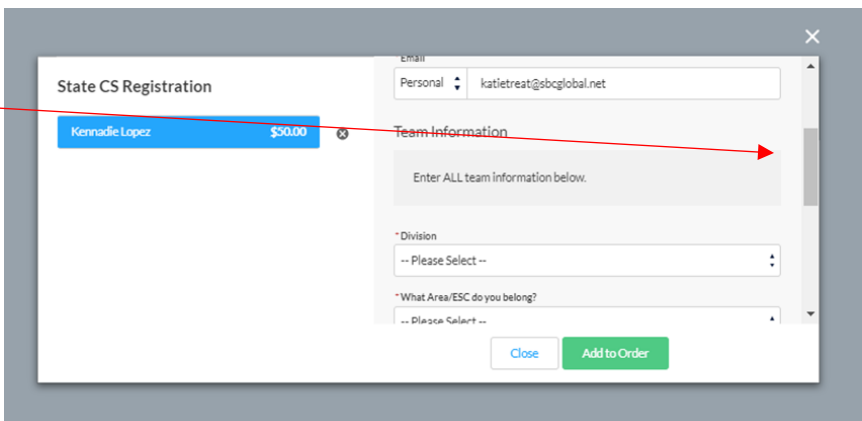
Login if you already have an account or create an account.

Change to 1 and click “Add”.

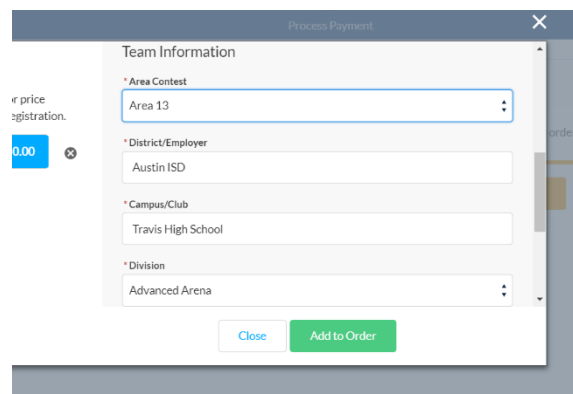


On the next screen, this information pre-populates, but notice the scroll bar. You will want to scroll down to enter the team information for one team.

- Area Contest
- District/Employer
- Campus/Club
- Division
- Grade Level
- Team Name
- Email

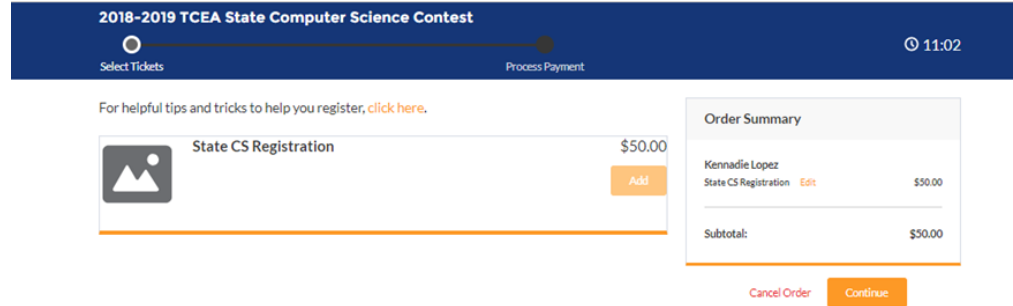


When finished click “Add to Order”.

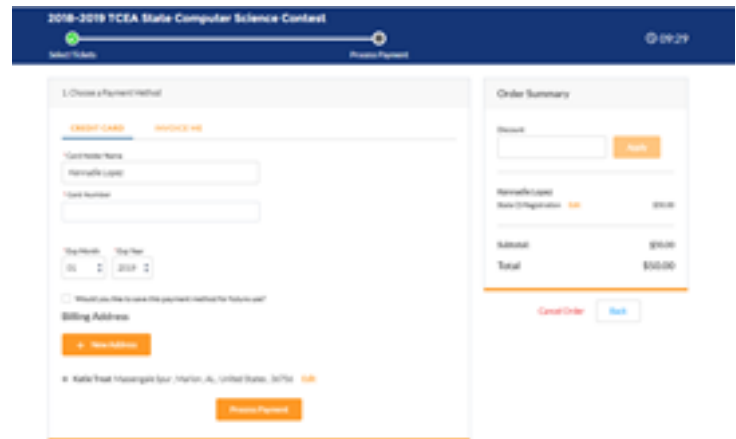


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Back on this screen, click "Continue".



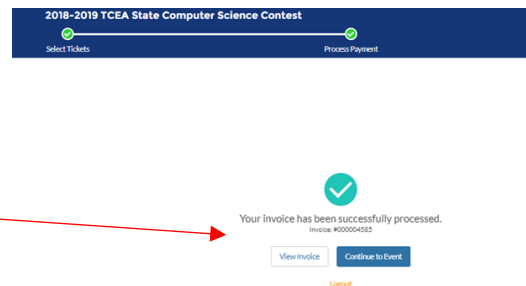
For payment, if you plan to pay using a credit card, enter it here. When finished, click "Process Payment".



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 11507
Austin, TX 78760
(512) 474-6500
www.tcea.org
membership@tcea.org
www.helpdesk.org

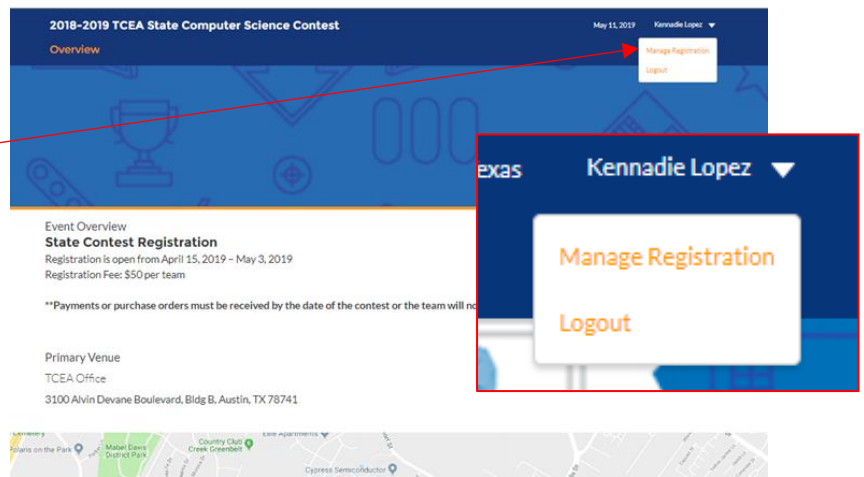
INVOICE

Invoice Details

Invoice Date	4/15/2019
Customer	Kennadie Lopez
Invoice Number	000004385
Balance Due	\$50.00
Customer Reference Number	asdfs
Notes	

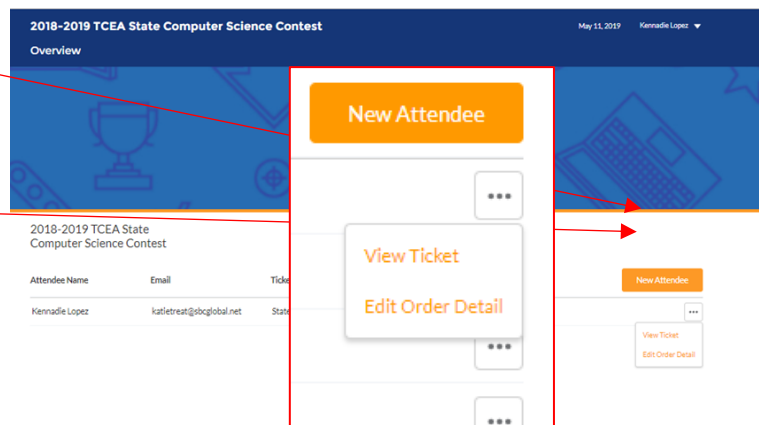
QUANTITY	EVENT NAME	LINE DESCRIPTION	LIST PRICE	SALE PRICE	TOTAL
1	2018-2019 TCEA State Computer Science Contest	State CS Registration	\$50.00	\$50.00	\$50.00
				Subtotal:	\$50.00
				Total:	\$50.00
				Amount Paid:	\$0.00
				Balance Due:	\$50.00

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.



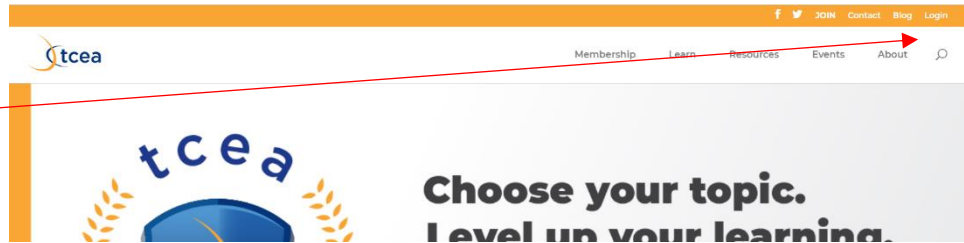
Accessing Team Information:

Contest Registration Instructions

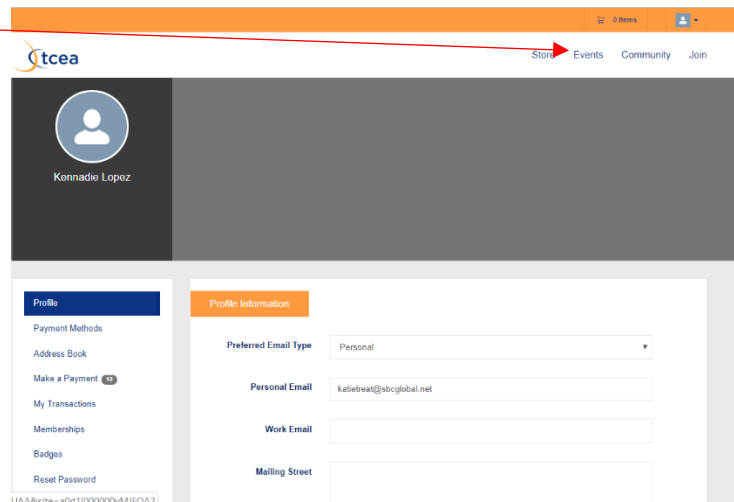
If tomorrow you realize you made an error with the team information or don't know if you entered all your teams, here is how to access your information later.

Go to www.tcea.org

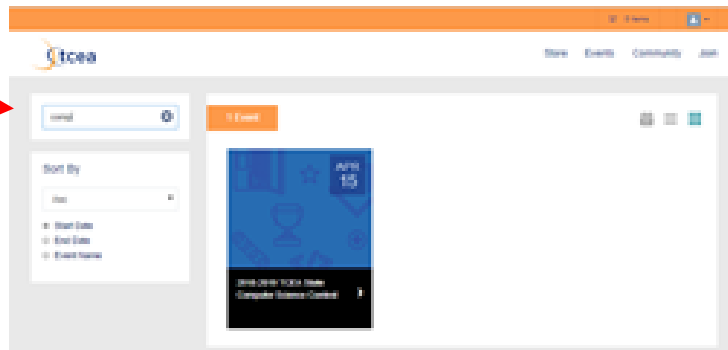
Login in the upper right corner.



Once logged in, click on "Events".

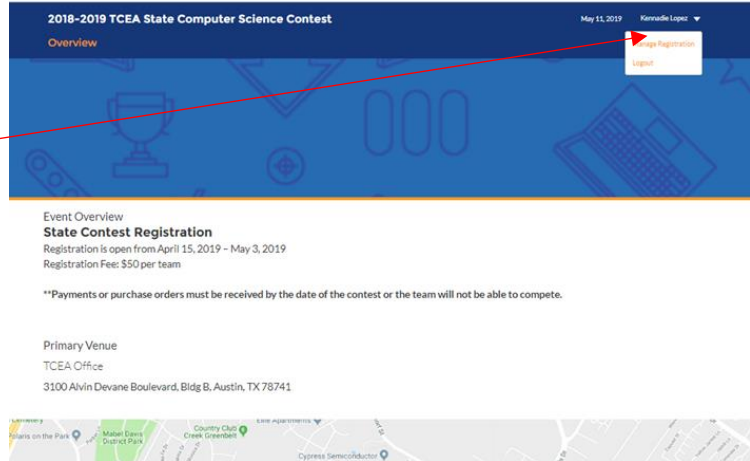


"Search" for "Contest" and click the event.

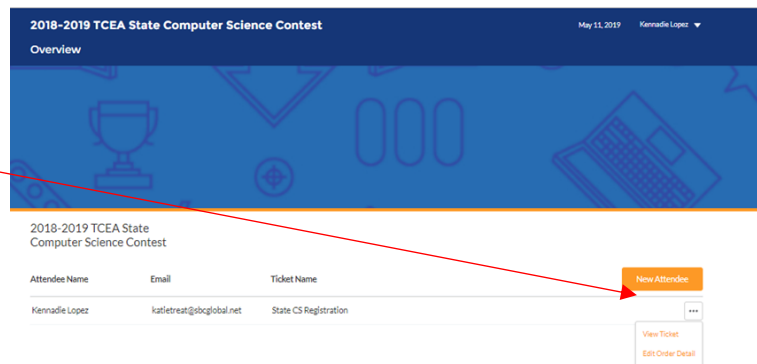


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Go up to your name (upper right corner) and hover. Click “Manage Registration” and you will be taken back to the screen to view/edit all your team registrations.

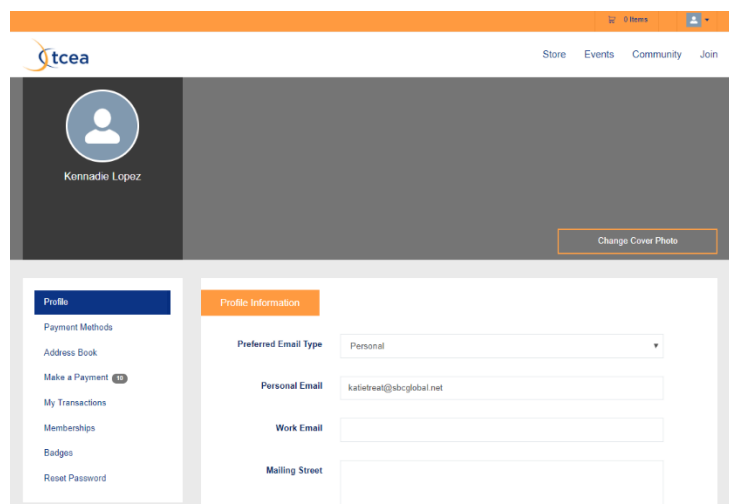


If you hover over the three dots and select “Edit Order Detail” you will be able to edit the team information for each team.



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”.



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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 (1)", "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". Several items are selected with checkmarks. At the bottom of the table, it says "Total amount to pay \$160.00" and there is a "Pay Now" button.

Invoice Number	Order Includes	Due Date	Balance Due
<input checked="" type="checkbox"/> 00002307	2018-2019 Arena Contest Game Pieces	11/15/2018	\$10.00
<input checked="" type="checkbox"/> 00002617	Area Contest Registration	12/9/2018	\$50.00
<input type="checkbox"/> 00002632	Area Robotics Registration	12/12/2018	\$50.00
<input type="checkbox"/> 00002629	Registration	12/12/2018	\$50.00
<input checked="" type="checkbox"/> 00002621	Area Contest Registration	12/12/2018	\$50.00
<input checked="" type="checkbox"/> 00002658	Area Robotics Registration	12/13/2018	\$50.00
<input type="checkbox"/> 00002659	Area Robotics Registration	12/13/2018	\$50.00
<input type="checkbox"/> 00002655	Area Robotics Registration	12/13/2018	\$50.00
<input type="checkbox"/> 00002723	Area Robotics Registration	12/16/2018	\$50.00
<input type="checkbox"/> 00002724	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 two tabs: "Credit Card" (selected) and "Bill Me". Below the tabs are input fields for "Card Number *", "Exp Month *", "Exp Year *", and "Card Holder Name *". The "Card Number" field is a text input with a dropdown arrow. The "Exp Month" and "Exp Year" fields are dropdown menus. The "Card Holder Name" field contains the text "Kennadie Lopez". Below the input fields, there is a checkbox for "Would you like to save this payment method for future use?". At the bottom, there is a green "Pay" button. On the right, there is a "Total" section showing "Total \$160.00" and a table of items to be paid for.

Invoice Number	Line Description	Balance Due
00002307	2018-2019 Arena Contest Game Pieces	
00002617	Area Contest Registration	
00002621	Area Contest Registration	
00002658	Area Robotics Registration	

Would you like to save this payment method for future use?

[Pay](#)