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”.

https://tcea.org/robotics/contests
Contest Registration Instructions

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.

https://tcea.org/robotics/contests
Contest Registration Instructions

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.

Accessing Team Information:

https://tcea.org/robotics/contests
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](http://www.tcea.org)

Login in the upper right corner.

Once logged in, click on “Events”.

“Search” for “Contest” and click the event.

https://tcea.org/robotics/contests
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”.

https://tcea.org/robotics/contests
Contest Registration Instructions

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

Enter your credit card information and click “Pay”.

https://tcea.org/robotics/contests