



Indiana TSA

*2018 State Conference
Registration Guide*

Indiana TSA 2018 State Conference

Registration Guidelines

Location

The Indiana TSA Conference will take place at Indiana State University in Terre Haute, Indiana at the [John T. Meyers Technology Building](#). A campus map can be found [here](#).

Date/Time

Friday, March 9, 2018 from 8:30 AM – 5:30 PM. A detailed agenda can be found on page 5.

Participant Rates

All students that are active members in TSA can register to compete at the Indiana TSA State Conference for the rate of **\$45 per student**. This rate includes an Indiana TSA t-shirt, lunch, and all event and materials fees.

- A voting delegate is a student participant that you have designated to vote for your chapter at the annual business meeting. Designate two students from your chapter by registering them as a voting delegate.
- Advisors are free to attend.
- All adult guests are free to attend. We encourage parents/guardians and other family members of students to attend this event. Guests will not automatically receive t-shirts but may purchase them for an additional \$10 at the event. Guests do not need to register in advance.

The deadline to register for normal registration is January 29th at 5 PM. Late registrations will be accepted until February 5th at 5 PM, for an extra fee of \$5 per participant. No on-site registrations will be accepted.

Competitive Events

- Due to student interest and chapter registration, high school and middle school events will be offered at the 2018 Indiana TSA State Conference.
 - See the [Competitive Events Planning Chart](#) for a full list of events offered for 2018.
 - Students can compete in up to five competitive events, but it is recommended that due to scheduling that students compete in a morning and afternoon event, plus any “static” contents they wish to enter.
 - Carefully follow the guidelines as to how many students can participate in certain events. The registration system is programmed to follow the same rules as the Indiana Competitive Event Guidelines.
 - For example, Debating Technology Issues is programmed to only allow two teams of two members from each chapter. You must enter two students into this event and no more than two teams from your chapter.

- The students you enter into a competitive event are the students that compete. You may not switch students out. In an emergency situation, call **Mary Rinehart** to make changes internally in the system no later than two weeks before the conference.

High School and Middle School

This year, Indiana TSA welcomes middle school to the Indiana TSA family of competitive events! A small number of middle school events will be offered this year, including: Coding, Technology Problem Solving, Structural Engineering, and Dragster. The middle school events that correspond with the high school events will take place in the same room. Middle school events will use the middle school rubrics and be ranked/judged separately.

TSA Business Meeting

The Annual Indiana TSA Business Meeting is the time for the official business of Indiana TSA to occur. Please nominate two of your students to participate to represent your chapter by selecting them as Voting Delegates during the registration process. The state officer slate will be nominated during this time as well. More information will soon be announced about how to nominate State Officers. All members of Indiana TSA that attend the Indiana TSA Conference are required to participate in the Annual Business Meeting.

LEAP Leadership Sessions and Campus Tours

- There will be two leadership sessions during the day for students interested in attending.
 - Please send at least one student from your chapter to each of the sessions.
 - Chapter Officers would be good candidates if they are not in competitive events during sessions.
- Campus tours of Indiana State University will be available. See the agenda for details.

Dress Code

All students attending the Indiana TSA State Conference will be required to adhere to the Indiana TSA dress code. Find additional details about the dress code on the Indiana TSA website.

- Shirt: Royal Blue (Collared) Polo/Dress Shirt
 - National TSA shirt is optional and can be purchased [here](#).
- Pants or Skirt: Grey, Black, or Beige (NO blue jeans)
- Shoes: Black Dress Shoes with dark socks (NO athletic shoes or work boots)

All advisors are required to wear business professional attire or Indiana TSA attire to the event as well.

Awards Program

The Indiana TSA State conference will conclude with an awards program for students to be recognized for their achievements. Team and individual winners will be recognized with medals and certificates. All Indiana TSA members that participated in the conference are expected to attend and wear dress code attire.

Lunch

On March 9th, there will be approximately an hour break for lunch. Lunch will be provided in the atrium. Pizza and drinks will be included for lunch. Participants are welcome to bring their own lunch as well.

T-Shirts

Please select appropriate sizes for all participants when registering. All student members that are registering for the conference will receive a t-shirt as part of their registration. All advisors also receive a t-shirt.

Safety and Materials

If students are competing in an event that requires students to require safety glasses, make sure to pack extra safety glasses.

Exceptional Learners

If you have any students with an IEP or exceptional needs, please share any details that you feel necessary in the special needs box for each student to help the judges better serve each student. The main floor of the Technology Building at ISU is handicapped accessible.

Event Volunteers

The Indiana TSA State Conference will require numerous event volunteers and judges. Please encourage your networks to sign up to judge and volunteer. Volunteers and judges will receive lunch and a volunteer gift.

Sign up here: <https://goo.gl/forms/ROheijeQtYzjMjLB2>

Hotel Accommodations

For schools and participants who are traveling from far distances from Indiana State University, the Indiana TSA planning committee has reserved a hotel block on campus to accommodate travelers as an option. There are 15 rooms available in the block on a first come, first serve basis.

Hilton Garden Inn

750 Wabash Ave, Terre Haute, IN 47807

Phone: (812) 234-8900 or [Hotel Website](#)

Reference ISU COT TSA when making your reservation to get the ISU rate of \$119 per night



Indiana TSA

2018 State Conference Agenda



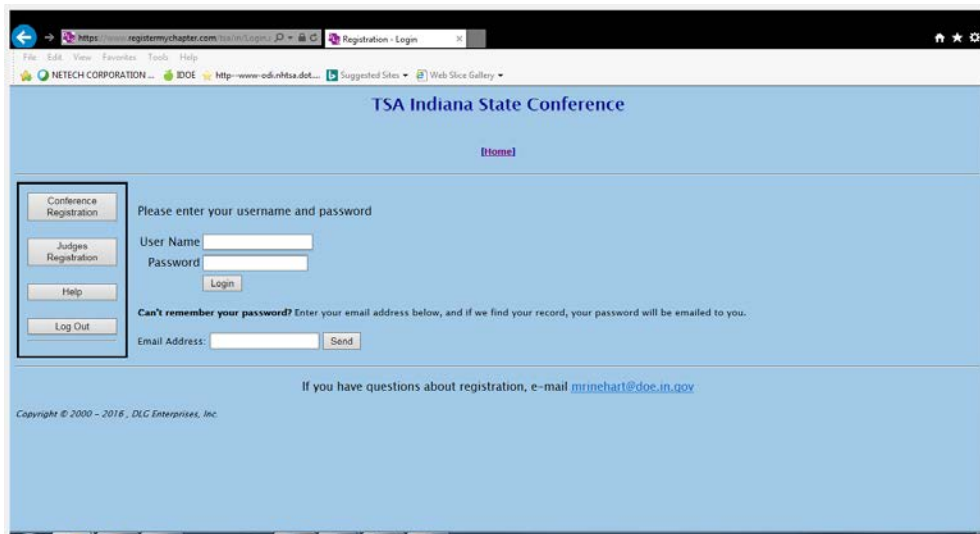
Event	Time	Location
Building Opens	8:00 AM	
Registration Begins	8:30 AM	Atrium
Opening Ceremonies *	9:00 AM	Tilson or TC 105 (TBD)
<i>First Round of Competitive Events</i>	<i>9:30 AM-12:00 PM</i>	
Architectural Design & Children's Stories Submission Entry	Due @ 9:30 AM	TA 227
Debating Technology Issues	9:30 AM-12:00 PM	TC 206
Engineering Design	9:30 AM-4:00 PM	TA 220
Dragster Design**	9:30 AM-4:00 PM	Atrium
Technology Problem Solving	9:30 AM – 12:00 PM	TA 118
Structural Design and Engineering**	9:30 AM – 4:00 PM	Construction Lab
Campus Tour	10:00 AM – 11:00 PM	Meet at ISU Booth by Registration
LEAP Leadership Session	11:00 AM– 12:00 PM	TC 105
Lunch	12:00 – 1:00 PM	TBD
TSA Business Meeting *	1:00 PM – 2:00 PM	Tilson or TC 105
<i>Second Round of Competitive Events</i>	<i>2:00 – 4:30 PM</i>	
Future Technology Teacher	2:00 PM –2:30 PM	TA 224
STEM Careers	2:45 PM – 4:00 PM	TA 224
Coding	2:00 PM – 4:00 PM	TC 311
Architectural Design Semi-Finalist Interviews	2:00-4:30 PM	TC 111
Children's Stories Semi-Finalist Interviews	2:00-4:30 PM	TC 114
Campus Tour	2:00 PM – 3:00 PM	Meet at ISU Booth by Registration
LEAP Leadership Session	3:00 PM – 4:00 PM	TC 105
Awards Program *	4:30 PM -5:30 PM	Tilson or TC 105

* Required for all students, advisors, and personnel in attendance.

**All day events. Please plan accordingly.

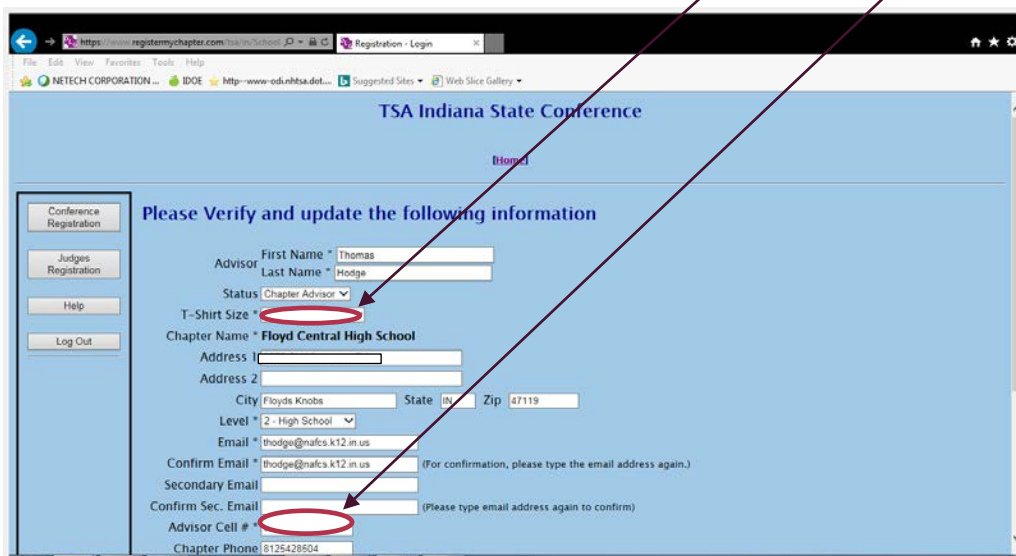
Step-By-Step Registration Guide for the Indiana TSA 2018 State Conference

1. Print out Competitive Events List and Schedule from the [Indiana TSA website](#).
2. Finalize the list of which students are competing in competitive events.
3. Read through above information.
4. Log in to <https://www.registtermychapter.com/tsa/in> using your **National TSA username and password that you used to affiliate.**



The screenshot shows the login page for the TSA Indiana State Conference. The page has a blue header with the title "TSA Indiana State Conference" and a "Home" link. On the left, there is a sidebar with buttons for "Conference Registration", "Judges Registration", "Help", and "Log Out". The main content area prompts the user to "Please enter your username and password" with fields for "User Name" and "Password", and a "Login" button. Below this, there is a link for "Can't remember your password?" and a form to enter an "Email Address" with a "Send" button. At the bottom, there is a copyright notice: "Copyright © 2000 - 2016, DLG Enterprises, Inc."

5. Verify and update your advisor information. Enter your t-shirt size and cell phone number.



The screenshot shows the "Please Verify and update the following information" page for the TSA Indiana State Conference. The page has a blue header with the title "TSA Indiana State Conference" and a "Home" link. On the left, there is a sidebar with buttons for "Conference Registration", "Judges Registration", "Help", and "Log Out". The main content area contains a form with the following fields: "Advisor First Name" (Thomas), "Advisor Last Name" (Hodge), "Status" (Chapter Advisor), "T-Shirt Size" (circled in red), "Chapter Name" (Floyd Central High School), "Address 1", "Address 2", "City" (Floyds Knobs), "State" (IN), "Zip" (47119), "Level" (2 - High School), "Email" (thodge@nafcs.k12.in.us), "Confirm Email" (thodge@nafcs.k12.in.us), "Secondary Email", "Confirm Sec. Email", "Advisor Cell #", and "Chapter Phone" (8125428504). Two red arrows point from the text "Verify and update your advisor information" to the "T-Shirt Size" and "Advisor Cell #" fields.

6. Begin the process of registering students for competitive events by clicking **Add Students** → **Search**

Registration for
Floyd Central High School
(Click the above link to edit your Chapter information)

NOTE: Registration will NOT be completed until you click on the View Registration button

ID	Name	Status	Events	Item Selection
2004001	Hodge, Thomas	CA	0	\$0.00

[Add Student](#) [Add Guest/Other](#) [View Registration](#) [Submit](#)

[Save and Finish Later](#)

If you have questions about registration, e-mail mrinehart@...

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Add Members

Enter a first and/or last name to search for.

First Name Last Name

[Search](#) [Leave fields blank to list all records](#)

There are currently no registered students.

[Back to Registration List](#)

If you have questions about registration, e-mail mrinehart@...

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7. Select t-shirt size, grade level, and participant status for each student here.

Add Members

NOTE: There is a 20 minute session time out. If you think it will take you longer than that to select all your members, you can make your selection in multiple groups. Simply make as many selections as you can in 20 minutes and save before the session expires. You can then click the Add Student button again to continue adding.

Name	T-Shirt Size	Grade	Status
Alex Aebersold	S	8th	Student Competitor (\$45.00)
Jolie Anderson	Please Select...	Select Grade Level...	Not Attending
Blake Barrett	Please Select...	Select Grade Level...	Not Attending
Abigail Beard	Please Select...	Select Grade Level...	Not Attending
John Becker	Please Select...	Select Grade Level...	Not Attending
Lucas Brewer	Please Select...	Select Grade Level...	Not Attending
Christopher Carty	Please Select...	Select Grade Level...	Not Attending
Alyvia Chestnut	Please Select...	Select Grade Level...	Not Attending
Matthew Choe	Please Select...	Select Grade Level...	Not Attending
Sam Fitzgerald	Please Select...	Select Grade Level...	Not Attending
Sydney Fitzgerald	Please Select...	Select Grade Level...	Not Attending
Skyler Griffin	Please Select...	Select Grade Level...	Not Attending

8. Once you have registered a student, you can select their competitive events.

TSA Indiana State Conference

[\[Home\]](#)

Registration for
Floyd Central High School
(Click the above link to edit your Chapter information)

NOTE: Registration will NOT be completed until you click on the View Registration button and Submit.

ID	Name	Status	Events	Item Selection	
2004001	Hodge, Thomas	CA	0	\$0.00	Edit Delete
2004002	Aebersold, Alex	SC	0	\$0.00	Edit & Select Events Delete

[Add Advisor](#) [Add Students](#) [Add Guest/Other](#)

[View Registration](#) [Submit](#)

[Save and Finish Later](#)

If you have questions about registration, e-mail mrinehart@doe.in.gov

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9. Select a meal, list any special needs, and then schedule the students for the events that they will be participating in. Notice any notes listed off to the side of each event. This contains additional information about each event.

First Name Alex Aebersold
T-Shirt Size S
Grade Level 10th
Participant Type Student Competitor
Select Meal Regular Dining Court Lunch
Special Needs

Team # should remain 1 unless you are sending more than one team to compete in the same event.

Event(s) [Click here for help with Teams](#)

[Save](#)

Event Name	Min Entries	Max Entries	Max # of Teams	Select	Team #	Schedule	Notes
Architectural Renovation (Lvl 2)	1	3	3	<input type="checkbox"/>	1	Schedule	
Coding (Lvl 2)	1	3	2	<input type="checkbox"/>	1	Schedule	Students can use any programming language; Students will be responsible for bringing own software and hardware to competition.
Computer Aided Design 2D, Architectural (Lvl 2)	1	2		<input type="checkbox"/>		Schedule	Static Event, Entry due by 2/10/2016 online at www.indianatsa.org ; You will receive problem statement and additional information from Mary Rinehart via email.
Computer Aided Design 3D, Engineering (Lvl 2)	1	2		<input type="checkbox"/>		Schedule	Static Event, please submit entries online to www.indianatsa.org ; additional information about event will be sent via email from mrinehart@doe.in.gov upon registration
Computer Integrated Manufacturing (Lvl 2)	1	4		<input type="checkbox"/>		Schedule	Static Event, but final piece will be due at beginning of State Conference on 3/4/2017 at 9:30; Additional information will be sent via email from mrinehart@doe.in.gov
Debating Technology Issues (Lvl 2)	2	2	2	<input type="checkbox"/>	1	Schedule	
Dragster Design (Lvl 2)	1	10		<input type="checkbox"/>		Schedule	
Engineering Design (Lvl 2)	3	3	3	<input type="checkbox"/>	1	Schedule	
Future Technology Teacher (Lvl 2)	1	2		<input type="checkbox"/>		Schedule	

Resume and letter of introduction to be turned in online by 2/10/17 to www.indianatsa.org; Finalists will interview at

10. Repeat this process for every student in your chapter that is competing in the competitive events. Notice that some events are static, meaning they do not need to attend the competition in order to participate, but they do need to be registered.

11. Once you have registered every student and advisor, you will click submit. It will generate a draft invoice.

The screenshot shows a web browser window with the URL <https://www.registermychapter.com/indianatsa/>. The page title is "Registration (Registration is not complete)". Below the title, it says "Please read the statement below and confirm registration:". There is a text box containing the following agreement:

I agree to pay the generated invoice for registered students and my TSA chapter regardless of any events that may cause a student(s) to not participate in the Indiana TSA State Conference.

I agree that only registered students will participate in events, and I will not attempt to switch out students.

I agree to inform students of and enforce the Indiana TSA dress code which is posted on the Indiana TSA website.

Below the text box is a checkbox labeled "I agree to the above statement(s)". Below that is a link: "Click [here](#) to print a copy of your invoice.".

The page then displays the "TSA Indiana State Conference" logo and the word "INVOICE". Below the invoice title, there are two boxes: "CHAPTER INFORMATION" and "REMIT TO".

CHAPTER INFORMATION

Floyd Central High School
Thomas Hodge
6575 Old Vincennes Rd
Floyds Knobs, IN 47119
Phone: 8125428504
Email: thodge@nafcs.k12.in.us

REMIT TO

Kevin Williams
Southern Indiana Career and Technical Center
1901 Lynch Road
Evansville, 47711
(812) 435-8812

At the bottom of the invoice, there is a table with the following headers: Invoice Date, School #, County, Chapter ID, and Region.

12. Look over the invoice, ensure that everything is correct. The invoice that is sent to you will be the once that you are responsible for paying unless any changes are made and approved by **Mary Rinehart**.
13. Look over and agree to the registration agreement and submit your registration!
14. Once registration is submitted, you will receive an email confirming registration with an invoice.
15. **All checks should be made payable to Indiana TSA. Please remit payment via check to:**

Gary Gray
3812 Windslow Drive
Valparaiso, IN 46383

16. Payment is due **before** you arrive at competition!
17. If you have any questions or problems during registration, please email **Mary Rinehart** at mrinehart@doe.in.gov or call me at 317-232-0815. Gary Gray is also available at stateadvisor@indianatsa.org and 219-241-1798.
18. Thank you for registering for the Indiana TSA State Conference. We look forward to seeing you at the competition!