



**2024 STATE LEADERSHIP
CONFERENCE
REGISTRATION GUIDE**



**EVOLUTION
OF EXCELLENCE**

February 29-March 2, 2024

West Ada Training Center

Meridian, ID

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FOR MORE INFORMATION VISIT WWW.IDAHOTSA.COM

OR CONTACT THE STATE CTSO MANAGER: TERESA DANIELSON TERESA.DANIELSON@CTE.IDAHO.GOV

REGISTRATION INFORMATION

1. ONLINE REGISTRATION

- Regular Registration: by February 9, 2024: Go online <https://www.registermychapter.com/tsa/id> to register anyone (advisers, members, state officers, chaperones) who will be paying a registration fee. Be sure to click the **Finish Registering** button when done registering.
- Mail your registration fees (make checks payable to Idaho TSA) with a copy of your online registration to:

IdahoTSA
 Attn: CTSO Accounting
 650 W. State Street; Suite 324
 Boise ID 83402

2. REGISTRATION FEES

GENERAL REGISTRATION	ON-TIME	LATE
General Participant (<i>Members and Advisors</i>)	\$55	\$65
Guests / Chaperones	\$15	\$15
2023-2024 State Officers	\$0	\$0

3. ADDITIONAL COSTS

Conference T-Shirt	\$15 each
Conference Pins	\$2 each

4. ADULTS/GUESTS

- Family members, administrators, teacher education students, or advisory committee members are welcome to register and attend the conference.

REGISTRATION INFORMATION

IMPORTANT NOTES

- Chapters **MUST** be affiliated to register for SLC.
- When registering your students for TEAM events, please be sure to note one student as the Team Captain. That student will be the only member of the team allowed to submit portfolios and documents.
- Competitions requiring pre-conference submissions as well as ALL portfolio submissions will be submitted to the DLG Judge Pro platform.

Submission and Testing Window: **February 19-23**

Detailed submission instructions will be sent to Advisors and posted to the Idaho TSA website no later than February 2.

VEX Robotics Registration

- Register your robot with REC Foundation to be eligible for the Idaho TSA VEX Robotic event. To register your robot with VEX go to [robotevents.com](https://www.robotevents.com) and create a login and fill out some information. Teams that have registered will not be let into event or record their score if they come to the tournament with an unregistered robot.
- There is no additional registration fee for TSA VRC in 20234
- Teams will have to separately register for the Idaho VEX TSA state championship through [robotevents.com](https://www.robotevents.com)
- There will be a maximum limit of 2 teams per organization allowed. Idaho TSA VEX Registration link <https://www.robotevents.com/robot-competitions/tsavrc/RE-TVRC-23-1159.html#general-info>
- Maximum of two teams per school will be allowed.



HOW TO REGISTER

- In your web browser, go to the registration site <https://www.registermychapter.com/tsa/id>
Please read the message on the main screen. Then proceed to the login page by clicking “Conference Registration” in the column to the left.

- You will be asked to log in. Your ‘**user name**’ is your **Chapter ID**. Your ‘**password**’ is your **TSA Chapter login password**. If you are having problems with your username and password, you can request it be sent to you by email on the registration log-in page.

- Verify and update any Chapter information, click **save**. **Chapter MUST be affiliated in order to register for State**.

To Add Advisors:

- Click the Add Advisor button. A list of all affiliated Advisors will appear. Use the drop down in the Status column to add them to your registration. Be sure to click “Submit” to finalize the addition and return to the main screen.

There are currently no entries

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

[Export Judges System Student Submission Information](#)

[Click Here to upload your Document](#) - Not Uploaded Yet

To Add Students:

- Click the **Add Student** button. Click “Search” and a list of all affiliated chapter members will be generated. You can “mass register” on this screen. Select individual students attending, and their registration type, and T-shirt size. Be sure to decide which student will be your chapter voting delegate(s), and register them accordingly.
- After saving this information, you will go through individual student registrations for each of them. Through this process you will be allowed to add them to their competitive event.
- You can also choose to purchase a T-Shirt and additional SLC Pins at this point. To do this, click “Add T Shirt and Pin” button next to each individual participant.
- Continue until you have entered all of your participants.
- When you are ready to enter chaperones or guests, click the “Add Guest/Other” button. Follow the same process as above. When registering guests, enter the word “Guest” as the individual member ID.

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

[Save and Finish Later](#)

HOW TO REGISTER (Continued)

- At this point, you may have several red messages at the top of the screen. Please read these carefully. Your registration will not be complete until these problems have been resolved. For instance, you may be informed that you need 2 individuals in a competitive event and only have 1. To correct this problem, click **Back to Registration** link at the bottom, select the student(s) that may have this issue, and place them into the correct competitive events. When you're finished making these changes, press the **Finished Registering** link again.
- When you have corrected any problems that may have appeared, be sure to "**Print My Invoice**" on the bottom of the page.
- If you need to edit your registration, you may come back to this location and make changes up until midnight on the close date (February 9th, 12:00 midnight MDT). In order to make changes up until close date, click on the **Registration** link at the left and log in. The list of Registered Individuals will appear. Simply click the **Edit** (or **Delete**) link, and make any changes you need. When you do this, **Remember to press the Finished Registering button** to check for problems, and to resubmit the invoice.
- Once you are finished with your registration, be sure to either click the **Log Out** link to make sure that the connection is securely closed, or exit your browser. This will ensure that no one can get in and make changes to your registration.
- AFTER YOU HAVE COMPLETED THE REGISTRATION and printed a copy of the invoice:
 - A. Keep one for your records
 - B. Make check payable to **Idaho TSA**
 - C. Send a copy of your invoice with your check

For questions or assistance registering your chapter, please contact the Idaho TSA State Office.

REGISTRATION INFORMATION

When to Submit

The pre-submission and online testing window will take place February 19th—23rd, 2024.

- Reminder: SLC Registration is set to close February 9th, 2024

Competitions with Pre-Requisite Submissions

High School – Level II	
Event	What to Submit
Architectural Design	<ul style="list-style-type: none"> • PDF documentation portfolio
Audio Podcasting	<ul style="list-style-type: none"> • URL link to audio podcast file • PDF documentation portfolio
Data Science and Analytics	<ul style="list-style-type: none"> • PDF documentation portfolio
Digital Video Production	<ul style="list-style-type: none"> • URL of the digital video solution • PDF documentation portfolio
Future Technology and Engineering Teacher	<ul style="list-style-type: none"> • URL link to instructional video
Music Production	<ul style="list-style-type: none"> • URL link to the music piece • PDF documentation portfolio
Photographic Technology	<ul style="list-style-type: none"> • PDF photographic portfolio
Video Game Design	<ul style="list-style-type: none"> • URL link to the game solution
Webmaster	<ul style="list-style-type: none"> • URL link to the website solution

How to Submit:

All competitive event submissions will be through the Judge Pro platform. Upon close of SLC registration and prior to the submission window, the submission link and login information for students will be sent to Advisors.

Those students that are required to submit PDF documentation and/or URL links must log in to submit those items. Please see the Student Submission Instructions document for further details.

Advisors also have the ability to log into the system to check student submissions and/or upload student projects for them. Please review the Advisor Submission Instructions document for details.

*For team events, only one student per team will be allowed to submit the documentation. Please be sure to choose a team captain during registration.

REGISTRATION INFORMATION

Preliminary Online Written Tests

Testing will take place through the Answer Write system. Advisors, please send the name and email information for your student’s proctors. Proctors will be sent the login and testing instructions as well as the student’s login information in a separate email.

The testing window for students will be February 19th—23rd, 2024.

The following competitive events will consist of an online written test prior to competing at the state conference.

Chapter Team

Coding

Forensic Science

Technology Bowl



CONFERENCE RULES

Participation In Competitive Events

- It is the individual responsibility of participants to obtain all rules & guidelines for competitive events. Lack of knowledge or understanding by an individual of a particular event is not a reason or excuse for consideration for a change or adjustment to the rules or guidelines.
- In order to enter any competitive events, students & their chapter must be currently affiliated members with Idaho & National TSA.
- Participants are entitled to only one entry per event.
- Advisors or chaperones may not physically or verbally aid participants. Doing so may cause point deductions or disqualification.
- For participants violating the rules, the decision to deduct twenty points or disqualify their entry will be at the judge's discretion. Judges must inform the Event Consultant(s) of a rule violation or disqualification.
- Team entry in events requires that the Chapter designates a Team Captain for the team, prior to the competition.
- Awards are presented to the winning entries in each event at the Awards Ceremony. First, second, & third place awards will be presented in the events.
- All participants are expected to arrive on time for their competitions. Teams must arrive together. When applicable, all participants should be seated and ready to compete.

No-Show Policy at Competitive Events

Due to the increased number of no shows for our competitive events we will be implementing a No-Show Policy. If a student does not show up to compete at their assigned time without prior authorization from the CTSO Manager they will forfeit ALL of their events.

SLC Code of Conduct

- There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or building must be paid by the individual(s) or chapter(s) responsible. Delegates must follow facility guidelines for adhering signs, notices, posters, etc. to walls, doors, or any facility surface.
- Delegates should be prompt and prepared for all activities.
- No alcoholic beverages, narcotics, firearms or weapons, in any form, shall be possessed by delegates, alumni or other conference attendees at any time, under any circumstances.

CONFERENCE RULES

SLC Code of Conduct (Continued)

- No delegates shall leave the conference hotels (except for authorized events) unless permission has been received from chapter/state advisors.
- Delegates are required to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are registered.
- Identification badges must be worn on the chest at all times by all persons in conference attendance.
- Chapter advisors will be responsible for their delegates' conduct.
- Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive events participants being disqualified. Individual delegates may be sent home immediately at his or her own expense. Curfews will be enforced (all delegates will be in assigned rooms by the announced times).
- Casual wear will be acceptable only during specific social functions as designated.
- The Idaho State TSA Executive Committee reserves the right to dismiss any person from the conference for inappropriate actions.

COMPETITION GRIEVANCES

- Event Consultant(s) and/or judges will make decisions pertaining to rule interpretations and/or procedures. If competitor do not accept these decisions, they may file a grievance.
- Grievances are: infractions and/or problems that occur during the Conference pertaining to competitive event rules, Conference activities, disqualification of competitors, and/or major misunderstandings.
- Refer to TSA Bylaws.
- All grievances should be filed with the State Advisor no later than 5:00 p.m. Friday.



DRESS CODE

Competition Attire—Official Dress

- **Shirt or Blouse:** Official Royal Blue TSA Shirt
- **Pants or Skirt:** Gray
- **Shoes:** Black Dress Shoes Worn With Black or Dark Blue Socks/Hosiery **OR** Open Toe Shoes/Sandals (UNNACCEPTABLE: Athletic Shoes, Flip-Flops, Military or Work Boots)
- **Blazer:** Navy Blue With Official TSA Patch
- **Tie:** Official TSA Tie

General Session Attire—Business Casual

- **Shirt or Blouse:** Button-Up Shirt With A Turned Down Collar Or A Polo/Golf Shirt; Official Royal Blue TSA Shirt Is Required (UNNACCEPTABLE: T-shirts, Halter/Tank-Tops)
- **Dress, Skirt or Pants:** Gray (UNNACCEPTABLE: Jeans, Baggy Pants, Exterior Pocket Pants, Shorts)
- **Shoes:** Black Dress Shoes Worn With Black or Dark Blue Socks/Hosiery **OR** Open Toe Shoes/Sandals (UNNACCEPTABLE: Athletic Shoes, Flip-Flops, Military or Work Boots)

Casual Attire

- Same As General Session Attire **OR** Appropriate T-shirts, Shorts, or Jeans



AWARD APPLICATIONS

Honor Society Applications—*due February 9th, 2024*

Applications can be found at <http://idahotsa.com/advisor-resources/>

The TSA Technology Honor Society recognizes TSA members who excel in academics, leadership, and service to their school and community. The TSA Technology Honor Society is:

- An opportunity for student members to be recognized for their efforts.
- Designed to recognize TSA members who exemplify the high ideals of academics.

There are two levels of the TSA Technology Honor Society – middle school and high school. Middle or junior high school TSA members may be selected in their 6th, 7th, 8th or 9th grade year, and high school TSA members may be selected in their 9th, 10th, 11th or 12th year. The selection procedure and requirements are the same for both levels.

The chapter advisor, with assistance from other selected faculty members, reviews the academic records of TSA members in the chapter. Students who meet the academic requirements are notified that they are eligible for the TSA Technology Honor Society. These students, if they wish to apply, must complete the TSA Technology Honor Society resume sheet to document the leadership and service activities they feel are important for Honor Society consideration. They also must submit TSA Technology Honor Society recommendation forms from the TSA chapter advisor, from another teacher in the school, and from a school administrator.

Advisor of the Year Applications—*due February 9th, 2024*

Applications can be found at: https://tsaweb.org/docs/default-source/national-conference/2019/chapter-advisor-of-the-year.pdf?sfvrsn=cf45f587_2

The Chapter Advisor of the Year Award is presented to TSA chapter advisors who have provided exemplary service and support to TSA. Both past and current contributions are considered. Chapter advisors cannot receive this award two years in a row. Cover sheets and additional materials are not accepted.

TSA student members, teachers/advisors, and the state advisor in the nominee's state are eligible to nominate individuals for this award.

To nominate a candidate, please complete page 1 and 2 of the nomination form. Submit all 3 pages to the State Advisor or the CTSO Manager.

STATE OFFICER APPLICATIONS

State Officer Applications—*due February 9th, 2024*

Applications can be found at <http://idahotsa.com/advisor-resources/>

Idaho TSA is now accepting applications for State Officer Candidates to serve during the 2024-2025 term!

- Idaho TSA members wishing to apply as a State Officer Candidate must complete the State Officer Candidate Application in full and submit the application, TSA CTSO Manager by February 3rd, 2023.
- Chapter Advisors must determine if the member is eligible to run for office, and must ensure that the State Officer attends all trainings, meetings, etc., required of the State Officer. Chapter Advisor's must verify and sign all required forms listed in the application packet prior to submission.
- For more information, please refer to the instructions listed in the application.

Expectations for Candidacy as an Idaho TSA State Officer

- Current Idaho TSA members (active) in good standing are eligible to run for or hold a state office.
- Enrolled as a ninth (9th) through twelfth (12th) grade student
- Candidate must meet guidelines for the State No Pass/No Play requirements
- A candidate may seek only one state office per year
- Have a thorough knowledge of parliamentary procedures and the ID TSA bylaws
- A candidate must be a member of ID TSA for at least one year before seeking a state office and have held a local chapter officer position in that time
- All candidates should have the ability to express opinions, make decisions, and be neat and business-like in appearance
- All candidates should read carefully the section in the ID TSA bylaws on the duties and responsibilities of the office that they seek
- Candidates must attend all state officer candidate meetings at the State Conference. Failure to attend candidate meetings may result in removal from the ballot
- State officer candidates must understand the TSA creed and know it from memory and be able to recite it during the Idaho TSA State Conference
- Candidates must have held a local chapter officer position prior to the election