

TSA Membership System

Chapter Advisor Instructions for New Advisors/Chapters

(no active chapter in the 2020-2021 school year)

How to add your Chapter to the updated TSA Membership System:

Step 1: Click on the “Chapter Membership” button



Login for Chapter Advisors and State Advisors

Chapter Membership

Chapter ID / User Name:

User Name

Password:

Password

Login

Forgot Password

Step 2: Complete the Form Below

IMPORTANT: Within the Membership System, any fields that are in **RED** are Required Fields

CHAPTER REQUEST

ENTER SCHOOL INFORMATION

State:	School Type:	School Name:
<input type="text" value="DLG State"/>	<input type="text" value="High School"/>	<input type="text" value="My High School"/>
Address 1:		
<input type="text" value="555 West Green Road"/>		
Address 2:		
<input type="text" value="Address 2"/>		
City:	State:	Zip:
<input type="text" value="Green"/>	<input type="text" value="DS"/>	<input type="text" value="55555-5555"/>
School Phone Number:	Extension:	Fax Number:
<input type="text" value="(555) 555-5555"/>	<input type="text" value="333"/>	<input type="text" value="(222) 222-2222"/>

ENTER PRIMARY CHAPTER ADVISOR INFORMATION

First Name:	MI/MN	Last Name:	Suffix:
<input type="text" value="Jim"/>	<input type="text" value="R."/>	<input type="text" value="Brown"/>	<input type="text" value="Jr."/>
Work Phone:	Ext:		
<input type="text" value="(333) 333-3333"/>	<input type="text" value="444"/>		
School Email:	Alternate Email:	Cell Phone:	
<input type="text" value="jim@test.com"/>	<input type="text" value="jim@test1.com"/>	<input type="text" value="(777) 777-7777"/>	
Password:	Confirm Password:		
<input type="text" value="..."/>	<input type="text" value="..."/>		



Step 3: Once the form has been completed, click on the **“Submit”** button

Step 4: Once you Submit, you will see the following Screen

Thank you for your new chapter request.

You will receive a confirmation e-mail with your login credentials.

Thank you.

Request Another Chapter

Done

Step 5: Once you Submit, you will also receive the following Email from National TSA

Dear Chapter Advisor,

Thank you for your request to affiliate a TSA chapter. We will review your request and contact you if there are any questions. If your chapter is approved, you will receive an email, within one business day, with your login credentials that will include your chapter ID and the password you selected. Once you receive this notification, please log on to the membership system and confirm your contact information. At that point, you will be able to submit chapter member information to begin the membership affiliation process.

TSA can provide any additional assistance.

Thank you for your interest in TSA.

Sincerely,



Technology Student Association

1904 Association Dr | Reston, VA 20191
703.860.9000 (Phone) | 888.860.9010 (Toll-Free) | 703.758.4852 (Fax) | register@tsaweb.org
TSAweb.org | [Twitter](#) | [Facebook](#) | [Instagram](#)
"Learning to Lead in a Technical World"

Step 6: If you need to Add an Additional Chapter (i.e. if you are the chapter advisor to a middle school *and* a high school), click on the "Request Another New Chapter" button OR Click on the "Done" button

Step 7: Once National TSA has approved your Chapter, you will receive the following email with your Username and Password. Your Username is your permanent Chapter-ID.

A New TSA Chapter Advisor Account Has Been Created For You

Please use the information below to log into the [TSA Membership System](#).

User Name: 7036
Password: Test5555

Thank you,



Technology Student Association

1904 Association Dr | Reston, VA 20191
703.860.9000 (Phone) | 888.860.9010 (Toll-Free) | 703.758.4852 (Fax) | register@tsaweb.org
[TSAwEB.org](#) | [Twitter](#) | [Facebook](#) | [Instagram](#)
"Learning to Lead in a Technical World"

Step 8: Login using the Username and Password that your received via Email

Login for Chapter Advisors and State Advisors

Chapter Membership

Chapter ID / User Name:

 ←

Password:

 ←

Login

Forgot Password

Step 9: Click on the "Login" button

Step 10: Verify and Complete any additional information in the forms below

CHAPTER ADVISOR, PLEASE CONFIRM YOUR INFORMATION.

User Information				
Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
<input type="text" value="Mr."/>	<input type="text" value="Jim"/>	<input type="text" value="R."/>	<input type="text" value="Brown"/>	<input type="text" value="-Jr."/>
Office Phone:	Extension:	Fax Number:		
<input type="text" value="(333) 333-3333"/>	<input type="text" value="444"/>	<input type="text" value="(333) 333-3333"/>		
Email:	Alternate Email:	Cell Phone:		
<input type="text" value="jim@test.com"/>	<input type="text" value="jim@test1.com"/>	<input type="text" value="(777) 777-7777"/>		
Principal's Information				
Addresses				

Save And Logout

Confirm Information

CHAPTER ADVISOR, PLEASE CONFIRM YOUR INFORMATION.

User Information		
Principal's Information		
Principal's First Name:	Principal's Last Name:	Principal's Email:
<input type="text" value="Jack"/>	<input type="text" value="Green"/>	<input type="text" value="jack@test.com"/>
Addresses		

Save And Logout

Confirm Information

CHAPTER ADVISOR, PLEASE CONFIRM YOUR INFORMATION.

User Information

Principal's Information

Addresses

[Copy Chapter Addresses](#)

OPTIONAL HOME ADDRESS

Address 1:

555 West Green Road

Address 2:

Address 2

Address 3:

Address 3

City:

Green

State:

DS

Zip:

55555-5555


Save And Logout

Confirm Information

Step 11: Click on the “*Confirm Information*” button

Step 12: Verify and Complete any affiliation information on the form below You will be required to input a generic member password. This is a chapter specific password that all of your student members will use to initially access the student member portal.

CHAPTER ADVISOR, PLEASE CONFIRM YOUR AFFILIATION INFORMATION

Member Password: 

PLEASE UPDATE YOUR PRINCIPAL'S INFORMATION

Principal's First Name:

Principal's Last Name:

Principal's Email:

PLEASE CONFIRM YOUR DISTRICT / REGION / AREA.

State District:

Is this a Title One School?

School Area

Free and reduced lunch percentage (FRL)

Membership Type

Red Chapter Affiliation Program (Red CAP):

This program allows a chapter to pay for a minimum of ten members for a flat fee (additional members may be added during the year for a fee). The membership fee for Red Cap is \$120 at the national level plus state dues.

White Chapter Affiliation Program (White CAP):

This program allows a chapter to affiliate eleven or more members by paying the Red CAP flat fee plus additional White CAP (\$12 per member) dues for over ten members.

Blue Chapter Affiliation Program (Blue CAP):

This program allows a chapter to affiliate an unlimited number of members in a school for a flat fee. Blue CAP members pay a national membership fee of \$400 plus state Blue CAP dues.

Number of Members (10 Minimum)

Confirm

Log Out

Step 13: Click on the "Confirm" button

Step 14: Verify and Complete any additional information on the form below

VERIFY ADVISOR INFORMATION

PRIMARY ADVISOR

Email

jim@test.com

Alternate Email

jim@test1.com

Cell Phone

(777) 777-7777

OPTIONAL INFORMATION

I am a (check all that apply):

- Computer Science Teacher
- Engineering Teacher
- Technology Teacher

Other: (please list)

I use the following curriculum (check all that apply):

- EngineeringbyDesign
- PLTW

Other: (please list)

I am a professional member of (check all that apply):

- ACTE
- CSTA
- ITEEA
- NSTA

Other: (please list)

Save

Step 15: Click on the "Save" button

Congratulations! Your Chapter is now Setup in the updated TSA Membership System.

Step 16: Entering Information

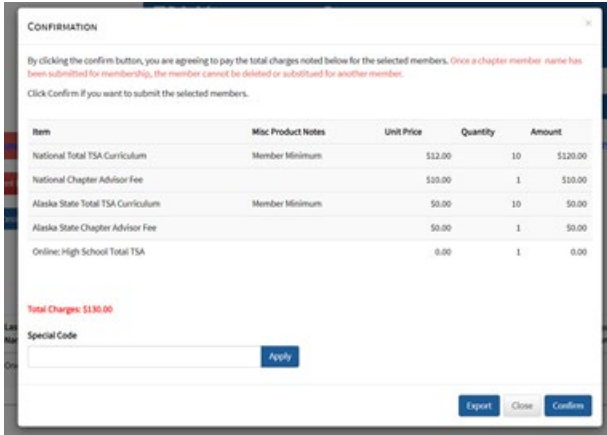
You are not required to input your student members at the time of affiliation. Member names need to be submitted prior to any competitions. **Most importantly, do not submit a member's name unless you are sure they will be an active part of your TSA chapter. Once a student name is added to the chapter roster, that student is a TSA member for the year. Substitutions or refunds for membership are not permitted.**

Chapter information and chapter advisor tabs will remain red until you submit membership. By clicking those tabs, you can make changes to your affiliation.

Once you have made all edits and verified your affiliation, [submit your membership](#).

The screenshot shows the TSA Membership System Administration interface. At the top left, there are 'Home' and 'Logout' buttons. A dark blue bar on the right contains 'Membership Information' with a dropdown arrow. Below this is a navigation menu with 'Members' (white), 'Chapter information' (red), and 'Chapter Advisor(s)' (red), followed by 'Total TSA', 'Invoice History', 'Quick Links & Help', 'Notifications', 'Surveys', 'Email', 'State Information', and 'National TSA Conference'. A secondary menu below has 'Add Members', 'Email All', and 'Submit Membership' (red), with a blue arrow pointing to 'Submit Membership'. A third menu at the bottom left contains 'Membership Download', 'Members With Access To Portal', 'Print Membership Cards', 'Print Membership Certificates', and 'Previous Year Count'. A search box is located below the menus. The main content area features a table header with columns: Status, Select, Membership ID, Last Name, First Name, Gender, Grade, Member Title, Submitted Date, Membership Date, Invoice Number, Edit, Request Change, Transfer History, and Delete. The table body is empty, displaying 'No data available in table'. The footer reads 'TSA Membership System Administration'. Two red arrows point to the 'Chapter information' and 'Chapter Advisor(s)' tabs, and a blue arrow points to the 'Submit Membership' button.

Step 17: Payment



CONFIRMATION

By clicking the confirm button, you are agreeing to pay the total charges noted below for the selected members. *Once a chapter member name has been submitted for membership, the member cannot be deleted or substituted for another member.*

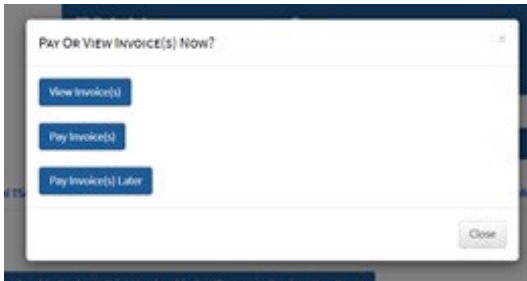
Click Confirm if you want to submit the selected members.

Item	Misc Product Notes	Unit Price	Quantity	Amount
National Total TSA Curriculum	Member Minimum	\$12.00	10	\$120.00
National Chapter Advisor Fee		\$10.00	1	\$10.00
Alaska State Total TSA Curriculum	Member Minimum	\$0.00	10	\$0.00
Alaska State Chapter Advisor Fee		\$0.00	1	\$0.00
Online: High School Total TSA		0.00	1	0.00

Total Charges: \$130.00

Special Code

You will then advance to a confirmation screen where you can export or download your invoice. Select confirm or close the screen. If you close the screen, you can return later to make changes and/or to complete your affiliation.



PAY OR VIEW INVOICE(S) NOW?

If you select confirm, you will have three options. You may view and/or download the invoice to send to your financial department to procure a purchase order (PO). You may pay your invoice by credit card or input a PO number. You can upload a PO at this time. You may also select to pay at a later date.

If you pay by credit card, your school will be automatically affiliated. If you pay by PO, once we receive and verify that your PO is valid, your chapter will be affiliated.

For questions or additional support, please email register@tsaweb.org.

Step 18: Quick Links/Help and Total TSA Tabs and Screens

The Quick Links and Help Tab contains a comprehensive user guide (coming soon) to help you navigate the membership system and complete your affiliation. This guide will provide instructions on how to input your roster. The Total TSA Tab contains links to competitive event guides, new virtual competitions, leadership materials, chapter resources.


How to Download Resources (once a PO and been confirmed or payment has been provided):

1. Click on the **"Total TSA"** tab (this tab will remain red at all times)
2. Select the checkbox indicating that you agree to the copyright terms of Total TSA

[Members](#) [Chapter Information](#) [Chapter Advisor\(s\)](#) **Total TSA** [Invoice History](#) [Quick Links & Help](#) [Notifications](#) [Surveys](#) [Email](#) [State Information](#) [National TSA Conference](#)

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[Competitions - HS](#)

Item Name	Created	Download
TSA High School Competitive Events Guide for the 2021 and 2022 National TSA Conference (full PDF)	07/25/2020	
TSA High School Competitive Events Guide for the 2021 and 2022 National TSA Conference (zip file separate competitions)	07/25/2020	