

TSA Membership System

Chapter Advisor Instructions for Existing Chapters

(active chapter in the 2020-2021 and/or a new advisor for an existing chapter)

Step 1: [Login](#) to your chapter

Login for Chapter Advisors and State Advisors

Chapter Membership

Chapter ID / User Name:

Password:


Login

Forgot Password

Step 2: Complete the Form Below:

- Verify/update all the information in the fields (any fields that are in RED are required).
- Choose your Membership Type and enter the number of members (If you choose Red CAP, the number of members field will fill automatically).
- Click Confirm.

CHAPTER ADVISOR, PLEASE CONFIRM YOUR AFFILIATION INFORMATION

Student Member Password: 

PLEASE UPDATE YOUR PRINCIPAL'S INFORMATION

Principal's First Name:

Principal's Last Name:

Principal's Email:

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. **An online school which affiliates a Red, White or Blue CAP chapter is limited to having 1000 members.**

Number of Members (10 Minimum)

Confirm

Log Out

Step 3: Verify all advisor information and click Save.

VERIFY ADVISOR INFORMATION

PRIMARY ADVISOR

Email

Alternate Email

Cell Phone

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):

- Engineering by Design
- PLTW

Other: (please list)

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

- ACTE
- CSTA
- ITEEA
- NSTA

Other: (please list)

Save

Step 4: Graduation

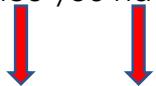
- The graduation process advances student chapter members in the TSA membership system to the next grade level or designates 12th grade students as alumni. The [Graduation FAQ](#) appears on the graduation screen and is available in your Quick Links & Help Tab.
- Graduation is required before a chapter can affiliate for the new school year.
- Click the red **Graduation** button to proceed. Please click the link to access [Graduation instructions](#)
- Once you've completed Graduation, you will be able to add student members and create your invoice.

The screenshot shows a navigation menu with several tabs. At the top left, there are 'Home' and 'Logout' buttons. Below them is a row of tabs: 'Members', 'Chapter Information', 'Chapter Advisor(s)', 'Total TSA', 'Invoice History', 'Quick Links & Help', 'Notifications', 'Surveys', 'Email', 'State Information', and 'National TSA Conference'. Below this row is another row of buttons: 'Graduation' (highlighted in red) and 'Email All'. At the bottom, there is a row of buttons: 'Membership Download', 'Student Portal Status Report', 'Inactive Students', 'Print Membership Cards', and 'Print Membership Certificates'.

Step 5: 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](#).



Home Logout

Membership Information ↓

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

Add Members Email All Submit Membership ←

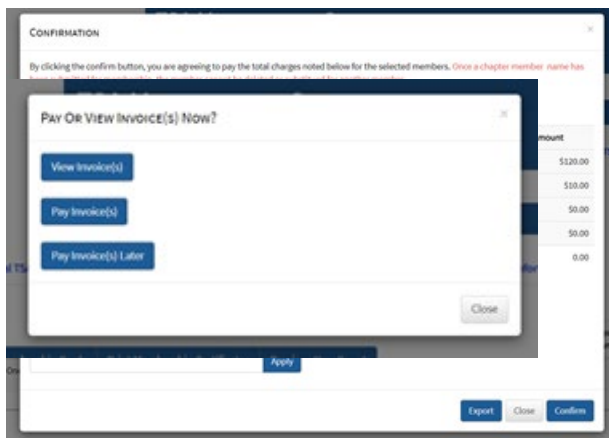
Membership Download Members With Access To Portal Print Membership Cards Print Membership Certificates Previous Year Count

Search:

Status	Select	Membership ID	Last Name	First Name	Gender	Grade	Member Title	Submitted Date	Membership Date	Invoice Number	Edit	Request Change	Transfer History	Delete
No data available in table														

TSA Membership System Administration

Step 6: Payment



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.

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.

Quick Links/Help and Total TSA Tabs and Screens

The Quick Links and Help Tab contains a comprehensive user guide 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 always remain red)
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](#)

Reminder: The information contained in the 2020 - 2021 Total TSA resources is copyrighted and intended for use only within TSA. Providing your TSA Membership System login credentials to other individuals for the purpose of downloading Total TSA content is a copyright violation. Beyond that use, it may not be shared or reproduced in any form or by any means without documented permission of national TSA. You have previously acknowledged and agreed to these terms.

[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	