WV TSA

Advisor Handbook

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*Why Become a Member*

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*How to Nationally Affiliate*

**2021–2022 TSA Chapter Affiliation**

Membership in TSA runs for each school year.  The term of the 2021-2022 TSA membership begins when a chapter is affiliated and ends at the conclusion of the 2022 National TSA Conference on June 30, 2022.

TSA offers three, curriculum-integrated membership programs. Chapters choose the program that works best for them:

**Red Chapter Affiliation Program (Red CAP)**
A chapter affiliates up to 10 members by paying 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)**
A chapter affiliates 11 or more members by paying a per member fee for state and national dues. The membership fee for White CAP is $12 per member at the national level, plus state dues.

**Blue Chapter Affiliation Program (Blue CAP)**
A chapter affiliates an unlimited number of members in a school for a flat fee. This option is popular among chapters where students rotate through a STEM class for a portion of the year to enable all students to be members. The membership fee for Blue CAP is $400 at the national level, plus state dues.

**The chapter affiliation program you choose must be the same at the state and national level:**

* Red CAP chapters become White CAP chapters automatically when they affiliate 11 or more members.
* Red CAP or White CAP chapters may convert to Blue CAP at any time.
* TSA operates under a unified dues policy, whereby members must affiliate and pay applicable dues at the local, state, and national level.

**Benefits of TSA affiliation:**

* Streamlined access to the competitive event guides
* Customized leadership materials
* Chapter management tools
* Student member portal
* Opportunities to compete at the local, state, and national levels

**Expediting Affiliation**

Credit card payment is preferred and will ensure immediate chapter affiliation.  Paying by check through a purchase order may take up to several weeks to process.  To expedite chapter affiliation if paying by check, send a scanned copy of the check to register@tsaweb.org prior to it being sent to national TSA.

Note: TSA chapter affiliation is not complete until national TSA receives payment or an approved purchase order for payment.

***National Affiliation Deadline is February 1!***

*How to download the advisor’s handbook*

* 1. www.tsaweb.org
	2. Click Join/Login on top right
	3. Login with National Site Credentials
	4. Click “Quick Links and Help”
	5. Click on Appropriate Links for Tasks to Complete

*How to Navigate through the state tsa website*

* + 1. *www.wvtsaweb.org*
		2. *To find a list of events and dates*
			- *Click events tab*
		3. *To learn about state officers*
			- *Click State Officers Tab*
		4. *For a list of State Only Competitions*
			- *Click Competitions*
		5. *To view TSA Newsletters and Podcasts*
			- *Click Newsletter/Podcasts*
		6. *For a list of Applications such as State Officer, Advisor of the Years, etc.*
			- *Click Info/Forms*
		7. *For State Advisor and State Officer Contact Information*
			- *Click Contact Us*

*How to Register for State Conference*

* https://www.registermychapter.com/tsa/wv/Login.asp?From=Register.asp
* Before you register for State Conference, you must input your roster on the National TSA Website.
* Once you’ve clicked on the link:
	+ Click on Conference Registration
	+ Input National Affiliate Credentials
	+ Click Login
	+ Add Advisors
	+ Add Chaperones
	+ Add Members
	+ Add Events Under Members’ Dropdown
		- You must know which team students will be participating on and input accordingly.
	+ Add t-shirt sizes under each individual student’s and advisor’s names.
	+ Click Submit
		- Events can be edited up until yearly specified date.
	+ Once final submission is complete, print invoice, and mail to:
		- WV TSA

PO Box 798

Moundsville, WV 26041

* ***PAYMENTS ARE NONREFUNDABLE***
* ***NOTE: REGISTRATION DEADLINE IS FIRST FRIDAY OF MARCH OF EACH YEAR***

*Picking Competitions*

* Go to tsaweb.org
* To see an overview on competitions, click on “Competitions & Programs”
* Click on the appropriate school level

*How to Find Rules for Specific Competitions*

* Go to tsaweb.org
* Click Join/Login
* Login with National Affiliate Credentials
* Click Total TSA
* Click Competitions
* To View Each Competition, Download “TSA High School Competitive Events Guide for the 2021 and 2022 National TSA Conference Zip File”

*How to Find Themes and Problems*

* Go to tsaweb.org
* Click Competition & Programs
* Click Themes & Problems
* Find appropriate theme for correct level.

*How to Find the State Supplement*

* wvtsaweb.org
* Click Competitions
* Click the level appropriate State Supplement PDF

*How to Find State Applications*

* wvtsaweb.org
* Click info/forms
* Click on appropriate form PDF

***All applications are due February 14 of each year***.

*Navigating State Conference*

* When you arrive:
	+ Go to Assembly Hall to check in and obtain advisor packet.
* Familiarize your students with building locations prior to competition times.
* Each person must have a name tag and wrist band to enter sessions and meals.
* General sessions and meals are mandatory.
* Members are responsible for getting to competitions on time and dressed appropriately.

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| **Chapter Name**  | **Address 1**  | **Address 2**  | **City**  | **State**  | **Zip**  | **Advisor**  | **Cell**  | **Email**  | **School Phone**  |
| Brooke High  | 29 BRUIN DR  |   | WELLSBURG  | WV  | 26070  | Christopher Mockbee  | (304) 914-5546  | mockbee30@gmail.com  | (304) 914-5546  |
| Brooke Middle School  | 5 Bruin Drive  |   | Wellsburg  | WV  | 26070  | Keith Huntzinger  | (304) 670-8665  | keith.huntzinger@k12.wv.us  | (304) 737-3800  |
| Calhoun-Gilmer Career Center  | 5260 East Little Kanawha Hwy  |   | Grantsville  | WV  | 26147  | Virginia McCormick  | (304) 651-9879  | vmccormi@k12.wv.us  | (304) 354-6151  |
| Clay County High School  | PO Box 711  |   | Clay  | WV  | 25043  | Jessica Ramsey  | (304) 553-2318  | jessica.ramsey@k12.wv.us  | (304) 587-4226  |
| Clay County Middle School  | PO Box 489  | 419 Church Street  | Clay  | WV  | 25043  | Jessica Ramsey  | (304) 553-2318  | jessica.ramsey@k12.wv.us  | (204) 587-2343  |
| Eastern Greenbrier Middle School  | 403 Knight Drive  |   | Ronceverte  | WV  | 249703  | Lisa Dolan  | (304) 661-4622  | ldolan@k12.wv.us  | (304) 647-6498  |
| Greenbrier East High School  | 273 Spartan Lane  |   | Lewisburg  | WV  | 24901  | Bryon Warfield  | (304) 520-5371  | bwarfiel@k12.wv.us  | (304) 647-6464  |
| Hundred High School  | P.O. Box 830  | 3490 Hornet HWY  | Hundred  | WV  | 26575  | Rex Rush  | (304) 871-0553  | rrush@k12.wv.us  | (304) 775-5221 122  |
| John Marshall High School  | 1300 Wheeling Ave  |   | Glen Dale  | WV  | 26038  | Tom Romick  | (304) 280-1505  | tromick@k12.wv.us  | (304) 845-4400  |
| Morgantown High School  | 109 Wilson Street  |   | Morgantown  | WV  | 26501  | Crissy McCabe  | (304) 685-4250  | cmccabe@k12.wv.us  | (304) 685-4250  |
| Moundsville Middle School  | 223 Tomlinson Ave  |   | Moundsville  | WV  | 26041  | Shelly Lynch  | (304) 975-0407  | shelly.lynch@k12.wv.us  | (304) 843-4440  |
| South Middle School  | 500 E Parkway Drive  |   | Morgantown  | WV  | 26501  | Abbey Hoffner  | (865) 680-8040  | Abbey.Hoffner@k12.wv.us  | (304) 291-9340  |
| Tyler Consolidated High School  | 1993 SIlver Knight Drive  |   | Sistersville  | WV  | 26175  | Ashley Cunningham  | (304) 771-0882  | ashley.cochran@k12.wv.us  | (304) 758-9000  |
| Tyler Consolidated Middle School  | 1993 Silver Knight Drive  |   | Sistersville  | WV  | 26175  | Ashley Cunningham  | (304) 771-0882  | ashley.cochran@k12.wv.us  | (304) 758-9000  |
| University High School  | 131 Bakers Ridge Road  |   | Morgantown  | WV  | 26508  | Jeanne Oiler  | (304) 838-1703  | joiler@k12.wv.us  | (304) 291-9270  |