

TRISTATECIRCUIT

Please read this document. This information will help you complete the on-line registration process for the 2011 season. This guide will be revised throughout the season to respond to questions and to clarify any issues our members have regarding this process.

Please contact Dan Middlesworth at tscircuit@tristatecircuit.com if you have any feedback or concerns.

User ID Registration

All unit directors, contest staff and color guard and percussion judges need to register a user account for access.

User Types

- Director—Primary Contact Information – one per unit—Person who will receive all information for the season. Must have a unit in the circuit. Access to secure pages
- Color guard judge – Member of TriState Judges Association or a guest judge for TriState Circuit
- Percussion Judge - Member of TriState Judges Association or a guest judge for TriState Circuit
- Contest Staff – TSC Staff members, Contest Show sponsor chairperson
- Guest – Receives newsletters and updates on the circuit

User account

- The contact information on the user account will be used to send all written or electronic correspondence.
- The user id and password will allow access to members only areas of the website.
- You must have a user account to register a unit for the 2011 season.
- Only one user account is needed when there are multiple units.

Only ONE USER ID will be issued per unit. If a director wants other individuals to have access to their unit's information, the unit account owner may share his or her user ID and password.

New User access and registration

1. Directors register their user account
2. The User Account is approved and activated by TSC Admin
3. The Directors are e-mailed notification that their user account is active. The unit director can now:
 - Manage their units profile on the website
 - Register their unit/s for membership in the circuit
 - Generate an invoice to pay circuit dues
4. A director will receive an e-mail notification once TSC Admin has activated the unit profile
5. Director sends unit membership payment to TSC Office
6. Director will receive e-mail notification once the dues are received by TSC office.
7. Director can now register the unit/s into TSC contests

Existing User or Unit updates

1. New user for an existing unit:

- E-mail tscircuit@tristatecircuit.com to notify that you will be assuming management of the unit
- Go to the TSC website and register as a user
- TSC Admin will approve your user login and will assign the unit to your new User ID
- E-mail confirmation will be sent once completed.

2. New unit for an existing user :

- E-mail tscircuit@tristatecircuit.com to notify that you will be assuming management of the unit
- TSC Admin will assign the unit to your User ID
- E-mail confirmation will be sent once completed.

User Account Menu

Note: Once you login in as a user you can choose any of the below menu options. You will find this list in the right column

[News](#)

[Edit Profile](#)

[Add New Unit](#)

[Manage Unit](#)

[Post to Classifieds](#)

[Invoices](#)

[Common Standings](#)

[Log Out](#)

News

This is a restricted news and information page for TSC members and staff.

Edit Profile Menu

- Change your password
- Edit your user information
- Contact information in this menu is the official contact information of record for all units.
- Highly recommended to list a cell phone number
- None of this information is available to the public

Add New Unit Menu

Register a unit

- Contact information entered here will be the contact information of record for the unit.
- Mailed and E-mailed TSC Circuit correspondence will be sent to the user contact information.
- This information can be different from the user contact information.

- Enter information about your unit: show info, unit members, and staff, upload a picture, etc.

TSC Admin will remove any questionable or inappropriate material posted in this section

Manage Unit

Edit Profile

Check status of your units (dues received, late fees, etc)

- **Pending Status:** Your unit will listed as pending until fees are received
- **Paid Status:** Show selection will be available to enter your unit into contest

To change your choice of contest or to remove your unit from a contest You must E-mail your request to tscircuit@tristatecircuit.com

Post Classifieds

1. Select Category.
2. Create and submit your ad
3. Once ad is approved by TSC Administrator it will appear on the website

Invoices

- Make your selection based on your choice of membership level
- A separate invoice will have to be generated for color guard and percussion units even if from the same school
- Guest unit must create a invoice for each show entered
- We accept payments online through PayPal.
- Fees must be paid in order to make your show selection

Circuit Standing

Record for seeding for Circuit Championships

Automatic E-mail Notification

The e-mail listed in the user information will receive an automatic e-mail notification when:

- Their user account is activated
- Change in User/Unit profile
- TSC receives a units dues payment
- A unit has a late fee or penalty fee accessed