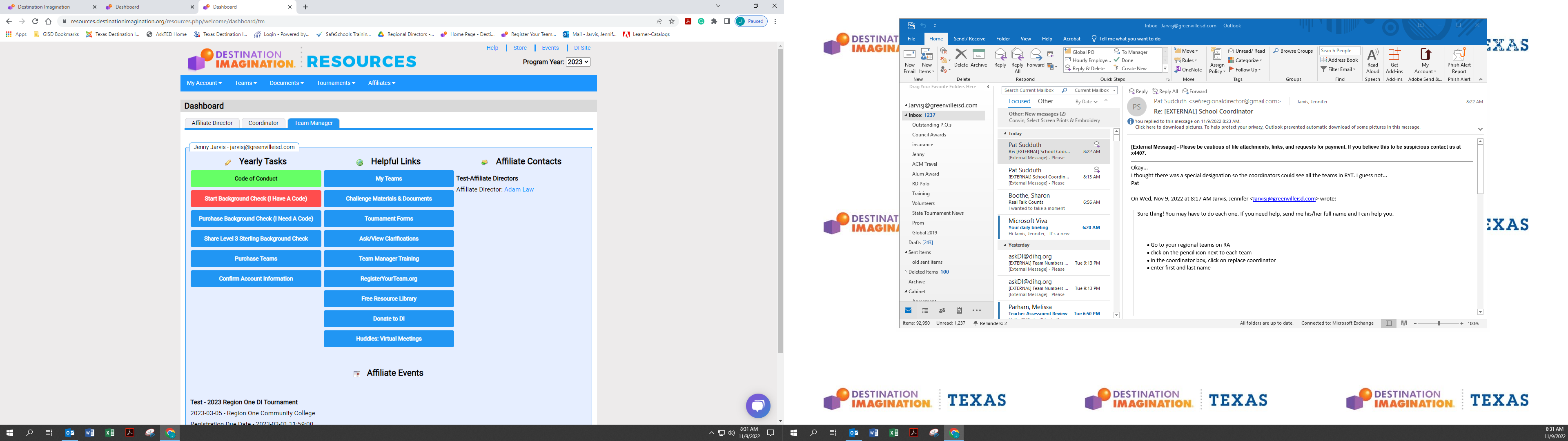
Registering for a Tournament Instructions

A short video is provided [here](https://watch.screencastify.com/v/xVD2JwhYUN6HNdcxulq0).

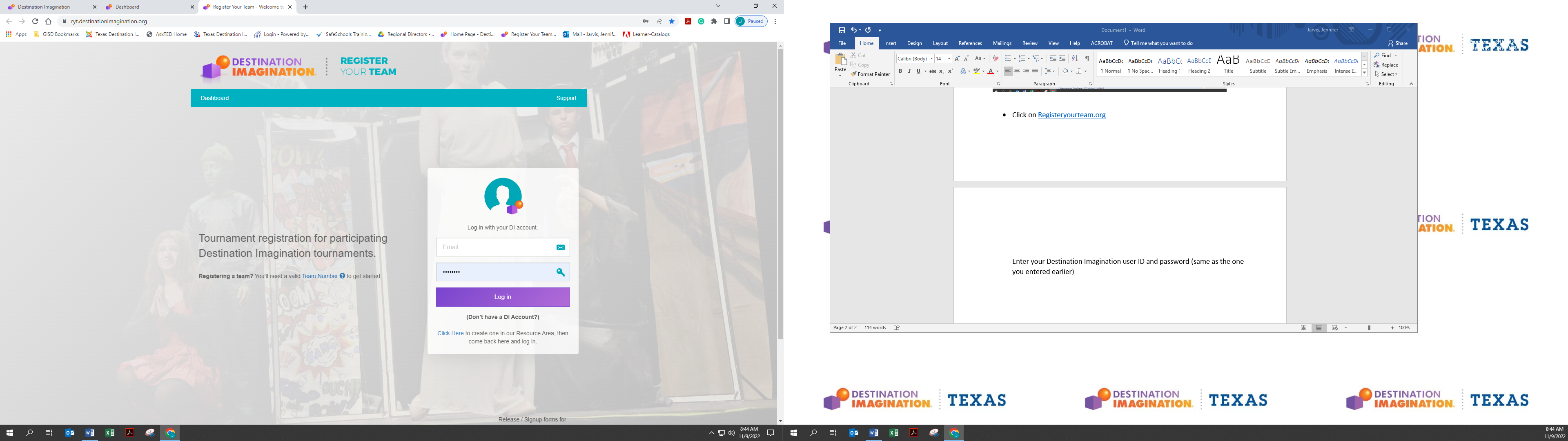
* **Log into** your [Destination Imagination](https://resources.destinationimagination.org/resources.php/welcome/dashboard/tm) account
* **Click** on the **team manager tab**

\*Important Note; please make sure your team’s information is correct. Your school district name, team challenge is selected, region is correct, and level. Each team manager of record must be listed on Destination Imagination and has an approved background check listed before you can register for a tournament. This information is sync to your registration page for your tournament. It is important these are correct before proceeding.

* Under Helpful Links, there will be a link called **Register Your Team.org**



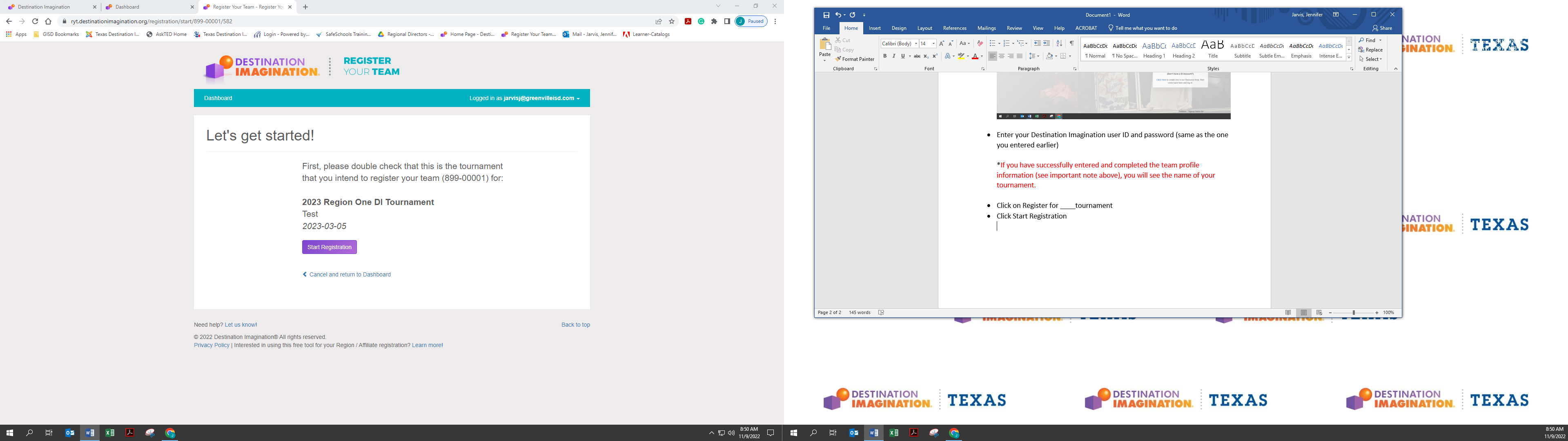
* **Click** on [Registeryourteam.org](https://ryt.destinationimagination.org/)



* **Enter** your Destination Imagination **user ID** and **password** (same as the one you entered earlier)

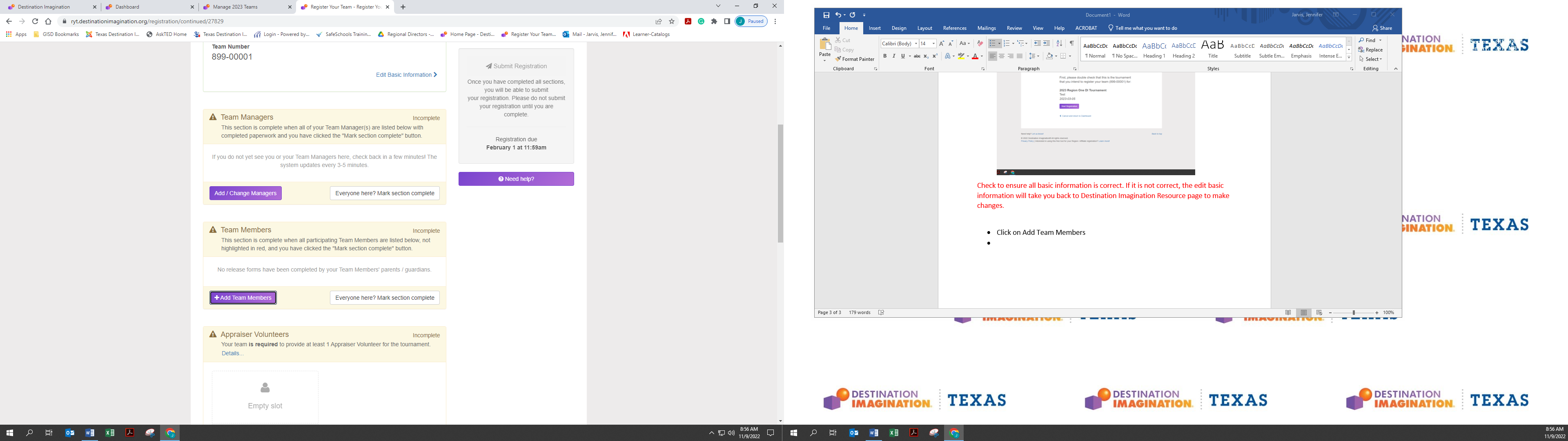
\*If you have successfully entered and completed the team profile information (see important note above), you will see the name of your tournament.

* **Click** on **Register for \_\_\_\_tournament**
* **Click** **Start Registration**



Check to ensure all basic information is correct. If it is not correct, the edit basic information will take you back to Destination Imagination Resource page to make changes.

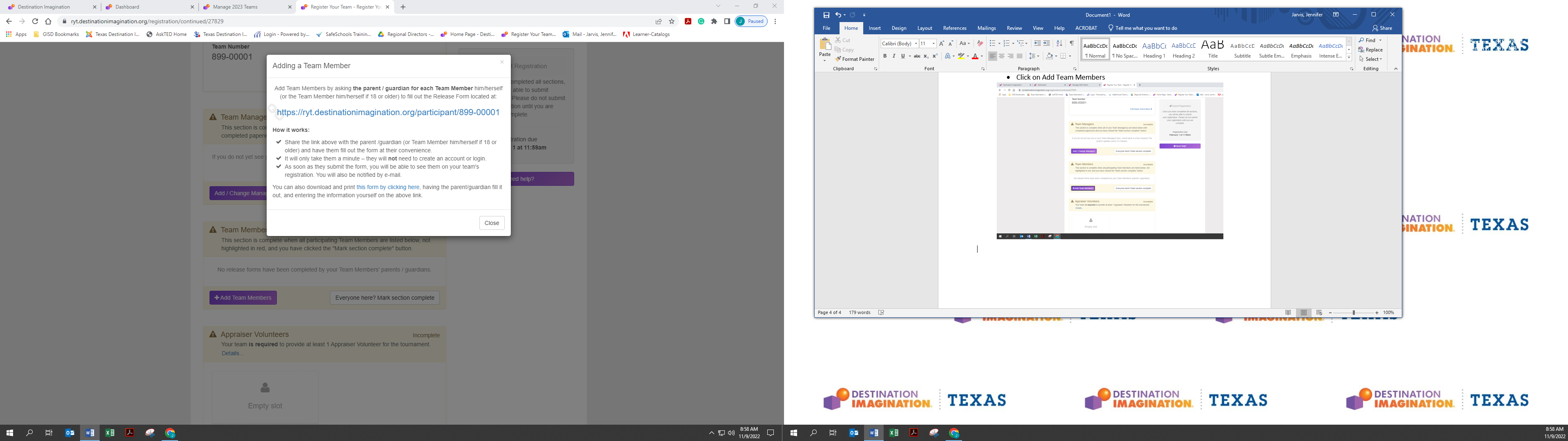
* **Click** on **Add Team Members**



A link to the parent form/permission will appear.

* You will share the link (cut and paste the link to a Word document or share it via email to your student’s parents). Once, the parent fills out the form it will sync to your team’s registration automatically. You will also, receive an email notifying you.

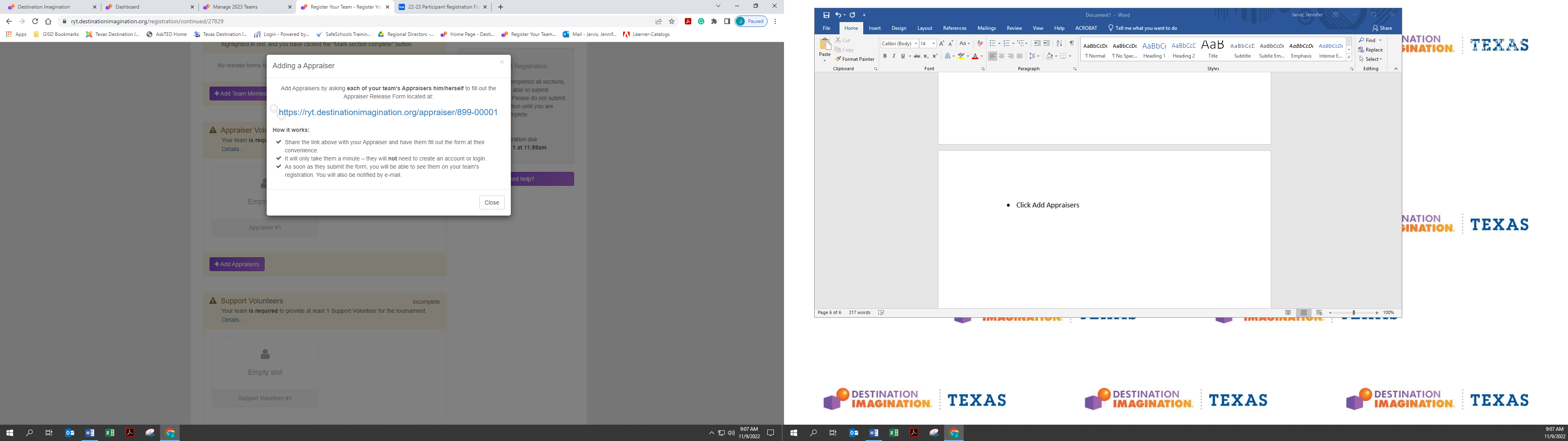
You also, have the option of downloading a copy of the parent release/participant registration form. You can send the form home to be filled out and have it sent back to you. Please note; this will require you to fill each one out online yourself once you receive their information. Please keep the returned signed paper copy for your records.

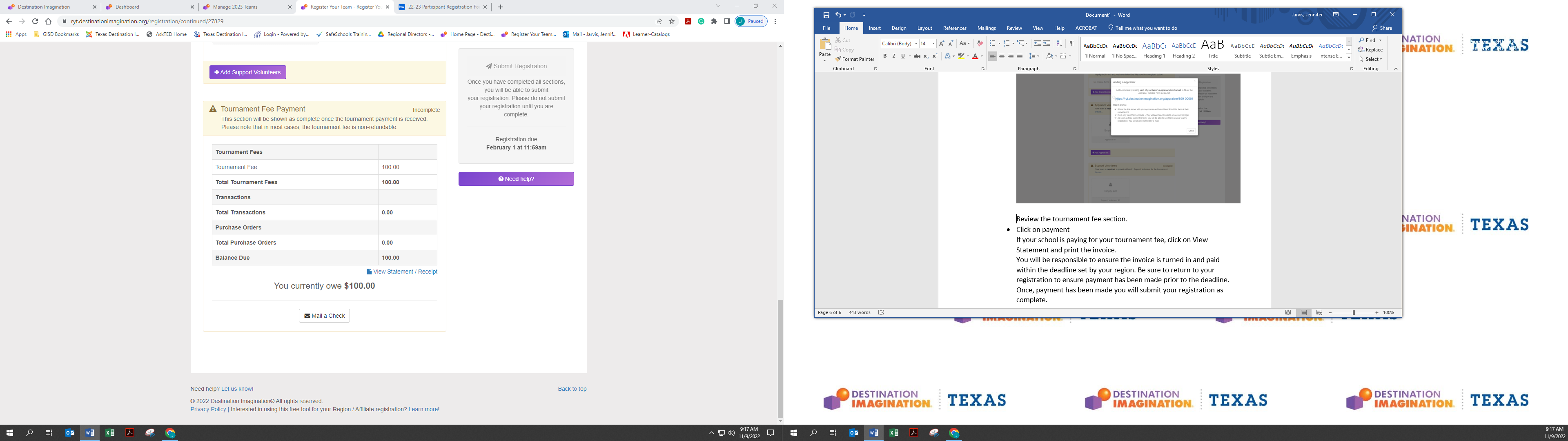


* **Click** on **Mark Section Complete** once you have all of your team members entered in.
* **Answer** any unique questions from your tournament host. This helps your host plan for the tournament.
* **Click** **Add Appraisers**

A link to the appraiser form will appear. Share the link (cut and paste) with your volunteer appraiser. The appraiser form will work like the team member form. Once, it has been completed by your volunteer it will sync to your registration.

* **Click** **Complete** once the appraiser has been listed.





Review the tournament fee section and instructions carefully.

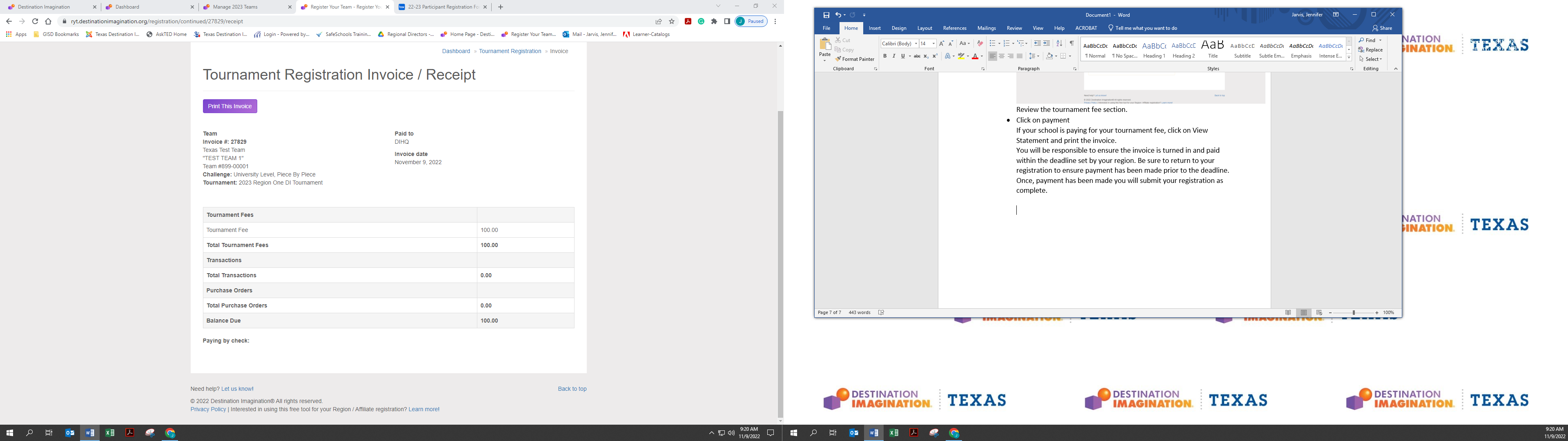
* **Click** on **payment**

\*If your school is paying for your tournament fee, click on View Statement and print the invoice.

You will be responsible to ensure the invoice is turned in and paid within the deadline set by your region. Be sure to return to your registration to ensure payment has been made prior to the deadline. Once, payment has been made you will submit your registration as complete.

* **Print Invoice**

\*See important payment information if someone is paying on your behalf.



Congratulations on registering for your tournament! We wish you and your team a fantastic experience!

Your next step will be to upload and complete the team document portion on Destination Imagination. It can be found on your dashboard under helpful links. Click on tournament forms from your dashboard.