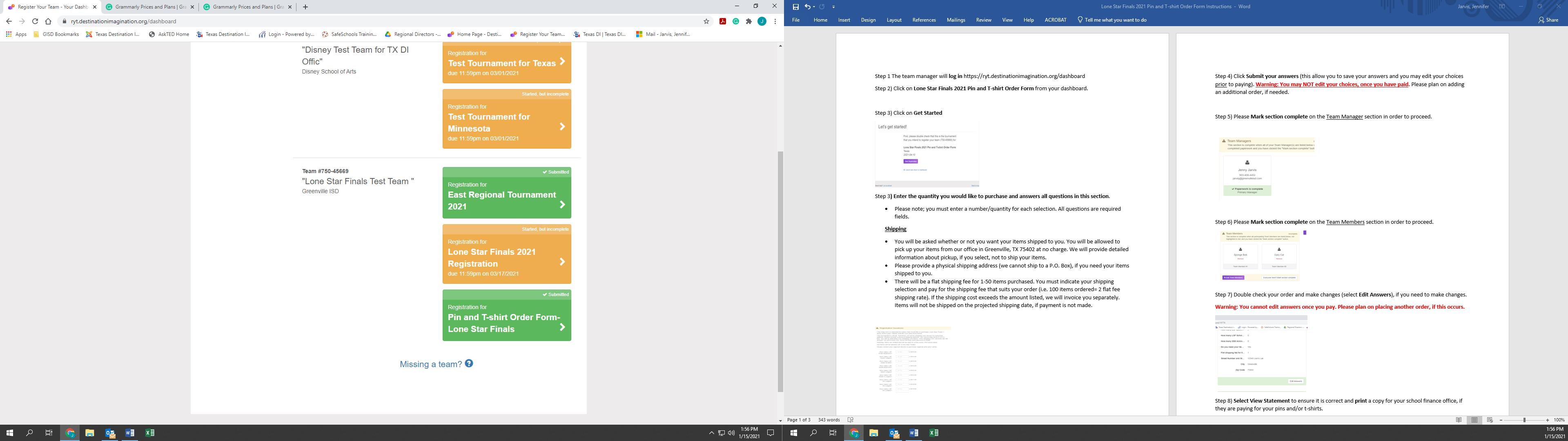


**Lone Star Finals Pin and T-shirt Instructions**

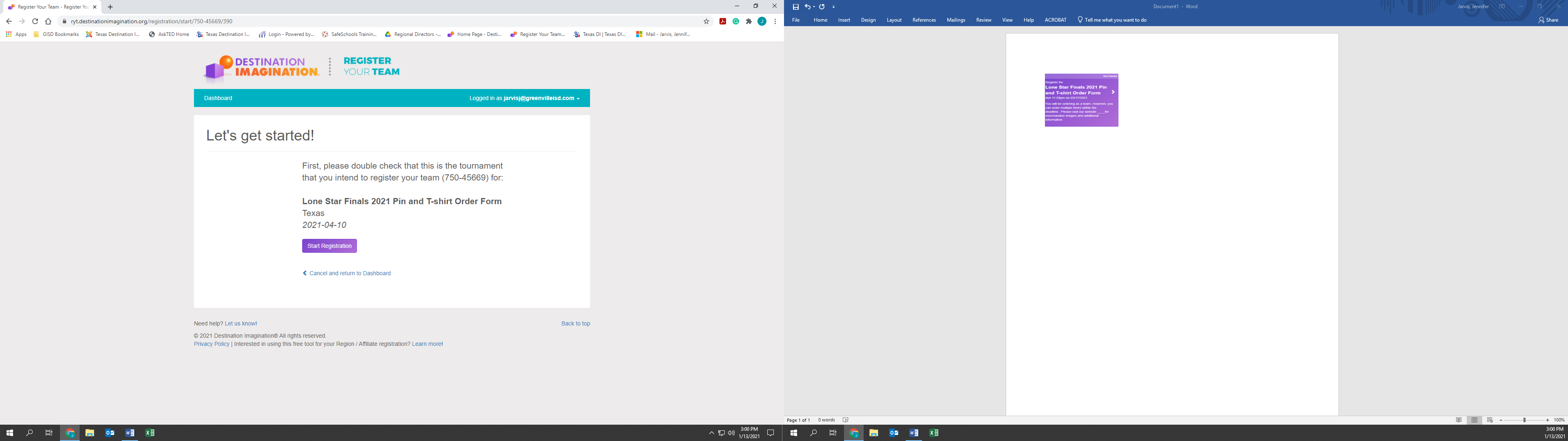
You will be ordering as a team [online](https://ryt.destinationimagination.org/dashboard). The pin and t-shirt images can be found at <https://texasdi.org/state-tournament> and LSF team worksheet.

Step 1) The team manager will **log in** https://ryt.destinationimagination.org/dashboard

Step 2) Click on **Pin and T-shirt Order Form- Lone Star Finals** from your dashboard.

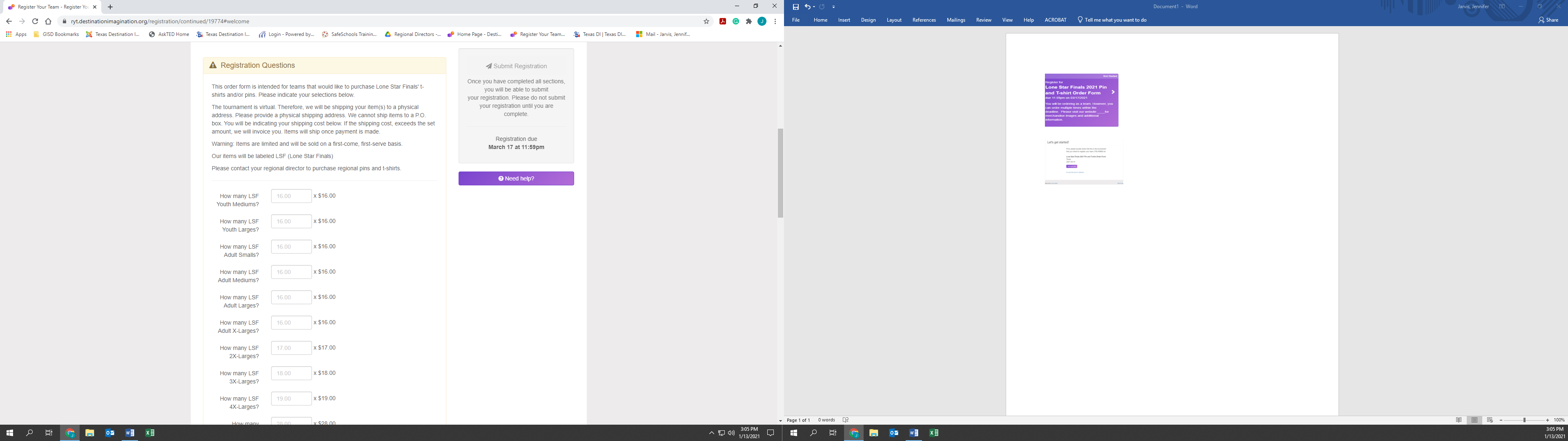


Step 3) Click on **Get Started**



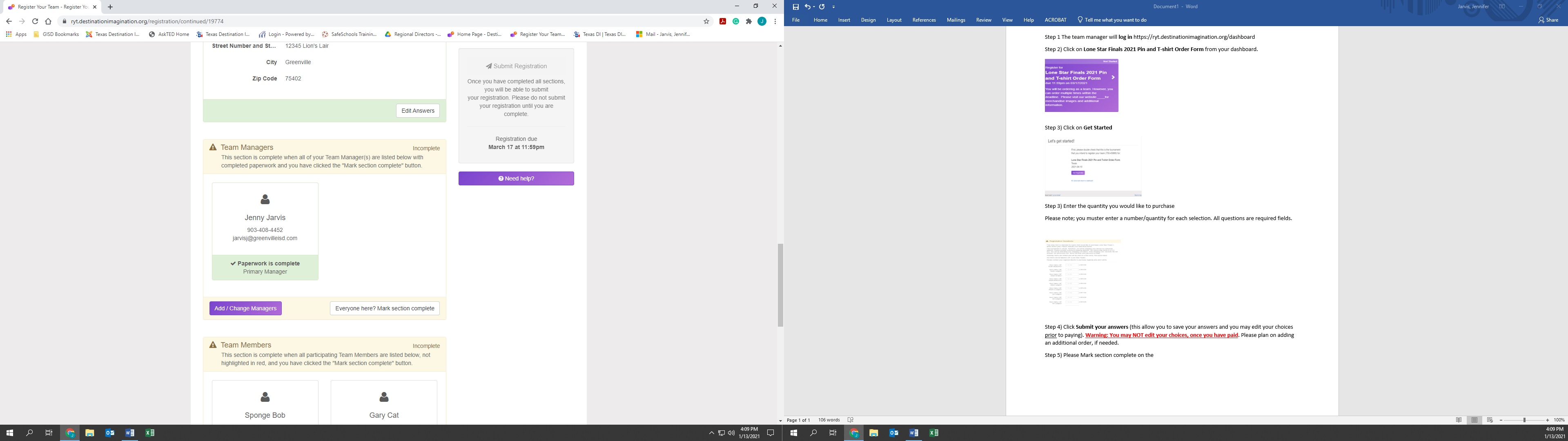
Step 4**) Enter the quantity you would like to purchase and answer all questions in this section**.

Please note; you will be picking these items up during your assigned on-site registration time (time will be released one week prior to tournament). We encourage your spectators to purchase their own spectator wristbands up by using the link we will provide. If they use the link, those wristbands will be shipped to the recipient. A two-wristband minimum is required. The link will be provided on our website. We strongly encourage everyone to purchase wristbands in advance.

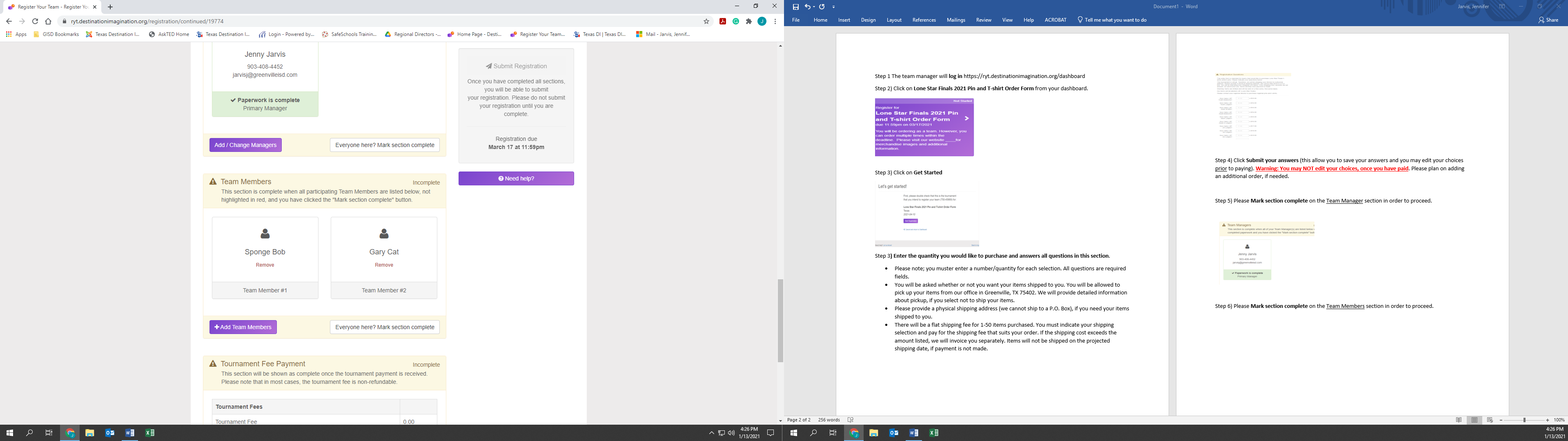


Step 5) Click **Submit your answers** (this allows you to save your answers and you may edit your choices prior to submitting order). **Warning: You may NOT edit your choices, once you have paid**.

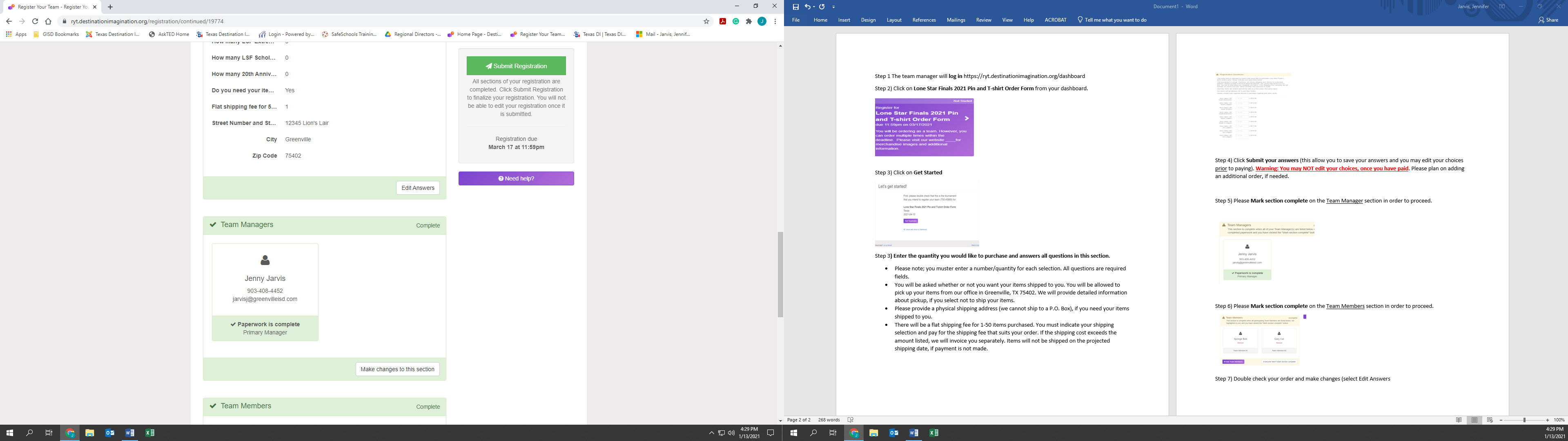
Step 6) Please **Mark section complete** on the Team Manager section in order to proceed



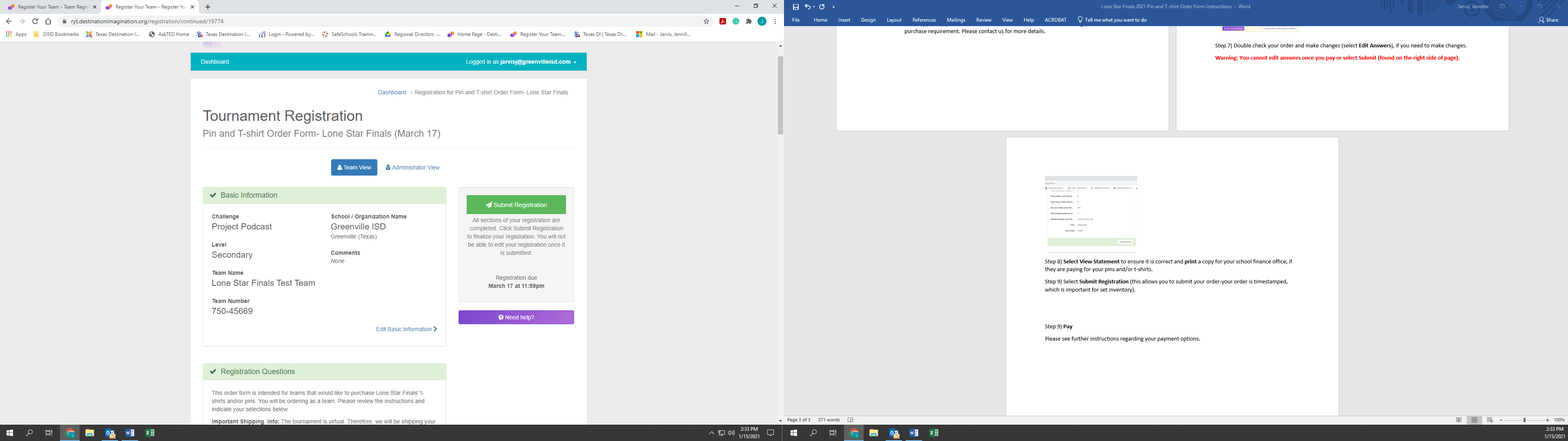
Step 7) Please **Mark section complete** on the Team Members section in order to proceed.



Step 8) Double check your order and make changes (select **Edit Answers**), if you need to make changes. **Warning: You cannot edit answers once you pay or select Submit (found on the right side of page).**



Step 9) **Select View Statement** to ensure it is correct and **print** a copy for your school finance office, if they are paying for your pins and/or t-shirts.



Step 11) **Pay**

Please see further instructions regarding your payment options.

Step 10) Select **Submit Registration** (this allows you to submit your order).

**Payment Instructions**

You will be ordering as a team. One order per team. The pins are $3.00 each (see online order worksheet form). The t-shirts are $17.00 (youth medium to 4XL adult).

**Credit Card-** The credit card option is the preferred method of payment. Click on the credit card button to pay immediately. Payment is applied automatically. Please remember to print and save your receipt for your records. The payment **deadline is March 3, 2023.** review the instructions carefully. You will be required to bring your receipt or screenshot to on-site registration in order to pick up your state order.

**School Check**- Texas Destination Imagination accepts school checks only. No personal checks will be allowed and will be returned if submitted. If your school is paying for your state t-shirts and/or pins, please **print** your **team’s invoice** and **payment instructions** and provide it to your school finance office immediately. Please adhere to the **March 3, 2023 deadline** and allow 2-3 business to process payment. Please plan accordingly.

Payment should be made to: **Texas Destination Imagination or TXCPSO, P.O. Box 8634, Greenville, TX 75404** A copy of the team statement must accompany the check in order to apply the payment to your team. **All deadlines must be met before the team is eligible to be scored. Unpaid orders will not be filled.**

**School Purchase Order- Print your statement** before choosing this option.

Please submit your **team’s statement** and **payment instructions** to your school finance office immediately in order to meet the deadline**.** **Scan** the **official** **purchase order** and a copy of the **team’s statement** to: **jarvisj@greenvilleisd.com.** Requisitions will not be accepted. The **official** purchase order should be **payable to**: **Texas Destination** **Imagination or TXCPSO, P.O. Box 8634, Greenville, TX 75404.** The **deadline** to submit an official school purchase order is **noon on Friday, March 3, 2023**. Please note; you will be responsible for submitting your invoice to your finance office.

**Receipts-** Once, a school check has been applied by our office (please allow 2-3 business days for the payment to be applied), you will be able to print your receipt by selecting the **View your Invoice** button. If you pay using a credit card, you will be able to print your receipt immediately.

**Contact Us-**

**Jenny Jarvis, Relations Coordinator**

**903-408-4452**

[jarvisj@greenvilleisd.com](mailto:jarvisj@greenvilleisd.com)

Please be sure to have your team number and school name when calling or emailing us.

**Visit our website-** <https://texasdi.org/>