

REGISTER YOUR TEAM – VISUAL AIDS & TIPS

Easiest way? Look for YOUR copy of the email below from diregion12@gmail.com with links & information for your team / team number!

Destination Imagination - Tournament Registration Instructions 135-

R12 x

Destination Imagination Region 12

to me, Harry, Michelle ▾

Dear Harry Oxrider and Michelle Oxrider,

Greetings, My name is Vince Pachiano, I am the Regional Director for Destination Imagination in the greater Dayton area.

We are excited that you are coaching a team this year, and we stand ready to help you in any way we can.

Attached is a welcome letter, a general timeline, and information about the Team Manager training on Saturday Nov 5th at Sinclair College.

The first order of business is getting your team registered for the Regional Tournament scheduled for March 11th at Sinclair College.

There are 5 steps required to completely register your team:

1. Register yourself as Team Manager

1. Visit <https://resources.destinationimagination.org/resources.php> Login with your email
2. Verify your personal settings are correct: Click on My Account -> change my settings. Make any corrections and click Save
3. If you have a co-Team Manager, they should complete steps 1 & 2 as well
4. Click on Teams -> my teams, click on the modify "pencil" and enter your Team Name, Team Challenge, Team Level, then click Save

Can't find it? Then go to:

www.ryt.destinationimagination.org

The screenshot shows the Destination Imagination website's registration page. At the top left is the logo with the text "DESTINATION IMAGINATION." and "REGISTER YOUR TEAM". Below the logo is a teal navigation bar with "Dashboard" on the left and "Support Log in" on the right. The main content area features a white login box with a profile icon placeholder, the text "Log in with your DI account.", two input fields for email and password, and a purple "Log in" button. Below the button is the text "(Don't have a DI Account?)" and a link: "Click Here to create one in our Resource Area, then come back here and log in."

LOG IN (it is the same log-in you use for www.destinationimagination.org)

The screenshot shows the 'Your Teams' section of the Destination Imagination website. At the top, there is a navigation bar with the 'DESTINATION IMAGINATION' logo and a 'REGISTER YOUR TEAM' button. Below this is a teal header with 'Dashboard' on the left and 'Logged in as michelle@oxrider.com' on the right. The main content area is titled 'Dashboard 2022-23 Season' and 'Your Teams'. A sub-header reads 'These are the teams for which you are the Team Manager/Team Coordinator.' Below this, there is a section for 'Team # (Your Team # will be here.)' with the text 'No name set.' and 'Centerville City Schools CHS'. To the right, a purple box titled 'Register for Region 7/12 Combined Tournament' provides details: 'due 5:00pm on 01/13/2023', 'Ohio Destination Imagination, Region 7 & Region 12 Combined Tournament', and 'Saturday March 11 at Sinclair College'. A 'Not Started' status is shown in the top right of the purple box.


VERIFY YOUR TEAM NUMBER!

The screenshot shows a confirmation page for registering a team. At the top, there is a navigation bar with the 'DESTINATION IMAGINATION' logo and a 'REGISTER YOUR TEAM' button. Below this is a teal header with 'Dashboard' on the left and 'Logged in as michelle@oxrider.com' on the right. The main content area is titled 'Let's get started!'. Below this, there is a section for 'Region 7/12 Combined Tournament' with the text 'Ohio' and '2023-03-11'. A purple button labeled 'Start Registration' is positioned below the tournament details. At the bottom, there is a link that says 'Cancel and return to Dashboard'.


Scroll down to the "Team Managers" section – EACH TM NEEDS TO COMPLETE.

⚠ Team Managers Incomplete

This section is complete when all of your Team Manager(s) are listed below with completed paperwork and you have clicked the "Mark section complete" button.


Michelle Oxrider
937-885-1634
michelle@oxrider.com

✓ Paperwork is complete
Primary Manager


Harry Oxrider
937-885-1635
harry@oxrider.com


✓ Paperwork is complete
(Make Primary)

[Add / Change Managers](#) Everyone here? Mark section complete


Make sure to click the "Everyone here" button, and section will turn to this...

Completed Team Manager section – all green, with word "Complete" in upper right hand corner.

✓ Team Managers Complete


Michelle Oxrider
937-885-1634
michelle@oxrider.com

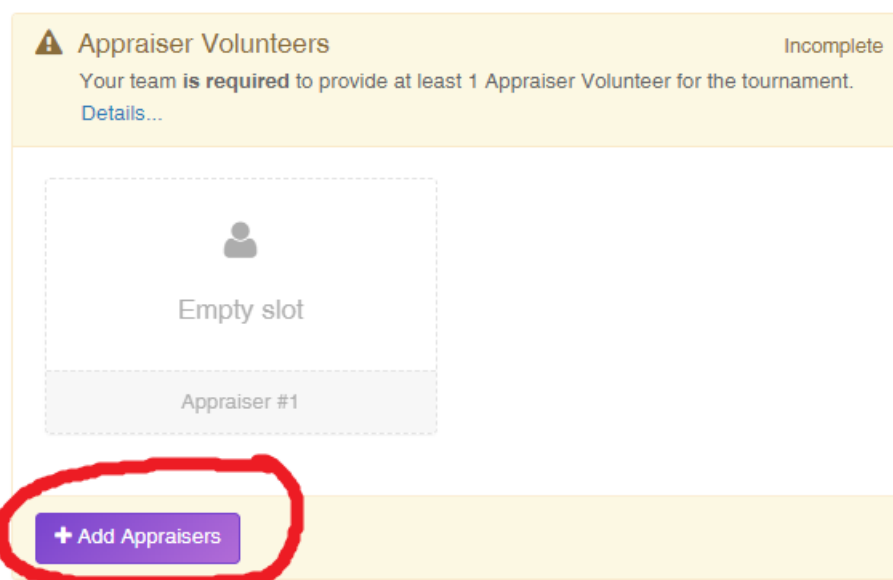
✓ Paperwork is complete
Primary Manager


Harry Oxrider
937-885-1635
harry@oxrider.com

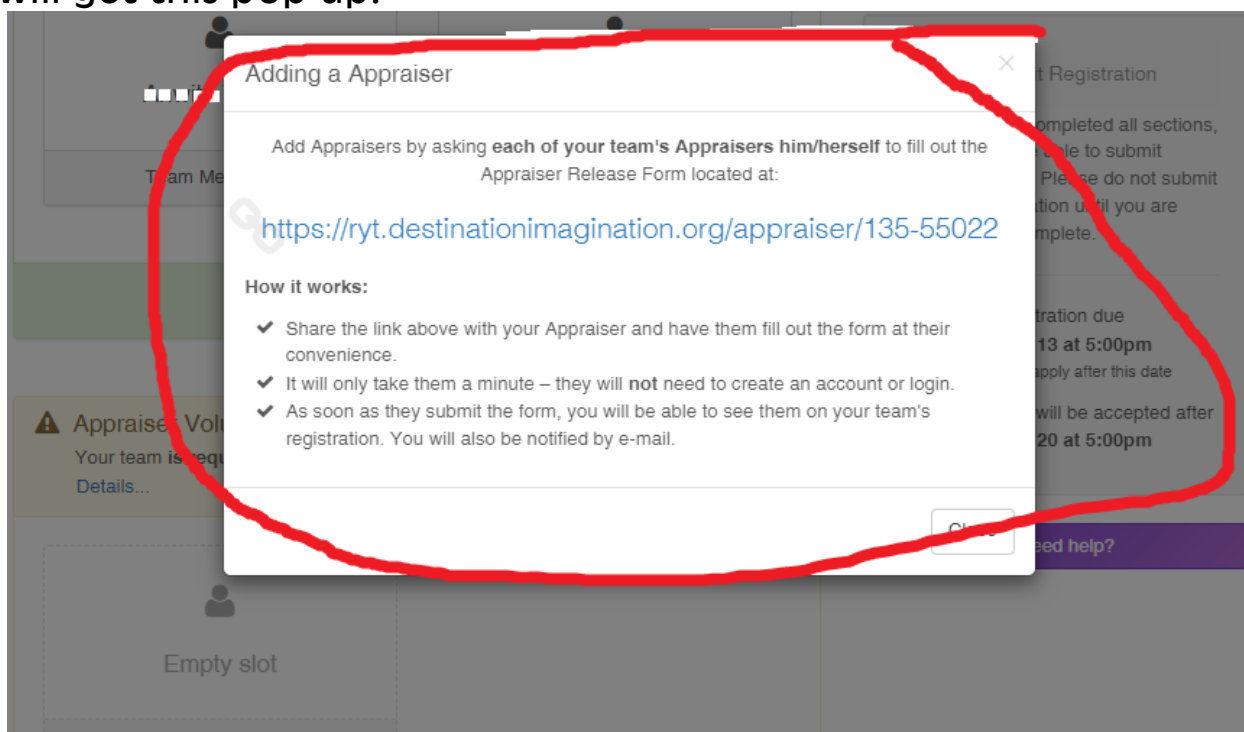
✓ Paperwork is complete
(Make Primary)

[Make changes to this section](#)

Next up? Getting your Team Members, Tournament Helper, and Appraiser Volunteer registered. The process is the same for all three – you need to provide a link to your Team Parents / Tournament Helper / Appraiser Volunteer & ask them to fill out their applicable forms. **THIS IS WHY YOU CANNOT WAIT UNTIL THE LAST MINUTE!!** If you cannot find the email that Vince has sent to you to forward to those people, how do you find the link for them?



Click the “Add _____” button.
You will get this pop-up.

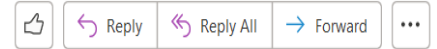


Copy & paste the verbiage in the pop-up box into an email, stick a nice note at the top of the email to the Team Parent / Tournament Helper / Appraiser Volunteer, and send it off! Make sure to copy yourself on the email so you can follow up!

DI Appraiser Registration



Michelle Oxider <michelle@oxider.com>
To: Kevin
Cc: michelle@oxider.com



Wed 10/26/2022 7:11 PM

Kevin - thank you for volunteering to be our team Appraiser for the Region 12 Tournament! I'd appreciate if you could visit the link below & complete the registration materials as quickly as possible – we are on a deadline to get registration complete & your timeliness will be appreciated!

Appraiser Release Form located at:

<https://ryt.destinationimagination.org/appraiser/135-...>

How it works:

- Share the link above with your Appraiser and have them fill out the form at their convenience.
- It will only take them a minute – they will **not** need to create an account or login.
- As soon as they submit the form, you will be able to see them on your team's registration. You will also be notified by e-mail.