



**Please read this website user guide.** This information will help you complete the on-line registration process for the 2016 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 Chris Thomas at [tristatemarchingarts@gmail.com](mailto:tristatemarchingarts@gmail.com) if you have any feedback.

## **User ID Registration**

All unit directors, contest staff, and color guard, percussion and/or winds 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. You must be associated with a registered unit with TMA. With a Director user profile you will have access to secure pages on the website.
- Color Guard Judge – Member of TriState Judges Association or a guest judge for TriState Marching Arts
- Percussion Judge - Member of TriState Judges Association or a guest judge for TriState Marching Arts
- Winds Judge - Member of TriState Judges Association or a guest judge for TriState Marching Arts
- Contest Staff –TMA Staff members, Contest Show sponsor chairperson
- Guest –Receives newsletters and updates on the organization

## **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 the “members only” areas of the website.
- You must have a user account to register a unit for the 2016 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 TMA Admin once a unit is associated
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 TMA
  - Generate an invoice to pay membership dues or pay via paypal
4. A director will receive an e-mail notification once TMA Admin has activated the unit profile
5. Director sends unit membership payment to TMA Office or makes payment via paypal
6. Director will receive e-mail notification once the dues are received by TMA office.
7. Director can now register the unit into TMA contests

## Existing User or Unit updates

### 1. New user for an existing unit:

- E-mail [tristatemarchingarts@gmail.com](mailto:tristatemarchingarts@gmail.com) to notify that you will be assuming management of the unit.
- Go to the TMA website and register as a user
- TMA Admin will review 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 [tristatemarchingarts@gmail.com](mailto:tristatemarchingarts@gmail.com) to notify that you will be assuming management of the unit
- TMA 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 with your director user profile you can choose any of the below menu options. You will find this list in the right column of the website:

News  
Edit Profile  
Register returning unit  
Add New Unit  
Manage Unit  
Invoices  
Post to Classifieds  
Circuit Standings  
Scholastic Eligibility Form  
Log Out

## News

This is a restricted news and information page for TMA 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.
- You **MUST** list a cell phone number as it is used for setup of Competition Suite (our scoring/judges comments software) and emergency communication
- 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 TMA 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.

*TMA 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 [tristatemarchingarts@gmail.com](mailto:tristatemarchingarts@gmail.com)

## Post Classifieds

1. Select Category.
2. Create and submit your ad
3. Email TMA admin at [tristatemarchingarts@gmail.com](mailto:tristatemarchingarts@gmail.com) that you have submitted a classified ad for review.
4. Once ad is approved by TMA Administrator it will appear on the website

## **Invoices**

1. Make your selection based on your choice of membership level
2. A separate invoice will have to be generated for each unit units even if from the same school
3. Guest unit must create an invoice for each show entered
4. We accept payments online through PayPal.
5. Fees must be paid in order to make your show selection

## **Circuit Standing**

- This section is the record of seeding for TMA Championships

## **Automatic E-mail Notification**

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

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