





Washington Destination Imagination

TOURNAMENT REGISTRATION



[About](#) [Volunteer](#) [Start a Team](#) [Resources +](#) [Regions & Events +](#) [FAQs](#) [More +](#)



Creativity
Innovation
Teamwork
Curiosity
Problem-solving

What is Destination Imagination?

Quite possibly the world's largest creative problem-solving tournament!

Destination Imagination (DI) is a non-profit, volunteer-led, cause-driven organization. Our purpose is to inspire and equip students to become the next generation of innovators and leaders. Annually we offer seven new standards-based Challenges in STEM, Improv, Visual

/ STEM

/ Fine Arts

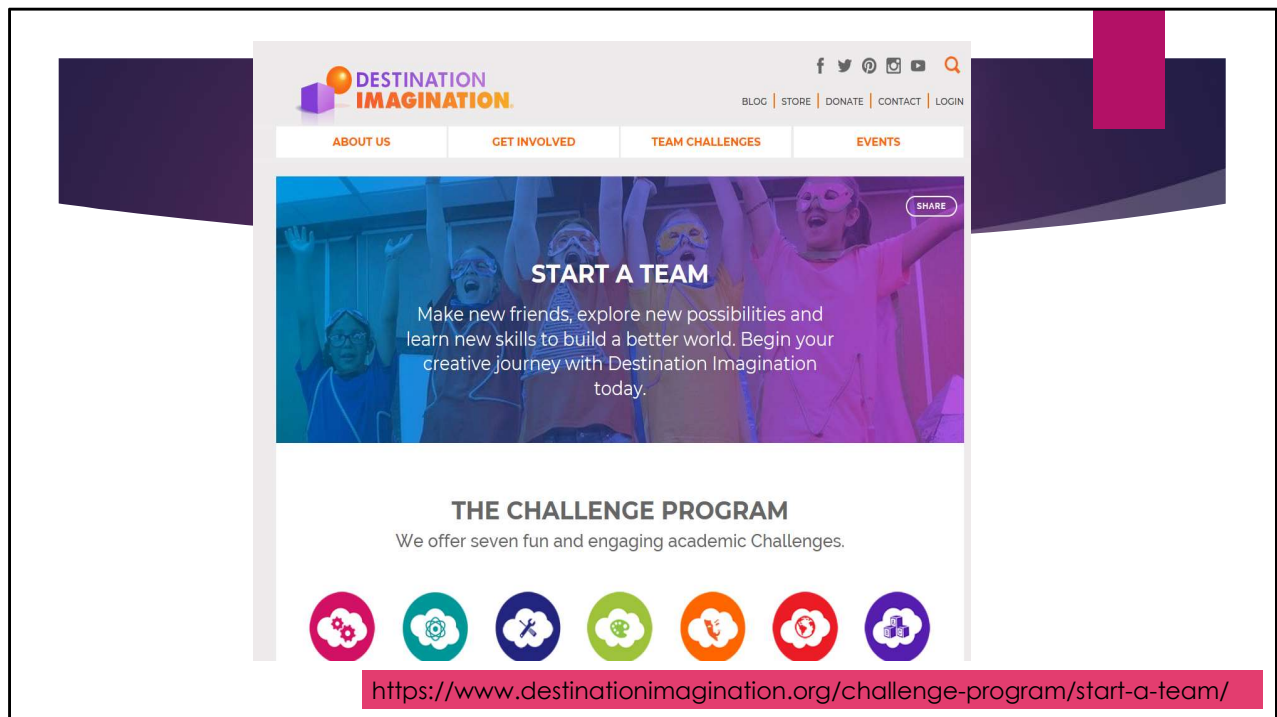
/ Improvisation

<https://www.wa-di.org/>

Hello! Welcome to Washington DI.

We hope your teams are having a fantastic time developing their creative solutions!

In order for your teams to demonstrate their solutions at a tournament, your next step is to register for the tournament.



Your first question might be, didn't I already do that when I purchased the program from [Destination Imagination](https://www.destinationimagination.org)?

The screenshot displays two challenge options from Destination Imagination. Both challenges are priced at \$105* and include a digital download. The Team Challenge is for 2-7 members, while the Early Learning Rising Stars is for 2 or more members. Both challenges include a team number, a challenge, rules of the road & roadmap, and materials for kindergarten through university. The URL <https://www.destinationimagination.org/challenge-program/start-a-team/> is displayed at the bottom.

TEAM CHALLENGE	EARLY LEARNING RISING STARS
\$105* DIGITAL DOWNLOAD	\$105* DIGITAL DOWNLOAD
<input checked="" type="checkbox"/> 2-7 members	<input checked="" type="checkbox"/> 2 or more members
<input checked="" type="checkbox"/> 1 Team Number	<input checked="" type="checkbox"/> 1 Team Number
<input checked="" type="checkbox"/> 1 Challenge	<input checked="" type="checkbox"/> Early Learning /Rising Stars Challenge
<input checked="" type="checkbox"/> Rules of the Road & Roadmap	<input checked="" type="checkbox"/> Rules of the Road & Roadmap
<input checked="" type="checkbox"/> Kindergarten – University	<input checked="" type="checkbox"/> Noncompetitive, ages 4-7

<https://www.destinationimagination.org/challenge-program/start-a-team/>

The purchase from Destination Imagination gives you a team number, a digital copy of the challenge, rules of the road, and other materials in the DI Resources page to support your team.

***IMPORTANT PRICING INFORMATION**

There are additional fees for Affiliate administration,
Affiliate Tournaments and Challenge budgets.



Destination Imagination
administers its program
through state and country
Affiliates worldwide. [Click here](#)
to find your local region.



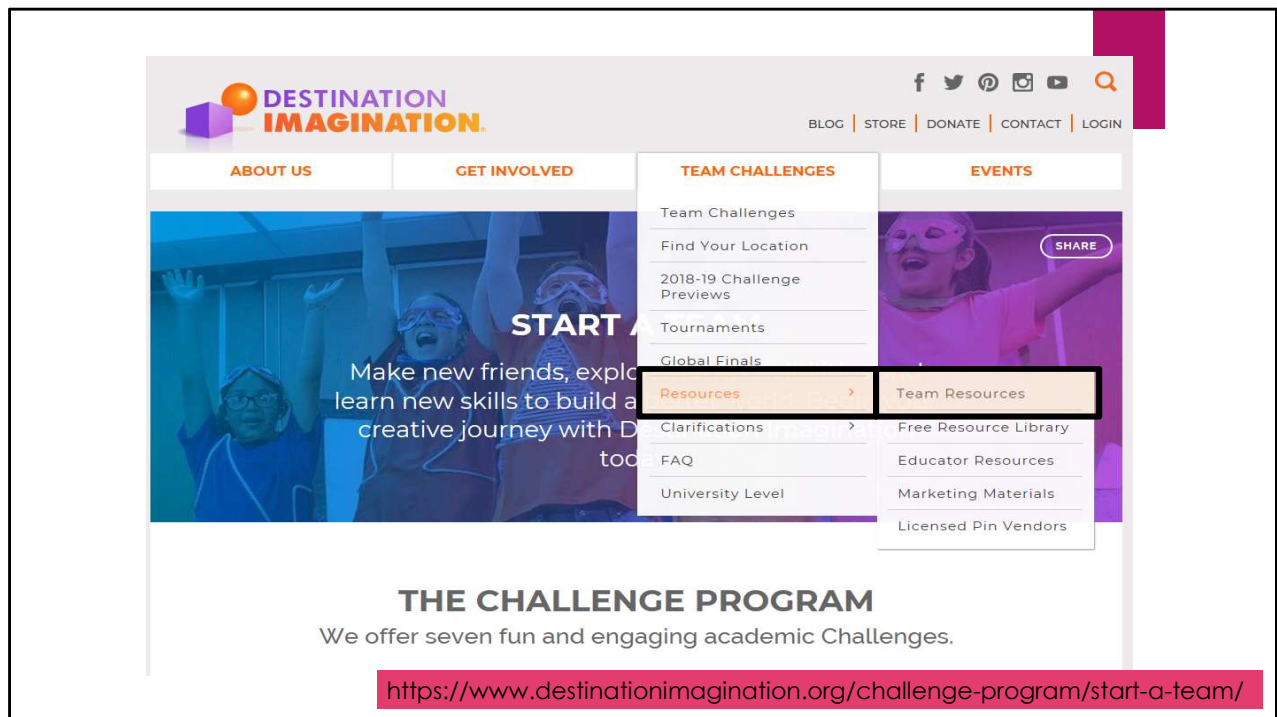
Some of our Affiliates have
directed us to collect their
Affiliate fees* with the purchase
of your Team Number.



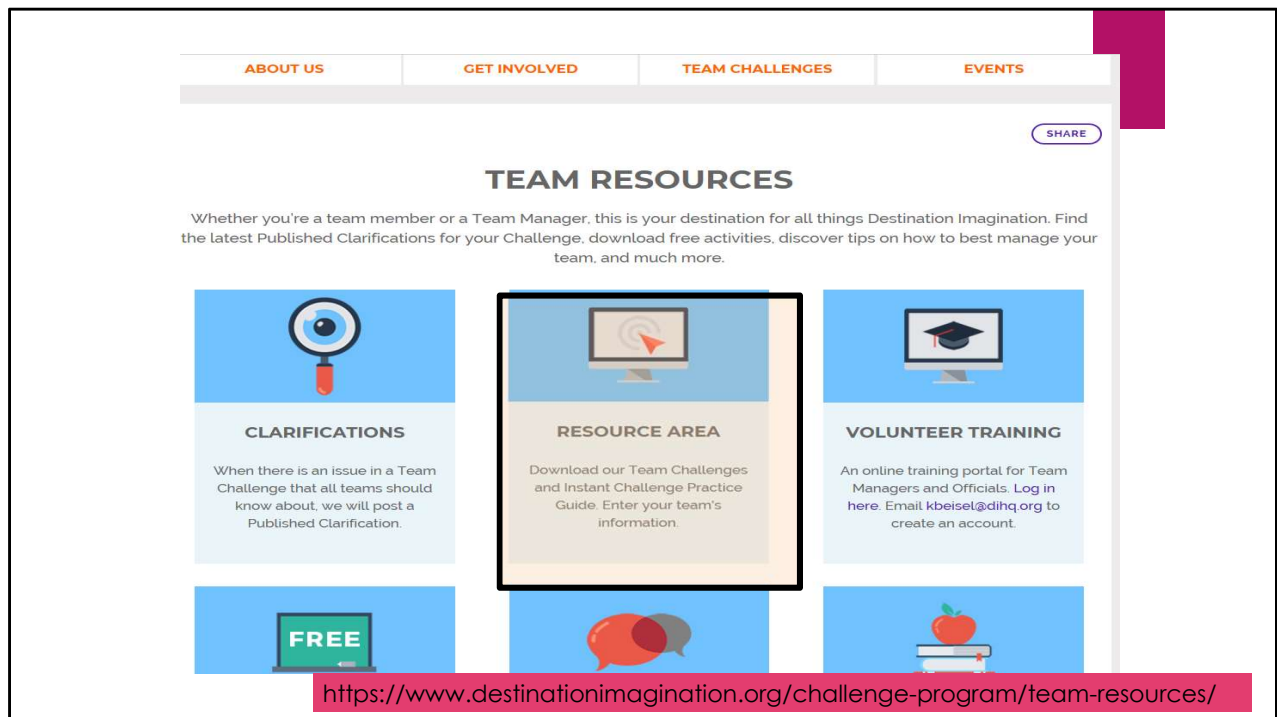
Your Destination Imagination
local representative will
contact you about any training
and tournament fees that may
also apply.

<https://www.destinationimagination.org/challenge-program/start-a-team/>

However the fee from Destination Imagination does not include the Washington Affiliate Tournament fees. All teams are invited to participate in a regional tournament. Selected teams are invited to then participate in an Affiliate or state tournament. And finally, selected teams from that tournament, are invited to participate at global finals. Each tournament your team participates in has a separate tournament fee.

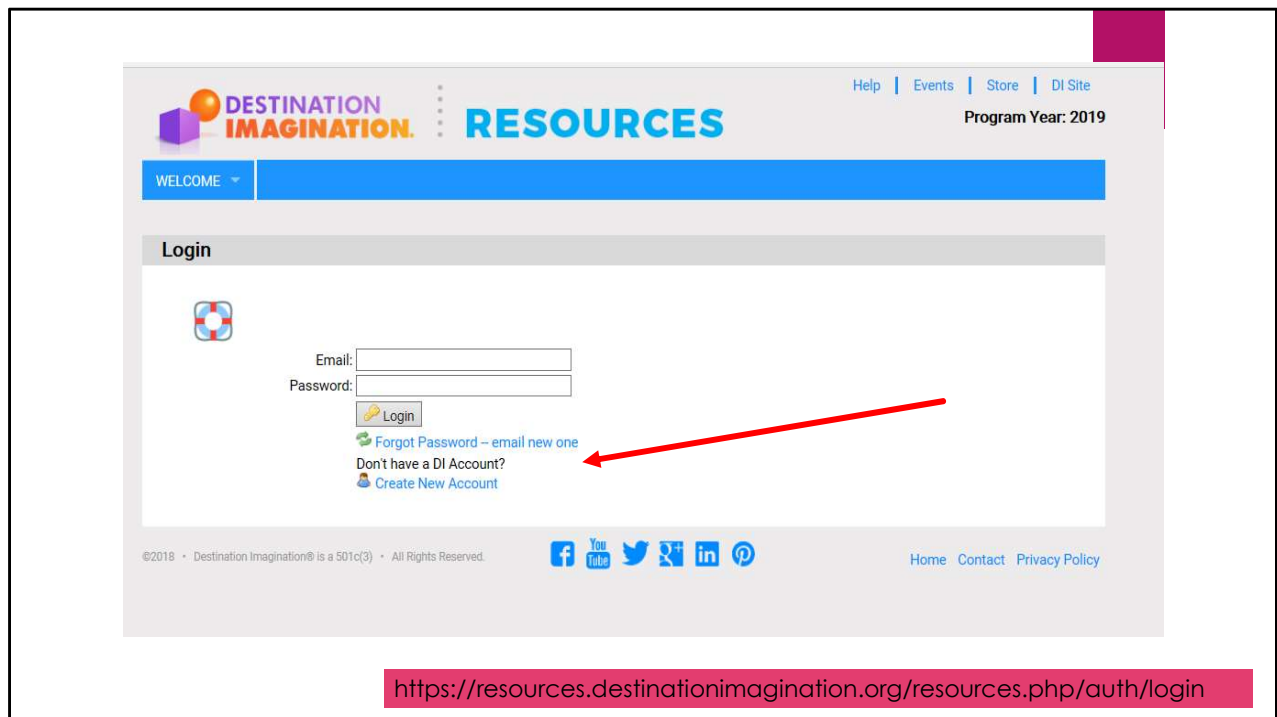


As part of your Destination Imagination membership, you have access to the Team Resource page from the Destination Imagination Team Challenges menu.



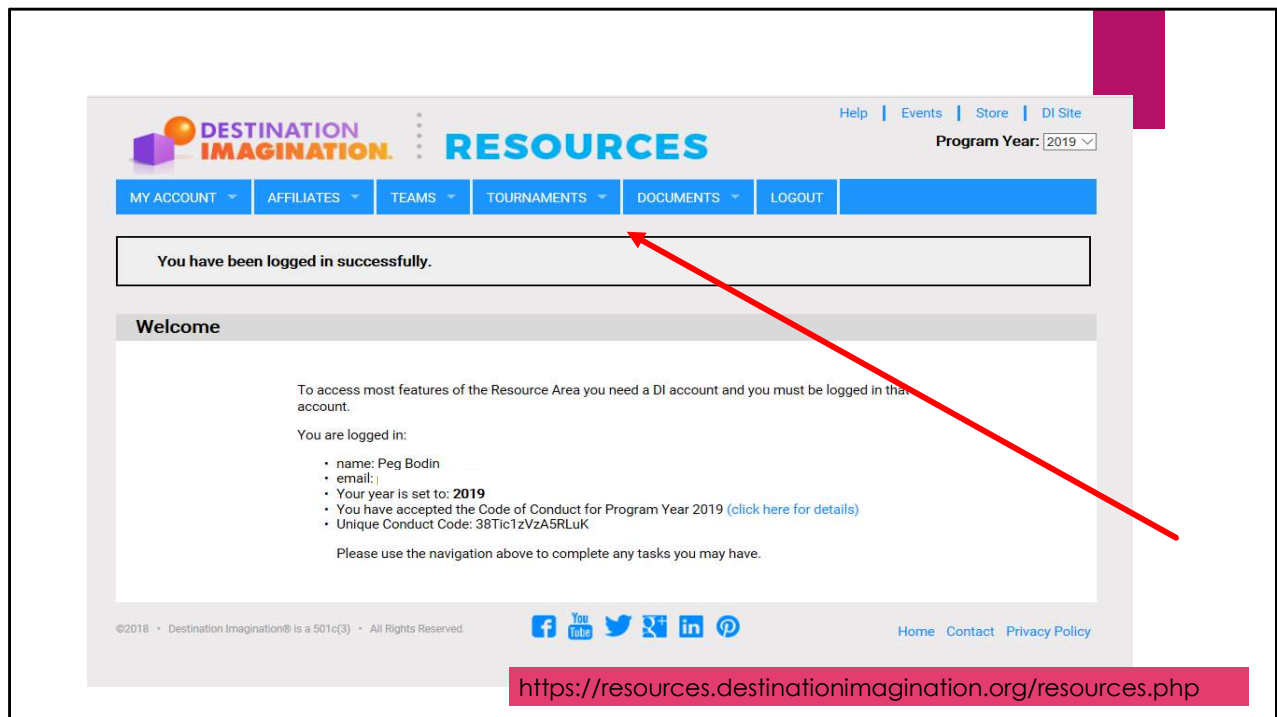
The resource area includes your team challenges, sample instant challenges, and resource to help you manage your team.

It is also the first step in registering for a tournament.

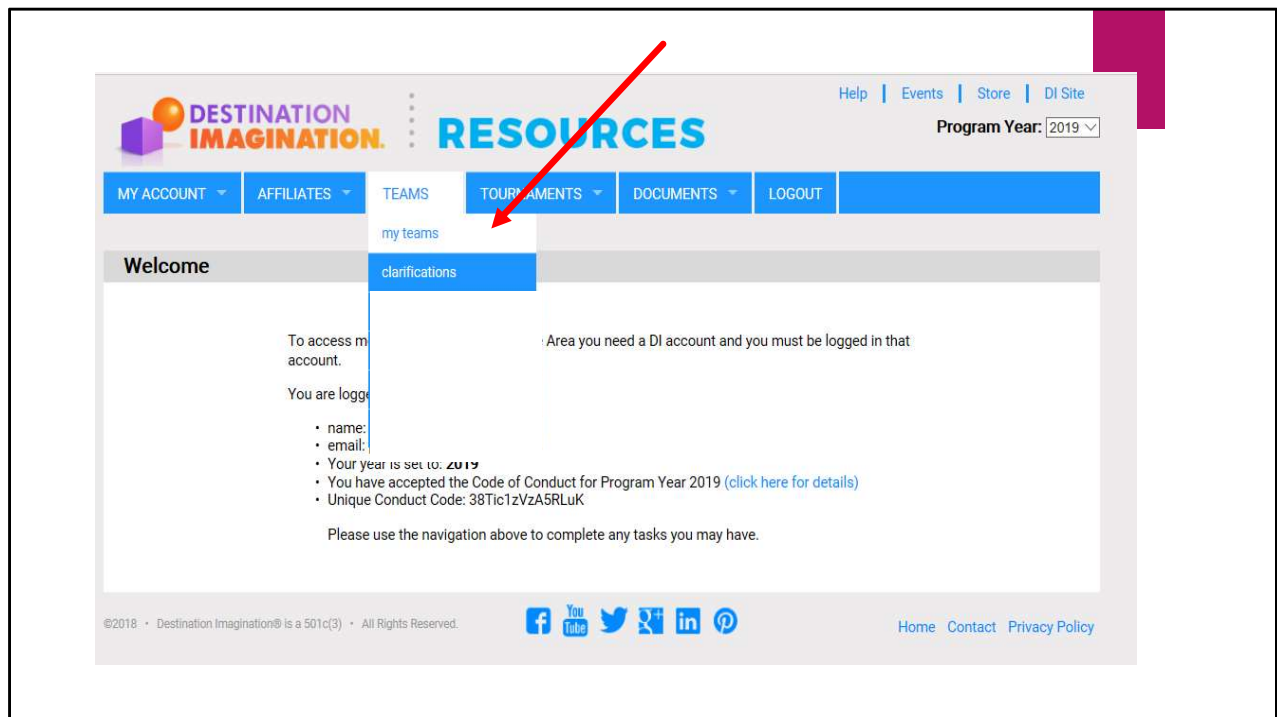


Our first step is to log in to the DI resources page. If you are a returning to DI, you can use the same user-id and password as before. Please use the forgot password feature if you don't remember your password.

If this is your first time in DI, use the Create New Account feature.



After you log on, you should see a variety of menus. Your menus may be a little different than mine.



To view your challenges and other resources, you'll go to the Documents tab. But to register for a tournament, you'll go to the Teams menu and then pick My Teams.

DESTINATION IMAGINATION. RESOURCES


Help | Events | Store | DI Site

Program Year: 2019

MY ACCOUNT | AFFILIATES | TEAMS | TOURNAMENTS | DOCUMENTS | LOGOUT

Manage 2019 Teams

My Teams



No Teams Found

Actions

Add Team

Display Controls

Sort By: Organization

PDF | Export

Filter Teams

Organization:

Time: All


Status: Active

©2018 • Destination Imagination® is a 501(c)(3) • All Rights Reserved.

Home | Contact | Privacy Policy

https://resources.destinationimagination.org/resources.php/teampak/team/my_teams

If your team coordinator already assigned you to a team, you'll see your team listed when you go to My Teams. Or, like me, the resources page reports no teams found for my user. If that is what you see, click on 'Add Team'



RESOURCES

[Help](#) | [Events](#) | [Store](#) | [DI Site](#)

Program Year: 2019

MY ACCOUNT

AFFILIATES

TEAMS

TOURNAMENTS

DOCUMENTS

LOGOUT

Edit Team

Team Number:

Order #:

OR

Purchaser Postal Code:

Add Team Manager

Add a Team Manager

There are a number of ways to be added as a team's manager.

Using this pane you can self-register as the manager for a team. To do this you will need the team number for the team and either of 2 pieces of information from when the team-pak was purchased:

- the order number associated with the purchase
- the zipcode / postal code of the organization that purchased the team-pak

The purchaser, teams coordinator, or another team manager for the team can also assign you as a manager as can your affiliate or regional director.

©2018 • Destination Imagination® is a 501c(3) • All Rights Reserved.

[f](#)

[You Tube](#)

[Twitter](#)

[Google+](#)

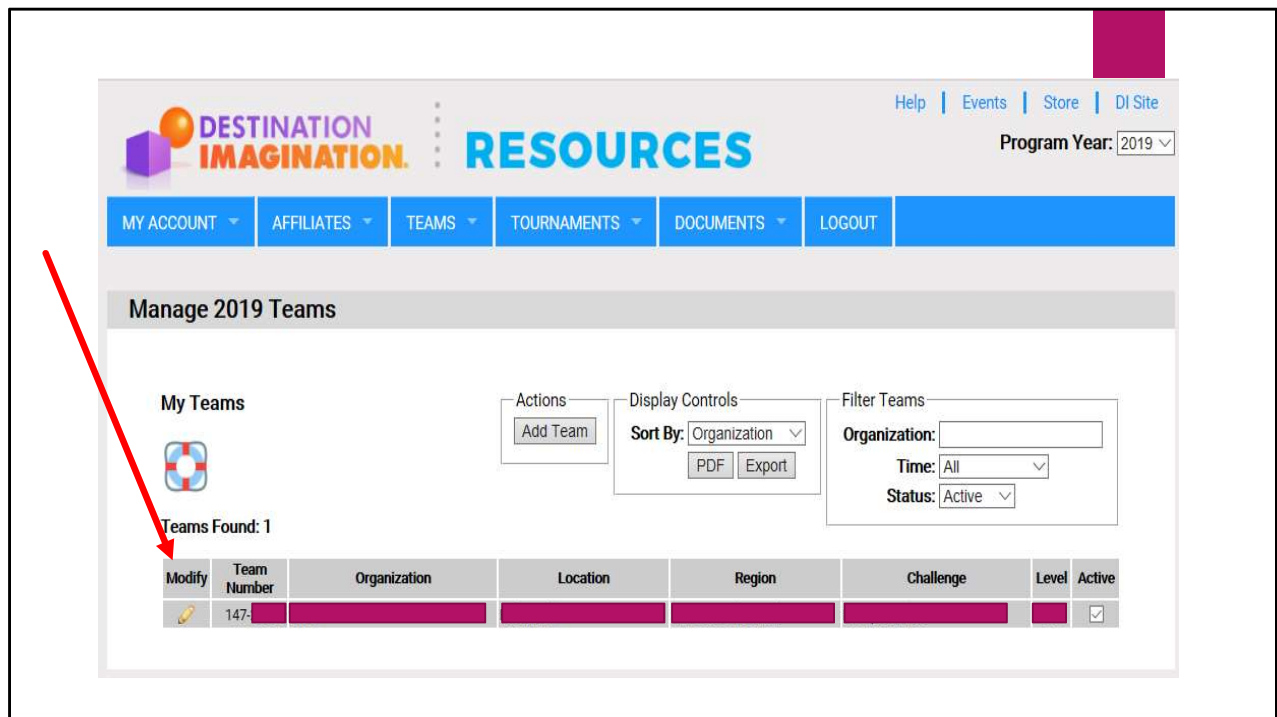
[in](#)

[P](#)

[Home](#) | [Contact](#) | [Privacy Policy](#)

When you click on 'Add a team', you'll get this screen.

Claim your team by entering your team number provided by your coordinator and follow the DI instructions to add yourself as a Team Manager




When you are associated with a team, you'll see them listed like this.
Select your Team to edit it by clicking on the modify pencil

The screenshot shows the 'Edit Team' interface for a Washington State Destination Imagination team. The top navigation bar includes 'MY ACCOUNT', 'AFFILIATES', 'TEAMS', 'TOURNAMENTS', 'DOCUMENTS', and 'LOGOUT'. The main content area is titled 'Edit 2019 Washington Team 147-'. The form includes the following fields and sections:

- Team Number:** 147- (indicated by arrow 1)
- Organization:** (indicated by arrow 2)
- Location:** (indicated by arrow 3)
- Active:** ☒
- Region:** (indicated by arrow 3)
- Order #:**
- Created:** 2018-09-01 09:15:26
- Shipped:** 0000-00-00 00:00:00
- Purchaser:**
- Team Name:**
- Challenge:** unknown
- Mark as Chosen:** ☒
- Level:** unknown
- Buttons:** Save, View Digital Materials!
- Coordinator Section:** Includes a table with columns 'Name' and 'Email', a 'Replace Coordinator' button, and an 'Add Team Manager' button.
- Team Managers Section:** 'No Team Managers Found' with an 'Add Team Manager' button.
- Team Members Section:** 'No Team Members Found' with an 'Add Team Member' button.

1. First thing you'll notice is the team number. Washington State DI Team numbers always begin with 147. If your number doesn't start with a 147, please contact DI 1-888-321-1503 from 6AM to 2PM or via email at AskDI@dihq.org
2. The second thing to note is the organization and location. These fields are filled out by DI when the team number is purchased. You can update these fields up until the time registration closes. Location is used by the Affiliate Director to determine your tournament region. If you change your location, please notify the Affiliate Director at director@wa-di.org.
3. Your region is defined by the Affiliate Director.

 **WASHINGTON** [About](#) [Volunteer](#) [Start a Team](#) [Resources +](#) [Regions & Events +](#) [FAQs](#) [More +](#)

Click on a region below to learn more, and to see a list of their upcoming events.

Eastern Region
All teams located east of the Cascade Mountains and Skamania County.

North Sound Region
All teams located in Whatcom, Skagit, Snohomish, San Juan, and Island Counties, as well as some teams from King County, including those from Redmond.


Central Sound Region
Some teams located in King County, including those in the Bellevue area.

South Sound Region
All teams located in Clark, Cowlitz, Wahkiakum, Pacific, Thurston, and Pierce Counties, as well as some teams from King County, including those from Mercer Island.

Olympic Region
All teams located in Clallam, Jefferson, Mason, Grays Harbor, and Kitsap Counties.

<https://www.wa-di.org/regions--events.html>

There are 5 regions. The Affiliate Director uses the Location field to assign your team to a region. Each region has a regional tournament. The regional tournaments are usually spread over 2 to 3 weekends in late February and early March. If your team has a scheduling conflict with your regional tournament, please contact the Affiliate Director. Space allowing, we will help you move a tournament that occurs on a weekend that avoids the conflict. You can find information about each region from the Washington DI web page noted.



RESOURCES

[Help](#) | [Events](#) | [Store](#) | [DI S](#)

Program Year: 2

MY ACCOUNT

AFFILIATES

TEAMS


TOURNAMENTS

DOCUMENTS

LOGOUT

Edit Team

Edit 2019 Washington Team 147-



Team Number: 147-

Organization:

Location:

Active: ☒

Region:

Order #:

Created: 2018-09-01 09:15:26

Shipped: 0000-00-00 00:00:00

Purchaser:

Team Name:

Challenge: unknown

Mark as Chosen Challenge: ☒

Level: unknown

Save

View Digital Materials!

Coordinator

Name	Email

Replace Coordinator

Team Managers

No Team Managers Found

Add Team Manager

Team Members

No Team Members Found

Add Team Member

The next step is to add a Team Name. This is an optional choice but most teams select a name. This name can be different than your organization's name. Many teams have fun creating unique and creative names for their team.

You can change the team name until registration is closed.

DESTINATION IMAGINATION

RESOURCES

[Help](#) | [Events](#) | [Store](#) | [DI S](#)

Program Year: 2

[MY ACCOUNT](#)
[AFFILIATES](#)
[TEAMS](#)
[TOURNAMENTS](#)
[DOCUMENTS](#)
[LOGOUT](#)

Edit Team

Edit 2019 Washington Team 147-

Team Number: 147-
Organization:
Location:
Active: ☒
Region:
Order #:
Created: 2018-09-01 09:15:26
Shipped: 0000-00-00 00:00:00
Purchaser:
Team Name:
Challenge: unknown
Mark as Chosen Challenge: ☒
Level: unknown

Coordinator

Name	Email

Replace Coordinator


Team Managers
No Team Managers Found
Add Team Manager

Team Members
No Team Members Found
Add Team Member

Save

View Digital Materials

To view your challenge materials, select your challenge. You can change this choice. When you finalize your choice, check the box as your chosen challenge. Checking the box will help us to know you've picked your challenge and are not still evaluating the challenges. This choice needs to be finalized before the registration due date.



RESOURCES


Help | Events | Store | DI S

Program Year: 2

MY ACCOUNT | AFFILIATES | TEAMS | TOURNAMENTS | DOCUMENTS | LOGOUT

Edit Team

Edit 2019 Washington Team 147-



Team Number: 147-

Organization:

Location:

Active: ☒

Region:

Order #:

Created: 2018-09-01 09:15:26

Shipped: 0000-00-00 00:00:00

Purchaser:

Team Name:

Challenge: unknown

Mark as Chosen Challenge: ☒

Level: unknown

Save

Coordinator

Name	Email

Replace Coordinator

Team Managers

No Team Managers Found

Add Team Manager

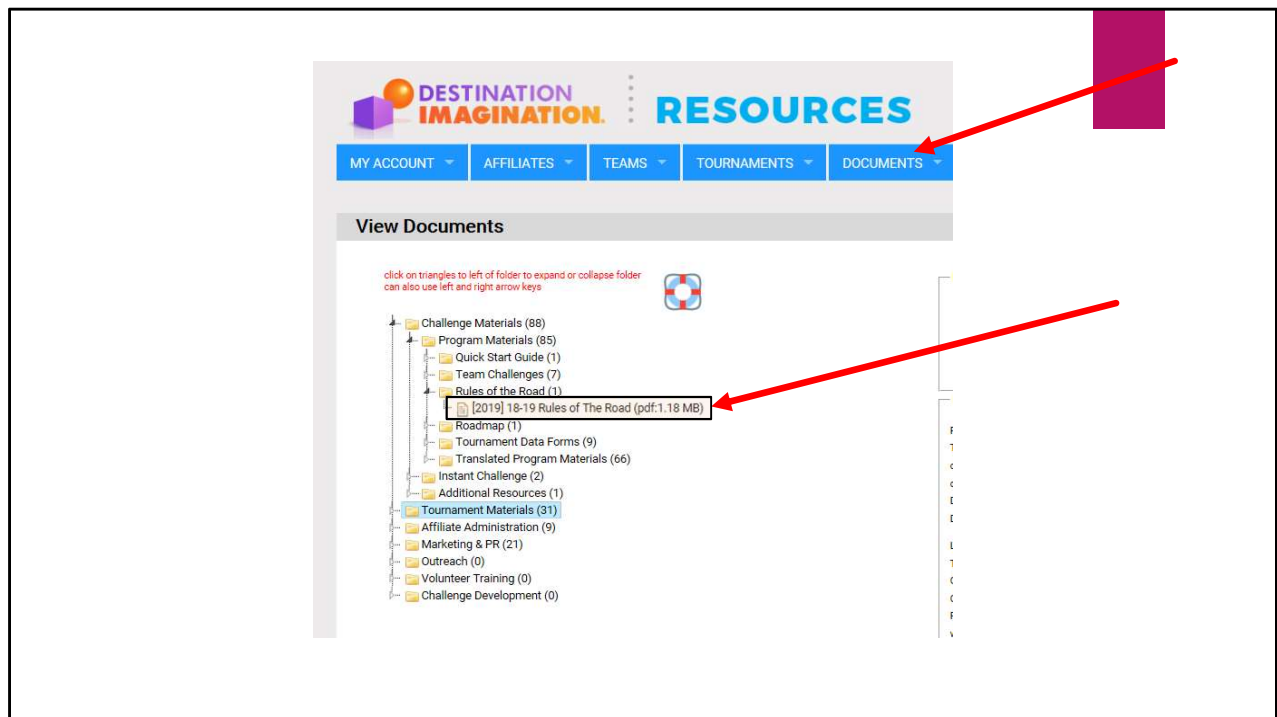
Team Members

No Team Members Found

Add Team Member

View Digital Materials!

The next step is to enter your competition level. There are rules that define your competition level in the Rules of the Road.



The rules of the road are found in the Documents menu, in the challenge materials section

Competition Levels

Grade Level Equivalents											
USA	England	Canada	Poland	Israel	Turkey	Korea	China	Singapore	Mexico	Pakistan	India
Elementary (EL)											
K	Year 1	Senior Kindergarten	Grade 0	K	K	Kindergarten	Primary 1	Primary 1	Kindergarten	Kindergarten	Pre-K
1	Year 2	1	Primary/Grade 1	1	Primary 1st Grade	1	Primary 1	Primary 1	1o de primaria	1	1
2	Year 3	2	Primary/Grade 2	2	Primary 2nd Grade	2	Primary 2	Primary 2	2o de primaria	2	2
3	Year 4	3	Primary/Grade 3	3	Primary 3rd Grade	3	Primary 3	Primary 3	3o de primaria	3	3
4	Year 5	4	Primary/Grade 4	4	Primary 4th Grade	4	Primary 4	Primary 4	4o de primaria	4	4
5	Year 6	5	Primary/Grade 5	5	Middle School 5th Grade	5	Primary 5	Primary 5	5o de primaria	5	5
Middle (ML)											
6	Year 7	6	Primary/Grade 6	6	Middle School 6th Grade	6	Primary 6	Primary 6	6o de primaria	6	6
7	Year 8	7	Primary/Grade 7	7	Middle School 7th Grade	7	Secondary 1	Secondary 1	7o de secundaria	7	7
8	Year 9	8	Primary/Grade 8	8	Middle School 8th Grade	8	Secondary 2	Secondary 2	8o de secundaria	8	8
Secondary (SL)											
9	Year 10	9	Secondary/Grade 9	9	Secondary 9th Grade	9	Secondary 3	Secondary 3	9o de secundaria	9	9
10	Year 11	10	Secondary/Grade 10	10	Secondary 10th Grade	10	Senior Middle 1	Secondary 4	1o de preparatoria	10	10
11	Year 12	11	Secondary/Grade 11	11	Secondary 11th Grade	11	Senior Middle 2	Secondary 5, JC 1, Pre A1, Poly Year 1, Nitco 1	2o de preparatoria	11	11
12	Year 13	12	Secondary/Grade 12	12	Secondary 12th Grade	12	Senior Middle 3	JC 2, Pre A2, Poly Year 2, Nitco 2	3o de preparatoria	12	12

4. When choosing to determine competition level by date of birth, use the chart below.

LEVEL	DATE OF BIRTH
Elementary Level (EL)	No student born before June 15, 2007
Middle Level (ML)	No student born before June 15, 2004
Secondary Level (SL)	No student born before June 15, 2000

5. When choosing to determine competition level by grade (U.S.), use the chart on the next page. If you do not

EACH team's competition level is set by the team member age OR grade level

Review the Rules of the Road Competition Level section to identify your team's competition level. Each team chooses their competition level based on the age OR grade level of the team members. A school name that includes the word 'elementary' may or may not compete at the elementary level. Make sure you evaluate each team individually to make sure they are competing at the right level.

DESTINATION
IMAGINATION

RESOURCES

[Help](#) | [Events](#) | [Store](#) | [DI S](#)

Program Year: 2

MY ACCOUNT

AFFILIATES

TEAMS

TOURNAMENTS

DOCUMENTS

LOGOUT

Edit Team

Edit 2019 Washington Team 147-

Team Number: 147-

Organization:

Location:

Active: ☒

Region:

Order #:

Created: 2018-09-01 09:15:26

Shipped: 0000-00-00 00:00:00

Purchaser:

Team Name:

Challenge: unknown

Mark as Chosen Challenge: ☒

Level: unknown

Save

View Digital Materials!

Coordinator

Name	Email

Replace Coordinator

Team Managers

No Team Managers Found


Add Team Manager

Team Members

No Team Members Found

Add Team Member

The name of your coordinator is entered by DI when the membership was purchased. If you have a coordinator that is different than the person who purchased the membership, you can change it. The coordinator generally receives all communications we send to team managers.



RESOURCES


Help | Events | Store | DI S

Program Year: 2

MY ACCOUNT | AFFILIATES | TEAMS | TOURNAMENTS | DOCUMENTS | LOGOUT

Edit Team

Edit 2019 Washington Team 147-



Team Number: 147-

Organization:

Location:

Active: ☒

Region:

Order #:

Created: 2018-09-01 09:15:26

Shipped: 0000-00-00 00:00:00

Purchaser:

Team Name:

Challenge: unknown

Mark as Chosen Challenge: ☒

Level: unknown

Save

View Digital Materials!

Coordinator

Name	Email
------	-------

Replace Coordinator

Team Managers

No Team Managers Found

Add Team Manager

Team Members

No Team Members Found

Add Team Member

Since you claimed your team, you should see your name here. You should add any other team managers here as well. At least one team manager who accompanies the team to the tournament must be listed here.

DESTINATION
IMAGINATION

RESOURCES

[Help](#) | [Events](#) | [Store](#) | [DI St](#)

Program Year: 2

MY ACCOUNT

AFFILIATES

TEAMS

TOURNAMENTS

DOCUMENTS

LOGOUT

Edit Team

Edit 2019 Washington Team 147-

Team Number: 147-

Organization:

Location:

Active: ☒

Region:

Order #:

Created: 2018-09-01 09:15:26

Shipped: 0000-00-00 00:00:00

Purchaser:

Team Name:

Challenge: unknown

Mark as Chosen Challenge: ☒

Level: unknown

Save

View Digital Materials!

Coordinator

Name	Email
------	-------

Replace Coordinator

Team Managers

No Team Managers Found

Add Team Manager


Team Members

No Team Members Found

Add Team Member

10

The team manager should enter the names of the team members here. This list is primarily used by global finals. You can register for a regional tournament without completing the Team member section here.



RESOURCES


Help | Events | Store | DI S

Program Year: 2

MY ACCOUNT | AFFILIATES | TEAMS | TOURNAMENTS | DOCUMENTS | LOGOUT

Edit Team

Edit 2019 Washington Team 147-



Team Number: 147-

Organization:

Location:

Active: ☒

Region:

Order #:

Created: 2018-09-01 09:15:26

Shipped: 0000-00-00 00:00:00

Purchaser:

Team Name:

Challenge: unknown

Mark as Chosen Challenge: ☒

Level: unknown

Save

View Digital Materials!

Coordinator

Name	Email
------	-------

Replace Coordinator

Team Managers

No Team Managers Found

Add Team Manager

Team Members

No Team Members Found

Add Team Member

The last step in DI Resources is to make sure you hit SAVE before you leave this page. Your changes will not be retained if you don't!



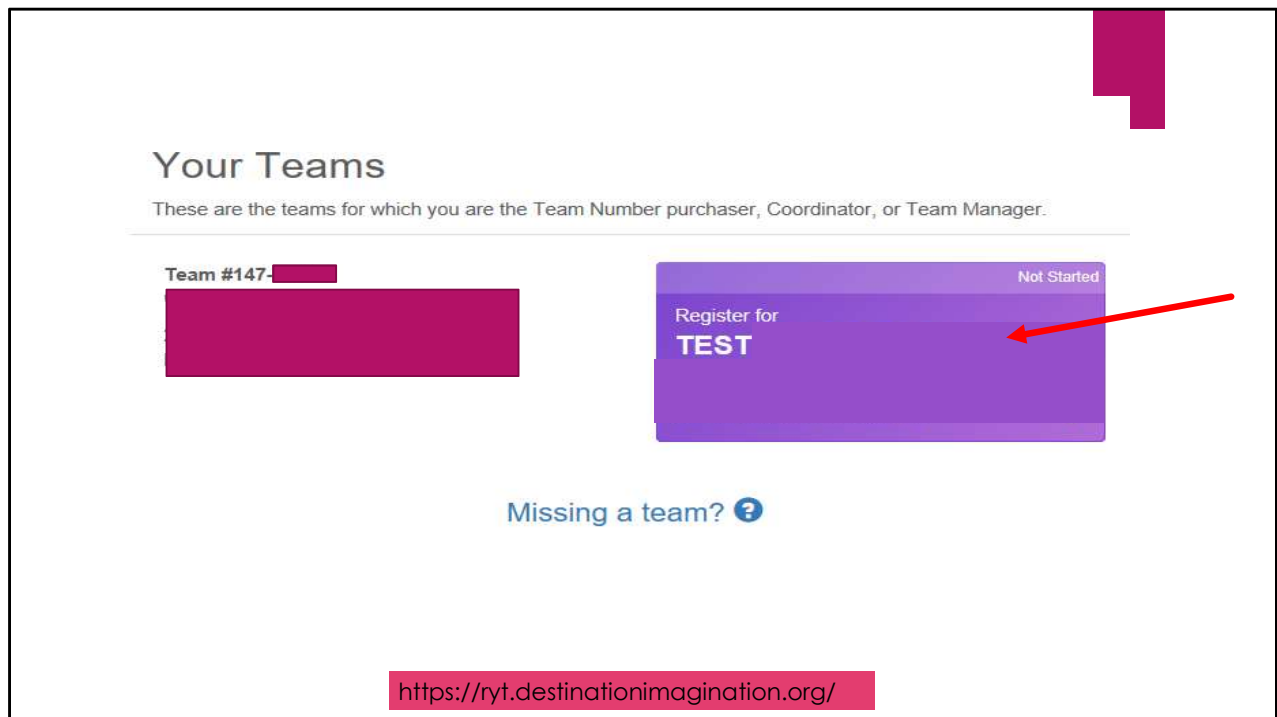
Next Step: Register Your Team for a tournament

You've done a lot of data entry, but you're still not registered for a tournament. The good thing is, some of the information you just entered will be automatically entered into the next step for you.

<https://ryt.destinationimagination.org/>

Tip:
Log in
using the
same user
id and
password
you used
to log in to
DI
Resources

The first step in registering for a tournament in Washington is to log in at Register Your Team.org. The website is <https://ryt.destinationimagination.org/>. While this web page is different than the web site used for DI Resources, the two web sites are linked. Log in using the same user-id and password that you used to log in to DI Resources.



When you log in to Register Your Team, you will see your team in the list and a purple registration box to the right. Click on the 'Register for' box next to your team name to work on your registration.

Basic Information **✓ Complete** [Edit Basic Information](#)

Team Name
Not set

Team Number
147-2

Challenge

Level


Organization

Coordinator

<https://ryt.destinationimagination.org/>

The first section you will see is for Basic Information. All of this information was previously entered in the DI Resources screen. To make changes to this information, return to DI Resources and edit the team there. There is additional information you can enter about the team by selecting the edit basic information button

Return to DI Resources to make team changes

The information above is pulled in automatically from the DI Resources website.
 You can [view DI Resources to make changes here](#) 
 It will open in a new window, and you may be asked to log in again. When you are finished, you can return to Register Your Team and refresh the page to see your changes.

Comments / Special Circumstances

If there are any special considerations that the tournament director should be aware of, please mention them here. Otherwise, please leave this field blank.

Extra Registration Administrators

No extra users have been set as administrators for this team.

+ Add another administrator

Optional Team Managers, Coordinators, and the purchaser of your DI materials automatically have administrator access to your team's registration. If you like, you can make others administrators of this team's registration as well. They will have the same level of access that you do.

Save and Continue

Enter non-scheduling special circumstances here

Add users to your team registration here

<https://ryt.destinationimagination.org/>

The Edit basic information page includes a link to take you back to the DI Resources page.

In the Comments / Special Circumstance, you can enter team information here. Do not use this section for tournament scheduling requests. A different location will be provided to identify tournament scheduling requests. Use this section to identify non-scheduling special considerations needed for your the team.

If you need to provide access to another person in RegisterYourTeam who is not a team manager or team coordinator, you may enter them here. This might be desirable if the person who is paying for the tournament registration is different than the person who purchased your DI membership number.

Tournament scheduling requests

Tournament scheduling is highly complex!

Teams should plan to be at the tournament all day.

<https://ryt.destinationimagination.org/>

⚠ Registration Questions

Scheduling the tournament is a very complex process. We will do our best to meet any scheduling requests. Please answer these questions to the best of your ability.

Do you have a team member on more than one team. If so, please identify the team numbers.

Do you manage more than one team? If so, please identify the team numbers so we can make sure to schedule those teams at different times.

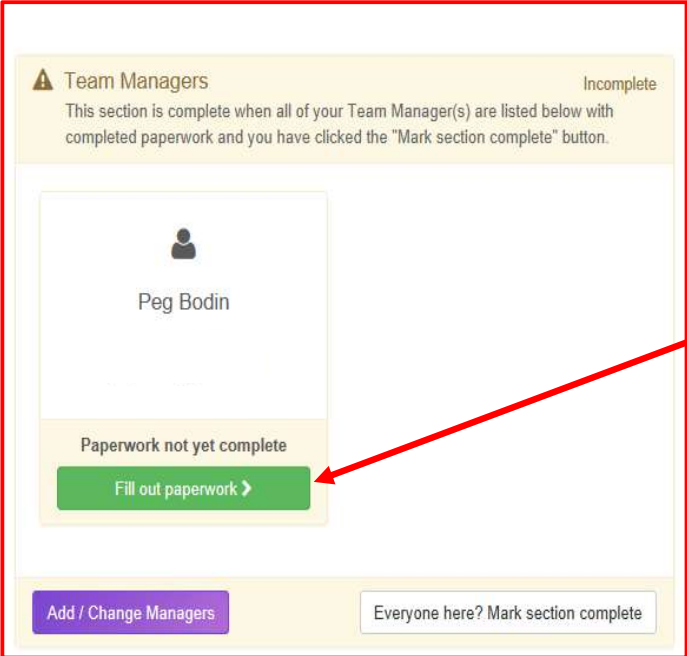
Do you or any of your team members have children / siblings also competing at this tournament? If so, please identify the team number.

Please identify any other scheduling concerns.

Submit Answers


Redo this screen shot for 2nd question

The next section called 'Registration Questions' is associated with special requests for tournament scheduling. Tournament scheduling is a highly complex process. We attempt to meet special requests. However, it is not always possible. A request for your team to compete at a particular time impacts all of the teams in your team challenge and division. It can also impact the number of volunteers required to manage the tournament. All teams should expect their tournament experience to last all day.



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.


Peg Bodin

Paperwork not yet complete

[Fill out paperwork >](#)

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

The next section is for Team Managers.

Make sure all of your team managers are listed in this section. If they aren't here, return to DI Resources to add missing managers.

Next, EACH team manager must log in to Register Your Team and click on the 'Fill out paperwork' button.

Team Manager Paperwork

*Beginning in 2018-19 season ,
all team managers must
have a background check.*

*Please see our Child
Protection Policy at*

*[https://www.wa-
di.org/background-
checks.html](https://www.wa-di.org/background-checks.html)*

How many years have you been
a team manager?

☐ 1st year
☐ 2-4 years
☐ 5-7 years
☐ 8-10 years
☐ 11 or more years

Background checks are
required for all team managers
in accordance with
Washington DI policy. Please
select one of the following
options related to your
background check

☐ I am a current Washington State Teacher. A copy of my current district ID has
been emailed to director@wa-di.org
☐ I am a volunteer at a Washington State school district that requires volunteer
background checks. Clearance documentation has been emailed to
Director@wa-di.org
☐ I have obtained a Verified Volunteer background check

Please enter Teacher License
number or background reference
check number

The majority of our team
manager communications occur
via email. If you would like us to
contact you via text message,
please enter your cell phone
number here.

Volunteer Agreement Please read this agreement and indicate your acceptance below. (A copy will be e-mailed to the
address you provided above for your records.)

Code of Conduct

Thank you for volunteering with Destination Imagination, Inc. (DI). We are excited you
have given your personal time to assist with running our program, so students have the
opportunity to learn and experience the creative process from imagination to innovation.

Our primary participants are teams that consist of young people, and we want to ensure
they have the most positive experience possible while involved in the Destination
Imagination programs and showcasing their solutions. As such, we expect our volunteers
to conduct themselves in a manner that positively represents our organization. Integrity

The Team Manager paperwork includes a number of questions and requires you to
complete the Code of Conduct. UPDATE FOR BACKGROUND CHECK

Team Members Incomplete

This section is complete when all participating Team Members are listed below and you have clicked the "Mark section complete" button.

No release forms have been completed by your Team Members' parents / guardians.

+ Add Team Members Everyone here? Mark section complete

Adding a Team Member

Add Team Members by asking the parent / guardian for each Team Member him/herself (or the Team Member him/herself if 18 or older) to fill out the Release Form located at:

<https://registeryourteam.org/participant/147> [redacted]

How it works:

- ✓ Share the link above with the parent / guardian (or Team Member him/herself if 18 or older) 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.

Close

Children names entered in DI Resources page represent the team manager's identification of team members.

Children entered in the Register Your Team web site represent children with parent permission.

We use the Register Your Team student listing for tournament materials.

The next section is associated with Team members.

Team Member names do not transfer from DI Resources to Register Your Team. DI Resource represents the team manager's identification of team members. RegisterYourTeam represents those team members with parent permission.

The parents of each Team Member must complete their permission by responding to a survey that you will email to them. When you click on the 'Add Team Members' button, it provides you an 'Adding a Team Member link'. Copy that link and send it to the team member's parents.

Parent Permission – Team Member

The screenshot shows a web browser window displaying the 'Team Member Registration' form. The page header includes the 'DESTINATION IMAGINATION' logo and the text 'REGISTER YOUR TEAM'. A navigation bar shows 'Dashboard' and a user login 'Logged in as pegboding@gmail.com'. The main heading is 'Team Member Registration', followed by a sub-heading 'To be completed by the parent / guardian of minor participants'. The registration details state 'You are registering a participant for the [redacted] team from [redacted] (#147 [redacted])'. The form is divided into two main sections: 'Participant Information' and 'Parent / Guardian Information'. The 'Participant Information' section includes fields for 'Name' (split into 'First (Given)' and 'Last (Family)'), 'Age on June 15, 2019' (a dropdown menu with 'Please Select'), and 'Current Grade' (a dropdown menu with 'Please Select'). Below the age dropdown, a note states 'Age is used to determine eligibility for each level of competition.' Below the grade dropdown, a note states 'Grade is also used to determine eligibility for each level of competition.' The 'Parent / Guardian Information' section includes fields for 'Name' (split into 'First (Given)' and 'Last (Family)').

DESTINATION IMAGINATION REGISTER YOUR TEAM

Dashboard Logged in as pegboding@gmail.com

Team Member Registration

To be completed by the parent / guardian of minor participants

You are registering a participant for the [redacted] team from [redacted] (#147 [redacted])

Participant Information

Name: First (Given) [text box] Last (Family) [text box]

Age on June 15, 2019: [Please Select]
 Age is used to determine eligibility for each level of competition.

Current Grade: [Please Select]
 Grade is also used to determine eligibility for each level of competition.

Parent / Guardian Information

Name: First (Given) [text box] Last (Family) [text box]

When you send the link to the team member parent, they fill in name, confirm age and grade, provide emergency contact information, and any medical information that might be needed during the tournament. The form ends with a parent release.

Team Manager Instant Challenges

Challenge: Parent doesn't have a computer.
Recommendation: Provide access to parent during your team meeting.

Challenge: Parent doesn't read/write English
Recommendation: An interpreter may read the team member questions for the parent and enter answers as dictated by the parent

Please contact registration@wa-di.org if you have a challenge that you need assistance solving.

In DI, team members are not the only ones solving instant challenges! Team manager's get instant challenges throughout the year. These are some common challenges team manager's experience around registering students for the tournament.

Team Manager Instant Challenges

- Challenge:** Parent already completed a permission slip to participate in DI. Can the Team Manager enter the parent information from that?
- Recommendation:** No. Your permission slip grants permission to you and does not extend to Washington DI.
- Challenge:** One of the children has dropped out.
- Recommendation:** Include that child on your Declaration of Independence forms but do not add the child to RegisterYourTeam. Leave the child in the DI Resources list of team members.

Here are some more Team manager instant challenges and ideas to address the challenge.

Team Members

THE TEAM MEMBER PARENT MUST COMPLETE THE LINK.

A Team Manager is not allowed to complete the Team member sign-up on the parent's behalf.

Tip! *This section can be done well in advance of completing registration. Do it now so you aren't trying to track down parents over Christmas break!*

Appraiser Volunteers

Washington DI tournaments would not exist without the wonderful volunteerism of people just like you!

Each team is required to identify a volunteer to represent their team.

The appraiser volunteer is trained to officiate this tournament. It's fun and rewarding, and requires no specific experience or expertise.

Each team is required to provide at least 1 appraiser. More than 1 appraiser is fantastic!

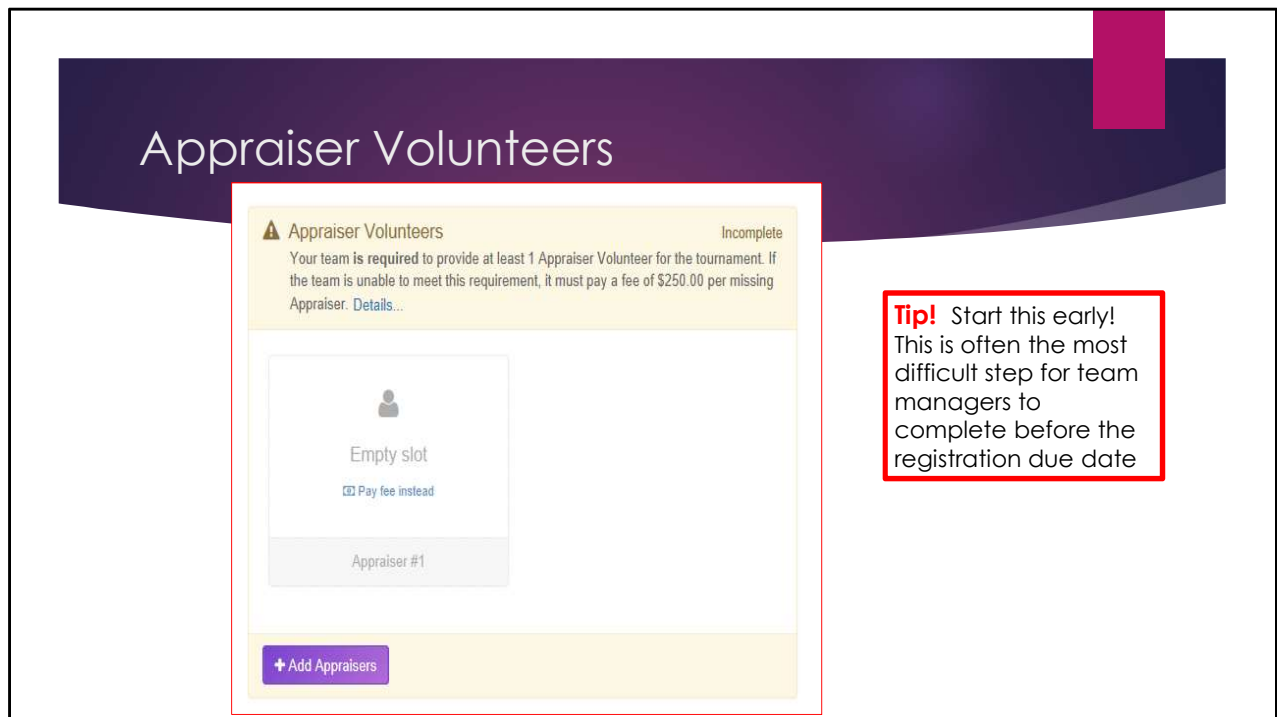


Appraiser Volunteers

Appraiser volunteers are required to commitment to attend the training day and all day at the tournament.

Parent and grandparent volunteers will not be able to watch their own child's performance. They will be too busy appraising someone else's child!

DI rules require that your appraiser volunteer must be 18 or older and be out of high school.



The next section in RegisterYourTeam is for appraiser volunteers.

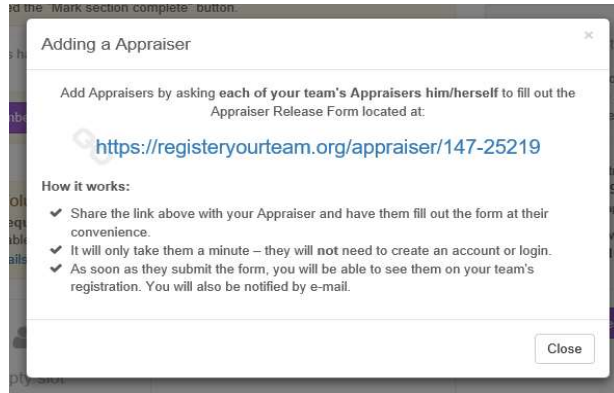
The appraiser must complete the appraiser section. This is how they agree that they are available for the tournament AND training. This is how we communicate our expectations to them.

Make sure you have an appraiser you and we can rely on. It is very difficult to find and train appraisers after our appraising teams have been formed and trained. There is a \$250 fee if you don't provide an appraiser and this fee will be charged if your appraiser doesn't come for the training and tournament.

Please don't encourage an appraiser to sign up if they aren't sure. Changes to your appraiser name after registration closes will trigger the late registration fee of \$100. We work hard to balance appraisal teams and changes to appraisers impact this balance and causes extra work to our tournament officials who are also volunteers.

To sign up an appraiser, click on the 'Add appraiser' button

Appraiser Sign Up



**APPRAISER
VOLUNTEER MUST
COMPLETE THE LINK.**

A Team Manager is not allowed to complete the appraiser volunteer sign-up on the appraiser's behalf.

Pull the link from the pop up and email it to the appraiser to fill out.

Appraiser
Sign-up

DESTINATION
IMAGINATION

REGISTER
YOUR TEAM

Dashboard

Appraiser Registration

You are registering as an Appraiser for [redacted]
Tournament taking place on [redacted] representing [redacted] team from [redacted]

Appraiser volunteers are trained to officiate this tournament. It's fun and rewarding, and requires no specific experience or expertise – but it does require a commitment of your time. You must be 18 or older and be out of high school.

This is an all day commitment. Parent and grandparent volunteers will not be able to watch their child's performance.

Please understand that by filling out this form you are COMMITTED to attend the following two events:

The appraiser is committing to attend a training session as well as the tournament. If you have an appraiser that cannot make the training date, we might be able to make another option available to your appraiser such as attending training at a different region's training. Every appraiser MUST attend training including returning appraisers.

Team Manager Instant Challenges

Challenge: I can't find a volunteer

Recommendation:

Consider service organizations, college students, senior citizens, co-workers, neighbors, church, friends... Volunteering is a rewarding experience. Many of us were recruited as a volunteer and came back year after year.

Do not put in a 'temporary name'. We work hard to create an appraiser team that is balanced. Changes to volunteers impacts our planning. Any changes after the registration due date will result in a late fee being assessed.

In DI, team members are not the only ones solving instant challenges. Team manager's get instant challenges throughout the year. These are some common challenges team manager's experience around volunteers.

Team Manager Instant Challenges

- Challenge:** I have more than 1 person willing to volunteer
Recommendation: Great! Have both sign up. Please do not provide a volunteer and a back-up. Multiple volunteers representing a team will not be assigned to the same volunteer activity. We need many more volunteers than the teams provide.
- Challenge:** I have a volunteer but they are under 18 or are still in high school
Recommendation: We have a tremendous need for support volunteers and can use your volunteer that way. However, your volunteer appraiser MUST be at least 18 and be out of high school

In DI, team members are not the only ones solving instant challenges. Team manager's get instant challenges throughout the year. These are some common challenges team manager's experience around volunteers.



Every year, volunteers ask if they can volunteer AND watch their child. Appraisers cannot do this because appraisers cannot appraise their own child. In addition, the challenge competitions are occurring concurrently so your appraiser will be busy appraising other children when their child is competing.

It is possible to volunteer as a support volunteer and still watch their child. However, a support volunteer does not meet the teams' requirement to provide an appraiser.

Appraisers must be 18 and out of high school. However support volunteers can be under 18. This is a great way to meet volunteer requirements for high schoolers!

Payment

Credit cards are the easiest way to pay.

Credit card payments made through the Register Your Team link will be reflected immediately.

Need someone else to pay? You can add them as an administrator in the Basic Information edit screen.

OR

Mail checks to:
Washington Imagination Network / WA-DI
P.O. Box 2042
Silverdale, WA 98383

⚠ Tournament Fee Payment

Incomplete

This section will be shown as complete once the tournament payment is received.
(A late fee of \$100.00 will be applied to registrations that are not complete by January 9 at 11:59pm) Please note that in most cases, the tournament fee is non-refundable.

Tournament Fees	
Tournament Fee	95.00
Total Tournament Fees	95.00
Transactions	
Total Transactions	0.00
Balance	95.00

[View Statement / Receipt](#)

You currently owe **\$95.00**

[✉ Mail a Check](#)

Oops This tournament is set up to accept cards, but the tournament administrator hasn't connected their account. Please let them know.

The easiest way to pay your tournament fee is by credit card. If you are only paying for 1 or 2 teams, the easiest way to do that is using the link available in RegisterYourTeam. You can provide access to your another person with a DI Account if they will be making the payment. To do that, add them to your team as an administrator in the Edit Basic Information option near the top of the team registration.

If you want to pay by check. That's fine, too! Just make sure to mail the check so it arrives before the registration deadline. We will post your payment to the RegisterYourTeam site when we receive the check. The address to mail the check is **Washington Imagination Network / WA-DI P.O. Box 2042 Silverdale, WA 98383**

Optional: Multiple Team Payment process

<https://www.wa-di.org/registration-process---regional.html>

OPTIONAL: HOW TO PAY TOURNAMENT FEES IF YOU HAVE MORE THAN ONE TEAM

Team coordinators with multiple teams can pay for the tournament fee for all teams at the same time using one of the methods listed below. The teams will be marked paid between 24 and 48 hours after payment is received.



Credit and Debit Card Payments

Payment for one or more teams can be made using Click and Pledge. Make sure you identify the team numbers you are paying for in the notes. If you don't have enough space, email registration@wa-di.org with the full list.

For teams that are part of a larger group, it may be easier to use the external credit card process. That link is available on the Washington DI web site at

<https://www.wa-di.org/registration-process---regional.html>

Make sure you identify the teams you are paying for. We will normally mark your team paid on RegisterYourTeam within 24 hours of receiving the payment notification. Please contact us if you don't see the payment recorded within 2 days.

Finalizing Your Registration

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.

Peg Bodin

✓ Paperwork is complete
Primary Manager

Add / Change Managers

Everyone here? Mark section complete

✓ Team Managers Complete

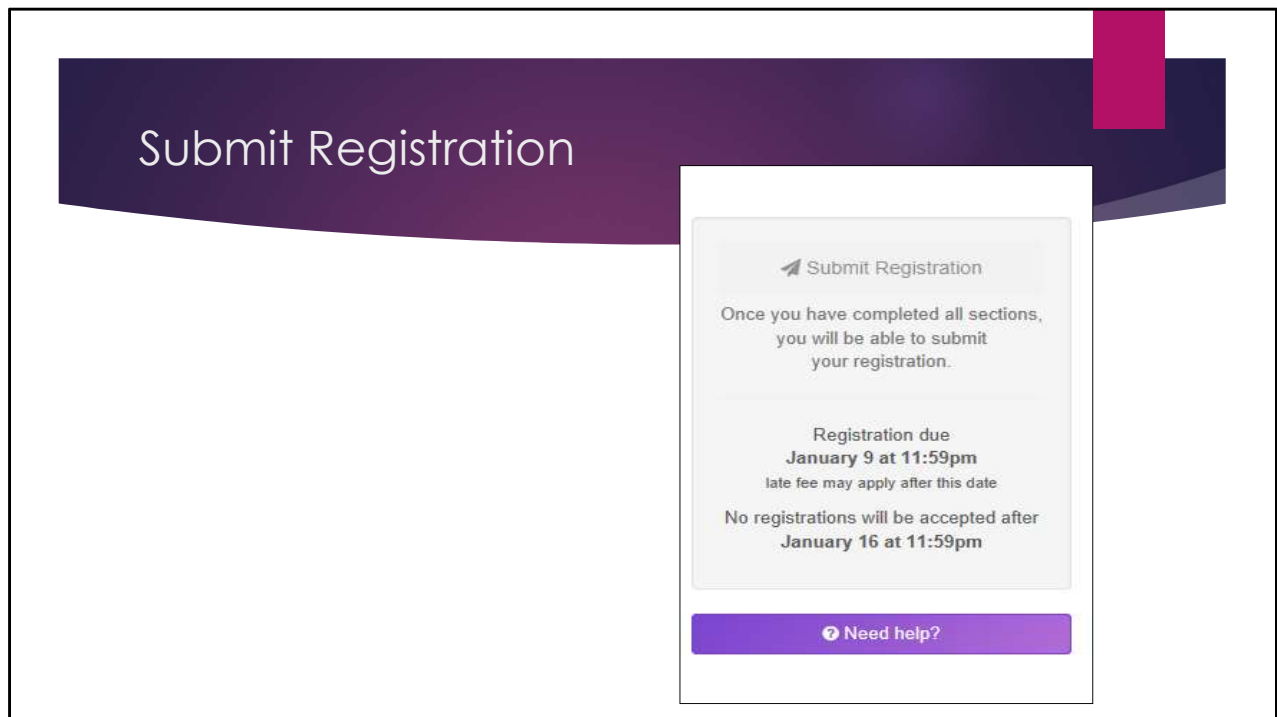
Peg Bodin

✓ Paperwork is complete
Primary Manager

Make changes to this section

Tip! When you are done, your registration will be all green. Yellow sections indicate something

Each section has a 'Mark section complete' button. As you process each section, mark it complete. It will turn the header for each section to green and mark it complete. You can still reopen the section with the 'Make changes to this section' button'



After all of the sections are marked complete and turned green, the submit registration button at the top of the registration button will be enabled. When you have completed everything and are sure you won't need to make any changes, click on the submit registration option. If you submit registration and then realize you need to make a change before the registration due date, contact registration@wa-di.org. If you need to make changes after the registration due date, we can still open the registration but the system will automatically charge you a \$100 late fee.

If you need help, click on the purple 'Need help' button for your key contacts associated with the tournament.

Questions?

Affiliate Registrar, Peg Bodin at Registration@wa-di.org

Affiliate Director, Lindsey Holdren at Director@wa-di.org
or (360) 610-7416