

## EKU-TSA Registration Instructions for Teachers

If you do not see your school name listed in the list of schools participating at EKU-TSA, contact: [vigs.chandra@eku.edu](mailto:vigs.chandra@eku.edu), [sergio.sgro@eku.edu](mailto:sergio.sgro@eku.edu), or [ni.wang@eku.edu](mailto:ni.wang@eku.edu)

To register your Students for a EKU-TSA Event please follow these steps:

- Click the "Login" Tab in the Navigation at the top of the page
- Login using the username and password that was provided for you by the EKU-TSA site administrators (Serg, Vigs, or Ni). The username and password for most users is identical to the one you used in previous years. We have sent out emails to those schools whose login information has changed. If you would like to receive an email with the login information please email us.
- Click on the "STUDENTS" tab. Scroll to the right and click the "New Student" button for creating a record for each student. Provide their first and last names. If two students have the same first and last names, please include the middle name as part of the first name.
- Click on the "EVENTS" tab, and from the list of events that appears click on the symbol of a "paper" (Register Students) in blue, next to the event for registering student(s) for each specific event.
- If the event you checked requires a team, then you must also associate students with specific teams (it could be a team of 1 if needed).
- Once you have registered students with a specific event by selecting/deselecting each (and as needed assigning them to specific teams), click on the "EVENTS" tab for accessing the list of events again. Repeat the process for registering students in events your school will be participating in.
- If you have students who are not participating in any specific EKU-TSA events and will be observing the events this year, please do not link the students with any specific event, but they do need to be registered in the EKU-TSA system.
- Your Student's Record should now be in the Database. You can verify this by clicking on the drop-down menu item next to "ROSTERS". Rosters are available both for individual students and by specific events.
- You can view, edit, or delete the Student's Record at any time by clicking on the "STUDENTS" tab, and then accessing either the eye (view), pen (edit), trash can (delete) respectively.

Congratulations! You have successfully registered your Student for EKU-TSA Events. If you have any questions, check out our FAQ page, or Email an EKU administrators Serg, Vigs, or Ni.