

NH-DI Registration from the Coordinator Point of View



Important Dates

- Meet Dates
 - Swanzey and Tilton will be on March 6th
 - Bedford and Plaistow will be on March 13th
 - States – Nashua – will be on March 27th
- Registration Dates
 - Regional Registration due by 12/18/09 (late fees begin after this date)

NH-DI Team Registration Process

All team registrations are entered online.

It's easy! Here is how it is done:

First, YOU -- the school coordinator -- logs in at <http://www.nh-di.org/online>

As the coordinator, on the main page after login you should see the number of team where you are the coordinator (gray area below Role). If the number is zero, NH-DI has not been notified of any team numbers you have purchase from DI Headquarters in New Jersey. You will need to purchase your team numbers before you can proceed with registering your teams.

Fill in your team managers

NH-DI does not know who your team managers are. We rely on you as the coordinator / purchaser of the team numbers supplying this information. Once you do, you and the team manager can together supply the information we need to register your teams.

To register your team managers, click the link in the action column labeled register my teams. Your teams should be displayed including who is currently listed as the coordinator and team managers. To change the team managers for a specific team, click on its team number button. This will display detail about the selected team.

To add a team manager, click on the Adults link. On the displayed page (Register Team: Adults), you add a team manager by first trying to find them in our database. This is done by entering a bit of information (such as their last name or your town) that will help us narrow the search. After entering the narrowing information, click Find at the bottom of the page. To choose one of the people listed, click on the green check mark to the left of their name. You can repeat this process, to add a second team manager or to use a different set of narrowing information.

If you don't find the person you are looking for, you will need to add them. This is done with the Add Person link to the left of the Find button. You will need the person's name, email address and at least one phone number to add them.

Once you add your team managers, your team managers can log into the system and see their teams also. You are the coordinator – you are the enabler. You (as the coordinator) and the Team Managers can both assist in registering the team by supplying all required information.

Paying Registration Fees for your Teams

The fee for registering a team depends on the following factors:

- if they are a competitive or rising stars team
- whether you supply an appraiser for the team
- whether you register the team before the deadline of 18-Dec-2009

You can see the current fees for all your teams by clicking on the teams tab in the top menu, followed by view my bill in the left menu. At the bottom of the list of all your teams, click on All Teams. A summary of the fees for all your teams will be displayed.

NH-DI will take payment by credit card, check or purchase order. All 3 methods are available for an individual team. If you want to pay for multiple teams, you probably want to follow the purchase order method. If you want a bill (perhaps to be submitted to a school), click on view my bill (in left menu after clicking on teams tab in the top menu). After selecting the team or teams to view, click the Print This Bill link below View Bills.

If your team managers are filling in team information, PLEASE tell them how you want them to handle payment! They can pay for their team with a credit card or PayPal, send a check OR get on a school / organization invoice. To get on an invoice, YOU must contact me (868-2140) to set this up. I will give you a code your TMs can use in the Payment section of the registration form.

About Appraisers:

Registering an Appraiser is a 2 step process for each team:

Step 1. You or the Team Manager needs to designate an individual as a team's Appraiser by providing their name, email address and phone number on the team's registration page. Make sure to give your Appraiser the basic information about being an Appraiser (particularly for first timers). A copy "About Appraising -- 2010" is on our website – www.nh-di.org/important_papers.htm

Step 2. Then, your Appraiser needs to go online and tell NH-DI about their choices for Meets, Trainings and Challenges

The second step (providing choices) is done using the same website as team registration (<http://www.nh-di.org/online>). The Appraiser needs to log in using their account and complete the offer to appraise. After the appraiser has logged in, they will see in the gray area below Role a section for appraising (just below team manager / coordinator). It lists if they have made an offer to appraise and if a team has requested they be their appraiser. To the right is link (offer to appraise). By clicking on this link they can provide NH-DI with their choices.

Both step need to be completed by 12/18/09.

Questions? Don't hesitate to give me a call!

Jill
868-2140