

Texas DI Teams,

Please be sure to register your team(s) on the Texas DI website [www.texasdi.org](http://www.texasdi.org) . The instructions and steps are listed below. You will also, need to sign up or register for your regional tournament with your region. You can either visit their website (website links can be found under Region List) or contact your regional director. Please feel free to call our office, if you have any questions. We will be happy to walk you through the Texas registration process over the phone. We want to be sure everyone registers their team(s) on the Texas website so we can better serve you.

### Registering Your Team on the Texas DI website

1. Go to [www.texasdi.org](http://www.texasdi.org) and click on the “*Registration and Forms*” tab at the top of the page.
2. The screen will open to the first page of the registration.
3. Click on the “*Team Manager’s Logon*” link at the bottom of the page. On the next page you will see:  
*“If this is your first time to register this year, please click the **Register** button and enter as much information as possible. If you have already registered, enter your Userid and Password, and then click the **Logon** button to view and maintain your information.”*
4. If this is your first time to register **this year**, click the **Register** button. On the Registration Profile page, you will input your personal information and click on **SAVE**. Your Userid, Password and Email are the only required fields.
5. You can edit your information and click **UPDATE**.
6. Next, you need to click the “*Add a Team*” link.
7. On the next page, fill in as much information as you possibly can. Then click the **SAVE** button. Many people will fill out all of the information at one time, but others will need to return to the registration page to add information. You will be able to add your team members and **other team managers**.
8. For future updates, you will need to logon using your Userid and Password. Then you will be able to maintain your team’s information.
9. Check with your regional director to find out if they want the names of appraisers and volunteers on a paper registration.
10. If you have any questions or concerns, please contact Sue Shanks ([sshanks@geusnet.com](mailto:sshanks@geusnet.com)) or Jenny Jarvis ([jarvisj@greenvilleisd.com](mailto:jarvisj@greenvilleisd.com)) by e-mail or phone 903.408-4452. Jenny is in the office from 8 am- 4pm. We will be happy to walk you through the process over the phone, if you need additional help. Please do not hesitate to call.

Again, thank you for participating in Texas DI and good luck to you and your team.

Sue Shanks  
Affiliate Director