

Registration Instructions:

1. Sign in to your account at www.texoassociation.org (contact us if you do not have/don't remember your credentials)
2. Click "Register"
3. Select "Add" by the registration options you'd like to sign up for- **if signing up for a sponsorship that includes a complimentary team, register for both, and TEXO will adjust the pricing for your team after you register**
4. Click "Proceed to Checkout" when you've selected everything you'd like to register for
5. **ONLY APPLICABLE FOR WASHER TEAMS**- If you know any of your team member's names, you can add them on this screen by clicking the "Manage Teams" button. If not, you can add them later following the steps below.
6. To pay by credit card, fill in the requested information, and click "Submit"
7. To bill your company (invoices will be sent after the event), Click the "Pay Later" button, fill in your Company's PO information, and click "Submit"
8. Let us know if you have any questions!!

To Update Your Washer Team Names:

1. Sign in to your account at www.texoassociation.org (contact us if you do not have/don't remember your credentials)
2. Click "Hi, Your Name" at the top of the page to go to your account
3. Click "Manage Teams" under your profile
4. Click the "Manage" button by the Tailgate on the next page
5. Add or Update any team members that will play
 - a. To replace a team member name, click "Remove" by the person's name and follow the below steps to add a new person
 - b. Click "Search/Add" on the Team that you want to add a new person to
 - c. Type the person's name and their company and click "search" to search for the individual
 - d. Click "Add" by the individual you want to add

****Please do not skip this step- we have thousands of people in our database, please check to see if they are there before adding a new person!****

 - e. If the person does not appear in your search, fill in the requested information on the form, and click "Add" at the bottom of the page.

****Please do not enter an email in the email field if it does not belong to that person****
6. Continue the above process for all team members
7. Please let us know if you have any questions!