

HSE Destination Imagination Registration Process

HSE DI is utilizing digital signup for registration this year. All persons joining HSE DI this year regardless of what school they attend will use this system to register. Here are the instructions for registration this year. **Registration Deadline: October 22, 2019. After this date a late fee of \$50 will be added.**

Step	Action	Result
1	Go to the website: www.hsedi.com	Website www.hsedi.com displayed.
2	From this website click on: Get Involved at the top of the page, then scroll down to the bottom of the page to Step 5 of the webpage.	
3	Under Step 5 click on Register Here	You will be taken to the digital signup form to either create a new account or Login with an existing account.
4	If first time signup, proceed to step 5. If account is already created, proceed to Step 7.	
5	If this is your first time registering for HSE DI, click on: Create An Account	You will be presented with several fields to complete. The information requested is for the parents of the student being registered for the program.
6	Once required fields are completed, click: Submit	The Welcome screen will display information regarding the program this year. Please Read.
7	For individuals with existing accounts from previous participation, enter the Login name and Password from previous year and click Login. If password is unknown, select Forgot Password and follow the steps.	Allows past participants to login to the system with prior login information.
8	Once logged into your account and you have read the information, you will have a drop-down menu at top of page on right hand side which reads "What would you like to do"? From the menu, select: Update My Profile.	You will be presented with additional information to complete details about your child that will participate in DI. Several fields are required. If you don't know your team name at this time leave it blank. Once all fields are complete, select: Submit
9	You will return to the Home screen. From the drop down menu, select: My Membership.	You will be presented with the options to pay fees for this year's HSE DI membership.
10	Select: 1-Year membership/Rising Stars or Renew if a prior participant.	Membership Coupon code page will appear.
11	Enter coupon code if applicable for your membership and select Next.	See table 1 for Coupon codes.
12	Complete payment information and click Submit.	You will be presented with the payment option. You may pay by either credit card or check. If using credit card, you will be charged an 4% "Creativity" fee, to cover processing fees we are charged. If paying by check, you will not be charged the "Creativity" fee.
13	If registering multiple DI participants, you must create a new parent/child account for each participant. You receive a discount on membership costs for multiple participants. See Table 1.	Return to Step 1 to create the additional accounts.

14	If paying by check, mail your check for deposit.	Address: Jenny Kraus 12509 Loudoun Place Fishers, IN 46037
15	Contact, if you have questions.	Dan Koleszar dan@hsedi.com 317-409-2703

Table 1

Discount codes will be used this year if you have multiple participants or become a team manager in the HSE Destination Imagination program. These codes are entered at checkout when using the DI registration system. Please follow the matrix below to select the discount code applicable to you. The discount codes ARE case sensitive. **These discounts DO NOT apply to Rising Stars!**

	Discount	Discount Code
2nd participant in competitive HSE DI, not Rising Stars.	\$25 discount on 2 nd participant	2ndCHILD
New student enrolled into competitive DI program for the first time (being involved in Rising Stars before doesn't count).	\$25 discount on new members	New2DI