

2020 Membership Registration Instructions - MV Speech

We're excited to launch our membership registration for the 2020-21 competitive season, and can't wait for an amazing virtual Speech season! Please read below for detailed instructions regarding how to complete your membership registration and gain access to your Speech website account.

Registration consists of two simple phases, as described below:

- **Phase 1** includes account creation and account verification.
- **Phase 2** includes the donation step and completion of required forms (media release, FUHSD emergency form, Tournament Policies form and General Policies form) via DocuSign.

Phase 1: Account Creation/Verification

1. Go to the [MVSD website](#) and click on the [Register tab](#).
2. Follow the instructions given on the Register tab and fill out the registration form linked at the bottom of the page to the best of your ability. Please double check that you have entered your Tabroom credentials correctly. Your registration may be delayed if your Tabroom information is inaccurate.
3. Once we have received your request, we will verify your Tabroom account and process your submission; although we will try to process registrations as fast as possible, this verification process may take up to 48 hours. Once your information has been verified, you will receive an email confirming that your account has been activated.
4. At that time, your password and username will become functional, and you will be able to log into your account with your credentials. Please note that you will only be granted partial access to the full capabilities of your MV Speech account until you complete registration.
5. Please double check your account is active by [logging in](#) to your account. You can access the login page by going to the [MVSD website](#) and clicking on the login tab, located in the top right corner of the page. Your username should be your full name as entered on the form with a space in between (i.e. Johnny Appleseed) and your password is what you set when you filled out the form. If you have questions or concerns, please email mvsdwebsite@gmail.com.

Phase 2: Membership Donation/Required Forms

1. Login into your MV Speech account and click the tab titled "My Account." Here you will find a button labeled "Complete Your Registration." When you click on this button, you will be led to the "Complete Your Registration" page. Please carefully read and follow the

instructions provided on this page regarding how to submit your donation and next steps.

2. Please click the button on the “Complete Your Registration” page to either make the requested direct donation of \$400 to MV Speech Boosters, or contact MV Speech Boosters at mvsboosters@gmail.com if you would like to donate an alternate amount.
3. When you complete your donation, you will receive an IRS-friendly donor receipt via email from mvsdwebsite@gmail.com. **We recommend you save this receipt for your records.** Note: If you choose to apply for a company match for your donation, you will likely need to submit a copy of this receipt at your company’s matching site.
4. After the donation step is complete, we will email both students and parents/guardians a DocuSign package via email containing four forms: a General Policies form, a Tournament Policies, a Media Release Consent form and a FUHSD Emergency Form. After completing your donation, please allow 24 hours for us to send these forms to you via DocuSign.
5. Please complete and sign these forms using the e-signature functionalities provided within the DocuSign interface. Each form needs to be signed separately. The Media Release Consent form needs to be signed only by parents/guardians. All other forms need to be signed by both students and parents/guardians.
6. After both students and parents/guardians have submitted signed DocuSign forms, please allow us 48 hours time to process and verify your forms. After we have completed our verification processes, we will send you an email confirming that your membership registration is successfully completed and that you have been granted access to all functionalities within your MV Speech account.
7. After receiving confirmation that your MV Speech account has been fully approved, please login to your account at [this link](#). When you click the “My Account” tab, you should find that you now have access to new pages (such as registering for tournaments and signing up for watching). If you have any questions, please feel free to contact mvsdwebsite@gmail.com.