TGCA INSTRUCTIONS FOR ON-LINE HONORS NOMINATIONS

Below are the instructions for completing TGCA honors nominations on-line. Please read these instructions and follow them precisely and your nomination should go through with no problems.

PLEASE NOTE: The TGCA system does not interact well with Internet Explorer. We recommend using Chrome or another browser other than Internet Explorer.

1) Access the TGCA website at www.austintgca.com.
2) Click on the "Membership Site" category in the menu on the left-hand side of the page.
3) You will be required to log in at this point. Your user name will always be your TGCA membership number. That will never change. If you don't know your number, please contact us and we will be happy to give it to you. PLEASE DO NOT MAKE YOURSELF A NEW MEMBER AND GET A NEW MEMBERSHIP NUMBER. Your password, if you've not logged on to the system before, will also be your membership number. If you've already accessed the website and logged in, your password will be whatever you have created it to be. If you do not remember your password, we do not have it. You will need to contact us so that we may reset your password to your membership number, and you will need to go through the complete log in process over again, including resetting your password. When prompted to change your password, please keep in mind that the "Old Password" category will also be your membership number.
4) Once you've completed the log-in process, you will access the home page of the Membership Site. In the tabs menu at the top of that page, click on "Nominations".
5) Click on the "(6) Member Nominations Add" category in the menu on the left-hand side of the page.
6) Your e-mail information will be listed on this page. This is the e-mail address your nomination confirmation will be sent to. PLEASE be sure your e-mail address is correct. If your e-mail address is incorrect, you will need to click the "Update Profile" category in the menu at the top of the page and correct your e-mail address, or you will not receive your nomination confirmation. If you do not need to make changes, click the sport you are nominating for. Scroll to the bottom of the page and click the "Next Step" button.
7) Click the button next to the category you are nominating for (All-Star, All-State, Academic All-State, etc.). On Academic All-State, please be sure you click All-State for athletes and cheerleaders and not Academic All-State Support Staff. Support Staff would be for trainers, stat keepers, managers, etc. Next click the button "Next Step".
8) Complete the form by typing in the information requested in the "Update" field.
9) When you get to the "School:ISD" field, please begin typing the name of your school. Schools are listed in the database by name of the school, followed by the ISD. If your school is named after someone, or there are multiple schools with the same name, just start to type the LAST name of the person it's named after, or the school name, and look in the text pop up box for your school followed by your ISD. This is very **IMPORTANT**! Your school must appear exactly as it is in our database for your nomination to be correctly entered. As you type, a text pop up box will appear under the

school line. Please click on the correct school in this box and please pay careful attention to the school you select, making sure it is the correct school, with the correct ISD. If you are an Athletic Director, please DO NOT click on anything that says AD. For your nomination to appear correctly, it must have the name of the school, rather than your title.

10) Continue completing the form. If you need to add additional information regarding your nominee or their accomplishments, including stats, please do so in the large text box at the bottom of the page.

11) When you have completed the form, please click the "Submit" button at the bottom of the page. If, for some reason, your form was not filled out correctly, you will receive an error message after clicking the "Submit" button. If you did not receive the error message, your nomination went through successfully, and you should receive a confirmation e-mail at the e-mail address you have given us. If you fail to receive a confirmation e-mail, please contact us. You can also check to see if your nominations successfully went through by returning to the "Nominations" page and clicking on "(5) Member Nominations Info". If you do not see your nominations listed there, please contact us.

12) You will need to follow these steps for each nomination of each athlete in each category that you wish to make. For Academic All-State, you only need to list the GPA.

If you need assistance with any of this process, please contact us at tgca@austintgca.com, or call our office at 512-708-1333, and we will be happy to assist you.