

DestinationImagiNation



CreativityNews

Team Registration Issue

Visit our Website at: <http://nydi.org>

November &
December 2002

Start Thinking about Appraisers!

We are always in need of new appraisers, please feel free to copy this article and the Appraiser Response form included with this newsletter along with the Team Challenge Synopsis on our website and pass them on to anyone who might be interested in judging. Please call me at (716) 675-7566 if I can be of any help or assistance to you, I thank you in advance for your support in this exciting event!

We require that each membership provide the name, address and telephone number(s) of at least one potential appraiser/judge for each two teams it sends into **REGIONAL** competition. This assures our judging team is representative of our association. This year our **WESTERN REGION** Destination ImagiNation Competition is scheduled for Saturday, March 8, 2003. Check with your **REGIONAL DIRECTOR** in the Eastern and Central Regions for information and requirements regarding Appraisers for your tournaments. The Eastern Regional Director is Chris Lucas, lucasc@childpsych.columbia.edu the Eastern Regional Tournament is scheduled for 3/1/03. The Central Regional Director is Gail Hunt, ghunt1@twcny.rr.com

Here is the Western Regional Appraiser Invitation letter:

In the past, the role of appraiser during the competition has contributed greatly to the overall success of the event. Your experience is invaluable. I am inviting you to appraise one of the challenges at this year's tournament. The Team Challenge Synopsis can be accessed at our website at <http://nydi.org> As always, Instant Challenges cannot be revealed until the day of the competition.

Please fill out the enclosed "Appraiser Preference Form" and return it to me as soon as possible, but not later than 1/15/03 so I may send out appraising team assignments and the complete challenge in advance of our **appraiser training scheduled for February 8, 2003**, at the Orchard Park District Office, 3330 Baker Road, Orchard Park, New York from 8:00am – 1:00 pm. It is essential that all appraisers be properly certified for their particular challenge and therefore **appraiser training is mandatory**. It is my hope that this session is convenient for you. Your attendance will insure personal confidence, as well as competent appraisal. If you would like to Appraise, but this session is inconvenient, please contact me – we CAN and WILL make special arrangements for you!

If you are interested in also appraising at our State Tournament please check the appropriate box on the Appraiser Response Form. I urge you to consider this critical role.

Creatively Yours,
Dee Urban



2002 – 2003 Appraiser Response Form

Please return by 1/15/03 to:
Dee Urban, Affiliate Director

73 Minden Drive
Orchard Park, New York 14127

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Day _____ Evening: _____

E-mail Address: _____

PLEASE CHECK ALL THAT YOU CAN AGREE TO:

- _____ I am able to attend a **mandatory** Appraiser Training Session in my region
- _____ I am able to accept your invitation to Appraise at this year's **Western Regional Tournament 3/8/03**
- _____ I am able to accept your invitation to Appraise at this year's **Eastern Regional Tournament**
- _____ I am able to accept your invitation to Appraise at this year's **Central Regional Tournament**
- _____ I am able to accept your invitation to Appraise at this year's **NY State Finals Tournament 4/5/03**
- _____ I am willing to take on the role of **Regional Head Appraiser/Challenge Master** for my chosen Challenge. I understand that I will be expected to help train Appraisers at our Training Session , assist with site set up, and act as appraisal team leader for the day of the tournament.

I would prefer to work on the following:

Please rank 1-7 in order of preference

- _____ viDlo Adventure
- _____ A Change in Direction
- _____ Once Improv a Time
- _____ ConnecDId!
- _____ Theater smARTS
- _____ Instant Challenge
- _____ Scorerroom

Team Cheers!

Updated for 2002-2003 Season!

Dear Supporter:

This year we will once again be offering **Team Cheers!** in our **Western Region & State Tournament programs.....**and hopefully help your team raise a little money for an end of year party! A **Team Cheers!** is an ad wishing a team, school, team member, coach, judge, or district good luck. Here's the way it works...

Each 1/8 page (2" x 2.25") ad costs \$10 (team keeps \$5)
 ¼ page (2" x 5") costs \$20 (team keeps \$10)
 ½ page (4" x 5") costs \$40 (team keeps \$20)
 Full page (8" x 5") costs \$80 (team keeps \$40)

Your team sells the ads to parents, teachers, administrators, PTOs, local businesses and keeps half the money raised. The other half (in a check made payable to "BOCES2" for Western Region Tournament Ads, or make your check payable to "Destination ImagiNation of New York" for State Tournament Ads) along with the text for the ad is forwarded to the Affiliate Director at the address listed below **no later than February 22, 2003** for inclusion in our **Western Regional tournament program. No later than March 15, 2003 for inclusion in our State Tournament program**

I hope this will be a successful fundraiser for your team. Please use (and duplicate) the form enclosed with this letter to take ads. Send all your **Western Region & State Tournament** ads to the Affiliate Director at the address below, in one envelope along with a check made payable to "BOCES 2" for Western Region ads, or make your check payable to "Destination ImagiNation of NY" for State Tournament Ads!.

Let us design a great ad for you - just send us your copy and we will take care of the rest! Sample ads ***might*** look like this:

 <p style="text-align: center;">Good Luck Jones Elem. Roller Coaster Builders!!</p> <p style="text-align: center;">Your PTO is behind you all the way!</p>	<p>Roberts High School:</p> <p>Together Everyone Achieves More</p>  <p style="text-align: center;">GO FOR IT! Roberts High Faculty Assoc.</p>	 <p style="text-align: center;">Mary and the Pasta Makers from Smith Middle School: These guys really COOK! Good Luck!</p> <p style="text-align: center;">Mrs. Jones</p>
--	--	---

Please forward the order form and your check made payable to:

"BOCES2" for **Western Regional** Tournament Program Ads
 "DI of NY" for **State Tournament** Program Ads

to:

Dee Urban, Director
 Destination ImagiNation of New York™
 73 Minden Drive
 Orchard Park, NY 14127

TEAM CHEER ORDER FORM

This team cheer ad is to be placed in (check one):

- WESTERN TOURNAMENT PROGRAM (check to "BOCES2") DUE 2/22/03
- STATE TOURNAMENT PROGRAM (check to "DI of NY") DUE 3/15/03

AD SIZE

Please check one

- 1/8 page \$10 (send only \$5, your team keeps \$5)
- 1/4 page \$20 (send only \$10, your team keeps \$10)
- 1/2 page \$40 (send only \$20, your team keeps \$20)
- Full page \$80 (send only \$40, your team keeps \$40)

TEXT TO BE INCLUDED IN AD

WE WILL DESIGN THE AD FOR YOU! PLEASE PRINT CLEARLY!

CONTACT INFORMATION

Team Name:

Contact Person:

Contact Person Telephone Number(s):

Contact Person e-mail address:

Mail this order form and your check to:
Dee Urban, Affiliate Director
Destination ImagiNation of New York
73 Minden Drive
Orchard Park, New York 14127

Register your Teams for Competition

This year you may register your teams using the DI-ON-LINE system on the internet, OR you can register your teams using the traditional method. **IN EITHER CASE TEAMS MUST BE REGISTERED BY 1/15/03**

DI-ON-LINE METHOD:

STEP-BY-STEP GUIDE TO REGISTERING A TEAM PAK and TEAMS with DIONline:

Note: You might want to print out these directions and take them with you to the computer when you log on to register!

- Go to <http://www.dionline.org>
- You are looking at a screen with a banner up top that reads "DI Online!" Read down the screen, see where it says "Don't have an account yet?...." CLICK THERE!
- You should now be at another screen with a banner up top that reads "CREATE/EDIT PROFILE"
- Type your e-mail address in the E-Mail box so for Mary Jones, for example, the e-mail might be mjones@aol.com then hit the TAB key to go to the NICKNAME box and type your nickname {example: Mary Jones might type "MJ"}
- Then hit the TAB key to move to the Your Name box.
- Type: your first name then hit the TAB key to go to the LAST box.
- Type: your last name
- Hit the TAB key again and go to DAY phone and type your phone number including your area code (XXX-XXX-XXXX) and hit tab again
- Your cursor should now be in the EVENING box - type your evening phone number here including area code. If your evening phone is the same as your Day phone you can simply type "SAME" and click the TAB key again to move on to the FAX box
- In the FAX box type 'same' or the number (including area code) and hit TAB one more time.
- You are now in the DI Affiliate box click on the arrow on the right side of that box to open the pull down menu and select your affiliate
- Hitting TAB now will take you below the blue "REGULAR MAILING ADDRESS" banner to the "Address line 1" box - your house number and street here (example 123 Sesame Street) and hit TAB to move on to the Address line 2 box. Fill in that box and hit TAB again to move on to the City Box
- Type the name of the town you live in (example: Newark) and hit TAB
- In the County box type the name of your county (example: Alameda County) and hit TAB
- In the State/Province Box type your State/Province Name (example: CA) and hit TAB
- In Zip/Postal Code type your zip code (a 5 digit number) and hit TAB again
- In the Country Box type your country name (example: USA) and hit TAB
- If this is a commercial address click in the checkbox to check that the above address is a commercial address and move on to below the SHIPPING ADDRESS Banner
- If you want anything sent to you by DI, Inc. to go to an address different from the one you entered as a mailing address you need to enter the SHIPPING address information here.
- If you want everything sent to you by DI, Inc. to go to the address you just entered simply CLICK in that little checkbox next to "Ship to the mail address above" and a checkmark will appear. Then hit TAB until you come to the "I am 13 or older" check box and click in that little box to check it if you are over 13.
- Now click the CONTINUE button.

- You are now on a screen with a red banner that reads "SET YOUR PASSWORD"
- In the New Password: box type ANY PASSWORD YOU LIKE and will remember and hit TAB then type your password again in the 'again' box and CLICK CONTINUE
- This should take you to your personal start up page..... notice it will say "Welcome, {YOUR NAME}" at the very top, then in the banner it will say TOP DI NEWS FOR {YOUR NAME}....
- Below the banner (which reads WELCOME, {YOUR NAME}) you are going to see three options, DOWNLOAD (to download this years Challenges) REGISTER (to register teams online) and PERSONAL DETAILS which will allow you to change any of the stuff you just entered as personal information. You can also return to the DI home page - but if you do that you are out of the DIONline system and will need to log back on to get back in!
- Choose the REGISTER a TeamPak option by click on the word REGISTER.
- The screen is going to ask you for information about your team - what do they want to be called, what school are they from, what school district is that? - do they want to select their own passport number? Do they want a single team or a 5-Pak passport?
- Then in the method of payment box you can input a PO # , Check or Credit Card information and finally click CONTINUE at the bottom of the page.
- You are then going to see an order summary page..... it's going to tell you everything you just did..... read through and then click PLACE ORDER or follow the screen directions to edit what you have ordered.
- This time the screen is going to be a THANK YOU screen that tells you how to complete registering your team(s), what you ordered again.....and finally there is an ENTER ANOTHER button at the bottom of the page. IF you hit the ENTER ANOTHER button you will be asked to enter information for another TeamPak - if you are done entering Team Paks, click GO TO MAIN MENU
- Notice your menu has Changed..... look to the right at the top and see the Menu box there? Notice now your choices are up there but what I want you to do next is to look at the "YOUR TEAMPAKS" area and see what it says - it shows you the status of your teamPak (it should say NOT PAID at this point) and then it allows you two actions - CHANGE or TEAMS - you would choose CHANGE to change any of the information you put in for your team. If you click TEAMS you are going to get a screen that has a banner up top that says CURRENT TEAMS and then just below that it says "No teams have yet been registered for this TeamPak".....
- CLICK 'ADD TEAM'
- Now we have the TEAM INFORMATION screen..... this screen is going to ask you for information about a specific team - before you had entered info about the TEAM PAK - this is about a single team - give your team a name, select a level and challenge.... you will want to type in the Team Managers e-mail address - if you don't know that leave this box blank and you can fill out all the information you do know about the TM in the next screen.
- Now you get to enter the Team Members by Name, Date of Birth and Grade- just as though you were registering your team for competition the traditional way!
- Then finally at the end you are going to click UPDATE TEAM.

REGISTERING FOR A TOURNAMENT THE TRADITIONAL METHOD:

Included with this newsletter is the **Western** Region team registration form, which must be completed and returned by **1/15/03**. On this form you are asked to submit the names of each team member and Team Manager competing at our Tournament. Please be sure to write, or type the form as legibly as possible as this is the source from which Certificates of Participation and program acknowledgments come. You will also be asked to name the judge/appraiser and volunteer your school has supplied. The **WESTERN Team Registration Form** is on the next page of this Newsletter, fill this form out and return it to Dee Urban, Director

CHECK WITH YOUR REGIONAL DIRECTOR FOR TEAM REGISTRATION INFORMATION IN THE EASTERN AND CENTRAL REGIONS.

Western Region Team Registration Form
copy this form for each competing team
please complete and return by 1/15/03

RETURN THIS FORM TO:
 Dee Urban, AD
 Destination ImagiNation of New York
 73 Minden Drive
 Orchard Park, NY 14127

The full name of the team (exactly as shown on your national membership - if you don't have this don't wait to register your team):

_____ **Passport #** 134-_____

Challenge Name: _____

Level (Check one): **Primary** **Elementary** **Middle** **Secondary**

*Please provide the **name, date of birth and grade** of your each team member (as you want them to appear in the program and on certificates of participation.) **Please print clearly:***

1	5
2	6
3	7
4	

*Please provide the names and e-mail addresses of your team managers (as you want them to appear in the program and on certificates of participation) **E-MAIL IS REQUIRED!** Please print clearly:*

1
2

Please provide the name(s) and phone number(s) of one volunteer(s)(non judging positions) for each two teams competing at our Regional tournament please use the back of this form for additional people:

Name	Address, Phone and E-mail

REQUIRED BY 1/15/03. *Please provide the name(s), address(es), e-mail and phone number(s) of one Appraiser for each two competing teams at our Regional tournament who will attend mandatory Appraiser training on 2/8/03 please use the back of this form for additional people :*

Name	Address & e-mail	Phone

Current Challenge Clarifications

REMEMBER clarifications are updated at the DI Web-site (www.destinationimagination.org) regularly! Check for new clarifications daily by going to our NY home page (www.nydi.org) and clicking on "link to National Clarifications".

CHECKING E-MAIL AND THE STATE WEBSITE

It is very important that you get in the habit of checking e-mail and our website at <http://nydi.org> often! Because of the increase in mailing costs it is prohibitive to continue to do business by mail, therefore it is CRITICAL that every team have at least one person who is responsible for checking e-mail at least three times a week, and preferably daily, for important information about the program. This is the last newsletter of the year that will be mailed to members – all remaining newsletters will be posted to our website and an e-mail will be sent to each contact person whose e-mail address we have. If you want to be included on our e-mailing-list please send a note to Dee Urban at deurban@adelphia.net giving me your name, school, and e-mail address.



Wishing you the most joyous and creative holiday season...

Western Regional Director & Affiliate Director

Dee Urban

73 Minden Drive
Orchard Park, NY
14127
Tel. 716-675-7566
e-mail: deurban@adelphia.net

Central Regional Director

Gail Hunt

7121 Thorntree Hill Dr.
Fayetteville, NY 13066
Phone: 315-637-5182 (day and evening)
e-mail: ghunt1@twcny.rr.com

Eastern Regional Director

Chris Lucas

3 Wood Street
Katonah, NY 10536
Day phone: (212)543-5358
Eve phone: (914)962-8598
FAX: (914)243-0492
e-mail: lucasc@childpsych.columbia.edu