

Registering TBAs for Summer Institute

You may register a teacher to be named later by using our TBA (To Be Announced) format. When you have the participant's name, just contact AVID Center and we'll substitute the name for the TBA information. Here's how:

Part 1: Registering TBAs

In the online registration system, select "Register someone else for an event". When prompted for the participant's name and email address, enter the information in the format displayed below.

First Name: *Your school's name*
Last Name: *TBA1, TBA2, etc.*
Email address: *School name TBA # @ District name*

Below is an example showing entries for three Marshall HS teachers whose names were unknown at the time of registration.

| First Name | Last Name | Email Address |
|------------|-----------|----------------------|
| MarshallHS | TBA1 | MarshallHSTBA1@LAUSD |
| MarshallHS | TBA2 | MarshallHSTBA2@LAUSD |
| MarshallHS | TBA3 | MarshallHSTBA3@LAUSD |

Part 2: Substituting Named Participants for TBA Registrations

Once you have entered a registration, you never need to return to the registration system. All changes are entered by AVID Center.

When you have the participant's name, submit the information to AVID by completing the form at www.avidonline.org/sihelp. We will substitute the names and email addresses for the TBA information in the registrations. You may also change the participant's strand if needed.