

[How to: Merge PDFs for Pre-Registration](#)

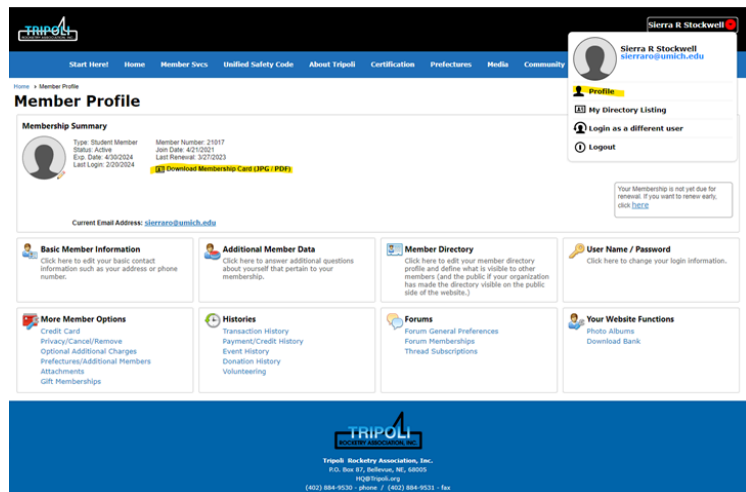
This year, ESRA is taking a new approach to registration. By filling out the pre-registration form, teams will be able to save time and minimize lines on registration day. In order to do so, teams will be required to submit PDFs combining all of their attending team members' Tripoli cards and waivers.

Luckily this is a simple and free process!

First, have your members sign up for a Tripoli membership, do this as soon as possible, because sometimes membership processing can take a while, we suggest registering for Tripoli at least a month before the pre-registration form is due.

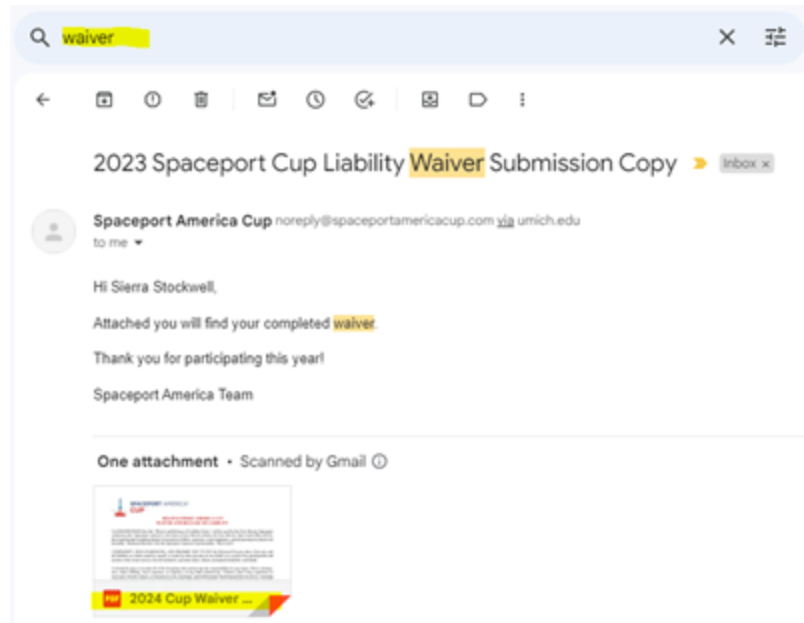
Once students get confirmation from Tripoli that their account is paid for they should log into Tripoli (<https://www.tripoli.org>)

- Once on their homepage, select the drop down arrow beside your name, click "profile" and it should take you to a page like the one above.
- Select "PDF" next to "Download Membership Card" highlighted above.
- Have each of your members send you this PDF of their certification card so you can compile them into one PDF for the registration form.

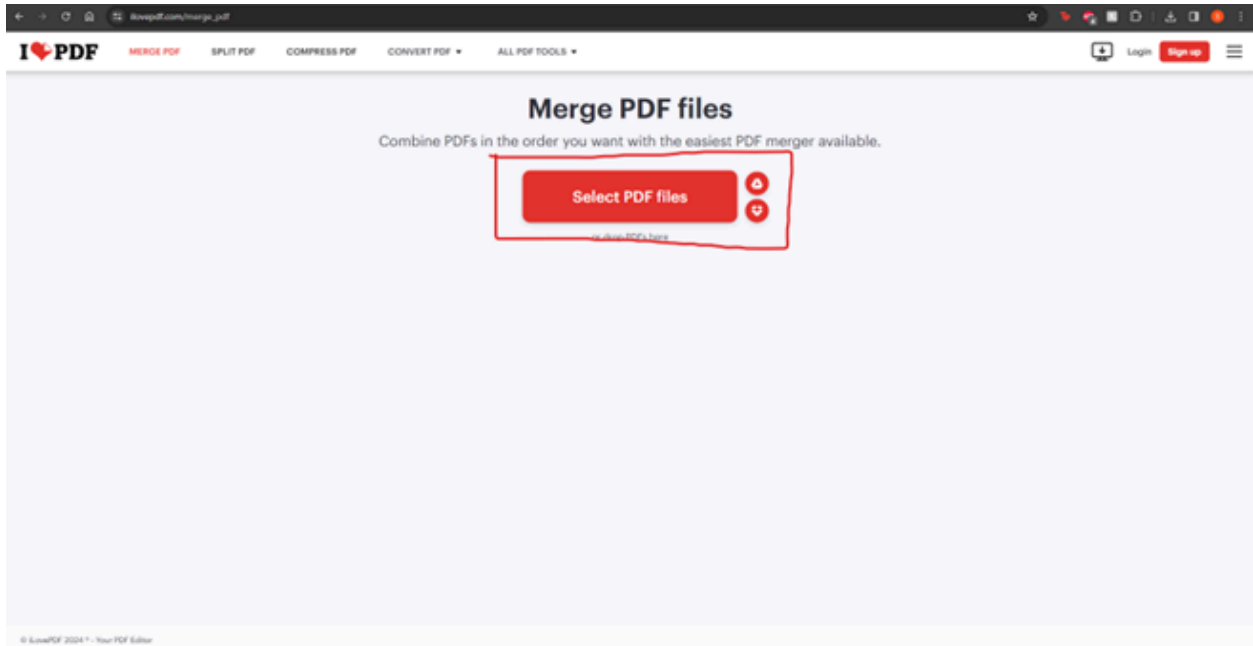


Your team will also need to compile PDFs of each members' competition waiver.

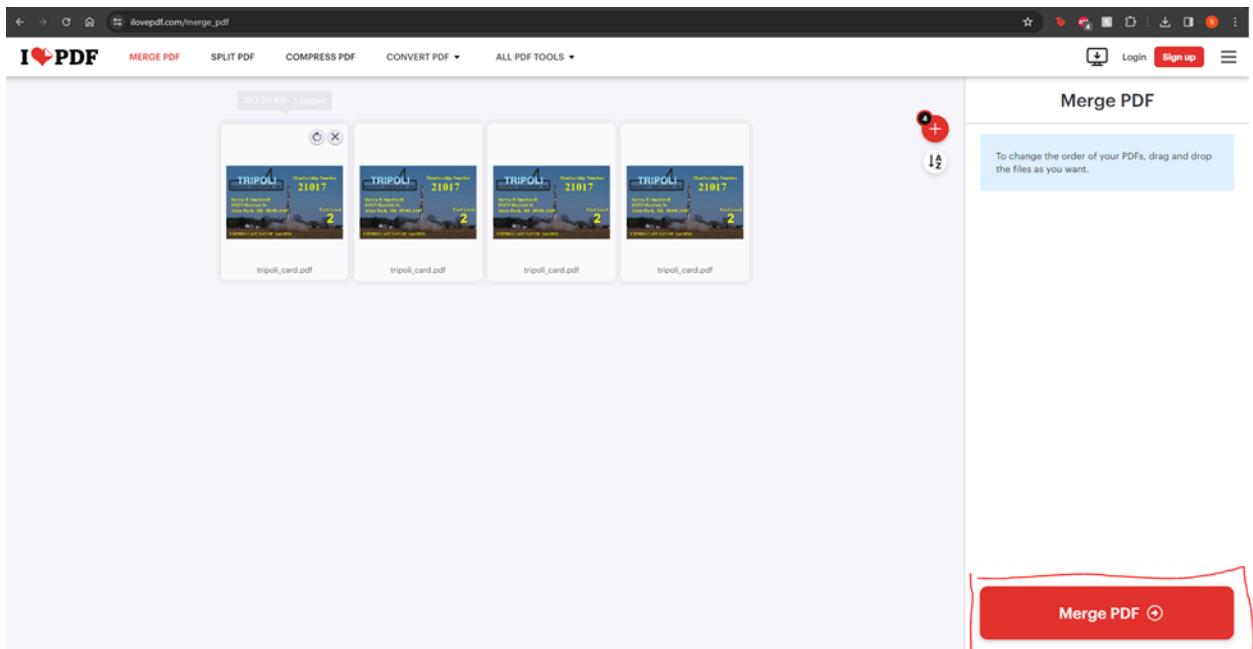
- Once members have filled out their waiver (<https://spaceportamericacup.com/2024-cup-liability-waiver/>) students should receive an email notifying them that their waiver has been completed
 - Note: If a student does not receive this email within 1 week of submittal please check the spam folder. If it has still not been received, please resubmit the waiver
- Every student should receive an email like this:



- Have each student either forward you this email with the attachment or download the PDF and send it to you to compile later.
- Once you have all of your attending team members' Tripoli Card PDFs and Liability Waivers for competition, all Tripoli Cards should be attached into one PDF, and all Waivers into a separate PDF. There will be separate submission questions for each.
- If your university provides Adobe to its students and you are more familiar with that program, it will act similarly to this website. For those who do not have access to Adobe, there is a free website available that allows you to combine many PDFs for free. (Others may have limits to quantity, I personally tested 53 large PDFs with this website and had no issues).
- Using the link: https://www.ilovepdf.com/merge_pdf
 - Click the "Select PDF Files" button in the center of the screen

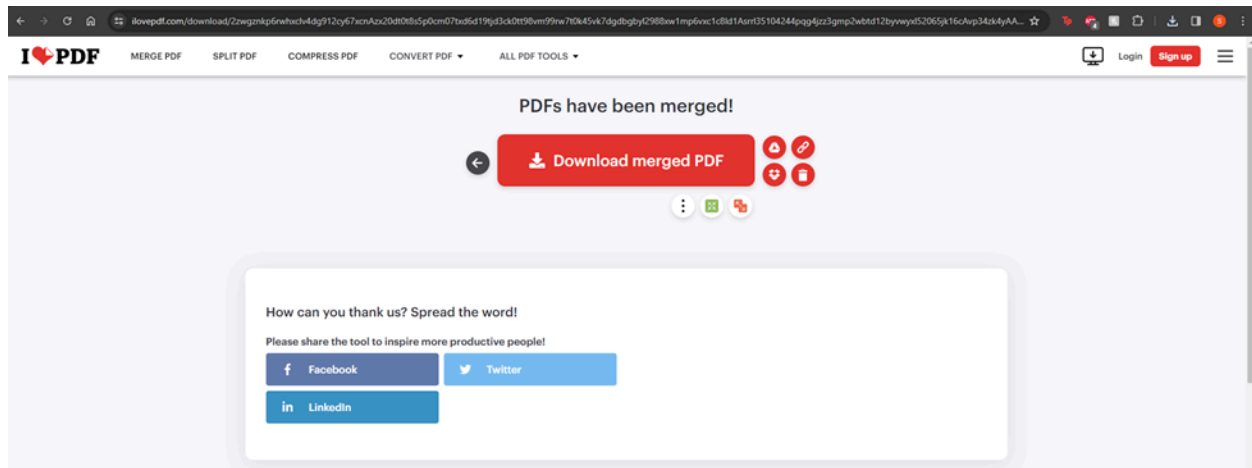


- Once clicked add all of your team members' Tripoli Cards. Follow the same process for the waivers after the first PDF is complete.



- Select "Merge PDF" in the bottom right hand corner

- The click “Download merged PDF” and ta-da you have a PDF combining all of your Tripoli Cards or Waivers!



- Please name your files “(YourTeamNumber)_(YourTeamName)_Tripoli” and “(YourTeamNumber)_(YourTeamName)_Waiver” and submit to the proper options in the pre-registration form. The first teams to pre-register will get first pick at registration times!
 - Example of name: “122_MASADearborn_Tripoli”

If you have any questions regarding registration or if your members attending competition change after submittal please email:

Sierra Stockwell

Registration Coordinator

registration@esrocket.org