

Dear Troupe Directors,

Please read through this and use it as your guide as you register your troupe for State 2020.

(It's a lot of info. You may want to print this to have it by your side as an easy reference.)

Please, reach out to your District Chair if you have questions on the registration process. Anything they are unable to answer, they will send my way.

FOR ALL REGISTRATION MATERIALS please ALWAYS include District and Troupe Number.(EXAMPLE: 020942)

1. REGISTERING YOUR TROUPE: prior to registration opening, it may be helpful for you to gather the following information from your attendees: Students' and chaperones' First and Last Name, graduation year (for students), gender, t-shirt size (you must select the t-shirt order for each student), email address (a parent email is fine), and phone number (troupe director's phone number will work here as well). All of this info will be required to register you individuals. Once you are able to access the registration site, make sure that you include the DISTRICT NUMBER and your TROUPE NUMBER. (020942) All troupe numbers are 4 digits. Please include the zero if your troupe number starts with it (for example 010011). (All Districts must be included as numbers and not Roman numerals, for example the district is 9 not IX).

This year the Troupe Director fee has increased to the level of the other adults . The charge for students, chaperones or additional adults is \$145, which reflects the registration fee of \$130 plus a \$5 insurance fee and plus a \$10 security fee. However, if you are a member of FATE there is a \$30 discount.

2. MAINSTAGE PRESENTERS: IF YOU WERE SELECTED TO PRESENT A MAINSTAGE, start with that. It will block out the entire day

you are presenting a Mainstage. Register any student that is involved in the play.

3. ONE ACTS: If your One Act was selected, your District Chair will be in contact with you with your play number, session, and Team (A or B) so that you can register your play for the correct time slot. If you are not also a mainstage submission, this will be the very FIRST event that you will register as it will block out that half of the day for you so you don't have any scheduling conflicts with IE's. (Unless you are also bringing a MainStage, in which case you will register that first, and we will be in touch with that information). Please obtain your Theatre, Session, and Judge TEAM from your District Chair prior to registering your One act in the system. Incorrect One act registration will require you to delete your One act registration and re-register.

4. EVENT REGISTRATION ORDER:

Step 1: Click on the conference tab above to add all students to your record, you are not registering them for conference, simply placing them in your records.

Step 2: Register your students for events, (this includes One Act, Individual Events, Scholarship Auditions, and Jr. Workshop). You will be unable to delete a student if they are attached to an event. If you desire to delete a student, first delete their event.

When registering events, troupes must register the biggest events first, and work towards your smaller events to avoid conflicts. If you are a school bringing a Mainstage, for example, that would be registered first, followed by One Act Performance, then Large Group Musical, Small Group Musical, Ensemble Acting, Student Directing, Choreography, Pantomime, Duet Events, and then Solo Events.

Events are all registered first come, first served. So, if you register late in the process, and all other days are already full, your events will be registered in the day/ time still available and without conflict to your other events. We will NOT be doing changes this year to scheduled events, as you now have the ability to choose your days to perform, and the system does not allow for conflicts.

Just a reminder that we've added IE's to Wednesday. They begin at 9am like all other days, so if your troupe has events at that time, I strongly recommend you plan on arriving to register at State on Tuesday night, which we also recommend for troupes with Wednesday AM One Acts. Wednesday IE's end by 2pm to allow participants to attend Opening Ceremonies.

SERVICES Tab:

MAINSTAGE AND CEREMONIES TICKETS: Tickets are not guaranteed with a troupe's registration. They are allocated on a first-come first-served basis based on materials received by the state office and are FREE of charge. You may **REQUEST** tickets to ticketed events through the Services tab of the registration system. (Please remember this is only a request for tickets and does not guarantee tickets to any performance). Please select tickets for the performances you wish to attend. Choose ONE from each option (A,B,C,D). Troupes will only be allotted the number of tickets that match the number of **registered participants** they have, and may not exceed that number. (Day Pass holders do not get tickets and will not be permitted in the venues during the evening performances.) These will be assigned on a first come-first served basis, based on when the **completed registration** materials have been received, by mail in our office. We will offer any remaining tickets we have at registration. This year, any troupes that do not receive allotted tickets will receive RUSH passes. They may use these passes to wait at the evening performances for any cancellations or

no-shows. (Only individuals holding a RUSH PASS will be permitted in the Rush Ticket Line).

DAY PASSES

DAY PASSES ARE LOCATED UNDER SERVICES as option E. Select the number of Day Passes you wish to purchase and click the green arrow. This will add the amount to your invoice.

FATE Membership: ARE LOCATED UNDER SERVICES as option F.

PLAYWRITING SUBMISSIONS: Please email a finalized pdf version of your playwriting submission to your District Chair by January 14th. Any missing plays at that time will result in canceled Playwriting events.

PAYMENT: After you have completed registering people, events and services, click "Proceed to Payment". You can NOW Choose **"Pay by Check"** and mail us the check or **Pay by Credit Card** where you can charge your credit card. A Paypal invoice can also be requested by emailing Troupe Name and Number and registration invoice number to info@floridathespians.com (you must click pay by check for this option to generate an invoice). You will be charged a 10% fee for using the Paypal option.

Additional Forms Must be Filled Out: **Senior Scholarships, Junior Audition Workshop, and One Acts** are in the registration as events, (and should be scheduled like an IE would be). For all registered One Acts, Senior Scholarship Auditions, and Junior Audition Workshops, there is an additional google form that must be completed before troupe registrations will be considered "received". There is nothing to print and mail here. These are submitted directly to the State Office electronically. These forms

are due at the time of online registration, and no later than January 9th, 2020.

- Senior Scholarship Application (to be completed for each student applicant)
- Junior Audition Workshop Application (for each student participant registered for the event)
- One Act Info, for the District selected One Acts only (with uploads)

STEP 3:

There is a mandatory SIGNATURE FORM that can be found on the website under Registration 2020. This needs to be printed and signed by the troupe director and school administrator and must be included with your mailed check and invoice/ mailed-in proof of credit card payment or the registration will be considered incomplete/ "not received".

MAIL IN ONLY 3 things: (For our veteran teachers, we've come a long way from the big packet of registration materials! Just trying to make life a bit easier for all...)

A registration is complete when the State Office has received by mail:

- Printed Invoice from easycritique registration system.
- Check for full amount matching the invoice, made payable to **Florida State Thespians, OR printed invoice denoting the payment by credit card or printed receipt from PAYPAL/ or Authorize.net for the total amount.**
- Signature Form signed by both Troupe Director and School Administrator

All registration materials must be RECEIVED by 3PM, January 16th, 2020. Please plan ahead and give the mail plenty of time to get to us! (And make sure you are sending your materials to the correct address). Hand deliveries will not be accepted.

It is my highest recommendation that you remove the responsibility of mailing registration materials from your bookkeeper or parent volunteers and take this matter into your own hands to insure the correct materials are being mailed, and to the correct address.

MAILING ADDRESS:

Florida State Thespians

c/o Lindsay M Warfield, State Director

[4522 W. Village Drive #307](#)

[Tampa, FL 33624](#)

If you experience any problems with the system or have any questions, please contact your District Chair. They will relay issues they can't fix to the State Office.

COMPLETED REGISTRATION DEFINITION:

A registration is complete when the State Office has received by mail:

- Printed Invoice from easycritique registration system.
- Check for full amount matching the invoice, made payable to **Florida State Thespians** or **printed receipt from PAYPAL for the total amount.**
- Printed and signed signature form and any other info needed for specific events (One-Acts, Playwriting, etc.)

We can't wait to see you and your students at State this year!! Happy Registering!

-Lindsay

Lindsay M. Warfield

Chapter Director, Florida State Thespians