

Welcome to the Florida Thespians Registration System

Dear Troupe Directors,

Please read through this and use it as your guide as you register your troupe for the regional festivals 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 our 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, 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).

2. ONE ACTS:Please also see the One-Act registration Form on the Virtual Registration Page on www.floridathespians.com.

4. EVENT REGISTRATION ORDER:

Step 1: Click on the Directory tab above to add all students to your record, you are not registering them for conference, simply placing them in your records. If your students have completed a Thespian Point Tracker account, you will be able to click on "Import & Sync Students" and pull over all of your students from thespian Point Tracker. If not you will need to enter them manually. You will also need to enter Troupe Directors and any Chaperones/adult observers you may have this year.

Step 2: Under "Register", click "students". Here enter the student names into the box and they will populate to be entered into this conference. Also, register Chaperones and any other adult you may have.

Step 3 Register your students for events, (this includes One Act, Individual Events, etc.). 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.

Step 4:

SERVICES Tab:

T-SHIRTS: Please select the number of t-shirts and sizes you will need for your troupe. T-shirts are an additional cost this year.

PLAYWRITING SUBMISSIONS: Please use the Playwriting/scene Submission form on the Virtual Registration page to upload your play for adjudication. All plays/scenes are due by the registration deadline.

PAYMENT: After you have completed registering people, events and services, click "Proceed to Payment". Click "Pay by Check" you will either mail your regional coordinator a check and invoice/registration documentation or a PayPal receipt with invoice/registration documentation. If you need to pay by credit card, you will go to the Credit Card Payment page on the Florida Thespian Website. Enter in the appropriate number of charges from your invoice and pay by credit card. You will need to print your paid receipt to mail in with your registration.

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

- Printed Invoice from registration system.
- Check for full amount matching the invoice, made payable to Florida State Thespians, printed receipt from PAYPAL.

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 :

Junior Thespians
Kristen Neander / Chair
600 West Highland Blvd
Inverness, FL 34452

Senior High Thespians:

South East Region
Gary Graff
6761 SW 155 Avenue
Miami, FL 33193-2116

North East Region

Lance Blank/Cheryl Crout
12811 Glades Road
Boca Raton, FL 33498

North West Region

Kristen Neander / Chair
600 West Highland Blvd
Inverness, FL 34452

South West Region

Jas M. Warren Jr. / Chair
19046 Bruce B. Downs Blvd.
Suite 311
Tampa, FL 33647-2434

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 registration system.
- Check for full amount matching the invoice, made payable to Florida State Thespians or printed receipt from PAYPAL for the total amount.
- 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