

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 VIRTUAL STATE FESTIVAL.

(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. 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. This is also where you will order t-shirts for the festival. If the t-shirt check box is checked you are ordering a t-shirt for that student. T-shirts are an extra cost this year. \$10. Chaperone and Troupe Director t-shirts are added on the registration tab. If you need additional t-shirts, they can be purchased on the **SERVICES** tab.

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. All event registrations are FINAL once "Proceed to Payment" is selected. After that no selections can be substituted for another.

After you register the events you will also need to **UPLOAD** the video of the event **BY** February 17, 2021 11:59 PM. You must check to make sure the video was correctly uploaded. You can do this by clicking on the **ADD/EDIT VIDEO** button after you have completed your upload. If there is an issue, please contact your District Chair **before** the upload deadline.

Junior Auditions and Senior Scholarships: You must register as an event in this registration system, as well as complete the Audition/ Scholarship Google Form.

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.

Step 4:

PAYMENT: After you have completed registering people, events and services, click "Proceed to Payment".

Click "Pay by Check" you will Mail the State Office your invoice a check and your **invoice**.

Click "Pay by Credit Card" to use our Credit card vendor site, Authorize.net. Once the transaction is complete you will be notified on the page and receive an email receipt. If the payment is not authorized it will also tell you at that time and you will need to arrange a different payment type.

You will mail a copy of that receipt and your invoice to the State office.

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 a printed receipt from the website.

The Mail-in deadline for this year is February 17, 2021 11:59 PM.

The address is:

Florida State Thespian Society

4522 West Village Dr #307

Tampa, FL

33624

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.

-Lindsay
Lindsay M. Warfield
Chapter Director, Florida State Thespians