

Dear Troupe Directors,

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

(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).

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.

Step3 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.

### **SERVICES Tab:**

Select Your Evening Activities. Start with A and work through each night selections. Select one Selection for each night.

If you want to pay for your FATE Membership here as well.

**There are NO DAY PASSES this year. If parents want to attend they MUST be registered as a Chaperone. NO EXCEPTIONS.**

### **PLAYWRITING SUBMISSIONS:**

Please use the Playwriting/scene Submission form to upload your play for adjudication. All plays/scenes are due by the registration deadline.

Also REGISTER your Playwriting Event in the SYSTEM. If Plays aren't registered in both places they will be REJECTED.

Senior Thespians use this form: <https://forms.gle/95QQuRstpGsyC1b56>

## **Junior Auditions**

Please fill out the Junior Audition Form form on the [floridathespians.com](http://floridathespians.com). You must register on the system. Any auditions that do not follow these requirements will be rejected. There are NO REFUNDS FOR REJECTED APPLICATIONS.

Only 3 Auditions per Troupe.

## **Senior Auditions**

This year we will employ an online Pre-screen. Judges will adjudicate your audition. They will rank the top 50 scores. These students will be invited to the Senior Scholarship Finalist Auditions.

Please fill out the Senior Audition Form form on the [floridathespians.com](http://floridathespians.com). You must register on the system. Any auditions that do not follow these requirements will be rejected. There are NO REFUNDS FOR REJECTED APPLICATIONS.

Only 5 Auditions per Troupe.

Please fill out this FORM to register. You must also register in the system.

# PAYMENT AND COMPLETED REGISTRATION

PAYMENT: After you have completed registering people, events and services, click "Proceed to Payment". Click "Pay by Check" you will mail your check and invoice/registration documentation.

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

- Printed Invoice from registration system.
- Check for full amount matching the invoice or receipt from Credit card vendor.

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.

## Final Points

- [You must enter correct titles, no TBAs.](#)
- [You must enter largest events first followed by smaller events.](#)
- [Register single person events LAST. If you do not you will not be able to register your students because of conflicts and you will need to delete your registration and start over.](#)
- [If you have to change members in a group event, you must delete the event and reregister it.](#)
- [You cannot change times. If you don't like a session, you can delete the event and reregister it. You may get a new time, you may not.](#)
- [THERE IS NO "CHANGE WINDOW". You have until you finalize your registration to change anything. Until the end of your registration period, your registration can be reopened for you to delete events and reregister them. After the registration period, there will be no "CHANGES". Plan and prepare ahead.](#)
- [If a student misses their session/time, they can go to the same room anytime during the day and be seen as time permits. They cannot be changed to a different room.](#)
- [T-shirts must be confirmed by making sure the check mark is marked "green" next to the student's name is marked. Chaperone and Troupe Director sizes must be selected when registering them in the directory.](#)