

Dear Troupe Directors,

Please read through this and use it as your guide as you register your troupe for State 2023.

(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.

Please note, we have a new mailing address for registration:

NEW MAILING ADDRESS:

Florida State Thespians

1400 Highway 41 N #849

Inverness, FL 34451

(Make sure to update this address with your school bookkeeper if they are mailing the check. Mail that is sent to the wrong location will not be excused for missing the deadline).

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 your individuals. Once you are able to access the registration site, make sure that you include the DISTRICT NUMBER and your TROUPE NUMBER. (020942) Some troupe numbers are 4 digits and some are 5. 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 Fee is reflected as a Troupe Director fee. It is the same \$145 as years past. 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.

2. MAINSTAGE PRESENTERS: IF YOU WERE SELECTED TO PRESENT A MAINSTAGE, start with that as you register your events. The system 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 Thespys. (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: Confirm all information is up to date for your account by clicking on the little picture of a person/ your email address displayed in the upper right corner. Select “account” and review the information carefully. Edit if you need to update your district and troupe number, administrator’s name and phone number, troupe director name and phone number, or school address, etc. It’s extremely important that the information listed here is accurate.

Step 2: Click on the conference tab above to add all students to your record, you are not registering them for the conference, simply placing them in your records.

Step 3: Register your students for events, (this includes One Act, Thespys, Senior Scholarship Auditions, and Jr. Audition 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 have Thespys and One Acts Wednesday-Saturday. They begin at 9am, so if your troupe has events on Wednesday

morning, 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 Thespys 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. 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 Pass holders do not get tickets and will not be permitted in the venues during the evening performances.

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: Your District Chair will send you a google form for you to submit your superior rated plays. These must be submitted **no later than January 15th**. Any missing plays at that time will result in canceled Playwriting events. All playwriting events must also be registered in the State Registration Site.

<https://forms.gle/rHsTzQBvgGP6Ttpy7>

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. If paying by Credit Card, please add a 5% convenience Fee in services, (multiply your total amount by .05 and add that number of dollars. Round to the closest dollar.) ex. 1000 x .05 = 50. New total 1050

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 online forms are due at the time of online registration, and no later than January 15th, 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 2023. 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" and a late fee will be assessed.

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 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 23rd, 2023. 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.

NEW MAILING ADDRESS:

Florida State Thespians

1400 Highway 41 N #849

Inverness, FL 34451

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 “pay by Credit Card” or **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!! We're so happy you will be joining us!

-Lindsay

Lindsay M. Warfield

Chapter Director, Florida State Thespians