

**Step 1** Visit <https://schooltheatre.academicworks.com/>

**Step 2** Create an account

- If you do not already have an account, create one by clicking the 'Sign Up' button in the upper right hand corner.

This will prompt you to enter your email address & a password in the required fields. After doing so, a confirmation email will be sent to the address provided.

**Please make sure to check your spam folder for this email.** Once you have confirmed your account, you can begin accessing the system.

--Or--

Log in to an existing account

- If you already have an account, click the 'Sign In' button in the upper right hand corner.

If you have issues logging in or forgot your password, click the 'Trouble Signing In' button to resend your confirmation link or recover your password.

**Step 3** Once signed in, you MUST fill out the **General Application** with all required information and click submit.

Within the General Application, there are two questions specific to the International Thespian Festival:

- Are you planning to attend ITF 2019?
- Are you registered to participate in the auditions program at ITF 2019?

You MUST answer both in order to participate. If you have already submitted the General Application and you do not remember answering these questions, please return to the application and update it. Failure to complete this section may negatively impact your eligibility to audition.

**Please double check that all information provided is correct before submitting. Incorrect information may delay your application or cause you to be accidentally disqualified.**

**Step 4** Based on your answers in the General Application, you will be prompted to complete and submit either the **ITF College Auditions Application: Performance** or the **ITF College Auditions Application: Technical**.

- If you are going to participate in both the performance and technical auditions, you must complete both applications.

You **MUST** complete these applications in their entirety. Otherwise, you may be disqualified from the auditions.

**Step 5**

After this, the **Student Conditional Application** will appear. You do not need to fill this out.

To confirm that everything has been submitted, click the **My Applications** tab. Here you will be able to view the status of all applications.

**Step 6**

You may wish to alert your guidance counselor that they will be receiving a transcript request from our system so that they are prepared to fulfill it.