

# Navigating the Membership Portal: A Beginner's Guide



We recently converted our membership database system to better serve our members. As with any conversion of this magnitude, there were bound to be issues, both expected and unexpected. We appreciate the feedback provided to us, especially when members encountered errors. In response to member feedback, we have compiled this resource to help navigate some of the most common functions in the database. While not a complete user's guide, it is intended to provide clarity about updating profiles, adding eligible students to troupe rosters, inducting eligible students, and allowing for new troupes to be chartered.

Please contact us directly at our Membership Services Center with questions about this guide or if other errors occur. We can be reached via email at [members@schooltheatre.org](mailto:members@schooltheatre.org) or via telephone at 513.421.3900 x1 Monday through Friday from 8:30 a.m. - 5:00 p.m. EST.

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## GETTING STARTED

To help navigate the new system, here are a few tips to get started:

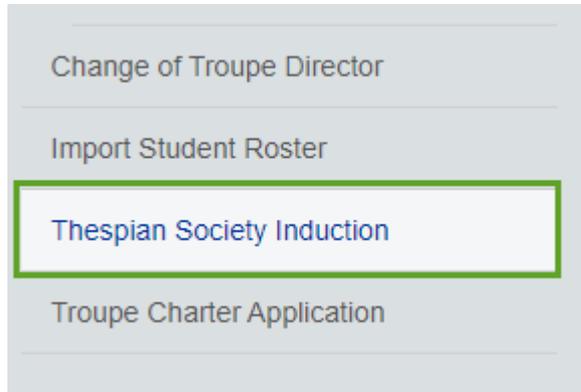
- **Community Hub:** This is the area of the membership portal to conduct transactional business related to membership, troupe, and organizations. Formerly known as the “Troupe Business” page.
- **Personal Snapshot:** This is a personal dashboard to connect to Community Hub. Please bookmark the following link for quick access: <https://myedta.schooltheatre.org>. You can also access Community Hub and your Personal Snapshot by clicking the Sign In button at the top right corner of [schooltheatre.org](https://schooltheatre.org), logging in, and then clicking My Account next to your profile avatar at the top right corner of the page.
- **To view the roster of active Thespians/JR Thespians** for your troupe, click on the My Troupe/School/Org button from your Personal Snapshot page, then click the “...”, and select Manage Roster. From there, you can access students’ Thespian ID numbers (aka EdTA ID), add honor/academic ranks, and update student honor ranks and scholar distinctions.
- **To add eligible students to your roster for induction**, click on the Thespian Society Induction button from your Personal Snapshot page, then follow the steps in the process until you reach the Create New Student Account checkbox. Use this to create each student account. When you return to the process to finalize your inductions, use the search function to find previously created records.
- **To induct Thespians/Junior Thespians**, click on the Thespian Society Induction button from your Personal Snapshot page, then follow the steps in the process.
- **To induct Honorary Thespians**, please contact the Member Service Center by emailing [members@schooltheatre.org](mailto:members@schooltheatre.org) or calling (513)421-3900, ext. 1. This process will be available soon in Community Hub.
- **To transfer students between troupes**, please continue to use the [Transfer student membership form](#).
- **Change of Troupe Director forms and Troupe Charter applications** can also be accessed by clicking the respective buttons from the Personal Snapshot page.

The store has also been upgraded; we recommend reading the [Guide to Ordering Thespian Regalia](#) before placing your order.

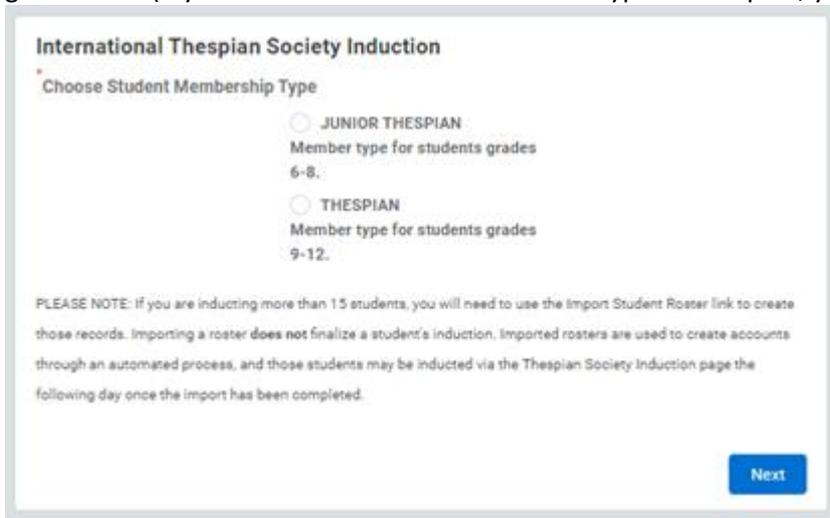
- **Spirit items, honor items and graduation regalia** are available for purchase in the [Thespian Shop](#).
- **Trophy Awards** can be purchased by [clicking here](#).

## Thespian Society Induction

From your Personal Snapshot, locate and click the Thespian Society Induction link in the left-hand navigation menu:



The next page will prompt you to select the type of Thespian(s) you are inducting based on current grade level. (If you need to induct more than one type of Thespian, you will have a chance to do so)



**International Thespian Society Induction**  
Choose Student Membership Type

JUNIOR THESPIAN  
Member type for students grades 6-8.

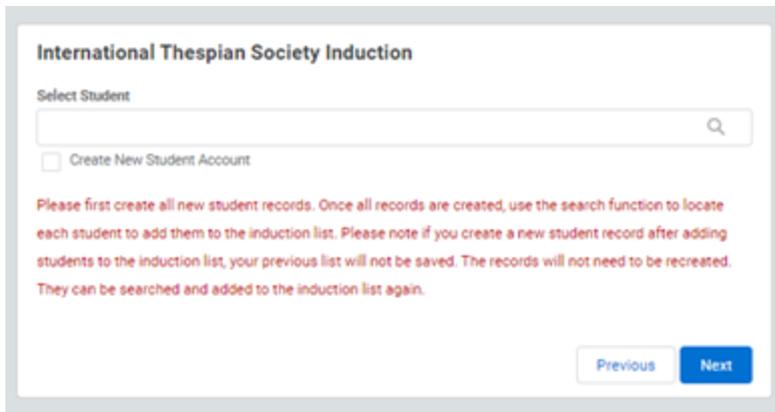
THESPIAN  
Member type for students grades 9-12.

PLEASE NOTE: If you are inducting more than 15 students, you will need to use the Import Student Roster link to create those records. Importing a roster does not finalize a student's induction. Imported rosters are used to create accounts through an automated process, and those students may be inducted via the Thespian Society Induction page the following day once the import has been completed.

Next

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After making your selection and clicking Next, you'll be prompted to either create new student records, search for existing eligible records, or both. **Please note:** If you need to create new records, you should create **all** of those records first. Once all records have been created, use the search function to add each record to your induction list.

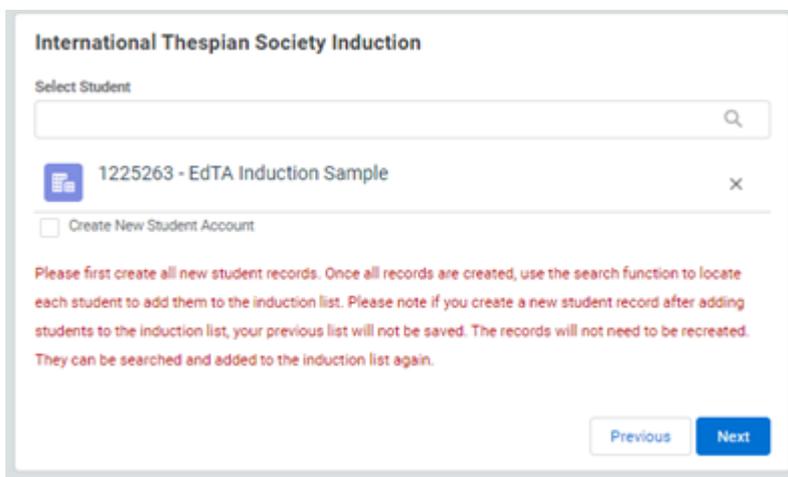


**International Thespian Society Induction**

Select Student

 Create New Student Account

After you search and add each student to your induction list, the student will appear as follows. Click Next to proceed.



**International Thespian Society Induction**

Select Student

 Create New Student Account

The next page will provide you the opportunity to induct more students. Selecting Yes and then clicking next will take you back to the Thespian type selection page. Selecting No will allow you to proceed to checkout.



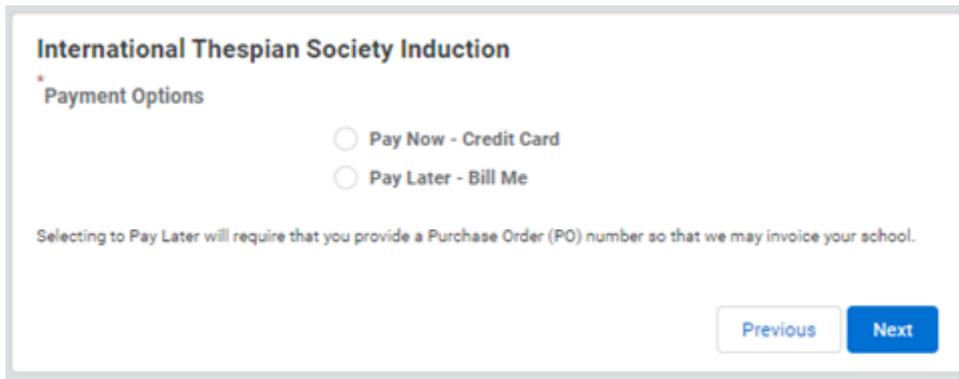
**International Thespian Society Induction**

Do you want to add more students ?

Yes

No

Next, you will be prompted to select your preferred method of payment and then proceed.



The screenshot shows a web form titled "International Thespian Society Induction". Under the heading "Payment Options", there are two radio button options: "Pay Now - Credit Card" and "Pay Later - Bill Me". Below these options, a note states: "Selecting to Pay Later will require that you provide a Purchase Order (PO) number so that we may invoice your school." At the bottom right of the form, there are two buttons: "Previous" and "Next".

Based on the method selected, use the following information to finalize the inductions:

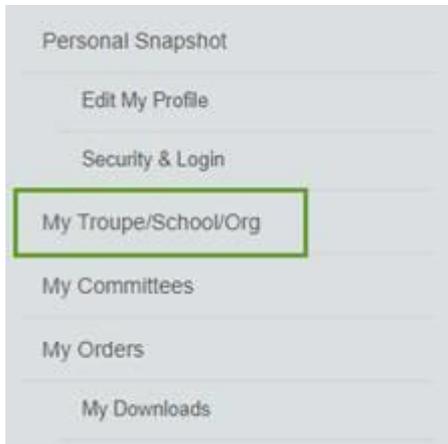
- Pay Now – Credit Card: Payment information will be entered directly into the online platform, and the official order will be generated.
- Pay Later – Purchase Order: An approved purchase order number should be entered directly into the website, and the official order will be generated. We no longer require submission of purchase orders via fax or email.
- Pay Later – Check: Type the word “Check” into the Purchase Order Number field and submit the order. The order will be finalized once payment is received and applied. A copy of the invoice can be located via the My Orders link in the left-hand navigation bar.

**Please note:** EdTA only ships membership credentials and store items once full payment or a P.O. is received. Once submitted, inductions may not be reversed or substituted. Schools are responsible for submitting payment; induction fees are not refundable or transferable.

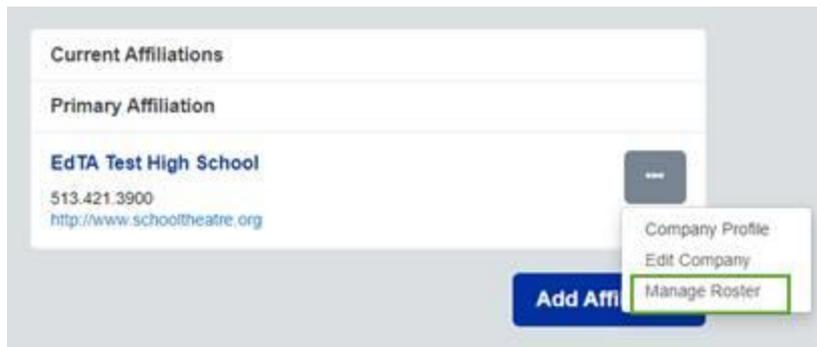
## Managing a Troupe Roster

Login at [myedta.schooltheatre.org](http://myedta.schooltheatre.org).

Once your Personal Snapshot loads, click My Troupe/School/Org in the navigation bar to the left:



As troupe director, your affiliation with your troupe will be listed on the next page. You can view your roster using the following link:



Once you have chosen to manage your roster, the following page will display:

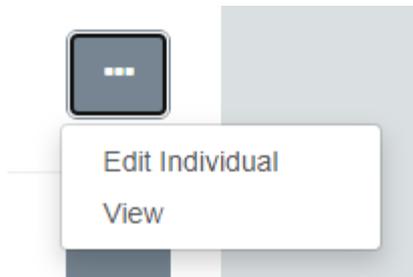


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Any individuals with an active affiliation with the troupe will appear below the search bar. This includes:

- Active Thespians (both student and Honorary)
- Eligible Thespians that have records in the system
- Professional members who are connected to the troupe
- Your administrator
- Yourself

You can use the following links to view or edit the record:



**View** displays contact and membership information.

**Edit Individual** allows you to update honor ranks and scholar distinctions for active and/or eligible Thespians. All other contact information may only be changed by the specific account holder.

If a correction must be made to an individual's name, please contact the Membership Team via email at [members@schooltheatre.org](mailto:members@schooltheatre.org). When contacting us, please provide the following:

- Name of School/Institution
- Troupe Number
- The individual's name as it currently appears in the system
- The individual's corrected name

**PLEASE NOTE:** At this time, there is not a way for troupe directors to print their roster via Community Hub. We are working closely with our programmers to find a solution for improving this particular user experience. In the meantime, we are glad to provide a copy of your roster as a PDF which includes pertinent Thespian information sorted alphabetically by last name. If you need your roster, please contact us via email at [members@schooltheatre.org](mailto:members@schooltheatre.org).