How to Register for Festival

1. Go to the registration site.
2. Enter your email address in the User Email block
3. Enter your password that is associated with your name on your troupe membership file.
4. Click on the blue Login box below password.
5. On the right, under Events, click on Register for an Event.
6. On the right, click on the blue box that says Register.
7. On the left you’ll see three boxes, click on the top blue box that says Register.

Step 1: Select an Attendee

1. First you must register the Troupe Director (TD), yourself. If the TD cannot attend, then an Acting Troupe Director must be assigned. See the end of these notes for instructions.
2. Click on I’m Registering Myself.
3. It will take you to the next page which will be pre-populated with your information.
4. Make sure your information is correct, fix any that isn’t, and fill in any blanks.
5. A t-shirt size is required.
6. Once your information is complete, at the bottom click on the blue box that says Next.

Step 2: Price and Functions

1. If you are staying off-campus you’ll select the Activities Only price. If you register under Activities Only, the system will skip over the housing portion and take you directly to the PDI selection.
2. If you are staying on-campus you should select the Standard Price of $790. Once you click on this button the system will give you choices for
	1. assigning your housing for your entire delegation
	2. selecting a PDI if you wish to take one
	3. a listing of volunteer options
	4. the list of I.E.s
	5. signing up for Tech Challenge
3. **Housing**. This is where you will select all your housing needs for your entire delegation. The system will ask for your rooming assignments after you’ve hit the submit button for your entire registration. Adults can either have a double room or a single room (costs extra). Adults in a double room without a roommate will be assigned a roommate. Students may be assigned to either a double, triple, or quad room, however there are a limited number of triples and quads. So for example if you’re registering six students (2 boys, 4 girls) you would enter a three in the student double room block. Once you’ve entered the housing selections for your entire delegation scroll down.
4. **Professional Development Institutes (PDIs)**. PDIs are for adults, so if you or a chaperone wish to take one this is where you would make your selection. PDIS take place in two sessions (you must attend both) on Wednesday and Thursday mornings, 9:00 a.m. to noon.
5. **Volunteer Options**. If you wish to volunteer to help run the Festival this is where you would make those choices. Please do not check a volunteer position if you do not intend to do the work. With the exception of security, there is no compensation for volunteering at the Festival. If you volunteer for and are assigned to security, you will receive a 50% refund on your basic registration. The refund will be issued after Festival. After you have finished with the volunteer section scroll down.
6. **Individual Events**. This is the section where you will select all the I.E. categories in which your delegation will participate. Here you are just entering the total numbers and you will be asked to enter the student names, title of pieces, author, publisher once you have hit the submit button for your registration.
7. **Tech Challenge**. At the very bottom of the individual events list is a box for Tech Challenge. If you wish to submit a team for Tech Challenge, check this box. You will be asked for the names of the team members, the team name, and team captain after you have submitted your registration.
8. **I Understand**. Below the I.E. listing there are two paragraphs you must read to confirm that you understand some basic rules about I.E.s and auditions. You must check those two boxes before you can continue.
9. **Housing Preference**. Please only enter information in this box if you wish to be housed or seated with a particular troupe. Do not enter housing details here. You will be given the opportunity to enter roommates at a later time.
10. To register the TD, in the lower right click on the blue box that says Register Attendee.
11. The computer will then take you to a screen to confirm your registration. This is where you can check that you’ve registered everything correctly for the TD. Once you know things are correct you may continue.
12. **Add Another Delegate**. If you wish to add more people to your delegation, click on the gold bar that says Register Another Attendee.
13. **Registering a Chaperone**. If this person is already in your membership file, when you enter the last name and email the system will find him or her. If the chaperone is not found it will state “No individual found”. Then you should click on the white box that says Add New Chaperone. Enter information to create a profile for this new individual. Click on the blue box that says Create New Record. Then click on the blue box that says Register This Individual. Click on the price for the chaperone, either housing on-campus or Activities Only. The choices of PDIs and volunteer options will be available for the chaperone. When done, at the bottom click on the blue box that says Register Attendee.
14. The system will take you back to a confirmation page where you can check to make sure everything is correct so far.
15. If you wish to enter more delegates, click on the gold box that says Register Another Attendee.
16. **Registering Students**. There are two choices: a. you can register a student from another troupe, or b. you can register a student from your school.
	1. To register a student from another troupe, you must find out if the student is on the troupe’s roster. If s/he is on the troupe roster, then you’ll need his/her ID number. Once you enter the ID number the system will pull up that student. If the student isn’t on the roster of another troupe, click on white box that says Create New Student Record. Fill in the blanks and click on the blue box that says Create New Student. A profile will be created. Click on the blue box that says Register This Individual. Fill in the blanks and click on the blue box that says Next. Select appropriate price, then click on blue box that says Register Attendee. The system will take you back to the Registration Confirmation page, where you can check everything. Click on gold box that says Register Another Attendee.
	2. To register a student from your school, click on the box that says I’m registering a student from my school. A listing of all of the students on your roster will appear. Click by the name of the first student you want to register, then click the blue box Next. A student information page will come up. Fill in the blanks and then click on the blue box that says Next. Select the appropriate price and any additional options the student would like, then click on the blue box that says Register Attendee. The system will take you to a registration confirmation. If you wish to add more delegates, click on the gold box that says Register Another Attendee. If the student you wish to register is not on the list, then you’ll need to click on the white box that says, Create New Student Record. Complete a profile for that student and then register him/her. Continue this cycle until everyone is registered.
17. **Parent’s email.** The parent’s email must be entered so the parent can be sent a consent form. They will be able to complete it online and send it back.
18. Once all the delegates are entered hit the blue box that says Submit Registration.
19. A box will drop down and ask you who is paying, either you or your organization. Click one.
20. Next it will take you to the screens that will let you assign I.E.s, housing, and tech challenge.
21. **Individual Events.** Click on the blue box that says Select Event. A list will drop down of all the I.E. categories that you’ve chosen. Click on the top one. A list of all your eligible students will drop down. Select the student(s) that will be presenting that category. Scroll down and enter the title(s), author(s), publisher(s), show title(s), name of short film (only for the short film category), and proof of permission needs to be uploaded only for specific works. Check the I.E. guidelines for an explanation of when proof of permission is needed.

Click the blue box that says Continue and Assign Additional Students. Click on the blue box that says Select Event and repeat the process.

1. At the top click on the little grocery cart with the dollar amount next to it. This will take you to a summary of your total registration.
2. If you’re not quite ready to check out, click on the green box that says Save Registration, otherwise, click on the blue box that says Checkout.
3. It will take you to the Cart Payment Page. Scroll down to the bottom, click on the correct Payee, complete all the appropriate blanks. When all is done click on the blue box that says Process Order.
4. Click on Print this Page box to print a copy for yourself, and if you’re paying by check you should include a copy with your check.
5. **Registering an Acting Troupe Director**. The TD should log into the registration site and click on the box that says, “I’m not attending and would like to assign an Acting Troupe Director.” A list of adults may appear. If the person you want to assign as the Acting TD appears on that list, click on his/her name. If not, click on the white box that says, Create Acting Troupe Director Record. Complete the profile and once entered, that individual will receive an email with his/her username and password. That individual will now be able to log in and register the delegation.