

VIRGINIA THESPIANS

How to register online for the conference

PRINT THESE PAGES FOR YOUR INFORMATION AND FUTURE USE!

Registration Passwords

1. On the Virginia Thespians web site, go to the forms page, then go to the Registration Central page, and select the "School Registration for State Conference" link.

[Conference Registration Instructions and Forms](#)

[Registration Instructions](#) - 2012

[Registration Instructions with Graphics](#) - 2011 For the Visual Learner!

[Link to Registration Central](#) - 2012 - **Registration will open in early October.**

[Registration Central - Conference 2012](#)

Here's where you will go through the process of registration for the conference. There are several steps.

1. **[Pre-Registration Document for Students](#)** - Students can fill this document online and print it for you, or you can print it, duplicate it, and pass out the forms to them.
 2. **[School Registration.](#)** - The sponsor fills this form and submits it via e-mail. Once the school account has been created, the sponsor will receive her username and password.
2. Fill in the form and either click the "Submit via Desktop e-Mail" button to submit it directly (Using the most current version of Adobe Reader, which is 9.3.3, is advisable. Make sure you Send the e-mail which is generated by the program. Until you hit Send, it has not gone out.), the "Save to Submit via Webmail" (The direct submission button does not play well with webmail.), or the "Print for Fax"

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button to print it so that you can Fax it.

[Submit via Desktop e-Mail](#)

[Print for Fax](#)

[Save to Submit via Webmail](#)

Fax Number: 703-319-2397

3. I will create your account in the database, e-mail your username and password to you, and add you to our distribution lists.
4. Your username and password are for your personal use only. Please do not share this information with students.
5. Once you have received your account information, you can register yourself, your students, and your chaperones for the conference.
6. We have a new pre-registration form for your students to fill which will aid your registration process. You will find a link to that document on the Registration Central web page. You could direct your students to that link so that they could generate the document for you, or you could print and duplicate a copy for distribution. Whatever works for you.
7. Please follow the instructions below.

We recommend that you register your students as early as possible. This helps us make sure we have the right number of workshop artists.

One-Acts! We want lots! We want every school to bring at least one One-Act. You can also submit a second One-Act bid for inclusion if all slots are not filled. You may also have the option of performing your One-Act twice.

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First Method

1. Click on the online registration link from the Registration Central page.

[Registration Central - Conference 2012](#)

Here's where you will go through the process of registration for the conference. There are several steps.

1. [Pre-Registration Document for Students](#) - Students can fill this document online and print it for you, or you can print it, duplicate it, and pass out the forms to them.
2. [School Registration](#) - The sponsor fills this form and submits it via e-mail. Once the school account has been created, the sponsor will receive her username and password.
3. [Online Delegate Registration for the Conference](#) - (Have you taken the conference quiz yet?) Using your new username and password, you will enter the online database to register your participants. All participants must be registered, students, chaperones, sponsors, all. **Registration will open in October.**

2. A web page will open to log into the FileMaker database. Enter your username

Enter an account name and password to view databases hosted by FileMaker Server:

Guest Account
 Account Name and Password

Account Name:

Password:

and password.

 [WebConference](#)

[Logout of FileMaker Server](#)

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3. Find the "Enter Delegate Names" button and click it. Your school information will open and you can start to enter your delegates. Please remember that all delegates must be registered. (Students, Sponsors, Chaperones, Alumni, etc.)

Thespian State Conference 2011



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4. Enter a delegate name (required)

Home **Thespian State Conference** Exit

School
Conference Staff High School
Vienna, VA

Enter Delegate Information Here

delegate first name delegate last name delegate email type of registration category Shirt size

Submit

1 Delegate Registered.

	first name	first name	email	type of reg.	category	Shirt Size	date registered
1	Bob	Smith	theatrebob@aol.com	Sponsor	management	L	9/27/2010

5. E-mail (optional) (We had a request to send conference information directly to participants and this is an experiment to see if it is feasible.)
6. Cell Phone Number (optional) We are planning to use a text notification system this year to send out notice of workshop, or schedule changes, etc. (This will also give us an option for broadcast emergency messages.) *This blank is not included in the graphic above. At the time this document was revised, the addition of this blank is still in process.*
7. Type of registration (required) (Thespian, Apprentice Thespian, Sponsor, etc.)
8. Category (required) (Performance, Management, or Technical – This will come into play when registering for workshops. Should their original requests be unavailable at the time that the workshop rolls are generated, this category preference will dictate the choice of a substitute workshop.
9. Shirt size (Required) (Each conference participant receives a conference shirt as part of their registration.

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10. Then, click the green submit button. That delegate will be moved to the master list for your school below.

The screenshot shows the registration interface for the Thespian State Conference. At the top, there is a 'Home' icon and the text 'Thespian State Conference'. To the right is a red 'Exit' button with a white 'X'. Below this is a 'School' section with two input fields containing 'Conference Staff High School' and 'Vienna, VA'. The main section is titled 'Enter Delegate Information Here' and contains six input fields: 'delegate first name', 'delegate last name', 'delegate email', 'type of registration', 'category', and 'Shirt size'. A green 'Submit' button with a white cross icon is highlighted with a red box. Below the form is a table titled '1 Delegate Registered.' with the following data:

	first name	first name	email	type of reg.	category	Shirt Size	date registered
1	Bob	Smith	theatrebob@aol.com	Sponsor	management	L	9/27/2010

11. Repeat the process for adding more delegates.

12. When you are finished adding delegates, click the red Exit button at the top of the page.

This screenshot is identical to the previous one, showing the registration form with the 'Exit' button highlighted with a red box. The 'Submit' button is no longer highlighted. The table below the form shows the same data as in the previous screenshot:

	first name	first name	email	type of reg.	category	Shirt Size	date registered
1	Bob	Smith	theatrebob@aol.com	Sponsor	management	L	9/27/2010

13. You may return later to enter more delegates by following the same process. If you need to change a registration after it has been entered, please contact vathespian@aol.com.

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14. Once the registration deadline has passed, you will receive a fax, or e-mail confirmation of your registration with a copy of how much you owe for that registration. **This invoice is due and payable upon receipt. Even if you plan to register more delegates. This invoice is due in full immediately.** If you have finished registering your students and want an invoice right away, e-mail me at vathespian@aol.com. It will be sent out immediately.

Second Method (Please use this method only if you cannot access the first method)

1. Click on the e-mail online registration
2. Fill in the form and click the submit button.
3. Make sure you register your students names the way they want them as the database also generates the name badges.
4. Note their status - Thespian, Apprentice Thespian, etc.
5. Select their shirt size. Each registrant receives a conference shirt.
6. I will fax, or e-mail you a confirmation of your registration with a copy of how much you owe for that registration.
7. Please send a list of your students' category preferences (Performance, Technical, Management), e-mail addresses (optional), and cell phone numbers, (optional) to vathespian@aol.com since those fields are not available on this registration document.

Registration Cost

1. The registration deadline is **November 15, 2011**. At this deadline, Thespians, Sponsors, and Chaperones owe \$124.00. Thespian Apprentices owe \$129.00.
2. After that date, the registration cost becomes Thespians, Sponsors, and Chaperones \$134.00 and Thespian Apprentices \$139.00. In addition there is a

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\$50.00 per school late fee assessed. This late fee is assessed no matter how many late registrants are added.

3. The registration fees include 5 meals; Dinner Friday, breakfast / lunch / dinner Saturday, and breakfast Sunday.
4. For every ten students registered, you may register one adult sponsor, or chaperone free. **In order to receive this benefit, you must take the [online quiz](#).**
5. Due to the need to furnish security and clean up arrangements, there will be a further assessment to each troupe of \$50.00. This fee will be waived if your group will identify one or more adults to serve in a security and clean up capacity. They will be assigned work shifts and be stationed in the buildings in which conference events take place.
6. **There will be no refund of fees. If a registered student cannot attend for any reason, their registration fee is forfeit unless they can sell their registration to another student. There is a \$5.00 change of name fee. Any name change requests should be e-mailed to VAThespian@aol.com.**
7. Cheques should be made to **Virginia Thespians**
8. Mail your cheque to Bob Smith, James Madison High School, 2500 James Madison Drive, Vienna, VA 22181

Workshop registration

1. Click on the online registration link from the Registration Central page.
2. A web page will open to log into the Filemaker database. Enter your username and password.
3. Click on the Enter Delegate Workshop Choices Link.
4. A screen with your school name will appear which has one of your student names in the centre box. You can use the green arrows to move back and forth through your list.

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5. Enter the student's choices in their record using the drop down menus at the bottom centre of the window.
6. **Please be sure that each student makes six selections no matter how many workshops they expect to attend.** This gives more latitude in the assignment of workshops and helps the students get more of their choices. The choices should be submitted in the order of desirability. **Intensified workshops should only be submitted once** and the students cannot determine in which session they will be assigned unless the workshop for which they apply occurs in only one session. When slotting the workshops, we try to level the classes across all offered times. This lets us keep the maximum number of schedule options open.
7. Click the green Submit button at the left of the window.
8. **Once you have completed your registration process, Please be sure you click the "Exit" button.**
9. Please remind students that the workshop choices submitted are requests only. Once the requests have been uploaded, the actual workshops will be slotted and the final class schedule will be posted in webassignedworkshops. Whether the students get their choices is dictated by a number of factors such as how soon they submitted their requests, popularity of the class, how many sessions that particular class has, and conflicts between classes in the same session.
10. **Workshop choices may not be updated once they have been submitted.** As with the original delegate registration, once the information is uploaded to the main database it no longer matters if you make changes online. Any changes made after that time will not be accepted by the main database.
11. Each school is allowed 1 intensified slot plus 1 additional intensified slot for each ten registrants. (35 registered = 4, 41 registered = 5, etc.) The intensified workshops are planned for advanced level students. The intensified slot will take the place of slots three and four. It is assumed that the director has screened the choices and allowed students to register for intensified workshops. If a school has more students registering for intensified workshops than they have slots, the

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slots will be assigned in the order they are entered into the database (probably alphabetical).

12. Sponsors and chaperones will not be registered for workshops. They may attend any they choose during the conference.
13. If your school will be arriving late, or you expect to be missing a specific workshop slot for some administrative reason, please notify me by e-mail so that I can make sure that I do not assign workshops pointlessly. rpsmith@fcps.edu
14. If, for some technical reason, you cannot access the database for workshop registration, please e-mail me at the above address and I will fax you the alternate workshop registration form. You can then register by fax. (This is slower and more likely to limit your students' access to the most desirable workshops.)

Student Confirmation of Workshops

1. Students can access the database to check their confirmed workshops by clicking on the workshop registration link.
2. Their name is imastudent.
3. The password is imastudent.
4. They should click on the View Delegate Assigned Workshops link.
5. They will be able to search their name and school and see the workshops to which they have been assigned.
6. Feel free to share this password with all of your students.
7. Remember, even these workshops can change at the last minute due to a workshop cancellation.
8. Please **do not** give students your access password.
9. Once they have finished checking their registration, they should log out.