

# How to register online for the Virginia State Thespian Conference.

## PRINT THIS PAGE FOR YOUR INFORMATION AND FUTURE USE!

### Registration Passwords

1. E-mail me your fax number at robert.p.smith@fcps.edu.
2. I will e-mail, or fax you the database passwords and add you to our distribution lists. Once you have that . . .
3. Follow the instructions below.
4. Please do not share this password with students.

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.

### First Method

1. Click on the online registration link from the forms page.
2. If this is your first time registering, click on webschools. If you have already registered your school, you can go directly to the webdelegates database and start with #6.
3. Click on the new record icon (It looks like an index card with a + on it. It's near the top on the left.), and fill in the form's information. Please put just the school's name. (Do not include "High School, Secondary, etc.) Putting that in causes problems with the conference nametags. Click "Submit." **Please make sure you click the new record button.** One year Fairfax High School was edited out at least three times by

people clicking directly on the record since it appeared in the first slot.

4. Click on the Home Icon at the top left of the window. This will take you back to the original set of databases. (This is not the Home Icon on your browser bar.)

5. Click on the "webdelegates" database to begin entering delegates.

6. Click on the New Record Icon to enter a new delegate. (It looks like an index card with a + on it. It's near the top on the left.), You must enter all **students, sponsors, chaperones**, or any other persons that will attend the conference. **Please make sure you click the new record button.**

7. Make sure you register the names as you want them to appear on the name badges.

8. Note their status - Thespian, Apprentice Thespian, etc.

9. Select their shirt size. Each registrant receives a conference shirt.

10. Select a category preference. - Performance, Technical, Management. - 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.

11. Once the delegate information has been entered, Click "Submit." Repeat steps 6 through 11 as needed.

12. **Once you have completed your registration process, it is vitally important that you click on the "Log Out" button at the bottom left of the registration pages. The new version of Filemaker only allows 5 users to be logged on at one time. If you do not log out, the system thinks you are still there and will block another user from entering if all the slots are full. Please be sure you click the "Log Out" button when finished.**

13. Once the registration deadline has passed, I will fax, or e-mail you a 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. I will get it right

out to you.

**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. When you register for workshops, you will need to add the category preference as it is not available on this form.

### **Registration Cost**

1. The registration deadline is **December 7, 2007**. At this deadline, Thespians, Sponsors, and Chaperones owe \$94.00. Thespian Apprentices owe \$99.00.
2. After that date, the registration cost becomes Thespians, Sponsors, and Chaperones \$104.00 and Thespian Apprentices \$109.00. In addition there is a \$50.00 per school late fee assessed.
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.
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 changes should be e-mailed to VATHespian@aol.com.**

**7. Do not attempt a change of name etc. in the online database. That database is for data entry only and is uploaded to the actual conference database. Making online changes after the data has been uploaded can cause duplications, deletions, and billing errors.**

**8. Cheques should be made to Virginia Thespians**

**9. Mail your cheque to Bob Smith, James Madison High School, 2500 James Madison Drive, Vienna, VA 22181**

## **Workshop registration**

**1. Click on the workshop registration link from the forms page.**

**2. Click on the webdelegates database.**

**3. Search for each student. To do this, you should click on the "Magnifying Glass" icon at the top left of the window. Fill in the last name of the student and then click the "Perform Find" button at the middle left of the window. If there are several students with the same last name, you can page to the correct student by using the card icon at the centre left of the window.**

**4. Click on the Edit Record icon which is located near the top at the left of the window. It is next to the New Record icon.**

**5. Enter the student's choices in their record using the drop down menus at the bottom centre of the window. (If you registered originally via the e-mail method, you should also select the student's category preference at this point.)**

**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 "Submit" button at the centre left of the window.

8. Once you have completed your registration process, it is vitally important that you click on the **"Log Out"** button at the bottom left of the registration pages. The new version of Filemaker only allows 5 users to be logged on at one time. If you do not log out, the system thinks you are still there and will block another user from entering if all the slots are full. ***Please be sure you click the "Log Out" button when finished.***

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

12. Sponsors and chaperones should not register 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.  
robert.p.smith@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 webassignedworkshops database
5. Feel free to share this password with all of your students.
6. Remember, even these workshops can change at the last minute due to a workshop cancellation.
7. Please **do not** give students the main access password.
8. Once they have finished checking their registration, it is vitally important that they click on the **"Log Out"** button at the bottom left of the registration pages. The new version of Filemaker only allows 5 users to be logged on at one time. If you do not log out, the system thinks you are still there and will block another user from entering if all the slots are full. **Please be sure you click the "Log Out" button when finished.**