

HOW TO REGISTER FOR FESTIVAL 2018

Registering this year is going to be a one stop shop for everything. If you have any questions about how to register you may contact Anthony Cimino-Johnson at secretary@virginiathespians.org.

The registration system is multi-faceted. It will do the following:

- **Keep record of all students** attending festivals from year to year. Once a student is in the system, you never have to put them in the system again.
- **Hold your registrations in a cart** for you, even after you've logged out.
- Register your Individual Events
- Register your College Auditions
- Register your Scholarships
- Register for the Womanless Beauty Pageant
- Automatically generate a non-conflict schedule for students.
- Not allow you to register anyone beyond the limit for any given category

HOW TO REGISTER A SCHOOL, DIRECTOR, STUDENT, CHAPERONE

1. **CREATE YOUR SCHOOL** (This will be retained from year to year)
 - a. Go to: Virginia.cothespians.net
 - b. Create a Username and Password
 - c. Register your school using the drop down menus

2. REGISTER A STUDENT

- a. Click Register from the Menu
 - i. Click Student
 1. Fill in their information
 2. Check off that you are registering them for the 2017 VA Thespian Festival

3. REGISTER A DIRECTOR

- a. Click Register from the Menu
 - i. Click Troupe Director
 1. Fill in their information
 2. Check off that you are registering them for the 2017 VA Thespian Festival

4. REGISTER A CHAPERONE

- a. Click Register from the Menu
 - i. Click Troupe Chaperone

1. Fill in their information
2. Check off that you are registering them for the 2017 VA Thespian Festival

HOW TO REGISTER FOR INDIVIDUAL EVENTS:

A Note about 2018 Individual Events: Students this year are able to register for 2 total individual events as long as they are not the same individual event. Therefore students can register for MT Solo and Group, but not 2 MT Solo. If students receive Superiors in both of their categories, they may only choose 1 to move onto Nationals.

1. Click REGISTER
 - a. Click EVENTS
 - i. Click the Individual Event Title from the first drop down menu
 - ii. Type in the Title of the Piece(s) or TBD
 - iii. Start typing the name of the student, and select the student.
 1. If a group, type in ALL the names
 2. If a duet, type in both names

Students will be automatically scheduled into a time. If students are participating in multiple events, the software will not allow for conflicts.

HOW TO REGISTER FOR JUNIOR COLLEGE AUDITIONS:

Only Register One Student at a time

A Note about 2017 Junior College Auditions: You may register as many students as you like for college auditions. They may either do tech or acting.

ONLY REGISTER ONE AT A TIME

1. Click REGISTER
 - a. Click EVENTS
 - i. Click "Junior College Interviews/Auditions - Juniors Only"
 - ii. Start Typing the name of the student and select the student.
 - iii. Click Submit after the student's name has been selected.

Students will be automatically scheduled into a time. If students are participating in multiple events, the software will not allow for conflicts.

HOW TO REGISTER FOR SCHOLARSHIPS:

Only Register one student at a time

A Note about 2018 College Scholarships: You may only register up to 2 students per school. A 3rd candidate may be submitted if they are doing "Theatre Education"

1. Click REGISTER
 - a. Click EVENTS
 - i. Click "Scholarships"
 - ii. Start typing the name of the student and select the student.
 - iii. Click Submit after the student's name has been selected.

Students will be automatically scheduled into a time. If students are participating in multiple events, the software will not allow for conflicts.

HOW TO REGISTER FOR TECH RODEO:

REGISTER THE ENTIRE TEAM AT THE SAME TIME

A Note about the 2018 Tech Rodeo: Schools may submit one team, up to 8 students per team.

1. CLICK REGISTER
 - a. Click Events
 - i. Click Tech Challenge
 - ii. TYPE IN ALL of your students participating into the student box
 - iii. Click Submit after ALL students have been typed in the box

HOW TO REGISTER FOR THE WOMANLESS BEAUTY PAGEANT

A Note about the 2018. Womanless Beauty Pageant: Each school may put forward 1 student.

1. Click REGISTER
 - a. Click EVENTS
 - i. Click Womanless Beauty Pageant
 - ii. Start typing in the name of the student you wish to register, and select them.
 - iii. Click Submit after the student's name has been selected.