

Welcome to the Florida Thespians / District IV Registration System  
District IV Thespian Festival 2023

*(Print or save this document as a reference before you start registering.)*

Mail all correspondence to:

District IV Thespians  
Kevin Pace, District Chair  
Gibbs High School  
850 34th St. S.  
St. Petersburg, FL 33711

Email: [d4thespians@gmail.com](mailto:d4thespians@gmail.com)

*General Instructions (FOR EVERYONE, new or not new to IE Registration):*

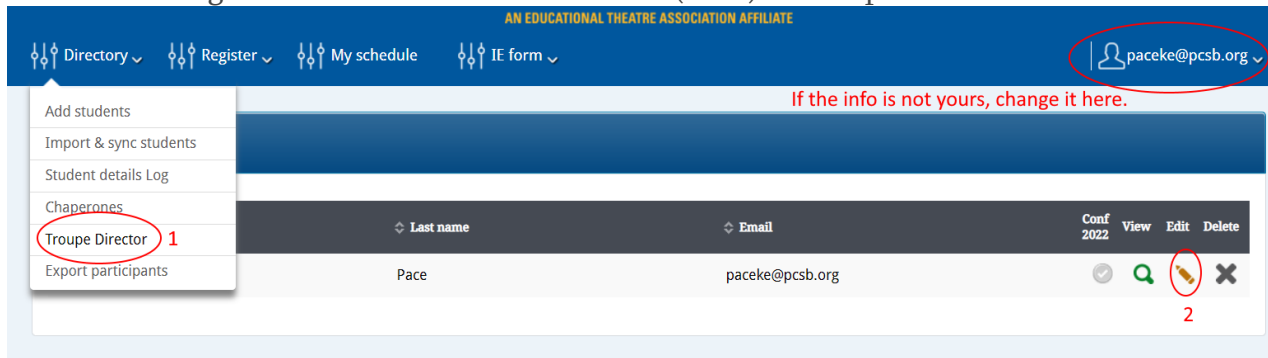
This system will allow you to register for Florida State Thespian events throughout the year. You will be able to create an account and access all information for our events in one location. Please note: you will need student names, cell phone numbers, email addresses and graduation year; however, you will only need to enter this information once. Once you establish a database for your students and school, you will then be able to select which students attend which events. This information will be stored by the student's graduation year, so if you enter (freshman) the student will remain in your records until s/he graduates or you delete him or her. Email addresses are collected since all judging forms and certificates will be sent directly to the student and teacher. Additionally, we will store the information in your account database for future reference.

As before, you have the ability to change, delete and update all of your events and student information until the close of the registration period for any and all conferences for which you have previously registered. You may go back into your account after the deadline to print an invoice. Once you finalize your registration, though, no more changes will be permitted.

Before registering for the Festival, you will need to create an account with all of your basic identifying information. A link will be sent to all Troupe Director's prior to the Opening of the Registration Window.

## Step 1: Register Troupe Director

First register yourself. Under the directory tab, select “Troupe Director” then click on the edit button next to your name. If the previous troupe director is still there, update your information in account tab in the upper right hand corner of the screen. On the troupe director edit screen, verify your information, including t-shirt size, is correct, then click on the check boxes for “Order T-Shirt for District 4 Senior Festival (2023)” and “Register for District 4 Senior Festival (2023)”. Then press save.



AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

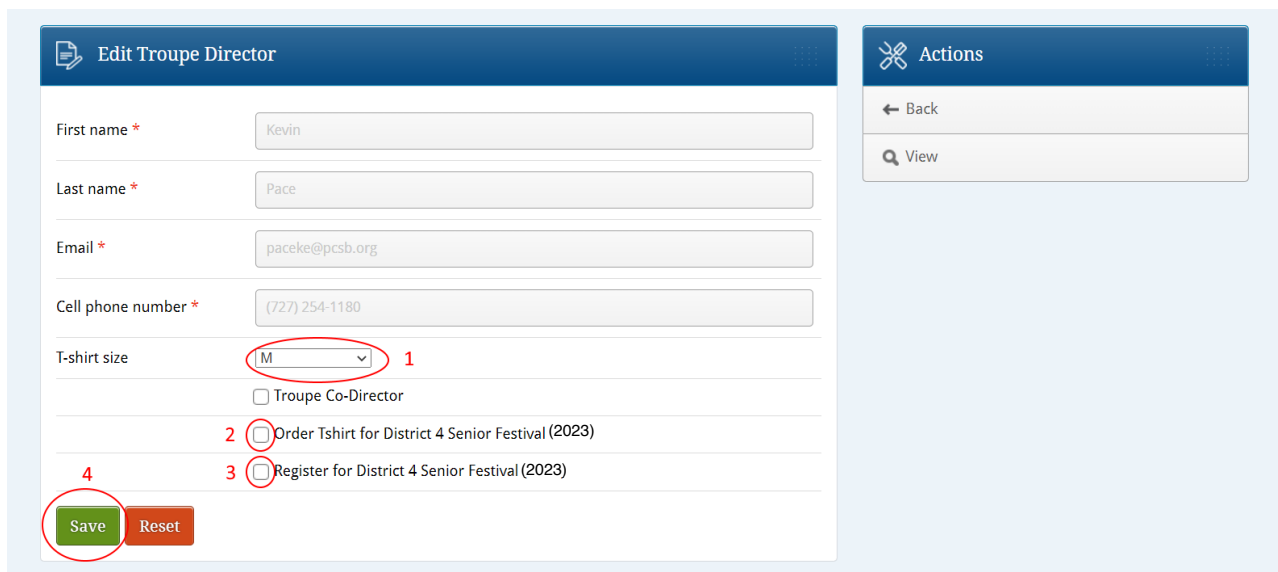
Directory Register My schedule IE form

paceke@pcs.org

If the info is not yours, change it here.

Add students  
Import & sync students  
Student details Log  
Chaperones  
**Troupe Director 1**  
Export participants

| Last name | Email          | Conf 2022 | View | Edit     | Delete |
|-----------|----------------|-----------|------|----------|--------|
| Pace      | paceke@pcs.org |           |      | <b>2</b> |        |



### Edit Troupe Director

First name \* Kevin

Last name \* Pace

Email \* paceke@pcs.org

Cell phone number \* (727) 254-1180

T-shirt size **M 1**

☐ Troupe Co-Director

**2** ☐ Order Tshirt for District 4 Senior Festival (2023)

**3** ☐ Register for District 4 Senior Festival (2023)

**4** **Save** **Reset**

### Actions

← Back

🔍 View

## Step 2: Register Students

To register students for the festival, click on the “Register” tab and select “students”, then click on the button that says “New Student”. Once the student registration form comes up, fill it out completely. You may use dummy information for the email address and cell phone number but if you do use the student’s real email address, they will be emailed a copy of their critique after the festival so you don’t have to worry about printing them out or forwarding them all. It is your choice. Be sure to note the t-shirt size and click the check box to “order t-shirt”. Then click the save button.

Once you’ve added students to your account, they remain there until they graduate. Sponsors registering students who’ve attended the District Festival before can select the text box under the word “Students” and press the down arrow to bring up a list of every student tied to your troupe, you do not need to register them a second time. Click on them to add them. Be sure to click on the button for t-shirt and make sure it’s green to show a t-shirt has been ordered for them. You should see a running tally of students and t-shirts at the right to ensure you haven’t missed any.

**Add new Student**

First name \*

Last name \*

Email \*

Cell phone number \*

Class \*

☐ Inducted

Date of Thespian induction

T-shirt size

☐ Order Tshirt

**Submit** **Close**

**Register Students**

Students

Start typing student name or press down to select

**New student**

Allan, Lucy 2022

Bennett, Courtney 2023

Brady, Emily 2023

Briggs, Donovan 2023

Delic, Lea 2022

DiBrizzi, Gianna 2023

Dowling, Erin 2023

Dowman, Annabelle 2023

Dressback, Abigail 2023

Duzdar, Ciara 2023

Gage, Zachary 2023

Hupp, Abigail 2022

Lacey, Lexi 2022

McKinney, Adelaide 2022

McLeod, Mason 2022

Miller, Brenna 2023

Miller, Rylee 2022

**For students that have been registered in past years.**

**Register Students**

Students

Start typing student name or press down to select

**New student**

| Name              | Email                  | Class | Tshirt | Waived | Edit | Action |
|-------------------|------------------------|-------|--------|--------|------|--------|
| Courtney Bennett  | Scourtneyb5@gmail.com  | 2023  | ✓      | ✓      | ✎    | ✖      |
| Gianna DiBrizzi   | gian.db@gmail.com      | 2023  | ✓      | ✓      | ✎    | ✖      |
| Abigail Dressback | abby.dresses@gmail.com | 2023  | ✓      | ✓      | ✎    | ✖      |

**\$ Total**

|                 |            |          |
|-----------------|------------|----------|
| Students        | \$90.00    |          |
| 3 subscr.       | 3 t-shirts | 0 waived |
| Troupe Director | \$0.00     |          |
| 0 subscr.       | 0 t-shirts |          |
| Chaperones      | \$0.00     |          |
| 0 subscr.       | 0 t-shirts |          |
| Events          | \$0.00     |          |
| Services        | \$0.00     |          |
| Total           | \$90.00    |          |
| Paid            | \$0.00     |          |
| Remaining       | (\$90.00)  |          |

### Step 3: Register Chaperones

This is the same process as student registration. Click on the “Register” tab and select “Chaperones”. Then press the button for “New Chaperone”. Fill out the info but **do not select a t-shirt**. T-shirts are not included in chaperone registrations because they are either free or reduced registration depending on how many you have. If you want to order shirts for your chaperones, you can purchase more when we get to the section on adding services. If you have used a chaperone before, their name will already been in the drop down menu in a similar fashion to the students.

\*Please Note: If you are bringing along one or more of your administrative team from school and utilizing the new “administrators come free” offer, register them as a chaperone in this window, but you will also indicate how many administrators you are brining in the services section.

The image shows a web application interface for registering chaperones. The top navigation bar includes links for Directory, Register, My schedule, and IE form. The 'Register' dropdown menu is open, showing options for Students, Troupe Director, Chaperones (highlighted with a red circle), Student Events, Workshops, and Services. Below the menu, there is a search bar and a green 'New chaperone' button (also highlighted with a red circle). The main content area displays a table with columns for Name, Email, Tshirt, Waived, and Action.

The 'Add new Chaperone' form is shown below the main content area. It contains the following fields:

- First name \*
- Last name \*
- Email \*
- Cell phone number \*
- T-shirt size (Please select...)
- ☐ Order Tshirt (highlighted with a red circle and labeled 'NO!')
- Submit (green button, highlighted with a red circle)
- Close (red button)

#### **Step 4: Register Events**

Again, click on the “Register” tab and select “Student Events”. From the drop down menu, select which event you are registering. Each category has an AM and PM option so make sure you choose the one you want. Beyond selecting AM or PM, you do not have any control over which session the events you register are placed. Enter the title and show information, click on any asterisks in the right column that need to be indicated to the piece, they will be added to the left column. Click in the student selection text box and begin typing a name or press down to bring up your full roster. Click on each student and add them to the event. You’ll notice events with a specific size requirement will let you know if you need more or have registered too many. Click on the subscribe button to finalize your event. It will then show up in your current event subscriptions list. Double check your information is correct. Once created, you can not edit your event. If there is an error, you will need to delete the event using the X and create it again. Use the style information below to register your events.

**Registration Style Parameters:** When entering any data, please use Title Case (capitalize each word), unless otherwise noted.

**\*REGISTER YOUR EVENTS FROM LARGEST-FIRST TO SMALLEST-LAST, or you could actually eliminate your students' availability to perform. This includes large student directed or student choreographed cast.**

**To normalize all data entries, please follow these specific formats:**

**ACTING-SOLO**

**Bob Smith**

**Hamlet - Curious Incident Of The Dog In The Night-Time \***

**ACTING-DUET**

**Bob Smith & Alan Strang**

**The Pillowman \***

**ACTING-GROUP**

**Smith & Co. (though still enter all participants names)**

**A Few Good Men**

**MUSICAL-SOLO**

**Sally Smith**

**“Someone Else’s Story” - Chess**

## MUSICAL-DUET

Sally Smith & Jill Mason

“You Love Who You Love” - Bonnie & Clyde

## MUSICAL-LARGE GROUP

Mason & Co. (though still enter all participants names)

“The Time Warp” - The Rocky Horror Show

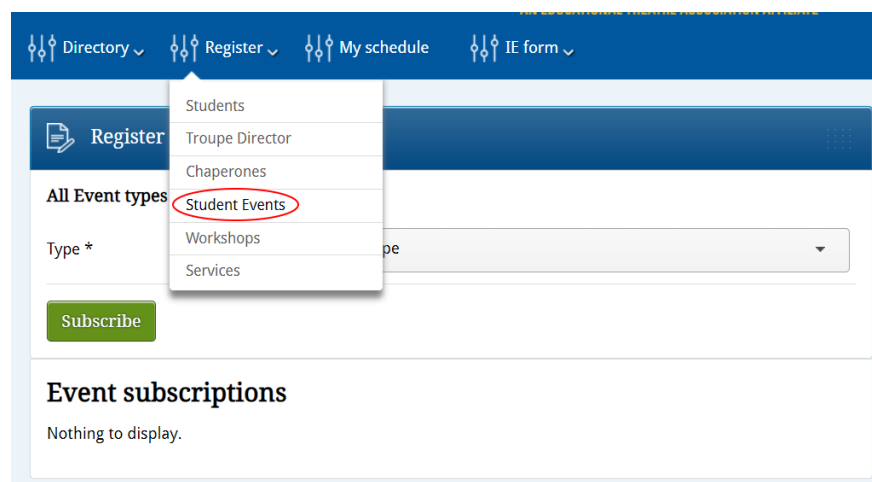
## PLAYWRITING

William Shakes

“The Best Play Ever”

When registering for Student Directed Scene & Student Choreographed (since the only the Director or Choreographer are counted for the event, though we still must account for the Actors or Dancers (to avoid scheduling conflicts)... please follow these special instructions:

1. Troupe Director registers Cast and Director, or Cast and Choreographer in “Student Directed Cast (AM or PM)” or “Student Choreography Cast (AM or PM)” This will give them the actual time slot for the performance and give them all the same time conflict that will keep them together as a group.
2. Troupe director will then register just the Director or Choreographer for “Technical-Student Directed Critiques” or “Technical-Student Choreography Critiques” this places them in a room in a Place-Holding “Session 8” or “Session 10”, which “eats up” one of that Directors 'or Choreographers 'three total IE slots, and holds the critique sheets for the actual event.



Logged in as OSCEOLA FUNDAM

Acting - Duet Scenes PM  
Acting - Ensemble Scenes AM  
Acting - Ensemble Scenes PM  
Acting - Monologue AM  
Acting - Monologue PM  
Acting - Pantomime AM  
Acting - Pantomime PM  
Musical Theatre - Dance AM  
Musical Theatre - Dance PM  
Musical Theatre - Duet AM  
Musical Theatre - Duet PM  
Musical Theatre - Large Group AM  
Musical Theatre - Large Group PM  
Musical Theatre - Small Group AM  
Musical Theatre - Small Group PM  
Musical Theatre - Solo AM  
Musical Theatre - Solo PM  
One Act - One Act Production

Directory Register

Register

All Event types

Type \*  
Please, select type

Subscribe

Event subscriptions

Nothing to display.

All Event types

Type \*  
Musical Theatre - Large Group AM

Selection name \*  
Great Wedding Show - Side Show 1

Asterisk \*  
2 Items selected  
Remove all Add all  
Adult Language  
Sexual Situations 2  
Not Applicable  
Death  
Substance Abuse  
Violence  
Religious Commentary

Students \*  
4  
Subscribe  
Lucy Allan, Emily Brady, Donovan Briggs,|  
DiBrizzi, Gianna 2023  
Dowling, Erin 2023  
Dowman, Annabelle 2023  
Dressback, Abigail 2023  
Duzdar, Ciara 2023 3

Event subscription

Nothing to display.

Students

8 subsc

Troupe I

0 subsc

Chaperon

0 subsc

Events

Services

Remaini

Totals

\* Number of participants needs to be above or equal to 8

All Event types

Type \*  
Please, select type

Subscribe

Event subscriptions

Session 1  
12/03/2022 / 08:00 AM  
Event: Small/Large Group Musical, Starting at: 08:00 AM, Room: Small/Large Group Musical  
Selection: Great Wedding Show - Side Show (Musical Theatre - Large Group AM)  
Asterisk \*: Adult Language, Sexual Situations  
Participants: Lucy Allan, Emily Brady, Donovan Briggs, Gianna DiBrizzi, Erin Dowling, Annabelle Dowman, Abigail Dressback, Ciara Duzdar

Students

8 subscr. 0 t-shirts 0 waived

Troupe Director

\$0.00

0 subscr. 0 t-shirts

Chaperones

\$0.00

0 subscr. 0 t-shirts

Events

\$40.00  
1 Musical Theatre - Large Group AM 8 students

Services

\$0.00

Total

\$280.00

Paid

\$0.00

Remaining

(\$280.00)

Totals

✖

## Step 5 – Event Services

Under the “Register” tab select “Services”. Here you will be able to add any miscellaneous items. Use this to designate if you have any administrators attending, if you’re bringing chaperones above the 10/1 complimentary level, if you have any student observers attending or day passes you would like to pre-purchase, and any shirts you would like to purchase in addition to your ones for the troupe leader and registered students. These shirts will show up differently in the right total than the ones for registered students.

**\*Note, unlike past years, you do not need to put your total number of shirts here in services. If you followed the above instructions, your troupe leader shirt and all registered student shirts should be taken care of. Only select a number of shirts here if you wish to purchase more. A reminder that the complimentary administrators, chaperones, and observers do not receive shirts as part of their registration.\***

Directory Register My schedule IE form paceke@pcsb.org

Register

Services

1 to 9 of 9

| Service Name                                   | Price   | Quantity | Action |
|--|---------|----------|--------|
| Complimentary Passes for School Administrators | \$0.00  | 1        | > ✕    |
| Large Adult Shirt                              | \$10.00 | 1        | > ✕    |
| Medium Adult Shirt                             | \$10.00 | 1        | > ✕    |
| Senior Chaperone in addition to Ratio          | \$15.00 | 1        | > ✕    |
| Senior Day Passes/Student Observers            | \$15.00 | 1        | > ✕    |
| Small Adult Shirt                              | \$10.00 | 1        | > ✕    |
| XL Adult Shirt                                 | \$10.00 | 1        | > ✕    |
| XXL Adult Shirt                                | \$10.00 | 1        | > ✕    |
| XXXL Adult Shirt                               | \$10.00 | 1        | > ✕    |

pians.net/floridast04/conferences/services

Total

Students \$240.00

8 subscr. 0 t-shirts 0 waived

Troupe Director \$0.00

0 subscr. 0 t-shirts

Chaperones \$0.00

0 subscr. 0 t-shirts

Events \$40.00

1 Musical Theatre - Large Group AM 8 students

Services \$40.00

4 x Large Adult Shirt

Total \$320.00

Paid \$0.00

Remaining (\$320.00)

Totals

Once all of this is done, you may press the “Proceed to Payment” button, double check all of your information, finalize it, and print out your invoice.

**\*NOTE: Once you finalize your registration, it can not be edited, events can not be changed, and students can not be added. Please be 100% sure that you have double checked all of your information before finalizing it.\***



### **Step 6 - Payment**

Once you complete your registration, mail your check along with your payment form and legal notice to the District Chair. This is the only physical paperwork you need to send this year \*unless\* you also have students submitting for senior scholarship consideration. In that case, you must also include the scholarship registration form (1 per school) and scholarship application form (1 per student.)

Payment Form

Legal Notice

Scholarship Registration

Scholarship Application

Send Checks to  
**District IV Thespians**  
**Kevin Pace – District Chair**  
**Gibbs High School**  
**850 34th St. S.**  
**St. Petersburg, FL 33711**

**I would caution PCSB sponsors not to utilize the internal PONY system as there is no tracking associated and we have lost checks in the mail that way previously. For effective delivery please send via USPS/ UPS with tracking information.**