**Welcome to the Florida Thespians / District Four Registration System**

**District IV Thespian Festival**

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

**Mail all correspondence to:**

**ATTNL District IV Thespian Chair:**

**Ashlie Timberlake**

**Palm Harbor University HS**

**1900 Omaha St**

**Palm Harbor FL 34685**

**Email:** **Timberlakea@pcsb.org**

***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: Click on the registration tab above to add students to your record, you are not registering them for conference, simply placing them in your records. You need to also do this for any adult delegates that must be added, as well. You will need to have one CHAPERONE for every ten STUDENTS, and if you bring both genders of students, then you will need to have both genders of chaperones. REMEMBER TO REGISTER YOURSELF AS THE TROUPE DIRECTOR; NOT AS A CHAPERONE.**

**Step 2: Register your students for events, such as Individual Events or One Acts. You will be unable to delete a student if they are attached to an event. If you desire to delete a student, first delete their event. Please remember to register your largest groups first (including Student Directed & Choreography), then smaller groups, then duets, and finally solos. Once a room has reached capacity, then that room cannot receive any more entries, and it it will be closed. If you register late in the "window", you may not receive the time you desire or even option of entering the event at all.**

**Reminder (IE's only): You may register up to five entries in each category, and a student may compete in up to three total events. This is not a guarantee: this is only a statement of the maximum slots to which you might have availability. Once you finalize the registration of your troupe and events, this system does not permit event drops, personnel changes, title changes, event changes, or time changes. Should an emergency occur on the Day Of The Festival, that requires a Time Slot Change, the Sponsor may request an exception (at the Registration Desk) for the Event to perform in the same room at a different time (if the schedule permits). Please note that this change is not guaranteed due to already existing time constraints, and even if accommodations are made, many situations could still arise which would result in the Event not performing at all. Any Registered Event not performing in its assigned room, on the day of the Festival, will be considered a "drop" and will be subject to a $30 fee: which will be invoiced to the Troupe, following the Festival.**

**When entering any data, please use Title Case (capitalize each word), unless otherwise noted. When registering an event, choose AM or PM, and the system will assign you the first available time slot in the first available session in that part of the day. If the event has an asterisk because of adult material, please put a space and an asterisk at the end of the title entry. Students will still be expected to specify this asterisk quality during their event introduction (prior to stating their troupe number).**

**REGISTER YOUR EVENTS FROM LARGEST-FIRST TO SMALLEST-LAST, or you could actually eliminate your students' availability to perform.**

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

**ACTING-MONOLOGUE**

**Bob Smith**

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

**ACTING-DUET**

**Bob Smith / Alan Strang**

**The Pillowman \***

**ACTING-ENSEMBLE**

**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 & Choreography (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 Scene” or “Technical-Student Choreography” 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.**

**Note to all Troupe Directors: If you have a written copy denoting all of your troupes’ required data, this process should take between 1-2 hours to fully register your troupe. The Registration Window is nine full days, and should give you adequate opportunities to enter all of your required information.**

Check Services for memberships and to select the correct amount and sizes of t-shirts for your Troupe.

Please fill out and send the following form:

 <https://districtivthespians.weebly.com/uploads/7/6/2/9/76296493/districts_payment_form.pdf>

 <https://districtivthespians.weebly.com/uploads/7/6/2/9/76296493/districts_legal_notice.pdf>

Send Checks to

**District IV Thespians**

**Attn: District Chair: Ashlie Timberlake**

**Palm Harbor University HS**

**1900 OMAHA ST**

**PALM HARBOR FL 34685**

**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.**