

Dear FL Thespian Troupe Director,

Please read through this and use it as your guide as you register your troupe for State 2018.

(It's a lot of info. You may want to print this to have it by your side as easy reference.)

FOR ALL REGISTRATION MATERIALS please ALWAYS include **District** and **Troupe Number**.

1. REGISTERING YOUR TROUPE: prior to registration opening, it may be helpful for you to gather the following information from your attendees: Students' and chaperones' First and Last Name, graduation year (for students), gender, t-shirt size, email address (a parent email is fine), and phone number (troupe director's phone number will work here as well). All of this info will be required to register you individuals. Once you are able to access the registration site, make sure that you include the DISTRICT NUMBER and your TROUPE NUMBER. (147228) All troupe numbers are 4 digits. Please include the zero if your troupe number starts with it (for example 027331). (All Districts must be included as numbers and not Roman numerals, for example the district is 9 not IX).

2. ONE ACTS: If your One Act was selected, your District Chair will be in contact with you with your play number and session so that you can register your play for the correct time slot. This will be the very FIRST event that you will register as it will block out that half of the day for you so you don't have any scheduling conflicts with IE's. (Unless you are also bringing a MainStage, in which case you will register that first, and Lindsay will be in touch with that information).

3. MAINSTAGE PRESENTERS: IF YOU WERE SELECTED TO PRESENT A MAINSTAGE, start with that. It will block out the entire day you are presenting a Mainstage. Register any student that is involved in the play.

4. EVENT REGISTRATION ORDER: When registering events, troupes must work big events to small event to avoid conflicts. If you are a school bringing a MainStage, for example, that would be registered first, followed by One Act Performance, then Large Group Musical, Small Group Musical, Ensemble Acting, Pantomime, Duet Events, and then Solo Events. Also, Student Directed is not a "solo event" on registration as it involves multiple students.

Events are all registered first come, first served. So, if you register late in the process, and all other days are already full, your events will be registered in the day/ time still available and without conflict to your other events. We will NOT be

doing changes this year to scheduled events, as you now have the ability to choose your days to perform, and the system does not allow for conflicts.

Just a reminder that we've added IE's to Wednesday. They begin at 8am like all other days, so if your troupe has events at that time, I strongly recommend you plan on arriving to register at State on Tuesday night, much like the Wednesday AM One Acts usually do. Wednesday IE's end by 2pm to allow participants to attend Opening Ceremonies.

5. REGISTRATION LINK: www.florida.cothespians.net

This system requires you to be ready when filling out your info. After you hit "Proceed to Payment" no changes can be made, so be 100% sure before hitting that button.

Links that will be live on the floridathespians.com website under REGISTRATION FESTIVAL 2018. Once you hit "Proceed to Payment" no subtractions of people can be made. Your invoice will be due as printed.

There is a mandatory SIGNATURE FORM that will be on the website. This needs to be printed and signed by the troupe director and school administrator and included with registration or the registration will be considered incomplete/ "not received"

Additional optional Links:

Senior Scholarships, Junior Audition Workshop, and One Acts are in the registration as events, (and should be scheduled like an IE would be). For all registered One Acts, Senior Scholarship Auditions, and Junior Audition Workshops, there is an additional google form that must be completed before troupe registrations will be considered "received". There is nothing to print and mail here. These are submitted directly to the state office electronically.

- Senior Scholarship Application (to be completed for each student applicant)
- Junior Audition Workshop Application (for each student participant registered for the event)
- One Act Info (with uploads)

6. DAY PASSES

DAY PASSES ARE LOCATED UNDER SERVICES. Select the number of Day Passes you wish to purchase and click the green arrow. This will add the amount to your invoice.

7. FATE Membership: Same as above

8. MAINSTAGE AND CEREMONIES TICKETS: The ticketing request form is also a google form on the registration site, and only needs to be submitted once per troupe. Please remember this is only a request form, and not an order form. You will be offered a first and second choice option. Please make sure you are selecting two different options. If your first choice is already full, and we go to your second choice, (and it's the same as your first, it's still full and now we don't know

what tickets you'd want). Troupes will only be allotted the number of tickets that match the number of **registered participants** they have, and may not exceed that number. (Day Pass holders do not get tickets.) These will be assigned on a first come-first served basis based on when their registration materials have been received in our office. We will also continue to do the rush lines at State and offer any remaining tickets we have at registration.

9. PLAYWRITING SUBMISSIONS: Please email a finalized pdf version of your playwriting submission to your District Chair by January 18th. Any missing plays at that time will result in canceled Playwriting events.

10. NEW MAILING ADDRESS: for ALL registration materials, here is the new mailing address for Florida State Thespians:

Florida State Thespians
c/o Lindsay M Warfield, State Director
[4522 W. Village Drive #307](#)
[Tampa, FL 33624](#)

Schools MUST update this information with their bookkeepers or mail their materials on their own to assure proper delivery. It's my highest recommendation that you as the troupe director take the "mailing of materials" into your own hands to assure it is done properly. Mail delivery confirmation is also highly recommended.

11. WHAT TO MAIL: ONLY 3 things: (For our veteran teachers, we've come a long way from the big packet of registration materials! Just trying to make life a bit easier for all...) We only need the following mailed to us:

- Printed Invoice from easycritique
- Check for full amount matching the invoice, made payable to **Florida State Thespians**
- Printed and signed signature form

All registration materials must be RECEIVED by January 18th, 2018. Please plan well and give the mail plenty of time to get to us!

Please, reach out to your district chair if you have questions on the registration process. Anything they are unable to answer, they will send my way.

Can't wait to see you and your students at State this year!! Happy Registering. :)

-Lindsay

Lindsay M. Warfield
Chapter Director, Florida State Thespians