

Troupe and Director Registration Guide

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Created by:



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**AN EDUCATIONAL THEATRE
ASSOCIATION AFFILIATE**

In this guide you will find:

Creating Your Account	<u>Creating a Directory</u>	<u>Registering</u>
<u>Troupe Account Registration</u>	<u>Add Students</u>	<u>Register Students</u>
<u>School Profile</u>	<u>Add Chaperones</u>	<u>Register Chaperones</u>
<u>Dashboard</u>		<u>Register for Events</u>
		Payments

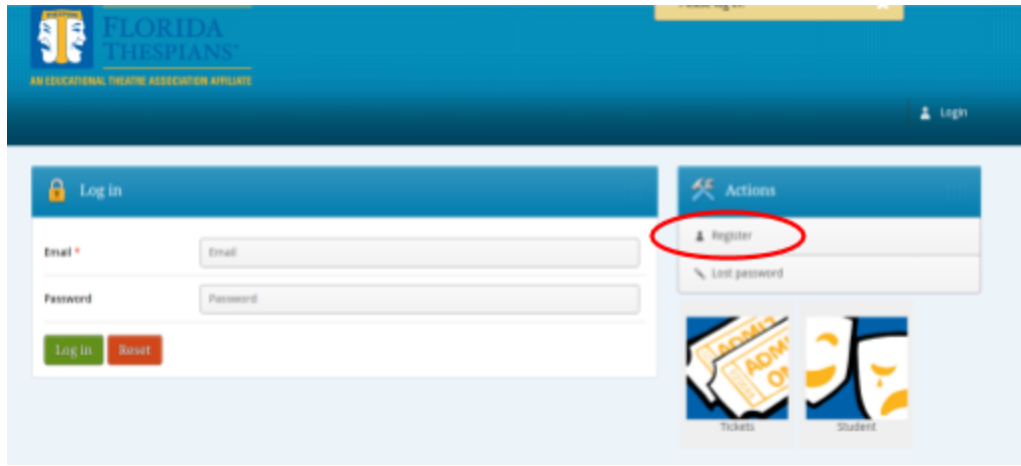
tinyurl.com/ThespianOnline

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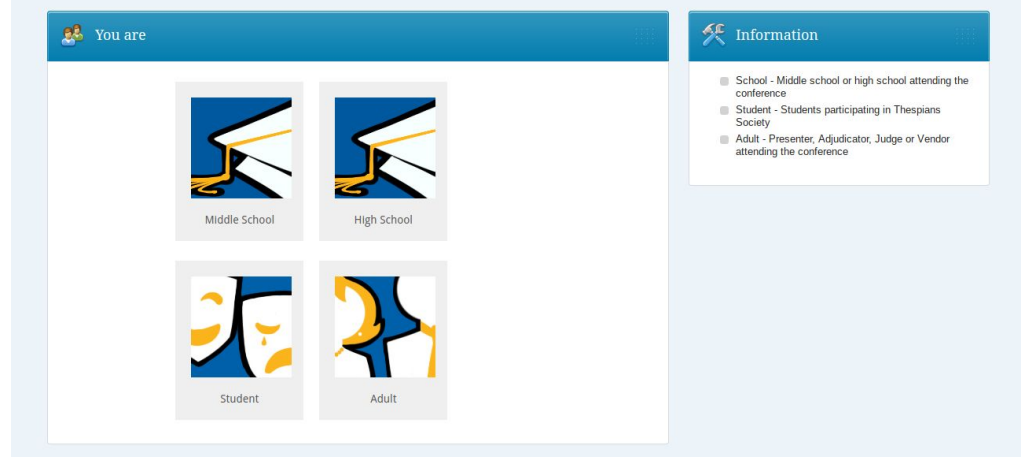
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General Setup and Creating Your Account

Troupe Account Registration



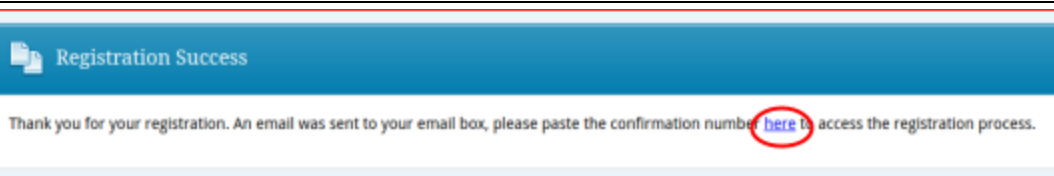
Register > High School >



Choose the type of account you are creating.

Middle School or High School (this will become the school account)

Student or Adult



Confirm email

Confirmation code

Confirm Reset

Actions

- Log In
- Register

Check your email for the confirmation code. Copy and paste or retype code in here and click Confirm.

Log in

Email *

Password

Log in
Reset

Use the Email and Password you used to register and create your account

Creating School Profile

Primary Troupe Director Information

Title *

First name *

Last name *

Email *

Cell phone *

School Principal Information

Title *

First name *

Last name *

Email *

School General Information

State *

City *

School *

Troupe number

School Address Information

Street address *

City *

State *

Zip code *

Phone *

Fax

Website

Dashboard

Directory Register My schedule IE form

Dashboard

Welcome to the Florida Thespians Registration System

This system will allow you to register for Florida State Thespians 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. You can also have your students use the student portal to register themselves, then you can import your students. 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, or pay your bill with a credit card.

Step 1: Click on the conference tab above to add students to your record, you are not registering them for conference, simply placing them in your records.

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.

If you experience any problems with the system or have any questions, please contact: jay@cothesplans.com.

Dashboard and Dropdown Options


Directory ▾	Register ▾	My schedule	IE form ▾
Add students	Students		IE form
Import & sync students	Troupe Director		Scores
Student details Log	Chaperones		
Chaperones	Events		
Troupe Director	Services		
Export participants			

Creating a Directory/Roster

Add Students

Directory ▾

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

^Directory>Add students>
Add New 

First name *

Last name *

Email *

Cell phone number *

Class *

Inducted

Date of Thespian induction

T-shirt size

Health Form pdf

Add Chaperones

Add students

Import & sync students

Student details Log

Chaperones

Troupe Director

Export participants

 Add Chaperone 

First name *

Last name *

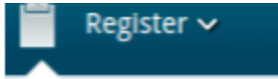
Email *

Cell phone number *

T-shirt size

Registering

Registering Students



- Students
- Troupe Director
- Chaperones
- Events
- Services

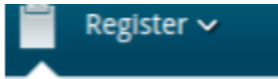


Students

Start typing student name or press down to select

New student

Registering Chaperones



- Students
- Troupe Director
- Chaperones
- Events
- Services




Chaperones

Start typing chaperone name or press down to select

New chaperone

Registering for Events

 Register ▾

Students

Troupe Director

Chaperones

Events

Services

 Register

All Event types

Type

Please, select type ▾

Subscribe

Acting - Duet Scenes

Acting - Group Scenes

Acting - Monologue

Improv Showcase - Ensemble Performance

Lighting 101 - Boot Camp

Lighting 102 - Boot Camp

Lighting 103 - Boot Camp

Musical Theatre - Duet

Musical Theatre - Group

Musical Theatre - Solo

One Act - 30 Minute Time Slot

One Act - Full Length

Sound 101 - Boot Camp

Sound 102 - Boot Camp

Sound 103 - Boot Camp

Tech - Costume

Tech - Lighting Design

Tech - Marketing Design

Tech - Scenic Design

Tech - Sound Design

Tech - Stage Manager
