

INSTRUCTIONS FOR NEW ON-LINE REGISTRATION FOR TRUMBAUER

STATE INSTRUCTIONS

General Instructions working with the registration

1. It is recommended that your screen display be 1280 X 800. Sometimes screen resolutions that are lower than that (to make the screen icons and images bigger) will cut off part of the display where you will not see control buttons that will allow you to SAVE and SUBMIT your registration. If you encounter trouble not being able to see everything on the screen, go into the Control Panel and change your display resolution to the recommended size.
2. When going through the process of updating information, filling in registration for Individual Events and One - Act Play Festival or the Studio Performance Festival, BE SURE TO **SAVE** THE INFORMATION WITH THE **SAVE** BUTTON BEFORE GOING TO THE NEXT PAGE OR TAB. It takes a few moments for the information to save. The program will inform you when the information has been saved.
3. The SAVE BUTTON will keep information that you have entered and allow you to go back and correct, edit and change information. If any information is put in incorrectly, the program will flag the error for you to fix before the information can be saved.
4. The SUBMIT BUTTON is used when you have completed your registration and do not plan to make any other changes. Once the SUBMIT BUTTON is clicked, you are through and will not be allowed to make additions or deletions to your registration.
5. Going to the REGISTRATION ACTIVITY, and clicking on the INVOICE TAB, will bring up your INVOICE and a PRINT button at the bottom to print out your REGISTRATION and INVOICE.

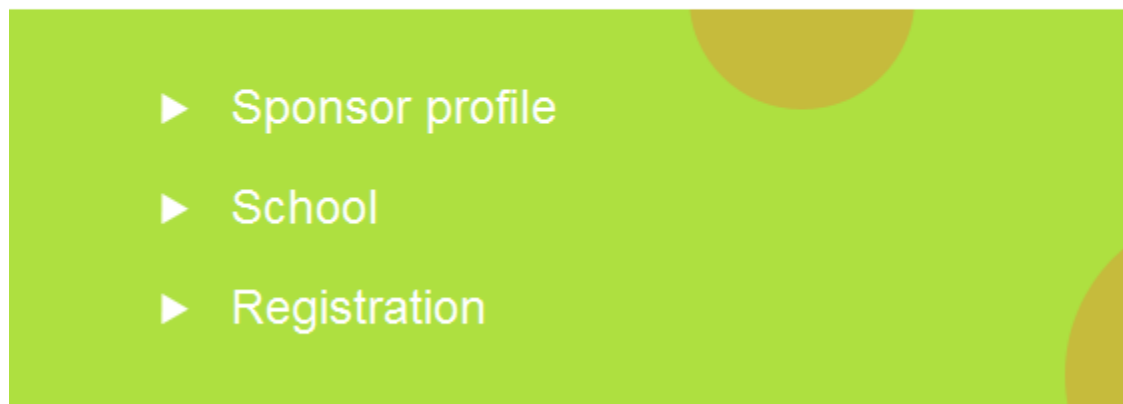
Step by Step Instructions:

1. On the LOG-IN page you will need to put in your user name and password and click the LOG-IN button. The user name and password will be sent to you by the Executive Director.

A screenshot of a login page with a light green background. It features two white input fields for 'Username' and 'Password'. To the right of the password field is a green 'Log In' button. Below the password field is a checkbox labeled 'Remember Me'. A large, semi-transparent orange circle is visible in the background of the page.

2. Logging on brings you to the landing page for the registration and gives you three choices of activities to do:

- 1. Work with your profile (Sponsor profile)**
- 2. Work with your school information (School)**
- 3. Work with your registration for Trumbauer. (Registration)**



Your PROFILE and SCHOOL Information should be correct at this time but you could make changes if necessary. All your students should be registered already although you should register additional students if they didn't go to district.

- SCHOOL activity brings up window below for editing information about the school, principal, superintendent, and Students membership registrations.**

School Principal Superintendent Students

Mountain Brook High School, 6

School	Principal	Superintendent	Students	Save
School	Mountain Brook High School			
Address	3650 Bethune Drive			
City	Mountain Brook			
State	Alabama			
Zip	35223			
Phone	2054143800			
Fax	2059698113			
Email	WEATHERLYG@mtnbrook.k12.al.us			

- If you need to fill in Student information, here is the instructions to do so.
 - Since this is the first year, you must enter each student that will be participating in any Trumbauer Individual event, One-Act Play Festival, Studio Performance Festival, or just attending the Festival. Membership fees are only paid once per year and will be calculated at the District Registration.

Mountain Brook High School, 6

✓ Saved

School	Principal	Superintendent	Students	Save
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STUDENT MEMBERSHIP FORM.

Include information for all students who pay ACT membership fees. No spam will be sent, emails are used for sending out our ACT newsletter.

#	Firstname	Lastname	Email	Gender	
1.	Susie	Smith	ss@gmail.com	<input type="radio"/> Male <input checked="" type="radio"/> Female	✗ Delete
2.	Andy	Clark	AC@gmail.com	<input checked="" type="radio"/> Male <input type="radio"/> Female	✗ Delete
3.	Richard	Williams	RW@gmail.com	<input checked="" type="radio"/> Male <input type="radio"/> Female	✗ Delete
4.	Sally	Coble	SC@gmail.com	<input type="radio"/> Male <input checked="" type="radio"/> Female	✗ Delete
5.	Tom	Jones	TJ@gmail.com	<input checked="" type="radio"/> Male <input type="radio"/> Female	✗ Delete
6.	Jane	Jones	JJ@gmail.com	<input type="radio"/> Male <input checked="" type="radio"/> Female	✗ Delete
7.				<input type="radio"/> Male <input type="radio"/> Female	✗ Delete
8.				<input type="radio"/> Male <input type="radio"/> Female	✗ Delete
9.				<input type="radio"/> Male <input type="radio"/> Female	✗ Delete

- You must fill in all fields or the program will give you an error message.
- Fill in the student's First name, Last name, email address, and click the gender button of that student. (This will help the program keep you from entering a male in a female category by mistake).
- After entering 5-8 students, I recommend clicking the **SAVE** button so you don't inadvertently lose information.

- If you run out of spaces on the window, click the **SAVE** button upon entering the last space and the program will save and give you 4 more spaces to enter names.
- If you have a student drop out before you have submitted the registration, you may delete the student by clicking the Delete X button to highlight that student and clicking the **SAVE** button. Your student will then be deleted from the list.
- At the beginning of next year, you will want to update your student list by deleting students that have graduated or are no longer participating in your program. You will click on the Delete X button to highlight that student and click the **SAVE** button. Your student will then be deleted from the list.

After you have your students registered for membership in ACT, you can now go to the third activity, TRUMBAUER REGISTRATION.

2.3 REGISTRATION (Trumbauer Registration)

Clicking Registration will bring up a window with 2- 3Tabs across the top.

Usually it will be the Individual Events entered, either the One Act Play or Studio Theatre Performance (but not both or neither if you didn't enter a One Act Play or Studio Performance or your show didn't get a Superior rating or chosen to go on to State) and your Invoice. Your registration is a lot easier now.

Individual Events

- Your entire registration for Individual Events is still on-line. The only difference will be that the students that received a Superior rating and are eligible to go to the State Festival with their Individual Event will now have a check box next to their name or next to the Duet Group. You only need to check the box to register the student or Duet group to enter the State Competition.
- If the student or Duet Group is not going to attend the State Festival, then leave the box blank and that student or Duet Group will not be registered for the State Competition.
- **SAVE** after you have entered your Individual Events for State registration before you go to another tab to register for the One-Act Play or Studio Theatre Performance. That way it will be easy to make your corrections if you have made an error in your Individual Event registration.

- The Registration will inform you if you make mistakes in entering the events. You will have to correct these Errors before the program will allow you to **SAVE** or **SUBMIT**.

After you **SAVE** the Individual Events Registration and do not have any Errors, you may fill out registration for One Act Play or Studio Theatre Performance if you are entering one of these events.

One Act Play

- If you are entering a One Act Play, you will need to check the box stating that you are participating in the State Competition with a One Act Play.
- Next check which division you are entering: Novice or Varsity. Only Varsity entries are eligible for the State Competition.
- Fill in the boxes with the Author, Director and Title of the Play being presented.
- If you have a student director you may choose the student from the pull down list of students that you have registered with ACT.
- The next section requires that you have created a document in Word or converted a document file to a PDF file.
 - You can browse your computer to find the created file that will be your cast list and crew list to upload with your registration.
 - You should scan and upload your rights and permission information from the publisher (some publishers can send these to you as a pdf file that you can upload).
The most convenient format for this is a pdf file.
 - If there is anything else that you want to send with your registration, there is a third box to upload that document.
- You have to check the boxes stating that you have complied with obtaining permissions to use any copyrighted intellectual material you are using with your One Act Play. This is your responsibility to comply and you must be able to produce these documents if requested.
- **SAVE** this before going to the next Tab.
- You will get an ERROR message if you do not check the permission boxes at the bottom of the registration. Correct any other ERROR messages given until you can **SAVE** the information.

Studio Theatre Performance

- If you are entering a Studio Theatre Performance, you will need to check the box stating that you are participating in the State Competition.
- Next check which division you are entering: Novice or Varsity.
- Fill in the boxes with the Author, Director and Title of the Play being presented.
- If you have a student director you may choose the student from the pull down list of students that you have registered with ACT.
- The next section requires that you have created a document in Word or converted a document file to a PDF file.
 - You can browse your computer to find the created file that will be your cast list and crew list to upload with your registration.
 - You should scan your rights and permission information from the publisher (some publishers can send these to you as a pdf file that you can upload). The most convenient format for this is a pdf file.
 - If there is anything else that you want to send with your registration, there is a third box to upload that document.
- You have to check the boxes stating that you have complied with obtaining permissions to use any copyrighted intellectual material you are using with your Studio Theatre Performance. This is your responsibility to comply and you must be able to produce these documents if demanded.
- **SAVE** this before going to the next Tab.
- You will get an ERROR message if you do not check the permission boxes at the bottom of the registration. Correct any other ERROR messages given until you can **SAVE** the information.

Invoice

- The invoice is generated for you and is a result of your registration.
- In the second line, you will need to put in the number of additional delegates that are coming with your group. These can be chaperones, second teachers, additional drama coaches, etc. After you put in the number of additional people attending, you need to **SAVE** so the Registration will add this cost to your Invoice. You will pay \$25 membership fee for each additional person you bring.
 - NOTE: You only pay memberships once per year. If these same people will be attending the State Festival, you do not have to pay the fee at the State Registration.
- To finish out your Registration, you will have to put the Purchase Order number or the Check number for payment. Payment should be sent to the Executive Director prior to the competition. If you have extenuating circumstances you should contact the Executive Director and make arrangements for payment

before the Festival. An Error message will be given to you if you do not fill in the information for the PO number or Check number.

- **SAVE** the form after you enter the PO or Check number.
- From this Invoice page, you can **PRINT** your Invoice and a copy of your Registration. Highly recommended that you do this for your records.

SUBMIT

- You have now completed your State Registration and can **SUBMIT** your registration to the Executive Director. The Executive Director will email you that your registration is accepted and payment arrangements made.