INSTRUCTIONS FOR NEW ON-LINE REGISTRATION FOR TRUMBAUER DISTRICT INSTRUCTIONS

General Instructions working with the registration

- 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, listing students for membership, 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. 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.

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.





- 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)



- Sponsor profile
- ▶ School
- Registration

2.1 SPONSOR PROFILE

Since this is the first time you have done the on-line registration, please take the time and check the SPONSOR PROFILE first. We attempted to have everyone's information preloaded into the program and for the most part it was very successful. We would appreciate you checking this SPONSOR PROFILE for the accuracy of the information, especially your name and email address. Please change any information that is incorrect and afterwards click **SAVE**.

2.2 SCHOOL

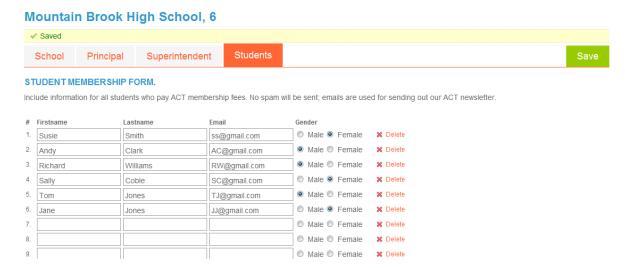
Clicking the SCHOOL Button will bring up a window with 4 tabs across the top.

School Principal Superintendent Students

Mountain Brook High School, 6							
School	Principal	Superintendent	Students				
School	lountain Brook High S	chool					
	650 Bethune Drive	011001					
City	lountain Brook						
State	Alabama	•					
Zip 3	5223						
Phone 2	054143800						
Fax 2	059698113						
Email _V	VEATHERLYG@mtnbr	rook.k12.al.us					

- Please check the School tab for accuracy of the information and change any information that is incorrect. Afterwards click the SAVE button.
- Please click the Principal tab and check for accuracy of the information and change any information that is incorrect. Afterwards click the SAVE button.
- Please click the Superintendent Tab and check for accuracy of the information and change any information that is incorrect. Afterwards click the SAVE button.
 - NOTE: YOU ARE REQUIRED TO GIVE THE NAME OF YOUR PRINCIPAL AND THE SUPERINTENDENT OF YOUR SCHOOL SYSTEM AND CONTACT INFORMATION FOR THEM.
- The Student tab is the way you are registering your students to be members of Alabama Conference of Theatre which makes them eligible to compete in Trumbauer. It is your responsibility to keep this list up to date each year. In years to come, you will add names of upcoming students that will be participating and deleting students that are no longer participating. The program will take every student you have on the list and will calculate the membership fee that you owe when you register for Trumbauer. 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.



- You must fill in all fields or the program will give you an error message.
- Fill in the students 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 loose 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 6 Tabs across the top.

Individual Events	One Act Play	Studio Theatre Perfomance	School Invoice	TOTY
 Individual Even 	ts			

Mountain Brook	k High Schoo	ol's registration form					
Individual events	One-Act Play	Studio Theatre Performance	School	Invoice	TOTY	Save	Submit
1. SOLO FEMA	LE PANTOMI	ME				Drag students in	to event slots
NOVICE DIVISION	VAF	RSITY DIVISION	_			Susie Smith	
						Andy Clark	
						Richard Williams	S
						Sally Coble	
						Tom Jones	
2. SOLO MALE	PANTOMIME					Jane Jones	
NOVICE DIVISION	VAF	RSITY DIVISION	7				
3. DUET PANTO	OMIME						

- You are going to start by putting students that you have registered as members of ACT into the categories they are going to compete.
- The Individual events are listed on the left side and there are only enough spaces that you can fill from your school.
- The students will be listed in green on the right side. A scroll bar will appear if you have more students than can fit in the window.
- As you scroll down the list of events, the student list will travel with you so you will always be able to see your student list.
- To enter an event, click and hold onto a student name and drag the name over and drop into the event you want to enter. You will need to drop the student in the correct division of Novice or Varsity depending if they have competed at Trumbauer before. Novice means it is the students' first time competing at Trumbauer. If the student has competed before that student would be in the Varsity Division. If you have a Novice and a Varsity together in a Duet event, the group would be placed in the Varsity event. A Varsity student may enter one of the technical categories as a Novice if they have never competed in a technical category before.
- If you make a mistake and need to remove a person from a category. You will click and hold the person's name in the category and drag the name back to the list and drop the name.
- The rules for Trumbauer state that a student can only enter 2 categories and a school can only enter 4 people in each division of each event. The registration will

- give you an error message if you over step these rules. The registration will also inform you if you accidentally enter a male into a female event and vise-versa
- SAVE after you have entered your Individual Events registration before you ganother 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.

A Registration has not been saved due to some errors. Please don't dick 'Back', but scroll down to see and fix errors.									
Mountain Broo	k High Scho	ool's registration form							
Individual events	One-Act Play	Studio Theatre Performance	School	Invoice	TOTY	Save	Submit		
1. SOLO FEMA	Drag students into event slots								
Andy Clark cannot pa	rticipate in female eve	ent.				Susie Smith			
NOVICE DIVISION	OVICE DIVISION VARSITY DIVISION					Andy Clark			
	Susie Smith				Richard Williams				
	Andy Clark					Sally Coble			
						Tom Jones			
						Jane Jones			
2. SOLO MALE	PANTOMIN	IE .							
		_							
Sally Coble cannot p event.	articipate in male ever	nt. Jane Jones cannot participate in male							
NOVICE DIVISION	١	ARSITY DIVISION							
Richard Williams		Tom Jones							
Sally Coble		Jane Jones							

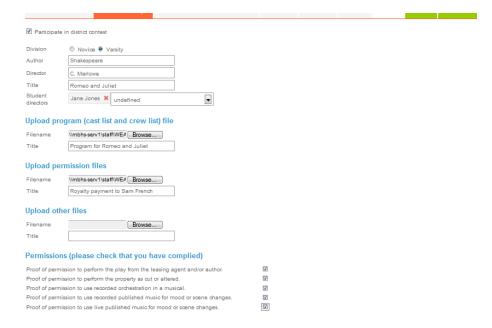
You will have to correct these Errors before the program will allow you to **SAVE** or **SUBMIT**.

After you have SAVE 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. A school can only enter one or the other, not both.



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 District Competition with a One Act Play.
- Next check which division you are entering: Novice or Varsity. Only Varsity entries are eligible to continue to 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 scappur 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 demanded.
- SAVE this before going to the next ab.
- 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 District 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 scarpur rights and permission information from the publisher (some publisher an 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.

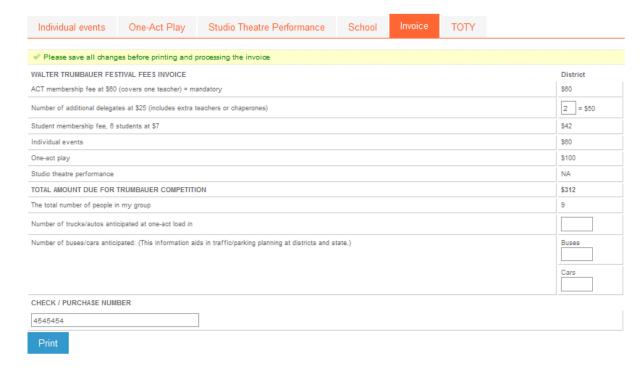
School

• The School Tab gives you information that you entered about your school. You cannot change any of this information but will have to go back to the School activity Button to change any incorrect 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 <u>same people</u> 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.



TOTY

 The last Tab is for a nomination for Teacher of the Year Award. Please fill in your choice of Teacher of the Year.

SUBMIT

 You have now completed your District 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.