

REGISTRATION INSTRUCTIONS FOR REGIONAL FESTIVALS:

SAFT – Southern AZ Festival of Theatre
CAFT – Central AZ Festival of Theatre
NAFT – Northern AZ Festival of Theatre

REGISTRATION DEADLINES

SAFT – JAN. 8, 2016
NAFT – JAN. 15, 2016
CAFT – JAN. 15, 2016

EVENT FEES:

INDIVIDUAL EVENTS - \$5.00
GROUP EVENTS - \$10.00

PLEASE REFER TO THE REGIONAL FESTIVALS RULEBOOK FOR QUESTIONS ABOUT RULES FOR EACH EVENT.

****REGISTRATION FOR NEW SCHOOLS**

If this is your first time registering your school, please follow the steps below.

STEP 1: Go to REGIONAL FESTIVAL REGISTRATION LINK on the Arizona Thespian website (www.arizonathespians.org) located under the “TEACHER” pull down menu. Please click on REGIONAL FESTIVALS. On this page you can choose SAFT, NAFT or CAFT.

STEP 2: Under the ‘ACTIONS’ to the right, click on ‘REGISTER’.

STEP 3: Choose ‘HIGH SCHOOL’ login.

STEP 4: Type in your Email, Password, Repeat Password, and Enter Code in the available spaces.

STEP 5: You will be emailed a confirmation number. Copy it and paste it to the link provided. If you do not receive a code your school may have marked it as spam.

STEP 6: Once you have entered into the system. Fill in the information for your school and hit save.

Step 7: Please read the information on the dashboard (the opening screen when you log in) as it has important information for you.

***Registering Students**

Step 1: if you haven't logged in, do so.

Step 2: At the top of the Menu bar click “DIRECTORY” then “ADD STUDENTS”. From here you can register your students. You will need their cell numbers, email addresses and t-shirt sizes. You will need to click on the box next to “register for CAFT 2016, SAFT 2016 or NAFT 2016 (depending which one you are going to.)

Step 3: Always hit “SAVE”

***Troupe directors**

Step 1: click on “DIRECTORY” on the menu bar.

Step 2: Click on “TROUPE DIRECTOR”. (you must register for every festival as the troupe director as it has the school fee attached to it.)

Step 3: Click on the box by “CAFT 2016, SAFT 2016 or NAFT 2016”.

Step 4: Always hit “SAVE”

*Events

Step 1: click on “REGISTER” on the menu bar.

Step 2: click on “EVENTS”. You can now enter your students into their events if they are partaking in them.

Step 3: Don’t forget to hit “SAVE”.

NOTE – you will need to know what their pieces are. We will not accept TBD

If you are entering a One Act please add in all the participants’ names.

**FOR NEW TEACHERS

If you are a new teacher and your new school has previously attended any of the regional festivals, please email Jenell Riordan at jenell.riordan@arizonathespians.com .

I will change the account over to your name and email. Once the change is done, you will need to change your password at that time by clicking the “lost password” on the log in screen. Using the email you provided.

You will then follow the instructions “for schools who have previously attended”

*FOR SCHOOLS WHO HAVE PREVIOUSLY ATTENDED

*Registering Students

Step 1: Go to REGIONAL FESTIVAL REGISTRATION LINK on the Arizona Thespian website

(www.arizonathespians.org) located under the “TEACHER” pull down menu. Please click on REGIONAL FESTIVALS.

On this page you can choose SAFT, NAFT or CAFT.

Step 2: If you haven’t logged in, do so.

Step 3: At the top of the Menu bar click “DIRECTORY” then “ADD STUDENTS”. From here you can register your students.

Step 4: Click on the EDIT button their name to register them. It is in this page where you order a shirt for them if they are buying one. (Shirts are not included in the Festival fee.)

Step 5: if a student has not attended festival before, click on “New Student”. (Small icon at the top right of the field).

Step 6: proceed to enter their information. You will need their emails and cell phone numbers.

Step 7: Always hit “Save”

*Troupe directors

Step 1: Click on “DIRECTORY” on the menu bar.

Step 2: Click on “TROUPE DIRECTOR”. Your name should be on the list.

Step 3: Click on the EDIT button next to your name.

Step 4: Click on the box next to “Register for CAFT 2016, SAFT 2016 or NAFT 2016 (depending which one you are going to.)”.

Step 5: Hit save at the bottom of the page

*Events

Step 1: click on “REGISTER” on the menu bar.

Step 2: click on “EVENTS”. You can now enter your students into their events if they are partaking in them.

Step 3: Don’t forget to hit “SAVE”.

NOTE – you will need to know what their pieces are. We will not accept TBD

If you are entering a One Act please add in all the participants’ names.

IMPORTANT NOTE:

Once you hit the “PAY WITH CHECK” button in the online registration you are entering into a contract with Arizona Thespians so you may attend the Regional Festival of your choosing. • Once you hit the PROCEED WITH PAYMENT button Registration fees are nonrefundable and it is expected that payment will be sent in as timely of matter as possible.