



ARIZONA
THESPIANS

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

Leadership Camp

2018

**Director's Guide to the
AZ Thespian registration
system for Camp.**

After filling out the information in the Google Form on the registration link from the website, you will need to enter your schools and delegates' information into the registration portal.

Registration Portal Instructions:

Registration for the Arizona Thespian Leadership Camp has a couple of steps. Please read the instructions carefully.

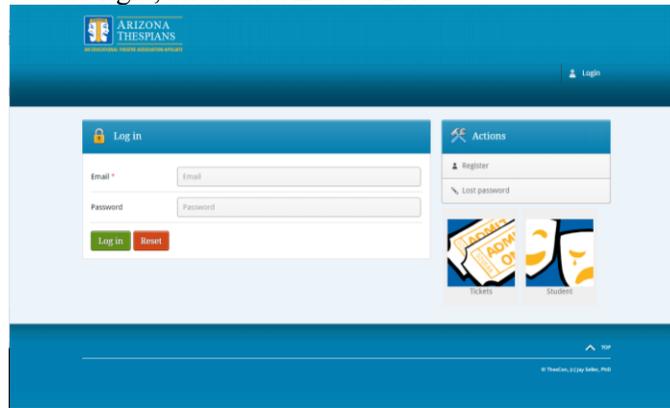
Go to www.arizonathespians.org to complete registration.

**FOR NEW SCHOOLS

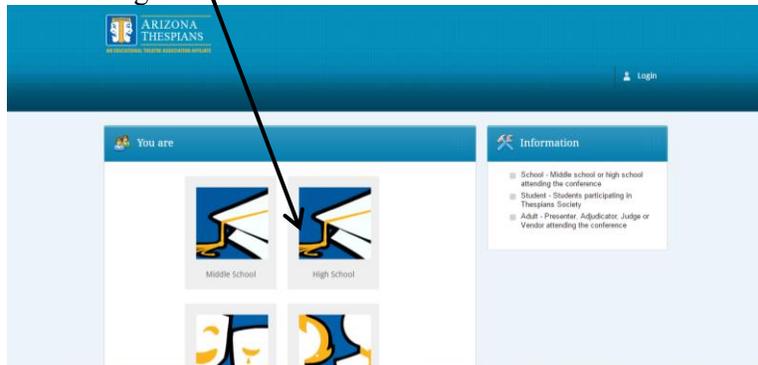
If this is your first time registering your **school**, please follow the steps below.

STEP 1: Clicking “SUBMIT” from the first step of the registration process will take you to the registration portal. It is recommended that once you reach this point you bookmark the site.

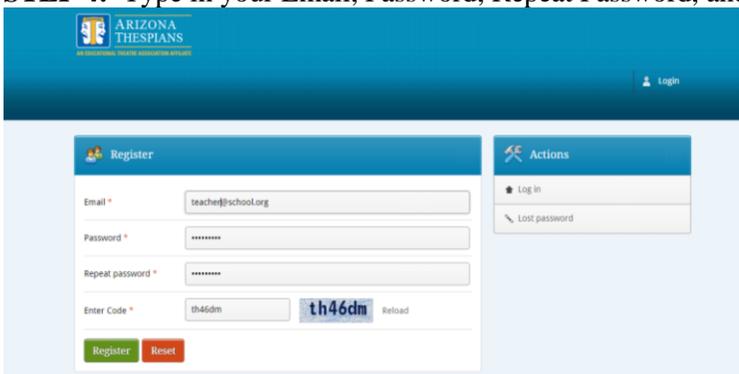
STEP 2: Under the ‘ACTIONS’ to the right, click on ‘REGISTER’.



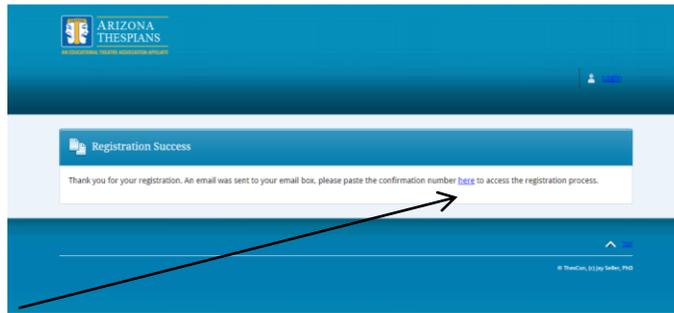
STEP 3: Choose ‘HIGH SCHOOL’ login.



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

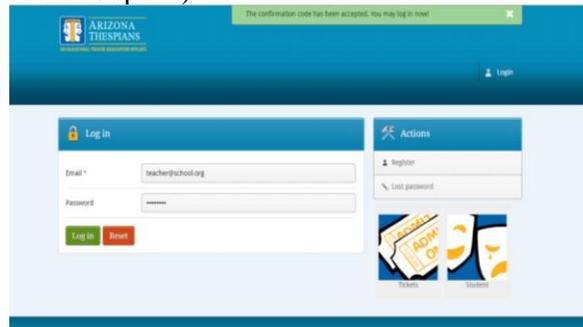
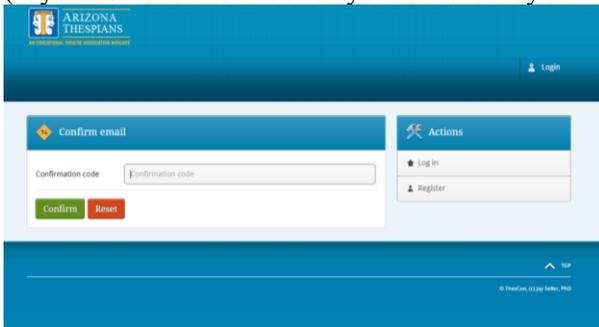


STEP 5: You will be emailed a confirmation code.



STEP 6: Click on the link provided.

STEP 7: Copy the confirmation code and paste it to the link provided. Then click confirm and log in. (If you do not receive a code your school may have marked it as spam.)

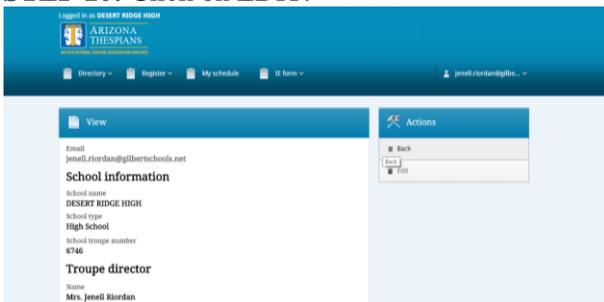


STEP 8: Please read the information on the dashboard. (the opening screen when you log in)

STEP 9: Once you have entered into the system. Hover over your email in the upper right corner, then click on ACCOUNT.



STEP 10: Click on EDIT.



STEP 11: Fill in the information for your school and hit SAVE the bottom of the page when you are done.

*Registering Students

You need the following information to register students: Student name, e-mail, cell phone number, class, induction date (if already inducted) and t-shirt size.

STEP 1: If you haven't logged in, do so.

STEP 2: At the top of the Menu bar click "DIRECTORY" then "ADD STUDENTS".

STEP 3: From here you can register your students. Click the ADD link in the upper right-hand corner.

First name	Last name	Email	Cell phone	Class	T-Shirt	Induct 2016	View	Edit	Delete
Hailey Ann	Coffey	jennell.rordan@libertyschool.net	480-123-4567	2016	M				

STEP 4: Please enter all the information. Even if your student isn't buying a t-shirt enter their size. You will need to click on the box next to "register for Leadership Camp 2018".

STEP 5: Always hit "SAVE" located at the bottom of the page.

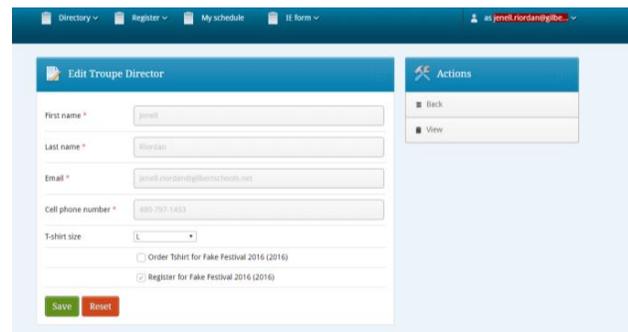
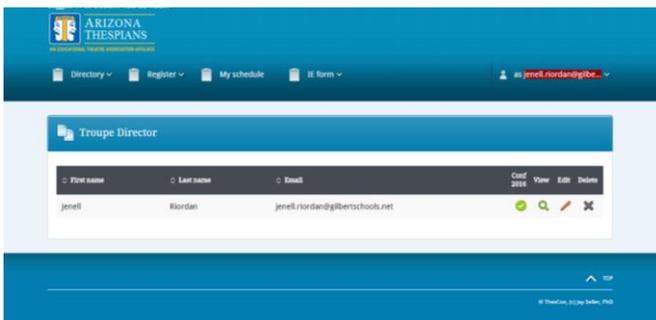
*Troupe directors

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

STEP 2: Click on “TROUPE DIRECTOR”. Your name should come up on the list.



STEP 3: Click EDIT next to your name. Make sure information is correct and check the box by “register for Leadership Camp 2018”.

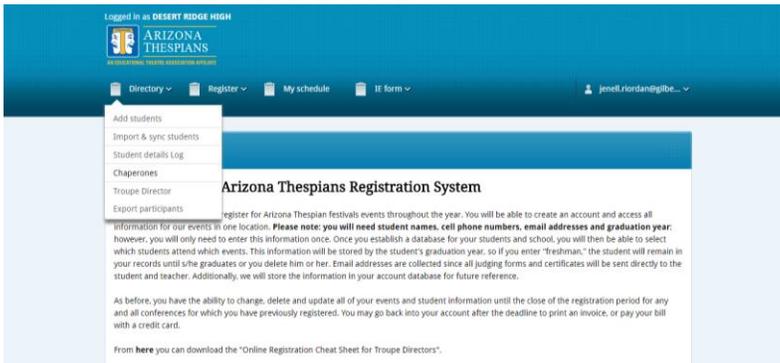


STEP 4: Always hit “SAVE”

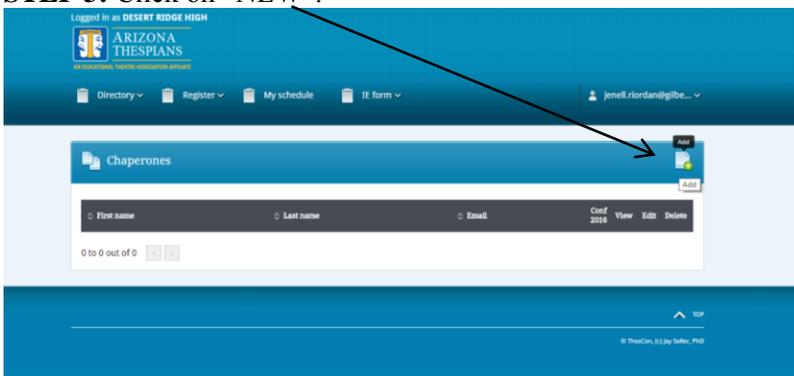
*Chaperones

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

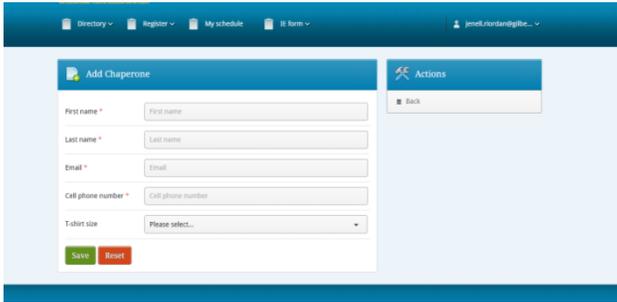
STEP 2: Click on “CHAPERONES”.



STEP 3: Click on “NEW”.



STEP 4: Fill in their information. You will need their email address and cell number.



Step 5: Always hit “SAVE”

****FOR NEW TEACHERS**

If you are a new teacher and your new school has previously attended festival, 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 login screen. Using the email you provided. You will then follow the instructions “for schools who have previously attended”

***FOR SCHOOLS WHO HAVE PREVIOUSLY ATTENDED**

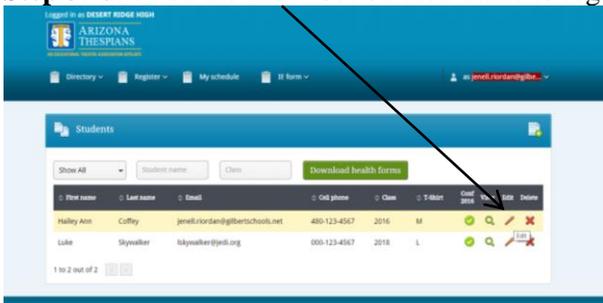
***Registering Students**

Step 1: 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. If a student has attended any AZ Thespian event in the past, their name should appear on the list. If they haven’t, you will need to add them to your account. See step 4.



Step 3: Click on the EDIT button their name to register them.



First name	Last name	Email	Cell phone	Class	T-shirt	Cost	Year	View	Edit	Delete
Halley Ann	Coffey	jenell.riordan@berryschools.net	480-123-4567	2016	M				EDIT	DELETE
Luke	Skywalker	lkskywalker@jedi.org	000-123-4567	2018	L				EDIT	DELETE

It is in this page where you order a shirt for them. (Shirts are included in the Camp fee.)

Step 4: If a student has not attended any AZ Thespians event before, click on “New Student”. (Small icon at the top right of the field).

Step 5: Proceed to enter their information. You will need their emails, induction date (if applicable), shirt size and cell phone numbers.

Step 6: Always hit “Save” located at the bottom of the page.

*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.

Directory Register My schedule IE form as jerehl.rjordand@lbe...

Edit Troupe Director

First name * jerehl

Last name * rjordand

Email * jerehl.rjordand@lbertschowls.net

Cell phone number * 480-797-1453

T-shirt size L

Order T-shirt for Fake Festival 2016 (2016)

Register for Fake Festival 2016 (2016)

Save Reset

Actions

Back

View

Step 4: Click on the box next to “Register for Leadership Camp 2018”. Click the box next to order t-shirt if you are doing so.

Step 5: Hit save at the bottom of the page

*Chaperones

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

STEP 2: Click on “Chaperones”.

Logged in as jerehl.rjordand@lbe...

ARIZONA THESPIANS

Directory Register My schedule IE form as jerehl.rjordand@lbe...

Add students

Import & sync students

Student details Log

Chaperones

Troupe Director

Export participants

Arizona Thespians Registration System

Register for Arizona Thespians festivals 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. 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 she 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.

From here you can download the "Online Registration Cheat Sheet for Troupe Directors".

STEP 3: If your chaperone has attended festival before just click on the EDIT button next to their name

ARIZONA THESPIANS

Directory Register My schedule IE form as jerehl.rjordand@lbe...

Chaperones

First name	Last name	Email	Conf. 2016	View	Edit
Master	Yoda	Myoda@jedi.org			

1 to 1 out of 1

STEP 4: Click the box next to “Register for Leadership Camp 2018” to register them and the t-shirt too if ordering a shirt.

Edit Chaperone

First name * Master

Last name * Yoda

Email * Myoda@jedi.org

Cell phone number * 602-987-2334

T-shirt size S

Order T-shirt for Fake Festival 2016 (2016)

Register for Fake Festival 2016 (2016)

Save Reset

Actions

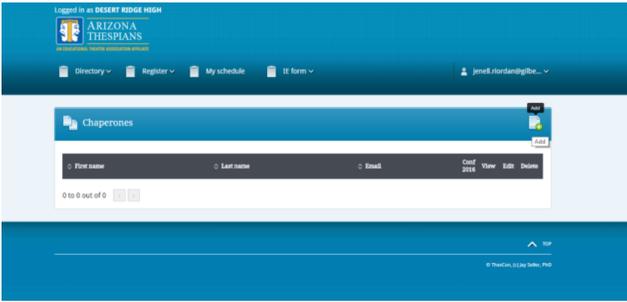
Back

View

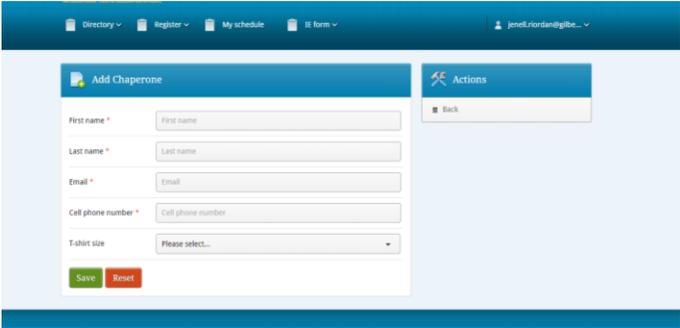
Delete

If your chaperone is new...

STEP 5: Click on “New Chaperone”. (Small icon on upper right corner of the field)



STEP 6: Fill in their information. You will need their email address and cell number.



STEP 7: Always hit "save"