

REGISTRATION INSTRUCTIONS FOR REGIONAL FESTIVALS:

SAFT – Southern AZ Festival of Theatre – location: U of A

CAFT – Central AZ Festival of Theatre – location: : Mesa Community College (Dobson Campus)

NAFT – Northern AZ Festival of Theatre – Yavapai Community College (Prescott Campus).

REGISTRATION DEADLINES

SAFT – JAN. 11, 2019

NAFT – JAN. 11, 2019

CAFT – JAN. 11, 2019

EVENT FEES:

SCHOOL FEE - \$60.00

INDIVIDUAL EVENTS - \$5.00

GROUP EVENTS - \$10.00

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

The portals used for SAFT and NAFT Regional Festivals look the same as the portal used for the Thespian Festival. But they are different URLs. That means they are actually different accounts. If you have never attended SAFT or NAFT you will need to create an account in those portals.

CAFT uses the same URL as the Thespian Festival in November. So if you attended Thespian Festival you will use the same log in information.

****REGISTRATION FOR NEW SCHOOLS WHO HAVE NEVER ATTENDED SAFT, NAFT OR CAFT:**

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) AND 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. Check your spam box just in case.

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 induction dates. You will need to click on the box next to "register for CAFT 2019, SAFT 2019 or NAFT 2019 (depending which one you are going to.)

Step 3: 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

For group events, you need to enter all participants names. Please DO NOT try to substitute one event for another.

****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 SAFT, CAFT or NAFT:**

***Registering Students**

Step 1: Go to REGIONAL FESTIVAL REGISTRATION LINK on the Arizona Thespian website (www.arizonathespians.org) and 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. This is also where you enter their induction date.

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, cell phone numbers and induction dates.

Step 7: 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.

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.