

The Quick Start or the “I don’t want to read instructions” Instructions

Log into the site using your designated e-mail and password and make sure you choose the correct event in the pull down list. A successful login will take you to the Main page. You are allowed to register during the registration window shown on the top of the Main page. If a window is open it will be highlighted in yellow. Check your Troupe Summary to ensure you have a green Affiliated under Affiliated? and a red No under both Registered? and Materials Received? If you are shown as unaffiliated you will be unable to register without intervention by an event organizer.

Press the Troupe button, taking you to the Troupe page. Ensure all of the fields shown are correct, press update to save.

Press the Person button, taking you to the Person page. Press the add button to add a new person. Enter all of the information requested making sure to select a type, sex and t-shirt size for each person. Press update to save. Make sure and press the add button again before entering the next person. Repeat for all people attending the festival (but not for day passes or orchestra attendees).

Press the Event button, taking you to the Event page. Press the add button to add a new event. Enter all of the information requested making sure to follow the examples shown on the page. If a student is not showing up in the participating list go back to the Person page and ensure they are entered and the correct type to perform.

Press the Billing button, taking you to the Billing page. Check each of the rules listed in the Rule Results section to make sure there are no issues. Problem rules will have a red line at the bottom of their description text. Reading the text above the red line will explain what needs to be fixed. Once all the rules have been met scroll down the billing page validating all existing items and enter any additional optional items.

When you are done validating and entering press the update or register button to ensure your details are saved. This will take you to the Main page. You can return and update your registration as many times as you would like until the registration deadline passes. Each time you press the register button your saved registration date/time stamp will be updated to the current date and time. For large events this saved date/time is used in combination with your materials received date/time to rank your Troupe to assign limited resources (tickets for example). This varies from event to event but is usually done in a first properly registered, first served manner so it is crucially important that both your online registration and any required physical paperwork match.

When you are done and relatively sure there are no more changes, press the Report button, taking you to the Report page. Review your report to ensure it matches all of your registered items. If the items do not look correct, return to the Person, Event or Billing pages to correct the items expected. When completed, print at least 2 copies of your Report page: one to keep and one to mail with your registration paperwork and payment.

After your registration is completed and the paperwork is sent in it will be reviewed and the Materials Received? field will be updated showing your materials have arrived. Within 2 weeks of the registration window closing you will be notified whether or not your registration was complete and accepted. All checks must accompany the registration paperwork or your registration will be considered incomplete. Please be patient and allow at least 2 weeks after you send your materials in before expecting any update. If your paperwork is improperly submitted you will be contacted. Usually no news is good news.

About 3 weeks after registration closes the initial scheduling is completed and your event schedules will be posted online. Your event times, days and rooms will be visible on the Main page under the Schedule List. During the modification window you can e-mail to request changes to your event schedule only free of charge. After the modification window has closed any changes will have to wait until arrival onsite at the event and will incur additional fees. At some point after scheduling any ticketing assignments will be added to your Schedule List on the Main page. That’s the short version. For any other questions please refer to the rest of this document.