



# CALIFORNIA THESPIANS<sup>SM</sup>

**AN EDUCATIONAL THEATRE  
ASSOCIATION AFFILIATE**

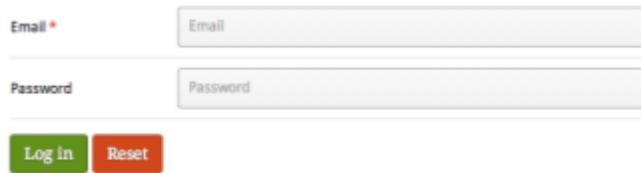
Registration Guide for  
Troupe Directors

## Step 1: Visit: <https://california.cothespians.net/>

From here you will be able to log in using your existing email and password. You can register as a new school, or request a lost password. Both process should be easy to follow, however, if you have any issue with logging in you can email [anthony.j.robinson@cathespians.org](mailto:anthony.j.robinson@cathespians.org).

Did you take over a troupe? – Email us first for assistance. Student information may already be loaded which could cause challenges if you build a new account, as it would duplicate student info.

When registering a new profile or returning to an existing profile it is imperative that up to date and accurate information is loaded, especially contact information for you, your students, and your school.



## Step 2: Go to Directory >> Add Students

Review your list of students. Take the time now to update induction status, contact info, and shirt size should they want a festival shirt. We understand that some parents and schools may not want to provide this information, however, do note that the system will not allow you to input your own email address and contact info. The intent of updating this information now is to ensure we have the best contact information for you and your students in the event of an emergency or if we need to update you or your student on important festival event changes.

To edit student info, simply click the “pencil” icon listed under edit and save your changes. Once registration is open, you will also be able to register students this way by selecting the appropriate check box in their profile saving you a step.



First name	Last name	Email	Cell phone	Class	T-shirt	Conf 2015	View	Edit	Delete
Billy	John	billy.john@cathespians.com	555-555-1234	2017	M	<input type="checkbox"/>			
Susan	Johnson	susan.johnson@cathespians.com	555-555-5678	2016	M	<input type="checkbox"/>			

### An Important Note on Thespian Induction Status:

If you have a student who attended festival last year as a non-thespian, who has since been inducted, or have any student incorrectly listed as not inducted, it is important to update their induction status and induction date prior to registering them for festival and events. Not doing so will prevent them from being able to register for **multiple IE's, will charge the higher fee**, and requires extensive work to correct after the fact.

### Step 3: Repeat for all chaperones and Troupe Director: Directory >> Chaperones // Directory >> Troupe Director

Review your list of Chaperones and update their information along with shirt size should they want a festival shirt.

To edit chaperone info, simply click the “pencil” icon listed under edit and save your changes. Once registration is open, you will also be able to register chaperones this way by selecting the appropriate check box in their profile saving you a step.

Troupe Director can update shirt size and register for festival, however, all contact info updates must be sent to [Anthony.j.robinson@cathespians.org](mailto:Anthony.j.robinson@cathespians.org).

### Step 4: Register Students, Chaperones, Troupe Director and Register for Events and Services

Once you confirmed your list is updated proceed to the Register tab, where you can register students, chaperones, and the Troupe Director to festival. You also register for events and service this way as well. Registering students is easy. Simply type the students name from your directory and select the student in the list that appears. You may also add new students not featured in your directory. Process is similar for Chaperones and Troupe Director.

**Students**

John		<input type="button" value="New student"/>
John, Billy	2017	<input type="button" value="Tshirt Waived Action"/>
Johnson, Susan	2016	

Once complete go to Events and follow a similar process by selecting Event Type, inputting the selection title, inputting appropriate **student's** names and selecting subscribe. An event will then be created for you. You will begin to see your schedule and invoice build on the right hand side of the screen.

#### All Event types

Type:

Selection name:

Students:



#### Event subscriptions

Friday 11:00-12:00

03-27-2015 / 11:00 AM

Event: Duet Musical A, Starting at: 11:00 AM, Room: D127

Selection: Title Goes Here (Musical Theatre - Duet)

Participants: Billy John, Susan Johnson





We are currently using “Services” as a way to offer support programs such as BC/EFA, CYIT, and Send a Troupe through an online donation process. Some Troupe Directors may want to donate the equivalent of their typical Director Fee, which is waived. This would be a great way to do that.

## Step 5: Review Registration and begin Payment Process

From this point you can continue to manage your events as your students decide their selections.

Once everything is inputted and correct, with selection titles and student names you can proceed to payment.

Once payment is initiated online your events are then locked from further editing. We understand that some changes may need to be made, however, we ask for good faith efforts before submitting payment. This includes asking Troupe Directors to refrain from **using “TBD” selection titles.**

For fairness of all troupes the payment timestamp or the post date of completed registration documents will not be utilized for seat assignment order in the event of significant changes. Once the payment process is initiated complete all forms and submit non-personal check.

Make payable to:  
“California State Thespians”  
and mail to  
California State Thespians  
2058 N. Mills Ave #650  
Claremont, CA 91711

You may also view your payment details along with your invoice by logging into your account. You can register more students and events at a later time if needed, up until registration is closed.

Total	
<b>Students</b>	<b>\$275.00</b>
2 subscr.	0 t-shirts
	0 waived
<b>Troupe Director</b>	<b>\$0.00</b>
1 subscr.	0 t-shirts
<b>Chaperones</b>	<b>\$0.00</b>
0 subscr.	0 t-shirts
<b>Events</b>	<b>\$50.00</b>
1 Musical Theatre - Solo	1 student
1 Musical Theatre - Duet	2 students
<b>Services</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$325.00</b>
<b>Paid</b>	<b>\$0.00</b>
<b>Remaining</b>	<b>(\$325.00)</b>
<b>Totals</b>	
<a href="#">Proceed to payment</a>	

Any questions with registration email [anthony.j.robinson@cathespians.org](mailto:anthony.j.robinson@cathespians.org).

Any questions with payment please email [kathleen.conner@cathespians.org](mailto:kathleen.conner@cathespians.org)

Troupe Directors who have State Thespians Officers as part of their troupe delegation please email [anthony.j.robinson@cathespians.org](mailto:anthony.j.robinson@cathespians.org) after registration but before payment with the names of the student(s) who are registered and need their fees waived.



## Helpful Tip - Event Registration Order:

Our systems works hard to not double schedule you for different events at the same time, but since for many hours that Friday events are running concurrently, and some having limited offerings, its helpful to know the order one should register for events, especially for students interested in diverse offerings.

Based on number of offerings, the need to coordinate multiple student schedules it may be helpful to register for Individual Events in this order:

**Tech and Design IE's**  
**Group Performance IE's**  
Musical Theatre Dance  
Duet Acting and Duet Musicals  
Solo Monologue and Solo Musical, All State Show Auditions

For Assistant Director Interviews and Senior Honor Thespians, **as these are non IE's with shorter windows**, it is advisable to register for those first if the student knows they will be applying prior **to register for IE's**.

With any conflict please email [anthony.j.robinson@cathespians.org](mailto:anthony.j.robinson@cathespians.org).