

General Nevada Thespians Event Registration Instructions - DEADLINE: DECEMBER 20, 2018

NIES/FESTIVAL GENERAL INFORMATION:

- **There are NO t-shirts for this festival.**
- Time limits will be strictly adhered to. ALL OVERTIME IEs will be disqualified! Look at the NIES rules on the website!
- All IEs must be from published plays or musicals for the theatre. Read the rules and regulations carefully as they have changed, there are specific publishers that are acceptable.
- You can find the rules and regulations on www.nvthespians.org or at: <https://www.schooltheatre.org/communities/community-home/librarydocuments?LibraryKey=f10bd2b7-62e0-4fd5-af5c-3757751e3825>
- All students must be registered with their home school/troupe in order to participate. Troupe directors should register all students. No student may register on their own.
- NEW this year, schools may combine for an individual event, check the rules on our website.

FOR REGISTRATION

- **Southern Nevada** go to: <https://nevada-south.cothespians.net>
- **Northern Nevada** go to: <https://nevada-north.cothespians.net>
- If your school has registered in the past login with your email and password the same as last year.
 - If you can't remember your log in or email from last year, email nvthespians@gmail.com and I'll reset your password for you.
- If you are a new school attending conference for the first time, "Register"
 - Click on "Middle School" or "High School"
 - You will be sent a confirmation code to your email
 - Put the code in the box or verify it from the email
 - It will take you to school general information
 - Fill out the entire page
 - When you go to choose a school, if your school does not appear – email me nvthespians@gmail.com
 - Once you've registered your school you are ready to register students
 - If you have trouble, email me at nvthespians@gmail.com
- If you have moved to a new school or are taking over an already existing program, please email nvthespians@gmail.com to get your login information changed in the system.
- If your student was registered for a conference last year
 - Go to "Directory" and "add students"
 - Find the student's name and click on the pencil
 - Make sure all the information is correct.
 - Click on the box next to "Register for 2018 SN High School Regional Events (2018)" to actually register them for the conference
- If your student was NOT registered in the past, you can go to the little green +sign in the upper right hand corner of the "Directory" page or Go to "Register" then "Students" from the drop down menu
 - Click on the "New Student" green tab (or the green + sign) and enter their information. Here you will also click on whether or not the student is an inducted Thespian and their induction date. Then click T-shirt size (so we have it for state)

REGISTERING FOR IES

- You have to register a student for the conference and THEN you can register for their IE
- To register for events: click register – event – choose the event from the drop-down menu
 - **SOUTHERN NEVADA**, You are assigned a school to attend the regional conference at. If you have issues, please email me and I will see if it's possible to change your location.
 - **SOUTHERN NEVADA**, YOU MUST CHOOSE MEADOWS OR KO KNUDSON IN EACH IE YOU REGISTER FOR. YOUR STUDENTS WILL BE SCHEDULED AT WHICHEVER SCHOOL YOU CHOOSE. (It says "Meadows Monologue" or "KO Knudson Monologue: etc)
- Put in the title of the selection AND the author (do not use characters such as &, /, etc)

- When you start typing your student's name it should appear, IF they have been registered properly. You will click on them. If it is a duet or group you just continue adding names separated by a coma.
- You must also click a choice in the "asterisk" section. Most selections will be "not applicable", but if your student's selection has above a "G" rating language or content, please mark it appropriately.
- There are NO meals offered for this conference.

REGISTERING ONE ACT/SHORT PLAYS

- Be sure to follow the directions and rules sent separately. You must register for your one act on the registration site **AND** on the Google Form. Your one-act performance time will be scheduled manually, however, it will appear on your invoice as 8am on Saturday.
- Go to "Register", "Events", choose One Act (Southern Nevada, be sure to choose "KO Knudson" or "Meadows") from the drop-down menu.
 - Be sure to register everyone in your one act and then put in the names of everyone involved
 - **For one act/short plays ALSO** Go to the Google registration form: <https://goo.gl/forms/OVQUJq1GDwLAVniA2> to complete your one act registration.

REGISTERING FOR SHORT FILMS

- Be sure to follow the directions and rules. You must register for your short film on the registration site **(by December 20th)** **AND** on the Google Form. Your short film presentation time will appear on your invoice as 8am on Saturday.
- Go to "Register", "Events", choose Short Film from the drop-down menu.
 - Be sure to put in the names of everyone involved in creating your film. The creators must be registered for conference.
- Short Films will then be submitted via Youtube. Students will create the video and then share the link with Nevada Thespians via Google Forms.
- The film will be adjudicated prior to the conference and feedback will given through Flipgrid. Each school will have its own flipgrid code to view the feedback
- The Google Form can be found at: <https://goo.gl/forms/b8Zvp3h5ESHQo5iF3>
 - Deadline for Film Submissions to YouTube and the Google Form is January 11th for southern Nevada
 - Deadline for Film Submissions to YouTube and the Google Form is January 18th for northern Nevada.

PAYMENT AND INVOICES

- The "Proceed to payment box" will show you who is registered for the conference AND what IEs you have registered. To check your IE times, you do so by looking on the page when you click register "event".
- **DO NOT CLICK PAY BY CHECK UNTIL YOUR REGISTRATION IS COMPLETE. IF YOU DO, YOU WILL BE CHARGED A LATE/CHANGE FEE.** We do not accept credit cards so please do not click pay by credit card.
- **If you are just wanting to see who is registered go to "Proceed to payment" and then click back on the "register" button to take you back.**
- **When you have checked, and double checked your registration,** click the "pay by check" green button to finalize your registration. At this time you will be able to print an invoice by clicking on your user name and choosing invoices from the drop down menu. You will not see an invoice until you click "pay by check"
- **Remember that any changes made after the deadline or after you hit "pay by check" will incur a \$50 fee per change/addition.**
- If you need a W9 and Public Disclosure, please email nvthespians@gmail.com
- If you have any questions email nvthespians@gmail.com