

INSTRUCTIONS FOR NEW ON-LINE REGISTRATION FOR TRUMBAUER

DISTRICT INSTRUCTIONS

General Instructions working with the registration

1. It is recommended that your screen display be 1280 X 800. Sometimes screen resolutions that are lower than that (to make the screen icons and images bigger) will cut off part of the display where you will not see control buttons that will allow you to SAVE and SUBMIT your registration. If you encounter trouble not being able to see everything on the screen, go into the Control Panel and change your display resolution to the recommended size.
2. When going through the process of updating information, listing students for membership, filling in registration for Individual Events and One - Act Play Festival or the Studio Performance Festival, BE SURE TO **SAVE** THE INFORMATION WITH THE **SAVE** BUTTON BEFORE GOING TO THE NEXT PAGE. It takes a few moments for the information to save. The program will inform you when the information has been saved.
3. The SAVE BUTTON will keep information that you have entered and allow you to go back and correct, edit and change information. If any information is put in incorrectly, the program will flag the error for you to fix before the information can be saved.
4. The SUBMIT BUTTON is used when you have completed your registration and do not plan to make any other changes. Once the SUBMIT BUTTON is clicked, you are through and will not be allowed to make additions or deletions to your registration.

Step by Step Instructions:

1. On the LOG-IN page you will need to put in your user name and password and click the LOG-IN button. The user name and password will be sent to you by the Executive Director.

A screenshot of a login page with a light green background. It features two white input fields for 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the input fields is a green button with the text 'Log In' in white. The page has a decorative orange circle in the top right corner.

2. Logging on brings you to the landing page for the registration and gives you three choices of activities to do:

- 1. Work with your profile (Sponsor profile)**
- 2. Work with your school information (School)**
- 3. Work with your registration for Trumbauer. (Registration)**



- 
- ▶ Sponsor profile
 - ▶ School
 - ▶ Registration

2.1 SPONSOR PROFILE

Since this is the first time you have done the on-line registration, please take the time and check the SPONSOR PROFILE first. We attempted to have everyone's information preloaded into the program and for the most part it was very successful. We would appreciate you checking this SPONSOR PROFILE for the accuracy of the information, especially your name and email address. Please change any information that is incorrect and afterwards click **SAVE.**

2.2 SCHOOL

Clicking the SCHOOL Button will bring up a window with 4 tabs across the top.

School Principal Superintendent Students

Mountain Brook High School, 6

School	Mountain Brook High School
Address	3650 Bethune Drive
City	Mountain Brook
State	Alabama
Zip	35223
Phone	2054143800
Fax	2059698113
Email	WEATHERLYG@mtnbrook.k12.al.us

- Please check the School tab for accuracy of the information and change any information that is incorrect. Afterwards click the **SAVE** button.
- Please click the Principal tab and check for accuracy of the information and change any information that is incorrect. Afterwards click the **SAVE** button.
- Please click the Superintendent Tab and check for accuracy of the information and change any information that is incorrect. Afterwards click the **SAVE** button.
 - **NOTE: YOU ARE REQUIRED TO GIVE THE NAME OF YOUR PRINCIPAL AND THE SUPERINTENDENT OF YOUR SCHOOL SYSTEM AND CONTACT INFORMATION FOR THEM.**
- The Student tab is the way you are registering your students to be members of Alabama Conference of Theatre which makes them eligible to compete in Trumbauer. It is your responsibility to keep this list up to date each year. In years to come, you will add names of upcoming students that will be participating and deleting students that are no longer participating. The program will take every student you have on the list and will calculate the membership fee that you owe when you register for Trumbauer. Since this is the first year, you must enter each student that will be participating in any

Trumbauer Individual event, One-Act Play Festival, Studio Performance Festival, or just attending the Festival. Membership fees are only paid once per year and will be calculated at the District Registration.

Mountain Brook High School, 6

✓ Saved

School	Principal	Superintendent	Students	Save
--------	-----------	----------------	----------	------

STUDENT MEMBERSHIP FORM.

Include information for all students who pay ACT membership fees. No spam will be sent; emails are used for sending out our ACT newsletter.

#	Firstname	Lastname	Email	Gender	
1.	Susie	Smith	ss@gmail.com	<input type="radio"/> Male <input checked="" type="radio"/> Female	✗ Delete
2.	Andy	Clark	AC@gmail.com	<input checked="" type="radio"/> Male <input type="radio"/> Female	✗ Delete
3.	Richard	Williams	RW@gmail.com	<input checked="" type="radio"/> Male <input type="radio"/> Female	✗ Delete
4.	Sally	Coble	SC@gmail.com	<input type="radio"/> Male <input checked="" type="radio"/> Female	✗ Delete
5.	Tom	Jones	TJ@gmail.com	<input checked="" type="radio"/> Male <input type="radio"/> Female	✗ Delete
6.	Jane	Jones	JJ@gmail.com	<input type="radio"/> Male <input checked="" type="radio"/> Female	✗ Delete
7.				<input type="radio"/> Male <input type="radio"/> Female	✗ Delete
8.				<input type="radio"/> Male <input type="radio"/> Female	✗ Delete
9.				<input type="radio"/> Male <input type="radio"/> Female	✗ Delete

- **You must fill in all fields or the program will give you an error message.**
- **Fill in the students First name, Last name, email address, and click the gender button of that student. (This will help the program keep you from entering a male in a female category by mistake).**
- **After entering 5-8 students, I recommend clicking the **SAVE** button so you don't inadvertently lose information.**
- **If you run out of spaces on the window, click the **SAVE** button upon entering the last space and the program will save and give you 4 more spaces to enter names.**
- **If you have a student drop out before you have submitted the registration, you may delete the student by clicking the Delete X button to highlight that student and clicking the **SAVE** button. Your student will then be deleted from the list.**
- **At the beginning of next year, you will want to update your student list by deleting students that have graduated or are no longer participating in your program. You will click on the Delete X button to highlight that student and click the **SAVE** button. Your student will then be deleted from the list.**

After you have your students registered for membership in ACT, you can now go to the third activity, TRUMBAUER REGISTRATION.

2.3 REGISTRATION (Trumbauer Registration)

Clicking Registration will bring up a window with 6 Tabs across the top.

Individual Events **One Act Play** **Studio Theatre Performance** **School** **Invoice** **TOTY**

- Individual Events**

Mountain Brook High School's registration form

Individual events One-Act Play Studio Theatre Performance School Invoice TOTY Save Submit

1. SOLO FEMALE PANTOMIME

Drag students into event slots



NOVICE DIVISION	VARSITY DIVISION

Susie Smith
Andy Clark
Richard Williams
Sally Coble
Tom Jones
Jane Jones

2. SOLO MALE PANTOMIME

NOVICE DIVISION	VARSITY DIVISION

3. DUET PANTOMIME

- You are going to start by putting students that you have registered as members of ACT into the categories they are going to compete.
- The Individual events are listed on the left side and there are only enough spaces that you can fill from your school.
- The students will be listed in green on the right side. A scroll bar will appear if you have more students than can fit in the window.
- As you scroll down the list of events, the student list will travel with you so you will always be able to see your student list.
- To enter an event, click and hold onto a student name and drag the name over and drop into the event you want to enter. You will need to drop the student in the correct division of Novice or Varsity depending if they have competed at Trumbauer before. Novice means it is the students' first time competing at Trumbauer. If the student has competed before that student would be in the Varsity Division. If you have a Novice and a Varsity together in a Duet event, the group would be placed in the Varsity event. A Varsity student may enter one of the technical categories as a Novice if they have never competed in a technical category before.
- If you make a mistake and need to remove a person from a **category**. You will click and hold the person's name in the category and drag the name back to the list and drop the name. 
- The rules for Trumbauer state that a student can only enter 2 **categories** and a school can only enter 4 people in each division of each event. The registration will 

give you an error message if you over step these rules. The registration will also inform you if you accidentally enter a male into a female event and **vise-versa** 

- **SAVE** after you have entered your Individual Events registration before you go to another tab to register for the One-Act Play or Studio Theatre Performance . That way it will be easy to make your corrections if you have made an error in your Individual Event registration.
- The Registration will inform you if you make mistakes in entering the events.

 Registration has not been saved due to some errors. Please don't click 'Back', but scroll down to see and fix errors.

Mountain Brook High School's registration form

Individual events | One-Act Play | Studio Theatre Performance | School | Invoice | TOTY | Save | Submit

1. SOLO FEMALE PANTOMIME


 Andy Clark cannot participate in female event.

NOVICE DIVISION	VARSITY DIVISION
	Susie Smith
	Andy Clark

Drag students into event slots


- Susie Smith
- Andy Clark
- Richard Williams
- Sally Coble
- Tom Jones
- Jane Jones

2. SOLO MALE PANTOMIME

 Sally Coble cannot participate in male event. Jane Jones cannot participate in male event.

NOVICE DIVISION	VARSITY DIVISION
Richard Williams	Tom Jones
Sally Coble	Jane Jones

You will have to correct these Errors before the program will allow you to **SAVE** or **SUBMIT**.

After **you have SAVE**  the Individual Events Registration and do not have any Errors, you may fill out registration for One Act Play or Studio Theatre Performance if you are entering one of these events. A school can only enter one or the other, not both.

 Saved

Mountain Brook High School's registration form

Individual events | One-Act Play | Studio Theatre Performance | School | Invoice | TOTY | Save | Submit

1. SOLO FEMALE PANTOMIME

NOVICE DIVISION	VARSITY DIVISION
Sally Coble	Susie Smith
	Jane Jones

Drag students into event slots

- Susie Smith
- Andy Clark
- Richard Williams
- Sally Coble
- Tom Jones
- Jane Jones

2. SOLO MALE PANTOMIME

NOVICE DIVISION	VARSITY DIVISION
Richard Williams	Tom Jones
	Andy Clark

One Act Play

- If you are entering a One Act Play, you will need to check the box stating that you are participating in the District Competition with a One Act Play.
- Next check which division you are entering: Novice or Varsity. Only Varsity entries are eligible to continue to the State Competition.
- Fill in the boxes with the Author, Director and Title of the Play being presented.
- If you have a student director you may choose the student from the pull down list of students that you have registered with ACT.
- The next section requires that you have created a document in Word or converted a document file to a PDF file.
 - You can browse your computer to find the created file that will be your cast list and crew list to upload with your registration.
 - You should scan your rights and permission information from the publisher (some publishers can send these to you as a pdf file that you can upload). The most convenient format for this is a pdf file.
 - If there is anything else that you want to send with your registration, there is a third box to upload that document.
- You have to check the boxes stating that you have complied with obtaining permissions to use any copyrighted intellectual material you are using with your One Act Play. This is your responsibility to comply and you must be able to produce these documents if **demanded.**
- **SAVE** this before going to the next tab.
- You will get an ERROR message if you do not check the permission boxes at the bottom of the registration. Correct any other ERROR messages given until you can **SAVE** the information.

Participate in district contest

Division Novice Varsity
Author
Director
Title
Student directors

Upload program (cast list and crew list) file

Filename
Title

Upload permission files

Filename
Title


Upload other files

Filename
Title


Permissions (please check that you have complied)

Proof of permission to perform the play from the leasing agent and/or author.
Proof of permission to perform the property as cut or altered.
Proof of permission to use recorded orchestration in a musical.
Proof of permission to use recorded published music for mood or scene changes.
Proof of permission to use live published music for mood or scene changes.

Studio Theatre Performance

- If you are entering a Studio Theatre Performance, you will need to check the box stating that you are participating in the District Competition.
- Next check which division you are entering: Novice or Varsity.
- Fill in the boxes with the Author, Director and Title of the Play being presented.
- If you have a student director you may choose the student from the pull down list of students that you have registered with ACT.
- The next section requires that you have created a document in Word or converted a document file to a PDF file.
 - You can browse your computer to find the created file that will be your cast list and crew list to upload with your registration.
 - You should scan  your rights and permission information from the publisher (some publishers can send these to you as a pdf file that you can upload). The most convenient format for this is a pdf file.
 - If there is anything else that you want to send with your registration, there is a third box to upload that document.
- You have to check the boxes stating that you have complied with obtaining permissions to use any copyrighted intellectual material you are using with your Studio Theatre Performance. This is your responsibility to comply and you must be able to produce these documents if demanded.
- **SAVE** this before going to the next Tab.
- You will get an ERROR message if you do not check the permission boxes at the bottom of the registration. Correct any other ERROR messages given until you can **SAVE** the information.

School

- The School Tab gives you information that you entered about your school. **You cannot change any of this information but will have to go back to the School activity Button to change any incorrect information.** 

Invoice

- The invoice is generated for you and is a result of your registration.
- In the second line, you will need to put in the number of additional delegates that are coming with your group. These can be chaperones, second teachers, additional drama coaches, etc. After you put in the number of additional people attending, you need to **SAVE** so the Registration will add this cost to your Invoice. You will pay \$25 membership fee for each additional person you bring.

- **NOTE:** You only pay memberships once per year. If these same people will be attending the State Festival, you do not have to pay the fee at the State Registration.
- To finish out your Registration, you will have to put the Purchase Order number or the Check number for payment. Payment should be sent to the Executive Director prior to the competition. If you have extenuating circumstances you should contact the Executive Director and make arrangements for payment before the Festival. An Error message will be given to you if you do not fill in the information for the PO number or Check number.
- **SAVE** the form after you enter the PO or Check number.
- From this Invoice page, you can **PRINT** your Invoice and a copy of your Registration. Highly recommended that you do this for your records.

Individual events	One-Act Play	Studio Theatre Performance	School	Invoice	TOTY
✔ Please save all changes before printing and processing the invoice					
WALTER TRUMBAUER FESTIVAL FEES INVOICE					District
ACT membership fee at \$80 (covers one teacher) = mandatory					\$80
Number of additional delegates at \$25 (includes extra teachers or chaperones)					<input type="text" value="2"/> = \$50
Student membership fee, 8 students at \$7					\$42
Individual events					\$80
One-act play					\$100
Studio theatre performance					NA
TOTAL AMOUNT DUE FOR TRUMBAUER COMPETITION					\$312
The total number of people in my group					9
Number of trucks/autos anticipated at one-act load in					<input type="text"/>
Number of buses/cars anticipated: (This information aids in traffic/parking planning at districts and state.)					Buses <input type="text"/>
					Cars <input type="text"/>
CHECK / PURCHASE NUMBER					
<input type="text" value="4545454"/>					
Print					

TOTY

- The last Tab is for a nomination for Teacher of the Year Award. Please fill in your choice of Teacher of the Year.

SUBMIT

- You have now completed your District Registration and can **SUBMIT** your registration to the Executive Director. The Executive Director will email you that your registration is accepted and payment arrangements made.