



**ACTFest
Community Theatre Festival
2023-2024**

October 20-22, 2023
Northeast Alabama Community College
Rainsville, AL

Festival Chair

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Alabama Conference of Theatre

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ACTFest Information

ACTFest is the state community theatre festival conducted by the Alabama Conference of Theatre. It follows the rules and progression of AACTFest. AACTFest is a program of the American Association of Community Theatre (AACT). The festival process or cycle culminates in a national theatre festival held in odd numbered years. The AACTFest festival cycle presents a forum for community theatres from the ten regions of AACT to enter productions for adjudication and possible advancement to higher festival levels.

GENERAL RULES

- It is the responsibility of each entering company to read the entire *AACTFest Handbook* and comply with all of the rules.

AACTFest Handbook 2023 <https://aact.org/festival-handbook>

- Productions advancing to the regional (SETC Convention) or national level (AACTFest in alternate years) must be the same performance. The script, actors, design elements and blocking must be consistent with the original entry unless an adjudicator suggests a change.
- Maximum time limits are 10 minutes for set-up; 60 minutes for performance and 10 minutes for strike. A closed 80-minute tech rehearsal, supervised by the AACT Festival Commissioner, will be scheduled in the theatre facility for each competing company. **Please note:** This rehearsal will not necessarily be scheduled the same day as the performance. The house must be closed at the start of and then during each performance. It must remain open for set-up and strike.

**ACTFest is sponsored in part by a grant from the Alabama State Council on the Arts
and the National Endowment for the Arts**



ENTRANTS

Theatre Companies

Any community theatre organized for at least one year prior to the ACTFest 2023-2024, which has produced at least two shows prior to the festival entry is eligible to enter. ACT may limit the number of entrants depending on time constraints. Companies will be accepted on a first come, first served basis.

ACT can send two adjudicated productions to SETC in Mobile in March 2024 if four or more companies compete at ACTFest. Each advancing theatre receives an honorarium from the ACT to assist with travel expenses.

Company Members

Once a play is in rehearsal for the festival, actors and technicians may not be paid, directly or indirectly, to rehearse or perform in that production. Musicians for a production may be paid if participating only for musical accompaniment. Members of a theatre's production staff, such as directors, designers, costumers, technical directors, etc., may receive normal remuneration, as long as no additional or bonus dollars are paid specifically for that production.

Persons who are active members of Actors' Equity or Screen Actors Guild-American Federation of Television and Radio Artists (SAG-AFTRA) may not under any circumstances be involved as an actor in an entering production at any level of AACTFest, including the ACTFest. All entering company actors are required to sign the Affidavit of AACTFest Actor Eligibility.

Productions

A production entered in the festival process may be a cutting of a full-length play or musical, a one-act play, or any other performance of a theatrical nature, including children's theatre productions intended for youth audiences and/or performed by children. The total length of the performance may not exceed sixty minutes (including introductions, scene changes, and curtain calls). Any element that brings the audience into the world of the play (music, sound, movement, lights, etc.), will begin the sixty-minute performance time. The complete cessation of such will complete the timing period. If a set-up or strike is intended to set mood, establish character, or otherwise begin the experience of the play, it will be considered part of the sixty-minute performance time.

Following the performance, the adjudicators will comment on the performances. Emphasis will be on acting and direction, but final consideration will be the overall realization of the production.

Productions selected to proceed must be performed in the same form at all levels, except that adjustments in staging may be made in response to adjudication at the prior level within the cycle or to allow for differences in stage facilities.

SCHEDULE AND DEADLINES

July 24 Registration Opens

September 15 Registration Closes at 5:00pm.

October 1 All supplemental forms (received in separate email), fees from your INVOICE, and marked scripts are due to the Executive Director. Mail all materials to P.O. Box 361945, Birmingham, AL 35236-1945. NO REFUNDS are given once registration is confirmed online.

October 20-22 ACTFest, Northeast Alabama Community College

October 22 ACT Member Community Theatre Meeting

FEES

ACT requires that everyone who participates be a member of ACT. Each organization pays an Organizational Membership Fee of \$60, which covers one adult as the organizational delegate. This should be the primary contact for the theatre.

The competition fee for each theatre putting up a one-act production is \$100. There is a limit to the number of productions that can be performed and entries will be taken on a first come, first served basis.

In addition to the competition fee, theatres bringing one-acts that are not also currently members of AACT must pay an AACT membership fee of \$85.

Adults pay a membership fee of \$25. This includes participants -actors, technicians, directors, musicians (anyone involved with and attending as part of a one-act) and attendees –those coming to watch productions, attend workshops, and generally participate in and support community theatre. Adult actors/singers may participate in a total of 2 individual events with a fee of \$10 per event, and one group event (2-6 adults) with a fee of \$25 per group.

Students 18 years or younger pay a \$10 membership fee. They may perform as part of the organization's one act but are not eligible for the individual and group events.

Membership fees are paid ONCE annually and allow you to attend or participate in all ACT events held that year.

REGISTRATION

Registration opens July 24 and must be completed online.

Registration may be completed at <https://act.knack.com/actfest>

Registration closes September 15.

ADDITIONAL REQUIREMENTS

Once registered, you will receive an email with details on completing the following. These are due completed with registration fees by October 1, 2023.

- Warranty of permission to perform the property from the leasing agent and/or author, and warranty of permission to perform the property as cut or altered; warranty that the theatre has obtained all other necessary rights. It is wise to obtain performance permission for both state and regional levels.
- Three scripts marked as intended to be performed. Do not photocopy any scripts without proper permission from the playwright or publisher. Additional scripts may be required for interpreters or other personnel, but only with sufficient notice to the company.
- Affidavit of AACTFest Eligibility for each actor.
- Technical Information Form
- Program information.
- Proof of ACT membership.
- A non-AACT member theatre must pay a festival fee equal to the amount of the lowest AACT Organizational membership made payable to AACT (prior to state festival only)-\$85. This fee is waived for AACT members. Organizational membership in AACT is required at the regional level; the festival fee paid at the state festival may be applied to AACT membership during the membership year in which paid. (<https://aact.org>)

ACTFest Individual and Group Events

Community Theatre adult (over 18 years of age) actors can participate in up to two individual events, and up to one group event. Participants may or may not compete in the theatre competition piece but must be a part of a member Community Theatre. Member theatres are not required to have a competition piece for their actors to participate in individual and group events.

COMPETITION EVENTS

- Solo Acting
- Solo Musical
- Group Acting (2 to 6 actors)
- Group Musical (2 to 6 actors)

EVENT RULES

INTRODUCTIONS

In each event, a brief introduction to the piece should be given. Performers will introduce themselves and give the title of their piece for solo acting and/or solo musical. They may identify their community theatre in the introduction. In the group acting category each actor should give his/her name. This introduction may be creative or simply perfunctory. Timing will begin after the introduction. No participant will be penalized for the shortness of a piece if the judging criteria is met.

SOLO ACTING – The participant performs an original or published monologue lasting **no longer than 3 minutes**. The monologue may be comedic or dramatic. **ALL** entries must be appropriate for the actors, their community theatre, and their community with regards to language and subject matter. *Violation of this rule is grounds for disqualification.* Props and costumes are not allowed. A chair may be used. The monologue must be memorized. Participants will be judged on characterization, movement and bodily expression, vocal expression and interpretation, selection of scene, blocking, rhythm and pacing.

SOLO MUSICAL - A participant performs a selection that must come from a musical play, revue, or a musical movie, **no longer than 3 minutes**. The number must be appropriate and within the participant's range of ability. It is suggested that the participant sets up the song by beginning with a brief monologue and then segueing into the song. Costumes and props are not allowed. One chair may be used. Choreography and movement are acceptable. Performers will provide their own portable device with a speaker. The performer should have someone they have rehearsed with to operate their sound or do it themselves. The accompaniment must be music only. No vocals are allowed on the accompaniment. A piano, other instruments or an accompanist may not be used. A participant may not sing a cappella. Microphones will not be used. The song must be memorized. Participants in this category will be judged on tone, vocal expression and interpretation, diction, technique, characterization, movement/dance, appropriateness of selection and scene.

GROUP ACTING & GROUP MUSICAL EVENT RULES AND REQUIREMENTS

1. **THEATRE ENTRY LIMITS:** Up to THREE GROUPS of 2-6 actors from each theatre may be entered in each of these events. For example, you may register 3 Acting Groups and 3 Musical Groups. This event DOES NOT count against the participant's maximum of two individual events.
2. **TIME LIMIT:** 5 minutes (This does not include the introduction)
3. **PARTICIPANTS:** Groups should consist of no fewer than 2 and no more than 6 actors.
4. **SELECTIONS:** Acting Selections must come from a play, screenplay or teleplay. Musical selections must come from a musical play, revue, or a musical movie. Selection should be as equally balanced between characters as possible. The cutting should be memorized.
5. **NO** costumes, properties, or stage make-up are allowed; however, dance shoes such as taps are acceptable. Only 6 straight back chairs are permitted and will be provided by the host location. Performances should be blocked for movement.
6. **INTRODUCTION:** One of the participants should state the selection that will be performed, the author or composer of the selection, and any important information that the judge should know prior to hearing the selection. Time begins after the introduction is finished.
7. **GROUP MUSICAL:** Participants will provide a portable device with a speaker and should enlist someone to operate their sound or do it themselves. The accompaniment must be music only. No

vocals, including background vocals, are allowed on the accompaniment. A live accompanist may not be used. Participants may not sing a cappella. It is imperative, however, that the participants "act" the piece. This is more than a vocal competition. Entries should be staged/blocked/choreographed with intent, and in a manner that effectively conveys the energy and style of the piece.

8. A theatre may not enter a cutting from its Festival entry.
9. ALL entries must be suitable for their theatre, and community with regards to language and subject matter. Violation of this rule is grounds for disqualification.

AWARDS

First, second, third place and (2) honorable mention awards will be given in each of the following categories:

- Solo Acting
- Solo Musical
- Group Acting
- Group Acting

All participants will receive participation certificates.

Alabama Conference of Theatre
ACTFest 2023-2024 Sample Judge Ballots

SOLO ACTING Sample Judge Ballot

NAME _____ THEATRE: _____

Name of Piece: _____

CHARACTERIZATION 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
Was the character believable and consistent?

MOVEMENT AND BODILY EXPRESSION 1 2 3 4 5 6 7 8 9 10
Was all movement natural, suitable to the character,
motivated, and clearly executed?

VOCAL EXPRESSION AND INTERPRETATION 1 2 3 4 5 6 7 8 9 10
Was the performer in control of words, phrases and
ideas? Were rate, pitch, and vocal variety suitable for the
character? Was the diction crisp?

SELECTION OF SCENE 1 2 3 4 5
Is it within the abilities or range of the performer? Was the
scene developed into a climax? Was the cutting logical? Did
the introduction give selection, author and provide any
necessary explanation?

BLOCKING 1 2 3 4 5
Was movement intelligently motivated? Was visual interest created?

RHYTHM, PACING 1 2 3 4 5

***TIME: (3 MIN LIMIT)** _____ **TOTAL POINTS (50 POSSIBLE)** _____

Rating (Circle One)	SUPERIOR	EXCELLENT	GOOD
	40-50	30-39	29

DISQUALIFIED FOR: _____
Disqualification must be approved by ACT Community Theatre Chair

JUDGE'S NAME (Legible): _____ - _____

ADDITIONAL COMMENTS:

SOLO MUSICAL Sample Judge Ballot

NAME _____ THEATRE _____

Name of Piece: _____

TONE 1 2 3 4 5

Was the tone free and well-focused, unforced, but not breathy?
Were vowels rounded and open?

VOCAL EXPRESSION AND INTERPRETATION 1 2 3 4 5

Was the vocalist expressive in phrasing and dynamics? Was the vocal style appropriate? Did the character come through the music, as well as the dialogue?

DICTION 1 2 3 4 5 6 7 8 9 10

Were the words understandable? Were the consonants crisp? Were the vowels well formed?

TECHNIQUE 1 2 3 4 5

Were the notes and rhythms accurate? Was the tempo suitable? Was breathing correct and supported? Was the pitch accurate, neither flat nor sharp?

CHARACTERIZATION 1 2 3 4 5 6 7 8 9 10

Was there a sense of vitality to the performance? Did the vocalist show artistry through body movement, facial expression, and total performance? Was a character developed? Did the performer use the song to create a believable character? Did the vocalist play the song in the moment?

MOVEMENT/DANCE 1 2 3 4 5 6 7 8 9 10

Was the movement appropriate to the number? Was the movement consistent with the style of the number? Was the dance, if any, executed well? Did the dance, if any, enhance the number?

APPROPRIATENESS OF SELECTION AND SCENE 1 2 3 4 5

Was the selection within the vocal range and capability of the performer?

***TIME: (3 MIN LIMIT)** _____ **TOTAL POINTS (50 POSSIBLE)** _____

Rating (Circle One)	SUPERIOR	EXCELLENT	GOOD
	40-50	30-39	29

DISQUALIFIED FOR: _____

Disqualification must be approved by ACT Community Theatre Chair

JUDGE'S NAME (Legible): _____

ADDITIONAL COMMENTS:

GROUP ACTING Sample Judge Ballot

THEATRE _____

Number of Participants _____

Name of Piece: _____

CHARACTERIZATION 1 2 3 4 5 6 7 8 9 10
Were the characters believable and consistent?

MOVEMENT AND BODILY EXPRESSION 1 2 3 4 5 6 7 8 9 10
Was all movement natural, suitable to the characters,
motivated, and clearly executed?

VOCAL EXPRESSION AND INTERPRETATION 1 2 3 4 5 6 7 8 9 10
Were the performers in control of words, phrases and ideas?
Were rate, pitch, and vocal variety suitable for the characters?
Was the diction crisp?

ENSEMBLE EFFECT 1 2 3 4 5 6 7 8 9 10
Did the cast exhibit teamwork and interaction?
Was the cast functioning together?
Was the ensemble used to its full potential?

SELECTION OF SCENE 1 2 3 4 5
Is it within the abilities or ranges of the performers? Was the
scene developed into a climax? Was the cutting logical? Did the
introduction give selection and author and did it provide any
necessary explanation?

BLOCKING 1 2 3 4 5
Was movement intelligently motivated? Was visual interest
created?

***TIME: (5 MIN LIMIT)**__

TOTAL POINTS (50 POSSIBLE)_____

Rating (Circle One)	SUPERIOR	EXCELLENT	GOOD
	40-50	30-39	29

DISQUALIFIED FOR: _____
Disqualification must be approved by ACT Community Theatre Chair

JUDGE'S NAME (Legible): _____

ADDITIONAL COMMENTS:

GROUP ACTING Sample Judge Ballot

THEATRE _____

Number of Participants _____

Name of Piece: _____

1. TONE 1 2 3 4 5

Was the tone free and well-focused, unforced, but not breathy?
Were the vowels rounded and open?

2. VOCAL EXPRESSION AND INTERPRETATION 1 2 3 4 5

Were the vocalists expressive in phrasing and dynamics?
Was the vocal style appropriate? Did the characters come through the music as well as the dialogue?

3. DICTION 1 2 3 4 5

Were the words understandable?
Were the consonants crisp? Were the vowels well formed?

4. TECHNIQUE 1 2 3 4 5

Were the rhythms accurate? Was the pitch accurate? Was breathing correct and supported? Was the tempo suitable?

5. CHARACTERIZATION 1 2 3 4 5 6 7 8 9 10

Were the characters developed? Was there a sense of vitality to the performance? Did the vocalists show artistry through body movement, facial expression, and total performance?
Did the vocalists play the song in the moment?

6. ENSEMBLE EFFECT 1 2 3 4 5 6 7 8 9 10

Did the cast exhibit teamwork and interaction?
Was the cast functioning together?
Was the ensemble used to its full potential?

7. MOVEMENT/DANCE 1 2 3 4 5

Was the movement appropriate to the number?
Was the movement consistent with the style of the piece?
If a dance, was it executed well? Did it enhance the number?

8. APPROPRIATENESS OF SELECTION 1 2 3 4 5

Was the selection within the vocal range and capability of the performers? Was the content appropriate for community?

***TIME: (5 MIN LIMIT)** _____

TOTAL POINTS (50 POSSIBLE) _____

Rating (Circle One)	SUPERIOR	EXCELLENT	GOOD
	40-50	30-39	29

DISQUALIFIED FOR: _____

Disqualification must be approved by ACT Community Theatre Chair

JUDGE'S NAME (Legible): _____

ADDITIONAL COMMENTS:

Alabama Conference of Theatre
CODE OF CONDUCT
Providing a Safe and Positive Experience

ACT is committed to presenting festivals and other events that are enjoyable, friendly, and informative for all participants. Accordingly, we expect ALL participants to show respect and courtesy to others. To make clear what is expected, everyone is required to conform to ACT's Code of Conduct. The purpose of this is to ensure a safe and positive event experience for everyone.

The code of conduct applies to all ACT event attendees including individuals, students, chaperones, guests, and any persons attending ACT sponsored activities, including festivals, auditions, meetings, and social events. It is expected that our code of conduct will be upheld by showing courtesy and consideration to others on social media before, during, and after ACT events. All determinations of appropriate or inappropriate behavior are in ACT's sole discretion and the decision(s) of the ACT Board of Directors will be final.

The Basics

- Be considerate and respectful and refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants. Alert ACT staff or appropriate security personnel if you notice a dangerous situation or someone in distress.

Unacceptable Behavior

- Unacceptable behaviors include, but are not limited to, intimidating, harassing, abusive, discriminatory, derogatory, or demeaning conduct. Many ACT venues are shared with other members of the public; please be respectful to all patrons of these locations.
- Harassment includes, but is not limited to, offensive verbal comments related to gender, sexual orientation, race, religion, disability; deliberate intimidation, stalking or following; sustained disruption of talks or other events; inappropriate physical contact, and unwelcome sexual attention.
- Physical, written, verbal or other abuse, intimidation, threats, harassment, stalking, pushing, or use of any physical force against any person, which creates a disturbance that is disruptive or dangerous, or creates apprehension in a person, as determined by ACT, in its sole discretion.
- Any boisterous, lewd or offensive behavior or language, including but not limited to using sexually explicit or offensive language, materials or conduct or any language, behavior, or content that contains profanity, obscene gestures, or racial, religious, gender, or ethnic slurs.
- Possessing any illegal substance, including but not limited to narcotics or other illegal drugs and possessing any open can, bottle, or other receptacle containing any alcoholic beverages, except in areas specifically designated for the consumption of alcohol.
- Failure to obey any rules or regulations of the Venue. Attendees must follow hotel regulations; the cost of defacing public or private property will be paid for by the individuals or groups responsible.
- Other unacceptable behavior will be handled appropriately.

Consequences of Unacceptable Behavior

If a participant engages in unacceptable behavior, ACT may take any action they deem appropriate, up to and including expulsion from the sponsored activity without warning or refund and suspension from future activities.

What to Do If You Witness or Are Subject to Unacceptable Behavior

If you are subject to unacceptable behavior, notice that someone else is being subject to unacceptable behavior, or have any other concerns, please notify an ACT staff member as soon as possible. All reports will remain completely confidential. ACT staff will be available to help participants contact venue security or local law enforcement, to provide escorts, or to otherwise assist those experiencing unacceptable behavior to feel safe for the duration of the activity. You can report unacceptable behavior to any member of the ACT staff.

Alabama Conference of Theatre
DIVERSITY, EQUITY, AND INCLUSION
Updated and Approved by the BOD on June 5, 2021

The Alabama Conference of Theatre (ACT) is committed to modeling diversity, equity, and inclusion for the theatrical communities of Alabama as well as the nation. We respect and value diverse life experiences and heritages, strive toward equitable treatment of our members, and support members who nurture diversity and equity in their places of work and in their broader communities. We challenge ourselves to question assumptions, expand knowledge, and implement plans to foster a more inclusive entertainment industry. ACT is committed to partnering with organizations, businesses, and individuals that share our dedication to creating and maintaining an inclusive environment with equitable treatment for all.

ACT aims to evoke positive changes in expanding the American landscape of storytelling, as embodied in live theatre, to authentically reflect the diversity of Alabama and American society. We endeavor to engage in progressive dialogue surrounding diversity, equity, and inclusion with our membership and industry leaders so as to encourage a more equitable, fair and inclusive work environment for all. ACT aims to include people who have been historically underrepresented both on and off the stage in the industry and we strive to unite our community in these shared endeavors.

This is just the beginning and our policy will evolve and develop over time as the world around us changes, and as we learn more along the journey.

ACT is committed to the following actions:

- Include, respect, and appreciate differences in race, ethnicity, gender, age, national origin, disability, sexual orientation and identity, education, and religion in our goals and objectives.
- Create structured opportunities for the Board and membership to increase awareness and understanding of the issues inherent in the work of inclusion and diversity.
- Keep diversity, parity, and equity at the forefront of our considerations with regard to the nomination of candidates for our Board, and ensure our staff hiring practices fully reflect our commitment.
- Recognize success and advocate for an American theatre that represents a robust body of work of both familiar and unfamiliar voices.
- ACT commits to a yearly internal Diversity, Equity, and Inclusion audit; as well as a commitment to an external audit every 4 years, beginning with 2021.



ACTFest

DELEGATE REGISTRATION MANUAL

Knack – Online Registration and Schedule

LOGGING IN

- <https://act.knack.com/actfest>
- Use the email address you have been registered with
- Use password 9876543 unless it has been changed

ACTFEST REGISTRATION

A Delegate is the representative from the community theatre that is responsible for coordinating all aspects of the theatre in regards to registration of the theatre and its participants and attendees.

CONFIRMING DELEGATE AND THEATRE MEMBERSHIP

- When you first enter the system, click on the “Membership” tab
- Complete all of the information and click submit.
- Once you do this all of the other ACTFest registration tabs will be accessible.

CHANGING THE THEATRE YOU ARE CONNECTED TO

- If the THEATRE listed on the “Membership” tab is incorrect, contact the Executive Director

CHECKING OR CHANGING YOUR CONTACT INFORMATION

- *ACTFest registration must be open*
- Click on the “Membership” Tab
- Click in any of the boxes and change the information and click “submit”

A Participant is anyone from your theatre that is participating in some way with your one-act, if you have one, including actors, technical folks, directors, etc that are attending ACTFest and/or an individual or group event.

ADDING A PARTICIPANT

- *ACTFest registration must be open*
- Click on the “Participants” tab
- Click on the “Add Participant” button
- Complete the information and click “Submit”
- Instruct your Participant to go to <https://act.knack.com/actfest> and use password 9876543 to log in and complete their registration. If they are under 18, they should enter parent’s information and sign waivers. This takes the place of the traditional paper ACT membership form.

CHANGING A PARTICIPANT’S INFORMATION

- *ACTFest registration must be open*
- Click on the “Participants” tab
- Click on any of the boxes that need to be changed and update the information.

REMOVING A PARTICIPANT

- *ACTFest registration must be open*
- Click on the “Participants” tab and find the Participant
- Click in the “User Status” box and select “inactive”
- The Participant will still appear in the list, but in gray. They will not be included in your registration.

REGISTERING AN EVENT

- *ACTFest registration must be open*
- Click on “Event Registration” tab

- Find the type of Event you want to enter (one-act, individual event, group event, etc.) and click on the “+” button

CORRECTING AN EVENT

- *ACTFest registration must be open*
- You can update the Selection name or attach a file or link
- If you need to change anything else, delete the IE by clicking on the “delete” button and create a new registration

TO DELETE AN EVENT *BEFORE* REGISTRATION IS CLOSED

- *ACTFest registration must be open. If an event is deleted before registration closes, you will not be charged*
- Click on the “Event Registration” tab
- Find the event you wish to delete and click “delete” on the far right

An attendee is anyone from your theatre that is attending ACTFest that is not directly participating in an ACTFest one-act or individual or group event but will attend workshops, and view one-acts or individual and group events.

ADDING AN ATTENDEE

- *ACTFest registration must be open*
- Click on the “Attendee” tab
- Click on the “Add Attendee” button
- Complete the information and click “Submit”
- Instruct your Attendee to go to <https://act.knack.com/actfest> and use password 9876543 to log in and complete their registration. If they are under 18, they should enter parent’s information and sign waivers. This takes the place of the traditional paper ACT membership form.

CHANGING A ATTENDEE’S INFORMATION

- *ACTFest registration must be open*
- Click on the “Attendee” tab
- Click on any of the boxes that need to be changed and update the information.

REMOVING A ATTENDEE

- *ACTFest registration must be open*
- Click on the “Attendee” tab and find the Attendee
- Click in the “User Status” box and select “inactive”
- The Attendee will still appear in the list, but in gray. They will not be included in your registration.

VIEWING YOUR ACTFEST SUMMARY

- Click on the “ACTFest Summary” tab
- This will list all of the registrations that will compete at ACTFest
- If there is something incorrect, go back to the appropriate tab while ACTFest Registration is Open
- If ACTFest registration is closed, no changes may be made to your registration

SUBMITTING ACTFEST REGISTRATION

- When you feel your registration is complete, click the “Submit ACTFest Registration” tab
- Read the paragraph, click the check, and click Submit.
- This will close access to all other tabs.
- If ACTFest registration is still open and you need to make further changes, Click back on the tab click “edit”, uncheck the box and click submit.

VIEWING YOUR INVOICES

- Click on the “Invoices” tab
- Click on the
 - “ACTFest Invoice” - This shows charges that must be paid prior to ACTFest competition
 - “Remaining Balance Invoice” - This shows all charges and your total balance with ACT
- If you feel something is inaccurate, contact the executive director.
- Click the “Print” button in the top right corner

PAYING YOUR ACTFEST INVOICE

- Click on the “Invoices” tab
- Click on the “ACTFest Invoice” button
- Scroll to the bottom of the page and click on the “Make Payment with Credit Card” button. Payments will have to be confirmed by ACT staff before they will show up on your Balance Invoice.

ENTERING YOUR PARTICIPANT’S SELECTION NAMES

- Participants may do this themselves by logging into their account and clicking on the “Registrations” tab. It will show all events they are registered in and they may put the title of their piece.
- Alternatively, the DELEGATE may do this in either the “Event Registration” tab or the “ACTFest Summary” tab

CHECK REGISTRATION

Log in and go to the “ACTFest Summary” tab and make sure

1. Participants are entered correctly
2. Individual events are entered correctly and have the selection title and author/composer
 1. These will appear on the judges’ ballots
 2. Participants may log into their account and enter it themselves as well

DROPS AFTER REGISTRATION

DROPS OR NO SHOW DAY FOR ACTFEST

- Go To DC Tools
- Click ACTFest Registration Information
- Find the Event under “Event Registrations” Table
- Click “Drop ?” in the right most column and select Yes

TO DROP AN EVENT *AFTER* REGISTRATION IS CLOSED

- You may choose to “drop” an event after registration has closed, however, you will still be charged for the event. Dropping an event lets the ACTFest Chair know not to schedule that event
- Click on the “ACTFest Summary” tab
- Find the event, click in the “Drop” box on the far right, and check the statement.

VIEWING FEEDBACK

VIEWING AVERAGES AND RATINGS

- “Comments [DELEGATES]” tab
- “Comments” button
- “Scores and Ratings” Table
- Displays your Participant’s events, the score average, and ratings

VIEWING INDIVIDUAL BALLOTS

- “Comments [DELEGATES]” tab
- “Comments” button
- “Judging Ballots” Table
- Displays the individual scores and comments from each ballot
- Scroll to the far right and you will see a “printable” button

PRINTING FEEDBACK

- First Ask Yourself, Do you NEED to print? (Participants can log into their own account and view ballots)
- “Comments [DELEGATES]” tab
- “Comments” button

- “Judging Ballots” Table
- Click on “Printable” at the end of each line

OTHER

ACT DIRECTORY

- This tab has contact information for ACT Staff, ACTFest Chairs, and Theatres across the state.