2024 FLORIDA STATE JUNIOR FESTIVAL (February 22-24)
JUNIOR STATE REGISTRATION GUIDELINES AND F.A.Q.

Dear Troupe Directors,

Hello and welcome to your State Registration guide for the 2024 Florida Thespian Junior State Festival. Please refer to this guide as you register your troupe for the upcoming State festival. For any registration process inquiries, kindly contact your District Chair. For any system issues or questions, contact your District Chair, who will escalate unresolved issues to the State Office (Kristen and Tara).

Thank you for your cooperation, and we look forward to a successful State Festival!

-Tara Whitman, Junior Thespian Chair

REGISTRATION

ALWAYS label your Registration Materials to include District and Troupe Number (EXAMPLE: 124405) and School Name.

> Step One: Log into your account.
>> *If you are new to your troupe but it has been registered for State, avoid creating a new account. Instead, email your District Chair, who will contact State Leadership for login details.
>
> Step Two: Confirm and update your account information under "account" in the upper right corner.
>
> Step Three: Before registration opens, gather the following information from your attendees.
> - Students' and chaperones' First and Last Name
> - Graduation year
> - Gender
> - Email address (parent email is acceptable)
> - Phone number (troupe director's phone number works as well)

This information is mandatory for individual registrations. When accessing the registration site, include your DISTRICT NUMBER and TROUPE NUMBER (e.g., 124405). All troupe numbers are four digits; include the zero if applicable (e.g., 010011).

EVENT REGISTRATION ORDER

> Step One: MAINSTAGE PRESENTERS: If selected, register Mainstage events first.
>
> Step Two: ONE ACTS: If your One Act was selected and you are not a mainstage, register it as the first event.
>
> Step Three: THESPY EVENTS
> 1) Click on the Directory tab to add students to your record. Import from Thespian Point Tracker if applicable.

2) Under "Register," click "students" to enter student names and other adults.

3) Register students for events, ensuring no conflicts. Thespys are registered on a first-come, first-served basis and will take place on Friday *new* and Saturday of the festival

4) Register **up to** 8 performance & 4 Technical Thespys

> THESPY/EVENT BEST PRACTICES
>
> Enter correct titles, avoiding TBAs. These must be identical to those presented at your District festival.
>
> Group Members must match your District festival registrations. (There are no substitutions)
>
> Register largest events first, followed by smaller events.
>
> Register single person events LAST.
>
> There is no "CHANGE WINDOW"; plan and prepare ahead.

Step Four: SERVICES

1) MAINSTAGE AND CEREMONIES TICKETS: *New this year* Select how many tickets for Opening Ceremony, Closing Ceremony and Mainstage you would like to request. These are issued first-come, first-served to completed and received registrations.

2) DAY PASSES: Purchase day passes under Services as option E. School Administrators are free.

3) T-SHIRTS: Confirm T-shirt sizes and selections in the directory. Confirm your address is correct in the system as these are where shirts will be mailed.

Step Five: ADDITIONAL SUBMISSIONS

1) SCENE WRITING SUBMISSIONS: Submit plays via the Scene Writing Submission form and register them in the system.

2) ONE ACTS: Fill out the One Act Form

PAYMENT AND COMPLETED REGISTRATION:

Step One: Once you've completed your registration, hit SUBMIT (you can't go back after this). Your invoice will be issued at this time.

Step Two: Choose "Pay by Check" or Pay by Credit Card in the system (authorize.net) If you pay by credit card, first check your card limit to ensure the payment goes through.

Step Three: Mail all of the following in ONE packet to Tara Whitman, Florida Junior Thespians Chair, P.O. Box 784539, Winter Garden, FL 34778:

- Principal's Agreement Form
- Check or printed copy of Credit Card payment
- Checklist (optional but will help you)
- Printed copy of completed registration
- Submit online form for one-act, if advancing