


2015 Iowa Thespian Festival

Online Registration Instructions – **MIDDLE SCHOOL**

FOLLOW THESE INSTRUCTIONS TO CREATE AN ACCOUNT TO REGISTER YOUR JUNIOR HIGH/MIDDLE SCHOOL FOR THE IOWA THESPIAN FESTIVAL.

Step 1: Register For An Account at <https://iowa.cothespians.net/>

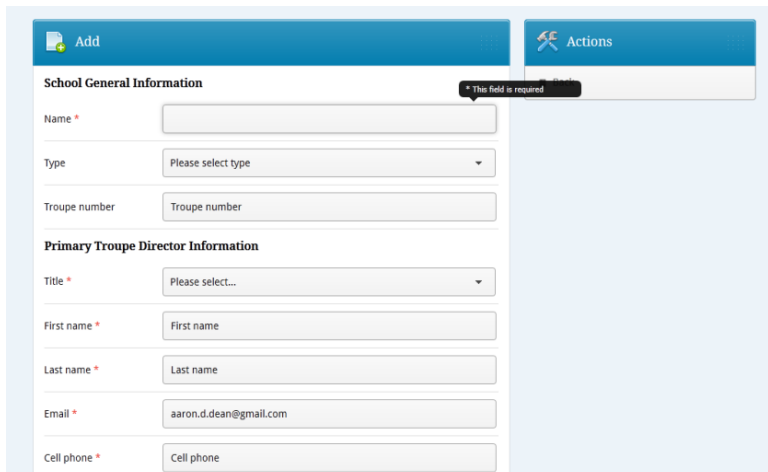
- Use the above link or click on the registration link on www.iowaThespians.org
- On the right hand side of the screen, click on the Register button
- On the “You Are” page, select the “Middle School” option
- Fill out the “Register” information (see screenshot below)



- Once you hit the green “Register” button, check your email to find the confirmation of your account registration (it may take some time for the confirmation to be emailed to you)
- In your email, click on the link that will verify your account registration
- Once your account is confirmed, log in using your email address and password

Step 2: Submit Your Troupe Details

- Fill in and submit your School Information



School Address Information

Street address *

City *

State *

Zip code *

Phone *

Fax

Website

- Once you have filled in all the information, hit the save button

Step 3: Register Your Students

- To register your students for Festival, click on the “Register” and “Students” tab at the top of the page
- Select the green “New Student” tab to input the student’s information **OR** if you have previously registered this student (for example, for last year’s Festival), begin typing the student’s name in the search bar and select when the student’s name appears
- To register a new student, you will need the student’s name, email address, cell phone, grade in school, and t-shirt size to register
- There is a place to upload a health form. YOU DO **NOT** NEED TO UPLOAD THE IOWA DELEGATE HEALTH FORM. Simply mail in the IOWA DELEGATE HEALTH FORM WITH YOUR CHECK! If you would like to upload the health form when you register your student, feel free. However, you **MUST** mail the health form with your check to Lynn Jensen, Iowa Thespian Festival Director.

Add new Student

First name *

Last name *

Email *

Cell phone number *

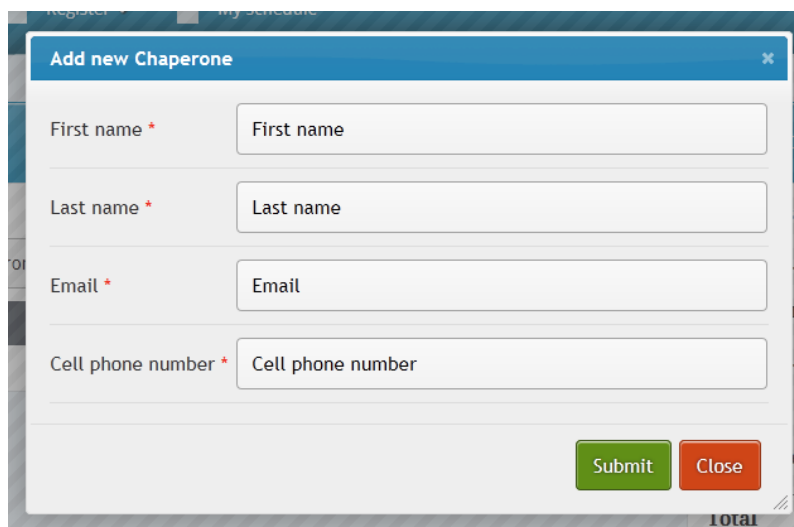
Class *

T-shirt size

Remaining

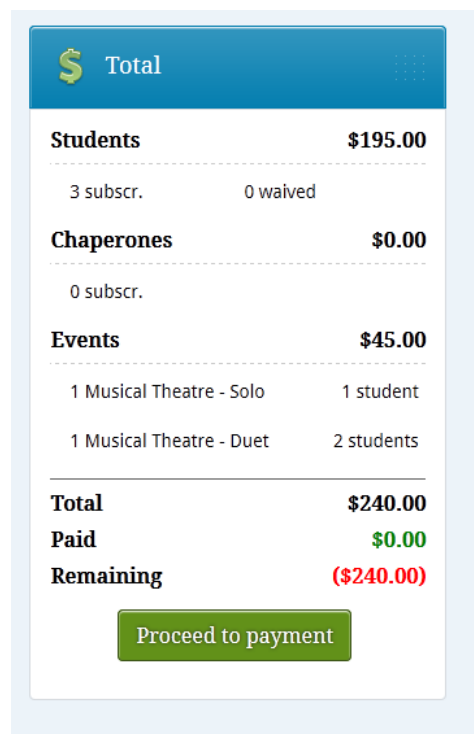
Step 4: Register Your Chaperones

- To register your chaperones for Festival, click on the “Register” and “Chaperones” tab at the top of the page
- Select the green “New Chaperone” tab to input the Chaperone’s information **OR** if you have previously registered this chaperone (for example, for last year’s Festival) begin typing the chaperone’s name in the search bar and select when the chaperone’s name appears
- You will need the Chaperone’s name, email address, t-shirt size and cell phone number to register



Step 6: Review Your Order

- On the right hand side of the page, select the green “Proceed to Payment” button
- Review the payment details, including your Troupe information, participants (students and chaperones), and special events (Individual Events, Studio Theatre Performances, Tech Challenge, Scholarships, Chapter Board Candidates)
- If everything is correct, select the “Pay with Check” button at the bottom of the screen
- When you select “Pay With Check”, you will need to put in a description (the description will be the Check # or PO #. If you have neither of those details, place your school name in the description)
- After you enter a description, click “Pay with Check” again. It will pop up a warning letting you know that you will not be able to change registered items after you submit



\$ Total	
Students	\$195.00
3 subscr.	0 waived
Chaperones	\$0.00
0 subscr.	
Events	\$45.00
1 Musical Theatre - Solo	1 student
1 Musical Theatre - Duet	2 students
Total	\$240.00
Paid	\$0.00
Remaining	(\$240.00)
Proceed to payment	

Step 7: Mail Check and Forms to the Festival Director

- Once you have submitted your online registration forms, you will need to mail all additional forms with a check to Lynn Jensen, Iowa Thespian Festival Director
 - o What to Return
 - Delegate Health Form & Code of Conduct (printed at www.iowathespians.org)
 - One check only for registration fees. Check should be made payable to **"IOWA THESPIANS"**
- Mail registration materials and payment to:

Lynn Jensen, Iowa Thespian Festival
Director Jefferson High School
1243 20th Street SW
Cedar Rapids, Iowa 52402

DEADLINES:

The registration deadline is a "post-marked" by deadline of **Wednesday, October 21, 2015**. Registrations received after the deadline of **Friday, October 21** will incur late fees.

