



## NY Thespians Festival Registration Directions 2019



Welcome to NY Thespians Festival 2019! Please download the Registration Form, then fill out EACH TAB as outlined below. To fill it out completely, you will need to have the following:

- Names of registrants (you can write “chaperone” if you don’t know the names of chaperones right now)
- Emails of registrants (you can leave blank for chaperones at the moment)
- Which Individual Events registrants are participating in including the titles and authors of each piece
- If participating in Tech Challenge, names of registrants for Tech Challenge (5 per team, up to two teams per school/organization)
- If participating in the One-Act Festival, title(s) and run time (up to 15 people people per one act, up to two plays per school/organization)

### 1. **TAB 1, Main Registration:**

- a. Enter your school or organization’s name
- b. Enter names and emails of all registrants
- c. Use the table to the right (also here) to enter registrant fees
- d. Enter Individual Event codes and total (\$5 for ONE I.E., \$10 for TWO I.E.s)

### 2. **TAB 2, Individual Events Registration:**

- a. Enter the event code
- b. Enter the title and author of piece
- c. Enter names of participants
- d. Enter the total fees
- e. Go to TAB 1, Main Registration and enter the total under “Tech Challenge Total”

### 3. **TAB 3, Special Events Registration:**

- a. Under Tech Challenge, enter names of participants (5 per team, up to two teams)
- b. Under One-Act Festival
  - i. Enter the category of entry
  - ii. Enter the title and author of the play
  - iii. Under “length of play,” enter the show’s run time
  - iv. Enter the total fees
  - v. Go to TAB 1, Main Registration and enter the total under “One Act Festival Total”

### 4. **Email the completed form to [nythespians@gmail.com](mailto:nythespians@gmail.com) by March 18th (early bird)**