

# SCHOOL

## Registration Guide

Last Updated 8/11/2020



### In this guide you will find:

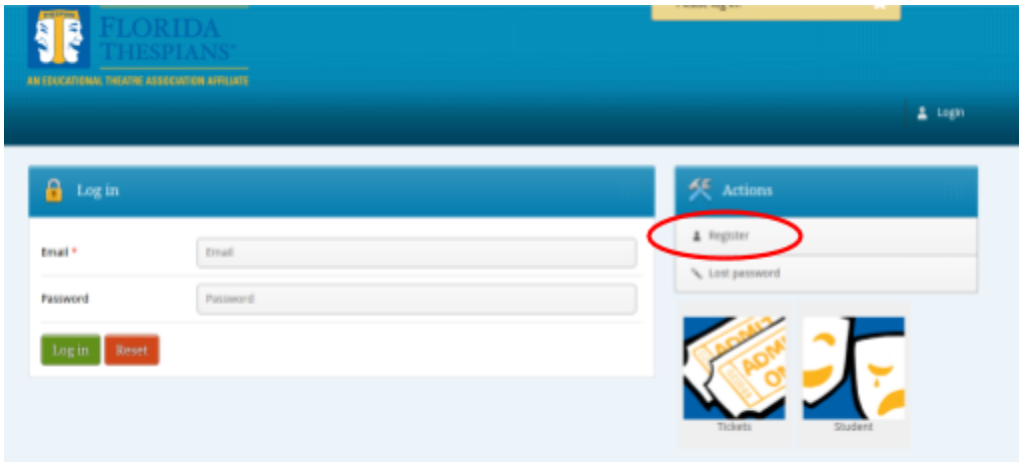
Creating Your Account	Creating a Directory	Registering
<a href="#">Troupe Account Registration</a>	<a href="#">Add Students</a>	<a href="#">Register Students</a>
<a href="#">School Profile</a>		<a href="#">Register Chaperones</a>
<a href="#">Dashboard</a>	<a href="#">Add Chaperones</a>	<a href="#">Register for Events</a>
		Payments

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# General Setup and Creating Your Account

## School Account Registration



Go to:  
<https://new-jersey.cothespians.net/>

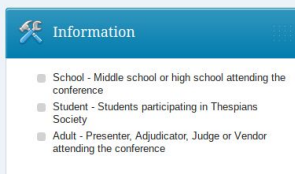
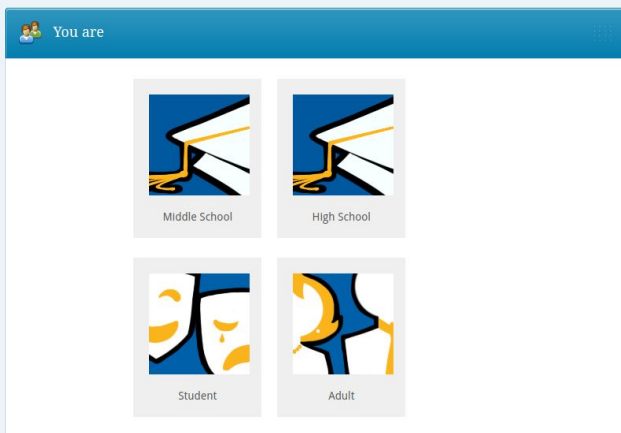


STOP: If you have already been

registered....simply log in with your email and **password 2021**. Once you are logged in, you may change your password and any incorrect information.

**If you are already registered, please do the following in order to reactivate students that were entered last school year:**

1. After logging in, go to "Directory"
2. Choose "Add Students"
3. Choose "show active"
4. Click "edit" to the right of the students name (the pencil).
5. Scroll down and check off the box that says "register for STANJ 21".
6. Hit Save
7. Now register any freshman or new to the competition students following the steps below\*\*



If you are **NOT yet registered**, do this:

Register > High School >  
Choose the type of account you are creating.

Middle School or High School (this will become the school account)

**Registration Success**

Thank you for your registration. An email was sent to your email box, please paste the confirmation number [here](#) to access the registration process.

Check your email for the confirmation code. This may take a few minutes to arrive. Copy and paste or retype code in the example box on the left and click Confirm.

Use the Email and Password you used to register and create an account.

# Creating School Profile

## Primary Troupe Director Information

Title \*

First name \*

Last name \*

Email \*

Cell phone \*

## School Principal Information

Title \*

First name \*

Last name \*

Email \*

## School General Information

State \*

City \*

School \*

Troupe number

Your "troupe" number is the STANJ school code/number that has been provided to you by Lisa Poggi. It is NOT your thespian troupe number.

If you are a returning school, please use the same school number that you were given for the 2019-2020 competition.

If you are new to the competition, please email Lisa Poggi and she will assign you a school number. You will not be able to register without this school number.

## School Address Information

Street address *	<input type="text" value="Street address"/>
City *	<input type="text" value="City"/>
State *	<input type="text" value="State"/>
Zip code *	<input type="text" value="Zip code"/>
Phone *	<input type="text" value="Phone"/>
Fax	<input type="text" value="Fax"/>
Website	<input type="text" value="Website"/>

## Dashboard

Directory ▾ Register ▾ My schedule IE form ▾

Dashboard

### Welcome to the Florida Thespians Registration System

This system will allow you to register for Florida State Thesplan events throughout the year. You will be able to create an account and access all information for our events in one location. **Please note: you will need student names, cell phone numbers, email addresses and graduation year;** however, you will only need to enter this information once. You can also have your students use the student portal to register themselves, then you can import your students. Once you establish a database for your students and school, you will then be able to select which students attend which events. This information will be stored by the student's graduation year, so if you enter (freshman) the student will remain in your records until s/he graduates or you delete him or her. Email addresses are collected since all judging forms and certificates will be sent directly to the student and teacher. Additionally, we will store the information in your account database for future reference.

As before, you have the ability to change, delete and update all of your events and student information until the close of the registration period for any and all conferences for which you have previously registered. You may go back into your account after the deadline to print an invoice, or pay your bill with a credit card.

**Step 1: Click on the conference tab above to add students to your record, you are not registering them for conference, simply placing them in your records.**

**Step 2: Register your students for events, such as Individual Events or One Acts. You will be unable to delete a student if they are attached to an event. If you desire to delete a student, first delete their event.**

If you experience any problems with the system or have any questions, please contact: jay@cothespians.com.

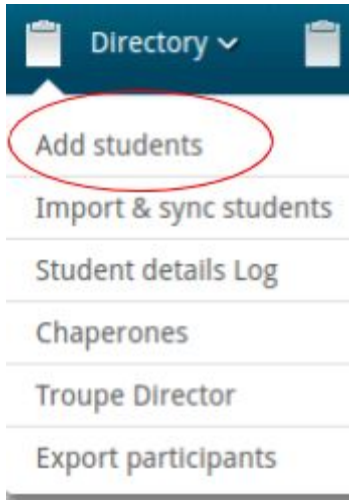
## Dashboard and Dropdown Options

Directory ▾ Register ▾ My schedule IE form ▾

Add students	Students	IE form
Import & sync students	Troupe Director	Scores
Student details Log	Chaperones	
Chaperones	Events	
Troupe Director	Services	
Export participants		

# Creating a Directory/Roster

## Add Students



Directory ▾

- Add students
- Import & sync students
- Student details Log
- Chaperones
- Troupe Director
- Export participants

\*\*^ Directory>Add students>

 Add New

First name \*

Last name \*

Email \*

Cell phone number \*

Class \*

Inducted

Date of Thespian induction

T-shirt size

Health Form pdf  No file chosen

Please only enter the students school issued email address. Do NOT enter their home email addresses. If you do not have an email address for your students(s), please put in a fake email account. You must enter something into the email line and **it must be a different email for each student. This identifies each student as an individual in the system.**

Also, the student cell phone number is only for YOUR use if your district allows it. If you do not feel comfortable putting in a student's cell phone number, please enter 555-555-5555.

You must enter the graduating class or you will not be able to register for events.

You may leave the induction boxes empty.

## Add Chaperones

Add students

Import & sync students

Student details Log

Chaperones

Troupe Director

Export participants



Add New



### Add Chaperone

First name \*

Last name \*

Email \*

Cell phone number \*

T-shirt size

Please select...


Save

Reset



# Registering

## Registering Students

 Register ▾

Students

Troupe Director

Chaperones

Events

Services


 Register

Students

Start typing student name or press down to select

New student

## Registering Chaperones

 Register ▾

Students

Troupe Director

Chaperones

Events

Services


 Register

Chaperones

Start typing chaperone name or press down to select

New chaperone

## Registering for Events

 Register ▾

Students

Troupe Director

Chaperones

Events

Services

 Register

### All Event types

Type

Subscribe

All questions should be directed to Gina Keyser at [stanjjudgeinfo@gmail.com](mailto:stanjjudgeinfo@gmail.com) or Lisa Poggi at [poggistudios@gmail.com](mailto:poggistudios@gmail.com)

Musical Theatre	Solo
Musical Theatre	Pair
Musical Theatre	Ensemble
Monologue	Dramatic
Scenes	Large
Scenes	Medium
Tech	Stage Manager
Electronic Submission	Communication Media
Monologue	Scholarship
Pantomime	Solo
Pantomime	Pair
Electronic Submission	Best Musical
Electronic Submission	Best Play
Monologue	Contrasting
Scenes	Small
Monologue	VSA
Monologue	Comedic
Monologue	Character Analysis
Pairs	Dramatic
Pairs	Comedic

Examples of the 2021 events are to the left.

**Please do NOT select any events that begin with: *FINALS.***

Monologue

Shakespeare

Improv

Improv Pairs

VSA Pairs

Dramatic

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