

Tabroom

Instructions

www.tabroom.com

If you have any questions contact Dawn Tucker dawn.tucker@jonesboroschools.net

GETTING STARTED –

- If you have a Tabroom.com account you may skip this section. Use your email address and password you created when you created your account. Skip to Step 6.
- If you do not have a Tabroom.com account, you will need to create one. Please follow these steps.
 1. Go to www.tabroom.com
 2. Click on “Sign Up” in the top right-hand corner
 3. Follow the prompts by providing your information
 4. The next screen you see will ask you who you are:

WELCOME TO TABROOM!

New to Tabroom? The question mark on the top right corner brings you to the Help Guide.

Are you a coach or director?

To register online for tournaments, first: [Create your institution](#)

To manage your own tournament with Tabroom, first: [Create tournament](#)

How about a judge?

To enter online ballots and get emails or text pairings: [Link your account](#)

Or perhaps, you are a competitor?

To sign up for tournaments and get emails or text pairings: [Link your account](#)

To follow a competitor entry (e.g., if you're a parent): [Get entry updates](#)

5. Click on “Create your institution.” **NOTE: if your institution ALREADY exists, you should check with whoever at your school already uses Tabroom.com for tournament registration, or just email dawn.tucker@jonesboroschools.net to walk you through this.**
6. You will now be given some options:

WELCOME, AR THESPIAN TEST SCHOOL

[Tournaments](#) [Competitors](#) [Judges](#) [Circuits](#) [NSDA](#) [Settings](#) [Access](#) [Results](#)

Your school or team has been created

To get started...

Join a circuit. Or twelve

Every tournament is organized in one or more "circuits". A circuit can be a league, local region, or one of the catch-all national circuits. Hit the Circuits tab above to join the ones you compete in.

Add your competitors to your roster

The students tab above lets you add students to your roster. You can also import your NSDA member roster if you are the coach of record with the NSDA's points system

Likewise, judge roster

You need to enter judges into your judge roster, the same as your students.

You can give other coaches access, too

Hit the Settings tab to correct your school name or add other coaches to your school.

- Click on the "Competitors" tab. If you are a returning Troupe your participants from last year will still be there. All you have to do is retire your Class of 2019 and anyone else not traveling with you this year. If you need to add students complete information for each student, and then click "save and add another student." Repeat this process also for yourself and your chaperones. Use 2025 as the graduation year for any adults

AR THESPIAN TEST SCHOOL STUDENT ROSTER

Tournaments Competitors Judges Circuits NSDA Settings Access Results

Add a student:

Find student w/ a Tabroom login:

Or, Create a new student (without tabroom.com account)

First Name	<input type="text" value="Jane"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Smith"/>
Phonetic Pronunciation	<input type="text"/>
Grad Year	<input type="text" value="2021"/>
Novice	<input type="checkbox"/>
Gender	<input type="radio"/> M <input checked="" type="radio"/> F <input type="radio"/> Other

- Once you have created all of your competitors, click on the "Circuits" tab. Under "Circuits you can join," scroll down for "National Circuit (HS)" and click "join." Repeat this process to join the Arkansas circuit.

AR THESPIAN TEST SCHOOL: CIRCUITS

Tournaments Competitors Judges Circuits NSDA Settings Access Results

JOINING CIRCUITS

All tournaments on tabroom.com are part of a circuit. The circuits on tabroom.com are listed below.

Pick "Full Membership" to fully join. You will be able to register for tournaments, and will receive emails about the circuit. You may also be billed for membership dues. This is best for joining a state or local circuit.

Pick "Tournaments Only" if you want to register for tournaments, but don't want Circuit emails or to be a dues paying member. Some circuits are run entirely on a tournament-only basis.

High school tournaments in the US that are not part of a specific region or circuit are often listed under "National Circuit (US HS). That is a catch-all for tournaments that are not tied to a particular region".

If you don't know what circuit your tournament is in, search for the tournament in the box at the top right.

Circuits You Can Join

National Circuit (US HS) (US) Tournaments Only

- You are ready to enter the One-Act Festival, Jr. Festival and/or Festival 2020! At the top of your screen, click on your email address to return to the homepage. Scroll through the tournaments until you find the event you wish to enter. If you don't see them in the list you can find them by clicking on the Circuits tab then clicking Arkansas.

ENTERING THE ONE-ACT FESTIVAL - <http://aroneact.tabroom.com>

1. Once you have found the Arkansas One Act Festival 2019 click the “Register” tab. (See instruction 9 under Getting Started if you need to know how to find this.)
2. Please read the Notes/Disclaimer, click your preferred refund method, complete the information, then click “Save Refund Information and agree to disclaimer” bar.
3. Once you have done that, your screen will look like this:

The screenshot shows the registration page for the Arkansas One Act Festival 2019. The page is titled "Arkansas One Act Festival 2019" and is for the "Jonesboro (Jonesb)" circuit. The navigation menu includes Home, Circuits, Results, Paradigms, Help, and About. The main content area has tabs for General, Signups, Emails, Entries, Competitors, Judges, Fees, Website, and Results. A message states: "Thank you for completing step 1 in the registration process. Please visit <http://www.arkansasthespians.org/one-act-information> to access the forms that also need to be completed and submitted."

Contact Information

Name	Email	Phone
Dawn Tucker	dawn.tucker@jonesboroschool	(878) 273-4459

Save Coaches

Your School Code* Jonesb

Overpayments & refunds Deadline: 12 Oct 2019 at 4:55 AM

Make refund checks payable to: Me

Address to send refund checks: Me

Save Refund Info

Printouts

- Print Registration By Event
- Print Registration By Competitor
- Excel Registration
- Print Tournament Invoice

School Contacts

Get tournament emails & announcements

Go

Live updates

Get all pairings (email only; no SMS/text)

Go

4. Your contact information should already be there but if you need to make any corrections this is the place to do it. Click “Save Coaches” if you make any changes. **ON THE LINE THAT SAYS “YOUR SCHOOL CODE” YOU MUST ENTER YOUR TROUPE NUMBER.** If you don’t have a troupe number leave the default code there. Complete the Overpayment & Refunds information and click “Save Refund Info”.
5. Click on the “Entries” tab.
6. On the right side of your screen you will see “Add Entry To:”. Use the drop down arrow to select the One-Act Festival you will attend...Blue for Searcy and Gold for Russellville.
7. On the right side of your screen you will see a box that says “Add entry in BOA” OR “Add entry in GOA” depending on which you selected to attend. You will also see a drop down box with a student’s name in it (the name for this entry doesn’t matter). Click the “Add Entry” box.
8. Your screen should look like this:

The screenshot shows the "Entry Details" page for the Arkansas One Act Festival 2019. The page is titled "Arkansas One Act Festival 2019" and is for the "Jonesboro (11111)" circuit. The navigation menu includes Home, Circuits, Results, Paradigms, Help, and About. The main content area has tabs for General, Signups, Emails, Entries, Competitors, Judges, Fees, Website, and Results.

Entry Details

* Entry Code: Jonesboro OA

* Competitor: Olivia Abernathy

ADA/Accessible Rooms Needed:

* Piece title:

* Piece author:

Save Entry Details

Entry

Name: Olivia Abernathy

Code: Jonesboro OA

Event: Blue One-Act Festival Searcy

Return to entry

Under Entry Code, please enter your troupe number. If you don’t have a troupe number, leave the default setting. **Under Competitor**, leave it as is. This doesn’t matter and it doesn’t have to be a student in the production. The system just needs a name.

Under Piece title, add the name of your play. Add FLAGGED at the end of your title if your play has content that should be flagged. Someone will be in touch with you at a later date for a clarification. If you don't know the name of your play enter ????. You will need to come back and edit this before the deadline.

Under Piece author, add the name of your playwright. If you don't know the name of your author enter ????. You will need to come back and edit this before the deadline.

Click "Save Entry Details".

9. Click the "General" Tab again and then click "Print Tournament Invoice" and the right side of your screen. Print this page and submit for payment.
10. You will also need to visit www.arkansasthespians.org to complete the addition information that the One-Act Committee needs submitted.

If you have any Tabroom questions please email dawn.tucker@jonesboroschools.net .

If you have any One-Act questions please email warren.rosenaur@g.fayar.net .

ENTERING THE ARKANSAS JUNIOR THESPIAN FESTIVAL - <http://arjrfestival.tabroom.com>

1. Once you have found the Arkansas Junior Thespians Festival 2019 link click "Register". (See instruction 9 under Getting Started if you need to know how to find this.)
2. Please read the Notes/Disclaimer, click your preferred refund method, complete the information, then click "Save Refund Information and agree to disclaimer" bar.
3. Once you have done that, your screen will look like this:

The screenshot shows the registration page for the Arkansas Junior Thespians Festival 2019. The page is titled "Arkansas Junior Thespians Festival 2019" and "Jonesboro (Jonesb)". It features a navigation menu with tabs for "General", "Signups", "Emails", "Entries", "Competitors", "Judges", "Meals, Hotel, T-shirts", "Fees", "Website", and "Results". The "General" tab is selected. The page includes a "Contact Information" section with fields for Name, Email, and Phone, and a "Save Coaches" button. Below this is a "Your School Code*" field with the value "Jonesb". The "Overpayments & refunds" section has a deadline of "11 Oct 2019 at 8:00 PM" and fields for "Make refund checks payable to:" and "Address to send refund checks", with a "Save Refund Info" button.

4. Your contact information should already be there but if you need to make any corrections this is the place to do it. Click "Save Coaches" if you make any changes. **ON THE LINE THAT SAYS "YOUR SCHOOL CODE" YOU MUST ENTER YOUR TROUPE NUMBER.** If you don't have a troupe number leave the default code there. Complete the Overpayment & Refunds information and click "Save Refund Info".
5. Now click on the tab labeled "Entries." You are ready to enter your students in their respective events! Use the drop down feature "Add Entry to" to add your entries to events.
6. **YOU MUST FIRST ENTER EVERY STUDENT FOR THE FESTIVAL!!!** In the "Add Entry To" box select the down arrow and select either Blue Student Participant OR Gold Student Participant. **PLEASE MAKE SURE YOU ARE ENTERING THE CORRECT JR. FESTIVAL – Blue for Searcy and Gold for Russellville!!!** You will then see a box on the right side of the screen that says "Add entry in BStuPa" OR "Add entry in GStudPa" with a drop down menu under it.

The screenshot shows the "Entries" section of the registration page. The page is titled "Arkansas Junior Thespians Festival 2019" and "Jonesboro (Jonesb)". It features a navigation menu with tabs for "General", "Signups", "Emails", "Entries", "Competitors", "Judges", "Meals, Hotel, T-shirts", "Fees", "Website", and "Results". The "Entries" tab is selected. The page includes a "Add Entry to:" dropdown menu with the value "Blue Student Participant". Below this is a "BStuPa Stats & Deadlines" section with the following information:

Stat	Value
Add Deadline	10/11 3:00P
Drop Deadline	10/11 3:00P
Fine freeze at:	10/11 3:00P
School limit in BStuPa	100

Below the stats is an "Add entry in BStuPa" section with a dropdown menu showing "Abernathy, Olivia" and an "Add Entry" button. At the bottom, there is a link "Add New Competitors to Roster".

Use the drop down box to select a student. Then click the “Add Entry” button. You will be taken to a screen that looks like this:

The screenshot shows the registration interface for the Arkansas Junior Thespian Festival 2019. The main header includes the festival name and location (Jonesboro (1338S)). A navigation bar contains tabs for General, Signups, Emails, Entries, Competitors, Judges, T-shirts, Fees, Website, and Results. The 'Entry Details' section contains three main input areas: a text field for 'Entry Code' with 'Jonesboro OA' entered, a dropdown menu for 'Competitor' with 'Olivia Abernathy' selected, and a checkbox for 'ADA/Accessible Rooms Needed'. A 'Save Entry Details' button is located at the bottom right of this section. On the right side of the page, there is a summary box titled 'Entry' which displays the entered information: Name: Olivia Abernathy, Code: Jonesboro OA, and Event: Blue Student Participant. A 'Return to entry' button is positioned below this summary.

Under **Entry Code** enter your Troupe Number. If you don't have a Troupe Number leave the default setting. Click “Save Entry Details”. Repeat this process until you have registered every student participant. Don't worry if you forgot to add a student when you set up your account, students can be added by clicking the yellow “Add a New Competitors to Roster” bar. You will be taken to a new screen. On the right side you will see a blue bar that says “Add a new student”. Click this and add the information then click “Save Student & Add Another”. Continue adding until everyone in your competitor list. To return to your entry click on your email address at the top of the screen, you will see the event you are registering for, click the Entry box, click the Entries tab and repeat until all of your student participants are entered.

7. **You will now repeat steps 6 for the Troupe Director, and Chaperones. Make sure you are registering yourself and your chaperones for the correct Festival. Blue for Searcy and Gold for Russellville.** You will have to add yourself and your chaperones to your roster if you didn't do this earlier. The system will ask for a graduation year, use 2025.
8. Once everyone has been registered as a participant, you can start letting us know who is will be participating in Solo, Duet and/or Group Events. All you need to do is repeat step 6 and select the correct “Add Entry to” category. Make sure you are using your Troupe Number as your Entry Code. On events that re
9. **VERY IMPORTANT: Do NOT forget the double entry rules for Arkansas Junior Thespian Festival. Students can enter ONE Group Event and ONE Individual Event. The system *should* catch most of these restrictions, but it is the affirmative responsibility of Troupe Director to honor these cross-entry rules. Failure to comply will result in Dawn having to comb through these by hand and then murdalize you.**
10. It is now time to tell us how many t-shirts you need!! Click on the T-shirts tab. Determine how many of each size you need. To order a particular size click the “Order Now” button, enter the quantity you need, then click “Save Order”. Repeat this step for every size you need. Everyone attending with you group will receive a t-shirt!!

Once you have saved all your entries and shirts, you are good to go! Click the General Tab again and then click “Print Tournament Invoice” on the right side of your screen. Print this page and submit for payment. Wait to print your invoice until registration closes and your entry has been confirmed. You will be contacted by email right after registration closes for your confirmation.

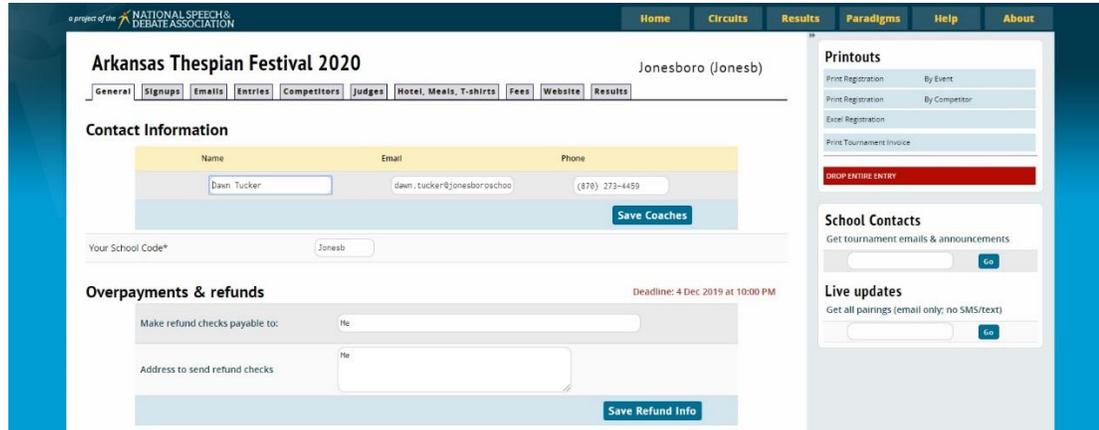
Visit www.arkansasthespians.org to ensure you have printed and made copies of all the forms you need. Submit those by the deadlines listed on our website.

If you need any help with Tabroom/Individual or Group Events contact dawn.tucker@jonesboroschools.net .

If you have a Jr. Festival questions contact summerscott@sheridanschools.org .

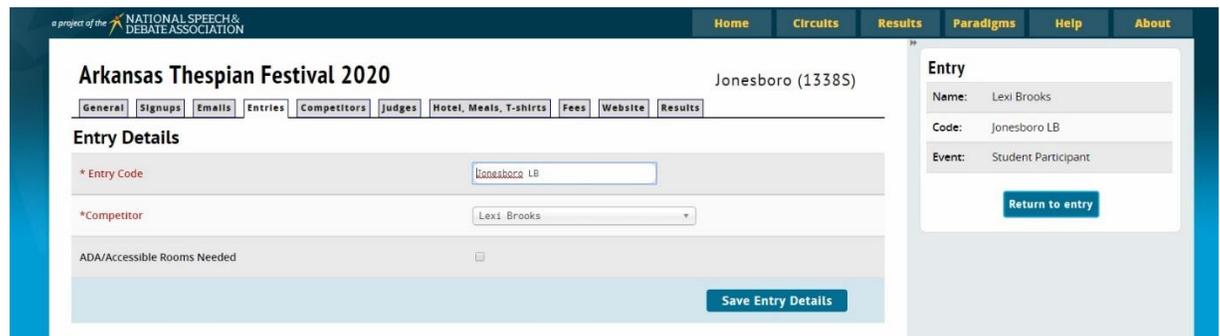
ENTERING THE ARKANSAS THESPIAN FESTIVAL— <http://arkthespianfestival.tabroom.com>

1. Once you have found the Arkansas Thespian Festival 2020 link click “Register”. (See instruction 9 under Getting Started if you need to know how to find this.)
2. Please read the Notes/Disclaimer, click your preferred refund method, complete the information, then click “Save Refund Information and agree to disclaimer” bar.
3. Once you have done that, your screen will look like this:



The screenshot shows the registration page for the Arkansas Thespian Festival 2020. The page is titled "Arkansas Thespian Festival 2020" and is for "Jonesboro (Jonesb)". The navigation menu includes Home, Circuits, Results, Paradigms, Help, and About. The main content area has tabs for General, Signups, Emails, Entries, Competitors, Judges, Hotel, Meals, T-shirts, Fees, Website, and Results. The "Contact Information" section includes fields for Name (Dawn Tucker), Email (dawn.tucker@jonesboroschoo), and Phone ((870) 273-4459). There is a "Save Coaches" button. Below this is a field for "Your School Code*" with the value "Jonesb". The "Overpayments & refunds" section has a deadline of "4 Dec 2019 at 10:00 PM" and fields for "Make refund checks payable to:" and "Address to send refund checks", both with the value "He". There is a "Save Refund Info" button. On the right side, there are sections for "Printouts" (Print Registration By Event, Print Registration By Competitor, Excel Registration, Print Tournament Invoice) with a "DROP ENTIRE ENTRY" button, "School Contacts" (Get tournament emails & announcements) with a "Go" button, and "Live updates" (Get all pairings (email only; no SMS/text)) with a "Go" button.

4. Your contact information should already be there but if you need to make any corrections this is the place to do it. Click “Save Coaches” if you make any changes. **ON THE LINE THAT SAYS “YOUR SCHOOL CODE” YOU MUST ENTER YOUR TROUPE NUMBER.** If you don’t have a troupe number leave the default code there. Complete the Overpayment & Refunds information and click “Save Refund Info”.
5. Now click the “Entries” tab.
6. **YOU MUST FIRST ENTER EVERY STUDENT FOR THE FESTIVAL!!!** In the “Add Entry To” box, on the right side of your screen, select the down arrow and select Student Participant. Then click the blue Add entry to StuPa. You will be taken to a screen that looks like this:



The screenshot shows the "Entry Details" page for the Arkansas Thespian Festival 2020. The page is titled "Arkansas Thespian Festival 2020" and is for "Jonesboro (13385)". The navigation menu includes Home, Circuits, Results, Paradigms, Help, and About. The main content area has tabs for General, Signups, Emails, Entries, Competitors, Judges, Hotel, Meals, T-shirts, Fees, Website, and Results. The "Entry Details" section includes a field for "* Entry Code" with the value "Jonesboro LB", a field for "*Competitor" with the value "Lexi Brooks", and a checkbox for "ADA/Accessible Rooms Needed". There is a "Save Entry Details" button. On the right side, there is an "Entry" section with fields for "Name: Lexi Brooks", "Code: Jonesboro LB", and "Event: Student Participant", with a "Return to entry" button.

Under **Entry Code** enter your Troupe Number. If you don’t have a Troupe Number leave the default setting. Click “Save Entry Details”. Repeat this process until you have registered every student participant. Don’t worry if you forgot to add a student when you set up your account, students can be added by clicking the yellow “Add a New Competitors to Roster” bar. You will be taken to a new screen. On the right side you will see a blue bar that says “Add a new student”. Click this and add the information then click “Save Student & Add Another”. Continue adding until everyone in your competitor list. To return to your entry click on your email address at the top of the screen, you will see the event you are registering for, click the Entry box, click the Entries tab and repeat until all of your student participants are entered.

7. **You will now repeat steps 6 for the Troupe Director, Alumni, and Chaperones.** You will have to add yourself , your alumni, and your chaperones to your roster if you didn't do this earlier. The system will ask for a graduation year, use 2025.
8. Once everyone has been registered you can now start letting us know who is doing will be participating in Individual Events, Group Events, Tech Challenge, College Auditions, Honor Thespian and Scholarship Auditions. All you need to do is repeat step 6 and select the correct Add Entry to category.
Under **Entry Code**, please enter your troupe number. If you don't have a troupe number, leave the default setting.
Under **Piece title**, add the name of your selection or selections (if monologue). Add FLAGGED at the end of your title if your selection has content that should be flagged. Someone will be in touch with you at a later date for a clarification. If you don't know the name of your selection(s) enter ??? **You will need to come back and edit this before the deadline.**
9. Under **Piece author**, add the name of your playwright. If you don't know the name of your author enter ??? **You will need to come back and edit this before the deadline.**
10. Click "Save Entry Details".
11. **VERY IMPORTANT: Do NOT forget the double entry rules for Arkansas Thespian Festival. Students can enter ONE Group Event and ONE Individual Event. The Troupe can enter ONE Short Film. A SENIOR can enter EITHER Thespian Scholarship OR College Audition. The Troupe can enter ONE Thespian For Life/Honor Thespian. A Troupe can enter TWO Tech Challenge teams. The system *should* catch most of these restrictions, but it is the affirmative responsibility of Troupe Director to honor these cross-entry rules. Failure to comply will result in Dawn having to comb through these by hand and then murderize you.**
12. It is now time to click the Hotels, Meals, T-shirts tab.
13. **Hotels**
 - If you would like for Arkansas Thespians to book your hotel room at the Convention Center we can do that for you.
 - Determine how many double room and how many king rooms you need. Double rooms sleep 6 and King rooms sleep 4.
 - Click "Order Now" at the end of the row for the room type you need,
 - The price you see is for two nights plus tax.
 - The red number left show how many rooms of that type we still have available.
 - Input the number of rooms you need then click "Save Order".
 - Repeat this for any other room types.
 - **Hotel changes after the deadline will be \$100/room. Please make sure you request the correct number of rooms before the deadline.**
14. **Meals**
 - Some meals are provided for troupes at the Festival, but we must have an accurate headcount.
 - i. On the Hotel, Meals, T-shirts tab click "Order Now" by the appropriate meals your troupe will be eating at Festival.
 - ii. Please include the Troupe Director, Chaperones, Alumni, and Students in your headcount and enter the number of meals you need then click the "Save Order" button.
 - Repeat this process for each meal your troupe will be eating.

15. Shirts

- Shirts are also included in your registration fees, but you must tell us how many of each size your troupe requires.
- On the Hotel, Meals, T-shirts tab click “Order Now” by the appropriate T-shirt size.
- Input the quantity of that size your troupe needs and click the “Save Order” button.
- **Make sure you have included the troupe director, chaperones, alumni and student participants.** Your shirt total should equal your total of troupe director + chaperones + alumni + student participants on your invoice.

Once you have saved all your entries, hotel, meals, and shirts, you are good to go! Click the General Tab again and then click “Print Tournament Invoice” on the right side of your screen. Print this page and submit for payment. Wait to print your invoice until registration closes and your entry has been confirmed. You will be contacted by email right after registration closes for your confirmation.

Visit www.arkansasthespians.org to ensure you have printed and made copies of all the forms you need. Submit those by the deadlines listed on our website.

If you need any help with Tabroom or have event questions contact dawn.tucker@jonesboroschools.net .

If you have scholarship questions contact hollie.shepherd@littlerockchristian.com .

If you have general Festival questions contact arthespians@gmail.com .