

How to register for the One-Act Festival

<http://aroneact.tabroom.com>

1. Log in to your Tabroom Account.
2. Your homescreen may already show the One-Act Festival in the list. If it doesn't click on Circuits then click on Arkansas. You should see the Arkansas Thespians One Act Festival 2020 in the list.

The screenshot shows the Tabroom.com website interface. The main heading is 'THESPIAN HIGH SCHOOL: TOURNAMENTS'. Below this, there are tabs for 'Tournaments', 'Competitors', 'Judges', 'Circuits', 'NSDA', 'Settings', 'Access', and 'Results'. A section titled 'Tournaments open for registration' contains a table with the following data:

Hide	Dates	Name	City	Location	Circuits	Reg Close	Register
<input type="checkbox"/>	10/9-10/10	ACTAA Junior High Invitational October	Online	AR	AR	9/28	Register
<input type="checkbox"/>	10/24	Henry Clay SR JR VIRTUAL Speech and Debate Tournament	Lexington	KY	AR	10/19	Register
<input type="checkbox"/>	11/14	Arkansas Thespians One Act Festival 2020	Jonesboro	AR	AR	10/30	Register

On the right side of the page, there are sections for 'Institutions' (listing Thespians High School), 'Judging' (with options for Standing Conflicts and Paradigm), and 'Your Account' (with options like Edit Live Updates/Parent Memos, Create a new school/team, Request a new tournament, Link your account to a judge, and Link your account to a competitor).

3. Click Register
4. You will be taken to the Disclaimer Screen

The screenshot shows the 'ARKANSAS THESPIANS ONE ACT FESTIVAL 2020' disclaimer screen. It features a 'Notes/Disclaimer' section with a text box containing the following text: 'I understand that registering for the Arkansas One-Act Festival is a two-step process. Once I complete my Tabroom registration, I must also complete the forms on the Arkansas Thespians Website. I also understand that I must follow the registration instructions and add my troupe number in the appropriate place.'

Below this is a section titled 'Information for refunds of bonds and overpayments:' with a 'Preferred refund method:' label and a radio button selected for 'Check'.

At the bottom of the form is a blue button labeled 'Save Refund Information and agree to disclaimer'.

Read the Disclaimer carefully, select your preferred refund method then click Save Refund and agree to disclaimer

5. You will now be on the main screen for event registration. The main tabs you are concerned with will be General, Entries, Competitors, Fees, and Website.

TABROOM.COM a project of the NATIONAL SPEECHES & DEBATE ASSOCIATION

Logout Profile arthespienregister@gmail.com SEARCH TOURNAMENTS ?

Home Circuits Results Paradigms Help About

Arkansas Thespians One Act Festival 2020

Thespien (Thespi)

General Signups Emails Entries Competitors Judges Fees Website Results

Thank you for completing step 1 in the registration process.
To access the One-Act Google Form that is required to be submitted for your registration please visit www.arkansasthespians.org. This is also where you will find the most up-to-date information.
Non Thespien Schools will be assessed an additional \$25.

Contact Information

Name	Email	Phone
<input type="text" value="Dawn Tucker"/>	<input type="text" value="arthespienregister@gmail.com"/>	<input type="text" value="(878) 273-4459"/>

Your School Code*

Overpayments & refunds

Deadline: 30 Oct 2020 at 8:00 PM

Make refund checks payable to:

Address to send refund checks

Tournament Deadlines

All times are in CDT

Event	Date	Time
You must add entries by	Fri, October 30, 2020	3:00 PM
Your registration fees/obligations are frozen on	Fri, October 30, 2020	3:00 PM
You can drop entries or change names online until	Fri, October 30, 2020	3:00 PM
Judge entries and changes are due by	Fri, October 30, 2020	3:00 PM
Nuisance fines in addition to reg fees for changes start at	Fri, October 30, 2020	3:00 PM

6. On the General tab make sure that your contact information is correct. **VERY IMPORTANT...IN THE YOUR SCHOOL CODE YOU MUST ENTER YOUR TROUPE NUMBER!!!! IF YOU DON'T HAVE A TROUPE NUMBER PUT NTN.** We can go back later and add this once you have a troupe number. School codes are what help us keep all of your entries straight.

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Logout Profile arthespienregister@gmail.com SEARCH TOURNAMENTS ?

Home Circuits Results Paradigms Help About

Arkansas Thespians One Act Festival 2020

Thespien (0024)

General Signups Emails Entries Competitors Judges Fees Website Results

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7. You are now ready to add your one act entry. Click the Entries tab and it will take you to a screen that looks like this

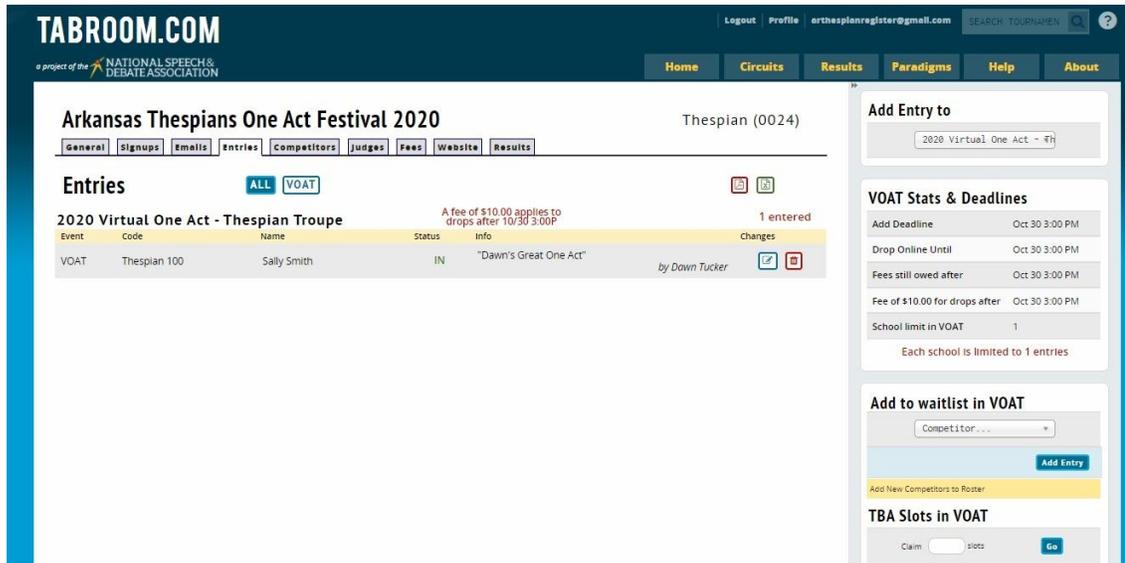
The screenshot shows the TABROOM.COM website interface. At the top, there's a navigation bar with 'Home', 'Circuits', 'Results', 'Paradigms', 'Help', and 'About'. The main header reads 'Arkansas Thespians One Act Festival 2020' with 'Thespians (0024)' on the right. Below the header, there are tabs for 'General', 'Signups', 'Emails', 'Entries', 'Competitors', 'Judges', 'Fees', 'Website', and 'Results'. The 'Entries' tab is active, showing an 'ALL' filter. On the right side, there's a 'Add Entry to' dropdown menu with '2020 Virtual One Act - Th' selected. Below that, there's a 'VOAT Stats & Deadlines' section with a table of dates and times. Further down, there's an 'Add entry in VOAT' section with a dropdown menu showing 'Smith, Sally' and a blue 'Add Entry' button. At the bottom right, there's a 'TBA Slots in VOAT' section with a 'Claim' checkbox and a 'Go' button.

8. Click on the drop down box under Add Entry to and you will see two choices:
 - a. 2020 Virtual One Act - Thespians Troupe: Select this if you have a Thespians Troupe
 - b. 2020 Virtual One Act Non-Thespians Troupe: Select this if you do not have a Thespians Troupe
9. Now find the Add entry in VOAT or Add entry in VOANT box. You will only need to select one student to be associated with your one act entry. They don't even have to be in your one act (it can be the first student in your list). You will then click the blue Add Entry button.
10. You will now see a screen that look like this

The screenshot shows the 'Entry Details' form on the TABROOM.COM website. The form is titled 'Arkansas Thespians One Act Festival 2020' and 'Thespians (0024)'. It has tabs for 'General', 'Signups', 'Emails', 'Entries', 'Competitors', 'Judges', 'Fees', 'Website', and 'Results'. The 'Entries' tab is active. The form has several sections: 'Entry Details' with 'Entry Code' set to 'Thespians 100' and '*Competitor' set to 'Sally Smith'; 'ADA/Accessible Rooms' with an unchecked checkbox; 'Piece/title information' with empty input fields for '* Piece/speech title' and '* Piece author'; and a blue 'Save Entry Details' button at the bottom right. On the right side, there's an 'Entry' summary box with 'Name: Sally Smith', 'Code: Thespians 100', and 'Event: 2020 Virtual One Act - Thespians Troupe', along with a blue 'Return to entry' button.

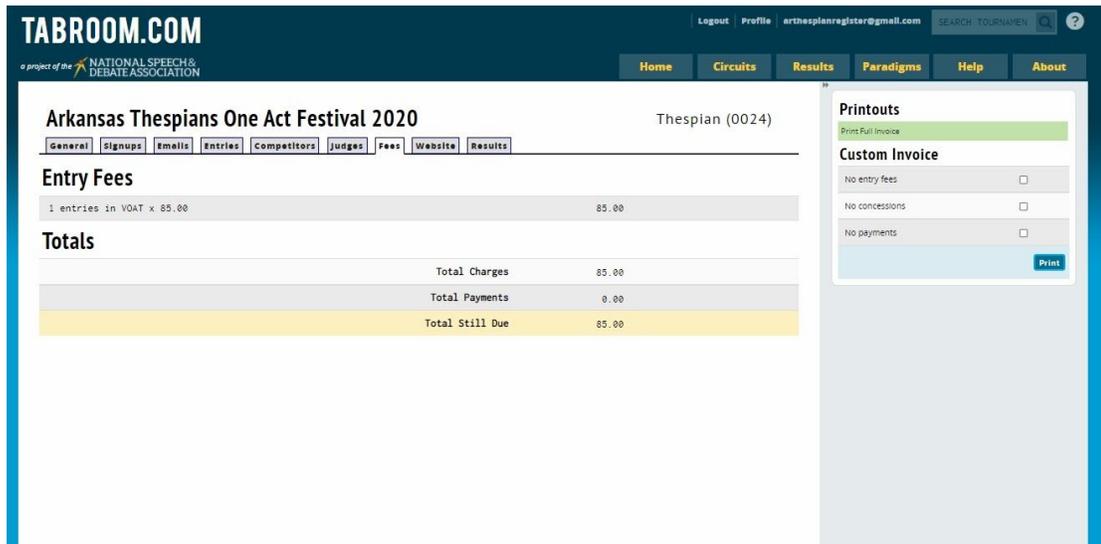
You must enter the Title and Author of your One Act entry then click save entry.

11. You will be taken to a screen that looks like this



12. You have done everything you need to do on Tabroom for the One Act Festival and you are ready to print your invoice.

13. You have two choices when it comes to invoice printing. You can click the Fees tab and it will take you to a screen that looks like this



If you click the green Print Full Invoice it will take you to a PDF of your invoice that you can print or save to your computer and email to your account's payable person.

14. You can also access your invoice by clicking the General tab. The 4th blue box on the right says Print Tournament Invoice. If you click that it will take you to the same PDF that you can print or save and email.

You are now ready to access the Google Form that Warren needs with all the rest of your entry information. You can find it by visiting www.arkansasthespians.org.

If you have Tabroom questions contact Dawn Tucker ARThespiansregister@gmail.com.

If you have any One-Act questions please email Warren Rosenaur wwrosenaur@gmail.com.