

ENTERING THE ARKANSAS JUNIOR THESPIAN FESTIVAL -

<http://arjrfestival.tabroom.com>

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

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Home Circuits Results Paradigms Help About

THESPIAN HIGH SCHOOL: TOURNAMENTS

Tournaments Competitors Judges Circuits NSDA Settings Access Results

Tournaments open for registration

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

Institutions
Thespian High School

Judging
Standing Conflicts Paradigm
Offer Hired Judging Rounds

Your Account
Edit Live Updates/Parent Memos
Create a new school/team
Request a new tournament
Link your account to a judge
Link your account to a competitor

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

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ARKANSAS JR THESPIAN FESTIVAL

Notes/Disclaimer

I understand that registration closes on October 23 at 5:00 p.m. and that any changes after this time and date will result in a \$10/change fee.
I also understand that all Thespy videos must be uploaded to Open Water by 5:00 p.m. on Friday, October 30.
I have read the Jr. Festival Handbook and the Thespy Program Guide and will comply with all rules and regulations.

Information for refunds of bonds and overpayments:

Preferred refund method: ☐ Check

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.

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Home Circuits Results Paradigms Help About

Arkansas Jr Thespian Festival

Thespian (Thespi)

General Signups Emails Entries Competitors Judges T-shirts Fees Website Results

We are excited to see you at Jr. Festival this year!!
Make sure you are getting the most up-to-date information by visiting arkansasesthespians.org.

Contact Information

Name	Email	Phone
Dawn Tucker	arthesplanregister@gmail.co	(870) 273-4459

Save Contacts

Your School Code* Thespi

Overpayments & refunds

Deadline: 23 Oct 2020 at 10:00 PM

Make refund checks payable to: He

Address to send refund checks 1234 Main Street Jonesboro

Save Refund Info

Printouts

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

DROP ENTIRE ENTRY

School Contacts

Get tournament emails & announcements

Go

Live updates

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

Go

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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Home Circuits Results Paradigms Help About

Arkansas Jr Thespian Festival

Thespian (1234)

General Signups Emails Entries Competitors Judges T-shirts Fees Website Results

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Contact Information

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Dawn Tucker	arthesplanregister@gmail.co	(870) 273-4459

Save Contacts

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School Contacts

Get tournament emails & announcements

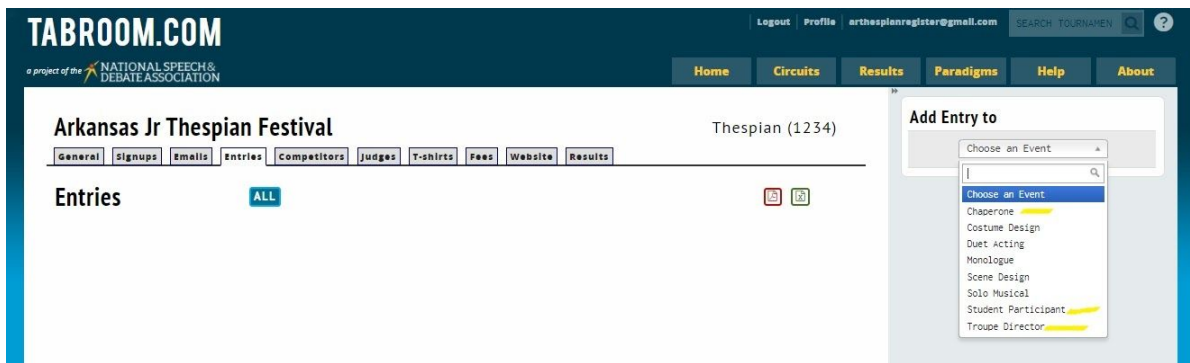
Go

Live updates

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

Go

7. You are now ready to enter your students/yourself/chaperones as participants.

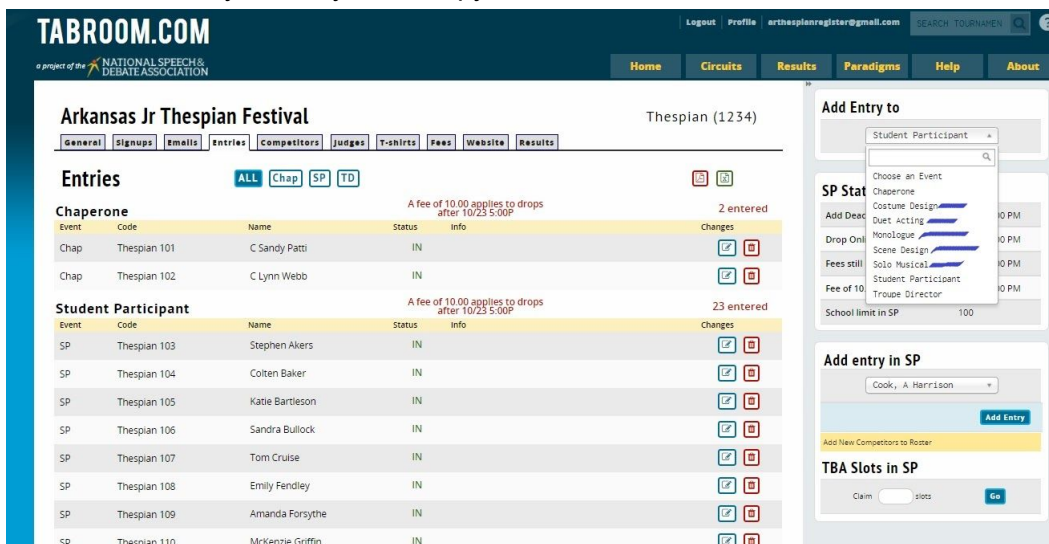


Using the Add Entry to drop down menu, start with Troupe Director. Using the Add entry in TD and find your name in the list and click on your name. Then you will click the blue Add Entry button.

Next using the same process select Chaperone from the Add Entry to menu. Look for their name in the Add entry in Chap list. Click on the name and click the blue Add Entry button. Repeat this process until you have all your chaperones added.

It is now time for you to add your student participants. In the Add Entry to box select Student Participant. In the Add entry in SP find the first student you wish to add, click on their name then click the blue Add Entry button. Repeat this process until you have added all your student participants.

8. If you don't find the name of the person you are looking for click the yellow Add New Competitors to Roster bar and it will take you to your COMPETITORS page. Click the blue Add a new student (remember that adults and students are all referenced as students in the competitor list). Add their information in the Create a new student section, click the blue Save Student & Add Another button. Repeat this process until you have everyone added.
9. To get back to the screen where you can register, click on your email address at the top of the screen, click the blue Entries button, click on the gray Entries tab and now you can add them to the correct participant category.
10. You are now ready to add your Thespy Entries!!



This process is very similar to the one you just did. In the Add Entry to box select the Thespy category you are entering, in the Add Entry in (each category will have a unique abbreviation) find the name of the student you wish to enter then click the blue Add Entry button. You will be taken to a screen that looks like this:

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Arkansas Jr Thespian Festival Thesplan (1234)

General Signups Emails Entries Competitors Judges T-shirts Fees Website Results

Entry Details

Entry Code Thesplan 128

*Competitor Amanda Forsythe

ADA/Accessible Rooms ☐

Piece/title information

* Piece/speech title Peter Pan

* Piece author Barn

Save Entry Details

Entry

Name: Amanda Forsythe

Code: Thesplan 128

Event: Costume Design

Return to entry

Make sure you are entering the Piece title and the piece author for each Thespy entry. If you are unsure at the time you are registering put ??? in the blank but make sure you edit this before the entry deadline.

For Musical Numbers we need in the Title black the name of the song and the name of the musical.

For Monologues you will need to enter the title of both pieces and the name of both authors. Refer to the How to video for an example.

11. How to edit an entry...

Arkansas Jr Thespian Festival Thesplan (1234)

General Signups Emails Entries Competitors Judges T-shirts Fees Website Results

Entries ALL Chap CD DA SA SM SP TD

Chaperone A fee of 10.00 applies to drops after 10/23 5:00P 2 entered

Event	Code	Name	Status	Info	Changes
Chap	Thesplan 101	C Sandy Patti	IN		<input checked="" type="checkbox"/> <input type="checkbox"/>
Chap	Thesplan 102	C Lynn Webb	IN		<input checked="" type="checkbox"/> <input type="checkbox"/>

Costume Design A fee of 10.00 applies to drops after 10/23 5:00P 2 entered

Event	Code	Name	Status	Info	Changes
CD	Thesplan 128	Amanda Forsythe	IN	"Peter Pan"	<input checked="" type="checkbox"/> <input type="checkbox"/>

Duet Acting A fee of 10.00 applies to drops after 10/23 5:00P 1 entered

Event	Code	Name	Status	Info	Changes
DA	Thesplan 129	Stephen Akers Tom Cruise	IN	"???"	<input checked="" type="checkbox"/> <input type="checkbox"/>

Monologue A fee of 10.00 applies to drops after 10/23 5:00P 4 entered

SA Stats & Deadlines

Add Deadline	Oct 23 5:00 PM
Drop Online Until	Oct 23 5:00 PM
Fees still owed after	Oct 23 5:00 PM
Fee of 10.00 for drops after	Oct 23 5:00 PM
School limit in SA	4

Each school is limited to 4 entries

Add to waitlist in SA

Bartleson, Katie

Add Entry

In the category that you need to enter you will see a blue and white box at the end of the entry. Click that and it will take you to a page that looks like

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Arkansas Jr Thespian Festival Thespian (1234)

General Signups Emails Entries Competitors Judges T-shirts Fees Website Results

Entry Details

Entry Code: Thespian 129

*Competitor 1: Micki Walker

*Competitor 2: Tom Cruise

ADA/Accessible Rooms: ☐

Piece/title information

* Piece/speech title: Over the River and Through the Woods

* Piece author: Smith

Save Entry Details

Entry

Name: Akers & Cruise

Code: Thespian 129

Event: Duet Acting

Return to entry

Add or correct the information then click the blue Save Entry Details button.

12. COVID ENTRY MODIFICATIONS for Duet Acting. If your school will not allow Duet Acting entries, you may add those to any other category. This will allow you to allocate up to four entries to another category. You will do this by selecting the Thespy category and you will now see a Add to Waitlist in where you can select the student you wish to add above your allotted four slots.
13. **TSHIRTS!!!!** Each student/chaperone/troupe director will get a tshirt which is included in your registration fee. To add these click on the gray T-shirt tab and you will go to a screen that looks like this

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Arkansas Jr Thespian Festival Thespian (1234)

General Signups Emails Entries Competitors Judges T-shirts Fees Website Results

Order T-shirts

Name	Order Deadline	Price	Availability
T-shirt Size A Youth Small	Fri, October 30, 2020 5:00 PM CDT	FREE	No limit
T-shirt Size B Youth Medium	Fri, October 30, 2020 5:00 PM CDT	FREE	No limit
T-shirt Size C Youth Large/Adult Small	Fri, October 30, 2020 5:00 PM CDT	FREE	No limit
T-shirt Size D Adult Medium	Fri, October 30, 2020 5:00 PM CDT	FREE	No limit
T-shirt Size E Adult Large	Fri, October 30, 2020 5:00 PM CDT	FREE	No limit
T-shirt Size F Adult X-Large	Fri, October 30, 2020 5:00 PM CDT	FREE	No limit
T-shirt Size G Adult XXX-Large	Fri, October 30, 2020 5:00 PM CDT	FREE	No limit
T-shirt Size H Adult XXX-Large	Fri, October 30, 2020 5:00 PM CDT	FREE	No limit
T-shirt Size I Adult XXX-Large	Fri, October 30, 2020 5:00 PM CDT	FREE	No limit

Order Now

Determine in advance how many of each size shirt you need. Click the order now button, enter the quantity you need and click Save Order. Repeat this process for all the size categories.

14. Make sure to carefully review your entry before the entry deadline. Any change made will cost \$10 per change. This can add up quickly. There will be no refunds given if a video doesn't get uploaded. Also change fees will be assessed if something changes between

registration closing and uploading to Open Water.

15. Click on the gray Fees tab and review your entry. This page reflects all your Thespy entries, your chaperone entries, your student participant entries, your troupe director entry and your t-shirt order. Make sure that your participants (troupe director+chaperones+student participants) equals your tshirt order total.
16. To print your invoice you can go to your General tab and click the blue Print Tournament Invoice tab OR you can click on the gray Fees tab and click the green Print Full Invoice. Either of these will take you to a pdf document that can be downloaded and/or printed.

If you need any help with your registration you can email Dawn Tucker at ARThespianregister@gmail.com.

If you have Thespy questions you can email Trevor Cooperescue at trevor.cooperescue@g.fayar.net .

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