

DELEGATE REGISTRATION– Worksheet

Remember that all forms to UPLOAD can be found on the website www.pdascits.org

ONLINE FORM

If you follow this worksheet step-by-step the actual process should be a little less daunting. Know that there are some pages in the Cognito Form that have Holds for answers and/or uploads before you can view the next section or pages. However, we have re-created those pages here so that you can see the layout and be prepared for what information/documents you will need to gather.

On each page, you can SAVE your work in progress in case you cannot finish in one sitting. You will be sent an email from Cognito with the saved information. You should open the document within that email to continue.

_____ PRINT this document to use this Checklist and fill out the Delegate Spreadsheets (FOUR Pages)

COMPILING INFORMATION and DOCUMENTS

You can begin to compile all the information and documents as soon as they are available on the website. The Delegate Registration (Online Form) will be available by December 18. Set a deadline for yourself and your STUDENTS (**at least one week before the festival deadline in January**) to have all completed information/documents to you.

You will need:

- _____ To complete the Teacher Recommendation for any senior participating in the Blair Beasley Award
- _____ The School Permission Form signed by your principal
- _____ To know how you will be paying for the Delegate Registration– Credit Card at the time of submission, Credit Card after submission, or by check after submission (Talk to your bookkeeper)
- _____ All spreadsheets compiled ONE WEEK BEFORE the deadline in January

STUDENT RESPONSIBILITY

_____ Students should DOWNLOAD and SAVE the documents to their computers to fill out the Applications (Student Thespian Officers, Blair Beasley, or Thespian Auditions).

_____ Print the documents to get signatures as needed. The students can turn in the paper forms to you OR you can require that they scan each completed application (some will have more than one component/page) and submit it as a single document. Recommendation: Student's individual applications should be saved using identifiable names; i.e., JSmithSTO.pdf or KJonesBBA.pdf

_____ The documents for the Thespian Auditions: Form, Resume, and Headshot- will be uploaded **by the Senior** into OpenWater with the Senior's recording of his/her performance or presentation.

Recommendation:

1. Create a file folder on your desktop. Suggested name: **PDA/Thespian Docs**
 2. Make sure all documents in the folder are formatted correctly
 - ◆ School Permission– PDF or JPEG
 - ◆ Blair Beasley Application-PDF
 - ◆ Blair Beasley Teacher Recommendation –PDF
 - ◆ Student Thespian Officer Application– 2 pages– PDF
 - ◆ Purchase Order– PDF if more than one page or a one-page JPEG.
- ⇒ Only need a Purchase Order if not paying by Credit Card

In this document you will find the pages in the COGNITO FORM:

- ◇ SCHOOL INFORMATION FORM– Cognito page #1
- ◇ ADULT and SENIOR FORM– Cognito page #2
- ◇ Worksheet 1 and 2 (Sponsor/Chaperones and Auditioning Delegate)
- ◇ STUDENT FORM– Cognito page #3
- ◇ Worksheet 3 (Students)

On the worksheets, there is a column for Payment to Participate. You can use this for your records to check once the student has paid her/his registration fees. This will not appear on the Online Form.

Page 1 of the Cognito Form: DELEGATE REGISTRATION School and Preliminary Play Information

Must Have: Electronic version of the signed School Permission
(Any box marked Green must be filled in order to move to the next page.)

School Name		Troupe #	
1.			
Sponsor's Name	Sponsor's Email		
School Phone	Sponsor's Cell	Total # of Delegates	
2.		3.	
One-Act	Playwright*		
4.	5.		
Running Time	Chapter Select	School Permission	
Upload the Community & Standards Form (Chapter Select Form)			
5. & 6.	5. & 7.	5. & 8.	9.

1. Please abbreviate the school name when possible– “HS” instead of “High School,” “St.” and not “Saint”
2. The best number to reach you during school hours– Front Office transfer or Direct Line
3. This is a checkpoint for you. This number should match the total number of names you list and what is the Total Number of Delegates listed on the INVOICE Page (pg. 5)
4. If not bringing a One-Act, please leave blank. When something is typed in, the next FOUR boxes appear and they have “Always Answer” holds on them.
5. These boxes will appear once the play title is entered
6. This box will only accept a whole number. Please give a close estimate in numeric form.
7. If you have a Thespian Troupe and your students are committed to attending the National Convention at Indiana University in June 2021, then you may register your one-act as a Thespian Chapter Select. You will be charged the \$20 Fee in the invoice.
8. IF you can get your Principal to sign off on this form before you submit the Delegate Registration, this is where you would upload the scanned, signed document. However, most principals will not sign off until they have seen a full run through. Therefore, you can upload it with the performance recording into OpenWater NOTE: If we do not have this form on file during the festival, your school cannot be considered for Chapter Select.
9. The School Permission Form must be uploaded in order to go any further with the process.

Page 2 of the Cognito Form: **DELEGATE REGISTRATION**
Adult and Graduating Senior Registration

If participating in the Blair Beasley competition, the application and teacher recommendation must be uploaded before you can move forward with the Cognito Form

(Any box marked Green must be filled in order to move to the next page.)

View of Page 2:

SPONSOR DELEGATE/ ADULT DELEGATES

Type of Delegate	Delegate's Name for Badge	Delegate's Legal Name	
Sponsor 1.	2.	3.	Per ITS, all adults have to have a background check. Please provide a Full LEGAL name including Middle Name

+ ADD ADULT DELEGATE

AUDITIONING DELEGATES

Click (+Add Delegate) in order to get the spreadsheet to appear

+ ADD Senior DELEGATE

Type of Delegate	Delegate's Name for Awards	18 yrs. old	Delegate's FULL Legal Name	Use of Image	Inducted Thespian
Auditioning 4.	5.	Y/N 5.	6.	Y/N 7.	Y/N 8.
IE #1	Choice for IE #1	IE #2	Choice for IE #2	Sr. Thespian Audition	Blair Beasley
Y/N	Monologue 9.	Y/N 9.	Solo Musical 10.	Y/N 11.	Y/N

\$25 fee for each Auditioning Delegate. If a senior is NOT auditioning, they may register as a student and the fee is \$15

STUDENT EMAIL ADDRESS

12.

UPLOAD Blair Beasley
UPLOAD Blair Beasley Teacher Recommendation
13.

4. Any senior wanting to participate in Blair Beasley and/or Thespian Auditions must be registered as an Auditioning Delegate.
 5. Per ITS, anyone 18 years old or older AT THE TIME OF THE FESTIVAL has to have a background check. Please provide a Full LEGAL name, including Middle Name, in Box #6 so that the check can occur before the festival.
 6. This box will appear IF **18 yrs old** is checked "Yes." Again, this is the Delegate's age at the time of the festival.
 7. If this box is checked "Yes," PARENTAL permission is granted for the image of the student to be used for PDA and SC Thespian promotional media. This includes, but not limited to, social media and website postings.
 8. Checking this box "YES" makes Box #11 appear.
 - 9/10. These boxes will appear if the student is participating in the Thespy Awards competition. The CHOICE boxes are Dropbox that list all the choices within the Individual IE Competition.
 11. This box appears if the box for **Inducted Thespian** is "Yes." This makes the Senior eligible for the Senior Thespian Scholarships.
 12. All auditioning delegates must have a valid email address to receive OpenWater Applications and upload their recordings and paperwork through that Application.
 13. These two boxes appear when the **Blair Beasley** box is marked "Yes." Upload both documents. Make sure each PDF file is titled with the student's name to identify.
- NOTE: All SENIOR THESPIAN AUDITION FORMS— Application, Headshot, Resume— will be uploaded by the senior in the OpenWater Application sent directly to the senior.

Worksheet for Page 2: Adults and Auditioning Delegates

The registration spreadsheet has been revamped and four separate ones have been created. This is to streamline the information. A worksheet for each spreadsheet has been created to help you compile the information. The first two are on this page. Print as many copies as needed to get all delegates in the correct spreadsheet.

Page # ____ of ____

ADULT DELEGATES

Type of Delegate	Full LEGAL Name for Background Check
Sponsor	
Chaperone	

AUDITIONING DELEGATES

Dele- gate	Name for Awards-\$25	18 yrs Old Y/N	Legal Name if 18 or older	Use of Image Ind. Thespian	Choice of IE#1	Choice of IE # 2	B. Beasley App. B. Beasley Tch Rec.	Student Email Address	Paid Fee
AD1									
AD 2									
AD 3									
AD 4									
AD 5									
AD 6									
AD 7									

NOTE: On the Delegate Page (Auditioning and Students) make sure that there are no Blank Entries. You cannot move onto the next page with a Blank Entry for a Delegate.

Page 3 of the Cognito Form: DELEGATE REGISTRATION Student Registration

Click (+Add Student Delegate) to get the spreadsheet to appear

+ ADD Student DELEGATE

Type of Delegate	Delegate's Name for Awards	18 yrs. old	Delegate's Legal Name	Use of Image	Inducted Thespian
Student		Y/N 1.	2.	Y/N 3.	Y/N 4.
IE #1	Choice for IE #1	IE #2	Choice for IE #2	STO Application	
Y/N	Monologue 5.	Y/N 5.	Solo Musical 5.	Y/N 6.	
Student Email Address					
7.					
UPLOAD STO App		8.			

1. Per ITS, anyone 18 years old or older AT THE TIME OF THE FESTIVAL has to have a background check. Please provide a Full LEGAL name, including Middle Name, so that the check can occur before the festival.
2. This box will appear IF **18 yrs old** is checked "Yes." Again, this is the Delegate's age at the time of the festival.
3. If this box is checked "Yes," PARENTAL permission is granted for the image of the student to be used for PDA and SC Thespian promotional media. This includes, but not limited to, social media and website postings.
4. Checking Yes makes the student eligible to apply for Student Thespian Officers for the next school year.
5. These boxes will appear if the student is participating in the Thespy Award competition. The CHOICE boxes are Dropbox that list all the choices within the competition.
6. This box appears if the box for **Inducted Thespian** is "Yes." A completed STO Application must be uploaded at this time in order to be considered.
7. All student delegates must have a valid email address to receive OpenWater Applications to upload their recordings and to have access to the virtual festival.
8. This box appears when the **STO App.** is marked "Yes." This is where the file should be uploaded.

Please Note: IF you have a Senior who is NOT participating in Senior Thespian Auditions or Blair Beasley, sign up the senior as a Student Delegate.

**Worksheet for Page 3 of the Cognito Form: DELEGATE REGISTRATION
Student Registration Make multiple copies of this page as needed. Page # _____ of _____**

Delegate	Name for Awards	18 yrs Old	Legal Name if 18 or older	Use of Image Indt. Thespians	Choice of IE #1	Choice of IE # 2	STO App	Student's Email Address	Paid Fee
Std 1									
Std 2									
Std 3									
Std 4									
Std 5									
Std 6									
Std 7									
Std 8									
Std 9									
Std 10									
Std 11									
Std 12									
Std 13									
Std 14									
Std 15									