

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 in December. 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:

_____ 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. If you would prefer to have a Google Form to collect all the registration information from your students, contact Anne Lavelly at pdascits@gmail.com

STUDENT RESPONSIBILITY

_____ Students should monitor their email accounts to retrieve the link to either the STO Application or the Senior Award Application. Those must be submitted by the student by the February 10 deadline

_____ The documents for the Thespian Auditions: Form, Resume, and Headshot- will be uploaded with the Senior's recording of his/her performance or presentation (and the Technical Portfolio if in the Tech category).

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
 - ◆ 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 (Sponsor/Chaperones and Auditioning Delegate)
- ◇ STUDENT FORM– Cognito page #3
- ◇ Worksheet 2 (Student Delegates– NON STOs)
- ◇ Worksheet 3 (Student Delegates– STO Applicants)
- ◇ T-Shirt Order List (if using, PLEASE SAVE THAT DOCUMENT and BRING TO THE FESTIVAL)
- ◇

On the worksheets, there is a column for Paid Fee 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.

Items highlighted in Green MUST be submitted in order to move onto the next page.

Items in Pink, when answered, will have other boxes appear on the page.

Items in Yellow, have more information provided by the corresponding number in the box below.

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 answered /uploaded 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 Title		Playwright*	
4.		5.	
Running Time	Chapter Select	Community & Standard	(Chapter Select Form) School Permission
5. & 6.	5. & 7.	5. & 8.	
			9.

1. Please abbreviate the school name when possible– “HS” instead of “High School,” “St.” and not “Saint” DO NOT ABBREVIATE the actual Name of the School- “WHHS” is too vague.
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 Minutes.
7. If you have a Thespian Troupe and your students are committed to attending the National Convention at Indiana University in June 2023, 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 deliver it when you check in at festival in February. 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. This is **FORM #2** on the [Delegate Registration: January](#) webpage (Under the HS Registration tab)

Page 2 of the Cognito Form: **DELEGATE REGISTRATION**

Adult and Auditioning Delegates Registration View of Page 2:

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

SPONSOR DELEGATE

Type of Delegate

Sponsor 1.

Delgate's Name for Badge

2.

Each school gets one free Sponsor Delegate

Delegate's Full Legal Name

3. Full Legal Name First, Middle and Last

CHAPERONE DELEGATE

Type of Delegate

Chaperone/Teacher 1.

Delgate's Name for Badge

2.

\$20 fee for each Chaperone/Teacher Delegate.

Delegate's Full Legal Name

3. Full Legal Name First Middle and Last

+ ADD CHAPERONE/TEACHER DELEGATE

AUDITIONING DELEGATES

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

\$55 fee for Auditioning Delegate. If a senior is NOT auditioning, they should be registered as a STUDENT DELEGATE (\$40)

Type of Delegate

Auditioning 4.

Delegate's Name for

First Name Last Name

Awards/ Name Badge

Inducted Thespian

Y/N 7.

Use of Image

Y/N 8.

18 yrs. old

Y/N 5.

Delegate's FULL Legal

6. Legal Name First Middle Last

Name

Thespy #1

Y/N

Choice-Thespy #1

Monologue 9.

Thespy #2

Y/N 9.

Choice-Thespy #2

Solo Musical 10.

Sr. Thespy Aud

Y/N 11.

B. Beasley

Y/N

Additional Boxes will appear for THESPY Categories. PLEASE refer to the STUDENT DELEGATE WORKSHEET (page 5) for the Layout and Questions asked.

12. Student Email Address

School Counselor's Name

13.

School Counselor's Email

13.

+ ADD Auditioning DELEGATE

- 4. Any senior participating in Blair Beasley and/or Thespy Auditions must be registered as an Auditioning Delegate.
- 3/5. Per ITS, anyone 18 years old or older AT THE TIME OF THE FESTIVAL has to have a background check.
- 6. This box will appear IF **18 years old** is checked "Yes." Again, this is the Delegate's age at the time of the festival.
- 7. Checking this box "YES" makes Box #11 appear.
- 8. If this box is checked "Yes," PARENTAL permission is granted for the image of the student to be used for promotional media. This includes, but not limited to, social media and website postings.
- 9/10. Boxes will appear if the student is participating in the Thespy competition ("YES" for Thespy #1). The CHOICE boxes are Drop boxes that list all the categories within the Thespy Competition.
- 11. This box appears if the box for **Inducted Thespian** is "Yes." Only Thespians are eligible for the Sr. Thespy Scholarship
- 12. All auditioning delegates must have a valid email address to receive the link for the Senior Awards Application
- 13. Boxes appear when the **B. Beasley** box is marked "Yes." The school counselor fills out the School Record portion.

Worksheet for Page 2: Adults and Auditioning Delegates

The registration spreadsheet has been revamped and three 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 Free	
Chaperone 1 - \$20	

Chaperone 2 - \$20	
Chaperone 3 - \$20	
Chaperone 4 - \$20	

AUDITIONING DELEGATES

School Counselor's Name and Email for Blair Beasley Applicants	
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Delegate	Name for Awards-\$55	18 yrs Old y/N	Legal Name if 18 or older	Ind. Thespian Use of Image	Choice Thespy #1	Choice Thespy # 2	Student Email Address	Duet Partner, Group or Tech Category	Paid Fee *	Tshirt Size *
AD1										
AD 2										
AD 3										
AD 4										
AD 5										
AD 6										
AD 7										

◇ * Optional Columns for teachers to use to maintain record-keeping

◇ 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.

Page 3 of the Cognito Form: **DELEGATE REGISTRATION**

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

Type of Delegate	Delegate's Name for	Awards/ Name Badge	Inducted Thespian	Use of Image
Student	First Name	Last Name	Y/N 3.	Y/N 4.

18 yrs. old	Delegate's FULL Legal	Name		
Y/N 1.	2. Legal Name	First	Middle	Last

Thespy #1	Choice-Thespy #1	Thespy #2	Choice-Thespy #2	STO Application
Y/N	Monologue 5.	Y/N 5.	Solo Musical 5.	Y/N 7.

Duet Partner for Thespy 1	Group for Thespy 1	Duet Partner for Thespy 2	Group for Thespy 2
Fl. Last Name 6.	School.Category.GrpA 6.	P.Jamison 6.	WMHS.MusicalDance.GrpC

Technical for Thespy #1	Technical Thespy #2
Drop Box with Choices 6.	Stage Management 6.

8. Student Email Address

School Counselor's Name	School Counselor's Email
9.	9.
Parent's Name (STO Applicants)	Parent's Email (STO Applicants)
10.	10.

+ ADD Student DELEGATE

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. Checking Yes makes the student eligible to apply for Student Thespian Officers for the next school year.
4. 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.
5. These boxes will appear if the student is participating in the Thespy Award competition. (Thespy #1 is marked "YES") 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."
7. This box appears when the **STO App.** is marked "Yes." Each applicant is responsible for filling out the application and the link will be sent to the student via EMAIL.
- 8/9. These boxes appear when the STO App. is marked "Yes." School Records and Parental Consent for an STO Application must be obtained. A link to those documents will be sent via EMAIL to the school counselor and the parent.

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. Auditioning Delegates are charged \$55, Student Delegates \$40.

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

**For NON Student
 Thespian Officer
 Applicants**

Dele- gate	Name for Awards/ Name Badges (\$40)	18 Yrs Old	Legal Name if 18 or older	Indt. Thespian Use of Image	Choice of Thespy #1	Choice of Thespy # 2	Duet Partner, Group or Tech Category	T-Shirt Size*	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									

◇ * Optional Columns for teachers to use to maintain record-keeping

◇ *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.*

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

For Student Thespians
Officer Applicants
ONLY

Delegate Name for Awards / Name Badge(\$40) 18 yrs Old Legal Name if 18 or older Thespians Use of Image Choice of Thespy #1 Choice of Thespy # 2 STO's EMAIL Duet Partner. Group, Technical T- Shirt Size* Paid Fee *

Std 1	School Counselor's Name:	School Counselor's EMAIL:	PARENT Name:	PARENT EMAIL:						
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Std 2	School Counselor's Name:	School Counselor's EMAIL:	PARENT Name:	PARENT EMAIL:						
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Std 3	School Counselor's Name:	School Counselor's EMAIL:	PARENT Name:	PARENT EMAIL:						
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Std 4	School Counselor's Name:	School Counselor's EMAIL:	PARENT Name:	PARENT EMAIL:						
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Std 5	School Counselor's Name:	School Counselor's EMAIL:	PARENT Name:	PARENT EMAIL:						
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** Optional Columns for teachers to use to maintain record keeping*

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.

T-Shirt Spreadsheet PAGE 4 of the DELEGATE REGISTRATION T-shirts \$15 Pre-ordered, \$20 at the Festival.

SAVE THIS DOCUMENT for your RECORDS!!
Bring this form with you to the FESTIVAL!!

I HEART PDA

White Shirt, Black Lettering,
Red Heart Sym-



Hardcore Thespians

Black Shirt, White Lettering
Skull Theatre Masks



PDA/Thespians will NOT have a record of who ordered what. You will be given a **Total Number** of each T-Shirt and Size with the actual shirts.

	Delegate NAME	S	M	L	X - L	X X - L	X X X - L	S	M	L	X - L	X X - L	X X X - L
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
***	Add each column for a Total Number of I HEART PDA/per Size							X	X	X	X	X	X
	SIZES	S	M	L	X L	X X L	X X X L	S	M	L	X L	X X L	X X X L
***	Add each column for a Total Number of HARDCORE THESPIANS/ per Size	X	X	X	X	X	X						

*** These two Rows are the only numbers you need for the Delegate Registration Page 4. Please save this form for your records and bring to the festival. This worksheet will be the **ONLY** record of who ordered which T-shirts.



I HEART PDA

White Shirt, Black Lettering,
Red Heart Symbol



Hardcore Thespians

Black Shirt, White Lettering,
Skull Theatre Masks