



Nevada
Thespians

Nevada Thespians State Event Registration Instructions

REGISTRATION DEADLINE IS FEBRUARY 15th! Late fees will apply (\$50 per change and/or addition) after the deadline.

When is the Conference?

- Wednesday, March 1st (Opening number participants only 4-10pm)
- Thursday, March 2nd 4-9PM
- Friday, March 3rd 9AM-9PM
- Saturday, March 4th 9AM-7PM

What does it cost?

- **\$60** Per student.
- **FREE One Troupe Director** with 3 hours of assigned work assisting at conference includes Friday lunch
- **\$50** per Chaperones/ Teachers other than the troupe director includes Friday lunch
- **THERE ARE NO DAY BADGES ALLOWED IN 2023. ALL CHAPERONES AND PARENTS WHO WISH TO ATTEND ANY EVENT EXCEPT IN THE THEATRE MUST BE REGISTERED**
- **FREE** Thespy (those auditioning for state showcase qualified as the top 10% from regional) - (all attendees must be registered)
- **No one (including teachers) except the registered auditionees and judges are allowed in the Thespy showcase or scholarship audition rooms.**
- Absolutely no audio or video taping is allowed in any of the auditions, workshops or performances.
- \$5 Tickets to the one-acts, guest artists and main stage shows will be sold when seating is available for these performances. Masks are recommended.
- **FREE** Tech Olympics, however participants must register. The top 3 teams from each region are invited to compete for the overall State Tech Olympics awards. Only register if you were one of the top 3 teams in each region.
- There are no refunds or exchanges once registration is submitted

GENERAL INFORMATION

- T-shirts are NOT included in registration but will be on sale for \$8 at conference (first come first served, sizes are limited)
- Friday Lunch tickets are available for purchase for \$5 each. Tickets are reserved by registering for “**Services**” in the registration system. You will pick up your lunch tickets at the registration table. It is recommended to purchase meals if you are attending the Friday field trip day. School is IN session on Friday and outside food can not be ordered and brought in. You may bring sack lunches if you prefer, but it is recommended that you purchase lunch. Registered students are not allowed to come and go on and off campus during the school day.
- Acting and Musical Showcase Auditions will all take place on Friday afternoon/evening.
 - Students will audition for the judges with the same IE they qualified with at Regional
 - Only students on the top 10% qualify list may audition
 - Judges will choose showcase performers by a combination of “judges choice” and scores.
 - TOP scores at these showcase auditions will receive a grant to attend the International Thespian Festival. No feedback rubrics will be given out after these auditions.
 - Thespy Showcase auditions are free of charge, however you must REGISTER your Thespy in the registration system

- Technical Showcase Presentations will be on Friday afternoon and all day on Saturday. Technical presentations must be registered for the conference and registered for their event so that we know how many presentation tables to set up
 - Tech IEs should set up on a table in the Showcase Room on Friday before 3:30pm.
 - Technicians should be at their table from 3:30-5 pm for judges to come by
 - This is the student's time to show off their work to the judges and to answer any questions the judges may have. The judges will be awarding "Judges Choice" grants to the International Thespian Festival in June.
- Film Showcases will be presented at the beginning of the awards ceremony on Saturday.
- Playwriting Showcases should register for their Thespy and be present with their plays during the "tech" presentations.
- At State Conference students may perform TWO selections for the showcase auditions as long as they are qualified in both. They are also allowed to be in a short play or one-act.
- Do not register for an IE if you were not in the top 10% of your category in your region.
- All students must be registered with their home school/troupe in order to participate. Troupe directors should register all students. No student may register on their own.

FOR REGISTRATION

- **EVERYONE** go to: <https://nevada-south.cothespians.net/>
- If your **SCHOOL HAS REGISTERED** in the past login with your email and password the same as last year.
- **If you are a new director** or can't remember your log in or email from last year, email nvthespians@gmail.com and I'll reset your login and password for you
- If you are a **NEW SCHOOL** attending conference for the first time, "Register"
 - Click on "Middle School" or "High School"
 - You will be sent a confirmation code to your email
 - Put the code in the box or verify it from the email
 - It will take you to school general information
 - Fill out the entire page
 - When you go to choose a school, if your school does not appear – email me nvthespians@gmail.com
 - Once you've registered your school you are ready to register students
 - If you have trouble, email me at nvthespians@gmail.com
- If you have moved to a new school or are taking over an already existing program, please email nvthespians@gmail.com to get your login information changed in the system.
- If your student was registered for a conference before
 - Go to "Directory" and "add students"
 - Find the student's name and click on the pencil
 - Make sure all the information is correct.
 - Click on the box next to "Register for 2023 Thespian State Conference" to actually register them for the conference
- If your student was NOT registered in the past, you can go to the little green +sign in the upper right hand corner of the "Directory" page or Go to "Register" then "Students" from the drop down menu
 - Click on the "New Student" green tab (or the green + sign) and enter their information. Here you will also click on whether or not the student is an inducted Thespian and their induction date.
- **BE SURE TO REGISTER FOR FRIDAY LUNCH** in "Services" if you are attending Friday/

RESERVING MEALS FOR FRIDAY LUNCH

- Go to “register” and click on the “services” tab in the dropdown menu
- Put the total number of meals your entire group requires in the boxes and then click on the green arrow
- In the box to the right where it says “total” you will see in red your total number of meals you reserved and the charge of \$5 for each meal

NORTHERN AND RURAL NEVADA DISCOUNT

- Go to “register” and click on the “services” tab in the dropdown menu
- Put the total number of attendees you have registered.
- In the box to the right where it says “total” you will see in red your total number of people you registered and the discount will be reflected

REGISTERING FOR THESPY SHOWCASE AUDITIONS

- **DO NOT REGISTER ANYONE FOR AN IE TIME SLOT WHO DID NOT QUALIFY IN THE TOP 10% AT YOUR REGIONAL. If you don’t remember, email nvthespians@gmail.com for verification.**
- All Thespys except playwriting and film must register for the conference AND register for their Thespy
- Go to “register” and in the dropdown menu click on “Student Events”
- select “type” and select the event from the dropdown menu
- **Put in the title of the selection AND the author** (do not use characters such as &, /, etc)
- click on one of the “asterisk” comments. Most selections will be “not applicable”, but if your student’s selection has above a “G” rating language or content, please mark it appropriately.
- When you start typing your student’s name it should appear, IF they have been registered properly. You will click on them. If it is a duet or group you just continue adding names separated by a coma.
- If you run into a time conflict or if it won’t let you register your Thespy due to a time conflict, email nvthespians@gmail.com prior to the deadline.

REGISTERING ONE ACT/SHORT PLAYS

- One-act time slots are pre-determined: (We encourage any registered person to come and see them)
 - Foothill is at 3:30pm on Thursday in the theatre
 - Liberty is at 4:30pm on Thursday in the theatre
 - Damonte Ranch is at 5:30pm on Thursday in the theatre
- Go to “Register”, “Events”, choose One Act from the drop-down menu. There is no charge to perform your one act except for registration of each student involved
 - Be sure to register everyone in your one act and then put in the names of everyone involved.

PAYMENT AND INVOICES

- The “Proceed to payment box” will show you who is registered for the conference AND what IEs you have registered. To check your IE times, do so by looking on the page when you click register “event”.
- **DO NOT CLICK PAY BY CHECK UNTIL YOUR REGISTRATION IS COMPLETE. IF YOU DO, YOU WILL BE CHARGED A LATE/CHANGE FEE.** We do not accept credit cards so please do not click pay by credit card.
- **If you are just wanting to see who is registered go to “Proceed to payment” and then click back on the “register” button to take you back.**
- **When you have checked, and double checked your registration,** click the “pay by check” green button to finalize your

registration. At this time you will be able to print an invoice by clicking on your user name and choosing invoices from the drop down menu. You will not see an invoice until you click “pay by check”

- **Remember that any changes made after the deadline or after you hit “pay by check” will incur a \$50 fee per change/addition.**
- If you need a W9 and Public Disclosure, please email nvthespians@gmail.com
- If you have any questions email nvthespians@gmail.com

IMPORTANT INFORMATION

- Seniors must register for college scholarship auditions through the Google Form by February 15th.
 - <https://forms.gle/r9kzCXjkcET3Xr4X8>
- Juniors interested in colleges should visit the college vendors and talk with them.
- Adults MUST be fully registered and background screened unless they are employed by a school district
- Guests may purchase tickets at the door of the theatre for one acts, guest artists, main stage performances and opening number \$5 for one show, \$10 for an “all show pass” Guests will be seated AFTER the registered delegates are seated.
- Only IE participants are allowed in the showcase audition and scholarship rooms. **NO teachers, parents, or chaperones are allowed in the audition rooms.**
- STO candidates will have their “about me” boards in a designated location for all delegates to see from Thursday through Friday night. Each school/troupe will be allowed to cast 2 votes for STO on Friday by an electronic ballot. The ballot link will be posted by Thursday night.
- EVERY STUDENT MUST HAVE A NEVADA CONSENT TO TREAT FORM IN THEIR NAME BADGE. AND WE MUST HAVE A COPY OF IT AT THE REGISTRATION DESK.
- **Teachers are REQUIRED to check their students in, turn in health forms and be on campus at all times when their students are on campus. If the teacher is not available, A registered chaperone MUST be designated as the Troupe Director, check in their students, turn in health forms and be on campus and be responsible for supervision of all of the students from that school.**