



Trumbauer

SPONSOR REGISTRATION MANUAL

Knack

THESE DIRECTIONS HAVE BEEN UPDATED IN THE TRUMBAUER SPONSOR MANUAL. See Section on District Registration

LOGGING IN

- <https://act.knack.com/trumbauer>
- Use the email address you have been registered with
- Use password 12345 unless it has been changed

DISTRICT REGISTRATION

CONFIRMING SPONSOR AND SCHOOL MEMBERSHIP

- When you first enter the system, click on the "My Info [Sponsor]" tab
- Complete all of the information and click submit.
- Once you do this all of the other District registration tabs will be accessible.

CHANGING THE SCHOOL YOU ARE CONNECTED TO

- If the school listed on the "Membership" tab is incorrect, contact the Festival Director

CHECKING OR CHANGING YOUR CONTACT INFORMATION

- *District registration must be open*
- Click on the "My Info [Sponsor]" Tab
- Click in any of the boxes and change the information and click "submit"

ADDING A 'NEW' STUDENT

- *District registration must be open*
- Click on the "Students" tab
- Click on the "Add Student" button
- Complete the information and click "Submit"
- Instruct your student to go to <https://trumbauer.info> and click on Students for directions of how to complete their registration. They will log into the registration system, confirm their membership and enter parents information and sign waivers. This takes the place of the traditional paper membership form.

ADDING A STUDENT THAT PARTICIPATED IN A PREVIOUS YEAR

- *District registration must be open*
- Click on the "Students" tab
- Click on "Inactive Students" and find the student
- Click in the "Status" column and change them to "active"
- Instruct your student to go to <https://trumbauer.info> and click on Students for directions of how to complete their registration. They will log into the registration system, confirm their membership and enter parents information and sign waivers. This takes the place of the traditional paper membership form.

CHANGING A STUDENT'S INFORMATION

- *District registration must be open*
- Click on the "Students" tab
- Click on any of the boxes that need to be changed and update the information'

REMOVING A STUDENT

- *District registration must be open*
- Click on the "Students" tab and find the student
- Click in the "User Status" box and select "inactive"

- The student will still appear in the inactive list but will not be included in your registration.

REGISTERING AN EVENT

- *District registration must be open*
- Click on “Event Registration” tab
- Find the type of Event you want to enter (solo, duet, technical, etc.) and click on the “+” button

CORRECTING AN EVENT

- *District registration must be open*
- You can update the Selection name or attach a file or link
- If you need to change anything else, delete the IE by clicking on the “delete” button and create a new registration

TO DELETE AN EVENT *BEFORE* REGISTRATION IS CLOSED

- *District registration must be open. If an event is deleted before registration closes, you will not be charged*
- Click on the “Event Registration” tab
- Find the event you wish to delete and click “delete” on the far right

VIEWING YOUR DISTRICT SUMMARY

- Click on the “District Summary” tab
- This will list all of the registrations that will compete at District
- If there is something incorrect, go back to the appropriate tab while District Registration is open
- If District registration is closed, no changes may be made to your registration

SUBMITTING DISTRICT REGISTRATION

- When you feel your registration is complete, click the “Submit District Registration” tab
- Read the paragraph, click the check, and click Submit.
- This will close access to all other tabs.
- If District registration is still open and you need to make further changes, Click back on the tab click “edit”, uncheck the box and click submit.

VIEWING YOUR INVOICES

- Click on the “Invoices” tab
- Click on the
 - “District Invoice” - This shows charges that must be paid prior to District competition
 - “State Invoice” - This shows charges that must be paid prior to District competition
 - “Remaining Balance Invoice” - This shows all charges and your total balance with ACT
- If you feel something is inaccurate, contact the festival director -
- Click the “Print” button in the top right corner

PAYING YOUR DISTRICT INVOICE

- Click on the “Invoices” tab
- Click on the “District Invoice” button
- Scroll to the bottom of the page and click on the “Make Payment with Credit Card” button. Payments will have to be confirmed by ACT staff before they will show up on your Balance Invoice.

ENTERING YOUR STUDENT’S SELECTION NAMES

- Students may do this themselves by logging into their account and clicking on the “Registrations” tab. It will show all events they are registered in and they may put the title
- Alternatively, the sponsor may do this in either the “Event Registration” tab or the “District Summary” tab

PLAYWRITING ENTRIES

- Playwriting scripts must be attached in the registration system before the close of registration
- Click on “Event Registration” tab,

CHECK REGISTRATION

Log in and go to the “District Summary” tab and make sure

1. Students are entered correctly
2. Individual events are entered correctly and have the selection title and author/composer
 - These will appear on the judges’ ballots when I run them for the DC on Monday

- Students may log into their account and enter it themselves as well
- 3. One-Act or Studio entries have the [ACT TEMPLATE](#) (NOT a custom designed program) and performance rights with date of District festival
- 4. Playwriting entries have a PDF attached AND the [Originality Statement](#)
- 5. Judges have completed their registration and preferences.
 - District Chairs will assign judges based on what they have entered.

DROPS AFTER REGISTRATION

TO DROP AN EVENT *AFTER* REGISTRATION IS CLOSED

- You may choose to “drop” an event after registration has closed, however, you will still be charged for the event. Dropping an event lets the District Chair know not to schedule that event
- Click on the “District Summary” tab
- Find the event, click in the “Drop” box on the far right, and check the statement.
- Let the District Chair know

JUDGES

BEING YOUR OWN JUDGE

- **DO NOT CREATE A NEW ACCOUNT TO USE AS A JUDGE**
- Click on the “Judges” tab
- Click “Assign Me with Judging Rights”
- THEN click “Connect (or Remove) a Judge to my school”
- Find your name in the list and click “Submit”

ADDING A NEW JUDGE

- Click on the “Judges” tab and Click on “Add a New Judge To The System”
- Enter their name, e-mail address, and (optional) telephone number.
- If you receive an error that says “Email must be unique”, they are already in the system. Click the X to cancel, then follow the instructions in the next section
- Instruct your judge to go <https://trumbauer.info> and click on “Judges” for instructions on how to complete their registration and other information they may need for the festival.

CONNECTING A JUDGE TO MY SCHOOL

- Click on the “Judges” tab and click on “Connect (or Remove) a Judge to My School”
- Click in the Judges box, begin typing their name, and find them in the list
- Click Submit

REMOVING A JUDGE FROM YOUR SCHOOL

- Click on the “Judges” tab and click on “Connect (or Remove) a Judge to My School”
- Click the x next to their name
- Click “Submit”

MANUALLY CONFIRMING YOUR JUDGE IF THEY ARE UNABLE

- It is preferred for the judge to log in themselves and complete their preferences, but in the event there is some kind of issue, the sponsor may do this as well.
- Click on the “Judges” Tab
- Under the “All Judges Connected to My School” Table, find your judge and click on “view” details
- Edit all of the preferences and choose “submit”

STATE REGISTRATION

VIEWING FEEDBACK

VIEWING AVERAGES AND RATINGS

- “Comments [Sponsors]” tab
- “State Comments” button
- “State Scores and Ratings” Table
- Displays your student's events, the score average, and ratings

VIEWING INDIVIDUAL BALLOTS

- “Comments [Sponsors]” tab
- “State Comments” button
- “State Judging Ballots” Table
- Displays the individual scores and comments from each ballot
- Scroll to the far right and you will see a “printable” button

PRINTING FEEDBACK

- First Ask Yourself, Do you NEED to print? (Students can log into their own account and view ballots)
- “Comments [Sponsors]” tab
- “State Comments” button
- “State Judging Ballots” Table
- Click on “Printable” at the end of each line

OTHER

ACT DIRECTORY

- This tab has contact information for ACT Staff, District Chairs, and Schools across the state.

NOMINATIONS FOR STATE VICE CHAIR AND TEACHER OF THE YEAR

- After District Registration closes, a “Nominations” Tab will appear
- Only current members will be listed. Begin typing the name and select from the list
- Nominations will close prior to state registration opening

VOTING FOR STATE VICE CHAIR AND TEACHER OF THE YEAR

- When State Registration opens, a “BALLOT - SVC TOY” tab will reappear
- You have until the Monday before Trumbauer to cast your vote and may change your vote up until the time voting closes.