

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. **DO NOT START A NEW FORM.** It is difficult to know which form is the correct form to gather information from.

_____ 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/Teacher Decorum signed by you and 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 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 1 deadline

_____ The documents for the Thespian Auditions: Resume and Headshot (and the Technical Portfolio if in the Tech category).- will be uploaded in the Senior Awards application

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 at the time of submission

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

- ◇ p. 2 SCHOOL INFORMATION– Cognito page #1
- ◇ p. 3 ADULT DELEGATE and
- ◇ p. 4 AUDITIONING DELEGATE– Cognito page #2
- ◇ p. 5 STUDENT DELEGATE– Cognito page #3
- ◇ p. 6 Worksheet 1 (Sponsor/Chaperones and Auditioning Delegate)
- ◇ p. 7 Worksheet 2 (Student Delegates– NON STOs)
- ◇ p. 8 Worksheet 3 (Student Delegates– STO Applicants)
- ◇ p. 9 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.

Must Have: Electronic version of the signed School Permission and Teacher Decorum (Any box marked Green must be answered /uploaded in order to move to the next page.)

This box and the Date Boxes are to satisfy bookkeeping procedures for your school or district

Type of Document: Quote Invoice Receipt		Date of Quote Should be a date BEFORE the PO Date	Date of Invoice Should be a date AFTER the PO Date
School Name 1.		Troupe #	
Sponsor's Name	Sponsor's Email	Sponsor's Cell Phone	School Phone 2.
Total # of Delegates 3.	School Permission/Teacher Decorum 9.	One-Act Title 4.	
Playwright* 5.	Running Time 6.	Chapter Select (\$20) 7. Y/N	Community & Standard Form 8. (Chapter Select Form)

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 2025, 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 and Teacher Decorum 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

Delegate's Name for Badge

2.

Delegate's Full Legal Name

3. Full Legal Name

First, Middle and Last, Suffix

Each school gets one free Sponsor Delegate

CHAPERONE DELEGATE

Type of Delegate

Chaperone/Teacher 1.

Delegate's Name for Badge

2.

Delegate's Full Legal Name

3. Full Legal Name

First Middle and Last, Suffix

\$20 fee for each Chaperone/Teacher Delegate.

+ ADD CHAPERONE/TEACHER DELEGATE

In the Cognito form, the Auditioning Delegates appear on the same page as the Adult Delegates. However, the instructions for the Auditioning Delegates makes it necessary to break the instructions into two separate pages.

Continued 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.

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	Delegate's Name for Awards/ Name Badge		Inducted Thespian	Use of Image	18 yrs. old
Auditioning 1.	2. First Name Last Name		Y/N 4.	5. Y/N	6. Y/N
Delegate's FULL	First Name	Middle Name	Last Name & Suffix	Sr. Thespian Aud	PDA Awards
3. Legal Name	First	Middle	Last Suffix	7. Y/N	8. Y/N
Student's Email	Address	Counselor's Name	School Counselor's	Email Address	
9. Student	Email Address	10.	11.		
Choice-Thespy #1	Non-Performance Thespy #1	Duet Partner/Group Name for Thespy #1		A. Smith or WHS.GrpMus.4	
12. Thespy #1	13. Non-Perform Thespy #1	14. Duet/Group for Thespy #1			
Choice-Thespy #2	Non-Performance Thespy #2	Duet Partner/Group Name for Thespy #2		B. Jones or HHS.GrpAct.1	
15. Thespy #2	16. Non-Perform Thespy #2	17. Duet/Group for Thespy #2			
+ ADD Auditioning DELEGATE					

- Any senior participating in PDA Awards and/or Thespy Auditions must be registered as an Auditioning Delegate. (\$55) If NOT participating in Senior Awards, register Senior as a Student Delegate (\$40)
- Name to be used for any Awards or Name Badge
- This box will appear IF **18 years old** is checked "Yes." Per ITS, anyone 18+ years old AT THE TIME OF THE FESTIVAL has to have a background check.
- Only Inducted Thespians can apply for the Senior Thespy Auditions. Checking this box "YES" makes Box #7 appear.
- 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.
- Checking this box "Yes" will cause Box 3 to appear. Again, this is the age AT THE TIME OF THE FESTIVAL.
- Boxes 7 and 8 must be checked "Yes" if the student plans to participate in either or both the Senior Awards
- All auditioning delegates must have a valid email address to receive the link for the Senior Awards Application.
- 10/11. Boxes appear when the **PDA Awards** box is marked "Yes." School counselor will receive the School Record link. The sponsor/ teacher will receive the Teacher Recommendation link.
- 12/15. The CHOICE boxes are drop boxes that list all the categories within the Thespy Competition.
- 13/16. If Non-Performance is chosen in #12 or #15, an additional Dropbox will appear for the Tech/ Design categories
- 14/17. This box appears if a Duet or Group event is chosen. First Initial and Last Name of Duet partner or the Group Name should be listed.
- This box and following boxes only appear if a Thespy #1 is chosen.

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	2. First Name	Last Name	4. Y/N	5. Y/N
18 yrs. old	Delegate's FULL Legal Name			
6. Y/N	3. Legal Name	First	Middle	Last
Apply for STO	School Counselor's Name		School Counselor's Email	
7. Y/N	8.		8.	
Student Email	Address	Parent's Name (STO Applicants)	Parent's Email	(STO Applicants)
9		10.	11.	
Choice-Thespy #1	Non-Performance Thespy #1		Duet Partner/Group Name for Thespy #1	
12. Thespy #1	13. Non-Perform Thespy #1		14. Duet/Group for Thespy #1	A. Smith or WHS.GrpMus.4
Choice-Thespy #2	Non-Performance Thespy #2		Duet Partner/Group Name for Thespy #2	
15. Thespy #2	16. Non-Perform Thespy #2		17. Duet/Group for Thespy #2	B. Jones or HHS.GrpAct.1
+ ADD Student DELEGATE				

Please Note: IF you have a Senior who is NOT participating in Senior Awards, sign up the senior as a Student Delegate. Auditioning Delegates are charged \$55, Student Delegates only \$40.

1. Student Delegate (\$40)
2. Name for Awards or Name Badge
3. This box will appear IF **18 years old** is checked "Yes." Per ITS, anyone 18+ years old AT THE TIME OF THE FESTIVAL has to have a background check.
4. Only Inducted Thespians can apply to be a Student Thespy Officer (STO). Checking this box "YES" makes Box #7 appear.
5. 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.
6. Checking this box "Yes" will cause Box 3 to appear. Again, this is the age AT THE TIME OF THE FESTIVAL.
7. If checked "Yes," Boxes #8- #11 will appear. All must be filled for the STO application.
8. School Counselor's name and email are needed for the School Records portion of the STO application
9. All STO candidates must have a valid email address to receive the link for the STO application
- 10/11. Parent's name and email is needed for the STO application process.
(The sponsor/ teacher will receive the Teacher Recommendation link.)
- 12/15. The CHOICE boxes are drop boxes that list all the categories within the Thespy Competition.
- 13/16. If Non-Performance is chosen in #12 or #15, an additional Dropbox will appear for the Tech/ Design categories
- 14/17. This box appears if a Duet or Group event is chosen. First Initial and Last Name of Duet partner or the Group Name should be listed.
15. This box and following boxes only appear if a Thespy #1 is chosen.

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.

ADULT DELEGATES

Page # ____ of ____

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 PDA Awards Applicants	
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Dele- gate	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	Tshirt Size *	Paid Fee *
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.

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

**For Student Thespians
 Officer Applicants
 ONLY**

Make multiple copies of this page as needed. Page # _____ of _____

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

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	X	X	S	M	L	X	X	X
					-	X	X				-	X	X
					L	-	X				L	-	X
						L	-					L	-
							L						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	X	X	S	M	L	X	X	X
					L	L	L				L	L	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.