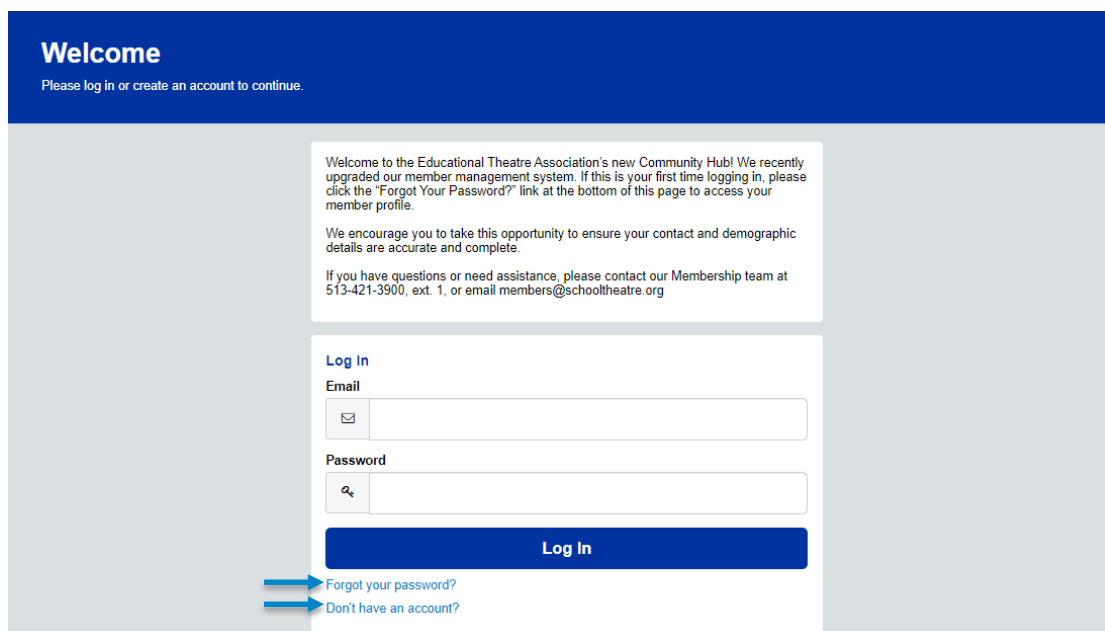


ACCESSING OPEN WATER

Your chapter will send you the appropriate link for accessing your Open Water application. When you click to begin the application, you will be redirected to our Community Hub. If you have used Community Hub before, enter your login credentials to be returned to your application in OpenWater.

If you have not yet accessed OpenWater since our transition to the new system, you will need to connect your OpenWater account to your EdTA account via our Community Hub. When you arrive at this screen, choose the appropriate option:

- If you are a Troupe Director, inducted Thespian, or member of EdTA, select **Forgot your password?**
- If you do not currently have an EdTA account, click **Don't have an account?**



If you selected **Forgot your password?** enter the email that is associated with your EdTA account on the next screen.

You will receive a password reset email, provided the email you entered matches the email that is in our system. Please check your Spam folder as the email may have been redirected there. Once you receive the email, follow the instructions to create your password.

If you selected **Don't have an account?** fill out the fields on the next screen, create your password, and click **Create Account**.

When you first log in to OpenWater after activating or creating your Community Hub account, you may be redirected back to the Community Hub login screen. Enter your recently created account email and password and you will be redirected back to OpenWater to complete your application.

MANAGING COLLABORATORS

Once you've logged in, you'll be taken into the application. If you are filling out your application on behalf of your group or duet partners (or your student), click to Manage Collaborators.

[Home](#) / [My Applications](#) / [Application](#)

Sandbox  [Manage Collaborators](#)

Applicant Name *

First Name 

Last Name

Click **Add Collaborator** to add each appropriate person (group member, student, troupe director, etc.) as a collaborator using their name and email. That way, they can contribute to the application and can view the scores once adjudication is complete. Take note of who the primary collaborator should be—only that person can finalize the application. You can change the primary collaborator by clicking **Make Primary** for the appropriate person.

Manage Collaborators

Sandbox - Sample, A

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

 [Add Collaborator](#) [Back to Submission](#) Search:

Name	Email	Primary	Last Logged In	Action
Garvey, Sarah	sgarvey@schooltheatre.org	No	9/28/2020 08:06 AM	Make Primary  Remove Access
Garvey, Sarah C	sarah.garvey13@gmail.com	Yes 	9/28/2020 09:58 AM	

Any collaborators can now access the application from within their own accounts. They can each save new information and edits in the application, but only the primary collaborator will be able to finalize and submit the application.

COMPLETING THE APPLICATION

- Communicate with your group members/collaborators about who is going to start the application, so you don't end up with duplicated submissions.
- Please ensure that any digital materials (Google docs, YouTube links, etc.) are shared using public links that will allow any adjudicators to view once they click in. If your application materials do not have the appropriate privacy settings, your application may not be evaluated.
- The submission period closes automatically. Please pay attention to any deadlines you receive as the system will not allow you to submit if you are past the date and time of closing.
- Once your application has been submitted, you will not be able to access it to make changes.

VIEWING SCORES

Once results have been released, you can access your scores by returning to your account in Open Water. Simply click on Complete in your Account menu to see a list of your completed applications.

Please Note: For Thespys, your Thespy rating (Superior, Excellent, Good, Fair) will be available from the Results tab rather than the Complete tab.

Once in your Complete or Results tab, click **Results** to view scores and comments.

Sandbox	Main	2502	South- Performance	Test, A	8/20/2020 10:21 AM	View Results Edit Copy Application Print
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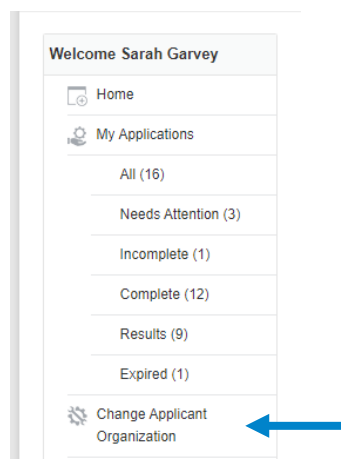
Your collaborators should also have access to your scores from within their account. If collaborators are not able to view, and you are certain the email address you added is the same as the one they're logging in with, please try the following:

- If you are the one who submitted the application, log in to OpenWater. From your account, click **Complete** to view submissions. On the submission, click **View**.
- Click **Manage Collaborators** to view your list of collaborators and click **Make Primary** next to your troupe director's (or student's) name.

This should make it so that both people can view the results. The new primary collaborator can always go in and make you the primary collaborator again if needed.

CHANGING ORGANIZATION

If you and/or your collaborator are having trouble seeing your in-progress applications and/or results, you may need to adjust your Organization. All applications for one person are stored on the same account in OpenWater but may be located in different organizations depending on who “owns” the program. To toggle between organizations, click the **Change Applicant Organization** button. This button will only appear if you have applications in multiple organizations.



Then, select the organization that contains the appropriate program. All international programs will be under the Educational Theatre Association organization, and any chapter-level programs will be under the specific chapter.



Once you have selected the correct organization, the numbers on your account menu under My Applications will change to reflect applications in various statuses for that specific organization. You can toggle between organizations at any time.

Please Note: For Thespys, in-progress application will live in the *local* level of the chapter organization. Scores/results will likely live in the *state/province* level of the chapter organization (e.g., “New Jersey” vs. “New Jersey – local”).