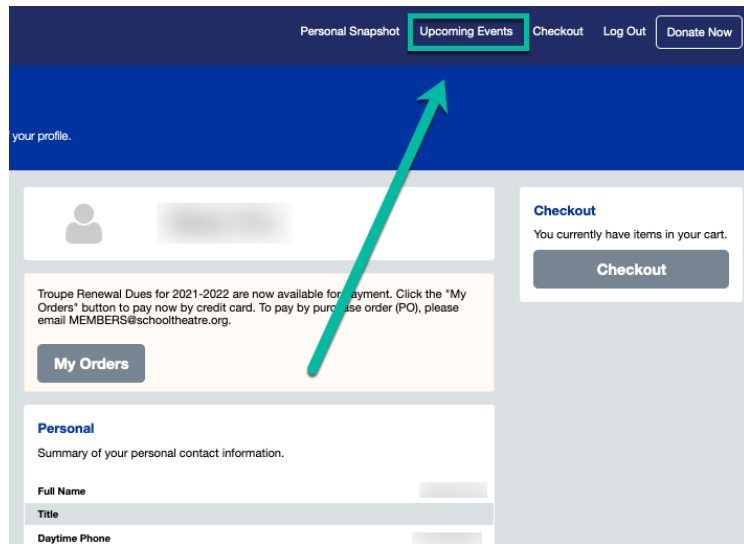


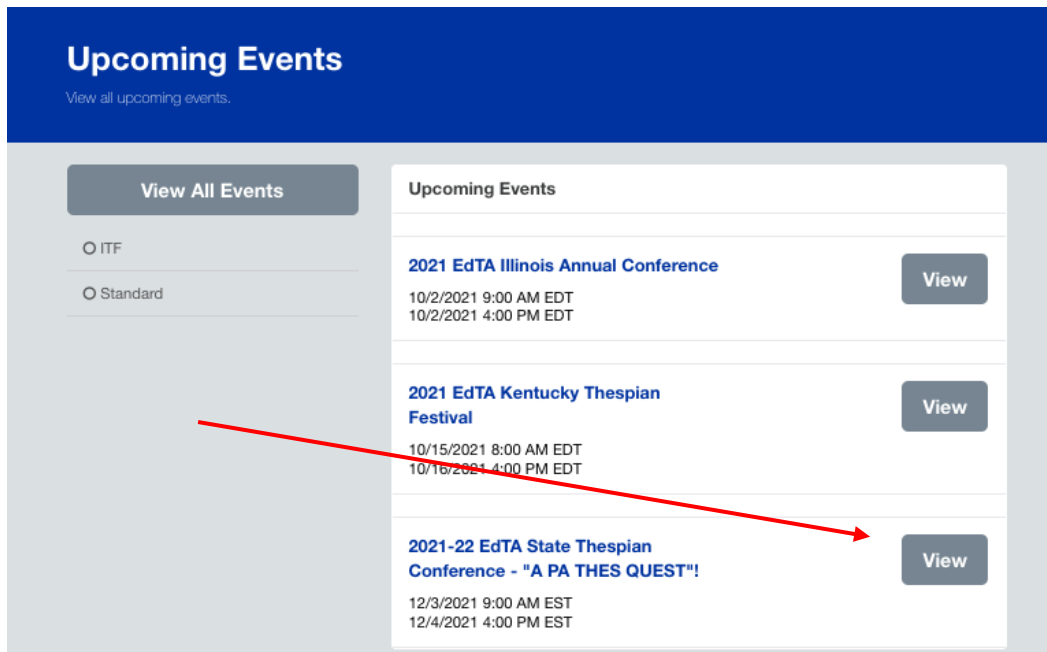
How to Register for an Event in EdTA's Community Hub

Step 1: Click on this [link](#) to log into Community Hub. (or just log into EdTA page and click on My Account in the upper right corner)

Step 2: Click on **Upcoming Events** link at the top of the page.



Step 3: Click on **View** next to the event.




Step 4: Click on **Register**.

2021-22 EdTA State Thespan Conference - "A PA THES QUEST"!

Register

When and Where

Start Date	12/3/2021 9:00 AM EST
End Date	12/4/2021 4:00 PM EST
Address Line 1	3695 Crossfield Lane
Location	North Penn HS
City	York
State/Province	PA
Web Registration Start Date	9/1/2021 8:00 AM EDT
Web Registration End Date	10/29/2021 11:59 PM EDT



Step 5: Select “Attendee - Adult” for who you want to attend as and click on **Next**. (Notice that EdTA used the term Future Thespan Student for any student who is not inducted. These students and adults are whom you need to put on the excel form and send in to EdTA so they can be added to your ‘roster’)

Choose Registration Type

Choose Your Registration Type for the Event.

2021-22 EdTA State Thespan Conference - "A PA THES QUEST"!

- Choose Registration Type
- Choose Sessions
- Customize the Experience

I will be attending as...

- Attendee - Thespan Student
- Attendee - Future Thespan Student
- Attendee - Adult
- College Rep

Back **Next**

Step 6: Select Conference Registration. If you are entering a Tech Challenge Team, select that as well (and the quantity of teams you are entering – up to 3) and click on **Next**.

The screenshot shows a registration interface with a blue header titled "Choose Sessions" and the instruction "Choose the sessions that you would like to attend at this event." Below the header, the event is identified as "2021-22 EdTA State Thespian Conference - 'A PA THES QUEST!'". A navigation menu on the left includes "Choose Registration Type", "Choose Sessions" (highlighted in blue), and "Customize the Experience". The main content area contains a table of session options:

<input type="checkbox"/> Conference Registration (Adult)	\$35.00
<input type="checkbox"/> Tech Challenge Per Team	\$25.00

Below the table, there is a "Quantity:" label and a text input field containing the number "1". At the bottom of the page, there are "Back" and "Next" buttons.

Enter the tshirt size for each participant. *You DO NOT have to select a Chapterone Responsibility for anyone this year (– just leave that area blank)*

The screenshot shows a registration interface titled "Event Questions". It contains two questions:

Please select a t-shirt size: * with a dropdown menu showing "Please select one of the following options." and a downward arrow.

Choose one or more chaperone responsibilities? with a list of options: "Workshop Monitor", "Hall Monitor", and "Social Media".

At the bottom of the page, there are "Back" and "Checkout" buttons.

As a Troupe Director you will be registering all the students and adults you are bringing, so you need to go back and register each student and adult through this process.

Answer “What would you like to do?” or if you are finished, click Submit.

What would you like to do?

Register Myself

Register Someone Else

If appropriate, click on **Add Another Registration** to register another student, going through the process again.

When you have added all the people you need to register to attend the PA State Thespian conference, click on Submit.

Input your coupon code if you have one. (Troupe Directors who have an STO will be notified of the coupon code to use for them. This is the only coupon code being used this year.)

When using a coupon, only one coupon can be applied per order. If you are processing orders for multiple registrations and using a coupon, complete the checkout for that registration before adding additional registrations.

Coupon Code

Limit one per order.

Code

Apply

Review your payment information to ensure it is correct. After which, click on **Submit**.

Payment Type

Pay Now - Saved Payment

Pay Now - New Credit Card

Pay With Purchase Order

Pay Later - Scheduled Payment

Billing Address

Country

Street

City

State/Province

Zip/Postal Code

Total Details

Grand Total

Balance

Submit

IMPORTANT NOTE:

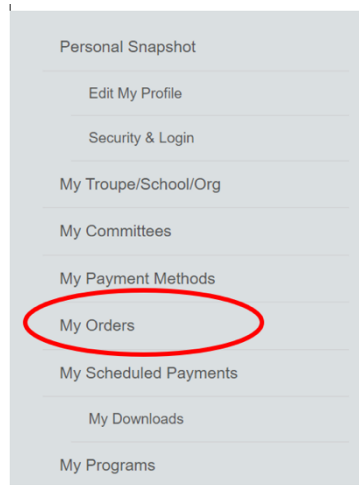
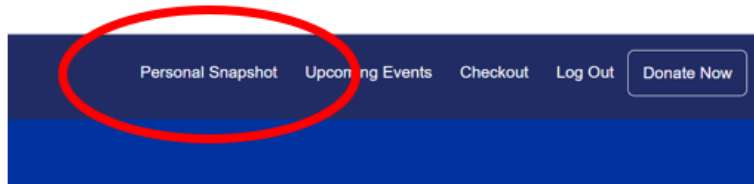
If you enter a purchase order number, the invoice will be addressed to your affiliated organization.

When remitting payment by check, please remit checks to:

Educational Theatre Association
PO Box 7410260
Chicago, IL 60674-0260
(Not PA THESPIANS)



To access a copy of the invoice after ordering, return to your **Personal Snapshot** on the top menu bar, and click My Orders.



Click on any invoice for the order you wish to view. A PDF copy of the invoice will open in the window, with a **Click to Pay Now** link. You can forward this invoice to another payer for online payment options.

Thank you for your business!



Please detach the portion below and return it with your payment.