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.

COMPLETING THE APPLICATION

- Communicate with your student/teacher/group members about who is going to start the application, so you don't end up with duplicate 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 |

Score Reminders:

- Only the person who submitted the application will be able to view the scores. If you need to share scores with your student/teacher/group members, we recommend taking screenshots/print screen of your results.

- Be sure you are looking in the correct Organization for your scores. See below for more information on changing your organization.

CHANGING ORGANIZATION

If you 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 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.
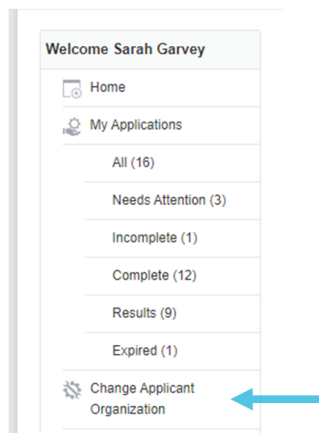
Then, select the organization that contains the appropriate program.

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").