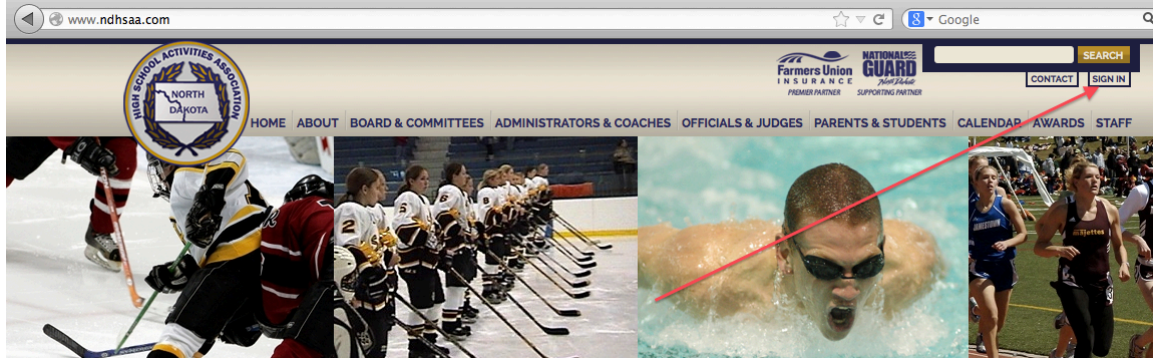


## Play Registration Help Screens

*These help screens were generated from a Macintosh computer running Mozilla Firefox. Your web screens may not be identical.*

Go to [www.ndhsaa.com](http://www.ndhsaa.com) and sign in.



Enter Username and Password and click the Login button.

A login form titled 'Login'. It contains two input fields: 'Username' with a person icon and 'Password' with a key icon. Below these fields is a blue 'Login' button with a right-pointing arrow. At the bottom, there are two links: '? Forgot Password' and '+ Create an Account'. Three red arrows originate from the right side of the image and point to the 'Username' field, the 'Password' field, and the 'Login' button.

1. Go to upper LH corner and select the group you intend to register.

The screenshot shows the 'Your Profile' page. On the left sidebar, under 'Your Teams', there are three options: 'Music - Instrumental', 'Play', and 'Clinics'. A red arrow points to the 'Play' option. The main content area shows the user's profile for 'Darcy Brandenburg' with contact information: Email (dm.brandenburg@sendit.nodak.edu) and Office Phone (701-347-5352). There is an 'Edit' button next to the profile name.

2. Select Varsity.

The screenshot shows the 'Central Cass High School Play' page. On the left sidebar, under 'Your Teams', there are three options: 'Music - Instrumental', 'Play', and 'Clinics'. A red arrow points to the 'Play' option. The main content area shows the '2013-2014 Central Cass High School' page. There are two tabs: 'Central Cass High School' and 'Varsity'. A red arrow points to the 'Varsity' tab. Below the tabs, there is a table with columns 'Tier' and 'Region II'.

Tier	Region II
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www.staging.ndhsaa.com/admin/programs/2123

### 3. Select Schedule.

The screenshot shows the 'Central Cass High School Play' page. On the left is a dark sidebar with a 'Your Teams' dropdown and a list of categories: Music - Instrumental, Play, Clinics, Fine Arts Tests, People, Officials, Schools, Sports & Activities, Messages, and Topics. The main content area has a breadcrumb trail: Home > Central Cass High School > Varsity. Below this is a tabbed interface with 'Central Cass High School' and 'Varsity' tabs. Under the 'Varsity' tab, there are three sub-tabs: 'Photo', 'Roster', and 'Schedule'. A red arrow points to the 'Schedule' sub-tab. The 'Play' section below the tabs shows 'No photo uploaded.' The 'Roster' section shows 'Roster not entered'. The 'Schedule' section is currently empty.

### 4. Click gray register button for your event.

The screenshot shows the 'Central Cass High School Play' page with the 'Schedule' sub-tab selected. The breadcrumb trail now includes 'Schedule'. The 'Team Schedule' section has a '+ Add a Meet' button. Below this is a table with the following data:

Date	H/A	Opponent	Result
November 7, 2013 8:00am - 4:00pm	Away	Meet: 2013-2014 NDHSAA Region II Plays Venue: VCSU	<div>Register</div> <div>Deadline October 25, 2013</div>

A red arrow points to the 'Register' button in the 'Result' column of the table.

5. Click blue register button to confirm.

This screenshot shows the registration interface for the 2013-2014 NDHSAA Region II Plays. On the left is a dark sidebar with navigation links: Clinics, Fine Arts Tests, People, Officials, Schools, Sports & Activities, Messages, Topics, and Your Profile. The main content area has a header for 'Central Cass High School' with a 'Varsity' tab. Below this are tabs for 'Team', 'Photo', 'Roster', and 'Schedule'. A 'Back to All Meets' button is present. The title '2013-2014 NDHSAA Region II Plays' is centered. Under an 'Overview' tab, details are listed: Dates (November 7, 2013 8:00am - 4:00pm), Venue (VCSU), Teams (No teams are registered yet), and Events (Actor, Play Information, Tech Crew). At the bottom, a blue 'Register' button is highlighted with a red arrow pointing to it from the right.

6. Enter play information (all fields) and click blue save button. All fields must be completed. Enter N/A if a field is not applicable.

This screenshot shows the 'Step 1: Please enter your team's registration information below. You will be able to enter participant registrations aft' form. The left sidebar is partially visible with links for Messages, Topics, and Your Profile. The form contains several text input fields: Title, Playwright, Scene, Era of Play, Stage Plot, Furniture Used, Lighting, and Director. Red arrows point from a single point on the right towards each of these input fields. At the bottom of the form, there is a blue 'Save' button and a grey 'Cancel' button. A red arrow points from the 'Save' button towards the bottom right.

## 7. Add actors and tech crew.

The screenshot shows the '2013-2014 NDHSAA Region II Plays' page. The left sidebar contains navigation links: Your Teams, Music - Instrumental (Central Cass High School), Play (Central Cass High School), Clinics, Fine Arts Tests, People, Officials, Schools, Sports & Activities, Messages, and Topics. The main content area has a breadcrumb trail: Home > Central Cass High School > Varsity > Schedule > 2013-2014 NDHSAA Region II Plays. Below this, there are tabs for Team, Photo, Roster, and Schedule. The '2013-2014 NDHSAA Region II Plays' section has tabs for Overview, Registration, and Results. A green button labeled '+ Add Participant Registration' is highlighted with a red arrow. Below the button is a table with columns: Event, First Name, Last Name, Grade, and Gender. The table is currently empty, and a message at the bottom states 'No participants have been registered'.

## 8. Select Actor or Tech Crew.

This screenshot shows the same page as the previous one, but with the '+ Add Participant Registration' dropdown menu open. The menu contains three options: '+ Actor', '+ Play Information', and '+ Tech Crew'. Red arrows point from the text 'Select Actor or Tech Crew.' to the 'Actor' and 'Tech Crew' options in the dropdown. The background page remains the same, showing the registration interface for the 2013-2014 NDHSAA Region II Plays.

9. Select student from drop down roster and type in character name (or tech position such as 'Lights' when entering tech). Roster must be complete prior to registering participants. If 'adds' occur, you must add to the roster before you can add to the registration.

10. Your most recent registration appears in highlight. Complete for all actors and tech crew. Please note it may be easier to do all actors and then all tech crew.

11. You can edit or remove actors or tech until the registration deadline. Click Registration Report for submission to your business manager.

12. The registration report download can be opened with Microsoft Excel or other spreadsheet program. This report may be submitted to your business manger for check processing. Please note that for plays, you will need to adjust your #Entries as regions assess per play. Business managers may need a copy of your region minutes for verification of fee per play.

	A	B	C	D	E	F	G	H
1	Event	2013-2014 NDHSAA Region II Plays						
2	Activity	Play						
3	Dates	November 7, 2013, 8:00am - November 7, 2013, 4:00pm						
4	Venue	VCSU						
5	Deadline	November 7, 2013, 8:00am						
6								
7	School	Central Cass High School						
8	Activity Adv:	Darcy Brand dm.brandenburg@sendit.nodak.edu						
9								
10								
11	Event	First Name	Last Name	Grade	Gender	Character /Tech		
12	Actor				8 f	Test Actor		
13	Tech Crew				12 f	Lights		
14								
15	By submitting this play registration, we, the school administrator and play director, certify that the language							
16								
17		2 X			=			
18		#Entries			\$/Entry		Total Payable	
19								
20								

13. The manager's report is inclusive of all registered school plays, actors, characters and individual events (Class A). This may be sorted for program printing, etc and button access is above the Registration Report button.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	School	Event	First Name	Last Name	Grade	Gender	Character/Tc	Title	Playwright	Scene	Era of Play	Stage Plot	Furniture Usi	Lighting	Director
2	Central Cass	Actor				8 f	Test Actor								
3	Central Cass	Play Information					Test		Test	Test	Test	Test	Test	Test	Test
4	Central Cass	Tech Crew				12 f	Lights								
5															
6															
7															

*\*Please note that all slides are for illustrative purposes only. Region dates, deadlines and fees are subject to change—check for updated and complete information at [www.ndhsaa.com](http://www.ndhsaa.com). Plays must have a minimum of 3 characters.*