

Step 1 Purchasing For a Group – Using a Credit Card

Begin at the registration web site - <https://goo.gl/CAjrtm>

Screen A

Schools who is to enroll groups of students will follow the instructions for groups

Order Tickets **Select Seats** Review Selection Payment Info Process Order

KCACTF Region VII - FULL Registration - Denver - Feb 15-19, 2016 - Monday February 15, 2016 @ 5PM
Denver Embassy Suites Convention Center Denver, CO

Description	Qty	Type	Price	Total
Faculty/Staff	0	Faculty/Staff	125.00	\$0.00
Student	0	Student	105.00	\$0.00
Non Student	0	Non Student	125.00	\$0.00
Registration materials available when you arrive				\$0.00
Promotional code: <input type="text"/>				
<input type="button" value="Apply"/>				Total: \$0.00

Select the total number of registrations you require.

Review the total number of registrations you require, then click "OKAY"

Screen B

Schools who is to enroll groups of students will follow the instructions for groups

Order Tickets Select Seats Review Selection **Payment Info** Process Order

Enter your payment details below (You will not be billed at this step)

First Name: Nevil, Last Name: Schmurtz, Telephone: 651-658-5923, Email: SchmurtzN@BSC.edu

Credit Card Number: [Redacted], Expiration month: [Dropdown], Year: [Dropdown]

Address: 100 Mains Ave, Big State Theatre, Big City, OH 95115, United States

Add all billing information and credit card information.

Review the information then click "CONTINUE"

Screen C

Schools who is to enroll groups of students will follow the instructions for groups

Order Tickets Select Seats Review Selection Payment Info **Process Order**

KCACTF Region VII - FULL Registration - Denver - Feb 14-19, 2016
Monday February 15, 2016 @ 5PM
Denver Embassy Suites Convention Center Denver, CO

Description	Qty	Price	Total
Faculty/Staff	3	\$125.00	\$375.00
Student	15	\$105.00	\$1,575.00
Convenience Fee			\$45.00
Sub Total:			\$1,995.00
Registration materials available when you arrive			\$0.00
Total Number of Tickets: 18			Order Total: \$1,995.00

Confirm the total number of enrollees and billing information.

Then Click "Pay \$ TO VENDINI"

Purchasing For a Group – Using a Purchase Order

Email your completed Purchase Order to regionvii@outlook.com We'll take step one from here. Watch your email for your invoice and invitation to proceed to **Step 2**.

Step 2 - Once you have completed the purchase, or once your PO has been processed, you will receive two emails.

One is your official receipt/invoice sent from Vendini.com. *Please keep the email receipt for your records, no other receipt will be available. You will need the receipt/invoice number from that email in order move forward with Step 2 of the registration process.*

The other email will include an invitation to proceed to **Step 2**. Proceed by clicking on the appropriate button-link for each faculty and students for whom you have paid the registration. You are welcome to share the receipt number with each person you have registered so that they can register in the appropriate events, or you can upload the required information for each.



Event Registration - Step 2 for Students

Now that you have paid your registration, this form must be completed to generate your conference name badge and register you into individual events. Before you move forward -- Ryan Nominees will need 1) Nominee's Head Shot; 2) Titles and Playwrights of the three pieces you have prepared for the audition; 3) Partner's name for the Irene Ryan Audition registration. Scroll down.

* Required

Order number from your registration receipt *

You can find this on the top right corner of your email receipt, under the bar and QR codes

First Name *

This will appear on your conference name badge

Last Name *

This will appear on your conference name badge

Registration Level *

Choose one that best identifies you

- Student
 Faculty/Staff
 Other

School *

The school/theatre you are representing at the festival. Please spell out - 'Big State College' rather than 'BSC'

Your contact email address *

Irene Ryan Audition *

Click here <http://goo.gl/zwA87H> to upload:1) Nominee's three pieces you have prepared for the audition; 2) Partner's name; 3) Partner's name; 4) Your email address REMEMBER TO COME BACK AND FINISH THIS REGISTRATION FORM

- I am a Ryan Nominee
 I am a Ryan Partner
 No - I am not registering for this event

Musical Theatre Audition *

Assure you have added your name to the sign up genius at <http://goo.gl/8jK1pp>

- Yes - I have signed up
 No - I am not registering for this event
 There were no more spaces open -- I would like to be placed on a waiting list if possible

Playwriting & National Playwriting Program *

- Pre-registration was required for this program

- Yes - I pre-registered and have a confirmation
 No - I am not registering for this event

DTM - Design, Technology, and Management *

Assure that you have added your name to the sign up genius at <http://goo.gl/7Guxdy>

- Yes - I have signed up

The receipt number from the receipt email is inserted here for each participant.

Important Information.

These three questions also have a link that require submissions for participating students. The Ryan's link will ask for a headshot as well as identifying the scenes and playwrights among other required information. Musical Theatre and DTM will require students to sign up for a space in the appropriate level and area. Students will only need to complete the additional link if they answer YES to participating.