

Festival 44 - Region 1 Student Registration Procedure Manual



Festival Registration Page

The example to the right is the Region 1 Festival 44 registration form as seen on the web site. NOTICE: ALL fields need to be filled in before proceeding.

A separate form MUST be filled out for each attending student. *That will be explained on the payment options page.*

Once all fields are filled properly click on the NEXT button at the bottom of the page.

Clicking on the NEXT button automatically sends the students information to our database and will bring you to the payment options page.

Name of Person Filling Out This Form

Chuck Ladouceur

Email Address of Person Filling Out This Form

chuck@whatsmatter.edu

Attendees Full Name (As it will appear on festival badge)

Chuck Ladouceur

Attendees Email

chuck@whatsmatter.edu

Attendee's Cell Phone

508 883-2589

School or Affiliation

Whatsmatter University

Full registration includes performances, workshops, exhibitions and parties. Please choose **ONLY ONE**. Registration is not valid until payment is received.

\$65 Full Festival (Before 12/31/11)

\$95 Full Festival (After 12/31/11)

\$100 Full Festival (On-Site Registration)

\$35 One-Day Fee - Which Day? Tuesday

Arrival Date

01/03/2011

Departure Date

(Must be the same if registering for one day)

01/03/2011

You are responsible for securing your own room reservations. When reserving your room refer to the Hotel Information on the [KCACTF Region I Festival Web Page](#).

Note: Make reservations early to guarantee festival rates

Be sure to register your Participation with the appropriate group. Use the links below to obtain more information and fill in the proper forms.

- [Irene Ryans](#)
- [Critics Workshop](#)
- [Design Technologies and Management](#)
- [Directing](#)
- [Dramaturg](#)
- [Playwriting](#)
- [Festival Stage Manager](#)
- [Faculty Opportunities](#)
- [Respondent Workshop \(Faculty Only\)](#)

Next

Payment Options Page

This is the page you will be brought to for payment options.

The information at the top relates to the process for adding more student names by allowing you to go back to the first form using the link provided.

Repeat this step until all students have been registered.

If paying by Credit Card, follow the instruction provided. Be sure to fill in the student name and indicate the registration options. Then click ADD TO CART. You will be taken to the credit card processing area. (SEE NEXT PAGE)

If paying by check, follow the instruction provided. Make the check payable to "ACTF MANAGEMENT" and include a list of all students attending that you are paying for and mail it to the provided address.

Festival XLIV

Festival 44 2012 Festival Registration

Reminder: You must submit a separate registration form for EACH STUDENT. If you need to enter more students Please [click Here](#) to return to registration form.

- [Return To Student Registration](#)

If you have finished entering student registrations, Please choose a payment method below

Paying by Credit Card?

Enter information for each student you are registering for. After clicking add to cart, you will be brought to the shopping cart page. Click "Continue Shopping" to return to this page and enter payment information for more students

Registration Options

One Day Reg - Which Day

[Add to Cart](#)

Paying by Check?

Check must be mailed and received by dates indicated. Make Checks payable to ACTF MANAGEMENT" and include a list of attendees with check.

MAKE CHECKS PAYABLE TO "ACTF MANAGEMENT LTD" AND INCLUDE A LIST OF ATTENDEES WITH CHECK.

Mail payments to:

*Cathy Hurst
American College Theatre Festival
16 Valleyview Drive
Essex Junction, Vermont 05452*

Credit Card Processing Page 1

ACTF MGMT LTD. Region 1


Your Shopping Cart

Description	Price	Quantity	Amount
Festival 44 Region 1 Registration Options: Full Festival (Before 12/31/11), One Day Reg - Which Day:	65.00	1 Update Remove	\$65.00

Item total: \$65.00

[Continue Shopping](#) [Check Out](#) OR [Check out with PayPal](#)
The safer, easier way to pay

You can apply gift certificates, rewards, or other discounts later.

Secure payments by 

1. As you can see on this page your registration for credit card payment is shown at the top along with students name, registration info and costs.

2. From here you can go right to check out and fill in your card info OR.....

3. You can click on the continue Shopping button to go back and add more students in the previous page

Credit Card Processing Page 2

By hovering over the blue text you can see the individual registration information

ACTF MGMT LTD. Region 1

Total: \$35.00 USD

Order summary from ACTF MGMT LTD. Region 1

Descriptions	Amount
Festival 44 Region 1	\$35.00
Item price: \$35.00	
Options: Registration Options: O...	
Quantity: <input type="text" value="1"/>	
Update Remove	

Item total \$35.00

Total \$35.00 USD

Choose a way to pay

PayPal securely processes payments for ACTF MGMT LTD. Region 1.

▶ [Have a PayPal account?](#)

Log in to your account to pay



▼ [Pay with Bill Me Later®, Debit or Credit Card](#)

Pay with your debit or credit card, or with Bill Me Later®

Country

Bill Me Later®, a PayPal service

Shop now, get 6 months to pay on purchases of \$150 or more. Subject to credit approval. [See Terms](#)

Credit Card

Credit card number

Payment Types    

Expiration date mm / yy
 /

CSC

[What is this?](#)

Here you will see all the registrations you have added with registration information and costs.

Here is where you will put in the credit card information to complete the transaction.