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

2. Select Varsity.
3. Select Schedule.

4. Click gray register button for your event.
5. Click blue register button to confirm.

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.
7. Add actors and tech crew.

8. Select Actor or Tech Crew.
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 manager 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.

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<th>E</th>
<th>F</th>
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<tbody>
<tr>
<td>Event</td>
<td>2013-2014 NDHSAA Region II Plays</td>
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<tr>
<td>Dates</td>
<td>November 7, 2013, 8:00am - November 7, 2013, 4:00pm</td>
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<td>Venue</td>
<td>VCSU</td>
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<td>Deadline</td>
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<tr>
<td>School</td>
<td>Central Cass High School</td>
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<tr>
<td>Activity Advisor</td>
<td>Darcy Brandt <a href="mailto:dm.brandenburg@sendit.nodak.edu">dm.brandenburg@sendit.nodak.edu</a></td>
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By submitting this play registration, we, the school administrator and play director, certify that the language used in this play is:

\[ \#\text{Entries} \times \$\text{/Entry} = \text{Total Payable} \]

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.

*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.*