

How to Register for an Event in EdTA's Community Hub

Step 1: Click on this [link](#) to log into Community Hub.

Log In

Email

Password

Log In

[Forgot your password?](#)
[Don't have an account?](#)

Step 2: Click on **Upcoming Events** link at the top of the page.

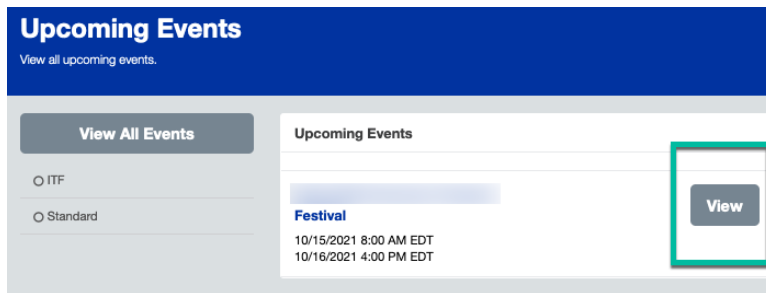
Personal Snapshot **Upcoming Events** Checkout Log Out **Dona**

Personal Snapshot

View your latest notifications and snapshots of your profile.

IMPORTANT INDUCTION ANNOUNCEMENTS:

Step 3: Click on **View** next to the event.



Upcoming Events
View all upcoming events.

View All Events

ITF

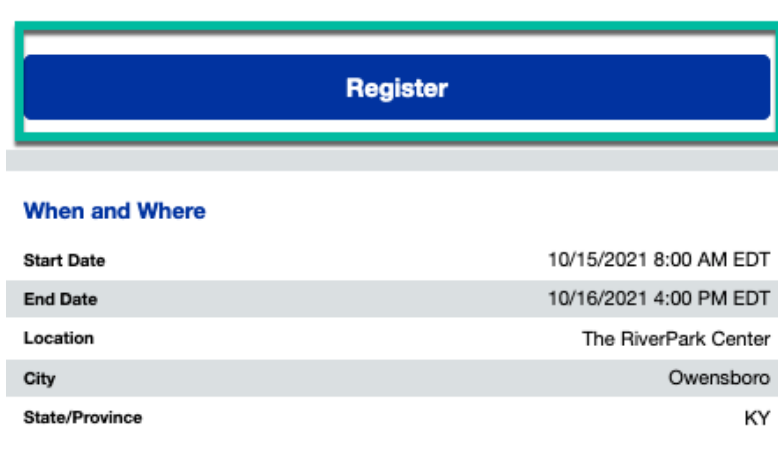
Standard

Upcoming Events

Festival
10/15/2021 8:00 AM EDT
10/16/2021 4:00 PM EDT

View

Step 4: Click on **Register**.



Register

When and Where

Start Date	10/15/2021 8:00 AM EDT
End Date	10/16/2021 4:00 PM EDT
Location	The RiverPark Center
City	Owensboro
State/Province	KY

Step 5: Select who you want to attend as and click on **Next**.

I will be attending as...

<input type="radio"/> Attendee - Thespian Student
<input type="radio"/> Attendee - Future Thespian Student
<input type="radio"/> Attendee - Adult
<input type="radio"/> Exhibitor
<input type="radio"/> College Rep
<input type="radio"/> Guest Artist

Step 6: Select type of registration and click on **Next**.

<input type="checkbox"/> Thespian Registration
<input type="checkbox"/> Thespys
<input type="checkbox"/> College Auditions
<input type="checkbox"/> Scholarship Auditions

NOTE: If you are registering for someone else, choose **Register Someone Else**.

What would you like to do?

<input type="radio"/> Register Myself
<input checked="" type="radio"/> Register Someone Else

Step 7: Answer event questions, if any. Click on **Checkout**.

Event Questions

Please select a t-shirt size. *

Please select one of the following options. ▾

Preferred Name/Nickname:

Step 8: If appropriate, click on **Add Another Registration** to register another student, going through the process again.

Add Another Registration

2021 EdTA Kentucky Thespian Festival
10/15/2021 8:00 AM

[Edit](#) [Remove](#)

	Quantity	Total Price
Thespian Registration	1	[]

Step 9: Input your coupon code if you have one.

Coupon Code

Limit one per order.

Code

Apply

When using a coupon, only one coupon can be applied per order. If you are processing orders for multiple registrations and using a coupon, complete the checkout for that registration before adding additional registrations.

Step 10: Review your payment information to ensure it is correct. After which, click on **Submit**.

Payment Type

Pay Now - Saved Payment

Pay Now - New Credit Card

Pay With Purchase Order

Pay Later - Scheduled Payment

Billing Address

Country

Street

City

State/Province

Zip/Postal Code

Total Details

Grand Total

Balance

Submit

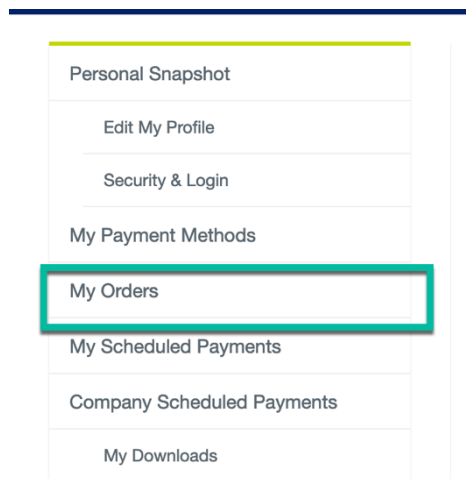
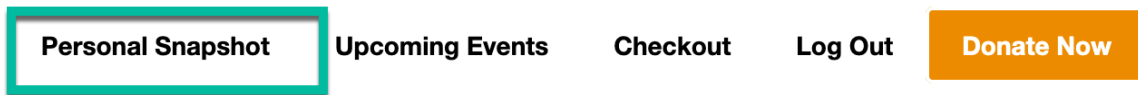
IMPORTANT NOTE:

If you enter a purchase order number, the invoice will be addressed to your affiliated organization.

When remitting payment by check, please remit checks to:

Educational Theatre Association
PO Box 7410260
Chicago, IL 60674-0260

To access a copy of the invoice after ordering, return to your **Personal Snapshot** on the top menu bar, and click My Orders.



Click on any invoice for the order you wish to view. A PDF copy of the invoice will open in the window, with a **Click to Pay Now** link. You can forward this invoice to another payer for online payment options.

Thank you for your business!

[Click here to Pay Now](#)

Please detach the portion below and return it with your payment.