



UNDERGRADUATE APPLICATION INSTRUCTIONS

SETC 62nd Annual Convention ♦ Atlanta, GA ♦ March 2-6, 2011

YOU WILL NEED

- A recent photo of yourself saved to the desktop or on CD
- Your Grade Point Average
- Your School Guidance Counselor's phone number and email address
- Your Nominator's phone number and email address

1. Go to www.setc.org. At the very top of the page you will see HOME | CONVENTION REGISTRATION | FAQs | ONLINE DIRECTORY | LINKS, etc.
2. Click on CONVENTION REGISTRATION
3. If you already have a Username and Password, please enter them as appropriate and make sure 2011 SETC Convention is displayed in the Event box. If you don't remember your username or password, click on the [PASSWORD HINT REQUEST](#) link. (Skip to #7.)
4. If you need a Username and Password, scroll down and click on [New members please register here.](#)
5. Change Membership Type to Student, and fill in the fields. When all fields are complete, click [Next](#).
6. In the second section called Events, click on [Edit](#).
7. Scroll down until you see the Undergraduate options. (They will be close to the bottom of the page.) Click in the box to the left of the Auditionee or Interviewee link. This will place a check in the box. Scroll all the way to the bottom and click on Save.
8. You should see a green check beside your selected application. Click on your selected application link.
9. Read the Dear Applicant information.
10. Click the [1 Name and Contact](#) link. Most of the fields should automatically populate. Make sure the information is correct and add any missing information. (For example, your Contact Phone, Date of Birth, Gender). Make sure to click the Save button.
11. Scroll to the top and click [Next question](#). Click the appropriate boxes. Make sure to click the Save button.
12. At the top of the page click [Next question](#). Fill in your Physical Details/Training/Abilities. You will also need to upload a recent photo of yourself. (You can upload a color picture, however it will appear/print in black and white.) Make sure to click the Save button.
13. At the top of the page click [Next question](#). Fill in your Theatre Experience. List as many productions as possible here. For each, provide the show name, your role, the producing organization and a contact phone and the production. Make sure you click Add after each entry.
14. At the top of the page click [Next question](#). Fill in any Honors or Awards you've received. Make sure you click Add after each entry. (If you haven't received any, please add NA in the required fields.)
15. At the top of the page click [Next question](#). Fill in your Special Skills and Talents. (Such as juggling, horseback riding, foreign languages, stage combat, etc.) Make sure you click Add after each entry.
16. At the top of the page click [Next question](#). Fill in your GPA and SAT scores. Make sure to click the Save button.
17. At the top of the page click [Next question](#). Fill in the appropriate information for your Guidance Counselor and your Nominator. (A nominator is someone who is familiar with your work - a drama teacher, director of a show, etc.) Make sure to click both boxes, which will send the appropriate emails. Make sure to then click the Save button.
18. Scroll to the top and click [Next question](#). Click in the appropriate boxes and click the Save button.
19. At the top of the page click [Up one level](#). There's nothing further you can do except wait until your guidance counselor and nominator do their part.
20. You should check periodically to ensure your guidance counselor and nominator have completed their part. Once they've both responded, click on the My Application is now Complete button. (If you are still missing information, you will see *Not all mandatory fields are completed*: with a list of your missing items.)
21. We will email your audition or interview number and schedule information in January. Make sure you've added SETC to your email address books, otherwise our emails might end up in your SPAM folders.

If you have any questions or experience any problems, talk to your drama teacher or email Claire Wisniewski at claire@setc.org.