

# General Instructions on How to Apply for SETC State Screening Auditions

*Please don't wait until the deadline or too close to the deadline because the application process takes time, especially for your reference to respond!! At any point contact SETC for assistance!*

1. Go to the SETC Website <http://www.setc.org/theatre/professional/setc-screenings> to obtain general information about the Screening Auditions.
2. Click on your state to see more detailed information about registration & auditions for the state in which you are assigned to audition.
3. **DOWNLOAD, SAVE AND PRINT THE INSTRUCTIONS FOR REGISTERING YOU SEE THERE.** (i.e. This document).
4. **Starting September 18<sup>th</sup>, 2011**, you will be able to click on the button labeled "Apply Online" to access the SETC Registration/Application site. You must have a username and password to enter this site.
  - a. If you have been an SETC member, applied, auditioned, or attended an SETC convention (or screening) in the past, you already have a Username and Password. **Please do NOT create a new record.** You may use either the **Password Help option**, or EMAIL the SETC office via [mark@setc.org](mailto:mark@setc.org) for assistance. Include your full name (with middle initial), email address, and phone number in your email. We will then send you your username and password.
  - b. If you are NEW to SETC, use the "new member" feature from the login page and create a username and password (use only lower case letters and numbers -- no special symbols such as \*, &, \_, or such).
5. Make sure that the state in which you are to audition is listed as the **Audition State** before you enter your username and password. If it is not, return to STEP 4 and click on "Apply Online" again. If the state listed is still incorrect, do not proceed any further. Please email or call us ([info@setc.org](mailto:info@setc.org) - 336-272-3645)

## \*\*\*ONCE YOU ARE LOGGED IN THE REGISTRATION DATABASE\*\*\*

1. GO to "REGISTER FOR EVENT" and select STATE SCREENING information
2. Place a CHECK in the box beside the type of application you will be filling out. (**student/adult or instate/out of region or application only**).
3. Click on the "SAVE" button at the bottom of the page and WAIT UNTIL the Page Refreshes itself. (make sure a check box appears and it turns to a green selected).



Did a check appear beside the application you want to complete – and it says selected in GREEN?

If not – please go back to Step #2 to avoid entry & reference provider problems!!

4. Click on the name of the application to begin entering information (red, underlined text).
5. You will need all your contact information (including email and phone #), an electronic headshot/photo file, your theatrical resume and educational background. The photo to upload will need to be a recent black & white photo of just yourself, preferably a headshot - jpg files are best. The photo will appear on your application which will be photocopied and distributed to each of the companies at the auditions. (Maximum size is 2.5" x 2.5" or 1500x1500 pixels, 300kb max). If you need help with this, contact SETC.

## **\*\*You are now ready to begin entering information for your Audition Application\*\***

As you are complete each field within a page, use your TAB key to move between fields.

As you are completing information requested on each page, remember you must complete those fields that show a red asterisk.

As you move between pages, using previous or next question, you must SAVE each page in order to retain your information.

You may start the application and return later.

**To begin:** Enter your personal information and background by clicking onto the link entitled "1 Name and Contact".

### **1 Name and Contact**

- a) This is your personal contact information. If you have a record in the database, most of your name and contact information will automatically be completed. Verify all information, complete any blank fields and/or update your personal information, especially your contact phone number. (01/01/2001 format)
- b) Click on the **Save** button at the bottom of the page.
- c) The page will reload and it should say **Saved** in green at the top of the page. (If any information is missing, you will see the necessary fields listed in red at the top of the page. Complete the missing fields, and click **Save** again.)
- d) Click on **Next Question** at the top of the page.

### **2 Audition Information & Preferences**

- a) **Select** the state for which you are eligible to audition. If you have any question about which state that is – contact the SETC Central office to inquire.
- b) Check what type of audition you will perform: (Act only = 60 seconds, Sing only = 60 seconds, Act & Sing = 90 seconds) – All Equity auditionees get 90 seconds.  
*If you also wish to be considered as a dancer, please check the "I also Dance Box."*
- c) List the dates for when you are actually available to work and mark whether you are available "summer only," or for the summer & beyond = "year round."
- d) Check whether or not you would consider an intern or apprenticeship.
- e) Answer all the questions about previous auditions
- f) Click on the **Save** button at the bottom of the page.
- g) The page will reload and it should say **Saved** in green at the top of the page. (If any information is

missing, you will see the necessary fields listed in red at the top of the page. Complete the missing fields, and click **Save** again.)

h) Click on **Next Question** at the top of the page.

### **3 Physical Details / Training / Abilities**

a) Here, you will provide information about your physical type, your theatrical training and your technical theatre experience. You will also need to upload your photo – please let SETC assist you if need help with this. (The system most likes jpg and tif files.)

b) After completing this page, click on the **Save** button at the bottom of this page.

c) The page will reload and it should say **Saved** in green at the top of the page. (If any information is missing, you will see the necessary fields listed in red at the top of the page. Complete the missing fields, and click **Save** again.)

d) Click on **Next Question** at the top of the page.

### **4 Education**

a) Information about where you attended school and earned your degree(s) is required on this page. For each school attended or degree completed, you can complete the requested information and click onto the **Add** button. (Clicking onto the Add button is the same as clicking on the Saved button in previous steps). Even if you did not finish, or are still a student, you must complete this section. List your high school if you must.

b) After you have added all your educational experiences or degrees, review your list. If any changes need to be made, click on **Details** to the right of your particular school. The details will appear where you can make changes and click onto the **Update** button. If you wish, you can delete your selected detail by clicking onto the **Delete** button and your information will be removed from the list.

c) Each time you click on the **Add** button, the page will reload and you should see the information you just provided.

d) After having added all your education information, click on **Next Question** at the top of the page.

### **5 Experience**

a) Now you get to strut your stuff & list your experiences. Tell all about the shows that you have been in. Start with your most impressive (usually the most recent) roles and provide as much diversity about what you can do. **YOU MUST LIST AT LEAST ONE SHOW, BUT YOU CAN LIST UP TO 6 SHOWS.** For each for each show completed, you can complete the requested information and click on the **Add** button. (Clicking onto the Add button is the same as clicking on the Saved button in previous steps)

b) Each time you click on the **Add** button, the page will reload & you should see the information you just provided.

c) After having added all your experiences, review your list. If any changes need to be made, click on **Details** to the right of your particular experience. The details will appear where you can make changes and click onto the **Update** button. If you wish, you can delete your selected detail by clicking onto the **Delete** button and your information will be removed from the list.

d) After having added all your experiences, click on **Next Question** at the top of the page.

## **6 List Your Reference Here**

a) On this page, you will supply information for One professional director or theatre professor who knows your theatre work well, who preferably has seen you audition, and who will provide a reference for you. **HINT:** You should always call the reference BEFORE you list them to make sure you have updated email information and to ask them if they will provide the reference for you. If they say yes, please alert them to be on the lookout for an email from SETC and to contact us ([april@setc.org](mailto:april@setc.org)) if they do not receive that email.

You must include their name, affiliation, email and phone number. Once you input information for the reference, make sure you place a CHECK in the box at the bottom of the page – this will send an email to the reference provider and ask them to send the reference to SETC.

**If you have trouble reaching your references, or if they have trouble with the system, please contact SETC – we’re here to help- but don’t wait until the last minute!!**

b) Click on the **Save** button at the bottom of the page.

c) The page will reload & say **Saved** in green at the top of the page. It will also tell you if an email was sent. (If information is missing, you will see the necessary fields listed in red at the top. Complete the missing fields, & click **Save** again.)

d) Click on **Next Question** at the top of the page.

## **7 Terms and conditions**

a) **CAREFULLY** read each term/condition and place a check next to each item.

b) Click on the **Save** button at the bottom of the page.

c) The page will reload and it should say **Saved** in green at the top of the page. (If any information is missing, you will see the necessary fields listed in red at the top of the page. Complete the missing fields, and click **Save** again.)

**This is as much as you need to complete at this time.**

To print a copy of your application – use the tiny icon (🖨) in the upper left corner of any page of the application, and it will bring up a pdf file for you to view/print. Please check your application for misspellings, incorrect information, etc. Go back and make corrections as needed. Once you submit your application, you may only make changes by contacting SETC.

**Once you have proofed your application and made any necessary correction, you may log out.**

**In a few days** go to the SETC registration site <http://setc.matchingneeds.com> and log into your SETC record by entering your username and password. Go back to the Register for Event and State Screenings, then click on your link for the application. Then select Item #8 Reference from a Director or Professor. Once on this page check to see if your reference provider has responded. If not, contact your reference provider to remind them to complete your reference information. If your reference provider has responded, then you are now ready to continue with your application.

Check back frequently to make sure your reference has received the email and has completed their reference for you. Again – if you need help with this contact SETC.

Go to the top left of the page and click on “**up one level**”. This will take you back to the page where you began when you had to click onto “name and contact”. **Scroll and click onto the “My Application is now Complete” button.** If any information is missing, you will see required fields listed in red at the

top of the page. If you have done all the previous steps correctly, your application status will change to the next stage and the page will refresh. Scroll down to the bottom of this page and click onto the "**Back**" button. **WAIT** for the page to refresh and then click onto "**FILLOUT FORMS**" in the side menu again. If you have completed the previous steps correctly, your application status will now say "Pending," and you will receive an email telling you that your application is pending.

Select the "**Submit Complete Application(s) to SETC**" button at the bottom of the page. CONFIRM your choices, and you will be directed through making any payment due with a Visa or MasterCard. *(If no state fees are collected, there will be no steps for making payment, your application will simply change to "submitted status.")* When you have successfully submitted your application, you should receive an email stating this.

All portions of the application must be complete (including a photo & reference) before you can prepare your application for payment & submission.

**PLEASE NOTE:** If you are making payment with a credit card that is not in your name – make sure to enter the applicant's name and address in the "**ship to**" section of the credit card billing information so SETC can properly track your payment.

**Do not** leave the system, close your browser, or turn off your computer until you are given a CONFIRMATION NUMBER. Either Print off the page with that number, or write down the number and date you submitted payment.

You will receive an email receipt via our secure online transaction system, Plug-N-Pay for any payment you make. **Save this receipt for your records.** If you do not receive a receipt within 2 business days, contact SETC via [mark@setc.org](mailto:mark@setc.org) .

Now wait. After your state deadline has passed, you will receive your audition number and instructions on where to sign in, when to be there and much more – from your State Auditions Coordinator. SETC will not have that information, so please do not call us – call the State Coordinator.

PLEASE – watch your email carefully for correspondence from SETC. Sometimes the emails are rejected, put into spam, trash, or deleted folders (especially aol, hotmail and yahoo). If you have not heard from us in a reasonable amount of time, pick up the phone and call the SETC Central Office, or your state coordinator.

**REMEMBER:** If at any time you need help with the online application process, or have any questions about the auditions, email or call us. We are here to help, but please don't wait until the deadline or the night before – it will be too late!!

**Break a leg!!**

**After the state auditions**, you will receive an email to confirm if you are passed, not passed, or an alternate. This will give you instructions on how you may complete your SETC Convention registration and make sure your application is set up to receive an audition number.

**IF YOU CHANGE YOUR EMAIL ADDRESS – CONTACT SETC!!!!**

\*\*\*\*\*AFTER THE SCREENING AUDITIONS \*\*\*\*\*

## CHECK YOUR EMAIL!!!

- 1) If you are passed-on through the screening auditions: You will receive an email from SETC instructing you how to register and pay for the SETC Convention online by your registration deadline. You may also add other activities at that time such as banquet, meals, job contact, graduate auditions, etc.
- 2) **If you DO NOT complete your registration and pay your fees by the deadline, you will LOSE your audition slot.** Make sure you check your email frequently and follow the instructions. You have approximately two weeks to complete your SETC registration & payment.
- 3) If you are NOT passed at the screening level: You will receive a different email which will allow you to register for the convention (without the auditions of course) and select any activities you wish, except of course the auditions.
- 4) Alternates: You will receive a specific email of instruction – please wait for this and check your email frequently!!! If later you are offered an audition slot, you will only have 5 days to register and accept that offer.

**Special Note: Ultimately YOU are responsible for your application, registration, etc. SETC is here to help, but if spam programs, school filters, full mailboxes, or whatever prevent our communications from getting to you, we have no control over that.**

**If you do not hear from us in a timely manner – don't assume everything is okay – check back and call us!**