

# Detailed Instructions on How to Apply for SETC SETC Professional Screening Auditions

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

1. Go to the SETC website <https://www.setc.org/auditions/setc-screenings/> to obtain general information about the Screening Auditions.
2. Click on your state to see more detailed information about registration and auditions for the site to which you are assigned to audition. Make special note of deadlines for application, SETC registration, etc.
3. **DOWNLOAD, SAVE AND PRINT THE "APPLICANT GUIDELINES & ONLINE INSTRUCTIONS" FOR REGISTERING YOU SEE THERE.** (i.e. This document)
4. **Starting September 14, 2018**, you will be able to click on the button labeled "Apply Now" 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 account.** You may use either the **Password Help option**, or EMAIL the SETC office via [info@setc.org](mailto:info@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 "Create Account" feature from the login page and create a username and password (use only lowercase letters and numbers -- no special symbols such as \*, &, \_, etc.). Also include a hint to remind you if you forget your username or password.

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

1. Click on the menu item in the left column "EVENT REGISTRATION"
2. Under the **SETC Screenings for March 2019: Choose your site of audition** from the drop down box under the informational paragraph, then hit **SELECT**.
3. Put a check in the box of your site's application. **Click on the SAVE** button at the bottom of the page and WAIT UNTIL the Page Refreshes itself. *(Make sure a check box still appears after the page has refreshed).*
4. Click on the name of the application (blue, underlined text) to begin entering information. You will need:
  - a) Your contact information (including email and phone #)
  - b) A .jpg or .png file of a recent headshot/photo of just yourself. **(Do NOT use PDFs.)** The photo will appear in B&W on your application which will be distributed to each of the theatres at the auditions. (Maximum file size is 2.5" x 2.5" or 1500 x 1500 pixels, 300kb max). If you need help with this, contact SETC.)
  - c) Your theatrical resume and educational background w/ contact information and website addresses.
  - d) Name and email address of your reference – you should first contact them to confirm the email address they wish you to use, and to obtain permission to list them as your reference.

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

As you complete each field within a page, use the TAB key to move to the next field. As you complete information requested on each page (fields with a red asterisk must be completed), you must click on the save button at the bottom of the page. If after saving the page, you see any notes in red at the top of the page, you may have failed to complete a required item or field. Complete the item(s) and click onto the save button again. Please note that the page where you list your education and experiences only have a button labeled "Add". When entering information on these pages, clicking the "Add" button is the same as clicking a "Save" button and, with each entry added, another box will appear allowing you to add additional information.

**To move between pages, use the "Next Page" or "Previous Page" Buttons. To return to the first page which listed the questions for your application, simply click onto the "Previous Menu" button. If you click onto the "Back" button at the bottom of any page, you will be returned to the page where you originally checked the site in which you are auditioning.**

**To begin:** Enter your personal contact information by clicking on link entitled "1 Name and Contact".

## **1 Name and Contact**

- a) **Your** personal contact information. Since you already have a record in our system, most of your name and contact information will automatically be transferred here. Verify all information, complete any blank fields and/or update your personal information, especially your email, contact phone number and birth date. (Enter phone number format as 111-222-3333 and be sure to select your full month, day & year of birth.)
- 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 the “**Next Page**” button lower right of the page to move to the next page/question.

## **2 Audition Information & Preferences**

- a) Answer the questions about you, your audition/work preferences and previous activity with SETC.
- b) Check what type of audition you will perform: (Act only = 60 seconds, Sing only = 60 seconds, Act & Sing = 90 seconds).  
*If you also wish to be considered as a dancer at the Spring Professional Auditions, please check the “I also Dance Box.” [This does not guarantee you will be asked to attend the dance call.]*
- b) List the dates for when you are actually available to work . And check if those dates may be flexible. If you have open-ended availability, please enter 09/09/9999
- c) Select whether you are available: “Summer Only,” or, for the summer & beyond = “Year Round.”
- d) Check whether you would consider an intern or apprenticeship.
- e) Make sure to answer any question that applies specifically to your site of audition. You may have to scroll down to read them all. (This usually gives you the option of requesting a specific screening day/block.)
- 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 the “**Next Page**” button lower right of the page to move to the next page/question.

## **Physical Details / Training / Abilities / Headshot**

- a) Here, you will provide information about your physical type, your theatrical training and your technical theatre experience. Click on the **Save** button at the bottom of this page. Then move on to uploading your photo – please let SETC assist you if need help with this. (The system can use jpg and png files; **DO NOT use pdf 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 the “**Next Page**” button lower right of the page to move to the next page/question.

#### **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 (if not completed - list n/a), you can complete the requested information and click on the **Add** button. (*Clicking on 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. **DO NOT** list your high school.

b) After you have added your pertinent educational experience(s) or degree(s), review your list. If any changes need to be made, click on **Details** to the right of the item you wish to change. The details will appear where you can make changes and click on the **Update** button. If you wish, you can delete your selected detail by clicking on the **Delete** button and this item will be removed from the list.

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

- d) Click on the “**Next Page**” button lower right of the page to move to the next page/question.

#### **5 Experience**

a) Now you get to list your best theatre credits. 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 SIX SHOWS.** For each show you wish to list, complete the requested information and click on the **Add** button. (*Clicking on 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 and 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 the item you wish to change. The details will appear where you can make changes and click on the **Update** button. If you wish, you can delete your selected detail by clicking on the **Delete** button and this item will be removed from the list.

- d) Click on the “**Next Page**” button lower right of the page to move to the next page/question.

#### **6 List Your Reference Here**

a) On this page, you will supply information about one (1) professional director or theatre professor who knows your theatre work well, who preferably has seen your audition piece, and who will provide a reference for you. 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 provide information to SETC. **HELPFUL HINT:** Call the reference BEFORE entering this information and ask if they are willing to provide a reference, confirm their email to list, and you can alert them to be on the lookout for an email from SETC to help with the process.

**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!! Deadlines end at NOON.**

- 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. (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 the “**Next Page**” button lower right of the page to move to the next page/question.

## 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.**

**Print** a copy of your application – use the tiny icon (🖨️) in the upper left corner of any page of the application, and it will open a pdf 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 exit your application by clicking onto the “Back” button located on the lower left of the page.**



Go back into the SETC registration site (<http://setc.matchingneeds.com>) and log into your SETC record by entering your username and password. Click on the link for your SETC Screening Application. On this page, click on Item #8 – “Reference from A Director or Professor.” On this page - check to see if your reference provider has provided information to SETC and it is in your application. If not, call your reference provider to ask them to supply your reference information. **Check back** frequently to make sure your reference has received the email and has completed their reference for you. **Again – if you or they need help with this, contact SETC before deadlines so we can assist you.**

If your reference provider has responded then you are now ready to proceed with your application.

Go to the top left of the page and click on the “**Previous Menu**” button. This will take you back to the page where you see the entire list of questions you have just completed. **Scroll to the bottom of this page and click on the “My Application is now Complete” button.** If any information is missing, you will see the required fields listed in red at the top of the page. Complete any missing information and repeat this process.

If you have done all the previous steps correctly, your application status will change to the next stage and the page will simply refresh. Scroll down to the bottom of this page and click on the “**Back**” button. Your application status should now say “**Pending.**” Note: The system also sends you an email telling you that your application is pending.

Select the “**Submit Complete Application(s) to SETC and Make Payment**” 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. **(Your application will change to “submitted” status.)** When you have successfully submitted your application, you should receive an email stating this. If you do not receive that email after several hours, contact [mark@setc.org](mailto:mark@setc.org) .

All portions of the application must be complete (including a photo & reference) before the system allows you 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 YOUR name and address in the “Ship To” section of the credit card billing information so SETC can properly track your payment.**

**When making 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 the date you submitted payment. **Staple that to a copy of your application and keep for your records.**

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.** *Approximately 1 week after your site's deadline has passed,* you will receive your audition number and instructions on where to sign in, when to be there and much more – from SETC via email. Be sure to confirm the type of audition for which you are registered. This is the type of audition you are expected to do at the screening auditions. If any changes are to be made, contact SETC.

PLEASE – watch your email carefully for correspondence from SETC. Sometimes the emails are rejected, put into spam, junk, trash, or deleted folders (especially AOL, Hotmail and Yahoo, and many school systems). 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 SETC Screening Audition Coordinator for your site.

**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 (NOON) or the night before – it may be too late!!

**Break a leg!!**

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

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

**After the SETC Screening 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.

**CHECK YOUR EMAIL OFTEN!!!**

- 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 registration & pay fees by your specific NOON 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 and select any activities you wish, except of course the auditions.