



## UNDERGRADUATE APPLICATION INSTRUCTIONS

SETC 70th Annual Convention ♦ Knoxville, TN ♦ February 28 – March 3, 2019

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### YOU WILL NEED

- A recent photo of yourself saved digitally
  - Your Guidance Counselor's phone and email
  - Your Reference Provider's (theatre teacher or director) phone and email
1. Go to [www.setc.org](http://www.setc.org) → Click on "Login" in the upper right hand corner → Click "REGISTER" button (You can also get here from the "APPLY" button on the Undergraduate page of the website.)
  2. Login:
    - a. If you already have a Username and Password: please enter them → select "Convention Registration 2019"
    - b. If you don't have a Username and Password → click on "Create Account". Fill out all of your account information. (Make sure that you save your username and password.) → select "Register for SETC" from the menu on the left → then select "Convention Registration 2019" as your Event
    - c. If you have an account already and cannot remember your login information, please call the SETC Central Office at 336-272-3645 or email [info@setc.org](mailto:info@setc.org).
  3. Under Registration, check the box beside Convention Registration STUDENT; Under Auditions, check the box beside "Undergrad Auditionee: Jrs, Srs, Transfers – Acting Only" OR under Design/Tech, check the box beside "Undergrad School Interviewee (Design/Tech)." \*You may participate in both the auditions and the design/tech interviews, but you will have to pay two separate \$20 application fees.
  4. After you have checked the appropriate boxes, go to the bottom of the page and click SAVE.
  5. Now you should start filling out your online application. To get to the application, click on the underlined link for "Undergrad Auditionee: Jrs, Srs, Transfers – Acting Only" or "Undergrad School Interviewee (Design/Tech).
  6. You are now on the Menu page for the application. Read the information. Make sure you have reviewed the appropriate Guidelines for your area as well as the SETC Refund Policy. Guidelines can be found on the Undergraduate page of the SETC website.
  7. Start on page one "Name and Contact" to begin filling out the information. Make sure that you click SAVE at the bottom of each page so you don't have to enter information more than once. Each page will have information that you need to complete before you will be able to submit your application.
  8. References from your drama teacher or a director and your guidance counselor\* are needed before you complete your application. These references are collected electronically, so you will need to let both of these individuals know that they will be receiving an email from SETC with this request and they should respond as soon as possible.  
*\*If you do not have a guidance counselor, please contact Cadie in the SETC Office to discuss an alternative reference provider\**
  9. You should check periodically to ensure your guidance counselor and nominator have completed their part. You will be sent a copy of the "Thank You" email that SETC sends to your references. 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.)
  10. We will email your audition or interview number and schedule information in February. Make sure you've added [@setc.org](mailto:info@setc.org) and [@matchingneeds.com](http://www.matchingneeds.com) to your email address book; otherwise our emails might end up in your SPAM folders.

If you have any questions or experience any problems, email Cadie Burks at [cadie@setc.org](mailto:cadie@setc.org) or call at 336-272-3645.