



## GRADUATE APPLICATION INSTRUCTIONS

**SETC 70th Annual Convention ♦ Knoxville, TN ♦ February 27 – March 3, 2019**

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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 Graduate page of the website.)
2. Login:
  - a. If you already have a Username and Password: please enter them → select “Convention Registration 2018”
  - 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) and specify whether you need your username and password hint or if you would like your password reset.
3. Under Registration, check the box beside Convention Registration STUDENT or ADULT; Under Auditions, check the box beside “Graduate School Auditionee (Actors Only)” OR under Design/Tech, check the box beside “Graduate School Interviewee (Design/Tech).”
4. After you have checked the appropriate boxes, go to the bottom of the page and click SAVE.
5. To get to the application, click on the underlined link for “Graduate School Auditionee (Actors Only)” or “Graduate 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. Guidelines can be found on the Graduate Auditions/Interviews 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. A reference is needed before you complete your application. This reference is collected electronically, so you will need to let this person know that they will be receiving an email from SETC with this request and they should respond as soon as possible. In order to send a reference you need to enter the information and make sure that the box is checked to send email to your reference and that their email address is all lowercase and spelled correctly.
9. You should check periodically to ensure your reference has completed their part. Once they've 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. To submit your application to SETC, you will need to pay for your Convention Registration and the Application Fee. Your application status should appear as “Pending” before you pay and “Submitted” after you pay.
11. We will email your audition or interview number and schedule information in February. Make sure you've added [@setc.org](mailto:@setc.org) and [@matchingneeds.com](mailto:@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.