



# Summer and Outdoor Theatre Auditions (SOTA)

## Friday & Saturday, January 18 & 19, 2019

Odell Auditorium | Greensboro College | Greensboro, NC

### GETTING READY TO REGISTER

*Please allow yourself and your reference the needed time to complete the application/reference process. Don't wait until too close to the deadline to begin the process, so your reference has time to respond to SETC by the deadline.*  
**Please contact SETC if you need assistance at any point during the registration process.**

- 1) Make special note of the **Noon (Eastern Time)** application deadline on December 19. **HOWEVER** –when all slots are filled, the applications will close at that time, even if before the 19<sup>th</sup>!!
- 2) Go to [www.outdoor-theatre.org/auditions](http://www.outdoor-theatre.org/auditions) for information on SOT Auditions.
- 3) Click on “**Download Instructions**” (i.e. This document). We recommend that you **print and save** this document.
- 4) Gather the following information:
  - a) Your contact information (including email, address, and phone #).
  - b) A digital file of a recent photo of just yourself. A headshot is preferred. Use a JPG or PNG file. **Do not use a PDF.** (Maximum size is 2.5" x 2.5" or 1500px x 1500px; 300kb max)
  - c) Your theatrical resume and educational background.
  - d) Name and email address of your reference:
    - i) First, contact them to obtain permission to list them as your reference.
    - ii) Confirm the email address they wish you to use for their reference.
  - e) A list of your show credits: Role, what theatre produced the show, their phone number and website.
  - f) You will need a Visa or MasterCard at the end for payment: Card #, Expiration Date, and Card Security Code (3 numbers from the back of the card).
- 5) **Starting Dec. 5, 2018**, you will be able to click on the “**Apply Now**” button to access the registration portal. You must have a username and password to enter this site.
  - a) If you have been an SETC member or have applied for, auditioned at, or attended an SETC event in the past, you already have a username and password. **Please do NOT create a new account.** You may use the **Password Help option** or **email the SETC office** at [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'll 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, e.g. \*, &, \_, etc.). Please include a hint to help remind you of your username or password in case you forget in the future.

### ONCE YOU ARE LOGGED IN TO THE REGISTRATION PORTAL

- 1) **Select “Event Registration”** from the menu on the left.
- 2) Click “**Select**” next to “2019 Summer/Outdoor Theatre Auditions”
- 3) Place a check in the box(es) for each part of the SOT Auditions in which you want to participate. **Click SAVE** at the bottom of the page and **wait until the page refreshes itself**. (Make sure the checked box(es) still appear once the page has refreshed.)
- 4) Click on the SOT Audition Application to begin entering information ([blue, underlined text](#)).

**NOTE: If you are doing JUST TECH, you must also complete the SOT Audition Application**

### Tips for Entering Information:

- Use the TAB key to move to the next field.
- Use **NEXT PAGE** / **PREVIOUS PAGE** buttons or the numbers at the top to move between pages.
- Fields with a red asterisk are required.
- Click **SAVE** at the bottom of each page. If any information is missing for required field(s), you will see notes in red at the top of the page. Complete missing field(s) and save again.

- Some pages use **ADD** as the Save button. Once all entries are listed, just move to the next page.
- To return to the first page which lists the questions for your application, simply click on the **PREVIOUS MENU** button.
- To return to the main page of activity options click on the **BACK** button.
- All portions of all application(s) must be complete (including an uploaded photo and a response from your reference) before the system will allow for payment and submission.

## Click Each Item and Complete the Information:

### 1 Name and Contact

- a) Personal contact information. 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 123-456-7899 and be sure to select your day, month and year of birth.)
- b) Click **SAVE** 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 **SAVE** again.)
- d) Click on **NEXT PAGE** in the lower right of the page to move to the next set of questions.

### 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: (Acting only = 60 seconds; Singing only = 60 seconds; Acting & Singing = 90 seconds).
- c) If you also wish to be considered as a dancer at the SOT Auditions, please check the “I also dance” box. (This does not guarantee you will be asked to attend the Dance Call, but if you do not sign up for the Dance Call in advance, a theatre still might request that you attend.)
- d) List the dates for when you are actually available to work, and check if those dates may be flexible.
- e) Select whether you are available “Summer Only” or “Year-Round” (for the summer and beyond).
- f) Check whether or not you would consider an internship or apprenticeship.
- g) Check as many “hire preferences” as you wish (e.g. Musical, Non-Musical, Touring, etc.)
- h) Check whether or not you are willing to relocate.
- i) Click on the **SAVE** button at the bottom of the page.
- j) 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 any missing fields and **SAVE** again.)
- k) Click the **NEXT PAGE** button in the lower right of the page.

### 3 Physical Details / Training / Abilities / Photo

- a) Here, you will provide information about your physical type, theatrical training and technical theatre experience, and you will upload a photo.
  - i) Enter information about your physic type.
  - ii) Enter information about the TYPE of training and technical experience you have. Do not list your school credits or degrees here; there is a place to do that later.
  - iii) Enter special skills like horseback riding, juggling, etc.
- b) Click **SAVE** at the bottom of this page.
- c) Upload your photo – please let SETC assist you if need help with this. **DO NOT use PDF files.**
- d) After completing this page (including the upload of your headshot), click on the **SAVE** button at the bottom of this page.
- e) The page will refresh and should 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 of the page. Complete missing fields and **SAVE** again.)
- f) Click the **NEXT PAGE** button in the lower right of the page.

### 4 Education

- a) For each school you’ve attended or degree you’ve completed, enter the requested information and click on the **ADD** button. (*Clicking on the ADD button is the same as clicking on the SAVE button in previous steps*). Even if you did not finish or are still a student, you must complete this section. If you left without a degree, list n/a. **DO NOT** list your high school information.
- a) After adding experience/degree(s), review the list. If changes are needed, 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 a selected detail by clicking on the **DELTE** button and this item will be removed. Each

time you click on the **Add** button, the page will reload, and you should see the information you just provided near the top in a list.

- b) Click the **NEXT PAGE** button in the lower right of the page.

### **5 Experience**

List the plays you have done at school, community theatre, or professional work:

- a) You **must** list at least **one** show, but you may list as many as six.
- b) Start with your most impressive (usually most recent) roles.
- c) Provide as much diversity as possible about what you can do (e.g. comedy, musical theatre, straight show, etc.)
- d) Complete the requested information for each show you wish to list and click the **ADD** button. Each time you click the **ADD** button, the page will reload, and you should see the information you just provided near the top in a list.
- e) Review your list. If changes need to be made, click on **DETAILS** to the right of the item you wish to change, edit as necessary, and select **UPDATE**.
- f) To remove an extra listing, clicking on **DELETE** and then **CONFIRM** that you wish to do so.
- g) Click the **NEXT PAGE** button in the lower right of the page.

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

**REMINDER:** Contact your reference **BEFORE** entering this information. Ask if they are willing to provide a reference, confirm the email to list, and alert them to be on the lookout for an email from SETC to help with the process.

- a) List the name, affiliation, email and phone number for one (1) professional director or theatre professor who knows your theatre work well (preferably who has seen your audition piece), and who will provide a reference for you.
- b) Place a CHECK in the box at the bottom of the page: This will send an email to the reference provider asking them to provide information to SETC.
- c) Click **SAVE** at the bottom of the page.

**If you have trouble reaching your reference or if they have trouble with the system, please contact SETC. We're here to help, but don't wait until the last minute! Applications close at NOON ET on Dec. 20.**

- d) Page will reload and 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 any missing fields, and click **SAVE** again.)
- e) Click **NEXT PAGE** in the lower right of the page.

### **7 Terms and Conditions**

- a) **READ** each term/condition and place a check next to each item.
- b) Click **SAVE** at the bottom of the page.
- c) Page will reload and 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.)

### **8 Print & Review**

Use the tiny icon () in the upper left corner of any page of the application, and it will open a PDF to view/print.

- a) Check your application for misspellings, incorrect information, etc.
- b) Go back and make corrections as needed. Once you submit your application, you may only make changes by contacting SETC.
- c) Once you have proofed your application and made any necessary correction(s), you may exit the auditions application by clicking on **BACK** located on the lower left of the page.
- d) If you are doing just the audition and not the Dance Call or the Fight Call, you are finished **for now**. However, if you wish to participate in those activities as well, ...

**COMPLETE THE INFORMATION FOR EACH OF THE ACTIVITIES IN WHICH YOU WISH TO PARTICIPATE (Dance, Fight, Tech Interviews)**

- a) Go back to the main activities page.
- b) Click on the [blue underlined](#) link for each part and fill out the requested information.

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

**In a few days**

Go back into the SETC registration portal (<http://setc.matchingneeds.com>), log in with your username and password, and return to **Item #8 REFERENCE FROM A DIRECTOR OR PROFESSOR** in your application.

- a) If your reference is not in the application,
  - i) Resend the email with a check in the box and **SAVE**
  - ii) Check with your reference provider to see if they received the email from SETC. Ask them to please respond to the email.
  - iii) **Check back** frequently to make sure your reference has received the email and has completed their reference for you.
  - iv) Again, **if you or your reference provider need help with this, contact SETC before the deadline.**
- b) If your reference is in place, then you are now ready to proceed with your application.
  - i) Go to the lower right of the page and click on **PREVIOUS MENU**. This will take you back to the page where you see the entire list of questions you have just completed.
  - ii) Scroll to the bottom of this page and click **MY APPLICATION IS NOW COMPLETE**. (If any information is missing, you will see the required fields listed in red at the top of the page. Complete any missing information, save, and repeat this process.)
- c) If you have done all the previous steps correctly, your application will change status and the page will refresh.
  - i) Scroll down to the bottom of this page and click **BACK**.
  - ii) Your application status should now say "**Pending**" to the right.
  - iii) The system also sends you an email telling you that your application is **Pending**
- d) Pay and submit.
  - i) Click on **SUBMIT COMPLETE APPLICATION(S) TO SETC AND MAKE PAYMENT** at the bottom of the page.
  - ii) **CONFIRM** your choices, and you will be directed through making payment with a Visa or MasterCard.

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

- iii) Your application(s) will change to "submitted" status.

**When making payment:** Do not leave the system, close your browser, or turn off your computer until you are given a confirmation number. **Write that number on a printed copy of your application and keep it 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 two business days, contact SETC via [jean@setc.org](mailto:jean@setc.org). You should also receive an email stating that your application(s) is/are submitted.

- e) **Now wait.** No later than the first week of January, you will receive an email with your audition number and instructions on where to sign in, when to be there, and much more. Be sure to confirm the type of audition for which you are registered. If there are questions, contact SETC [april@setc.org](mailto:april@setc.org).

**PLEASE:** Watch your email carefully for correspondence from SETC. Sometimes 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 at 336-272-3645. **Ultimately, YOU are responsible for your application, registration, etc. We are here to help, but if spam programs, school filters, full mailboxes, failure to check your email, or other circumstances prevent communications from getting to you, we have no control over that. Make sure you add all SETC email addresses to your address books or white list us! If you do not hear from us in a timely manner, don't assume everything is okay—call us! IF YOU CHANGE YOUR EMAIL ADDRESS, CONTACT SETC ASAP!**

**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 Eastern Time on December 19 or earlier); it may be too late.

**Break a leg!**