

We recently converted our membership database system to better serve our members. As with any conversion of this magnitude, there were bound to be issues, both expected and unexpected. We appreciate the feedback provided to us, especially when members encountered errors. In response to member feedback, we have compiled this resource to help navigate some of the most common functions in the database. While not a complete user's guide, it is intended to provide clarity about updating profiles, adding eligible students to troupe rosters, inducting eligible students, and allowing for new troupes to be chartered.

Please contact us directly at our Membership Services Center with questions about this guide or if other errors occur. We can be reached via email at members@schooltheatre.org or via telephone at 513.421.3900 x1 Monday through Friday from 8:30 a.m. - 5:00 p.m. EST.

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GETTING STARTED

To help navigate the new system, here are a few tips to get started:

- **Community Hub:** This is the new area of the website to conduct transactional business related to membership, troupe, and organizations. Formerly known as the “Troupe Business” page.
- **Personal Snapshot:** This is a personal dashboard to connect to Community Hub. Please bookmark the following link for quick access: <https://myedta.schooltheatre.org>. You can also access Community Hub and your Personal Snapshot by clicking the Sign In button at the top right corner of schooltheatre.org, logging in, and then clicking My Account next to your profile avatar at the top right corner of the page.
- **To view the roster of active Thespians/JR Thespians** for your troupe, click on the My Troupe/School/Org button from your Personal Snapshot page, then click the “...”, and select Manage Roster. From there, you can access students’ Thespian ID numbers (aka EdTA ID), add honor/academic ranks, and update student contact information.
- **To add eligible students to your roster for induction**, click on the Import Student Roster button from your Personal Snapshot page, and follow the directions to create an Excel .csv file for upload. NOTE: *This step does NOT create induction(s) records. Students will appear eligible for induction the next day.*
- **To induct Thespians/JR Thespians**, click on the Thespian Society Induction button from your Personal Snapshot page, then follow the steps in the process. NOTE: *It is highly recommended that you first upload eligible students using the Import Student Roster process above, then all you have to do is search for and select the students you wish to officially induct.*
- **To induct Honorary Thespians**, please contact the Member Service Center by emailing members@schooltheatre.org or calling (513)421-3900, ext. 1. This process will be available soon in Community Hub.
- **To transfer students between troupes**, please continue to use the [Transfer student membership form](#).
- **Change of Troupe Director forms and Troupe Charter applications** can also be accessed by clicking the respective buttons from the Personal Snapshot page.
- **Honor items and Graduation Regalia** are available for purchase in the [Thespian Shop](#).
- **Thespian Spirit items** can be purchased by [clicking here](#).
- **Trophy Awards** can be purchased by [clicking here](#).

INDUCTING THESPIANS

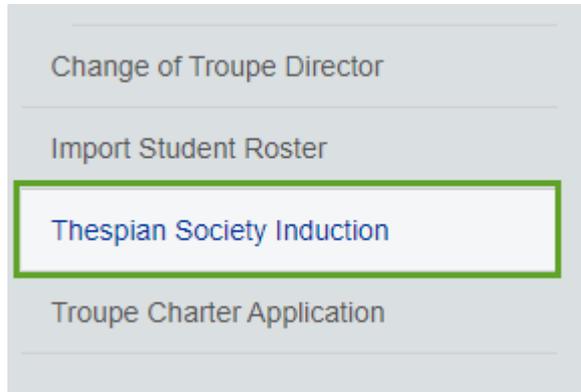
Import Inductee Roster

The Import Inductee Roster link should be used when you need to induct more than 15 new Thespians and/or Junior Thespians. The import function uses an overnight process to create accounts for new inductees. It **does not** finalize Thespian or Junior Thespian inductions.

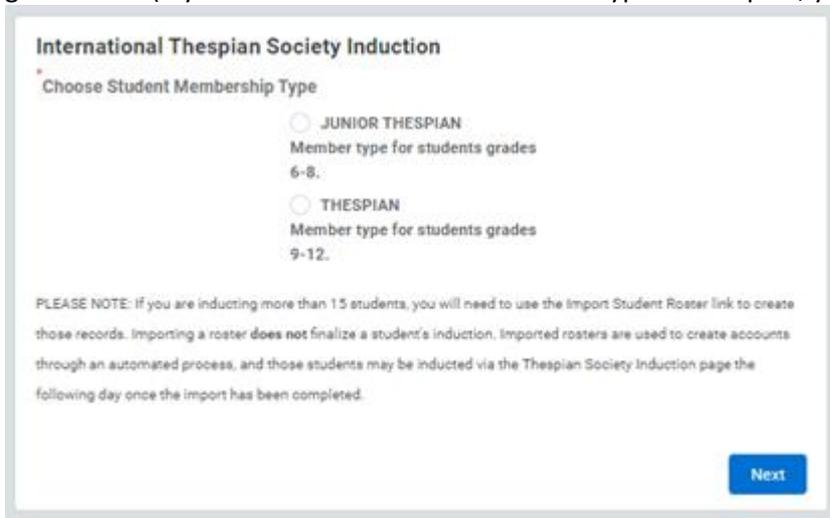
1. Login at myedta.schooltheatre.org.
2. From your Personal Snapshot, locate and click the Import Inductee Roster link in the left-hand navigation menu.
3. Create a .csv file that includes required student information based on the following column headers. **Please note:** These column headers must be entered exactly as they appear below. The BirthDate field must be in the format of MM-DD-YYYY. The GraduateYear field must be in the format of YYYY.
 - FirstName
 - LastName
 - EmailAddress
 - BirthDate
 - GraduateYear
4. Upload your .csv file on the Import Inductee Roster page. You will receive a success message.
5. The day following import, use the Thespian Society Induction instructions below to finalize the inductions.

Thespian Society Induction

From your Personal Snapshot, locate and click the Thespian Society Induction link in the left-hand navigation menu:



The next page will prompt you to select the type of Thespian(s) you are inducting based on current grade level. (If you need to induct more than one type of Thespian, you will have a chance to do so)



International Thespian Society Induction
Choose Student Membership Type

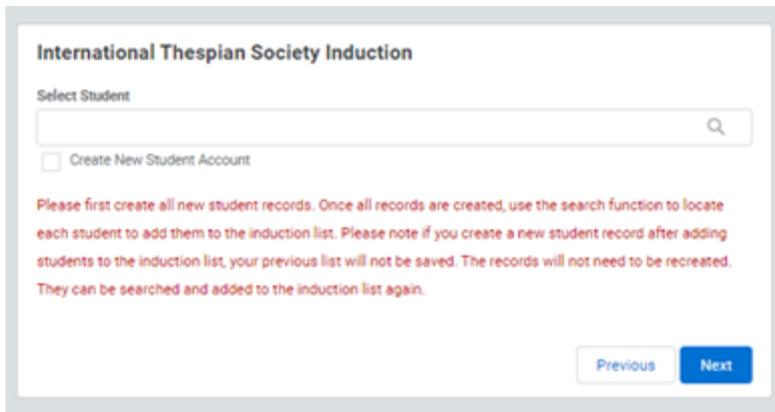
JUNIOR THESPIAN
Member type for students grades 6-8.

THESPIAN
Member type for students grades 9-12.

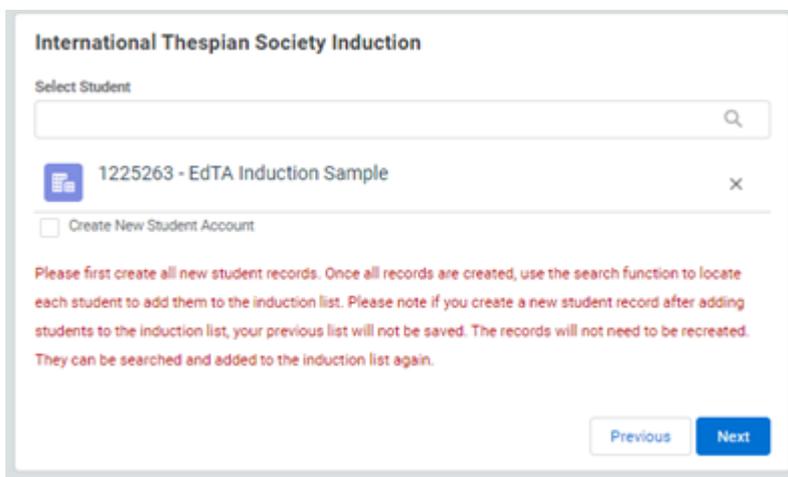
PLEASE NOTE: If you are inducting more than 15 students, you will need to use the Import Student Roster link to create those records. Importing a roster does not finalize a student's induction. Imported rosters are used to create accounts through an automated process, and those students may be inducted via the Thespian Society Induction page the following day once the import has been completed.

Next

After making your selection and clicking Next, you'll be prompted to either create new student records, search for existing eligible records, or both. **Please note:** If you need to create new records, you should create **all** of those records first. Once all records have been created, use the search function to add each record to your induction list.



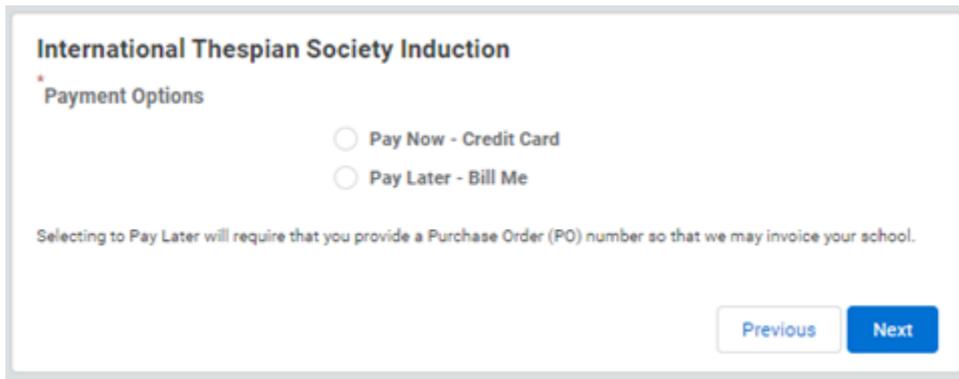
After you search and add each student to your induction list, the student will appear as follows. Click Next to proceed.



The next page will provide you the opportunity to induct more students. Selecting Yes and then clicking next will take you back to the Thespian type selection page. Selecting No will allow you to proceed to checkout.



Next, you will be prompted to select your preferred method of payment and then proceed.



The screenshot shows a web form titled "International Thespian Society Induction". Under the heading "Payment Options", there are two radio button options: "Pay Now - Credit Card" and "Pay Later - Bill Me". Below these options, a note states: "Selecting to Pay Later will require that you provide a Purchase Order (PO) number so that we may invoice your school." At the bottom right of the form, there are two buttons: "Previous" and "Next".

Based on the method selected, use the following information to finalize the inductions:

- Pay Now – Credit Card: Payment information will be entered directly into the online platform, and the official order will be generated.
- Pay Later – Purchase Order: An approved purchase order number should be entered directly into the website, and the official order will be generated. We no longer require submission of purchase orders via fax or email.
- Pay Later – Check: Type the word “Check” into the Purchase Order Number field and submit the order. The order will be finalized once payment is received and applied. A copy of the invoice can be located via the My Orders link in the left-hand navigation bar.

Please note: EdTA only ships membership credentials and store items once full payment or a P.O. is received. Once submitted, inductions may not be reversed or substituted. Schools are responsible for submitting payment; induction fees are not refundable or transferable.

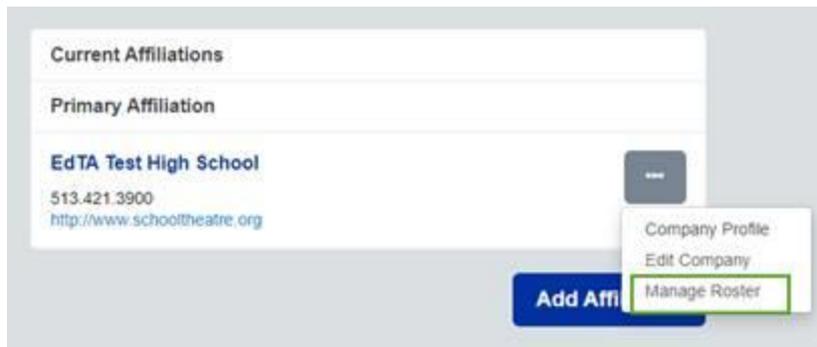
Managing a Troupe Roster

Login at myedta.schooltheatre.org.

Once your Personal Snapshot loads, click My Troupe/School/Org in the navigation bar to the left:



As troupe director, your affiliation with your troupe will be listed on the next page. You can view your roster using the following link:



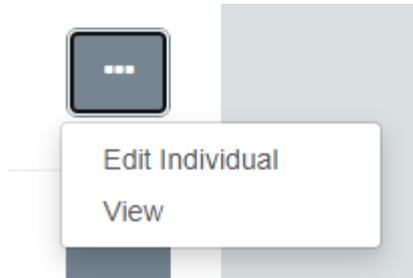
Once you have chosen to manage your roster, the following page will display:



Any individuals with an active affiliation with the troupe will appear below the search bar. This includes:

- Active Thespians (both student and Honorary)
- Eligible Thespians that have records in the system
- Professional members who are connected to the troupe
- Your administrator
- Yourself

You can use the following links to view or edit the record:



View displays contact and membership information.

Edit Individual allows you to update honor ranks and scholar distinctions for active and/or eligible Thespians. All other contact information may only be changed by the specific account holder.

If a correction must be made to an individual's name, please contact the Membership Team via email at members@schooltheatre.org. When contacting us, please provide the following:

- Name of School/Institution
- Troupe Number
- The individual's name as it currently appears in the system
- The individual's corrected name

PLEASE NOTE: At this time, there is not a way for troupe directors to print their roster via Community Hub. We are working closely with our programmers to find a solution for improving this particular user experience. In the meantime, we are glad to provide a copy of your roster as a PDF which includes pertinent Thespian information sorted alphabetically by last name. If you need your roster, please contact us via email at members@schooltheatre.org.