

DTASC Computer Manual

Non-member Login instructions:

- Open your web browser to www.dtasc.org or www.cetoweb.org/dtasc_pages
- Go to registration page
- Click link next to “Not a Member?”
- Fill out all required fields
- Press submit
- Allow 3-5 business days for the membership secretary to update your profile
- Then follow member instructions

Member Login Instructions:

- Open your web browser to www.dtasc.org or www.cetoweb.org/dtasc_pages
- Go to registration page
- If you have forgotten your login information, press the link next to “Forgot your Password?”
 - Type in your *username* and press submit
 - An e-mail will be sent with your login information
- In the login field type in your *username*
- In the password field type in your *password*
- Press submit

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General User Homepage

Verify that your school name is at the top of the page

At any point, clicking on the word “Home” located on the left side of the screen, will take you back to this page.

PLEASE MAKE SURE THAT WE HAVE YOUR CURRENT INFORMATION

“Change Contact Information” Button

- To change/update your contact information, click here and update fields
- Click Update button

“Change Password” Button

- To change your login password, click here and complete fields
- Click “Change the Password”

“I Changed School/Not Teaching Anymore” Button

- If you changed school or are not teaching anymore, please click here and follow instructions

Registration

- Click the appropriate division button
 - A- grades 6,7,8
 - B- grades 8,9
 - C- grades 9,10,11,12
- Registration page will load
- Select number of participants for each event
- Select and ad size and price (minimum \$15)
 - If entering both Division A and B, to only purchase one ad, select the appropriate size and price for the first divisional sign up. Then on the subsequent registration, select the “Have one in...” drop down
- Type in the additional programs desired
- Type in the number of coach lunches desired
- Select number of memberships from the drop down menu
- Check the main membership if applicable
- Fill out the membership information textbox as instructed
- To update the total amount due at the bottom of the page, at this time click “Add Additional Fees to Total” button
- Select the number of room chairs
- In Division A, type in the number of supervisors
- Type in the number of non-participating student directors
- **VERIFY THAT ALL INFORMATION IS CORRECT, once submitted, registration may not be changed!**

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- Press submit
- Back at the Home Page, click on corresponding View Registration buttons and print out registration information for both hard copy registration and for your records
- Mail in hard copy registration and check to appropriate registrar whose information is located on the bottom of the Home Page

Membership Secretary

- Login

“Change Contact Information” Button

- To change/update your contact information, click here and update fields
- Click Update button

“Change Password” Button

- To change your login password, click here and complete fields
- Click “Change the Password”

“Meeting Attendance” Button – used to mark attendance at the mandatory meeting, allowing member to register for current festival

- All members will be listed under “Did not attend” automatically before each mandatory meeting
- Scroll down the list clicking the arrow button to mark members in attendance
 - Note- page will refresh after each click
- In the event of a mistake, click the left pointing arrow to move the member to the did not attend list

“Add a new school” Button – used to link new member account to school information (e-mail notification is sent to the membership secretary when a new account is created and that e-mail is notification to follow the process below)

- A list of schools will appear
- For each school, click the “assign school code” button
- A new page will load with a closest matching list of currently active schools
 - If the school is a match to one of the listed schools, click “Assign login to this school” button
 - If the school does not match, press the “Full school list please” button
 - Note – some schools are not listed by their first name (i.e. Orville Wright MS could be listed as Wright MS)
- If you’ve selected “Full school list please” button, a list of every active school will display

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- If the school is a match to one of the listed schools, click “Assign login to this school” button
- If there is no match, click the “Add New School ID” button which is located at the bottom of the page

Registrars

- Login

“Change Contact Information” Button

- To change/update your contact information, click here and update fields
- Click Update button

“Change Password” Button

- To change your login password, click here and complete fields
- Click “Change the Password”

“Change mailing addresses” Button

- To change or update the registrars’ mailing addresses, click here and complete fields
- Click “update” button

“New Festival” Button

- Type in the next festival categories
- Following instructions, indicate what the PREVIOUS festival was
 - Click either Fall or Shakespeare
 - In the text box provided, type the previous festival’s year (i.e, 2006)
- Press the “Reset for New Festival” Button

Check received buttons

- Click appropriate divisional button
- A list of schools that have registered but not paid will appear
- Click “Payment Received in Full” button if check matches amount
 - School name will disappear
- If authorized by the DTASC President, click “Marked Paid” button to allow a school to participate without payment
- To automatically e-mail all school on the list with a payment due reminder, click “E-mail all Schools a reminder”

Division A/B Buttons

“Create Div. A/B Program”

- A list of events for each division will appear
- Next to each event title are the current entry totals

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- Select the number of rooms needed per event from the drop down list box
 - Note- the page will refresh after each selection
 - Recommendation – select number of rooms for all events before continuing
- In the text boxes provided, type in the room names/numbers for each event
- Double check that the number of rooms and the number of text boxes filled out match and that the room names/numbers start in text box labeled 1.
- Press “Submit” button and wait

“Print out Schools Lists” Button – produces a printable page with codes alphabetized separately by code and school

“Print Out A/B Program” Button – produces a page formatted correctly with the information for the program

“Print out Festival Info” Button – produces a page with school registration totals

Division C Buttons

“Create Div. C Program”

- A list of events will appear
- Next to each event title are the current entry totals
- Select the number of rooms needed per event from the drop down list box
 - Note- the page will refresh after each selection
 - Recommendation – select number of rooms for all events before continuing
- In the text boxes provided, type in the room names/numbers for each event

“Print out Schools Lists” Button – produces a printable page with codes alphabetized separately by code and school

“Print Out C Program” Button – produces a page formatted correctly with the information for the program

“Print out Festival Info” Button – produces a page with school registration totals

Post Festival Information:

“Attendee Address list” Button – produces a page with instructions and data on how to create labels for all schools that attended the current festival

President

“Change Password” Button VERY IMPORTANT

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- To change your login password, click here and complete fields
- Click “Change the Password”

“Presidential Edit of Database” Button

- For all pages with information:
 - On the right hand side will be the word “Edit”
 - ⊙ Clicking this word will allow you to edit one line of the database
 - ⊙ Make necessary changes
 - ⊙ Click the word Update which replaced the word “Edit” to update the database
 - ⊙ Click the word cancel which replaced the word “Edit” to abort changes
 - On the right hand side will be the word “Delete”
 - ⊙ Clicking this word will WITHOUT VERIFICATION remove that line of the database
- This page gives you two options
- “Registration D/B” gives you the registration options
 - “Login Information” Button produces a page with Members’ logins and passwords
 - “School Registration” Button produces a page with all registration information per school
 - “User Information” Button produces a page with member contact information per person
 - “Event Names” Button produces a page with the current event titles
 - “First Place Winners” Button produces a page with the first place winners
- “Tabulations D/B” gives you the tabulations options broken down by division
 - Example, to edit a score given in Division B, Event 4 – press the IV button located under Division B

Tabs

- To login to Tabs, go to www.cetoweb.org/dtasc_pages/festival/loginTabs.aspx
- This may change as the tri-website develops

Login

Choose Round One or Round Two

- Select the number of judges for the room that is being entered
- Click the “Enter the Values” button for that room
- Verify that you are on the page for the room and the judge number
- Enter the values
- Click “Submit”
- The program will display the verification page

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- Verify that all scores have been entered correctly
- If there is an error, click "Redo all entries"
- If the information is correct, click "Submit"
- The program will take you back to the main page of the round on which you are working
- Repeat for all rooms
- Select "Main Menu" on left to move between Round One and Round Two
- Once Round One and Round Two are completed, for Division A press "Move to Round Three" Button. For Division B and C, press "Move to Semi-Finals" Button

For Division A Round Three- page will display listing the total number of entries for that event.

- Select the number of Round Three rooms and enter room numbers.
- Press "Submit"

For Division B and C Semi-Finals- page will display listing the total number of entries in six possible percentage choices.

- Select the appropriate one. PERCENTAGE MUST BE APPROVED BY THE HEAD OF TABULATIONS. Select the number of Semi-Finals rooms and enter room numbers.
- Press "Submit."

For all divisions, the "Resort" Button is available for the Audition Event ONLY. This is used to manually switch rooms to avoid two school entries in the same room.

"Print Out" displays a page of codes for current round.

Enter the information the same as Round One and Round Two.

For Round Three, press "Complete the Category"

For Semi-Finals, move to Finals. Type in the room for Finals. Click "Submit"

Finals is the same as Sem-Finals, but you cannot resort.

- Enter the information
- Press "Complete the Category"
- Final Page gives you two options. "Print Finals results" displays the winner page. "Print out all Rounds" displays the scores and rankings for all rounds.

Tech

Login

Select specific "Tech Event"

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- Select the number of judges for the room that is being entered
- Click the “Enter the Values” button for that room
- Verify that you are on the page for the room and the judge number
- Enter the values
- Click “Submit”
- The program will display the verification page
- Verify that all scores have been entered correctly
- If there is an error, click ”Redo all entries”
- If the information is correct, click “Submit”
- The program will take you back to the main page of the round on which you are working
- Press “Complete the Category”
- The selection page will be displayed
- Complete all tech events
- Press “And the Winners Are” Button
- Final Page gives you two options. “Print Finals results” displays the winner page. “Print out all Rounds” displays the scores and rankings for all rounds.

Sweeps

Login

- A selection page is displayed
- “The Winners Are” Button displays the Winner page
- “Sweeps Info Chart” displays a spreadsheet of sweepstakes points
- “Best in Show” displays the top five average point winners

ERROR MESSAGE SCREEN

If you get an error screen with a lot of strange characters, usually on a beige background,

Quit Internet Explorer

Re-launch Internet Explorer

Sign back on to DTASC

If you get a sign-in box on the left instead of center, go to the address bar at the top and see if it reads: www.cetoweb.org/dtasc_pages/festival/login.aspx

Click in between login and the dot, and type Tabs (with a capital T) so the address line reads: www.cetoweb.org/dtasc_pages/festival/loginTabs.aspx

Then click Go or hit Return or Enter and you will be back to the Tabs sign-in.