

How to enter the SGCNZ Regional Shakespeare Festival

1. Go to the homepage of the SGCNZ Regional Shakespeare Festival:
<https://regionals.sgcnz.org.nz/>
2. Follow the instructions:


MAIN MENU	
Introduction Criteria & Board Policies	For information about Shakespeare Globe Centre New Zealand's (SGCNZ) Regional & National Shakespeare Festivals, including Criteria and Board Policies
SGCNZ Subscription	SGCNZ Friends Subscription Form (PDF)
SGCNZ REGIONAL FESTIVAL	
Enter Festival	Enter the Regional SGCNZ Shakespeare Festival by filling in an entry form ensuring that there is some content in every asterisked field in order for the Entry to be saved
Modify	Modify and correct an entry form you have already filled in, using your ID Access # and Password
Regional Festival Dates	SGCNZ Shakespeare Regional Festival Entry Closing Dates and Schedule Details (PDF) - see our website for updates
Assessment	Regional Assessment Guidelines (PDF)
SGCNZ NATIONAL FESTIVAL	
	The Entry Forms A & B will be given to you by your Regional Representative (RR), or local Assessor via them, at the conclusion of your Regional Festival
Finalists	<ul style="list-style-type: none">• Ask your RR if you were not handed the Finalist Pack. Form A must be completed, scanned and sent to sgcnz@sgcnz.org.nz immediately, followed by Form B once travel and accommodation details are known.• A Sharepoint Link will be given to Finalists only once selected and Form A• There is much for us and you to do after receipt of these. In this specific folder, there will be all the forms and information regarding the National Festival as a Performer. (Making these available via this on-line Link saves postage, paper and time, and also means you have access to a copy of everything. It must not be shared with non-Scene Finalists.)
Non-Performer Packs	A different Sharepoint link will be posted on our website for Non-Performers to access, and the Pack of forms and information relating to attending as a non-Scene Finalist. It is for our allied Competition Finalists, SGCNZ NSSP Direct Entry selected students, Regional Representatives, members of SGCNZ YSC, SGCNZ TGG, as well as any Non-Performing groups and individuals wishing to pay to attend the Workshops, Performances, Talks and Tours. (Some of the latter are free for all).
SGCNZ COMPETITIONS	
Costume	Enter the SGCNZ/Dawn Sanders Shakespeare Costume Design Competition (download guidelines and entry form)
Video Title Card	Enter the SGCNZ/Adam Foundation Shakespeare Video Title Card Competition (download guidelines and entry form)
Essay	Enter the SGCNZ/Ida Gaskin Shakespeare Essay Competition with English at Otago (download guidelines and entry form)
Static Image	Enter the SGCNZ/Adam Foundation Shakespeare Static Image Competition (download guidelines and entry form)
Poster	Enter the SGCNZ/Adam Foundation Shakespeare Poster Competition (download guidelines and entry form)
Music	Enter the SGCNZ/Morrison Trust Shakespeare Music Composition Competition (download guidelines & entry form)
ADMINISTRATION	
Administration	If you are a Regional Representative you can log in here.

Before you fill out the entry form

- a. Read the SGCNZ Board Policies on the Policies page:
INSERT LINK HERE
- b. You will need to click on the *I Agree* button at the bottom of the page before you can fill out your entry form.
- c. You will then be taken to the Registration page for your entry form.
- d. **Tip:** Collect as much information as possible for your entry form before you begin filling it out. You will not be able to submit the form until all the main fields have been filled in.

Filling in the Entry Form

- At the top of the form, from the drop-down menu, choose the Festival Region in which your school will be participating
- Complete the Contact Information section and make sure that the sections identified by asterisks are completed. Those are the sections that must be filled in.

Region: * 

CONTACT INFORMATION


Please Note: The contact person is responsible for returning all information and payments on time.

Name of School (in full): *	<input type="text" value="Display School"/>
Name of Contact Person: *	<input type="text" value="Ann Example"/>
School Address: *	<input type="text" value="Display Road"/>
School Post Code: *	<input type="text" value="1000"/>
School Phone: *	<input type="text" value="03 479 0000"/>
School Extension:	<input type="text"/>
Contact Home Phone:	<input type="text"/>
School Fax:	<input type="text"/>
Contact Mobile: *	<input type="text" value="021xxxxxxx"/>
Contact Email: *	<input type="text" value="ann.example@email.etc."/>
Contact Position in School:	<input type="text" value="Example teacher OR Example student"/>

The Details of Scene(s) section comes next

- Please use the specified format for listing the Act(s) and Scene(s) to be performed. For example, Act IV, scene i, v, ix.

DETAILS OF SCENE(S)

Name of Play: *	<input type="text" value="As You Like It"/>
Act(s) and Scene(s): *	<input type="text" value="Act II, scene ii, iv"/>  (Please use the following format: Act IV, scene i, v, ix.)
Synopsis (maximum 50 words): *	<input type="text" value="The Duke is furious to discover that Celia, Rosalind and Touchstone have disappeared and commands that Oliver look for his brother Orlando. Celia, Rosalind and Touchstone arrive in the Forest of Ardenne and meet"/>
Play Category: *	<input type="text" value="15 Minutes"/>
Actual Length (Minutes): *	<input type="text" value="13 minutes"/>
Technical Requirements:	<input type="text" value="Music for the arrival in the forest of Ardenne"/>
Lighting Plans:	<input type="text" value="Dark lighting for scene ii, greenish bright lighting for scene iv"/>

The Director Information section follows.

- Please read important notes 1, 2 and 3.
- Adult Directors put n/a for *Date of Birth* and choose n/a (Adult) for *Year at School*. Click on the *Add Director* button to add details if you have more than one director.


DIRECTOR INFORMATION

Important Note 1: Please complete details of your director, then click on the button below to add more directors if needed.

Important Note 2: If Adult Directed, please give the name of the Adult Director in the text areas below. Put n/a for Date of Birth. Student directors must be attending a secondary school.

Important Note 3: If you are a student director as well as cast/crew enter your details twice, once as director and once as cast/crew.

Director Type: *	<input type="text" value="Director"/>	M/F: *	<input type="text" value="F"/>
Director First Name: *	<input type="text" value="Ms"/>	Director Surname: *	<input type="text" value="Example"/>
Date of Birth: (for student) *	<input type="text" value="n/a"/>	Year at School: *	<input type="text" value="n/a (Adult)"/>
Ethnicity: *	<input type="text" value="Other Asian..."/>	Other Ethnicity:	<input type="text" value="Indian"/>
NSSP Consideration?: (2)	<input type="text" value="No"/>	Study at Otago?: (3)	<input type="text" value="No"/>



The Cast/Crew Information is next

- Click on the *Add Cast/Performer/Crew* button and the sections to be filled out will display.
- Click on the same button to add details for each successive member of the cast and crew.

CAST/CREW INFORMATION

Cast/Crew Type: *	<input type="text" value="Cast"/>	Character/Role: *	<input type="text" value="Celia"/>
Actor/Crew First Name: *	<input type="text" value="Kuini"/>	Actor/Crew Surname: *	<input type="text" value="Lucas"/>
M/F: *	<input type="text" value="F"/>	Costume: (1)	<input type="text" value="Simple light summer dress"/>
Date of Birth: (for student) *	<input type="text" value="16.5.2001"/>	Year at School: *	<input type="text" value="13"/>
Ethnicity: *	<input type="text" value="Maori"/>	Other Ethnicity:	<input type="text"/>
NSSP Consideration?: (2)	<input type="text" value="Yes"/>	Study at Otago?: (3)	<input type="text" value="Yes"/>

Before you click on the *Submit Form* button

- **You must make a note of the Access Key and Password and keep this information in a safe place** – you will need these details to return to your entry to modify it.

Click on the *Submit Form* button.

- Once you have submitted your entry form, you will be able to return to modify it at any time, provided you use the correct Access Key and Password.

ACCESS KEY AND PASSWORD

Please create your own password. You must use the access key and password if you need to return to this form to make changes.

Access Key: ★

Password: * ★

★

Notes

All fields marked with a * are compulsory.

1. Give distinguishing features of the costume in no more than 10 words (important: this enables assessors to differentiate between actors).
2. Tick if you want to be considered for the National Shakespeare Schools Production (NSSP)
3. Tick if you are planning to study at Otago next year

Summary page for your registration

- If you have filled out all the required sections, when you click on the *Submit Form* button, you will get a page with all the details that have been added to the form, see figure below.
- At the top of this page, on the third line down, are instructions on how to modify the form, as well as your access key and password.
- At the bottom of the form, you have the option to print out the page and/or enter another form.

The modifications have been stored.

You can print this form for later reference.

★ You can modify the form later by visiting "shakespeare.otago.ac.nz", clicking "Modify", and entering access key "160378" and password "asyoulikeit".

You can register a number of entries per school/group. If you enter registrations one after the other, the contact information will be copied from one registration to the next. To create another entry for this school click **Another** below.

Region: Otago
Name of School: Display School
Name of Contact Person: Ann Example
School Address: Display Road
School Post Code: 1000
School Phone: 03 479 0000
School Extension:
Contact Home Phone:
School Fax:
Contact Mobile: 021xxxxxxx
Contact Email: ann.example@email.etc.
Contact Position in School: Example teacher OR Example student
Name of Play: As You Like It
Act(s) and Scene(s): Act II, scene ii, iv
Synopsis (25-30 Words): The Duke is furious to discover that Celia, Rosalind and Touchstone have disappeared and commands that Oliver look for his brother Orlando. Celia, Rosalind and Touchstone arrive in the Forest of Ardenne and meet Corin and Silvius.
Play Length: 15 Minutes
Student Director?:
Technical Requirements: Music for the arrival in the forest of Ardenne
Lighting Plans: Dark lighting for scene ii, greenish bright lighting for scene iv

Type:	Director	M/F:	F
Director First Name:	Ms	Director Surname:	Example
Date of Birth:	n/a	Year at School:	n/a (Adult)
Ethnicity:	Other Asian...	NSSP, Study at Otago?:	No No
Type:	Cast	Character/Role:	Celia
Actor/Crew First Name:	Kuini	Actor/Crew Surname:	Lucas
M/F:	F	Costume:	Simple light summer dress
Date of Birth:	16.5.2001	Year at School:	13
Ethnicity:	Maori	NSSP, Study at Otago?:	Yes Yes

Number of directors= 1, number of cast/crew = 1

★ [Print](#) Print this form.
[Another](#) Enter another entry for this school.
[Return](#) Return to the home page.

Information about registering other entries

- You can register a number of entries.
- You will need to complete a new form for each entry.
- You will need to save the details of the access key and password for each separate entry, so that you can return and modify as needed.

Subscription information

- Please email SGCNZ if you are unsure whether your SGCNZ Friends subscription is current: sgcnz@sgcnz.org.nz

SGCNZ 20XX REGIONAL SHAKESPEARE FESTIVAL ENTRY FORM

Region: *

CONTACT INFORMATION

Please Note:

The contact person is responsible for returning all information and payments on time.

Name of School (in full): *

Name of Contact Person: *

School Address: *

School Post Code: *

School Phone: *

School Extension:

Contact Home Phone:

School Fax:

Contact Mobile: *

Contact Email: *

Contact Position in School:

DETAILS OF SCENE(S)

Name of Play: *

Act(s) and Scene(s): * (Please use the following format: Act IV, scene i, v, ix.)

Synopsis (maximum 50 words): *

Play Category: *

Actual Length (Minutes): *

Technical Requirements:

Lighting Plans:

DIRECTOR INFORMATION

Important Note 1:

Please complete details of your director, then click on the button below to add more directors if needed.

Important Note 2:

If Adult Directed, please give the name of the Adult Director in the text areas below. Put n/a for Date of Birth. Student directors must be attending a secondary school.

Important Note 3:

If you are a student director as well as cast/crew enter your details twice, once as director and once as cast/crew.

Director Type: *	<input type="text" value="Director"/>	Gender (M/F/D): *	<input type="text" value="(M/F/D)"/>
Director First Name: *	<input type="text"/>	Director Surname: *	<input type="text"/>
Date of Birth: (for student) *	<input type="text"/>	Year at School: *	<input type="text" value="(Year)"/>
Ethnicity: *	<input type="text" value="(Ethnicity)"/>	Other Ethnicity:	<input type="text"/>
NSSP Consideration?: (2)	<input type="text" value="(Yes/No)"/>	Study at Otago?: (3)	<input type="text" value="(Yes/No)"/>

CAST/CREW INFORMATION

ACCESS KEY AND PASSWORD

Please create your own password. You must use the access key and password if you need to return to this form to make changes.

Access Key: 1610499885841

Password: *

Notes

All fields marked with a * are compulsory.

1. Give distinguishing features of the costume in no more than 10 words (important: this enables assessors to differentiate between actors).
2. Tick if you want to be considered for the National Shakespeare Schools Production (NSSP)
3. Tick if you are planning to study at Otago next year