

We recently converted our membership database system. 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. This handbook will be updated frequently as new functions are available.

Please contact us directly at our Membership Services Center with questions about this guide or if other errors occur. We can be reached at [members@schooltheatre.org](mailto:members@schooltheatre.org).

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## GETTING STARTED

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

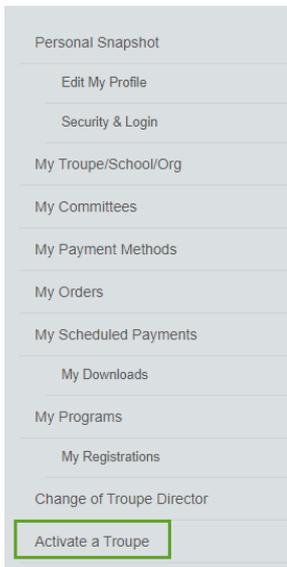
- **Community Hub:** This is the area of the membership portal to conduct transactional business related to membership, troupe, and organizations. Formerly known as the “Troupe Business” page.
- **Personal Snapshot:** This is a personal dashboard to connect to Community Hub. Please bookmark the following 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](https://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 honor ranks and scholar distinctions.
- **To add eligible students to your roster for induction**, click on the Thespian Society Induction button from your Personal Snapshot page, then follow the steps in the process until you reach the Create New Student Account checkbox. Use this to create each student account. When you return to the process to finalize your inductions, use the search function to find previously created records.
- **To induct Thespians/Junior Thespians**, click on the Thespian Society Induction button from your Personal Snapshot page, then follow the steps in the process.
- **To induct Honorary Thespians**, please contact the Member Service Center by emailing [members@schooltheatre.org](mailto:members@schooltheatre.org). 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.

The store has also been upgraded; we recommend reading the [Guide to Ordering Thespian Regalia](#) before placing your order.

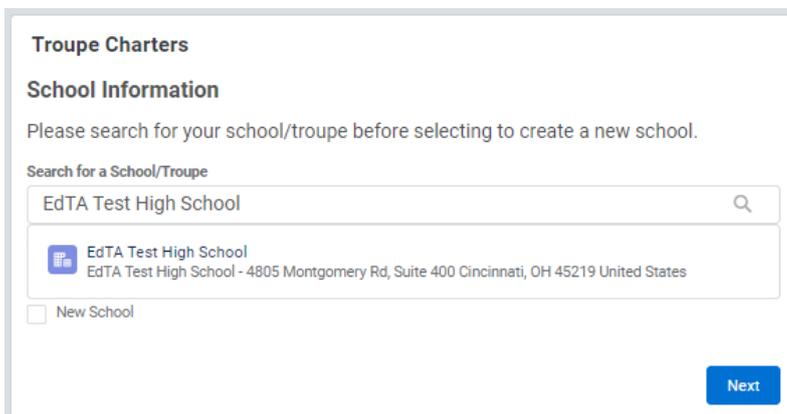
- **Spirit items, honor items and graduation regalia** are available for purchase in the [Thespian Shop](#).
- **Trophy Awards** can be purchased by [clicking here](#).

## ACTIVATE A TROUPE

1. Login at <http://myedta.schooltheatre.org/>.
  - a. Use the “Don’t have an account?” link to create one if an account does not already exist.
2. Once your Personal Snapshot loads, click Activate a Troupe in the navigation bar to the left:



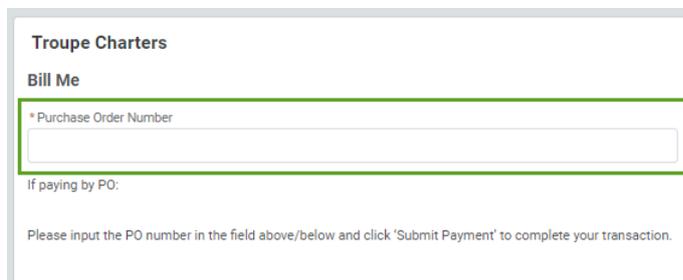
3. When prompted, search for the name of your school in the Search for a School/Troupe field. If multiple troupes with the same name exist, verify that you are selecting the correct record using the city and state. Select your school and click Next.

A form titled "Troupe Charters" with a sub-heading "School Information". It contains the instruction "Please search for your school/troupe before selecting to create a new school." and a search field labeled "Search for a School/Troupe". The search field contains the text "EdTA Test High School" and a magnifying glass icon. Below the search field is a dropdown menu showing a search result: "EdTA Test High School" with a small icon and the address "EdTA Test High School - 4805 Montgomery Rd, Suite 400 Cincinnati, OH 45219 United States". There is a checkbox labeled "New School" which is currently unchecked. A blue "Next" button is located at the bottom right of the form.

- a. If no school is yielded in the search or if you know your school has no prior affiliation with ITS, check the box next to New School. Enter the information for your school and click Next.
4. The next page will ask if you are applying to be the troupe director. Select Yes if you are filling this position.
    - a. If you are completing the application on behalf of another individual who will be serving in this role, select No. You will be prompted to search for an existing account or create a new account for this individual.
  5. On the next page, you'll be prompted to confirm if your principal's information is correct. Select Yes or No and then click Next.

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- a. If No is selected, you will then be prompted to supply information for your current administrator. After doing so, click Next.
6. Next, you will be prompted to read and accept the Active Student Members Requirement. Click the check box next to I Agree and click Next.
7. Read through the ITS Troupe Activation Authorization. Click the check box next to I Agree and click Next.
8. Read the Dues Disclaimer. Click Next.
9. You may opt to induct Thespians and/or Junior Thespians within the activation application.
  - a. If you wish to induct, please refer to the Thespian Society Induction instructions for more details.
  - b. You may also defer inductions for up to one calendar year per the Active Student Members Requirement. If you wish to opt out of inductions at this time, click the check box next to Skip Student Induction and click Next.
10. Select the appropriate payment method:
  - a. Paying by credit card? Select Pay Now - Credit Card, click Next, and enter your credit card information into the website.
  - b. Have an approved purchase order? Select Pay Later - Bill Me and enter your approved PO number in the appropriate field. You should only enter an approved PO number.



**Troupe Charters**

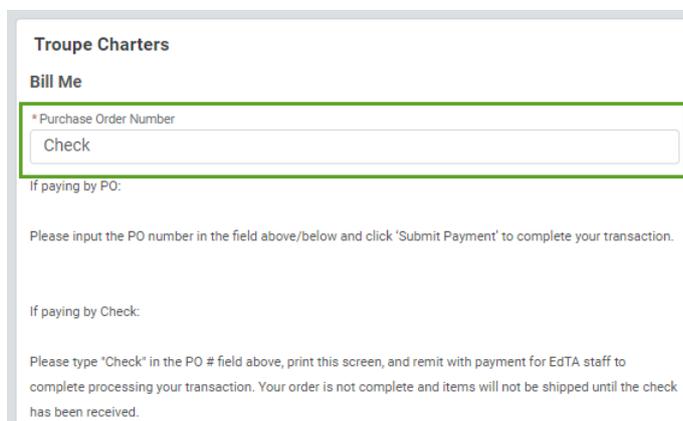
**Bill Me**

\* Purchase Order Number

If paying by PO:

Please input the PO number in the field above/below and click 'Submit Payment' to complete your transaction.

- c. Paying by check **or** need an invoice to acquire a PO? Select Pay Later - Bill Me and enter "Check" in the appropriate field. You should only enter the word "Check". Any other text is regarded as an official PO number.
      - i. Send official POs via email to [members@schooltheatre.org](mailto:members@schooltheatre.org).



**Troupe Charters**

**Bill Me**

\* Purchase Order Number

Check

If paying by PO:

Please input the PO number in the field above/below and click 'Submit Payment' to complete your transaction.

If paying by Check:

Please type "Check" in the PO # field above, print this screen, and remit with payment for EdTA staff to complete processing your transaction. Your order is not complete and items will not be shipped until the check has been received.

11. Click Next to submit your order.
12. Our Membership Team will review and process your application. You will receive an email confirmation once the activation has been completed.

## INDUCTING THESPIANS

### 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

THESPIAN  
Member type for students grades  
9-12. (\$35/student)

JUNIOR THESPIAN  
Member type for students grades  
6-8. (\$17/student)

HONORARY THESPIAN  
Honorary Thespians are adults who  
perform outstanding service for an  
ITS troupe. (\$22/adult)

**Is this your first time inducting in the new membership portal?**  
Be sure to [click here](#) to watch these brief but helpful tutorial videos,  
and download the resource guide to help you along the way.

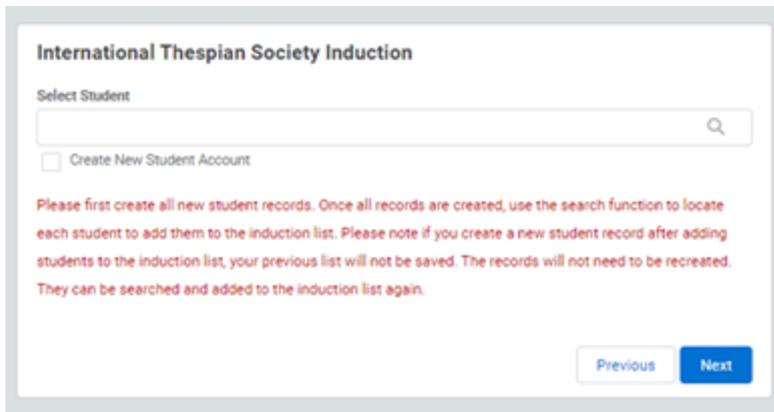
\*NOTE: It is highly recommended to use a personal/home email address when setting up student accounts as many  
school email domains often block incoming email from external sources.

Please email [MEMBERS@schooltheatre.org](mailto:MEMBERS@schooltheatre.org) for additional support.

[Next](#)

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After making your selection and clicking Next, you will be prompted either to 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.

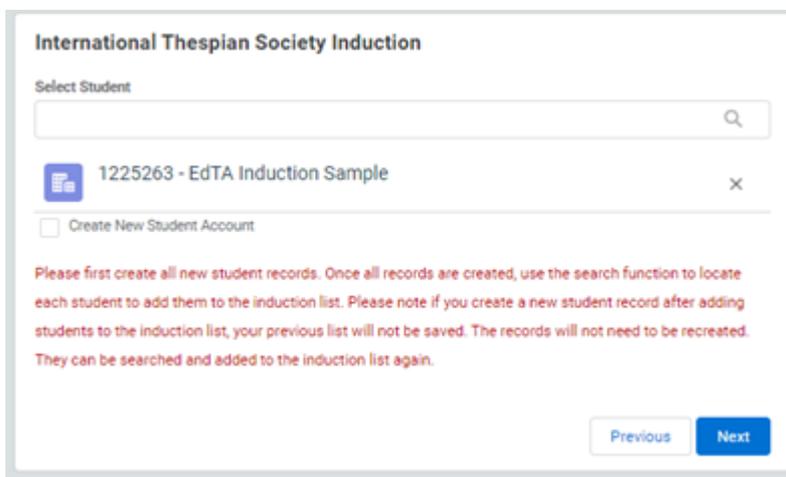


**International Thespian Society Induction**

Select Student

 Create New Student Account

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



**International Thespian Society Induction**

Select Student

 Create New Student Account

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.



**International Thespian Society Induction**

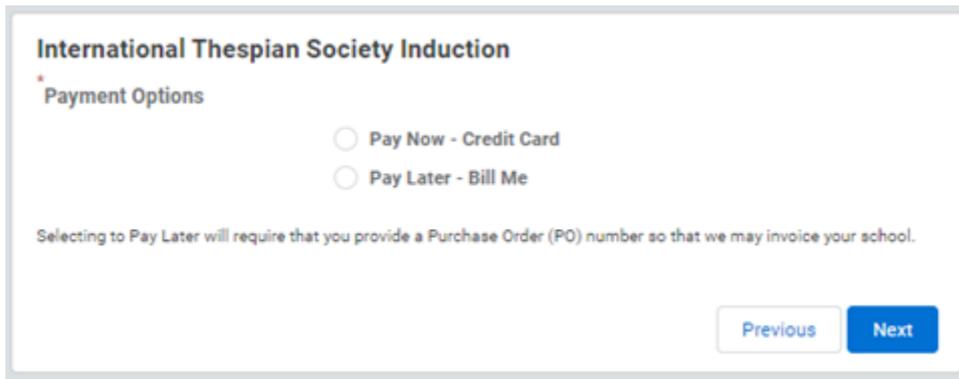
Do you want to add more students ?

Yes

No

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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:

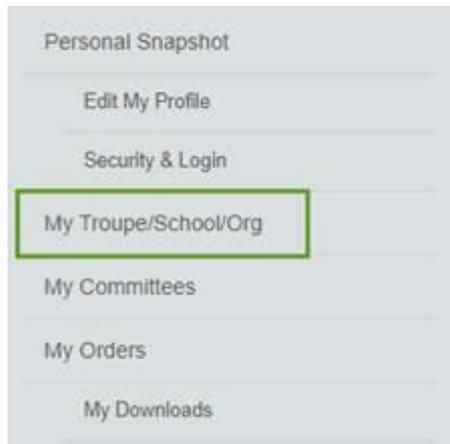
- Pay Now – Credit Card: Payment information will be entered directly into the online platform, and the official order will be generated.
- Pay Later – Purchase Order: An approved purchase order number should be entered directly into the website, and the official order will be generated. We no longer 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.

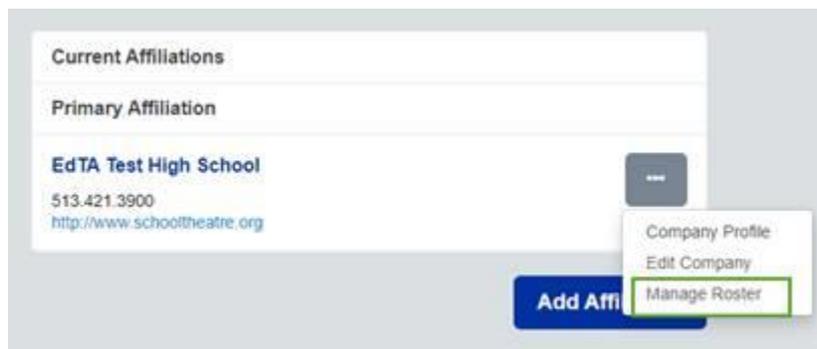
## MANAGING A TROUPE ROSTER

Login at [myedta.schooltheatre.org](http://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:

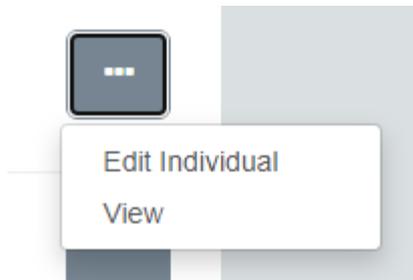


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Any individuals with an active affiliation with the troupe will appear below the search bar. This includes:

- 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](mailto: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

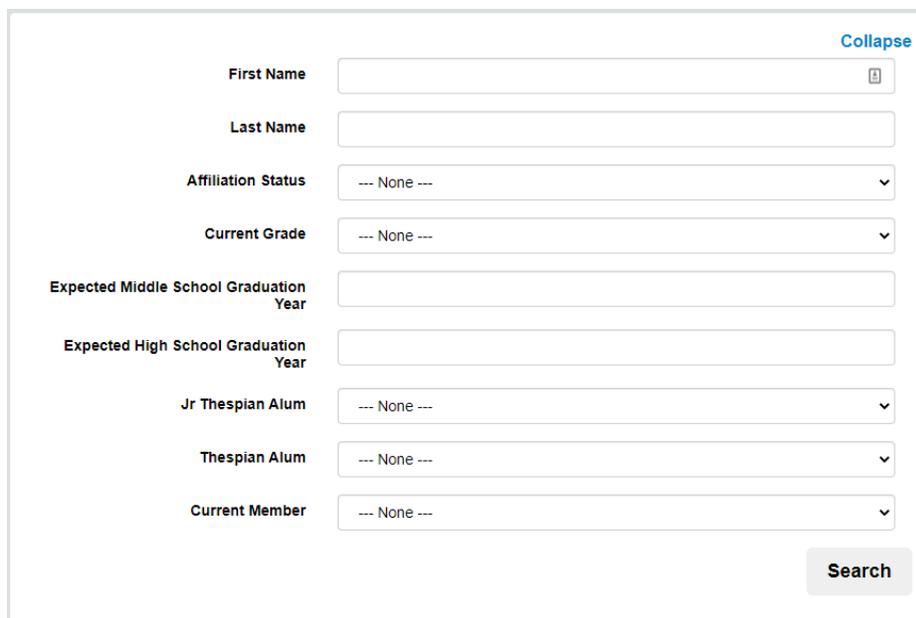
**PLEASE NOTE:** At this time, there is not a way for troupe directors to print their roster via Community Hub. We are working closely with our programmers to find a solution for improving this particular user experience. In the meantime, we are glad to provide a copy of your roster as a PDF which includes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

## ACCESSING A FULL TROUPE ROSTER

Troupe directors may access their full troupe roster using the following link within the Membership Portal:



Troupe directors may view their full roster or narrow down results using a variety of search criteria:

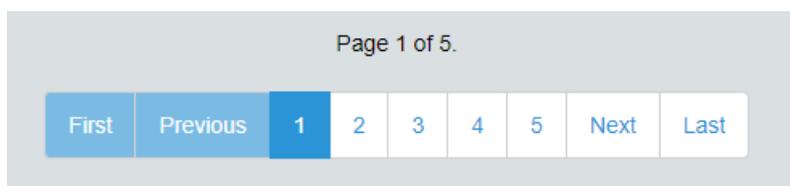


A search form with the following fields and options:

- First Name:
- Last Name:
- Affiliation Status:
- Current Grade:
- Expected Middle School Graduation Year:
- Expected High School Graduation Year:
- Jr Thespian Alum:
- Thespian Alum:
- Current Member:

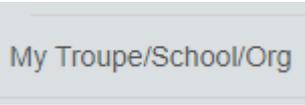
Buttons: Collapse (top right), Search (bottom right)

Depending on the number of results yielded, you may need to use the page buttons to view all results.



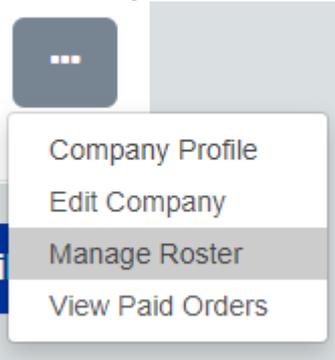
## EXPORTING TROUPE ROSTER

1. Login at <https://myedta.schooltheatre.org/>
2. From the Personal Snapshot, click My Troupe/School/Org in the left-hand navigation column:



My Troupe/School/Org

3. The next page should include your troupe's name. Click the grey button with three dots and then Manage Roster.



4. Click Export Roster



Export Roster

5. Your complete roster will be downloaded as an .CSV file.

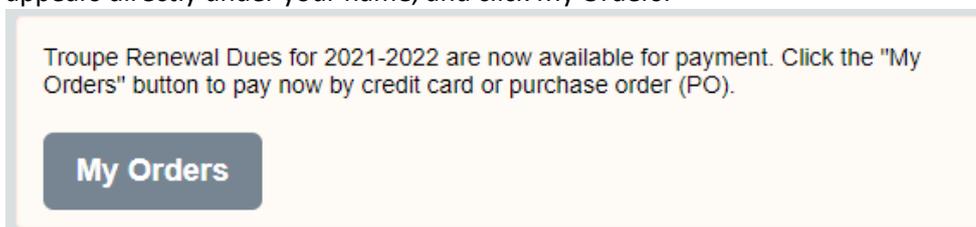
## PAYING TROUPE RENEWAL DUES

- If you do not have an approved PO and need a copy of your renewal notice in order to get one, please reach out to us via email at [members@schooltheatre.org](mailto:members@schooltheatre.org). We are happy to provide a PDF version of the renewal notice.
- If you are paying by check, please remit payment to the following address:

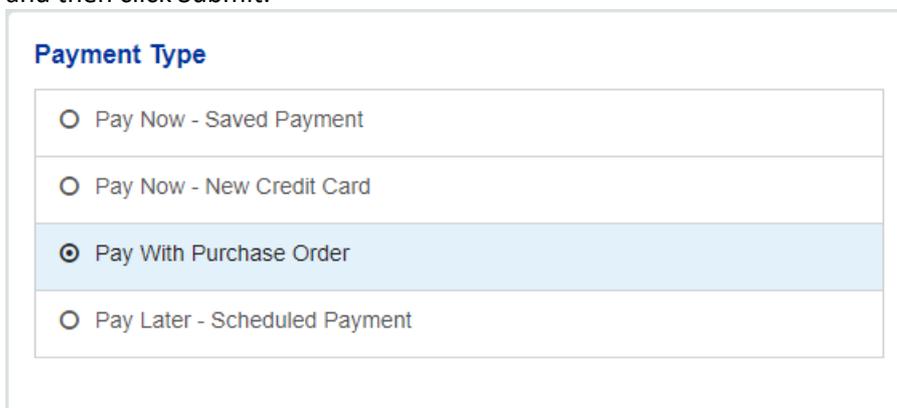
Educational Theatre Association  
PO Box 7410260  
Chicago, IL 60674-0260

**PLEASE NOTE:** This is a new remittance address. If you need assistance updating EdTA's vendor information, please reach out to [members@schooltheatre.org](mailto:members@schooltheatre.org).

- If you already have an approved PO #, you can use the following steps:
  1. Login at <https://myedta.schooltheatre.org/>
  2. Once your Personal Snapshot Loads, look for the Troupe Renewal Dues notification box that appears directly under your name, and click My Orders:



3. When the My Orders page loads, you should see a Cart in the Membership Renewals section. Locate this cart and click Pay Now.
4. Within the Cart Details, select the Pay With Purchase Order option, verify the billing address, and then click Submit.



**Payment Type**

Pay Now - Saved Payment

Pay Now - New Credit Card

Pay With Purchase Order

Pay Later - Scheduled Payment

5. After submitting, please email a copy of your approved PO or your PO number to [members@schooltheatre.org](mailto:members@schooltheatre.org). This will allow us to apply the PO number and finalize the official invoice.

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- If you are paying by credit card, please use the following steps:
  1. Login at <https://myedta.schooltheatre.org/>.
  2. Once your Personal Snapshot Loads, look for the Troupe Renewal Dues notification box that appears directly under your name, and click My Orders:

Troupe Renewal Dues for 2021-2022 are now available for payment. Click the "My Orders" button to pay now by credit card or purchase order (PO).

**My Orders**

3. When the My Orders page loads, you should see a Cart in the Membership Renewals section. Locate this cart and click Pay Now.
4. Within the Cart Details, select the Pay Now- New Credit Card option, enter your payment information, and submit.

## Payment Type

- Pay Now - Saved Payment
- Pay Now - New Credit Card
- Pay With Purchase Order
- Pay Later - Scheduled Payment

- You should receive an automated email that includes a payment confirmation upon completion. If for any reason this doesn't come through within a day, please request an invoice via email at [members@schooltheatre.org](mailto:members@schooltheatre.org).

## CHANGE OF TROUPE DIRECTOR

### If you have an existing account in our system

- Login using your credentials. If you forget your login credentials or have trouble accessing the system, please contact us at [members@schooltheatre.org](mailto:members@schooltheatre.org).
- Once you are logged into the system, locate and click the Change of Troupe Director button in the left-hand navigation column.
- Search for your school's name and click the name of the school. Many schools have similar/the same name so be sure you double check the troupe number and city/state information.
- Follow the prompts to update the school's contact information.
- Submit the form.

### If you do not have an existing account in our system

- Create an account by visiting <http://myedta.schooltheatre.org/> and clicking the "Don't have an account?" button to create one.
- Login using the credentials you just created.
- Once you are logged into the system, locate and click the "Change of Troupe Director" button in the left-hand navigation column.
- Search for your school's name and click the name of the school. Many schools have similar/the same name so be sure you double check the troupe number and city/state information.
- Follow the prompts to update the school's contact information.
- Submit the form.

**Once submitted, all requests are verified by ITS. Please allow at least 24-36 hours for changes to be reflected on troupe records.**