



MISSISSIPPI THEATRE ASSOCIATION

REGISTRATION WORKSHEET INSTRUCTIONS

READ ME FIRST

General Instructions

- **Purpose:** This worksheet is designed to help your organization register for the Mississippi Theatre Association (MTA) State Festival. Each tab addresses a different aspect of the registration process.
- **Important:** Yellow-highlighted fields must be completed. If a section does not apply to your organization, enter **0** for number fields or **N/A** for text fields.
- **Submit:** Organizations are required to complete the MTA Registration Worksheet and upload it to the online Ludus registration system at mississippitheatre.ludus.com.
- **Registration Deadline:** All online Ludus registration and required paperwork must be completed by December 18.

2026 MTA Registration Checklist

- **Purpose:** This tab serves as a checklist to guide organizations through the online Ludus registration process.
- **Fields:**
 - Fill in organization information (name, type, contact details).
 - Refer to checklist items for general registration, participant rosters, and audition-related documents.
 - Ensure that all required documents and forms are uploaded by the appropriate deadlines.
 - Complete the tabs that are applicable to your organization.

TAB 1.) 2026 MTA Organization QUOTE

- **Purpose:** This tab calculates the total cost for your organization to attend the MTA State Festival.
- **Fields:**
 - Enter the appropriate registration fee quantities for adults, students, chaperones, and other participants.
 - Enter the quantities for additional items costs such as organizational membership, one-act festival fees, individual events, sponsorships, program ads, etc.
 - Enter all quantities in the yellow-highlighted fields, and the worksheet will automatically calculate totals with two exceptions:
 - **Ad Sales:**
 - Enter the number of ads your organization wishes to purchase.
 - Use the drop down to select the ad size.
 - **Sponsorship:**
 - Enter the number of sponsorships your organization wishes to purchase.
 - Use the drop down to select the sponsorship level.
 - Enter **0** in the corresponding "Units" field if a fee or event does not apply.
- **Payment Instructions:**
 - For organizations paying by cash, check, or purchase order:
 - Print or save the completed quote and give it to your organization's bookkeeper to start the payment process on your end.
 - Check the box labeled Cash/Check/Purchase order
 - Include your organization's **Purchase Order (PO) number** on the quote worksheet tab before submitting.
 - Use the completed **Quote Worksheet** to ensure accuracy when completing online Ludus registration.
 - Enter the discount code **INVOICE** at checkout out on the online Ludus registration.

- MTA will be send an invoice to the organization's primary contact.
- All fees must be paid by **January 15**.
- For organizations paying by credit card:
 - Check the box labeled Credit Card or Online Payment.
 - Use the **Quote Worksheet** to ensure accuracy when completing online Ludus registration.
 - Pay with credit card when checking out on the online Ludus registration; processing fees will apply.

TAB 2.) 2026 MTA Organization Roster

- **Purpose:** This tab generates name tags for participants and must be completed in full.
- **Fields:**
 - Enter the first and last names of each participant.
 - Enter the organization name for the first participant (should be the primary contact); subsequent rows will autofill.
 - Choose registration type for all participants.
 - **For secondary schools using chaperones:** If chaperone names are unknown at the time of submitting the online Ludus registration, enter "Chaperone" in the name fields.
 - Complete all relevant, yellow-highlighted fields for each participant.
 - **NOTE:** Do not edit the checkbox fields; these will auto-populate from relevant tabs.

TAB 3.) MTA Auditions Roster

- **Purpose:** This tab is for organizations to list 11th and 12th grade students participating in MTA auditions for colleges and universities.
- **Fields:**
 - Enter the first and last name of each participant.
 - Include the email address of each participant.
 - Enter grade level and scholarship candidate status.
 - Complete all relevant, yellow-highlighted fields for each participant.
 - **NOTE:** All students must also complete the online **Accepted application** by the deadline of **December 20**.

TAB 4.) Tech Relay Participants

- **Purpose:** List all participants in the Tech Team Relay.
- **Fields:**
 - Enter the first and last name of each participant.
 - Enter teams of 3 participants; organizations may enter **up to three** teams.
 - Choose either "**Compete as Team**" or "**Mix and Match**" for the competition format.
 - Complete all relevant, yellow-highlighted fields for each participant.
 - Direct Tech Relay questions to IndividualEvents@mississippitheatre.org.

TAB 5.) Splash Scene Participants

- **Purpose:** Use this tab to list participants in the Splash Scene performances.
- **Fields:**
 - Enter the first and last name of each participant.
 - Choose either **Character A** or **Character B** for each participant.
 - Enter an equal number of each character, aiming for an even number when possible.
 - Complete all relevant, yellow-highlighted fields for each participant.
 - Direct Splash Scene questions to IndividualEvents@mississippitheatre.org.

TAB 6.) 10-Minute Festival Participants

- **Purpose:** List all participants in the 10-Minute Play Festival.
- **Fields:**
 - Enter the first and last name of each participant.
 - Enter one team of **six (6)** students for the festival.
 - Complete all relevant, yellow-highlighted fields for each participant.

TAB 7.) Adult IEs Participants

- **Purpose:** This tab is for listing adults participating in individual events (IEs).
- **Fields:**
 - Enter the first and last name of each participant.
 - Choose event for each participant.
 - For duet events, complete the Partners column.
 - Complete the Performance Time Preference column.
 - Complete all relevant, yellow-highlighted fields for each participant.
 - **NOTE:** Participants may enter **up to two events** but may **not enter the same event twice**.

Final Steps

- After completing the MTA Registration Worksheet, save the spreadsheet as an **.xlsx file** by selecting **File > Download > Microsoft Excel (.xlsx)**.
- Upload the **.xlsx file** to the online Ludus registration system at mississippitheatre.ludus.com by the **December 18 registration deadline**.
- **Spreadsheet upload troubleshooting:**
 - MAC users may experience difficulty when attempting to choose an .xlsx file using the upload dialog box.
 - There is a workaround for this:
 - **Do not click** on the **choose file** button.
 - Locate the MTA Registration Worksheet file on your computer.
 - **Drag and drop** into the **choose file button**.
 - Ensure that the file has connected to the form.
 - Click continue to finish checking out.

Payment Reminders

- For organizations paying by check or purchase order:
 - Print the completed quote for your organization's bookkeeper to process the payment.
 - Include the **Purchase Order (PO) number** on the quote worksheet tab before submitting.
 - Use the completed **Quote Worksheet** to ensure accuracy when completing online Ludus registration.
 - Use the code **INVOICE** checking out on the online Ludus registration.
 - An invoice will be sent to the organization's contact.
 - **All fees must be paid by January 15.**
- For organizations paying by credit card:
 - Use the **Quote Worksheet** to ensure accuracy when completing online Ludus registration.
 - Pay with credit card when checking out on the online Ludus registration; processing fee applies.
- **Direct registration questions to:** MSTheatreReg@gmail.com