HOW TO REGISTER

Roane State Community College
Academic Festival 2024

INDIVIDUAL ENTRIES
Students may enter a maximum of four events per day with some exceptions. It can seem complicated so please check the REGISTRATION CAPS document for exceptions. Online registration has been programmed to not allow certain registration combinations; however, when a violation occurs a notification should popup in the window with an explanation.

Each school sponsor can view their student registrations in real time as students register online. Additional information will be sent directly to the sponsor with details on how to view in real time.

SCHOOL ENTRIES
School publications submitted for competitions, such as yearbooks, which do not have a single author should register online. List as much of the title of the article or publication in the *Last Name* box as possible. The same applies to group art projects. Complete **Group Identification Form** as needed.

ONLINE REGISTRATION (Individuals only)
Online registration will open December 12, 2023. Last day to register online is March 12, 2024. Please make sure students register for all anticipated events at one time. They will be unable to go back in and make changes or made additional choices once they leave their personal registration page. Only Roane State is able to make changes/additions to registrations.

1. To register online go to: www.roanestate.edu/academicfestival
2. Find link on bottom of the page & click on: **Online Registration**
3. Follow instructions

GROUP REGISTRATION

To Register as a Group is a two-step process. Each person in the group (excluding choirs) must
1. All groups must register individually online **AND**
2. Register as a group using the **Group Identification Form** (school sponsor completes this step not the student).
3. Events requiring a group form are designated with an asterisk * on the **Division Guidelines** and the **Group Identification Form**.
4. Submit one form per performance.
5. Completion of the group form by itself does not constitute registration. Each student in a group must have also registered online.
6. Upload the completed **Group Identification Forms** to ExaVault by Monday, March 16, 2024 to:

        Tammy Howard
        howardtr@roanestate.edu
        Phone: 865.354.3000, ext. 4817