

## How to enter the SGCNZ University of Otago Sheilah Winn Shakespeare Festival

1. Go to the homepage of the SGCNZ University of Otago Sheilah Winn Shakespeare Festival: <http://shakespeare.otago.ac.nz/>.
2. Click on one of the two links that will take you to the festival registration website.

The screenshot shows the homepage of the SGCNZ University of Otago Sheilah Winn Shakespeare Festival. The header features the University of Otago logo and the Division of Humanities logo (Te Kete Aronui). A search bar is in the top right. The main banner displays the festival title. A sidebar on the left lists navigation links. A central section includes the Shakespeare's Globe SGCNZ logo and a portrait of Shakespeare. To the right, there are links to register and find out more about the festival.

Home » About Humanities » Search powered by Google...

UNIVERSITY OF OTAGO  
Te Whare Wānanga o Otago  
NEW ZEALAND

SHOW OTAGO MENU

Division of Humanities  
Te Kete Aronui

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DIVISION OF Humanities  
Te Kete Aronui

SGCNZ University of Otago Sheilah Winn Shakespeare Festival

REGISTER YOUR ENTRY FOR THE FESTIVAL

- SGCNZ University of Otago Sheilah Winn Shakespeare Festival Registration

FIND OUT MORE ABOUT SGCNZ AND SHAKESPEARE'S GLOBE

- Shakespeare's Globe Centre New Zealand (SGCNZ)
- Shakespeare's Globe, London

The University of Otago and its Division of Humanities are proud to be the naming rights sponsor of the SGCNZ University of Otago Sheilah Winn Shakespeare Festival.

Register your entry for the Festival

★ Register your entry for the Festival

3. Click on the **Enter Festival** link on the festival registration website.

The screenshot shows the festival registration website menu. It features the Shakespeare's Globe SGCNZ logo, a portrait of Shakespeare, and the University of Otago logo. The menu is organized into sections: MAIN MENU, SGCNZ REGIONAL FESTIVAL, and SGCNZ NATIONAL FESTIVAL.

UNIVERSITY OF OTAGO  
Te Whare Wānanga o Otago

MAIN MENU

- Introduction
- Policies and Criteria
- SGCNZ Subscription
- Shakespeare Globe Centre New Zealand's (SGCNZ) University of Otago Sheilah Winn Shakespeare Festivals
- SGCNZ Friends Subscription Form (PDF)

SGCNZ REGIONAL FESTIVAL

- ★ Enter Festival: Enter the Regional SGCNZ University of Otago Sheilah Winn Shakespeare Festival by filling in an entry form
- Modify: Modify and correct an entry form you have already filled in
- Regional Festival Dates: SGCNZ 2018 University of Otago Sheilah Winn Shakespeare Regional Festival Entry Closing Dates and Details (PDF)
- Scene Suggestions: Scene Suggestions for 5 minute and 15 minute performances (PDF)
- Assessment: Regional Assessment Guidelines (available March) (PDF)

SGCNZ NATIONAL FESTIVAL


- Finalists: The entry form for the **National** SGCNZ University of Otago Sheilah Winn Shakespeare Festival will be available after the Regional Festivals have been completed
- Performance: Performance Order for the **National** SGCNZ University of Otago Sheilah Winn Shakespeare Festival

## Before you fill out the entry form

4. Read the SGCNZ Board Policies on [the Policies page](#).
5. You will need to click on the *I Agree* button at the bottom of the page before you can fill out your entry form.
6. You will then be taken to the Registration page for your entry form.
7. **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 region of the festival that your school will be taking part in.
- Complete the Contact Information section making sure that the sections identified by asterisks are completed. Those are the sections that must be filled in.

Region: \*  Otago

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**CONTACT INFORMATION**

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

|                             |                                    |
|-----------------------------|------------------------------------|
| Name of School (in full): * | 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 |

- The Details of Scene(s) section comes next. Please use the specified format for listing the Act(s) and Scene(s) to be performed.

**DETAILS OF SCENE(S)**

|                                |   |
|--------------------------------|---|
| Name of Play: *                | As You Like It  |
| Act(s) and Scene(s): *         | Act II, scene ii, iv  (Please use the following format: Act IV, scene i, v, ix.)   |
| Synopsis (maximum 50 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 |
| Play Category: *               | 15 Minutes  |
| Actual Length (Minutes): *     | 13 minutes  |
| Technical Requirements:        | Music for the arrival in the forest of Ardenne  |
| Lighting Plans:                | 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.

**Important Note 3:**

Student directors must be attending a secondary school.

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" value=""/>                          |
| NSSP Consideration?: (2)       | <input type="text" value="Yes"/>       | Study at Otago?: (3)  | <input type="text" value="Yes"/>                       |

- When you have filled in all the information you want, wait before you click on the button.
- Make a note of the Access Key and Password – you will need them to modify your entry form.
- 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.

#### 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

- 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.
- 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.

#### SGCNZ 2018 REGIONAL UNIVERSITY OF OTAGO SHEILAH WINN SHAKESPEARE FESTIVAL

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](#)  
[Another](#)  
[Return](#)

Print this form.  
Enter another entry for this school.  
Return to the home page.

#### Please Note

- You can register a number of entries.
- You will need to complete a new form for each entry. You will need to have available the access key and password for each separate entry, so that you can return and modify as necessary.
- Please email SGCNZ if you are unsure whether your SGCNZ Friends sub is current: [shakespeare.et.al@gmail.com](mailto:shakespeare.et.al@gmail.com)