



## COLLEGE SCHOLARSHIP *Application Procedures*

### Step 1: Create an Account

- 1.) Create an account with Acceptd by going to <http://getacceptd.com> (notice spelling of acceptd – no “e” at the end)
- 2.) Click on the “Sign Up” button; Sign up, but don’t use the Facebook option.
- 3.) Complete the following information: First Name, Last Name, email, password and birthdate (email will be your user name). Any other information is completely optional and not needed.
- 4.) Click on “Create Account” or “Save”.

### Step 2: Complete the Application

- 1.) Click on the “New Application” tab
  - a. Under “Organization”, select: Michigan Thespians
  - b. Choose desired “Program Group” on right and click the “Get Started” button
  - c. On Right Side of the page notice **Choose A Program**
  - d. Under “Program Group”, select: College Scholarship
  - e. Under “Program”, select only one from: Acting, Musical Theatre, Stage Management or Technical Theatre
  - f. Read Guidelines
- 2.) Click “Get Started”
- 3.) Complete all blanks under ‘Contact Info’
- 4.) Click “Continue”

### Step 3: Application Info: Upload your Resume and Headshot

- 1.) Complete all blanks under ‘Application Info’
- 2.) Upload your headshot. When done double-click the downloaded icon to take you back to Application Info
- 3.) Upload your resume. When done double-click the downloaded icon to take you back to Application Info
- 4.) Click “Continue”
- 5.) You do not need to complete the ‘Additional Media’ sections of the application.
- 6.) Click “Continue”

### Step 4: Preview the Application and Submit your Application

- 1.) This will be your last chance to review your application.

**Step 5: Payment and Submit your Application**

- 1.) Type Credit Card number
- 2.) Choose expiration month and year from the drop-down menu
- 3.) Enter 3 or 4 digit CVC number
  - a. Visa®, Mastercard®, and Discover® cardholders:
    - i. Turn your card over and look at the signature box. You should see either the entire 16-digit credit card number or just the last four digits followed by a special 3-digit code. This 3-digit code is your CVV number / Card Security Code.
  - b. American Express® cardholders:
    - i. Look for the 4-digit code printed on the front of your card just above and to the right of your main credit card number. This 4-digit code is your Card Identification Number (CID). The CID is the four-digit code printed just above the Account Number.
- 4.) Verify card
- 5.) Click “Pay & Submit”
- 6.) Congrats! You are done applying. You will receive your scholarship time slot when you arrive at Festival.