






Getting Started

Before you can create your own Virtual Playbill®, you need to create an account:

NOTE: When you enter information, use your mouse or the **Tab** key to move to the next field. Required fields have an asterisk.

1. On the Home page, click .
 2. Enter your **First Name**.
 3. Enter your **Last Name**.
 4. Enter your own **Email Address**.
 5. Select the **Month**, **Day**, and **Year** of your birth from the drop-down menu.
 6. Enter a **Password** for your new account.
Your password must use at least 6 characters, and must include at least one letter and one number. Remember that passwords are case-sensitive.
 7. In the **Confirm Password** field, enter the same password.
 8. Choose the type of organization you represent.
You can choose High School, College/University, Middle School/Junior High, Other, or Professional.
If you represent a professional organization, please contact Playbill® at 525 Seventh Ave., Suite 1801, New York, NY 10018 or call 212-557-5757.
 9. Type your school or organization name.
As you type, the name of your school appears in the drop-down list if it is in the Playbill® VIP database.
 10. Type the two words that appear in the red box at the bottom of the page.
If you cannot see the words, you can click  to display new words,  to hear the words, or  for help.
 11. Click .
- If this is the first time your organization is using Playbill® VIP, follow steps 0-13 to use the **Add New Institution** page.
 - If you have registered your organization, you can create your Virtual Playbill® using the Dashboard.

TELL US ABOUT YOURSELF

First Name: *required

Last Name: *

Email Address *

Date of birth *

Month: Day: Year:

Password: *

Confirm Password: *

TELL US ABOUT YOUR SCHOOL OR ORGANIZATION

High School

School or Organization Name: *



the the

Type the two words:

stop spam. read books.

Submit

12. At the Add New Institution page, select a **School or Organization Type** from the list.

NOTE: If you entered an Organization Type when you created your account, it appears automatically on this page, along with organization name you entered.

- a. Change the **School or Organization Name**, or, if the current information is correct, move to the next field.
 - b. Enter your organization's **Email Address**.
 - c. Enter your organization's **Phone Number**.
 - d. Enter an **Address** for your organization:
 - Use one or both lines for the street **Address**.
 - Enter the **City**.
 - Select a **State** from the drop-down list.
 - Enter the **Zip Code**.
13. Click **Submit**.
- The Dashboard appears.

School or Organization Type:

Other

School or Organization Name: *=required

Springfield Playhouse

Email Address (School or Organization):

Phone Number (School or Organization):

Address (School or Organization): *

City: *

State: *

Alabama

Zip Code: *

Cancel

Submit