# 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 [GET STARTED Free Admission].

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 [Submit].

    - 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.

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**TELL US ABOUT YOURSELF**

First Name: *=required

Last Name: *

Email Address *

Date of birth *
Month:          Day:    Year:
-- Select Month --   1    1980

Password: *

Confirm Password: *

**TELL US ABOUT YOUR SCHOOL OR ORGANIZATION**

High School

School or Organization Name: *

Type the two words:

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**