

ACCESSING OPEN WATER

Your chapter will send you the appropriate link for accessing your Open Water application. When you click to begin the application, you'll have two options. If you've used Open Water before, just **log in** with your email and password. If this is your first time using the system, **create an account** using the right-hand column.

Login or Create an Account

Sandbox

Login

Email Address *

Password *

[lost password?](#)

remember me

Login


Create a New Account

Email Address *

First Name *

Last Name *

School/Organization *

Troupe Number (if applicable)

Race *

Check all that apply.

Aboriginal/First Nations

American Indian or Alaska Native

Fill out the necessary fields, create a password, and click to register.

Zip / Postal Code

Create a Password *

Retype Password *

Back

Register



MANAGING COLLABORATORS

Once you've logged in, you'll be taken into the application. If you are filling out your application on behalf of your group or duet partners, click to Manage Collaborators.

[Home](#) / [My Applications](#) / [Application](#)

Sandbox → [Manage Collaborators](#)

Applicant Name *

First Name

Last Name

Click **Add Collaborator** to add each of your group members as a collaborator using their name and email. That way, they can contribute to the application and can view the scores once adjudication is complete. Your chapter may also ask you to add your troupe director as a collaborator. Take note of who the primary collaborator should be—only that person can finalize the application. You can change the primary collaborator by clicking **Make Primary** for the appropriate person.

Manage Collaborators

Sandbox - Sample, A

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

→ [Add Collaborator](#) [Back to Submission](#) Search:

Name	Email	Primary	Last Logged In	Action
Garvey, Sarah	sgarvey@schooltheatre.org	No	9/28/2020 08:06 AM	Make Primary Remove Access
Garvey, Sarah C	sarah.garvey13@gmail.com	Yes	9/28/2020 09:58 AM	

Any collaborators can now access the application from within their own accounts. They can each save new information and edits in the application, but only the primary collaborator will be able to finalize and submit the application.

VIEWING SCORES

Once scoring has been released, you can access your scores by returning to your account in Open Water. Simply click on Complete in your Account menu to see a list of your completed applications. If scores are available, you will see the **View Scores** option.

Complete

Program	#	Category	Title	Last Updated	Action
Sandbox (Main)	2618	Performance	D, Test	9/24/2020 01:55 PM	View Scores Print
Sandbox (Main)	2620	Performance	F, Test	9/24/2020 02:17 PM	View Scores Print

Click to navigate to the Evaluation tab.

Sandbox

Your Submission has been received, the information below is read only

[Entry Information](#) → [Evaluation of Round "Main"](#)

Applicant Name *

First Name

Test

Last Name

D

You'll see your application's average score and can click **See Judge Scores** to view any comments in the pop-up.

Sandbox

Your Submission has been received, the information below is read only

[Entry Information](#) → [Evaluation of Round "Main"](#)

Score

Average Score
10

Comments

[See Judge Scores](#)

Scores for Comments

Well done!

OK

Average Total Score
10.00

Prev

NOTES

- Once your application has been submitted, you will not be able to access it to make changes.
- Communicate with your group members/collaborators about who is going to start the application, so you don't end up with duplicated submissions.
- The submission period closes automatically. Please pay attention to any deadlines you receive as the system will not allow you to submit if you are past the date and time of closing.
- Please ensure that any digital materials (Google docs, YouTube links, etc.) are shared using public links that will allow any adjudicators to view once they click in. If your application materials do not have the appropriate privacy settings, your application may not be evaluated.