



# Twin City Theater Academy 2024: Enrollment Process and Timeline

Thank you for your interest in the Twin City Theater Academy program for 2024! Use this checklist to complete the three-step enrollment process with the Saco Parks and Recreation office.

## PAPERWORK REQUIRED TO ENROLL

### **STEP 1: FORM NEEDED**

- Form** – PARTICIPANT CONTACT FORM (form version 4.5.21)
  - Forms are available at [www.sacorec.com](http://www.sacorec.com)
  - **New Forms are required for everyone this season; we are not accepting rollover paperwork from previous seasons for summer 2024.**

## SUBMITTING ENROLLMENT REQUEST

### **STEP 2: Follow these enrollment timelines to submit your request and form:**

**Enrollment Phase 1: April 9, 2024** Open to students in grades 7-10 for the 2024-2025 schoolyear

**Enrollment Phase 2: April 23, 2024** Open to students grades 2-10 for the 2024-2025 schoolyear

- Submit contact form via email** to [parksandrec@sacomaine.org](mailto:parksandrec@sacomaine.org)
  - Please note: we cannot process enrollment emails received early.
- CONFIRMATION:** an automated email confirmation will be sent within 2 business days processing the theater membership for 2024
- INVOICE:** The confirmation includes an invoice of the one-time “Program Registration Fee” billed to your account (\$25/resident or \$30/non-resident).

## REGISTERING FOR 2024 PRODUCTIONS AND PAYMENT OPTIONS

**STEP 3: Registering for productions** - After you have received your confirmation email, you have access to registering for shows online. This is required to guarantee weeks your child will attend.

### Follow these steps to register:

1. Log in at [www.sacorec.com](http://www.sacorec.com) to your household account
2. Go to “My Account/Balances” and pay your invoiced “Program Registration Fee”
3. Once paid, go to “Programs” and the “Twin City Theater Academy Page”.
4. Next choose your production:
  - **SHOW 1 Anastasia: Youth Edition:** June 17-28, 2024
  - **SHOW 2 Footloose the Musical: Youth Edition:** July 8-19, 2024
  - **SHOW 3 Crazy for You: Youth Edition:** July 22-August 2, 2024
  - **SHOW 4 The SpongeBob Musical: Youth Edition:** August 5-16, 2024
  - **Summer 2024 Pricing:** Options are available this season for either performance or tech track. Registration is \$495.00 for Performance Production option and the Tech Track option is \$345.00; a deposit of 50% is required to enroll for the chosen option and the final balance is due two weeks prior to the show week.
  - **Credits:** you may apply credits during checkout if you have them.
5. Follow payment steps and prompts during check-out to complete the transaction.
6. After completing these steps, you will receive a receipt: please review to confirm the shows purchased are accurate and contact the SPR Office if any adjustments are required.

**DONE! We look forward to providing the best summer ever with Twin City Theater Academy!**