Virtual Stage Management (VSM) Admin Manual

Main Tab Descriptions:

Show Bible

Show Information:

-View/Edit Show specific information that affects the "ShowBill" and reports.

Characters/Positions:

-Add, edit, and delete Characters/Positions
-Cast/Assign artists to Characters/Positions
-Sort Characters/Positions

Groups:

-Add, edit, and delete Groups
-Cast/Assign Characters to Groups
-Sort Groups

Artists

Artist Detail:

-View/Edit Artist specific information such as name, nickname, status, username, password, bio, headshot, and the characters/positions they play.

Address:

-Add, edit, and delete addresses and address preferences for a specific artist.

Phone:

-Add, edit, and delete phone numbers and phone number preferences for a specific artist.

Email:

-Add, edit, and delete email addresses and email address preferences for a specific artist.

Emergency Contact:

-Add, edit, and delete emergency contacts and emergency contact preferences for a specific artist.

Dressing Room:

-Add or delete dressing rooms for a specific artist.

Locations

Location Detail:

-View/Edit Location specific information such as name & description.

-Sort Locations

Address:

-Add, edit, and delete addresses for a specific location.

Phone:

-Add, edit, and delete phone numbers for a specific location.

Email:

-Add, edit, and delete email for a specific location.

Contact:

-Add, edit, and delete for a specific location.

Dressing Room:

-Add, edit, delete, and assign artists to dressing rooms for a location.

Communications

Announcements:

-Add, edit, and delete announcements for all artists on one or more shows.

Messages:

-Add, edit, and delete messages for one artist.

Notes:

-Add, edit, and delete notes for one or more artists for a specific show.

Scheduling

Year View:

-View a year calendar.

Month View:

-View, add, edit, and delete events in a month view format for one or more shows, locations, and/or artists.

Week View:

-View, add, edit, and delete events in a week view format for one or more shows, locations, and /or artists.

Day View:

-View, add, edit, and delete events in a day view format for one or more shows, locations, and/or artists.

Create Conflict:

-Add a conflict for an artist.

Subscribe to Calendar:

-Links provided to subscribe to show schedules using your computers calendaring application.

Show Bible:

The Show Bible section of Virtual Stage Management is where show specific information is stored. This is where your show is defined.

Characters/Positions:

-Are labels that define one or more artists (ex. Joseph, Narrator, Light Board Operator, etc.)

-Allow you to assign people in your production to specific tasks. This information is passed on to the individual on their personal schedule so they are aware of why they are being called to an event.

Groups:

-Are labels that define one or more Characters/Positions (ex. Dancers, Act 1 Scene 1, Technicians, etc.)

-Are collections of characters/positions that help speed up the scheduling and communication process. With one click of a group you can select multiple characters/positions to schedule or communicate with.

Editing Show Information

The fields under the “Show Information” tab are used to label reports and also appear in the “ShowBill” report. If you selected a pre-existing show when purchasing, some information may already exist in these fields. To edit or add information, revise all necessary fields and click the “Update This Show” button. You also have the ability to add/edit the show logo from this screen by clicking on the “Browse” button and locating the logo on your hard drive that you would like to upload. Jpeg files only.

Adding Characters/Positions

To add characters/positions, click on the “Character/Position” tab which can be found under the “Show Bible” main tab or if you are already under this tab and have a character/position loaded you can click on the “Create a New Character/Position” button located in the right hand information box. A friendly reminder that the definition of Characters/Positions is a label that gets assigned to artists (ex. Joseph, Narrator, Light Board Operator, etc.). To create a new character/position, fill out the Create A New Character/Pos. form (the Character/Position Name field is required), then if you already have artists in the system (See Main “Artist” tab) select all of the artists that perform this new role. Once you have completed this task, click the “Create This Character/Position” button. You will now see your new Character/Position added to the existing Characters/Positions on the left hand side of the screen.

Editing/Deleting Characters/Positions

To edit existing characters/positions, click on the “Character/Position” tab, which can be found under the “Show Bible” main tab. To edit an existing Character/Position, click the name from the list on the left. Change the information in the form, then select/deselect all of the artists that perform this role. Click the “Update This Character/Position” button.

The Character/Position Name field is required. To delete this character/position, click the "Delete This Character/Position" button.

Sort Characters/Positions
The Character/Position sort order effects how the characters/positions are ordered in the list on the left as well as on all other screens and reports. To sort existing characters/positions, click on the "Character/Position" tab which can be found under the "Show Bible" main tab. To sort your existing Characters/Positions, click the "Sort Characters/Positions" button, which can be found in the right hand side information box. To sort your character/positions, click the red up/down arrows next to the character/position you would like to move, and then click into the box where you would like it to be relocated. After your list is sorted, click the "Save Sort Order" button.

Adding Groups
To add Groups, click on the "Groups" tab which can be found under the "Show Bible" main tab or if already under this tab and have a group loaded you can click on the "Create a New Group" button located in the right hand information box. A friendly reminder that the definition of a Group is a label that gets assigned to one or more characters/positions (ex. Dancers, Act 1 Scene 1, Technicians, etc.). To create a new Group, fill out the Create A New Group form (the Group Name field is required), then if you already have characters/positions in the system select all of the characters/positions that are a part of this new group. Once you have completed this task click the "Create This Group" button. You will now see your new Group added to the existing Groups on the left hand side of the screen.

Editing/Deleting Groups
To edit existing Groups, click on the "Groups" tab, which can be found under the "Show Bible" main tab. To edit an existing Group, click the name from the list on the left. Change the information in the form, then select/deselect all of the Characters/Positions that are a part of this group. Click the "Update This Group" button. The Group Name field is required. To delete this Group, click the "Delete This Group" button.

Sort Groups
The Group sort order effects how the Groups are ordered in the list on the left as well as on all other screens and reports. To sort existing Groups, click on the "Groups" tab, which can be found under the "Show Bible" main tab. To sort your existing Groups, click the "Sort Groups" button, which can be found in the right hand side information box. To sort your Groups, click the red up/down arrows next to the character/position you would like to move, and then click into the box where you would like it to be relocated. After your list is sorted, click the "Save Sort Order" button.

Artists:

The definition of artist inside Virtual Stage Management is a general term for anyone using the system. This can be a performer, manager, technician, parent, etc. The Artists section of Virtual Stage Management is where artist specific information is stored. This is where your artist's are created and defined.

Adding an Artist

To add an Artist, click on the "Artist Detail" tab which can be found under the "Artist" main tab or if you are already under this tab and have an artist loaded you can click on the "Create a New Artist" button located in the right hand information box. To create a new Artist, fill out the Create A New Artist form (the First Name, Last Name, Username, Password, and email fields are required). You also have the ability to add a headshot from this screen by clicking on the "choose file" button and locating the picture (jpeg only) on your hard drive that you would like to upload. The status field will determine what the artist is able to do in Virtual Stage Management. A "Manager" can the ability to manage all information (except account information). Artist is only able to manage their information. Once you have completed the form click the "Create This Artist" button. *Notification is sent to the Client, Stage Manager(s), and New Artist every time a new artist is created in Virtual Stage Management.* You will now see your new Artist added to the existing Artists on the left hand side of the screen. Once the artist has been created you are able to assign them in the characters/positions (see adding characters/positions). You can do this by clicking into the drop down list labeled "Assign a New Character/Position…" Once you select the character/position your information will be saved and you can then choose if they are the understudy.

Editing/Deleting Artists

To edit existing Artists, click on the "Artist Detail" tab, which can be found under the "Artist" main tab. To edit an existing Artist, click the name from the list on the left. Change the information in the form, and then click the "Update This Artist" button. You can also edit the characters/positions they play by changing any drop down choice, assign a new character/position using the "Assign a New Character/Position…" dropdown, selecting or deselecting if they are an understudy for a position, or clicking the red "X" to delete the artist. Please note everything you do at the bottom of this page is automatically saved and you do not need to click the "Update This Artist" button. To remove the headshot for this artist click the "Remove Current Headshot" button. To delete this artist, click the "Delete This Artist" button.

Adding Addresses for an Artist

To add an Address for an Artist, click on the "Address" tab, which can be found under the "Artist" main tab. If you would like to add an address, click on the artists name from the list on the left. To add a new address, fill out the fields below "Add An Address for…" (The "Private" button determines if the address will appear on certain reports and screens) and click the "Create New Address" button. You will now see your new Address added to the list above. The first address added for an artist will by default be the

"Primary". The Primary function is used on certain reports to signify importance and can be edited, see "Editing/Deleting/Mapping Addresses for an Artist".

Editing/Deleting /Mapping Addresses for an Artist
To edit, delete, or map an Address for an Artist, click on the "Address" tab which can be found under the "Artist" main tab. If you would like to edit, delete, or map an address, click on the artists name from the list on the left. To edit addresses, revise the necessary fields (the "Private" button determines if the address will appear on certain reports and screens)(The Primary function is used on certain reports to signify importance.) and click the "Update Existing Addresses" button. To delete a specific address click the red "X" beside the address you would like deleted. To map an address click the map icon, a new browser window will open that will map the address.

Adding Phone Numbers for an Artist
To add a Phone Number for an Artist, click on the "Phone" tab which can be found under the "Artist" main tab. If you would like to add a phone number, click on the artists name from the list on the left. To add a new phone number, fill out the fields below "Add A Phone Number for…" The "Notification" button determines if notifications can be sent to this phone number via standard text messaging. For this artist to receive text messages, you must select the mobile carrier from the "type" drop down list. The "Private" button determines if the phone number will appear on certain reports and screens. Once you have completed the fields, click the "Create New Phone Number" button. You will now see your new Phone Number added to the list above. The first phone number added for an artist will by default be the "Primary". The Primary function is used on certain reports to signify importance and can be edited, see "Editing/Deleting/Calling Phone Numbers for an Artist"

Editing/Deleting/Calling Phone Numbers for an Artist
To edit or delete an Address for an Artist, click on the "Phone" tab, which can be found under the "Artist" main tab. If you would like to edit, delete or call a number, click on the artists name from the list on the left. To edit phone numbers, revise the necessary fields. The "Notification" button determines if notifications can be sent to this phone number via standard text messaging. For this artist to receive text messages, you must select the mobile carrier from the "type" drop down list. The "Private" button determines if the phone number will appear on certain reports and screens. The Primary function is used on certain reports to signify importance. Once revised click the "Update Existing Phone Numbers" button. To delete a specific phone number click the red "X" beside the number you would like deleted. If you are using a cell phone with web browsing capability, you can click the "call" icon to dial the number.

Adding Email Addresses for an Artist
To add an Email Address for an Artist, click on the "Email" tab which can be found under the "Artist" main tab. If you would like to add an email address, click on the artists name from the list on the left. To add a new email address, fill out the fields below "Add An Email Address for…" The "Notification" button determines if notifications can be sent to this email address. The "Private" button determines if the email address will

appear on certain reports and screens. Once you have completed the fields, click the “Create New Email Address” button. You will now see your new Email Address added to the list above. The first email address added for an artist will by default be the “Primary”. The Primary function is used on certain reports to signify importance and can be edited, see “Editing/Deleting Email Addresses for an Artist”

Editing/Deleting/Emailing Email Addresses for an Artist
To edit, delete, or email an Email Address for an Artist, click on the “Email” tab which can be found under the “Artist” main tab. If you would like to edit, delete, or email an email address, click on the artists name from the list on the left.. To edit email addresses, revise the necessary fields. The “Notification” button determines if notifications can be sent to this email address. The “Private” button determines if the email address will appear on certain reports and screens. The Primary function is used on certain reports to signify importance. Once revised click the “Update Existing Email Addresses” button. To delete a specific email address, click the red “X” beside the email address you would like deleted. To email an email address click the Send Email icon, your default email application will open.

Adding Emergency Contact Info for an Artist
To add Emergency Contact Information for an Artist, click on the “Emergency Contact” tab, which can be found under the “Artist” main tab. If you would like to add an emergency contact, click on the artists name from the list on the left. To add new emergency contact info, fill out the fields below “Add An Emergency Contact for…” Once you have completed the fields, click the “Create New Emergency Contact” button. You will now see your new Emergency Contact added to the list above. The first contact added for an artist will by default be the “Primary”. The Primary function is used on certain reports to signify importance and can be edited, see “Editing/Deleting Emergency Contact Info for an Artist”

Editing/Deleting Emergency Contact Info for an Artist
To edit or delete Emergency Contact Information for an Artist, click on the “Emergency Contact” tab, which can be found under the “Artist” main tab. If you would like to edit or delete an emergency contact, click on the artists name from the list on the left. To edit emergency contact information, revise the necessary fields. The Primary function is used on certain reports to signify importance. Once revised click the “Update Existing Emergency Contacts” button. To delete a specific emergency contact, click the red “X” beside the contact you would like deleted.

Assign or Remove an Artist to/from a Dressing Room
To assign an Artist to a dressing room click on the “Dressing Room” tab which can be found under the “Artist” main tab. If you would like assign or remove a dressing room, click on the artists name from the list on the left. Click into the drop down list and select the dressing room they will occupy. If you cannot locate the dressing room they should occupy make sure it has been created in the “Location” main tab under the “Dressing Room” sub-tab. To remove an assignment click the “delete” button located to the right of the dressing room assignment you would like to remove.

Locations:

The Locations section of Virtual Stage Management is where location specific information is stored. This is where your locations are created and defined.

Adding a Location

To add a Location, click on the “Location Detail” tab which can be found under the “Location” main tab or if already under this tab and have an location loaded you can click on the “Create a New Location” button located in the right hand information box. To create a new Location, fill out the Create A New Location form (the Location Name field is required). You also have the ability to add a description from this screen. Once you have completed the form click the “Create This Location” button. You will now see your new Location added to the existing locations on the left hand side of the screen. Once the location has been created you are able to the location to one or more of your shows. You can do this by clicking the checkboxes at the bottom of the page.

Editing/Deleting Locations

To edit existing Locations, click on the “Location Detail” tab, which can be found under the “Location” main tab. To edit an existing Location, click the name from the list on the left. Change the information in the form, and then click the “Update This Location” button. You can also edit what shows these locations are attached to by changing any checkbox choice. Please note you must click the “Update This Location” button to save the information.

Adding Addresses for a Location

To add an Address for a Location, click on the “Address” tab, which can be found under the “Location” main tab. If you would like to add an address, click on the location name from the list on the left. To add a new address, fill out the fields below “Add An Address for…” (The “Private” button determines if the address will appear on certain reports and screens) and click the “Create New Address” button. You will now see your new Address added to the list above. The first address added for a location will by default be the “Primary”. The Primary function is used on certain reports to signify importance and can be edited, see “Editing/Deleting/Mapping Addresses for a Location”.

Editing/Deleting /Mapping Addresses for a Location

To edit, delete, or map an Address for a Location, click on the “Address” tab, which can be found under the “Location” main tab. If you would like to edit, delete, or map an address, click on the location name from the list on the left. To edit addresses, revise the necessary fields (the “Private” button determines if the address will appear on certain reports and screens)(The Primary function is used on certain reports to signify importance.) and click the “Update Existing Addresses” button. To delete a specific address click the red “X” beside the address you would like deleted. To map an address click the map icon, a new browser window will open that will mapquest the address.

Adding Phone Numbers for a Location

To add a Phone Number for a Location, click on the "Phone" tab, which can be found under the "Location" main tab. If you would like to add a phone number, click on the location name from the list on the left. To add a new phone number, fill out the fields below "Add A Phone Number for…" The "Notification" button determines if notifications can be sent to this phone number via standard text messaging. For this location to receive text messages, you must select the mobile carrier from the "type" drop down list. The "Private" button determines if the phone number will appear on certain reports and screens. Once you have completed the fields, click the "Create New Phone Number" button. You will now see your new Phone Number added to the list above. The first phone number added for a location will by default be the "Primary". The Primary function is used on certain reports to signify importance and can be edited, see "Editing/Deleting/Calling Phone Numbers for a Location".

Editing/Deleting/Calling Phone Numbers for a Location

To edit or delete an Address for a Location, click on the "Phone" tab, which can be found under the "location" main tab. If you would like to edit, delete, or call a phone number, click on the location name from the list on the left. To edit phone numbers, revise the necessary fields. The "Notification" button determines if notifications can be sent to this phone number via standard text messaging. For this location to receive text messages, you must select the mobile carrier from the "type" drop down list. The "Private" button determines if the phone number will appear on certain reports and screens. The Primary function is used on certain reports to signify importance. Once revised click the "Update Existing Phone Numbers" button. To delete a specific phone number click the red "X" beside the number you would like deleted. If you are using a cell phone with web browsing capability, you can click the "call" icon to dial the number.

Adding Email Addresses for a Location

To add an Email Address for a Location, click on the "Email" tab, which can be found under the "Location" main tab. If you would like to add an email address for a location, click on the location name from the list on the left. To add a new email address, fill out the fields below "Add An Email Address for…" The "Notification" button determines if notifications can be sent to this email address. The "Private" button determines if the email address will appear on certain reports and screens. Once you have completed the fields, click the "Create New Email Address" button. You will now see your new Email Address added to the list above. The first email address added for a location will by default be the "Primary". The Primary function is used on certain reports to signify importance and can be edited, see "Editing/Deleting Email Addresses for a Location".

Editing/Deleting/Emailing Email Addresses for a Location

To edit, delete, or email an Email Address for a Location, click on the "Email" tab, which can be found under the "Location" main tab. If you would like to edit, delete, or email an email address, click on the location name from the list on the left. To edit email addresses, revise the necessary fields. The "Notification" button determines if notifications can be sent to this email address. The "Private" button determines if the email address will appear on certain reports and screens. The Primary function is used on certain reports to signify importance. Once revised click the "Update Existing Email Addresses" button. To delete a specific email address, click the red "X" beside the email address you would like deleted. To email an email address click the Send Email icon, your default email application will open.

Adding Contact Info for a Location

To add Contact Information for a Location, click on the "Contact" tab, which can be found under the "Location" main tab. If you would like to add a contact, click on the location name from the list on the left. To add new contact info, fill out the fields below "Add A Contact for…" Once you have completed the fields, click the "Create New Contact" button. You will now see your new Contact added to the list above. The first contact added for a location will by default be the "Primary". The Primary function is used on certain reports to signify importance and can be edited, see "Editing/Deleting Contact Info for a Location".

Editing/Deleting Contact Info for a Location

To edit or delete Contact Information for a Location, click on the "Contact" tab, which can be found under the "Location" main tab. If you would like to edit or delete a contact, click on the location name from the list on the left. To edit contact information, revise the necessary fields. The Primary function is used on certain reports to signify importance. Once revised click the "Update Existing Contacts" button. To delete a specific contact, click the red "X" beside the contact you would like deleted.

Communications:

The Communications section of Virtual Stage Management is where communication is conducted in three ways:

1.) To all artists for one or more shows (Announcements)
2.) To one artist (Message)
3.) To one or more artists on a specific show (Note)

Creating an Announcement

To add an Announcement, click on the "Announcements" tab which can be found under the "Communications" main tab or if you are already under this tab and have an announcement loaded you can click on the "Create a New Announcement" button located in the right hand information box. To create a new Announcement, fill out the Create A New Announcement form, which includes the date, you want the announcement to start and end. Then select which show(s) the announcement pertains to by clicking the checkbox next to each show. Once you have completed the form click the "Create This Announcement" button. *Notification is sent to the Client and all Artists who have characters/positions chosen on the shows selected.* You will now see your new announcement added to the existing announcements on the left hand side of the screen. Once the announcement has been created your artists will see the announcement when they login to their account.

Editing/Deleting Announcements

To edit existing Announcements, click on the "Announcements" tab, which can be found under the "Communications" main tab. To edit an existing announcement, click the announcement from the list on the left. Change the information in the form, and then click the "Update This Announcement" button. You can also edit what shows this announcement pertains to by changing any checkbox choice. To delete the announcement click the "Delete This Announcement" button.

Creating a Message

To create a Message, click on the "Messages" tab which can be found under the "Communications" main tab or if you are already under this tab and have a message loaded you can click on the "Create A New Message" button located in the right hand information box. To create a new Message, fill out the Create A New Message form, which includes selecting the specific artist you would like to receive the message. Once you have completed the form click the "Create This Message" button. *Notification is sent to the message recipient anytime a message is created,* You can view your send messages by choosing Sent Messages on the left hand side of the screen. Once the message has been created your artist will see the message in their login as well as via email and text messaging based on "notification" settings in their Artist Profile.

Read/Edit/Delete Messages
To read messages, click on the “Messages” tab, which can be found under the “Communications” main tab. Choose what type of message you would like to read from the list on the left hand side. To edit existing Messages, click the “Edit” button located next to the message. You have the ability to edit only messages that you created but have the ability to delete any message. Change the information in the form, and then click the “Update This Message” button. Notification is not sent when a message is edited. To delete the message click the “Delete This Message” button next to the message.

Creating Notes
To create Notes, click on the “Notes” tab which can be found under the “Communications” main tab or if you are already under this tab and have a note set loaded you can click on the “Create A New Note Set” button located in the right hand information box. To create notes you must first create a Note Set. This is the title in which all the following notes you will create will fall under. An example of a note set is the name of the event that you are noting (EX: Friday Dress Rehearsal, Saturday Performance, etc). To create a Note Set fill out the Create A New Note Set form and click the “Create This Note Set” button. You will now see your new note set added to the existing note sets on the left hand side of the screen as well as loaded in the main body. To create a Note inside this note set click the “Create New Note” button. This will open a new browser window where you should complete the entire form including the Subject, Body, and Group, Characters/Positions, and/or Artists that should receive the note. Once you have completed the form click either the “Save and Close This Note” to return to the Note Set screen or the “Save and Create Another Note” button to save the note and return to the same screen to create another note. Once notes have been created your artist will see the notes in their login, reports, as well as via email and text messaging based on “notification” settings in their Artist Profile.

Notification can be send to all Artists who have notes in the Note Set by clicking the “Send Notes” button. The notification email includes only the notes assigned to the individual artist.

Editing/Deleting Notes
To edit existing Notes, click on the “Notes” tab, which can be found under the “Communications” main tab. To edit your existing notes, click the note set from the list on the left. To change the note set name, change the information in the top form and then click the “Update This Note Set” button. To delete the entire note set and its individual notes click the “Delete This Note Set” button.

To edit existing individual Notes, click the “Edit” button located to the right of the specific note that you would like to edit. This will open a new browser window. Edit the necessary information and click the “Update and Close This Note” button. To delete a specific note in a note set click the “Delete” button located to the right of the specific note that you would like to delete.

Scheduling:

Scheduling is where you can view, create, edit, and delete events for one or more shows, locations, and/or artists.

Using Calendar Navigation

You can navigate and filter the scheduling area by multiple means. Please note these filters are additive meaning they filter deeper as you add in more criteria.

Show Filter: The main show drop-down list in the upper left corner of the browser will filter your calendar so you are only viewing the show selected or “All Shows”. Please note you can only create events if you have selected a specific show.

Jump to: There is five drop down lists under the header “Jump to”. The first list will filter your calendar for either one artist or “All Artists”. The second list with jump you to a specific date or if “Jump to” is selected will act according based on the three drop down lists below it. Those three-drop down lists will jump you to a specific date.

Pick Location: The list below the “Pick location” header shows all your locations. You can filter your calendar to view only one, multiple, or “ALL LOCATIONS”. Click on one location and then click the “Go” button to filter your calendar to show only that location. To view all locations click the first item in the list “ALL LOCATIONS” and then click the “Go” button. To view multiple locations click on all the locations you want to view while holding the Command (Mac) or Control (Windows) key. Click the “Go” button.

Jump to specific date: You can use the arrow keys next to the date in the upper left hand corner of the navigation screen, click on a day of the month, or use the arrow keys at the top of the calendar to navigate to a certain month, week, or day.

Create An Event

To create an event, you must select the show the event is assigned to by choosing it from the main drop down list located in the upper left corner of the browser window. Click on the “Create A New Event” button located above the calendar. This will open a new browser window so you can still view your main calendar while creating events. Enter the event details in the fields provided. Please note that the asterisk (*) signifies a field that is required. You must then select one or more group(s) or character/position(s) that should attend the event using the boxes provided. Please note the groups, characters/positions, and the relationship between the two comes from the information you entered in the “Show Bible”. Once you have completed the event details and group/character choices click the “Select Artists” button. You will be taken to a new screen where you can now choose and assign what artists should attend the call and as what character/position. If you would like to return at any time to the previous Event Information Screen you can click the “Edit Event Information” button. *Please note any choices you have made on the current “Select Artist” screen will be lost*. When you arrive at the “Select Artist” screen you will find all of the Characters/Positions that you selected from the previous screen and the artists who have been assigned to that character/position (determined in the Show Bible and Artist tabs). *Characters/Positions will not appear if they do not have any artists assigned to them*. Those artists who are NOT understudies for the specific character/position they are under will automatically appear checked (called). If you would like to add the understudies to the call you can select them individually or click the “Include Understudies in Event” check box located at the top of the screen to select all of them. If you would like to store a “title” for those being called to the event so that schedules and event detail screens are more concise you can do so by typing into the “Summary of Scheduled Artists” field. Examples of this might be “Full Cast”, “All Men”, Dancers”, “Technicians”, etc. This will eliminate the listing of all artist names listed on schedules and instead will simply list what you entered into the “Summary of Scheduled Artists” field. If an artists name has a flag icon beside it, this signifies that there is a scheduling conflict with this artist. You can roll your mouse over the artists name to view the conflict. If the error “Location Conflict” appears in the upper right information window, this means that there is a location conflict. You can roll your mouse over the words “Location Conflict” to view the details. Both artist and location conflicts do not stop your ability to create an event. One you have selected all of the artists and what characters/positions they will represent at the event you can click either the “Save Event” button to save the event and return to a new blank event information screen or the “Save and Create a Similar Event” button to save the event and return to the event information screen with the same event data as the previous event already loaded into the fields. This assists you in saving time if you are creating multiple events that are similar in nature. When you create a new event, your main calendar browser window will automatically refresh so you can view your new event.

View Event Details
To view the details of an event, click on the title of the event in the calendar provided. This will open a separate browser window which will show the Title, Date, Start Time, End Time, Location details, event creator, event editor, description, technical details, artists called, and artists primary email address and telephone number.

Send Event Notification
To send event notification, view the details of an event by clicking on the title of the event in the calendar provided. This will open a separate browser window, which will show event details. Click the “Send Event Notification” button. *Artist and location notification preferences are set in the Artist and Location tabs respectively*.

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Edit Event Details
To edit event details, view the details of an event by clicking on the title of the event in the calendar provided. This will open a separate browser window, which shows the event details. Click on the "Edit/Delete Event" button located at the top of the screen. You will be shown the event details in an editable format. Asterisks (*) are required fields. Locations are those you entered in the "Locations" tab. Make the necessary revisions and then click either the "Save Changes" button to simply save or the "Save and Notify Artists" button to notify all artists and the location of the changes. *Artist and location notification preferences are set in the Artist and Location tabs respectively*. You will then be returned to the event details screen and the main calendar will be updated.

Delete Event
To delete an event, view the details of an event by clicking on the title of the event in the calendar provided. This will open a separate browser window, which will show the event details. Click on the "Edit/Delete Event" button located at the top of the screen. You will be shown the event details in an editable format. Click either the "Delete Event" button to delete the event or the "Delete and Notify Artists" button to notify all artists and the location of the cancellation. *Artist and location notification preferences are set in the Artist and Location tabs respectively*. You will then be returned to the event details screen and the main calendar will be updated.

Reassign Artists to an event
To reassign artists for an event, view the details of an event by clicking on the title of the event in the calendar provided. This will open a separate browser window, which will show the event details. Click on the "Reassign Artists" button located at the top of the screen. You will be shown the characters/positions that have been assigned to event. The artists selected are those currently called to the event. Make the necessary changes. If you would like to add all understudies to the call you can select them by clicking the "Include Understudies in Event" check box located at the top of the screen. If you would like to edit the "title" for those being called to the event (optional) so that schedules and event detail screens are more concise you can do so by editing the "Summary of Scheduled Artists" field. Examples of this might be "Full Cast", "All Men", Dancers", "Technicians", etc. This will eliminate the listing of all artist names listed on schedules and instead will simply list what you entered into the "Summary of Scheduled Artists" field. If an artists name has a flag icon beside it, this signifies that there is a scheduling conflict with this artist. You can roll your mouse over the artists name to view the conflict. If you need to add additional characters/positions to the event you will need to use the "Reassign Groups/Characters" button on the event details screen. *See "Reassigning Groups/Characters."* After making the necessary changes click either the "Save" button to simply save the information or the "Save and Notify" button to save and send notifications to all artists including those added, cancelled or modified. *Artist notification preferences are set in the Artist tab*. You will then be returned to the event details screen and the main calendar will be updated.

Reassign Groups/Characters for an event
To reassign groups/characters for an event, view the details of an event by clicking on the title of the event in the calendar provided. This will open a separate browser window, which will show the event details. Click on the "Reassign Groups/Characters" button located at the top of the screen. You will be shown the groups and characters/positions for the show. You must then select one or more group(s) or character/position(s) that should attend the event using the boxes provided. Please note the groups, characters/positions, and the relationship between the two comes from the information you entered in the "Show Bible". Once you have completed the event details and group/character choices click the "Select Artists" button. You will be taken to a new screen where you can now choose and assign what artists should attend the call and as what character/position. If you would like to return at any time to the previous group/character screen you can click the "Edit Groups/Characters" button. *Please note any choices you have made on the current "Select Artist" screen will be lost.* When you arrive at the "Select Artist" screen you will find all of the Characters/Positions that you selected from the previous screen and the artists who have been assigned to that character/position (determined in the Show Bible and Artist tabs). *Characters/Positions will not appear if they do not have any artists assigned to them.* Those artists who are NOT understudies for the specific character/position they are under will automatically appear checked (called). If you would like to add the understudies to the call you can select them individually or click the "Include Understudies in Event" check box located at the top of the screen to select all of them. If you would like to revise the "title" for those being called to the event (optional), so that schedules and event detail screens are more concise, you can do so by typing into the "Summary of Scheduled Artists" field. Examples of this might be "Full Cast", "All Men", Dancers", "Technicians", etc. This will eliminate the listing of all artist names listed on schedules and instead will simply list what you entered into the "Summary of Scheduled Artists" field. If an artists name has a flag icon beside it, this signifies that there is a scheduling conflict with this artist. You can roll your mouse over the artists name to view the conflict. Artist conflicts do not stop your ability to edit an event. After making the necessary changes click either the "Save" button to simply save the information or the "Save and Notify" button to save and send notification to all artists including those added, cancelled or modified. *Artist notification preferences are set in the individual Artist profiles in the Artist tab.* You will then be returned to the event details screen and the main calendar will be updated.

Create an Artist Conflict
To add an artist conflict, click on the "Create Conflict" tab, which can be found under the "Scheduling" main tab. To create a new Conflict, fill out the Create An Artist Conflict form (All fields required). Once you have completed this task click the "Create This Conflict" button. *If an artist creates a conflict, notification is sent to the Client and Stage Manager(s. Notification preferences are set in the individual Artist profiles in the Artist tab.* You will now see your new Conflict on the calendar. When creating a new show event, it will be compared against any artist conflicts and produce a warning if one is present.

Subscribe to Calendar
Click on a show link to subscribe to the show schedule in your default calendar application on your computer. A calendar application that is compatible with subscribing using the ical standard is required (ie. ICal, Outlook, Sunbird, Google Calendar, etc). Virtual Stage Management recommends using Sunbird as it is a cross platform solution. It can be downloaded for free at http://www.mozilla.org/projects/calendar/sunbird/
These calendars are read only.

Notification (email/text message) Occurrences:

Artist
Notification is sent to the Client and Stage Manager(s) when an artist adds themselves using your sign-up code.

Notification is sent to the New Artist every time a new artist is created by a Client or Manager in Virtual Stage Management.

Artist Information Edited
Notification is sent anytime an artist updates their address, phone number, or email. This is sent to the Client as well as the Stage Manager(s) for those shows that the artist and Stage Manager(s) both have characters/positions on.

Conflict
Notification is sent anytime an artist creates or edits a conflict. This notification is sent to the Client as well as the Stage Manager(s) for those shows that the artist and Stage Manager(s) both have characters/positions on.

Announcement
Notification is sent to the Client and all Artists who have characters/positions chosen on the shows selected to receive the announcement.

Message
Notification is sent to the message recipient anytime a message is created,

Notes
Notification is sent to all Artists who have notes in the Note Set. The notification email includes only the notes assigned to the individual artist.

Send Event Notification
Notification of the event is sent to all event participants and the location contact. This is sent by clicking the “Send Event Notification” button located on the Event Details screen.

Edit/Delete Event
Notification of the edited or deleted (cancelled) event is sent to all event participants and the location contact. This notification occurs by clicking the “Save and Notify Artists” or the “Delete and Notify Artists” button located inside the “Edit/Delete Event” screen accessible via the Event Details screen.

Reassign Artists and Reassign Groups/Characters
A customized notification of the edited event is sent to all event participants who were added, deleted, or modified. This notification occurs by clicking the "Save and Notify" button located inside the "Reassign Artist" screen or the second page of the Reassign Groups/Characters screen. Both of these buttons can be accessed via the Event Details screen.

Daily Schedule
Notification of the daily schedule is sent to all event participants who have calls on that day as well as all locations being used. This notification occurs by selecting the date of the schedule you would like distributed and clicking the "Send Daily Schedule" button located at the top of each of the calendar views.