

# Welcome to R + H's Cinderella!

## Instructions for Virtual Stage Manager (VSM)

**Please open your VSM account before auditions.**

We will not be able to cast the show until everyone has logged in and created a new account or updated his or her account from last year.

The **ONLY** method of communication going forward will be schedule notices and updates from **Virtual Stage Manager**. You **MUST** either already have or create a new **VSM** account in order to receive rehearsal schedules and updates to the schedule, which are made regularly.

IF YOU ALREADY HAVE A VSM ACCOUNT FROM LAST YEAR, PLEASE SKIP TO **“EVERYONE MUST DO THIS”** BELOW. If you already have a VSM account, **DO NOT SET UP A NEW ACCOUNT FOR YOURSELF.**

Only if you are new to the program and do not have a VSM account from last year (or a previous year), please follow the following instructions.

### SETTING UP A NEW ACCOUNT **(Only for people new to the program – STOP – IF YOU ALREADY HAVE AN ACCOUNT, DO NOT SET UP ANOTHER ONE, PLEASE.)**

1. Go to [www.stagemanagement.com](http://www.stagemanagement.com)
2. In the field labeled **“Join Virtual Stage Management”** enter this code: **Slipper** (case sensitive).

RoboForm Start... Google MySolution Cen... Sales Web Site ... Solution Service... salesforce.com

Home Info Videos Library Pricing Purchase-TEST

**Virtual Stage Management**

**Login to Virtual Stage Management**  
Enter your username and password below.  
Username:   
Password:

**Join Virtual Stage Management**  
If you have been asked to join this website by your organization, enter the sign up code below.  
Sign Up Code:

**Purchase Virtual Stage Management**  
To start managing your shows using Virtual Stage Management, click the Purchase button below.

**Password Recovery**  
Please enter the email address attached to the account and the password will be mailed to that account.  
Email Address:

For creating a new account, leave these fields BLANK!!

Type in “Slipper” here and press “Sign Up”

3. Validate your account by responding to the email it will send to you.

4. After validating, Log in to your new account using the “Log In to Virtual Stage Management” section at the top of the first VSM screen.
5. Fill in the information on the “Create A New Artist” page. This should contain the ACTOR’S information including email address, not a parent’s information (unless the actor has no email, in which case, use a parent email here).
6. IF you decide to put in a nickname, please include your last name in the nickname. For me it would look like this: **First Name** :David **Last Name:** Pinkham **Nickname:** Dave Pinkham
7. Do not include a headshot.
8. Do not include an Artist Bio.
9. **DO include a password that you will remember**. A parent should also have your login information and password so that he/she can see the rehearsal schedule.
10. **Write down the URL, your user name, your password**. This will be your lifeline to schedules, which are otherwise impossible to follow.
11. Follow the instructions in the email you will receive from VSM to activate your account.
12. GO TO “EVERYONE MUST DO THIS” below to finish your registration after your account is active.

The screenshot shows a web browser window with the URL <https://www.stagemanagement.com/vsm/admin/index.php>. The page title is "Artists" and the subtitle is "New artist for Campolindo High School". The main heading is "Create A New Artist". The form includes the following fields:

- First Name *required* (text input)
- Nickname (text input)
- Username *required* (text input)
- Primary Email *required* (text input)
- Date of Birth (Month, Day, Year dropdowns)
- Artist Headshot (jpg only) (Choose File button, No file chosen)
- Artist Bio (text area)
- Create This Artist (button)

A blue callout box on the right side of the form contains the text: "If you use a nickname, please include your last name as part of the nickname." A blue arrow points from this box to the Nickname input field.

## EVERYONE MUST DO THIS – UPDATING YOUR ACCOUNT

Please read these instructions carefully. If you have any difficulty logging in to VSM, please contact me by email right away at [dcpinkham54@gmail.com](mailto:dcpinkham54@gmail.com) so that I can reset your account.

1. Log in to VSM by going to [www.stagemanagement.com](http://www.stagemanagement.com)

Home Info Videos Library Pricing Purchase

### Login to Virtual Stage Management

Enter your username and password below.

Username:

Password:

### Join Virtual Stage Management

If you have been asked to join this website by your organization, enter the sign up code below.

Sign Up Code:

### Purchase Virtual Stage Management

To start managing your shows using Virtual Stage Management, click the Purchase button below.

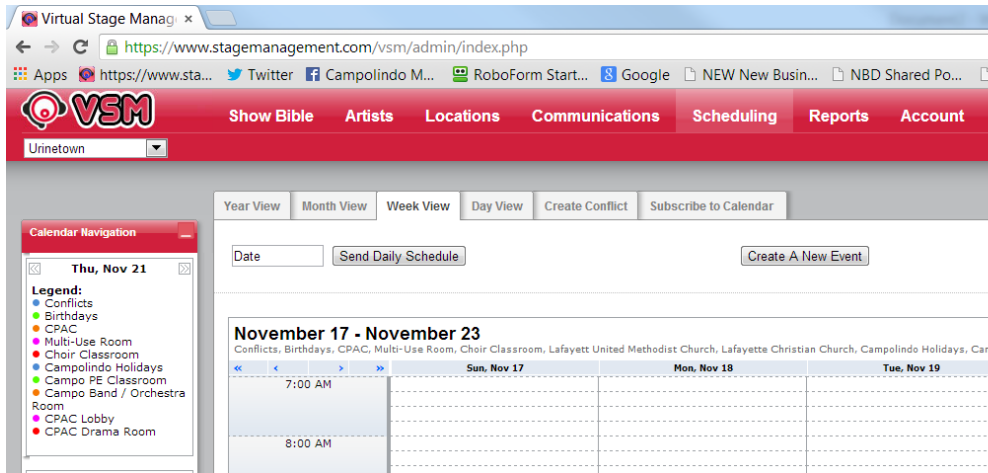
### Password Recovery

Please enter the email address attached to the account and the password will be mailed to that account.

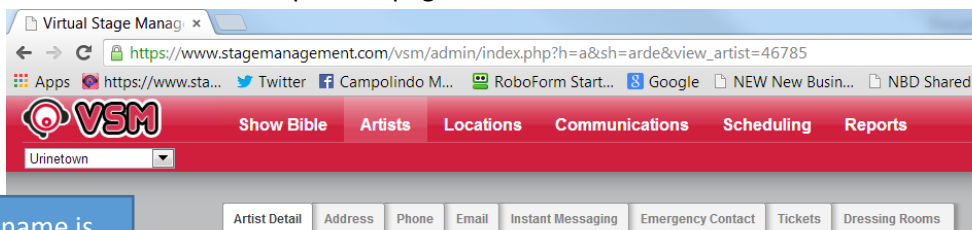
Email Address:

VSM has been designed to perform best using Firefox 1.5 or later. This browser can be downloaded for free at <http://www.mozilla.com>. Due to a known bug, Internet Explorer cannot be used to print or download VSM spreadsheets. Please utilize Firefox for this purpose. You also must have cookies and Java enabled in your browser.

- Most user names were first initial+last name, but whatever your user name was last year... it's the same. Use "Password Recovery" on the login page if you have forgotten either one. Send me an email ([dcpinkham54@gmail.com](mailto:dcpinkham54@gmail.com)) if you can't get logged in after that.



3. Select "Artists" at the top of the page



Nickname is optional. It will appear on Cast Lists and reports. Please make sure to INCLUDE LAST NAME with nickname if you decide to use one. Leave blank otherwise.

Artist Detail Address Phone Email Instant Messaging Emergency Contact Tickets Dressing Rooms

### David Castmember

First Name *required*  
David

Nickname

Last Name *required*  
Castmember

Username *required*  
dcastmember

Date of Birth  
Month Day Year

Gender  
 Male  Female

Grade

T-Shirt Size

Vocal Range

Period Class Instructor/Room

Artist Headshot (jpg only)  No file chosen

Artist Bio

4. Update your information on the "Artist Detail" tab

- You may change your user name if you like (please write it down!)
- You may change your password if you like (please write it down!)
- PLEASE PROVIDE YOUR LOG-IN INFORMATION TO A PARENT so that they can see your schedule as well. There is no "private" information that you need to "guard".**
- You may enter a nickname if you like, but please include your LAST NAME as part of the nickname (e.g. if my nickname was "Baldy", I would enter "Baldy Pinkham" in the nickname field.) **The Nickname Field shows up on all cast lists, so if you just put "Maddog" in the nickname field, I won't know who that is.**
- Enter your birthdate, gender, grade this year, T-shirt size, Vocal Range
- Do not use any of the other fields on this page.
- Make sure to click on "Update This Artist" when you're done.**

Virtual Stage Manag x  
 https://www.stagemanagement.com/vsm/admin/index.php?h=a&sh=arde&view\_artist=46785  
 Apps https://www.sta... Twitter f Campolindo M... RoboForm Start... Google NEW New Busin... NBD Shared

**VSM** Show Bible Artists Locations Communications Scheduling Reports  
 Urinetown

**Select Artist**  
 Select An Artist  
 Aaron Stromberg  
 Abraham Soane  
 Adam Shafer  
 Alex Wilson  
 Allana Karstetter  
 Alyssa Muray  
 Anna Sanderson  
 Anneli Dillon  
 "Ashley Jang" Gyu Bin Jang  
 Ava Narayan  
 Beth Evenhuis  
 Betty Galindo  
 Brett Smith

**Artist Detail** Address Phone Email Instant Messaging Emergency Contact Tickets Dressing Rooms

**David Castmember**

First Name *required*  
 David

Nickname  
 Smiley Castmember

Username *required*  
 dcastmember

Date of Birth  
 January 12 1999

Gender  
 Male  Female

Grade  
 12

T-Shirt Size  
 XX-Large

Vocal Range  
 Bass

Period	Class	Instructor/Room
1		
2		
3		
4		
5		
6		
7		

Artist Headshot (jpg only) Choose File No file chosen

Artist Bio

Update This Artist

Last name included with optional nickname. Leave field blank for "First Name + Last Name" to appear in reports.

Before you leave this tab, be sure to "enter" your changes by clicking here.

5. Select the **Phone** tab

- a. Add **your personal cell phone number** and select your carrier from the drop-down menu next to the number. This is important for text message notifications. (Note: check “Private” if you want to mask the number from view of any other cast members.)
  - i. Check “notification”
  - ii. Check “primary”
- b. **If you like**, you can add additional mobile numbers and check “notification” to have schedule updates sent to those numbers as well (e.g. a parent who wants to be updated all the time.)

Artist Detail | Address | **Phone** | Email | Instant Messaging | Emergency Contact

David Castmember

Click here to get help with this page 2

Edit/Delete Existing Phone Numbers for David Castmember

Country Code	Phone	Type	Notification	Private	Primary	Call	Delete
	9255551212	Mobile - ATT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>		
	5105551212	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>		

Update Existing Phone Numbers

Add A Phone Number for David Castmember

Country Code	Phone	Type	Notification	Private
		Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Create New Phone Number

6. Select the **Email** tab

- a. Check your personal Email address and correct if necessary
  - i. Select a type from the dropdown menu next to the address
  - ii. Check “notification”
  - iii. Check “primary”
  - iv. (“Private” will mask the email address from any other Cast Members)
- b. **REQUIRED:** Add at **least one parental/guardian email address**. You may also select “Notification” for that address if that person wants to get updates.
- c. Be sure to click on “Create New Email Address” each time.

Artist Detail | Address | Phone | **Email** | Instant Messaging | Emergency Contact | Tickets | Dressing Rooms

David Castmember

Click here to get help with this page 2

Edit/Delete Existing Email Addresses for David Castmember

Email Address	Type	Notification	Private	Primary	Send Email	Delete
dpinkham@compucom.com	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>		
moms_email@hiscarrier.com	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>		
dads_email@hiscarrier.com	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>		

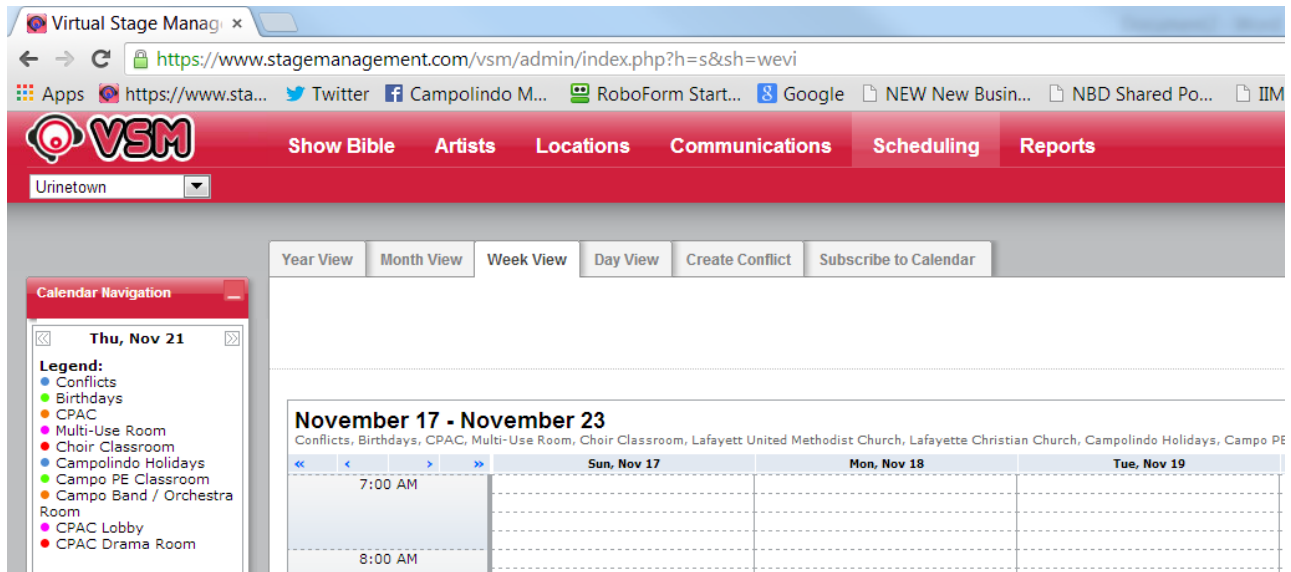
Update Existing Email Addresses

Add An Email Address for David Castmember

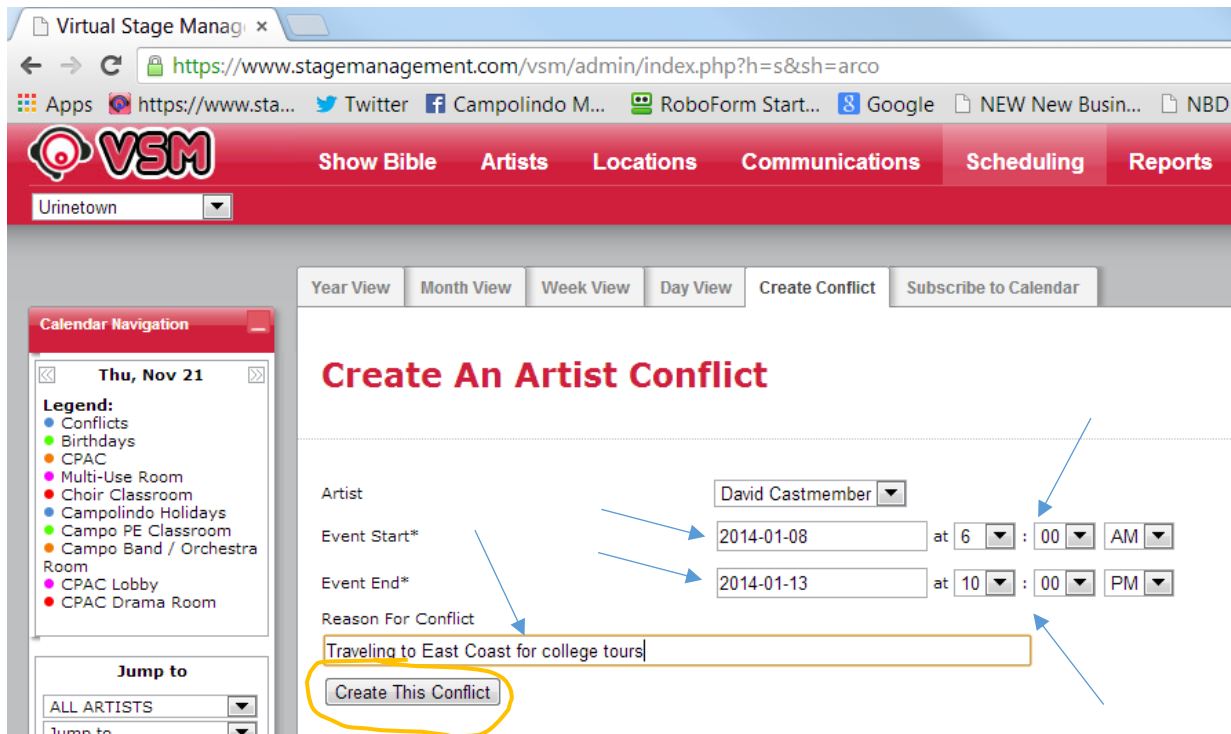
Email Address	Type	Notification	Private
	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Create New Email Address

7. Select "Scheduling" from the top menu bar
  - a. Here you can navigate through the months and see your individual rehearsal schedule in calendar form. (There may not be anything there yet.)



8. Select the Create Conflict tab
  - a. Enter any known conflicts that are during rehearsal hours (M-F 6-9 or Saturdays)
  - b. Enter as many as you know about now. Be sure to click on "Create This Conflict" each time.
  - c. Use this to enter a conflict ANY TIME that you can't be at rehearsal (even if you're sick and all of a sudden can't come, please enter it as a conflict.)



**You're done!** Visit often.

You can also get reports that show the scene breakdown – a view of every scene that you are in. You can also get scheduling reports that show “everyone” or just you for a period of time. Please don't rely on printed reports because the schedule may change in real time. Use the “Scheduling” section of VSM to see the current “real” schedule for the day/week/month.

Reminders:

1. Please write down and give log-in information to a parent so they can see your schedule too (URL, User Name, Password)
2. Please log in often to make sure you have current information
3. Please add conflicts as they crop up... this is the ONLY way we have of knowing that you won't be at rehearsal... we do take attendance.
4. The only reliable information about rehearsal is what is posted “live” under the “Scheduling” tab on the main menu. This is always up to date. Do not rely on printed schedules, as things can change daily.