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
2. In the field labeled "***Join Virtual Stage Management***" enter this code: **Slipper** (case sensitive).

> 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, <u>please include your last name in the nickname</u>. For me it would look like this: **First Name** :David **Last Name**: Pinkham **Nickname**: Dave <u>Pinkham</u>
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.

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 so that I can reset your account.

1. Log in to VSM by going to www.stagemanagement.com

Home   Info   Videos   Library   Pricing   Purchase

Log in here with your user name and password. Use password recovery if you don't remember your user name or password.

Login to Virtual Stage Management

Enter your username and password below.

Username: dcastmember

Password: ••••••••

Log In

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:

Sign Up

VIRTUAL STAGE MANAGEMENT

Purchase Virtual Stage Management

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

Purchase

Use this to get your password and/or user name if you forgot.

Password Recovery

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

Email Address:

Recover

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 speadsheets. Please utilize Firefox for this purpose. You also must have cookies and Java enabled in your browser.

2. 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) if you can't get logged in after that.
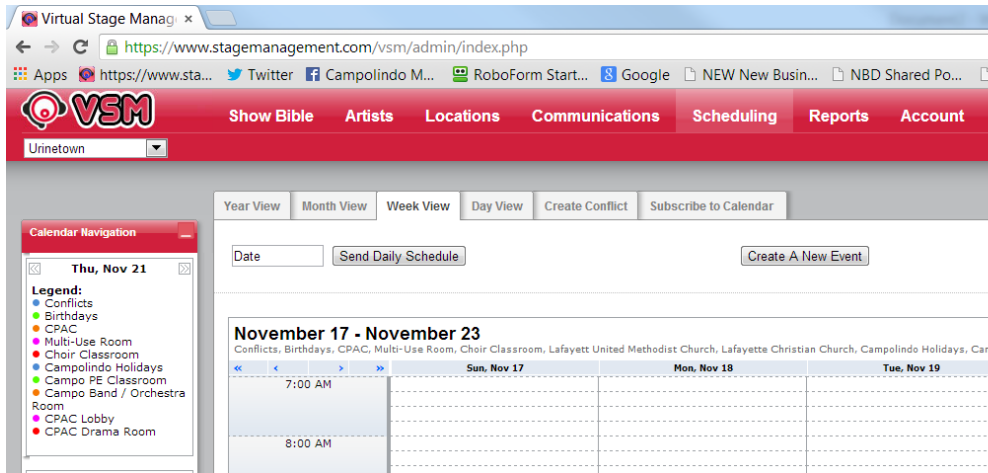
3. Select "Artists" at the top of the page
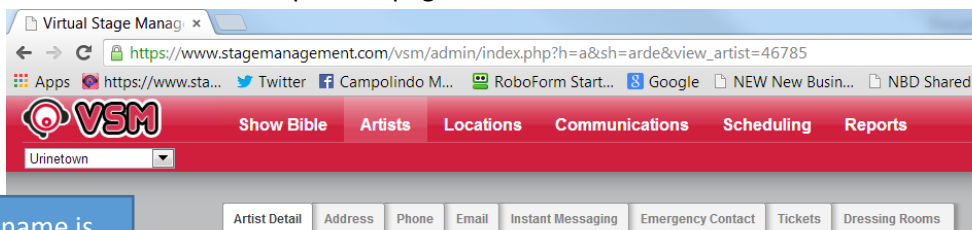
Nickname is optional. It will appear on Cast Lists and reports. Please make sure to INCLUDE LAST NAME with nickname if you decide to use one. Leave blank otherwise.

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

a. You may change your user name if you like (please write it down!)
b. You may change your password if you like (please write it down!)
c. <mark>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".</mark>
d. You may enter a nickname <u>if you like</u>, 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**.
e. Enter your birthdate, gender, grade this year, T-shirt size, Vocal Range
f. Do not use any of the other fields on this page.
g. **Make sure to click on "Update This Artist" when you're done**.

5. Select the **Phone** tab
   a. Add <mark>your personal cell phone number</mark> 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. <u>If you like</u>, 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.)

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. <mark>REQUIRED</mark>: Add at <mark>least one parental/guardian email address</mark>. 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.

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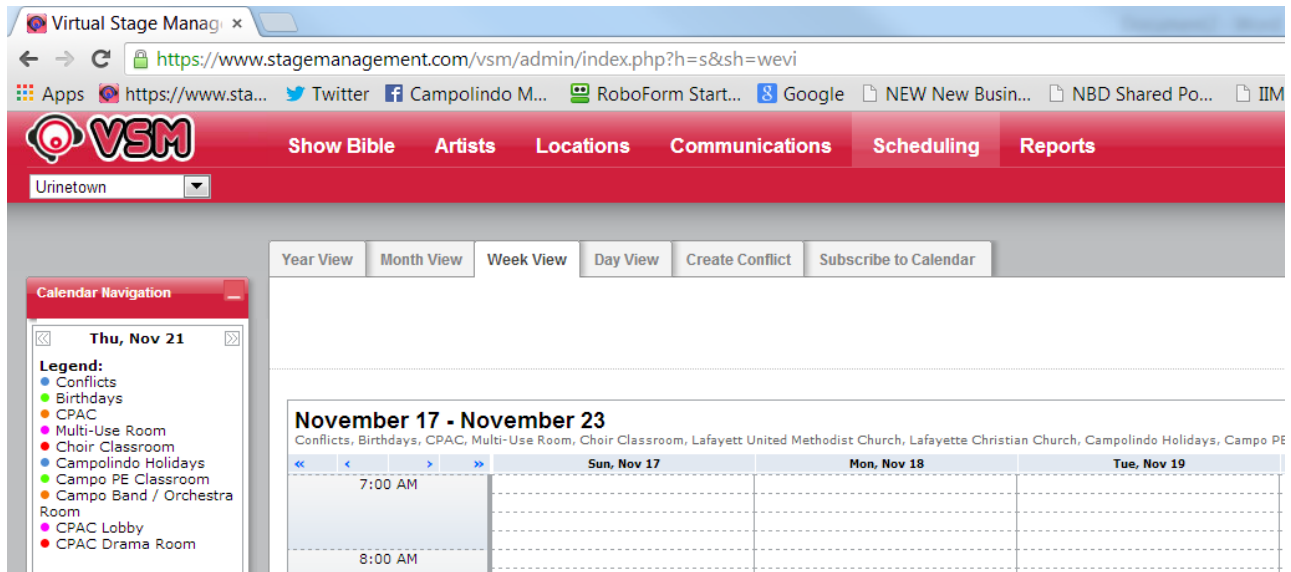
8. Select the Create Conflict tab
   a. Enter any known conflicts that are during rehearsal hours (M-F 6-9 or Saturdays)
   b. Enter as many as you know about now. Be sure to click on "Create This Conflict" each time.
   c. Use this to enter a conflict ANY TIME that you can't be at rehearsal (even if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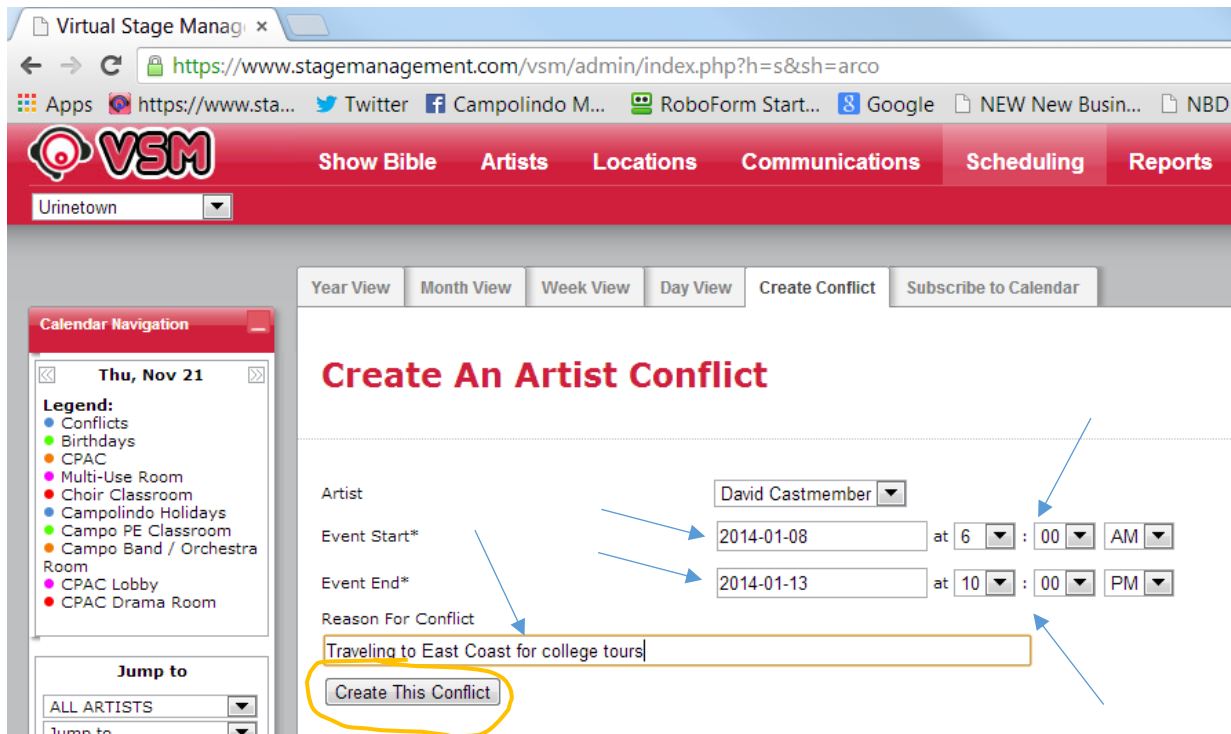
You're done! Visit often.

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.