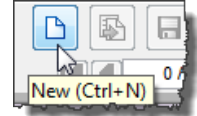


How to Create Extra/Substitute Orchestra Musicians – Basic entry


Open the **Address Book** area and create a new record

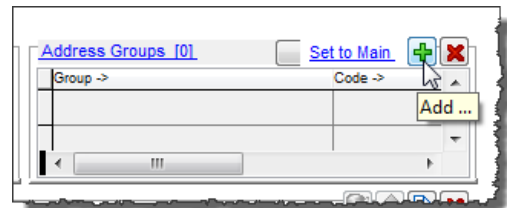
Open the **Address Book (Artists)** area of OPAS and click the **New** icon in the lower right corner of the screen (or press CTRL+N on your keyboard) to create a new entry in the OPAS database.



In the top Main/Information pane enter the ...
[1] Last and First name of the musician
[2] Phone number(s) and email address
[3] Physical or Mailing Address

Assign the **Address Group**

Click the **Add New** icon  at the top right of **Address Group** grid and select the appropriate **Address Group** that applies to Extra or Substitute Orchestra Musicians. You may have more than one group (see “Additional Notes” below).



Press the **Enter** key or click the large right-pointing arrow to add the selected Address Group to the grid. Note that orchestra musicians can also be conductors, soloists, etc.,




Check the **Access Category**

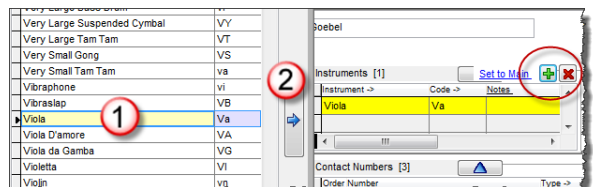
If you create the musician using the **Address Book (Artists)** area, this step is already done automatically. However, if you create the musician using the **Address Book**, scroll to the bottom of the Main pane and ensure the assigned **Access Category** is **Artists**.



Assign the **Instrument(s)**

Click the **Add New** icon  at the top right of the **Instruments** grid and select any instrument(s) the musician plays. Press the Enter key, double-click the instrument name, or click the large right-pointing arrow to add those instruments to the grid.

In OPAS there is a difference between **Violin** (the solo instrument) and **Violin 1 / Violin 2** (the section instruments). If a musician plays in either the First or Second Violin sections, make sure that *both* instruments are assigned.



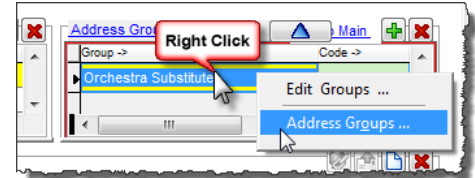
Save the record Click the **Save** icon or press CTRL+s on your keyboard to save this musician record in the database.



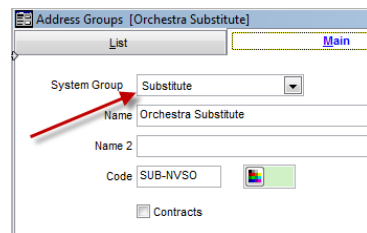
Additional Notes

Address Groups Your orchestra may have more than one **Address Group** that applies to substitute or extra musicians; for example you may have “Extras”, “First-Call Substitutes” or “Orchestra Substitutes”.

Make sure that the **System** group for each of these Address Groups is “Substitutes”. To see the System Group, **right-click** your mouse on the Address Group name and choose **Address Groups**:



This will open the area of OPAS in which Address Groups are created. Note that the **System Group** is **Substitute**. This is critical, as when OPAS assigns musicians to services, it looks at the System Group to determine who should be considered extra or ‘non-staff’ members of your orchestra.



This allows you to have any different configuration of Address Groups, and still have all staff musicians function the same way in the program.

Other Information OPAS can store and manage other information for musicians. This data is stored primarily on the **Personal Data** and **Restricted Data** screens and can include:

- The musician’s default chair or seating
- The musician’s position or title
- Birth information
- Hire Date
- Personnel number
- Passport data
- Payment category
- Bank information
- Alternate residences
- And more...

As this information can vary from orchestra to orchestra and is dependent upon how your organization will use OPAS, it is recommended you speak with technical support when implementing this information.

Outlook Import Extra or Substitute Musicians can also be created in OPAS by dragging/dropping an Outlook vCard on to the the **Outlook** button in the bottom border of the **Address Book**.

See the related documentation for this feature and/or contact OPAS Technical Support for more information.

