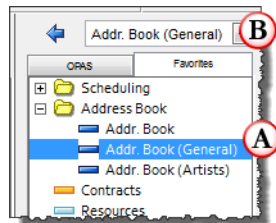


## Creating Artist Agents / Managers


Artist Management Agencies are created and stored in the **Address Book (General)** area of OPAS. Entries are almost always created for **companies** and the individual agents who represent artists are **staff** members of that company.

Open the  
Address Book  
(General) area




Open the **General Address Book** (that is, the Address Book for non-performers). This will typically be an entry on the **Favorites** menu (A) but if not, can be opened from the alphabetical list of Program Areas (B).

Click the **New**  
icon & fill in  
the screen

Click the **New** icon  in the lower right-hand corner of the screen (or press CTRL+n on your keyboard)

Fill in the Name, Address and other pertinent information for the Agency. First Name is not a required field, so the entire company name typically goes in the **Company/Last Name** field.

Order	Title	First Name	Last Name	Position	Mail Merge	Phone	Fax	E-Mail	Mobile	Linked Address
1	Mr.	Bill	Capone	Managing Director	<input type="checkbox"/>	212.337.0838	212.924.0382	bill@artsmg.com		
2	Mr.	Brent	Heath	Associate Director and B	<input checked="" type="checkbox"/>	212.337.0838		brent@artsmg.com		
3	Ms.	Arlene	Paskalian	Associate	<input type="checkbox"/>			arlene@artsmg.com		

[1] Click the small New icon  to add phone numbers, web addresses, etc. for the company.

[2] Be sure to assign the **Address Group** “Artist Manager” – if this address group is not among those in your list, contact Technical Support for help.

[3] Click the Add...  icon to add the **Staff** members who work at this agency. The first entry will be used as the default contact person in Artist **Contracts**.

[4] The **Address** information will be used in Contracts and in all correspondence.

Click the **Save** icon  (or press CTRL+s) to save this record.