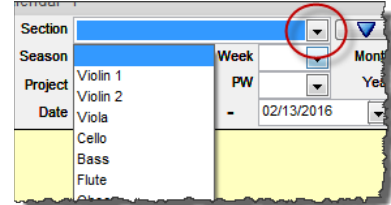


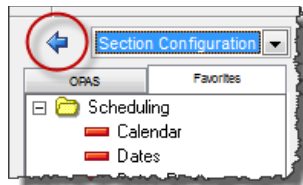
## Creating new Sections in the Service Attendance drop-down

The **Section** drop-down in the **Service Attendance** area can be configured to show the sections and configuration used by your organization.

This guide will use a new section combining Timpani and Percussion as an example.



Open the **Section Configuration** area



Open the **Section Configuration** area via the program area drop-down in the upper right-hand corner of OPAS (just above the **Favorites** menu).

When the **Section Configuration** area opens, click the **New** icon in the lower right corner



Create the menu item

Create the new entry for the **Service Attendance Section** drop-down Fill in the required fields:

- Name** as it should appear in the drop-down
- Code** or abbreviation
- Order** in which the item should appear in the drop-down. In this example, we want the new "Timpani + Percussion" item to appear after Percussion in the list, so we number it accordingly

Name (coded) Timpani + Percussion  
Name (uncoded) T  
Name 2  
Code T+P  
Order 155  
 Activated  
Sections [0]

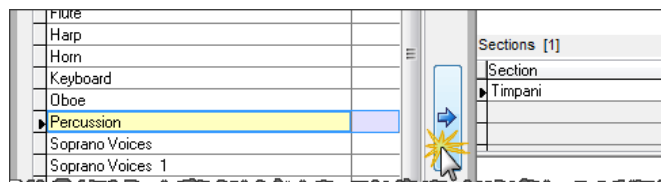
Order	Name (coded)	Name (uncoded)
120	Trombone	Trombone
130	Tuba	Tuba
140	Timpani	Timpani
150	Percussion	Percussion
155	Timpani + Percussion	Timpani + Percussion
160	Harp	Harp
170	Keyboard	Keyboard



Click the **Save** icon to save the new menu item

Add the **Sections**

Click the **Add New** icon at the top right of the **Sections** grid to assign the orchestral sections that should comprise this new menu item.



Add as many different sections as are appropriate for this menu item. Click the **Save** icon in the lower right-hand corner to save the new menu item and section configurations.



In the **Service Attendance** area, the item created in step one will now appear in the **Section** drop-down. When it is selected, the orchestra sections assigned will appear in the **Service Attendance** grid:

Section: **Timpani + Percussion** (circled in red)

Season: 15 FEST Week: Month: Year: Project: Masterworks 02 PW: Date: / / - / /

	Conductor	Svcs.	Toplow	max	S
	pres.		2.00		9!
	0				
▶	<b>TIMPANI</b>		0/1		
1	Gillis, W.				
2	Gomez Gallego, S.				
3	Lakoumes, C.				
4	Logan, S.				
5	Richie, J.				
6	Rennsburg, K.				
7	Wamaar, C.				
	<b>PERCUSSION</b>		0/4		
8	Adams, A.				
9	Adams, A.				