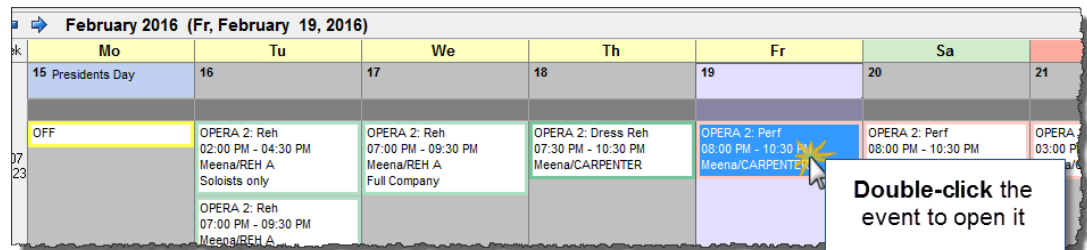


Activating Events for the Services areas

On occasion events will appear in the OPAS **Calendar**, but not in the **Service Attendance** area – sometimes it is a single rehearsal or concert, other times it may be an entire Project. In either case, the solution is to ensure the Project, Event Type and individual activity are all marked as being eligible for Services.

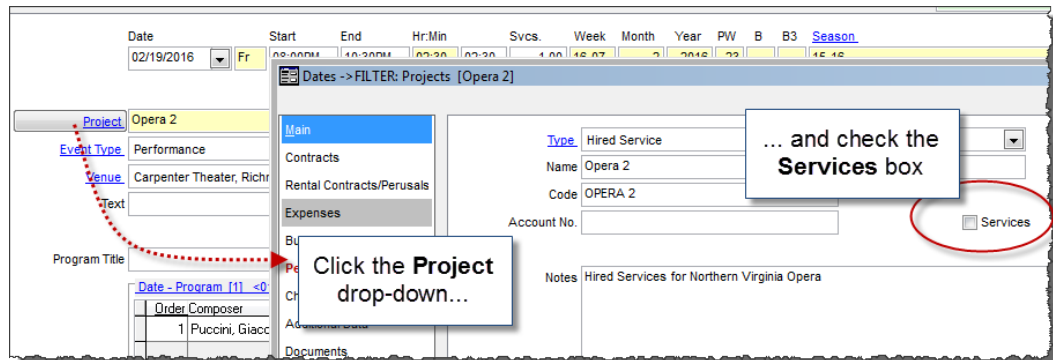
Open the event from the Calendar

In the **Calendar**, double-click the event that does not appear in **Service Attendance**. If an entire Project is missing from Service Attendance, double-click the first concert in the Project:



Check the Project

First check that the **Project** is eligible for inclusion in the Services areas of OPAS. Click the **Project** hyperlink for the activity and the associated Project will open.



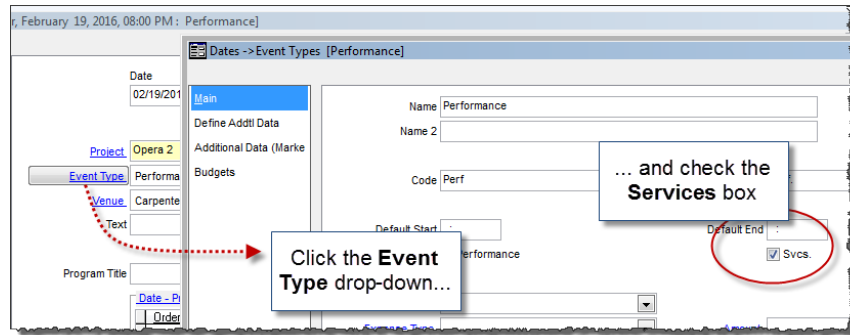
In the middle of the **Project** window is a check-box labeled **Services** (circled in the screen capture above). This indicates that the Project in question is one for which musicians may be hired, and thus should be visible in the **Service Attendance** and **Services** program areas. This box gives you the opportunity to *omit* certain projects (like Presentations or Administrative projects) from the Personnel Management areas.

If the box is **un**-checked, then check the box and click the green **OK** button in the lower right-hand corner of the **Project** window.

Check the Event Type

Next, check that the Event Type is eligible for inclusion in the Services areas of OPAS. Click the **Event Type** hyperlink for the activity and the associated Event Type will open.

In the middle of the Event Type window is a check-box labeled **Services** or **Svcs.** (circled in the screen capture on the next page).

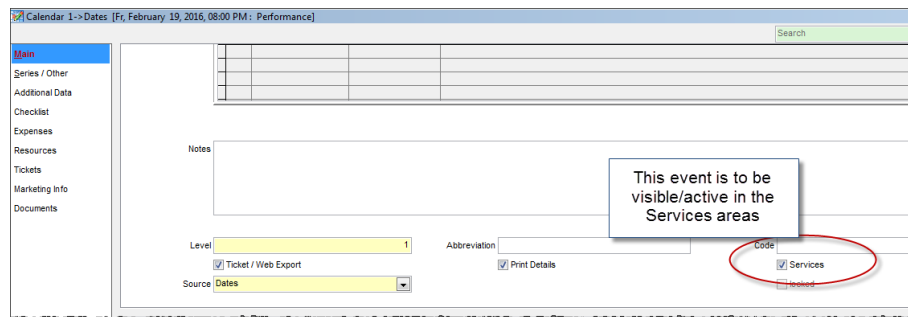


This indicates that the Event Type in question is one for which musicians may be hired, and thus should be visible in the **Service Attendance** and **Services** program areas. This box gives you the opportunity to omit certain activities (like meetings, load-ins or other production events) from the Personnel Management areas.

If the box is un-checked, then check the box and click the green **OK** button in the lower right-hand corner of the **Event Type** window.

Check the individual activity

Finally, check the specific event itself. At the bottom of the **Dates** screen that was opened from the **Calendar** is a **Services** box.



This indicates that the specific activity in question is one for which musicians may be hired, and thus should be visible in the **Service Attendance** and **Services** program areas. This box gives you the opportunity to omit certain activities from the Personnel Management areas on an individual basis.

If that box is un-checked, check it and click the green **OK** button in the lower right-hand corner of the **Dates** window.

Service Box Hierarchy

OPAS examines the **Services** check boxes in the order described in this guide:

1. Where the **Services** box is checked for a **Project**, any and all events associated with that Project are eligible for Services and Personnel Management, *provided* the Services box is **also** checked for the Event Type or individual activity within that Project.
2. Where the **Services** box is checked for an **Event Type**, those events are eligible for Services and Personnel Management, *provided* the Services box is **also** checked for the associated Project and individual activity
3. Uncheck the Services box for an individual event to omit that specific event from Services and Personnel Management areas