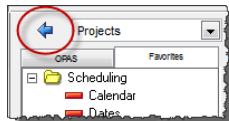


Quickly Build a Season and/or Add Rehearsals to existing Concerts


This technique is used to quickly populate your season calendar with activities. Project **Templates** are used to create the basic patterns of rehearsals and concerts. These templates are then quickly put into any season using the **Copy Project from Template** function in OPAS.

Step One - create the Template Project(s)

This step need only be done once for each distinct template "type"; the same template can be used over and over again for any season.

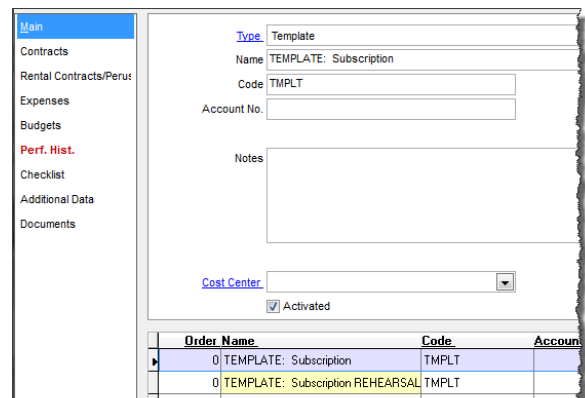


Select **Projects** from the list of program areas in the drop-down at the upper right-hand corner of the OPAS application

When **Projects** opens, click the New icon  in the lower right corner of the screen.

Give the Template Project a distinct name. It is advised that you give all Template Projects the same **Code**, for ease of searching and sorting. It can also help to start each Template Project with the word "Template" so that they appear together when sorted.

Create a **separate template for each distinct set of activities used by your organization**. For example, you subscription series, Pops series, chamber music series, etc. Ensure that each set of activities is represented - for example, many orchestras have two possible rehearsal+concert combinations depending upon which day of the week they start and how many concerts there are, and each of these should be its own Template Project.

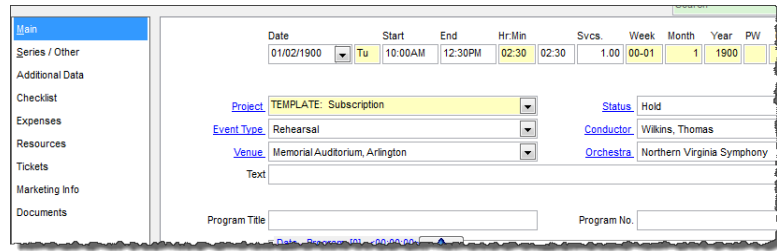


In addition to these Template Projects that are comprised of rehearsals and concerts, make **representative templates for rehearsals alone**. In this way, when a season is built using only concerts, you can easily go back and add all the associated rehearsals for each concert set at once.

Step Two - create the schedule of activities for each Template Project

Now in the **Dates** area of OPAS, build the actual sequence of rehearsals and concerts for each of the Project templates created the previous step. Create the rehearsals and concerts just as they exist in your schedule; the idea is to build a "representative week" for the Project in question. For each of these:

- The **Project** will be the appropriate **Template Project**
- The **Event Type** will be the rehearsal, dress rehearsal, concert, etc.
- The **Date** will be *any date far in the past that does not correspond to an existing OPAS season*. The idea is to create each Template Project (a) In a year you can easily remember (we often suggest 1900 simply because it's a round number) and (b) In a year far in the past -- before the start of your organization's activities -- so that these Template Project activities would never mistakenly be included in a printed schedule or in data analysis reports



- A proper sequence of activities is more important than the actual date on which the activities start. In other words, if your rehearsals for a standard week begin on Tuesday, make sure they do so in your template, regardless of the calendar date of that Tuesday.
- **Conductor** will be either blank or that of your Music Director (note that if your rehearsal/concert schedule is different for music director weeks than it is for guest conductor weeks, you should build separate templates for each)
- The **Venue** will be that of the most oft-used location for that activity
- The **Orchestra** will be your orchestra

When this process is complete, you will have a single week or month in the same year, filled with all the different schedule templates used by your organization. In the example

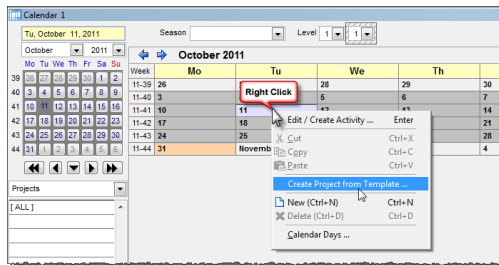
Pw	WeekDate	Start	End	Status	Project	Event Type	Venue
Tu	01/02/1900	10:00 AM	12:30 PM	Hold	TEMPLATE: Subscription	Rehearsal	Memorial Auditorium
We	01/03/1900	10:00 AM	12:30 PM	Hold	TEMPLATE: Subscription	Rehearsal	Memorial Auditorium
We	01/03/1900	02:00 PM	04:30 PM	Hold	TEMPLATE: Subscription	Rehearsal	Memorial Auditorium
Th	01/04/1900	10:00 AM	12:30 PM	Hold	TEMPLATE: Subscription	Dress Rehearsal	Memorial Auditorium
Fr	01/05/1900	08:00 PM	10:00 PM	Hold	TEMPLATE: Subscription	Concert	Memorial Auditorium
Sa	01/06/1900	03:00 PM	05:00 PM	Hold	TEMPLATE: Subscription	Concert	Memorial Auditorium

shown here, all activities for the Template take place in January of 1900 (just because it's an easy and consistent date to remember).

Step Three - apply the Templates to build a schedule, or round out a schedule

This process can be carried out in any of the **Dates** areas, the **Calendar**, or the **Artistic Planning** areas of OPAS.

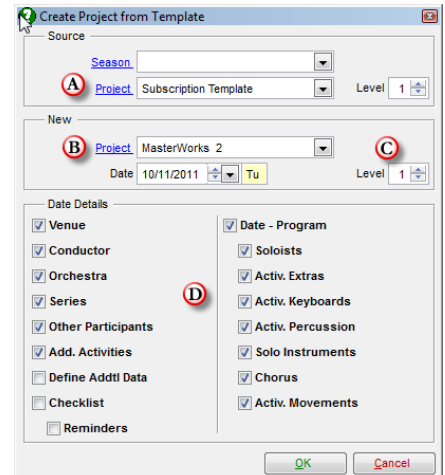
In the **Calendar** or the **Artistic Planning** areas **right-click** your mouse on the day the week's activities should begin. As the subscription week in our example begins on Tuesday, simply select the Tuesday for the first rehearsal. When the right mouse button menu pops up, select **Create Project from Template**.



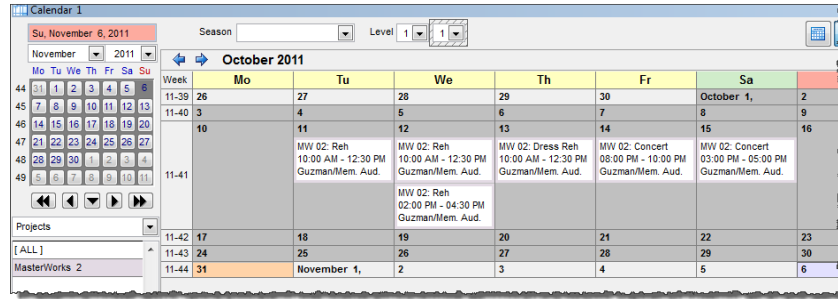
OPAS will display the window shown at right. Fill in...

- The **Project Template** you created in the first step. Leave the **Season** empty as your Project Template does not belong to a season
- The **Project** you are creating in the new season
- If you are creating a future season and are scheduling at a higher planning level, enter that planning level
- Select any elements of the Project Template that should or should not be applied to the new Project

Then click **OK**.




OPAS will fill in the schedule according to the pattern of the Template Project, starting on the day from which the routine was initiated, but with the new Project you selected. Now artist, conductor and program information can be added:



Example: Adding rehearsals to complete a season schedule

Often when building a season, you may input or schedule performances only. In order to properly produce weekly schedules, contracts and rehearsal schedules, your season needs to be filled out with rehearsals and dress rehearsals for each concert.


The process is the same as above. **Right-click**  your mouse on the day rehearsals will begin. Select Create Project from Template and OPAS will display the window shown on the previous page.

In the top field – **Source** – select the appropriate *rehearsal Template* Project. This will be one of the template Projects you created in step one above. In the bottom field – **Target** – select the Project you wish to create. Then click **OK**.

Since your rehearsal template does not include concerts, those are left untouched and OPAS fills in the rehearsals around them.

Optional –run the function in the Dates area

This procedure can also be carried out in the **Dates** area of OPAS.

Instead of right clicking, you instead click the Function icon  at the top left of the OPAS screen and select "Copy Project from Template" then click **Start Function**.

Fill out the top and bottom fields as before, and manually enter the date on which the rehearsals should begin. Then click **OK**.