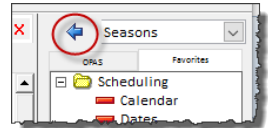


## Season Configurations

### Setting off-weeks

**Seasons** can be configured for "Off Weeks". Performance Weeks auto-calculate beginning from the first date of the season, but 'uncounted' or off weeks can be clearly defined within the season and automatically carry over as blank weeks to scheduled activities.

In the **Seasons** from the list of Program Areas in the drop-down at the top right of OPAS.



Click the Add... icon at the top right of the **Weeks off** grid.

Enter the calendar week in the format **YY-WW**; the example at left shows the 47<sup>th</sup> week of the year 2016. When the calendar week is entered, OPAS will automatically display the date range. Give the off week a name and (optionally) any notes the click the green **OK** to save and exit.

OPAS will automatically recalculate the performance weeks for that season and skip them in the **Dates**, **Calendar** and **Artistic Planning** areas.

