Welcome to
Virtual Callboard!

As you know, this is our very first year using this platform for our shows—so we are all learning together! If you have any problems, please contact your Director or Mentor.

Welcome to the Fall 2021 production, and to Virtual Callboard. This document will cover the laptop/desktop version of the site—*yes, there is a mobile app,* but we haven't gotten there yet...

First, go to the following link: **THS Virtual Callboard Link**

The first time you log in, you need to do five things:

(1) Get generally familiar with the **Home Page**, including

- *Navigation Menu* on the left (Home, Announcements, Notes & Email, etc.). This is how you'll be able to access everything this platform has to offer.

- The *My Upcoming Calls & Conflicts* box, center left. This will be blank at first, but it will fill up quickly once you are assigned your roles and groups! Note the "Add Conflict" button at the top right. Eventually there will be a **Today's Schedule** box just above this, as well! Easy!

- The *Message Center* box, top right. Here you'll be able to access announcements and messages from the Adult and Student staff.

- The *Recently Shared Files* box, middle right. Hopefully you'll see this document there, plus a copy of the script. There will be much more soon enough!

- The *Last Users to Log In* box, bottom right. In case you're curious, I guess!

(2) **Update your Account.** Start by clicking on your name at the very top right, then choose "My Account." This is where you will update and edit all the information about you.

- Note the secondary Navigation Menu on the left (the one in blue: Basic Information, Addresses, etc.) You start on the **Basic Information** page.

  ○ Make sure your name is spelled correctly. This is the name we will use in the program, so it should be the one your Directors and family use the most. No nicknames, please.

  ○ You can change you password here, if needed.

  ○ Click on the blue "Save Changes" button if you've made any changes.

- Next, use the blue Navigation Menu to go to the **Addresses** page.

  ○ Make sure we are using the correct email address for you, and *add in one for your parent(s).* Check the "Recieve Email from Site" box if they need to be notified about scheduling changes, etc. Remember to "Save Changes."

  ○ Adding in your address is optional at this point, but note that it will be private (visible to the Adult staff only) if you do choose to enter it.

- Now go to the **Phone Numbers/Text Messaging** page.

- *Enter your personal cell phone #, and check the box to receive Text messages.* We promise not to send you a ton of texts!
- Again, add in parent info if they want to be notified as well. Then "Save Changes."

- On the **Emergency Contact Info** page, *give us your parent's info and list any allergies,* especially FOOD allergies, you have. Then "Save Changes."
- Note the **Schedule Preferences** page. Once the full show schedule is visible to you, you will need to come here to manage what you see on the Schedule page. Until then, ignore it.
- Note the **Program Information** page. You will come here later to update your Bio for the Program, but wait to do this until there is a template in place.

(3) **Enter your Conflicts.** Now we get into something brand new for us—everyone's conflicts will be managed using this platform. First, there are a few rules you need to know:

- *No student-created conflicts will be allowed on the key dates for each production* (Dry Tech, Cue-to-Cue, Tech week, Performances, and Primary Shoot Days for films). If you have an issue with any of these days, you MUST talk through it with the Directors at your Audition or Interview. We'll delete anything you yourself enter on these dates. If you don't know what the specific dates are, check the calendar (on the website) or email Mrs. Seeley.
- *You have a SHORT amount of time to enter conflicts freely.* That time starts **now** and ends the moment the Cast/Crew lists are posted (usually the Saturday after Auditions/Interviews, at 9 am). Anything you enter during this time period will be considered an approved conflict (except for things covered by the note above).
- Once your schedule has been assigned to you, you will **not** be able to enter a conflict for **any** event you are called to. So *if and when something comes up later, you will need to discuss it with your Adult Director/Mentor* to get it approved. They will then put it on your schedule.
- Remember, since it is easy to do on VCB, we will be tracking attendance more closely. We respect your time and do not call you unless we are sure you are needed. *Please respect us by scheduling upcoming events around your show schedule,* not the other way around.
- Here is how to enter your conflicts. From the **Home** page, click on the "Add Conflict" button in the *My Upcoming Calls & Conflicts* box.
    - Make the title of your conflict simple, since it will be listed in the calendar. "Voice Lesson" or "Work", for example. You can add an explanation (if needed) in the Notes box.
    - **Don't** flag a conflict as private, since that will defeat the purpose of entering it. We don't need to know any private details anyway.
    - As you enter the dates/times, note that you can easily include reoccurring conflicts, and they can extend throughout the school year if needed. This will make things easier for future productions, so go for it. Just make sure you edit the conflict as needed in the future!
    - Be sure to click on "Save Conflict" after entering each one, and continue adding them until you are done. Then click on "Return to List."
- Check your conflicts by using the main Navigation Menu and the Schedule drop down list (see below). You can make changes by clicking on any of your conflicts, on just about any screen—yes, even reoccurring conflicts are easy to edit.

(4) Get generally familiar with the various options in the **Schedule** dropdown menu (in the main Navigation Menu on the left), including:

- **View Schedule.** Remember that you can control what appears by default from your account page. You can also use all the options and filters at the top to change what you see…check those carefully if you think something is missing.

- **Conflicts.** Every conflict you've entered should appear in this list, and you can add and make edits here, too.

(5) Take a look at the **File Sharing** page. Here you'll see any documents shared with you. This will be especially important for Designers and Crew!