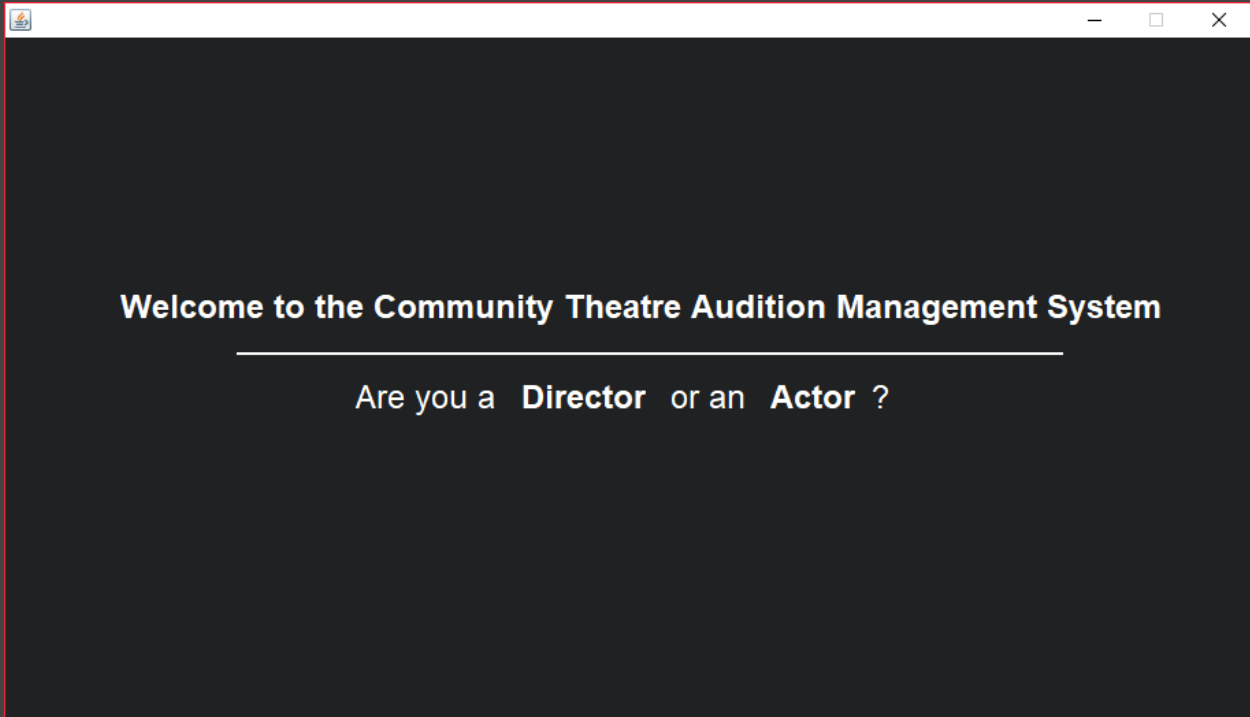


Welcome to the Community Theatre Audition Management System Step-By-Step Guide

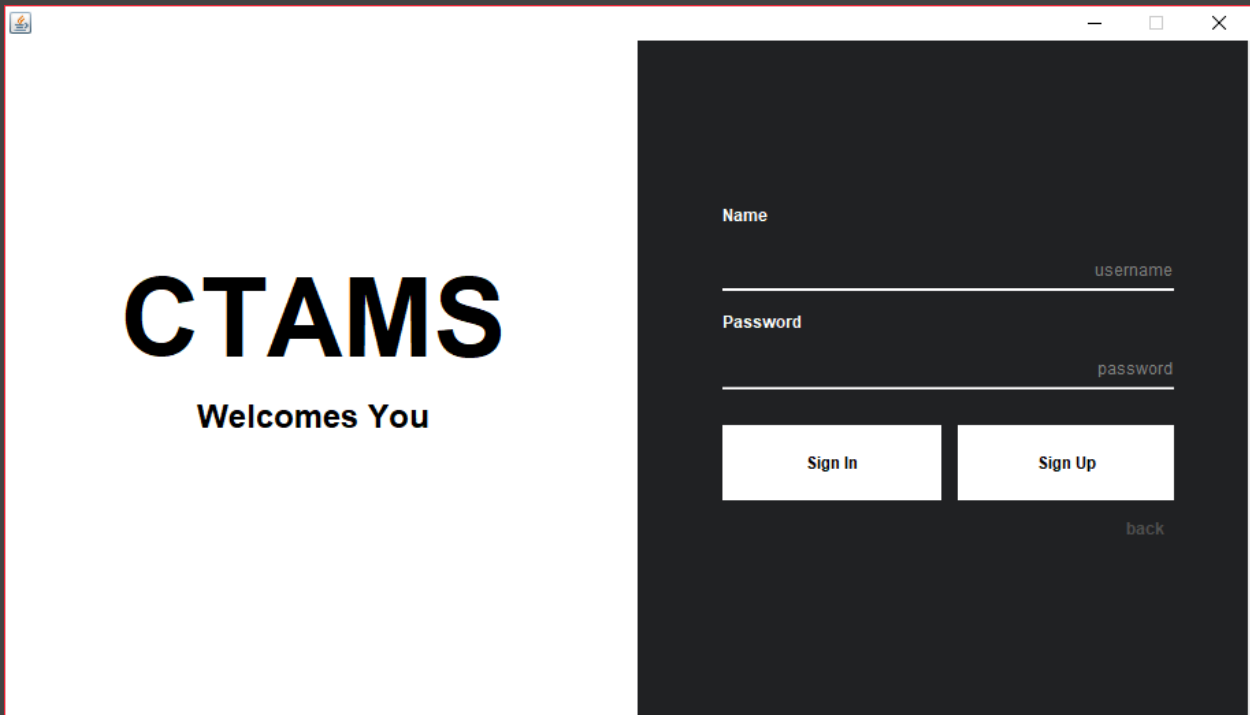
- When **LAUNCHING THE PROGRAM**, the following screen should appear:

A screenshot of a web browser window displaying the login screen of the Community Theatre Audition Management System (CTAMS). The background is dark grey. At the top, the title "Welcome to the Community Theatre Audition Management System" is centered in white. Below the title is a horizontal white line. Underneath the line, the text "Are you a Director or an Actor ?" is centered in white. The browser window has a standard title bar with a small icon on the left and minus, maximize, and close buttons on the right.

Welcome to the Community Theatre Audition Management System

Are you a **Director** or an **Actor** ?

- This is the Start Screen and is where you **SELECT** whether you are a 'Director' or an 'Actor'.
- After selecting your role, you will be taken to the Login Screen:

A screenshot of a web browser window displaying the login screen of the Community Theatre Audition Management System (CTAMS). The screen is split into two main sections. The left section has a white background and features the large text "CTAMS" in black, with "Welcomes You" in smaller black text below it. The right section has a dark grey background and contains a login form. The form has two input fields: "Name" with a placeholder "username" and "Password" with a placeholder "password". Below these fields are two buttons: "Sign In" and "Sign Up". At the bottom right of the dark grey section, there is a link labeled "back". The browser window has a standard title bar with a small icon on the left and minus, maximize, and close buttons on the right.

CTAMS

Welcomes You

Name username

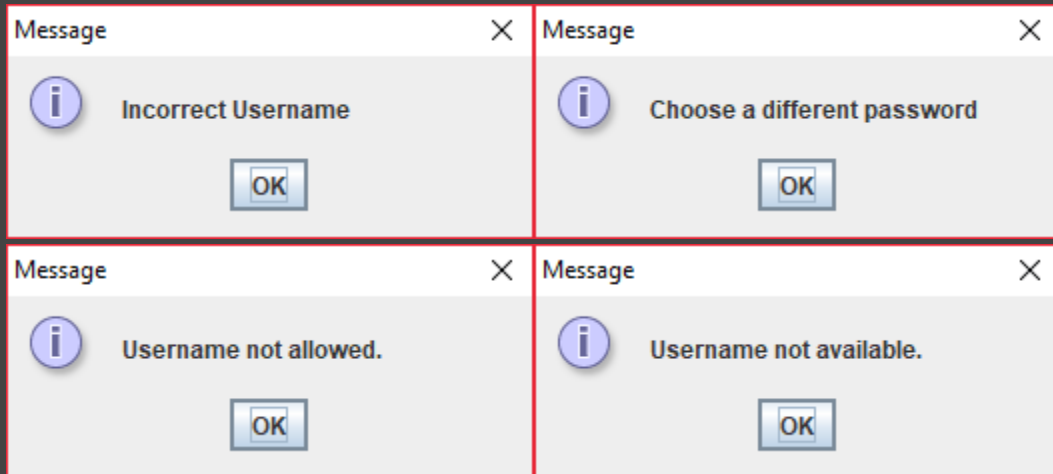
Password password

Sign In **Sign Up**

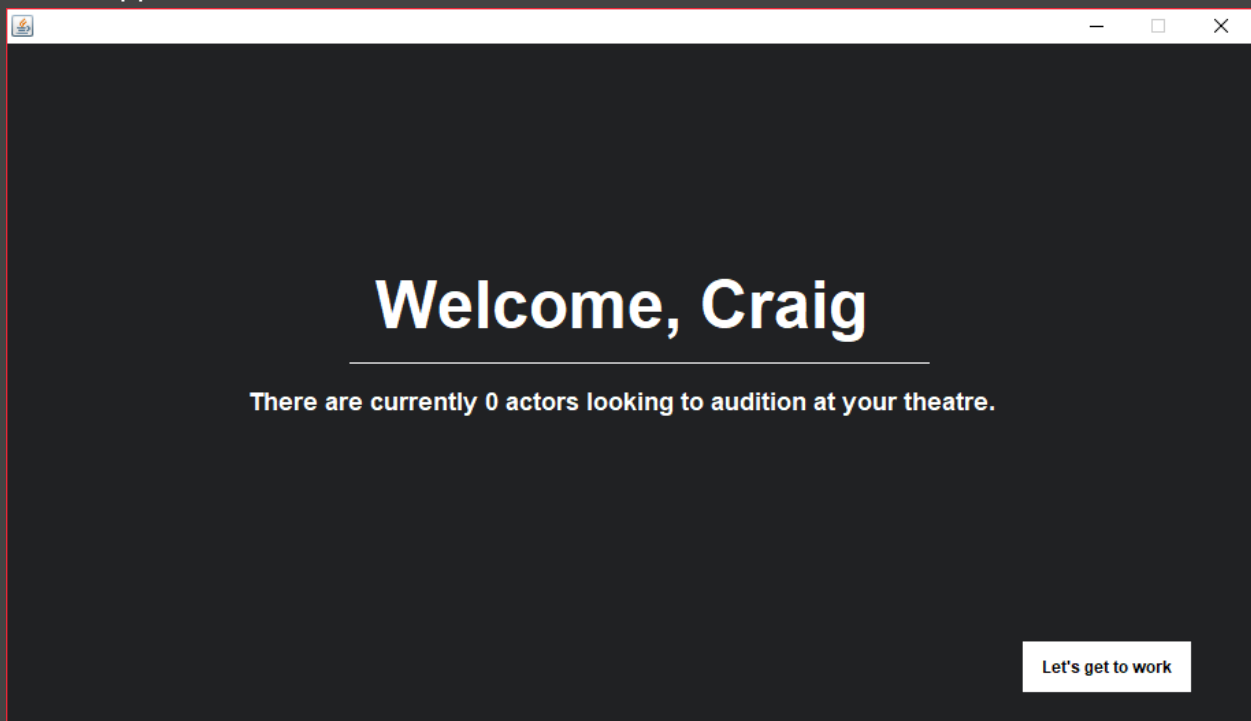
back

- **ENTER** a username that is either not empty or not "username" and a password that is not empty or not "password".

- If you want to return to the Start Screen, simply **PRESS** the 'back' button under the 'Sign Up' Button.
- When finished entering your username and password, **PRESS** the Sign Up button to sign up and then the Sign In button to sign in.
 - If you encounter error messages like the ones below, check your username and password.



- If you are the first director to login to the system, the following screen will appear:



- This is to display how many actors are logged into the system and waiting for a director to create events for them to audition for.
- After **PRESSING** the 'Let's get to work button', you will see the Director's Menu:

Select an event to manage

Log Out

- To create a new event, **PRESS** the 'Add' button on the top right.
- This will display the Event Management Panel:

Select an event to manage

Log Out

Name of Event

event name

Date of Event

1	January	2018
2	February	2019
3	March	2020
4	April	

Date of Auditions for Event

1	January	2018
2	February	2019
3	March	2020
4	April	

List of Parts

part

Add Remove

Create Event

- **ENTER** the name of the event, **SELECT** the date of the event, **SELECT** the date of the auditions, **ENTER** parts for the event like so:

Select an event to manage

Add Edit Delete

Name of Event: The Wiz

Date of The Wiz: 16 January 2018, 17 February 2019, 18 March 2020, 19 April

Date of Auditions for The Wiz: 7 January 2018, 8 February 2019, 9 March 2020, 10 April

List of Parts: Designer

Musical Director
Stage Manager
Dancer
Actor
Singer
Designer

Create Event

Log Out

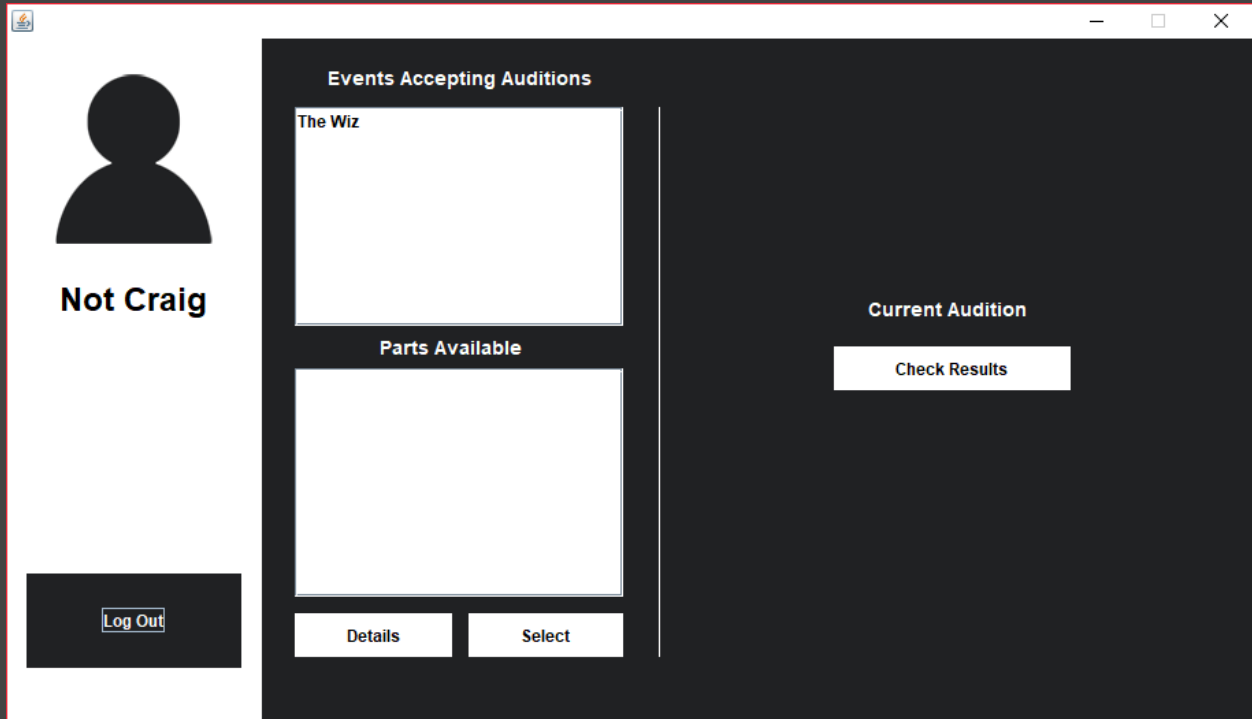
- When you are satisfied with the details of your event, **PRESS** 'Create Event'.
- You will now notice the event has populated into the selection box at the top:

Select an event to manage

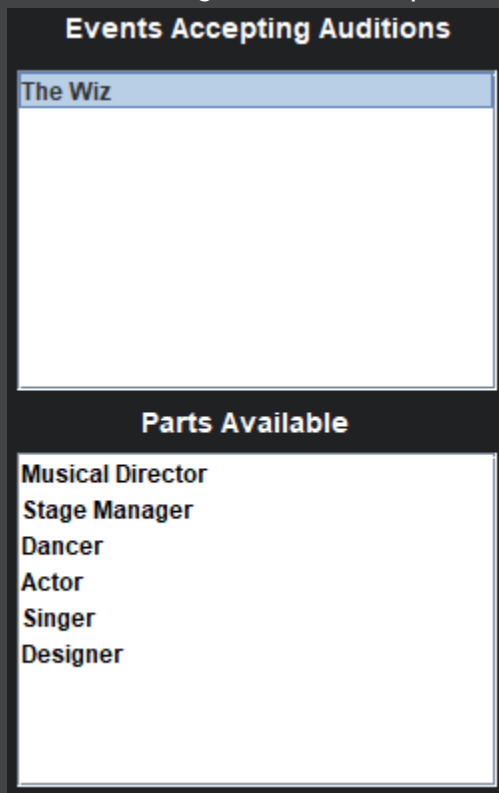
Add Edit Delete

- To edit details of the event, **PRESS** the 'Edit' button.
- To delete the event, **PRESS** the 'Delete' button.
- When you are ready to let actors login and audition for events, **PRESS** the 'Log Out' button.
- This will take you back to the Start Screen. Actors, **SELECT** that you are an 'Actor'.
- You will be taken to the Login Screen when you follow the previous steps to enter a username and password. After of which, you will **PRESS** 'Sign Up' and 'Sign In'.

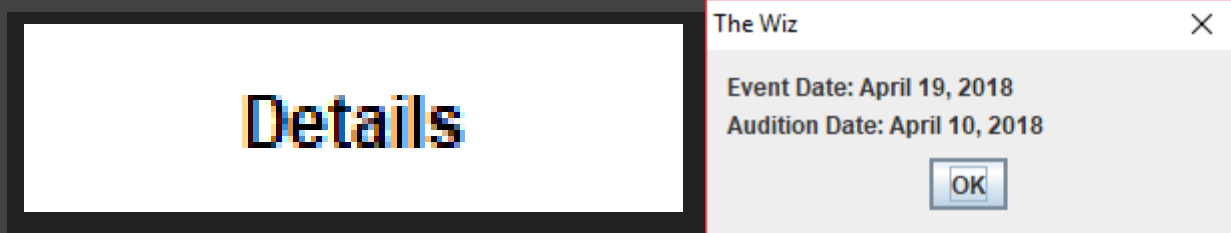
- After logging in, you will be taken to the Actor's Menu when you can audition for events. NOTE: You can only audition for one event and one part at a time.



- To audition for a part in an event, **SELECT** an event in the 'Events Accepting Auditions' list.
- After selecting an event, the parts list will populate.



- To display the details of the selected event, **PRESS** the 'Details' button:



- To audition for a part in the event, **SELECT** a part in the 'Parts Available' list and **PRESS** the 'Select' button.

The image shows a web interface for 'The Wiz' event. At the top is a header 'The Wiz'. Below it is a large empty box. Underneath is a section titled 'Parts Available' containing a list of roles: Musical Director, Stage Manager, Dancer, Actor (highlighted), Singer, and Designer. At the bottom of this section are two buttons: 'Details' and 'Select'.

- You will notice that the part and the event has been displayed on the right:

Applying to be a(n) Actor for the The Wiz event.

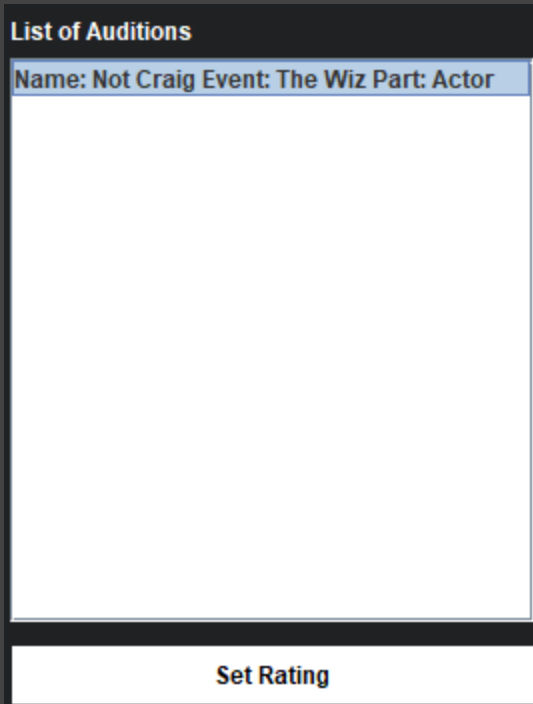
Check Results

- You can **PRESS** the 'Check Results' button to see if your audition has been rated.
- For now, **PRESS** the 'Log Out' button to log Out.

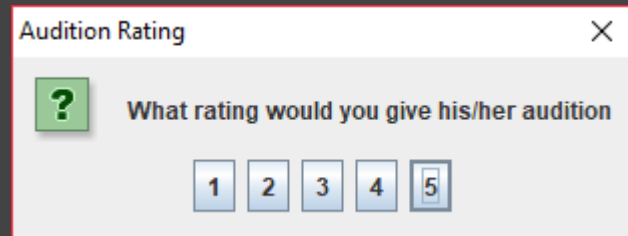
- Directors, log into your account and **SELECT** an event that has recently undergone it's audition process and **PRESS** the 'Edit' button.

The image shows a management interface. At the top is the text 'Select an event to manage'. Below it is a dropdown menu with 'The Wiz' selected. To the right of the dropdown are three buttons: 'Add', 'Edit', and 'Delete'. Below the dropdown is a list of events, with 'The Wiz' at the top.

- You will notice there is an audition on the right of the event's details. **SELECT** it and **PRESS** the 'Set Rating' button.

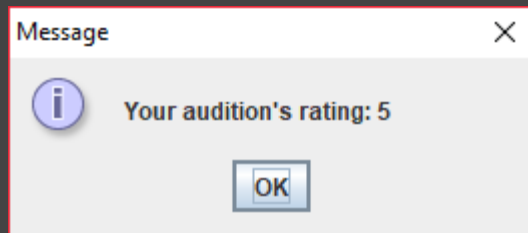


- You will be prompted to rate the actor's audition on a scale from 1 to 5.



- **SELECT** a rating and the prompt will disappear.
- **PRESS** the 'Update Event' button to save changes, then **PRESS** the 'Log Out' button so that actors can check their ratings for their auditions.

- Actors, login and **PRESS** the 'Check Result' button. Your rating will be displayed through a dialog box:



- After you are done checking your results, you may apply for another audition or **PRESS** the 'Log Out' button.

- You now know how to use this software to manage auditions at your community theatre.