

# **ADMINISTRATOR**

# **HOW-TO**

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## **OC PERFORMANCE SCHEDULING**

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**OKLAHOMA CHRISTIAN UNIVERSITY**

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# Process Overview

## 1. Event Flow

### a. Prior to the Event Day

- An event needs to be set up. Go to **Maintain** and then **Events**.
- Click on "**Add Event**".
- Fill out all the proper information and click "**Save**".
- If you would like to notify instructors and accompanists, go to **Home Page** and find the event.
- Click on "**Notify**" to send an email to all of them alerting a new event was created and they need to enter their availabilities.
- Click on "**View Signups**" to view who has already entered their availabilities.
- Once all instructors and accompanists have entered their times, click on "**Ready**" to make the event visible for students.
- Click on "**Notify**" to send an email to all active students, instructors, and accompanists alerting them that the event is available for them to sign up.
- Click on "**Reminder**" if you would like to send an email reminder to all students, instructors, and accompanists that are signed up for the event.

### b. Event Day

- In order to get the event program to put on the event's room door, go to **Home Page**.
- Find the event and click on "**Event Report**". This will download the program with all students signed up for the event, their time slot, instrument, private instructor, accompanist, and pieces performing.

## 2. Recital PDF Report

- After a Recital Hearing is completed, a Recital PDF Program is generated with the students that passed.
- To download it, go to **Maintain** and then **Events**.
- Find the event and click "**PDF Program**". This will download a program with all students that passed, their information and their pieces performed information.

## 3. Beginning of a Semester

- A new semester needs to be set up. Go to **Maintain** and then **Semesters**.
- Click on "**Add Semester**".
- Fill out the proper information, keep the "Disabled all Students" checkbox selected, and click "**Save**". This action will disable all students in the system. They will be reactivated when they log in, ensuring that only students performing in the current semester are active in the system.
- Make sure the correct accompanists and faculty members are active on the system. Go to **Maintain** and then **Users**.
- To simplify the process, you can filter the currently active accompanists and instructors. Click on "**Filter Users**," then click on "**Status**" and select "**Active**." Next, click on "**Role**" and select both roles mentioned previously. Press "**Apply Filters**" to get a list of all active accompanists and instructors in the system. Make sure to disable those not working in the current semester.

## 4. End of a Semester

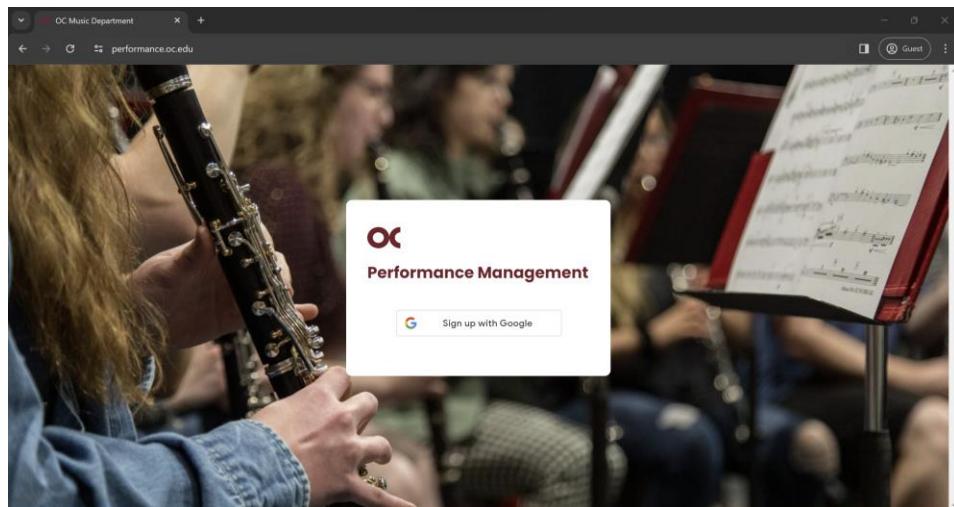
- All students must have an ending level assigned by their instructors after a jury performance at the end of the semester.
- To ensure all students have their ending level, go to **Maintain** and then **Users**.
- To simplify the process, you can filter the currently active students. Click on “**Filter Users**,” then click on “**Status**” and select “**Active**.” Next, click on “**Role**” and select “Student”. Press “**Apply Filters**” to get a list of all active students in the system.
- Pick one student and click “**Edit**”. Their ending level should appear on their instrument card on the right side of the pop up.
- If you do not see it, click on “**Edit**” on the bottom right of the instrument card and check if the “Ending Level” field is filled out.

# Functionalities

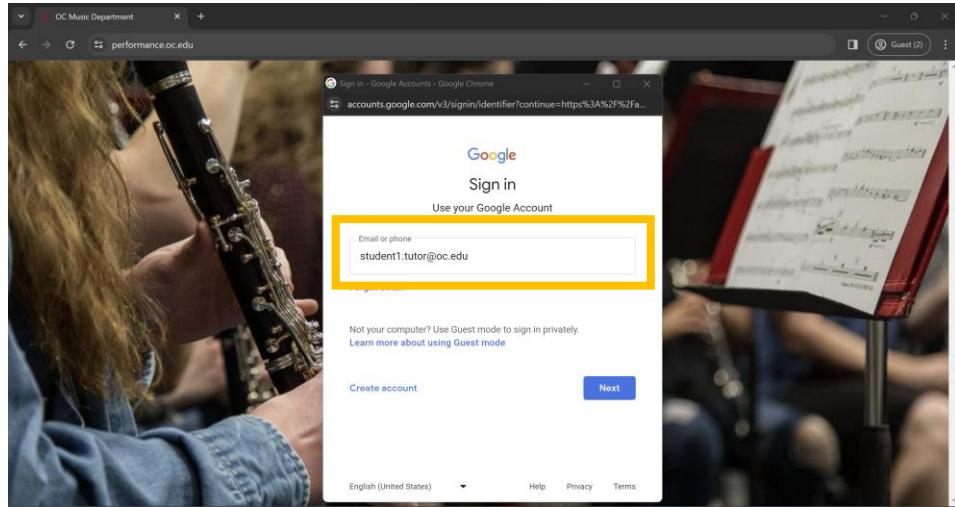
## 1. Login Steps

### a. Login

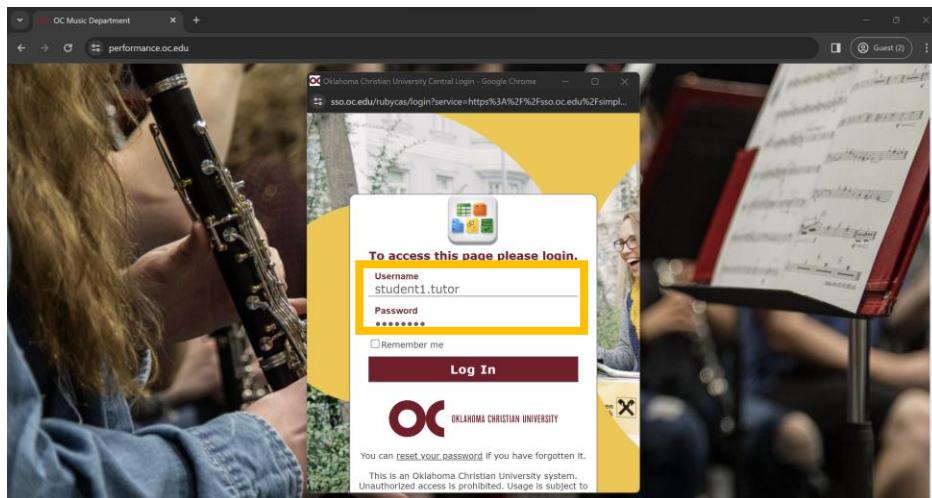
- Navigate to the [Performance Scheduling website](#) (click on this link that goes to <https://performance.oc.edu/>).
- We use Google to authenticate our logging in.
- You must use your OC affiliated email address to login.
  - i. Click Sign up with Google.



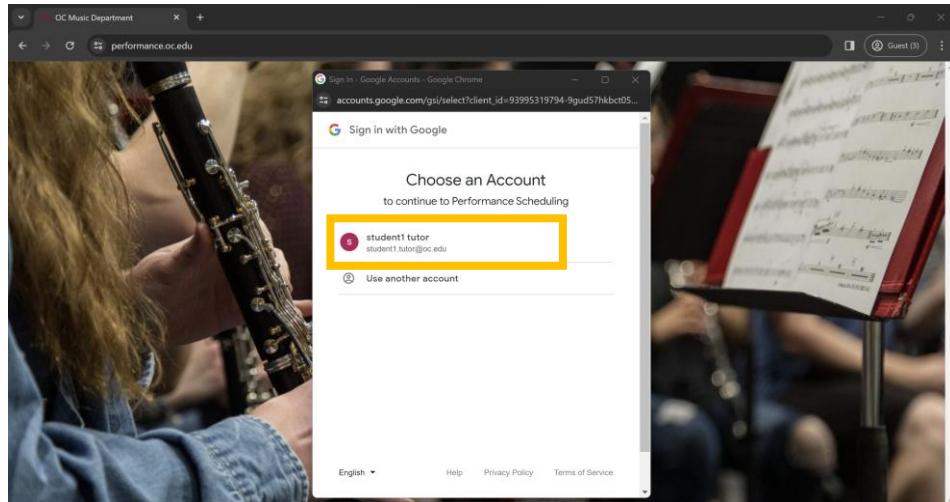
ii. Enter your **OC** email.



iii. Enter your **OC** credentials.



- iv. Click on the account you logged in with.

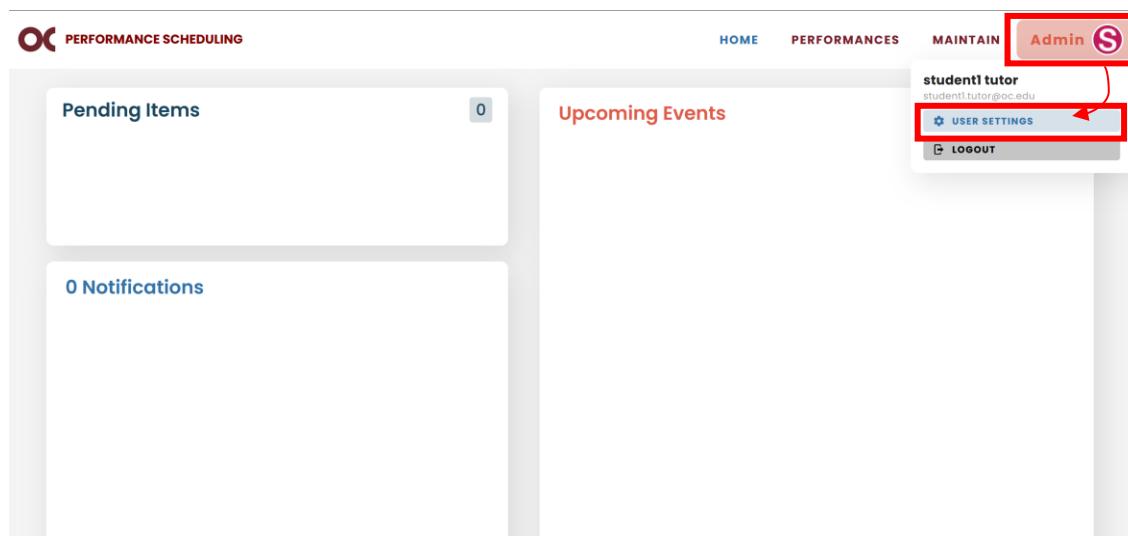


- v. Google may ask you to give permission to share information with this site. If it does, please give the permission.

## b. First Time User or in the Semester

- When you log in for the first time, you must update your profile information.
- If you are logging in for the first time on the semester, make sure your information is updated.

- i. Click on Admin and then User Settings.



- ii. Update your profile information and click Save.

The screenshot shows the "User Settings" page. It displays the following profile information:

- First Name: student1
- Last Name: tutor
- Honorific: Mr.
- Email: student1.tutor@oc.edu
- Phone Number: 1234567890

At the bottom of the page, there are two checked checkboxes: "Text Opt In" and "Email Opt In". A red box highlights the "Save" button at the bottom right of the form.

## 2. Home Page

- Home Page is divided into three sections.
- The Pending Items section will display notifications about pieces or composers added by students that are pending the administrator's approval.
- The Notifications section will display notifications from requests that students have made for instructors to adjust their availabilities. It will display the requester's name and the event information. You will also receive an email about it.
- The Upcoming Events column will display all the events that will happen in the future.

The screenshot shows the OC Performance Scheduling interface. At the top, there is a navigation bar with links for HOME, PERFORMANCES, MAINTAIN, and Admin (with a user icon). The Admin section is highlighted with a pink background.

**Pending Items:** Shows 2 items: Pending Composers and Pending Pieces.

**Notifications:** Shows 1 notification: Request Instructor Availabilities from Julia Flores on 9/20/2024 (Friday). A 'Clear' button is present.

**Upcoming Events:**

- Event #1:** Ready (0 People Signed Up, 2 Staff Available). Details: Vocal & Instrumental Event, 9/20/2024, 9:00am - 2:00pm, Adams Recital Hall. Buttons: Event Report, View Signups, Add Avail, Edit Avail, Notify, Remind, Edit Event.
- Event #2:** Not Ready (0 Staff Available). Details: Vocal & Instrumental Event, 10/10/2024, 9:00am - 2:00pm, Adams Recital Hall. Buttons: Event Report, View Signups, Add Avail, Edit Avail, Notify, Edit Event.

- The "Make Ready" button will make the event available for students. An event should be ready once all faculty and accompanist members have already entered their availabilities.
- The "Event Report" button will generate a pre-event PDF with the sign ups information.
- The "View Signups" button will display all faculty, accompanists and students signed up for the event.
- The "Add Avail" button gives the administrator the ability to add faculty and accompanists' availability to the event.

- The “Edit Avail” button gives the administrator the ability to edit the faculty and accompanists’ availability.
- The “Notify” button will send a notification to all people signed up for the event. If the event is not ready, it will send a notification to all faculty and accompanists that have entered their availabilities to the event. If the event is ready, it will send a notification to all students, faculty and accompanists that have signed up for the event.
- The “Remind” button sends an email reminder to all people signed up for the event.
- The “Edit Event” button allows you to edit the event’s information.

## 3. Performances Page

### a. Explanation of the Page

- This is the page where you can check all previous students' performances.

- You can search by a student's name or filter by semester and/or instructor.

- If after clicking “Apply Filters” you do not want to use the selected filter anymore, you can click on “Clear Filters”.

The screenshot shows the OC Performance Scheduling application interface. At the top, there's a navigation bar with links for HOME, STUDENTS, PERFORMANCES, and Faculty (with a user icon). Below the navigation is a search bar labeled "Search for Student". A modal window titled "Filter performances" is open, containing dropdown menus for "Semester" (set to "2024-SP") and "Instructor". There are two "Musical Selection" sections, each with a dropdown menu and a list of items. At the bottom of the modal are two buttons: "Apply Filters" and "Clear Filters", with "Clear Filters" also being highlighted by a red box. The main content area displays two performance entries. The first entry, "Event #1", includes details like "Adams Recital Hall", "2024-SP", "Ending Level: Pending", and lists participants: "David North" (Performance Info) and "Deh Vienn Alla Finest..." (Musical Selection). The second entry has similar details: "2/26/2024 2:45pm", "Ending Level: II", and lists participants: "Caroline C." (Performance Info) and "All Good Gifts" (Musical Selection). Each participant entry includes an "Add Critique" and "Edit End Level" button.

## b. View Instructors' Critiques/Grades/Ending Levels

- You can view the instructors' critiques, grades, or ending levels assigned to students' performances.
- To view a student's critiques, find the desired performance and click on "Critiques".

The screenshot shows the 'Performances' page. It displays two events: 'Event #1' and 'Event #2'. Each event has details like date (2/26/2024), time (2:40pm or 2:45pm), location (Adams Recital Hall), and ending level (Pending or II). Below each event, there is a 'Performance Info' section with icons for Baritone, Tenor, and Private Instructor, and a 'Musical Selection' section with icons for Deh Vienni Alla Finest... and All Good Gifts. At the bottom of each event card are 'Add Critique' and 'Add End Level' buttons. On the right side of the page, there is a 'Critiques' button, which is highlighted with a red box.

- The following screen will be displayed with all instructors' names that have entered critiques for that performance.

The screenshot shows the 'Performances' page with the second event selected. A 'View Critique' modal is open, listing the names of the instructors who have entered critiques: Heath Jones, Julia Flores, and David North. There is a 'Close' button at the bottom right of the modal. The background shows the performance details and the 'Critiques' button.

- Select the name of the instructor you want to view the critiques.

**View Critique**

All Good Gifts

Heath Jones

Overall Performance and Suggestion  
Good performance

Tone - Grade: Excellent  
excellent job

Accuracy/Intonation - Grade: Good

Balance Blend - Grade: Excellent

Deportment - Grade: Excellent

Diction/Articulation - Grade: Good

Interpretation, Musicianship - Grade: Excellent

Julia Flores

David North

2/28/2024 2:45pm

Ending Level: II

2/28/2024 2:45pm

Ending Level: II

All Good Gifts

Stephen Schwartz

Edit Critique Edit End Level

- If you want to exit the screen, just click on "Close".

**View Critique**

All Good Gifts

Heath Jones

Julia Flores

David North

Close

2/28/2024 2:45pm

Ending Level: II

2/28/2024 2:45pm

Ending Level: II

All Good Gifts

Stephen Schwartz

Edit Critique Edit End Level

## 4. Maintain

### a. Users

- You can view all system users on your Maintain Users screen.

The screenshot shows the 'Upcoming Events' section of the Maintain Users screen. It displays three events:

- Event #1:** Vocal & Instrumental Event, 9/21/2024, 9:00am - 2:00pm, Adams Recital Hall. Status: Not Ready. Buttons: Make Ready, Event Report, View Signups, Add Avail, Edit Avail.
- Event #2:** Vocal & Instrumental Event, 10/10/2024, 9:00am - 2:00pm, Adams Recital Hall. Status: Not Ready. Buttons: Make Ready, Event Report, View Signups, Add Avail, Edit Avail.
- Event #3:** Vocal Event. Status: Not Ready. Buttons: Make Ready, Event Report, View Signups, Add Avail, Edit Avail.

A sidebar on the right lists various filters: EVENTS, EVENT TYPES, INSTRUMENTS, COMPOSERS, PIECES, MAJORS, LEVELS, SEMESTERS, and LOCATIONS. The 'USERS' filter is highlighted with a red box.

- You can filter them by their status, role, their private instructor or student type.

The screenshot shows the 'Users' screen with several filters applied:

- Search:** Search bar with placeholder 'Search'.
- Status:** Filter dropdown set to 'All'.
- Role:** Filter dropdown set to 'All'.
- Instructor:** Filter dropdown set to 'All'.
- Student Type:** Filter dropdown set to 'All'.
- Buttons:** 'Add new User' (blue), 'Filter Users ^' (red box), 'Apply Filters' (green).

The results list shows users with their status, email, role, and edit options:

User	Email	Status	Role	Instructor	Student Type	Actions
Donald Aaron	donald.aaron@eagles.oc.edu	Disabled	Student			Repertoire Edit
Ivan Acosta	ivan.acosta@student.oc.edu	Disabled	Student			Repertoire Edit
Amanda Adams	amanda.adams@student.oc.edu	Disabled	Student			Repertoire Edit
Garrett Adelmann	garrett.adelmann@eagles.oc.edu	Disabled	Student			Repertoire Edit
Eric Alberts	eric.alberts@student.oc.edu	Disabled	Student			Repertoire Edit
Brianna Alegre	brianna.alegre@eagles.oc.edu	Disabled	Student			Repertoire Edit
Gena Alexander	ocgenna.alexander@oc.edu	Disabled	Executive			Repertoire Edit

- The text below the title and search bar indicates what the current filter being applied is.

- If you want to add a new user, click on “Add new User”.

The screenshot shows the 'Users' section of the OC Performance Scheduling application. At the top right, there is a 'Admin' button with a profile icon. Below it, the 'Add new User' button is highlighted with a red box. The page displays a grid of nine user profiles, each with a small profile picture, name, email address, status (e.g., 'Disabled'), and role (e.g., 'Student', 'Faculty'). Each profile also has 'Repertoire' and 'Edit' buttons.

- To add a new user, fill out all the fields depending on the user's role.
- The “Text Opt In” and “Email Opt In” checkboxes are to enable the user to receive notifications over text or email.
- The “Admin Email Opt In” is to enable the user to receive all admin notifications over email.
- Once all the information is completed, click “Add”.

This screenshot shows the 'Add new User' dialog box overlaid on the main 'Users' list. The dialog box contains the following fields:

- Last Name: Doe
- Email: john.doe@oc.edu
- Phone Number: 4054255555
- Honorable: Mr.
- Roles: Accompanist
- Checkboxes at the bottom:  Text Opt In,  Email Opt In,  Admin Email Opt In

The 'Add' button at the bottom right of the dialog box is highlighted with a red box.

- If you want to edit user information, click on “Edit”.

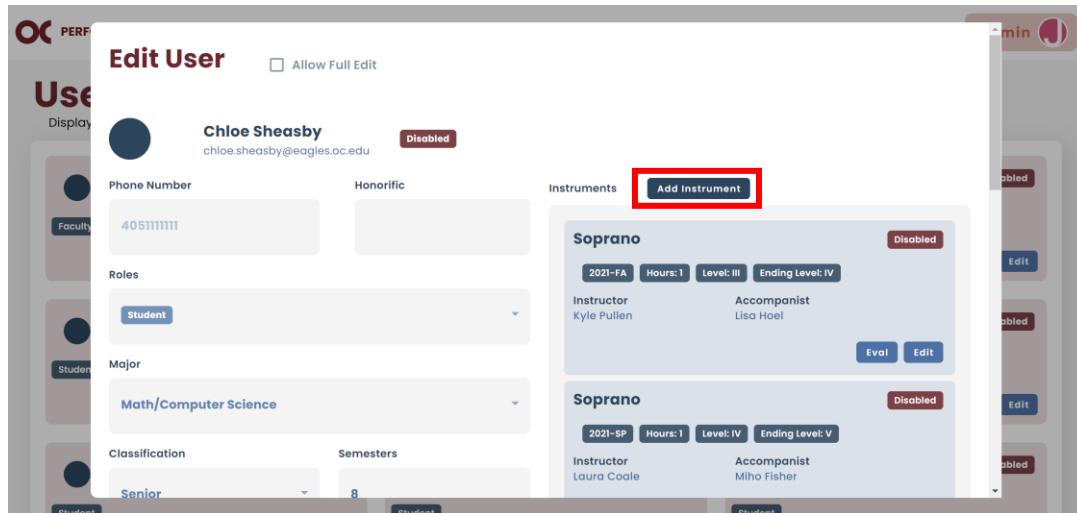
The screenshot shows the 'Users' page of the OC Performance Scheduling application. At the top, there are navigation links for HOME, PERFORMANCES, MAINTAIN, and Admin. Below the navigation is a search bar and a 'Filter Users' dropdown. A large 'Add new User' button is visible. The main area displays a grid of user profiles. Each profile card includes a user photo, name, email, status (e.g., Disabled), role (e.g., Faculty, Student, Admin), and several action buttons (Edit, Repertoire). The 'Edit' button for the user 'Chloe Sheasby' is highlighted with a red box.

- i. If you wish to edit the user's first name, last name or email address, select "Allow Full Edit".

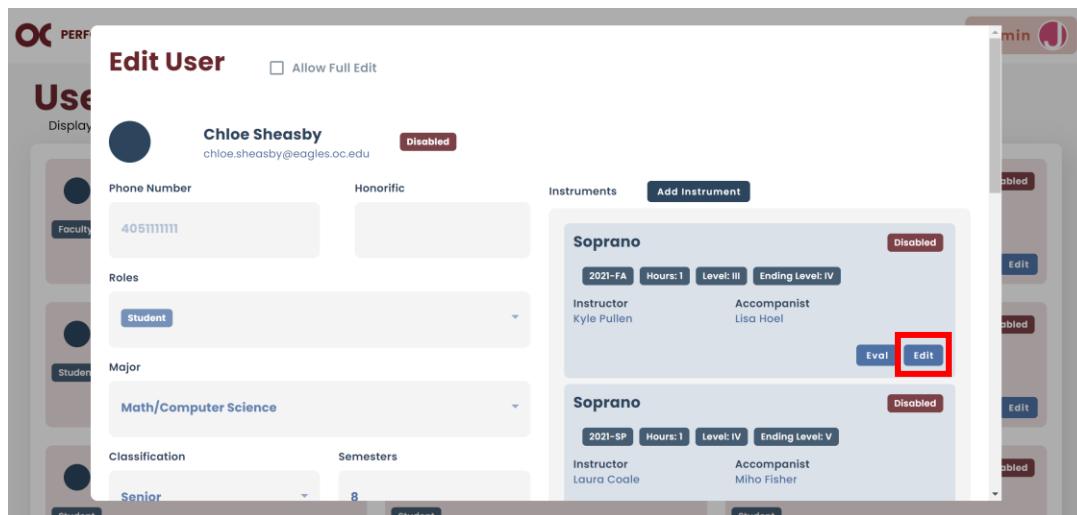
The screenshot shows the 'Edit User' modal for the user 'Chloe Sheasby'. The modal has a header 'Edit User' and a checked 'Allow Full Edit' checkbox, which is highlighted with a red box. The user details shown are: Name: Chloe Sheasby, Email: chloe.sheasby@eagles.oc.edu, Status: Disabled. Below this, there are sections for Phone Number (4051111111), Honorific, and Instruments (with an 'Add Instrument' button). The 'Instruments' section lists two entries: 'Soprano' and 'Soprano', each with details like semester (2021-FA, 2021-SP), hours, level, and instructor. The 'Roles' section shows 'Student'. The 'Major' section shows 'Math/Computer Science'. The 'Classification' section shows 'Senior' and 'Semesters' (8). The 'Semesters' section also shows 'Student'.

- If the user is a student, there are several functionalities that can be applied.
  - i. Find the student and click “Edit”.
  - ii. The section on the right indicates all instruments that a student has played at OC. Each card corresponds to an instrument, and it indicates the semester it was played, how many private hours, the starting level, and ending level applied. It also indicates who was the private instructor and the accompanist (if applicable).

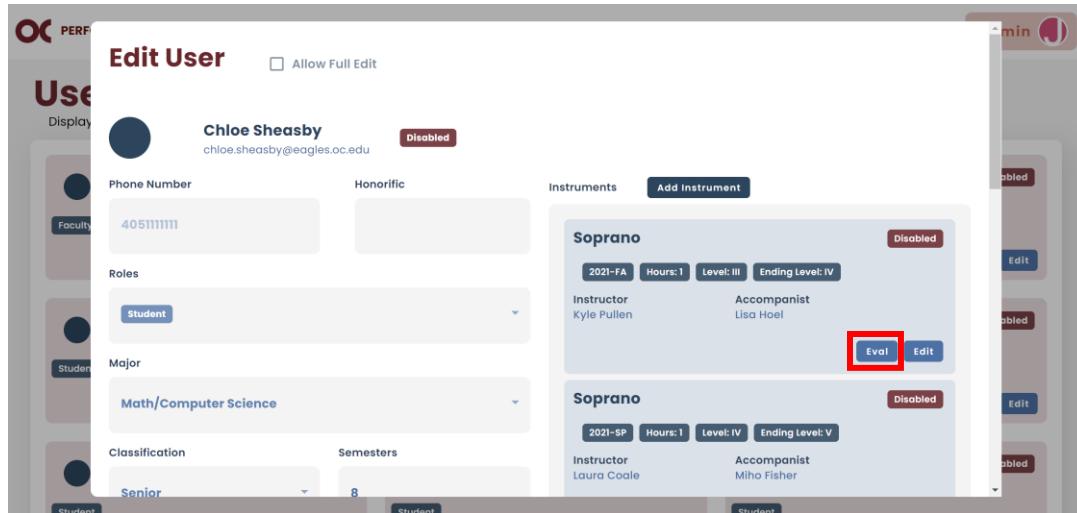
- iii. You can add an instrument for a student by clicking on "Add Instrument".



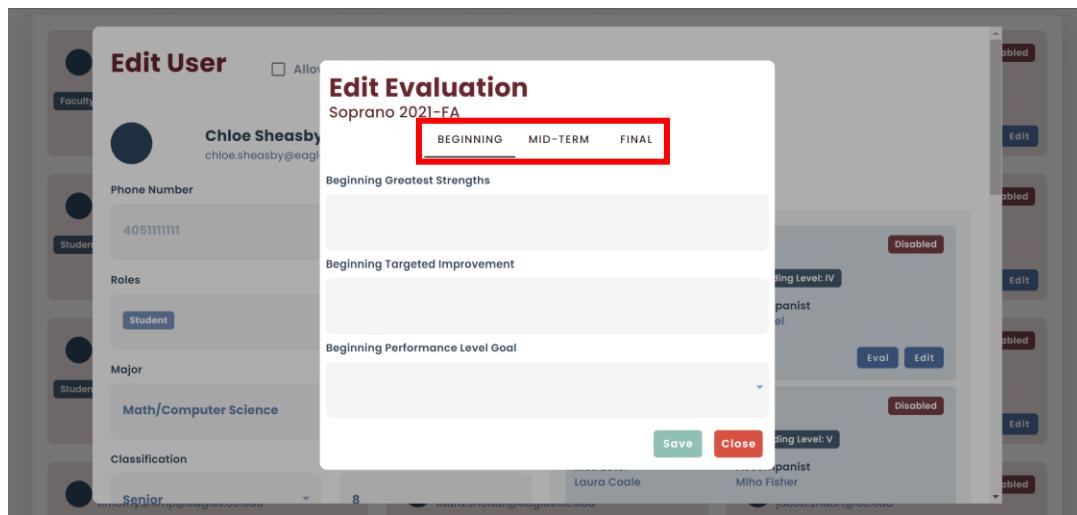
- iv. You can edit a student's instrument by clicking on "Edit".



- v. You can check the student's beginning, mid-term and final evaluation by finding the desired instrument and clicking on "Eval".



- vi. You can click on the different tabs to view or edit the different terms evaluations.



- vii. If you want to check a student's repertoire, you can find them and click on "Repertoire".

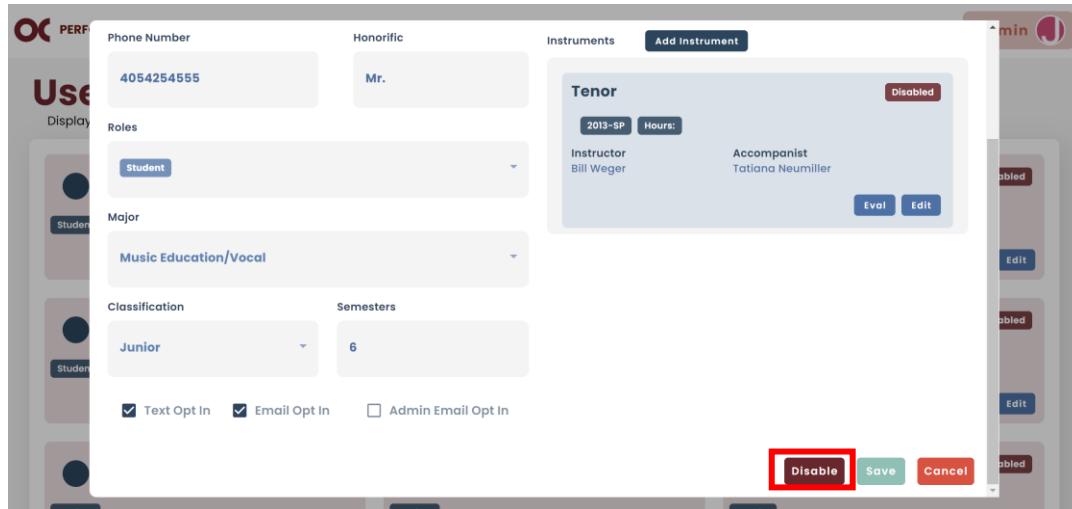
The screenshot shows the 'Users' section of the OC Performance Scheduling application. It displays a grid of nine user profiles. The user 'Chloe Sheasby' is highlighted with a red box around the 'Repertoire' button. Other users include Ryan Sharp, Bailee Sharp, Bradley Shaw, Chloe Sheasby, Celia Sheffield, peter sheldon, Kayla Sheldon, Hayden Shelton, and Leah Sherman.

- viii. You will view all their repertoire pieces and their respective semester and instrument played.  
ix. You also have the ability to add a new piece to a student's repertoire by clicking on "Add new Piece".

The screenshot shows the 'User Repertoire' page for 'Chloe Sheasby'. It lists several repertoire pieces, each with details like title, composer, semester, instrument, and status. The 'Add new Piece' button is highlighted with a red box.

Repertoire Piece	Composer	Semester	Instrument	Status
Le colibri	Chausson, Ernest	2021-FA	Soprano	Active
Heidenrösli...	Schubert, Franz	2021-FA	Soprano	Active
The Cherry ...	Gibbs, Armstrong	2021-FA	Soprano	Active
La pastorel...	Rossini, Gioacchino Antonio	2021-FA	Soprano	Active
Le colibri	Chausson, Ernest	2021-FA	Soprano	Active
Le colibri	Chausson, Ernest	2021-FA	Soprano	Active
Tu che di g...	Puccini, Giacomo	2021-SP	Soprano	Active
Tu che di g...	Puccini, Giacomo	2021-SP	Soprano	Active
Cassandra'...	Fax, Mark	2021-SP	Soprano	Active

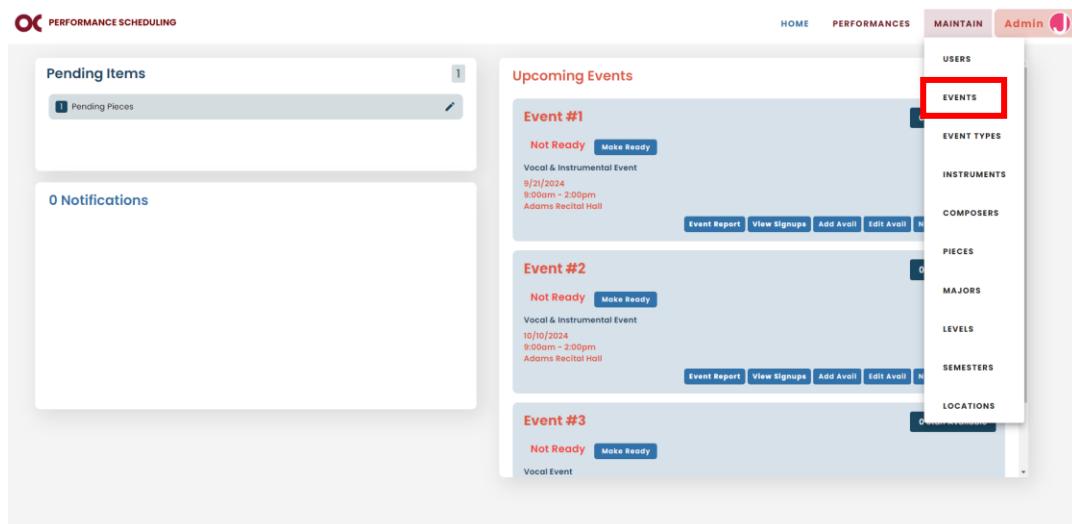
- If you want to disable a user, you can find them and click “Edit”. Go to the bottom of the pop up and click “Disable”.



- Note:** Disabling a user means they cannot be selected for future picks unless they are re-enabled. Their information is not deleted and remains preserved in the system.

## b. Events

- You can view all events on your Maintain Events screen.



- You can filter them by semester and location.

The screenshot shows the 'Events' section of the OC Performance Scheduling interface. At the top right, there is a red box around the 'Filter Events ^' button. A dropdown menu is open, containing fields for 'Semester' and 'Location', and a 'Apply Filters' button. Below the dropdown, there are nine event cards arranged in a grid. Each card contains basic information about an event, such as its name, date, time, location, and status (e.g., 'Not Ready', 'Ready'). Each card also has three buttons at the bottom: 'PDF Program', 'View Signups', and 'Edit'.

- If you want to add a new user, click on “Add new Event”.

This screenshot is similar to the one above, showing the 'Events' section. However, the 'Add new Event' button at the top right is now highlighted with a red box. The rest of the interface, including the event cards and the open filter dropdown, remains the same.

- i. To add a new event, fill out all the fields.
- ii. The “Event Name” field refers to the name of the event that you want to be displayed on the system.
- iii. The “Program Name” field refers to the name that you want to be displayed on recitals program.

- If you want to edit event information, click on "Edit".

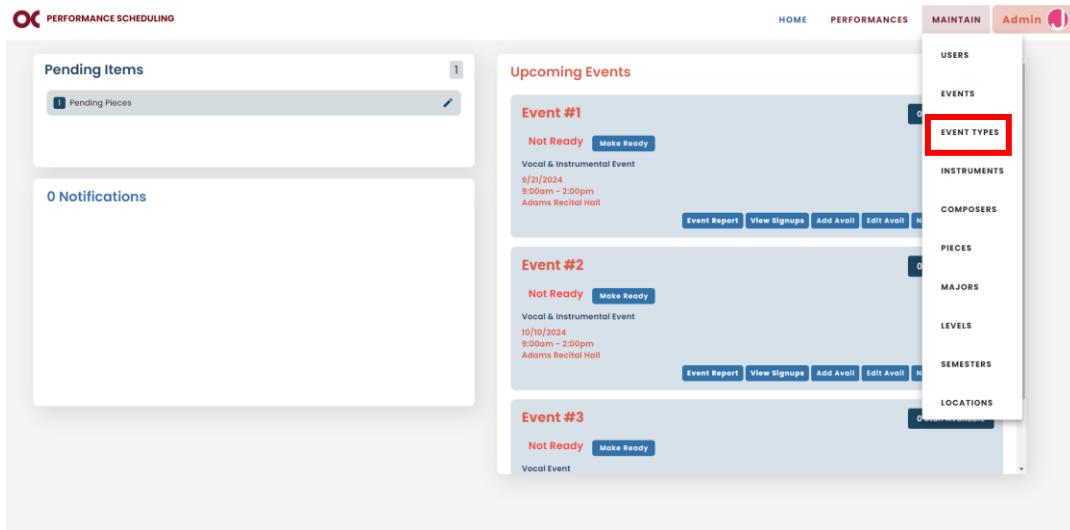
Event #	Date/Time	Location	Jury	Status	Action	Action	Action
Event #3	11/24/2024 (10:00am to 1:00pm)	Adams Recital Hall	Vocal Jury - Instrument: Vocal	Not Ready	<a href="#">PDF Program</a>	<a href="#">View Signups</a>	<a href="#">Edit</a>
Event #2	10/10/2024 (9:00am to 2:00pm)	Adams Recital Hall	Recital - Instrument: Both	Not Ready	<a href="#">PDF Program</a>	<a href="#">View Signups</a>	<a href="#">Edit</a>
Event #1	8/30/2024 (9:00am to 2:00pm)	Adams Recital Hall	Recital - Instrument: Both	Ready	<a href="#">PDF Program</a>	<a href="#">View Signups</a>	<a href="#">Edit</a>
Event #4	6/22/2024 (9:00am to 2:00pm)	Judd Theatre	Recital - Instrument: Both	Ready	<a href="#">PDF Program</a>	<a href="#">View Signups</a>	<a href="#">Edit</a>
Event #5	6/10/2024 (9:00am to 2:00pm)	Judd Theatre	Instrumental Jury - Instrument: Ins...	Ready	<a href="#">PDF Program</a>	<a href="#">View Signups</a>	<a href="#">Edit</a>
Event #6	6/9/2024 (9:00am to 2:00pm)	Adams Recital Hall	Jury - Instrument: Both	Ready	<a href="#">PDF Program</a>	<a href="#">View Signups</a>	<a href="#">Edit</a>
Event #7	5/30/2024 (9:00am to 2:00pm)	Adams Recital Hall	Instru - Instrument: Both	Ready	<a href="#">PDF Program</a>	<a href="#">View Signups</a>	<a href="#">Edit</a>
Event #8	5/30/2024 (9:00am to 2:00pm)	Adams Recital Hall	Recital - Instrument: Both	Ready	<a href="#">PDF Program</a>	<a href="#">View Signups</a>	<a href="#">Edit</a>
Event #9	5/16/2024 (9:00am to 2:00pm)	Adams Recital Hall	Instrumental Jury - Instrument: Ins...	Ready	<a href="#">PDF Program</a>	<a href="#">View Signups</a>	<a href="#">Edit</a>

- The "PDF Program" button generates a PDF listing the students who received a "Passed" grade for a given event. This feature is frequently used after Recital Hearing events to create a program with the information of the students performing in the subsequent Recital event.
- The statuses "Ready" and "Not Ready" for an event determine who can view and sign up for it. If an event is "Not Ready," only faculty and accompanists can view it and enter their availabilities. If an event is "Ready," students, along with faculty and accompanists, can also view and sign up for it.

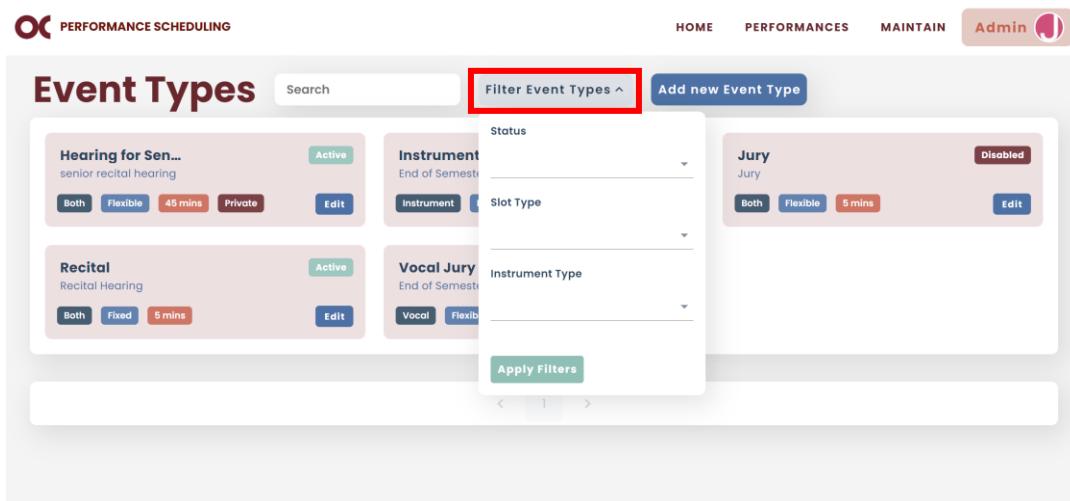
## c. Event Types

- Event Types refer to the various categories an event can fall under, such as Recital Hearing or Jury.

- You can view all event types on your Maintain Event Types screen.



- You can filter them by status, slot type or instrument type.



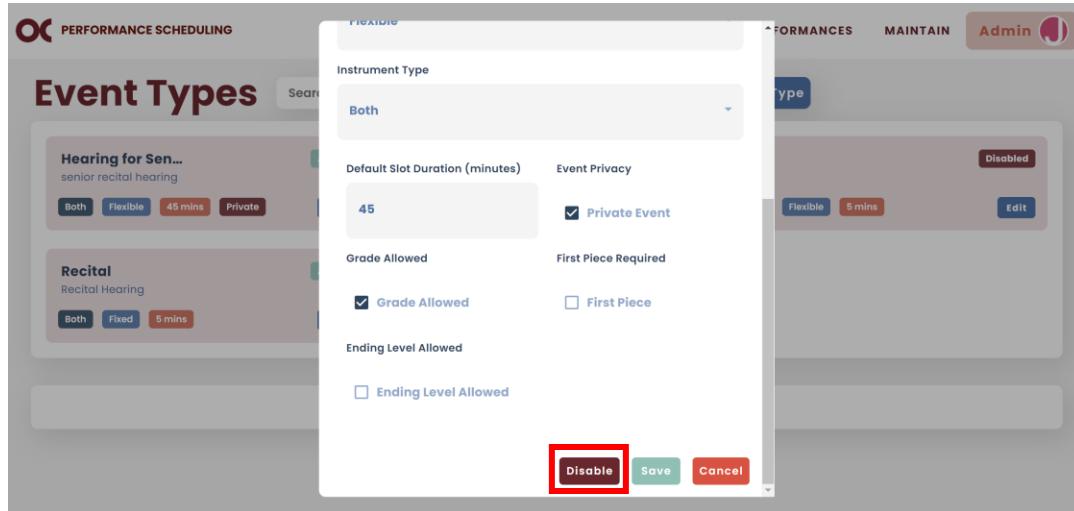
- If you want to add a new event type, click on “Add new Event Type”.

- i. To add a new event type, fill out all the fields.
- ii. The “Type” field refers to the name of the event type.
- iii. The “Slot Type” field refers to the time slots students can sign up for an event. If an event type has fixed time slots (e.g., all students must sign up for 5-minute slots for Recital Hearings), you should select “Fixed.” If an event allows students to sign up for different time slot durations (e.g., depending on criteria, students can sign up for 5, 10, or 15-minute slots for Jury), then you should select “Flexible.”
- iv. The “Instrument Type” field specifies the types of instruments for which students can sign up for this event type.
- v. The “Default Slot Duration” field indicates the amount of time, in minutes, that a student can sign up for an event. If an event type has fixed time slots, you should enter the duration of the slots (e.g., 5 minutes for Recital Hearings). If an event type has flexible time slots, you should enter the lowest slot duration (e.g., 5 minutes for Vocal Jury).
- vi. **Note:** The system automatically calculates the time slot duration for each student based on the criteria set by the music department for flexible time slots. If a student does not meet the criteria, the default time slot duration will be used instead.

- vii. The “Event Privacy” checkbox should be selected if the event type is meant for individual student performances (e.g., Senior Recital Hearings).
  - viii. The “Grade Allowed” checkbox should be selected if the event type requires private instructors to evaluate whether a student passed or failed their performance (e.g., Recital Hearings).
  - ix. The “First Piece Required” checkbox should be selected if the event type requires students to provide which piece they are performing first (e.g., Jury).
  - x. The “Ending Level Allowed” checkbox should be selected if the event type requires private instructors to evaluate a student instrument level after their performance (e.g., Jury).
- If you want to edit event information, click on “Edit”.

Event Type	Description	Status	Settings
Hearing for Seniors	senior recital hearing	Active	Both, Flexible, 45 mins, Private
Instrumental Jury	End of Semester Instrumental Eval	Active	Instrument, Fixed, 10 mins
Jury	Jury	Disabled	Both, Flexible, 5 mins
Recital	Recital Hearing	Active	Both, Fixed, 5 mins
Vocal Jury	End of Semester Vocal Eval	Active	Vocal, Flexible, 5 mins

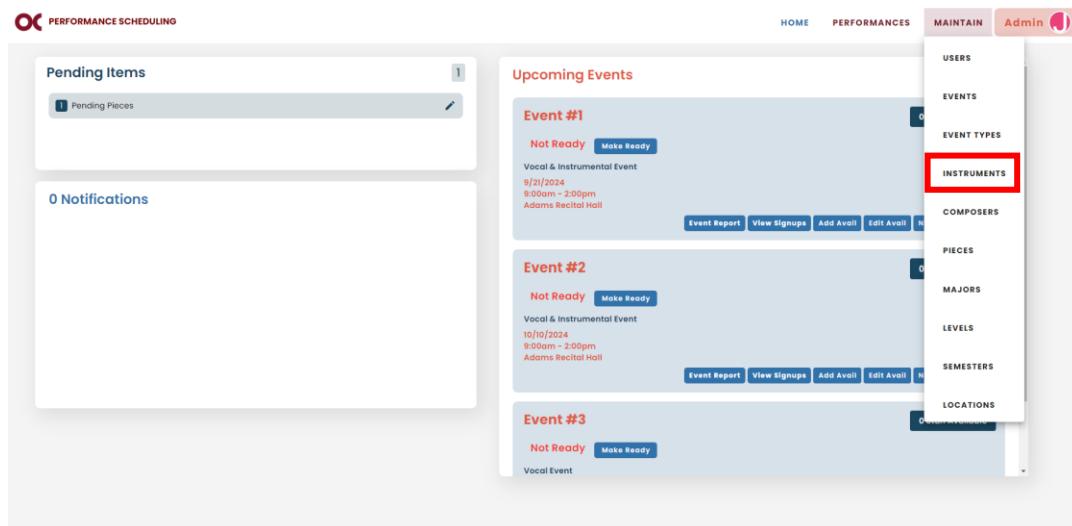
- If you want to disable an event type, you can find it and click “Edit”. Go to the bottom of the pop up and click “Disable”.



- Note:** Disabling an event type means it cannot be selected for future picks unless they are re-enabled. Its information is not deleted and remains preserved in the system.

## d. Instruments

- Instruments refer to the different types of vocals and instruments.
- You can view all instruments on your Maintain Instruments screen.



- You can filter them by status or instrument type.

The screenshot shows the 'Instruments' page in the OC Performance Scheduling system. At the top right, there are navigation links: HOME, PERFORMANCES, MAINTAIN, and Admin (with a user icon). Below these are search and filter fields: 'Search' and 'Filter Instruments ^'. A red box highlights the 'Filter Instruments ^' button. To its right is a blue button labeled 'Add new Instrument'. The main area displays a grid of instrument entries. Each entry includes the instrument name, status (Active/Vocal), and edit buttons. The grid is organized into three columns. The first column contains 'Other' (Instrument), 'Bass' (Vocal), 'Calcote Stanaland ...' (Instrument), and 'Composition' (Instrument). The second column contains 'Alto' (Vocal), 'Bass Clarinet' (Instrument), 'Cello' (Instrument), and 'Electric Bass' (Instrument). The third column contains 'Baritone' (Vocal), 'Bassoon' (Instrument), 'Clarinet' (Instrument), and 'Euphonium' (Instrument).

- If you want to add a new instrument, click on "Add new Instrument".

This screenshot is identical to the one above, showing the 'Instruments' page in the OC Performance Scheduling system. The 'Add new Instrument' button at the top right is highlighted with a red box. The rest of the interface, including the grid of instrument entries, remains the same.

- If you want to edit instrument information, click on “Edit”.

The screenshot shows the 'Instruments' page in the OC Performance Scheduling system. The page has a header with 'HOME', 'PERFORMANCES', 'MAINTAIN', and an 'Admin' button. Below the header is a search bar and a 'Filter Instruments' dropdown. A blue 'Add new Instrument' button is visible. The main area contains a grid of instrument cards. One card for 'Alto' is highlighted with a red box around its 'Edit' button. Other cards include 'Bass', 'Baritone', 'Composition', 'Bass Clarinet', 'Bassoon', 'Cello', 'Clarinet', 'Electric Bass', and 'Euphonium'. Each card has an 'Active' status indicator and an 'Edit' button.

- If you want to disable an instrument, you can find it and click “Edit”. Go to the bottom of the pop up and click “Disable”.

The screenshot shows the 'Edit Instrument' modal window. It has fields for 'Instrument Name' (set to 'Alto') and 'Type' (set to 'Vocal'). At the bottom of the modal are three buttons: 'Disable' (highlighted with a red box), 'Save', and 'Cancel'.

- **Note:** Disabling an instrument means it cannot be selected for future picks unless they are re-enabled. Its information is not deleted and remains preserved in the system.

## e. Composers

- You can view all composers on your Maintain Composers screen.

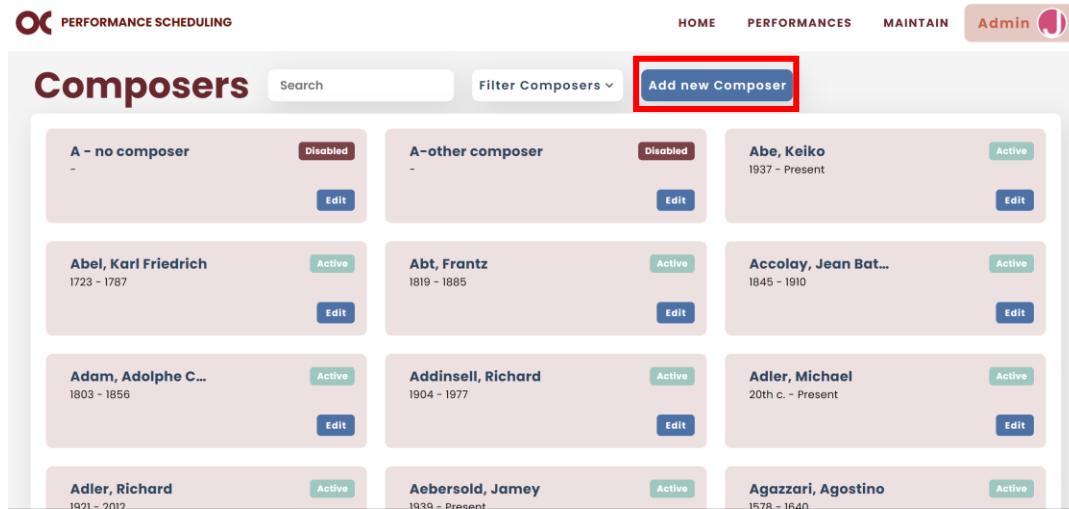
- You can filter them by status.

- i. A pending status means a user added a composer to the system and it's been waiting for an admin to approve it or not.

- ii. You can approve it by clicking on "Edit" and then "Enable" on the bottom of the pop up.

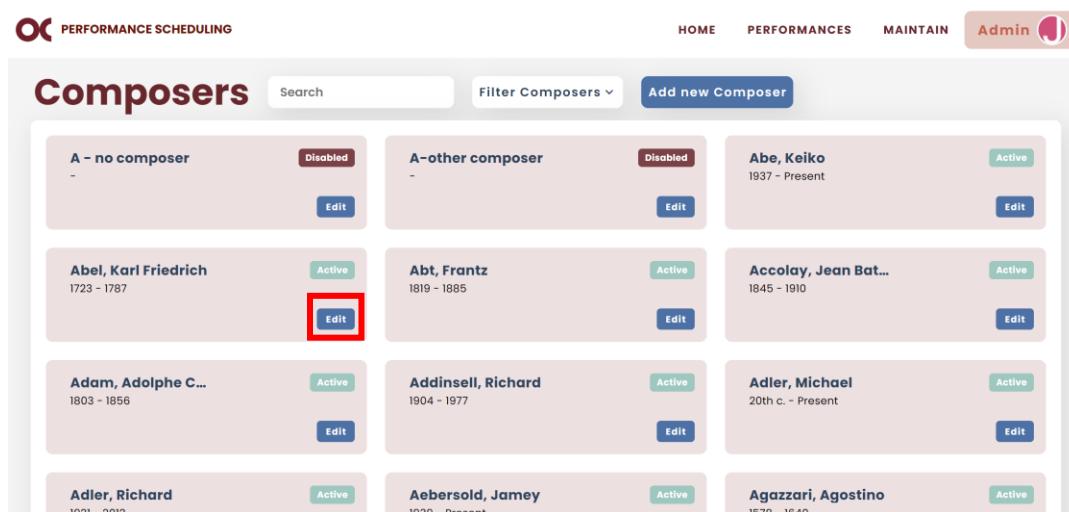
- iii. If you don't want to approve (e.g., this composer already exists), you can select "Disable".

- If you want to add a new composer, click on “Add new Composer”.



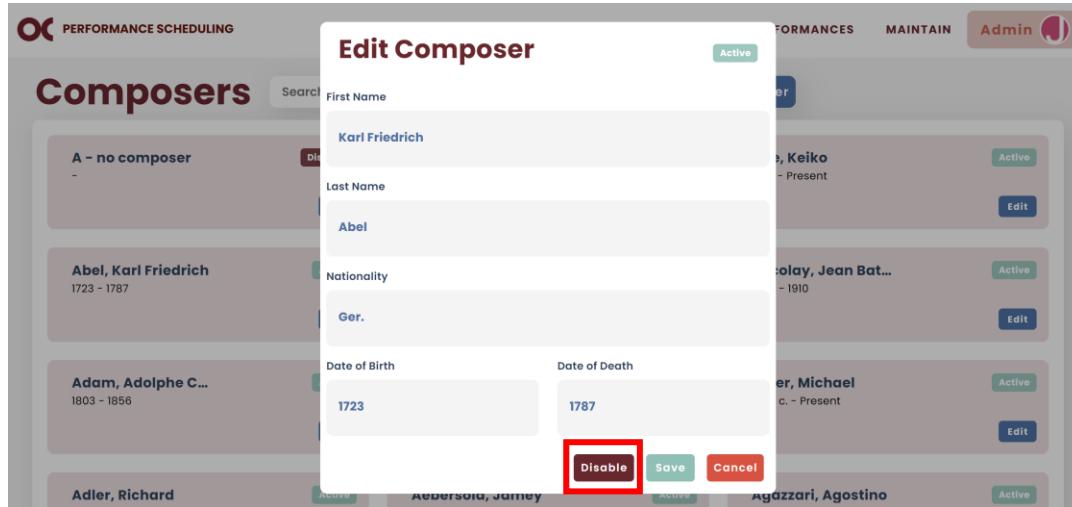
The screenshot shows the 'Composers' page in the OC Performance Scheduling system. At the top right, there is a red box highlighting the 'Add new Composer' button. The page displays a grid of composer entries. The first two entries are disabled ('A - no composer' and 'A-other composer'). The third entry is Abe, Keiko, listed as active with a birth date of 1937 and a present status. Below these are several active composers: Abel, Karl Friedrich (1723 - 1787), Abt, Frantz (1819 - 1885), Accolay, Jean Bat... (1845 - 1910), Adam, Adolphe C... (1803 - 1856), Addinsell, Richard (1904 - 1977), Adler, Michael (20th c. - Present), Adler, Richard (1921 - 2017), Aebersold, Jamey (1929 - Present), and Agazzari, Agostino (1578 - 1640).

- If you want to edit composer information, click on “Edit”.



This screenshot shows the same 'Composers' page as the previous one, but with a different row selected. The 'Edit' button for Abel, Karl Friedrich is highlighted with a red box. The other entries remain the same as in the previous screenshot.

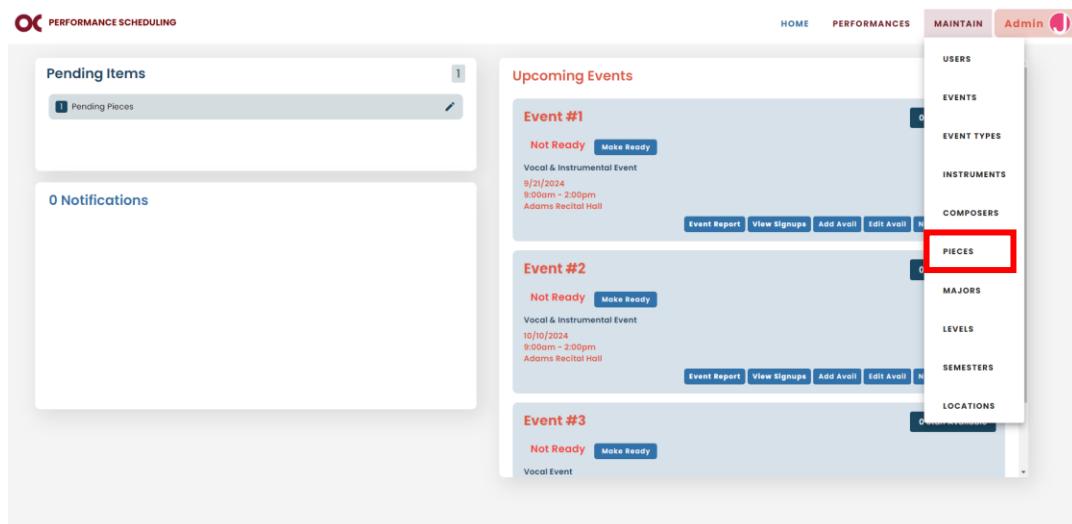
- If you want to disable a composer, you can find it and click "Edit". Go to the bottom of the pop up and click "Disable".



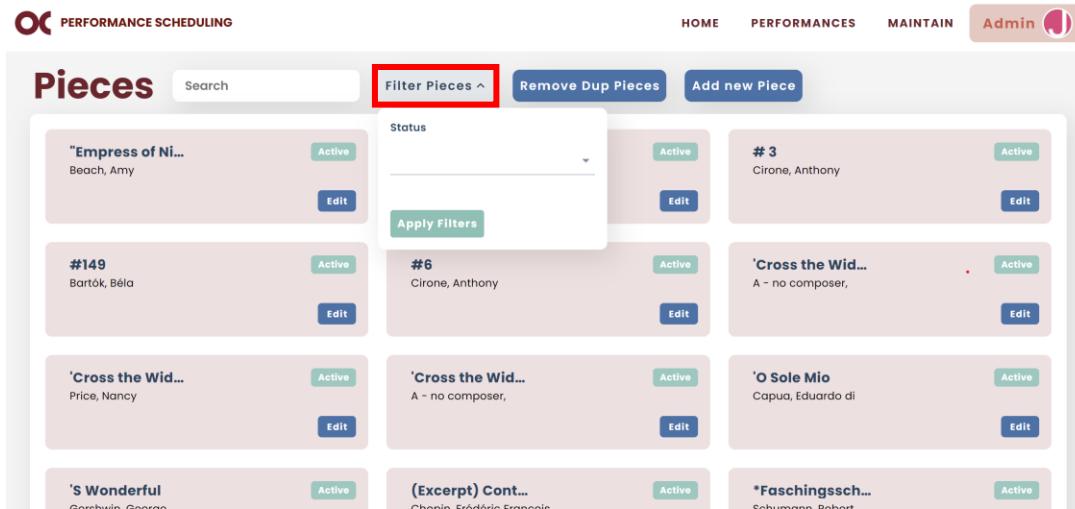
- Note:** Disabling a composer means it cannot be selected for future picks unless they are re-enabled. Its information is not deleted and remains preserved in the system.

## f. Pieces

- You can view all pieces on your Maintain Pieces screen.



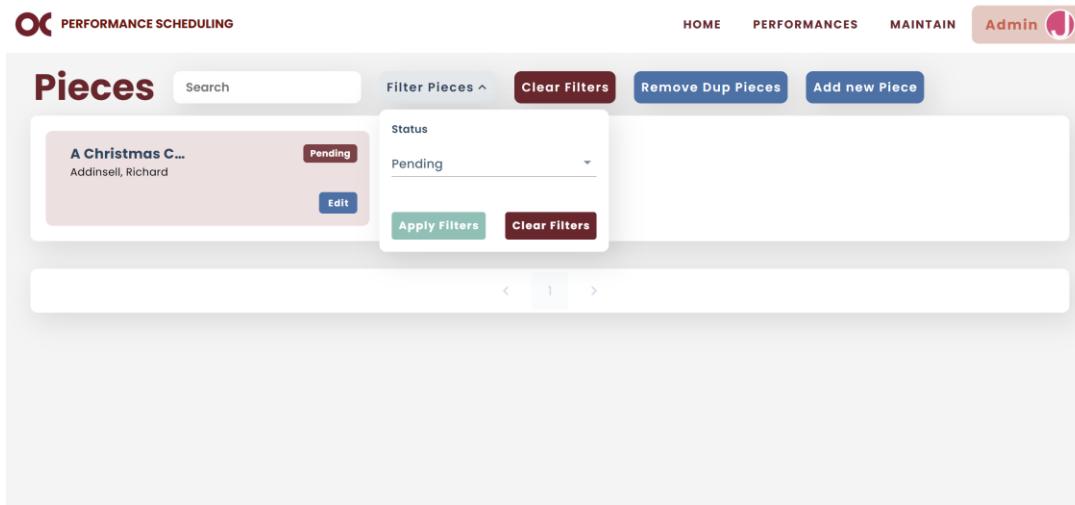
- You can filter them by status.



The screenshot shows the 'Pieces' page in the OC Performance Scheduling system. At the top right, there's a red box highlighting the 'Filter Pieces ^' button. A dropdown menu is open, showing a 'Status' field with a dropdown arrow and the word 'Active'. Below it are 'Apply Filters' and 'Clear Filters' buttons. The main area displays a grid of musical pieces. One piece, 'A Christmas Carol', has a 'Pending' status badge instead of 'Active'.

Piece Title	Composer	Status
"Empress of Ni...	Beach, Amy	Active
#149	Bartók, Béla	Active
'Cross the Wid...	Price, Nancy	Active
'S Wonderful	Gershwin, George	Active
#6	Crone, Anthony	Active
'Cross the Wid...	A - no composer,	Active
(Excerpt) Cont...	Choir in Földvár Esztergom	Active
# 3	Crone, Anthony	Active
'O Sole Mio	Capua, Eduardo di	Active
*Faschingssch...	Schubert, Robert	Active

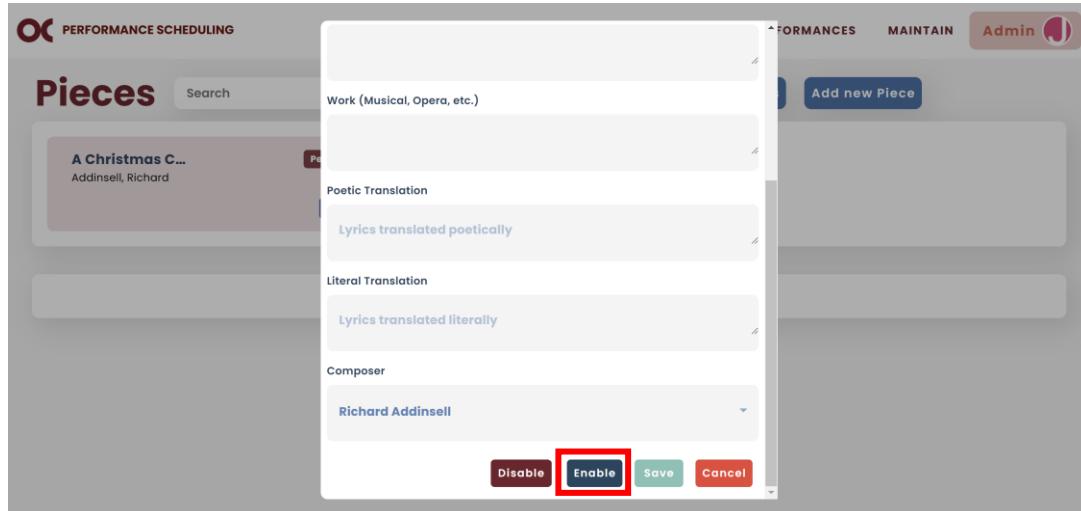
- i. A pending status means a user added a piece to the system and it's been waiting for an admin to approve it or not.



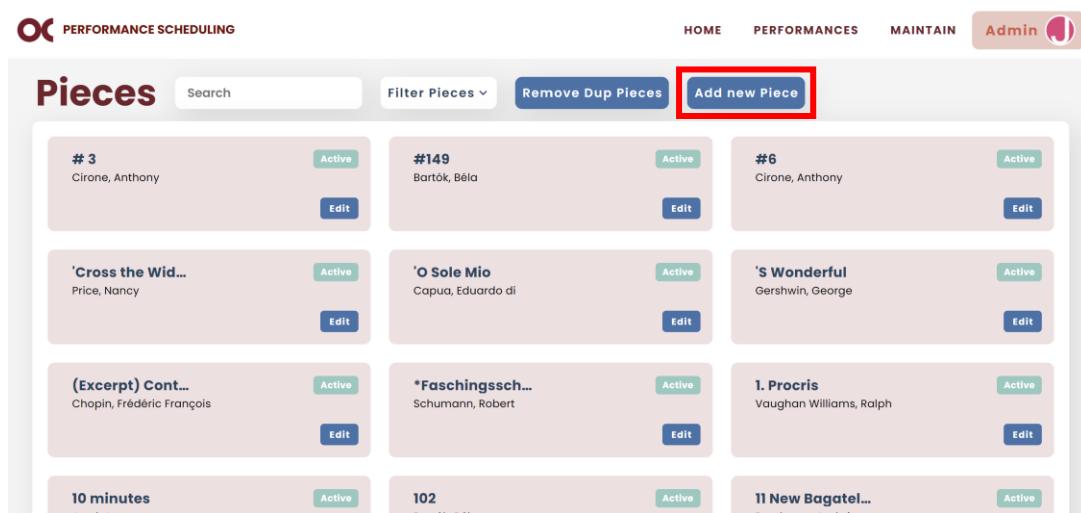
This screenshot shows the same 'Pieces' page after applying a filter. The 'Status' dropdown now shows 'Pending'. The grid only displays the single piece that was previously pending: 'A Christmas Carol' by Addinsell, Richard.

Piece Title	Composer	Status
A Christmas Carol	Addinsell, Richard	Pending

- ii. You can approve it by clicking on “Edit” and then “Enable” on the bottom of the pop up.



- iii. If you don't want to approve (e.g., this piece already exists), you can select “Disable”.
- If you want to add a new piece, click on “Add new Piece”.



- If you want to edit piece information, click on "Edit".

The screenshot shows the 'Pieces' list in the OC Performance Scheduling software. The list contains several pieces, each with a title, composer, status (Active), and an 'Edit' button. A red box highlights the 'Edit' button for the piece titled 'Cross the Wid...'. The interface includes a search bar, filter options, and buttons for removing duplicates and adding new pieces.

- If you want to disable a piece, you can find it and click "Edit". Go to the bottom of the pop up and click "Disable". (PICTURE)

The screenshot shows a modal dialog for editing a piece, likely 'Cross the Wid...', which was previously highlighted. The dialog has three tabs: 'Poetic Translation' (Lyrics translated poetically), 'Literal Translation' (Lyrics translated literally), and 'Composer' (Nancy Price). At the bottom of the dialog, there are 'Disable', 'Save', and 'Cancel' buttons. The 'Disable' button is highlighted with a red box.

- Note:** Disabling a piece means it cannot be selected for future picks unless they are re-enabled. Its information is not deleted and remains preserved in the system.

- If you find pieces that are duplicated, click on “Remove Dup Pieces”.

The screenshot shows the 'Pieces' section of the OC Performance Scheduling interface. At the top, there is a search bar, a 'Filter Pieces' dropdown, and a red-bordered 'Remove Dup Pieces' button. Below these are several cards representing different pieces of music, each with a title, composer, status (Active), and an 'Edit' button. The pieces listed include '# 3 Cirone, Anthony', '#149 Bartók, Béla', '#6 Cirone, Anthony', 'Cross the Wid...', 'O Sole Mio', 'S Wonderful', '(Excerpt) Cont...', 'Faschingssch...', 'Procris', '10 minutes', '102', and '11 New Bagateli...'. The 'Remove Dup Pieces' button is highlighted with a red border.

- Then, type the composer and find the pieces. Select all repeated ones, go to the bottom of the pop up and click “Merge Duplicates”.

This screenshot shows a modal dialog titled 'Merge Duplicate Pieces'. It has a 'Select Composer' dropdown set to 'Adam, Adolphe Charles'. Below it, a 'Check Pieces to Merge' section lists two pieces with checkboxes: 'I believe it' (unchecked) and 'O Holy Night' (checked). At the bottom of the dialog, there are two buttons: 'Merge Duplicates' (highlighted with a red border) and 'Close'.

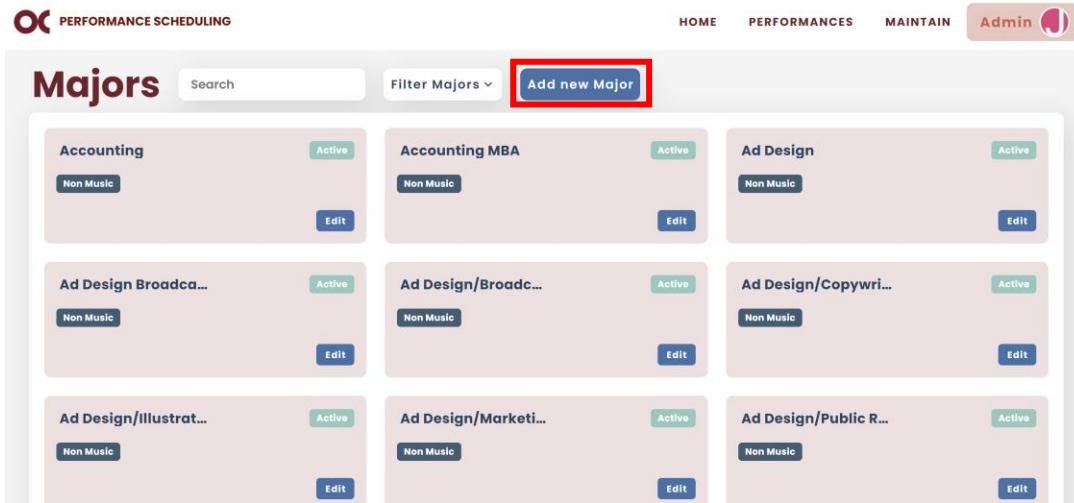
- Note:** The first piece among the repeated ones on the list will be the one that remains after merging.

## g. Majors

- You can view all majors on your Maintain Majors screen.

- You can filter them by status or major type.

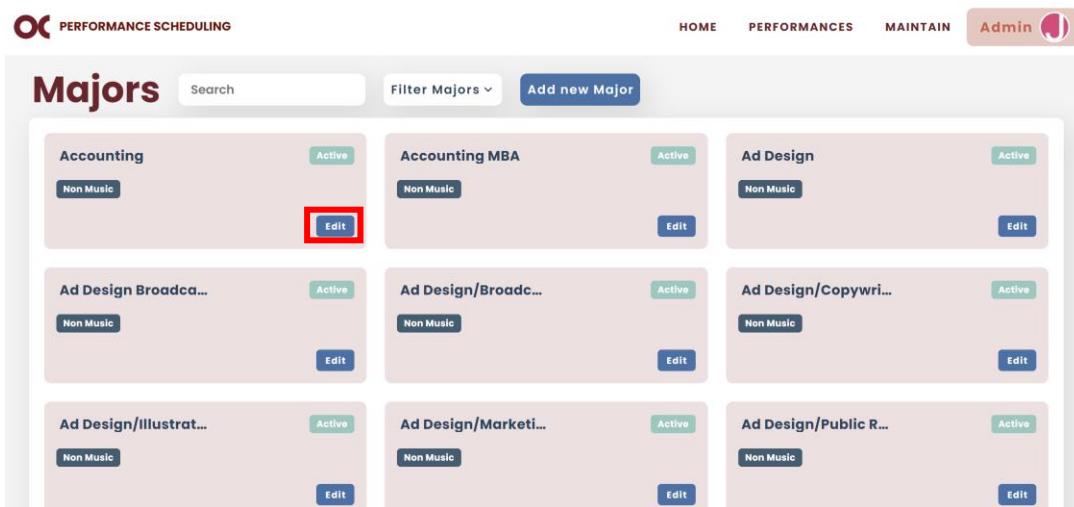
- If you want to add a new major, click on “Add new Major”.



The screenshot shows the 'Majors' page in the OC Performance Scheduling system. At the top right, there is a red box around the 'Add new Major' button. Below it, there are three rows of major cards. Each card displays the major name, status (Active), and a 'Non Music' checkbox. There is also an 'Edit' button at the bottom of each card.

Major	Status	Action
Accounting	Active	<input type="checkbox"/> Non Music Edit
Accounting MBA	Active	<input type="checkbox"/> Non Music Edit
Ad Design	Active	<input type="checkbox"/> Non Music Edit
Ad Design Broadcast	Active	<input type="checkbox"/> Non Music Edit
Ad Design/Broadcast	Active	<input type="checkbox"/> Non Music Edit
Ad Design/Copywriting	Active	<input type="checkbox"/> Non Music Edit
Ad Design/Illustration	Active	<input type="checkbox"/> Non Music Edit
Ad Design/Marketing	Active	<input type="checkbox"/> Non Music Edit
Ad Design/Public Relations	Active	<input type="checkbox"/> Non Music Edit

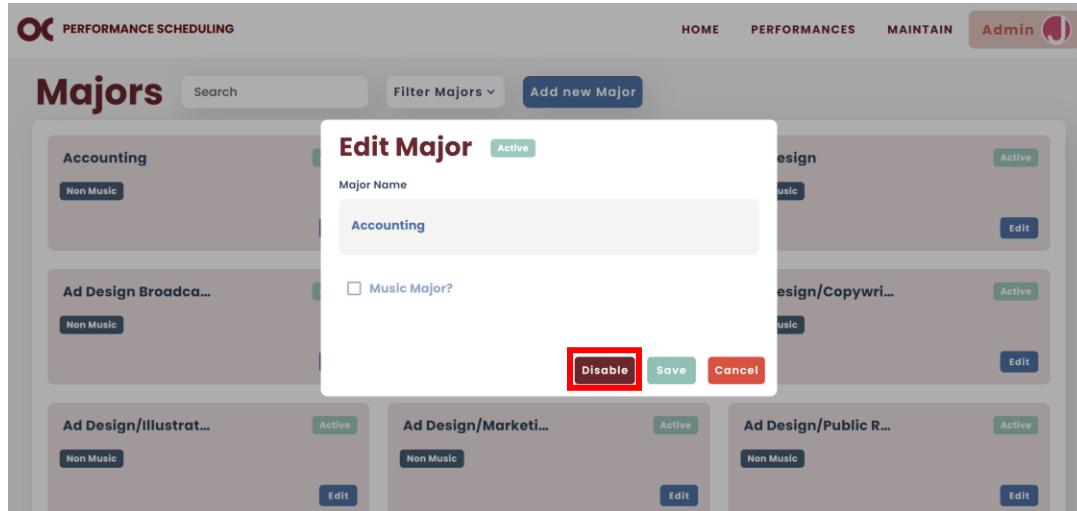
- If you want to edit major information, click on “Edit”.



This screenshot is identical to the one above, showing the 'Majors' page. However, the 'Edit' button for the first major, 'Accounting', has been highlighted with a red box. The rest of the interface and data remain the same.

Major	Status	Action
Accounting	Active	<input type="checkbox"/> Non Music <b>Edit</b>
Accounting MBA	Active	<input type="checkbox"/> Non Music Edit
Ad Design	Active	<input type="checkbox"/> Non Music Edit
Ad Design Broadcast	Active	<input type="checkbox"/> Non Music Edit
Ad Design/Broadcast	Active	<input type="checkbox"/> Non Music Edit
Ad Design/Copywriting	Active	<input type="checkbox"/> Non Music Edit
Ad Design/Illustration	Active	<input type="checkbox"/> Non Music Edit
Ad Design/Marketing	Active	<input type="checkbox"/> Non Music Edit
Ad Design/Public Relations	Active	<input type="checkbox"/> Non Music Edit

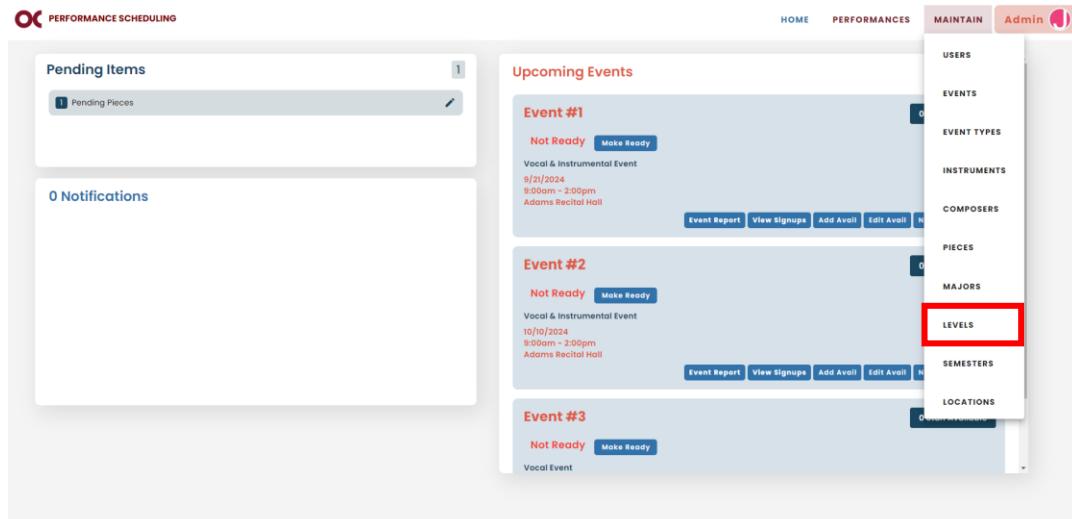
- If you want to disable a major, you can find it and click “Edit”. Go to the bottom of the pop up and click “Disable”.



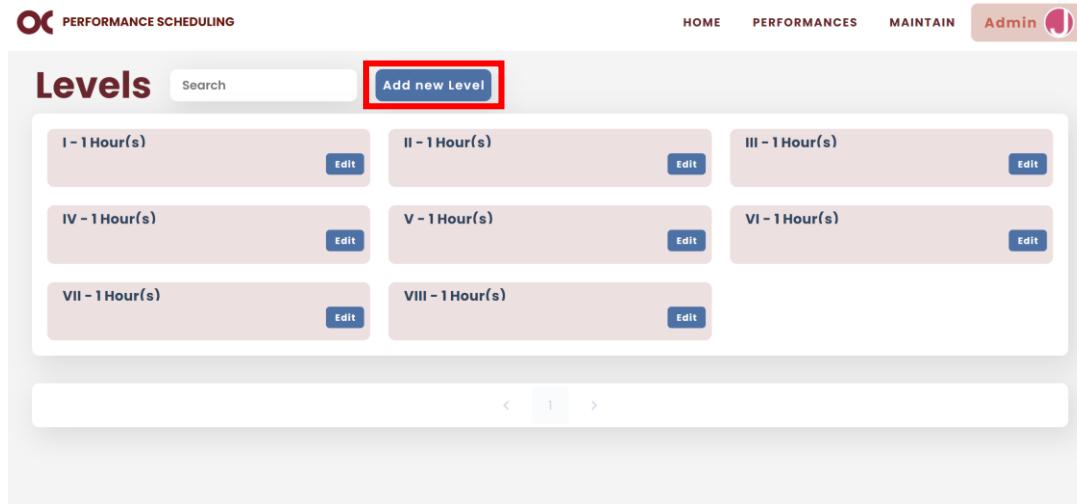
- Note:** Disabling a major means it cannot be selected for future picks unless they are re-enabled. Its information is not deleted and remains preserved in the system.

## h. Levels

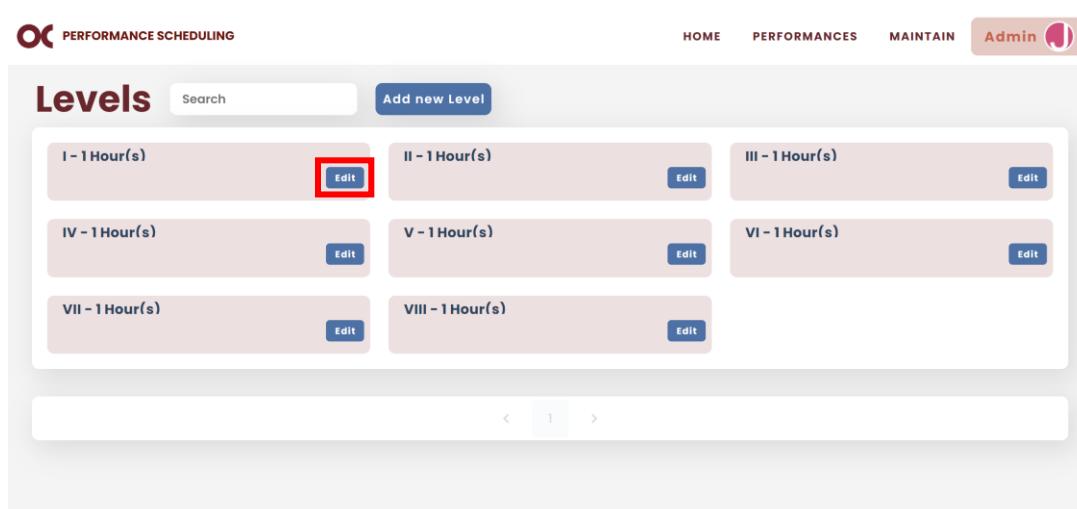
- Levels refer to the different types of levels a vocal student can achieve.
- You can view all levels on your Maintain Levels screen.



- If you want to add a new level, click on “Add new Level”.



- To add a new level, fill out all the fields.
  - The "Name" field indicates the level number, usually in Roman numerals.
  - The "Hours" field refers to the number of credit hours related to that level.
- If you want to edit level information, click on “Edit”.



## i. Semesters

- You can view all semesters on your Maintain Semesters screen.

The screenshot shows the OC Performance Scheduling software interface. The top navigation bar includes links for HOME, PERFORMANCES, MAINTAIN, and Admin. The Admin link has a dropdown menu with options: USERS, EVENTS, EVENT TYPES, INSTRUMENTS, COMPOSERS, PIECES, MAJORS, LEVELS, SEMESTERS, and LOCATIONS. The SEMESTERS option is highlighted with a red box. The main content area is titled 'Upcoming Events' and lists three events: Event #1, Event #2, and Event #3. Each event entry includes a 'Not Ready' button, a 'Make Ready' button, and details about the event type, date, and location. On the left, there's a 'Pending Items' section with a 'Pending Pieces' item and a '0 Notifications' section.

- If you want to add a new semester, click on "Add new Semester".

The screenshot shows the 'Semesters' screen in the OC Performance Scheduling software. The top navigation bar includes links for HOME, PERFORMANCES, MAINTAIN, and Admin. The Admin link has a dropdown menu with options: USERS, EVENTS, EVENT TYPES, INSTRUMENTS, COMPOSERS, PIECES, MAJORS, LEVELS, SEMESTERS, and LOCATIONS. The SEMESTERS option is highlighted with a red box. The main content area is titled 'Semesters' and shows a grid of nine semester entries. Each entry includes the semester name, start date, end date, and an 'Edit' button. The 'Add new Semester' button is located at the top right of the search bar, also highlighted with a red box.

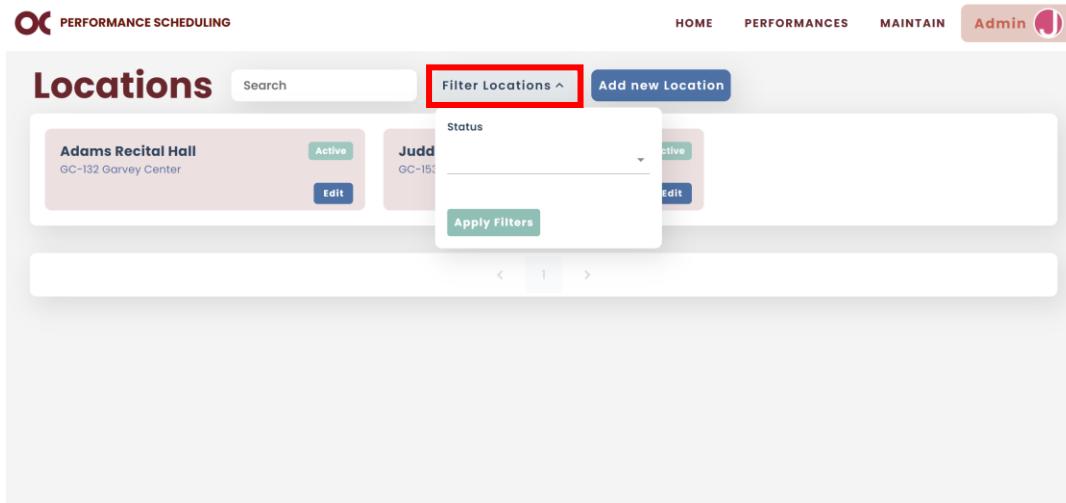
- To add a new semester, fill out all the fields.
- The "Disable all Students" checkbox is used at the beginning of each semester. When selected, it disables all students upon creating a new semester. Students are reactivated when they log in to the system, ensuring that only students performing in the current semester are active in the system.

- If you want to edit semester information, click on "Edit".

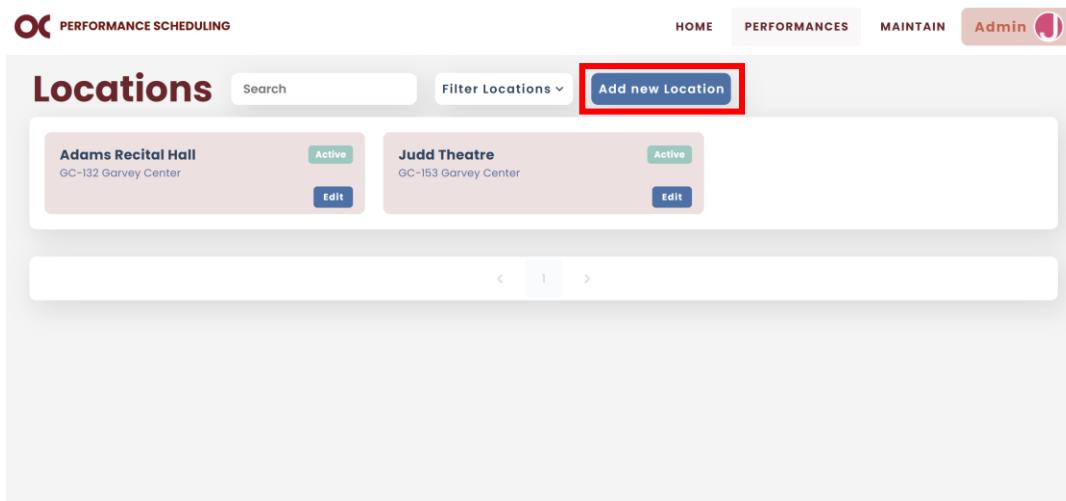
## j. Locations

- Locations refer to the different places where an event can happen.
- You can view all locations on your Maintain Locations screen.

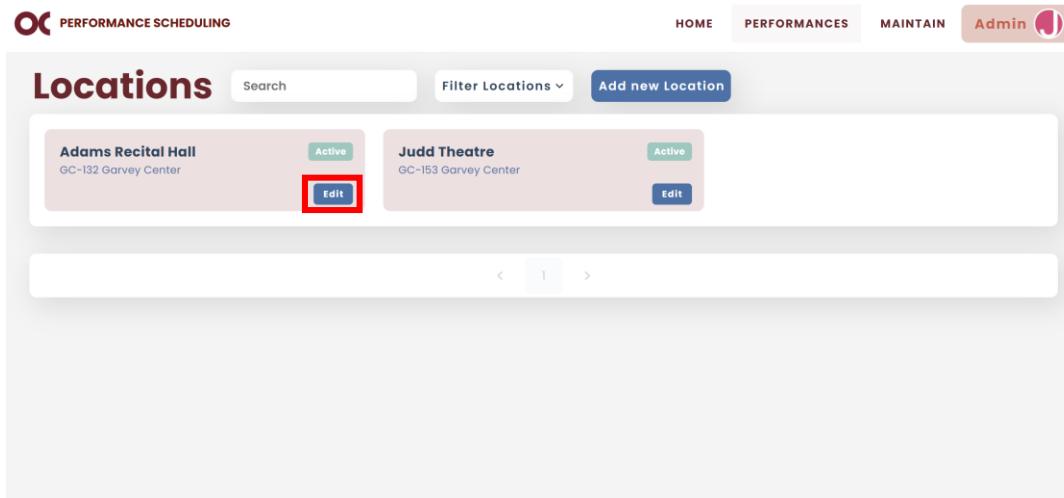
- You can filter them by status.



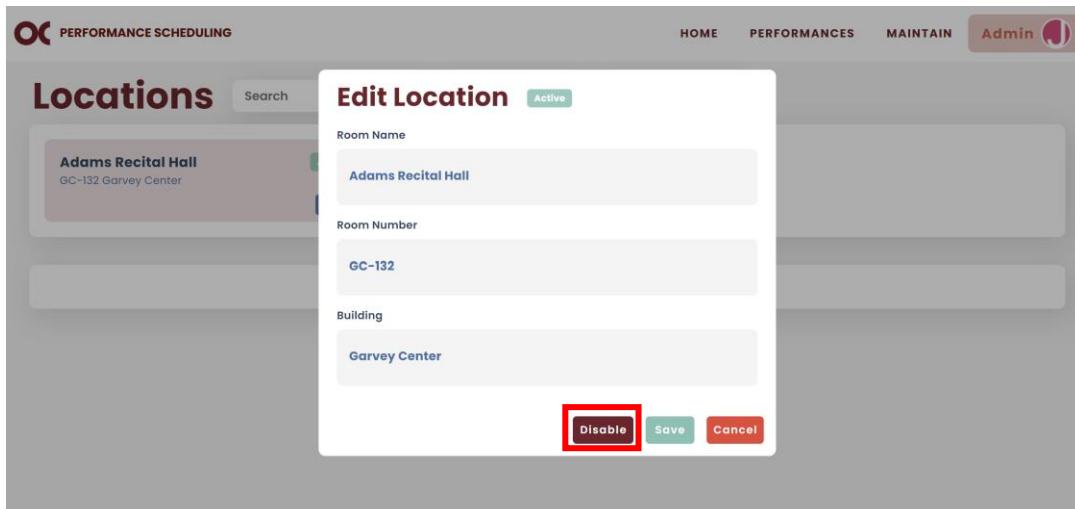
- If you want to add a new location, click on “Add new Location”.



- If you want to edit location information, click on “Edit”.



- If you want to disable a location, you can find it and click “Edit”. Go to the bottom of the pop up and click “Disable”.



- **Note:** Disabling a location means it cannot be selected for future picks unless they are re-enabled. Its information is not deleted and remains preserved in the system.

## 5. Logout

- Click on Admin and then Logout.

