

Here is what is required to complete the hyperlinking resumes:

I. The “add friends features” are based on the following specifications:

A. Invite friends

1. On the sign-up page - <http://artistmagnet.com/signup.htm> - below the “Sign-Up” button, for all account types, we would like users to have the option to sign-up for Artist Magnet using Facebook - Facebook makes this easy with a "Registration Plugin"

a. go to <http://developers.facebook.com/docs/plugins/registration/> - to get information on how to add this - you will want to use the following code:

```
<iframe src="https://www.facebook.com/plugins/registration.php?
client_id=113869198637480&
redirect_uri=https%3A%2F%2Fdevelopers.facebook.com%2Ftools%2Fecho%2F&
fields=name,birthday,gender,location,email" scrolling="auto" frameborder="no"
style="border:none" allowTransparency="true" width="100%" height="330"> </iframe>
```

2. Also, right after the sign-up page and before the welcome page, please create a new page where the user invite their friends to the site, both via email and also via Facebook (this should also be the page that the "Invite Friends" and "Send Invitations" links to on ArtistSpace/Main Lobby/Front Desk for the various account types)

a. For inviting friends via email, you should have the following text at the top of the page: "Send Invitations to Artist Magnet. Enter email addresses manually or copy and paste into the box below. Separate multiple addresses with commas."

b. Then below separate with a space, then have the following text: "Send To"

c. Then below that have a text box where the user will add their friends' email addresses

d. Then below the text box separate with a space then have the following text: "Your Message (Optional)"

e. Then below that have another text box where the user can enter their own text that will be included in the automatic email sent to each email entered in the previous box

* Here is the design for your text and text boxes - go to:

http://wattsvillagetheatercompany.org/main/invitation/new?xg_source=tab and click on "enter email addresses manually"

f. Then below the 2nd text box have a "Send Invitations" button. Once they press the Send Invitations button, a box should pop up that reads: "Your Invitations have been sent!"

g. Then an automatic email should be sent to each email address they entered in the box which should have the following subject "Join me on Artist Magnet" and the body of the email should read: "I just joined Artist Magnet, the theatre revolution, connecting artists through productions and venues everywhere, and you should check it out too. To sign-up go to: <http://artistmagnet.com/login.htm>. See you there!" followed by a space separation then whatever optional text the user entered in the 2nd text box

h. Then below the "Send Invitations" button should be a space, then the following text: "Invite your Facebook Friends to join Artist Magnet!"

i. Then below that text should be another Facebook Plugin - this one will allow users to share Artist Magnet with their Facebook Friends - this is the "Send Button" Plugin and to learn how to add this go to <http://developers.facebook.com/docs/reference/plugins/send/> - here's the code to use:

```
<div id="fb-root">
<script src="http://connect.facebook.net/en_US/all.js#xfbml=1"></script><fb:send
href="artistmagnet.com" font="arial" colorscheme="dark"></fb:send>
```

II. The Build Your Resume Part 1 feature is based on the following specifications:

* Only the Actor or Production/Management accounts can build a resume, and both of those accounts will actually lead to the same build your resume page so it doesn't matter which one they pick

* Although there will be a long list of "Resume Types" users can choose from, there will only be 3 types of resumes: (1) Actor, (2) Director, (3) Everyone else. And for the first part of build your resume when the user puts in their demographic information there will only be two types: (1) Actor and (2) Everyone Else.

I. Resume type selection - so when a user clicks on "Build Your First Resume" or "Build New Resume" they should be taken to a page where they select their resume type from a drop down, the options should be:

- * Actor
- * Director
- * Designer
- * Dramaturg
- * Playwright
- * Producer
- * Production Manager

- * Stage Manager
- * Other

Note: If they select "Designer" a text box should appear and to the left of the text box should be the following text: "Enter Designer Type" - this should be an optional text box - this should be added because often there are different types of Designers - like Lighting, Sounds, Video, Costume, Set, etc. - and they will want to type in themselves what type of designer they are

Note: If they select "Other" a text box should appear which should be a required text box (meaning they have to type in something) and here they will be able to enter whatever Resume Type they want

[As you've probably already figured out, whatever they select or type in will become the title of their resume]

Here's what should appear if the user selects "Actor" Resume Type:

A. Put in the following text at the top: "Build Your Resume - Step 1" then below put in the following text: "Statistics"

B. Put in the following fields (none of these should be required):

- * Text: Gender - then a drop-down with "Male" and "Female"
- * Text: Hair - then a drop-down with "Auburn" "Bald" "Black" "Blond" "Brown" "Gray" "Red" "Salt & Pepper" "White"
- * Text: Hair Length - then a drop-down with "Bald" "Chin Length" "Long" "Shaved" "Short" "Shoulder Length"
- * Text: Eye Color - then a drop-down with "Blue" "Brown" "Dark Brown" "Gray" "Green" "Hazel"
- * Text: Vocal Range - then a drop-down with: "Alto" "Baritone" "Bass" "Mezzo-Soprano" "Soprano" "Tenor"
- * Text: Age Range - then have 2 small text boxes separated by a dash ("-") so they can enter a number in each box and it'll come out like "18-25"
- * Text: Height - then have 1 text box followed by the text: "ft" - followed by another text box followed by the text: "in" - so they can enter a number in each box and it'll come out like "5ft 11in"
- * Text: Weight - then have 1 text box followed by the text "lbs" - so they can enter a number and it'll come out like 180 lbs
- * Text: Ethnicity - followed by a text box where they can type in what they want
- * Text: Union - followed by a text box where they can type in what they want

C. Below this separate with 2 spaces then put in the text: "Contact Information" (this will be for all resume types)

D. Below "Contact Information" put in the following fields:

- * Text: Stage Name - followed by text box - then to the right of the text box add the following text (include parenthesis): "(If different from First and Last Name"

- * Text: First Name - followed by text box

- * Text: Middle Name - followed by text box

- * Text: Last Name - followed by text box

[Note: all users are required to enter either a Stage Name or a First and Last Name - if they enter a Stage Name, that will be the name that will appear at the top of their resume, otherwise it will be their First and Last Name]

- * Text: Suffix (on same line as "Last Name") - followed by text box

- * Text: Address 1 - followed by text box

- * Text: Address 2 - followed by text box

- * Text: City - followed by text box

- * Text: State - followed by text box

- * Text: Zip Code (one same line as "State") - followed by text box

- * Text: Country - followed by text box

- * Text: Phone - followed by text box

- * Text: Email - followed by text box - followed by the following text (include parenthesis) - "(This email address is strictly used on your resume and will not change your account email)"

- * Text: Website - followed by text box

- * Then below the last text and text box add a button labeled "Save and Proceed" which will lead them to Build Your Resume Step 2 which we will work on next week

II. If the user selects any other resume type than "Actor" (i.e. Director, Designer, Dramaturg, Playwright, Producer, Production Manager, Stage Manager, Other) then they should be led to the following page:

A. Put in the following text at the top: "Build Your Resume - Step 1" then below put in the following text: "Contact Information"

B. They should get all the same fields as section D. in section I. that you see above in these comments under "Contact Information"

III. The Build Your Resume Part 2 feature is based on the following specifications:

- a. There are 3 types of resumes (1 for actors, 1 for directors, and 1 for all other types of artists and production/management)
- b. After completing their information in build your resume part 1, the user (whether Actor or Production/Management account) should be redirected to a page where they will build their resume based on the type of resume they selected in part 1.
- c. If the user selects Actor Resume Type:
 - i. At the top of the page put in the text “Build Your Resume – Step 2”
 - ii. The resume builder will include a series of boxes we call “sections” which will include rows and columns of certain classifications of information that a user will enter in their resume
 - iii. Label the first section “Theatre” in the upper-left-hand corner of the box and put an asterisk (“*”) after the text to indicate it is a required section and cannot be deleted by the user
 - iv. Under the text “Theatre” separate with a space below then directly below the text on the left-hand side of the box put in the text: “Production” followed by an asterisk showing it’s a required field – below that box add a text box in which the user will enter their first production
 - v. After they enter their first production, an automatic search should run through the system on the back-end to determine if that production has been previously entered in the system (meaning you will have to create a database that stores and organizes every production, venue and director resume added onto the system) and a text-box should pop-up (the user will have to complete the following tasks in order to proceed):
 1. If there are no other productions under that name in the system, the box should simply have a link titled: “Add New Production” – when they click on that link, a new browser page should open redirecting them to a newly created production page (page 29 on the business requirements) with the production name they entered at the top of the page. In order to complete the production page, the user will be required to enter the year of the production and the Venue Name:

- a. So instead of “Production Times” the text should read “Date” followed by an asterisk to show it’s required information, and below it should be a drop down for the user to select a year followed by the following text: “Enter the year in which this Production opened to complete this page” (this text should only appear on the Production Page when a user is entering this information for the first time)
- b. There should be an asterisk next to the text “Venue” to show the user that field is required, and a text box next to the text “Venue” followed by the following text: “Please enter a Venue to complete this page” (this text should only appear on a Production Page when a user is entering this information for the first time). After the user enters a venue, an automatic search should run through the system on the back-end to determine if that venue has been previously entered in to the system and a text-box should pop-up (the user will have to complete the following tasks in order to proceed):
 - i. If there are no other venues with that name in the system, the box should simply have a link titled “Add New Venue” – when they click on that link, a new browser page should open redirecting them to a newly created venue page (page 26 on business requirements) with the venue name they entered at the top of the page. In order to complete the venue page, the user will be required to enter the location of the venue:
 1. So instead of “Address” the text should read “Location” followed by an asterisk to show it’s required information, then below should be a text box for the user to enter the city, a drop-down of all the countries for the user to select one, and if the user selects “United States” a drop-down should pop up for the user to select the state

2. Once the user enters this information, there should be a button at the bottom of the page labeled “Save Changes” - when they click on that button the browser page closes and the Venue Name they entered should appear as a hyperlink next to “Venue” on the production page, which will link to that venue page
- ii. If once the automatic search for venues is complete, there is a venue with the same name in the system, the pop-up box should have 2 rows of links:
 1. The 1st row should be a hyperlink to the venue page of the venue they entered, when they click on it, a new browser page should open which redirects then to the venue page so they can check and make sure it’s the right venue they want to add. If it is, back on the pop-up box there should be a check-box next to that link that they can select to indicate they want to choose that venue. Once they check that check-box, the pop-up box disappears and the venue they checked appears as a hyperlink next to “Venue” on the production page, which will link to that venue page
 2. The 2nd row should have the link “Add New Venue” in which they will add a new venue using the same instructions as described above
 - iii. If after the automatic search for venues is complete there are multiple venues with the same name in the system, the pop-up box should have a series of rows of links with a row for each venue with that name. Following each link should be displayed the location of each venue (this will be how the user will differentiate each venue):

1. There should be a check-box next to each link. Once the user selects the check-box they want, the pop-up box disappears and the venue they selected appears as a hyperlink next to “Venue” on the production page, which will link to that venue page
 2. Below all the rows of venues should be the link “Add New Venue” in which they can add a new venue using the same instructions described above
- iv. There should be a “Save Changes” button at the bottom of the production page, and once the user enters the venue information and production date, when they click on that button the browser page closes and the Production name they entered should appear as a hyperlink in the text box under the “Production” column in the theatre section of the user’s resume page, which will link to that production page
- v. Also after the “Save Changes” button is pressed on the Production Page, 3 new columns should appear to the right of the “Production” column in the theatre section, and each column should be labeled from left to right: “Role” “Venue” and “Director”
1. “Role” should have an asterisk next to it to indicate it’s a required field and below should be a text box where the user will enter the character they played in that production (this will not hyperlink to anything so it’ll simply be text – although it will appear next to the user’s name and role on the production page under “Cast”)
 2. Under “Venue” should be a hyperlink to the Venue Page associated with the Production

Page they just entered, so the user will not need to or be able to edit this field

3. Under “Director” should be a text box where the user can enter the name of a Director which will hyperlink (this process will be explained below) - this will not be a required field so no asterisk
2. If after the automatic search for productions is complete, there is a production with the same name in the system, the pop-up box should have 2 rows of links:
 - a. The 1st row should be a hyperlink to the production page of the production they entered - when they click on it, a new browser page should open which redirects them to the production page so they can check and make sure it’s the right production they want to add. If it is, back on the pop-up box there should be a check-box next to the link that they can select to indicate they want to choose that production. Once they check that check-box, the pop-up box disappears and the production they checked appears as a hyperlink under the “Production” column in the theatre section of their resume. Also, the 3 new columns appear as described above, and under the “Venue” column is a hyperlink to the venue page associated with that production page.
 - b. The 2nd row should have the link “Add New Production” in which they will add a new production (and subsequently a new venue) using the same instructions described above
 3. If after the automatic search for productions is complete, there are multiple productions with the same name in the system, the pop-up box should have a series of rows of links with a row of each production with that name. Next to each link should be the venue associated with that production (this will be how the user will differentiate each production):

- a. There should be a check-box next to each row of links.
Once the user selects the check-box they want, the pop-up box disappears and the production they selected appears as a hyperlink under the “Production” column in the theatre section of their resume. Also, the 3 new columns appear as described above, and under the “Venue” column is a hyperlink to the venue page associated with that production page.
 - b. Below all the rows of productions should be the link “Add New Production” in which they can add a new production (and subsequently a new venue) using the same instructions described above
4. In the rare event that there are multiple productions with the same name in the same venue in the system, the differentiator must be the date of production, meaning the pop-up box should include a row of links to each production, and next to each link should be the date the production opened, then the venue associated with that production
- vi. After the first production is selected and the required field of “Role” is entered (venue will already be automatically entered based on the production selected), the user will be able to add an additional row to the theatre section, starting with the Production column, using the same process as described above. The user will also be able to delete rows, although there must be at least 1 row in this section for the user to “Save and Proceed” and complete the Build Your Resume part 2. Here’s how the add/delete rows should work:
 1. In the theatre section to the right of the columns add an “add row” button labeled: “+” with rollover text labeled “Add Row” that appears when the user rolls over the box with their mouse
 2. When the add row button is selected, a new text box appears in a new row directly below the Production column where the user can type in their 2nd production and the automatic search process begins all over again

3. To the right of the columns of each new row added should be a “delete row” button labeled: “-” with rollover text labeled “Delete Row”
 - a. When the delete row button is selected, that row is deleted and any rows added below it shift up
4. Also to the right of the columns on each new row added should be 2 boxes, one above the delete row button and 1 below it:
 - a. The button above the delete row button should be labeled with an up arrow and have the following rollover text: “Add New Row Above” – and when the user selects this button a new row should appear directly above the row on which the button is selected
 - b. The button below the delete row button should be labeled with a down arrow and have the following rollover text: “Add New Row Below” – and when the user selects this button a new row should appear directly below the row on which the button is selected
5. The rows should be mobile – meaning with the mouse the user should be able to drag-and-drop a row above or below any other row in the section
- vii. On the upper-right-hand side of the theatre section, add a series of buttons that allows the user to maintain some control over the columns in the section (the user can only add/delete columns after they’ve entered the required fields in the “Production” “Role” and “Venue” columns in the first row) – all text entered in new columns added are simply text, nothing hyperlinks. “Production” “Role” and “Venue” columns are required and cannot be deleted. No columns can be added to the left of the “Production” “Role” or “Venue” (and “Director” if applicable) columns:
 1. The first button should be labeled “Delete Director Column” and when they click on that button, the Director column should disappear and any columns added to the right of it should shift left

2. When the Director Column disappears, another button should appear in “Delete Director Column” button’s place labeled “Undo Delete Director Column” and when they click on that button, the Director column should reappear where it was, to the right of the Venue Column
3. Below the Delete Director Column button should be an add column button labeled: “+” with rollover text labeled “Add Column”
 - a. When the add column button is selected, a new column appears to the right of the Director column (or to the right of the Venue column if the Director Column has been deleted) and a text box appears on the same row as the other column titles “Production” “Role” “Venue” and (if applicable) “Director”, and in that text box add the following text: “Enter Column Title” indicating the user should type in their own title
 - b. Below the “Enter Column Title” box should be as many rows of text boxes as the user has added with the “add rows” button (for example, if the user added 5 rows, then under the newly added column should be 6 rows (the 5 added rows plus the 1st required row)
4. Above each new column added should be a “delete column” button labeled: “-” with rollover text labeled “Delete Column”
5. When the delete column button is selected, that column disappears and any columns added shift to the left
6. Also above each added column should be 2 buttons, 1 to the left of the delete column button and 1 to the right of it:
 - a. The button to the left of the delete column button should be labeled with a left arrow and have the following rollover text: “Add New Column Left” – and when the user selects this button a new column should appear to the left of the column in which the button is selected

- b. The button to the right of the delete column button should be labeled with a right arrow and have the following rollover text: “Add New Column Right” – and when the user selects this button a new column should appear to the right of the column in which the button is selected
7. The columns should be mobile – meaning with the mouse the user should be able to drag-and-drop a row above or below any other row in the section (except that the columns cannot be drag-and-dropped to the left of the “Production” “Role” “Venue” or “Director” columns and those columns cannot be dragged-or-dropped, they’re fixed)
- viii. For the Director column – the user is not required to have the column, but if they do enter a name in the text box under the Director column, an automatic search must run through the system on the back-end to determine if that director has been previously entered in the system, and a text-box should pop-up - the user will have to complete one of the following tasks in order to proceed:
 1. If there are no other directors under that name in the system, add a pop-up box with the following text: “This Director has not yet joined Artist Magnet. We can help you add this Director by inviting the Director to join Artist Magnet. Do you have the Director’s email address?” This text should be followed by a drop down where the user can select “Yes” or “No”
 - a. If the user selects “Yes”, another pop-up box should appear with the following text: “Enter the Director’s email here and an invitation will be sent inviting the Director to join Artist Magnet and build a Director Resume” followed by a text box labeled “Director’s Email” followed by a text box where they will enter the Director’s email address (put an asterisk following the text “Director’s Email” to indicate to the user this field is required) – followed by a text box labeled “Your Message (Optional)” followed by a text box where the user can enter any text they want to send (not required) followed by a button labeled “Submit”

- i. Once the user enters the email address and clicks on “Submit” a text box should pop-up with the text: “Thank you, your invitation has been sent” and the pop-up boxes should disappear and the Director’s name the user entered in the text box will remain just as text, with no hyperlink
 - ii. Also when the user selects “Submit” an automatic email should be sent to the email address entered in the box with the subject “Add your Director Resume to Artist Magnet and link it to mine” and the body of the email should read: “Hello [Director Name the user entered in the field]” followed by a line break followed by, “I am building a resume on Artist Magnet, the theatre revolution, connecting Artists through Productions and Venues everywhere, and I would like to complete my resume by linking it to yours online. To see my resume and build your own on Artist Magnet: go to <http://artistmagnet.com/signup.htm>” followed by a line break followed by “Thanks and see you soon on Artist Magnet,” followed by a line break followed by “[User First and Last Name]” followed by a line break followed by any additional text the user entered in the “Your Message (Optional)” text box
 - b. If the user selects “No”, the pop-up box should disappear and the Director’s name the user entered in the text box will remain just as text with no hyperlink
2. If after the automatic search for the director is complete there is another director with that name in the system, a pop-up text box should appear with 2 rows of links
 - a. The 1st row should be a link to that Director’s resume followed by a check-box. When the user clicks on the link, a new browser page should open redirecting them to the Director’s page so they can determine if it’s the Director they want to hyperlink to. If it is, they check the check-box

then the pop-up disappears and the Director's name the user entered in the text box in the Director column will appear as a hyperlink to that Director's resume

- b. The 2nd row should be a link titled: "Add New Director" in case the director in the 1st row is not the director the user wants to add. When the user selects this link, the same pop-up box should appear as the one that would appear if there had been no match in the automatic search, and the user should go through the same process as described above to enter the Director's email and send an automatic invitation
3. If there are multiple directors with that same name in the system, a pop-up box should appear with a series of rows of links with each director's name linking to their respective resumes. Next to each link should be the director's email address (this will be how the user will differentiate each director):
 - a. There should be a check-box next to each row of links to each director. Once the user selects the check-box they want, the pop-up box disappears and the director they selected appears as a hyperlink in that field.
 - b. Below all the rows of director links should be the link "Add New Director" – if the user selects this link the same pop-up box should appear as the one that would appear if there had been no match in the automatic search, and the user should go through the same process as described above to enter the Director's email and send an automatic invitation
- ix. That's it for the theatre section. The next section below the theatre section should be the "Education Section" which should be titled with the text: "Education" on the upper-left-hand corner of the section. This section is not required so there is no asterisk. Nothing hyperlinks it's all simply text.
 1. On the upper-right-hand side of the section should be a button labeled: "Delete Education Section" – if the user clicks on this button, the entire section disappears. In its place should appear a

button labeled “Undo Delete Education Section” – if the user clicks on that button, the Education Section should reappear

2. In this section there should be 1 row of columns with the following titles left to right: “Name” “Area of Study” “Degree” “Instructor” “Year” “Address” “City” and a drop down where they can select “Country” and if they select United States, drop down to select “State” followed by text box to enter “Zip Code”
 3. There should be 1 row of text boxes under the column titles, 1 text box for each column under its title
 4. Add the same add/delete row and add/delete columns process (including arrows) for this section as you did in the “Theatre” section (except obviously there’s no delete director column here). Any row or column here can be deleted in this section, all of them are mobile.
- x. The next section below education should be the representation section titled “Representation” on the upper-left-hand corner of the section. This section is not required. Nothing hyperlinks.
1. On the upper-right-hand side of the section add the button labeled “Delete Representation Section” and the undo button using the same process as described above for the Education section
 2. Add 1 row of columns with the following titles left to right: “Type” “Company” “Contact” “Title” “Phone” “Email” “Address” “City” and a drop down where they can select “Country” and if they select United States, drop down to select “State” followed by text box to enter “Zip Code”
 3. There should be 1 row of text boxes under the columns titles, 1 box for each column
 4. Add the same add/delete row and add/delete columns process as with the “Education” section. All rows and columns are mobile.

- xi. The next section below Representation should be the Skills section titled “Special Skills” on the upper-left-hand side. This section is not required, nothing hyperlinks
1. On the upper-right-hand side of the section add the button labeled “Delete Special Skills Section” and the undo button using the same process as described above for the Representation section
 2. Add 1 row of columns with the following titles left to right: “Category” “Skills”
 3. Below the column “Category” should be another text box with a drop-down with the following selections: “Accent” “Dance” “Singing” “Music” “Sports” “Combat Training” and “Other” – the user has to select one.
 - a. If the user selects “Other” a text box should pop-up titled: “Enter Category Title” indicating the user should enter their own custom category in this field. Once they enter that text, it should appear under the Column “Category” in that row
 4. Under the “Skill” column should be 3 columns of text boxes all in the same row (so the user can enter 3 skills as the default)
 5. Add the same add/delete row and process as with the representation section (in the “Category” column, when a new row is created, a new drop down with the above options appears)
 6. For this section, instead of the regular add/delete column process, there should be 2 rows of buttons to the right of each add/delete row buttons:
 - a. The 1st button should be labeled “+ +” and the rollover text should be: “Add Column to Category” – when the user selects this button a new text box is added only to the row on which the “+ +” button is selected. This column must be added to the right of the last column added or the last column that’s there.

- b. The 2nd button below the 1st button should be labeled “- -“ and the rollover text should be “Delete Column from Category” – when the user selects this button, the text box to the furthest right of that row on which the “- -“ button is selected disappears
7. Only rows should be mobile for Special Skills section, columns are fixed
- xii. The next section below the Special Skills section should be a section titled “Other” on the upper-left-hand side. This section is not required. Nothing hyperlinks.
 1. On the upper-right-hand side of the section add the button labeled “Delete Other Section” and the undo button using the same process as described above for the Special Skills section
 2. Below the title should be a large text box where the user can type in whatever they want – that’s it – nothing hyperlinks nothing is mobile.
- xiii. The next section below the Other section should be a section without a title (this is a custom section) – on the upper-left-hand side should be a text box and in the box should be “Edit Section Title” where the user can enter their own name for the section title. This section is not required and nothing hyperlinks.
 1. On the upper-right-hand side of the section add the button labeled “Delete Custom Section” and the undo button using the same process as described above for the Other section
 2. Below the “Delete Custom Section” button should be another button labeled “Add New Custom Section” – if the user selects that button, a new custom section should appear below the current custom section with all the same features as the one described here
 3. Add 1 row of columns with 4 text boxes left to right, each with the text in the box: “Enter Column Title” so the user can enter their own titles

4. There should be 1 row of text boxes under the column titles, 1 box for each column
 5. Add the same add/delete row and add/delete column process as in the Education Section. In this section, any column and rows can be added or deleted. Nothing hyperlinks. Every row and column is mobile.
- xiv. For every section (with the exception of the Theatre section) make each section mobile, so the user can drag-and-drop it from one place to another with their mouse above or below any other section they want, except the Theatre Section. No section can shift above the theatre section and the theatre section cannot move – that section must always be at the top and fixed.
 - xv. After the user has entered their resume information in the sections in the format they want, they must select the “Save and Proceed” button at the bottom of the page and they will be redirected to their ArtistSpace – above that button should be a “Save and Return” button – if they select that the system will save the changes they’ve made so far and redirect them to their ArtistSpace
- d. If the user selects Director Resume Type:
- i. At the top of the page put in the text : “Build Your Resume – Step 2”
 - ii. The Director resume will have all the same sections as the Actor resume, except the “Special Skills Section” which should be removed for the Director resume
 - iii. In the “theatre” section:
 1. There should be no “Director” column, and thus there should be no “Delete Director Column”
 2. The “Role” column is not required (so for the Production pages if the user doesn’t enter a role, the resume type, “Director”, or whatever they titled it if they entered their own Resume Type title, will appear in before their name under “Production Team”)

- a. Since the Role column is optional, there should be a “Delete Role Column” button where the “Delete Director Column” button would be, and it should follow the same process as the add/undo Director Column process, except it will be “Delete Role Column” and “Undo Delete Role Column” buttons
 - iv. Everything else is the same
- e. If the user selects any other Resume Type:
 - i. At the top of the page put in the text : “Build Your Resume – Step 2”
 - ii. The resume will have all the same sections as the Director resume
 - iii. In the “theatre” section:
 - 1. The “Role” column is not required, thus it should follow the same process as the “Role” column for a Director Resume type
 - a. If the user does enter a Role, a text box should pop-up labeled “Is this Role considered part of this Production’s “Cast”? followed by 2 buttons “Yes” or “No”
 - i. If the user selects “Yes” – then after they save the resume, on the Production page for that Role, their name and role will appear under “Cast”
 - ii. If the user selects “No” – then after they save the resume, on the Production page for that Role, their name and role will appear under “Production Team”
 - 2. If the user doesn’t enter a role, the resume type, or whatever they titled it if they entered their own Resume Type title, will appear in before their name under “Production Team”
 - 3. There should be a Director column with the “Delete/Undo Delete Director Column” button and process

4. Since the Role column is optional, there should be a “Delete/Undo Delete Role Column” button process to the right of the “Delete Director Column” button following the same process as described above
- iv. Everything else is the same
- f. After the user selects “Save and Proceed” at the bottom of Build Your Resume Part 2, the following series of events should happen:
 - i. On each production page that the user selected (or created), their name (or stage name if they entered one) as a hyperlink to their resume, and their role (or their Resume Type if they didn’t select a role) must be added to each production page under the appropriate section (“Cast” or “Production Team” (that should be re-titled from Production Staff) according to the resume type – Actor resume type is “Cast” every other type is “Production Team”) – for both cast and production team it should be listed alphabetically by last name (or just name if there’s only 1 name) – for Cast, the role should be after the name and for Production Team, the role should be before the name
 - ii. On each venue page the user selected (or created), the production name as a hyperlink to that production, and the year the production opened must be added to each Venue Page under the “Productions” section of the Venue Page – productions should be listed numerically by year with the most recent year at the top

IV. The hyperlinking resumes feature is based on the specifications below:

- a. After the user has built their resume, the resume must be given a unique “Resume ID” as series of numbers and/or letters that you will create and store on the back-end. The user should be prompted with a text box labeled “Name Your Resume” followed by a text box where the user will enter their Resume Name. This is the title they will see under “Resumes” on their “ArtistSpace” and the name of the PDF when they want to print, save or share their resume.
- b. The Resumes on ArtistSpace should be stacked like Stos has in <http://artmag.clients.ideaspect.com/artist> with their Resume Name followed by a dash followed by the Resume Type in the tab that Stos labeled “Resume 1”

- i. When the user clicks on a resume tab, they should be able to see the Build Your Resume Step 1 and Step 2 features for that resume top to bottom in that box, so they can edit and make changes right there. In addition to everything they can do in the Build Your Resume sections, the following additional modification capabilities must be added:
 1. In the theatre section in the Director Column, next to each Director's name they entered that is not hyperlinked to a Director's page should be a box labeled "!" and when they rollover it a pop-up box with the following link should appear labeled: "Check if Director has joined Artist Magnet" and when they click on that link an automatic search must run through the system on the back-end to determine if that director has been entered in the system – and whether there is a match or not, a pop-up box should appear, you should follow the same process as described above for adding a director to the Director Column to allow the user to hyperlink to that director or if there is at least 1 match, to invite the director to join Artist Magnet if there is no match
- c. If the user has only made 1 resume, in the tab Stos labeled "Resume 2" should be labeled "Build New Resume" and when the user clicks on that, they are redirected to the same Build Your Resume process (starting with Step 1) as a user building their first resume, where they will select the resume type and go from there
- d. If the user has made multiple resumes, each tab should be labeled with their resume name and type left to right in order of the date they started building the resume, with the most recently date on the most left tab. And when they click on each tab it should show the box for that appropriate resume. Always the furthest right tab should be the "Build New Resume" tab
- e. Directly below the resume title and type text on each resume tab should be a link titled "View Resume" – when the user clicks on that link, they should be redirected to that resume's public view (slide #4 on the .swf file)
- f. Directly below the "View Resume" link should be a link titled "Share Resume" – when the user clicks on this link a text box pops up which reads: "Enter the name and email address to send PDF of Your Resume" followed by a box labeled "Name" followed by a text box where the user will enter the name (not required) followed by a box labeled "Email" followed by a text box where they will enter

the email address they want to resume to be sent to (required) followed by a box labeled “Your Message (Optional)” followed by a text box where the user can enter any text they want (not required) followed by a box labeled: “Send”

- i. When the user clicks “Send” a box pops-up labeled: “Thank you, your resume has been sent” and an automatic email is sent to the address the user entered with the subject: “[User First and Last Name (or Stage Name if applicable)]’s [Resume Type] Resume attached” and the body should read: “Dear [Name User entered in the “Name” box],” followed by a line break followed by “I would like you to view my resume, attached below, which I made on Artist Magnet, the theatre revolution, connecting Artists through Productions and Venues everywhere. To see my resume online go to <http://artistmagnet.com/signup.htm> and search my name in ArtistSearch.” followed by a line break followed by “Sincerely,” followed by a line break followed by “[User First and Last Name (or Stage Name if applicable)]” followed by a line break followed by whatever text the user included in the “Your Message (Optional)” box
 - ii. Included in the email should be a PDF of the resume (with the resume title as the PDF filename) – it should be the same PDF as when the user selects “Print Resume” which will be described below
- g. Directly below “Share Resume” should be a link titled “Print Resume” – when the user clicks on this link a text box should appear that says: “Note: This resume will print a 1 page PDF of your resume (8”x10” for actors, 8.5”x11” for others) and will only print the number of rows and columns that will fit within these parameters, which may not include all the fields you’ve entered in your resume.” - this should be followed by 2 buttons: “Okay” and “Cancel”
- i. If the user selects “Okay” then the box disappears and the system will generate a PDF file which will open on a new browser page
 1. For actor resumes the PDF must be no larger than 8” wide and 10” long and all other resume types must be no larger than 8.5” wide and 11” long. No resume can be longer than 1 page. So if there are more columns and rows than fit within these parameters, simply don’t include them in the PDF. The first 4 columns of any resume’s theatre section should fit so they should be included – if a name in a certain column in the theatre section makes it too long for 4 columns to fit on 1 page, break the name into as many rows

as necessary to make the 4 columns fit on 1 page within the above parameters.

ii. If the user selects “Cancel” then the box disappears and no PDF is generated

h. Directly below “Print Resume” should be a link titled “Save Resume as PDF” – when the user click on this link the same text box and process should happen as when they select “Print Resume” except the text in the text box here should read: “This resume will save as a 1 page PDF of your resume (8”x10” for actors, 8.5”x11” for others) and will only save the number of rows and columns that will fit within these parameters, which may not include all the fields you’ve entered in your resume.”

V. All of the source code for all of these sections must be placed in the SVN system on assembla.com

~David Mack

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