# Act Casting Use Cases

The Expo has the following general workflow:

* Acts are Bid & potential attendees pay a submission fee.
* An Act Review Committee reviews bids, and gives feedback
* Scratch makes a casting decision putting acts into shows or onto wait lists. Wait listing is TBD.
* When an act is cast, the bidder becomes a performer and is advertised as part of the show. The performer(s) receive free entrance to the show they are performing in, and are scheduled for the show and for call before the show.
* Performers get to pick a rehearsal slot from among the times available during Tech Rehearsal
* Performers fill out a show tech questionnaire.

## Bidding an Act

1. Potential performers go to I Want To… -> Submit an Act
   1. If they have not logged in, they are prompted to create an account and/or login
2. She fills out the form, including all required fields.
   1. At any point, the act can be saved as a draft. All that a draft requires is a title and an email. Other requirements are not checked.
3. She pays a submission fee accessible through the BPT link at the bottom of the bid page.
   1. Note that for testing purposes, this link will show an option to get a free registration fee. This only works on the test site.
   2. It can take 5 minutes to automatically sync the fee payment information.
   3. When payment is made, it shows up on the Home screen.
4. If this is a saved draft, its state is changed to pending and the information is updated. If this is a new bid, all information is saved and the state is Pending.

At successful completion, the act bid shows as “Successfully Submitted” on the user’s home page. And the act appears on the Shows->Status of Acts page for the first time (Drafts do not appear here). Drafts show up as Drafts on the User’s home page, and in Attendees->View Attendees.

Shows – requires the privilege Show Chair or Show Committee. Attendees ->View Attendees requires the privilege Con Committee.

## Reviewing an Act

Scratch and the Show Committee he assigns will have Show Chair (Scratch only) and Show Committee (everyone, including Scratch).

1. Any of these privileges can view the bid on Show->Status of Acts. An “Edit Bid” appears on the upper right corner if you have power to edit it.
2. When a bid is deemed complete, Scratch (and only the show chair) can change the status from Pending to Under Review.
3. At that point, the Bid appears on Shows->Act Feedback Summary
4. All members of the show committee can provide feedback by clicking on the status lining up to their name, and the act they want to comment on. How many members are needed for weigh in before the act is picked is entirely within the purview of the Show Chair (Scratch).
5. Feedback remains editable by everyone even after the Act is approved.
6. The Show Chair can edit anyone’s contributions.
7. When enough feedback is given, the Show Chair changes status to Accepted, Rejected or Dropped.
   1. Accepted – puts the act in a show
   2. Rejected - ?may kill the act completely, deleting from the system.
   3. Dropped – takes the act out of review with the intent that it won’t be used anywhere in the expo. But it’s not gone, it can be returned to under review.
   4. Waitlisted (TBD) – The act is on hold, the performers get nothing and are obligated for nothing but are kept in reserve in case of performer dropout.

## Accepting an Act

This is the big deal – performers who are accepted are more likely to come and do other things. We like to have as many performance opportunities as possible to show case the tremendous talent and to bring people together.

1. The show chair chooses an act that is Under Review.
   1. If the act is dropped, it can be moved to under review.
2. The Show Chair chooses the Show he’s casting the act in. The show MUST be provided – we can’t go forward without it.
3. The Show Chair may also specify whether or not the act is a group act and he can give bio information. The bio information is either pulled from the bid, or from an existing user’s bio. The user’s bio takes precedence. Photos are not editable… it’s just too annoying (TBD). If photos need editing, the user can do it on the bio page, or Scratch can do it by becoming the user with his super powers.
4. The Show Chair submits the choices.
5. The bio is updated accordingly. In this case, an empty field means that any existing fields in the Bio will be made empty.
   1. In the case of groups, the group has it’s own bio. This bio exists separately from any single user.
6. An Act is added to the Acts database, this connects the act to it’s intended show.
7. The performer is added as a “GM” in the GMs table with the role of “Performer”
8. The show in which the performer has now been cast will include this performer or group’s name, picture and bio. The bios are shown on mouse over.

## Post Acceptance – TBD

After acceptance, we’ll need to collect information from the performer:

* There will be an act tech form for the performer to tell the Expo their tech needs
* There will be a way for a performer in a group to edit the group bio
* There will ba a way for Scratch to add performers to acts so that they are comp’ed
* All performers in an act get equal privileges.
* There will be a way to sign up for an Act Rehearsal Slot for the given show. Act Rehearsal Slots are capped per act – X number of acts can rehearse in a given hour window.