



User's Guide

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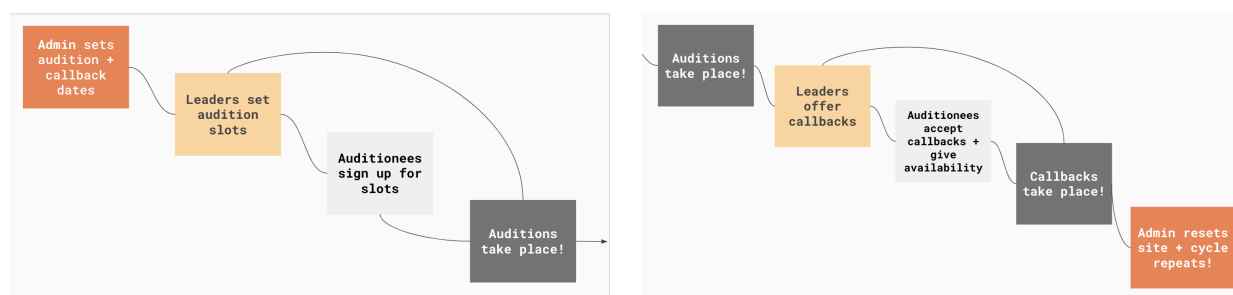
Introduction

The Acoprez Website aims to streamline the audition process for acapella groups at Princeton University within Acoprez. By creating a shared audition management platform, we hope to mitigate the disorganization and scheduling conflicts that exist as a result of the groups' lack of intercommunication.

Our site serves a specific community: the Princeton acapella community and greatly improves their audition scheduling system. Formerly, auditionees would have to go to each group's site, schedule an audition through a Google Form or WASE, and manage conflicts themselves. One issue with this system is that WASE is scheduled to shut down in July 2022. Another issue is that there is nothing preventing auditionees from signing up with multiple auditions with a group, or scheduling auditions with conflicting times. With our web app, auditionees will have a centralized platform to schedule their auditions and ensure that they only sign up for one audition for each group they're interested in at non-conflicting time.

Overall, this fulfills our project goals of streamlining the acapella audition process and making acapella auditions more accessible to the Princeton community. With this goal, we have the main use cases of an admin, who regulates audition cycle dates and resets the site, a leader, who controls group audition times and callbacks, and an auditionee, who manages their own audition and callback schedules.

These use cases all fit within the audition cycle. The audition cycle has two main rounds: auditions, where auditionees meet the group for the first time and complete their audition, and callbacks, where multiple auditionees come together for a second round. With our site, this begins with the admin setting the audition dates and callback dates and times. Then, the leaders set their audition slots and auditionees sign up for these slots. Auditions take place in-person as usual. Next, leaders offer callbacks, and auditionees accept callbacks and enter their availability. The admin will then work with leaders to show their compiled auditionee callback availability to schedule callbacks. After they take place, the admin can reset the site for the next cycle.



Visual overview of the audition cycle based on admin, leader, and auditionee perspectives.

Assumptions

- You are not visually impaired and can understand basic English.
- You are a Princeton student who understands how to use CAS login.
- You have access to a device that can access the Internet.
- You have a basic understanding of the Princeton acapella audition cycle (having read our Introduction above will be sufficient).
- For all graders, we assume that you will be using your personal netid and your own personal password to log in unless otherwise specified, represented by [your_netid] and [your_password] in this guide.

Use Cases

Case I - Accessing the System

1. Navigate to website
 - a. Open a new tab in your web browser, and type <https://acaprez-website.herokuapp.com/> in the navigation bar.
 - b. Press the "Enter" key.

Case II - Group Leader sets audition timeslots

1. Login as a group leader (example: Tigertones group leader)
 - a. Click the red "Developer Log In" button.



- b. Enter "tigertones" in the input box and click "Login".



- i. Note: groups will be able to enter their netID and password using our CAS login, but the developer login is a backdoor to protect groups' privacy
- ii. This step uses the Tigertones netID "tigertones", and future references to "Login as a group leader" assume you will use the "tigertones" netID unless otherwise stated.
- c. You will arrive at the leader landing page.

2. Add audition times

- a. Click on the blue "Add Audition Times" button near the top right of the page.
- b. Click on 18:30 on Sep 01, then with the mouse still held down drag the cursor to paint over times ranging from 18:30 to 20:30 for the three days Sep 01, Sep 02, Sep 03. They should change from white to green when painted over.
- c. Click the blue "Submit" button to return to the leader landing page. The "All Audition Slots" table will now be populated with the times just selected.

3. Cancel audition times

- a. In the "All Audition Slots" table, click the red "Cancel" button next to the audition slot at "Sep 01 - 06:45 PM".
 - i. Note: group leaders can only cancel audition slots that no auditionees have signed up for yet.
- b. A green banner will appear that says "Successfully Canceled Time".

4. Log out

- a. Press the "Logout" button located on the navigation bar at the top left corner of the screen.

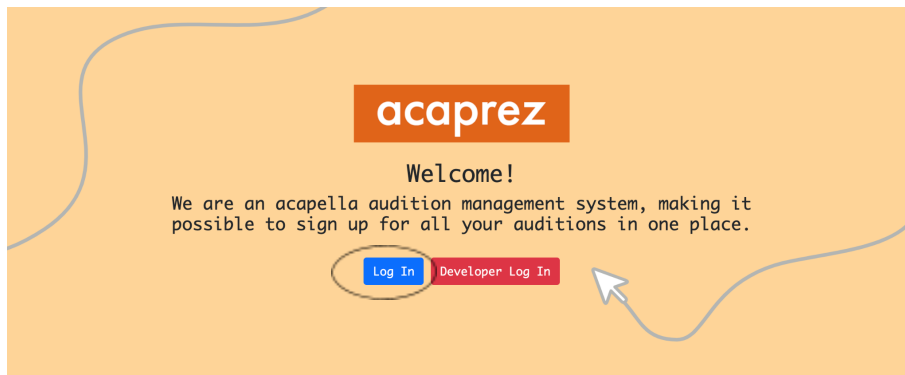
The screenshot shows the acaprez application interface. At the top, there is a navigation bar with the 'acaprez' logo, a 'Home' link, and a 'Logout' link (the 'Logout' link is circled in red). Below the navigation bar, the user is greeted with 'Welcome, group leader of The Tigertones'. The interface is divided into two main sections: 'Pending Auditions:' and 'All Audition Slots:'. The 'Pending Auditions:' section has a table with columns 'Auditionee' and 'Time'. The 'All Audition Slots:' section has a table with columns 'NetID', 'Name', and 'Time', and a blue 'Add Audition Times' button. The 'All Audition Slots:' table lists several audition slots for September 01, 2015, with times ranging from 06:30 PM to 08:00 PM. Each slot has a 'Cancel' button next to it.

- b. You will be taken to a confirmation page asking if you are sure you would like to log out. Click the blue “Log out” button.

Case III - Auditionee creates a profile

1. Login as an auditionee

- a. On the splash page, click the blue “Log In” button. Enter [your_netID] and [your_password] in CAS authentication.



- b. Future references to “Login as an auditionee” assume you will use this same netID unless otherwise stated.

2. Create an auditionee profile

- a. Because it is your first time logging in, you will be prompted to create an auditionee profile, with required fields including preferred first name, preferred last name, class year, and dorm room and optional fields including voice part and phone number.

Welcome, your_netid! Please create your profile.

Preferred First Name:

Preferred Last Name:

Class Year:

Dorm Room: *This information is used for callbacks*

Voice Part (optional):

Phone Number (optional):

123-456-7890

[Submit](#)

- i. Enter 'Bob' under the 'Preferred First Name' field.
 - ii. Enter 'Dondero' under the 'Preferred Last Name' field.
 - iii. Enter '2022' under the 'Class Year' field. (Note: the form validates the class year to be after 2022)
 - iv. Enter 'Fisher 123' under the 'Dorm Room' field.
 - v. Enter 'Alto' under the optional 'Voice Part' field.
 - vi. Enter 555-555-5555 under the optional 'Phone Number' field.
(Note: the form validates phone number formatting)
- b. Click the blue "Submit" button once finished.
- c. You will be taken to a profile confirmation page. Click the blue "Confirm Changes" button.
- d. You will arrive at the auditionee landing page.

Welcome, Bob Dondero!

My Profile

[Edit Profile](#)

NetID: your_netid
Class Year: 2022
Dorm Room: Fisher 123
Voice Part: Alto
Phone Number: 555-555-5555

Current Auditions

[New Audition](#)

Group	Time
-------	------

Callback Offers

Group

Accepted Callbacks

Group

3. Edit your auditionee profile

- a. After reaching the auditionee landing page, there will be a button on the auditionee landing page above the profile card that says "Edit Profile". Click this button.
- b. Click on the 'Voice Part' field, and edit the text from 'Alto' to 'Tenor'.
- c. Click the blue "Submit" button once finished.
- d. Once taken to the confirmation page, click the blue "Confirm Changes" button.
- e. You will return to the auditionee landing page.

Case IV - Auditionee signs up for an audition

1. Login as an auditionee

- a. If following the steps sequentially, you will already be logged in as an auditionee on the landing page. If so, proceed to **Step 2**. Otherwise, complete Case I: **Step 1: Navigate to Website** followed by Case III: **Step 1: Login as an auditionee**.
- b. You will now be on the auditionee landing page.

2. Select audition times

- a. Click the blue "New audition" button above the "Current Auditions" table on the auditionee landing page.
- b. You will arrive at a new page to create an audition. The radio buttons on the side allow you to toggle between groups to view their available auditions. Toggle between "The Nassoons", "The Footnotes", and "The Tigertones". Notice that all three groups have an audition slot at 18:30 on Sep 01.

acaprez Home About the Groups Logout

Sign up for an audition:

Select a group to view available time slots

- ☒ The Nassoons
- ☐ The Footnotes
- ☐ The Tigerlillies
- ☐ The Tigressions
- ☐ The Wildcats
- ☐ Roaring 20
- ☐ The Katzenjammers
- ☐ The Tigertones

[Return to Profile](#)

Time	Sep 01	Sep 02	Sep 03
17:00	Available		
17:15	Available		
17:30	Available		
17:45	Available		
18:00	Available		Available
18:15	Available		Available
18:30	Available		Available
18:45	Available		Available
19:00			Available
19:15			Available
19:30			Available
19:45		Available	Available
20:00		Available	Available
20:15		Available	

<https://acaprez-website.herokuapp.com>

- Click on the "The Tigertones" radio button to view their times.
- Sign up for an audition at 18:30 on Sep 01 with the Tigertones by clicking the blue "Available" button in that time slot.
- A pop up will appear that says "Would you like to sign up for an audition for tigertones at 2022-09-01 18:30:00?" Click "Ok".

acaprez Home About the Groups Logout

acaprez-website.herokuapp.com says
Would you like to sign up for an audition for tigertones at 2022-09-01 18:30:00?
[Cancel](#) [OK](#)

Sign up for an audition:

Select a group to view available time slots

- ☐ The Nassoons
- ☐ The Footnotes
- ☐ The Tigerlillies
- ☐ The Tigressions
- ☐ The Wildcats
- ☐ Roaring 20
- ☐ The Katzenjammers
- ☒ The Tigertones

[Return to Profile](#)

Time	Sep 01	Sep 02	Sep 03
17:15			
17:30			
17:45			
18:00			
18:15			
18:30	Available	Available	Available
18:45		Available	Available
19:00	Available	Available	Available
19:15	Available	Available	Available
19:30	Available	Available	Available
19:45	Available	Available	Available
20:00	Available	Available	Available
20:15	Available	Available	Available
20:30	Available	Available	Available

- This time slot will disappear from the Tigertones calendar. Toggle to "The Nassoons" and "The Footnotes". The time slot has also disappeared from their calendars to prevent you from scheduling a conflicting audition with another group.
- Click on the "The Nassoons" radio button to view their times.
- Sign up for an audition at 19:45 on Sep 02 with The Nassoons by clicking the blue "Available" button in that time slot.
- A pop up will appear that says "Would you like to sign up for an audition for nassoons at 2022-09-02 19:45:00?" Click "Ok".

- h. Click on the “The Tigerlillies” radio button to view their times.
- i. Sign up for an audition at 18:15 on Sep 02 with The Tigerlillies by clicking the blue “Available” button in that time slot.
- j. A pop up will appear that says “Would you like to sign up for an audition for tigerlillies at 2022-09-02 18:15:00?” Click “Ok”.
- k. Once you are satisfied with the auditions you have signed up for, click the yellow “Return to Profile” button.
- l. You will return to the auditionee landing page. Under “Current Auditions”, you will see the three auditions with The Tigertones, The Nassoons, and The Tigerlillies that you signed up for.

Welcome, Bob Dondero!

My Profile	Edit Profile	Current Auditions	New Audition
NetID: your_netid		Group	Time
Class Year: 2022		The Tigertones	Sep 01 - 06:30 PM Cancel
Dorm Room: Fisher 123		The Tigerlillies	Sep 02 - 06:15 PM Cancel
Voice Part: Alto		The Nassoons	Sep 02 - 07:45 PM Cancel
Phone Number: 555-555-5555			

Callback Offers
Group

Accepted Callbacks
Group

Case V - Auditionee cancels audition signup

1. Login as an auditionee
 - a. If following the steps sequentially, you will already be logged in as an auditionee on the landing page. If so, proceed to **Step 2**. Otherwise, complete Case I: **Step 1: Navigate to Website** followed by Case III: **Step 1: Login as an auditionee**.
 - b. You will now be on the auditionee landing page.
2. Canceling an audition
 - a. Next to the audition with the Tigerlillies at “Sep 02 - 06:15 PM”, click the red “Cancel” button.

Welcome, Bob Dondero!

My Profile [Edit Profile](#)

NetID: your_netid
Class Year: 2022
Dorm Room: Fisher 123
Voice Part: Alto
Phone Number: 555-555-5555

Current Auditions [New Audition](#)

Group	Time	
The Tigertones	Sep 01 - 06:30 PM	Cancel
The Tigerlilies	Sep 02 - 06:15 PM	Cancel
The Nassoons	Sep 02 - 07:45 PM	Cancel

Callback Offers

Group

Accepted Callbacks

Group

- A pop up will appear that says "Are you sure you want to cancel this audition?" Click "Ok"
- You will see the audition will be removed from your "Current Auditions" table.

Case VI - Auditionee learns more about groups

1. Login as an auditionee

- If following the steps sequentially, you will already be logged in as an auditionee on the landing page. If so, proceed to Step 2. Otherwise, complete Case I: Step 1: Navigate to Website followed by Case III: Step 1: Login as an auditionee.
- You will now be on the auditionee landing page.

2. Learn more about the groups

- In the orange navigation bar at the top of the page, click the "About the Groups" button.

acaprez [Home](#) [About the Groups](#) [Logout](#)

Welcome, Bob Dondero!

My Profile [Edit Profile](#)

NetID: your_netid
Class Year: 2022
Dorm Room: Fisher 123
Voice Part: Tenor
Phone Number: 555-555-5555

Current Auditions [New Audition](#)

Group	Time	
The Tigertones	Sep 01 - 06:30 PM	Cancel
The Nassoons	Sep 02 - 07:45 PM	Cancel

Callback Offers

Group

Accepted Callbacks

Group

- b. You will arrive at the Acaprez about page, with information about each group, a link to their website, and a description of who they are open to auditioning.
- c. Click the blue “Return to Profile” button to return to the auditionee landing page.
- d. In the “Current Auditions” table, click the “The Tigertones” link.
- e. In a new window, you will be taken to The Tigertones’ website.
- f. Close out of that window to return to the auditionee landing page.

5. Log out

- a. Press the “Logout” button located on the navigation bar at the top left corner of the screen.

acaprez Home About the Groups **Logout**

Welcome, Bob Dondero!

My Profile [Edit Profile](#)

NetID: your_netid
Class Year: 2022
Dorm Room: Fisher 123
Voice Part: Tenor
Phone Number: 555-555-5555

Current Auditions [New Audition](#)

Group	Time	
The Tigertones	Sep 01 - 06:30 PM	Cancel
The Nassoons	Sep 02 - 07:45 PM	Cancel

Callback Offers

Group
The Tigertones

Accepted Callbacks

Group
The Tigertones

- b. You will be taken to a confirmation page asking if you are sure you would like to log out. Click the blue “Log out” button.

Are you sure you want to log out? This will log you out of all Princeton CAS applications.

[Log Out](#) [Go Back](#)

- c. You will return to the site welcome page.

Case VII - Leader offers auditionee a callback

1. Log in as a group leader
 - a. Log in as the Tigertones group leader using the netID “tigertones,” as described in Case II: **Step 1: Login as a group leader**.
2. Offer an auditionee a callback
 - a. Under “Pending Auditions,” there will be a table of auditionees with their timeslot and a button to “Offer Callback”. Click on the blue “Offer Callback” button next to Bob Dondero’s audition.
 - b. A pop up will appear that says “Offer callback to [your_netID]?” Click “Ok”.
 - c. You will see “Bob Dondero” move to the “Callback Offers” table with a Callback Status of pending.

acaprez Home Logout

Welcome, group leader of The Tigertones

Pending Auditions:

Auditionee	Time
Bob Dondero	

Callback Offers:

Auditionee	Callback Status
Bob Dondero	Pending

All Audition Slots: Add Audition Times

NetID	Name	Time
your_netid	Bob Dondero	Sep 01 - 06:30 PM
None	None	Sep 01 - 06:45 PM Cancel
None	None	Sep 01 - 07:00 PM Cancel
None	None	Sep 01 - 07:15 PM Cancel
None	None	Sep 01 - 07:30 PM Cancel
None	None	Sep 01 - 07:45 PM Cancel
None	None	Sep 01 - 08:00 PM Cancel

3. Log out
 - a. Log out, as described in Case II: **Step 3: Log out**.

Case VIII - Auditionee sets callback availability

1. Login as an auditionee
 - a. Log in as an auditionee, as described in Case III: **Step 1: Login as an auditionee**. You will now be on the auditionee landing page.
2. Adding callback availability
 - a. After having received a callback offer from The Tigertones, an entry will appear in the “Callback Offers” table as well as a button to “Add

Callback Availability." An "Accept" button will also be present next to the Tigertones entry in the table.

Welcome, Bob Dondero!

My Profile [Edit Profile](#)

NetID: your_netid
Class Year: 2022
Dorm Room: Fisher 123
Voice Part: Tenor
Phone Number: 555-555-5555

Current Auditions [New Audition](#)

Group	Time	
The Tigertones	Sep 01 - 06:30 PM	Cancel
The Nassoons	Sep 02 - 07:45 PM	Cancel

Callback Offers [Add Callback Availability](#)

Group	
The Tigertones	Accept

Accepted Callbacks

- Click on the blue "Add Callback Availability" button.
- You will be taken to a new page. Click the check boxes next to "Sep 8, 1:00 PM" and "Sep 9, 3:00 PM".
- Click the blue "Submit" button.
- You will be taken to a Request Success page. Click the blue "Return home" button to return to the auditionee landing page. The "Add Callback Availability" button has disappeared since this information can only be indicated once.

Case IX - Auditionee accepts a callback offer

1. Login as an auditionee

- If following the steps sequentially, you will already be logged in as an auditionee on the landing page. If so, proceed to **Step 2**. Otherwise, complete Case I: **Step 1: Navigate to Website** followed by Case III: **Step 1: Login as an auditionee**.
- You will now be on the auditionee landing page.

2. Accepting a callback offer

- Click on the blue "Accept" button next to the "The Tigertones" entry in the "Callback Offers" table.

- b. A pop up will appear that says “Accept callback? You may only accept callbacks from two groups. YOU CANNOT UNDO THIS ACTION.” Click “Ok”.

The screenshot shows the acaprez website interface. At the top, there's a navigation bar with 'Home', 'Logout', and 'What is A'. Below this, a welcome message says 'Welcome, Bob Donero'. A modal dialog box is open, asking 'Accept callback? You may only accept callbacks from two groups. YOU CANNOT UNDO THIS ACTION' with 'Cancel' and 'OK' buttons. The main content area is divided into three sections: 'My Profile', 'Current Auditions', and 'Callback Offers'.

My Profile (Edit Profile)

NetID: your_netid
Class Year: 2022
Dorm Room: Fisher 123
Voice Part: Tenor
Phone Number: 555-555-5555

Current Auditions (New Audition)

Group	Time	
The Tigertones	Sep 01 - 06:30 PM	Cancel
The Nassoons	Sep 02 - 07:45 PM	Cancel

Callback Offers

Group	
The Tigertones	Accept

Accepted Callbacks

Group

- c. The callback offer from The Tigertones will have moved to the “Accepted Callbacks” table.
3. Log out
 - a. Log out of the website, as described in Case VI: Step 4: Log out.

Case X - Group Leader views auditionee profile

1. Log in as a group leader
 - a. Log in as the Tigertones group leader using the netID “tigertones,” as described in Case II: Step 1: Login as a group leader
2. Viewing an auditionee profile page
 - a. Under the “Callback Offers” table, there should be an auditionee named “Bob Donero” with an “Accepted” callback.
 - b. Click on the hyperlink attached to “Bob Donero”
 - i. Note: this link would be the same if “Bob Donero” had been in the “Pending Auditions” table

acaprez
Home
Logout

Welcome, group leader of The Tigertones

Pending Auditions:

Auditionee	Time
------------	------

Callback Offers:

Auditionee	Callback Status
Bob Dondero	Accepted

Add Audition Times

All Audition Slots:

NetID	Name	Time	
your_netid	Bob Dondero	Sep 01 - 06:30 PM	
None	None	Sep 01 - 06:45 PM	Cancel
None	None	Sep 01 - 07:00 PM	Cancel
None	None	Sep 01 - 07:15 PM	Cancel
None	None	Sep 01 - 07:30 PM	Cancel
None	None	Sep 01 - 07:45 PM	Cancel
None	None	Sep 01 -	Cancel

- c. You will be taken to an "Auditionee Details" page with the profile previously entered.

acaprez
Home
Logout

Auditionee Details

First Name: Bob
Last Name: Dondero
NetID: your_netid
Class Year: 2022
Dorm Room: Fisher 123
Voice Part: Tenor
Phone Number: 555-555-5555

Email Auditionee

Return to Group Page

- d. Click on the blue "Email Auditionee" button.
- e. In a new window, a gmail message addressed to the auditionee will appear. Close out of this window and return to the "Auditionee Details page".
- f. Click on the blue outlined "Return to Group Page" button to return to the leader landing page.

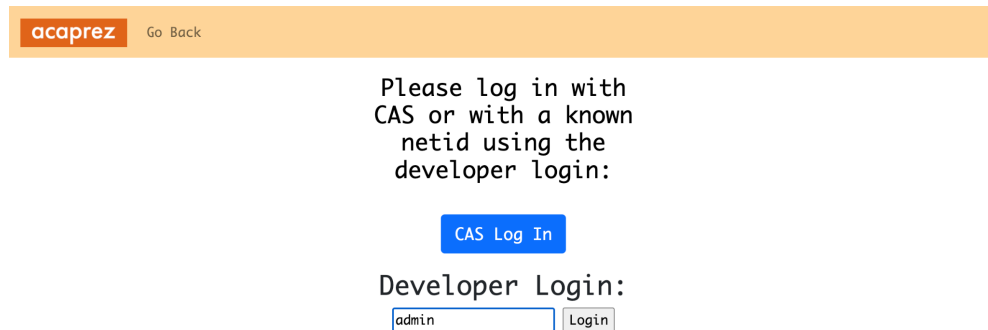
3. Log out

- a. Log out, as described in Case II: Step 4: Log out.

Case XI - Admin views callback availability

1. Login as the site admin

- a. Click the red "Developer Log In" button.
- b. Enter "admin" in the input box and click "Login".
 - i. Note: the site admin will be designated by Acaprez and will be able to login with their netID and password using our CAS login, but the developer login is used because this individual has not be selected



The screenshot shows a login interface. At the top, there is an orange header bar with the text "acaprez" in white and a "Go Back" link. Below the header, the text "Please log in with CAS or with a known netid using the developer login:" is displayed. Underneath this text is a blue button labeled "CAS Log In". Below the button, the text "Developer Login:" is shown. Under "Developer Login:", there is a text input field containing the text "admin" and a "Login" button.

- c. You will arrive at the admin landing page.

2. Viewing callback availability as an admin

- a. On the right side of the admin page, under the heading "Callback Availability", there will be the list of groups with radio buttons.
- g. Click on "The Tigertones" radio button. The table will show that "Bob Dondero" has accepted a callback and has availability on "Sep 8 1:00 PM" and "Sep 9 3:00 PM".

acaprez Logout

Select audition dates:

Select callback timeslot(s):

Note: each input field can only hold one timeslot.

Add Timeslot

Reset website

Warning! This button will:

- reset the audition/callback dates to the inputted dates above
- clear all auditionee profiles
- clear all auditions

This action cannot be undone. This should only be done at the beginning of an audition cycle.

Callback Availability:

Select a group to view auditionees who have accepted a callback from the group, the other group they have accepted a callback from (if applicable), and their availability.

☐ The Nassoons
☐ The Footnotes
☐ The Tigerlillies
☐ The Tigressions
☐ The Wildcats
☐ Roaring 20
☐ The Katzenjammers
☒ The Tigertones

Name	Year	Voice Part	Other Group	Sep 8 1:00 PM	Sep 8 2:00 PM	Sep 9 3:00 PM	Sep 9 4:00 PM	Sep 10 12:00 PM
Bob Dondero	2022	Tenor		Available		Available		

- i. Clicking on other groups' radio buttons will display the list of auditionees who have accepted callbacks with them, as well as the other group they have accepted callbacks for, and their availability.

Case XII - Admin sets new audition/callback dates, and resets the site for a new cycle

1. Login as the site admin
 - a. If following the steps sequentially, you will already be logged in as an auditionee on the landing page. If so, proceed to **Step 2**. Otherwise, complete Case I: **Step 1: Navigate to Website** followed by Case XI: **Step 1: Login as the site admin**.
 - b. You will now be on the admin page.
2. Set a new audition and callback cycle, and reset the site as an admin
 - a. You will arrive at the admin landing page. On the left side of the page, there will be two input fields, one under "Select audition dates" and one under "Select callback date(s)".

Select audition dates: **Callback Availability:**

Select a group to view auditionees who have accepted a callback from the group, the other group they have accepted a callback from (if applicable), and their availability.

Select callback timeslot(s):

Note: each input field can only hold one timeslot.

Add Timeslot

Reset website

Warning! This button will:

- reset the audition/callback dates to the inputted dates above
- clear all auditionee profiles
- clear all auditions

This action cannot be undone. This should only be done at the beginning of an audition cycle.

Reset Site

☐ The Nassoons
☐ The Footnotes
☐ The Tigerlillies
☐ The Tigressions
☐ The Wildcats
☐ Roaring 20
☐ The Katzenjammers
☒ The Tigertones

Name	Year	Voice Part	Other Group	Sep 8 1:00 PM	Sep 8 2:00 PM	Sep 9 3:00 PM	Sep 9 4:00 PM	Sep 10 12:00 PM
Bob Dondero	2022	Tenor		Available		Available		

- Click on the gray box under the "Select audition dates" field. A calendar input form will appear. Click on the arrows in the top left to navigate to April 2022.
- Select the dates April 1st, 2nd, and 3rd by clicking on them in the calendar view.

acaprez Logout

Select audition dates:

April, 01 2022, April, 02 2022, April, 03 20

April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

• reset the audition/callback dates to the inputted dates above
 • clear all auditionee profiles
 • clear all auditions

- Click out of the calendar input box or press the Escape button to finalize the input.
- Next, click on the gray box under the "Select callback date(s)" field. A calendar input form with dates and times will appear. Click on the arrows in the top left to navigate to April 2022.

- f. Select April 8th, and use the arrows next to the hour to adjust the time to 1:00 PM.

acaprez Logout

Select audition dates:

April, 01 2022, April, 02 2022, April, 03 2022

Select callback date(s):

April, 08 2022 1:00 PM

April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

01 : 00 PM

Reset Site

- g. Click out of the calendar input box or press the Escape button to finalize the input.
- h. Click the gray "Add Timeslot" button five times to add another five slots for callback dates.
- i. Click the red "Remove" button next to the bottommost slot to remove it, leaving a total of five total callback date/time slots.
- j. Now, click the first empty gray box under "Select callback date(s)".
- k. Again, navigate to April 2022 and select April 8th, and use the arrows next to the hour to adjust the time to 3:00 PM. Click out of the calendar input box to finalize the input.
- l. Repeat these steps for the remaining 3 boxes, entering in the time slots of April 9th at 4:00 pm, April 9th at 5:00 PM, and April 10th at 12:00 PM.
- m. Once the correct audition and callback dates have been entered, click the red "Reset Site" button.
- n. A pop up will appear that says "Are you sure you want to reset the site?" Click "Ok".

timeslot.

April, 08 2022 1:00 PM	
April, 08 2022 3:00 PM	Remove
April, 09 2022 4:00 PM	Remove
April, 09 2022 5:00 PM	Remove
April, 10 2022 12:00 PM	Remove

Add Timeslot

acaprez-website.herokuapp.com says

Are you sure you want to reset the site?

Cancel OK

Name	Year	Voice Part	Other Group	Sep 8 1:00 PM	Sep 8 2:00 PM	Sep 9 3:00 PM	Sep 9 4:00 PM	Sep 10 12:00 PM
Bob Dondero	2022	Tenor		Available		Available		

Reset website

Warning! This button will:

- reset the audition/callback dates to the inputted dates above
- clear all auditionee profiles
- clear all auditions

This action cannot be undone. This should only be done at the beginning of an audition cycle.

Reset Site

- o. The audition and callback date form fields will now be empty, as well as the “Callback Availability” table. The time slots in the “Callback Availability” table will now have changed to the callback time slots you just entered.

After Grading

1. Please contact us when Grader 1 is finished with the UsersGuide.
 - a. Our site functionality includes the admin view which gives the ability for the admin user to reset our site and therefore its database. One of our use cases demonstrates this functionality.
 - b. Please contact us when the first grader has finished grading, so we can prepare the database for the second grader. Contacting our leader would suffice, but we would appreciate CC'ing the rest of us.
 - c. You can reach us at the following emails:
 - tdmanley@princeton.edu (Leader)
 - rjq8@princeton.edu
 - janeec@princeton.edu
 - smohr@princeton.edu