



Virtual Stage Management

www.stagemanagement.com

- Most students will be entered into VSM at the first rehearsal/Read-through. **If you need to join on your own**, go to www.stagemanagement.com and enter the sign up code ahstheatre, and click Sign Up. Then create yourself as an artist by entering all the information requested.

Please enter your name as you wish it to be listed in the program. Do NOT enter a nickname, and DO NOT enter your birthday.

- Once you have an account, log in and use the red bar at the very top of the page to go to the **Artist** screen. Make sure your information is correct, and click on the “Phone” tab to **add in your cell phone number**. All students must include a phone number that Stage Managers and Directors can use to contact them in an emergency.

You can now log in any time to check on your schedule, and you will automatically get email any notices from the directors.

- **To check/add email address**, use the red bar at the very top of the page to go to the **Artists** screen. Click on the “Email” tab, confirm that your email is correct, and then add your parent’s email address to the list. Make sure the *Notification* box is checked for both addresses. **AND THEN CHECK YOUR EMAIL REGULARLY.**
- **To see your rehearsal schedule**, use the red bar at the very top of the page to go to the **Scheduling** screen (this is the screen you see when you first log in). There you can see the current week’s events. Use the tabs running along the top of the calendar to change to a daily or a monthly view. Click on a specific event to get details.
- **To update your bio**, go to the **Artists** screen. There, you can see and edit all your personal information. Make sure your information is correct and in the format requested. See the bio form for reference. **NOTE:** You will only do this here **ONCE** per year, usually in the Fall. Later Bio changes must be emailed directly to Mrs. Seeley.
- **If you have any problems**, first check the drop down menus on the left side of the screen. Make sure that the current show is chosen from the top menu (just below the VSM logo), and that your name is chosen in the “Jump to” menu on the far left. If you still cannot see your schedule, **PLEASE** contact Mrs. Seeley and the show’s PSM.
- ***This is how we contact you, so check the site, AND YOUR EMAIL, often!*** We use VSM to alert the cast/crew about any schedule changes, costume notes, etc. In most cases, there is *no other notice*. **CHECK VSM** and you will know what is going on. Show your parents how to check it as well, so they can be informed.