



# Welcome to Virtual Callboard!

Welcome to Anderson Theatre & Film and to our scheduling and communications website, Virtual Callboard. This document will cover everything you need to get started with the laptop/desktop version of the site—yes, *there is a mobile app, but it is useful ONLY for checking your schedule. You cannot perform any important tasks on the app, so DO NOT TRY!*

Note that all email communications from VCB will come from “noreply@virtualcallboard.com” PLEASE make sure this email is not blocked or considered spam on your account. Add it to your contacts list if necessary.

The same goes for text messages—they will come from (513) 548-3751. Add this as a contact so you’ll know you need to read them.

## **When you are NEW!**

When you are first added to the site, you will get an email letting you know you’ve been registered as a user. (It might get sent to spam, so search for the subject line “Your VirtualCallboard account at Anderson Theatre & Film” or the sender listed above.) You can ignore the part about downloading the app for now, and focus on the “finish setting up your account” instructions at the bottom. They include your temporary Username and Password!

Once you log in the very first time, you are run through 5 different steps. They are pretty self-explanatory, but here are some special notes:

1. If you forget either your password or username later, email me and I can remind you of your username and reset your password to something generic.
2. Make sure you say YES to “Is it OK for this site to send you email?” If you do not, your account will be pretty useless—and we will need to go in and change the setting. Make sure the Primary Email address is one you check often, at least twice a week! You can add one for your parent(s) as well, so they can to be notified about scheduling changes, etc. Your address is optional.
3. **Add your phone number.** Do NOT skip this step. Also, do not “lock” this information—we will need it throughout the process to contact you.
4. Add your parent/guardian’s information, and any food allergies you have. Do NOT skip this step either. Note that adding a parent phone number here does not mean they will get regular updates and texts...see below for how to do that.

Once you are in the site, you’ll see your Home Page. Look for the “Welcome to VCB” document in the **The Recently Shared Files** box. Read this and follow the instructions, especially concerning entering your Bio and Conflicts. And remember to share your Username and Password with your parents/guardians, so they can see your schedule too!!

***If you have any problems with VCB, please email Mrs. Seeley (Quartermoon@earthlink.net).***

## **First Visit to the Site**

When you enter the site for the first time, and again **at the beginning of each school year**, you should do four things:

- (1) Get generally familiar with the **Home Page**, including
  - **Navigation Menu** on the left (Home, Announcements, Notes & Email, etc.). This is how you'll be able to access everything this platform has to offer.
  - The **My Upcoming Calls & Conflicts** box, center left. This will be blank at first, but it will fill up quickly once you are assigned your roles and groups! Note the "Add Conflict" button at the top right. Eventually there will be a **Today's Schedule** box just above this, as well! Easy!
  - The **Message Center** box, top right. Here you'll be able to access announcements and messages from the Adult and Student staff.
  - The **Recently Shared Files** box, middle right. Hopefully you'll see this document there, plus a copy of the script. There will be much more soon enough!
  - The **Last Users to Log In** box, bottom right. In case you're curious, I guess!
- (2) **Review/Update your Account.** Clicking on your name at the very top right, then choosing "My Account" will take you to a page listing all the information about you. **Make sure it is all updated and correct each year!!**
  - Note the secondary Navigation Menu on the left (the one in blue: Basic Information, Addresses, etc.) You start on the **Basic Information** page.
    - Make sure your name is spelled correctly. **This is the name we will use in the program**, so it should be the one your Directors and family use the most. No nicknames, please.
    - You can change your password here, if needed.
    - Click on the blue "Save Changes" button if you've made any changes.
  - Next, use the blue Navigation Menu to go to the **Addresses** page.
    - Make sure we are using the correct email address for you, and **add in one for your parent(s)** if it is not already there. Check the "Receive Email from Site" box if they need to be notified about scheduling changes, etc. Remember to "Save Changes."
    - Adding in your address is optional at this point, but note that it will be private (visible to the Adult staff only) if you do choose to enter it.
  - Now go to the **Phone Numbers/Text Messaging** page.
    - Make certain that your personal cell phone # is there and correct, **and the box next to "Receive Text Messages" is checked.** We promise not to send you a ton of texts!
    - Add in a parent cell number if they want to be notified as well. Then "Save Changes."
  - Make sure your **Emergency Contact Info** is correct, especially especially FOOD allergies. Don't forget to "Save Changes."
  - Note the **Schedule Preferences** page. You will come here to manage what you see on the Schedule page every time you log in. The default is seeing **your** calls for your productions, but not your conflicts—here is where you can change that.
  - **IMPORTANT:** Go to the **Program Information** page. You will enter or edit your Bio for the programs here—click on the little pencil to make changes. You may see a blank template here for you to edit, or the box may be completely blank. Either way, use the **Bio Formatting Instructions** sheet you got at the First Rehearsal to correctly enter your bio information here. **You'll update your information here ONLY during your FIRST show of the year; after that, you must send any changes directly to**

*Mrs. Seeley.* Once you are done, click the blue check mark to save your changes, **and mark the "User Approved" box at the bottom.**

- (3) Get generally familiar with the various options in the **Schedule** dropdown menu (in the main Navigation Menu on the left), including:
- **View Schedule.** Remember that you can control what appears by default from your account page. You can also use all the options and filters at the top to change what you see...check those carefully if you think something is missing.
  - **Conflicts.** Every conflict you've entered should appear in this list, and you can add and make edits here, too.
- (4) Take a look at the **File Sharing** page. Here you'll see any documents shared with you. This will be especially important for Designers and Crew!

### **When you Prepare to Audition/Interview:**

Every time you plan to participate in a production, **you MUST enter your conflicts early!** Everyone's conflicts will be managed using this platform. First, there are a few rules you need to know:

- ***No student-created conflicts will be allowed on the key dates for each production*** (Dry Tech, Cue-to-Cue, Tech week, Performances, and Primary Shoot Days for films). If you have an issue with any of these days, you **MUST** talk through it with the Directors at your Audition or Interview. We'll delete anything you yourself enter on these dates. If you don't know what the specific dates are, check the audition or interview instructions, the calendar (on the website) or email Mrs. Seeley.
- ***You have a SHORT amount of time to enter conflicts freely.*** That time starts **now, immediately**, and ends soon after the Cast/Crew lists are posted (usually the Saturday after Auditions/Interviews, at 9 am). Anything you enter during this time period will be an approved conflict (except for things covered by the note above).
- Once your schedule has been assigned to you, **you will not be able to enter a conflict for any event you are called to.** So *if and when something comes up later, you will need to discuss it with your Adult Director/Mentor* to get it approved. They will then put it on your schedule.
- Remember, since it is easy to do on VCB, we will be tracking attendance more closely. We respect your time and do not call you unless we are sure you are needed. ***Please respect us by scheduling upcoming events around your show schedule,*** not the other way around.
- **Here is how to enter your conflicts:** From the **Home** page, click on the "Add Conflict" button in the ***My Upcoming Calls & Conflicts*** box.
  - Make the title of your conflict simple, since it will be listed in the calendar. "Voice Lesson" or "Work", for example. You can add an explanation (if needed) in the Notes box.
  - **Don't** flag a conflict as private, since that will defeat the purpose of entering it. We don't need to know any private details anyway.
  - As you enter the dates/times, note that you can easily include reoccurring conflicts, and they can extend throughout the school year if needed. This will make things easier for future productions, so go for it. Just make sure you edit the conflict as needed in the future!
  - Be sure to click on "Save Conflict" after entering each one, and continue adding them until you are done. Then click on "Return to List."
- Check your conflicts by using the main Navigation Menu and the Schedule drop down list (see below). You can make changes by clicking on any of your conflicts, on just about any screen—yes, even reoccurring conflicts are easy to edit.

You can, and should, enter conflicts *throughout the year*, if they will take place during our regular rehearsal/work day periods. But at the very least, make sure you go through this process:

In late August, once school starts (for the Fall Musical/Film),

In late November, during or right after Thanksgiving break (for the Winter Play), and

In February, *before* the Winter play performance dates (for the Spring Musical).

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