

Thank you for your interest in the Pope High School Drama Club!

To register for the club for 2018-19, please complete the following four items:

1. Follow the directions on the next three pages to register the STUDENT and a PARENT/GUARDIAN in our online system.
2. Register the STUDENT and a PARENT/GUARDIAN in our Remind101 system: text **@7gd349** to the number **81010**
3. Submit a check (made out to PTBC) for the appropriate amount. The Pope Drama Booster Club (PTBC) money box is located in the orchestra room on the wall with the instruments just in front of the costume room. Please fill out an envelope and submit your check (cash also permitted, but not preferred) in the box. Please note that show fees (range from \$20-\$250 per show) and troupe induction fees (\$40) are separate – this is only for the drama club membership.

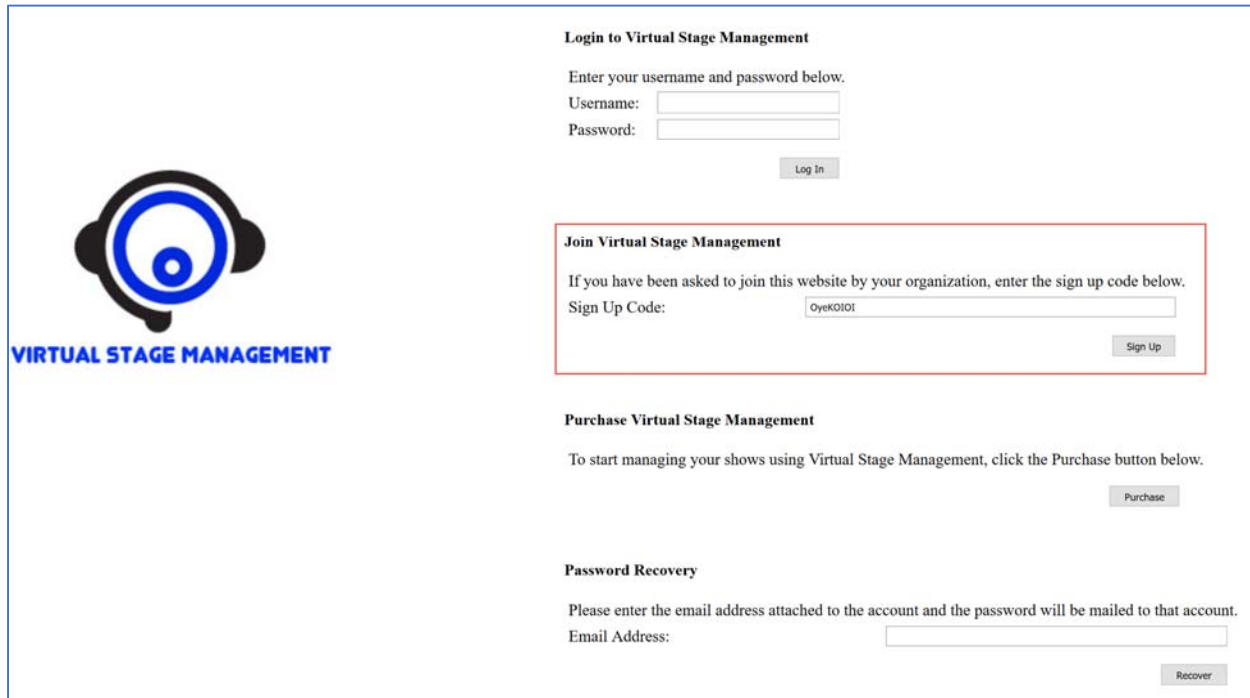
Basic Club Dues	\$30
Senior Addition	\$20 /for a total of \$50

4. Students: Please plan to attend the first Drama Club meeting **FRIDAY, August 3** right after school in the old theatre.
Parents: Please plan to attend the Parent Meeting right after the Drama Club 6:00PM-7:30PM in the Performing Arts Center (PAC) – students are encouraged to attend with parents.

Hello, Drama Club Members!

We are moving to a new management system called Virtual Stage Management...here are a few things you need to know and do. **Please follow these directions carefully – we are trying to set this system up correctly from the get-go!**

1. Here is the website link: <https://www.stagemanagement.com/vsm/login.inc.php> – the site prefers Firefox 1.5 or later
2. Once on the site, enter this code into the SECOND option (*Join Virtual Stage Management*):
OyeK0I01 – (Zero-y-e-capital K-zero-capital letter I-zero-number 1)



The screenshot shows the Virtual Stage Management website interface. On the left is the logo, which consists of a stylized blue and black head with a large eye, and the text "VIRTUAL STAGE MANAGEMENT" below it. The main content area is divided into three sections:

- Login to Virtual Stage Management**: A section with the instruction "Enter your username and password below." It contains two input fields labeled "Username:" and "Password:", and a "Log In" button.
- Join Virtual Stage Management**: A section with the instruction "If you have been asked to join this website by your organization, enter the sign up code below." It contains an input field labeled "Sign Up Code:" with the code "OyeK0I01" entered, and a "Sign Up" button. This section is highlighted with a red border in the image.
- Purchase Virtual Stage Management**: A section with the instruction "To start managing your shows using Virtual Stage Management, click the Purchase button below." It contains a "Purchase" button.

Below these sections is a **Password Recovery** section with the instruction "Please enter the email address attached to the account and the password will be mailed to that account." It contains an input field labeled "Email Address:" and a "Recover" button.

3. Once logged in, please Click on *Artists* at the top of the page and complete your artist profile using the following guidelines (picture on next page):
 - a. Please fill out one form for yourself
 - i. You will enter your **First and Last Name** and will need to create a **Username** and **Password**
 - ii. **For ALL students, Do NOT change the Status – please keep it as Artist (for now)**
 - iii. Your **Primary Email** is also required – please use YOUR email (not one from your parents)
 - iv. Although you may enter any information you'd like, the following additional fields are required: **Date of Birth, Gender, Grade, T-Shirt Size, Vocal Range (if applicable/known), Student Number**
 - v. If you have a recent **Artist Headshot** and/or a recent **Artist Bio**, please feel free to upload those as well – those will be updated as needed for playbills
 - vi. Once complete, please click on *Create This Artist* to save your profile
 - b. Please ask a parent/guardian to complete another artist entry for themselves – this should be someone who needs to receive occasional communications
 - i. For their **First Name**, please have them put their first name **followed by the student's first name** in parenthesis – ex. Jennifer (Tommy)
 - ii. Please have them create a **Username** and **Password**
 - iii. Their **Primary Email** is also required
 - iv. **For ALL adults, Do NOT change the Status – please keep it as Artist (for now)**
 - v. Although they may enter any information they'd like, no other fields are required
 - vi. Once complete, please click on *Create This Artist* to save your profile

Create A New Artist

First Name *required*

Nickname

Username *required*

Primary Email *required*

Date of Birth

Month Day Year

Last Name *required*

Status

Artist

Password *required*

Gender

Male Female

Grade

T-Shirt Size

Vocal Range

Officer

Student Number

Textbook Number

Vocal Coach

Period

- 1
- 2
- 3
- 4
- 5
- 6
- 7

Class

Instructor/Room

Artist Headshot (jpg only)

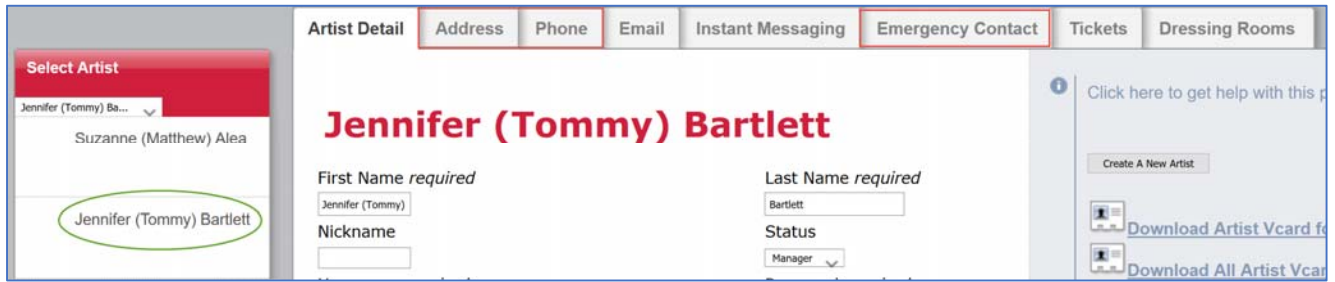
Browse...

No file selected.

Artist Bio

Create This Artist

- Once your Artist profile has been created, please click on your name on the left.



- Then add information in the **Address**, **Phone**, and **Emergency Contact** sections – **please be sure to add a cell phone number so you can receive texts and check the box for Notification by your cell phone number.**

Country Code	Phone <small>*10 Digits/Numbers Only (5552158346)</small>	Type <small>*Required for Notification</small>	Notification	Private	Primary	Call	Delete
<input type="text"/>	<input type="text" value="6785408496"/>	Home	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>		
<input type="text"/>	<input type="text" value="4405390299"/>	Mobile - Verizon Wireless	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>		

- Once complete, go back to the *Artist Detail* tab and click on *Update This Artist*
- Please then ask your parent/guardian to complete the same process, making sure they add their **Address** and **Phone** information

**Until we have a bit more information on the system, please do not *Add/Edit/Delete Characters/Positions* at this time.

Although we encourage you to look at the system, please do not enter any other data. We are working to input the shows and full calendar over the course of the next month!