

## Copy a Program from a Concert to associated Rehearsals (and other Activities)

It is often most efficient to assign the concert program to only the first performance in a Project, especially while the program and/or soloist(s) are being finalized. Once the program is set, you need to copy the final program to other concerts in the Project and to rehearsals (in order to set rehearsal orders, print rehearsal schedules and weekly schedules, and the like).

OPAS achieves this through the “Append Program from...” function, found in the Dates area of OPAS. This function takes the program from any single activity you select, and applies that program to any other group of activities.

Season		Year		Month		Level				1 Program		2 Soloists		3 Other Participants	
PW	Svcs.		Text	Project	Activity	Time	Venue	Text	Conductor						
4	0.00	25	Fr												
4	0.00	26	Sa												
4	1.00	27	Su	GALA	CON	07:30 PM	Walk Festiv.								
5	5.00 / 0.00	28	Mo												
5	1.00	29	Tu	FEST 01	REH	11:00 AM	Walk Festiv.								
5	2.00	30	We	FEST 01	REH	11:00 AM	Walk Festiv.		Lockington, Dav						
					REH	02:30 PM	Walk Festiv.		Lockington, Dav						
5	1.00	1	Th	FEST 01	Dress	02:00 PM	Walk Festiv.		Lockington, Dav						
5	1.00	2	Fr	FEST 01	CON	08:00 PM	Walk Festiv.		Lockington, Dav						
5	1.00	3	Sa	FEST 01	CON	08:00 PM	Walk Festiv.		Lockington, Dav						
5	0.00	4	Su												

The first concert has a program/soloists assigned which needs to be copied to the other concert & rehearsals

**Only the works and soloist(s) are copied.** If any attributes of the works have been made in the Date-Works area (such as movements, timings or instrumentation) those changes are also copied.

### Isolate the activities without the program

In the **Dates** area of OPAS, isolate the activities that currently have no program (or have an incorrect program) and **to which** you wish to copy the correct program. **It is important to note that this OPAS function starts with the empty activities and not the activity with the existing program.** In essence, you “bring in the program” from an existing concert, rather than “copy the program to” other concerts.

Selecting the activities is most often effectively done by holding down the CTRL key, clicking each activity on the **List** screen of the **Dates** area and then pressing the F7 key on your keyboard.

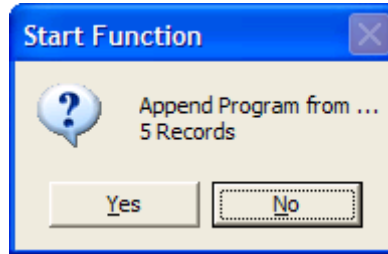
List		Main		Program		Additions	
Date	Week	Start	End	Project	Activity	Conductor	Venue
06.29.2004	Tu	07:30 PM	10:00 PM	Festival/Week 1	Rehearsal	Lockington,	Walk Festiv
06.30.2004	We	11:00 AM	01:00 PM	Festival/Week 1	Rehearsal	Lockington,	Walk Festiv
06.30.2004	We	02:30 PM	05:00 PM	Festival/Week 1	Rehearsal	Lockington,	Walk Festiv
07.01.2004	Th	02:00 PM	04:30 PM	Festival/Week 1	Dress Rehe	Lockington,	Walk Festiv
07.03.2004	Sa	08:00 PM	10:30 PM	Festival/Week 1	Concert	Lockington,	Walk Festiv

### Run the function

With the activities isolated, click the **Function** icon at the top of the OPAS menu bar, and select “**Append Program From...**”. Then click the **Start Function** button.

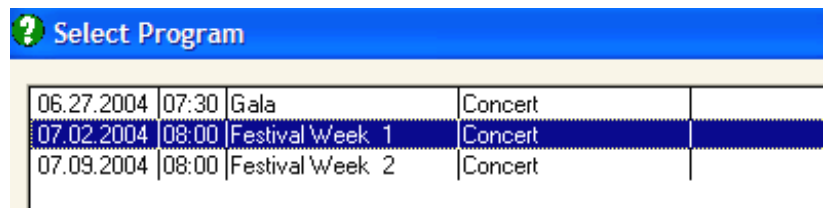


OPAS will display a message similar to this one:



This message confirms the number of records (activities) that are about to be changed. If the number of records is *not* the number of activities to which you want to copy the program, click **No**. If this message does not appear, see the “Function Confirmation” document to apply this setting in OPAS.

If **Yes** is clicked on the window above, OPAS will display a list of all activities in the current season that contain a concert program. Select the activity that contains the desired program (Festival Week 1 in the example above) and click OK.



Date	Time	Program Name	Program Type
06.27.2004	07:30	Gala	Concert
07.02.2004	08:00	Festival Week 1	Concert
07.09.2004	08:00	Festival Week 2	Concert

OPAS will copy the program and soloists; click the Close button

on the Select Function window to close the Function window.

**Notes:  
Overwrite vs.  
Add To**

⚠ If you are bringing in a program to an activity that already has a program assigned (no matter how many or how few works), the Append Program function will display a window that says “Overwrite Program?” Clicking YES at that window will *overwrite* that concert program and will *not* add to it. Clicking NO will cause the function to *add* the copied program to the end of the existing one.

⚠ Remember that the Append Program function will bring in the program to whatever activities are showing at the moment the function is run, so be sure that you are looking at only the relevant activities *before* you start the function.