

## HOW TO INDICATE A CANCELED SOLOIST

From the time of the cancellation until the performance itself, simply click the red x button at the top right of the grid to remove the soloist, and then the green + to put the new soloist in place.

Choose **Yes** at the "Save Changes to Related Dates?" prompt, select all activities and then click the large "Save Changes" button. OPAS will then make the soloist replacement for each appropriate activity.

**After the performances are over**, go back to the first concert, click the green + and **re-add the soloist that cancelled**. In the **Notes** field for the soloist, type "CANCELED" or some other indication. For historical and archival purposes, you will now have two soloists associated with the concert, the original soloist who canceled, and the replacement soloist. You need not put the canceled soloist on each of the concerts, but there is nothing inherently wrong with doing so.

The screenshot shows the OPAS software interface for a concert on October 13, 2002. The main window displays a program list with the following items:

Order	Composer	ArrangemeTitle	Title 2	Duration
1	Kodály, Zoltán		GALANTA DANCES <Dances of Galánta> (<Galántai Táncok>)	00:16:00
2	Liszt, Franz		CONCERTO, PIANO, NO. 2 Concerto No. 2 in A major for Piano and Orchestra	00:22:00
3	Intermission,		INTERMISSION	00:20:00
4	Franck, César		SYMPHONY IN D MINOR Symphony in D minor	00:41:00

Below the program list, there is a section for Soloists [2]. The soloist list is as follows:

Order	Soloist	Instrument	Notes
1	Beck, Steven Samuel	Piano	
2	Lisitsa, Valentina	Piano	CANCELED

A red arrow points to the 'Notes' field for the second soloist, Lisitsa, Valentina, which contains the word 'CANCELED'.

**NOTE:** If you use the Contract module in OPAS, be sure to run the **Cancel contract** function in the Contracts area, set the Status of the contract to "Canceled" and create a new contract.