


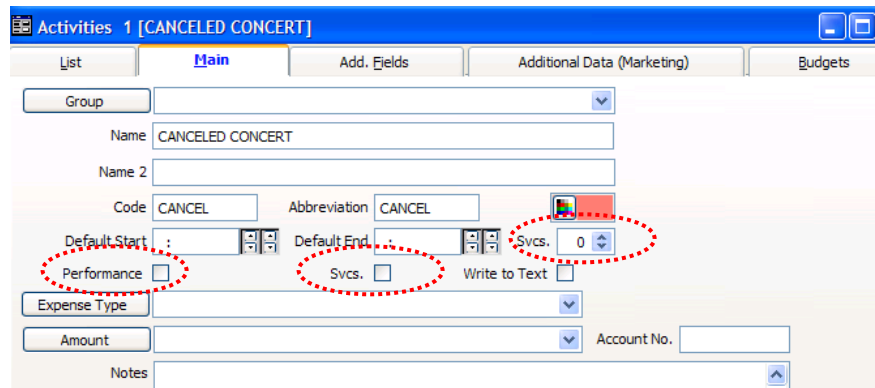
How to show Canceled Concerts in OPAS

To display a **canceled concert** in OPAS, first create the relevant activity itself.

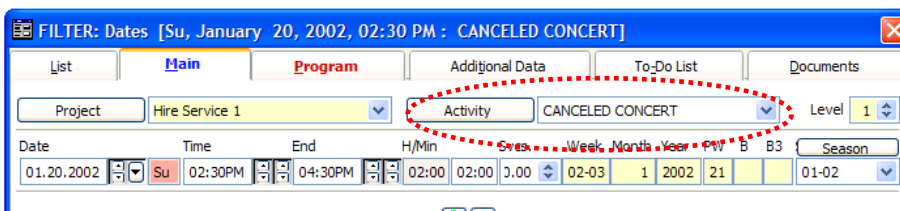
Select the **Background Data 1** > **Activities** menu items (about half-way down the list).


Click the **New** icon  in the lower right corner of the screen. Create a new activity similar to that shown here. We recommend the name of the activity be in all capital letters, and the color of the activity be bright so the activity stands out in the **Dates**, **Artistic Planning** and **Calendar** areas.

Be sure that the performance and service boxes are unchecked and the service count is set to zero.

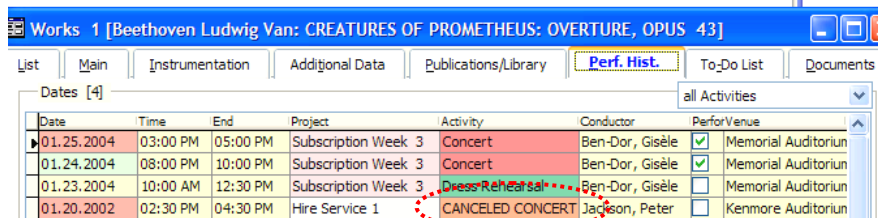


Then, open the **Dates** area of OPAS, and simply change the **Activity** field for the concert record to that of the canceled concert.



Click the **Save** button  and answer "No" to the Save Changes to Related Dates prompt (unless, of course, other concerts and rehearsals in the Project were also canceled).

Leave all program, conductor and soloist information attached to the canceled concert, as this will maintain a more accurate performance history for those concert elements.



Date	Time	End	Project	Activity	Conductor	Perform Venue
01.25.2004	03:00 PM	05:00 PM	Subscription Week 3	Concert	Ben-Dor, Gisèle	Memorial Auditorium
01.24.2004	08:00 PM	10:00 PM	Subscription Week 3	Concert	Ben-Dor, Gisèle	Memorial Auditorium
01.23.2004	10:00 AM	12:30 PM	Subscription Week 3	Dress Rehearsal	Ben-Dor, Gisèle	Memorial Auditorium
01.20.2002	02:30 PM	04:30 PM	Hire Service 1	CANCELED CONCERT	Jackson, Peter	Kenmore Auditorium

The same technique can be used to create and assign canceled rehearsals and other activities.