

HOW TO CHANGE A SOLOIST ON A WORK

1. Open the **Dates** area of OPAS
2. At the 'Green Screen', use any filter(s) you wish to find the concert on which the soloist change should take place.

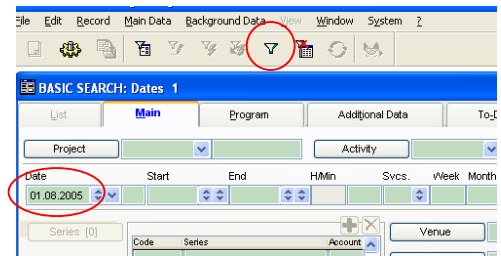
Suggestion: If you know the date of the concert, you can just type that into the **Date** field and then click the funnel icon (or press the **F8**) key on your keyboard:

OR

You can pull up the entire season by selecting it from the **Season** drop-down, then clicking the funnel icon (or pressing the **F8**) key

FILTER: Dates 1 [Sa, January 8, 2005, 08:00 PM : Concert]

Date	WeekStart	End	Project	Activity	PW	Perf/Conduct	
01.06.2005	Th	10:00 AM	12:30 PM	Subscription Week 5	Rehearsal	19	Falletta, Jc
01.06.2005	Th	02:00 PM	04:30 PM	Subscription Week 5	Rehearsal	19	Falletta, Jc
01.07.2005	Fr	10:00 AM	12:30 PM	Subscription Week 5	Dress Rehearsal	19	Falletta, Jc
01.08.2005	Sa	08:00 PM	10:00 PM	Subscription Week 5	Concert	19	Falletta, Jc
01.09.2005	Su	03:00 PM	05:00 PM	Subscription Week 5	Concert	19	Falletta, Jc
01.20.2005	Th	02:00 PM	05:00 PM	Pop's Series 4	Rehearsal	21	



on your keyboard, and then selecting the concert from the resulting list of activities:

Using either method (or another of your own choosing), once you have the concert selected, go the **Program** screen for that concert.

3. On the **Program** screen highlight the **work that has the soloist to be removed**. The work will become highlighted in yellow, and the soloist will appear in the lower-left **Soloist** grid.
4. Within the Soloist Grid, **click the name of the soloist to be removed**. In the case of a standard concerto, this will likely be the only person in the grid. In the case of a work with multiple soloists, select the proper soloist. Then **click the red "x"** at the top right of the soloist grid

Order Composer **Arrangement** **Title** **Print Title**

1	Verdi, Giuseppe		REQUIEM	Requiem
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REQUIEM Fl Ob Cl Bn Hn Trp Tbn Tpt Perc Harp Kbd Etc Vcl Vla Vln Vcl Ma Cal E

3 2 2 4 4 4 3 1 1 1 0 0 4 0 14 12 10 8

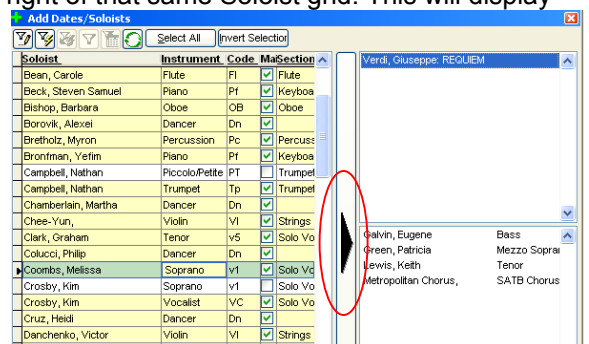
Soloists [5] Show all Other Participants [0]

Order	Soloist	Instrument	Order	Name	Group	Instru
1	Solist TBD,	Soprano				
2	Green, Patricia	Mezzo Soprano				
3	Lewis, Keith	Tenor				
4	Gavin, Eugene	Bass				

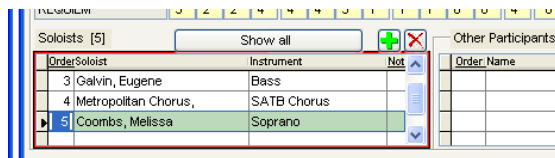
OPAS will display this window to ensure you have selected the intended soloist. Click **Yes** at this dialogue.



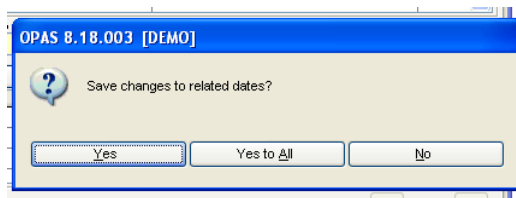
5. Now **add the new soloist** by clicking the **green "+"** at the top right of that same Soloist grid. This will display a list of soloists on the left side of the screen, and the compositions on the program on the right side of the screen. Simply **select the soloist on the left**, ensure the **proper work is selected on the right** (click the work if need be and it will be highlighted in blue) and **click the large right-pointing arrow** to put the new soloist on the work. When finished, click the **Close** button at the bottom right of this Add Soloists window (or press the ESC key on your keyboard) and you'll return to the Program screen.



6. If there is more than one soloist on the work, you will need to **put the soloist in the proper program order**, simply highlight the number (drag your mouse over it) and type the new number. Then **press the Enter key on your keyboard**. OPAS will automatically reorder the soloists.



7. Finally, **save this artist change to all concerts and rehearsals in the project**. To do this, just click the **Save** icon in the lower right hand corner of the OPAS Program screen (or, you can press the CTRL+S keys on your keyboard). OPAS will display this dialogue:

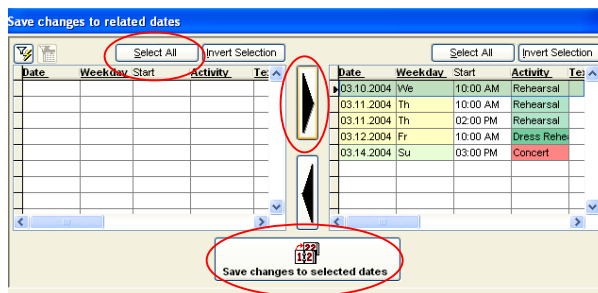


If you have OPAS version 8.17 or above, you'll see the "Yes to All" option. Click "Yes to All" and OPAS will automatically save the...

- Removal of the old soloist
- Addition of the new soloist
- Order of the new soloist, if needed

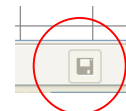
...to all rehearsals, concerts and any other activities that are applicable.

If you do not have OPAS version 8.17 or greater, then click **Yes**. OPAS will display a list of applicable activities. Click **Select All** at the top of the screen, then click the large right-arrow to move all the activities to the right side of the screen. Finally, click the large **Save changes to selected dates** button and the change will be saved.



Frequently Asked Questions:

I tried to save my soloist change to related dates, but Save Icon on my screen is grayed out and OPAS won't let me save!



For technical reasons too complicated to go into here, OPAS doesn't always display the **Save** icon when soloist additions are made. Simply **click the List tab** or in any other way **navigate away from this concert**. This will trigger the "Save Changes to Related Dates" dialogue.