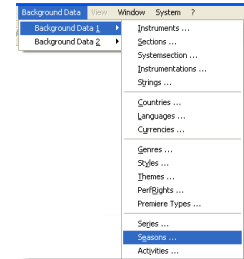


## Creating A Season

Before you assign activities to a future season, that season must be defined in OPAS.

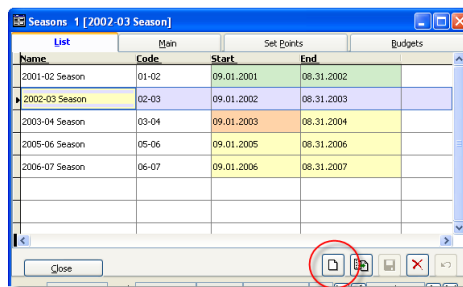
Open the Seasons area


Select the **Background Data > Background Data 1 > Seasons** menu item from the top of the OPAS screen.

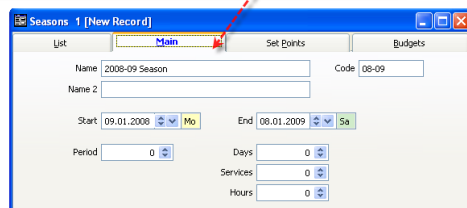



Create a New Season

The **Seasons** area will open on the **List** screen, showing all seasons currently in the database.



Click the **New** icon  in the lower right-hand corner and create the new season, taking care to follow the same naming conventions used in past seasons. If you are not sure of the start and end date of the season, you can enter a best guess and update the dates at a later time.

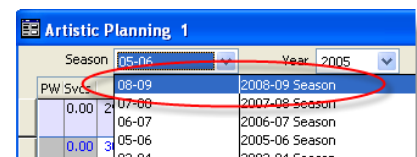


Click the **Save** icon  or press CTRL+s on your keyboard to save the new season.

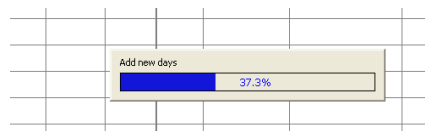
Populate the Calendar – Artistic Planning area

After creating the Season, OPAS needs to populate the yearly calendar with the days that comprise that season (OPAS doesn't automatically do this because you may well create historical seasons for performance histories and for which you will never need to print a calendar).

While there are several different ways to populate a yearly calendar, the easiest is in the **Artistic Planning** area. Open the Artistic Planning area and select the new season from the drop-down



When you select the new season, the **Artistic Planning** area will auto-populate the database - you'll see the progress bar in the middle of the screen.



You are now set to create new activities, add holidays (see the related how-to guides), print calendar reports, etc.