

USING OPAS FOR RECORDINGS

This document covers the use of OPAS for commercial or private recordings issued by your organization. It does not cover the personnel and payroll implications of recordings and recording sessions (managing who played on what recording and is due what payment) – though many of the techniques and data are similar, that information will be covered in a separate document.

These screen captures are courtesy of the Minnesota Orchestra and used with their permission (special thanks to Paul Gunther and Kirsi Kistner of the Minnesota Orchestra)

Fundamentally, commercial or private recordings are entered into OPAS as any other “Activity” in the Dates area. The Project is “Recording” and the Activity can be “Commercial Release”, “Recording Multiples” etc.

This screen is from a Minnesota Orchestra compilation CD:

The screenshot shows the OPAS software interface for a recording entry. The window title is "FILTER: Dates 1 [Fr, September 1, 2000 : Recording Multiples]". The interface includes several tabs: "List", "Main" (selected), "Program", "Additional Data", "Togo-List", and "Documents". Below the tabs, there are dropdown menus for "Project" (set to "Recordings") and "Activity" (set to "Recording Multiples"), along with a "Level" field set to "1". A data grid shows the following information:

Date	Time	End	H/Min	Duties	Week	Month	Year	PW	B	B3	Season
09/01/2000	Fr				0.0	00-3	9	200	1		2000-01

Below the grid, there is a "Series [0]" section with a table for "Code", "Serie", and "Account No.". To the right, there are dropdown menus for "Venue" (Orchestra Hall, Minneapolis), "Conductor" (Oue Eiji), and "Orchestra" (Minnesota Orchestra). At the bottom, there is a "Text, Abbrev." field containing "Recording" and a "Notes" field with the following text:

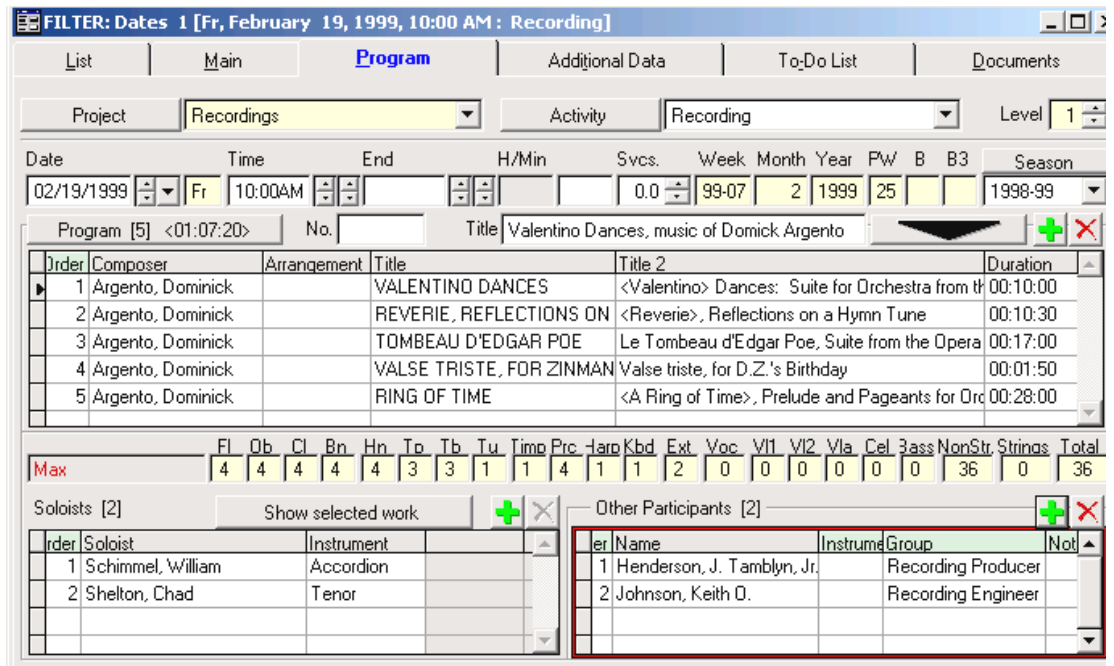
Date: estimated date of release. Richard Strauss's Don Juan is the only track that was first released on this album. All other tracks are re-releases from other Reference albums.
Title of the album: "Minnesota Orchestra Showcase"
See Additional Data for album information

For recordings already in your catalog, the **Date** is the date of release – when using OPAS to schedule recording sessions the date will obviously be that of the session itself. The **Venue** will be the recording venue (studio or hall). Use the **Premiere** field in the Date-Works area to indicate the premiere recording of any work on the disc.

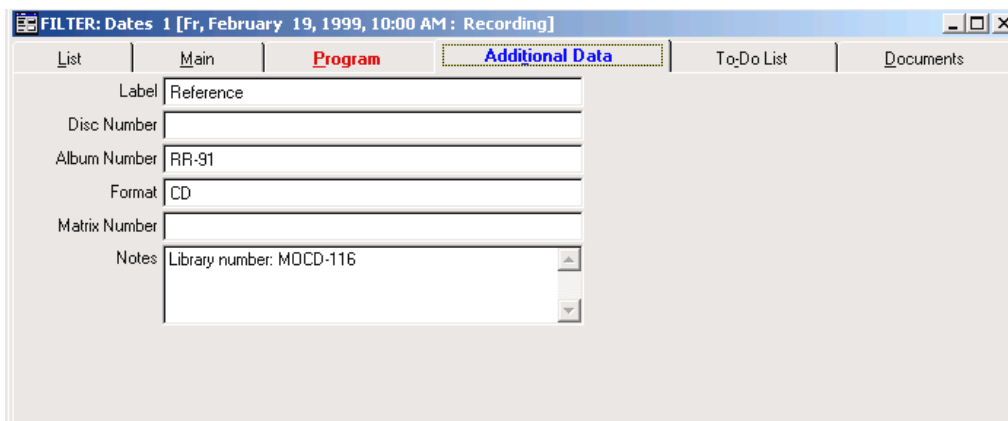
The **Program** screen will obviously contain the tracks on the LP or CD.

The program grid will be display works on the recording in track order – remember to accurately put the track timings for each work. The **Title** (just above the Program Grid) will be the title of the CD as the public knows it. Soloists are assigned just as with concert programs (see next page):

The **Other Participants** grid is used for recording personnel such as the producer, engineers, etc.



The **Additional Data** screen is utilized for all other information particular to recordings but not pertinent to concerts or rehearsals. An example from the above recording shows the Label, disc number, album number, Format(s), Notes, etc:



While the contents of this screen will obviously be customized for your specific needs and the nature of your discography, other examples of Additional Data could be:

<u>Recording Information</u>	<u>Data field or Type</u>
Units Sold	Number
Units Produced	Number
Original Label (for re-issues)	Text
Original Format (for re-issues)	Text
ISDN Number	Text

ASIN Number (Amazon.com id number)	Text
Mastering Type (Analog-to-Digital, Direct-to-Digital, etc)	Text
Re-issue Date	Date
Label – <i>if you have a large catalog and wish to quickly search the discography by Label, linking the recording label from the Address Book can be a faster way to search the database</i>	Address Book Link
Sponsor – <i>for under-written recordings</i>	Address Book Link

For **recording reviews**, **liner notes** and **cover art**, convert these items to a digital format where necessary (scan reviews or convert to Word documents) and link to the **Documents** screen.

Using OPAS in this manner helps provide a more comprehensive view of your orchestra's activities and a more comprehensive artist and repertoire history as these items are linked to recordings just as to live performances:

It's also easier to do repertoire and artist searches among recordings, print discographies, etc.

Function	Date	Time	End	Project	Activity	Performance	Venue	City
Soloist	06/30/2002	07:00 PM		Special Concert	Concert	<input checked="" type="checkbox"/>	Orchestra Hall	Minneapolis
Soloist	06/29/2002	08:00 PM		Special Concert	Concert	<input checked="" type="checkbox"/>	Orchestra Hall	Minneapolis
Soloist	06/28/2002	08:00 PM		Special Concert	Concert	<input checked="" type="checkbox"/>	Orchestra Hall	Minneapolis
Soloist	06/27/2002	07:30 PM		Special Concert	Concert	<input checked="" type="checkbox"/>	Orchestra Hall	Minneapolis
Soloist	05/29/2001	10:00 AM		Recordings	Recording	<input type="checkbox"/>	Orchestra Hall	Minneapolis
Soloist	05/29/2001	10:00 AM		Recordings	Recording	<input type="checkbox"/>	Orchestra Hall	Minneapolis
Soloist	05/28/2001	10:00 AM		Recordings	Recording	<input type="checkbox"/>	Orchestra Hall	Minneapolis
Soloist	05/20/2001	07:00 PM		Subscription Concert	Concert	<input checked="" type="checkbox"/>	Orchestra Hall	Minneapolis
Soloist	05/19/2001	08:00 PM		Subscription Concert	Concert	<input checked="" type="checkbox"/>	Orchestra Hall	Minneapolis

NOTES

Re-Issues: if you have older recordings that were originally released on LP and then re-issued on CD, you can either create a whole new record in the Dates area (in which case the Date will change to that of the reissue) and change the information on the Additional Data screen accordingly, or you can simply create Additional Data fields as indicated above, and enter that information on the screen of the original recording. Remember that the Other Participants grid can also store information about personnel associated with the re-issue such as re-mastering engineers, etc.

Creating Recording "Activities": Make sure that when these are created, the "Performance" check box is "off" so that CDs won't appear on performance analyses, programs, etc

Activities 1 [Recording]

List Main Add. Fields Additional Data (Marked)

Group: Recording

Name: Recording

Name 2: Commercial Recording

Code: CD Abbreviation: Recording

Default Start: : Default End: : Svcs: 1.0

Performance: Svcs: Write to Text:

Expense Type:

Amount: Account N