


Adding Pre-Concert and Post Concert Activities to your Schedule

There are two ways to assign pre- and post-concert activities. This guide demonstrates the method used when activities are considered an attribute or feature of the concert, and not separate activities in and of themselves. Ancillary activities entered in this method can appear on programs, worksheets, schedules, and the like, but do not contain a great deal of detail – no separate start/end times and venue for example.

You *can* of course set up pre-and post concert activities as separate and distinct events, and in fact there are instances in which that method is preferable -- primarily when you need to track separate production information, contracts, and/or repertoire (when the activity involves a performance). The end of this document offers a comparison of the two methods and see the OPAS how-to guide regarding production details for more information.

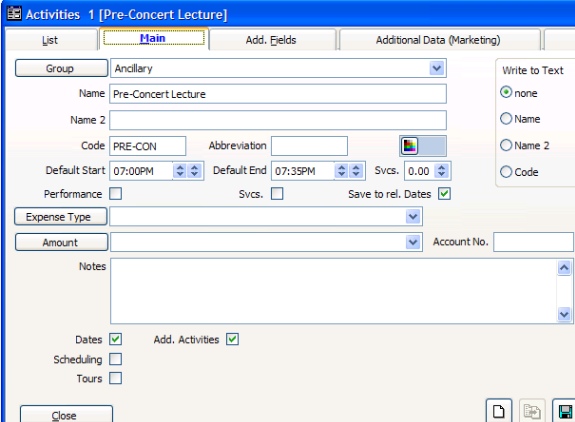
Create the activity The first step is to create the specific activities. You need do this step only once.

Click the **Background Data 1 > Activities** menu item.

[1] In the **Activities** area of OPAS, click the **New** icon  in the lower right hand corner. Ancillary activities entered in the method explained here may not require a great deal of information, but be sure to give each a **Name** and **Code** at the very least.

[2] The service count will typically be set to zero, the services box should remain unchecked (as you will not assign orchestra musicians to these activities)

[3] These bottom checkboxes indicate the areas of OPAS in which this activity will be available. Typically, you need only check the "dates" and "additional activities" boxes.




The screenshot shows the 'Activities' form in OPAS. The title bar reads 'Activities 1 [Pre-Concert Lecture]'. The form has several sections:

- Group:** Ancillary
- Name:** Pre-Concert Lecture
- Name 2:** (empty)
- Code:** PRE-CON
- Abbreviation:** (empty)
- Default Start:** 07:00PM
- Default End:** 07:35PM
- Svc.:** 0.00
- Performance:**
- Svcs.:**
- Save to rel. Dates:**
- Expense Type:** (dropdown)
- Amount:** (dropdown)
- Account No.:** (dropdown)
- Notes:** (text area)
- Dates:** Add. Activities:
- Scheduling:**
- Tours:**

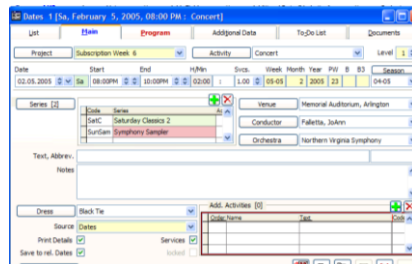
[4] Click the save icon to save this activity, and repeat the process as necessary to create other pre- and post-concert events.

Assign the activity to a concert

On the **Main** screen for any concert click the Add New  icon at the top right of the Additional Activities created. You will see a list of activities among which will be your pre-and post-concert events. Either

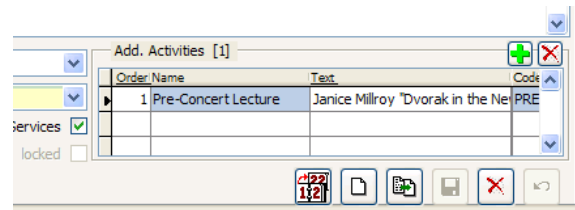
- Double-click any line or
- Click a line and then the large arrow


... to assign the activities to the concert. You can add as many as you wish.



Fill in some details

Once the activity has been added, you can type information in the **Text** field that can appear on reports (if you wish) and will provide a more thorough record of this activity.



Click the Save icon  on the **Main** screen of the concert itself to save this ancillary activity with its associated concert.

Other 'Additional Activity' grid options

As with other grids in OPAS, you can manipulate the Additional Activity grid -

- **Resize columns:** drag the column-heading border right or left to expand or shrink the column
- **Re-order columns:** click any column heading and drag it right/left to re-order the columns in the grid
- **Re-order rows:** much as with the works on a program, if the concert has more than one ancillary activity, you can re-order them by highlighting the number in the "Order" column and typing a new number.
- **Freeze columns:** right-click your mouse between column headings to 'freeze' the columns on the left
- **Re-size rows:** click the **row** border between the first and second row, and then drag down (or up) to make the rows wider

When to use this method

This method of assigning ancillary activities works best when:

- You want the quickest and most simple method
- You do not need to store more information other than what the activity is, and a brief description of it
- You just need this activity to print on worksheets, programs, schedules and will not need to cross-reference the nature of the activity in the future (meaning, view all lectures given by an individual)

However, you may want to schedule these ancillary activities as separate and distinct events if any of the following are true

- You need to see or track event times and locales and/or print schedules for only pre-concert activities
- You need to store separate production information
- You need to assign people (speakers, performers) and/or repertoire
- You need to print contracts for the participants of the activity

Please feel free to contact OPAS technical support to discuss your particular organization's needs and the method that best suits you.