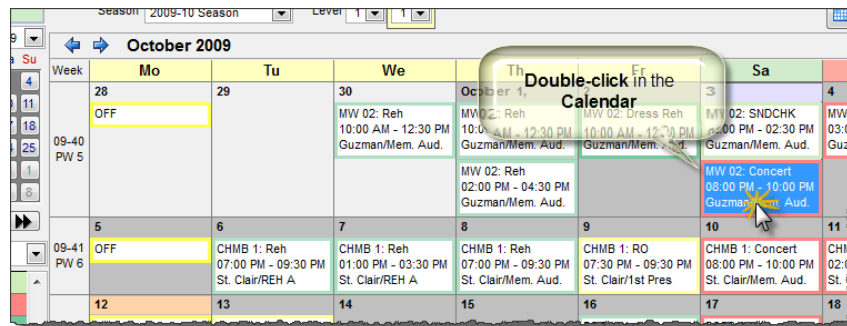


Indicating a Soloist Debut

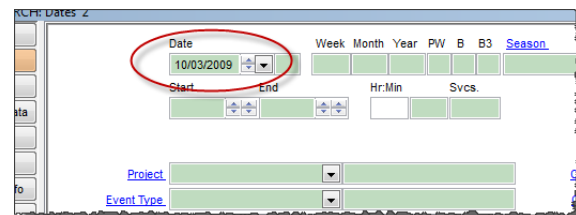
Select the Concert

Open the concert on which the soloist appears in the **Dates** area. You can double-click the concert in the **Calendar** area of OPAS:

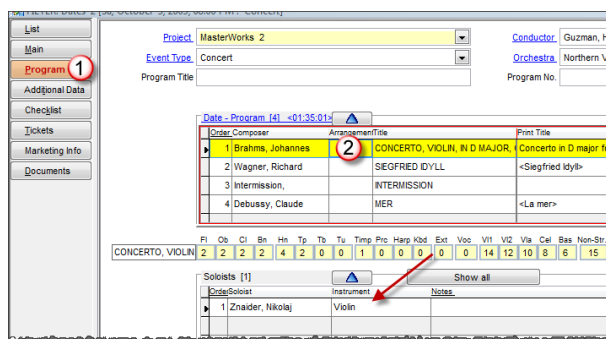


OR

Perform a standard “green screen” search in the **Dates** area – search for the concert by **Date**, **Project** and/or **Season**:



On the **Program** screen, select the Work

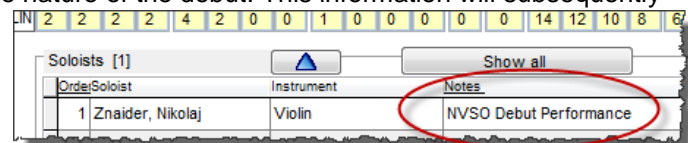


Click the **Program** button to reveal the works performed on the concert, and the soloist(s) on the concert.

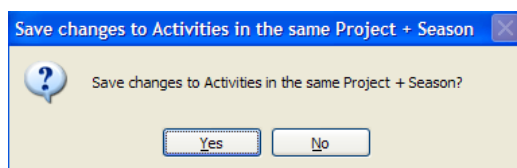
Select (click one time) the **work** on which the soloist appears. It will become highlighted and the Soloist's name will appear in the lower left-hand Soloist grid.


Type the Debut into the **Notes** field

In the Soloist **Note** field, type the nature of the debut. This information will subsequently appear on all programs and performance histories for both this artist and the work on he/she appears.



Save Changes



Click the **Save** icon  in the lower right corner (or press the **CTRL+S** keys) and OPAS will display the prompt shown at left. If this debut indication pertains to other performances within the Project Set, click

Yes to specify which activities should share this debut information.