

Contents

Summary	2
Schools	
Students	
Events	
Profile	
Do This First	5
Reset Your Password	5
Set or Confirm Your School Settings (especially Grades)	θ
Three System Constants	8
Home	8
Breadcrumbs	8
Support	8
Schools	C
Table	<u>c</u>
Form	<u>c</u>
Students	11
Table	11
Form	12
Student Profile Information	12
Voice Parts	15
Emergency Contact Information	16
Reset Password	18
Events	19
Event Participation	19
New Events	20
Current Events	21
Community	20

Summary

TheDirectorsRoom.com has been redesigned in 2023-24 to provide its teachers with a cleaner style and enhanced functionality.

Specifically, we hope you will find the system easier to navigate, a uniform look-and-feel between pages, better feedback on actions, and that it provides a faster response.

The main page provides an overview of the main sections:

- Schools,
- Students,
- Events, and
- Profile.

Schools

Create a detailed picture of the schools in which you teach and especially the grades taught at the school and the grades <u>you</u> teach. The system will use this information to determine which students and events are relevant for your actions.

NEW: If you co-teach with other teachers using TheDirectorsRoom.com, you can now automatically allow your co-teacher(s) access to your students and vice-versa, directly from the Schools page.

Students

Add/edit your student information from the Students page. All student information (profile, voice parts, emergency contacts) are now accessible from a single page.

NEW: If needed, you can now reset your student's passwords directly from the student's page. The reset password will be the student's email address in lower-case.

Events

Manage all audition events from the Events page. Similar to the Students page, all of the student's event information (profile, voice part, emergency contact, application, file uploads) are all available from a single page.

NEW: Events for which you are eligible will be listed for you. Simply clicking on an event link will automatically send an email to the Event Manager requesting your participation in that event.

NEW: Pitch Files are now easily found on their own page.

Profile

Manage your information from the Profile page.

The following pages will detail each section, highlighting information that you'll want to use.

Do This First

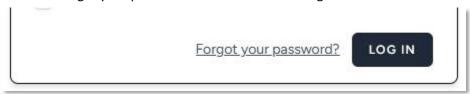
Reset Your Password

If you have used TheDirectorsRoom.com within the past 12 months, your email address should have been moved to this new version, but your password will need to be reset.

- Click the "Log In" link at the top-right-hand corner of the page.



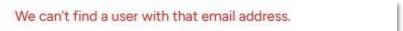
- Click the "Forgot your password?" link next to the "Log In" button.



- Enter your email address and click "Email Password Reset Link" button.
- If the system finds your email address, you'll see the following message:

We have emailed your password reset link.

- Otherwise, you'll see the following error message:



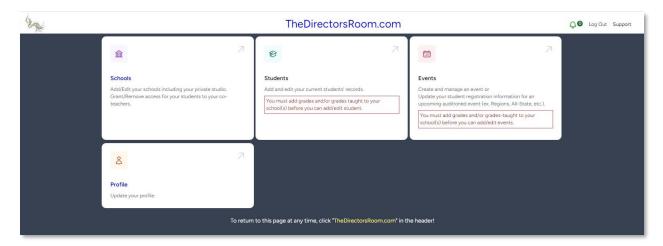
If the email address is correct and there is no other possible email address for you, click the "Register" link at the top-right-hand corner of the page and register as a new user.



- If you still can't log in after following the steps above, please email me directly at rick@mfrholdings.com.

Set or Confirm Your School Settings (especially Grades)

When you Register, or log in for the first time, you'll see the following page:



The system will check to ensure that you are attached to a school and that the necessary grade details are completed. You'll see error messages on the Student and Events cards which prohibit you from doing anything other than editing your School and Profile information.



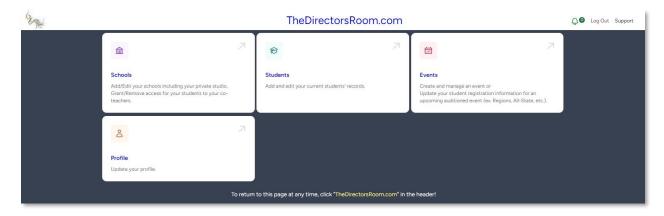
Please click on the Schools card. If you aren't attached to a school, add one now using the green 'Add' button. If you are attached to a school use the indigo Edit button to open that school's page.

In both cases, you want to make sure that the 'Grades Taught At The School' and 'Grades I Teach At This School' sections have at least one checkbox checked.



The system uses this information to ensure that you're seeing relevant students and events.

With your school and grades entered, you'll find that the Students and Events cards are now activated.



The abilities of each of the cards listed above will be detailed on the following pages.

Three System Constants

There are three constants on every page in the system after logging in:

- 1. Home Page
- 2. Breadcrumbs
- 3. Support

Home

The Home page can ALWAYS be found by either:

- Clicking on the header TheDirectorsRoom.com link, or by
- Clicking on the Home link from the Breadcrumbs.

Breadcrumbs

Each page (other than the Home page) will have a Breadcrumb header like this:



Clicking each link will return you to the previous page. Clicking the Home link * will return you to the Home page.

Support

If you have any questions, concerns, find an error, find messages misleading, or just want to let us know your thoughts about TheDirectorsRoom.com, you'll see a "Support" link right next to the "Log Out" link at the top-right-hand corner of the page. Use this to get the message to us and we'll respond as quickly as possible!

Schools

The Schools section consists of two pages:

- A table of schools at which you teach and
- A form for adding/editing the school information.

Table

The table displays basic information about the school:

- Name
- City
- State
- Zip Code
- Status
 - Active (you're employed at and currently teaching at the school). This status allows you to see current students at the school who are linked to you and in the grades you teach.
 - On leave (you employed at but not currently teaching at the school ex. on sabbatical).
 This status provides the same access as Active but provides insight to the Event
 Managers on possible assignments.
 - **Left** (you're no longer employed at the school). You will not have access to student information for students at the school.
 - **Retired** (you've retired from the school). You will not have access to student information for students at the school.



The table also contains three buttons:

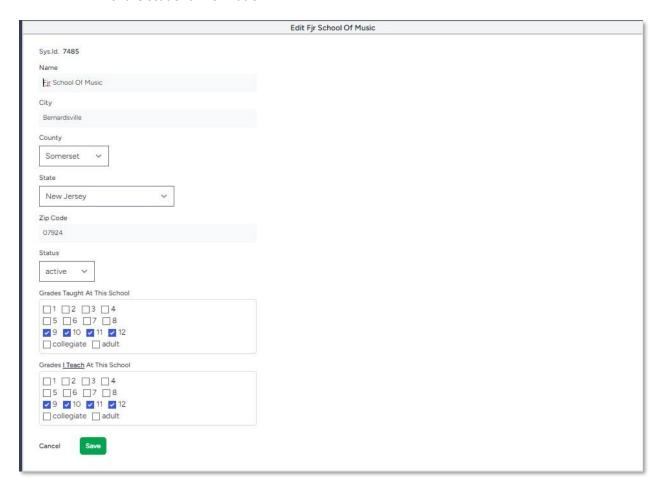
- Add School: Opens a blank form to allow you to add a new school to your history.
- **Edit:** Opens a completed form to allow you to edit the school information.
- Remove: Removes the school from your history including the links to current students at the school.

Form

The school form allows you to edit all information about the school. Please note that a school is a shared resource. If you have co-teachers at the school, any information changed by you or the co-teacher will be shared by both teachers.

The school form contains the following information:

- Name
- City
- County
- State
- Zip Code
- Status: Active, On leave, left, retired (see above for definitions)
- Grades Taught At This School (grades 1-12, collegiate, and adult)
- Grades I Teach At This School (grades 1-12, collegiate, and adult)
- Assign Co-teachers
 - If more than one teacher is active at the school, this section will display to allow you to share student information.



To activate the Students and Events cards, you must have at least one school at which you are Active, Inactive, or Retired and the school must have at least one grade checkbox checked in the "Grades Taught At This School" and "Grades I Teach At This School" sections.

Students

The Students section consists of two pages:

- A table of students linked to you in grades taught at the school and grades you teach at the school and
- A form for adding/editing the student information.

Table

The Students table has two parts:

- An optional listing of Schools at which you teach if you are employed by multiple schools. In the
 example below, there are two schools, Chatham High School and FJR School of Music. Clicking
 the link will display the students from that school. If you teach at a single school, this part will
 NOT be displayed.
- A table of basic information about the students.



The table also contains three buttons:

- Add Student: Opens a blank form to allow you to add a new student to your roster.
- **Edit:** Opens a completed form to allow you to edit the student information.
- **Remove:** Removes the student from your roster.

Form

The student form is comprised of four parts containing the following information:

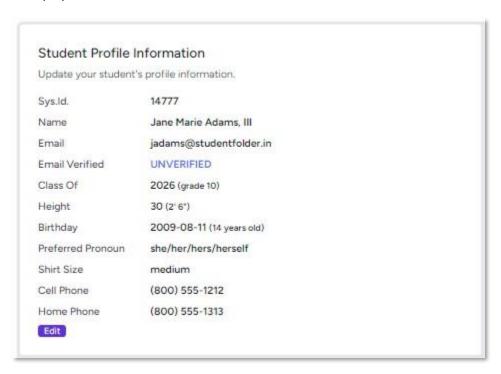
Student Profile Information

- **Sys.Id.:** This is not editable and is used by the system to identify the student.
- Name: The system requires a first and last name separated by a space. If more than one name is entered (ex. John Quincy Adams), the system will assign the first word to the first name, the last word to the last name and everything else to the middle name.
 Suffixes (Sr., Jr., II, III, etc.) must be preceded by a comma and will be included with the last name.
- **Email:** An email address is optional, but still critical if the student needs to receive notifications from the system (ex. password reset). If no email is available, it is recommended to use a proxy example.com email like janeadams@example.com.
- Note: All emails must be unique. If students use a family email, only one student will be able to use this. All other family members will need to have a proxy email.
 Note: Student school email addresses are often protected by the school's email server to prohibit incoming external emails. This precludes the ability for the student to receive messages from the system (ex. password reset) and any other emails from authorized parties (ex. audition/rehearsal administrators). It is recommended that non-school email addresses (ex. gmail.com, Hotmail.com etc.) are used whenever possible.
- Email Verified: If necessary, the system will send the Emergency contact a verification email. When verified, this badge will display as Verified.

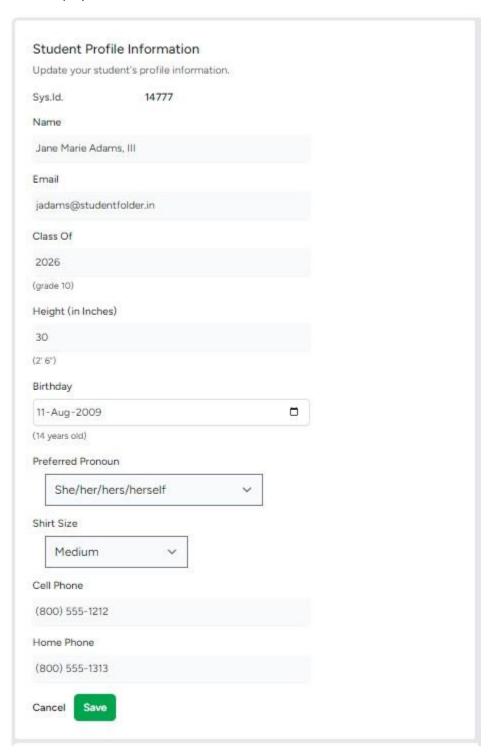
 Class Of: The class-of value is used to determine the student's grade and eligibility. You may either enter the grade (9,10,11, etc.) or the actual class-of (2024, 2025, 2026, etc.). The system will automatically translate the value into a class-of and display the grade below the input field.
- **Height:** The height value is *expressed in inches* and often requested by auditioned events. The system will accept any value greater than 29. The system will automatically translate the inches value into foot-inch and display the foot-inch below the input field.
- **Birthday:** The birthday value is often requested by auditioned events. The system will automatically translate the birthday value into years-old and display the years-old below the input field.
- **Preferred Pronoun:** The preferred pronoun value is used to personalize emails and forms (ex. applications) using the student's preference.
- **Shirt Size:** The shirt size value is often requested by auditioned events.
- **Cell Phone:** This is an optional value but can be critical in emergency situations for use by audition/rehearsal managers. The system will automatically format the phone number.
- **Home Phone:** This is an optional value but can be critical in emergency situations for use by audition/rehearsal managers. The system will automatically format the phone number.

By default, the Student Profile is displayed as information. Clicking the Edit button will open the form for editing.

Informational Display



Form Display



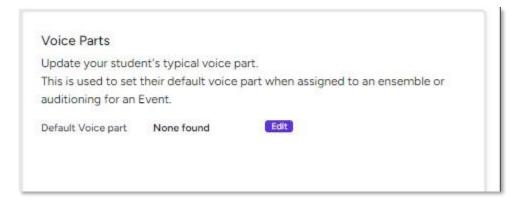
Voice Parts

Each student must have a default voice part and (optionally) may have multiple additional voice parts.

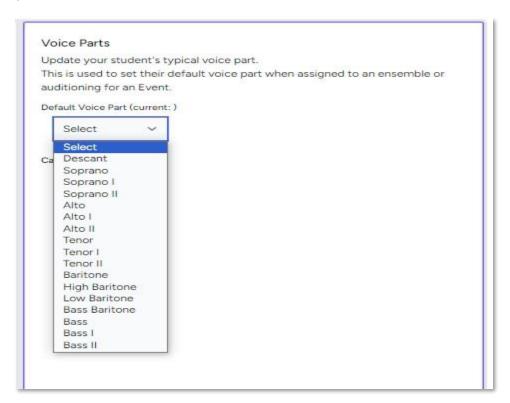
The default voice part is used to assign a voice part to audition events when that voice part is also used by the audition event. If no voice part is found, the system will display "None found".

A default voice part must be assigned before additional voice parts are allowed.

Informational Display



Form Display

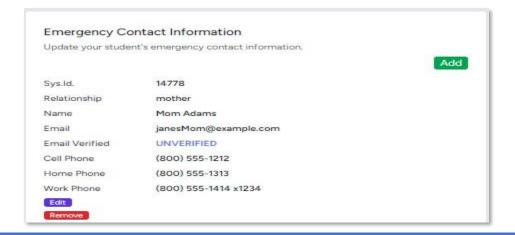


Emergency Contact Information

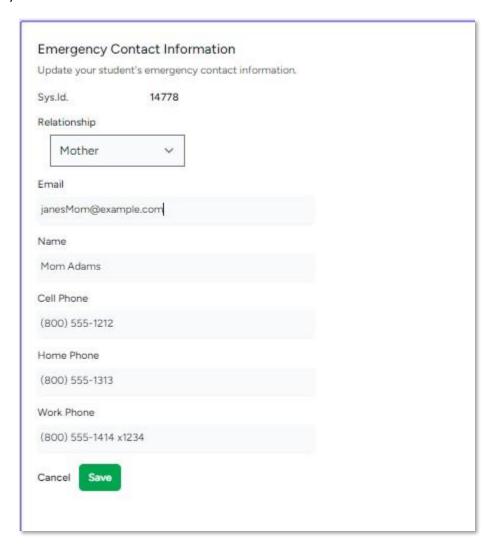
Emergency Contact Information is often required prior to a student's registration being accepted for audition events. One or many Emergency Contacts can be entered.

- **Sys.Id.**: This is not editable and is used by the system to identify the student.
- **Relationship:** Relationship of the Emergency Contact to the student.
- **Name:** The system requires a first and last name separated by a space. If more than one name is entered (ex. John Quincy Adams), the system will assign the first word to the first name, the last word to the last name and everything else to the middle name.
 - Suffixes (Sr., Jr., II, III, etc.) *must be* preceded by a comma and will be included with the last name.
- **Email: Email:** An email address is required. If no email is available, it is recommended to use a proxy example.com email like momadams@example.com.
 - **Note**: *All emails must be unique*. If the Emergency Contact uses a family email, only one person will be able to use this. All other family members will need to have a proxy email.
- **Email Verified:** If necessary, the system will send the Emergency contact a verification email. When verified, this badge will display as Verified.
- **Cell Phone:** This is an optional value but can be critical in emergency situations for use by audition/rehearsal managers. If this is a requirement of the auditioned event, it will prohibit the completion of the student's registration until it is completed. The system will automatically format the phone number.
- **Home Phone:** This is an optional value but can be critical in emergency situations for use by audition/rehearsal managers. If this is a requirement of the auditioned event, it will prohibit the completion of the student's registration until it is completed. The system will automatically format the phone number.
- **Work Phone:** This is an optional value but can be critical in emergency situations for use by audition/rehearsal managers. If this is a requirement of the auditioned event, it will prohibit the completion of the student's registration until it is completed. The system will automatically format the phone number.

Informational Display



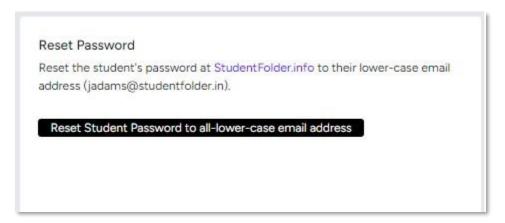
Form Display



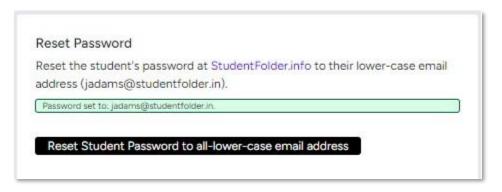
Reset Password

You can use this button to reset a student's password. This is especially useful If the student has a proxy or school email address. The student's password will be reset to their email address in all lower-case letters (ex.student123@example.com).

Informational Display



After Button Is Clicked



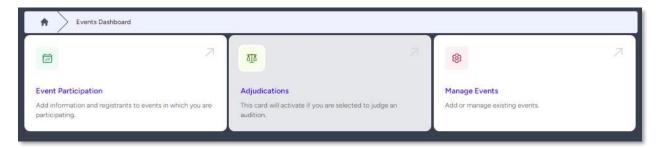
Events

The Events section consists of multiple pages with multiple options depending on the Events in which you are eligible and those in which you are participating.

When you click on the Events card, three more cards will be displayed:

- **Event Participation**: Use this card to find Events or to update personal and student information for events in which you're already participating.
- **Adjudications**: This card will be greyed-out and inactive until you are assigned adjudication duties. We keep it visible because we want you to know where to find it once you are assigned.
- Manage Events: If you are an Event Manager for an Event using TheDirectorsRoom.com, you'll
 use this card to update your event details, add new Events, and/or add/remove Roles and
 participants in events.

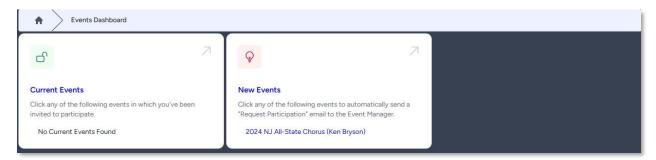
If you host an event and want to use TheDirectorsRoom.com to capture the event information, please reach out to rick@mfrholding.com to get additional information!



Event Participation

The Event Participation section consists of two cards:

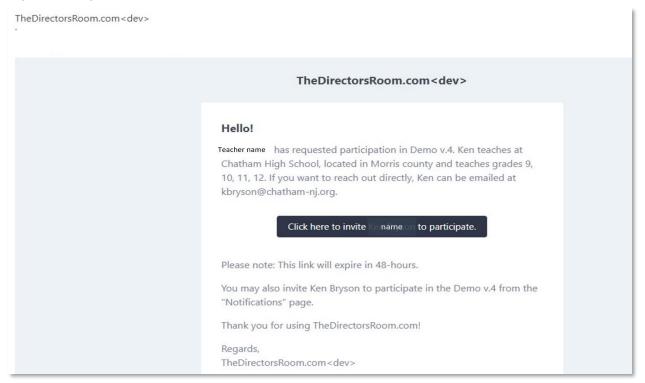
- **Current Events**: Use this card to update your and your students' information regarding events in which you're already participating.
- **New Events**: If there are active events for which you are eligible to participate (as defined by the Event Manager), these events will be listed here.



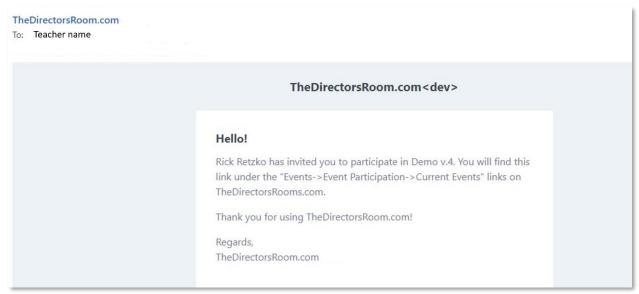
New Events

Clicking any listed event name will automatically send an email to the Event Manager with your contact and school information, requesting participation. If the Event Manager accepts your request, you will receive a return Acceptance email and the event will move from the New Events card to the Current Events card.

Request Participation Email

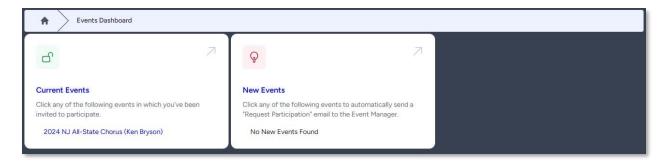


Participation Approval Email



Current Events

The events for which you have approval and are open for member participation are listed on the Current Events card.

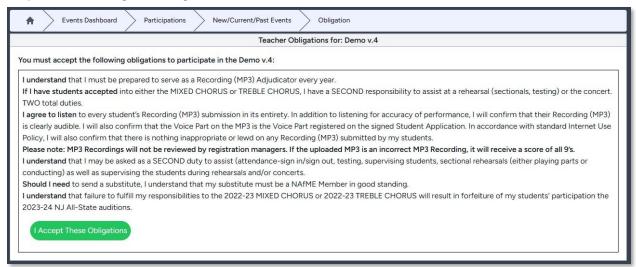


Clicking the event will display that event's card, starting with Teacher Obligations and Pitch Files (if supplied). When the Teacher Obligations have been acknowledged more cards will be displayed.

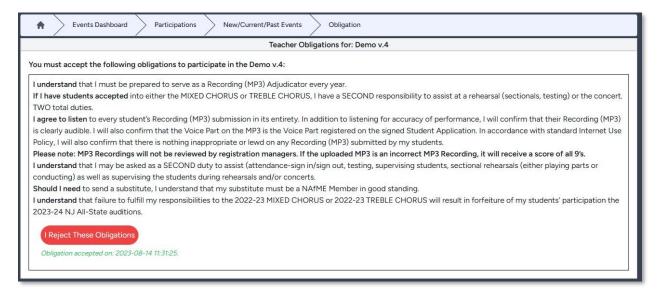
Teacher Obligations



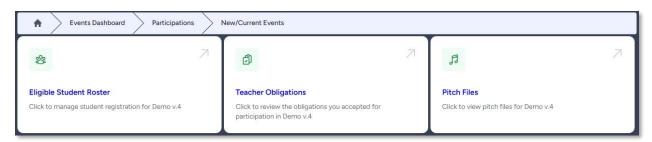
Sample Teacher Obligations Page



After clicking the "I Accepts These Obligations" button, the page will allow you to toggle to reject the obligations and display the date/time you originally accepted.



Clicking "New/Current Events" breadcrumb link will return you to the previous page with the addition of "Eligible Student Roster" card.



Eligible Student Roster

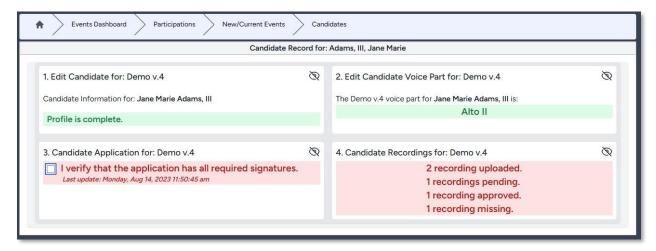
Eligible Students are those who are eligible for the currently selected event. For example, if the event is only for students in grade 9,10, and 11, your Senior class students will not be displayed.



Eligible students are classified in one of the following candidate types:

- All: All eligible students will display regardless of candidate type.
- **Eligible**: All eligible students who do not fit another category will display.
- Applied: All eligible students who have downloaded or clicked-through an application will display.
- **Registered**: All eligible students who have completed their registration actions as defined by the Event Manager will display.
- **Prohibited**: All students designated as Prohibited from participation by the Event Manager will display.

Clicking the Edit button will display that student's audition activity in a single page summary.



The Summary is designed to give you a quick overview of the candidate's activity with red/green status indicators to help you identify the status of the candidate and which sections are missing required characteristics.

It is recommended that the sections are completed in the following order:

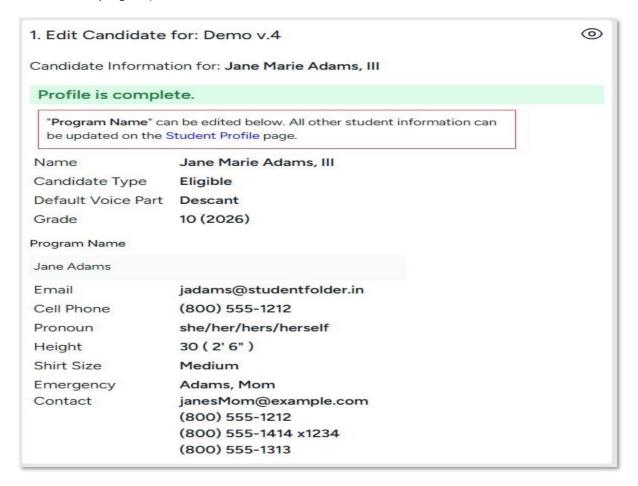
- 1. Candidate Profile
- 2. Candidate Voice Part
- 3. Candidate Application
- 4. Candidate Recordings (optional if the event is not a virtual auditioned event).

Each section features and open /close toggle switch. Click the toggle to open the forms for editing or close the form for summary.

Candidate Profile

The candidate profile information is pulled from the student profile and can be edited there. A link ("Student Profile") is provided for quick navigation.

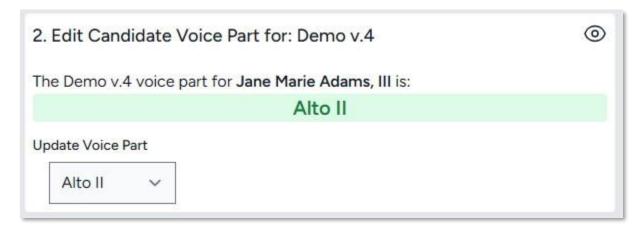
The sole value editable on this form is the "Program Name" (the name the student wants to see included in the event's program).



Candidate Voice Part

The value for the Candidate voice part defaults to the student's default voice part. The Candidate voice part is otherwise independent of the student's default voice part. Changing the Candidate voice part here <u>has no impact</u> on the student's default voice part.

Only event-specific voice parts will be displayed in the drop-down box on this form.



Candidate Application

Toggling the open/close switch will display a sample of the application including the ability to print the application using the printer link.

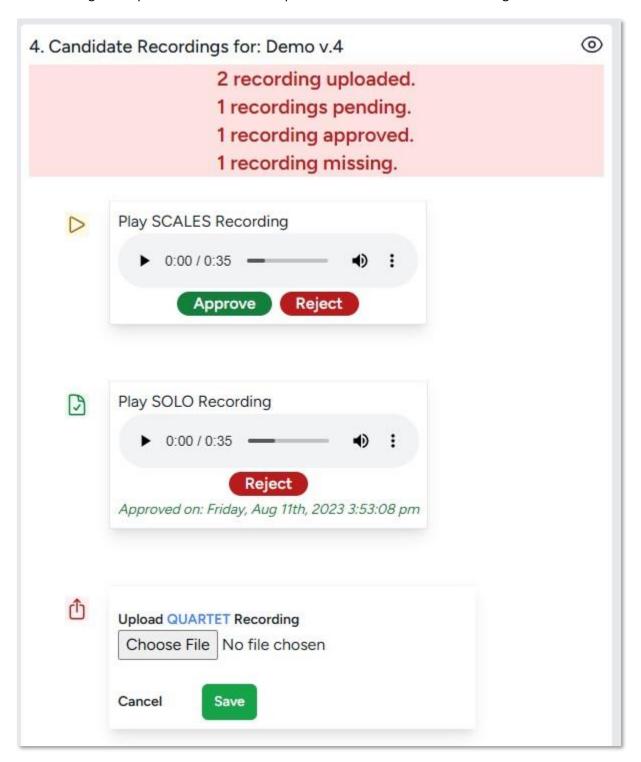
Clicking/Unclicking the "I verify" checkbox will record your approval/denial of the student's application including the verification of required signatures.



Candidate Recordings

If the event allows virtual audition recordings, this section will allow you to upload, play, and approve/reject candidate recordings.

The recording status provides an immediate update to the status of those recordings.



Pitch Files

The Pitch Files section provides access to all digital materials (mp3, pdf, etc.) supplied by the Event Manager.



Support

If you find an error, get a message that isn't clear, or want to let us know how the product can be improved, click the Support link at the top-right-hand corner of every page. We always appreciate hearing from you about the usefulness of the system, but *really* love hearing how we can make it better!

