

HOW TO USE THE ONLINE THEATRE CALLBOARD

UPDATED AUGUST 2014

Some General Information

1. The online callboard is at this point a supplement to the traditional callboard in the theatre hallway. You should post to both locations.
2. As of August 2014, the callboard is located at a NEW web address: <http://websites.uwlax.edu/theatrerecallboard/>
3. Both callboards should be as up to date as possible
4. Please do not post contact sheets on either callboard, as it is giving out personal information not intended for the public. (It is still okay to email the contact sheet out!)
5. Just as it is necessary to post your report and schedule update in the hallway by the next morning, you should also update the website at the same time. If you type your report in the SM office, you can take care of all of these things at once. If you type your report at home, try to update the website at the same time you post the hard copy.
6. If you run into problems updating the site, talk to Laurie! I also have access to the site and can post for you in an emergency (just like I can with hard copies).
7. If you think you made an error while updating the night before and think you might have messed up someone else's pages, let Laurie know right away.

Getting Started

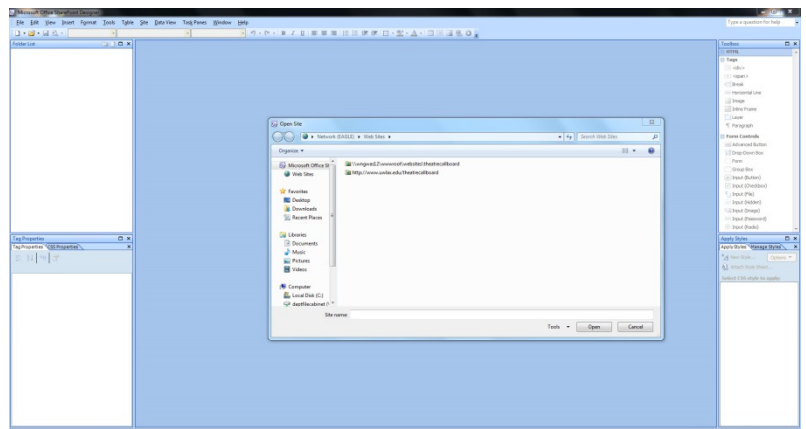
Open Microsoft Share Point Designer 2007. It is located both in the list of programs on the computer and as a shortcut on the desktop

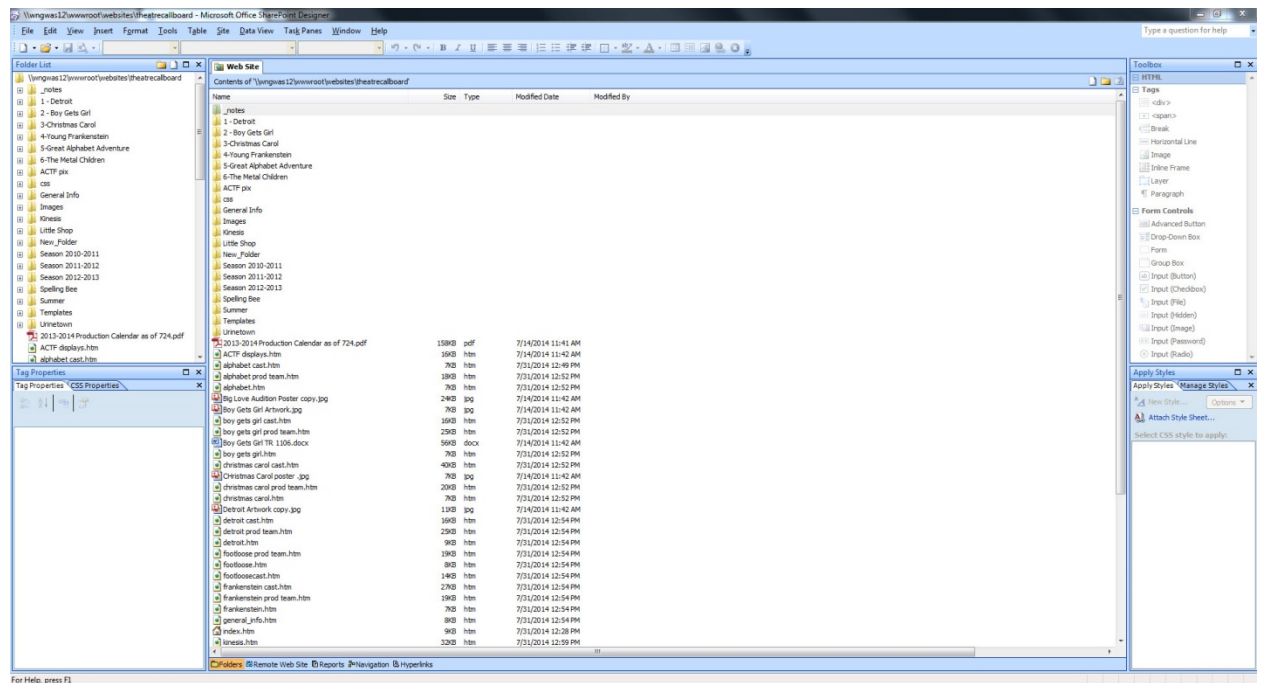
From the FILE menu, select, OPEN SITE

Our site will appear in the list of websites in the window that opens. Note that you will see BOTH the old and the new locations. Make sure you pick the new one: <http://wngwas12/wwwroot/websties/theatrerecallboard>

As long as you have logged into the computer as TheatreSM, then you will automatically be able to open the site by double clicking on the name. If you accidentally logged in as yourself, you will need to log out and start again. Nothing will appear when you try to open a site. You'll be looking at the image below, with no addresses in the center box.

The site will open and give you access to all the pages





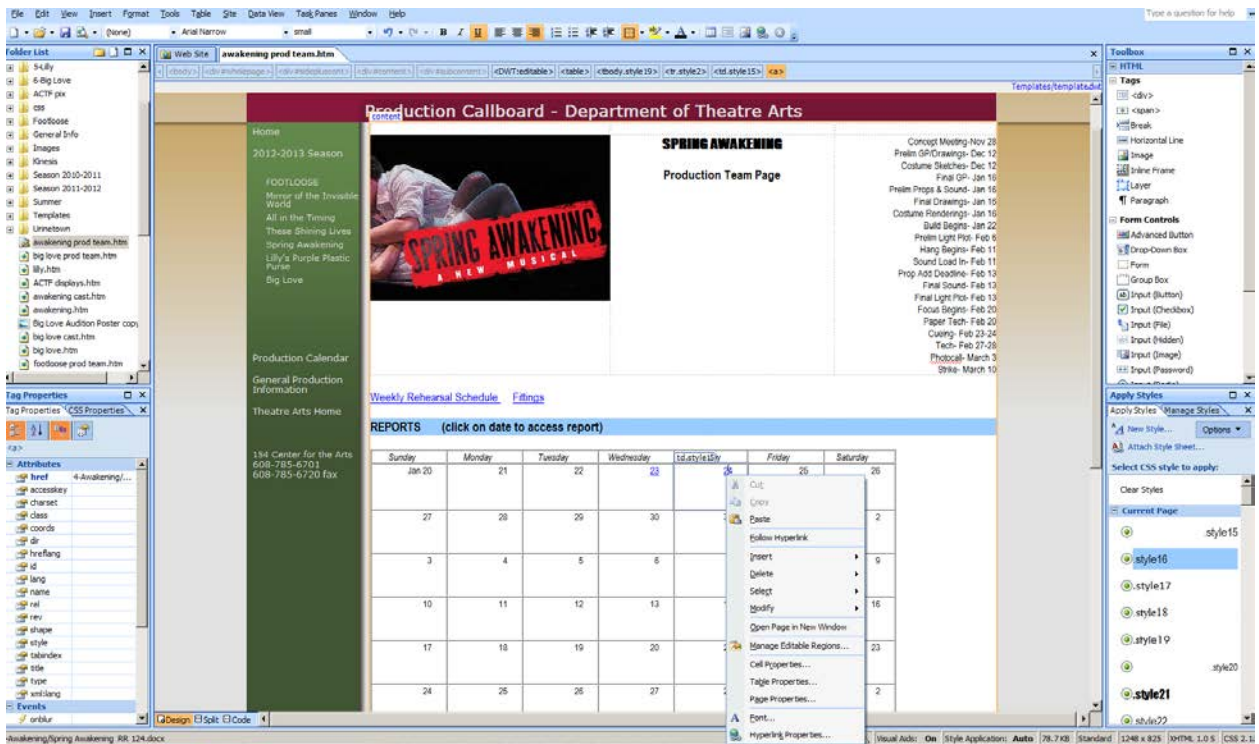
Updating Your Show Pages

Each show has three pages: a basic home page for your show, a page for production team info, and a page for cast info. Additionally there is a folder for each show. This is where you will put documents.

You should not play around with pages not for your show. NO ONE should adjust the page named INDEX, or the contents of the TEMPLATES or CSS folders. These are general site items, and changing them can cause unforeseen problems.

At the end of each night, after you have typed, printed and posted your rehearsal report, you should upload it to the website.

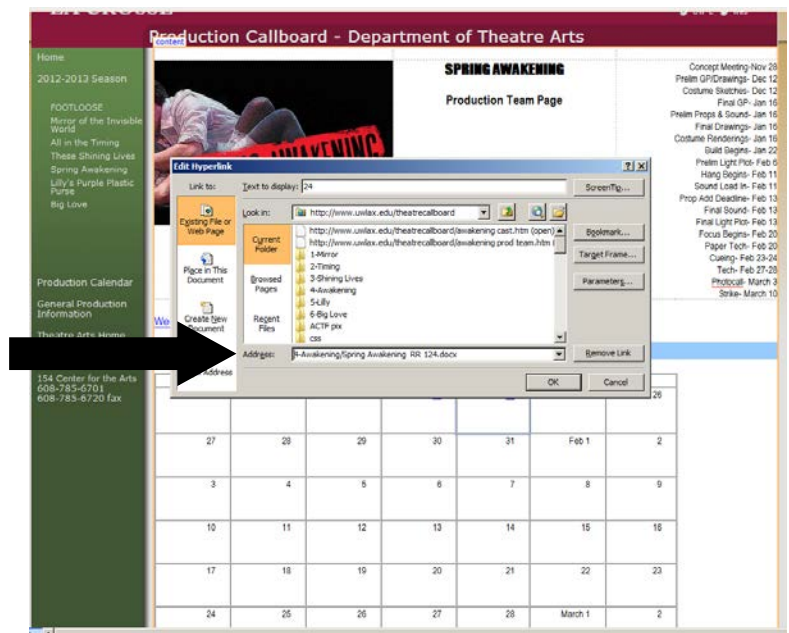
1. Double click on the page you want to open it in the main window
2. Click on the folder for your show on the computer so that it overlaps on the screen and is accessible.
3. Drag the report from the computer folder to the SharePoint folder. You are copying the file.
4. Now the report is available on the website
5. Highlight the date in the calendar that corresponds to your report
6. Right click on the mouse to bring up a menu
7. Select HYPERLINK
8. A window will open with all of the show folders. Double click on your show to open the folder
9. Select the document you want to link and click OK
10. The window will close. You should notice that the date you highlighted had now changed colors and is underlined. This tells you that the link is complete



If you need to upload other items, such as a schedule or breakdown, scroll down to the appropriate section of the page. If the title of the document is already there, highlight it and link the document just like you linked the report. If the title of the document is not there yet, type it in and then proceed with the linking.

If you would like to use the link to go to the Google Doc for an item rather than to a hard copy you've placed in your show folder, follow the same instructions, but

- Instead of double clicking to open a folder to link a document, you will add a web address in the hyperlink address box.
- The easiest way to do this is to actually open the Google Doc, and copy and paste the web address into this box
- Then say OK as before. People who have permission to view the document will be able to follow the link
- **THIS IS HOW YOU SHOULD HANDLE YOUR PROP LIST!!**

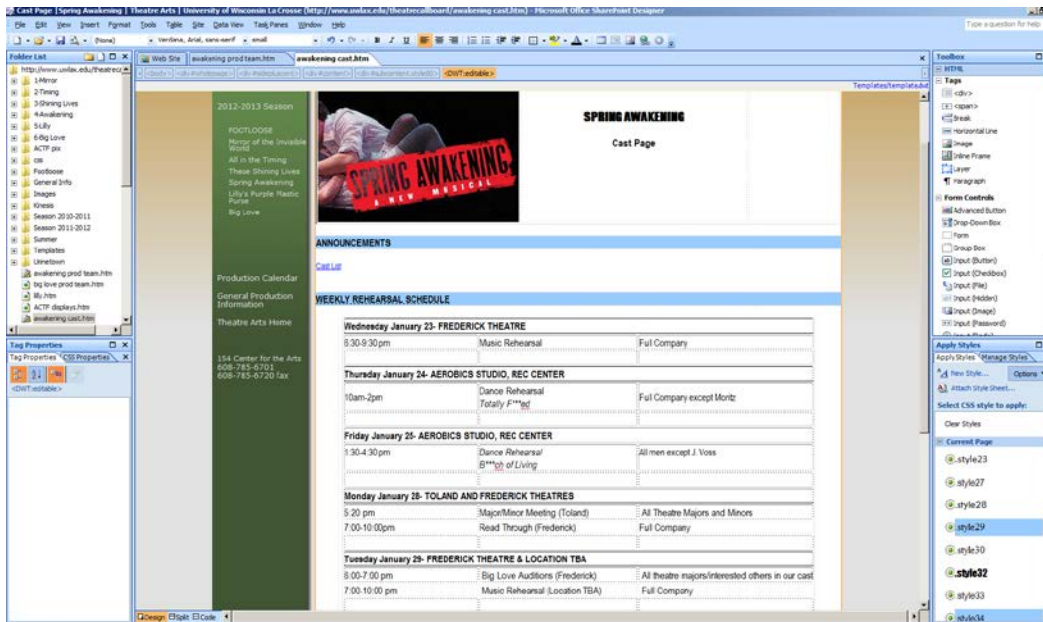


On the Cast Page

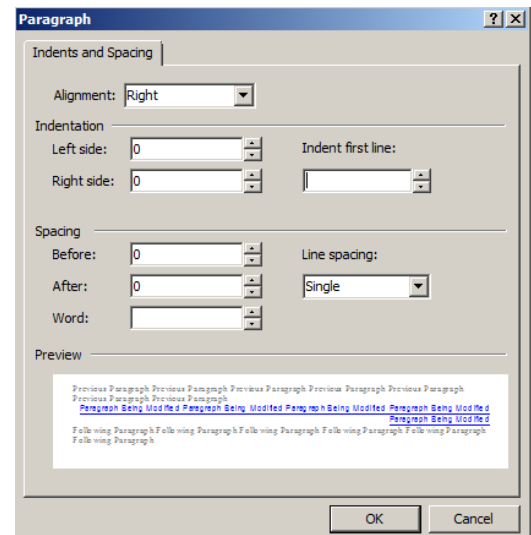
As soon as you have it from your director, you should upload a PDF copy of your general rehearsal calendar to your show's home page. This makes it easy for both actors and designers to find.

At the end of each week, you should post the next week's rehearsal schedule to the cast page.

In this case you will cut and paste from the Word document in which you made the schedule. You want the cast to see the information right away, so there is no need to link a document. Any time your schedule changes you should update the printed and posted copies.



1. OPEN the cast page by double clicking on the name of it in the folder list on the left side of the screen. The page will open in the main window.
2. Copy the rehearsal schedule information from the document you will be posting, and click back into Front Page.
3. Click into the area below the Weekly Rehearsal Schedule heading, and paste in the information.
4. Make any format adjustments that seem necessary. Most often the problem you will see is an excessive amount of space between lines. To get rid of this, go to the "Format" tab and select "Paragraph." Make sure that the spacing before and after each word is 0, and that the line spacing is single.
5. Repeat this process to also list your fittings.
6. DO NOT do anything to the Schedule or Fitting headings, as they are set up to be accessible from the production team page.
7. You can include a downloadable copy of the schedule if you wish, but be sure to put the text on the page. If you only have a link to a PDF, you will create problems for people viewing the site on smartphones.



WEEKLY REHEARSAL SCHEDULE (PDF copy for download available [HERE](#))

Thursday December 12

5:15 pm	Call to Theatre	SM Team, Nick (sound)
5:30 pm	"Just in Case" Understudy Rehearsal of School Yard and Bygone Christmas	Bush, Holmes, Lake, Schiffer , Sopel, Ward, Wolf, Youngren
5:45 pm	Call to Theatre	Deck Crew, Costume Crew
5:45 pm	Call to Theatre	All Adults
6:00 pm	Call to Theatre	Kids: Schiffer , Ian Scott
6:00 pm	Call to Theatre	Light Board Operator
6:25 pm	Swing Check	Steidl , Hanson, Crew
6:30 pm	Mic Check	Busse , K Katschke , Lake , Masterson , Schiffer , Ian Scott , Steidl
6:30 pm	Call to Theatre	The Rest of the Kids
7:30 pm	Performance	All

Other Useful Formatting Tips

Using the “tab” key to put space between columns or to line up items is not very useful—each computer will adjust the web page size based on the size of the monitor, so it is not absolute.

If you want something to be pretty and lined up, insert a table. That will remain consistent. You can turn off the lines of the table if you just want “pretty” but no borders.

In SharePoint, the first time you paste into a cell in any column, that column will automatically get much wider than you want it to be. Just drag the column width back to what you want (just like you do in Word). It will stay.

Publishing the Site

Once you have made all the necessary changes, all you need to do is save each page.

Click on the FILE tab to access the drop down menu

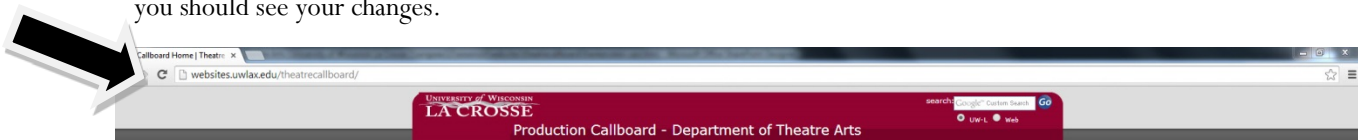
If you have made changes to only one page, select SAVE

If you have made changes to multiple pages, you will also have the SAVE ALL option. Choose it!

Now you need to double check that it has all worked! DO THIS BEFORE YOU CLOSE SHAREPOINT—IN CASE YOU NEED TO MAKE MORE CHANGES!

Go to the internet and open the Callboard website. Visit your pages.

If the changes do not appear, you may just need to refresh the page. Click the refresh symbol located next to the box with the web address. The internet “remembers” the last version of a page it has been to before, so after refreshing, you should see your changes.



If you still do not see your changes, go back to SharePoint and make sure you have saved everything.

When you are done, close the site, then the program, and go home!