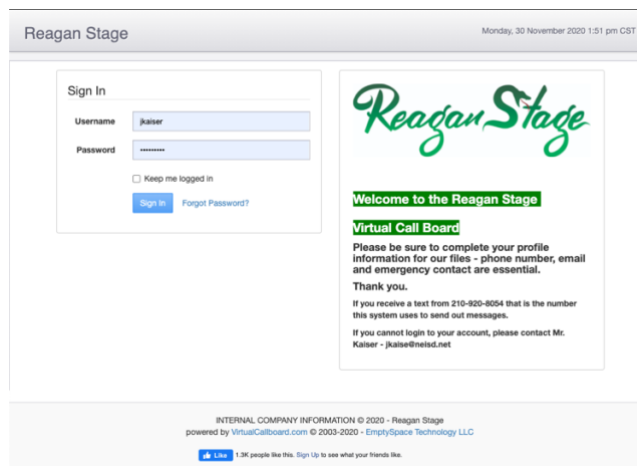


# How to use Reagan Stage's Virtual Call Board

Virtual Call Board is a website subscription the Reagan Theatre Department pays to use. It is used to schedule rehearsals, performances, send updates to cast and crew members, and schedule technicians for events. You should have received an email with your login name and password. If you did not, contact Mr. Kaiser for the information ([jkaise@neisd.net](mailto:jkaise@neisd.net)). If you forgot your password, you can either contact Mr. Kaiser or see your stage manager.

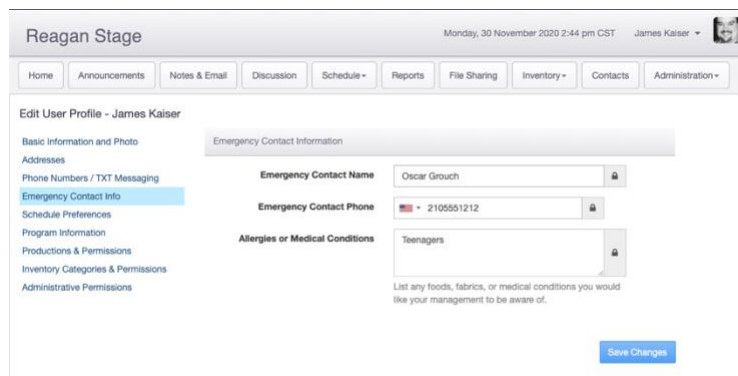
## First Time Users

To access Virtual Call Board the first time, you must do so on the web at [reaganstage.vcallboard.com](http://reaganstage.vcallboard.com). After your first login, you will be able to use the VCB app on your phone, but the first login has to be on the website.



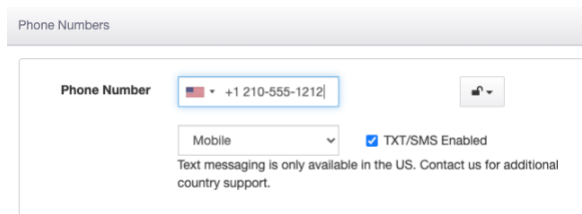
The screenshot shows the login page for Reagan Stage. At the top, it says "Reagan Stage" and "Monday, 30 November 2020 1:51 pm CST". On the left, there is a "Sign In" form with fields for "Username" (containing "jkaiser") and "Password" (masked with dots). Below the password field is a checkbox for "Keep me logged in" and two buttons: "Sign In" and "Forgot Password?". On the right, there is a large green logo for "Reagan Stage" and a "Welcome to the Reagan Stage Virtual Call Board" message. The message asks users to complete their profile information (phone number, email, emergency contact) and provides contact information for Mr. Kaiser.

The first time you log in, the system will request that you fill out your emergency contact information. Please continue to complete your user profile by clicking on the links on the left side of the screen.



The screenshot shows the "Edit User Profile" page for James Kaiser. The page has a navigation bar with links: Home, Announcements, Notes & Email, Discussion, Schedule, Reports, File Sharing, Inventory, Contacts, and Administration. The "Emergency Contact Information" section is highlighted in the left sidebar. The form contains fields for "Emergency Contact Name" (Oscar Grouch), "Emergency Contact Phone" (2105551212), and "Allergies or Medical Conditions" (Teenagers). There is a "Save Changes" button at the bottom right.

Specifically, please fill out the section marked "Phone Numbers / TXT Messaging". It is only with this information completed the system can send you emails and messages regarding schedule changes and other information the stage manager or directors might need to send you. Be sure to check the box for TXT/SMS Enabled for your cell phone so that you can receive text messages from VCB



The screenshot shows the "Phone Numbers" section of the user profile. It has a "Phone Number" field with a dropdown menu showing "+1 210-555-1212" and a "Mobile" dropdown menu. Below the phone number field is a checkbox for "TXT/SMS Enabled" which is checked. A note at the bottom states: "Text messaging is only available in the US. Contact us for additional country support."

## Using the Home Screen

After your initial log in and you fill out the emergency contact info, any time you log in after that you will be on the Home Screen. Please note that the tabs and options on your home screen will depend on your access level and may be different from those in the examples.

The screenshot shows the Reagan Stage Home Screen. At the top, it displays the name 'Reagan Stage', the date and time 'Monday, 30 November 2020 3:07 pm CST', and the user's name 'James Kaiser' with a profile picture. Below this is a navigation bar with tabs: Home, Announcements, Notes & Email, Discussion, Schedule, Reports, File Sharing, Inventory, Contacts, and Administration. The main content area is divided into several sections:

- Open Calls:** A table with columns for Date / Time, Call Title, Production, and # of Openings. It lists two events: 'Band Concert' on Tue, 08 Dec 2020 and 'Choir Concert' on Wed, 09 Dec 2020. Each event has 'Accept' and 'Decline' buttons.
- Message Center:** A section with a 'Send Message to Manager' button.
- Recently Shared Files:** A table with columns for File, Size, Date, and Production. It lists two files: 'How to enter a bio in VCB (E...)' (26440.5 KB, Sep 18 2020) and 'How to Write a Bio (Bios how...)' (13.6 KB, Jan 20 2018).
- My Upcoming Calls & Conflicts:** A section with 'Add Conflict' and 'Add Call' buttons. It lists upcoming events: 'Appointment' on Fri, 11 Dec 2020, and three 'Rehearsal' events on Tue, 05 Jan 2021, Wed, 06 Jan 2021, and Thu, 07 Jan 2021.
- Last Users to Login:** A table with columns for Name and Last Login. It shows 'James Kaiser' with a last login of '30 Nov 2020 2:32 pm'.

You may or may not see all of the sections in the example depending on the production you are affiliated with and/or your system permissions.

**Open Calls** – this is primarily for technicians, you will see any calls that require your input, such as costume fitting times.

- For technicians, this is how you sign up for auditorium events and event crews.
- If there is an open call for something you can attend, click Accept. If you cannot attend, click Decline. If you are not sure, do nothing.

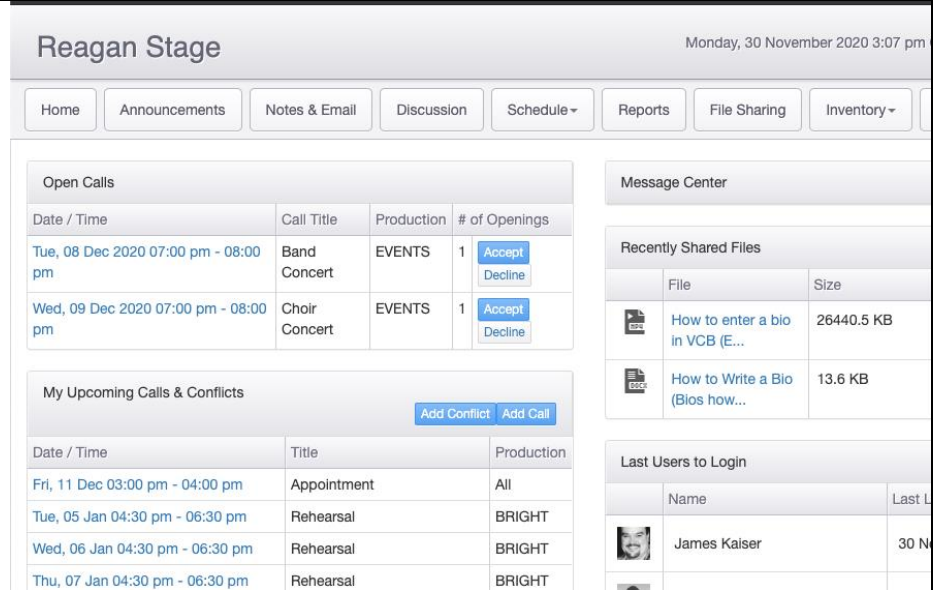
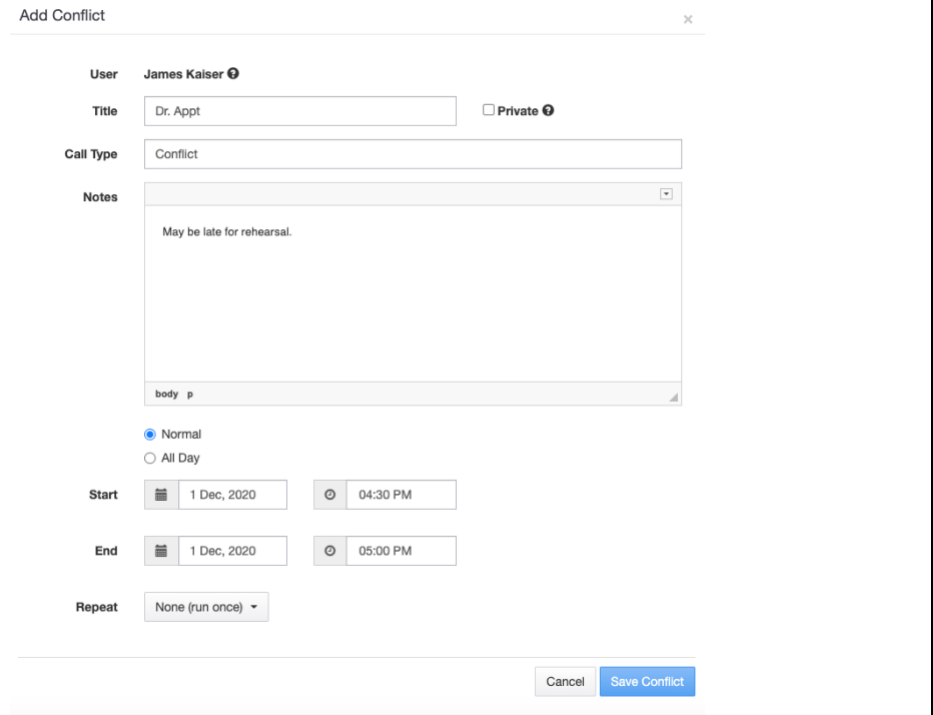
**My Upcoming Calls & Conflicts** – this will show any rehearsal or show calls you have coming up. It will also show any conflicts you have entered in the system.

**Message Center** – shows any messages intended for you that have been sent out by your directors or stage managers.

**Recently Shared Files** – files that need to be shared with anyone in your production or the department will be here for download or viewing.

**Add Conflicts** – if you have a known conflict (doctor appointment, college visit, etc.) which does or may interfere with a rehearsal call or event that you may be called for, here are the steps you need to follow:

1. Notify the appropriate director (Mr. Fillingim for actors, Mr. Kaiser for techs) AND the stage manager of the production IN WRITING (email is fine).
2. Enter the conflict into VCB. See the following example.

<p>From the Home Screen, click “Add Conflict”</p>	 <p>The screenshot shows the Reagan Stage VCB interface. At the top, it says 'Reagan Stage' and 'Monday, 30 November 2020 3:07 pm'. Below this are navigation tabs: Home, Announcements, Notes &amp; Email, Discussion, Schedule, Reports, File Sharing, and Inventory. The main content area is divided into several sections: 'Open Calls' with a table of upcoming calls, 'Message Center', 'Recently Shared Files', and 'Last Users to Login'. The 'Open Calls' table has columns for Date / Time, Call Title, Production, and # of Openings. The 'My Upcoming Calls &amp; Conflicts' table has columns for Date / Time, Title, and Production.</p>
<p>Enter the title and any notes you care to add.</p> <ul style="list-style-type: none"> <li>• Please DO NOT check the “Private” box. Conflicts are only seen by the directors and stage managers. Do not include any details that you do not want known to others.</li> <li>• Select All Day if needed, otherwise adjust the time as needed.</li> <li>• If this is a recurring appointment, select the repeat button and follow directions.</li> </ul>	 <p>The screenshot shows the 'Add Conflict' form. It is titled 'Add Conflict' and has a close button (X). The form fields are: User (James Kaiser), Title (Dr. Appt), Call Type (Conflict), Notes (May be late for rehearsal.), Start (1 Dec, 2020, 04:30 PM), End (1 Dec, 2020, 05:00 PM), and Repeat (None (run once)). There is a 'Private' checkbox which is unchecked. At the bottom, there are 'Cancel' and 'Save Conflict' buttons.</p>

3. Your stage manager may choose to enter the conflict for you, if they do not, it is your responsibility. Simply ask if they plan to do so.

## Schedule Tab

From the home screen, click on the Schedule tab. This will display all of your calls in a format that you can print out and give to your family members. You can also sync your VCB calendar with your personal calendar on Google, Microsoft or Apple. Click on "Sync/Export Calendar" and follow the directions listed.

The screenshot shows the Reagan Stage VCB calendar interface. At the top, it displays "Reagan Stage" and the current date and time: "Tuesday, 1 December 2020 8:36 am CST" with a user profile for "James Kaiser". Below this is a navigation bar with buttons for Home, Announcements, Notes & Email, Discussion, Schedule (selected), Reports, File Sharing, Inventory, Contacts, and Administration. The main area shows a calendar for "December 2020" with a date picker set to "1 Dec, 2020". The calendar grid shows events for the week of Dec 7-12, including "07:00 PM Band Concert" and "07:00 PM Choir Concert" on Tuesday and Wednesday, and "03:00 PM Appointment" on Friday. The interface includes filters for "All Users", "All Types", and "All Spaces", and buttons for "Add Call" and "Add Conflict". At the bottom, there are options for "Printer Friendly" and "Sync/Export Calendar".

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## How to Add Your Biography (aka Bios)

Everyone should create a biography to be used in the show program. Your family would want you to and we always hear how disappointed they are you do not have one. Guess what? That's on you. The directors will not force you to have a bio, nor will they write one for you, nor will they chase you down to get you to do one. **Everyone** should have a biography in VCB and it needs to be *updated for every show* in which you participate.

On the home screen, on the right-hand side under Shared Files, you will find an instructional video about how to enter a bio in VCB as well as a worksheet on how to create your bio.