

The screenshot shows a web browser window with the following content:

- Address bar: Address [ ] Go
- Page Title: Take Part in Art – Production Management Tool
- Header: Welcome, Seattle Opera [Home](#) | [About Your Organization](#) | [Change Password](#) | [Logout](#)
- Section: **Please Login**
- Form fields: Username [ ] Password [ ]
- Button: Save
- Link: [Forgot my password](#)
- Alert box: **Having Trouble Logging In?**  
Call [someone] at (206)111-1111 for help.

# Take Part in Art – Organization Tool (version 2)

## 9.1a Organization Information



**Take Part in Art – Production Management Tool**

Welcome, Seattle Opera [Home](#) | [About Your Organization](#) | [Change Password](#) | [Logout](#)

**Welcome to the Take Part in Art Production Management Tool**

Since this is your first time here, please complete the following information about your organization. This information will be displayed in several locations on the website, including your organization page and your production pages.

**Problems?**  
Call [someone] at (206)111-1111 for help.

### About Your Organization

Fields marked with a \* are required.

#### Organization

**Organization Name\***  **Example:** Seattle Opera

**Address\***

**City\***

**State\*** WA  **2**

**Zip Code\***

**Phone Numbers**  **4** **3**

**Web site** http://  **6**

**E-mail**

**Organization Description\***  **5**

**Example:**  
Administration: (206) 555-1234  
Tickets: (206) 555-1212  
Tickets, toll-free: (800) 833-1234

**Example:** http://www.seattleopera.org

**Example:**  
info@seattleopera.org  
boxoffice@seattlerepertory.org

#### Administrative Contact

This information will not be displayed on the site. It will be used for administration contact only.

**First Name**

**Last Name**

**Address\***

**City\***  **State\*** WA

**Zip Code\***

**Phone**

**Fax**

**Email Address**

- 1 This page is used upon first login.
- 2 State field defaults to WA
- 3 Freeform text field
- 4 Any non-required field left blank should not be displayed on public page.
- 5 No character limit.
- 6 Website field includes http:// by default.

# Take Part in Art – Organization Tool (version 2)

## 9.1b Organization Information



**Take Part in Art – Production Management Tool**

Welcome, Seattle Opera [Home](#) | [About Your Organization](#) | [Change Password](#) | [Logout](#)

### About Your Organization

Fields marked with a \* are required.

**Organization Name\***  **Example:** Seattle Opera

**Address\***

**City\***

**State\***

**Zip Code\***

**Phone Numbers** Administration: (206) 555-1234  
Tickets: (206) 555-1212  
Tickets, toll-free: (800) 833-1234  
**Example:**  
Administration: (206) 555-1234  
Tickets: (206) 555-1212  
Tickets, toll-free: (800) 833-1234

**Web site**  **Example:** http://www.seattleopera.org

**E-mail**   
**Example:**  
info@seattleopera.org  
boxoffice@seattlerepertory.org

**Organization Description\***

### Administrative Contact

This information will not be displayed on the site. It will be used for administration contact only.

**First Name**

**Last Name**

**Address\***

**City\***  **State\***

**Zip Code\***

**Phone**

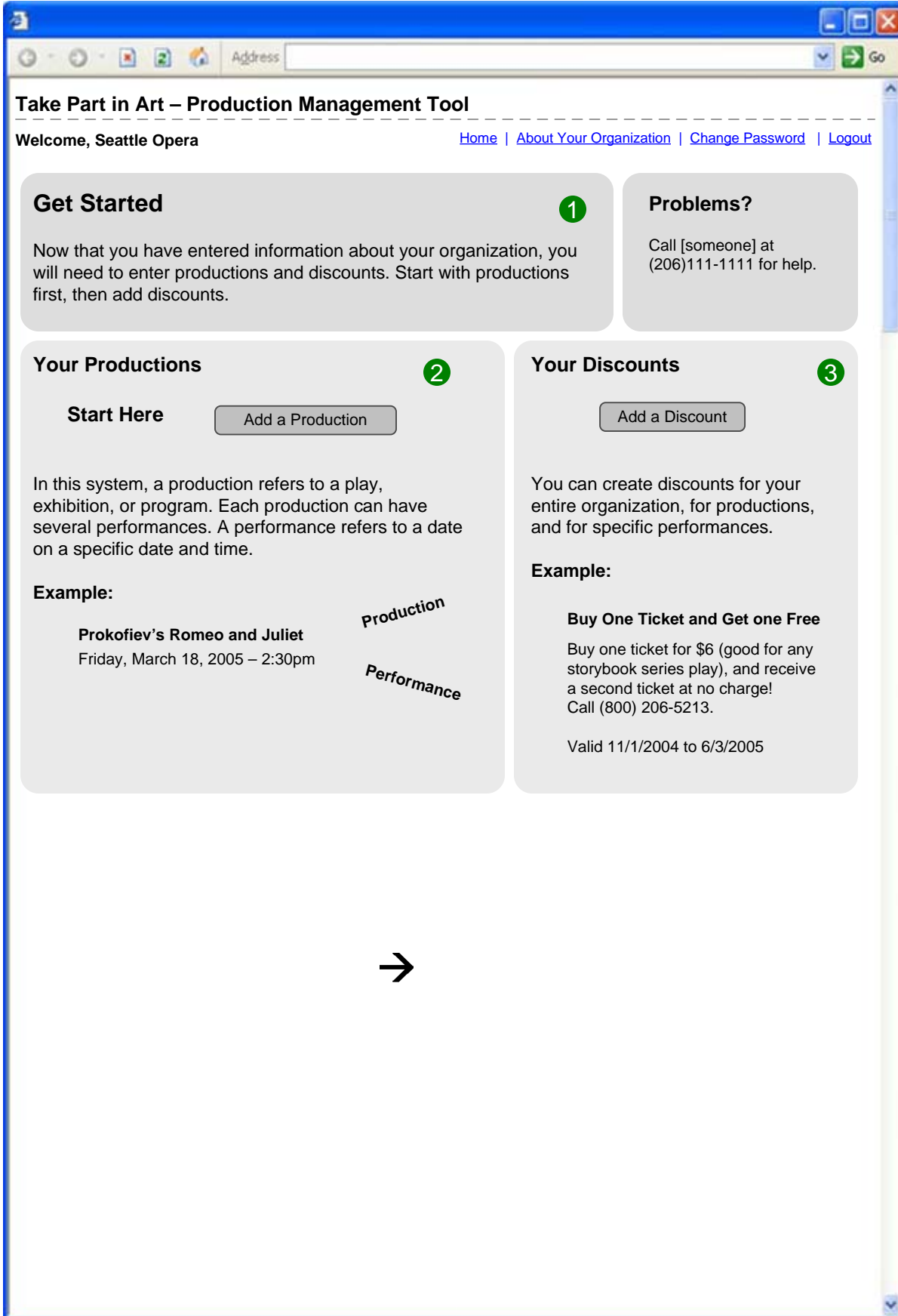
**Fax**

**Email Address**

- 1 This page is the same as 9.1a without the welcome message.
- 2 Cancel button only appears on 9.1b

# Take Part in Art – Organization Tool (version 2)

## 9.2a Dashboard (empty)



- 1 Welcome message displayed on first view only.
- 2 This layout should be included when no productions have been entered.
- 3 This layout is displayed when no discounts are added.

# Take Part in Art – Organization Tool (version 2)

## 9.2b Dashboard (with information)



**Take Part in Art – Production Management Tool**

Welcome, Seattle Opera [Home](#) | [About Your Organization](#) | [Change Password](#) | [Logout](#)

**Your Productions** [Add a Production](#)

[Prokofiev's Romeo and Juliet](#)  
March 12, 2005 – March 18, 2005 **1**

[Tiny Tots](#)  
April 2, 2005 – April 5, 2005

[Tommy Dorsey Orchestra](#)  
April 7, 2005 – April 10, 2005

[Todd Wilson](#)  
April 11, 2005

[Tiny Tots](#)  
April 2, 2005 – April 5, 2005

[Mendelssohn's Elijah](#)  
April 14, 2005 – April 15, 2005

In this system, a production refers to a play, exhibition, or program. Each production can have several performances. A performance refers to a date on a specific date and time.

**Example:**

**Prokofiev's Romeo and Juliet** *Production*  
Friday, March 18, 2005 – 2:30pm *Performance*

**Your Discounts** [Add a Discount](#)

[Buy One Ticket Get One Free](#)  
Valid March 12, 2005 to March 18, 2005 **2**  
Remove March 18, 2005

[Friday Nights to Carmen Half Price](#)  
April 7, 2005 – April 10, 2005  
Remove March 18, 2005

You can create discounts for your entire organization, for productions, and for specific performances.

**Example:**

**Buy One Ticket and Get one Free**

Buy one ticket for \$6 (good for any storybook series play), and receive a second ticket at no charge!  
Call (800) 206-5213.

Valid 11/1/2004 to 6/3/2005

**Problems?**  
Call [someone] at (206)111-1111 for help.

- 1** All productions currently entered are displayed here.
- 2** All currently running discounts are displayed.

# Take Part in Art – Organization Tool (version 2)

## 9.3-part1 Add or Edit Productions



**Take Part in Art – Production Management Tool**

Welcome, Seattle Opera [Home](#) | [About Your Organization](#) | [Change Password](#) | [Logout](#)

### Add or Edit a Production

Fields marked with a \* are required.

**Title\***  **Example:** Romeo and Juliet 2

**Production Description\***  **B I U** 1

**Start Date\***

to

**End Date (optional)**

**Remove After\***    3

**More Information Link**

**Buy Tickets Link**

**Location\***

**Hours**  **Example:**  
Tuesday to Friday, 11 a.m. to 4:30 p.m.  
Saturday and Sunday, 12 to 4 p.m.  
The museum is closed on Mondays and Holidays.

**Admission**  **Example:**  
\$4.00 adults; \$3.00 students/seniors;  
\$2.00 children 5 to 12; \$3.50 tour fee per person;  
First Thursday of every month is free.

- 1 No character limit
- 2 Allow basic formatting
- 3 Remove after values default to end date (or start date if no end date is specified)

Continue to 9.3 part 2

# Take Part in Art – Organization Tool (version 2)

## 9.3-part2 Add or Edit Productions

Continued from 9.3 part 1

### Keywords

**Location**

**Event**

**Style**

- Edgy
- Traditional
- Avant Garde
- Dramatic
- Contemporary
- Family-friendly

### Discounts

\$10 off Children's Tickets [Remove](#)

### Performances

No performances (ie – an exhibition or other ongoing event)

<input type="text" value="11"/>	<input type="text" value="Nov"/>	<input type="text" value="2005"/>	at	<input type="text" value="8:00"/>	<input type="text" value="PM"/>	Has discount? <input checked="" type="checkbox"/>	<a href="#">Remove</a>
<input type="text" value="12"/>	<input type="text" value="Nov"/>	<input type="text" value="2005"/>	at	<input type="text" value="8:00"/>	<input type="text" value="PM"/>	Has discount? <input checked="" type="checkbox"/>	<input type="button" value="Add + 1"/>

Make this production public

- 4 Preview displays production detail page with entered information.
- 5 Publish button makes production available on site,
- 6 +1 button adds saves entry and adds another entry incremented by 1 day.
- 7 All discounts entered are available here.
- 8 Save button saves contents and returns user to dashboard.

**Take Part in Art – Production Management Tool**

Welcome, Seattle Opera [Home](#) | [About Your Organization](#) | [Change Password](#) | [Logout](#)

### Add or Edit a Discount

Fields marked with a \* are required.

**Title\***  **Example:** Buy One Get One Free 2

**Long Description\*** (no character limit) 1

**Short Description\*** (x character limit) 5

**Start Date\***    to **End Date** (optional)

**Remove After\***    3

Make this discount public

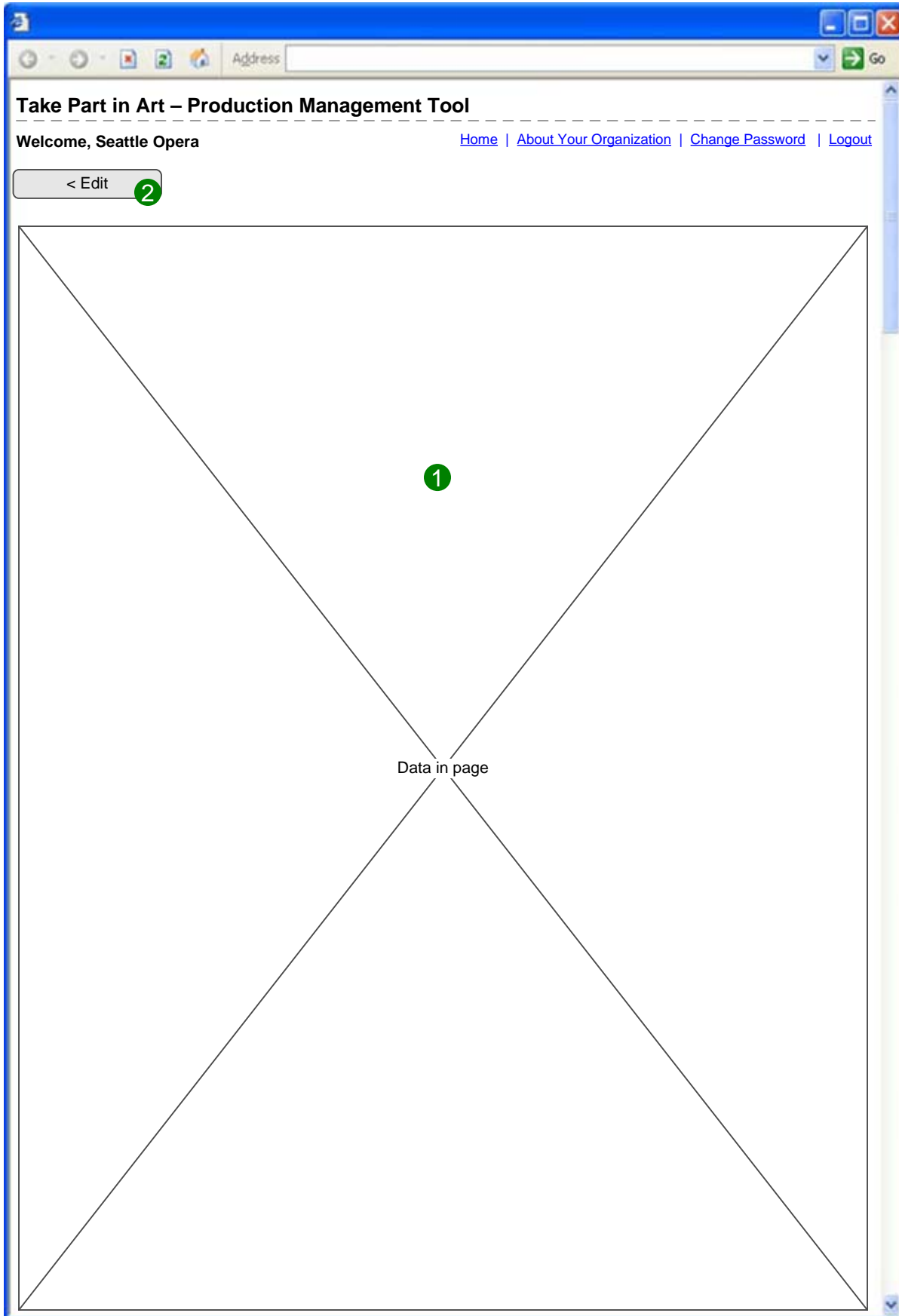
4

#### How Discounts Work

1. Create a discount here.
2. Open a production record.
3. Under discounts, select the discount from the pulldown menu.

If your discount applies to a particular performance, click "is discount?" next to each performance.

- 1 No character limit
- 2 Allow basic formatting
- 3 Remove after values default to end date (or start date if no end date is specified)
- 4 Preview displays discount page with entered information.
- 5 Short description needs character limit (to be determined)



- 1 Displays data in front-end page
- 2 Returns to edit page



**Take Part in Art – Production Management Tool**

Welcome, Seattle Opera [Home](#) | [About Your Organization](#) | [Change Password](#) | [Logout](#)

### Retrieve Your Password

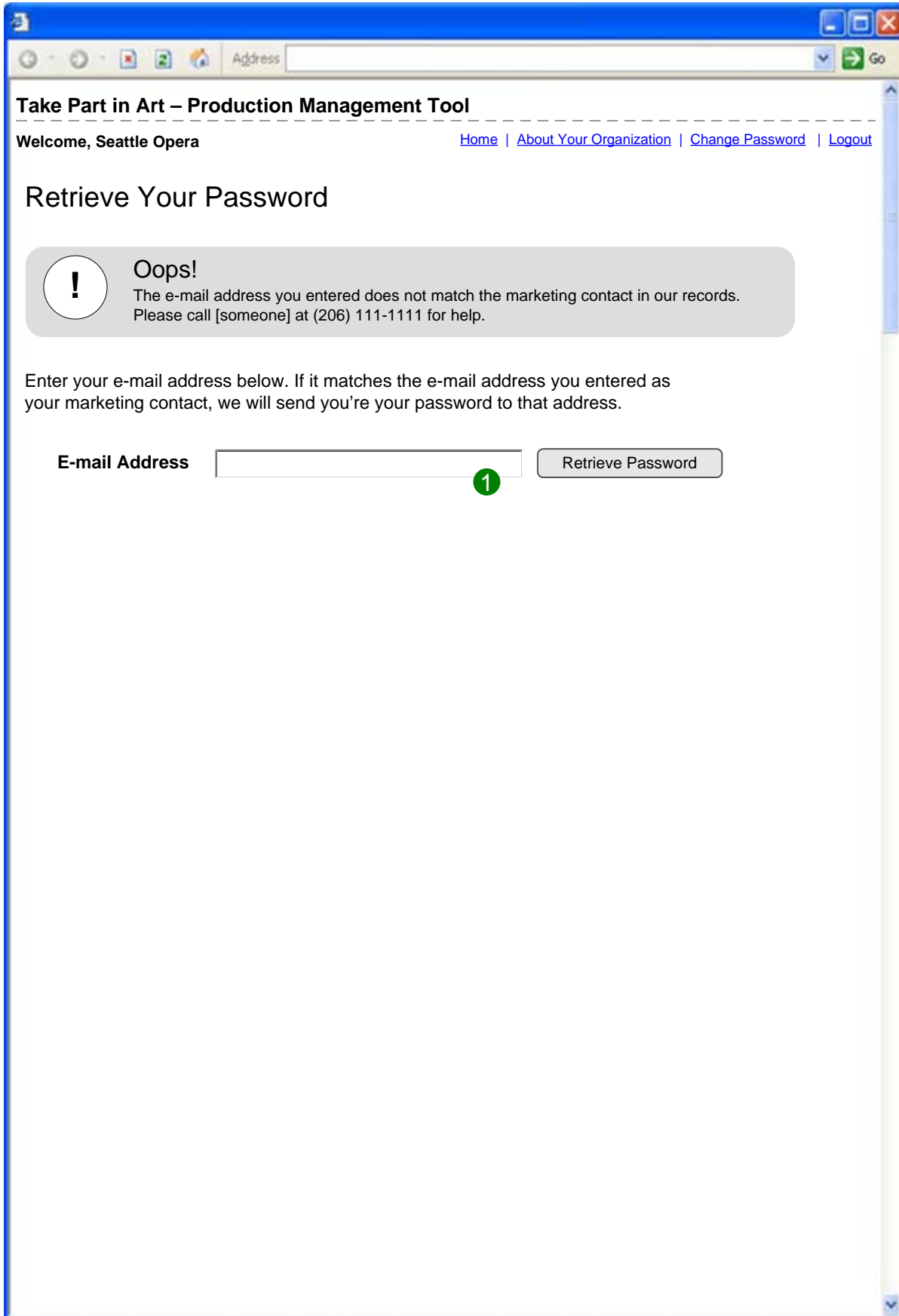
Enter your e-mail address below. If it matches the e-mail address you entered as your marketing contact, we will send you're your password to that address.

**E-mail Address**  1

**1** E-mail entered must match e-mail entered into marketing contact field.

# Take Part in Art – Organization Tool (version 2)

## 9.5a Forgot Your Password with error



1 E-mail entered must match e-mail entered into marketing contact field.



1 Organization users can only change password