

❖ General Information

Propared is Minnesota Opera's scheduling platform to manage our facilities, events, personnel, and resources. All schedule information will be communicated to artists via Propared.

Schedules in Propared are viewed via a unique URL for each calendar feed and are accessible via your web browser on any computer or mobile device. The URL for a set calendar feed will never change, so for example, you will always use the same link to access the Daily Schedule, regardless of the date. Information on each calendar feed automatically updates after a Propared Administrator adds or changes an event in the system, so any time you refresh your browser you will see the most current information.

Contacts

- Kerry Masek | Associate Production Director, Scheduling & Rentals | MNOP Propared Administrator
kmasek@mnopera.org | (612) 342-9584 office | (949) 463-9740 cell (calls or texts welcome)

Contact Kerry for: Questions regarding viewing or filtering schedules via Propared, linking Propared to your preferred calendar app, personalized calendar feed links, rehearsal/practice room reservation requests, general feedback or comments on your Propared experience.

- Emily Butzi | Production Stage Manager
ebutzi@mnopera.org | (612) 342-0233 office | (425) 765-3431 cell

Contact the PSM for: Rehearsal or show related questions, notification of absence/illness/tardiness.

❖ Propared Intro Video for Viewers

Start your experience with Propared by viewing this short 3 ½ minute video introduction from the makers of Propared, geared specifically for artists and other viewers of calendar feeds: [Intro Video](#). Next, continue reading this guide for additional info and step-by-step instructions.

❖ Calendar & Schedule Links

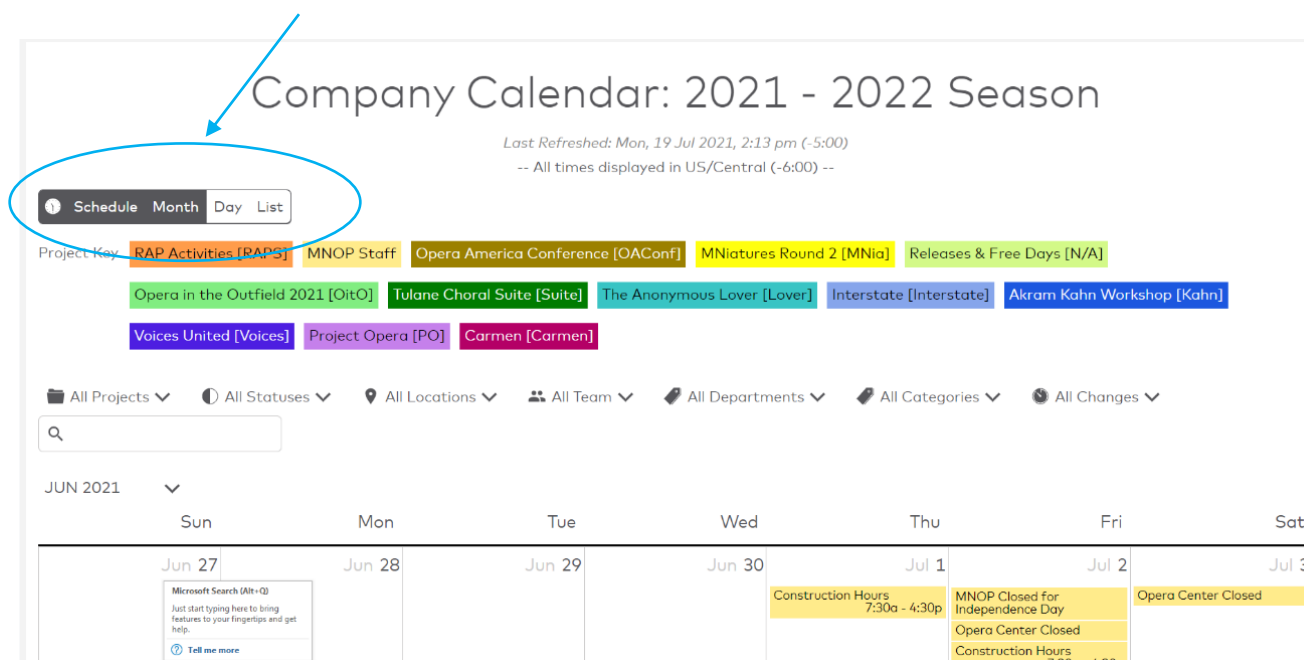
All calendar and schedule links are posted on the [Minnesota Opera Electronic Callboard](#) under "Schedules." Schedules available include:

- **Daily Schedule:** typically updated by 7:00p each evening with the calls for the following day. You will receive an email notifying you when the Daily Schedule is published or updated. If a revision to a Daily Schedule is published, changed or added items in the new version will automatically be highlighted in the revised schedule email.
- **Weekly Company Calendar:** All MNOP events in all locations for the current week. Calendar feed is updated by Saturday for the following week.
- **MNOP Campus Calendar:** All events scheduled on the MNOP Campus (Opera Center, LAB Theater, and Warehouse), by both internal and external users.
- **Season Company Calendar:** Overview of the current MNOP season.
- **Show Overview Schedules:** Overview schedules for each show. Schedule feeds available may include the full show overview, or overviews focusing on calls for a specific group of artists (e.g. Chorus or Super Overview Schedules).

Schedule Views: Month, Day, & List

Each calendar feed has a default view – month, day, or list – that will display when you load the feed. E.g. the Company Calendar displays in “month” view, while Daily Schedules display in “list” view.

You may change your view by clicking the “month,” “day,” or “list” buttons at the top left of the screen:



Additional Details

In the “month” or “day” views, click on an event to open a box displaying additional details such as notes or team members called. In “list” view, these additional details will display automatically in the appropriate columns. For online events, Zoom or other connection links will be provided in the notes field.

❖ Projects, Tags, & Filters

Projects: Each event is created within a project. Each show comprises its own project and additional event categories such as “RAP Activities” or “MNOP Staff” also comprise a project. Each project/show is color coded in the “month” or “day” views of a calendar feed. A Project Key is located at the top of each feed containing more than one project (see the image above).

Tags: Tags are labels assigned to events to help with sorting and filtering the schedule feeds. Tags include:

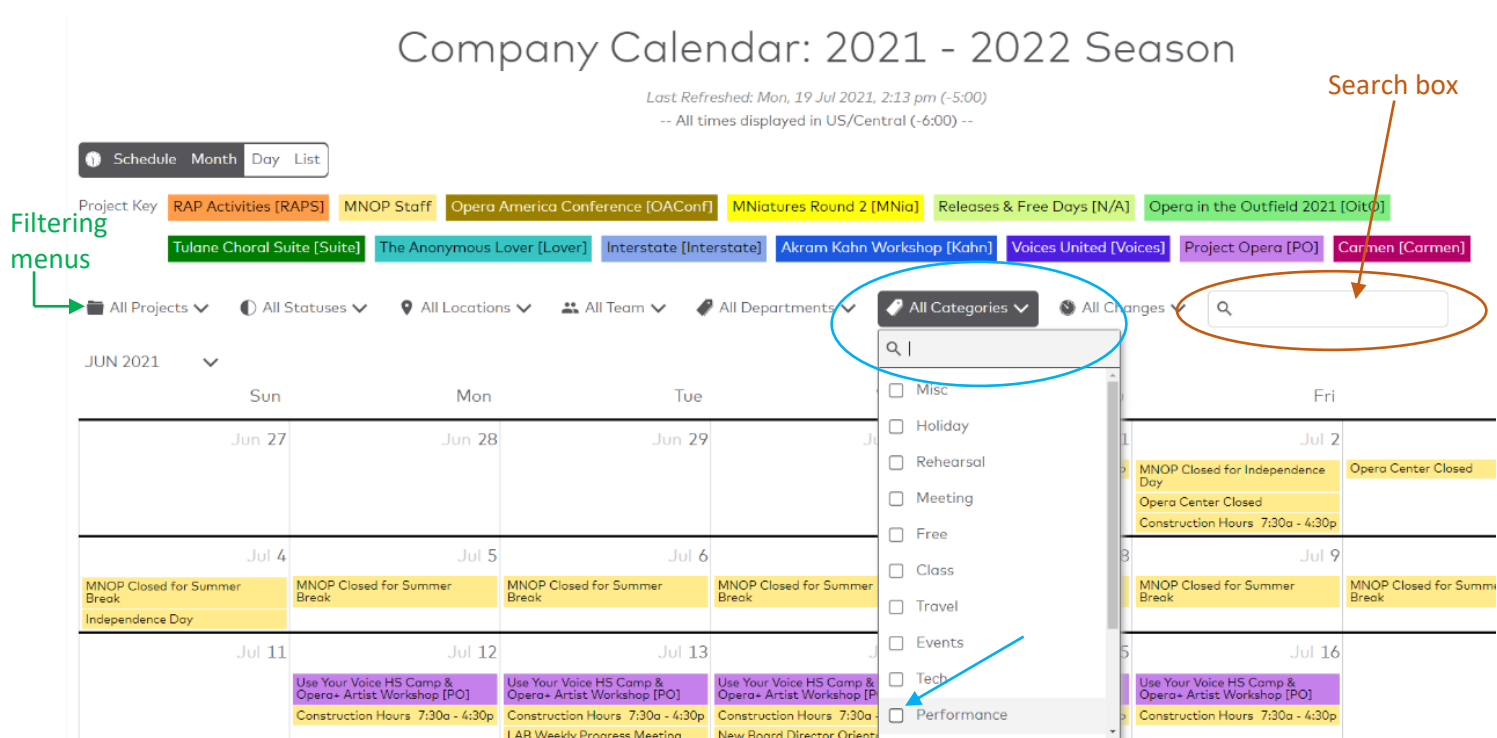
- **Team Members:** Artists and staff called to an event. By default, the list sorts alphabetically by first name.
- **Department:** Includes the 7 departments organizing the MNOP team – Executive, Administration, Advancement, Artistic, Finance, Impact, Production
- **Category:** Includes types of events, e.g. “rehearsal,” “meeting,” “performance,” “fitting,” etc.

Filters: Filters determine which Projects and/or Tags display in a schedule feed. The Propared Administrator assigns the default filters for each feed. End users may select options from the drop-down menus at the top of each page to further filter a calendar feed.

E.g., if you wish to view only the performances in a calendar feed, check the box next to “Performance” on the “All Categories” drop-down menu. The calendar feed will now show you only events tagged as a performance. Or, if you wish to view only the calls for a specific person, check that person’s name in the “All Team” drop-down menu. Note that only the tags assigned to events within a calendar feed will show in a drop-down menu. E.g., if no events have been tagged with the category “Performance,” this option will not be available for filtering.

All drop-down menus in this row provide different filtering options, and you may select as many or as few as you’d like.

You may also use the search box to type in your own filtering criteria. E.g., type “Orchestra” to see any event involving the orchestra on the calendar.



Company Calendar: 2021 - 2022 Season

Last Refreshed: Mon, 19 Jul 2021, 2:13 pm (-5:00)
-- All times displayed in US/Central (-6:00) --

Project Key: RAP Activities [RAPS] MNOP Staff Opera America Conference [OAConf] MNiatures Round 2 [MNia] Releases & Free Days [N/A] Opera in the Outfield 2021 [OitO] Tulane Choral Suite [Suite] The Anonymous Lover [Lover] Interstate [Interstate] Akram Kahn Workshop [Kahn] Voices United [Voices] Project Opera [PO] Carmen [Carmen]

Filtering menus: All Projects All Statuses All Locations All Team All Departments All Categories All Changes

Search box

JUN 2021

Sun	Mon	Tue	Fri
Jun 27	Jun 28	Jun 29	Jun 2
			MNOP Closed for Independence Day Opera Center Closed Construction Hours 7:30a - 4:30p
Jul 4	Jul 5	Jul 6	Jul 9
MNOP Closed for Summer Break Independence Day	MNOP Closed for Summer Break	MNOP Closed for Summer Break	MNOP Closed for Summer Break
Jul 11	Jul 12	Jul 13	Jul 16
Use Your Voice HS Camp & Opera+ Artist Workshop [PO] Construction Hours 7:30a - 4:30p	Use Your Voice HS Camp & Opera+ Artist Workshop [PO] Construction Hours 7:30a - 4:30p	Use Your Voice HS Camp & Opera+ Artist Workshop [PO] Construction Hours 7:30a - 4:30p	Use Your Voice HS Camp & Opera+ Artist Workshop [PO] Construction Hours 7:30a - 4:30p

“All Changes” Filter

Propared does not assign version numbers to schedules since the calendar feeds automatically update with each change. If you want to see what is new since your last visit to a feed, use the “All Changes” drop-down menu to select “Last 24 Hours,” “Last 7 Days,” or “Last 30 Days” and the calendar will display only those events which have been added or changed within the defined time period.

Event Status

Some events may be assigned a status of either “unconfirmed” or “confirmed.” An “unconfirmed” event will display a question mark to the left of the event title. A “confirmed” event will display a check mark to the left of the title.

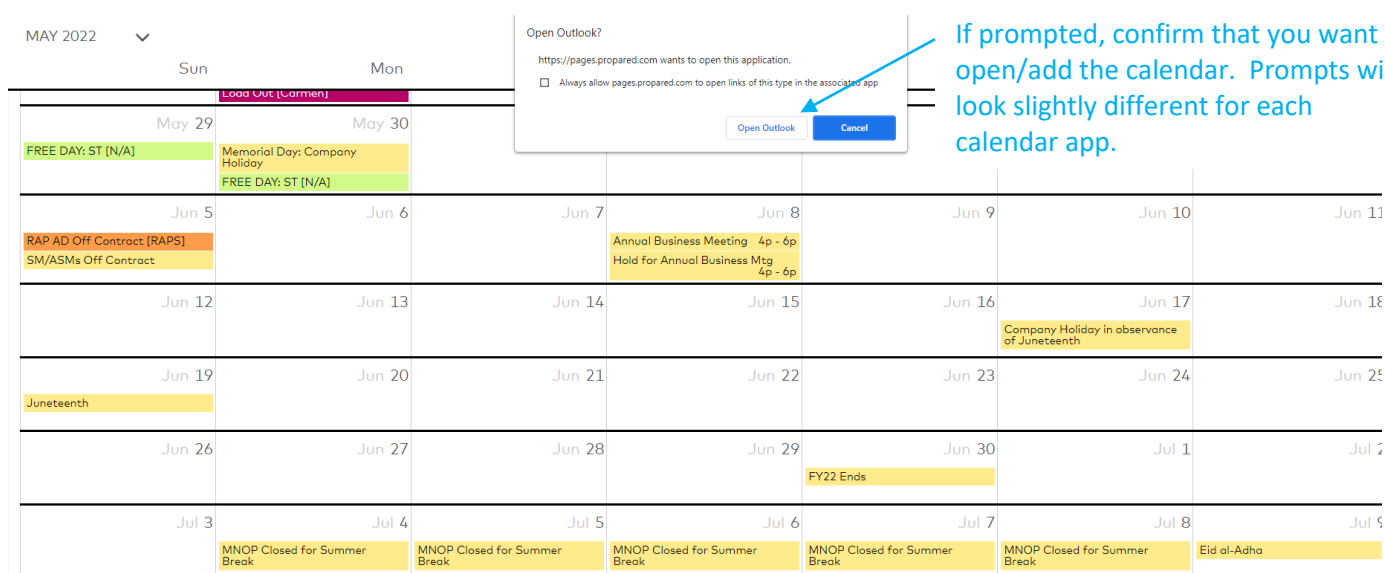
❖ **Subscribing to a Calendar Feed**

Subscribing to a calendar feed will automatically sync the events in that feed with your preferred calendar program, such as Outlook, Google Calendar, or iCalendar. You can subscribe to any existing calendar feed. The Propared Administrator can also create a personal feed for you that lists only the events you are called to. Please contact Kerry (kmasek@mnopera.org) to request a personalized calendar feed. NOTE: A personal calendar feed will only work when synced to your preferred calendar app, you will not be able to view it in your web browser.

Each calendar app has a slightly different process for subscribing to a calendar feed. This [help article from Propared](#) provides links to information directly from Apple Calendar, Google Calendar, and Outlook. On some Android devices, you may need to subscribe in your Google calendar first and will then be able to view the calendar on your device. Note that refresh rates vary in external apps, so the web link to a calendar will always be the most up to date resource.

Subscribe to an existing feed

1. Navigate to the desired calendar feed in your internet browser. (See [Electronic Callboard](#) for feed links.)
2. Scroll to the bottom of the page.
3. Click on the link under “subscribe to this schedule,” which will normally prompt you to open/add the calendar in whatever calendar app is set as the default on your device. To add to an app that is NOT the default program on your device, you may need to copy and paste this link into your desired calendar app (Google Calendar example on next page). NOTE: You need to use the link printed at the BOTTOM of the calendar feed (NOT the link in your web address bar at the top of the page).
4. You may be prompted to confirm that you’d like to open the calendar in the default schedule program on your computer/mobile device. Follow the prompts to accept/add the calendar feed to your scheduling app.



Open Outlook?

https://pages.propared.com wants to open this application.

☐ Always allow pages.propared.com to open links of this type in the associated app

Open Outlook Cancel

If prompted, confirm that you want to open/add the calendar. Prompts will look slightly different for each calendar app.

Calendar events include:

- Load Out (Carmen)
- FREE DAY: ST [N/A]
- Memorial Day: Company Holiday
- FREE DAY: ST [N/A]
- RAP AD Off Contract (RAPS)
- SM/ASMs Off Contract
- Annual Business Meeting 4p - 6p
- Hold for Annual Business Mtg 4p - 6p
- Company Holiday in observance of Juneteenth
- Juneteenth
- FY22 Ends
- MNOP Closed for Summer Break
- Eid al-Adha

Click or
copy link

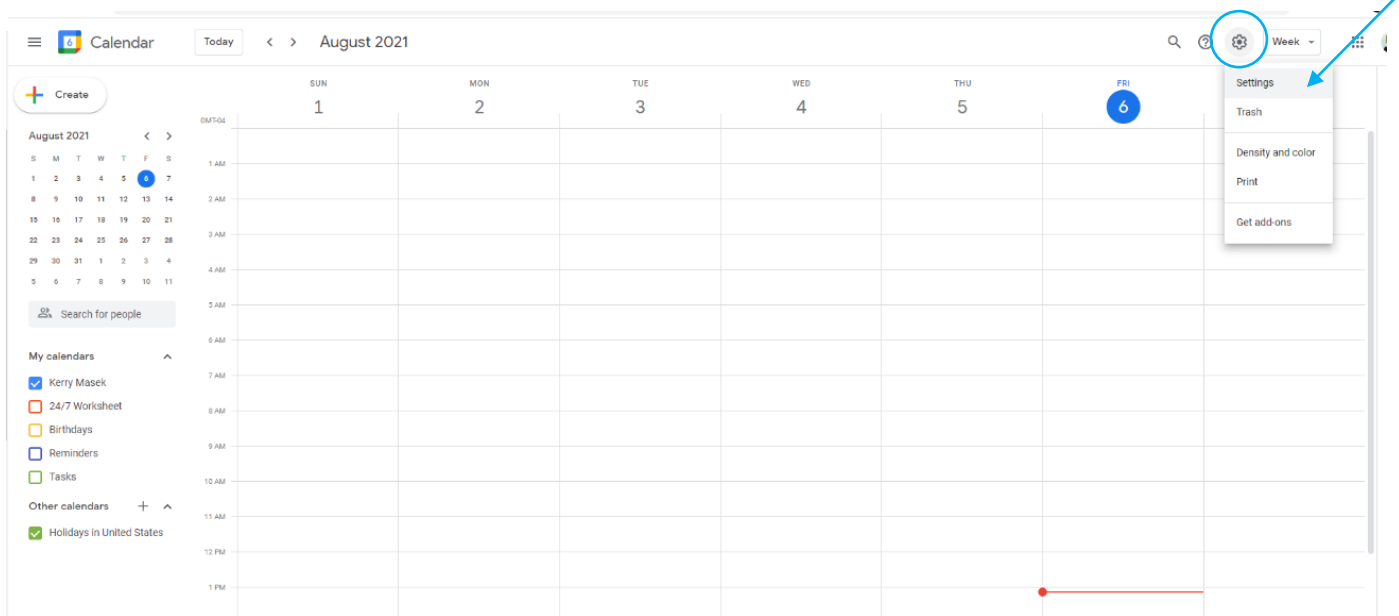
Subscribe to this schedule:

webcal://pages.propared.com/feeds/filters/18441/24195/Qhcm3ZNE5cfEIEfwTWZlJGtuRGdObibV3p5Zlmd8M.ics

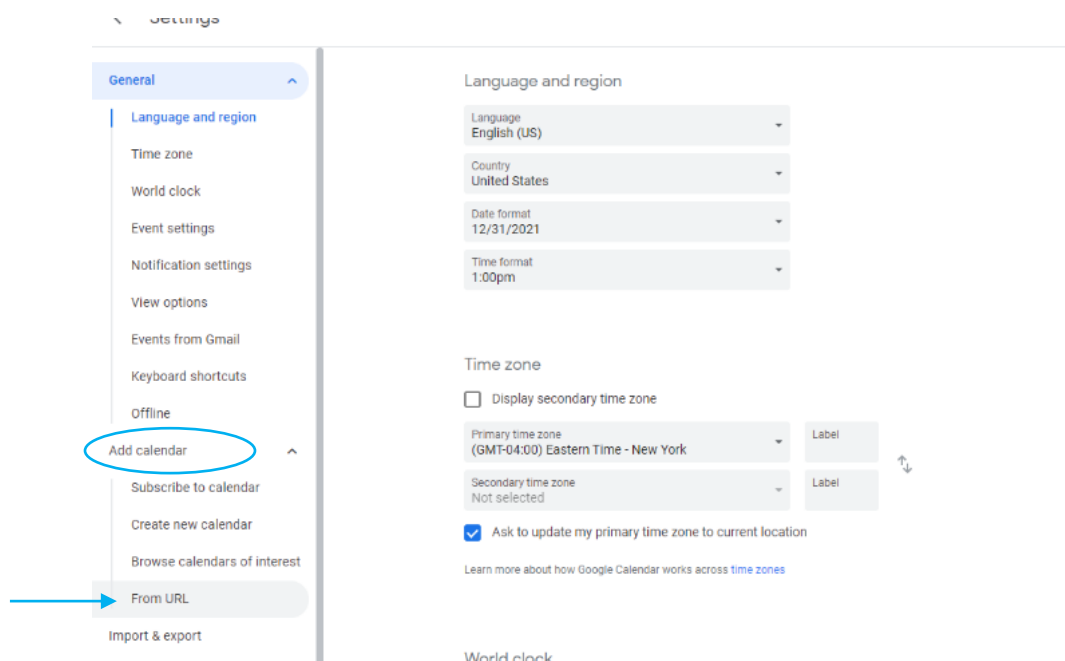
Subscribe in Google Calendars

You may need to use the copy and paste method to subscribe to a calendar feed in Google Calendars or some other apps.

1. Open Google Calendars, click the “settings” gear icon, then select “settings” from the drop-down menu.

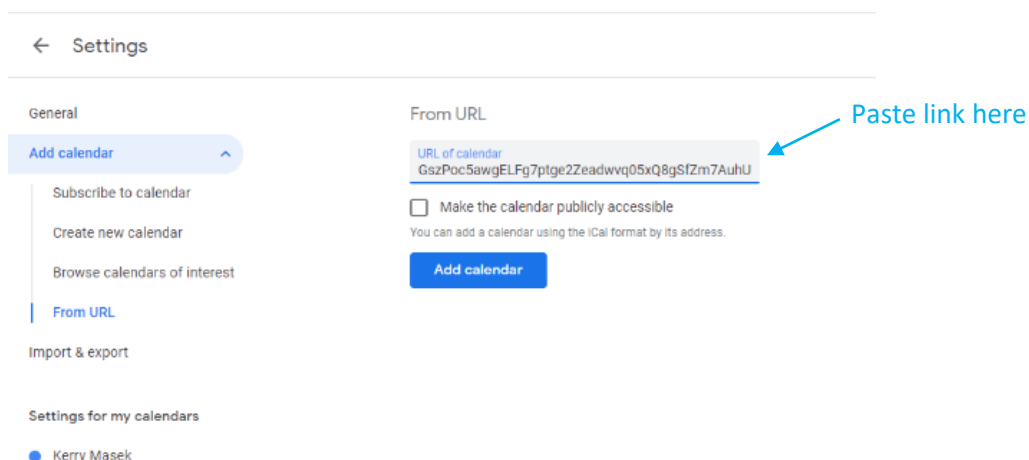


2. On the left menu, under “add calendar” select the option “from URL.”



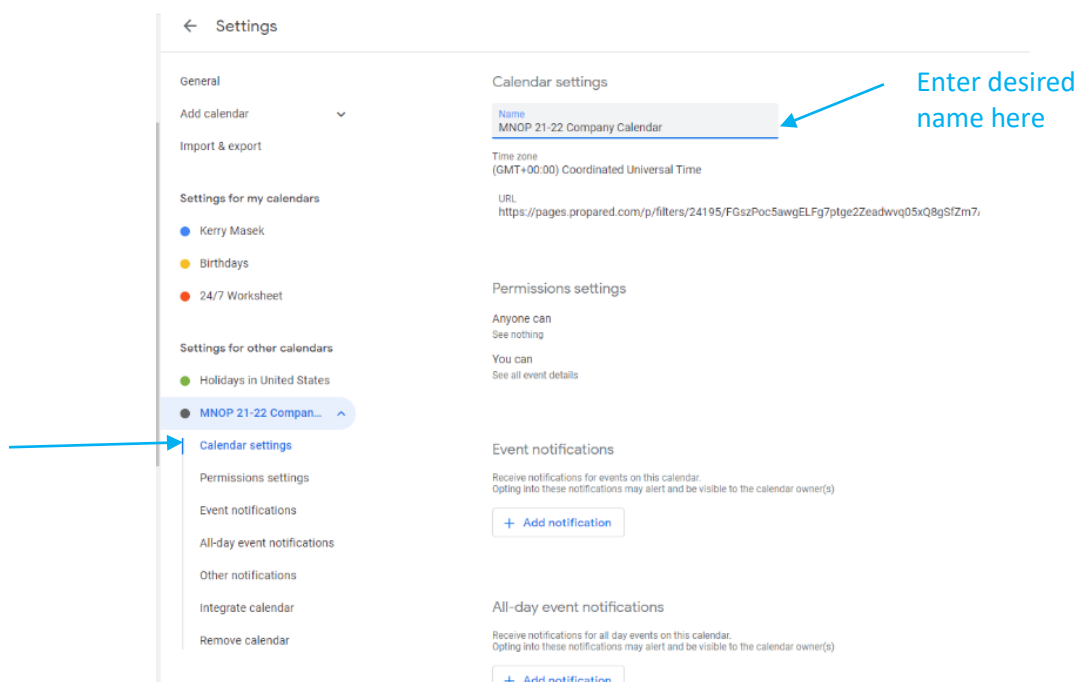
Google steps continued on next page

3. While viewing the Propared calendar you wish to subscribe to in your internet browser, copy the feed link from the BOTTOM of the page (see image on page 4). Paste this link into the “URL” field in Google Calendar. Click “add calendar.” NOTE: If you are adding a personalized calendar feed, you’ll copy the link provided by the Propared Administrator via email.



The screenshot shows the Google Calendar 'Add calendar' interface. On the left, a sidebar lists options: General, Add calendar (selected), Subscribe to calendar, Create new calendar, Browse calendars of interest, From URL, Import & export, and Settings for my calendars. The 'From URL' section is active, showing a text field with the URL 'GszPoc5awgELFg7ptge2Zeadwvq05xQ8gSfZm7AuhU'. A blue arrow points to this field with the text 'Paste link here'. Below the URL field is a checkbox for 'Make the calendar publicly accessible' and an 'Add calendar' button.

4. Once the calendar feed has successfully been added, click the “Calendar Settings” button and use the “Name” field to rename the calendar as you’d like.



The screenshot shows the Google Calendar 'Calendar settings' interface. On the left, a sidebar lists options: General, Add calendar, Import & export, Settings for my calendars (with 'Kerry Masek' selected), Settings for other calendars, and 'MNOP 21-22 Compan...' (selected). The 'Calendar settings' section is active, showing a text field for 'Name' with the value 'MNOP 21-22 Company Calendar'. A blue arrow points to this field with the text 'Enter desired name here'. Other settings visible include Time zone (GMT+00:00 Coordinated Universal Time), URL, Permissions settings (Anyone can see nothing), and Event notifications.

Other Calendar Apps

Each calendar app has a slightly different process for subscribing to calendar feeds. For instructions beyond the info in this guide, try conducting an internet search for “subscribe to a calendar in [name of your scheduling app],” view the [Propared help article](#) on this topic, use the “chat” feature on the Propared website to connect with their administrators, or contact Kerry (kmasek@mnopera.org) for further assistance.