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**❖ Propared Welcome & Intro Video**

Propared is the scheduling platform used by Minnesota Opera to manage our facilities, events, personnel, and resources. Start your experience with Propared by viewing this short 3 ½ minute [video introduction](#) from the makers of Propared, geared specifically for artists, staff, and other folks who view our calendar feeds. Next, continue reading this guide for step-by-step instructions and additional info specific to Minnesota Opera.

**❖ Contacts**

Propared is administered at Minnesota Opera by:

- Sarah Lockwood, Assistant Production Director (Scheduling, Rentals) | [slockwood@mnopera.org](mailto:slockwood@mnopera.org) | (612) 342-9573

Please email Sarah with scheduling requests, questions, or general feedback on your Propared experience. Jump to the MNOP Facility Scheduling section of this document for information on reserving Opera Center and Luminary Arts Center spaces.

**❖ Calendar Links via Electronic Callboard**

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 Weekly Company Calendar, regardless of the dates. Information contained in 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.

Calendar links available to artists and staff are posted on the [MNOP Electronic Callboard Schedules](#) page. Schedules include:

- Current Season Company Calendar: Company Calendar including MNOP programming for the current season. As information for the next season becomes available, it will be added to this feed.
- MNOP Campus Calendar: Facility calendar for the MNOP Campus, including the Opera Center, Luminary Arts Center, and Opera Warehouse. Events are sorted by location. In addition to MNOP events, this calendar includes **confirmed** facility rentals by guest users. Please note, this calendar may not display events until they are confirmed. Spaces must be reserved with Sarah (Opera Center) or Julia Gallagher (Luminary).

- Weekly Company Calendar: Includes an overview of all MNOP events in all locations for the current week.
- Daily Schedules: Posted on this webpage as they are available. Detailed view of all events occurring today or tomorrow, including individual artist call times. Tomorrow's calendar feed is typically published by 7:00p for the following day. Events are listed by location.
- Show Overview Schedules: Overview schedules for each show. Feeds include a full Show Overview, Coro Schedule, Super Schedule, etc.

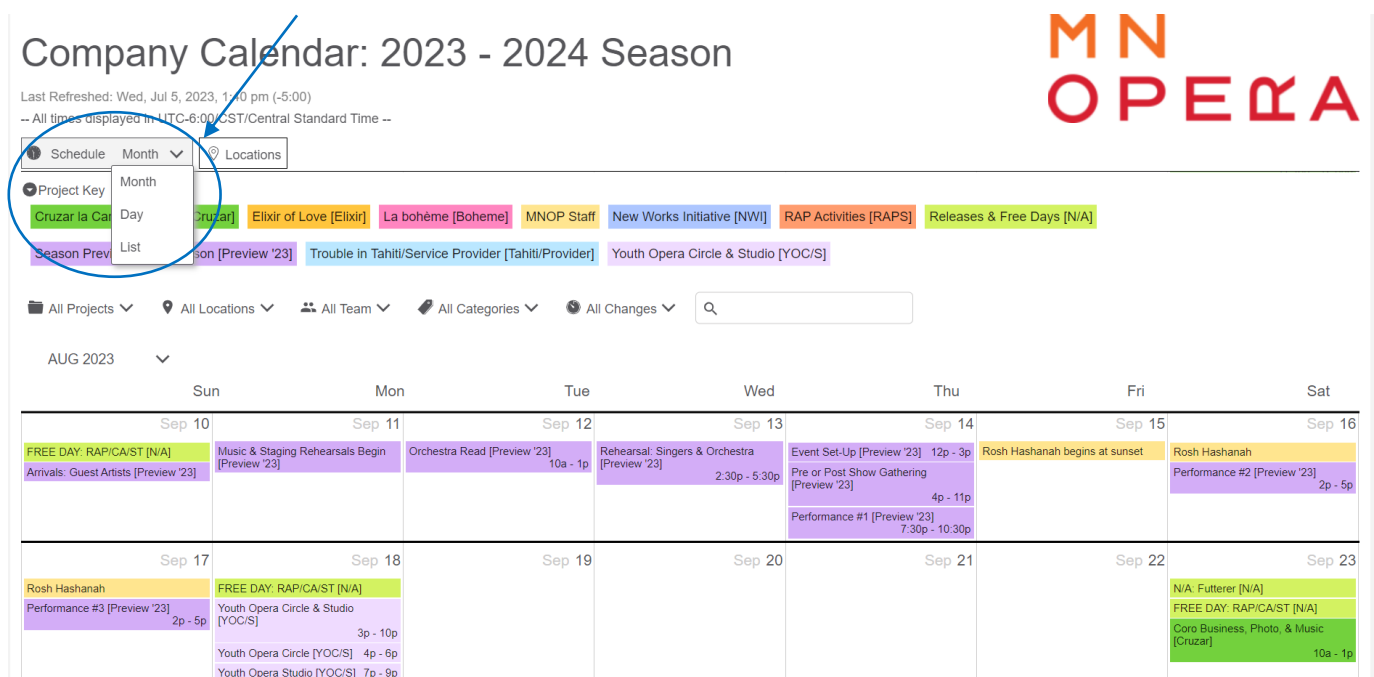
#### Staff Only Calendars:

Calendars available for internal staff use only are posted to the Internal Schedules page, which is password protected. You may obtain the password by emailing Sarah. Internal calendars may include Production Rentals (rentals of MNOP shows to other companies), Youth Opera Circle/Studio, Future Season Planning, and other TBD.

#### ❖ Schedule Views: Month, Day, and 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 down-arrow in the “Schedule” block at the top left of the screen, then selecting your preferred view from the “month,” “day,” or “list” options.



Company Calendar: 2023 - 2024 Season

Last Refreshed: Wed, Jul 5, 2023, 1:10 pm (-5:00)  
-- All times displayed in UTC-6:00 CDT/Central Standard Time --

Schedule Month Locations

Project Key Month

Cruzar la Ca Elixir of Love [Elixir] La bohème [Bohème] MNOP Staff New Works Initiative [NWI] RAP Activities [RAPS] Releases & Free Days [N/A]

Season Preview [Preview '23] Trouble in Tahiti/Service Provider [Tahiti/Provider] Youth Opera Circle & Studio [YOC/S]

All Projects All Locations All Team All Categories All Changes

AUG 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sep 10 FREE DAY: RAP/CA/ST [N/A] Arrivals: Guest Artists [Preview '23]	Sep 11 Music & Staging Rehearsals Begin [Preview '23]	Sep 12 Orchestra Read [Preview '23] 10a - 1p	Sep 13 Rehearsal: Singers & Orchestra [Preview '23] 2:30p - 5:30p	Sep 14 Event Set-Up [Preview '23] 12p - 3p Pre or Post Show Gathering [Preview '23] 4p - 11p Performance #1 [Preview '23] 7:30p - 10:30p	Sep 15 Rosh Hashanah begins at sunset	Sep 16 Rosh Hashanah Performance #2 [Preview '23] 2p - 5p
Sep 17 Rosh Hashanah Performance #3 [Preview '23] 2p - 5p	Sep 18 FREE DAY: RAP/CA/ST [N/A] Youth Opera Circle & Studio [YOC/S] 3p - 10p Youth Opera Circle [YOC/S] 4p - 6p Youth Opera Studio [YOC/S] 7p - 9p	Sep 19	Sep 20	Sep 21	Sep 22	Sep 23 N/A: Futterer [N/A] FREE DAY: RAP/CA/ST [N/A] Coro Business, Photo, & Music [Cruzar] 10a - 1p

#### Additional Details Box

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.

## ❖ 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 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). The Project Key can be expanded or collapsed by clicking the arrow to the left.

**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 each schedule feed. The Propared Administrators assign 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. (See image below.)

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. Note that only the tags assigned to events within a calendar feed will show in the 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: 2023 - 2024 Season

Last Refreshed: Wed, Jul 5, 2023, 2:30 pm (-5:00)

-- All times displayed in UTC-6:00/CST/Central Standard Time --

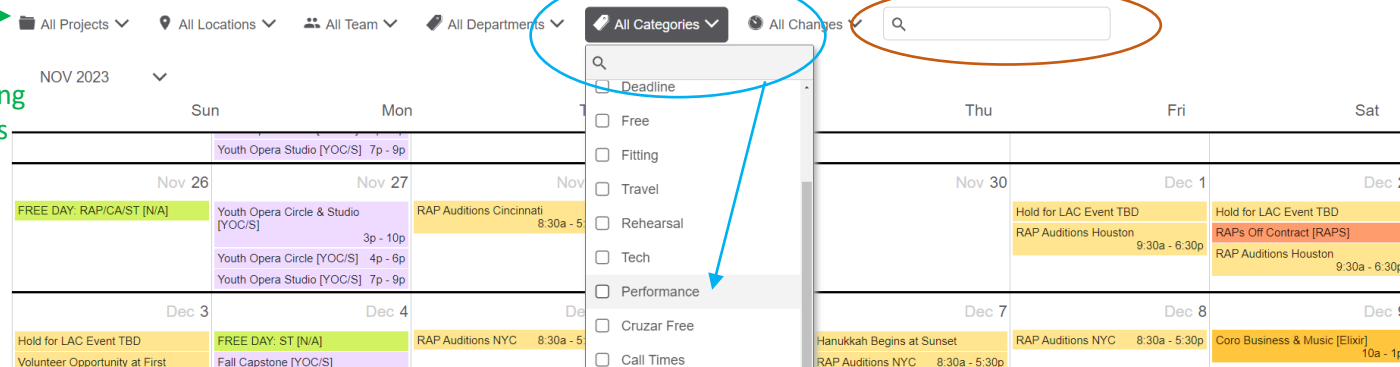
Schedule Month Locations

Project Key

Cruzar la Cara de la Luna [Cruzar] Elixir of Love [Elixir] La bohème [Bohème] MNOP Staff New Works Initiative [NW] RAP Activities [RAPs] Releases & Free Days [N/A]  
Season Preview 23-24 Season [Preview '23] Trouble in Tahiti/Service Provider [Tahiti/Provider] Youth Opera Circle & Studio [YOC/S]

MN  
OPERA

Search box

Filtering  
menus**"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." This is especially used for Facility Rentals and Production Rentals to differentiate between tentative inquiries/holds and fully confirmed rentals. 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. MNOP Staff may wish to subscribe to the current season Company Calendar.

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 in Outlook Calendars**

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. (See image on next page.)

MAY 2022

Sun Mon

Load Out (Larman)

May 29 May 30

FREE DAY: ST [N/A] Memorial Day: Company Holiday  
FREE DAY: ST [N/A]

Jun 5 Jun 6 Jun 7 Jun 8 Jun 9 Jun 10 Jun 11

RAP AD Off Contract [RAPS] Annual Business Meeting 4p - 6p  
SM/ASMs Off Contract Hold for Annual Business Mtg 4p - 6p

Jun 12 Jun 13 Jun 14 Jun 15 Jun 16 Jun 17 Jun 18

Juneteenth Company Holiday in observance of Juneteenth

Jun 19 Jun 20 Jun 21 Jun 22 Jun 23 Jun 24 Jun 25

Jun 26 Jun 27 Jun 28 Jun 29 Jun 30 Jul 1 Jul 2

FY22 Ends

Jul 3 Jul 4 Jul 5 Jul 6 Jul 7 Jul 8 Jul 9

MNOP Closed for Summer Break MNOP Closed for Summer Break MNOP Closed for Summer Break MNOP Closed for Summer Break MNOP Closed for Summer Break Eid al-Adha

Click or copy link → [webcal://pages.propered.com/feeds/filters/18441/24195/Qhcm3ZNE5cfEIfwTWZlJGtuRGdObibV3p5Zlmd8M.ics](https://pages.propered.com/feeds/filters/18441/24195/Qhcm3ZNE5cfEIfwTWZlJGtuRGdObibV3p5Zlmd8M.ics)

Subscribe to this schedule:

Created by Minnesota Opera using Propered

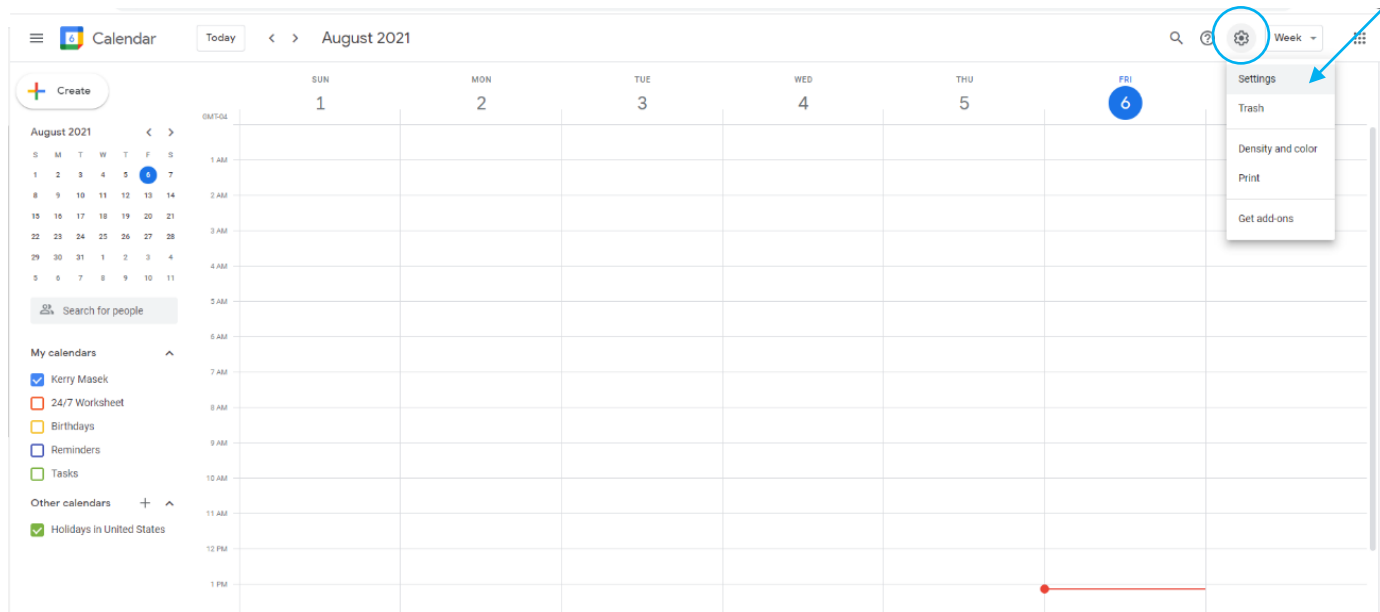
If prompted, confirm that you want to open/add the calendar. Prompts will look slightly different for each calendar app.

When subscribing in Outlook, the calendar feed will typically appear under “other calendars.” You can click and drag it to another location within your Outlook calendars as desired.

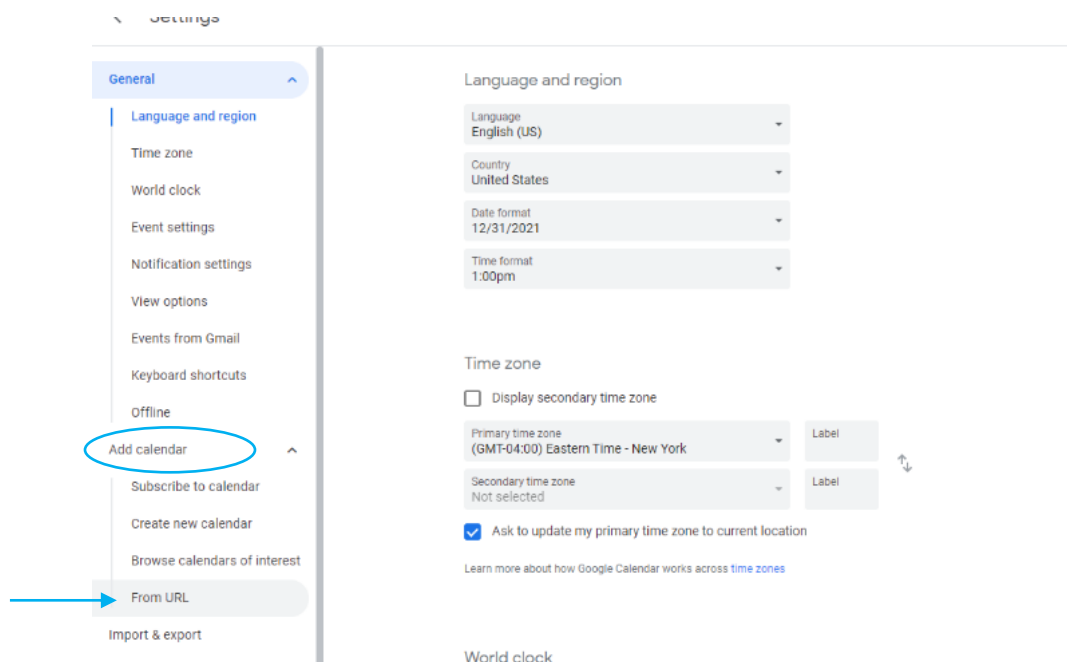
### Subscribe in Google Calendars

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.

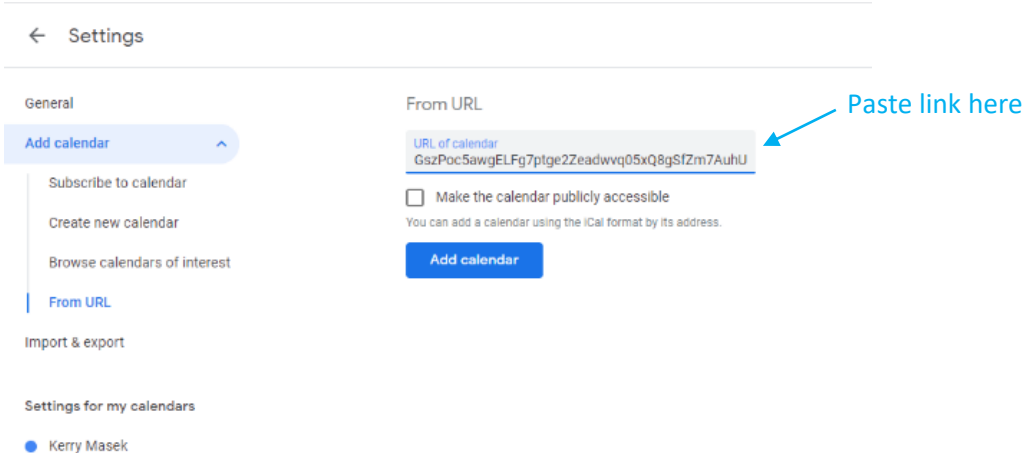


2. On the left menu, under “add calendar” select the option “from URL.”



*Google steps continued on next page*

- 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.”



← Settings

General

Add calendar

- Subscribe to calendar
- Create new calendar
- Browse calendars of interest
- From URL**
- Import & export

Settings for my calendars

- Kerry Masek

From URL

URL of calendar  
GszPoc5awgELFg7ptge2Zeadwvq05xQ8gSfZm7AuhU

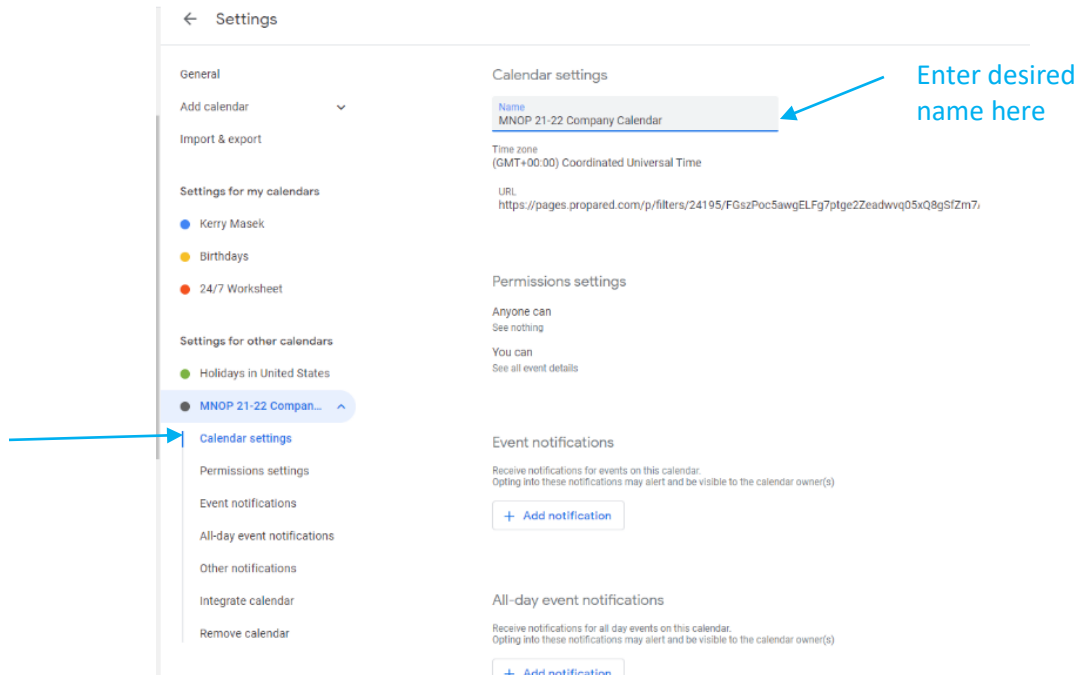
☐ Make the calendar publicly accessible

You can add a calendar using the iCal format by its address.

Add calendar

Paste link here

- 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.



← Settings

General

Add calendar

Import & export

Settings for my calendars

- Kerry Masek
- Birthdays
- 24/7 Worksheet

Settings for other calendars

- Holidays in United States
- **MNOP 21-22 Compan...**

Calendar settings

Name  
MNOP 21-22 Company Calendar

Time zone  
(GMT+00:00) Coordinated Universal Time

URL  
https://pages.propared.com/p/filters/24195/FGszPoc5awgELFg7ptge2Zeadwvq05xQ8gSfZm7

Permissions settings

Anyone can  
See nothing

You can  
See all event details

Event notifications

Receive notifications for events on this calendar.  
Opting into these notifications may alert and be visible to the calendar owner(s)

+ Add notification

All-day event notifications

Receive notifications for all day events on this calendar.  
Opting into these notifications may alert and be visible to the calendar owner(s)

+ Add notification

Calendar settings

Permissions settings

Event notifications

All-day event notifications

Other notifications

Integrate calendar

Remove calendar

Enter desired name here



## ❖ MNOP Facility Scheduling

- Level 3M Conference Room: MNOP Staff may continue to reserve the Conference Room by adding “R – Conference Room” to the location field of your Outlook appointment. Check the Conference Room’s Outlook calendar for availability.
- Rehearsal Rooms: Must be scheduled through Propared. Email Sarah Lockwood at [slockwood@mnopera.org](mailto:slockwood@mnopera.org) to make a request. Check the [MNOP Campus Calendar](#) for availability. Note that sometimes these rooms must be held open to accommodate day-by-day changes to rehearsal and coaching needs during opera season.
- Luminary Arts Center: Must be scheduled through Propared. Email Julia Gallagher, Luminary Arts Center Director, at [jgallagher@mnopera.org](mailto:jgallagher@mnopera.org) to make a request. Confirmed events can be viewed on the [MNOP Campus Calendar](#). Inquiries or holds may not be visible on this calendar until confirmed.
- Loading Dock: For deliveries or pick-ups requiring loading dock access, schedule in Outlook by adding “Shop Dock” to the location field of your Outlook appointment. This will generate a notification to the appropriate Production and Facilities team members.