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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
- Luci Burdick, Production Stage Manager | [lburdick@mnopera.org](mailto:lburdick@mnopera.org)

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 Victoria Pollock (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:

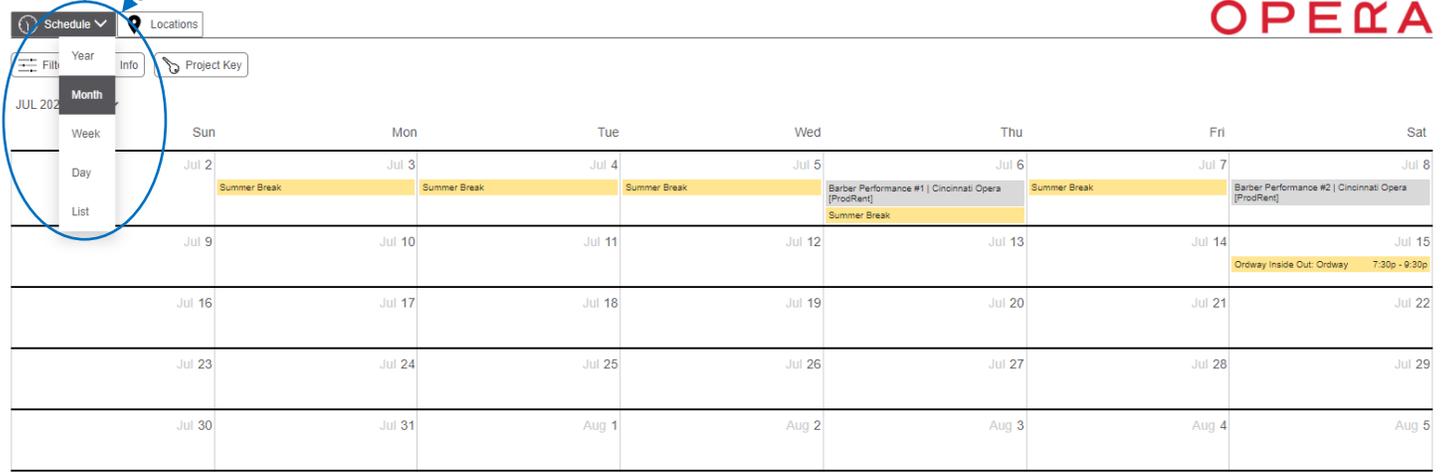
Calendars available for internal staff use only are posted to the Internal Schedules page, which is password protected. You may obtain the password by emailing Sarah. Internal calendars may include Production Rentals (rentals of MNOP shows to other companies), Future Season Planning, and other TBD.

❖ **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

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
JUL 2	Summer Break	Summer Break	Summer Break	Barber Performance #1   Cincinnati Opera [ProdRent] Summer Break	Summer Break	Barber Performance #2   Cincinnati Opera [ProdRent]	Jul 8
Jul 9		Jul 10	Jul 11	Jul 12	Jul 13	Jul 14	Jul 15 Orday Inside Out: Orday 7:30p - 9:30p
Jul 16		Jul 17	Jul 18	Jul 19	Jul 20	Jul 21	Jul 22
Jul 23		Jul 24	Jul 25	Jul 26	Jul 27	Jul 28	Jul 29
Jul 30		Jul 31	Aug 1	Aug 2	Aug 3	Aug 4	Aug 5

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. The Project Key can be expanded or collapsed by clicking the Project Key button.

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

- Location: All locations that MNOP events take place (MNOP Campus, Ordway, Outside Locations, etc.)
- Team Members: Artists and staff called to an event. By default, the list sorts alphabetically by first name.
- 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 Prepared 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



The screenshot displays the 'Company Calendar: 2023 - 2024 Season' interface. At the top, there are navigation tabs for 'Schedule' and 'Locations'. Below these are several filtering menus: 'Filters', 'Info', and 'Project Key'. A row of dropdown menus allows users to filter by 'All Projects', 'All Locations', 'All Team', 'All Departments', 'All Categories', and 'All Changes'. A search box is located to the right of these menus. A blue circle highlights the 'All Categories' dropdown menu, which is open, showing a list of event categories with checkboxes: Holiday, Performance, Events, Meeting, Misc, Tech, Rehearsal, Deadline, Free, and Fitting. A green arrow points to the 'Filters' button, and an orange arrow points to the search box. The calendar grid below shows events for the week of September 23-30, 2023, with various event titles and times.

### “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. Click the “Info” button under the title of the calendar.
3. Click on the link next to “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.

#### Company Calendar: 2023 - 2024 Season

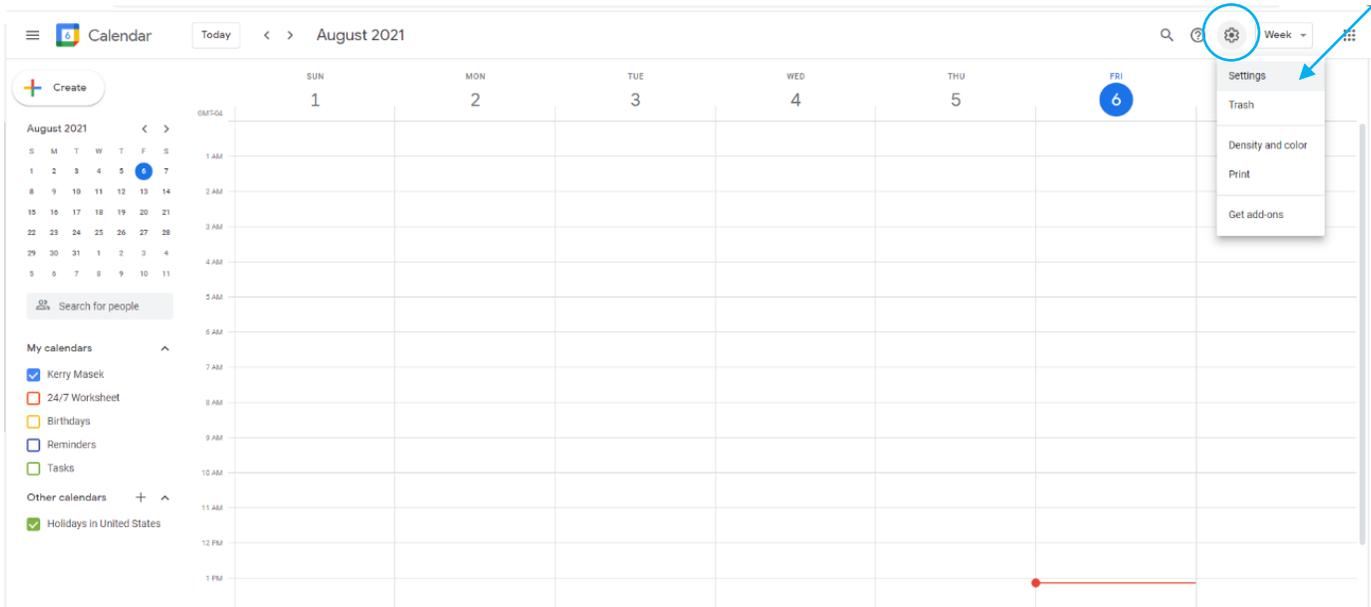


When subscribing in Outlook, the calendar feed will typically appear under “other calendars.” You can click and drag it to another location within your Outlook calendars as desired.

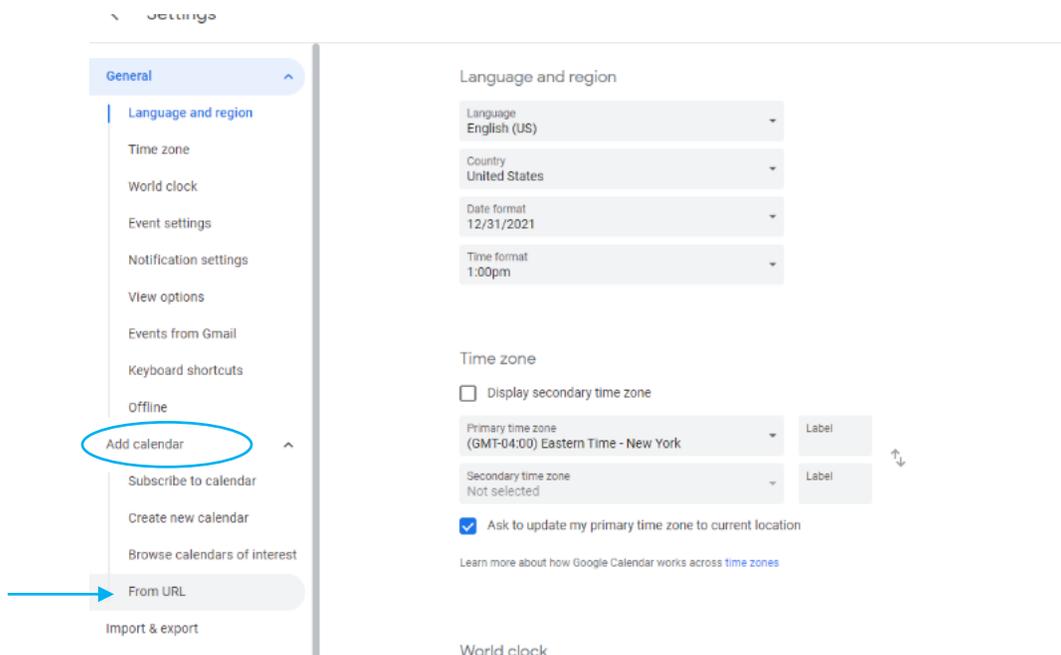
Subscribe in Google Calendars

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.

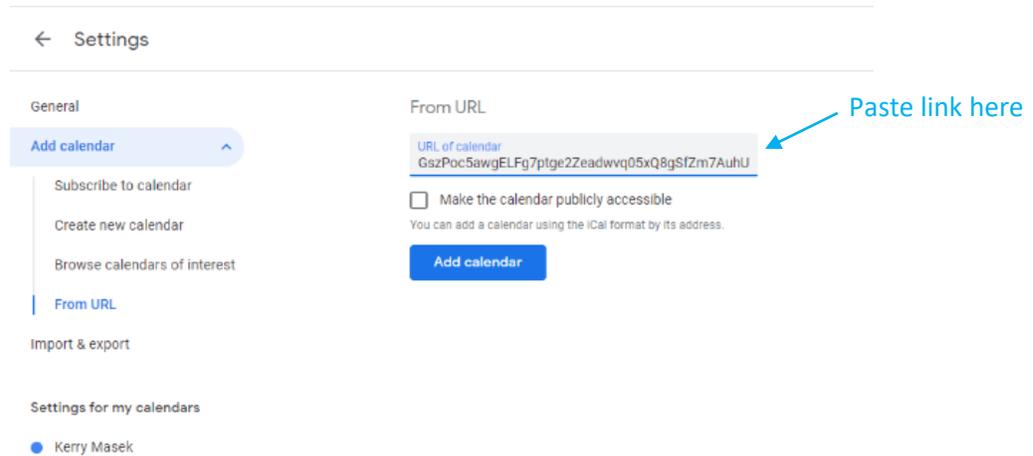


2. On the left menu, under “add calendar” select the option “from URL.”

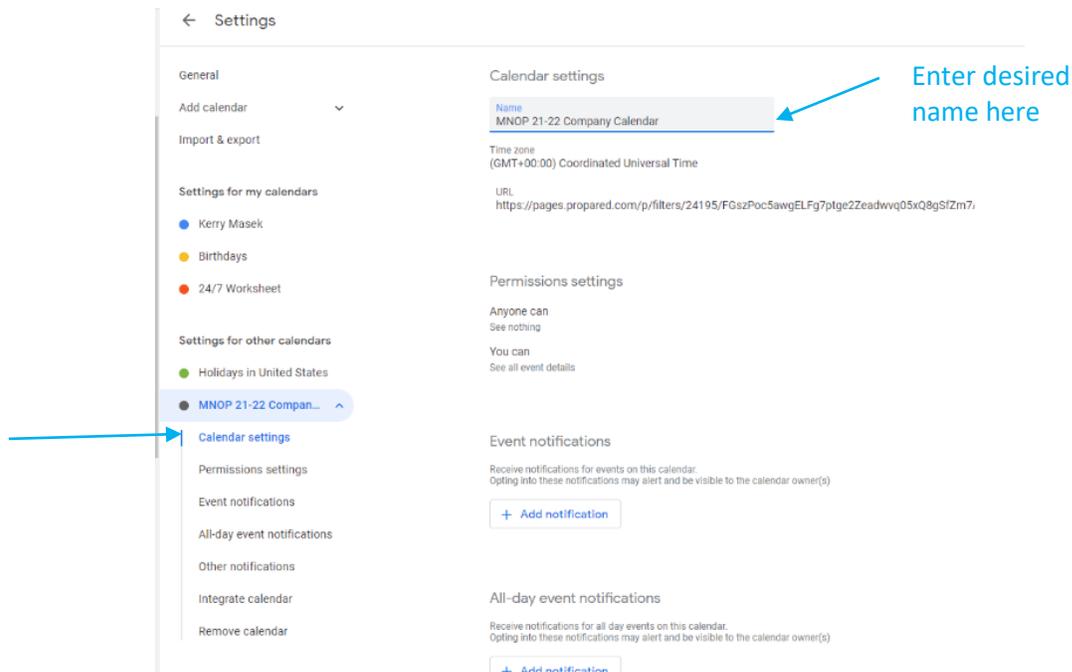


*Google steps continued on next page*

- 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.”



- 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.



## ❖ 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. You can add the Conference Room calendar to your Other Calendars in Outlook by clicking ‘Add’ in the upper right-hand corner > From Room List > R – Conference Room.
- 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 Victoria Pollock, Luminary Arts Center Rentals Manager ([vpollock@mnopera.org](mailto:vpollock@mnopera.org)). 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.