Hello!

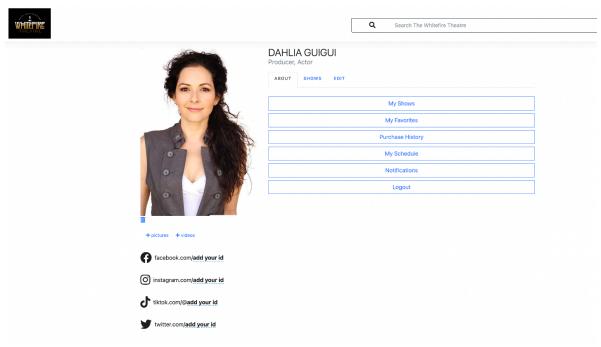
I'm here to let you know that Stagey is your friend! It is a ticketing system designed to assist artists in a festival setting. You can control **so much** about your individual page. Whitefire staff can assist if you run into issues (a password that's not working, or an image that won't load), but the intention is that you have total edit control and access to YOUR information at all times. I won't go messing with your stuff unless you need and want me to.

First things first of course...

LOGIN

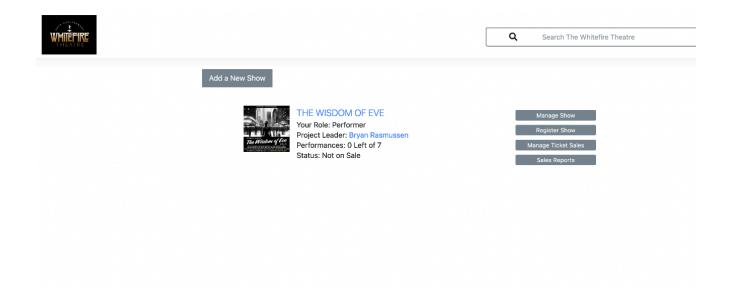
You should be directed to your artist page. (Many thanks do Dahlia Guigui of The Wisdom of Eve for letting me borrow her account for this.)

- -Add your personal social media info.
- -Add pics and videos.
- -Click EDIT and you can add a bio, change spelling of your name, etc.



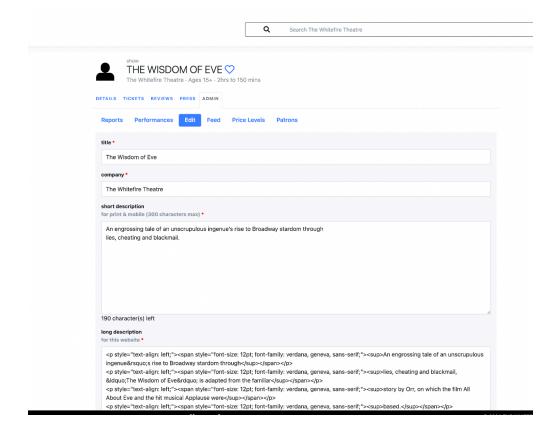
Click on My Shows.

- -Register is no longer needed...you've done that already.
- -Manage Ticket Sales and Sales Reports wille ach take you different versions of sales and patron info(more on this further down).



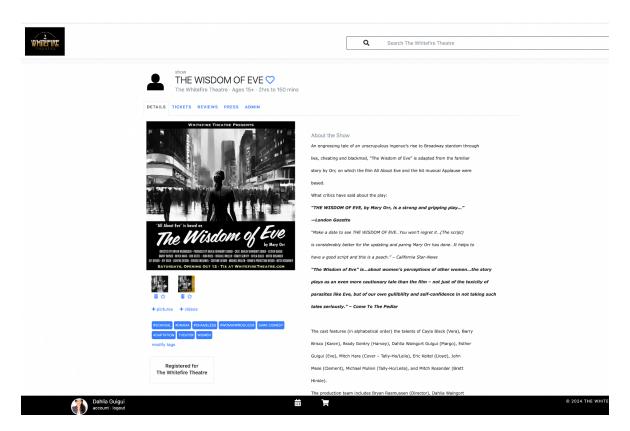
For now, click on Manage Show, or the highlighted show entry to the left. Folks who have multiple shows will have them all listed here, and they can pick which one they want to go into.

When you click Manage Show, you should be taken directly to your description and details page. You can update these descriptions AT ANY TIME. I mean it! Just got a good review? Add a pull quote! Have a late night idea of how to adjust your description? Go to town.



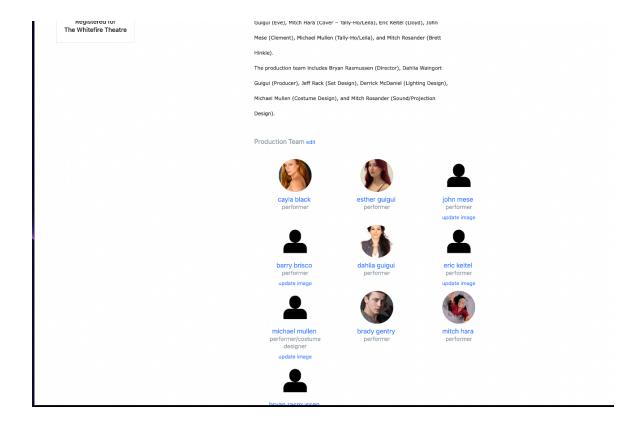
Look at the top row of options...

- -Reviews is a tab just for press. You can't enter anything here. I'm working with Stagey on making this more accessible.
- -Click on Details (we'll get to the rest later).

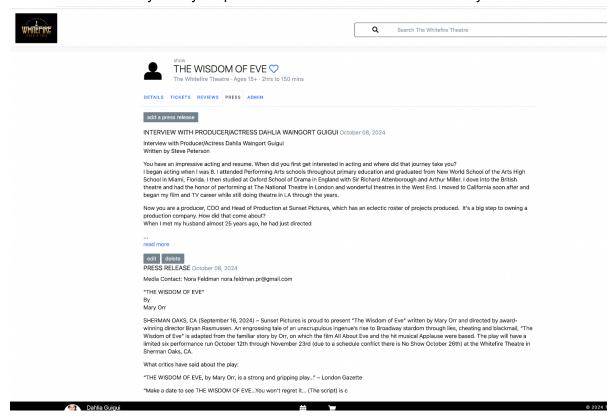


This is a big important page!

- -Underneath the main image, see the little + pictures and + videos. There is no recommended pic size, and the site is actually really flexible about whatever size you add. If you add something too small (say, 200x200 pixels) or too big (some 11x17y inches), it might not look as great, in which case, just try another size.
- -You can (and should) add multiple pics. You can change your "hero image" anytime by clicking the little star icon under the photo.
- -For videos, just note that it has to be linked through YouTube or Vimeo. You can't add an mp4 or mov, or any extant file.
- -You can also click on Modify tags and adjust those any time.
- -Scroll down to the bottom of the page and you'll see Invite Team. I strongly recommend that you invite anyone that is helping you with your show to the show page. This 1) acknowledges their efforts to support you and 2) gives you someone else invested in promoting your show besides yourself.



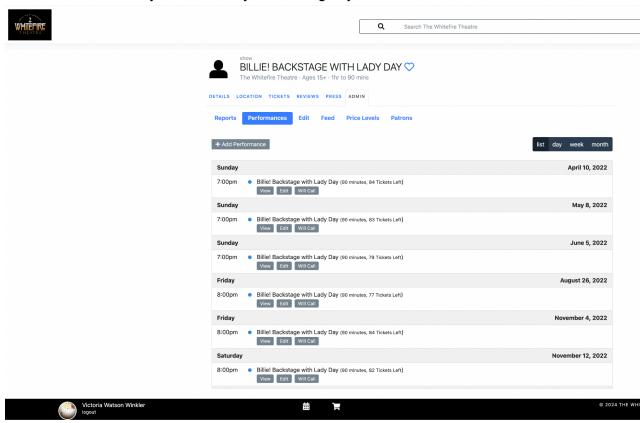
-The Press tab takes you to your press releases. You can add whatever you like here.



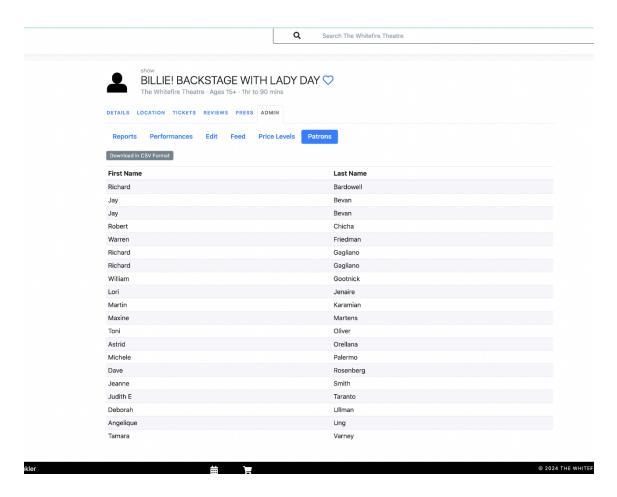
CLICK ON ADMIN!

Now we're really talkin'...

- -Performances takes you to all listed performance dates.
- -Click on Will Call and you'll see everyone coming to your show on that date.



Click on Patrons, and you'll see everyone who has opted in to provide their email. I strongly recommend, when your show is all done, that you hit Download CSV, and bank those patrons' emails for future marketing.



FUN FACT: You will always have access to this show page! Unless you do something crazy that makes me delete your show, you can get into this information for the foreseeable future.