

# RueShare

ACCESS. ANYWHERE.

# TABLE OF CONTENTS

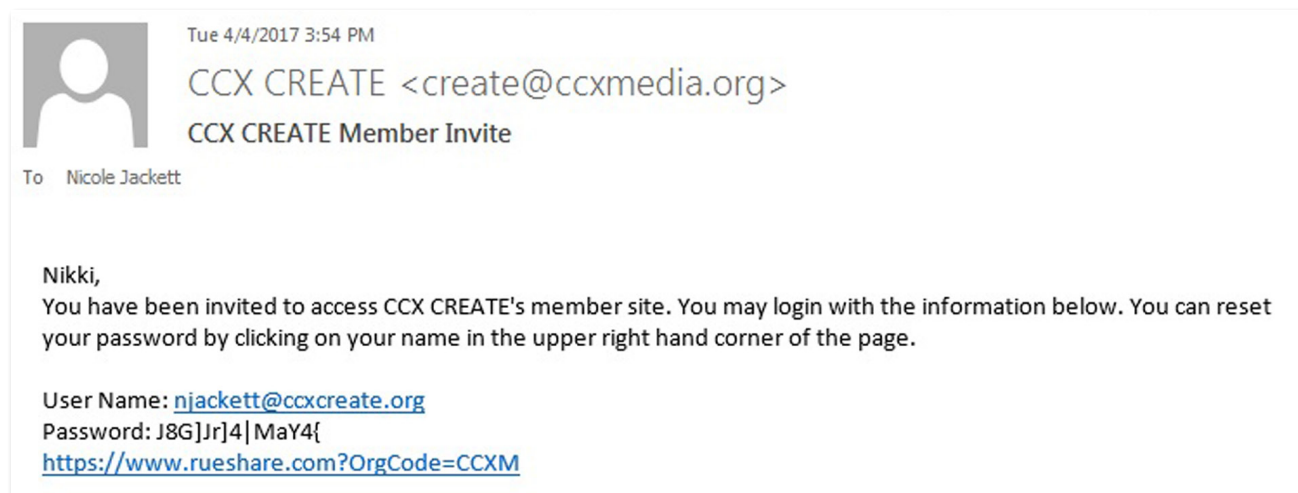
- Welcome to RueShare ..... 1
- Dashboard overview ..... 2
- Resetting password and updating profile ..... 3
- Creating a production..... 4
- Making a reservation ..... 5
- Reserve Assets window ..... 6
- Reserving a facility ..... 7
- Reserving a package and equipment ..... 8
- Reserving base assets..... 9
- Duplicating a reservation ..... 10
- Adding crew to your production ..... 11-12
- Emailing crew ..... 13
- Removing crew..... 14
- Creating a Crew Call ..... 15-16
- Responding to Crew Calls ..... 17
- Checking Crew Call responses ..... 18
- Signing up for classes ..... 19-20

## WELCOME TO RUESHARE

RueShare is a program designed for community media centers where members can connect through their own page to make reservations, create and respond to crew calls, email crew members, sign up for classes and receive equipment and class reminders. RueShare is cloud-based, so it's accessible from any computer that has a browser and is connected to the Internet.

### INVITATION AND SIGNING IN

CCX CREATE will send you a member invite via email with your User Name and a temporary Password. **If you do not receive the email, check your spam folder.**



1. Click the link in the email (<https://www.rueshare.com?OrgCode=CCXM>) to bring you to the log in page.

2. Click on LOG IN in the upper right hand corner.



3. Enter your User name and temporary Password from the email. **Do not check the Remember me box on your first log in – wait until after you change your password.**

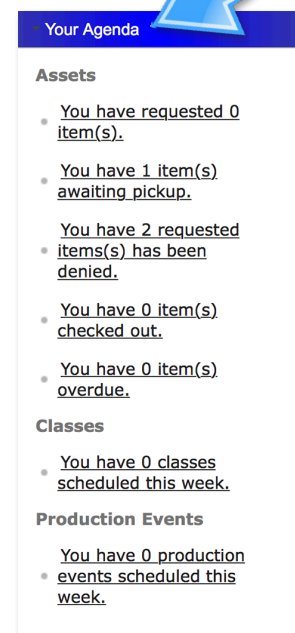
The image shows the login page for CCX CREATE. It features the CCX CREATE logo at the top, followed by the text 'Welcome to CCX CREATE.' and 'Please login.' Below this are two input fields for 'User name' and 'Password'. There is a checkbox for 'Remember me?' and a blue 'Log in' button. At the bottom, there is a link for 'Forgot your Password?'.

CCX CREATE RueShare login <https://www.rueshare.com/Account/login?OrgCode=CCXM>

# DASHBOARD OVERVIEW



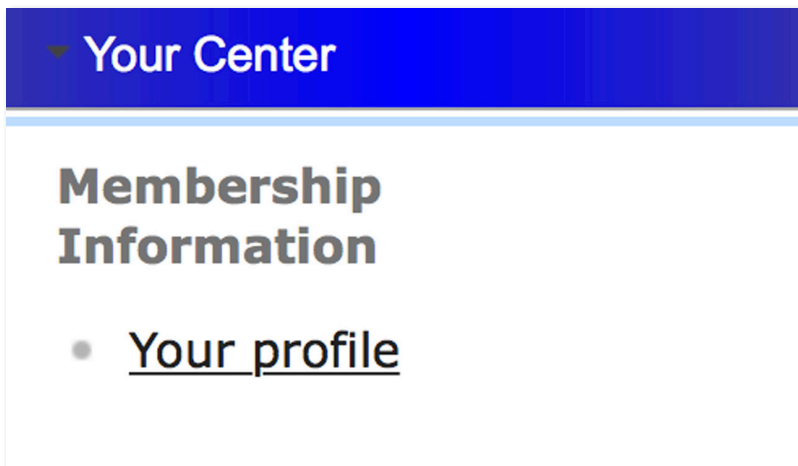
- 1. Home:** Your dashboard page when you log in.  
**Production:** View details about the productions you're involved in, create a new production, make reservations for an existing production, and schedule crew members for shoots and events.  
**Classes:** Sign up for any classes offered.
- 2.** Dates and times for upcoming classes. To view all classes, click on **Visit our upcoming class offerings**.
- 3. My Center:** Notes about upcoming events and happenings.  
**My Productions:** View details about all the productions you're involved in, create a new production, make reservations for an existing production, and schedule crew members for shoots and events.  
**Crew Calls:** View and apply to productions looking for crew.
- 4. Your Center:** View/update your profile.  
**Your Agenda:** Links to your information including reservations, productions and upcoming classes.



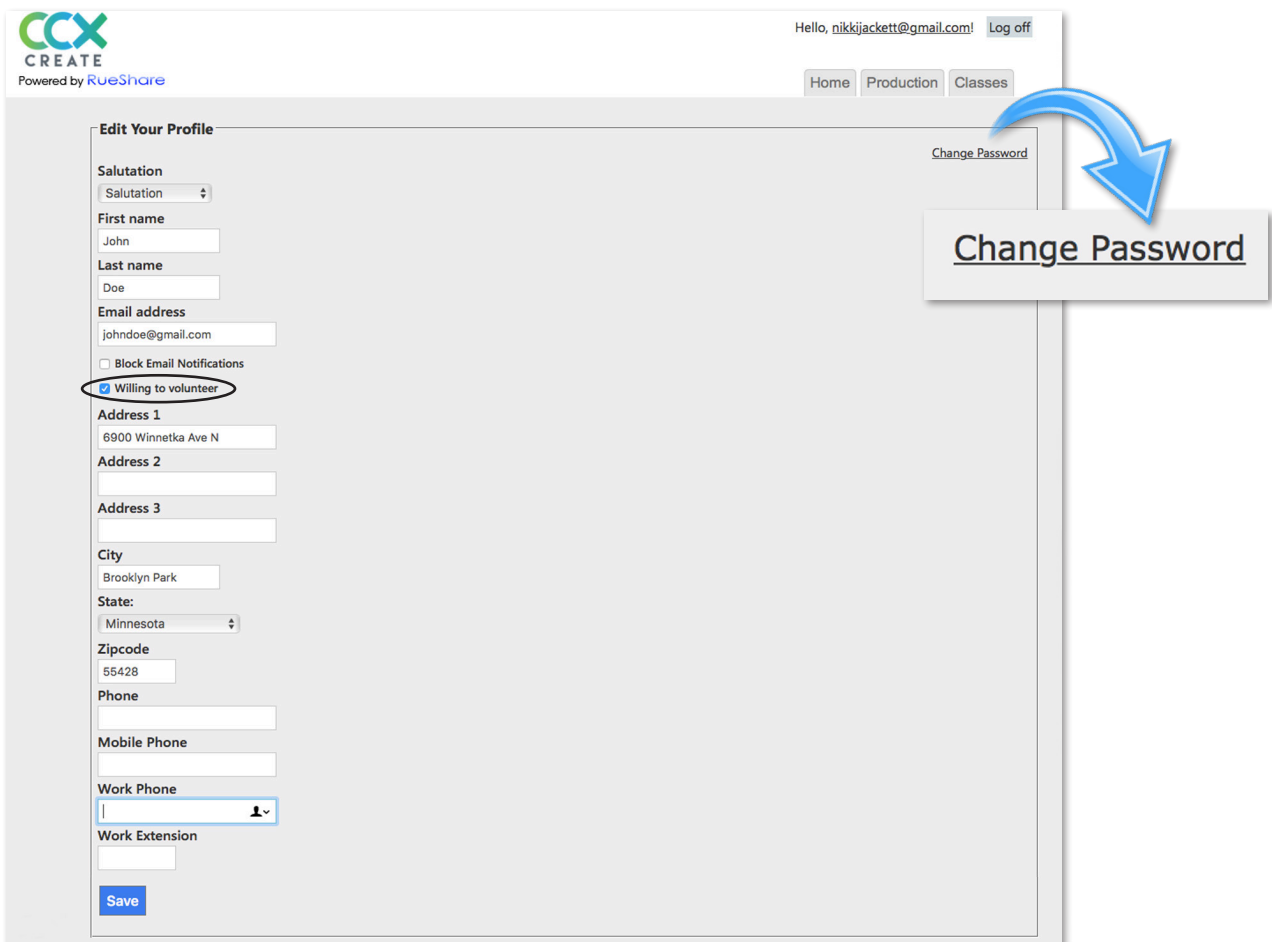


# RESETTING PASSWORD AND UPDATING PROFILE

1. Click on **Your Center** to extend the menu and click on **Your profile**.



2. Under your profile, you can change your password, update your personal information, and check the Willing to volunteer box if you want to receive crew opportunities. Click on the **Save** button after you make changes.



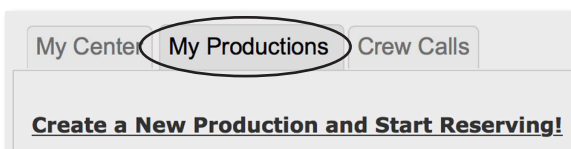
# CREATING A PRODUCTION

A production can be a show, project or event. **A production MUST be set up with your name to start making reservations.**

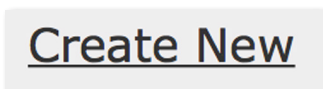
1. From the dashboard, click the **Production** tab.



Another way to create a production is under **My Productions** tab on the dashboard. Click on **Create a New Production and Start Reserving!**



2. Click on **Create New.**

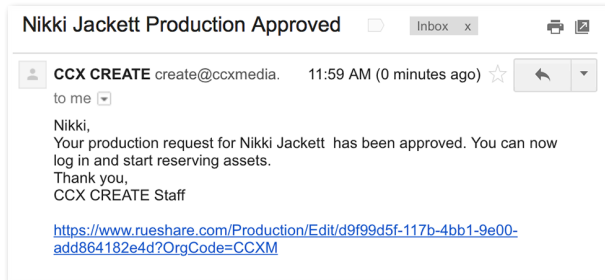


3. Fill in the following fields:
  - **Name** (of Production, required),
  - **Description** (required),
  - **Production Type** (choose Volunteer Production from dropdown menu),
  - **Run Time** (of show, optional),
  - **Creation Date** (optional), and
  - **Notes** (optional).

Click **Create.**

A screenshot of a 'Create Production' form. The form has fields for Name, Description, Production Type (a dropdown menu), Run Time, Creation Date, and Notes. A blue 'Create' button is at the bottom. A callout box points to the Run Time field with the text 'Enter as hh:mm:ss (hours, minutes, seconds)'. At the bottom left, there is a 'Back to List' link.

**Once your production has been approved, you will be notified by email.**

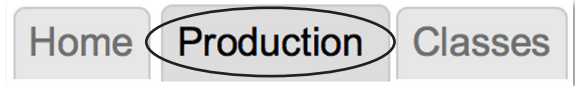


You can reserve **facilities, equipment** and **packages** once your production has been approved.

# MAKING A RESERVATION

Reservations are made through a production in the **Production** tab. This is where all equipment, facilities and packages are reserved. A reservation must be made through a specific production.

1. From the dashboard, click the **Production** tab.



2. Choose the production you want to make reservations for and click **Edit**.

### Production List

[Create New](#)

Show Completed Productions

Show 10 entries  
Showing 1 to 4 of 4 entries

Search:

First Previous 1 Next Last

Name	Description	Producer	Status	Type	Created	
Nikki	Music	Nikki Johnson	Planning	Volunteer production	3/28/2017	<a href="#">Edit</a> <a href="#">Details</a>   <a href="#">Delete</a>
Nikki Jackett	Free Talk Live	Nikki Johnson	Planning	Volunteer production	4/10/2017	<a href="#">Edit</a> <a href="#">Details</a>   <a href="#">Delete</a>
The Magic Show	Magician	Nikki Johnson	Production	Volunteer production	3/31/2017	<a href="#">Edit</a> <a href="#">Details</a>   <a href="#">Delete</a>
Trudy's Production	Music Show	Trudy Radniecki	Production	Volunteer production	4/6/2017	<a href="#">Details</a>

Search Name  Search Description  Search Producer  Search Type  Search Creation

Show 10 entries  
Showing 1 to 4 of 4 entries

Search:

First Previous 1 Next Last

3. Click the **Add Reservation** button to launch the **Reserve Assets** window.

Reservations Base Assets Crew Crew Schedule Episodes

**Add Reservation**  Show active reservations only

Showing 0 to 0 of 0 entries

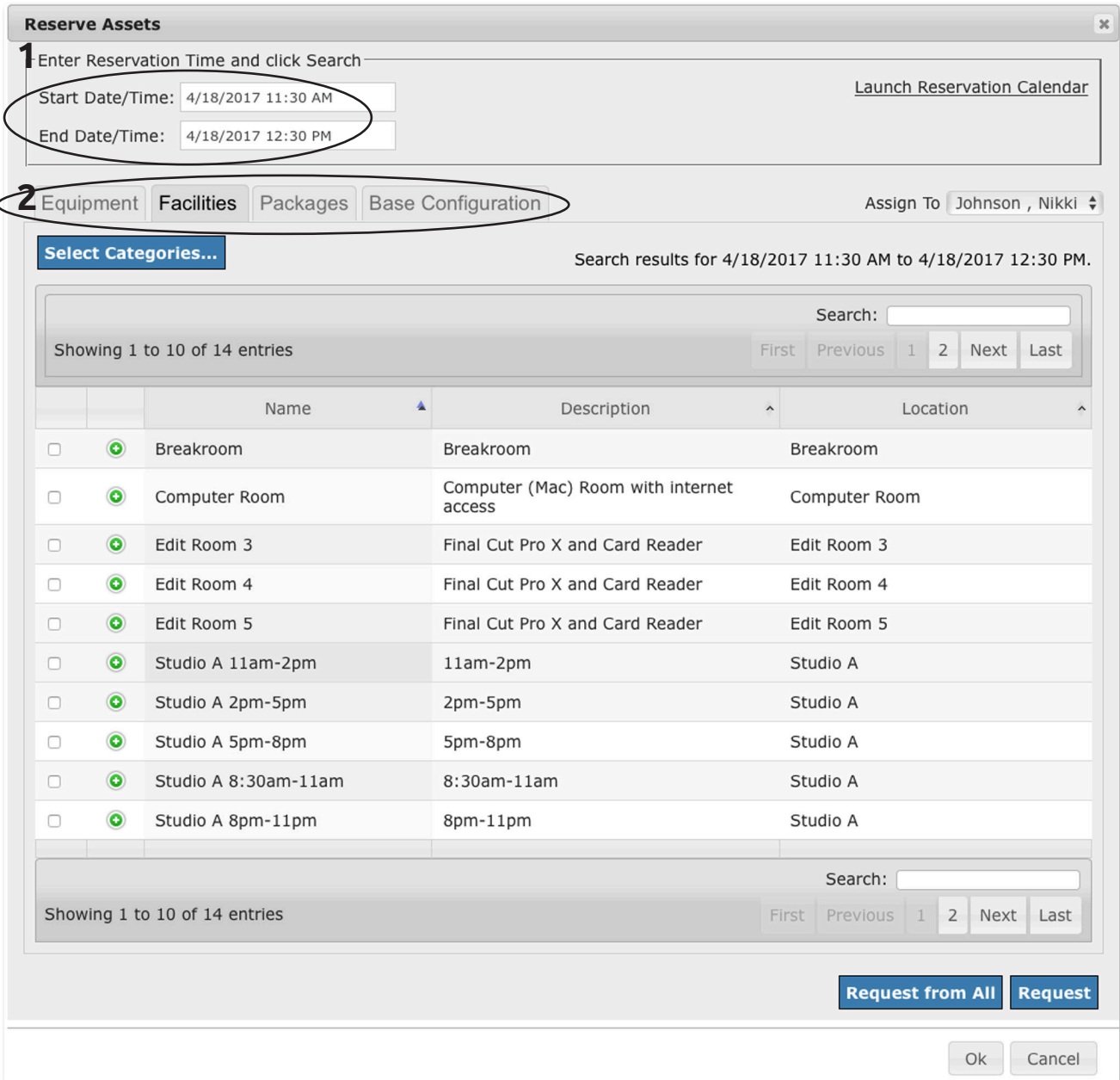
Search:

<input checked="" type="checkbox"/>	Name	Qty	Reserved For	Start Date/Time	End Date/Time	Status	Cert
No data available in table							

[Add Reservation](#) [Update Reservation](#) [Delete Reservation](#) [Duplicate Reservation](#)

[Back to List](#)

# RESERVE ASSETS WINDOW



## 1. Enter Reservation Time

The calendar always wants you to choose when you want to start and end your reservation. **Note: you must pick your start and end times first to see what times are available.**

## 2. ASSET TABS

**Equipment** lists single items.

**Facilities** list studios, edit suites, the computer room and breakroom.

**Packages** list Camera, Light and microphone kits.

## RESERVING A FACILITY

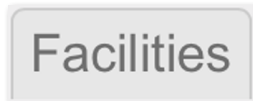
Studios, edit suites, the computer room and breakroom are available to reserve under the **Facilities** tab.

**Studio A** is available 8:30-11am, 11am-2pm, 2-5pm, and 5-8pm.

**Studio B** is available 9:30am-12:30pm, 12:30-3:30pm, 3:30-6:30pm, and 6:30-9:30pm.

The **edit suites**, **computer room** and **breakroom** are available Monday through Thursday 8:30am-9:30pm, Friday and Saturday 8:30am-5pm, and Sunday 12:30-6:30pm.

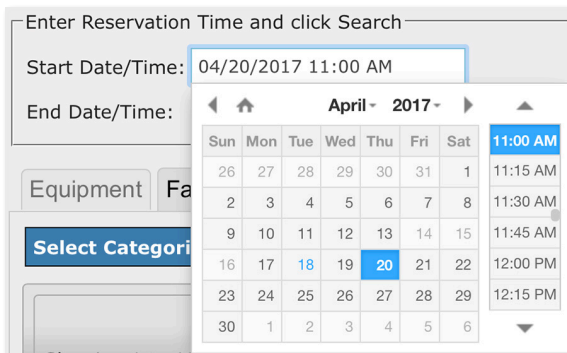
1. To reserve a facility, click the **Facilities** tab.



2. Select the **Start Date/Time** and **End Date/Time** for your reservation. (Example: Studio A from 11am-2pm on 4/20/2017)

**Note: you must pick your start and end times first to see what times are available.**

Start Date/Time



Enter Reservation Time and click Search

Start Date/Time: 04/20/2017 11:00 AM

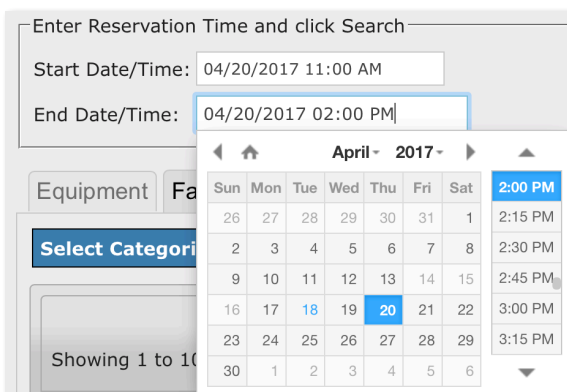
End Date/Time:

Equipment Fa

Select Category

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	29	30	31	1	11:00 AM
2	3	4	5	6	7	8	11:15 AM
9	10	11	12	13	14	15	11:30 AM
16	17	18	19	20	21	22	11:45 AM
23	24	25	26	27	28	29	12:00 PM
30	1	2	3	4	5	6	12:15 PM

End Date/Time



Enter Reservation Time and click Search

Start Date/Time: 04/20/2017 11:00 AM

End Date/Time: 04/20/2017 02:00 PM

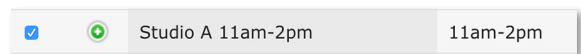
Equipment Fa

Select Category

Showing 1 to 10

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	29	30	31	1	2:00 PM
2	3	4	5	6	7	8	2:15 PM
9	10	11	12	13	14	15	2:30 PM
16	17	18	19	20	21	22	2:45 PM
23	24	25	26	27	28	29	3:00 PM
30	1	2	3	4	5	6	3:15 PM

3. Check the box for **Studio A 11am-2pm** from the asset list and click the **Request** button.



Studio A 11am-2pm 11am-2pm

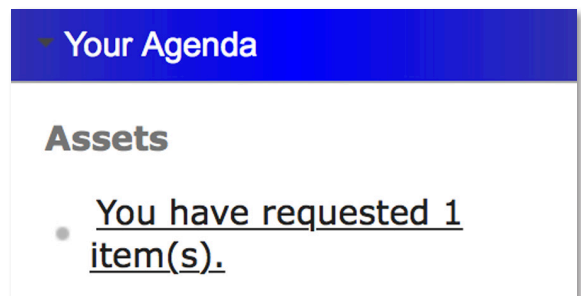


**A note will display in the window that your reservation has been added.**

One reservations was successfully added.

4. To see if your reservation has been approved by CCX CREATE staff, go back to the home page and look under **Your Agenda**.

Home



Your Agenda

Assets

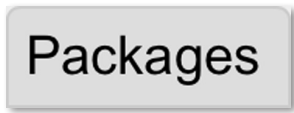
- You have requested 1 item(s).

You receive an email once your request is approved. **If your request is denied, you receive an email stating the reason and requesting you contact CCX CREATE staff to make other arrangements.**

# RESERVING A PACKAGE AND EQUIPMENT

Camera kits, light kits, wireless microphone kits and boom kits are available to reserve under the **Packages** tab. Any other miscellaneous equipment like batteries, single microphones, and microphone stands is under the **Equipment** tab.

1. To reserve a package, click the **Packages** tab in the **Reserve Assets** window.



2. Pick the **Start Date/Time** and **End Date/Time** for your reservation. (Example: Thursday, April 20, 3:30pm, to Saturday, April 22, 2:00pm, for Camera Kit 1, Boom Kit 1, and two batteries.)

## Start Date/Time

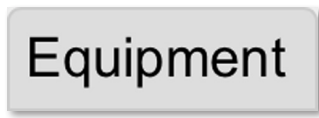
## End Date/Time

**Note:** you must pick your start and end times first to see what times are available.

3. Check the boxes for **Camera Kit 1** and **Boom Kit 1**.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Boom Kit 1	Shotgun Microphone; Boom Pole; Pistol Grip; Blimp Windscreen Cover	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Boom Kit 2	Shotgun Microphone; Boom Pole; Pistol Grip; Blimp Windscreen Cover	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Boom Kit 3	Shotgun Microphone; Boom Pole; Pistol Grip; Blimp Windscreen Cover	1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Camera Kit 1	Camera; power adaptor; tripod; tripod plate; lavalier mic; handheld mic; on...	1

4. To reserve batteries, click the **Equipment** tab.



5. Check the box next to **Batteries**.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Batteries	Battery for Panasonic Cameras AG-HMC150 and AG-AC130AP	2
-------------------------------------	-------------------------------------	-----------	--	---

Enter the quantity you need from the pulldown menu.

Click **Request from All** button to include the Camera and Boom Kits you reserved under the Packages tab.

**Request from All**

You receive an email once your request is approved. **If your request is denied, you receive an email stating the reason and requesting you contact CCX CREATE staff to make other arrangements.**

# RESERVING BASE ASSETS

If you are reserving the same equipment, facilities, and packages often, you can actually create your own list of assets as Base Assets.

1. From the dashboard, click the **Production** tab.



2. Choose the production you would like to add base assets to, then click **Edit**.

Show Completed Productions

Show  entries  
Showing 1 to 5 of 5 entries

Search:

First Previous **1** Next Last

Name	Description	Producer	Status	Type	Created	
Nikki	Music	Nikki Johnson	Planning	Volunteer production	3/28/2017	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
Nikki Jackett	Free Talk Live	Nikki Johnson	Planning	Volunteer production	4/10/2017	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
Nikki's Eclectic Interests	Various Topics	Nikki Johnson	Planning	Volunteer production	5/15/2017	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
The Magic Show	Magician	Nikki Johnson	Production	Volunteer production	3/31/2017	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
Trudy's Production	Music Show	Trudy Radniecki	Production	Volunteer production	4/6/2017	<a href="#">Details</a>

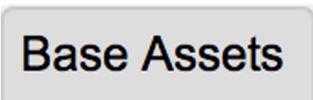
Search Name  Search Description  Search Producer  Search Type  Search Creation

Show  entries  
Showing 1 to 5 of 5 entries

Search:

First Previous **1** Next Last

3. Click the **Base Assets** tab.



4. Click the **Add Asset** tab.



5. Check the box next to the asset you want to add to your base assets list, then click **Ok**.



Search Assets

Equipment Facilities Packages

Select Categories... Search

Show  entries  
Showing 1 to 10 of 65 entries

First Previous **1** 2 3 4 5 6 7 Next Last

Name	Description	Asset#	Location	Status	
<input type="checkbox"/>	Audio Mixer	4 Channel Audio Mixer	2350	Equipment Room	In Use
<input type="checkbox"/>	Audio Mixer	3 Channel Audio Mixer	928	Equipment Room	In Use
<input type="checkbox"/>	Audio Mixer	3 Channel Audio Mixer	2964	Equipment Room	In Use
<input type="checkbox"/>	Batteries	Battery for Panasonic Cameras AG-HMC150 and AG-AC130AP		Equipment Room	In Use
<input type="checkbox"/>	Batteries	Battery for Cameras AG-AC90APJ (Roland Kit)		Equipment Room	In Use
<input type="checkbox"/>	Batteries	Battery for Flolight 128		Equipment Room	In Use
<input type="checkbox"/>	Flexfill Collapsible Reflector - 38" Circular	Flexfill Collapsible Reflector - 38" Circular - Silver/White		Equipment Room	In Use
<input type="checkbox"/>	Handheld Microphone	SMS8 Unidirectional Microphone	6872	Equipment Room	In Use
<input type="checkbox"/>	Handheld Microphone	635A Omnidirectional Microphone	6896	Equipment Room	In Use
<input type="checkbox"/>	Handheld Microphone	635A Omnidirectional Microphone	5282	Equipment Room	In Use

Search Name  Search Description  Search Ass  Search Loc

Show  entries  
Showing 1 to 10 of 65 entries

First Previous **1** 2 3 4 5 6 7 Next Last

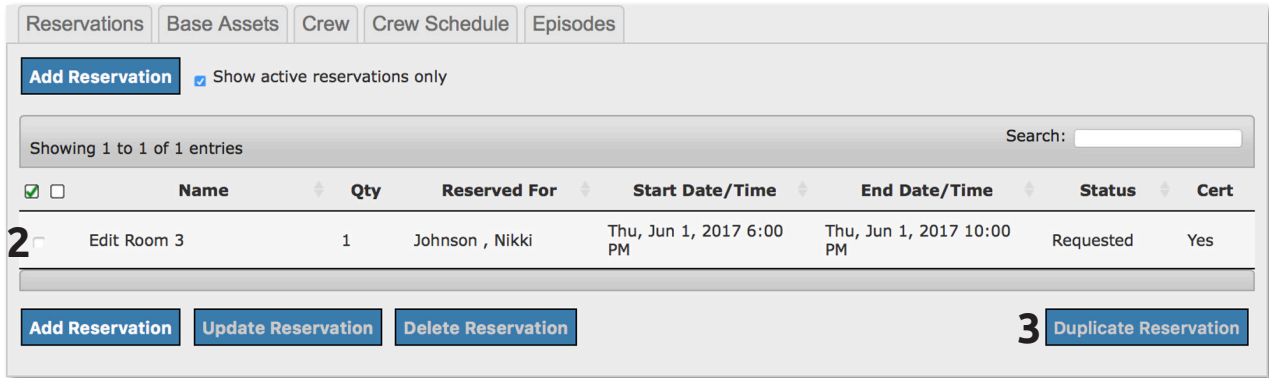
Ok Cancel



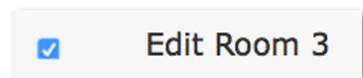
# DUPLICATING A RESERVATION

Any reservation, including studios, equipment and edit rooms, can be duplicated if it is ongoing.

1. To start, make a single reservation on the day you want to start the ongoing reservation. Example: You want Edit Room 3 every Thursday from 6pm to 10pm.



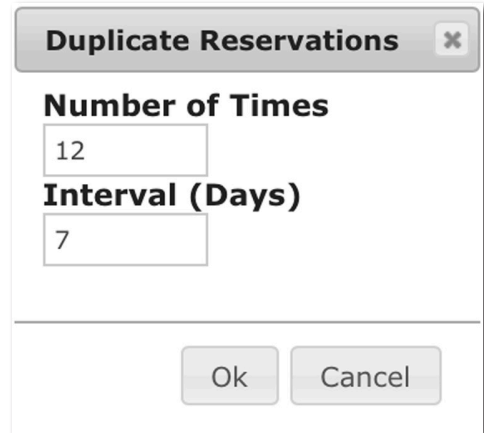
2. Check the box next to the reservation you want to duplicate.



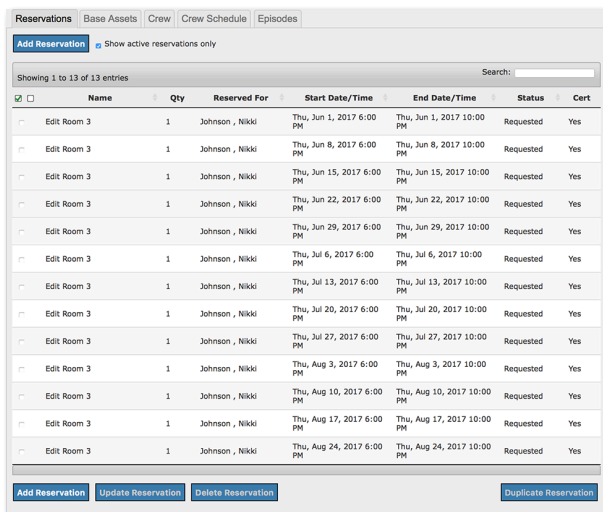
3. Click the **Duplicate Reservation** button.



4. In the **Duplicate Reservations** dialog box, enter the **Number of Times** you want to duplicate the reservation and the **Interval (Days)** between reservations. Click **Ok**.



The duplicates will appear in your reservations list.



**NOTE: 26 maximum Number of Times.**

Example: Duplicate a weekly timeslot for the year.

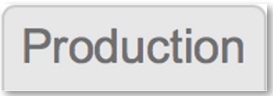
Number of Times: 26  
Interval (Days): 7

Duplicate the last reservation in your list with the same Number of Times/Interval.

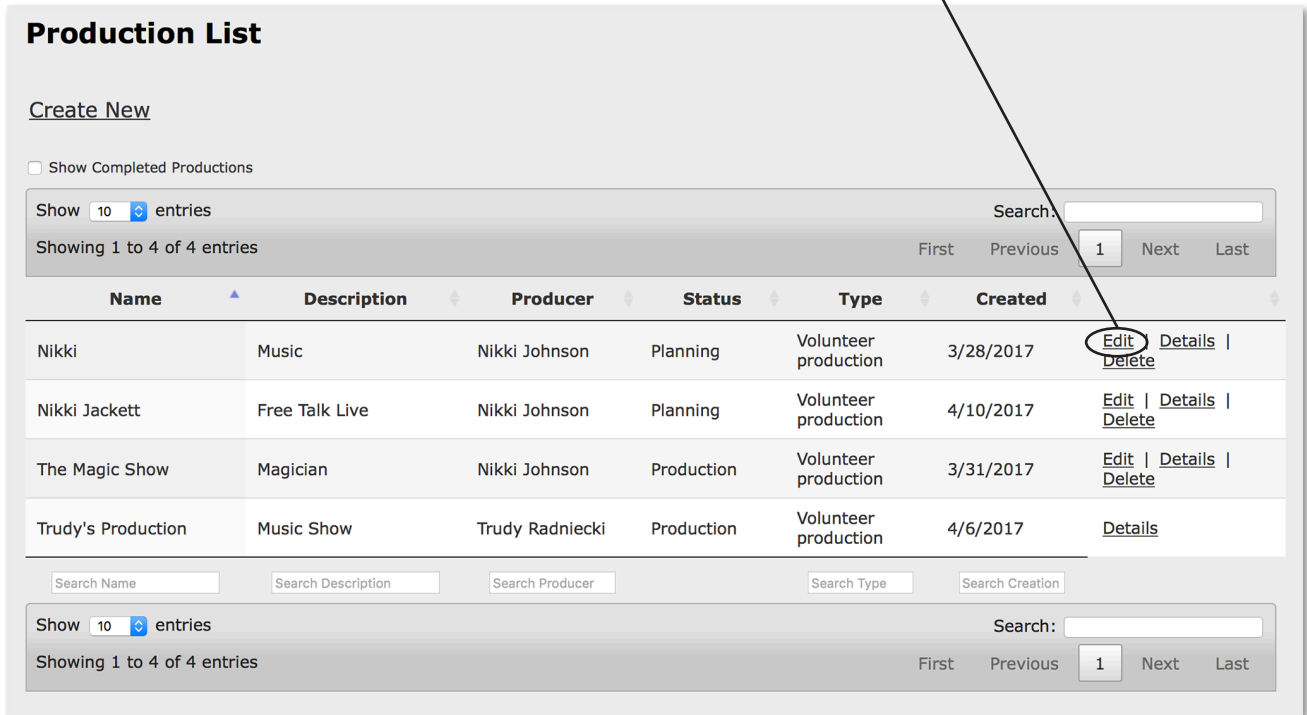


# ADDING CREW TO YOUR PRODUCTION

1. On the dashboard, click the **Production** tab.

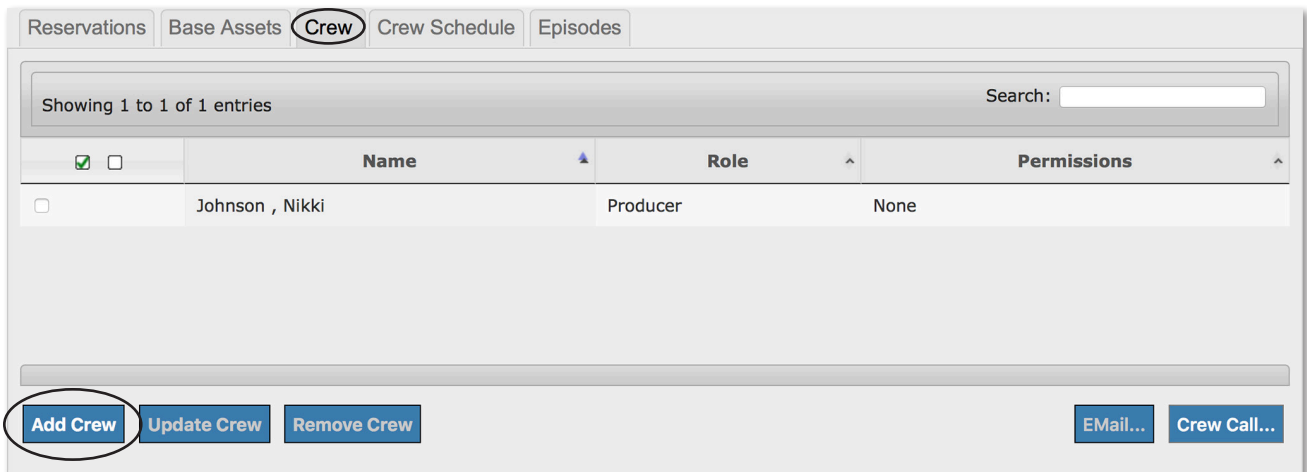


2. Choose the production you want to add crew to and select **Edit**.

A screenshot of the "Production List" interface. At the top left is the title "Production List" and a link "Create New". Below is a checkbox "Show Completed Productions". A search bar is on the right. A table lists four productions. The "Edit" link for the first production is circled, with an arrow pointing to the instruction above. Below the table are search filters and a second pagination bar.

Name	Description	Producer	Status	Type	Created	
Nikki	Music	Nikki Johnson	Planning	Volunteer production	3/28/2017	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
Nikki Jackett	Free Talk Live	Nikki Johnson	Planning	Volunteer production	4/10/2017	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
The Magic Show	Magician	Nikki Johnson	Production	Volunteer production	3/31/2017	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
Trudy's Production	Music Show	Trudy Radniecki	Production	Volunteer production	4/6/2017	<a href="#">Details</a>

3. Click on the **Crew** tab, then the **Add Crew** button.

A screenshot of the "Crew" management interface. At the top are tabs: "Reservations", "Base Assets", "Crew", "Crew Schedule", and "Episodes". The "Crew" tab is selected and circled. Below is a search bar and a table with one entry for "Johnson, Nikki" with the role "Producer" and "None" permissions. At the bottom, the "Add Crew" button is circled, along with "Update Crew", "Remove Crew", "Email...", and "Crew Call..." buttons.

	Name	Role	Permissions
<input type="checkbox"/>	Johnson, Nikki	Producer	None

4. Use the **Add Crew** search box to find a specific crew member to add as crew or page through the list of volunteers willing to crew.

Check the box next to their name, then select their role and permissions.

The screenshot shows the 'Add Crew' dialog box with a list of three crew members: Johnson, Moline, and Radniecki. Radniecki is selected. Below the list, there are search boxes for last and first names, and another list of three entries. A role dropdown is set to 'Director\*' and a permissions dropdown is set to 'View'. A role selection menu is open, showing a list of roles with 'Director\*' selected. A permissions selection menu is also open, showing 'View' selected.

**ROLES**  
 \* Certified roles only  
 No \* certification not required

**CCX CREATE** uses these roles for our classes:

**STUDIO**  
**Audio, Director, Graphics, Studio Camera**

**PORTABLE CAMERA**  
**Camera Operator - Field**

**FCPX**  
**Editor**

**ROLAND PORTABLE STUDIO**  
**Portable Studio**

**PERMISSIONS**

**None**

Crew member will NOT see the production in their list of productions.

**View**

Crew member can see the details of the production, but cannot edit or make reservations for the production.

**View/Modify**

Crew member can edit details of the production, make reservations, add base assets, and add crew members.

## EMAILING CREW

1. Click on the **Crew** tab and check the boxes next to the crew members you want to email.

2. Click the **Email** button.

The screenshot shows a web interface with tabs for Reservations, Base Assets, Crew (circled in red), Crew Schedule, and Episodes. Below the tabs, it says "Showing 1 to 3 of 3 entries" and has a search field. A table lists crew members with checkboxes, names, roles, and permissions. At the bottom, there are buttons for "Add Crew", "Update Crew", "Remove Crew", "Email..." (circled in red), and "Crew Call...".

<input type="checkbox"/>	Name	Role	Permissions
<input type="checkbox"/>	Johnson , Nikki	Producer	View and Modify
<input checked="" type="checkbox"/>	Moline, Cheryl	Camera Operator - Studio	View
<input checked="" type="checkbox"/>	Radniecki, Trudy	Director	View

3. Click in the **Message** field to add a message.

The screenshot shows the "Email Crew" dialog box. It has tabs for "To", "CC", and "BCC". Below the tabs, it says "Showing 1 to 2 of 2 entries" and has a search field and pagination controls. A table lists recipients with checkboxes, first names, last names, and email addresses. Below the table are buttons for "Remove", "-> CC:", and "-> BCC:". The "Subject" field contains "Nikki's Production" and the "From" field is set to "This Account". A large text area for the message is circled in red, with the label "Message:" next to it. At the bottom right, there are "Ok" and "Cancel" buttons.

**NOTE:** Because the email is being sent from your email account, you may want to edit the **Subject:** line to include CCX CREATE.

To send the email, click **Ok**.

# REMOVING CREW

- 1. Click on the **Crew** tab and check the boxes next to the crew members you want to remove.
- 2. Click the **Remove Crew** button.

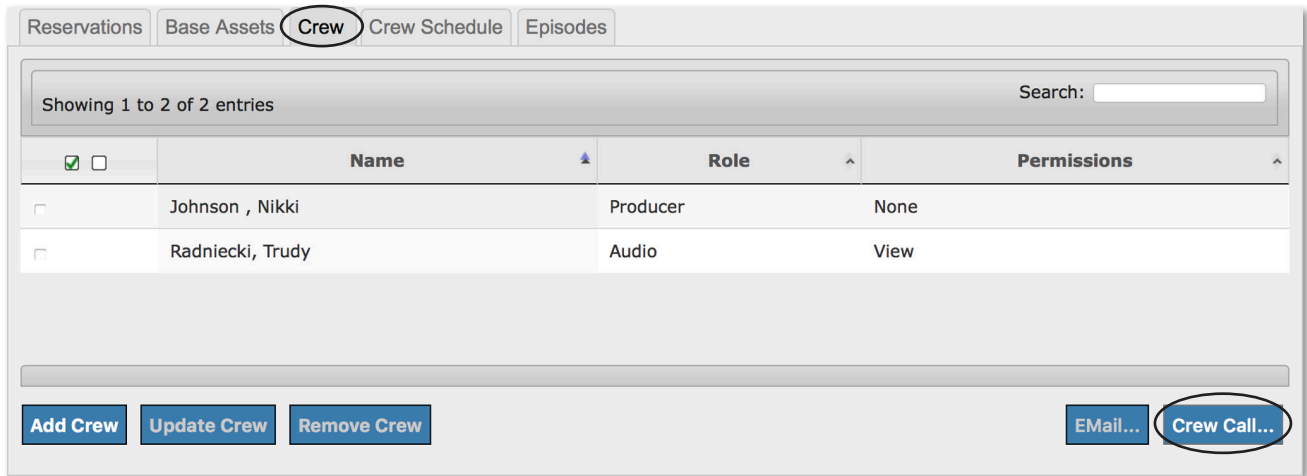
The screenshot shows a software interface with a top navigation bar containing tabs for 'Reservations', 'Base Assets', 'Crew', 'Crew Schedule', and 'Episodes'. The 'Crew' tab is selected and circled. Below the tabs is a search bar and a status indicator 'Showing 1 to 3 of 3 entries'. A table lists three crew members with columns for 'Name', 'Role', and 'Permissions'. The 'Moline, Cheryl' row has a checked checkbox in the first column. At the bottom, there are buttons for 'Add Crew', 'Update Crew', 'Remove Crew' (circled), 'Email...', and 'Crew Call...'.

<input type="checkbox"/>	Name	Role	Permissions
<input type="checkbox"/>	Johnson , Nikki	Producer	View and Modify
<input checked="" type="checkbox"/>	Moline, Cheryl	Camera Operator - Studio	View
<input type="checkbox"/>	Radniecki, Trudy	Director	View

# CREATING A CREW CALL

A **Crew Call** is an ad placed when you need crew for your production.

1. Click on the **Crew** tab, then the **Crew Call** button.



The screenshot shows a software interface with a top navigation bar containing tabs: Reservations, Base Assets, Crew (circled), Crew Schedule, and Episodes. Below the tabs is a search bar and a table with two entries. The table has columns for Name, Role, and Permissions. At the bottom of the interface, there are buttons for 'Add Crew', 'Update Crew', 'Remove Crew', 'Email...', and 'Crew Call...' (circled).

	Name	Role	Permissions
<input checked="" type="checkbox"/>	Johnson , Nikki	Producer	None
<input type="checkbox"/>	Radniecki, Trudy	Audio	View

2. Click the **Create** button.



The screenshot shows a 'Crew Call' dialog box with two tabs: 'Crew Call' and 'Responses'. It features a search bar and a table with columns: Role, Qty, Ad Start Time, Ad End Time, Start Time, and End Time. The table is empty with the message 'No data available in table'. At the bottom, there are buttons for 'Create...' (circled), 'Update...', and 'Delete...'. The dialog also has 'Ok' and 'Cancel' buttons at the bottom right.

3. Fill in the following fields: Role, Crew Required, Run Ad From/To, and Start/End Time (Description optional). Click the **Ok** button when finished.

**Add Crew Call** ✕

**Role: (\* certification required)**

**Crew Required:**

**Run Ad From:**

**Run To:**

**Start Time:**

**End Time:**

**Description**

**Send Email to Members**

**Role**  
What crew position you need to fill.

**Crew Required**  
How many spots you need to fill.

**Run Ad From and To**  
Fill in the dates you want to run the ad.

**Start and End Time**  
Fill in the start and end of the production recording time.

Your ad will show up under the **Crew Call** tab.

**Crew Call** ✕

Crew Call Responses

Showing 1 to 1 of 1 entries Search:

<input type="checkbox"/>	Role	Qty	Ad Start Time	Ad End Time	Start Time	End Time
<input type="checkbox"/>	Crew	3	Mon, May, 22 2017	Fri, May, 26 2017	Mon, May 29, 2017 5:00 PM	Mon, May 29, 2017 08:00 PM

Showing 1 to 1 of 1 entries Search:

## RESPONDING TO CREW CALLS

A great way to get experience is to volunteer on productions. In RueShare, producers can create Crew Calls when looking for crew.

1. To view active Crew Calls, click the **Crew Call** button from the dashboard.

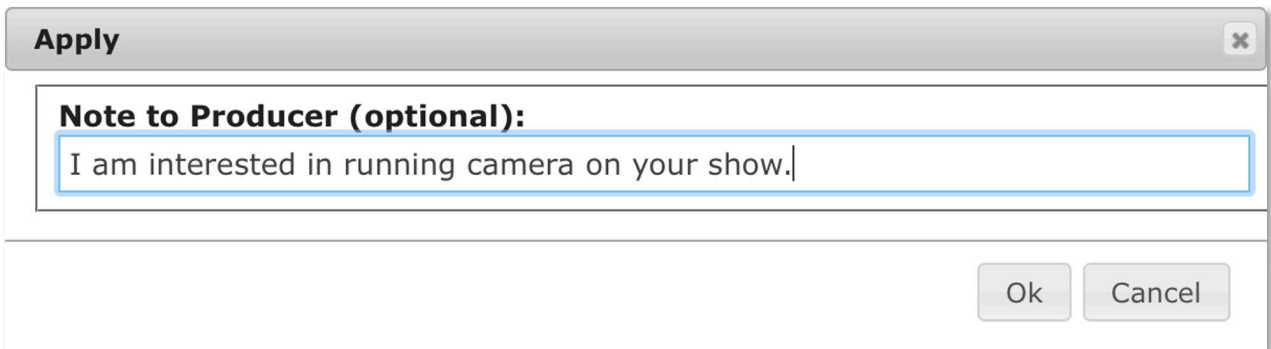
A rectangular button with rounded corners and a light gray background, containing the text "Crew Calls" in a bold, dark gray font.

2. Check the box next to the production you would like to crew on and click the **Apply** button.

A screenshot of the "Crew Calls" interface. At the top, there are three tabs: "My Center", "My Productions", and "Crew Calls". Below the tabs, there is a search bar and a "Show 10 entries" dropdown. A table lists crew calls with columns for "Production Name", "Role", "Status", "Needed/Resps", and "Start Time". One entry is checked, and the "Apply..." button is circled in red.

	Production Name	Role	Status	Needed/Resps	Start Time
<input checked="" type="checkbox"/>	Nikki's Eclectic Interests	Crew	Open	3 / 1	Tue, May 16, 2017 4:28 PM

3. Write an optional note to the producer and click **Ok**.

A screenshot of the "Apply" dialog box. It has a title bar with "Apply" and a close button. Below the title bar, there is a section titled "Note to Producer (optional):" followed by a text input field containing the text "I am interested in running camera on your show.". At the bottom right, there are "Ok" and "Cancel" buttons.

**Apply**

**Note to Producer (optional):**

I am interested in running camera on your show.

Ok Cancel

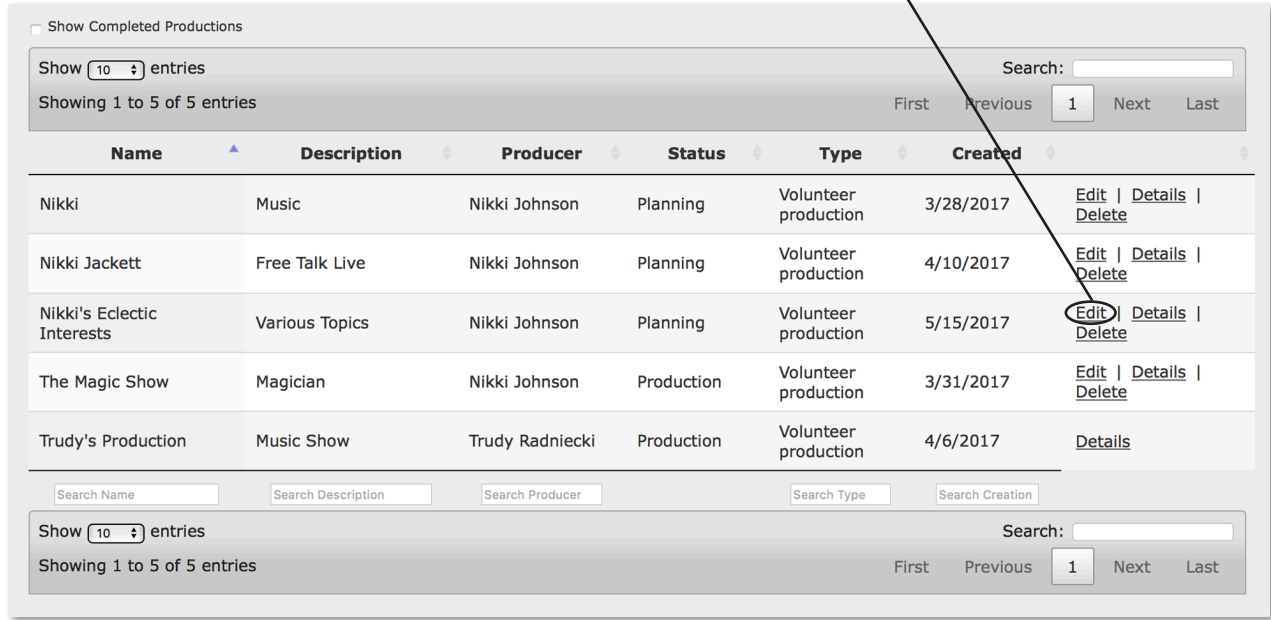
The producer gets an email that you applied to crew on their show. They can approve or rescind your offer as a crew member.

# CHECKING CREW CALL RESPONSES

1. From the dashboard, click the **Production** tab.

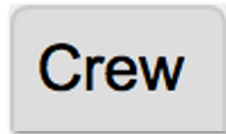


2. Choose the production you placed a Crew Call for and click **Edit**.



Name	Description	Producer	Status	Type	Created	
Nikki	Music	Nikki Johnson	Planning	Volunteer production	3/28/2017	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
Nikki Jackett	Free Talk Live	Nikki Johnson	Planning	Volunteer production	4/10/2017	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
Nikki's Eclectic Interests	Various Topics	Nikki Johnson	Planning	Volunteer production	5/15/2017	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
The Magic Show	Magician	Nikki Johnson	Production	Volunteer production	3/31/2017	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
Trudy's Production	Music Show	Trudy Radniecki	Production	Volunteer production	4/6/2017	<a href="#">Details</a>

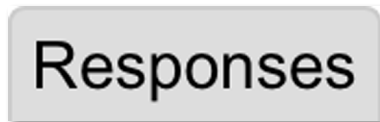
3. Click the **Crew** tab.



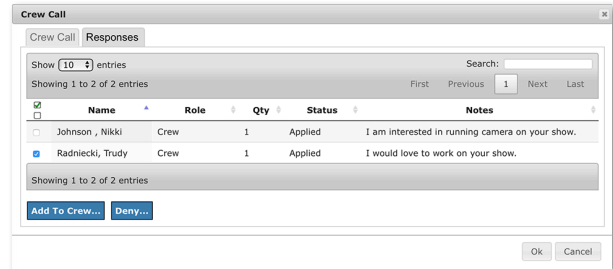
4. Click the **Crew Call...** button.



5. Click the **Responses** tab.



6. Check the box next to the volunteer(s) who responded that you want to add to your crew. Click the **Add To Crew...** button, then **Ok**.

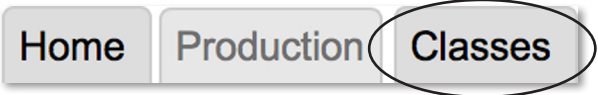


	Name	Role	Qty	Status	Notes
<input type="checkbox"/>	Johnson, Nikki	Crew	1	Applied	I am interested in running camera on your show.
<input checked="" type="checkbox"/>	Radniecki, Trudy	Crew	1	Applied	I would love to work on your show.



# SIGNING UP FOR CLASSES

Basic and advanced class offerings can be accessed from the **Classes** tab on the dashboard.



1. Click on the **Classes** tab from the dashboard.
2. Click on a class you would like to sign up for.

All Classes

Search:

Name	Start Time	Schedule Description	Cost
<a href="#">Orientation</a>	Thu, Jul 6, 2017 7:00 PM	Thursday, July 6, 2017, 7pm-8pm	\$0.00
<a href="#">Studio Production</a>	Thu, Jul 20, 2017 7:00 PM	Thursday, July 20, 2017, 7pm-9pm	\$0.00
<a href="#">Portable Camera</a>	Thu, Jul 27, 2017 7:00 PM	Thursday, July 27, 2017, 7pm-9pm	\$0.00
<a href="#">Editing FCPX</a>	Thu, Aug 3, 2017 7:00 PM	Thursday, August 3, 2017, 7pm-9pm	\$0.00
<a href="#">Orientation</a>	Sat, Sep 30, 2017 8:30 AM	Saturday, September 30, 2017, 8:15am-9am	\$0.00
<a href="#">Portable Camera</a>	Sat, Sep 30, 2017 9:00 AM	Saturday, September 30, 2017, 9am-11am	\$0.00

3. Review the class information and click the **Sign Up** button.

Overview

**Name**  
Portable Camera

**Instructor**  
Rueshare Administrator

**Assistant**

**Cost**  
\$0.00

**Description**  
Learn how to record quality video and audio on the HD portable camera equipment. Participants record a class project.

**Schedule Description**  
Thursday, July 27, 2017, 7pm-9pm

**Registration Information**

[Sign Up](#)

Sessions Prerequisites

#	Start	End
1	Thu, Jul 27, 2017 7:00 PM	Thu, Jul 27, 2017 9:00 PM

[Back to Class Search](#)

A confirmation screen will display.


### Thank you for signing up!

Greetings! You have signed up for Portable Camera. Please bring your ID to Orientation.

**Schedule and Location: Thursday, July 27, 2017, 7pm-9pm**

You will receive an email confirming you signed up for the class AND you will receive a second reminder email closer to the class date.

CCX CREATE Class Enrollment Confirmation Inbox x Print Share

 **CCX CREATE** create@ccxmedia.org via sendgrid.me 12:42 PM (7 minutes ago) Star Reply More

to me ▾

Nikki,  
You have successfully registered for Portable Camera.  
Thank you,  
CCX CREATE

Class Schedule:

Session	Time Start	Time End (Central Standard Time)
1	Thu Jul 27, 07:00P	Thu Jul 27, 09:00P