# 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.**

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.
RESETTNG 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.

   ![Production Tab](image)

   **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.

   ![Create New](image)

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.

   ![Create Production Form](image)

   **Enter as hh:mm:ss (hours, minutes, seconds)**

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.

3. Click the Add Reservation button to launch the 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.

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)

Start Date/Time
End Date/Time

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

Studio A time slots: 8:30am-11am, 11am-2pm, 2pm-5pm, 5pm-8pm, and 8pm-11pm.

Studio B time slots: 9:30am-12:30pm, 12:30pm-3:30pm, 3:30pm-6:30pm, and 6:30pm-9:30pm.

The edit suites, computer room and breakroom are available Mondays through Thursdays 8:30am-11pm, Fridays and Saturdays 8:30am-5pm, and Sundays 12:30pm-6:30pm.

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

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.

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.)

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

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

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

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.

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.**

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

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.
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.

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

**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.

**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
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.

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

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.
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.

2. Click the Create button.
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.

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

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

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

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.

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.
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.

3. Review the class information and click the Sign Up button.
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](image)