

RueShare

ACCESS. ANYWHERE.

TABLE OF CONTENTS

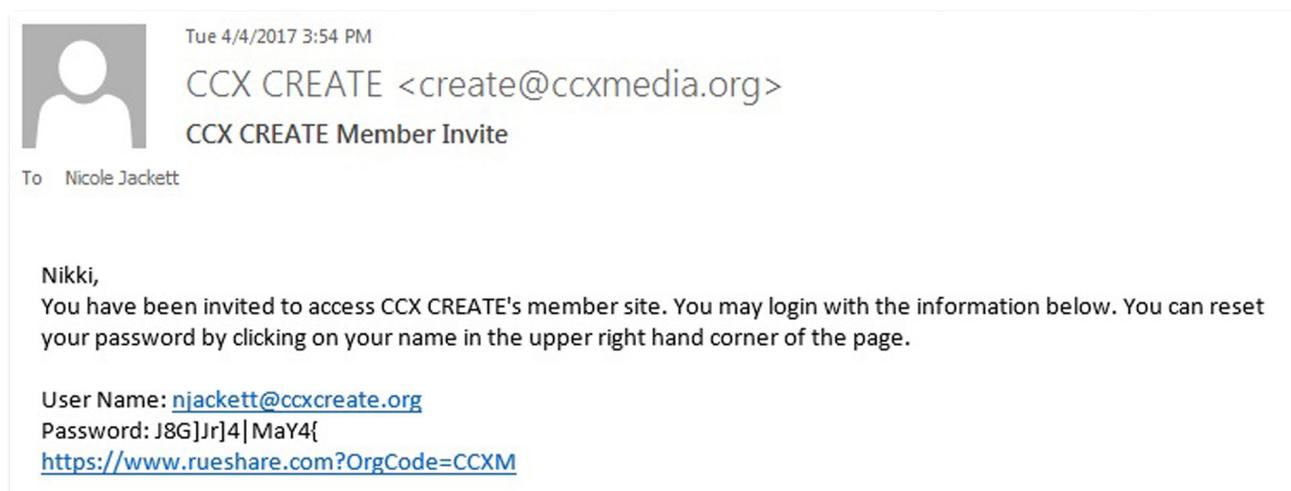
- Welcome to RueShare 1
- Dashboard overview 2
- Resetting password and updating profile 3
- Creating a production..... 4
- Making a reservation 5
- Reserve Assets window 6
- Reserving a facility 7
- Reserving a package and equipment 8
- Reserving base assets..... 9
- Duplicating a reservation 10
- Adding 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.**

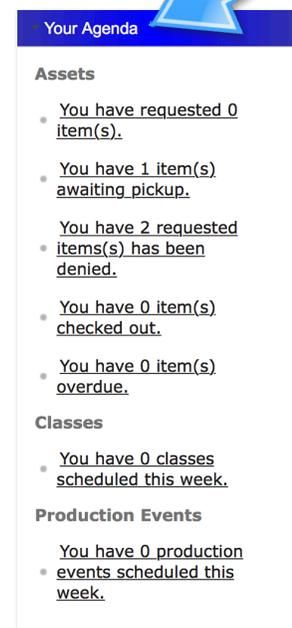
The image shows the login page for CCX CREATE. At the top is the 'CCX CREATE' logo. Below it is the text 'Welcome to CCX CREATE.' and 'Please login.' The form includes fields for 'User name' and 'Password', a 'Remember me?' checkbox, a 'Log in' button, and a link for 'Forgot your Password?'.

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

DASHBOARD OVERVIEW

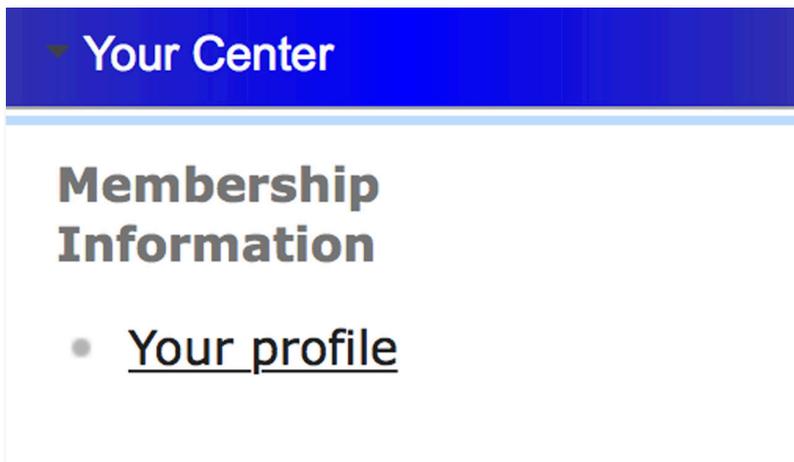


- 1. Home:** Your dashboard page when you log in.
Production: View details about the productions you're involved in, create a new production, make reservations for an existing production, and schedule crew members for shoots and events.
Classes: Sign up for any classes offered.
- 2.** Dates and times 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.

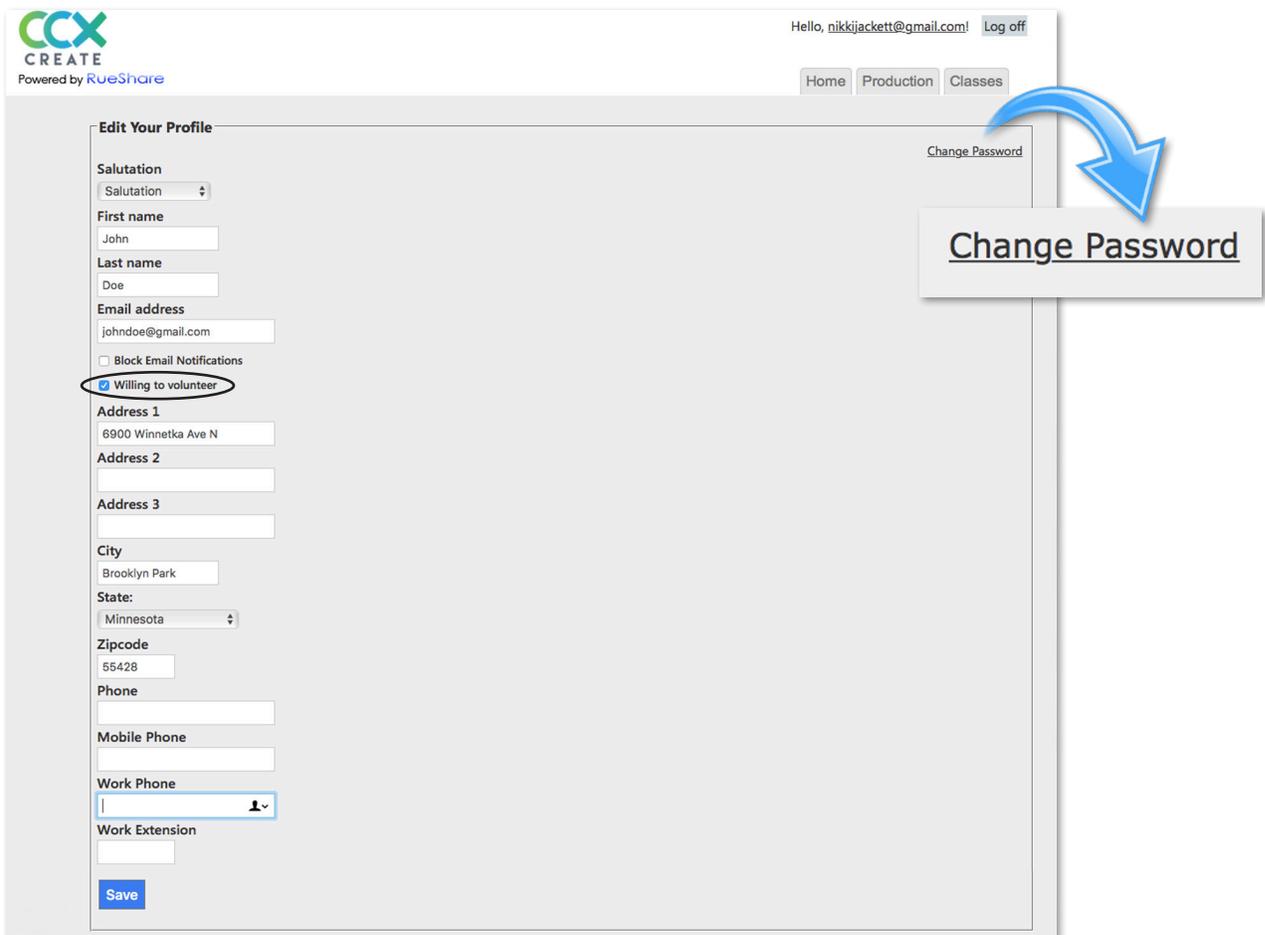


RESETTING PASSWORD AND UPDATING PROFILE

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!**

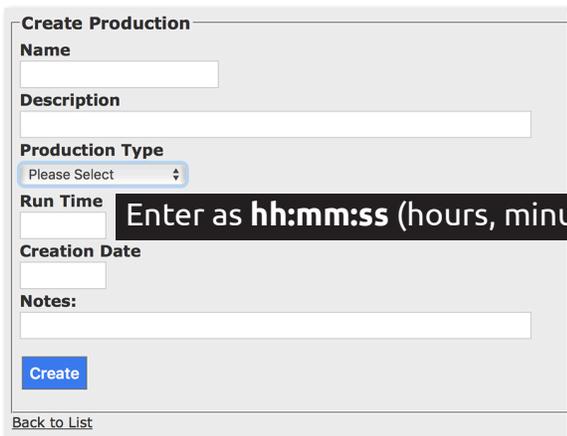


2. Click on **Create New.**

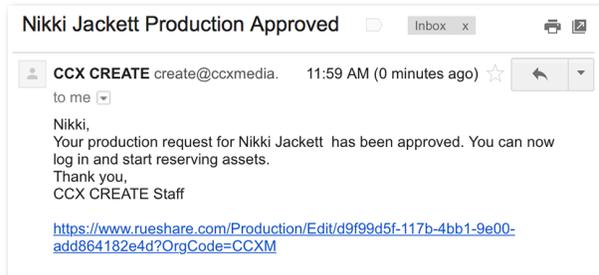


3. Fill in the following fields:
 - **Name** (of Production, required),
 - **Description** (required),
 - **Production Type** (choose Volunteer Production from dropdown menu),
 - **Run Time** (of show, optional),
 - **Creation Date** (optional), and
 - **Notes** (optional).

Click **Create.**



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	Edit Details Delete
Nikki Jackett	Free Talk Live	Nikki Johnson	Planning	Volunteer production	4/10/2017	Edit Details Delete
The Magic Show	Magician	Nikki Johnson	Production	Volunteer production	3/31/2017	Edit Details Delete
Trudy's Production	Music Show	Trudy Radniecki	Production	Volunteer production	4/6/2017	Details

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

The screenshot shows the 'Reserve Assets' window. At the top, there is a section for entering reservation time, with a '1' and an arrow pointing to the 'Start Date/Time' and 'End Date/Time' fields. The 'Start Date/Time' is set to '4/18/2017 11:30 AM' and the 'End Date/Time' is '4/18/2017 12:30 PM'. A 'Launch Reservation Calendar' link is to the right. Below this is a section for selecting asset categories, with a '2' and an arrow pointing to the 'Equipment', 'Facilities', 'Packages', and 'Base Configuration' tabs. The 'Facilities' tab is selected. To the right of these tabs is an 'Assign To' dropdown menu set to 'Johnson, Nikki'. Below the tabs is a 'Select Categories...' button and a search bar. The main area displays search results for the specified time range, showing 1 to 10 of 14 entries. The results are in a table with columns for Name, Description, and Location. The table lists various assets like Breakroom, Computer Room, Edit Rooms, and Studio A with different time slots. At the bottom right, there are 'Request from All' and 'Request' buttons. At the very bottom, there are 'Ok' and 'Cancel' buttons.

1 Enter Reservation Time and click Search

Start Date/Time: 4/18/2017 11:30 AM Launch Reservation Calendar

End Date/Time: 4/18/2017 12:30 PM

2 Equipment Facilities Packages Base Configuration Assign To Johnson, Nikki

Select Categories... Search results for 4/18/2017 11:30 AM to 4/18/2017 12:30 PM.

Showing 1 to 10 of 14 entries Search: First Previous 1 2 Next Last

	Name	Description	Location
<input type="checkbox"/>	Breakroom	Breakroom	Breakroom
<input type="checkbox"/>	Computer Room	Computer (Mac) Room with internet access	Computer Room
<input type="checkbox"/>	Edit Room 3	Final Cut Pro X and Card Reader	Edit Room 3
<input type="checkbox"/>	Edit Room 4	Final Cut Pro X and Card Reader	Edit Room 4
<input type="checkbox"/>	Edit Room 5	Final Cut Pro X and Card Reader	Edit Room 5
<input type="checkbox"/>	Studio A 11am-2pm	11am-2pm	Studio A
<input type="checkbox"/>	Studio A 2pm-5pm	2pm-5pm	Studio A
<input type="checkbox"/>	Studio A 5pm-8pm	5pm-8pm	Studio A
<input type="checkbox"/>	Studio A 8:30am-11am	8:30am-11am	Studio A
<input type="checkbox"/>	Studio A 8pm-11pm	8pm-11pm	Studio A

Showing 1 to 10 of 14 entries Search: First Previous 1 2 Next Last

Request from All Request

Ok Cancel

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

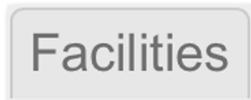
Studios, edit suites, the computer room and breakroom are available to reserve under the **Facilities** tab.

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.

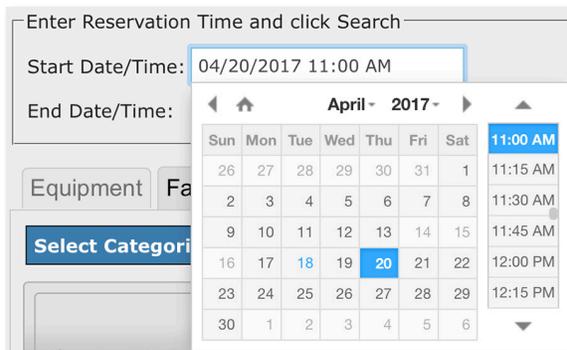
1. To reserve a facility, click the **Facilities** tab.



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

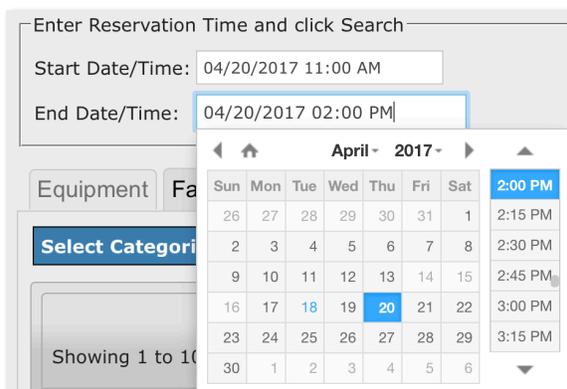
End Date/Time:

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

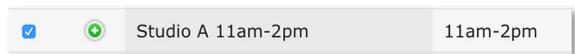
Equipment Fa

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

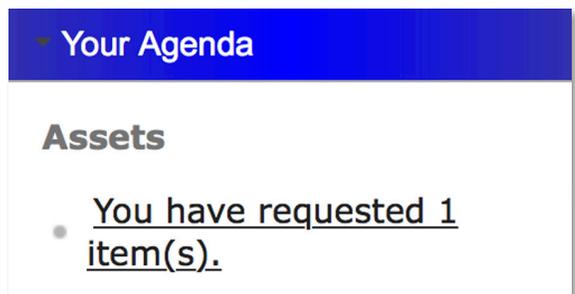


A note will display in the window that your reservation has been added.

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

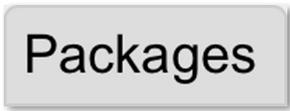
- You have requested 1 item(s).

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

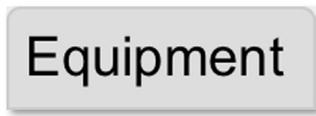
End Date/Time

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.



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.**

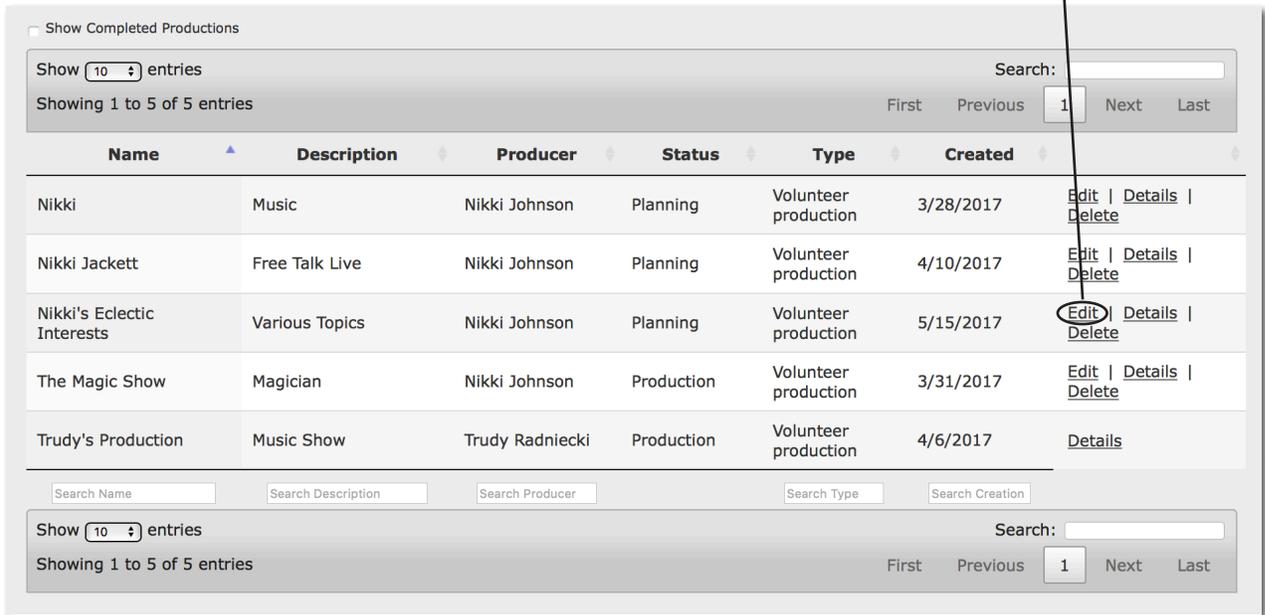
RESERVING BASE ASSETS

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 10 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	Edit Details Delete
Nikki Jackett	Free Talk Live	Nikki Johnson	Planning	Volunteer production	4/10/2017	Edit Details Delete
Nikki's Eclectic Interests	Various Topics	Nikki Johnson	Planning	Volunteer production	5/15/2017	Edit Details Delete
The Magic Show	Magician	Nikki Johnson	Production	Volunteer production	3/31/2017	Edit Details Delete
Trudy's Production	Music Show	Trudy Radniecki	Production	Volunteer production	4/6/2017	Details

Search Name Search Description Search Producer Search Type Search Creation

Show 10 entries
Showing 1 to 5 of 5 entries

Search: _____

First Previous 1 Next Last

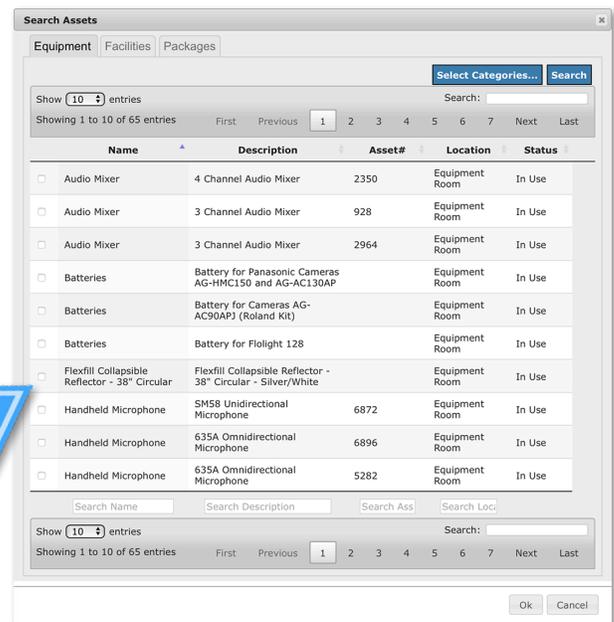
3. Click the **Base Assets** tab.



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 10 entries
Showing 1 to 10 of 65 entries

Search: _____

First Previous 1 2 3 4 5 6 7 Next Last

Name	Description	Asset#	Location	Status	
<input checked="" type="checkbox"/>	Audio Mixer	4 Channel Audio Mixer	2350	Equipment Room	In Use
<input checked="" type="checkbox"/>	Audio Mixer	3 Channel Audio Mixer	928	Equipment Room	In Use
<input checked="" 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 10 entries
Showing 1 to 10 of 65 entries

Search: _____

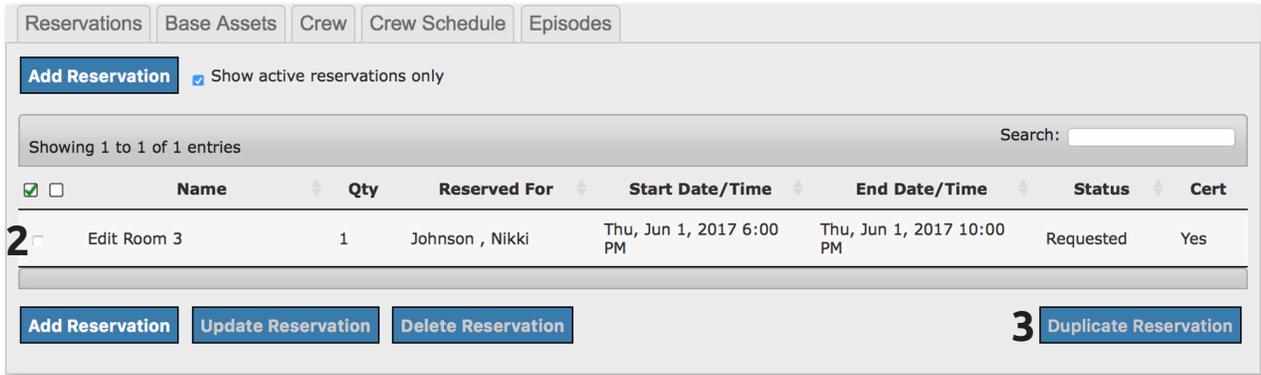
First Previous 1 2 3 4 5 6 7 Next Last

Ok Cancel

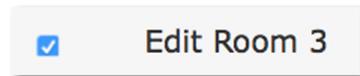
DUPLICATING A RESERVATION

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.



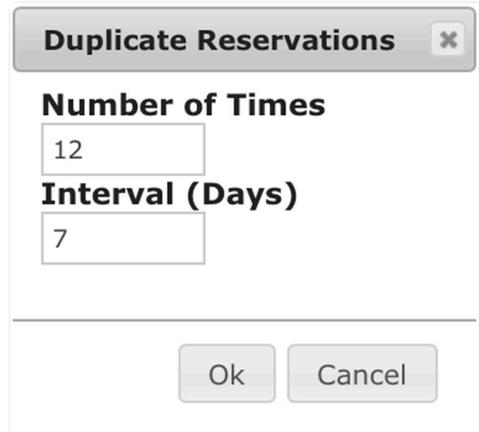
2. Check the box next to the reservation you want to duplicate.



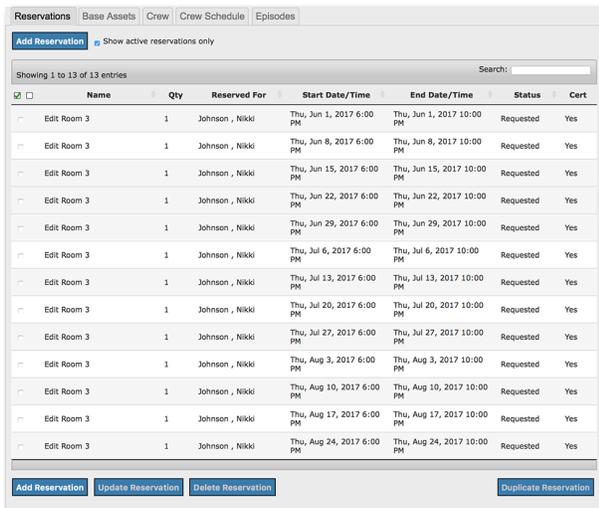
3. Click the **Duplicate Reservation** button.



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

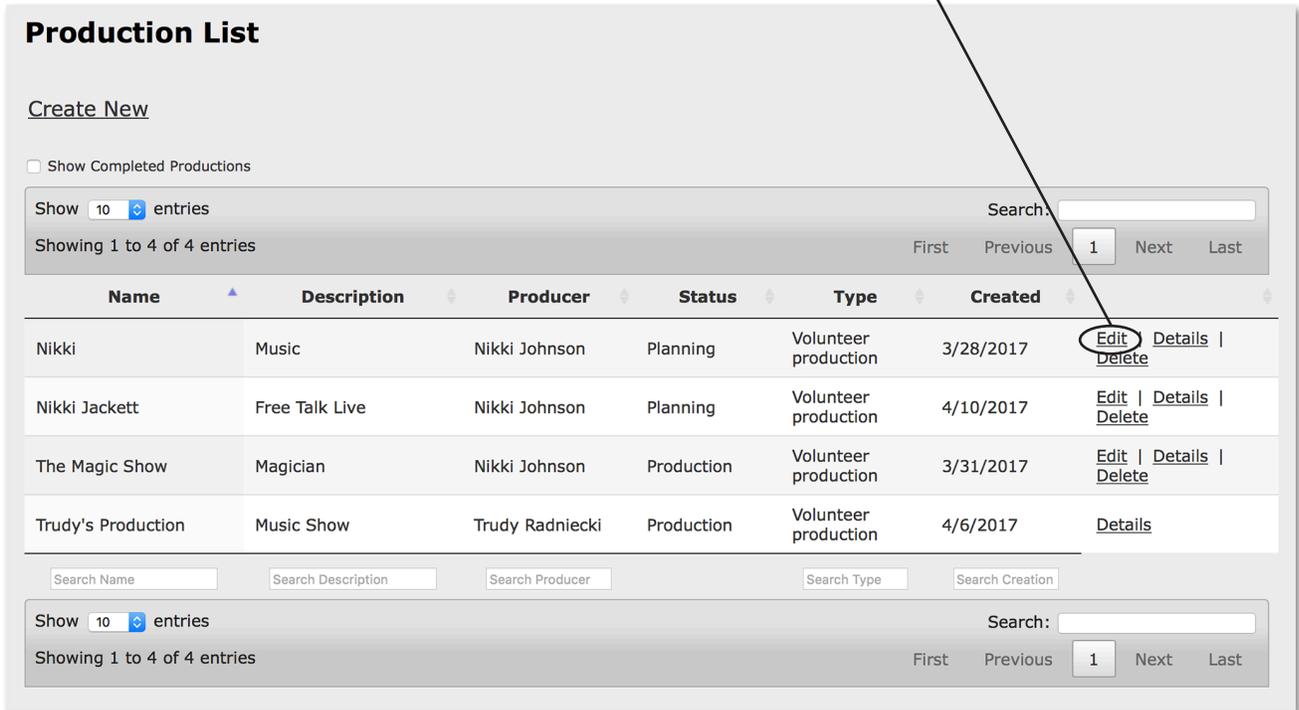
Duplicate the last reservation in your list with the same Number of Times/Interval.

ADDING CREW TO YOUR PRODUCTION

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

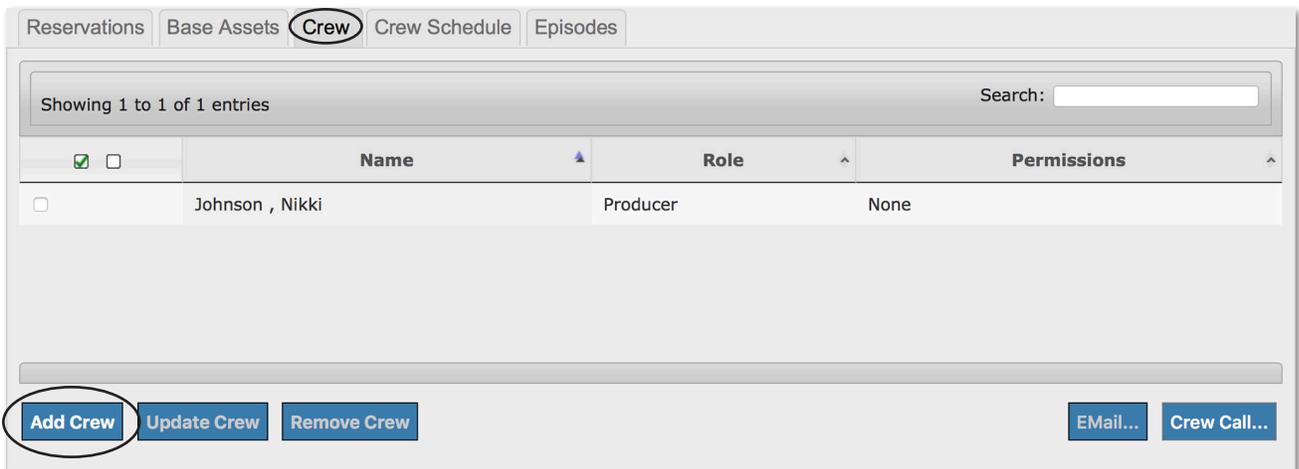


2. Choose the production you want to add crew to and select **Edit**.

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 pagination bar shows "Showing 1 to 4 of 4 entries" and "Page 1 of 1". A table with columns: Name, Description, Producer, Status, Type, Created, and actions. The first row is circled, with the "Edit" link highlighted. Below the table are search filters for Name, Description, Producer, Type, and Creation. A second identical pagination bar is at the bottom.

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

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 (circled), Crew Schedule, and Episodes. Below is a search bar and "Showing 1 to 1 of 1 entries". A table with columns: Name, Role, and Permissions. The first row shows "Johnson, Nikki" as "Producer" with "None" permissions. At the bottom are buttons: Add Crew (circled), Update Crew, Remove Crew, Email..., and Crew Call...

Name	Role	Permissions
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 dropdown menu for 'Role' is open, showing a list of roles with 'Director*' selected. A second dropdown menu for 'Permissions' is open, showing 'View' selected. A legend box on the left explains the permissions: None, View, and View and Modify. On the right, there are 'Ok' and 'Cancel' buttons.

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 a "Recipients" section with "To", "CC", and "BCC" tabs. Below is a search field and a table of recipients. The "Message" field is circled in red. At the bottom, there are "Ok" and "Cancel" buttons, with "Ok" also circled in red.

Subject: Nikki's Production From: This Account

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.

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 with three columns: 'Name', 'Role', and 'Permissions' is displayed. The table contains three rows of crew members. The second row, 'Moline, Cheryl', has a checked checkbox in the first column. At the bottom of the interface, there are four buttons: 'Add Crew', 'Update Crew', 'Remove Crew', and 'Email...'. The 'Remove Crew' button is circled.

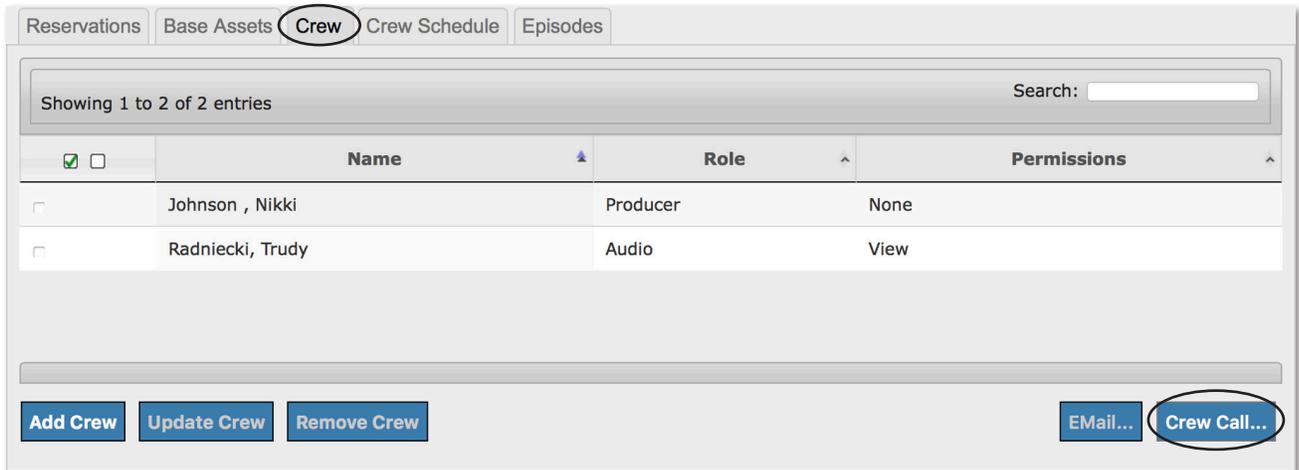
<input type="checkbox"/>	Name	Role	Permissions
<input type="checkbox"/>	Johnson , Nikki	Producer	View and Modify
<input checked="" type="checkbox"/>	Moline, Cheryl	Camera Operator - Studio	View
<input type="checkbox"/>	Radniecki, Trudy	Director	View

Buttons: Add Crew, Update Crew, Remove Crew, Email..., Crew Call...

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.

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

Search:

Showing 1 to 1 of 1 entries

	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 8:00 PM

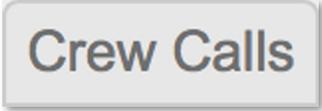
Search:

Showing 1 to 1 of 1 entries

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.

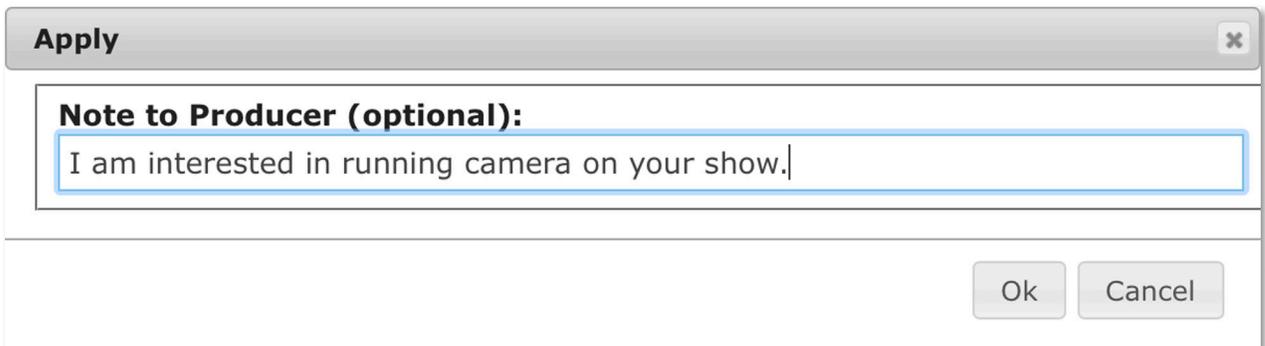
A rectangular button with rounded corners and a light gray background, containing the text "Crew Calls" in a bold, dark gray font.

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" section in a web application. At the top, there are three tabs: "My Center", "My Productions", and "Crew Calls", with "Crew Calls" being the active tab. 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 labeled "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

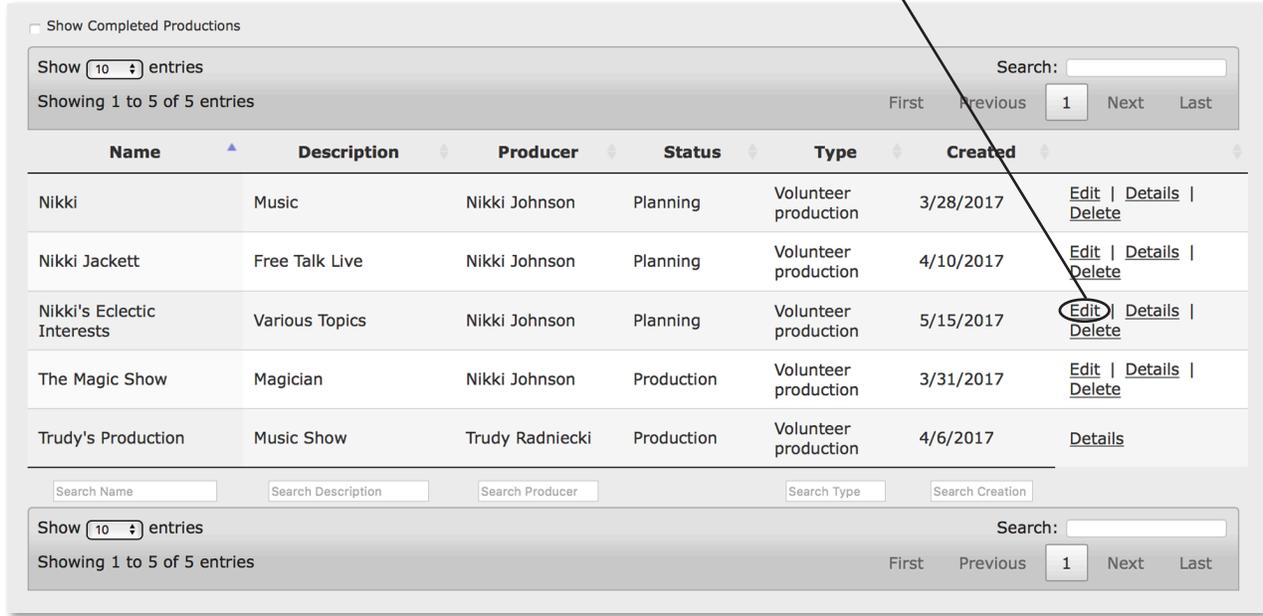
The producer gets an email that you applied to crew on their show. They can approve or rescind your offer as a crew member.

CHECKING CREW CALL RESPONSES

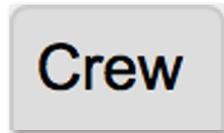
1. From the dashboard, click the **Production** tab.



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



3. Click the **Crew** tab.



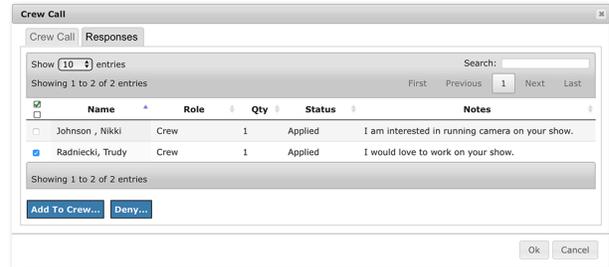
4. Click the **Crew Call...** button.



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.

All Classes

Search:

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