FRONT-OF- HOUSE WEB SIGN-UP
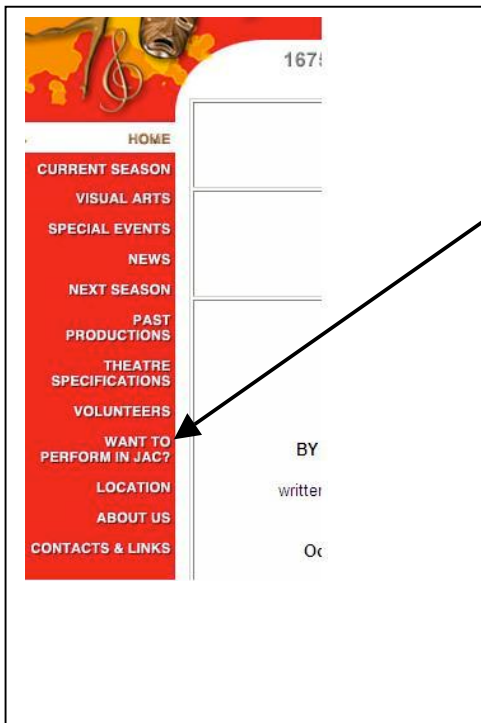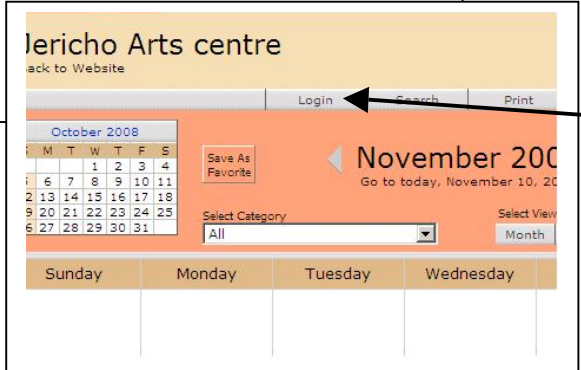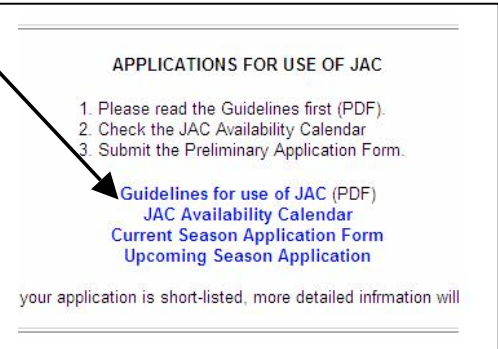
PRINT THIS DOCUMENT

1. Go to www.jerichoartscentre.com

2. Select: WANT TO PERFORM IN JAC?

3. Select: JAC Availability Calendar

APPLICATIONS FOR USE OF JAC

1. Please read the Guidelines first (PDF).
2. Check the JAC Availability Calendar
3. Submit the Preliminary Application Form.

Guidelines for use of JAC (PDF)
JAC Availability Calendar
Current Season Application Form
Upcoming Season Application

your application is short-listed, more detailed infrmation will

4. Select: Login

5. Screen Name: JAC
    Email info@jerichoartscentre.com to get the password

    Select: Login

Calendar view

Select View
Month | Week | Day | List

18
25

...ay | Thursday | Friday

+ 4
- BO: (edit)
- CN: (edit)
- HM: (edit)
- 8:00 pm The Circle

+ 5
- BO: Nora Jackson (edit)
- CN: (edit)
- HM: (edit)
- 8:00 pm The Circle

6
- B
- C
- H
- 8

+ 11
- n &
- HM: (edit)

+ 12
- HM: (edit)

13
- H

6. Select the date & job you wish to sign up for:
HM = House Manager
BO = Box Office
CN = Concession
Click on edit

The calendar event you have selected belongs to a series of repeati...
Would you like to edit only this event or all repeating events in this...

Select Edit Type

- ⦿ Edit **this occurrence** of the event only
- ○ Edit **all repeating** events in the series

Edit This Occurrence | Edit All Repeats | Back | Help

Powered By CalendarWiz

7. Select: Edit this occurrence of the event

Dates and Times | Description and Details | Announce and Remind

① Single Event

Event Title*
CN: Type your full name here

Font: Verdana | Style: Normal | Size: 10px | Color: A
(click to reset title style to category style)

Select Category*
VOLUNTEERS

Start Date*: Month December | Day 4 | Year 2008

Time Options: ☑ All day event ☐ No end time

Start Time*: Hour 12 | Minute 00 | AM/PM am
End Time*: Hour 11 | Minute 59 | AM/PM pm

② Review Event Before Saving

Event: This occurrence of CN: Type your full name here will occur on December 4, 2008

Announcement: No email announcements are scheduled to be sent for this event

③ Repeating Events

Select Repeat Type: | Select by days

○ ...
○ ...
○ ...
⦿ ...
○ ...
○ ...
○ ...

End Date ... December 4 2008

Creating Events

Use this form to create calendar events. **Save** to publish the event to the calendar. **Save Draft** to save and not make public. Drafts can be edited and saved later.

You may also enter a description and details of the event and send email to announce and remind calendar users.

Save | Save Draft | Copy | Delete | Back | Help

8 Type Your Full Name Here (or delete your name if you are canceling)

9. Save

THAT'S IT !!!!