

# TroupeIT Basic Manual

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# TroupeIT Help

## What is TroupeIT?

TroupeIT is an online platform for managing live entertainment shows.

TroupeIT is perfect for any event with multiple acts or performances, such as:

- Conferences
- Live music shows and festivals
- Variety shows (dance, burlesque, and talent shows)
- Recitals
- Competitions
- Storytelling events

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## TroupeIT terminology

**Events** are what you're producing or managing with TroupeIT. An event could have from one to many shows.

For example, your event could be a monthly event you produce with just a single show, or it could be a multi-day event with multiple shows or stages.

**Shows** are the performances themselves. Each event must have at least one show. If you are producing an event with multiple stages or over multiple days, you should create a show for each day and stage.

**Acts** are the individual elements of your performance. A show can have one or many acts. Acts are created and edited by the performers doing the act.

A **Company** is the collection of people putting on an event and includes the producers, stage managers, performers, and tech crew.

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## Using TroupeIT

[Signing up and/or Login](#)

Anyone can create an account on TroupelIT.

To create an account

- Select the “Sign up” button on the main [TroupelIT page](#).
- From the Sign up screen select “Sign up with Facebook” If you’d like to login using your Facebook account
- Otherwise enter your information to create a new account and login with your email address
  - *Be secure when picking a password. Your password on TroupelIT should be unique and should not be a password you use on any other site or account.*

To login using your account

- Select the “Login” button on the main [TroupelIT page](#).
- If you created your account with your Facebook account, select “Login with Facebook”
- Otherwise, enter your email address and TroupelIT password

*Note: If you created your account with your Facebook account, you can not create an account using your email address tied to your Facebook account later.*

## Using 2-Factor Authentication

For additional protection, you can enable 2-factor authentication on your account. This will cause TroupelIT to ask you for a six-digit login code when you log in. This code changes every 60 seconds and is generated by your mobile phone. To use this, enter the Edit Profile section and follow the 2FA instructions on the profile page.

It offers an additional layer of security in that if your password is stolen, an attacker must also have your 2FA code to log in. Since the code changes constantly, it’s significantly harder for an attacker to steal both your password and your 2FA token.

# TroupeIT Dashboard

The screenshot shows the TroupeIT dashboard for user John Adams. The top navigation bar includes the logo, current event 'BHOFF 2015', user name 'John Adams', and an 'Admin' dropdown. The left sidebar contains a profile card for John Adams (jna@retina.net) with an 'Edit profile' button, an 'Invitations' section showing 'No Invitations.', and a 'Companies' section listing 'Burlesque Hall of Fame' (Performer) and 'Hubba Hubba Revue' (Producer). The main content area is titled 'All events in all companies' and features an 'Upcoming Events' section with a '+ New Event' button. It lists 'BHOFF Weekender 2015' (June 4-7, 2015) and 'Superheroes' (April 23, 2015). Below these are 'Past Events' and an 'Acts' section with a '+ New Act' button, listing 'Test Act' with a duration of '+00:00:50'.

The TroupeIT dashboard is the first page you see when you log in and is your starting point for accessing your **Shows**, **Acts**, and **Companies**.

The dashboard consists of the following:

## Profile

The Profile section displays brief information about you. You can edit the information in your profile and change your password by selecting the Edit Profile button.

## Invitations

The Invitation section contains invitations to join Companies, as well as invitations to perform at coming shows.

*Note: This feature is not currently enabled and should be finished soon!*

## Companies

The Companies section displays the companies where you are a member. If you are a company owner or have Producer access, clicking on the company name will take you to the company page where you can edit it.

## Events

The Events section contains all upcoming and prior events for your companies. Expand the "Prior Events" tab to see all prior events.

Select the event title to see more details for the event, including all shows and the schedule.

Select the "shows" button to see all shows for an event.

## Acts

The Acts section contains all acts you have created on TroupeIT.

Select the Act title to view the act and edit its details.

Select the *New Act* button at the top of the panel to create a new act.

## Managing events

All upcoming and prior events for your companies are displayed in the dashboard.

### Creating events

You can create new events for any Company where you are the Owner or Producer.

To create a new event, select the *New Event* button on the dashboard. Enter a title for the event, and select the company for the event from the popup. Only companies where you are the Owner or have Producer access in will appear in the popup.

### Adding shows

You can add shows to any Event for any Company where you are the Owner or Producer.

Select the *Add Show* button within an event to create a new show for that event. Enter the show title, venue location, the door date and time, and the show date and time to create the new show.

You can also add a new show from within the Event details page by selecting the *New Show* tab and entering the needed information.

## Viewing details for an event

Select the title of an event in your list to view the details of the Event, such as the schedule and notes.

## Adding notes to an event

Use the Notes box in the Event details page to add any notes about an event, such as rehearsal time or any tasks remaining.

Clicking the text in the box will allow you to edit the note, in place.

Notes are visible to all members of a company. You must be a Producer or Stage Manager to edit notes.

## Managing show schedule

You can edit the show schedule for any Company where you are the Owner, Producer, or Stage Manager.

## Adding acts to a show

There are two ways to add an act to a show – adding submitted acts and by searching for acts in your company.

Burlesque Hall of Fame  
**BHOFF Weekender 2015**

Thu, Jun 4th | Fri, Jun 5th | Sat, Jun 6th | Sun, Jun 7th | + New Show

**Friday**  
**Friday, June 5th 2015**  
Doors: 8:00 pm / Show: 8:30 pm  
The Orleans, Las Vegas, NV

[Change Details](#) | [Add note](#) | [+ Add act](#) | [Live view](#)

[Print schedule](#) | [Download](#)

There are no acts in this show. Add some.

**Submitted Acts**

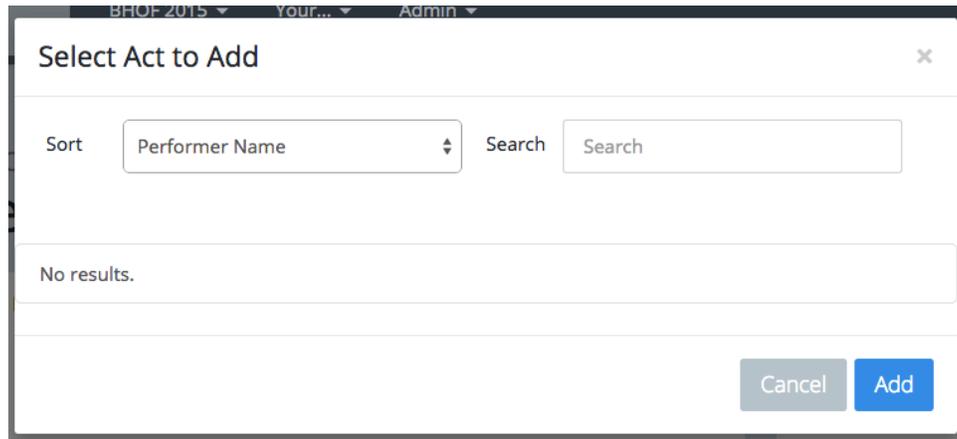
- Lola Frost** (+00:04:00)  
Drink You Sober  
[bhof](#) | [comp\\_or\\_showcase](#) | [female\\_mew](#) | [sat\\_MEW](#)
- Gin Minsky** (+00:04:00)  
Stomp Off  
[bhof](#) | [comp\\_or\\_showcase](#) | [female\\_mew](#) | [sat\\_MEW](#)
- RedBone** (+00:04:00)  
Boom!

[Add to show](#)

**Notes**  
No Notes.

To add an act that was submitted to the show, locate the act in the Selected Acts box, check its checkbox, and select the 'add to show' button. That act will now be added to the bottom of the currently show.

You can add unsubmitted acts from your company from the "Add Act" button.



*Add Act Dialog*

In the Add Act dialog, enter the act name or performer name in the search field to locate the act. Once you find the act, select it in the list and select the "Add" button. The act will be added to the end of the show.

*Note. The search will only return 50 acts at a time. If you cannot locate an act, be more specific. Also, if you can't find the act make sure the performer is a member of your company.*

## **Editing acts**

When a performer submits an act to an Event, they *automatically* grant anyone in that Event's Company with *producer* access edit access to their act. You can edit their act by clicking on the act's title in the submission window or in the cue list. Use this power with caution, as changes made to the act will impact the act across all shows the act is submitted to.

## Adding notes to the schedule

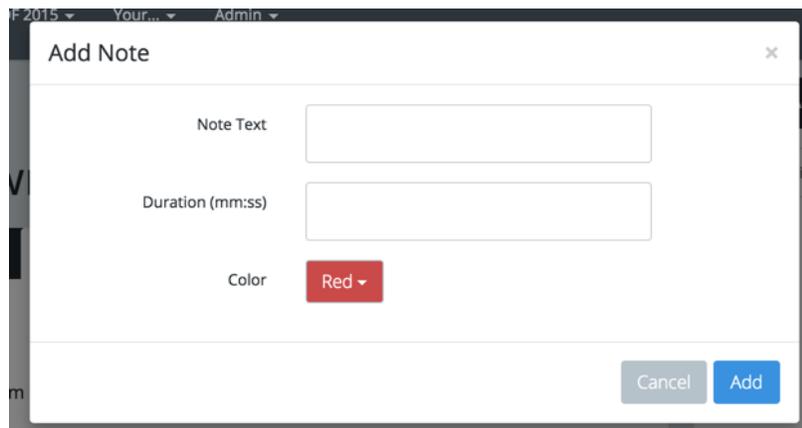
1	9:50pm	+00:00:00	Red	↑	↓	×
2	9:50pm	+00:00:00	Orange	↑	↓	×
3	9:50pm	+00:00:00	Yellow	↑	↓	×
4	9:50pm	+00:00:00	Brown	↑	↓	×
5	9:50pm	+00:00:00	Green	↑	↓	×
6	9:50pm	+00:00:00	Blue	↑	↓	×
7	9:50pm	+00:00:00	Purple	↑	↓	×

Notes in a schedule

Notes are colorful ways to divide up your schedule into easy to see sections.

You can add notes to your schedule for any non-act component of the show, such as Emcee intros, DJ sets, or to identify different sections of the show.

To add a note, select the “Add Note” button and enter the note text, duration, and select the color for the note. The note will be added to the end of the schedule.



The screenshot shows a dialog box titled "Add Note" with a close button (X) in the top right corner. The dialog contains three input fields: "Note Text" (an empty text box), "Duration (mm:ss)" (an empty text box), and "Color" (a dropdown menu currently showing "Red"). At the bottom right of the dialog, there are two buttons: "Cancel" and "Add".

To edit the note, select the note text in the schedule.

## Changing order of items in schedule

The screenshot shows the troupeIT interface for the event 'History Of The World Part One' on Friday, April 10th, 2015. The schedule is as follows:

Act Number	Start Time	Duration	Act Name	Buttons
1	9:30pm	+00:15:00	DJ Smudge & Go-Go's	↑ ↓ ✕
2	9:45pm	+00:03:00	PreShow-2015Apr-1SophieRoseBisou-Lost Glove	↑ ↓ ✕
3			MC Intro	↑ ↓ ✕
4	9:50pm	+00:03:10	PreShow-2015Apr-2RitaCoco-OneTime	↑ ↓ ✕
5	9:53pm	+00:04:53	PreShow-2015Apr-3FrankieFictitious-LionDance	↑ ↓ ✕
6	9:58pm	+00:17:00	Intermission 1 - DJ Smudge & Go-Go's	↑ ↓ ✕
7	10:15pm	+00:07:00	[OPENER]	↑ ↓ ✕

A popup window titled 'Move this item to which location?' is open, showing a dropdown menu with the number '4' selected. The popup also contains a checkmark button and a close button.

You can change the order by selecting the UP and DOWN buttons, or for an exact move, click on the act's number on the left for the exact-move popup.

To delete an act from the schedule, select the X button on the right.

## Managing acts

### Creating an act

You can create a new act by selecting the "New Act" button in the dashboard.

Fill out the required fields describing your act, select your music, and select "Update Act" to save the new act changes.

### Act Details

Act Name (Required)	A simple word or two here related to your song will do. (i.e. "Fever").
Description (Required)	Description of your act. What's the overall concept?
Performers	The names of other performers in your act, if any
Duration (Required)	How long your act is, in the form MM:SS.
Tags	Your performers can add tags to make it easier to find their acts. (i.e. "talk, science, frogs" or 'aerial, circus, props") Separate your tags with commas and click on the [x] a tag to remove it. These tags are optional.

### Assets

MC Intro	How would you like to be introduced?
Music	Select the music you're using for your act, or upload new music if needed. See the next section for details about uploading new music.  Note: Only one track is allowed per act.
Image / Video	An images or video files you'll want projected as part of your act.

### Tech details

Sound cue	When should we start your music? (i.e. "When Posed", "On Stairs", "Enter to Music".)
Lighting notes	Is there anything the lighting crew should know about your act? Preferred colors, styles, moments to accentuate?
Prop notes	What and where should they be placed?  Use stage directions here. <ul style="list-style-type: none"> <li>• Stage left and Stage Right refer to the perspective of being on stage and facing the audience.</li> <li>• Stage Left and House Right mean the same thing.</li> <li>• Upstage is further away from the audience and downstage closer.</li> </ul>
Cleanup notes	List anything the crew will need to clean up after your act.
Crew notes	Any extra notes for our crew?

Runthrough	Do you need a runthrough? Add any other comments here about specifics for your runthrough.
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## Uploading music

If you need to upload new music for your act, select the “upload” link below the music popup to go to the upload page.

In the upload page you can upload your files by either dragging the file to the file upload target area on the top of the screen or you can select “Add Files” to browse for the file you wish to upload.

Once you have added your files for uploading, select the “Start Upload” button to upload the files to the TroupeIT server.

After the file upload is complete, select the file from the popup to specify the music for your act.

## Submitting an act to a show

For an Event to be able to accept new submissions, the following all must be true:

- The Event’s starting date and time (that is, the door time of the first show of the Event) **must be in the future**. You can verify this by seeing if the Event is listed in the **Upcoming Events** section of your dashboard.
- The Event must have submissions enabled.
- The Event must have a submission deadline, in the future. If no deadline is set, the first show date is used. It’s ok to create an empty show with just the time/date and venue information to permit submissions.

Upcoming Events + New Event

### BHOF Weekender 2015

Thursday, June 4, 2015  
Burlesque Hall of Fame

Shows + Add Show

### My Super Event

Friday, May 1, 2015  
Hubba Hubba Revue

Shows + Add Show

#### First Show

Doors: Friday, May 1st 2015, 8:00 PM  
DNA

### Ho Ho hoedown

Wednesday, April 22, 2015 - Saturday, May 2, 2015  
Valencia Vaudevillians

Shows

Past Events (click to expand)

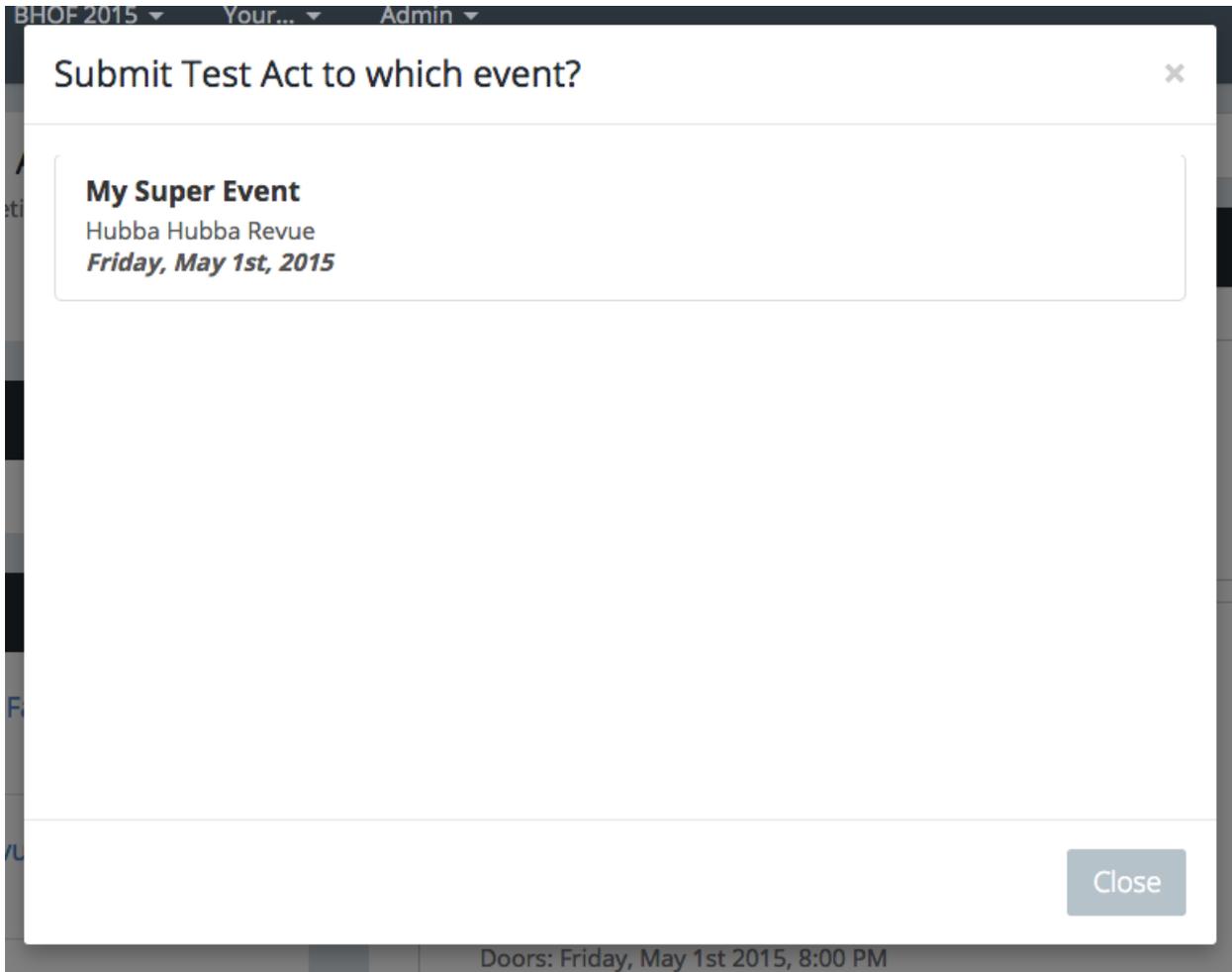
Acts + New Act

### Test Act

testact +00:00:50

Submit to Show

When anyone in your company (who has an Act) clicks 'Submit to Show', they will see a dialog box with all of the shows, in all of the companies, that they are allowed to submit to.



Clicking on the Act will submit the act to the show. Acts can be submitted once per Event, but can be used in as many shows as necessary by the Stage Manager, even within the same Event (repeat performances are certainly possible.)

See the previous section, [Managing Show Schedules](#), to see how easy it is to add submitted acts to your show. Remember, when an act is submitted to an Event, the performer grants you access to edit their act.

## Managing companies

### Company settings

You can modify your company settings by selecting the company in your companies section of the Dashboard. Only Owners and Producers have access to manage company settings.

### Company Information

Company name	What's the name of your company?
--------------	----------------------------------

Description	Give a short description of the company so new members know what it is.
Private listings	Do you want non-members to be able to find your company on TroupeIT?
Require invites	Require invites to join the company?
Who can invite	Who can invite new people to your company? Admins, or admins and members?

### Inviting people to a Company

You can invite new people to your company from the “Invitation URL” section of the Manage Company page.

To invite a new person, copy the URL from the Invitation URL box, and share it with the people you want to invite. We recommend only sharing over Email or Instant Messenger, and not sharing it more broadly, as anyone with this URL can join your company.

If you find that your code has been shared with unintended people, you can generate a new code from the Invitation URL box, and the old code will no longer work.

New company members who join through the invitation URL are added as performers. Once they join the company you will need to set up their correct access level.

### Setting access permissions for company members

You can change the access for your company members and remove members from your company from the Manage Company page. Select the company name in the Companies section of the Dashboard to manage the company details.

There are four access levels for simplicity. Each access level adds additional features that can be used.

	Owner or Producer	Stage Manager	Tech Crew	Performer
Create and Edit Company	√			
Create and Edit Events	√			
Enable or Disable Submissions	√			
Change Submissions Deadline	√			

Edit Event Notes	√	√		
Create and Delete Shows	√			
Edit Show	√	√		
Download Assets	√	√	√	
View Schedule	√	√	√	√
Run Live View	√	√	√	
Create Act	√	√	√	√
Submit Act to Show	√	√	√	√
Upload Music, Image, or other File	√	√	√	√

*Note: The owner role cannot be changed. Owners are always at the “Producer” access level. If you need to transfer a company to a new owner, open a support ticket. We’re happy to transfer companies between users.*

### **Editing acts that are part of a show**

If you have *Stage Manager* access to an Event, you can edit the data for any act submitted or part of a show in the event.

Note that act changes are global and permanent. That is, if a performer has an act submitted to multiple events ( even events in different companies ), the stage managers in any of the events can edit the information about the act.

A performer can prevent edits by **locking** the Act from the Act Edit page. (FEATURE TBD)

## Running a show

### **Downloading show assets**

From the show schedule page, click the Download button.

TroupeIT will generate a pre-show report and a ZIP file of all of the assets in the show for you to download.

troupeIT BHOF 2015 Your... Admin John Adams

## Hubba Hubba Revue Crime

### Download Show

Doors: Fri Nov 14, 2014 09:30 PM / Show: Fri Nov 14, 2014 09:30 PM  
There are **20 acts** in this show, with **19 audio files**, and **0 image or video files**.

[Download Show \(162 Bytes / 162 bytes\)](#)

#### Acts without Media

- Anastasia Barnes - The Ruby Besler Show

#### Acts with media

- Mynxdmeanor - Cherry Hardwood - PreShow-Nov2014-1CherryHardwood-Bang\_Bang.m4a
- Mynxdmeanor - Annie Savoy & Scarlett Peele - PreShow-Nov2014-2AnnieScarlett-Caged\_Heat.mp3
- Mynxdmeanor - Lookie Lulu - PreShow-Nov2014-3LookieLulu-Lulu\_s\_Back\_In\_Town.m4a
- Mynxdmeanor - Fishnet Follies + Best Weekend Ever - Crime Medley - FishnetFollies-CRIME-CrimeMedleyFinal.mp3
- Jim Sweeney - Crime Show MC Opener - MC Entrance\_Nov\_Crime\_Show\_after\_FF.mp3
- Jennifer Monroe - Ms Fever Blister - Hamburglar - 02\_Keystone\_hamburger.mp3
- Kellita Tabouli - Kellita - Tequila - 08\_Tequila\_Kellita\_outro.mp3
- Pearl E. Gates Burlesqueartist - Pearl E. Gates - The\_Informant.mp3
- Joyce - Shredder - erin\_shredder.mp3
- Leah Marie - Elle Emme - Jailhouse Rock - Jail\_House\_Rock\_Burlesque.m4a
- Audra Wolfmann - Speakeasily Orange New Black - Speakeasily\_Orange\_is\_the\_New\_Black.mp3
- Meezee - MeeZee - 1930\_Puttin\_On\_The\_Ritz\_Phil\_Spitalny\_Orch\_Hi\_Def\_78RPM.mp3
- Autumn Adamme - Honey Le Bang - Harlem Nocturne - 03\_Harlem\_Nocturne.m4a
- Stilletta Maraschino - The Unholy Trinity - 04\_Cell\_BlockTango.m4a
- Mystic O'reilley - Donatella MeLies-Mishtol - Donatella\_MeLies\_Mishtol.m4a
- Jonny Porkpie - Jonny Porkpie - Cowboy - Jonny\_Porkpie\_-\_Cowboy.m4a
- Mynxdmeanor - Mynx d'Meanor - Money/Catburglar - MynxdMeanor-CRIME-Money.mp3
- Angie Cakes - Angie Cakes - Cat Woman - path\_of\_crime\_cat\_clothes\_on3.mp3
- Lauren Cohen - Honey Penny - Breaking Bad Burlesque - 02\_Baby\_Blue.m4a

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### Show Download Page

A report will also be generated showing you how many acts (not counting Note entries) are in the Show, and which acts did not submit music. This is useful to reconcile the show and see what music you're missing.

When you download and unpack the ZIP file it can be easily imported into any sort of show playback, (we like Figure53's qLAB, but you could easily use iTunes.)

## Using Live View

Live view is an interactive room that allows your show's entire crew to see the schedule, communicate, and track the show's progress in real time. Once any show in your event has at least one act, you can enter Live View. It looks like this:

#	Cue	MC Intro	Sound	Lights
5	00:00:00 PM +00:02:00	MC Intro		
6	00:00:00 PM +00:07:00	[OPENER]		
7	00:00:00 PM +00:03:32 <b>Szandora LaVey - Genie - Oriental Rock 'n Roll!</b> History of the World Show - Belly dancin' Hula Hoopin' Genie	Y'all know me...	Top of Stairs	Gold and Blue Goddess!
8	00:00:00 PM +00:03:20 <b>Bunny Pistol</b> White winter goddess act		when posed on stairs	spot light on stairs at start

#### Live View Features:

- Filtering columns
- Moving acts within the show
- Personal Notes
- Act Notes
- Chat (hit "M" to send a message to everyone in the show at any time)

Your stage managers (or producers) can mark the current act by clicking on the bullseye icon on the left of the act listing. When this happens, everyone who is currently looking at the show on mobile, web, or otherwise will instantly see their window scroll to the current act, and see the current act highlighted.

When they mark a cue, the cue timer at the bottom of the screen will restart and the current cue will be displayed.

If you do not want your screen to auto-scroll, you can use the "Disable autoscroll" option on the gear menu. Select it again to re-enable auto-scroll.

You can stop a cue by clicking on the gear menu at the bottom of the screen, and selecting 'Stop Cue'.

## **Exporting to CSV, PDF, or XLS**

### **Printing out the show schedule**

On any show, you can produce poster-like schedules that can be hung backstage by clicking the “Print Schedule” button from the show’s schedule page. If you also need to see the MC notes, click the ‘show MC notes’ checkbox to enable this view. Use your browser’s print feature to print the schedule.

Navigation, the checkboxes, page headers, and footers will be removed in the view that is sent to your printer.