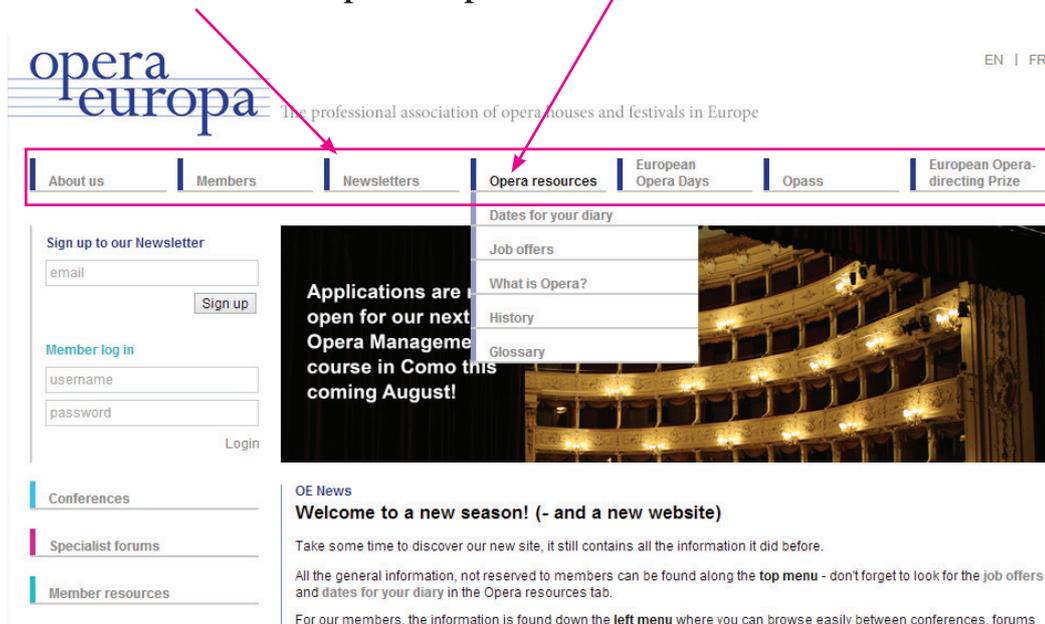


# Guidelines to updating information on the Opera Europa website

## General layout

All the general information, not reserved to members can be found along the **top menu**  
**Job offers** and **dates for your diary** are in the Opera resources tab.

**Newsletters** and **Features past and present** can be viewed in the Newsletter tab.

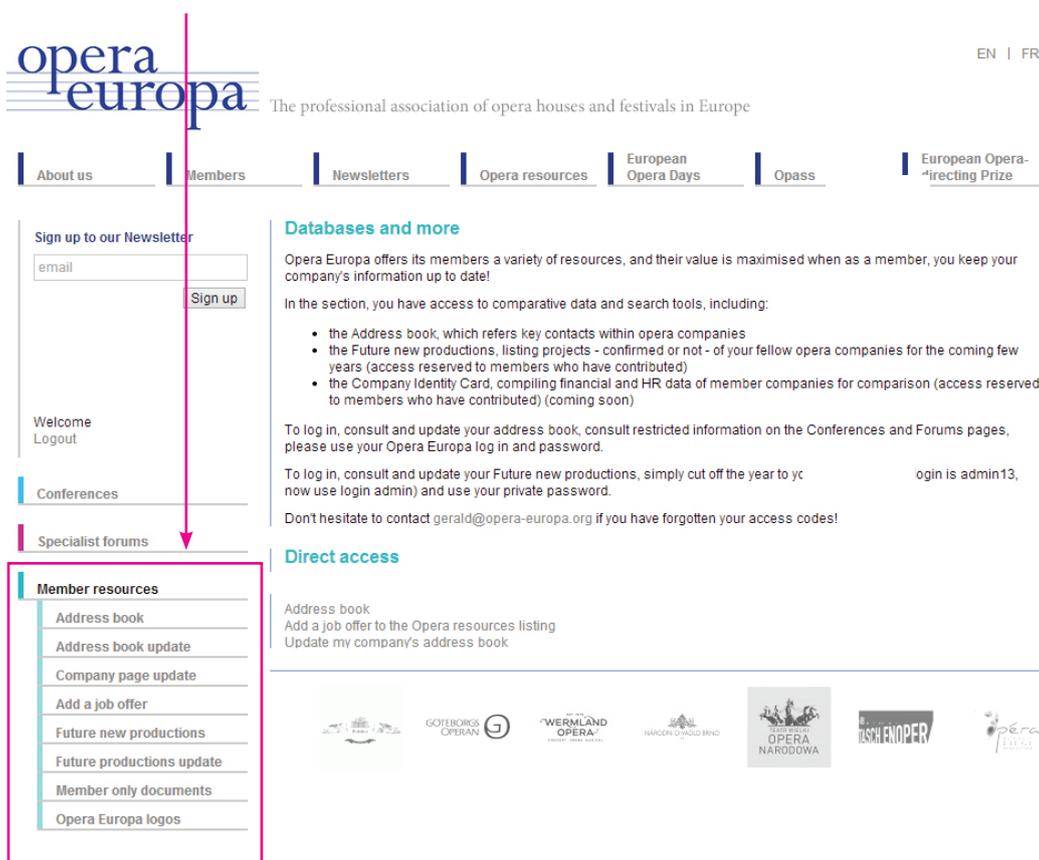


The screenshot shows the Opera Europa website header with the logo and tagline "The professional association of opera houses and festivals in Europe". The top navigation menu includes: About us, Members, Newsletters, Opera resources, European Opera Days, Opass, and European Opera-directing Prize. A dropdown menu is open under "Opera resources", listing: Dates for your diary, Job offers, What is Opera?, History, and Glossary. On the left, there is a "Sign up to our Newsletter" form and a "Member log in" form. Below the forms is a "Member resources" section with links for Conferences, Specialist forums, and Member resources. The main content area features a banner for an "Opera Management course in Como" and a news section titled "Welcome to a new season! (- and a new website)".

For our members, the information is found down the **left menu** where you can browse easily between conferences, forums and our databases.

Login to see member reserved information.

The **Member resources** tab will be where you can make all the updates.



This screenshot shows the same Opera Europa website but with the "Member resources" section expanded in the left-hand navigation menu. A pink box highlights this section, which contains the following links: Address book, Address book update, Company page update, Add a job offer, Future new productions, Future productions update, Member only documents, and Opera Europa logos. The main content area now displays "Databases and more" resources, including an address book, future new productions, and a company identity card. It also provides instructions for logging in and updating information, and a "Direct access" section with links to the address book, job offers, and address book updates. The footer contains logos for various opera houses and festivals.

# Address book update

## New contact

Click on **New Contact** and fill in the fields. Be as complete as you can.

Don't forget to:

- check the box to sign this person up to newsletter and/or mailing groups.
- check the boxes for the various departments at the bottom of the form.

## Update/Modify a contact

Just click on the existing name and modify the information in the fields. Don't forget to save!

**Sign up to our Newsletter**

Welcome  
Logout

Conferences

Member resources

- Address book
- Address book update**
- Company page update
- Add a job offer
- Future new productions
- Future productions update
- Member only documents
- Opera Europa logos

### Update Address book

Click the name of one of the records below to edit the information or click New Contact to add a new record.

Anne Visby Larsen, Head of Marketing  
Annette Lindblad Væring, Planner and Executive Assistant to the General and Artistic Director  
Annilese Miskimmon, Artistic and General Director

**New Contact**

Name*	<input type="text"/>
Function Title	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Skype	<input type="text"/>

Subscribe to newsletter

Subscribe to mailing groups

<input type="checkbox"/> Assistants	<input type="checkbox"/> Hr
<input type="checkbox"/> Costume	<input type="checkbox"/> Marketing
<input type="checkbox"/> Finance	<input type="checkbox"/> Operadays
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Tech
<input type="checkbox"/> Green	

Assistant Name	<input type="text"/>
Assistant Telephone	<input type="text"/>
Assistant E-mail	<input type="text"/>
Assistant Function Title	<input type="text"/>

<input type="checkbox"/> <b>General management and administration</b>	<input type="checkbox"/> <b>Audiences departments</b>
<input type="checkbox"/> General Director - Intendant - CEO	<input type="checkbox"/> Marketing
<input type="checkbox"/> Artistic Director	<input type="checkbox"/> Advertising
<input type="checkbox"/> Executive / Personal Assistant	<input type="checkbox"/> Press
<input type="checkbox"/> Human Resource management	<input type="checkbox"/> Programme editor
<input type="checkbox"/> Financial management	<input type="checkbox"/> Web content
<input type="checkbox"/> Public funding management	<input type="checkbox"/> Audience analysis
<input type="checkbox"/> IT Management	<input type="checkbox"/> Education & outreach
<input type="checkbox"/> Protocol & PR	<input type="checkbox"/> <b>Technical &amp; Production departments</b>
<input type="checkbox"/> Private funding & sponsorship	<input type="checkbox"/> Production management
<input type="checkbox"/> Friends / Support group administrator	<input type="checkbox"/> Technical team management
<input type="checkbox"/> Opera Europa contact within	<input type="checkbox"/> Production rentals
<input type="checkbox"/> Chairman	<input type="checkbox"/> Head of Costumes
<input type="checkbox"/> <b>Artistic departments</b>	<input type="checkbox"/> Props
<input type="checkbox"/> Opera Director (if applicable)	<input type="checkbox"/> Production building & management
<input type="checkbox"/> Artistic administration - programming	<input type="checkbox"/> Wigs & make-up
<input type="checkbox"/> Casting	
<input type="checkbox"/> Artistic planning	
<input type="checkbox"/> Music director	
<input type="checkbox"/> Chorus management	
<input type="checkbox"/> Orchestra management	
<input type="checkbox"/> Music library	

# Future productions update

## New production

Click on **New Production** and fill in the fields. Be as complete as you can.

Don't forget to check the box if you agree to appear on the annual printed version of this database.

## Update/Modify a contact

Just click on the existing production and modify the information in the fields. Don't forget to save!

Home | Members | Resources | Special resources | Special stage | Opera | Archiving | Help

---

### Sign up to our Newsletter

Welcome  
Logout

---

Conferences

---

Specialist forums

---

Member resources

- Address book
- Address book update
- Company page update
- Add a job offer
- Future new productions
- Future productions update
- Member only documents
- Opera Europa logos

## Update Productions

Click the name of one of the records below to edit the information or click New Production to add a new record.

Bohème, La by Puccini, Giacomo  
Così fan tutte by Mozart, W. A.

Original Title*	<input type="text" value="Bohème, La"/>
Planned for season	<input type="text" value="--Select season--"/>
Composer	<input type="text" value="Puccini, Giacomo"/>
Contact	<input type="text" value="--Select contact--"/>
Artistic Team	<input type="text" value="Stage Director:"/> <input type="text"/>
Scale of production	<input type="text" value="Main Stage"/>
Co-producer status	<input type="text" value="--Select status of co-producer--"/>
Co-producers	<input type="text"/>
Leading Company	<input type="text"/>
Other information	<input type="text"/>
New work	<input type="text" value="no"/>
Librettist (new work only)	<input type="text"/>
Production Status	<input type="text" value="--Select--"/>
Printout	<input checked="" type="checkbox"/>
Regular Updates	<input type="text" value="name@domaine.com"/>

# Company page update

What it could look like ...

Your company page is YOUR page. It's also public so it's a perfect and easy way to keep your target groups up to date! Add profile text, news, photos, twitter feeds and videos. Update it as often as you like so that other can see what your company is up to.

N.B. The "This season" part is populated automatically by Operabase.

ABOUT US | MEMBERS | NEWSLETTERS | OPERA RESOURCES | OPERA DAYS | OPASS | UNCLEY PRIZE

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Sign up to our Newsletter

Welcome Chif  
Logout

Conferences

Specialist forums

Member resources

## La Monnaie / De Munt



Rue Leopoldstraat 4  
1000 Brussels  
Belgium

**General information**  
Phone +32 2 229 12 00  
Website [www.lamonnaie.be](http://www.lamonnaie.be)

**Booking information and tickets**  
Phone +32 (0)2 229 12 11  
E-mail [boxoffice@lamonnaie.be](mailto:boxoffice@lamonnaie.be)  
Website [www.lamonnaie.be](http://www.lamonnaie.be)

### On Youtube



Vortex Temporum / Rosas & Ictus

### On Twitter

**Tweets**

 **Forumopera.com** @Forumopera 5 Dec  
Hamlet à @LaMonnaieDeMunt : chapeau bas à Stéphane Degout!  
[forumopera.com/index.php?mact...](http://forumopera.com/index.php?mact...)  
Retweeted by La Monnaie De Munt

 **La Monnaie De Munt** @LaMonnaieDeMunt 4 Dec  
De Munt zoekt een dramaturg dans & récital!  
[bit.ly/E3EdQ](http://bit.ly/E3EdQ)

 **La Monnaie De Munt** @LaMonnaieDeMunt 4 Dec  
La Monnaie cherche un dramaturge danse & récital!  
[bit.ly/1j3yGPy](http://bit.ly/1j3yGPy)

 **VRT deredactie.be** @vrtderedactie 3 Dec  
Hamlet, waarheid en waanzin [ift.tt/1hvME90](http://ift.tt/1hvME90)  
[#cultuurenmedia](https://www.facebook.com/cultuurenmedia)  
Retweeted by La Monnaie De Munt

 **IMG Artists Paris** @IMGAParis 3 Dec  
Toi, toi, toi à @StephDegout pour la première

Tweet to @LaMonnaieDeMunt

### Where to find us



### This season

2013/14

Mozart, *La clemenza di Tito* (10-26 Oct)  
C: Ludovic Morlot; P: Ivo van Hove

Britten, *War Requiem* (2-3 Nov)  
C: Ludovic Morlot

Thomas, A., *Hamlet* (3-22 Dec)  
C: Marc Minkowski; P: Olivier Py

Poulenc, *Les mamelles de Tirésias* (16-19 Jan)  
C: Roger Vignoles; P: Ted Huffman

Janáček, *Jenůfa* (21 Jan-7 Feb)  
C: Ludovic Morlot; P: Alvis Hermanis

Rameau, *Les Fêtes de l'hymen et de l'amour* (14 Feb)  
C: Hervé Niquet

Rossini, *Guillaume Tell* (3-11 Mar)  
C: Evelino Pidò

Purcell, *King Arthur* (19-21 Mar)  
C: George Petrou; P: Paul Koek

Handel, *La resurrezione* (29 Mar)  
C: René Jacobs

Boesmans, *Au monde* (30 Mar-12 Apr)  
C: Patrick Davin; P: Inaë Bonmarat

## How to update

Go to the Company page update tab and fill in the content and save! It is that easy.

[About us](#) | [Members](#) | [Newsletters](#) | [Opera resources](#) | [Opera Days](#) | [Opass](#) | [directing Prize](#)

**Sign up to our Newsletter**

email

Welcome Chif  
Logout

[Conferences](#)

[Specialist forums](#)

**Member resources**

- [Address book](#)
- [Address book update](#)
- [Company page update](#)
- [Add a job offer](#)
- [Future new productions](#)
- [Future productions update](#)
- [Member only documents](#)
- [Opera Europa logos](#)

### Update Company

Company\*

Profile Text

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**Location**

Addressline 1

Addressline 2

Addressline 3

Zipcode

Town

Country

---

**Contact Information**

Website

Telephone

Twitter Username

---

**Reservation Information**

Website

Telephone

---

**Images**

Logo

Image

---

**Video**

Embed code

Please embed a video with a width of 310.  
Otherwise the layout of your company page will look messy.  
For more information on how to embed a youtube video, [click here](#)