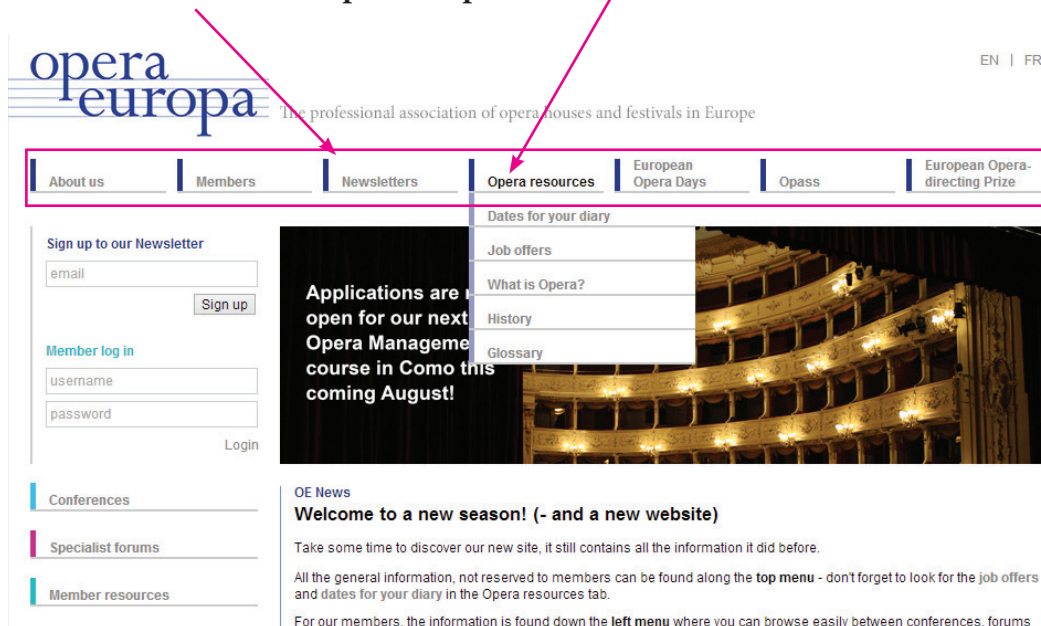


Guidelines to updating information on the Opera Europa website

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.

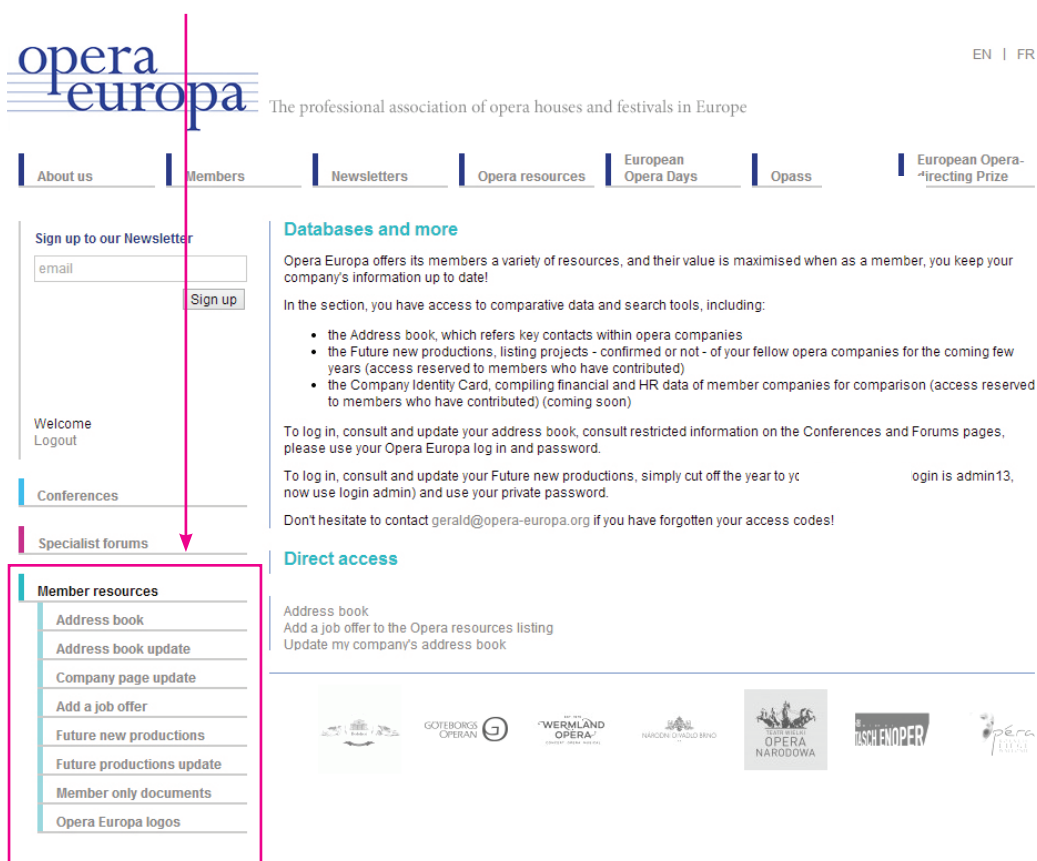


The screenshot shows the Opera Europa website header with the logo and tagline "The professional association of opera houses and festivals in Europe". The top navigation menu includes: About us, Members, Newsletters, Opera resources, European Opera Days, Opass, and European Opera-directing Prize. A dropdown 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" section. Below the main content area, there is a "Member resources" section with links to Conferences, Specialist forums, and Member resources.

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.



The screenshot shows the Opera Europa website with the "Member resources" section highlighted in a pink box. The top navigation menu is the same as in the previous screenshot. The "Member resources" section includes links to: 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 features a "Databases and more" section with a list of resources and a "Direct access" section with links to the Address book, Add a job offer, and Update my company's address book.

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 | <input type="checkbox"/> |
| 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"/> General management and administration | <input type="checkbox"/> Audiences departments |
| <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"/> Technical & Production departments |
| <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"/> Artistic departments | <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 | Opera productions | Opera 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*
Planned for season
Composer
Contact
Artistic Team
Scale of production
Co-producer status
Co-producers
Leading Company
Other information

New work
Librettist (new work only)
Production Status
 Printout
Regular Updates

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

Sign up to our Newsletter

Sign up


Welcome Chif
Logout

Conferences

Specialist forums

Member resources

La Monnaie / De Munt

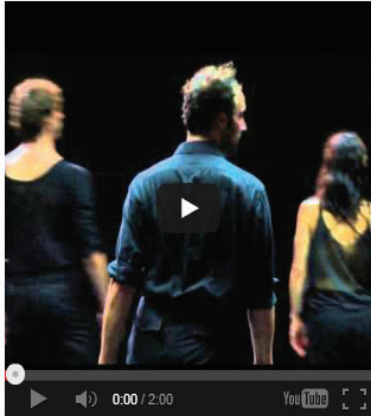


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1000 Brussels
Belgium

General information
Phone +32 2 229 12 00
Website www.lamonnaie.be

Booking information and tickets
Phone +32 (0)2 229 12 11
E-mail boxoffice@lamonnaie.be
Website www.lamonnaie.be

On Youtube





Vortex Temporum / Rosas & Ictus


On Twitter


Follow


Tweets

 **Forumopera.com** @Forumopera 5 Dec
Hamlet à @LaMonnaieDeMunt: chapeau bas à Stéphane Degout!
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

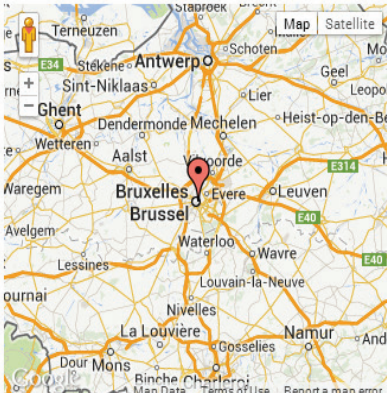
 **La Monnaie De Munt** @LaMonnaieDeMunt 4 Dec
La Monnaie cherche un dramaturge danse & récital!
bit.ly/1j3yGPY

 **VRT deredactie.be** @vrtderedactie 3 Dec
Hamlet, waarheid en waanzin 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

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](#)