

Welcome to Theatrix Productions, Inc.

“Thoroughly Modern Millie”

If your child is intending to audition for “Thoroughly Modern Millie”, we need for you to sign-in and register with the Theatrix Virtual Stage Manager or VSM. The Theatrix VSM is a secure matrix database specifically designed for theatre companies to help better manage, organize, schedule and communicate with cast, crew, parents, technicians, managers, and directors. Schools, colleges, community, regional and professional theatre companies across the country use this program to help streamline the multi-faceted aspects of managing a theatre organization.

ALL participants AND THEIR PARENTS/GUARDIANS must sign-in and register with VSM. To be perfectly clear on this point, each participant and each of their parents/guardians need to be **individually, separately and totally registered** into the Theatrix Virtual Stage Manager (VSM) system.

Here are some things you should know:

- The Theatrix VSM is exclusively for the Theatrix family. It is not viewable to the public.
- The Theatrix Family only sees the basic profile including Name, Status, Date of Birth, (except year), head shot and bio.
- You have control of keeping everything else "Private" and unseen by the Theatrix Family. Only the Theatrix designated managers have full access to all information. The "Emergency Contact" information is "Private" by default will only be seen by designated managers. We need Emergency Contact info for EVERYONE, including parents/guardians.
- Currently the only designated managers are Rocco & Kathi-Lee, but others will be appointed and identified as needed.
- It may seem redundant, but there are very good reasons for each participant and parent/guardian to individually sign-in and fully register with the Theatrix VSM system.
- Once you are all signed-in, future class and/or show registrations will be as simple as writing your name.
- It costs you nothing and it is open exclusively to the Theatrix Family.
- ALL registered participants, parents, guardians, technicians, crew, musicians and volunteers are considered “Artists”
- 4 simple steps: *(Please read ALL Steps and Notes BEFORE you execute this task)*

IMPORTANT NOTES:

- **After entering data in the designated text boxes, click the corresponding “Create New...” button to save information. This not only saves your data but also provides optional additional data input.**
 - **Give the system time to process the data after clicking the “Create New...” button.**
1. Go to : www.StageManagement.com
 2. Under “Join Virtual Stage Management”, in the “Sign-Up Code” text box, type: **TheatrixFamily**.
(Case sensitive) and then click “Sign-Up”
 3. Input your Profile
 - Head shot (for a parent, a simple photo of yourself will help put a face to a name)
 - Bio
 - Username & Password
 - First Name & Last Name *(Please **DO NOT** input a “Nickname”)*
 - Date of Birth
 - Email Address
 - Click “Create This Artist” button.
 - You will be taken back to a login page that reads: “Your account has been created, but needs to be activated. Please check your email for the activation link or contact your production's manager for assistance.”
 - Check your email and follow the link to activate and complete the registration process.
 4. After activation, input the following REQUIRED information to finish the registration process.
 - Address *(You may choose to designate "Private")*
 - Phone *(You may choose to designate "Private")*
 - Email *(You may choose to designate "Private")*
 - Instant Messaging, if applicable. *(You may choose to designate "Private")*
 - Emergency Contact information. *(Is, by default, "Private")*

That's it! You are now assimilated into the Theatrix Virtual Stage Management system. Thank you for your prompt attention to this matter and we look forward to an awesome production of “It's A Wonderful Life: The Musical”. If you have any questions or concerns, please do not hesitate to contact us.

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