Guidelines for registering performances in IbsenStage

All information (also the title of the plays) is to be written in English, as we are aiming at international users of the database.

1. ADD, EDIT OR COPY EVENT
   - search for the performance in the 'Universal Event Search' (for instance: gynt, 2015) to ensure it is not registered before. Use title + comma + year.
   - if not, press 'New Event'
2. NEW EVENT
   - fill in title of the performance (NB: not the work title) in 'Name' (An Enemy of the People) and 'Sort Name' (for alphabetical order: Enemy of the People, An). If the original title of the performance is in another alphabet, you write the title in f.ex. arabic letters in the name field with a translation in latin letters behind it, and add the transcription in 'Transcribed Name'.
      > Name: 玩偶之家(A Doll's House) = the name of the perfomance
      > Transcribed name: Wan'ou zhi jia = transcription or translation if necessary
      > Sort name: Doll's House, A (玩偶之家) = the title with article placed at the end
   - Umbrella: add information about evt. festival or other it is part of
   - select if the performance is a world premiere (only for the first performance in Ibsen's time) and if it is part of a tour
   - select the kind of theatre group (amateur/professional etc.). Status should be youth theatre and not amateur for school theatre groups.
   - Description field: Additional information on the performance can be put here. Fill in all tour-dates here if it is part of a tour (see further information below).
   - press the 'New'-button, and then the performance is registered with an id-number
3. DATES
   - move on to 'Dates' and fill in first and last date for the performance. Choose whether the dates are estimated or secure.
   - 'First date' should always be filled out, and includes previews if there are any. Opening night is the official opening of the event.
   - press 'Update'
4. VENUE
   - press 'Add Venue Association'
   - search for the theatre. If it is not registered before, press 'Create New Venue'
      - NEW VENUE
         - fill in name, address and all contact information you have. Try to find the theater's web page. Choose the spelling from the webpage, and include the city's name if that is the official form. Check for other entries of the same theatre to be sure.
         - be sure to add country. If the borders have changed in the meantime, you add the nationality at the time of the production.
         - press 'New'
         - **Important: add 'Coordinates'**. Fill in the address in the Find-field and choose the right alternative, and click update to make the event connected to the map. If you get no hits on the address, you have to search broader, on the town f.ex.
         - press 'Update' and close the 'New Venue' window
         - You can ignore 'Dates' and 'Associated venues'.
   - press 'Update' on 'Venue'

5. DATA SOURCES
   - press 'Add Data Source'
   - choose a data source (often 'Web') and if desired data description (web address)
   - press 'update'
6. GENRE INFORMATION
   - choose 'Primary Genre Association' (often 'Theater - spoken word'), and if desired a 'Secondary Genre Association'
   - press 'Update'
7. SUBJECTS
   - This is not necessary to fill out.
8. ASSOCIATED EVENTS
   - This is filled out if the event is part of a tour. See below.
9. WORKS
   - press 'Add Work Association', search for a word in the title and choose title
   - If two or more works are combined, you add all works
   - press 'Update'
10. CONTRIBUTORS
    - press 'Add Contributor'
    - fill in everyone who has contributed to the performance: playwright (Henrik Ibsen), translator, director, actors, musicians, dancers and so on. (Prompter and Stage Manager do not need to be added.)
    - Ibsen is always Playwright, not author. There can also be another playwright in addition to him.
    - search for the contributor's name in 'Search for new existing Contributor' and choose the right person
       o if the person is not registered before, press 'CREATE NEW CONTRIBUTOR'
       o fill in first, last and middle name and gender (nationality is voluntary) and press 'New' and 'Update'
          ▪ forename (may be more than one): Hans Martin
          ▪ middle name: middle surnames - [first name]Liv [middle name]Bernhoft [last name]Osa
          ▪ last name: include von/Von, der/Der
          ▪ sort by last name (not prefixes)
          ▪ eg.: [first name]Max [last name]von Sydow, sort: Sydow, Max von
       o go to 'Contributor Function' and choose the right function or functions. Press 'Update' and close the New Contributor-window
       o Other info is not necesssary
    - Important: choose 'Contributor Function'. If the contributor function is 'Actor' you should also choose the right character in the play. If it is a new role or unknown, use the field 'Notes'
    - for dance performances you should add both dancer and actor as identities for the contributors, and choose dancer as function
    - Singers: should have actor-function, add 'signer' under 'notes'
    - for the narrator, choose actor and add 'narrator' under 'note'
    - press 'Update'
11. ORGANISATIONS
    - Here you should add the name of the theatre company connected to the performance, in most cases the name of the performing group.

- F, or the theatre if the venue is another place: Torshovteatret (venue), Nationaltheatret (organisation). You can add several organisations if necessary.
- If you are not sure which function the company has, you choose production company.

12. PERFORMANCE LANGUAGE
- press 'Add Performance Language' and choose the right language if you know it or can assume it. It can be left empty, but it's best to add it.

13. PRODUCTION
- press 'Add Origin of Production' and choose the nationality of the production.

14. RESOURCES
- Here you will be able to add digital files (webpages, photographs, files etc.), it is under development. More information will come.
- If you have files you want to add when this is possible, you store it locally and use the event-id as filename.

15. FURTHER INFO
- Here you can add info that does not fit into the other posts.
- F.ex. which scene it is played on (main scene, Amfiscenen)
- adaptation if it is not a person. Weblinks to the main source of information belongs under 'Datasource'.

You can any time go back and edit the event.

- If Ibsen.nb.no has other dates than reviews and web pages, we keep the dates from Ibsen.nb, because they have often had better sources and done further research.
- If you need to delete a venue or a contributor, you remove all associations and tell the administrator to delete it instead of removing it yourself.

TOURS
- Register the first performance as an event and mark it as part of a tour
- Fill in all tour dates in "Description" on the front page of the first performance
- The first night is the main post, and if there is a preshow before opening night this should be connected to it afterwards and described under 'Description'.
- For the next performance: klick copy on the first performance. This gives you a new event. Change place and date on the new event, and associate it to the first performance via 'Associated events' by filling out the event-id of the first performance. Under 'Event association function': Choose 'Part of tour'. If festival, choose 'umbrella event of', if continued performance, choose 'part of'.
- Associate the first event to itself
- The last date on the new event is the last date it is played on this venue. If only one performance, last night is not necessary to fill in. Opening night should be the opening of the first event.
- Difference between tour and continued performance: If a play is continued after a break, it should be connected to the first performance, but use 'part of' instead of 'part of tour'. Tour is only when the place is changed. If a play is taken on tour after a long break, it should be connected to the first performance, but if there has been a long break it is connected to the first performance after the break. Write info in 'Further information'.
- 'Umbrella event of' is not relevant here.
- OBS: dates written in english format can be misinterpreted: 11/09/09. Be sure to write the full year, and check if you are not certain.