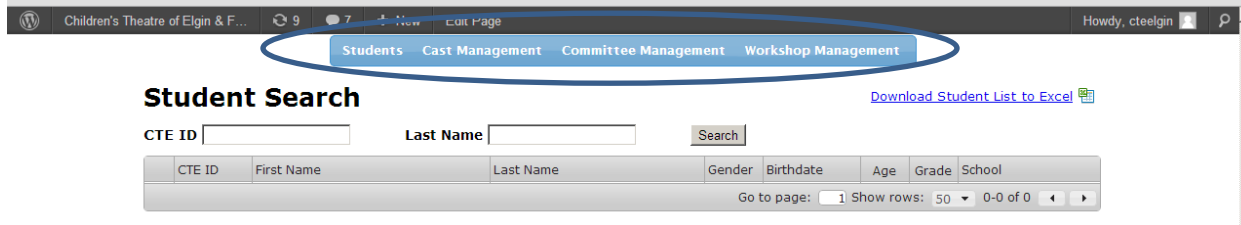


How to use the CTE database

Login

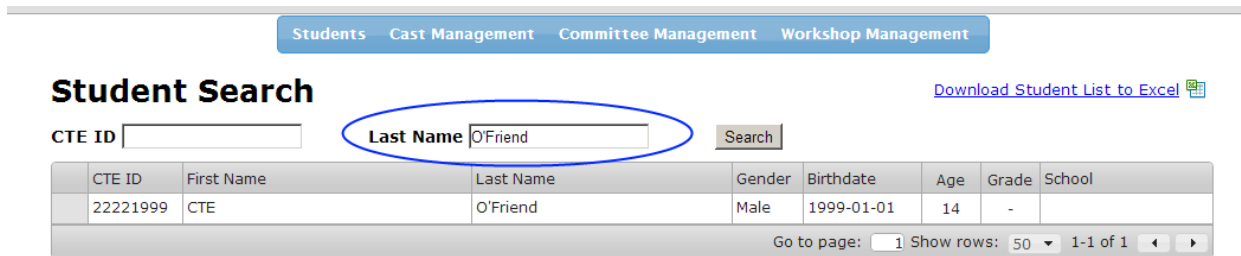
- URL: <https://cteelgin.com/admin/>
- Password: cteelgin

You will see a blue navigation bar at the top of the page with all of your options. The landing page is Student Search.

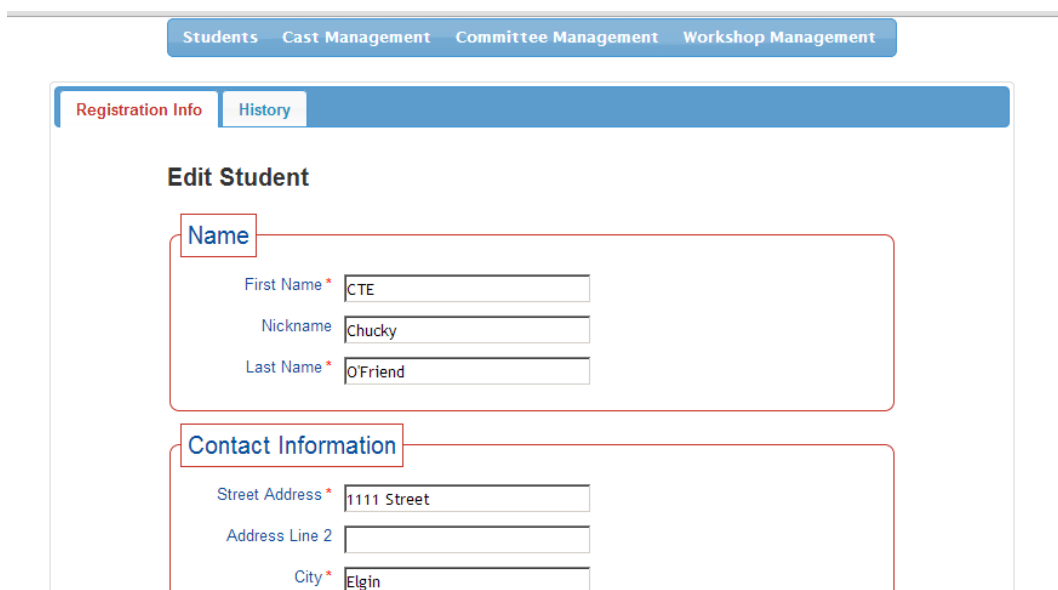


Student Search

This page is for locating a student, student's contact information, to edit student information, or view the student's CTE history. Enter name or CTE ID into the box, select "Search," and the name(s) will appear.



Click on the student's name to see his or her information or to edit as needed.



A list of all cast members will be displayed in alphabetical order. The default is set to show only the active students, meaning the ones that were cast and stayed on.

Students Cast Management Committee Management Workshop Management

Cast Members

Download all to Excel

Show Test Show Show only active students

CTE ID	Student Name	Gender	Age	Grade	School	District	Birthdate	Status
11111986	Buddy, CTE	Male	26	-			1986-01-01	Active
33331995	Child, Funny	Female	17	2	CTE Elementary		1995-01-01	Active
55551999	CTE-individual, CTE-person	Male	13	7	Homeschool		1999-01-01	Active
11111988	Friend, CTE	Male	24	5	Cambridge Lakes Chart	300	1988-01-01	Active
11111991	Girl, Missy	Female	21	2	CTE Elementary		1991-01-01	Active
46941994	Horn, Blase	Male	18	12	St. Edward High	Elgin	1994-03-29	Active
08102000	Johnson, Sarah	Female	12	5	St. Walter Catholic Schc	Roselle	2000-03-18	Active
00832001	Morse, Gabe	Male	11	6	Homeschool		2001-07-02	Active
22221999	O'Friend, Chucky	Female	13	2	Homeschool		1999-01-01	Active
55551990	O'Tester, Daniel	Male	22	-	Elgin Academy	Elgin	1990-01-01	Active
11111999	Student, CTE	Male	13	2	CTE Elementary		1999-09-27	Active

If you uncheck the "Show Only Active Students" (upper right corner), the Cuts, Drops, and No Shows will also be displayed.

Students Cast Management Committee Management Workshop Management

Cast Members

Download all to Excel

Show Test Show Show only active students

CTE ID	Student Name	Gender	Age	Grade	School	District	Birthdate	Status
81771991	Akemann, Collin	Male	21	12	Larkin High	U-46	1991-02-24	Cut
11111986	Buddy, CTE	Male	26	-			1986-01-01	Active
33331995	Child, Funny	Female	17	2	CTE Elementary		1995-01-01	Active
55551999	CTE-individual, CTE-person	Male	13	7	Homeschool		1999-01-01	Active
11111988	Friend, CTE	Male	24	5	Cambridge Lakes Chart	300	1988-01-01	Active
47221986	Gerdes, Josh	Male	26	-			1986-08-01	Cut
11111991	Girl, Missy	Female	21	2	CTE Elementary		1991-01-01	Active
05541989	Heaton, Rissy	Female	23	College	ECC		1989-05-10	Dropped
46941994	Horn, Blase	Male	18	12	St. Edward High	Elgin	1994-03-29	Active

If you select "Download all to Excel" a spreadsheet will download to your computer. You may have a box that asks if you really trust this source, and you would click "Yes."

IMPORTANT FACT: You will note that this download will ALWAYS include the Cuts, Drops, and No Shows, along with a few other columns you don't necessary care about, so you would be wise to learn how to delete columns from Excel.

cast-members-test-show20121219 (1).xls - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat QuickBooks

Clipboard Font Alignment Number Styles Cells Editing

ShowID	Status	StudentID	CTEID	ECCID	StudentName	StudentFirstName	StudentNickName	StudentLastName	Gender	Age	Grade	School	SchoolDistrict	Birthdate	Address	City
4493	Cut	181	81771991		Akemann, Collin	Collin		Akemann	Male	21	12	Larkin High	U-46	2/24/1991	420 Hoxie	Elgin
4493	Active	250	11111986		Buddy, CTE	CTE		Buddy	Male	26	-			1/1/1986	1111 Strex	Elgin
4493	No Show	602	33331995		Child, Funny	CTE	Funny	Child	Female	17	2	CTE Elementary		1/1/1995	1111 Street	Elgin
4493	Active	873	55551999		CTE-individual, CTE-person	CTE-person		CTE-individual	Male	13	7	Homeschool		1/1/1999	1111 Strex	Elgin
4493	Active	251	11111988		Friend, CTE	CTE		Friend	Male	24	5	Cambridge Lakes Charter School	300	1/1/1988	111 Frieni	Elgin
4493	Cut	764	47221986		Gerdes, Josh	Josh		Gerdes	Male	26	-			8/1/1986	18N269 Ni Dundee	
4493	Active	253	11111991		Girl, Missy	CTE	Missy	Girl	Female	21	2	CTE Elementary		1/1/1991	1111 testi	Elgin

To Mark Cuts, Drops, and No Shows

Click directly on the student's name to mark him or her as a Cut, Drop, or No Show.

The screenshot shows the 'Cast Members' page with a table of students. An 'Edit' modal is open for the student 'Buddy, CTE'. The modal contains the following options:

- Student Name: Buddy, CTE
- Status: Active
- Cut
- Dropped
- No Show
- Buttons: Save, Cancel

CTE ID	Student Name	Gender	Age	Grade	School	District	Birthdate	Status
81771991	Akemann, Collin	Male	21		in High	U-46	1991-02-24	Cut
11111986	Buddy, CTE	Male	26				1986-01-01	Active
33331995	Child, Funny	Female	17		Elementary		1995-01-01	No Show
55551999	CTE-individual	Male	13		School		1999-01-01	Active
11111988	Friend, CTE	Male	24		Cambridge Lakes Chart	300	1988-01-01	Active
47221986	Gerdas, Josh	Male	26				1986-08-01	Cut
11111991	Girl, Missy	Female	21	2	CTE Elementary		1991-01-01	Active

To sort

To sort any of the columns, click on the little arrow at the top of the column and indicate what you want it to do. The main sort would be to put the information in numerical or alphabetical order.

The screenshot shows the 'Cast Members' page with the 'Age' column sorted. The 'Age' column header has a dropdown menu open showing the following options:

- Sort Ascending
- Sort Descending
- Remove Sort

Below the dropdown, there is a 'Show rows where:' section with a filter set to 'less than' and a value of '300'. There are also 'Filter' and 'Clear' buttons.

CTE ID	Student Name	Gender	Age	Grade	School	District	Birthdate	Status
81771991	Akemann, Collin	Male	21			U-46	1991-02-24	Cut
11111986	Buddy, CTE	Male	26				1986-01-01	Active
33331995	Child, Funny	Female	17				1995-01-01	No Show
55551999	CTE-individual, CTE-person	Male	13				1999-01-01	Active
11111988	Friend, CTE	Male	24			300	1988-01-01	Active
47221986	Gerdas, Josh	Male	26				1986-08-01	Cut
11111991	Girl, Missy	Female	21				1991-01-01	Active
05541989	Heaton, Rissy	Female	23				1989-05-10	Dropped
46941994	Horn, Blase	Male	18			Elgin	1994-03-29	Active
08102000	Johnson, Sarah	Female	12			Roselle	2000-03-18	Active
11051998	LaCorte, Gabriella	Female	14			U-46	1998-08-23	No Show

Rehearsal Conflict Report

Under "Cast Management" select "Rehearsal Conflict Report" to see the conflict calendar.

The screenshot shows the 'Student Search' page. The 'Cast Management' dropdown menu is open, and the 'Rehearsal Conflict Report' option is selected. The page includes a search bar and a table of student information.

CTE ID	First Name	Last Name	Gender	Birthdate	Age	Grade	School

Go to page: 1 Show rows: 50 0-0 of 0

The conflict calendar includes downloadable Excel reports by student or by date. Select the show and the calendar will go to the month with the first date of rehearsal. Select a name at left to see just the conflicts for that student. Only the students with conflicts are listed.

[Students](#) [Cast Management](#) [Committee Management](#) [Workshop Management](#)

Rehearsal Conflict Report

Download reports: [By Student](#) [By Date](#)

Show:

Student Name (# of Conflicts)

- [CTE-person CTE-individual \(5\)](#)
- [CTE Friend \(1\)](#)
- [Cara Gorkowski \(3\)](#)
- [Blase Horn \(2\)](#)
- [Chucky O'Friend \(3\)](#)
- [CTE Student \(7\)](#)
- [Gabby STUDENTD \(3\)](#)
- [Shorty Testing \(4\)](#)
- [Danny Wynne \(1\)](#)

SHOW ALL CONFLICTS

January 2013 today ◀ ▶

Mon	Tue	Wed	Thu	Fri
31	1	2 *** REHEARSALS START ***	3	4
7	8	9	10	11
14	15	16 CTE Student	17 CTE Friend Blase Horn CTE Student Shorty Testing Danny Wynne	18
21 CTE Student	22 CTE-person CTE-individual CTE-person CTE-individual	23 Chucky O'Friend Shorty Testing	24 Gabby STUDENTD Gabby STUDENTD	25
28 Chucky O'Friend	29 Cara Gorkowski	30 CTE-person CTE-individual	31 CTE-person CTE-individual	1

Committee Management

You will find one report when you select "Committee Management." It is "Committee Members."

[Students](#) [Cast Management](#) [Committee Management](#) [Workshop Management](#)

Student Search

[Download Student List to Excel](#)

CTE ID: Last Name:

CTE ID	First Name	Last Name	Gender	Birthdate	Age	Grade	School
Go to page: 1 Show rows: 50 0-0 of 0							

Select the show.

[Students](#) [Cast Management](#) [Committee Management](#) [Workshop Management](#)

Committee Members

[Download all to Excel](#)

Show: Committee:

CTE ID	Committee Name	Committee Member	Co-Chair	Priority 1	Priority 2	Priority 3
Go to page: 1 Show rows: 50 0-0 of 0						

You will get a report of all of the committees, which is the default.

Students Cast Management Committee Management Workshop Management

Committee Members

[Download all to Excel](#)

Show Committee

CTE ID	Student Name	Committee Name	Committee Member	Co-Chair	Priority 1	Priority 2	Priority 3
▶ 55551999	CTE-individual, CTE-p	Cast Management	mrs-CTE person-person	No	Evenings		
▶ 55551999	CTE-individual, CTE-p	Cast Party	mrs-CTE person-person	Yes	Evenings		
▶ 55551999	CTE-individual, CTE-p	Costume Construction	mrs-CTE person-person	No	Evenings		
▶ 55551999	CTE-individual, CTE-p	Playbill	mrs-CTE person-person	Yes	Evenings		
▶ 55551999	CTE-individual, CTE-p	Set Building, Move-in at	mr-CTE person-person	No	Evenings		
▶ 55551999	CTE-individual, CTE-p	Stage Crew	mr-CTE person-person	No	Evenings		
▶ 55551999	CTE-individual, CTE-p	Whichever	mrs-CTE person-person	No	Evenings		
▶ 11111988	Friend, CTE	Whichever	Mrs Friend	Yes	Weekends	Days	
▶ 11111991	Girl, Missy	Cast Board	CTE Girl	No	Weekends	Evenings	Days
▶ 11111991	Girl, Missy	Cast Management	MOM GIRL	Yes	Weekends	Evenings	Days
▶ 11111991	Girl, Missy	Concessions	DAD GIRL	Yes	Weekends	Evenings	Days
▶ 11111991	Girl, Missy	Whichever	DAD GIRL	No	Weekends	Evenings	Days

To see individual committee information, select the committee from the dropdown box at top right. If you select "Download to Excel" it will download whatever committee you indicated.

Students Cast Management Committee Management Workshop Management

Committee Members

[Download all to Excel](#)

Show Committee

CTE ID	Student Name	Committee Name	Committee Member	Co-Chair	Priority 1	Priority 2	Priority 3
▶ 55551999	CTE-individual, CTE-p	Cast Management	mrs-CTE person-person	No	Evenings		
▶ 55551999	CTE-individual, CTE-p	Cast Party	mrs-CTE person-person	Yes	Evenings		
▶ 55551999	CTE-individual, CTE-p	Costume Construction	mrs-CTE person-person	No	Evenings		
▶ 55551999	CTE-individual, CTE-p	Playbill	mrs-CTE person-person	Yes	Evenings		
▶ 55551999	CTE-individual, CTE-p	Set Building, Move-in at	mr-CTE person-person	No	Evenings		
▶ 55551999	CTE-individual, CTE-p	Stage Crew	mr-CTE person-person	No	Evenings		
▶ 55551999	CTE-individual, CTE-p	Whichever	mrs-CTE person-person	No	Evenings		
▶ 11111988	Friend, CTE	Whichever	Mrs Friend	Yes	Weekends	Days	
▶ 11111991	Girl, Missy	Cast Board	CTE Girl	No	Weekends	Evenings	Days
▶ 11111991	Girl, Missy	Cast Management	MOM GIRL	Yes	Weekends	Evenings	Days
▶ 11111991	Girl, Missy	Concessions	DAD GIRL	Yes	Weekends	Evenings	Days

If you click on any of the rows, a popup box will appear and you can change 1) the committee and/or 2) which person is on the committee.

Students Cast Management Committee Management Workshop Management

Committee Members

[Download all to Excel](#)

Show Committee

CTE ID	Student Name	Committee Name	Committee Member	Co-Chair	Priority 1	Priority 2	Priority 3
▶ 55551999	CTE-individual, CTE-p	Whichever	mrs-CTE person-person	No	Evenings		
▶ 11111988	Friend, CTE	Whichever	Mrs Friend	Yes	Weekends	Days	
▶ 11111991	Girl, Missy	Cast Board	CTE Girl	No	Weekends	Evenings	Days
▶ 444			ENTC	Yes			Days
▶ 222				Yes	Evenings	Weekends	
▶ 777				No	Days		

Go to page: Show rows: 1-6 of 6

Add more committee members at the bottom of the page.

7202000 | Emily, Brady | Set Painting | Patrick, Emily | NO | weekends | Evenings

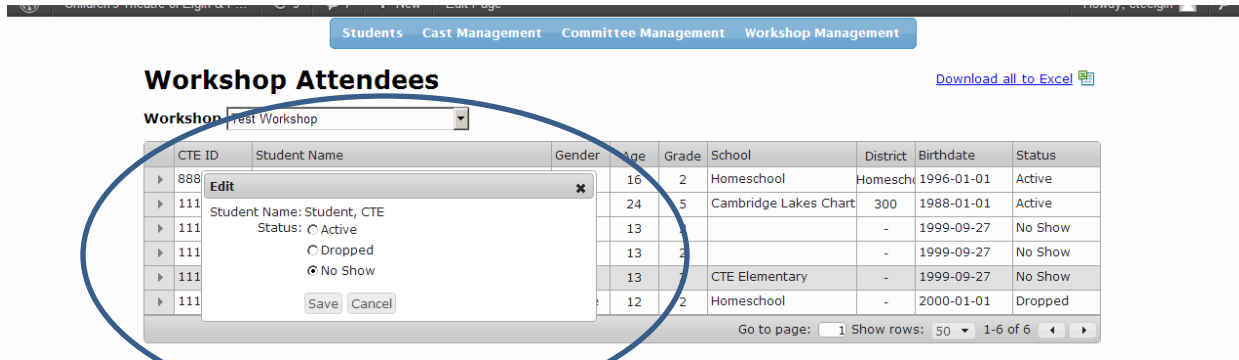
Go to page: Show rows: 1-6 of 6

Add Committee Member

Student Name:

Workshop Management

The Workshop Attendees report is basically the same as the Cast Members report. Select the student's row to change the status in the event of a cancellation or no show.



Online Registration Links

To access online registration links directly, go to the following URLs.

General Registration:

<http://www.cteelgin.com/general-registration/>

Audition Registration:

<http://www.cteelgin.com/audition-registration/>

Workshop Registration:

<http://www.cteelgin.com/workshop-registration/>