

RueShare Quick Start Guide for Members

This is a quick start guide to get you familiar with using our reservation system RueShare as a member of our community media center. For more information, please visit our website at www.capemedia.org and explore 'From the Studio' to learn more about 'Working with RueShare'

To log into RueShare, visit www.capemedia.org and click on the 'RueShare' link under the 'member portal' section. Once logged in, your member page will look like this...

The screenshot shows the user interface of the Cape Cod Community Media Center's reservation system. At the top right, there is a user greeting: "Hello, testcm@capemedia.org! Log off". Below this are navigation tabs for "Home", "Production", and "Classes". The main header features a banner image of dunes with grass under a blue sky. Text on the banner includes "Cape Cod Community Media Center", "17 Shad Hole Road, Dennis Port, MA 02639", "Tel: 508 394 2388", and a logo with the tagline "Building community through media". Below the banner, the page title is "Cape Cod Community Media Center - Reservation System".

Below the header, there is a section for class offerings: "Visit our upcoming class offerings..." followed by "Basic Studio Production Course October-November 2016 (Thu 10/13/16 6:00 pm)".

Navigation tabs for the user's account include "My Center", "My Productions", and "Crew Calls". The "My Center" tab is active, displaying "Director Notes":

- 1 Welcome to the Media Center's new reservation system. Please make yourself familiar with layout and workflow of this system.
- 2 If you have any questions, please contact the Media Center at 508-394-2388 or by email - tduenas@capemedia.org, paula@capemedia.org, jay@capemedia.org

On the right side, there is a sidebar with a "Your Center" header and a "Your Agenda" sub-header. Under "Assets", there are four items listed:

- You have requested 0 item(s).
- You have 0 item(s) awaiting pickup.
- You have 0 item(s) checked out.
- You have 0 item(s) overdue.

At the bottom of the sidebar, there is a "Classes" section.

Productions

Productions that you create or that you are a crew person on will be listed under the 'Production' tab near the top right...

Hello, testcm@capemedia.org! [Log off](#)

[Home](#) [Production](#) [Classes](#)

Production List

[Create New](#)

Show Completed Productions

Show entries
Showing 1 to 1 of 1 entries

Search:

First Previous 1 Next Last

Name	Description	Producer	Status	Type	Created	
Test Production	Media Center Testing	Test 02 CM	Planning	Studio	4/1/2016	Edit Details Delete

Show entries
Showing 1 to 1 of 1 entries

Search:

First Previous 1 Next Last



Classes

The classes available to take are displayed on the 'Classes' tab near the top right of the page. Here you will find available classes to sign up for as well as the class dates shown in the calendar for which you have signed up.

Hello, testcm@capemedia.org! [Log off](#)

[Home](#) [Production](#) [Classes](#)

August 2016							month	week	day
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
31	1	2	3	4	5	6			
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30	31	1	2	3			

All Classes

Search: <input type="text"/>			
Name	Start Time	Schedule Description	Cost
Basic Studio Production Course October-November 2016	Thu, Oct 13, 2016 6:00 PM		\$0.00

'Your Center' and 'Your Agenda'

The menus on the right, display options such as 'Your Center' and 'Your Agenda'.

- The '**Your Agenda**' menu displays quick look information such as, what Reservations you may have, Classes you are signed up for, and what Productions you may be apart of.

The screenshot shows the user interface for the Cape Cod Community Media Center's reservation system. At the top, a blue header reads "Cape Cod Community Media Center - Reservation System". Below this, there are two links: "Visit our upcoming class offerings..." and "Basic Studio Production Course October-November 2016 (Thu 10/13/16 6:00 pm)". A navigation bar contains three tabs: "My Center", "My Productions", and "Crew Calls". The main content area is divided into two sections. On the left, under "Director Notes:", there are two numbered notes. Note 1 says: "Welcome to the Media Center's new reservation system. Please make yourself familiar with layout and workflow of this system." Note 2 says: "If you have any questions, please contact the Media Center at 508-394-2388 or by email - tduenas@capemedia.org, paula@capemedia.org, jay@capemedia.org". On the right, there is a sidebar menu with two main items: "Your Center" and "Your Agenda", both highlighted in blue. Below these are three sections: "Assets" with four bullet points (all showing 0 items), "Classes" with one bullet point (showing 0 classes), and "Production Events" with one bullet point (showing 0 events). At the bottom right of the sidebar, it says "Cape Cod Community Media Center". The footer of the page includes the copyright "© 2016 - RueNuage LLC 3.0.207.0" and a "COMODO SECURE" logo.

Cape Cod Community Media Center - Reservation System

[Visit our upcoming class offerings...](#) [Basic Studio Production Course October-November 2016 \(Thu 10/13/16 6:00 pm\)](#)

My Center My Productions Crew Calls

Director Notes:

- 1 Welcome to the Media Center's new reservation system. Please make yourself familiar with layout and workflow of this system.
- 2 If you have any questions, please contact the Media Center at 508-394-2388 or by email - tduenas@capemedia.org, paula@capemedia.org, jay@capemedia.org

▸ Your Center
▸ Your Agenda

Assets

- [You have requested 0 item\(s\).](#)
- [You have 0 item\(s\) awaiting pickup.](#)
- [You have 0 item\(s\) checked out.](#)
- [You have 0 item\(s\) overdue.](#)

Classes

- [You have 0 classes scheduled this week.](#)

Production Events

- [You have 0 production events scheduled this week.](#)


Cape Cod Community Media Center

© 2016 - RueNuage LLC 3.0.207.0

- The **'Your Center'** menu option displays a link to go to your 'profile' to view and change items such as your address and phone number.

Hello, testcm@capemedia.org [Log off](#)

[Home](#) [Production](#) [Classes](#)



Cape Cod Community Media Center - Reservation System

[Visit our upcoming class offerings...](#) [Basic Studio Production Course October-November 2016 \(Thu 10/13/16 6:00 pm\)](#)

[My Center](#) [My Productions](#) [Crew Calls](#)

Director Notes:

- 1 Welcome to the Media Center's new reservation system. Please make yourself familiar with layout and workflow of this system.
- 2 If you have any questions, please contact the Media Center at 508-394-2388 or by email - tduenas@capemedia.org, paula@capemedia.org, jay@capemedia.org

[Your Center](#)

Membership Information

- [Your profile](#)

[Your Agenda](#)

[Cape Cod Community Media Center](#)


Crew Calls

The Crew Calls tab displays any existing crew calls that member producers have requested to be on their production. A member has the choice to Apply for a position that was posted or the ability to Rescind their prior acceptance.

Hello, testcm@capemedia.org [Log off](#)

[Home](#) [Production](#) [Classes](#)

Cape Cod Community Media Center
17 Shad Hole Road, Dennis Port, MA 02639
Tel: 508 394 2388



Cape Cod Community Media Center - Reservation System

[Visit our upcoming class offerings...](#) [Basic Studio Production Course October-November 2016 \(Thu 10/13/16 6:00 pm\)](#)

[My Center](#) [My Productions](#) [Crew Calls](#)

Show entries Search:

Showing 1 to 10 of 15 entries [First](#) [Previous](#) [Next](#) [Last](#)

Production Name	Role	Status	Needed/Resps	Start Time
No matching records found				

Showing 1 to 10 of 15 entries

[Apply...](#) [Rescind...](#)

Your Center

Membership Information

- [Your profile](#)

Your Agenda

Cape Cod Community Media Center

Additionally, a member has the ability to **create a crew call** notice for their own production.

- Click on the 'Production' tab at the top right
- Click 'Edit' to the far right of the production name
- Click the 'Crew' tab towards the middle of the page
- Click 'Crew Call' button and proceed to fill out the required information for the production.
- You can also view their responses in the adjacent tab 'Responses'

The screenshot displays a software interface with a 'Crew Call' dialog box. The background shows production details: 'Producer' (Test 02 CM), 'Production Type' (Studio), 'Run Time' (00:30:00), and 'Creation Date'. The 'Crew Call' dialog has two tabs: 'Crew Call' and 'Responses'. The 'Crew Call' tab is active, showing a search bar, a table with columns 'Role', 'Qty', 'Ad Start Time', 'Ad End Time', 'Start Time', and 'End Time', and buttons for 'Create...', 'Update...', and 'Delete...'. The background also shows buttons for 'Add Crew', 'Update Crew', 'Remove Crew', 'Email...', and 'Crew Call...'. A 'Back to List' link is visible at the bottom left.

You also have the ability to send an email to all of your crew at once to keep them updated about the happenings of your production. To do this, simply click the 'EMail' button at the bottom right of your production page and complete the necessary fields.

The screenshot shows a 'Production' management interface with an 'Email Crew' dialog box open. The production name is 'Test Production' and the description is 'Media Center Testing'. The dialog box has a search bar and a table of recipients. The table has columns for 'First Name', 'Last Name', and 'Email'. There is one entry: 'Test 02', 'CM', and 'testcm@capemedia.org'. Below the table are buttons for 'Remove', '-> CC:', and '-> BCC:'. The 'Subject' field is 'Test Production' and the 'From' field is 'This Account'. There are 'Ok' and 'Cancel' buttons at the bottom of the dialog. At the bottom of the production page, there are buttons for 'Add Crew', 'Update Crew', 'Remove Crew', 'EMail...', and 'Crew Call...'.

First Name	Last Name	Email
Test 02	CM	testcm@capemedia.org

For more information, see the complete User Guides at www.capemedia.org under the menu 'From the Studio' by clicking 'Working with RueShare' or by contacting Jay Sheehan at jay@capemedia.org or Paula Hersey at paula@capemedia.org.

