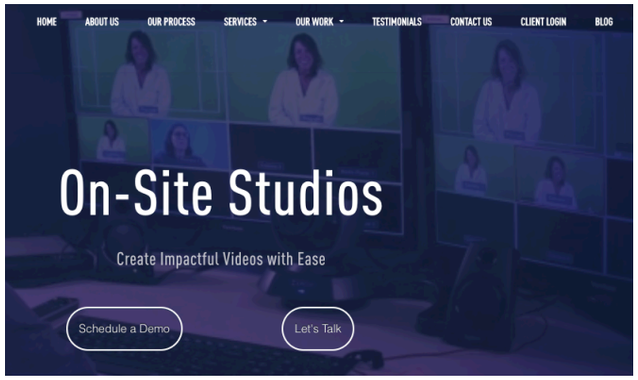
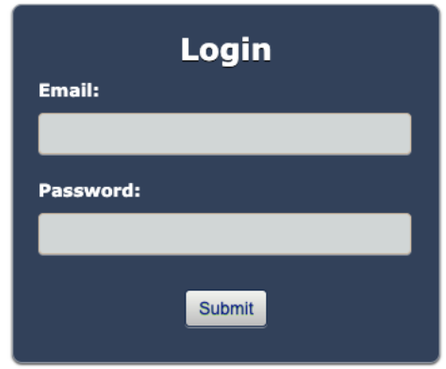
On-Site Studios

Backstage: OSS Online Scheduling Platform

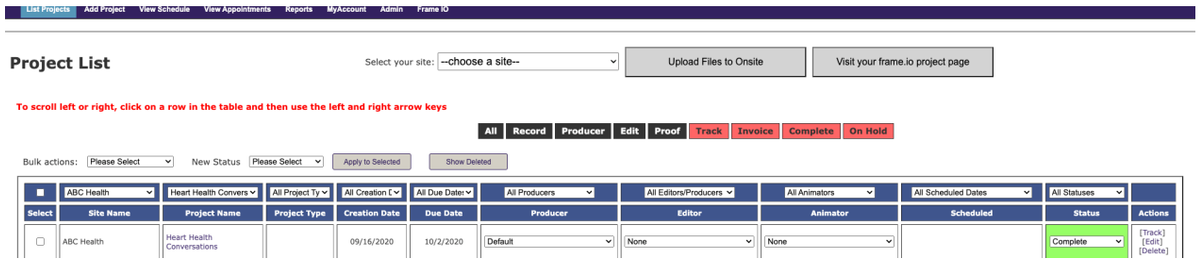
Backstage

To access Backstage, visit www.on-sitestudios.com and click “Client Login.” Enter your username and password.

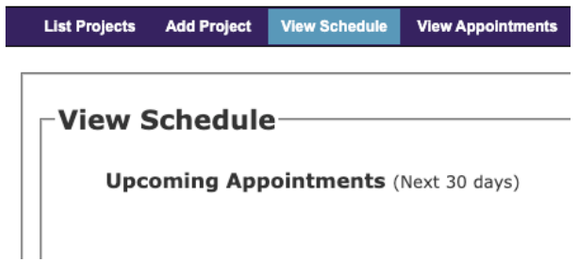


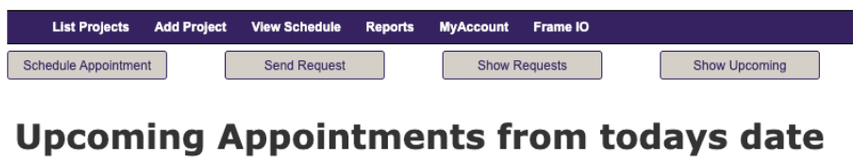


Once you’re logged in, you will see the dashboard– with an overview of projects.



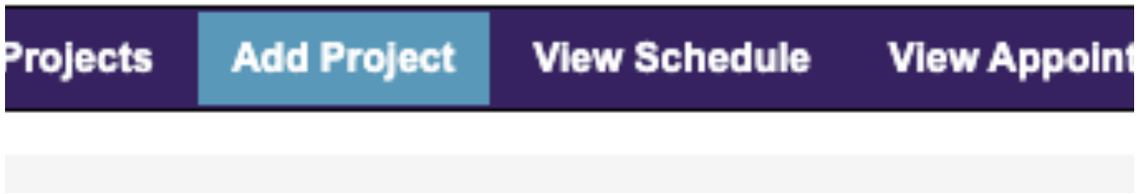
Click “View Schedule” to see today’s schedule, as well as a monthly view. You are also able to see all of your upcoming projects by clicking “Show Upcoming.”



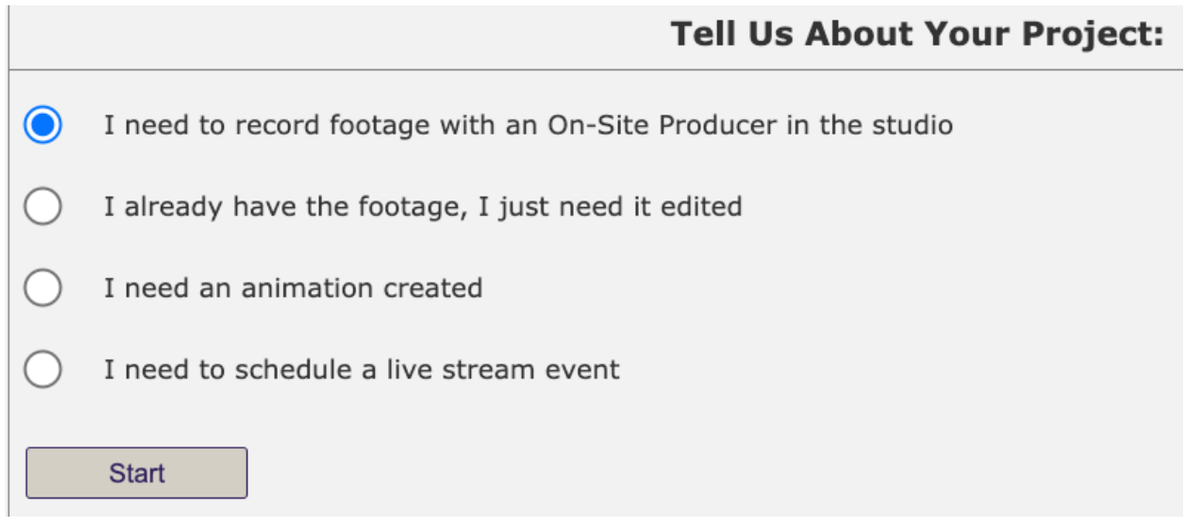


Adding Projects

To book a session, click “Add Project.”



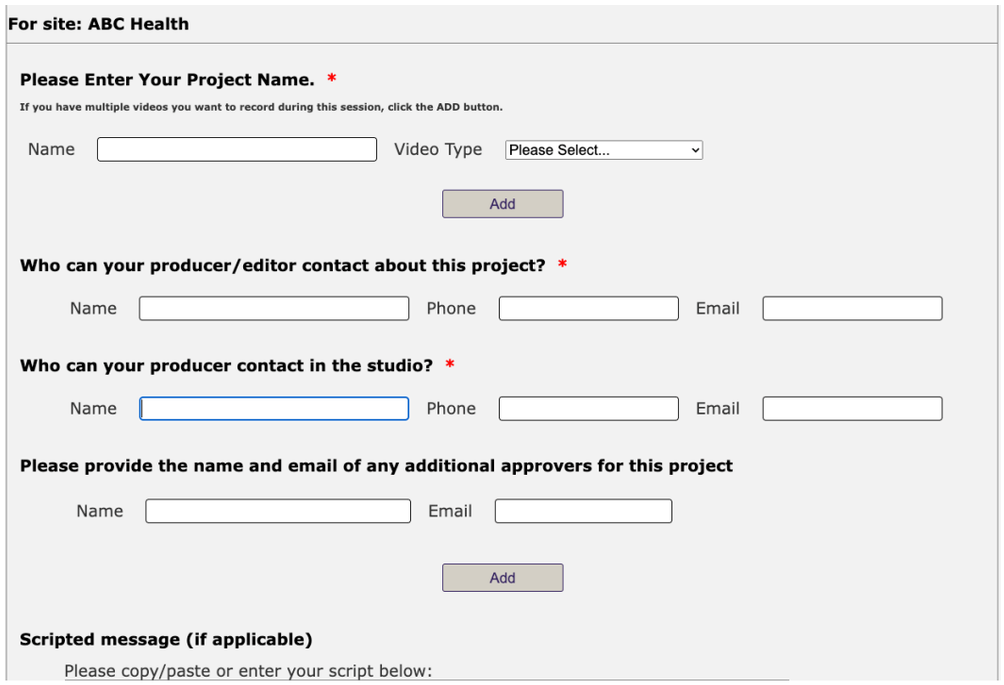
You will see a few multiple-choice options. Based on which item you select, you will see a brief questionnaire that will provide your producer and editor with all of the information they will need to work on your project.



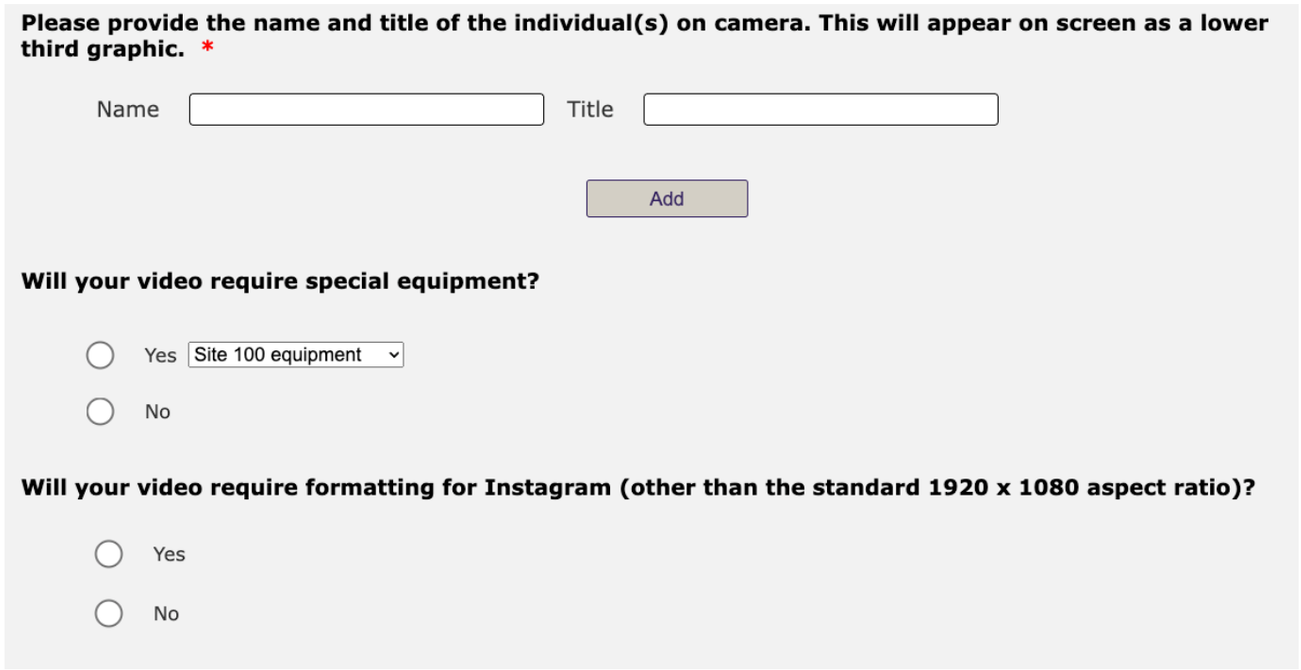
<u>I need to record footage with an On-Site Producer in the studio:</u>
Fill out this form if you need to book a Producer Assist session in your studio.

Adding Projects

Please note the “Add” button under Project Name and Video Type. If you plan on recording multiple videos during your session, click “Add” to enter each video name.

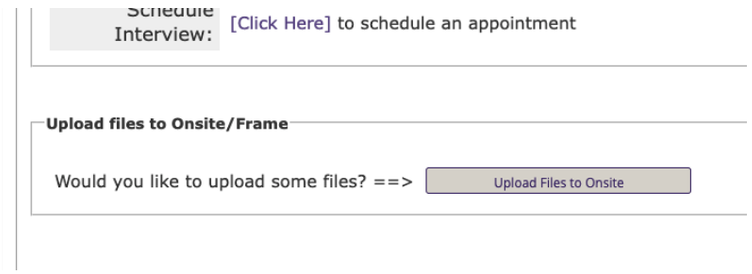


The same goes for the “Add” button under the name and title slots for the person on camera. If multiple people will be appearing on-camera during the session, click “Add” to enter each person’s name and title.

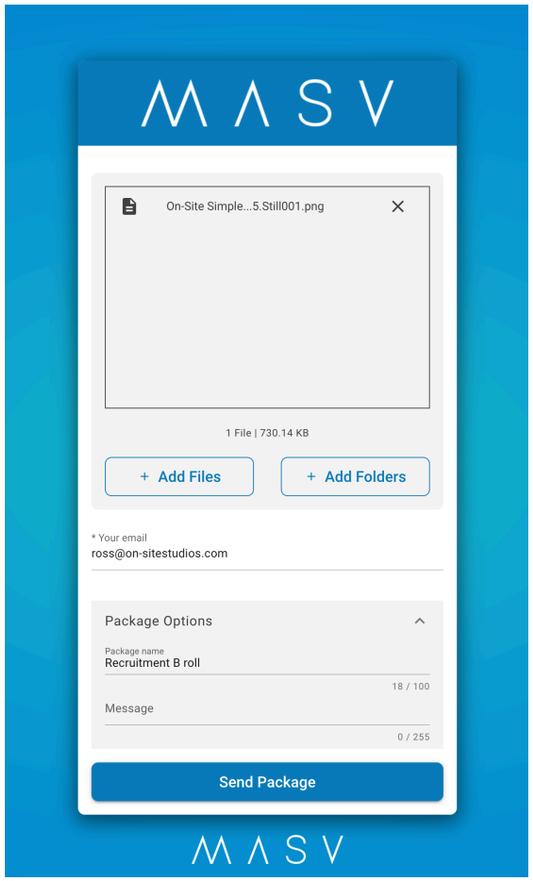


Uploading Assets

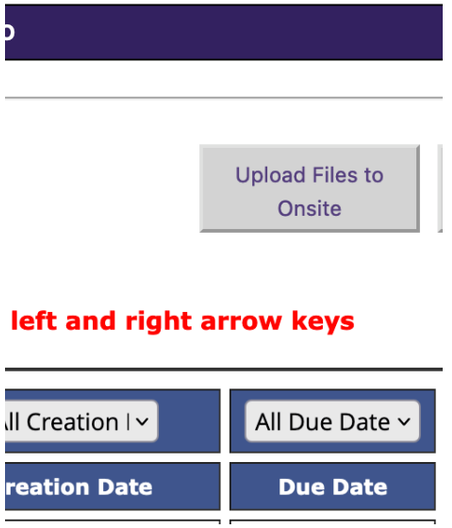
If you have any pictures, footage, or documents you would like your editor to incorporate into the project, click “Upload Files to On-Site” near the bottom of the form.



A box will appear. Fill out the “Package Name” with the name of your project, and corresponding message for the editor, if applicable.



You can either drag and drop the files into the box, or click “Add Files” to upload from your computer. Then click Send Package. There is also “Upload Files to On-Site” button on the top of your Backstage dashboard.

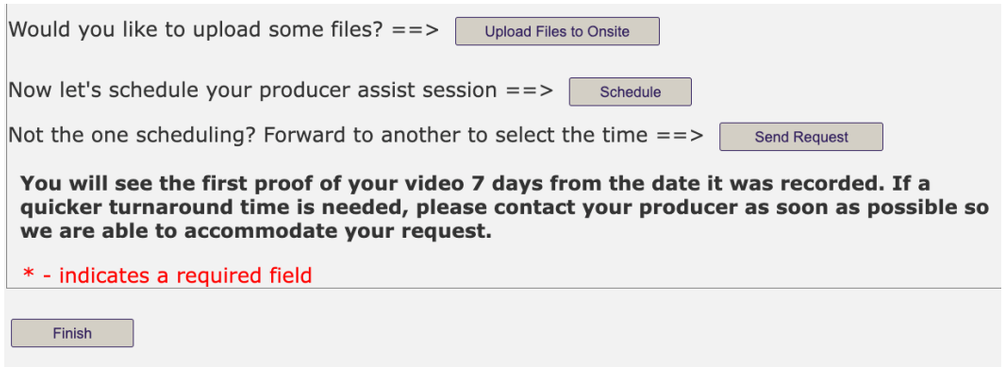


Project Form Options

At the bottom of the page, you can click “Schedule” to book a date and time for your Producer Assist session.

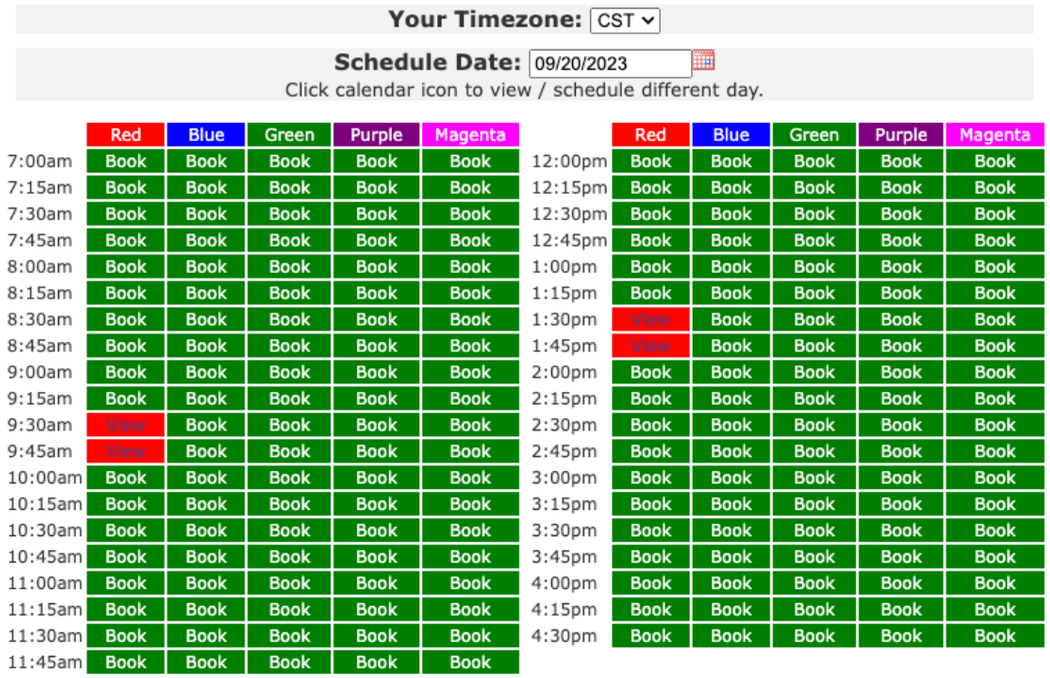
You can click “Send Request” to send an email request to an individual to schedule the interviewee.

You can also click “Finish” to return later to schedule a record time.



Booking a Session

If you are scheduling a session, you will be taken to the calendar. Select the appropriate date from the calendar dropdown menu. Select the appropriate time by clicking “Book.”

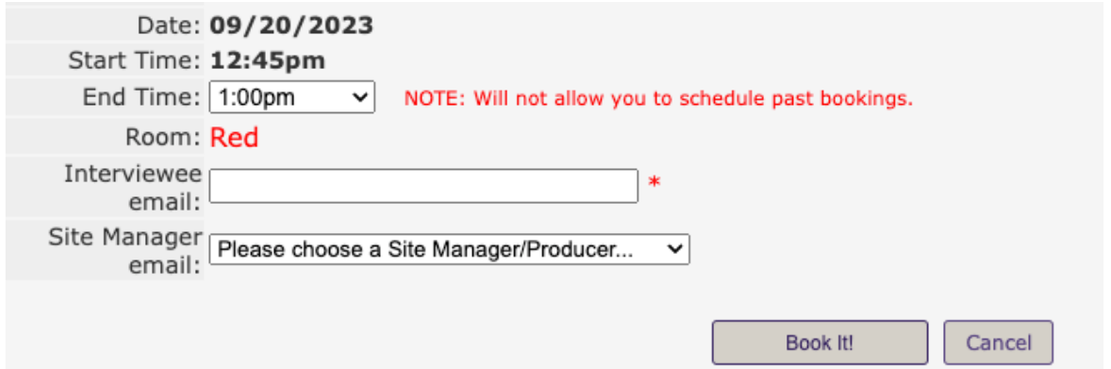


	Red	Blue	Green	Purple	Magenta		Red	Blue	Green	Purple	Magenta
7:00am	Book	Book	Book	Book	Book	12:00pm	Book	Book	Book	Book	Book
7:15am	Book	Book	Book	Book	Book	12:15pm	Book	Book	Book	Book	Book
7:30am	Book	Book	Book	Book	Book	12:30pm	Book	Book	Book	Book	Book
7:45am	Book	Book	Book	Book	Book	12:45pm	Book	Book	Book	Book	Book
8:00am	Book	Book	Book	Book	Book	1:00pm	Book	Book	Book	Book	Book
8:15am	Book	Book	Book	Book	Book	1:15pm	Book	Book	Book	Book	Book
8:30am	Book	Book	Book	Book	Book	1:30pm	View	Book	Book	Book	Book
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9:00am	Book	Book	Book	Book	Book	2:00pm	Book	Book	Book	Book	Book
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9:30am	View	Book	Book	Book	Book	2:30pm	Book	Book	Book	Book	Book
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10:45am	Book	Book	Book	Book	Book	3:45pm	Book	Book	Book	Book	Book
11:00am	Book	Book	Book	Book	Book	4:00pm	Book	Book	Book	Book	Book
11:15am	Book	Book	Book	Book	Book	4:15pm	Book	Book	Book	Book	Book
11:30am	Book	Book	Book	Book	Book	4:30pm	Book	Book	Book	Book	Book
11:45am	Book	Book	Book	Book	Book						

Booking a Session

Enter the email address where you would like your confirmation email sent.

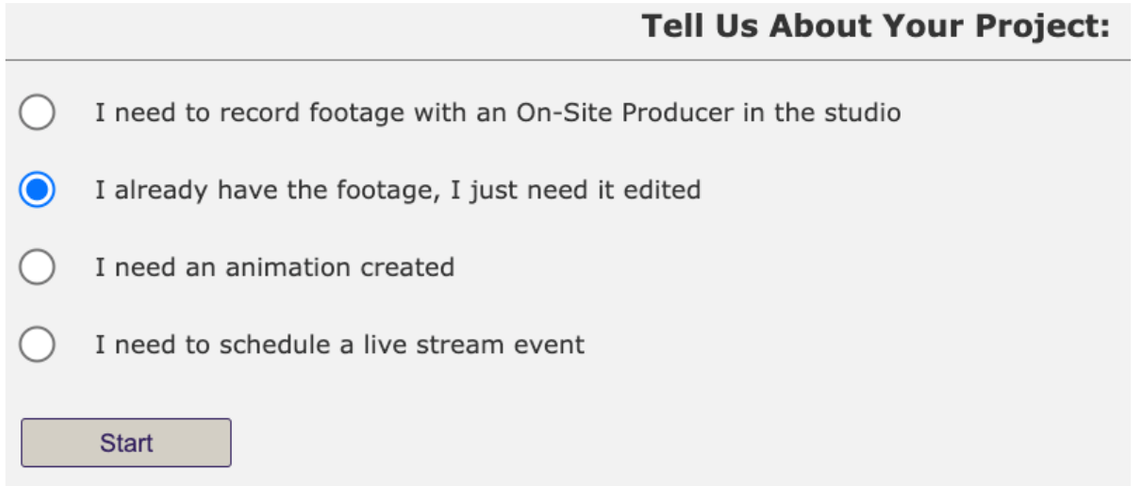
Please note each session defaults to 15 minutes in length. Please adjust the time depending on the intended length of your session.



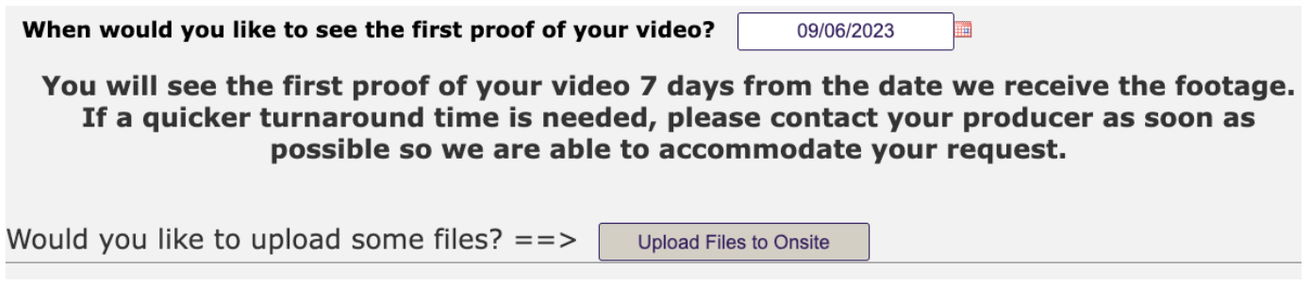
If everything is correct, click the “Book It” button. You should receive a confirmation email shortly.

Edit-Only Projects

<u>I already have the footage, I just need it edited:</u> You would select this option if you recorded something in the field and will be, or have already uploaded it to Frame.io via your MASV link for your editor to begin working on it.



After filling out the project form, select a day you would like to see the first proof. Click “Upload Files to Onsite” if you need to send anything to the editor.

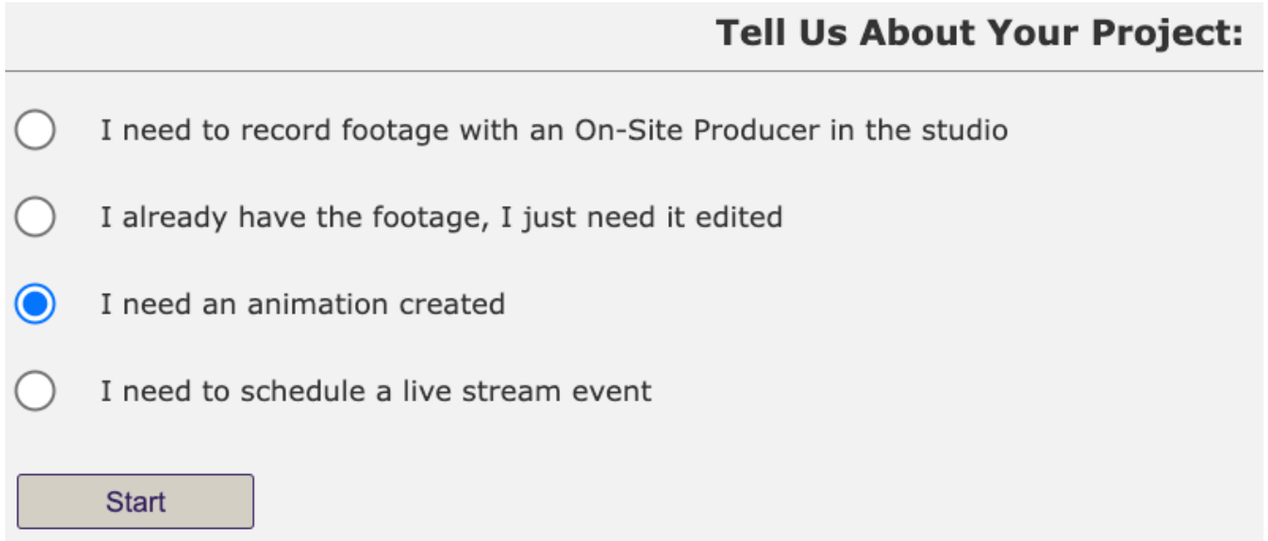


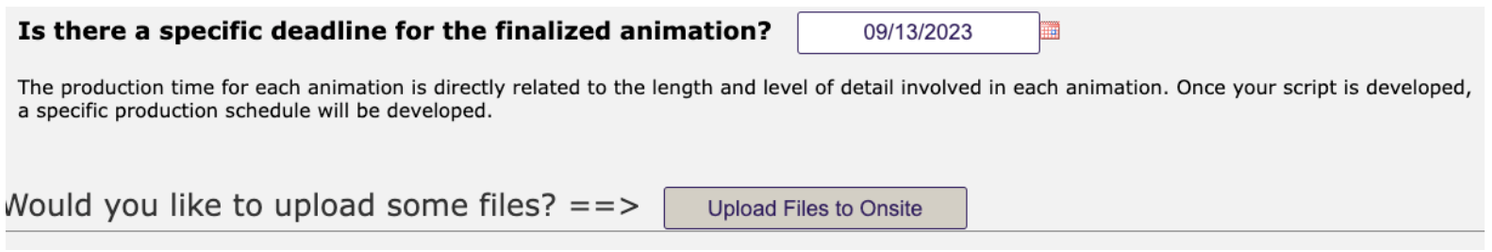
Animation Projects

<u>I need an animation created:</u> Fill out the project form and select a due date for the finalized animation.

Once your script is developed, a specific production schedule is determined.

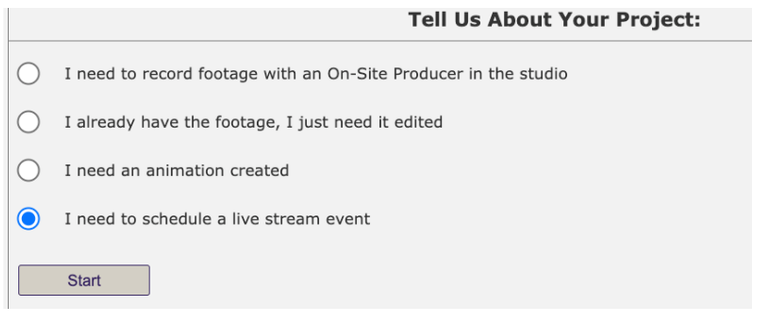
Click “Upload Files to OnSite” if you need to send anything to the animator.





Live Stream Projects

<u>I need to schedule a live stream event:</u> Fill out the project form, then click Schedule. Select the appropriate date and time of the event to book the session. Once the event is scheduled, a member of our production team will reach out to make sure that we have all of the information.





Click “Upload Files to On-Site” if you need to send anything to the editor.

