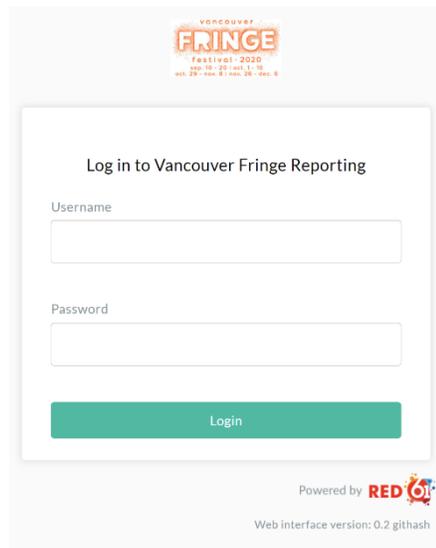


This year the Fringe has upgraded to a new ticketing system called Red61. Artists can now access and run show reports on their own at any time using an internet browser. Please follow the instructions below to access your show reports.

***Please note, the numbers you see on your reports may differ in your final payout.** The Festival is encouraging all patrons who are feeling sick or have been exposed to COVID-19 to isolate themselves and not come to any in-person events. In such cases, the Festival will offer ticket refunds.

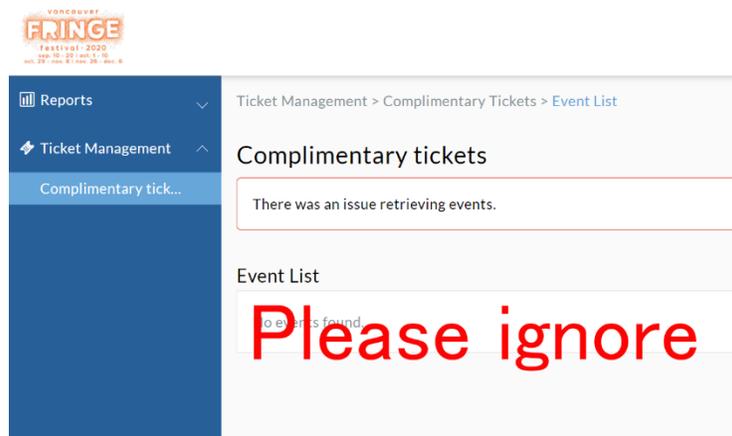
ACCESSING SHOW REPORTS

1. Go to <https://vff.reports.red61.ca/>



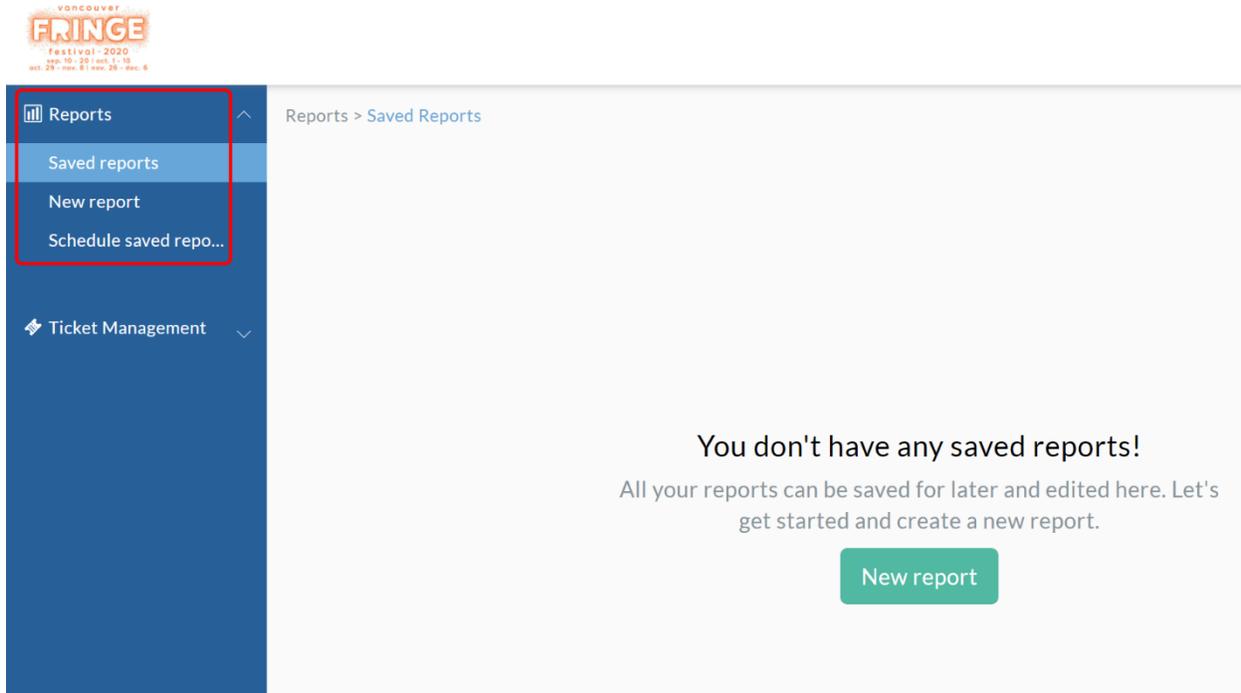
The screenshot shows the login page for Vancouver Fringe Reporting. At the top, there is a logo for Vancouver Fringe Festival 2020 with dates: Sep 10 - 20 (Sat - F), Oct 1 - 10 (Sat - Sun), and Oct 27 - Nov 8 (Sun - Sat). Below the logo is the text "Log in to Vancouver Fringe Reporting". There are two input fields: "Username" and "Password". Below these fields is a green "Login" button. At the bottom right, it says "Powered by RED61" and "Web interface version: 0.2 githash".

2. Enter your username and password to log in. Please note, you will be prompted to "Complimentary tickets". This function is disabled so you can ignore this.

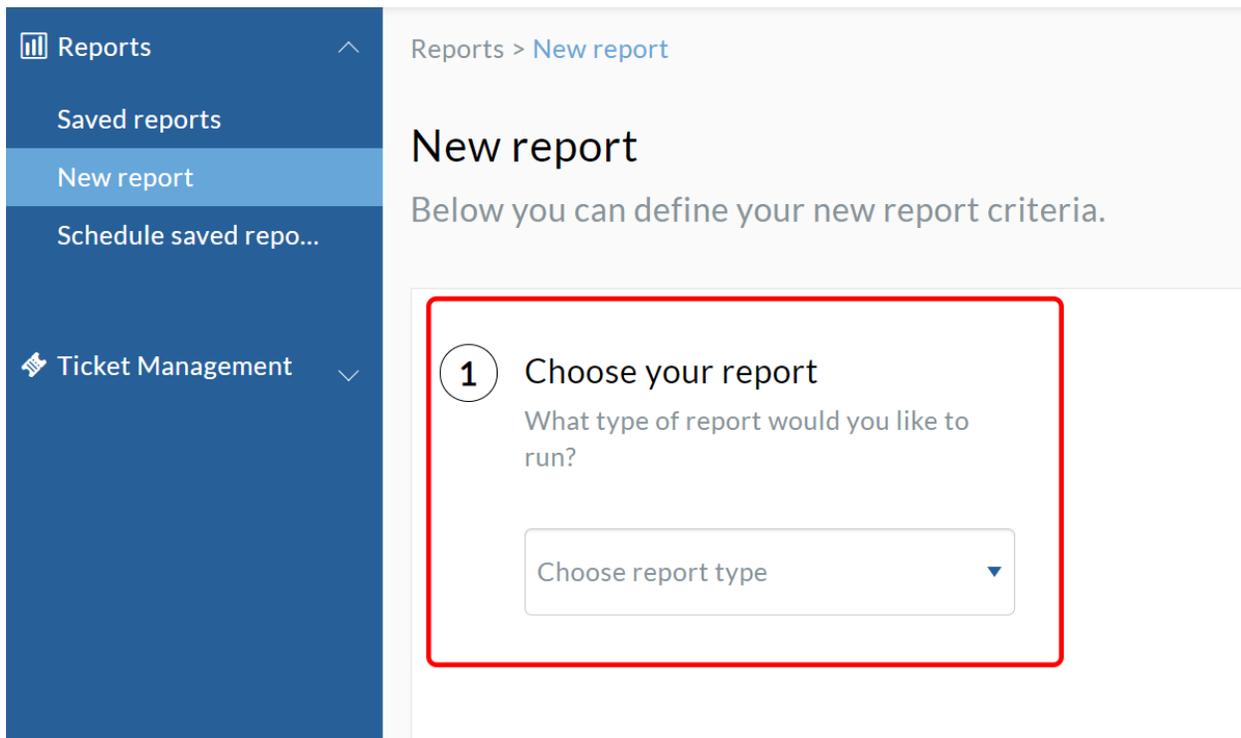


The screenshot shows the dashboard of the reporting system. On the left is a blue sidebar with a menu: "Reports", "Ticket Management", and "Complimentary tick...". The main content area has a breadcrumb trail: "Ticket Management > Complimentary Tickets > Event List". Below this is the heading "Complimentary tickets" and a message in a red-bordered box: "There was an issue retrieving events." Below that is the heading "Event List" and a message: "0 items found". A large red text overlay says "Please ignore".

3. On the left panel, click on “**Reports**” and then “**New Reports**”.



4. In Step 1, select the kind of report you'd like to see from the drop-down menu.



- In Step 2, you can set up the criteria for your report based on what you'd like to see. You can leave everything as-is to generate a report based on all of your sales.

2 Choose report criteria
Set the parameters of your report

Season

Active Seasons X

Search

*(A): This denotes an active season

Performance Start Date

dd/mm/yyyy

Time

- Once you've set up your report criteria, click on **"Generate report"**. The system will automatically download a PDF of the report to your device, but you can use the dropdown menu to select another format like an Excel Spreadsheet.

Group by venue

Group by subvenue

Group by event

Summarise

Save for later

Report format

PDF

Generate report

SCHEDULING SHOW REPORTS

1. Follow the same steps from the previous section and click on **“Save for later”** instead of **“Generate Report”**.

Reports

- Saved reports
- New report
- Schedule saved repo...

Ticket Management

Group by venue

Group by subvenue

Group by event

Summarise

Save for later

Report format

PDF

Generate report

2. Name your report and click **“Save report”**.

vancouver
FRINGE
Festival - 2020
sep. 10 - 20 | oct. 1 - 16
oct. 29 - nov. 8 | nov. 26 - dec. 6

Reports

- Saved reports
- New report
- Schedule saved repo...

Ticket Management

Reports > New report

New report

Save your defined report to run later or create a schedule.

1 Give your report a name

Report name

Save report

3. Once your report is saved, click on **“Schedule saved report”** on the left panel and then click on **“New schedule”**.

Reports > Schedule Saved Reports

Looks like you have not scheduled an existing report yet!

Your reports can be set to run at a preferred time. Click "New schedule" to begin.

New schedule

4. In Step 1, select the saved report you'd like to schedule from the drop-down menu.

Schedule a user report

Use this page to schedule saved reports to run at a specific time or interval

1 Select user report
Choose the report you want to schedule

Choose report name...

2 Schedule active date

From 08/09/2020 At this time 15:36

5. In Step 2, select when you'd like the scheduling to begin. It defaults to the current date & time.

② Schedule active date

From At this time

To (optional) At this time

6. In Step 3, under “**Start runtime**” enter what time you'd like to receive your report. Under “**Run Time Interval**” select how often you would like to receive a report. “**End runtime**” is optional depending on your Run Time Interval.

③ Schedule Runtime

The start time is the first (or only) time your schedule will run each day. Enter an end time if your interval is more frequent than daily and you don't want the schedule to run after the end time each day.

Start runtime End runtime Run Time Interval

Schedule start time is required

7. In Step 4, enter the email address(s) you'd like the reports to be send to and click “**Add schedule**” when you're finished.

④ Send to

Who do you want to send these reports to?

Email address Format

Use ";" for more than one email recipient

Add schedule



SHOW REPORTS 2020

PRICE TYPES

Festival Ticket/Premium Ticket and At Door Ticket

This is a plain old regular \$15 ticket, including a \$3 fee.

Amount Artists Receive: **\$12**

Comp – Media

This price type is used to book a media member into a show. If they want to attend a show that has already reached the 15% comp booking capacity, they will be booked in anyway. We feel it is in the Artist's best interest to get media into shows, so if this emergency does arise, we will use this price type to make it happen!

Artist Ticket

This price type includes all tickets booked online using the Artist Promo Code. There is no cap. These comps do **not** come with Memberships. Artist guests must purchase Memberships in order to book their comp tickets online.

Complimentary Ticket

This price type is for comp tickets booked in advance by Fringe Staff (under the Comp-Advance 15% limit).

If you have any questions about your show reports, please email boxoffice@vancouverfringe.com.