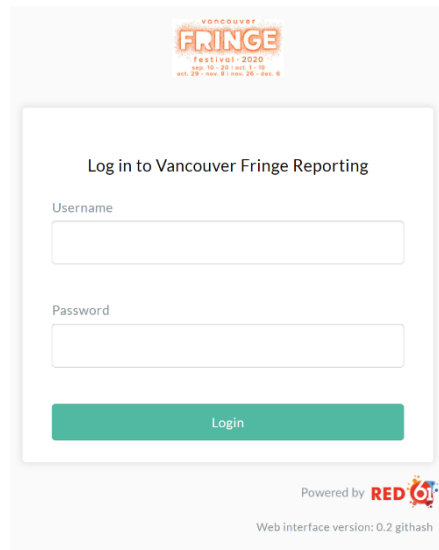


Artists can access and run show reports at any time using an internet browser. Please follow the instructions below to access your show reports.

***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.

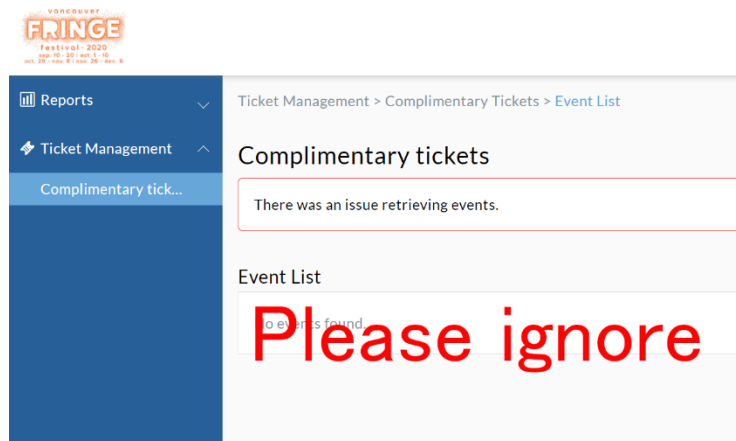
ACCESSING SHOW REPORTS

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



The screenshot shows a login page for Vancouver Fringe Reporting. At the top is the festival logo. Below it is a white box with the title "Log in to Vancouver Fringe Reporting". There are two input fields: "Username" and "Password". A green "Login" button is at the bottom of the box. Below the box, it says "Powered by RED 61" 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 after login. The left sidebar has "Reports", "Ticket Management", and "Complimentary tick...". The main content area shows "Ticket Management > Complimentary Tickets > Event List". Below this is a red-bordered box with the message "There was an issue retrieving events." Underneath is an "Event List" section with "0 events found". A large red text overlay "Please ignore" is placed over the "Event List" section.

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

The screenshot shows the Vancouver Fringe Festival 2021 website interface. On the left, a dark blue sidebar contains a menu with 'Reports' selected, which has opened a sub-menu with options: 'Saved reports', 'New report', and 'Schedule saved repo...'. The main content area is light gray and shows a breadcrumb 'Reports > Saved Reports'. A message states: 'You don't have any saved reports! All your reports can be saved for later and edited here. Let's get started and create a new report.' Below this message is a green button labeled 'New report'.

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

The screenshot shows the 'New report' page in the Vancouver Fringe Festival 2021 website. The left sidebar has 'New report' selected. The main content area has a breadcrumb 'Reports > New report' and the title 'New report'. Below the title, it says 'Below you can define your new report criteria.' A red box highlights the first step: '1 Choose your report' with the question 'What type of report would you like to run?' and a dropdown menu labeled 'Choose report type'.

- 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

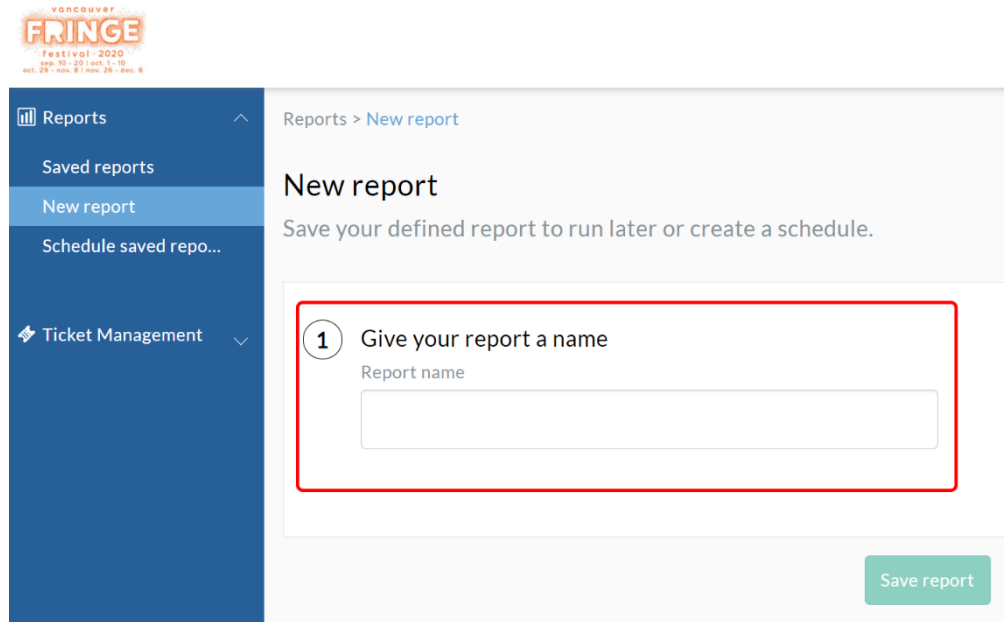
Save for later

Report format

PDF

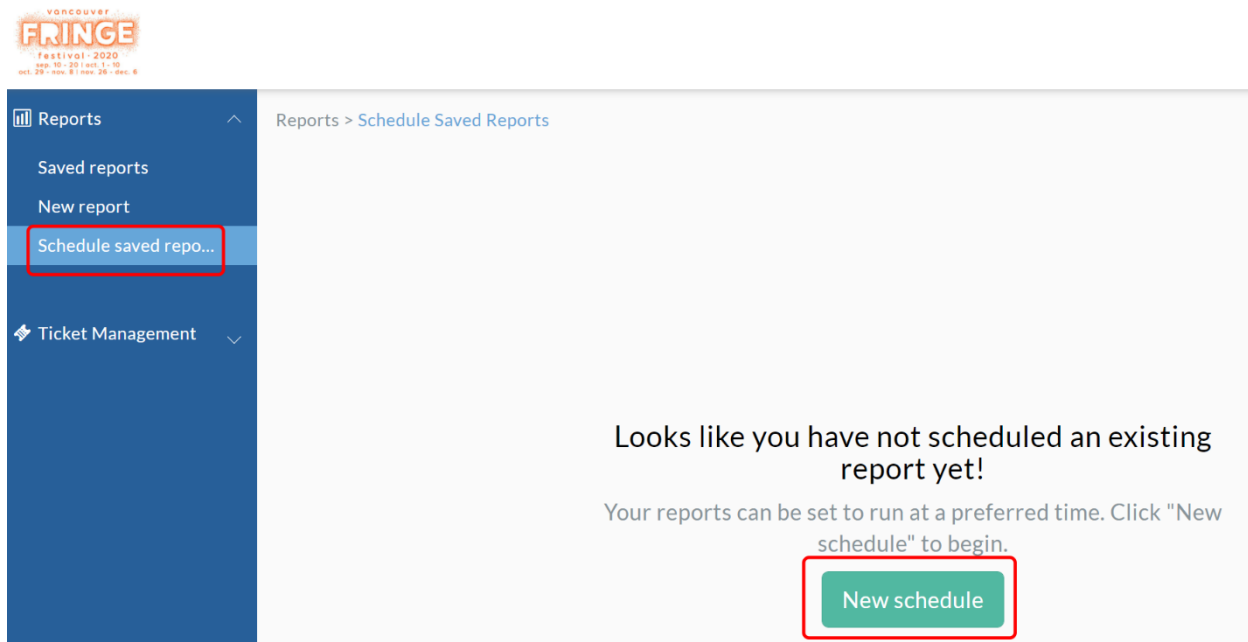
Generate report

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



The screenshot shows the Vancouver Fringe Festival 2020 website interface. The left sidebar contains a navigation menu with 'Reports' expanded, showing 'Saved reports', 'New report', and 'Schedule saved repo...'. The main content area is titled 'New report' and includes the instruction 'Save your defined report to run later or create a schedule.' A red box highlights a form field labeled '1 Give your report a name' with a sub-label 'Report name' and an empty text input box. A green 'Save report' button is located at the bottom right of the form area.

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



The screenshot shows the Vancouver Fringe Festival 2020 website interface. The left sidebar has 'Schedule saved repo...' highlighted with a red box. The main content area is titled 'Schedule Saved Reports' and displays a message: '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.' A green 'New schedule' button is highlighted with a red box.

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

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 08/09/2020 At this time 16:18

To (optional) dd/mm/yyyy At this time

- 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

- 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

PRICE TYPES

Festival 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!



SHOW REPORTS 2021

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 general 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.