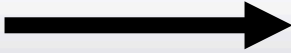


## Entering Conflicts into Virtual Callboard (backstage.tartantheatre.org)

Step 1: Log into backstage.tartantheatre.org (instructions were emailed to your school email)

### Step 2: Click **Conflicts**

Home    Contacts

My Upcoming Calls & Conflicts  [Add Conflict](#)

Date / Time	Title
Entering your schedule calls and conflicts allows your manager to more easily see your availability and schedule accordingly.	

### Step 3: Enter Conflict Information. (**DO NOT CLICK PRIVATE**)

Add Conflict ✕

**Title**   **Private** ⓘ

**Call Type**

**Notes**

Normal  
 All Day

**Start**

**End**


**Occurs**  One Time  
 Recurring


Step 4: Click **SAVE CONFLICT**


Step 5: Click Appropriate Button to continue

Add Conflict

Conflict has been added

 Add Similar

 Add New

 Return to List

All Conflicts will be listed on your Upcoming Calls/Conflicts Screen.

My Upcoming Calls & Conflicts <span style="float: right;">Add Conflict</span>	
Date / Time	Title
Tue, 10 Oct 03:00 pm - 04:00 pm	Doctors Appt.