CALI *RECITAL PROGRAM* INSTRUCTIONS

Making Your Printed Program

The Cali School of Music uses **ProBuilder** (http://montclair.probuilder.app) a self-service online concert program creator, to facilitate and streamline concert program design and production. **We require the utilization of ProBuilder for all student and faculty recitals.** A QR code will be posted in front of Leshowitz Hall, 201 and G55 that links to www.montclair.edu/music/programs-for-recitals for viewing your program on a smartphone. *We will no longer be physically printing programs for student recitals.*

For Student Recitals: Your guest will scan the QR code at the door and choose **"Student Recital Programs"** to search for your name on the student recital page where your digital program will be provided next to your event. *Important: Please feel free to print your program for anyone in your audience that might have difficulty with a QR code on their smartphone.*

For Other Events: Your guest will scan the QR code at the door and choose **"Event Programs"** for all other events that have a program in Leshowitz Recital Hall, 201 or G55 and that will link to a page that directs your guests to the Cali Live page where the link for the digital program will be provided under **"Programs for Upcoming Events"**. *Important: Please feel free to print your program for anyone in your audience that might have difficulty with a QR code on their smartphone.*

You must submit your program at least two weeks prior to your recital to ensure that it is uploaded to the website in time for the performance date.

For Students: Access **ProBuilder** [montclair.probuilder.app] to begin building your program. Your login information will be your entire email address [name@mail.montclair.edu] and the password is **chromatic.**

For Instrumentalists: Your program can include basic information including the repertoire, featured soloist, and accompanist.

For Vocalists: Your program can include basic information including the repertoire, featured soloist, accompanist, translations and program notes. No student recitals may contain bios, acknowledgments or dedications.

Once your program draft is completed click the **"Submit"** button, download and share with your studio professor for approval. Once approved by your professor, click the **"Send to Proofing"** button on ProBuilder and your digital program will be uploaded to the student recital page next to your name and ready for your event.

For Faculty: Access **ProBuilder** [montclair.probuilder.app] to begin building your program. Your login information will be your entire email address [name@montclair.edu] and the password is **chromatic.**

For Instrumentalists: Your program can include basic information including the repertoire, featured soloist, and accompanist.

For Vocalists: Your program can include basic information including the repertoire, featured soloist, accompanist, translations and program notes.

Click **"Submit"** button and then **"Send to Proofing"** button on ProBuilder and your digital program will be uploaded to the **Cali Live** page under **"Programs for Upcoming Events"**

**Questions?** Contact Heather Kern at kernh@montclair.edu or 973.655.7263

Step by Step Instructions

Before attempting your first program, watch the help video here:
https://www.montclair.edu/music/current-students/creating-programs
or in the ProBuilder app under "Builder>Help Video"

Help
Video
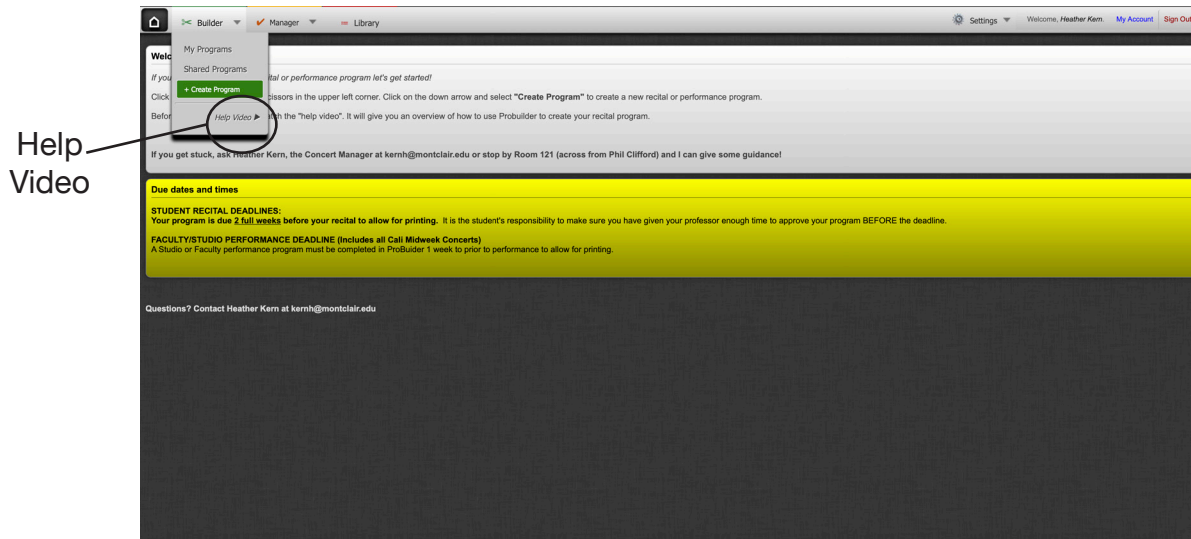
When ready to create your program click on "Create Program" to go to the Program Creation Wizard Page

Create
Program

Cali
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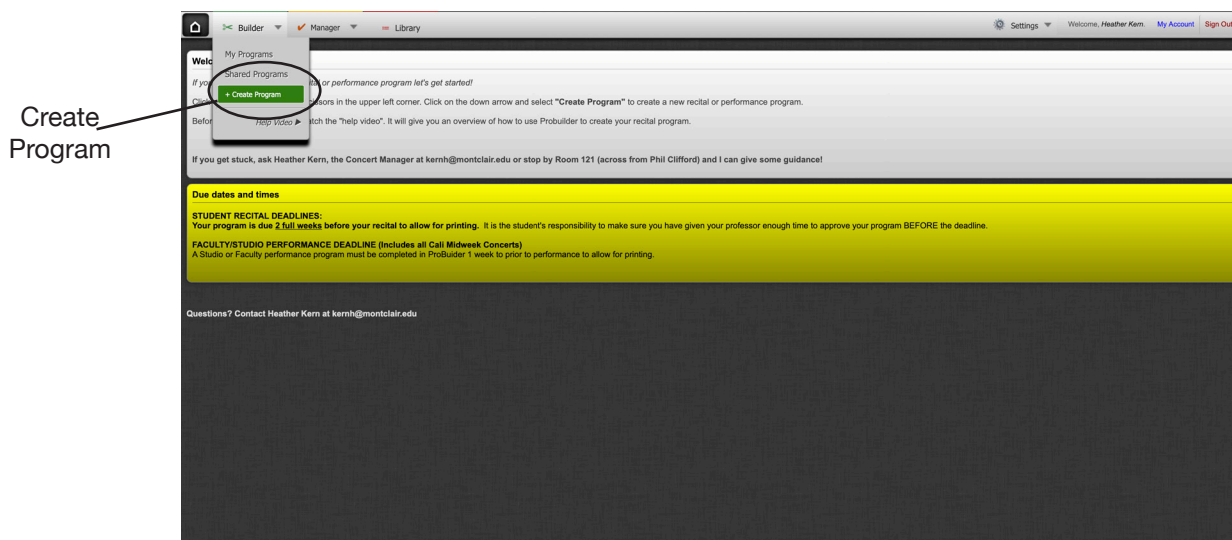
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1. Plug in program type:

For students: Junior Recital, Senior Recital, Graduate Recital or Artist Diploma.
For faculty: Cali Midweek Concert, Masterclass, Studio Recital, Faculty Recital or Large Ensemble

2. Enter your name or your ensemble name

3. Enter your instrument or voice type

4. If you have an accompanist, please enter their first and last name followed by   ,accompanist

Example: Ron Levy, accompanist

5. Enter Location, Date and time of the performance
6. Indicate how many pieces in your recital and whether there will be an intermission or not

7. Pick a template:

For Students: Junior/Senior/Graduate/Artist Diploma (System Default)
For Faculty: Faculty, Studio, Midweek Concert
For Large Ensemble: Ensemble Recital (oversize)

8. Print Quantity: 75

9. Answer the questions:
- Fulfillment of Degree or Partial Fulfillment of Degree
- Who is your studio professor
- Indicate if you have biographies (students should not have biographies)
- Indicate if you have translations (vocal students or faculty only)
- Indicate if you have rosters (large ensembles only)

10. Click Create

11. The Program wizard has plugged the info in for the cover page

Preview
View of
Cover

12. Click preview to see what the cover page will look like when printed.

TIP: It is a essential to click preview often to see that ProBuilder is capturing your information as you expect.

If there appears to be a glitch happening, click close and Probuilder will ask you if you would like to save the document. **Click yes.** *Exit probuilder and* **relogin** *to see if the program has reset itself. Glitches are rare but often can be resolved with this method.*
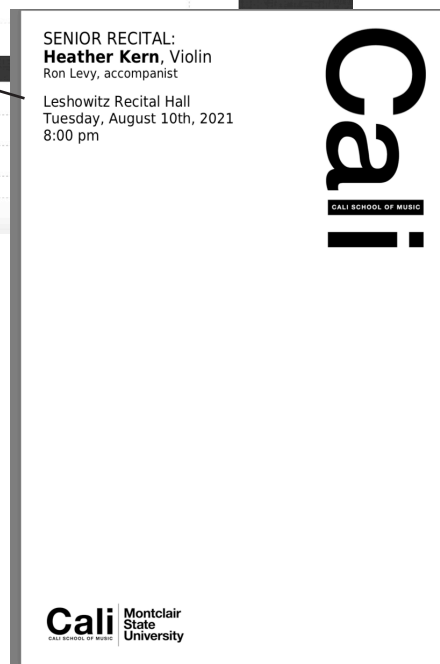
13. Click the edit button on left to enter the name of the piece, the composer and the birth and death dates of the composer in this style: (1882-1945)

14. click to add movements for the piece

15. click to add names of performers in this style:

Name, instrument

16. If you have multiple pieces in a set played by the same performers you may add another field for another piece by clicking "add a song"

17. After the full set of pieces have been entered you have the option of adding an applause symbol. Only use this symbol if necessary to indicate the end of a set.

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Program
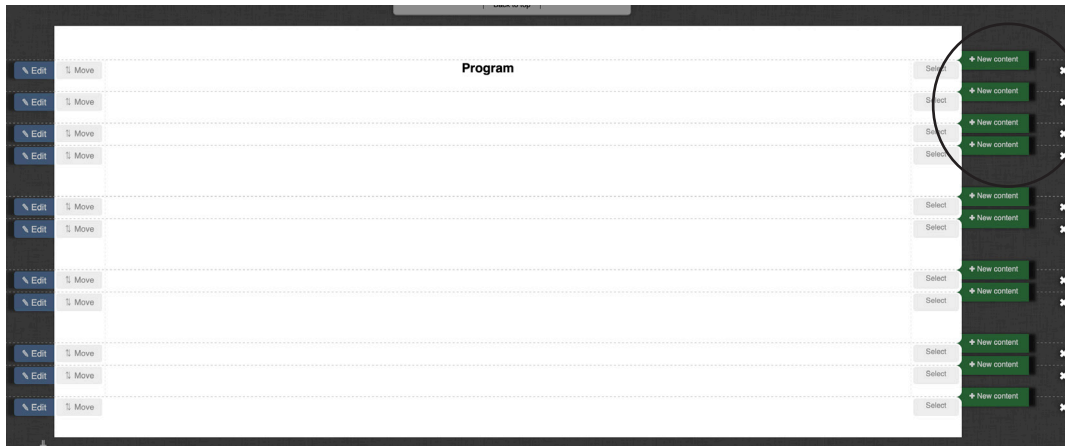
18. Click here to add content such as translations, rosters, notes or a pagebreak

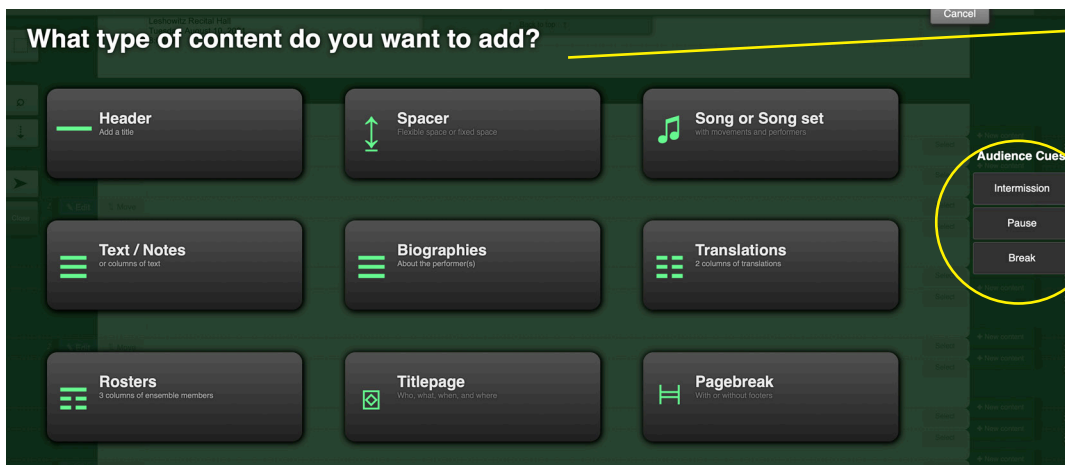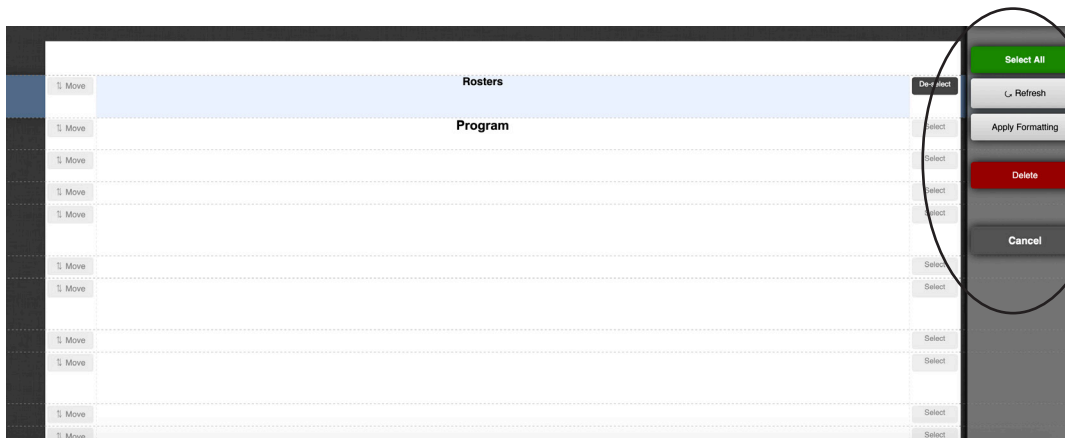

What type of content do you want to add?

| Header | Spacer | Song or Song set |
| Add a title | Flexible space or fixed space | with movements and performers |

| Text / Notes | Biographies | Translations |
| or columns of text | About the performer(s) | 2 columns of translations |

| Rosters | Titlepage | Pagebreak |
| 3 columns of ensemble members | Who, what, when, and where | With or without footers |

Audience Cues
- Intermission
- Pause
- Break

19. All of these options are available to you

20. These audience cues are also available.

Rosters

Program

Select All
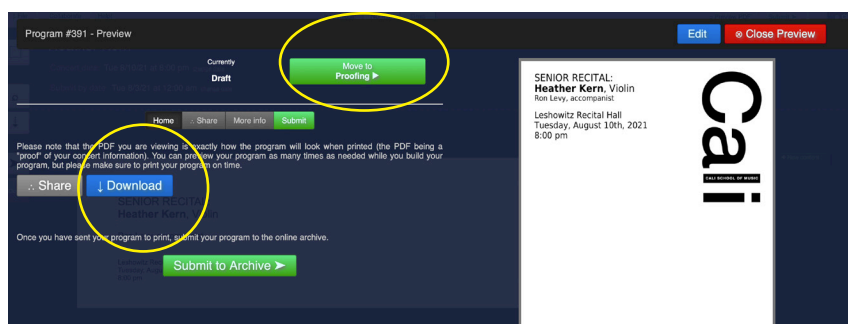
Refresh

Apply Formatting

Delete

Cancel

21. If a section is added in error, is possible to select and delete it here
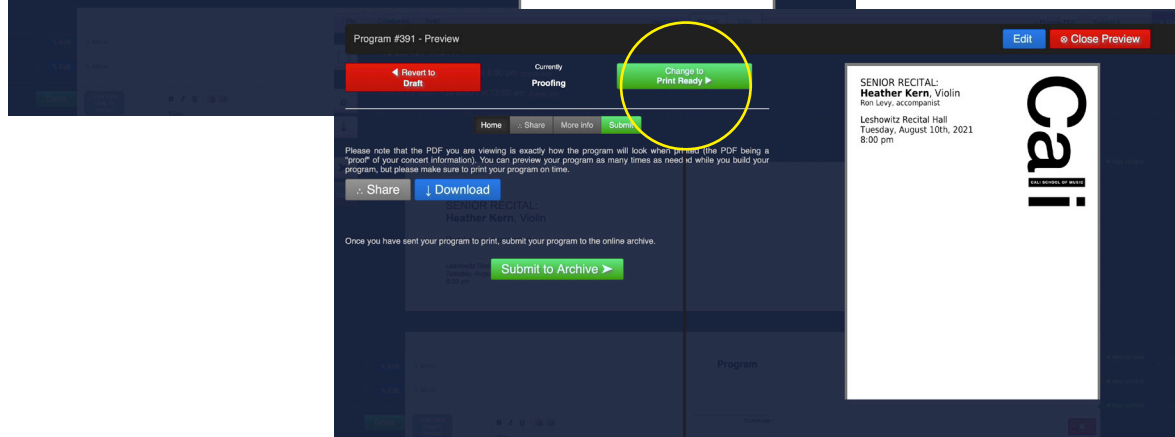
CALI *RECITAL PROGRAM* INSTRUCTIONS
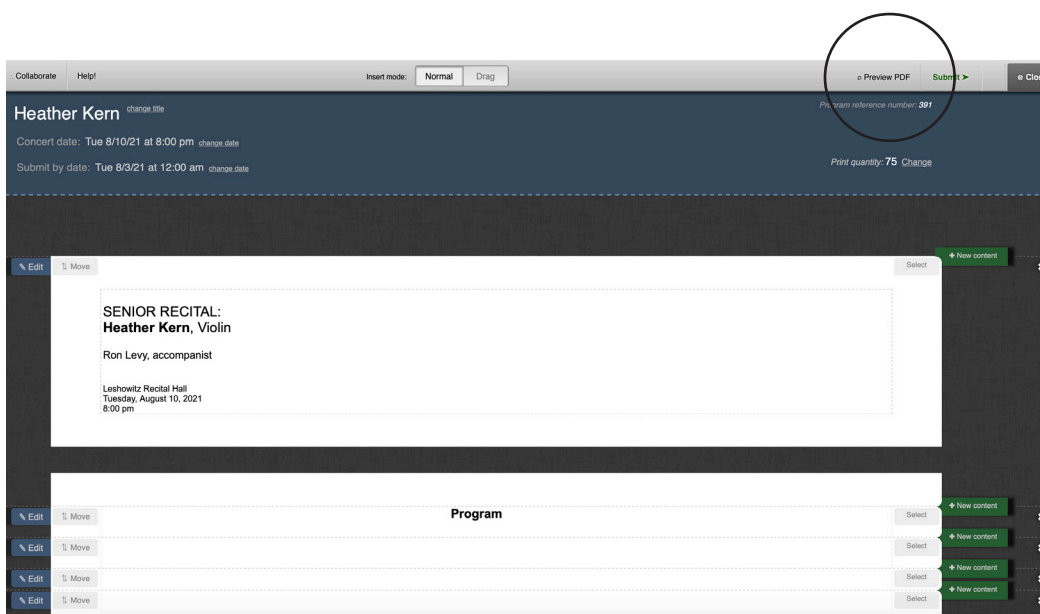
22. When you think your program is complete, click preview until you are satisfied with how it will print

23. Click "Move to Proofing" and then **Download a pdf and submit to your professor for approval.** Make further edits until fully approved

24. When fully approved by your professor, advance to "Print Ready". This tells production staff that the program is fully approved and ready for the QR code to be uploaded to the website.

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