

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.

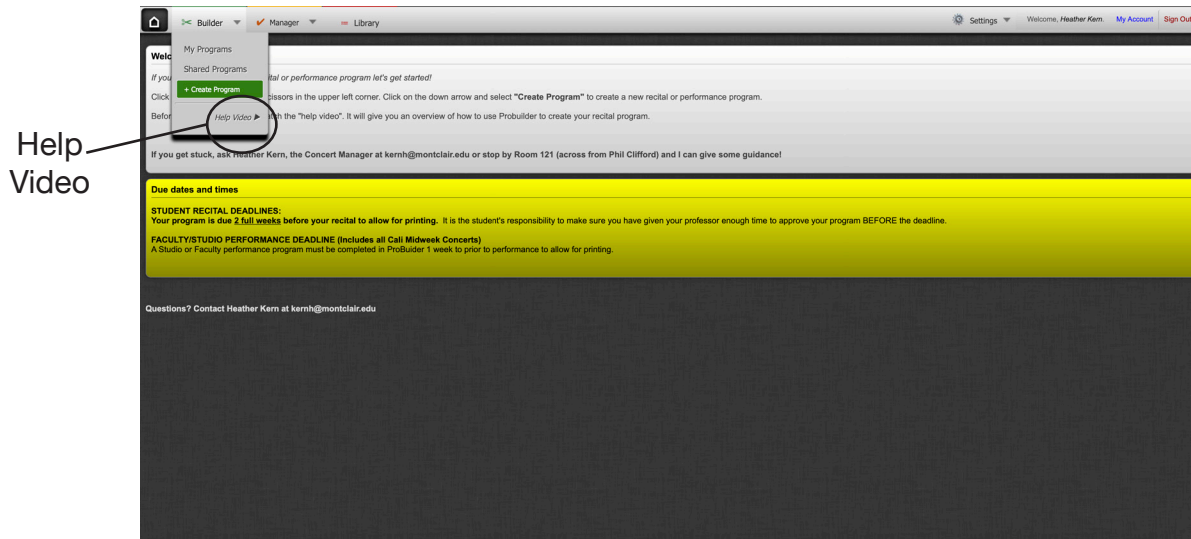
Click “**Submit**” button and then “**Send to Proofing**” button on ProBuilder and your digital program will be uploaded to the **Cali Live** page under “**Programs for Upcoming Events**”

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

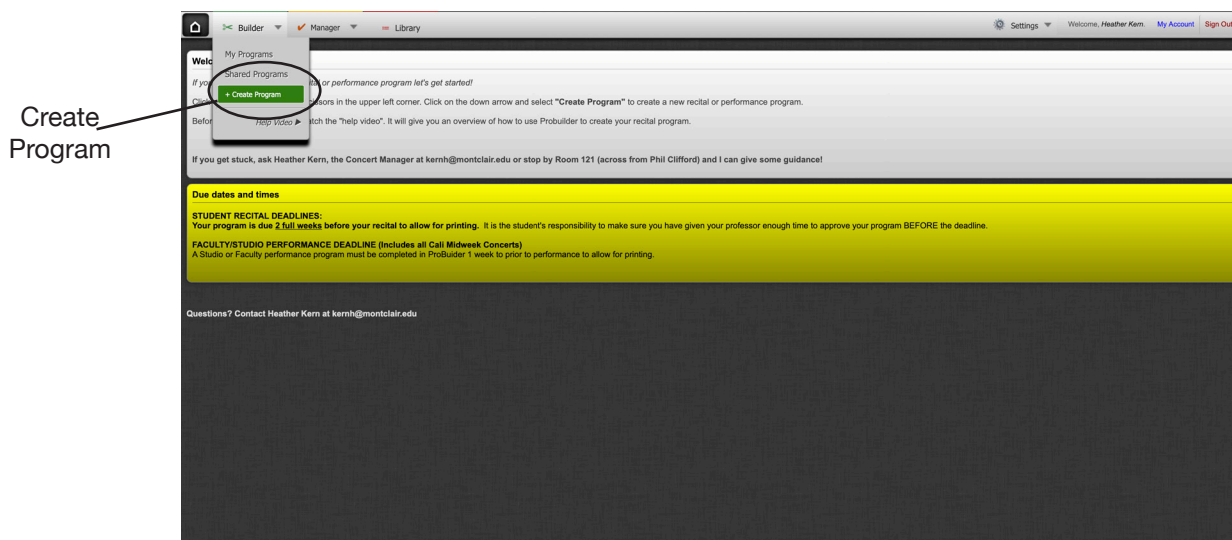
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Step by Step Instructions

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”



When ready to create your program click on “Create Program” to go to the Program Creation Wizard Page



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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

Welcome to ProBuilder!

If you're ready to make your recital or performance program let's get started!

Click on the buttons below to get started.

New Program Wizard [Cancel] [Skip Wizard] [Create]

Program Data

Program type: [Select a concert type]

Ensemble name: [Ensemble or performer]

Conductor or director: [Ensemble or performer]

+ Add more performers

Location: [Kasser Theater]

Date: [08/10/2021] Time: [8:15] PM

Music

Total number of songs: [4]

☐ This concert will have an intermission

Other Settings

PDF Template: [Junior/Senior/Graduate/Artist Diploma (system default)]

Print quantity: [75]

☐ This concert is in fulfillment of my degree.

☐ I am from the studio of...

☐ I have biographies.

☐ I have translations.

☐ I have to add rosters.

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

Welcome to ProBuilder!

If you're ready to make your recital or performance program let's get started!

Click on the buttons below to get started.

New Program Wizard [Cancel] [Skip Wizard] [Create]

Program Data

Program type: [Senior Recital]

☐ This ensemble concert also has a program name.

Performer's name: [Ensemble or performer]

Instrument or voice type: [Optional]

Accompanist and other performers: [Optional]

+ Add more performers

Location: [Leshowitz Recital Hall]

Date: [08/10/2021] Time: [8:00] PM

Music

Total number of songs: [4]

☐ This concert will have an intermission

Other Settings

PDF Template: [Junior/Senior/Graduate/Artist Diploma (system default)]

Print quantity: [75]

☐ This concert is in fulfillment of my degree.

☐ I am from the studio of...

☐ I have biographies.

☐ I have translations.

☐ I have to add rosters.

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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

The screenshot shows the 'New Program Wizard' form. The 'Program Data' section on the left contains fields for 'Program type' (set to 'Senior Recital'), 'Performer's name', 'Instrument or voice type', and 'Accompanist and other performers'. Below these are fields for 'Location' (set to 'Leshowitz Recital Hall'), 'Date' (set to '08/10/2021'), and 'Time' (set to '8:00 PM'). The 'Music' section at the bottom has a 'Total number of songs' field (set to '4') and a checkbox for 'This concert will have an intermission'. The 'Other Settings' section on the right includes a 'PDF Template' dropdown (set to 'Junior/Senior/Graduate/Artist Diploma [system default]'), a 'Print quantity' field (set to '75'), and several checkboxes for degree fulfillment, studio affiliation, biographies, translations, and rosters. Two hand-drawn ovals highlight the 'Location', 'Date', and 'Time' fields, and the 'Total number of songs' and 'intermission' checkbox, corresponding to instructions 5 and 6.

This screenshot shows the same 'New Program Wizard' form. A hand-drawn oval highlights the 'Other Settings' section on the right, specifically the 'PDF Template' dropdown, which is set to 'Junior/Senior/Graduate/Artist Diploma [system default]'. This corresponds to instruction 7, 'Pick a template:'.

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)

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10. Click Create

The screenshot shows the 'New Program Wizard' interface. At the top right, there are three buttons: 'Cancel' (red), 'Skip Wizard' (blue), and 'Create' (green). A red circle highlights the 'Create' button. The form is divided into two main sections: 'Program Data' on the left and 'Other Settings' on the right. The 'Program Data' section includes fields for 'Program type' (set to 'Senior Recital'), 'Performer's name' (with a sub-option 'This ensemble concert also has a program name'), 'Instrument or voice type' (optional), 'Accompanist and other performers' (optional), 'Location' (set to 'Leshowitz Recital Hall'), 'Date' (set to '08/10/2021'), 'Time' (set to '8:00 PM'), and 'Music' (with 'Total number of songs' set to '4' and an option for 'This concert will have an intermission'). The 'Other Settings' section includes a 'PDF Template' dropdown (set to 'Junior/Senior/Graduate/Artist Diploma (system default)'), 'Print quantity' (set to '75'), and several checkboxes for concert details like 'This concert is in fulfillment of my degree', 'I am from the studio of...', 'I have biographies', 'I have translations', and 'I have to add rosters'.

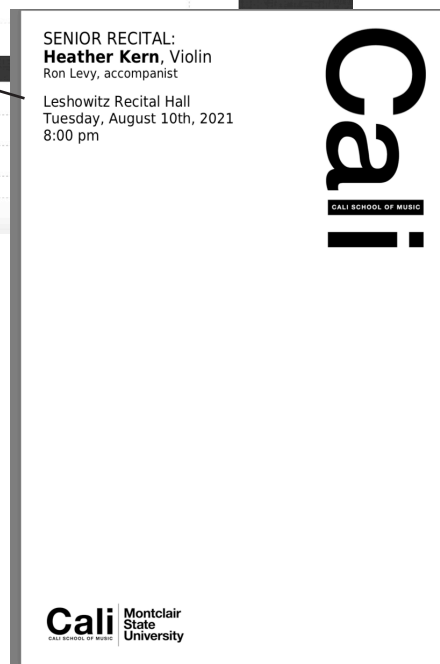
11. The Program wizard has plugged the info in for the cover page

The screenshot shows the ProBuilder interface with a 'Preview PDF' button circled in red at the top right. Below the button, the cover page preview is displayed. It includes the title 'SENIOR RECITAL: Heather Kern, Violin' and 'Ron Levy, accompanist'. The location and date are listed as 'Leshowitz Recital Hall, Tuesday, August 10, 2021, 8:00 pm'. The 'Program' section is visible below. A red circle highlights the 'Preview PDF' button, and a red circle highlights the title and performer information in the preview.

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

TIP: It is 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.*



Preview
View of
Cover

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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

The screenshot shows the 'Program' form in the Cali Recital Program. On the left, there is a vertical list of 'Edit' buttons for each row. The first row is selected, and its form is displayed in the center. The form has a 'Title' text area, a 'Composer' text field, and a '(Dates)' text field. Below these fields is a checkbox labeled 'Show applause prompt after the song'. At the bottom of the form are three buttons: 'Add Song', 'Add Movement', and 'Add Performer'. A green 'Done' button is on the right. The right side of the interface shows a list of 'New content' buttons.

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

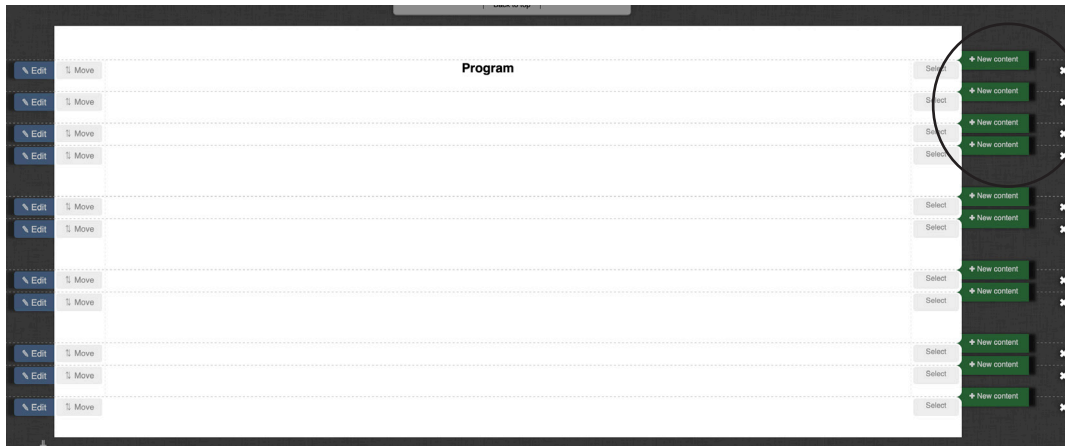
Name, instrument

This screenshot is similar to the previous one, showing the 'Program' form. In this instance, the 'Add Song' button is circled. The form structure and other elements are identical to the previous screenshot.

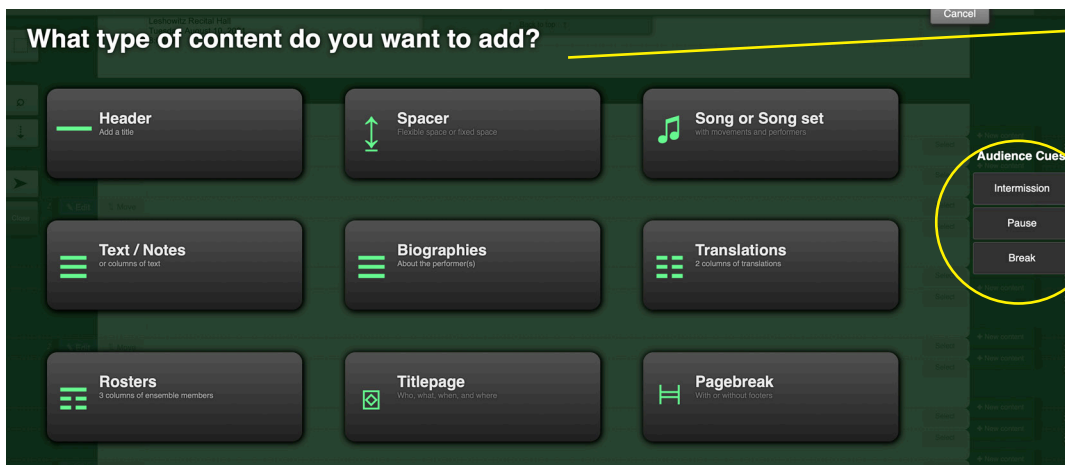
16. If you have multiple pieces in a set played by the same performers you may add another field for another piece by clicking "add a song"

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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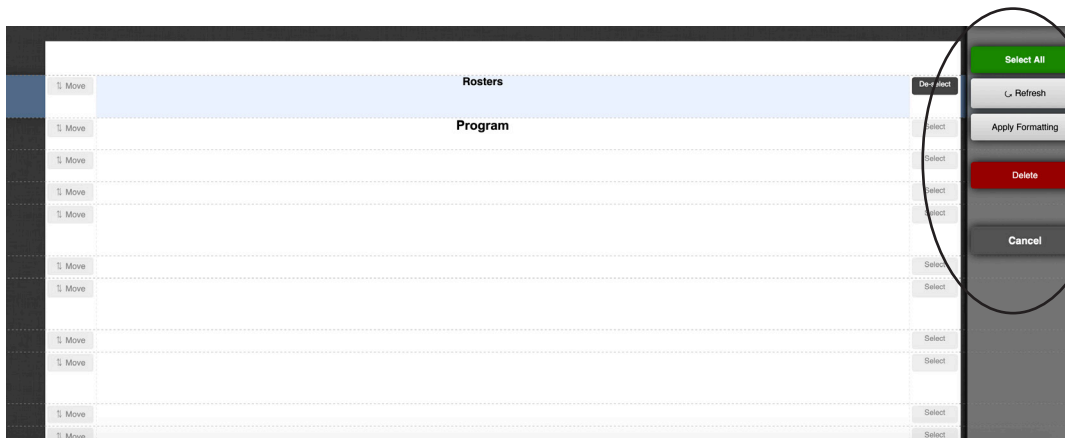


18. Click here to add content such as translations, rosters, notes or a pagebreak



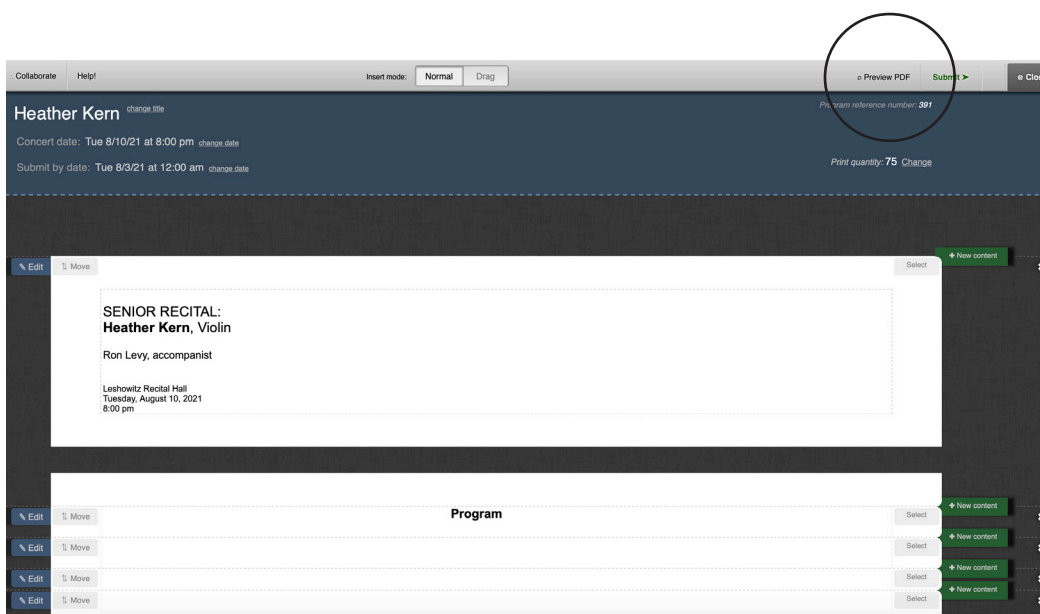
19. All of these options are available to you

20. These audience cues are also available.

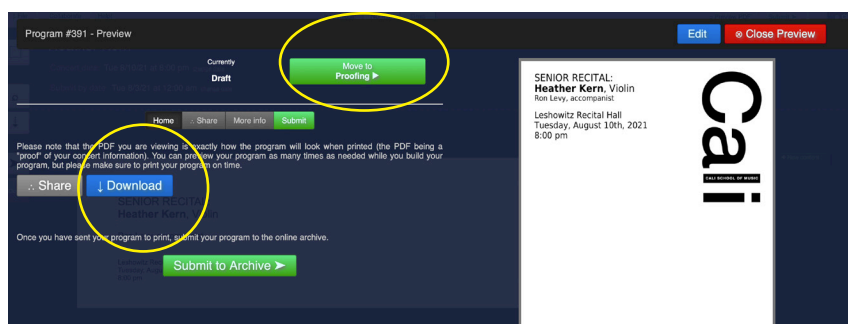


21. If a section is added in error, is possible to select and delete it here

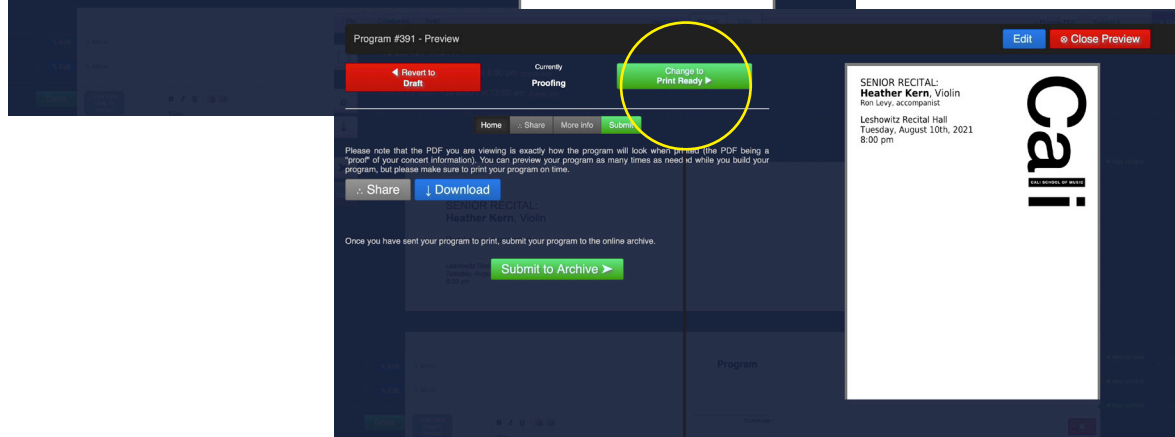
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22. When you think your program is complete, click **preview** until you are satisfied with how it will print



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.