

Title: Artist Performance Reports Submissions.

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Purpose: The following walkthrough is intended to help guide an individual through the submission of an Artist Performance Report on the National Association for Campus Activities (NACA) Web site. The actual site can be found here;

<http://www.naca.org/NACA/Associates/ArtistPerformanceReports/>

Step One (1)

The screenshot shows the NACA website's 'Artist Performance Reports' page. The browser window is titled 'NACA Artist Performance Reports - Microsoft Internet Explorer'. The address bar contains the URL 'http://www.naca.org/NACA/Associates/ArtistPerformanceReports/'. The page layout includes a top navigation bar with the NACA logo and tagline 'National Association for Campus Activities - Linking Education and Entertainment'. A left-hand navigation menu lists various site sections, with 'Associate Members' highlighted. The main content area is titled 'Artists Performance Reports' and contains text explaining the purpose of the reports, a section for 'Attention Associates' with a link to submit reports, and a 'Submit an Artist Performance Report' section with instructions and a list of requirements. A 'Search Artist Performance Reports' section is also present. On the right side, there is a 'Member Login' form with fields for 'Email Address' and 'Password', and a 'Submit' button. Below the login form is a 'News and Ideas' section with a search bar and a list of links including 'Artist Performance Reports', 'Discovery', 'Great Ideas', 'Market Buzz', 'Programming Magazine Archives', 'NACA Online Membership Directory and Buyers' Guide', and 'Change MY Password'. At the bottom of the page, there is a breadcrumb trail: 'Home > Associates > Artist Performance Reports > NACA Artist Performance Reports'.

1. Click on “Enter a New Artist Performance Report” to start the process.

Step Two (2)

The screenshot shows a Microsoft Internet Explorer browser window titled "NACA Associate Performance Approval - Microsoft Internet Explorer". The address bar contains the URL: <http://www.naca.org/NACA/Secure/Login.aspx?ReturnURL=%2fNACA%2fSecure%2fAssociatePerformanceAp>. The page features the NACA logo (National Association for Campus Activities) and a banner image of a band performing. Below the banner is a navigation menu with the following items: NACA Home, About NACA, Membership, Events, Regions, School Members, Associate Members, Member Directory, Publications & Resources, Volunteers, Sponsorship & Advertising, NACA Foundation, Contact Us, and Site Map. The main content area contains a login form with the following fields and elements:

- Email Address:**
- Password:**
-
- [Forgot Your Password?](#)

Below the login form is an advertisement for "NACA Regional Conferences" with the text "ready set GO!" and an image of a woman.

The browser's status bar at the bottom shows "Done" and "Local intranet".

2. Enter your username, your password, and click on submit.

Step Three (3)

add a new one.' To the right of the search form is a 'News and Ideas' sidebar with links for 'APR Home', 'Enter a New Artist Performance Report', 'Search Artist Performance Reports', and 'Questions about APRs?'. Below these links is another search form with a 'Go' button. Further down the sidebar are 'Member Links' including 'Artist Performance Reports', 'Discovery', 'Great Ideas', 'Market Buzz', 'Programming Magazine Archive', 'NACA Online Membership Directory and Buyers' Guide', and 'Change MY Password'. At the bottom of the sidebar is a 'PRINTABLE VERSION' link. The footer of the page includes a breadcrumb trail: 'Home > Members Only > Artist Performance Reports (APRs) > NACA Associate Performance Entry'. The NACA logo and contact information are also present: 'NACA NATIONAL ASSOCIATION FOR CAMPUS ACTIVITIES 11 Harbor Way in Columbia, SC 29212 • (803) 732-6222 • FAX (803) 749-1647'. A 'Powered by CSaaS' logo is in the bottom right corner. The browser's status bar at the bottom shows 'Done' and 'Local intranet'."/>

3. Type in the name you are looking for and click on the search button.

Step Four (4)

NACA
National Association for Campus Activities

National Association for Campus Activities :: Linking Education and Entertainment

Enter a New Artist Performance Report

Attraction:

If you are unable to find the attraction you're looking for, you may [add a new one](#).

Attraction Mike Pierre Mike Press Mike Rayburn Mike Ricca Mike Siscoe Mike Sullivan Mike Super Magic & Illusion Mike Super Mike Woodward Mike, Da Rovin' Guy Mikesandwich Mr. Mike Reiss The Mike & Duane Show	Agency Tofo Enterprises/Tofo Records RCA Entertainment Quantum Talent Admira Entertainment, Inc. Summit Comedy, Inc. Olson Entertainment Group, Inc. JOEY EDMONDS Presents Mike Super Magic & Illusion Fly By Night Entertainment Everything But the Mime Gass Media Greater Talent Network Docmedynetwork 12
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Member Links

- [Artist Performance Reports](#)
- [Discovery](#)
- [Great Ideas](#)
- [Market Buzz](#)
- [Programming Magazine Archives](#)
- [NACA Online Membership Directory and Buyers' Guide](#)
- [Change MY Password](#)

[PRINTABLE VERSION](#)

Home > Members Only > Artist Performance Reports (APRs) > NACA Associate Performance Entry

NACA NATIONAL ASSOCIATION FOR CAMPUS ACTIVITIES
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4. Select the name of the artist you are looking for (Move to Step 5)
OR if you are unable to find a match for the artist and agency click on “add a new one” to add an artist. (Move to 4a)

Step Four A (4a)



4a. If you were unable to find a match for the artist and agency then fill out the above information to submit for the artist.

Step Five (5)

Enter a New Artist Performance Report

Attraction: Mike Super Magic & Illusion
 Agency: JOEY EDMONDS Presents
 Genre:

Performance Date:
 Contract Date:
 Attendance:
 Submitted By: Estimate Name will not be displayed
 Title:

Artist Cooperation: Outstanding Very Good Good Fair Poor N/A
 Audience Reaction: Outstanding Very Good Good Fair Poor N/A
 Artist Rep Cooperation: Outstanding Very Good Good Fair Poor N/A
 Condition of Equipment: Outstanding Very Good Good Fair Poor N/A
 Publicity Materials: Outstanding Very Good Good Fair Poor N/A

Comments:

Home > Members Only > Artist Performance Reports (APRS) > NACA Associate Performance Entry

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5. Fill out the form for the artist based on the experience. After you have filled out all the required fields, click on the “submit” button to submit the artist performance report to the National Association for Campus Activities.

The following fields are required; Genre, Performance Date, Artist Cooperation, Audience Reaction, Artist Rep Cooperation, Condition of Equipment, Publicity Materials.

Step Six (6)

Enter a New Artist Performance Report

Attraction:

If you are unable to find the attraction you're looking for, you may [add a new one](#)

Thank you. Your artist performance report has been submitted for review.

Home > Members Only > Artist Performance Reports (APRs) > NACA Associate Performance Entry

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6. You will receive a Thank you message for submitting the Artist Performance Report. At this point you can continue entering new Artist Performance Reports or browse other areas of the NACA Web site.

Additional Information

There could be additional steps that occur before the submission is active on the NACA Web site. The submission must be approved by a NACA staff member and the agency must have a chance to reply to a poor submission.