

Guidelines for registering performances in IbsenStage

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General information

IbsenStage is a relational database with links between unique IDs, which makes it crucial to avoid creating duplicates. Always check for existing events/contributors/venues before you create new ones.

All information is to be written in English, as we are aiming at international users of the database.

Remember to press 'Update' before you leave a page, otherwise the information will not be stored.

The orange-coloured tabs are important to fill out. You should not leave a new event as finished until all tabs are blue.

If you get error messages or experience difficulties, copy the URL and the error message and describe what caused the problem, and send an email to the manager.

Login

You get access to the data entry interface through the admin-button on the top-right part of the black beam. Log in with FEIDE using your access credentials (user name + password). This opens the admin-section menu to the left. You can later switch between admin and public view by clicking "go to admin" / "go to public"-buttons. You can also change back to public by clicking on the Ibsenstage logo in the upper left corner.

1. Searching for duplicates

Use the button 'Add, Edit or Copy Events' from the left-hand menu to add new events or edit existing events.

Search for an event (Add, Edit or Copy Events)

Before adding a new Event, you must perform one or several searches to check that there is no existing entry of the performance. This helps prevent the addition of duplicate events.

From the public search (Fig. 1) you may use the timeline in combination with the fields 'work' and 'country' to make sure the event is not already registered. You can search one field or a combination of several.

You may also use the admin search (Fig. 2) which allows you to search also for an organisation name.

The results can be sorted by clicking the heading. To view the event record in full, click on the Event Name. If you get too many hits, you should narrow down your search.

Figure 1: Public Search

Figure 2: admin search



2. Add new event

When you have ensured the event is not already registered, you start adding it by clicking the green button (new event).

General Information

The initial page to complete is "General Information," where the system will generate an event ID automatically. Provide the following details:

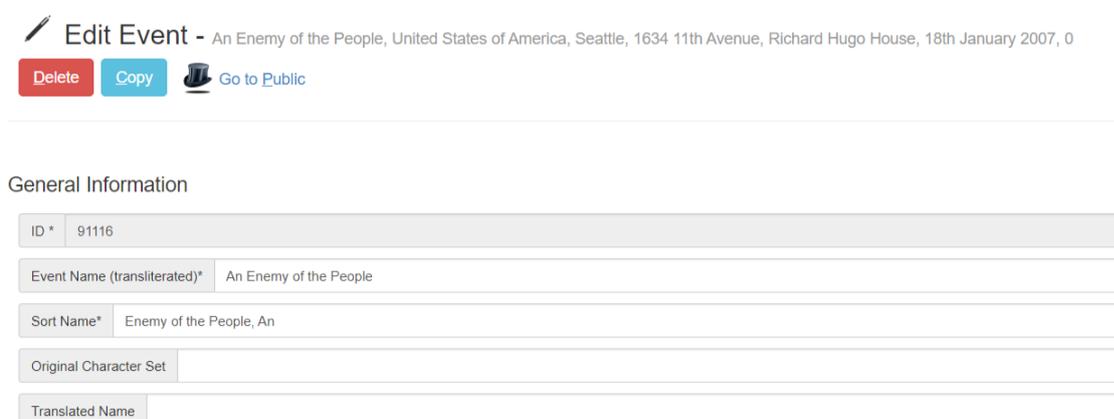
Event Name (transliterated)

The title or name of an event. This is a mandatory field (*). It should be typed as free text. If the event is presented in a language with an alphabet that does not use the Latin alphabet, the transliterated name of the event should be entered here.

Sort Name:

The name of the event, with articles subordinated for alphabetical ordering. This is a mandatory field (*). For example, if the Event Name is "An Enemy of the People," the Sort Name should be "Enemy of the People, An," and for "A Doll's House," it should be "Doll's House, A."

Figure 1: Registering Event with articles in subordinated order.



Edit Event - An Enemy of the People, United States of America, Seattle, 1634 11th Avenue, Richard Hugo House, 18th January 2007, 0

[Delete](#) [Copy](#) [Go to Public](#)

General Information

ID *	91116
Event Name (transliterated)*	An Enemy of the People
Sort Name*	Enemy of the People, An
Original Character Set	
Translated Name	

The initial definite and indefinite articles in event names should be placed at the end of the name in the Sort Name-field.

The most common articles are:

(Eng) a, an, the,

(Fre) le, la, un, une,

(Nor/Swe/Dan) de, den, en, et, ei, eit, ein,

(Ger) der, die, das, ein, eine,

(Por) a, as, o, os, um, uma,

(Hun) a, az, egy,

(Rom) a, al, o, un, unei,

(It) gli, gl', l, il, la, le, lo, un,

(Spa) el, la, las, lo, un, una.

For a complete list, see "[Initial Definite and Indefinite Articles](#)" from LC's Network Development and MARC Standards Office.

Original Character Set

This field is only necessary when registering events with a partial or completely non-Latin alphabet/character set. The original event name in the original alphabet should be typed in here. E.g., if the event takes place in China the original event name should be typed here in Chinese characters. See Figure 2 below.

Translated Name

This field is only necessary when registering events with a non-Latin alphabet. This field should include the English translation of the event name. E.g., if the Event Name (transliterated) is “Wan’ou zhi jia” the Translated Name should be “A Doll’s House”. See Figure 2.

Figure 2: Registering Event with Original Character Set

The screenshot shows the 'Edit Event' interface for the event 'Wan'ou zhi jia (A Doll's House) in Shanghai. The form is titled 'Edit Event - Wan'ou zhi jia (玩偶之家) (A Doll's House), China, Shanghai, 670 Huashan Road, Shanghai Theatre Academy, 9th February 1962, 0'. It includes buttons for 'Delete', 'Copy', and 'Go'. Below the title, there is a 'to Public' link. The 'General Information' section contains the following fields:

ID *	76203
Event Name (transliterated)*	Wan'ou zhi jia
Sort Name*	Wan'ou zhi jia
Original Character Set	玩偶之家
Translated Name	A Doll's House

Umbrella

Umbrella is used for the name of a Festival or other large Event of which the Event forms part. The umbrella option is only relevant if the event is part of a festival or series. The information about the festival/series is to be typed as free text in the umbrella field.

For festivals or series that are limited to Ibsen’s works, e.g. the Ibsen festival, the festival is registered as an umbrella event. The individual Ibsen-events at the festival is then registered as separate events and connected to the festival-event. When associating the event with the festival, you choose ‘is under umbrella of’ and link it to the festival umbrella event.

For other festivals that are not Ibsen-related but contain an Ibsen performance, you enter only the Ibsen event and not the festival. The name of the festival is added in the umbrella field.

World Premiere

Is the Event a world premiere – that is, a Work being presented for the very first time? If it is, click the ‘Yes’ button. The default value for this field is ‘No’.

First event in a Tour

Is the Event the first in a touring production? Click the ‘Yes’ button if it is. The default value for this field is ‘No’.

Part of a Tour

Is the Event part of a touring production? Click the ‘Yes’ button if it is. The default value for this field is ‘No’.

Status

Is the Event a professional or an amateur Event etc. The default value for this field is ‘Professional’. The option Umbrella is used for the name of an Ibsen Festival or other large Event of which the Event forms part.

- Professional – Events that are made up of an entire cast/crew paid to be in the show (either by salary or stipend).
- Amateur – theatre performances in which the people involved are not paid but take part for their own enjoyment. Usually run by a company board or owned by an individual.
- Professional cooperative – theatre produced on a shoestring budget usually by young actors looking for a break with the box office shared between cast members and creatives.
- Professional training schools/Colleges – Educational institutions that train students to become professional artists.
- Pro-Am – typically cast, crewed and produced as a mix of professional and community personnel and philosophies.
- Community Theatre – acting in or producing a play in a theatre for enjoyment and not as a job. Usually run by a community organization, not for profit.
- Youth Theatre – is a place where young people can express themselves creatively and in doing so develop their interpersonal and communication skills.

Description

A short description of the content or significance of the Event. Preferably derived from an existing Resource and referenced in Description Source. Add referenced Resource to the Resource table. Typed as free text.

Description Source

Indicates the source used to enter the Event Description. Choose from the drop-down list. The default value is 'None'. The choices include:

- None (use only if you have not entered an Event Description)
- Personal Opinion
- Flyer/Poster
- Press Release
- Critic's Opinion
- Reviewer's Opinion
- Other
- Programme
- Production Company
- Brochure

Click update

When you click the update button on the bottom of the page, you have created the event. The event ID is visible on top of the page. This also opens the rest of the tabs in the top beam for editing.

3. Dates

Add the start and end dates for the production.

Be aware that dates written in English format can be misinterpreted, e.g. 11/09/09. Double check if you are not certain.

First Date

This field should always be filled out. Enter the date of the first public presentation of the Event, even if it is a preview. The year (YYYY) is a mandatory field (*). If there is only a partial date known enter as much information as possible. For example, if the day date is not known enter MM/YYYY. All dates are in the format DD/MM/YYYY.

Last Date

Enter the date when the event was last held at this venue. If the last date is the same as the first date, there is no need to enter it. If the full date is not known, you can enter a partial date MM/YYYY.

Opening Night

Enter the date of the Opening Night on that Venue (often the same as the First Date if the season did not include Preview performances).

- If the Event is **part of a tour**, enter the opening night for the tour regardless of Venue.
- If the production is **reopened the next season** you enter it as a new event and associate it to the first performance of the production (Use 'Is Part Of'). Opening night should be the date for the opening of the new season. Enter a partial date if the full date is not known.

Estimated Date(s)

If you have entered estimated dates for the event, please click 'Yes' to indicate that the dates are not exact. The default value for this field is 'No'.

Press 'Update'.

4. Venue

The screenshot shows the 'Edit Event' page in the IbsenStage system. The page title is 'Edit Event - Ein Volksfeind, Switzerland, Bern, Königstrasse 161, Stadttheater Bern, 1st April 2023, 0'. The 'Event Venue Association' section is active, displaying a table with the following data:

Name	Address	Actions
Stadttheater Bern	Switzerland, Bern, Königstrasse 161	Change Event Venue Association Remove Event Venue Association

Below the table is a green button labeled 'Add Venue Association'. The left sidebar contains a menu with options like 'Add/Edit Resources', 'Works Maintenance', 'Contributor Maintenance', etc. The top navigation bar includes 'General', 'Dates', 'Venue', 'Data Sources', 'Genre Information', 'Associated Events', 'Works', 'Contributors', 'Organisations', 'Performance Language', and 'Production'.

The venue is the staging scene of the performance. This is a mandatory field (*).

If the production changes from one venue to another, it is classified as a new event and should be registered as such (**see tours**).

To add the venue, click 'Add Venue Association'.

Search for the venue in the field 'Search for existing Venue'. Press 'Update' if the correct Venue appears in the field. If it is not registered before, press 'Create New Venue'. This opens the page to register a new venue.

The screenshot shows the 'New Venue' form in the IbsenStage system. The form includes the following fields:

- Find address
- Longitude
- Latitude
- Venue Name*
- Sort Name*
- Original Character Set (Fremmed alfabet, dvs. ikke latinsk)
- Translated Name
- Address
- Town/City
- Country* (---Choose from list---
- State (--- NA ---)
- Web Link
- VIAF
- Notes (e.g. History, Features, Exact GPS)

A green 'New' button is located at the bottom of the form.

Venue Name

This is a mandatory field (*) and should contain the name of the Venue. If the event is not written in a latin alphabet, this field should contain the name of the Venue in English transliterated form.

Sort Name

This is a mandatory field (*) and should contain the name of the Venue, but here the articles should be subordinated (for alphabetical order).

Original Character Set

Should only be used if the Venue Name is not written in a Latin alphabet. E.g. Arabic languages, Mandarin etc.

The page also includes the following fields that should be filled out, but with the exemption of 'Address' and 'Country), none of the fields are mandatory:

- **Address** (the street address)
- **Town/City**
- **Postcode, Country** (choose from the countries listed)
- **Contact Name**
- **Contact Phone**
- **Contact Email**
- **Web Link**, VIAF (If the Venue has a unique VIAF-number, if not, add e.g. Wikipedia-link in Notes)
- **Notes** (e.g. History, Wikipedia/IMDB-link, Features, Exact GPS)

Dates

Add 'First Date' of the Venue. This should be the date of the opening of the Venue. If the exact date is not known, it is possible to just add the year of the opening. Only add 'Last date' if the Venue has been shut down. If the exact date is not known, it is possible to just add the year. For most Venues it is therefor only necessary to fill in 'First Date'.

Coordinates

This is a mandatory field (*). If this field is not entered correctly, the venue will not be connected to the map in the public view.

Procedure: Open Venue Maintenance from the left side menu. Click the tab New Venue. Enter the exact address of the Venue in the field 'Find Address' and click 'Update', this creates the coordinates automatically. Continue to fill out information in the other fields.

Associated Venues

In this field it is possible to add associations to other Venues that are connected to this Venue. E.g. If the same organisation has Venues on two different geographical locations. You choose a 'Venue Association Function' from the drop-down menu, and choose between:

- Also Known As
- Formerly Located At
- Has Part
- Is On The Site Of
- Is Part Of

If none of the categories listed above are descriptive of the association of the Venues, use the Notes-field below to add information on the association. Other relevant information can also be added here. E.g. If the Venue has closed, the reason can be added here.

Use the searching field 'Search for existing Venue' as marked in Figure 3 and add the associated Venue by clicking the Update-button.

Figure 3: Associated Venue

 **Edit Event** - Spettri, Italy, Venice, Sestiere San Marco, Teatro Goldoni, 3rd February 2022, 0 [Copy](#)  [Go to Public](#)

Event Venue Association:

Name	Address		
Teatro Goldoni	Italy, Venice, Sestiere San Marco	Change Event Venue Association	Remove Event Venue Association

Change Event Venue Association

Selected Venue* Teatro Goldoni, Italy, Venice, Sestiere San Marco

You have to write at least 4 letters to search Use comma between criteria. [Update](#) or [Create New Venue](#)

5. Data Sources

The Data Sources refer to the source of the information being entered; which may be a newspaper article, a programme, a flyer, etc. On the Data Source page however, many options needed can be added to the Event detail.

Click 'Add Data Source' and add choose data source from the drop-down menu. This field is mandatory (*). Choose between a number of different sources. Here are some examples of the different types of sources:

- Archive
- Article
- Book
- Brochure
- Cast List
- Contact/Friend
- Flyer
- Journal
- Magazine
- Newspaper
- Photograph
- Poster
- Press release

Add 'Data Source Description'. If the information was collected from a website, the link can be added here. In the field marked in Figure 4 below, the web link should be added if the source is a web page. Otherwise, this field should include a description that makes the source available. E.g. If the source is a book, information on title, author, year published etc. should be added here.

Figure 4: Adding Data Sources

The screenshot shows the 'Edit Event' interface for 'Hedda Gabler'. The 'Data Sources' section contains a table with three entries, each with 'Edit Data Source' and 'Delete Data Source' buttons. Below the table is a form for adding a new data source. The 'Data Source' dropdown is set to '-- choose a data source --'. The 'Data Source Description' field is highlighted with a red box. The 'Collection' dropdown is set to 'Not defined'. There are 'Update' and 'Cancel' buttons at the bottom of the form.

Data Source	Data Source Description	Collection
Web	https://www.broadwayworld.com/off-broadway/article/HEDDA-GABLER-Postponed-One-Week-Due-to-a-Casting-Change-20220912	
Web	https://www.beautynewsnyc.com/city-pulse/lbsens-hedda-gabler-updated-theater-for-the-new-city-9-29-10-8/	
Web	https://theaterforthenewcity.net/shows/hedda-gabler/	

Data Source* -- choose a data source --

Data Source Description

Collection Not defined

Update

Cancel

Click 'Update'.

6. Genre Information

In this field as many relevant genres as needed can be added, but 'Primary Genre' is mandatory, and at least one 'Secondary Genre' should always be filled out.

The screenshot shows the 'Edit Event' form for 'Ibsen in Chicago, United States, Seattle, 155 Mercer Street, Seattle Repertory Theatre, 2nd February 2018, 0'. The 'Genre Information' tab is active. The form includes a 'Primary Genre Association' section with a dropdown menu labeled 'Primary Genre * -- choose a primary genre --'. Below it is a 'Secondary Genre Associations' section with a dropdown menu labeled 'Add Secondary Genre -- choose a secondary genre --' and an 'Update' button.

Primary Genre

Choose a Primary Genre from the available list. There is no facility for adding a new item here. This is a mandatory field (*).

The choices are:

- Dance
- Film
- Music
- Music Theatre
- Other
- Radio Production
- Television Production
- Theatre

Secondary Genre

Choose a Secondary Genre from the available list, based on how the event is described in the source. This list includes many genres. Among them is 'Online Streaming'. This should be used for both Online virtually (e.g. by Zoom, Teams etc.) or online hosted (e.g. broadcast at a venue). If the event is a classic theatre staging with no specific characteristics, choose 'Drama'. Some notes on new subgenres:

- Derivative work is categorized as a secondary genre that refers to creations based on one or more pre-existing works. This genre encompasses works that are directly inspired by, or incorporate elements from, original sources, while introducing new interpretations or expansions. For instance, "A Doll's House, Part 2" serves as a prime example of a derivative work. It is imperative to note that when classifying a work within this genre, the original playwright, Henrik Ibsen in this context, should not be credited as the playwright for the derivative piece.
- Sequel: A sequel is identified as a work that continues the story or expands upon the universe established by its predecessor. It is designed to follow the events of the initial work, further developing characters, themes, and narrative arcs introduced previously. Sequels often seek to capitalize on the foundation laid by the original,

offering new insights, challenges, and developments that enrich the overarching storyline. For example, the subsequent films or books in a series that advance the plot or explore the consequences of earlier events qualify as sequels.

- **Prequel:** A prequel, conversely, is defined as a work that precedes the narrative timeline of the original, providing a backstory or exploring events that lead up to the established narrative. Prequels delve into the origins of characters, the genesis of pivotal events, or the foundational elements that shape the narrative universe of the main work. They offer audiences a deeper understanding of the context and circumstances that precede the original storyline, enriching the narrative landscape by illuminating its historical or conceptual beginnings.

Always double the primary genre if possible; e.g. a TV production should have this as both primary and secondary genre. This is needed because the genre list from the public view only shows the secondary genres.

When both Primary and Secondary Genre have been added. Click 'Update'. The possibility of adding another Secondary Genre is then made available.

7. Subjects

This category is not important and is the only tab which should be left with no information.

8. Associated Events

Events may be linked to other associated Events.

Click 'Add Event Association'.

Choose a function from the dropdown list in the field 'Event Association Function':

- Is Part Of
- Is Part Of Tour
- Is Umbrella Event Of

For example, individual Events may be part of a series of Events under a broader umbrella such as a festival or part of a national or international tour.

Then use the search field 'Search for existing Event', and add the Event by clicking anywhere on the hit you want to add. Then click 'Update'.

Figure 5: Add Event Association

[General](#)
[Dates](#)
[Venue](#)
[Data Sources](#)
[Genre Information](#)
[Subjects](#)
[Associated Events](#)
[Works](#)
[Contributors](#)

[Resources](#)
[Further Information](#)
[Reviewed](#)

Edit Event - El niño Eyolf, 2018, Matienzo Cultural Club, Argentina, 0
 [Copy](#)
[Go to Public](#)

This Event has no associated Events

Create New Event Association

101267, A Dolls House, The Playhouse Theatre, 2020/06/10

You have to write at least 4 letters to search. Use comma between criteria
 [Update](#)

Number of hits: **17**

Event Identifier ↑↓	Event Name ↑↓	Venue Name ↑↓	First Date, Year ↑↓
101267	A Dolls House	The Playhouse Theatre	2020/06/10
101268	A Dolls House	Whidbey Island Center for the Arts	2020/07/24
76074	A Dolls House	Birmingham Repertory Theatre	2004/02/03

Tours

The most commonly used Event Association Function is tours. The box 'Yes' should be ticked off under the description: 'First Event in a Tour'. See Figure 6.

Figure 6: Tours (General Information)

General Information

ID * 101226

Event Name (transliterated)* Spettri

Sort Name* Spettri

Original Character Set

Translated Name

Umbrella

World Premiere Yes No

First event in a Tour Yes No

Part of a Tour Yes No

When registering a tour the first event of the tour should be registered completely first, and afterwards copied, to duplicate all information to the following tour events. Fill in all tour dates in "Further information" on the first performance.

When all information relevant to the tour has been added to the first event: Click the blue button 'Copy' (see Figure 7 below) to make the next event in the tour.

Figure 7: Copy Event

General Dates Venue Data Sources Genre Information Subjects Associated Events Works Contributors

Resources Further Information Reviewed

Edit Event - Spettri, Italy, Venice, Sestiere San Marco, Teatro Goldoni, 3rd February 2022, 0 Delete Copy Go to Public

General Information

ID * 101226

Event Name (transliterated)* Spettri

This creates the next event of the tour. Change place and date on the new event and associate it to the first performance via 'Associated events' by filling out the event-id of the first performance. Under 'Event association function': Choose 'Part of tour'. If festival, choose 'umbrella event of', if continued performance, choose 'part of'.

All the other events in the tour should be linked exclusively to the first event of the tour. This is done by creating an Event Association at all the events **except the first event**. As for any Event Association click on 'Associated Event'. Choose 'Is Part of a Tour' as 'Event Association Function', and search for the first Event of the Tour.

Remember the following when registering a tour:

- The last date on the new event is the last date it is played on this venue. If only one performance, last night is not necessary to fill in. Opening night should be the opening of the first event.
- Difference between tour and continued performance: If a play is continued after a break, it should be connected to the first performance, but use 'part of' instead of 'part of tour'. Tour is only when the place is changed. If a play is taken on tour after a long break, it should be connected to the first performance, but if there has been a long break it is connected to the first performance after the break. Write info in 'Further information'.

*_

9. Works

This is a mandatory field. Click 'Add Work Association', search for a word in the work title and choose the right title. Click 'Update'. If two or more works are combined, you add all of the works and click 'Update'.

10. Contributors

By default, Henrik Ibsen is added with the function 'Playwright' but remember to add him as 'Director' if that was his function in an event. Click 'Add Contributor' and choose an 'Event Contributor Function'. One person can have several functions in one Event e.g., 'Director' and 'Adaption'.

Contributor Name	Function	Character Association	Notes		
Karoline Schau	Actor	Petra		Edit Contributor	Delete Contributor
Henriette Faye-Sjøtjell	Actor	Aulåsen		Edit Contributor	Delete Contributor
Mohou Bah	Actor	Dr. Thomas Stockmann		Edit Contributor	Delete Contributor
Markus Lien	Actor	Hovstad		Edit Contributor	Delete Contributor
Ervin Nilsen Sæthe	Actor	Peter Stockmann		Edit Contributor	Delete Contributor
Tine Svensen	Actor	Morten Kili		Edit Contributor	Delete Contributor
Ingrid Holthe Bygdnes	Actor	Mrs. Katherine Stockmann		Edit Contributor	Delete Contributor
Sarah Francesca Brønne	Actor	Bilting		Edit Contributor	Delete Contributor
Marthe Rasmussen Lubiana	Assistant Director			Edit Contributor	Delete Contributor

Always check if the person is already registered, using different spellings and part of the name in case of misspellings. Use the searching field 'Search for new existing Contributor'. If you find the right person registered, click on the name, and click 'Update' to add the person to the event.

NB: In the "Universal Search" box, when you conduct a search with spaces, the space itself is also taken into account. This approach is intentionally designed to ensure a high level of accuracy in the search results. By doing so, the search minimizes irrelevant hits that editors might not find valuable.

For instance, if you search for "Patrick Marber," the search engine is specifically seeking the complete string "Patrick Marber." However, this precise combination is not present in the database, resulting in no matches. Yet, if you insert commas between the names, like "Marber, Patrick" or "Patrick, Marber," the search engine will yield hits. In these cases, the search engine analyzes each term separated by commas, broadening the search scope. Even an alternate name, such as "Albert, Marber," would return hits.

To ensure accuracy, always verify whether a person is already registered, accounting for various spellings and name parts in case of misspellings.

When the existing Contributor has been added to the Event, choose 'Contributor Function' from the drop-down menu. If the contributor function is an 'Actor' you should also choose the right character in the play. If it is a new role or unknown, fill out information in the field 'Notes'.

To View or Edit a Contributor, click on 'Contributor Maintenance' in the left-hand menu. This should be opened as a new page and be done very carefully, as it alters the main registration of the person and affects the information in all other events with this person. Do not delete a person from this entrance but send an email to the main editor with the necessary information.

If there are no hits, click 'Create New Contributor.'

Create New Contributor

When adding a new Contributor, first check if the person has a VIAF identity and add the identity number. This makes it unnecessary to fill out more than necessary about the person. The most important details are: First Name, Last Name, Gender, Nationality, Country, and Contributor Function.

General

The page includes the following fields that should be filled out:

- Prefix (e.g., Dr.)
- First Name
- Middle Name
- Last Name
- Suffix
- Display Name
- Display Sort Name
- Original Character Set (this field is only necessary when entering a contributor with a name with characters from non-Latin alphabets. E.g., a Greek name)
- Gender (choose between Female, Male, Non-Binary or Unknown. The default setting is Unknown)
- **Nationality**
- Other Names (if the Contributor is known by more than one name, or has changed name due to marriage, the other name/birth name can be entered here)
- VIAF
- Notes (details about the person that cannot be fitted in the other categories)

It is mandatory to fill in either 'First Name' or 'Last Name'. The mandatory fields 'Display Name' and 'Display Sort Name' are automatically created.

Address

This is not necessary to fill out.

Contributor Function

This is a mandatory field. Choose a Contributor Function from the drop-down menu. Note that if a Contributor does not have a Contributor Function, it will not be possible to find the Contributor in the public search.

Please note the following about 'Contributor Function':

- Contributors are defined as single persons. Groups of performers (orchestras, choirs, dance companies etc.) should be added as organizations.
- Ibsen is already added as Playwright in all events. There may also be another playwright in addition to him.
- Singers: should have actor-function, add 'singer' under 'notes'. for the narrator, choose actor and add 'narrator' under 'note'
- For the narrator, choose actor and add 'narrator' under 'notes'.

Date of Birth

This field is not mandatory but should be added if known. Partial dates are accepted for this field. eg '1970' or '01/1970'. Place/Venue is not necessary to add.

Date of Death

This field is also not mandatory but should be added if known. Partial dates are accepted for this field. Place/Venue is not necessary to add.

Educational Organisations

This is not necessary to fill out.

Associated Contributor

Here information on relations between this Character and other Characters in the database should be added. In the field 'Contributor Function', choose between the relations listed below:

Relation	Reciprocal relation	Explanation
Is Parent Of	Is Child Of	Parent of another Contributor
Is Child Of	Is Parent Of	Child of another Contributor
Is Related To	Is Related to	Related to another Contributor through extended family
Is Sibling Of	Is Sibling of	Is sibling of another Contributor
Is Spouse Of	Is Spouse of	Married or partnered to another Contributor
Is Not	Is Not	Is not another Contributor who goes by the same name

Use the field 'Search for existing Contributor' and click 'Update' (the marked field in Figure 8 below). If the Contributor does not exist, this Contributor has to be created before it can be related to the Contributor that is being edited.

The relevant reciprocal association should be added automatically, e.g. 'Is Parent Of' will automatically be created for the associated contributor, as a reciprocal relation, e.g. 'Is Child Of'. This means that the contributor association should only be registered for one of the Contributors. If the contributor association is already registered, it will appear on this page. It is worth checking the associated object's page afterwards to see if it is correct.

Figure 8: Search for existing Contributor

 **Edit Contributor** - Liv Bernhoft Osa, 1993-2014, Actor  [Go to Public](#)

Create new Contributor

Contribution Function * -- Choose a Function --

Selected Contributor* Closed for entry. Use the search-button below to find an existing contributor

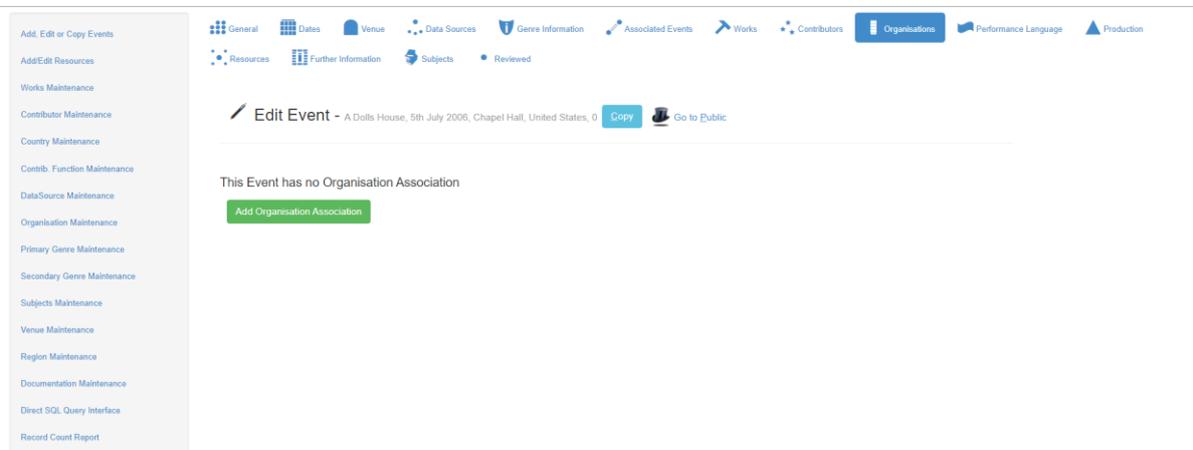
Notes

Search for existing Contributor * You have to write at least 4 letters to search. Use comma between criteria.

This Contributor has no Contributors

11. Organisations

From this entry you add the organization connected to the event, e.g., the theatre company presenting or producing the play, the funders, the initiative holders etc.



Click 'Add Organization Association' and search for the organization. Be creative to make sure you find the company if it is already registered. Click update when you have found it.

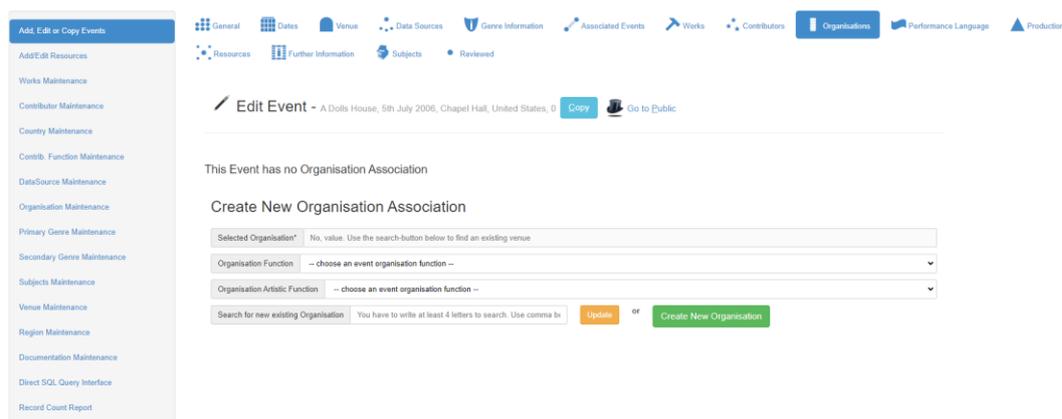
Choose 'Organization Function' from the drop-down menu. The most commonly used categories are 'Presenting Company' and 'Production Company'. If you are not sure which function the company has, choose 'Production Company'.

If the Organization has an artistic function this should be added from the drop-down menu in the field below. Note that orchestras or choirs should be added as organisations with artistic function (Music), only soloists are contributors.

If there are many organizations on a particular event just register the most important organizations and add other connected organizations in the "further information" field

New Organization

General



- **Organisation Name**

This field is mandatory (*) and must contain the name of the Organisation for this Organisation record. Note that the name of the theatre organisation and the theatre venue are often identical, but not always. For example: Torshovteatret (Venue), Nationaltheatret (Organisation). You can add several organisations if necessary.

- **Other Names**

Enter any other names the Organisation may be known as in this free text box.

Note. An Organisation may have been renamed one or more times and will be entered under each of those names. The name of the Organisation where an Event takes or took place should be the name under which the Organisation was known at the time of that Event. Other names that the Organisation has been known as should be linked to this record in the Organisation Associations field or reflected in the Other Names fields.

- **Address**
- **Town/City**
- **State**
- **Postcode**
- **Contact Name**

The name of a contact person may be entered here. Organisation contact person details may be entered in these free text fields if available. As this information may change over time it is possible that these details may become inaccurate and require updating.

- **Contact Phone**
- **Contact Email**
- **Web Link**

Organisation web site links may be entered to this field if available.

- **Country**

This is a mandatory field. Choose country from the dropdown list.

- **Organisation Type**

One of the following types must be selected from the dropdown list for the Organisation Type field: Other Organisation, Collecting Institution, or Educational Institution Note: Most Organisations should be left as 'Other Organisations', which is the default.

- **Notes**

Any additional information about the Organisation should be entered to this free text field.

- **VIAF**

Add the Organisations' VIAF-number if known. This can often be found using the VIAF-search page or lexicons like Wikipedia.

Place of Origin

When known, the place (and date) where the Organisation first opened may be entered here. You may add an existing Venue or Create New Venue.

Place of Demise

If the Organisation no longer exist, the last location, and closing date, of the Organisation may be entered here. You may add an existing Venue or Create New Venue.

Associated Organisations

Here an Organisation Association can be created. Use the searching field 'Search for existing Organisation' to add Association. If the Organisation does not exist in the database, the Organisation must be created first, and a new page should be opened to do this.

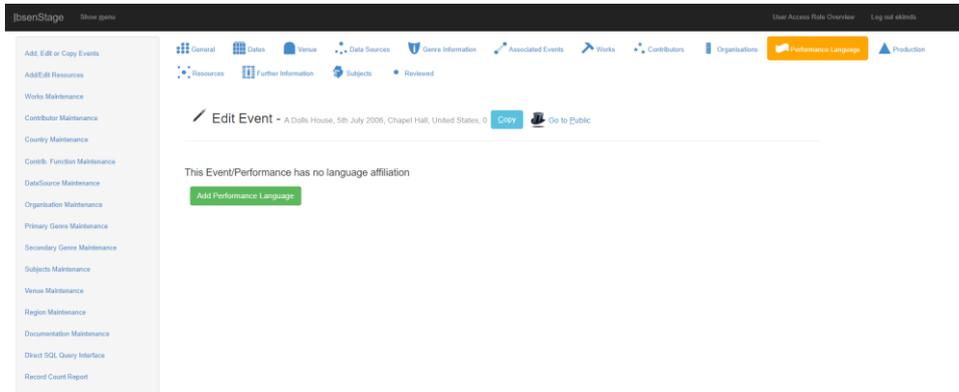
Organisation Function

This is a mandatory field, and the Function 'Is Related To' should be added from the dropdown menu.

Any information on the relation between the Organisations can be added in the free text field 'Notes'. Then press 'Update'.

12. Performance Language

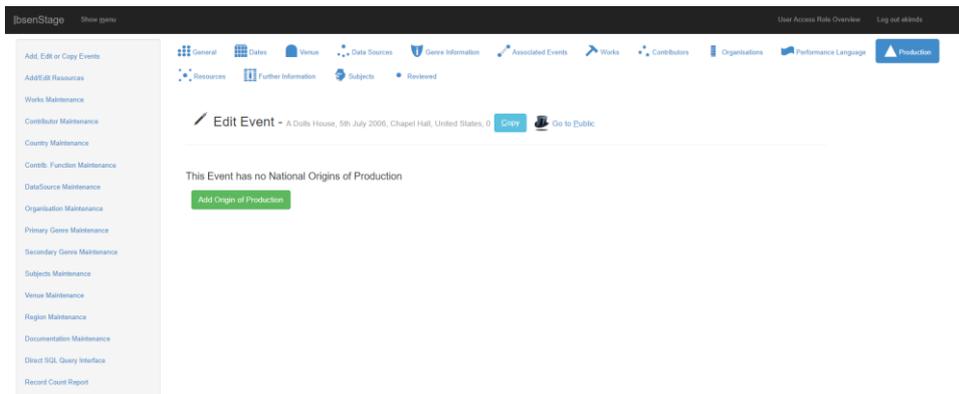
Press 'Add Performance Language' and choose the right language if you know it or can assume it. This field should not be left empty.



The screenshot shows the 'Edit Event' page for 'A Dolls House, 5th July 2005, Chapel Hall, United States, D'. The 'Performance Language' tab is selected in the top navigation bar. Below the event title, there is a message: 'This Event/Performance has no language affiliation'. A green button labeled 'Add Performance Language' is visible below this message. The left sidebar contains various maintenance options, and the top right corner has user access and login information.

13. Production

Press 'Add Origin of Production' and choose the nationality of the production from the dropdown list.



The screenshot shows the 'Edit Event' page for 'A Dolls House, 5th July 2005, Chapel Hall, United States, D'. The 'Production' tab is selected in the top navigation bar. Below the event title, there is a message: 'This Event has no National Origins of Production'. A green button labeled 'Add Origin of Production' is visible below this message. The left sidebar contains various maintenance options, and the top right corner has user access and login information.

14. Resources

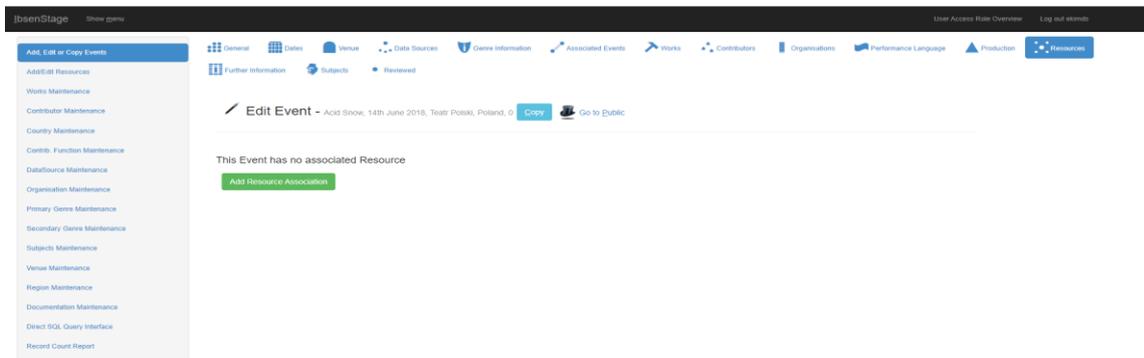
A resource is digital documentation of an event/production in the form of a photograph, a video, a facsimile of a book/newspaper/poster etc. Currently, we focus on adding posters and videos and do not prioritize other types of resources.

The reason to add a source as a resource is 1) when you are able to link to a stable URL (web archive, digital repository) or 2) local download to prevent the content from disappearing when the theatre website changes.

When creating a local copy of a digital photograph/advert, be aware to never download anything where we don't have the rights to publish it online. Posters and adverts for performances are safe, performance photos need permission from the theatre and credit to the photographer.

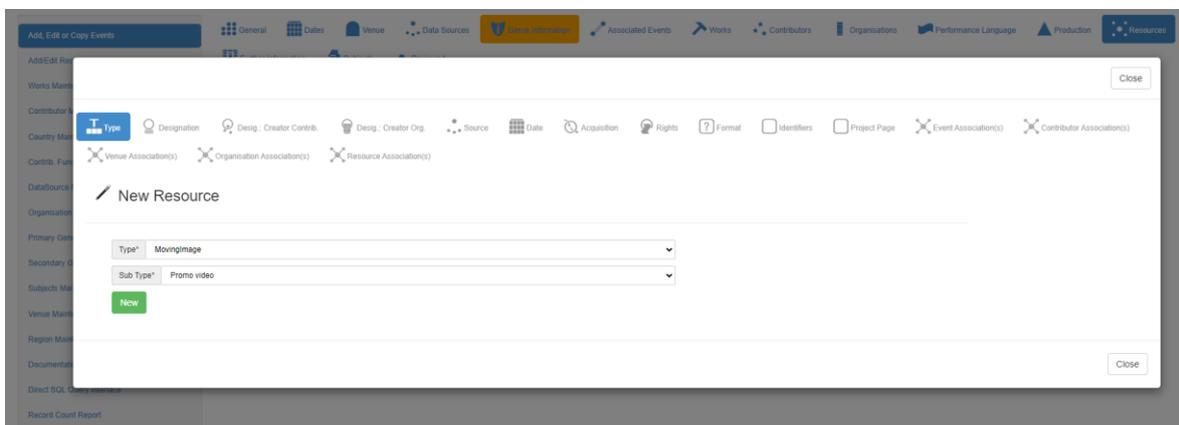
Use screenshot (CMD + shift +4 for Mac users) or snipping tool to create a jpg-file from the screenshot. Save it with the ID of the performance +.jpg for later upload. The file has to be only numbers.

When adding a new resource, first press "Add Resource Association" on the bottom right corner of the page.



Type

- Use the "Type" and "Subtype" dropdown buttons to categorize the resource. The choice of Type decides which Subtype you are able to choose from, so if you don't find a suitable Subtype you might need to change to another Type.
- For programs or adverts you choose the Type 'Text'
- For videos the Type is 'MovingImage'



Designation:

- The title field should always be filled out, it creates the main title in the list of resources. Add type (poster), name of event, name of venue and year.
- If available, add an alternative title or description.
- Consider adding translations as alternative titles when relevant.

Creator Cont/Org:

- Use the "Creator Contributor" and "Creator Organisation" buttons to reference the creator of the resource, be it an editor, designer, photographer, or the responsible organisation.

Source:

- Use for referencing details. Not necessary for online resources.

Date:

- Fill in upload date for YouTube clips. In date of issue.
- Utilize for articles' date of issue
- For newspapers, use "accessioned" and "terminated" fields to indicate its operational duration.

(Acquisition:)

- Used for physical items requiring cataloging, e.g., sets, props, costumes.

Rights:

- Used for specifying access permissions. For advertisements and Youtube/Vimeo videos: add Public domain.

Format:

- Specify the language of the resource
- The "medium", "extent", "mimetype" and "format" fields are only used to describe physical objects and can be left blank on digital objects.

Identifiers:

- This is the most important tab. It creates the connection to the resource. Always check that the resource shows in the public section and adjust the information in this tab to fix it if only the picture icon is visible.
- When adding still images as a resource, use the DAM button and upload the file from your computer. Click on it, choose file, and add descriptions. The two mandatory fields here are:
 - Figure description: General description of what is shown in the picture.
 - Byline name: Name of the photographer (if available).

Resource URL: Main field

- This field is filled out automatically when you upload photos etc. via the DAM function.
- When registering an external photo resource, add the URL for the website here.
- For videos, use this field to insert the embedded link from platforms like YouTube or Vimeo as shown in the picture below. First find the share button on the video and click embed link, then you copy out the link between the quotation marks (starting with http:) and add it in the Resource URL-field.
 - This is correct form: <https://www.youtube.com/embed/XZo6gL3CwrE>
 - This is incorrect: <https://youtu.be/wyU3oNbAbgs>

Resource URL Title

Leave this field empty.

Resource URL Thumbnail

For external photos/adverts, add the website URL here.

Leave this field empty when registering a video or multipage resource.

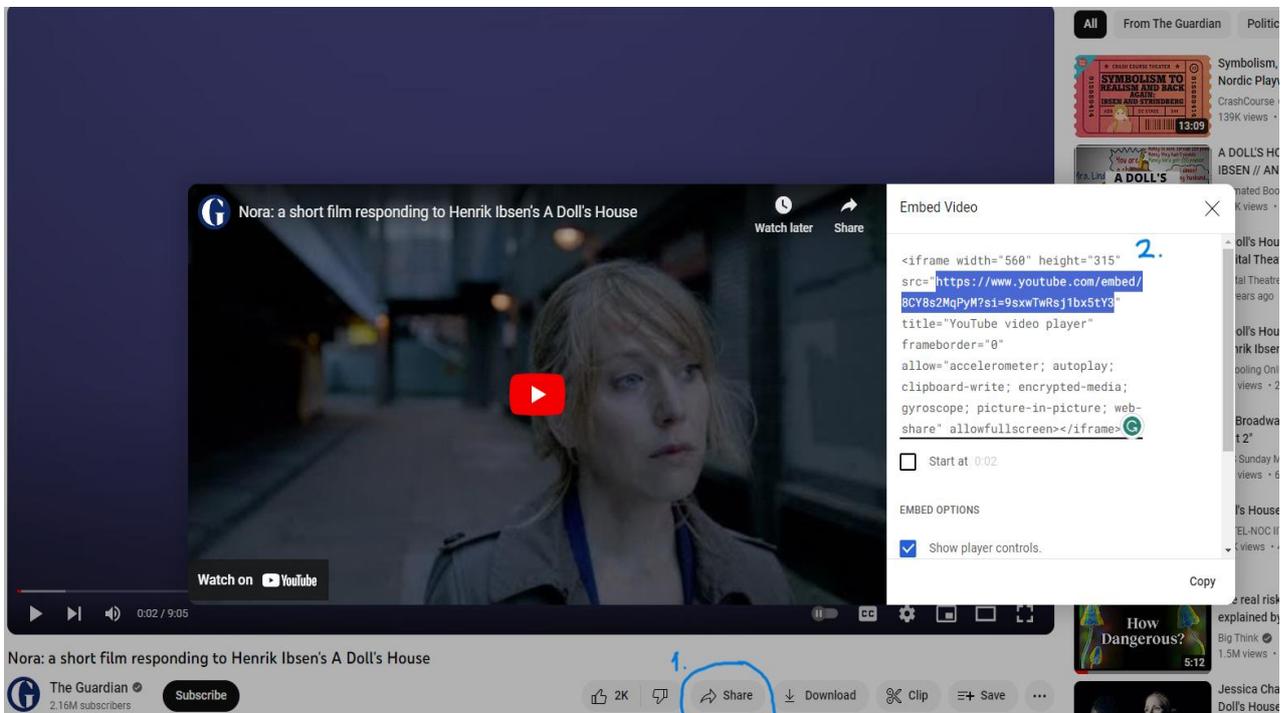
URL mode

This field decides if the resource is displayed as a link or as a thumbnail icon. You choose "Embed link" if you want the resource to be shown as a picture/embedded video. Otherwise, you choose Display link, which shows the URL only as text.

The other fields on this tab do not need to be filled out. Most resources only need this information:

DAM

Resource URL	<input type="text" value="https://api.hf.uio.no/dam/getfile/4372/"/>
Resource URL Title	<input type="text"/>
Resource URL Thumbnail	<input type="text"/>
URL Mode	<input type="text" value="Embed link"/>



(Project Page:)

- This allows the resource to appear on the front-end Projects Page. Only relevant when adding pictures to be used on project pages.

Association Buttons:

- All associations, except "Resource Association," are actively used.
- You associate the created resource to the page where it needs to be shown. The event association should be created automatically when you close and click update. Other associations can be created if needed, f.ex. if a photograph is a close-up photo that should be connected to the contributor page of the actor, you associate the resource with the contributor in the photo. And if you want to add a documentation photo of a theatre, you connect it to the theatre.

- "Resource Association" can be utilized for complex resources and reference linking, but is mostly not necessary.

(Additional Insights for resources:)

- The source section can represent hierarchical data. For instance, a newspaper record (e.g., "The Times") can serve as the primary source, and individual articles from that newspaper can be nested underneath it. This nesting would enable users to view all articles associated with a particular newspaper source.

15. Further Information

Here you can add info that does not fit into the other posts. E.g. which scene a play was performed on (main scene, Amfiscenen) and adaptation if it is not a person. Remember to add weblinks to the main source under 'DatasourceWeblinks to the main source of information belongs under 'Datasources'.

You can also add all events in a tour as free text in this field, in addition to adding the tour events as linked event posts.