The Metropolitan Opera

LINDEMANN YOUNG ARTIST DEVELOPMENT PROGRAM

Resonance Reference Guide

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SECTION TWO: RESONANCE ON A SMARTPHONE

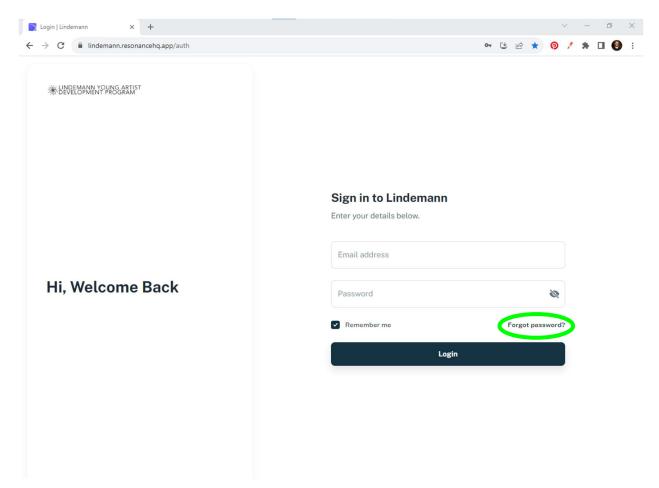
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Disclaimer: The screenshots shown in this guide are for general reference only. There may be some changes made to menu options, buttons, and other design elements over the course of the season depending on the Program's needs. Additionally, some of the names and profiles shown in these screenshots are for testing purposes. These individuals are not necessarily members of the Program or its Faculty.

LOGGING IN ON A COMPUTER OR TABLET

To access your Resonance portal, go to <u>www.lindemann.resonancehq.app</u> in the browser of your choice. We recommend using Google Chrome or Safari, but Resonance will work on any browser.

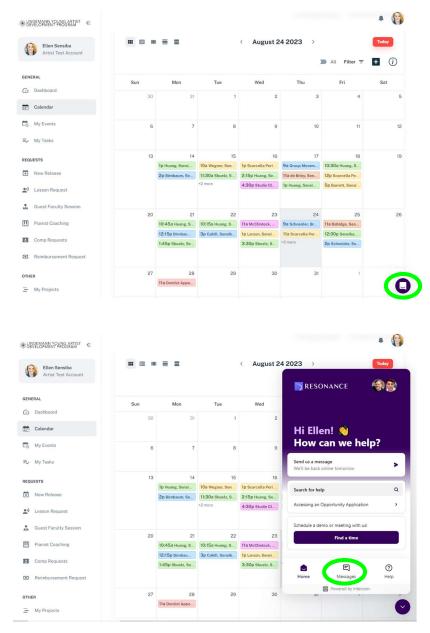
To login, enter your email address and the password you set at the beginning of the season. If you need to reset your password, click on the "Forgot Password" button. You will be sent an automated email with instructions on how to reset your password.



Pro Tip: You will need to access Resonance regularly during the season. We recommend you save the homepage to your bookmarks bar and make note of your password.

MESSAGING THE RESONANCE TEAM ON A COMPUTER OR TABLET

If, at any point, you encounter an error or have a question on using Resonance, you can click the purple bubble in the bottom right corner. This will open a window where you can chat with the Resonance support team.



Please Note: This chat function is only for problems relating to the function of the Resonance platform. Do not message the Resonance support team with questions about your schedule, cancellations, repertoire, or other Program related issues. Those things should be directed to Meredith or Ellen.

VIEWING YOUR SCHEDULE ON A COMPUTER OR TABLET

As per the LYADP Handbook, Program schedules are sent out on Friday evenings for the upcoming week. It is essential that Lindemann Artists check their schedule regularly to ensure they arrive to all scheduled sessions prepared and on time.

To access your schedule, click on the "Calendar" button located on the navigation bar on the left hand side of the page. This will take you to a calendar page where you can adjust the way you view your personal schedule and the entire Program schedule.

EINDEMANN YOUNG ARTIST CONTROL								
Ellen Sensiba Artist Test Account			=	<	August 20	0 2023 →		Today
GENERAL							🔲 All Filter 🗟	+ (i
🙆 Dashboard		Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Sat 8/26
📰 Calendar		00110/20	Monover	THE OVEL	1160 0/20	110 0/24	1110/20	Sur 0/20
	all-day							
C My Events								
=, My Tasks	9am					9:00 - 10:00		
						Schneider, Briscoff,		
REQUESTS						Christensen,		
H New Release	10am					Capality Canalina		
H New Netedae				10:15 - 11:00				
Lesson Request			10:45 - 11:30	Huang, Sensiba (Recital Rep)				
	11am		Huang, Sensiba	11:00 - 3:00	11:00 - 12:00	11:00 - 12:00		
Guest Faculty Session			(Audition Arias)	Doctor Appointment	McClintock, Sensiba	Scarcella Perino, Sensiba (Italian)		
Pianist Coaching				Appointment	(Dramatic	C-24,		
	12pm				Casabing)	12:00 - 1:30		
Comp Requests			12:15 - 1:00			Lunch with		
			Birnbaum, Christensen.			Prospective Manager		
Reimbursement Request	1pm				1:00 - 2:00		1.00 1.10	
OTHER	- Print				Larson, Sensiba			
o men					(German) C-24,			
My Projects			1:45 - 2:30 Shualz Sansiba			0.00.045		

You can change the format of your schedule by clicking on these buttons at the top left corner of the Calendar view.

WINDEMANN YOUNG ARTIST K							• 🚯
Ellen Sensiba Artist Test Account				< August 2	1 2023 →		Today
GENERAL					5	🖿 All Filter \Xi	+ (i)
Dashboard							
Calendar	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30	31	1	2	3	4	5
Co My Events							

By default, Resonance will only show you the events you are tagged in. You can change this and view the entire schedule by clicking the toggle button next to the word "All".

HINDEMANN YOUNG ARTIST K							• 🚯
CENERAL		= =	<	August 2		All Filter -	Today + i
C Dashboard	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Calendar	30	31	1	2	3	4	5

You can filter events by location and user profile by clicking the "Filter" button. A side menu will appear where you can select the locations and profiles you wish to see.

UNDEMANN YOUNG ARTIST «							•
Ellen Sensiba Artist Test Account		= =		< August 2	21 2023 >		Today
GENERAL						🗩 All 🛛 Filter \Xi	+ ()
🙆 Dashboard							
Calendar	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Co My Events	30	31	1	2	3	4	5

When filters are applied, they will appear at the top of the calendar view.

UNDEMANN YOUNG ARTIST «							۰ 🚯
Ellen Sensiba Artist Test Account		= =		< August 2	2023 →		Today
GENERAL	Locations: B-5	B-7 0 216	C-24 C	F Clear All		All Filter =	+ (i)
Calendar	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Co My Events	30	31	1	2	3	4	5

Pro Tip: If you are trying to determine when a specific location or person is available, you can select the "All" button and filter accordingly. This is especially helpful if you are trying to determine possible practice times.

All events on the schedule are color coded by the type of event. To view the key, click the info button.

UNDEMANN YOUNG ARTIST 《						۰ 😭
Ellen Sensiba Artist Test Account		= =	<	August 212	2023 >	Today
GENERAL						All Filter \Xi 🕂 🥡
🙆 Dashboard	Sun	Mon	Tue	Wed	Thu	Event
💼 Calendar	30	31	1	2	3	Breath & Bodywork
My Events						 Language & Diction Lesson
≡, My Tasks	6	7	8	9	10	Rep Coaching Other
REQUESTS						🔴 Release Request
						Production Event

To see additional details about specific events, simply click on the event title. A window will open with the date, time, location, individuals called, comments, and more.

ent View	Edit Event View Even
Huang, Sensiba (Audition Arias)	
Aug 15 2023 12:30 PM Start Date	Aug 15 2023 1:15 PM End Date
Latest Comments	Add Comment Rep Coaching Event Type
No comments added yet	Location
	• В-7
Staff	
Lindemann Admin 2 @ lindemann2@mailinator.com	View
Artists	

You will notice there are buttons for linking your Resonance schedule to a Google Calendar or Outlook Calendar. As of August 24, 2023, the development team at Resonance has not finalized this feature. Once it is enabled, further information will be distributed for your reference.

SUBMITTING A RELEASE REQUEST ON A COMPUTER OR TABLET

As per the LYADP Handbook, you must secure a release for *anything* that would require you to take time away from the Program. This includes, but is not limited to outside performances, competitions, auditions that are not organized by the Program, doctor appointments, hair appointments, and family obligations.

To submit a release request, click on the "New Release" button on the navigation bar located on the left hand side of the screen. This will take you to a form page where you will enter the details of your release.

* DE	IDEMANN YOUNG ARTIST 🛛 «		
F	Ellen Sensiba Artist Test Account	Create new Release Request	
GEN	ERAL	Releases • Add	
Ø	Dashboard	Request Details	
	Calendar	Title*	
to	My Events	Briefly explain the nature of the release (ex: Beethoven 9th Concert)	
≡,∕	My Tasks	Select Reason for Release ~	
REQU	JESTS	Select Reason for Release Outside Engagement	
Ð	New Release	Competition Audition	
•;)	Lesson Request	Medical Release Personal Release X X 40 27 11 = No Handi Jx 4x Ko Cl	
e ala	Guest Faculty Session	Write something awesome	
	Pianist Coaching		
8	Comp Requests		

You are required to enter the type of release you are requesting (shown in the drop-down menu). All requests for outside engagements, competitions, and auditions must be approved by both Meredith and Melissa.

Remember: When you're entering your release, always factor in travel time! The departure time is the time you need to walk out the door of the Met and the return time is the soonest you can start a session back at the Met.

i Please make sure to account for travel time to and from your request's location

After you submit a release request, you will see a progress bar with the status of your request.

EINDEMANN YOUNG ARTIST				۰ 😭
Ellen Sensiba Artist Test Account	Dentist Appointment Releases + View			ß
GENERAL				
Dashboard	▲ Overview			
Calendar				
My Events	>		(e	
≓√ My Tasks	Submitted	Received	Appro	oved
REQUESTS	below.	tt that you submitted below. You can edit detail as this request progresses, and can use this pa		
•) Lesson Request				
Guest Faculty Session				
Pianist Coaching	Submitted _{Status}	Medical Release Reason for Release	Aug 28 2023 11:00	Aug 28 2023 12:00
Comp Requests			AM	PM
Reimbursement Request	Additional Details 🖉 Edit		Departure Date	Return Date
DTHER	All Day? Location ar No Information		Filon 9	Sensiba
My Projects	Upper W	/est Side	Created on	

When the status of your request changes, you will be notified either by email or with a bell notification. Bell notifications will appear at the top of your page. When you click on the bell, a dropdown menu will appear with any unread notifications.

LINDEMANN YOUNG ARTIST K			A
Ellen Sensiba Artist Test Account		Notifications You have 1 unread messages	
	Dentist Appointment	NEW	12h
GENERAL	Releases • View	A release request status has been updated	(C)
🖉 Dashboard		A release that you requested has been updated . Click to view more details.	
Calendar	A Overview 🖸 Emails	O 1 minute ago	
Co My Events		SEEN	

If at any point during the season, you are noticing changes made in Resonance, but you are not receiving bell notifications or email notifications, send a message to the Resonance support team and notify Ellen.

After your release is submitted, you will notice that it will appear as an event block in your schedule automatically. This does not necessarily mean that your release has been approved.

LINDEMANN YOUNG ARTIST K	•
Ellen Sensiba Artist Test Account	
GENERAL	👅 All Filter \Xi 🛨 🤃
🖉 Dashboard	Monday
Calendar	all-day
My Events	10am A
☴, My Tasks	
REQUESTS	11:00 - 12:00 Dentist Appointment
New Release	
Lesson Request	12pm
Guest Faculty Session	
Pianist Coaching	1pm

If you click on this event block, a window will pop up with the details of your request, including a box that shows the status of your request.

elease Request View		Edit Release Request View Rele	ease Requ
D Dentist A	ppointment		
Au	g 28 2023 11:00 AM Departure Date	Aug 28 2023 12:00 PM Return Date	
Subm State			
Additional Details			
All Day? No	Location and Venue Information Upper West Side		
		Add Comment	
Latest Comments	No comments added yet		

UNDEMANN YOUNG ARTIST «				•
Ellen Sensiba Artist Test Account	Dentist Appointment			
GENERAL	Releases View			Ø
🙆 Dashboard				
Calendar	✿ Overview			
My Events				
👽 My Tasks	► <mark>></mark>	®	C	
	Submitted	Received	Appro	oved
EQUESTS				
• New Release	Your request has been approv	ved by the Lindemann team! Please review any a	additional details below	
2) Lesson Request				
Guest Faculty Session	Approved	Medical Release	Aug 28	Aug 28
Pianist Coaching	Status	Reason for Release		2023 12:00
Comp Requests	Additional Details 🖉 Edit		AM Departure Date	PM Return Date
Reimbursement Request				

When your release request is approved, this is what the release page will look like.

In the calendar, your release will look the same as it did when it was still pending, but if you click on the event block, you will see that the status has changed to Approved.

	ew		Edit Release Request View Release Requ
D Denti	st Appointment		
	Aug 28 2023 11:00 AN Departure Date	Л	Aug 28 2023 12:00 PM Return Date
	proved Status	Medical Release Reason for Release	Ellen Sensiba Created on 08-24-2023
Additional Detai	ls		
Additional Detai	Location and Venue Inform Upper West Side	nation	
All Day?	Location and Venue Inform Upper West Side	Add Comment	

When your release request is denied, this is what the progress bar will look like.

Depending on the specific circumstances of this release, you might see a comment from a member of the admin team with additional information, or you may be copied on email correspondence regarding the denial.

₩ H	NDEMANN YOUNG ARTIST 《					
5	Ellen Sensiba Artist Test Account	Dentist Appointment Releases • View			Ø	ŝ
GEN	ERAL					
	Dashboard	Overview				
	Calendar					
6	My Events	Current Status : Denied				
≡,∕	My Tasks	•				
REQ	UESTS	Submitted	Received	Appro	oved	
Ŧ	New Release	i Your request has been der	nied. View more details below.			
•;)	Lesson Request					
ella	Guest Faculty Session					
	Pianist Coaching	Denied _{Status}	Medical Release Reason for Release	Aug 28 2023 11:00	Aug 28	
8	Comp Requests			2023 11:00 AM	2023 12:0 PM	U
۲	Reimbursement Request	Additional Details 🔗 Edit		Departure Date	Return Date	

If you need to change the details of your release request at any point during the approval process, you must notify Meredith and Ellen in writing immediately. Depending on the circumstances, we will either edit your release request for you or have you submit a new request.

Do not attempt to edit a release request you have already submitted.

To view a list of your release requests, click on the "New Release" button on the navigation bar located on the left hand side of the screen then click this "Releases" button.

DEVELOPMENT PROGRAM		•
Ellen Sensiba Artist Test Account	Create new Release Request	
GENERAL	Releases Add	
Dashboard Dashboar	Request Details	
Calendar Calendar	Title*	
Co My Events	Briefly explain the nature of the release (ex: Beethoven 9th Concert)	

You can filter this list based on status, date, and more by clicking on the filter button. Denied release requests will not appear in the default "All" view of this list click "Denied" at the top of the list.

DEVELOPMENT PROGRAM					۹ 🚯
Ellen Sensiba Artist Test Account	List of Releases				L Download CSV
GENERAL	1 All O Submitted	0 Received 1 Ap	proved 1 Den	ied	
🙆 Dashboard					
Calendar	Q Search By Title			×	ti ≞ Vi
Co My Events					
=, My Tasks	Title	Requestor Status	Reason for Release	Departure Date $ \downarrow $	Return Date
REQUESTS		Created on 08-24-			
🚺 New Release	☆ Dentist Appointment	on 08-24- 2023 by Approved Ellen	Medical Release	Mon Aug 28, 2023 11:00 am	Mon Aug 28, 2023 12:00 pm
Lesson Request		Sensiba			
Guest Faculty Session				Rows per page: 20 🗸	1-1 of 1 < >
Pianist Coaching					

SUBMITTING A LESSON REQUEST ON A COMPUTER OR TABLET

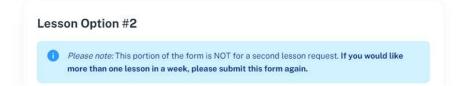
As per the LYADP Handbook, Lindemann Artists are responsible for communicating with their teachers to determine possible lesson times before submitting a lesson request. To ensure your lesson makes it on to the upcoming week's schedule, lesson requests must be submitted by 5:00PM EST on Wednesdays. Requests submitted after this deadline may not be accommodated.

In the event your proposed lesson times conflict with your AGMA/802 schedule or other Program related events, Ellen will notify you directly so you can readjust as needed with your teacher. If this happens, you may be asked to submit another lesson request.

To submit a lesson request, click on the "Lesson Request" button located on the navigation bar on the left hand side of the page. This will take you to a form page where you will enter the relevant information regarding your lesson.

₩Ы	NDEMANN YOUNG ARTIST 《		
F	Ellen Sensiba Artist Test Account	Create new Lesson Request	
GENI	ERAL	Lesson Requests * Add	
Ø	Dashboard	Main Details	
	Calendar	 Please submit this form for all lesson requests (voice, piano, etc.) and for weekly coachings 	
5	My Events	with select guest faculty. All other coachings (repertoire, diction, etc.) are assigned by Myra on a weekly basis. If you	
≡,∕	My Tasks	would like additional coachings of that nature, please feel free to tell her.	
REQU	JESTS	Title*	
Ē	New Release	The title of this lesson request; can be a combination of the name of the teacher and the rep you want to work on	
3	Lesson Request		
	Guest Faculty Session	Staff	
	Pianist Coaching	Please select a staff member using the list below	
8	Comp Requests		
۲	Reimbursement Request	Staff Member The staff member that you are requesting a lesson with; select a profile from the list below	

The lesson request form asks for two options for lesson times. You are not required to provide a second lesson option, but it will increase the chances of you getting a lesson during the upcoming week. If you would like two lessons in one week, you need to submit the form twice.



After you submit a lesson request, you will see a progress bar with the status of your request.

参 DE	DEMANN YOUNG ARTIST 🛛 🛠					
F	Ellen Sensiba Artist Test Account	Sons	iba/Babidge Les	son		
GENE	RAL		equests • View	55011		Ø
3	Dashboard					
	Calendar	A Over	view 🛅 Events			
0	My Events					
	My Tasks				O	æ
EQL	JESTS		New	Received	Approved	Denied
+	New Release	0		quest that you submitted below.	You can edit details of this requ	est by using the Edit buttons
••)	Lesson Request		below. You will receive notificat questions.	ions as this request progresses,	and can use this page to check	for any updates or ask any
	Guest Faculty Session					
	Pianist Coaching				Sta	ff 🖉 Edit
1	Comp Requests		New Status	Less		
0	Reimbursement Request					Darrell Babidge Voice Teacher
тне	R	Lesso	n Option #1 🔗 Edit			✓ dbabidge@juilliard
-	My Projects	Less	on Option 1 Less	on Option 1		

When the status of your lesson request changes, you will be notified either by email or with a bell notification. Bell notifications will appear at the top of your page. When you click on the bell, a dropdown menu will appear with any unread notifications.

LINDEMANN YOUNG ARTIST K			
Ellen Sensiba Artist Test Account		Notifications 4/ You have 1 unread messages	
	Dentist Appointment	NEW	Ø
GENERAL	Releases • View	A release request status has been updated	e
🙆 Dashboard		A release that you requested has been updated. Click to view more details.	
Calendar	♠ Overview ☑ Emails	⊙ 1 minute ago	
My Events		SEEN	

If at any point during the season, you are noticing changes made in Resonance, but you are not receiving bell notifications or email notifications, send a message to the Resonance support team and notify Ellen.

UNDEMANN YOUNG ARTIST				
Ellen Sensiba Artist Test Account	Sensiba/Babidge Lesso	n		
GENERAL	Lesson Requests * View			Ø
Dashboard				
Calendar	✿ Overview			
My Events				
My Tasks		— <u>©</u> —	0	
QUESTS	New	Received	Approved	Denied
New Release	Your request has been approv	ed by the Lindemann team! Please revie	w any additional details below	
Lesson Request				
Guest Faculty Session	Ammyourd	Lesson	Staff 🖉 Edit	
Pianist Coaching	Approved	Request Type	Da	rrell Babidge
Comp Requests	Lesson Option #1 🖉 Edit		D Void	ce Teacher dbabidge@juilliard

When your lesson request is approved, this is what the request page will look like.

If you click on the "Events" button (noted in the above screenshot), you will see the list of events associated with the form. This will contain a link to the event of your approved lesson.

DEVELOPMENT PROGRAM						•
Ellen Sensiba Artist Test Account	Sensiba/Babidge Lesson					
GENERAL	Lesson Requests * View					Ø
C Dashboard	A Overview 🖬 Events					
My Events						
≓y My Tasks	List of Events			ك	Download C	sv
REQUESTS	Q Search By Title			×	☆ =	8
New Release						
2) Lesson Request	Event	Start Date \downarrow	Location	Schedule		
Guest Faculty Session	B Babidge, Sensiba (Lesson)	Fri Aug 25, 2023	B-5	Week 2 TEST (A	ug 21-Aug 27)	
Pianist Coaching	- and a children (accert)	11:00 am				
Comp Requests			Rows per page	x 20 ∽ 1-	-1 of 1 <	>

If you click on the title, you will be directed to the event's page where you can see all the details for your lesson.

UNDEMANN YOUNG ARTIST 《		* (S)
Ellen Sensiba Artist Test Account	Babidge, Sensiba (Lesson)	
GENERAL	Sensiba/Babidge Lesson * Events * View	Ø
Dashboard		
Calendar	☆ Overview Image: Schedules Image: Tasks	
My Events		
≡, My Tasks	Aug 25 2023 11:00 AM Aug 25 2023 12:00 PM	Lesson Event Type
REQUESTS		Event type
E New Release	Event Details 🖉 Edit	Location 🖉 Edit
Lesson Request		
Guest Faculty Session	ALL Day? No	₽ в-5
Pianist Coaching		
Comp Requests	Additional Info 🖉 Edit	
Reimbursement Request		
OTHER	Schedule Week 2 TEST (Aug 21-Aug 27)	
My Projects		Q

You can also see your lesson as an event in your schedule when you go to the Calendar page.

LINDEMANN YOUNG ARTIS DEVELOPMENT PROGRAM	™ ≪				•
Ellen Sensiba Artist Test Accou	int		< August 25 2023	>	Today
GENERAL				All Filter =	+ (ì
🙆 Dashboard			Friday		*
Calendar			Friday		*
Co My Events	all-da				~
₩y Tasks	108				
REQUESTS	11a	11:00 - 12:00 Babidge, Sensiba (Lesson)			
🖬 New Release		B-5,			
(Lesson Request	12p	m			
Guest Faculty Session	n				

This is what the progress bar will look like when your lesson request is denied. If you are confused by the status bar, remember to double check the status box (circled below).

Lesson requests are denied when none of the lesson options provided in the request work in the schedule. Depending on the specific circumstances of your lesson request, you might see a comment from a member of the admin team with additional information, or you may be copied on email correspondence regarding the denial.

EINDEMANN YOUNG ARTIST &				۹ 😭
Ellen Sensiba Artist Test Account	Sensiba/Babidge Less	on		Ø
GENERAL	Lesson Requests • View			
🙆 Dashboard	A Overview 🛱 Events			
Calendar				
C My Events	<u> </u>	— <u>e</u> —	-0	
≕ My Tasks	New	Received	Approved	Denied
REQUESTS	i Your request has been denie	ed. View more details below.		
🔁 New Release				
2) Lesson Request			Staff	Ø Edit
Guest Faculty Session	Denied _{Status}	Lesson Request Type		
Pianist Coaching			D	Darrell Babidge Voice Teacher
Comp Requests	Lesson Option #1 🔗 Edit			dbabidge@juilliard
Reimbursement Request	Lesson Option 1 Lesson 0	Option 1		

If you need to change the details of your release request at any point during the approval process, you must notify Meredith and Ellen in writing immediately. Depending on the circumstances, we will either edit your release request for you or have you submit a new request.

Do not attempt to edit a lesson request you have already submitted.

To view a list of your lesson requests, click on the "Lesson Request" button on the navigation bar located on the left hand side of the screen then click this "Lesson Requests" button.

WINDEMANN YOUNG ARTIST CEVELOPMENT PROGRAM		۹ 🚯
	reate new Lesson Request	
GENERAL		
🙆 Dashboard	Main Details	
Calendar	Please submit this form for all lesson requests (voice, piano, etc.) and for weekly coachings	
C My Events	with select guest faculty. All other coachings (repertoire, diction, etc.) are assigned by Myra on a weekly basis. If you	
≡ _✔ My Tasks	would like additional coachings of that nature, please feel free to tell her.	

You can filter this list based on status, date, and more by clicking on the filter button.

Denied release requests will not appear in the default "All" view of this list click "Denied" at the top of the list.

HINDEMANN YOUNG ARTIST «							۹ 😭
Ellen Sensiba Artist Test Account	List	of Releases					止 Download CSV
GENERAL		l 0 Submitted	0 Receive	d 🚺 Ap	proved 1 Der	nied	
🙆 Dashboard		-					
Calendar	Q	Search By Title				×	\$ <u>₹</u> \$
C My Events							
☴✔ My Tasks		Title	Requestor	Status	Reason for Release	Departure Date $ \psi $	Return Date
REQUESTS			Created				
😧 New Release	☆	Dentist Appointment	on 08-24- 2023 by Ellen	Approved	Medical Release	Mon Aug 28, 2023 11:00 am	Mon Aug 28, 2023 12:00 pm
Lesson Request			Sensiba				
Guest Faculty Session	4					Rows per page: 20 🗸	1-1 of 1 < >
Pianist Coaching							

SUBMITTING A FACULTY COACHING REQUEST ON A COMPUTER OR TABLET

Lindemann Artists can request sessions with faculty members including (but not limited to) Deb Birnbaum, Peter McClintock, and Dr. Don Greene. These sessions will be scheduled depending on your availability as well as faculty availability.

To ensure your session makes it on to the upcoming week's schedule, requests must be submitted by 5:00PM EST on Wednesdays. Requests submitted after this deadline may not be accommodated. In the event your proposed lesson times conflict with your AGMA/802 schedule or other Program related events, Ellen will notify you directly.

To submit a faculty coaching request, click on the "Faculty Session" button located on the navigation bar on the left hand side of the page. This will take you to a form page where you will enter the relevant information regarding your lesson.

UNDEMANN YOUNG ARTIST		•
Ellen Sensiba Artist Test Account	Create new Lesson Request	
GENERAL	Lesson Requests * Add	
🕢 Dashboard	Main Details	
Calendar	Please submit this form for all lesson requests (voice, piano, etc.) and for weekly coachings	
Co My Events	with select guest faculty. All other coachings (repertoire, diction, etc.) are assigned by Myra on a weekly basis. If you would like additional coachings of that nature, please feel free to tell her.	
☴✔ My Tasks	would like additional coachings of that hat one, please reef nee to telt ner.	
REQUESTS	Title*	
主 New Release	The title of this lesson request; can be a combination of the name of the teacher and the rep you want to work on	
Lesson Request		
Guest Faculty Session	Guest Faculty	
Pianist Coaching	Please select a guest faculty member using the list below	
Comp Requests		
Reimbursement Request	Guest Faculty Select the guest faculty you are requesting a lesson with. If you would like a coaching with someone not listed here,	
OTHER	Select the goest recently you are requesting a tesson much in you would use a coaching with someone not risket here, such as a principal artist, please email Meredith with your request.	•
My Projects		

When filling out this form, you will notice that you can only select certain Faculty members from the drop-down menu. If you would like a session with someone not included on this form, such as a principal artist, please email your request to Meredith. If you would like a coaching with another regular member of our Faculty, please talk to Myra.

Please Note: Parts of this form are the same as the Lesson Request form. Pay special attention to the fields and read the instructions on this form carefully to avoid confusion.

After you submit a faculty session request, you will see a progress bar with the status of your request.

ELINDEMANN YOUNG ARTIST 《 DEVELOPMENT PROGRAM				
Ellen Sensiba Artist Test Account	Sensiba/McClinto	ock Coaching		ß
ENERAL				
Dashboard	Overview Events	1		
💼 Calendar				
My Events			O	
My Tasks	New	Received	Approved	Denied
• New Release	below.	ion request that you submitted below. Yo ifications as this request progresses, an		
EQUESTS New Release	below. You will receive not			
New Release	below. You will receive not questions.	ifications as this request progresses, an	d can use this page to check for Guest	
New Release	below. You will receive not		d can use this page to check for Guest	any updates or ask any Faculty 🖉 Edit
 New Release Lesson Request Guest Faculty Session Pianist Coaching 	below. You will receive not questions. New Status	ifications as this request progresses, an Guest faculty se Request Type	d can use this page to check for Guest	any updates or ask any Faculty Ø Edit Peter McClintock Dramatic Coach
 New Release Lesson Request Guest Faculty Session Pianist Coaching 	below. You will receive not questions.	ifications as this request progresses, an Guest faculty se Request Type	d can use this page to check for ssion	any updates or ask any Faculty Ø Edit Peter McClintock

When the status of your faculty session request changes, you will be notified either by email or with a bell notification. Bell notifications will appear at the top of your page. When you click on the bell, a dropdown menu will appear with any unread notifications.

LINDEMANN YOUNG ARTIST K		Ø	
Ellen Sensiba Artist Test Account		Notifications You have 1 unread messages	
	Dentist Appointment	NEW	•
GENERAL	Releases • View	A release request status has been updated	2
🙆 Dashboard		A release that you requested has been updated . Click to view more details.	
Calendar	A Overview	⊙ 1 minute ago	
My Events		SEEN	

If at any point during the season, you are noticing changes made in Resonance, but you are not receiving bell notifications or email notifications, send a message to the Resonance support team and notify Ellen.

LINDEMANN YOUNG ARTIST CEVELOPMENT PROGRAM				• (
Ellen Sensiba Artist Test Account	Sensiba/McClintock	Coaching		Ø
GENERAL				
Dashboard	A Overview)		
Calendar				
My Events	_	— <u>e</u> —	-0-	
👽 My Tasks	New	Received	Approved	Denied
EQUESTS	1 Your request has been a	pproved by the Lindemann team! Plea	ase review any additional details	s below
+ New Release				
Lesson Request			Guest	Faculty 🖉 Edit
Guest Faculty Session	Approved Status	Guest faculty se Request Type	ssion	
Pianist Coaching			P	Peter McClintock Dramatic Coach
Comp Requests	Additional Details 🔗 Edit			petermcclintock@

When your faculty session request is approved, this is what the request page will look like.

If you click on the "Events" button (noted in the above screenshot), you will see the list of events associated with the form. This will contain a link to the event of your approved session.

LINDEMANN YOUNG ARTIST K DEVELOPMENT PROGRAM		•
Ellen Sensiba Artist Test Account	Sensiba/McClintock Coaching	
GENERAL	Lesson Requests · View	C
Dashboard		
Calendar	refront Overview	
Co My Events		
≡ y My Tasks	List of Events	・ Download CSV
REQUESTS	Q Search By Title X	公 三 公
🖬 New Release		
2) Lesson Request	Event Start Date ψ Location Sche	dule
Guest Faculty Session	McClintock, Sensiba (Dramatic Coaching) Wed Aug 23, 2023 B-5 Wee	k 2 TEST (Aug 21-Aug 27)
Pianist Coaching	11:00 am	•
Comp Requests	Rows per page: 20 🗸	1–1 of 1 < >
Reimbursement Request		

If you click on the title, you will be directed to the event's page where you can see all the details for your session.

W DEVI	DEMANN YOUNG ARTIST 《				•
9	Ellen Sensiba Artist Test Account	McClintock, Sensiba (Drar	natic Coaching)		
GENER	RAL	Sensiba/McClintock Coaching • Events •			Ø
	Dashboard				
	Calendar	A Overview ∷ Schedules ≡√	Tasks		
6	My Events				
=,	My Tasks	Aug 23 2023 11:00 AM	Aug 23 2023 12:00 PM	Other Event Type	
REQUE	ESTS	Start Date	End Date	Event type	
Ŧ	New Release	Event Details 🖉 Edit		Location 🖉 Edit	
<u>e;)</u>	Lesson Request				
.	Guest Faculty Session	All Day? No		9 в-5	
	Pianist Coaching				
8	Comp Requests	Additional Info 🔗 Edit			
•	Reimbursement Request	Additional into D Edit			
OTHER	2	Schedule Week 2 TEST (Aug 21-Aug 27)			
Ξ.	My Projects				Q

You can also see your session as an event in your schedule when you go to the Calendar page.

DEVELOPMENT PROGRAM	• 🚱
Ellen Sensiba Artist Test Account	
GENERAL	D All Filter = + (j)
🙆 Dashboard	Wednesday
Calendar	all-day
Co My Events	· · ·
≓y My Tasks	11am 11:00 - 12:00 McClintock, Sensiba (Dramatic Coaching) B-5,
REQUESTS	р-э,
Ħ New Release	12pm
) Lesson Request	
Guest Faculty Session	1pm 1:00 - 2:00 Larson, Sensiba (German)
Pianist Coaching	C-24.
Comp Requests	2pm

This is what the progress bar will look like when your faculty session request is denied. If you are confused by the status bar, remember to double check the status box (circled below).

Faculty session requests are denied when the requested session cannot be scheduled within the timeframe listed in the request ("This week," "Next week, " etc.)

Depending on the specific circumstances of your request, you might see a comment from a member of the admin team with additional information, or you may be copied on email correspondence regarding the denial.

DEVELOPMENT PROGRAM				۹ 😭
Ellen Sensiba Artist Test Account	Sensiba/McClintock	Coaching		ß
GENERAL	A Overview Events			
Calendar	0			
Co My Events	New	Received	Approved	Denied
≡y My Tasks		hoored	Approved	bonica
REQUESTS	Your request has been d	denied. View more details below.		
+ New Release				
(Lesson Request	Denied	Guest faculty se		est Faculty 🖉 Edit
Guest Faculty Session	Status	Request Type		Peter McClintock
Pianist Coaching	Additional Details 🖉 Edit	t		P Dramatic Coach
2 Comp Requests				

If you need to change the details of your session request at any point during the approval process, you must notify Meredith and Ellen in writing immediately. Depending on the circumstances, we will either edit your request for you or have you submit a new request.

Do not attempt to edit a faculty session request you have already submitted.

To view a list of your lesson requests, click on the "Faculty Session" button on the navigation bar located on the left hand side of the screen then click this "Lesson Requests" button.

HINDEMANN YOUNG ARTIST KINDEVELOPMENT PROGRAM		۹ 🚯
Ellen Sensiba Artist Test Account	Create new Lesson Request	
GENERAL		
C Dashboard	Main Details	
Calendar	1 Please submit this form for all lesson requests (voice, piano, etc.) and for weekly coachings	
My Events	with select guest faculty. All other coachings (repertoire, diction, etc.) are assigned by Myra on a weekly basis. If you	
≡y My Tasks	would like additional coachings of that nature, please feel free to tell her.	

You can filter this list based on status, date, and more by clicking on the filter button.

Denied release requests will not appear in the default "All" view of this list click "Denied" at the top of the list.

HINDEMANN YOUNG ARTIST «							۹ 😭
Ellen Sensiba Artist Test Account	List	of Releases					止 Download CSV
GENERAL		l 0 Submitted	0 Receive	d 🚺 Ap	proved 1 Der	nied	
🙆 Dashboard		-					
Calendar	Q	Search By Title				×	\$ <u>₹</u> \$
C My Events							
☴✔ My Tasks		Title	Requestor	Status	Reason for Release	Departure Date $ \psi $	Return Date
REQUESTS			Created				
😧 New Release	☆	Dentist Appointment	on 08-24- 2023 by Ellen	Approved	Medical Release	Mon Aug 28, 2023 11:00 am	Mon Aug 28, 2023 12:00 pm
Lesson Request			Sensiba				
Guest Faculty Session	4					Rows per page: 20 🗸	1-1 of 1 < >
Pianist Coaching							

SUBMITTING A PIANIST COACHING REQUEST ON A COMPUTER OR TABLET

Lindemann singers may request coachings with their pianist colleagues. These sessions will be scheduled depending on the pianist's availability as well as room availability.

To increase the possibility your session will make it on the upcoming week's schedule, requests must be submitted by 5:00PM EST on Wednesdays. Requests submitted after this deadline may not be accommodated. In the event your request conflicts with your AGMA/802 schedule or other Program related events, Ellen will notify you directly.

To submit a faculty coaching request, click on the "Pianist Coaching" button located on the navigation bar on the left hand side of the page. This will take you to a form page where you will enter the relevant information regarding your lesson.

LINDEMANN YOUNG ARTIST K		
Ellen Sensiba Artist Test Account	Create new Lesson Request	
GENERAL	Lesson Requests * Add	
Dashboard	Main Details	
Calendar	Please submit this form for all lesson requests (voice, piano, etc.) and for weekly coachings	
Co My Events	with select guest faculty. All other coachings (repertoire, diction, etc.) are assigned by Myra on a weekly basis. If you would like additional coachings of that nature, please feel free to tell her.	
≡ √ My Tasks	would like additional coachings of that hature, please reel free to tell her.	
REQUESTS	Title*	
🕂 New Release	The title of this lesson request; can be a combination of the name of the teacher and the rep you want to work on	
(Lesson Request		
Guest Faculty Session	Pianist	
Pianist Coaching	Please select a pianist using the list below	
Comp Requests		

Please Note: Parts of this form are the same as the Lesson Request form. Pay special attention to the fields and read the instructions on this form carefully to avoid confusion.

In order to submit this form, you will be required to read and accept the Pianist Coaching Waiver. If you have questions or concerns about a specific coaching with a Lindemann pianist, talk to Ellen.



After you submit a pianist coaching request, you will see a progress bar with the status of your request.

Ellen Sensiba Artist Test Account	Sensiba/Sanford Coaching	Ø
SENERAL		
Dashboard	Overview Events	
Calendar		
My Events		
₹ My Tasks	New Received Approv	ed Denied
REQUESTS	below.	
_	You will receive notifications as this request progresses, and can use this pag questions.	e to check for any updates or ask any
	questions.	e to check for any updates or ask any Pianist Ø Edit
Lesson Request		Pianist 🖉 Edit
Lesson Request Guest Faculty Session Pianist Coaching	Questions. New Coaching with a Lindemann pianist Status Request Type	Pianist Ø Edit Bin Sanford Pianist
Lesson Request Guest Faculty Session Pianist Coaching	questions. New Coaching with a Lindemann planist	Pianist Ø Edit Bin Sanford
Lesson Request Guest Faculty Session Pianist Coaching Comp Requests	Questions. New Coaching with a Lindemann pianist Status Request Type	Pianist Ø Edit Bin Sanford Pianist

When the status of your pianist coaching request changes, you will be notified either by email or with a bell notification. Bell notifications will appear at the top of your page. When you click on the bell, a dropdown menu will appear with any unread notifications.

HINDEMANN YOUNG ARTIST K DEVELOPMENT PROGRAM			9
Ellen Sensiba Artist Test Account		Notifications You have 1 unread messages	
	Dentist Appointment	NEW	F #
GENERAL	Releases + View	A release request status has been updated A release that you requested has been updated. Click to view more details.	Ø
Calendar	♠ Overview ∑ Emails	⊙ 1 minute ago	
C My Events		SEEN	

If at any point during the season, you are noticing changes made in Resonance, but you are not receiving bell notifications or email notifications, send a message to the Resonance support team and notify Ellen.

EINDEMANN YOUNG ARTIST K DEVELOPMENT PROGRAM				
Ellen Sensiba Artist Test Account	Sensiba/Sanford C	Coaching		ß
GENERAL				
🙆 Dashboard	♠ Overview Events			
Calendar		-	-	
My Events	D —	©		
≡, My Tasks	New	Received	Approved	Denied
REQUESTS	Your request has bee	en approved by the Lindemann team! Ple	ease review any additional details b	elow
+ New Release				
Lesson Request			Pianist	🖉 Edit
Guest Faculty Session	Approved Coa	aching with a Lindemai Request Type	nn pianist	
Pianist Coaching			В	Bin Sanford Pianist Dinyusanford@gmai
Comp Requests	Additional Details 🔗 E	dit		binyusantoro@gmai

When your pianist coaching request is approved, this is what the request page will look like.

If you click on the "Events" button (noted in the above screenshot), you will see the list of events associated with the form. This will contain a link to the event of your scheduled coaching.

* DEVELOPMENT PROGRAM						
Ellen Sensiba Artist Test Account	Sensiba/Sanford Coaching					
GENERAL	Lesson Requests • View					Ø
Dashboard						
Calendar	A Overview					
Co My Events				_		
≡ → My Tasks	List of Events			止 Downloa	id CSV	
REQUESTS	Q Search By Title		×	< ☆ =	- \$?	
🗧 New Release						
() Lesson Request	Event	Start Date \downarrow	Location \$	Schedule		
Guest Faculty Session	S Sensiba, Sanford (Audi	Fri Aug 25, 2023	216	Week 2 TEST (Aug 21-A	ug 27)	
Dianist Coaching	La Sensiba, Santora (Addi	12:30 pm				
Comp Requests			Rows per page:	20 🏏 1-1 of 1	<	>
Reimbursement Request						

If you click on the title, you will be directed to the event's page where you can see all the details for your coaching.

UNDEMANN YOUNG ARTIST K DEVELOPMENT PROGRAM			۹	
Ellen Sensiba Artist Test Account	Sensiba, Sanford (Audition A Sensiba/Sanford Coaching * Events * View			Ø
GENERAL				
Dashboard	♠ Overview 🗮 Schedules 🖘 Tas	ks		
Calendar				
Co My Events	Aug 25 2023 12:30 PM	Aug 25 2023 1:15 PM	Rep Coaching	
☴✔ My Tasks	Start Date	End Date	Event Type	
REQUESTS	Event Details 🖉 Edit		Location Ø Edit	
🕂 New Release				
Lesson Request	All Day? No		216	
Guest Faculty Session				
Pianist Coaching				
Comp Requests	Additional Info 🖉 Edit			
Reimbursement Request	Schedule Week 2 TEST (Aug 21-Aug 27)			
OTHER				
⊇ My Projects				Q

You can also see your coaching as an event in your schedule when you go to the Calendar page.

* UIN DE	IDEMANN YOUNG ARTIST 《		• (
F	Ellen Sensiba Artist Test Account		# □ ■ ■ ■	
GENE	ERAL		🗩 All Filter = 🛨 🤅	D
Ø	Dashboard		Friday	*
	Calendar	-11-1-1-1		*
5	My Events	all-day		~
≡,∕	My Tasks	11am	11:00 - 12:00 Babidge, Sensiba (Lesson) B-5.	
REQU	JESTS			
Ŧ	New Release	12pm		
•;)	Lesson Request	6	12:30 - 1:15 Sensiba, Sanford (Audition Arias) 216,	5
	Guest Faculty Session			1
	Pianist Coaching			

This is what the progress bar will look like when your coaching request is denied. If you are confused by the status bar, remember to double check the status box (circled below).

Lindemann pianist coaching requests are only denied when the requested session cannot be scheduled within the timeframe listed in the request ("This week," "Next week, " etc.) or when Myra instructs Ellen not to schedule that particular coaching.

Depending on the specific circumstances of your request, you might see a comment from a member of the admin team with additional information, or you may be copied on email correspondence regarding the denial.

LINDEMANN YOUNG ARTIST &					
Ellen Sensiba Artist Test Account	Sensiba/Robertson C	Coaching			Ø
GENERAL	✿ Overview ☐ Events				
📰 Calendar	New	Received	Approved	Denied	
■ My Tasks REQUESTS		enied. View more details below.			
 New Release Lesson Request 	Denied Coach	ing with a Lindema	Pianist	Ø Edit	
Guest Faculty Session	Status	Request Type	D	Deborah Robertson Pianist	

If you need to change the details of your coaching request at any point during the approval process, you must notify Meredith and Ellen in writing immediately. Depending on the circumstances, we will either edit your request for you or have you submit a new request.

Do not attempt to edit a pianist coaching request you have already submitted.

To view a list of your pianist requests, click on the "Pianist Coaching" button on the navigation bar located on the left hand side of the screen then click this "Lesson Requests" button.

DEVELOPMENT PROGRAM		۹ 🚯
Ellen Sensiba Artist Test Account	Create new Lesson Request	
GENERAL		
🙆 Dashboard	Main Details	
Calendar	Please submit this form for all lesson requests (voice, piano, etc.) and for weekly coachings	
Co My Events	with select guest faculty. All other coachings (repertoire, diction, etc.) are assigned by Myra on a weekly basis. If you	
=, My Tasks	would like additional coachings of that nature, please feel free to tell her.	

You can filter this list based on status, date, and more by clicking on the filter button.

Denied release requests will not appear in the default "All" view of this list click "Denied" at the top of the list.

MUNDEMANN YOUNG ARTIST «							۹ 😭
Ellen Sensiba Artist Test Account	List	of Releases					し Download CSV
GENERAL		0 Submitted	0 Receive	d 1 Ap	proved 1 Den	ied	
🙆 Dashboard							
Calendar	Q	Search By Title				×	公三份
My Events							
☴✔ My Tasks		Title	Requestor	Status	Reason for Release	Departure Date $ \psi $	Return Date
REQUESTS			Created				
+ New Release	☆	Dentist Appointment	on 08-24- 2023 by Ellen	Approved	Medical Release	Mon Aug 28, 2023 11:00 am	Mon Aug 28, 2023 12:00 pm
Lesson Request			Sensiba				
Guest Faculty Session	4					Rows per page: 20 🗸	1–1 of 1 < >
Pianist Coaching							

LOGGING IN ON A SMARTPHONE

To access your Resonance portal, go to <u>www.lindemann.resonancehq.app</u> in the browser of your choice. We recommend using Google Chrome or Safari, but Resonance will work on any browser. To login, enter your email address and the password you set at the beginning of the season. If you need to reset your password, click on the "Forgot Password" button. You will be sent an automated email with instructions on how to reset your password.

Sign in to Lindemann	
Enter your details below.	
Email address	
Password	16
Remember me	Forgot password
Login	

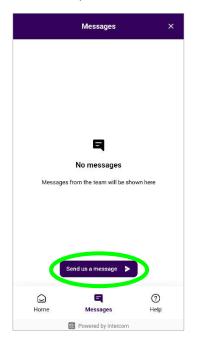
Pro Tip: You will need to access Resonance regularly during the season. We recommend you save the homepage to your bookmarks bar and make note of your password.

MESSAGING THE RESONANCE TEAM ON A SMARTPHONE

If, at any point, you encounter an error or have a question on using Resonance, you can click the purple bubble in the bottom right corner. This will open a window where you can chat with the Resonance support team.

≡	•	RESONANCE
No of Releases		I Ellen! [≫]How can we help?
No of Reimbursement Requests		Send us a message We'll be back online tomorrow
 ≈ 0.0% 		Search for help Q
		Accessing an Opportunity Application
lo of Lesson Requests		Schedule a demo or meeting with us!
~ 0.0% 6		Find a time
ist of Events		
Event	0	Home Messages Help

If you are at the Met and have an unreliable internet connection, call Ellen's desk phone and she should be able to help or contact Resonance on your behalf.

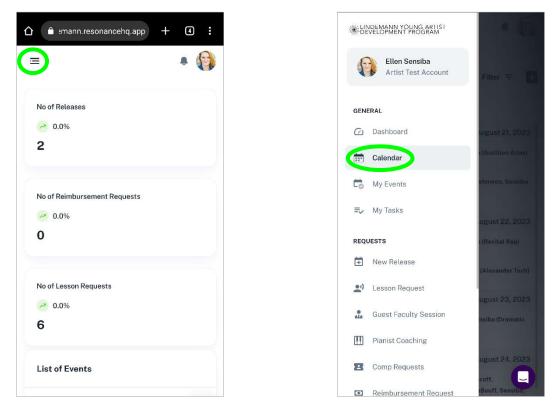


Please Note: This chat function is only for problems relating to the function of the Resonance platform. Do not message the Resonance support team with questions about your schedule, cancellations, repertoire, or other Program related issues. Those things should be directed to Meredith or Ellen.

VIEWING YOUR SCHEDULE ON A SMARTPHONE

As per the LYADP Handbook, Program schedules are sent out on Friday evenings for the upcoming week. It is essential that Lindemann Artists check their schedule regularly to ensure they arrive to all scheduled sessions prepared and on time.

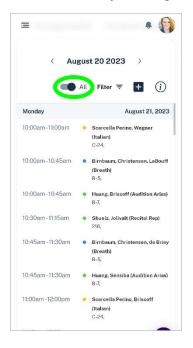
To access your schedule, click on the menu button located in the top left corner of your screen to open the navigation bar, then click the "Calendar" button. This will take you to your schedule page.



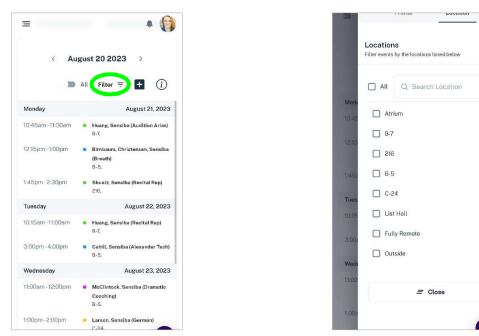
The default schedule view on smartphones is this daily agenda format. Unfortunately, you cannot change the view like you can when viewing on a computer.

	• (
< Au	gust 20 2023 >
	All Filter \Xi 🚹 🤃
Monday	August 21, 2023
10:45am-11:30am	 Huang, Sensiba (Audition Arias) B-7,
12:15pm - 1:00pm	 Birnbaum, Christensen, Sensiba (Breath) B-5,
1:45pm - 2:30pm	 Sbuelz, Sensiba (Recital Rep) 216,
Tuesday	August 22, 2023
10:15am -11:00am	 Huang, Sensiba (Recital Rep) B-7,
3:00pm - 4:00pm	 Cahill, Sensiba (Alexander Tech B-5,
Wednesday	August 23, 202
11:00am - 12:00pm	 McClintock, Sensiba (Dramatic Coaching) B-5,
1:00pm - 2:00pm	Larson, Sensiba (German)

By default, Resonance will only show you the events you are tagged in. You can change this and view the entire schedule by clicking the toggle button next to the word "All".



Please note that after selecting this, the events will appear in chronological order regardless of location, event type, or users tagged. You can filter events by location and user profile by clicking the "Filter" button. A side menu will appear where you can select the locations and profiles you wish to see.



When filters are applied, they will appear at the top of the calendar view.

	* (
< Au	gust 20 2023 >
Locations: B-5 B-7	📄 All 🛛 Filter \Xi
Monday	August 21, 2023
10:45am-11:30am	 Huang, Sensiba (Audition Arias) B-7,
12:15pm - 1:00pm	 Birnbaum, Christensen, Sensiba (Breath) B-5,
Tuesday	August 22, 2023
10:15am - 11:00am	 Huang, Sensiba (Recital Rep) B-7,
3:00pm - 4:00pm	 Cahill, Sensiba (Alexander Tech B-5.
Wednesday	August 23, 2023
11:00am - 12:00pm	 McClintock, Sensiba (Dramatic Coaching) 8-5.
Thursday	August 24, 2023

Pro Tip: If you are trying to determine when a specific location or person is available, you can select the "All" button and filter accordingly. This is especially helpful if you are trying to determine possible practice times.

×

To see additional details about specific events, simply click on the event title. A window will open with the date, time, location, individuals called, comments, and more.

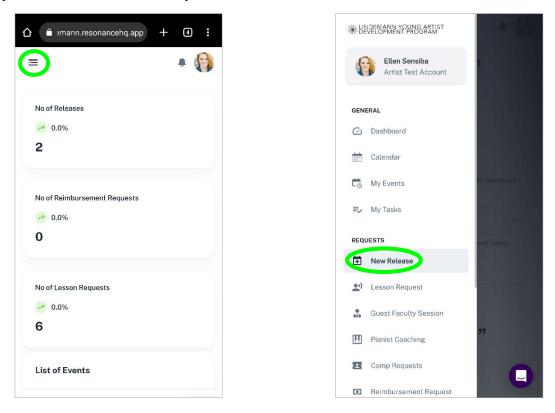
Event View Ed	t Event View Event
Huang	r, Sensiba
(Audit	ion Arias)
Aug 21 2023	Aug 21 2023
10:45 AM	11:30 AM
Start Date	End Date
Latest	Add
Comments	Comment
10 (14/2). (50.000)	aching Type
Location	6

You will notice there are buttons for linking your Resonance schedule to a Google Calendar or Outlook Calendar. As of August 24, 2023, the development team at Resonance has not finalized this feature. Once it is enabled, further information will be distributed for your reference.

SUBMITTING A RELEASE REQUEST ON A SMARTPHONE

As per the LYADP Handbook, you must secure a release for *anything* that would require you to take time away from the Program. This includes, but is not limited to outside performances, competitions, auditions that are not organized by the Program, doctor appointments, hair appointments, and family obligations.

To submit a release request, click on the menu button located in the top left corner of your screen to open the navigation bar, then click the "New Release" button. This will take you to a form page where you will enter the details of your release.



Please Note: You must always factor in travel time when entering your release request. The departure time is when you want to walk out of the Met, and the return time is when you will start your next session back at the Met.

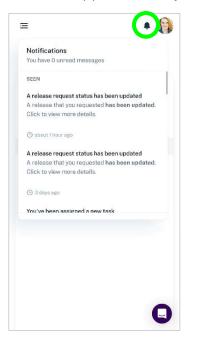
You will be required to enter the type of release you are requesting (shown in the pop-up menu). All requests for outside engagements, competitions, and auditions must be approved by both Meredith and Melissa.

= + (Ξ	• 6
a reate new Release Request		Create new Release Request Releases - Add	
		Select Reason for Release	0
Request Details		Outside Engagement	C
Title* Briefly explain the nature of the release (ex: Beethoven		Competition	С
9th Concert)		Audition	C
Select Reason for Release*		Medical Release	C
otes		Personal Release	С
Font : 16px : Normal : B $I \ \cup \ \odot \ A \ \boxtimes$ $I \equiv \Box \ \Box \ X^2 \ X_2 \ \leftrightarrow \ \%$ $\cdot T \equiv \ \odot \ \Box \ f_X \ I_X$ Write something awesome	3	Font : 16px : Normal : B $I \ \cup \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	C

After you submit a release request, you will see a progress bar with the status of your request.

	۹ 🚯
Dentist Appointment Releases · View	Actions 👻
Submitted Received	Approved
Please find the release req submitted below. You can e this request by using the Er below. You will receive notification request progresses, and ca page to check for any upda questions.	dit details of dit buttons ns as this n use this
	al Release

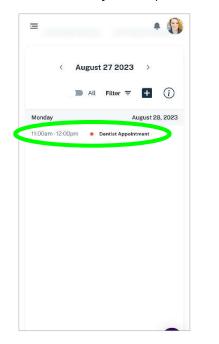
When the status of your request changes, you will be notified either by email or with a bell notification. Bell notifications will appear at the top of your page. When you click on the bell, a dropdown menu will appear with any unread notifications.

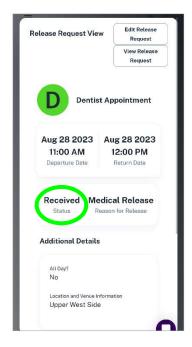


If at any point during the season, you are noticing changes made in Resonance, but you are not receiving bell notifications or email notifications, send a message to the Resonance support team and notify Ellen.

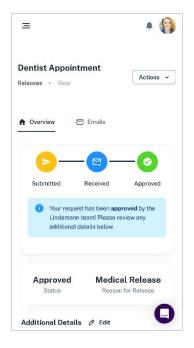
After your release is submitted, you will notice that it will appear as an event in your schedule automatically. This does not necessarily mean that your release has been approved.

If you click on this event, a window will pop up with the details of your request, including a box that shows the status of your request.

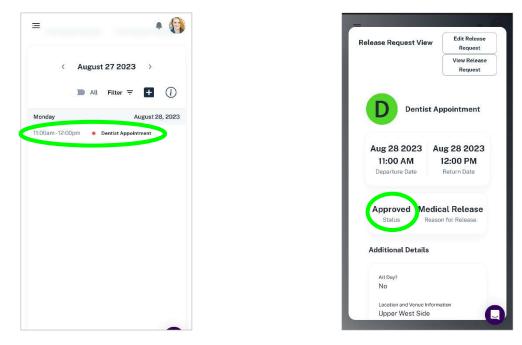




When your release request is approved, this is what the release page will look like.



In the calendar, your release will look the same as it did when it was still pending, but if you click on the event block, you will see that the status has changed to Approved.



When your release request is denied, this is what the progress bar will look like. Depending on the specific circumstances of this release, you might see a comment from a member of the admin team with additional information, or you may be copied on email correspondence regarding the denial.

— Dentist Appoin eleases - View	tment	Actions ~
Overview		
Current St	atus : Denied	
	2	-0
Submitted	Received	Approved
Your reque more deta	est has been den ils below.	ied. View
Denied Status		I Release
Additional Detail	ls 🖉 Edit	

If you need to change the details of your release request at any point during the approval process, you must notify Meredith and Ellen in writing immediately. Depending on the circumstances, we will either edit your release request for you or have you submit a new request.

Do not attempt to edit a release request you have already submitted.

To view a list of your release requests, open the navigation bar and click on the "New Release" button, then click this "Releases" button.

UNDEMANN YOUNG ARTIST		=
Ellen Sensiba Artist Test Account	•	Create new Release Request Releases Add
GENERAL		
Dashboard		Request Details
Calendar		Title*
📩 My Events	nic Boothoven.	Briefly explain the nature of the release (ex: Beethoven 9th Cancert)
≡y My Tasks		Select Reason for Release' ~
REQUESTS	med: solded	The reason why this person is being released; select
🗄 New Release		an option from the list below
Lesson Request		Font \$ 16px \$
Guest Faculty Session		Normal ÷ BIUS A XA
Pianist Coaching	39	≣≣⊑⊑ x² x₂ ↔ >> •¶ = 6 ⊡ ⊟ f _x T _x
Comp Requests		<u>na</u>
 Reimbursement Reques 		Write something awesome

You can filter this list based on status, date, and more by clicking on the filter button. Denied release requests may not appear in the default "All" view of this list. To view release requests that have been denied, use these arrows to scroll through the top filters and click "Denied."

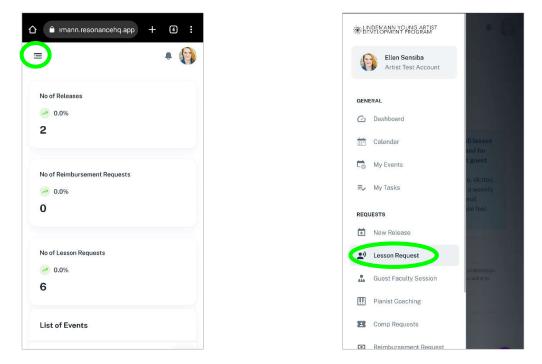
	•	=
leases	<u>.</u>	List of Releases
All 🧕	Submitted >	< 0 Approved
rch By Title	×	Q Search By Title
	र्थ 👳 प्र	
e	Requestor Statu	Title Reques
entist Appointment	Created on 08-24- 2023 by Appr Ellen Sensiba	Created on 06-2 Dentist Appointment 2023 by Ellen Sensiba
erpage: 20 🗸	1-1 of 1 < >	Rows per page: 20 ~ 1

SUBMITTING A LESSON REQUEST ON A SMARTPHONE

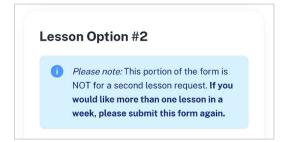
As per the LYADP Handbook, Lindemann Artists are responsible for communicating with their teachers to determine possible lesson times before submitting a lesson request. To ensure your lesson makes it on to the upcoming week's schedule, lesson requests must be submitted by 5:00PM EST on Wednesdays. Requests submitted after this deadline may not be accommodated.

In the event your proposed lesson times conflict with your AGMA/802 schedule or other Program related events, Ellen will notify you directly so you can readjust as needed with your teacher. If this happens, you may be asked to submit another lesson request.

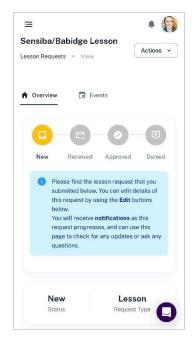
To submit a lesson request, click on the menu button located in the top left corner of your screen to open the navigation bar, then click the "Lesson Request" button. This will take you to a form page where you will enter the details regarding your lesson.



The lesson request form asks for two options for lesson times. You are not required to provide a second lesson option, but it will increase the chances of you getting a lesson during the upcoming week. If you would like two lessons in one week, you need to submit the form twice.



After you submit a lesson request, you will see a progress bar with the status of your request.



When the status of your lesson request changes, you will be notified either by email or with a bell notification. Bell notifications will appear at the top of your page. When you click on the bell, a dropdown menu will appear with any unread notifications.

Notification	IS
You have 0 un	read messages
SEEN	
A release req	uest status has been updated
A release tha	t you requested has been updated.
Click to view	more details.
🕒 about 1 hour	ago
A release req	uest status has been updated
	t you requested has been updated.
Click to view	more details.
🕒 3 days ago	
You've heen a	assigned a new task

If at any point during the season, you are noticing changes made in Resonance, but you are not receiving bell notifications or email notifications, send a message to the Resonance support team and notify Ellen. When your lesson request is approved, this is what the request page will look like.

Sensiba/Babidge Les Lesson Requests - View	Actions 🗸
A Overview	nts
New Received	Approved Denied
Your request has t Lindemann team! additional details	Please review any
Approved Status	Lesson Request Type
Lesson Option #1 🖉 E	dit
6	

If you click on the "Events" button (noted in the above screenshot), you will see the list of events associated with the form. This will contain a link to the event of your approved lesson.

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Sensiba/Babidge Lesson Lesson Requests + View	Actions 🗸
Overview Events	
List of Events	ٹ
Q Search By Title	×
☆	≞ &
Event	Ev Ty
🔂 🖪 Babidge, Sensib	a (Lesson) 🛛 🖡
Rows per page: 20 ∽ 1-1 of	1 < >

If you click on the title, you will be directed to the event's page where you can see all the details for your lesson.

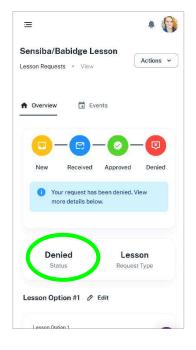
Ξ	• 😭
Babidge, Sensiba (Le	sson)
Sensiba/Babidge Lesson * 1 * View	Events Actions v
A Overview	Schedule: >
Aug 25 2023 11:00 A AM	ug 25 2023 12:00 PM
Start Date	End Date
Event Details 🔗 Edit	
All Day? No	
Additional Info 🖉 Edit	

You can also see your lesson as an event in your schedule when you go to the Calendar page.

Thursday	August 24, 2023
9:00am - 10:00am	 Schneider, Briscoff, Christensen, LaBouff, Sensiba, Wegner (Group Movement) B-5,
11:00am - 12:00pm	 Scarcella Perino, Sensiba (Italian) C-24,
2:00pm - 2:45pm	 Huang, Sensiba (Cherubino) B 7.
3:00pm - 4:00pm	 Schnaible, Sensiba, Jolivatt (Lesson) Outside.
4:30pm - 6:00pm	 All LYAs (Studio Class) List Hall.
Friday	August 25, 2023
11:00am - 12:00pm	 Babidge, Sensiba (Lesson) B-5,
12:30pm - 1:15pm	 Sensiba, Sanford (Audition Arias) 216.
2:00pm - 3:00pm	 Schnelder, Sensiba (Movement)

This is what the progress bar will look like when your lesson request is denied. If you are confused by the status bar, remember to double check the status box (circled below).

Lesson requests are denied when none of the lesson options provided in the request work in the schedule. Depending on the specific circumstances of your lesson request, you might see a comment from a member of the admin team with additional information, or you may be copied on email correspondence regarding the denial.



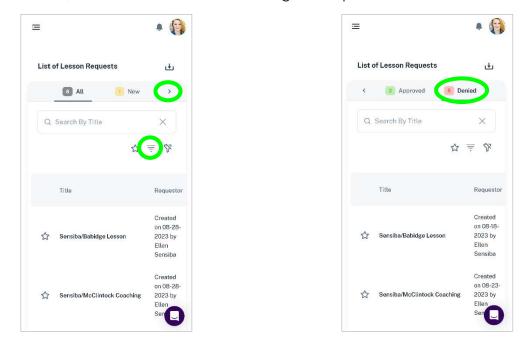
If you need to change a lesson request at any time during the approval process, you must contact Ellen immediately, preferably by email. Depending on the circumstances, we will either edit your lesson request for you or have you submit a new request.

Do not attempt to edit a lesson request you have already submitted.

To view a list of your lesson requests, open the navigation bar and click on the "Lesson Request" button, then click this "Lesson Requests" button. This is also how you will view faculty coaching and pianist coaching requests.

LINDEWANN YOUNG ARTIST		_ Ξ	* 4
Ellen Sensiba Artist Test Account		Create new Lesson F	lequest
GENERAL			
🙆 Dashboard		Main Details	
Calendar	ill lesson and for	requests (voice, p	
My Events	t guest	faculty.	with select guest
≡, My Tasks	e, diction, a weekly met/	etc.) are assigned basis. If you would	
REQUESTS	ise feel	coachings of that free to tell her.	nature, please feel
😧 New Release			
•) Lesson Request		Title*	
Guest Faculty Session	sambiantics system to	The title of this lesson reque of the name of the teacher a work on	
Pianist Coaching			
Comp Requests			-
 Reimbursement Request 		Staff	

You can filter this list based on status, date, and more by clicking on the filter button. Denied lesson requests may not appear in the default "All" view of this list. To view release requests that have been denied, use these arrows to scroll through the top filters and click "Denied."

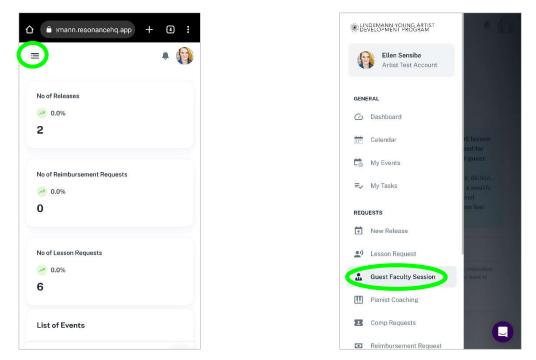


SUBMITTING A FACULTY COACHING REQUEST ON A SMARTPHONE

Lindemann Artists can request sessions with faculty members including (but not limited to) Deb Birnbaum, Peter McClintock, and Dr. Don Greene. These sessions will be scheduled depending on your availability as well as faculty availability.

To ensure your session makes it on to the upcoming week's schedule, requests must be submitted by 5:00PM EST on Wednesdays. Requests submitted after this deadline may not be accommodated. In the event your proposed lesson times conflict with your AGMA/802 schedule or other Program related events, Ellen will notify you directly.

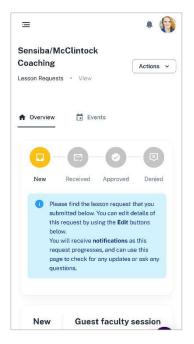
To submit a faculty session request, click on the menu button located in the top left corner of your screen to open the navigation bar, then click the "Faculty Session" button. This will take you to a form page where you will enter the details regarding your faculty session.



When filling out this form, you will notice that you can only select certain Faculty members from the drop-down menu. If you would like a session with someone not included on this form, such as a principal artist, please email your request to Meredith. If you would like a coaching with another regular member of our Faculty, please talk to Myra.

Please Note: Parts of this form are the same as the Lesson Request form. Pay special attention to the fields and read the instructions on this form carefully to avoid confusion.

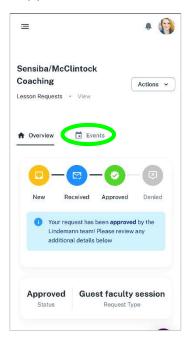
After you submit a faculty session request, you will see a progress bar with the status of your request.



When the status of your faculty session request changes, you will be notified either by email or with a bell notification. Bell notifications will appear at the top of your page. When you click on the bell, a dropdown menu will appear with any unread notifications.

Notification	s	
You have 0 ur	read messages	
SEEN		
A release req	uest status has been upo	iated
A release tha	t you requested has bee	n updated.
Click to view	more details.	
🕑 about 1 hou	ago	
A release req	uest status has been upo	dated
A release tha	t you requested has bee	n updated.
Click to view	more details.	
③ 3 days ago		
You've heen a	ussigned a new task	

If at any point during the season, you are noticing changes made in Resonance, but you are not receiving bell notifications or email notifications, send a message to the Resonance support team and notify Ellen. When your faculty session request is approved, this is what the request page will look like.



If you click on the "Events" button (noted in the above screenshot), you will see the list of events associated with the form. This will contain a link to the event of your approved lesson.

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Sensiba/McClintock Coaching Lesson Requests • View	Actions 👻
A Overview 📑 Events	
List of Events	ţ
Q Search By Title	× ≈ ₹
Event	
C M McClintock, Se	ensiba (Dramatic Ce
Rours per page: 20 × 1-1/	f1 (\

If you click on the title, you will be directed to the event's page where you can see all the details for your session.

=	+ 🚯
McClintock, Sensiba (Dramatic Coaching) Sensiba/McClintock Coaching • View	Actions ~
A Overview ⋮≡	Schedule: >
Aug 23 2023 11:00 AM Start Date	Aug 23 2023 12:00 PM End Date
Event Details 🖉 Edit	
Ali Day? No	
	-

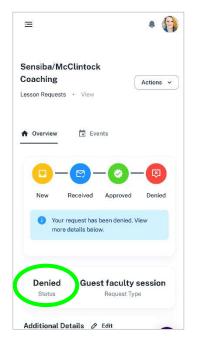
You can also see your session as an event in your schedule when you go to the Calendar page.

	* 4
Link Google Cal	lendar Link OutLook Calendar
< Au	igust 20 2023 >
	All Filter - 🚹
Wednesday	August 23, 2023
1:00am - 12:00pm	 McClintock, Sensiba (Dramatic Coaching)
:00pm - 2:00pm	 Larson, Sensiba (German) C-24,
3:30pm - 4:15pm	 Sbuelz, Sensiba (Role Prep) 216,
Thursday	August 24, 2023
9:00am - 10:00am	 Schneider, Briscoff, Christensen, LaBouff, Sensiba, Wegner (Group Movement) B-5,
11:00am - 12:00pm	 Scarcella Perino, Sensiba (Italian) C-24.

This is what the progress bar will look like when your lesson request is denied. If you are confused by the status bar, remember to double check the status box (circled below).

Faculty session requests are denied when the requested session cannot be scheduled within the timeframe listed in the request ("This week," "Next week, " etc.)

Depending on the specific circumstances of your request, you might see a comment from a member of the admin team with additional information, or you may be copied on email correspondence regarding the denial.



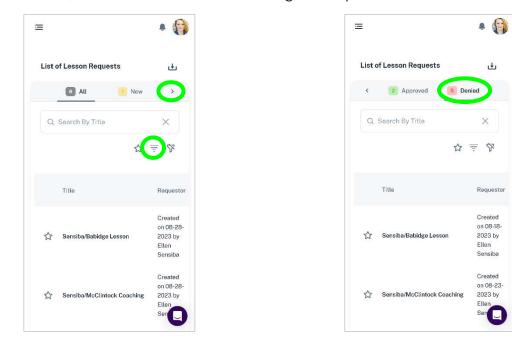
If you need to change a faculty session request at any time during the approval process, you must contact Ellen immediately, preferably by email. Depending on the circumstances, we will either edit your lesson request for you or have you submit a new request.

Do not attempt to edit a faculty session request you have already submitted.

To view a list of your faculty session requests, open the navigation bar and click on the "Lesson Request" button, then click this "Lesson Requests" button. This is also how you will view lesson and pianist coaching requests.

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Ellen Sensiba Artist Test Accourt	t	Create new Lesson I	Request
GENERAL			
🙆 Dashboard	1000	Main Details	
Calendar	ill lesson and for		is form for all lesson piano, etc.) and for
My Events	L guest	weekly coaching faculty.	s with select guest
 My Tasks 	e, diction, a weekly		gs (repertoire, diction, I by Myra on a weekly d like additional
QUESTS	ise feel	coachings of that free to tell her.	nature, please feel
New Release			
Lesson Request		Title*	
Guest Faculty Session	a want to	The title of this lesson requ of the name of the teacher work on	
Pianist Coaching			
Comp Requests		2	-
Reimbursement Reque		Staff	

You can filter this list based on status, date, and more by clicking on the filter button. Denied lesson requests may not appear in the default "All" view of this list. To view release requests that have been denied, use these arrows to scroll through the top filters and click "Denied."



SUBMITTING A PIANIST COACHING REQUEST ON A SMARTPHONE

Lindemann singers may request coachings with their pianist colleagues. These sessions will be scheduled depending on the pianist's availability as well as room availability.

To increase the possibility your session will make it on the upcoming week's schedule, requests must be submitted by 5:00PM EST on Wednesdays. Requests submitted after this deadline may not be accommodated. In the event your request conflicts with your AGMA/802 schedule or other Program related events, Ellen will notify you directly.

To submit a lesson request, click on the menu button located in the top left corner of your screen to open the navigation bar, then click the "Pianist Coaching" button. This will take you to a form page where you will enter the details regarding your coaching.

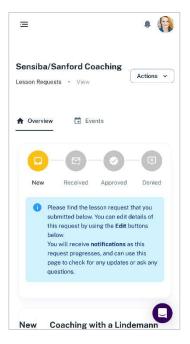
a) and ann.resonancehq.app + ① : ■	Ellen Sensiba
No of Releases	GENERAL C Dashboard Calendar II lesson
No of Reimbursement Requests	Equests Catendar ind for if to sum if for if to sum if t
No of Lesson Requests	New Release Lesson Request Guest Faculty Session
List of Events	Planist Coaching Comp Requests Reimbursement Request

Please Note: Parts of this form are the same as the Lesson Request form. Pay special attention to the fields and read the instructions on this form carefully to avoid confusion.

In order to submit this form, you will be required to read and accept the Pianist Coaching Waiver. If you have questions or concerns about a specific coaching with a pianist, talk to Ellen.



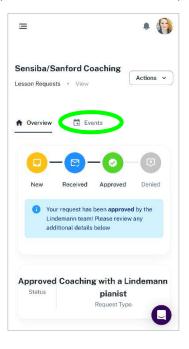
After you submit a coaching request, you will see a progress bar with the status of your request.



When the status of your coaching request changes, you will be notified either by email or with a bell notification. Bell notifications will appear at the top of your page. When you click on the bell, a dropdown menu will appear with any unread notifications.

Notification	s
You have 0 uni	read messages
SEEN	
A release requ	uest status has been updated
A release that	you requested has been updated.
Click to view n	nore details.
🕒 about 1 hour	ago
A release requ	iest status has been updated
A release that	you requested has been updated.
Click to view n	nore details.
🕒 3 days ago	
You've heen a	ssigned a new task

If at any point during the season, you are noticing changes made in Resonance, but you are not receiving bell notifications or email notifications, send a message to the Resonance support team and notify Ellen. When your coaching request is approved, this is what the request page will look like.



If you click on the "Events" button (noted in the above screenshot), you will see the list of events associated with the form. This will contain a link to the event of your approved lesson.

Ξ	• 🚯
Sensiba/Sanford Coaching Lesson Requests * View	Actions v
A Overview Events	
List of Events	Ł
Q Search By Title	×
\$	≡ &
Event	Clear Filters
7 S Sensiba, Sanford (/	Audition Arias)
Rows per page: 20 ∽ 1-1 of 1	< >

If you click on the title, you will be directed to the event's page where you can see all the details for your coaching.

Ξ	• 😭
Sensiba, Sanford (A Arias) Sensiba/Sanford Coaching • View	Actions ~
A Overview	∃ Schedule: >
Aug 25 2023 12:30 PM Start Date	D Aug 25 2023 1:15 PM End Date
Event Details 🔗 Edit	
All Day? No	

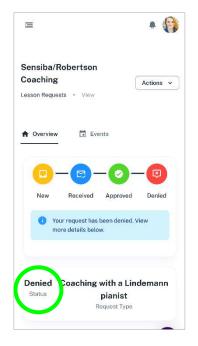
You can also see your coaching as an event in your schedule when you go to the Calendar page.

9:00am - 10:00am	 Schneider, Briscoff, Christensen, LaBouff, Sensiba, Wegner (Group Movement)
11:00am - 12:00pm	 B-5. Scarcella Períno, Sensiba
	(Italian) C-24.
2:00pm-2:45pm	 Huang, Sensiba (Cherubino) B-7,
3:00pm - 4:00pm	 Schnalble, Sensiba, Jolivalt (Lesson) Dutside,
4:30pm - 6:00pm	All LYAs (Studio Class) List Hall,
Friday	August 25, 2023
11:00am - 12:00pm	 Babidge, Sensiba (Lesson) B₂5
12:30pm - 1:15pm	 Sensiba, Sanford (Audition Arias)
2:00pm - 3:00pm	 Schneider, Sensiba (Movement) B-5,

This is what the progress bar will look like when your coaching request is denied. If you are confused by the status bar, remember to double check the status box (circled below).

Lindemann pianist coaching requests are only denied when the requested session cannot be scheduled within the timeframe listed in the request ("This week," "Next week, " etc.) or when Myra instructs Ellen not to schedule that particular coaching.

Depending on the specific circumstances of your request, you might see a comment from a member of the admin team with additional information, or you may be copied on email correspondence regarding the denial.



If you need to change a coaching request at any time during the approval process, you must contact Ellen immediately, preferably by email. Depending on the circumstances, we will either edit your lesson request for you or have you submit a new request.

Do not attempt to edit a pianist coaching request you have already submitted.

To view a list of your coaching requests, open the navigation bar and click on the "Pianist Coaching" button, then click this "Lesson Requests" button. This is also how you will view faculty coaching and lesson requests.

LINDEMANN YOUNG ARTIS DEVELOPMENT PROGRAM	т [.]	三	
Ellen Sensiba Artist Test Accou	nt	Create new Lesson Rev Lesson Requests Add	quest
GENERAL			
🙆 Dashboard		Main Details	
Calendar	ill lesson and for	Please submit this for requests (voice, plan	
My Events	tguest	weekly coachings wi faculty.	
 My Tasks 	e, diction, a weekly mal	All other coachings (r etc.) are assigned by basis. If you would lik	Myra on a weekly
QUESTS	ise teel	coachings of that nate free to tell her.	
New Release			
) Lesson Request		Title*	
Guest Faculty Sessio	n v want to	The title of this lesson request; of the name of the teacher and work on	
] Pianist Coaching			
Comp Requests	G		6
Reimbursement Requ		Staff	

You can filter this list based on status, date, and more by clicking on the filter button. Denied lesson requests may not appear in the default "All" view of this list. To view release requests that have been denied, use these arrows to scroll through the top filters and click "Denied."

