

StageFit

User Guide

This user guide is divided into three sections:

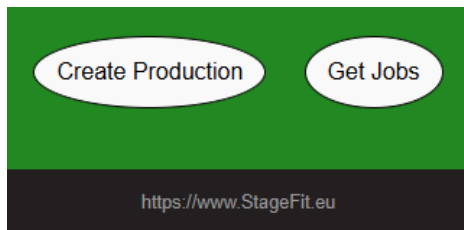
1. For Actors and Crew
2. For Directors
3. App Installation

Actors and crew do **not** need to read the *For Directors* section.

It is recommended to read this pdf document on a tablet, laptop, or computer monitor. A mobile phone screen will be too small for convenient reading.

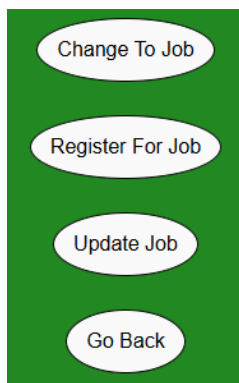
Section 1: For Actors and Crew

Assuming you have downloaded and installed the app (see Section 3: *App Installation*), you will see an opening screen entitled *What To Do Next*. It will have two buttons:



- Select the *Get Jobs* button.

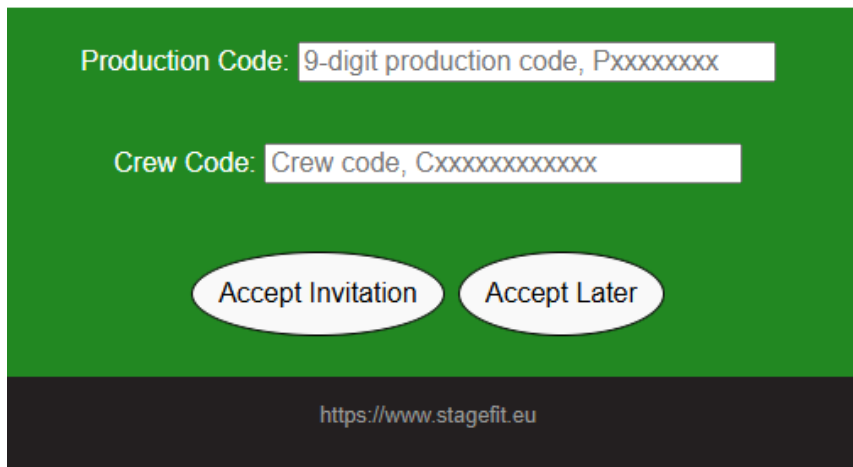
You will see a screen entitled *Your Acting and Crew Jobs*. It will be blank because you don't have any jobs yet, and will have these buttons:



- Select the *Register for Job* button.

You will see a screen entitled *Production Registration*.

At the bottom of the screen, it will ask you to enter two codes, the Production Code and the Crew Code. This will have been emailed to you from the StageFit app used by the director.

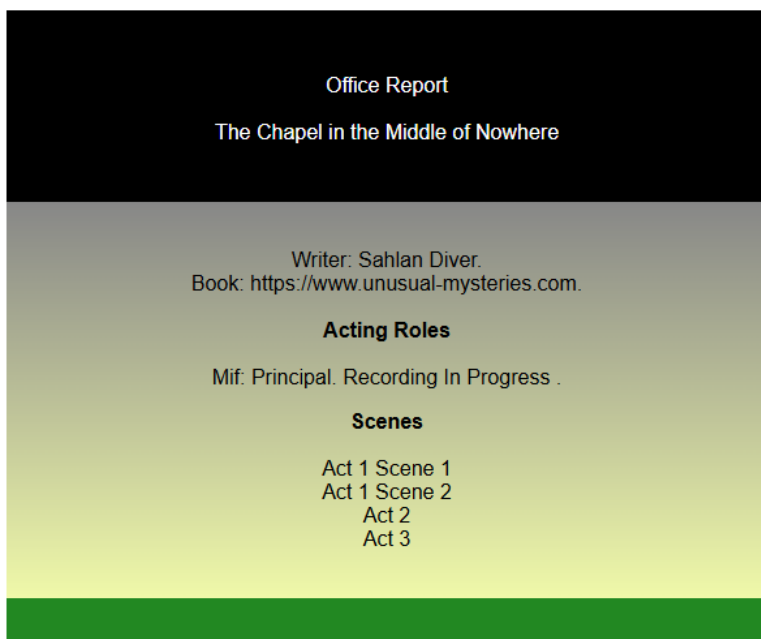
A screenshot of a mobile application screen with a green background. At the top, it says "Production Code:" followed by a white input field containing the placeholder text "9-digit production code, Pxxxxxxx". Below this, it says "Crew Code:" followed by a white input field containing the placeholder text "Crew code, Cxxxxxxxxxxx". At the bottom, there are two white oval buttons with black text: "Accept Invitation" and "Accept Later". At the very bottom, there is a dark grey bar with the URL "https://www.stagefit.eu" in white text.

- Enter the codes and select *Accept Invitation*

Please note: these codes are one-offs. You will not be asked to enter them again. They are not passwords and do not need to be remembered. The production code always begins with an upper-case P and the crew code with an upper-case C. In the combination of letters and numbers, any '0' is always the number zero, not the upper-case letter 'O'.

You will then see a summary report for the production, listing your role or roles.

Here is an example:

A screenshot of a mobile application screen showing a summary report. The background is a gradient from black at the top to green at the bottom. The text is white. It starts with "Office Report" in a large font, followed by "The Chapel in the Middle of Nowhere". Below that, it says "Writer: Sahlan Diver." and "Book: https://www.unusual-mysteries.com.". Then, it says "Acting Roles" and "Mif: Principal. Recording In Progress .". Finally, it says "Scenes" and lists "Act 1 Scene 1", "Act 1 Scene 2", "Act 2", and "Act 3".

This example screen above sets out the details of production. Under *Acting Roles*, it states the actor will be playing the part of *Mif* for which they will be the principal. It also lists the scenes, for each of which a separate audio recording must be made of the actors lines.

Note that your status as an actor can be one of three:

- Principal
- Alternate
- Understudy

Principal indicates you are the main actor for the part.

Alternate applies when you are scheduled to alternate the role with the principal actor

Understudy is for when you have to know the role in case the Principal or Alternate is not available, for example due to illness.

- ❖ For principals and for the stage manager, you will be responsible for making an audio recording of your character's lines using StageFit's very easy-to-use audio recording capabilities.
- ❖ Alternates and understudies do not need to make a recording. They will use the recording made by the Principal.
- ❖ The Stage Manager is required to make a recording of the technical cue lines and stage direction lines in the script.

StageFit handles the situation that an actor may be playing more than one role, and also they may be Principal for one role and Alternate and Understudy for others.

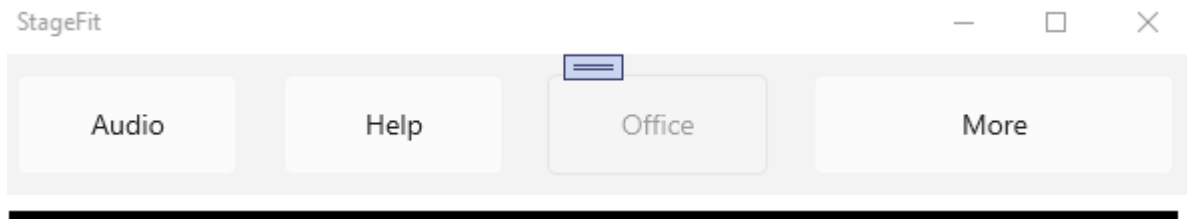
Principals and Stage Manager should read Section 2, *Recording Your Lines*

Alternates, Understudies and Crew can skip Section 2 and go straight on to Section 3,

Practising Your Lines and Cues

Section 2: Recording Your Lines

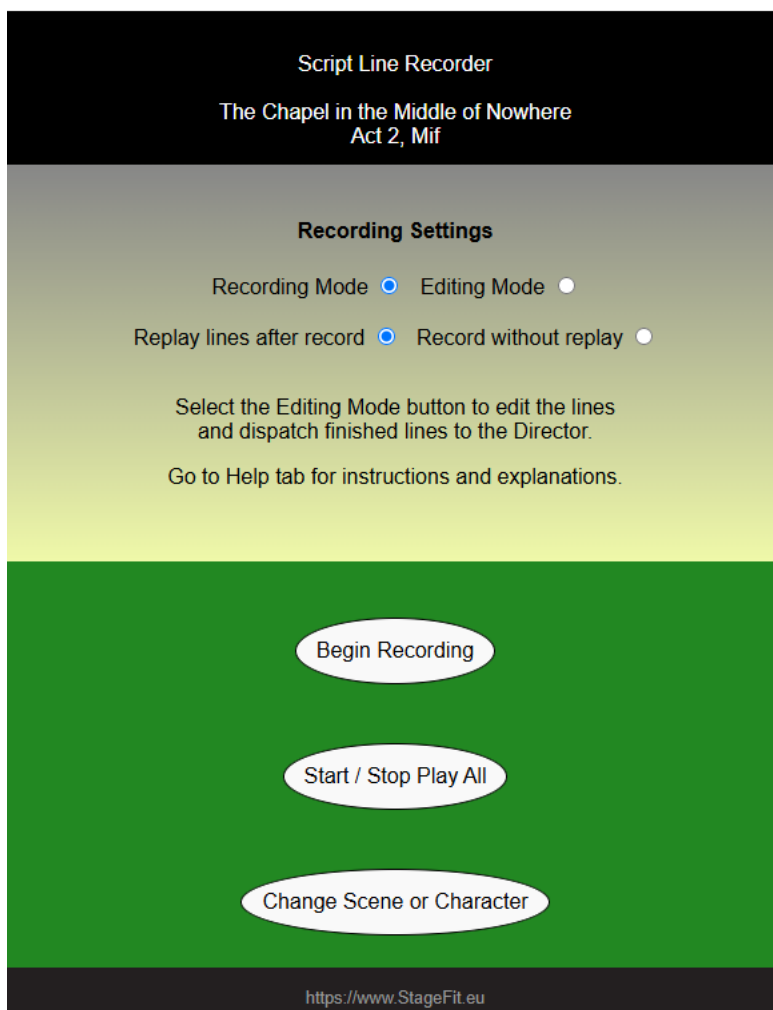
There are four tabs at the top of the StageFit app screen:



The currently displayed tab (in this case Office) is greyed out. You can select any of the other tabs to move between the features offered by the app.

- Select the *Audio* tab

You will see a screen similar to this:



At the top it tells you the production name and the scene and character name for which you are recording the lines.

- Have your script ready and press *Begin Recording*
- Each time the app is ready for you to speak a line, you will hear a “ding” sound
- Start speaking the line when you are ready. Take your time. The app will wait for you.
- When you finish the line, the app will detect the silence and after about two seconds it will play the line back to you.
- Wait for the “ding” and move on to the next line.
- **Important: Remember you are only recording your own character’s lines, not the lines of every other character in the script, which you must pass over without recording.**

Some good advice

1. Don’t panic!
2. It’s not an audition. It’s not a test. It’s not a performance. If you fluff the line, simply repeat it after the next “ding”. In fact, repeat the line as many times as you need.. The director will be able to delete any fluffed lines and use only the best one.
3. There’s no hurry to start speaking the line immediately after the “ding”. The app is intelligent (No, it doesn’t use AI; it uses *human* intelligence) and it will discard from the recording any opening silence before you speak, similarly any trailing silence after you have finished speaking the line.
4. We recommend speaking the line clearly. We probably don’t have to say that, as you are an actor! However, it’s probably not necessary to add too much dramatic nuance, as the purpose is for learning lines, not for performance. Check with your director how they want the lines delivered on the recording.
5. You can stop and take a break at any time by hitting the *Pause* button.
6. If nervous of technology, why not ask the production’s technical crew for help?

Playing the recording so far, and resuming the recording

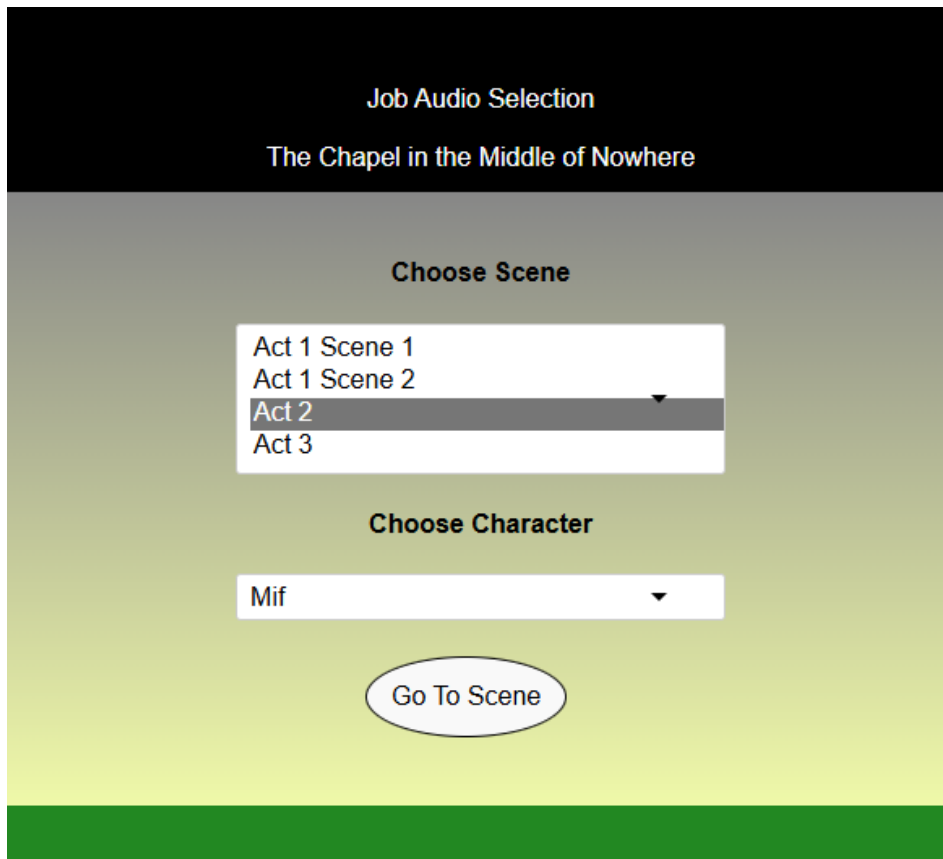
- If you want to play through what you have recorded so far, use the *Start/ Stop Play All button* to start and stop the playback of your recorded lines.
- To resume recording where you left off, press *Begin Recording*

Changing scene or character

If your character appears in more than one scene, or if you have been assigned more than one character, you can switch to a different scene and/or character *at any time*.

- Select *Change Scene or Character*

You will see a screen similar to this one:



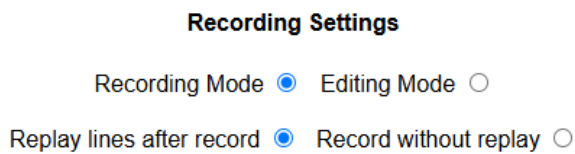
The screenshot shows a software interface for audio selection. At the top, a black header contains the text 'Job Audio Selection' and 'The Chapel in the Middle of Nowhere'. Below this is a light green background area. In the center, there are two dropdown menus. The first, labeled 'Choose Scene', has a list of options: 'Act 1 Scene 1', 'Act 1 Scene 2', 'Act 2' (which is highlighted with a dark grey bar), and 'Act 3'. The second dropdown menu, labeled 'Choose Character', has 'Mif' selected. Below these menus is an oval button labeled 'Go To Scene'. The bottom of the screen has a solid green bar.

- Select the scene and character you want and press *Go To Scene*

You will be taken back to the audio recording screen, but this time for the newly selected character and/or scene.

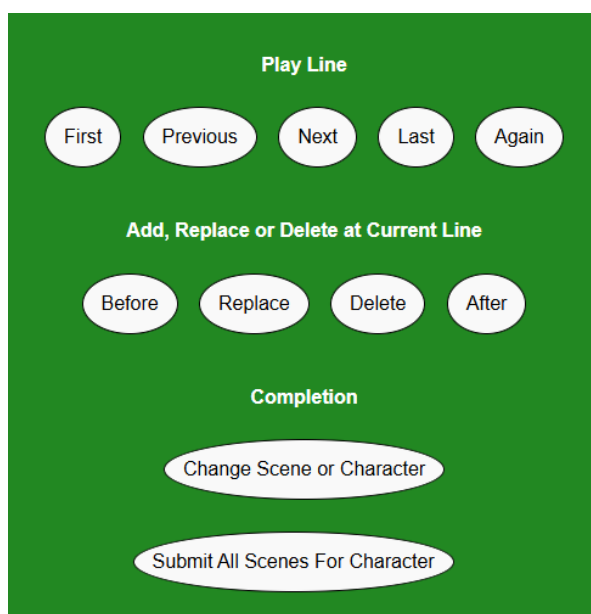
Editing Your Recordings

As we have previously stated, the director can delete or bypass any fluffed lines in your recording, but in case you want to tidy them up yourself, you need to go into *Editing Mode*. At the top of the Audio screen, you will see these settings buttons:



- Select the button that says *Editing Mode*

The editing screen shows three sets of buttons:

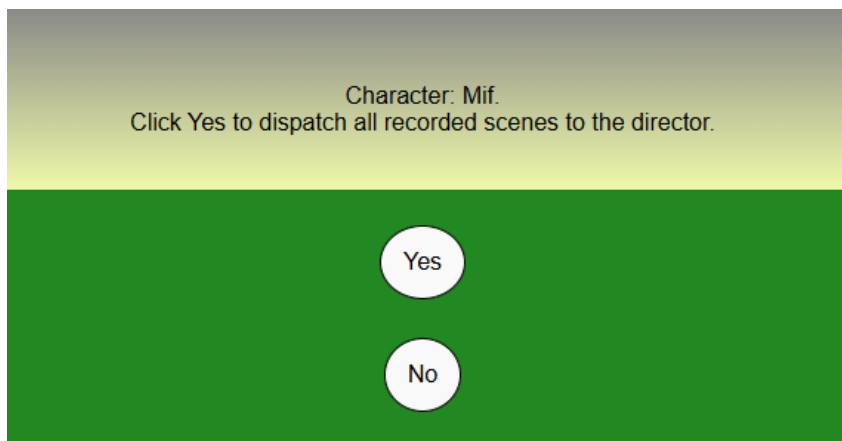


1. The *Play Line* buttons select a line as per their labels to be the “currently playing line”, which they then play.
2. The *Add, Replace or Delete at Current Line* buttons enable re-recording. You can add a line before or after the currently playing line, record a replacement for the currently playing line, or simply delete the currently playing line. Actors mainly use these buttons for where in Recording Mode they misread the script and inadvertently omitted a line or spoke a line in the wrong place.
3. The *Completion* buttons are for changing the recorded scene name and character name, or for submitting your recordings completed so far.

Submitting Your Recording

When you submit your recording, all recorded scenes for the currently selected character will be sent to the director.

- In Editing Mode, hit the *Submit All Scenes For Character* button.:
- The app will ask you to confirm you want to send your recorded lines:



That's it! All done!

What To Do Next

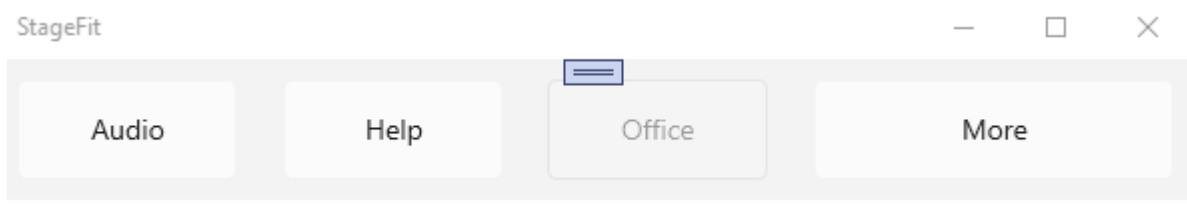
- You must wait for the director to send back the full cast mix, which you will use to practise your lines.

You will receive an email when the mix is available.

Section 3: Practising Your Lines and Cues

After you have registered with StageFit for an acting or stage manager role, there may be a delay of a day or two, or even a few weeks, depending on the production timetable, before you are notified by email that a full audio mix for the production is available.

There are four tabs at the top of the StageFit app screen:



The currently displayed tab (in this case Office) is greyed out. You can select any of the other tabs to move between the features offered by the app.

- Select the *More* tab

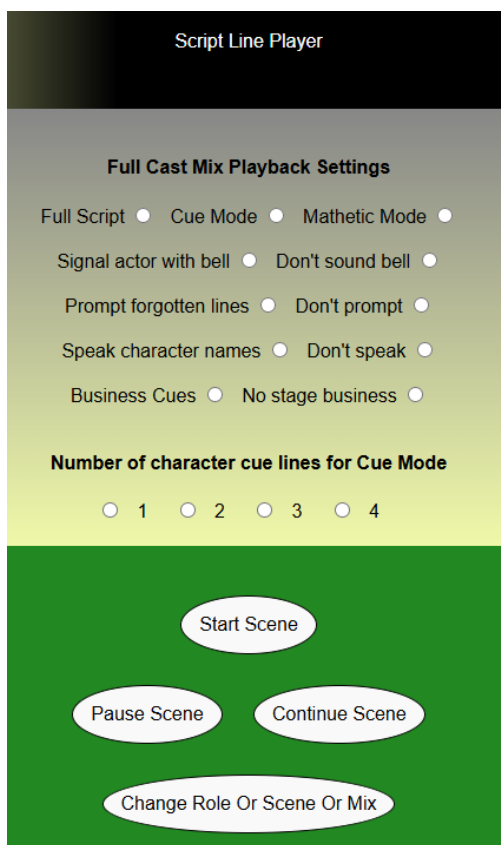


- Select the *Play Production Mix* tab
- You will be prompted to select the production name from a list.

The audio mix for the production will then be downloaded and you will see a notice when it has finished downloading. It only takes a few seconds.

- Select the *Audio* tab from the top of the screen.

You will see displayed StageFit's useful and clever line learning aids:



The round “radio” buttons give you mutually exclusive selection options:

- ❖ *Full Script* plays every line in the script from start to finish
- ❖ *Cue Mode* is a great time saver. Rather than have to wade through the whole script, it only plays the lines immediately before each of the lines you have to speak, so you get to concentrate your practice on the lead-ins to each of your lines.
- ❖ *Mathetic Mode* is an advanced, specialised line-learning technique, highly productive, but not recommended until you are fully familiar with the app (see *Appendix* for more info)
- ❖ *Signal actor with bell* rings a bell when it is your character’s turn to speak and then leaves a gap for you to speak your line.
- ❖ *Don’t sound bell* doesn’t ring a bell but it still leaves a gap for you to speak your line. Some people will like the bell sound cue. Others may find it irritating and want to turn it off.
- ❖ *Prompt forgotten lines* instructs the app to listen in to you speaking. If you have forgotten your line, just remain silent for a few seconds and the app will speak the line to remind you what it is.
- ❖ *Don’t prompt* does not listen in. If you forget your line, then after a few seconds it moves on to the next line.
- ❖ *Speak character names* tells StageFit to announce the name of the character who is about to speak. In a rehearsal situation you get this cue visually but, when practising lines on your own, the announcement can help prevent confusion as to who is meant to be speaking. Note that only other characters are announced by name, never the character you are playing.
- ❖ *Don’t speak* turns off the announcing of character names.
- ❖ *Business cues* reads out the stage directions and technical cues as recorded by the Stage Manager at the appropriate moments between the actor speaking lines.
- ❖ *No stage business* causes the app to bypass stage directions and technical cues.

- ❖ *Start Scene / Pause Scene / Continue Scene*. These buttons control the playing back of the script.
- ❖ *Change Role or Scene or Mix* This allows you to select a different character if you are playing more than one character, or go to a different named scene, or change to a different production entirely if you working on more than one job simultaneously.

Practice Advice

The advantage of StageFit is you practise in private where nobody can hear you. So be bold! Even if you are unsure of a line, have a go anyway. You will learn from your mistakes. Also, if you commute to work, or are otherwise travelling, you can play back the script on headphones just to continually hear it and get familiar with the lines' sequence. There is a special character which can be selected, entitled *Audience*, where you get to hear all the lines including your own without being expected to speak any yourself, so you hear the whole play as an audience would.

When *Stage Manager* is selected, StageFit only plays back the audio. It does not expect the stage manager to verbally repeat the cues like an actor speaking their lines. The stage manager can still optionally select *Cue Mode* to focus on the spoken lines immediately preceding a technical cue or stage direction.

Section 4: For Directors

The Director has the most work to do in *StageFit*, specifically

- (a) setting up a production
- (b) mixing the audio recordings sent by the actors

but on the positive side, this is not too difficult and once done does not have to be repeated.

- First the Director must enter the basic details of their production:

Edit Production Details

You can change the name of the production, the details of the book and the writer details.
Hit "Change Production Details" to save the changes, which will be updated to the cast and crew of your production.

Production Name:

Writer:

Book Details:

<https://www.StageFit.eu>

Characters from the script are added one-by-one in the screen for adding script characters. At this point, we are only concerned with adding script character names. Choosing the actor to play the character comes later.

- Type in a character name and press *Add Character* to add it to the list

The screenshot shows a web interface for adding script characters. The top section has a black header with the text 'Add a Script Character to the Production' and 'The Chapel in the Middle of Nowhere'. Below this is a light green box with instructions: 'Add the script characters here. You will be able to assign any number of actors to play or understudy each character. Enter a name and hit "Add Character" to add each character, or select a name in the list and hit "Remove Character" to delete a character.' The main area is green and contains a 'Character Name' input field with 'Mariella' entered, an 'Add Character' button, a 'List of Characters' section with a dropdown menu showing 'Hazlitt' and 'Mark', a 'Remove Character' button, and four buttons at the bottom: 'Go on to Cast and Crew', 'Back to Edit Production Details', 'Get Help', and 'Finished Characters'.

Note: you can come back to the screen and add and remove characters at any time.

- When all characters have been added, click *Go on to Cast and Crew*

The screenshot shows a web interface for adding cast and crew. The top section has a green header with the text 'Name or Stage Name to add:' and 'Email to add:'. Below this are two input fields: 'Name or Stage Name to add:' with 'Adam Actor' entered and 'Email to add:' with 'adam@thespian.com' entered. There is an 'Add Cast or Crew' button. Below this is a 'Cast and Crew List' section with a dropdown menu showing 'Sahlan-sahlan@businessassistant.biz' and 'Simon Unusual-sahlan@unusual-mysteri'. There is a 'Remove Cast or Crew' button. At the bottom are four buttons: 'Go on to Assign Roles', 'Go back to Add Characters', 'Get Help', and 'Finished Cast and Crew'.

- Type in an actor's name and their email and hit *Add Cast or Crew*

Their details will be added to the list.

Note: you can come back to the screen and add more personnel at any time.

- When all personnel have been added, click *Go on to Assign Principals*

The screenshot shows a green background with white text and buttons. At the top, it says "Cast or Crew Name" above a text input field containing "Adam Actor". Below this are two buttons: "Previous Name" and "Next Name". The next section is titled "Select one or more roles" with a note: "All roles can be shared. Selections will not unassign others." Below this is a list of roles with checkboxes: Hazlitt, Mariella, Mark (checked), Stage Manager, ASM (checked), Lights, Sound, and Props (checked). At the bottom, there are four buttons: "Go on to Assign Principals", "Go back to Add Cast", "Get Help", and "Finished Assign Roles".

At the top of the screen, you see a personnel name.

- Tick the roles you are assigning them to

(In this example, Adam Actor is assigned character Mark and he is also doubling as ASM and Props guy)

- Use Previous Name and Next name to work through the list of personnel names to make assignments
- Click Go on to Assign Principals

The screenshot shows a green background with white text and buttons. At the top, it says "Character Name" above a text input field containing "Mark". Below this are two buttons: "Previous Character" and "Next Character". The next section is titled "Assigned Actor Name" above a text input field containing "Simon Unusual" and a button labeled "Others". Below this is a section titled "Select assignment status" with three radio buttons: "Principal" (selected), "Alternate", and "Understudy". At the bottom, there are four buttons: "Go on to Add Scenes", "Go back to Assign Roles", "Get Help", and "Finished Assign Principals".

In this screen for a given character name, for each of the actors playing the character you can assign them as Principal, Alternate or Understudy

- Click *Go on to Add Scenes* when you are finished.

Description:

Add Scene

Scenes List

Act 1 Scene 1
Act 1 Scene 2
Act 2
Act 3

Move Up Move Down Remove Scene

Go back to Assign Principals Get Help

Finished Adding Scenes

<https://www.StageFit.eu>

In this screen you can add and order a list of scene names

Hint: the scene names can be the conventional names or you can assign extra names to break up the script into smaller chunks, e.g. Act 2 Farewell scene, Act 2, Surprise Visitor, Act 2, Murderous Attack, and so on. Since recording and playback is on a scene-by-scene basis, this may make the script easier to manage.

- Finally, hit *Finished Adding Scenes*

You will see a summary report of your project:

StageFit

Audio Help Office More

Office Report

The Chapel in the Middle of Nowhere

Some cast recordings are either not yet supplied or are not fully up to date.
Project is ready to commit. Unless you wish to make further changes, press the Commit Changes button below to commit.

Hazlitt: Sahlan. **Mariella:** Sahlan.
Mark: Simon Unusual + Adam Actor.

Adam Actor: ASM, Props.
Sahlan: Stage Manager.

Scenes: Act 1 Scene 1 /
Act 1 Scene 2 / Act 2 / Act 3

COMMIT CHANGES GET RECORDINGS AND SEND REMINDERS

ADD MORE CHARACTERS ADD MORE PERSONNEL

ASSIGN ROLES AND PRINCIPALS ADD MORE SCENES

<https://www.stagefit.eu>

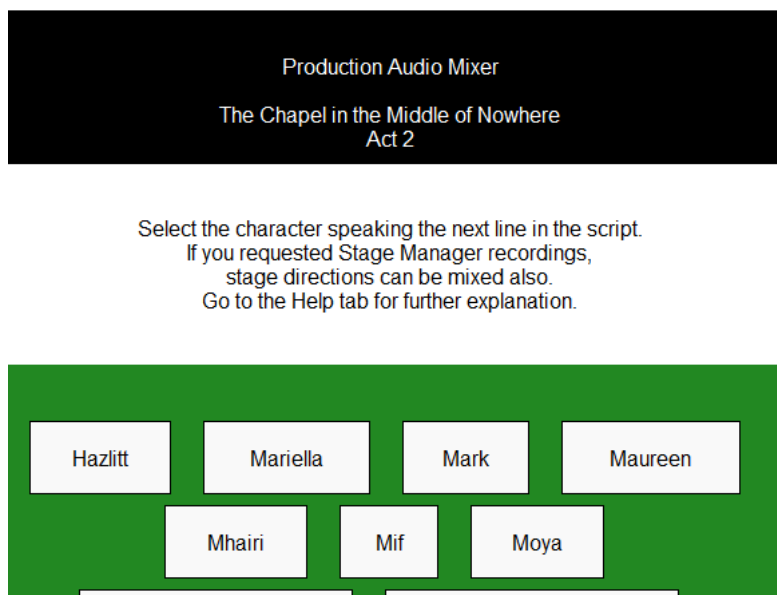
➤ Hit Commit Changes

Your production details will be stored and invitations emailed automatically to each personnel member inviting them to join the project in their assigned capacities.

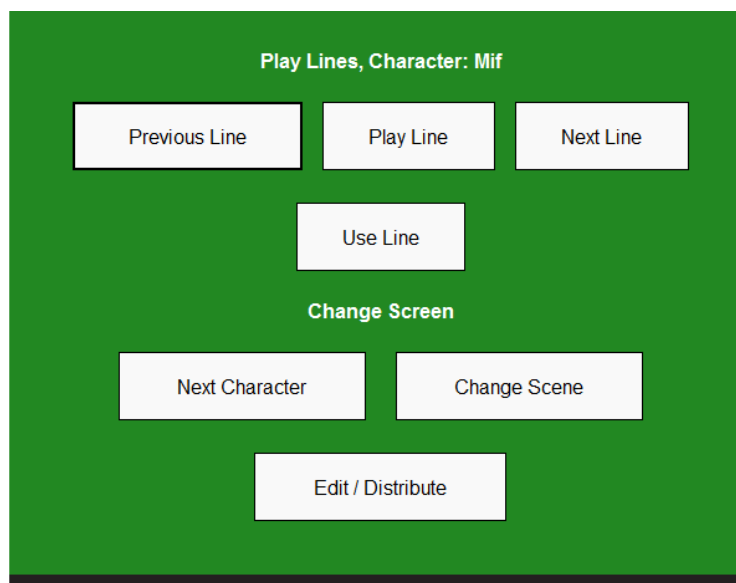
Assigned principals will also be asked to record and send you their lines.

Mixing Lines

At the top of the screen are buttons for every character in the production:



➤ Select the button for the character speaking the first line



➤ Click *Play Line*

➤ You will hear the line

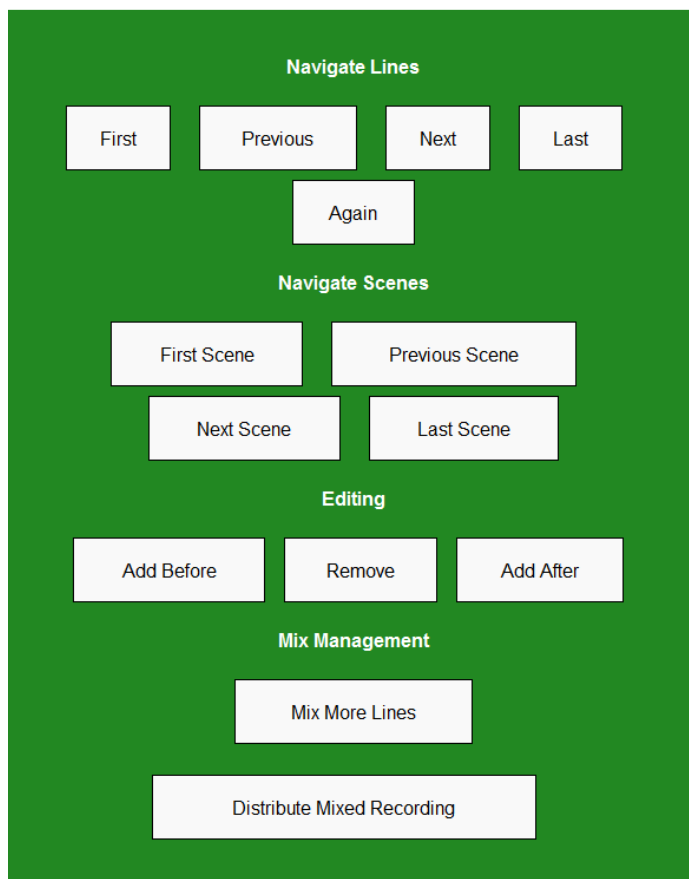
- If correct, click *Use Line*
- The character names buttons will display again. Click the next character to speak to listen to the line
- If correct, click *Use Line*

Carry on in this way until the whole scene is completed.

Hint: Mix the lines with the help of a second person. They can follow in the book, tell you who is speaking next and confirm the spoken line against the script. They never take their eyes off the book. Similarly, you never take your eyes off the screen. So, there's much less possibility of error.

Editing the Mix

A complete set of buttons allow to edit the mix and insert and remove individual lines to correct mistakes.



- Finally, click *Distribute Mixed Recording* to send the full script audio mix to cast and crew.

They should arrive at rehearsals full of confidence and free of the usual line-learning stress!