

## QUICK START GUIDE

Remember, virtually all versions of Microsoft Works and Microsoft Works Suite are all COMPATIBLE with one another. For this exclusive template package to work properly, both the word processor and database component MUST be installed... some versions of Works allow you to install components separately.

This package includes three main components (each is fully customizable!) IT IS ALSO RECOMMENDED THAT YOU HAVE A .PDF PRINT DRIVER TO OUTPUT PRINTING OF CONTRACTS TO AN ADOBE ACROBAT .PDF FORMAT.

- 1) database working screen. 1 contact per viewing page. You may also change the "view" to "list view" which is a spreadsheet layout. The main working screen should also be viewed in "form" view. You may edit this screen by clicking on view, and then select "form design."
- 2) artist contract - this is the contract between you and the performer
- 3) buyer contract - this is the contract between your venue client and you

We recommend that you add "shortcuts" to your desktop and to your "start menu" for easy access to these files.

TO ASSOCIATE YOUR TWO CONTRACTS TO YOUR DATASOURCE (DATA SOURCE IS THE MAIN DATABASE) :: go to /contracts-templates DIRECTORY and you will see an ARTIST contract and a BUYER contract. Those are essentially Works Word Processor files. Click on one to open it (I recommend putting a quick link on your Windows desktop for easy access) — it will probably say the source file can't be found once you open the file.... select to change the file, and select the \*-master.wdb file which is located in the DATABASES directory. Those contracts will then "pull" the data from the database.

Your main database is \*-master.wdb which is in the DATABASES directory.... and is optimized for a 1024x768 display resolution. A quick tip to quickly navigate through the database is using CNTRL PAGEUP and CNTRL PAGEDOWN to navigate between records. I've included a sample record in that database

When PRINTING in the ARTIST and BUYERS contract, you can print straight to paper or a pdf file. I recommend always printing to a PDF file (then you have a digital copy always saved, and can e-mail that or print it and mail). In the contract, select print, and then select your PDF printer, also select only 1 record. For example, if you have 100 contacts in the master database, select record 1 or whichever one you want to print.... by selected PRINT RANGE records 1 to 1.... then hit OK, and then your pdf print driver should then prompt you for an output location. Select the CONTRACTS-FINAL directory, or whichever location you prefer.

Depending on your pdf print driver, and the amount of data being pulled into the contracts, you may need to tweak the spaces in between pages by adding or deleting carriage returns.



For additional support, please contact Cord Coslor  
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**www.BookingPro.biz**

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**\*\*\* THANK YOU FOR PURCHASING BOOKING PRO 3.0 \*\*\***

Thank you for purchasing Booking Pro 3.0, an exclusive template package designed to efficiently manage your contacts... from start to finish. Use this package to record contact information, quotes that you've given, etc.... all the way through to generating contracts for both your entertainers and your venue.

There are 130 customizable fields to meet the needs of any size of agency.

Remember, a limitation of Microsoft Works is that you can not save to the same record (\*master.wdb) from multiple computers on the network. That is a limitation of works, and not these templates. Most versions of Works DO ALLOW to "open" the same file on multiple computers, however.

Also remember that field name size, and data size is limited. Technically all fields are limited to 255 characters. If you ever receive an error from the contracts are opened up and trying to acquire data from the database, you have a field with too much text. We manage over 7500 contacts in our own database, and we rarely, if ever, get this error.

**SOMETIMES, WE CAN SAVE YOU A LOT OF SETUP TIME, BY ALLOWING US TO CONNECT OUR COMPUTER WITH YOU. In most cases, we can quickly get your files setup, connect the database to your two contracts, and give you a quick walk through.... this will get you up and running in minutes!**

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**WWW.BOOKINGPRO.BIZ**

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## Connect to another computer using Remote Desktop Connection

### Windows Vista

With Remote Desktop Connection, you can access a computer running Windows from another computer running Windows that is connected to the same network or to the Internet. For example, you can use all of your work computer's programs, files, and network resources from your home computer, and it's just like you're sitting in front of your computer at work.

To connect to a remote computer, that computer must be turned on, it must have a network connection, Remote Desktop must be enabled, you must have network access to the remote computer (this could be through the Internet), and you must have permission to connect. For permission to connect, you must be on the list of users. The steps below include adding names to that list.

To find the Remote Desktop Connection shortcut, click the Start button Picture of the Start button, click All Programs or Programs, and then click Accessories. To **quickly open Remote Desktop Connection, open the Start menu, and then type mstsc in the Search box.**

You cannot use Remote Desktop Connection to connect to computers running Windows Vista Starter, Windows Vista Home Basic, Windows Vista Home Basic N, or Windows Vista Home Premium. You can, however, connect from those editions of Windows Vista to computers running other versions of Windows.

You cannot use Remote Desktop Connection to connect to computers running Windows XP Home Edition.

### To allow remote connections on the computer you want to connect to

Open System by clicking the Start button Picture of the Start button, clicking Control Panel, clicking System and Maintenance, and then clicking System.

Click Remote settings, and then select the one of the three options under "Remote Desktop." Administrator permission required If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

Click Select Users. If you are an administrator on the computer, your current user account will automatically be added to the list of remote users and you can skip the next two steps.

In the Remote Desktop Users dialog box, click Add.

In the Select Users or Groups dialog box, do the following:

To specify the search location, click Locations, and then select the location you want to search.

In Enter the object names to select, type the name of the user that you want to add, and then click OK.

The name will be displayed in the list of users in the Remote Desktop Users dialog box.

### To start Remote Desktop on the computer you want to work from

Open Remote Desktop Connection by clicking the Start button Picture of the Start button, clicking All Programs, clicking Accessories, and then clicking Remote Desktop Connection.

In Computer, type the name of the computer that you want to connect to, and then click Connect. (You can also type the IP address instead of the computer name if you want.)

### Notes

If you know the name of the computer you want to connect to, type it in the Computer box. Otherwise, ask your network administrator the name of the computer or look for the computer name on the computer you want to connect to. For information about finding a computer name, see Find your computer name.

When you allow remote connections, Windows Firewall automatically opens the required port. If you are using another firewall, make sure the port for Remote Desktop (usually 3389) is open.

# DATABASE "WORKING SCREEN" ONE SCREEN FOR EACH CLIENT

GRAY areas are all fields that import into the artist and buyer contracts

YELLOW area is general contact information and promo fields for clients or potential clients

contact "type", internal agent, status, etc.

contact information for client

inquiry logs: acts, dates, location, and notes

quotes given

promo and call logs

this WHITE area is customizable specific newsletter / promo date logs

agent commission payment area

automatically generated contract #

expense calculator (enter expenses to calculate actual profit)

artist and buyer pricing performance dates, contract issued and valid until, etc.

payment details area for buyer to agency

payment details area for agency to artist

dressing rooms, meals, and merchandise variables

performance location details

# of shows, rehearsal time, setup, etc.

travel information

hotel information

"view indicator" displaying how many of the total records are "viewable"

record indicator

"need to" field

technical rider variables for both buyer and artist

"scratch pad" quote calculator

specific act promo log (to e-mail list, etc.)

The screenshot displays the 'BOOKING PRO 3.3 - MASTER DATABASE' window. The interface is divided into several sections:

- Top Section:** Contains fields for 'DATE', 'PERF', 'VENUE', 'BDR', 'DRESS', 'ARTIST', 'VEHICLE', and 'HOTEL'.
- Left Panel:** Includes a 'CONTACT INFORMATION' section with fields for 'Name', 'Address', 'City', 'State', 'Zip', 'Phone', and 'Fax'. Below this is a 'PRIVATE QUOTES & NOTES' section with a 'Quote' field and a 'Notes' section.
- Right Panel:** Features a 'CALC' section with a 'Total' field and a 'Grand Total' field. Below this is a 'CONTACT INFORMATION' section with fields for 'Name', 'Address', 'City', 'State', 'Zip', 'Phone', and 'Fax'.
- Bottom Section:** Contains a 'CONTACT INFORMATION' section with fields for 'Name', 'Address', 'City', 'State', 'Zip', 'Phone', and 'Fax'.

The interface is color-coded: yellow for general contact information, gray for fields that import into contracts, and white for customizable newsletter/promo date logs.



## “WORKING SCREEN” FIELD NAMES CROSS REFERENCE DIRECTORY

“CONTRACT” at the start of the explanation designates that field is normally only used as a printed variable in the generation of artist and venue contracts contracts. SCREEN is a field that never prints on contracts, but is used on the working management screen (i.e. agent commissions, quotes, promo marketing, etc.)

**# dressing room** CONTRACT: number of dressing rooms required for venue to provide

**# hotel rooms** CONTRACT: number of hotel rooms the buyer must provide.

**% merch artist** CONTRACT: percentage of merchandise sales that the artist retains. The rest normally will be payable to the venue.

**Address Line 1** client address 1

**Address Line 2** client address 2

**ADDTNLKNOTES** CONTRACT: additional notes which will print on the final page of the contract.

**agent** SCREEN: company agent responsible for this contact. usually use initials

**agent \$** SCREEN: the \$commission the agent is owed on this booking

**agent paid** SCREEN: field to designate when and how the agent has been paid their commission.

**art1paid?** CONTRACT: date field to record 1st payment (deposit) due to the artist. Example: “6/09/12 chk 2130”

**art2paid?** CONTRACT: date field to record 2nd payment (if needed) due to the artist.

**art3paid?** CONTRACT: date field to record final payment (usually day of show) paid to the artist.

**artfinpay**

**artfinpaydue**

**artist1**

**artist2**

**artist3**

**artistcontact**

**artistdep1**

**artistdep1due**

**artistdep2**

**artistdep2due**

**artistphone**

**artist price**

**artist signed**

**Artist Tax ID #**

**ARTISTTECH**

**ARTISTTECH2**

**artpayable**

**artpayabletax**

**buyer price**

**buyerprovideair**

**buyer signed**

**BUYERTECH**

**BUYERTECH2**

**CDE1**

**CDE2**

**CDE3**

**City**

**cntct valid til**

**comp tickets**

**Contact Name**

**contract #**

**contract issued**

**Country**

**DATABASE**

**Dates:**

**Day**

**deposit 1 recvd**

**deposit percen**

**deposit reqrd**

**driver info**

**E-mail promo**

**Email2**

**Email address**

**fax**

**Finalpaid**

**final payment**

**Fn1 payable to**

**Fn1 pay due**

**hotel address**

**hotel dates**

**hotel direction**

**hotel name**

**hotel names**

**hotel phone**

**hotel res info**

**Initial Inquiry**

**Inquiry dates**

**Inquiry locatn**

**length of show**

**meals for #**

**merch chairs**

**merch notes**

**Need to**

**NEWSLETTER**

**Notes**

**number of shows**

**odno**

**odyes**

**Officl Billing**

**Organization**

**Past bookings**

**pay2due**

**payment 2**

**payment2 rec**

**Phone 1**

**Phone 2**

**phone promo**

**Postal Code**

**presenting org**

**Prfmnc address**

**Prfmnc directns**

**Prfmnc Loction**

**Prfmnc phone**