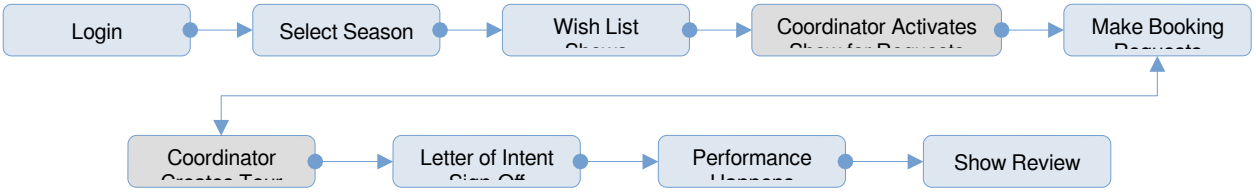
About the Arts Touring Connector

The Arts Touring Connector (ATC) is a platform that facilitates block booking of tours, designed to help Presenters collaborate on touring development to make touring more effective and impactful for Artists, Presenters, & Audiences.

General Workflow

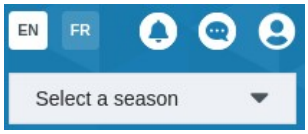


Login

The **Arts Touring Connector (ATC)** is web-based, and accessible at **arts-tc.ca**.

Select Season

Once logged into a network you will see a drop list in the top right of the screen which allows for a selection of the active season. Select the desired season from this drop list to see the active shows, booking requests and tours for this season.



The Season Specific Menu Bar

The Season menu provides access needed to manage a specific Season and will be visible once a Season is selected.



- Shows – view the available Shows for the Season
- Requests – view Booking Requests
- Tours – status of all created Tours
- Reports – Season specific reporting, including commissions owed
- Chats – discussions on Shows and Tours
- Season Selection Drop List – allows for selection of which season is active

Managing the Wish-List

To wish-list a Show, navigate to the Shows page once a Season is selected, and click the wish-list option ☆ – the star will be filled in once the Show has been added to your wish-list. To remove the Show from the wish-list, click the icon again.

SHOW	ARTISTS	GENRES	CATEGORIES	ASKING	SUGGESTED	★	📅	☑	LAST UPDATED	STATUS			
Bench Collection	CoisCéim Dance Theatre	• Dance • Contemporary	• 2SLGBTQIA+ • Artists of colour			1	-	-		Available	☆	👁	⌄
Bernadette Morris & Band	Bernadette Morris	• Music • Folk/Roots/ Traditional				1	-	-		Available	★	👁	⌄
Chasing Abbey - Cyber Celt World Tour	Chasing Abbey	• Music • Folk/Roots/ Traditional • New Music • Popular				-	-	-		Available	☆	👁	⌄

Figure 1: A view of the Shows table with 'Bernadette Morris & Band' wish-listed

Show Made Active for Requests

Once sufficient interest is expressed through the wish-list and/or presenter meetings the coordinator will make the show available for Booking Requests.

Making a Booking Request

To create a Booking Request, first ensure the Season is selected and then click on Requests in the Season Specific Menu Bar. You will then be taken to the Booking Requests page, which will show a list of all current Requests you have for the selected Season.

Click on the ⊕ button to Add Booking Request, and fill out the relevant data on the Booking Request page (Performance Space, desired dates, any comments and notes, etc.). Requests can not be entered until the coordinator has changed the show status to allow for requests.

Tour Creation

The coordinator will use the booking requests to construct a tour with routing, and will create the LOI for the tour.

Reviewing Tours and Letters of Intent (LOIs)

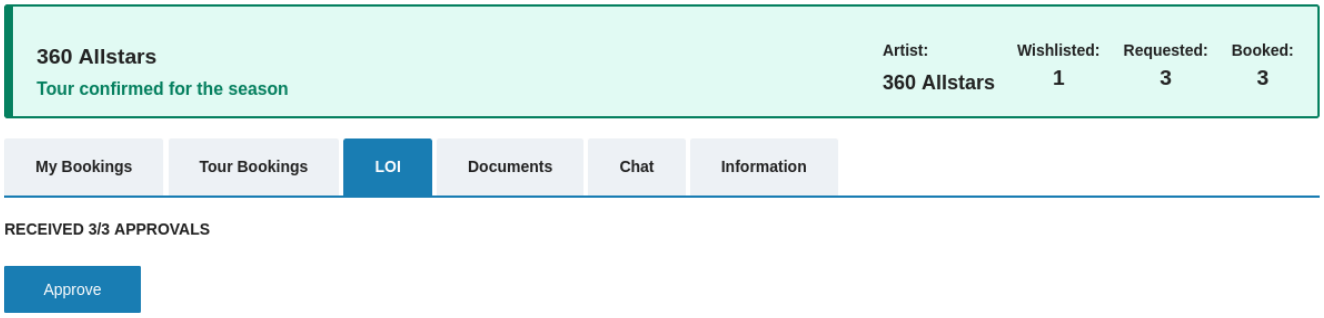
Once a Show has an LOI (Letter of Intent) available for review you will receive a Notification in your dashboard and you will see the Booking with an LOI Status of *Awaiting Review.*

My Bookings (for open seasons)

SEASON	SHOW	ARTISTS	TOUR STATUS	LOI STATUS	SPLIT - BUDGET
Season 23/24	Kandace Springs	Kandace Springs	Confirmed	Awaiting Review	*Not applicable*
Season 25/26	Crown Lands	Crown Lands	Confirmed	Awaiting Review	Open

Clicking on the Review button will take you to a page that displays the LOI for your review and approval.

You can also view the LOI by navigating to the Tours page, selecting View for the Tour, and then the LOI menu option.



Entering a Show Review

Once a performance has occurred, you will be prompted to enter a Review capturing key data points for the Show. The dashboard will display a reminder to review a performance after it has occurred, and you can access a list of all Reviews using the 'Reviews' link on the Main Menu Bar and can then enter a review by using the pencil icon.

CREATED ON	SHOW	ARTISTS	SEASON	STATUS	
Sep 29, 2023	Howard Jones	Howard Jones	Season 23/24	Open	✎
Oct 23, 2023	Th'owxiya: The Hungry Feast Dish	Axis Theatre	Season 23/24	Open	✎
Oct 25, 2023	Casting Off	A Good Catch	Season 23/24	Open	✎
Oct 29, 2023	Frankenstein	Kidoons	Season 23/24	Open	✎
Nov 03, 2023	Dean Brody	Dean Brody	Season 23/24	Open	✎