

Stage|Tracks™

User Manual



ROCS Stage|Tracks User Manual

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1 Downloading your Licensed Show

Thank you for choosing to use ROCS Stage|Tracks for Mac and PC. We've worked tirelessly for the past several years developing the technology you are using today, and even more time creating and perfecting the music Right On Cue Services is renowned for world-wide.

This manual will serve as a guide to help you get the most out of Stage|Tracks.

System Requirements

Stage|Tracks has minimum system requirements, depending upon your operating system.

MacOS

- Mac OS 10.9.5 or higher
- Intel Dual Core CPU
- 4GB Ram
- 100MB Hard Drive Space

Windows

- Windows 7 or higher
- Intel Dual Core CPU 2.26GHz
- 4GB Ram
- 100MB Hard Drive Space

Note: Some users may experience network connectivity issues. For more information, refer to Network Connectivity in the Frequently Asked Questions.

Downloading Stage|Tracks

Software Download

To download Stage|Tracks, please visit rightoncueservices.com/index.php/downloads, then click on the Stage|Tracks icon. Click the Download link associated your operating system. Once downloaded, open the installer and follow the instructions on screen to install the software.

Show Download

You should have received an email from licensing@rightoncueservices.com. To download your music, open the application and enter your Stage|Tracks authorization code into the licensing window. You may also, in addition, enter the admin authorization code to unlock the ability to edit your music and publish any changes to the cast.

Thank you for using Stage|Tracks. We've worked tirelessly for the past several years developing the technology you are using today, and taken even more time creating and perfecting the music Right On Cue Services is renowned for world-wide.

This manual will serve as a guide to help you get the most out of your Stage|Tracks subscription.

Upon Starting the Program

The first time you launch Stage|Tracks, you'll be prompted to enter in one or two license codes: The Cast Code, and the Director Code. If you are a cast member, you only need to enter the Cast Code. If you are the Director, you will need to enter both the Cast Code and the Director Code to unlock the editing features.

Cast Authorization

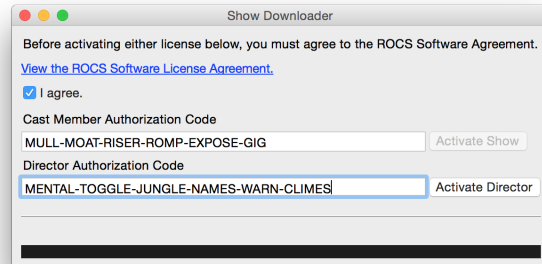
Before you can activate either license, you need to agree to the ROCS Software Agreement. You can click the link to view the agreement. Once you have read the agreement, click the "I agree" check box.

If you have been in direct contact with ROCS, you should have received an e-mail containing the cast code. Otherwise, your ROCS liason should have forwarded the above-mentioned e-mail to you containing the cast code.

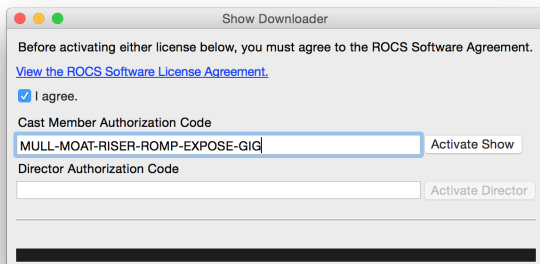
Once you have received this email in one form or another, simply copy and paste the cast code into the dialog box labeled, "Cast Member Authorization Code," and click, "Activate Show." The show will then begin to download and open to the main window.

Director Authorization

If you are a director or producer, you will have received another e-mail specifically for you. Please enter this code in the "Director Authorization Code" dialog box, in addition to the cast code mentioned above. Your show will download and open to the main window, but will also include all director editing tools.



The screenshot shows a macOS-style window titled "Show Downloader". Inside, there is a text area with the following content: "Before activating either license below, you must agree to the ROCS Software Agreement." followed by a blue hyperlink "View the ROCS Software License Agreement." Below this is a checked checkbox labeled "I agree.". There are two input fields: "Cast Member Authorization Code" containing "MULL-MOAT-RISER-ROMP-EXPOSE-GIG" and "Director Authorization Code" containing "MENTAL-TOGGLE-JUNGLE-NAMES-WARN-CLIMES". To the right of each field is a button: "Activate Show" and "Activate Director".

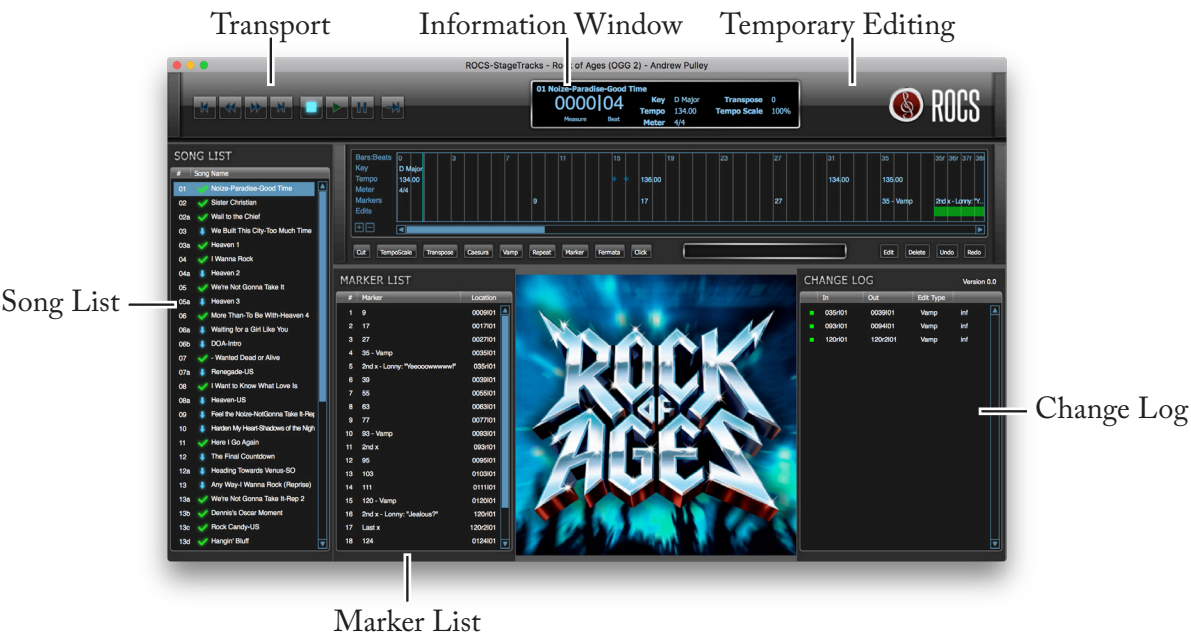


This screenshot shows the same "Show Downloader" window, but the "Director Authorization Code" field is empty. The "Cast Member Authorization Code" field still contains "MULL-MOAT-RISER-ROMP-EXPOSE-GIG". The "Activate Show" button is visible next to the cast code field.

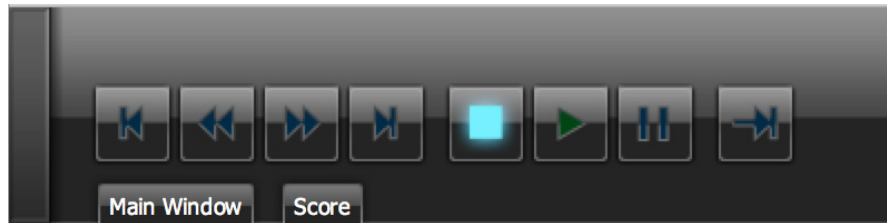
2 Introduction to Stage|Tracks

The Interface - Main Window

Below is a screenshot of Stage|Tracks’s main interface, including director features. Each section is labeled. Please refer to the corresponding section in this document for more information.



Transport



The transport section controls playback of the music. Although fairly self-explanatory, please make note of the listed behaviors, as they are different from a traditional audio player.

⏮ - **Previous Song** - Previous song in the Song List.

⏪ - **Previous Marker** - Previous marker in the Marker List

⏩ - **Next Marker** - Next marker in the Marker List

⏭ - **Next Song** - Next song in the Song List

■ - **Stop** - Stops playback and returns to the beginning of the Timeline

▶ - **Play** - Plays back Timeline.

⏸ - **Pause** - Pauses playback of the music within the Timeline

⏮ - **Escape Event** - Resumes playback when Timeline enters into a Vamp, Repeat, Caesura, or a Jump

Main Window - This is the default selected tab when Stage|Tracks opens

Score - This opens the score view in place of the main window

Information Window



The information window contains several pieces of information about your current point in the song. The information included on this screen consists of the song number, song name, marker number, marker name, measure, beat, key, tempo, meter, transposition, tempo scale, and vamps. Measures have been marked in Stage|Tracks to match exactly how they were written in the score.

Song List

The song list displays the name and number of each song as it was written in the score. The selected song is the one that is currently loaded for playback. In between the song number and song name are arrows, check marks, and X's. These are part of the Attacca function.

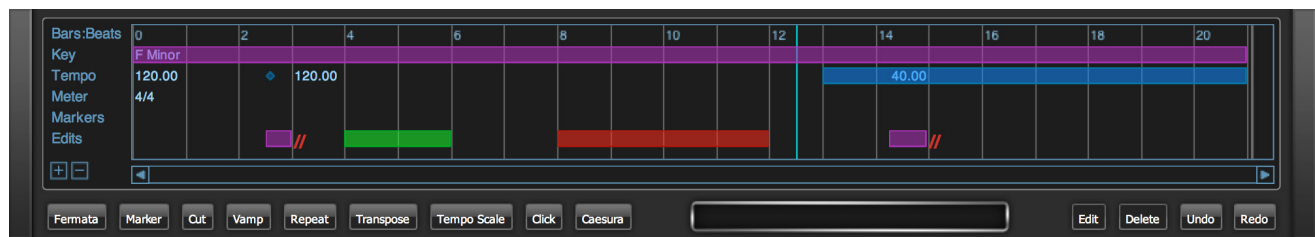
Attacca functions can be changed by both cast members and directors for rehearsal purposes, but only the director can save those changes into his show.

In use, when a song plays to completion, it automatically loads the next song available for playback. Changing the symbol will change the behavior of which song loads next, or if playback begins automatically.

Each symbol works in the following manner:

- ✓ - **Song Loads Normally**
- ↓ - **Automatic Playback of Next Song**
- ✗ - **Song is Skipped**

Timeline



The Timeline contains a current time indicator during playback, a visual representation of every edit made to a show, and for directors, it contains all tools necessary to make edits to a show.

The following describes each section of the Timeline and their visual representations:

- ◆ **Bars:Beats** - Each bar is represented by a line, and is numbered at various locations depending on your zoom level. When zoomed in, beats also become visible with their own lines.
- ◆ **Key** - Displays the original key of each section of a song as well as any director edits made, displayed as a purple bar over the top of that section.
- ◆ **Tempo** - Displays the original tempos within the song, as well as any edits made, displayed as a blue bar over the top of that section.
- ◆ **Meter** - Displays the current meter of the song and also displays any director edits to click resolution, displayed as a turquoise bar over the top of that section.
- ◆ **Markers** - Displays original score markers, as well as director created markers. Markers usually contain rehearsal locations, but also may contain tempo descriptions, actor's cues, director comments, etc.
- ◆ **Edits** - Displays original edits within the score as

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well as director edits. Included within these edits are Fermatas, Cuts, Vamps, Repeats, and Caesuras.

- ◆ +/- - These buttons allow you to zoom in or out on the Timeline for higher resolution editing, or an overview of the whole song.
- ◆ | - **Current Time Indicator** - This cyan bar moves across the Timeline during playback. Playback location can be set by clicking anywhere on the Timeline.

- ◆ **Edits** - Displays original edits within the score as well as director edits. Included within these edits are Fermatas, Cuts, Vamps, Repeats, and Caesuras.
- ◆ +/- - These buttons allow you to zoom in or out on the Timeline for higher resolution editing, or an overview of the whole song.
- ◆ | - **Current Time Indicator** - This cyan bar moves across the Timeline during playback. Playback location can be set by clicking anywhere on the Timeline.

Marker List

Markers for the current song loaded are found on both the Timeline and within this list. Each marker includes a marker number, name, and bar|beat location. The highlighted marker indicates which section you are within song playback. You can navigate to various parts of the song by clicking on a specific marker within the list.

MARKER LIST		
#	Marker	Location
1	9	0009 01
2	17	0017 01
3	27	0027 01
4	35 - Vamp	0035 01
5	2nd x - Lonny: "Yeeooooowwww!"	035r 01
6	39	0039 01
7	55	0055 01
8	63	0063 01
9	77	0077 01
10	93 - Vamp	0093 01

Change Log

The Change Log is a list of each change made within the loaded song. Each change is reflected both in the change log and within the Timeline. Each individual change has several pieces of data, including the change’s color code, the In point, Out point, Edit Type, and the number of vamps and/or repeats, if necessary.

The Change Log, also contains the Change Log Version Number. Every time changes are made, then saved and sent to the cast, a new version number is generated incrementally, starting with Version 0.0.

If a new version has been created, two new buttons will appear in the Change Log window. Those are the “Unsent changes!” button and the “Unsaved changes!” button.

Changes can be saved by pressing the “Unsaved changes!” button, or by going to the top menu and clicking **Director>Save Log** or **Director>Save Log As**.

Changes can be sent by pressing the “Unsent Changes!” button, or by going to the top menu and clicking **Director>Upload Current Log**.

CHANGE LOG Version 0.2

	In	Out	Edit Type	
■	0001 01	0002 01	Fermata	
■	0006 02	0007 02	Fermata	
■	0007 02	0007 02	Caesura	
■	0007 02	007a 01	Fermata	
■	007a 01	007a 01	Caesura	
■	07br 01	007c 01	Vamp	inf
■	0068 04	0069 01	Fermata	
■	0069 01	0069 01	Caesura	
■	0070 01	0071 01	Fermata	

CHANGE LOG Version 0.2

Unsent changes!

Unsaved changes!

	In	Out	Edit Type	
■	0002 01	0004 01	Cut	
■	060r 01	063a 01	Vamp	inf

3

Navigation and Editing

In addition to the navigation options mentioned in the previous section, Stage|Tracks has several other highly useful navigation tools designed to enhance your rehearsal experience. We'll go over those tools in addition to guiding you through step by step how to edit your songs for your cast.

Navigation

As mentioned before, there are multiple ways to navigate from song to song, and to various parts of the loaded song. These options include the Transport functions, keyboard shortcuts, Song List, Marker List, Timeline, and Marker Lists.

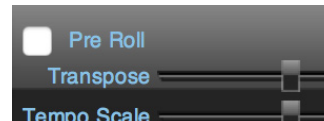
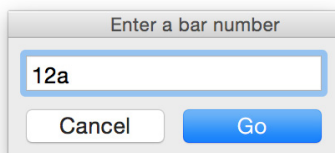
Go to Bar

If you wish to quickly go to a specific bar within a song, you can use the Go to Bar function. This function is accessed by clicking on the bar numbers within the Information Window, or by pressing the `~` button on your keyboard.



This will bring up the “Enter bar number” window, where you can enter any bar number as its written within Stage|Tracks.

Examples: 4r2, 32, and 15b.



Pre Roll

In the Temporary Edit section, there is a check box to turn on Pre Roll. For songs that start with little or no warning, often it is nice to hear the tempo before the song actually starts. Turning on Pre Roll will play 2 bars of click before playback of the song begins.

Escape Vamps and Caesuras, and Jump with Fermatas

When music playback enters into a Vamp or reaches a Caesura, the Escape Event button will illuminate, and the music will either continue to play within the selected area indefinitely, or pause until it is told to move on. This can be done by either clicking the Escape Event button `⇨`, or by pressing the Right Arrow `➡` on your keyboard.

Fermatas are placed in music to allow the user to move on following the singer, or they are added to create “Jump on Cue’s.” When playback enters into a section where a Fermata has been placed, the Escape Event Button will illuminate. Again, this can be done by either clicking the Escape Event button `⇨`, or by pressing the Right Arrow `➡` on your keyboard. If no input is made, the music will simply continue on as normal.

Editing

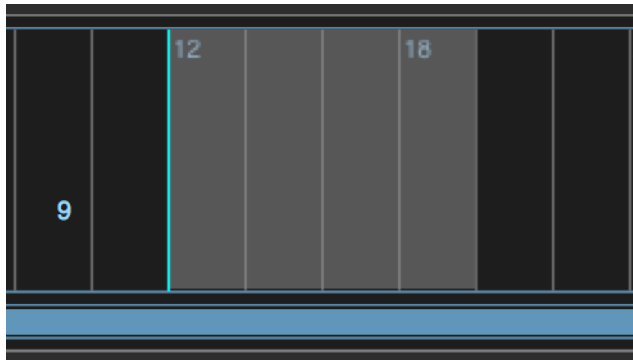
There are a several temporary editing features available to the cast to aide in rehearsal (mentioned previously in Section 2) including Transpose, Tempo, and Mixer changes.

More importantly for directors, however, is the Timeline Editor, where one can make Cuts, Vamps, Repeats, permanent tempo and key transpositions and more. This section will guide you through the various editing options available to you.

You can make edits one of two ways. The first is to click on the edit you wish to make, select the bar and beat for the beginning and end of the edit, make any edit specific changes, and press okay.

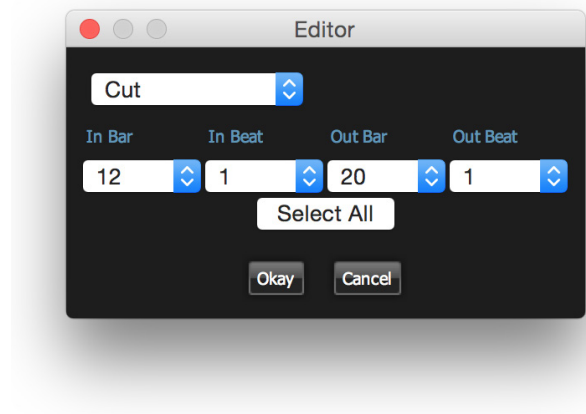
The preferred method, however, uses a more visual approach. We'll discuss this method as well as go into the specifics about each edit.

Timeline Selection

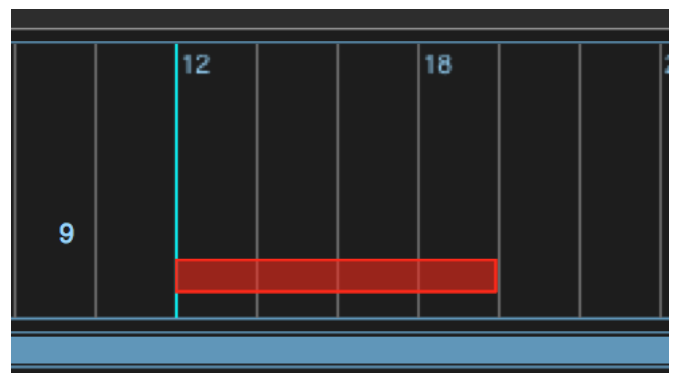


Several edits require both in and out points. Those edits are Fermatas, Cuts, Vamps, Repeats, Tempo Scale, Transposes, and Click Resolution. To select an area for an edit, simply click and drag your cursor from the bar you wish to have your edit start to the bar you wish for your edit to finish. To select the whole song, select any area on the Timeline, then press **alt+A** (windows) or **option+A** (mac).

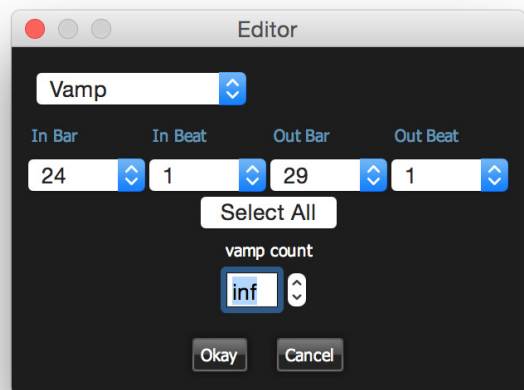
Making Cuts and Adding Fermatas



Cuts remove certain sections of music from playback, if for instance you wish to remove a chorus or shorten a transition. Fermatas allow an instant jump from wherever the music is playing back to the end of the Fermata. To make a Cut or add a Fermata, select an area in the manner explained in the previous section. Once you've selected an area to cut, simply press the cut button. The Editor window will open with all information necessary to properly make a cut. You are also presented with an option to select all. Simply press okay, and your cut will appear on the timeline as a red bar. Adding a Fermata is performed in this same manner, but will add a purple bar to the timeline where the edit was made.



Vamps, Repeats, Transpositions, Markers, and Click Resolution



Most edits are self-explanatory or have been explained earlier. For the sake of review, we'll mention them again. Vamps allow indefinite repeats of a section, Repeats allow a section to be played a certain number of times, Transpositions change the key in which the song is played. Markers allow the user to make rehearsal notes or locations. Click Resolution changes the subdivision of the metronome, aiding in hearing the beat on slower or rubato sections of music.

**Note: While it is possible to transpose an octave in either direction, it is recommended to go no more than 6 semitones in either direction, especially when using Stage|Tracks in conjunction with Stage|Tracks. Beyond 6 semitones has an adverse reaction upon the musicality of the recorded audio within Stage|Tracks.*

Each of these edits are made in the same manner as cuts. However, they all require additional pieces of information chosen within the Editor window. Vamps and Repeats require a number to dictate how many Repeats or Vamps there should be. Transpositions require a semitone, or half step. Tempo changes require a tempo scale addition or reduction. Click Resolution changes require a note value input. Modifying Edits

Edits can be modified in one of two ways. The first is to click and drag the edit on the Timeline. Second, is to double click the edit on the Timeline or in the Change Log and make changes within the Editor window.

Undoing or Deleting Edits

If you wish to undo your most previous edit, you can either click "Undo" beneath the Timeline, or you can press **ctrl+Z** (windows) or **command+Z** (mac).

Any edit made can be deleted by either clicking the edit within the Timeline or the Change Log and pressing **delete** either on screen or on your keyboard.

Sending changes to the cast

As mentioned previously, it is possible to send all edits to the cast. Again, changes can be sent by pressing the "Unsent Changes!" button in the Change Log area, or by going to the top menu and clicking **Director>Upload Current Log**.

Returning to Previous Change Logs

Sometimes, it is necessary to load a previous version of edits created. To do so, simply click on **Director>View Past Logs**, select the log you wish to return to, and press **Load Selected**. You can then continue making edits to be saved and sent to the cast as you see fit.

High-Resolution Editing

In cases where quarter note edits aren't precise enough, you can make edits on the eighth or sixteenth note. To do this, first you must make an edit to the click resolution in the area you wish to make a precise edit. Increase the click to the resolution you wish to edit, all the way down to the thirty-second note.

Once you have made your click resolution edit, you can now make a Timeline selection down to your chosen resolution. Make your edit as normal.

4 Keyboard Shortcuts

Mac

spacebar	Play/Pause Music.
shift+spacebar	Stop Music
~	Jump to Bar
,	Previous Marker
.	Next Marker
command+,	Previous Bar
command+.	Next Bar
right arrow ➡	Escape Event
Q	Selection Start to Center
W	Selection End to Center
[Extend Selection to Start
]	Extend Selection to End
⌘	Delete
command+Z	Undo
command+A	Select All (Timeline)
command+S	Save Log
shift+command+S	Save Log As
command+Z	Undo
+	Zoom In (Timeline)
-	Zoom Out (Timeline)

Windows

spacebar	Play/Pause Music.
shift+spacebar	Stop Music
~	Jump to Bar
,	Previous Marker
.	Next Marker
ctrl+,	Previous Bar
ctrl+.	Next Bar
right arrow ➡	Escape Event
Q	Selection Start to Center
W	Selection End to Center
[Extend Selection to Start
]	Extend Selection to End
⌘	Delete
ctrl+Z	Undo
ctrl+A	Select All (Timeline)
ctrl+S	Save Log
shift+ctrl+S	Save Log As
ctrl+Z	Undo
+	Zoom In (Timeline)
-	Zoom Out (Timeline)

5

Frequently Asked Questions

Below are a few of the most common problems users run into while using Stage|Tracks.

I am receiving an error: "Network connection encountered an error. Unable to establish connection. Please check your network connection and try again."

Some clients see a network error when they try to activate Stage|Tracks at their location (some schools and universities). What is happening is that the location's firewall is blocking the download. The easiest solution is to try to download Stage|Tracks from another location such as a home or a public WiFi access point (coffee shop, etc.). If you are not able to move your computer to an alternate location to download Stage|Tracks, please forward the following information to your IT personnel to configure the firewall to allow access to Stage|Tracks's servers.

- ◆ Make sure ports 915 and 5000 are open.
- ◆ Whitelist our IP Address: <http://www.rightoncueservices.com> - 34.212.154.92
- ◆ To confirm connectivity, perform the following commands via Command Prompt, Terminal or Bash:
- ◆ `telnet 34.212.154.92 (IPv4)`
- ◆ `telnet 2600:1f14:f0:fc00:6d5e:4869:ae07:3723 (IPv6)`
- ◆ `ping rightoncueservices.com`

How many cast members and directors can use Stage|Tracks for our show?

By default, you will receive 100 Cast seats and 5 Director seats. If you have a larger cast, please contact us, so we may make the necessary changes to your license. We recommend keeping the number of Director seats to a minimum, as one Director's edits can override another.

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