Adding your Performances or Productions

To add information about your Creative Work:

- Log in to CUBE using your identikey username and password
- On the home page, scroll down to “My Summary” click the “+add” link then select “creative work – performance/production” from the pop up window
On the following page, click “Skip” to start adding your Creative Work

Add Creative Work - Performance/Production

On the following page, add information about your creative work, click on the question marks for help with an individual field.

Required Fields for Creative Work – Performance/Production are marked by a Red Asterisk:

- Relationship - In the relationship box, Faculty Affairs advises selecting the “Contributor to” relationship type. This will not affect what information flows through to the FRPA, and will improve the information in CU Experts and other systems.
- Sub-Type – Indicate the type of Performance or Production you are entering in to CUBE.
- Description – Add information on your Creative Work here, this field should be treated like the old FRPA interface.
- Start Date – Add information about when your Creative Work started. This field is important for FRPA purposes, it can be expressed in Year, Month/Year, or Day/Month/Year format. See the question mark for more information on date format.
- Number of Performances – Indicate the number of performances for the performance or production you are entering.
- Venue Name- List the venue of your performance or production.
- Venue City – List the city of your performance or production.
- Type of Venue – Select the Type of Venue from the drop down menu.
Relationship Type Options

*What is your relationship with this creative work - performance/production?

- Author of
- Translator of
- Editor of
- Contributor to

Sub-Type Options

* Sub-Type:

- Conducting
- Directing/Producing
- Choreography/Design
- Performances
- Presentation, Scripts, or Productions (radio, tv, film, video)
- Performances of Original Composition/Choreography/Text
- Performances of Original Composition/Choreography/Text - Recorded
- Performances Recorded
- Artistic Direction

Type of Venue Options

* Type of Venue:

- [Select an option]
- International Venue
- National Venue
- Regional Venue - International Visibility
- Regional Venue - National Visibility
- Regional Venue - Regional Visibility
- Online Performance
- Studio Sessions
- Other

ed for distribution? If so, check box:
All other fields are optional.

If you need more space to describe your Creative work click the plus next to Additional Information to expand the additional fields.

Click “Save” at the bottom of the page when you are done entering information about your Creative Work, and return to the CUBE home page to add additional creative works.

For more assistance, contact Faculty Affairs by emailing pubsdata@colorado.edu, or call Matt Ramey at 303-735-7827.

http://www.colorado.edu/FIS/CUBE