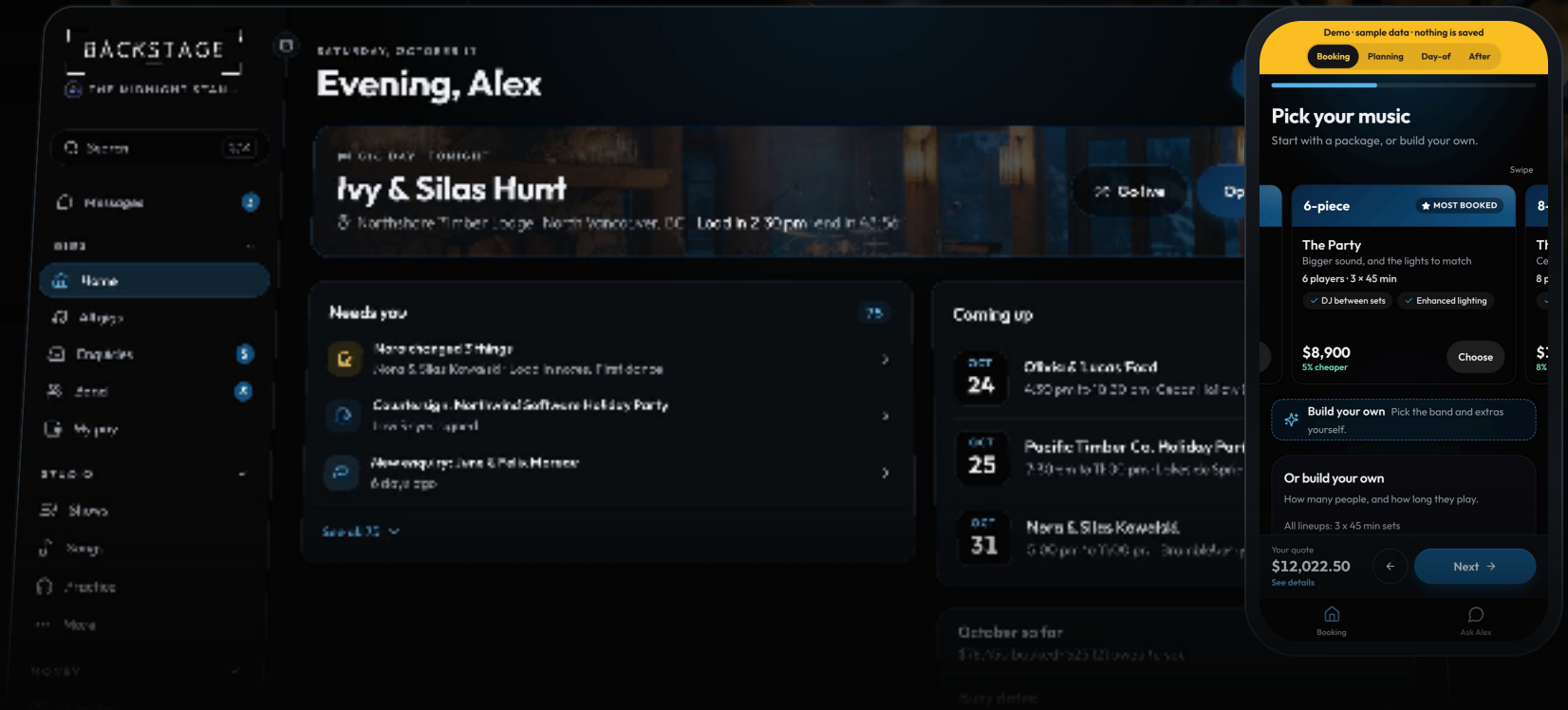
BACKSTAGE

DOCS V2

Backstage: the complete guide

Booking, the client app, gigs, the stage, your band and money, screen by screen. Every feature, in chapters.



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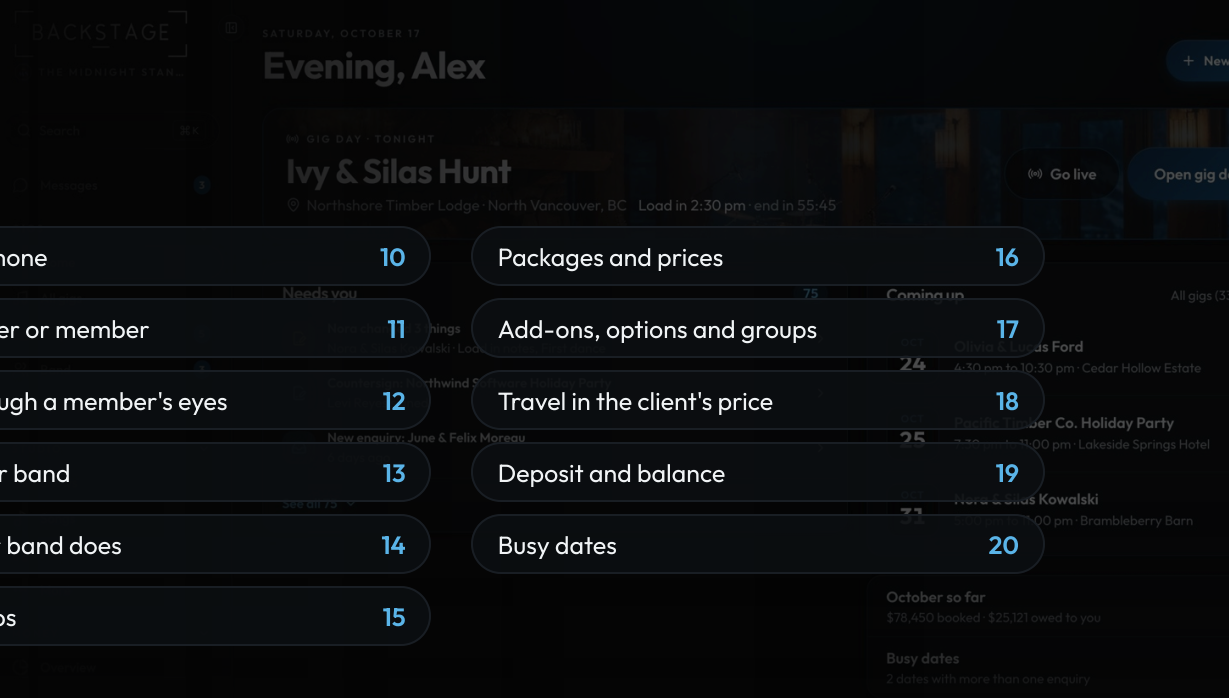
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PART 1 · CHAPTER 1

Getting started

Put the app on your phone, find your way around, then set the app up for how your band works: what you do, your lineups, your prices, travel, deposits and busy dates.



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EVERYONE · PHONE

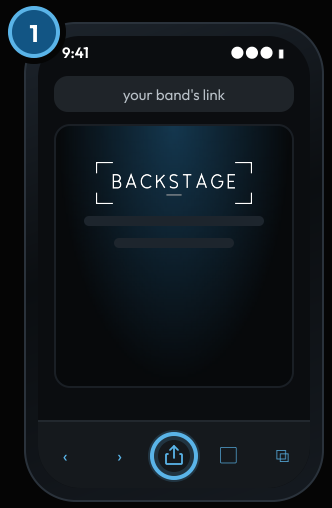
Put the app on your home screen

No app store needed. Add it from your phone's browser once and it opens full screen from its own icon, updates itself, and can send you lock-screen alerts.

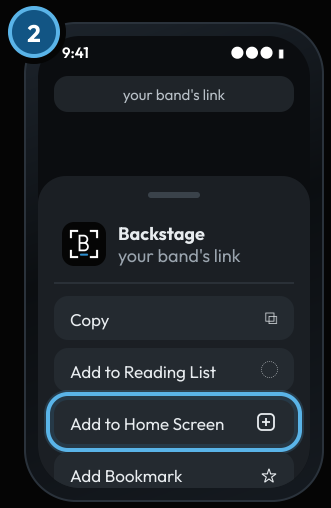
IPHONE

Safari

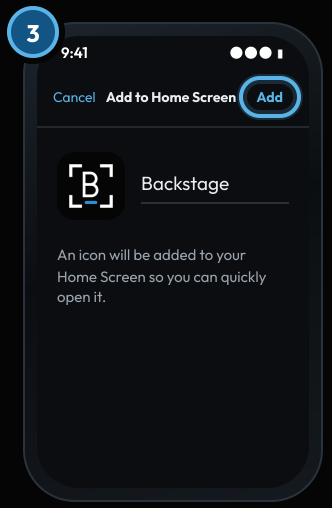
Use Safari, not Chrome or an app's built-in browser.



Open the link in **Safari**, then tap **Share**.



Scroll down, tap **Add to Home Screen**.



Keep the name and tap **Add**.



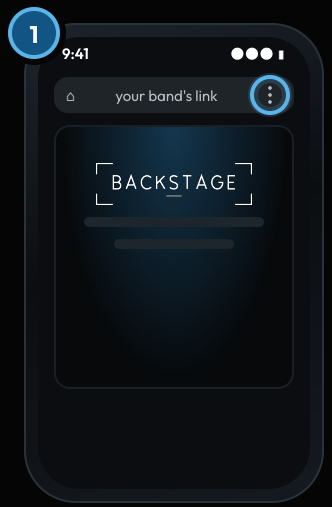
Open it from the **new icon**.

ANDROID

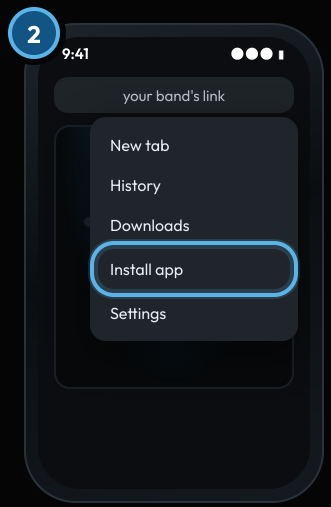
Chrome

Some phones say **Add to Home screen** instead of Install app.

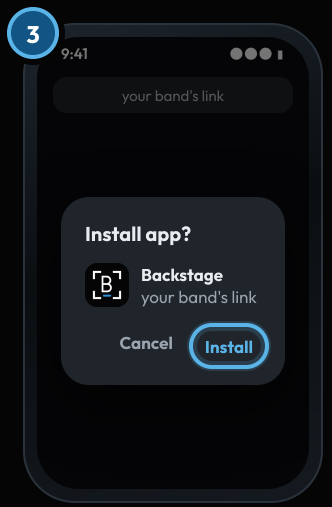
> **TIP**
> Opened the link from Instagram, Facebook or an email app? Those in-app browsers can't install. Tap ⋯ and choose **Open in Safari** (or **Open in Chrome**) first.



Open the link in **Chrome**, then tap ⋮.



Tap **Install app** (or **Add to Home screen**).



Tap **Install** to confirm.



Open it from your **home screen**.

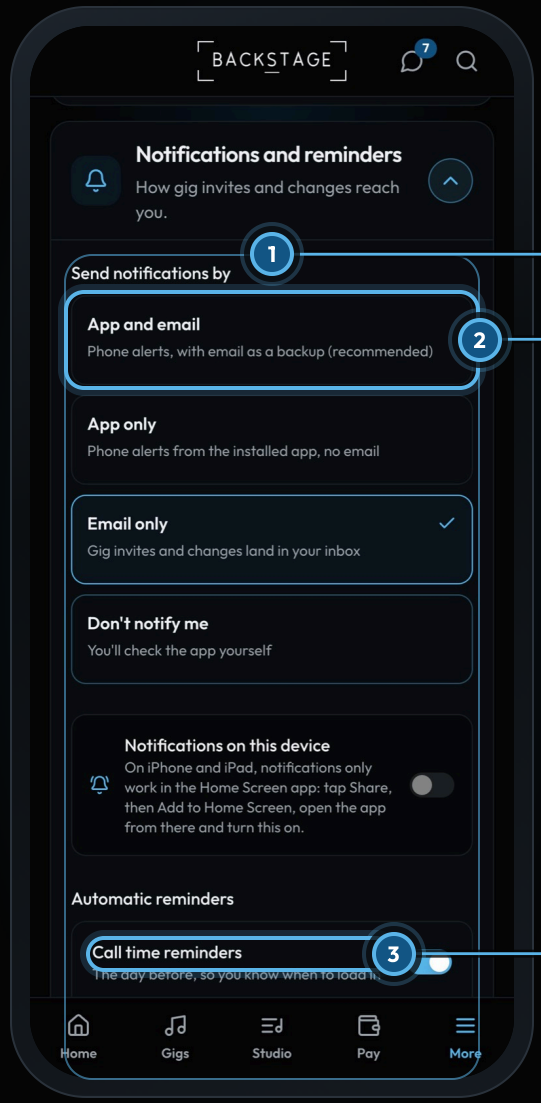
EVERYONE · PHONE

Turn on notifications

Once the app is on your home screen, switch on notifications so new gigs, changes and reminders reach your lock screen.

HOW TO

1. Install the app first (previous page), then open it from the icon.
2. Go to **My profile → Notifications** and choose **App and email**.
3. Switch on phone notifications for this device and tap **Allow** when asked.
4. Set **Quiet hours** for no alerts overnight. Day-before and gig-day reminders include when to leave.



1 **This phone**
Switch it on in the installed app, then tap Allow.

2 **Send notifications by**
App and email, app only, email only, or off.

3 **Reminders**
Call time and dress code, the day before.

TIP

iPhone only shows notifications for home-screen apps (iOS 16.4 or later). If the switch won't turn on, install first and open the app from its icon.

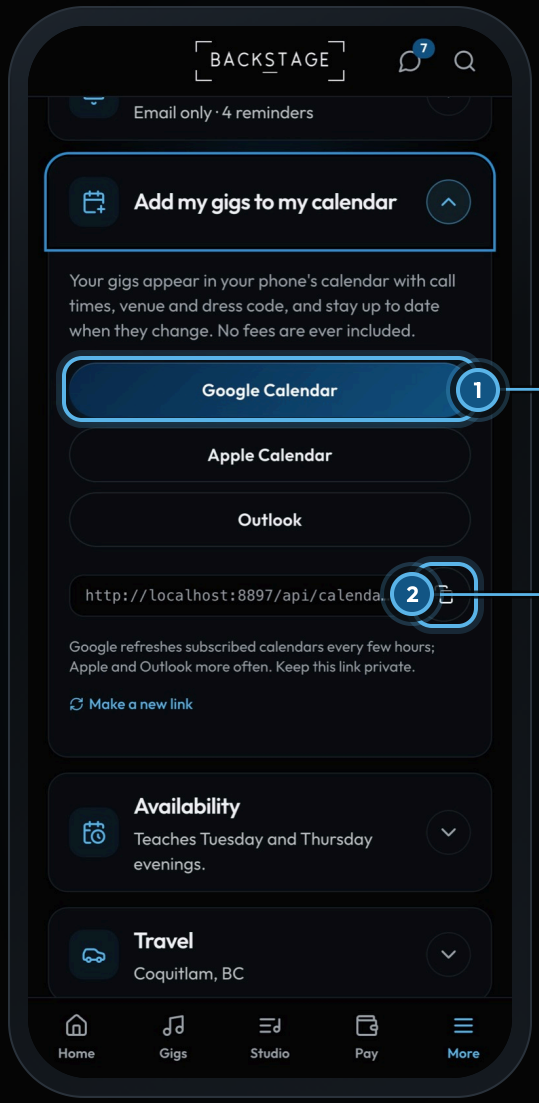
EVERYONE · PHONE

Your gigs in your own calendar

Subscribe once and your gigs appear in Google, Apple or Outlook calendar, and stay up to date when times change. No fees are ever included.

HOW TO

1. Go to **My profile** and open **Add my gigs to my calendar**.
2. Tap **Google Calendar**, **Apple Calendar** or **Outlook** and confirm.
3. Band leaders can switch between **My gigs** and **All band gigs**.



1 **One tap to subscribe**
Google, Apple or Outlook.

2 **Copy the link**
For any other calendar app.

TIP

Keep the link private. If it ever leaks, tap **Make a new link** and the old one stops working.

EVERYONE

Signing in

No passwords to forget. Use the Google account your band leader has on file for you, or get a one-tap sign-in link by email.

HOW TO

1. Open the app and tap **Continue with Google**, or type your email.
2. For email, tap **Email me a sign-in link** and open the link on the same device.
3. Not working? Ask a band leader to check the email on your roster card.

TIP

Trying the public demo? There's no sign-in at all: you land as the band leader. Use the **Demo** button (at the bottom of the sidebar, or top left on a phone) to switch to a member's view.

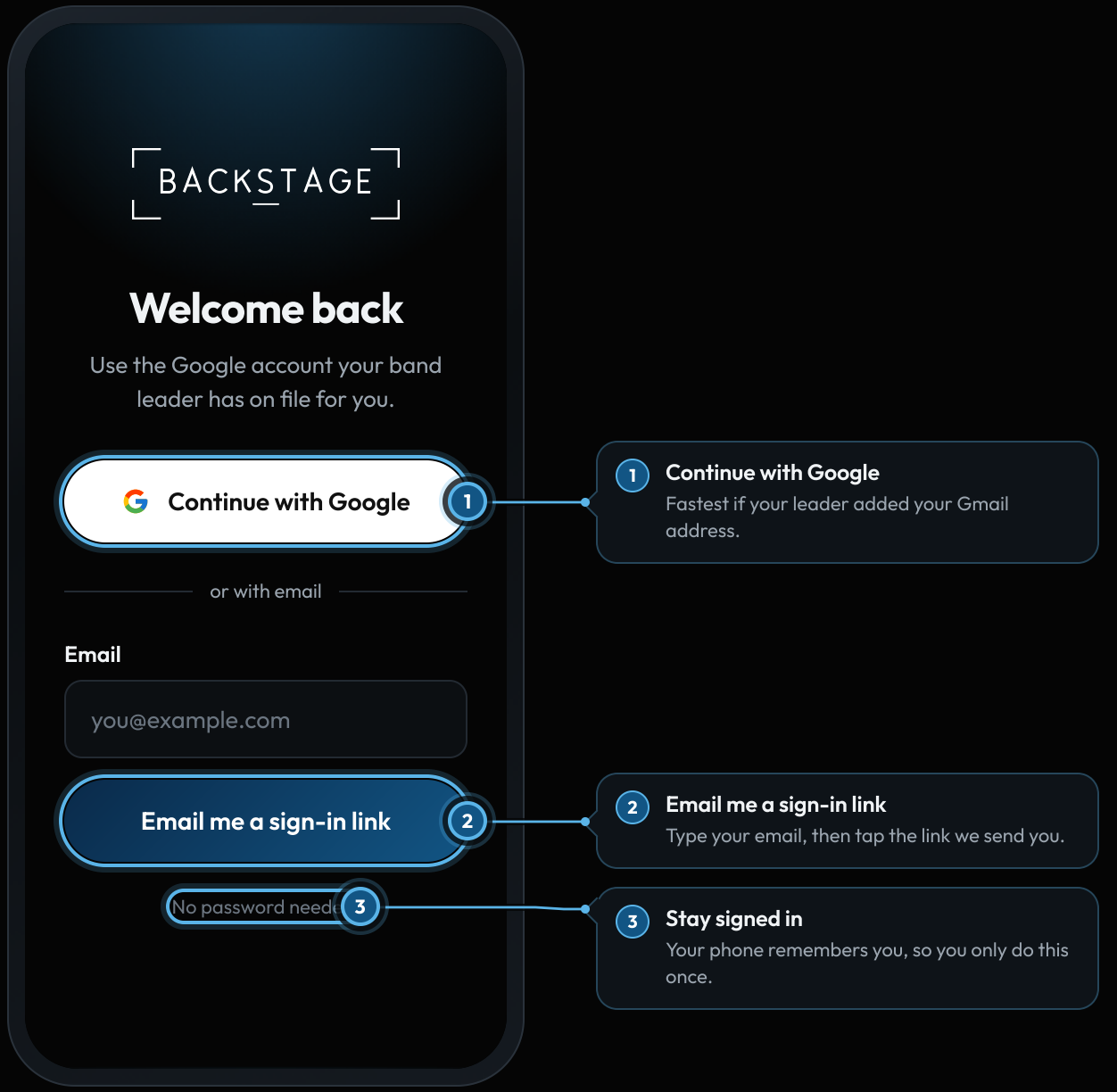
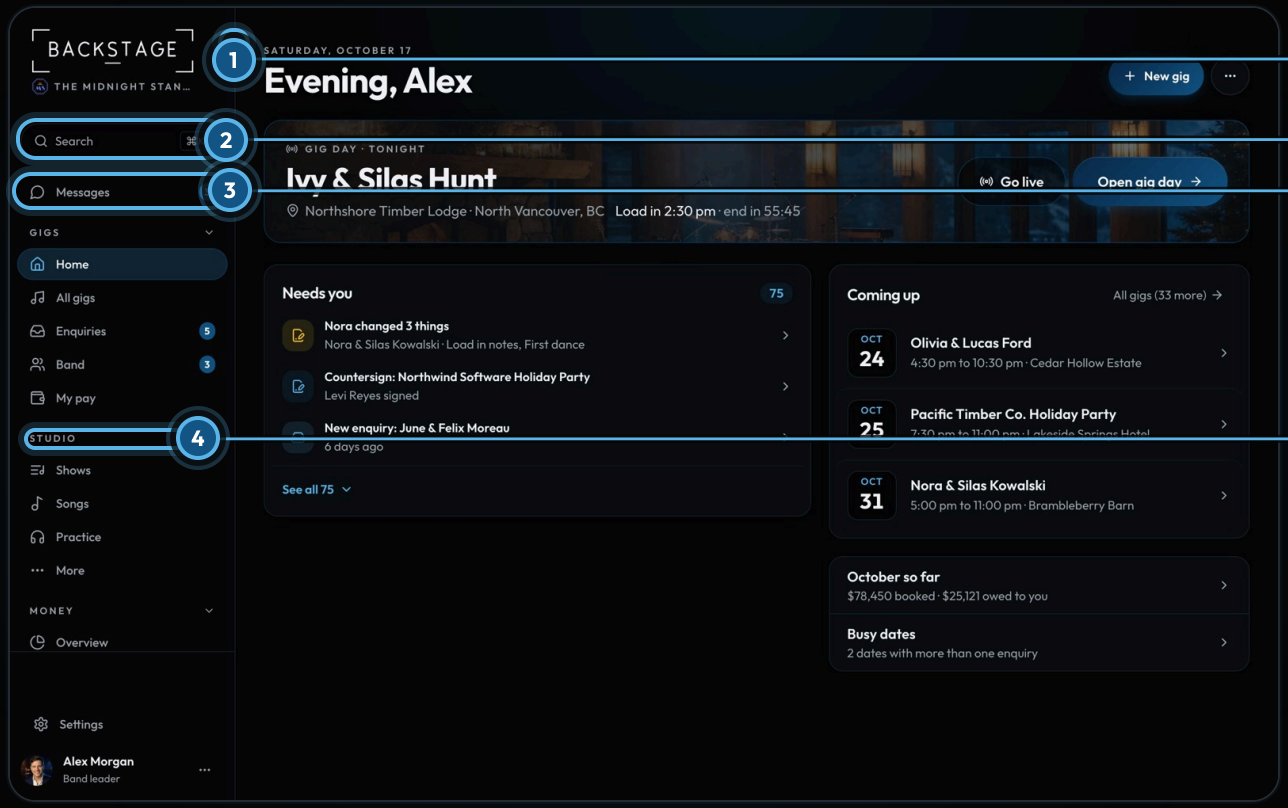


Illustration: the demo skips sign-in

EVERYONE · COMPUTER

Find your way around

Every page is in one sidebar, grouped under Gigs, Studio and Money. Fold a group you don't use by its heading. Search and Messages sit at the top, Settings and your account at the bottom.



1 More room
Collapse the sidebar to icons.

2 Search, or ⌘K
Jump to any page or gig.

3 Messages
Gig chats, client chats, the band and your groups.

4 Gigs, Studio, Money
Each group's pages sit under its heading. Click a heading to fold it.

HOW TO

1. Pages are grouped under **Gigs**, **Studio** and **Money**. Click any page; the highlight shows where you are. Studio's less-used pages (Charts, Stage plots, Rehearsals) are under its **More**.
2. Click a group's heading to fold it away. The sidebar remembers, and the group you're in always opens.
3. Press ⌘ K (Ctrl K on Windows) to search from anywhere.
4. Settings and your account menu are at the bottom.

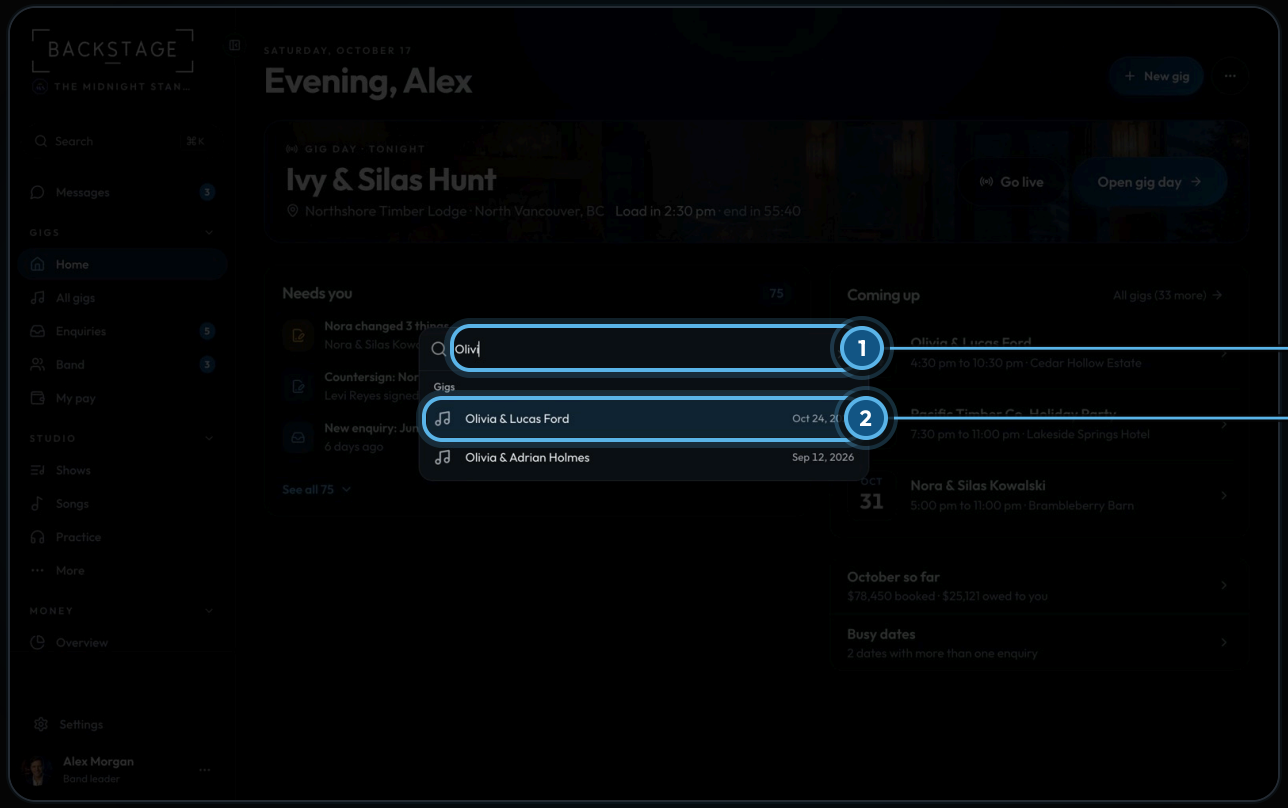
TIP

The sidebar only shows what you're allowed to open. Players don't see Money or Settings.

EVERYONE · COMPUTER

Jump anywhere with ⌘K

The quickest way to any gig or page. Start typing, hit Enter, you're there.



1 **Type anything**
Page names, gig names, even "light mode".

2 **Enter to open**
Use the arrow keys to move, Esc to close.

HOW TO

1. Press ⌘ K, or click **Search** at the top of the sidebar.
2. Type a few letters of a gig, a venue or a page.
3. Use the arrow keys, then Enter to open it.

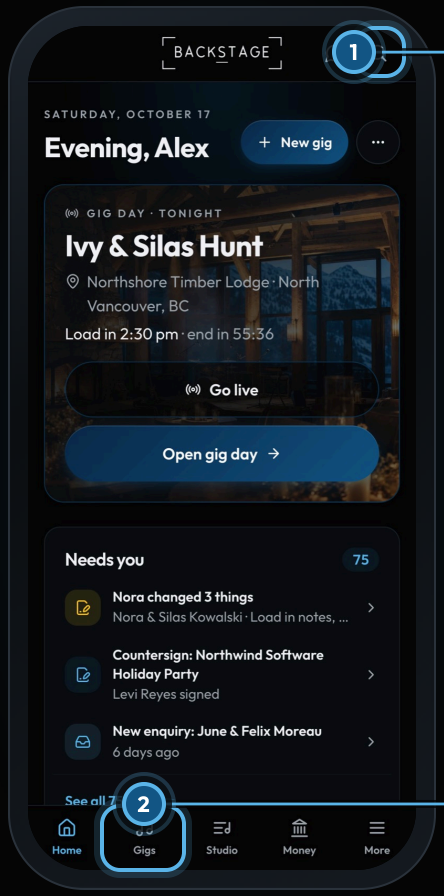
TIP

On a phone, tap the magnifying glass in the top bar for the same search.

EVERYONE · PHONE

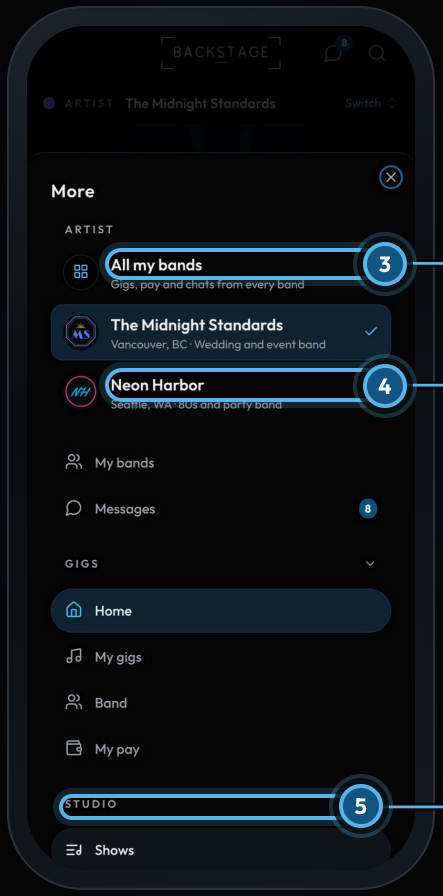
On your phone

Tabs at the bottom cover what you need on the move. Everything else is under More.



1 Search
Find any gig or page.

2 Tabs
Home, Gigs, Studio, Money and More. Players get Pay.



3 All my bands
Gigs, pay and chats from every band in one place.

4 Your bands
Only when you play in more than one. Tap a band to switch.

5 Every page
Grouped under Gigs and Studio, with your profile. Tap a heading to fold it.

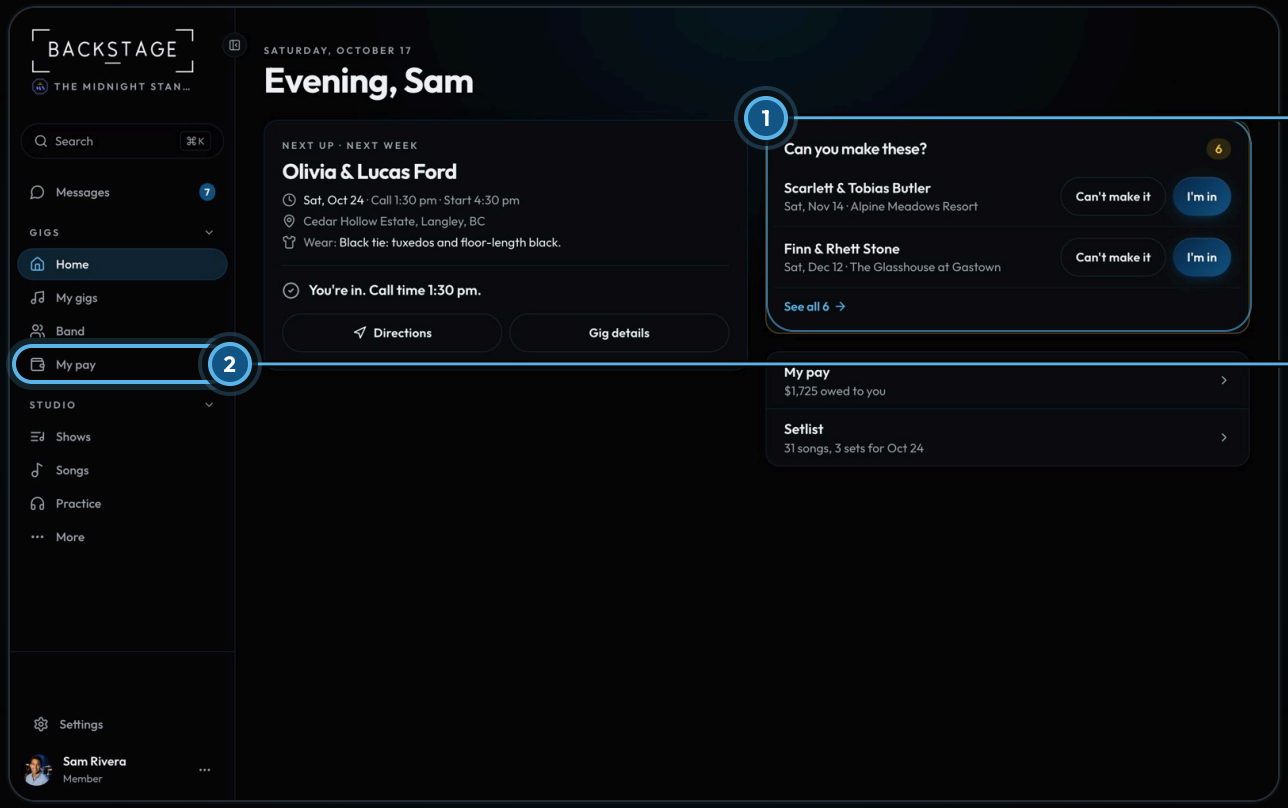
HOW TO

1. Use the tabs at the bottom: **Home**, **Gigs**, **Studio**, **Money** and **More**. Players get **Pay** (their own pay) instead of Money.
2. Tap **More** for every page, grouped under the same headings as the sidebar on a computer, plus Messages and your profile (and Settings for leaders). Tap a heading to fold it.
3. Play in more than one band? Your bands are at the top of More. Tap one to switch.
4. Tap the magnifying glass to search.

EVERYONE

Band leader or member

Leaders run the business: bookings, money, contracts and the roster. Members see their own gigs, their own pay and everything they need to play.



1 Can you make it?
Gigs waiting for your answer, with I'm in right there.

2 Your own pay
No Money area: invoices and the band's books stay with leaders.

HOW TO

1. Members see gigs, setlists, charts, contacts, messages and their own pay.
2. Leaders can give a member extra powers, like editing setlists or setting their own rate (**Settings → Members and access**).
3. If you open a leaders-only page by mistake you'll see **Band leaders only** and a way back.

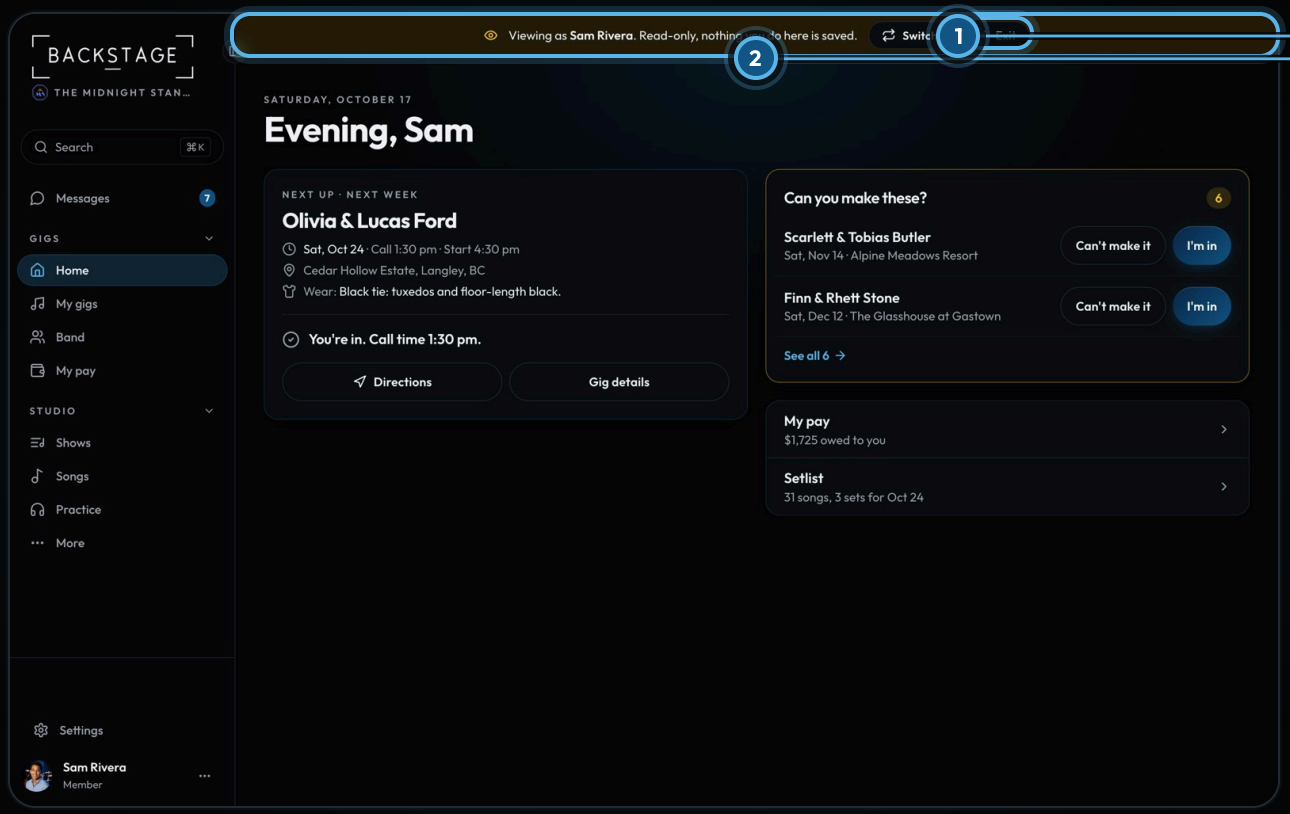
TIP

You choose who sees what. Band money is checked on the server, so a member's phone never receives it.

BAND LEADERS

See it through a member's eyes

Wondering what Sam sees? View as shows you the app exactly as that player gets it, read only.



1 **Exit**
Back to your own view.

2 **Preview banner**
Nothing you do here is saved.

HOW TO

1. Open your **Account menu** at the bottom of the sidebar.
2. Choose **View as** and pick a player.
3. Click around: pay, gigs and menus are exactly what they see.
4. Click **Exit** in the banner when you're done.

TIP

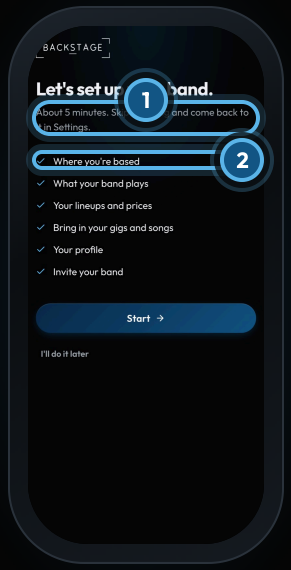
The same menu switches between dark and light mode.

BAND LEADERS · FIRST RUN

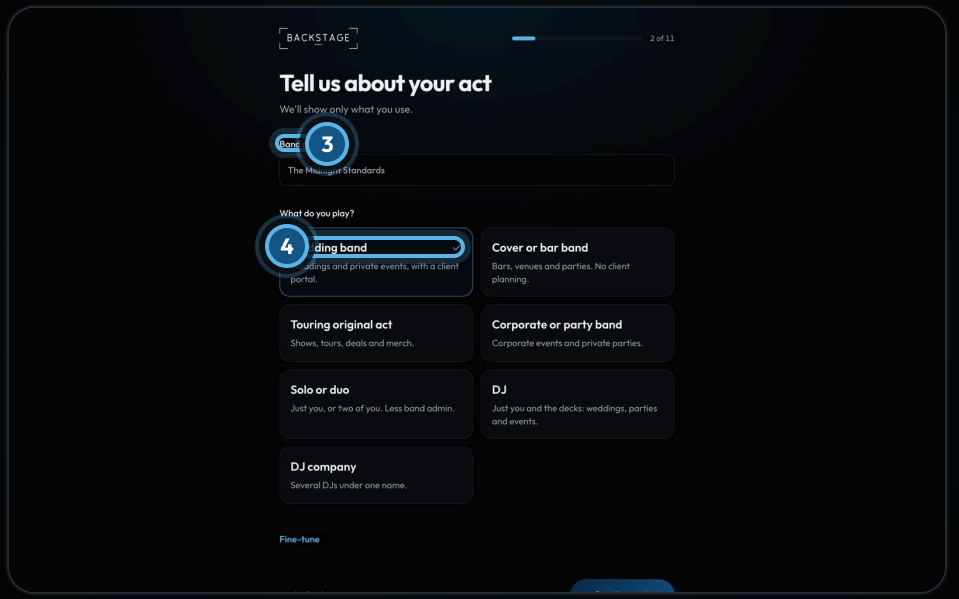
Set up your band

About five minutes, the first time you sign in: where you're based, what you play, your lineups and prices, your gigs and songs, your own profile, then your band. Skip anything and come back to it later. Everything is open for 14 days, free, with no card.

FIVE SHORT STEPS



TELL US ABOUT YOUR ACT



1. **About five minutes** — Skip anything and come back to it in Settings.
2. **The steps** — Skip any of them.
3. **Band name** — On invoices, emails and the client app.
4. **What you play** — Wedding, covers, touring, DJ and more.

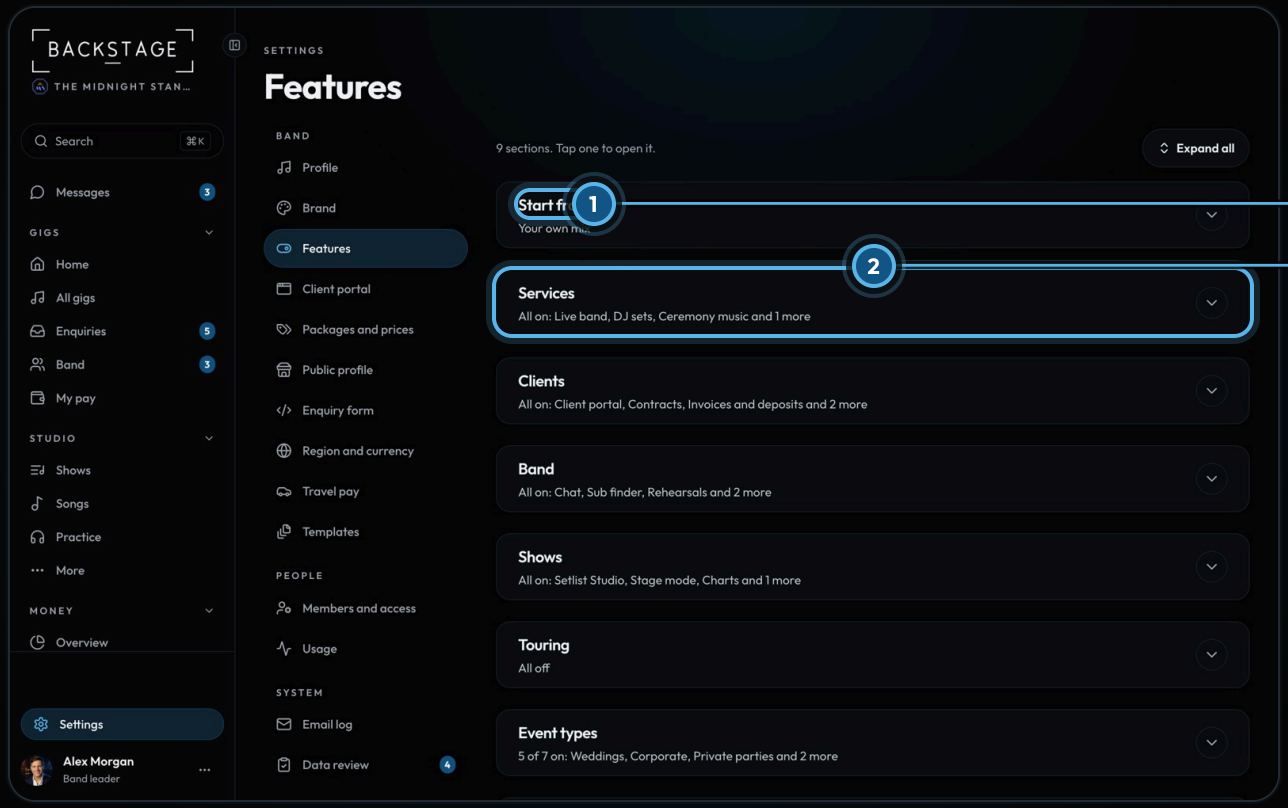
HOW TO

1. **Where you're based** sets your currency, tax and units. **Your act**: your band name, what you play and your lineups.
2. **Your gigs, prices and songs**: import your gigs, a price per lineup, add-ons, your deposit, then paste your songs.
3. **Now, you**: before you invite anyone, your own photo, name and number, what you play, an emergency contact if you like, and your calendar (Google, Apple or Outlook) so your gigs show up there.
4. **Your band**: invite players, or **Invite later**. Players, subs and crew are always free.
5. On **Home**, **Your setup** ticks off each step. Hide it with the **X** when you're done.

BAND LEADERS · SET UP

What your band does

Switch on only what you use. Pick a preset (wedding band, bar band, touring act, corporate, solo or duo, DJ) and the app shows the right tools, questions and wording. Everything else stays out of the way.



1 Presets
A starting point. Change any switch after.

2 Services
Live band, DJ sets, ceremony music, MC.

HOW TO

1. Open **Settings → Features**.
2. Tap the preset closest to your band.
3. Switch off anything you don't use: client portal, contracts, chat, sub finder, Setlist Studio, touring tools.
4. Pick your event types. The enquiry form, the client app and contracts follow them.

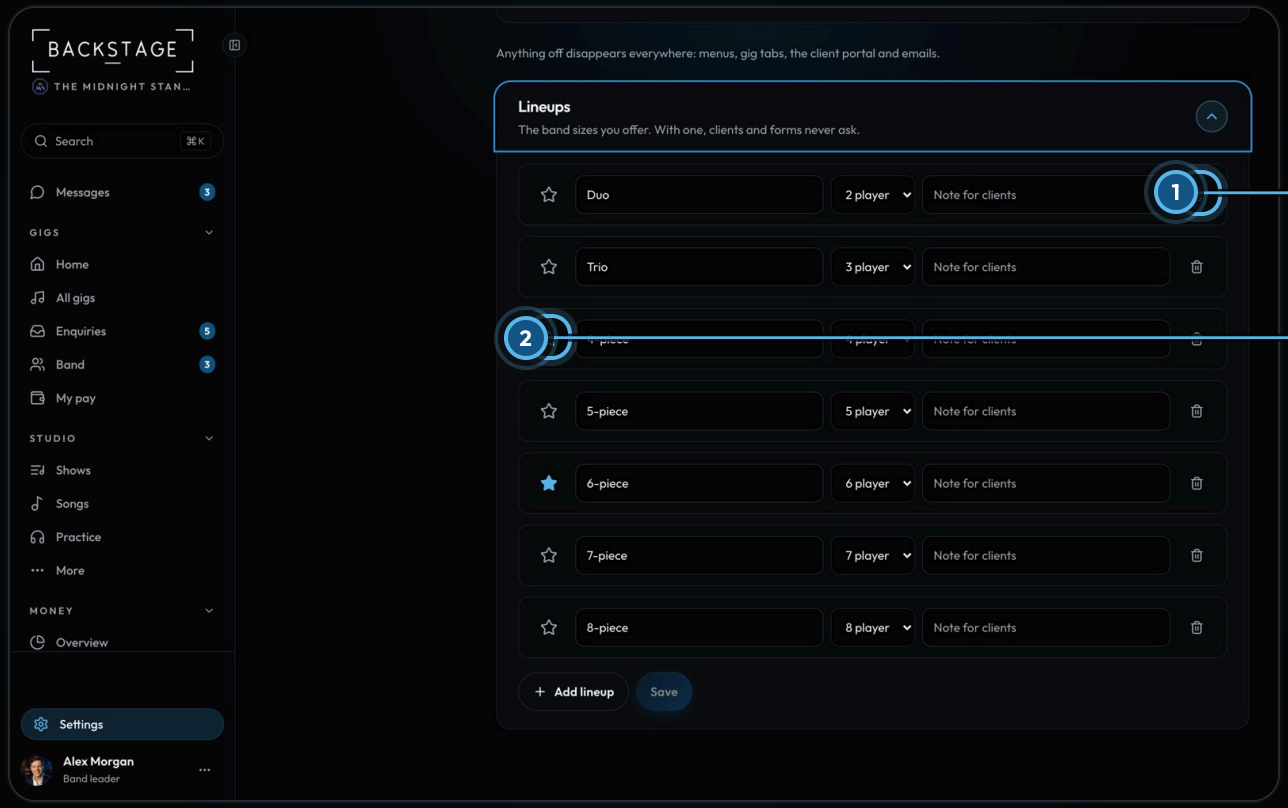
TIP

New bands are asked this once when they start. You can come back and change it any time.

BAND LEADERS · SET UP

Your lineups

The lineups you offer, from solo to a full band, named your way. With one lineup the app never asks. With several, every form shows only yours.



1 Add or remove
Rename, change players, add a short note for clients.

2 Default
The lineup you play most.

HOW TO

1. Open **Settings → Features** and scroll to **Lineups**.
2. Rename them however you like: "Acoustic duo", "Full band", "7-piece with horns".
3. Star the default. New gigs start with it.
4. Until you save, the list comes from the band sizes on your past gigs.

TIP

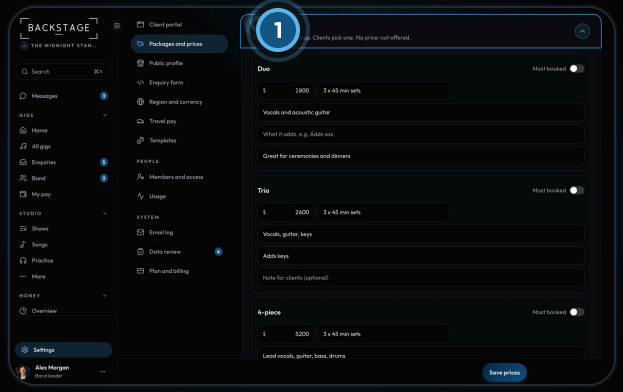
Horns and extra players that change the band belong in a lineup. Prices and who's on stage are set in **Packages and prices**.

BAND LEADERS · SET UP

Packages and prices

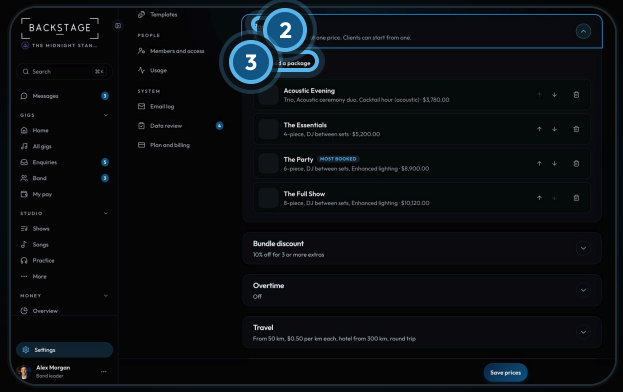
Every price the client sees lives here: a price for each lineup, your add-ons, your packages, travel, deposit and busy dates. Clients build their booking from it, and you confirm the final price.

LINEUPS



1 A price per lineup
What's included, who's on stage and what it adds.

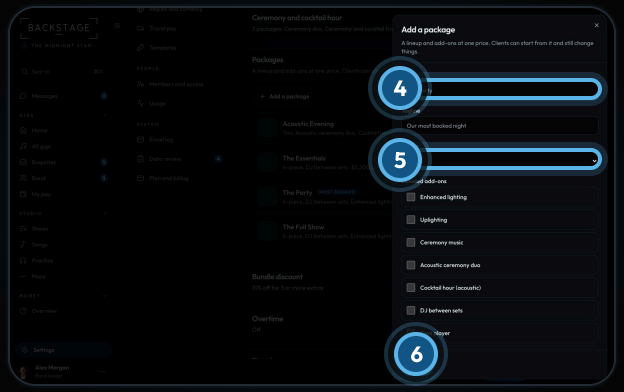
PACKAGES



2 Packages
A lineup plus included add-ons, at a set price or a saving.

3 Add a package
Works straight away, even before a lineup has a price.

ADD A PACKAGE



4 Name
Like The Party or The Full Night.

5 Lineup
No price on it yet? Set it right here. It's saved to Lineups too.

6 Add it
Then Save prices at the bottom of the page.

HOW TO

1. Open **Settings → Packages and prices**. **Lineups**: a price for each. **Add-ons**: extras, or a preset like **Singer-guitarist**.
2. **Packages**: tap **Add a package**, name it, pick the lineup and tick its add-ons.
3. Lineup with no price yet? Set it in the form. It's saved to Lineups too.
4. Set a price or **Items less a discount**, tap **Add it**, then **Save prices**.

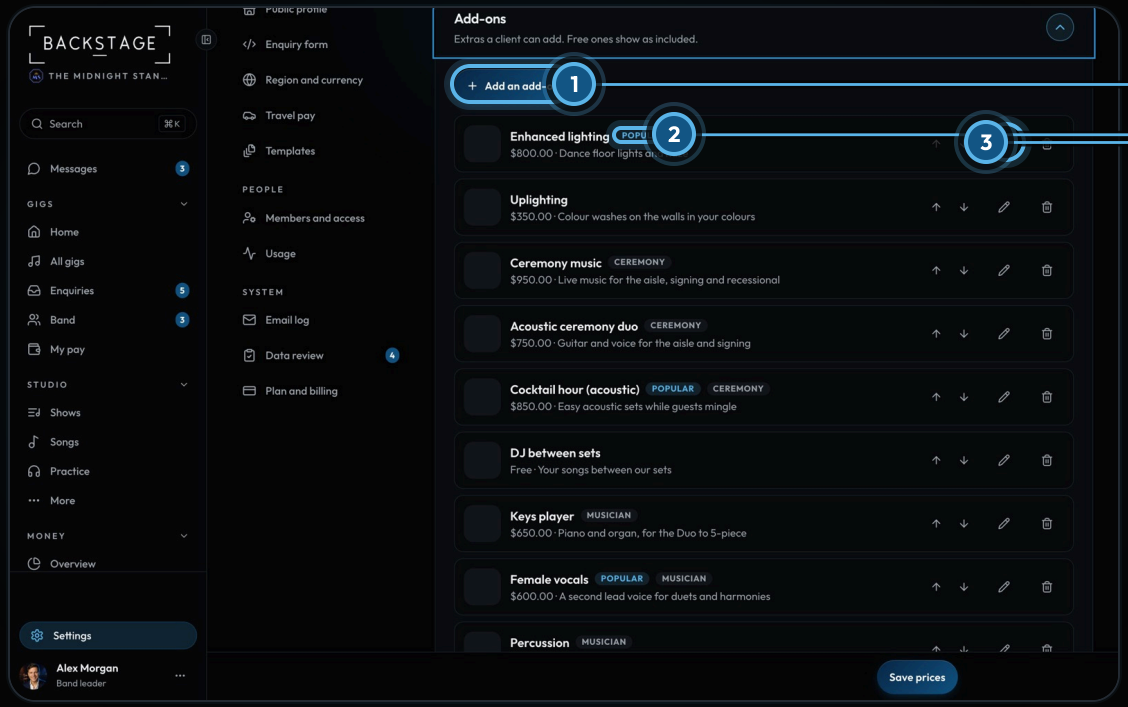
TIP

A quote keeps its prices once it's sent. Changing your price list later never changes a quote a client already has.

BAND LEADERS · SET UP

Add-ons, options and groups

Extras clients can add: a keys player, a female singer, uplighting, an extra hour, a band MC. An add-on can have options ("Keys and male vocals") or let the client build the group performer by performer.



1 Add your own
Name, price, flat, per hour or per musician.

2 Popular
Shows in Often added for clients.

3 Edit
Benefit line, photo, options, event types.

HOW TO

1. In **Packages and prices**, tap **Add an add-on**.
2. Give it a name, a price and how it's priced: **flat**, **per hour** or **per musician**. Tap **Free** to show it as Included.
3. Add a one-line benefit and a photo. Mark it **Popular** to suggest it.
4. **Options**: set choices like "Acoustic guitar and female vocals" or "Two acoustic guitars", each with its own price.
5. **Build the group**: list performers with a price and a limit (female vocals up to 2, keys 1). Clients add them with plus and minus.
6. Pick which event types it's for. Ceremony music only shows when Weddings is on.

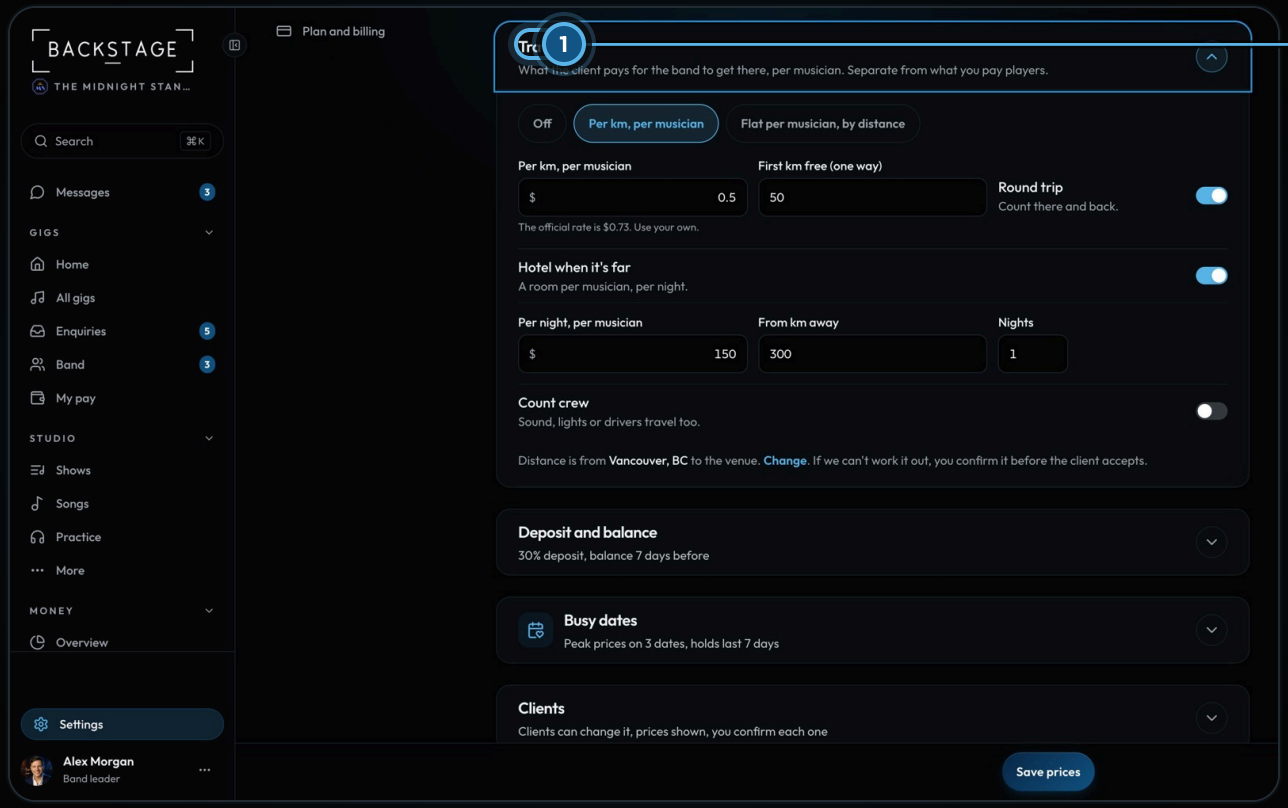
TIP

Add-ons that bring people (a keys player, a second singer) count toward travel automatically.

BAND LEADERS · SET UP

Travel in the client's price

Charge travel per musician, the way bands do. The client sees one line, like "Travel: 6 musicians, 240 km round trip", and it changes as they add players.



1 How you charge
Per km per musician, or flat by distance.

HOW TO

1. In **Packages and prices**, open **Travel**.
2. Pick a way to charge: **per km per musician** (with free km and round trip), or a **flat amount per musician** by distance (0 to 50 km, 50 to 150 km, 150 km and up).
3. Optional: a hotel per musician per night past a distance, and count crew.
4. The suggested rate is CRA's per-km rate in Canada or the IRS rate in the US. Use your own if you like.

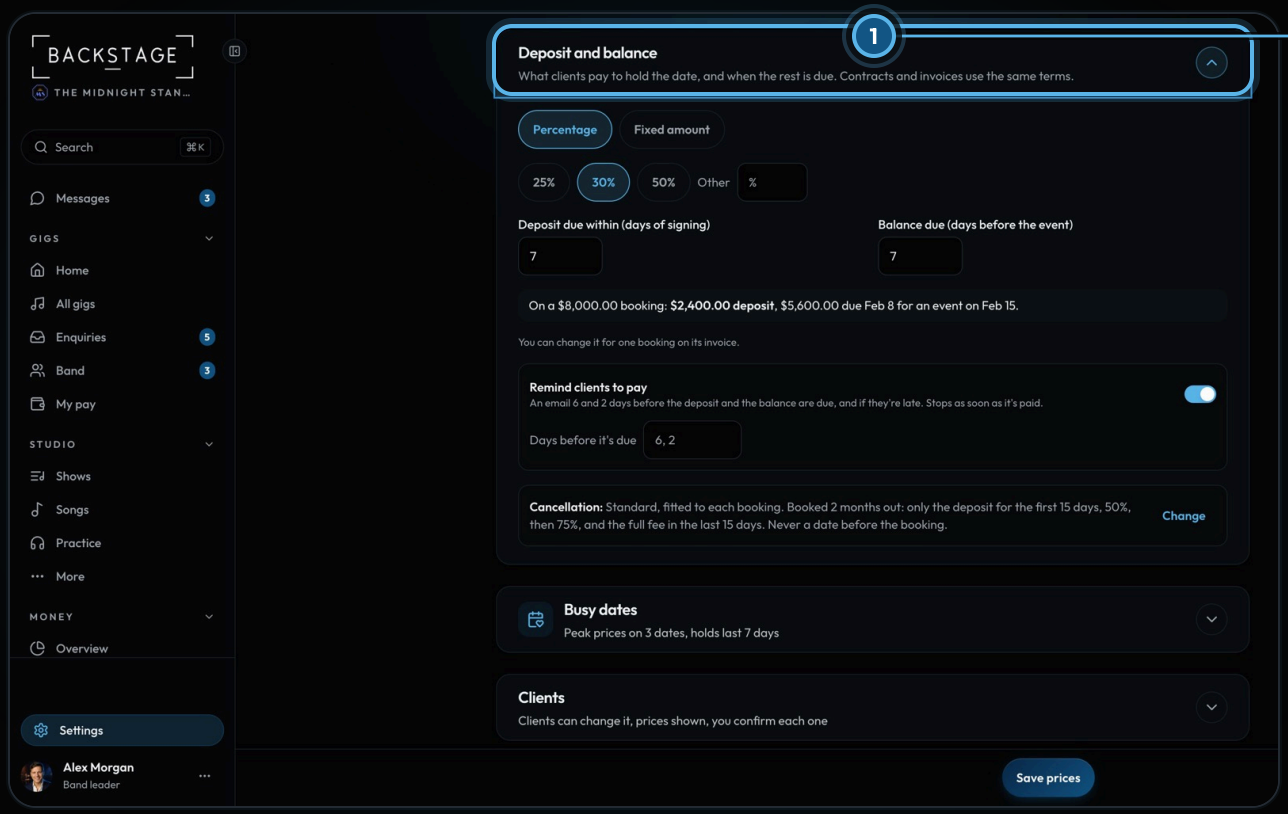
TIP

Distance is looked up from your home base to the venue's street address. If it can't be found, the client sees "Travel: the band confirms" and you add it when you confirm.

BAND LEADERS · SET UP

Deposit and balance

Your deposit, your way: 25%, 30%, 50% or a fixed amount, due within a few days of signing. The balance is due a set number of days before the event.



1 One setting
Contracts, quotes and invoices all use it.

HOW TO

1. In **Packages and prices**, open **Deposit and balance**.
2. Tap **25%**, **30%** or **50%**, or set a custom percentage or a fixed amount.
3. Set when the deposit is due after signing, and when the balance is due before the event (30 days to start).
4. The example line shows what a client would pay and when.

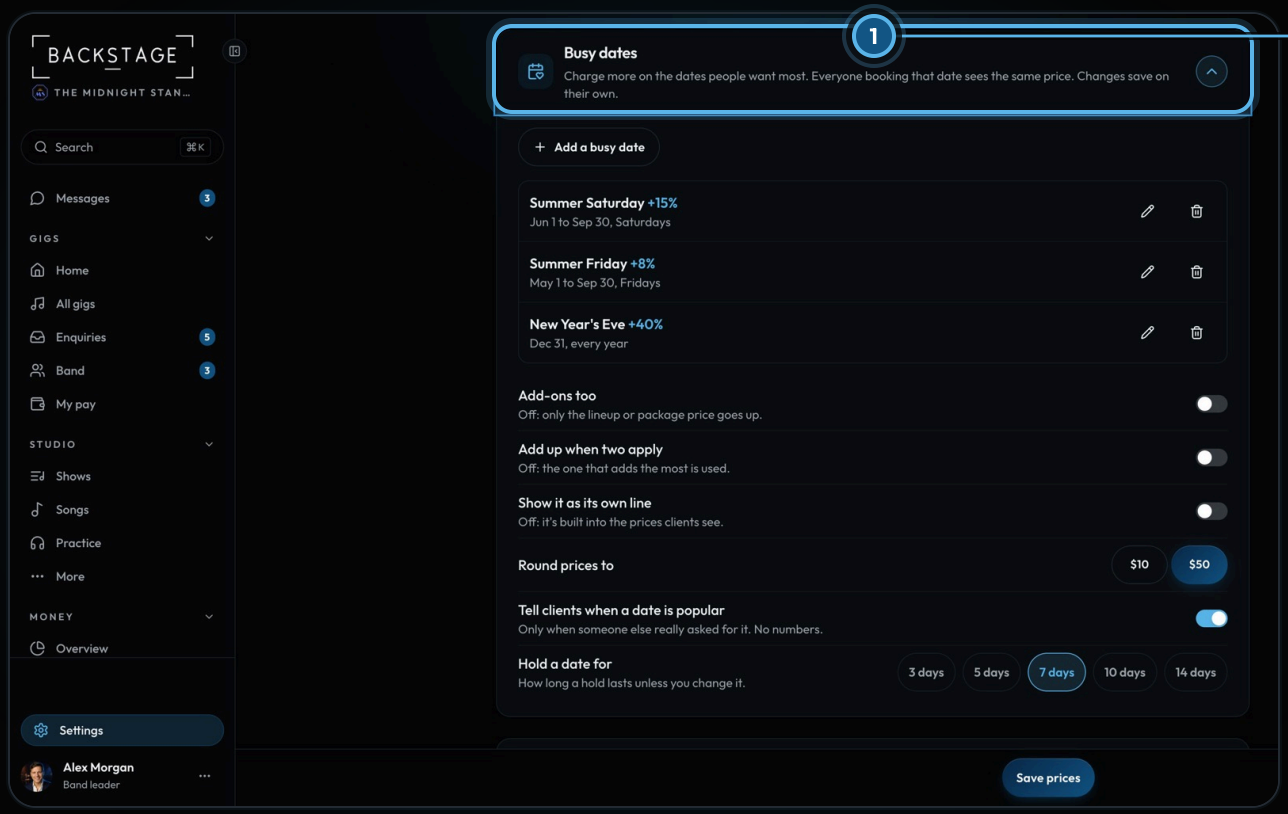
TIP

One booking can have a different deposit. Change it in that gig's Client section.

BAND LEADERS · SET UP

Busy dates

Charge a little more on the dates everyone wants, like summer Saturdays or New Year's Eve. Every client gets the same price, shown as one clear line.



1 Busy-date rules
Seasons, weekdays or exact dates, plus a percent or an amount.

HOW TO

1. In **Packages and prices**, open **Busy dates**.
2. Add a rule: a name ("Summer Saturday"), when it applies, and how much it adds.
3. When two rules match, the bigger one wins, unless you tick **stack**.
4. The same section sets how long holds last and the client's "This date is popular" line.

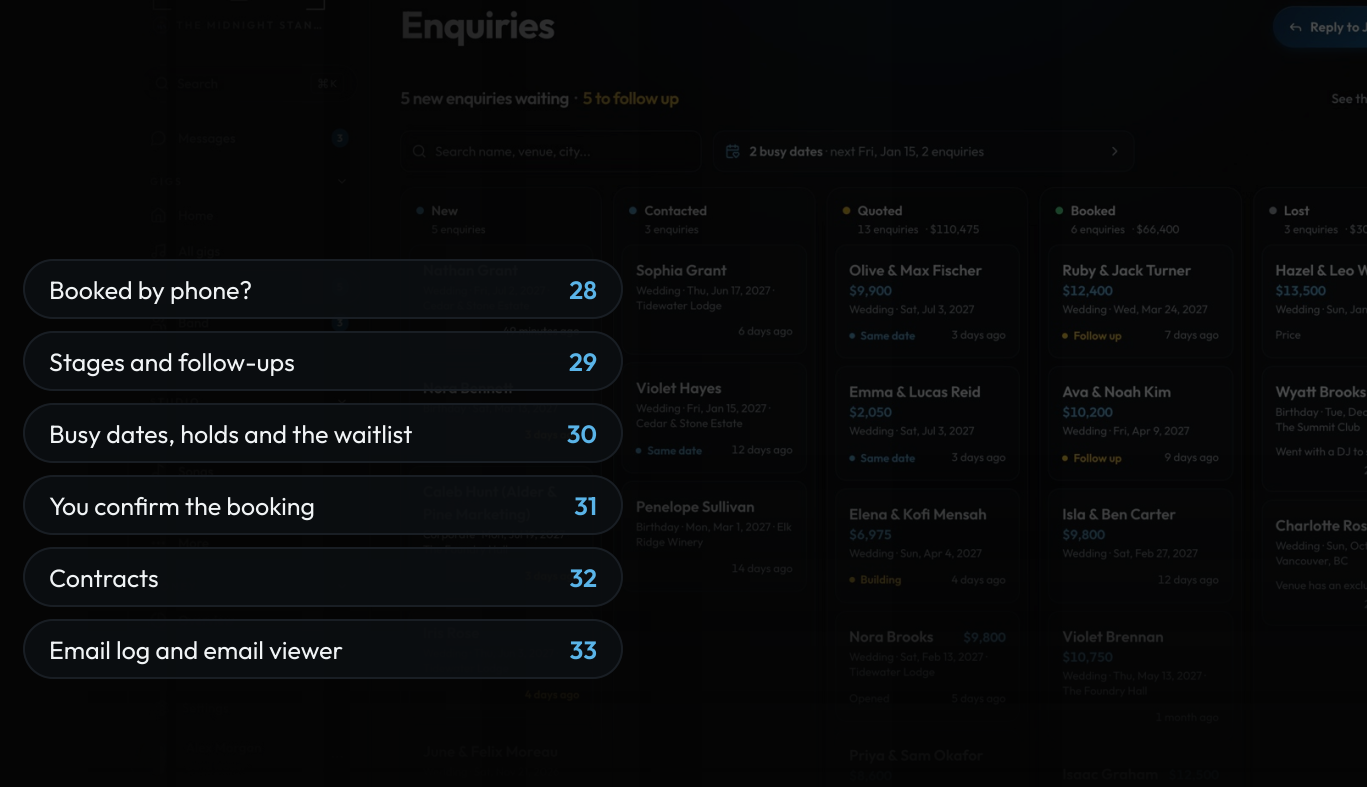
TIP

The popular line only shows when another client really is asking about that date. You can switch it off.

PART 2 · CHAPTER 2

Booking clients

From the first message to a signed contract and a deposit. Enquiries from anywhere, a booking link in one tap, follow-ups, holds and the waitlist. You confirm every price before anything is signed.

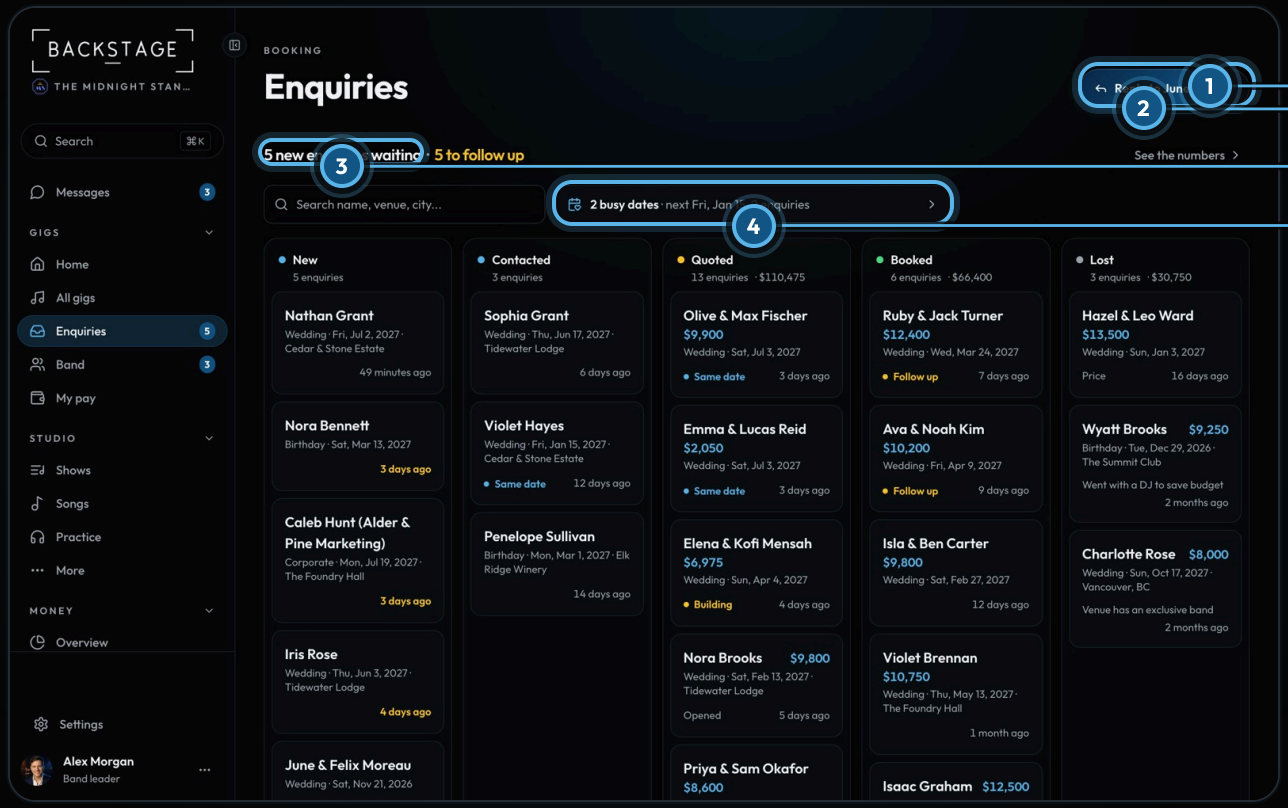


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BAND LEADERS

Enquiries

Every booking enquiry in one place, wherever it came from: your website form, Instagram, a phone call or a wedding show. The page opens on how many new ones are waiting, with Reply to the oldest one.



1 More
Add enquiry, your form link and form settings.

2 Reply
Opens the oldest new enquiry. Add enquiry when none are waiting.

3 What's waiting
New ones, and any to follow up. See the numbers for the rest.

4 Busy dates
Dates more than one client wants.

HOW TO

1. Open **Enquiries**. The top line says how many new ones are waiting; **Reply to** opens the oldest.
2. New ones come first. A card shows one status when there's something to know: **Follow up**, a booking being built or requested, or **Same date** (another client wants that date). Where it came from is on the enquiry.
3. Tap a card to check the date, hold it, or send a booking link. **See the numbers** has open, quoted and your win rate.
4. **...** has **Add enquiry**, **Copy form link** and **Form settings**.

TIP

Mark an enquiry **Lost** with a reason (price, date taken, went elsewhere, no reply). Insights uses it to show what's working.

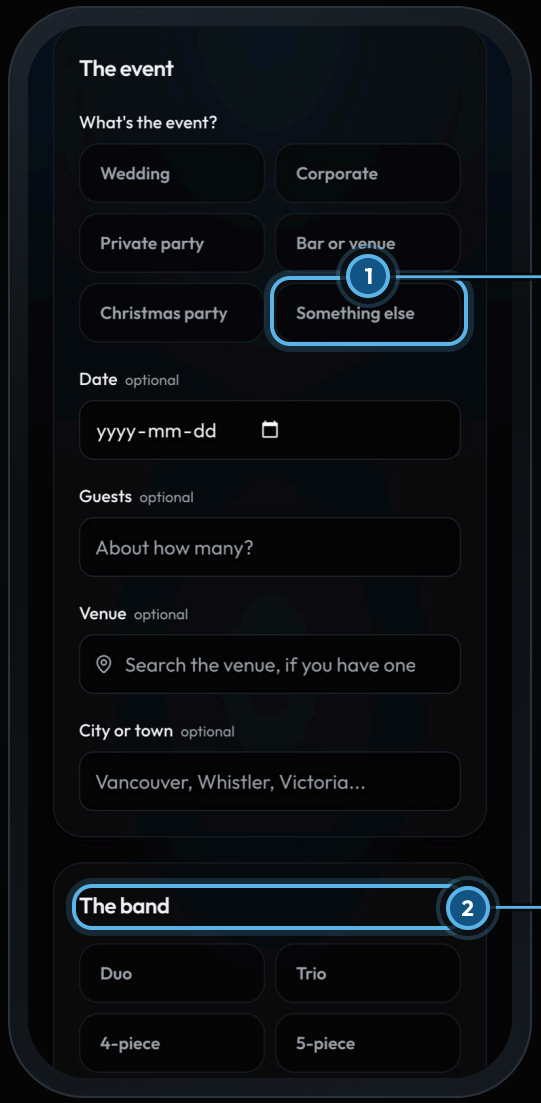
CLIENTS · PHONE

Your enquiry form

A short form for your website and socials. It only asks about the event types and lineups you offer, and skips questions that don't apply.

HOW TO

1. In **Enquiries**, open **…** and click **Copy form link**.
2. Add it to your website's contact button, your Instagram bio and your email signature.
3. New enquiries appear in **New** with the date already checked.



1 Your event types
Only the ones you switched on. Something else asks what kind of event.

2 Your lineups
Hidden when you only offer one.

TIP

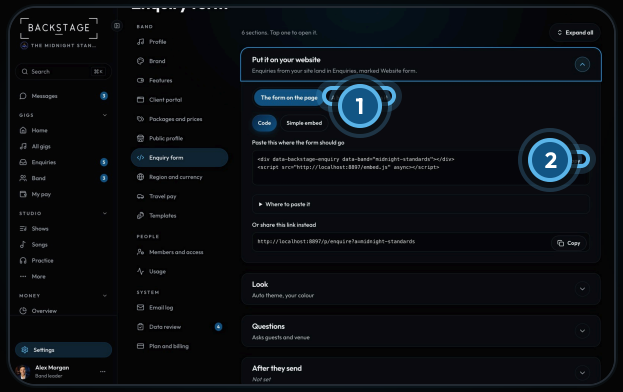
The questions follow **Settings → Features**: switch off Weddings and the wedding questions go too.

BAND LEADERS

The enquiry form on your website

Put your enquiry form right on your own site: in the page, or behind a Check a date button that opens it in a pop-up. Every enquiry lands in Enquiries, marked Website form.

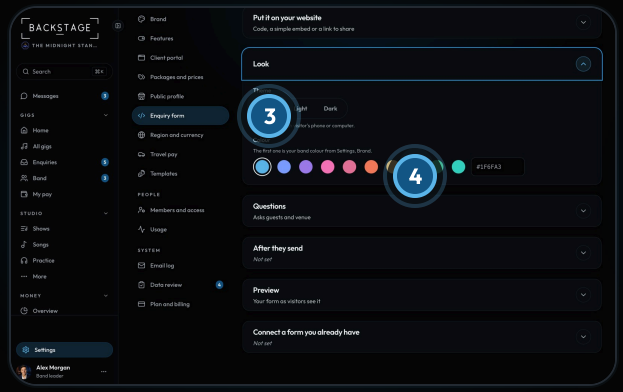
GET THE CODE



1 In the page or a button
The form on the page, or a Check a date button with a pop-up.

2 Copy the code
Two lines. Paste them where the form should go.

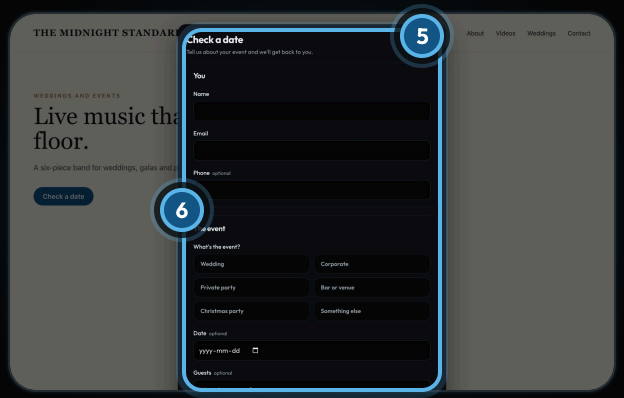
LOOK AND QUESTIONS



3 Light or dark
Auto follows each visitor's phone or computer.

4 Colour
Your band colour, one of five, or your own.

ON YOUR SITE



5 Close
Or tap outside, or press Escape.

6 Your form, in a pop-up
The same form, sized to fit, on your own page.

HOW TO

1. Open **Settings → Enquiry form**.
2. Pick **The form on the page** or **A button that opens it**, then tap **Copy**. Use **Simple embed** if your site only takes an iframe.
3. Paste it into your site (a Code, Embed HTML or Custom HTML block) and publish.
4. Set the **Look** and **Questions**, the thank-you message and who else gets an email for each enquiry. The **Preview** shows the result. Tap **Save**.

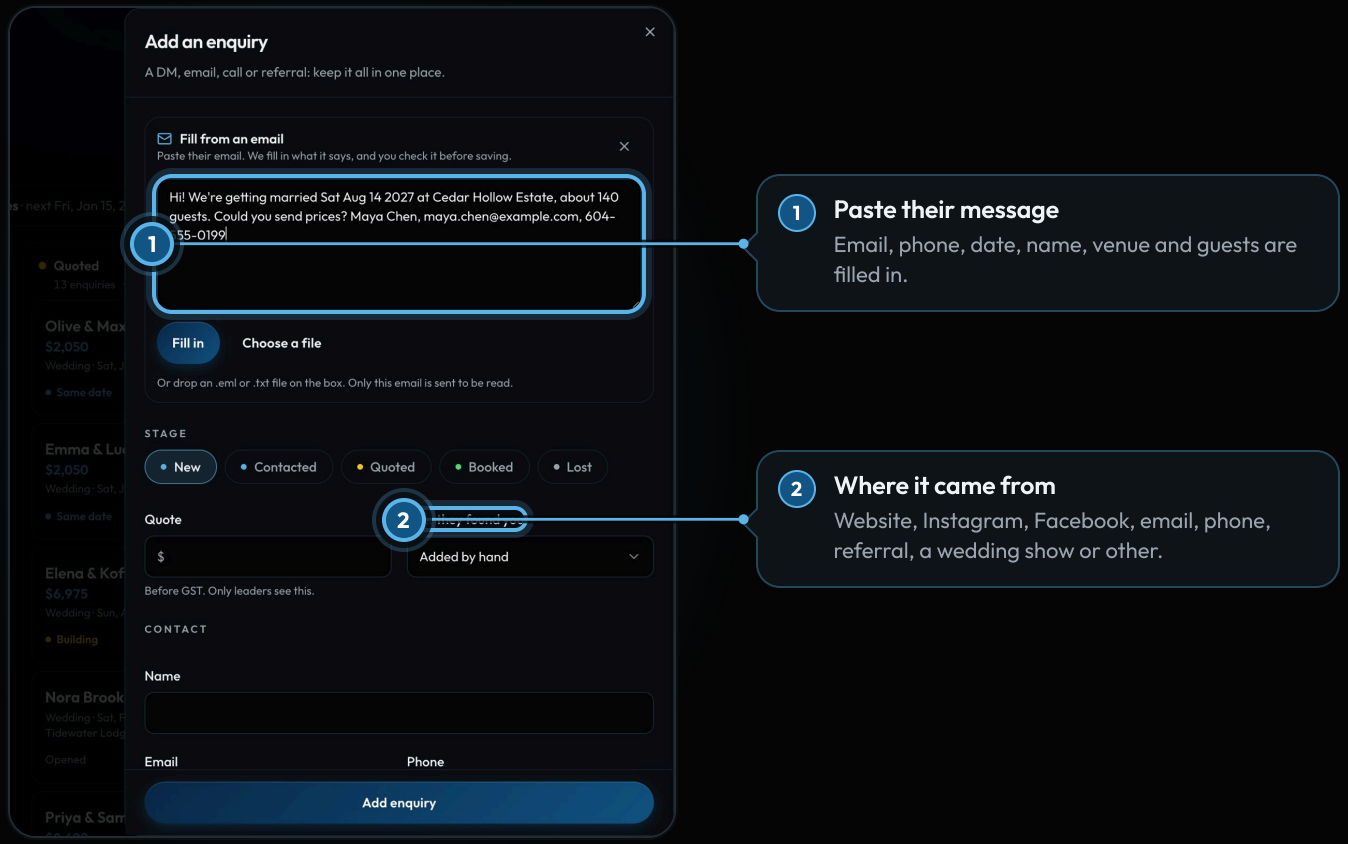
TIP

Already have a form? Under **Connect a form you already have**, send its answers to your private link (Zapier, Make, Typeform, Jotform).

BAND LEADERS

Add an enquiry from anywhere

A DM, a text or an email: paste their message and the app fills in the name, email, phone, date and event type. You say where it came from.



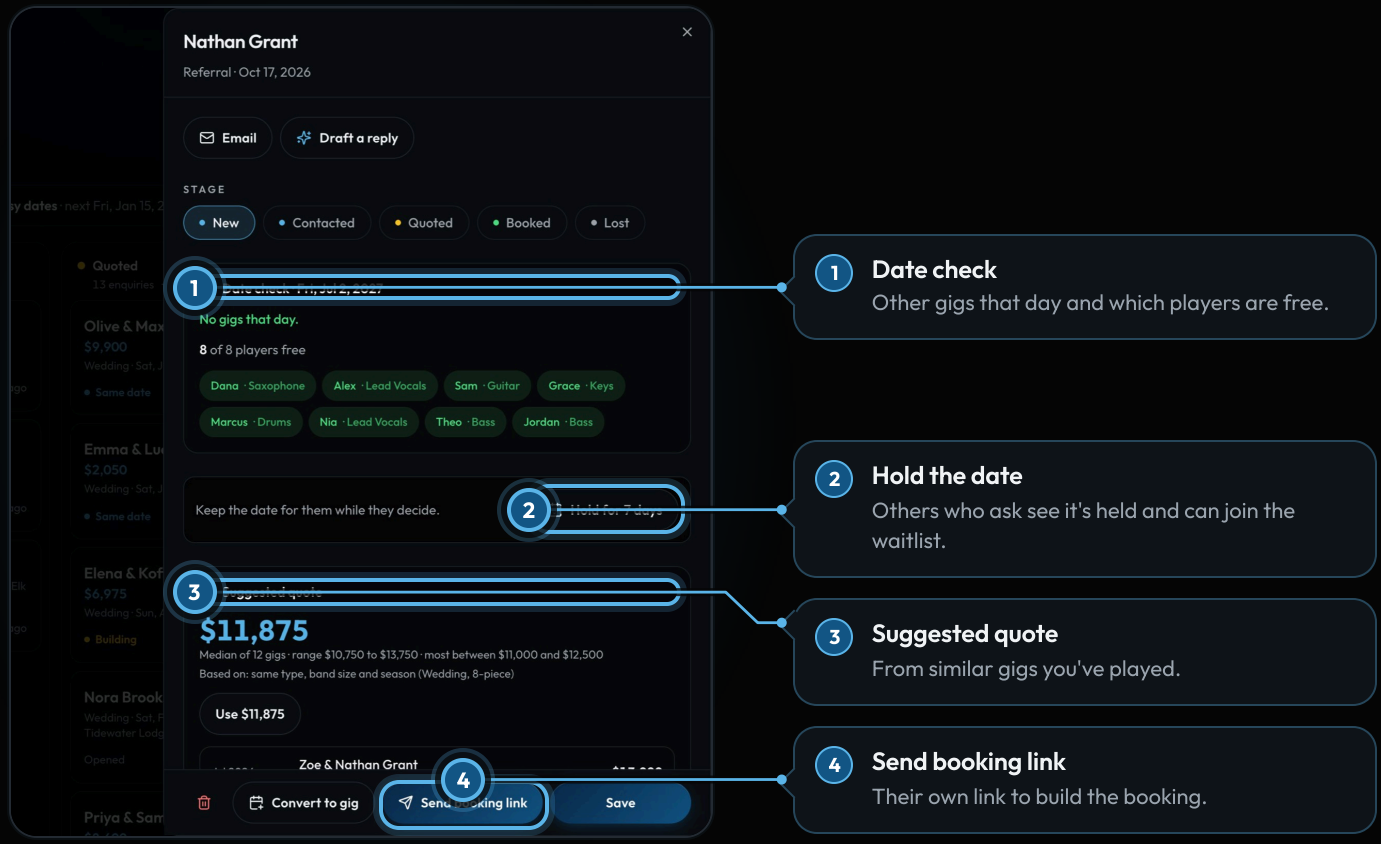
HOW TO

1. In **Enquiries**, click **Add enquiry** (in **...** when new ones are waiting).
2. Click **Fill from an email** (or **Paste their message** with AI help off), paste it and click **Fill in**. The fields it filled are marked for you to check.
3. Pick where it came from. **Other** keeps your own words, like "Radio ad".
4. Save. It lands in **New**, ready for a booking link.

BAND LEADERS

Check the date, hold it, quote it

Every enquiry checks the date for you: other bookings that day and who's free. Hold the date while they decide, and see a fair price from your past gigs.



HOW TO

1. Open an enquiry from the board.
2. Read **Date check**: other gigs that day, and how many players are free.
3. Tap **Hold for 7 days** if they need time. You can extend it or let it go.
4. Look at **Suggested quote** for a sense of the price, then send the booking link.

TIP

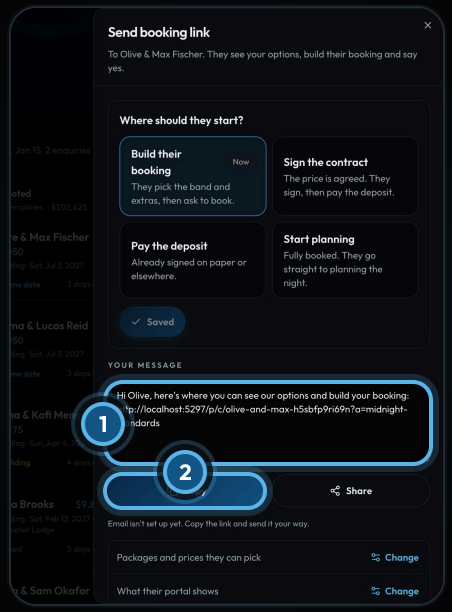
Change how long holds last in **Settings → Packages and prices → Busy dates** (1 to 30 days).

BAND LEADERS

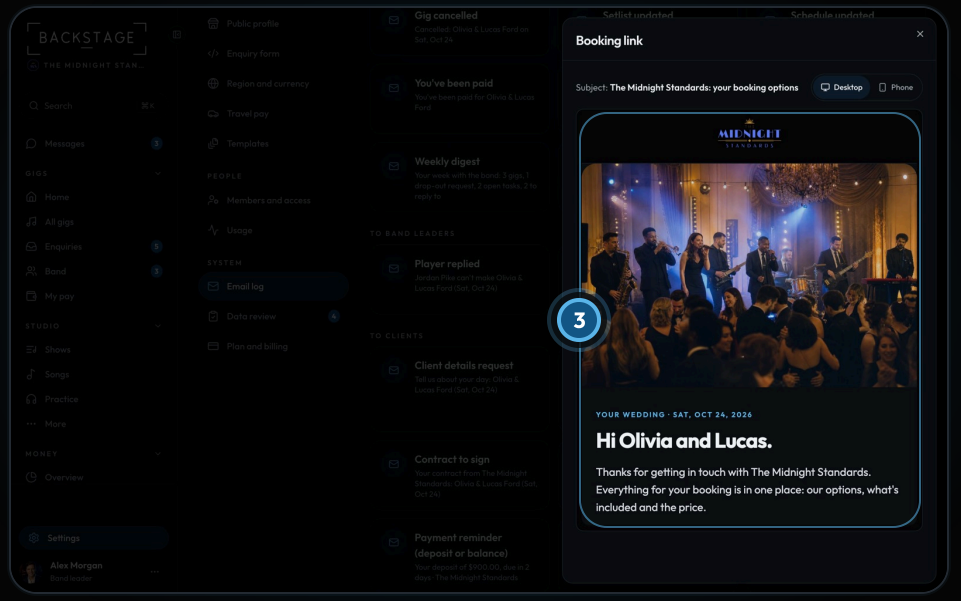
Send a booking link

One tap sets up a tentative booking and gives you the client's own link, with a short message ready to send. They open it and build their booking from your price list.

THE LINK AND MESSAGE



THE EMAIL THEY GET



1 Your message
Edit it before you send.

2 Send it your way
Copy, share, text, or email when email is set up.

3 Your first email
Your band's look, their names, your note and one button.

HOW TO

1. Open an enquiry and tap **Send booking link**.
2. The app makes a tentative gig, adds the client and builds a quote from your price list.
3. Edit the message if you like, then send it: copy, share sheet, text, or email.
4. Their link uses their names, like **/p/c/harper-and-finn-k7m2...**. Links already sent keep working.

TIP

With no date yet, the client can pick one in the booking. With a date, it's locked unless you allow changes in the gig's Client section.

BAND LEADERS

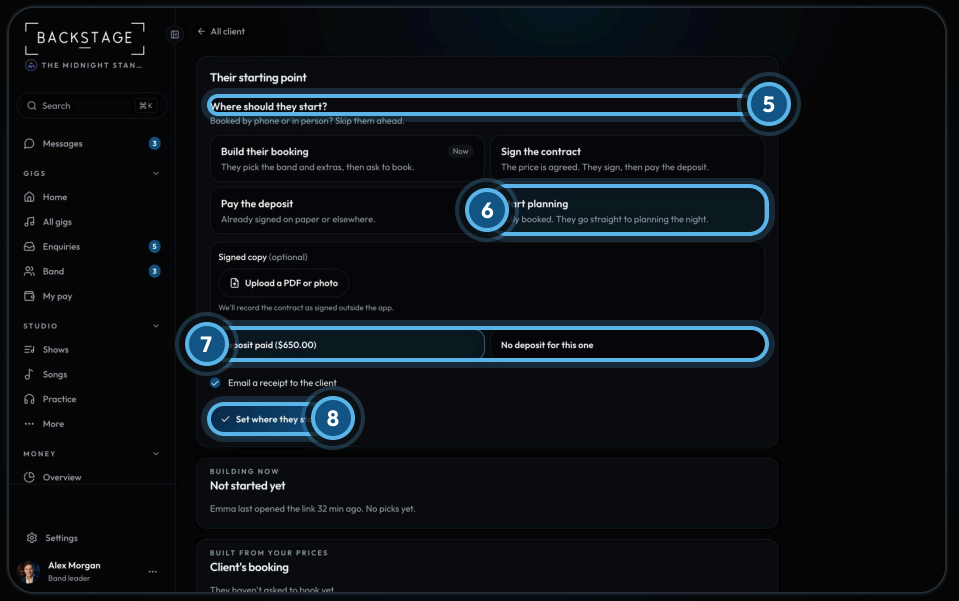
Booked by phone?

Agreed it all on a call or in person? Skip the client ahead. Send their link straight to the contract, the deposit or planning the night, and the email says the right thing.

WHEN YOU SEND THEIR LINK



IN THE GIG'S CLIENT SECTION



1 Build their booking
They pick, then ask to book.

2 Skip ahead
Sign, pay or start planning.

3 Signed on paper?
Add a copy if you have one.

4 Your message
Worded for the step you pick.

5 Their starting point
In the Client section.

6 Start planning
Straight to planning the night.

7 The deposit
Paid, or none for this one.

8 Save it
Their link opens at that step.

HOW TO

1. Open the enquiry and tap **Send booking link**, or the gig's **Client** section, then **Quote**.
2. Under **Where should they start?** pick a step. The app suggests one.
3. Deposit paid already? Say so, and **Email a receipt to the client** sends them one.
4. Tap **Set where they start** and send the link.

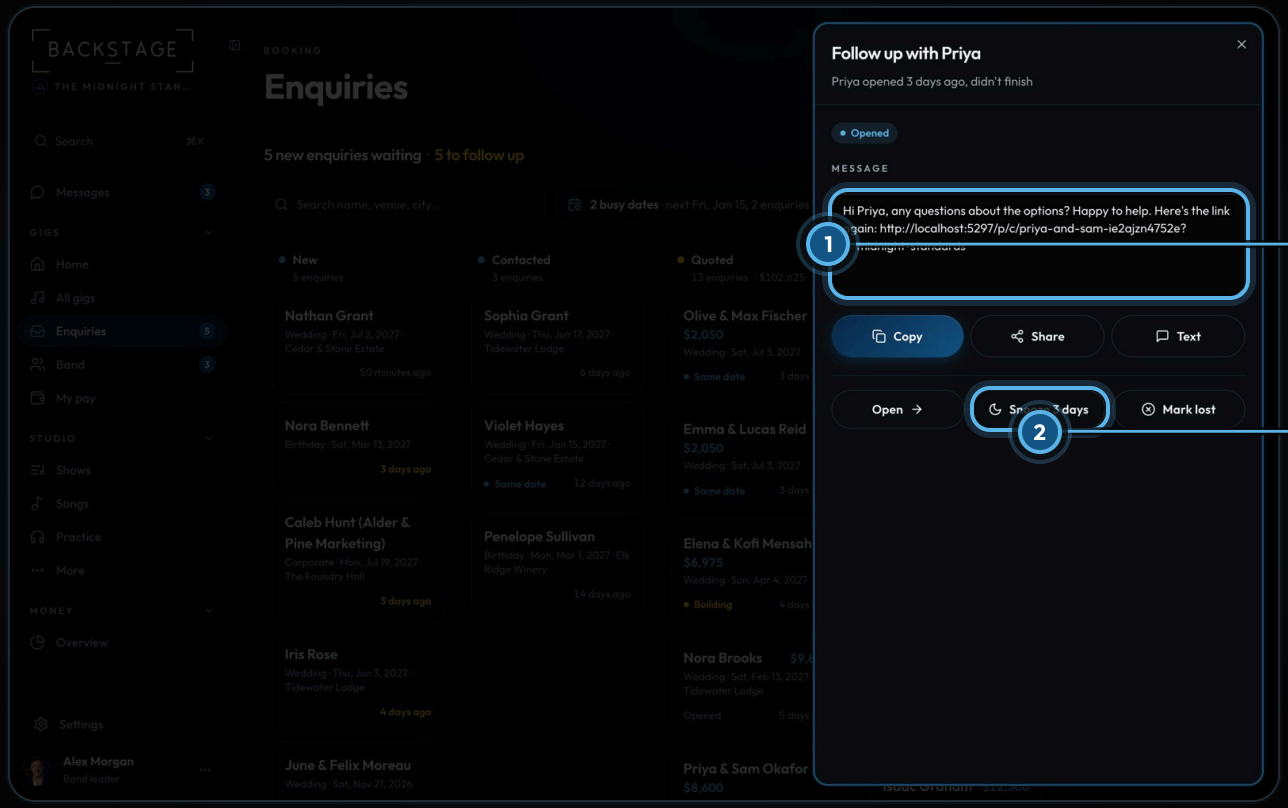
TIP

Sign and pay need a fee or a quote first. Skipped steps show as **Agreed with the band**.

BAND LEADERS

Stages and follow-ups

See where each client is, from Invited to Booked, and nudge the ones who stopped. Needs you shows who to follow up with and gives you a message that fits where they stopped.



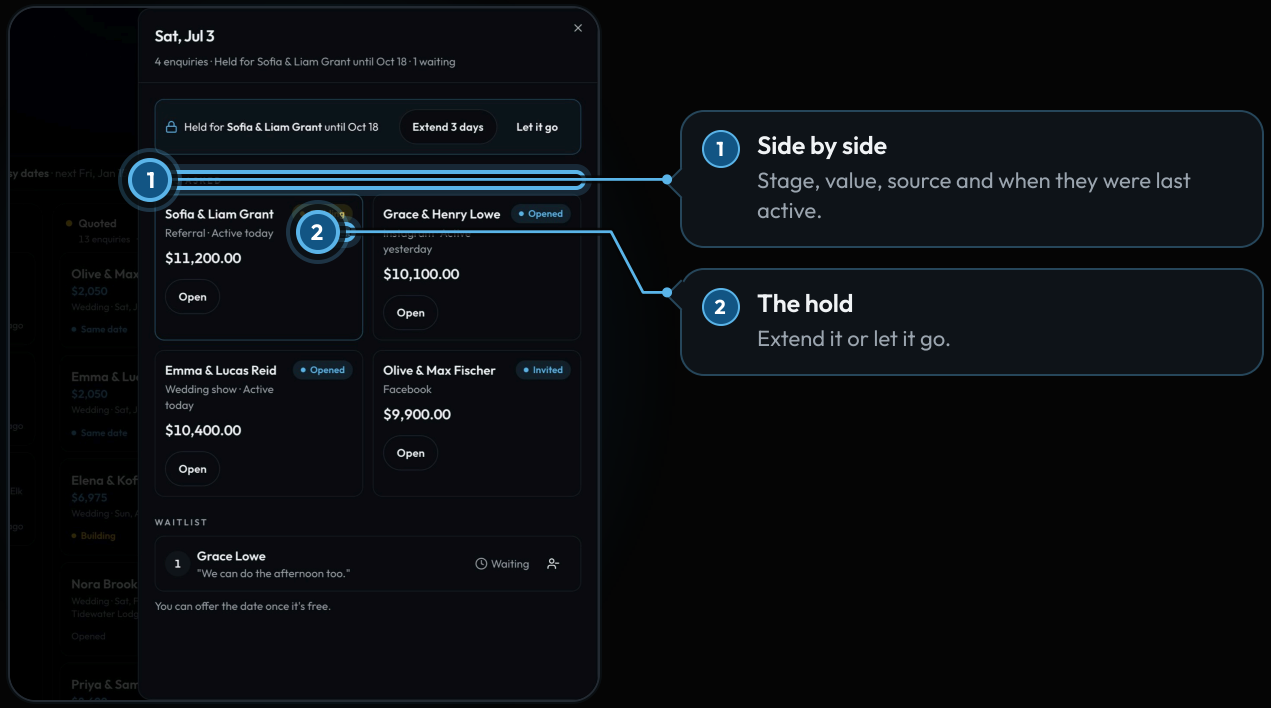
HOW TO

1. Stages: **New, Invited, Opened, Building, Requested, Confirmed, Signed, Booked** or **Lost**. They show on Enquiries and in each gig's Client section.
2. On **Enquiries**, cards marked **Follow up** need a nudge, and the count shows at the top. Rows in **Needs you** on Home say what happened, like "Priya opened 3 days ago, didn't finish".
3. Tap one for a short message picked for that stage. Send it by copy, share, text or email.
4. **Snooze 3 days**, or **Mark lost** with a reason.

BAND LEADERS

Busy dates, holds and the waitlist

When several clients want the same date, see them side by side and follow up with the strongest first. Hold a date for someone, and offer it to the next person if it frees up. The first to sign and pay gets the date.



HOW TO

1. Tap a date in **Busy dates** (a row on Home and Enquiries, or on Calendar).
2. Compare who asked: how far along they are, the value and the source.
3. **Hold** the date for one client. They see "We're holding Jul 3 for you until...". Others see it's held and can join the waitlist.
4. When a hold ends or a booking is cancelled, Needs you says "Jul 3 is free: 2 on the waitlist". Tap **Offer to** the first person. Nothing is sent without your tap.
5. When a date is booked, Needs you helps you let the others know kindly.

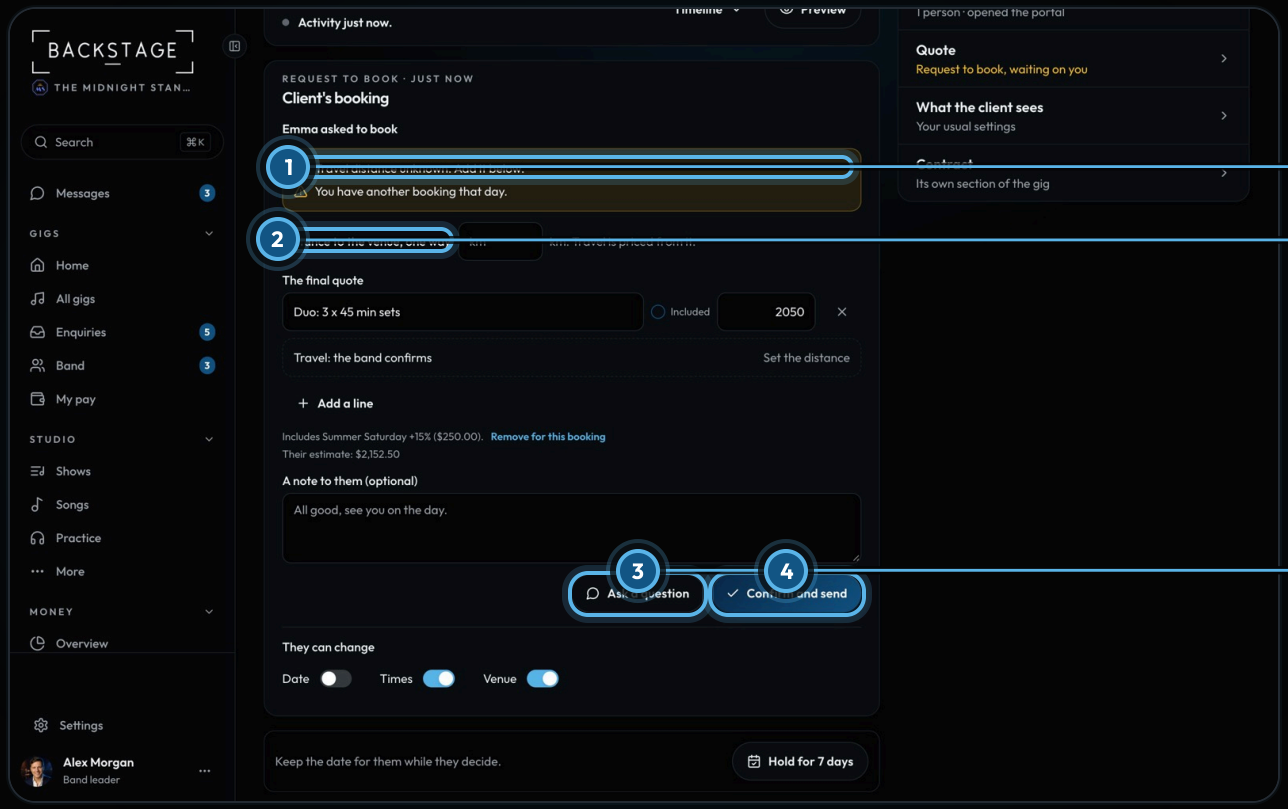
TIP

Clients only see "This date is popular" when another client really is asking. No numbers, no countdown.

BAND LEADERS

You confirm the booking

Nothing gets signed until you've checked it. When a client asks to book, you see what they picked with flags for anything to check, change any line, then confirm. Travel is priced from the distance you enter.



1 Things to check
Travel, a far venue, a big crowd, another booking that day, or a note.

2 Travel
Type the distance and travel is priced for you.

3 Ask a question
Opens the chat with your client.

4 Confirm and send
Locks the final price and sends the contract.

HOW TO

1. A **"Harper asked to book"** row shows in Needs you and in the gig's Client section.
2. Read the flags and their note.
3. Type the distance to price travel, and edit, add or remove any line. Add a note to the client if you like.
4. Tap **Confirm and send**. If you changed anything, they see each change and accept the final price before signing.

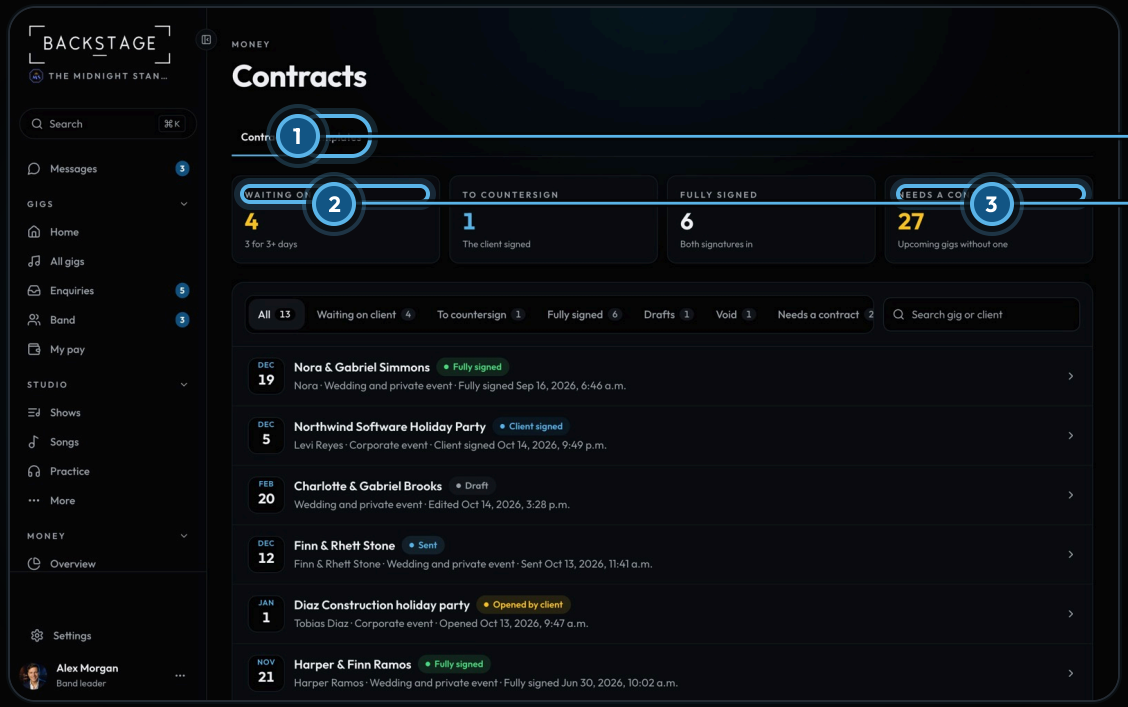
TIP

Prefer to skip this for simple bookings? **Confirm automatically when nothing needs checking** is off to start. Even when on, it never confirms with unknown travel, a date clash or a note.

BAND LEADERS

Contracts

A contract is made from the price you confirmed. It lists exactly what was booked, only the clauses that apply, and your deposit and cancellation terms with real dates. Clients sign on their phone.



1. **Templates**
   Wedding, corporate, private party, bar or venue, and any other event.
2. **Where each one is**
   Waiting on client, to countersign, fully signed.
3. **Needs a contract**
   Booked gigs without one.

HOW TO

1. When you confirm a booking, the contract is made from the template for that event type and sent.
2. **What's booked** is an itemised table: package, lineup and who's on stage, each add-on, travel, tax, total, deposit and balance with dates.
3. Clauses only appear for what they chose: ceremony, DJ, lighting and power, extra time, travel and hotel.
4. When the client has signed, tap **Countersign** in the gig's **Contract** section. **Money → Contracts → To countersign** lists every one waiting.
5. Once you countersign, the fully signed PDF is emailed to the client who signed and to anyone paying, with a link to their portal. Band leaders

TIP

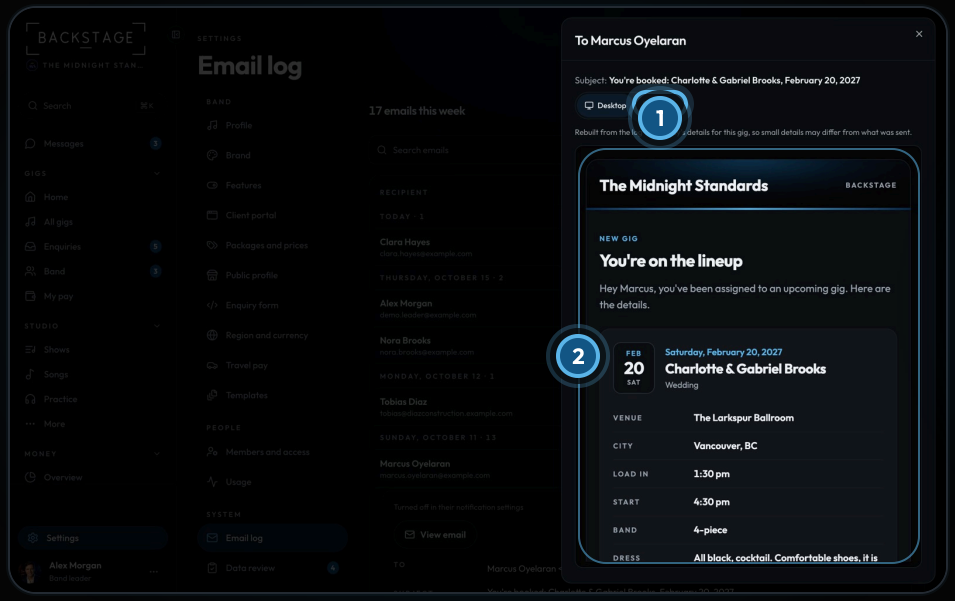
Edit wording in **Settings → Templates**. A contract with blanks stays a draft and tells you what's missing.

BAND LEADERS

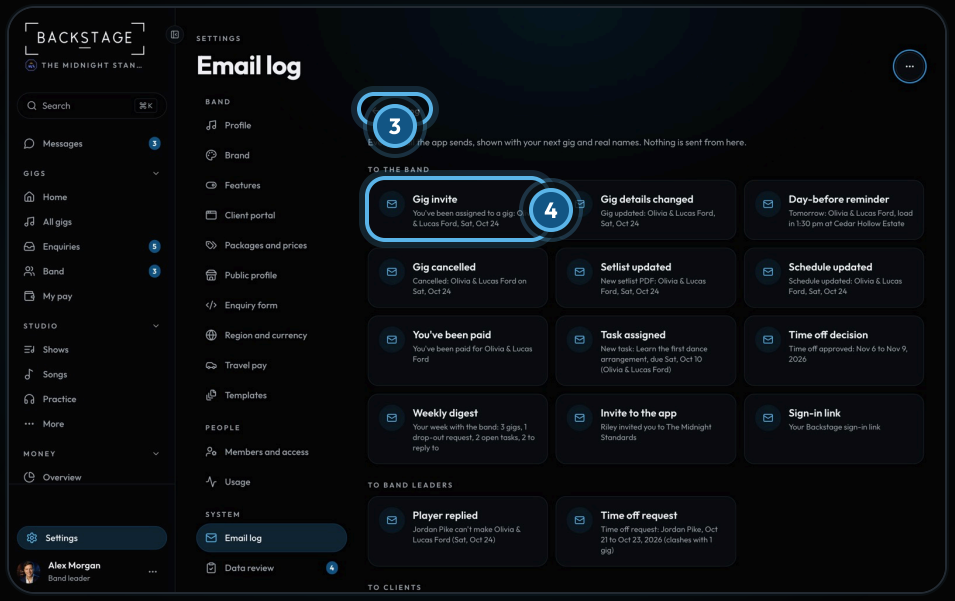
Email log and email viewer

Every email the app has sent and anything that bounced. Open any of them to see exactly what landed in the inbox, or browse a gallery of every email the app can send.

VIEW EMAIL



EVERY EMAIL



1 Desktop or Phone
See it the way they read it.

2 The real email
Exactly what was sent, with real names.

3 Back to the log
The gallery of every email the app can send; Sent log goes back.

4 Open one
Preview it as desktop or phone.

HOW TO

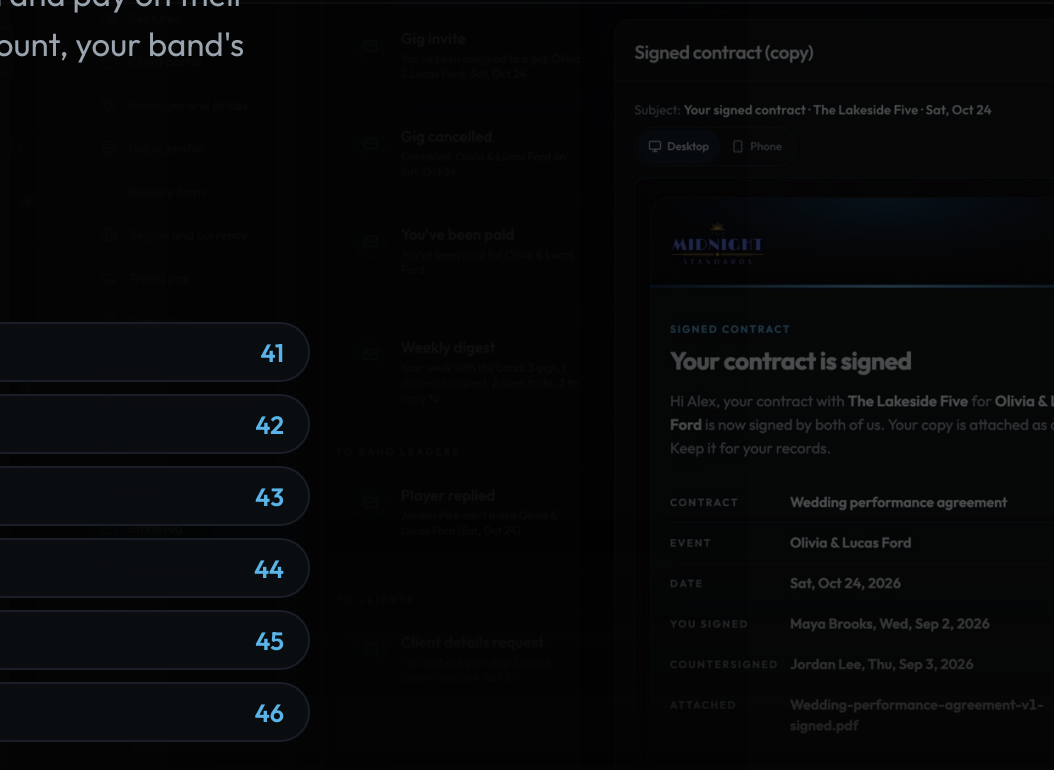
1. Open **Settings → Email log**.
2. The top line says how many went out this week and any that failed (**Show the failed**). **See the numbers** has the delivery rate.
3. Search by recipient or subject, or use **Filter** for failed ones or a type of email, like **Payment receipt** or **Signed contract**. A row only shows a status when it wasn't sent.
4. Click a row, then **View email** to see it (switch **Desktop** / **Phone**).
5. Open **...** and click **Every email the app sends** to browse them all. **Refresh** is there too.

PART 3 · CHAPTER 3

The client app

What your clients see. They build their booking, ask to book, sign and pay on their phone, then plan the night, pick songs and chat with you. No account, your band's look.

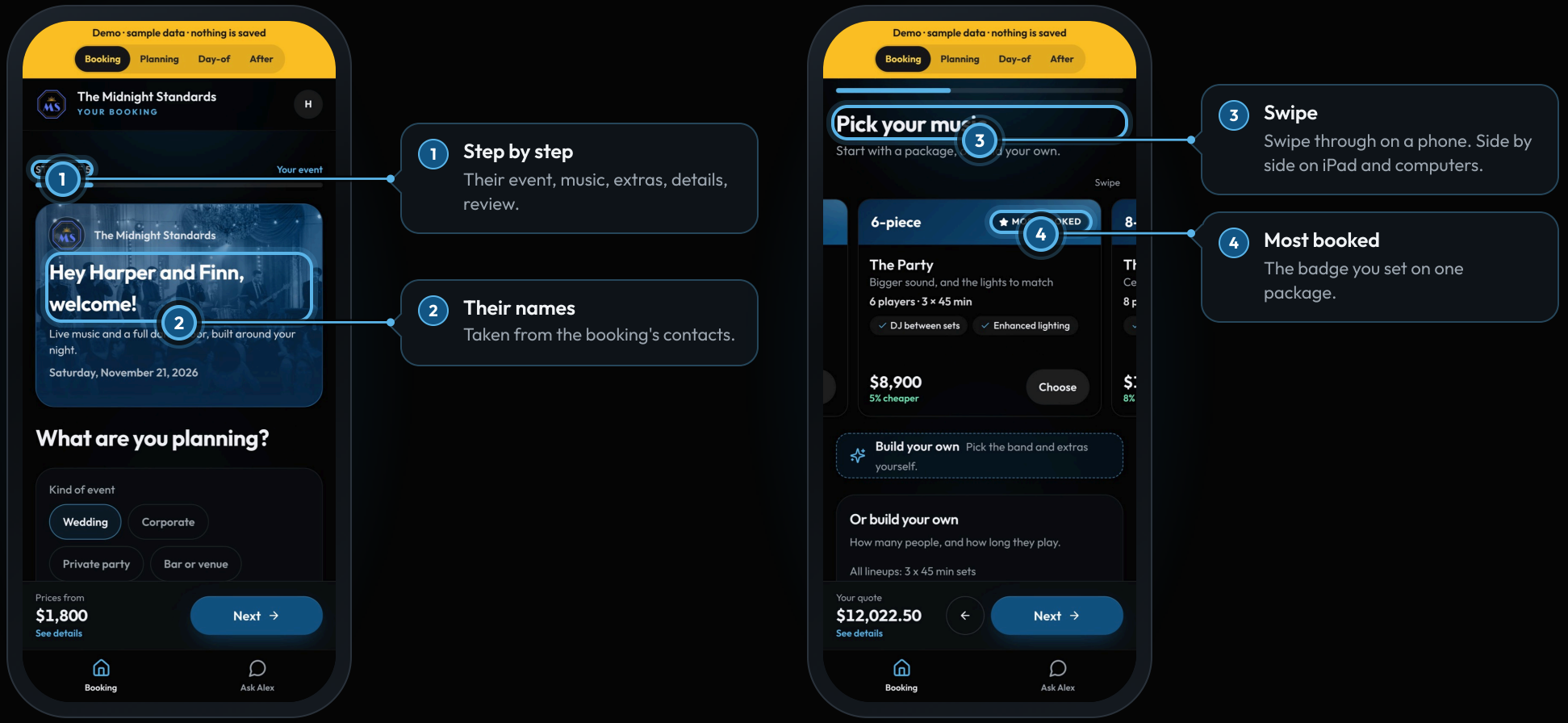
Welcome and packages	35	Chat with the band	41
Book step by step	36	The day, and after	42
Request to book	37	Tell a friend	43
Sign and pay	38	Find your booking	44
Plan the night	39	Emails your client gets	45
The guest page	40	The invoice view	46



CLIENTS · PHONE

Welcome and packages

The first thing your client sees: a hello with their names and a line from you, then their event, then your packages to start from.



1 Step by step
Their event, music, extras, details, review.

2 Their names
Taken from the booking's contacts.

3 Swipe
Swipe through on a phone. Side by side on iPad and computers.

4 Most booked
The badge you set on one package.

HOW TO

1. Your client opens their link from your email or message. No account needed.
2. They see your welcome line and the date, then **What are you planning?**: the kind of event, guests and the venue, picked from an address search.
3. **Next** takes them to **Pick your music**: your packages, or build your own.
4. Picking a package fills in the lineup and add-ons. They can still change anything.

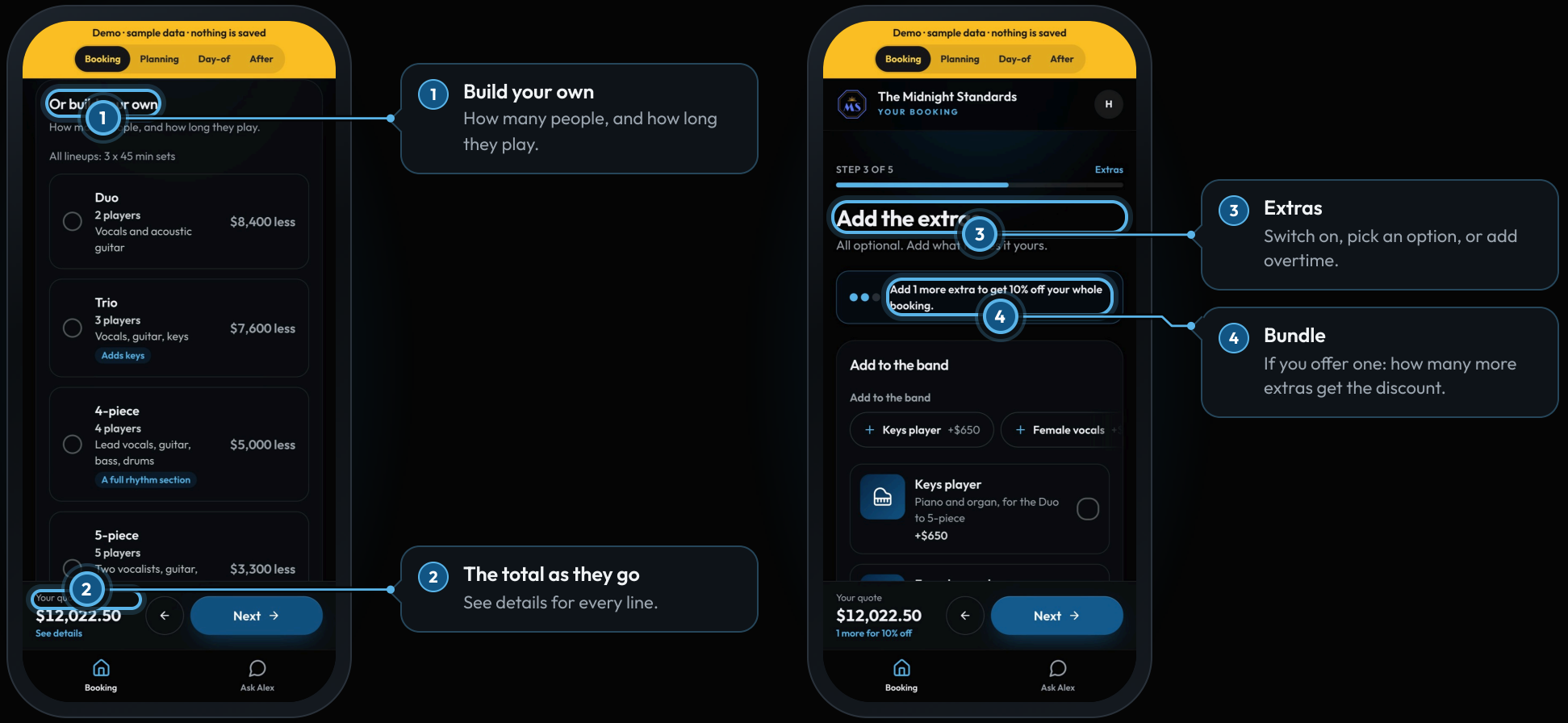
TIP

If they change a package, the page says so and prices it item by item. **Back to** the package (by its name) undoes it.

CLIENTS · PHONE

Book step by step

Clients book one step at a time: name the event, the date and venue, the music, the extras, their details, then a review with the full estimate. A package in one tap, or build their own.



HOW TO

1. **Your event**: the date, guests and the venue, picked from an address search. Travel is worked out from it.
2. **Music**: a package, or **Build your own**: the lineup and how long they play.
3. **Extras**: ceremony, cocktail hour, add-ons and **Overtime**, with a bundle discount if you offer one.
4. **Your details**, then **Review** with the itemised estimate and **Request to book**.

TIP

Everything before you confirm is an estimate. Tax is always added on top and shown on its own line.

CLIENTS · PHONE

Request to book

Everything before your confirmation is an estimate. The client sends a request, sees that you're checking it, and then accepts your final price.



1 Check and send
Nothing is booked or charged yet.

2 The venue
From the address search. Change it here.

3 Send it
Request to book, Accept quote, or Request changes after edits.

HOW TO

1. **Check and send** lists everything they picked, each with **Change**. Notes go on **Your details**.
2. They tap **Request to book** and confirm. If you sent a quote and they changed it, it reads **Request changes**.
3. They see "Sent to" your band. You check it and confirm (see You confirm the booking).
4. If you changed anything, they see each change and the new total, then tap **Accept final price**.

TIP

Editing a sent request takes it back to a draft, so you never confirm something they've since changed.

CLIENTS · PHONE

Sign and pay

The contract lists exactly what they booked. They read it to the end, sign on their phone, then pay the deposit.



HOW TO

1. **Sign**: the contract opens with an itemised table of what's booked, the times they gave and your terms.
2. Sign unlocks once they've read to the end.
3. **Pay**: "Last step: your deposit", the amount, when it's due and **Pay now**. They're booked as soon as it's in.
4. **You're booked**: their home screen counts down to the day.
5. When you countersign, they get the signed contract by email with the PDF attached. Every payment you record sends them a receipt (see Emails your client gets).

TIP

Accepting a quote or the final price asks them to check first ("Accept this quote?"). Nothing is final until they sign. Before signing they can go back and change their booking. After signing, changes go through a message to you.

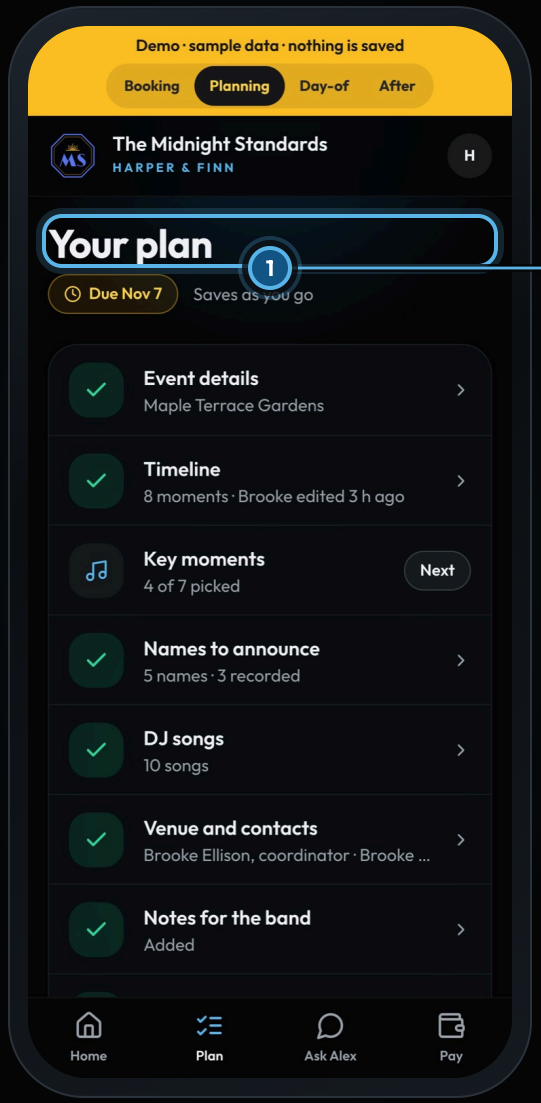
CLIENTS · PHONE

Plan the night

After booking, the same app becomes their planner: key moments and songs, names to announce, DJ songs, the guest page and a chat with you.

HOW TO

1. **Songs**: pick songs for key moments from songs you have ready, with 30-second previews.
2. **Names**: type names to announce, or record how to say them.
3. **DJ songs**: if you DJ, they add songs to play, and "please don't play" if you allow it.
4. **Send to the band** when it's ready. You can still edit together after.



1 **Their plan**
Each part shows what's done and what's left.

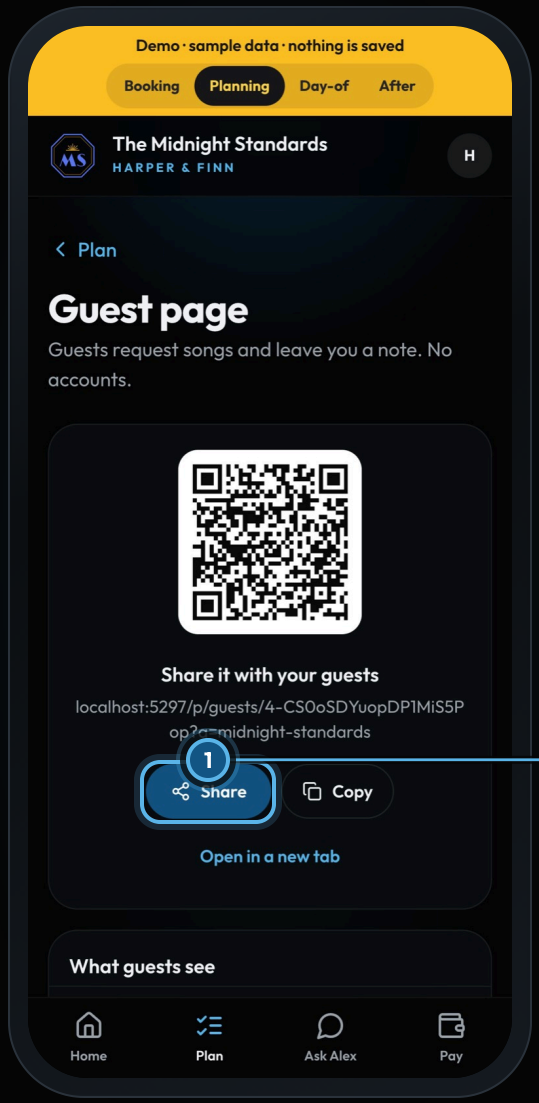
CLIENTS AND GUESTS

The guest page

Your client shares one link with their guests. Guests request songs for the band or the DJ and leave a note. Requests show in stage mode on the night.

HOW TO

1. Switch it on in **Settings → Features → Guest page** (it needs the client portal).
2. Your client shares the link or QR code from their Plan tab.
3. They choose what guests see, and can hide any request.
4. Requests land in the band's stage view on the night.



1 **Share it**
Link or QR code for invitations and table cards.

TIP

On the night, guests can also scan your request QR (see Your request QR). Its page uses the guest page's welcome.

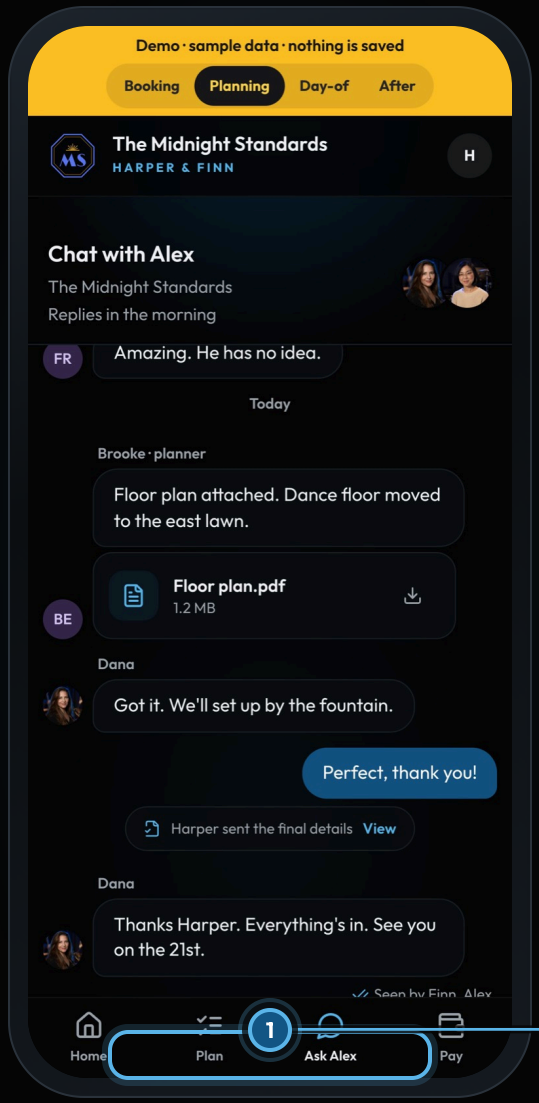
CLIENTS · PHONE

Chat with the band

One chat per booking between your client and the band. Simple, like texting, with photos and PDFs.

HOW TO

1. Turn it on in **Settings → Features → Chat with clients**.
2. Your client taps **Ask** and your name at the bottom of their app.
3. On your side it's the client thread in **Messages** and on the gig. Band chats stay separate.
4. On your side, **Send a link to their portal** drops a button into the chat: their booking, the extras, confirm the location, the quote, **Pay now**, their plan, the day-of timeline or documents.
5. Outside your reply hours they see a short note, like "Replies in the morning".

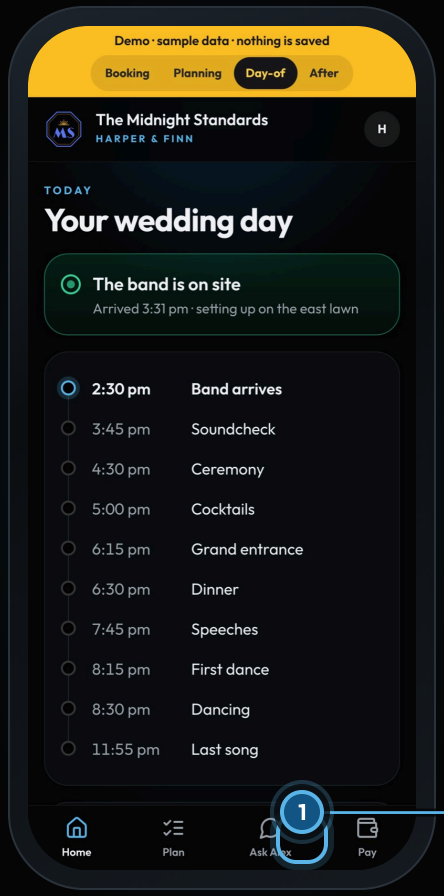


1 **Write**
Add a photo or a PDF too.

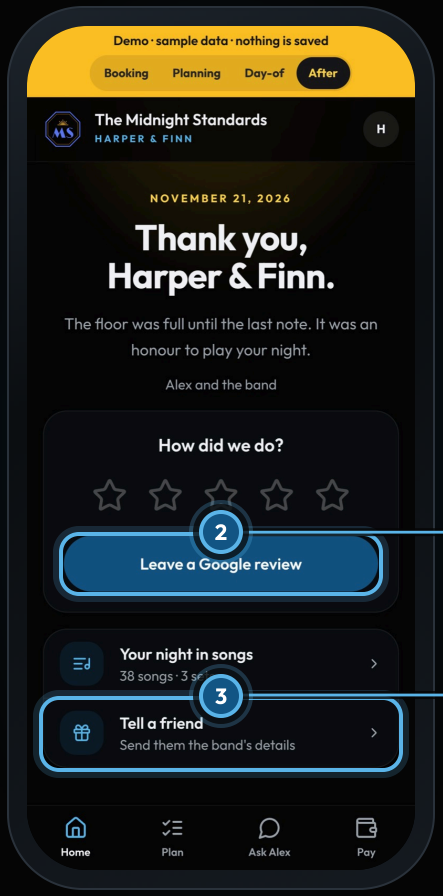
CLIENTS · PHONE

The day, and after

On the day your client sees who to call and when the band arrives. After, a thank-you, a review link, the songs you played and a link to tell a friend.



1 Who to reach
Your day-of contact, one tap away.



2 Review
Your review link, after a rating.

3 Tell a friend
They pass you on to friends. See Tell a friend.

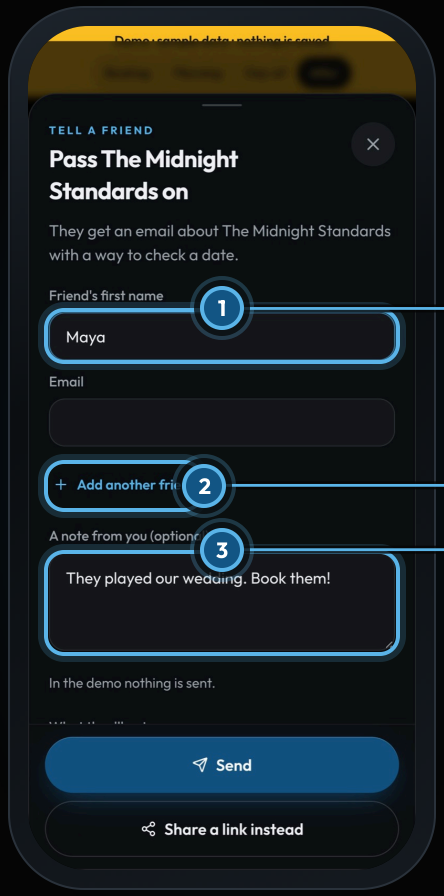
HOW TO

1. Tap **Arrived** on gig day and your client sees "The band is on site".
2. After the gig they see the night in songs and a thank-you from you.
3. A good rating leads to your review link. **Tell a friend** passes you on (see Tell a friend).

CLIENTS · PHONE

Tell a friend

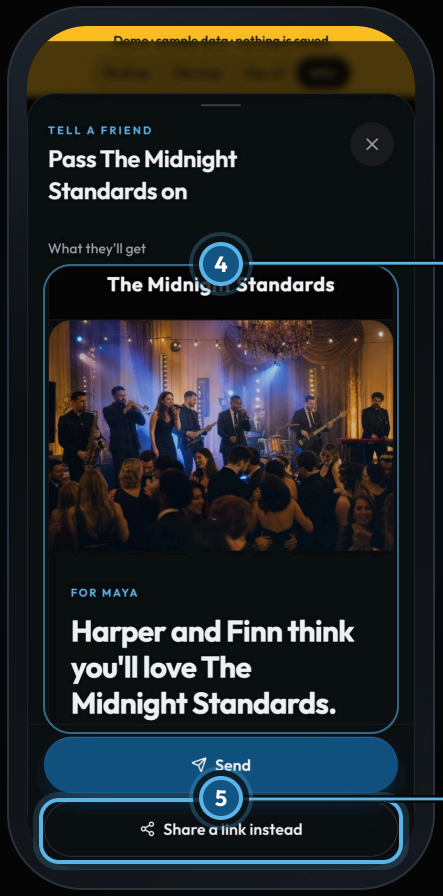
Happy clients pass you on. After the gig they send your details to friends with a note of their own, and you hear who referred whom.



1 Friends
A name and email each, up to five.

2 Add another
One email each.

3 Their note
In their words, on your email.



4 The email first
Your look and photo, their note and one Check a date button.

5 Or share a link
Text it or post it instead.

HOW TO

1. After the gig, your client taps **Tell a friend** on their home screen.
2. They add friends and a note, see the email, and tap **Send**. Or **Share a link instead**.
3. Friends get your email with **Check a date**, which opens your enquiry form.
4. Their enquiry lands in Enquiries marked **Referred by** the booking, and you get "Harper & Finn referred Maya".

TIP

The client never learns whether a friend enquired. Up to 20 friends a day per client.

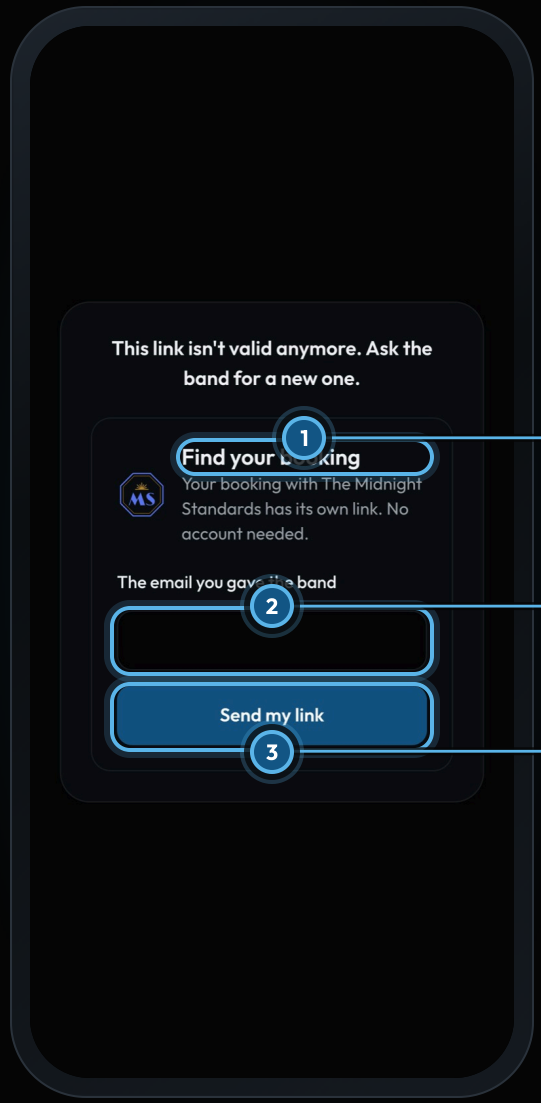
CLIENTS · PHONE

Find your booking

Clients have no account, just a private link. Lost it? They type their email and get their link again. No call to you needed.

HOW TO

1. A client opens an old or broken link, or taps **Find your booking** on the sign-in page.
2. They type the email they gave you and tap **Send my link**.
3. If there's a booking for that email, their private links arrive by email.



1. **Your band's name**
   It knows which band they booked, with your logo and colour.
2. **Their email**
   The one they gave you.
3. **Send my link**
   Their booking links arrive by email.

TIP

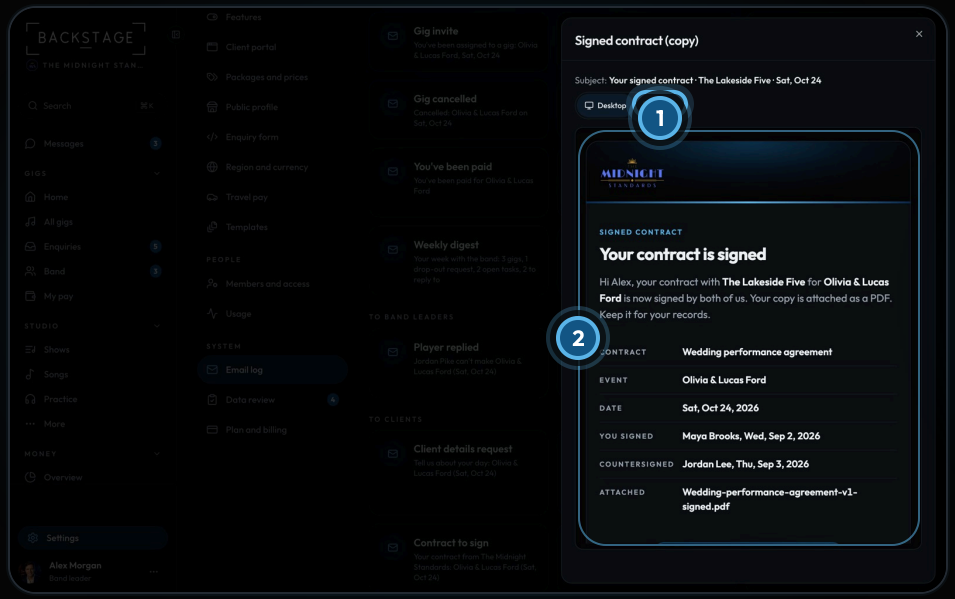
The answer is always the same, found or not, so nobody can use it to see who booked you. It's rate limited too.

CLIENTS · EMAIL

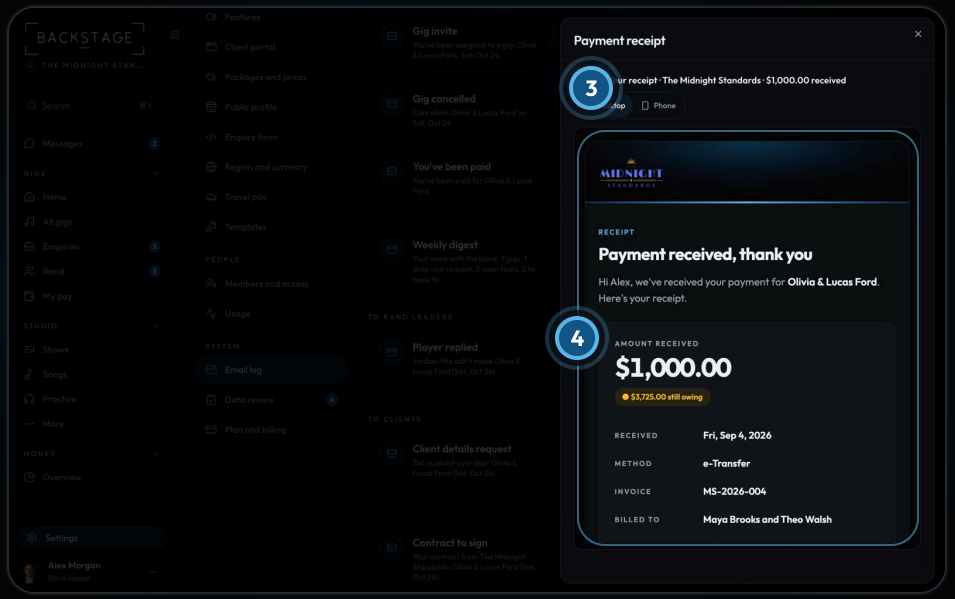
Emails your client gets

Your client never has to ask for paperwork. Once you countersign, they get the signed contract with the PDF attached. Every payment you record sends them a receipt. Each email has your name and look, and links straight to their own page.

THE SIGNED CONTRACT



A PAYMENT RECEIPT



1 Desktop or Phone
See it the way they read it.

2 Their copy
Signed by both of you, with the PDF attached.

3 One per payment
Sent once. Updated receipt if you change the amount or method.

4 The receipt
Amount, method, date, paid so far and what's still owing.

HOW TO

1. **The signed contract**: when you countersign, each client who signs or pays gets their copy once, with the PDF and **View in your portal**. Your leaders get one too.
2. **A receipt for every payment** you record on the invoice or the gig's Money section, the "deposit already paid" start, and card payments.
3. It shows your business details, the gig, the amount, what's paid so far and the balance, or **Paid in full**.
4. Changed the amount or method? They get an **Updated receipt**. Cash between friends? Untick **Email a receipt**.

CLIENTS · PHONE

The invoice view

A clean, branded invoice that shows what's due, how to pay, and what's been paid so far.



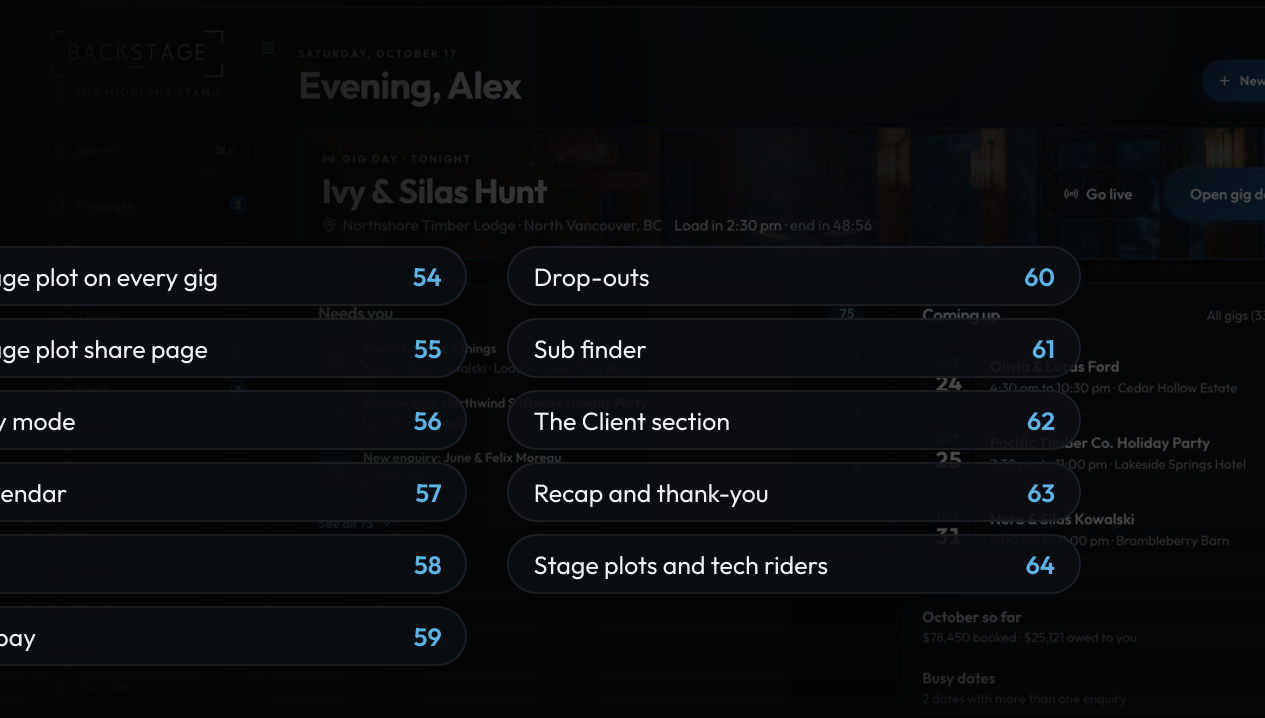
HOW TO

1. Send it from the invoice with **Email invoice**, or copy the client link.
2. The client sees the balance, due date and how to pay.
3. When you record a payment, their view updates and they get a receipt by email. Untick **Email a receipt** when you record it if they don't need one.

PART 4 · CHAPTER 4

Gigs

Every gig in one list and one page: who's playing, the schedule, gig day, drive time and when to leave, travel pay and the recap after.

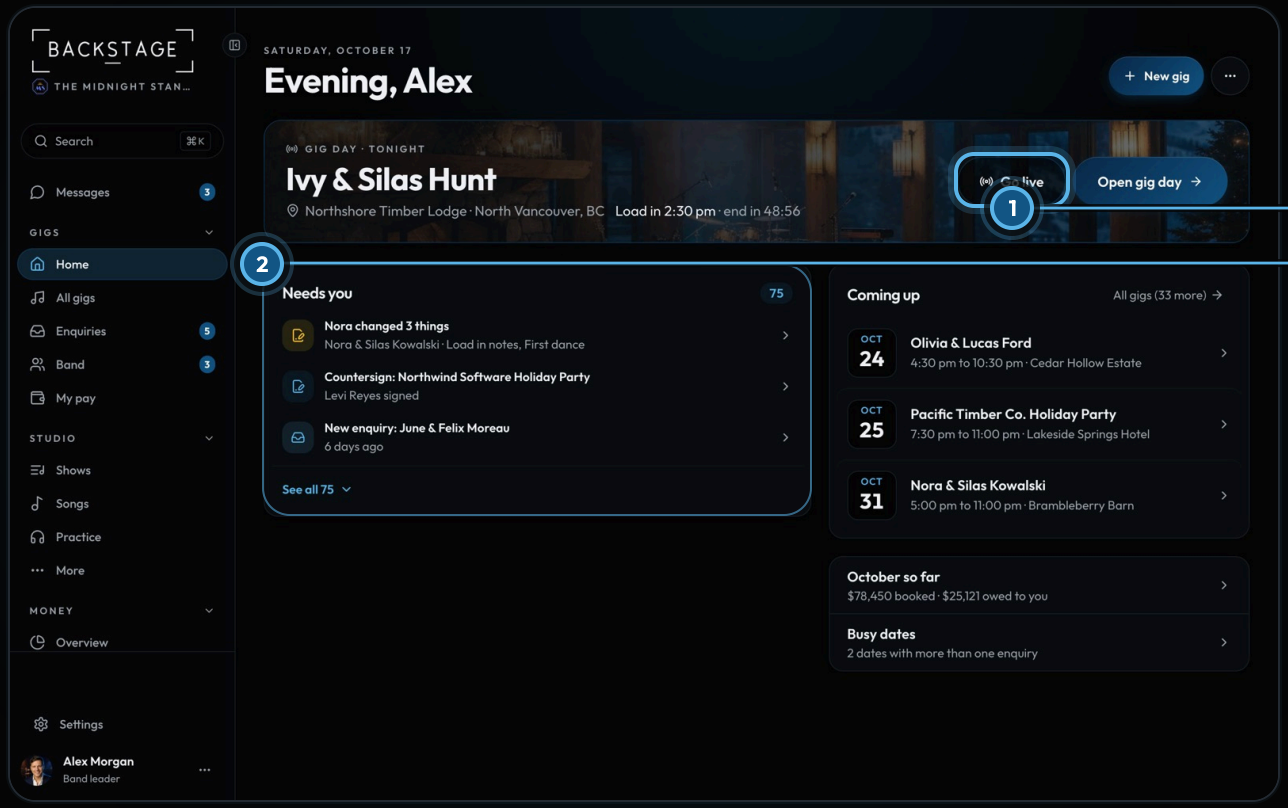


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EVERYONE

Home

What needs you now, and nothing else: your next gig with its next step, the top of Needs you and this week's gigs. Everything else is one tap away.



1 Go live
On a gig day, straight into live mode.

2 Needs you
The three things to do next, clients first. See all opens the rest.

HOW TO

1. The top card is your next gig: when, where and the one thing it needs next, with its button. On a gig day it's the gig day card, with Go live.
2. Work down **Needs you**. Tap a row to sort it in one view; **See all** shows everything, grouped.
3. Under the week's gigs, a row each opens this month's money and busy dates. **New gig** is top right; New task and Add an enquiry are in the **...** menu.

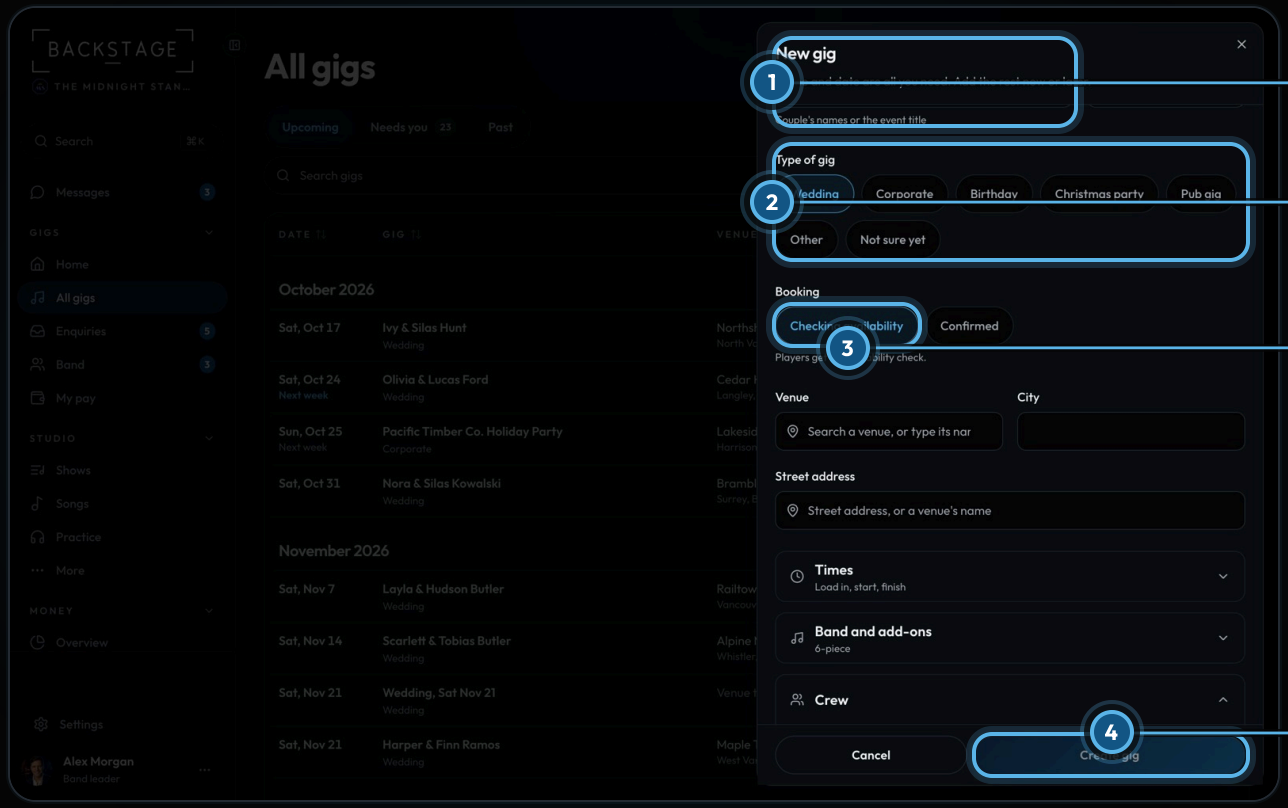
TIP

Players see their next gig with their call time and what to wear, "Can you make it?" with I'm in for anything they haven't answered, and their pay.

BAND LEADERS

Create a gig

Name and date are all you need. Add the venue, times, crew and fee now or later.



1 Name and date
The only two things you need.

2 Type of gig
Wedding, corporate, birthday, pub gig.

3 Booking
Checking availability, or Confirmed.

4 Create gig
Or Create and notify when players are picked.

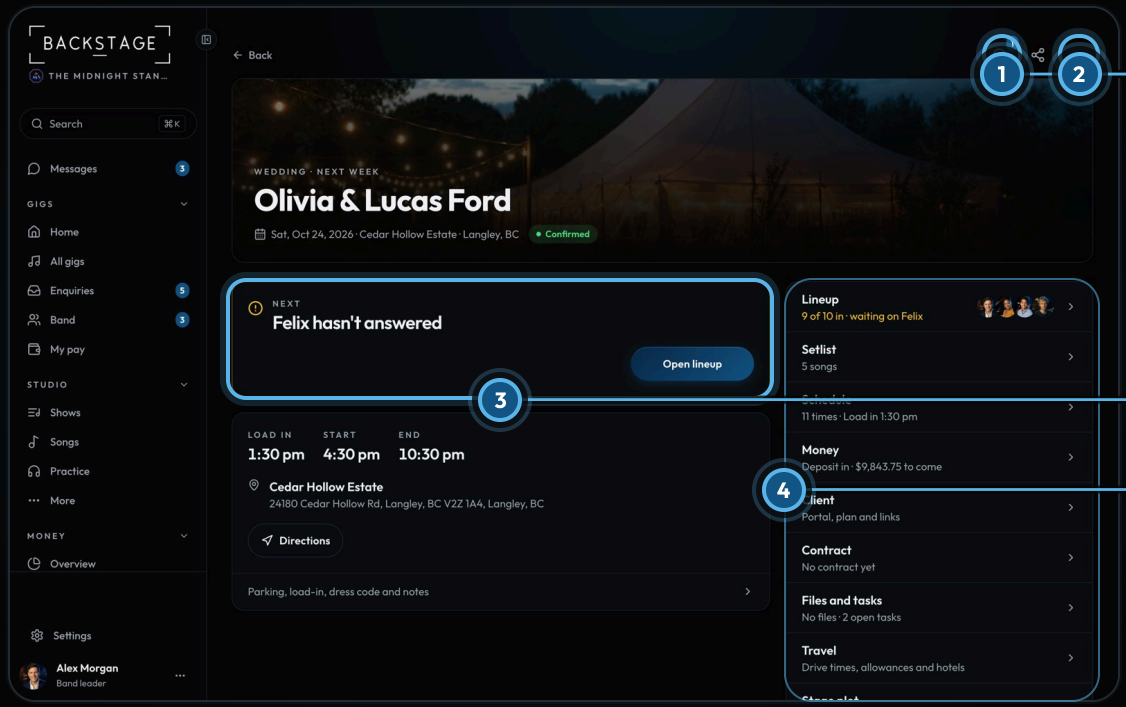
HOW TO

1. Click **New gig** on the dashboard, All gigs or the calendar.
2. Type the gig name and pick the date.
3. Choose the type and whether it's **Checking availability** or **Confirmed**.
4. Venue: start typing the venue's name or address and pick it from **Matching places**. The address fills in, and drive times work from it.
5. Open **Times**, **Band and add-ons**, **Crew** and **Fee** to add more.
6. Click **Create gig**.

EVERYONE

The gig page

One calm page per gig. At the top: the next thing to do, with one button. Then when and where, and the parts of the gig to open, each with one line saying where it stands.



1 Gig chat
Everyone on this gig, in one thread.

2 More
Edit, gig details, gig day, directions, calendar, share and delete.

3 Next
The one thing to do now, like "Lena hasn't answered" or "Pay 5 players", with the button that does it.

4 Sections
Lineup, Setlist, Schedule, Money, Client, Contract and the rest. Each says where it stands.

HOW TO

1. Open a gig from Home, All gigs, the calendar or search.
2. **Next** says what needs you: a player who hasn't answered, a contract not signed, the deposit, or players to pay after the gig. Its button does it.
3. On the day it shows what's next on the run of show and **Open gig day**.
4. Tap a section to open it: **Lineup**, **Setlist**, **Schedule**, **Money**, **Client**, **Contract**, **Files and tasks**, **Travel**, **Stage plot** and **Details**. Touring acts also get **Tour**. The order follows the gig: after it, Money comes first. Back returns to the gig.

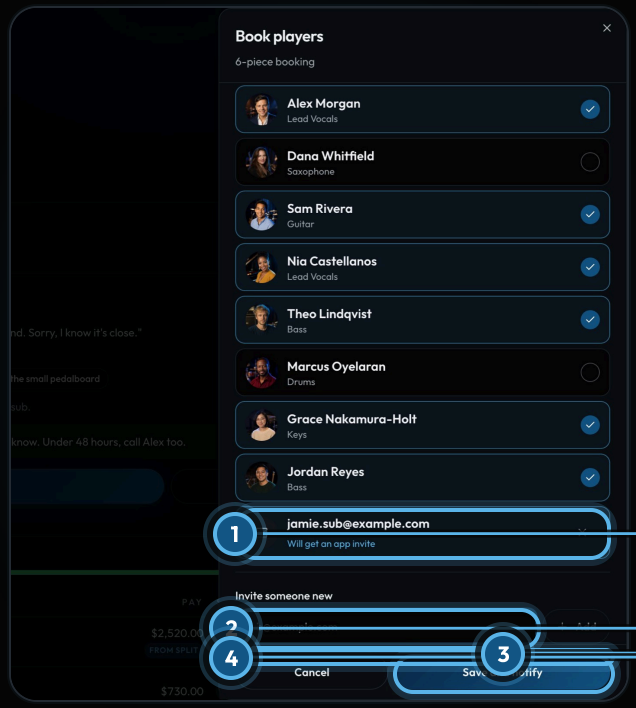
TIP

For a DJ or DJ company the names follow your act: **Crew** or **DJ and crew** instead of Lineup, and **Music** instead of Setlist.

BAND LEADERS

Assign players

Pick your lineup from the roster. Time off shows right in the list, and you choose whether players get an email.



1 Subs and new players
A sub you're asking, or anyone new, gets an invite to the app.

2 Invite someone new
Type an email to add a sub.

3 Save
Becomes Save and notify when someone new gets the email.

4 Email or quiet add
Add someone and a switch appears: send the gig email, or add them quietly.

HOW TO

1. Open the gig and tap **Lineup**, then **Assign**. **Book players** opens.
2. Tick the players you want. Anyone on time off is tagged.
3. Leave the email switch on to send the gig with **I'm in** and **Can't make it** buttons.
4. Switch it off to add someone quietly: no email, but they'll still see it in the app.
5. Click **Save and notify** (or **Save**).

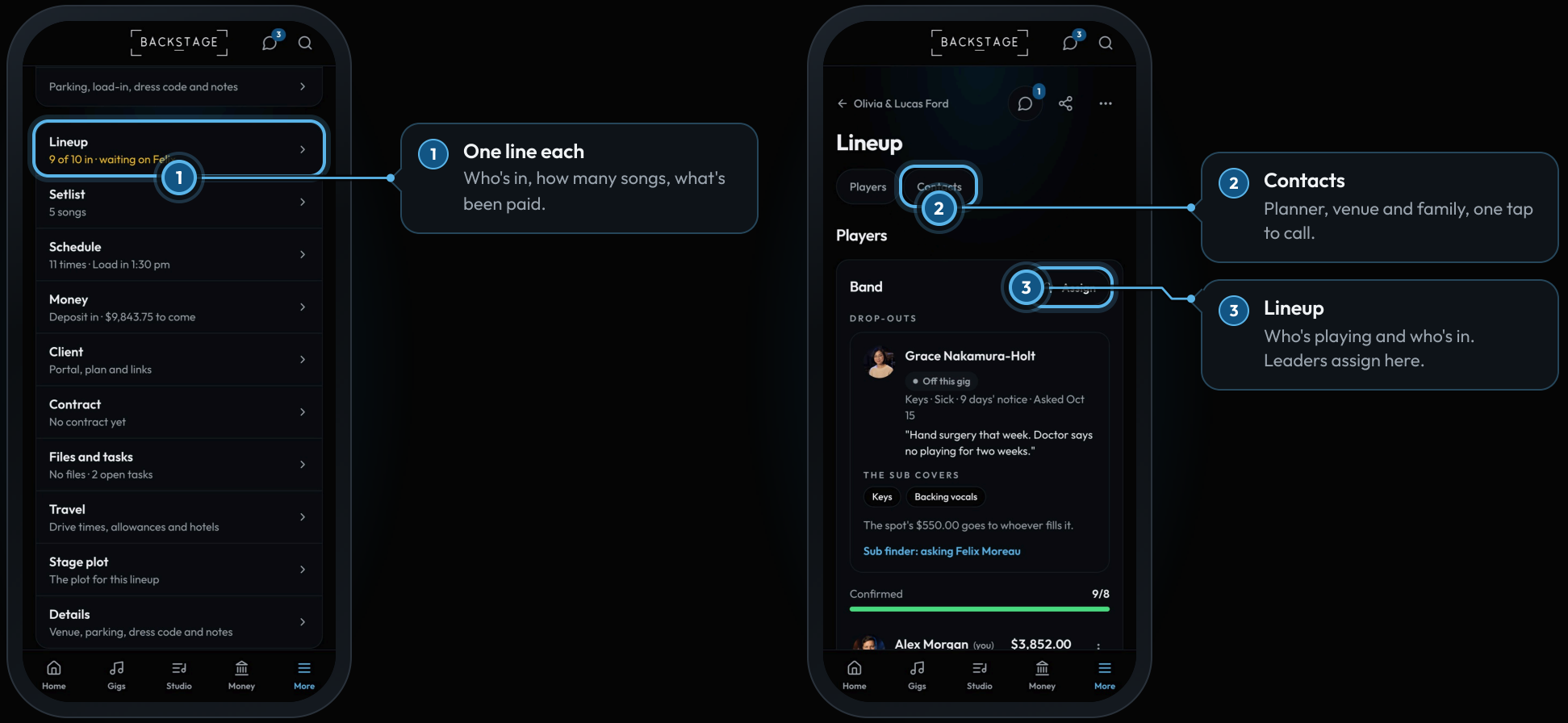
TIP

Need someone new? Type their email under **Invite someone new** and they're added and invited in one go.

EVERYONE · PHONE

A gig's sections

Everything about a gig is one tap from its page. Each section says where it stands in one line, and opens to all of it.



HOW TO

1. **Lineup**, **Setlist** (with **Go live**, and **Practice this set** for players) and **Schedule**.
2. **Money**: one line with the fee and what's in. **Fee and payments** records a payment: an amount and **Save**.
3. **Client**: a row each for their people, the quote, the plan and key moments. **Contract** is its own section.
4. **Files and tasks**, **Travel**, **Stage plot** and **Details**. Players see what's theirs.

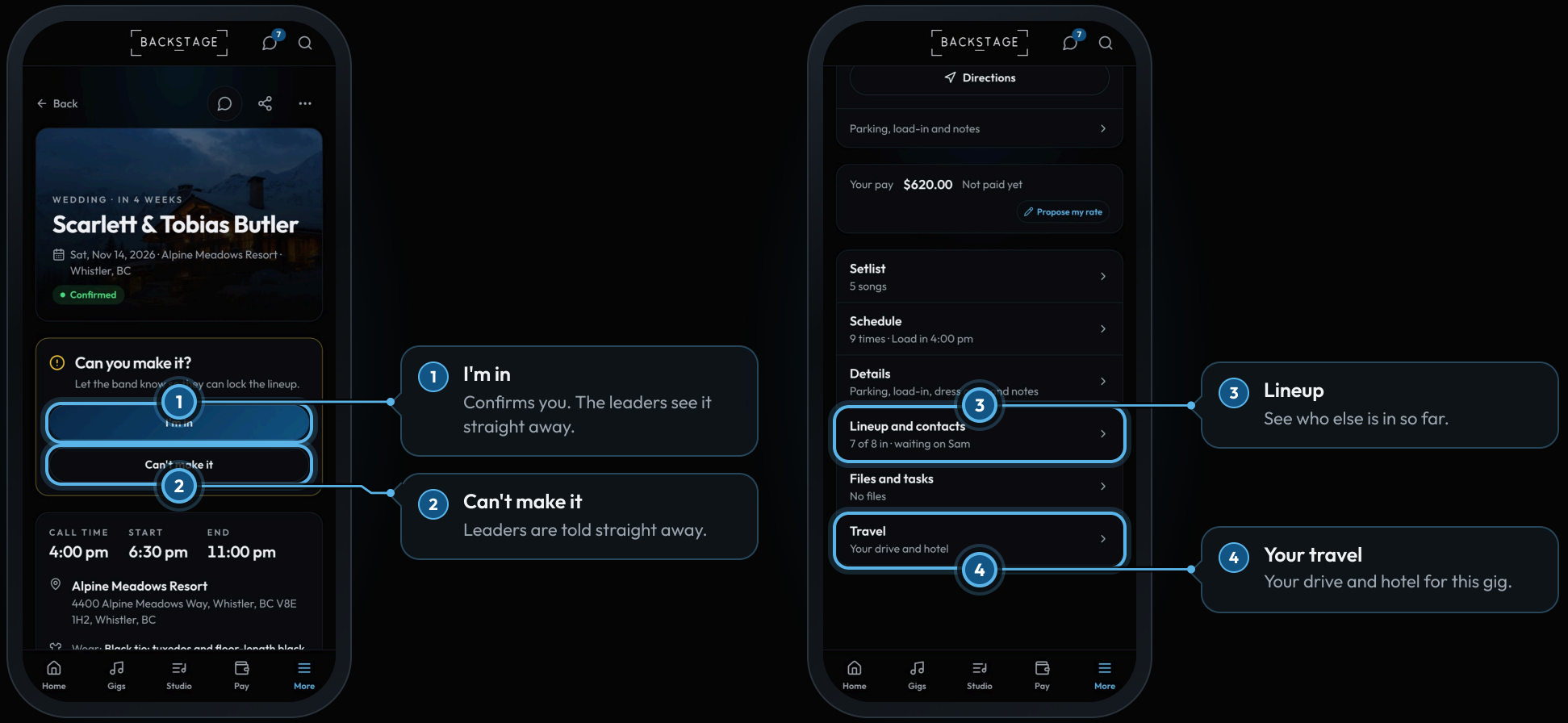
TIP

The quick box uses your usual payment method and today's date. Tap either to change it. If the client has an email, **Email a receipt** is ticked for you.

MEMBERS

Say you're in, or can't make it

When you're booked on a gig, one tap tells the leaders so they can lock the lineup, or find a sub fast.



HOW TO

1. Open the gig from **Can you make it?** on Home, the email, or a push alert. The email's link opens the app in the right band, even if you play in several.
2. Tap **I'm in**, or **Can't make it** if you're busy.
3. Check the times and the venue on the same page. **Lineup and contacts** shows who else is in, and **Travel** your drive.
4. Changed your mind after declining? Message a leader.

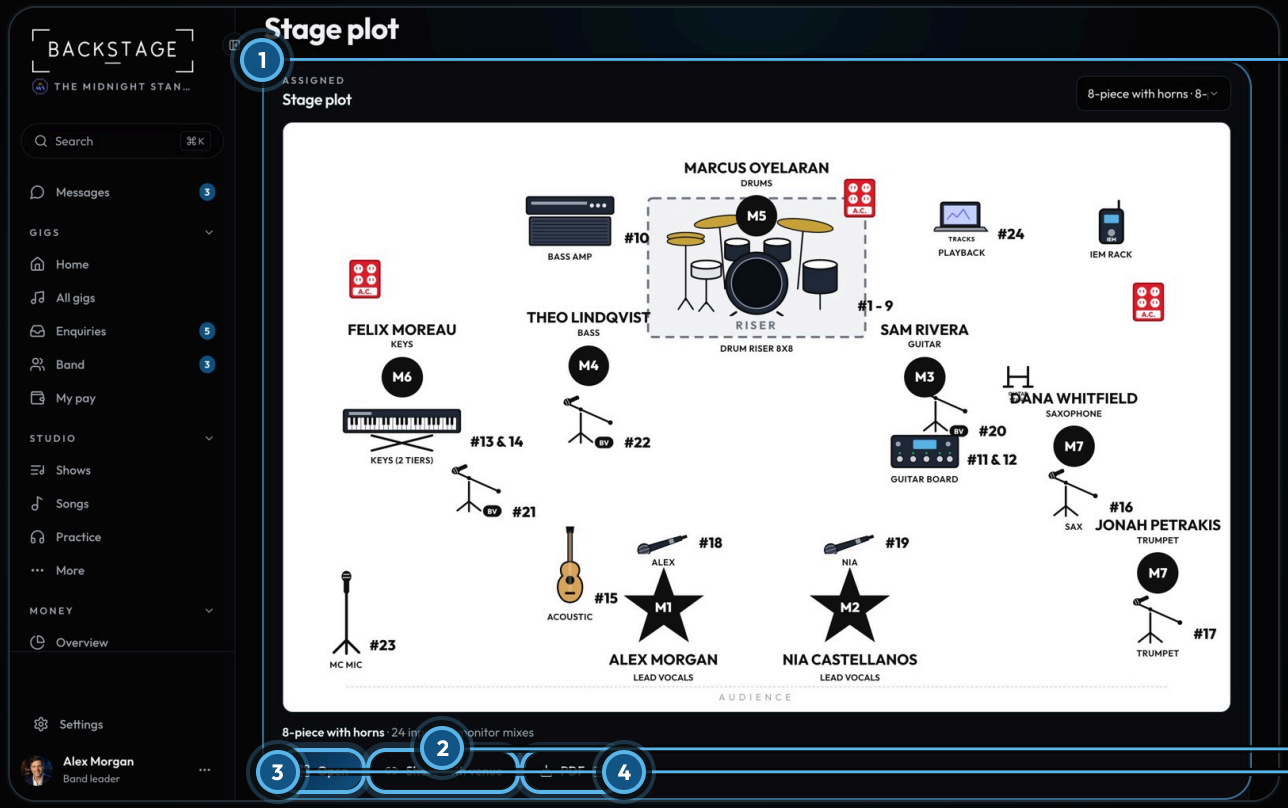
TIP

Once you're in, the gig shows your call time, what to wear and your pay at the top.

EVERYONE

The stage plot on every gig

Each gig shows the right stage plot for its lineup, ready to send to the venue's sound tech.



1 Stage plot
Picked from the band size. Shows your uploaded plot if you chose it.

2 Share with venue
A link the sound tech can open, no login.

3 Open
Edit the plot in Stage plots.

4 PDF
Two pages: stage plot, then input list.

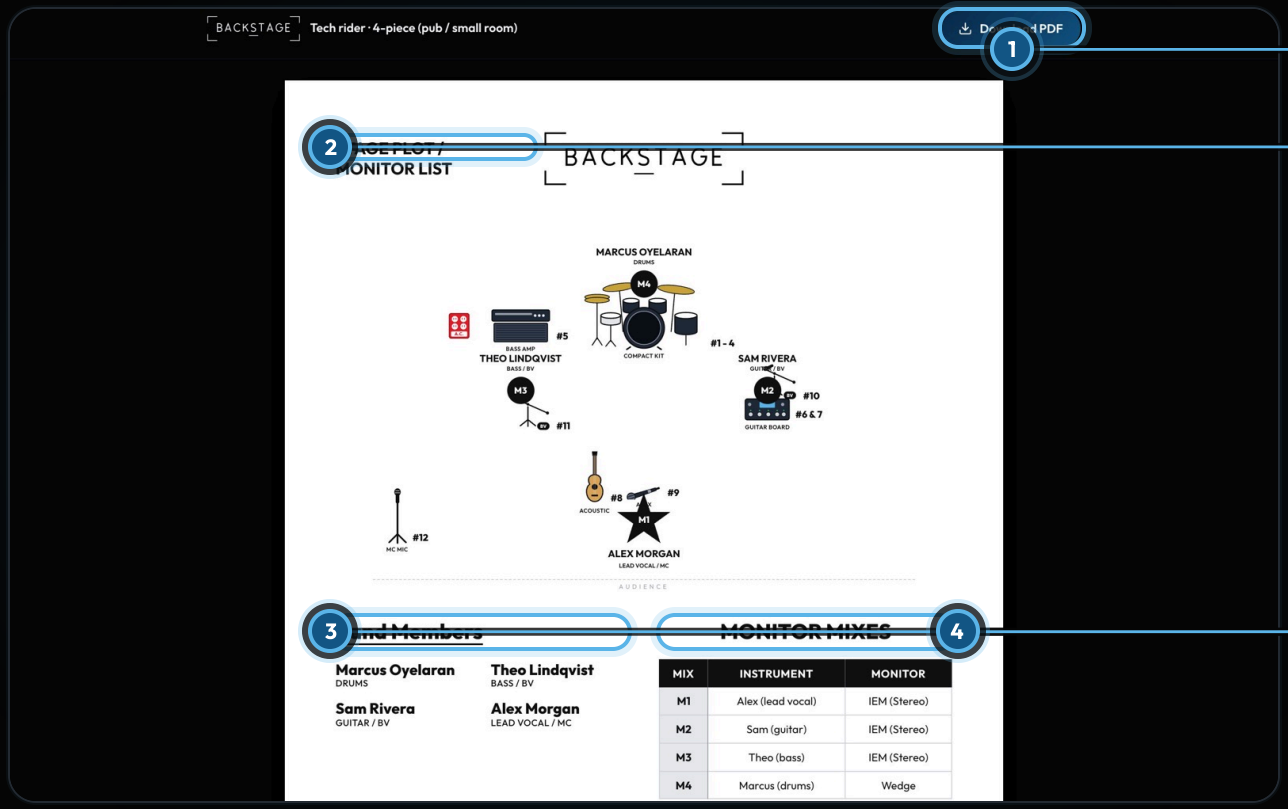
HOW TO

1. Open the gig and tap **Stage plot**.
2. Leaders can pick a different plot from the menu (or leave it on Auto).
3. Tap **Share with venue** to copy a link, or **PDF** to download it.
4. The same plot is one tap away on **Gig day** and the **Day sheet**.

SOUND TECHS

The stage plot share page

The production manager opens your link and gets the stage plot, monitor mixes and input list, with a print-ready PDF. If you uploaded your own plot or rider, they get those too, ready to download.



1 **Download PDF**
Two pages: the plot, then the input list.

2 **Stage plot**
Who stands where, with their gear.

3 **Band members**
Names and roles.

4 **Monitor mixes**
Each player's mix, IEM or wedge.

HOW TO

1. On the gig's **Stage plot** card, click **Share with venue**.
2. Paste the link into your email to the venue.
3. They open it on any device, and tap **Download PDF** to print.
4. Uploaded your own plot? The page shows it first, with **Download the plot** and **Full tech rider (PDF)**. The drawn plot and input list are one tap away.

EVERYONE · PHONE

Gig day mode

One screen for the day itself: a live countdown, the timeline, the venue and tap-to-call contacts. It keeps working with no reception.



HOW TO

1. On the day, tap **Open gig day** on Home. **Keep screen on** keeps your phone awake.
2. **Go live** follows the set, **Open in Maps** drives you there. **Leave by** is call time minus the drive and 15 minutes.
3. Leaders: **Stage calls** is one row until a break or set runs. **Break, set or call** has every control.
4. Scroll for the timeline, the lineup, the setlist and the notes.

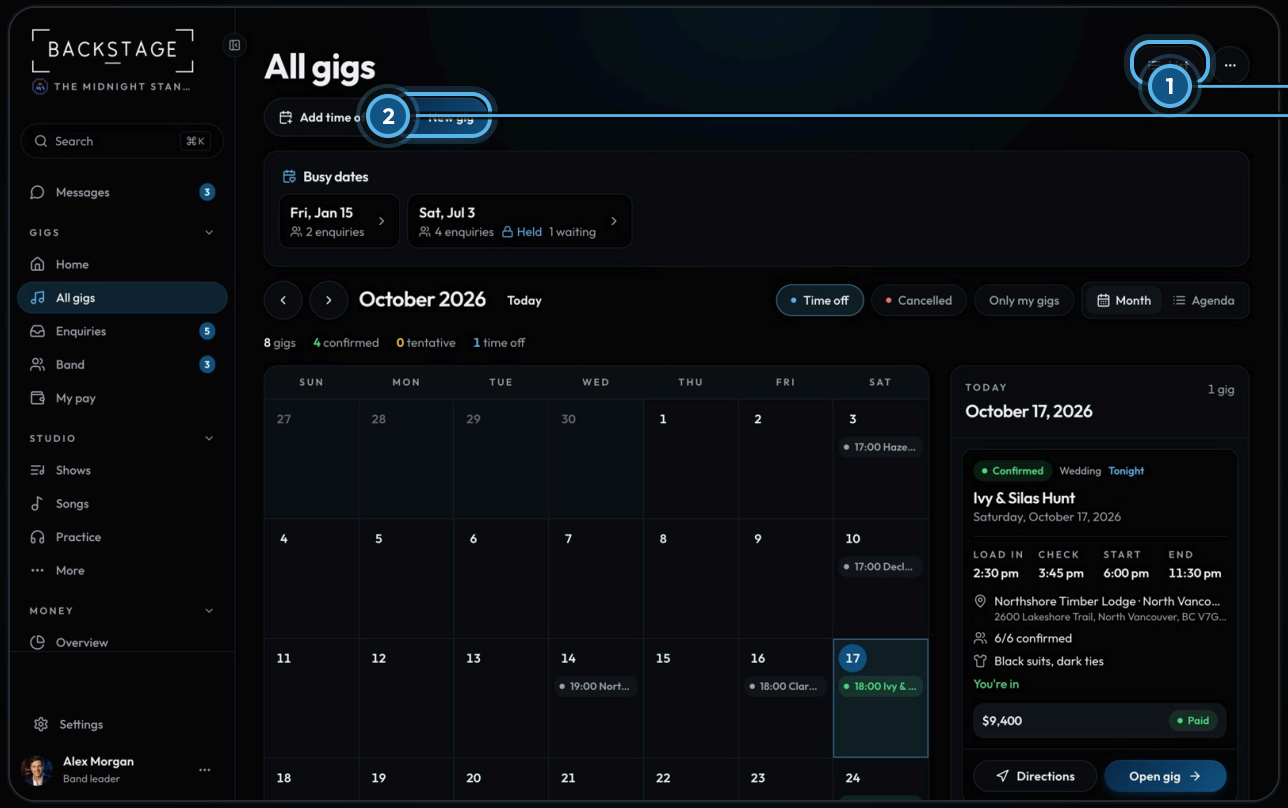
TIP

Open Gig day once while you have signal. It saves a copy, so it still works with no bars.

EVERYONE

The calendar

Gigs by month, with time off and busy dates, so you can see a free Saturday at a glance.



1 **Back to the list**
The same gigs, two views.

2 **New gig**
Book a date from here.

HOW TO

1. Open **All gigs**, tap **...** and pick **Calendar view**.
2. Use the arrows to change month. Click a day to see what's on.
3. Show time off to see who's away.

TIP

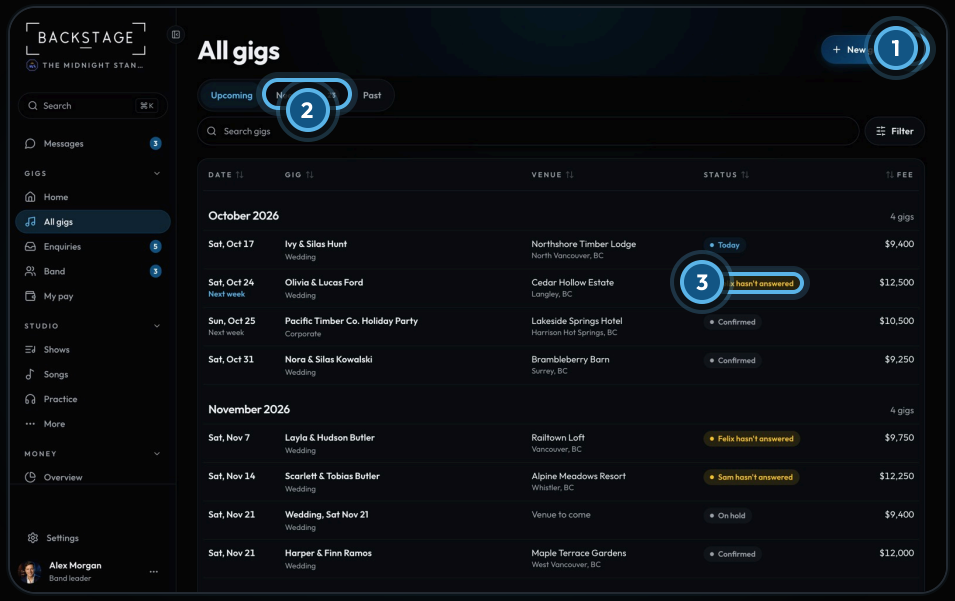
Players can add their gigs to their phone's own calendar from their profile.

EVERYONE

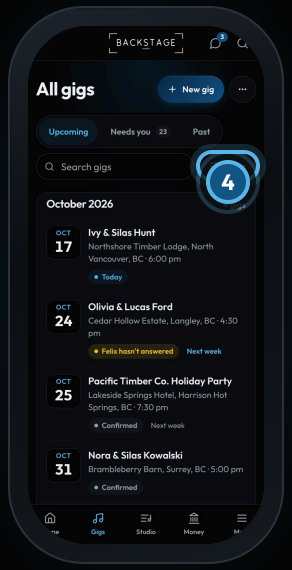
All gigs

Every gig in one list, grouped by month, each with one status. Needs you shows the gigs waiting on you and why. Players see their answer and call time.

UPCOMING



ON A PHONE



1 More
Calendar, totals, import.

2 Needs you
The gigs waiting on you, and why.

3 One status
What it needs, or where it stands.

4 Filter
Status, type, month, payment.

HOW TO

1. Open **All gigs**. Tap a gig to open it.
2. Tap **Needs you** for the gigs waiting on you, or **Past** for the ones you've played.
3. Search by name, venue or city. Tap **Filter** for status, type, month, payment and more.
4. Tap **...** for the calendar, the totals, adding your gigs to your own calendar, and importing gigs.

TIP

Before a gig, the unpaid part is its **Balance**. Once it's played and not marked paid, it's **Owing**. Both are in **...** > **Totals**.

BAND LEADERS

Travel pay

Out-of-town gig? The app works out each player's drive from home and their travel allowance at the official mileage rate, then adds it to their pay in one tap.



1. **Travel card**
   In the gig's Travel section, and under Money.
2. **Each player**
   From their home: distance and drive time. Tap for the working.
3. **Total**
   Everyone driving, and the allowance for the gig.
4. **The rate**
   The official mileage rate for your country.

HOW TO

1. Set your home base and mileage rate once in **Settings → Travel**. Players add their home in their profile.
2. Open a gig and tap **Travel**. The card lists everyone on the lineup.
3. Tap a player to see how their allowance was worked out. **Cars** sets who rides with whom.
4. Set pay first, then in the gig's **Money** section tap **Add travel to pay**. It adds each player's allowance to their fee.

TIP

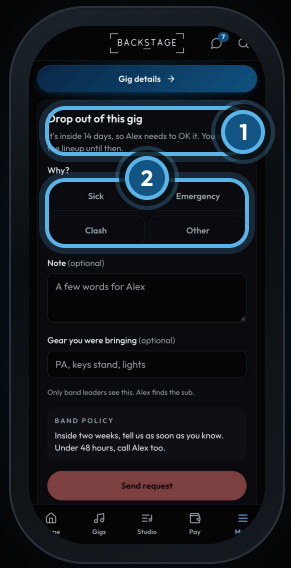
No road distance yet? Type the km one way from home base and click **Save**. Players see their own row as **Your travel**.

PLAYERS AND BAND LEADERS

Drop-outs

Already said yes and now you can't play? Ask to drop out with a reason. Your band leader OKs it, finds a sub, and the pay goes to whoever fills in.

PLAYER: ASK



PLAYER: WHERE IT STANDS



LEADER: APPROVE



1 Notice
Inside the band's window, a leader OKs it first.

2 Why
Sick, emergency, clash or other.

3 Where it stands
Waiting, OK'd, or asked to stay on.

4 Still on until then
You play unless your leader OKs it.

5 The request
Reason, notice and note. Urgent inside 48 hours.

6 Approve
Then start the sub finder in one tap.

HOW TO

1. Players: open the gig, tap **I need to drop out**, pick a reason and send. Tap **Withdraw my request** if things change.
2. Far enough out, you're off at once. Inside the notice window, you play unless a leader OKs it.
3. Leaders: open the request from **Needs you**, click **Approve** or **Keep them on**, then **Start sub finder**.

TIP

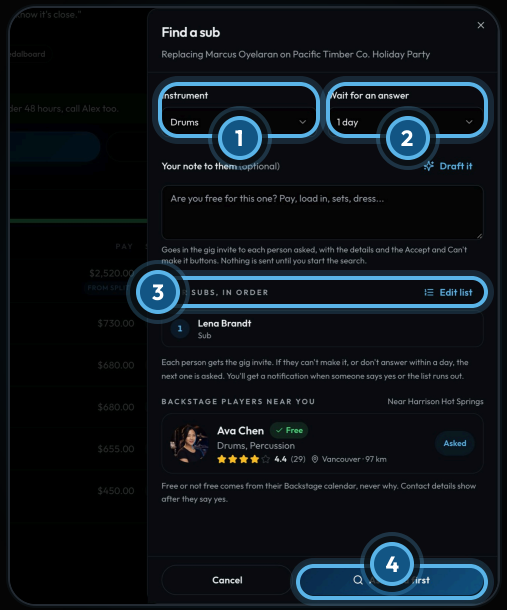
The sub gets the pay. Set the notice window in **Settings → Profile → Drop-outs**. The client is never told.

BAND LEADERS

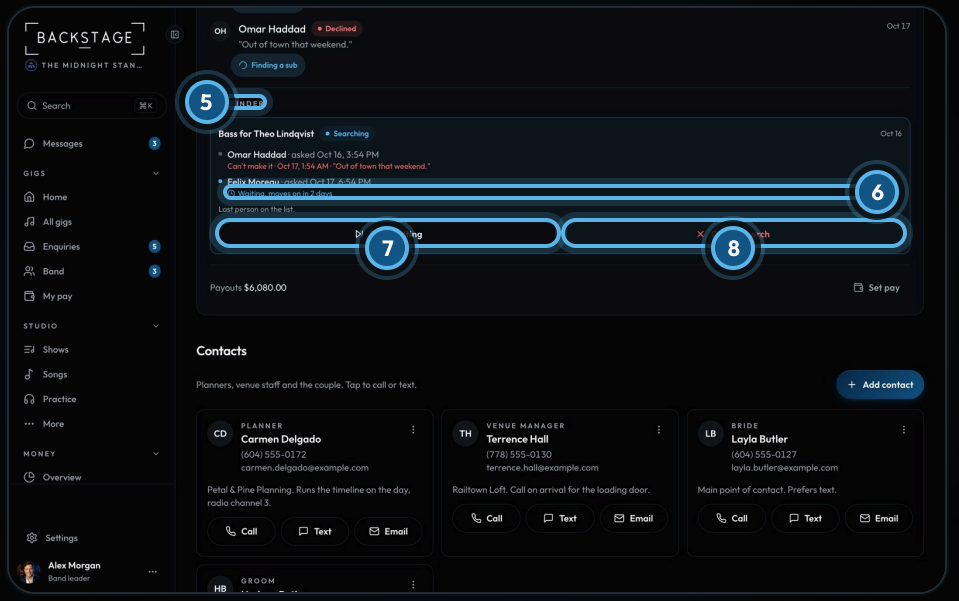
Sub finder

A player can't make it? The sub finder asks your subs one at a time, in your order. The person being asked only fills the spot once they say yes.

START A SEARCH



WHO'S BEING ASKED



1 Instrument
Which spot you're filling.

2 Wait for an answer
How long before the next ask.

3 Who gets asked
Your sub rankings, by name.

4 Start the search
Asks the first sub in line.

5 Sub finder
Every search on this gig.

6 Asking now
Open until they say yes.

7 Ask next now
Skip ahead to the next sub.

8 Cancel search
Stop asking anyone else.

HOW TO

1. Click **Find a sub** on an open spot, or after a drop-out.
2. Check the instrument and the wait, then click **Ask** (like **Ask Lena first**).
3. **Needs you** shows who's being asked. They fill the spot once they say yes.
4. **Ask next now** skips ahead. Rank subs in **Settings → Profile**.

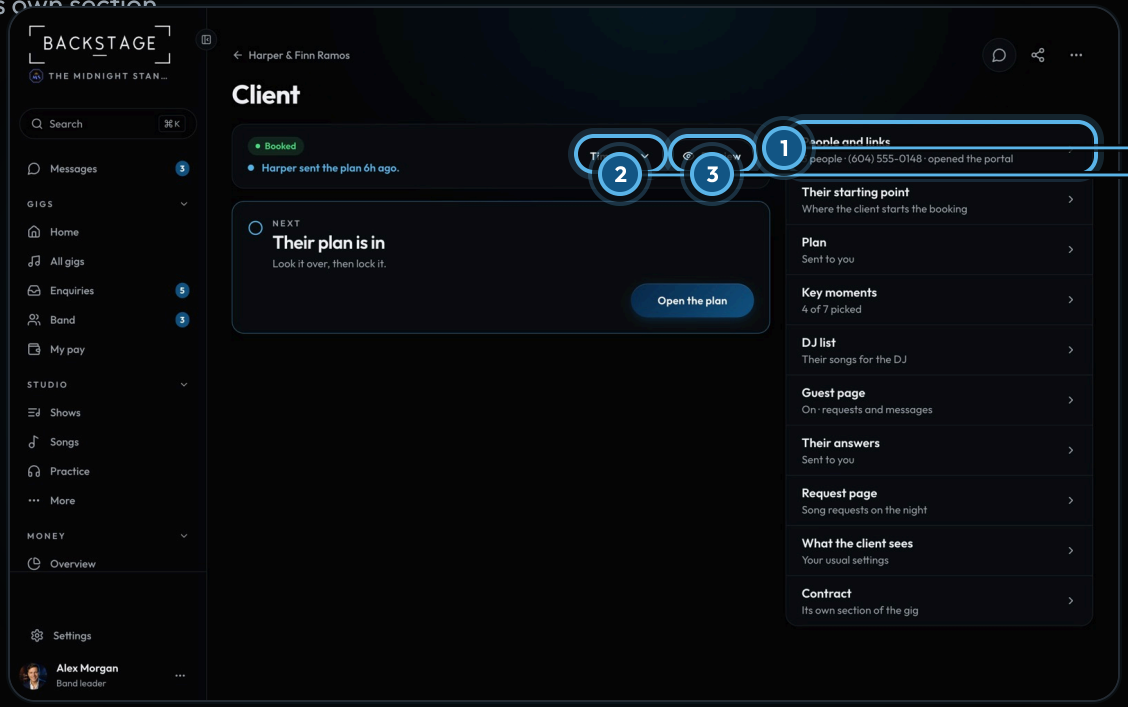
TIP

Subs show by name only. Players never see a sub's email or phone.

BAND LEADERS

The Client section

Everything to do with the client on one gig, one line each: who they are and their links, the quote, their plan, key moments and songs, the DJ list, the guest page and a timeline of what's happened. The one thing to do next is on top. The contract has its own section.



1. **One row each**
   Tap a row to open it. Back returns here.
2. **Where they are**
   The latest step. Timeline lists every step with the time.
3. **Preview**
   See exactly what they see.

HOW TO

1. Open a gig and tap **Client** in its list of sections.
2. The top line says what the client did last. Below it is the one thing to do next, with its button.
3. Tap **People and links** to add contacts (payer, partner, planner) and copy each one's link.
4. Tap **Plan**, **Key moments** or **Their answers** to review them, then **Add to schedule** or **Add to setlist**. **Lock** the plan when it's final.
5. The contract is its own section: tap **Contract** in the gig's list of sections.

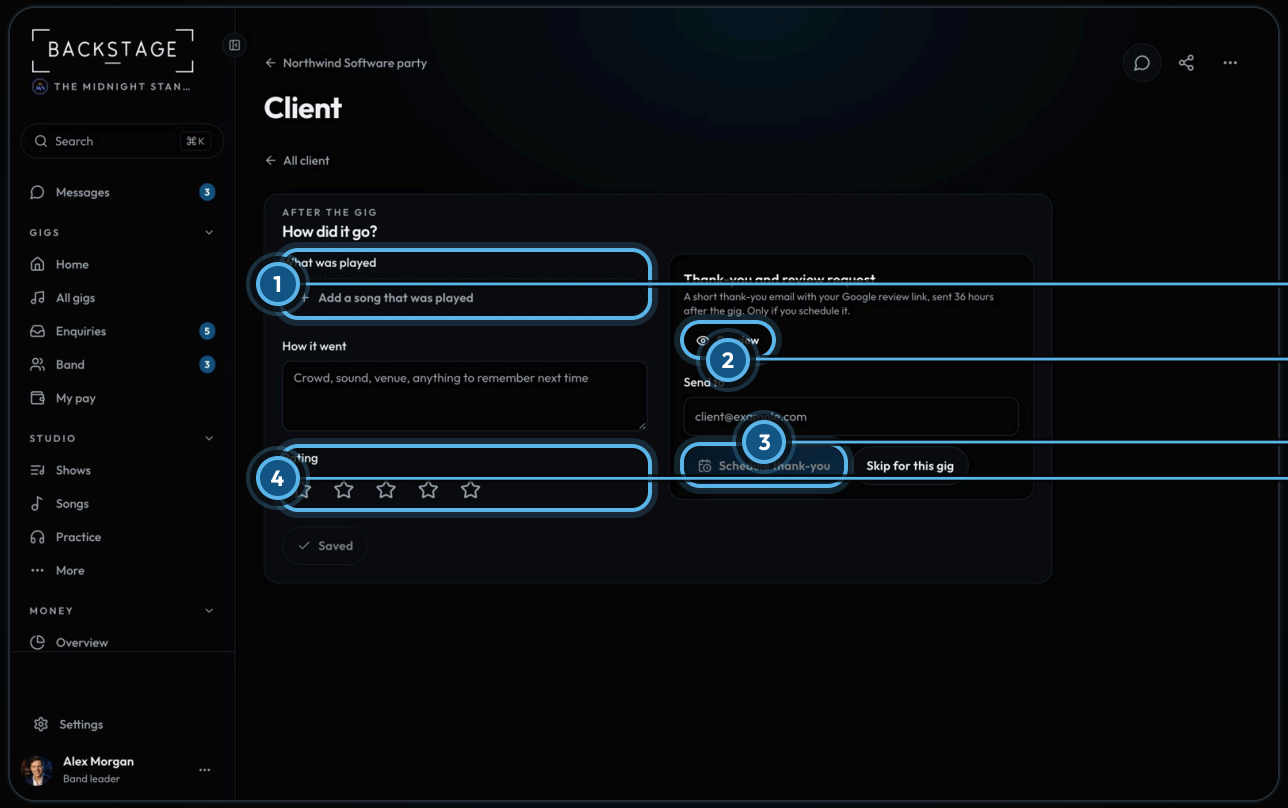
TIP

Clients never see band pay or your private notes, and they don't need an account.

BAND LEADERS

Recap and thank-you

After the gig, note what was played and how it went. Then schedule a short thank-you with your Google review link.



1 What was played
Builds your most-played stats.

2 Preview
See the email before it goes.

3 Schedule thank-you
Sent after the gig, only if you schedule it.

4 How it went
Rating and notes for next time.

HOW TO

1. On Home, **Needs you** lists recent gigs to recap. Or open the gig: its **Client** section asks **How did it go?** with **Add the recap**, or tap the **After the gig** row.
2. Add the songs that were played and a rating.
3. Pick who gets the thank-you and click **Preview**.
4. Click **Schedule thank-you**, or **Skip for this gig**. A scheduled one can be cancelled until it goes.

TIP

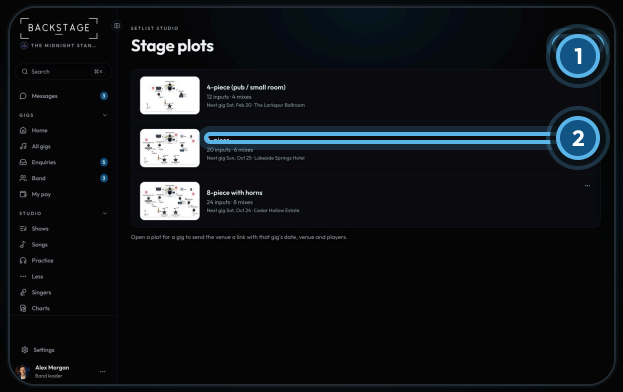
Set your Google review link and the send delay once in **Band settings → Reviews**.

BAND LEADERS

Stage plots and tech riders

Draw the stage, set monitor mixes and build the input list once per lineup. Already have a plot or a rider? Upload it. Each gig gets its own share link and a two-page PDF.

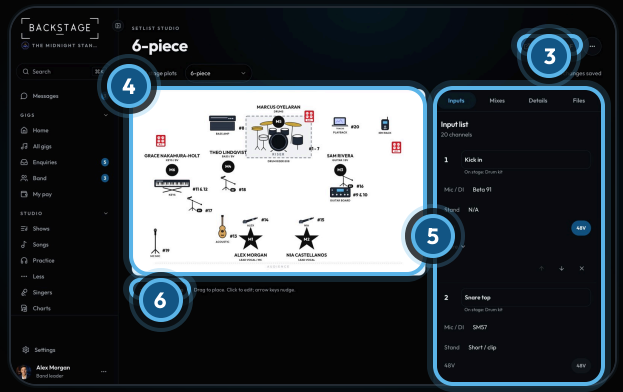
YOUR LINEUPS



1 New plot
Starts with a stage, mixes and an input list.

2 One plot per lineup
4-piece, 6-piece, 8-piece with horns. Tap one to open it.

DRAW IT



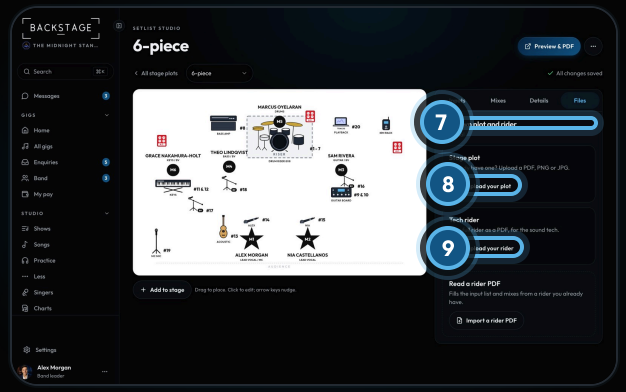
3 Preview & PDF
The rider your sound tech sees.

4 Drag to place
Gear and people on the stage. Click one to edit it.

5 Inputs, mixes, details, files
Everything else sits beside the stage.

6 Add to stage
People, gear, or gear with its channels.

OR UPLOAD YOURS



7 Your own files
Optional. Keep the plot and rider you already have.

8 Upload your plot
A PDF, PNG or JPG. Phone photos work too.

9 Upload your rider
Your full tech rider as a PDF.

HOW TO

1. Open **Stage plots** and tap a lineup, or **New plot**. Drag gear and people onto the stage; **Add to stage** has the rest.
2. Beside the stage (on a phone, under it): **Inputs**, **Mixes**, **Details** and **Files**.
3. Have a plot or rider already? Upload it under **Files**, or **...** > **Import a rider PDF** to fill the lists from it.
4. Pick a gig under **Details** > **For a gig**, then **...** > **Copy gig link** to send it.

TIP

Pick who's under **Details** > **Contact on the rider**. Their phone and email print on the PDF.

PART 5 · CHAPTER 5

Setlist Studio and live

Your songs, your shows and the stage. Build a setlist in seconds, or go live with no setlist and call songs on the night. Charts and lyrics full screen, and every phone follows along.

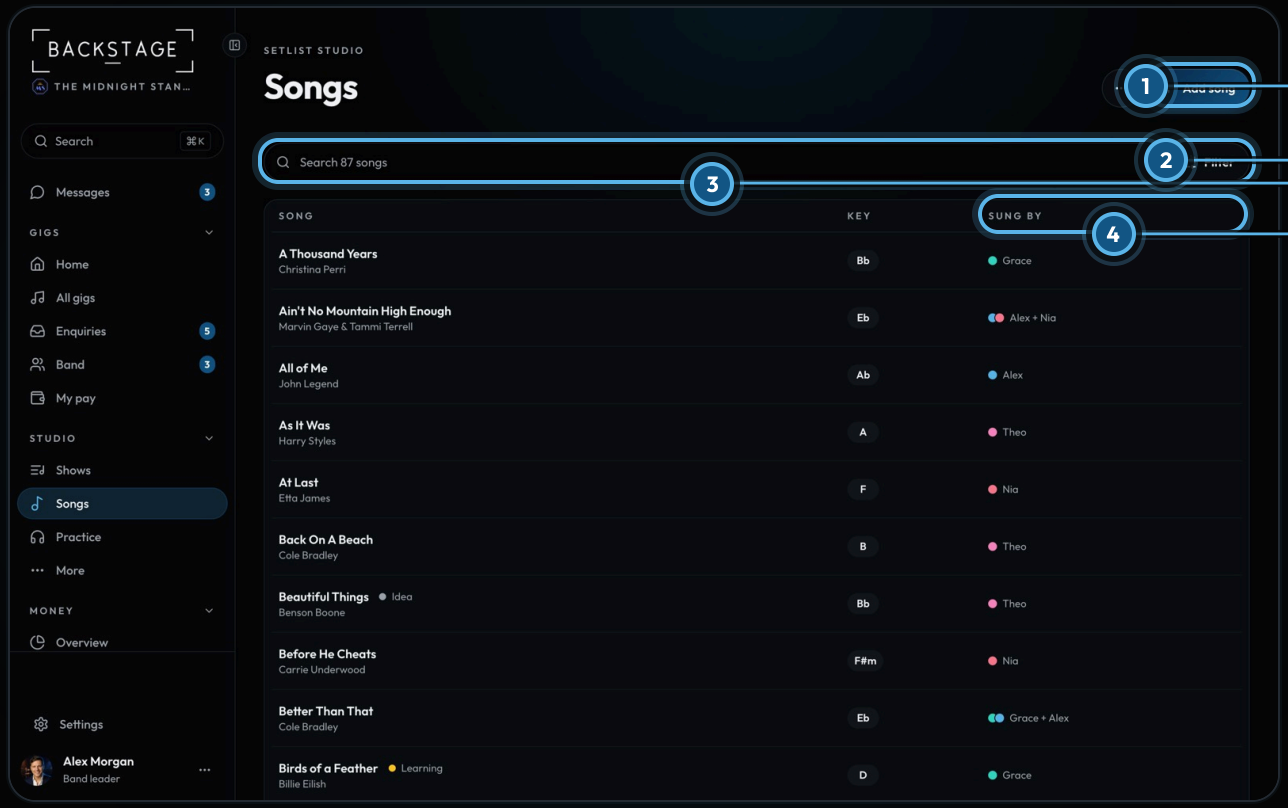


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EVERYONE

The song library

Every song the band plays: find one fast and see its key and who sings it. Tap a song for the rest: tempo, energy, length, keys by singer and charts.



1 Add song
Or paste a list from the ... menu.

2 Filter
Ready, My learning, singers, energy, tempo, key and sort.

3 Search
Title, artist, key, tag or singer.

4 Key and singer
What you need on stage, nothing else.

HOW TO

1. Open **Setlist Studio** and choose **Songs**.
2. Search, or tap **Filter** to narrow it down. What's on shows in one line under the search, with **Clear**.
3. Tap a song to see and edit its key, tempo, energy, singers and chart.
4. Use **Add song**, or the **...** menu to paste from a spreadsheet or open **Insights**.

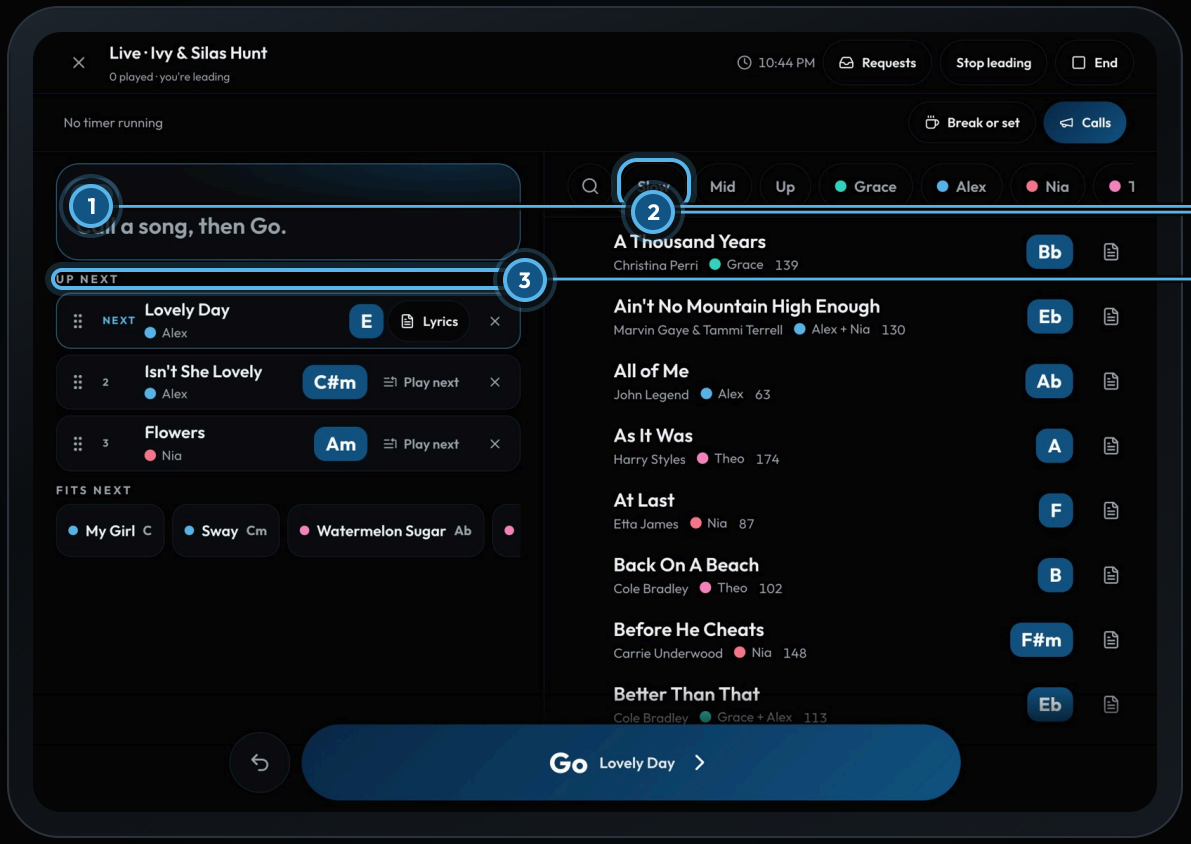
TIP

On stage and someone shouts a request? Filter by **Ready** plus the singer, and you'll see only songs you can play right now.

EVERYONE · PHONE OR IPAD

Go live with no setlist

For nights you call songs as you go. One tap and you're live: pick what's next from your song library, hit Go, and every phone in the band follows. Save it as a played setlist after.



1. **Now**
   The song playing, its key and singer, and a Chart button.
2. **Quick filters**
   Slow, Mid, Up, each singer, requests, hide played.
3. **Up next**
   Drag to reorder, or tap Play next.

HOW TO

1. Tap **Go live** on Home (on a gig day), on the gig, or in **Studio** > **Shows** > **....**
2. Tap a song to put it in **Up next**. Tap more to line them up.
3. Press the big **Go** button to move to the next song. The last one is checked off as played.
4. Made a mistake? **Undo** reverses the last move.
5. Press **End** and save it as a setlist and to the gig recap.

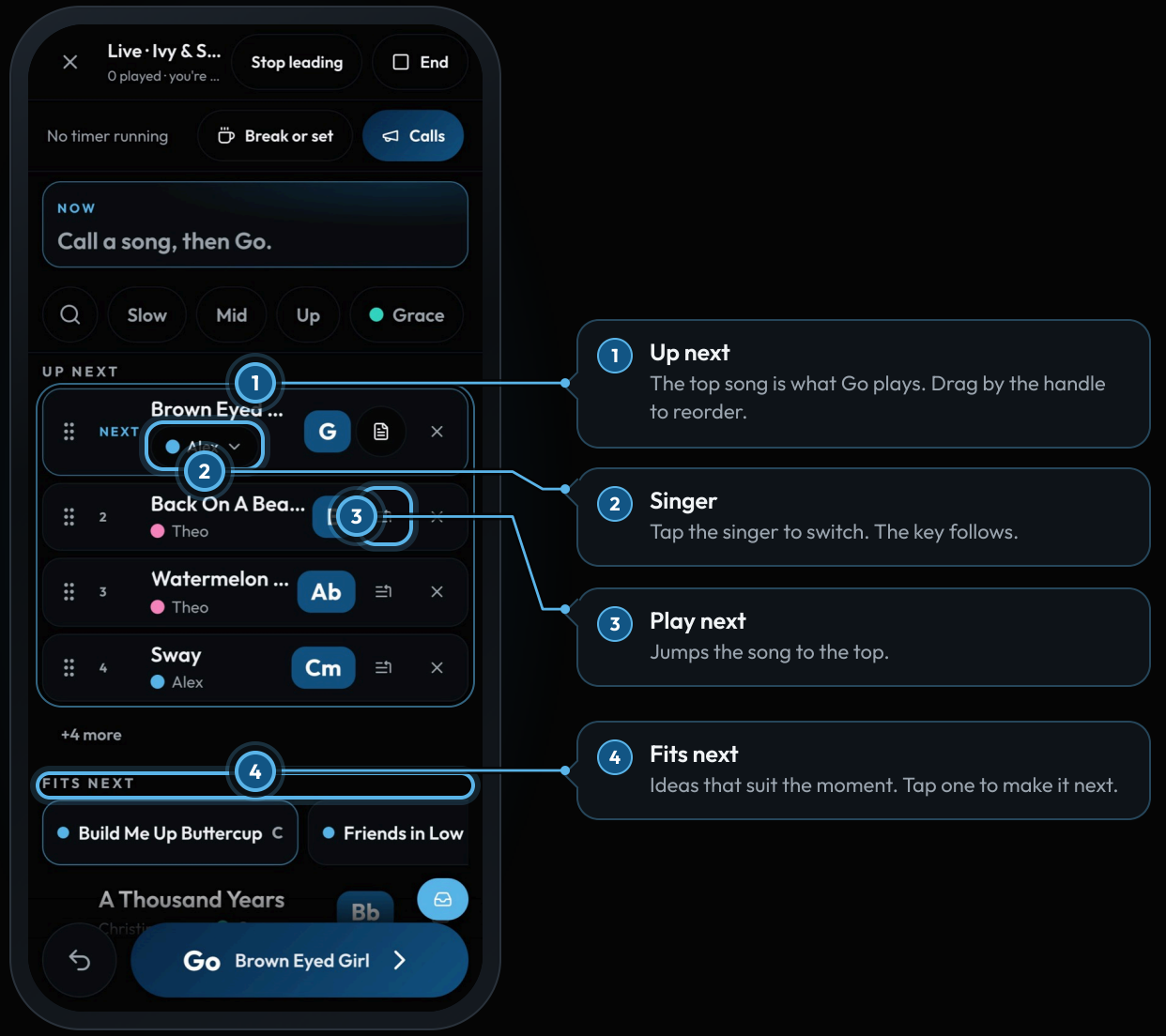
EVERYONE · PHONE

Up next and who sings

Reorder what's coming on the fly and pick who sings each song tonight. The key follows the singer, and everyone sees the change within a couple of seconds.

HOW TO

1. Drag a song by its handle, or tap **Play next** to jump it to the top.
2. Tap **x** to take a song out.
3. Tap the singer's name on a song to switch singers. The key and the chart key follow.
4. The singer is picked for you: whoever sang it last, otherwise someone other than the current singer.



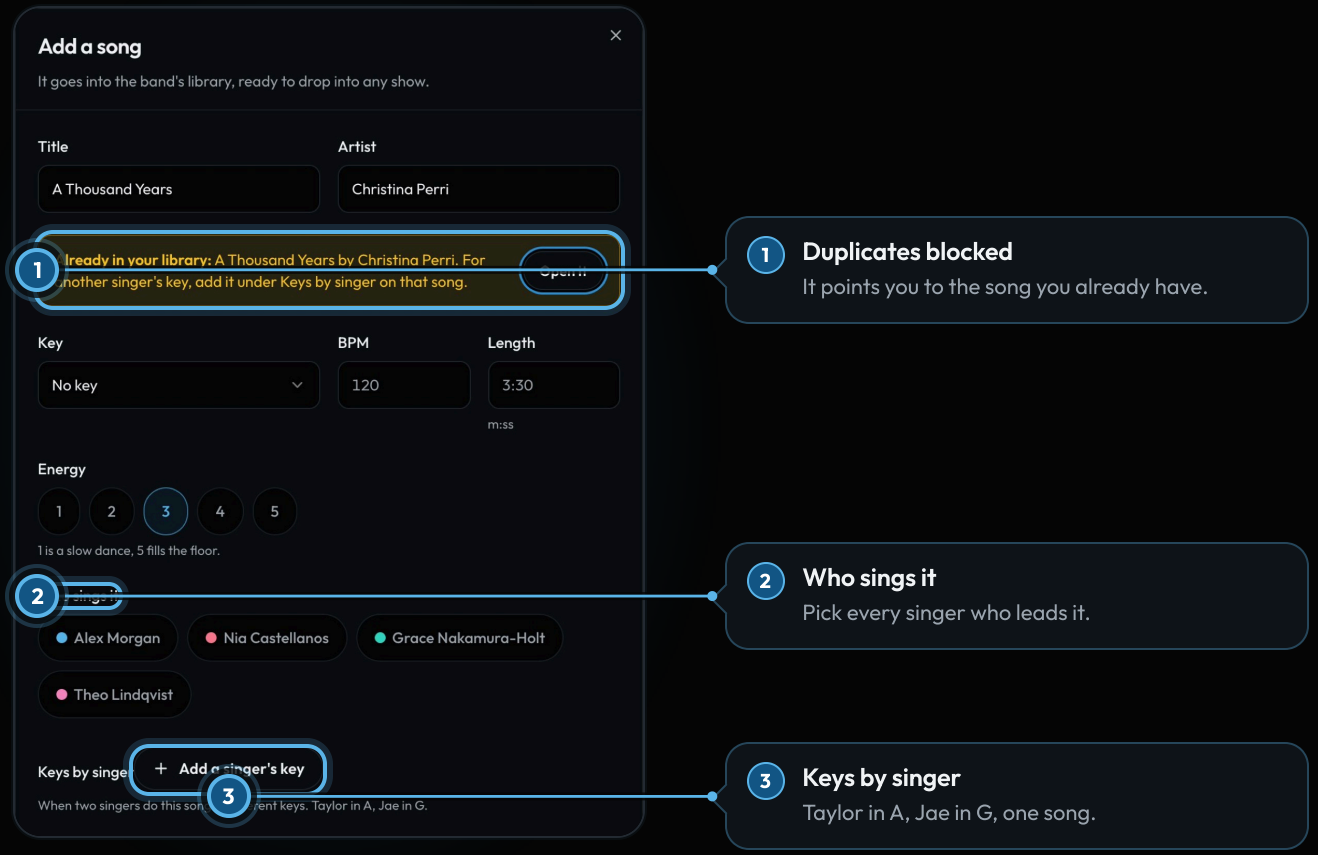
TIP

If the show is linked to a gig, only the singers booked on it are offered. Songs nobody can sing tonight move down the list.

EVERYONE

One song, many versions

Two singers, two keys? Keep one song with a key per singer. The library also stops you adding the same song twice.



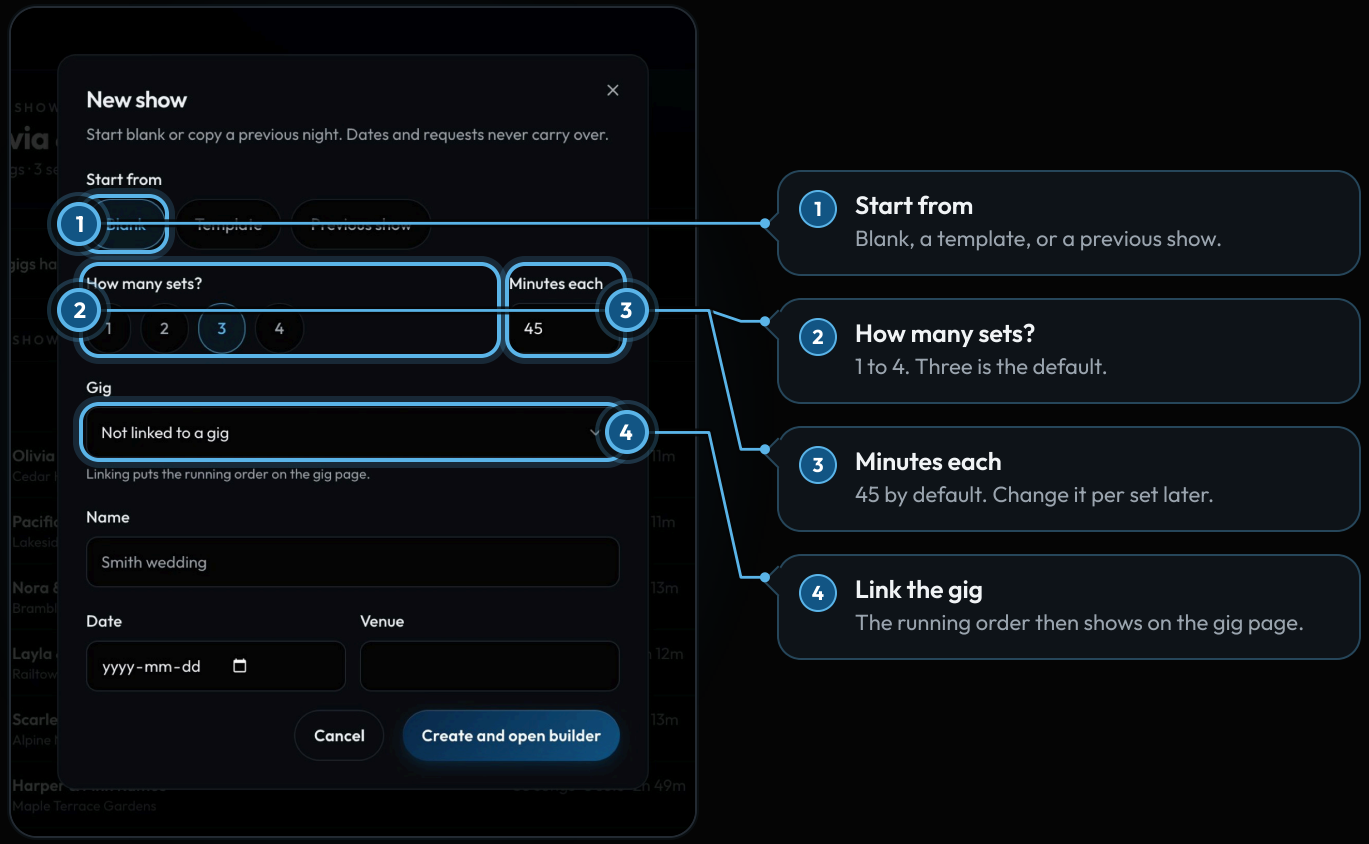
HOW TO

1. Click **Add song** and type the title and artist.
2. If it's already there you'll see **Already in your library**. Tap **Open it** instead.
3. Under **Keys by singer**, tap **Add a singer's key** for each extra version.
4. Set **Status** to Ready once the band can play it.

BAND LEADERS

Start a new show

Pick how many sets and how long, link it to the gig, and you're ready to build. The default is three sets of 45 minutes.



HOW TO

1. In **Setlist Studio**, click **New show**.
2. Choose **Blank**, **Template** or **Previous show**.
3. Set **How many sets?** and **Minutes each**.
4. Pick the gig, then **Create and open builder**.

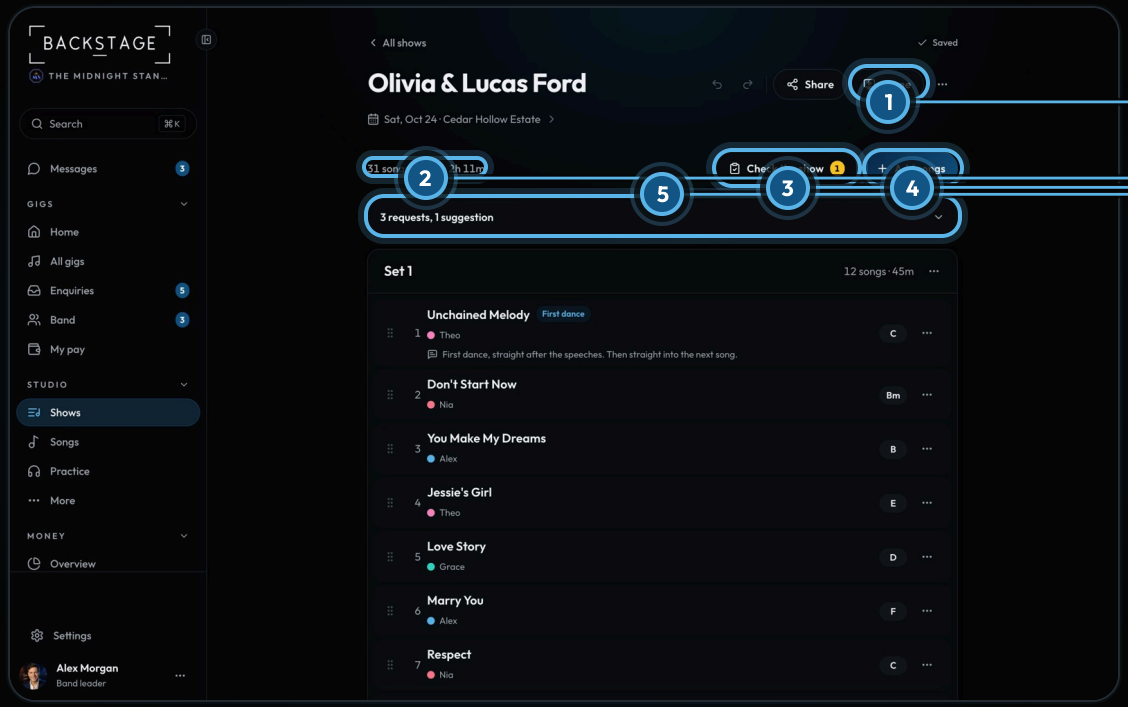
TIP

Gigs without a running order are one line above your shows: tap **Build** and pick the gig, and it does all of this for you.

BAND LEADERS

The show builder

It opens on your sets, one clean list each. Add songs from the library, drag to reorder, and anything that needs fixing shows on the song itself with the fix.



1 Stage
Run this show live.

2 The show at a glance
Songs, sets and how long it runs.

3 Check the show
Energy, who sings what, key changes and flow.

4 Add songs
Opens the library: search, filter, tap to add.

5 Requests
First dance, must-plays and do-not-plays, in one line.

HOW TO

1. Open a show from the **Shows** list. It opens on the sets.
2. Tap **Add songs**, pick the set at the top, and tap songs to add them. **Filter** narrows the list.
3. Drag songs to reorder them. A song's **...** menu has transpose, who sings it, move to another set and remove.
4. Tap the date line under the name for **Show details**: date, venue, the gig, set lengths and who's singing.
5. Tap **Share** to send it, or **Stage** to run it live.

TIP

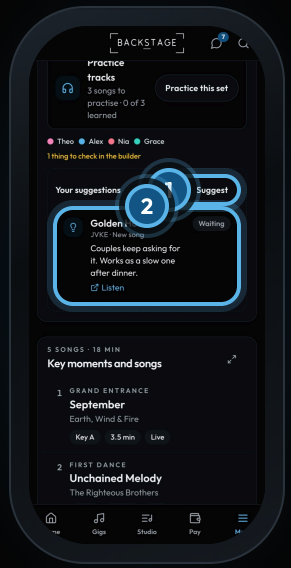
When two songs make a big key jump, the second one says so, with a one-tap fix like **Transpose -1**. **Check the show** has the rest: energy through the night and each singer's load.

PLAYERS AND SETLIST EDITORS

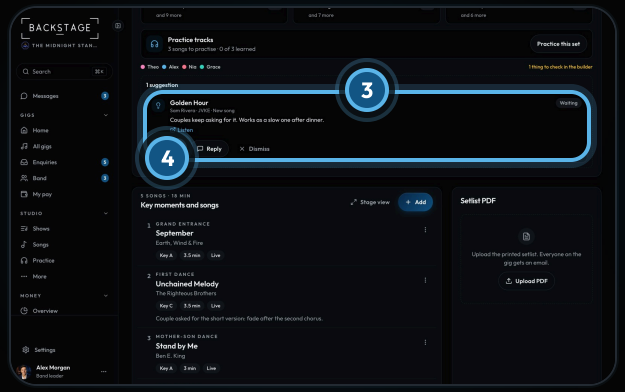
Suggest a song

Players see the setlist but don't change it. Got an idea? Send a suggestion. Whoever edits the setlist adds it, replies or passes, and you hear back.

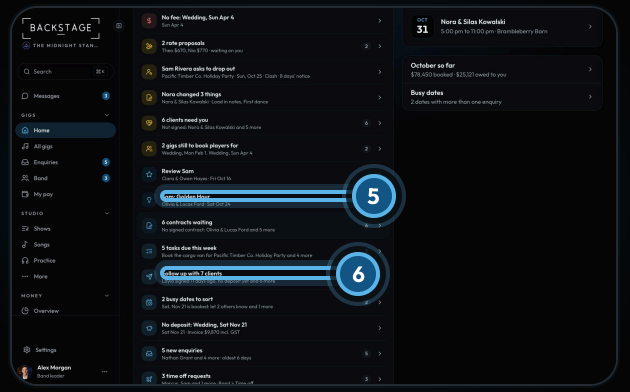
PLAYER



SETLIST EDITOR



NEEDS YOU



1. **Suggest** — A song, or a change like a swap.
2. **Your suggestion** — With your note and a link to listen.
3. **From a player** — Who sent it, the song and why.
4. **Add** — Puts it on the setlist. New songs go in your song list.
5. **Needs you** — Suggestions rank with your gigs.
6. **One list** — Everything waiting on you, most urgent first.

HOW TO

1. Players: open a gig's **Setlist** tab, or **Setlists**, and tap **Suggest**.
2. Pick **A song** (from the list, or a new one with a link) or **A change**, add a note and tap **Send suggestion**.
3. Leaders and setlist editors: answer from **Needs you** or the gig's setlist with **Add**, **Reply** or **Dismiss**.
4. The player sees the answer on their home screen until they tap **Got it**.

TIP

Setlists are view only for players by default. To let someone edit them, turn on **Setlists** for them in **Members**.

BAND LEADERS

Auto-build the whole show

It picks gig-ready songs in a classic energy arc, flows keys and tempos, and rotates singers. Don't like it? Try another.



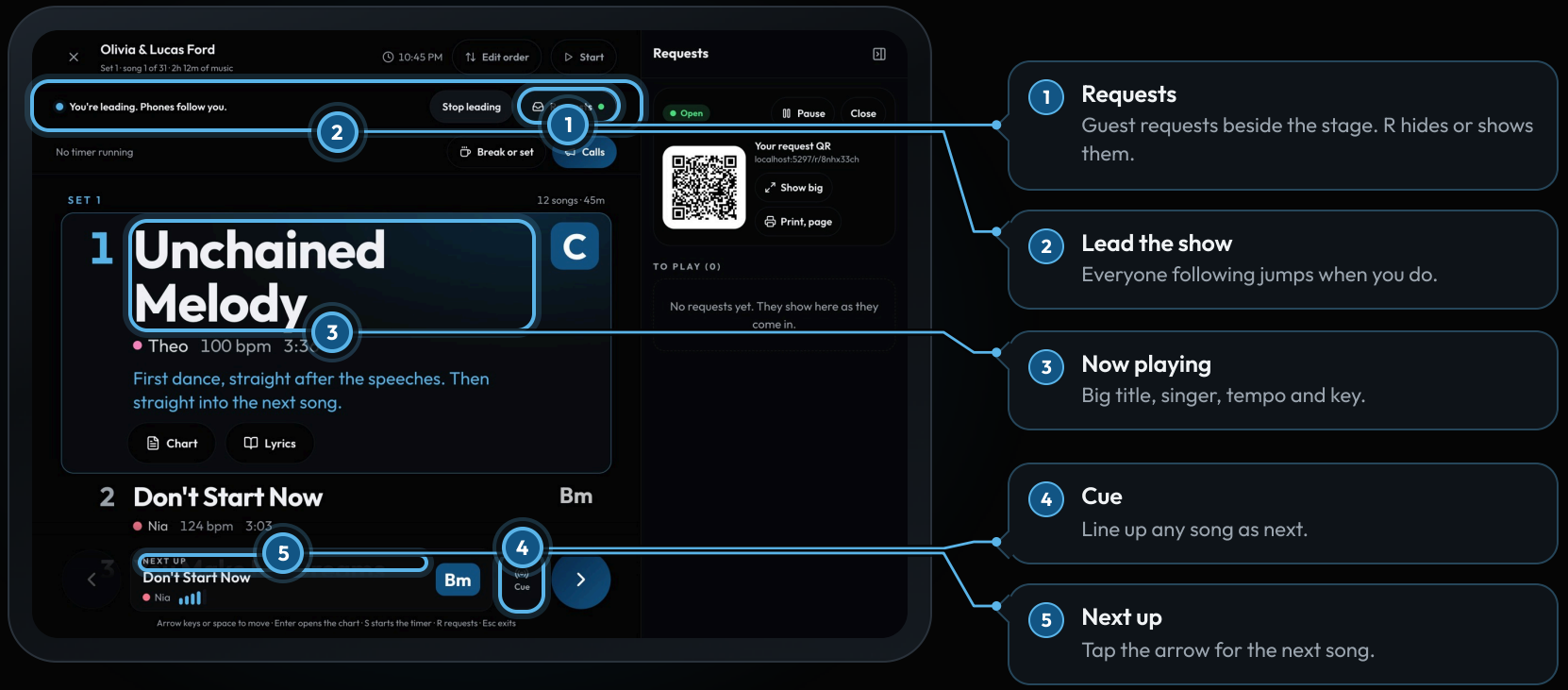
HOW TO

1. In the builder, open the **...** menu by Share and Stage and choose **Suggest a running order**, then **Build by energy arc instead**. (With AI help off, the menu says **Auto-build**.)
2. Choose **All sets** or just one set, and a shape.
3. Keep **Gig-ready songs only** and **Rotate singers** on.
4. Click **Try another** until you like it, then use it.

EVERYONE · IPAD

Stage mode

Big, glanceable running order for the gig itself. When one person leads, every phone and iPad follows along live.



1. **Requests**
   Guest requests beside the stage. R hides or shows them.
2. **Lead the show**
   Everyone following jumps when you do.
3. **Now playing**
   Big title, singer, tempo and key.
4. **Cue**
   Line up any song as next.
5. **Next up**
   Tap the arrow for the next song.

HOW TO

1. Open a show and tap **Stage**, or **Stage view** on the gig or in a show's **...** menu in **Studio > Shows**.
2. One person taps **Lead the show**; everyone else follows automatically.
3. Tap the big arrow, or press Space, for the next song.
4. Tap **Cue** to line up a different song as Next up.
5. Tap **Edit order** to move, skip or bring back songs mid-show.
6. Leaders and setlist editors see guest requests beside the stage on an iPad held sideways or a computer, or behind the badge above the controls on a phone (see Guest requests on the night).

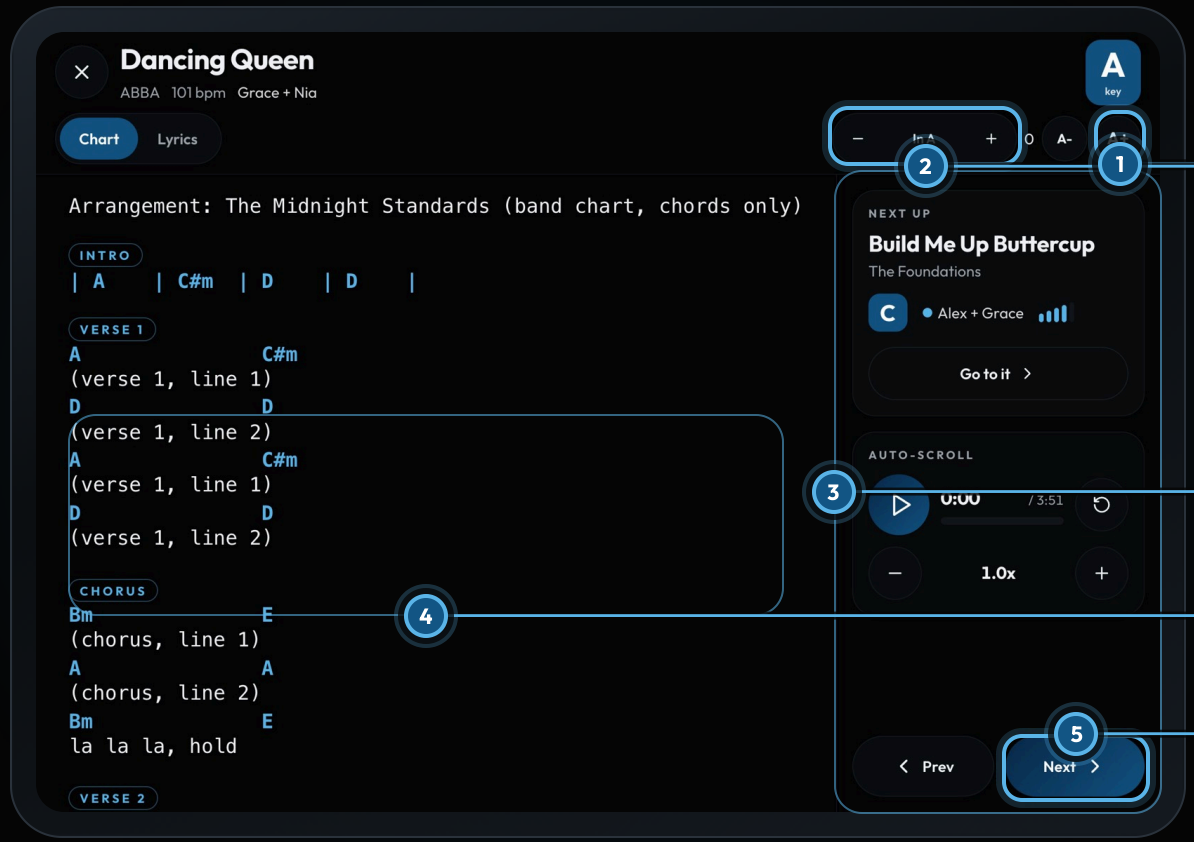
TIP

Want to look ahead without dragging everyone along? Tap **Break away**, then **Back to live** when you're ready.

EVERYONE · IPAD

Charts and lyrics on stage

Open any song's chart or lyrics full screen. It scrolls itself at the song's pace, and transposes on the spot.



1 Text size
A- and A+ for your eyes and your stand.

2 Transpose
Shift the key; chords update instantly.

3 Auto-scroll
Play, then speed up or slow down.

4 Chart or Lyrics
Switch views any time.

5 Prev and Next
Move through the show without closing.

HOW TO

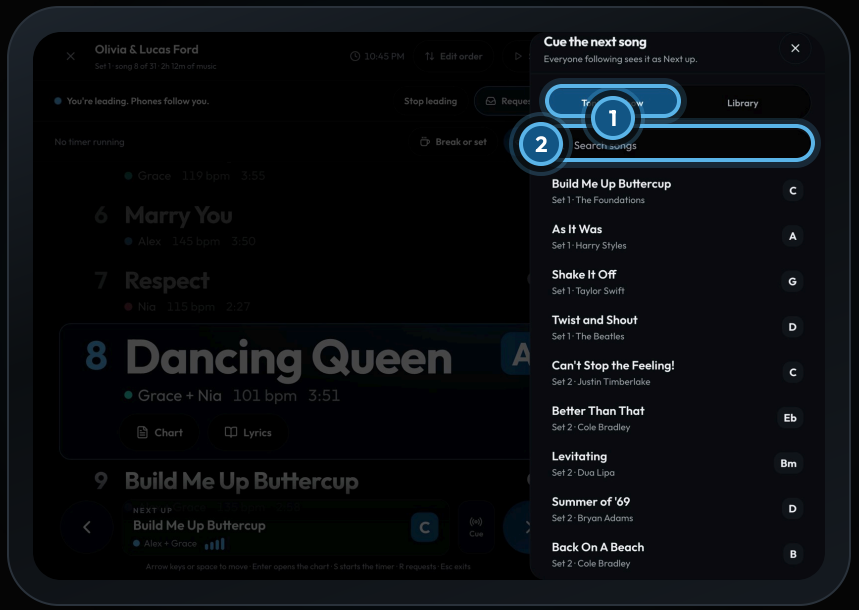
1. In stage mode, tap **Chart** or **Lyrics** on a song (or press Enter).
2. Tap play under **Auto-scroll**; use − and + to set the speed.
3. Tap **Save for this song** so it scrolls at that speed next time.
4. Use the transpose control to change key, and **A-** / **A+** for text size.

EVERYONE · IPAD

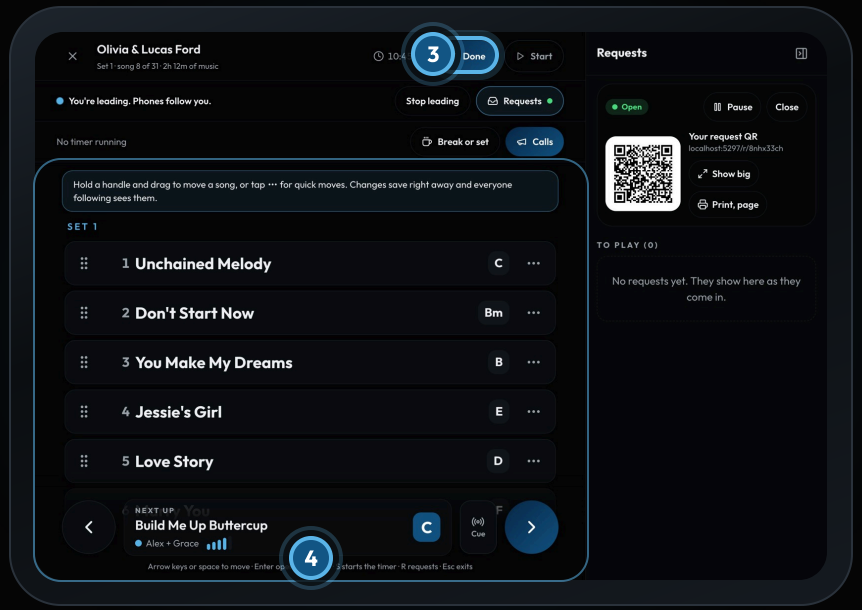
Cue and reorder on stage

The night never goes to plan. Line up a different song or shuffle the order, and every screen updates.

CUE THE NEXT SONG



EDIT ORDER



1 Tonight's show or Library
Cue anything, even songs not in the show.

2 Search
Find it fast.

3 Done
Changes save right away for everyone.

4 Drag to move
Or tap ··· for quick moves.

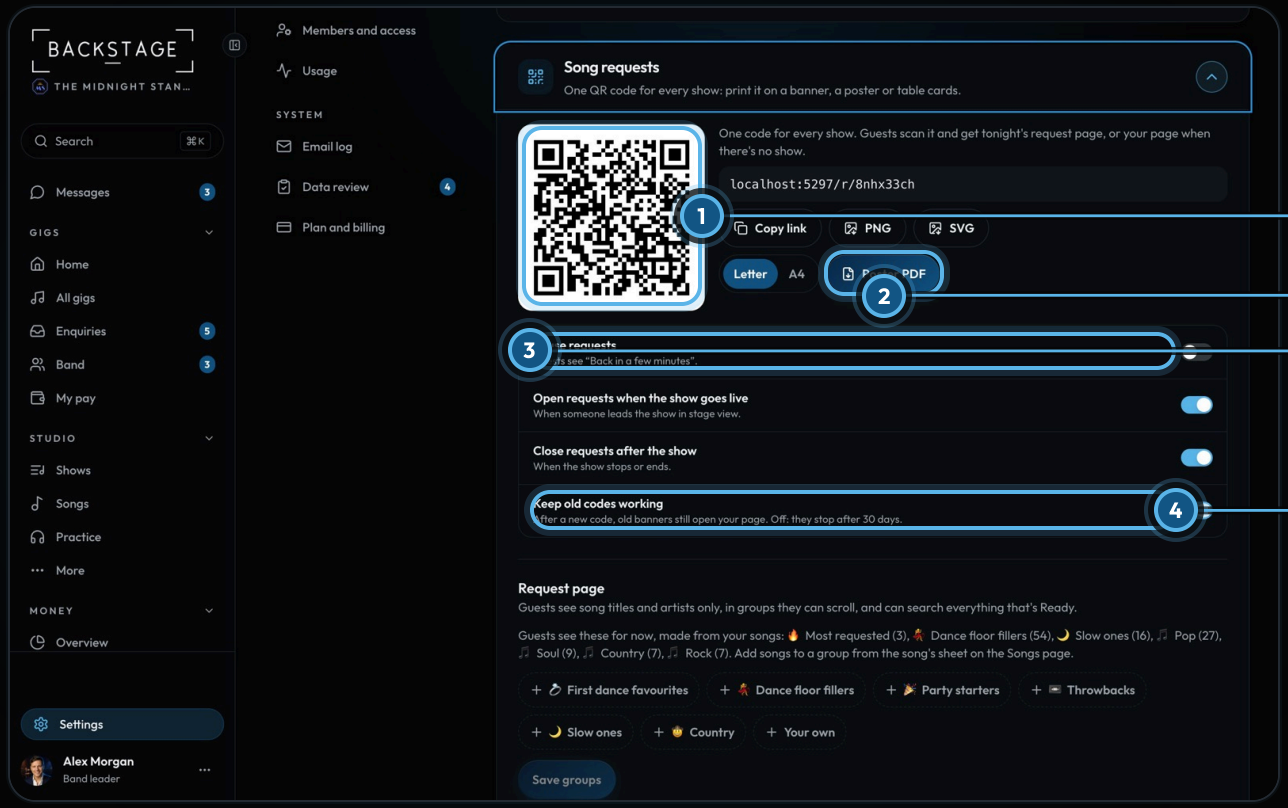
HOW TO

1. Tap **Cue** and pick a song: everyone following sees it as **Next up**.
2. Tap **Edit order**, then drag a song, or tap ··· for **Play next**, **Move to end of set** or **Skip tonight**.
3. Tap **Done**. Skipped songs can be brought back any time.

BAND LEADERS · SETTINGS

Your request QR

One QR code for every show. Print it once on a banner, a poster or table cards. Guests who scan it get tonight's request page while you're on, and your page on other days.



1. **Your request QR**
   The same code every night. Copy link sits beside it.
2. **Print it**
   PNG or SVG for a designer, or a poster in Letter or A4.
3. **Pause, open, close**
   Pause for a moment. Open with the show and close after, or turn those off.
4. **Old codes**
   Made a new code (only if this one is misused)? Old banners still open your page.

HOW TO

1. Open **Settings > Profile > Song requests**. Your code is made the first time you open it. In stage view, the same QR is at the top of the requests.
2. Tap **Copy link**, or download it: **PNG** or **SVG** for a banner or a designer, or **Poster PDF** (pick **Letter** or **A4**) to print as it is.
3. **Open requests when the show goes live** and **Close requests after the show** are on to start. Turn them off to open and close by hand in stage view.
4. **Pause requests** for a few minutes, say during speeches. Guests see "Back in a few minutes", and the page switches back on by itself.
5. Under **Request page**, pick the shelves guests scroll: put them in order, rename them, add an emoji, or remove one.

BAND LEADERS · IPAD

Guest requests on the night

Guests scan your request QR and ask for songs. On an iPad held sideways or a computer, the requests sit beside the stage as they come in, and one tap lines a song up as Next up.



1. **Pause or close**
   Requests open by themselves when you lead the show.
2. **Your request QR**
   The same code every night. Tap it to show it big.
3. **A request**
   Newest first. The same song from several guests is one row, with a count.
4. **Play next**
   Lines it up as Next up for everyone.

HOW TO

1. Lead the show in stage view (or Go live). Requests open by themselves, and close when you stop. **Settings > Profile > Song requests** can turn either off.
2. On an iPad held sideways or a computer, the requests sit beside the stage. Press R, or the **Requests** button, to hide or show them. The choice is remembered on that device.
3. On a phone or an iPad held upright, tap the small badge above the controls (it shows how many are new). The requests open in a drawer.
4. Each request shows the song, a tag (**In tonight's set**, **In the library** or **Off the list**), who asked, any dedication and how long ago. New ones glow for a few seconds. There's no sound.
5. The same song from several guests is one row with a count, like **x3**. Your answer goes for all of them.
6. Tap **Play next** to line it up as Next up, **Queue** to keep it for later, **Played** once it's done, or **Decline**. Played and declined ones go under **Done**, where **Undo** brings one back.

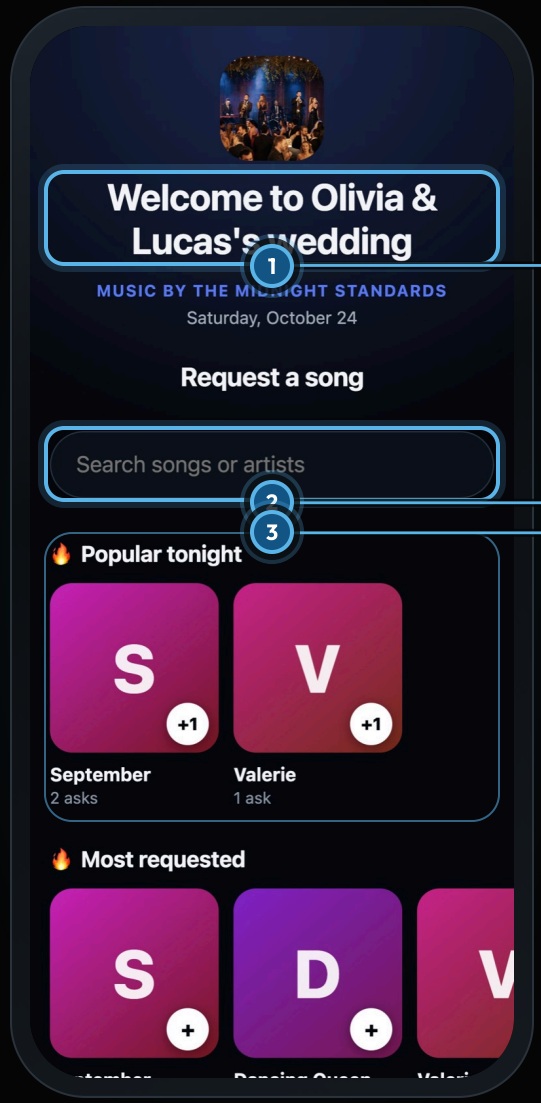
GUESTS · PHONE

What guests see

Guests scan your QR code and get a page made for tonight: a welcome, your songs to browse and search, and a list to send. No app, no sign-in, and it works on bad venue signal.

HOW TO

1. Guests scan your request QR. It's the same code every night, so it can live on a banner.
2. **During a show**: a welcome, shelves of your songs, a search and **Popular tonight**. Up to 5 songs go on **My list**, with a name and a dedication.
3. Not on the list? **Not here? Ask anyway**. You see it as **Off the list**.
4. **Paused** or **Closed**: a short note that checks by itself. **Later today**: when requests open.
5. **No gig today**: your page, with your photo, socials and **Book us**. Bad signal? The list sends when it's back.



1 Welcome
Made from tonight's gig, like "Welcome to Chloe & Hudson's wedding".

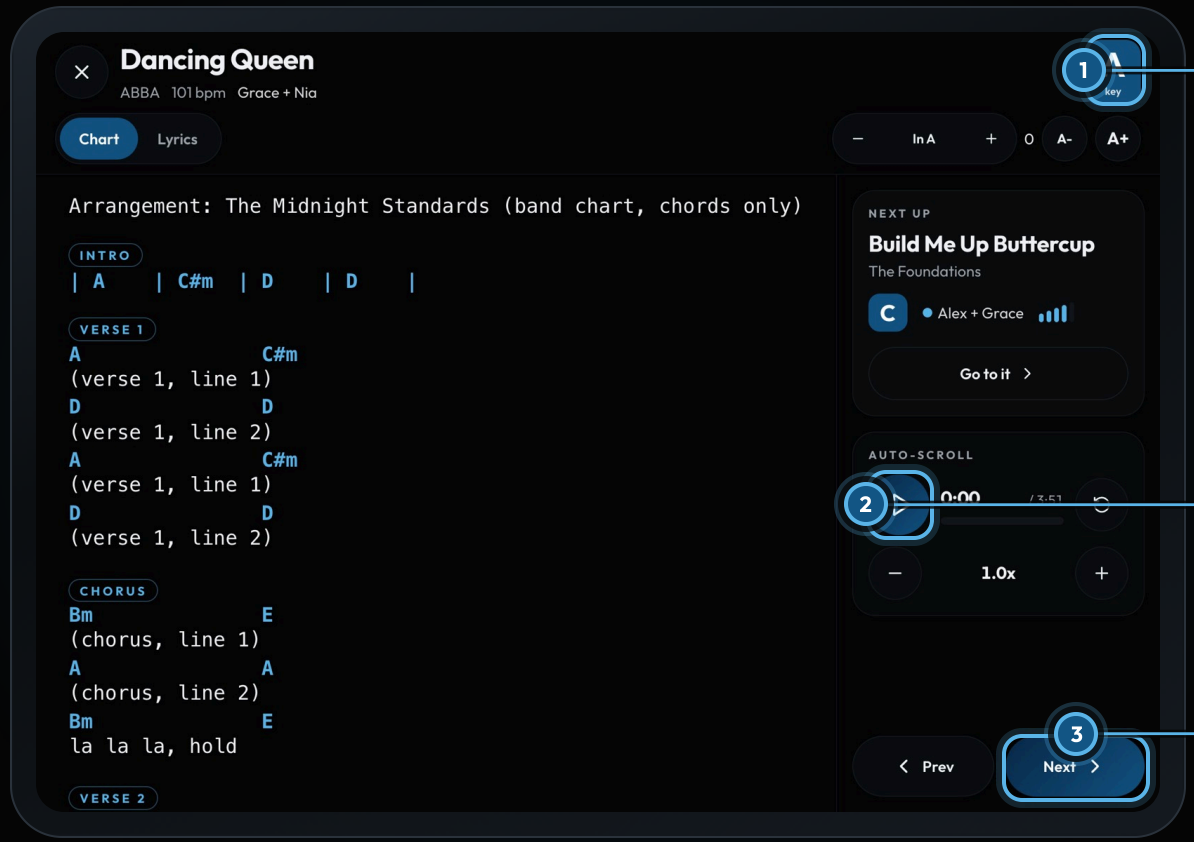
2 Search
From the first letter. Forgives typos. Title or artist.

3 Shelves
Your request groups. Tap a song to add it to the list.

EVERYONE · IPAD OR PHONE

Full-screen charts

Show the original chart, PDF or photo, full screen with nothing else on it. Handwritten Nashville charts look exactly as written, with the song's key in a badge. The screen stays awake on stage.



1 Tonight's key
Full screen shows it in a badge on the page, so a number chart works in any key.

2 Auto-scroll
Starts straight away. No countdown.

3 Next song
Full screen is remembered, so the next chart opens the same way.

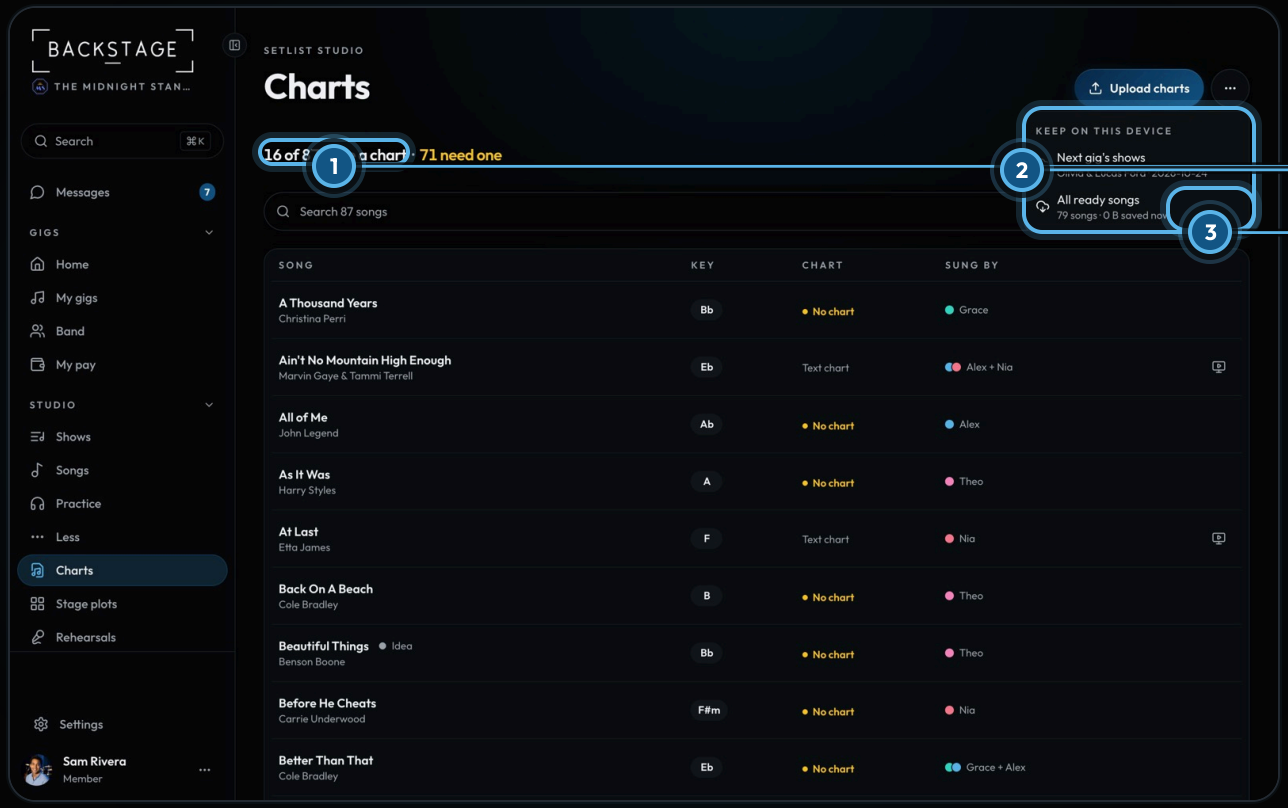
HOW TO

1. Open a song's chart from stage mode or Go live, then tap **Full screen**.
2. Tap once to show the title, key and Close. The bar hides itself after a few seconds.
3. Swipe or tap the edge to turn pages. Pinch to zoom.
4. Full screen is remembered, so the next song opens the same way.

EVERYONE

Charts

Anyone in the band can add charts and lyrics, so every song is ready for the stage. Upload in bulk, turn photos into text charts, and save them for offline.



1 Coverage
How many songs still need a chart. See the numbers for the rest.

2 Keep on this device
Next gig's shows, or every ready song, for gigs with no signal.

3 Filter
Chart type, ready or learning, who sings.

HOW TO

1. Open **Charts** and click **Upload charts**. Songs without a chart say **No chart**.
2. Drop in a batch of files. Each is matched to a song; check the matches, then save.
3. For a scanned PDF or photo, use **Read text for all** to turn it into a text chart you can transpose.
4. Before a gig, **…** → **Next gig's shows** keeps them on your phone.

TIP

Text charts are the magic ones: they transpose, resize and auto-scroll. Image and PDF charts display as they are.

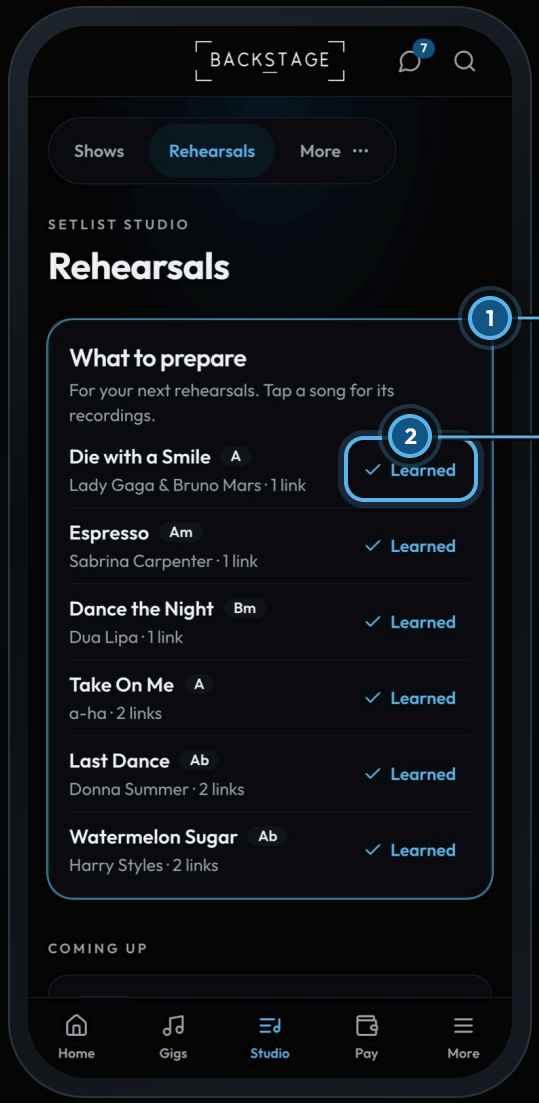
MEMBERS · PHONE

Learning new songs

Your personal to-learn list for upcoming rehearsals and gigs, with reference recordings. Tick songs off as you go.

HOW TO

1. Open **Rehearsals**, or filter Songs by **My learning**.
2. Tap a song for its **Reference recording** and chart.
3. Tap **Learned** (or **I've learned this** in the song) when you're gig-ready on it.



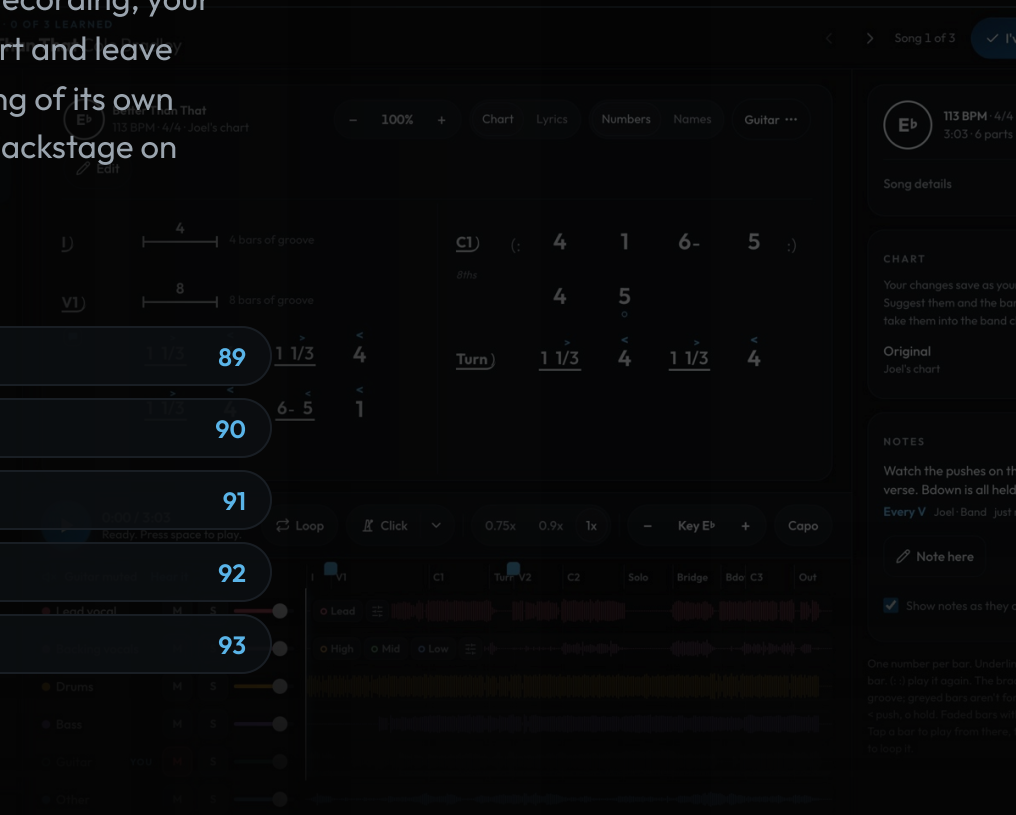
1 **What to prepare**
Only songs you haven't learned yet. Tap one for its recordings.

2 **Learned**
One tap. Leaders see your progress.

PART 6 · CHAPTER 6

Practice

Learn songs by playing along with the band. The chart follows the recording, your part is muted, and you can loop, slow down, change key, fix the chart and leave notes. Try it in the demo. On the beta, a band can upload a recording of its own song and get it split into six parts: that's in testing, switched on by Backstage on request.



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IN THE DEMO · IN TESTING

Practice: play along with the band

Learn a song by playing along with the real recording. The chart follows the music, your part is muted so you fill the gap, and you can loop a section, slow it down or play it in another key.



1 I've learned this
Your leader sees you're ready.

2 Sections
Tap a section name to loop it. Tap a bar to play from there.

3 Slow it down
0.75x or 0.9x, and the pitch stays put.

4 Waveform lanes
One lane per part on a computer or iPad, with mute, solo and volume.

5 Your part
Muted for you, so you play it. Hear it puts it back.

HOW TO

1. Open **Practice** from the Studio menu, from a song's sheet, or from **Practice this set** on a gig.
2. Press **Play** (or the space bar). The chart lights the bar that's playing and turns the page for you.
3. Your part is muted, so you play it. Tap **Hear it** to put it back. On a computer or iPad each part has its own waveform lane with **M** (mute), **S** (solo) and a volume. Phones show one waveform and a chip per part.
4. Tap a section name like **V1** or **C1** to loop it. **Loop** keeps going round until you stop it.

TIP

Practice is in the demo now. On the beta, bands switched on by Backstage can upload a recording of their own song (on the song's sheet, **Practice tracks**) and get six parts: lead vocal, backing vocals, drums, bass, guitar and other. That part is in testing, on request. It works on a phone, an iPad and a computer.

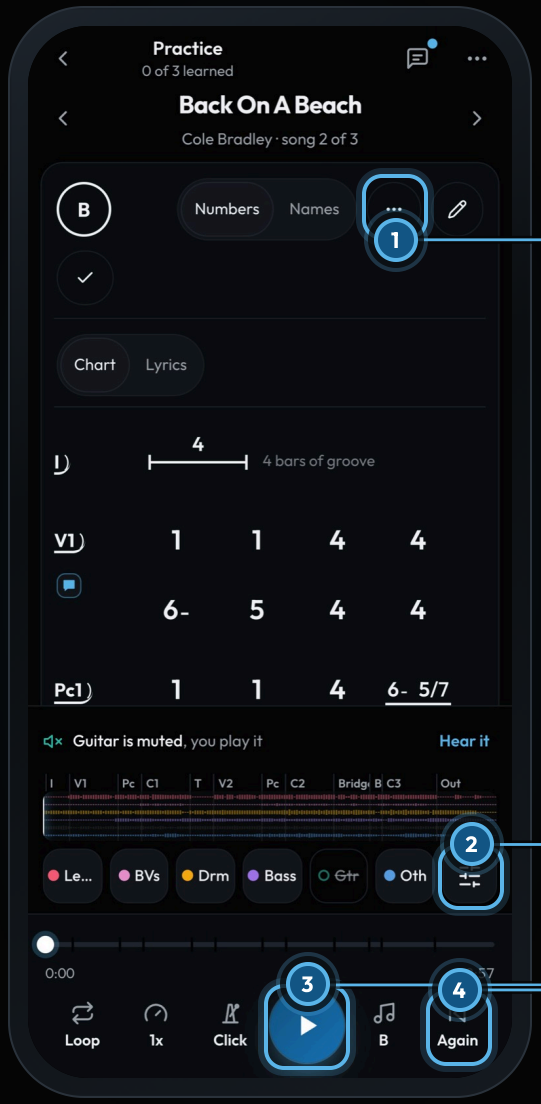
IN THE DEMO · PHONE

Practice on your phone

The same player in your pocket: the chart on top, your parts under it and the play bar at the bottom, where your thumb is.

HOW TO

1. Tap a part's chip to mute it or bring it back. The slider button opens the mix with solo and volume.
2. **Again** jumps back to the start of the section, for one more go.
3. Tap the key (like **B**) to play it in another key. Tap **1x** to slow it down.
4. No sound on an iPhone? Turn the ringer on (the switch on the side).



1 **Chart options**
Whose part, and Harmony notes for singers.

2 **Mix**
Solo a part or set its volume.

3 **Play**
Loop, speed, click and key sit beside it.

4 **Again**
Back to the start of the section you're in.

IN THE DEMO · EVERYONE

Capo, another key, and the song's key

Read the chart the way you play. Numbers or chord names, with a capo or for a horn, and play the whole song in another key when the singer needs it.



1 **The song's key**
Fix a wrong key: names stay, numbers are redone.

2 **Capo**
The chart shows the shapes you play. The music stays put.

3 **Horns**
Trumpet, tenor and clarinet read in their own key. Alto and bari too.

4 **Play in this key**
Moves the music and the chart together.

HOW TO

1 **Numbers** shows the Nashville numbers, **Names** shows the chords in the key.

2 **Capo** is for the chart only: pick the fret and the chart shows the shapes you play ("Capo 2, sounds in E♭").

3 Playing a horn? Pick **B♭ instruments**, **E♭ instruments** or **F instruments** and the names are written for you.

4 **Key** – and + play the whole song in another key, up to 6 steps each way. The chart moves with it.

5 Chart written in the wrong key? That's different: tap the round key badge (or **Song details** → **The song's key**) and pick the right one. The chord names stay the same and the numbers are worked out again. Keys the app

6 Your choices are remembered for each song on this device.

IN THE DEMO · EVERYONE

Fix a chord

The same charts are used on stage, so they have to be right. Tap a bar, tap a chord, and the next bar is ready for the next one.



1. **Your copy**
   A player's edits are their own copy. A leader's change the band chart.
2. **Save**
   Undo and Redo as you go. Save when you're happy.
3. **Tools**
   Type, split a bar, accents and pushes, repeats, insert and more.
4. **Chords in the key**
   Tap one to put it in the bar. More… has any chord.

HOW TO

1. Tap **Edit**. The chart turns into bars with their beats.
2. Tap a bar, then a chord. It fills the bar and moves to the next one, so a verse goes in tap by tap. Tap a beat first to split the bar there.
3. Rather type? Select a bar and type, like **4 5** or **6- 5/7**. Enter goes to the next bar.
4. On a computer you can drag a chord to another bar, or drag the line between two chords to change their beats.
5. Faded bars with a **?** are guesses from the recording. Tap one to **Confirm** or **Change** it, or tap **to check** to go through them all.
6. **Save** keeps a version. A player's change saves as **My copy**, with **Suggest to the band** for the leader to take or decline. Every version can be restored.

IN THE DEMO · EVERYONE

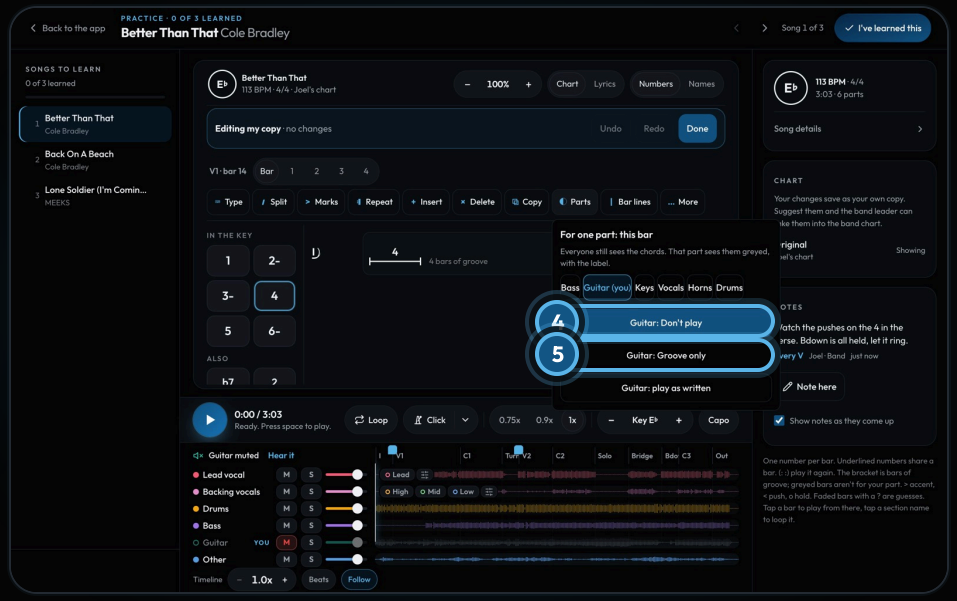
Grooves and parts

A bracket that says "8 bars of groove" is fine for the bass player. Write it out as bars when the rest of the band needs the chords, and mark the bars a part sits out.

WRITE OUT A GROOVE



PARTS



1 The groove
4 bars of groove, as written.

2 Fill from the recording
The chords heard in each bar, marked ? to check.

3 Empty bars
Then tap a chord into each one.

4 Don't play
Those bars are greyed for that part.

5 Groove only
Everyone still sees the chords.

HOW TO

1. In **Edit**, tap **Write out 8 bars** on a groove bracket.
2. Pick **Fill from the recording** (marked ? to check), **Empty bars**, or **%**. Nothing moves in time.
3. Select bars, then **Parts**: **Don't play** or **Groove only** for a part.

IN THE DEMO · EVERYONE

Move the bar lines

A chart made from a recording sometimes starts its bars a beat or two off. Show it where the 1 really is, and the chart, the click and the loops all follow.



1 To check
Chords the app wasn't sure of.

2 How far
The whole song, from here on, or just this section.

3 Move bar lines
One beat earlier or later.

4 Tap the 1
Tap along on every 1 while it plays.

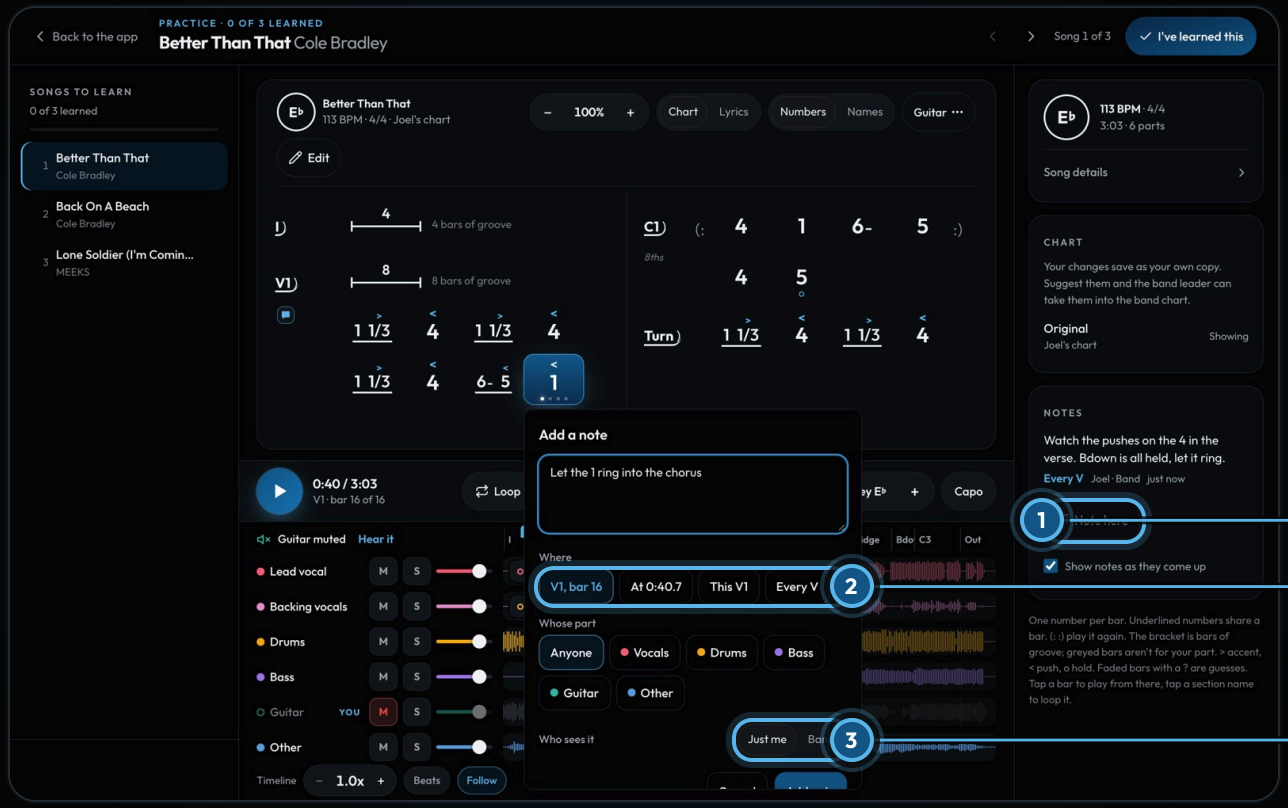
HOW TO

1. Tap a bar, then **Bar lines**. In Edit mode it's in the toolbar.
2. Tap the beat the bar really starts on. Each beat shows the chord heard on it.
3. Pick how far it reaches: **Whole song**, **From here on** (for a song that shifts after a short bar) or **This section**.
4. Or tap **Tap the 1** and tap on every 1 for a few bars while it plays.
5. You see a preview first. **Save** keeps it as a version you can undo.

IN THE DEMO · EVERYONE

Notes on the chart

"I'll play the right guitar part here." Leave a note on a bar, a moment or a section, for you or for the band. It pops up as the music gets there.



1 **Notes**
Every note in song order. Tap one to play from there.

2 **Where**
This bar, the exact time, this section or every one like it.

3 **Who sees it**
Just me, or the band.

HOW TO

1. Tap a bar or a section name, then **Add note**. Or press **N** while it plays for a note right there.
2. Pick where it goes, whose part it's for, and **Just me** or **Band**.
3. Notes show as a small marker on the chart and pop up as playback reaches them. Turn that off with **Show notes as they come up**.
4. Notes stay on their chord when the chart is edited.

IN THE DEMO · SINGERS

Harmonies

For singers: the lead and the harmony lines as notes, moving with the music, and a soft guide tone that sings your line with you.



1 Harmony notes
Off to start. Switch them on in Show chart as.

2 Guide tones
Tap a line to hear it played softly, with its own volume.

3 Lead and backing
Two parts, so a singer can mute their own.

HOW TO

1. Harmony notes are optional and start off. Open the chart options (**Show chart as**) and switch on **Harmony notes**. The lead and up to three harmony lines (high, middle, low) scroll past as notes, with the chords on top. Your choice is remembered on this device.
2. Tap a line's name to hear it as a guide tone. It follows the speed, the loop and the key.
3. Singers: **Mute my part** mutes the lead for a lead singer, or the backing vocals for a harmony singer. **Sing my line** plays just your line.
4. Faded notes are ones the app wasn't sure of.

IN THE DEMO · EVERYONE

Lyrics with the chords

The words with the chords over them, the line being sung lit up. Tap a line to play from there.



1 Chart or lyrics
Switch any time. The app remembers.

2 Fix a word
In Edit, tap a word to fix it, leave it out or start a new line.

3 Chords over the words
Numbers or names, with your capo and key.

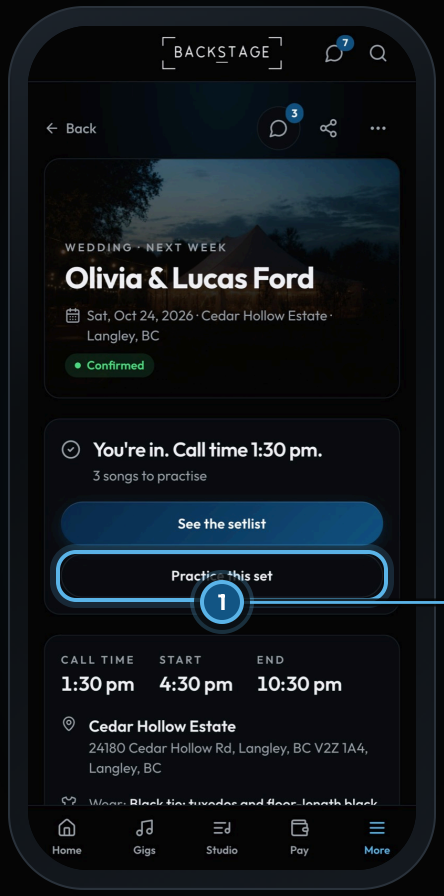
HOW TO

1. Tap **Lyrics** next to **Chart**.
2. The chords sit over the word they change on, in numbers or names, with your capo and key.
3. The page follows the singer. Tap a line to play from just before it.
4. Faded, dotted words are the app's guesses. Tap **Edit**, then a word, to **Fix** it, **Leave it out**, start a **New line here** or put a chord over it. It saves with the chart.

IN THE DEMO · PLAYERS

Practice this set

Getting ready for a gig? Practise the songs on its set, in order, and mark each one learned. Your leader sees who's ready.



1 Practice this set
Under your next step, when songs on the set have practice tracks.



2 Learned
How many you've ticked off.

3 Practice tracks
Songs you can practise. The rest say No practice tracks yet.

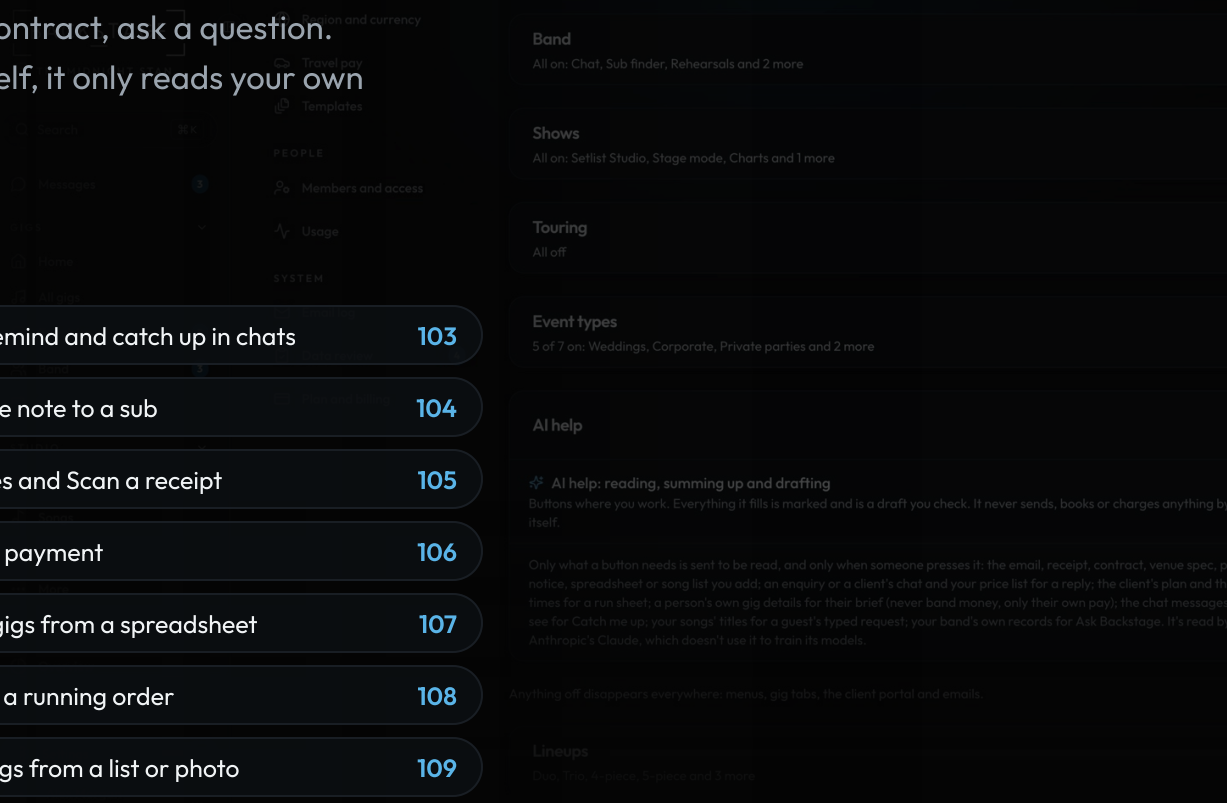
HOW TO

1. On the gig, tap **Practice this set** under your call time, or in the **Setlist** section.
2. The set shows in order. Songs with a **Practice** badge play along. Previous and next follow the set.
3. Tap **I've learned this** when you know it. Songs, Rehearsals and your leader see it.

PART 7 · CHAPTER 7

AI help

Buttons right where you work that read, sum up and draft the busywork: fill a gig from an email, scan a receipt, draft a reply, read a contract, ask a question. Everything is a draft you check, nothing is sent by itself, it only reads your own band's data, and you can switch it off.

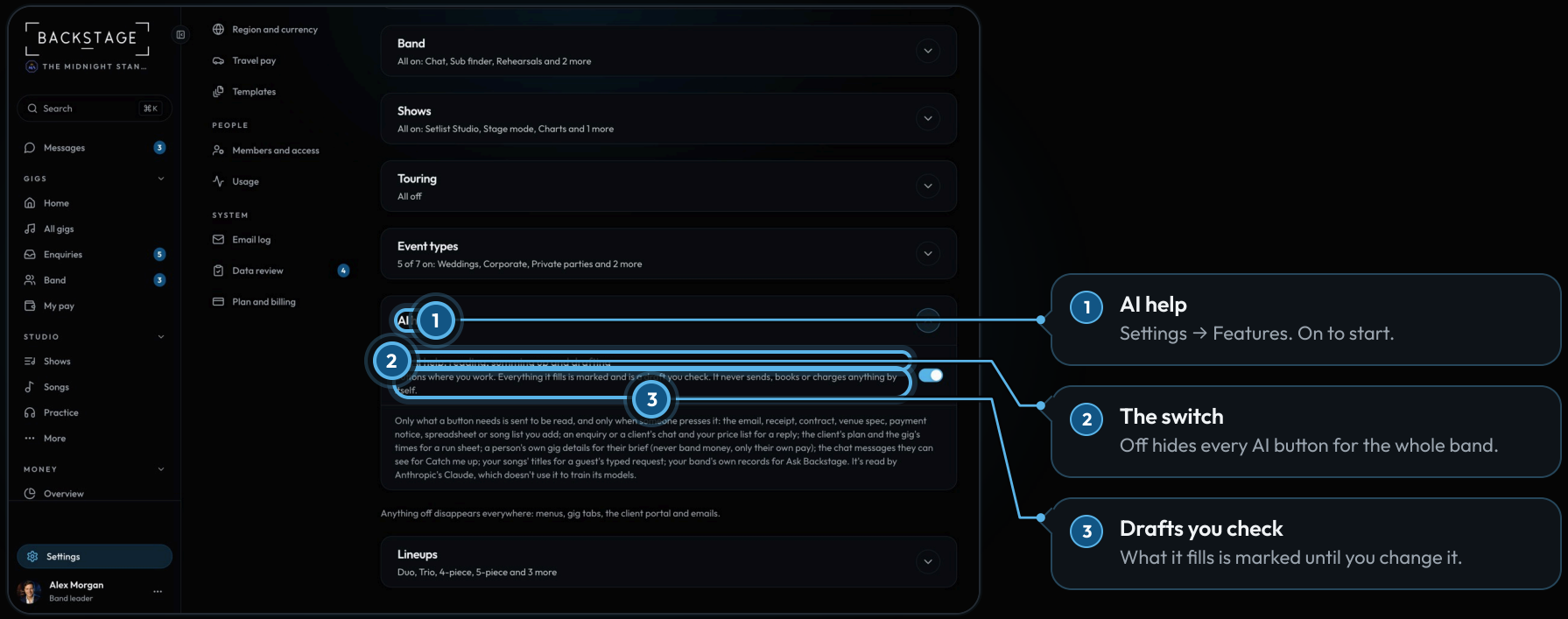


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BAND LEADERS

How AI help works

Buttons right where you work that read, sum up and draft the busywork. Everything it gives you is a draft you check. It never sends, books or charges anything by itself.



HOW TO

1. Look for the AI buttons where the work is: **Fill from an email**, **Scan a receipt**, **Draft a reply**, **Draft it** and more. There's no separate AI screen.
2. Whatever it fills or writes is a draft. Fields it filled are marked ("From the email") until you change them. Nothing is sent to a client, booked or paid until you do it.
3. It only reads what you give it, or your own band's records when you ask. Players never get money answers.
4. Each band has a monthly allowance. If it runs out, everything still works by hand until the 1st.
5. Don't want it? **Settings → Features → AI help** switches it off for the whole band.

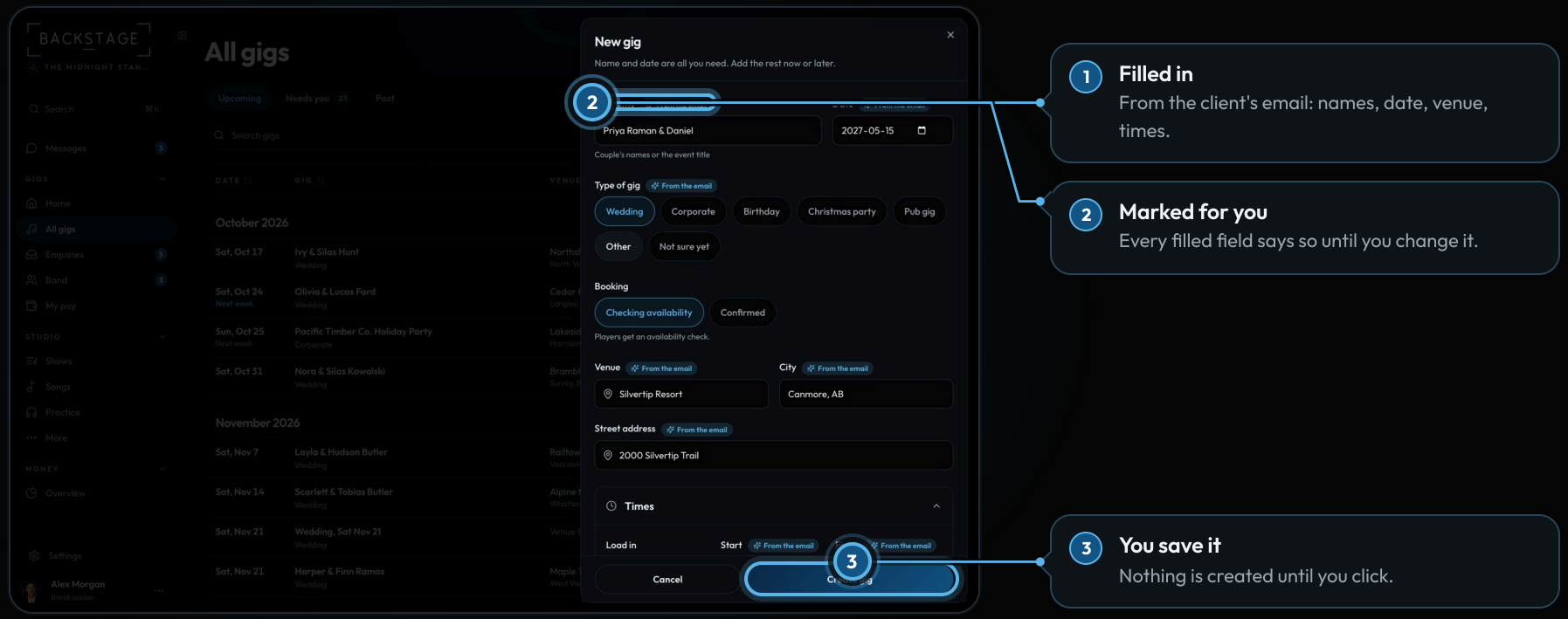
TIP

It reads, sums up and drafts. It doesn't decide. Check names, dates and amounts before you save or send, the same as you would with anything someone else wrote for you.

BAND LEADERS

Fill a gig from an email

Paste the client's email into a new gig or enquiry. The date, venue, times, guests, lineup and budget fill in for you to check.



HOW TO

1. Click **New gig**, or **Add enquiry** in Enquiries.
2. Click **Fill from an email** and paste the whole email (or drop an .eml or .txt file on the box).
3. Click **Fill in**. The fields it found are marked **From the email**. A date it wasn't sure of says **check it**.
4. Already have an enquiry from that email address? It tells you, with **Open it instead**.
5. Check it, change anything, then save.

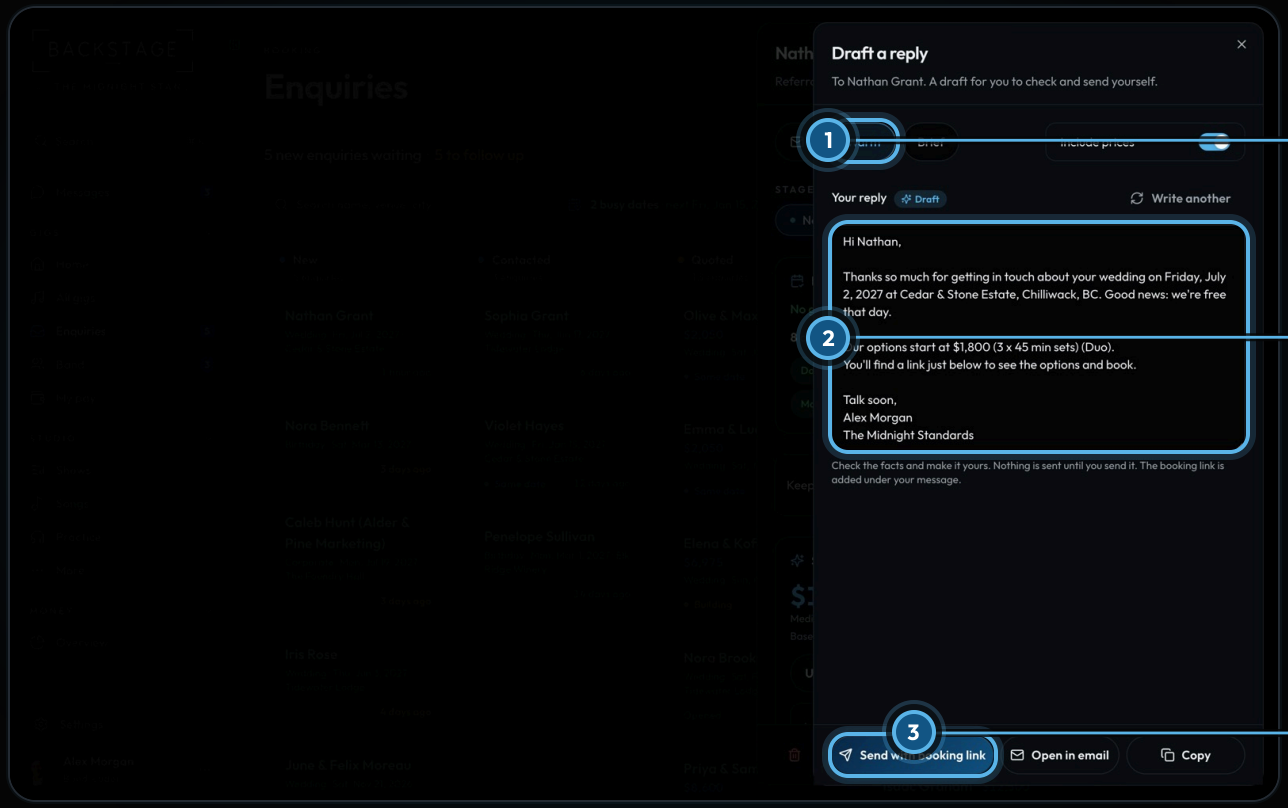
TIP

Only that email is read. In the demo, **Try a sample email** shows it working.

BAND LEADERS · ENQUIRIES

Draft a reply to an enquiry

A first reply in your band's voice, with your real prices and the booking link if you want it. You read it, make it yours and send it yourself.



1 Warm or brief
And whether to include your prices.

2 The draft
Edit it like any text.

3 You send it
With the booking link, by email, or copy it.

HOW TO

1. Open an enquiry in **Enquiries** and click **Draft a reply**.
2. Pick **Warm** or **Brief**, and switch **Include prices** on or off.
3. Click **Write a draft**. Prices come from your own packages and prices, never made up.
4. Change anything, then **Send with booking link**, **Open in email** or **Copy**. **Write another** tries again.

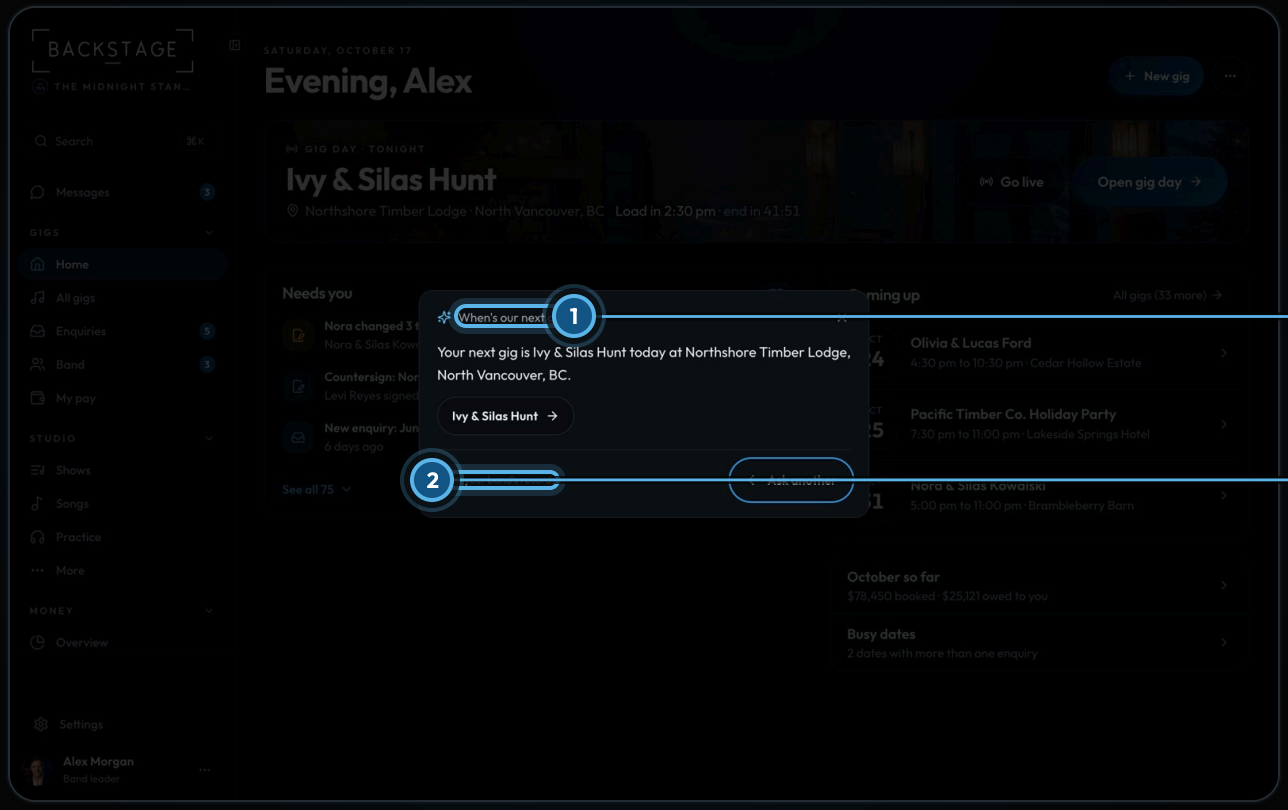
TIP

It's told whether the date is free before it writes, and it only quotes prices from your own price list. Check them anyway.

EVERYONE · SEARCH

Ask Backstage

Ask a question in plain words in search: when's our next gig, who's on it, who's away on the 8th, how much are we owed. The answer comes from your own band's records, with links to the pages.



1 **Ask in plain words**
⌘K, or Search at the top of the sidebar.

2 **Your records only**
It says "I can't see that" rather than guess.

HOW TO

1. Press ⌘ K (Ctrl K on Windows), or tap the magnifying glass on a phone.
2. Type a question, like "Who's on the Lakeside wedding?" or "How much are we owed?".
3. Pick **Ask Backstage** at the top. The answer shows right there in a sentence or three, with buttons to the pages it came from.
4. **Ask another** to keep going. Page and gig names still jump straight there, like before.

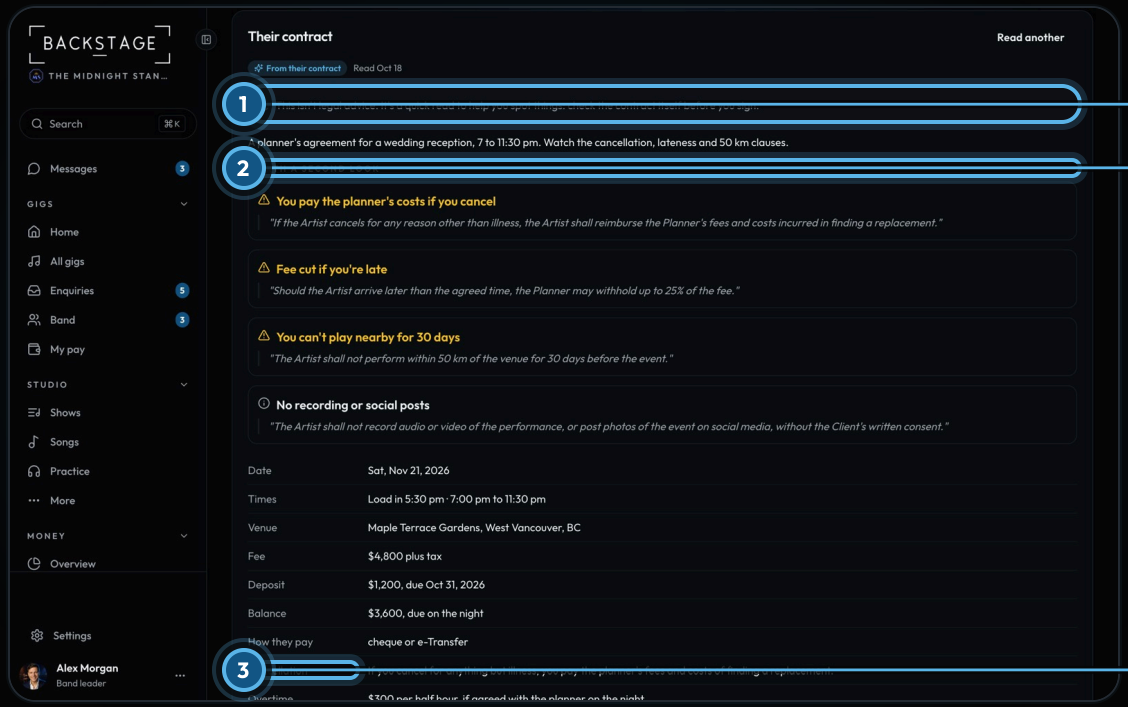
TIP

It sees what you can see. Players can ask about their gigs, the songs and their own pay, never the band's money or enquiries. It only reads; it can't change anything.

BAND LEADERS · THE GIG

Read their contract

A venue or planner sent you their contract? Add it to the gig and get the dates, money and rules in plain words, plus the clauses worth a second look, each quoted from the contract.



HOW TO

1. Open the gig's **Contract** section (or **Money**, if your band doesn't use contracts).
2. On **Their contract**, add the PDF or a photo of the pages, or paste the text.
3. Read the summary: parties, date and times, fee and tax, deposit and balance, cancellation, overtime, meals, curfew, recording and who supplies what.
4. **Worth a second look** lists clauses like "You pay the planner's costs if you cancel" or "No recording", each with the words from the contract.
5. **Update the gig with these** shows only what differs from your gig. Tick what to copy, then **Update**.

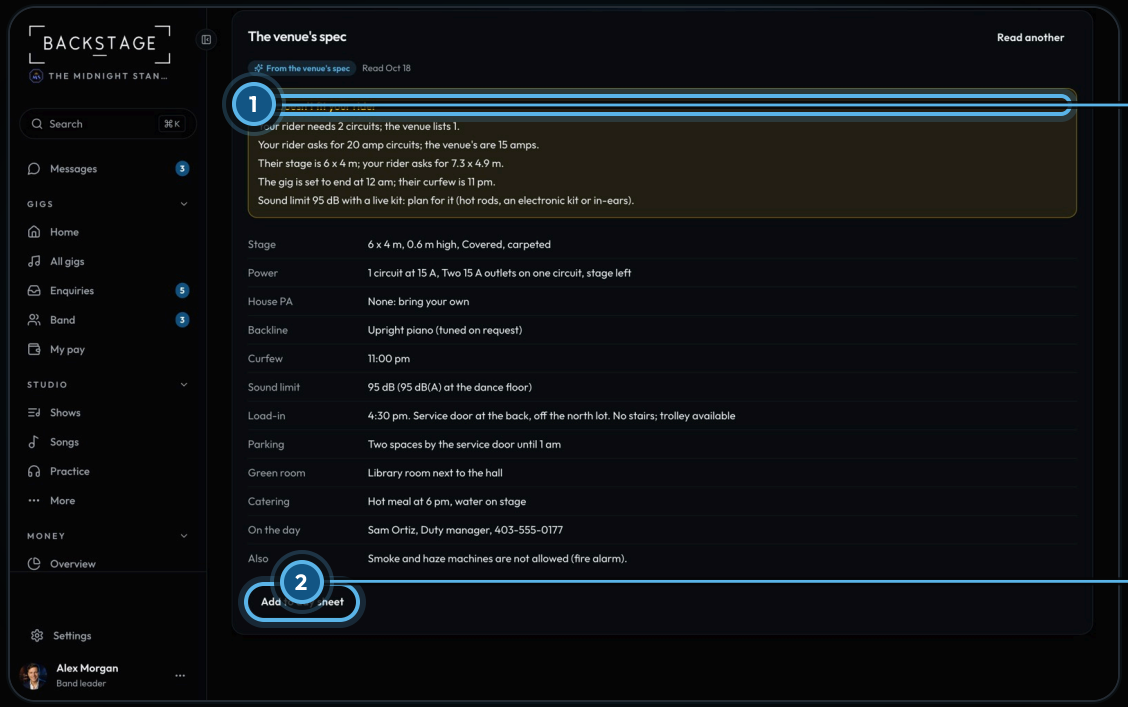
TIP

This isn't legal advice. Read the contract itself before you sign. The file is kept privately with the gig, and only people who can see the band's money can open it.

BAND LEADERS · THE GIG

The venue's spec

Add the venue's tech or production sheet. You get the stage, power, PA, curfew, sound limit and load-in in one place, checked against your stage plot so a clash shows before the night.



1 Clashes first
Power, channels, stage size, curfew, sound limit.

2 Add to day sheet
Tick what everyone on the gig should see.

HOW TO

1. Open the gig's **Stage plot** section (or **Details**). On a tour, it's on the show's day sheet.
2. On **The venue's spec**, add the PDF or a photo, or paste the text.
3. See the stage, power, house PA and desk, monitors, backline, curfew, sound limit, load-in, parking, green room, catering and the contact on the day.
4. **Doesn't fit your rider** lists what clashes with your stage plot: one circuit when you need two, fewer channels, a curfew before your end time, a low sound limit with a live kit.
5. **Add to day sheet**: tick what to copy. It goes in the gig's On the night details and notes, and the contact joins the gig's contacts.

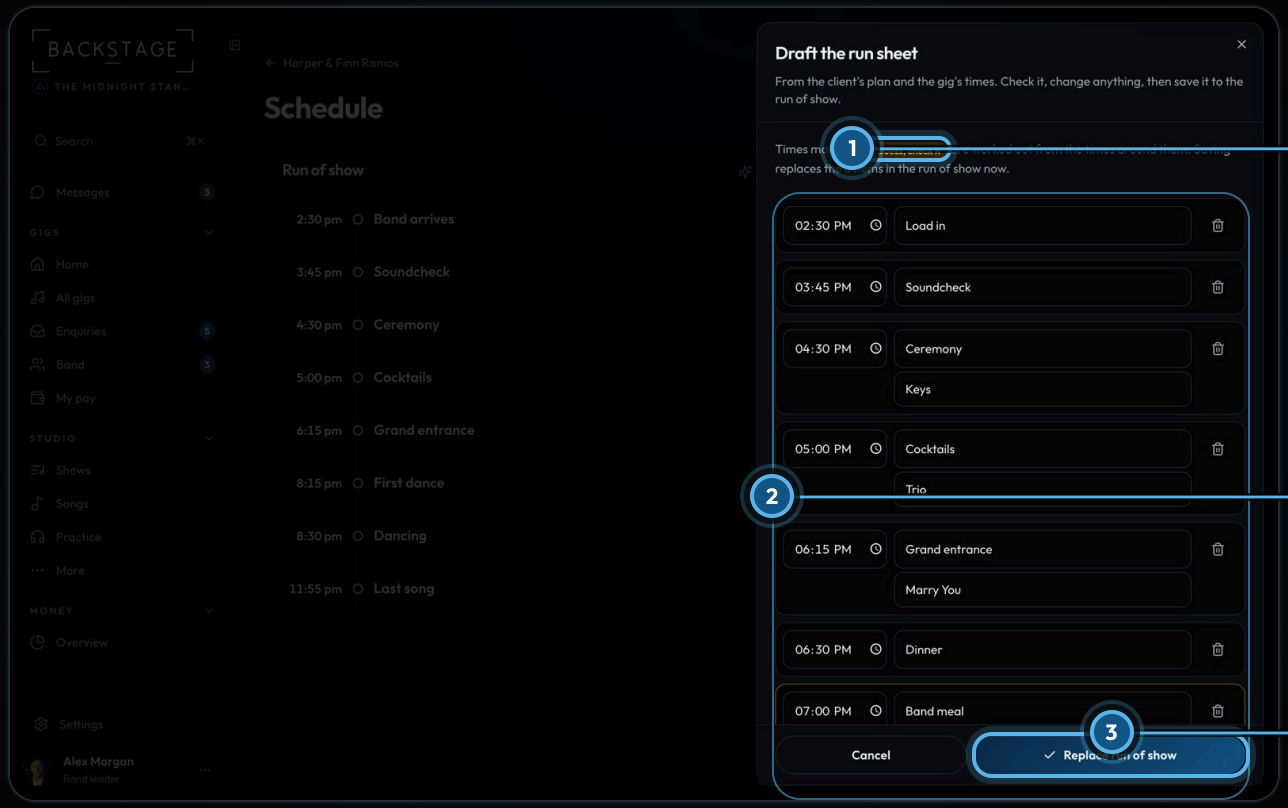
TIP

Your stage plot itself is never changed. Stage sizes in feet are turned into metres.

BAND LEADERS · THE GIG

Draft the run sheet

Turn the client's plan and the gig's times into a timed run of show: load in, soundcheck, dinner, speeches, first dance, sets and breaks. Guessed times are marked, and what's missing becomes questions for the client.



1 Guesses marked
Worked out from the times around them, with why.

2 Edit any row
Change times, rename, add a row.

3 Save it
The day sheet and Gig day show it.

HOW TO

1. Open the gig's **Schedule** and click **Draft it** next to Add (or **…** → **Draft the run sheet** on the day sheet).
2. The times you know never move. Load in, soundcheck and the sets are worked out around them. Anything else is marked **Guess**.
3. **To ask the client** lists what the plan doesn't say. Copy it into a message when you're ready: nothing is sent.
4. Change any row, then **Save to run of show** (or **Replace run of show**).

TIP

No plan from the client yet? You still get the band's own times, and "ask for the plan".

EVERYONE · GIG DAY

What I need to know

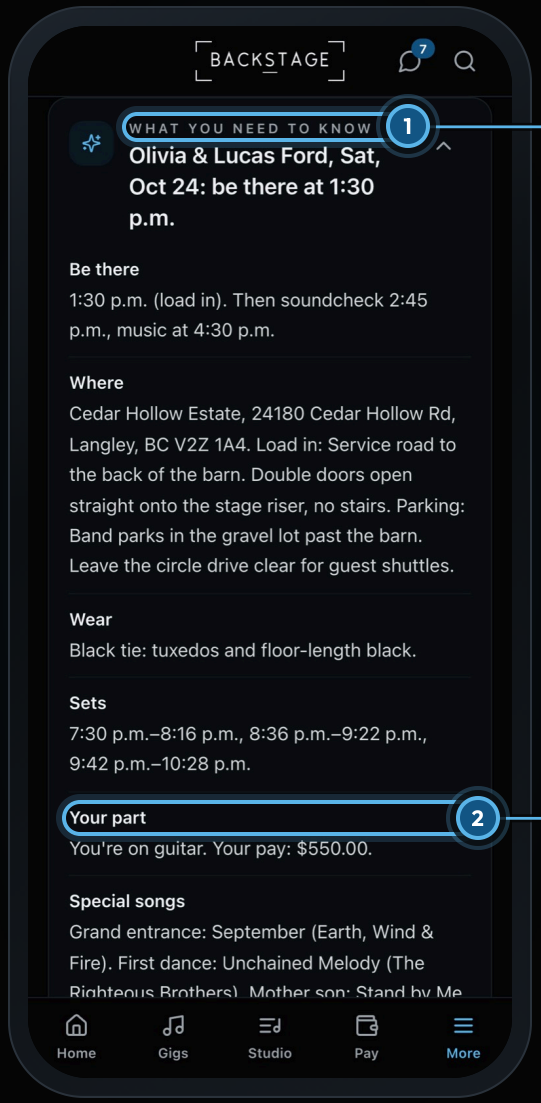
One short brief for you on Gig day: when to be there, where to go, what to wear, the set times, your part and the special songs. And what changed since you last looked.

HOW TO

1. Open **Gig day** and tap **What I need to know**.
2. Read: be there, where (the door and parking), wear, the sets, your part, special songs and the band meal.
3. Something changed since you last looked? It starts with what changed, like a new load-in time.
4. Asking again with nothing changed is instant. The last brief stays on your phone for no signal.

TIP

It's made from the gig's own details, and only what you're allowed to see: never the gig's fee or anyone else's pay.



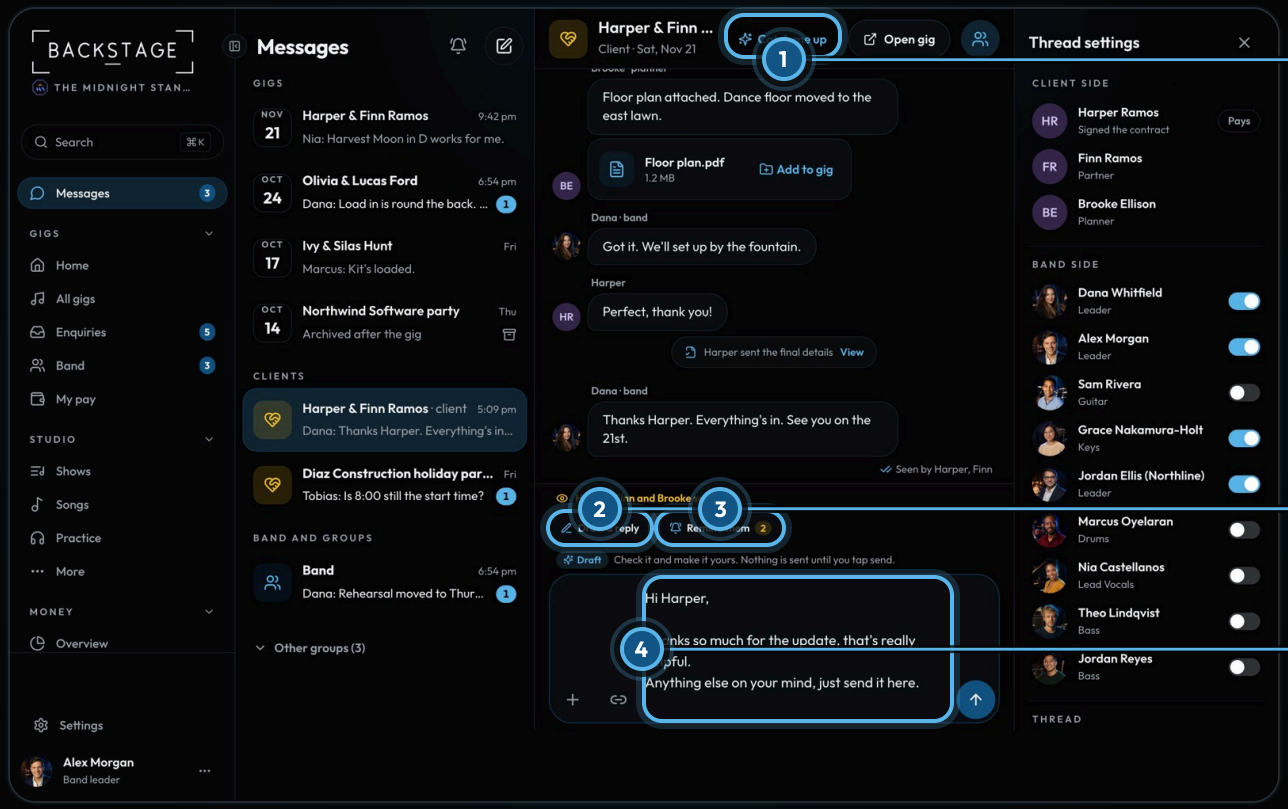
1 **Your brief**
Your call time, not just load in.

2 **Your part**
Who you're covering and the leader's note.

BAND LEADERS · MESSAGES

Reply, remind and catch up in chats

In a client's chat, draft a reply or a friendly reminder about what's still missing. On any long chat, Catch me up sums up what you missed. Drafts land in the box: nothing goes until you tap send.



1 Catch me up
On chats with 6 or more messages.

2 Draft a reply
Answers their last messages, with your real prices.

3 Remind them
Only when something's missing: the contract, a payment, the plan.

4 In the box
Marked Draft. Make it yours, then send.

HOW TO

1. Open a client's chat in **Messages**. Above the box: **Draft a reply**, and **Remind them** when something is still missing.
2. **Remind them** lists what's waiting, like "Contract viewed, not signed" or the deposit due. Pick one for a friendly reminder with a button to that part of their app.
3. The draft lands in the chat box marked **Draft**. Change it, then tap send yourself.
4. **Catch me up** (top of any chat with 6 or more messages) sums up what's new since you last read it: what was decided, what's still to answer, and who promised what.

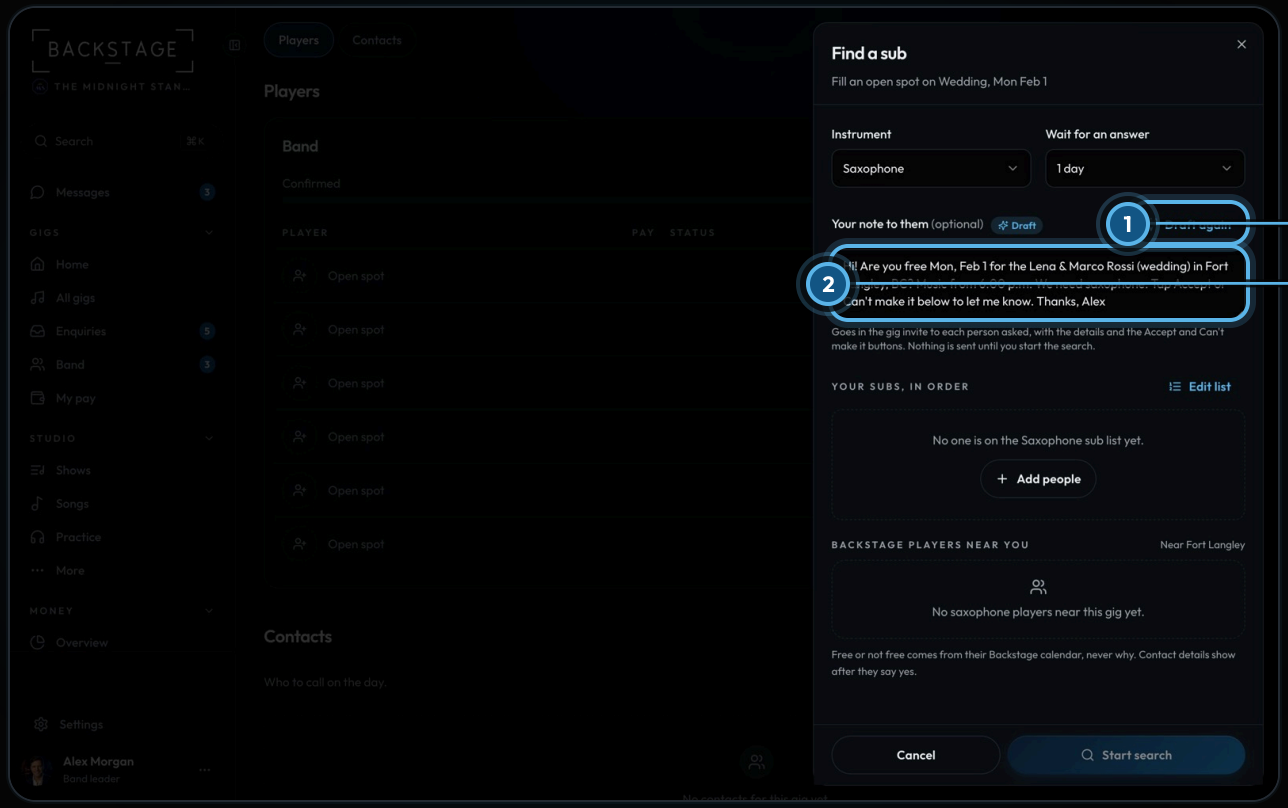
TIP

Catch me up only sums up the messages you can see. Scroll up for the exact words. Players can use it in band chats too.

BAND LEADERS · LINEUP

Draft the note to a sub

When you look for a sub, Draft it writes the ask for you: the date, the gig, the pay, load in, the sets and what to wear. Everyone asked gets the same note.



1 Draft it
From the gig's details and the spot's pay.

2 Your note
Goes in the invite with Accept and Can't make it.

HOW TO

1. On the gig's **Lineup**, click **Find a sub**.
2. Under **Your note to them**, click **Draft it**.
3. Check the pay and details. **Draft again** for another go.
4. Nothing is sent until you start the search.

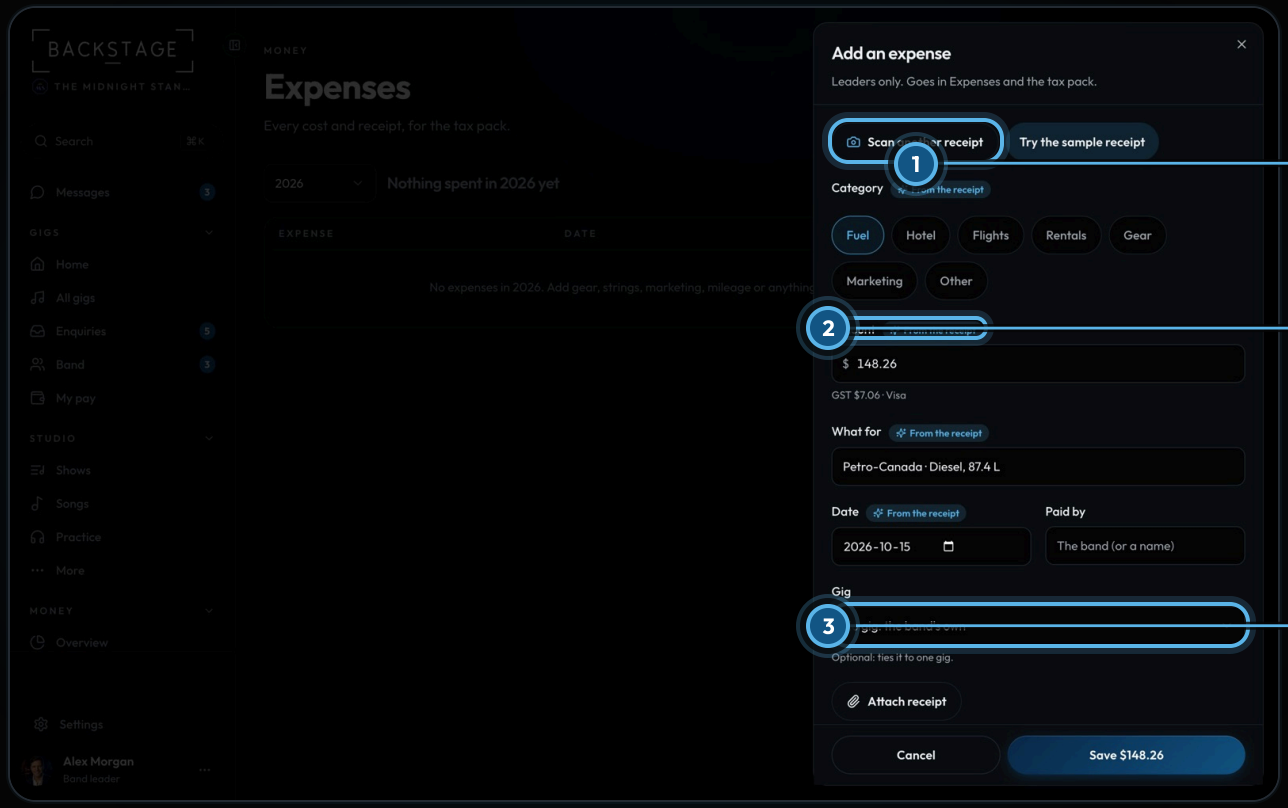
TIP

The pay is the spot's own rate. If it can't be sure of an amount, you get the plain note instead.

BAND LEADERS · MONEY

Expenses and Scan a receipt

Every band now has Expenses under Money: gear, fuel, marketing and the rest, by month, with the tax on each receipt. Snap a receipt and the details fill in. It all feeds the tax pack.



1. **Scan a receipt**
   A photo or a PDF.
2. **Check the marks**
   Amount, tax, category, date and what it was.
3. **The band, a gig or a tour**
   A gig on the same day is suggested.

HOW TO

1. Open **Money → Expenses** and click **Add an expense**.
2. Tap **Scan a receipt** and take a photo or pick a PDF. The amount, tax, date, category and what it was fill in, marked **From the receipt**.
3. Pick the gig or tour it belongs to, or leave it as a band cost. A gig on the same day is suggested.
4. Save. The receipt is kept with it, and the year's expenses show up in the **Tax pack**.

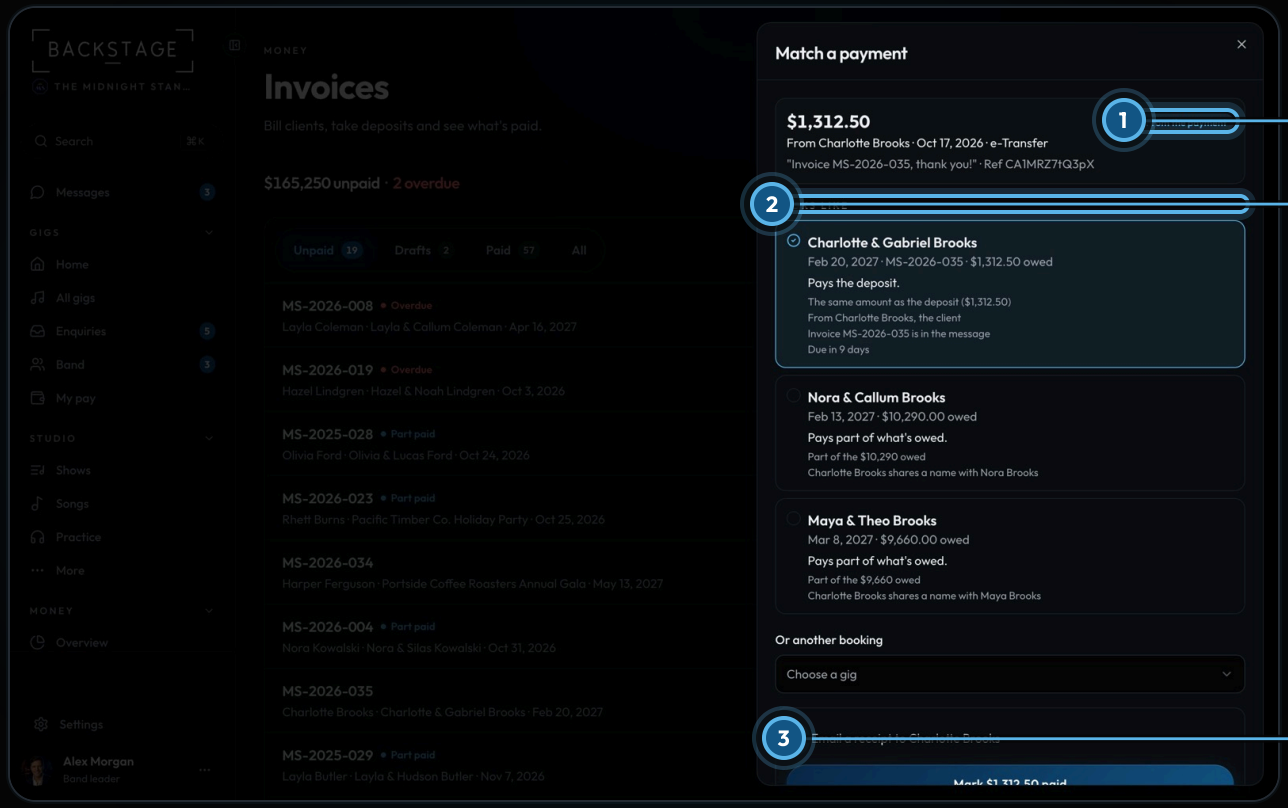
TIP

Expenses are for band leaders only. Tours and shows keep their own expenses too, in the same list.

BAND LEADERS · MONEY

Match a payment

Got an e-Transfer or a bank notice? Paste it and Backstage finds the booking it's for, by the amount, the name and the invoice number. You mark it paid.



1 What it read
Who paid, how much and the message.

2 The booking
With why it matches.

3 You mark it paid
Then Mark paid. Nothing is marked until you tap.

HOW TO

1. Open **Money → Invoices**, then **…** → **Match a payment**.
2. Paste the e-Transfer or bank email, or add a screenshot. Click **Find the booking**.
3. It shows the booking it's clearly for, or the likely ones. Pick another if it's wrong.
4. Tap **Mark $X paid**. It's recorded on the invoice like any payment, and the client can get a receipt.

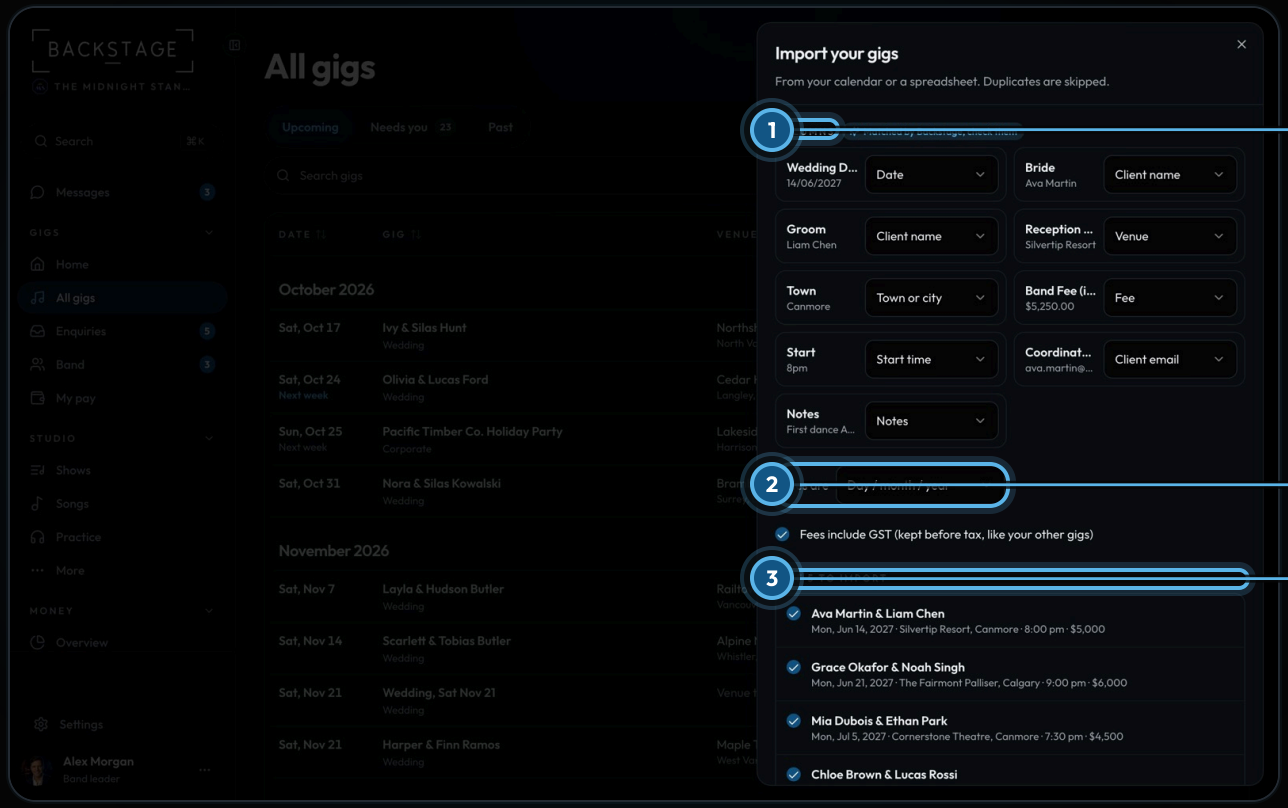
TIP

Interac e-Transfer emails are read without AI at all. Account numbers are removed before anything else is read.

BAND LEADERS · GIGS

Import gigs from a spreadsheet

Bring your old spreadsheet in, whatever the columns are called. Date, Venue, Bride, Groom, Fee incl GST: each column is matched to the right field, and you check it before anything is added.



1 Columns matched
Change any field it picked.

2 How dates are written
Day first or month first, checked against your data.

3 Rows to import
Gigs you already have are unticked.

HOW TO

1. Open **All gigs**, then **...** → **Import gigs**. It's in first-run setup too.
2. Upload an Excel or CSV file, or paste cells straight from a spreadsheet.
3. Check how each column is matched, how dates are written and whether fees include tax.
4. Untick anything you don't want, then **Import**. Bride and Groom become the client, like "Ava Martin & Liam Chen".

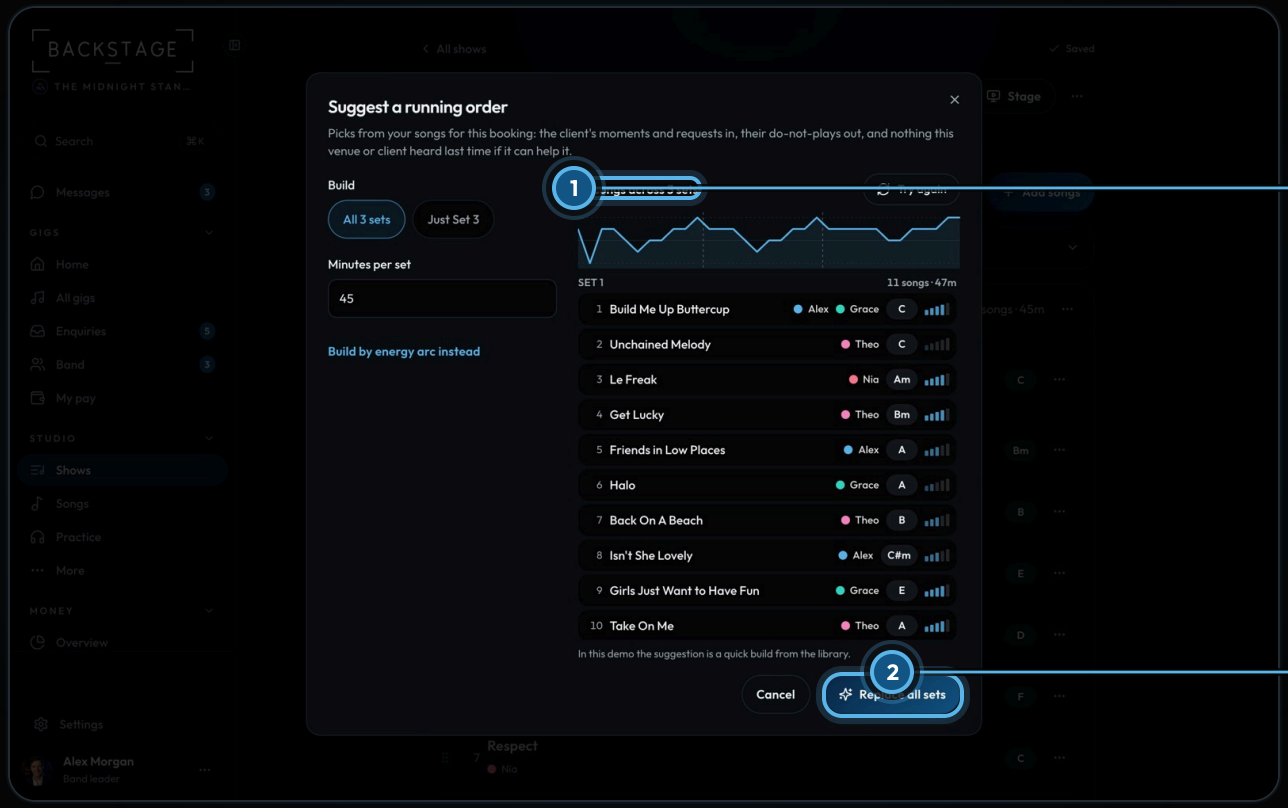
TIP

Columns with clear names are matched without AI. Only the column names and a few rows are read to match the rest.

SETLIST EDITORS · STUDIO

Suggest a running order

A full running order for every set, shaped for this gig: the client's must-plays and key moments in, their do-not-plays out, keys and energy that flow. It lands in the builder for you to change.



1 Every set
The energy through the night, set by set.

2 Use it, or not
One undo puts your show back.

HOW TO

1. Open a show in **Studio** and click **…** → **Suggest a running order**.
2. It uses your ready songs the lineup can sing, the client's key moments and requests, leaves out their do-not-plays, and knows what you played for them, or at that venue, before.
3. Read it: rough key changes, slow runs and set lengths are flagged.
4. **Use this show** (or **Replace all sets**, **Replace the set**). **Try again** for another. Nothing is saved until you save the show.

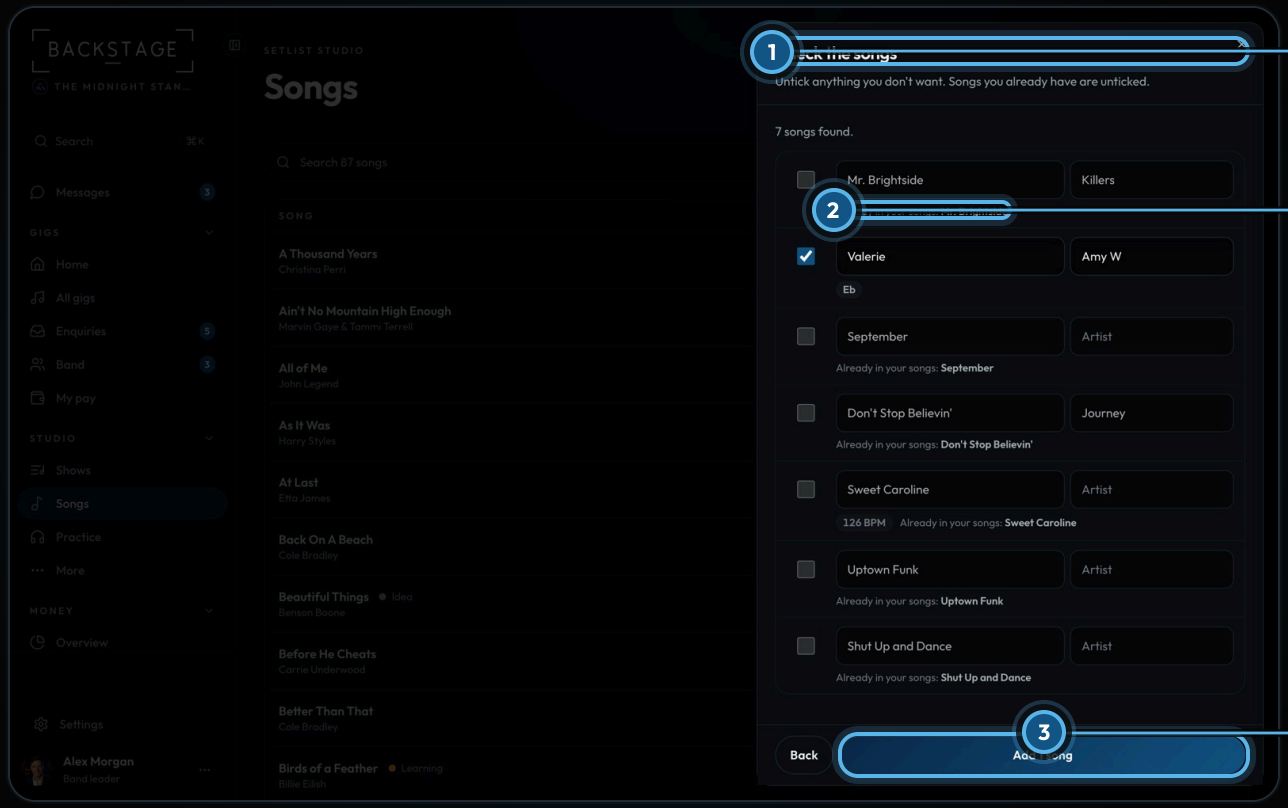
TIP

Only songs from your own library can be picked. It never adds a song you don't have.

SETLIST EDITORS · SONGS

Add songs from a list or photo

Paste your song list, open a CSV, or snap a photo of an old setlist. Each song is checked against your library, so duplicates are left out, and you tick what to add.



1 Check the songs
Untick anything you don't want.

2 No duplicates
Songs you have are unticked.

3 Add them
Only the ticked ones.

HOW TO

1. Open **Songs**, then **…** → **Add from a list or photo** (or **Add your song list** in an empty library).
2. Paste a list, open a .csv or .txt, or add a photo, screenshot or PDF of a setlist.
3. A key or BPM is kept only when it's written on the list. Artists are never guessed.
4. Untick anything you don't want, then **Add**.

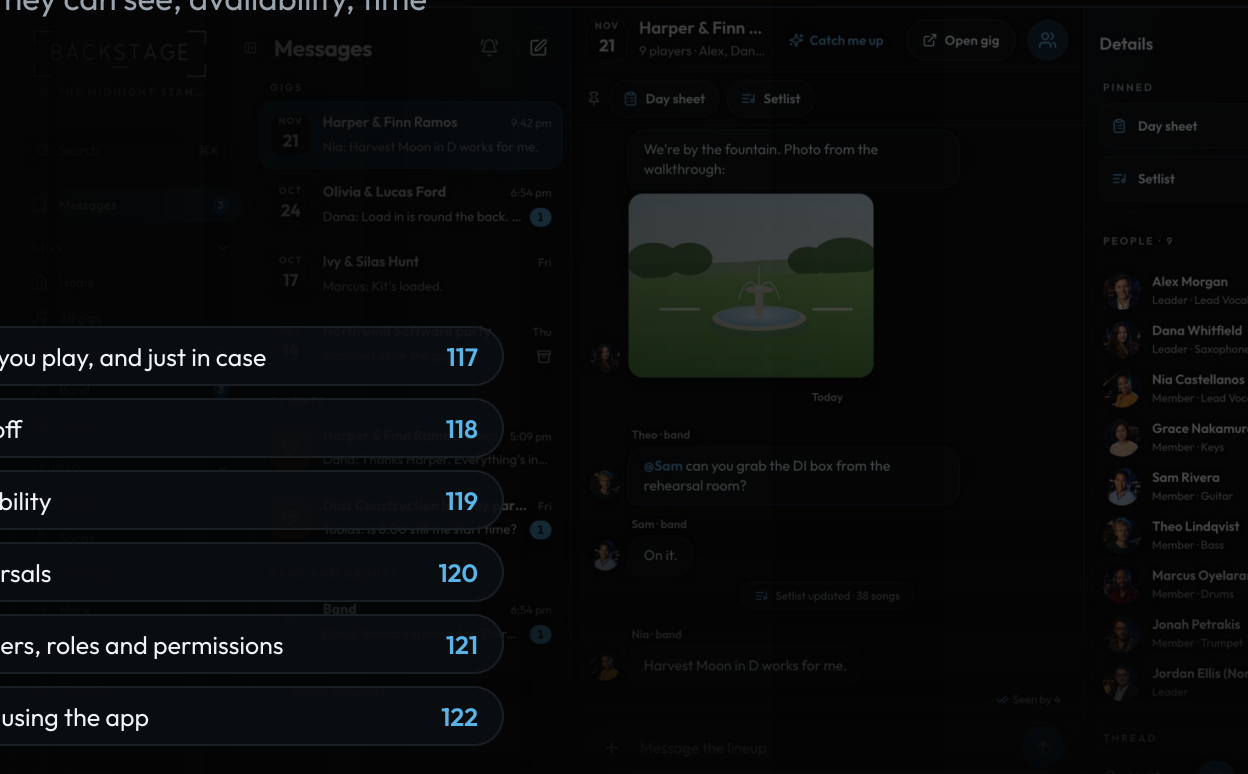
TIP

A clean "Title - Artist" list or a CSV is read without AI. Nothing is fetched from the web: no lyrics, no chords.

PART 8 · CHAPTER 8

Your band

The people. Chat and groups, members and what they can see, availability, time off, rehearsals and who's using the app.

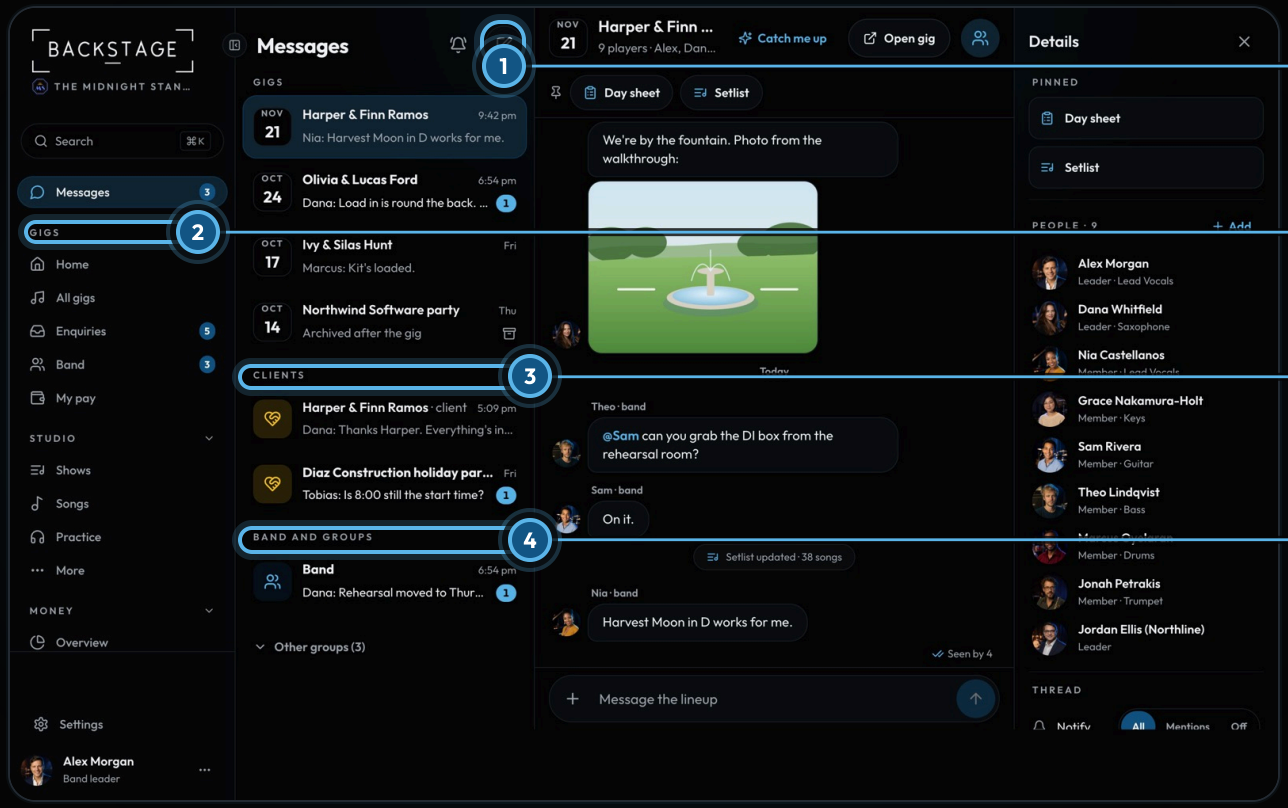


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EVERYONE

Messages and groups

Chat that stays with your band. Every gig has its own chat, the whole band has one, clients have theirs, and you can start a group with anyone in the band. Nothing crosses to other bands.



1 New group
Pick people from your band. A one-to-one is a group of two.

2 Gig chats
Everyone booked on that gig.

3 Client chats
One per booking, with the client.

4 Band and groups
The whole band, plus groups you make.

HOW TO

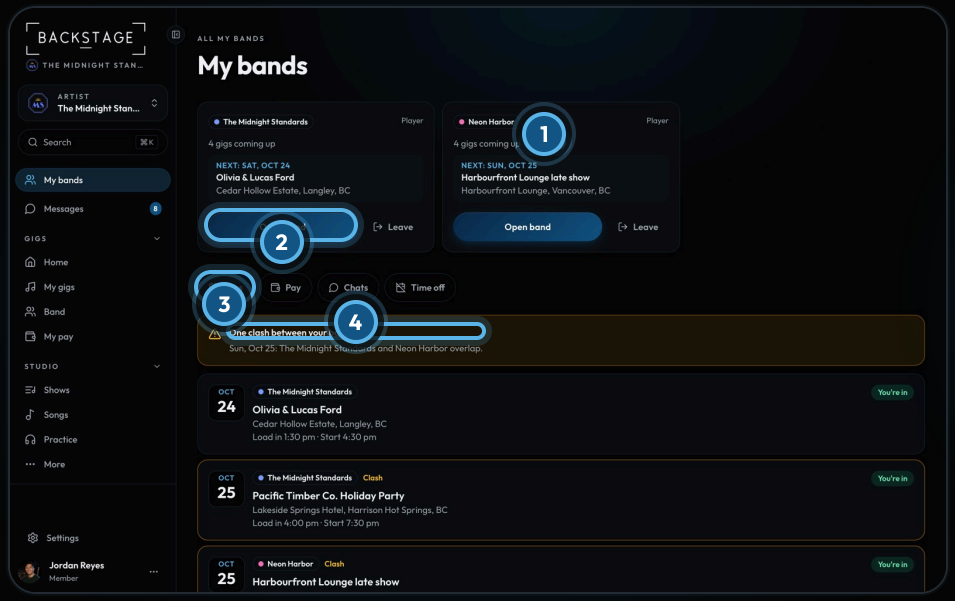
1. Open **Messages** in the sidebar, or **Gig chat** on a gig.
2. Tap **New message** to start a group with anyone in your band.
3. Add a photo or PDF with **+**. Tap a file to open it in the app, with Close to come back.
4. Set notifications per chat: all, mentions or off.

PLAYERS IN MORE THAN ONE BAND

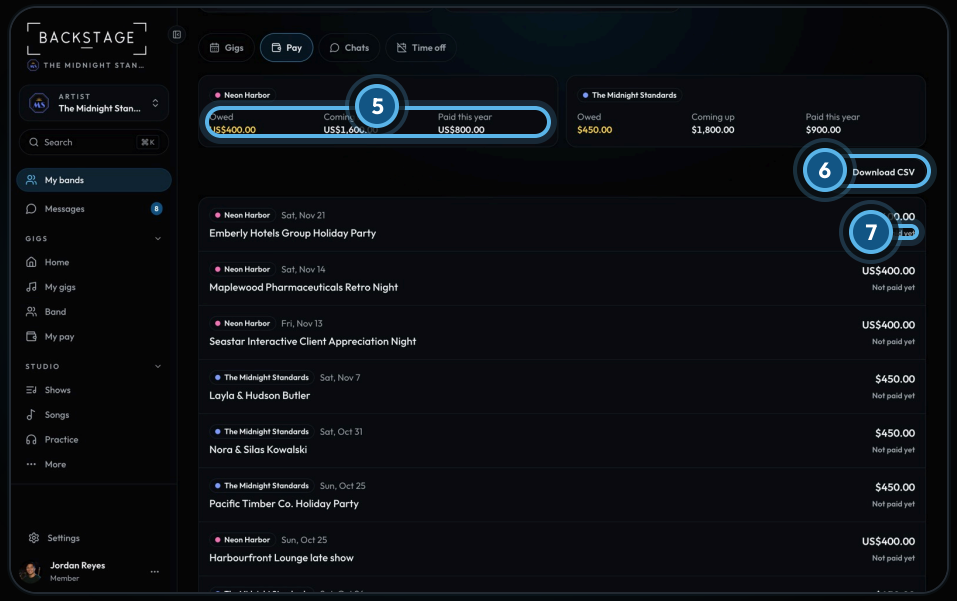
My bands

Play in more than one band? One login covers them all. See every gig, clash, payment and chat in one place, and set time off once for every band.

YOUR BANDS AND GIGS



PAY ACROSS BANDS



1 Replies due
Gigs waiting on you, per band.

2 Your bands
The next gig, and Open band.

3 Gigs, Pay, Chats, Time off
Across all your bands.

4 Clashes
Two bands on one day.

5 Pay per band
Owed, upcoming and paid.

6 Download CSV
Every band's pay, one file.

7 Each gig
Paid, owed, or not paid yet.

HOW TO

1. Open **My bands** from the menu. Each band has a card with its next gig.
2. Tap a gig or a chat. The app switches to that band first. Links in emails do the same: each one names its band and opens the app in it.
3. **Pay** shows what each band owes you. **Download CSV** for your records.
4. Going away? On **Time off**, click **Add time off** once. Every band gets it.

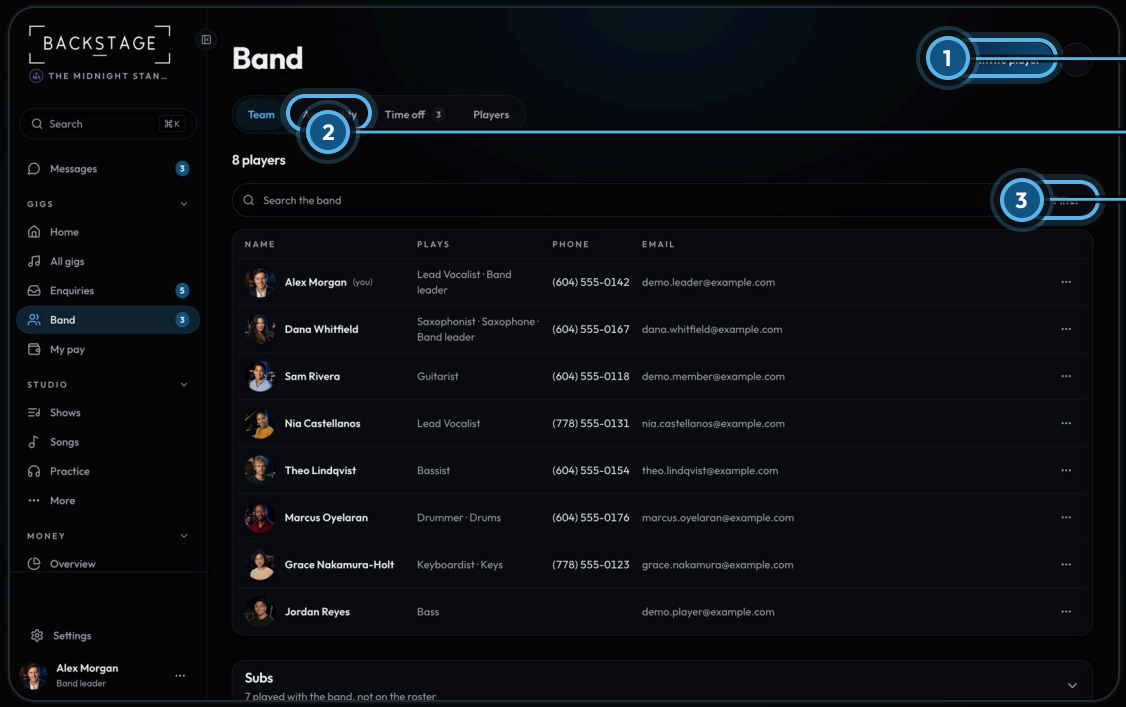
TIP

Each band sees only your gigs, pay and time off with them. Never your other bands.

EVERYONE

The Band page

Everyone in the band, one row each: who plays what, and a tap away from a call, a text or an email. Leaders invite players from here.



1. **Invite player**
   A one-time sign-in link.
2. **Availability and time off**
   Tabs on the same page.
3. **Filter**
   By instrument, or who's away.

HOW TO

1. Open **Band**.
2. Tap a player to open their card: call, text or email, their bio, fun fact and gigs together.
3. **Filter** to see who plays an instrument, or who's away. **Who's away** lists the next 3 weeks.
4. Leaders: **Invite player** to send a sign-in link. Subs are folded under **Subs**.
5. ··· has **Edit my card** and **Card view** (photos and bios). Use the tabs for availability and time off.

TIP

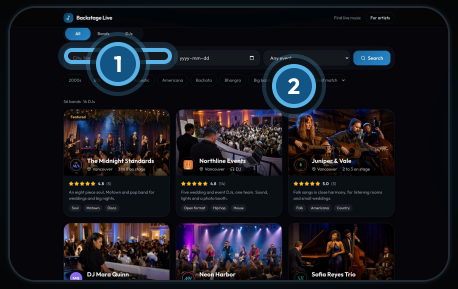
This page is for your band only. The page clients see is your public profile on Backstage Live (**Settings → Public profile**).

EVERYONE · PUBLIC PAGES

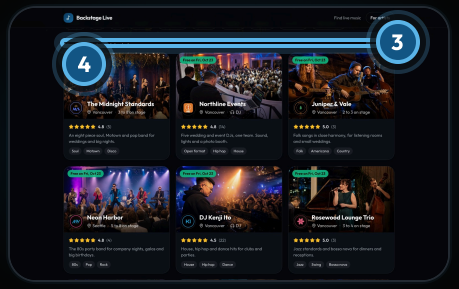
Backstage Live

A public place on the web where clients find a band, watch them play, read reviews from real bookings and check a date with you directly. Your band gets a page of its own, and players can have one too. Prices never show.

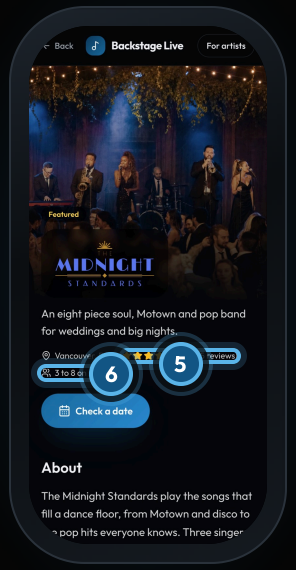
FIND A BAND



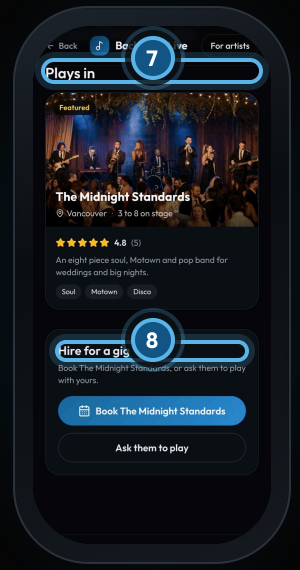
BOOKED THAT DATE



A BAND'S PAGE



A PLAYER'S PAGE



1. **City and date**
   Clients search by where and when.
2. **Style, size, top rated**
   Narrow the list down.
3. **Free or booked**
   A date search counts who's free.
4. **Free on that date**
   Straight from the band's own calendar.
5. **Reviews**
   Only from real bookings.
6. **Lineups**
   Names and sizes. Never prices.
7. **Plays in**
   Every band they play in on Backstage Live.
8. **Hire for a gig**
   Book their band, or ask them to sub.

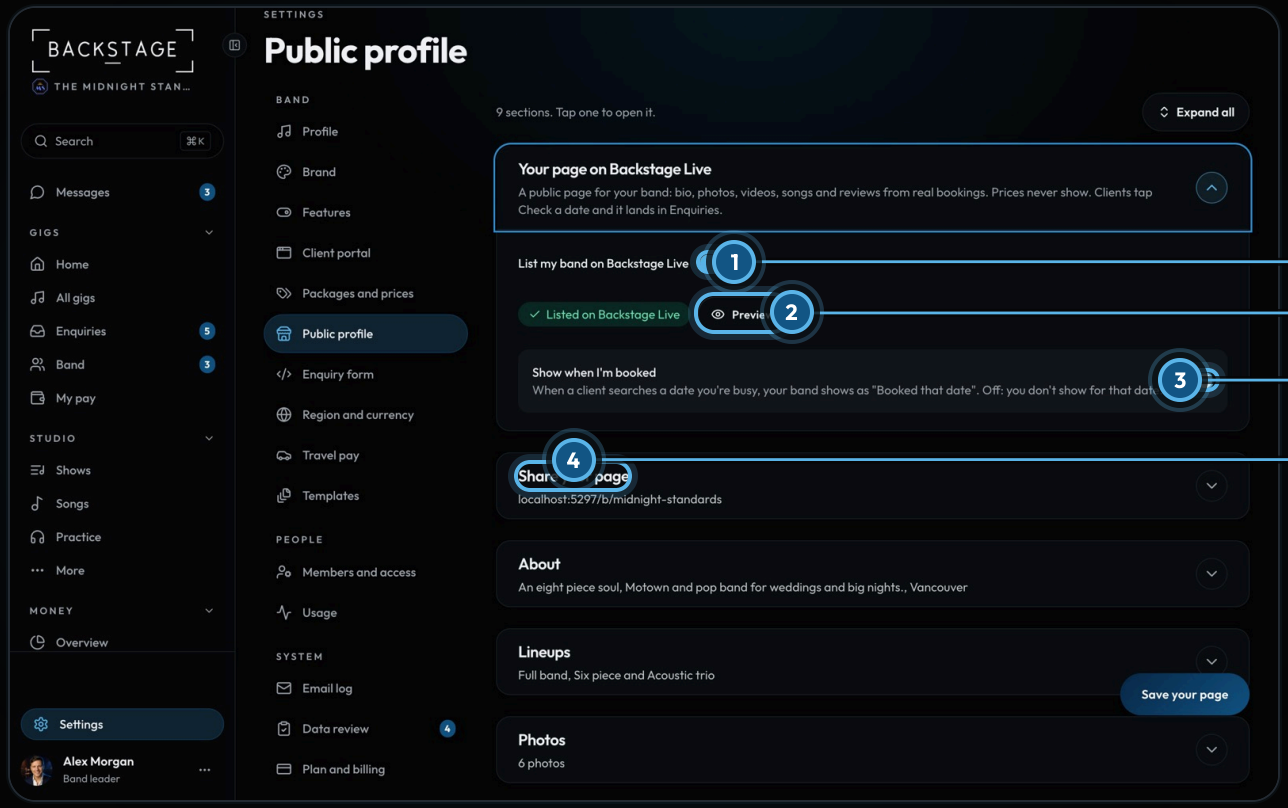
HOW TO

1. Clients open **Backstage Live** and search a city and a date. Free bands show **Free on** that day.
2. A band's page has the bio, videos, songs, photos, players and reviews. Prices never show.
3. **Check a date** opens your enquiry form. It lands in **Enquiries** like any other.

BAND LEADERS · SETTINGS

Your public profile

Your band's page on Backstage Live: bio, photos, videos, songs and reviews from real bookings. List it in the marketplace, or just share the link. Prices never show.



1. **List my band**
   On: you show up in searches.
2. **Preview**
   See the page before you save.
3. **Show when I'm booked**
   Off: you don't show on dates you're busy.
4. **Share**
   Link, QR code and a badge for your website.

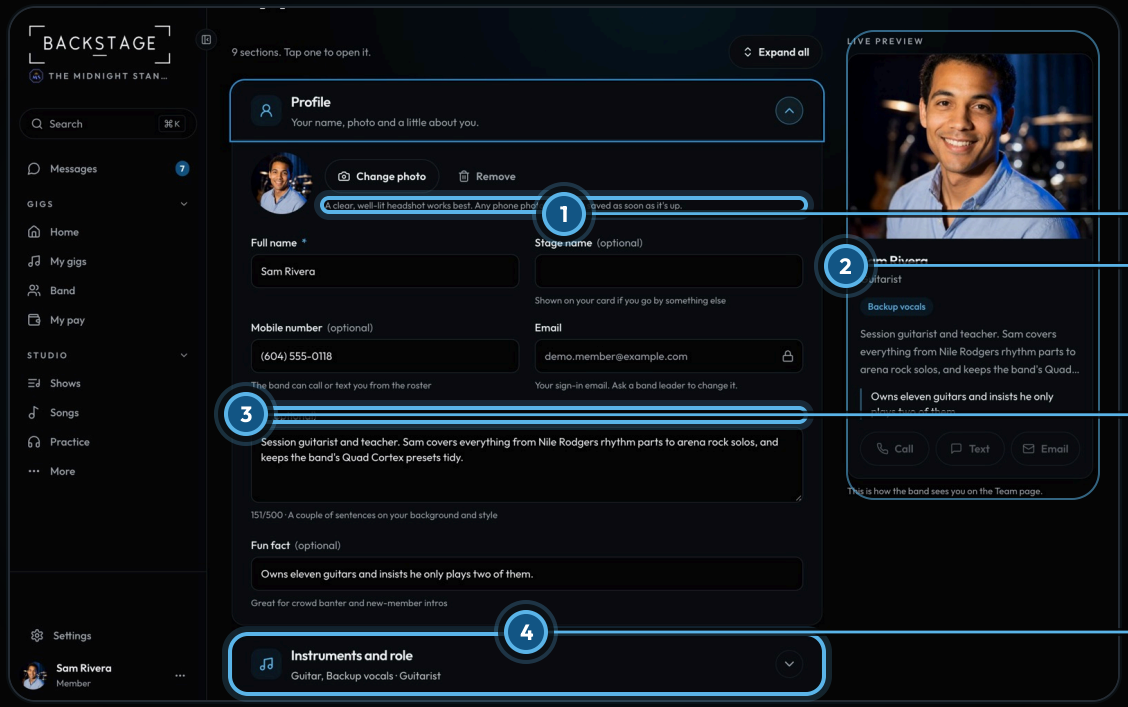
HOW TO

1. Open **Settings → Public profile**. Each part is a row: tap it to open.
2. Add a bio, your city and a photo. With your band's name, that's all a page needs to go live.
3. **Photos**: a cover photo and up to 8 more. Any phone photo works, HEIC too. It's made small on your phone before it uploads.
4. Add lineups (names and sizes), videos, songs marked Ready in Setlist Studio, and your links.
5. Tap **Save your page**, then switch on **List my band on Backstage Live**. The line under it says **Listed**, or what's still missing.
6. Under **Reviews**, hide any review you don't want shown. You can't change what a client wrote.

EVERYONE

My profile

Your roster card and how the band reaches you, one section at a time: profile, instruments, notifications, calendar, availability, travel, appearance. The live preview shows exactly how the band sees you.



1 Your photo
Any phone photo, HEIC too. It saves as soon as it's up.

2 Live preview
Your card on the Team page, as you type.

3 Bio and fun fact
A line or two so new players know you.

4 One section at a time
Each row says what's set. Tap to open.

HOW TO

1. Open **My profile** from the account menu at the bottom of the sidebar (More on a phone).
2. Open **Profile** and tap **Upload photo** (or **Change photo**). You see it straight away with its progress, and it saves on its own: no Save needed for the photo.
3. Add your stage name, a bio and a fun fact.
4. Open **Instruments and role** so leaders can find you for the right gigs.
5. Open **Availability** for standing notes, like "Teaches Tuesday evenings". Tap **Save changes** once for everything you changed.
6. **My settings** (the link at the bottom of My profile) is yours in every band: your profile, instruments

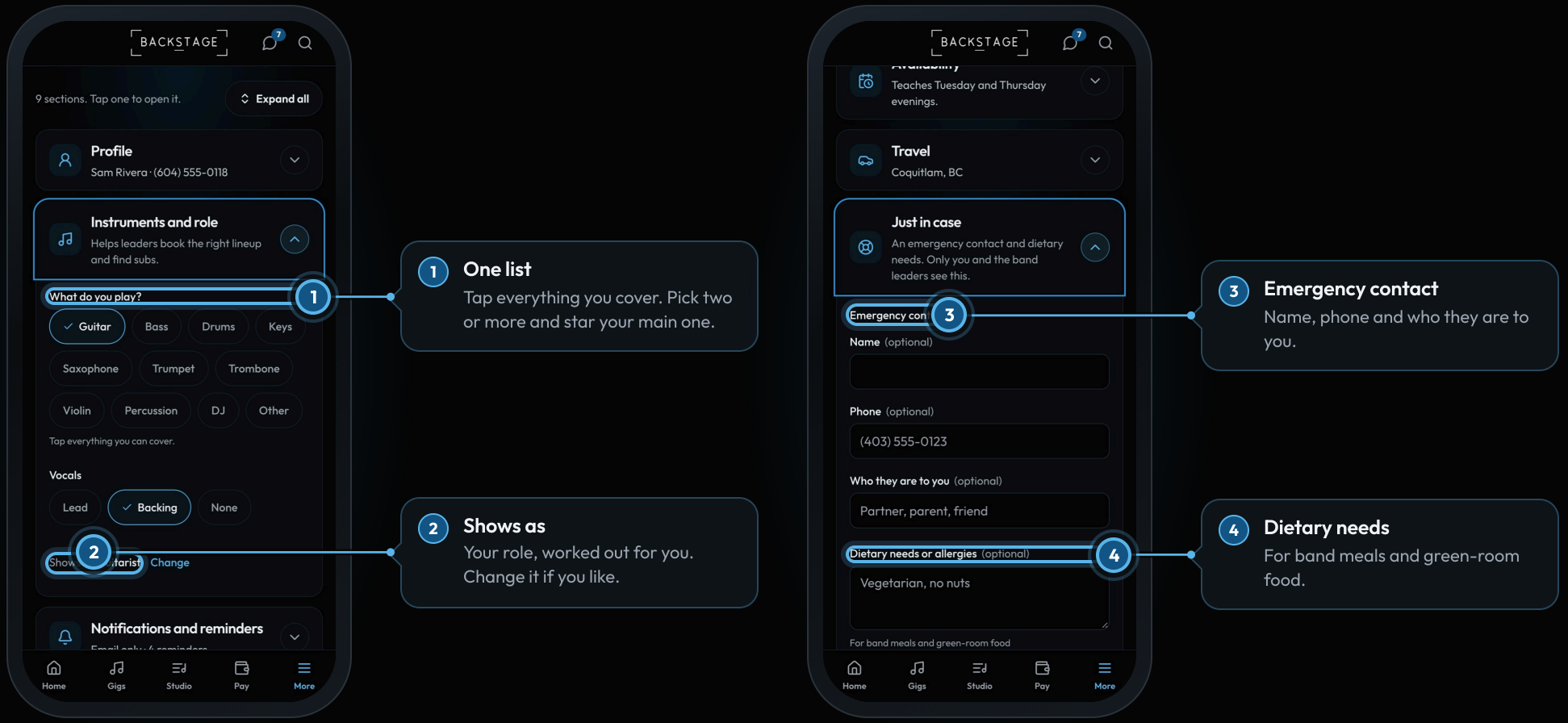
TIP

Any photo from your phone works, even a big one or an iPhone HEIC. It's made small and turned the right way up on your phone before it uploads, and its location data is dropped.

EVERYONE · PHONE

What you play, and just in case

Tell the band what you can cover, with a star on your main one, and leave an emergency contact and any dietary needs. Leaders see the safety details on the gig. Clients never do.



HOW TO

1. Open **My profile** → **Instruments and role**. Tap everything you can cover, and star your main one.
2. Vocals: **Lead**, **Backing** or **None**. Your role reads like "Shows as Guitarist"; **Change** it if you like.
3. Open **Just in case** for an emergency contact and any dietary needs or allergies. It's optional.
4. New to a band? The same steps come up one at a time when you join.

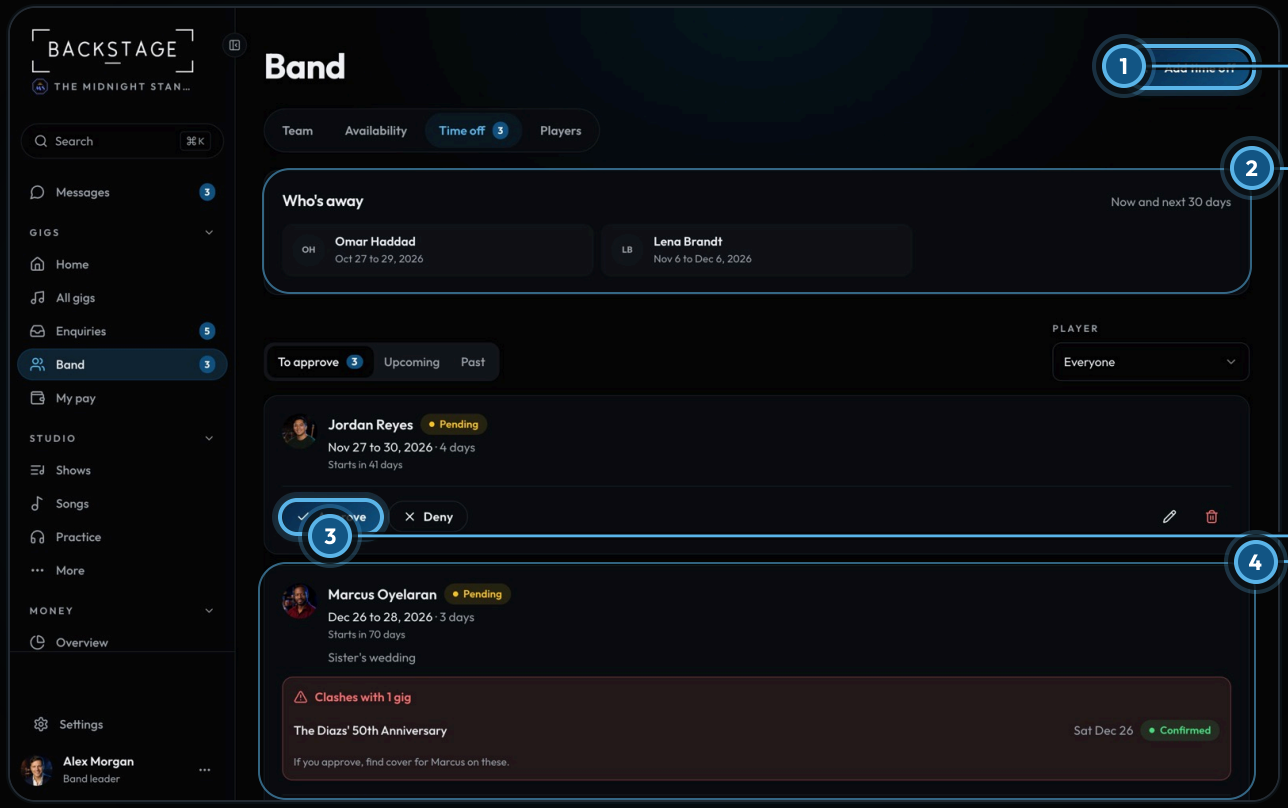
TIP

Just in case is seen only by you and the band leaders, on the gig's lineup and the day sheet. Never by clients. On the hosted beta, a **Finish your profile** card on Home says what's still missing.

EVERYONE

Time off

Tell the band when you're away before anyone books you. Leaders approve it and instantly see any clashes.



1. **Add time off**
   Members see Request time off.
2. **Who's away**
   Now and the next 30 days.
3. **Approve or deny**
   The player is notified either way.
4. **Clash warning**
   Gigs they're already booked on.

HOW TO

1. Tap **Request time off** (leaders: **Add time off**).
2. Pick your **first** and **last day away**, and add a reason if you like.
3. Leaders approve or deny from **To approve**, or from the dashboard.
4. Everyone sees approved time off as "Away". Reasons stay private.

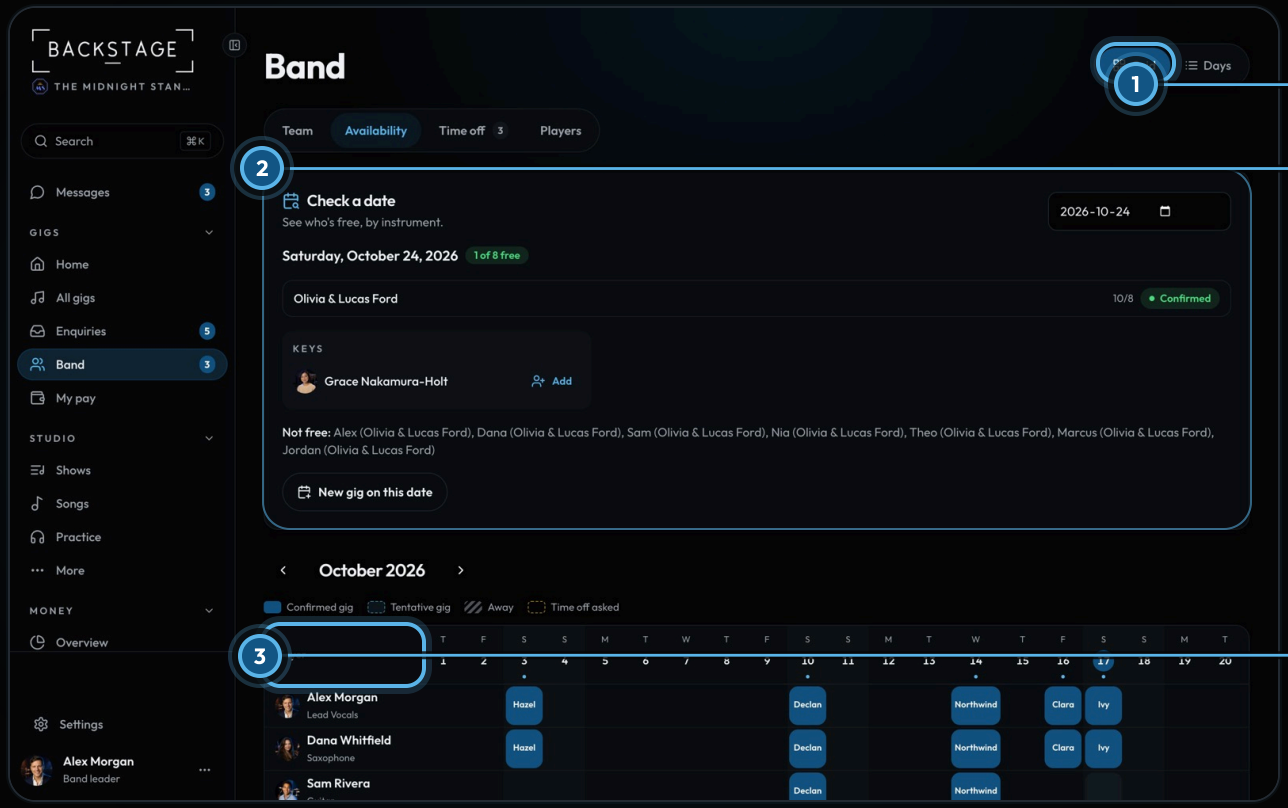
TIP

A leader's own time off is approved automatically.

EVERYONE

Availability

Who's free, who's booked and who's away, for the whole month. Check a single date to see who's free by instrument.



1 Grid or Days
A month grid or a day-by-day list.

2 Check a date
Who's free that day, by instrument.

3 Everyone's month
Blue is a confirmed gig, stripes mean away.

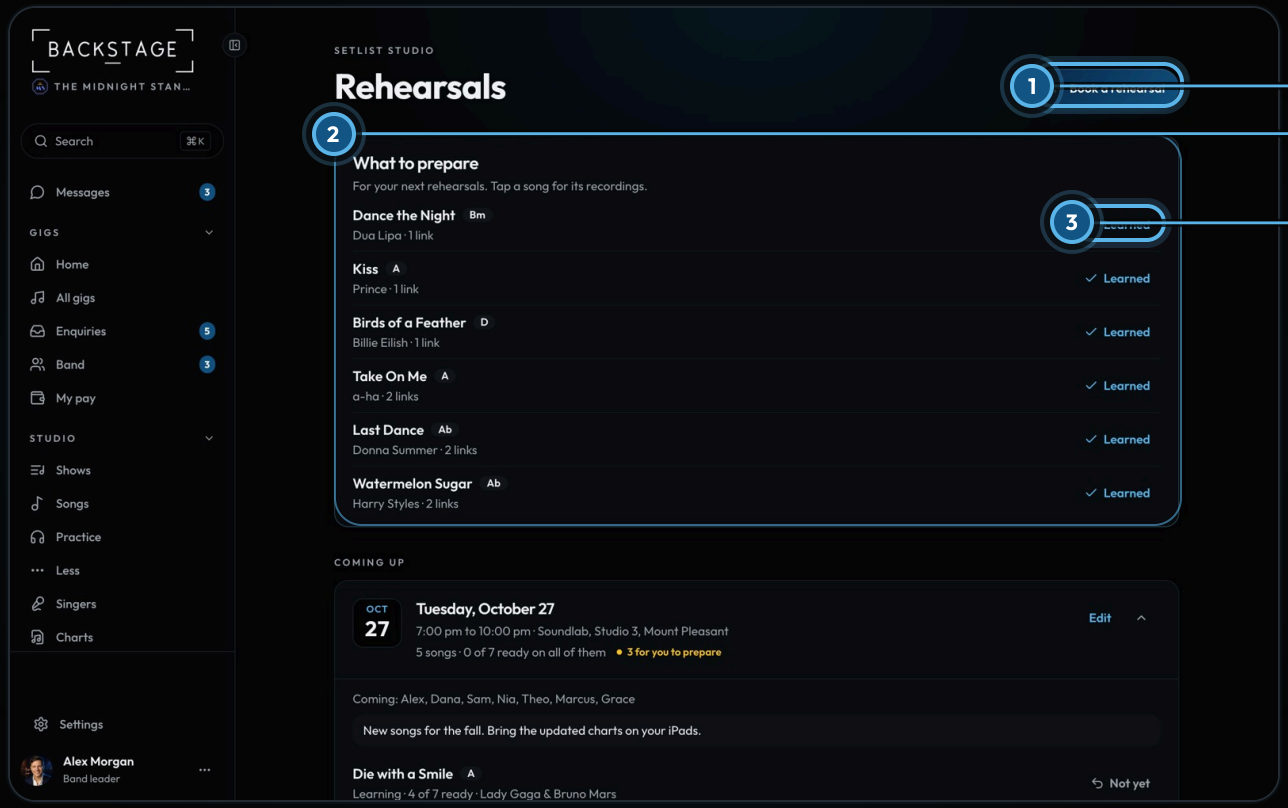
HOW TO

1. Open **Availability** from the Band group.
2. Scan the grid: each row is a player, each column a day.
3. Pick a date in **Check a date** to see who's free for it.
4. Leaders can tap **New gig on this date** straight from there.

EVERYONE

Rehearsals

When and where, who's coming, and exactly which songs to have ready.



1 Book a rehearsal
Leaders pick the date, place and songs.

2 What to prepare
Songs you haven't marked learned yet. Tap one for its recordings.

3 Learned
Tap once you've got it down.

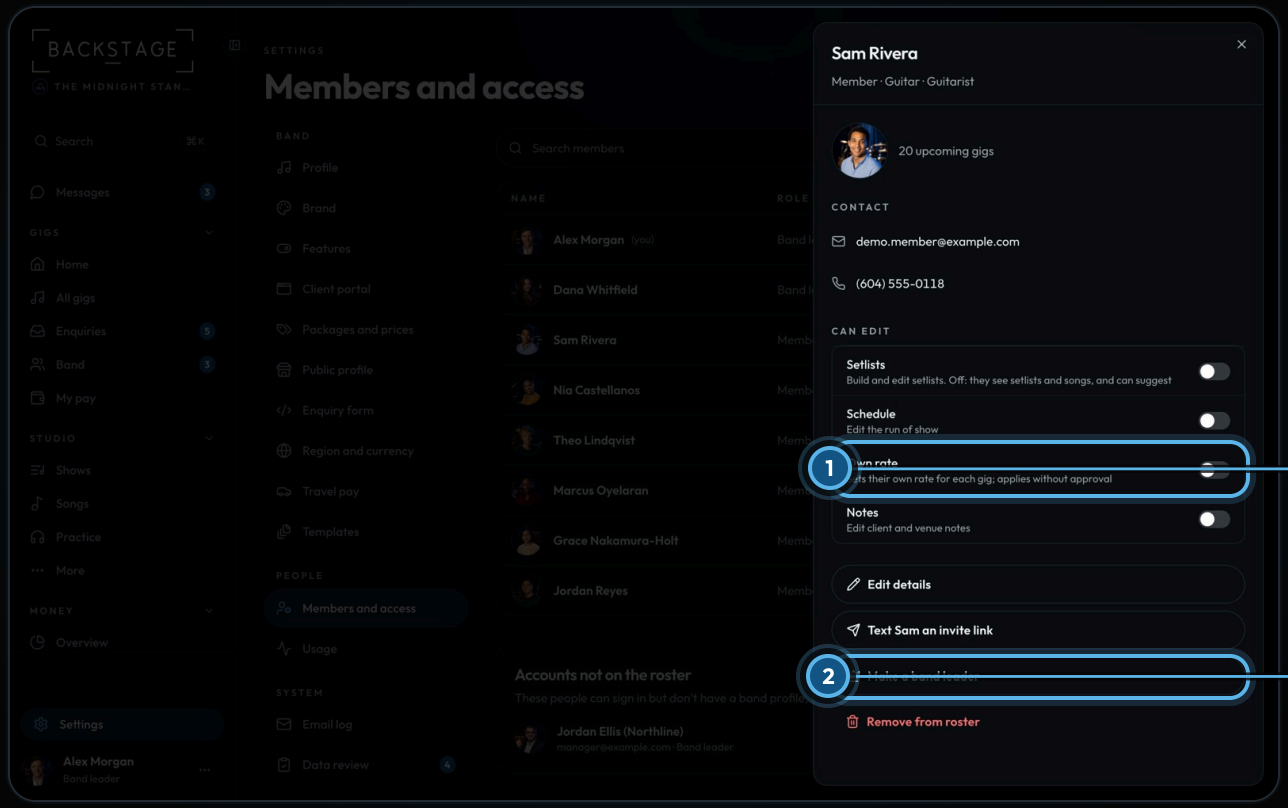
HOW TO

1. Open **Rehearsals** to see what's booked.
2. Work through **What to prepare**: tap a song for its reference recordings and chart.
3. Tap **Learned** for each song you're ready on (**Not yet** puts it back).
4. Leaders: **Book a rehearsal** and add songs. Open a rehearsal to see each song's **3 of 5 ready**; tap a song for who.

BAND LEADERS

Members, roles and permissions

Who's in the band, what they can edit, and who else runs things. Tap a member and give them extra powers with one switch.



1 Permission switches
Setlists, Schedule, Own rate, Notes.

2 Make a band leader
Change to member reverses it.

HOW TO

1. Open **Settings → Members and access**. Each row says what that person can edit.
2. Tap a member, then flip a switch to let them edit **Setlists**, the **Schedule** or **Notes**, or set their **Own rate**. Leaders have full access, no switches needed.
3. To make someone a band leader: tap them (or ··· on their row), then **Make a band leader**.
4. ··· → **Set the team page order**, then drag the handles. **Done** when it looks right.

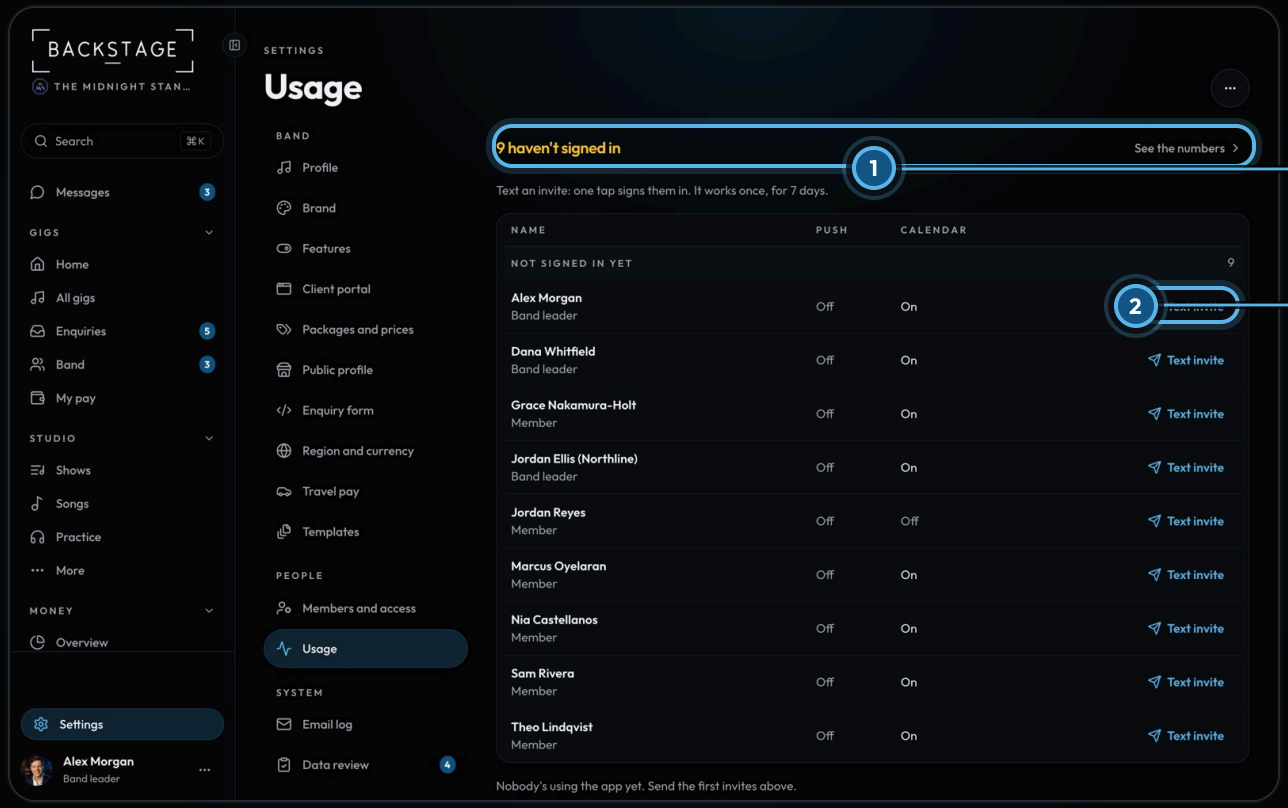
TIP

Use **View as** after changing permissions to check exactly what that player now sees.

BAND LEADERS

Who's using the app

See who has signed in, who hasn't, and send anyone a fresh sign-in link in one tap. Handy for the player who "never got the email".



1 **At a glance**
Who hasn't signed in. See the numbers: active this week, push on, calendar linked.

2 **Text invite**
One tap signs them in. Works once, for 7 days.

HOW TO

1. Open **Settings → Usage**. The first line says who hasn't signed in; **See the numbers** has the rest.
2. Tap **Text invite** on someone's row to send a one-time sign-in link by text.
3. Tap a person to see whether they have push alerts, the calendar and replies on.

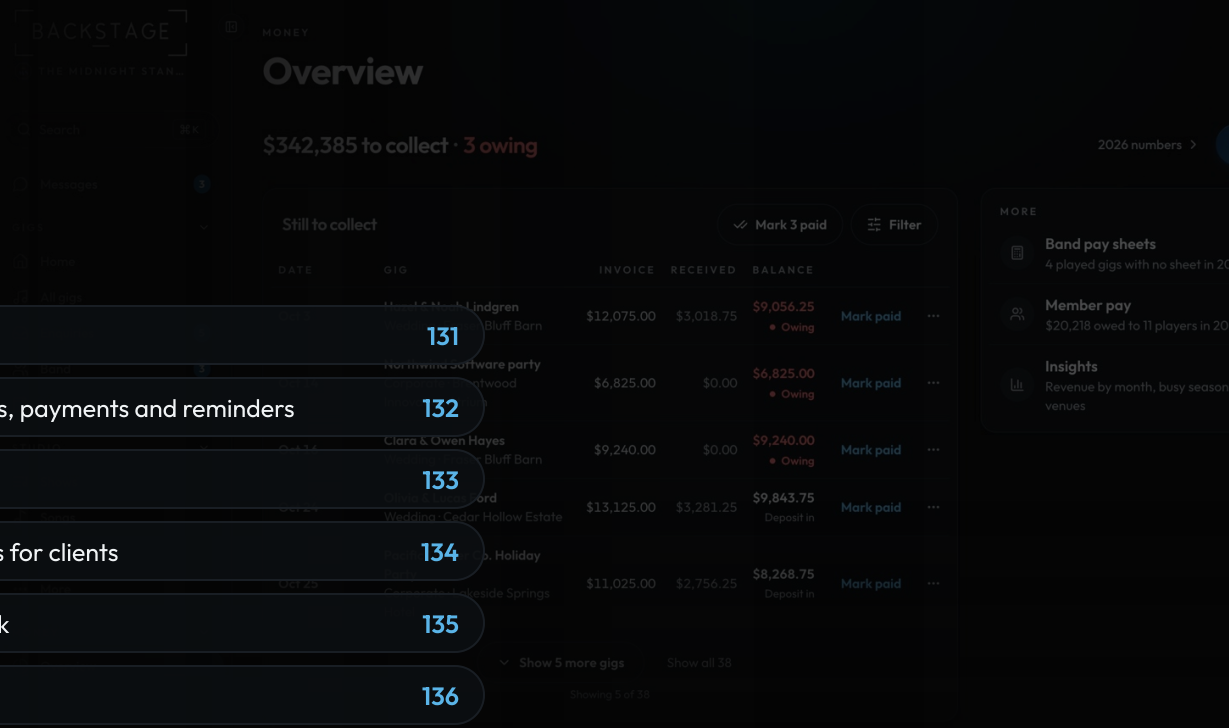
TIP

Invite links work once and expire after 7 days, so they're safe to send by text.

PART 9 · CHAPTER 9

Money

Invoices, deposits, what's owing and what's still to collect, player pay, insights and tax. Canada and the US, in your currency.

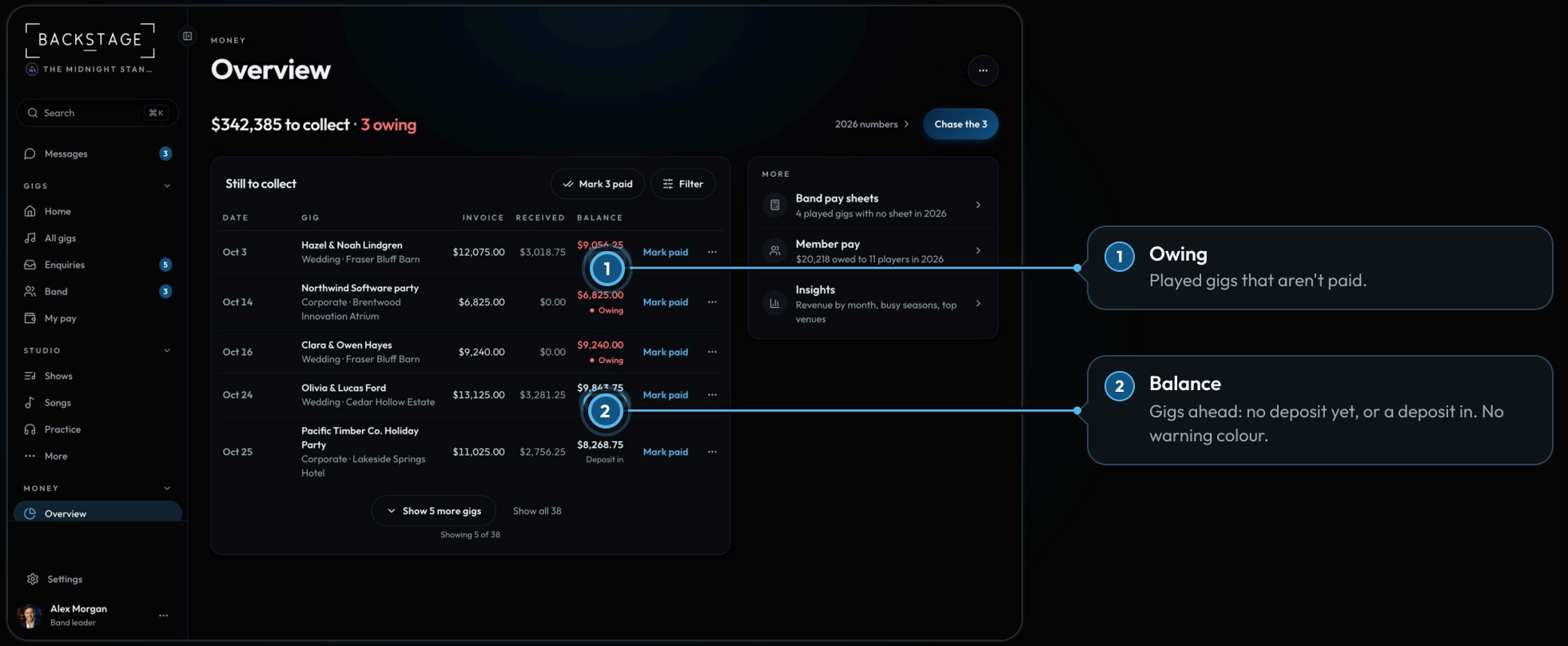


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BAND LEADERS

Balance or Owing

One simple rule everywhere: before a gig, the unpaid part is its Balance. It only becomes Owing once the gig has happened and isn't marked paid. No warning colours for gigs still to come.



1 Owing
Played gigs that aren't paid.

2 Balance
Gigs ahead: no deposit yet, or a deposit in. No warning colour.

HOW TO

1. **Balance** or **To collect**: what's left on gigs still to come. Shown in normal colours.
2. **Owing**: a played gig, not cancelled, not marked paid. Shown as something to chase.
3. The rule uses the venue's time zone, so a gig tonight in another province isn't owing until it's over there.
4. It's the same on Home, All gigs (··· → Totals), the gig page, Money, invoices, insights and the client's app.

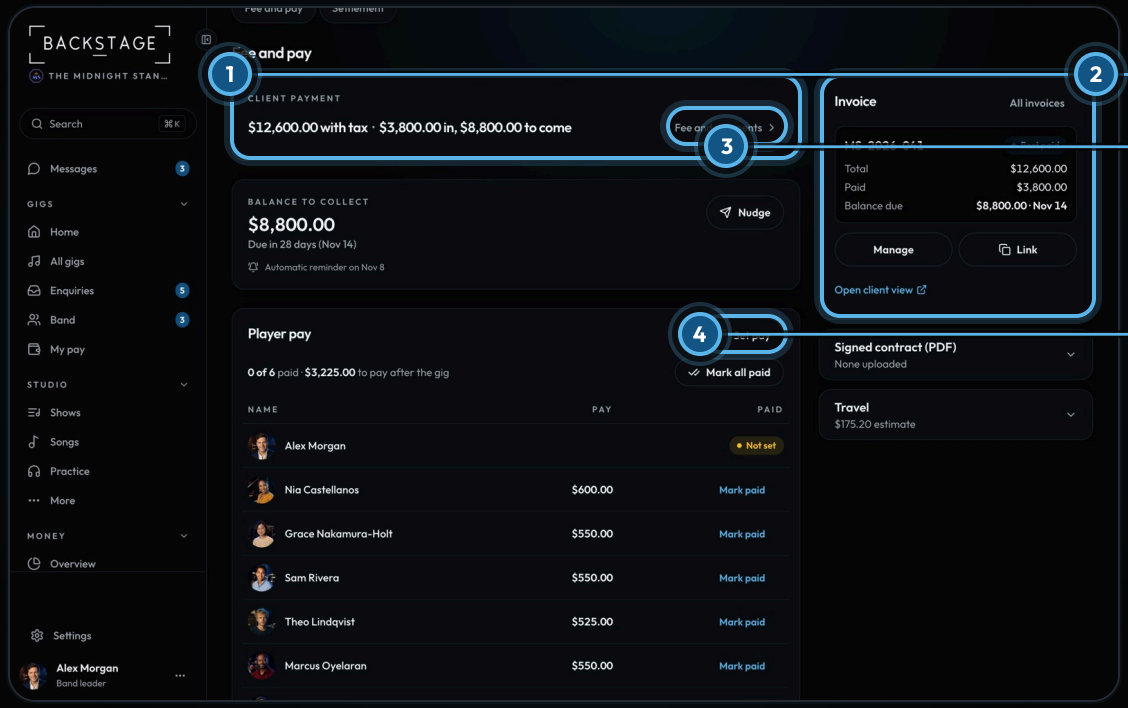
TIP

Clients see "Balance due" with the date before the gig. They never see the word owing.

BAND LEADERS

Pay per player

A gig's Money section shows the client side and the player side of every gig: what's been collected, what each player gets and what the band keeps.



1. **Client payment**
   The fee and what's still to come, in one line.
2. **Invoice**
   Create, manage and share the client link.
3. **Fee and payments**
   Every figure, the status, and a box to record a payment.
4. **Set pay**
   Each player's fee for this gig.

HOW TO

1. Open a gig and tap **Money**.
2. Tap **Fee and payments** to see every figure or set the status.
3. Money in? Type the amount under **Record a deposit** (**Record a payment** once some is in) and tap **Save**. Your usual method and today's date are filled in; tap either to change it. The client gets a receipt.
4. Click **Set pay** to set each player's fee.
5. After the gig, tap **Mark paid** per player, or **Mark all paid**.

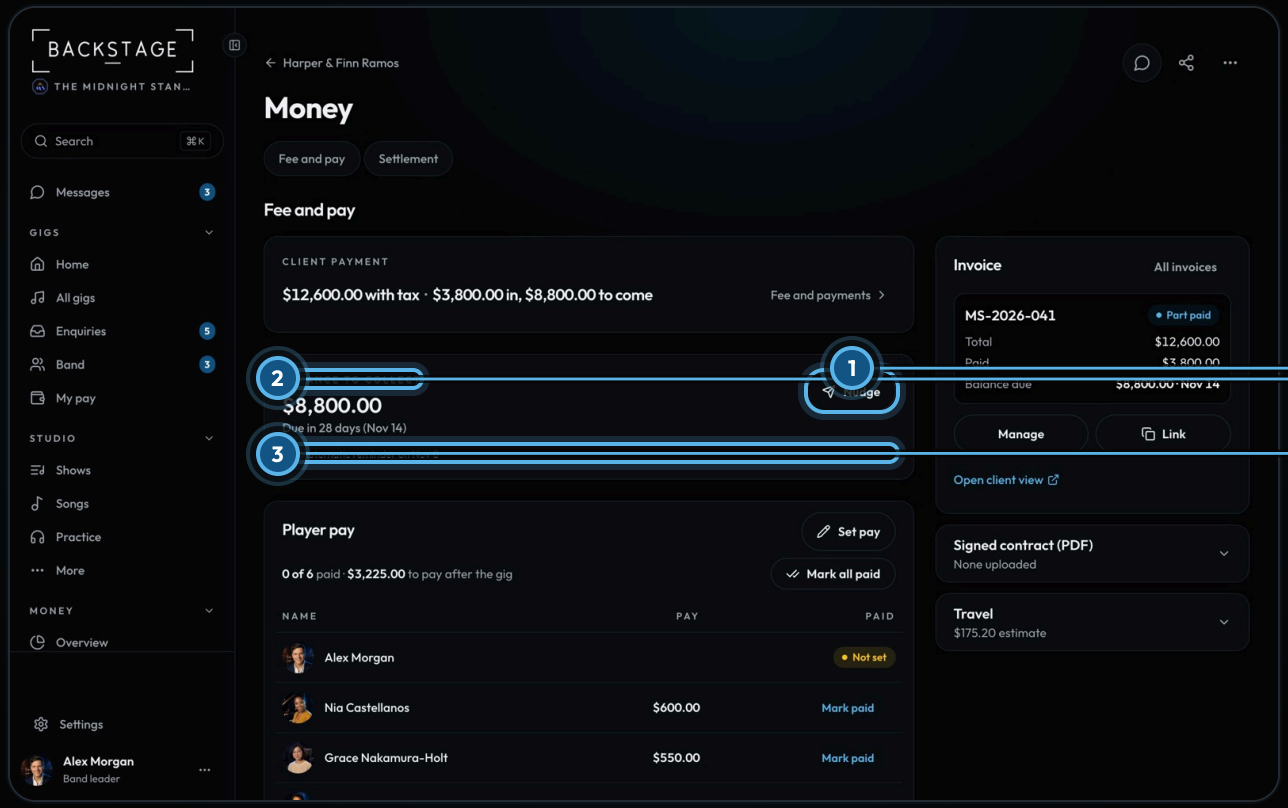
TIP

Totals at the bottom of Player pay shows what the band keeps (the fee minus payouts), so you always know the margin.

BAND LEADERS

Payment reminders and Nudge

Clients get a friendly email before each payment is due, and if it's late, with a Pay now button. It stops as soon as the money's in. Need it sooner? Nudge sends one now.



1. **Nudge**
   Send a reminder now.
2. **What's due**
   The deposit or balance, and when.
3. **Automatic reminders**
   The date the next one goes.

HOW TO

1. Switch on **Remind clients to pay** in **Settings → Packages and prices → Deposit and balance**. Emails go 6 and 2 days before the deposit and the balance are due, and again if they're late.
2. On the gig's **Money**, the card shows what's due, the countdown and when the next reminder goes.
3. Tap **Nudge** to send one now. The card says when the last one went.
4. When you record the payment, reminders stop and the client gets a receipt with the tax on its own line.

TIP

The gig confirms when the deposit is in. The client's app says so too: "You're booked as soon as it's in."

BAND LEADERS

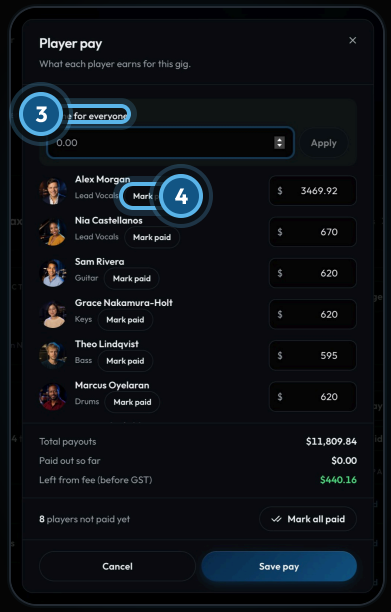
Set pay and rate proposals

Set everyone's fee in one dialog. When a player proposes a rate, it's flagged on their row and on your dashboard.

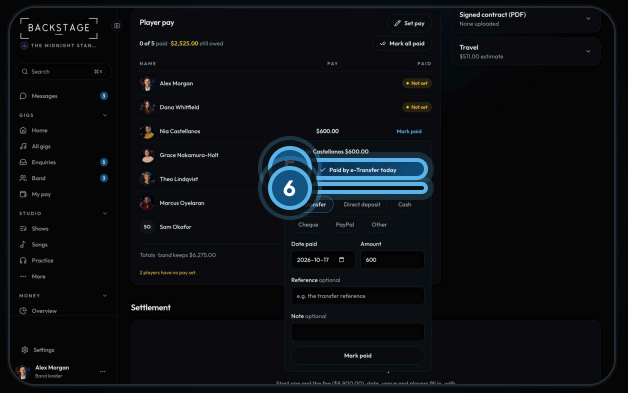
A RATE PROPOSAL IN THE LINEUP



THE SET PAY DIALOG



MARK PAID ASKS HOW



1 Rate labels
From split, proposed, or set by hand.

2 Proposes
The rate they asked for.

3 Same for everyone
Type once, Apply to all.

4 Mark paid
Per player, or Mark all paid.

5 One tap
Their usual method, their rate, today.

6 Other details
e-Transfer, SEPA, PayID, Wise and more.

HOW TO

1. Open the gig's **Money** tab and click **Set pay** to change anyone's fee.
2. For a flat rate, use **Same for everyone** and **Apply**, then **Save pay**.
3. When you pay someone, **Mark paid** takes one tap for their usual method, or **Other details**.
4. A rate proposal shows as **"Name proposes $X"** in Needs you. Tap **Accept**.

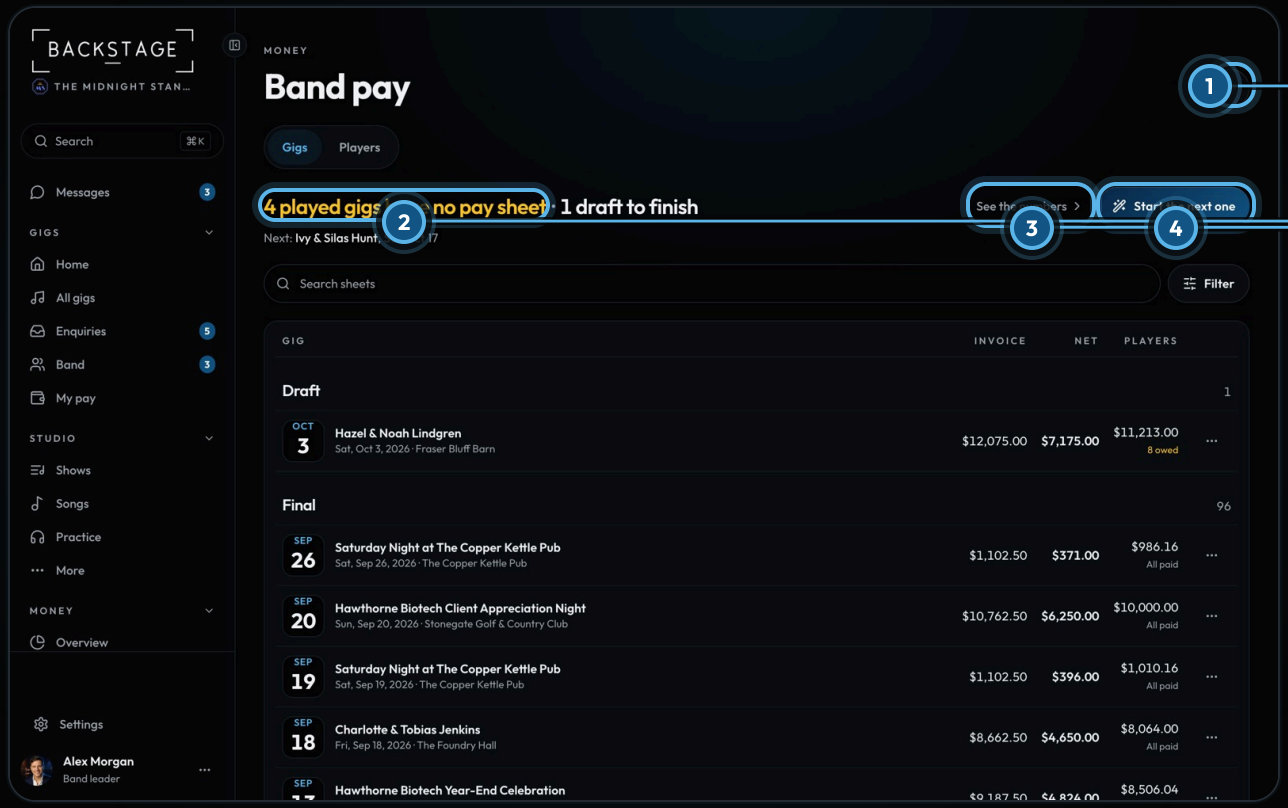
TIP

Trust someone to set their own fee? Give them **Own rate** on the Members page.

BAND LEADERS

Split Calculator

Settle every gig properly: the fee, commissions, players, expenses and the partner split, with GST held back for remittance.



1 More
New sheet, New from gig and the Directory.

2 To settle
Played gigs with no sheet yet.

3 The totals
Sheets, invoiced and net profit.

4 Start the next one
The fee and crew filled in from the gig.

HOW TO

1. Open **Money**, then **Band pay**.
2. The top line says how many played gigs have no pay sheet. Tap **Start the next one**.
3. The answer is on top: what's left **to split** and **Who gets paid**. Tap a step (Fee, Deductions, Musicians...) to check or change it.
4. Tap **Mark final** when it's settled. Drafts stay at the top of the list until you do.

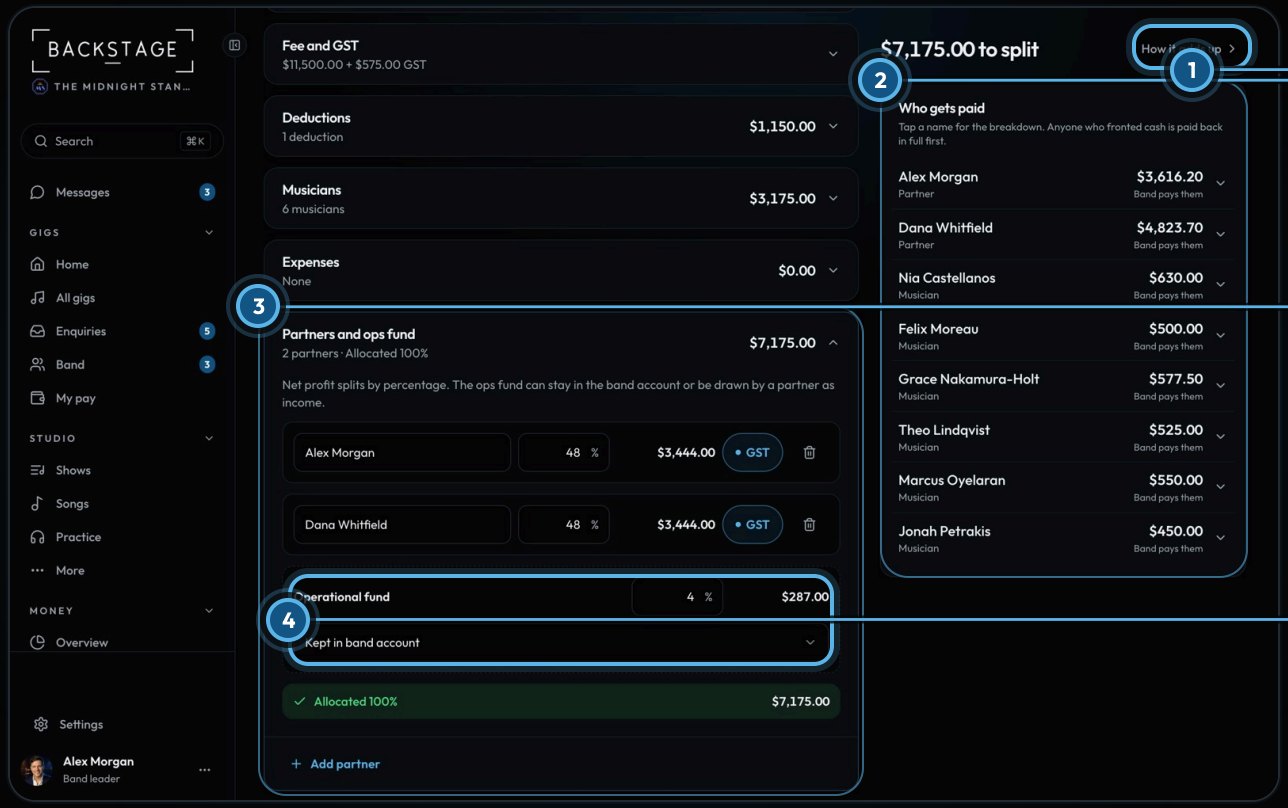
TIP

Need a blank sheet, a sheet for a different gig or everyone's usual fee? They're in ... at the top.

BAND LEADERS

Partner split rules

Net profit splits by percentage between partners, with an operations fund that can stay in the band account. The waterfall shows where every dollar goes.



1 How it adds up
The waterfall: gross to net, then the split.

2 Who gets paid
Every name, with who pays them.

3 Partners and ops fund
Each partner's percentage of net profit.

4 Operational fund
Kept in the band account, or paid out.

HOW TO

1. Open a sheet and tap **Partners and ops fund**.
2. Set each partner's percentage; **Add partner** if needed.
3. Set the **Operational fund** and where it's kept.
4. Check **Allocated 100%**, then tap **How it adds up** for the waterfall.

TIP

On a gig's **Settlement** tab, **Start settlement** fills in a new sheet for you, and **Apply pay to gig** writes each player's pay back to the gig.

BAND LEADERS

Finance

Who still owes you, in one line, with the oldest balances right under it. The year's numbers are one tap away.



1 Chase
A reminder, the invoice, or the gig, for each one owing.

2 To collect
Every balance still to come in, and how many played gigs are owing.

3 The year's numbers
Booked, received, GST, member pay, the chart and the year.

4 Oldest first
Mark paid on the row; the ... has Record a payment.

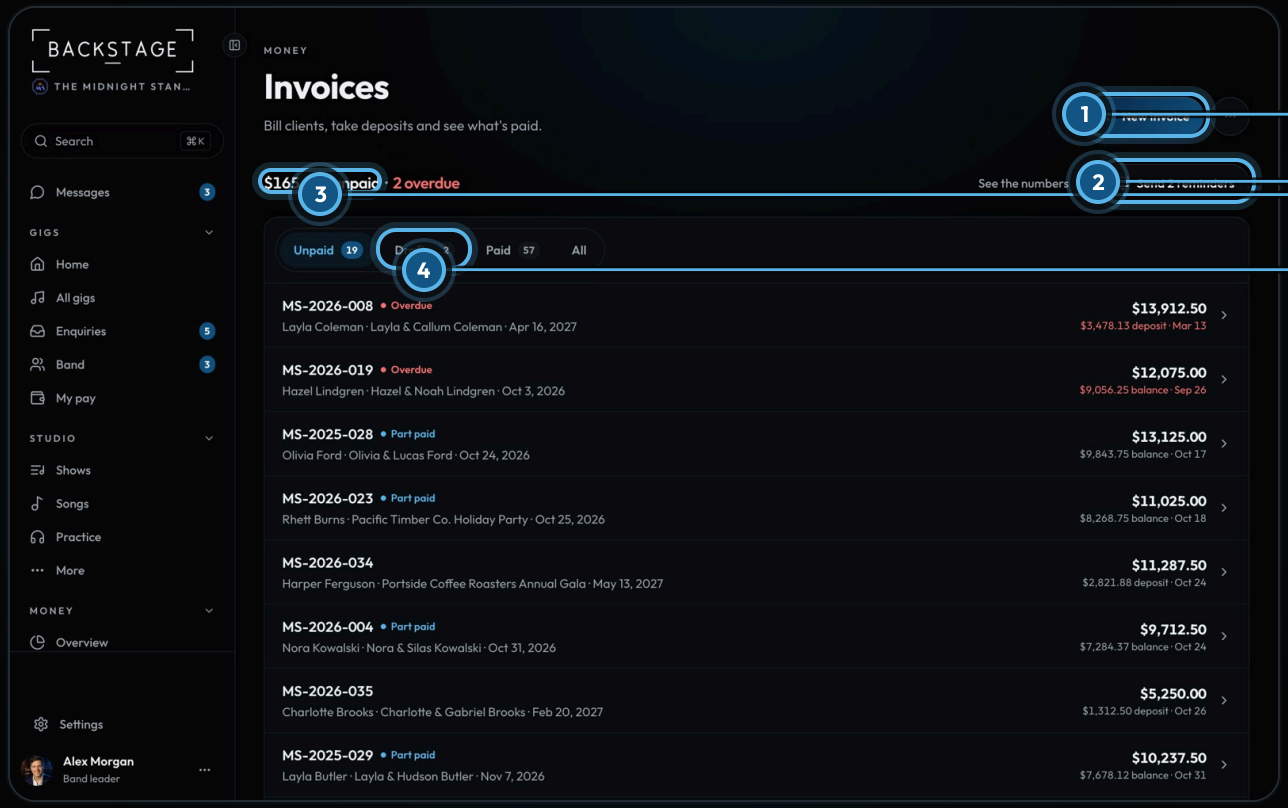
HOW TO

1. Open **Money**. The line at the top says what's to collect and how many played gigs are owing.
2. Tap **Chase the 3** to send reminders or open each gig, or **Mark paid** on a row once the money is in.
3. Tap **2026 numbers** for the six figures, the revenue chart, gig types and the year picker.
4. Pay sheets, member pay and gigs with no fee are rows under **More**. **Export CSV** and **Prices** are in the **...** menu.

BAND LEADERS

Invoices

Bill clients, take deposits and see what's still to collect, all numbered automatically. Unpaid ones come first, overdue on top.



1. **New invoice**
   Or create one from a gig's Money tab.
2. **Send reminders**
   Every overdue invoice that went out, after you confirm.
3. **Unpaid and overdue**
   What's out, and how many are past due.
4. **Drafts, paid, all**
   Unpaid is the default.

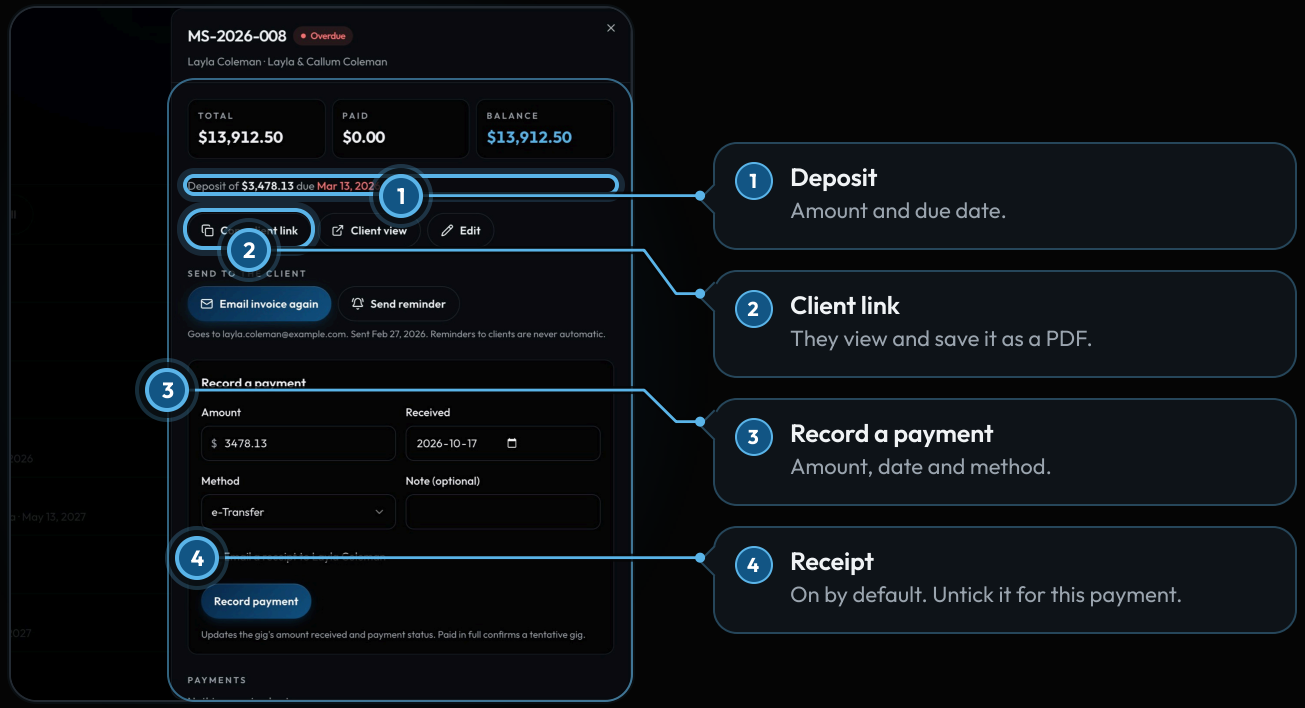
HOW TO

1. Open **Invoices**, or use the Invoice card on a gig's Money tab.
2. Click **New invoice** and pick the gig.
3. Open an invoice to email it, send a reminder or record a payment.
4. Overdue invoices sit at the top of **Unpaid**; **Send 4 reminders** chases them all at once. Drafts and paid ones are in the strip.

BAND LEADERS

Deposits, payments and reminders

Each invoice tracks its deposit and every payment. Send it, remind the client, and give them a link to view and pay.



HOW TO

1. Click an invoice to open it.
2. Use **Email invoice** to send it, or **Copy client link**.
3. When money arrives, fill in **Record a payment** and click **Record payment**. **Email a receipt to** the client is ticked for you.
4. Typed it wrong? Tap the pencil on the payment, fix it and **Save**. If the amount or method changed, the client gets an **Updated receipt**.
5. Tap **Send reminder** if a balance is late. Reminders are never automatic.

TIP

Recording a payment updates the gig too. Paid in full confirms a tentative gig automatically.

MEMBERS · PHONE

My pay

What you're owed and your next paid gig, at a glance. Every gig's pay below, owed and coming up first. Confirm payments with one tap.



HOW TO

1. Tap **Pay** at the bottom of your phone.
2. The top line is what's **owed to you**, then **Last paid** and your **Next paid gig**.
3. Money landed? Tap **I've been paid** on the gig. Marked paid but nothing came? **...**, then **Not received?**.
4. **Year summary** has the totals and your tax summary. **...** at the top downloads the year's **statement**.

TIP

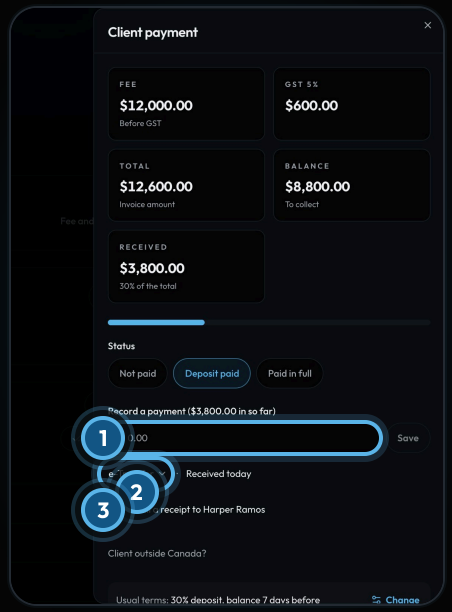
Your rate is private. Other players never see what you're paid, and you never see theirs.

BAND LEADERS

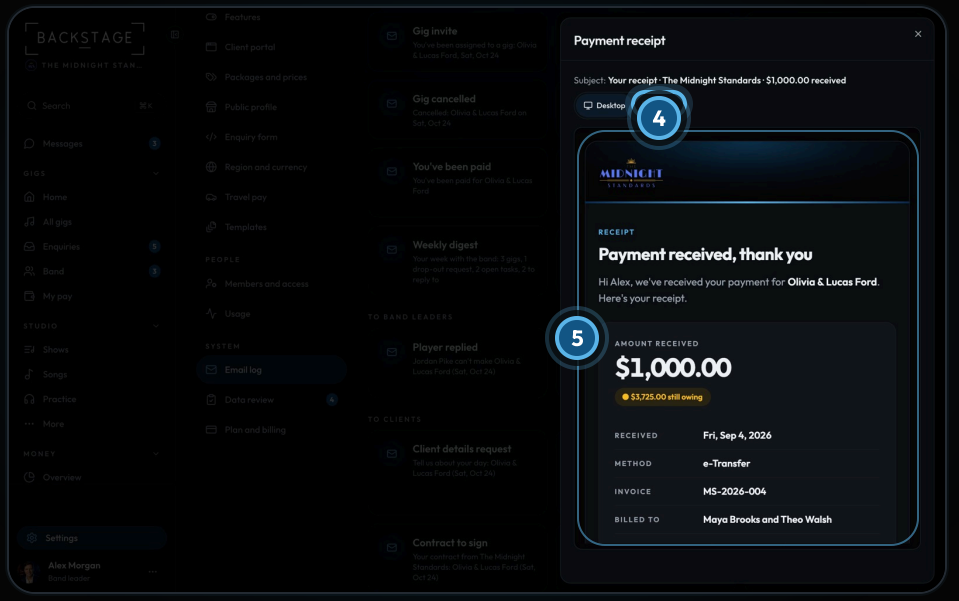
Receipts for clients

Every payment you record sends the client a receipt: your business details, what they paid, how, and what's still owing. Once per payment, and an updated one if you fix the amount or method.

RECORD A PAYMENT ON THE GIG



THE RECEIPT THEY GET



1 The amount
Type it and tap Save.

2 Method and date
Your usual method and today. Tap to change.

3 Receipt
On by default. Untick it for cash between friends.

4 Desktop or Phone
See it the way they read it.

5 The receipt
Your business details, the payment, paid so far and what's left.

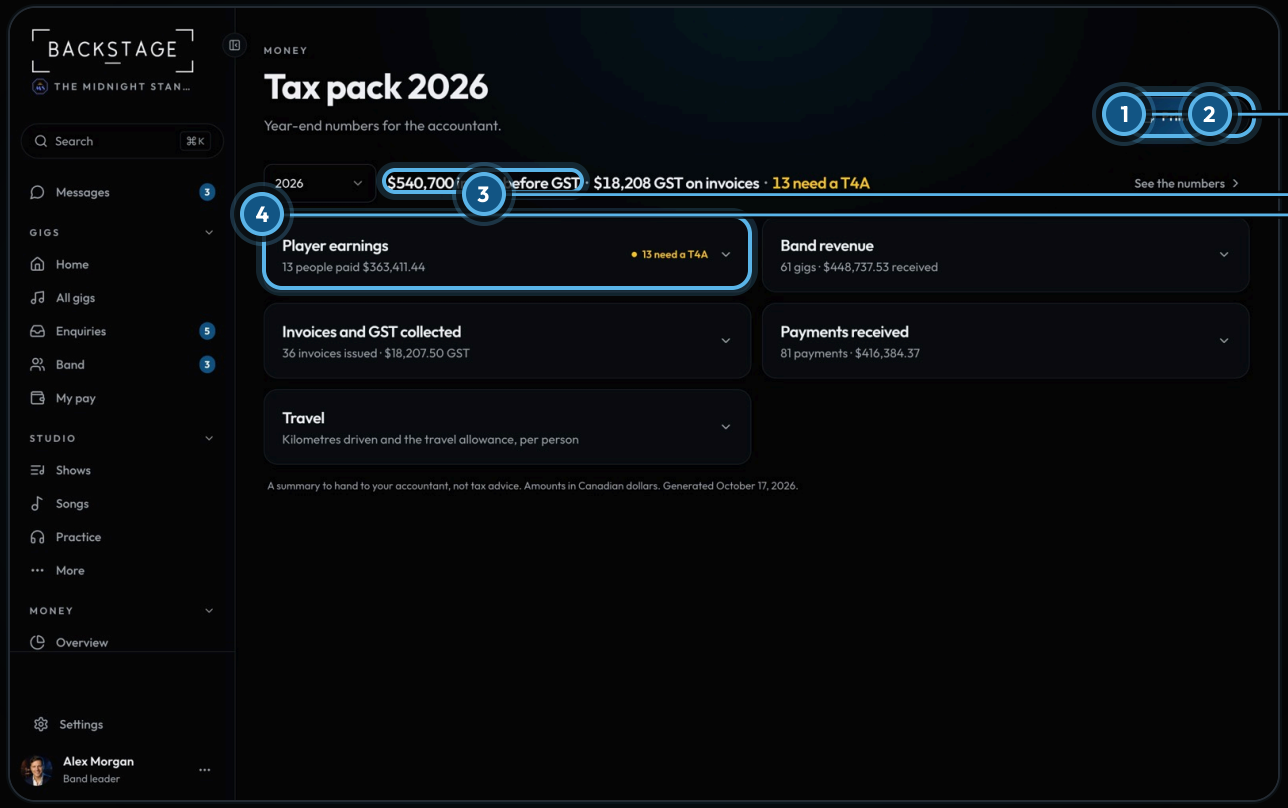
HOW TO

1. Record the payment on the gig's **Money** section (**Fee and payments**) or the invoice's **Record a payment**.
2. **Email a receipt to** the client is ticked for you. Card payments and a deposit marked paid send one too.
3. Fixed the amount or method? They get an **Updated receipt**. Each one is in the **Email log**.

BAND LEADERS

Tax pack

Year-end numbers for the accountant in one printable page: player pay, band revenue, GST and payments.



1. **Print**
   A clean printout or PDF of everything.
2. **Export CSV**
   Every section, from the ... menu.
3. **The year in one line**
   Fees, GST, and who probably needs a slip.
4. **One row per section**
   Player pay, revenue, invoices, payments, travel.

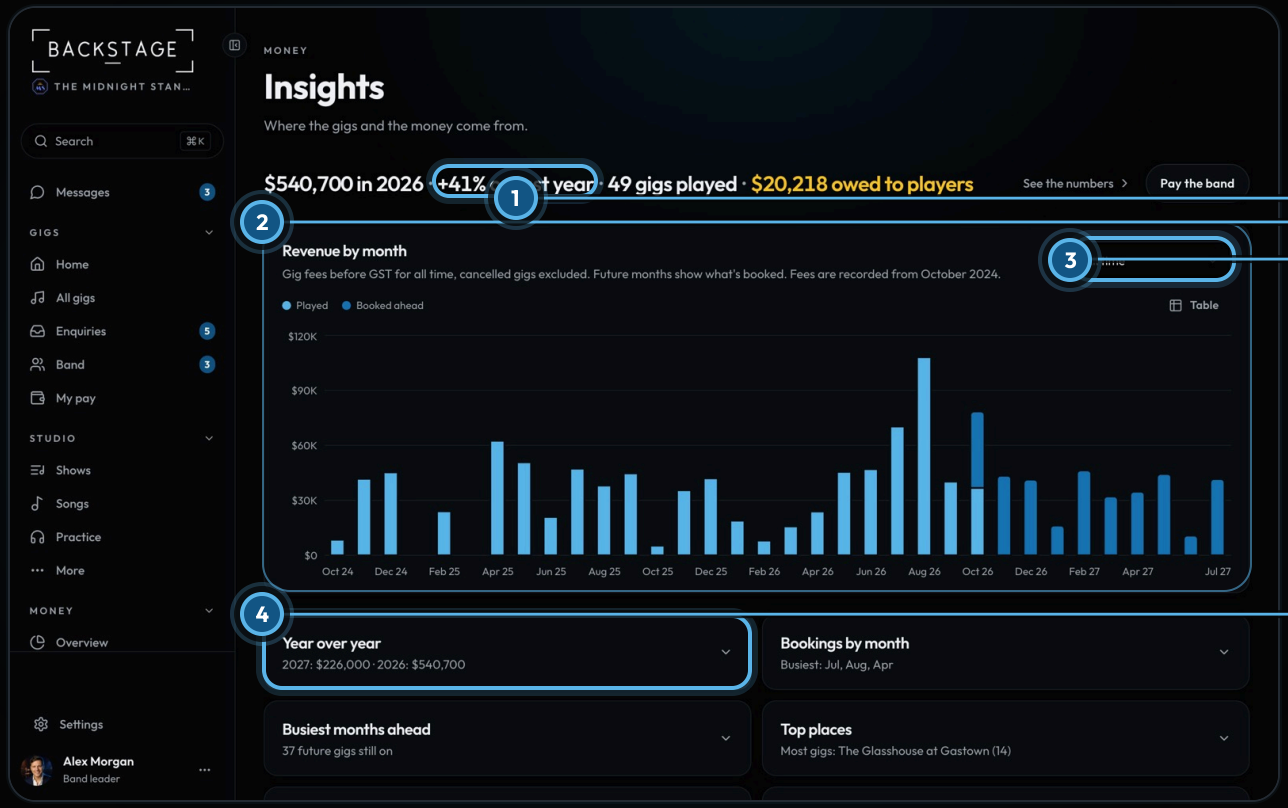
HOW TO

1. Open **Tax pack** and pick the year beside the line at the top.
2. Open **Player earnings** and switch **Gig date** / **Date paid** to match how your accountant counts.
3. Export each section from the **...** menu, or click **Print**: the printout has every section in full.

BAND LEADERS

Insights

Where the gigs and the money come from, and where they're heading. Great for planning next year.



1. **This year in one line**
   Revenue, the change on last year, gigs played.
2. **Revenue by month**
   Played and booked ahead.
3. **Time range**
   This year, last year or all time.
4. **Every other chart**
   One row each. Tap to open it.

HOW TO

1. Open **Insights** in Money. The line at the top compares this year with last; **See the numbers** has the details.
2. Pick a time range on **Revenue by month**.
3. Tap a row to open its chart: year over year, busiest months, top venues, gig types, player earnings, most-played songs and lead conversion.

TIP

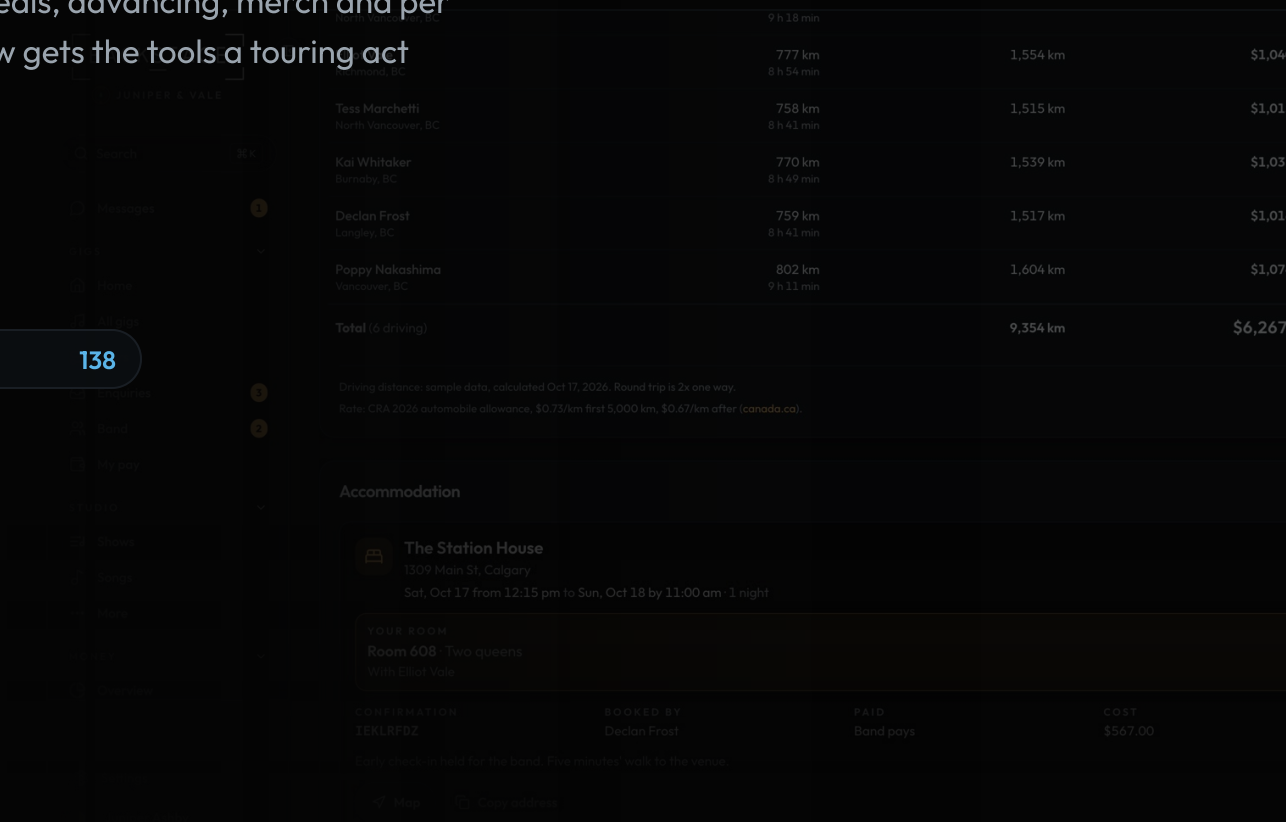
The **Booking funnel** row shows how many enquiries reach each stage in the last 90 days, and which sources actually book.

PART 10 · CHAPTER 10

Touring

Tours, day sheets, travel and hotels, promoter deals, advancing, merch and per diems. Switch them on in Settings and every show gets the tools a touring act needs.

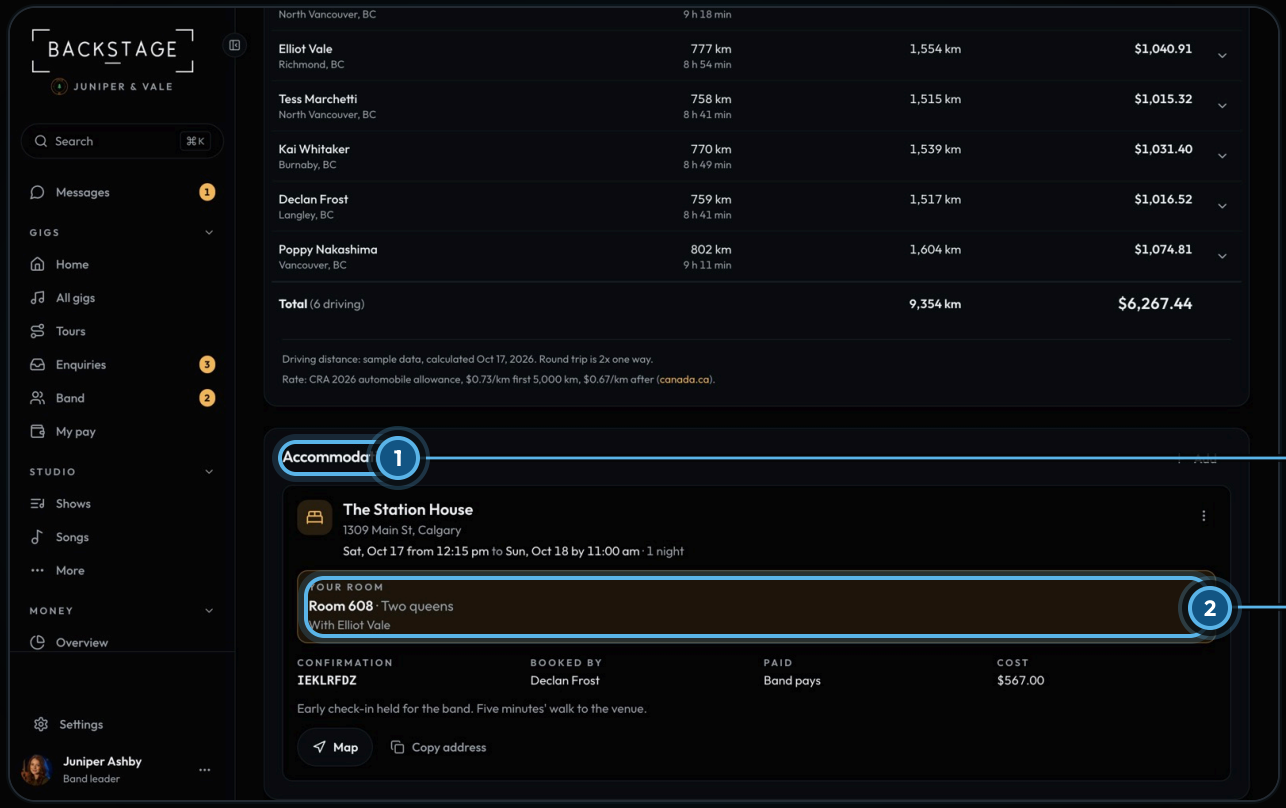
Hotels on the gig 138



EVERYONE

Hotels on the gig

Any gig can have accommodation: the hotel, check-in and out, your room and who you're sharing with. Out-of-town wedding or a tour, it's on the gig page.



1 **Accommodation**
In the gig's Travel section. Leaders tap Add.

2 **Your room**
Room, bed type and who you're with.

HOW TO

1. Open a gig and tap **Travel**. **Accommodation** is under the drive times.
2. Leaders click **Add** to enter the hotel, dates, confirmation and rooms.
3. Everyone sees their own room first, then the rooming list.

PART 11 · CHAPTER 13

Settings reference

Every setting, what it does and what it starts as. Settings live in one place, grouped the way you'd look for them.

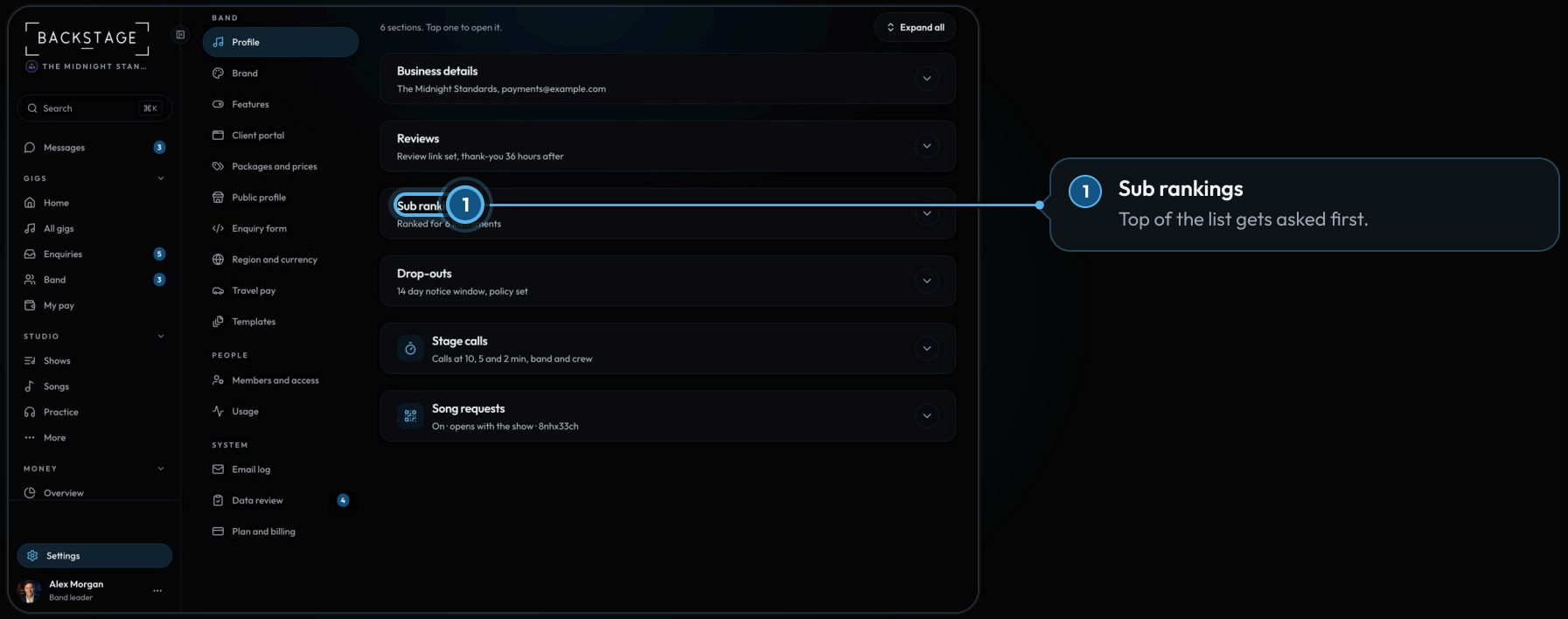


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SETTINGS

Profile

Your business details, review link, sub rankings, drop-outs, stage calls and song requests.



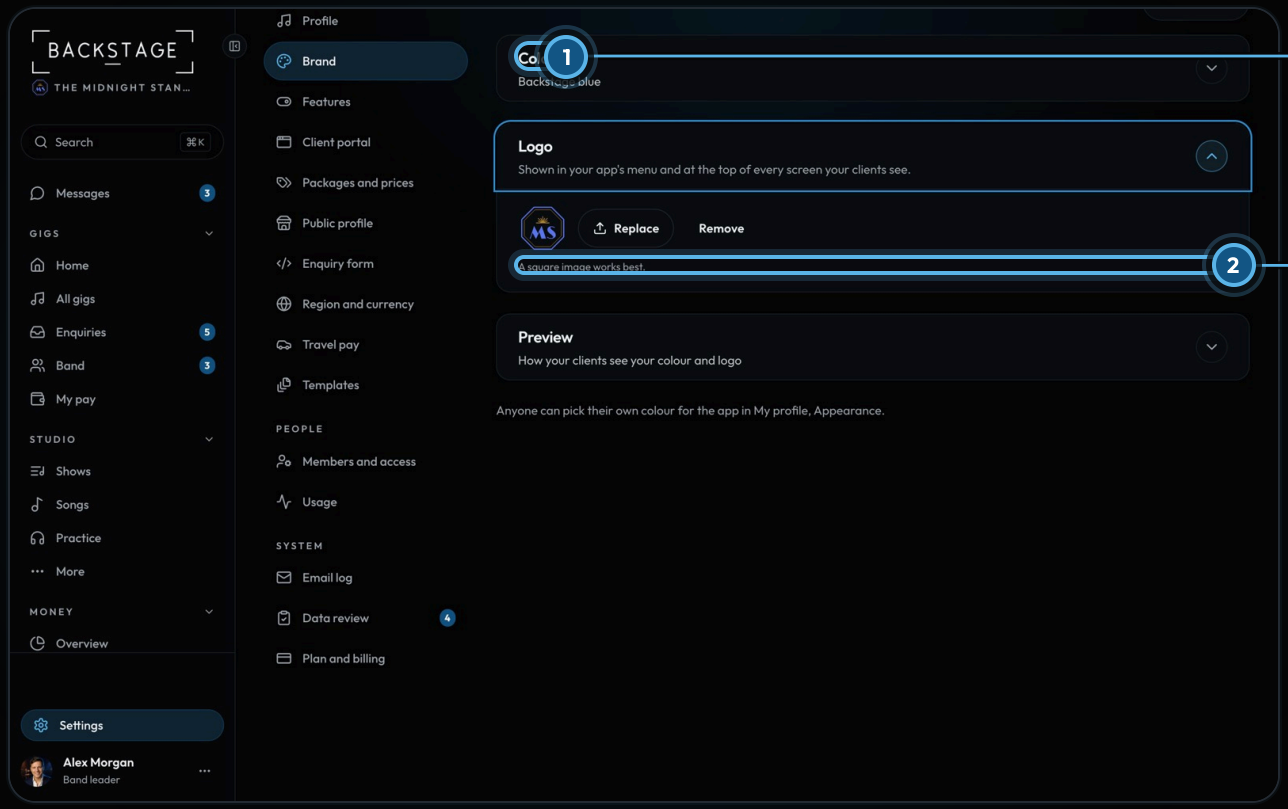
HOW TO

1. **Business details**: name, email, phone, tax number, mailing address and e-Transfer email. Shown on invoices.
2. **Invoice number prefix**: from your initials, like MS-2026-001. **Payment terms**: default notes on new invoices.
3. **Reviews**: your Google review link, and how many hours after a gig the thank-you goes out.
4. **Sub rankings**: who to ask first when a spot opens, per instrument.
5. **Drop-outs**: the notice window (14 days to start). Inside it, a drop-out waits for your OK. Add a late drop-out policy if you like.
6. **Stage calls**: how many minutes before the end of a break everyone gets a call, then On now.
7. **Song requests**: one QR code for every show, for a banner, poster or table cards.

SETTINGS

Brand

Your band's colour and logo. Clients see them in the client app, your emails and your band page, and your app's menu shows the logo.



1 **Colour**
Used in your app and for your clients.

2 **Logo**
Any phone photo or image file. It's made small on your phone first.

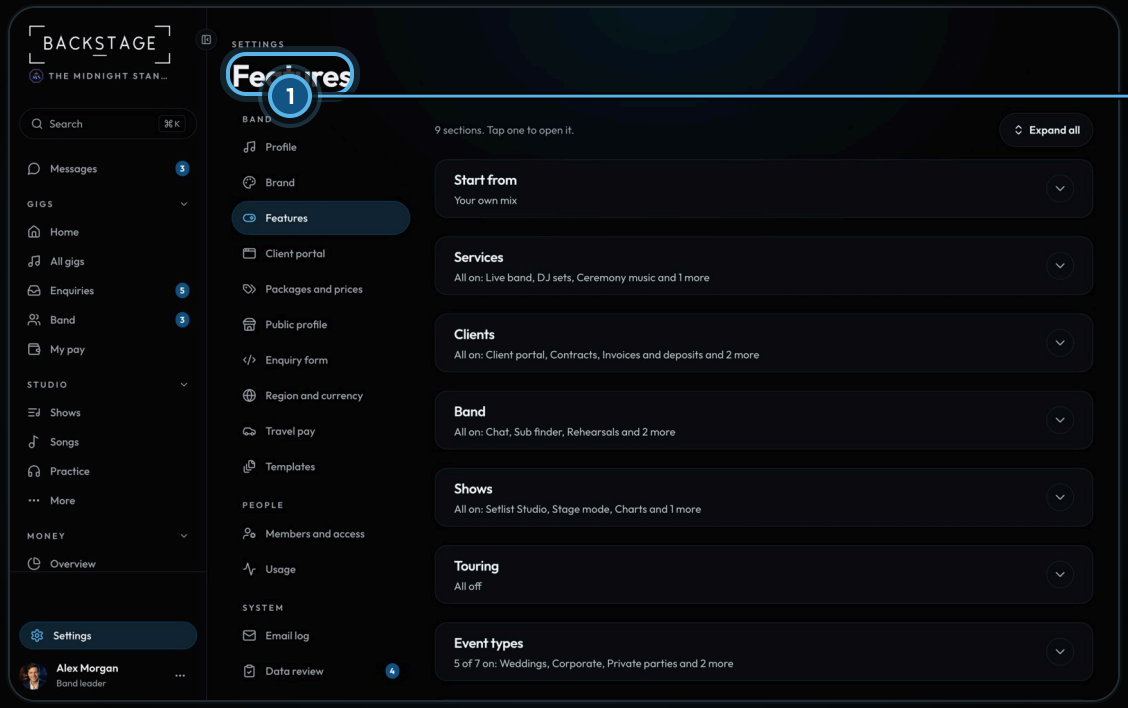
HOW TO

1. Open **Settings → Brand**.
2. **Colour**: pick your band's colour. Text in it is made a little lighter or darker where needed, so it stays easy to read.
3. **Logo**: tap **Upload** and choose an image. A square one works best. A photo straight off your phone is fine, HEIC included.
4. Open **Preview** to see how clients see it, then tap **Save**.

SETTINGS

Features

What your band does, which tools show, your event types and your lineups.



1 **Features**
Settings → Features.

HOW TO

1. **Start from**: presets for a wedding band, cover or bar band, touring act, corporate band, solo or duo, or DJ.
2. **Services**: live band (always on), DJ sets, ceremony music, MC and announcements.
3. **Clients**: client portal, contracts, invoices and deposits, guest page, chat with clients.
4. **Band**: chat, sub finder, rehearsals, availability and time off, travel pay. **Shows**: Setlist Studio, stage mode, charts, stage plots. **Touring**: tours, settlements, merch.
5. **Event types**: weddings, corporate, private parties, bars and venues, festivals, touring
6. **Lineups**: the lineups you offer and the default.

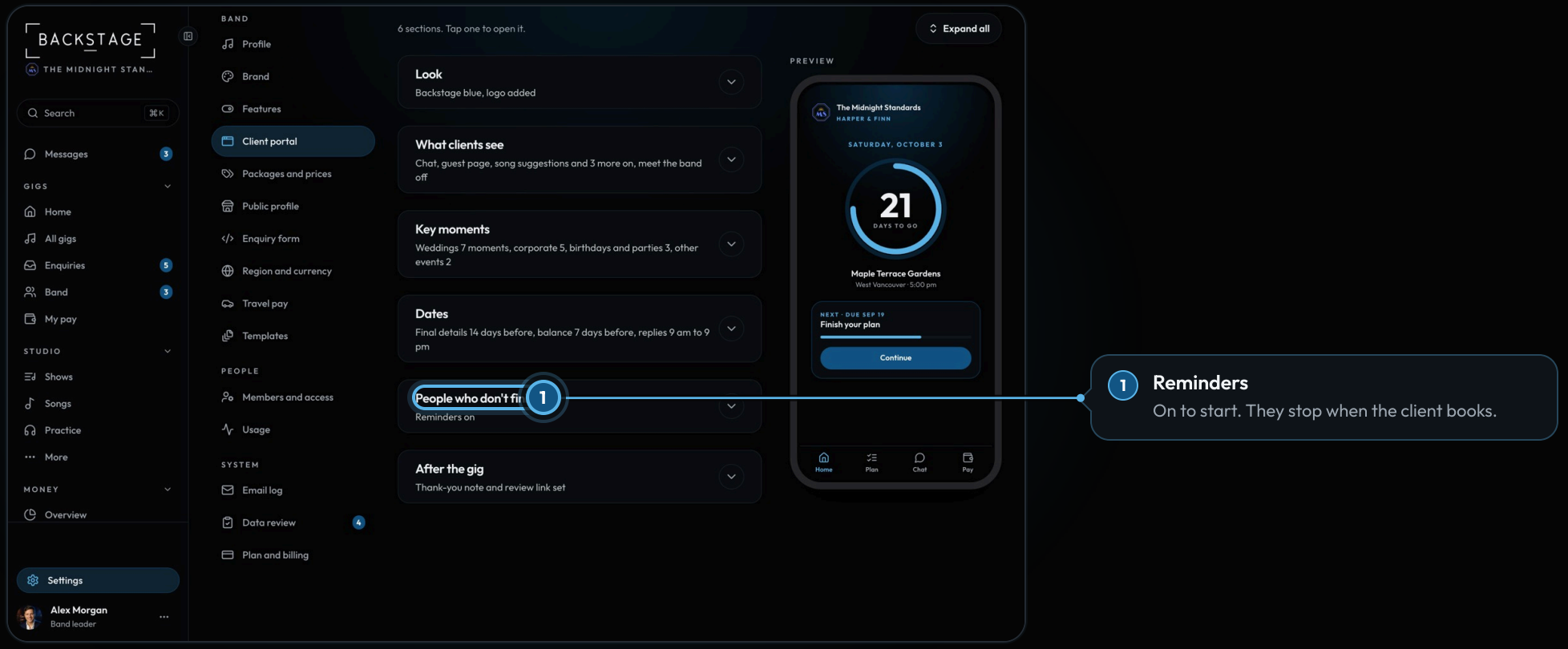
TIP

Bands that had gigs before keep everything they used. Chat, client chat and the guest page start off until you switch them on.

SETTINGS

Client portal

How the client app looks, what clients can see, key moments, dates and reminders.



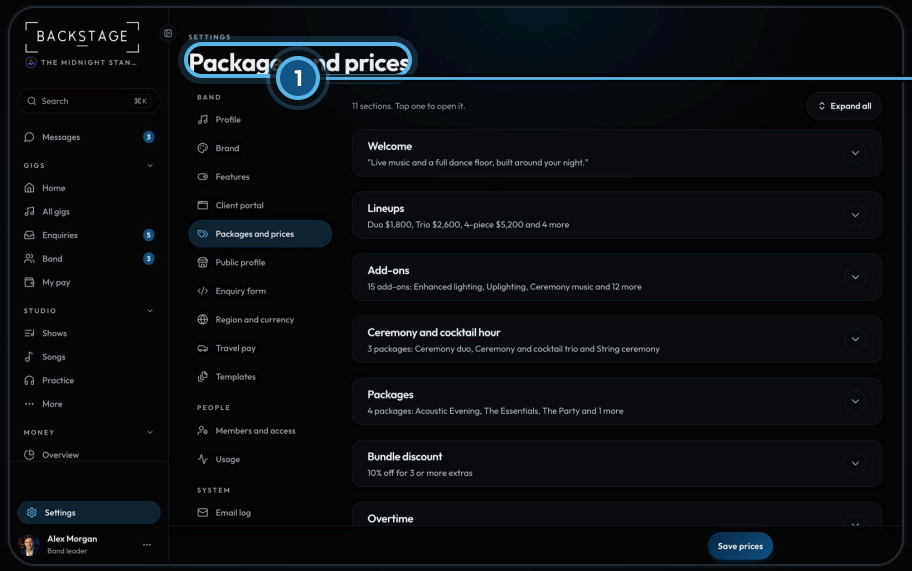
HOW TO

1. **Look**: your colour and logo come from **Settings → Brand**. Add your own web address here, like portal.yourband.com.
2. **What clients see**: songs, the DJ list, "please don't play", the setlist after, chat and the guest page. **Meet the band** (names, roles and photos of the lineup) is off to start. Turn it on here if you want clients to see who's playing.
3. **Key moments**: live or DJ for each moment by default. Change it per booking.
4. **Dates**: when the plan is due (14 days before) and when it locks (7 days before). **Reply hours**: 9 am to 9 pm to start.
5. **People who don't finish**: gentle reminders at 2 and 6 days, on to start. Quiet hours respected.
6. **After the gig**: the thank-you, the review link and the night in songs.

SETTINGS

Packages and prices

Welcome, lineups, add-ons, packages, travel, deposit and balance, busy dates, and what clients can change.



1 **Packages and prices**
Settings → Packages and prices.

HOW TO

1. **Welcome**: one line, a photo and an optional video.
2. **Lineups**: price, what's included, who's on stage, what it adds, Most booked.
3. **Add-ons**: flat, per hour or per musician, free, options, build the group, event types, Popular.
4. **Packages**: a lineup plus included add-ons, at a set price or items less a percentage. **Add a package** works straight away: a lineup with no price gets its price in the package form, saved to Lineups too.
5. **Travel**: off, per km per musician, or flat by distance. Optional hotel nights and crew.
6. **Deposit and balance**: 25%, 30%, 50%, custom or fixed. Balance due 30 days before to start. **Remind clients to pay** emails them before each payment is due and if it's late, and stops as soon as it's paid.

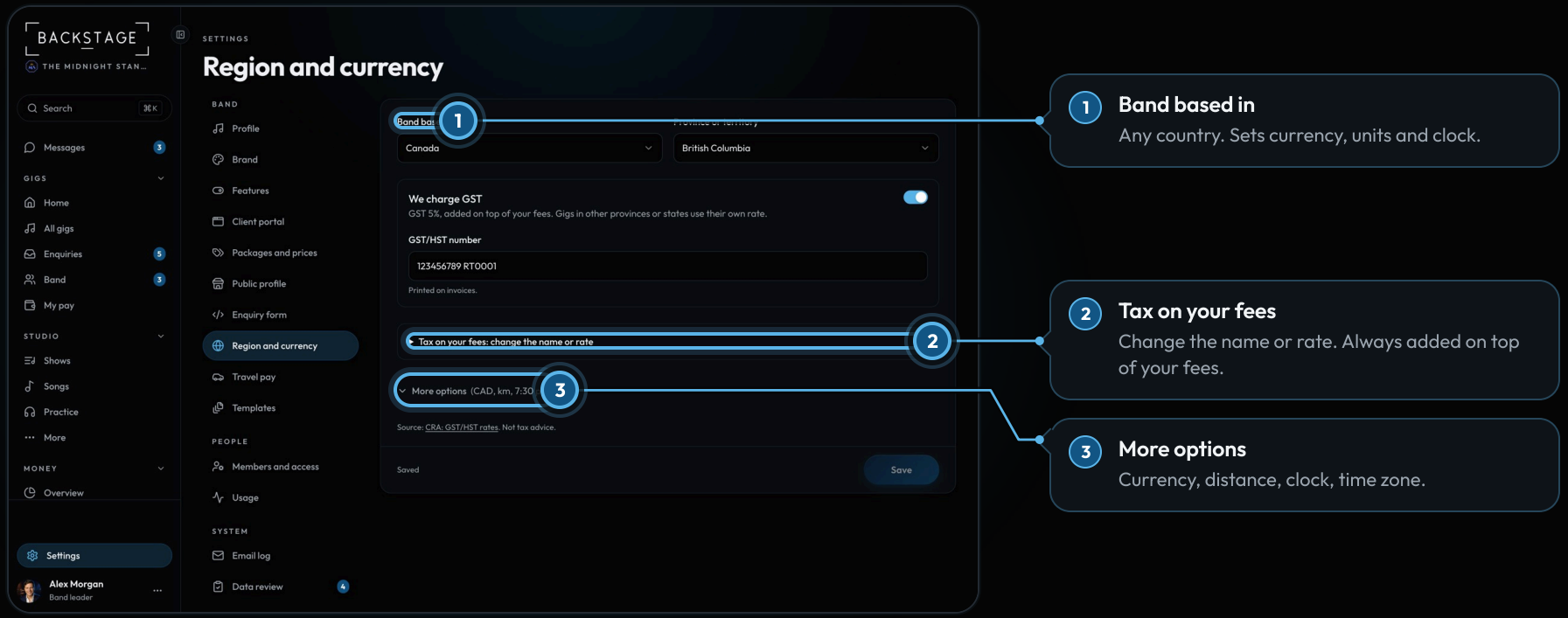
TIP

See Packages and prices for a walkthrough.

SETTINGS

Region and currency

Where the band is based, anywhere in the world. It sets your currency, km or miles, the clock, and the tax on your fees.



HOW TO

1. **Band based in**: any country, plus your province, state or region where it matters. The currency, km or miles, clock and the day the week starts come from it.
2. **Tax on your fees**: presets for VAT and GST in the EU, the UK, Australia, New Zealand, India and more, and per province or state in Canada and the US. Or set your own tax name and rate.
3. Tax is always added on top: your fees are quoted before tax, and the tax shows on its own line on quotes, invoices, contracts and receipts.
4. **Tax number**: printed on invoices.
5. **More options**: change the currency, distance, clock, number and date format or time zone.

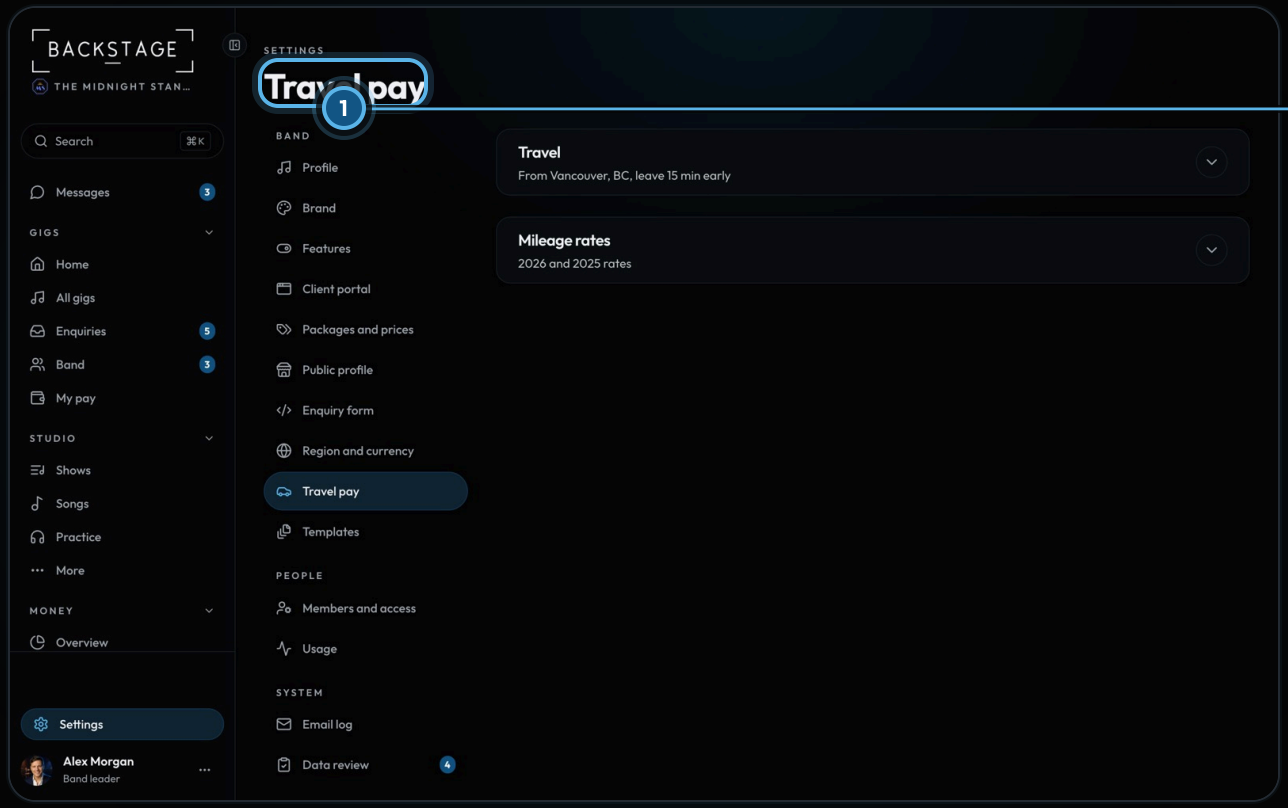
TIP

Player pay methods follow your country too, like SEPA, PayID, UPI, PIX, Wise or Revolut. Tax rates are a starting point, not tax advice.

SETTINGS

Travel pay

Where distances start, when people should leave, and the official per-km rates for travel pay.



1 **Travel pay**
Settings → Travel pay.

HOW TO

1. **Home base**: used for anyone who hasn't added where they drive from.
2. **Leave-by buffer**: minutes added before the first call (15 to start).
3. **Mileage rates**: the official rate by year (CRA in Canada, IRS in the US), with the tier after 5,000 km.

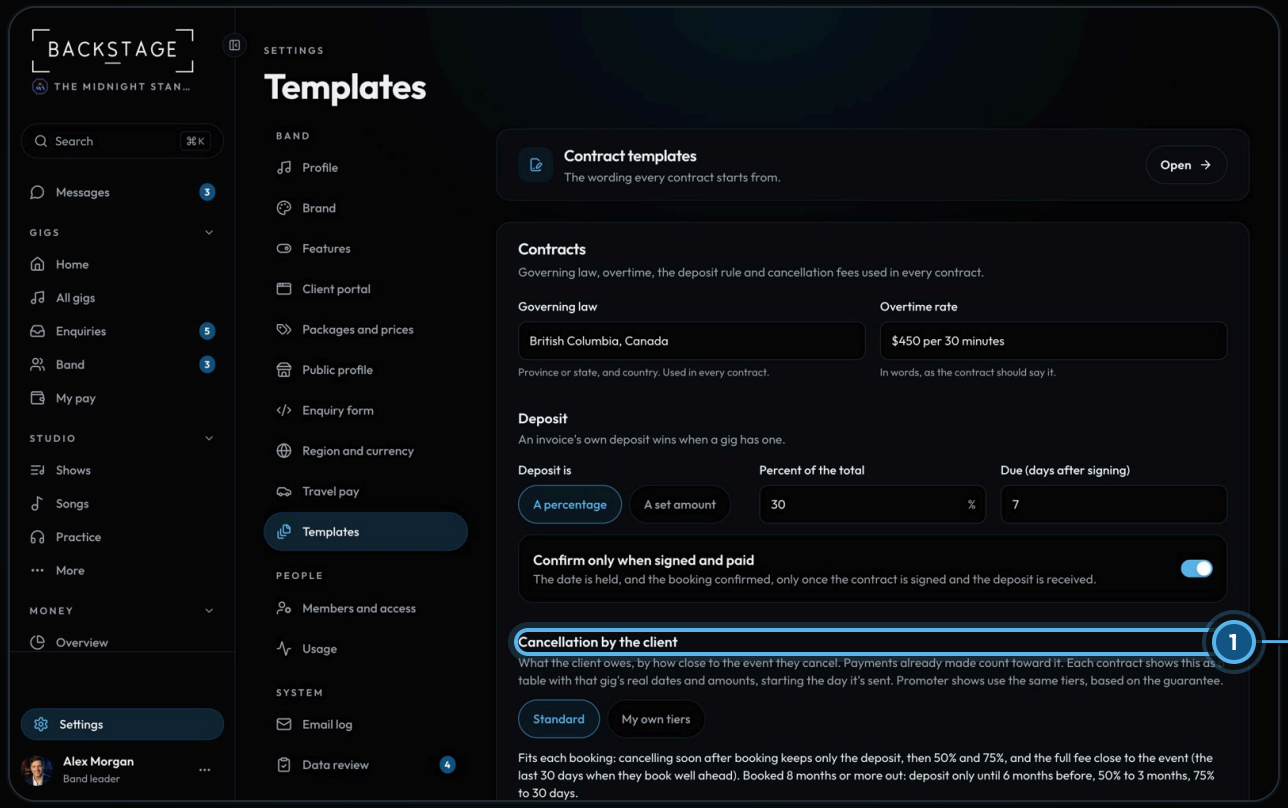
TIP

This is what the band pays players. What clients pay for travel is set in Packages and prices.

SETTINGS

Templates

Contract wording, governing law, overtime, the deposit rule and cancellation fees.



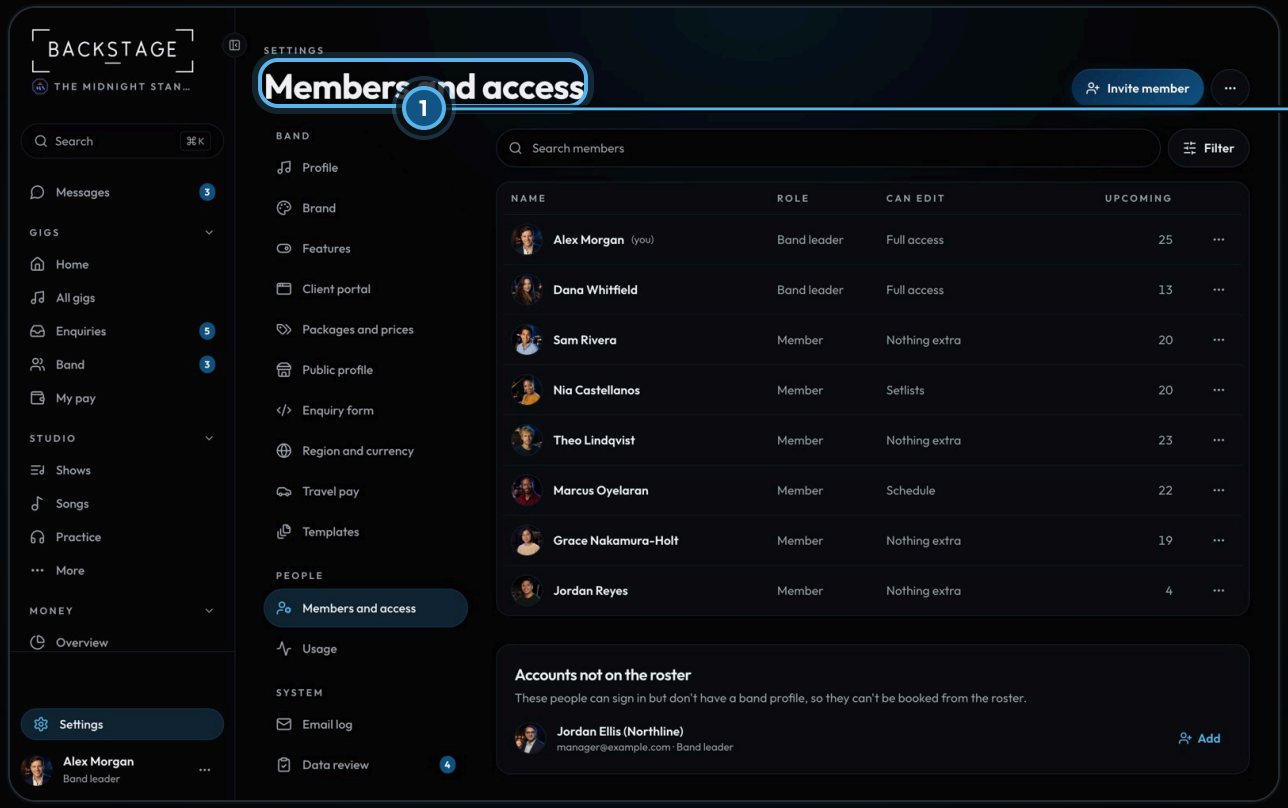
HOW TO

1. **Contract templates**: wedding, corporate, private party, bar or venue, and any other event.
2. **Governing law** and **overtime rate**, used in every contract.
3. **Deposit**: the same setting as Packages and prices. **Confirm only when signed and paid** is on to start.
4. **Cancellation by the client**: tiers by days before the event. Each contract shows them with real dates and amounts.

SETTINGS

Members and access

Who's in the band, who's a leader, and what each member can do.



1 Members and access
Settings → Members and access.

HOW TO

1. **Invite member**: sends a sign-in link.
2. Tap a person to open their access. Leaders have full access; members get switches: edit setlists, edit the schedule, set their own rate, see notes.
3. **Make a band leader** in their card (or the row's ⋯). **Change to member** reverses it.
4. ⋯ → **Set the team page order** to drag people into order.

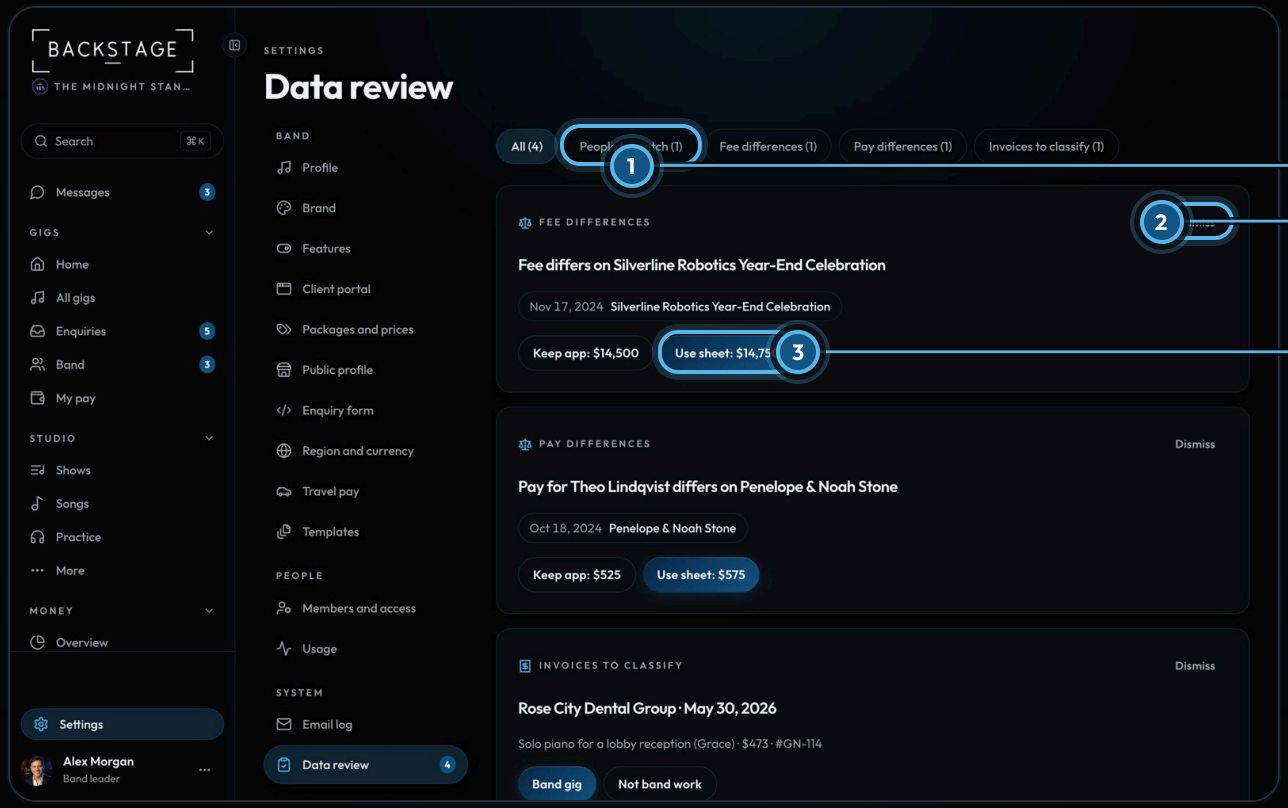
TIP

See Members, roles and permissions.

SETTINGS · SYSTEM

Data review

When old gig sheets and invoices are imported, anything that doesn't match lands here. Each answer is applied everywhere.



1. **Filter by type**
   People, fees, pay and invoices.
2. **Dismiss**
   Not worth fixing? Clear it.
3. **Pick the right number**
   Keep the app's, or use the sheet's.

HOW TO

1. Open **Settings → Data review**.
2. Work through each card: pick an answer and it's applied everywhere.
3. For people, match them to someone on the roster, or **Add as new sub**.

SETTINGS

Plan and billing

Your plan, what your band uses, add-ons and your data. Players, subs, crew and clients are always free.



HOW TO

1. **Band** ($29 a month): gigs, calendar and crew, chat and availability, player pay, enquiries and invoices.
2. **Add-ons**: Client booking app, Contracts and e-sign, Gig Split, Insights and tax pack, Setlist Studio, Your brand, Touring and Stage plots. **Try free** any of them.
3. **Band Pro** ($79 a month): Band plus the first six add-ons, for less than adding them one by one.
4. **Manager** ($199 a month): up to 3 artists with everything for each, plus the roster. Each extra artist is $49.
5. **Your data**: download gigs, songs, setlists, clients and enquiries, and contracts as CSV, on any

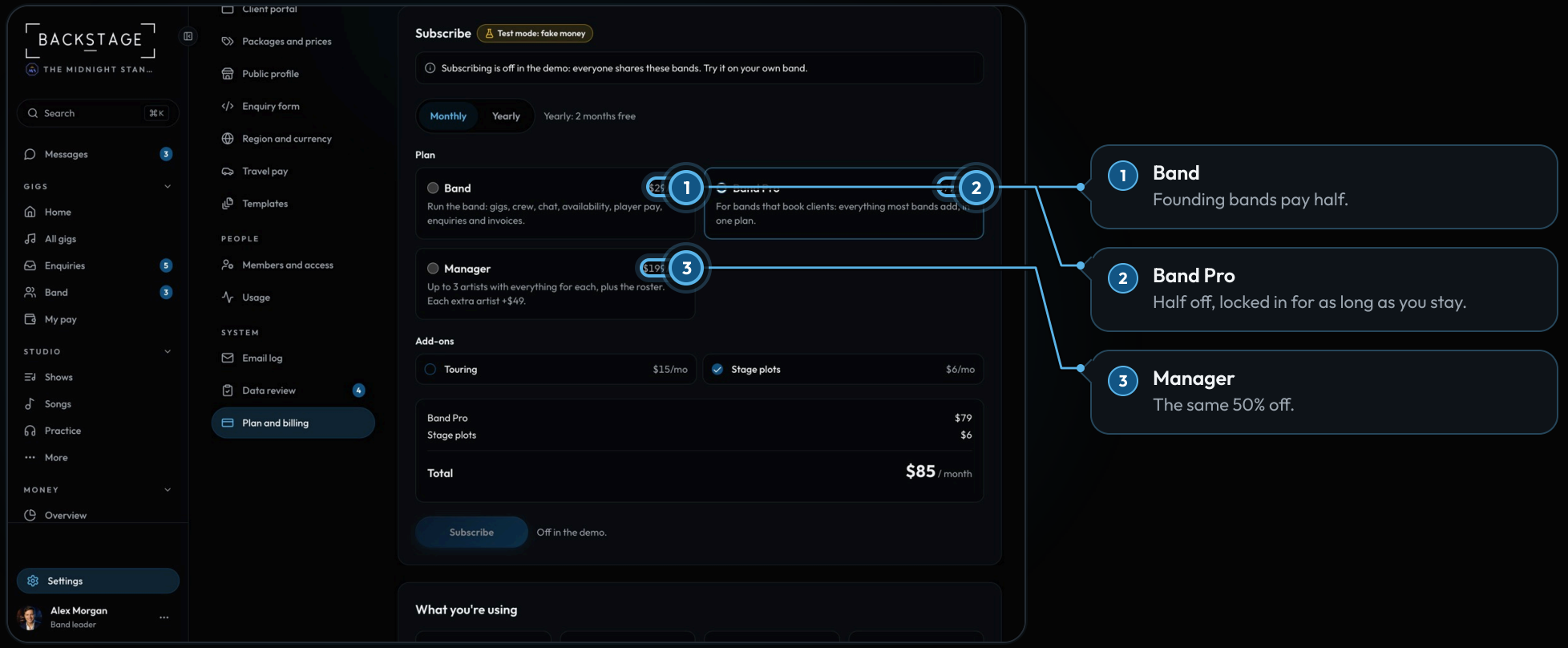
TIP

A new band gets everything free for 14 days, no card. When the trial ends you drop to Band: paid areas stay there to view, and nothing is deleted.

SETTINGS · PLAN

Founding bands and inviting other bands

The first 25 bands on Backstage are founding bands: half off any plan, for life. Know another band? Send them your link. They get founding pricing while spots last, and you get free months.



HOW TO

1. Apply to be a founding band from the Backstage website (**For bands**). There are 25 spots, open until December 31, 2026.
2. Accepted bands get a sign-up link. Start your band from it and your founding number is yours for good.
3. Your badge, **Founding band #** and your number, shows on your home screen and in **Settings → Plan and billing**, with your locked-in prices.
4. To invite another band, open **Plan and billing → Invite another band**, then **Copy link** or **Share**.
5. You get a free month for each band that joins from your link and finishes setup, up to 6. They're used when billing starts.

PART 12 · KEEP IT HANDY

Quick reference: where to tap

Common jobs and the fastest way to each. Print this page and keep it in your gig bag.

EVERY PLAYER

Reply to a gig offer	Home › Can you make it? › I'm in
When to leave	Gig day › Your drive
Drop out of a gig	Gig › I need to drop out
See what I'm owed	Pay
Confirm I've been paid	Pay › the gig › I've been paid
Book time off	Band › Time off › Request time off
Gigs in my calendar	All gigs › ··· › Add gigs to my calendar
Turn on phone alerts	My profile › Notifications
Practise a gig's songs	Gig › Practice this set
Gigs from all my bands	My bands

ON STAGE

Play with no setlist	Home, or Studio › ... › Go live
Play the next song	Go live › tap a song › Go
Reorder what's next	Up next › drag, or Play next
Change who sings	Up next › tap the singer
Run a planned setlist	Gig › Setlist › Stage view
Everyone follows me	Stage › Lead the show
Full screen a PDF chart	Chart › Full screen
Change key	Chart › transpose − / +
Take requests	Stage › Requests, or R

BOOKING CLIENTS

Add an enquiry by hand	Enquiries › ... › Add enquiry › Fill from an email
Check a date	Enquiries › the card › Date check
Hold a date	Enquiries › the card › Hold for 7 days
Send the client their link	Enquiries › the card › Send booking link
Confirm a booking	Needs you › asked to book › Confirm and send
Follow up with someone	Needs you › the row › send the message
Offer a freed-up date	Needs you › date is free › Offer to
Who wants the same date	Busy dates › the date
Countersign a contract	Gig › Contract › Countersign
Contracts waiting on you	Money › Contracts › To countersign
Form on your website	Settings › Enquiry form › Copy

BAND LEADERS

Set your prices	Settings › Packages and prices
Change your deposit	Settings › Packages and prices › Deposit and balance
Add an add-on	Packages and prices › Add an add-on
Charge more on busy dates	Packages and prices › Busy dates
New gig	Home or All gigs › New gig
Booked, received and owed	All gigs › ··· › Totals
Add players	Gig › Lineup › Assign
Set player pay	Gig › Money › Set pay
Record a payment	Gig › Money › Fee and payments › amount › Save
Find a sub	Gig › Lineup › Find a sub
OK a drop-out	Needs you › the request › Approve
Invite a player	Band › Invite player
Make someone a leader	Settings › Members and access › tap them › Make a band leader
See what a member sees	Account menu › View as

PART 12 · KEEP IT HANDY

Questions and answers

Can players see the band's money?

Only if you let them. Fees, deposits, invoices and other players' pay are for leaders, checked on the server. Players always see their own pay.

Does anything get signed on the app's price alone?

No. A client asks to book, you check travel and anything unusual, and only then is the contract made. If you change the price, they accept it before signing.

What's the difference between Balance and Owing?

Balance is what's left on a gig still to come. Owing is a played gig that isn't marked paid.

Does it work with no reception?

Yes, for gig day and your show. Open them once with signal and they keep working with no bars.

Do I need to download an app?

No app store needed. Open the link in Safari (iPhone) or Chrome (Android) and add it to your home screen. It opens full screen with its own icon and can send notifications.

Why don't notifications work on my iPhone?

iPhone only allows notifications for apps on the home screen (iOS 16.4 or later). Add it to your home screen, open it from the icon, then switch on notifications in My profile.

How are drive times worked out?

From your address in My profile → Travel to the venue, on real roads. Leave by is the call time minus the drive and a buffer.

Can clients see what we pay each player?

Never. The client app shows their own booking, their price and their plan.

Do clients get a receipt when they pay?

Yes, one for each payment you record and each card payment. Change the amount later and they get an Updated receipt. Untick Email a receipt to skip one.

Does the client get the signed contract?

Yes. When you countersign, the signed PDF goes to the client who signed and anyone paying, with a link to their portal.

I'm in two bands. Which one does an email link open?

The band the email is about. Its name is in the subject, and the link switches you to that band.

Is anything I do in the demo saved?

The public demo is a sandbox with made-up bands. Click around freely: everything resets every night.

BACKSTAGE

You're ready for the next gig.

Try anything in this guide on the live demo. It's a sandbox with a made-up band, and it resets every night.

trybackstage.vercel.app