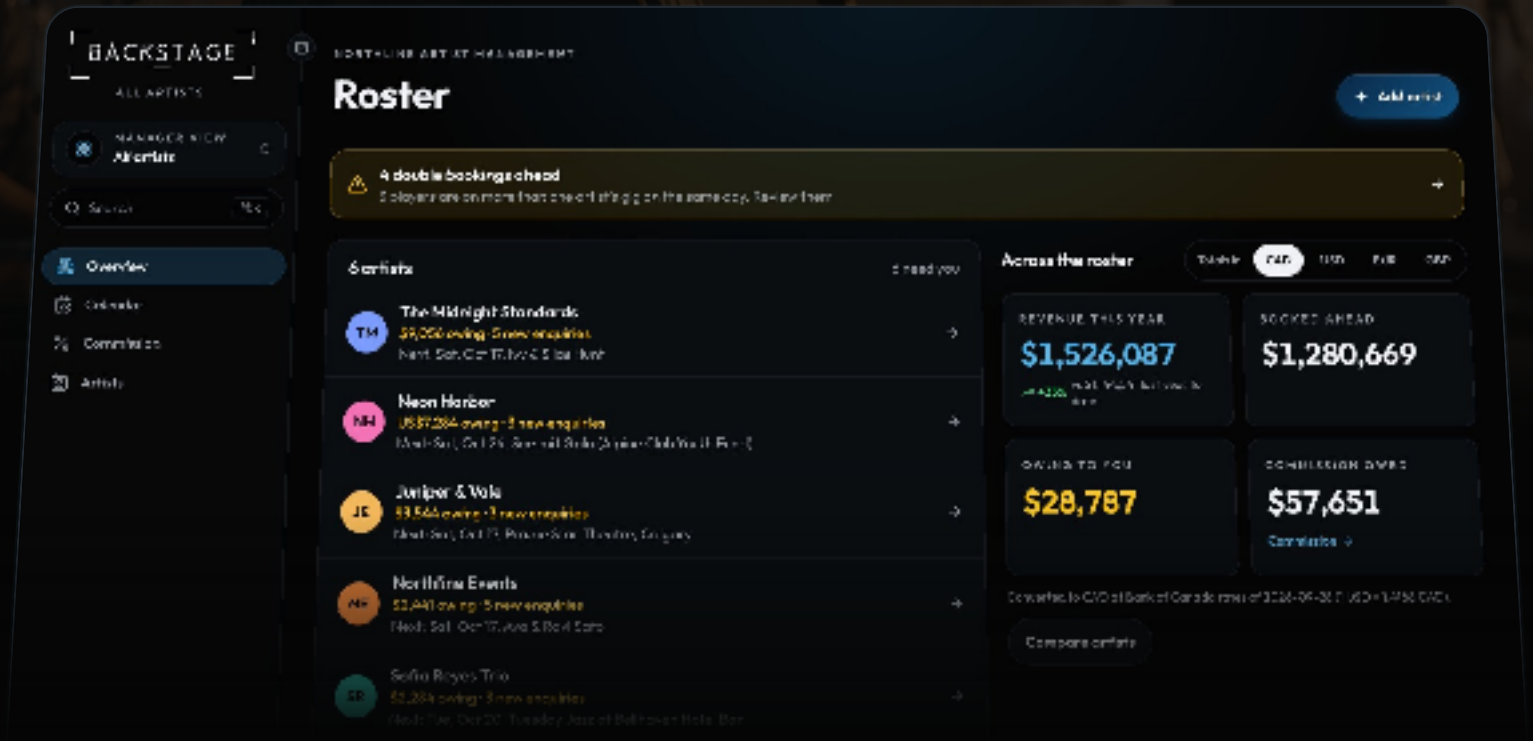
BACKSTAGE

MANAGER ADD-ON

Backstage: Manager edition

Every artist on your roster in one portal: roster, calendar, conflicts and commission.



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PART 1 · CHAPTER 11

Manager edition

Run several artists from one portal. Each artist keeps its own band, gigs and books; you get the roster at a glance, one calendar, double-booking alerts and commission.

Switch between artists 4

The roster dashboard 5

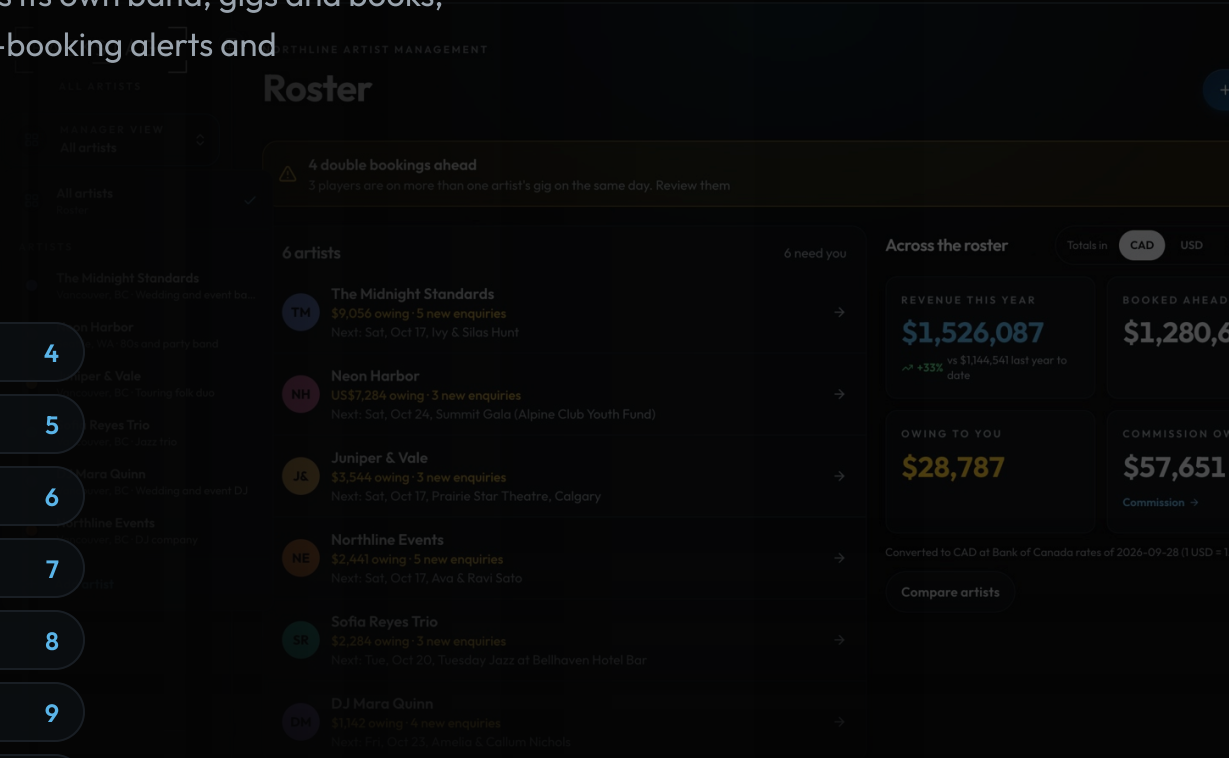
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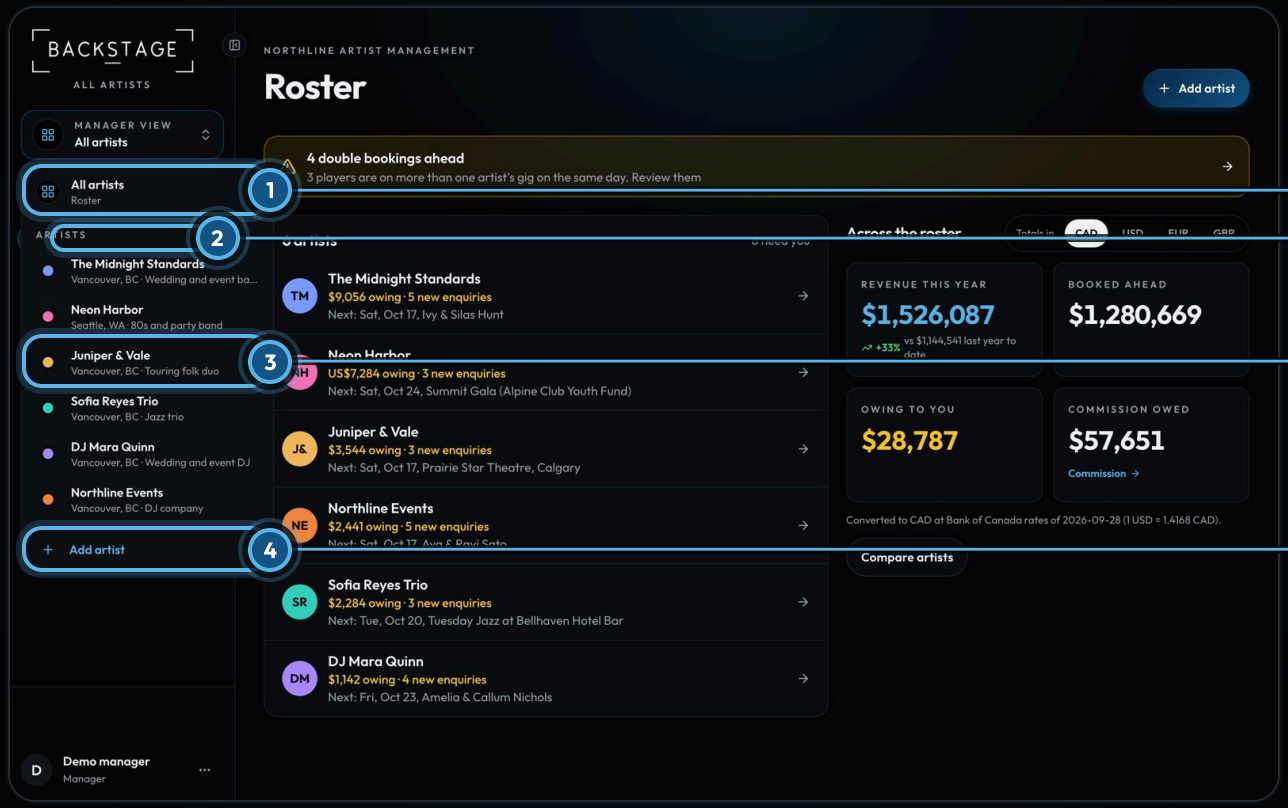
Add artists and their leaders 10



ARTIST MANAGERS

Switch between artists

One login, every artist. The switcher at the top of the sidebar moves you between the whole roster and any single artist, where everything works exactly like that band's own app.



1 All artists
The roster pages: dashboard, calendar, commission.

2 Roster menu
Overview, calendar, commission and artists. Only managers see it.

3 One artist
Their gigs, people and money, colour coded.

4 Add artist
A new band with its own books.

HOW TO

1. Click the switcher at the top of the sidebar (**Manager view**).
2. Pick an artist to work inside it, or **All artists** for the roster.
3. Inside an artist you get its full menu: gigs, band, tools and admin.

TIP

On a phone, tap **Switch** in the bar under the logo.

ARTIST MANAGERS

The roster dashboard

Every artist's money and bookings side by side: revenue, booked ahead, gigs in the next 30 days, what's outstanding and your commission.



1 **Double-booking alert**
Players on two artists' gigs the same day.

2 **Across the roster**
Revenue, booked ahead, gigs, outstanding.

3 **Each artist**
What clients owe, new enquiries and the next gig. Tap to open the artist.

4 **Your commission**
Earned this year, and what's still owed.

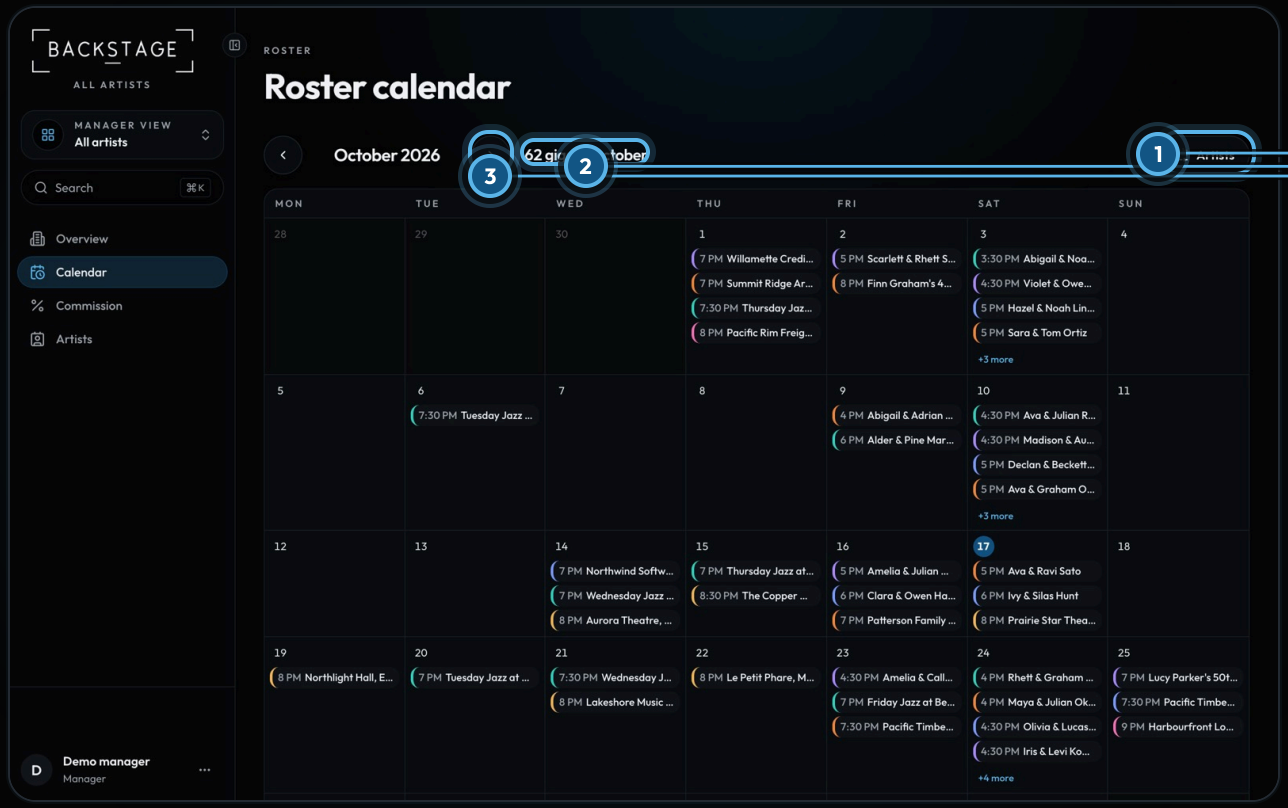
HOW TO

1. Pick **All artists** in the switcher to land on **Roster**.
2. Read the totals across every artist at the top.
3. Scroll to each artist's card and click **Open** to work inside it.

ARTIST MANAGERS

The roster calendar

Every artist's gigs on one calendar, colour coded, so you can see a busy weekend coming.



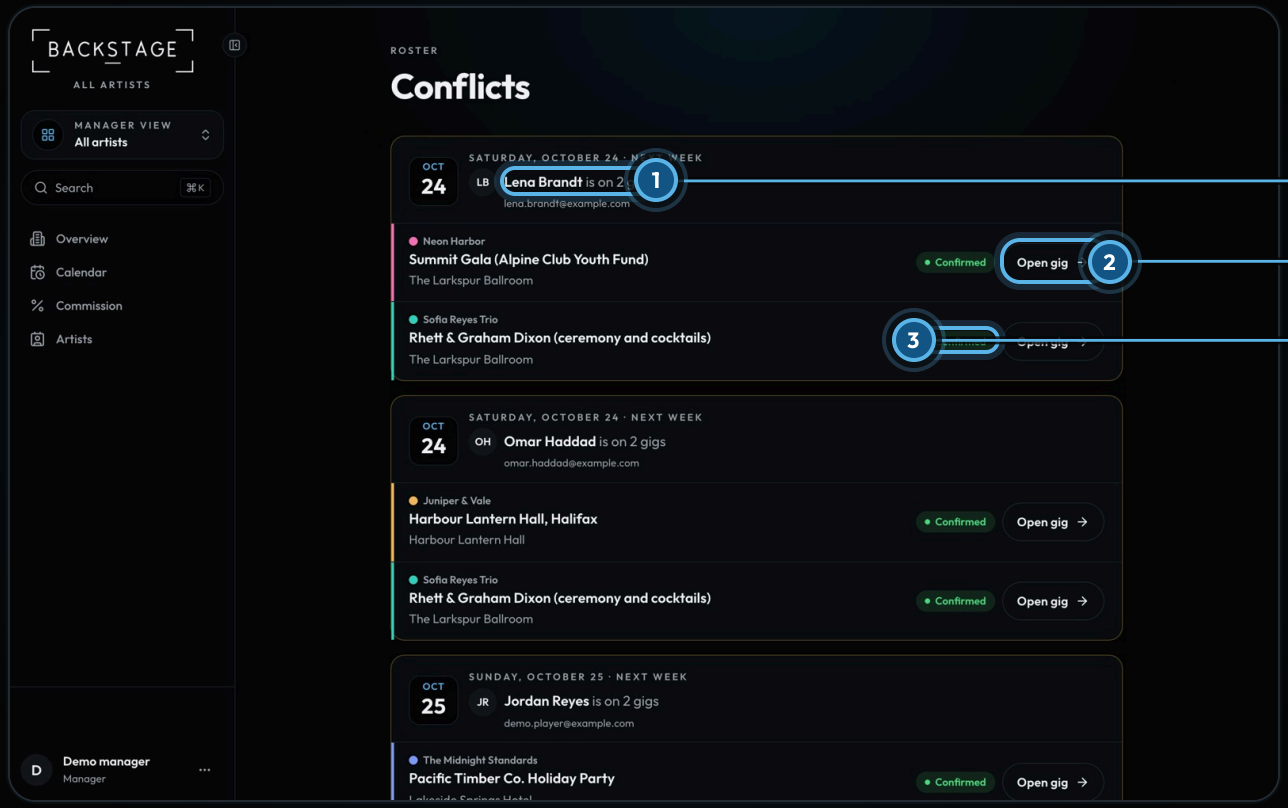
HOW TO

1. Open **Roster calendar**.
2. Click **Artists** to show only some artists.
3. On a phone the list starts today; **Show earlier this month** has the rest. On a busy day click **+3 more** for the whole day.
4. Click a gig to open it inside its artist. Only gigs that aren't confirmed show a status.

ARTIST MANAGERS

Conflicts and double bookings

The same sub on two of your artists' gigs the same night? You'll see it here first, with a link to fix the lineup.



1 Who and when
The person and every gig they're on that day.

2 Open gig
Change the lineup inside that artist.

3 Status
Confirmed or pending for each gig.

HOW TO

1. Open **Conflicts**, or **Review conflicts** on the roster dashboard.
2. For each date, decide which gig keeps the player.
3. Click **Open gig** on the other one and use **Find a sub**.

TIP

Declined players don't count as conflicts, so a sub who said no disappears from the list.

ARTIST MANAGERS

Commission

What you've earned from each artist, what they've paid you and what's still owed, worked out from every gig they play.



1 Record payment
When an artist pays you.

2 Owed to you
Everything earned less everything paid. See the numbers for the year.

3 By artist
Rate, start date, earned, paid, owed.

4 Each artist's rate
A percentage of the fee, or fee less travel.

HOW TO

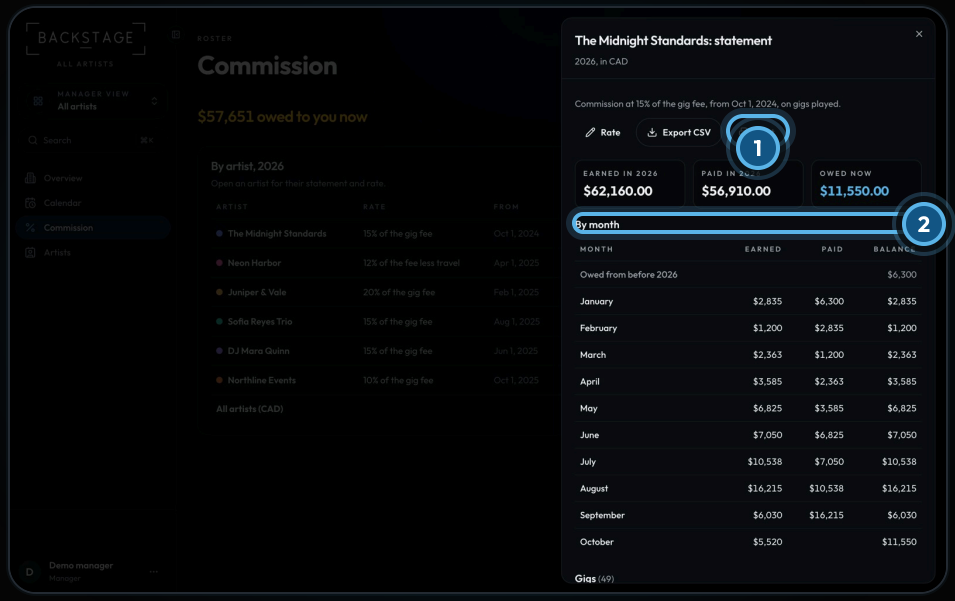
1. Open **Commission**. The top line is what's owed to you now; **See the numbers** has earned and paid, the year and the currency.
2. Each artist is a row: click it for their statement. Its **...** has **Commission rate** (rate, base or start date).
3. Click **Record payment** when money comes in (or **Record** on the artist's row).

ARTIST MANAGERS

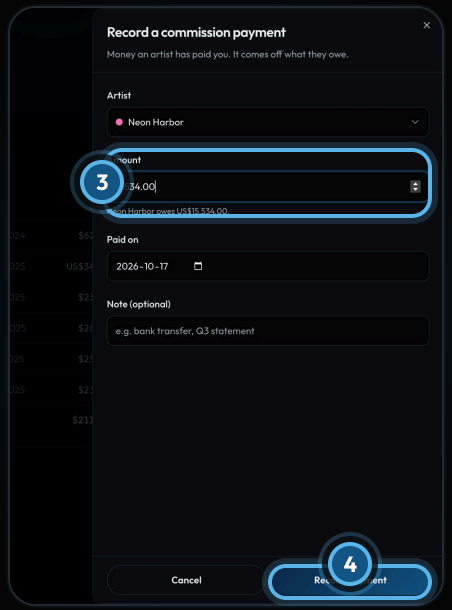
Statements and payments

Send each artist a clear statement: month by month, gig by gig. Record their payments and the balance updates everywhere.

STATEMENT



RECORD A PAYMENT



1 Print
A PDF to send the artist.

2 By month
Earned, paid and balance.

3 Amount
Filled with what they owe.

4 Record payment
Comes off their balance.

HOW TO

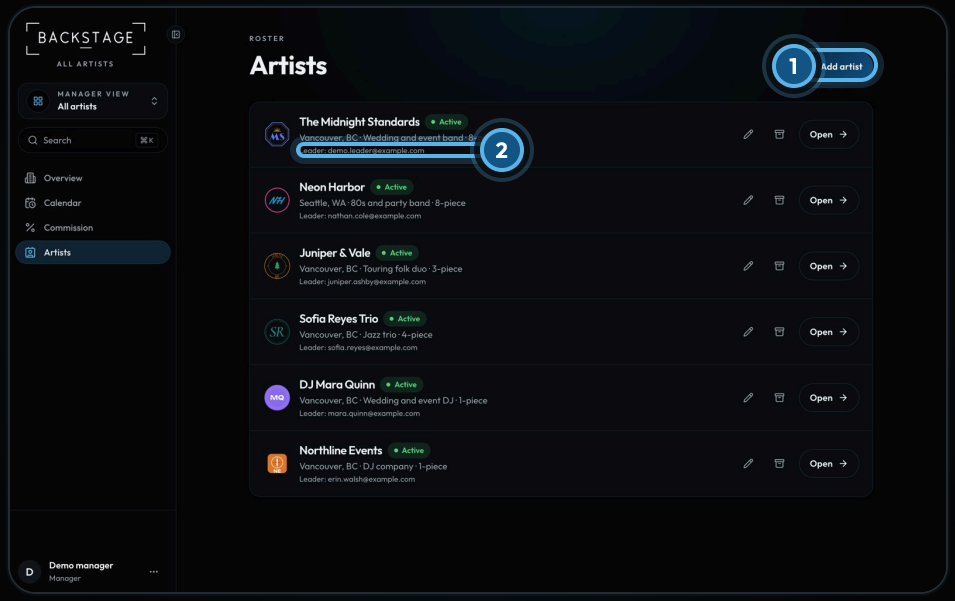
1. In **Commission**, click the artist's row to open their statement.
2. Click **Print** or **Export CSV**.
3. When they pay, click **Record payment**, check the amount and date, and save.

ARTIST MANAGERS

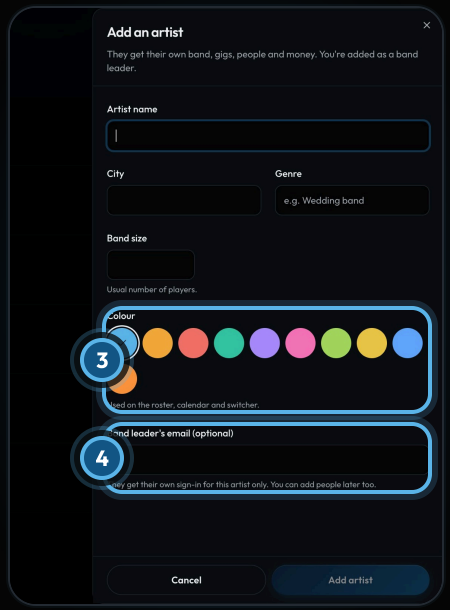
Add artists and their leaders

Each artist gets its own band, gigs, people and money. Invite the artist's band leader and they sign in to their artist only.

ARTISTS



ADD AN ARTIST



1 Add artist
Name, city, genre, band size, colour.

2 Leaders
Who runs each artist day to day.

3 Colour
Used on the roster, calendar and switcher.

4 Band leader
Their own sign-in, for this artist only.

HOW TO

1. Open **Artists** and click **Add artist**.
2. Fill in the name, city, genre, band size and colour.
3. Add the band leader's email to invite them, or add people later.
4. Click **Open** on an artist to edit it, add leaders or archive it.

TIP

You're added to every new artist as a band leader, so you can set it up before inviting anyone.

PART 2 · 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.

THE ROSTER

See every artist	Roster
Every show on one calendar	Roster calendar
Double bookings	Roster › Review conflicts
Work inside one artist	Sidebar › artist switcher
Back to all artists	Artist switcher › All artists

COMMISSION

Commission owed	Commission › Owed to you now
Change an artist's rate	Commission › By artist › Rate
Record a payment	Commission › Record payment
Send a statement	Commission › the artist › Print
Export for your books	Commission › Export CSV

ARTISTS

Add an artist	Artists › Add artist
Invite an artist's leader	Artists › artist › Leaders
Archive an artist	Artists › artist › Archive

PART 2 · KEEP IT HANDY

Questions and answers

Do the artists' books mix?

Never. Each artist has its own database: gigs, people and money. You see them side by side, but nothing is shared.

What does an artist's band leader see?

Only their own artist, exactly like the single-band app. The roster, other artists and your commission stay with you.

How is commission worked out?

A percentage of each played, non-cancelled gig's fee from the start date you set. You can also take it on the fee less travel pay.

Which artist does an email link open?

The one the email is about. Emails name the artist in the subject and at the top, and their links switch you to that artist.

What counts as a double booking?

The same person on the lineup of two of your artists' gigs on the same date, unless they declined one of them.

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