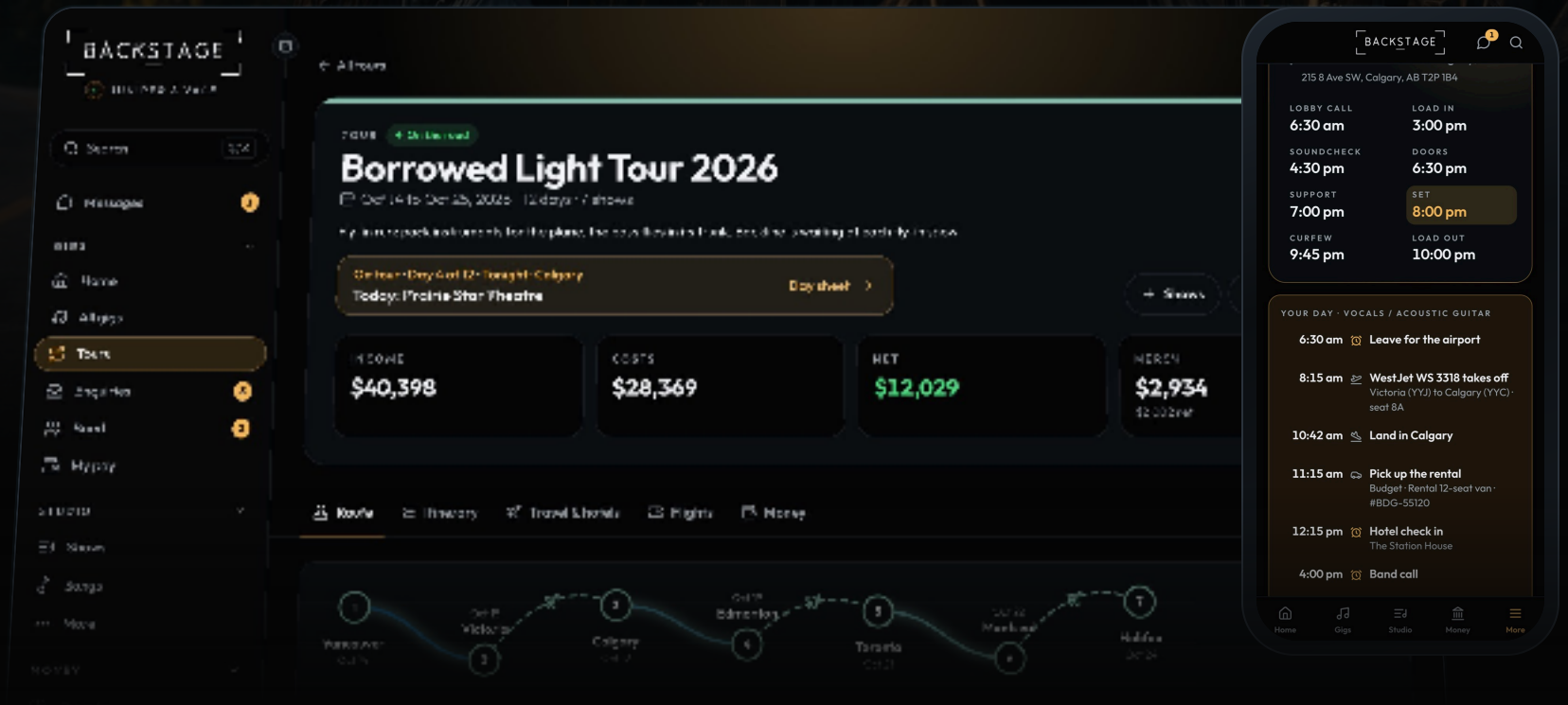
BACKSTAGE

TOURING ADD-ON

Backstage: for touring acts

Tours, day sheets, travel, hotels, promoter deals and merch. The add-on guide for acts on the road.



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PART 2 · KEEP IT HANDY

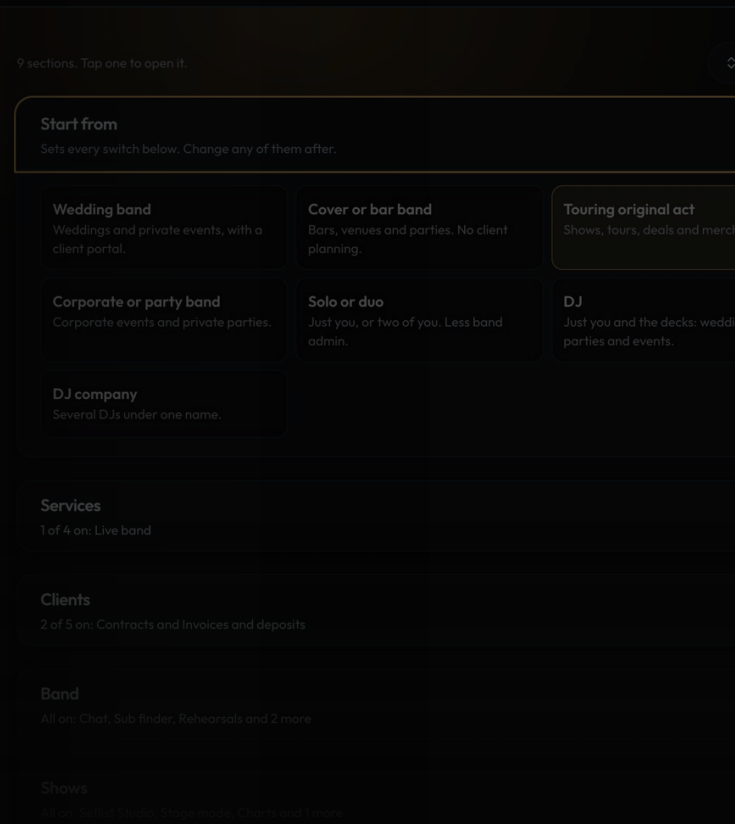
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PART 1 · CHAPTER 10

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.

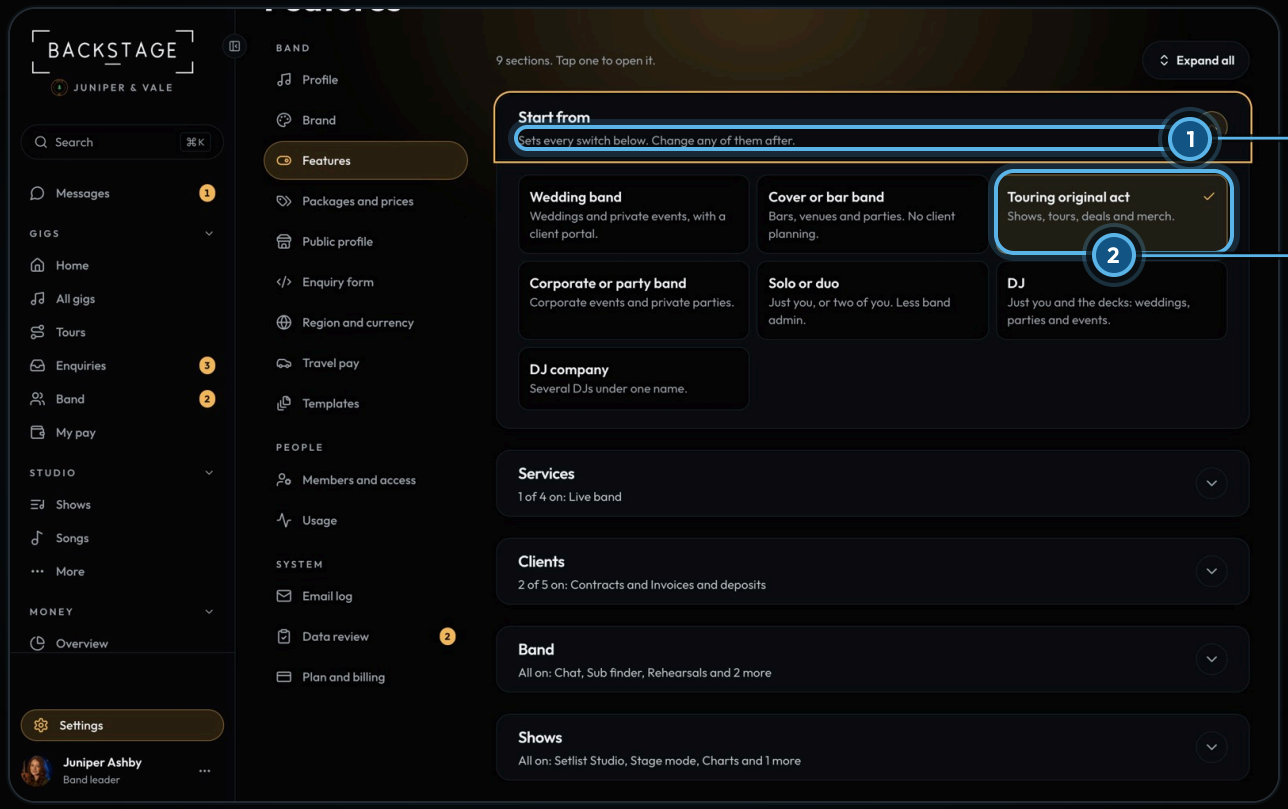


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BAND LEADERS

Switch on touring tools

Touring acts get tours, day sheets, deals, advancing and merch on every show. Pick the Touring original act preset, or switch the touring tools on alongside everything else.



1 Every switch
Change any of them after. Touring is further down.

2 Touring preset
Shows, tours, deals and merch.

HOW TO

1. Open **Settings → Features**.
2. Tap **Touring original act**, or switch on **Tours and day sheets**, **Settlements** and **Merch** under Touring.
3. Shows now get a day sheet, advancing, a deal and merch, and Tours appears in the menu.

TIP

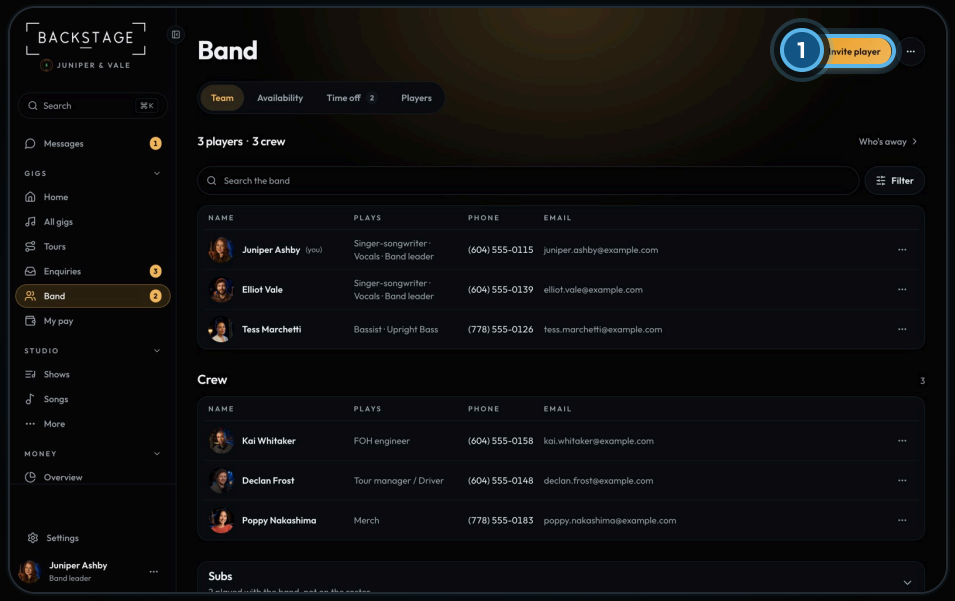
Switching is safe. Nothing is deleted, and client planning stays if you keep it on.

BAND LEADERS

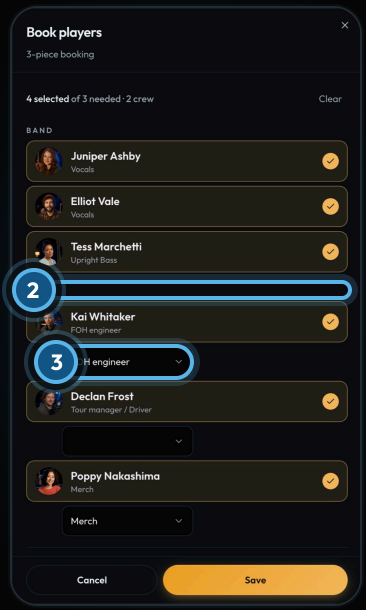
Crew and crew roles

Crew are invited, confirmed and paid like players, each with a position: FOH, monitors, lighting, backline, tour manager, driver, merch or photo. They get their own call times and never see the band's money.

THE BAND AND CREW



CREW ON A SHOW



1 Invite
Choose Kind: Crew and their position.

2 Crew section
Below the band, with each position.

3 Role on this show
Change a crew member's position for this gig.

HOW TO

1. On **Band**, click **Invite player** and set **Kind** to **Crew**, then pick a **Crew position**.
2. On a show, open **Lineup**, click **Assign** in **Band and crew** and tick the crew you need in **Book players**.
3. Change someone's role for one show from the menu under their name.
4. Crew see their own call times on the day sheet, like "FOH line check".

TIP

Crew members never see fees, deals or the tour P&L, only their own pay.

BAND LEADERS · TOURING

Tours

Group shows into a tour to see the whole run at once: dates, cities, shows and whether it's making money.



1. **New tour**
   Name, dates, then add shows.
2. **Across every tour**
   Merch gross, net and tour expenses.
3. **Coming up**
   The next run, with its route and next show.
4. **Net at a glance**
   Income less costs, per tour.

HOW TO

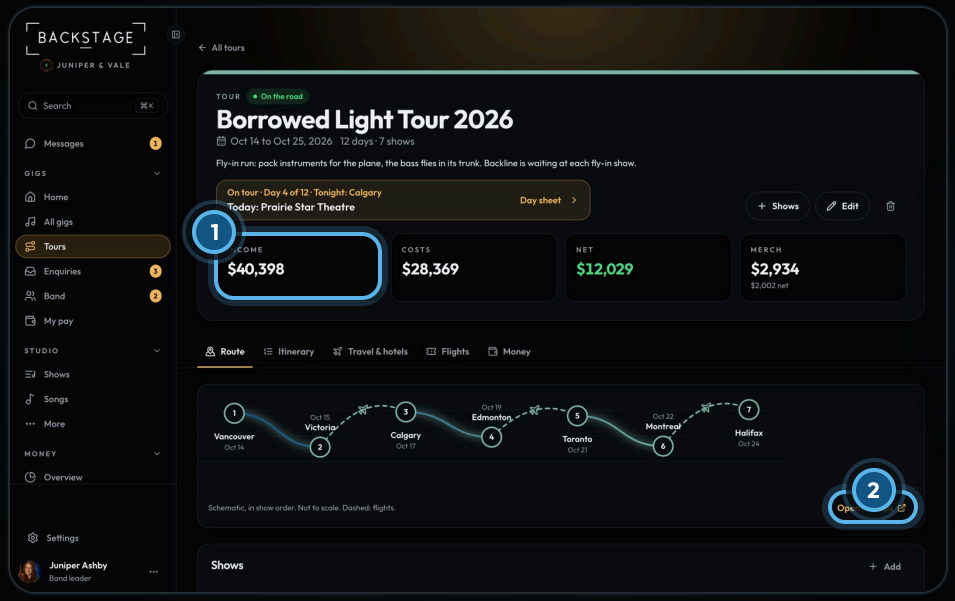
1. Open **Tours** in the menu (it appears once touring tools are on).
2. Click **New tour**, name it and set the dates.
3. Open the tour and use **Shows** to add gigs to it.

EVERYONE · TOURING

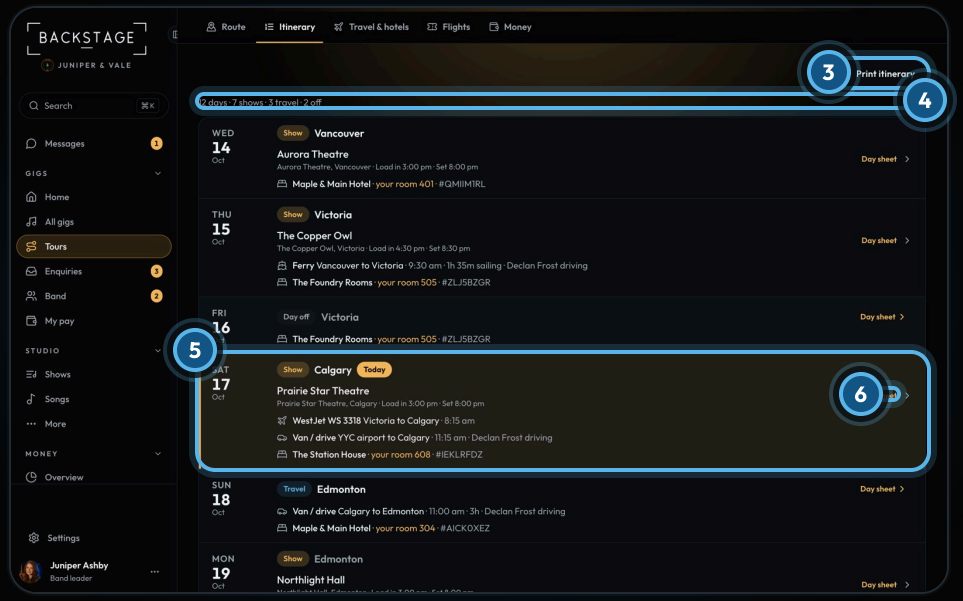
The route and itinerary

See the run as a route, then day by day: show days, travel days and days off, with the hotel for each night.

ROUTE



ITINERARY



1. **Tour totals**
   Income, costs, net and merch.
2. **Open in Maps**
   The route in your maps app.
3. **Print itinerary**
   A clean printout for the van.
4. **Every day**
   Every day, with its hotel.
5. **Today**
   Marked, so you find your place.
6. **Day sheet**
   Each day links to its sheet.

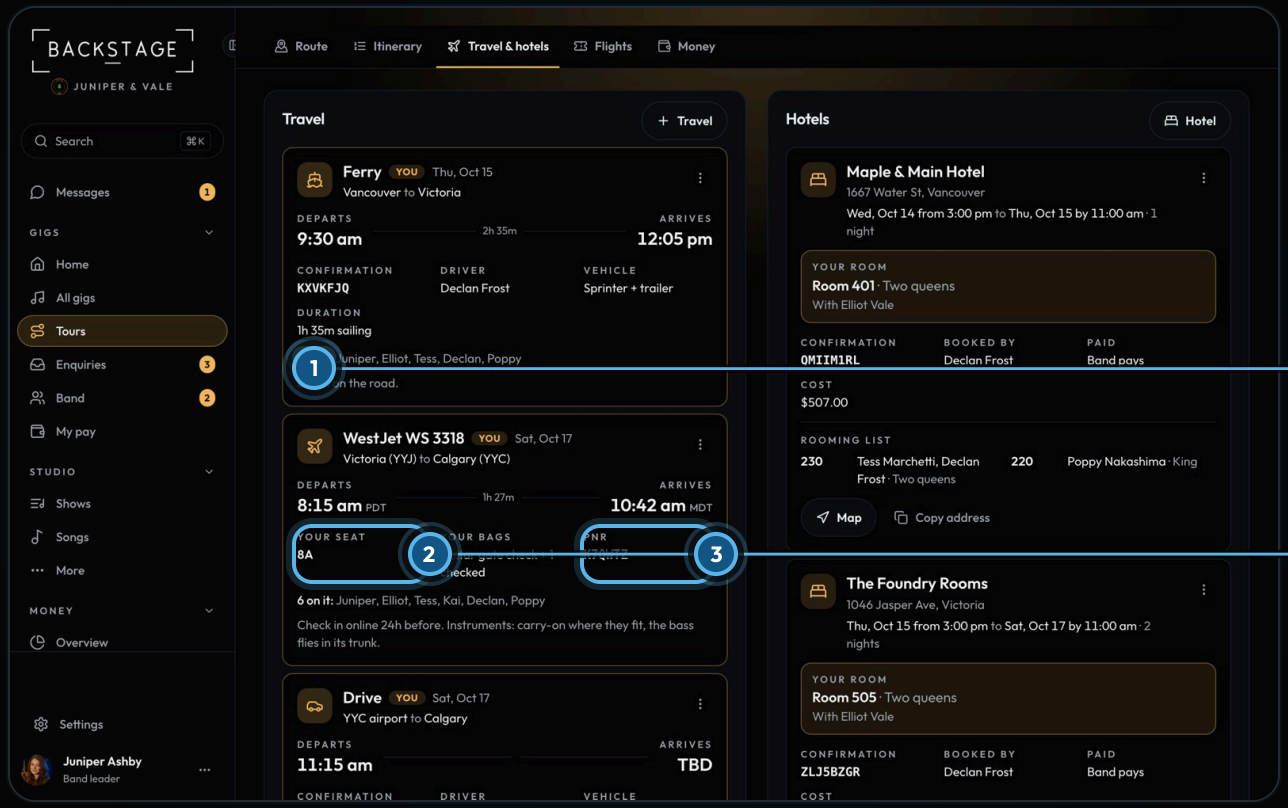
HOW TO

1. Open a tour: **Route** shows the shows in order.
2. Switch to **Itinerary** for every day of the run, with travel and hotels.
3. Tap **Print itinerary** for a copy on paper.
4. Tap **Day sheet** on any day for that day's own sheet.

EVERYONE · TOURING

Travel and hotels

Flights, drives and ferries with each person's seat and bags, and every hotel with the rooming list. Everyone sees their own details first.



1 **Who's on it**
Every leg lists its travellers.

2 **Your seat and bags**
Each person sees their own.

3 **Confirmation**
Booking codes in one place.

HOW TO

1. Open a tour and choose **Travel & hotels**.
2. Leaders add flights, drives, ferries and trains from a show's day sheet with **Add travel**.
3. Hotels list the room, who you're sharing with, and the whole rooming list.

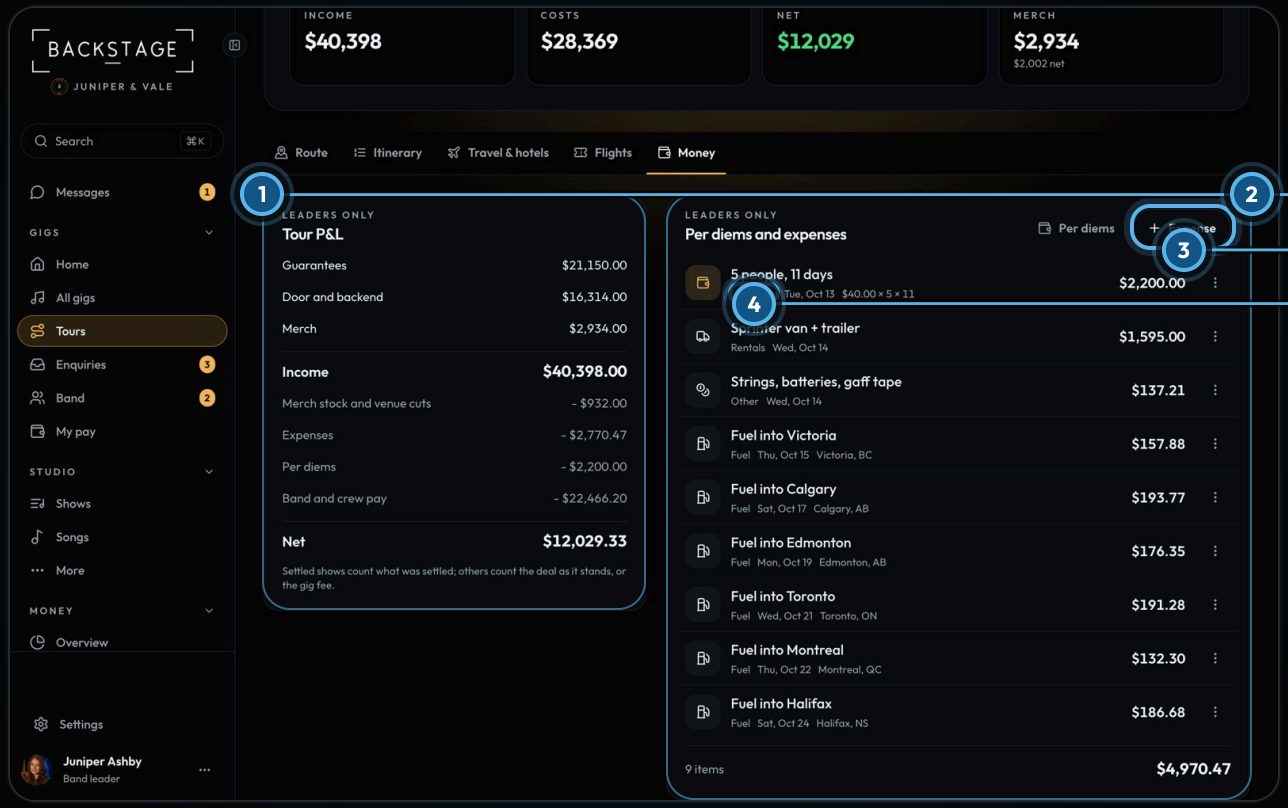
TIP

Tap **Map** or **Copy address** on a hotel to get there after load-out.

BAND LEADERS · TOURING

Tour P&L, per diems and expenses

Guarantees, door money and merch against expenses, per diems and pay, so you know if the run is working before it's over.



1 Tour P&L
Income, costs and net, line by line.

2 Every cost
Grouped by kind and date.

3 Expense
Fuel, flights, rentals, with receipts.

4 Per diems
Rate × people × days, in one go.

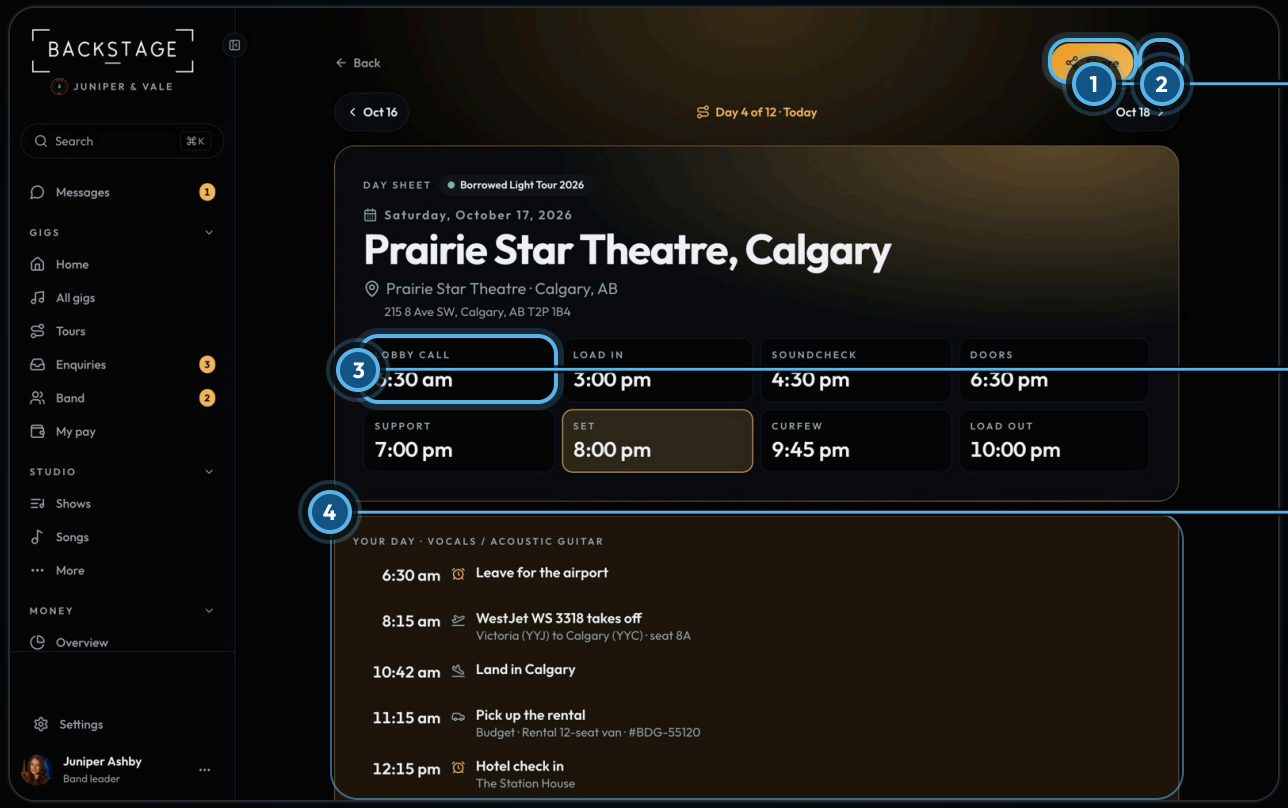
HOW TO

1. Open a tour and choose **Money** (leaders only).
2. Click **Per diems** to add the daily rate for everyone on the road.
3. Click **Expense** for fuel, flights, rentals and supplies, and attach the receipt.
4. Watch **Net** at the bottom of the P&L.

EVERYONE · TOURING

The day sheet

One page for show day: every time from lobby call to load-out, call times by role, travel, the hotel and hospitality. Printable, and shareable with the venue.



1. **Share**
   Send it to the band.
2. **More**
   Edit, Add travel, Print and the production link for the venue.
3. **The day's times**
   Lobby call to load-out, the set highlighted.
4. **Your day**
   Your own calls, travel and room first.

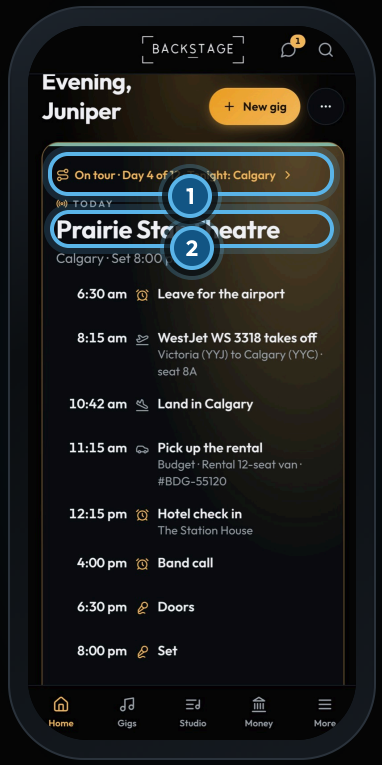
HOW TO

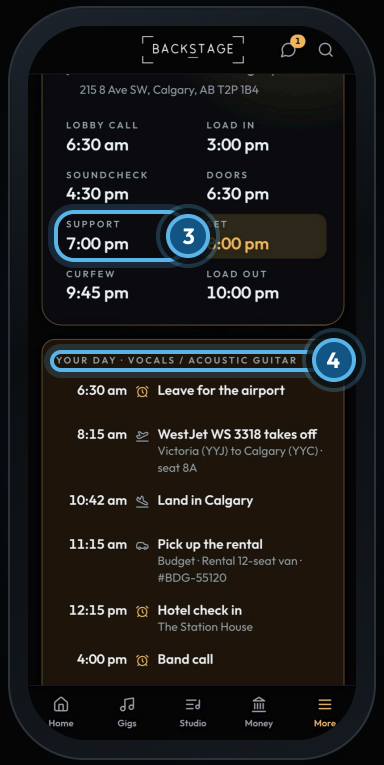
1. Open a show and choose the **Day sheet** tab, then **Open** for the full page.
2. The day's times, your day, travel, the hotel and contacts come first. On a phone, call times, run of show, hospitality, backline, who's here and notes are one row each: tap to open.
3. Click **Share** to send it to the band.
4. Leaders open **…** for **Edit** (times, call times by role, hospitality), **Add travel** and the **Production link** for the venue. **Print** is there for everyone, and prints every section open.

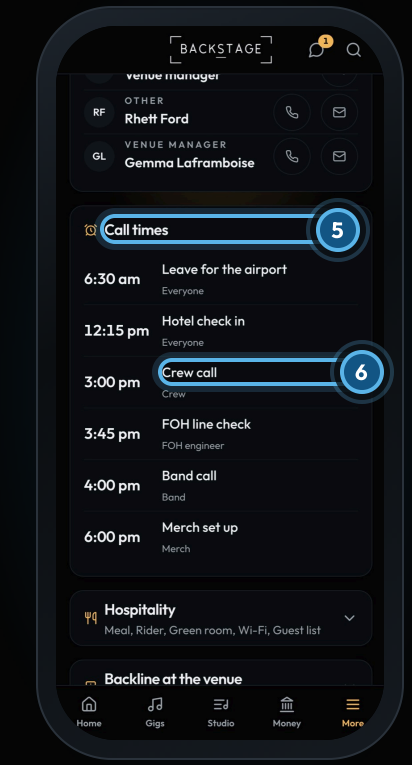
EVERYONE · PHONE

Show day on your phone

On a tour day, your home screen opens on the day: travel, the hotel and the day sheet first, for everyone on the tour. The day sheet starts with your calls and your room, and the whole tour is one tap away.







1 Tour
The whole tour, one tap.

2 Today
Show, travel or day off.

3 Show times
The whole day at a glance.

4 Your day
Your calls and your room.

5 Call times by role
Crew, FOH and band.

6 Each role's call
Merch and the rest too.

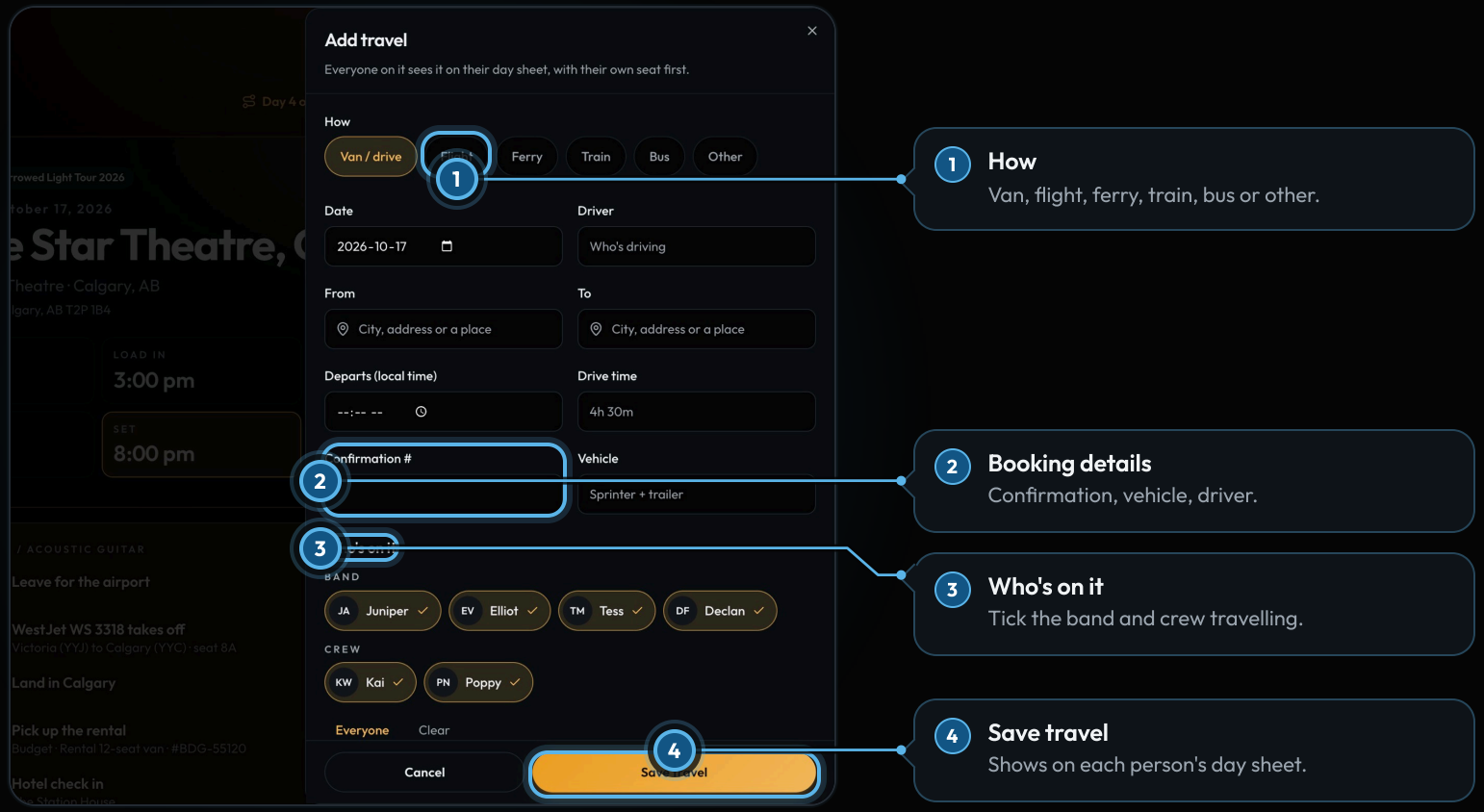
HOW TO

1. On a tour day, tap **Day sheet** at the top of **Home**. Read **Your day** first.
2. The hotel and contacts follow. Call times and the rest are rows: tap one to open it.
3. Watch for the **Lobby call** reminder the evening before.

BAND LEADERS · TOURING

Add flights and drives

Add a travel leg once and it lands on the day sheet of everyone on it, with their own seat first.



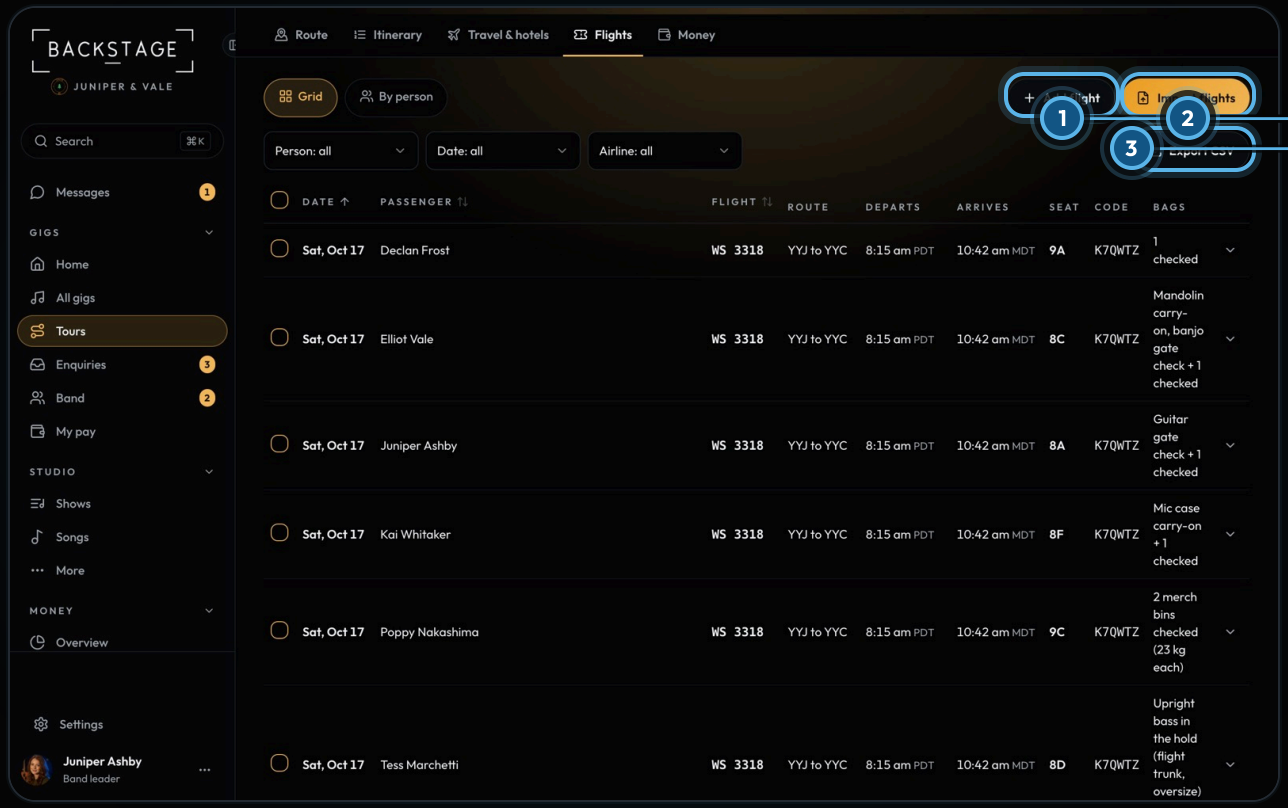
HOW TO

1. Open a show's day sheet, then **…** → **Add travel**.
2. Pick how you're travelling, then the date, from and to.
3. For flights, add the flight number, seats and bags.
4. Tick **Who's on it** and click **Save travel**.

BAND LEADERS · TOURING

Import flights and see them all

Drop in the travel agent's itinerary and every flight lands on the tour with seats and bags, after you check it. Or type a flight number and the rest fills in.



1. **Find a flight**
   Airline, number and date fill the rest.
2. **Import flights**
   PDFs, emails, screenshots or photos. You review before saving.
3. **Export**
   Pick the columns for the travel agent or the promoter.

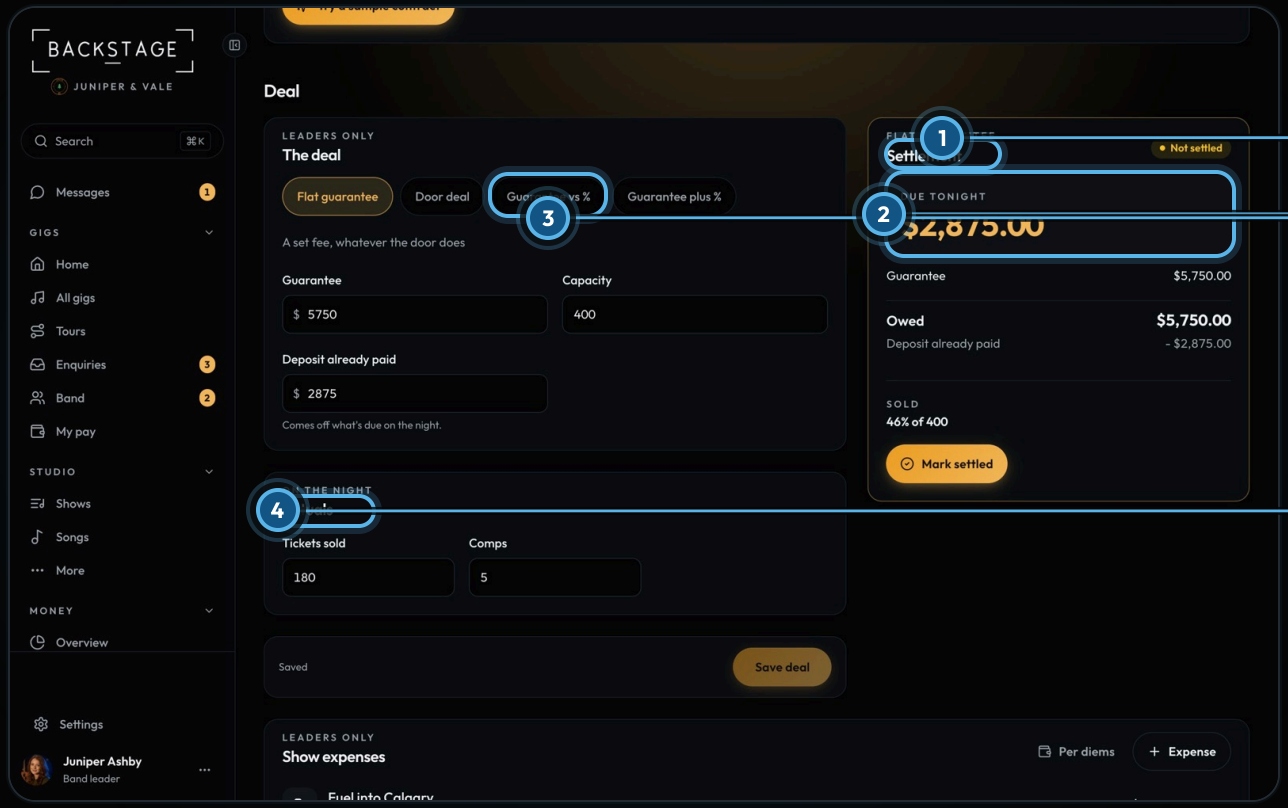
HOW TO

1. Open a tour and choose **Flights**.
2. Click **Import flights**, add the itineraries (PDF, .eml, screenshots or photos) or paste the email, and click **Read**.
3. Check each flight. Passengers are matched to the band; pick who a guest is, keep them as a guest, or leave them off.
4. Click **Save**. A flight already on the tour gets the new people and seats instead of a copy.
5. To add one flight, click **Add flight**, enter the airline, number and date, and click **Find flight**. **Add a connection** for the next leg.

BAND LEADERS · TOURING

Promoter deals and settlement

Set the deal when you book, then settle on the night: the app works out what the band is owed from tickets and promoter expenses.



1 Settlement
The breakdown to go through with the promoter.

2 What's due
What the band is owed, less any deposit. Updates as you type.

3 Deal type
Flat, door, guarantee vs %, or guarantee plus %.

4 On the night
Tickets sold and comps.

HOW TO

1. Open a show, tap **Money**, then **Deal** (leaders only).
2. Pick the deal type and fill in the guarantee, percentage and ticket price.
3. On the night, enter **Tickets sold**, comps and promoter expenses under **Actuals**.
4. Check what is due under **Settlement**, then **Mark settled** when you're paid.

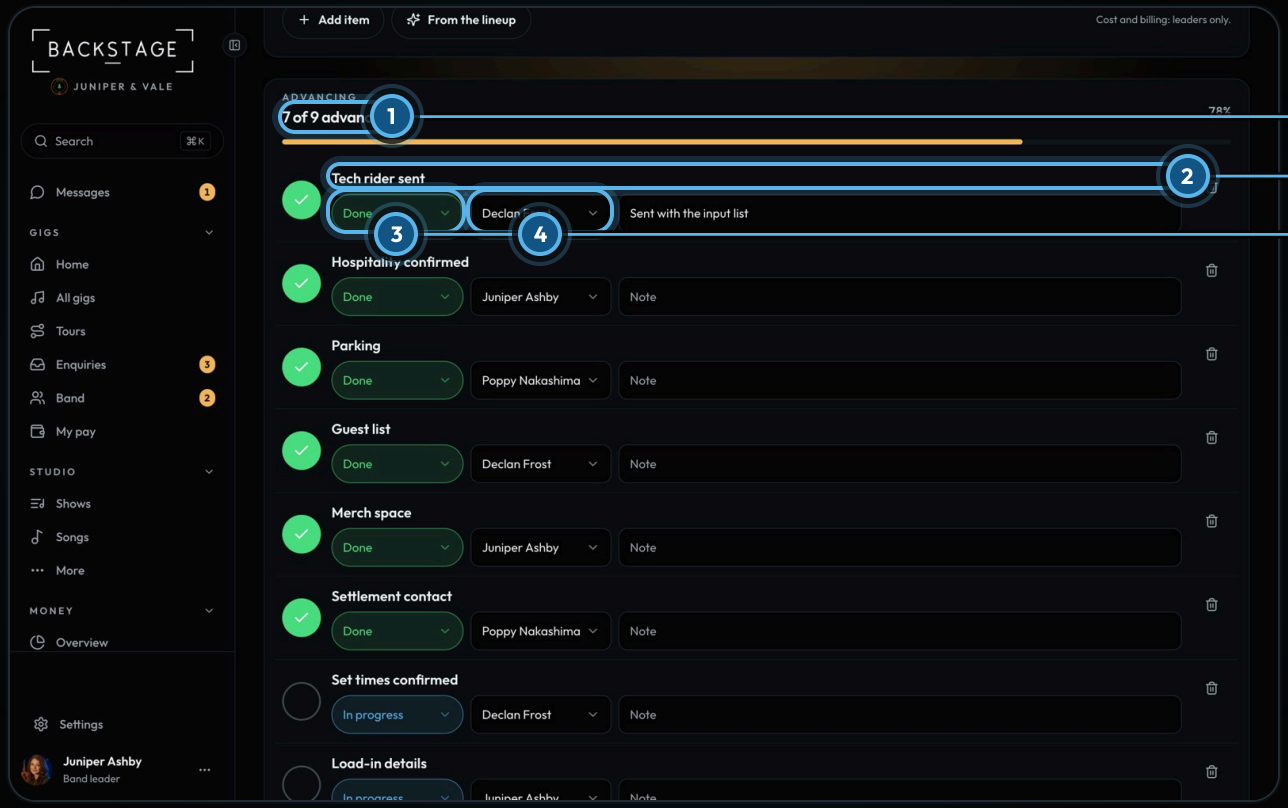
TIP

The settlement card also shows what you'd earn at a sellout, and the ticket count where the percentage beats the guarantee.

BAND LEADERS · TOURING

Advancing the show

A checklist for every show: tech rider, hospitality, parking, guest list, merch space. Assign each item and see how advanced you are at a glance.



1 **Progress**
How many items are done.

2 **Checklist items**
Your band's list, on every show.

3 **Status**
To do, waiting or done.

4 **Owner**
Who's chasing it.

HOW TO

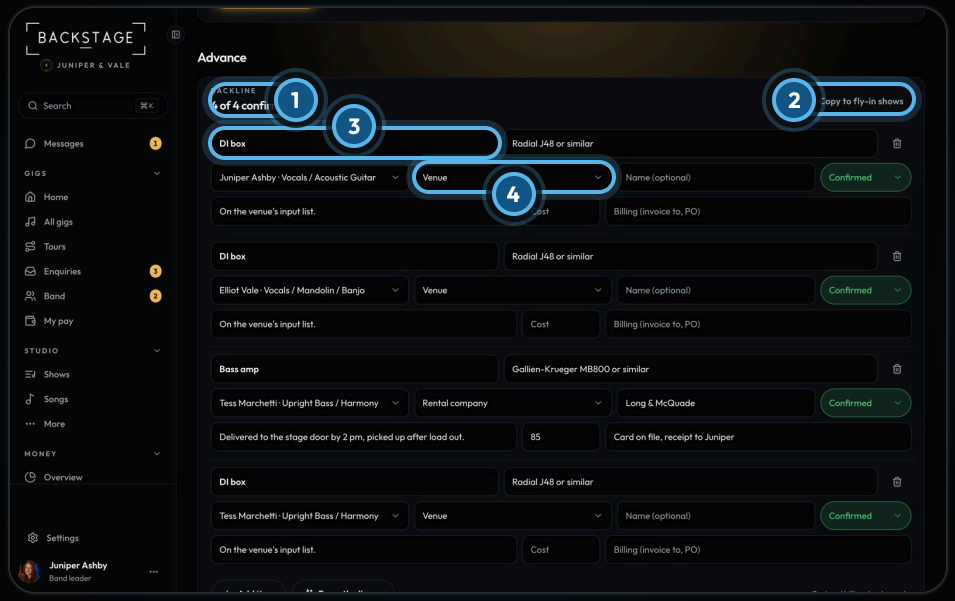
1. Open a show, tap **Tour**, then **Advance**.
2. Set each item's status and who owns it, and add a note.
3. Edit the default list in **Settings → Templates**.

TOURING

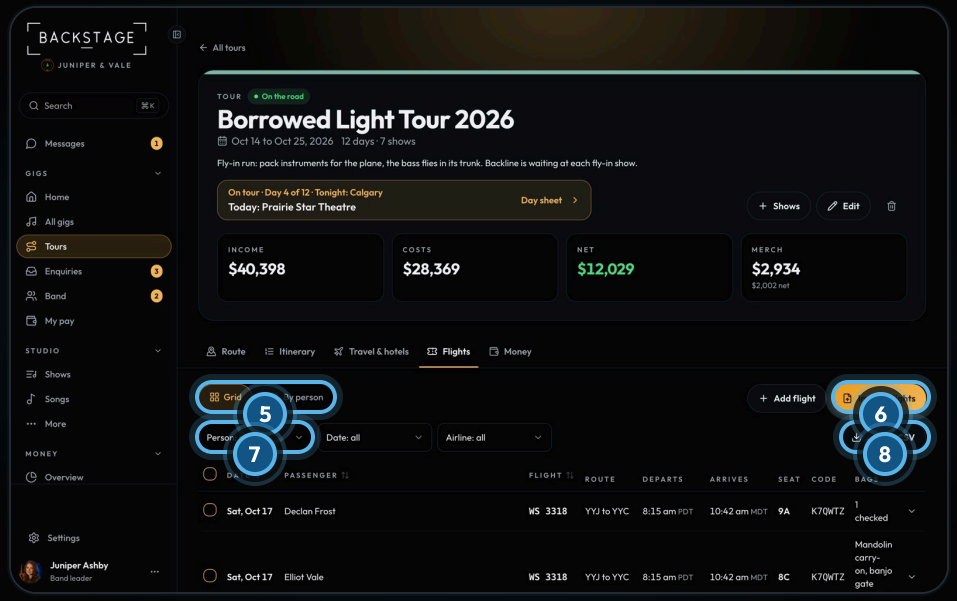
Backline and flights

Flying in? Amps, a kit and keys have to be waiting at the venue. List the backline once, copy it to every fly-in show, and keep every flight per person in one log.

BACKLINE



FLIGHT LOG



1 What's confirmed
Needed, Asked or Confirmed.

2 Copy to fly-in shows
Every fly-in show gets it.

3 Each item
The spec, like Fender Twin.

4 Who provides it
Venue, rental company or band.

5 Grid or by person
Every flight in one grid, or each person's flights together.

6 Add or import
Type one in, or paste an itinerary.

7 Filter
By person, date or airline.

8 Export
A spreadsheet for the tour book.

HOW TO

1. Open a fly-in show, then **Tour → Advance**. Click **From the lineup** to start the list.
2. Set who provides each item and its status, then **Copy to fly-in shows**.
3. The tour's **Flights**: a grid or **By person**. **Add flight**, **Import flights**, filter and **Export CSV**.

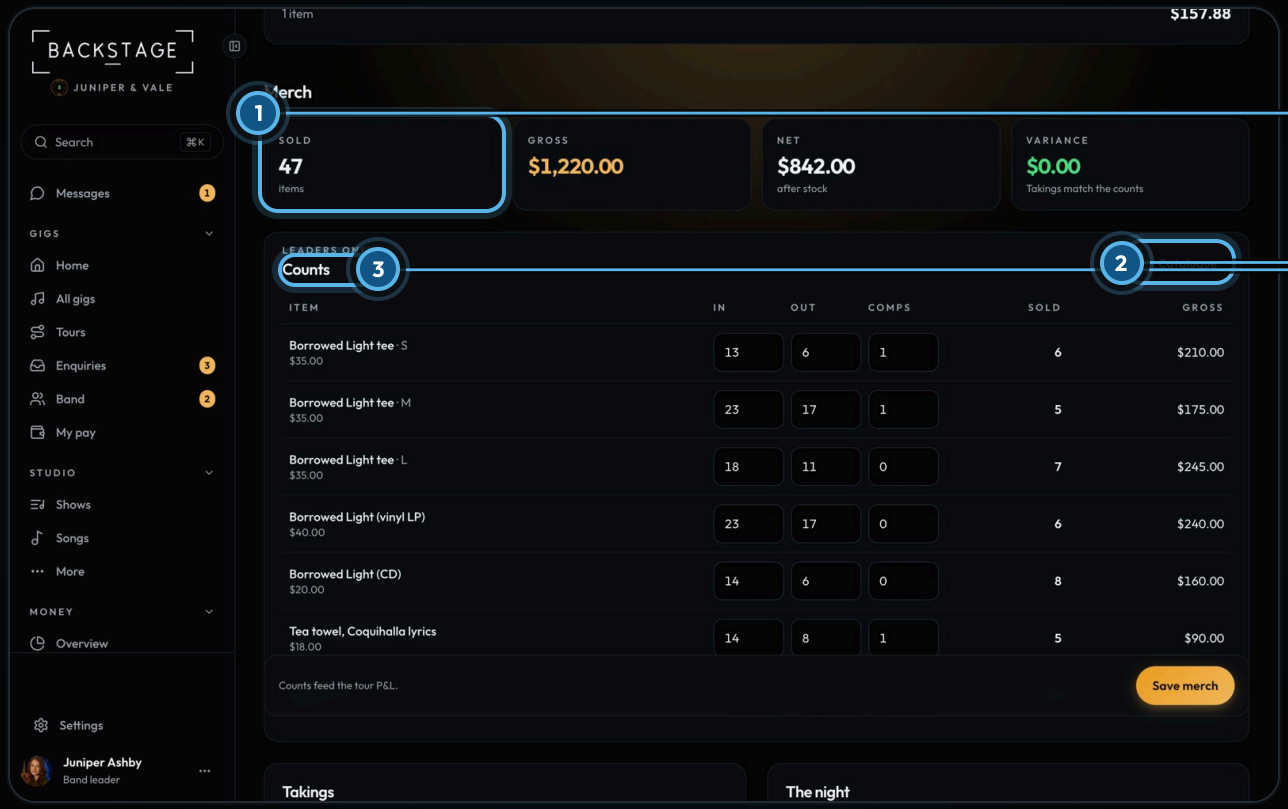
TIP

Players see the backline read only on the day sheet. Costs never reach them.

BAND LEADERS · TOURING

Merch counts

Count in and out at each show and the app works out what sold, the gross, and whether the takings match. It all feeds the tour P&L.



1. **The night's totals**
   Sold, gross, net and variance.
2. **Catalogue**
   Your items, sizes and prices.
3. **Counts**
   In, out and comps for each item.

HOW TO

1. Open a show, tap **Money**, then **Merch**.
2. Set up your items once with **Catalogue**.
3. At the show, enter the count **In** before doors and **Out** after.
4. Add comps, and check **Variance** against the cash and card takings.

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.

PLANNING THE RUN

Switch touring tools on	Settings › Features › Touring
Start a tour	Tours › New tour
Add shows to a tour	Tour › Shows
See the route	Tour › Route
Print the itinerary	Tour › Itinerary › Print itinerary
Book hotels	Tour › Travel & hotels
Everyone's flights	Tour › Flights
Tour profit and loss	Tour › Money

EACH SHOW

Day sheet	Gig › Tour › Day sheet
Add a flight or drive	Day sheet › … › Add travel
Share with the venue	Day sheet › … › Production link
Advance the show	Gig › Tour › Advance
Backline for a fly-in show	Gig › Tour › Advance › From the lineup
Set the deal	Gig › Money › Deal
Settle up on the night	Gig › Money › Settlement
Count merch	Gig › Money › Merch

CREW AND MONEY

Add a crew member	Band › Invite player › Crew
Give someone a crew role	Gig › Lineup › Assign
Per diems	Tour › Money › Per diems
Log an expense	Tour › Money › Expense
Lobby call reminder	Automatic, the evening before

PART 2 · KEEP IT HANDY

Questions and answers

Do event bands lose anything if we switch to touring?

No. Switch on the touring tools in Settings → Features and keep client planning and special moments alongside tours, deals and day sheets.

Who sees the day sheet?

Everyone on the show sees it, with their own call times, travel and room first. The production link shares a version for the venue without any money.

Can crew use the app?

Yes. Crew members are invited, confirmed and paid like players, with a position like FOH engineer or Tour manager. They never see the band's finances.

How does the settlement work?

Pick the deal (flat, door, guarantee vs percentage, or guarantee plus percentage), enter the tickets and promoter expenses, and the app shows what the band is owed.

When is the lobby call reminder sent?

The evening before each show, as a push notification to everyone on it, with the first call time from the day sheet.

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