Simple Band Manager

User Guide

For version 1.0 on iPad

app.stuart-barry.co.uk/band

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1 Introduction

1.1 What Simple Band Manager does

Simple Band Manager keeps everything about your band's gigs in one place on your iPad: the bookings, the setlist for each one, the dances and tunes you play, the sheet music, the musicians you book and the messages you send them.

It is designed to be used on stage. The setlist shows each item with its tunes, the sheet music opens full screen, and a foot pedal can turn the pages so your hands stay on your instrument.

- **Bookings**: every gig with its date, times, venue, contact, fee and booking stage.
- **Setlists**: built from your performance library, copied from earlier gigs, shared as a PDF, with the total length.
- **Music on stage**: full-screen sheet music that moves through the whole setlist.
- **Library**: performance items (dances, tunes and songs) with their instructions, the music with its sheet music, your musicians, and assets such as stage plans and contracts.
- **Line-ups and messages**: who is playing at each gig, and messages to them by email, Messages or Signal.
- **Reports**: what you have played, where, how often and with whom.
- **Backups**: everything, including the sheet music, in one file.

1.2 What you need

- An iPad running iPadOS 17 or later.
- Optional: a foot pedal for turning pages (see section 6.4).
- Optional: an email account set up in the iPad's Mail app, Messages, or Signal, for messaging the band.

1.3 Your data and privacy

Everything you enter stays on your iPad. Simple Band Manager has no accounts, no advertising, no analytics and no tracking, and it doesn't send your data anywhere. Messages to the band go from your own email or messaging accounts.

Because the iPad holds your only working copy, make a backup regularly (section 10).

1.4 How this guide is arranged

Sections 2 and 3 cover getting started and setting the app up for your band. Sections 4 to 9 follow a gig from the first enquiry to the reports afterwards. Section 10 covers backups, and section 11 answers common questions. The index at the end lists topics by section number.

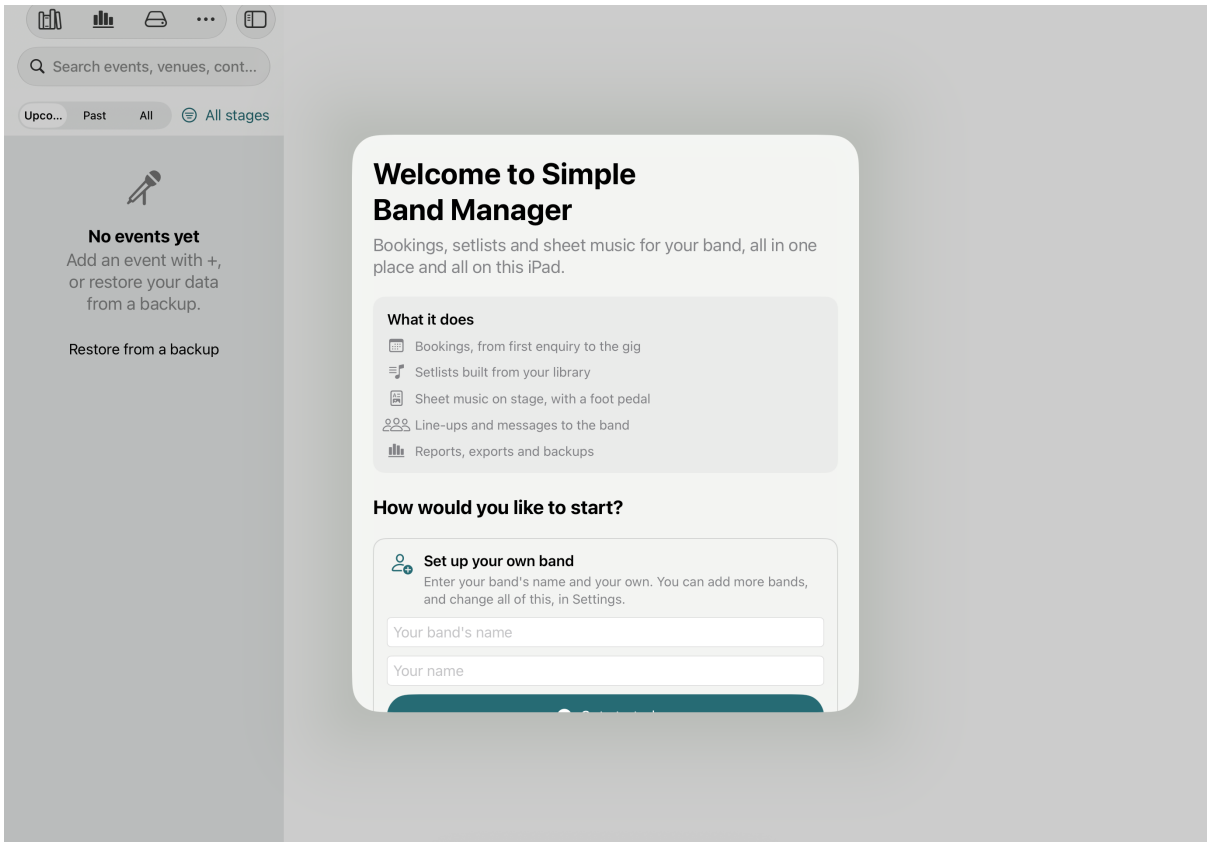
Names of buttons, screens and settings are shown in **bold**.

2 Getting started

2.1 The welcome screen

The first time you open Simple Band Manager, the welcome screen offers three ways to begin:

- **Start with your own band**: type your band's name and your own name, then tap **Get started**.
- **Try it with sample data**: fills the app with a made-up band so you can explore (section 2.2).
- **Restore from a backup**: if you have used the app before, for example on another iPad (section 10.2).



Welcome screen top

2.2 Trying the sample data

The sample data is a made-up ceilidh band and a duo, with six traditional dances, eight tunes (four with sample sheet music), five musicians and four events: an upcoming gig with a full setlist and line-up, a past gig, a gig for the duo and a new enquiry.

Use it to try every part of the app. When you're ready, go to **Settings → Sample data → Remove the sample data**. Only the sample items are removed; anything you have added yourself is kept.

2.3 Setting up your band

Before adding your first booking, open **Settings** (the gear button on the bookings list) and check:

1. Your name, which signs off messages to the band.
2. Your bands. Add every band you book gigs for. If you have more than one, choose the **Main band**.
3. Your booking stages, if you'd like stages other than the standard ones.
4. Your instruments and currency.

Section 3 explains each setting.

2.4 Finding your way around

The bookings list is on the left and the selected event on the right. Turn the iPad to landscape to see both together; in portrait, tap the sidebar button to show the list.

Button	What it does
+	Adds a new event.
Library	Opens **Performance**, **Music**, **Musicians** or **Assets**.
Reports	Shows figures and charts about your gigs (section 9).
Back up and restore	Makes or restores a backup (section 10).
Settings	Your bands, stages, instruments and other choices (section 3).

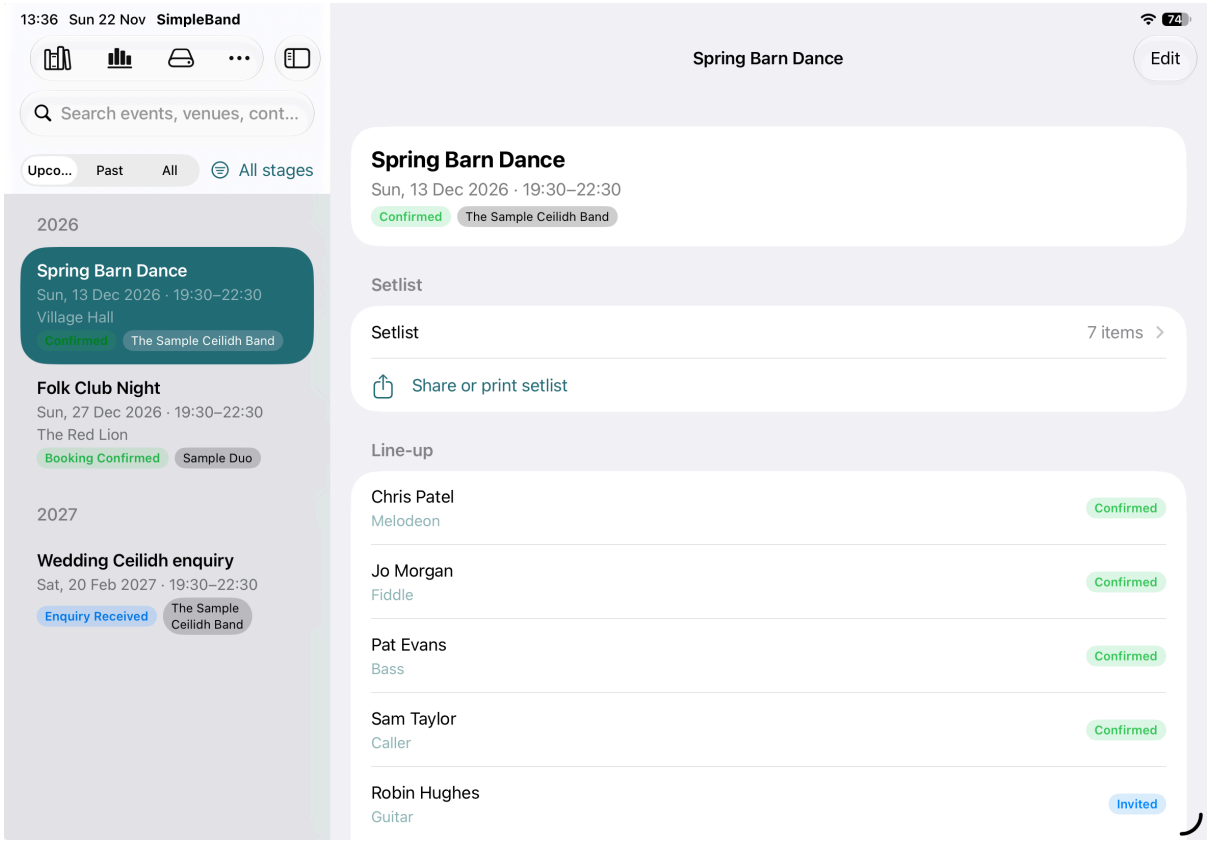
The buttons at the top of the bookings list are:

2.5 Free trial and buying

Simple Band Manager is free to download. You can use every feature free for 14 days, then unlock it once for unlimited use. There's no subscription, and updates are included.

Starting the free trial

After the welcome screen, Simple Band Manager offers the free trial. Tap **Start free 14-day trial** and confirm with your Apple Account; nothing is charged. The trial lasts 14 days from that moment, with everything included.



Bookings showing an event

If you tap **Not now**, you can still look around, but adding or changing anything brings the trial screen back. You can also start the trial at any time from **Settings → Purchase**.

Unlocking

To keep adding and changing things after the trial, tap **Unlock** on the trial screen, or **Settings → Purchase → Unlock…**. The price is £4.99 in the UK, or the equivalent in your own currency, as shown on the button. It's a single payment and there's no subscription.

When the trial ends

If you don't unlock, nothing you've entered is lost. You can still:

- open every event, setlist, performance item, piece of music, musician and asset;
- play from your setlists and sheet music on stage;
- export reports and spreadsheets, and share or print setlists;
- make and restore backups.

Adding, changing or deleting anything, and messaging the band, need the unlock. Trying any of these shows the trial screen, where you can unlock.

Checking your status

Settings → Purchase shows where you are, for example "Free trial: 9 days left", "Free trial ended" or "Unlocked".

A new iPad, or reinstalling

The trial and the unlock belong to your Apple Account, not to the iPad. On a new iPad, or after reinstalling the app, sign in to the App Store with the same Apple Account and tap **Restore purchases** in **Settings → Purchase** or on the trial screen. Reinstalling doesn't start a new trial.

Restoring a backup brings back your data, but not the purchase, which comes from the App Store; use **Restore purchases** for that (section 10).

3 Settings

Tap **Settings** (the gear) on the bookings list.

3.1 Your name

Used to sign off messages to the band. You can also change it at the bottom of the message screen.

3.2 Your bands and the main band

List every band you manage. Each event belongs to one or more of these bands.

- **To add a band**, type its name under **Add a band** and tap **Add**. You can also add one while editing an event, under **Band** → **Add another band**.
- **To rename a band**, tap it. The new name is used everywhere: in events, band versions of dances and setlists.
- **To reorder the list**, drag a band.
- **To remove a band** from the choices, swipe left on it. Events that already use it keep it.

The **Main band** is the band whose tunes are each dance's own tunes. Any other band can have its own version of a dance, with different tunes (section 7.2). If you manage only one band, make it the main band.

3.3 Booking stages

Stages track where each booking has got to. The standard stages are Enquiry Received, Response Sent, Proposal Sent, Awaiting Deposit, Deposit Paid, Contract Signed, Confirmed and Completed.

- **To rename a stage**, tap it. Every event at that stage is updated.
- **To change a stage's colour**, tap the coloured dot beside it.
- **To reorder stages**, drag them. The order is used in the event editor and the stage filter.
- **To add a stage**, type it under **Add a stage**.
- **To remove a stage**, swipe left on it. If any events are at that stage, you are asked whether to move them to another stage, clear their stage or leave them for now.

A stage that has been removed but is still on some events appears in grey at the end of the list. Tap **Move…** beside it to deal with those events later.

Use the standard stages puts the original list back.

3.4 Instruments

The instruments offered for musicians and setlist items. Add, reorder or swipe to remove them in the same way as bands. **Add the standard instruments** adds any from the built-in list that are missing.

3.5 Currency

The currency for fees, in events and in reports.

3.6 Sample data

Add sample data or **Remove the sample data** (see section 2.2).

3.7 About

Links to **Help and support** and the **Privacy policy** on the web, and the version number of the app. Quote the version number if you contact support.

3.8 Music styles

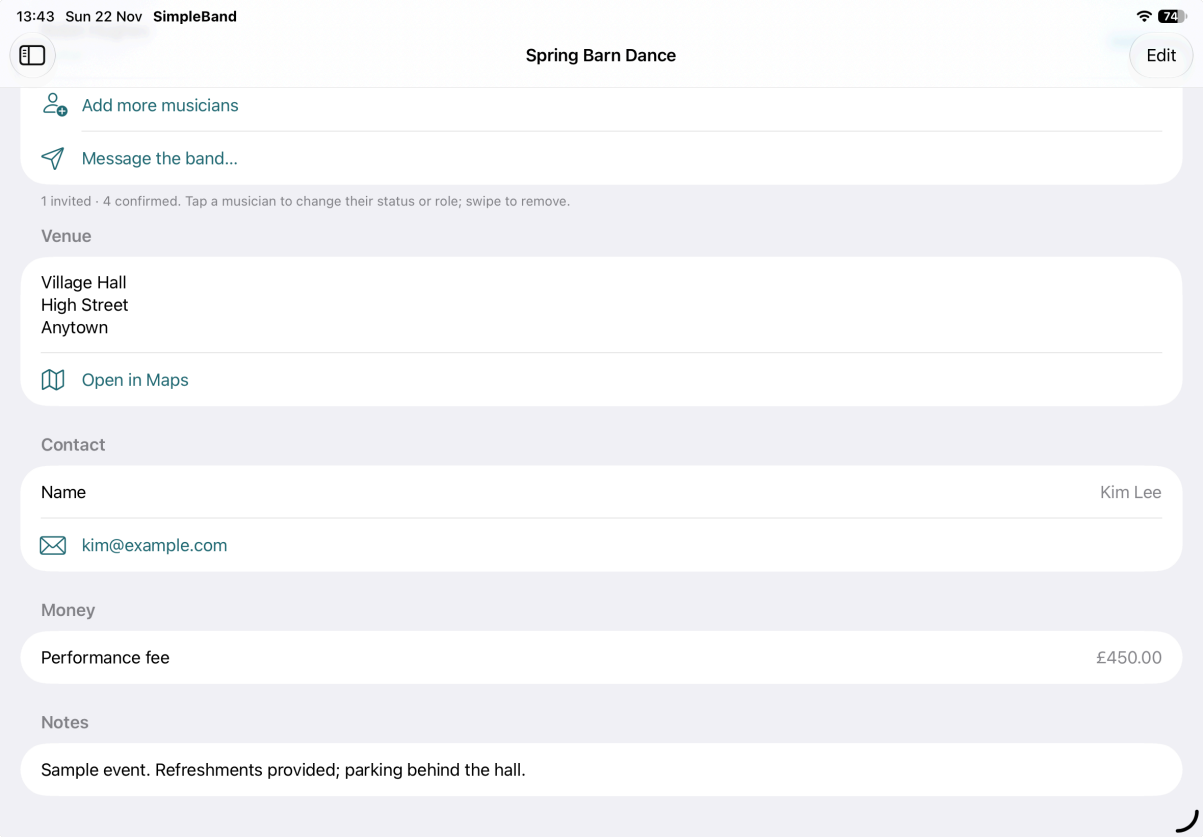
The styles offered for each piece of music in **Library** → **Music**, such as Reel, Waltz, Ballad or Rock. Add, reorder or swipe to remove them in the same way as bands. Music already set to a style you remove keeps it. **Add the standard styles** adds any from the built-in list that are missing.

4 Bookings

4.1 The bookings list

The list shows your events in date order. Each shows its name, date, venue and stage.

- **Upcoming / Past / All** chooses which events to show.
- **Search** (pull down on the list) finds events by name, venue or contact.
- **The stage filter**, beside Upcoming / Past / All, shows only events at one stage, or with **No stage**. The button is filled in while a filter is on; choose **All stages** to turn it off. It works together with Upcoming / Past / All, so, for example, you can list the upcoming gigs still awaiting a deposit.



More booking details

4.2 Adding an event

1. Tap **+** on the bookings list.
2. Under **Event**, enter the name, date, start and finish times, and the stage.
3. Under **Band**, tick the band or bands playing.
4. Under **Venue**, enter the address and, if you like, a map link.
5. Under **Contact**, enter the organiser's name, email and phone number.
6. Under **Money**, enter the performance fee.
7. Add any **Notes**, then tap **Save**.

If the date isn’t fixed yet, turn off **Date set**.

4.3 The event page

Tap an event to see its page: the date and times, venue (with **Open in Maps**), contact (tap the email or phone number to get in touch), fee, notes, the line-up and the setlist.

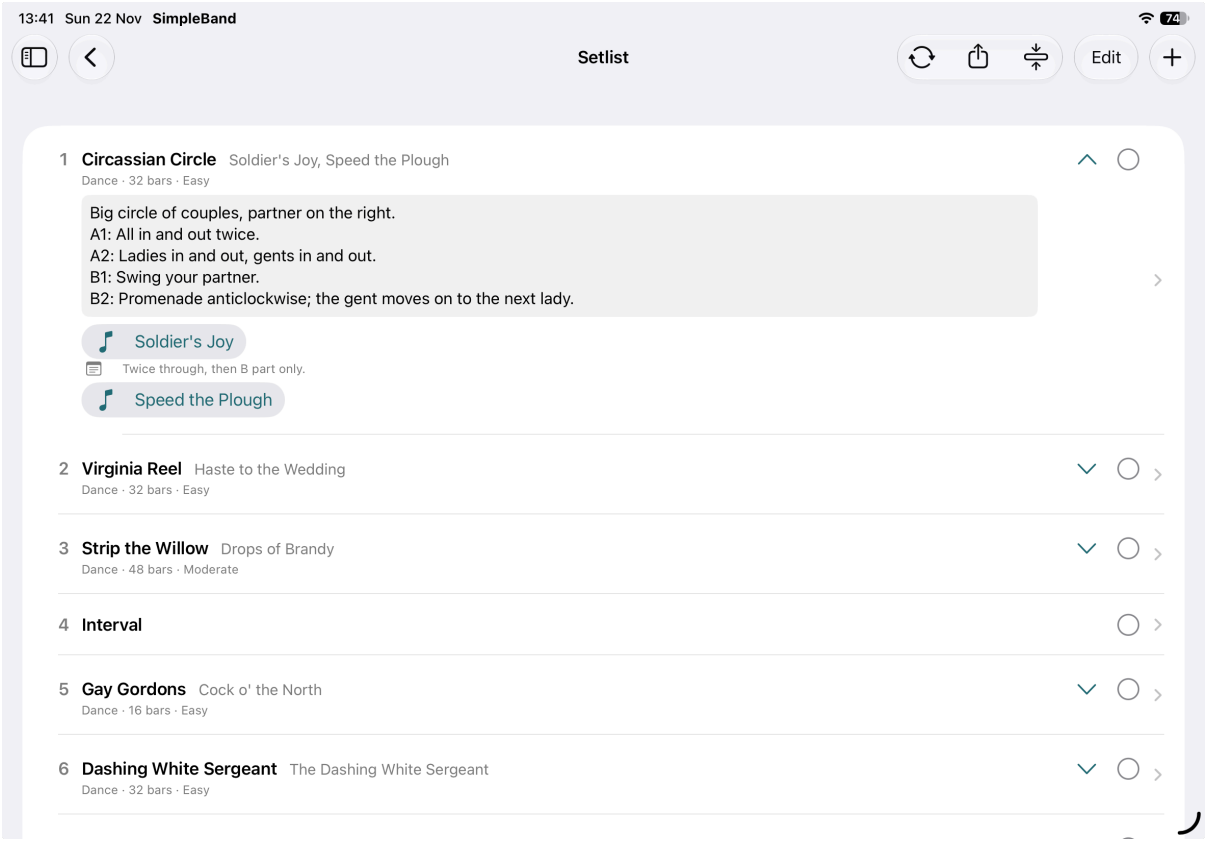
If you have entered musicians’ pay, the **Money** section also shows **Musicians’ pay** and **Fee less musicians’ pay** (section 8.1). Documents attached to the event, such as a stage plan, are listed under **Assets** (section 7.5).

4.4 Changing or deleting an event

To change an event, open it and tap **Edit**. To delete one, swipe left on it in the bookings list. Deleting an event also deletes its setlist and line-up; the dances, songs and musicians stay in your library.

4.5 Recording enquiries

When an enquiry arrives, for example from your website, add it as a new event and set its stage to **Enquiry Received**. Move it through the stages as the booking progresses. Use the stage filter to see every enquiry still waiting for a reply.



Setlist with 1 item open

5 Setlists

5.1 Building a setlist

Open an event and tap **Setlist**. Then tap **+** and choose:

- **From the performance library…**: tick the items in the order you want them, then tap **Add**. Each item brings its tunes, length, bars, grade and instructions. If the event's band has its own version of a dance, its tunes are used.
- **Other item (break, announcement…)**: for an interval, raffle, speech or anything else.
- **Copy from another event…**: choose an earlier gig. If this setlist already has items, choose whether to add the copied items after them or replace them. Copying an earlier setlist and changing it is often the quickest way to build a new one.

5.2 Reordering and removing items

Tap **Edit**, then drag items by their handles to reorder them. Swipe left on an item to remove it. Swipe right on an item to mark it **Performed**, which is what the reports count as played.

5.3 Item details

Each row shows the item's number, name and tunes. Tap the chevron to expand it: you see the item's instructions and a button for each tune's sheet music.

To change an item, tap it to open its details, then tap **Edit**. You can change:

- the title, type (dance, tune or song), length in minutes, bars and grade;
- the tunes or songs used, and the sheet music linked to them (**Link sheet music…**);
- **Band version**: which band's tunes to use (section 7.2);
- the instructions, instruments, **Who plays** and notes;
- **Performed**.

The top of the setlist shows how many items it has and the total length, for example **12 items · Total 2 h 15 min**. If some items have no length yet, it says how many. The total also appears on the event page and at the top of the setlist PDF.

5.4 Keeping setlists up to date

When you change an item in the performance library (its tunes, instructions, length or a band version), every setlist from today onwards that uses it is updated straight away. Past setlists stay as they were, so they remain a true record. Item titles, notes and players are never changed.

To update a setlist by hand, open it and tap **Update from the performance library** (the circular arrows).

5.5 Sharing and printing a setlist

In a setlist, tap **Share or print**. Choose what to include: **Tunes**, **Instructions**, **Notes** and **Musicians**. The preview updates as you choose.

- **Share or print** lets you print, save to Files, or send the PDF with any app.
- **Email to line-up** opens an email to everyone in the line-up with the PDF attached.

To send the setlist with a covering message, use **Message the band** instead (section 8.2).

6 Music on stage

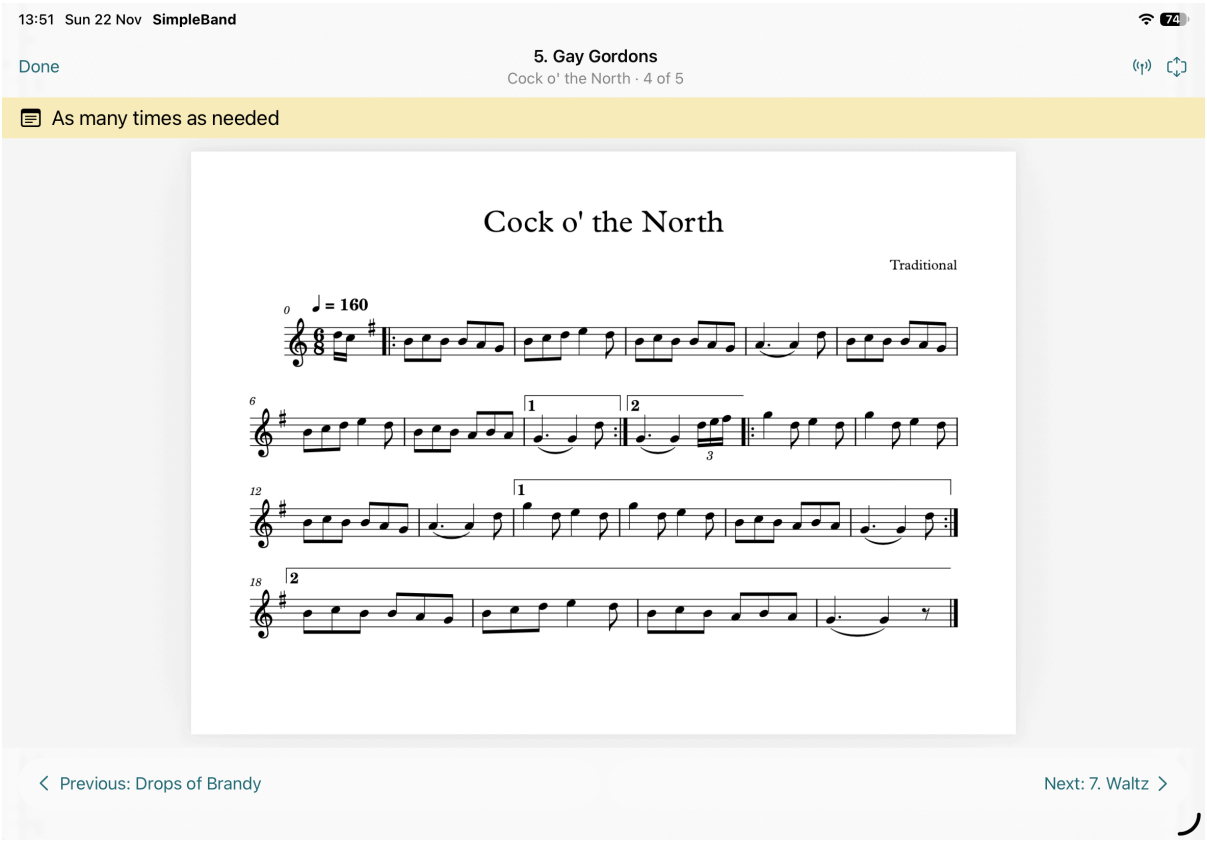
6.1 Opening the music

In a setlist, expand an item with its chevron and tap a tune's button. The music opens full screen.

The screen stays on while the music is showing. Tap the expand button at the top right to hide the controls for the largest possible music; tap the small button to bring them back.

6.2 Turning pages and moving between tunes

Next and **Previous** turn the pages. At the end of a tune, **Next** moves on to the next tune in the setlist, and then to the next item, so you can play straight through the evening. The top of the screen shows the item number and name.



Music page with page turning and performance note

6.3 Performance notes

A song's performance notes, such as "Twice through, then B part only", appear in a yellow strip above the music. Add them in the song's **Edit** screen (section 7.3).

6.4 Foot pedals that act as a keyboard

Most Bluetooth page-turner pedals act as a keyboard. Pair them in the iPad's **Settings** → **Bluetooth**, and set the pedal to send arrow keys or Page Up / Page Down.

Keys	Action
Right arrow, Down arrow, Page Down, Space, Return	Next
Left arrow, Up arrow, Page Up	Previous

6.5 Bluetooth MIDI pedals (such as the iRig BlueBoard)

MIDI pedals connect from inside the app, not from the iPad's Bluetooth settings. They won't appear in **Settings** → **Bluetooth**; that's normal.

1. Switch the pedal on in its MIDI mode. For the BlueBoard, hold **C** while switching on for mode 2, or **B** for mode 1. These modes need BlueBoard firmware 1.2.0 or later, which you can install with IK Multimedia's BlueBoard app.
2. Open any tune's music and tap the **pedal button** (radio waves) at the top.
3. Tap **Connect a Bluetooth MIDI pedal…**.
4. Wait for the pedal to appear in the list, tap it so that it shows **Connected**, then tap **Done**.
5. The pedal button turns green. Press a footswitch and check **Last pedal pressed** under **Test**.

With the standard layout, footswitches **A** and **C** go back and **B** and **D** go forward. To change this, tap **Set Next pedal** (or **Set Previous pedal**) and press the footswitch you want. **Use the standard BlueBoard layout** puts it back.

The first time, the iPad asks for permission to use Bluetooth: tap **Allow**. After restarting the iPad or the pedal, connect it again in the same way.

6.6 Tips for the gig

- Charge the iPad, and the pedal, before you leave.
- Turn on **Do Not Disturb** so that notifications don't cover the music.
- Open the setlist and the first tune before you start, and check the pedal is connected.
- Make a backup before a big gig, in case the iPad is lost or damaged.

7 The library

Tap **Library** on the bookings list, then choose **Performance**, **Music**, **Musicians** or **Assets**.

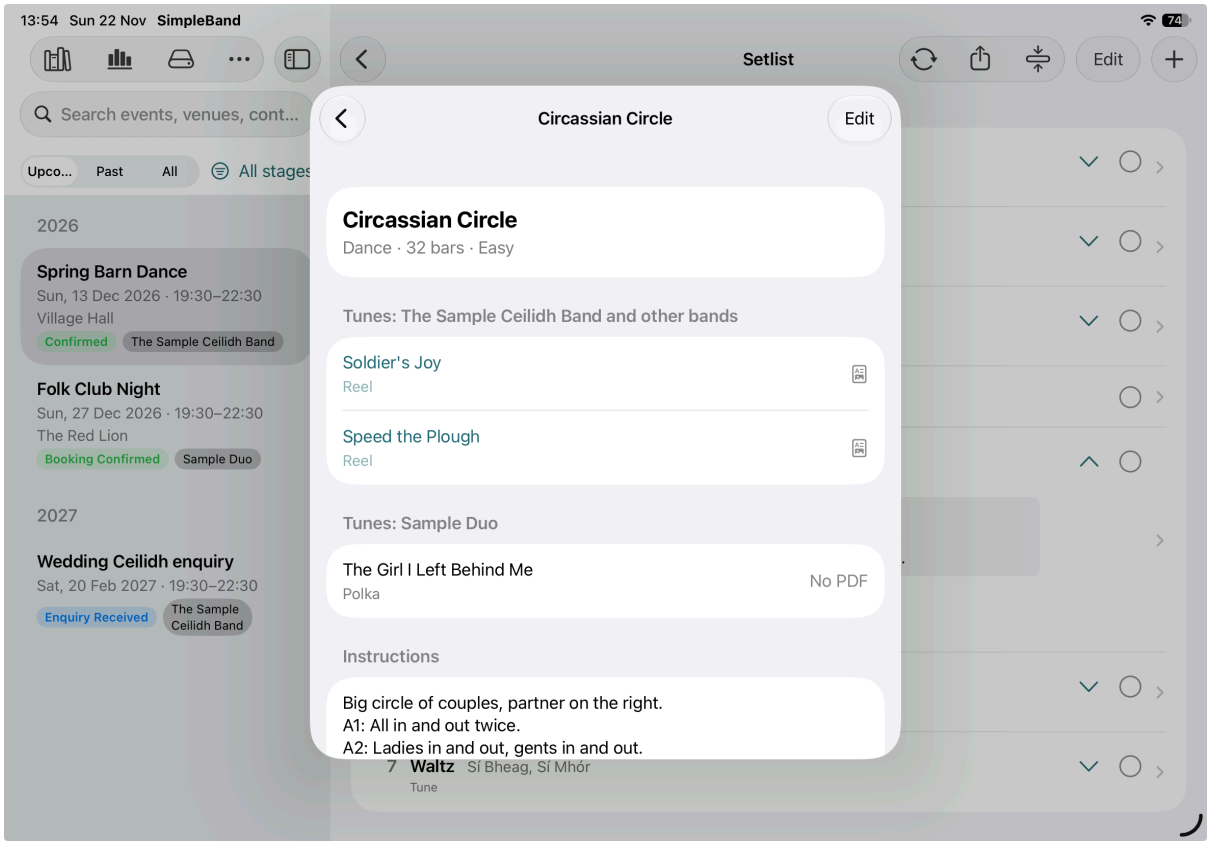
7.1 Performance

Performance holds the items you put in setlists. Each has a type: **Dance**, **Tune** (for a set of tunes played without a dance, such as a waltz) or **Song**. Each can use several pieces of music from **Music** (section 7.3).

Use **Type** to filter the list, **Sort** to order it, and search to find an item by name.

Tap an item to see its details: type, length, bars, grade, tunes, instructions, its band versions, how often it has been performed and planned, and the events it was used at. To add an item, tap **+** (**New item**). To change one, open it and tap **Edit**. You can set:

- the name, type, length in minutes, bars and grade (Easy, Moderate or Advanced);
- the tunes or songs, in playing order: tap to add them from your songs, drag to reorder, swipe to remove;
- any instructions.



Dance details with option for various band versions

7.2 Band versions of a dance

A dance has one set of instructions, but each band can play it to different tunes. The dance's own tunes belong to the main band (section 3.2); any other band can have its own version.

1. Open the dance and tap **Edit**.
2. Under **Band versions**, tap **Add tunes for another band** and choose the band.
3. Choose that band's tunes. If the band performs the item differently, enter its own instructions too; otherwise leave them empty to use the standard instructions.

When you add the item to a setlist, the app uses the version for the event's band. To switch one setlist item to another band's tunes, edit the item and choose **Band version**. To remove a version, tap it and choose **Remove this band version**.

The dance's figures count every band's version together. To see one band's figures, use the **Band** menu in Reports.

7.3 Music

Music holds the individual pieces (tunes and songs), each with its sheet music. Use **Only songs with music** to hide those without.

To add a song, tap **+** (**New song**). Then, in its **Edit** screen:

- enter the name and style; the styles to choose from are set in **Settings** → **Music styles** (section 3.8);
- under **Sheet music**, choose a PDF from Files or iCloud Drive, or tap **Scan paper music** to photograph printed music with the camera;
- add **Performance notes**, shown above the music on stage (section 6.3);
- add any other **Notes**, such as the key or where the tune comes from.

To use a PDF that arrived by email, save it to Files first. **Used for** shows which performance items use the piece.

If a song shows **Sheet music file missing**, the PDF isn't on this iPad, for example after an incomplete restore. Tap **Edit** and attach it again.

7.4 Musicians

Your musicians and anyone else you book. Tap **+** (**New musician**) to add one, with:

- name and instruments;
- email and phone number, used for calling, texting and emailing;
- **Prefers**: Email, Messages or Signal, the way they like to be contacted;
- notes.

A musician's page shows their contact details and the gigs they have played or are booked for.

7.5 Assets

Assets are the documents you send or take to gigs, kept as PDFs: a stage plan, technical rider, contract, risk assessment or insurance certificate, for example.

- **To add an asset**, tap **+** (**New asset**). Give it a name, choose its **Band** (or **All bands**), then tap **Choose a PDF…** to pick one from Files or iCloud Drive, or **Scan a document** to photograph a paper one.
- **To view an asset**, tap it. You can open the PDF, **Share or print** it, and see which events it is attached to. Tap **Edit** to change it or replace its PDF.
- **To delete an asset** from the library, swipe left on it.

To attach assets to an event, open the event and tap **Attach assets** under **Assets**. Assets for the event's band are listed first; tick the ones you want and tap **Done**. Tap **+** there to add or scan a new asset without leaving the event. Tap an attached asset to view it, or swipe left to detach it; it stays in the library.

When you message the band, each asset attached to the event can be ticked under **Attach** (section 8.2). Assets are included in backups.

8 Line-ups and messages

8.1 Building a line-up

The line-up is on the event page. Tap **+** to add musicians: choose their status under **Add as**, then tick the musicians.

Status	Meaning
Invited	Asked, no reply yet.
Tentative	Probably available.
Confirmed	Playing.
Unavailable	Can't make it.
Declined	Said no.

Tap a musician in the line-up to change their status, what they're playing, their **Pay** for this event, or notes. Confirmed and tentative musicians count as playing.

Pay: enter what each musician is paid for this event. The line-up shows each person's pay and the total, and the event's **Money** section shows **Musicians' pay** and **Fee less musicians' pay**. Only confirmed and tentative musicians count towards the total. Pay is never shown on the setlist PDF or in messages to the band.

8.2 Messaging the band

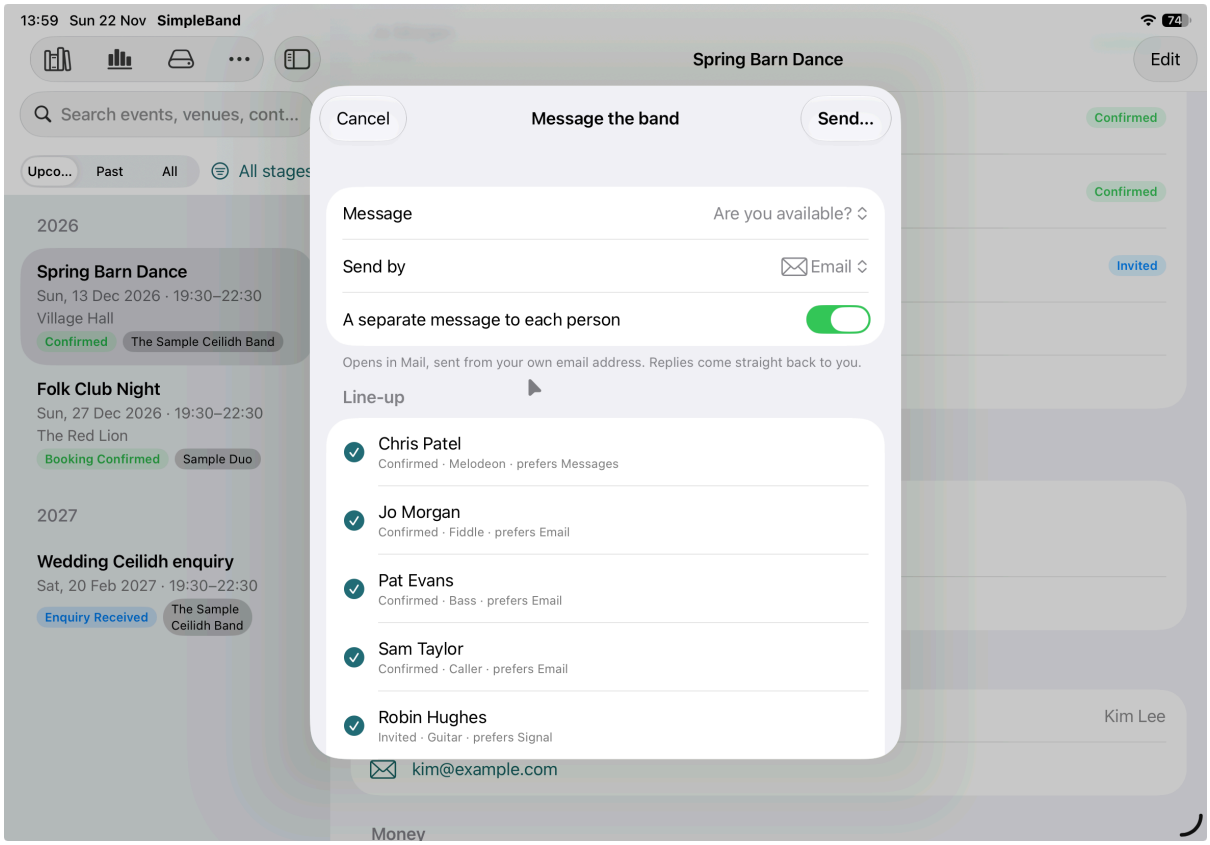
On an event page, tap **Message the band…** (under **Line-up**). The app writes the message for you.

1. **Message**: choose **Are you available?**, **Booking confirmed**, **Setlist**, **Change of plan** or **Other message**. The date, times, venue, map link and band are filled in; the setlist message lists the dances and tunes. You can change any of the wording.
2. **Who to**: everyone booked for the event is ticked to begin with (anyone unavailable or declined is left out). Untick people, or tick others under **Other musicians**. Each person shows how they prefer to be contacted. **Everyone booked** and **None** change the ticks quickly.
3. **Send by**: **Email** (from your own address, in Mail), **Messages**, or **Signal or another app**, which opens the share sheet so you can choose Signal and then a person or group.
4. **A separate message to each person** greets each by name and says what they're playing. Turn it off to send one message to everyone, which suits a Signal group.
5. **Attach**: a **Calendar invite**, which members tap to add the gig to their calendar, the **Setlist (PDF)**, and any assets attached to the event (section 7.5).
6. Check your name under **Sign-off**, then tap **Send…**.

If you change the wording and want to start again, tap **Start again from the standard wording**.

8.3 After sending

Each person's **last contacted** date is updated. Anyone you asked who wasn't in the line-up is added as **Invited**. Replies come to you in the usual way; update each person's status in the line-up when they answer.



Message screen

9 Reports

Tap **Reports** on the bookings list.

9.1 Choosing a report

Report	What it shows
Overview	Gigs, fees and items performed, with charts by year and band.
Gigs	Every gig in the period, with fees and totals.
Performance	How often each performance item has been played and planned; sort by most or least played.
Music	How often each piece of music has been used; can show only those without sheet music on this iPad.
Venues	Where you have played, how often and when last.
Musicians	Who has played, how often, and their pay for the period.

9.2 Period and band

Use **Period** to choose a year or **All time**, and **Band** to choose one band or **All bands**. Figures come from setlists in the app: an item counts as played when it is marked **Performed**, and as planned when it is in a setlist.

9.3 Exporting

Tap **Export** at the top right of Reports and choose:

- **This report as a spreadsheet (CSV)** saves the report you're looking at as a spreadsheet file.
- **All data as spreadsheets (CSV)** saves your events, setlists, performance items, music, musicians and line-ups (with pay) as spreadsheet files.
- **Graphics summary (PDF)** makes a one-page summary with charts, to print or send.

CSV files open in Numbers, Excel and other spreadsheet apps.

10 Backing up and restoring

Your iPad holds the only working copy of your data, so back up regularly: after any session of changes you wouldn't want to lose, and always before deleting or reinstalling the app.

10.1 Making a backup

1. On the bookings list, tap **Back up and restore** (the drive button).
2. Tap **Make a backup**. One file is made containing everything: events, setlists, performance items, music, sheet music, assets, musicians, line-ups and your settings.
3. Tap **Save or send…** and choose **Save to Files**. iCloud Drive is a good place, as the backup is then kept off the iPad. You can also email it to yourself.

The screen shows when you last made a backup.

10.2 Restoring

1. Tap **Back up and restore**, then **Restore from a backup…**.
2. Choose the backup file.
3. Check the date and contents shown, and tap **Replace with backup**.
4. Tap **Close now**, then open Simple Band Manager again. The backup is put in place as it opens.

Restoring replaces everything in the app. The data that was there before is kept aside on the iPad rather than deleted.

10.3 Moving to a new iPad

Make a backup on the old iPad and save it to iCloud Drive. Install Simple Band Manager on the new iPad, choose **Restore from a backup** on the welcome screen and pick the file. Reconnect any MIDI pedal afterwards (section 6.5).

11 Troubleshooting and questions

My MIDI foot pedal doesn't appear in the iPad's Bluetooth settings.

That's normal for MIDI pedals. Connect it from inside the app instead (section 6.5).

The pedal worked yesterday but not today.

After the iPad or the pedal has been restarted, connect it again from the pedal button in the music view.

A song says Sheet music file missing.

The PDF isn't on this iPad. Open the song, tap Edit and attach the PDF again.

I changed an item's tunes but an old setlist still shows the old ones.

Only setlists from today onwards are updated, so past gigs stay a true record. To update one by hand, open it and tap Update from the performance library.

Email isn't offered when I message the band.

Mail needs an email account set up on the iPad: add one in the iPad's Settings → Apps → Mail. Or choose Signal or another app.

A stage I removed still appears in the filter.

Some events are still at that stage. Open Settings → Booking stages; the stage is shown in grey at the end. Tap Move… to move those events to another stage.

Where is my data kept?

In the app's own storage on the iPad, and in the iPad's iCloud Backup if that is turned on. A backup file from Back up and restore is the easiest way to keep a copy and to restore it.

I deleted the app by mistake.

Deleting the app deletes its data. Reinstall it and restore your most recent backup file (section 10.2).

12 Help and contact

Help, news and the privacy policy are on the web at app.stuart-barry.co.uk/band. When you get in touch, please say which version of the app you have (Settings → About) and which iPad.

band@app.stuart-barry.co.uk

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