

Day-of Rehearsal RSVPs

How tonight's absences flow from member taps → section leader emails → band-manager chair counts. One feature, four perspectives.

How it works: on the morning of every published rehearsal, members get the usual reminder email with a new **Can't make it tonight?** button. Tapping it tells your section leader you won't be there — no app login, no email reply needed. About an hour before rehearsal starts, section leaders and directors get an automatic email listing tonight's absences. On the day of a rehearsal, when you open Backstage Baton on your phone, the top of the Home tab shows a summary that's tailored to your role.

1 MEMBERS — THE EMAIL + THE ONE-TAP REPLY

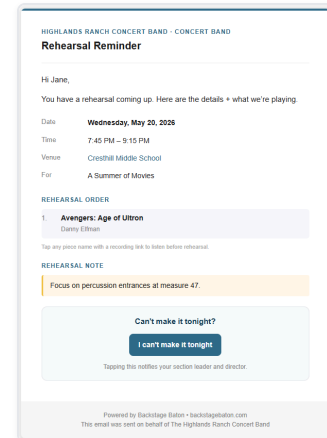
FOR ALL MEMBERS

WHERE: **MORNING-OF REHEARSAL REMINDER EMAIL**

1. **Look for the new block** at the bottom of your rehearsal reminder, just below the Rehearsal Note: *"Can't make it tonight?"*
2. **Tap the button** if you can't be there. The link opens a one-screen confirmation form — no app login required.
3. **Add a short note** (optional): "work conflict," "out of town," "sick." Your section leader sees it and can plan accordingly.
4. **Tap Send.** You'll see a confirmation. Done.

Changed your mind? Tap the same link again and choose *Never mind, I'll be there.* The link works right up until rehearsal starts.

Privacy note: tapping the link notifies your section leader and director. Your note is shared with leadership only — not other members.



The new button at the bottom of your rehearsal reminder.

2 MEMBERS — THE CONFIRMATION PAGE

FOR ALL MEMBERS

WHERE: **YOUR BROWSER, AFTER TAPPING THE EMAIL BUTTON**

1. **Confirmation page loads** with your name, the rehearsal date / time / venue, and an optional note field.
2. **Type a short reason** if you want your section leader to know why (e.g. "work conflict"). Keep it brief.
3. **Tap I can't make it tonight** to submit. Or tap *I'll be there* to confirm attendance.
4. **Success message** appears: "Got it — your section leader has been notified."

No login required. The link in your email IS your authentication. Don't share it; anyone with the URL could RSVP on your behalf.

■ BACKSTAGE BATON

Can't make it tonight, Alexander?

2026-05-20 • 19:30 • Lakeshore High School Auditorium • Concert Band

Add a quick note (optional — shared with your section leader)

e.g. work, sick, out of town

Your response notifies your section leader and director. You can change it any time before the rehearsal.

The form — one tap, one optional note, one Send.

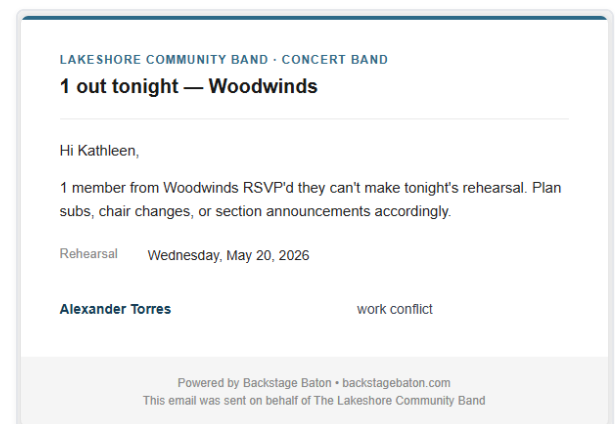
3 SECTION LEADERS — THE ABSENCES EMAIL

FOR SECTION LEADERS

WHERE: **YOUR INBOX, ~60 MINUTES BEFORE REHEARSAL START**

1. **You'll only get this email when someone in your section is out.** Zero absences = no email.
2. **Subject line** shows the count at a glance: "1 out tonight — Woodwinds (Wed, May 20, 2026)."
3. **Body lists names + reasons** for everyone who tapped "can't make it." Plan subs, chair changes, or section announcements before downbeat.
4. **One email per section you lead.** If you lead multiple sections, you get one email per section.

Members can change their mind right up to start. If someone flips back to attending after you've already gotten the email, you won't get a follow-up email — check the live summary at the top of your Home tab (next section) for the current count.



Your section's absences — one row per person.

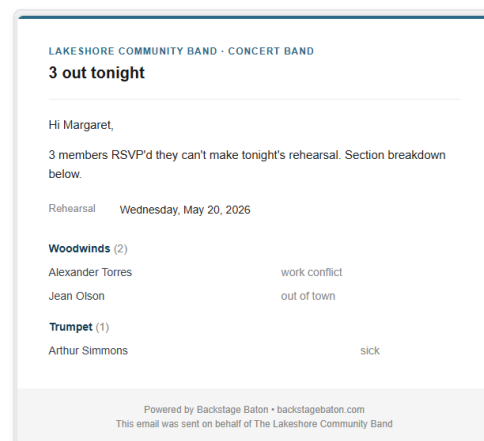
4 DIRECTORS — THE ENSEMBLE DIGEST

FOR DIRECTOR / MUSIC DIRECTOR / PRESIDENT / VP

WHERE: **YOUR INBOX**, ~60 MINUTES BEFORE REHEARSAL START

1. **Full ensemble view**, grouped by section. Counts at the top, names underneath.
2. **Same skip-when-empty rule**: zero absences across the ensemble = no email.
3. **Use this to confirm** whether to start on time, ask a section leader to find a sub, or adjust the run order.

The director-class roles that auto-receive: **president, vice president, music director, assistant conductor**. Whoever holds those roles on the org gets the email automatically — no subscription needed.



Full ensemble email grouped by section.

5 TONIGHT'S ATTENDANCE SUMMARY ON YOUR PHONE

ALL ROLES ON REHEARSAL DAYS

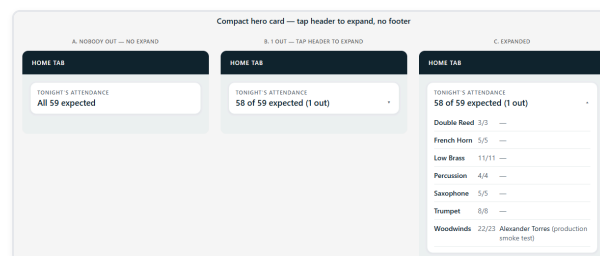
WHERE: **HOME TAB** ON YOUR PHONE

What you see depends on your role

- **Director / Music director / President**: "58 of 59 expected (1 out)." Tap the summary to see who's out, by section, with reasons.
- **Section leader**: just your section — who's out and why.
- **Band manager**: how many chairs to set out per row of the stage, plus percussion stations. The numbers match the "Chairs to Deploy" panel on the performance page.
- **Member**: your own status — "You're confirmed for tonight" or "You're marked as not attending."

Updates on its own. The summary refreshes about once a minute, so if someone changes their mind close to start time it shows up without you needing to do anything.

The summary only appears on the day of a rehearsal. On other days the Home tab looks the same as always.



Director view, expanded — tap the headline again to collapse.

6 BAND MANAGER — CHAIR SETUP VIEW

FOR BAND MANAGER

WHERE: **HOME TAB (MOBILE)** ON THE DAY OF REHEARSAL

- **Per-row chair counts** matching the actual stage layout, not per-section. If your front row holds 10 chairs and your back row holds 8, those numbers appear here.
- **Percussion broken out separately** as "stations" (not chairs).
- **Deltas in red** when absences reduce the count: "Row 2: 17 chairs (-1)" tells you to pull one fewer chair than normal for that row.
- **No member names** in this view by design — chair-setup is logistics, not roster management. If you need to chase a specific absentee, the section leader has that info.

Numbers match the Stage Layout tab. The summary on your phone uses the same chair-placement plan as the "Chairs to Deploy" panel on the performance page — including the way large sections overflow from one row into the next.

7 IF SOMETHING GOES WRONG

- **Member: link says "Link expired"** — the token was reset (you can request a new link from your section leader) or the rehearsal was cancelled.
- **Member: link says "RSVP not in use"** — your org has the day-of RSVP feature turned off. Reach out to your section leader directly.
- **Section leader: didn't receive an email** — you'll only get one when someone in your section is actually absent. Check the summary on your phone's Home tab for the current count.
- **Org admin: want to turn the feature off entirely** — Settings → Organization → Edit → Settings → switch off *Day-of rehearsal RSVPs*. The button disappears from the email immediately, the phone summary hides, and the pre-rehearsal absence email stops going out.