



Photo & Social Media Permissions

Track every member's answer to "can we use your photo?" — captured once at member entry, remembered with who said it and when, and easy to check before you post.

Most bands post concert photos — to the website, the newsletter, Facebook. And most bands have at least one member who'd rather not appear, plus a handful of minors whose parents get the say. Keeping track of who said what usually means a column in somebody's spreadsheet, and it goes stale the moment a new member joins.

Backstage Baton makes the answer part of the member record itself. Alongside the yes or no, it records **who gave the answer** (the member, a parent or guardian, or a written application form), **who entered it**, and **when** — so a year from now you can answer "are we sure about this one?" with a record instead of a memory.

EVERY MEMBER CARRIES ONE OF THREE STATES

Photos OK

They (or their guardian) said yes.

Declined

They said no. Leave them out of posts.

Not answered

Nobody has asked yet — or the answer wasn't recorded. The system never guesses.

1 Write your band's permission statement

The permission your members agree to is **your band's own wording** — Backstage Baton just keeps the records. To review or edit it, go to **Organization > Settings** and find the **Photo & Social Media Permission** section.

A starter statement is provided so you're never staring at a blank box. Make it yours: name your band, say where photos actually appear (website, programs, the Facebook page), and keep it in plain language.

VERSIONS ARE TRACKED

Every time you edit the statement's wording, Backstage Baton bumps its version number — and each member's answer remembers *which version* they agreed to. Every version's full text stays viewable under **View previous versions** on the same settings page, so if you materially change what you're asking, you can see exactly who answered under the old wording — and what that wording said.

A RECORDS TOOL, NOT LEGAL ADVICE

Backstage Baton stores your statement and your members' answers; it doesn't judge whether the wording does what you need legally. If your organization has specific requirements — schools and youth programs often do — run your statement past whoever advises you.

2 Capture the answer when you add a member

The best moment to ask is when someone joins — it's one more line on the same form, instead of a chase-down campaign later. The Add Member flow's final step includes a **"Can we use their photo?"** block:

1. Choose **Yes — photos OK** or **No**. (Leaving it on **No answer** is fine — it simply stays "not answered.")
2. If you record an answer, say **who gave it: the member** (they told you directly), **parent / guardian** (for minors), or **from their application form** (you're copying an answer from a written application or registration sheet).
3. For answers copied from paper, a **"Where did this answer come from?"** note is saved with it — "Fall 2026 registration form," for example — so the answer can always be traced back to its source.

Recording an answer is never required to add the member. An unanswered state is honest, visible, and easy to follow up on later.

3 Minors: the guardian answers

For members who are minors, the yes or no belongs to a parent or guardian, not the member's own say-so. When you pick **Parent / guardian** as who answered, Backstage Baton records the guardian's name with the answer.

If the member already has a parent or guardian set up as their **communication contact** (the person who receives band emails on their behalf), that name is offered automatically — one tap instead of retyping.

4 Importing answers from your spreadsheet

Already tracking permissions in a roster spreadsheet? **Smart Import brings the answers in with the members.** When you import a roster file, Backstage Baton looks for a permission column — headers like *Photo Release*, *Photo Permission*, *Media Consent*, *Photos OK*, and similar are all recognized.

YOUR CELL SAYS	RECORDED AS
Yes, Y, OK, Checked, Agreed, Signed...	Photos OK
No, N, Declined, Refused, Opt-out...	Declined
blank	Not answered — a blank cell is never treated as a yes or a no.

Imported answers are marked as coming from your roster file, so the paper trail stays honest about its source.

5 Checking and changing an answer

Open any member and look at the **Admin** tab. The Photo Permission section shows their current status, who answered, where the answer came from, and the date and time it was recorded.

People change their minds — that's expected. Click **Change answer**, and the form opens showing the current answer. If you switch it (yes to no, or back — or change who the answer came from), the supporting fields clear so you record fresh details for the *new* answer.

NOTHING IS EVER OVERWRITTEN

A changed answer doesn't erase the old one. The previous answer is kept in the member's history, marked as superseded — so "she said yes in 2026, then asked us to stop in 2027" is a fact you can show, not a shrug.

6 Finding members by their answer

Before you post the concert album, check who's opted out. On the **Members** page, open **Advanced search** and filter by photo answer:

- **Photos declined** — the list to keep out of posts.
- **No photo answer** — your follow-up list; ask at the next rehearsal.
- **Photos OK** — everyone cleared.

Advanced search is only visible to leadership roles with access to sensitive member details — a member browsing the roster can't see or search anyone's permission status.

7 The paper trail

Every member has a **History** tab (visible to admins) listing what changed on their record and every permission answer ever given — each entry with **who did it** and **when, to the minute**. Superseded answers stay visible, struck through, exactly as they were recorded.

That's the whole point of the feature: when a question comes up — a board member asks, a parent calls, a photo needs taking down — the answer is a lookup, not an argument.