



Scheduling Rehearsals

Director guide — put rehearsals on the calendar with or without a concert, block out a whole season in one pass, and let performances pick up their rehearsals automatically.

A rehearsal now belongs to **your ensemble**, not to a concert. Groups that rehearse repertoire week after week — picking up gigs as they come — can block out their standing rehearsal night months ahead with no performance on the books. When a performance does land, every rehearsal leading up to it is tied to that concert automatically.

Your members don't have to do a thing. Standing rehearsals show up everywhere the rest of the schedule does: the weekly email, phone calendar subscriptions, the printable schedule, and the morning-of reminder.

THE WHOLE RHYTHM, AT A GLANCE

1

BLOCK OUT

Schedule your rehearsal nights for the season — a whole run in one pass, no concert needed.

2

GIG LANDS

Create the performance. The rehearsals before it attach to that concert automatically.

3

COUNT DOWN

Every performance shows how many rehearsals remain before the big night.

Create a rehearsal — with or without a concert

Open **Schedule** in the sidebar and click the **New** button at the top right, then **New Rehearsal**.

- **Pick your ensemble first.** Your usual rehearsal night, venue, and start/end times fill in automatically — change any of them if this one's different.
- **One date, or a range.** Leave "To date" empty for a single rehearsal.
- **Tied to a performance?** Attach it to an upcoming concert, or leave it as "No performance — standalone rehearsal."
- **Label it if you like** — "Sectionals," "Summer reading session" — and that label shows on every calendar.

Also here: the same New button creates a **Performance** or an org-wide **Event** — everything schedulable starts from one place.

New Rehearsal

Ensemble *

Select an ensemble...

From date **

To date (optional)

mm/dd/yyyy

mm/dd/yyyy

Leave "To date" empty for a single rehearsal. Set it to block out weekly rehearsals — you'll see the full list of dates to review before anything is created. When a performance is added later, the rehearsals before it are tied to it automatically.

Tied to a performance? (optional)

No performance — standalone rehearsal

Label (optional)

e.g. Sectionals, Summer reading session

Rehearsal Location

No venue

Start Time

End Time

--:-- --

--:-- --

Create Rehearsal

Cancel

The New Rehearsal form. Ensemble first — your usual night and venue prefill.

How to

Block out a whole run of rehearsals

Set a **From date** and a **To date** and Backstage Baton lays out one rehearsal per week on your usual night, for the whole stretch.

Before anything is created you get a **review list** of every date:

- Nights you already have something scheduled are **skipped automatically** — nothing gets double-booked.
- Click the ✕ next to any week you're dark (Thanksgiving, spring break) to drop it.
- The button always tells you exactly how many rehearsals will be created.

Click **Create** and the whole run lands on every member's calendar at once.

Season tip: block out your standing night through the end of the season in August. As concerts get booked, the rehearsals sort themselves out — you never re-enter a date.

New Rehearsal

✕

14 rehearsals will be created for **Concert Band**. Remove any dates that don't work.

Wed	Sep 9, 2026	Harmony Ridge Communi...	already scheduled — skipped
Wed	Sep 16, 2026	Harmony Ridge Commu...	already scheduled — skipped
Wed	Sep 23, 2026	Harmony Ridge Community Center	✕
Wed	Sep 30, 2026	Harmony Ridge Community Center	✕
Wed	Oct 7, 2026	Harmony Ridge Community Center	✕
Wed	Oct 14, 2026	Harmony Ridge Community Center	✕

Create 14 Rehearsals

Back

Cancel

The review step — every date listed, conflicts skipped, one click to remove a week.

Automatic

When a gig lands, the rehearsals follow

Create a performance the way you always have. That's the whole instruction.

- Every standing rehearsal between your last concert and the new date **attaches to the new performance automatically** — you'll see a note like *"5 existing rehearsals now lead to this performance."*
- Rehearsal orders you've already set are kept exactly as they are.
- Need to un-hook one? Open the performance → Rehearsals → **Edit** → check *"Not tied to a performance."* It stays on the calendar as a standing rehearsal.
- **If a gig falls through**, deleting the performance no longer takes your rehearsals with it — they go back to standing rehearsals, ready for the next booking.

How to

Scout a concert date before you commit

On the Schedule's **Year** tab, click any future date. For each ensemble you'll see exactly how many rehearsal nights you'd really have before a concert on that date.

Sunday, December 27, 2026

×

PLAN THIS SUNDAY

ADD TO THIS DATE

New Performance

New Rehearsal

New Event

● Concert Band

Wednesday cadence

13 usable rehearsals · 1 conflict

✓ Sep 23

✓ Sep 30

✓ Oct 7

✓ Oct 14

✓ Oct 21

✓ Oct 28

✓ Nov 4

⚠ Nov 11

✓ Nov 18

✓ Nov 25

✓ Dec 2

✓ Dec 9

✓ Dec 16

✓ Dec 23

● Jazz Band

Thursday cadence

25 usable rehearsals (12 already scheduled) · 1 conflict

✓ Jul 2

✓ Jul 9

✓ Jul 16

✓ Jul 23

✓ Jul 30

✓ Aug 6

✓ Aug 13

✓ Aug 20

✓ Aug 27

✓ Sep 3

✓ Sep 10

✓ Sep 17

✓ Sep 24

✓ Oct 1

✓ Oct 8

✓ Oct 15

✓ Oct 22

✓ Oct 29

✓ Nov 5

✓ Nov 12

✓ Nov 19

⚠ Nov 26

✓ Dec 3

✓ Dec 10

✓ Dec 17

✓ Dec 24

Green checks are nights already on your calendar — they'd carry over to the new concert. Warnings flag holidays.

- **✓ Green** — a usable rehearsal night; a darker green means it's already scheduled and would attach to this concert.
- **⚠ Amber** — a holiday on your rehearsal night; plan around it.
- The same panel's **Add to this date** buttons create the performance, rehearsal, or event right there.

Built in The rehearsal countdown

Every performance page now answers the question the whole band is quietly asking: **how many rehearsals do we have left?**

The screenshot shows the 'REHEARSALS' section of a performance page. At the top, there's a 'MUSIC' tab and a 'REHEARSALS' tab. The 'REHEARSALS' tab is active, showing a list of 6 planned rehearsals. Each rehearsal entry includes a date, time, location, and buttons for 'Take attendance', 'Edit', and 'Cancel'. A '+ Add Rehearsal' button is in the top right. Below the list, there are tabs for 'PERFORMERS', 'STAGE LAYOUT', and 'AUDIENCE'.

REHEARSALS
6 rehearsals planned You have 6 left before the performance
> Aug 12, 2026 7:00 PM – 9:00 PM Harmony Ridge Community Center
> Aug 19, 2026 7:00 PM – 9:00 PM Harmony Ridge Community Center
> Aug 26, 2026 7:00 PM – 9:00 PM Harmony Ridge Community Center
> Sep 2, 2026 7:00 PM – 9:00 PM Harmony Ridge Community Center
> Sep 9, 2026 7:00 PM – 9:00 PM Harmony Ridge Community Center
> Sep 16, 2026 7:00 PM – 9:00 PM Harmony Ridge Community Center

The Rehearsals section of a performance — total planned, and how many remain before the downbeat.

Cancelled rehearsals don't count against you, and the numbers update the moment you add or cancel a night. It's the same view where you edit rehearsals, set each night's rehearsal order, and take attendance.

What your members see: nothing new to learn, nothing to install. Standing rehearsals appear in the weekly digest email, on subscribed phone calendars, on the printable season schedule, and in the morning-of reminder — automatically.

CHEAT SHEET

1. **One rehearsal:** Schedule → New → New Rehearsal → pick ensemble & date → Create.
2. **A whole season:** same form → add a To date → review the list → Create.
3. **Gig lands:** just create the performance — rehearsals attach themselves.
4. **Scout a date:** Schedule → Year → click the date.
5. **Check the runway:** open any performance → Rehearsals.