

Section Leader Quick Guide

Seat your section, record the absences people tell you about, and message your players — from a desktop or your phone.

Where to start: sign in → **My Section** in the sidebar. On a computer there are four tabs: **Roster**, **Folders**, **Attendance** (or **Availability**), **Communicate**. **None of this has to come from your keyboard** — phone or text the concert manager and they can make any of these updates for you.

ON A PHONE — WHAT'S DIFFERENT

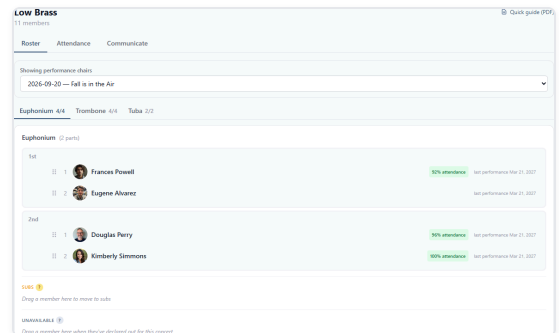
- Tap **Section** in the bottom bar.
- **Three tabs**, not four.
- No **Communicate** tab — tap **Message**, top right.
- Instruments are **pills**, not tabs.
- **Tap** a player to pick up, tap to place.
- Tap them again to cancel the move.

1 SEAT YOUR SECTION

WHERE: **MY SECTION** → **ROSTER**

1. **Pick the concert.** Seating is per concert — changing it here changes no other date.
2. **Pick an instrument tab.** The small numbers show how many chairs are filled.
3. **Seat or reorder:** drag by the grip handle.
4. **Subs** is the bench — in your section, not playing this concert. **Unavailable** is for anyone who has declared out.
5. **Playing a different instrument this concert? ...** → **Change instrument...** on their row; the season instrument stays.

Seating carries forward on its own. A concert follows your most recent past one until you touch a chair — then that seat is pinned for good. Nothing to click, and a season built in advance won't sit in week-one chairs.



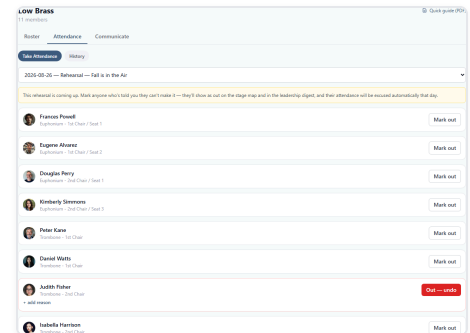
Chairs for one concert, with Subs and Unavailable underneath.

2 RECORD AN ABSENCE SOMEONE TOLD YOU ABOUT

WHERE: **MY SECTION** → **ATTENDANCE** (CALLED **AVAILABILITY** IF YOUR BAND DOESN'T TAKE A REGISTER)

1. **Pick the rehearsal or concert.** For a date still ahead, everyone has a **Mark out** button.
2. **Tap Mark out** for anyone who has said they can't make it, and **add a reason** if you know one.
3. **Tap Out — undo** if plans change. Every tap saves by itself — there is no submit button.
4. For a past date, the same tab records who actually turned up.

This is the weekly one. Most members report their own absences from a reminder email or text. Your job is catching the person who mentions it in the car park — that absence doesn't exist anywhere until someone enters it. Marking them out never costs them their chair: bring them back and they return to the same seat.



An upcoming rehearsal. One player is already out, with a reason to add.

3 MESSAGE YOUR SECTION

WHERE: **MY SECTION** → **COMMUNICATE**

Two tools — pick the right one

- **Send Chair & Performance Details** (top card) sends everyone their chair and seat, the concert details, first rehearsal and setlist. Use it once your section is set.
- **Custom message** (the form below) is just a subject and a message. Whole section, or pick members.

Both come from your name, and replies come to you — your own address, not a noreply box. Members can simply hit reply.

4 HAND OUT YOUR SECTION'S FOLDERS

Once the librarian shares a concert's folders (**My Section** → **Folders**), each row shows the number, part, who it belongs to and where it is. **Check out** hands it to its player in one tap (**Check out...** asks who first); **Check in** takes it back. Every tap shows on the librarian's board.

5 IF SOMETHING LOOKS WRONG

- **Dropdown empty:** no upcoming concerts for your ensemble yet. Ask a director.
- **Someone is missing, or their email bounced:** wrong ensemble, instrument or address. Tell a director or the membership coordinator — the record is theirs to edit, yours to report.
- **Percussion has no chairs:** it is covered by station, so you get one "Playing this concert" group instead of a chart. Move people between it, Subs and Unavailable as normal.