



The Weekly Update at a Glance

One page for your leadership team: what happens each week, what's automatic, and what's guaranteed.

THE WEEKLY RHYTHM

1

INPUT DAY

An email lands in leadership inboxes showing the week's schedule and asking, "anything to add?"

2

REPLY WINDOW

Anyone on the input list hits reply, in plain English. Replies add together — they never overwrite each other.

3

REVIEW & APPROVE

Your chosen approver receives the finished email — as early as the evening before — and can edit before approving.

4

SEND DAY

Members get one email at your delivery window. Leadership receives it too.

Days and times are per ensemble; the settings page always shows exactly when the approver and the members will receive it. Step 3 is optional — skip approval and the update sends on its own.

THE SYSTEM FILLS IN

- This week's rehearsal or performance — date, time, venue with map link
- The music, with chart numbers and ► Listen links from your library
- Performance details — call time, dress, venue for the next concert
- A welcome for members who joined this week
- A "Looking Ahead" table of upcoming dates

LEADERSHIP ADDS BY REPLYING

- Announcements, news, thank-yous — by default each person's notes appear word for word, under their name
- The week's rehearsal order — a numbered piece list in a reply sets it in the app when none is set yet, and emails you what it set
- Attachments, links, context
- In the combined-note style, deadlines and questions lead in an amber "Heads up" box, in your exact words

WHAT'S GUARANTEED

- **Your words, as you wrote them** — new bands start with each leader's reply word for word under their name. Prefer one combined note? Switch the writing style; piece lists, chart numbers and dates stay exactly as written either way.
- **Nothing invented** — the update contains only what the schedule holds and what leadership wrote. No filler openings, no manufactured urgency, no made-up reasoning.
- **Approved before it sends** — with approval on, what the approver signs off on is byte-for-byte what members receive. Unapproved updates hold (or send, your choice) and never go out stale a week later.
- **Preview anytime** — compose the exact email from the replies so far without sending a thing.

Where to set it up: Settings → Communications → Weekly Digest — per ensemble: input day and roles, send day (time follows your delivery window), writing style, approval and approver, review timing. Collected replies live under "Replies collected" on the same card.