band Office LLC

User's Guide

Welcome to bandOffice !

Your bandOffice subscription gives you total organizational control over every aspect of your band program. Read on to learn about the powerful features at your disposal.

Beginning Your 90-Day Free Trial

To create a bandOffice account, start by visiting bandOffice.net and clicking "Sign Up."

Enter your school name. The school name must be unique. If another school is already using the same name (suppose there is more than one "University High School") try adding some distinctive word to your school name (like "University High School Orlando" or "University Cougar Band.")

Fill out the contact and director information and complete the form.

Your username will be displayed. You will need this to log in, so write it down and keep it in a secure location.

You will receive an email with a link to set up your password. Click on this link, double-check your username, set your password, and you're in! Your 90-day free trial has begun.

Logging In

After your initial setup, you can log in by clicking the "Log In" button in the top right of the screen, selecting your school from the drop-down list, and entering your username and password.

Upon logging in, you will be brought to the landing page. This page has links to your Calendar, Notifications, and Director Settings, as well as an editable container where you can post a main announcement that all your students will read when they log in.
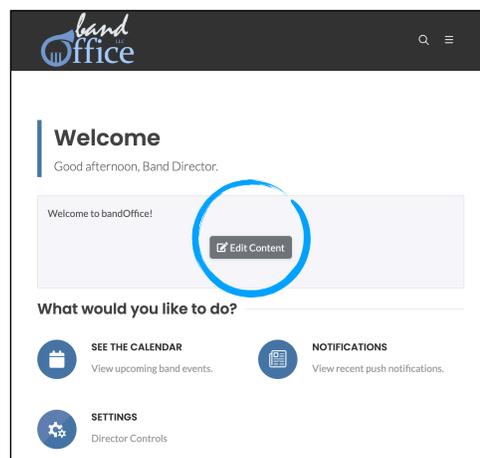
Adding Students

Your bandOffice account is going to feel rather empty without any students in it. There are three ways to add students to your account: (1) import a roster, (2) add students manually, or (3) allow students to self-register.

Importing a Roster

If you already have all your student information in a Google Doc, Excel file, or other type of spreadsheet, the fastest way to get all your students in is to import a roster.

To do this, click the "Students" menu and go to "Import Roster." Download the template and fill it out with your existing data. Double-check the instrument name requirements (you can easily fix any discrepancies with a find-and-replace function.)

Follow the instructions to export your file as a CSV (Comma-Separated Values) file and upload it to your bandOffice account. Your students will all appear with most of their information filled out.

You'll need to share their usernames with them so they can log in. Usernames are displayed by clicking "Students" → "View All Students." Student passwords default to `bandoffice` and will need to be changed after logging in the first time.

Adding Students Manually

Students can be added one-at-a-time by clicking the "Students" menu and selecting "New Student." For each new student, you'll need to share their usernames with them so they can log in. Student passwords default to `bandoffice` and will need to be changed after logging in the first time.

Allowing Students to Self-Register

By clicking "Students" and going to "New Student," you'll see a blue, circular icon in the upper righthand corner. Clicking on this will bring up a Quick Response (QR) code. Print or display this for your students, who can scan it with their mobile devices and register their own bandOffice accounts.
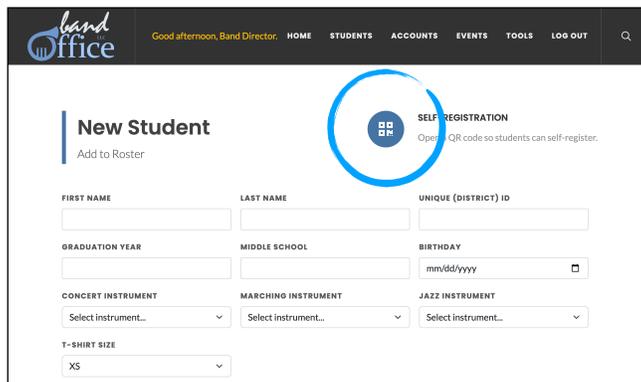
Deleting a Student

To delete a student, navigate to "Students" → "Delete Student" and select the name of the student (or students) you want to delete.

Be extremely careful when deleting a student! This information cannot be recovered.

View All Students

By clicking "Students" and then "View All Students," you can see, search, and sort through your entire student roster.

Student Tabs

Clicking on a row in the "View All Students" menu, or going to "Students" → "Student Profile" and selecting a student from the dropdown will bring you to the control panel for that individual student. You'll see six tabs: Profile, Contacts, Account, Attendance, Documents, and Uniform.

PROFILE

The profile tab displays the student's basic information, which can be edited and updated here.

Updating the graduation year will change the student's grade group, and move the student to your Alumni roster if it is early enough.

Changing the student's concert, marching, or jazz instrument will put the student in the appropriate group

The student's login name is displayed as read-only; this cannot be changed.

The "Click to Reset" button will email a password reset link directly to the student. (Naturally enough, the student must have an email address on file in the Contacts page for this to work.)

Director Notes are visible to the director only; the student cannot see these.

On the right-hand side is displayed a list of all the groups of which the student is a member. Clicking on a group will take you to the Group Manager page with that group selected. If the student is assigned an instrument, a drill dot, or a locker, this information will appear here as well; clicking on any of these links will bring you to the relevant control panels.

Click "Update Profile" to save any changes you make here.

CONTACTS
The Contacts tab displays the student's address, phone, email, and parental contact information. On supported devices, clicking on the grey phone or email button will initiate contact via the selected medium.

Click "Update Contacts" to save any changes you make here.

ACCOUNT

The Account tab displays the total amount the selected student owes your program. A table of all available transactions for this student is displayed, along with a running balance. The total balance, and an option to print an account statement, are displayed in the bottom row of this table.

Click "Edit" to modify a specific transaction or "Delete" to remove it permanently from the student's account. If the transaction was assigned to an entire group, you will be prompted to confirm whether the changes you are making are for the individual student or for all the students to whom the transaction was assigned.

The bottom row of the table allows you to assign a new transaction to the selected student. Use negative values for charges and positive values for payments.

ATTENDANCE

The Attendance tab shows the total number of absence records (tardy, excused, unexcused) for this student. You can modify or delete any of these or add a new attendance record.

Note: Take attendance for a full group by navigating to "Events" → "Take Attendance."

DOCUMENTS

In the Documents tab, you can view any documents the student has uploaded to his or her account. You also have the option of uploading a document here; this will be visible only to the selected student. Documents can also be removed from this screen.

UNIFORM

The Uniform tab displays the student's measurements, uniform number (if assigned), and any sizing / apparel comments. Unlike the Director Notes in the Profile tab, comments here are two-way and can be viewed and modified by both the director and the student.

Note: Jacket size is a separate measurement from T-shirt size, which is modified on the Profile tab.

Downloading Your Roster

Navigating to "Students" → "Download Roster" will automatically download a spreadsheet of your complete student data.

Groups

Under "Tools" → "Groups," you will find four different tools to group students together. Groups are used in many other bandOffice functions, including Group Transactions, Accounts by Group, Attendance, Events, Chaperone's Assistant, Lists, E-mails, and Notifications.

There are two types of groups: user-created and auto-generated.

The "Tools" → "Groups" → "Manage Groups" page allows you to add or remove members from any group you created, and to view the membership rosters of auto-generated groups (for instrument sections and grade-based classes.)

Auto-generated groups (such as "Flutes," "Jazz - Trombones," "Marching Band - Color Guard," or "Sophomores") are modified by changing the relevant information in the profiles of individual students.

At the top of the "Manage Groups" page, you will see a URL to the link for students to join this group, along with a button to copy the URL for

easy sharing, and a button to display a QR code students can scan to join the group.

By visiting "Tools" → "Groups" → "Create Group," you can make a custom group and add students as you see fit. Students can be added or removed at a later time by using the "Manage Groups" page.

"Tools" → "Groups" → "Delete Group" will allow you to remove a custom group. Auto-generated groups are based on student profiles and cannot be deleted.
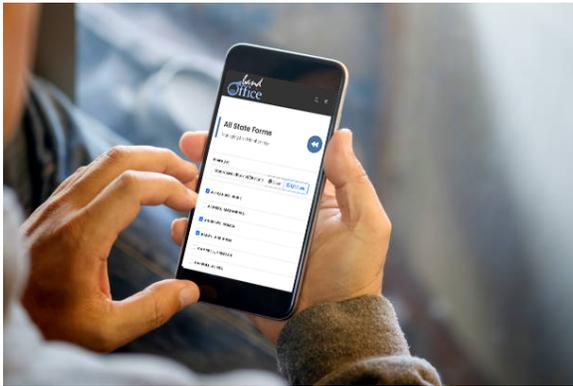
Lists

The form at "Tools" → "Groups" → "Lists" allows you to create simple checklists. Such lists are useful in many situations, for anything from tracking permission slips handed in to taking note of who has completed an audition.

Click on the blue list icon in the upper right hand corner of the page to create a new list and assign a group to it. Select whether you want students to be able to view the list or whether it should be visible only to the director.

Once the list is created, click "View" to see the list and check names off. If you made the list visible for students, a URL link and QR code are available to share. Students view the list as read-only and cannot make changes to the information.

Clicking "Edit" allows you to change the name of the list, the group assigned to it, and the viewing permissions. Click "Delete" to remove the list from your database.

Student Accounts

Student accounts are best thought of as a "fundraising ledger." It is important to relate to students and parents that their bandOffice student account page is not a checking account representing any amount of actual cash on hand, but simply a record of how much they have paid into their program and how much you have charged them. Further details (are students allowed to transfer funds to other students? Can students request refunds? To what can this account balance be applied?) Depend solely on local school policy and the band director's discretion.

Individual Transactions

By going to "Accounts" → "Individual Transaction," you can apply a charge or credit to a single student. Select the student from the dropdown, enter a brief description of the transaction, select the date, and enter the amount. Use positive numbers for payments and negative numbers for charges.

Group Transactions

Under "Accounts" → "Group Transaction," you can apply a charge or credit to an entire group of students. Before doing this, check "Tools" → "Groups" → "Manage Groups" and ensure the correct students are enrolled in the group. If you are sure, the group transaction intuitively works just like an individual transaction (see above.)

If, from an individual student account ("Accounts" → "View Student Account"), you attempt to edit or delete a group transaction, you will be prompted to clarify whether you want to make these changes only for the individual student in question, or for every student to whom the transaction was applied.

Importing Transactions

You can upload a spreadsheet of account information directly into your accounts database. The spreadsheet must have four columns:

Description	Amount	Date	District ID
Check #445	50.00	2026-03-05	4804125

For the upload to be successful, the spreadsheet must be exported in CSV (comma separated values) format, with no header (data only.)

Make sure the spreadsheet contains clean data:

- The description should clearly identify the transaction.
- The amount must be a number.
- The preferred date format is YYYY-MM-DD.
- The student ID should be your unique identifier for each student. This is listed in the student profile under "Unique District ID." A student with no listed Unique District ID will be ignored during an import.

Accounts by Group

Navigating to "Accounts" → "Accounts by Group" will display a list of all your groups with at least a single member, along with the total balance owed collectively by all members of the group. Clicking on the group name will reveal the details for each individual member, along with a link to that student's individual account. Clicking "Manage Group" on the right side next to the group name will bring you to the Group Manager for the group.

Documents

Directors should take note that there are two different places for document upload. The first is in the Documents tab of an individual students profile. As discussed earlier, documents uploaded here are

visible to both the director and the student. This is a good place to upload member contracts, permission forms, and documents that only pertain to a single student.

However, there is also a directors-only document tab, which can be found under "Tools" → "Uploads" → "Director Documents." Files uploaded here are visible only to the director. This is a good place to temporarily store documents to which everyone will need access, such as itineraries, or documents to which the director (but no one else) needs access, such as event packets or lesson plans.
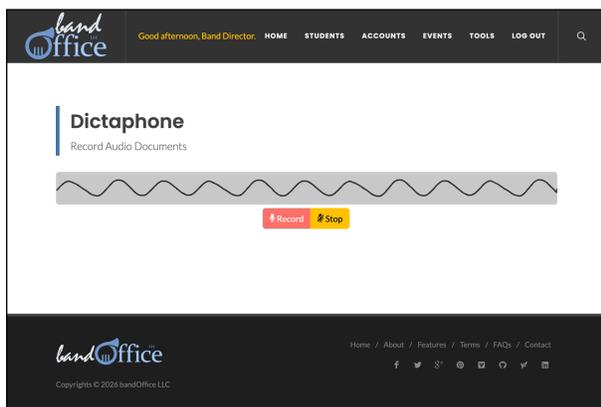
Dictaphone

The Dictaphone allows students and directors to record audio directly into the bandOffice platform. Student recordings will save to their individual Documents tab; director recordings will save to the Director Documents folder. The Dictaphone is best for short clips and brief audio messages; due to memory and file size constraints, it is not recommended for longer, piece- or concert-length recordings.

Attendance

Although your school almost certainly has its own method of taking attendance during class, many directors need a better system for taking attendance at after-school events such as rehearsals and concerts. Taking attendance on bandOffice is extremely simple: navigate to "Events" → "Take Attendance," set the date, filter by group if you wish, and mark students "P" (Present), "T" (Tardy), "U" (Unexcused Absence) or "E" (Excused Absence.) Changes save automatically.

To view the full attendance for a group from a previous date (or a future date, if you have entered any pre-arranged absences), simply set the date to the one you'd like to view.

Clicking on the name of a student in the Take Attendance list will bring you to that individual's Attendance tab, where you can view the full history of attendance reports for that student.

Event Manager
The Event Manager allows you to view every upcoming event, with options to Edit, Copy, or Delete, as well as a side panel to create a new event. To view past events as well, click the "View Past Events" button at the top right of the display.

Selecting an event and clicking "Edit" will bring you to that event's details page. (See Editing Event Details.)

Selecting "Copy" will duplicate the event, essentially creating a new event with the same name ("Copy of eventName"), date, associated student group, and volunteer positions. Individual volunteer sign-ups will not be duplicated. If the event was part of a repeating series, the copy will be part of the same series.

To create a new event, enter the details into the form on the right sidebar. When you enter the start date, the end date will automatically be entered as the same day. For multi-day events, adjust the end date.

By default, an event is listed as an "All Day Event." Unchecking this box will allow you to enter a specific start and end time. Clicking "Repeating

Event" will cause this event to recur weekly on all selected days of the week that fall between the start and end dates.

You can create a new event without selecting a student group, but a designated group is required to use the Chaperone's Assistant.

Finally, enter a brief description of the event and click "Create Event." Your event will be scheduled immediately and appear in your Event Manager and on your Calendar.

Editing Event Details
Clicking "Edit" in the Event Manager will allow you to update most of an event's details, including the name and description, start and end dates, start and end times (or to select All Day), and the assigned student group. Be sure to click "Save Changes."

On the right hand column of this page, you will see several navigation options: return to the Event Manager, open the Calendar to the selected event's date, access the Chaperone's Assistant for this event, set up the event's Volunteer Positions, duplicate the event, or delete the event.

Volunteer Positions
From the Event Details page, you can access the Volunteer Positions control panel.

Use the panel on the right hand side to create a new volunteer position, indicate how many volunteers you need, and provide a brief description of the position (report time, duration, responsibilities, etc.)

Any positions you have already created will appear in the main section of the page, along with a list of volunteers who have signed up and their contact information. Positions can be edited, duplicated, or deleted here.

Above the "Create New Position" menu is a blue button you can use to copy the direct link to the Volunteer Sign-Up page for this event (see below.) This is useful if you wish to paste (Ctrl + V / ⌘V) the link into your landing announcement or email it to your parents and students.

Calendar
Your band's interactive Calendar page is directly connected to your Event Manager and Volunteer Sign-Ups. Click on a specific date to view the scheduled events.

If there are any events on the selected day, you will see the event name, start and end times (if not an all day event), and description, along with a "View Event" button, which links to the event's Volunteer Sign-Up page (see below.)

When logged in as a director, you will also see the Edit, Copy, and Delete options for each event. Additionally, directors can change the start date of an event by clicking on it and dragging it to a different day.

Volunteer Sign-Up
The Volunteer Sign-Up page can be accessed by copying the link on the Volunteer Positions page, or by clicking the "View Event" button on the Calendar. This page will display the event name, date, start and end times, description, and all available volunteer positions. Each position will have a "Request This Position" button, which parents and students can use to sign up.
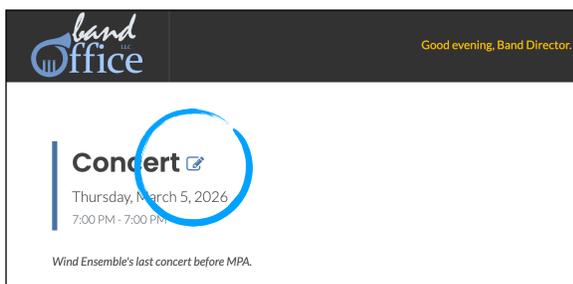
When logged in as a director, you will also see an edit icon next to the event name, which will take you to the Edit Event Details page.

Chaperone's Assistant
"Never Lose Another Kid!"

The Chaperone's Assistant is an incredibly powerful tool that practically allows you to be in multiple places at once any time your band is on an off-campus trip, making sure all students are present and accounted for. No more hopping from bus to bus and getting head counts from four different parent volunteers! Do it all from the comfort of your seat on Band Force 1.

To get started, you can access this tool directly by clicking "Events" → "Chaperone's Assistant" and selecting a specific event. You can also get here from the Event Details page, which can be reached from the Calendar or the Event Manager.

In Director View, at the top of the page, you will see the Trip Status menu, with four options: Pending, Underway, Loading, and Complete. By default, all events begin with a "Pending" status.

Beneath this is a link you can share with chaperones by copying the URL and pasting it (most likely via text message) or by tapping the QR code button and allowing your chaperones to scan it. When your chaperones open this link, they will be prompted to select their bus.

PENDING MODE
While the trip status is set to "Pending," chaperones will see a list of all the students on the trip. (Note that if the event does not have a designated student group assigned, no students will appear.) As students board the bus, the chaperones should tap their name, checking them onto the bus. If a student leaves a bus, the chaperones must un-check that student's name. While they do this, you will see live updates for each student's location. This allows you

to easily see if all the students who should be on the trip have boarded the buses.

UNDERWAY MODE
Once all the students are aboard, set the trip status to "Underway." Chaperones will now see a read-only list with a student roster for their bus.

Next, get off the bus and go perform (or whatever it was that you came here to do.)

LOADING MODE
When it is time to get back on the bus, set the trip status to "Loading." Chaperones will now see a list of every student who was on their bus during the previous leg of the trip, with their names highlighted in red, indicating they have not gotten back on the bus. As students load the bus, chaperones should tap their names to check them back on.
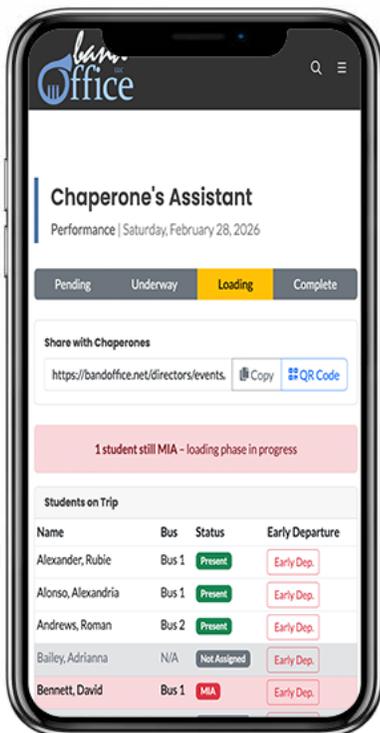
If a student switches to another bus, the chaperone for the new bus can scroll down to the "Not on Your Bus" section of the list, find that student, and tap his or her name. The student will then be automatically moved to the list for the new bus, and removed from the list for the previous bus.

The director will see all of this updating in real time, including a live counter indicating how many students have not gotten back on the bus. Once all students are loaded, the live counter will turn green and indicate that all students are accounted for.

If a trip has multiple stops, the director can switch

back and forth between "Underway" and "Loading" as many times as necessary.

COMPLETE MODE
When you have returned to the school (or whatever is your final destination) at the end of the trip, set the trip status to "Complete." Chaperones will see a simple thank you message for their hard work keeping all your students safe and accounted for.

Music Library
Navigating to "Tools" → "Databases" → "Music Library" will bring you to an easy-to-use means of tracking your music. New pieces can be added using the button on the top right of the screen; simply enter the title, composer, arranger, genre, grade level, filing number (if you have a pre-existing library system) and any comments (errata, missing parts, "prominent oboe solo," etc.) If you have a PDF file of the score or parts, you may upload it here as well.[1]

Works in your library database will appear in an easy-to-read, searchable table. At the right of each row are options to edit or delete.

Instrument Inventory
The assistant principal in charge of your school's inventory audit will be thoroughly impressed by (and thankful for) your organizational prowess! By visiting "Tools" → "Databases" → "Instrument Inventory," you can keep track of all the school instruments in your room. Important details such as the brand, model, serial number, and school identification number are easily stored and searched for, along with the instrument's location and the student to whom it has been checked out.

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[1] Be sure you have the rights to upload the piece. According to bandOffice's Terms and Conditions, by uploading a file, you affirm that you have the necessary copyright permissions to store the work digitally.

To add a new instrument, use the "Add Instrument" button in the top right corner.

Click the "Edit" icon at the end of each row to view or alter details for a specific instrument. On this screen, you can also print a QR code, which when scanned, links to the instrument's details. This link will be view-only for students, but directors will be able to edit instrument information directly from here. Attach the QR code to the instrument or case to avoid those obnoxious "Whose baritone is this?" questions!

In the full table, be careful with the red "Delete" button, as this will remove the instrument from your inventory.

The "Download CSV" button will download a full spreadsheet of all your instruments and detailed information for each one.

Uniform Room

The uniform room allows you to quickly view all student measurements. Clicking on a student name will bring you to that student's individual Uniform tab, where measurements are stored and updated. Use the button in the top right to download all the uniform information as a spreadsheet.

Locker Room

The locker room ("Tools" → "Databases" → "Locker Room") displays all your lockers that are checked out, along with the student to whom it is assigned and lock combination (in case students put their own locks on their lockers.) Use the "Edit" button to change any of this information and the "Delete" button to remove the locker (including the student assignment and combination) from the system.

The "Assign Locker" button in the top right corner allows you to assign a new locker to a student. Clicking the "Self-Assign" button will display a

QR code you can print for students to check out a locker for themselves. A director can assign two students to the same locker, but students are not able to do this while self-assigning.

Dotbook

"Who is T5?" "Josh, what's your drill number?" This tool is a life-saver during marching band rehearsal. The intuitive dotbook allows you to easily assign each student a drill dot number and instantly search by dot or student name during rehearsal. Click on a student at the bottom of the screen to assign a dot, or click on an existing dot to change it.

E-mail Composer

Rather than sending email directly from the bandOffice platform, the email composer works with your default mail client to pre-populate your recipient list. Go to "Tools" → "Communication" → "Compose E-Mail" to get started.

Enter the title (or subject) of your email, the return address, and select either individual students or groups to whom the email will be sent. The final two options allow you to choose whether to send the email to students, both students and parents, or only parents.

When you click "Open E-Mail Client," bandOffice will open your default mail program (usually Microsoft Outlook or Apple Mail) with all the header and recipient information filled out, and you can simply type and send the email as you normally would. When your students and parents receive it, the email will be coming directly from you.
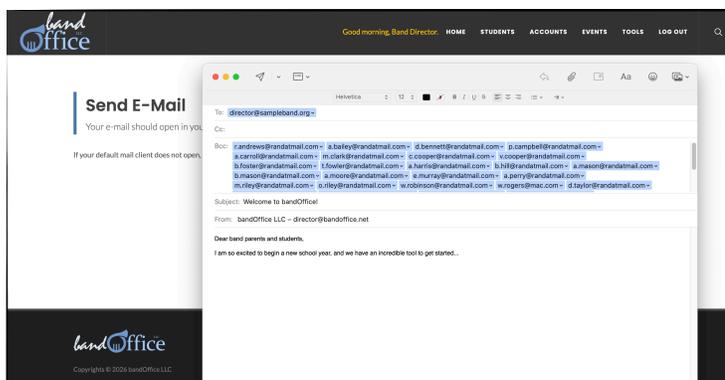
E-Mail Lists

Useful for setting up Outlook mail mergers or creating contact lists, going to "Tools" → "Communication" → "E-Mail List" allows you to select individual students or groups, include parents (or send to parents only), and generate a list of all the relevant email addresses. Use the copy button and paste the list wherever you need it.

Using bandOffice as a Home Screen App

When your students log in, they will see a tab called "My Band," which includes a link to the "Home Screen App" where students can subscribe to push notifications, allowing your announcements to "buzz" their phones. Detailed instructions for both Apple and Android are available on this page, but there are three steps the students need to take:

- Add the App page to your device's home screen.
- Tap the icon on your device's home screen to open it.
- Click "Subscribe."

Students are warned upon logging in if they have not yet subscribed to notifications. Directors can see a student's subscription status on the right hand side of their student profile.

Sending Push Notifications

Instantly communicate with your group!

While logged in as a director, go to "Tools" → "Communication" → "Send Notification." Here, you'll see your five most recent notifications, and a form to send a new message. Enter a descriptive title and keep the message brief. Select a group and, if desired, specify a URL link (see below.) Tap "Send Announcement" to send the message and "buzz" the phones of everyone in the selected group. Recipients must be subscribed (see Using bandOffice as a Home Screen App) to receive a notification.

When a user receives the notification and swipes across it, they will be taken to the URL link you specified. By default, this is your announcements page, which displays your five most recent notifications, and includes an option to unsubscribe. However, if you wish to link elsewhere, you can do so. For example, to send everyone to a file, you could upload it to your Director Documents, open it, copy the URL address, and paste it into the announcement link.

Keep in mind that bandOffice LLC is not responsible for the content of your messages, notifications cannot be deleted, and your username is recorded when sending. Always use discretion and follow your own district policies about electronic communication with students.

Settings

Under "Tools" → "Settings," you can manage your account information in several important ways.

Use the "School Info" tab to see your school name and address. These can be updated if necessary. Beneath this, you will see your bandOffice account's expiration date, and a green button that will allow you to extend your expiration date by an additional year. Keep in mind that if your account reaches its expiration date, you will be locked out until payment is submitted.

The "Staff" tab allows you to add or delete additional director accounts. Be careful and use discretion when doing so, as a new director account will have the same administrative capabilities as your own director account, including the ability to delete your director account. However,

you cannot delete your own director account (this prevents a school from being locked completely out with no director accounts.)

The "Security" tab is where you can reset the password for your own director account.

The "System Tools" tab contains two extremely important features: the Current Active School Year and the School Type. Both of these affect how students are grouped and which students visible on your account.

The Current Active School Year should be set to the *spring semester* of the current school year. For example, in the Fall of 2030, the school year should be set to "2031." This will automatically group your students by cross-referencing the school year with their graduation year: if the school year is 2031, the Class of 2031 will be placed in the "Seniors" group, the Class of 2032 will be placed in the "Juniors" group, etc.

The School Type determines which students will be visible on your platform. For a High School, students will be visible up to grade 12, while students who graduated before the current school year will be moved to the "Alumni" group. Information for these students can still be accessed by navigating to "Students" → "Alumni," but they will not be visible across most bandOffice features. For a Middle School, students in grades 6-8 will be visible, and students in grade 9+ will be moved to the "Alumni" group.

Finally, this tab contains the Group Synchronization function. Although bandOffice sorts instrument and grade level groups automatically, if you notice any discrepancies, this button should clean up your groups by cross-referencing the school year and school type with the information in each student's profile.

Renewing Your Account

When your account reaches its expiration date, it will lock until payment is received. To renew your account instantly, use the PayPal plugin on the bandOffice website (if your account is active, this can be accessed on your "Settings" page under the "School Info" tab; if your account is expired, it is the only page to which you will have any access.) To renew by school check, make payment to <u>bandOffice LLC</u> and send to:

bandOffice LLC
10765 Satinwood Circle
Orlando, Florida 32825

If your account is expired, it will renew for one year from the time payment is received. If you are renewing your account before the expiration date, the expiration will be extended by an additional year, preventing any disruption in your services.

Student Logins

If you are adding students manually or by uploading a roster, you will need to share their login name with them. The password defaults to `bandoffice`. Students will be prompted to change this when they log in.

Students who are self-registering will see their login name as part of the sign-up process, and will be prompted to set their password immediately.

If a student forgets his or her login name, you can look it up in the student's profile. If a student forgets his or her password, use the "Click to Reset" button and the student will receive a password reset link via email.

Student View

When students log in, they are brought to the landing page. They can view your main announcement (read-only for them) and will see links to

the Calendar, Notifications, and their own Student Profile. A warning will also appear if the student is not subscribed to receive notifications via the bandOffice Home Screen App.

Students can update their own profiles and have access to most of the same information as a director viewing a student profile, with the following exceptions:

- Students cannot view Director Notes in the Profile tab.
- Students cannot view, but not edit, their Account and Attendance.
- Students cannot view other students' information.

In addition to their profiles, students can see a "My Band" menu item, with a link to the Calendar and Home Screen App subscription page.

Getting Support
If you have any questions about the bandOffice platform and can't find them in this user guide, please reach out to our support team at director@bandOffice.net.

Thanks for using band Office !