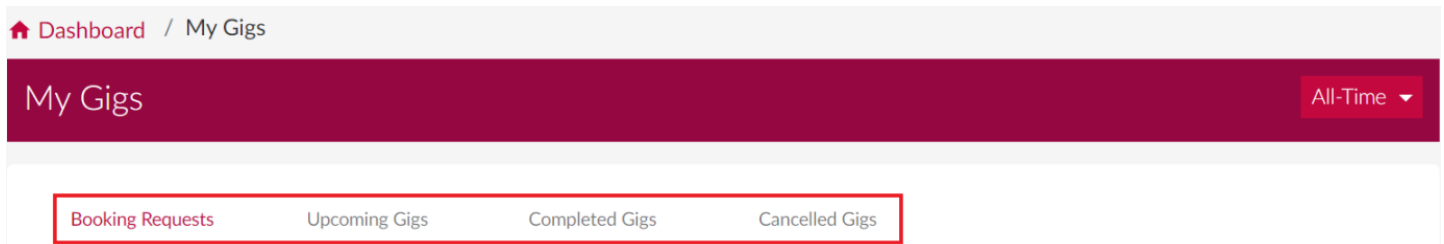


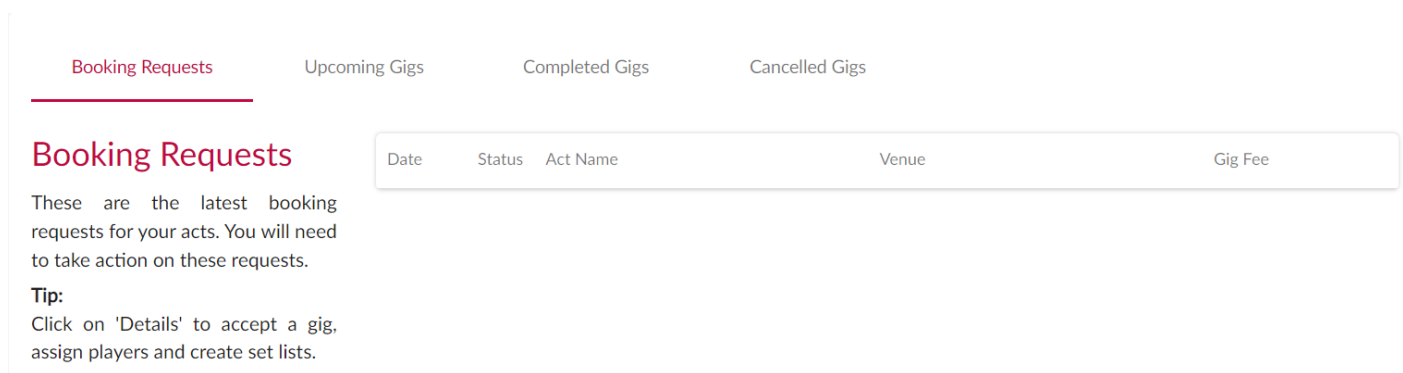
## HOW TO USE “MY GIGS” FEATURES

The main “My Gigs” Features are described below.

1. You can see on the main screen four tabs which give a summary for: Booking Requests, Upcoming Gigs, Completed Gigs, Cancelled Gigs.
2. To access any of it you just must click on the one you want.



3. **Booking Request:** This tab will show you the information for the latest booking requests for your acts. It gives a detailed summary of the date, status, act name, venue, and gig fee for each booking request.



**Note:** You are given several filter options for performing a search of the booking request.



4. **Upcoming Gigs:** This tab will show you information for the latest upcoming gigs for your acts and the gigs you have been booked for by other acts. It gives details about the gig's date, status, act/entertainer name, venue, gig fee, how many people are interested in going, and how many people are definitely going.

Booking Requests   **Upcoming Gigs**   Completed Gigs   Cancelled Gigs

### Upcoming Gigs

These are the upcoming gigs for your acts and the gigs you have been booked for by other acts. You can filter your upcoming gigs by time period using the filter in the top right corner - i.e. Today, This Week, This Month, etc.

**Tip:**  
Click on 'Details' to edit the player lineup or update your set lists.

<input checked="" type="checkbox"/>	Date	Status	Act/Entertainer Name	Venue	Gig Fee	Interested	Going
					\$0.00		

[Print](#)

**Note:** To print a record of the upcoming gigs, click on the "Print" button.

[Print](#)

<input checked="" type="checkbox"/>	Date	Status	Act/Entertainer Name	Venue	Gig Fee	Interested	Going
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**Note:** You are given several filter options for performing a search for an upcoming gig.

[All-Time](#)

[Today](#)

[This Week](#)

[Month](#)

[Custom](#)

[All-Time](#) ▼

5. **Completed Gigs:** This tab will show you a list of the completed gigs. This gives details about the gig's the date, status, act name, venue, and gig fee.

Booking Requests

Upcoming Gigs

**Completed Gigs**

Cancelled Gigs

### Completed gigs

These are the lists of completed gigs.

 Print

<input checked="" type="checkbox"/>	Date	Status	Act Name	Venue	Gig Fee
					\$0.00

**Note:** If you want to print the record of the upcoming gigs, click on the "Print" button.

 Print

Date Status Act Name Venue Gig Fee

**Note:** You are given several filter options for performing a search of the completed gigs.

 All-Time ▾

All-Time

Today

This Week

Month

Custom

6. **Cancelled Gigs:** This tab will show you a list of any cancelled gigs. It gives details of the gig's date, status, act name, venue, and gig fee.

**Note:** You are given several filter options for performing a search of the cancelled gigs.

