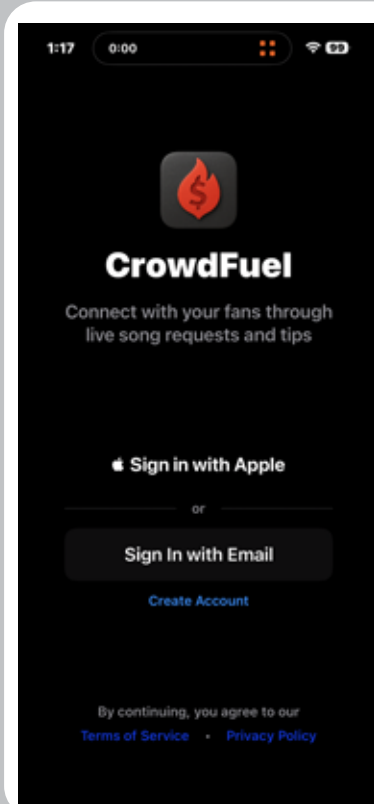




CrowdFuel Setup Guide

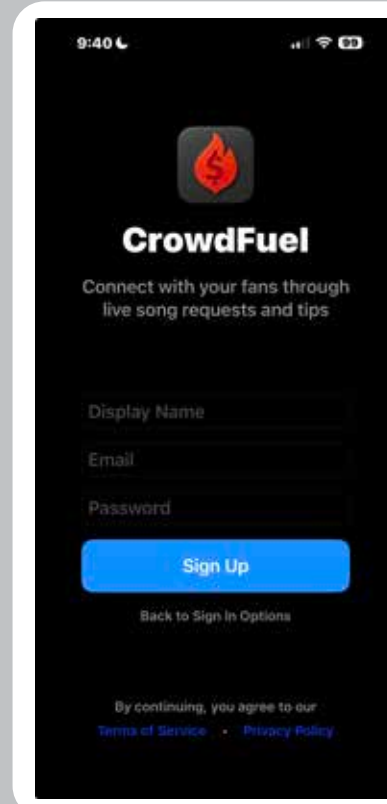
For iOS



STEP 1

Download the App and Create your Account

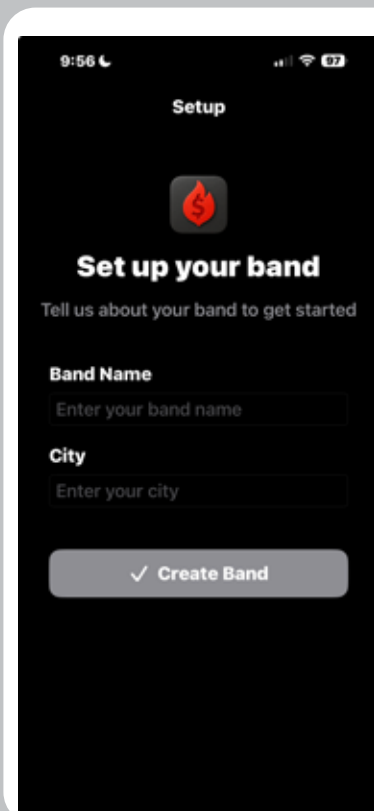
Tap [Create Account](#) to begin. New users can also select [Sign in with Apple](#) to create their account.



STEP 2

Enter Your Account Details

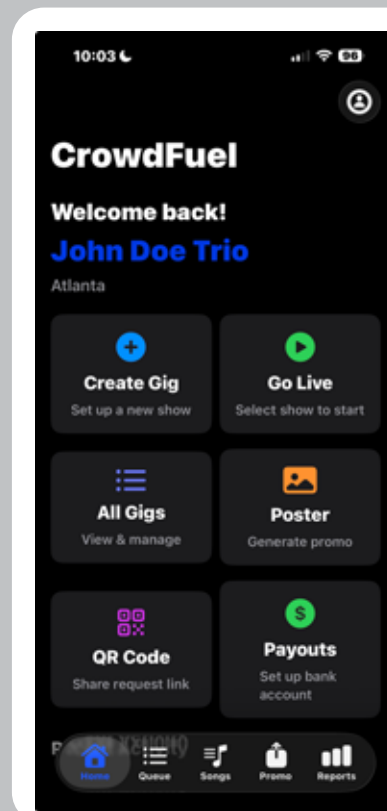
Type your name in the [Display Name](#) field. Do not enter your band name here. Then enter your email address and password and tap [Sign Up](#).



STEP 3

Add your Band Name and City

Enter your Band Name and the City you are based in, then tap [Create Band](#) to move to the next step.



STEP 4

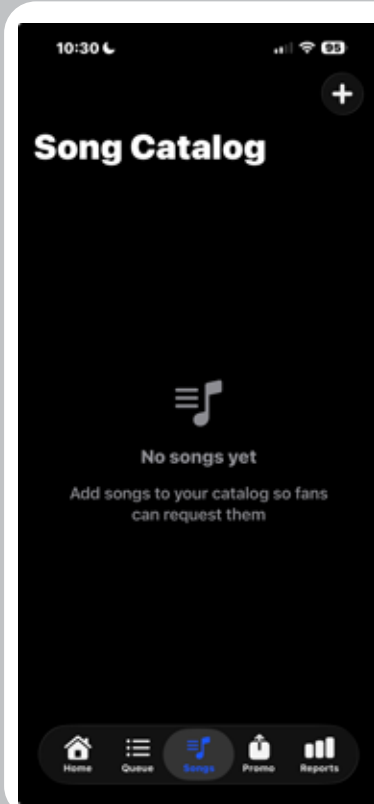
You're ready to set up your band!

Your CrowdFuel Dashboard is now ready. From here you can add songs, create gigs, and once your Payout Account is set up, you can Go Live and begin accepting requests and tips. Continue to Step 5.



CrowdFuel Setup Guide

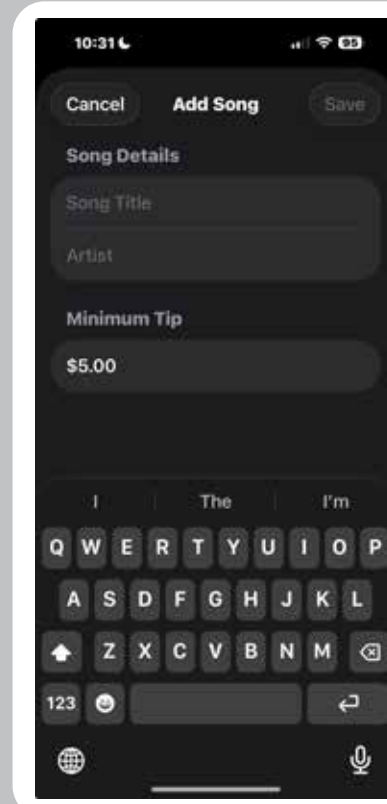
For iOS



STEP 5

Open your Song Catalog

Tap **Songs** on the bottom menu to open your **Song Catalog** and begin adding songs. This is where you add and manage the songs that your fans can request.

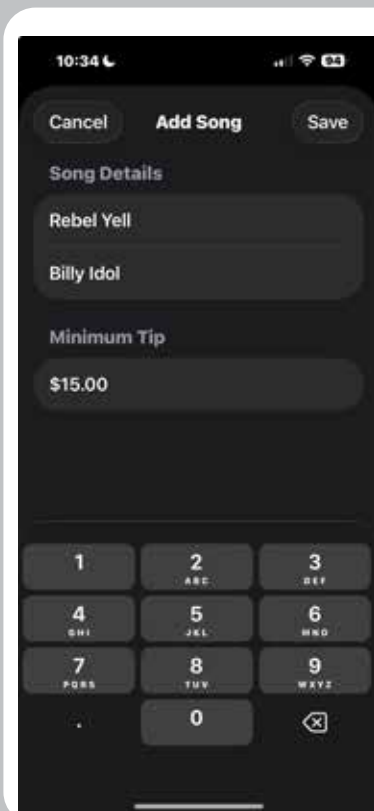


STEP 6

Add a Song to your Catalog

Tap the + button on the top right of the Song Catalog window to add a new song to your catalog.

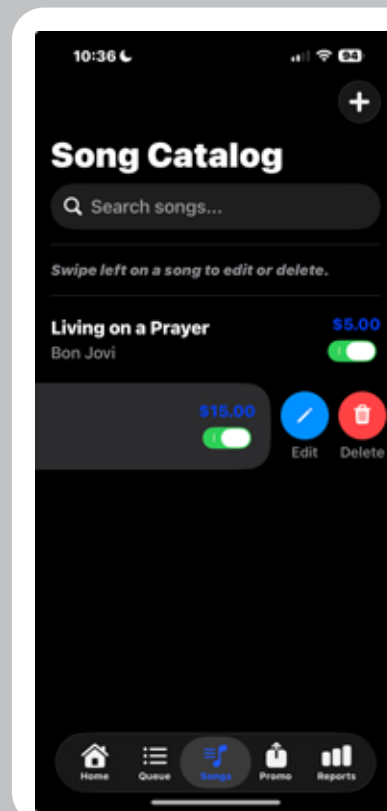
Note: You can't put in a minimum tip less than \$5.00



STEP 7

Enter the Song Title, Artist, and Minimum Tip

Type in the Song Title, Artist and Minimum Tip that you want to accept for that song. Tap **Save** when you are finished.



STEP 8

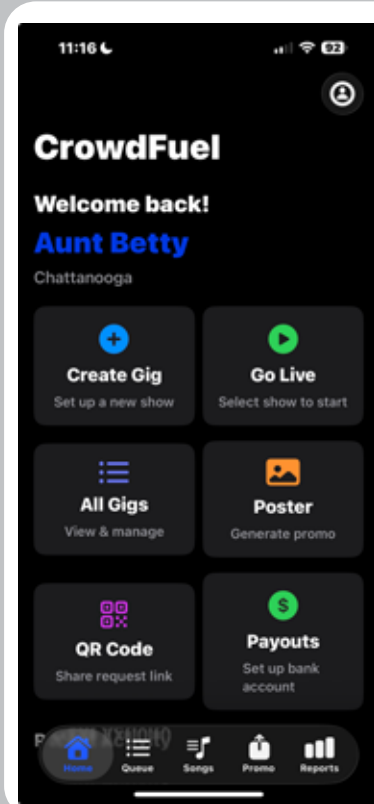
Manage Songs in your Catalog

Use the toggle button next to the song to turn it on or off. This makes it available or unavailable when creating a gig. Swipe left on any song title to edit or delete it from your catalog.



CrowdFuel Setup Guide

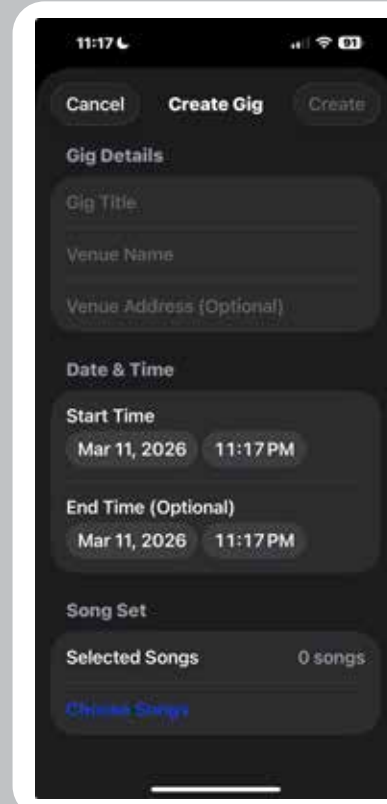
For iOS



STEP 9

Open Create Gig from the Home Page

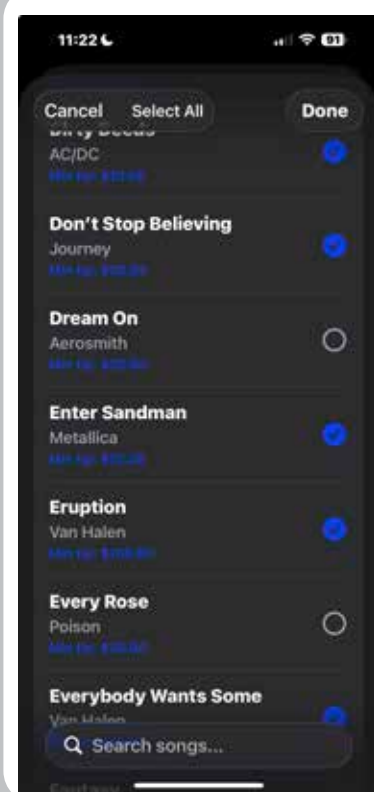
From the CrowdFuel Home Screen, tap the **Create Gig** tile to start a new show setup,



STEP 10

Enter the Gig Details

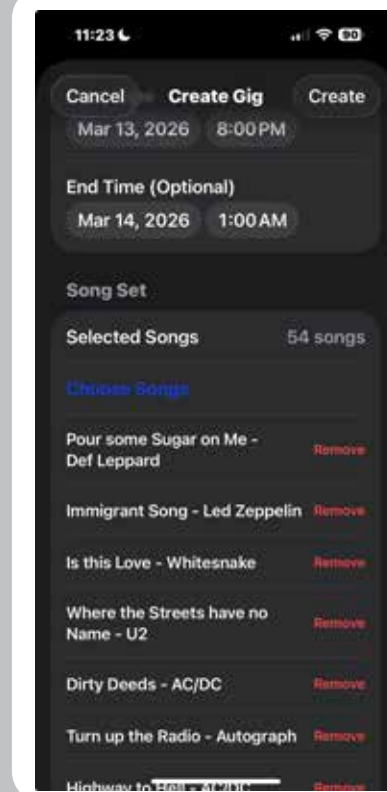
Add your Gig Title, Venue Name, optional Venue Address plus the Date and times of your Gig. When done, tap the **Choose Songs** link at the bottom to select the songs you wish to offer for this Gig.



STEP 11

Choose Songs for this Gig

Select the songs you want to offer for this show by tapping the radio button next to the song. Tap **Done** on the top right when your selections are complete.



STEP 12

Create the Gig

After your songs are selected, the chosen songs will appear in the Song Set List. Next, tap **Create** in the upper right corner to create the Gig.



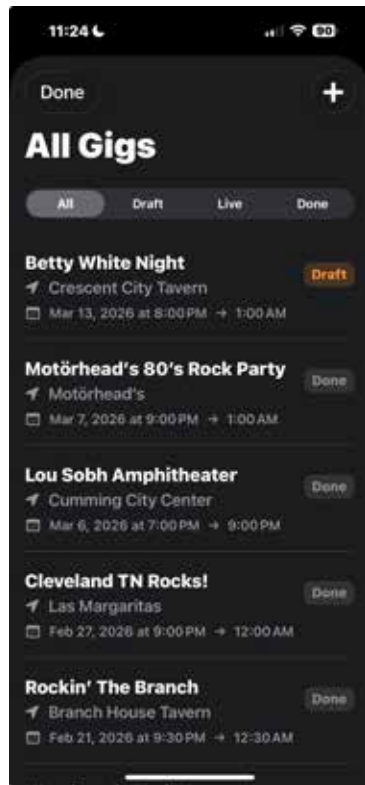
CrowdFuel Setup Guide

For iOS

STEP 13

View your Gigs in All Gigs

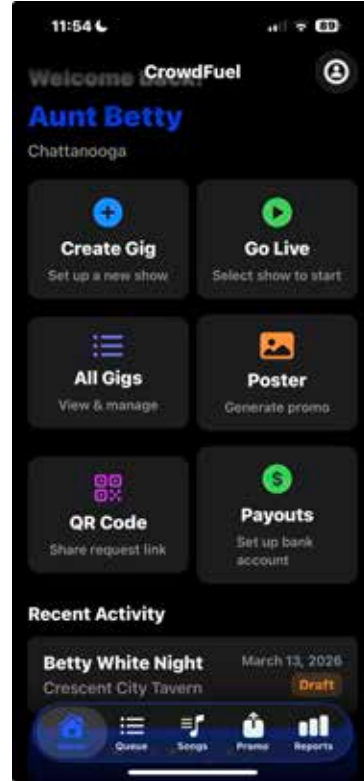
Tap the All Gigs tile on the Home Screen to view and manage the Gigs you have created.



STEP 14

Create a show Poster

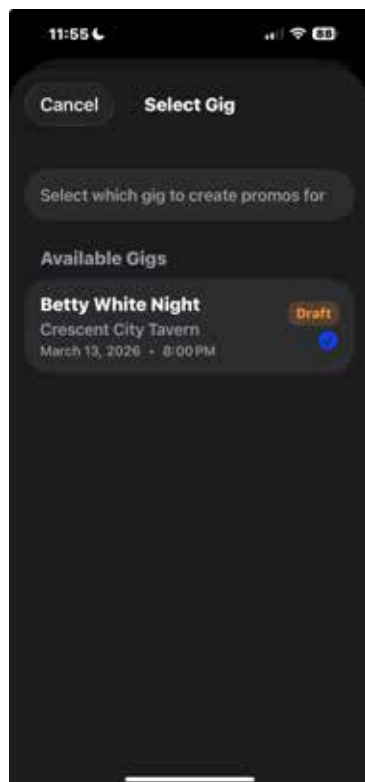
Tap the Poster tile from the Home Screen to open the Promo kit for one of your gigs. You can also select Promo from the bottom menu.



STEP 15

Select the Gig you want to promote

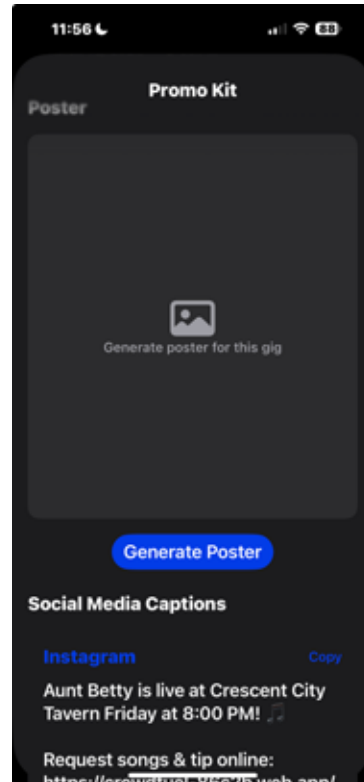
From the drop down menu, choose the gig you wish to promote. CrowdFuel uses the Title, Venue, Date & Time of your chosen gig in the poster and in the social media posts.



STEP 16

Generate the Gig Poster

After selecting the gig, tap the Generate Poster button. CrowdFuel creates an 8.5 x 11 poster with a QR Code that you can print and fans can scan it to request songs.





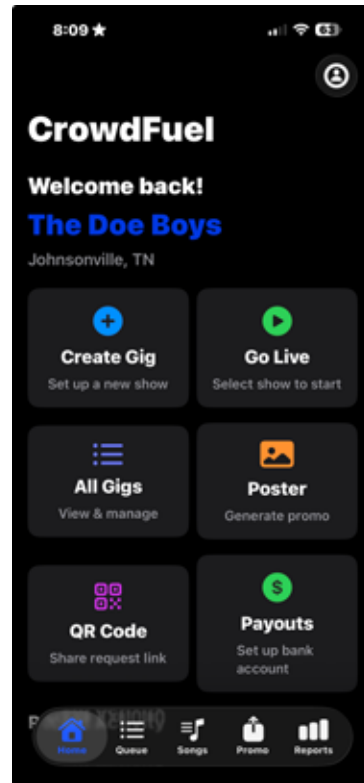
CrowdFuel Setup Guide

For iOS

PRO TIP

Create Reusable Laminated Table Cards

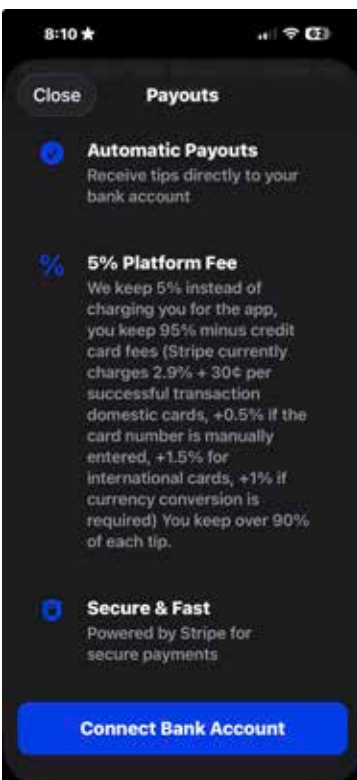
When your band is created, the QR Code is created also. It will never change. If you send the QR Code to your email or messages, you can then use it in the graphics software of your choice to create table cards that you can reuse at every show.



STEP 16

Create your Payout account

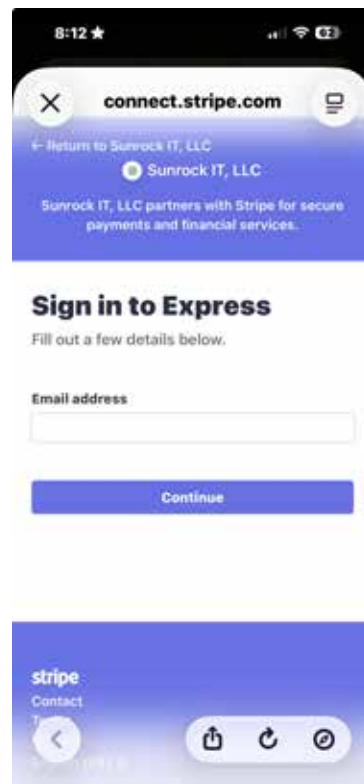
On the Home screen, tap the Payouts Tile to begin setting up your bank account with Stripe so that you can accept payments for requests and tips.



STEP 17

Connect your Bank Account

On the Payouts screen, tap the Connect Bank Account button to get started. This will open a window to begin setting up your account with Stripe.



STEP 19

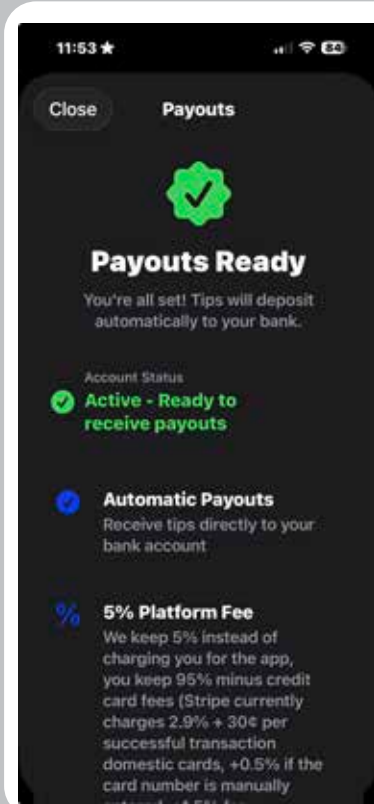
Fill out the Details Requested by Stripe

Go through the Stripe setup process. When complete, you will be able to Go Live with gigs and accept payment for requests and tips.



CrowdFuel Setup Guide

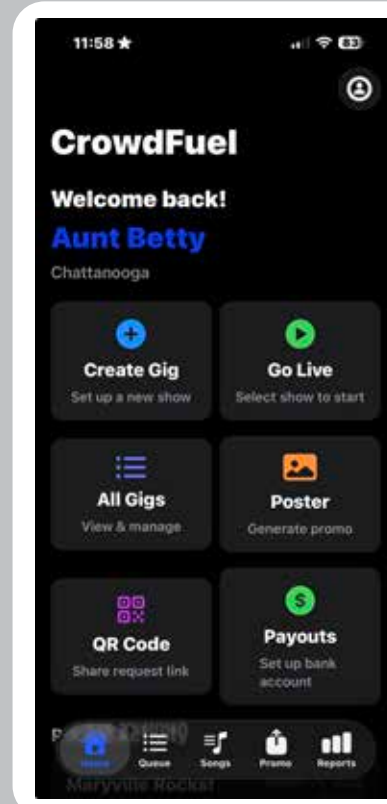
For iOS



STEP 20

Ready to Receive Payouts

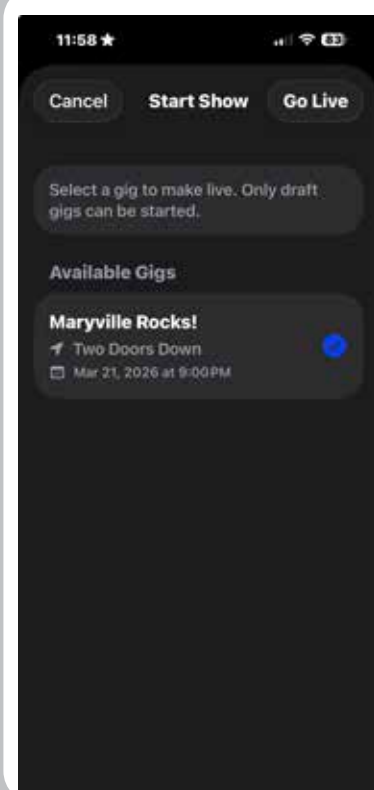
After completing the Stripe setup, if you tap the **Payouts Tile** from the **Home** screen, you'll see that you are ready to receive payouts!



STEP 21

Time to go Live with your first Gig!

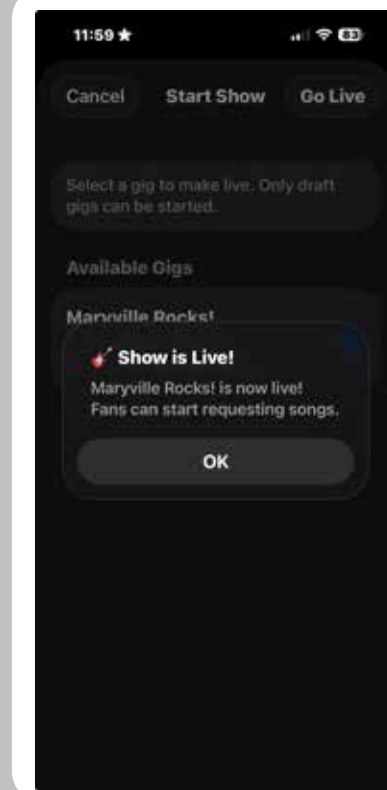
On the **Home** Screen tap the **Go Live** tile to choose the **Gig** that you want to begin accepting requests and tips for.



STEP 22

Choose the Gig to go Live

Tap on a **Gig** in your list to put a check by it. Then press the **Go Live** button to make it live.



STEP 23

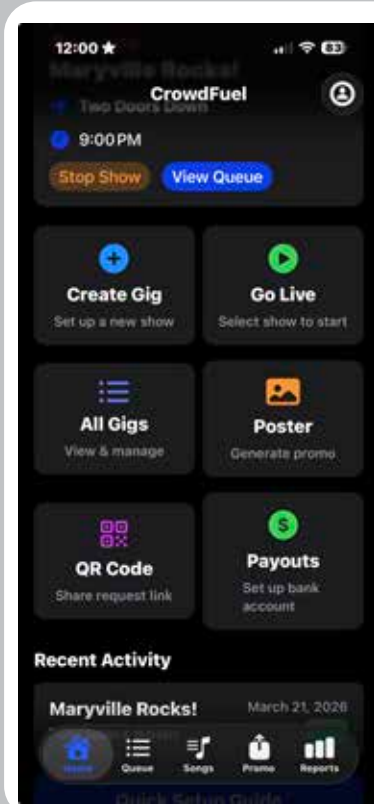
Confirmation

You will get a confirmation message that your **Gig** is now live.



CrowdFuel Setup Guide

For iOS



STEP 24

Check to Make Sure your Gig is Live

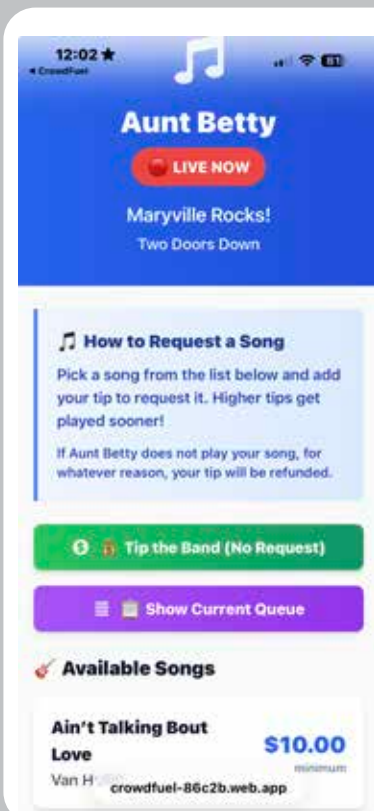
On the Home screen, tap the QR Code tile to view your QR Code and page link.



STEP 25

Open your Request Page

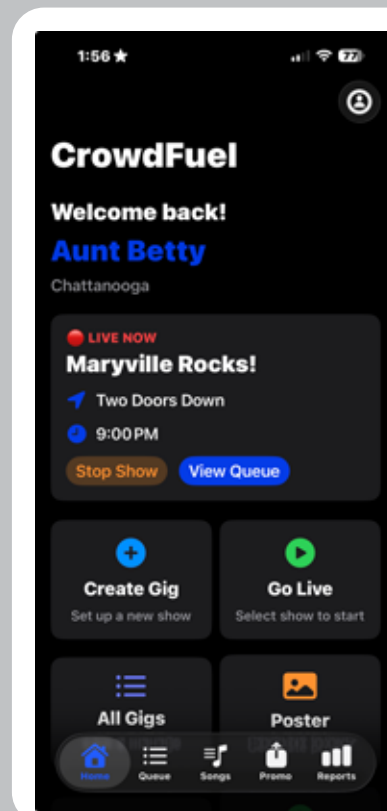
Tap the blue link at the bottom of the window to open your request page in your default browser.



STEP 26

View your Request Page

Your request page will look similar to the one shown here, only using your band and gig info. Review the song list to make sure your selected songs are displayed. Now your Gig is ready to start accepting requests and tips.



STEP 27

Monitor your Live Queue

From the Home screen, you will see your current live Gig. To view the live queue, tap the Queue button on the bottom menu next to Home.



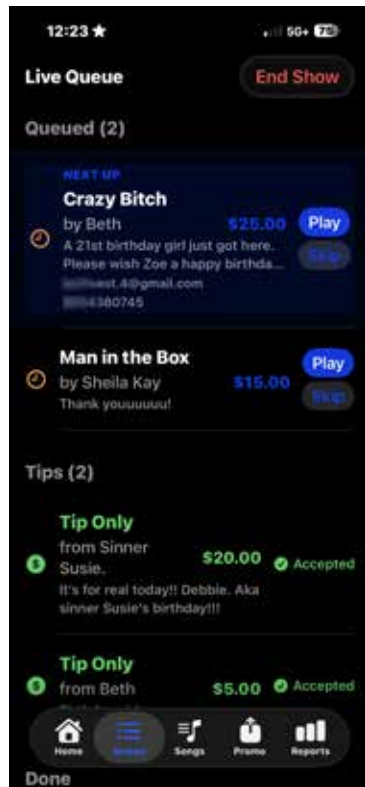
CrowdFuel Setup Guide

For iOS

STEP 28

Live Queue View

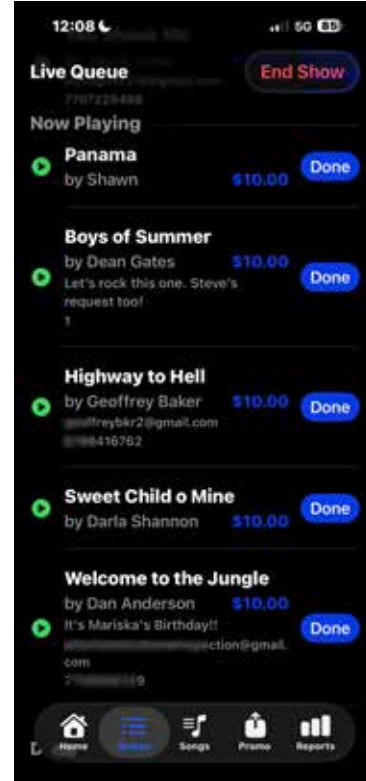
When new requests come in, each one will have a Play and Skip button beside the request. If you plan on playing the request, tap Play. If you don't want to play it, tap Skip. A Refund button next to the request will appear so you can refund the money to the fan.



STEP 29

List of Songs to Play

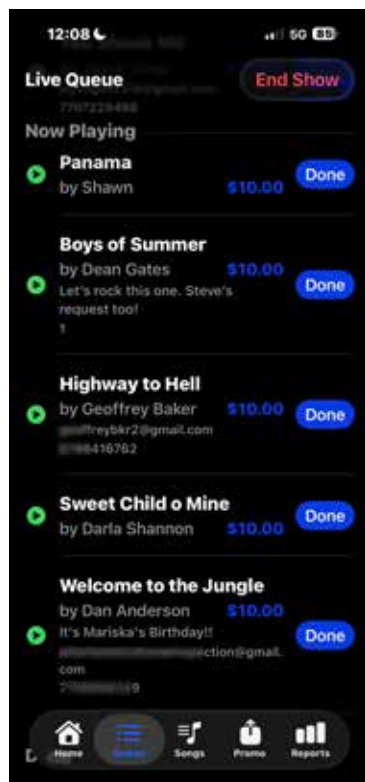
Once you've tapped Play next to a song, it will go into the list of songs to play with a Done button next to the song. After you play it, press the Done button. It will then show a Refund button next to it if you need to refund it for any reason.



STEP 30

End the Show

After the Gig is over, and you're sure you won't need to refund any requests or tips, press the End Show button on the top right.



STEP 31

View Reports for Each Gig

Tap Reports on the bottom menu to view all data from every show. Tap the Export CSV button on the top right to create a file you can view in Excel. Tap the Top Song tile to see your top 20 requests.

