SET
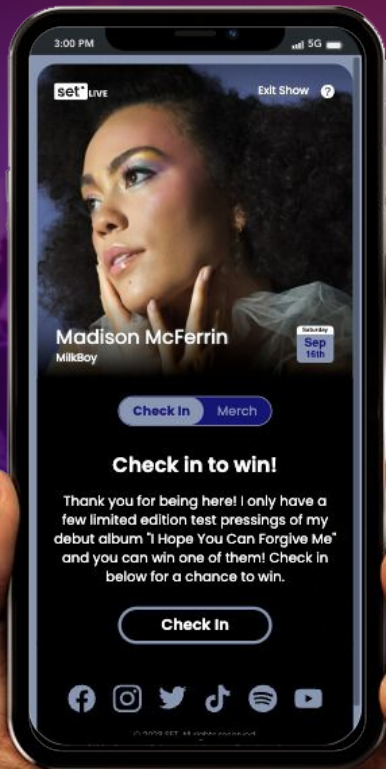# User Guide

SET.Live is the *easiest* and *most effective* way to capture fan info at *every* live show. Whether you're the opener or the headliner, SET.Live will help you know *exactly who's in the room* so you can take *ownership* of your own fan data.
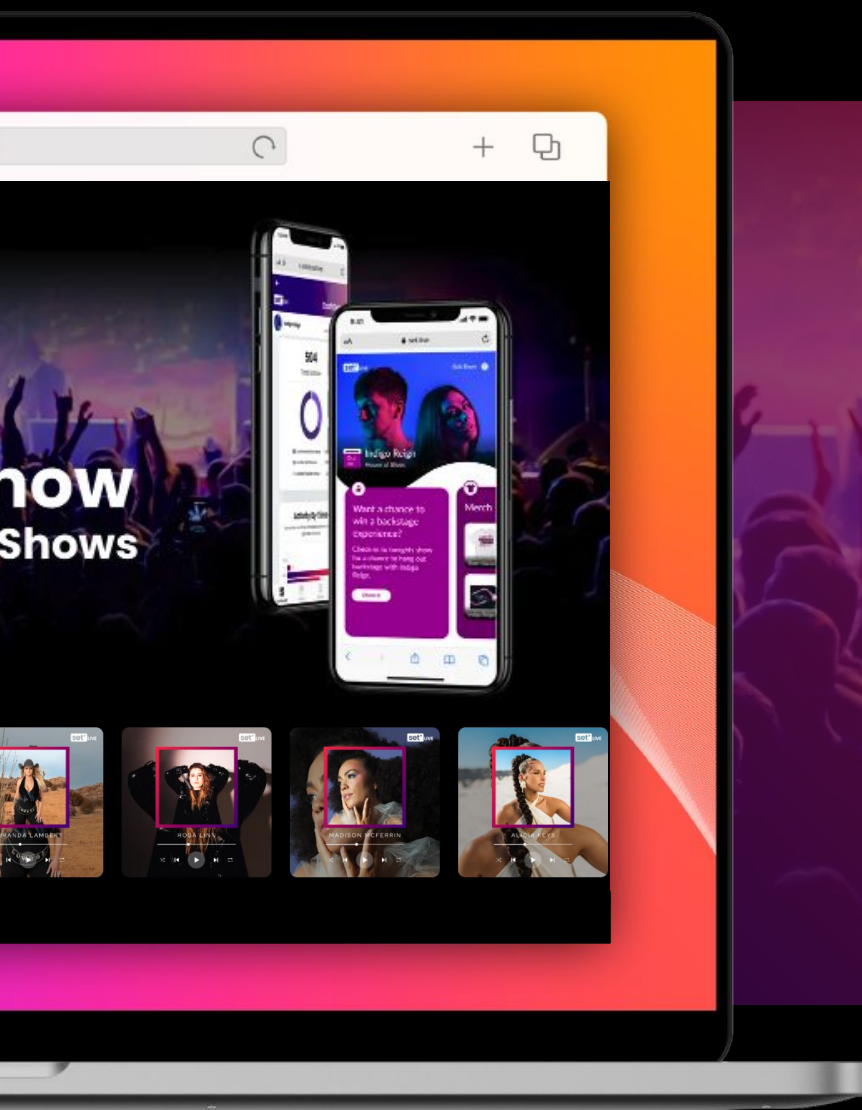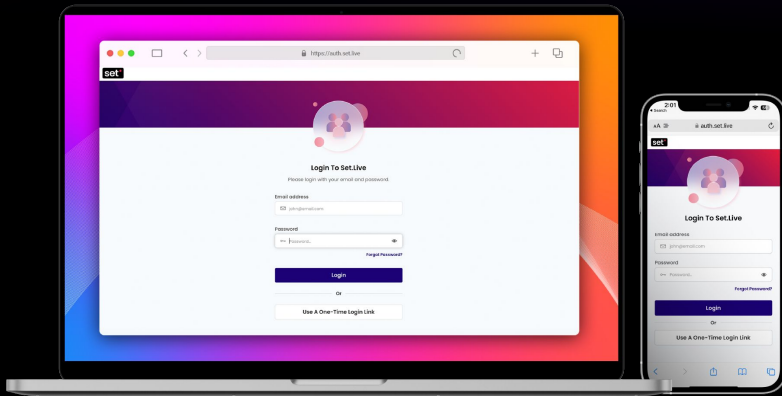
Welcome to
Your SET Account

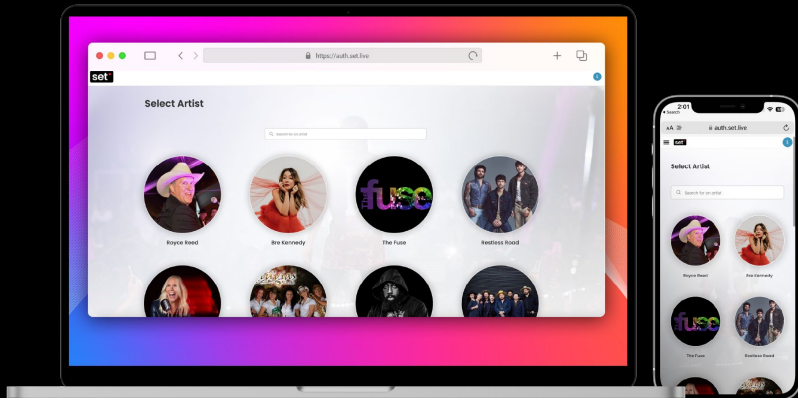## Table of Contents

How To
Log in to SET

1

Go to **artists.set.live** and follow on-screen instructions to log in.
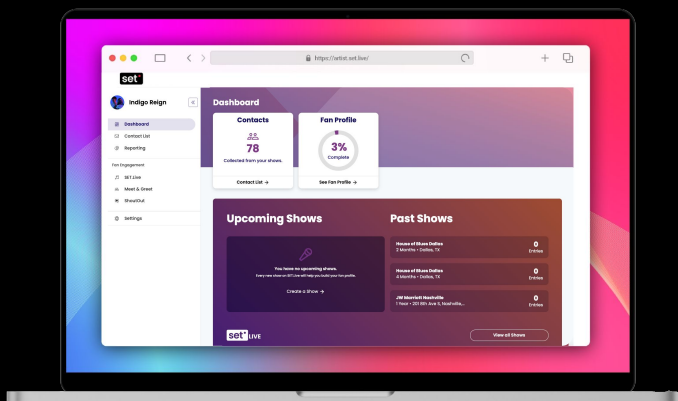

2

If you're an artist manager, you'll see an admin panel showing all of your artists. Select the artist you'd like to view/work on.
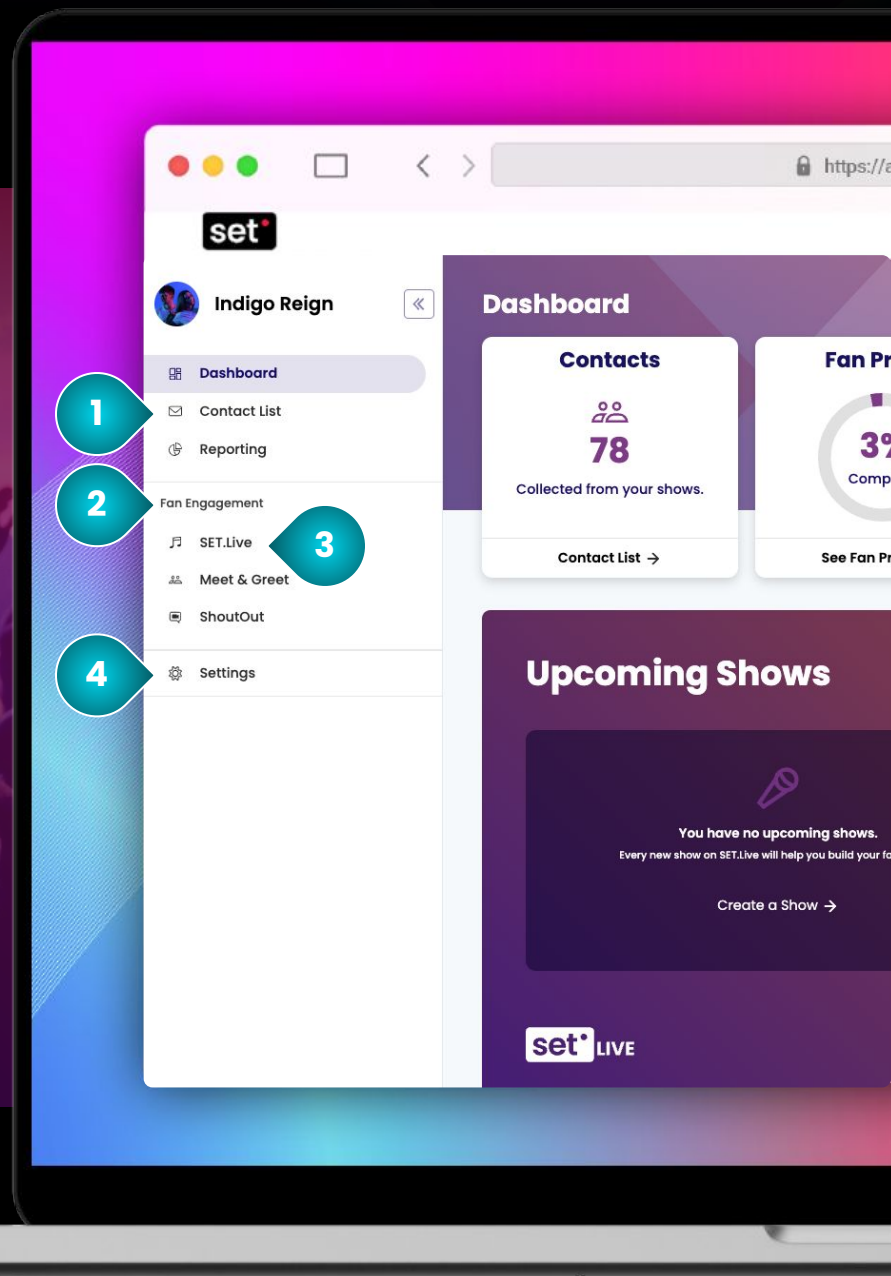

3

The Dashboard gives a snapshot of the Artist's upcoming/past shows, total contacts collected, additional fan insights, and more.
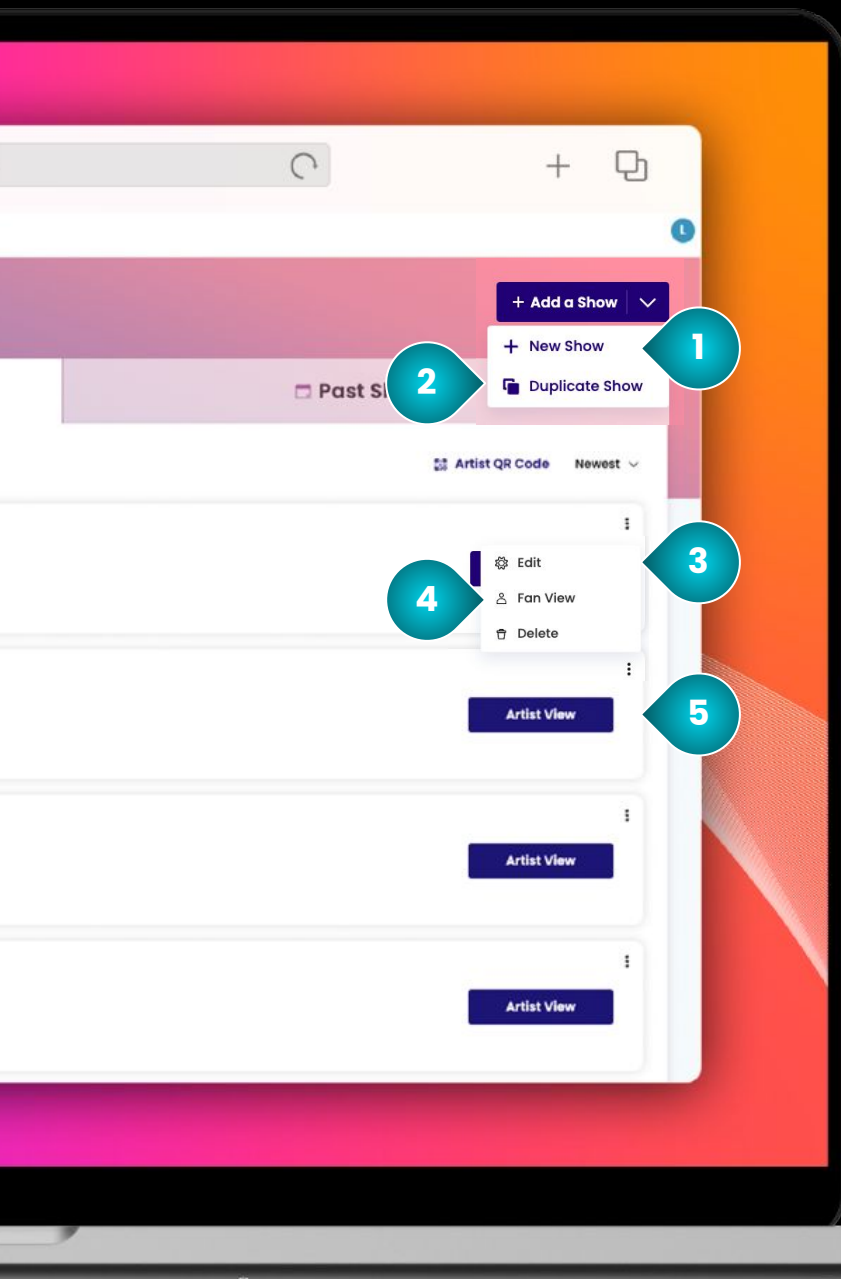
Navigating Your
Dashboard

1. **Contacts**: view, filter, and export contacts collected using SET tools.

2. **Fan Engagement Tools**: access all of your SET tools that help you connect with your fans.

3. **SET.Live**: add new shows, duplicate or edit existing shows, and preview your Fan/Artist View.

4. **Settings**: connect integrations, add and remove teammates, edit artist name and image, and access artist QR code.
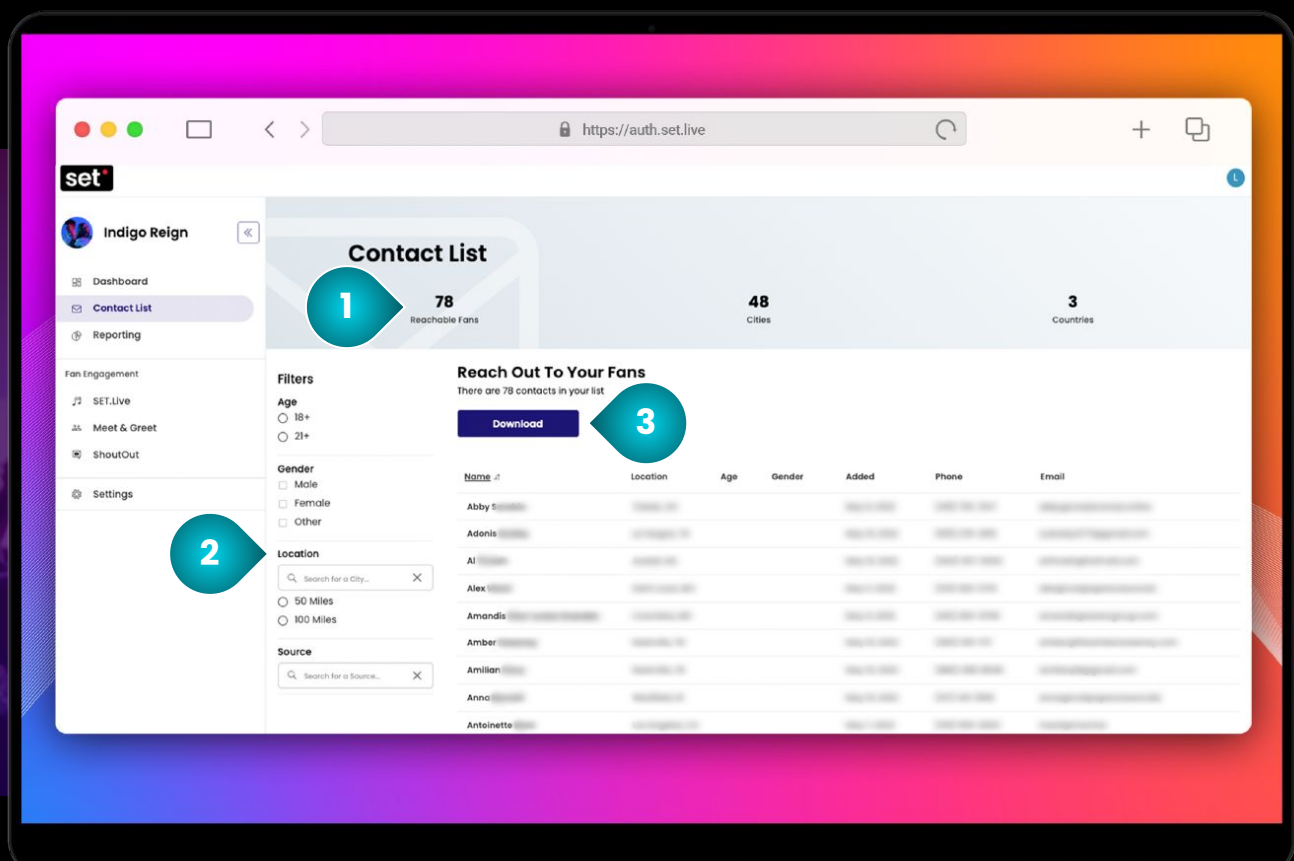
Navigating Your
SET.Live Events

1. **Create a New Show:** create a custom fan experience for your live shows.

2. **Duplicate an Existing Show:** apply an existing SET.Live fan experience to additional shows.

3. **Edit an Existing Show:** make changes to a SET.Live fan experience.

4. **Fan View:** view your SET.Live user experience as a fan.

5. **Artist View:** manage your SET.Live experience (this is what you'll use during your show).

*Note: additional instructions for managing a show can be found in our **Managing Your SET.Live events** doc.*

Access to Your
Contacts + Reporting

The "Contact List" tab allows you to filter and export your contacts. If your CRM integrates with SET.Live, your contacts will auto-sync to your CRM.

See available integrations in the "Settings" tab.

1. Snapshot
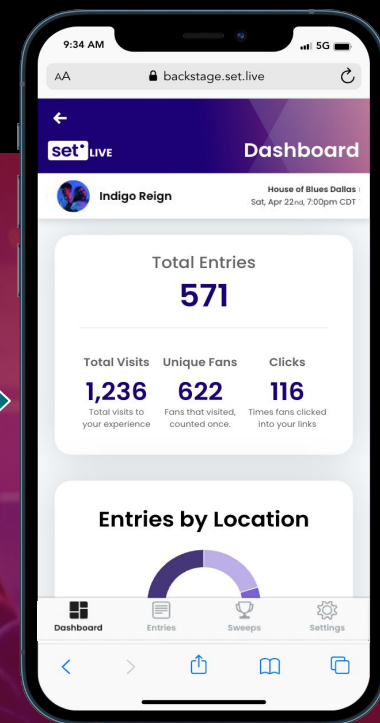
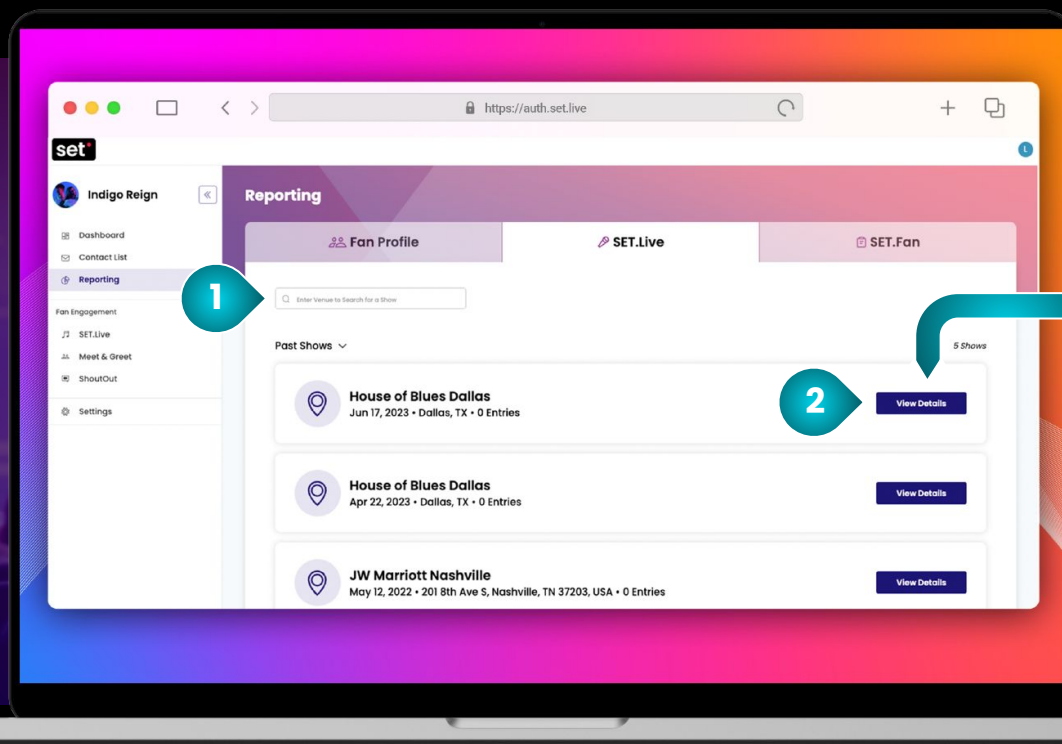Total number of reachable fans.

2. Filters

Filter by age, gender, location, or venue.

Venue filter is under 'Source'.

3. Download

Export your total contacts or filtered list.

Access to Your
Contacts + Reporting

The "Reporting" tab shows you fan insights created with data from your contacts, shows, and surveys letting you better understand your fans.
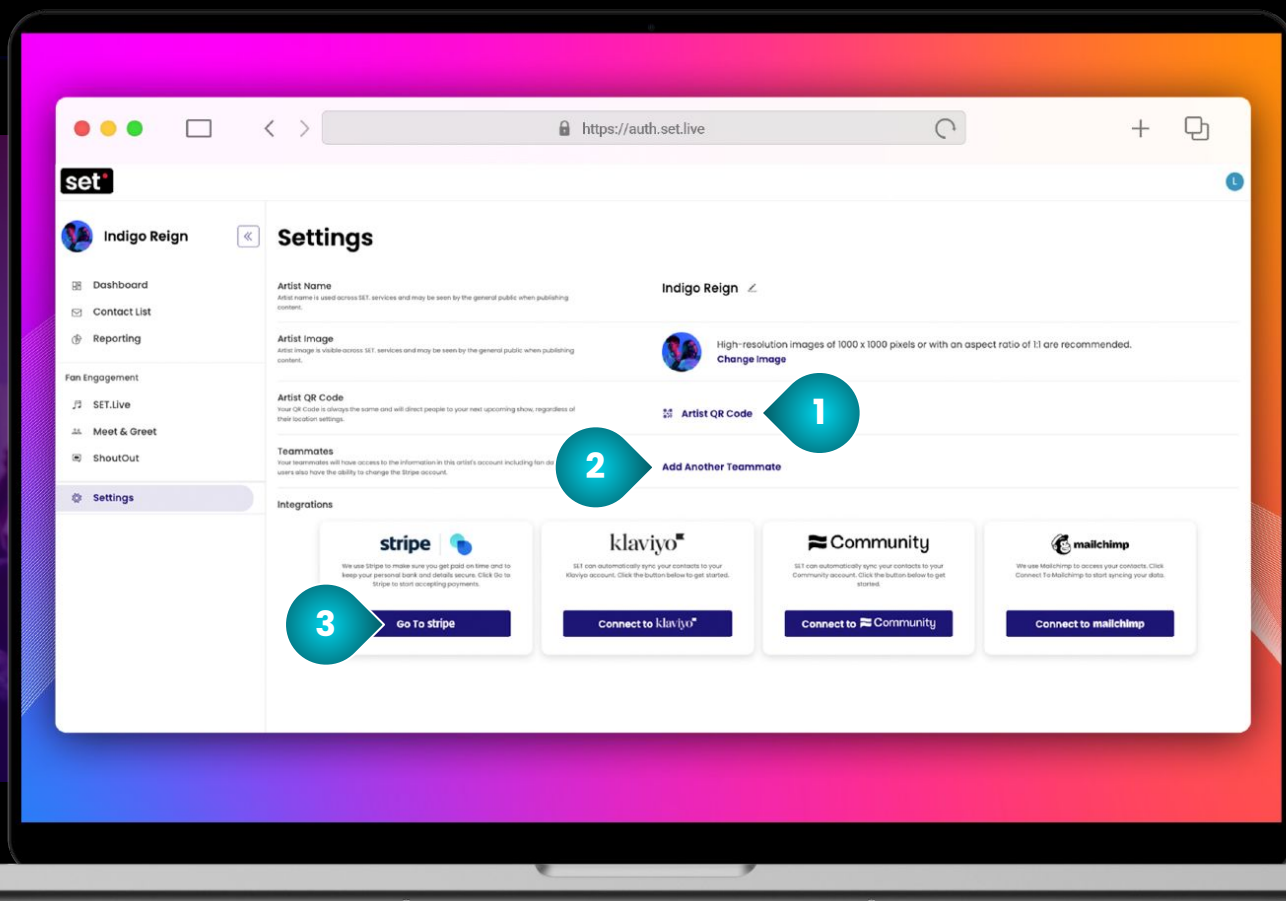
1. Search Shows

Search shows by venue.

2. View Details

View total entries, activity by time, and more.

Managing Your
Settings

The "Settings" tab allows you to connect integrations, add and remove teammates, edit artist name and image, and access the artist QR code.

1. Artist QR Code

Access your unique QR code.

2. Manage Teammates

Add and remove teammates.

3. Integrations

Connect CRM integrations.

set@max.live