Phantom

Getting started.
From setlist to show.

Everything you need to go from your Planning Center setlist to a show-ready Ableton Live set, step by step.

FOR	NEEDS	HELP
Phantom 1.0 · macOS	Ableton Live 10, 11 or 12	support@phantomlive.app

How Phantom works

Bring in your setlist from Planning Center, a pasted list or a file. Phantom finds every song in your MultiTracks library and builds the whole show inside your own Ableton template.

Import a setlist → Check each song → Build → Open in Ableton

A first-time setup takes about ten minutes. After that, building Sunday is usually one click.

What you need

A Mac
macOS 12 or later, Apple Silicon or Intel.

Ableton Live 10, 11 or 12
Suite or Standard.

A setlist
From Planning Center Services (optional), or just typed, pasted or in a file.

Your multitracks
Downloads from MultiTracks.com, plus your Ableton templates.

In this guide

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STEP 1

Install Phantom

01 Download Phantom from **account.phantomlive.app** › **Downloads**. Choose **Apple Silicon** (M1, M2, M3, M4…) or **Intel**. Not sure? Apple menu › **About This Mac**.

02 Open the download and drag **Phantom** into your **Applications** folder.

03 Open Phantom from Applications. Phantom is signed and notarized by Apple, so it opens like any other Mac app. If macOS asks whether you're sure, click **Open**.

> **Keep Phantom in Applications.** That's what lets it update itself later. If you run it straight from the download, updates will send you to the download page instead.

STEP 2

Sign in

01 Click **Sign In with Browser**. Phantom opens your web browser.

02 Sign in with Apple, Google or your email, then approve the request. Come back to Phantom: you're in.

03 If your account doesn't have a plan yet, choose one on the account page. Phantom unlocks by itself as soon as you're done.

Joining a team? Open the invite link your admin sent you, sign in, and you'll share their library and services.

STEP 3

Connect Planning Center

Using Planning Center? Connect it once and import any service plan. Not using it? Skip this step: you can paste or type your setlists instead.

01 Open **Settings** › **Integrations** and click **Connect with Planning Center**.

02 Your browser opens Planning Center. Log in and click **Allow**.

03 Come back to Phantom: it says **Connected**. That's it, no keys to copy.

Phantom only reads your plans and never changes anything in Planning Center. Your sidebar stays clean: only the shows you import appear there.

STEP 4

Choose your Tracks folder

Pick the one folder that holds your MultiTracks downloads and your Ableton templates. Usually that's a **Tracks** folder on your external drive. Phantom finds everything inside it:

IN SETTINGS	WHAT IT IS
MultiTracks	Your library of multitrack downloads, one folder per song.
Song Template	The Ableton set every song is built from: click, guide, markers, tempo and your returns.
Show Template	The Ableton set your whole service is built into, song after song.
Pads (optional)	A folder of pad loops, one WAV per key, for moments like prayer or the offering.
Finished Shows	Where built shows are saved. By default, a `Finished Shows` folder next to your Show Template.

> Moved everything to a new drive? **Settings › Choose Tracks Folder…** and it's all found again. Drives are recognized by identity, not by name.

STEP 5

Set up your templates

Phantom works inside the templates you already use. Tell it once which track and return does what.

01 Open **Settings**. Under **Song Template** and **Show Template** you'll see a status line.

02 Click **Set Up…**. Phantom has already guessed from your track names. Check each choice.

03 Click **Save**. If anything's missing, Phantom tells you exactly what to add to the template.

Song Template

Tracks: Tempo, Click, Markers, Guide.
Returns: Keys, Guitars, Bass, Percussion, Vocals and the song group.
Section names: "Verse 1" or "VERSE 1".

Show Template

Tracks: Markers, the track with your Stop clip, an optional Loop clip for pads, optional Timecode.
Shared tracks: the tracks every song's clips land on.

What your templates need

TEMPLATE	NEEDS
Song Template	One audio clip on the tempo track (Phantom copies it for every tempo), and a click clip in Session View for each time signature, named like `4/4 1/8 Click`.
Show Template	A `Stop` clip in Session View, and a locator named like `1 - Song 1` where the first song should start. Pads need a `Loop` clip; timecode is optional.

Save both templates in the same Ableton version. Phantom builds your show in the Live version your templates were saved in (10, 11 or 12), so open the finished show in that version or newer.

STEP 6

Import a show

Click **Import** at the top of the sidebar (⌘I) and choose where your setlist comes from:

Planning Center	Pick a service type and a plan. Songs, keys and arrangements come with it.
Paste a Setlist	From an email, a chart or a text. Lines like `1. Gratitude - Brandon Lake (B, 78 BPM)` are understood. Or click **Choose a File…** under the box for a .txt or .csv (columns: Title, Artist, Key, BPM).
Start from Scratch	An empty show (⌘N). Then click **Add Song** and search your songs and your Tracks folder.

Open the show and look at the **Status** column. When every song says `Ready`, you can build.

What the statuses mean

STATUS	WHAT TO DO
`Ready`	Nothing. The right recording is found.
`Transpose D → E (+2)`	Ready. The stems will be pitched to the key you planned. Drums and percussion are never pitched.
`Confirm recording`	Click it and choose the right folder. Phantom remembers your choice.
`Did you mean…?`	Phantom couldn't find it exactly (a typo, a different title) but has close matches. Click to pick one, or **Choose Folder…** to find it yourself.
`Different recording`	The folder found doesn't match this arrangement. Click to pick another.
`Not in your library`	Download the song from MultiTracks into your library, then it's found automatically.
`2 new instruments`	A stem name Phantom hasn't seen. Click and choose where it goes (keys, guitars…). Asked once, remembered forever.

Shaping the service

- **Arrangement:** pick one from Planning Center, or choose **New Arrangement…** to reorder, repeat or cut sections.
- **Key:** change it per service without touching the song.
- **Between songs: Stop** (with a gap), **Stop & Cue** (next song parked right after), **Segue** (straight into the next) or **Crossfade**.
- **Add or remove songs:** **Add Song** in the toolbar; right-click › Remove.
- **Pads:** right-click a song › **Add Pad Before** for a looped pad leading into it, in its key.
- **Stems:** the **Show Mix** bar applies a preset (**Full Tracks**, **Full Band**, **Click+Cue Only**, or your own) to every song. Click a song to mute single stems; they stay in your set, switched off. See page 7.
- **Order and cleanup:** drag songs, or use ⌘↑ / ⌘↓. ⌘Z undoes any change. Right-click a show in the sidebar › **Delete Show…** to remove it.

STEP 7

Hear it and shape it

Switch the show from **Setlist** to **Mixer** or **Timeline** to listen before you build. Click and Guide sit at the top of every song.

Mixer

One strip per group: drums, percussion, bass, guitars, keys and vocals. Faders, meters, mute and solo. Solo is for listening only and never changes your show.

Timeline

The whole show as one zoomable file. Pinch or scroll on a trackpad to zoom, and keep scrolling into the next song. Bars and sections run along the top.

Mute bars

Drag across a lane to select, then press `Delete` to mute that range. Press `⌘E` to split at the playhead. Everything snaps to the grid.

Fades

Drag the handles on a lane to fade a stem or group in or out, or fade out the whole song. Cuts and fades are saved with the show and built into Ableton.

Grid

Choose **1/8**, **1/4**, **1/2**, **1 Bar**, **2 Bars** or **4 Bars** (or **Auto**, which follows your zoom, or **Off**). `⌘5` makes it finer, `⌘6` wider, `⌘4` turns it on and off.

Timeline keys

KEY	DOES
`Space` · `⇧ Space`	Play and stop, returning to where you started · continue from where it stopped
`Home` · `← →` · `↑ ↓`	Go to the start · move by one grid step (`⇧` extends a selection) · change lane
`0` · `Delete` · `S`	Mute or unmute · mute the selection · solo the lane
`⌘E` · `⌘L`	Split at the playhead · loop the selection
`+` `–` · `Z` · `X`	Zoom · zoom to the selection · zoom back
`[` `]` · `?`	Previous or next song · show every key

> Custom arrangements play in the Timeline, but cuts and fades aren’t available on them yet.

STEP 8

Build the show

01 Click **Build for Ableton** (⌘B). A checklist shows every song and your setup: templates, drives and disk space.

02 When it says **Ready for Sunday**, click **Build Show**. Anything that needs fixing has a **Fix** button.

03 A progress bar shows each step and the time left. New songs take longer the first time; songs you've played before build in seconds.

04 The build report shows the running order, total time, key changes, crossfades, and anything Phantom did for you. Click **Open in Ableton**.

STEP 9

In Ableton, and during the week

- Your show opens inside your Show Template with every song in order: markers, click, guide, stems, tempo and meter changes, and transitions.
- **Number keys jump to songs:** `1` for song 1, `2` for song 2, up to `0` for song 10. The build report lists them.
- **Intro:** shows start right at song 1. Need your template's INTRO section? Tick **Start with an intro** before building, or turn it on in Settings › Show Defaults.
- Before rehearsal, use **File › Collect All and Save**. That copies every file into one place so the show plays from any drive.
- Each song is prepared once into its own Ableton set next to its multitracks. Fix something there and every future show gets the fix.
- If a Planning Center plan changes during the week, open the show: a banner says **Planning Center has changes**. Click **Review…**, accept, and build again.

> **Built shows are never overwritten.** Building again saves a new copy, so last week's show is always there.

STEP 10

Updates

Phantom can update itself. In **Settings** › **Updates**, choose:

Automatic	Downloads in the background and installs the next time Phantom quits. (Default.)
Ask Me	A small banner in the sidebar tells you when an update is out. Click **Update Now** when it suits you.
Never	No reminders. Very old versions eventually stop working, and Phantom will ask you to update before you can use it.

Updating takes about a minute. Your settings, templates and song choices stay put. Use **Phantom › Check for Updates…** any time.

STEP 11

Help and shortcuts

Something wrong, or an idea? In the sidebar, click **Report a Problem…**. Attach or paste a screenshot (⌘V). Your app version and Mac type are included automatically, and replies come to your email. You can also write to **support@phantomlive.app**.

SHORTCUT	DOES
⌘B	Build for Ableton
⌘R	Check Planning Center for changes
⌘Z	Undo the last change to the service
⌘↑ ⌘↓	Move the selected song up or down
⌘I · ⌘N	Import · New show from scratch
⌘,	Settings

If something's not right

YOU SEE	TRY THIS
macOS won't open Phantom	Make sure you downloaded it from **account.phantomlive.app** and moved it into **Applications**. Still stuck? Email **support@phantomlive.app**.
"Drive isn't connected"	Plug in the drive with your Tracks folder. Phantom finds it again by itself.
A template says "Needs setup"	Settings › **Set Up…** and follow the list of what's missing.
"Song Template has no … track"	A track was renamed or deleted. Fix the template, or choose the right track in Set Up….
A song shows the wrong recording	Click its status and choose the right folder. Phantom remembers it. Added or moved tracks? Click **Rescan** to look again from scratch.
Ableton asks for a missing file	The sample moved since the template was made. Point Ableton to it once, then save the template.
"Update required"	Click **Update Now**. If Phantom isn't in Applications, download the new version and drag it in.
"Your plan has ended"	Choose a plan on account.phantomlive.app. The app unlocks on its own.
Sign-in doesn't finish	Quit Phantom (⌘Q), open it again and click Sign In with Browser. Still stuck? Report a Problem.

> **Phantom never locks during a service.** If the internet or our servers are down, it keeps working with your last confirmed plan.

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