STAY OTHER · PRODUCTION

Design Hand-off Worksheet

How to use it, and answers to the questions you'll have the first week. Guide v6 for app v1.6 · Oct 27, 2026

The worksheet is the one place an illustration gets turned into everything technical design, the pattern maker and customer service need to start a style: pieces, construction, fabrics, trims, dates, and the artwork itself. Fill it in once, submit, and a PDF is produced for Trello while the record stays on the site for anyone on the team to open, edit, or check the status of. Every submitted worksheet gets its own style number, starting at SO-2700.

Illustrator
Attaches illustrations, pins notes on the drawing, lets it pre-fill, saves drafts, submits when the readiness check says go

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PDF + email
Style number issued; PDF downloads; Kelsey & CS get an email with the link

→

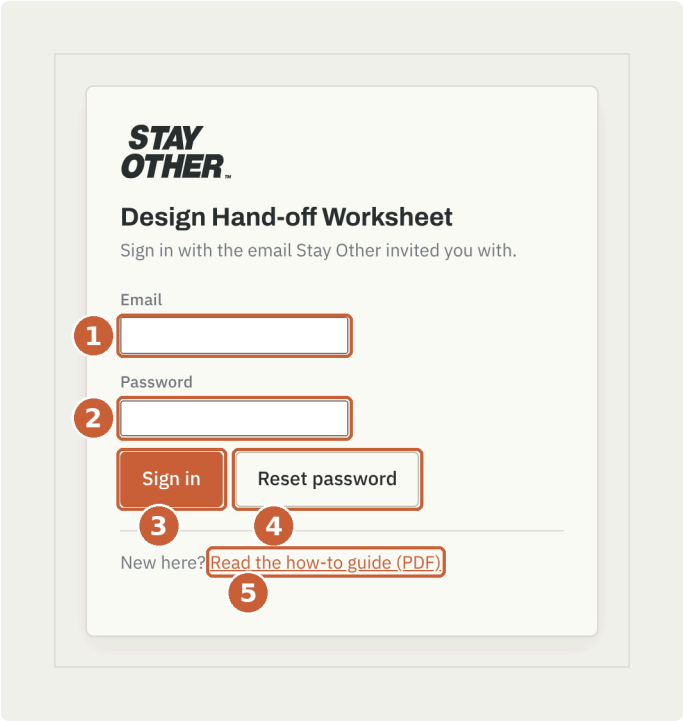
Tech design
Adds the 2D link and flats in 06, checks them against the worksheet

→

Pattern maker / Kelsey
Updates status; for placed graphics, sends Jason the pattern layouts

Address	handoff.stayother.com (also linked from the Trello board)
Sign-in	Your @stayother.com email + the password you set from your invitation
Who has access	Invited team members only — there is no public sign-up
This guide	Always one click away: the **Guide** button at the top right of the site, or the link under the sign-in box
What's new	Click the version badge in the header (v1.6) for the Updates log
Questions / changes	Tony

STEP 1 Sign in



1. **Email** — the @stayother.com address you were invited with.
2. **Password** — the one you chose when you first opened your invitation link.
3. **Sign in.** You stay signed in on that computer until you sign out.
4. **Reset password** — type your email first, then click. A reset link is emailed to you.
5. **Read the how-to guide** — opens this PDF, no sign-in needed.

> **First time?** Your invitation email contains a link that opens the site already signed in and asks you to set a password. Use that link once; after that, sign in normally. **No invitation?** Only people Tony has added can get in — there is no "create account" option on purpose.

THE PAGE Header and tabs



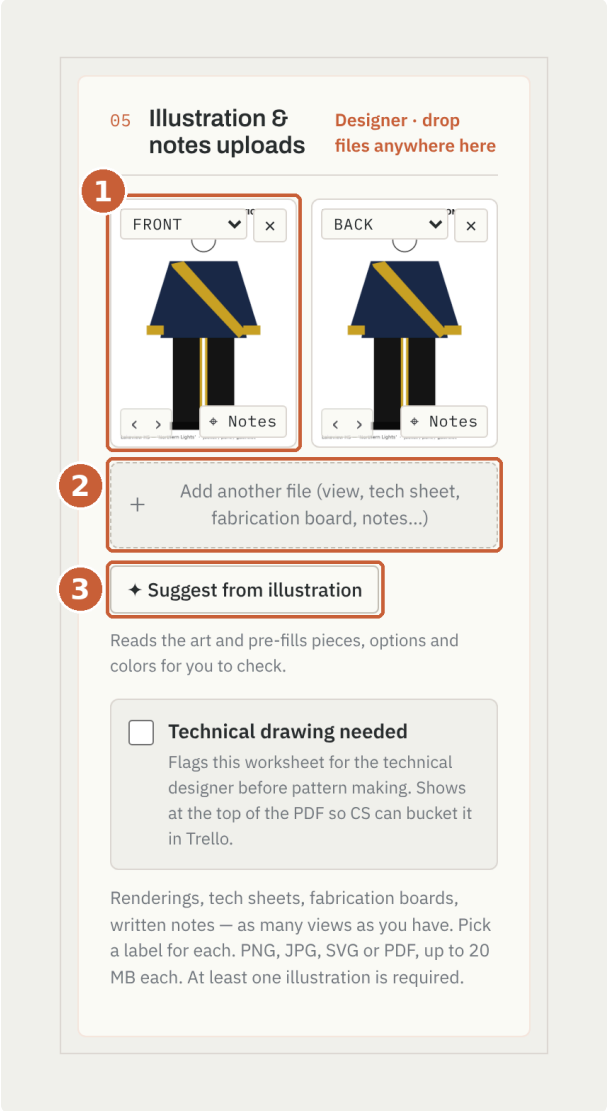
1. **New worksheet** — the form. Reads "Worksheet (draft)" while a saved draft is loaded.
2. **Worksheets** — every draft and every submitted worksheet, with the total count. Tech design, pattern making and CS work from here.
3. **Version badge** — which version of the app you're on. A NEW tag appears when something changed since you last looked; click it to read the Updates log.
4. **+ New worksheet** — saves whatever you're on to Drafts (if it has a school name) and opens a blank form. The logo and title do the same.
5. **Guide** — opens this PDF in a new tab whenever you need it.
6. **Sign out.** Hover it to see which account you're signed in as.

> **The page always opens on a blank worksheet.** Whatever you were working on is in the Drafts list — nothing is lost. If you had typed into a worksheet with a school name and never saved, it is parked in Drafts for you automatically when you sign in.

SHORTCUT

Start with the illustration, let it fill the form

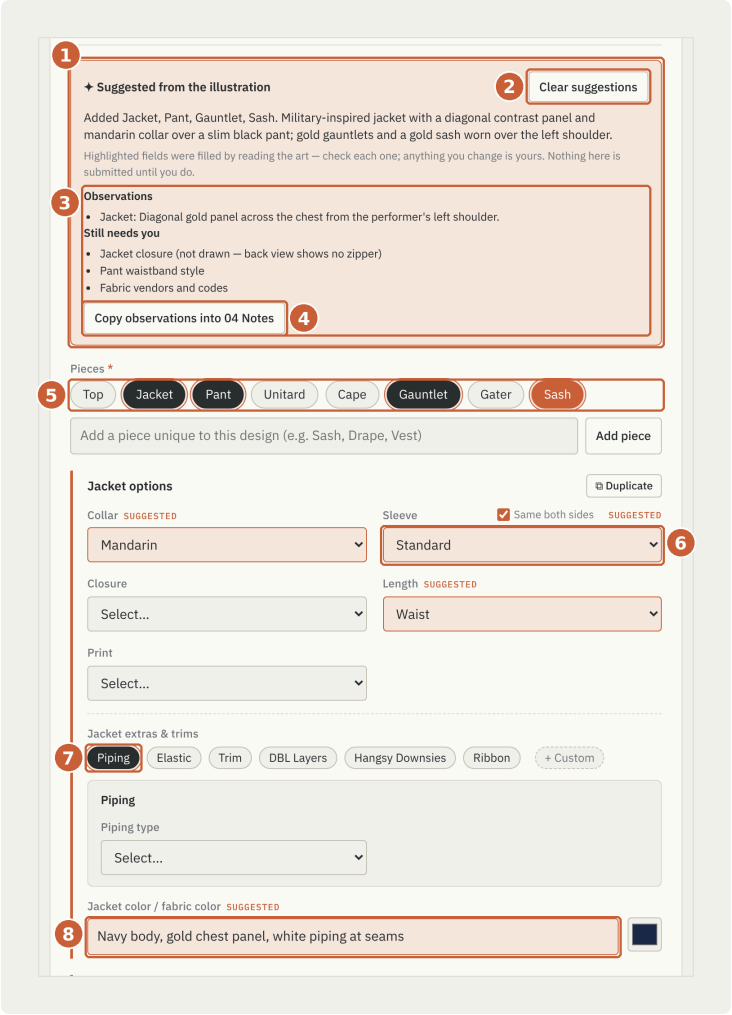
Optional, but it's the fast way in. Drop the art first; the site reads it and pre-fills what it can see. You check the highlights instead of clicking through every dropdown.



1. **Attach your illustrations** in 05 before anything else (PNG or JPG — a PDF can't be read this way).
2. **Add another file** for tech sheets and fabrication boards — the more it can read, the more it fills.
3. ✦ **Suggest from illustration.** Takes 10–20 seconds. It fills only fields that are still empty, so you can run it mid-form without losing what you typed.

What it's good at: which pieces are in the design (including custom ones like a sash, skirt panels or spats), collar / sleeve / leg styles, jacket length, visible piping, and a color description with a swatch for each piece. Attach your fabrication board or tech sheet too and it will read fabric names, vendors and anything you wrote on it into section 03 and the Observations. **What it leaves to you:** school, dates, zipper spec, elastic, anything not drawn or written. It never ticks "Technical drawing needed". **It respects your piece selection:** if you've picked Top + Pant, it won't re-read the garment as a Unitard.

What comes back



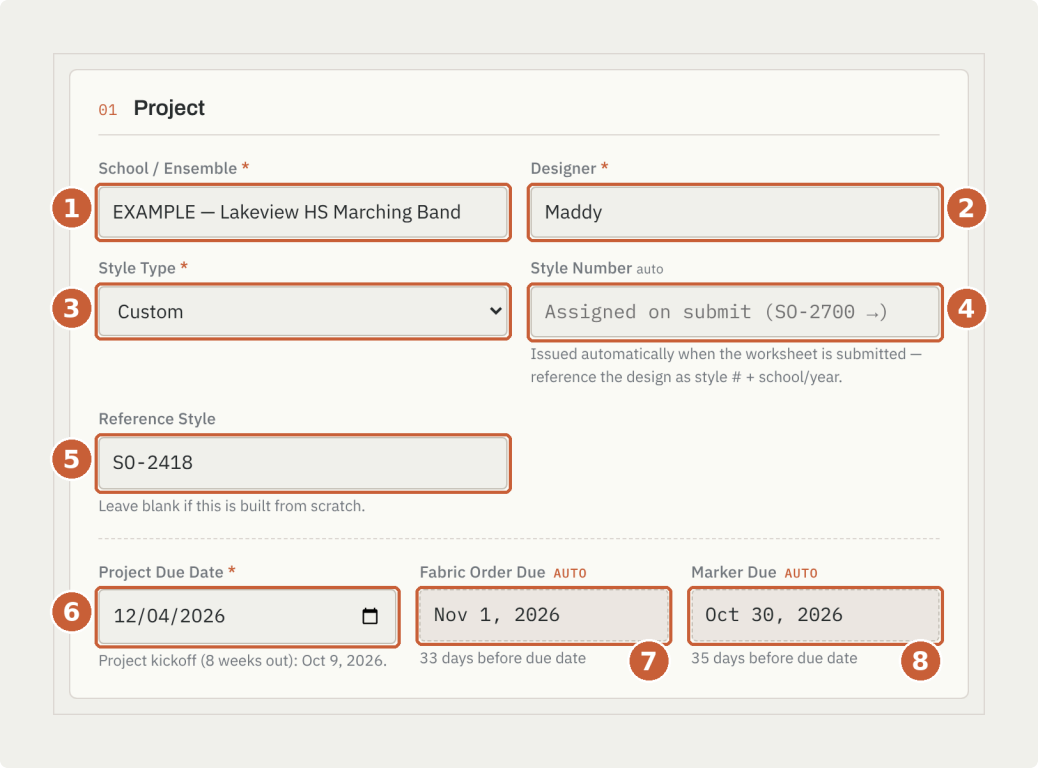
1. **Suggestion panel** at the top of 02 with a one-paragraph read of the design.
2. **Clear suggestions** removes everything it added that you haven't touched. Your own entries stay.
3. **Observations** (details worth passing on) and **Still needs you** — the things it couldn't tell from the art.
4. **Copy observations into 04 Notes** — drops the read-out into Notes as a starting point you can edit.
5. **Pieces it found** are selected and outlined; a piece not in the standard list (a sash here) is added as a custom chip.
6. **Filled dropdowns** carry a SUGGESTED tag and a tint. Change one and the tag disappears — it's yours now.
7. **Extras it can see** (piping, trim, ribbon) are ticked; the follow-up spec is left for you.
8. **Color in words** per piece, with a swatch. Replace with the Pantone or fabric code when you have it.

> **Treat it as a first draft.** It reads a drawing, so it can misjudge a collar or miss a closure that isn't rendered. The illustrator is still the author — check every highlight before you submit.

STEP 2

01 · Project

Who it's for, what kind of style, and the one date that drives the schedule.



1. **School / Ensemble** (required) — the client's name as CS uses it. Add the year the way the Trello card does ("West Shore '27").
2. **Designer** (required) — you. Pre-filled from your account when possible.
3. **Style Type** (required) — Custom, Catalogue, Hybrid, Team-wear or Other.
4. **Style Number — automatic.** It's issued the moment you submit, starting at SO-2700 and counting up, and can't be typed. Reference a design as style # + school/year ("SO-2700 · West Shore '27"). Drafts don't use up a number.
5. **Reference Style** — a prior style number this one is based on. Blank if built from scratch.
6. **Project Due Date** (required) — the only date you enter.
7. **Fabric Order Due** — calculated: 33 days before the due date. Locked.
8. **Marker Due** — calculated: 35 days before the due date. Locked.

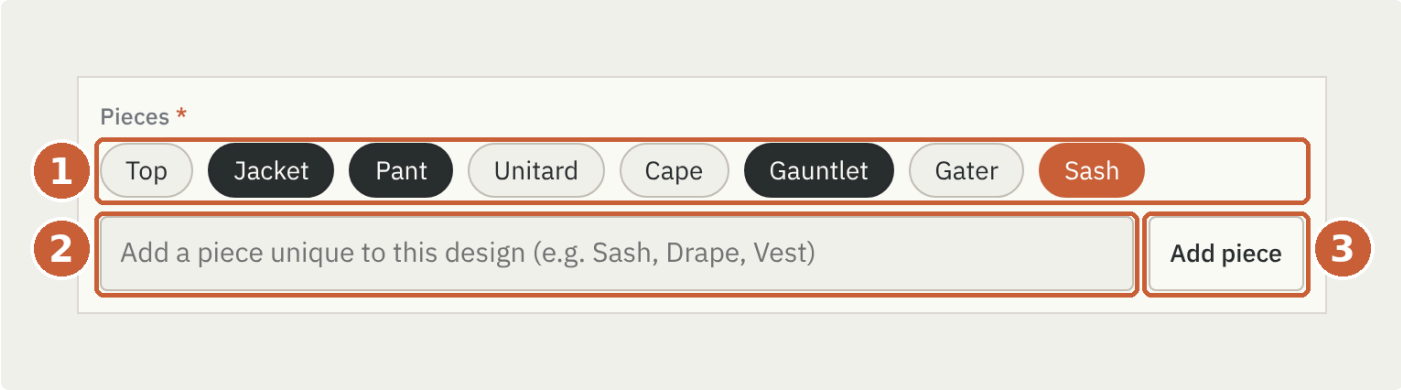
MILESTONE	RULE	EXAMPLE (DUE DEC 4)
Project kickoff	8 weeks before the due date (shown as a note)	Oct 9
Marker due	35 days before the due date	Oct 30
Fabric order due	33 days before the due date	Nov 1

Why can't I change the two due dates? They're Stay Other's standard offsets, applied the same way to every style so nobody has to remember them. If the due date changes, change it here and both dates follow.

STEP 3

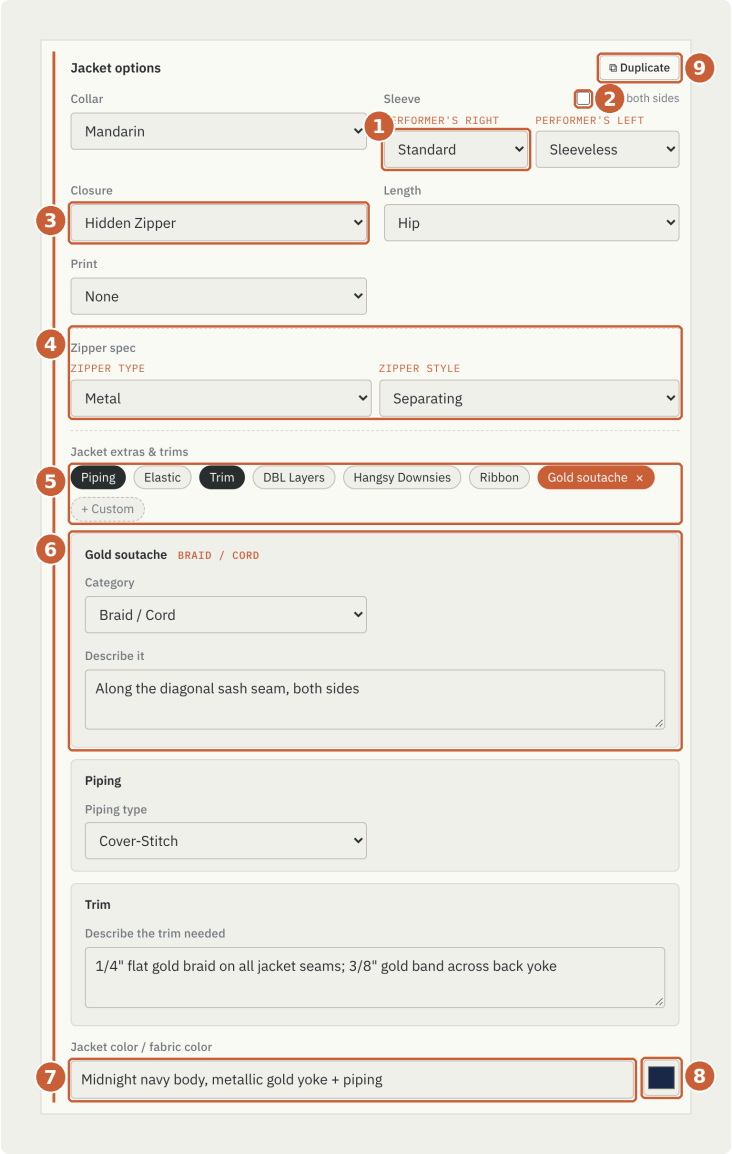
02 · Pieces & construction

Pick every piece in the design; each one opens its own block of options.



1. **Pieces** — click to select. Top, Jacket, Pant, Unitard, Cape, Gauntlet, Gater. Selected chips turn dark.
2. **Add a piece unique to this design** (sash, drape, vest, tabard…). Type the name and
3. **Add piece.** It appears as an orange chip. Double-click an orange chip to remove it. Custom pieces have a Print option and extras but no construction dropdowns — describe them in 04 Notes.

Inside a piece block (Jacket shown)

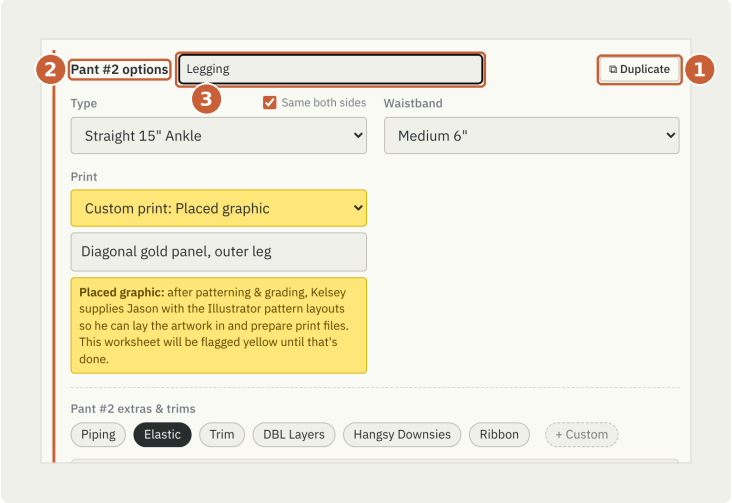


1. **Sleeves and legs are asked per side**: Performer's Right first, then Performer's Left.
2. **Same both sides** — tick it and the pair collapses to a single dropdown. Most styles are symmetric; tick it.
3. **Closure / Zipper** — when a zipper is chosen anywhere…
4. …the **Zipper spec** appears: Type (Nylon Coil, Metal, Molded Plastic) and Style (Closed-End, Separating, Invisible, Two-Way, Reversible).
5. **Extras & trims belong to the piece.** Piping, Elastic, Trim, DBL Layers, Hangsy Downsies, Ribbon — plus your own via **+ Custom** (next page). A top and a pant can have different extras.
6. Each selected extra opens its own **follow-up**: piping type; elastic width / type / finish; a description box for trim, layers, hangsy downsies and ribbon.
7. **Color / fabric color** for the piece — Pantone, fabric color name or code. List zones if there's more than one.
8. Optional **swatch** picker. It prints beside the color line in the PDF.
9. ⧉ **Duplicate** — adds a second one of this piece (next page).

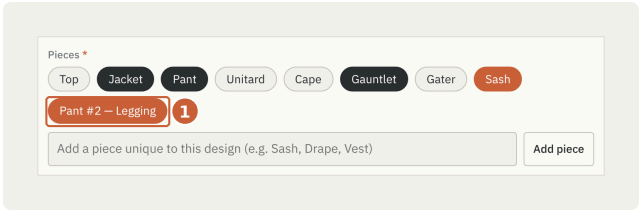
> **"Other" on a dropdown** opens a short text box underneath. Write what you mean; it prints as "Other — your words". **Leg styles** now include Bike Short.

NEW Two of the same piece — ⧉ Duplicate

Two tops, or a legging under a wide-leg pant: duplicate the piece instead of inventing a custom one, so it keeps the real construction dropdowns.

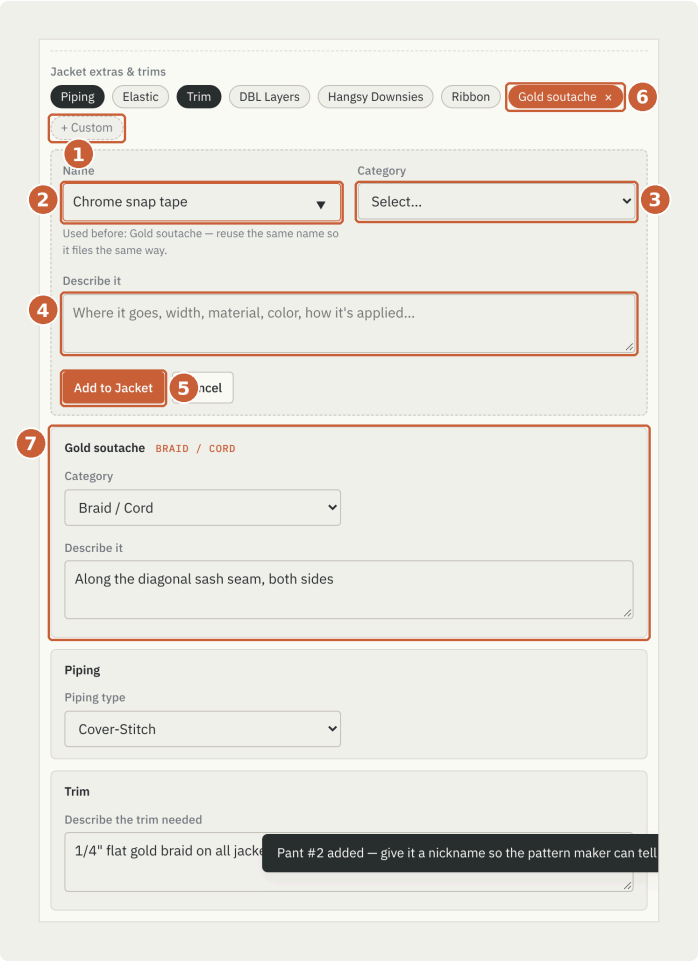


1. ⧉ **Duplicate** on any standard piece adds *Top #2*, *Pant #2*… with the first one's options already copied in (color left blank to fill).
2. The duplicate gets its own block with the full set of dropdowns, extras and Print.
3. **Nickname** — appears on both pieces once there are two. "Legging", "Under-top", "Wide leg" — it reads as *Pant #2 — Legging* on the chips, the fabric Used-on list, the readiness check, the worksheet page and the PDF.



The duplicate shows as a dashed chip. Double-click it to remove it.

NEW Naming your own trims — + Custom



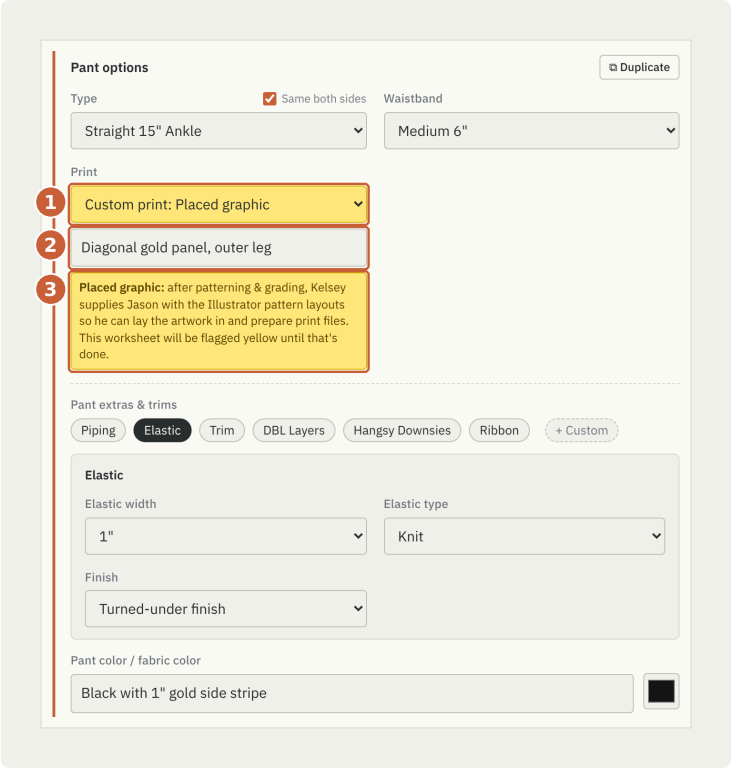
1. **+ Custom** at the end of a piece's extras opens the form.
2. **Name** the trim the way the team says it: "Gold soutache", "Chrome snap tape". Names already used on any worksheet are suggested as you type — reuse them so the same trim always files the same way.
3. **Category** — Trim, Braid / Cord, Binding, Appliqué / Patch, Hardware, Closure, Embellishment, Lining / Layer, Other. A reused name brings its category with it.
4. **Describe it** — where it goes, width, material, color, how it's applied.
5. **Add to <piece>**.
6. It becomes an orange chip (× removes it)…
7. …with its own block below, where the category and description can be edited later. Custom trims print in the PDF under that piece and show on the worksheet page like the standard extras.

PRINT

What a placed graphic sets in motion

Kelsey & Jason

Every piece has a **Print** dropdown (custom pieces too). Pant shown.



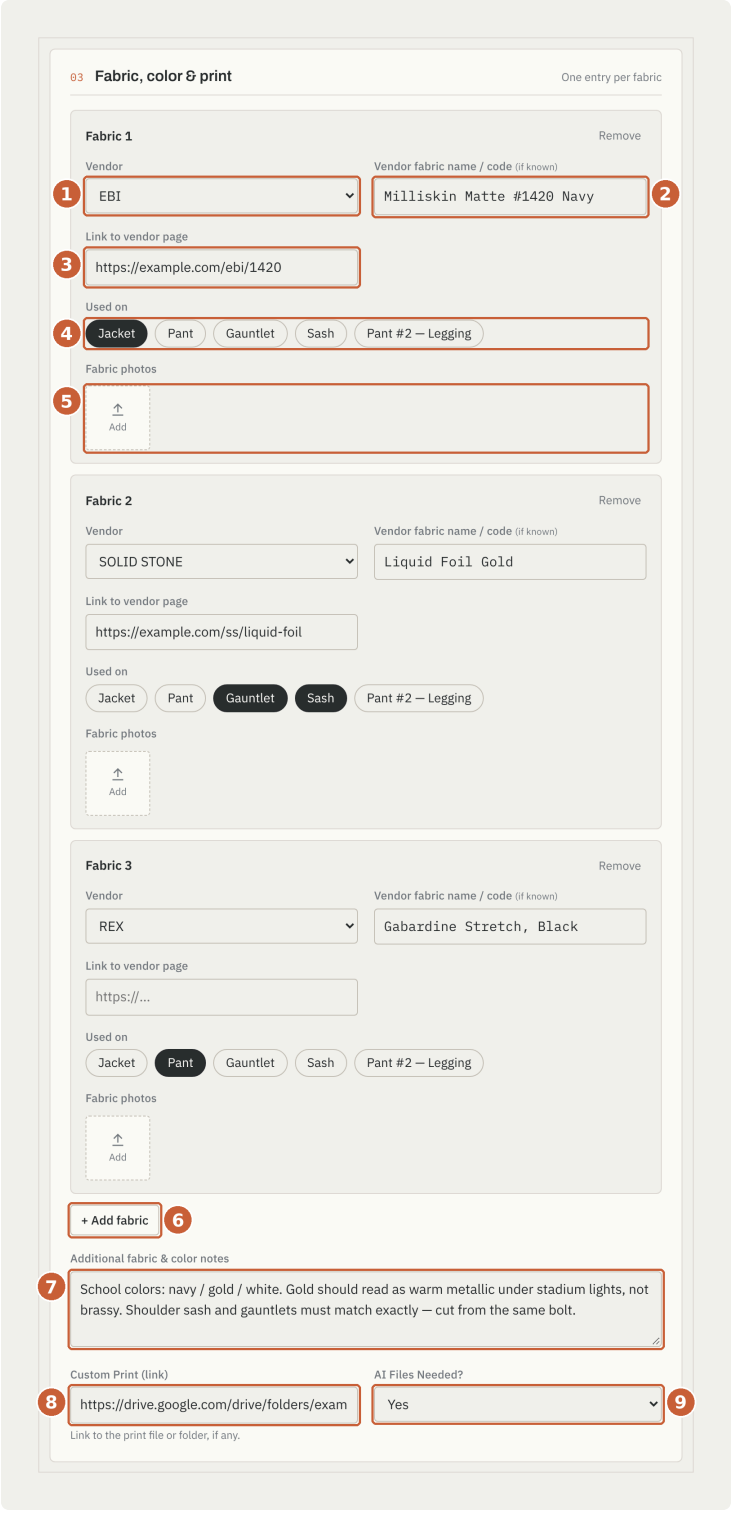
1. **Print** — *None*, *Custom print: Placed graphic* (artwork positioned on the pattern piece) or *Custom print: Running yardage* (an all-over print bought by the yard).
2. For either custom print, a **where / what** line appears: which panel, what's printed.
3. **Placed graphic turns the field yellow** and explains why: after patterning & grading, Kelsey has to supply Jason with the Adobe Illustrator pattern layouts so he can lay the artwork in and prepare the print files. The worksheet stays flagged yellow — on its card, its page, the PDF and the email — until both steps are ticked off on the worksheet page (see *Opening a worksheet*).

> **Running yardage** doesn't flag anything — it's a fabric purchase, so note the print file under *03 · Custom Print* as before.

STEP 4

03 · Fabric, color & print

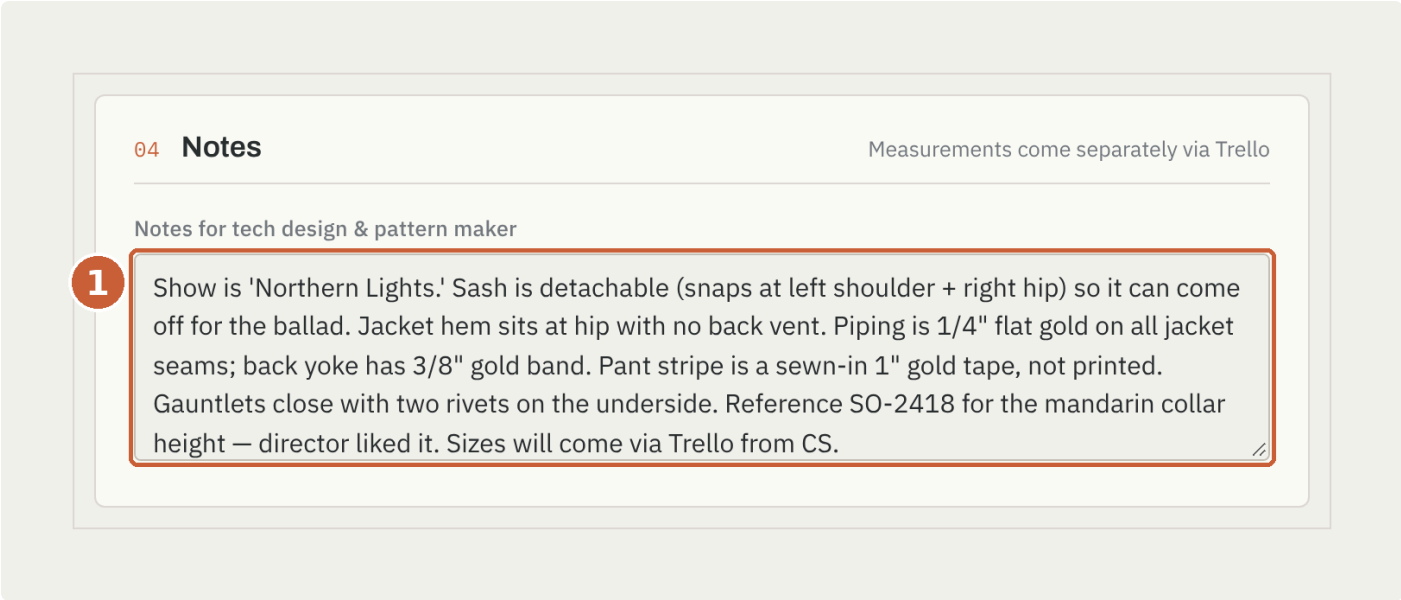
One entry per fabric. Add as many as the design uses.



1. **Vendor** — EBI, REX, ELOTEX, BLUE MOON, SOLID STONE, or Other (then type the name).
2. **Vendor fabric name / code** if you know it. Exact codes save the purchasing team a phone call.
3. **Link to the vendor page** for that fabric, if there is one.
4. **Used on** — which of the selected pieces this fabric goes on. Only pieces selected in 02 are offered; deselect a piece and it drops off every fabric.
5. **Fabric photos** — click *Add* or drop a photo anywhere on the fabric card.
6. **+ Add fabric** for the next one. *Remove* (top right of a card) takes one away.
7. **Additional fabric & color notes** — school colors, metallic/sheen callouts, print colors, linings, stretch direction.
8. **Custom Print** — link to the print file or folder.
9. **AI Files Needed?** — Yes / No.

STEP 5

04 · Notes



1 **Notes for tech design & pattern maker** — fit intent, construction the dropdowns don't cover, closures, anything you'd otherwise say in person. Custom pieces (a sash, say) are described here.

Measurements are not on this form. Customer service uploads measurement sheets to Trello separately.

STEP 6

05 · Illustration & notes uploads



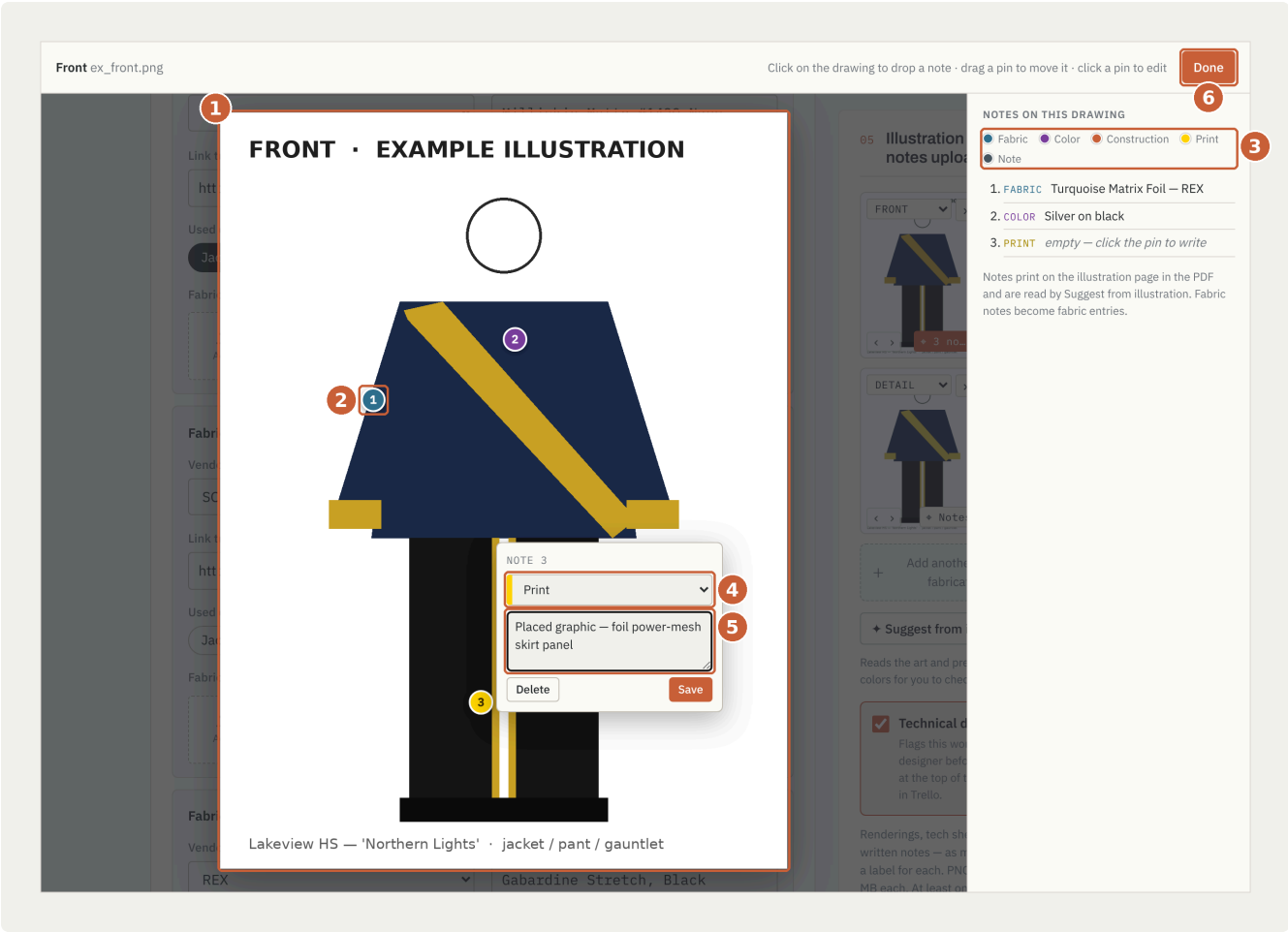
1. **Your files** — drag anything onto the panel or click to choose. At least one illustration is required. Click a card to replace that file; × removes it.
2. **Label** each file: Front, Back, Side, Detail, Colorway, Tech sheet, Fabrication board, Notes or Other. It guesses from the filename; change it if it's wrong. Labels print in the PDF and tell the AI what it's looking at.
3. **Order** — drag a card onto another to swap them, or use the ‹ › arrows. The first image is the one on the Worksheets card and the lead page of the PDF.
4. ⌖ **Notes** — pin notes directly on the drawing (next page).
5. **Add another file** — as many views, sheets and notes as the design has.
6. **Suggest from illustration** — see the Shortcut pages.
7. **Technical drawing needed** — tick this when the style needs a technical drawing before pattern making. It becomes a banner at the top of the PDF so CS can route it correctly in Trello.

File types: PNG, JPG, SVG or PDF, up to 20 MB each. For a sharp PDF page, export illustrations at least 2000 px on the long side. PDFs can be uploaded but not annotated or read by Suggest.

SHORTCUT

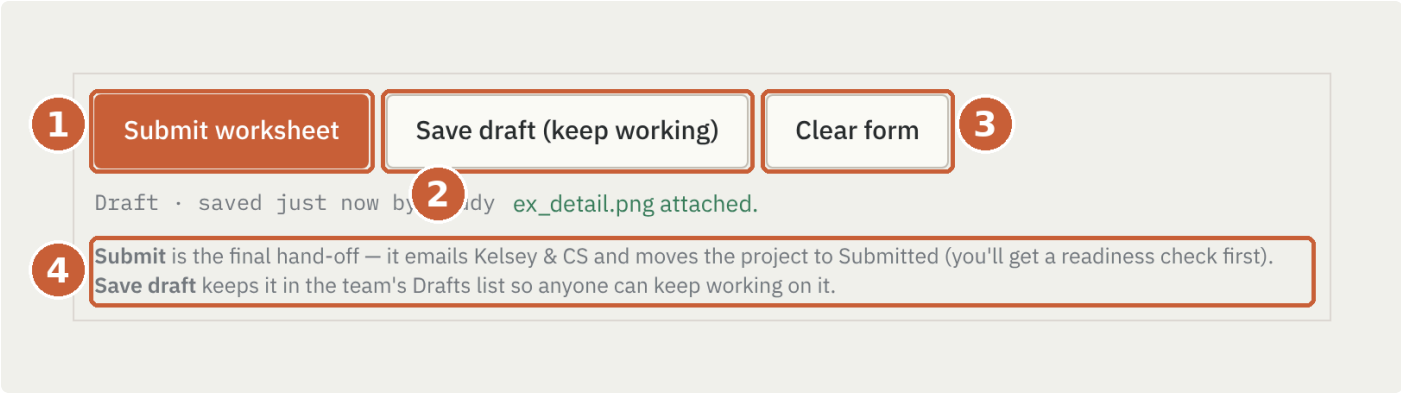
Notes on the drawing — ⌖ Notes

Point at the drawing, type the note. Do this **before** Suggest from illustration so it reads your words instead of guessing.



1. **Click ⌖ Notes** on any uploaded illustration (or technical flat) and the drawing opens full-size. Click anywhere on it to drop a numbered pin; drag a pin to move it; click a pin to reopen its note.
2. **Pins are numbered** in the order you add them and **colored by type**. An empty one is dropped when you press Done.
3. **Color key** — Fabric Color Construction Print Note. The same colors appear on the worksheet page and in the PDF, so the board reads the same way on every design.
4. **Type** decides what Suggest does with it: a *Fabric* note becomes a fabric entry in 03 on the piece it sits on; a *Print* note sets that piece's Print option; Color and Construction notes override whatever it would have guessed.
5. **The note itself** — write it the way you'd write on a tech sheet: "Turquoise Matrix Foil — REX", "FK-220", "placed graphic on skirt panel".
6. **Done** saves and closes. The card now reads *⌖ 3 notes*. Notes show under the illustration on the worksheet page and print on the illustration page of the PDF with a legend.

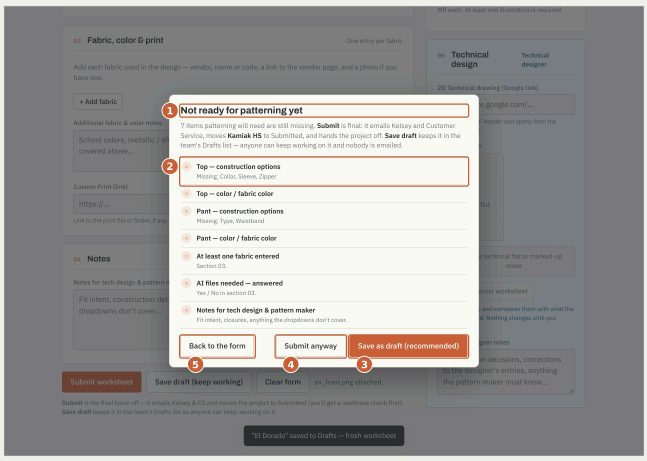
STEP 7 Submit — or Save draft



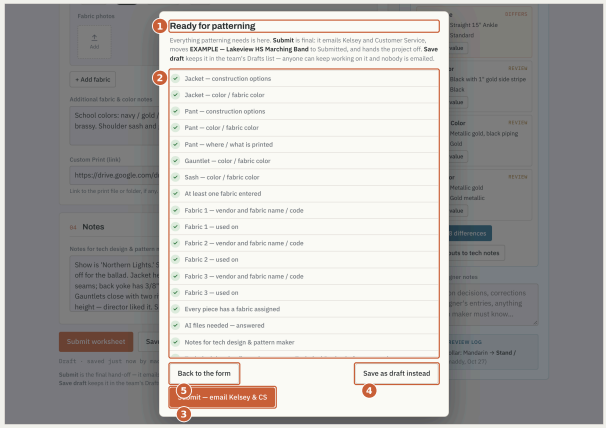
1. **Submit worksheet** is the hand-off. It issues the style number, downloads the PDF, moves the project to Submitted and emails Kelsey and Customer Service (from handoff@stayother.com) with the routing flag, key dates and a link straight to the worksheet. You get a readiness check first (below).
2. **Save draft (keep working)** — saves to the team's shared Drafts list. Nobody is emailed; anyone can pick it up from any computer. After the first save it autosaves every 30 seconds.
3. **Clear form** starts over (a saved draft stays in the Drafts list).
4. The line under the buttons says the same thing, every time.

STEP 7 The readiness check

Submit asks before it goes. It lists what patterning needs and recommends Save as draft when something is missing.

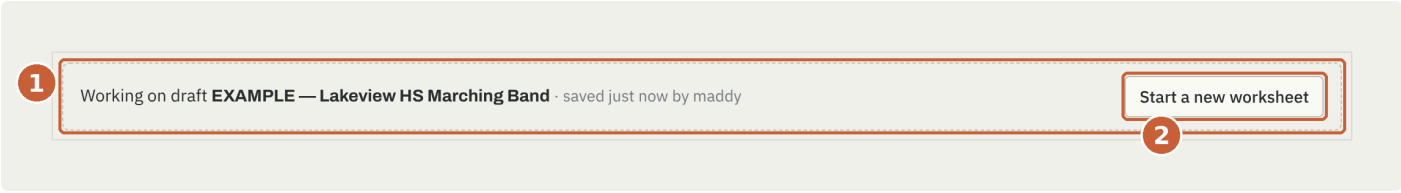


1. **Not ready yet** — the check lists what patterning needs: every piece's construction options and color, at least one fabric with vendor + name and the pieces it goes on, every piece covered by a fabric, AI files answered, notes written. Placed-graphic pieces also need their where / what line.
2. ○ marks a gap, with what's missing; ✓ marks what's in place.
3. **Save as draft (recommended)** — the orange button when something's missing.
4. **Submit anyway** — still there if you have a reason.
5. **Back to the form.**

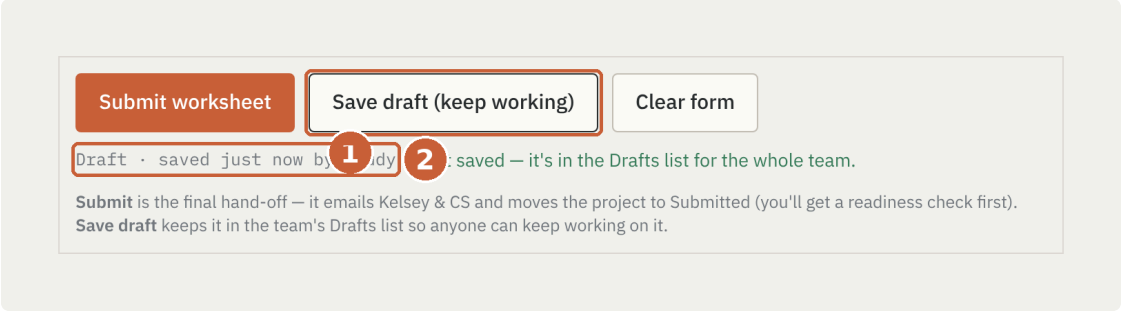


When everything is in place the title reads **Ready for patterning** and the orange button is **Submit — email Kelsey & CS**.

STEP 7½ Drafts — saving, resuming, starting fresh



1. Once a draft is saved (or resumed) a dashed banner names it and says when it was last saved and by whom.
2. **Start a new worksheet** saves it once more and gives you a blank form — same as the **+ New worksheet** button in the header.



1. **Save draft** needs only a School / Ensemble name.
2. **Draft status** — last saved, and by whom.

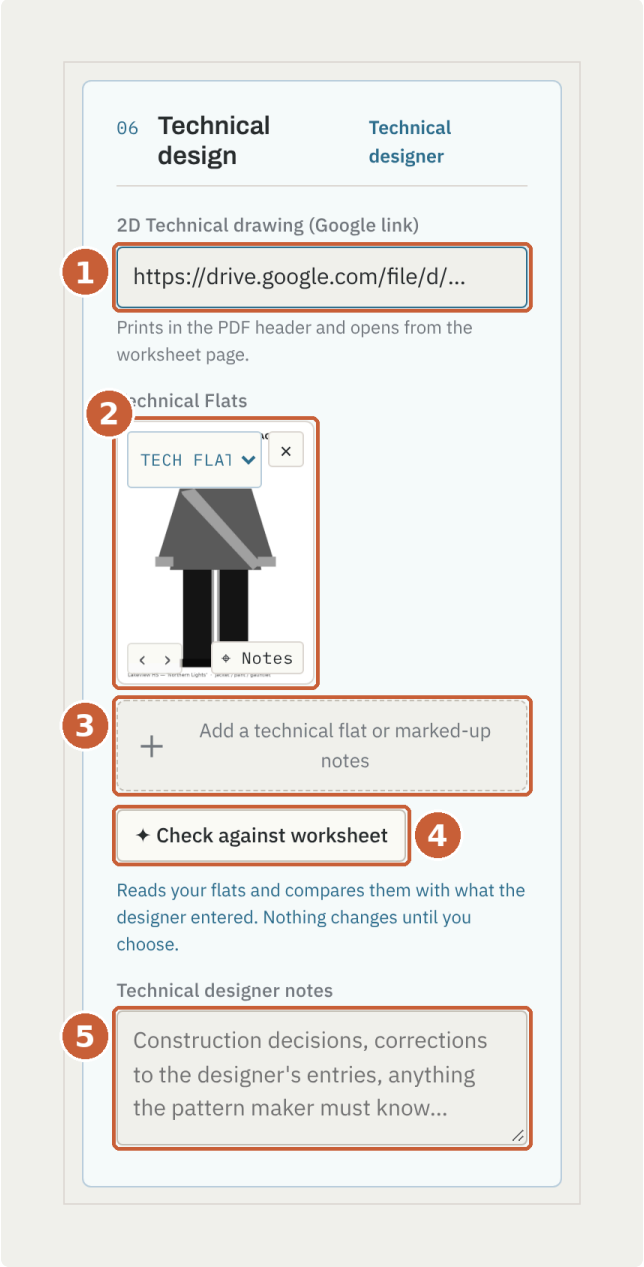
> **Drafts never notify anyone.** Kelsey and CS only get the email when you press Submit — at which point the draft becomes a normal worksheet and leaves the Drafts list. If a worksheet goes out early by mistake, tell Tony — it can be moved back to Drafts.

STEP 8

06 · Technical design

for the technical designer

The teal section under the illustrations is the technical designer's space. The designer's orange section (05) and the tech section (06) are kept apart on purpose — both voices survive into the PDF.

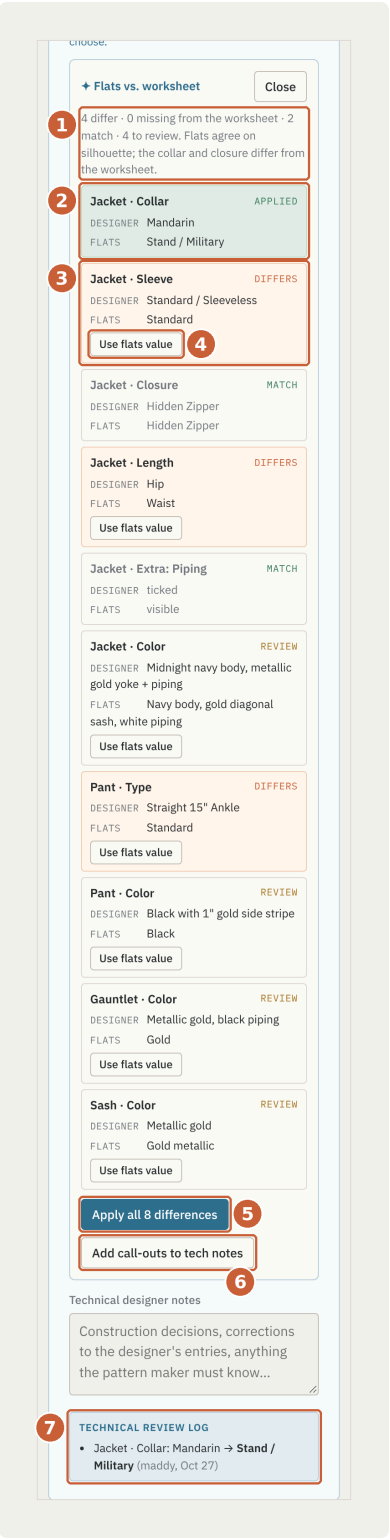


1. **2D Technical drawing (Google link)** — paste the Drive link. It prints under the routing banner in the PDF, shows as a teal "2D link" tag on the worksheet card, opens from the worksheet page, and goes in the notification email.
2. **Technical Flats** — drag your flats or marked-up notes here. Each gets a label; they can be reordered and annotated like illustrations, and print as full pages at the end of the PDF.
3. **Add another flat.**
4. **✦ Check against worksheet** — reads the flats with the same AI as Suggest and compares them with what the designer entered. Next page.
5. **Technical designer notes** — your own notes, separate from the designer's 04 Notes.

> **Who can edit?** Anyone signed in — the team is small. Open the worksheet from Worksheets → Edit, fill in 06, Save changes. If you applied any corrections from a check, the status moves to *Received by tech design* automatically.

STEP 8 Check against worksheet — what the flats say vs. what was entered

Nothing changes until you choose. Every applied change is logged with your name and the date, and the log prints in the PDF.

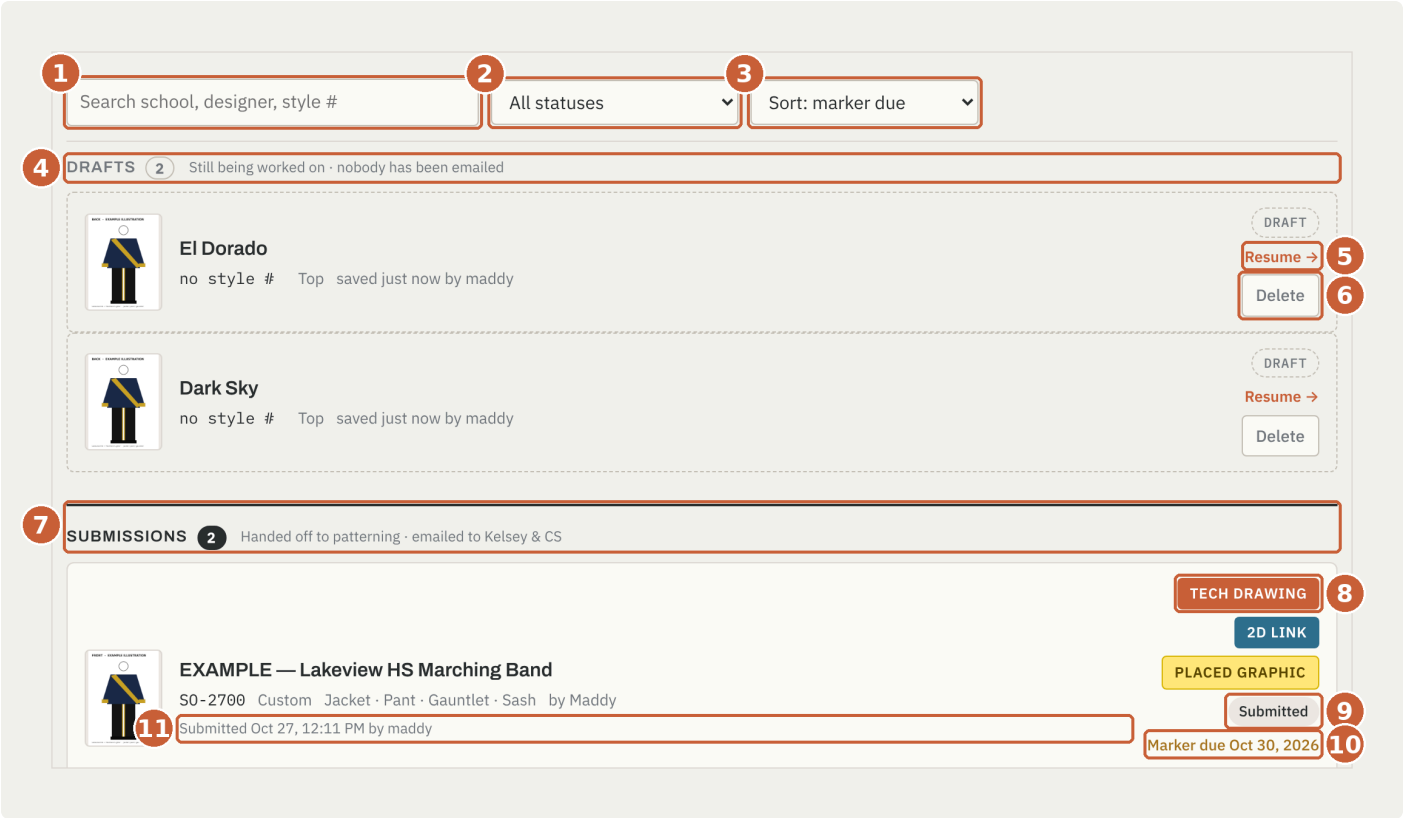


1. **Summary line** — how many fields differ, are missing from the worksheet, match, or need a look.
2. **Applied** (green) — you've taken the flats' value; the field on the form turns teal with a TECH REVIEW tag.
3. **Differs** (orange) — the designer entered one thing, the flats show another. **Missing** (teal) — the designer left it blank and the flats answer it. **Match** — listed quietly. **Review** — free-text fields like color, or a flat that reads as a one-piece when the worksheet says Top + Pant: both versions shown, you decide.
4. **Use flats value / Add to worksheet** — apply that one row.
5. **Apply all differences** — takes every Differs and Missing row in one go.
6. **Add call-outs to tech notes** — anything written on the flats ("zipper back") and anything still open goes into your notes.
7. **Technical review log** — who changed what, from → to, and when. Prints in the PDF under 06 and shows on the worksheet page.

> **The designer's entries are never overwritten silently.** Change your mind? Edit the field by hand — the log keeps the history.

STEP 9

Worksheets — drafts and submissions

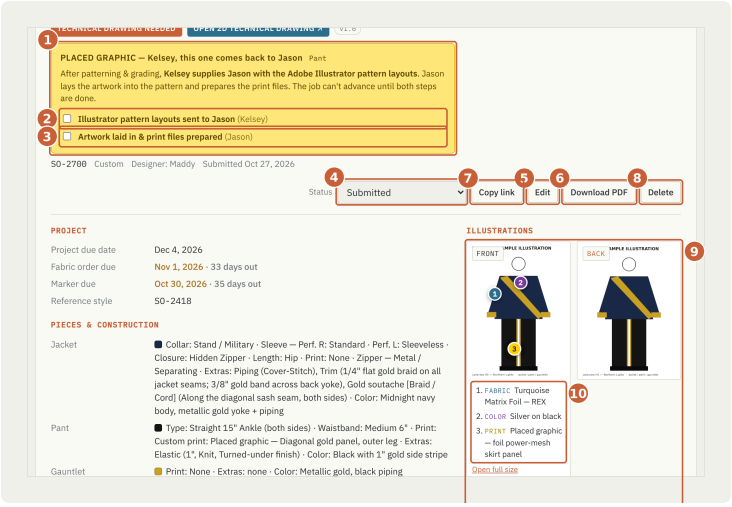


1. **Search** by school, designer or style number. The bar stays pinned while you scroll.
2. **Filter** by status (including Drafts only).
3. **Sort** by marker due (default), project due date, or newest.
4. **DRAFTS** — dashed, transparent cards: still being worked on, nobody has been emailed.
5. **Resume** — click the card and the form opens exactly where it was left, files included. Anyone can resume anyone's draft.
6. **Delete** — removes the draft for good (it asks first).
7. **SUBMISSIONS** — below the heavy rule, white cards: handed off to patterning, emailed to Kelsey & CS. The badge counts them.
8. **Tags** — Tech drawing, 2D link, yellow Placed graphic (green "Graphics done" once Kelsey and Jason have ticked their steps).
9. **Status pill.**
10. **Marker due** — turns amber within 7 days and orange when overdue.
11. **Submitted** — date, time and who pressed Submit; plus the revision and last edit if it's been changed since.

STEP 10

Opening a worksheet

placed graphics: Kelsey & Jason



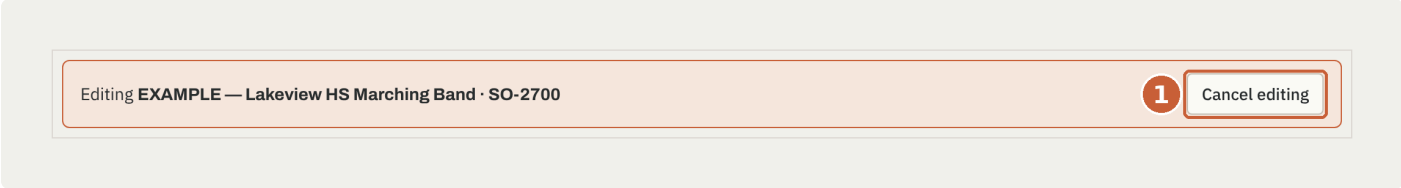
1. **Yellow box** — only when a piece has Print = Placed graphic. It names the pieces and what has to happen next.
2. **Step 1 — Kelsey** ticks *Illustrator pattern layouts sent to Jason*. The box records who and when.
3. **Step 2 — Jason** ticks *Artwork laid in & print files prepared*. Both ticked → the box turns green and the yellow tags disappear.
4. **Status** — change it as the style moves. Everyone sees the change.
5. **Edit** — reopens the worksheet in the form with everything filled in.
6. **Download PDF** — a fresh PDF of the current version, any time.
7. **Copy link** — this worksheet's own web address (ends in #ws=…). Paste it on the Trello card; it opens straight to this worksheet after sign-in.
8. **Delete** — asks you to confirm; removes the worksheet and its images for good.
9. **Illustrations** — click one to open it full size. Pins are drawn on in their colors.
10. **Pinned notes** listed under the illustration, numbered to match the pins.

Below: 01–04 as entered, fabrics with photos, notes, and the teal **Technical design** block (2D link, tech notes, review log; flats beside the illustrations).

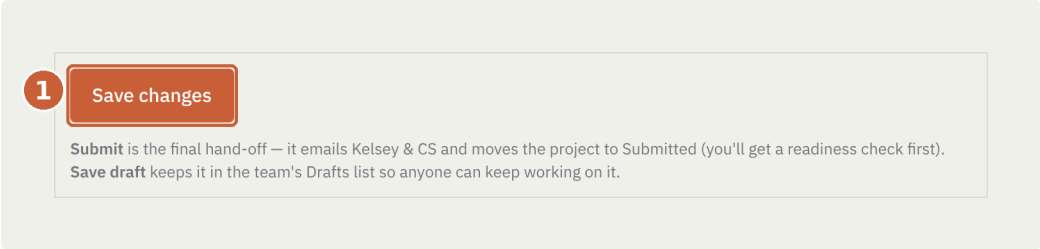
Status moves left to right: Submitted → Received by tech design → In pattern → Complete

STEP 11 Editing a worksheet you already submitted

Click **Edit** on the worksheet. The form opens with everything in place and an orange bar at the top reminds you which worksheet you're editing.

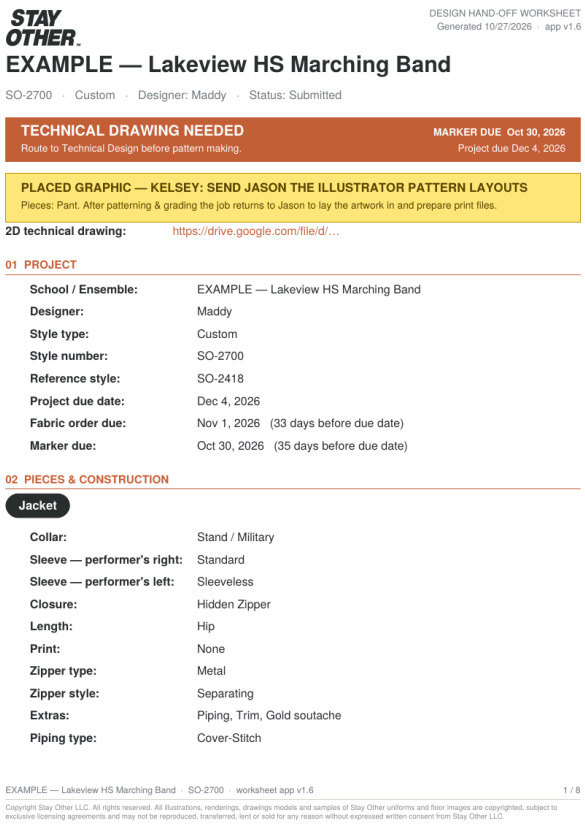


1 **Cancel editing** throws away your changes and takes you back to the worksheet.



1 **Save changes** keeps the original submit date, style number and status, bumps the revision number (shown next to the title), and downloads a fresh PDF. Put the new PDF on the Trello card so it replaces the old one. There's no readiness check on an edit.

THE PDF What comes out



STAY OTHER.

DESIGN HAND-OFF WORKSHEET
Generated 10/27/2026 · app v1.6

EXAMPLE — Lakeview HS Marching Band

SO-2700 · Custom · Designer: Maddy · Status: Submitted

TECHNICAL DRAWING NEEDED — MARKER DUE Oct 30, 2026
Route to Technical Design before pattern making. — Project due Dec 4, 2026

PLACED GRAPHIC — KELSEY: SEND JASON THE ILLUSTRATOR PATTERN LAYOUTS
Pieces: Pant. After patterning & grading the job returns to Jason to lay the artwork in and prepare print files.

2D technical drawing: https://drive.google.com/file/d/…

01 PROJECT

School / Ensemble:	EXAMPLE — Lakeview HS Marching Band
Designer:	Maddy
Style type:	Custom
Style number:	SO-2700
Reference style:	SO-2418
Project due date:	Dec 4, 2026
Fabric order due:	Nov 1, 2026 (33 days before due date)
Marker due:	Oct 30, 2026 (35 days before due date)

02 PIECES & CONSTRUCTION

Jacket

Collar:	Stand / Military
Sleeve — performer's right:	Standard
Sleeve — performer's left:	Sleeveless
Closure:	Hidden Zipper
Length:	Hip
Print:	None
Zipper type:	Metal
Zipper style:	Separating
Extras:	Piping, Trim, Gold soutache
Piping type:	Cover-Stitch

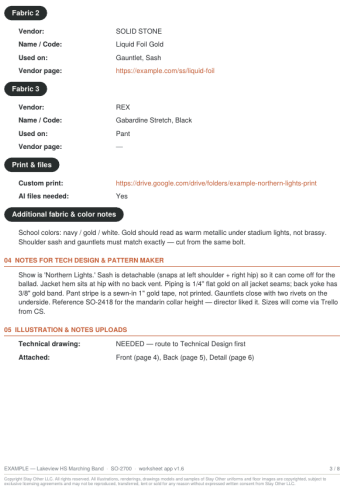
EXAMPLE — Lakeview HS Marching Band · SO-2700 · worksheet app v1.6 — 1 / 8

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The PDF follows the form top to bottom, 01 through 06, so anyone reading it finds a fact in the same place every time.

1. **Title block** — school, style number (SO-27xx), designer, status; the app version it was saved with.
2. **Routing banner** — solid orange *Technical drawing needed*, or outlined *No technical drawing needed*, with Marker Due and Project Due. A yellow **Placed graphic** banner sits under it when one applies. CS reads these lines to file the card in Trello.
3. **Each piece** is a dark pill followed by Label: value rows — sides, zipper spec, extras and custom trims with their details, color with swatch. Fabrics follow in the same style, with photos.

Illustrations follow, one full page each, with pinned notes drawn on and listed beneath. Then **06 Technical design**: the 2D link, tech notes, the review log, and the technical flats one per page. Every page carries the school · style number, page count, the app version and the Stay Other copyright notice.



Fabric 2

Vendor:	SOLID STONE
Name / Code:	Liquid Foil Gold
Used on:	Gauntlet, Sash
Vendor page:	https://example.com/ss/liquid-foil

Fabric 3

Vendor:	REX
Name / Code:	Gabardine Stretch, Black
Used on:	Pant
Vendor page:	—

Print & files

Custom print:	https://drive.google.com/drive/folders/example-northern-lights-print
AI files needed:	Yes

Additional fabric & color notes

School colors: navy / gold / white. Gold should read as warm metallic under stadium lights, not brassy. Shoulder sash and gauntlets must match exactly — cut from the same bolt.

04 NOTES FOR TECH DESIGN & PATTERN MAKER

Show is 'Northern Lights.' Sash is detachable (snaps at left shoulder + right hip) so it can come off for the ballad. Jacket hem sits at hip with no back vent. Piping is 1/4" flat gold on all jacket seams; back yoke has 3/8" gold band. Pant stripe is a sewn-in 1" gold tape, not printed. Gauntlets close with two rivets on the underside. Reference SO-2418 for the mandarin collar height — director liked it. Sizes will come via Trello from CS.

05 ILLUSTRATION & NOTES UPLOADS

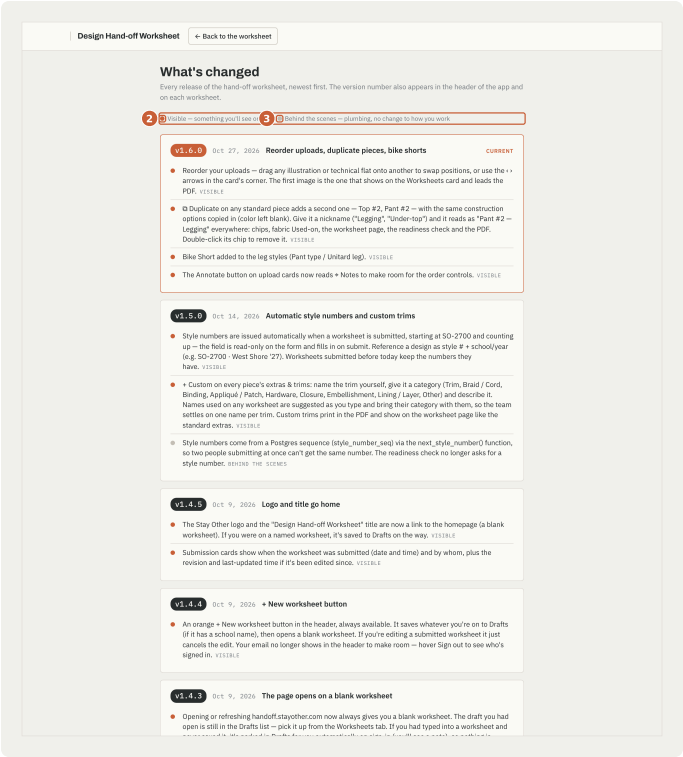
Technical drawing:	NEEDED — route to Technical Design first
Attached:	Front (page 4), Back (page 5), Detail (page 6)

EXAMPLE — Lakeview HS Marching Band SO-2700 worksheet app v1.6 3 / 8

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VERSIONS

Knowing what changed



1. **Two kinds of change:** *visible* (something you'll see or use) and *behind the scenes* (plumbing — nothing changes for you).
2. Each visible change, in plain words.
3. Each behind-the-scenes change, for the record.

> **Where to find it:** click the version badge in the header (*v1.6*), or go to handoff.stayother.com/updates. The *NEW* tag on the badge disappears once you've opened it. Every worksheet also records the version it was saved with — on its card, its page and the PDF footer — so if two PDFs look different you can tell why.

Since the last guide (v1.3 → v1.6)

- Readiness check before Submit; Save draft vs Submit spelled out
- Worksheets tab with Drafts and Submissions apart; pinned search; submitted date/time/person
- Page opens blank; + New worksheet button; logo goes home
- Automatic style numbers from SO-2700
- + Custom trims with categories and shared names
- Reorder uploads; ⧉ Duplicate pieces with nicknames; Bike Short
- Color-coded pins; Top + Pant never re-read as a Unitard

FAQ Questions you'll have the first week

I didn't get an invitation email.

Check spam for a message from Supabase Auth. If it's not there, ask Tony to resend; invitations come from the system in small batches, so a resend can take a little while to arrive.

The invitation link says it's expired.

Go to handoff.stayother.com, enter your email, and click **Reset password**. The reset link does the same job.

Can someone outside Stay Other create an account?

No. Public sign-up is switched off. Only addresses Tony invites can sign in, and everything on the site is hidden until you do.

The page opened blank — where's the worksheet I was on?

In Worksheets → Drafts. The page always opens blank; your draft is saved there. If you had typed into a worksheet and never saved it, it was parked in Drafts for you when you signed in.

How do I start a second worksheet after saving a draft?

+ New worksheet in the header (or Start a new worksheet in the draft banner). It saves the draft once more and opens a blank form.

What's the difference between Submit and Save draft?

Submit is the hand-off: style number issued, PDF, Submitted status, email to Kelsey & CS. Save draft keeps it in the shared Drafts list — anyone can keep working on it and nobody is emailed. Submit asks you first with a readiness check.

I submitted too early.

Tell Tony — a submitted worksheet can be moved back to Drafts. Kelsey and CS will already have the email, so let them know it's not ready.

Where does the style number come from?

It's issued automatically when you submit, starting at SO-2700 and counting up. You can't type one. Reference the design as style # + school/year. Drafts don't use up numbers; a Catalogue reorder gets a new number too.

The Submit button says something is still needed.

Required: School, Designer, Style Type, Project Due Date, at least one piece, and at least one illustration. The message names exactly which are missing. The readiness check that follows covers what patterning needs.

The design has two tops (or a legging under the pant).

Use ⧉ **Duplicate** on the piece — you get Top #2 / Pant #2 with real construction dropdowns. Give each a nickname so the pattern maker can tell them apart.

The design has a piece that isn't in the list.

Type its name in "Add a piece unique to this design" and click Add piece. It gets its own extras, Print and color, and you describe its construction in 04 Notes.

We use a trim that isn't in the extras.

+ Custom at the end of the piece's extras. Name it, pick a category, describe it. Reuse names the team already uses — they're suggested as you type.

Sleeves (or legs) are the same on both sides — do I fill both?

Tick **Same both sides** next to the field and it becomes one dropdown.

The zipper options aren't showing.

They appear only after a zipper is chosen: Zipper = Yes on a Top or Unitard, or a Jacket closure of Zipper / Hidden Zipper.

What's the difference between Placed graphic and Running yardage?

A placed graphic is artwork positioned on a specific pattern piece — it needs the pattern layouts before the print file can be made, so it's flagged yellow until Kelsey and Jason have ticked their steps. Running yardage is an all-over print bought by the yard; it's just a fabric, nothing to tick.

Who ticks the two yellow steps?

Kelsey ticks the first (layouts sent to Jason), Jason the second (artwork laid in, print files prepared). Anyone signed in can tick them if needed; the box records who did and when.

Can I change the order of my uploads?

Yes — drag one card onto another, or use the ‹ › arrows on the card. The first one leads the PDF and shows on the Worksheets card.

Do I have to annotate before using Suggest?

No, but it helps. Suggest reads your pins as written labels and treats them as the truth — a Fabric pin lands in 03 exactly as you typed it. Without pins it guesses from the painting and flags what it couldn't tell.

Suggest keeps calling my top + pant a unitard.

It shouldn't any more — it's told which pieces you selected and keeps them. If a flat looks like a one-piece, the check panel shows a single "check for a waist seam" row instead. A Construction pin ("two-piece, waist seam") settles it too.

What does "Suggest from illustration" actually do with my art?

It sends a reduced copy of the images to Claude (Anthropic's AI) through Stay Other's own server, gets back a structured read of the design, and pre-fills empty fields. It only runs when you click the button, only for signed-in team members, and nothing is stored outside the worksheet.

The suggestion got something wrong.

Just change the field — the SUGGESTED tag drops off and your value is what gets submitted. If it's badly off, **Clear suggestions** removes everything it added. Tell Tony about repeat misses; the instructions it works from can be tuned.

FAQ Questions you'll have the first week (continued)

Can the technical designer change what the designer entered?
Yes, but never silently. Through **Check against worksheet** every change is a deliberate click and is logged with name and date; by hand, the edit shows in the revision number. The designer's original is still in the earlier PDF on the Trello card.

A fabric still says "Used on: Unitard" but I removed Unitard.
Open Edit and Save once — Used-on only ever names pieces that are selected in 02, so stale names drop off.

Where do I put measurements?
Not here. Customer service attaches measurement sheets to the Trello card separately.

Who ticks "Technical drawing needed"?
The illustrator, at submission. If it turns out one is needed later, anyone can Edit the worksheet and tick it; the new PDF will carry the banner.

I submitted and nothing downloaded.
Check your browser's download bar or Downloads folder; some browsers ask before saving. You can always open the worksheet and click Download PDF.

I need to change something after submitting.
Open it in Worksheets → Edit → make the change → Save changes. A new PDF downloads; replace the one on the Trello card.

Who changes the status?
Whoever picks the style up: tech design sets *Received by tech design*, the pattern maker sets *In pattern* and *Complete*. Anyone signed in can change it.

Who is told when a worksheet is submitted?
Kelsey and Customer Service get an email from handoff@stayother.com the moment a new worksheet is submitted — subject starts with [TECH DRAWING] and/or [PLACED GRAPHIC] when those apply. Edits and status changes don't send email; the site is the live record.

How do I send someone a link to one worksheet?
Open it and click **Copy link**. The address ends in #ws=… and opens straight to that worksheet after sign-in. Paste it on the Trello card.

Can I use it on my phone?
The site works on a phone for looking things up and changing status. Filling in a full worksheet with uploads is easier on a computer.

An image link I copied stopped working.
Image links are private and expire after 12 hours. Open the worksheet on the site instead, or use the PDF.

I deleted a worksheet by mistake.
Deletion is permanent, which is why it asks first. Re-enter it from the last PDF.

A dropdown is missing an option we use.
Tell Tony. Lists (collars, sleeves, leg styles, vendors, extras, trim categories) are quick to change and the change goes live for everyone.

Where do I find this guide again?
The **Guide** button at the top right of the site, or the link under the sign-in box. It's also pinned to the Trello board.