Feature Guide: Briefs

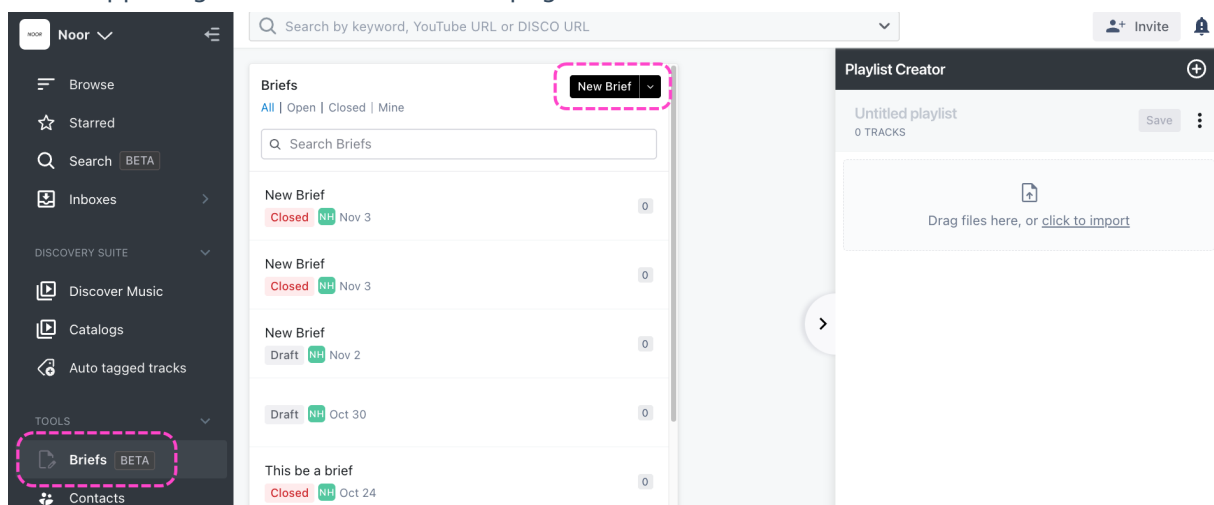Last Modified on 11/18/2025 11:27 am PST

At a glance

In three easy steps, you can create, share, and review **Briefs** on DISCO!
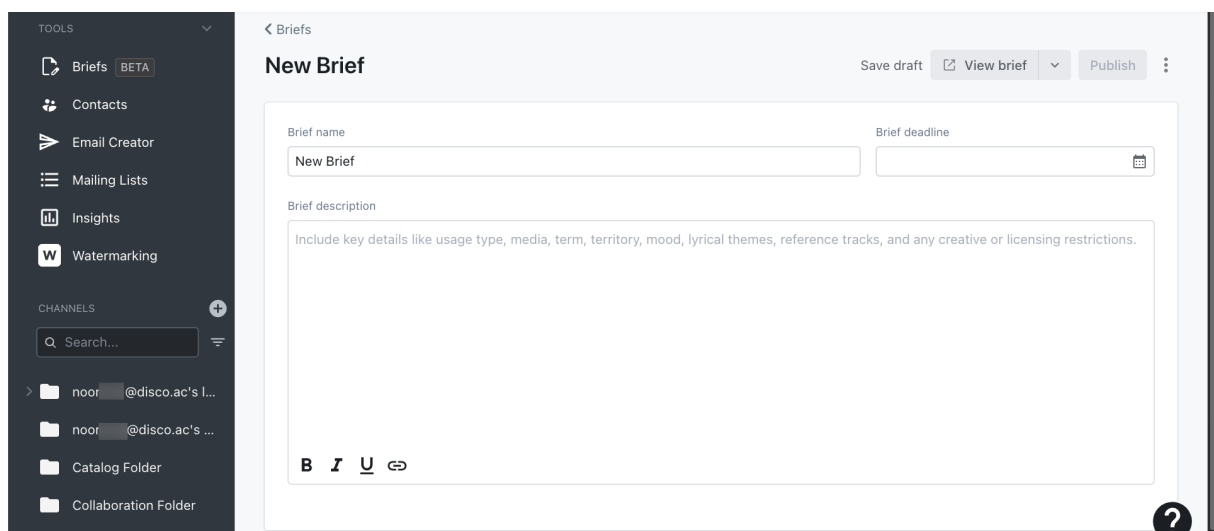
Creating and publishing Briefs

Step 1: Create and publish a Brief

1. On the left sidebar of your DISCO, under **Tools**, select **Briefs**.
2. In the upper-right corner of the **Briefs** page, click the **New brief** button.

3. On the Brief editor screen:

   - Enter a **Brief name** - this name will be shown on the brief submission page
   - Enter a **Brief deadline** - when this deadline passes, the brief will automatically close and brief recipients will no longer be able to view the brief or submit responses
   - Enter a **Brief description**

   > **Tip:** Include key details like usage type, media, term, mood, lyrical themes, reference tracks, and any creative or licensing restrictions.

4. Click the **Publish** button.

Example:

Sharing Briefs

Step 2: Share your Brief with recipients

1. From the Brief editor page, open the menu **(⋮)** in the top right corner and select **Share**.

2. From the **Share brief** menu:
   - Add recipients – you can enter an email address, search for a DISCO contact or Mailing List, or add recipients from previously shared Briefs
   - Set a **Reply to address** – this is where email replies to your Brief will be sent
   - Set a **Sender display name** – this is the name that will appear in the recipient's email
   - Set a **Subject** – this is the email subject
   - Add a **Message** (optional) – add a message to be included in the email
3. Click **Send to X recipients**.

Example:

Share brief

Example Brief

November 18th 2025, 11:43am

Enter email addresses or search for contacts, mailing lists, or briefs

Enter email addresses...

Reply to address

olivia _____ @disco.ac

Sender display name

Olivia Disco

Subject

Example Brief

Message

Hi everyone, check out this new brief!

Cancel   Send

Reviewing Brief responses
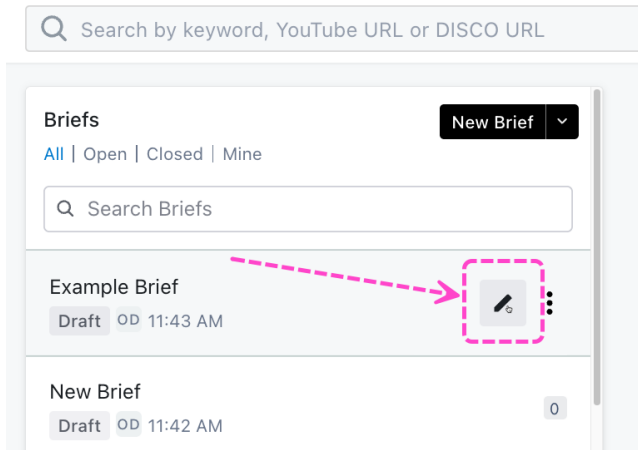
Step 3: Review Brief responses

You can view responses to your brief by clicking the brief name in the Briefs column. Similar to Inboxes, you can view each playlist submitted, who it was submitted by and any included messages.
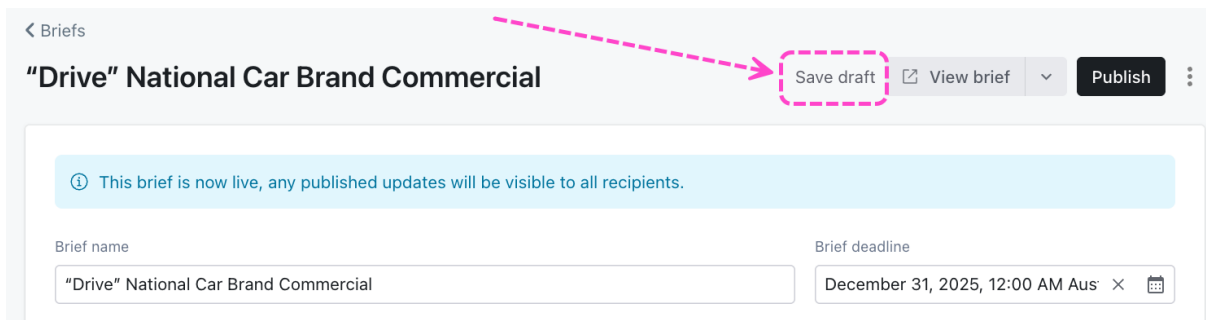

Editing a Brief
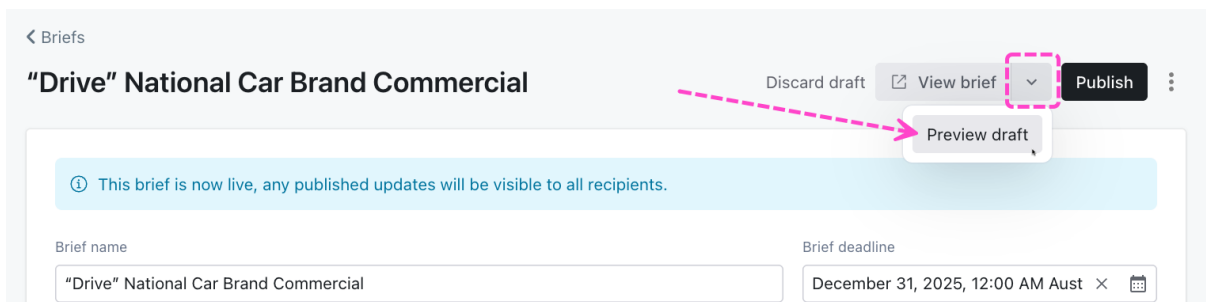
To edit a **Brief**:

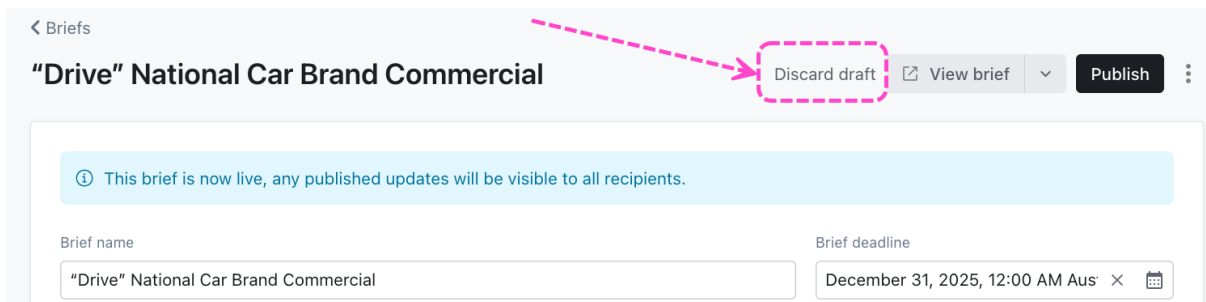1. Hover over the Brief name and click the **Edit** pencil.

2. From the Brief editor screen you can make any desired changes. As you make changes, you can save them in a draft state (not visible publicly) by clicking **Save draft**.

3. To preview your changes, click the **View brief** dropdown and select **Preview draft**. A preview of the brief submission page will open in a new tab and will include your saved changes.

4. To discard your changes, click **Discard draft** and your Brief will return back to its current published state.

5. To publish your changes and make them live for all brief recipients, click the **Publish** button.

FAQ

FAQ's