

Radio Creation Guide

Important: your radio will be activated after you have sent a radio planning...

Here are the steps to follow:

1. Define and arrange your music boxes: go to the audio library, and create as many music boxes as you want. You can fill those music boxes either with music you search in the Radio Manager data base, or upload you own tracks (> go to the 'Upload Files' tab). If you want to put some jingles into your radio, create a jingle box and upload your jingles into it.

2. Once you have done your music boxes, you have to created and set up your Clocks: the clocks are a tool that will set up the random selection of songs and jingles that will be streamed on your radio.

> Go to the 'Clocks & playlist' tab, and create a new clock. Then you will have to drag'n'drop your music boxes onto the column in the middle. You will see a 'camembert' chart adapting proportions of your various music boxes. The clocks determine the proportion and also the sequence of music boxes that will be called by the planing generator later on.

> Once you've created one or several clocks, you can also make some playlists. Difference btw Clock and playlist = a clock defines the parameters of a random picking, and a playlist is a specific sequence of songs that can also be programmed into your radio.

3. Once your clocks and playlists are ready, set up your Day Template:

> you have to drag'n'drop your clocks and playlists on a Day Template. A Day Template is one daily agenda for your radio: go to the tab called 'Day Template', create a new day template, for instance "week selection" or anything else. And then you'll see a time table appear in the middle. From 5 am till 5am: 24 hours of radio time table. What you do then is simply drag'n'drop your music clock on the time slots that you want, on the left part of the time table.

> So if your music clock is set from 5 am till 10 am, during those 5 hours, the software will go pick up some songs randomly from you music boxes as defined in your clock.

nb: once dropped on the time table, you can extend upwards or downwards the clock, if you want to adjust the time slot that it covers.

> Then you can also drag'n'drop your playlists on the left part of the time

table, just drop it right below to the end of your clock for instance and you'll see it automatically glues up to the previous element. note: by essence, playlists are not extensible.

> The right side of the Time Table is to schedule podcasts (just drag and drop the podcasts you see in the right side column, below the clocks and playlists)

> How do you add a podcast? just create a new podcast box in the audio library and upload a personal podcast/talkshow/review or any other audio content in it.

!!! YOUR DAY TEMPLATE HAS TO BE FILLED WITH CLOCKS/PLAYLIST FROM 5 AM to 5 AM (ROUND THE CLOCK). IF THERE'S A HOLE IN YOUR DAY TEMPLATE, YOU WONT BE ABLE TO GENERATE A PLANNING (see below)

> If you want to make sure that there is no hole in the Day Template, you can right click on the clocks & playlists on the Day Template and click on 'Collate to previous/next element'

> On the right side of the Day Template, you can drag'n'drop you podcasts. How do you get some podcasts? You simply go to the 'Upload files' tab and upload your own talk shows or any other kind of audio content as podcasts, and then come back to the 'Day Template' tab and you'll see your podcast boxes on the right side of the screen ('My Audio Library')

4. Once you've covered the whole day on the left side of the time table with clocks and/or playlists, you just have to go to the next step: the 'Planning' tab.

> Click on it, and click on the main window, you'll see the calendar of your radio, it allows you to generate up to 30 days of radio program in advance.

> Drag'n'drop your Day Template (you'll see it on the right side of the window) onto the days on which you want to hear that radio program, then click on 'Generate planning'. You'll see it changes color when it's generated: blue (= all good) or yellow (some warnings, for instance tempo contrast between 2 songs).

> It is possible to see the planning generated for one day (the planning is actually the list of audio elements that will be played during the whole day) and if there are some parts you don't like, you can edit the planning (remove, add, replace songs for instance)

> Once you've made all modifications needed on the planning (if any), save your changes, come back to the calendar and then **click on 'Send planning'**.

!!! YOUR RADIO WILL BE ACTIVATED ONLY AFTER YOU HAVE SENT A

PLANNING FOR THE CURRENT DAY (10 minutes after)

> you'll find all players and exportation/sharing tools on this page: <http://www.radionomy.com/your-radio-name>

nb: replace 'your-radio-name' in the URL above by your real radio name.... :)

!!! BE CAREFUL TO ALWAYS HAVE A PLANNING SENT FOR EVERY DAY, IF NO PLANNING SENT, YOUR RADIO WILL STREAM RANDOM MUSIC

You also have other functionalities available (in the audio library):

- announcements = audio messages that you can insert into a playlist, to announce a track/artist for instance
- campaigns = audio messages/promotional messages that can be scheduled into your radio at a certain frequency, during a certain period. Pretty useful to broadcast event announcements for instance.

Musically yours,

The Radionomy Team