

Radio Manager 1.3

User's Manual

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1. Your first steps

Before you start

In order to use Radionomy, you need to have at your disposal :

- A computer operating on Microsoft Windows XP or on Vista.
- The installed .NET Framework 2.0 package.
- An internet connection.

Note : When we say you need a connection it's only for the creation and the setup of your Radio. Once the station is running your computer isn't in any way needed for the broadcast stream. The dedicated Radionomy servers are taking care of your streaming once you're set up.

So, before you can dive into programming, and in case you don't plan on reading this entire manual from here on, consider watching the video tutorials for each section that follows : You'll find them on Radionomy's help site <http://help.radionomy.com>

1.1. Register at the Radionomy Website

Before you can start broadcasting on your Radionomy station, you must become a Radionomy member. It's **free** and the registration procedure will only take you a minute.

- Open your web browser and go to www.radionomy.com.

After having chosen English as your language, you'll get to the home page. If you chose English, you'll have the whole site experience in English from here on.

Then, on the home page, the new member subscription button is on the right of the website. You'll see the button "Not a member yet?" Go ahead and click it.

The asterisk flagged fields are mandatory fields. You'll be asked the usual registration details, and you'll be asked to import an image to add to your profile. This isn't the image illustrating your radio station yet. The avatar is attached to your user ID when interacting with other Radionomy members. You can resize the avatar after the upload has completed. Should you decide not to upload an avatar image, then you'll be attributed the default avatar.



The Default Avatar

At the form bottom you will find the checkboxes you can use to accept the user's agreement you'll accept, working with the Radionomy service.

Please read the information included in the user's agreement with care. By signing it you are accepting your personal responsibility for a number of important topics. Radionomy from its side agrees to take care of its legal obligations, the ones implying the respect for privacy and your private life in particular.

Please verify your coordinates and click 'send' to submit the data.

Now check your inbox, where you will find a message sent by 'Radionomy Activation'. Click the embedded link.

Attention! In case you don't find the email in your inbox, please check your spam or junk mailbox.

Now your email address has been verified, and you can continue browsing a short presentation, on the various options the Radionomy service is offering you.

1.2. Create your radio

You have now successfully registered as a Radionomy member. Your next step will be even more exciting : the one that allows you to create your own Radio Station !

In case you have confirmed your registration, clicking the activation link in your mail inbox, you are logged in to the system. If not, go to www.radionomy.com and enter your login and password in the appropriate fields.

Click the Create Radio menu button. On the next page, click "Create a radio for your community". You have now come to the creation page for your Radionomy Radio. The information you'll enter here will help us to list your station properly, and to guarantee maximum exposure and campaign.

Your Radio's Name

The name that will be displayed when people use the Search function, and the name that will appear on your Radio's homepage. It's the same name that will show up in the URL used to listen to your Radio (<http://www.radionomy.com/your-radio-name>)

Attention ! You won't be able to change or modify the name once you have chosen it.

This is the right place to draw your attention to a specific element in the general terms and conditions connected to the use of our service (terms and conditions which you have agreed to) : as a Radio Creator you formally agree not to chose a Radio name that violates copyright, including brand names owned by third parties, names belonging to the intellectual property of a third party, or names that are protected by legal notices whatsoever.

Tags

Choose the tags describing your Radio station : the type of programmes you will produce, your city or origins, etc... Leave a blank between every tag like in this example :

HipHop Reports Graffiti Chicago

Language choice

This is where you choose the main language for your Radio Station. An English search of the website will reach your Radio sooner when it's labeled as broadcasting in English.

Logo

Your Radio's avatar. This can be different than your personal picture. The icon will represent your Radio all over the Radionomy website. The requirements for your picture are simple : it must not exceed 1Mb in document size, and it must be 100 by 100 pixels in document size. In case your picture is larger than that, it will be reframed.

1.3. Promoting your Radio

Click "Manage your radio" in the right column of personal links, which you will find on every Radionomy page right beside your personal avatar.

The page allows you to specify the music styles that best describe the music program you're broadcasting on your Station.

The page is about managing the visual aspect of your Radio. You'll decide on what your listeners, connecting to Radionomy.com, will be able to learn about your Radio. You'll also define how you will interact with your audience, how you manage your news flashes, news on your program schedule or any other type of useful information on your Station. It's up to you to decide if these fields are displayed as public or not.

There's only 2 basic information fields that are always published as default setting : your 'Radio Page' and the tags you associate to it. The other features are left to your own appreciation. Of course it helps to know that the more details you publish on your Radio Station, the more you're increasing your chances to be discovered by a large audience. And they could be your fans tomorrow !

It's the same page that offers you some communication tools to interact with your audience : a news tool, a survey tool and a tool to set up a contest on your Station.

You can get back to the 'Radio Page' any time you want and modify your info, add some more content or remove it...so why don't you allow yourself some creative moments there ?

1.4. Downloading and installing the Radio Manager

If you're not there yet, go to our website www.radionomy.com. After having signed in as a user and having set your Radio's parameters (thumbnail, tags, station description,...), you'll find the download button for our Radio Manager software at the right.

Be aware that you'll only just see this download button after having created your Radio Station on our website.

So click on the button and download the file to your hard disk. Find the file (Setup RadioManager V1.3.0.16 ENG), and double-click it.

The installation wizard will launch now and it will start the installation procedure on your computer. Follow the onscreen instructions until you get the notification that the Radio Manager has been installed.

Then double-click the shortcut icon for the Radio Manager which you will now find on your desktop. (or find the Radio Manager at this location : C://Program Files/Radionomy/).

1.4.1. Configuring the Radio Manager

When this is your first use of the Radio Manager, you will be asked for your user name and password.

Use the same data you used to sign in to the website. As a login, use the email address you have submitted in your profile. If you don't want to enter the login data each time you launch the Radio Manager, check the box that says "remember password".

In case you forgot your password, go to our website and ask to be sent an email containing your password.

Your next step is to choose the Radio Station you're going to use in your Radio Manager session. You do have the opportunity to create several non-related radio stations. A drop-down menu will give you the overview of the radio stations associated to your user name.

How to create another radio station ?

Go to our website www.radionomy.com, go to your profile and click 'Manage Your Radio'. You'll find this command to the right of your thumbnail, beneath the welcome message. In the 'Manage Your Radio' section you will find a link allowing you to create a New Radio Station.

Once you have chosen your Radio, click 'Finish'. This is where the first part of your Radio configuration ends. Now comes a time to start programming your station.

1.4.2. The Radio Manager: Overview

Introduction

The Radio Manager (RM) is a sophisticated tool created by Radionomy allowing you to program your Web Radio, as a professional user as well as for the simple pleasure of playing around with it.

In no time you'll have full control of the software. However, it's vital you really understand some basic principles and concepts, which are typical for any professional radio management software package.

This first part treats the different subdivisions in the Radio Manager, to introduce the concepts we use. Detailed instructions on the use of each simple component can be found in the next chapters.

These elements will always appear on screen whenever you're using your Radio Manager.



1. Your Station Logo

The logo is the one you uploaded when you were creating your Radio on our website Radionomy.com. In case you want to replace the logo, go to My Profile on the website.

Submitting your details when creating your account you have chosen a personal thumbnail and you have also chosen a logo for your radio station. That's exactly the logo you'll find inside Radio Manager.

Changing your station logo

If you want to replace your station logo, go to our website www.radionomy.com, enter your login and password and go to Manage Your Radio, right on your screen right below your user name.

Managing your station logo happens on your Radio Page, which is the first option presented to you when you are logged in. We accept images in jpg, gif, png or bmp format. Your logo's size may not exceed 100x100 pixels or 4 Mb in file size.

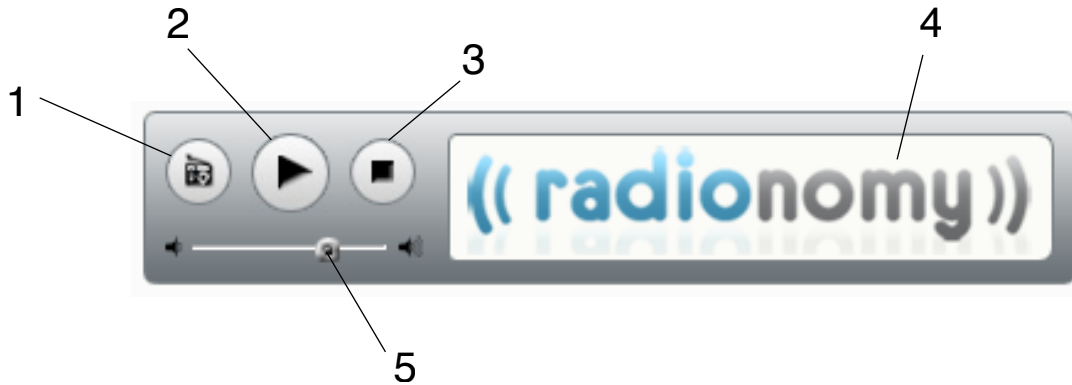
2. The Menu

The menu offers you access to the main functions connected to the fluxes, your radio's appearance, your preferences, your subscriptions to preprogrammed Radionomy music flows or podcasts, password management, language settings (english or french), the choice of your commercial intro jingles and links to the help platform and the user forum.

Online help website for users : <http://help.radionomy.com>

3. The Radionomy Player

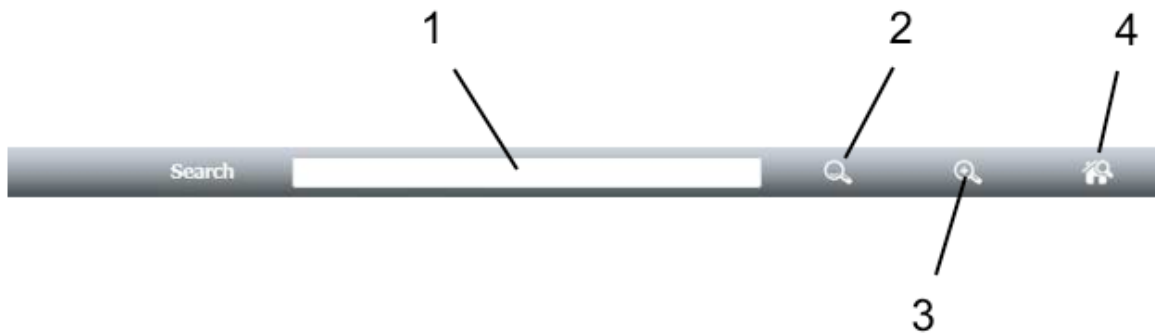
The player has 2 main functions : it's where you can monitor your on air signal, but it's also where you can "pfl" or pre-fade listen to selected tracks in the Audio Library.



1. Play your station's live output signal
2. Play a selected track in Radio Manager's main window
3. Stop playback
4. Title field or Station name field while playback is activated

4. The Search Bar

This bar allows you to search the Radionomy music database and your personal music database.



1. Search field, Type the artist name or title track here, or the word you're looking for
2. This button starts the search : after having entered your search term, click it to see the search results.
3. Advanced Search (more on that later)
4. Go back to search results. This button allows you to go back to the screen containing your latest search results.

5. The Main Window

When you're first launching your Radio Manager, you will notice Radionomy's RSS feed, publishing the latest updates on the radio platform, on the tools and the content you can benefit from. We 'll dive into the details on this Radio Manager section once we get to the different steps you'll take when creating your Radio Station.

To read what's in the RSS feed go back to the application's Home Page , no matter where you are in the Radio Manager

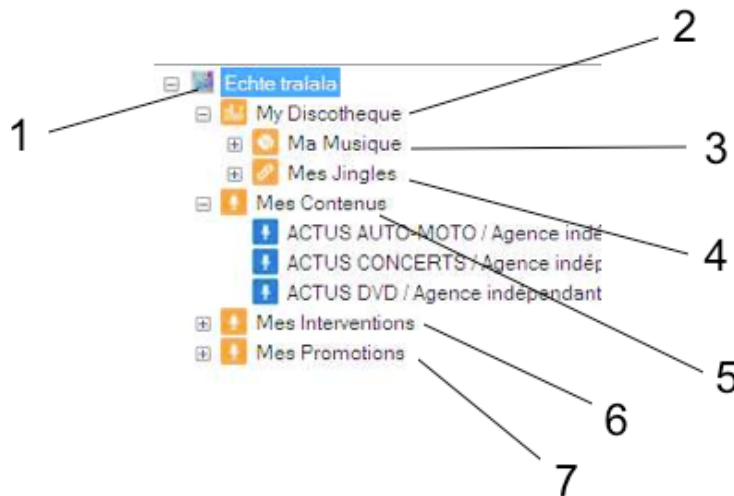
6. Your Radio's programming buttons

Now you get to the series of steps you'll take to complete the production setup and your station's management. Selecting tracks in the audio library, managing your clocks and playlists, creating day-templates using the buttons "Clocks And Playlists" or "Day Templates". And there's a button to upload your personal files. Selecting one of the buttons causes the associated drop-down menu to appear.

7. The Navigation Panel

The panel is always there, at the left in your Radio Manager, and it allows you to switch between the components that define your Radio, The panel changes when you're switching from one component to the next. It's always preserving its look (like a tree structure with cascading boxes)

This is the view you'll get when you have clicked 'Audio Library' in your navigation panel,



1. Your Radio Name (in the example the station is called , 'Echte tralala').

2. My Library: the combination of Music Boxes, Jingles and Podcasts (content). Please note that you can either import complete music flows in your Music Library or subscribe to a Radionomy music flux. This means you're automatically integrating the monthly added new tracks to your Radio Station.

3. My Music: All the music boxes managed by the owner of the Station

4. My Jingles: All the jingles made available to the Radio owner, originating from imported flows or belonging to your personal collection.

5. My Content: podcasts, imported by the Radio owner . You can also create your personal content boxes.

6. My interventions: Messages, announcements and last minute interventions you can insert in a playlist or directly into the day planning [inserted after you regenerate your planning]

7. My Campaigns:

auto-campaign, event promos, program promos or any recurrent item you want to insert on a regular basis for a certain period.

NOTE : items with an orange icon can be modified and edited. However items with a blue icon can't be modified or altered, The blue items are connected to your automatic subscriptions to music flows or podcasts]

2. Programming your Radio

2.1. Creating your music boxes

2.1.1. What's a music box good for?

The entire Library you'll be using on your Radio will be classified in several boxes, which you can create, remove or modify . Creating boxes allows you to define the main categories you'll be using for your station's music programme and the jingles.

A typical use of these boxes would be classifying your music in coherent music style boxes (a box for HipHop, a Rock box, a Funk box and so on) In your daily management you can create as many boxes as you like to bring enough variation in your music programme or in the use of your jingles.

For your music classification one can imagine a method using music eras(80s, 90s,...) or a classification depending on the track's energy (Chill Out, Power Wake Up,...), a system based on language (French, Spanish, Dutch, US,...) It's really up to you to find the best way to classify your music.

Typical jingle categories might include morning jingles, night or evening jingles. But you might as well come up with Christmas or Summer jingles, Holiday jingles, weekend jingles...

A box contains as many elements, music tracks or jingles, as you like. A track or a jingle can be in as many boxes as you want.

2.1.2. Creating a new box

You could import boxes that have been preprogrammed by the Radionomy DJ's and programmers. To import boxes or subscribe to them, read 2.2.1.

To create your own boxes, click the "Audio Library" button in your Radio Manager. Inside the box "My Library" you will find the "My Music" box. Open it, and you'll get an overview of the boxes inside your library. The default setting puts one box there "My Box". You can start by renaming it, right-clicking its name and selecting "Rename".

Now you'll discover three buttons at the bottom of your navigation bar. Add, Remove or Duplicate. To add a box, select "My Library" and click "Add"

Now the box creation window will appear. In this window, complete the following data :

Name: this is the name your box will have inside Radio Manager.

Type: You can decide whether your box is a Music or a Jingle box. Later we will explain you how to create and use the jingle boxes. For now, select "Music".

Min Repetition Item*: The minimal time span in minutes before a track can be played for the second time when this box is addressed for your music programme. The default setting for any box is set at 60 minutes. It means a track will only come back at least 1 hour after it has been played.

Min Repetition Artist*: The minimal timespan in minutes between an Artist's next appearance in your programme, when this box is being used. The default setting is set to 180 minutes. It means that an artist will only reappear after 3hours.

Information: This is where you can use a few words to describe your box so you remember the exact content .

Color: Associating a color to the box will help you find it easily with a quick look on the Radio Manager's navigation panel.

Image: And adding an image might help you even more to recognize the box.

When you're done filling out the fields in this window you'll see that a new box has appeared under your Station Name / My Library / My Music / My New Box .

[*] Take a look at 2.9.1 for details on how the random planning generator works, and how repetition constraints are being applied.

2.2. Resourcing your boxes

Let's dive into the procedure now that will allow you to add music to your boxes. After you created the box, the main window is empty. In case you imported a box created by one of the Radionomy deejays (as seen in 2.1.4) you'll find out that the selected tracks for this music flow are already there.

There are 2 ways to fill your boxes :

- Import tracks from your hard disk
- Select tracks from the Radionomy database

2.2.1. Importing music or a jingle from your hard disk

Radionomy gives you access to unlimited disk space so you can import part of, or even your entire music database which allows you to integrate it into your music programme. You can also import self produced jingles using the same procedure.

NOTE 1: space might be unlimited but storage server overflow may occur which may cause us to ask the creating community to clean their database.

!! NOTE 2: whatever type of element you introduce, it should be in the .mp3 format, preferably 128 kbps and 44.1 kHz. The used format supports ID3 tags.

To upload an element or a jingle from your hard disk, select the 'File Manager' button then click 'Add a personal element'

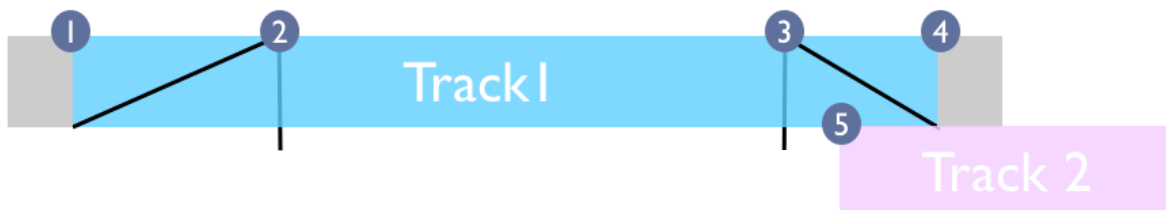
You will now be shown a window that invites you to select the **file type** you want to upload (a music track, a jingle, podcast, campaign clip or a voicetrack) and you'll be asked to locate the file on your system's hard disk. Once you have selected the file, please make sure you entered all the meta data applying to your file (in this case the title, the artist, the year,...) In case your mp3 file has ID3 tags, some of the fields will already be filled out. **If not, entering at least the artist name and title are mandatory.**

NOTE: in case of a jingle upload, you will notice a checkbox called '**Transition**'. When this box is checked, the uploaded jingle will be used in your music programme to make a transition between two tracks that have a very different BPM rate (beats per minute, so we're talking about the tempo). Radio Manager classifies the tracks according to their tempo and puts them in 3 major categories: 'Slow', 'Medium' and 'Fast'. So when a Fast song is preceded or followed by a Slow track, Radio Manager will insert a jingle in between automatically to smoothen the transition and it will use a jingle that has the Transition box checked. This avoids serious tempo breaks on air.

The other fields are meant to give you easy access to your tracks using the advanced search function (by tags, styles, year) or to allow Radio Manager to create your planning in a coherent way when it's about the music tempo. You are also invited to select the music box you want the uploaded file to stay in.

After you filled out the fields, click 'next'.

This page allows you to define how the 'mixing points' are going to behave.. These mixing points tell Radio Manager when to launch the next track and they define the flow in your playlist. You will notice several fields defined by their own color.



Fade in (1):



Allows you to downsize the track at the start.

Intro (2):



Defines the key-point where track 1 will get to its nominal volume, knowing that it launches at 0 dB at the Fade In start.

Extro (3):



Defines the key-point where track 1 will start to lower its nominal volume, knowing that it will get to 0dB at the extro point.

Fade Out (4):



Allows you to downsize the track at the end.

Start Mix (5):



Defines the point where track 2 will start to play.

The displayed values are :minutes,seconds,milliseconds.

The 4 values are displayed on the track's duration axis, with an arrow in the corresponding color. You can reposition the arrows manually, and doing so you will notice that the colored fields will modify their value automatically.

The cursor at the center of the main window shows the position of the track you're currently hearing. Use the cursor to pre-listen to various positions of the track. Simply drag the cursor over the track's axis.

The 'Position' Counter indicates the exact current playback position in the track, expressed in minutes, seconds and milliseconds.

Below this counter you will find 4 buttons :

- Mix:
- Mix Live
- Mix Acap
- Mix Soft

Once you have selected these buttons, they allow you to select the type of element to mix to, when you're finishing the upload. This allows you to catch a glimpse of what the mix will sound like, and the example elements aren't having any impact on your tracks or the mix. They are a tool to pre-listen to mixes and track transitions.

A checkbox called 'Auto Mix' allows you to set the default values for transitions.

2.2.2. Doing a search in the Radionomy database

Radio Manager has 2 search levels ready for you : a simple search and an advanced search.

In both cases, you can pre-fade listen to tracks that are being displayed during your search. Simply double-click them and playback in the Radio Manager player will launch. Don't worry about the sound quality, for this is not the quality that you will hear on your Radio. To guarantee immediate playback in this pre-fade listen mode, we have used a heavy compression on the tracks [32kbps]

Do a simple search in the library

In the upper part of your main window, you will find a search field. Bring in the keyword you want to use for your search and click enter (or select the search launch button at the right of the search field) Your keyword might be referring to a **title track** or to an **artist**.

Radio Manager will now display your search results in 3 tabs, inside the main window.

'In my Library' Tab: Shows the search results relating to tracks or elements in one of your boxes for this specific keyword.

'Outside my library': Shows the search results relating to tracks or elements in all of the Radionomy Libraries for this specific keyword, not including the tracks in your personal Library.

'Mix' Tab : The default results display. This tab displays the search results relating to tracks or elements in your own boxes and in the Radionomy Library for the used keyword.

Navigation in a long list of elements : like in most multimedia applications (WMP, Winamp, iTunes) you can group the selected elements by artist, name, year, ... clicking on the name of the corresponding column. And you can jump directly to artists with a certain first letter, simply by typing this letter on your keyboard.

How to do an advanced search in the Music Libraries

You can refine your search clicking the a"Advanced Search" icon to the right of the search keyword field. A set of fields will appear where you can define the boundaries of your search.

Main search field : title, artist and the release year of the track you're searching.

Secondary search fields.

- BPM: The temp of the track you're looking for. Radio Manager will use this information to create a coherent flow of consecutive tracks in your music programme. (not applicable for jingles)
- Language: The main language your track or jingle uses.

Musical Style Field:

Pick the style you want to search your track in. In case you're in doubt about the music style just leave this field empty, This search field is not applied for a search in the jingles.

Select where your search is going to take place.

- In my Library: the search is happening in all of the boxes you have already created, including jingles and podcasts that are in your Library.
- Outside my Library: the search is being done in the entire Radionomy music and jingle database.

Defining tags and content types for the search.

- Tag: label containing supplementary information on the tracks or jingles you're searching for
- Box : You can limit the search to one of your boxes, that you will see listed in a scroll menu.
- Type : You can limit your search to Music or Jingles.

Empty Fields:

Re-initialising fields that you had filled already, in order to launch a new search.

2.2.3. Adding the search results to a box

Once you have done a search for the tracks you wish to add, and having obtained the search results in your main window, you can add them to your boxes by a simple drag-and-drop into the desired box.

You can select several consecutive elements: click the first one in the list, then click the last one holding down the 'Shift' command. To select several tracks that are not enlisted in a consecutive way hold down 'CTRL' while selecting the tracks to import into your box.

To move several tracks at once, click them, make sure one remains selected, then drag and drop the tracks into the box of your choice. All of the selected tracks will follow.

You can verify if the tracks have been added clicking on the box in the navigation window at the Audio Library. The content will now display in the main window.

To go back to the most recent search results, and to add new tracks to your boxes, click on the icon (that represents a house with a magnifying glass) in the search bar. (cf 1.4.2, §4).

The main window will now display your latest search results, and you can go on adding tracks to your boxes.

To start a new search, simply introduce a new search keyword into the search field and press enter. At this stage, your previous search results will be lost.

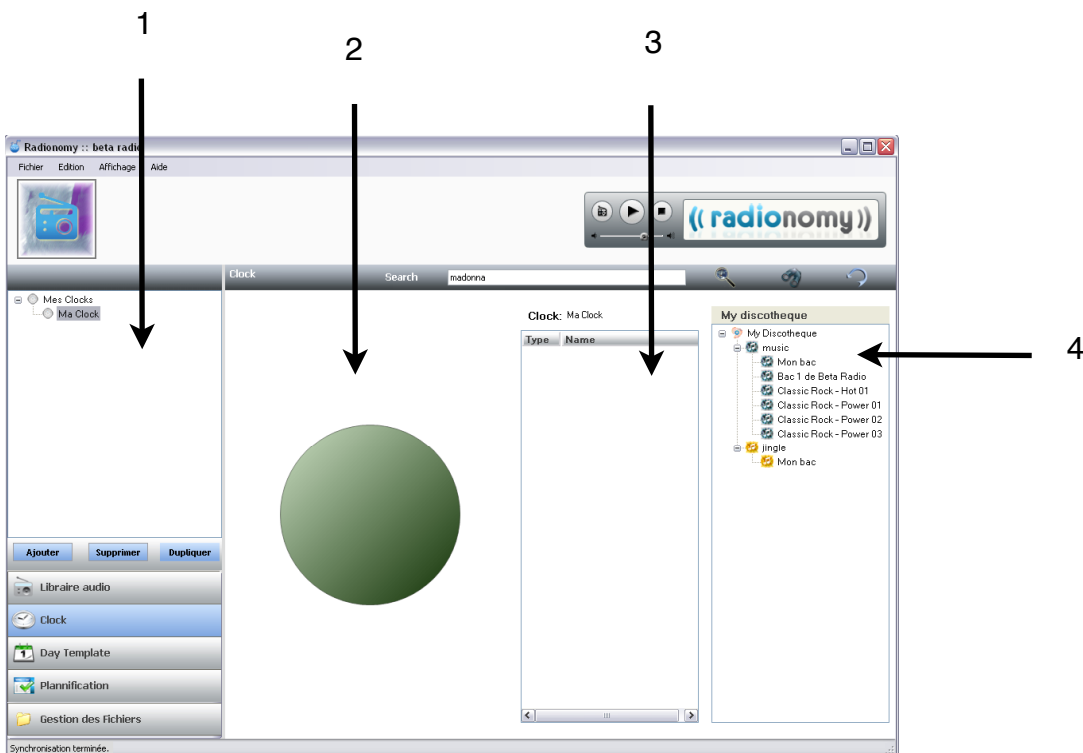
2.3. Clocks

Building Clocks is a primary element of Radio management. They make programming easier, and they assure that the outcome of your work will be professional.

Imagine you would have to program manually, to have 24h of music played every day, every week, 365 days a year. The amount of work would be huge. Clocks allow you to build programming models that, regarding the content of your boxes, will result in a personalized and adjustable music flow, integrating your jingles at a moment of your choice.

Clocks allow you to manage your Radio's structure. They manage how tracks from different boxes are following one another, but they also define the proportions of every box that is used in your musical programme.

Click the 'Clocks' tab and you will get to this screen :



1. The Clock Navigator.

All the Clocks you have created already. You can add clocks, duplicate them or remove them within this menu.

2. The graphic view on the Clock

It sits in the Radio Manager's main window. The default starting point is a mono-color circle,

3. The 'play order' column, empty by default, lists the boxes that are defining this Clock.

The "Type" label shows you if the used box contains Music or Jingles, and the 'Name' Label has the box's Name.

4. The Box Navigator, refers to the tree structure of your Library, containing your Jingle and Music Boxes.

2.3.1. How to create a new Clock

By default, an empty Clock sits in your 'My Clocks' box. To create a new clock, click 'Add' at the bottom of your navigation panel, or right-click the existing Clock and choose 'Parameters'.

These are the parameters you can select :

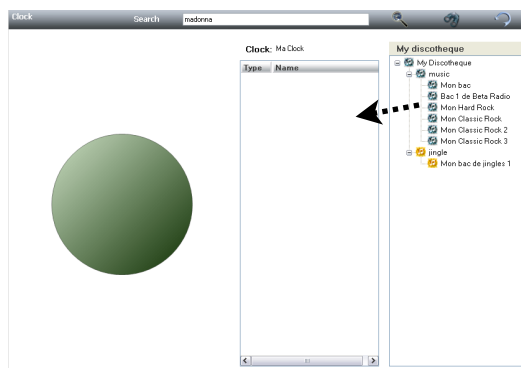
The Clock's Name: The name you have chosen for your Clock

Its color : Modify the Clock's name so you will easily find it later composing your Day Templates (read more on that in 2.6)

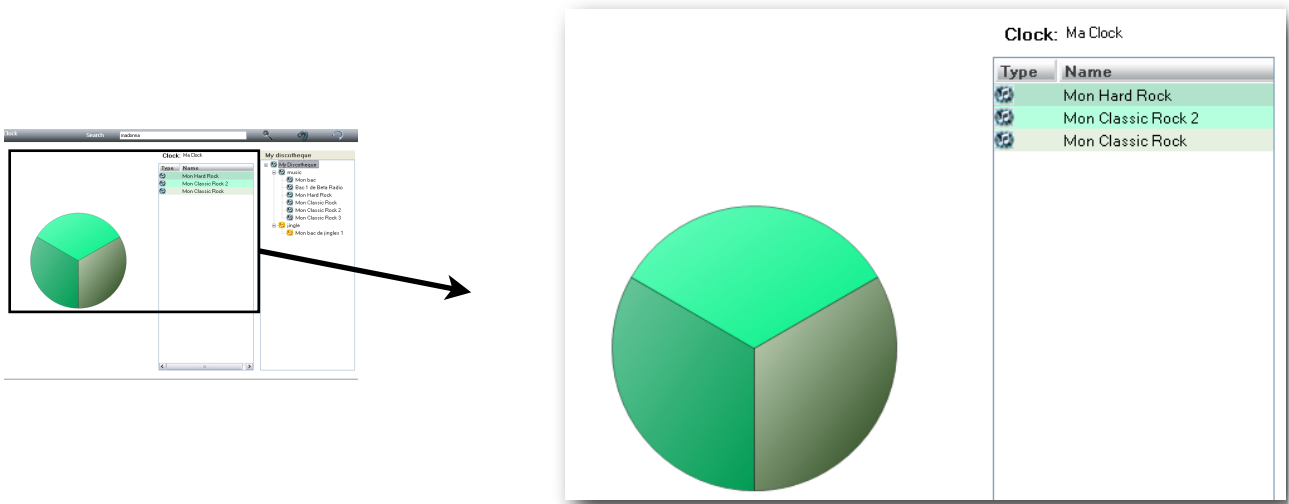
Once your clock has defined parameters, you can start programming it using your boxes.

2.3.2. Composing a Clock

Adding a track from a box to your Clock is simple. Select the box in the navigation panel at the right ('My Library') and drag it into the 'Play Order' column.



After you have dragged 3 different boxes into your Clock, this is what you get :



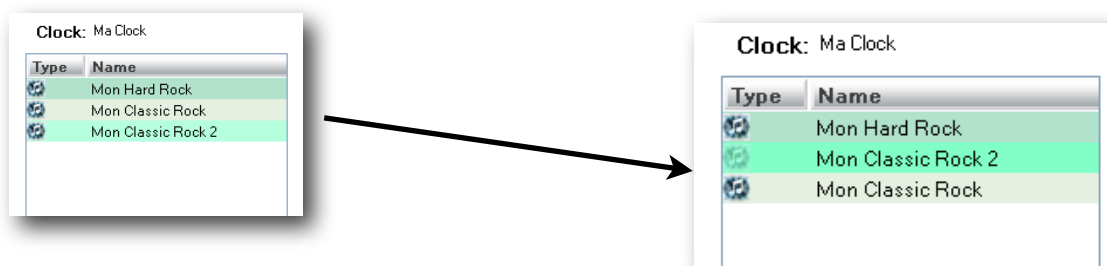
You will notice that the graphic image has changed. It's now showing in a very visual way that one third of the music will be coming from the 'My Hard Rock' box, another third from "My Classic Rock" and a third from "My Classic Rock 2".

If you're satisfied by the order like it's presented here, you can go to the next step. If you want it more subtle, read how to define the flow of your boxes.

2.3.3. Flow between boxes

Once you have dragged all the boxes you need into the Clock, you can define the play order that will be used inside your Clock. In practice, how your tracks will follow and mix in the playlist.

To do this,, select a box in the 'Play Order' column and simply move it inside the list doing a simple drag-and-drop.



In the example above, after having modified the play order, the music programme will be built like this :

1. A track from 'My Hard Rock'
2. A track from 'My Classic Rock',
3. A track from 'My Classic Rock 2'.

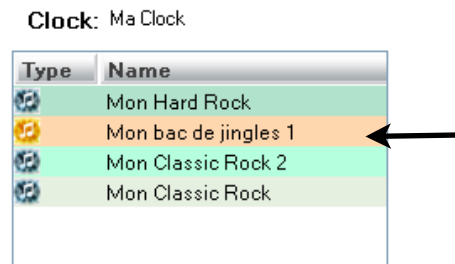
2.3.4. Adding a jingle

To make your Radio sound professional and to add your personal sonic touch, we advise you to insert Jingles. You can either insert self produced jingles or you can use the ones provided by Radionomy.

How to add a Jingle ?

In the example, we want to add a jingle in the clock in between “My Hard Rock” and “My Classic Rock 2”. To do so, go to the Box navigator on your right, pick the box from which you want to insert an element and drag it to the place where you want to add the jingle,

This is what it will look like in your play order :



Your programme is now being produced using this model and play order :

1. A track from 'My Hard Rock'
2. A jingle from 'My Jingles1'
3. A track from 'My Classic Rock',
4. A track from 'My Classic Rock 2'.

It's possible to insert 2 (or 3, or 10) tracks from one box on consecutive places in your playlist. To do this, simply drag the box into your play order list several times. Let's take a look at this example play order :

1. A track from 'My Hard Rock',
2. A Jingle from the jingles box 'My Jingles 1',
- 3 & 4 Two tracks from the box 'My Classic Rock 2'
5. A track from 'My Hard Rock'
- 6, 7 & 8 are titles from 'My Classic Rock 3'.

The Playlist Order column shows you the sequence or tracks that will occur in the programme. It's not possible to define the exact list of tracks that will be played . it's a matter of defining the order of boxes that will be addressed in the programme. But later on we'll see there's always a way to replace a specific track in the programme if you desire so. [more in 2.9.]

2.3.5. Duplicating a Clock

Any Clock that you have created or imported can be duplicated. This can be a very useful technique if you want to increase the weight of a box slightly, within the Clock, or if you want to add a jingle, modify the play order or work on an imported Clock.

To duplicate, select the Clock in the Clock Navigator, and click the "Duplicate" button at the bottom of the Navigator.

An identical Clock will appear, called "Copy of Your Clock". You can rename it right-clicking it and selecting "Rename".

The new Clock is totally independent from the original one. You can move, copy, add or remove elements without affecting the original Clock.

This allows you to create as many Clocks as you like, to introduce as many programming types as you wish.

A typical application would be to create different Clocks for the various moments of the day, that you want to give a different sound. A morning Clock including Rock and Pop, an afternoon Clock that contains Hip-Hop and Soul/Funk, and a night Clock containing Ambient. Possibilities are endless and they will depend on the variety you want to bring to your station.

2.4. Playlists

The Radio Manager music programme depends fully on your Clocks. Like we said earlier, they are a tweakable tool defining :

the share each music box will take during the part of the day that is defined by this particular Clock (see also "Day Template")

the mix using the various boxes, with the planning generator picking random tracks from the boxes you define (respecting the minimum repetition constraints that you have ordered)

Another way to define your music programme is to create **playlists**. They allow you to broadcast **specific lists of music tracks, elements, announcements and campaign clips** (read on to learn more about announcements and campaigns). A typical tool to use for an album introduction, an artist profile, or a music special.

2.4.1. Creating a playlist

To create a new playlist, go to the “Clocks and Playlist” tab in your Radio Manager. Top left of your Radio Manager, in the Navigator, you will see a list of boxes containing “My Clocks” and “My Playlists”. Click the “My Playlists” list . There are 2 ways to create a new playlist :

Click the “Add” button below the navigation panel.

Right-click the Sub-box “My Playlist” and select “New”.

Enter the desired name and color for your new playlist and press enter.

2.4.2. Editing a playlist

Once your playlist has been created, you will discover it in the Sub-box “My Playlists”. Clicking the playlist in the list, you’ll see its name appearing in the top section of your Radio Manager. At the right, button will appear that says “Edit Playlist”.

The editing window for the playlist will appear, and it has a very basic set of operations:

In the upper part of the window you will find your station’s navigator displaying your library, your announcements and campaigns. Select one of the music boxes, jingle boxes or other content boxes. At the right you’ll now see the contained elements of that box displayed.

To add an element to your playlist, drag and drop it in the upper part of the window. Next, you can change its exact position in the play order in the same upper part of the window.

Remark : The total playlist length is displayed above your playlist’s “Duration” column .

Another remark : of course this modified playlist might not respect the repetition constraints you programmed for each of the music boxes.

To submit and close the playlist editor, click “Close”. Afterwards, you can modify your playlist as often as you want simply by clicking “Edit This Playlist”.

Further on you’re free to create, duplicate, or remove playlists . (also read 2.4.1 on creating new playlists)

2.4.3. Programming a playlist on your radio

Read chapter 2.6.1 “Programming the day’s music programme”, §2&3.

2.5. Pre-programmed Radionomy Fluxes

In case you don't intend to program your music selection yourself, Radionomy offers you access to a wide range of pre-programmed fluxes, produced by Radionomy's DJs and programmers.

For quite a number of music styles, the DJs and programmers at Radionomy have selected artists, tracks, and even the frequency to return on your station. They have mixed and shuffled new discoveries to offer you a high quality music flux.

These fluxes are updated regularly and automatically. You can use the fluxes in 2 different ways : importing them, or subscribing to them.

The fluxes contain 2 types of elements :

- **Boxes**

Each Radionomy flux contains several clocks and music boxes, containing a coherent track selection for one particular music style.

- **Clocks**

(read 2.3. for more on the definition of a clock)

There are basically 2 ways to work with the Radionomy fluxes. You can subscribe for once and for all to one of the fluxes. This means you won't have to worry about your music selection. Or you can import a flux and modify it so it becomes a personalized selection.

2.5.1. Subscribing to a Radionomy Flux

In case you choose to subscribe to a Radionomy Flux, you won't have to worry about your music selection anymore. The updates are automatic : new tracks are added and old ones are removed. This gives you the best of this particular music style at all times. This allows you to fully focus on other aspects of your radio .

Subscription Procedure

To subscribe to a new flux, go to the File menu, Music Fluxes and Podcasts. A window will appear offering you a choice : Music Elements , and Podcasts.

> tick '**Music Elements**'

Next you'll see a new window containing the various music fluxes that are available. They are labelled by name, and the containing music style. You can filter the displayed results entering a name or a style in the filter fields above the window.

Select the flux you want to subscribe to, ticking the appropriate box in the "Subscribe" column.

Click "Next" to launch the subscription procedure. When it's finished you'll see a confirmation message . Then, simply click "Finish".

You have now subscribed to one or more Radionomy fluxes. They appear in your navigator as complete new libraries, as blue icons. This means you can't modify them, and that they are updated automatically inside your Radio (unlike the ones represented by orange icons, that can be modified, these are manually created boxes or imported fluxes . More on that later).

2.5.2. Importing a Radionomy Flux

Importing a Radionomy flux into your Radio, you're integrating a music database that has been composed meticulously by the Radionomy DJs and programmers. But you're still free to personalize it. Once the flux is imported, you can modify it, manipulate it or tweak it depending on your ambitions and taste.

The import procedure

To import a new flux, go to the File menu, and select "Music Fluxes and Podcasts". A new window will appear, inviting you to choose "Music Elements" or "Podcasts".

> tick 'Music Elements'

Remark: Importing a music flux means you're not only importing the music boxes (the boxes will have different rotations. For example in the Electro Flux the "Hot1" box has a power rotation containing the 20 most recent tracks in this music style), but also the associated Clocks for this Flux. The Clocks are specific to the day part they are meant for, or to a certain mood. You will discover a "Latino-Morning" Clock and a "Pop Rock-Party " Clock.

Once you have ticked all the boxes of the elements you wish to import, click "Next".

The software will now connect to our servers in order to import the package of selected elements into your Audio Library.

> To check the imported boxes click the "Audio Library" tab in your Radio Manager, then go to "My Radio/My Library/My Music".

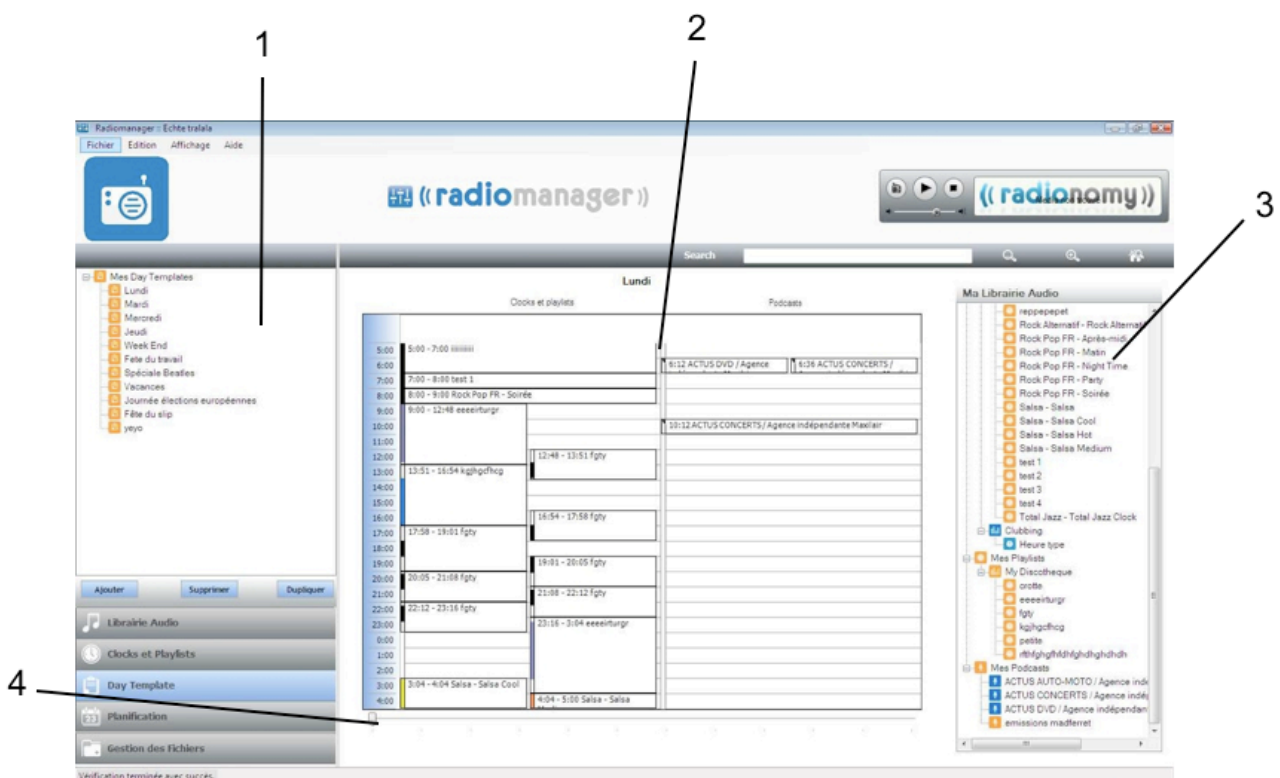
You can rename the boxes by double-clicking them, or right-clicking them and choosing "Rename". You can duplicate or remove any of the imported boxes or clocks.

2.6. Your Day Templates (daily schedule)

Day-Templates allow you to produce different of day programmes, integrating your clocks and the program elements you want to include, defining the broadcast timing for each single element.

A typical use would be to create a day-template for weekdays and for the weekend. But don't forget that you can create as many day-templates as you wish. A model for every single day of the week, one for Bank Holidays, or Seasonal playlists, Summer Holiday Playlists, Spring Playlists,...The limit is only in your imagination. The amount of variety will reflect the life rhythm of your Radio.

To start programming your day-templates, click the corresponding tab in your Radio Manager. The default setting will lead you towards an empty template in your Navigator.



1.The Day-Templates Navigator

This is where you will find your created day-templates. You can add one, duplicate them or remove them thanks to the functions of this panel.

2.The Day Programme Window

The day programming window has two sections, The left section is where your Clocks and Playlists sit (as the header tells you) and the right section is where you insert the Podcasts you wish to program. A Radio programming day has 24 hours. It starts at 5am and it stops at 5am the next morning.

3.The Clocks and Podcasts Navigator

The window contains all your Clocks (created manually, imported or obtained through a subscription), available to fill your Day-Template.

4.Your Day-Template's Zoom Function

This cursor allows you to zoom in the selected day-template, to set an exact timing for the start and the end of your Clock.

2.6.1. Programming the day's music selection

Like we told you earlier, the music programme is defined by 2 ingredients : Clocks and Playlists.

To make your day-template's music selectionm, first select the day-template you'll be working in. This happens in the Day-Templates-Navigator. The name of the Day-Template will now appear above the Day Programme Window.

Inserting a Clock in a Day-Template

Drag and Drop the desired clock into the left section of the day programming window. Drag it to the exact moment in time you wish the Clock to take control of your station.

Once it's dropped on the day schedule, you will see the Clock's position : it's defined by its own color, its name and the start and end times.

You can move the Clock upwards or downwards to change the start time for your Clock.

Adjusting the timing for your clock is something you can do in 2 ways :

- Clicking on the top or bottom border of the Clock, and dragging the border to the desired start or finish time.
- Clicking inside the watch you will find inside the day-template. There you will see a series of time fields at the bottom of the main window. Enter the start and end times you want and click 'ok'.

Important: when dropping a Clock on the Day-Template you are filling a one hour default time span, starting at the exact top of the hour of the selected time span. So when you drop a Clock right after another Clock that doesn't finish at the top of the hour, the next Clock will position itself on the hour, behind the previous Clock.

Inserting a Playlist

Just like you insert a Clock into the day-template, drag and drop the Playlist(s) into the left section and position it at the desired starting point.

Once it's dropped on the template you can modify the start time for your Playlist in 2 ways :

- drag it upwards or downwards to change the starting point, in case there's no other element obstructing you.
- define the time fields manually. Bear in mind that for a playlist only the start time is editable, (read the remark)

Remark : a Playlist has a fixed timing, so you can't extend a Playlist on the Day-Template like you would do with a Clock. But on the other side you can repeat a Playlist or you can put one Playlist right behind another one.

Mixing Clocks and Playlists, and functions of the Day Template

Starting with a Clock you dropped in the 5am timespan. It's positioning itself on the timespan 05:00 > 06:00 by default. Right behind you will add a playlist that lasts 24 minutes. This one will stop at 06:24. When you put another Clock behind, it will position itself on the timespan 06:24 > 07:24. Should you wish to extend this clock until 12:30, extend it using your mouse or configure the start/end time fields below the day programming window.. If you drop a playlist behind that lasts 47 minutes, it will end at 13:17.

Important:

- when you drop a new element (a Clock or a Playlist) on a Day-Template right after a previous element (on the hour bar below the element), it will snap to the previous element automatically, which avoids gaps in your Day-Template (see next point).
- to snap an element in your Day-Template to another one (before or after it) use this function : right-click the Clock/Playlist/Attach to previous element/next
The action will extend a Clock until it snaps to the previous or following element. In case of a Playlist, the Playlist will be moved so it starts right after the previous element / stops right before the next element.
- Don't forget to use the zoom function situated below the Day Template's grid, to adjust the view on your program.
- If the day-programming window cannot display all the planned elements scheduled for a timespan, it will juxtapose the 2 elements on the grid,, and you will notice that the colored bars display the exact moment of mix between clocks and playlists, when they are being juxtaposed.

> Condition that needs to be met to fill a Day Template

NO GAPS !!

Explanation : A condition to use a Day-Template in your day is that it needs to be complete. It simply means that the combination of music Clocks and Playlists has to fill the Day-Template between 5am and the next 5am (filling the 24 hours displayed on screen) without INTERRUPTIONS, WITHOUT GAPS, filled to the minute.

To make sure your Day Template has been filled correctly, you can use the “Attach to previous/ next element” function. Right click a Clock or a Playlist to use it. nt’ (click droit sur une clock/ playlist).

2.6.2. Programming Radionomy podcasts in your Day-Template

The right section of your Day-Template has a “Podcasts” column, and this is where you can program your podcasts , features and information flashes.

Radionomy Podcasts are presented in categories that are divided in subcategories.

Infos & Média	Divertissem& Culture	Sciences & Technique	Sports	Lifestyle
Journal	Humour	Internet	General	Agendas
Flash info	Cinéma	Informatique	Foot	Clubbing
Informations Locales	DVD	Environnement / écologie	Tennis	Sorties
Bourse	Musique	Histoire	Hockey	Œnologie / Alcool
Economie	Concert	Psycho	Golf	Tuning
Business	Art	Socio	Sport Moteur	Urban
Politique	Photo / Vidéo	Invention	Rugby	Déco
Médias	Exposition / Musée		Basket Ball	Fashion
Emploi	Livre Audio		Volley-Ball	Animaux
Petites annonces	Fiction (série)		Hand-Ball	Jardinage
Radio Guidage	Citations		Athlétisme	Santé
	Le mot du jour		Natation	Shopping
	Voyages		Escalade	Naissance et Education
	Mini - Trip		Cyclisme	Famille
	Visites Virtuelles		Jogging	Kids
	Jeux		Ski / Snowboard	
	People		Fitness	
	TV		Voile	
	Horoscope			
	Loisirs			
	Cuisine et Gastronomie			
	Adulte			
	Nature			

In the series of podcasts you will find a number of sequences that can be consulted as different editions of the same series.

PODCAST 1

- Sequence for 13/03
- Sequence for 14/03
- Sequence for 15/03

...

Every sequence has meta-data (region, language, topic) and it has an expiration date.

What's with the expiration date ?

Every podcast presented by Radionomy has a start date and an expiration date. The timespan between those dates represents the period the podcast is valid. This depends on the type of series. Every sequence in a series of news flashes for example will have a very short validity. But for timeless Reports can have a validity period of several months. Sequences can only be planned by Radio Creators in between the podcast's start date and the expiration date .

Click "Audio Library".

Right below your Radio's name, you will find the box "My Content". It's empty by default. To add a new series to your programme, select the file "My Content", click "Add", or right-click to select "New".

The podcast subscription window will now open. You will see a list of available content for the validity period displayed.

Beside every podcast you will see various types of information displayed (the information is available on Radionomy's website, click on the corresponding "More Info" link)

- The podcast's name
- The country of origin and the region it's been produced in
- The topic (the category that the podcast belongs to)

> tick the corresponding box in the "Subscribe" column

You can subscribe to several podcasts at once, ticking the corresponding boxes.

Once you have made your choice, click "Next". The system will now transfer all the data corresponding to your choice. A confirmation message will follow. Click "Finish". You have now subscribed to one or more podcasts.

2.6.3. Programming personal podcasts

Importing personal podcasts

In case you wish to import personal features or podcasts (in fact any radiophonic expression like a report, a special feature, ...) there are 2 possibilities :

- right-click the box called "My Content" in the Navigator, then "Add a personal element"..
- click the "Manage Files" tab. Then select "Add A Personal Element" and select the "Podcast" element type in the scroll-down menu.

Remark : whatever might be the personal element type you wish to import, there's always 2 ways to go ahead. You can use the Navigator and right-click the corresponding box (My Music, My Jingles, My Content, My Announcements, My Campaigns) then you choose "Add a Personal element". Second choice : use the "Manage Files" tab, then "Add A Personal Element".

This will trigger an import window to appear in the Radio Manager's main window. If this is your first podcast import, the scroll-down menu is empty. If not, it will use the names of the Podcasts that are already in your boxes (My Content).

You should start by creating a Personal Podcast, Click "Add A Podcast". You are prompted to enter the meta-data regarding your Podcast now.

Name : The name you will give to your podcast

Topic : Pick the theme (info, report, dj,...)

Intro : the intro jingle for your podcast (select one from your imported/uploaded jingles)

Extro : the podcast extro jingle (select from your imported/uploaded jingles)

Country

Region

Language

Tags like keywords allowing to identify and find your podcast easily.

Next click OK. Your new podcast has been created. Actually, it's a series of elements you will have to upload afterwards. At this stage, the Podcast is nothing more but the equivalent of a music box, but not for music tracks. The Podcast is empty. To import your elements/features into the Podcast, select it in the scroll-down menu of your podcast import window.

Then fill out the fields "Title" and "Author" for your feature or episode you wish to import.

Define the validity period or the expiration date. Locate the file on your hard disk.

Click "Browse" and select the appropriate element (a 128kbps mp3 file)

Once you have selected the element, click "Finish"

A window will tell you that the upload is processing. To visualize the waiting list, click "Waiting List".

This brings you back to the main page in the "Manage File" tab and that's where you can follow the file import. Once the import is finished, the element will disappear from the waiting list.

Your new element has now been imported into your Podcast and it's ready to be programmed on your Radio. Check it out in the "My Content" box in your Audio Library.

To import a new edition in the same podcast start the process from the start and select the same podcast series in the scroll-down menu when you're in the podcast import window. If not, select "New" and start the entire process from scratch.

Programming a personal podcast

To program a feature in a day-template, you have to subscribe to it or import it. Refer to the previous points to learn how to import a podcast or how to subscribe to a Radionomy podcast.

When you're subscribed to a Podcast, it will be displayed in the Clocks navigator and in the Podcasts pane inside the "My Content" box. You will notice that content delivered by the Radionomy databases appears in blue, while your own imported podcasts have an orange icon.

To add a Podcast to your programm, you will drag and drop it in the Day-Template at the desired timing. Like with Clocks and Podcasts you can use the zoom function to drop it at the exact spot in the time grid when you want the edition to launch.

Once the podcast are dropped in the time grid, you will see the start time and the Podcast's name displayed on the grid's time line. As opposed to Clocks, which can be extended as long as you want over a whole day, Podcasts sit in an exact spot on your time schedule and they cannot be extended.

You can programme a Series of Sequences several times in one day.

To switch from one podcast to another, use the maximized zoom level and drop podcasts one after another, minute after minute.

Remark : the content (podcasts) is managed independently from the music flow. This means that Radio Manager will insert a programmed podcast in between two music tracks or announcements or campaign clips, in a way it 's as close as possible to the defined broadcast timing. Radio Manager will never interrupt a music track while it's on air, to switch to podcast content. The timing precision reached by Radio Manager for content is +/- 1 minute. A programmed news bulletin programmed for 12:00 can pass between 11:59 et 12:01.

Example:

We are scheduling top-of-the-hours (content that we want aired at the exact top of the hour, like for example a radio news bulletin), at 7, 8, 9, 10,11, and 12 o'clock, This means that the programme will come out like this :

At each of the defined hours, Radio Manager will launch the news broadcast procedure. It will wait for the current track to finish, then it will look in your podcast series "Radio news" to grab a sequence that hasn't gone beyond it's expiration time.

Within this scenario there's a couple of options :

- 1.** The news bulletin has an expiration time smaller than 1h, and a new edition is added every hour. Radio Manager will program a different edition at each top of the hour, since a search for a news bulletin in the podcast "Radio news" will only deliver one valid element.
- 2.** The Radio news can have an expiration time larger than 1h (it could be 5h) and still a new edition can be added every hour. In this case, Radio Manager can select a random available edition inside your "Radio News" podcast. At 8 it will have 2 bulletins to select from, the ones produced for 7 and 8. At 12 it can select the 7,8,9,10,11 or 12 o'clock bulletin. Since each element has a 5 hours expiration time, the 7 o'clock will no longer be an available option if the series is programmed again at 13h.

To avoid element repetition, in case several valid elements are available in a podcast, Radio Manager will take into account the already aired sequences . It will make sure all the available elements have been broadcast once before airing the same element again.

Once all the available elements have been aired once, Radio Manager will start again using the first sequence again, respecting the same order, just to make sure a maximum of time has passed before a podcast edition returns on air.

Remark on Podcast programming :

When planning (see next point) Radio Manager keeps a space for the podcasts. If for any reason there's no available element at the scheduled broadcast moment (that is, if no news edition is valid at this time) it will continue to play the music flow.

Remark : when subscribing to Radionomy podcasts, the expiration times are programmed automatically and the new elements are imported automatically into your Radio Manager, Radionomy has over 30 content types in French to build a station with belgian news content, french news content, sports news, culture news, but includes fiction series as well.

2.7. Announcements

2.7.1. What's an announcement?

An announcement is an audio element like the voice of a dj announcing a track, inserting an urgent bit of information, or a spoken message of any type.

The big difference with podcasts, is that announcements aren't limited by their expiration time and that they are programmed in a different way. Like you will learn further on, announcements are dropped into a playlist or into a planning (using the planning editor).

2.7.2. Creating and editing an announcement.

Announcements work like any other element you can add in your Radio Manager. They sit in boxes, To import an announcement, you have to create an announcements box.

> To create an intervention box, go to the "Audio Library" tab, select the "My Announcements" box and click "Add". A small window will appear, so enter the box's name and press enter.

> Now to import an intervention into the box, select the subbox in the navigator and right-click "Add A Personal Element".

> You will now get to the announcement import window. Locate the corresponding mp3 file on your hard disk, name it and add complementary information if needed. Then click "Finish".

> A new window will offer you to follow the announcement's import process in the import process window, or offer you a chance to upload another element.

> Once the announcement has been uploaded to your box you can edit its meta-data (name and info) right-clicking the announcement in the main window, then selecting "Edit".

2.7.3. Programming an announcement on your Radio

Announcements can be inserted into the program in 2 ways :

1. In a playlist
2. Manual insert in the planning using the planning editor

Programming an announcement in a playlist

The best possible example is a music program. You want to feature an album discovery or focus on a particular artist. The perfect way would be to make a playlist, insert the tracks you wish to introduce and mix it with your prerecorded spoken interventions. This allows you to add the next track or to give extra information about the artist.

To create and edit your Playlist, refer to point 2.4 in this manual,

To add an announcement to your Playlist, simply select the subbox containing your Announcements in the Navigator within the Playlist Editor, then drag and drop the announcement to the desired spot in the Playlist.

Programming an announcement in the Planning Editor

A second way to drop an announcement is to insert it directly into your planning after it has been generated.

To learn how to insert a new element in the planning after it has been generated (an announcement in this case) read 2.9.2.

2.8. Campaigns

2.8.1. What is a campaign ?

A campaign is a recurrent audio message, that can be scheduled for a precise timespan only, A typical campaign would be an auto-promotion campaign, an event campaign, an invitation to visit a website our any other type of campaign (like the name is telling us).

2.8.2. Creating a Campaigns box

And again campaigns live in... Boxes ! To create a campaigns box, follow the same stapes like for Announcements.

2.8.3. Importing and programming a campaign on your Radio

Like with Podcasts, campaigns are managed independently from the music flow. They are inserted in the program at specific times. The way your campaign is inserted is defined in the Import/Edit field.

When selecting "Add A Personal Element" in your Campaigns box, you will see the campaigns import window.

> Locate the file on your hard disk , Select "Browse".

> Enter the name and optional information

> Then define the programming parameters in time, for your campaign

* campaign launch : the campaign clip is not aired before this date

* campaign end : the campaign clip is not aired after this date

* tick the "unlimited" box to avoid any time limitation on your clip

* Start and End : these 2 parameters are defining the timespan during day or night when your campaign is going to be aired. For a permanent use of the campaign, set the start to 0h00 and the end to 23h59.

* the campaign clip's frequency. The default is set to 60 minutes.

Uploading and programming a promo clip are done in one move. But of course you can come back here and change the parameters later. Select Campaign in the appropriate box, right-click the Campaign and select "Edit".

Remark : You can also program a promo clip on your Radio inserting it into a playlist exactly the way you would insert an Announcement (see 2.7.3. §2).

2.9. Planning

2.9.1. Generating your Planning

Once you have created the Day-Templates in your program, all you need to do is integrating them into a month calendar for broadcasting.

Click the "Planning" tab to display the calendar. You can program up to 30 days in advance.



1. Month navigator

Displays the months you can provide a planning for

2. Month calendar

Displays details for the current month

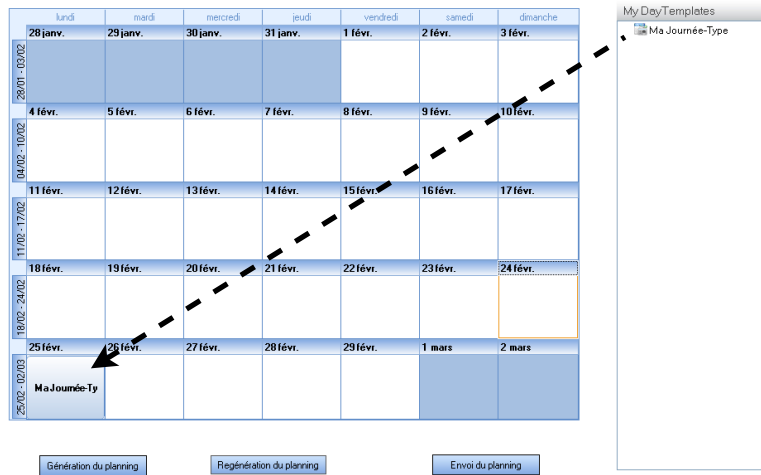
3. Day-Templates Navigator

Displays the available Day-Templates to make your planning.

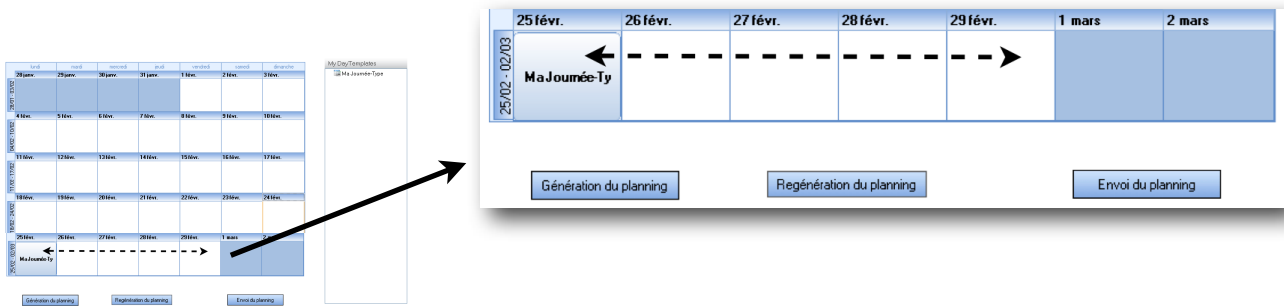
4. Planning buttons

Allowing you to generate your planning and to send it to our servers.

To make your Radio planning, you have to drop the Day-Template you want to use on the corresponding date case for which you want to plan the program.



One Day-Template can cover several days simply if you drag the borders of your icon until it stretches to the end of the period you want to cover.



Once you're happy about the program in your broadcast calendar, click "Generate Planning".

The action makes Radio Manager gather all the information you have entered in Boxes, Clocks, Podcasts, Playlists, Campaigns and Day-Templates. And it's all gathered in a coherent program. Before you trigger planning generation, check if your Day-Templates are complete.

Planning generation will fail in case information necessary for the planning is missing. In that case an error message will be displayed containing the changes you have to bring to generate your planning correctly.

Your computer will now calculate the program for the selected days. Once this is finished you will be told so in a message and the boxes for the generated days will turn blue or yellow (refer to the color legend left below the month navigator)

Remark: While generating, at the bottom left of the Radio Manager, a message will be displayed on the status "Generating Planning", "Has Been Generated",...

2.9.2. How does the planning generator work ?

The random generator has only one rule when all other restrictions have been set to minimum : not to play a track for the second time before all the tracks in the box have been aired.

When adding restrictions, you're influencing the generator when it's picking tracks from boxes like you told it to in your Clocks. It's randomly selecting tracks, but it removes tracks that have already been played or tracks that are not allowed to play because of the restrictions.

Example:

My "Pop" box has a 3 h restriction on Michael Jackson and 2 hours after the track "Billy Jean" by Michael Jackson has played, the time has come for our generator to grab a track from our "Pop" box. All tracks by Michael Jackson will be removed from the available list to grab from, since the restriction was set to 3h.

So the more restrictions you set, the more you reduce the engine's choice and the bigger your chances will become that the generator picks exactly the same tracks.

(Full box) - (Titles that have already been played during the day) - (tracks removed by restrictions)
= (what remains available for the planning generator to select from)

Setting the restrictions to 1440 minutes or 24h, you would take away almost all of the options for the generator. It wouldn't find a single track in the boxes it can play. In that case it will set the counter to zero again when it's about tracks that have already been played during the day. But it will still respect the restrictions, This explains why certain radio stations play the same tracks every day. Restrictions are too high, the generator tumbles onto a box with almost no tracks available and so it resets the counter for the box. In case you don't have many artists in a box, this can happen several times in one day.

So to have more music variety decrease your repetition restrictions. Next fill your boxes with various artists and tracks and check whether certain artists aren't getting too much exposure in some of your boxes at once. Like that you can avoid the restrictions to work hard on the available amount of titles when the generator is hunting for a nice track.

2.9.3. Visualizing and editing the planning after it has been generated

Visualizing the planning

Next you can verify the planning, it's the playlist for the entire day created by the Radio Manager respecting the Day-Template. To view it click on the generated day (blue or yellow) for which you want to check the list.

This brings you directly into the planning editor:

- * The upper part displays all the tracks, jingles, announcements and promo clips in your programmed day, with a start time for every element, the type of element, the artist, the title, the duration, the box it belongs to, and the Clock the element fits in.
- * The lower part sums up all of the podcast sequences that are planned for the day
- * In the right column of the planning editor you will see a series of buttons (hover the button to learn more about its function)
 - Edit Planning : click it to modify your planning
 - Save Planning to CSV File : the saved file can be used in a program like Excel or Numbers
 - Print planning
 - Show Clock Starts : this will give the tracks at the start of a Clock a grey border
 - See consecutive jingles

To navigate through the day's planning easily, use the scrollbar at the right of the window to visualize your planning. By default, the elements are presented chronologically. But you can also watch the elements by type, artist or title, clicking the column title for the corresponding view filter.

Modifying your planning

In case you want to modify your planning, you can.

You can add, remove or replace any element that's in your planning.

To edit your planning, click "Edit Planning". You will now see 4 new buttons appear :

- Add an element to Planning
- Remove selected element from planning
- Replace selected element
- Undo previous change (clickable after modifying something)

Remark: adding, removing or replacing is also possible when you right-click a planning element that you want to modify.

> Adding an element

Select the spot in your planning where you want to add an element and click "Add An Element". A window will appear allowing you to add Music, a Jingle, a Campaign or an Announcement. Then select the Box where the element sits that you want to add. The content list for the box appears below, so select the element and enter.

> Removing an element

Select it in the planning editor and click "Remove Selected Element from planning". Or right-click "Remove".

> Replacing an element

Select the element, click "Replace selected planning element" or right-click "Replace" and proceed like when you would add an element (select element type, box, element, enter)

Attention : modifications can affect the flow of your titles in the Clocks that you have programmed later during the day. For example if you replace a title in a clock by a shorter title, the clock could become incomplete since it won't cover the duration it was supposed to cover in the Day-Template.

!!!Incomplete Clocks will be marked in pale rose (see color legend in planning editor)

> Validating changes

To validate the changes, click the "Save Changes" button.

!! The button greys out in case you have incomplete Clocks. Check if the timespan you provided for a Clock has been completely covered by the Clock.

Remark : it's possible that yellow or orange strips appear on certain parts of your planning list. They indicate the errors in the planning .

A planning generated with errors that is sent to our servers will broadcast your program, but it won't do so according to the exact settings you entered in your Radio Manager.

2.9.4. Sending your Planning / Activating your Radio

The last episode is all about sending your planning to our servers. Simply click the "Send Planning" button.

In case you do so for the first time, this is where you activate your radio,

> To activate your radio just send a planning for this day and the next couple of days

Important: in case our servers haven't received a planning for your radio, they will play random music from your Music Library.

> If you want to make changes to your current planning, make the changes and resend your planning. They will be active within approximately 20 minutes.

> You can send up to 30 days of planning.

2.9.5. Commercials on the Radionomy radios

To sponsor the free hosting/programming/streaming of our radio stations, Radionomy airs commercials on its radios.

Commercials are inserted independently from your program. However we see to it that this is well done ; we will never interrupt a track, podcast episode , announcement or campaign to air commercials. Commercials are inserted at the end of another element. Moreover, we only air commercials in the station's language.

To guarantee listener's comfort, and a professional on air sound, radio creators should choose their commercial intro and extro jingles. They create a sonic transition between your program and the commercial.

> To select your commercial jingles go to the File menu in Radio Manager, "Select My Ad's Jingles"

> You will find 12 neutral commercial jingles created by Radionomy and some 30 jingles created by Radio Creators in the community, like Music Plus, Radio2R, Radio Urban Kiff, RadioSphere, Radio Universe, Trop Beautiful and White Fox Radio. Thanks guys !

Radionomy won't insert more than 4 minutes of audio commercials per hour, as you have read in our FAQ.

Commercials will be spread across the hour in 3 blocks, on 10', 30' and 50'