

# Subcity Radio Comms Guide for Contributors

as of 5.8.24

This guide will show you how to upload specific episode titles, images, and descriptions to subcity.org so that the comms team can post them on the station's Instagram story the following morning, alongside the schedule. This guide uses images from a computer, but the process is entirely the same on a mobile phone.

We ask that you upload your comms **at the latest** before midnight on the day before your show, but this can be done anytime before your show so long as it is booked into the schedule. We cannot guarantee that we will post anything uploaded after midnight, although we will try our best!

## How to customise show comms

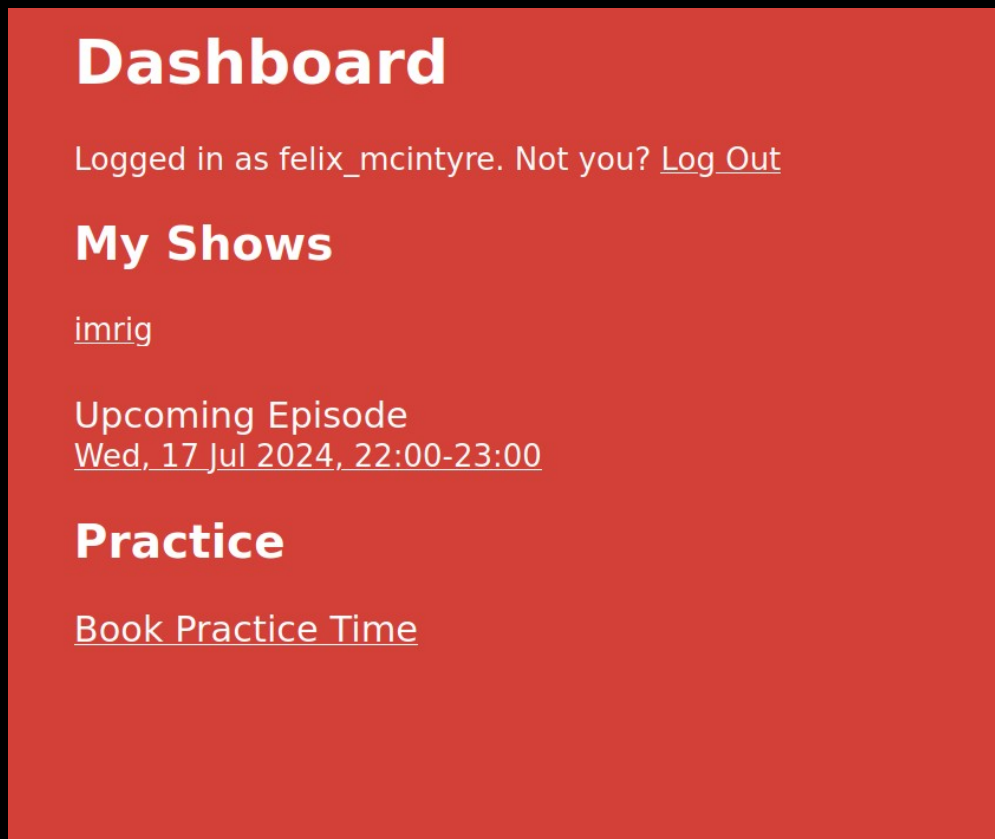
Navigate to subcity.org on your web browser, and click 'more', then 'login'. Enter your username and password, and hit 'log in.'



The screenshot shows the Subcity Radio website interface. On the left, there is a navigation menu with the following items: [schedule](#), [shows](#), [events](#), [about](#), [chat](#), [archive](#), [blog](#), [get involved](#), [login](#), and [less](#). Each item is underlined. On the right, there is a 'Log In' section. It features the Subcity Radio logo (a circle with diagonal lines) and the text 'Subcity Radio'. Below this, there are two input fields: 'Username:' and 'Password:'. The 'Password:' field has a 'Forgot?' link to its right. Below the input fields is a 'Log In' button.

If you're doing this for the first time, click 'Forgot?' where you can enter your email, to which a link will be sent where you will be able to (re)set your password. If this fails, please get in touch in the #support channel on slack where a member of the web team will help you out.

Once logged into your dashboard, you should click on the upcoming episode for which you wish to upload comms.



You'll arrive at the page for that particular episode of your show, currently displaying its generic image and title with no description. Click 'edit episode info'.

# imrig episode 7



*imrig* | 17/07/2024 22:00 - 23:00

[Edit episode info](#)



You'll find a page that looks like this, where you can title your episode, change the image (from the show's generic image to a specific one) and write a short description for the episode.

Episode title



20/07/2024 22:00 - 23:00

Upload episode image (max 10MB):  No file selected.

Episode description

*\*required field*

After clicking 'Publish', your show comms will generate for you like this...

**imrig - Lorem Ipsum**



*imrig* | 10/10/2024 22:00 - 23:00

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[Edit episode info](#)



... and your specific episode title will appear on the schedule like this.



**Saturday**

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12 - 13	Memo Demo
13 - 14	sticky floorboards
14 - 16	Soulful Allsorts
16 - 17	The Saturday Shakedown
19 - 21	Diggers Delight
22 - 23	imrig - Lorem Ipsum



Your text and image will then be synthesised by a member of the comms team for Instagram, to something a bit like either of these. We are slowly working on a more automated system to get a bit more stylistic consistency, but for now you'll have to rely on the creativity of the comms team!

Imrig, 17-18



a musical tracking of the 2022 generation of monarch butterflies on their autumnal migration from eastern North America into central Mexico

[@fe1iiiiiii](#)

imrig 5pm



the mysteries of the sargasso sea, the nursery and migratory destination for many an eel and maybe even a turtle or two. accompanied by swashbuckling, seafaring music chosen by family, friends and myself.

That's it! For any further enquiries, get in touch with the #comms or #support channel.

We look forward to seeing all of your wonderful and creative show comms!