

New Subcity Practice Guide

The Subcity studio is open 24/7. When there are no shows broadcasting, any of Subcity Radio's contributors or team may book time to practise Djing in the studio.

Practice time is split into hour chunks. Any hour of the day is available to book if it doesn't already have a show or practice slot in it. We prefer that people do not book out large consecutive blocks of practice, but if you've been practising and nobody shows up after your slot finishes, you can feel free to keep going!

One thing to keep in mind is that live broadcasts do take priority over practice; the programmes team may occasionally have to cancel a practice slot so that they can schedule in a live show. You will be notified if this needs to happen.

Practice booking is integrated into the main Subcity schedule system, which you can access with your Subcity account.

Your Subcity account

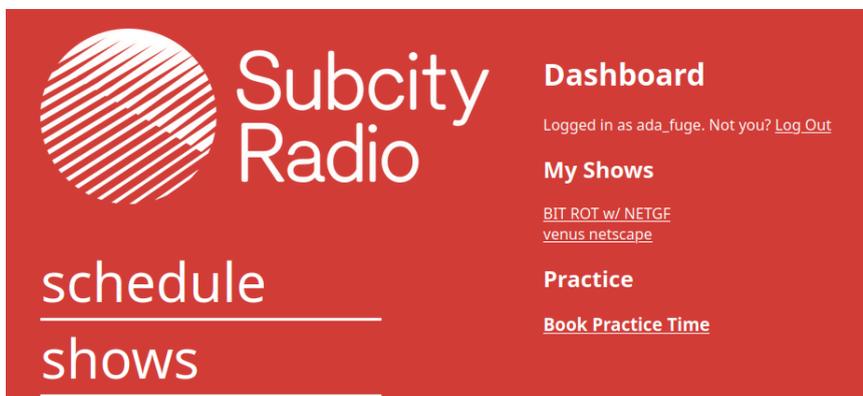
As a contributor, you will have an account created for you on subcity.org. Typically, this uses the email address you signed up for your show with. If multiple people run the show, you should each have individual accounts with separate emails. The first time you log in, you'll need to set up a password.

1. Navigate to subcity.org/login



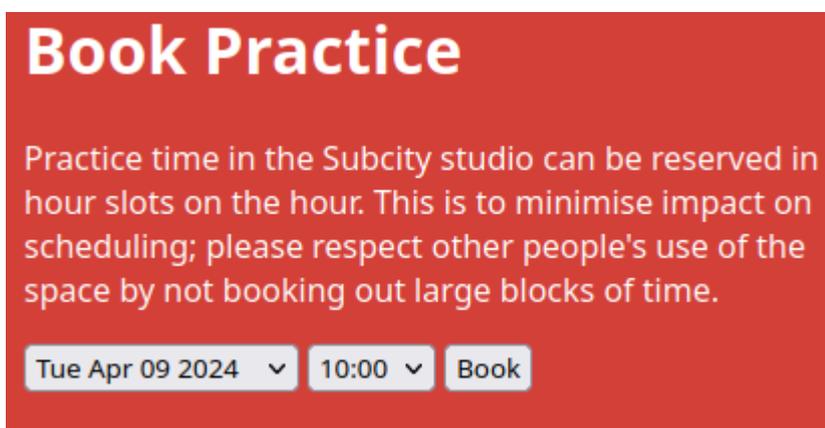
2. If you already have a password, you can log in here. If you don't, click on "Forgot?" and enter your email address to (re)set your password. If you have a Subcity account, you'll receive an email from support@subcity.org with a link to set your password. This email will also contain your username, which will be in the form "firstname_lastname". Use this username and newly set password to log in. If you have any trouble with this, feel free to get in touch with the team.

3. You will be taken to subcity.org/dashboard.

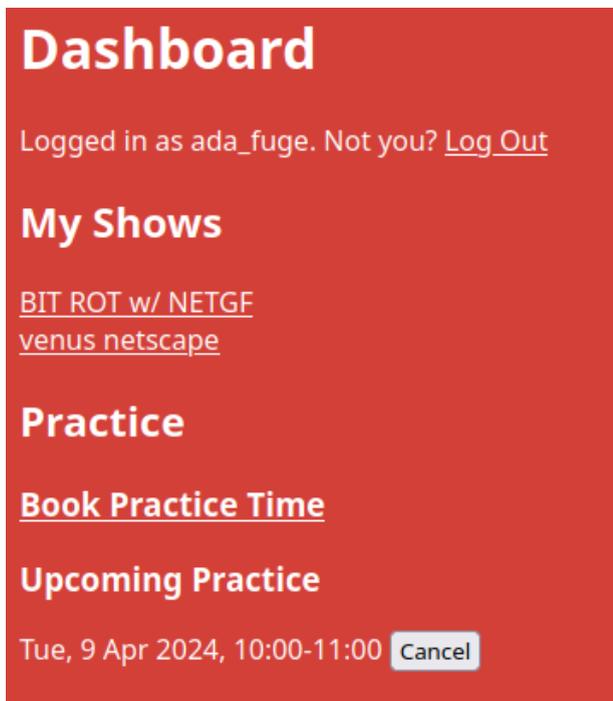


Booking practice time

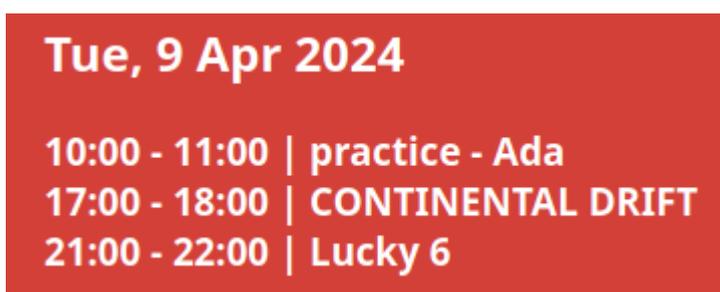
1. If you click on "Book Practice Time" you'll be taken to the following page



2. Here you can choose which hour slot you would like to book. Select the date and time from the dropdown, and click “Book”
3. You’ll be taken back to your dashboard. It should now show a summary of any upcoming practice slots you have



4. If you need to cancel your practice slot, you can click the cancel button, and it will free it back up in the schedule.
5. When you are logged in to subcity.org, you will be able to see other people’s practice slots in the schedule. This is not visible to anyone who is not logged in, or on the public Instagram schedule. When you’re picking a time to practise, make sure to log in before checking the schedule for a free slot



If you have any questions or difficulties with the booking process, or notice any bugs in the system, don't hesitate to reach out to the team!

Hearing yourself

When practising, you can use the DJ decks as normal. However, instead of pressing the "On" button on the decks channel of the broadcast console, press the "Cue" one. This will pipe the audio from the decks to the studio monitors, but not to the outside world. Cue volume is not controlled by the normal faders and monitor controls, but by its own, smaller knob labelled Cue.

Do not cue the mics attached directly to the broadcast desk! They are liable to feedback, which could hurt your ears or our equipment.