

Subcity Radio Show Episode Upload Guide for Contributors

September 2024

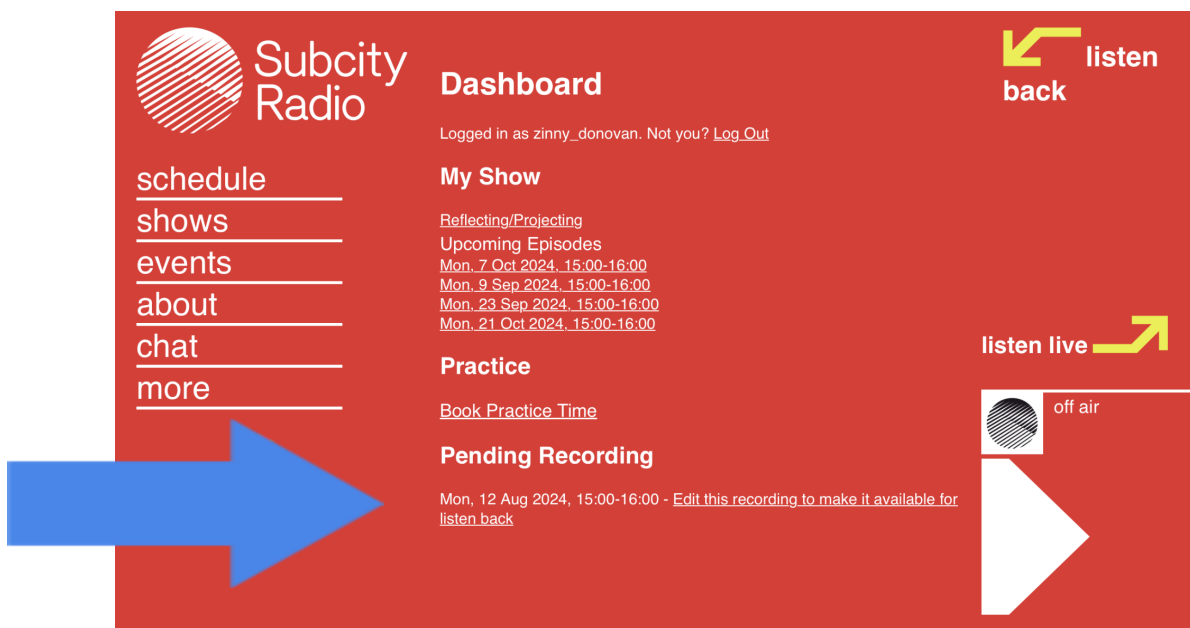
Go to subcity.org on your web browser, click 'more', then 'login'. Enter your username and password, and hit 'log in.'



The image shows the Subcity Radio login page. On the left is a vertical menu with links: schedule, shows, events, about, chat, archive, blog, get involved, login, and less. On the right is a 'Log In' section with fields for 'Username:' and 'Password:', a 'Log In' button, and a 'Forgot?' link.

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. Your username will be 'firstname_lastname'.

Once logged into your dashboard, you should see your past show that is ready to be edited and uploaded beneath 'Pending Recording'. Select 'Edit this recording'.



The image shows the Subcity Radio dashboard. A large blue arrow points from the left towards the 'Pending Recording' section. The dashboard includes a sidebar menu (schedule, shows, events, about, chat, more), a 'Dashboard' header, and sections for 'My Show' (with upcoming episodes), 'Practice' (with a book practice time), and 'Pending Recording' (with a recording from Mon, 12 Aug 2024). On the right, there are 'listen back' and 'listen live' buttons, and an 'off air' status indicator.

Edit Recording

Before your show recording can be made available for listen back you must trim it and supply a track list.

Listen to the preview below to check your start and end times. This editor allows you to extend the recording up to 15 minutes after your slot should've ended, as well as start up to 5 minutes before your slot was supposed to start. If you started late or finished early, you can trim inwards, rather than extend outwards, too.

If your recording would start or end abruptly, you can add a fade in/fade out of up to 15 seconds to smooth it out. Only use this if you really need it, as it will reduce the quality of your recording slightly.

Track lists are required to comply with the terms of our license. Subcity could get in trouble if these are not accurate. Timestamps and links are not required but will be much appreciated by your listeners!

Trim

[Jump to start](#) [Skip back 10s](#) [Play preview](#) [Skip forward 10s](#) [Jump to end](#)

Current position:

22:00:00

22:00:00

Start time

Adjust start

[<- 60s](#) [<- 10s](#) [<- 1s](#) [1s ->](#) [10s ->](#) [60s ->](#)

Fade in:

Adjust end

[<- 60s](#) [<- 10s](#) [<- 1s](#) [1s ->](#) [10s ->](#) [60s ->](#)

Fade out:

23:00:00

End time

Tracklist

Track Title*	Track Artist*	Timestamp	Link	
		00 : 00 : 00		- +

*required field

[Publish](#)

There is no correct way to do this, but you should aim to:

1. Trim the start: use the buttons beneath 'Adjust start' to move the start of the recording back and forwards. You can use the 'Jump to start' and 'Play preview' buttons to check that you're happy. You can change the episode start time to up to 5 minutes before the scheduled start time.

You can also increase the 'Fade in' box - the digit denotes seconds until the recording with play at full volume. Use the 'Jump to start' and 'Play preview' buttons again to check it sounds good.

2. Trim the end: click 'Jump to end', and use the 'Skip back 10s' to listen to the end of the recording. Like before use the buttons beneath 'Adjust end' to move the end of the recording to where you'd like it to end. You can change the episode end time to up to 15 minutes after the scheduled end time. You can also add a 'Fade out' if you wish.

Please note that you can't modify these adjustments after you've clicked the 'Publish' button.

3. Add a tracklist. This is required for Subcity's terms of license. Timestamps and links are not required but useful for listeners. Use the '+' button to add more rows to the table. It's possible to add this at any point after the recording has been uploaded, if you'd prefer to refer to the recording to do this.

You may have to wait a minute or two for the recording to process before you can see it live on subcity.org

4. If you like, and if not already done beforehand for your show's comms, add an episode image and description for this specific episode. You can add an episode name, or let it default to e.g. 'Reflecting/Projecting episode 34'. You can also change these details at any time.

If all has gone smoothly, it should appear on your show's page, ready to listen to! If you have any questions or need a hand with getting used to this, don't hesitate to get in touch with the Subcity team via the #support channel on Slack.