

Create your station!  
**radionomy**

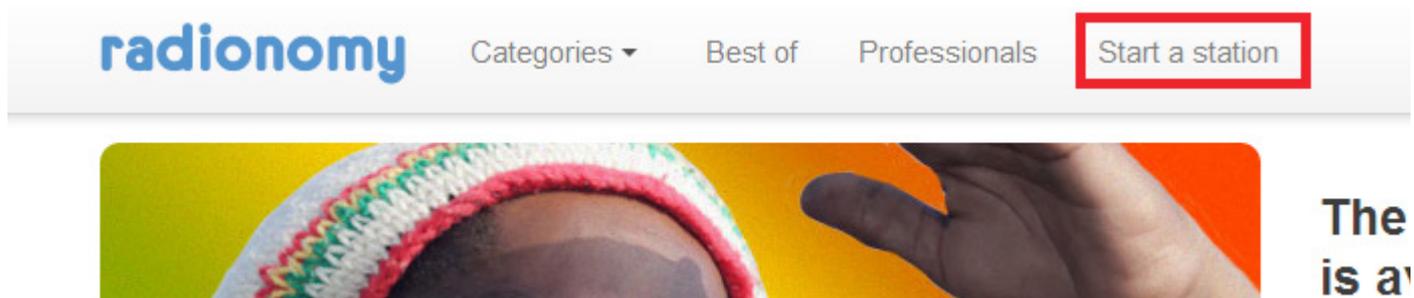
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# 1) Sign Up!

Please note: that this process will work best using the Chrome web browser. If you are using another browser, some of the functions described here may not work.

To create a radio station, go to [www.radionomy.com](http://www.radionomy.com) and click **Start A Station**.



If you already have a username, password you can go to [www.rmo.radionomy.com](http://www.rmo.radionomy.com) click on SIGN IN and log on. To sign up you can use Facebook to log on or create a unique log on using an email address. Please fill out the information accordingly.

You can also go to [Radionomy.com/create](http://Radionomy.com/create) and see step #3 (How do I create my own radio station on Radionomy)

Facebook

Twitter

YouTube

**Mobile**

Apple

Android

### 3 – How do I create my own radio station on Radionomy?

Creating a radio station at Radionomy is easy thanks to our new Radio Manager, an intuitive web-based dashboard that centralizes all the tools needed for running an online radio station in one place. You can create, program and set your station to live in just four steps:

- 1. Account** - The first step is to create an account here at Radionomy. If you have not already done so, please follow the link to get started: [Create an account](#)
- 2. Create** - Go to <http://rmo.radionomy.com> and log-in using the same password and user name you signed up to Radionomy with. Once you are at the main page, go to settings and select the Creation tab to name your radio station, select tags and music styles, include a description of your station, and upload an image that best represents your personal flair.
- 3. Program** - Once you have created your station, now is the time to select and program the music you want to play.
  - **Guide** - If you need help using Radio Manager, a user's guide is available here: [Instructional Guide](#).
- 4. Activate** - Once you have set your programming, your radio station will be online at: [www.radionomy.com](http://www.radionomy.com) within 24 hours!

You'll find 2. Create Click on <http://rmo.radionomy.com>. You have now been redirected to the radio manager on-line (RMO). Keep this URL handy so you can return directly and log into your radio manager. It is from this website that you will manage your station: Please know you'll always be asked to login with the same email address and password that you used when creating your Radionomy user account

Welcome in the Radio Manager Online (RMO). By using this online tool you can create your radio station.

First, let's give your station a name and describe it. To do this, click on dropdown menu, then Create new radio station

Game On

Planner Stats Revenue **Settings**

Rick and roll

Create new radio station

My account Logout

### Your radio station

Please choose your radio name thoughtfully. **You will not be able to change it afterwards.**

Your radio name shall appear in the URL address of your radio page:  
<http://www.radionomy.com/your-radio-name>

Avoid inserting special characters or trademarks in your radio name

Radio station name

Tags

5 keywords maximum (space separated)

Select your radio's music styles. Maximum 5 styles.

+ Styles

This is how you create a station. Everytime you want to create another station you will click on this creation tab.

Station Name: Let's begin by entering in your radio station's name.

**IMPORTANT:** You will NOT be able to change your stations name once it is saved, so think carefully and be sure that is the name you really really want. Type in your station name and avoiding special characters or trademarks.

### **STATION IMAGE**

If you have a logo or a picture for your station, insert it by clicking on the CHOOSE FILE button. Find the image on your computer using the browse function and select the image. If possible upload a 1200 x 1200 file which will be used for iTunes Radio. Smaller sizes are acceptable for the Radionomy network.

### **STATION TAGS**

Station Tags: «TAGS» are descriptive words to help listeners find you in our network. These are not genres or music styles which will be defined in another section of the set up. TAGS are adjectives like 'upbeat' or 'smooth'. They can also be names like Denver, if you are wanting to connect with a local audience. You need to write a maximum of 5 qualifying words (not more) that best define your radio station's content. Separate each qualifying word by a space. No dashes, no commas, no points. Just a space.

### **SUMMARY**

This is where you describe your station in full sentences.

Summarize your station in ways that best connect to your future fans. You can include artists you like to play, or what makes your station unique amongst all the others in your genre. Don't worry, you can always modify this information at a future date (unlike the station name). Simply return the settings page to do so.

In order to have a full profile, you will want to choose the language of your radio station and the country you are broadcasting from.

### **MUSICAL STYLES**

Now it's time to choose your music styles or "genres". Click on CHOOSE to see your options. As you click on the main genres you'll see a list of sub-genres below that have a green PLUS sign next to each one. Simply click on the green PLUS sign to add that music style to your list. If you change your mind and want to remove that style from the list simply click the red MINUS sign.

Please choose a min. of 2 styles and a maximum of 5. The better you define your stations the more listeners you will attract.

You have now completed your radio station profile. In order to complete the station set up please include the personal information which is requested on this page. This personal information will never be visible to any listeners or Radionomy.com visitors.

Your information will be treated in accordance with our privacy policy. <http://www.radionomy.com/en#!/en/static/privacy>

Check one last time to make sure everything is complete and correct. Name, tags, summary, the language, country, genres, and your personal info.

If everything is OK, read the terms and once you have read them, check the «box» and click «SAVE».

## 2) Create your boxes.

Radionomy uses 'boxes' to organize your music. All of the musical elements that you will use for your radio station will be categorized in different boxes, which you can create and configure yourself. By creating Boxes you can define the main categories of your musical program and your stations content (such as jingles, podcasts, promos, PSAs etc) . Tracks in a box will randomly playback however a playlist box is different as playlists will play in the exact order the tracks are listed from top to bottom. More on that later.

### The Different Types of Boxes.

**MUSIC BOXES:** Contain the songs you import or you can choose from our database of over 130,000 tracks.

**SMART BOXES:** Smart boxes let you apply filters or special instructions to your box. Smart boxes allow you to select individual parameters such as "those to be played during the Holidays", or "those sung in French" or "those to be played on special programs".

**PLAYLIST BOXES:** Contain the playlists that you have created and imported. Playlists let you broadcast a specific list of music, jingles, voice tracks and promotions at a certain time of the day. Radionomy also has pre-programmed playlists that you are welcome to insert during your broadcast day or night.

**JINGLES BOXES:** Contain jingles that you imported. Jingles are short music or sound bites that you can use to add sound design to your station within your programming.

**PODCASTS BOXES:** Contain Podcasts (talk shows) made available to you by Radionomy. You may also upload your own personal podcasts.

*Note: you'll want to cut your personal podcast mp3s into segments no longer than 15 minutes each in order to be accepted by the Programmer.*

**PROMO BOXES:** Event announcements, promotions, or any other recurring messages.

**VOICE TRACK BOXES:** As the name suggests, all messages announcements, intros, outros, and insertions that you create.

**FILLER BOXES:** Music selected here will be played by RADIONOMY during ad breaks if a listener is located in an area which is not receiving ads. *Your tracks here must be exactly 2 minutes in length.*

### How to create your musical boxes

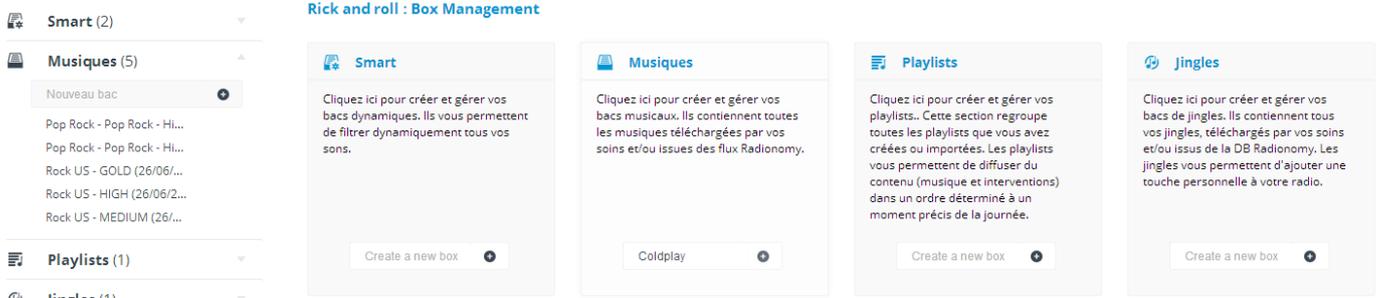
Click on "Planner" then on "Audio" and create your boxes. The boxes are "drawers" where you add and classify the music and/or audio branding tracks (promos, jingles...) you have chosen to broadcast on your station. You can choose the music from the music Radionomy library or from your own uploads. You can create as many boxes as you wish. These boxes can contain as many tracks as you want.

Let's begin creating music boxes!

Here, you will create the musical selections for your programming. Create your boxes to suit your music preferences. For music, you can create a series of boxes that are time based (60's, or 90's), have certain tempo (wake up, morning, or evening) or languages (English, French, or Spanish).

For example, here's how you create four music boxes. Click on "Music".

Let's create a box dedicated to your favorite artist. Click "New Box" and enter «COLDPLAY». Press Enter "ADD" to confirm.



You'll see the playlist name is now appearing on in the left navigation bar. Click the "Music" downward arrow if you don't see that list.

For the second box, go back to «Music» in the "NEW" space write «VARIOUS HITS». You will put in this box all the hit songs you want to stream. Press "Enter" to confirm.

For the third box, go back and click on "Music", and in the "NEW" space create «RADIONOMY STREAM», press "Enter". In this box, we you will put all the streams you select from various preselected lists that RADIONOMY offers. Press "Enter" to confirm.

For the fourth box, click on "Music", and create "MY TITLES", press "Enter". Here you'll select tracks from your own library that you will upload. Press "Enter" to confirm. It's as simple as that.

You should see these boxes on the left navigation bar. If not, click on "Play next to "Music" on the left and you will see the four BOXES you just created. If you notice an error in one of them, click on the "Delete Box" to delete it and start again. You can create as many BOXES as you want.

When your «boxes» have been created you can fill them.

## How to fill up your boxes

We have created four music boxes (ColdPlay, Various Hits, Radionomy Streams, and My Titles). Now let's fill them. They are four ways to fill your musical boxes.

### THE "COLDPLAY" BOX

Click on the "COLDPLAY" box. The first way to search for content is to use our music database. Click on "SEARCH FOR CONTENT" on the upper left corner of the screen and type "COLDPLAY", then confirm by clicking on the "magnifying glass".



After a few seconds, (add coma) the screen will show "COLDPLAY" titles available in our database. You can listen to them by clicking on the play button, before selecting them for your box.

Artiste	Titre	Boxes	Style	Durée	BPM	Année	Date	Share
Filter by Artist	Filter by Titre	Filter by Boxes	Filter by Style	Filter	Filter	Filter	Filter	
Coldplay	Hurts Like Heaven	Rock US - Hi...	Rock	3:58	174	2012		
Coldplay	Violet Hill	-	Pop	2:00	78	2008		
Coldplay	Clocks	-	Rock	4:09	130	2009		

Once you know you want the track, simply click on the titles you want to put in your box.

The line remains selected. Select all the tracks you want. When you have made your choices, click on any hand, and drag the selection to «COLDPLAY».

All selected tracks will be added to the "COLDPLAY" box. If you'd like all the tracks added to your box, click on the list icon at the top of the list. Then drag and drop the whole list into your "COLDPLAY" box.

### THE "VARIOUS HITS" BOX

Another way to fill a box is by clicking on "Advanced". You will get to a page where you will be able to edit and access more parameters. Search the tracks of the years 2008 to 2009 by using the slide bar to create this parameter. You can also choose "beat per minute" using that slide bar. Choose beats between 60 and 75. Finally, select songs in French.

Advanced Search

Title

Artist

File Type

Origin  In my directory  In Radionomy's directory

Add date De  à

Rechercher

Language

Music Style

Year

Between 1900 and 2014

BPM

Between 0 and 300

Click on "SEARCH". Select the songs you want and drag them to the "VARIOUS HITS" box.

### THE RADIONOMY STREAM BOX

To select music from a Radionomy stream, click on "Music". Click on "Radionomy Streams" and select the musical style(s) which suit your station. Radionomy has created these lists of tracks which fit various musical styles. When you select the styles you want (click all the boxes under "All streams") close the window.

You just have to click on the stream and select the tracks you want. Then drag the songs into your "RADIONOMY STREAM" box. For your information, the boxes you have subscribed will always be visible, and you can also use them when creating your clocks. This will be part of our next step.

### THE "MY TITLES" BOX

In this box, if you have not found certain songs in our database, you can import them from your computer. Click on the box you created called "MY TITLES" then press "UPLOAD" at the top of the box. Follow the directions on the screen. Upload as many titles as you want, however we suggest starting with less than 10 for your first upload. When your imports are appearing, click "START UPLOAD" to send imported titles to the "MY TITLES" box. You now have 48 hours to validate and edit the tracks you have uploaded. To do this, click on the exclamation point next to the track or on the "validate files" box at the bottom of the page. Fill in at least the artist and title information. Click "SAVE" and "CLOSE" to confirm the information. "Advanced Editing", gives you the opportunity to "edit the mixing points» also known as cross fading between tracks.

For more advanced producers, the mix pointer gives you the ability » to decide when to start and when to end (AKA mix or edit a track in your programming. We suggest you practice changing the mix points to adjust the cross fading between songs.

This window is comprehensive and with a little practice, you can become an expert at using mix points; (no space)

Bachman Turner Overdrive	You Ain't Seen Nothing Yet	Country Rock	3:44	122	1974	
▶ Arnaud Condé	À la recherche des Ents		0:31			
Charlie Rich	Behind Closed Doors	Country	2:55	83	1974	
Johnny Cash	A Boy Named Sue	Country	3:43	102	1969	

which can enhance the sound quality of the music. Your music boxes are now ready to be used on your station!

## 3) Manage the playlists, jingles box, podcasts, promos, voice tracks, and fillers box.

For the rest of the boxes, you can use them for other audio content that will be broadcasted on your station. Use the same process as the "Music boxes" to name and add content. As their names suggest, these boxes will include your playlists, jingles, podcasts, and your voice tracks. We will focus on three boxes. The "Playlists" box, the "Pod-

cast" box and the "Fillers" box. Note: promo boxes are specifically set up for your promotional messages or 'ads' that you create and may need to play back at a specific time (e.g.- top of the hour). We will review more about these options in Day Planning below.

## PLAYLISTS

As opposed to Music boxes which shuffle the songs in them, playlists will always play songs in the order you define. As opposed to Music boxes where tracks are played randomly, playlists will always play songs in the order you define. To create a playlist, go to the "AUDIO" tab and then click on the box labeled "Playlists". Just like "MUSIC BOXES", create new playlists simply by typing in the "New Box" space on the upper left. As with Music boxes, you have several options to fill a playlist, but essentially you drag the selections into the playlist and change the order by moving the arrow icon. The total duration of your Playlist appears in the menu bar. Create, duplicate, delete as many play- lists as you want. You can even drag tracks from one playlist to another. Using the Edit button at the top, «Allow truncation» allows you to decide whether or not you agree that your Playlist has to play in its entirety, or can be interrupted by ads, podcasts etc.

## PODCASTS :

Radionomy provides several podcasts which can be integrated into your station (i.e. news, weather). If you want to add these to your station, click on the button "Radionomy Podcasts". You can access the list of podcasts that Radionomy offers. Subscribe to several podcasts by simply checking the boxes. Podcasts are managed completely independently from music programming.

*NOTE: You'll learn more about programming in the "Create Your Clocks" section below but please remember that when you schedule podcasts, the accuracy of the start time is + / - 1 minute. For example, a news update scheduled at noon could begin anywhere between 11: 59 and 12: 01. When you program a podcasts, you must choose a start time. You'll see how to do this later. Radionomy will never cut a podcast short so be sure and leave enough time for the completed segment before programming your next set.*

If you haven't already, we invite you to create your jingles boxes and voice tracks in the same way as you have been creating podcasts and playlists. Enjoy and have fun.

## FILLERS BOX

Music in the "Fillers box" will be played by RADIONOMY during ad breaks if a listener is located in an area which is not receiving ads .To create a filler box, go to the "AUDIO" and then "Fillers". As you did with the "MUSIC BOXES", create your "fillers box" naming them in the "New Box" space.

Search for fillers by clicking on "Advanced" next to the search field at the top of the page. Go to "TYPE" and select "filler". You can also choose a style and various other search options. After your choice, drag and drop them to the "filler box" that you previously created. You can also upload your own tracks by clicking the "Upload" button (be careful, the files must be 2 minutes long, no less, no more).

To activate your filler tracks, go to the planning tab and select your filler track box in lower right. Don't forget to click "save". We'll go over more about the planning tab later on.

# 4) Create your clocks

Clocks are an extremely important element in the construction, management and distribution of your radio station.

Those "clocks" that allow you to create your programming. Depending on the boxes that you just created, the clocks allow you to:

- Sequence a custom order for your music, voice tracks, podcasts, jingles, etc.
- To manage the overall structure of your programming.

To create your "CLOCKS", click on the "CLOCKS" tab at the top of the page (next to audio). Just as you did with your boxes, name the clocks which you want to create. For example, your first «clock» could program the "MORNING ", and if "MORNING" is to be scheduled only on Monday you can name it "MONDAY MORNING". Then we will create "NOON", "AFTERNOON" "EVENING" "NIGHT", "Saturday", "Sunday". You can also insert comments, which will prove

very useful like “Sunday Afternoon Summer”, or “Wednesday Evenings Cold Winter”.

Once your clocks are created, you can find them in the main panel on the left. The window looks as follows: on the left, the name of your radio and clocks created – on the right, the programming elements that will be played during that clock (for example jingles, promos, music and voice tracks).

First, we will set your “MORNING” clock. From the boxes that you have created, we will decide the order in which the content will play. The content within a box will play randomly as opposed to a playlist which will play in the order you decided. A clock will have all the content you wish at a certain time. Scheduling or planning will be covered in the next section.

See the “Available Boxes” column on the right and drag and drop them into the “Clock” column. “Music boxes” are recognizable by their icons.

You place your boxes in the order you want.

You can change the priority of the content by using the mouse. You can move your content around as you wish.

Your clock «MORNING» clock is ready. You can create all your other «clocks» in the same manner. The possibilities are endless and depending on how diverse you want your content, you can create as many clocks as you want you.

We recommend creating a minimum of 5 clocks: “MORNING”, “NOON”, “AFTERNOON”, “EVENING” and “NIGHT” clocks and THEN proceed to the next step.

## 5) Create your day templates - how to schedule

The “DAY TEMPLATES” allows you to insert clocks into the daily schedule programmed based on a 24 hour day. Note: you can also schedule playlists, podcasts, and promotion messages to air at specific times during the day or night.

You only have to determine duration of each element.

You can, for example, create a “DAY TEMPLATE” for the whole week, one for each day of the week, one for specific holidays, or for just the Christmas season. You are free to use your creativity, and your programming expertise.

To start scheduling click on the “Day Templates” tab at the top of the page. Insert the name of your first template in the dedicated space (like you did with boxes and clocks) and press “Enter”. To start we suggest you create a “Day Template” for each day of the week MONDAY, TUESDAY, WEDNESDAY etc. In the left column, you will see all the Day- Template you have created.

The “Day Templates” are built around ONLY 4 types of content you have created: clocks (containing boxes of content), specific playlists, podcasts and promos (i.e. promotional messages you created or your ads).

By clicking on a “Day Template”, you open the “programming” window, which is divided into two parts. The right side lists ALL your clocks, your playlists, podcasts and your promos. The left part is for arranging the contents based on hours of the day and night. A programming day lasts 24 hours. It begins at 5 am and ends the next morning at 5 am. NOTE: the clock is based on a 24 hour clock. So 13:00 is 1pm and so on. Click here for an easy conversion [http://www.onlineconversion.com/date\\_12-24\\_hour.htm](http://www.onlineconversion.com/date_12-24_hour.htm)

In the right column, above the “Clocks available”, is a “zoom” slide bar tool you can use to adjust the time more precisely. This allows you to be very specific or very general when arrange your programming.

Drag and drop a CLOCK you wish to integrate over onto the programming window. A window pops up and you specify the exact start and end time of this «clock». Confirm, and you'll see the Clock, its name, and its broadcast hours. You can always adjust the duration of clocks by clicking the “ ” icon. Build your program by dragging clocks, playlists, podcasts and promos in the same way. Your days are now ready to be scheduled. Your station will be online soon, the only thing left to do is define the monthly broadcasting schedule.

## 6) Create your planning

Click on the “planning” tab.

In this window are met:

- **The monthly calendar**
- **Available day templates**
- **The ad screens setup.**

To schedule your day, drag and drop a “Day Template” on the day of your choice. When the “Day Template” is positioned on the schedule, it is placed in a queue generation and displays “POOLED”. When all information is calculated by our servers, the status changes to “GENERATED” mode and is ready for distribution. Click on the word “GENERATED” to view a detailed listing of the programming scheduled to air on that day.

The ad screens setup relates to the ads which will air on your station from our ad-insertion technology. We insert 2 stops an hour for 2 minutes. If you’d like you can choose a sound file to play before and after the ad break. Here is also where you can choose the filler music which listeners will hear if advertisements are not available in their area. To validate the changes, click “Save”. By clicking on “CSV” you can download your schedule to view it in a spreadsheet.

This is also where you can set the time of the advertisements, click on “Ads” tab and choose.

## 7) Stats

Here is an overview of the Radionomy statistical tool. With it, you can find out lots of information about your listening audience.

On this first page, you will find this interactive map that gives you real-time connection to your feeds. Below you will see the top 5 by countries and players.

In the left column, you can select one or more of your stations. You then have the selected statistics and a graph for that station. You can also show a graph by two hours, 24 hours, or the past week.

By clicking “Quick Stats” view and analyze your statistics for the number of hours, the number of IP’s (internet connections) and the number of unique users. Choose the period analyzed to look at specific dates.

If you have more than one station, you also have the option of making a comparative study of several stations at once.

Also, if you wish, export these tables by clicking on «EXPORT». You can also refine your search by selecting a specific country and or player.

You can analyze the stats for a single station by clicking on “country”.

Move your mice over each country, and you’ll see the number of hours broadcasted by country. By clicking in on the upper right corner of this window, choose the information you want. The bottom of the window shows the details by country as well as the three major rankings by country. You can further refine your stats by clicking on a country name and visualizing its regions.

The “Player” section offers the same valuable information to establish the precise statistics of the software used to listen to your station.

And now the “REFER” section which shows where your listeners are finding your station on the web. Remember that for each section, you can compare several of your stations if you have more than one.

