

Airtime Pro User Manual (v. July 2020)

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What is Airtime Pro?

Welcome to Airtime Pro!

Airtime Pro is a hosted version of our award-winning, open-source radio automation software. Airtime Pro lets you build and program your own radio station. Upload audio tracks to your dedicated cloud library, program shows and then schedule shows or live slots into your Airtime calendar. Airtime Pro also has automation features, and access for multiple DJs. Airtime Pro can be used to stream audio over the web, via a terrestrial transmitter, or digital broadcasting.

Airtime Pro has a full range of features to meet all of your radio station's needs including stream analytics and playout history logs.

Note that Airtime Pro is not responsible for providing rights to stream copyrighted content. You are responsible for obtaining any music licensing that is required for your region. You must arrange for your own stream licensing if you are airing copyrighted content.

You can read more about Airtime Pro and sign up for your free trial here:

<https://www.airtime.pro/>

You will find this entire manual broken up on our help desk here:

<https://sourcefabricberlin.zendesk.com/hc/en-us/categories/200396575-Airtime-Pro>

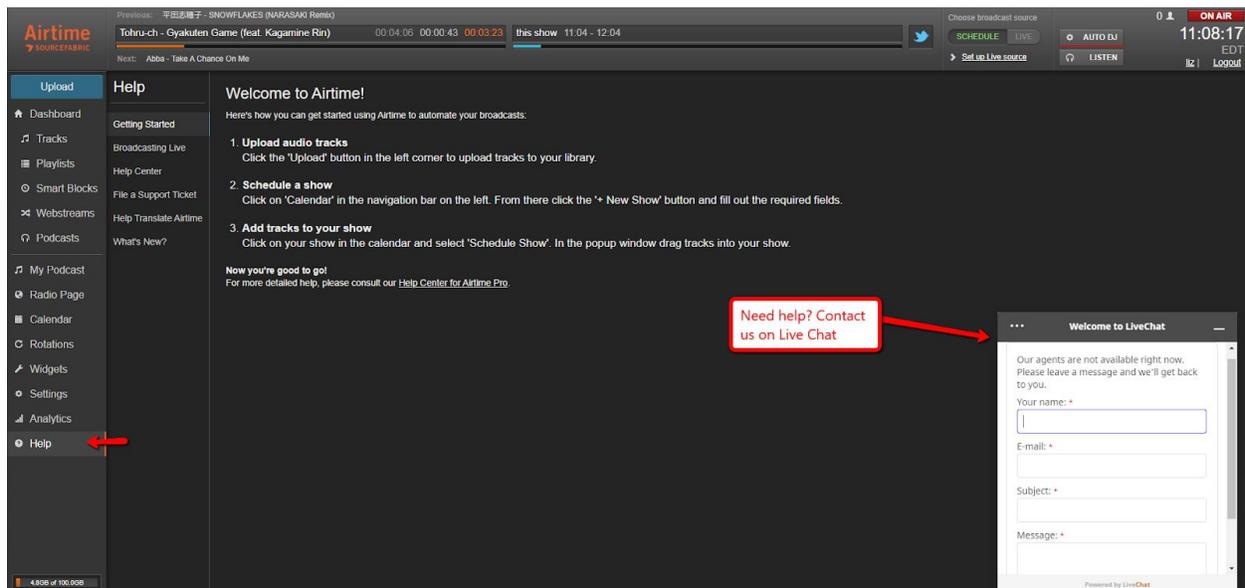
The Airtime documentation is undergoing constant revision and the screenshots might not represent the most current version of the software. If you find errors, inconsistencies or have general feedback, please let us know by sending us an e-mail: contact@sourcefabric.org

Airtime Pro Quick Start Guide

After you sign up for your Airtime Pro account (or free trial), you will receive an email letting you know that your Airtime station is ready. Once you receive that email, you can log in at your chosen domain address (the website from which you can log in will be your chosen domain name + .airtime.pro/login , for example if your chosen domain was “amazingradio”: *amazingradio.airtime.pro/login*). **Choose your station domain name carefully because once your station is set up, the name cannot be changed.**

Once you are logged in, you can begin adding tracks, programming radio content, and managing your DJs.

This chapter walks you through the basics of that process. You will find more detailed instructions in the subsequent chapters of this manual.

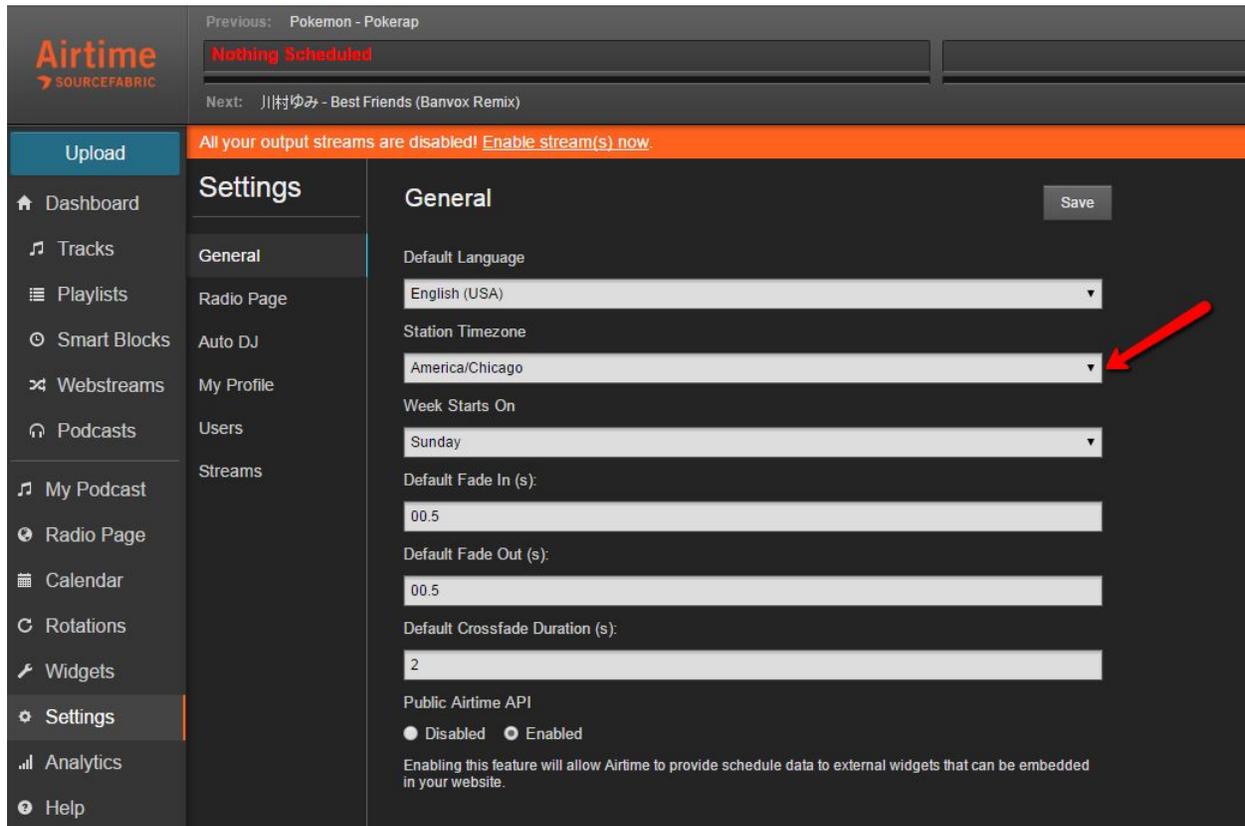


If you have any questions or concerns you can always ask our support team for a little help either in the live chat window located in the bottom corner of Airtime Help tab or emailing us at help@sourcefabric.org . You will find greater details of many of these steps in later sections of the manual.

Step 1: Set up your station timezone

You will need to set the station timezone from the Settings menu before you can start programming your content. This is the timezone that will be default for your station and new DJs. It will also be the timezone that your schedule shows on your Radio Page. Click on the

Settings tab on the left side of the Airtime interface and in the Settings pane scroll down until you see the **Station Timezone** setting.



Select your desired timezone, then click the 'Save' button.

Step 2: Set up the interface (user) timezone and user details

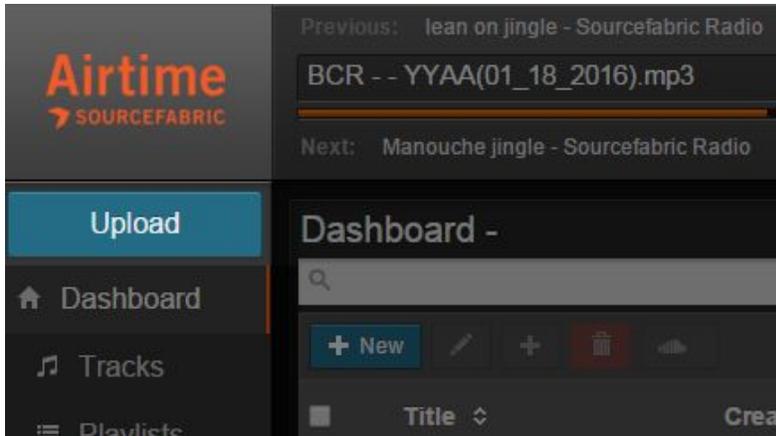
Any user, either admin or DJ, will want to set up a few details about themselves. Your interface (user) timezone effects how you view your schedule your station. Even if your station is set to a timezone other than where you are located, it's possible to program your content and view the calendar in your local timezone.

The screenshot shows the Airtime web interface. At the top, it displays 'Previous: Pokemon - Pokerap' and 'Next: 川村ゆみ - Best Friends (Banvox Remix)'. A red banner indicates 'Nothing Scheduled' and 'All your output streams are disabled! Enable stream(s) now.' The left sidebar contains navigation options: Upload, Dashboard, Tracks, Playlists, Smart Blocks, Webstreams, Podcasts, My Podcast, Radio Page, Calendar, Rotations, Widgets, Settings (highlighted), Analytics, and Help. The main content area is divided into 'Settings' and 'My Profile'. The 'My Profile' section includes fields for Username (liz), Password (masked), Verify Password (masked), Firstname (Liz), Lastname (LRLR), Email (fake@fake.com), Mobile Phone, Skype, and Jabber. It also features dropdown menus for Language (English (USA)) and Interface Timezone (Use station default), with a red arrow pointing to the latter. A 'Save' button is located at the bottom right of the profile section.

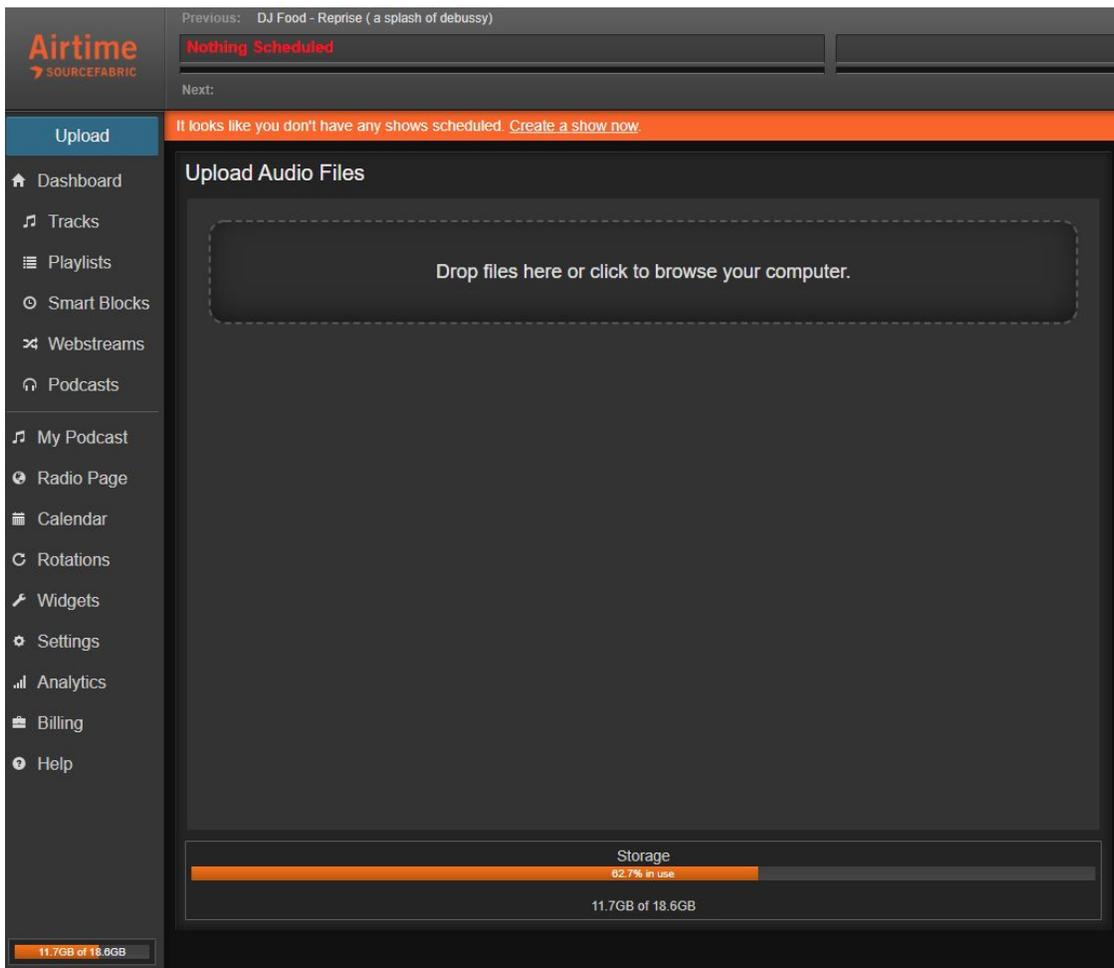
Start by clicking on the **Settings tab**, then click **My Profile**. You'll see **Interface Timezone** as the last drop-down menu. Select the timezone you'd prefer and click **Save**.

Step 3: Upload your media

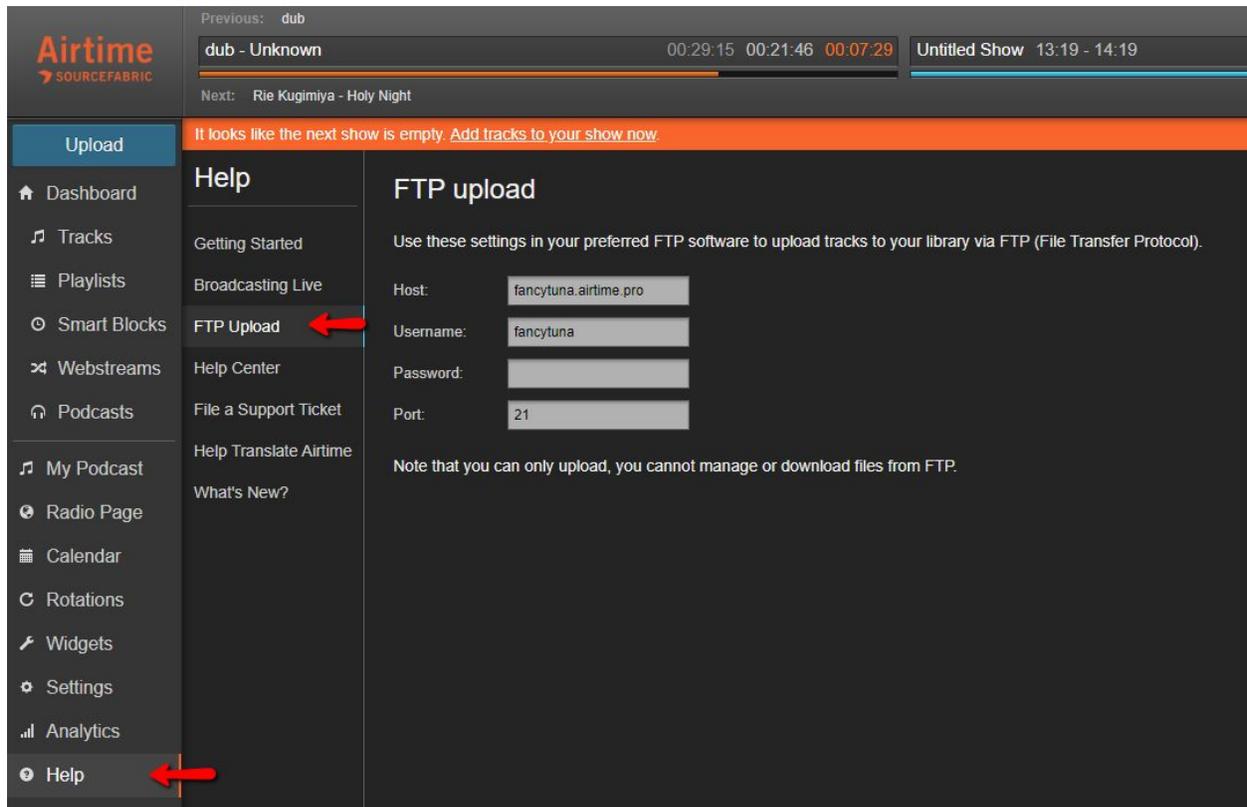
Before you can create shows, you will need to add media to your Airtime library.



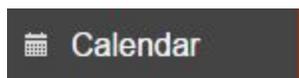
Click the blue **Upload** button on the left side of the Airtime Pro interface. You can either click on the upload area to select files from your computer, or drag and drop the files into the box shown below.



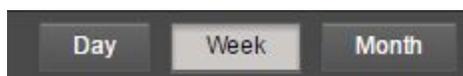
Alternatively, you can upload larger batches of media via FTP (File Transfer Protocol). Airtime users (excluding Guests) can find the FTP connection details by selecting *Help > FTP Upload* from the Airtime menu.



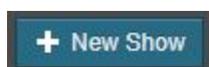
Step 4: Schedule your first show



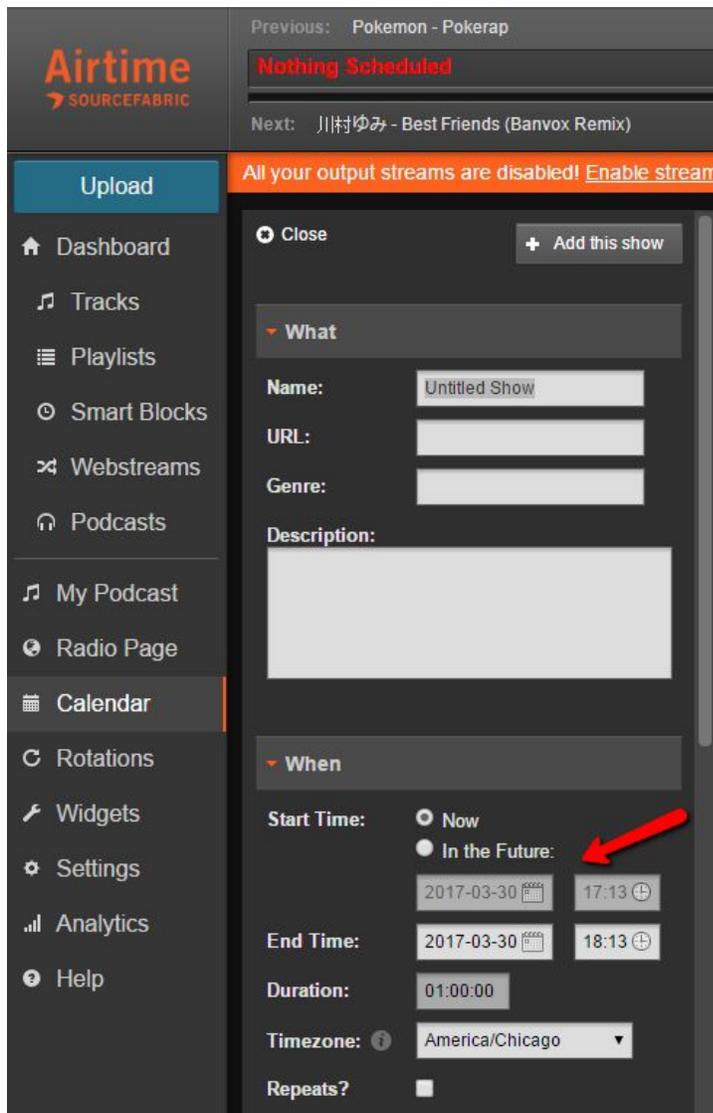
Now that you have media in your Airtime library, you can begin to schedule your first show. Click on the **Calendar tab** in the navigation bar on the left side of the Airtime interface.



Start by using the **week view**, since there isn't anything in the calendar. As you schedule more content, the daily and monthly schedules will be more useful.



On the Calendar page, click on the day you want to schedule your show or click on the '+New Show' button. This will open a pane on the left side of your screen with a series of details about your new show.



Name the show and **select a time** for it to be scheduled. For the purpose of this tutorial, we suggest you create a show that is one hour long. After you are finished filling in all the details, click the '+Add this show' button.

At first, your newly scheduled show will be empty, (Unless you assign a rotation to it. You can read about that in later chapters of this manual).

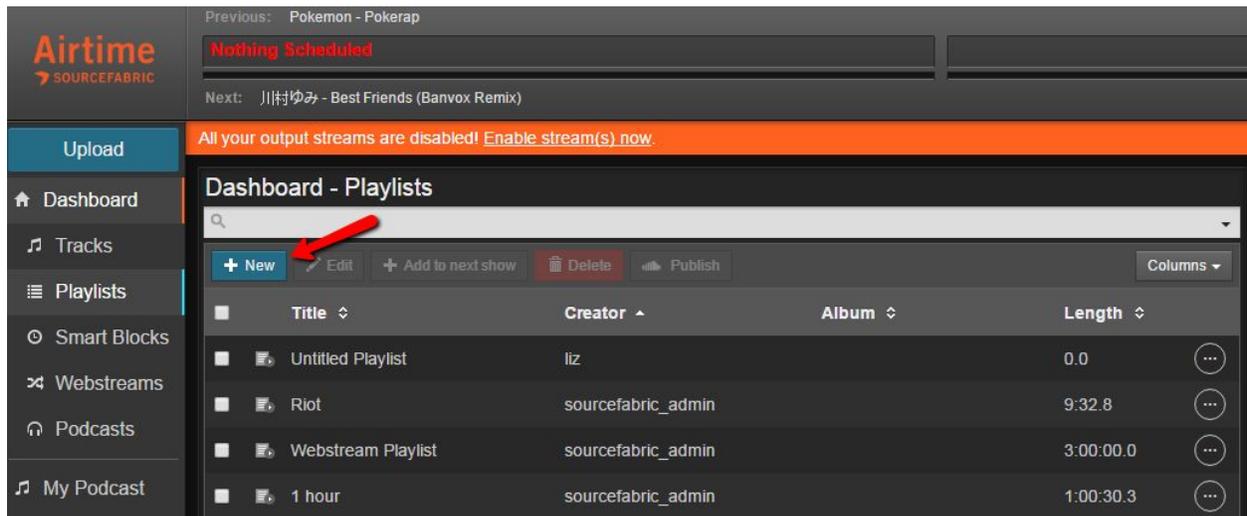
In the following steps, you will learn how to add content to your show.

Please note that this is a very basic way to schedule a show and the Airtime scheduler can do much more complex things. See other sections of this manual, or read more about it on the [Help Desk](#).

Step 5: Create your first Playlist

Creating Playlists in Airtime is valuable because you have the option to reuse the same structure for multiple shows.

First click on the **Playlist tab** on the right side navigation menu. Click on the blue '+New' button.

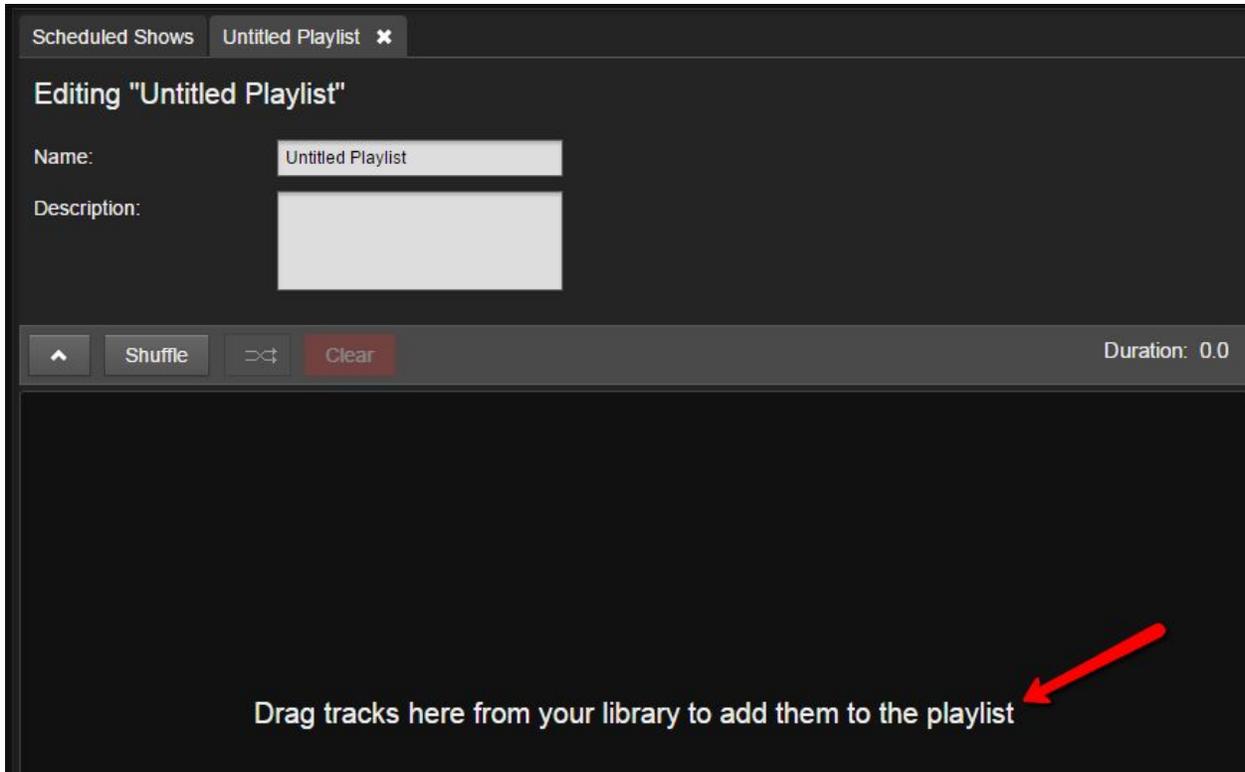


The screenshot shows the Airtime interface. At the top, it displays 'Previous: Pokemon - Pokerap' and 'Next: 川村ゆみ - Best Friends (Banvox Remix)'. Below this, a red banner states 'Nothing Scheduled' and 'All your output streams are disabled! Enable stream(s) now.' The main content area is titled 'Dashboard - Playlists' and features a search bar and a '+ New' button highlighted with a red arrow. Below the search bar is a table of playlists:

Title	Creator	Album	Length
Untitled Playlist	liz		0.0
Riot	sourcefabric_admin		9:32.8
Webstream Playlist	sourcefabric_admin		3:00:00.0
1 hour	sourcefabric_admin		1:00:30.3

You'll now have a new Playlist on the right side of the screen. You can name the Playlist and write a description for it as well. Once you have the Playlist named, you can drag and drop media from your tracks dashboard on the left into the Playlist on the right.

For the purpose of this tutorial, we suggest that you create a Playlist that is approximately one hour long. You will be about to see the duration change as you add tracks in the Playlist window.

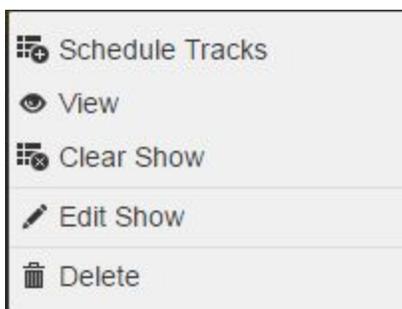


When you're happy with your Playlist, click **Save**.

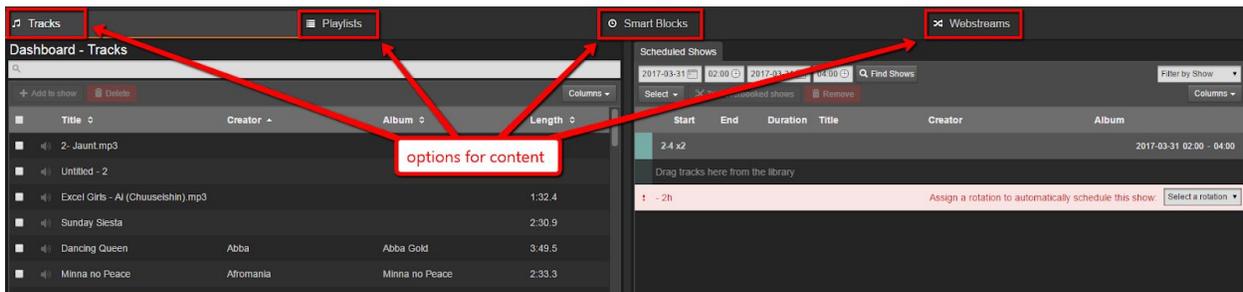
You can now schedule this Playlist for any show and continue to reuse it, or modify it in the future. For a more in depth look at Playlists and scheduling Smart Blocks and Webstreams, refer to the other sections of this manual or take a look on the [Help Desk](#).

Step 6: Add content to your show

To add content to the show you've created, click the **Calendar tab**. You should see your show displayed in the Calendar at the scheduled time.



When you click on your show, a series of options will appear. Click the **Schedule Tracks** option.



This will open a list of tracks that you've uploaded. Along the top of this window, you will see tabs for Tracks, Playlists, Smart Blocks and Webstreams.

Find the Playlist you made in the previous step by searching or scrolling through the Playlist tab of your library and drag it to the right side into your empty show, you can also highlight and drag individual tracks. In this step, you have the option to trim your Playlist, or add more tracks to fill the length of your show.

You can preview a Track or Playlist by clicking on the icon to the right of the checkboxes.

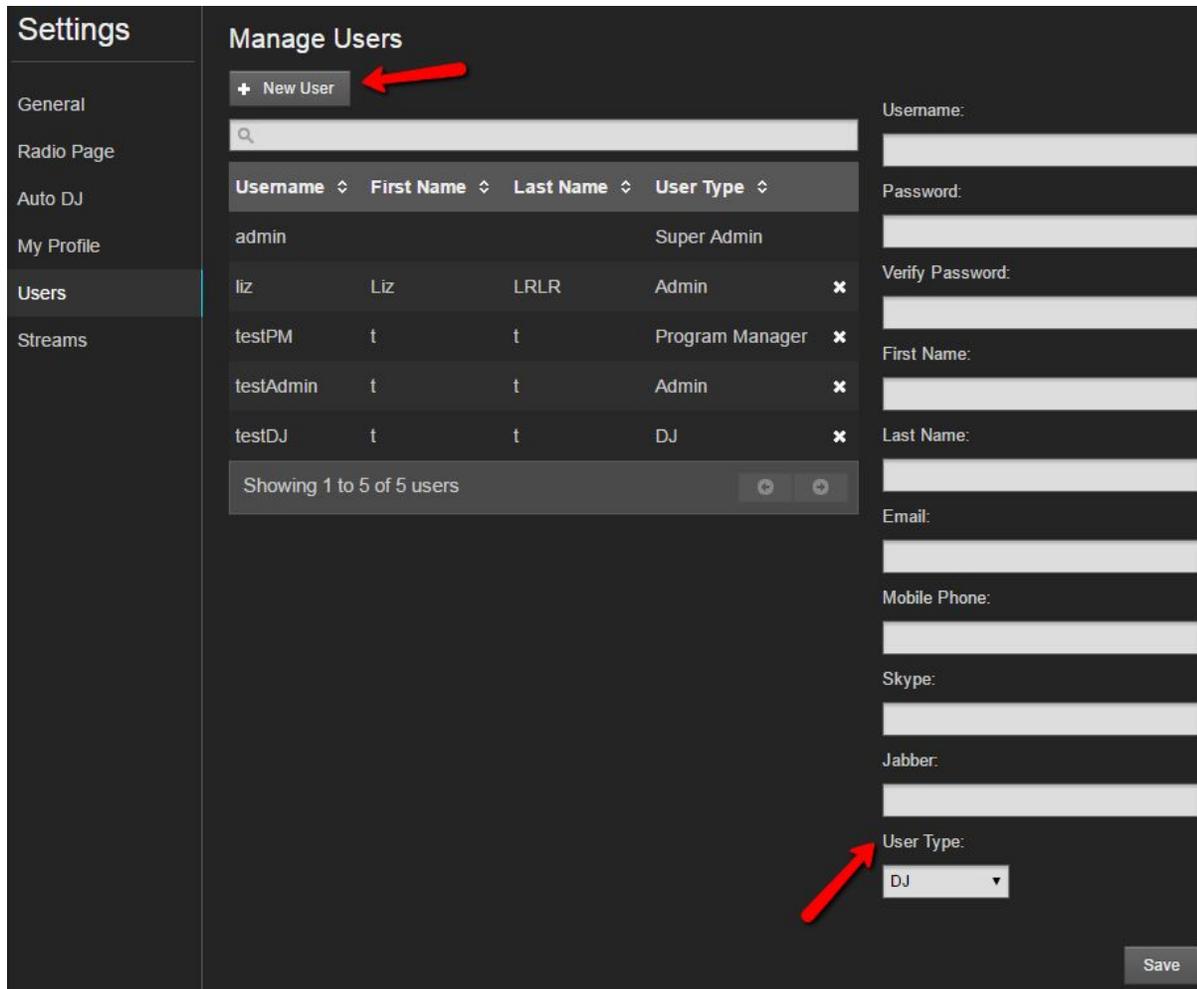
You've now scheduled your first show!

Step 7: Adding another DJ

Programming and running an entire station by yourself can be daunting. If you're planning to work with other contributors, you'll need to add them as a DJ or a Program Manager.

A DJ can upload content but can only add content to their assigned shows.

A Program Manager can create/delete/edit shows and assign DJs to them, but Program Managers won't have access to the Billing menu.



Click Settings and select Users from the menu to open the Manage Users screen. Click the '+New User' button and fill in Username, Password and email, on the right hand side. Set the User Type to DJ and then click the 'Save' button. This user will now be able to upload music and schedule tracks / Playlists to shows you've assigned to them in the Calendar tab.

For more information on adding users and their permissions, refer to other sections of this Help Desk.

Step 8: Turn on AutoDJ

It's a good idea to turn on the AutoDJ to make sure that your listeners don't encounter silence when they tune in to your station. You can do this by selecting *Settings > AutoDJ* from the Airtime menu. We recommend using AutoDJ shows of 2 hours in length. You can read more about AutoDJ settings [here](#).

Step 9: Share your station's stream URL



To preview what your Radio Page will look like for your listeners, click the **Radio Page** tab on the left side of the Airtime interface.

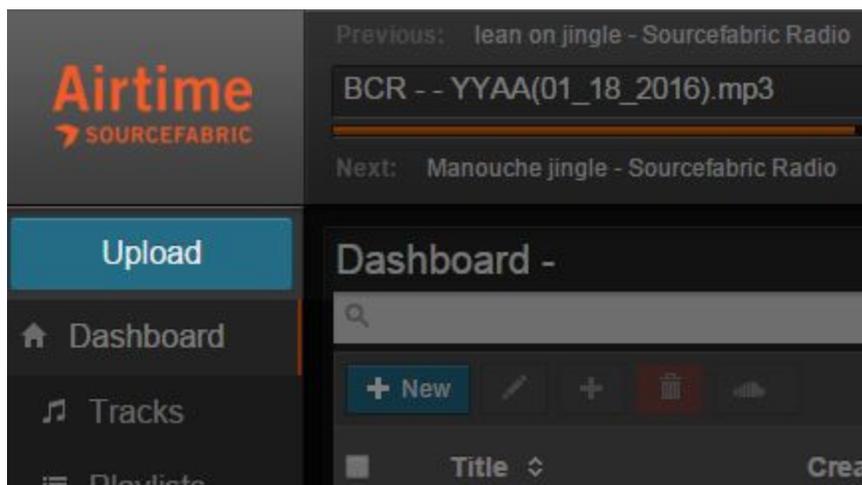


Once there, you can copy the URL from your browser navigation bar and share it with your listeners however you like.

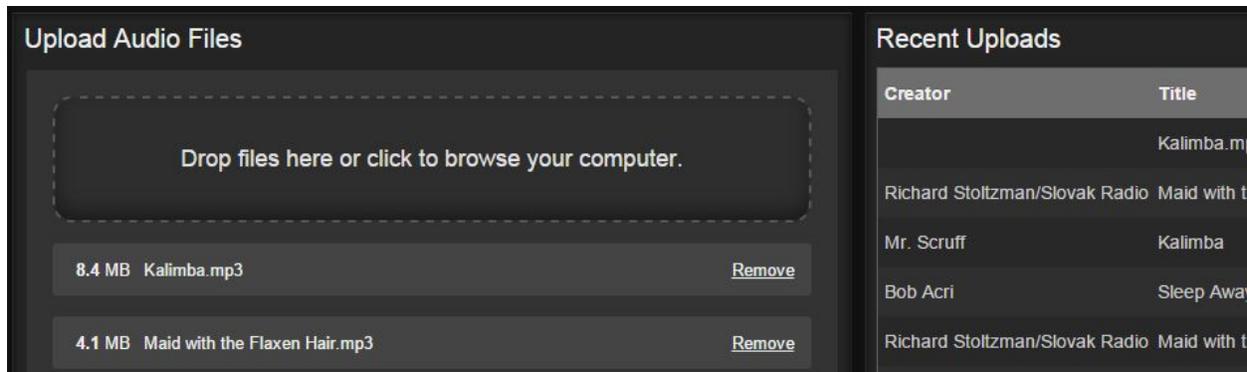
Building your Airtime Library

Before you schedule shows, you should build your Airtime Library. The number of tracks that you can upload to your Airtime Library will depend on your Airtime Pro package.

Add new tracks to your Airtime library by clicking the blue *'Upload'* button just below the Airtime logo in the top right of the interface.



Once you click the 'Upload' button, you are able to drag and drop the desired files from a folder on your computer into the Airtime upload window. Alternatively, click within the dotted line to open a window to navigate to the files on your computer.

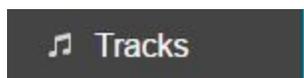


Airtime Pro supports the following audio formats for uploading: MP3, MP2, Ogg Vorbis, FLAC, AAC, and 16-bit mono and stereo PCM WAVE (integer) audio formats.

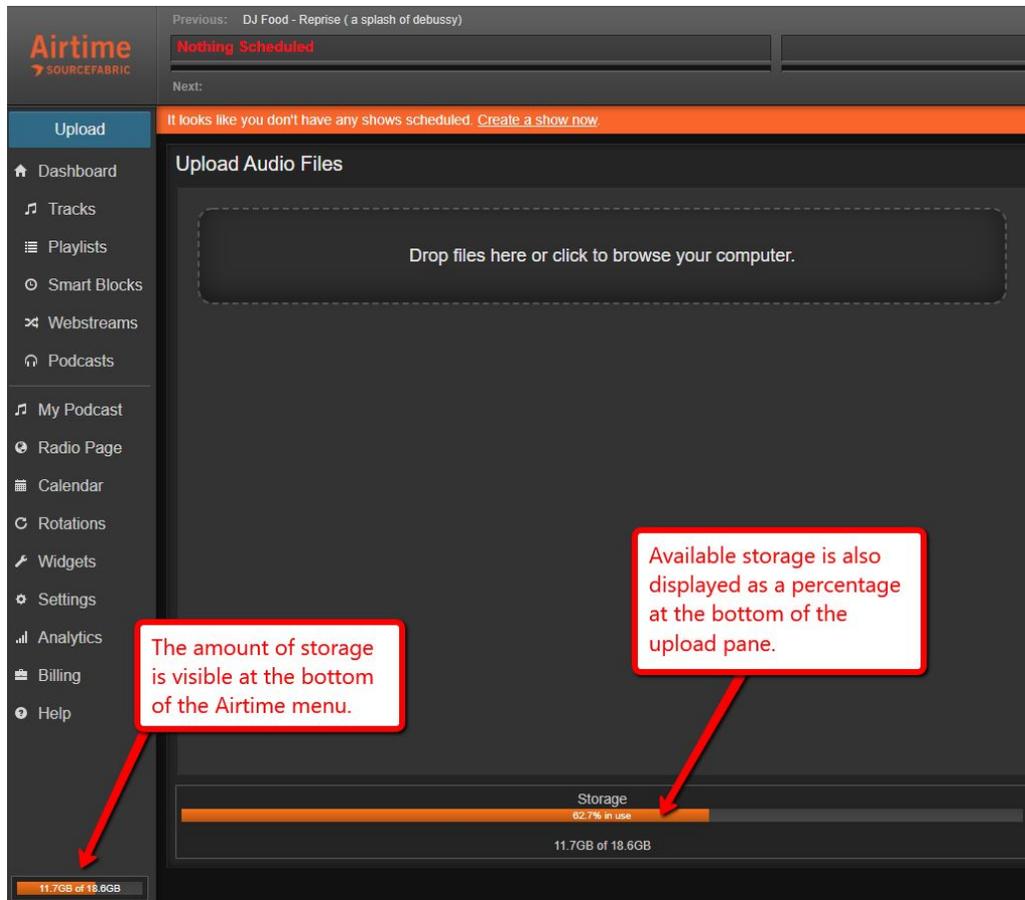
After selecting the desired media, the tracks will begin to upload automatically. If you accidentally selected the wrong files, click 'Remove' to beside the filename to purge those songs from the list of uploading tracks. If you leave the page while a file is uploading, the uploads will be cancelled.

The uploaded songs are now part of your Airtime library and are available to be included in your broadcasts and shows.

Tracks



The tracks that you've uploaded form your Airtime library. The amount of tracks that you are able to upload will depend on your Airtime Pro package. You can view the amount of available storage at the bottom left of the Airtime interface and at the bottom of the upload pane, as shown below:

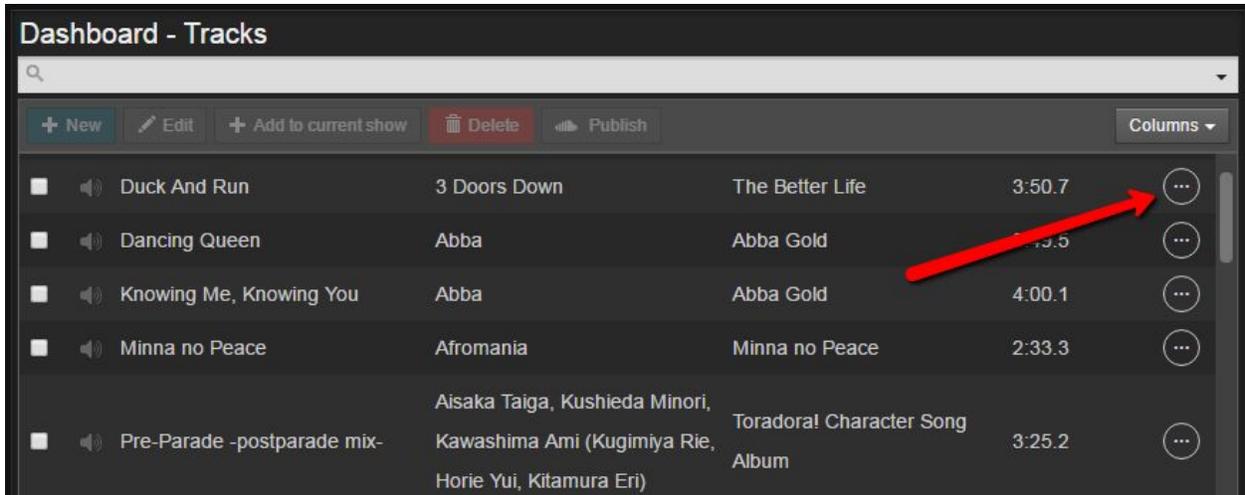


Search for tracks in your library by selecting the *Tracks* tab from the menu on the left of the Airtime interface. Your searches become more efficient the more complete the metadata is for your tracks.

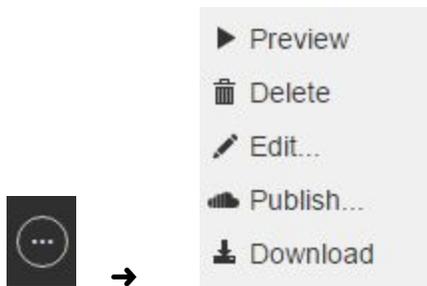
This section includes information on how to add metadata to your tracks and how to search for tracks in your library. Note that your tracks do not necessarily need to be music. You can also upload spoken word tracks, interviews, storytelling, news, or recordings of your live talk shows.

Adding Metadata to Tracks

Having accurate metadata (artist, title, album year, etc.) is not only important for royalty reporting, but also for your listeners to be able to identify the tracks that they are listening to when they tune in to your station. Accurate metadata is also important if you plan on using Airtime Pro's built-in Twitter feature, or submitting your station to online radio directories such as TuneIn, for example.



You can edit track information by clicking the Action Menu (the round icon with the three dots) on the right side of the Tracks window.



Clicking on this icon and selecting *Edit* from the pop-up menu will open a tab in the adjacent window that allows you to fill in more information about the uploaded tracks. Filling in complete metadata for your uploaded tracks will make your Airtime-internal track searches more accurate. This metadata is also used in the Rotations, Smart Block and AutoDJ features. Filling in the complete metadata ensures fewer playout errors.

Once you have entered all the metadata, remember to scroll down to the bottom of the editing fields to click the 'Save' button.

Scheduled Shows Sleep Away - M... x

Editing "Sleep Away"

Title: Sleep Away

Creator: Bob Acri

Album: Bob Acri

Description:

Track Number: 3

Genre: Jazz

Year: 2004

Label:

Composer: Robert R. Acri

Conductor:

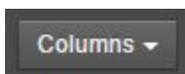
Mood:

BPM:

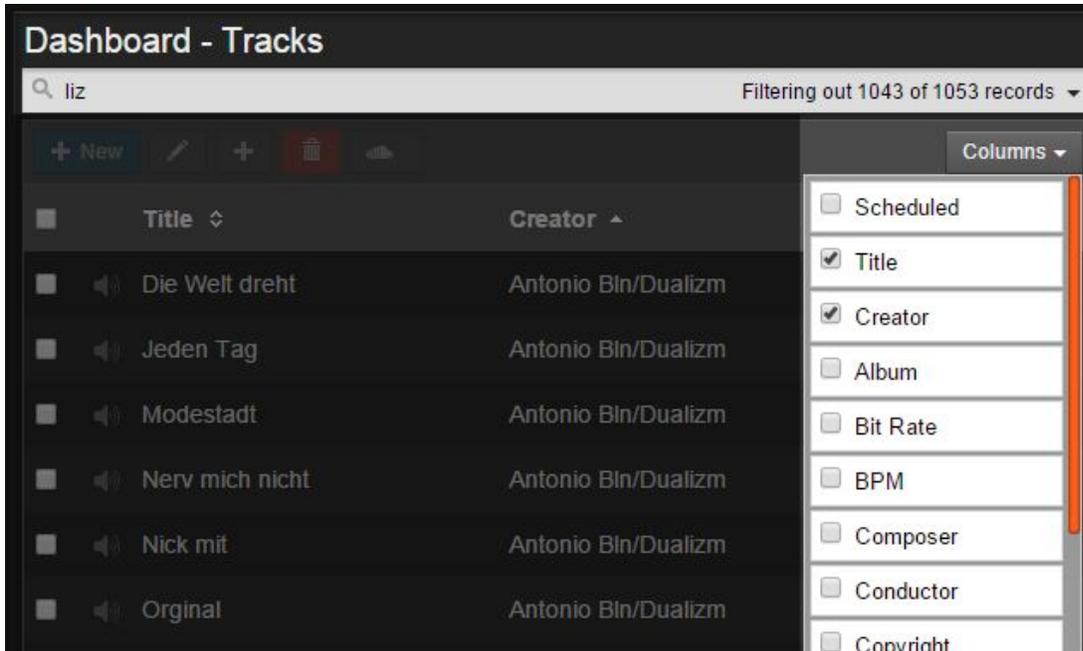
Once you have filled in your track metadata, you can more easily search the tracks by typing information into the search bar at the top of the *Tracks* pane.

Navigating the Tracks tab

At the top of the tracks pane, below the search bar, you will see a *Columns* drop-down menu.



The *Columns* drop-down menu in the top-right corner of the Tracks pane allows you to change which information is displayed in the Tracks pane.



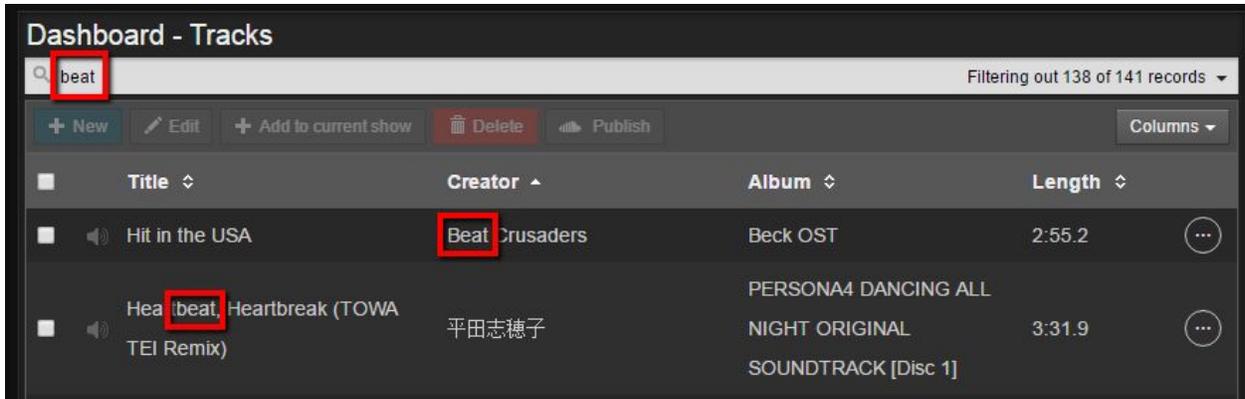
When you click on *Columns*, a drop-down menu pops up listing the possible column categories to display. Check off the boxes corresponding with the categories you would like to display and click outside of the drop-down menu to close the menu.



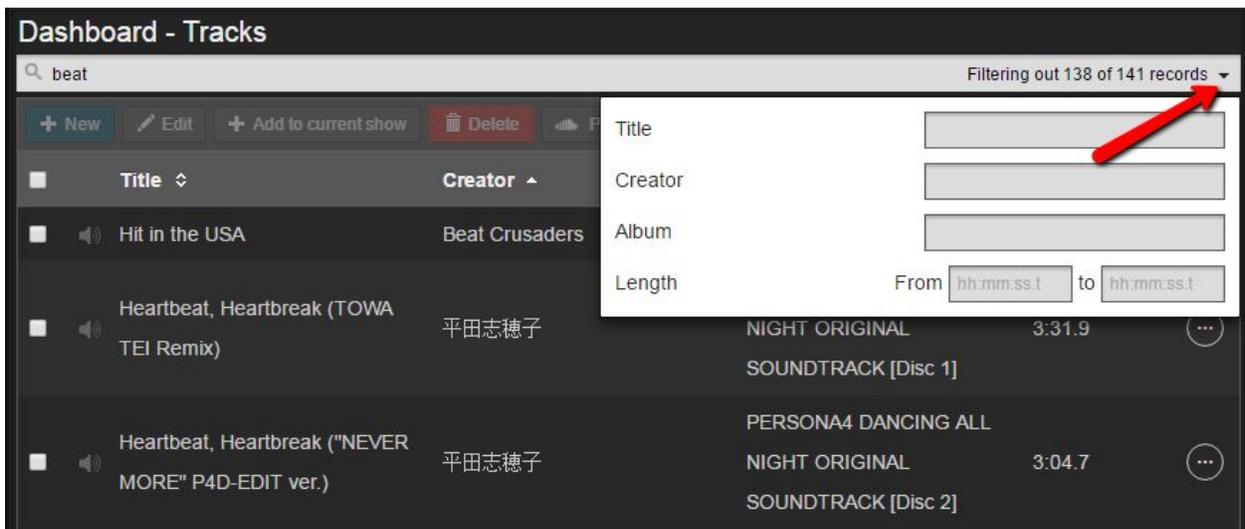
At the bottom of the Tracks pane, you can adjust the number of tracks displayed per page using the drop-down Show menu. You can skip backwards and forwards through the pages using the arrows in the bottom right.

Searching for Tracks in your Library

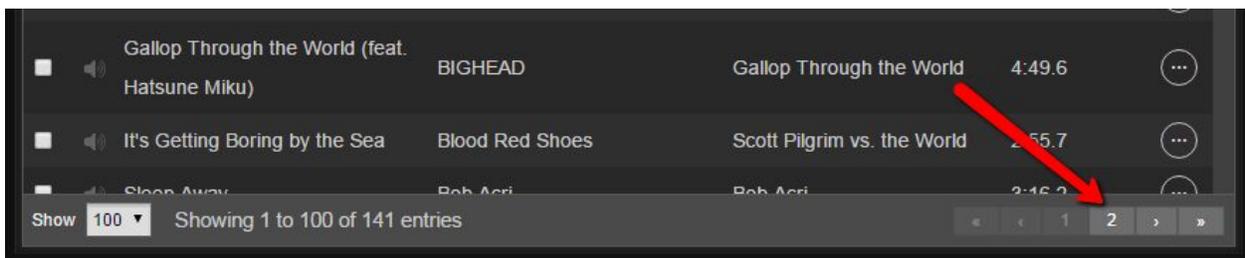
Search for Tracks in your Airtime library using the search bar at the top of the *Tracks* pane.



Typing a word into the search bar in the *Tracks* pane will display all tracks that contain that word in either the title, creator or album field.

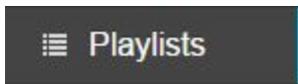


Perform a more advanced search by clicking on the down arrow on the right side of the search bar. In the pop-up window, you can specifically search by title, creator, album or length.

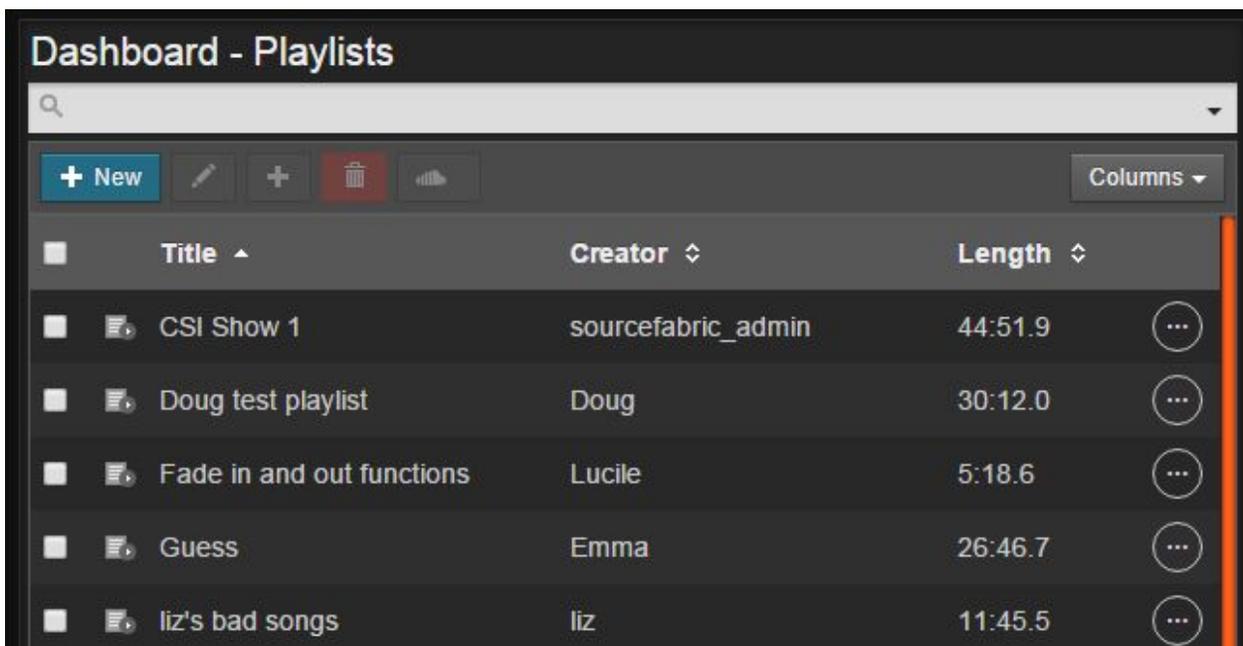


If your search criteria is vague, the search results could appear on more than one page within the *Tracks* window. Be sure to check the number of pages and entries per page at the bottom of the *Tracks* window to see if there are more entries on the next page.

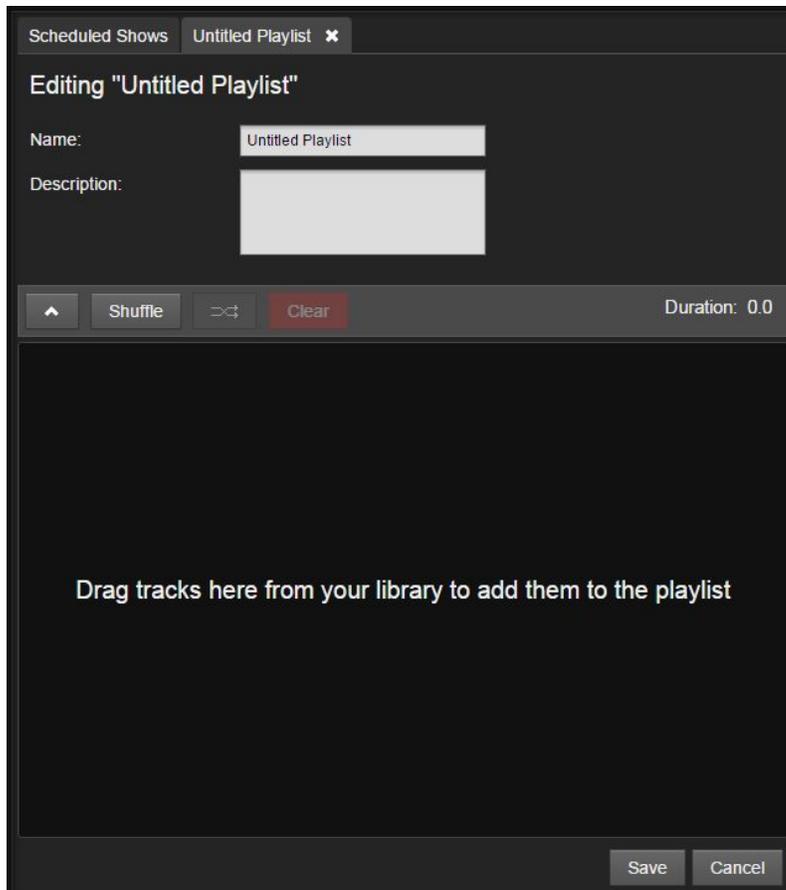
Playlists



The *Playlists* tab is located in the main Airtime menu, on the left side of the Airtime interface. The Playlists function allows you to group songs together for use in your shows. Playlist are just one of the tools that you can use to fill your shows with content.

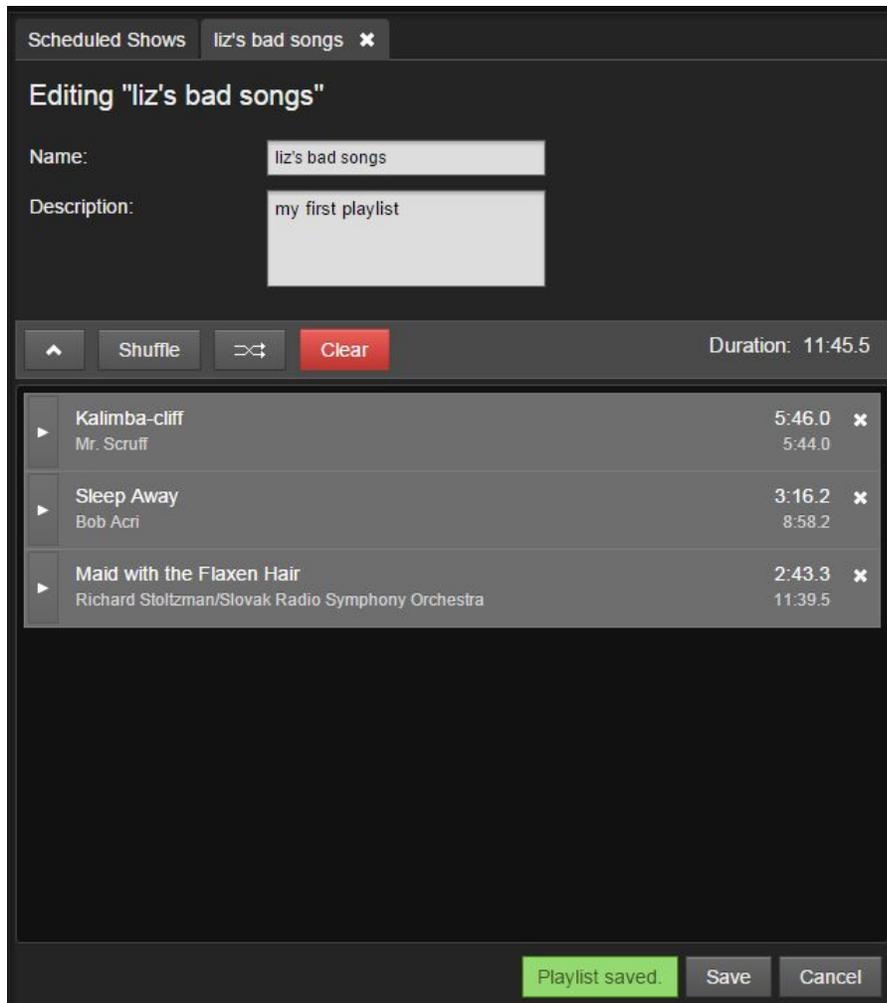


To begin making a Playlist click the blue '+New' button to open a new pane.



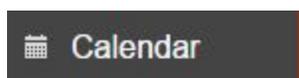
In the new pane that you've just opened, name your Playlist and provide a description. The description in this section is Airtime-internal and it won't be visible to your listeners. Click the Tracks tab and search for songs to add to your Playlist. To add a track to your Playlist, drag it from the Tracks pane on the left to the Playlist pane on the right. Clicking on the 'Shuffle' button will rearrange the songs that you have already added to your Playlist.

When you have added all the desired songs to your playlist, don't forget to click the 'Save' button at the bottom of the Playlist window. A green notification will appear beside the 'Save' button to let you know that your Playlist has saved successfully.



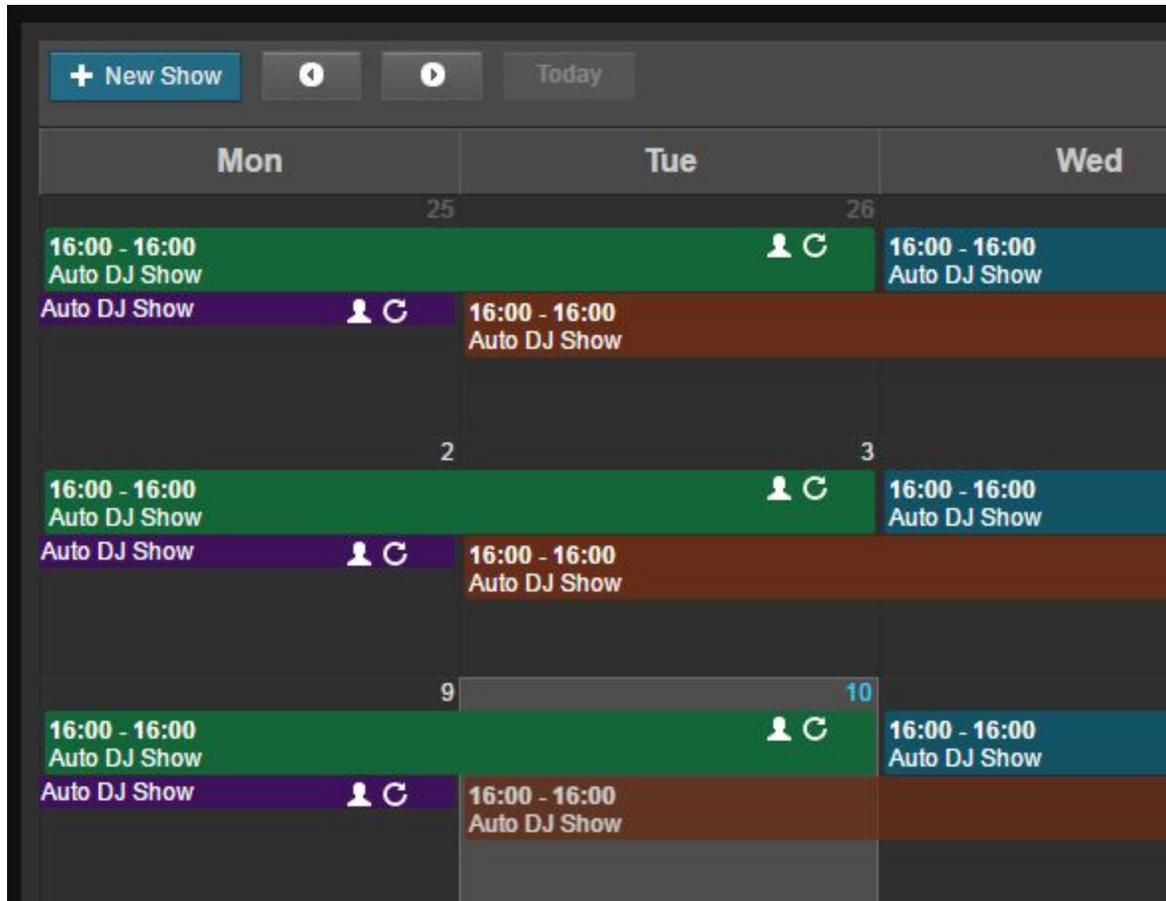
Continue editing your Playlist at a later date, by searching for it in the *Playlists* tab. Enter the name of the Playlist that you wish to edit in the search bar. The Playlist window will list the search results, from which you can select the Playlist you want to edit. By clicking the *edit* button (the pencil icon) directly beside the blue '+New' button the selected Playlist will open and enable you to add or remove tracks, as well as edit the Playlist name or description.

Calendar and Show Scheduling



The Airtime Calendar is accessible from the Airtime main menu by clicking on the *Calendar* tab. The *Calendar* tab is where you can **create and schedule new shows**. Only users with the User Type of Program Manager or Admin have the permissions to create new shows.

Navigating the Calendar tab



You can navigate backwards or forwards in time in your Calendar using the left and right arrows beside the '+New Show' button at the top of the Calendar pane.



It is possible to change the view in your Calendar window between daily, weekly and monthly views. Click the 'Day', 'Week' or 'Month' buttons in the top-right corner of the *Calendar* pane.

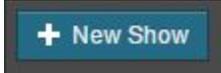


If you view your schedule in a single Day view, you can change the time block display of the Calendar. By default, the day is broken down into 30 minute time slots, but you can change the slots using the drop-down menu below the '+New Show' button to obtain a more or less detailed view.



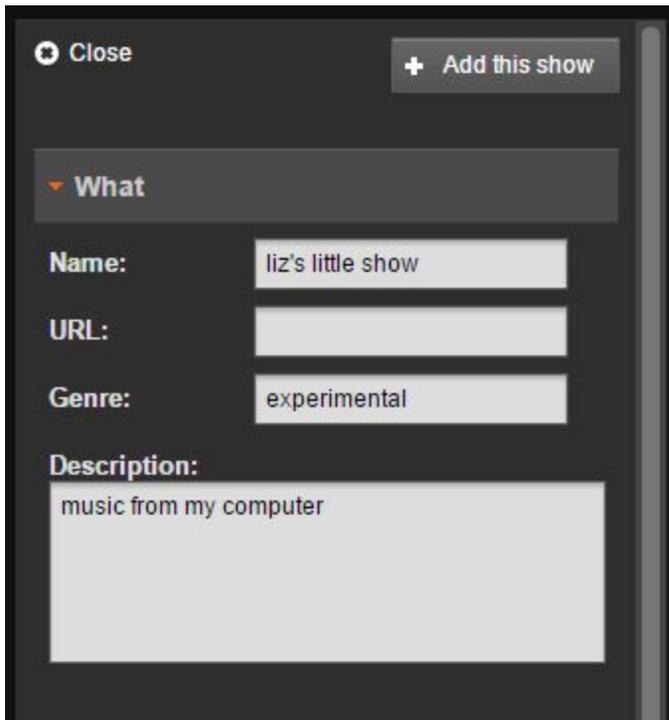
If you navigate away from the current week or month, you can click the 'Today' button at the top of the window to return to a view that contains your schedule for the next 24 hours.

Creating a new show



To add a new show to your Calendar, click the blue '+New Show' button in the top-right corner of the Calendar pane. This will open a tab to the left of the Calendar pane where you can input information for your new show.

What section



The image shows a dark-themed user interface for adding a radio show. At the top left is a 'Close' button with a circular arrow icon. At the top right is a '+ Add this show' button. Below these is a section header 'What' with a downward-pointing arrow. Underneath are four input fields: 'Name:' with the text 'liz's little show', 'URL:' which is empty, 'Genre:' with the text 'experimental', and 'Description:' with the text 'music from my computer'.

Under the *What* section, enter a name for your show. You can optionally add an associated website, genre and description for the show in the text boxes provided. It's possible to create the show without filling in the URL, genre and description fields. The website and show genre do not automatically appear on your Radio Page, but it's possible to extract the data from the API for use on your personal website. **The Show Name and Description will appear on your Radio Page automatically.**

When Section

The 'When' section is a dark-themed panel with a title bar containing a dropdown arrow and the word 'When'. It contains several fields: 'Start Time' with radio buttons for 'Now' and 'In the Future', and two input boxes for date and time (2016-05-16 and 18:36); 'End Time' with similar date and time input boxes (2016-05-16 and 19:36); 'Duration' with a text box showing '01h 00m'; 'Timezone' with an info icon and a dropdown menu set to 'Europe/London'; 'Repeats?' with a checked checkbox; 'Link' with an info icon and a small square; 'Repeat Type' with a dropdown menu set to 'weekly'; 'Select Days:' with checkboxes for Sun, Mon (checked), Tue, Wed, Thu, and Fri; 'Date End:' with a checked checkbox; and 'No End?' with a checked checkbox.

The *When* section of the New Show window allows you to choose the time that your show will air. You can choose a date from the calendar or type in the text box manually. The Duration will update automatically when the Start Time and End Time are entered. You cannot edit the duration directly.

This close-up shows the 'End Time' field. The label 'End Time:' is on the left. To its right are two input boxes. The top box contains '2016-05-16' and a calendar icon. The bottom box contains '12:15' and a plus icon. The entire input area is highlighted with a red background, indicating an error where the end time is before the start time.

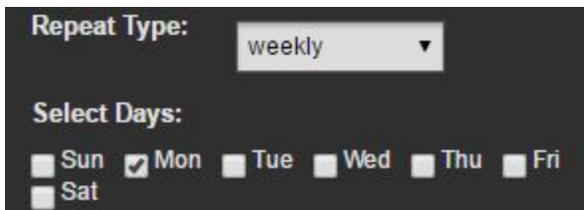
If you accidentally enter an End Time that occurs before the Start Time of your show, the text boxes of the End Time will turn red. The timezone is set to the station timezone by your default settings. While you can change the timezone for ease of planning, all shows are scheduled in UTC (Coordinated Universal Time).



If you accidentally attempt to schedule a show that overlaps with a show that has already been created, you will get an error message above the Timezone drop-down menu informing you that your show cannot be created.

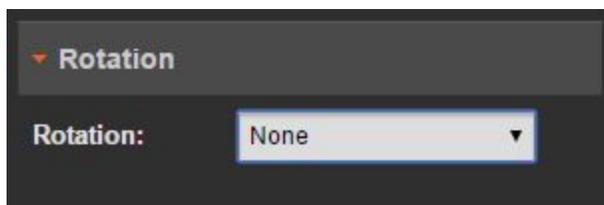


Selecting the 'Link' checkbox will ensure that media items (Tracks, Playlists, Smart Blocks, etc.) placed in the show that you are creating will also repeat in all the other instances of that show. You create other instances of the same show by clicking on the Repeats checkbox. You can read more about linked shows [here](#). When the 'Link' checkbox is selected any content changes made to an upcoming instance of the show will be repeated in all of its upcoming repeats.



If you would like the show you are creating to repeat daily, weekly or monthly, clicking on the Repeats checkbox will open up options to select how often you would like your show to repeat. You can select options like weekly, bi-weekly or monthly from the drop-down menu. If you would like a show to repeat daily, check the weekly box and then choose the days of the week that you would like it to repeat using the Select Days checkboxes. **It is not possible to have the same show repeat multiple times in a single day without creating more than one instance and filling it with the same content.**

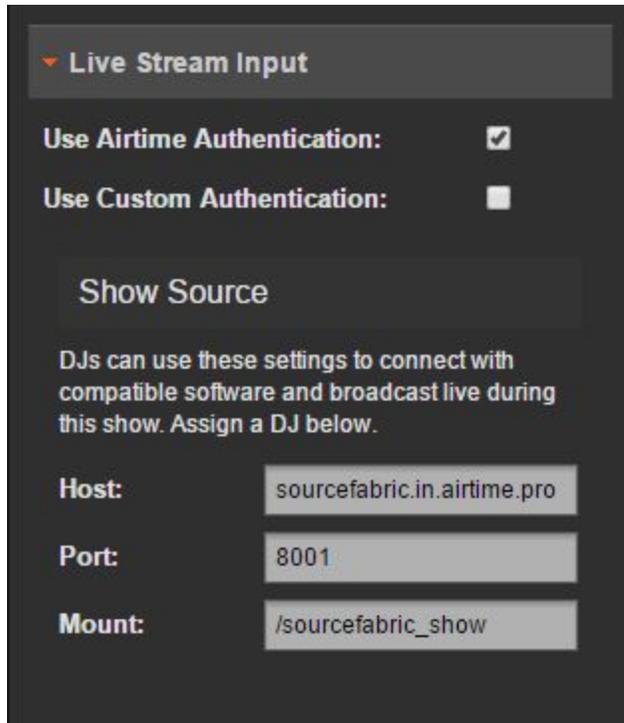
Rotations in Show Creation



The next section in the New Show tab is for Rotations. If you would like to fill the show using a Rotation, you must first create a Rotation in the Rotations tab in the Airtime main menu.

A Rotation is a set of criteria or list of tracks that Airtime can use to automatically generate show content. You can read about how to create a Rotation [here](#). Once you have created a Rotation, you can enable it here, and select your desired Rotation drop-down menu. If you set the drop-down selection to 'None', you can fill your show with Tracks, Playlists, Podcasts, Webstreams, or Smart Blocks.

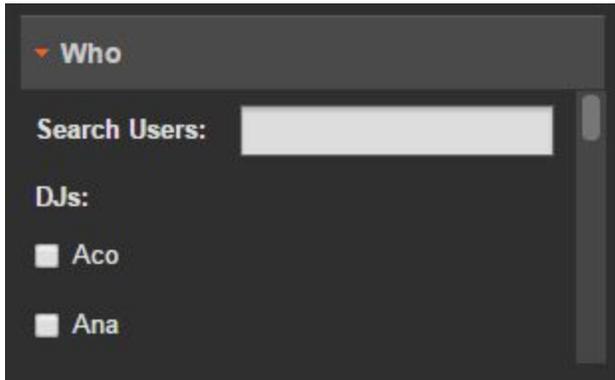
Live Stream Input Section



The screenshot shows a dark-themed interface for the 'Live Stream Input' section. At the top, there is a header 'Live Stream Input' with a downward arrow. Below this, there are two toggle options: 'Use Airtime Authentication:' with a checked checkbox, and 'Use Custom Authentication:' with an unchecked checkbox. Underneath, the section is titled 'Show Source' and includes a descriptive paragraph: 'DJs can use these settings to connect with compatible software and broadcast live during this show. Assign a DJ below.' Below the text are three input fields: 'Host:' with the value 'sourcefabric.in.airtime.pro', 'Port:' with the value '8001', and 'Mount:' with the value '/sourcefabric_show'.

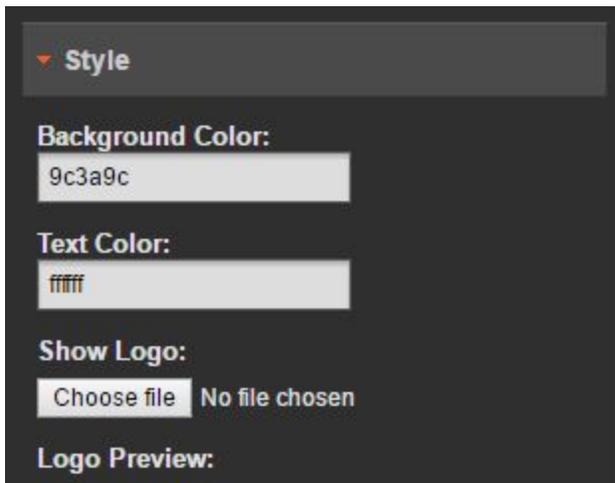
The next section of the new show pane is for Live Stream Input. If you intend to use the show you're creating for live streaming, you can enter the information that DJs will use to connect to Airtime using the compatible streaming software. Enter the necessary information in the Live Stream input section. Live streaming with Airtime Pro requires the integration of a 3rd-party software (for example Mixxx, BUTT or Rocket Broadcaster).

Who Section



In the *Who* section of the New Show pane, you can assign control of a show to certain DJs by selecting the checkbox beside their name in the list. Search for users by typing their name or username into the search bar, or by scrolling through your list of DJs. DJs will only be able to add content to the shows that are assigned to them.

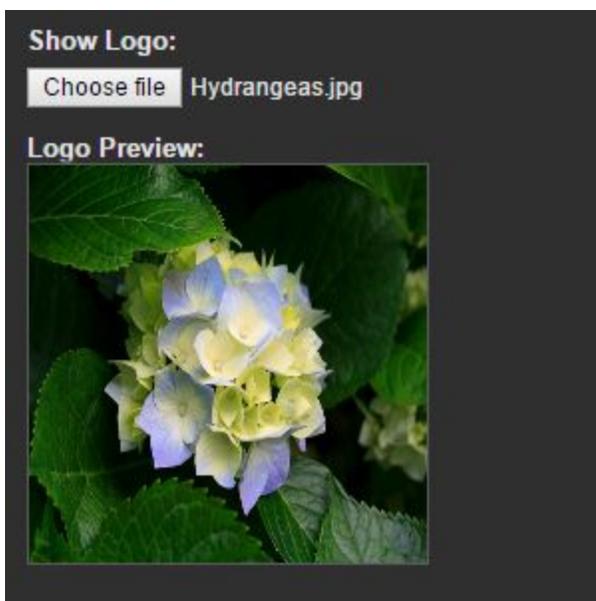
Style Section



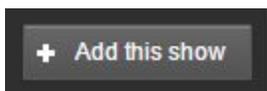
You can customize the colour of the block and the text within the Calendar display by adjusting them in the Style section.



When you click in the text boxes, it will open a colour palette for you to choose your desired colour. If you do not select a colour, one will be automatically randomly assigned.



In this section, you can also assign a show logo. Select an image file from your computer by clicking on the 'Choose File' button. You can use any .jpg, .png or .gif for your show logo. The uploaded show logo will be visible on your [Radio Page](#).



When you are happy with the information that you have entered for your show, click the '+Add this show' button at the top or bottom of the New Show pane.

Adding content your shows

Once your show has been successfully created, you will see it in the Calendar. Unless you are using a Rotation, your show will be empty and will need to be filled manually.



Orange exclamation mark: Your show is empty.

It looks like the next show is empty. [Add tracks to your show now.](#)

You will know that your show is empty because it will have an exclamation mark in an orange circle in the top-left corner of the show block in your Calendar. You might also see a warning at the top of the Calendar window in orange directing you to add content to your shows.



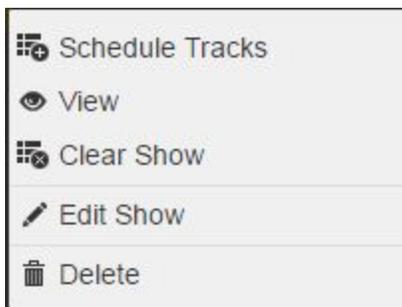
White exclamation mark: Your show has content but is not full.

If your show had media in it, but is not completely filled, the exclamation mark will appear in the top-left corner of your show block in a white circle, instead of orange.



Rotation icon: Your show contains a rotation and will be generated automatically.

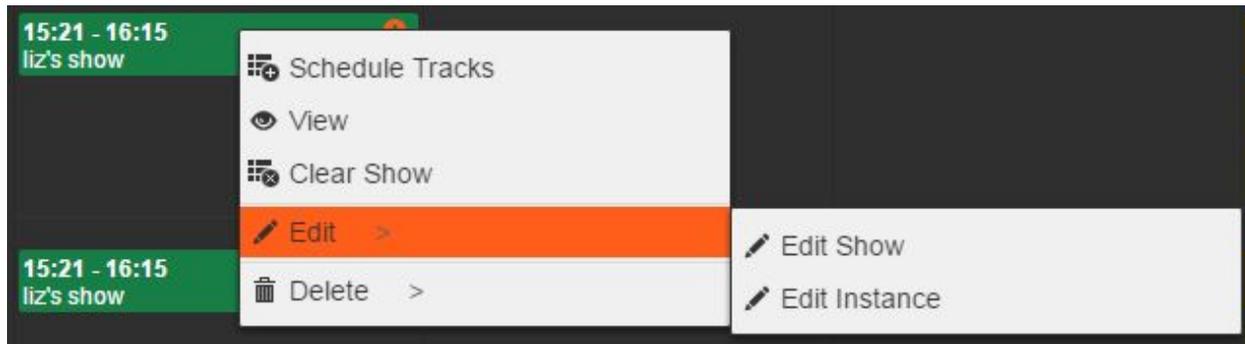
If your show contains a rotation, the rotation icon will appear in the top-left corner of your show block.



To edit your show or add content to a newly created show, left-click on the show in the Calendar. An action menu will appear. This action menu is also how you can delete shows.

Note that it is not possible to delete or edit a show that has already aired.

Click on the edit show option to change the show time, DJs, links, title or colours. The *Clear Show* option is an easy way to empty the show if you've added the wrong media to it.

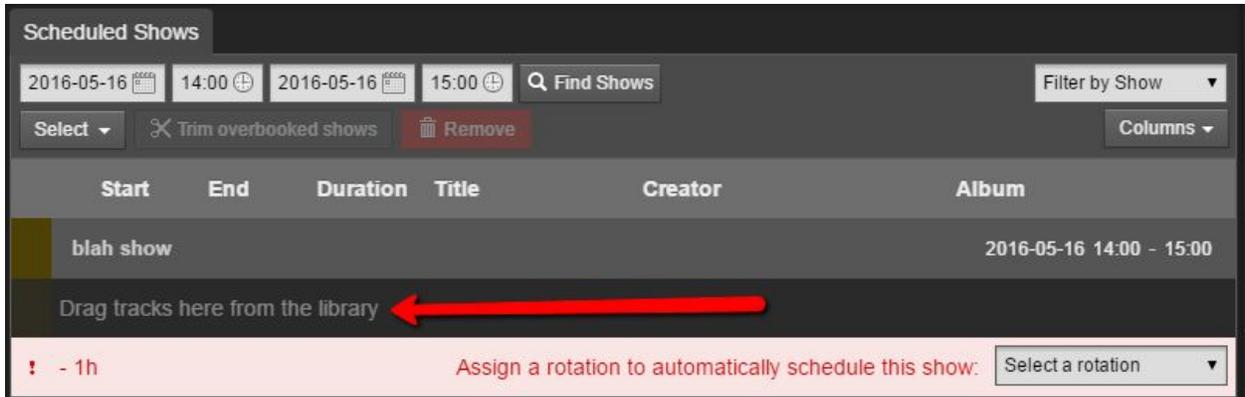


If you have a repeating show, you will notice that there are two options in the Action menu under the Edit section. Selecting the *Edit Show* option will change the information for the selected show, and **all** other instances of that show. The *Edit Instance* option will only change the information for single occurrences of the show that you've clicked on.

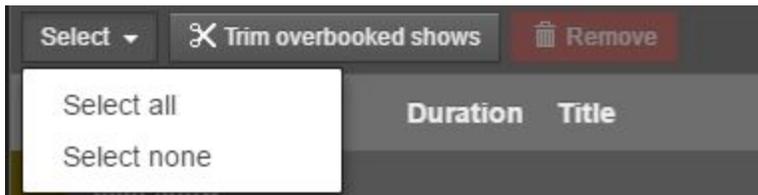
As noted above, if you are **not** using a Rotation, you will need to manually add media to your show. Left-click on the show in the Calendar and select the *Schedule Tracks* option in the Action menu.



In the *Schedule Tracks* window, you will see the name of the show and the scheduled time along the top. Below the show name, you will see the tabs for *Tracks*, *Playlists*, *Smart Blocks* and *Webstreams*. Click on the appropriate tab for the media items you would like to add. It is possible to mix media types in a single show (for example, adding a Playlist and a Smart Block to the same show is fine).



To add your media to your show, drag them from the media pane on the left, and drop them into your show pane on the right. If you add a track that you don't want in your show, select the checkbox beside the track and then click the red 'Remove' button.



If you want to delete all the Tracks that you have added, you can use the Select drop-down menu to *Select all* and then hit the red 'Remove' button.



If the media you have added goes beyond your show's allotted time, you will see tracks highlighted in red and orange. Tracks highlighted in orange will be partly aired. Tracks in red will not be aired at all. You can click the 'Trim overbooked shows' button to automatically cut the show to fit its time slot (those tracks that are highlighted in red). The tracks highlighted in orange

will be aired but will be cut off. When clicking the *'Trim overbooked shows'* button, the tracks highlighted in red will be removed.

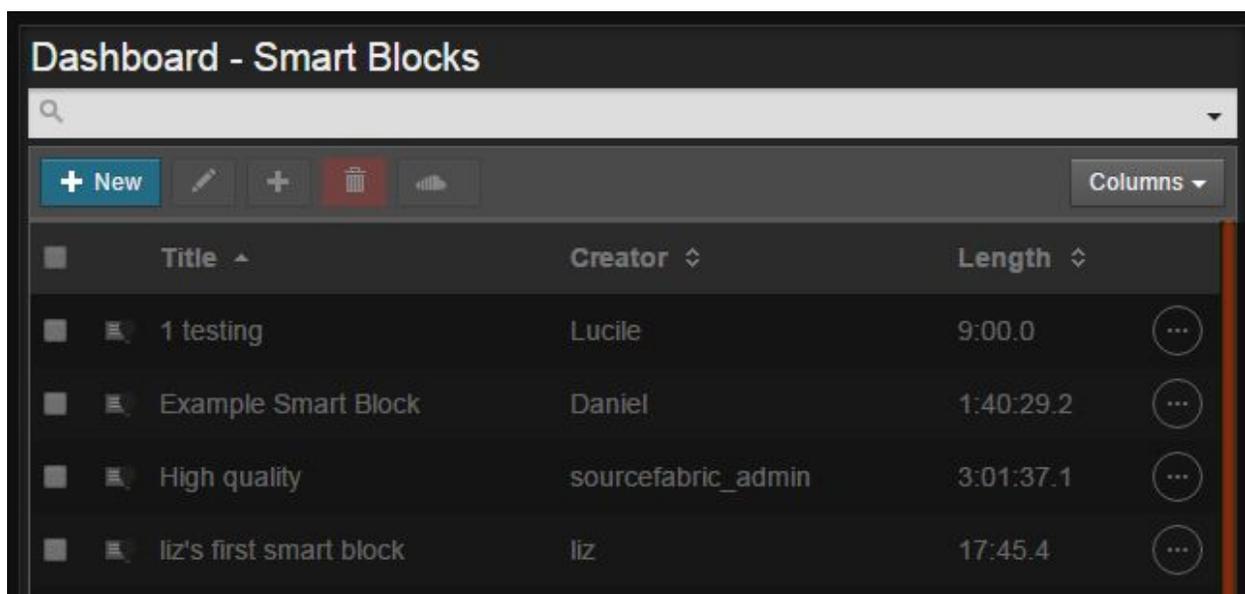


Once you have trimmed your show, a green bar will appear letting you know how much time you will need to extend (or trim) your show by.

Smart Blocks

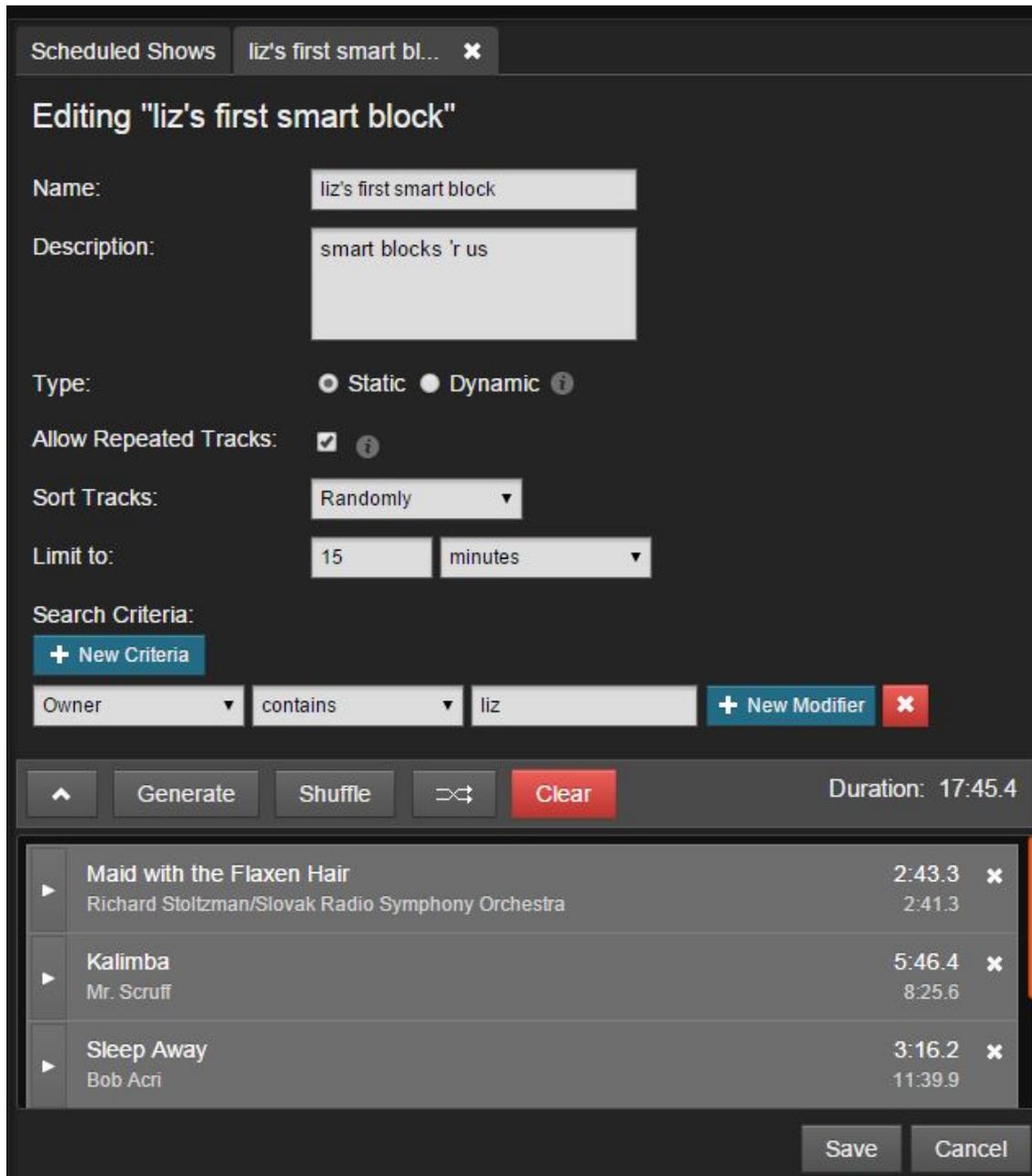
Smart Blocks

Smart Blocks are another tool that you can use to fill shows or gaps in your Airtime broadcast schedule (in conjunction with Rotations). Smart Blocks generate content for your show based on criteria that you select according to your tracks' metadata (for example, songs of a certain language, creator, album, mood, etc.)



Title	Creator	Length
1 testing	Lucile	9:00.0
Example Smart Block	Daniel	1:40:29.2
High quality	sourcefabric_admin	3:01:37.1
liz's first smart block	liz	17:45.4

To create a new Smart Block, click on the *Smart Blocks* tab on the left side of the Airtime window, then click blue the '+New' button in the Smart Blocks pane.



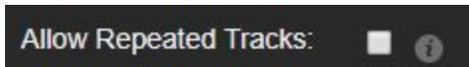
In the Smart Block editing window, on the right side of the screen, there are text boxes where you can enter a name and description for your Smart Block. Below those text boxes are options to customize your Smart Block.



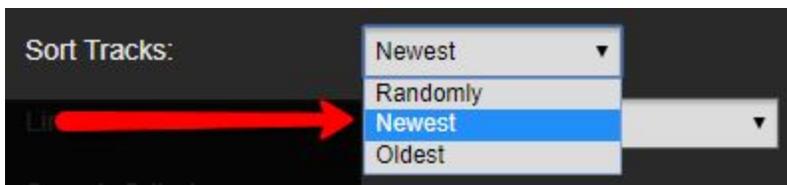
The first option is for the type of Smart Block you are creating: **Static or Dynamic**.

When you input criteria, a **static** Smart Block will generate instantly. The advantage of the static Smart Block is that it gives you the ability to edit which tracks appear in the Smart Block after you click the 'Generate' button.

A **dynamic** Smart Block allows you to apply the same criteria for track selection to multiple shows without the track list being pre-generated. Once a dynamic Smart Block is assigned to a show it will select the content, this allows for variety even when you use the same Smart Block in multiple schedule slots. Individual tracks in a dynamic playlists can only be edited after that Smart Block has been added to a show.



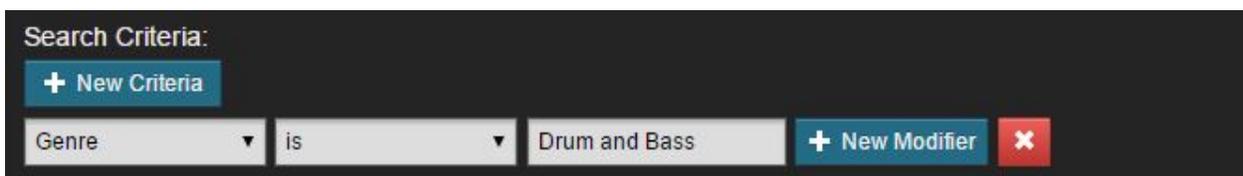
The Allow Repeated Tracks box allows the same tracks to occur more than once within the Smart Block. If there aren't enough tracks to fill the desired amount of time, you can click this checkbox to completely fill the show's time allotment, but be aware that you may have the same tracks repeating more than once.



Tracks in the Smart Blocks can be sorted or randomized. The drop-down menu below the repeat checkbox allows you to decide this. For example, if you chose to sort them from newest to oldest, Airtime checks the upload date and uses the tracks which were uploaded most recently, that fit your Smart Block criteria.



The 'Limit to' setting in the Smart Block editing tab allows you to change the length of your Smart Block. The options are available in minutes, hours or number of tracks.



The Search Criteria field is where you provide the criteria that Airtime will use to select tracks for your Smart Block. Many of these fields use metadata for track selection so it is important that your tracks have up to date metadata.

Here are some examples of some popular criteria for making Smart Blocks:

- Owner (specify the user who uploaded it)
- Creator (for songs, that's usually the artist)
- Title (for use with tracks that aren't songs, Smart Block of interviews, etc.)
- Genre (for music, it could be pop, rock, classical, jazz, drum and bass etc.)
- Year (you could use a Smart Block to create a list of songs from the 1980s)
- Language (you can choose to play only Japanese songs or Russian songs)
- Length (want tracks that are more the 2 minutes long? Use formatting 00:02:00.0)

It is also possible to add tracks to a Smart Block such that they fit multiple criteria. The bigger your library, the more feasible it will be to create a Smart Block with multiple criteria.

Click the blue '+New Criteria' button. Notice that the word "and" will appear at the end of the first line. Below is an example of a Smart Block being created with multiple criteria.

Search Criteria:

+ New Criteria

Owner	is	Daniel	+ New Modifier	X	and
Uploaded	is less than	2014-01-02 16:00:00	+ New Modifier	X	

Be careful when using the blue '+New Modifier' button. If you create overlapping criteria, you might get all the tracks in your Library added to your Smart Block. Notice that when you click the '+New Modifier' button, the word "or" appears at the end of the first line.

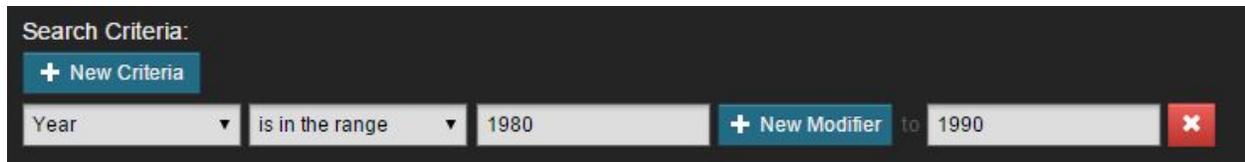
There is an example below in which the user was trying to get a Smart Block which only has tracks from the 1980s. With the '+New Modifier' button, it would include everything made after 1980 and everything made before 1990. Those criteria overlap and so the definition is too vague to produce the desired effect.

Search Criteria:

+ New Criteria

Year	is greater than	1980	X	or
	is less than	1990	+ New Modifier	X

In order to get the desired effect, instead of using the '+New Modifier' button, you should set a criteria and *select in the range* from the middle drop-down menu, your Smart Block would yield the desired effect; songs made in the 1980's.



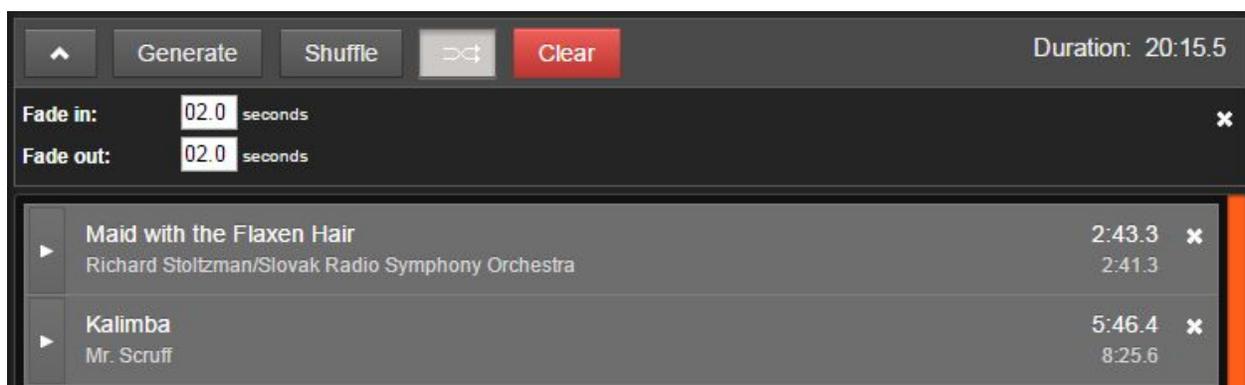
When you have input your desired criteria for a **static** Smart Block, click the 'Generate' button. The 'Generate' button will not be available for **dynamic** Smart Blocks.

Scroll through the tracks at the bottom of the pane to make sure that your search criteria has generated the desired effect.

If you wish to create a dynamic Smart Block, it is a good idea to create a static Smart Block first to check that your criteria is functioning properly, then switch the type to dynamic after you have achieved the desired result.

In a static Smart Block, if there are tracks that are not to your liking, you can also manually remove them by clicking on the x beside the duration. Note that clicking the 'Generate' button again will create a new list of tracks that meet your criteria. Click the red 'Clear' button to remove all the tracks from the Smart Block.

If you are satisfied with the tracks in your Smart Block, you can click 'Shuffle' button to change the order, or simply click and drag the song to the desired spot in your list.



Transition Settings

The *Transition Settings* button is between the 'Shuffle' button and the 'Clear' button. (It looks like two intersecting arrows). The *Transition Settings* button allows you to change the fade in and

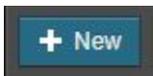
fade out of tracks. Clicking on this button will open an option below the 'Generate' button where you can adjust the transitions to your liking.

When you are satisfied with your Smart Block, remember to click the 'Save' button at the bottom of the Smart Block editing window. A green notification will appear in the Smart Block editing window to let you know that your Smart Block has saved successfully and that it's ready for use in your Airtime scheduling.

Webstreams



The Webstreams feature allows you to link content from other online radio stations into your schedule.



To create a new Webstream, click the *Webstream* tab in the Airtime menu, then click the blue '+New' button in the Webstreams window. A Webstream editing window will appear on the right.

A screenshot of a web application interface. At the top, there are two tabs: "Scheduled Shows" and "Untitled Webstre..." with a close icon. Below the tabs, the title "Editing 'Untitled Webstream'" is displayed. The form contains four fields: "Name:" with the value "Untitled Webstream", "Description" with an empty text area, "Stream URL:" with the value "http://", and "Default Length:" with the value "00h 30m".

Name:	Untitled Webstream
Description	
Stream URL:	http://
Default Length:	00h 30m

Enter a name for your Webstream. This will usually be the name of the internet radio that you intend to rebroadcast. You can also enter a description in the following text box. The stream

URL text box is where you enter the stream address from which the radio station is rebroadcasting.

If you are re-broadcasting another Airtime Pro stream, you will see the metadata from the external source on your Radio Page and in your Playout History logs.

Enter the length of time that you would like the Webstream to occupy in your schedule. Be sure to use the following format for entering the time in hours and minutes: 00h 00m.

When you have filled out the desired information for your Webstream, make sure to click 'Save' at the bottom of the Webstream editing window. If your stream URL is invalid, the stream you're rebroadcasting is offline or in the incorrect format, an error message will appear above the stream URL text box.

Please obtain permission from the owner of the other stream prior to airing it on your station.

Podcasts in Airtime

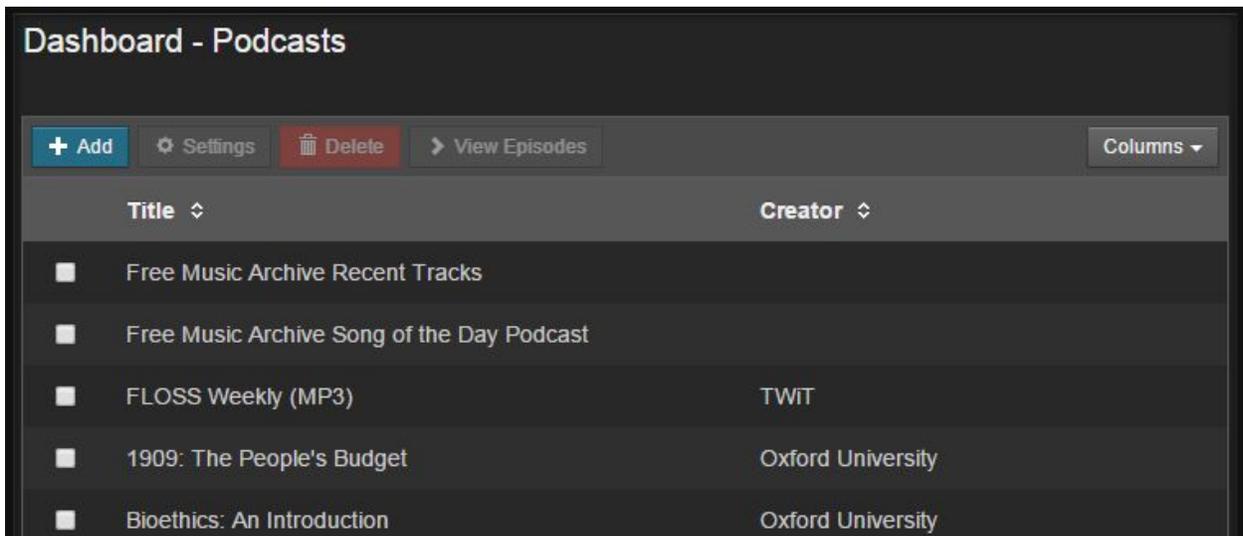


There are two tabs in the Airtime menu that deal with podcasting. The Podcasts tab allows you to import podcasts from external sources to use in your Airtime schedule. The tab labelled *My Podcast* enables you to take a track from your Airtime library and publish it to a Podcast of your own. Your listeners can download your Podcasts from your Radio Page to listen to at a later date. Your Podcasts can contain a maximum of one track.

Podcasts - Importing External Podcasts

External podcasts are podcasts that are created and distributed by others. You can insert podcasts from these other sources into your Airtime schedule. Be sure to obtain permission from the external podcast's creator before airing it on your station.

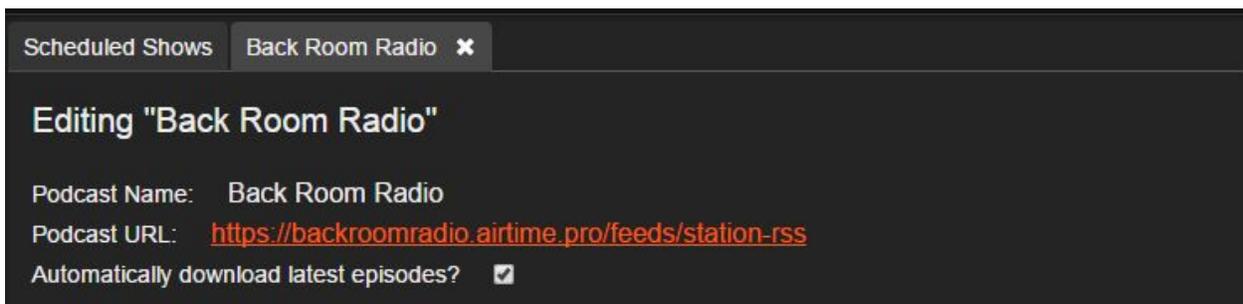
To get started with using external podcasts, click the Podcast tab in the Airtime main menu.



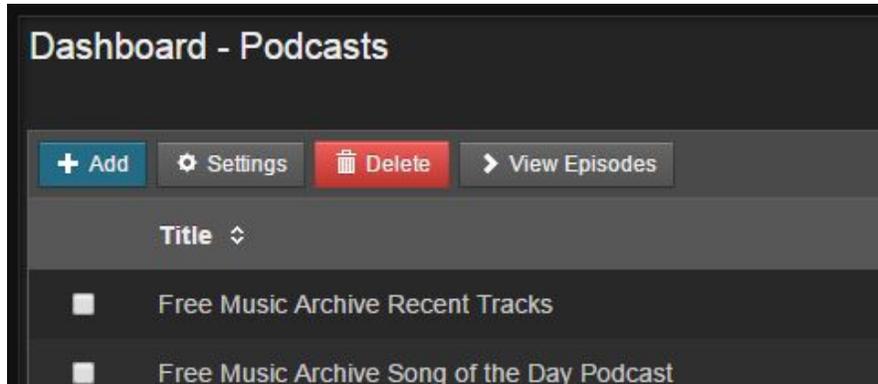
Podcasts can be imported into Airtime by providing the address of the podcast's RSS feed. Click the *Podcasts* tab on the Airtime menu, then click the blue '+Add' button in the top left Podcast pane.



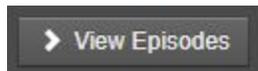
In the new window, provide the address to the RSS feed of the podcast you're importing. Once entered, click the 'Subscribe' button. The podcast that you have just added will now appear in the Podcasts pane.



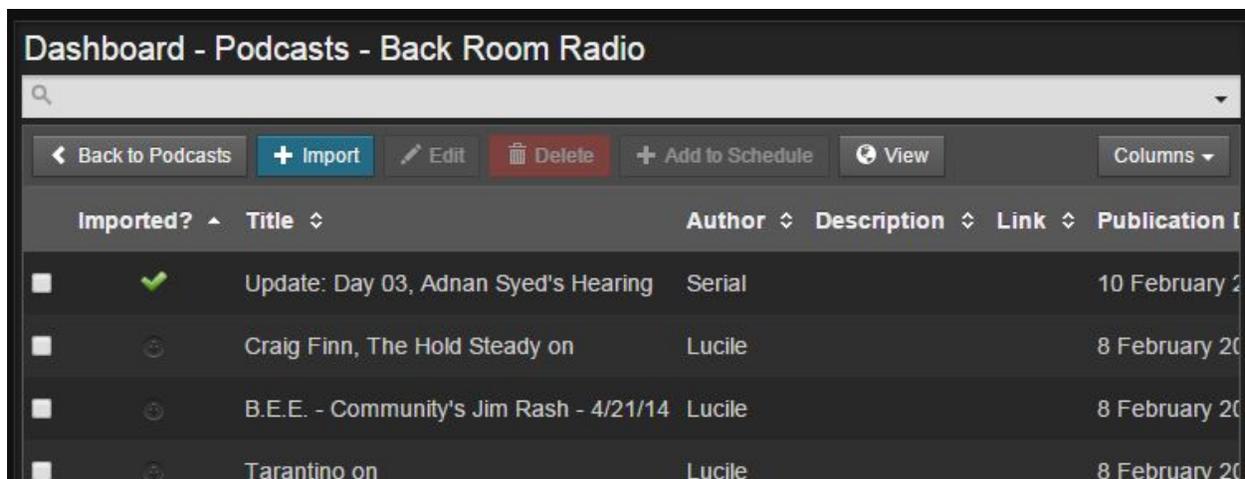
In the Podcast pane, click the *Edit* button to review the name and URL of the selected podcast. The podcast name and URL are automatically sourced from its RSS feed. You can choose to have Airtime automatically import new episodes of the podcast by clicking the checkbox below the Podcast URL in the editing window. Click *Save* at the bottom of the Editing window.



When Airtime retrieves the list of podcast episodes, it does not automatically import any into your Airtime library.



Before you can add the podcasts to your schedule, you must first import them. (In other words, download them and add them to your Airtime Library). Select your desired podcast from your Podcasts list and click the '*View Episodes*' button at the top of the Podcasts window.



Select all podcast episodes to import into Airtime and press the blue '*+Import*' button. A green checkmark will appear beside the podcast to let you know that it has been imported successfully.

Once imported, you can schedule a podcast as you would any other track. You can edit the podcast metadata for any podcast episode that has been imported. Click the *Edit* button to add or change the episode metadata. Click *Save* at the bottom of the Editing window when you are satisfied with the metadata.

Imported podcasts can be searched for from either the *Tracks* tab, or the *Podcasts* tab.



If you would like to preview the podcast before adding it to a show, this can only be done in the *Tracks* tab. Search for your desired podcast and click on the speaker icon beside the title column to listen to the podcast. It is a good idea to preview the external podcasts before adding it to your schedule.

My Podcast - Publish Your Station's Podcasts

Airtime enables you to publish your tracks as podcasts. You can set up the information for your own personal podcast from the *My Podcast* tab in the Airtime main menu. Your listeners can then access your Podcasts from your Radio Page once you adjust your My Podcast settings, shown below.

If your Podcast contains copyrighted content, be sure to obtain permission from the creator before publishing your Podcast. Be sure to consult the laws of your region with regards to music licensing as well.

My Podcast

View Feed Save

▼ General Fields

Name Sourcefabric 90.8 FM

Creator Sourcefabric 90.8 FM

Description Sourcefabric rocks your radio, worldwide!

Language English ▼

Copyright

Link <https://sourcefabric.airtime.pro/>

▼ iTunes Fields

Author

Keywords

Summary

Subtitle

Category music

Explicit

▼ Privacy Settings

Feed Privacy Public Private

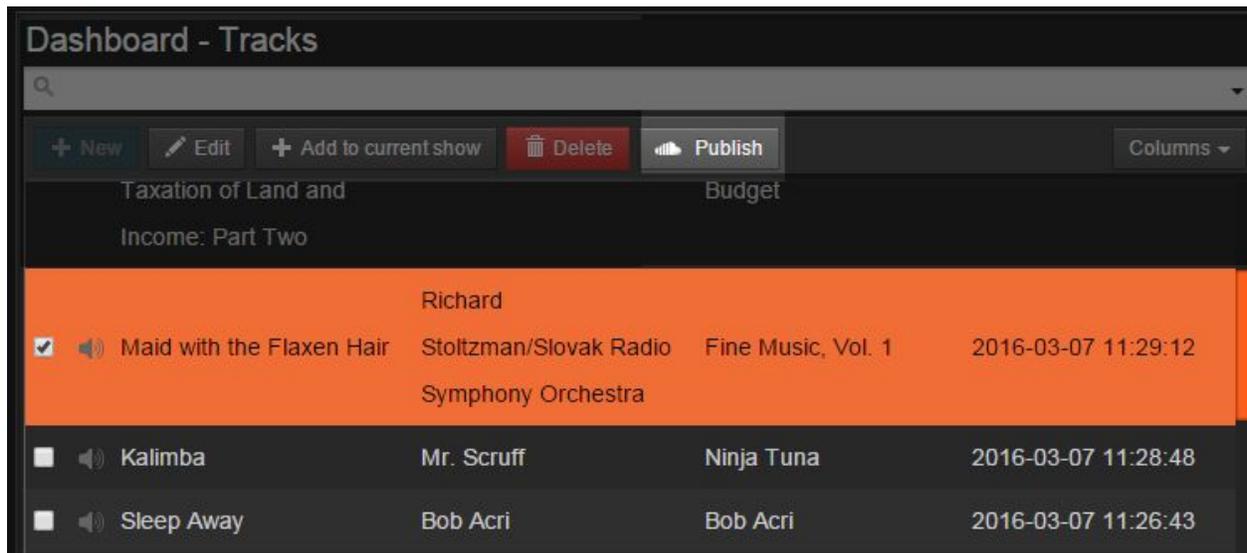
Feed URL <https://sourcefabric.airtime.pro/feeds/station-rss>

The general fields allow you to provide information to listeners about your Podcast. The iTunes fields are what will enable listeners to search for your podcast on iTunes if your podcast is listed in their directory.

Click the Explicit checkbox if it's possible that your podcast contains profanity and material which is not appropriate for all audiences. The feed URL is the website address where listeners can go to access your RSS Feed.

In order for your listeners to be able to access your Podcast on your Airtime Radio Page, be sure to set the Feed Privacy settings to Public.

To publish a new Podcast



You can add media to your podcast from the *Tracks* tab. Select the track that you wish to add to your podcast and then click the '*Publish*' button at the top of the page.

Note that Airtime does not let you combine multiple tracks into a single track. You can only add one track per podcast so if you want to use multiple tracks, you will need to use a different 3rd-party program to make a single track from your desired media.

Be careful not to create a Podcast that contains copyrighted content without obtaining permission from the content creators or ensuring that you have proper licensing.

Scheduled Shows Maid with the Fl... ✕

Publishing "Maid with the Flaxen Hair" Edit Metadata...

Title: Maid with the Flaxen Hair

Creator: Richard Stoltzman/Slovak Radio Symphony Orchestra

Description:

Publish to:

- SoundCloud
- My Podcast

Published on:

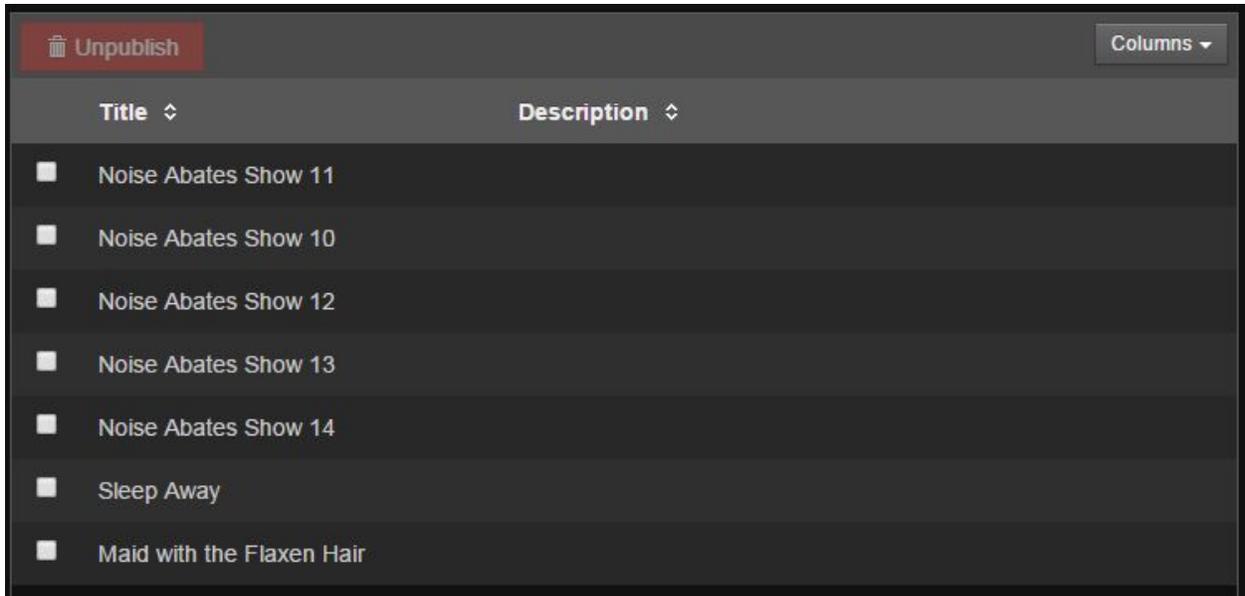
You haven't published this track to any sources!
Check the boxes above and hit 'Publish' to publish this track to the marked sources.

After you've clicked the *'Publish'* button, a new window will open with options for publishing. Click the *My Podcast* checkbox to add it to your podcast. Then click the *'Publish'* button at the bottom of the page.

Published on:

✓ My Podcast Unpublish

A green checkmark will appear beside My Podcast to let you know that it has been successfully published. If you selected the wrong track to publish, click the red *'Unpublish'* button.

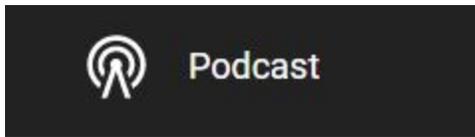


The screenshot shows a dark-themed interface for managing podcasts. At the top left, there is a red button with a trash icon and the text "Unpublish". At the top right, there is a "Columns" dropdown menu. Below these is a header row with two columns: "Title" and "Description", both with a double-headed arrow icon. The main area contains a list of seven podcast entries, each with a square checkbox on the left and the title text on the right.

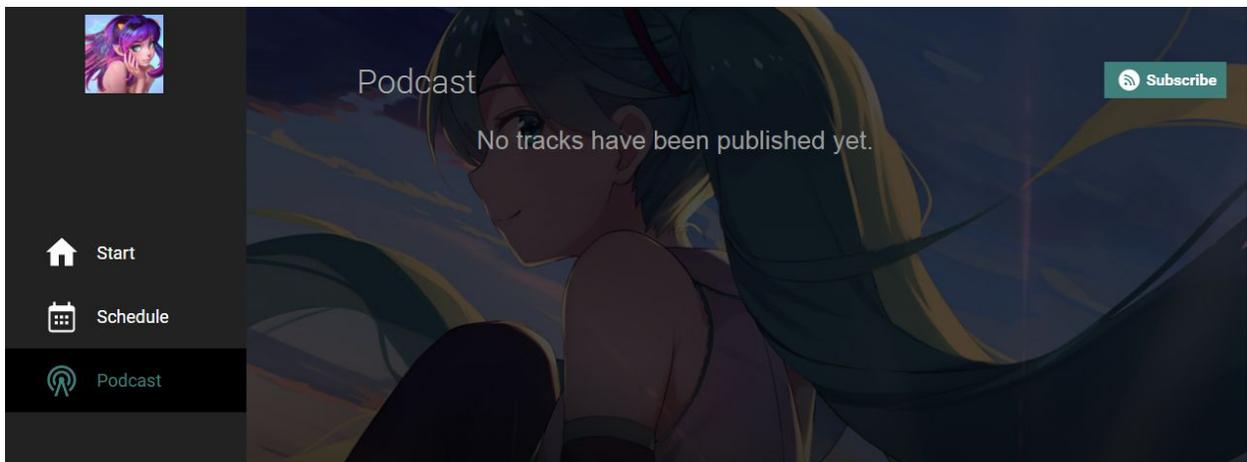
<input type="checkbox"/>	Title	Description
<input type="checkbox"/>	Noise Abates Show 11	
<input type="checkbox"/>	Noise Abates Show 10	
<input type="checkbox"/>	Noise Abates Show 12	
<input type="checkbox"/>	Noise Abates Show 13	
<input type="checkbox"/>	Noise Abates Show 14	
<input type="checkbox"/>	Sleep Away	
<input type="checkbox"/>	Maid with the Flaxen Hair	

You can view your current podcasts from your My Podcast tab. The window on the right will show the title of all the media you've published there as Podcasts.

Podcasts on the Radio Page

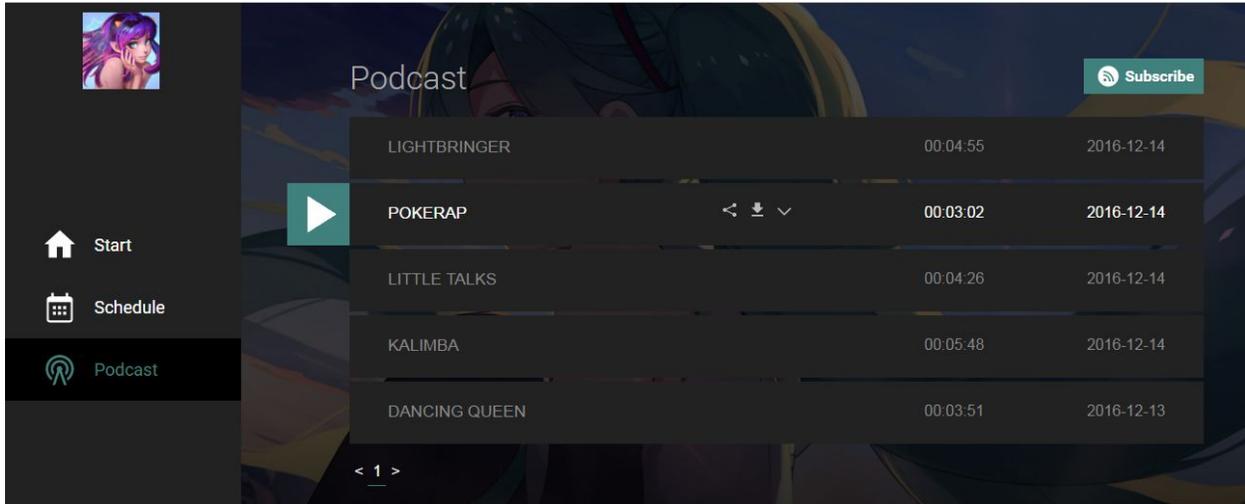


Listeners can download, subscribe to and listen to your Podcasts from your Radio Page. Click on the Podcast icon in the Navigation Bar on the left of your Radio Page. (If you don't see the Podcasts tab in your Radio Page Navigation Bar, be sure that your Podcasts are set to "public". Select *My Podcasts > Privacy Settings > Feed Privacy.*)



Clicking on the Podcast link in the Radio Page Navigation Bar will take the listener to a list of your published Podcasts. You will see the same background as on the main landing page for your Radio Page in the background of your Podcasts page.

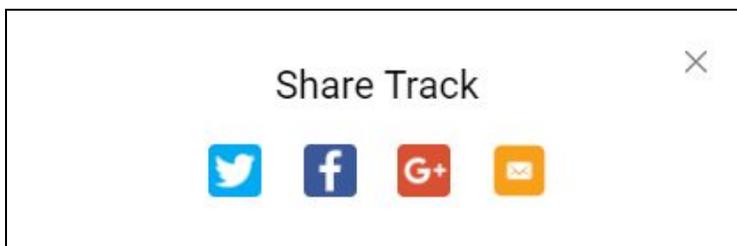
If you haven't published any podcasts, your podcast page will be empty and will display "No tracks have been published yet".



If you have published podcasts already, you will see a list of the podcasts that you have published so far. You will see several buttons when you mouse-over each podcast.



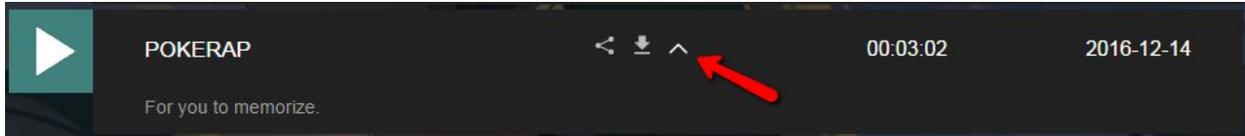
Share - Each podcast has a *Share* button when you mouse over it. This allows listeners to share your podcast through various social media channels. When the listener clicks the *Share* button, they will see a new window with options to share it through Twitter, Facebook, Google+ or email.



Download - Each podcast has a *Download* button. This allows listeners to download the podcast to their device. The download will start automatically once the button is clicked. The file will be downloaded to the default device download folder.



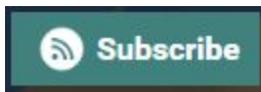
Expand - Each podcast has an *Expand* button. By default the podcast descriptions are hidden. Only one description can be viewed at a time. The description can be added to the chosen track in the Tracks tab, prior to publishing as a podcast.



You can hide the description again by clicking on the *collapse* button. (pictured above).



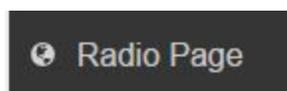
The listener can preview the podcast by clicking on the triangle-shaped play icon that appears when they mouse-over a podcast in the list.



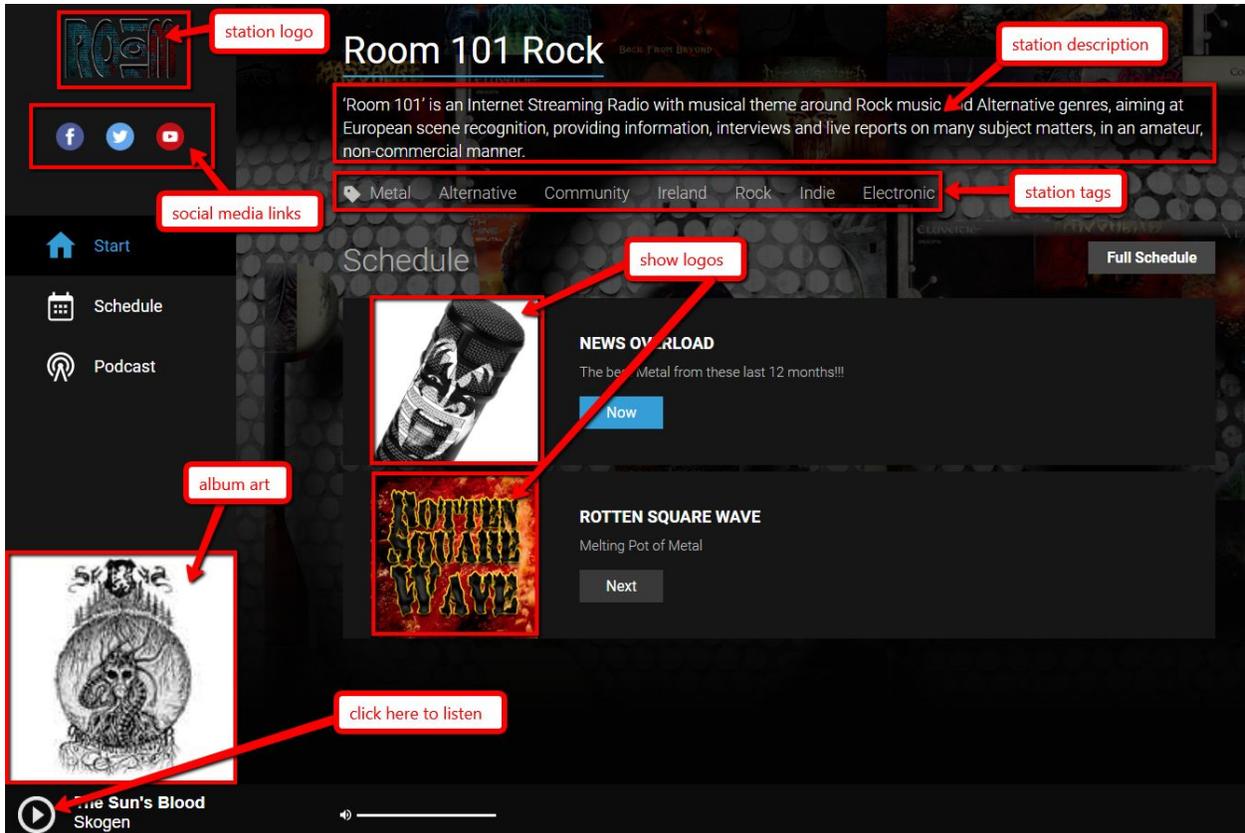
The listener can subscribe you your podcast RSS feed by clicking on the '*Subscribe*' button. Note that the listener must have an RSS reader installed on their browser for this to work properly.

Radio Page

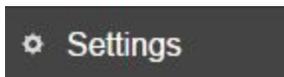
Each Airtime Pro instance comes with a free customizable webpage, from which you listeners can access your stream, schedule, and podcasts.



Your current Radio Page can be viewed by clicking on the Radio Page tab in the Airtime main menu. You can then return to your Airtime interface by clicking the *back* button on your web browser.

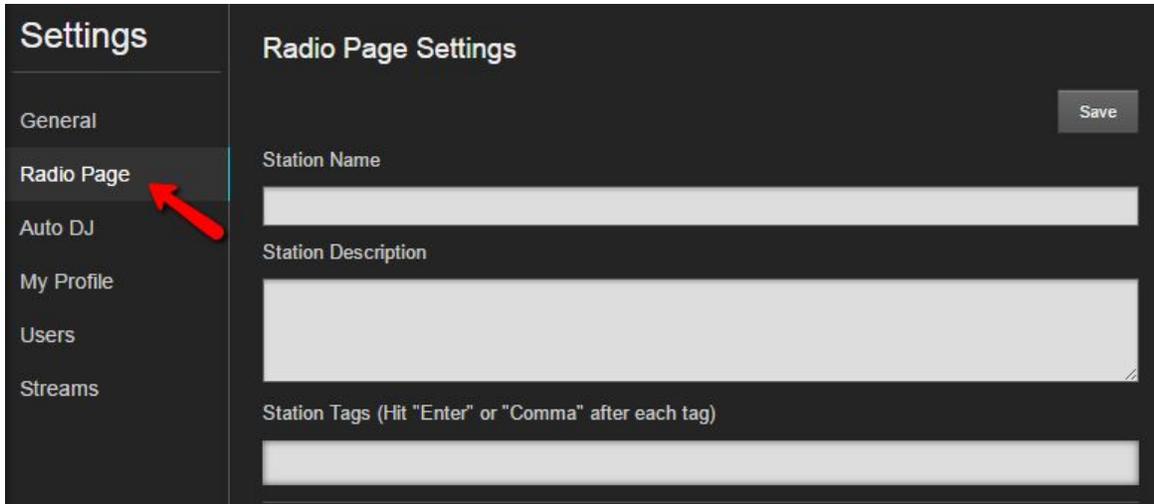


You will be able to control the variables on your Radio Page from the Settings menu by selecting *Settings > Radio Page*.



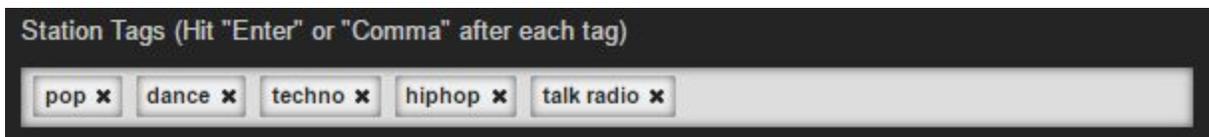
General Radio Page Settings

At the top of the of the *Radio Page Settings* pane, you can customise the station name that appears at the top of your Radio Page. Further details on the *Radio Page Settings* pane are provided below:



Station Name - You can enter a name for your station in the *Station Name* text box. Your Station Name can be different from your chosen Airtime subdomain. Your Station Name will appear in large letters in the top middle of your Radio Page.

Station Description - You can enter a description of your radio. The description will appear below the Station Name in the top middle of your Radio Page. If you choose not to enter a description, you will simply see "Powered by Airtime Pro" at the top of your Radio Page.



Station Tags - Enter short descriptions of the type of media that your station is playing. These are a great convenient way for new listeners to get a feel for what kind of media you like to play. Some examples of genre tags include: country, pop, jazz, rock, metal, experimental, talk radio, j-pop, etc. Once you are done typing in a tag, hit *enter* or *comma* on your keyboard to submit it. You will know that you have successfully submitted a tag when you see the tag in a little white box. To remove a tag, click on the x in the box beside the tag name.

Social Media Links



You can optionally add social media links directly to your Radio Page. When enabled, you will see the social media buttons below your station logo on the left side of the Radio Page.

Facebook Link

<https://www.facebook.com/airtime.pro/>

Show Facebook link on your radio page

Facebook Link - If you have a Facebook page that you would like to link directly to your Radio Page, input the URL in the Facebook link textbox. Make sure to click the checkbox to put the link on your page. When enabled, you will see the Facebook logo appear in the Navigation Bar on the left side of the Radio Page, just below your station logo. If the box remains unchecked, the Facebook logo and link will **not** appear on your Radio Page (even if you have a link in the textbox above it).

Twitter Link

<https://twitter.com/airtimepro>

Show Twitter link on your radio page

Twitter Link - If you have a Twitter page that you would like to link directly to your Radio Page, input the URL in the Twitter link textbox. Make sure to click the checkbox to put the link on your page. When enabled, you will see the Twitter logo appear in the Navigation Bar on the left side of the Radio Page, just below your station logo. If the box remains unchecked, the Twitter logo and link will **not** appear on your Radio Page (even if you have a link in the textbox above it).

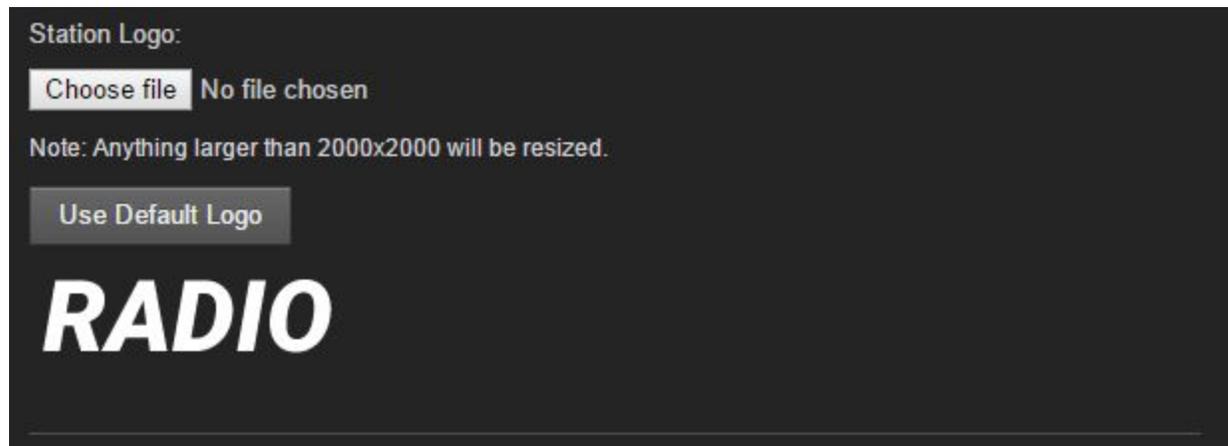
Youtube Link

<https://www.youtube.com/user/sourcefabric>

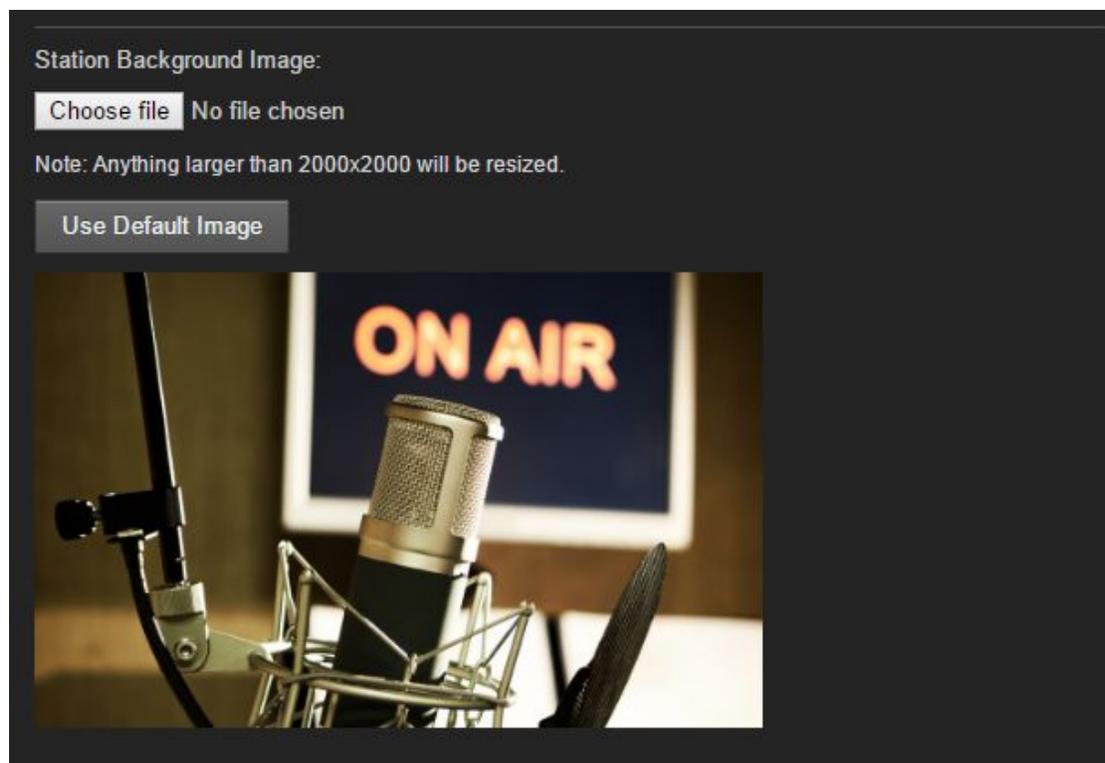
Show Youtube link on your radio page

YouTube Link - If you have a YouTube page that you would like to link directly to your Radio Page, input the URL in the YouTube link textbox. Make sure to click the checkbox to put the link on your page. When enabled, you will see the YouTube logo appear in the Navigation Bar on the left side of the Radio Page, just below your station logo. If the box remains unchecked, the YouTube logo and link will **not** appear on your Radio Page (even if you have a link in the textbox above it).

Station Page Image Customisation



Station Logo - To upload a custom logo for your Radio Page, click on the 'Choose file' button. You can upload the following file formats for your custom logo: **.jpg**, **.png** or **.gif**. Anything larger than 2000 x 2000 will be resized. The default logo is the block letter RADIO which will appear either in white letters or black letters depending on which Navigation Bar style you have chosen. (See image above).



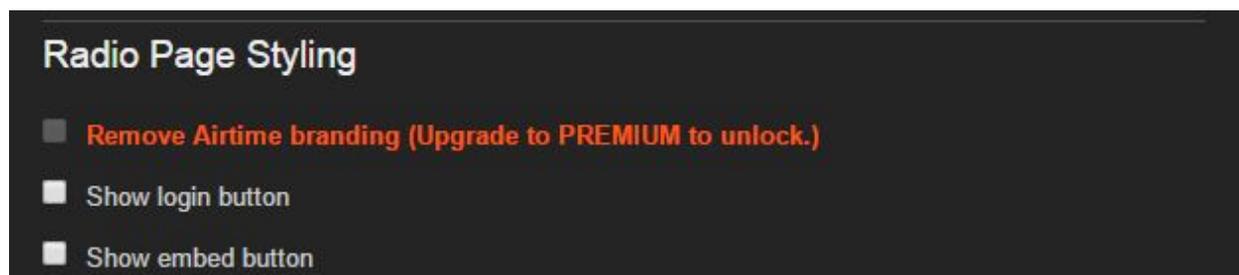
Station Background Image - You can customise your background image. Anything larger than 2000x2000 will be resized by Airtime. To upload a file, click on the 'Choose file' button. A new window will pop up for you to choose an image for you to upload from your computer. You can upload the following file formats for your custom background: .jpg, .png or .gif

Show Logos - This new Radio Page also incorporates your show logos. You can upload show logos from the Calendar tab. Selected *Calendar > Edit Show > Style > Show Logo*. Read more about it on [our Help Center](#).

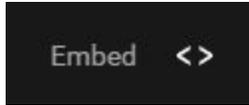
Album Art - Airtime Pro will automatically stream album art for the current track in the bottom left corner of the Radio Page. The album art is automatically sourced from an online database according to the metadata that you have entered for each track. In order to make the best use of this feature, make sure that your uploaded tracks have **accurate metadata**. If you wish to have album art displayed be sure that the 'Show album cover art' checkbox is selected in *Settings > Radio Page > Radio Page Styling* (described in detail in the following section). If Airtime Pro can't find appropriate album art, the album art space will remain blank. You can opt out of this feature by deselecting the Show Album Cover Art checkbox described in the [Radio Page Styling](#) section of this manual.

Radio Page Styling

The Radio Page Styling section allows you to further customise the look of your Radio Page.



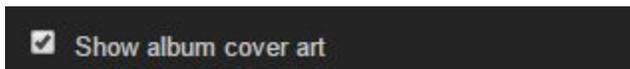
Show login checkbox - With this setting, you can choose to hide the login link from your Radio Page Navigation Bar. If this box is checked, your login button (pictured above) **will** appear on your Radio Page. Displaying this button will make it easier for you or your DJs to be able to login and access your Airtime Pro instance.



Show Embed checkbox - The embed link will appear at the bottom right corner of your Radio Page if this box is checked. The *embed* button allows users to access the code for a player widget such that they could embed your radio station on their website.

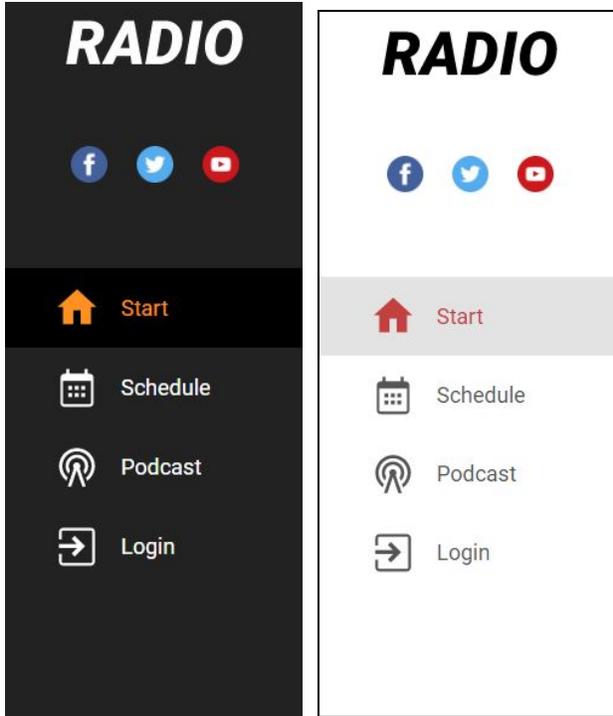


When a listener clicks on the *embed* button on your Radio Page there will be a window that pops up with text that they can copy and paste into their website code. If you prefer to have more control over who can share your radio station in this way, leave the *Show Embed* checkbox unchecked.



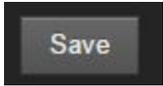
Show Album Cover Art - In the bottom left corner of the Radio Page, you have the option to show the cover art from the album of the current song. The song title and artist metadata is compared to an album art database. **To ensure that the most appropriate album art is displayed, make sure that your track metadata is complete and accurate.** *Please note that occasionally mismatched album art might occur.* You have the option to opt out of the Cover Art matching service by leaving the checkbox unchecked.

Navigation bar style - You can choose between a dark colour or light colour Navigation Bar. Depending on your Station logo and Station background, you might find that one style of Navigation Bar looks better than the other. The change is purely cosmetic. The dark style Navigation Bar is shown on the left. The light colour Navigation bar is shown on the right. The RADIO text of the default station logo will automatically adjust according to your Navigation Bar style choice.



Radio Page Colour Scheme - You can change the accent colour of your Radio Page to better match your logo or background. Your choice of colours: orange, coral, green, blue or aquamarine. (pictured below). You will see the accent colour in the Navigation Bar, Schedule tab and Podcasts tab.





Don't forget to click the 'Save' button at the top or bottom of the Radio Page Settings Pane. If you have your Radio Page opened in a separate tab, you can reload the page to see your saved changes.

Rotations

The Rotations feature allows the user to give Airtime Pro criteria for track selection that you can then apply to any scheduled show to either generate content, or fill any dead air at the end of the show. Rotations are the only elements that can be added directly from the show creation window. Rotations can be created from Playlists, Smart Blocks or using the criteria elements described below.

Additionally, through the use of the AutoDJ feature, Airtime Pro can schedule shows during gaps in the station's schedule, and apply a Rotation to any shows that have time remaining without scheduled content. This helps to ensure that your listeners don't encounter silence when connecting to your station's stream. Any time a Rotation is scheduled, it will fill the scheduled show an hour before it airs. Rotations created with criteria will monitor previously aired content and will attempt to air the least recently aired tracks that meet the criteria.



You will find the *Rotations* tab on the left side of the Airtime Pro interface.

Creating a new Rotation

The screenshot shows the 'Rotations' interface. On the left, a table lists existing rotations:

Name	Playlist	Smart Block
Airtime Mix		
1 to 4 minutes		
naregs	Naregs	
Random Mix		

At the bottom of the list is a 'Show 25' dropdown and navigation arrows. On the right, the configuration form for 'Airtime Mix' is shown:

Airtime Mix

Rotation name:

Generate from:

- Library
- Playlist
- Smart Block

Criteria

Genre:

Length: to

Year: to

Upload Time:

- Uploaded
- Between and

Uploaded By:

Custom:

Custom:

Buttons: Preview, Save

There are two halves of the Rotations interface.



The left half is used to select Rotations for editing that you have already created, or by clicking the '+New' button, a new Rotation can be created. The right side contains the criteria list to build the Rotation. The more accurate your track metadata is, the better your Rotations will be. You can read more about adding track metadata [here](#).

Rotation Name

Name the Rotation here. Use a descriptive name to help you find the Rotation later.

Generate from

This field lets Airtime Pro know where to source tracks to use in the Rotation:

- **Library** - Searches the entire station library for tracks matching the Rotation criteria that you input below. (Default)
- **Playlist** - Only use tracks from the chosen Playlist to create the Rotation. If you choose this option, you cannot apply additional criteria to the Rotation.

- **Smart Block** - If a Smart Block is chosen, only use tracks from the chosen Smart Block to create the Rotation. You cannot apply any additional criteria.

Criteria

Criteria can be used to narrow down the tracks that will be scheduled in the Rotation. These criteria can be used to exclude station identifications and jingles, long tracks (like podcasts), or for tracks that are uploaded by a certain user, for example.

The option to add these Rotation criteria is only available if your Rotation is being generated from your Library. You cannot apply criteria to a Rotation created from a Playlist or from a Smart Block.

The Rotation will be created based on what is selected here. Your Rotation criteria can be more detailed if you have extensive metadata for the tracks in your Airtime library. The following criteria allow for filtering of track selection;

- **Genre** - Narrows down track selection to this genre. If 'rock' is given, tracks with the genres 'hard rock', 'soft rock', or 'punk rock' will also be selected.
- **Length** - Only tracks whose lengths fall within the given range will be selected. Values left blank will be considered open-ended.
- **Year** - Only tracks whose Year field falls within the given range will be selected. Values left blank will be considered open-ended.
- **Upload Time** - If the 'Uploaded' dropdown is selected, only tracks uploaded within selected date range ('Within the last...') will be chosen when the Rotation is scheduled. For example, if a show that repeats weekly is scheduled with a Rotation selecting tracks uploaded 'Within the last week', the tracks selected will rotate each week to any tracks uploaded since the previous show. If 'Between' is selected, only tracks uploaded within the given range will be selected. Values left blank will be considered all-inclusive.
- **Uploaded By** - Only tracks uploaded by the selected user will be selected for use in the rotation.
- **Custom** - Custom fields allow for other metadata to be used in track selection. Up to two custom fields may be specified.

Close + Add this show

What

Name:

URL:

Genre:

Description:

When

Start Time: Now In the Future:

End Time:

Duration:

Timezone:

Repeats?

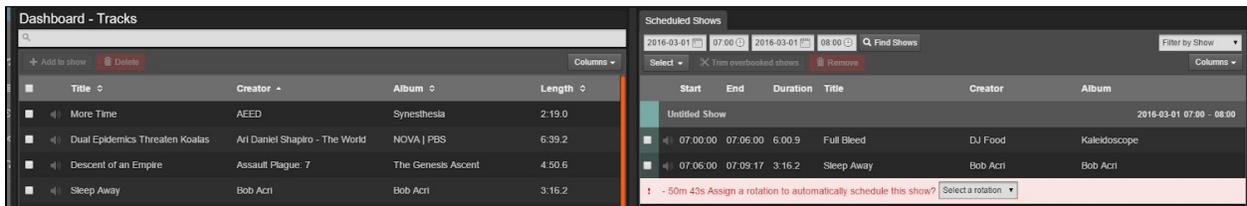
Rotation

Scheduling: Manual Rotation:

Rotation:

Once you have created a Rotation, you can use the Rotation section in new show creation window. In other words, you can automatically assign a Rotation to a show in the show creation

pane when you create a show in the Calendar tab. Rotations can also be added from the Edit Show dialog, or from the Scheduled Shows tab on the Dashboard page.



When a Rotation is filled with tracks prior to airing, Airtime prioritizes tracks based on how recently they've been uploaded and how long it has been since it has last been played. Tracks uploaded most recently and have never been played will be selected first, followed by the next most recently uploaded track with the lowest play count. This ensures that Rotations have as much variety possible.

Dynamic Rotations (those using criteria, or dynamic Smart Blocks) in scheduled shows are generated an hour prior to the show airing. When your Rotation is applied to an upcoming show, Airtime will attempt not to schedule any tracks in the previous show that haven't been played out yet, as well as any tracks that are manually added into the current show. This helps to ensure that your listeners don't hear tracks repeating within a short period of time.

Since Airtime is going to try to fill the show as precisely as possible with the Rotation feature, you may find repeat tracks in your show if your library is small, or has many long tracks. To perfectly fill a show with tracks, Airtime may automatically adjust the cue points of the tracks by up to half a second each.

Rotations can be used to fill gaps at the end of shows. Both before and after a Rotation is scheduled, the show may be edited and tracks may be manually scheduled as with any other show. Airtime will take into account any tracks already in the show when determining the remaining time to schedule.

Widgets



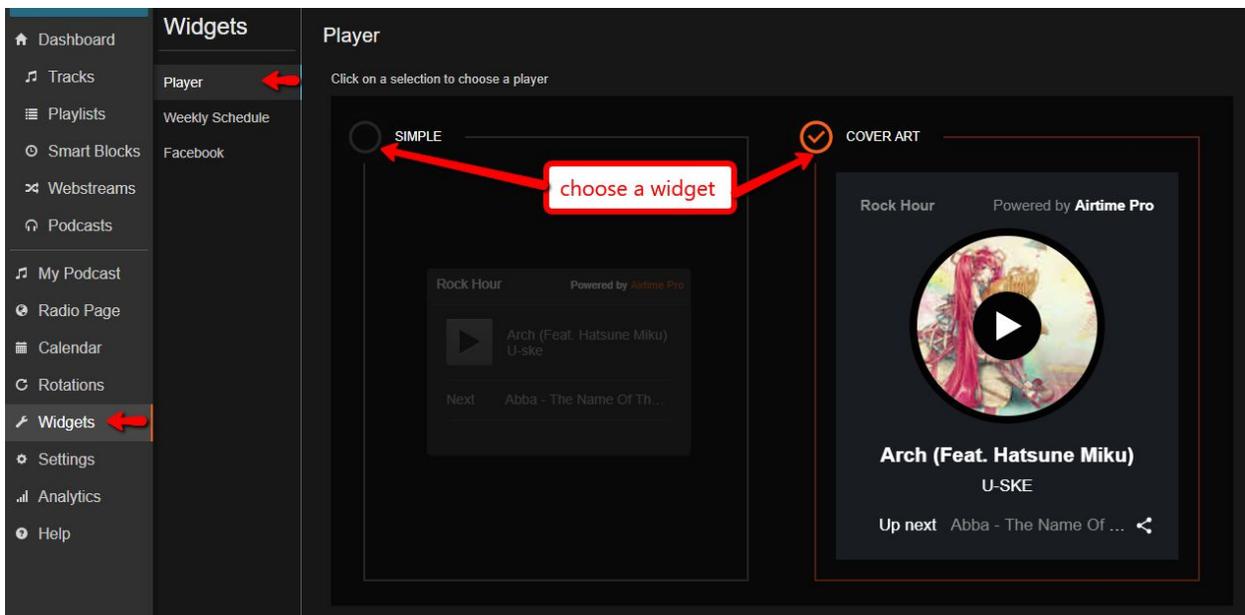
Airtime Widgets are items of code that Airtime Pro provides for use in your personal website. When you click on the Widgets tab in the Airtime main menu, you will see options for the different Widgets Airtime provides: Player Widget, Weekly Schedule and Facebook Widget.



Note that in order to use the Player widget and the Weekly schedule Widget, your web host must allow **iframes** in the HTML. If you are using Wordpress for your personal webpage, you will need to install a plug-in to enable iframes.

Player Widget

Airtime provides two different player widget styles for your website: a **simple** version and a **cover art** version. The cover art version of the widget provides matching cover art based on the currently playing track's metadata, if available. Both versions of the widget have optional social media buttons, automatic stream selection, and are embeddable with a single line of code.



To select a widget, click on the preview at the top of the Player pane, either the simple version or the cover art version.

Below the widget previews, you have the option to further customise your widget by adding a title, selecting a stream and customising your social media links.

Customize Cover Art player

Customize the player by configuring the options below. When you are done, copy the embeddable code below and paste it into your website's HTML.

Title: ← widget title

Select Stream:

- Auto detect the most appropriate stream to use.
- Select a stream: ← stream selection

Show Twitter button on widget

Show Facebook button on widget

Show Embed button on widget ← social media buttons

Remove Airtime branding. (Upgrade to PREMIUM to unlock.)

Embeddable code:

```
<iframe id="embed_player" frameborder="0" width="350" height="396" src="https://fancytuna.airtime.pro/embed/player?stream=auto&skin=2"></iframe>
```

Copy this code and paste it into your website's HTML to embed the player in your site.

Save

To change the title in your Player widget, input a new title in the text box provided. The default text is "Now Playing". Without resizing the widget, we recommend a maximum of 19 characters for a title in the original simple widget. The widget size of the original simple widget can be manually adjusted by changing the iframe height and width in the code, as highlighted below:

Embeddable code:

```
<iframe id="embed_player" frameborder="0" width="280" height="216" src="https://fancytuna.airtime.pro/embed/player?stream=auto"></iframe>
```

Copy this code and paste it into your website's HTML to embed the player in your site.

In this section, you can also select a default Stream for your widget using the checkboxes. If you are unsure, you can let Airtime select the most appropriate Stream automatically by selecting the auto-detect setting (recommended). **Note that if you are broadcasting on an Airtime Pro Hobbyist account, you only have one stream.** You can read about why we have multiple streams on [our help desk](#).

- Show Twitter button on widget
- Show Facebook button on widget
- Show Embed button on widget

By default, there are no social media buttons on your Player widget. To enable the social media buttons for your widget, click the checkbox beside the type of social media that you would like to add: Twitter, Facebook or Embed. The target pages for the Twitter and Facebook buttons can be changed in Airtime by selecting *Settings > Radio Page*. You can read more about how to update those links [here](#).

Entering new text, changing the default Stream or updating social media buttons will update the code and the Preview automatically.

Enabling the Embed button lets listeners access the code to put a player widget for your station on their own website. Before embedding your Player Widget, be sure to consult the music licensing regulations for your region.

Finally, to use the Player Widget on your website, copy the code in the Embeddable code text box and paste it into your website HTML. You can use either the simple widget, or the cover art widget but

Stream compatibility is listed in the chart below.

Stream Compatibility				
Desktop			Mobile	
Firefox	Chrome	Internet Explorer	Android 5 - Chrome	iOS 7 - Safari
Yes (Flash)	Yes (Flash)	Yes (Flash)	MP3/OGG* only	MP3/AAC only
* Chrome on Android is known to take about 4 seconds to buffer a 128 kbps MP3 stream. Lower bitrates take longer to buffer.				

Weekly Schedule Widget

You can access your custom Weekly Schedule Widget code by selecting *Widgets > Weekly Schedule* from the Airtime menu.

Unlike the Player widget, the weekly schedule widget does not have any customizable options.

```
Embeddable Code:
<iframe height="400px" width="550px" scrolling="no" frameborder="0" src="https://sourcefabric.airtime.pro/embed/weekly-program"></iframe>
```

In order to embed the Weekly Schedule Widget, copy and paste the text in the Embeddable Code text box into your website HTML.

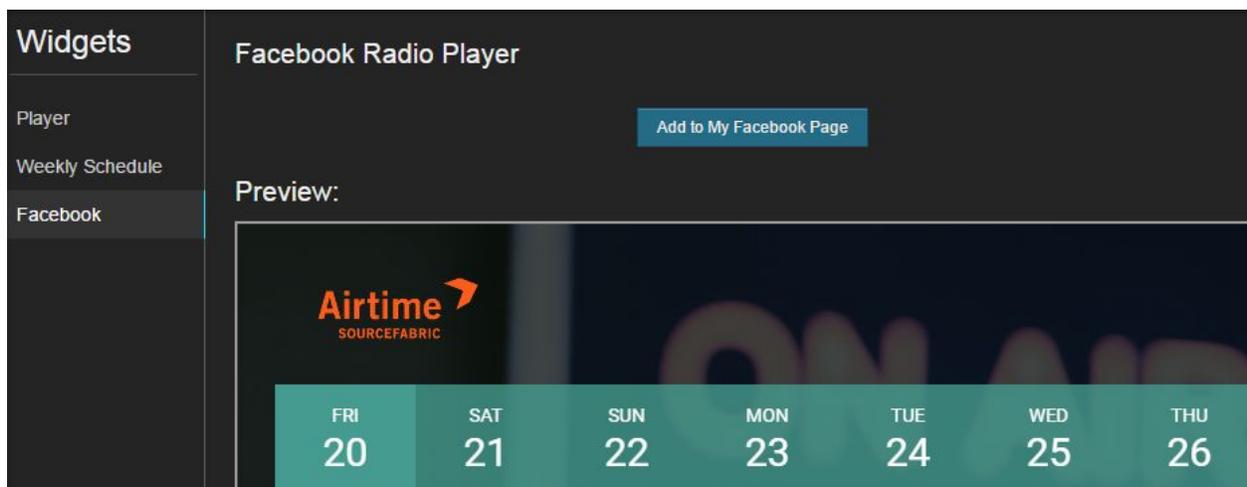
```
Embeddable Code:
<iframe height="400px" width="550px" scrolling="no"
```

You can change the size of the Weekly Schedule widget on your website by changing the iframe height and width in the code after you copy and paste it in your HTML. You can see the default pixel height highlighted in red above. The maximum width for your schedule widget is 750px.

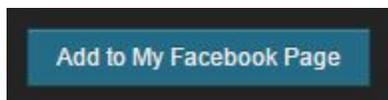
Facebook Widget

The Facebook widget allows you to add a tab to your Facebook page that directs people to a copy of your Radio Page within the Facebook website.

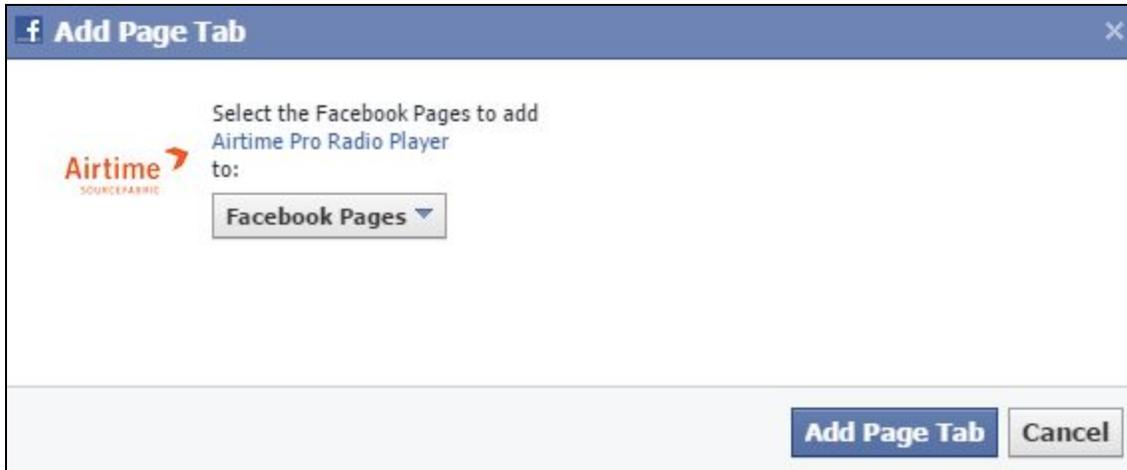
In order to use the Facebook Widget, first set up a Facebook profile to which you would like to attach your radio station widget.



In Airtime, at the top of the Facebook Radio Player pane, you will see a blue 'Add to My Facebook Page' button.



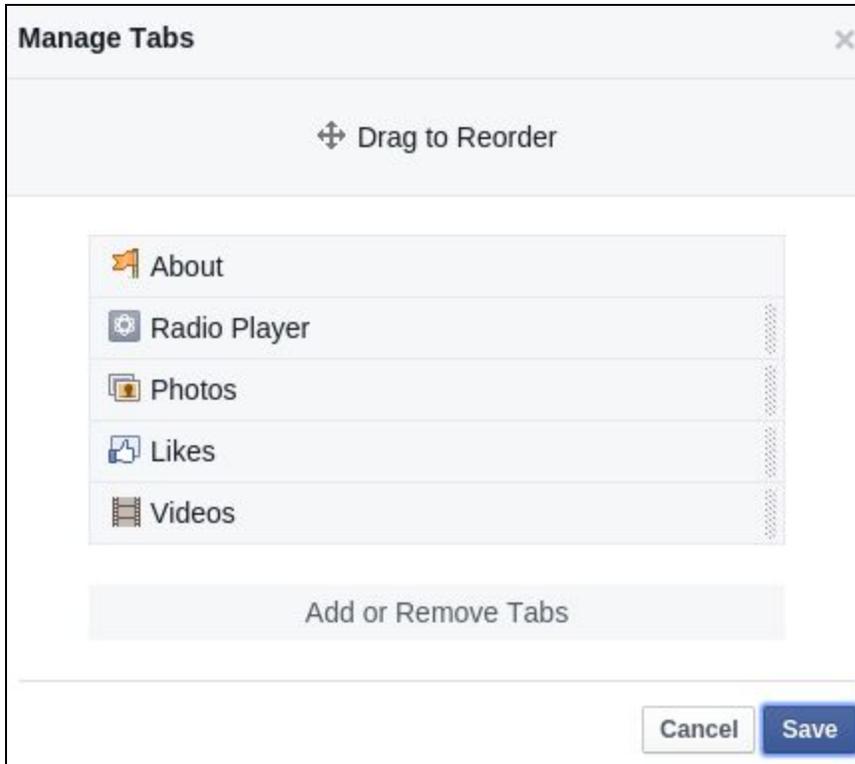
Click the blue 'Add to My Facebook Page' button. This will direct you to log in to Facebook.



Once you've logged in to Facebook, select the Facebook page to which you would like to add the tab and click the 'Add Page Tab' button.



You can make the tab more visible by rearranging your Facebook page tabs. In Facebook, select the *Manage Tabs* option from the *More* drop-down menu.



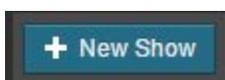
In the Facebook interface, move the Radio Player tab to a higher position in the list, then click **Save**. This will ensure that the Radio Player tab is always visible when listeners visit your Facebook page, rather than being hidden under the *More* menu.

How DJs connect to the Show Source (Live Broadcast)

In Airtime, Admins and Program Managers can assign the control of shows over to DJs or outside guests. Assigning control of a show allows the specified user or guest to connect to the Show Source (for live broadcasting) and/or schedule content for that show. You can read about creating additional users, and user roles [here](#).

Step 1) Create a Show

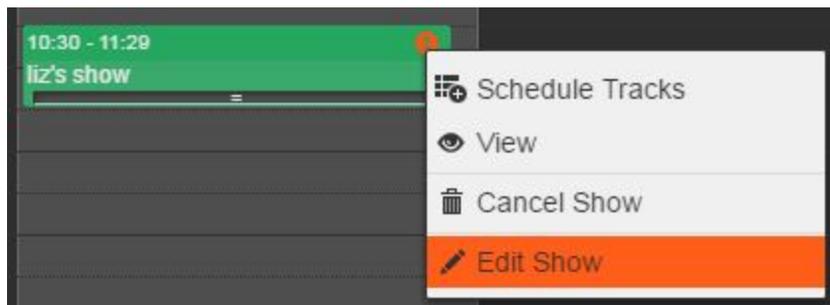
To assign the control of a show, you must first create a show.



New shows can be created in the *Calendar* tab of the *Airtime* main menu. In the *Calendar* tab, you can click the blue '+New Show' button.

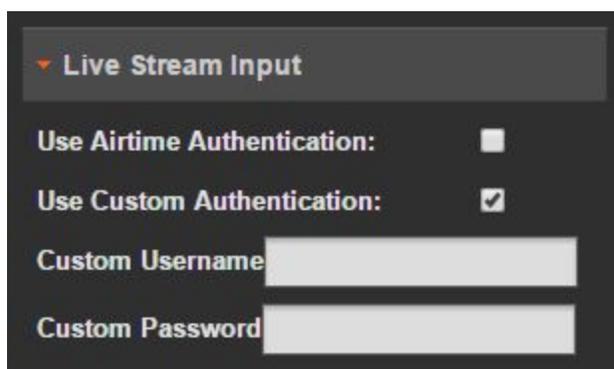
Note that users will not be able to connect to the Show Source if their assigned show was already automatically generated using the AutoDJ feature. You cannot edit or add DJs to a show that has been automatically generated by the AutoDJ.

To assign the control of a show to a DJ or outside guest, you must manually create the show using the '+New Show' button. It is also possible to edit an existing non-AutoDJ show in order to assign control of the show to a different user as long as the show hasn't been filled using the AutoDJ.



To edit a show, find the show in the Calendar and left click on it. Select the *Edit Show* option. A window that looks similar to the *New Show* window will open to the left with the show details.

Step 2) Choose an Authentication in the Live Stream Input section



In the *Live Stream Input* section of the *New Show / Edit Show* pane, you can select between *Airtime Authentication* and *Custom Authentication*. *Airtime Authentication* requires that the DJs use their Airtime usernames and passwords to connect to the stream.

If you choose *Custom Authentication*, use the information entered in the *Custom Username* and *Custom Password* fields to connect to the Show Source. Users can log in using Custom Authentication without having an Airtime Pro user profile.

Show Source

DJs can use these settings to connect with compatible software and broadcast live during this show. Assign a DJ below.

Host:

Port:

Mount:

Airtime-external users can connect to the Show Source using the information provided below the *Live Stream Input* section of the *New Show* pane. Outside users can use a [compatible 3rd-party encoder software](#) (for example BUTT, Rocket Broadcaster, Mixxx, etc.) to connect and broadcast using the Host, Port and Mount information, along with the Authentication information that was entered above (if any).

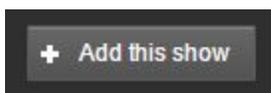
Step 3) Choose a DJ to assume control of the Show

▼ **Who**

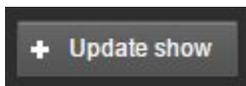
Search Users:

If you are using *Airtime Authentication*, you must scroll down to the *Who* section of the *New Show* pane and assign a DJ to that show, otherwise they will not be able to log in. While it is possible to assign multiple DJs to a show, Airtime can only have one live connection to the Show/Master Source at a time. The Show Source will only let a user connect to broadcast live during the time slot of a show they are assigned to (or have the custom login for) and **Airtime will disconnect them as soon as their assigned show is over.**

When you are done adding DJs and editing the connection details, don't forget to save the changes by clicking the following buttons as is appropriate:



at the top or bottom of the New Show window.



at the top or bottom of the Edit Show window.

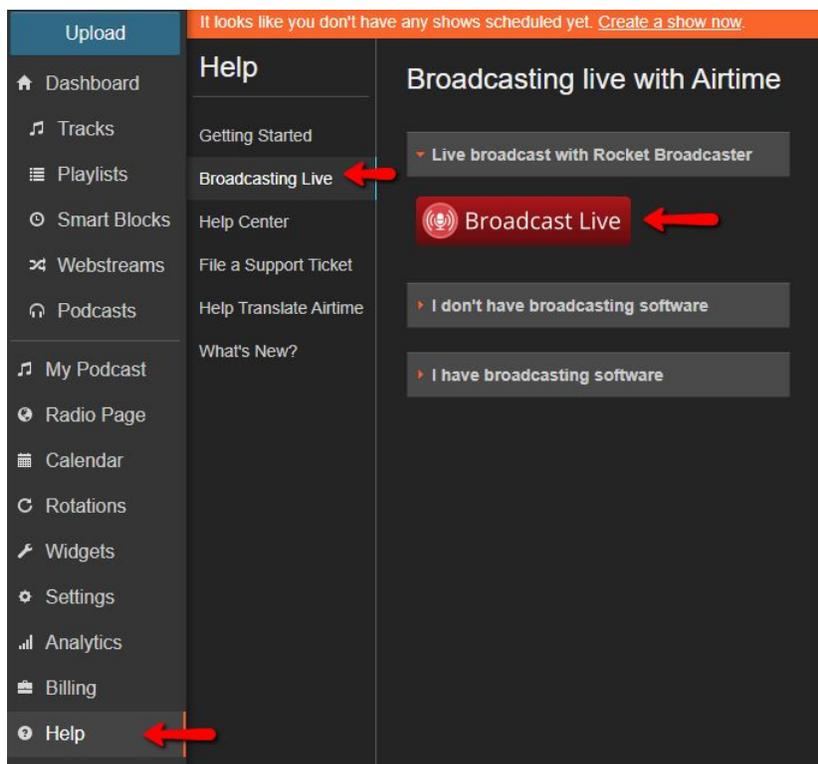
Live Broadcast with Airtime

Live broadcasting in Airtime Pro requires the integration of a third party software. The optimal third party software will vary depending on whether your live broadcast will include live voice or live DJing, and your computer's operating system.

For live broadcasting, you can use a variety of programs to integrate with Airtime Pro. Some examples include BUTT (Broadcast Using This Tool), Mixxx, Nicecast, Rocket Broadcaster and SAM Broadcaster. There are other software programs that you can use but these mentioned above are the most common. In general, you can use any encoder program which has the ability to connect to an Icecast server for live broadcasting with Airtime Pro.

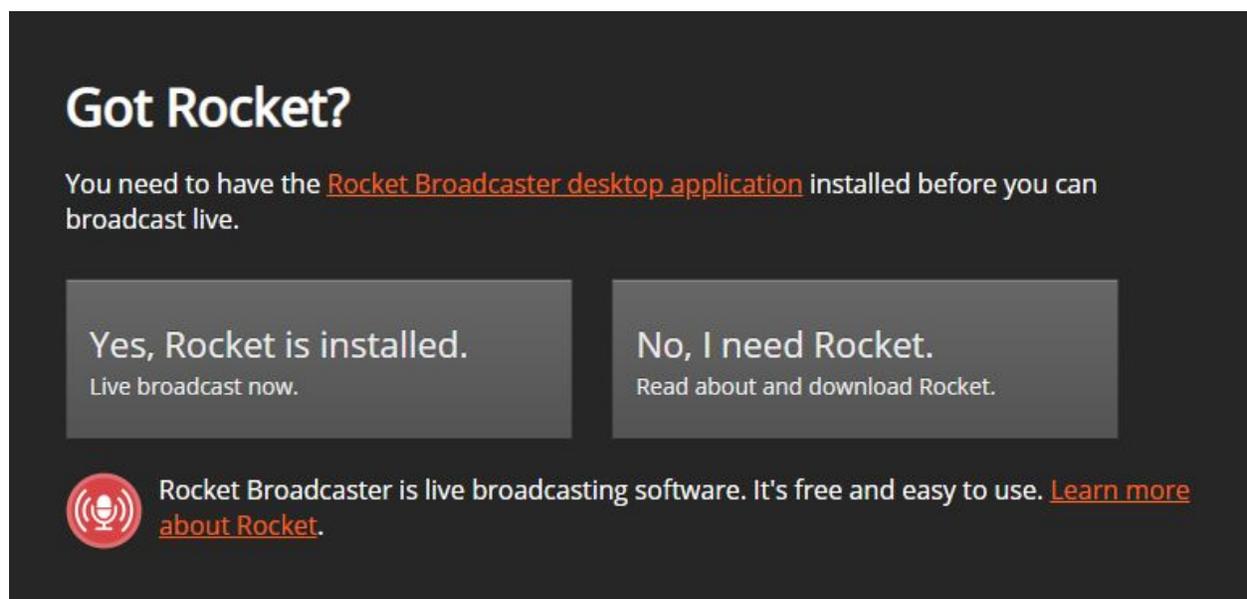
Live Broadcast with Rocket Broadcaster

Live Broadcasting: Rocket Broadcaster: Rocket Broadcaster both free and paid versions, and is compatible with Windows version 7 or later. You can download Rocket Broadcaster here: <https://www.rocketbroadcaster.com/> . If you are not using a Windows operating system, the 'Live broadcast with Rocket Broadcaster' tab will not be visible.



If you already have a copy of Rocket Broadcaster installed, you can use the 'Broadcast Live' button in the Help tab to both open and automatically connect Rocket Broadcaster to your Airtime Pro instance with one click. This eliminates the need to manually configure Rocket Broadcaster with your steam connection details and makes it easy for first-time users to broadcast live.

Clicking on the Rocket Broadcaster 'Broadcast Live' button in Airtime Pro opens the dialogue shown below. Once Rocket Broadcaster is installed, clicking on the 'Yes, Rocket is installed' button will automatically launch and configure your downloaded copy of Rocket Broadcaster to connect to your Airtime Pro stream.



If you have further questions about Rocket Broadcaster, please check out the Rocket Broadcaster website: <https://www.rocketbroadcaster.com>

Other Live Broadcasting Software

Here are our two other favourite *free* tools to use in conjunction with Airtime Pro:

Live Radio Shows: BUTT (Broadcast Using This Tool): Our funny friends at BUTT have created a great open-source piece of software to help you broadcast live. This well-rounded piece of software has a simple user interface that works well with Airtime to allow you to broadcast live. It is compatible with Windows, Linux and MacOS operating systems. It is especially good for live voice broadcasting. Just make sure that you download either version 0.1.13 or 0.1.18 .

You can download BUTT here: <https://sourceforge.net/projects/butt/>

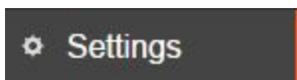
You can find full detailed information on how to set up BUTT with Airtime on our Help Desk [here](#).

Live DJ Sets: Mixxx: Mixxx is our favourite free software tool for live DJing! Mixxx allows DJs to blend up to 4 tracks, with varying speed, intensity, samples and cues. Mixxx has a handy feature that can detect and sync the beats for multiple tracks, as well as an Auto-DJ feature that can automatically mix your selected tracks for you. Mixxx even has a vinyl setting with which you can use turntables to manipulate the tracks in real time. Everything you need to DJ live in one application! Mixxx works with MacOS, Windows and Linux operating systems.

You can download Mixxx here: <http://www.mixxx.org/>

You can find detailed information about how to set up Mixxx with Airtime on our Help Desk [here](#).

Airtime Settings Menu



The Settings tab in the Airtime main menu is where you can adjust most of the defaults and preferences for your radio station. When you click on the Settings tab, you will notice that there are different sections: General, Radio Page, AutoDJ, My Profile, Users, Geo-blocking and Streams.

General Settings

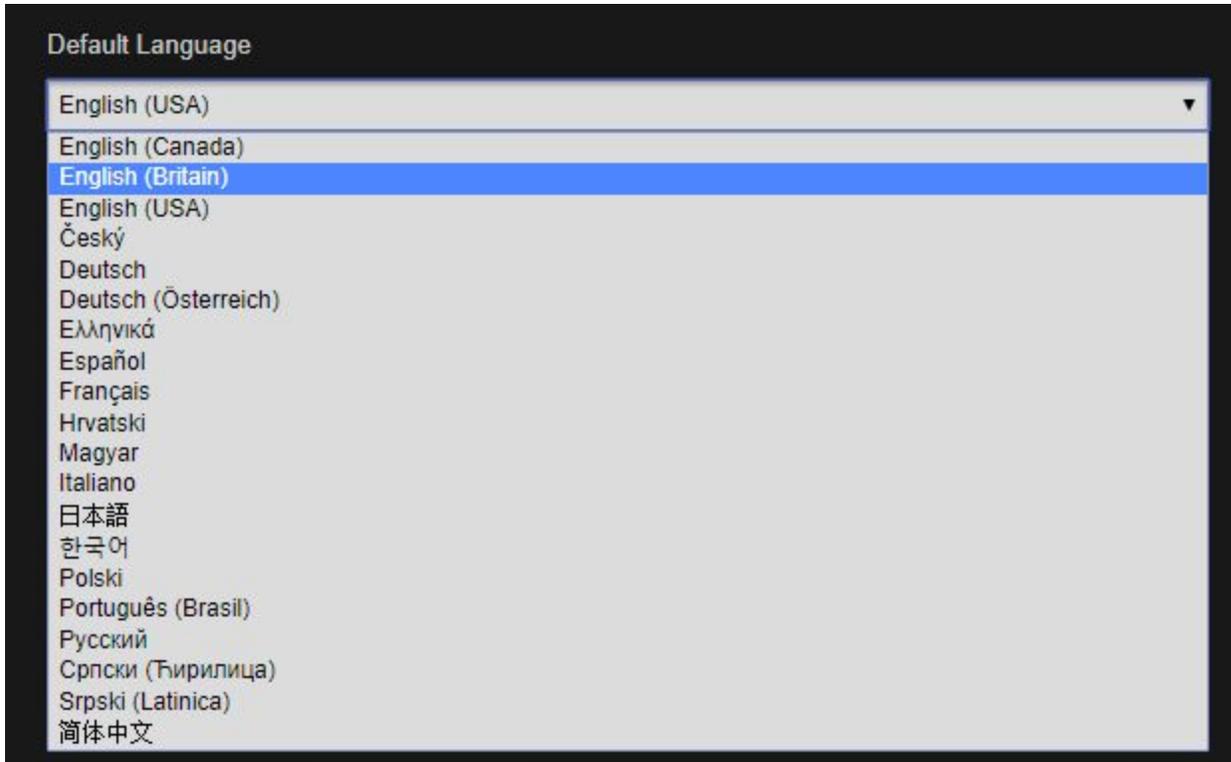
The items in the General Settings section allow you to customize your radio station's social media links and some basic station preferences such as timezone and crossfade.

The screenshot shows the 'Settings' page with the 'General' tab selected. A red arrow points to the 'General' tab in the left sidebar. The main content area is titled 'General' and contains several settings:

- Default Language:** A dropdown menu showing 'English (USA)'.
- Station Timezone:** A dropdown menu showing 'America/Detroit'.
- Week Starts On:** A dropdown menu showing 'Sunday'.
- Default Fade In (s):** A text input field containing '0'.
- Default Fade Out (s):** A text input field containing '0'.
- Default Crossfade Duration (s):** A text input field containing '2'.
- Public Airtime API:** A toggle switch with 'Disabled' selected (radio button).

Below the 'Public Airtime API' section, there is a note: "Enabling this feature will allow Airtime to provide schedule data to external widgets that can be embedded in your website."

Default language: It's possible to translate your Airtime interface into several different languages such as English, French, Spanish, German, Japanese, Russian and many more. The full list of available languages is displayed below:



Station Timezone: Adjusting your station timezone will change the way in which you view your calendar and schedule your shows.

Week Starts on: Choose which day of the week appears in the leftmost column of the calendar tab.

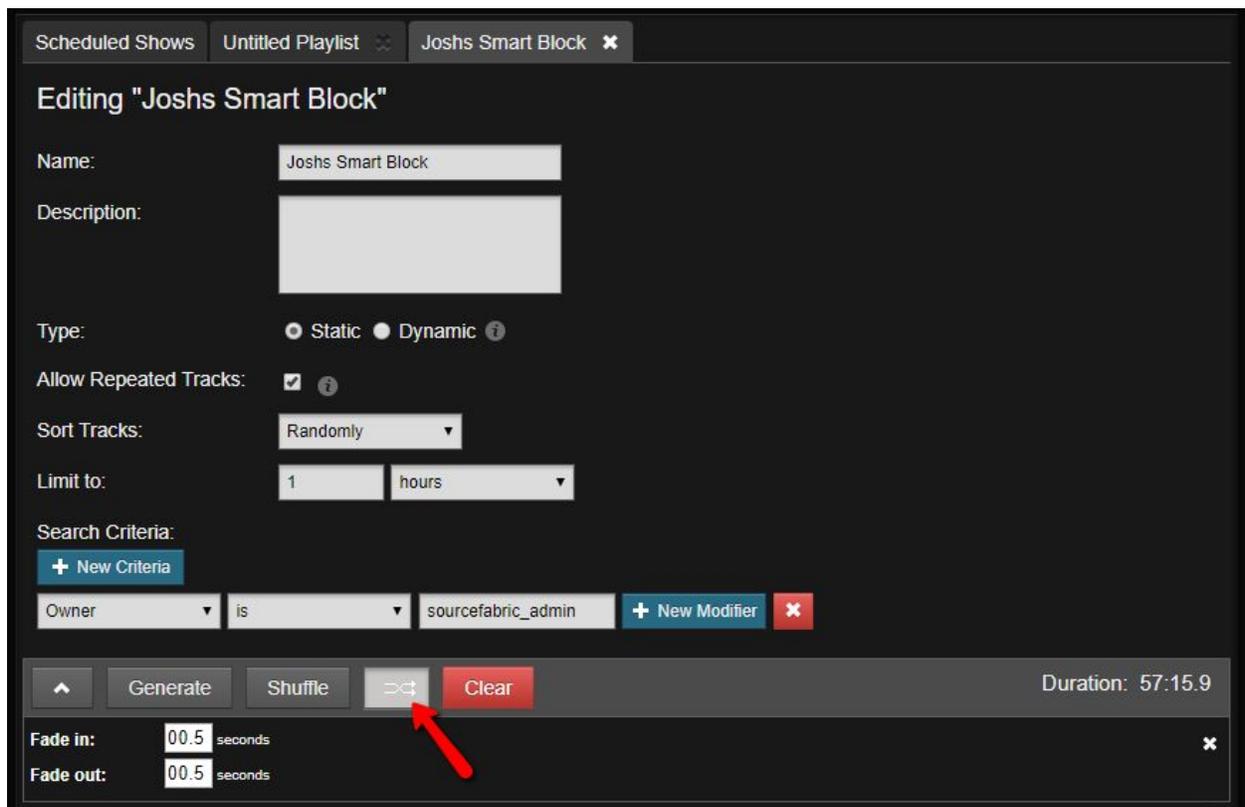
Default Fade In: Enter an amount of time in seconds for your tracks to fade in across all your programmed content.

Default Fade Out: Enter an amount of time in seconds for your for your tracks to fade out across all of your programmed content.

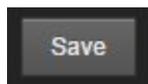
Default Crossfade Duration (track overlap): Enter the amount of time in seconds for the total duration of the crossfade. If you enter a crossfade duration in seconds in this textbox, the end of one track will overlap with the beginning of the next track for the duration of the specified crossfade. This feature can be used in conjunction with fades or independently.

Public Airtime API: Enabling this feature will allow Airtime to provide schedule and track data to external 3rd-party widgets that can be embedded in your website.

Note that fading can also be individually adjusted for your Smart Blocks and Playlists in their respective editing windows, as shown below:



Enter the time in seconds in the text boxes provided. The values that you enter for the fading on the Playlist or Smart Block will override the global settings that you have entered in the General Settings.



When you are happy with the information that you've entered, don't forget to click the 'Save' button in the top-right corner of the *General Settings* pane.

You can find more information about [Tuneln](#), [Spinitron](#), [Soundcloud](#) and [Twitter](#) Integrations, see their individual sections of this manual or their respective articles on the [Help Desk](#).

AutoDJ Settings

The second section in the *Settings* tab contains your preferences for the AutoDJ feature. In this menu, you can turn on and off the AutoDJ feature.

The AutoDJ feature allows shows to be created and filled automatically when nothing is scheduled. The AutoDJ feature aims to ensure that there are no gaps in your radio stream. When no shows are scheduled, AutoDJ will schedule a show 1 hour in advance. **For best results, do not set up the AutoDJ show for a time slot (Generated Show Length) longer than 2 hours.**



There is an AutoDJ button in the top-right section of the Airtime interface. When your station is using the AutoDJ feature, you will see a green stripe below the AutoDJ button. When the AutoDJ feature is not in use, the stripe below the button appears in red. Clicking on the *AutoDJ* button will open the AutoDJ settings pane. The AutoDJ settings window can also be accessed from the Airtime main menu by selecting *Settings > AutoDJ*.

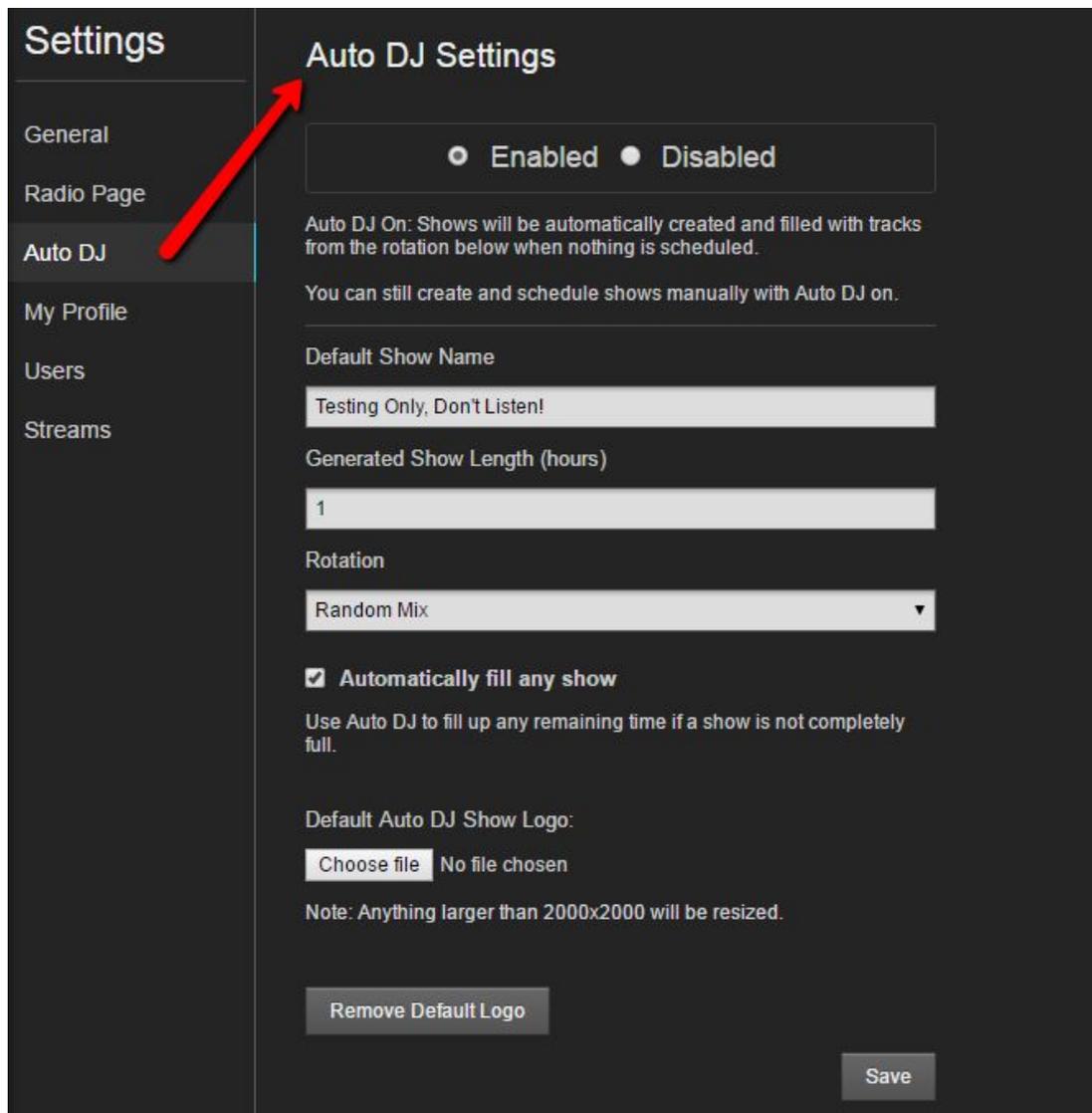
The AutoDJ will not interfere with manually scheduled shows except to fill them with content (assuming the option in the Preferences section is enabled). AutoDJ shows will always end prior to any manually scheduled show regardless of Generated Show Length.

To remove a show generated by the AutoDJ, make sure to toggle AutoDJ off before deletion or the show may be immediately rescheduled.

Future AutoDJ shows may be moved on the Calendar like any other show, however when an AutoDJ show is moved, a new show will be generated to replace it. Note that this may cause unwanted repetition of tracks once the AutoDJ show is moved to the new time, as the tracks in it will remain unchanged.

The AutoDJ Settings can be found under AutoDJ in the Settings menu on the left side of the Airtime interface. Select *Settings > AutoDJ*.

Further details about the AutoDJ settings are found below:



Enabled toggle: Automatically fill manually created shows - If checked, shows created by any user with some or no content will be assigned the AutoDJ Rotation and filled one hour before playout.

Default Show Name - The name assigned to shows generated by the AutoDJ. The name that you enter here will be visible on your Radio Page.

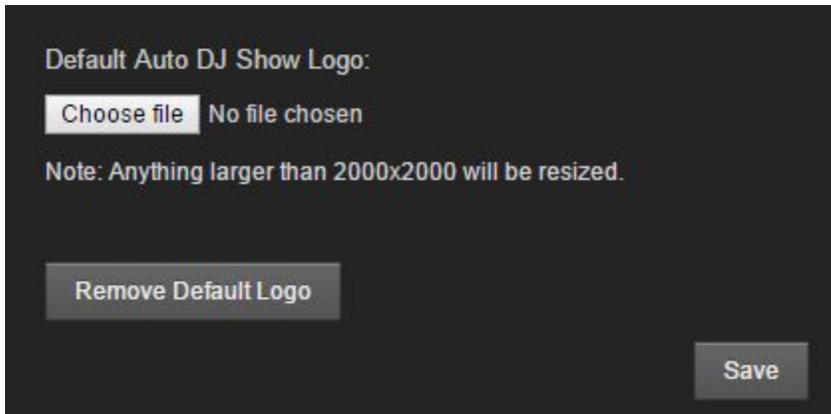
Generated Show Length (hours) - The length of shows generated by the AutoDJ, in hours. For best results use AutoDJ shows of 1-3 hours.

Rotation - The Rotation used to fill the shows generated by the AutoDJ. The selected Rotation cannot be deleted until a new Rotation is assigned. Some AutoDJ-generated shows may be automatically extended. AutoDJ will always try to end shows on the hour, however if the

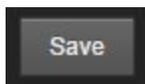
Rotation you select cannot, it will extend the duration of the show slightly.

Automatically fill any show

Automatically Fill Any Show - The checkbox at the bottom of the AutoDJ settings window allows AutoDJ to fill up any remaining time if a show is not completely full.



AutoDJ Show Logo: Customise the AutoDJ show logo for your Radio Page by clicking on the 'Choose file' button. Choose an image to upload an image from your computer. Anything larger than 2000 x 2000 pixels will be resized. If you've uploaded a file that you're not happy with, click on the 'Remove Default Logo' button to delete the file and start again.



When you are satisfied with your settings, click the 'Save' button at the bottom of the AutoDJ pane.

My Profile

The third section in the Settings tab is for editing your personal preferences. Click on the My Profile tab to view your current settings.

My Profile

Username: liz

Password: *****

Verify Password: *****

First name: liz

Last name: m

Email: liz.erhardt@gmail.com

Mobile Phone:

Skype:

Jabber:

Language: English (Canada) ▼

Interface Timezone: Use station default ▼

Save

Your username is used for your login and is set when your user profile is created. You cannot change your username. It is possible to edit all the other fields in the *My Profile* section. You can change your password, your first and last name, and contact information. Users with the Super Admin user type can also edit many of these options from the *Billing > Account Details* section.

The Language setting under *My Profile* allows you to change the language of your Airtime interface. Changing the language set under My Profile will override the default language that is set in the General Settings section of the Settings menu.

The Interface Timezone can be changed under the *My Profile* section. This changes the clock in the upper-right corner of the Airtime interface to your selected time zone. Your current timezone abbreviation is visible below the clock in the Airtime interface. This setting also determines what time zone your calendar is displayed in.

When you are happy with your profile changes, click the 'Save' button to implement the changes.

User Management

Airtime admins can add and delete users by selecting the Settings tab in the Airtime main menu and then clicking on the Users section.

Username	First Name	Last Name	Role	Action
Josh	Josh	McLain	DJ	×
Iva	Iva	Heilová	DJ	×
Katerina	Katerina	Michailidis	DJ	×
Aco	Aleksandar	Erkalović	DJ	×
mikayel	Mikayel	Karapetyan	DJ	×
robert.klajn	Robert	Klajn	DJ	×
Gala	Gala	Cacchione	DJ	×

To add a new user, click the '+New User' button at the top of the Manage Users window. This will open a tab on the right where you can enter information for the new user, including a password and contact information. Notify the new user of the username and password that you have selected for them. Note that users log in using their username, not their email address. This applies to all users except for the Super Admin, who can log in with their email address. The user can change everything except for their username after they log in, so choose the username carefully.

Username:

Password:

Verify Password:

First name:

Last name:

Email:

Mobile Phone:

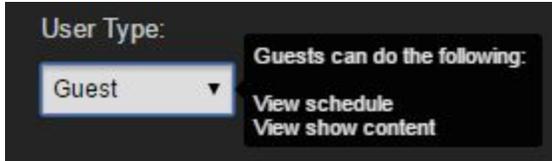
Skype:

Jabber:

User Type:

Save

The User Type drop-down menu at the bottom of the new user tab allows you to set privileges for the new user. If you hover over the User Type selected in the drop-down menu, a description of the profile privileges will appear beside it in a black box.



Understanding User Permissions

Listed below you will find a guide to each user type and the permissions that each user type implies.

In addition to the user types listed below, there is also a user type called **Super Admin**. Super Admins have access to every permission, including those related to billing and account maintenance. There is only one Super Admin per Airtime Pro instance.

Any regular admin can change the privileges of a user at any time by selecting a different User Type from the drop-down menu.

Admins can also delete users by clicking on the 'x' in the far right column in the User Management window.

Guest users can:

- View schedule
- View show content

DJs can:

- View schedule
- View show content
- Manage assigned show content
- Import media files
- Create Playlists, Webstreams, Smart Blocks and Rotations
- Manage library content they've uploaded

Program managers can:

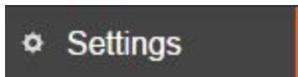
- View schedule
- View and manage show content
- Schedule shows
- Import media files
- Create Playlists, Webstreams, Podcasts, Smart Blocks and Rotations
- Publish to SoundCloud
- Manage all library content
- Manage Show Source info
- View Master Source info

Admins can:

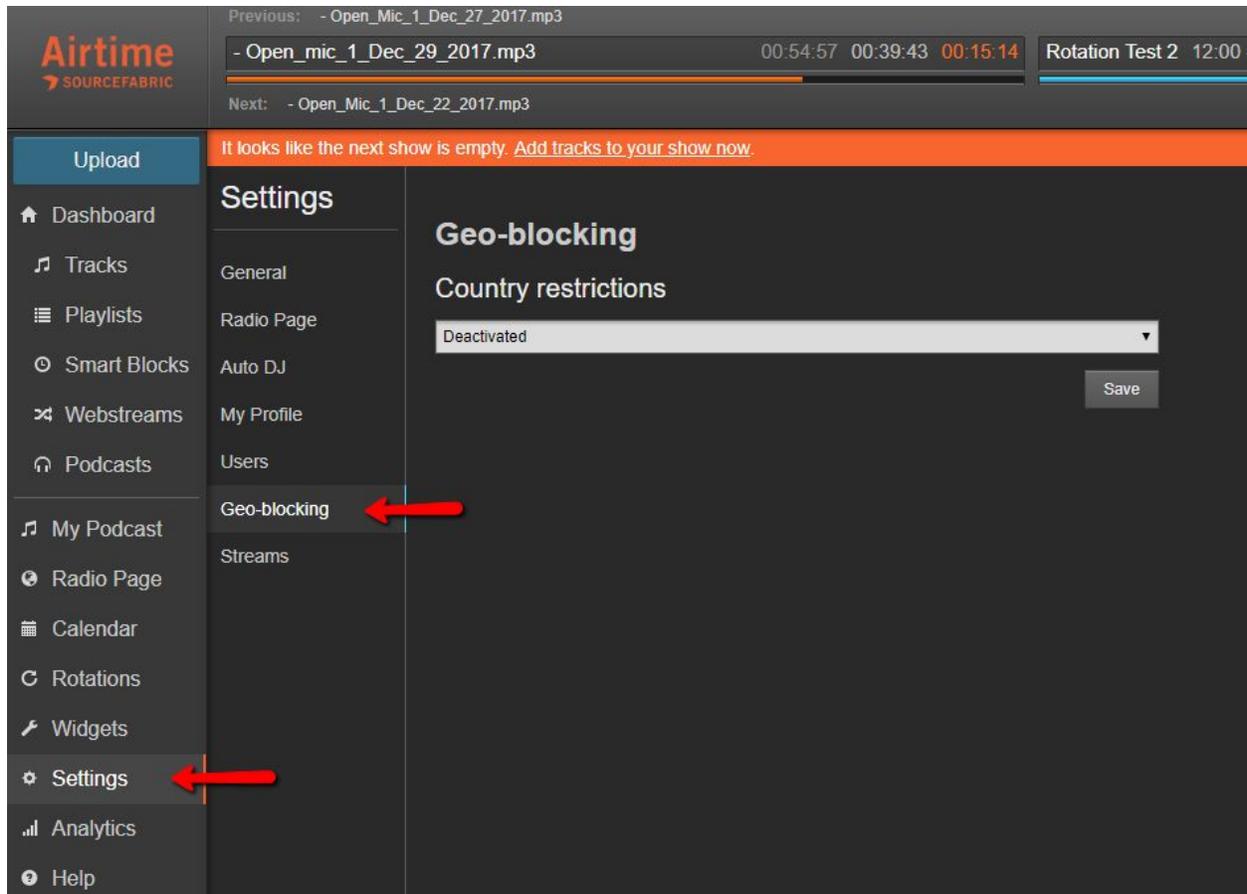
- Manage preferences
- Manage users
- Manage watched folders
- Send support feedback
- Access playout histories
- View listener stats
- View schedule
- View and manage show content
- Schedule shows
- Enable AutoDJ
- Manage Show Source info
- View and Edit Master Source info
- Import media files
- Create Playlists, Webstreams, Smart Blocks and Rotations
- Publish to SoundCloud
- Manage all library content

Geo-blocking

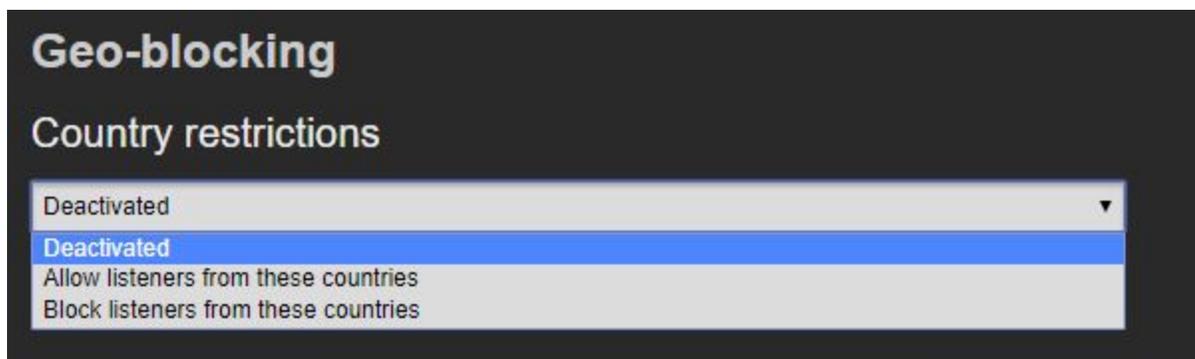
Airtime has a feature that lets you restrict access to your stream based on your listener's location. This can be important for music licensing reasons.



To access your Geo-blocking settings, select *Settings* > *Geo-blocking*, from the left side of the Airtime interface.



You will notice that, by default, the Geo-blocking is deactivated. While Geo-blocking is Deactivated, there are no limitations on who is able to connect to your stream.



In the Geo-blocking pane, you will find a drop-down menu with three different options:

- **Deactivated:** All listeners can access your stream, regardless of their location.
- **Allow listeners from these countries:** In this mode, your streams will be accessible ONLY in countries you select. You must provide an exhaustive list of all the countries

that will be allowed access. Any country that isn't in the list, will not be able to access your stream. You can choose as many countries as you like.

- **Block listeners from these countries:** In this mode, your stream will be inaccessible to the countries that you select. Note that ONLY countries listed will be denied access. All other countries will be able to connect to your stream. You can choose as many countries as you like.

The screenshot shows a dark-themed interface for 'Geo-blocking'. At the top, the title 'Geo-blocking' is displayed in a large, bold, white font. Below it, the subtitle 'Country restrictions' is also in white. A dropdown menu is open, showing the selected option 'Allow listeners from these countries' in a light gray box. Below the dropdown, a line of white text reads: 'Your streams will be accessible ONLY in countries you select below. Your streams will be inaccessible in ALL other countries.' Underneath this text is another dropdown menu with the placeholder text 'Select...'. A red error message box is visible, containing the text 'You need to add at least one country.' in white. At the bottom right of the interface is a 'Save' button.

If you choose the “*block listeners from these countries*” or “*allow listeners from these countries*” Geo-blocking modes, you will need to specify which countries you would like to block or allow. You will need to select at least one country.

Geo-blocking

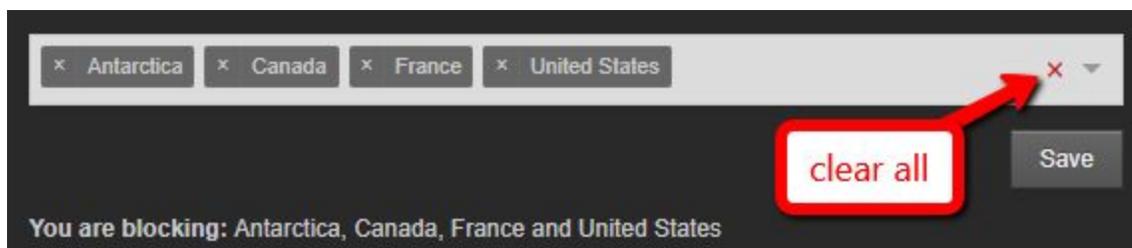
Country restrictions

Allow listeners from these countries

Your streams will be accessible ONLY in countries you select below. Your streams will be inaccessible in ALL other countries.



You can select countries either by scrolling through the second drop-down menu, or by typing the country name in the top of the drop-down menu.



Delete the selected countries at once by clicking on the red 'x' beside the drop-down arrow.

Oops! You are blocking your country and won't be able to access your own stream!

If you accidentally block your own country, Airtime Pro will let you know! If you block your country of residence, you will not be able to listen to your own stream.

Save

When you are done updating your Geo-blocking settings, don't forget to click the 'Save' button.

Why is geo-blocking important?

In order for artists to get recognition and be paid for their content, you are responsible for obtaining music licensing and reporting the titles of the content that you air on your station. You can use the geo-blocking feature to deny access to the regions for which you do not have music licensing.

Stream Settings

Admins can access the Stream and Live Broadcasting settings by clicking on the *Settings* tab of the Airtime main menu, and then selecting the *Streams* option.

Global Settings

Icecast Vorbis Metadata

In the *Global Settings* section of the Streams tab, you will see an *Icecast Vorbis Metadata* checkbox. This checkbox is only relevant if you are using an OGG stream. Check the info pop-up or check the [Help Desk](#) if you have further questions about it.

Stream Labels

If you are using third party widgets, you can customize the metadata that appears on your custom widgets by changing the *Stream Label* checkboxes. Only one *Stream Label* selection is possible at a time.

Off Air Metadata

When your radio station is not on the air, a message will appear to let your listeners know that there is nothing currently playing. You can edit this message in the Off Air Metadata textbox. Changes to these settings will not affect the Airtime Player Widget or the info provided by Airtime to your Radio Page.

Replay Gain and Replay Gain Modifier

The Replay Gain checkbox and slide bar allow you to increase or decrease the playout volume of your Stream.

Live Broadcast Settings

Live Broadcasting

Auto Switch to Live DJ: i

Switch Transition Fade (s):

Need help? See [our live broadcasting guide](#).

Master Live DJ Connection Details

Use these settings in your broadcasting software to stream live at any time.

Username: i

Password: Show Generate

Host:

Port:

Mount:

Show DJ Connection Details

DJs can use these settings in their broadcasting software to broadcast live only during shows assigned to them.

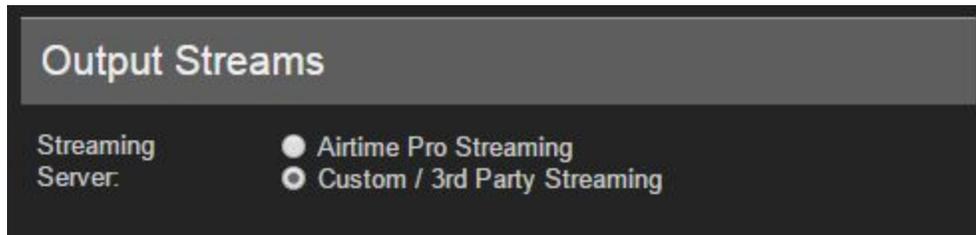
Host:

Port:

Mount:

Below the *Global Settings*, you will find the *Live Broadcast Settings* section. Live Broadcasting, whether for DJing or using live voice broadcasting, requires the integration of other 3rd-party software in addition to Airtime Pro. If you have further questions about setting up your live broadcast software, you can check the Broadcasting Live section of the Help tab in the Airtime main menu. The two most common open-source software integrations for Airtime Pro are Mixxx (for live DJing) and BUTT (for live voice broadcasting). Check our [Sourcefabric Help Desk](#) to learn more about these software.

Output Streams



In the top-right corner of the *Stream Settings* pane you will find your Output Streams settings. Your instance of Airtime can be hosted on our servers, or on a custom server of your choice. In most cases, users will use the Airtime Pro Streaming option.

Note that if you switch back to Airtime Pro Streaming from Custom Streaming, you will automatically reset all the username, server and password info to Airtime defaults.

Stream 1

Connected to the streaming server

Enabled:

Mobile:

Stream Type: MP3

Bit Rate: 192 kbit/s

Server (Required): sourcefabric.out

Port (Required): 8000

Service Type: Icecast

Channels: 2 - Stereo

Additional Options

Username:

Password:

Admin User:

Admin Password:

The following info will be displayed to listeners in their media player:

Name: Sourcefabric FM - Ogg Vorbis s

Description: Sourcefabric FM - Ogg Vorbis s

URL: http://airtime.sourcefabric.org
(Your radio station website)

Genre: Funky

Mount Point:

Looking to get started with streamlicensing.com? Check out [our helpful guide!](#)

Directly below the *Output Streams* section you will find detailed information for your Streams. Airtime pro has two playout Streams. It is not necessary to adjust the information in these textboxes, unless you are using a 3rd party hosting. If you are using Airtime Pro, this information will be automatically inserted for you. The Admin User and Admin Password should be left blank when using Airtime Pro.

Mobile:

It is a good idea to mark one of your Streams as '*Mobile*', using this checkbox, and set it to a lower bitrate. This will ensure that the Stream is appropriate for listeners that are connecting through a mobile device. People who are listening to your radio station are directed to the Stream that is most appropriate for their type of connection (provided that you have multiple Streams enabled).

Enabled:

If you are experiencing difficulties with your playout, it can sometimes be solved by disabling and re-enabling your Streams. You can do this by unchecking the Enabled box, then clicking Save. Remember to re-enable your Steam and click Save when you're done.

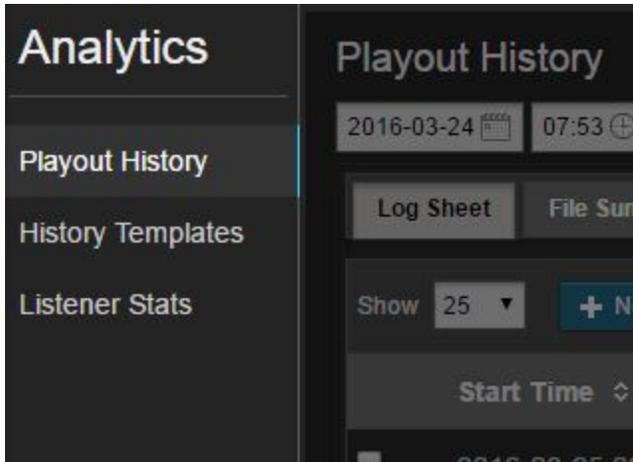
Stream URL: http://sourcefabric.out.airtime.pro:8000/sourcefabric_a

You can view the direct stream URL below the text boxes for each Stream. You will need this Stream URL if you are using the TuneIn Radio application or other similar online radio directories.

Analytics

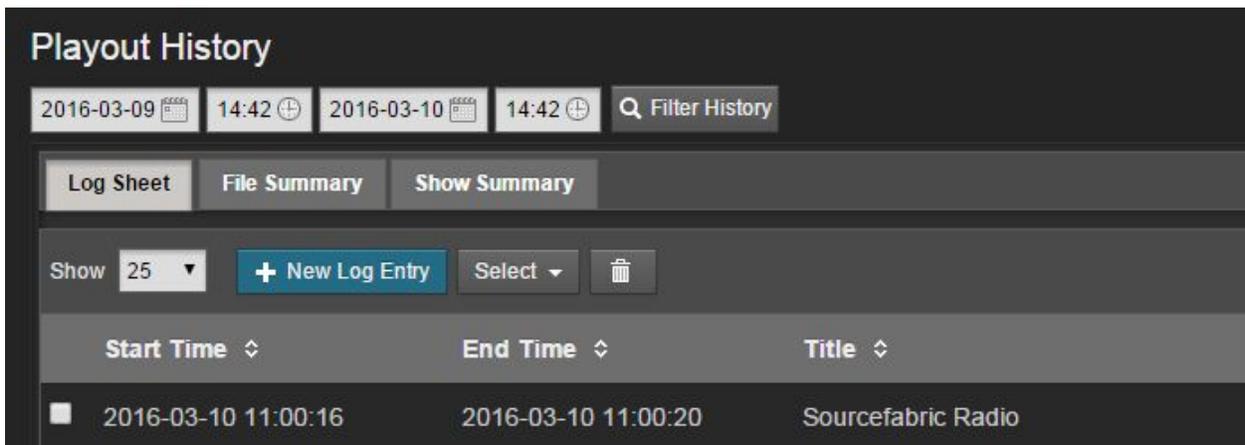
 Analytics

When you click the Analytics tab in the Airtime main menu, you will see three options. The first option is for viewing and editing the *Playout History*. The *Playout History* is a record of all the tracks and shows that have played on your Airtime station. *Playout History* logs may be required by your music licensing organization.



Playout History

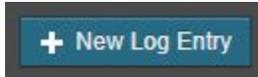
Airtime Pro keeps a log of all tracks that have aired on your station.



By default, the *Playout History* is set to show all the tracks that have aired in the past 24 hours. It is possible to view a different time span by adjusting the dates and times in the text boxes at the top of the pane, then clicking the '*Filter History*' button. The list of aired tracks will often appear across multiple pages.

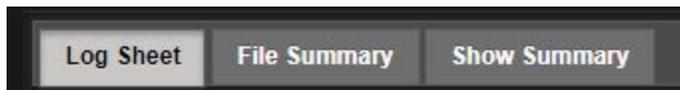


Change the number of entries in *Show* drop-down menu to adjust how many entries are displayed per page.



Normally Airtime will log all of the tracks that air on station automatically. It is also possible to manually input entries into your Playout Log by clicking the '+*New Log Entry*' button. (See further details on this below)

At the top of the Playout History pane, you will find 3 tabs: Log Sheet, File Summary and Show Summary:



Log Sheet

The Log Sheet displays tracks that have played out in a specified period. In the Log Sheet, the displayed tracks can be from across multiple shows. This includes the names of tracks that have aired in re-broadcasted Webstreams and Live Broadcasts, provided that the metadata for those tracks are available.

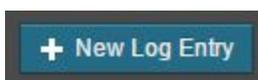
File Summary

The File Summary will show all the tracks in your library which have been aired at least once. The '*File Summary*' button will only show aired tracks that are played from your Airtime library. If you want to print your library, using the File Summary tab will be the easiest way.

Show Summary

The Show Summary log will show the tracks that have been played out in each show. The shows can be collapsed or expanded but you can only view the contents of one show at a time.

Manually Adding Entries to your Log



You can manually add tracks to your show log by clicking on the '+*New Long Entry*' button.

Edit History Record

Start Time

End Time

Choose Show Instance

No Show ▾ Find

Title

Creator

Album

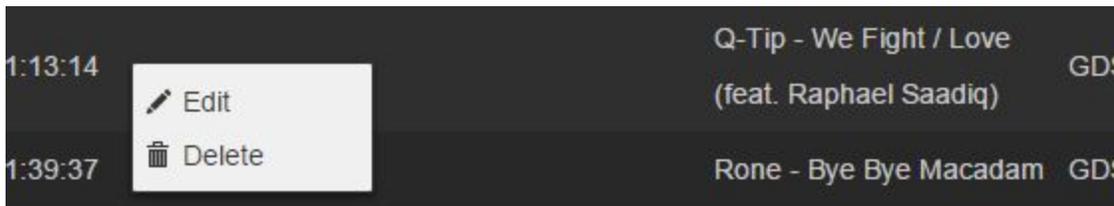
Length

Genre

Save Cancel

Clicking the blue '+New Log Entry' button in the Playout History tab allows you to manually enter items into the log by filling out the textboxes in the window that pops up. You can choose to add the item to a specific show log. Click the 'Find' button to retrieve a list of your shows. When you are done, click the 'Save' button at the bottom of the window.

Editing Existing Log Entries



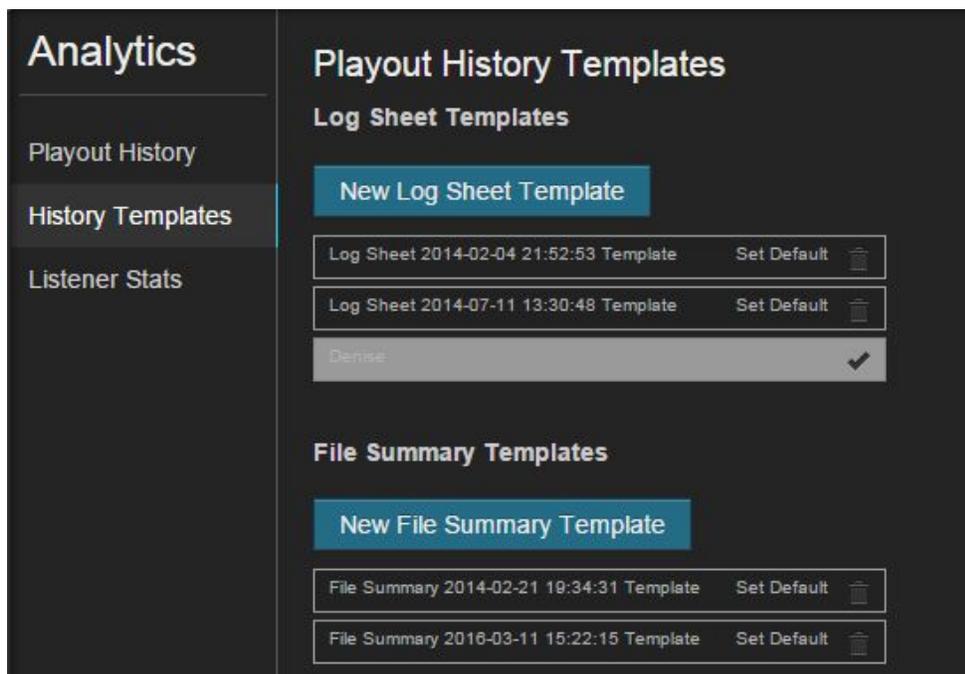
You can edit an existing entry by clicking directly on the log item that you wish to edit, then selecting the *Edit* option. Editing allows you to change the track title, track creator, start time and end time. Generally, you will not need to edit your Playout History unless there were errors in your track's metadata.

Clicking on an item in the Playout History list also gives you the option to manually delete items from your log.

History Templates

How to create a new template

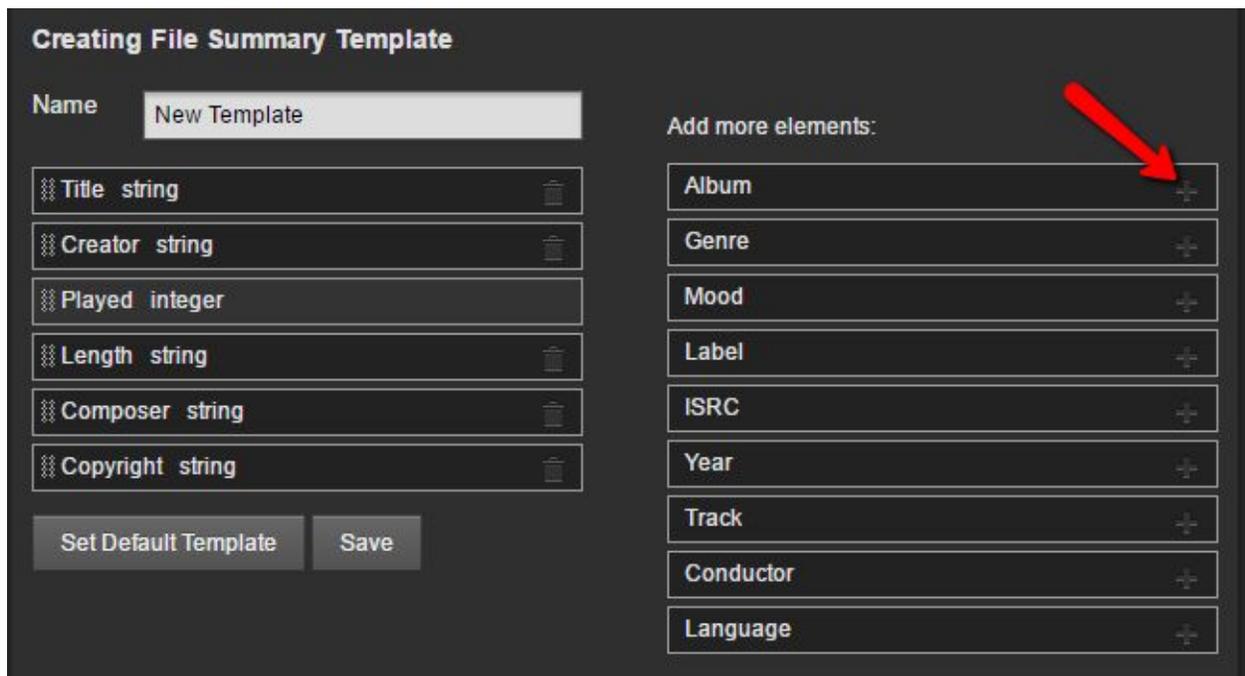
History Templates are available for you to customize the columns information displayed in your Playout History logs. You can access the templates by selecting *Analytics > History Templates*.



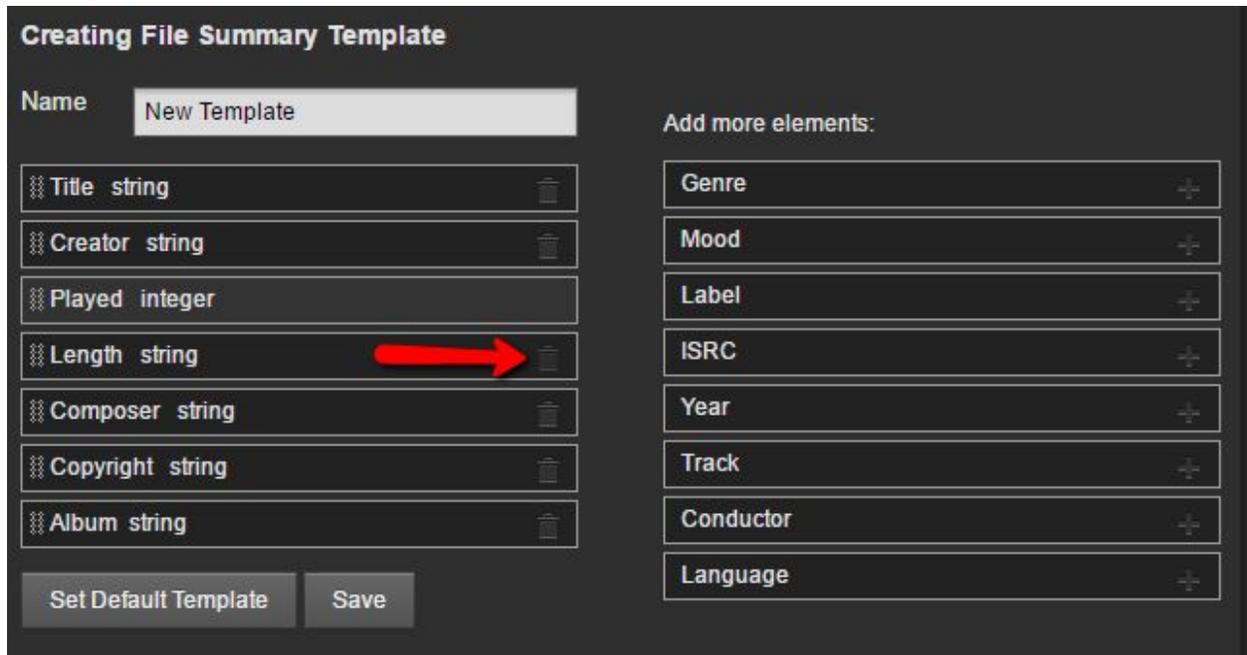
You can set different log styles for both the Log Sheet and File Summary, but the process to create the templates are the same.



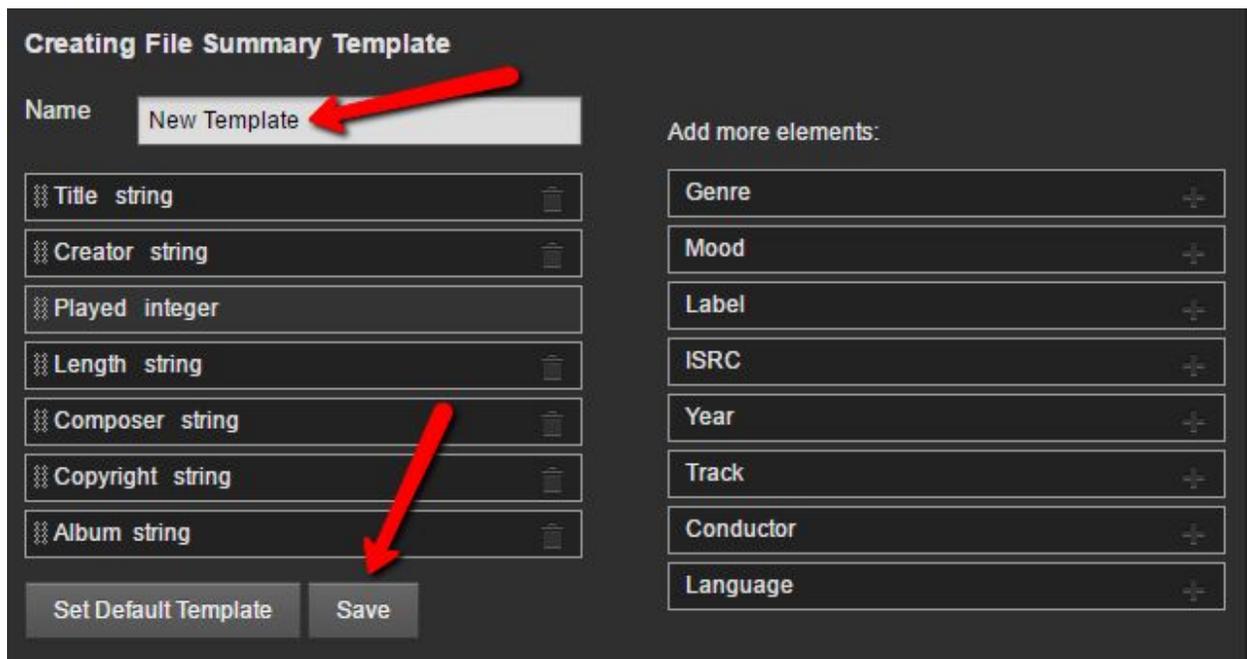
Step 1: Click on the 'New Log Sheet Template' button: Either 'New Log Sheet Template' or 'New File Summary Template' depending on which type of log you would like to create. These refer to which type of log you are viewing. You can have different column set-ups for each.



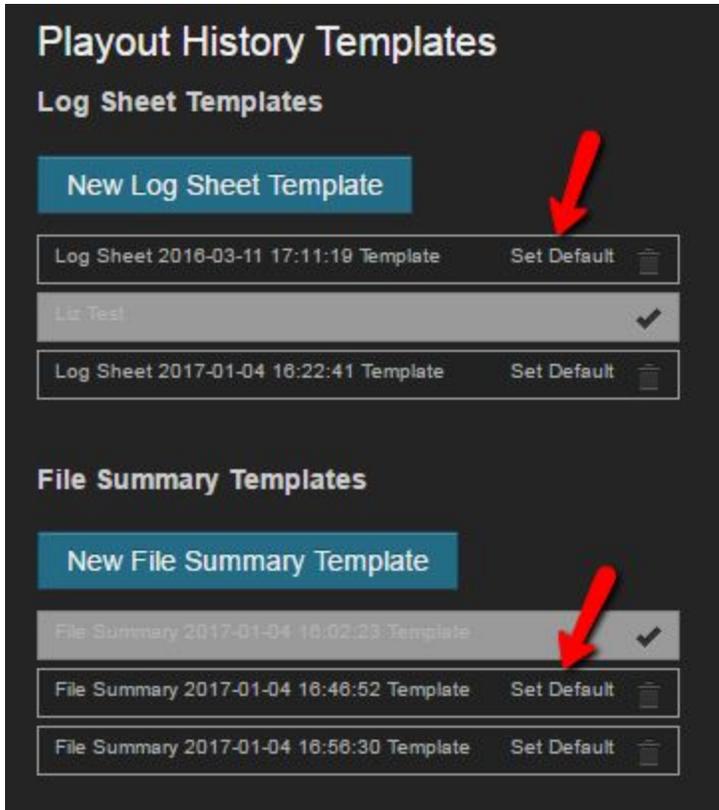
Step 2: Click the '+' icon to add new columns from the categories on the right.



Step 3: Remove unwanted columns by clicking in the trash icon, from the categories on the left.



Step 4: Name your template by typing in the textbox, then click the Save button.



Step 5: Set your new template as default to enable it.

How do I print my Airtime library?

To print your library, select *Analytics > Playout History > File Summary*.

The *File Summary* will display all of the tracks in your library. You can organize them by title, creator, length, year, etc. by clicking on the column titles. Unfortunately the file summary will only display tracks that have aired at least once. If a track hasn't aired yet, it isn't considered part of your library yet.

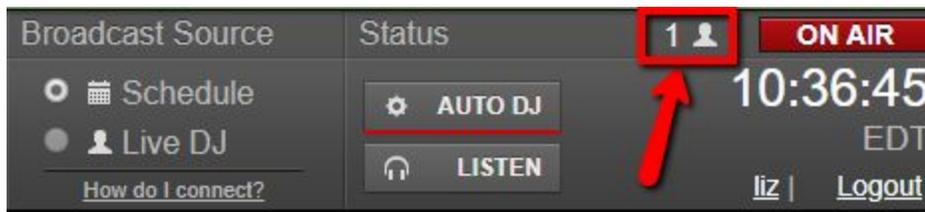


In the top-right corner of the *Playout History* window are four buttons to export your playout history.

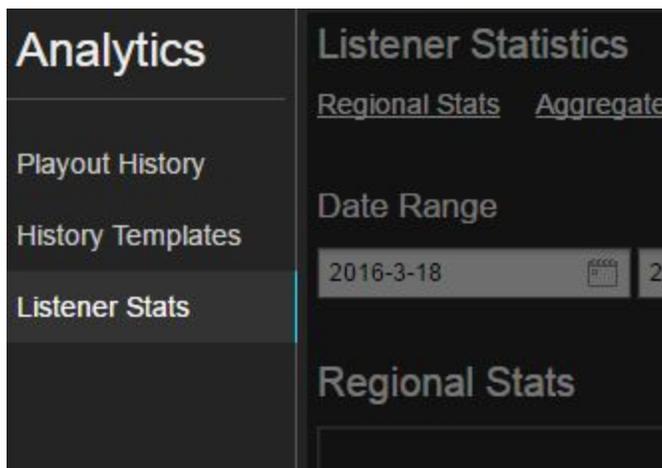
- Copy** - Copy the current page of entries to your clipboard. Paste them into another application.
- CSV** - Save the displayed summary as .csv file.
- PDF** - Save the displayed summary as .pdf file.
- Print** - Print a hard copy of your displayed summary.

Listener Statistics

The Analytics feature allows you to track your radio station's listener statistics. This is helpful for determining which of your shows are most popular, and which time slots attract the most listeners.



The number of current listeners is displayed in the Airtime interface at the top-right corner beside the ON AIR sign.



You can access more detailed listener information from the Airtime main menu. Click on the *Analytics* tab and select Listener Stats to view listener statistics for categories like region, time, show popularity, etc.

In addition to in-depth listener data, the Analytics section also provides access to records of all the tracks that have aired on your radio station in the Playout History section. Read the [Playout History section](#) of the Airtime User manual for detailed information on that section.

Listener Statistics

[Regional Stats](#)
[Aggregate Listener Hours](#)
[Most Popular Shows](#)
[Listener Count](#)
[Monthly Listener Bandwidth Usage](#)
[Session Duration Distribution](#)

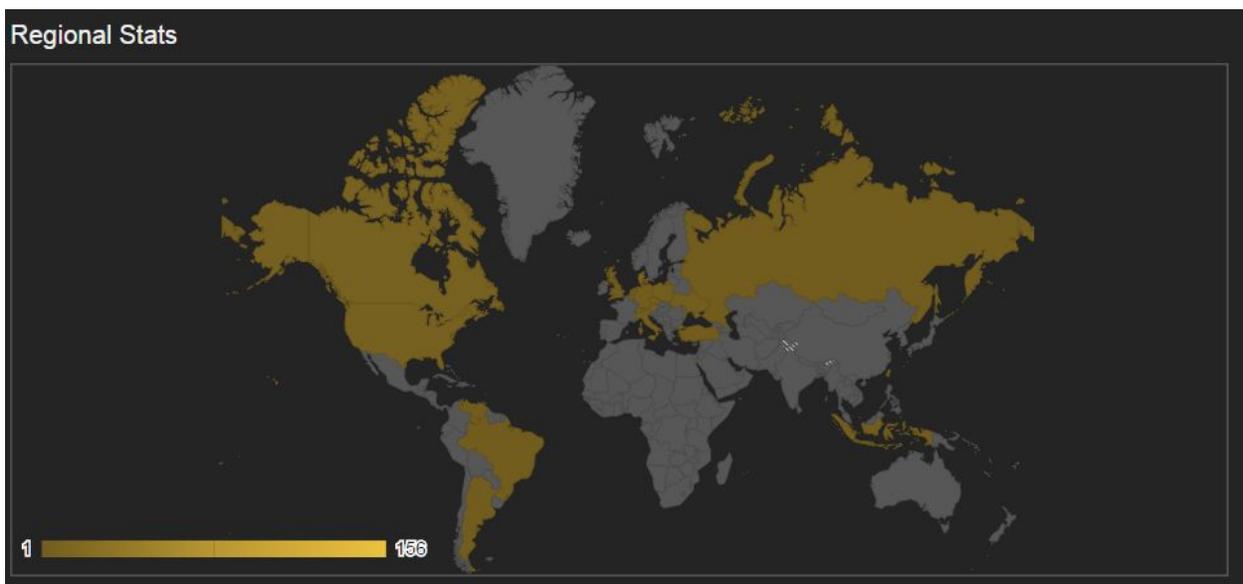
Date Range

2016-3-04 
 2016-3-11 
 Filter Stats
  Previous Week
  Next Week

You can access listener statistics categories directly via the links at the top of the listener statistics page, or by scrolling down the page.

The default date range for filtering statistics is set to **one week**. You can adjust the time span for the current listener stats by clicking on the calendar icons and changing the dates. When the dates are set to your liking, click the *'Filter Stats'* button to refresh the displayed stats so they reflect the current date range. Clicking the *'Previous Week'* button will revert to the default date range of one week. It is possible to go back many weeks by clicking the *'Previous Week'* button multiple times.

Regional Stats



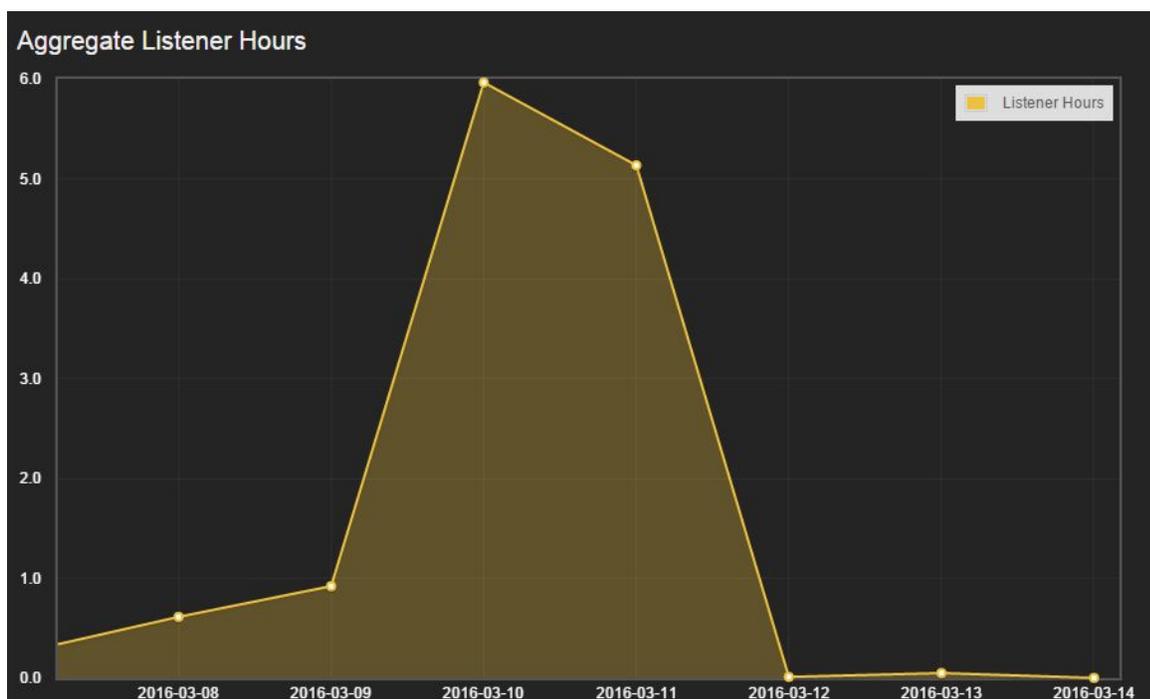
The Regional Stats section shows a world map with countries highlighted in yellow containing listener sessions. A listener session is a period in which a listener connects to your Airtime stream. **Note that a single person can create multiple listener sessions by disconnecting and reconnecting at different times.**



Clicking on a country on the world map will allow for a more detailed view of the country and areas in which your station is being streamed within that country. In the example above, I clicked on England and I can see the one listener there is from London. Click on the *Back to World Map* link above the map to return to the full world view.

Below the world map is a list of countries and the exact number of listener sessions generated in each.

Aggregate Listener Hours



The Aggregate Listener Hours section monitors the total number of hours over a 24-hour period in which people were listening to your Airtime station. It adds up the total number of hours per day across all listeners over the past week, and displays it in a graph.

By default, the span of the graph is set to one week. You can adjust this length of time by using the date boxes at the top of the page and clicking the *'Filter Stats'* button. This will update all the graphs and information displayed in the Listener Stats section.

Listed below the graph is a grand total of aggregate listener hours.

Most Popular Shows

The *Most Popular Shows* section displays the names and time slots of the radio shows which attracted the most listener sessions within the selected time span. The details display the name of the radio show as well at the start time, end time and number of listener sessions.

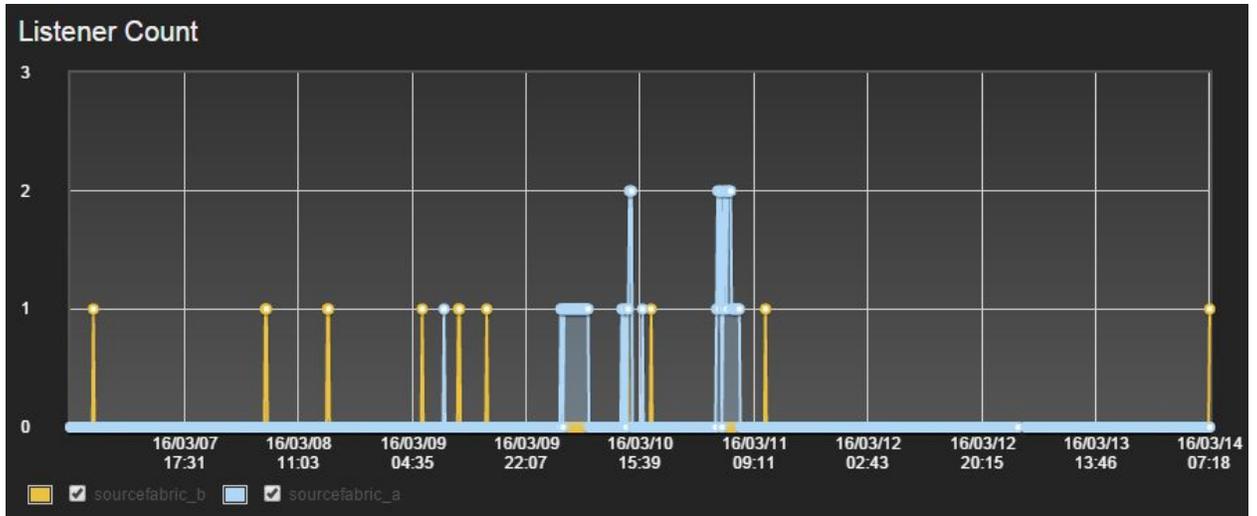
Most Popular Shows			
Name	Start Time	End Time	Listener Sessions
Radio Show	2016-03-13 10:00:00	2016-03-13 22:00:00	39
Radio Show	2016-02-29 11:00:00	2016-02-29 23:00:00	35
Radio Show	2016-03-07 11:00:00	2016-03-07 23:00:00	28
Radio Show	2016-03-01 11:00:00	2016-03-01 23:00:00	18
Radio Show	2016-03-08 11:00:00	2016-03-08 23:00:00	14

Listener Count and Streams

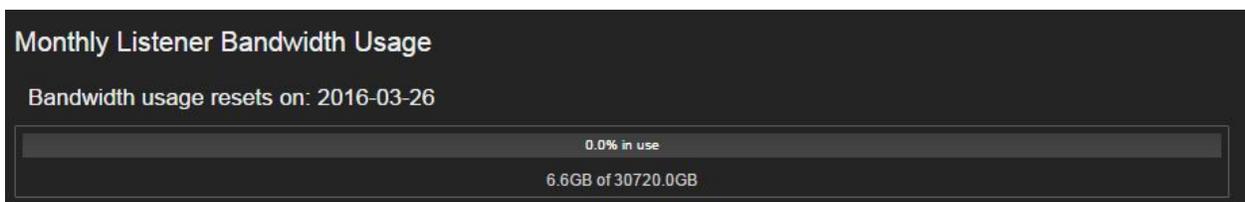
With Airtime Pro, your radio station can have multiple streams. The number of streams that your station has depends on your selected Airtime Pro package. The Streams are configured in your Settings tab, under the Streams section.

Having multiple streams allows you to broadcast at different bitrates. Many stations opt to offer a low bitrate option for users with slower (or mobile) internet connections. You can see how many user sessions have occurred across multiple days in the Listener Count section.

If your station has multiple streams set up, the listener counts will also be coded to show which stream your listeners were connecting to.

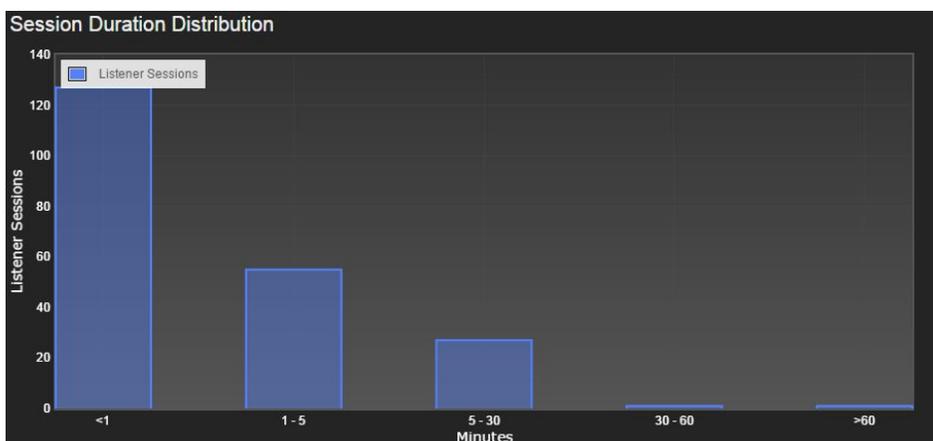


The *Listener Stats* section also provides data on the Monthly Listener Bandwidth Usage. This feature tracks how much bandwidth your listeners are using. The more listeners you have, the more bandwidth you will use.



Your allotted bandwidth resets monthly on your renewal date. This section will also tell you how much bandwidth you're using as a percentage of your total allotted bandwidth.

Session Duration Distribution



The last section in the Listener Stats page is a Session Duration Distribution. This displays how long users leave a stream open when they listen to your radio station. Generally, longer session times mean more engaged listeners.

TuneIn Integration

TuneIn is an independent 3rd-party website and mobile application which allows listeners to search and connect to online radio stations. TuneIn can be used on many devices such as tablets, phones and computers. Setting up a TuneIn profile for your Airtime station is optional, but recommended. Using TuneIn is a good way to attract new listeners to your station. TuneIn users can search for radio stations by location, genre or style.

Signing up for Tunein



To get started with TuneIn go to their website and sign up for an account. The TuneIn URL is: tunein.com

[Broadcasters](#)

Once you've signed up for a TuneIn account, click on the Broadcasters link at the bottom of the TuneIn website. This will take you to a page where you can enter all the information for your Airtime radio station.

Basics

Your station name: *(required)*

Your email: *(required)*

Your website:

Stream URL: *(required)*

[Click here for more information.](#)
[+ Add another stream](#)

To set up your radio station in the TuneIn station directory, you will need your Airtime Stream URL. Your Stream URL can be found in Airtime Pro under *Settings > Streams* and is located at the very bottom of the pane.

Stream URL: http://sourcefabric.out.airtime.pro:8000/sourcefabric_a

Go to *Settings > Streams > Output Streams* to copy and paste your Stream URL into the text box on the TuneIn website.

Do not click on the Stream link; highlight the text using your mouse, then copy and paste it directly from the Airtime interface. Your Stream URL should end in *stationname_a* or *stationname_b*.

Broadcast Type:

Internet Only AM/FM/TV

Country:

Language:

Formats:

Your logo:
 No file chosen

Station Contact Email:

Twitter:

Phone:

Slogan:

Description:

Fill in as much information on the TuneIn website as you can. The more information that you can add, the easier it will be for new listeners to interact with your Airtime Station.

Sign Me Up!

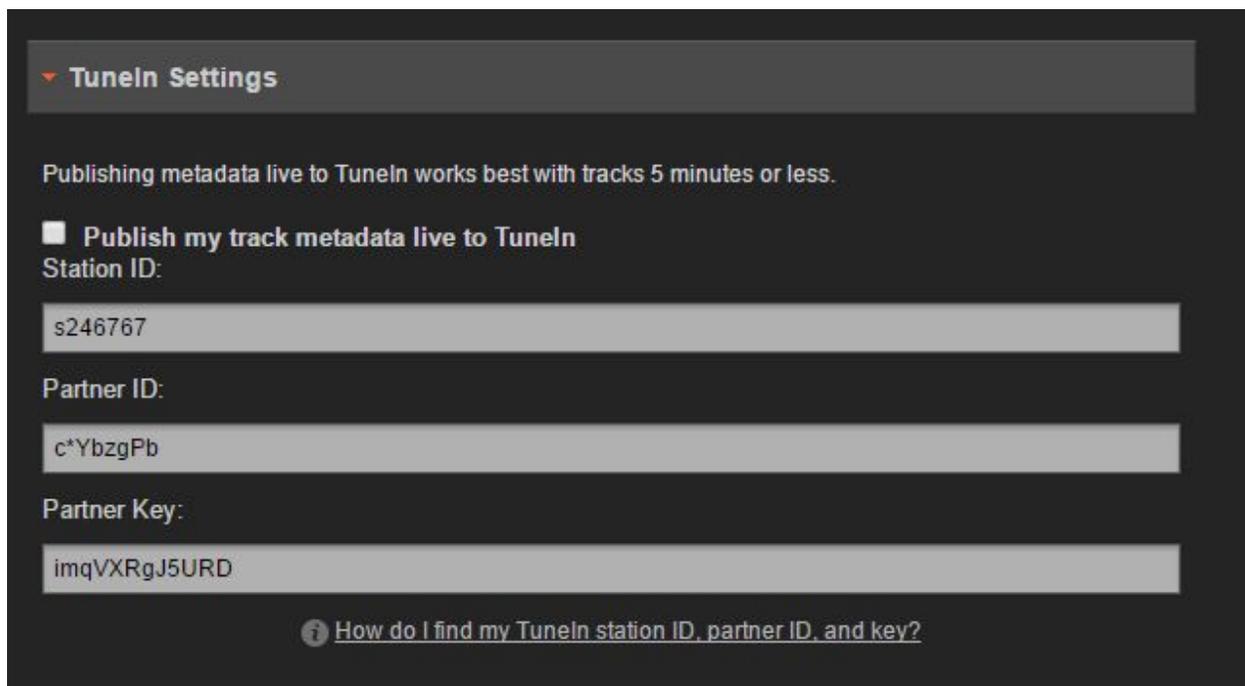
When you are done filling in the sign-up form, click the ‘*Sign Me Up!*’ button at the bottom of the page. It will take TuneIn at least 24 hours (sometimes more than 48 hours) to approve your application.

TuneIn Settings in Airtime

Once your application has been approved by the TuneIn team, you must record your TuneIn Station ID, Partner ID and Partner Key in Airtime. You can find the TuneIn settings in the Airtime menu by selecting *Settings > General > TuneIn Settings*.

If your TuneIn.com URL is 'http://tunein.com/radio/tuneinstation-s#####', then your station ID would be 's#####'.

Partner ID/ Partner Key will be given to you by the TuneIn team. Send them a short request letting them know that you are using Airtime Pro and include your Station ID. Contact them at broadcaster-support@tunein.com. More information can be found here: <http://tunein.com/broadcasters/api/>



TuneIn Settings

Publishing metadata live to TuneIn works best with tracks 5 minutes or less.

Publish my track metadata live to TuneIn

Station ID:
s246767

Partner ID:
c*YbzigPb

Partner Key:
imqVXRgJ5URD

[How do I find my TuneIn station ID, partner ID, and key?](#)

Clicking on the '*Publish my track metadata*' checkbox allows TuneIn to access the Airtime API and show the names of tracks and artists on the TuneIn website. Because of the TuneIn refresh rate, the live metadata works best with tracks that are 5 minutes or shorter.

[UPDATE YOUR STATION](#)

After your TuneIn radio page is up and running, you can make changes to it by clicking on the *'Update your Station'* link on the right side of the broadcasters page and filling in the associated form. The owner of the station will receive an email to confirm the changes. This is useful if you want to change the Airtime Stream URL, a radio description, radio contact information or TuneIn tags, etc.

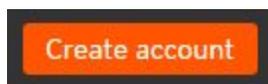
SoundCloud Integration

SoundCloud is a 3rd-party website and mobile application which allows you to create and share sounds, voice and music tracks that you have created yourself. The advantage of SoundCloud is that it's very easy to share your original content through various social media platforms. SoundCloud can be accessed from mobile apps, and from the SoundCloud website.

Signing up for SoundCloud

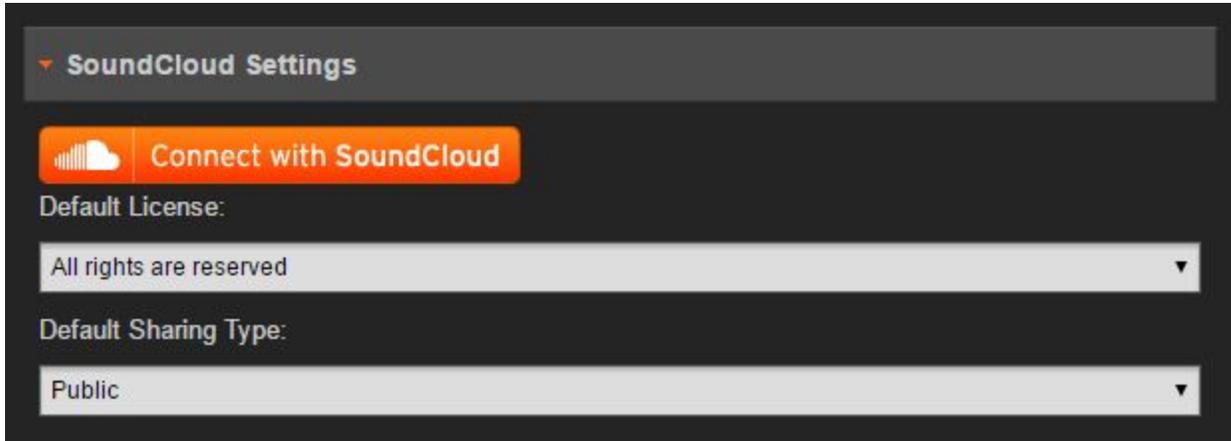


To get started with Soundcloud, you must first create a SoundCloud account. The SoundCloud URL is <https://soundcloud.com>

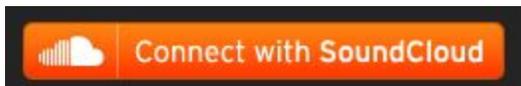


Click the *'Create Account'* button on the top-right corner of the SoundCloud website to make your account. You can sign up for SoundCloud using Facebook, Google or your personal email address.

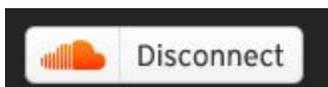
Soundcloud Settings in Airtime



Once you have signed up for a SoundCloud account, you can access your Airtime SoundCloud connection setup from the Airtime main menu by selecting *Settings > General > SoundCloud Settings*.



Click on the 'Connect with SoundCloud' button. This will open a new browser window from which you can sign in to your SoundCloud account. Once you've successfully signed in to SoundCloud, you will notice that the *Connect* button in Airtime has turned into a 'Disconnect' button. Your SoundCloud connection is now ready to use!

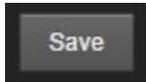


You can Disconnect your Airtime station from SoundCloud at any time by clicking the 'Disconnect' button. Disconnecting your Airtime station from SoundCloud will not delete your SoundCloud account, simply disable the uploading from Airtime to SoundCloud. Once connected, anyone with the permissions of Program Manager, Admin or the Super Admin will be able to publish your Airtime media to SoundCloud.

You can edit the Default License and Default Sharing Type by selecting an option in the drop-down menus in Airtime.

Default License refers to the copyright status of the media that you are uploading to SoundCloud. As per the SoundCloud user agreement, all the content that you are uploading to your cloud should be created and owned by you, so as to comply with the usage terms and conditions and not infringe on the rights of others.

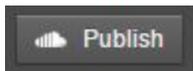
Default Sharing Type refers to the status that your uploaded media material receives as it is published in SoundCloud. Public sharing means that anyone on SoundCloud can listen to the media, without permission. Private tracks need to be shared by you with individuals.



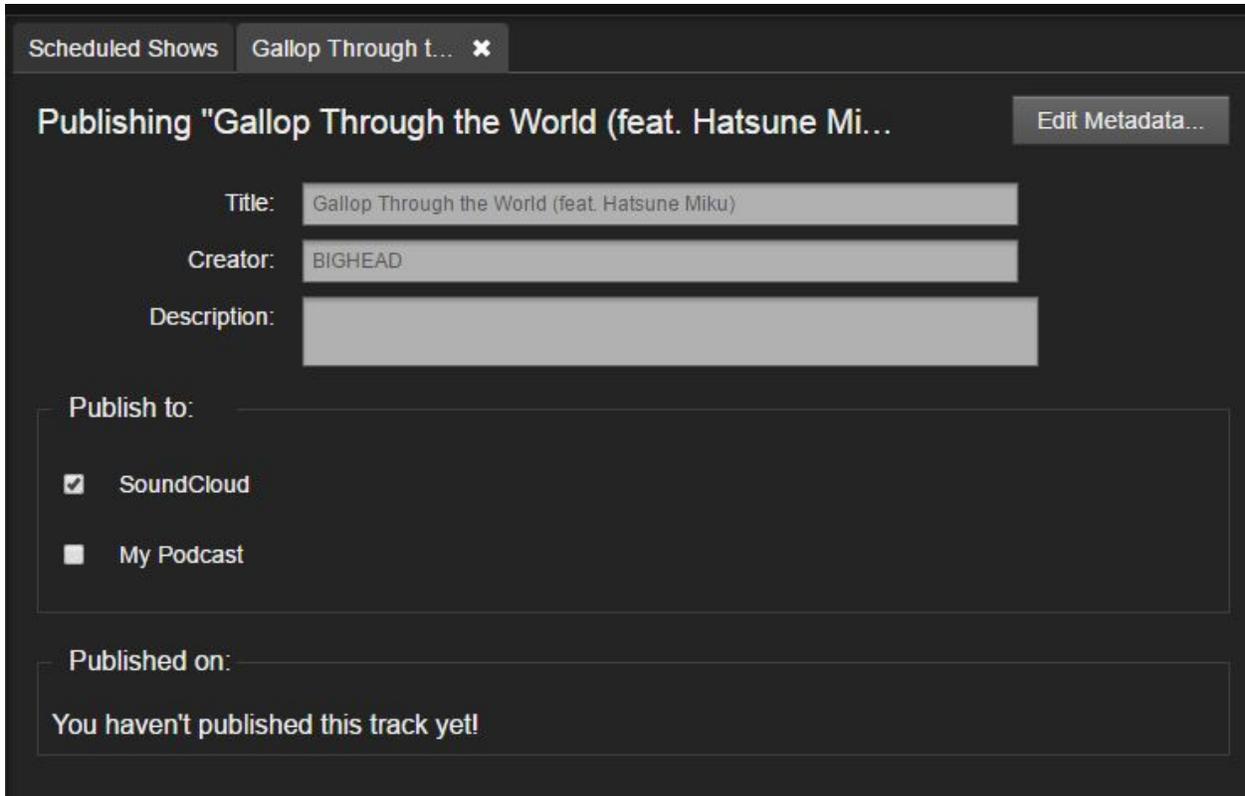
When you are happy with your SoundCloud set up, click the 'Save' button at the top or bottom of the Airtime General Settings page.

Publishing to SoundCloud

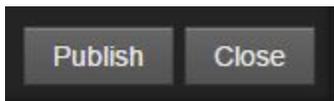
Now that your SoundCloud account is connected, you can begin to publish tracks directly from Airtime to SoundCloud. Click on the Tracks tab in the Airtime main menu. Search for the track that you wish to upload by typing the title, creator or album in the search bar. **Currently, you can only publish to SoundCloud from the Tracks tab in Airtime Pro.**



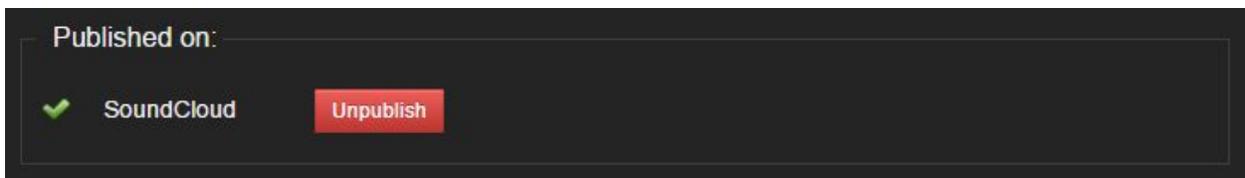
Once you've selected the track that you wish to upload, the 'Publish' button at the top of the Tracks window will become available.



After clicking the *'Publish'* button, a new window will open on the right. Here you can click the *'Edit Metadata'* button to change the track title or creator. Select the SoundCloud checkbox.



Click the *'Publish'* button at the bottom of the Publishing window.



You will see that the track has been successfully uploaded to SoundCloud when the green checkmark appears. You can remove the track from SoundCloud by clicking the red *'Unpublish'* button, or by logging in to the SoundCloud website and deleting it there.

Spinitron Integration

Spinitron is a paid 3rd-party website that logs your playlists, tracks, and albums. Spinitron helps archive them and provides a new way for listeners to discover your station's content. With Airtime Pro's new Spinitron integration, you can send your track metadata directly to Spinitron. Spinitron does a great job of formatting and timestamping your playlists so that reports can be easily generated for compliance reporting or popularity statistics. Listeners can browse the Spinitron website to find your albums you've aired, your playlists and your radio station's schedule even after your shows have aired. There is a 30-day free trial for Spinitron, but otherwise there is a monthly fee for the Spinitron service (roughly 50\$ per month).

You can read more about Spinitron here: <https://spinitron.com/about/>

Note that if you have already configured your Airtime station to work with Spinitron v1, you will need to contact Eva on the Spinitron team in order to upgrade to using Spinitron v2 as you will need new login information and a new Spinitron API key. (617 233 3115 or eva@spinitron.com)



Once you've signed up for a Spinitron account, your station will have its own page within the Spinitron website. You can start automatically sending track metadata from Airtime Pro to Spinitron by following the directions below.

Once set up, on your station's Spinitron page, listeners will be able to browse tracks by date, DJ or show. If a listener chooses to buy a track aired on your station through the Spinitron website interface, your radio station will receive a portion of the proceeds. In addition, through the Spinitron website, listeners can chat with your DJs if they are logged in to the Spinitron website.

Learn why you want to use Spinitron with Airtime here: <https://spinitron.com/about/for-stations/>

Contact Spinitron

To get started using Spinitron, you must first contact the Spinitron team to set up an account. Send an email to eva@spinitron.com. You will need to let them know the station name you would like to display, the station address, your name and your email address.

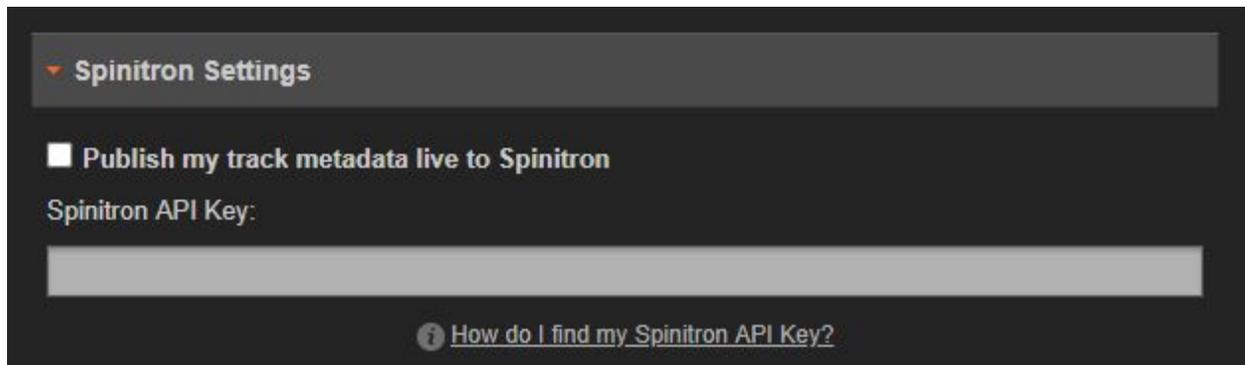
Log in to Spinitron

Login to the Spinitron website to set up your Spinitron station page. Select *Admin > Station Settings > Identity* to add details about Airtime Pro station that will be visible on your Spinitron page.

You will also need to find your Spinitron API key. You can find your **API key** within the Spinitron interface by selecting *Admin > Automation & API > Control Panel*.

Input the Spinitron details into Airtime

Once you have a login from Spinitron, you will need to set up the Spinitron integration within Airtime. Click on *Settings > General > Spinitron Settings*.



Spinitron Settings

Publish my track metadata live to Spinitron

Spinitron API Key:

[How do I find my Spinitron API Key?](#)

Enter the API key provided for you by Spinitron into your Airtime interface. Make sure that the 'Publish my track metadata to Spinitron' checkbox is selected. Then click the 'SAVE' button at the top (or bottom) of the page.

Check your Playlists on Spinitron

Once tracks have been aired on your Airtime Pro station, you will see tracks begin to populate playlists automatically in the Spinitron interface. You can manually edit the track entries from the Spinitron interface to correct or enhance the entries in your Spinitron music database.

Browse or edit your playlists from the Spinitron interface.

Twitter Integration

Twitter is a 3rd-party website and mobile social media application which allows for short communications with your listener audience. Twitter messages are capped at 140 characters. Airtime Pro allows for Twitter integration so that you can send messages from the Airtime

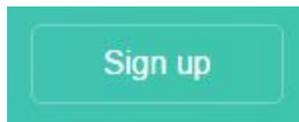
interface to your followers about the name of the shows, tracks, hosts, etc. Sending messages using Twitter is called “tweeting”.

To make the most of your Twitter account, build your audience by promoting your Twitter account using your other social media tools.

Sign up for Twitter



To get started with Airtime Pro Twitter integration, you must first sign up for a Twitter account. Go to the Twitter website to make an account. The Twitter URL is: <https://twitter.com>



Click on the green ‘*Sign Up*’ button on the top-right corner of the Twitter webpage. You will need to confirm your Twitter sign-up with a code that is sent to your phone or email.

Once you confirm your Twitter account, you are ready to connect the account to your Airtime Pro. From the Airtime main menu, select *Settings > General > Twitter Settings*.

Click on the ‘*Connect with Twitter*’ button.



Clicking on the '*Connect with Twitter*' button opens a new window where you will need to authorize Airtime Pro to use your Twitter account to post tweets. If you do not authorize the app, Airtime will not be able to send tweets. Enter your Twitter username or email and Twitter password, then click the '*Authorise app*' button.

Twitter Settings in Airtime

You will know that your Twitter account has been successfully connected because the '*Connect with Twitter*' button is now a '*Disconnect*' button.

You are now ready to customize your Airtime tweets. You can enable the tweets to send out automatically, using the checkboxes above each section. If you choose to leave them disabled, you can still send tweets.

Default tweets are already assigned, but you can change them by typing something different into the textboxes provided. Items in the curly brackets are templates. They will change

depending on your station and what tracks are playing. For best results, use the templates exactly as they are shown below. Do not change anything between the curly brackets. The more metadata that is available for your tracks, the more templates you can incorporate and the better your tweets will look. Your Auto-tweets are capped at 140 characters, including the curly bracket replacements. If your Auto-tweet doesn't resolve, it's likely that your tweet was too long. You will not get an error message informing you of this.

Template examples are shown here:

{show_name}	the name of the show
{show_description}	best with short descriptions because of the Twitter 140 character limit
{show_host}	insert name of the DJ to which the show is assigned
{track_title}	the track title
{track_artist}	the name of the track creator
{track_album}	the name of the album
{track_composer}	the name of the composer
{track_description}	the info in the track description section
{stream_link}	the direct link to your stream
{radio_page_link}	the link to your Airtime Radio Page

You can send out a tweet at any time by clicking on the Twitter logo at the top of the Airtime interface, even if you have the Auto-tweet functions enabled.

When you click on the Twitter logo at the top of the Airtime interface, a mini-window opens. Type in your message and then click the 'Tweet' button at the bottom of the window. Remember to stay under 140 characters, including the replacements from the curly brackets.

Note that Twitter has a built in spam filter. If you send out too many tweets in a short period of time with the same show name etc, not all your tweets will send because of the Twitter spam filter.

Airtime Glossary

API - This is an acronym that stands for Application Programming Interface. In this case, it refers to the lines of code that make up all parts of Airtime. In the Airtime manual, we sometimes talk about “calling something up from the API” for use on your website. This refers to accessing metadata within the Airtime API to display on your personal website. You can read more about the Airtime API on the Help Desk [here](#).

Calendar - The Calendar is a feature in the Airtime interface from which you can view your shows. You schedule your shows by clicking on the ‘+New Show’ button at the top of the Calendar. You can set your Calendar to daily, weekly or monthly views. You can also change the time blocks to be anywhere from 1 minute to 60 minutes in length.

File - For Airtime, a file is an audio track that can be uploaded through the Airtime interface to form your library. The file formats that are supported for streaming in Airtime Pro are MP3, FLAC, AAC (m4a) and OGG. Once a file is uploaded from your computer to Airtime, we usually refer to it as a track.

FTP - An acronym for File Transfer Protocol, FTP is a way to upload larger batches of files to your Airtime Pro library. In order to transfer files via FTP, you will need a 3rd party FTP program. You can find your FTP connection details in Airtime by selecting *Help > FTP Upload*. Note that you cannot manage or download files from Airtime using FTP, only upload.

Metadata - Metadata is information appended to your tracks and playlists such as track creator, title, description, etc. Airtime uses this information in the creation of Smart Blocks, Rotations, and displays some of the track information on your Radio Page. You can edit the metadata by selecting a track in the Tracks tab and clicking the *Edit* button. Complete as many of the metadata fields as possible in order to get the most from Smart Blocks and Rotations features.

Instance vs. Show - In Airtime, a show is a block of booked time in your schedule. A show can be a single occurrence or a series of multiple occurrences that are linked together, if you have a repeating show. A single block on a specific day and time is called an instance.

ISRC number - This is a metadata field in the edit tracks window. ISRC is an acronym for International Standard Recording Code. It is a unique international numerical identifier for music and sound recordings. ISRC numbers are tracking numbers for royalties and digital music sales.

OGG - OGG is an audio file format. Your Stream can be set to broadcast in OGG format.

Program - Programming is the act of adding tracks, playlists or rotations to a show in Airtime.

Schedule - You can view your Airtime schedule in the Calendar. The schedule lists the shows that are set to play out on your Airtime station. You can create a show by clicking on the '+New Show' button at the top of the Calendar.

Stream - Your Airtime Stream is what listeners connect to on the internet to access your radio station. Listening to a Stream does not require you to download any media onto your device. Your stream URL is found in your Settings menu under the Streams section.

Transition Setting - You can adjust the way in which Smart Blocks and Playlists shift between tracks. In the Smart Block or Playlist editing window, you will see an icon with two crossing arrow. Edit the fade in and fade out for the tracks by entering values in seconds.

Track - A track is an audio file that you can upload from your computer to your Airtime library.

UTC - UTC is coordinated universal time. All Airtime shows are scheduled in UTC regardless of your display timezone in Airtime. This ensures that you can't schedule overlapping shows, even if users have differing display timezones.