



Broadcaster User Guide

Last Updated: October 28th, 2022

Version 2.0

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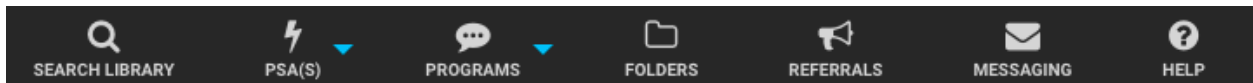
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Dashboard

The dashboard of the Iearshot Distro System is the first page that you will land on after you've logged in. On this page you will find the search bar, saved searches, folders, and songs you've set to review later. The dashboard can be accessed from anywhere on the site by clicking the Iearshot Distro System logo in the top left hand corner of the site.

Navigation Bar

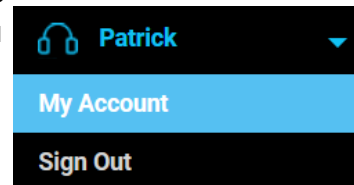


At the top of the page you will find seven icons that will take you to different sections of the website. From left to right the icon will take you to the Search Library, Public Service Announcements (PSAs), Programs (Shows), Folder (Where your saved songs can be organized), Referral, Message (Messages initiated by broadcasters), and organizational settings/menus. The organizational settings can only be accessed by an Administrator of the organization.

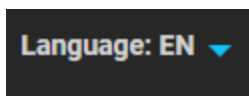
Returning to the dashboard can be done at any time from any page by clicking on the Iearshot Distro System logo that is on the top left of the website.

Account Settings

The account settings page can be found by clicking the arrow next to your username and clicking 'My Account'. In the account settings you will be able to edit the email address, username, and password tied to your account. The notification settings can also be found on this page at this moment in time. Currently the notification functionality does not work but will be added during a future update.



Translations



You can now flip between English and French - note that songs and information uploaded will remain in the language they are uploaded (so titles will not be translated)



Organization Settings

The organizational settings page can be found by clicking the gear icon at the top of the site. With these settings you can set/change your organization name, call sign, description, add a logo, and add users to your organization. The information on this page can only be accessed and edited by an administrator account (ie, the station).

Types of Users

Currently there are three user types that can be assigned to your organization.

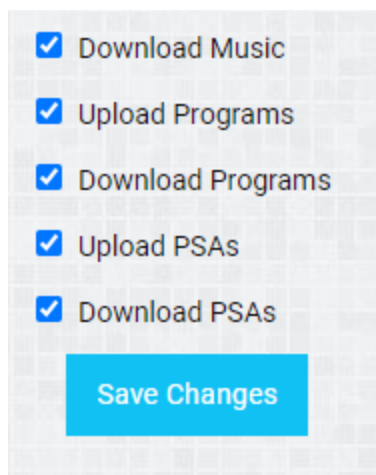
1. Regular users can search through music, use folders, and save searches for future use.
2. Volunteer/Programmer users function similarly as regular users however it is designed for volunteers and show hosts at stations.
3. Administrator user outside of the functionalities of regular users can edit the organization options, and manage the users tied to the stations organization account.

Inviting Users

To add a new user to your organization you will need to click on the 'Invite...' button on the Organization Settings page. This will take you to enter an email address of the individual that you want to add to your organization account. Once you have ensured that the email address is correct, pressing 'Send Invitation' will send an email to the email address where the user will have a link that will take them to setup their account. Individuals that have had an invitation sent to them may need to check their spam/junk folder for the invitation.

Each invitation has the ability for the admin to select how much access the account has, which is designed to help simplify or restrict access to the programmer.

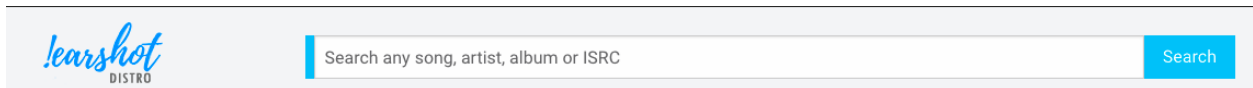
An unchecked box means that users cannot access that function. It is up to the station admin to determine and manage their users.



A screenshot of a user permissions settings panel. It features a list of five items, each with a blue checkmark in a box to its left. The items are: 'Download Music', 'Upload Programs', 'Download Programs', 'Upload PSAs', and 'Download PSAs'. Below the list is a prominent blue button with the text 'Save Changes' in white.

Search System

Search Bar



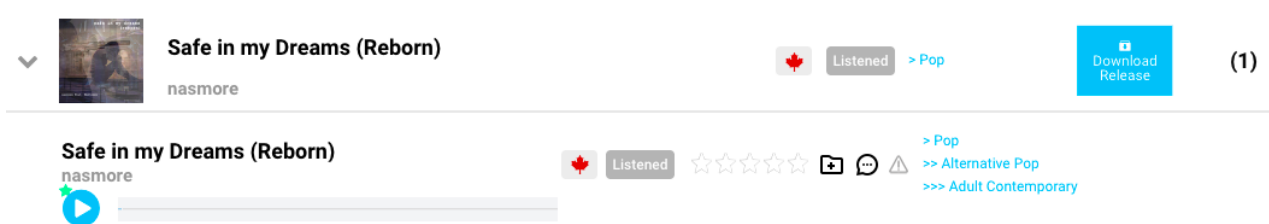
At the top you will find the search bar. At the moment the search bar is the only method of initiating a search. At the moment to start a search you need to click on the search bar (there will be a flashing cursor), and then pressing “enter” on your keyboard. Once initiated, you will be taken to the search results and advance search options.

With the search bar you can only be used to search for songs, shows and PSAs by their name, artists, release name, or ISRC code. If you perform a search without adding any information the search results will display every song currently available within the system.

Search Results Page

The search results page is accessed after using the search bar and displays every song that meets the criteria of the search. The advanced search filters can be found on the left side of the page and offers a variety of filters that can be used to narrow down your search results. Displayed songs will be found to the right of advanced search filters. The search will display basic metadata related to each song. More information about the song can be found by clicking on the song title, which will take you to the Song Detail page.

Songs on the search results page can be listened to without going to the song details page by clicking on the songs title. In the image below for instance we can see the song “Safe in my Dreams (Reborn)” being played from the search results page.



This way you are listening to the release, If you wish to skip through a song check out “Song Details” below

When clicking on the release title you will be taken to this page:

COVER ART



[Download Cover Art](#)

SONGS

Safe in my Dreams (Reborn) nasmore 04:02
Listened

[Download Release](#)

A release page can be a single or an album, here you will be able to download the release in your preferred format (WAV@44100, MP3@320, MP3@128). From there the release will be downloaded as a .zip file that will contain the desired format of the song as well as a manifest with the export date, artists name, song title, duration, label, if it is Canadian content or not, if it is new or not and CRTC categories.

Song Details

For more detailed information about songs on the search results page can be found by clicking the drop down and then clicking on the song title on the search results page. This page shows information about the song, and provides a couple of options related to the song and its artist. A list of song information that can be found on this page can be found in Appendix A.

Song Details

Safe in my Dreams (Reborn) ★ NEW 🇨🇦 Listened 04:02 Download Copy Tracklist Info

[Safe in my Dreams \(Reborn\)](#)
nasmore

☆☆☆☆☆ [edit](#)

GENRE	SUB GENRE	HYPER GENRE	RELEASE DATE	BPM
Pop	Alternative Pop	Adult Contemporary	2022-06-23	60

[SEE MORE](#)

Safe in my Dreams (Reborn)
Safe in my Dreams (Reborn) nasmore

Firstly, the song can be listened to for review purposes. This can be performed by clicking on the play button next to the waveform of the song. Sometimes the audio can take some time to load and if it does not start playing after pressing the play button, waiting a couple of seconds and clicking on the play/pause button again should get the music to start playing.

Secondly, the song can be downloaded to be added to the station library, or to be played on air. On the top right of the details page you can find the download button. Once pressed a pop-up will appear with 3 options to download the song as. These 3 options are .wav, .mp3 at 320kbps, and .mp3 at 128kbps. Choose the option that meets the needs of your station, and then click download to download the song.

Thirdly, there is an option to mark an artist as "supported". This option can be found above the download button and once pressed the artist will be marked as "supported". This functionality is intended as a way for broadcasters to show an artist that your station recognizes/is interested in the artist/song and plans to play it on the air.

Advance Filters

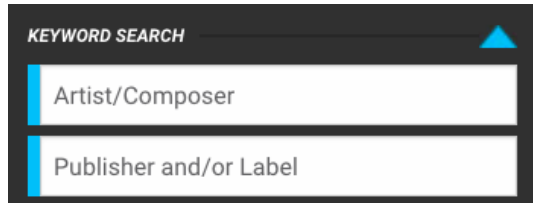
The screenshot displays the 'Advanced Filters' interface, which is divided into two main columns. The left column contains the following sections:

- KEYWORD SEARCH:** Two text input fields for 'Artist/Composer' and 'Publisher and/or Label'.
- RELEASE DATE:** A dropdown menu with options 'TODAY / YESTERDAY / LAST 7 DAYS / LAST 30 DAYS', and two input fields for 'START' and 'END' with a 'to' separator.
- SONG DURATION:** A horizontal slider bar and two input fields for '00:00:01' and 'MAX_TIME' with a 'to' separator.
- BPM:** Two input fields for 'MIN BPM' and 'MAX BPM' with a 'to' separator.
- GENRE:** A list of radio buttons for 'SONGS', 'SHOWS', and 'PSA'.
- LISTEN/NOT LISTENS:** A dropdown menu currently set to 'All the songs'.
- LOCATION:** A text input field for 'CITY' and a dropdown menu.

The right column contains the following sections:

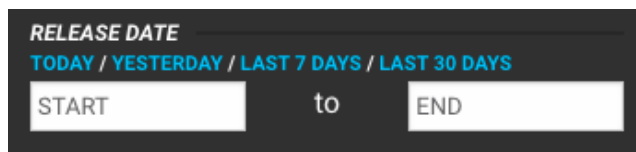
- RATING:** A star rating system showing five stars.
- MUSIC CHARACTERISTICS:** A checked checkbox for 'CLEAN/CONTEXT NOT REQUIRED (CHECKED = RADIO-FRIENDLY)' and an unchecked checkbox for 'INSTRUMENTAL'.
- ARTIST CHARACTERISTICS:** Unchecked checkboxes for 'BLACKCON', 'FRANCOCON', 'FEMCON', 'INDIGENOUSCON', and 'QUEERCON'.
- MAPL COMPLIANT ONLY:** An unchecked checkbox.
- LICENSES:** A large empty text input field.
- TAGS:** A large empty text input field.
- SET NAME TO SAVE THIS SEARCH:** A text input field.
- Search and Reset:** A blue button labeled 'Search' and a yellow button labeled 'Reset All Filters'.

Keyword Search



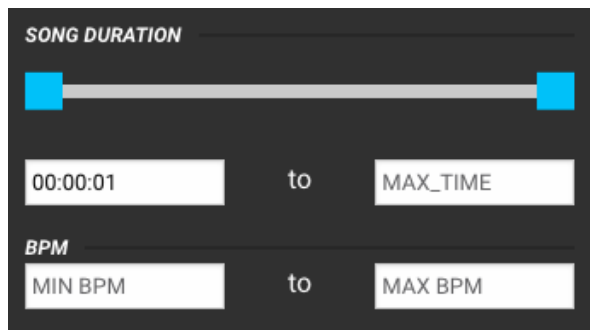
Here you will be able to search for a specific artist or publisher. You can also simply use the regular search bar to look for a specific artist/show host.

Release Date



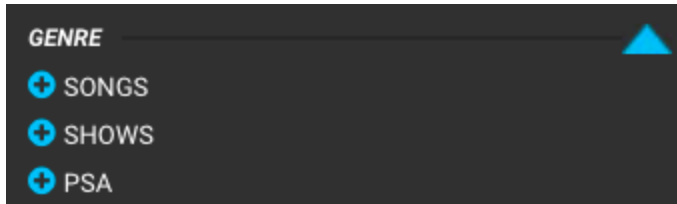
This feature gives you the ability to search songs on a specific time frame. For example you wanted to look at the songs for the month of May or for a specific week, this gives you that option

Song Duration



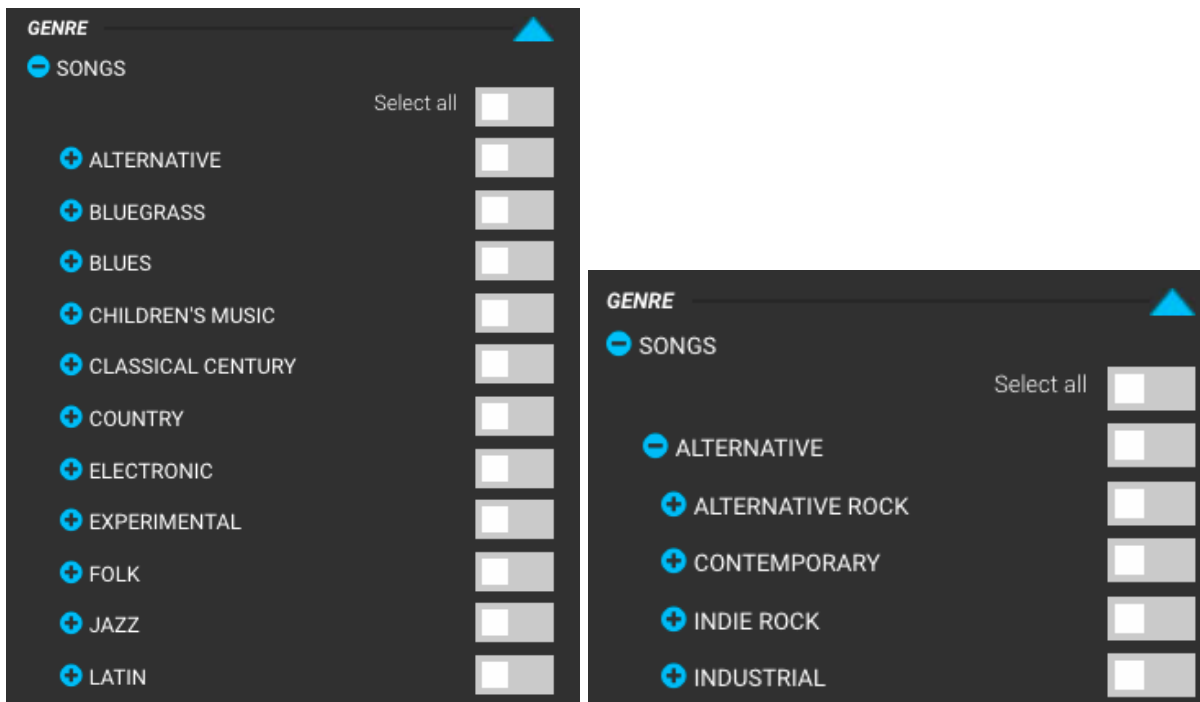
If you are looking for songs that are specific length to fill out a space on your show, you are able to do so here as well as choosing the minimum BPM you are looking for. This also includes programs length, you can type in a minimum of 00:50:00 to a maximum of 01:20:00 for example and it will show you shows that have been uploaded of that length.

Genre



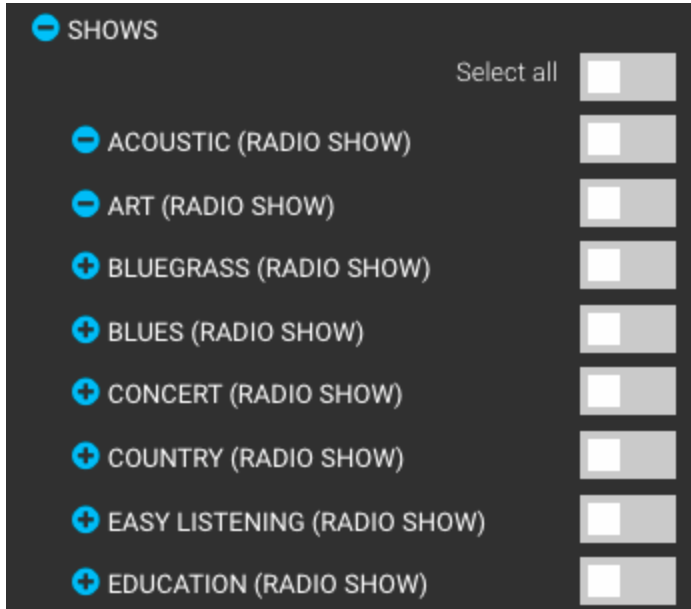
Here you will be able to explore the many genres and subgenres we offer to find just the right fit for your show, could be Songs, Shows or PSAs. If you know you are looking for something in specific you will be able to narrow down your search time here by clicking the + button. This will open up all the genres, sub-genres and hypergenres. .

Songs



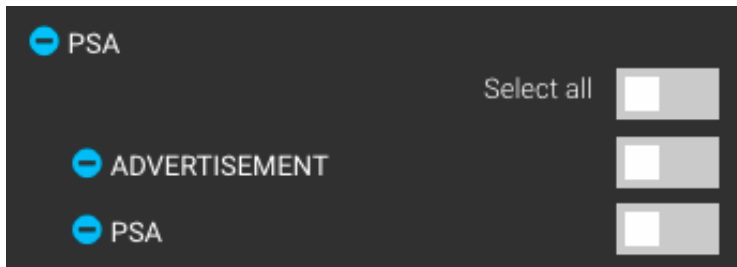
Something to note when searching genres is that anything searched in the genre includes all subgenres and hyper genres. For example if you were to click on Alternative, everything there including Alternative Rock, Contemporary, Industrial and Indie Rock will be selected as well as all the hyper genres inside those sub genres. But if you were to just select a hyper genre within Alternative Rock such as Ambient Pop you will only see results of people who have uploaded under that hyper genre.

Shows



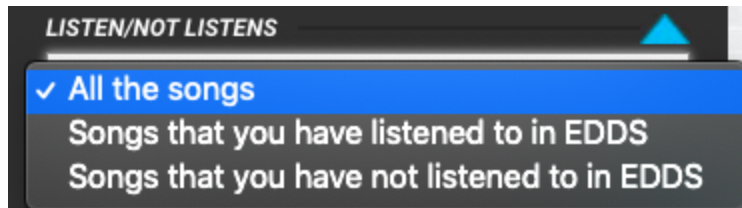
There are only genres for shows, no subgenres or hypergenres to choose from. If you are only looking to see shows on your search page, simple select all under shows, you can also set it up as a “Save this search” for the future.

PSA



You can choose to see both PSAs and Advertisements or one or the other.

Listen/Not Listen



By default Earshot will show you all the songs in the system when browsing but if you would like for only songs you haven't listened to to show up on your search you can do so. If you listened to a song and liked it but didn't have time to download it, you can click the option for only songs you have already listened to to show up on your search.

Location

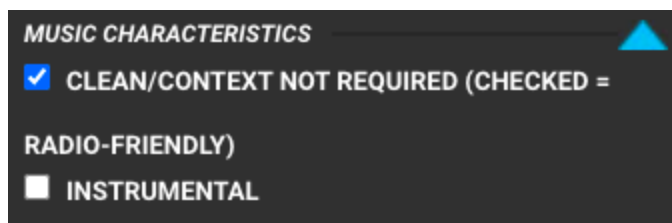


If you want to showcase local artists you can narrow down the search by choosing a specific city or province. Note that some artists list themselves as "country wide", which you cannot search for - typically these are songs with multiple group members. At this time, we ONLY accept artists who consider themselves Canadian, regardless if they qualify for CanCon (See below)

Rating and Commenting on a song

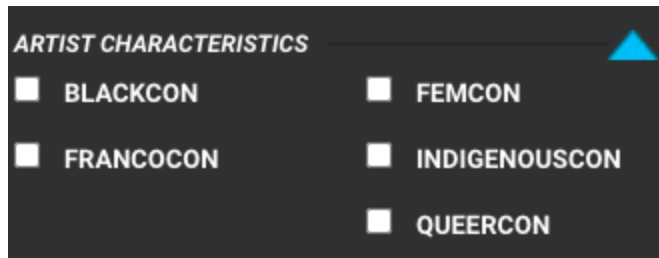
At the bottom of the Song Details Page you will be able to find a list of reviews from other broadcasters, and rate the song from a half star to five stars. To add a comment to a song, fill out the information in the comment section, and after already making a comment, the older comment will be erased and replaced with the new comment.

Music Characteristics



When uploading into the system artists are told to identify wherever their content is radio friendly. This will always be checked when you do your search but some artists can also express it by having a "(Radio version)" and some have decided to also identify their song as "(EXPLICIT)" in the title.

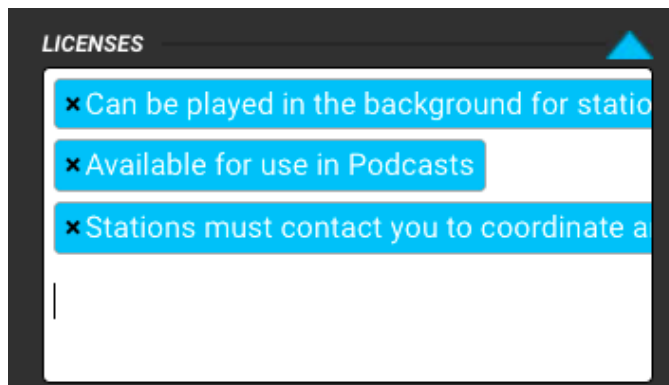
Artists Characteristics



To increase discoverability we have also given the artists a choice to self identify with these artists characteris, so if you wish to showcase a Femcon as well as a Blackcon you can do so by checking these when searching for songs. If you search for two items, you will get all the items in both identified, NOT only the songs that include BOTH items. (ie. you will get both Blackcon songs and Femcon songs, not songs that include both - check the specifics under each song if that is the case)

*Note this only applies to songs, when uploading a program there is not an artists characteristic section to fill out.

License Options



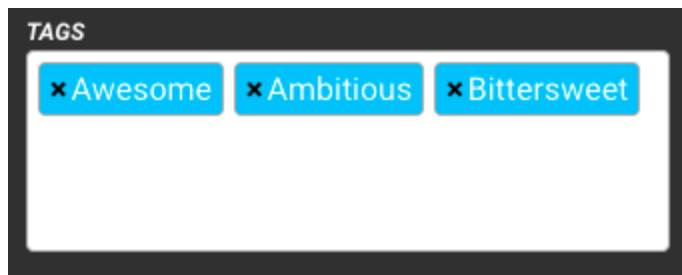
Songs within the Earshot Distro System have several different license options that record labels, distributors, or independent artists may tag their songs as. There are currently 3 options that they may choose to select for their songs which are:

1. **Available for use in podcasts:** Gives stations the **copyright permission** to use your song in a podcast. No contact is required for this option.
2. **Can be played in the background for station advertisements:** Stations may use your song in the background of an advertisement or public service announcement that they have created. No contact is required for this option.
3. **Stations must contact you to coordinate an agreement instead of use the contact button to arrange:** Artist wants you to contact them first before using their music for anything

*Note that by default, all songs, shows and PSAS give explicit permission to allow stations on AM/FM or an online stream to broadcast. This is confirmed when the song is uploaded for copyright purposes. Stations can learn more about copyright obligations via members.ncra.ca

Tags System

Example, Tag edit



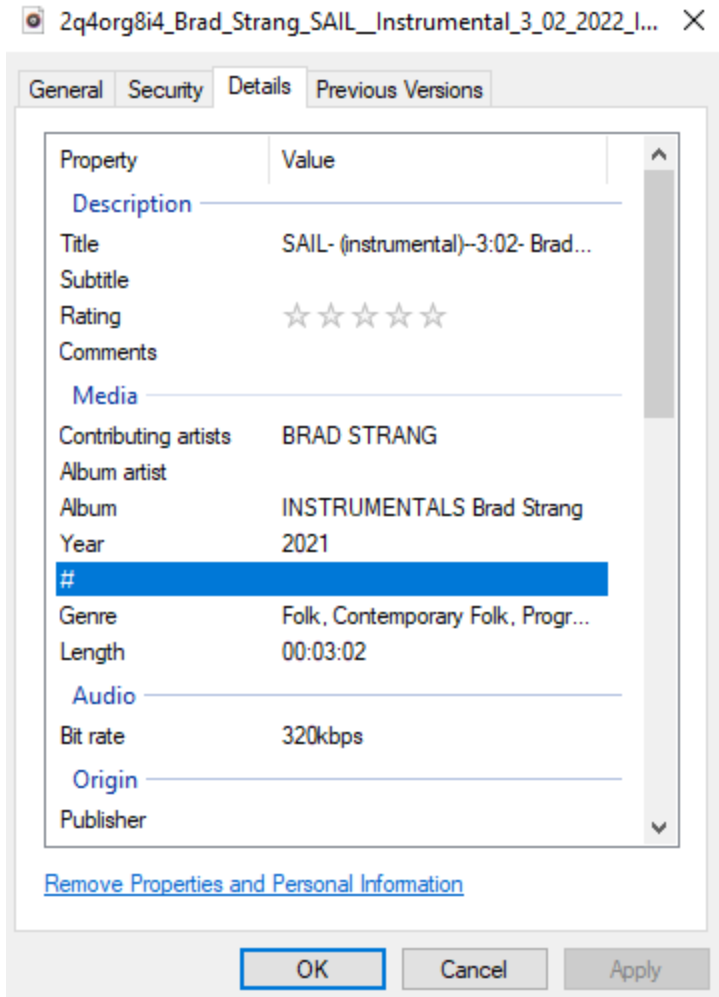
The !earshot Distro System supports the usage of custom tags that can be used by both broadcasters, and music industry accounts to add additional descriptors to songs. These tags are designed to provide a flexible way to mark a song with metadata that the !earshot Distro System would otherwise not include. These tags can be found on the search results page, and the Song Detail page.

To add a tag to a song you need to click on the edit button on the song details page, alongside any tags that have already been added. When the edit button is pressed a pop up will appear displaying all of the current tags that are associated with the song. When the text box is clicked a dropdown menu will appear that contains tags that are already in the !earshot Distro System. By typing into the text box it will narrow down the listed tags. To add an existing tag you'll need to find it by typing into the text box, and if it appears in the dropdown menu it can be clicked on to add it. To add a new tag simply type the desired tag into the text box, and press enter on your keyboard when you're happy with it.

Downloaded Songs

When you select a song to download (either in search results or the specific song data, you will have three options: Wav (44.1) MP3 (320) or MP3 (128). Simply select which format you wish to download the material to your local computer.

Songs downloaded in mp3 will automatically have the metadata inputted into the mp3 from the earshot distro.



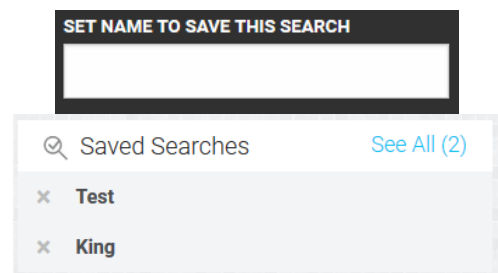
Songs downloaded in wav will not have metadata - so be mindful when saving it.

Song File Name

When a song is downloaded its filename contains random characters to help our developers track file issues and distribution. For instance, if a song is downloaded currently the file name would be 6s9hlqqw2s_eddstestuploadaudioFF-320.mp3, where a cleaner more straight forward filename would be expected. Each download is exclusively named to the account that is downloaded. We recommend when you download the song (Wav or MP3), you rename the file name to match your preferred method of organization at the station/show.

Saved Searches

Once a search has been performed it can be saved to be used again in the future without the need to setup the



search parameters again. To save a search you will first need to fill out all of the parameters that you want to be saved. This needs to be done from the search results page with the advanced search filters. Once the desired information has been added there is a text field at the bottom of the advanced filters marked with "Set name to save this search". Enter a title for the search, and press enter on your keyboard to save the search. Once done the saved search can be found on the dashboard with the title given to it. By clicking on this saved search it will perform the search with the saved parameters. You can do this if you wish to only see Shows on your search for example.

Additional options for saved search can be found by clicking "See All" at the top of the saved search box. From this page you can access each saved search to edit its name by clicking the pencil to the right of the saved search title. Additionally on the saved search edit page there will be an option to receive updates for a saved search. These updates are currently *not functional* however when implemented when the frequency is set the !earshot Distro System will send an email containing information about new songs that meet the criteria of saved search.

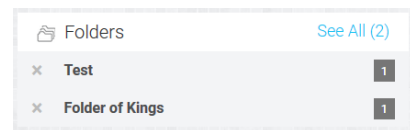
Within these additional options there is an option called "station wide" that is available for administrator accounts. This will allow administrative users to limit what can be searched by regular, and volunteer/programmers to what has been selected by the saved search. This is currently being developed.

Folders

Saved Folders

The !earshot Distro System uses folders as a way group individual songs together. You can create a new folder and add songs to an existing folder from the search results page, or the Song Details page. This can be done by clicking on the folder icon with the plus sign beside it for the song you want to add to a folder. Once clicked a pop up will appear asking which folder to add the song to, or to enter a name for a new folder that the song will be saved to.

The folder page can be accessed from the dashboard by clicking the See All button on the folders table, or by clicking on the folders icon at the top of the site. By clicking on the folder name you will be taken to the folder page which lists all of the songs in the folder. On this page you can listen to individual songs, remove songs, and export the folder to download it. To download the folder you will need to first click the export folder button. When pressed a pop up will appear asking what file format you want the songs to be downloaded as, and when you expect to play the songs on air. This process will take some time to get the songs ready to be downloaded as the system is creating a manifest of song information, and putting them into a zip folder to reduce the download size. This processing



Folders		See All (2)
×	Test	1
×	Folder of Kings	1

time will depend on how many songs are in the folder, and what file format you chose. However the folder page can be left while the folder is being processed. Once the folder is ready to download you will need to click the download export button.

The folder system can also be used as a makeshift way to download an album together all at once. On the search results page you can click on the save to folder button for each song and add them to folder for that release specifically. Then you can export/download the folder with all the songs contained together.

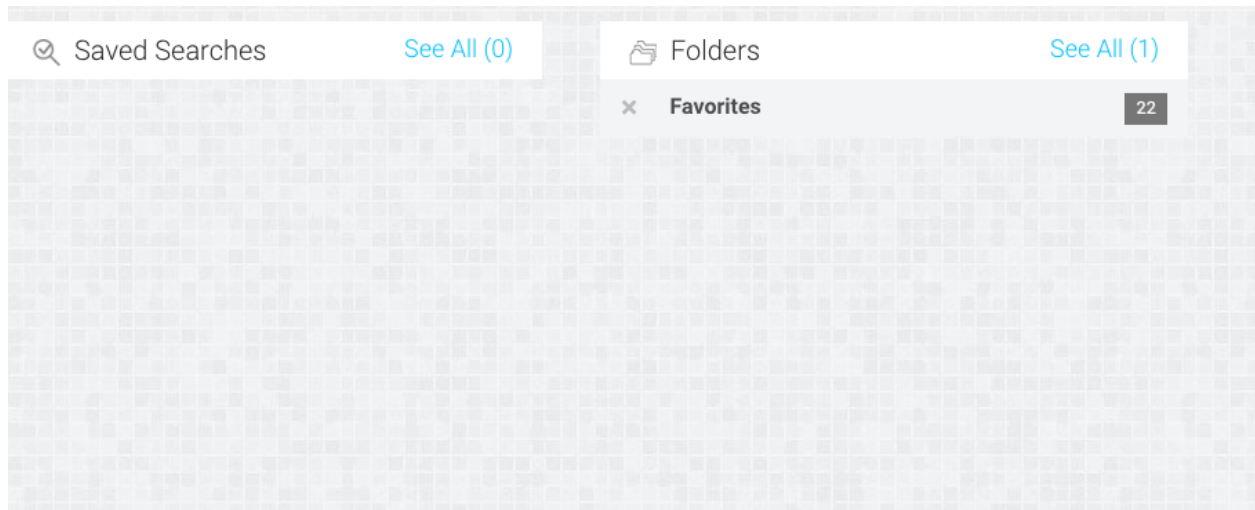
Favorite Folder

When you search a Show and click on it you will see the option to “Add to favorite” this will create a favourite folder under “Folders”.



You will also be able to see your favourites folder on your dashboard when you sign in.

Only 1 folder in the folder list is known as favorite. This folder is created as you add a release/program into it. If this folder is deleted, the next time you add a favorite, it will be created again. If this folder exists, it will be appended with the new release/program.



NOTE: The job to update the new songs/shows to the favorite folder is run at 12 mid-night. So if you added a new show/song to a release, it won't be showing in the favorite folder right away.

Review Later

The review later system is a specific folder build into the !earshot Distro System to contain songs that users have identified as wanting to view them at a later date. This folder contains a list of songs that are intended to be listened to at a later time. Songs can be added to the review later folder from the song details page. To add a song to the review later you will need to press the plus sign with a semi-circle around it, and they can be removed by clicking the button again. The list of songs that have been put into the review later can be found on the dashboard. This is a great way to go through specific genres or themes, indicating you will check them at a later date so they do not get lost in the system.

Messaging System

The !earshot Distro System has a built in messaging system that can be used to communicate with artists, publishers, record labels, and distributors. The only way to start a conversation is from the Song Details Page. On the Song Details Page there are two buttons to requesting an interview, and to contact distributors. When you click one of these buttons a popup will come up asking for a subject line, and a body that will be sent to the music industry, or independent artist. When you have a new message the icon at the top of the page will have a red circle with a number indicating how many messages you have.

REQUEST INTERVIEW

CONTACT DISTRIBUTOR

The messaging system is a basic system that is planned to be expanded on at a later date. Only radio stations can start messaging.

Referral Codes

The !earshot Distro System has a built in referral code system that can be used to refer a record label, or independent artist to the system. The Referral System can be accessed by clicking on the referral icon at the top of the page. On the referral page you will be able to see a list of all referral codes, and some information related to them. **Before your station can start to create referral codes the station identifier on the organizational settings page will have to be set.**

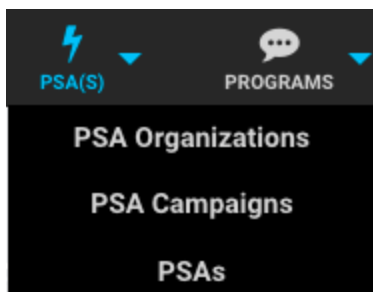
When a user uses a referral code when paying for songs they will receive a discount. For the first 10 songs a discount of 25% will be applied to each song, and a 5% discount will be applied to all song payments afterwards. Additionally a referral code will also be applied additionally with any coupons that may apply to a song (25% coupon + 5% referral = 30% discount). Once a user has used a referral code it will be tied to their account and they will not be able to change it. You will get a statement sent in April and November of the previous 6 months, if your code has generated any revenue. Reach out to support@earshot-distro.ca with any questions.

Creating a Referral Code

A blue rectangular button with the text "Create Code" in white.

To create a referral code you will need to click on the "Create Code" button on the referral code system. To create a referral code you will need to have set the call sign (station identifier) of your radio station in the organizational settings page. On this page you can input an email that the system can automatically distribute the referral code to. Once you have input the email address and checked the automatic distribution box you can click on "Create Code" button to send the referral code out. If you wish to distribute a referral code yourself you can simply click on the "Create Code" button without entering an email address. An 8 alphanumeric code that is the referral code. The last 4 digits of the referral code will consist of your call sign.

Public Service Announcements aka PSA(s)



PSA Organizations

Here you will create the profile of your organization. Name, Alias, Biography, Image, City and Province. You will also be able to search for other organizations. When you create an organization, you then can upload PSA's for other broadcast users to access.

PSA Campaign

You can start the entire uploading process. "Upload PSA" will take you to:

Step 1 of 3: Create a PSA Organization

Step 2 of 3: Create a PSA campaign

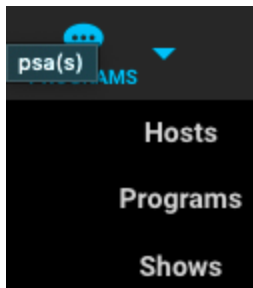
Step 2 of 3: Add a PSA. OR

You can click on "Add New PSA Campaign" which if you have already created a PSA organization you can move on to this section which will ask you the Title, Host, Cover Art, Genre, City, Region, System Release Date (When you wish the show to be live for stations to access), Public Release Date (when it was first aired), Recording Date (When the show was recorded) and Description. This applied specifically for this PSA campaign.

PSAs

Here you will see all the PSAs that are live in the system with the title, duration and the organization that posted it.

Programs



This has been implemented into !earshot from the Community Radio Exchange (<http://communityradioexchange.ca/>) for syndicated shows to be uploaded and for stations to be able to download shows to play at their stations.

Host

You will be able to add the Host of your show. You will also be able to search for other hosts. This step will only have to be done once or if you wish to add other hosts.

Programs

Syndicated shows can create and upload their Programs with this functionality so other broadcasters can download the show to air on their station. Simply, fill out the information for the program they run: Title, Host, Cover Art, Genre, City, Region, System Release Date (When you wish the show to be live for stations to access), Public Release Date (when it was first aired), Recording Date (When the show was recorded) and Description. This is for the program overall, not just an episode/show. You will also be able to search for specific programs. Once again, this will only be done once, after adding your program you will be ready to just skip this step and go unto Shows to upload new episodes.

How to arrange the order of your Shows in Programs:

You can go to the main menu, click on Programs >> Programs.

You will see a list of programs. Click on the edit icon (the pen icon) for the target program you want to arrange the show in.

You will be taken to the Edit Program page. On the top right, there is the list of shows that belong to this program.

Move the mouse cursor to the burger menu sign at the beginning of each show. Drag and drop the show to the right order.

Click Save order. NOTE: You must click "Save Order" for this to work.

Search any song, artist, album or ISRC

gioi program

* Host
Gioi

Cover Art
Choose File No file chosen

For more information about digital distribution costs, [please visit our FAQ](#)

* Genre
Spoken Word (Radio Show)

Sub-genre

Clean/Context Not Required

City

Program Shows

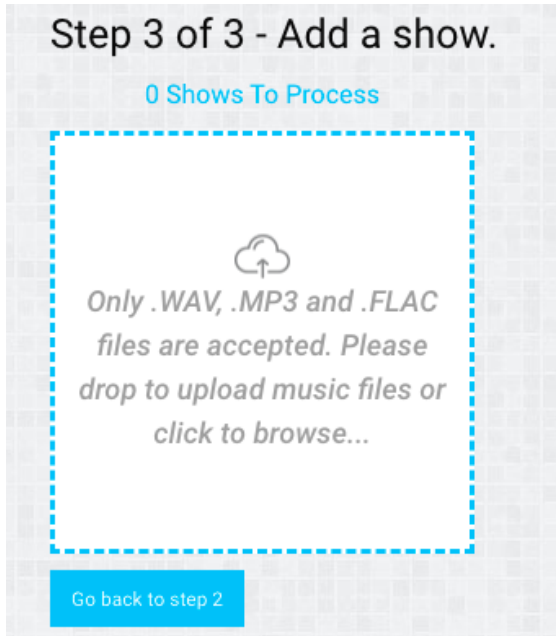
- Do Ta Khong Do Nang_ Tran Thanh
- show-30minutes
- Symphony No.6 (1st movement)
- Symphony No.6 (1st movement)
- show-dan-2
- sample1
- show-dan
- Symphony No.6 (1st movement) Thach test

Save order

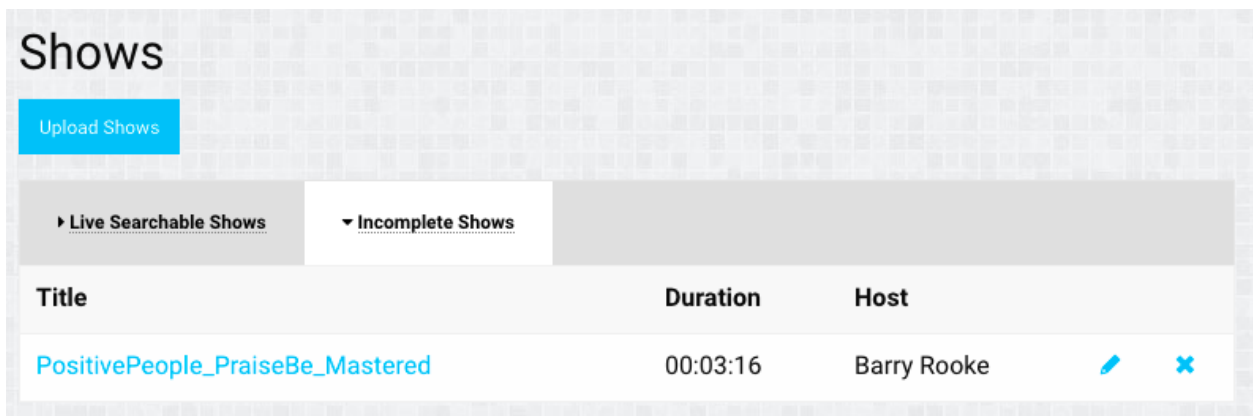
This order will be reflected for the user browsing for your show, even though your Shows show up in the wrong order under “Shows” note that the order under the Program is what will be shown.

Shows

Here you will be able to upload the show to your program (each show must have a program). You will select the Host you added as well as the Program. You can upload 320mp3's.



When you upload your show, you will see it in the “Incomplete Shows” section. You need to click on the pencil icon and edit the show. Note that the same characteristics you add when creating your Program will be added to the Show, so if you would like to edit the genre for that specific episode you may do so there.



System Release Date (When you wish the show to be live for stations to access), Public Release Date (when it was first aired), Recording Date (When the show was recorded) You can also add any Tags that apply and also the show’s tracklist and description and once you click “Save” the show will go to “Live Searchable Shows”. Note that even if the system release date is a week away, the Program will automatically be moved to “Live Searchable Shows”, but that only means it is ready to be released automatically to the date you set for it on the system release date.

When editing the Show you will see the “Clean/Context Not Required” which means that it is radio friendly with no curse words.

You will also see the option for “Evergreen” which means the show does not get old and you can play it at any time (meaning that if you played it next year, it would still make sense and not sound dated)

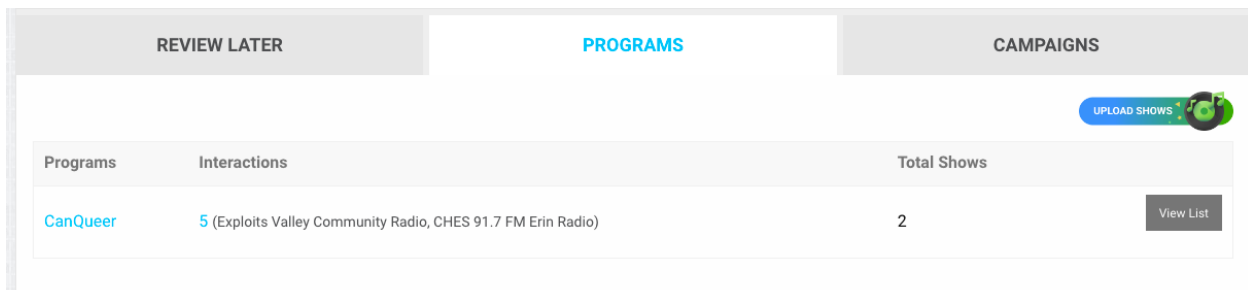
Clean/Context Not Required

Evergreen

*Note that when uploading a Show the default date for uploading will be the date you created the Show, which by that account will not notify anyone who has copied your RSS feed. Make sure that when you upload a Show/episode for your Program you select the correct release date.

Show interactions

Dashboard > Program



Programs	Interactions	Total Shows
CanQueer	5 (Exploits Valley Community Radio, CHES 91.7 FM Erin Radio)	2

In your dashboard page (which you can back to by clicking on the !earshot logo on the left side of your page) at the bottom of the page you will see “Programs” that is where you will be able to see your program’s interactions as well as the total shows you have uploaded. To see full details you can click on “View List” the list breakdown of what stations listen to what show when and if they downloaded it.

Feedback and Support

As the system is currently being developed and the NCRA/ANREC is seeking feedback on how the system works, any bugs you may encounter, possible features that would add to the system, or any changes you think would improve the !earshot Distro System. Below is a link to a form that will provide the NCRA/ANREC with feedback, and bug reports. Additionally if you are

having issues with the Earshot Distro System and require assistance you can contact the NCRA/ANREC at support@earshot-distro.ca

Feedback/Bug report form

<https://goo.gl/forms/timKcJFbiF7JpXPj1>

Appendix A

Information found on the Song Details page

- Song Name
- Album Name
- Album Cover
- Artist Name
- Artist Photo
- Genre/Subgenre/Hypergenre
- Release Date
- Beats Per Minute (BPM)
- Song Duration
- Related to
- Original artist
- ISRC
- License (Available for use in Podcast, Can be played in the background for station advertisements, Stations must contact you to coordinate an agreement instead of use the contact button to arrange:)
- Clean/Context not required*
- Lyricist/Composer
- Publisher/Distributor/Label
- Publisher/Distributor/Label Logo
- CRTC Category (Popular Music, Special Interest Music)
- Instrumental (yes/no)
- General Mood (Happy, Sad, Angry, Dark, Uplifting)
- Artist Characteristics (QueerCon, FemCon, IndigenousCon, FrancoCon)
- Song Rating
- Comments from broadcasters

*song does not contain expletives, or inappropriate content