

# ACCESSING AND EDITING YOUR SHOW'S WEBPAGE

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## Module 1: Accessing Your Show's Account and Edit Page

In order to change anything about your show's webpage, you'll have to sign in using your KYRS account. This module will walk you through the steps of signing in.

1. Navigate to [kyrs.org](http://kyrs.org) and click "login."



Step 1

2. Enter your login credentials
  - a. Your username is the name of your show
  - b. The Program Director will send your password information to your KYRS email.
    - i. Keep this email for quick access in case you forget any of your login information.
    - ii. If you forget your password, **do not** click “Forgot Password?” under the “Login” button. This option currently does not work. Open your KYRS email account and find the email containing your login info and enter that information into the login page.

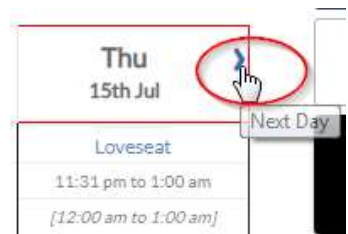
Step 2

3. On the menu under the KYRS banner, select “Programming > Program Schedule.” Click the “Program Schedule” link, then find your show in the schedule.

7 pm				
8 pm	The Vinyl Hour 8:00 pm to 10:00 pm	Tuned On 8:00 pm to 10:00 pm	Neon Frequencies 8:00 pm to 10:00 pm	For the Love of the Music 8:00 pm to 10:00 pm
9 pm				
10 pm	Music Variety 10:00 pm to 12:00 am	Psychic Radio 10:00 pm to 12:00 am	Interzone 10:00 pm to 12:00 am	Music Variety 10:00 pm to 12:00 am
11 pm				Music Variety 11:00 pm to 12:00 am

Step 3

- a. You may have to scroll to a different day on the schedule if your show isn't visible.



Step 3a

4. When you click on your show, you will be taken to its homepage. Find the “Edit” link on the left side of the page, under the show’s scheduled time. Click on the “Edit” link to be taken to your show’s edit page.



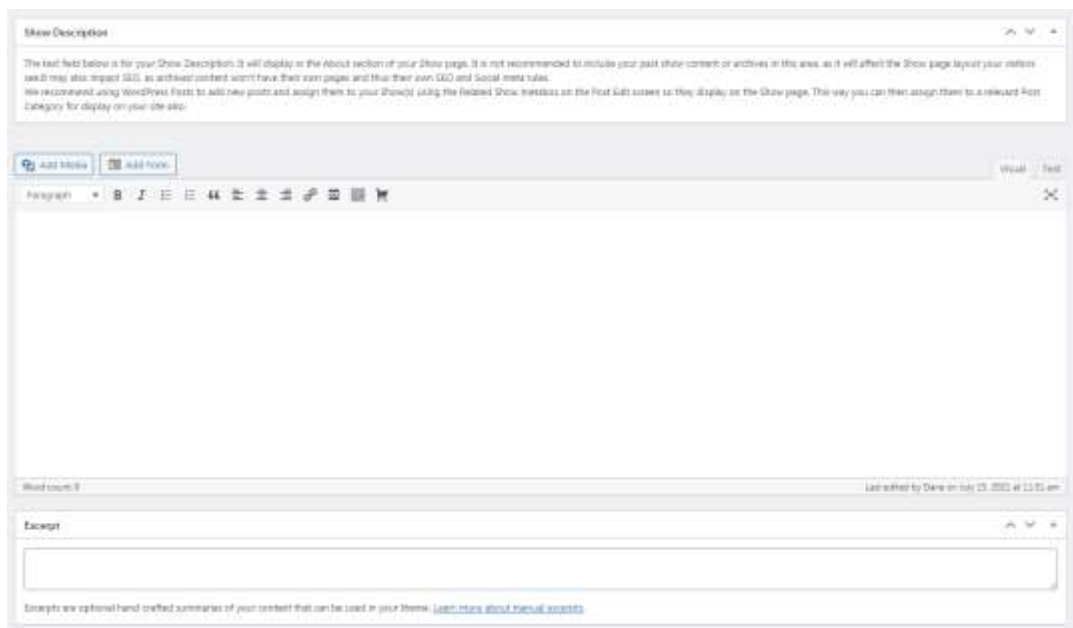
Step 4

## Module 2: Editing Your Show’s Webpage

Now that you’re on your show’s edit page, let’s create a description for your show.

On your show’s page, you will see multiple categories of information. Ignore any fields except the ones you are instructed to change below.

1. Find the “Show Description” field; it’s the third category down, after “Show Information” and “Show Schedule.”

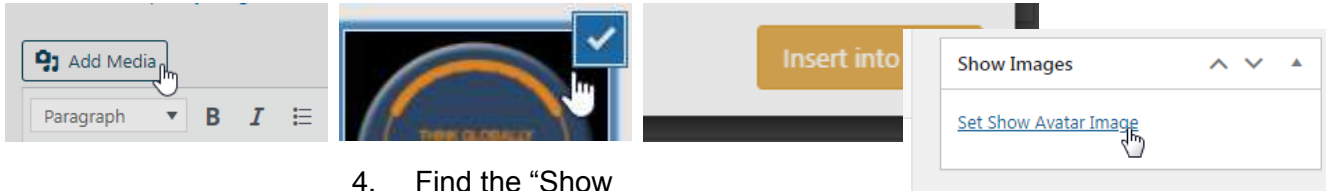


Step 1

2. Write a description for your show in the text box which includes information like the genre of music you play or the issues you discuss on the show, the name you go by when you’re hosting your show, and what day and time the show comes on. Really try to sell your show to potential listeners-- let them know what makes your show unique.
3. Add a photo of your show’s logo at the top of the text box, above the text you just wrote.
  - a. Click the “Add Media” button above the text box you just wrote in. Then add an image from the library or upload your own image. Then click “Insert into post.”

See the “Add Media Orientation” near the end of this document for more information about adding media.

- i. If you don't have a show logo, you can use a placeholder image from the media library for now.



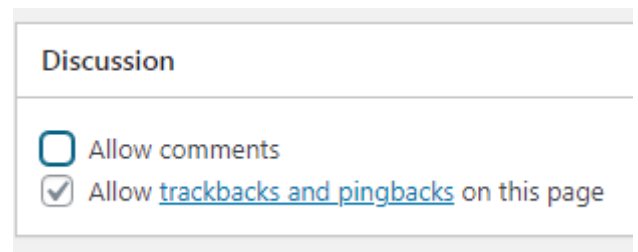
4. Find the “Show Images” field on the right side of the page. Click the “Set Show Avatar Image” link at the bottom of the box and upload a show avatar, ideally a photo or an illustration of you.

- a. Add an image from the library or upload your own image. Then click “Use This Image.” See the “Add Media Orientation” for more information.

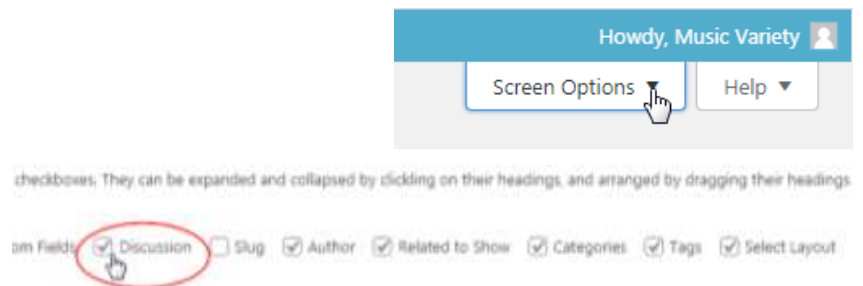
Step 4

5. Deselect “Allow Comments.”

- a. If you don't see this option, go to the upper right of the screen, under your user name, and click on “Screen Options.” In the drop-down menu which appears, select the “Discussion” checkbox.

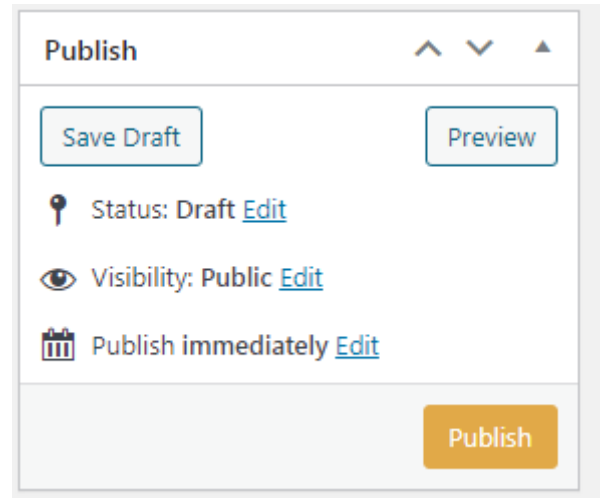


Step 5



Step 5a

6. To save changes, find the “Publish” field on the right side of the screen. This field is second-down from the top of the right menu, below the “Genres” field.
  - a. Click the “Publish” button on the lower right. This will save your changes and publish them to your show’s page.
    - i. To see how changes will look without publishing them, click “Preview” near the top right of the “Publish” field.



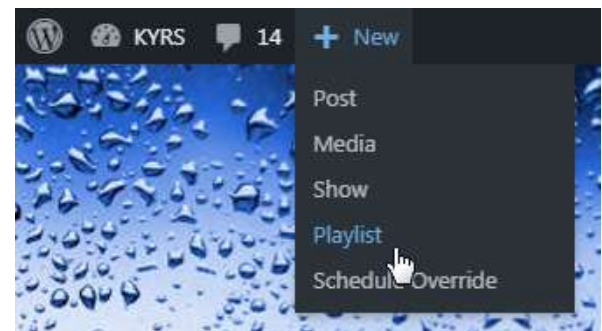
Step 6

## Module 3: Uploading Content

### Creating Playlists

Each of your shows should have an accompanying playlist published on [kyrs.org](http://kyrs.org). Playlists allow people to easily find which songs you played and give them additional information about each song. Let’s create a playlist based on your most recent show.

1. On the home page, on the left side of the top menu, hover over “+New” and select “Playlist” from the drop-down menu.



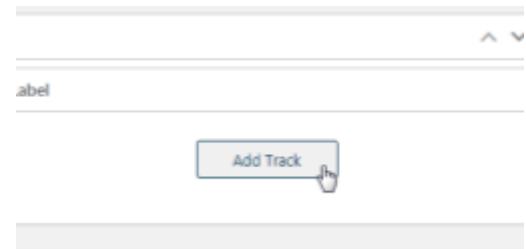
Step 1

2. Add your playlist title (show name and date in this format: “Show Name YYYY-MM-DD”) in the top field of the playlist page.



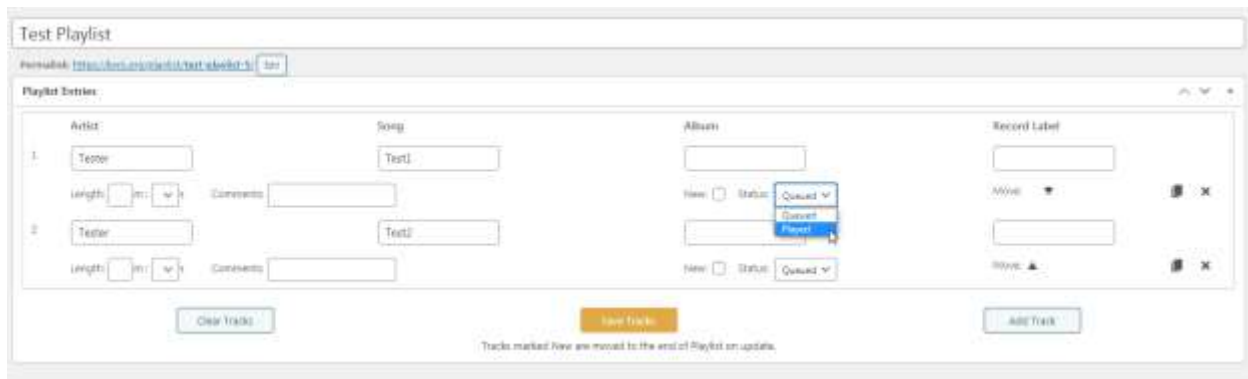
Step 2

3. Click the “Add Track” button on the far right of the “Playlist Entries” field. A menu will appear with two rows of fields to enter information.



Step 3

- a. On the top row, enter the artist and song title of the first song you played on your most recent show.
  - i. You can also enter additional information, like record label and song length, but these aren't required.
- b. Change the status of the song from “Queued” to “Played.”
  - i. Note: For making playlists in advance of shows being aired, please see the “Making Playlists in Advance” section.



Steps 3a-3b

4. Repeat steps 2 - 3b for all tracks you wish to add.
  - a. To remove a track, select the gray x icon from the right side of the track information.



Step 4a

5. When you're finished entering playlist tracks, select one of two save options in the "Publish" field on the right-side menu.
  - a. Save as Draft: This option lets you save a draft of your work which remains unpublished and invisible to site viewers.
  - b. Publish: This option publishes your playlist on the site, making it visible to viewers.
    - i. You can also select "Preview" to see what your playlist will look like without actually publishing it. Only you will be able to see the preview page.

Step 5

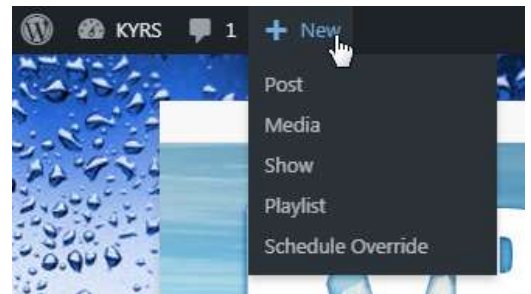
#### Creating playlists in advance:

1. Follow all steps in the above section except for 3b.
2. Log into kyrs.org, then from the home page top menu, click ""KYRS" > "Dashboard." From here on the left menu, click "Radio Station" > "Playlists."
3. Find your playlist in the list and hover over it, then click "Edit."
4. After a song is played, change the status from "Queued" to "Played" and click "Update" in the "Publish" field.

## Creating Posts

You may want to create posts on kyrs.org when you have a special show or a guest. Let's create a test post to gain a better understanding of how posting works.

1. On the home page, on the left side of the top menu, hover over "+New" and select "Post" from the drop-down menu.



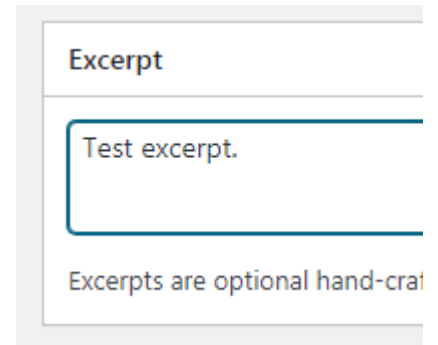
Step 1

2. Write or paste your text in the text field, create a headline, and upload any media you want to attach to your post (see the “Add Media Orientation” for more information.)
  - a. This is just a test, so the text doesn’t have to be substantial. You can just write, “This is a test post from [your show’s name]” and title it “[your show’s name] Test Post.” Anything works, as long as there’s text.



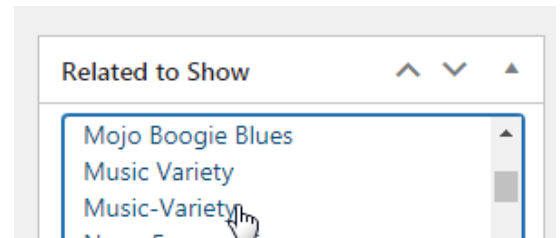
Step 2

3. Write something in the “Excerpt” field, like, “Test excerpt.”



Step 3

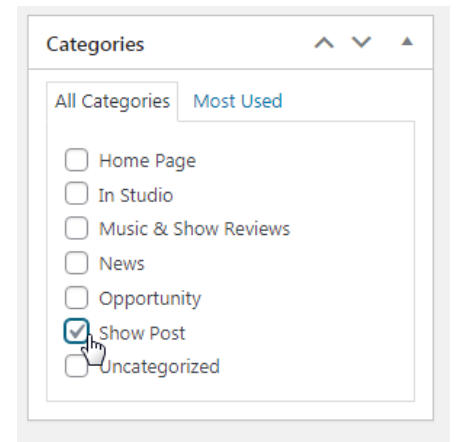
4. **IMPORTANT:** On the right side of the screen, select your show from the “Related to Show” drop-down menu.



Step 4

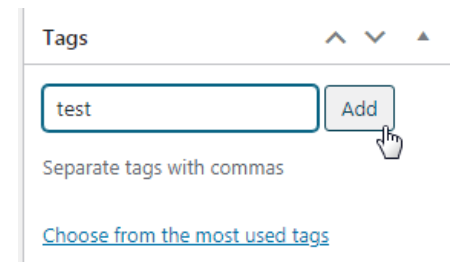


5. Add a category, a tag, and a featured image.
  - a. **IMPORTANT:** “Categories” is a required selection; you must select “Show Post” from the list or your post will be deleted.



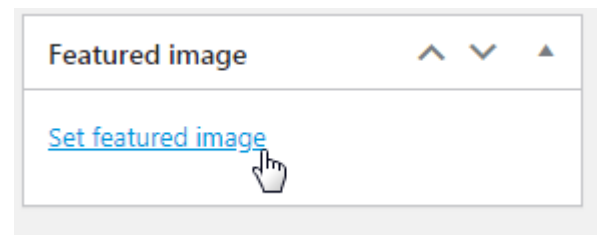
Step 5a

- b. In the “Tags” field, type in “test” and click “Add.”



Step 5b

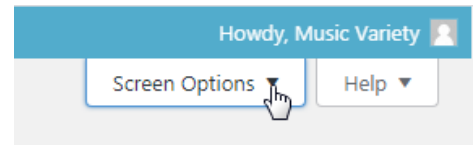
- c. In the “Featured Image” field, select an image from the library and click “Set Featured Image.”
        - i. Add an image from the library or upload your own image. Then click “Use This Image.” See the “Add Media Orientation” for more information.



Step 5c

6. Deselect “Allow comments”
  - a. If you don’t see this option, go to the upper right of the screen, under your user name, and click on “Screen Options.” In the drop-down menu which appears, select the “Discussion” checkbox.

Step 6

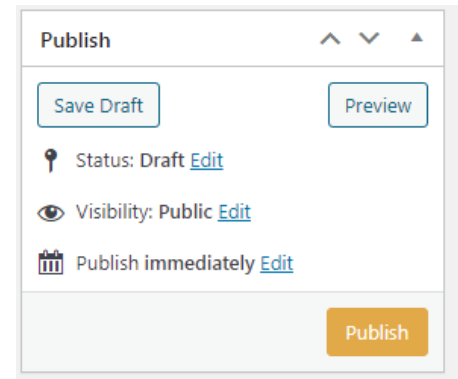


checkboxes. They can be expanded and collapsed by clicking on their headings, and arranged by dragging their headings



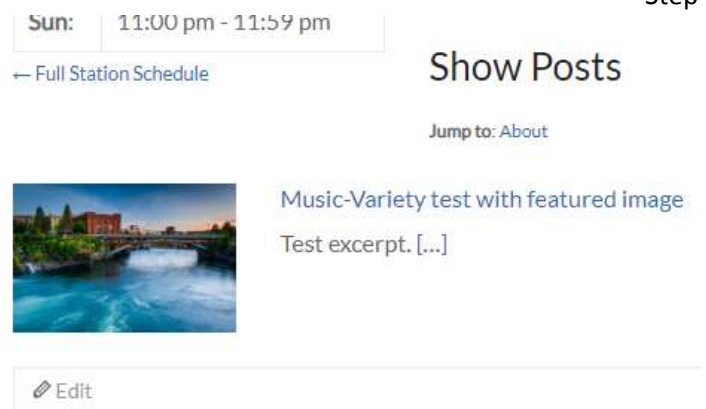
Step 6a

7. Find the “Publish” field on the right side of the screen and click the “Publish” button.



Step 7

8. Navigate back to your show’s page on [kysr.org](http://kysr.org) by clicking “KYRS”> “Visit Site” > “Programming” > “Program Schedule” > [your show’s name]”. Your page should now have a post that looks something like the one on the right:



Step 8

For more information about formatting content for a post, see the “Add Post Orientation” and the “Toolbar Toggle Orientation” at the end of this document.



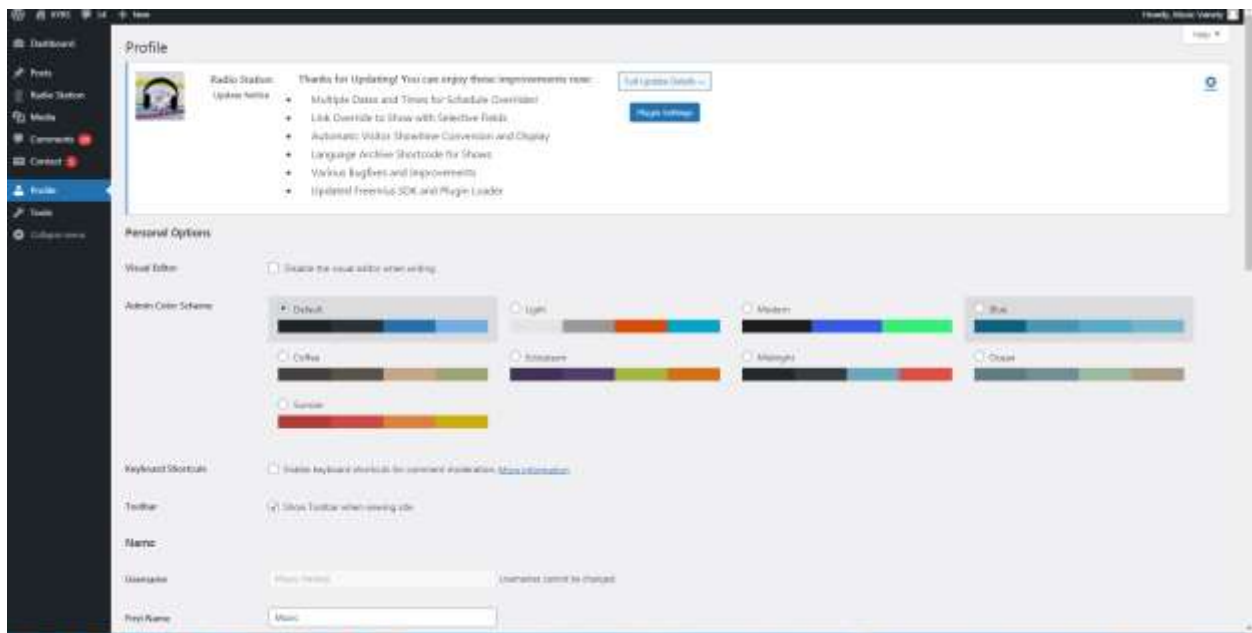
## Module 4: Editing Other Aspects Of Your Profile

The following section is completely optional, but you can use it as reference to make changes to your profile if you'd like. You are not allowed to change your email, but you can add or change information in any of the other fields.

On the right side of the top menu of the home page, you will see your show's icon and the message, "Howdy, [your show's name]." Hover over the message to see a menu with three options:

- a. Your show's name
- b. Edit profile
- c. Logout

Click on your show's name or "Edit profile" to change elements of your show's page. Once you click on one of these links, you will be taken to your profile page, which looks like this:



You can edit:

- Whether the visual editor is enabled or disabled
  - Disabling the visual editor gives you an HTML view
- What color scheme you see while logged in to your profile
- Whether keyboard shortcuts are enable for comment moderation
  - Because comments should be disabled for your posts, you can ignore this option.
- Whether the toolbar is visible to you

- See the “Toolbar Toggle Orientation” at the end of this document for more information.
- Your name
- Your nickname
  - This is a required field, and will be your show’s name by default
- Your website
- Biographical information about you or your show
- Your profile picture
  - You will need a Gravatar account to upload a profile picture. You can sign up for a Gravatar account by clicking the link to the right of the “Profile Picture” header
- Your password

You can also log out of any other sessions from this page.

# Add Media Orientation

**Actions**

- Add media**
  - Upload files**: This option lets you upload your own files.
  - Media Library**: This option lets you select already-uploaded media. It contains media that anyone has uploaded.
- Create gallery**: You can create a gallery of multiple images here. This selection lets you view and select several images simultaneously.
- Create audio playlist**: Create audio playlists with this option.
- Create video playlist**: Create video playlists here.
- Featured image**: If you upload an image from here, it will appear on your show's page in the "Featured Image" field.
- Insert from URL**: Upload an image directly from a URL here.

**Drop files**

Drop files to upload  
or  
Select Files

Maximum upload file size: 256 MB.

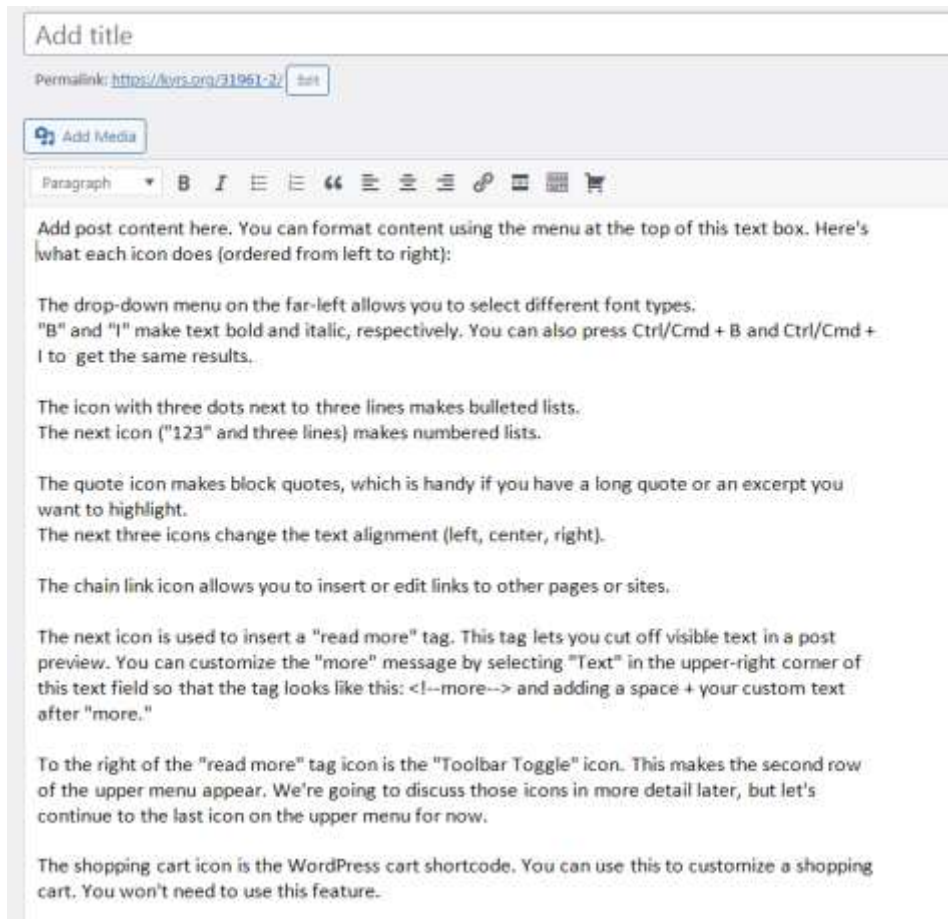
You can select files from any directory on your computer from here.

If you have files open on your computer, you can drag them directly into this field.

When you have uploaded all of the media you want, click this button to put it in your post.


Insert into post









## Add Post Orientation



Add title

Permalink: <https://kvr.org/31961-2/>

 Add Media

Paragraph **B** *I*        

Add post content here. You can format content using the menu at the top of this text box. Here's what each icon does (ordered from left to right):

The drop-down menu on the far-left allows you to select different font types. "B" and "I" make text bold and italic, respectively. You can also press Ctrl/Cmd + B and Ctrl/Cmd + I to get the same results.

The icon with three dots next to three lines makes bulleted lists. The next icon ("123" and three lines) makes numbered lists.

The quote icon makes block quotes, which is handy if you have a long quote or an excerpt you want to highlight. The next three icons change the text alignment (left, center, right).

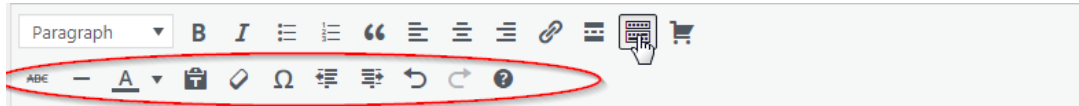
The chain link icon allows you to insert or edit links to other pages or sites.

The next icon is used to insert a "read more" tag. This tag lets you cut off visible text in a post preview. You can customize the "more" message by selecting "Text" in the upper-right corner of this text field so that the tag looks like this: `<!--more-->` and adding a space + your custom text after "more."

To the right of the "read more" tag icon is the "Toolbar Toggle" icon. This makes the second row of the upper menu appear. We're going to discuss those icons in more detail later, but let's continue to the last icon on the upper menu for now.

The shopping cart icon is the WordPress cart shortcode. You can use this to customize a shopping cart. You won't need to use this feature.

## Toolbar Toggle Orientation



Here's what each lower toolbar icon does (ordered from left to right):

The far-left icon makes ~~strikethrough~~ text.

The next icon inserts a horizontal line across the text box:

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The drop-down menu allows you to change text color.

The clipboard icon allows you to paste text. You can also do this by pressing Ctrl/Cmd + V on the keyboard.

The eraser icon clears any formatting that you've applied.

The Ω icon brings up a menu of special characters, like accented letters, currency symbols, and arrows.

The next two icons decrease and increase line indent.

The next two icons undo and redo the last change you made.

The ? icon brings up a menu of keyboard shortcuts.