THE FIRST BROADCAST GUIDE

Your first song. Your own radio station.

Get your song playing, then give the world a place to listen.

12 clear steps · Real interface screenshots

FREO 1.0.2 · A guide from 3andB, Inc.

Read online: freo.studio/guides/first-song/



FROM YOUR MUSIC LIBRARY
TO SOMEONE'S NEXT FAVOURITE SONG.

Before you press play

Have your station-ready email, your station password, and one or two songs you have permission to broadcast. Use a laptop or desktop for your first setup.

Screenshots show an isolated example station, Ocean Drive Radio. Use your own station name and address. Appearance may vary with your chosen theme.

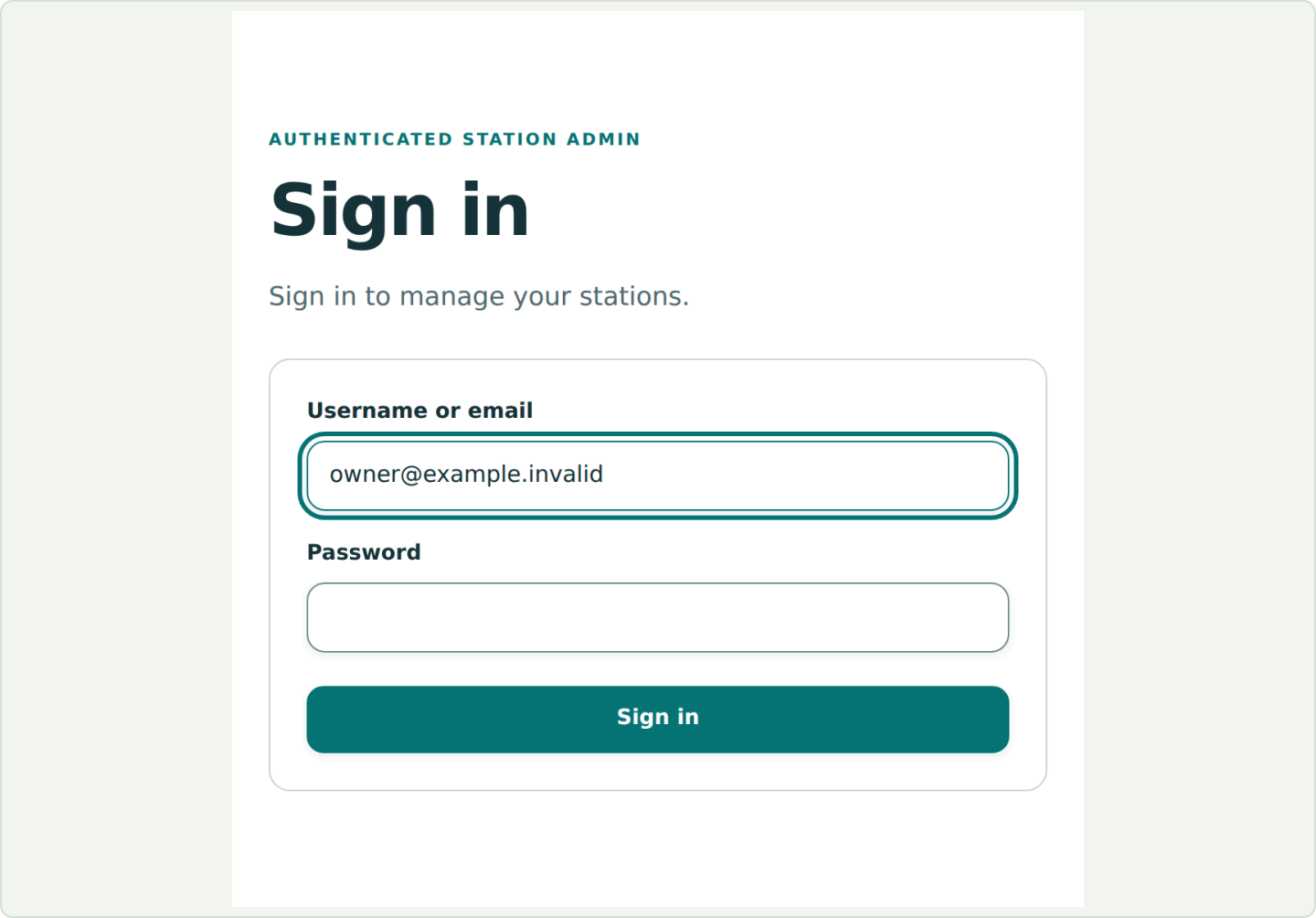
YOUR STATION. YOUR CONTROLS.

01

Sign in to your station

Open **Open your station** in your station-ready email or in Launch Station. Your administration address ends in **/admin**.

Enter your **username or email** and the **station password you chose during setup**, then select **Sign in**. For a new Studio installation, use your Studio account email.



LOOK FOR THIS The station sign-in screen, with Username or email and Password fields.

GOOD TO KNOW

Your station password can be different from your FREO Studio account password. Review and accept the software license if prompted.

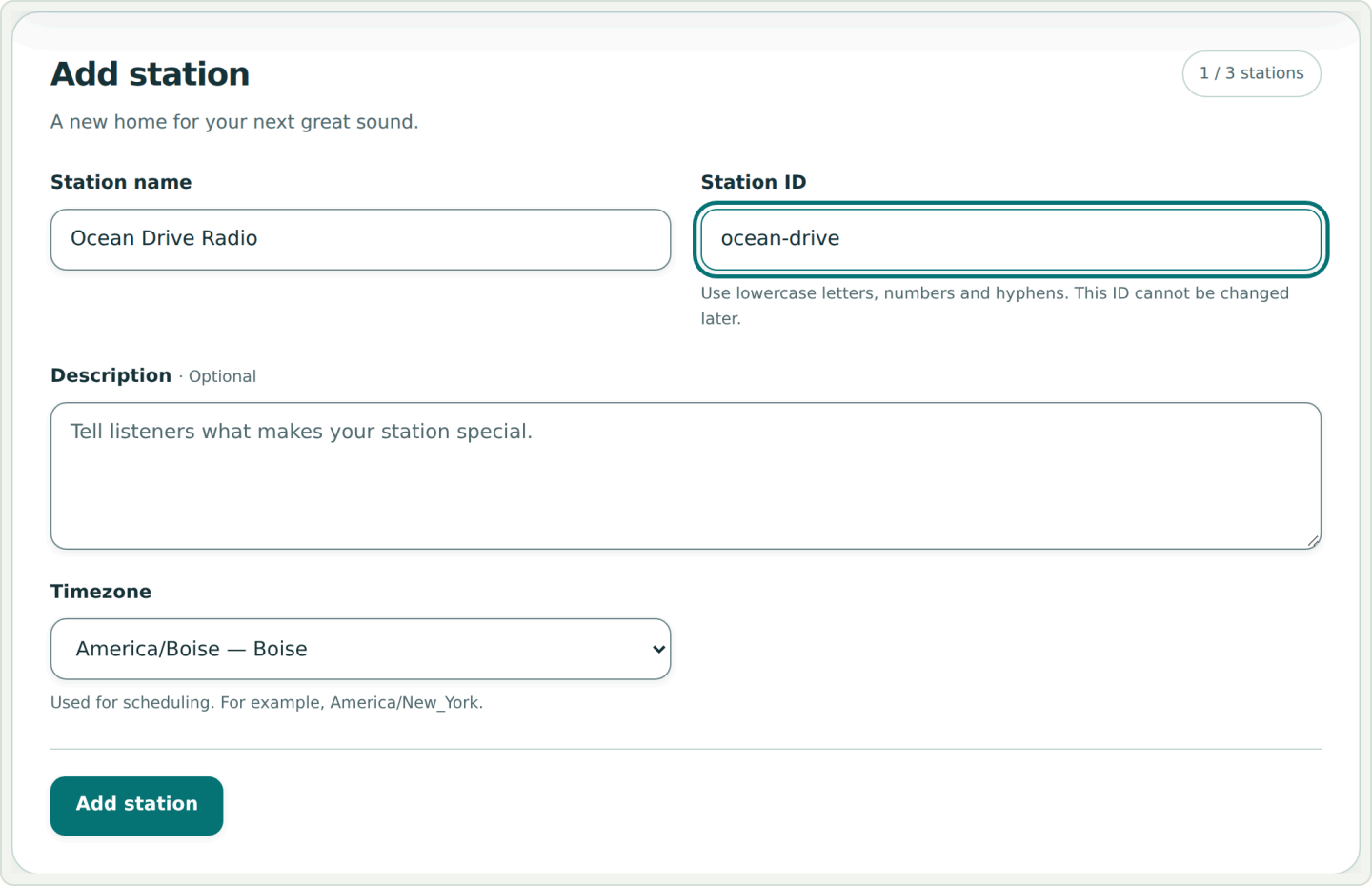
02

GIVE YOUR SOUND A HOME.

Create your first station

Open **Stations** and find **Add station**. Enter a station name, such as **Ocean Drive Radio**, and a **Station ID**, such as **ocean-drive**.

Choose your timezone, add an optional description, then click **Add station**. Wait for the station to finish preparing; refresh if its status still says Preparing.



LOOK FOR THIS Add station form showing the station name, permanent Station ID and timezone.

GOOD TO KNOW

Station ID uses lowercase letters, numbers and hyphens, and cannot be changed later. It identifies a station inside your server; it is separate from your freo.studio subdomain.

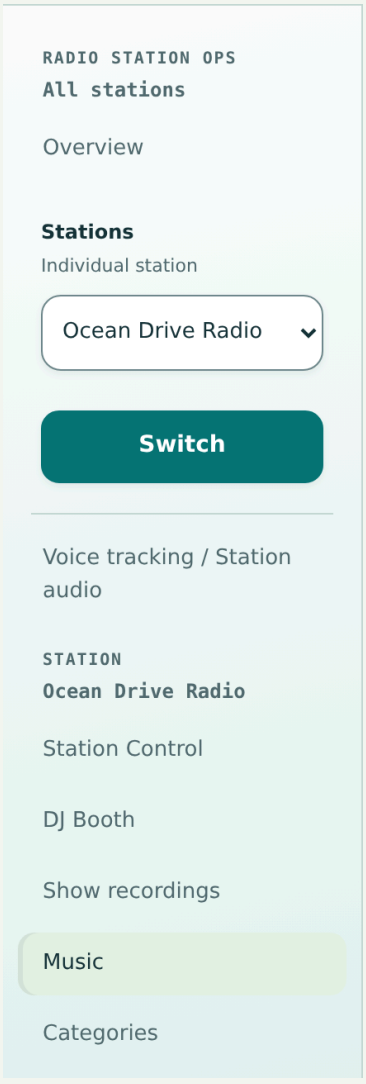
MAKE SURE YOU'RE IN THE RIGHT WORKSPACE.

03

Switch to your station

In the left sidebar, open **Select station**, choose your new station, then click **Switch**.

Check that your station name appears above the station tools. You should now see **Station Control**, **Music** and **Playlists**.



LOOK FOR THIS The station selector and Switch button in the administration sidebar.

> **GOOD TO KNOW**
>
> If you later add another station, switch to it before changing its music or schedule.

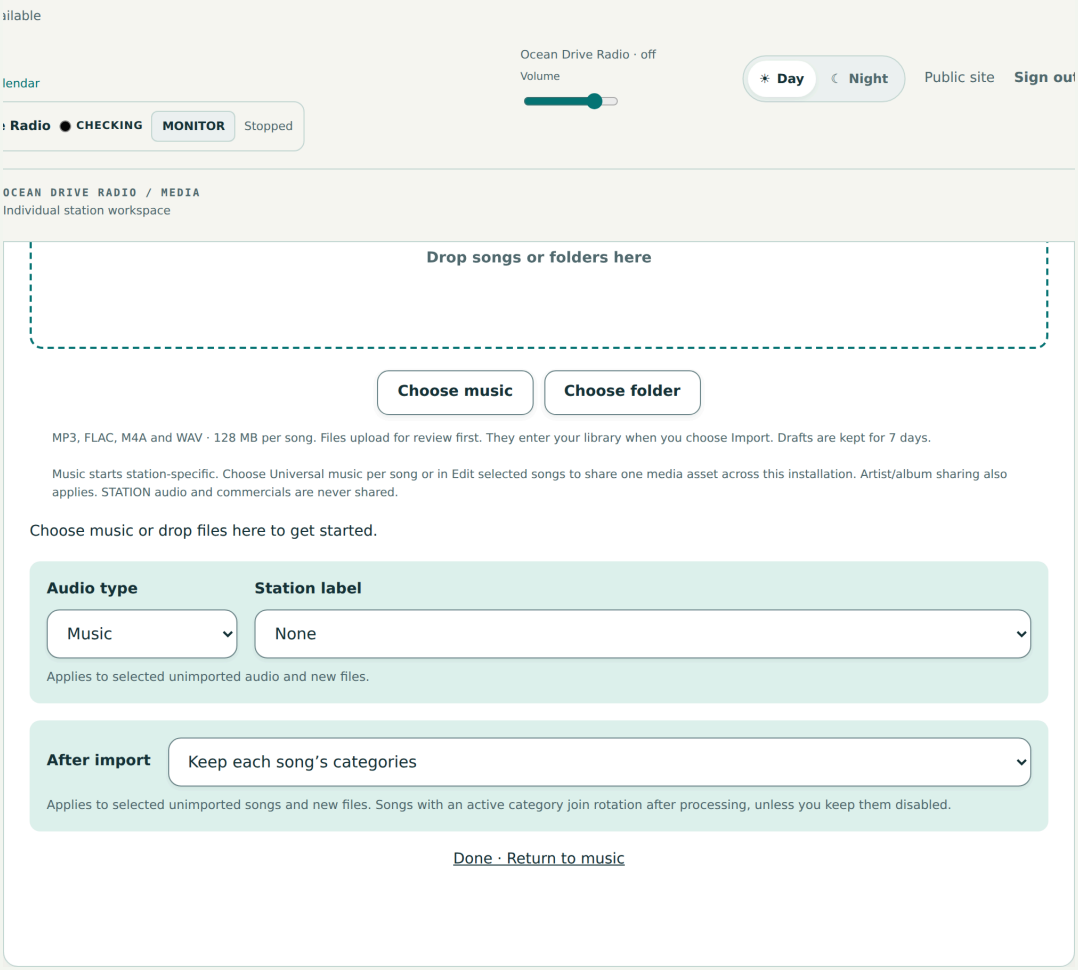
YOUR FIRST TRACKS, READY FOR RADIO.

04

Upload a song or two

Click **Music**, then **Import music**. Select **Choose music** or drag one or two audio files into the upload area.

Wait for the review cards, check the song details, then click **Import music** to finish. Use **Done · Return to music** to return to your library. Let processing complete before broadcasting.



LOOK FOR THIS The real Import music workspace with Choose music, file types and the final Import music button.

GOOD TO KNOW

Uploading for review is not the final import. Supported files include MP3, FLAC, M4A and WAV, up to 128 MB per song. Only upload music you have permission to broadcast.

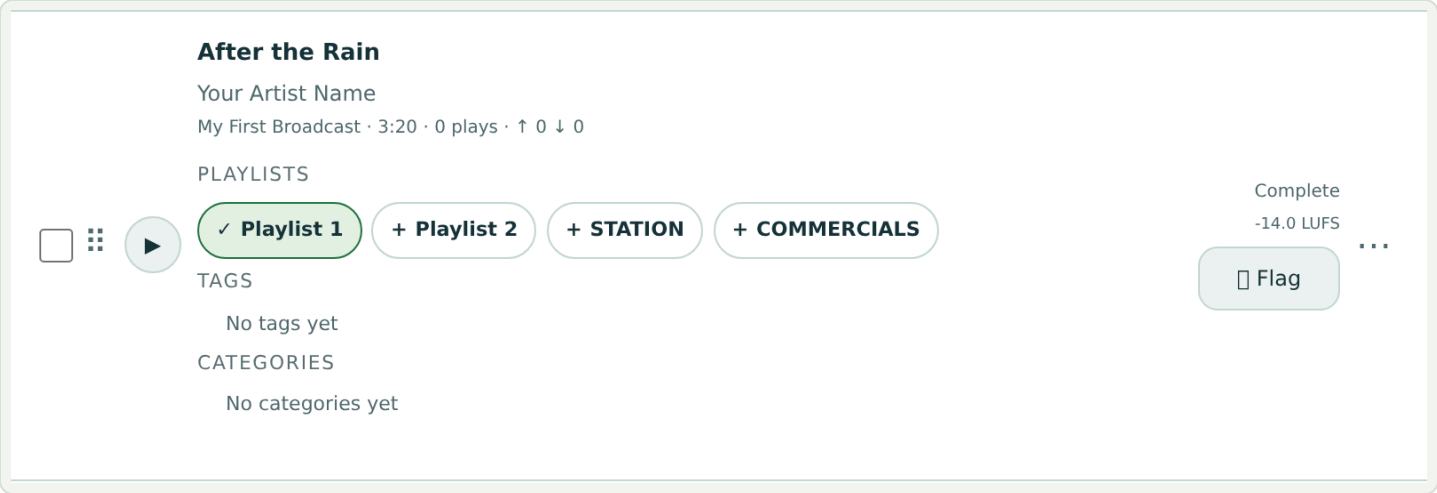
05

A LITTLE PLAYLIST. A WHOLE NEW STATION.

Put your songs in Playlist 1

Back in **Music**, find each imported song. Under its **PLAYLISTS** labels, click **+ Playlist 1**.

The label changes to ✓ **Playlist 1**. Repeat for your other song, then open Playlist 1 to check that both songs are included and available to play.



LOOK FOR THIS Music Library showing the Playlist 1 membership label beside an example song.

GOOD TO KNOW

A playlist groups the songs you want to play. It does not start broadcasting by itself. Keep the songs enabled and wait for any processing to finish.

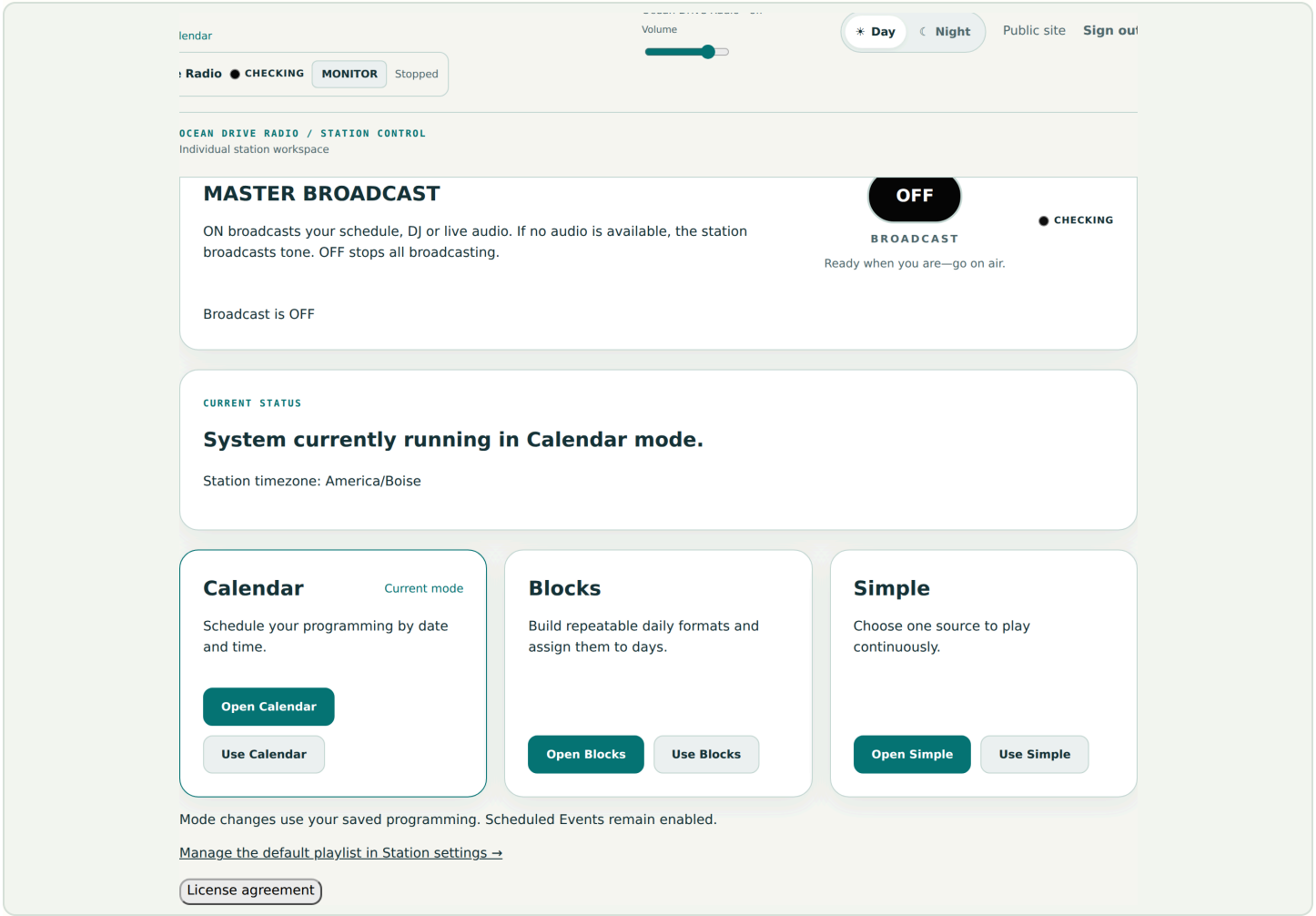
BRING THE SIGNAL TO LIFE.

06

Turn on Master Broadcast

Open **Station Control**. In **MASTER BROADCAST**, click the switch so it changes from **OFF** to **ON**. Wait for the broadcast status to update.

Before music is scheduled, you may hear the station’s test tone. To check it, click **MONITOR** beside your station name at the top and make sure your volume is up.



LOOK FOR THIS Station Control showing the Master Broadcast switch and the Simple scheduling card.

GOOD TO KNOW

Master Broadcast starts the outgoing signal. MONITOR lets you listen. Tone means the signal has no playable music yet; the following steps give it Playlist 1.

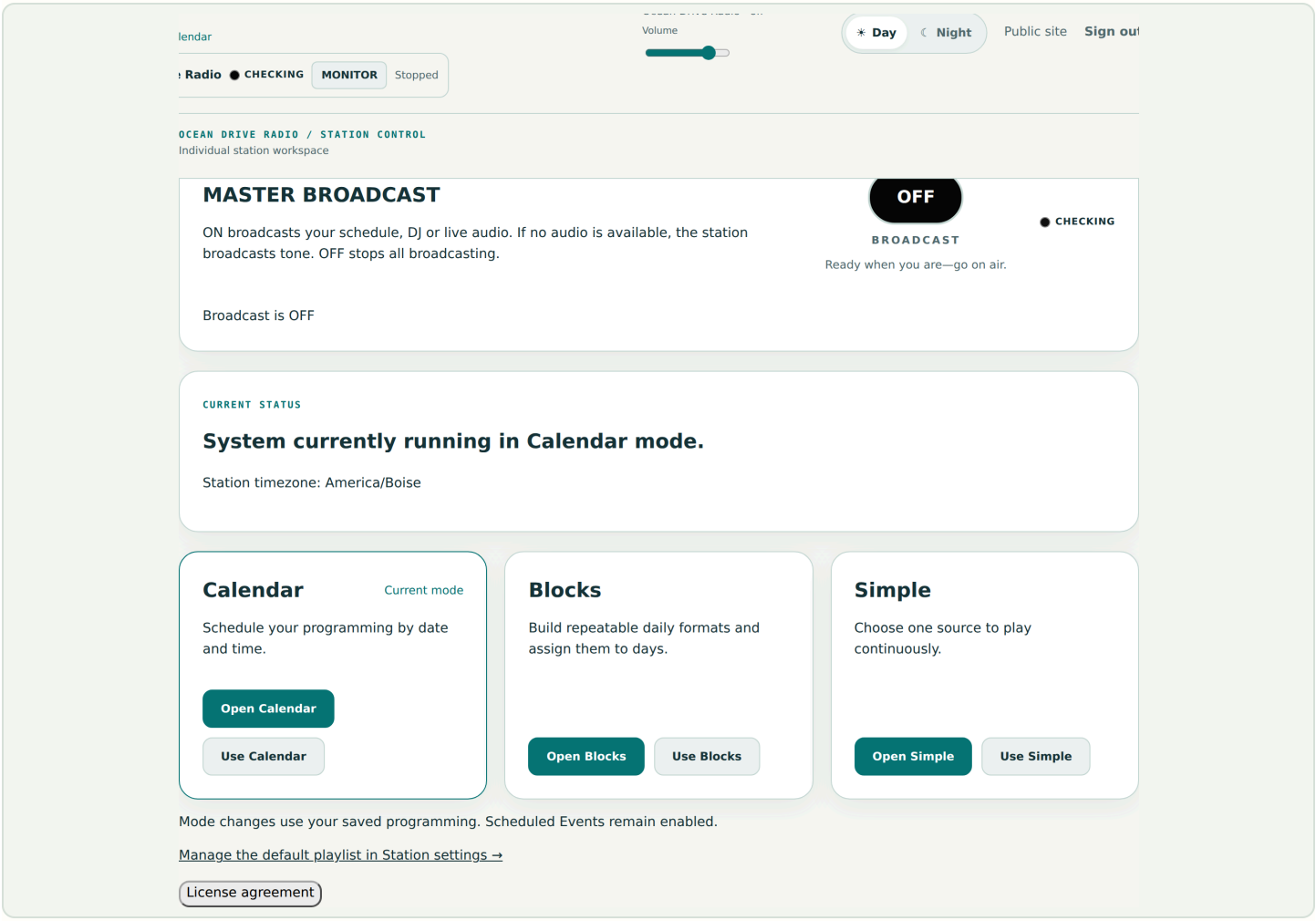
THE EASIEST WAY TO KEEP MUSIC PLAYING.

07

Open Simple

On **Station Control**, find the **Simple** card and click **Open Simple**.

Simple mode repeats a source continuously. For your first broadcast, that source will be Playlist 1.



LOOK FOR THIS The Simple card and Open Simple button on Station Control.

> **GOOD TO KNOW**
>
> Opening the Simple workspace does not activate it. You'll choose a playlist, save it, then use Simple.

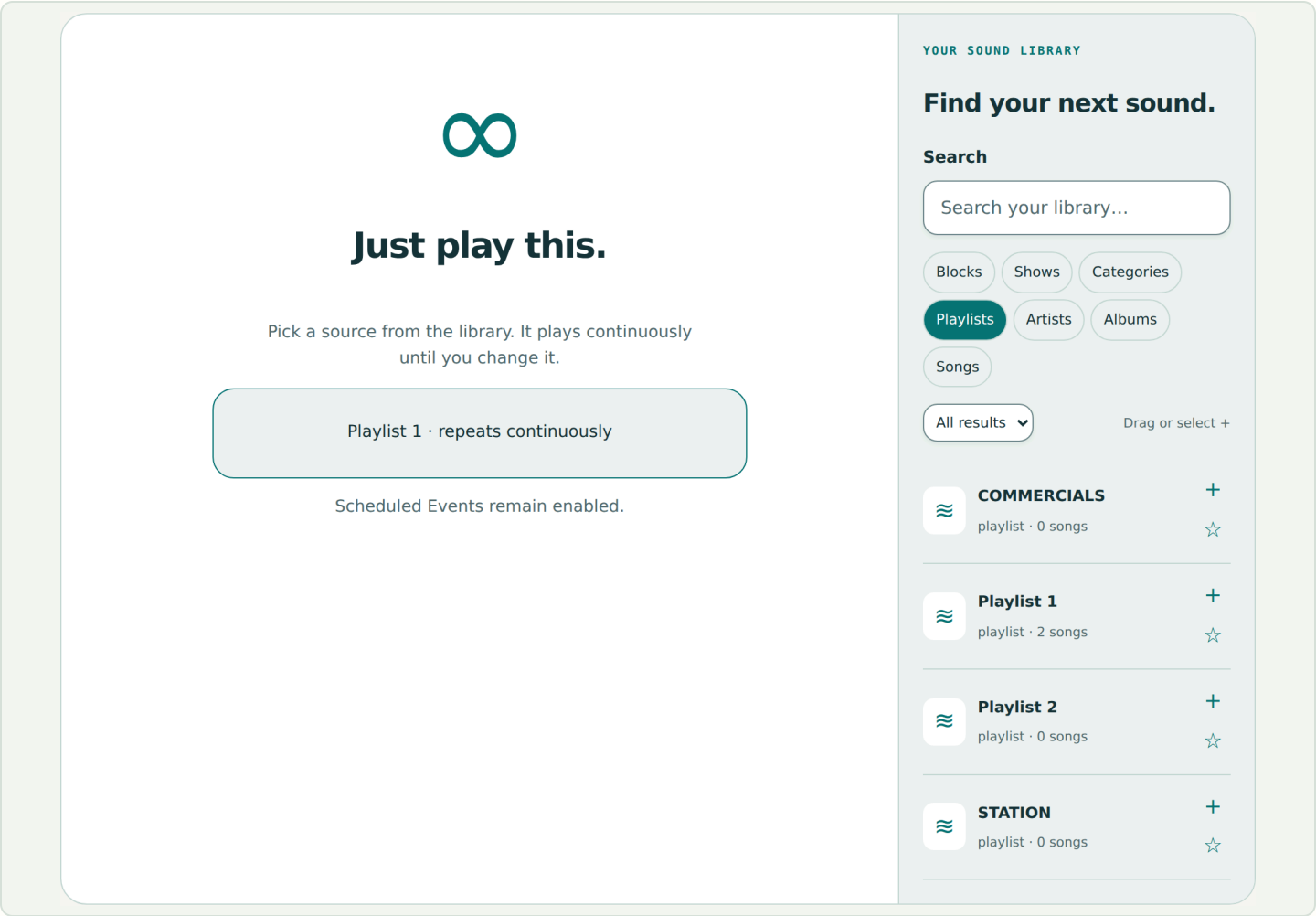
CHOOSE THE SOUND OF YOUR STATION.

08

Drag Playlist 1 into “Just play this”

In **Your sound library**, select the **Playlists** tab. Find **Playlist 1**.

Drag its card onto the large **Just play this.** area. You should see **Playlist 1 · repeats continuously**. You can also use the playlist card’s **+** button to select it.



LOOK FOR THIS Playlist 1 selected in the Simple drop area, beside the Playlists tab and source cards.

GOOD TO KNOW

If Playlist 1 is empty, return to Music and add your imported songs before continuing.

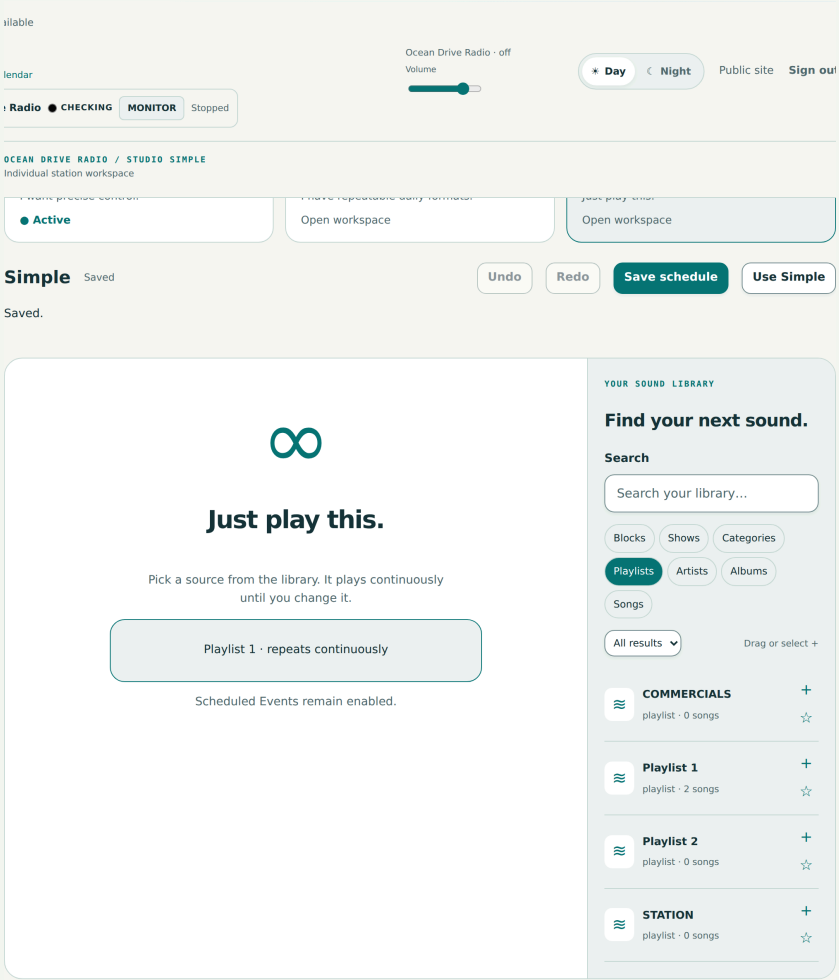
09

MAKE YOUR CHOICE STICK.

Save your schedule

Click **Save schedule** at the top of the Simple workspace.

Wait until the save indicator says **Saved**. If an error appears, keep the page open and resolve it before moving on.



LOOK FOR THIS The Simple workspace showing Saved, Save schedule and Use Simple above the selected playlist.

GOOD TO KNOW

Saved means your choice is stored. The next step makes that saved choice the active programming.

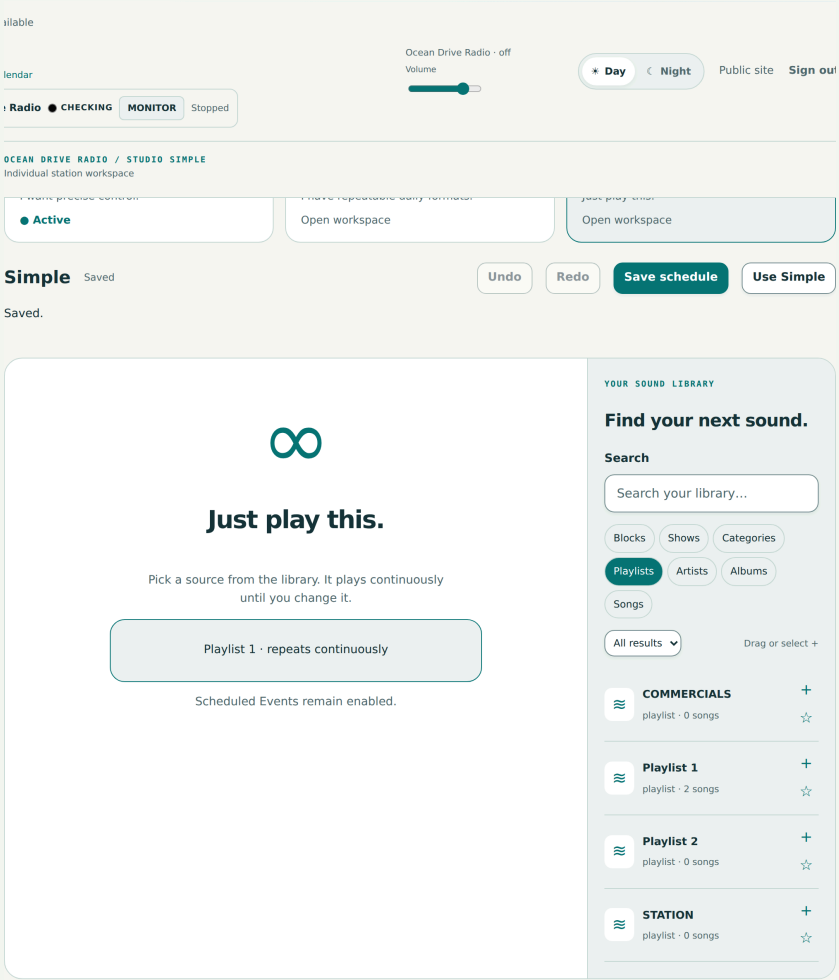
TELL THE STATION WHAT TO PLAY.

10

Activate Simple

Click **Use Simple**. This is the activation button.

Wait for the status to show **Active mode: Simple**. The station should switch from its test tone or previous programming to the songs in Playlist 1.



LOOK FOR THIS Use Simple is the activation button next to Save schedule in the Simple workspace.

GOOD TO KNOW

If the engine is still starting, give it a moment and retry Use Simple after it is ready. Keep Master Broadcast ON. A successful save alone does not mean the music is on air.

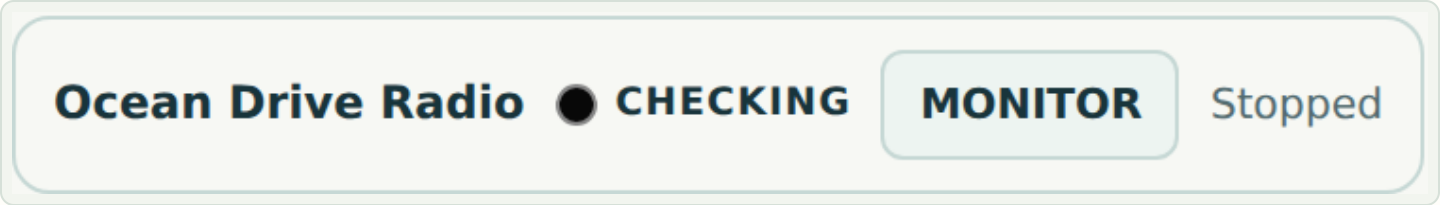
HEAR WHAT YOUR LISTENERS HEAR.

11

Listen with Monitor

Click **MONITOR** beside your station name at the top of the admin area. Turn up the monitor volume and your device volume.

Listen for your song. If you hear only tone, check Playlist 1, the Saved indicator and **Active mode: Simple**. If there is silence, use the checklist at the end of this guide.



LOOK FOR THIS The MONITOR button beside the example station name.

GOOD TO KNOW

Monitor is your local listening control. Turning Monitor off does not stop the broadcast; turning Master Broadcast off does.

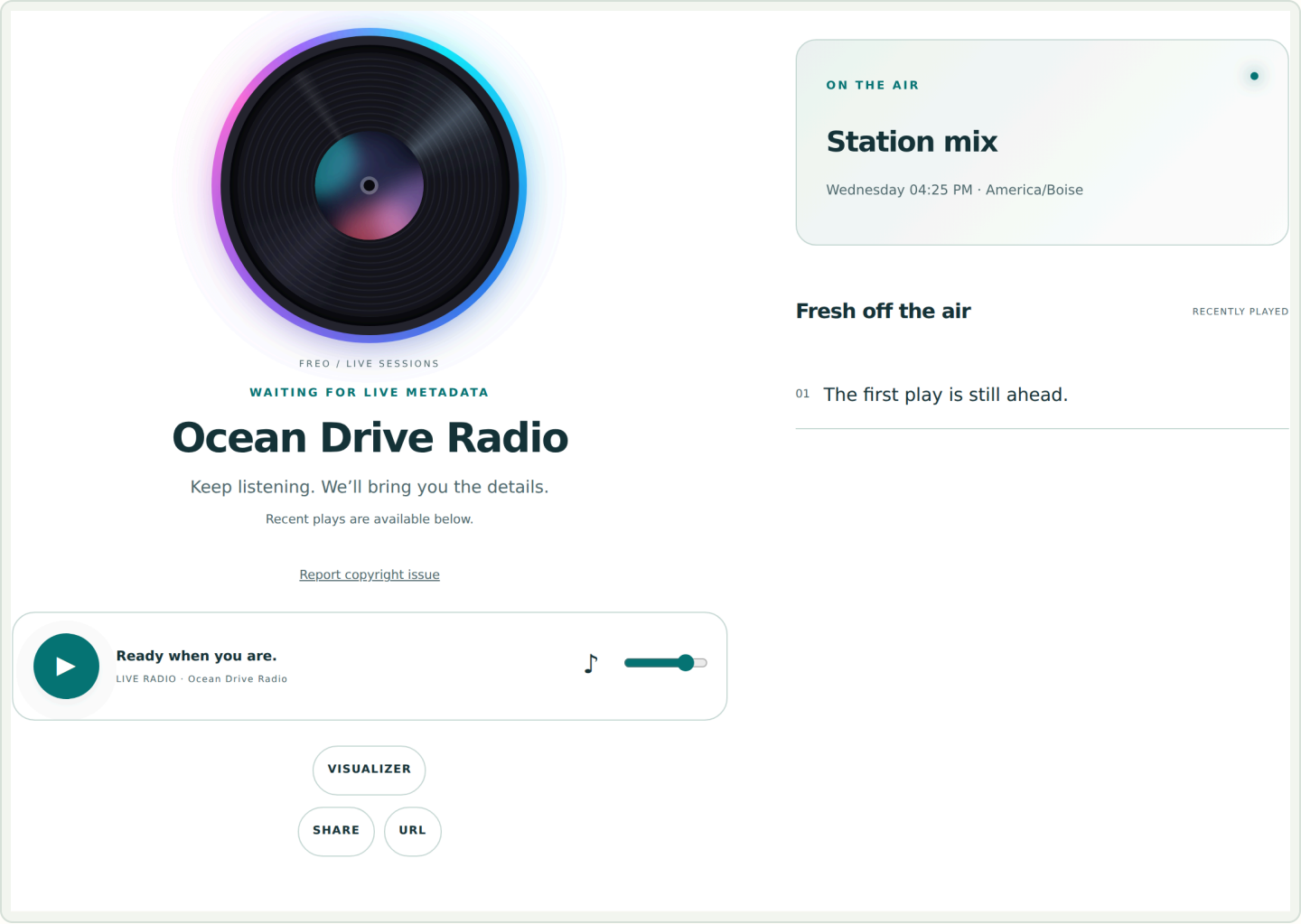
12

NOW GIVE SOMEONE A REASON TO PRESS PLAY.

Open the player. You’re live.

Open **Public site**, choose your station and open its player. Press the player’s **Play** button; browsers often require this click before audio can begin.

Confirm you hear your song, then use **SHARE** or **URL** to send your public player link to a friend. Share the player, not your private /admin link.



LOOK FOR THIS The example station’s public player with Play, volume, SHARE and URL controls.

YOU’RE READY TO SHARE

Before checking the public player, stop Monitor to avoid hearing two copies of the stream. When the public player plays your song, your first broadcast is ready to share.

A LITTLE HELP, IF YOU NEED IT

No music yet? Let’s check the basics.

I can’t sign in.

Use the station link in your ready email. Enter your Studio email and the station password you chose during setup. The Studio account and station may have different passwords.

I hear a tone.

Make sure Playlist 1 contains enabled, fully imported songs. In Simple, select Playlist 1, click Save schedule, wait for Saved, then click Use Simple and wait for Active mode: Simple.

I hear nothing.

Check Master Broadcast is ON. Click Monitor or the public player’s Play button yourself. Check the page, browser tab, device volume and audio output. A status badge alone is not an audio test.

I don’t see my station tools.

Choose your station in the sidebar and click Switch. If it still says Preparing, let setup finish and refresh before continuing.

I hear two copies or an echo.

Stop Monitor before listening through the public player. Keep just one listening tab playing.

We’re here to help.

Email info@3andb.com with your station address, the step you reached and any message you see. Never send your password.