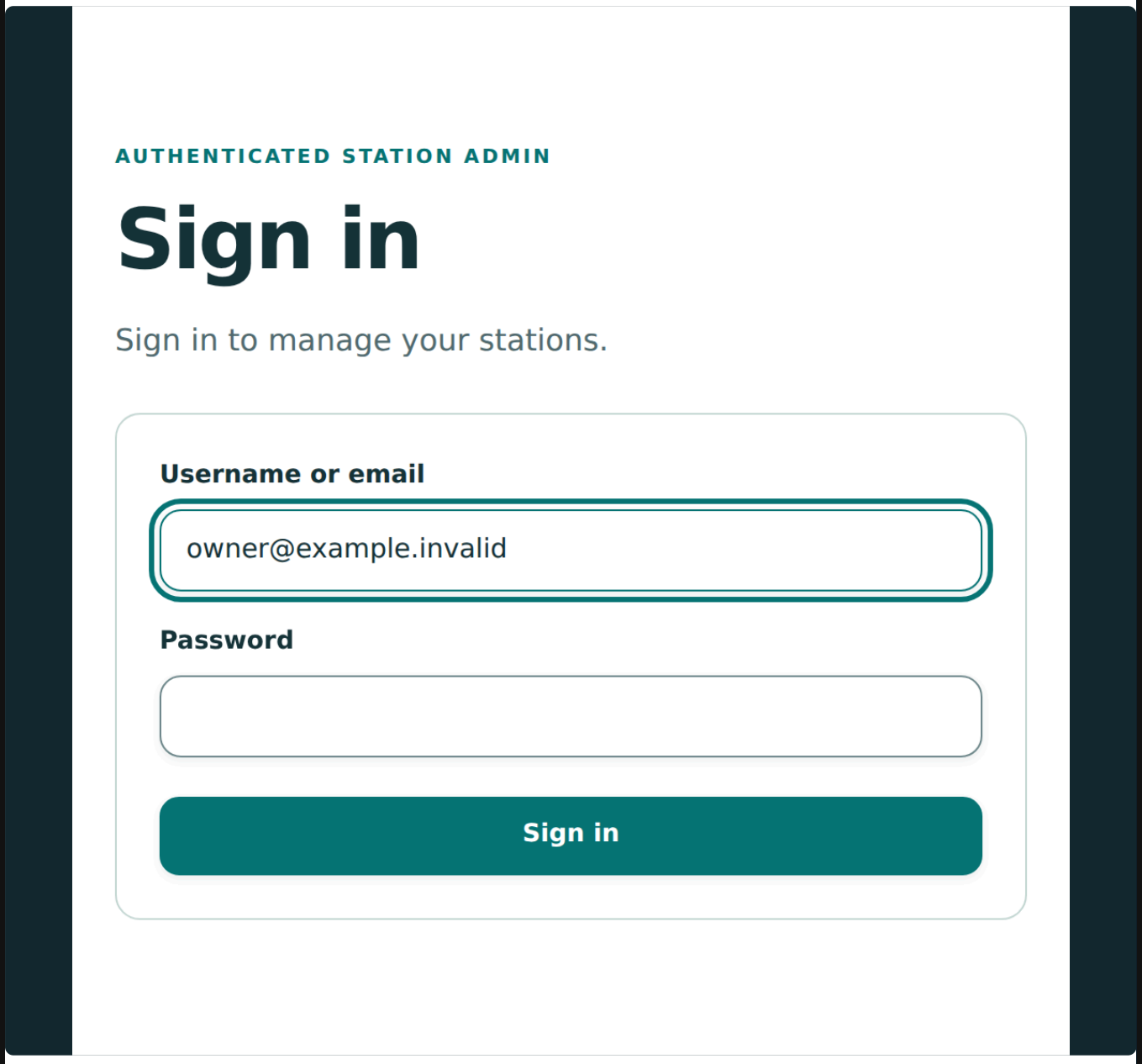
STEP 1 OF 12

Sign in to your station

Select **Open your station** in the station-ready email or on your Studio setup page. On the station sign-in screen, enter your Studio email and the station password you chose during setup. Accept the software agreement if prompted.

You should see the station administration sidebar.

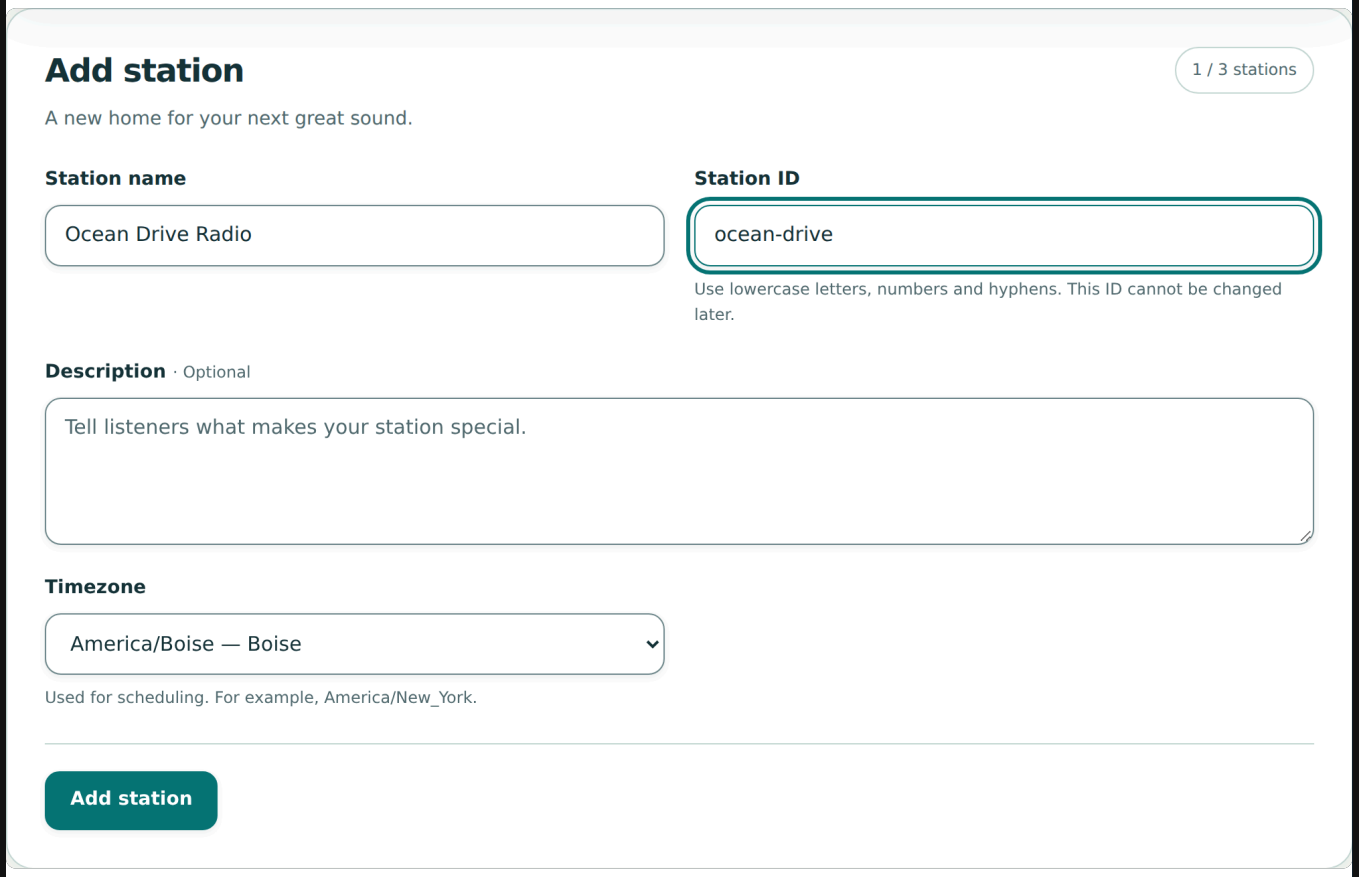


STEP 2 OF 12

Give your station a name and ID

Open **Stations → Add station**. Give listeners a name such as **Ocean Drive Radio**. Enter a permanent **Station ID** such as **ocean-drive**, using lowercase letters, numbers and hyphens. Choose your timezone and click **Add station**.

The ID identifies this station inside your installation. Check its spelling before saving. If your station already exists, use it in the next step.

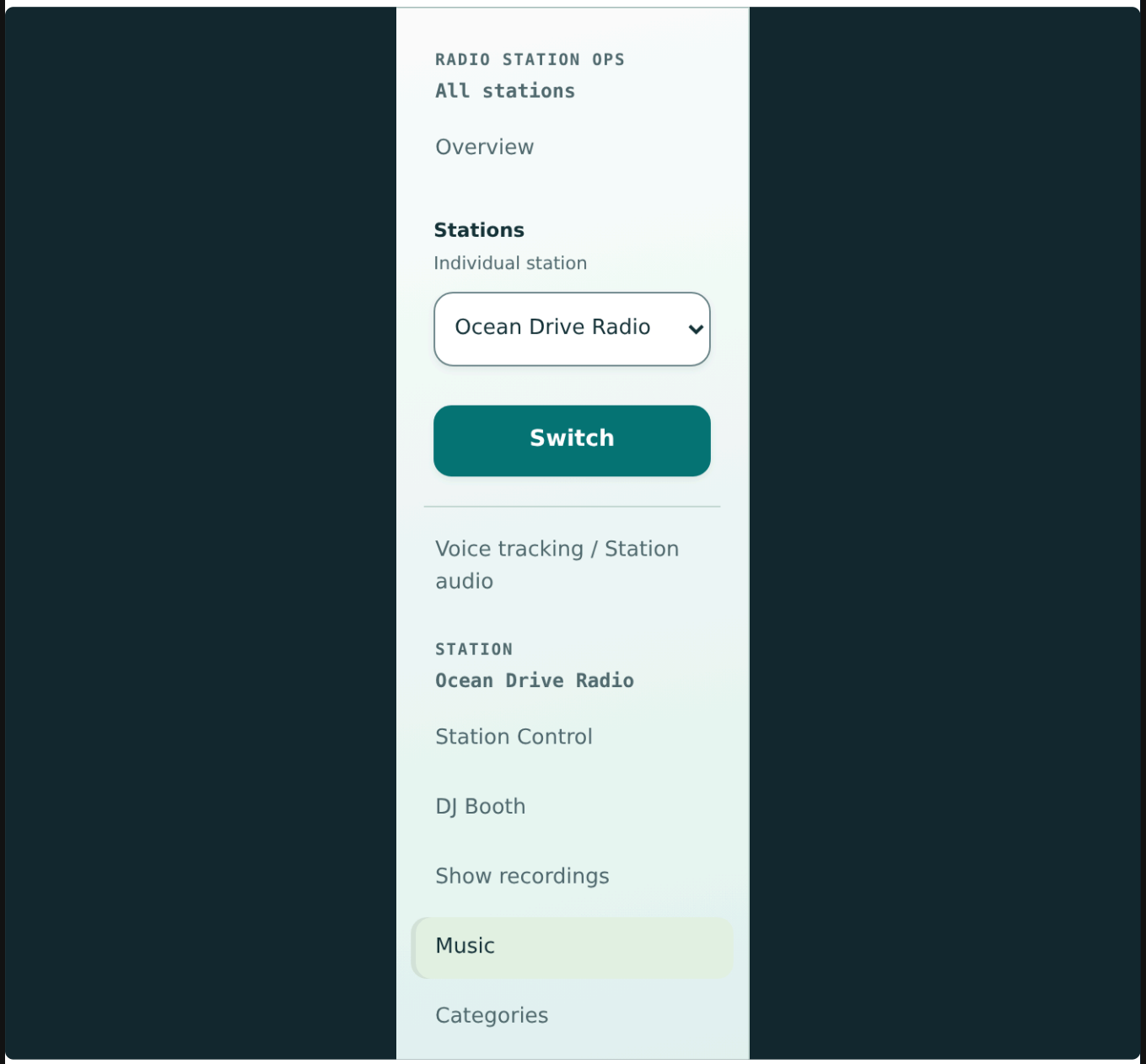


STEP 3 OF 12

Switch to the station you just created

When the station finishes preparing, choose it under **Select station** in the sidebar and click **Switch**.

Check that your station name appears above the music and broadcast controls.

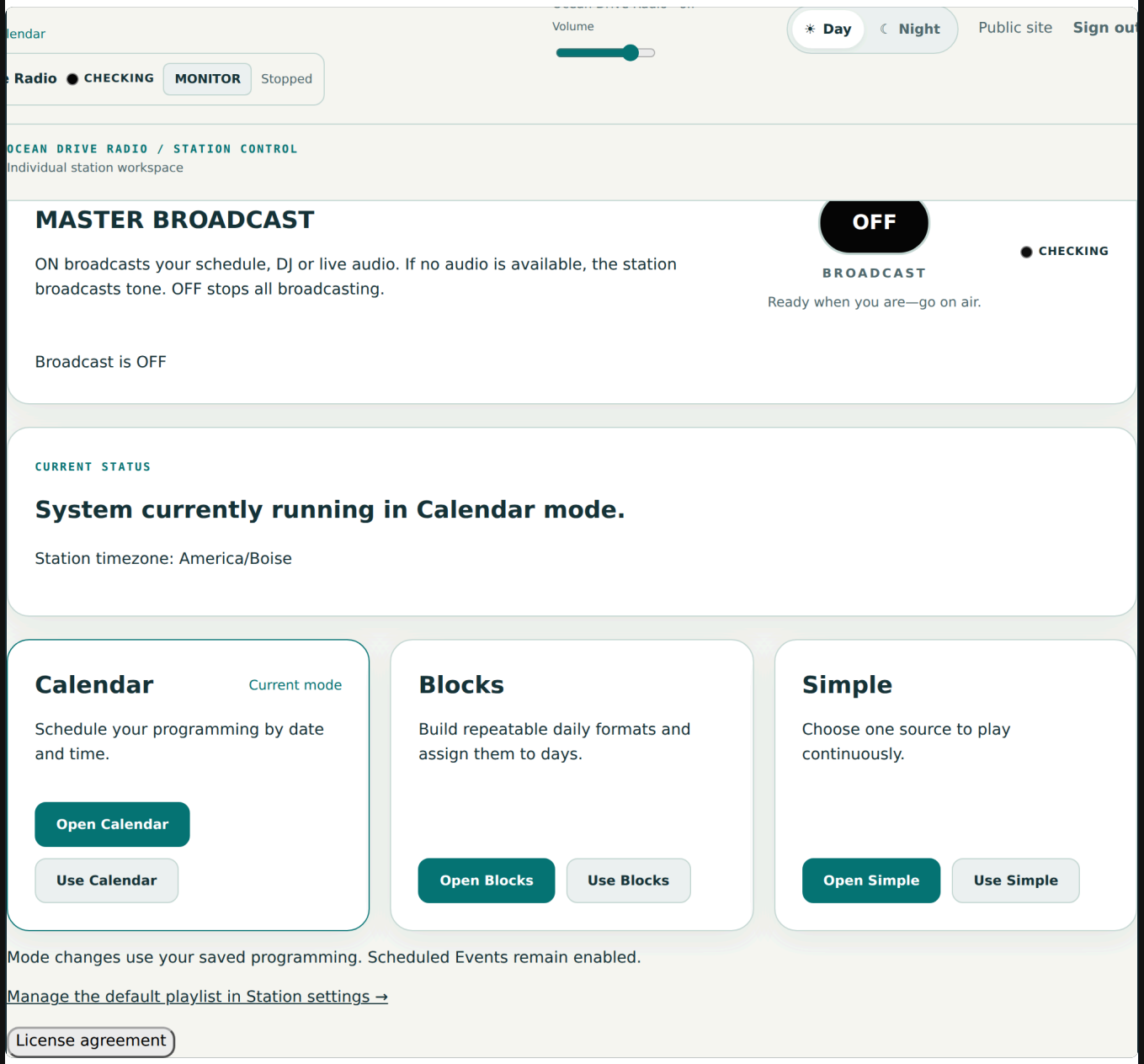


STEP 4 OF 12

Turn Master Broadcast ON

Open **Station Control**. Under **Master Broadcast**, click the switch from **OFF** to **ON**, then wait for the status to update. Leave it on while you prepare your music.

You may hear a test tone until the scheduler has a playable song.

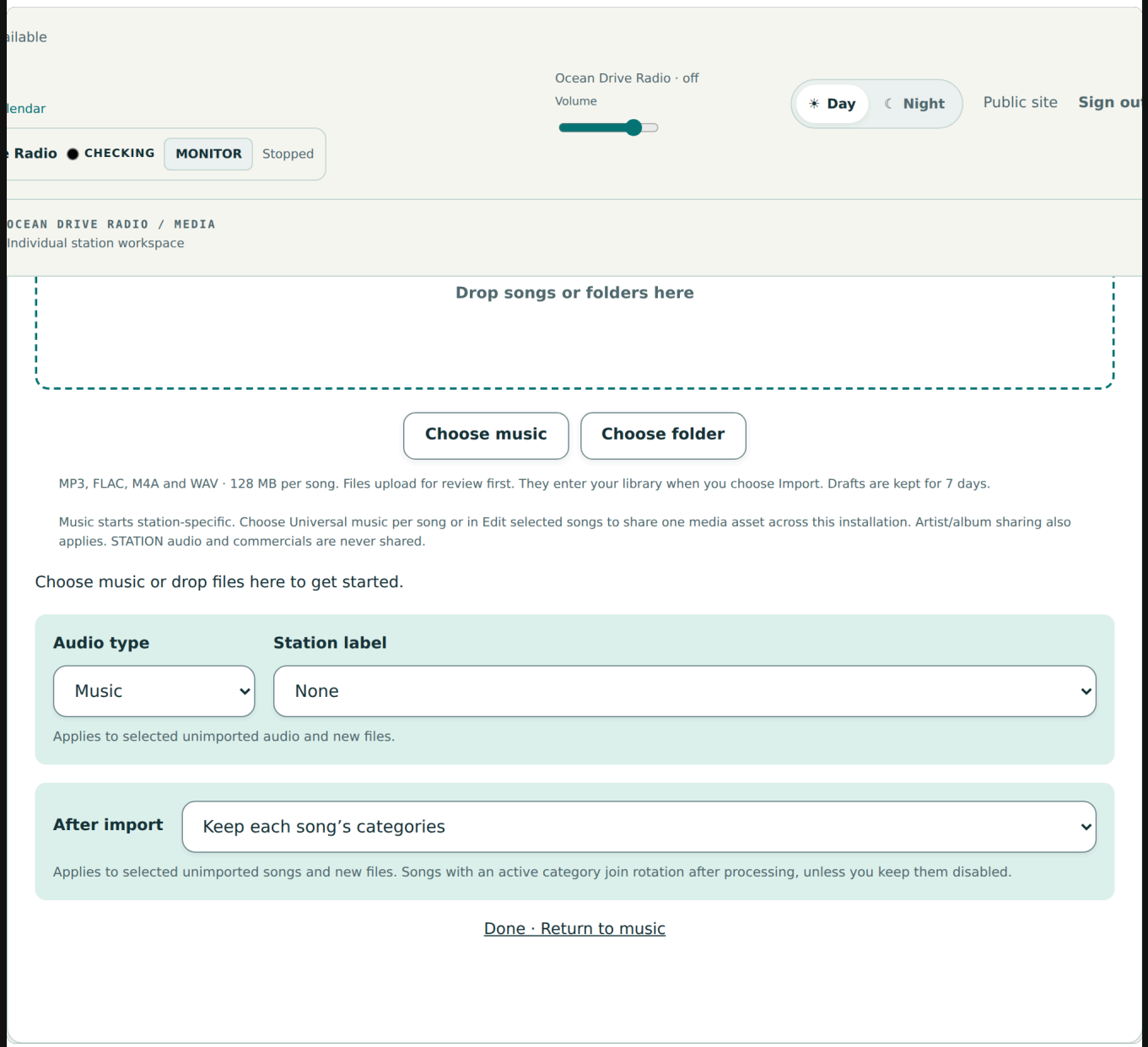


STEP 5 OF 12

Upload your first song

Open **Music → Import music**. Choose **Music** as the audio type. Click **Choose music** or drop a recording you have permission to broadcast into the upload area.

Wait for the file’s review card to appear.

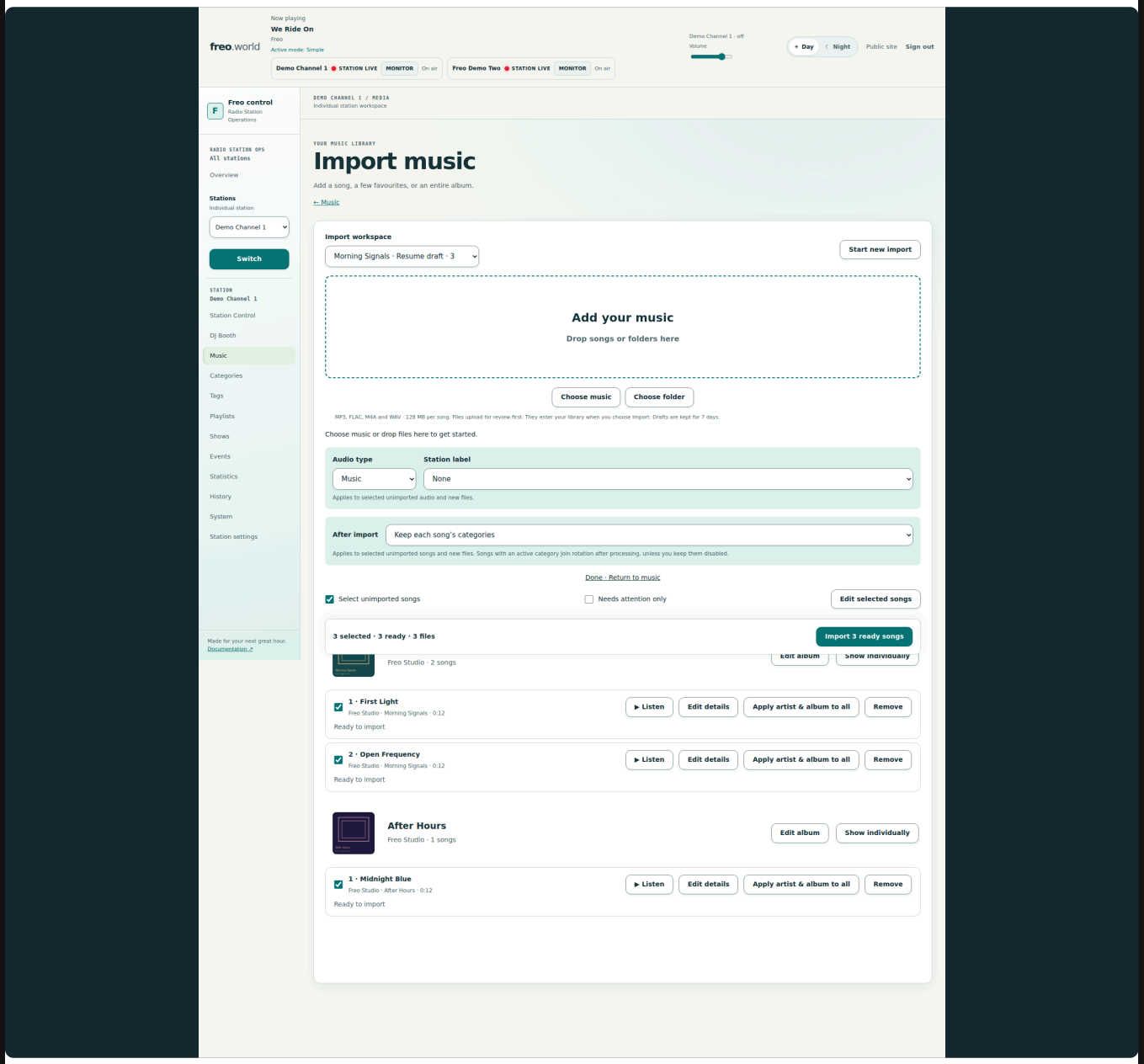


STEP 6 OF 12

Catalog the song and finish the import

On the review card, choose **Edit details**. Check the track title, artist and album, correct anything the importer missed, and save your edits. Select the ready song and click the **Import** button for the selected songs.

FREO processes the audio after import. It can take time before a new song is available to schedule or play. Let processing finish, then use **Done · Return to music** and check that the song is available and enabled.

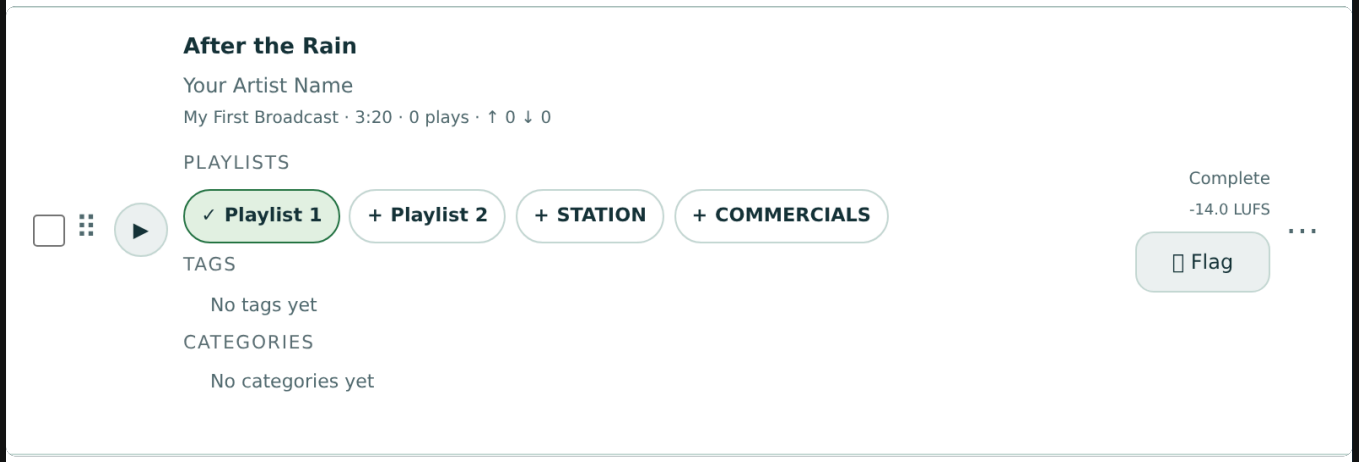


STEP 7 OF 12

Add your song to Playlist 1

In **Music**, find the processed song. Under **Playlists** select **+ Playlist 1**. Open Playlist 1 and check that your song appears there.

A check mark beside Playlist 1 confirms membership.

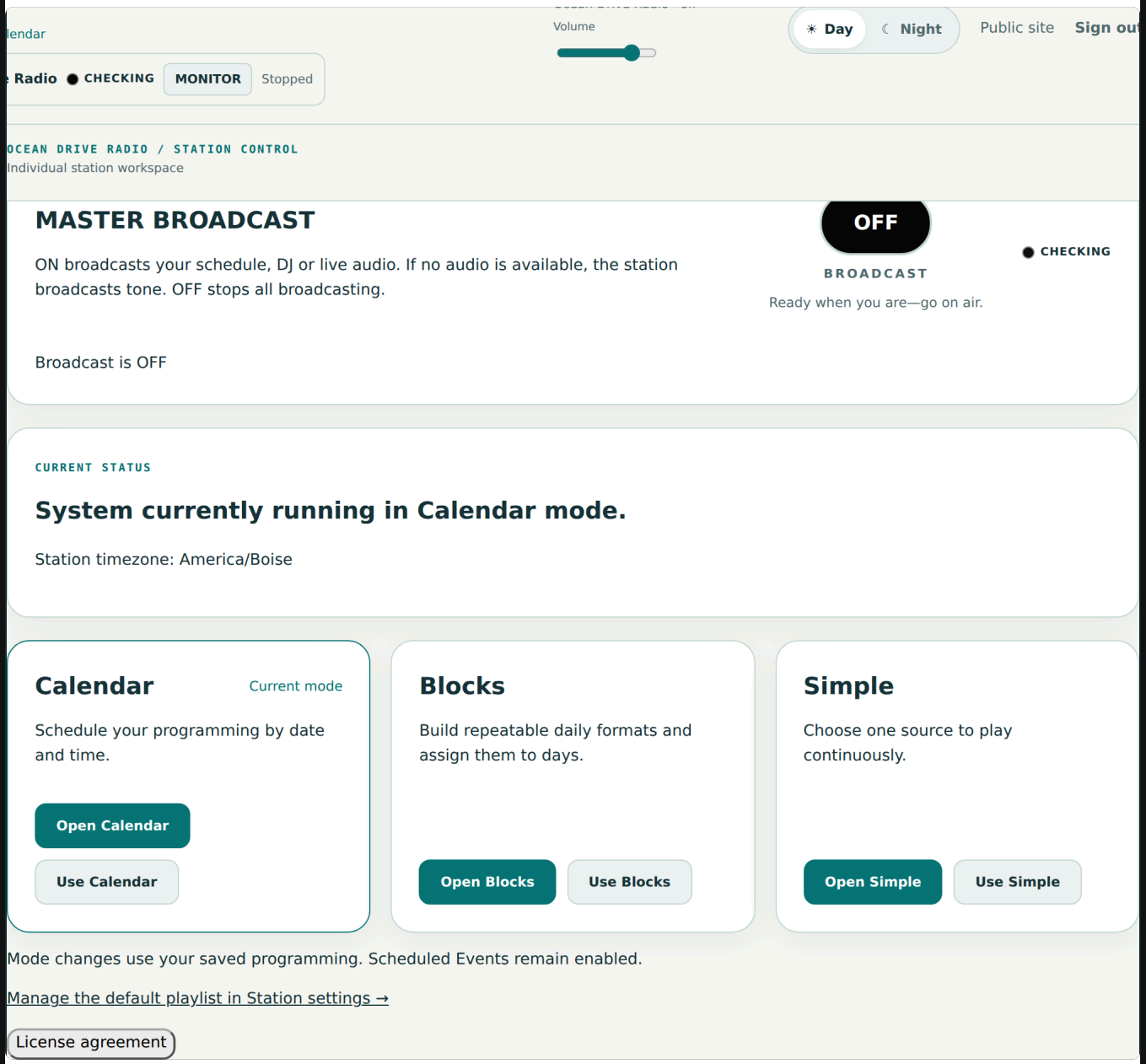


STEP 8 OF 12

Open Simple scheduling

Return to **Station Control**. Find **Simple** and choose **Open Simple**. This mode can repeat one playlist continuously.

You should see the Just play this area and the sound library.

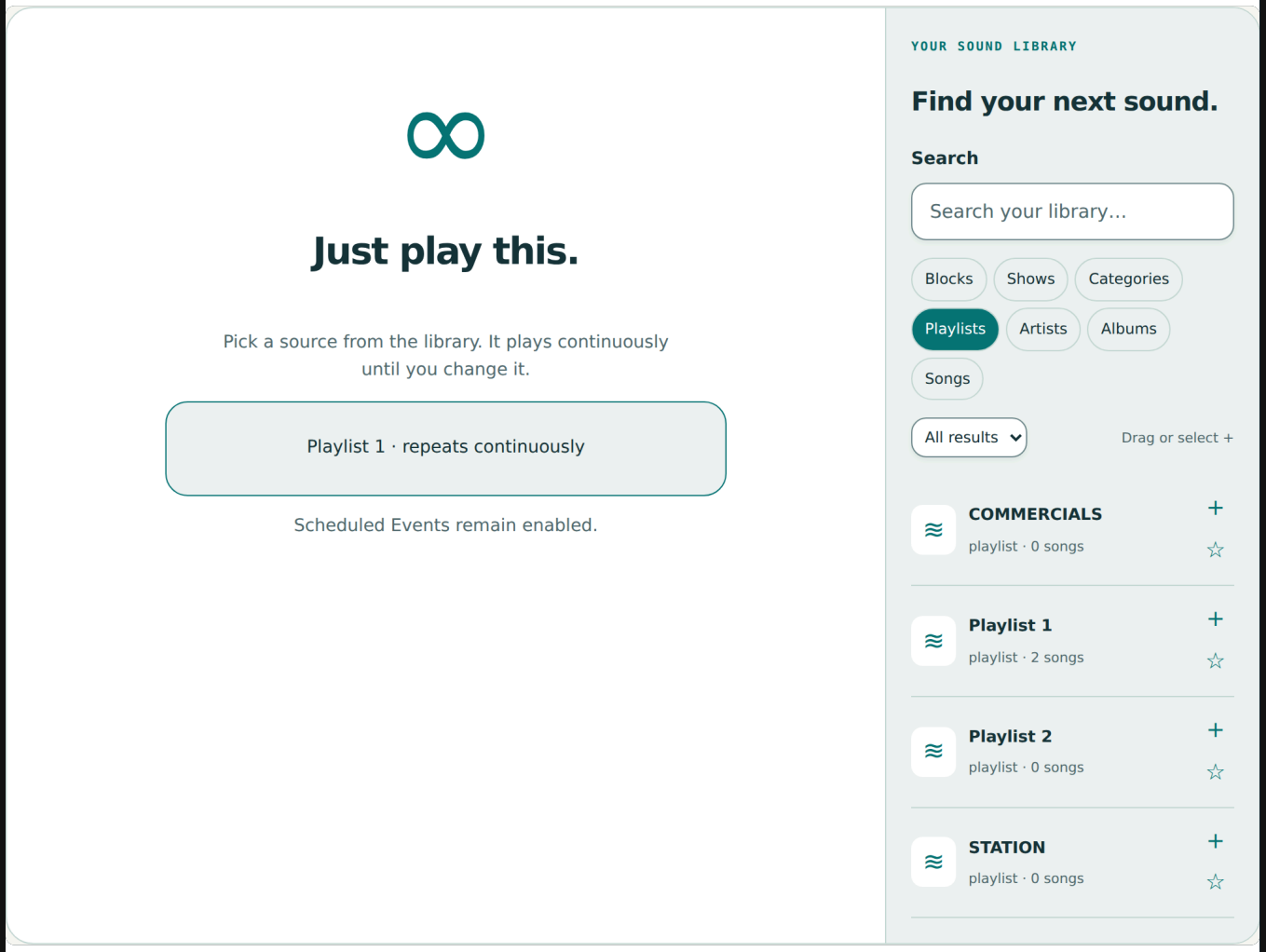


STEP 9 OF 12

Choose the playlist in Simple

Under **Your sound library → Playlists**, find **Playlist 1**. Use its **+** button or drag the playlist onto **Just play this**.

The selection should read **Playlist 1 · repeats continuously**.

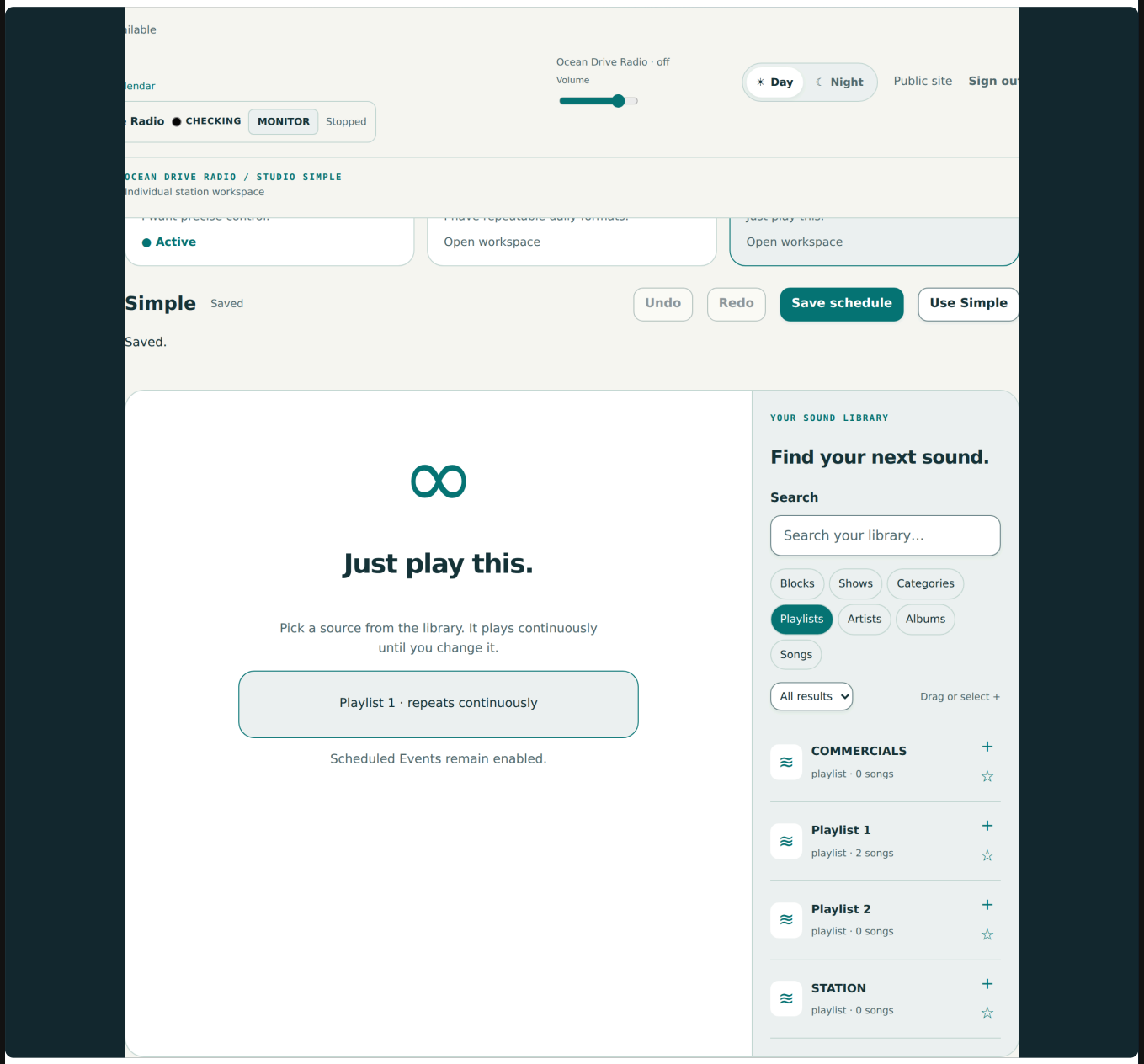


STEP 10 OF 12

Save your schedule

Select **Save schedule**. Wait until you see **Saved**. If the save fails, correct the error before continuing.

Your selection is now stored. The next step puts it on air.

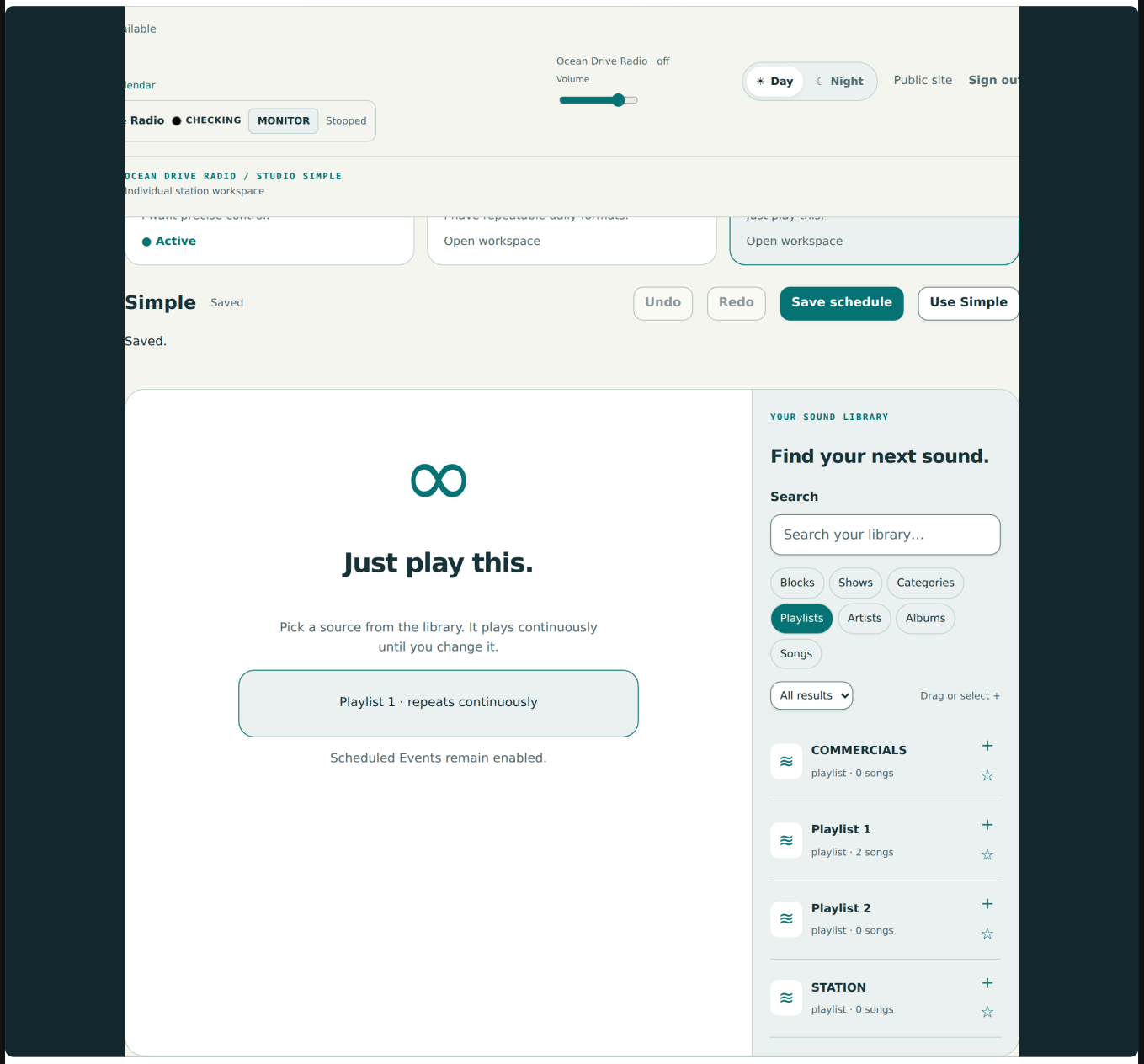


STEP 11 OF 12

Set Simple as the active mode

Click **Use Simple**. Look for **Active mode: Simple**. If the engine is still starting, leave Master Broadcast on and retry when it is ready.

Open **MONITOR** beside your station name and listen for the song. If you still hear tone, check the track finished processing, Playlist 1 contains it, and Simple is active.



STEP 12 OF 12

Play it as a listener and share the link

Stop Monitor to avoid hearing two copies. Open **Public site**, choose your station and press **Play** in the public player. Turn up the player and device volume.

When you hear your song, use **SHARE** or **URL** to copy the public player link for your listeners.

