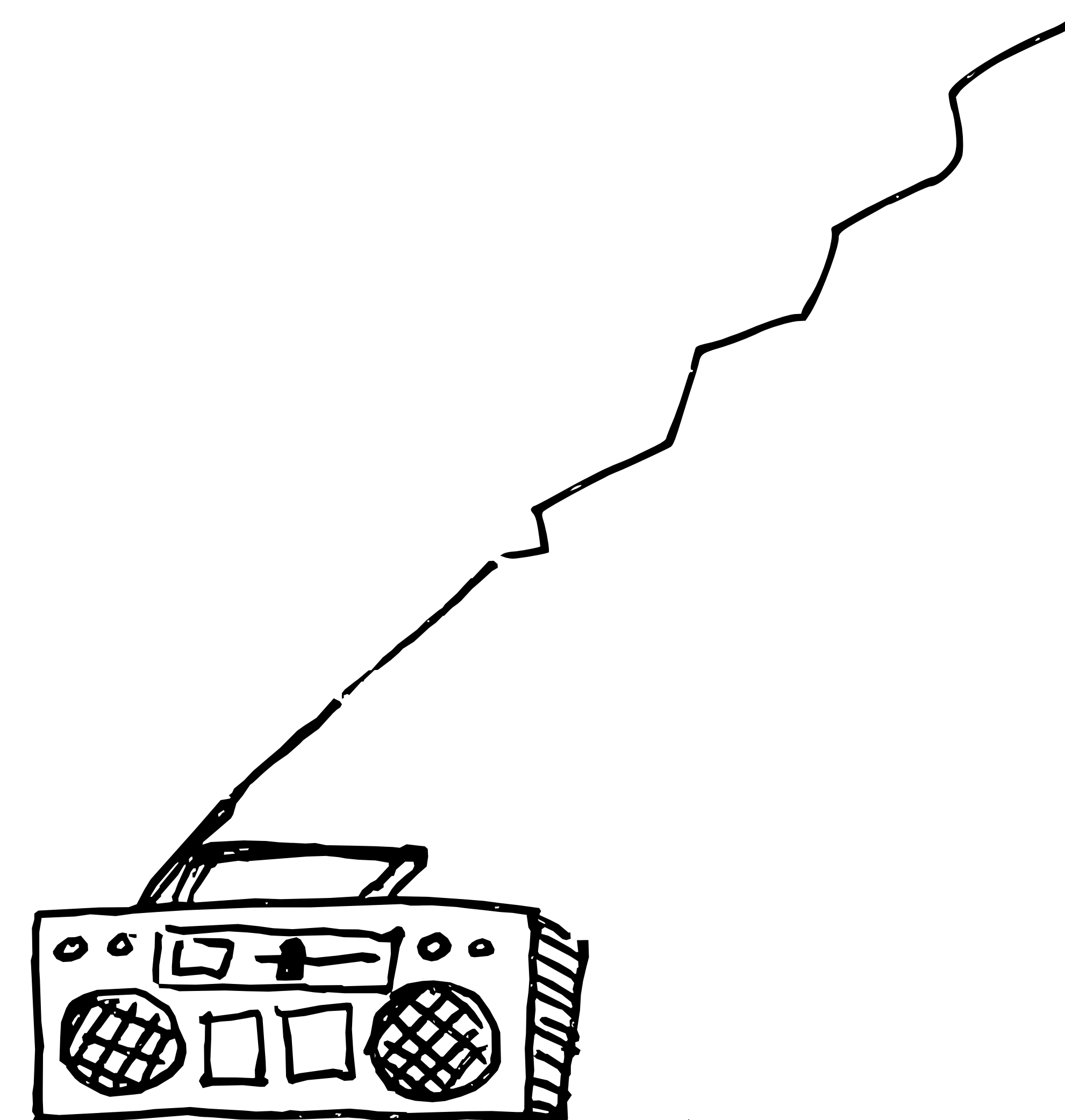




SYDHAVNS **BØLGEN**

ONBOARDING ZINE

**All you need to know to make radio at
Sydhavnsbølgen Community Radio**



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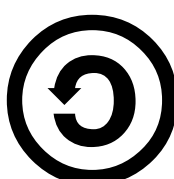
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Cover: Maja

Illustrations: Marie and Liam



Version 1.1

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sydhavnsboelgen.dk

LAST UPDATED: 2026-09

Welcome to the Station

A community radio station in the heart of Århus

Welcome

You are joining a crew of passionate journalists, DJs, sound artists, and hosts - welcome!

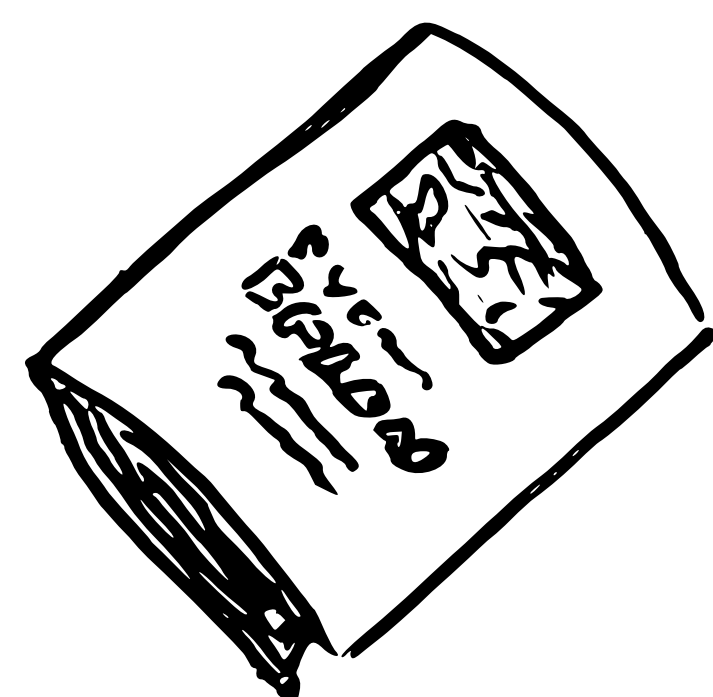
By producing local radio you are making Århus a more interesting and better place to live.

Sydhavnsbølgen was started in the autumn of 2023 at Frontløberne, down in the south harbor. The station emerged from a collection of different DJ crews and podcasters that joined together to start broadcasting together.

Since then we've grown to 40+ shows and 50+ people, (not all active at the same time), broadcasted live from festivals, made a pop-up restaurant, interviewed politicians and musicians, collaborated with other radio stations, and lots of other stuff.

About this booklet

This zine is meant to orient you in how things work at the station, and act as a reference book for your early days making radio. You can come back here to remind yourself of how to book the studio, upload episodes, change your show description, etc.



Frontløberne

Sydhavnsbølgen as an organization has a funny shape. We're a part of the 30+ yr old Århusian community center Frontløberne, which is where we live on Mejlgade 53. You must be a member of Frontløberne (which costs 350kr a year) to be a member of Sydhavnsbølgen.

Being a member of Frontløberne gives you access to a number of benefits, including 24hr access to the common rooms, coffee machine, and printer - as well as help with funding applications and project support from the admin staff, among other things.

Foreningen Sydhavnsbølgen Community Radio

We also have our own association, called Foreningen Sydhavnsbølgen Community Radio, which exists solely to hold our FM broadcast license, and receive funding from the ministry of culture.

We have an administrative director, station manager Liam, who takes care of things like paying bills, applying for grants, writing reports, ordering equipment, making zines, etc. Liam works part time with us, and also does lots of other things at Frontløberne.

Content board

We also have a content board consisting of three members, chosen annually. They review new show applications, and have the final say on whether or not a new show gets approved.

They judge shows based on alignment with Sydhavnsbølgen's mission to broadcast voices that are young, and/or representing an underground sound, and/or representing an under-represented-on-the-radio-group or interest area, and/or voices that talk about things that are super local to Århus.

FM

Since 2025 we have our very own FM broadcast license, and we broadcast on 98.7fm together with Indvanderradio, Radio Krishna Aarhus, Radio Håb, Multikulturel Radio, Lokalradioforeningen Aarhus, and Den Tunge Radio - but our FM time is limited, so some shows not all of our shows broadcast there.

Community Activities

We hold monthly 90 minute dinner meetings, that always start with a free vegan dinner. We discuss upcoming opportunities, challenges, and make group decisions. Notes from past meetings can be found in our drive (ask for access on Slack [see p.30]).

If you have an idea for a community radio event, bring it up at an upcoming meeting!

Aarhus Ugentlig Weekly

While most of our shows are owned and run by their host, we have one community created weekly show, that's Aarhus Ugentlig Weekly. It is a mix of English and Danish language stories about Aarhus - it's kind of our news show.

We receive some funding from the ministry of culture, and they require us to produce a weekly local news/talk show.

Everyone at the station is invited to produce segments for this show, from interviews, to monologues, to vox-pop. For now, producing things for Aarhus Ugentlig Weekly is strictly voluntary, but there might come a time when all community members must produce, for example, a 30 minute segment once a year.

Submit segments and join the conversation in the #aarhus-ugentlig-weekly Slack channel [see p.30].

Six month seasons

To make the schedule a little simpler - and to make the prospect of starting a new radio show a little smoother, we have two seasons each year, from January-June, and from July-December. People signup to host their shows one season at a time, and can always extend to the next season.

The buddy system

To make onboarding smoother, new show hosts are paired with an existing host who helps you get started and sits in on your first episode or two.

Once you're more experienced you will also be asked to be an onboarding buddy for a new host.

Memberships

Sydhavnsbølgen a member of the ICRN (Independent Community Radio Network) and SLRTV (Sammenslutningen af Lokale Radio- og TV-stationer i Danmark) and De Samvirkende Lokalradioer i Aarhus.

Sydhavnsbølgen values statement (v1.2 - 2023-11-06)

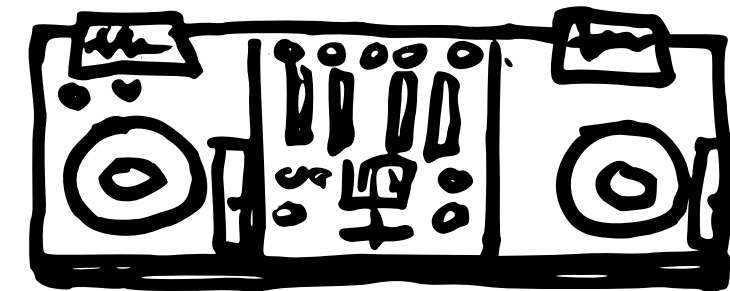
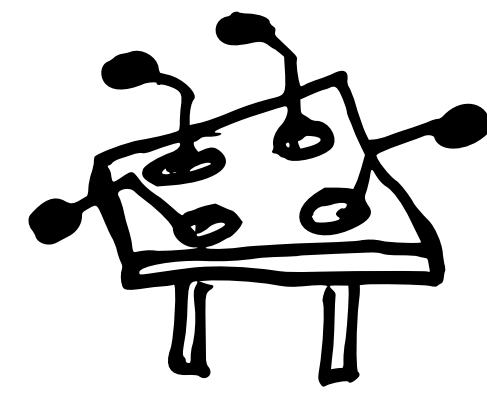
- Sydhavnsbølgen's purpose is to broadcast members' sounds on the radio
- The station emphasizes quality in approach and authenticity in expression
- The administration's role is to ensure that member's access to the air is as easy as possible
- The station prioritizes sounds that are made by and speak to a diverse and pluralistic group of people, with a focus on Aarhusian emerging / youth culture and voices that are underrepresented on the radio

Resources and Tools

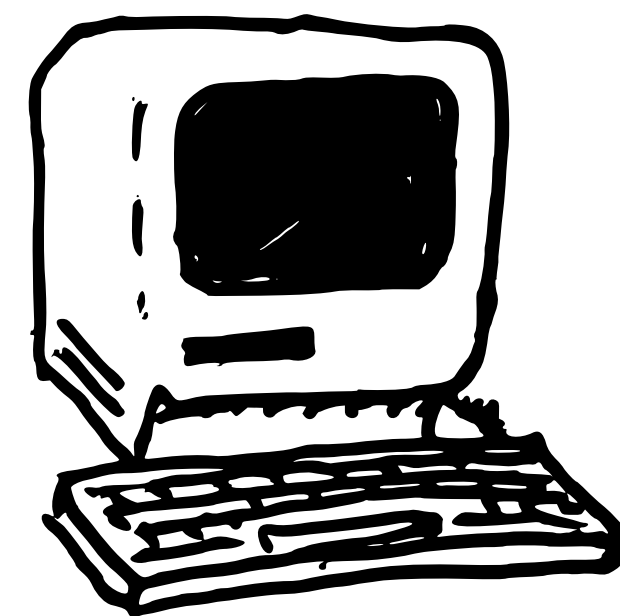
An overview of the equipment and tools that are available

Studio A - with Rødecaster Pro and Pioneer Nexus 2000

Our big studio is equipped with a talkshow table with a Rødecaster Pro and 4x microphones and headphones, as well as a Pioneer Nexus 2000 DJ controller, and a mac-mini computer for live-streaming, uploading, and editing.



Book the studio at members.frontloberne.dk/booking



If you always broadcast or record at the same time each week/month, talk to the station manager about making a reoccurring booking, so you don't have to reserve the studio manually each time.

Field Recorders

There are 3x Zoom H5 recorders that are each equipped with 2x SM58 microphones and headphones, which are great for going out to do interviews etc.

Remember to take good care of them, make sure all the components are in the bag when you pickup and return one, and remember that batteries are your own responsibility.

Book a field recorder at members.frontloberne.dk/booking

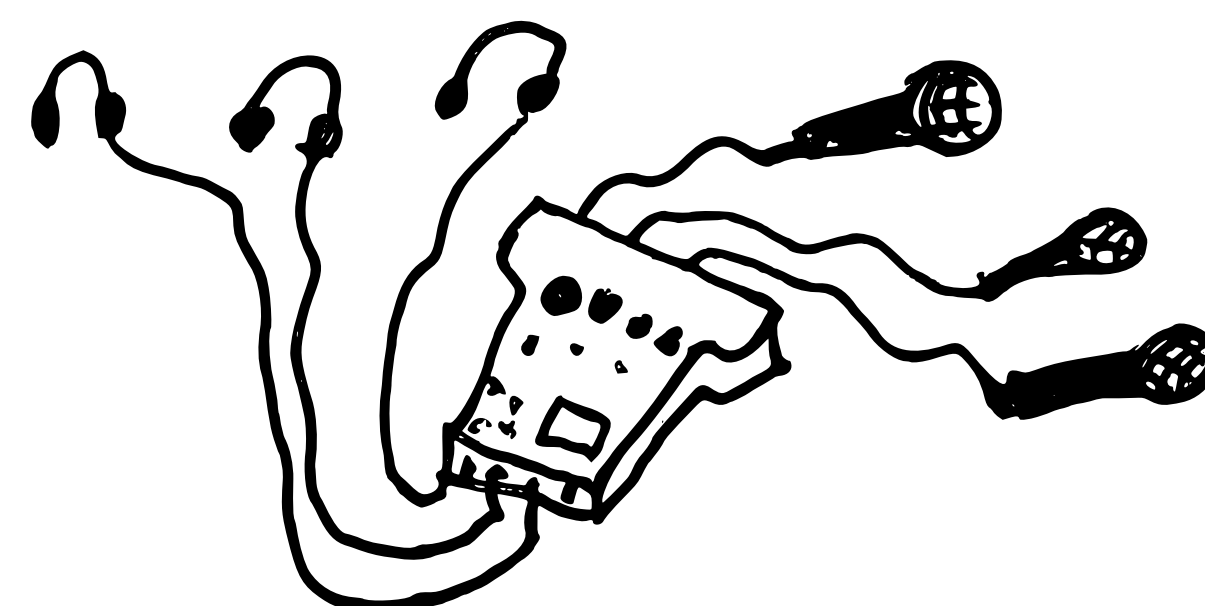


Portable Studio

A miniture mixing station and soundcard with 4x mic inputs and 4x headphone outputs, perfect for doing live episodes on stage at public events, or recording a discussion at a park or cafe.

The Zoom Podtrak P4 is bundled with 3x SM58 microphones and 3x headphones.

Book the portable studio bundle at <http://members.frontloberne.dk/booking>



Email address

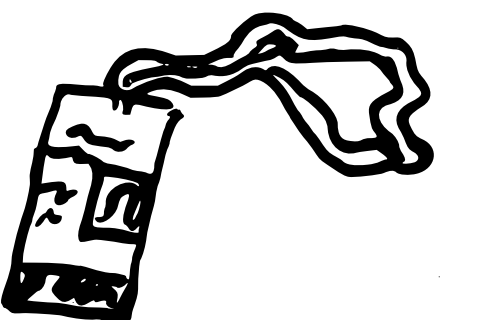
You can get an your_name@sydhavnsboelgen.dk email address, which is great for corresponding with potential guests or venues.

Ask on Slack [see p.30] about getting an email address.

Press ID Card

You can get a Sydhavnsbølgen photo-ID press card to identify yourself as a journalist out in the field. You might need to print, laminate, and cutout your card yourself though. The template file is in the shared google drive (ask for access on Slack [see p.30]).

Ask the station manager if you need help with this.



Attend events

You can often get free access to many interesting events if you attend as a journalist and produce a story for the radio. This could be a story for your own show, or for the station's shared weekly news program Aarhus Ugentlig Weekly [see p.4].

Ask in the Slack [see p.30] group chat about getting help with event coverage

Here's a simplified and translated-to-english rundown of the important stuff from Denmark's media responsibility law. These are rules that we must follow - but don't worry, they're easy rules to follow.

1. You can not run ads during your program (but you can thank sponsors at the start and/or end of your show)
2. Your show must have decent audio quality.
3. Your program cannot use coded language, unless it is to protect young listeners from sensitive topics.
4. Programs that could seriously harm the physical, mental or moral development of minors, including in particular programs that contain pornography or gratuitous violence, cannot be broadcast on the radio.
5. Programs which may harm the physical, mental or moral development of minors may not be broadcast, unless it is ensured by choosing the time of transmission or by technical measures that minors in the broadcasting area do not normally hear the broadcasts. When the programs are broadcast in unencoded form, an acoustic warning must be given before them.
6. Programs must not in any way incite hatred based on race, gender, religion, nationality or sexual orientation.
7. Your program must not promote terrorism in any way
8. No "calls to action" - we cannot make explicit invitations to events or other calls to action (like visiting a website, etc), but you can inform listeners about events, etc. You can share location, time and date, but you cannot list ticket prices. This also applies to the guests on your program.

A note about obtaining music

(There's more about per-platform rules on the next page)

You are responsible for all of the content in your show - from following the media responsibility law, to checking facts, to buying the CDs / cassette tapes / records / audio files you play. No one checks your facts or files for you.

We pay large amounts of money to KODA and Gramex for the licensing of music, so as long as you've obtained the music legally, you can play it on the radio.

This means that you technically can't use streaming services like Tidal, Spotify, or YouTube, on the radio.

No one will inspect your music library or check where you get your music from.

You can always use music and sound effects that are in the public domain for jingles, background music, or just music on your show.

Checkout these sites for copyright-free music

- freesound.org
- pixabay.com
- freemusicarchive.org

Styleguide

Simple guidelines for shows to sound good & have a little consistency

At the start of your show

Introduce yourself, your show, and Sydhavnsbølgen. For example: "You are listening to Jesse's Jazz Hour with me, your house, Jammin' Jesse, on Sydhavnsbølgen Community Radio in the city of smiles, Aarhus."

State the date of your broadcast.

Introduce your show's concept. For example: "Welcome to the Samantha's Snack Hour, the show where we taste different snacks review them LIVE ON THE RADIO!"

Invite people to join the chat on sydhavnsboelgen.dk

Open with one of Sydhavnsbølgen's jingles.

Open with a jingle for your show.

During your show

Relax and enjoy yourself! Be human. People listen to local community radio not for the perfectly mixed playlists and editing, but to hear a human being.

In music shows, or during introductions to talk shows, use bed music (quiet music underneath your voice) when you talk.

Don't list prices for events (this is a legal requirement).

Don't make any explicit calls to action (this is a legal requirement).

Don't advocate terrorism (this is a legal requirement).

At the end of your show

If you used borrowed audio from someone else (soundbites from news reports, a public domain jingle, etc) credit the original creators. For example: "We used audio from DR and BBC."

If you're broadcasting live, introduce the next show.

For example: "Stay tuned for German Gerri's Grunge Hour."

When posting an episode for on-demand listening on the website, make custom art for each episode, so that they stand out on your show page / archive.

When your episode is over, make a social-media post about the episode, and include the track list in the text underneath the picture.

Disclose any use of AI in the making of your show. For example "The script for this show was written in collaboration with an ai" or "the voice you hear in our jingle is an ai" or "our show art was drawn by an ai" etc.

Requirements are written in bold and italics.

Suggestions are written in regular text.

Broadcasting Platforms

We publish on 5 different platforms. Here's a little about each of them

Web stream at sydhavnsbølgen.dk

This is the live web stream on our website. It broadcasts 24hrs a day. Sometimes live shows, sometimes pre-recorded shows, and sometimes it just broadcasts ocean sounds if there isn't anything on.

What music can you play on the web stream?

You can play any music you want. We pay lots of money to KODA and Gramex to license the world's published music.

FM stream on 98.7fm

Every Monday-Friday from 17:00-20:00 the radio tower atop Langenæs Allé 21 shares our web stream on the FM airwaves. Outside of our timeslots there are other small local radio crews broadcasting, like Radio Krishna and Immigrant Radio. Learn more at aarhusradiosamvirke.dk

What music can you play on the FM stream on 98.7fm?

You can play any music you want. We pay lots of money to KODA and Gramex to license the world's published music.

SoundCloud

This contains all of our music shows. You can upload directly to SoundCloud via RadioCult, and when you include your #show-slug in the description, our website automatically creates an episode page for that episode, so that people can listen to the episode on your show's on-demand archive.

What musica can you play on SoundCloud?

Any music you want.

RSS Feeds

Talk shows can be distributed to podcast apps in addition to being broadcast on our web/fm streams. After uploading an episode to RadioCult, you go to RSS.com and upload the episode there. RSS.com then sends the episode to podcast apps, as well as our website where an page is automatically generated for that episode.

What music can you play on RSS Feeds?

You can't use copyrighted music unless you have written permission from the copyright holder. We'll get a nasty email from a record label saying we've violated their copyright. If you want to use a specific song as a jingle, you can try to write to the band and get their express written permission. You can play short snippets of copyrighted music, less than 30 seconds, if it is a "quotations for the purposes of criticism or review" (see the EU's Information Society Directive Article 5. section 3(d)).

On-demand archives at sydhavnsbølgen.dk

In addition to the livestream, our website also has all of our archived shows for on-demand listening. These episode pages are automatically generated when new episodes come out on SoundCloud (using the #show-slug in the description) or on a show's RSS feed.

What music can you play on the on-demand archives?

Any music you want.

There's more on this hot topic! 

Overview of Platforms

We use many platforms

GoMember

Frontløberne's membership platform. We use this for booking equipment and the studio, as well as for internal newsletters and meeting scheduling.

Slack

Multi-room and DM team chat platform. We use this for internal communication at the station. There are also some nifty channels, like the #music-submission channel, where local musicians sometimes send us their pre-releases so we can play them on the radio.

RadioCult

We use RadioCult for scheduling things on the radio, uploading to SoundCloud, and managing our show pages using the "Artist" profiles in RadioCult.

SoundCloud

We use SoundCloud primarily via RadioCult, to upload music shows to our on-demand archive. If you need to edit something on a published SoundCloud track, as the station manager for the login.

RSS.com

Our podcast distribution platform.

Google Drive

For shared files in a google drive folder.

Gmail

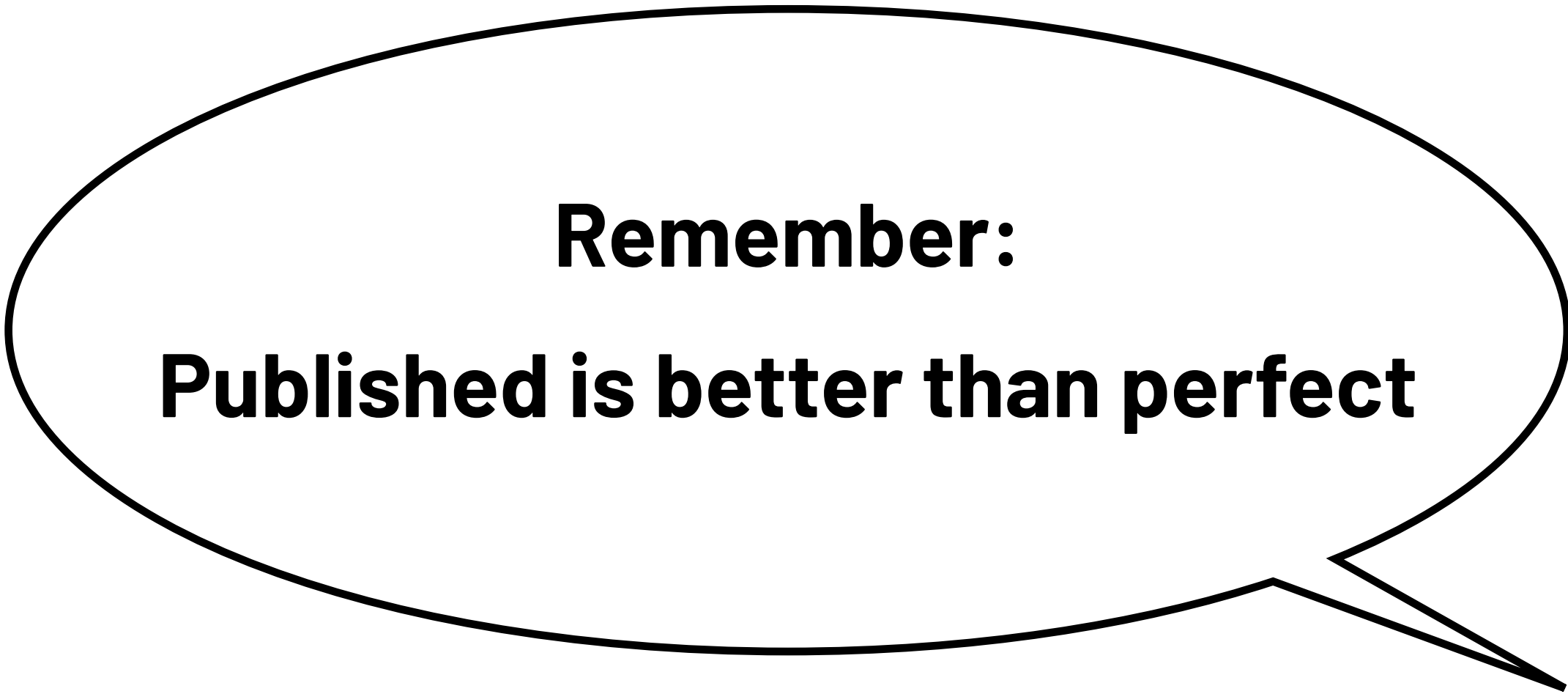
We use Gmail for our your-name-here@sydhavnsboelgen.dk email addresses.

Links that are helpful

Helpful links

freesound.org	Public domain sounds and music
pixabay.com	Public domain sounds and music
freemusicarchive.org	Public domain sounds and music
soundplant.org	Sample pad software
reaper.fm	Digital Audio Workstation software
podcasters.apple.com/design	Design guide for podcast art
help.radiocult.fm	Help with RadioCult platform
members.frontloberne.dk/booking	Book equipment or Studio A

rode.com/en-int/user-guides/rodecaster-pro-ii	Help with using the Rødecaster
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How-To Guides #1

Here are some short guides you might find helpful

Book the Studio A, field recorders, or portable studio

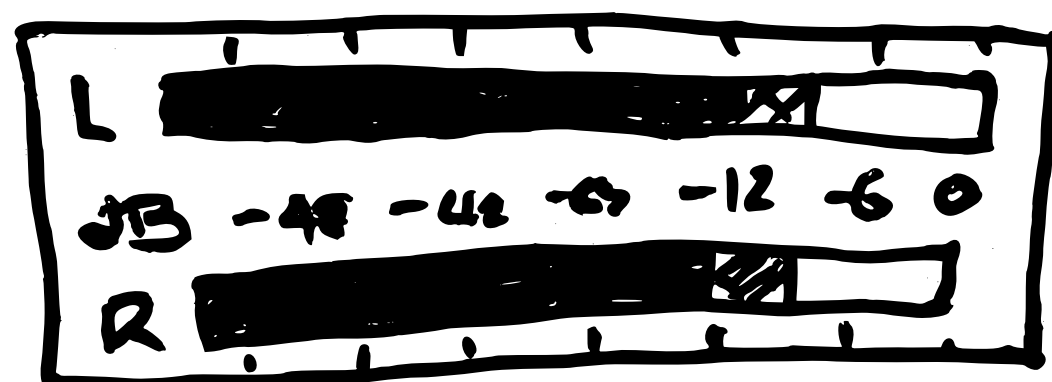
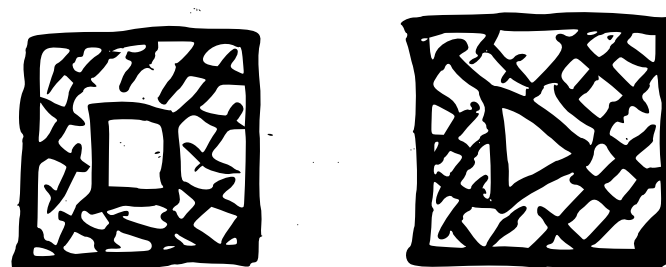
Visit members.frontloberne.dk and select the thing you want to book from the dropdown menu. Click the available time you want to reserve the thing, and select the time you'll be done, press "book".

Broadcast Live

On the Studio A computer, open BUTT (stands for Broadcast Using This Tool).

Press Play. You are now streaming live.

Press the square stop button to stop streaming.

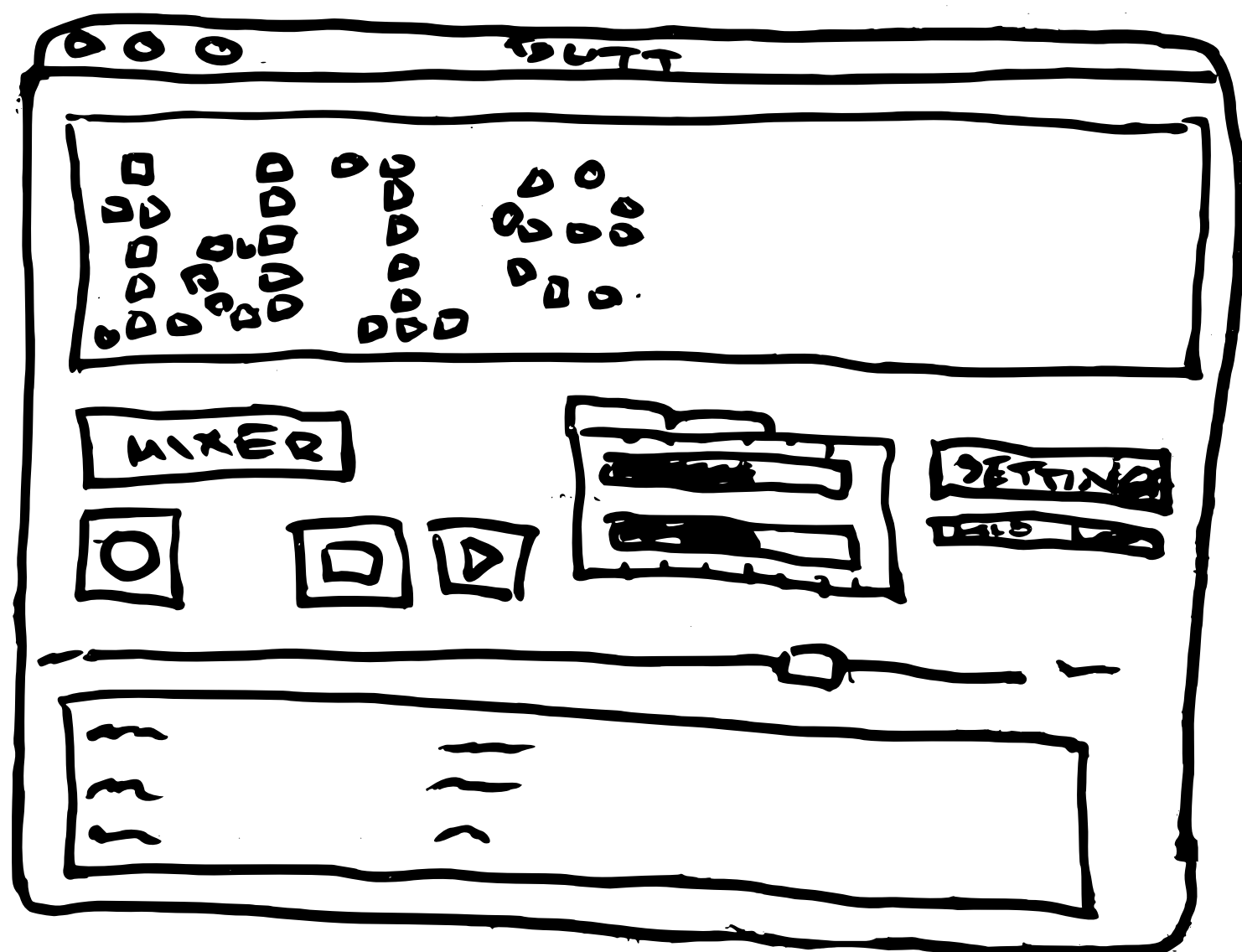


Keep an eye on the levels, make sure you stay in the yellow area, between -12 and -6.

To switch between the Rødecaster (for talk shows) and DJ decks (for DJ music shows), click on Settings, then Audio, the select the one you want under the Primary Audio Device dropdown menu.

Record an episode

You can also record using BUTT, just press the red circle record button to start recording, and again to stop. When done, your file will appear in the "BUTT Recordings" folder on the desktop.



Upload an episode to RadioCult

On the Studio A computer, click on the RadioCult button - this will open the RadioCult web app. Make sure your filename is something clear, like "Episode 3 - my cool radio show.mp3". Click the "Upload Media" button and upload your episode.

Navigate to Media/Playlists, find your show's playlist, remove your previous episode and add your new one.

Upload to SoundCloud from RadioCult

Find your episode under Media/Tracks. Press the ... three dots all the way on the right, and click "Upload to SoundCloud."

Name the episode something consistent to how your other episodes are named. Add your #show-slug to the description field, and press Upload.

Optionally you can also add custom episode art, and write a longer description, perhaps with a track list.

How do you know your #show-slug ? It's the last part of your show page's URL, after "...shows/"

 sydhavnsboelgen.dk/shows/show-slug

(this last part is your slug)

Upload to RSS feed and broadcast to podcast apps

On the Studio A computer, click on the RSS.com shortcut. In the top left corner, click on the dropdown menu and find your show.

Press "+ New episode" and upload the audio file.

Name the episode something consistent, so all of your episode names look good together.

Type anything in the "Episode Notes" field. Nice if it is also consistent across your episodes. Can also include a link to your show page on sydhavnsboelgen.dk, or your social media, etc.

Optionally you can add episode art, season and episode numbers. Press "Save Draft". Now it'll take a minute for the website to process the file.

Once it's done processing, you can press "Publish Now" or "Schedule" to publish it later.

Adding sound effects to the sample pad on the Rødecaster

Open the RODECaster app.

Click on Customize SMART Pads

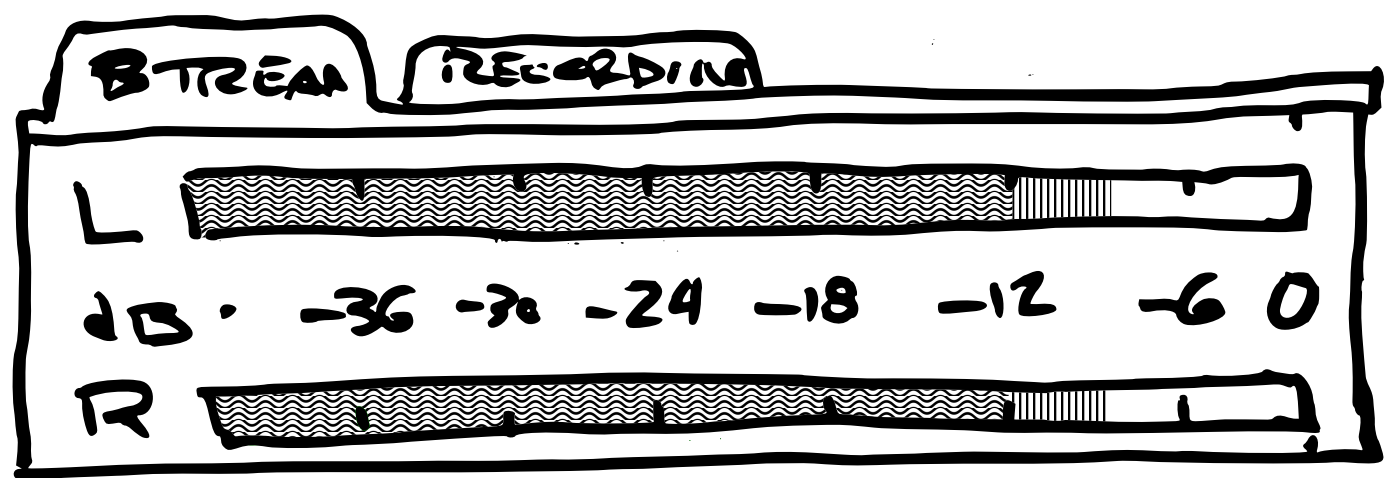
On the right side, you'll see the existing sounds. Use the < > arrows below the existing sounds to find an available sample pad slot. Drag and drop your sound into the sample pad. Optionally you can change the color, name, and playback mode of the sound.

A note about levels

An important part of making radio (and podcasts) is keeping consistent audio levels, how loud something is. Each show should be the same level of loudness as the one before it, and the one after it. Otherwise a listener would need to constantly adjust their volume knob each time a new show comes on.

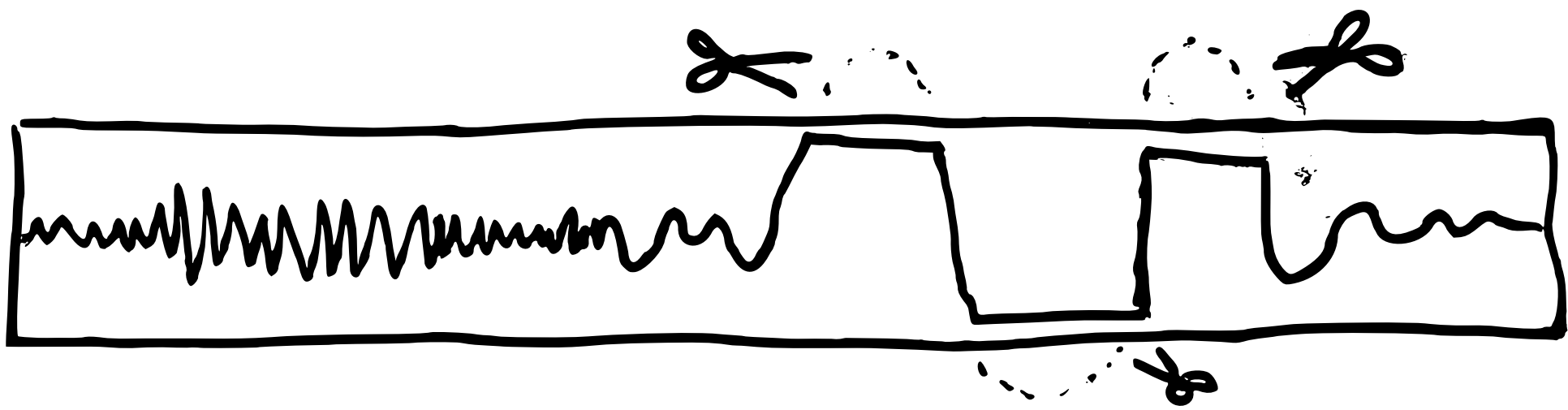
It's important that different songs, the host's voice, and guests voices, are all at the same level of loudness. Also that those voices and songs stay at the same levels from the start of the episode, to the middle of the episode, and the end.

Wear headphones during recording and keep a little bit of attention tuned to the loudness levels, so you can adjust things as you go. You can also keep an eye on the level meter in BUTT, making sure that you stay in the yellow-zone between -12db and -6db.



What's "clipping"?

Clipping is when the sound going into the recording device is louder than the device can handle, so the tips of the waves get "clipped" off and the sound becomes distorted.



Post processing in Reaper

There are lots of different tools for editing audio. The main one we use at Sydhavnsbølgen is called Reaper. You can trial it with full features for free forever, it's relatively simple, has lots of features, and there are tons of guides online. If you don't find the answer you're looking for in this section, search it up online - there's bound to be a nice short video guide that answers your question.

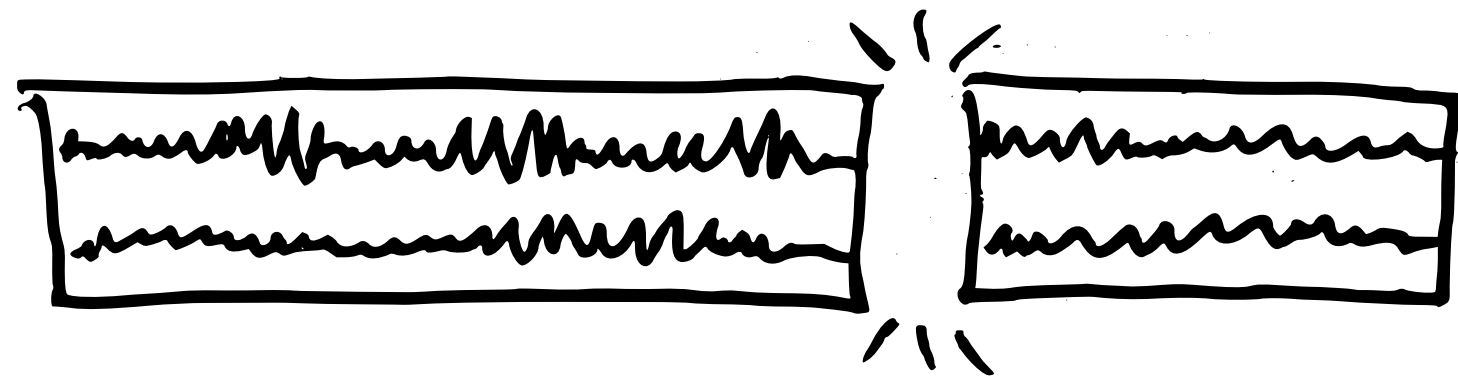
Here are some very simple tips for editing.

Cutting items in two

Move the playhead to where you want to split an item, and press S on the keyboard. This splits the selected item in two, or if none are selected, it splits all of the items the playhead overlaps with.

Adjusting levels on items

Click and drag the thin red line on an item up or down to make it louder or quieter.



Check the levels with a Dry Run (no output)

To see if your audio file clips or has the right loudness, you can do a dry run.

Press File > Render > Dry run (no output)

This will generate some data about your audiofile, like how high its peak is (the loudest part), if it clips, what the LUFS-I level is.

Some good targets are to peak between -2 and -1db, and have LUFS-I around -14db.

If you don't know what this means, don't worry - you can learn more about this later. For now, just focus on making your show. If you want to learn more audiottechnical stuff in the future, we sometimes host workshops about this stuff and there's lots you can learn online.

Render your file (output your audiofile once it's done)

In reaper you "render" your project once done editing it. Press File > Render.

Set the name of your file. Use consistent file names like "episode 4 - my show name" so you don't get confused later.

Press Render.

Connect a phone to the Rødecaster using Bluetooth

You can connect your phone via Bluetooth to the Rødecaster [see p.5] and control its volume using the Bluetooth fader.

On the Rødecaster, you might need to find the Bluetooth channel under Settings > Faders, and touch-and-drag it to one of the physical fader spots, replacing another channel like for example Mic 4.

Connect a laptop to the secondary USB input on the Rødecaster

You can also connect a laptop to the USB 2 input (this is a USB type C input), and then take the call from there, using Jitsi, Zoom, or whatever other platform.

You'll need to select **Rødecaster Pro 2** as the computer's audio device.

On the Rødecaster, you might need to find the USB 2 channel under Settings > Faders, and touch-and-drag it over to one of the physical fader spots, replacing another channel like for example Mic 4.

Have your guest record themselves on their end

This is only relevant if you are not broadcasting live.

If you're taping an interview with someone remote, ask them to record themselves during the interview using their phone or other recording device, and then send you the recording once the interview is finished. In post production you can sync up both recordings and get better audio quality.

Why make a trailer

The last step during your introduction meeting [see p.30] is to make a trailer for your show. This is a good way to practice the steps of recording audio, renaming the file, and uploading the file to the website.

It's also nice to leave the studio after your first time there having published something, rather than just having sat and talked for hours on end. It is additionally also nice for people to be able to listen to a little trailer for your show, which will live at the bottom of your show feed until you delete it.

What if you're not ready?

This is (maybe) the first thing you've ever made on the radio. It does not have to be perfect, or even good. This is just an exercise, which you can delete later. Even if your show doesn't have a name yet, if it has a concept, then tell about that in your trailer.

What should you say?

Say your name, the name of your show (if you have one), and introduce the concept of your show.

If you have a jingle already, use that at the start and end. If you don't have a jingle, consider using one of Sydhavnsbølgen's jingles or one of the sounds from the sample pad on the Rødecaster.

Graphics

A little about the graphics

Sydhavnsbølgen’s logo

The logo is made up of the word “SYDHAVNS” (using the font Barlow Condensed) overlayed with lots of different instances of the word “BØLGEN” handwritten by lots of community members.

It was designed by south harbor designer Kasper Vindeløv back in 2023.

After much discussion, the station has decided to keep the name, since moving from the south harbor to midtown in 2026.

Seagull mascot

The official mascot of Sydhavnsbølgen is a seagull. There is no official drawing or picture of a seagull, the idea being it is drawn anew each time it will be used. This was decided at a community dinner meeting in June 2026.

T-shirts and other merch

We have a silkscreen with the logo on it. Periodically some of us go to Godsbanen or UKH and print out some shirts and totebags. You can always fetch the screen from the studio and go print some yourself, or if you don’t know how, ask the station manager for help.

Using the graphics

As a community member you can use the graphics for station business. Find the fonts and other “brand assets” in the google drive (ask for access on Slack [see p.30]).



Your name

1. Draw / write “BØLGEN” in the box. In your style
2. Tear it out
3. Give it to the station manager to add it to the logo

Backside of bølgen type

You can always make more "BØLGEN" types for the logo. The aspect ratio is just an A4 sheet of paper folded in half the long way.

PR

Promoting your show

Promoting our shows and the station

We are, in general, kind of bad at PR - despite the fact that what we have to *PRomote* is very cool. Most of us want to focus all of our energy on making our show - not *promoting* our show. Promo is like a whole additional project.

Sometimes we hang posters and stickers, and table at events. PR ideas are a common topic at our monthly dinner meetings [see p.4].

You are fully empowered to promote your show however you want, and to use Sydhavnsbølgen's graphics [see p.24] to do so.

PR solidarity

When one of us promotes our show, that promotes the station and by proxy this promotes all of our shows. That's why it's always nice to include the station's name or logo in your PR material. A rising tide lifts all boats.

Social Media

Some people make new social media accounts for their show, others use their personal accounts to promote their show. Some make a new post about each new episode, and some never post.

Sydhavnsbølgen has an Instagram and a TikTok, @sydhavnsboelgen. You can always tag those accounts in your posts, or invite them to be a collaborator on a post. You can also get the login details to post directly on those accounts - ask in Slack [see p.30].

We mainly try to do main-feed posts to announce new shows and specially important episodes, and then use story posts for day-to-day activity.

Quick Reference Checklist for Uploading

Here's a checklist to use as a reference for your first few episodes

Start here for all shows

1. Press **Play** in **BUTT** (if broadcasting live)
2. Press **Record** in **BUTT**
3. Do your show (and remember the styleguide [see p.10])
4. Press **Stop** and **Record** in **BUTT** to stop stream and recording
5. Find your recording in the **BUTT Recordings** folder
6. Rename your episode file (f.eks **2nd-episode-tinas-show.mp3**)
7. Open **RadioCult**
8. Upload your episode
9. Add episode to your playlist
10. Remove previous episode from your playlist
11. Continue on next list....

Continued for music shows

- A. Find your episode under **Tracks**
- B. Press the **...** three dots, and then **Upload to SoundCloud**
- C. Name episode something consistent (f.eks **Ep2 Instrumentals**)
- D. Write in the **description** field, (airdate, track list, guest, etc)
- E. Write **#your-slug** in the **description** field
- F. Upload special episode art, if different than show art
- G. Press **Upload**
- H. Promote the episode on social media, tag **@sydhavnsboelgen**

Continued for talk shows

- A. Close **RadioCult**
- B. Open **RSS.com**
- C. Find your podcast (dropdown menu top left of page)
- D. Press **+New Episode**
- E. Upload episode file
- F. Name the episode something consistent with past episodes
- G. Write a description
- H. Upload episode specific art if you have it
- I. Press **Save Draft**
- J. Wait for the episode to finish processing
- K. Press **Publish** or **Schedule**
- L. Promote the episode on social media, tag **@sydhavnsboelgen**

Onboarding Checklist

Fill out with your buddy

In conclusion

Now that you’ve read through the onboarding booklet, you know most of what there is to know in your head - the rest you will learn through your hands and ears and experience.

Become a member of Frontløberne

Visit members.frontloberne.dk and become a member (this costs 350kr a year, and is required for all members).

Join the Sydhavnsbølgen Slack

Use the Studio A computer to invite your email address to Slack.

Set up an “Artist” profile for your show in RadioCult

In RadioCult, create a new “Artist” for your show, and add your art and a description. This will generate a new page on our website.

Create a Playlist in RadioCult for your show

Unless you’re broadcasting live, RadioCult will play the contents of your playlist for the duration of your timeslot.

If podcasting, create an account on RSS.com

Using the admin account logged in on the Studio A computer, create a new podcast. Add your email address as an admin on your podcast under Settings > Collaborators. If you decide to leave Sydhavnsbølgen one day, you can take your RSS feed with you.

Choose a timeslot and decide on regularity

In RadioCult, replace any red or open timeslot with your new show. Set it to repeat, assign it to play your playlist, change color to green.

Record a 00:15 second to 5:00 minute trailer and upload it

As a way to practice the process. See guide on p. 23

1. Fill out this form

2. Tear it out

3. Hang it on the cork board in your timeslot in Studio A

Your name(s)

Show name

AGREEMENTS

By signing this form, you agree:

1. To follow the media responsibility law (Medieansvarsloven)

2. To stay informed of station news and updates on Slack or Email

3. To maintain active membership in Frontløberne

4. To make a concerted effort to come to monthly dinner meetings

5. To only broadcast reruns when absolutely necessary

6. To follow the requirements, and be aware of the suggestions, in the Sydhavnsbølgen’s station’s style guide

Signature and date

**Backside of agreement
form**

**Door codes at
Frontløberne**

