

# Prep Radio

User guide

Flintridge Preparatory School  
4543 Crown Avenue  
La Cañada Flintridge, CA 91011

## Original recorded material

For any podcast/radio show that is pre-recorded, it is simple to post the show Live365's scheduler. In fact, you can post when it airs and have repeat airings. These pre-recorded posts can heard over the livestream link.

## Livestreaming

Prep Radio members have the ability to livestream shows over Live365's livestream. In order for this to happen, individuals must:

1. Have downloaded livestream software such as:
  - a. Audio Hijack
  - b. Broadcast Using This Tool
  - c. Ladiocast
  - d. Any software must be configured to Prep Radio's Live365 station
2. How it works:
  - a. The user opens the livestream software which, through logins and passwords, syncs up with LiveStream365.
  - b. Once you go live on the livestream software, any audio inputs that the software is taking in will be translated to Live365 and then streamed outward.

## Website

The website serves as the platform for the broadcast as well as for promotional use and show archival.

## Instagram

Prep Radio's Instagram is solely for promotional use.

## Legal Issues

There are quite a few legal compliance issues that come up when broadcasting audio to the public. This includes:

1. Content liability
  - Whatever is said/broadcasted is a reflection of and represents the school. Sensitive/controversial /slanderous content is not permissible.
2. Copyrighted material
  - 99% of recording artists' material is copyrighted. In order to play music, you need to have the rights.
  - If we have the rights, Prep Radio needs to log every time a copyrighted song is used.

## Training

All students, faculty, and staff need to be trained and approved before using Prep Radio's broadcasting service.

## Vetting the process

Question 1	Answer 1	Answer 2
What is Prep Radio being used for? What type of content is being produced?		
Who will have the ability to post a pre-recorded show/podcast?		
How will a person post a pre-recorded show/podcast?		
Who will have the ability to livestream?		
How will a person go about livestreaming?		
How will people track the use of copyrighted songs/music (if we have a license to do so)?		