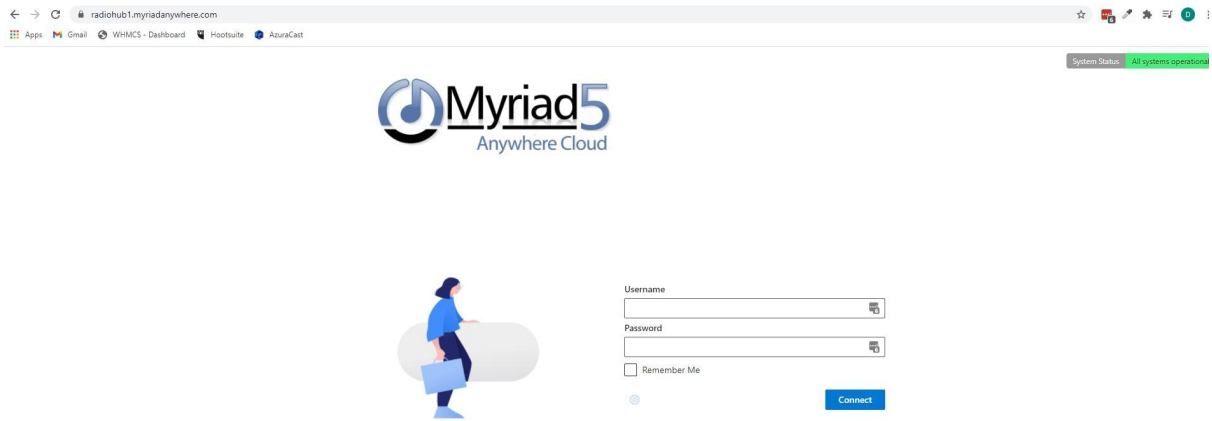


# RVT checklist 2021

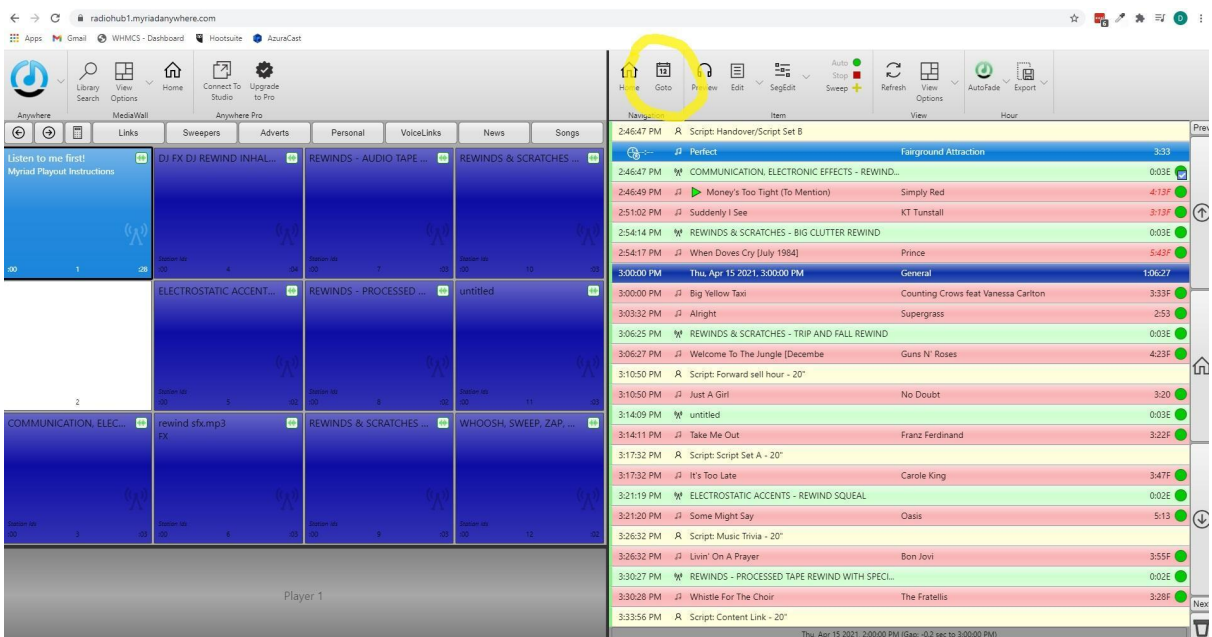
## Log into YOUR STATION - using your log in details

1 This will take a few seconds to log in. This takes you to the station LOG

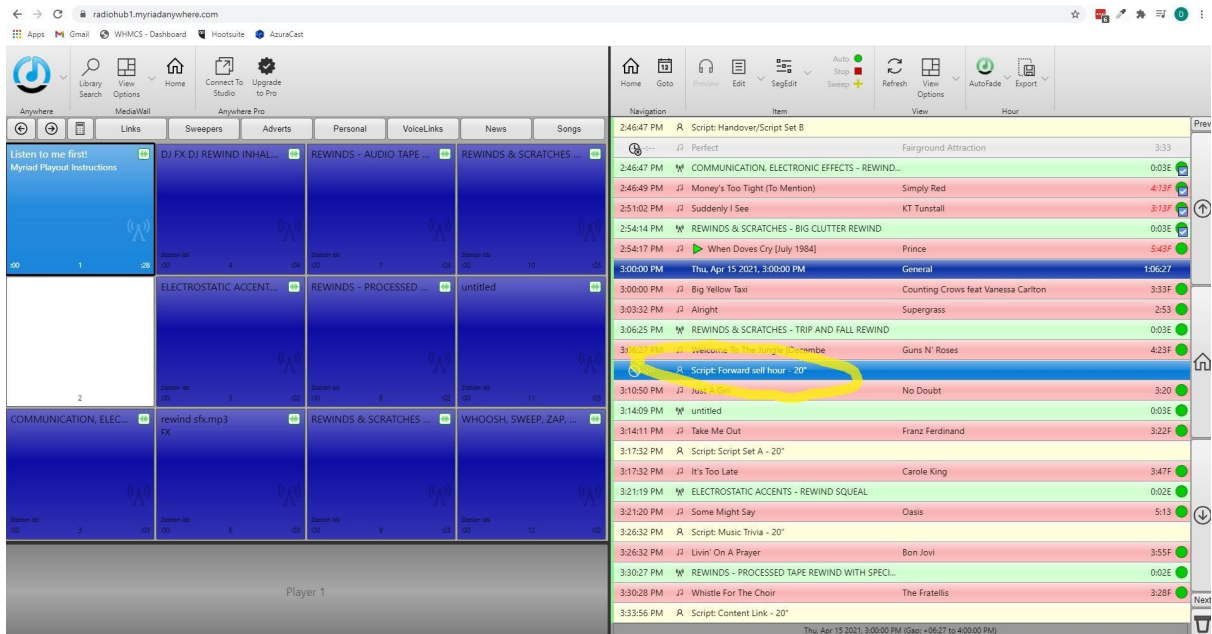


2. Top right of **LOG** screen select **GO-TO** and choose the hour & date you are to **RECORD** into.

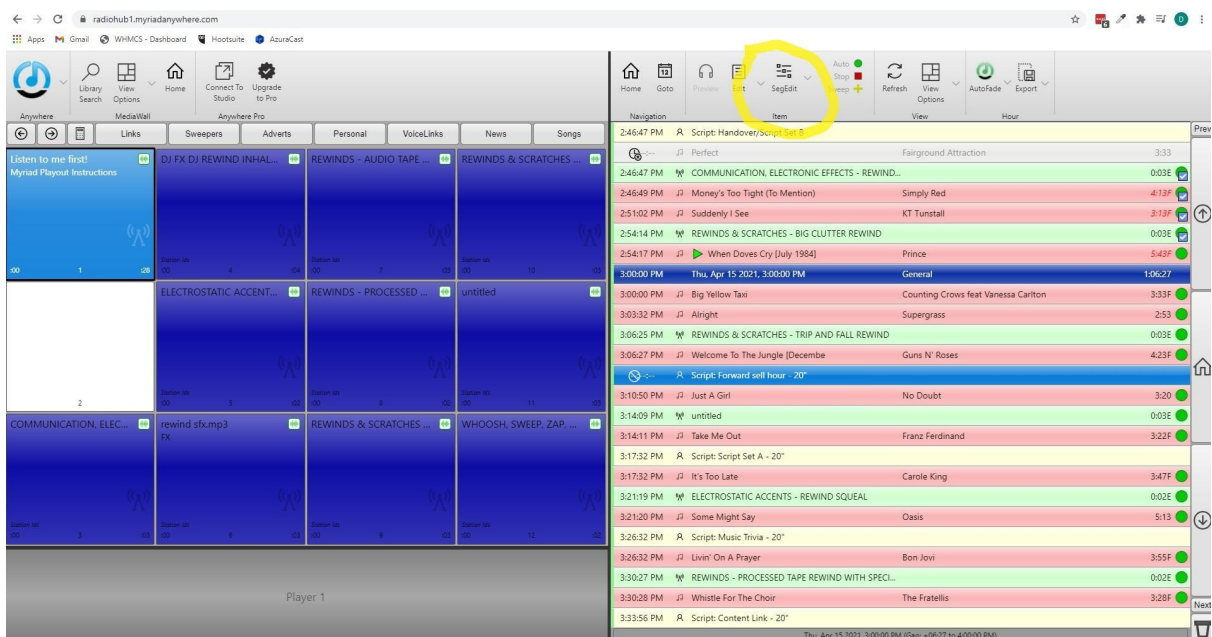
Check the first entry on top of the log screen, this gives date & time.



3. Go to **LINK 1** in the hour - **HIGHLIGHT** next song to play into.

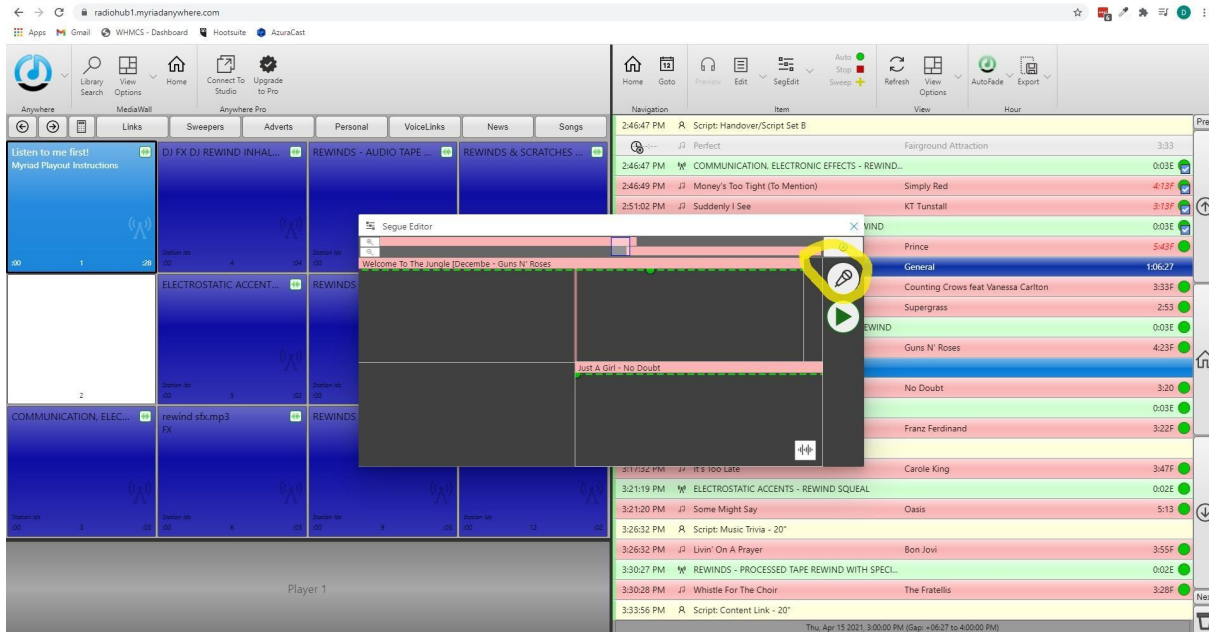


4. Top right of **LOG** screen select **SEG- EDIT** this gives you a window to record into or **DOUBLE CLICK** song to record in to. It shows the **LAST** song played and **NEXT** song to play.



5. In **SEG-EDIT** window press **MIC** icon top right of window - this downloads songs and begins to play end of previous song.

Across song **FADE** do the following

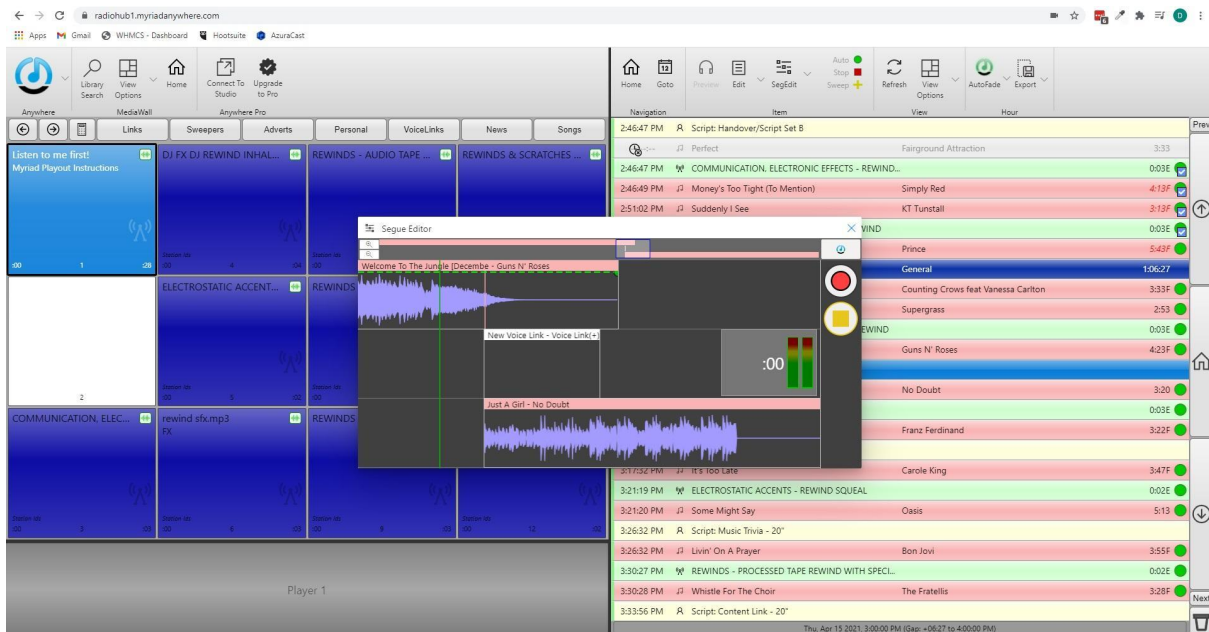


6. Press **spacebar** once to start recording

Do **Voice Link**

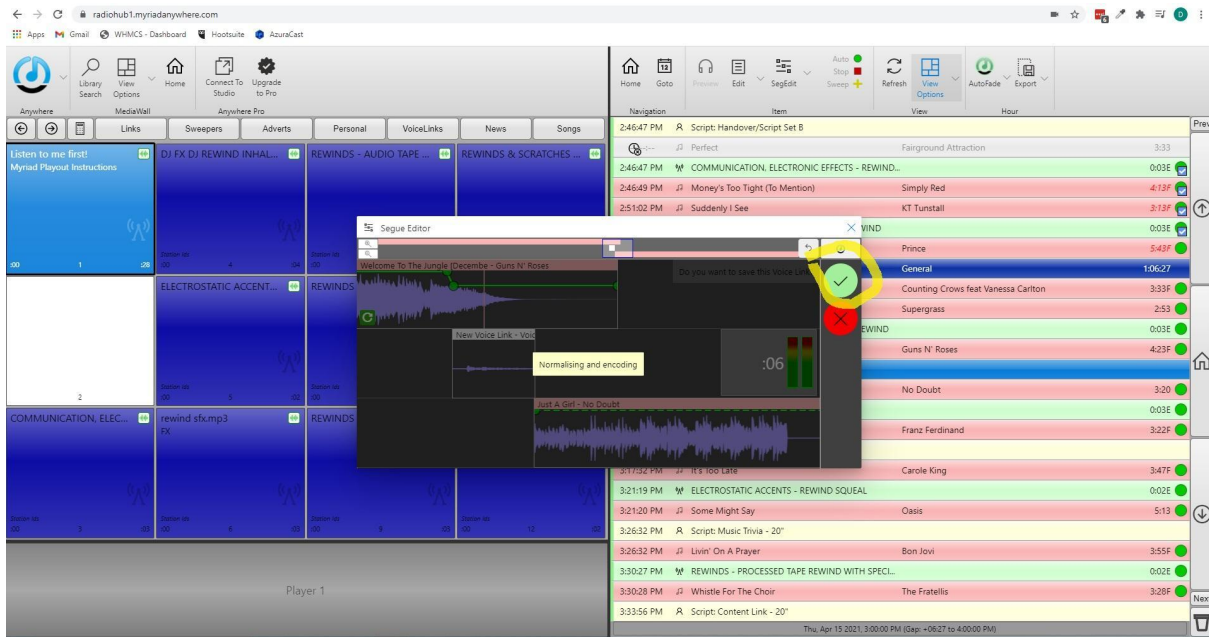
Press again to start next song

Press again to stop recording



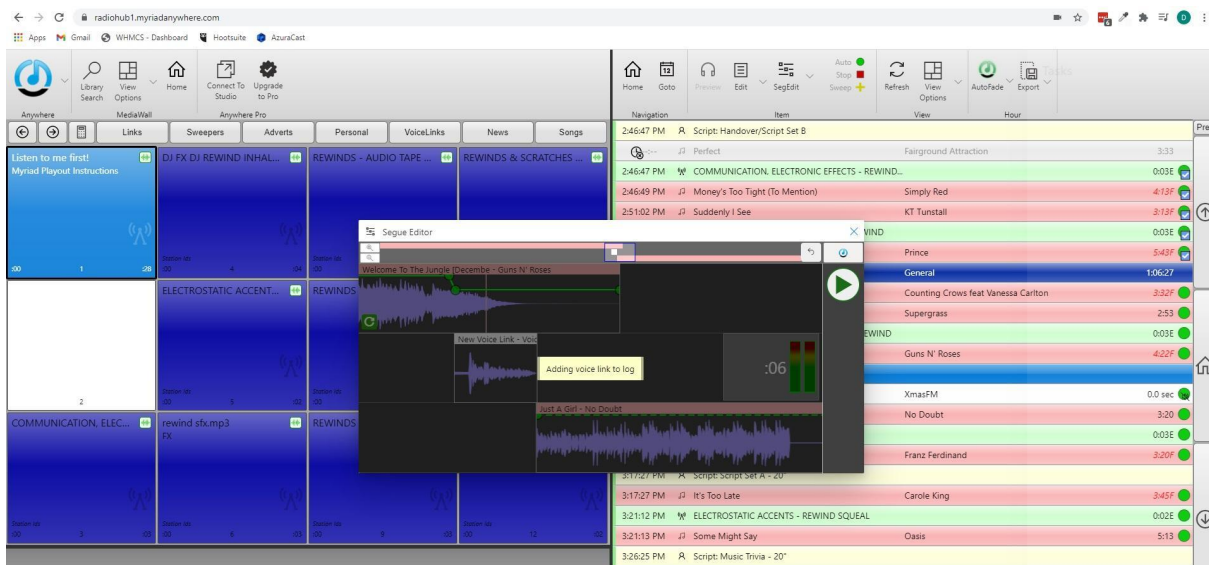
7. To save link press **GREEN** circle with **TICK** mark in it

**OR** press **RED** circle to delete link



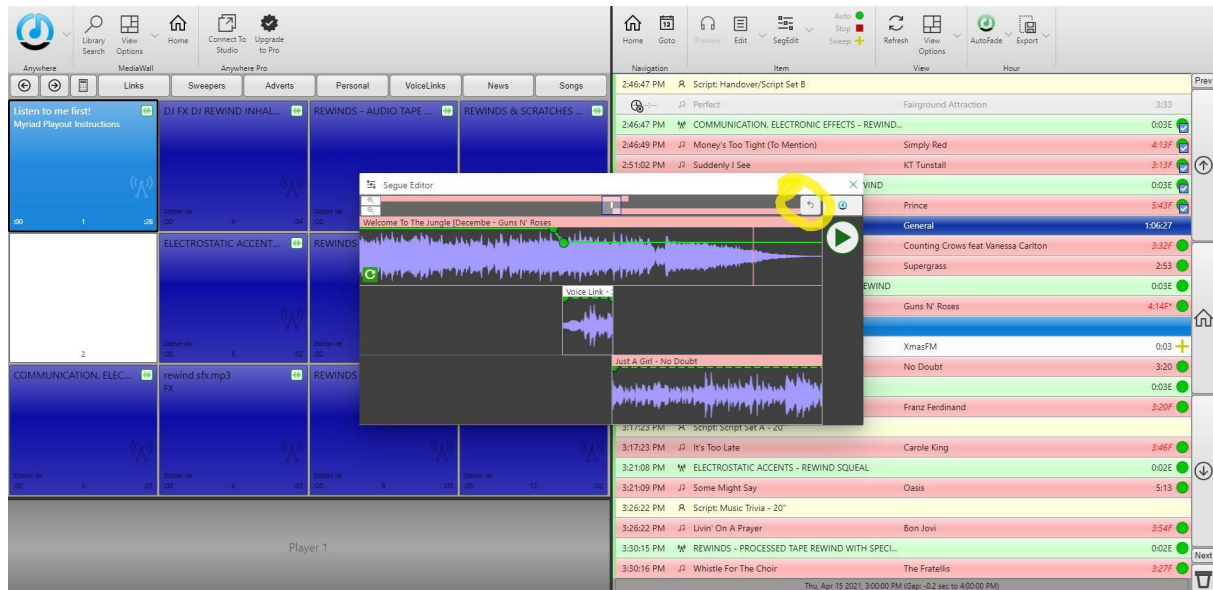
8. When you **SAVE** link it will say

Normalising - Encoding - upload to log - wait for this.



9. Move onto next **LINK** and repeat.

10. **DELETING** a **LINK** after you have saved it, Top right of segue edit window, press **RETURN - ARROW**. You can go back to a link at any stage **HIGHLIGHT** it and delete by pressing **RETURN - ARROW**. In both cases this opens a window that asks **DO YOU WANT TO DELETE THIS LINK** - select **YES**- Link deletes.



Most importantly **SMILE, be YOURSELF,**  
**and ENJOY YOURSELF!**

**Finally, when finished LOG OUT, by going to MYRIAD logo on left of screen, hit drop down box, select LOGOUT**