



Slack City / totallyradio RadioExchange Guide

August 2026

Before you upload

Before you upload anything, check your file. Ideally, it should be the set length of your show exactly minus 10 seconds - so an hour show would be 59:50 in duration, a 2 hour show would be 01:59:50, and so on. This will make sure it's played in its entirety.

Logging into RadioExchange

For your very first time logging into RadioExchange, you will be sent a link where you will need to set a password to access the site. Once setting a password, from then on you are able to log in as usual (with your username being the email address that you shared with Slack City). Many email addresses can fall under one presenter record, so feel free to reach out if you need another user account created, e.g if you are a group of presenters!

Enter new password

Please enter your new password twice so we can verify you typed it in correctly.

New password:

Confirm password:

Change my password

 totallyradio [View site](#) 

Username:

Password:

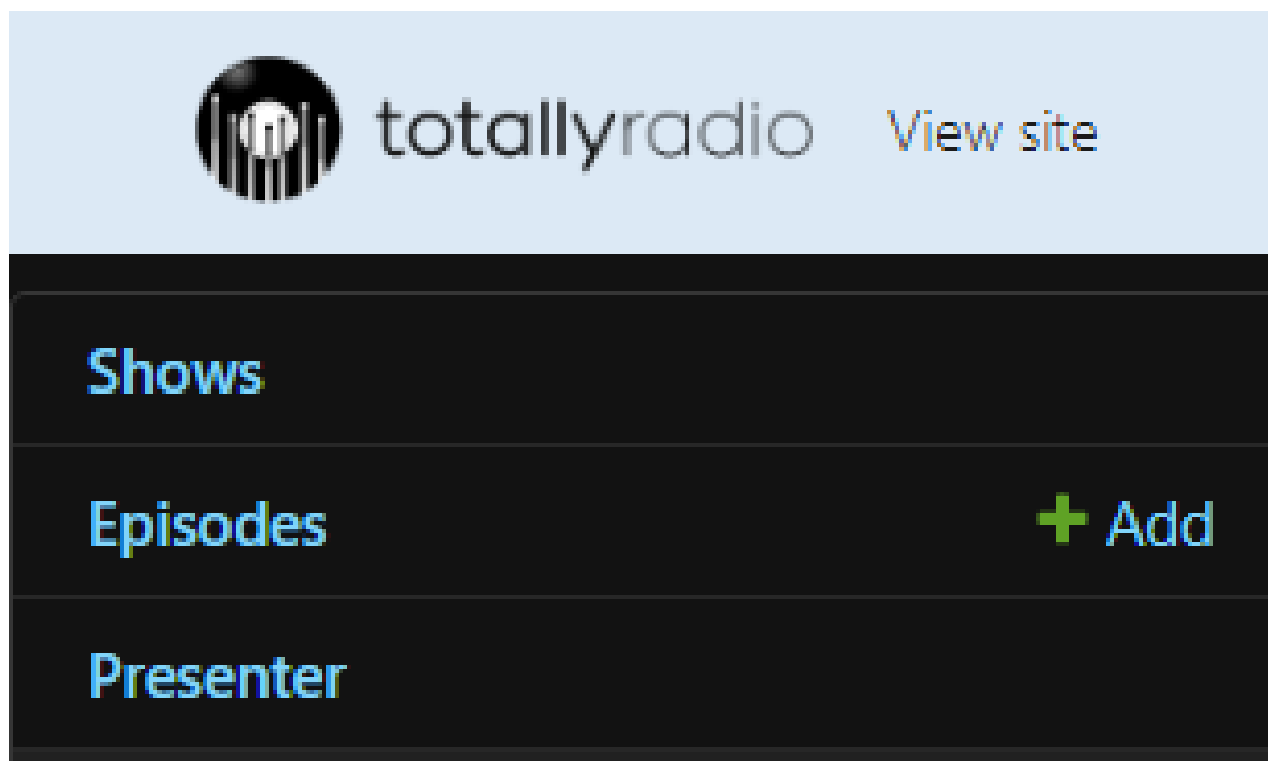
[Forgotten your login credentials?](#)

Log in

Navigating the new system

When navigating the new system you will see **shows**, **episodes**, **presenters**. You can navigate through each of these respectively to make edits to any shows that you're a part of, edit your presenter profile and importantly to create the episodes to be published on totallyradio.com.

You can access these by the list on the left of the page, located under the totallyradio logo on the banner.



Uploading your show

When creating an episode, you can select which show you're uploading for (if you have multiple shows), and it will automatically generate the title and slug for each episode. You can press the + and - buttons to change the date of your show so that it matches its scheduled release date.

Add episode

SAVE

Show: RadioExchange Test Show ✎ + 👁

Title: RadioExchange Test Show - +

Slug: radioexchange-test-show-04-aug-2026

Description: This is the description for my episode today!

Short description: This is the description for my episode today!

45 / 210 [Override](#)

Short description for mobile/compact views (max 210 chars). Leave blank to auto-generate from description.

Categories: × Misc × +

Presenters: × Rory Stobo × +

Keywords: × Indie × Hypnotic ×
Separate with comma or Enter.

☐ Display in frontpage hero section

Audio

Audio file: Choose file No file chosen

Duration: —

Images

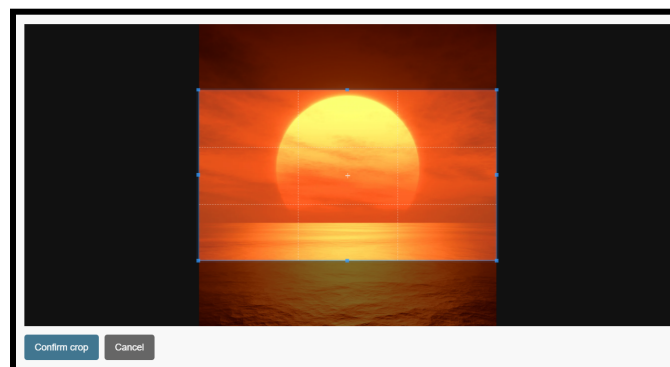
Image: Choose file image.jpg  Edit crop

Main episode image (1280×720 px, JPEG, PNG, WEBP or HEIC)

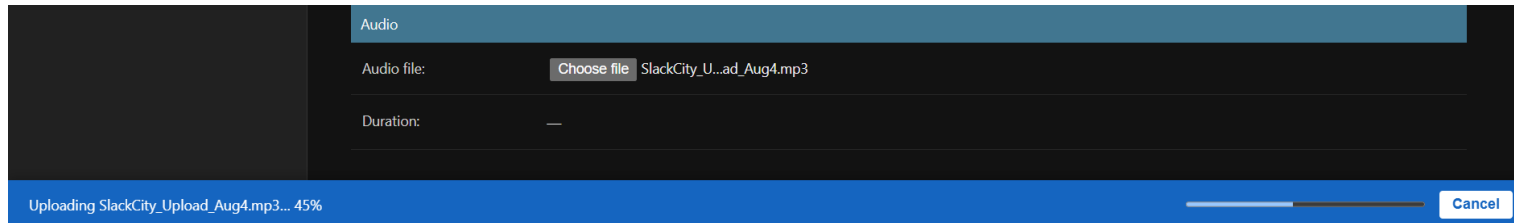
Icon: Choose file No file chosen

Square image for website and player listings (800×800 px) — overrides the show icon

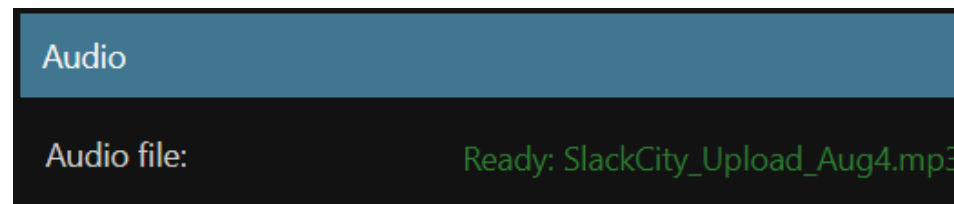
Pictures must be 1280x720 px to be in the correct aspect ratio for the totallyradio website, the upgraded RadioExchange system allows you to resize and crop your images on the website itself, without needing to edit it in a separate photo editing app!



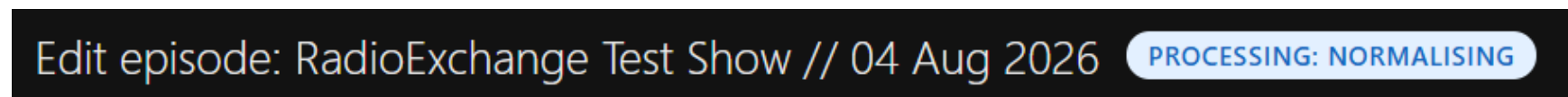
When you put your audio file into the designated field, you will see the audio file immediately start uploading. **Please note that during the upload process you will not be able to save your episode.**



You will also see visual confirmation that the audio file has finished uploading and is ready.



Once saving the draft, if audio has been uploaded you will see that the episode has begun processing, and after a short duration you will see that it is ready to be published! You can make any amendments to the episode when processing or ready, but any changes to the audio file will require the audio to upload and the episode to process again.



Edit episode: RadioExchange Test Show // 04 Aug 2026 READY

SAVE

Show:

RadioExchange Test Show



Title:

RadioExchange Test Show

Slug:

radioexchange-test-show-04-aug-2026

When ready, the episode is ready to be published and will appear on the totallyradio site for the allocated time! :)

Please have your episodes ready ahead of time, while backdating episodes IS possible on the RadioExchange system, it certainly isn't ideal for you having your show ready!

Tracklisting

TRACKLIST

≡ New track

Artist *

Title *

Album

Label

Buy link

https://...

Leave blank for an automatic Discogs lookup once processing completes.

+ Add track

Import tracklist from file

Paste tracklist

Clear tracklist

Tracklisting can be completed manually, or by importing a csv or txt file, you can also paste directly from said files as well. If using a file, please structure it as **Artist*** | **Title*** | **Label** | **Album** | **Buy Link**. Only the artist and song title are mandatory entries for a track to be valid.

RadioExchange defaults to Discogs links if the 'buy link' field is left empty, so make sure to include different links if other platforms are preferred.

Here's an [example tracklist](#) that you can use as a basis and overwrite.

Updating presenter info

You are able to update presenter information by clicking “Presenter” on the list on the side of the screen. Here you can edit:

- Presenter name
- Slug (end portion of the URL for totallyradio website)
- Bio
- Short description
- Main email address
- Add other email addresses
- Presenter photo
- External links

Photo:  [Remove current image](#) [Choose file](#) No file chosen

Main image of this presenter (1280x720 px, JPEG, PNG, WEBP or HEIC)

EXTERNAL LINKS

LINK TYPE	URL
Instagram	Currently: https://www.instagram.com/slackcityradio Change: https://www.instagram.com/slackcityradio

[+ Add another External link](#)

[SAVE](#) [Save and invite](#)

Edit presenter: Rory Stobo

[SAVE](#) [Save and invite](#)

Name:

Slug:

Bio:

Short description:

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Short description for mobile/compact views (max 210 chars). Leave blank to auto-generate from bio.

Email:

[+ Add another email](#)

Add one or more addresses to invite/link additional users to this presenter, then click "Save and invite".

Updating show info

You are able to update your show information by clicking “Shows” on the list on the side of the screen. Here you can go through a list of your active shows and select one. Here you can edit:

- Show name
- Slug (end portion of the URL for totallyradio website)
- Description
- Short description
- Keywords
- Categories
- Presenters
- Images
- External links

Select show		
Search		
NAME	SLUG	STATION
RadioExchange Test Show	radioexchange-test-show	totallyradio
ACCA Podcast	acca-podcast	totallyradio
2 shows		

Edit show: RadioExchange Test Show

Station:

totallyradio

Name:

RadioExchange Test Show

Slug:

radioexchange-test-show

Description:

radioexchange testing show

Short description:

radioexchange testing show

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Short description for mobile/compact views (max 210 chars). Leave blank to auto-generate from description.

Keywords:

x testing

x

Separate with comma or Enter.

Categories:

x Misc

x

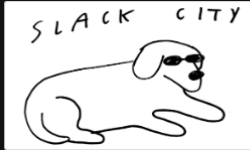
Presenters:

☒ Is active

Inactive shows are hidden from the website and API. Episodes are preserved.

Images

Image:



No file chosen

Main show image (1280×720 px, JPEG, PNG, WEBP or HEIC)

Icon:

No file chosen

Square image for website and player listings (800×800 px) — overrides the station icon

Logo:

No file chosen

Rectangular logo for website headers, 2:1 aspect ratio (800×400 px)

Blog image:

No file chosen

Image for the show blog section (1280×720 px) — if not set, the main image is used