

Uploading to Cuedex Guide

Cam FM Guide, Updated 2019-20

Why upload to Cuedex?

- Uploading to Cuedex makes your show easier!
- Doing so lets you play content through the 4 Cuedex channels in our studios.
 - By the time you're doing your show, it's all there, ready to go – you don't even need your own laptop there!
- Content uploaded to Cuedex is synchronised across both studios – it doesn't matter where your show is!

What should I upload to Cuedex?

- ✓ Music----Jingles/Sweepers----Beds----Pre-recorded content (e.g. interviews)

Uploading to Cuedex in 3 simple steps

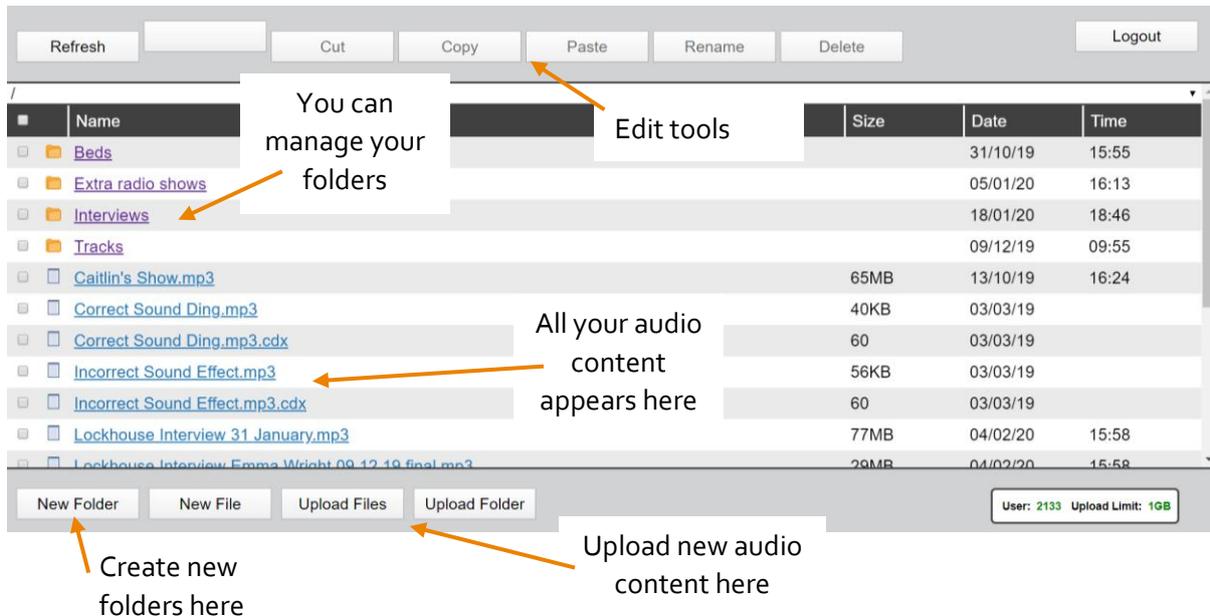
1. Go to <https://members.camfm.co.uk/shows> or navigate via the members' dashboard
2. Find the show you want to upload content for and click the 'cloud' icon on the far right
3. Follow the instructions in the pop-up box that appears!

The Classics	06/01/2020 23:00	N/A	  
The Stefan McJohnsonson Christmas Show	24/12/2019 14:00	N/A	  



Using the Online File Manager (Monsta)

The first (and easiest) option, after you've done steps 1-3, is to select 'Quick File Manager' and then 'Open File Manager' in the pop-up box that appears. You'll get this screen:



The screenshot shows the Monsta file manager interface. At the top, there are buttons for Refresh, Cut, Copy, Paste, Rename, Delete, and Logout. Below this is a table of files and folders. Annotations include:

- An arrow pointing to the folder names (Beds, Extra radio shows, Interviews, Tracks) with the text: "You can manage your folders".
- An arrow pointing to the file names (Caitlin's Show.mp3, Correct Sound Ding.mp3, etc.) with the text: "All your audio content appears here".
- An arrow pointing to the "New Folder" button with the text: "Create new folders here".
- An arrow pointing to the "Upload Files" button with the text: "Upload new audio content here".
- An arrow pointing to the "Edit tools" section with the text: "Edit tools".

Here, you can view everything you've uploaded to your Cuedex show folder. You can create new folders, upload new content from your computer, and more.

All this appears in your show folder! On Cuedex, click 'Browse', then 'Show Specific'