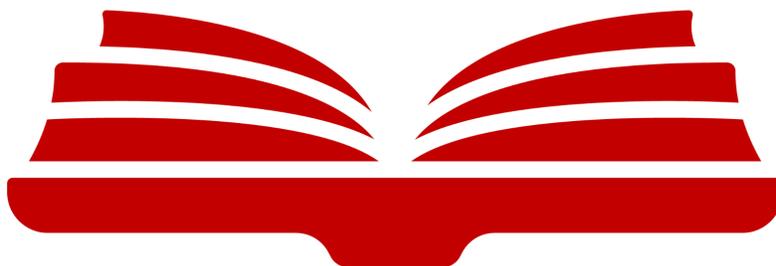
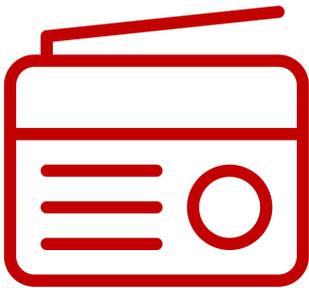




General Staff Handbook



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What Does Every Show Need?

- The Station's **LEGAL ID** (WCUR, West Chester) at the top of every hour.
- The **Weather** once every hour
- A **PSA** from the binder once every hour
- A local/campus event each show

Reminders for each show:

- **No inappropriate language, or content.**
 - Be **extra sure** of what you are putting on air; some songs do not display the "explicit" symbol, even when there is swearing.
- **No politics, religion, or controversial topics.**
- Fill out the **TRANSMITTER LOG** once every show
 - **LOG YOUR SONGS** on WCUR.org.
- **No food or drinks allowed in the on air room at any time.**
 - **No Dumb or Dead Air**

Logging Songs

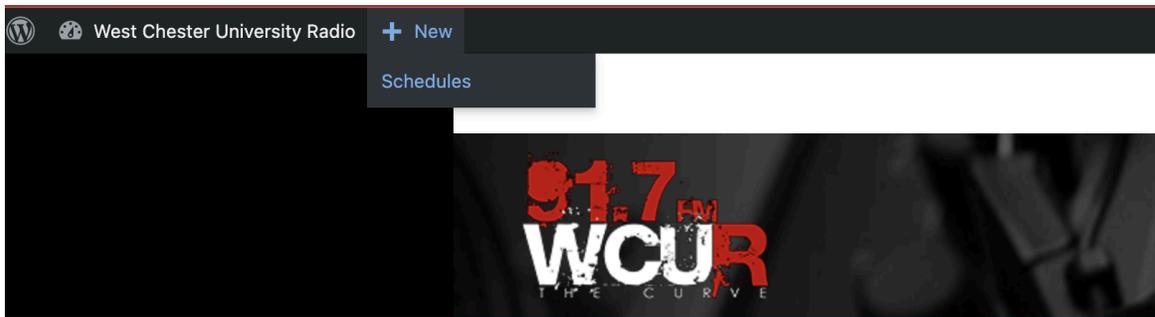
- On **WCUR.org**, scroll to the very bottom of the website and click “DJ LOGIN”

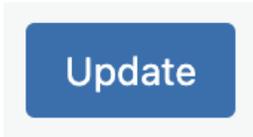
Username: wcurdj

Password: wcurdj



- Once you're logged in, at the top right of the page, click “new” and “schedules”



- Find your show from the list of WCUR shows
- Click the “add playlist” button 
- Add the song titles and artist names of each song you play on your show.
- Set the date of your show under the “program date” drop down calendar.
- If you use a spotify playlist, add the link of the playlist in the “link” field.
- Finally, click the “update” button to publish your songs to the website. 

Who do I contact if.....

I have to miss my show?

programmingwcur@gmail.com

General issues/concerns:

wcur.gm@gmail.com

Scheduling conflict:

programmingwcur@gmail.com

Podcasting questions:

wcurfmproduction@gmail.com

Website questions:

wcurtraining@gmail.com

Station EMERGENCY:

[Joe LaManna: \(631\) 223 - 9301](tel:6312239301)

Contacts

- General Manager wcur.gm@gmail.com
- Programming Director programmingwcur@gmail.com
- Training Director wcurtraining@gmail.com
- Business and Finance Director wcurradiobusiness@gmail.com
- Events Director wcorevents@gmail.com
- Music Director wcurmd@gmail.com
- Production manager wcurfmproduction@gmail.com
- Sports Director wcursportsdirector@gmail.com
- Multimedia Director wcursocialchair@gmail.com
- Community Affairs Director wcur.communityaffairs@gmail.com
- SGA/Secretary Wcur.Secretary917@gmail.com

Advisors

- Doc Smith Asmith2@wcupa.edu
- Dr. McCool jmccool@wcupa.edu
- Joe LaManna jl943364@wcupa.edu

Committees

- Music: wcurmd@gmail.com
- Sports: wcursportsdirector@gmail.com
- Production: wcurfmproduction@gmail.com
- Training: wcurtraining@gmail.com
- Events: wcorevents@gmail.com
- Multimedia: wcursocialchair@gmail.com

Troubleshooting

“I am playing music, but I cannot hear it”

- Make sure the “MAC” fader is up and on
- Check the DJ mixer, and make sure the volume faders are up on both tracks.
- Check if the volume is all the way up on the monitor
- Force quit all applications you are not using. (option+command+esc).
- If using DJPro, click “preferences” in the menu bar at the top left of the screen. Double check the input settings

“I hear multiple songs playing at once”

- Force quit all applications you are not using. (option+command+esc).
- Check the source of the songs by clicking the play button in the menu bar at the top right of the screen

“My music sounds sped up/slowed down/ has effects”

- Put all knobs, faders, and buttons on the DJ mixer back to their neutral settings.
- Close and Reopen the DJPro Application

“I am hearing feedback / a high pitched frequency”

- Turn down all headphone volume
- Fade down all microphone pots

Auto → Air

On the board:

Turn the **AUTO** fader up, and press the **ON** button

On the tower:

Press **AIR** button

(now, the board is controlling the station)

The **MAC** fader controls audio coming from the computer.

The **HOST** fader controls your microphone

Microphones 1-3 are placed backwards. From left to right, they're placed 3, 2, 1.

Air → Auto

On the board

Turn AUTO fader **on** and **up**. At the **Same time**, turn **down** the fader where your music or voice is coming from.

On the tower

Press **AUTO**

(Now, the automation computer is controlling the station)

Policies

Dead Air

Dead air is defined by the FCC as 5 or more seconds of no broadcast from a normally active transmitter. Therefore, we have Automation to run the airwaves when no DJ is present

Dumb Air

WCUR defines dumb air as a host or guests speaking aimlessly with no rhyme or reason, generally due to the lack of preparation. Nobody wants to listen to it, so please take a little time to pre for your show.

Contests

WCUR **highly discourages** contests on air. If you want to hold a contest, you must be absolutely sure the prize can and will make it into the winner's hands. The prize cannot require purchase of any kind by the contestant and cannot be won by family of the host or WCUR general/executive staff. WCUR is not responsible for failed contests.

Religious / Political Topics

Under no circumstances do we discuss religious or political topics of any kind on air. Period, end of story.

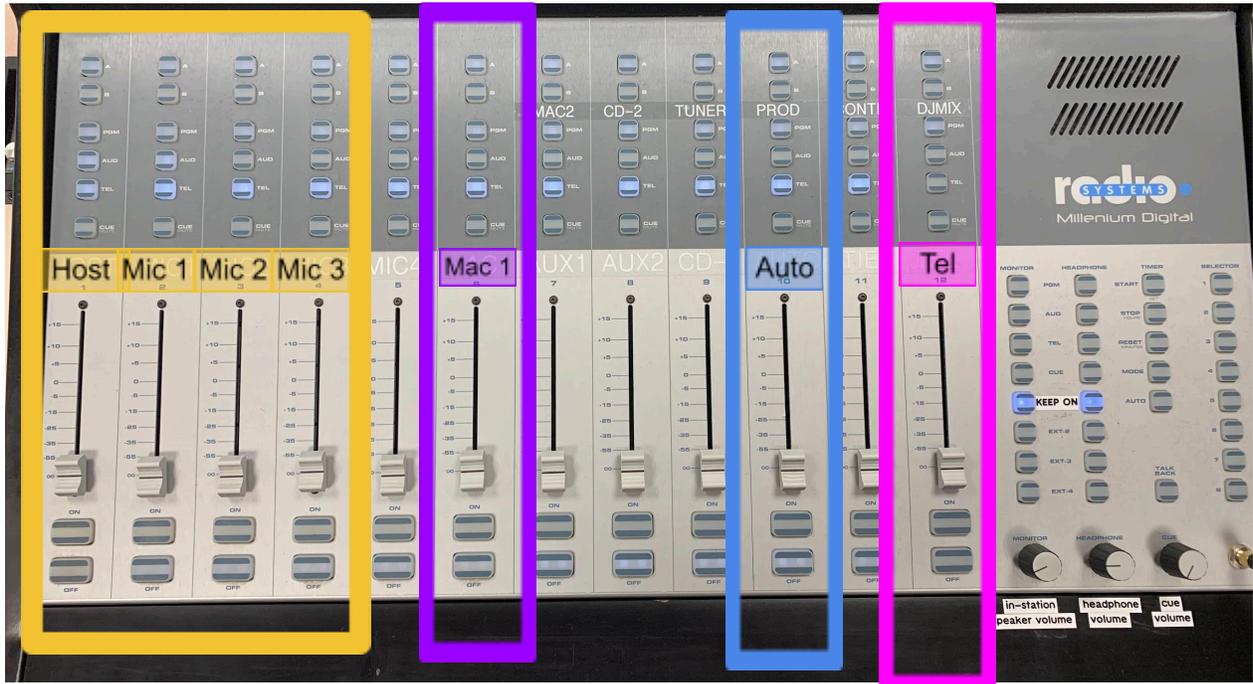
Personal Attacks

Personal attacks are a verbal attack on the character of another person. If you commit a personal attack, you are required by the FCC and WCUR to (A) offer a transcript recording of what was said, (B) the date, time of attack and legal ID (C) a reasonable opportunity for the offended party to respond. Please always be mindful of your words on air, as they have consequences. Also note, the station is recorded 24/7, and Executive staff has access to those recordings.

Explicit Speech / Music

If you have to ask yourself "is this word FCC clean?" the answer is probably **NO!** No curse words, derogatory or inappropriate language. Keep topics appropriate, and fairly innocent. Remember that WCUR follows FCC rules and regulations, and that WCUR is also a representation of the University.

The Board & Station Equipment



This is the board in the WCUR station. When turned **on**, each pot (fader) controls the volume of the labeled input.

Microphones: The **Host Mic** is for the person controlling the board. **Mic 1, 2, and 3** are for your guests. There is no microphone currently connected to Mic4.

Note: When sitting in the host chair, the guest microphones are in backwards order; 3,2,1 from left to right.

Mac 1: The **Mac 1** pot is everything coming from the computer/monitor that is in the on-air room. This computer has access to **Spotify, Apple Music, Tidal, DJPro, Youtube, and more!**

Note: DJPro software is connected to the DJ Mixing board to the right of the board and tower.

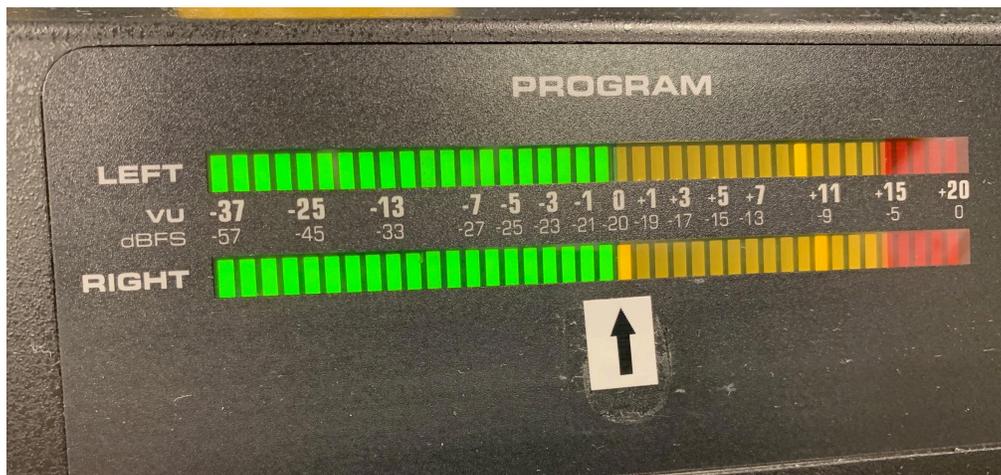
Auto: The **Auto** pot is connected to “The Mac,” which is constantly playing a collection of scheduled music, liners, and PSAs that play when no one is on air.

Phone Calls: The **Tel** pot is directly connected to the phone that is in the on-air room. When someone calls in, the phone light will flash. DJ’s must screen the caller if they wish to go on air. When the **tel** pot is turned on and up, the call will directly transfer to being live on-air.



This is **The Tower**. Here is where you transition from automation to being live on air.
Note: Switching to "Air" essentially turns the board on, so make sure there is something playing through the board before you go on-air.

On the tower, make sure **sound levels** are in the green lights, *slightly* touching the red.



On the **sound board**, volume levels should be fully in green, *slightly* touching yellow



Volume Knobs: The **speaker volume** controls the large speakers located in the on-air room. **Headphone volume** controls the host DJ's headphones. **Cue volume** controls the volume of any cued audio.



Guest Controls: All guest microphones have these controls corresponding to their mic and headphones.

The **volume knob** on the top left controls the connecting set of headphones. *This knob is highly sensitive and may cause feedback if it is too loud.*

On and Off Buttons: these buttons toggle the guest mic on and off, **BUT** the host DJ's controls override these buttons.

The **cough** button is a temporary mute button. If a guest needs to briefly mute, they can press and hold "cough", and then release when they are ready to talk again.