

# PLANET NATION



## DJ PLAYLISTS

Planet Nation was formed in 2016 following 5 successful years of running Planet London, which was founded in 2011. Planet Nation stands for: support, promotion and focus on the lesbian, bisexual and queer (LBQ) community through forming collaborative partnerships with LGBT community organisations and ally organisations to support a thriving and diverse LGBT community.

### **We are inviting all LBQ DJs to share their music via Planet Nation**

We know that an image of a DJ; and a written article just doesn't show off a DJ's music... so we have come up with a great way for you to share your music and tap into our audience!

If you DJ regularly and create a mix after the event; you can now share it via the Planet Nation website as a way to promote future events.

### **How to submit your music**

We offer two options for submitting your music. This ensures that the space is accessible to all.

1. Self-service (free)

upload and manage your article or video yourself.

2. Paid promotion (£20)

you send us the URL to the playlist and any relevant images such as EP cover and information and we will upload the details to the calendar for you.

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### To submit a track from Soundcloud/Mixcloud/Spotify within a blog post

Log into the website. You can find the log in button at the top of the page. If you don't already have an account, see how to create an account at the end of this document.



Once logged in you will see the user dashboard toolbar along the top of the page.

Click on 'Add Content' in the toolbar at the top of the page



Select 'Blog Post' from the list

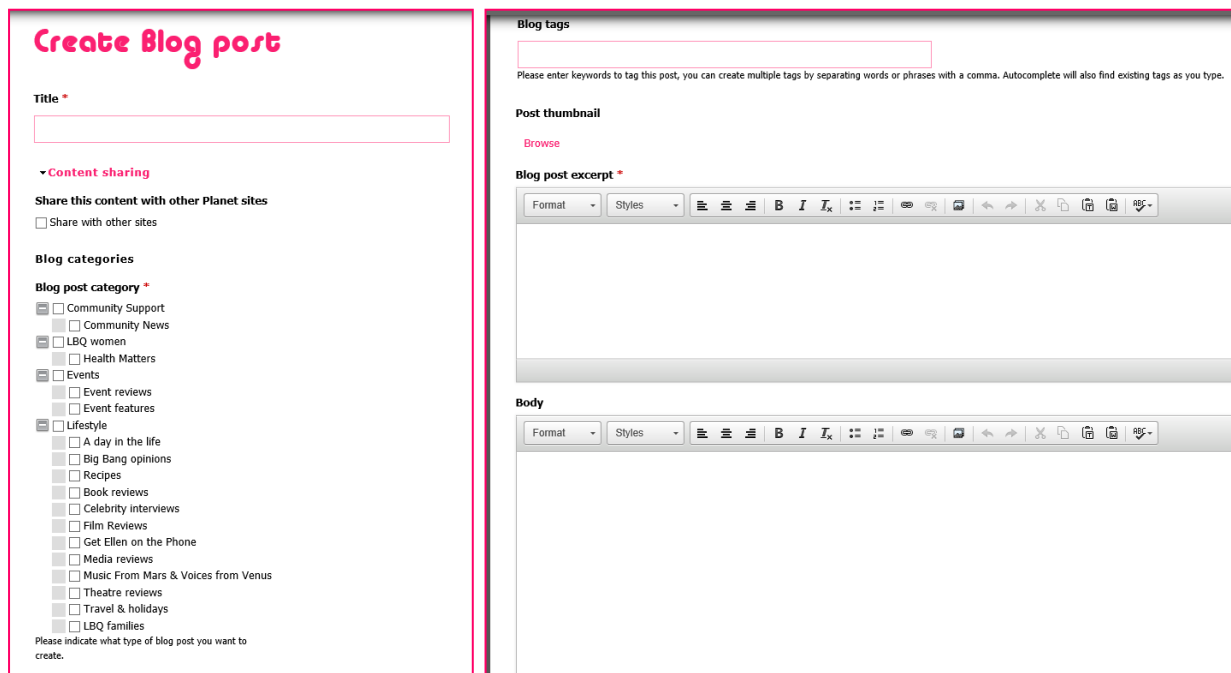
### Add content

- Basic directory entry**  
Adds a free directory entry to the directory listing
- Basic event**  
Adds a free event to the calendar
- Blog post**  
Adds a blog post with Wordpress type archive features
- Venue**  
Creates a venue to be referenced in events and listed in the directory
- Video**  
Adds a standalone video
- Video series**  
Creates a video series content type to which users can relate individual video episodes.
- Event registration product page**  
Allows event registrations to be purchased via the store
- Image for a gallery**  
A gallery image.

Complete the fields to build your music article.

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### Notes:

- Please do not click 'share with other sites' – the administrator will sort this out upon publishing.
- If you don't have an image don't worry as the administrator can provide one. Don't worry too much about formatting as this will be reviewed.
- Images must not be used from Google. If you need an image and don't have one, we can source one from [www.fotolia.co.uk](http://www.fotolia.co.uk). Either suggest an image, or one will be chosen for you.

### Title

Select a suitable title for your post, i.e. March Mixtape from DJ Music

### Blog post category

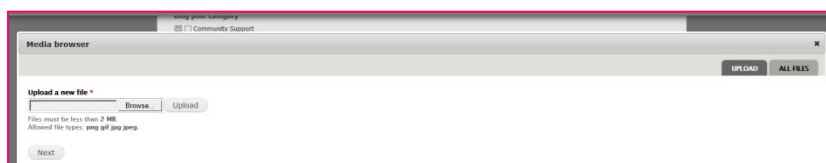
Select 'Lifestyle' and 'Music from Mars and Voices from Venus'

### Blog tags

Think about what potential fans might be searching for on Google. i.e. DJ, lesbian, mix, Soundcloud

### Post thumbnail

Upload an image for your post (300px by 170px). When you click the default is 'upload'. If an image is already on the website you can click on 'All Files' on the right and select an existing image.



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### *Blog post excerpt*

The blog post excerpt is the preview that appears when we share the page on Facebook

### *Blog post body*

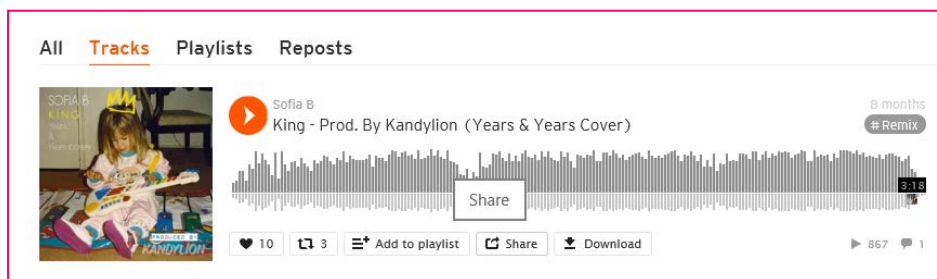
This is the main content of the article.

Why not type some kind of introduction as to why you created the track, what to expect; etc.

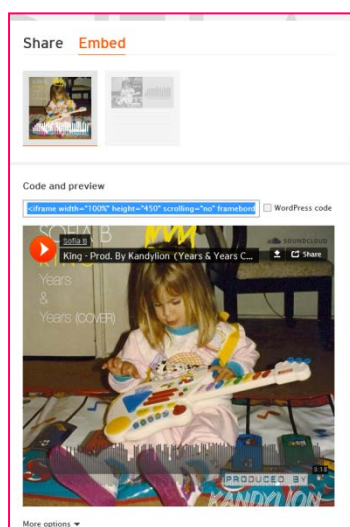
### *Embedding your music*

#### *SOUNDCLOUD*

Go to your track on Soundcloud and click on 'Share'



Click on the Embed tab and select the code



Paste the code into the main body of the post on the Planet website

#### *SPOTIFY*

Open **Spotify** and right click on the Album, Track or **Playlist** you would like to **embed**. Click on "Copy Embed Code". Paste this **code** in your blog or website in the HTML editor view.

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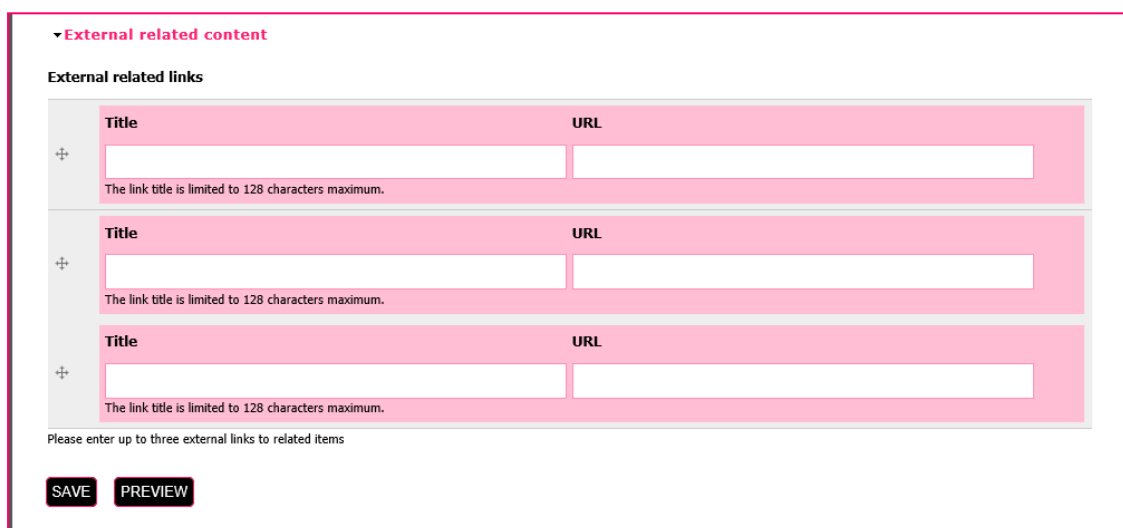


MIXCLOUD

<https://blog.mixcloud.com/2014/06/09/multi-cloudcast-widget/>



If you want to link to any external content, you can input it here (see below). For example your website, your Facebook page, and/or your Twitter/Instagram profiles.



Once complete, click on 'Save'.

**Note:** Do not use preview as it doesn't work and will crash the page losing your work.

We will publish your post and share it via our social media channels within 5 days – a great way to promote what you do!

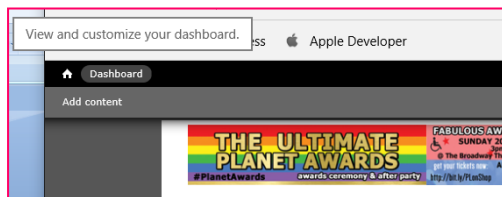
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### Quick access to all of your posts on the website

You can view your content at any time by clicking on 'Dashboard'



### Accessing your content

## Dashboard

#### MY CONTENT

Title	Post date	Edit content
Broken Rainbow Helpline facing closure	Monday, 8 February, 2016 - 15:27	edit
Ultimate Planet Awards - VIP Ceremony & After Party Ticket	Sunday, 31 January, 2016 - 21:33	edit
New Years Eve 2015	Tuesday, 12 January, 2016 - 15:22	

### Need an account?

Sign up on the website using the secretword **PlanetLife** (case sensitive). Your account will be reviewed before being published.

Sign up here: <http://www.planet-nation.com/user/register>

You will need to be logged in to be able to access the advanced access bar.

### Like what we do?

Planet Nation is a community resource. It is run entirely voluntarily for the community.

Please consider some of the following ways to thank us for this resource:

- Spread the word about what we do online and encourage people to join us – the bigger our reach the more this will benefit you! We love shout outs on social media so much!
- Donate anything, even £5 will help. There is a donate button on the homepage of the website.
- Volunteer some time to us. Do you have a skill that could be useful?