

PLANET NATION



SHARE YOUR MUSIC

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 (LBO) community through forming collaborative partnerships with LGBT community organisations and ally organisations to support a thriving and diverse LGBT community.

We are a trusted, reliable source within the community, yet there is a lot more we can do – and we want to! By increasing our collaborations and building a more cohesive network we can further support all areas of the LBO community.

We are inviting all LBO Musicians to share their music via Planet Nation

We know that as a musician and curator of sound, a written article just doesn't show off your style and your music... so we have come up with a great way for you to share your music and tap into our audience!

If you have any playlists on sites such as Soundcloud, Mixcloud or Spotify or videos on sites such as YouTube you can now share it via the Planet website as a way to promote future events.

There are two different submission types you can use to promote your music, either as a blog post embedding audio files; or as a video submission.

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 an audio 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. 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

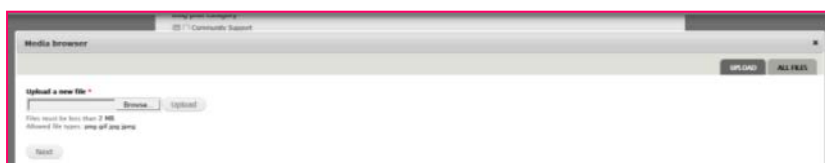
Select 'Lifestyle' and 'Music from Mars and Voices from Venus'

Blog tags

Think about what potential fans might be searching for on Google. i.e. Band, music, lesbian, single, 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

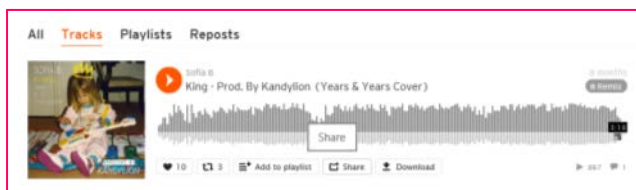
This is the main content of the article.

Why not type some kind of introduction as to why you created the song, where your inspiration comes from, 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.

MIXCLOUD

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



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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.

The screenshot shows a form titled "External related content" with a sub-section "External related links". It contains three identical rows, each with a plus sign icon on the left and two input fields: "Title" and "URL". Below each "Title" field is a small note: "The link title is limited to 128 characters maximum." At the bottom of the form, there is a text instruction: "Please enter up to three external links to related items" and two buttons: "SAVE" and "PREVIEW".

Once complete, click on 'Save'.

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

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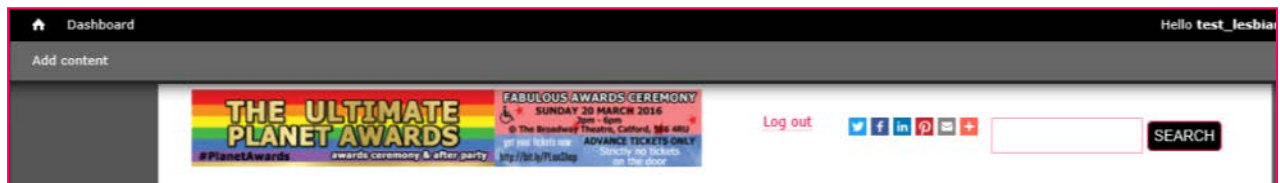


SHARE YOUR MUSIC

To submit a music video

You can also submit videos. Select video series to create a series or video to submit a one-off video.

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



One-off video

Select 'Video' 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.

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. Either suggest an image, or one will be chosen for you.

Title

Select a suitable title for your post, i.e. [song title] from [artist]

Create Video

Video name *

Content sharing
Share this content with other Planet sites
 Share with other sites

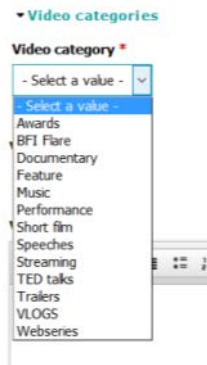
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Video category

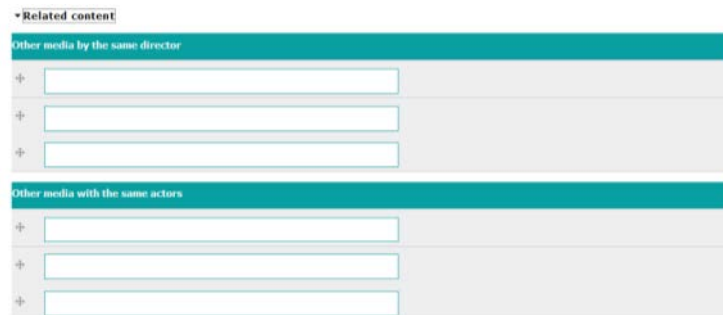
Select 'Music'



Related Content (optional)

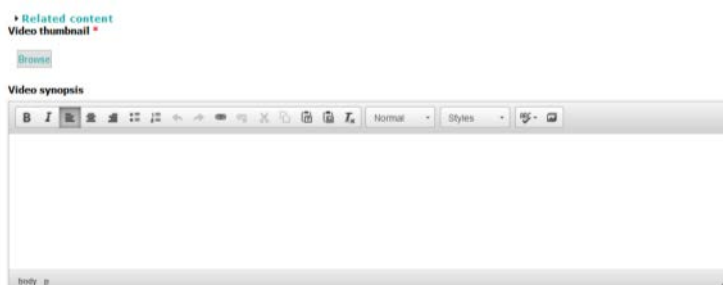
Related content
Video thumbnail

If you click on 'Related content' you can choose other Planet Nation articles related to this video. It could be a music article, or another video or something by a similar artist you think the reader would also enjoy. You need to know the title of the other article.



Video thumbnail

Upload an image for your video (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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Video Synopsis

The video synopsis is the preview that appears when we share the page on Facebook and also the text that appears below the video.

Why not type some kind of introduction as to why you created the song, where your inspiration comes from, what to expect; links to buy the song, etc.

Video data

There are additional optional fields relating to the video which are all optional.

Release Date

Input the date that the video was released

Release date

Date

E.g., Feb 27 2017

Once complete, click on 'Save'.

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

Video Series

The First page is where you input information about you as an artist/band.

Series title

Your artist or band name

- Please do not click 'share with other sites' – the administrator will sort this out upon publishing.

Series title *

▼ **Content sharing**

Share this content with other Planet sites

 Share with other sites

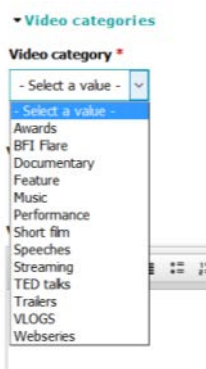
Video categories

Select 'Music'

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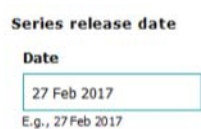
Series thumbnail

Upload an image for your video (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.



Release Date

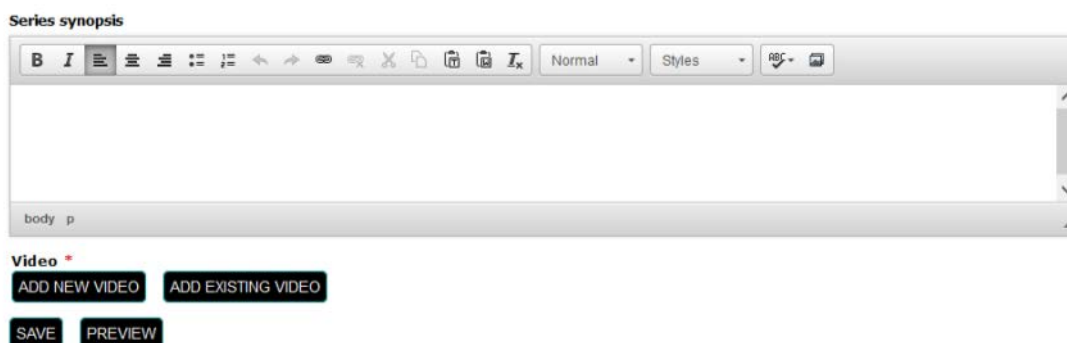
Input the date that the video was released



Series Synopsis

The series synopsis is the preview that appears when we share the page on Facebook and also the text that appears below the video image.

This should be something like your artist/band biography.



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Add an existing video

Click on 'Add existing video' and a bar comes up. Enter the title of your video.

Note: *the video must be live so you may need to wait until an administrator approves the video if it was submitted less than 24 hours earlier.*



Add new video

Takes you to the form for adding a new video. Follow the first set of instructions for submitting a one-off video.

Publication of the music article/video

Your article will be submitted to the website administrator for review, formatting and publishing.

The website administrator gets an email notification of new content when you hit save. Articles are normally reviewed within 48 hours. If your article is more urgent, please contact Naomi on 07903 304 304.

Once published the article or video will also be published via social media.

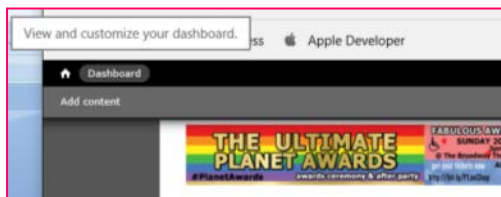
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SHARE YOUR MUSIC

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?