



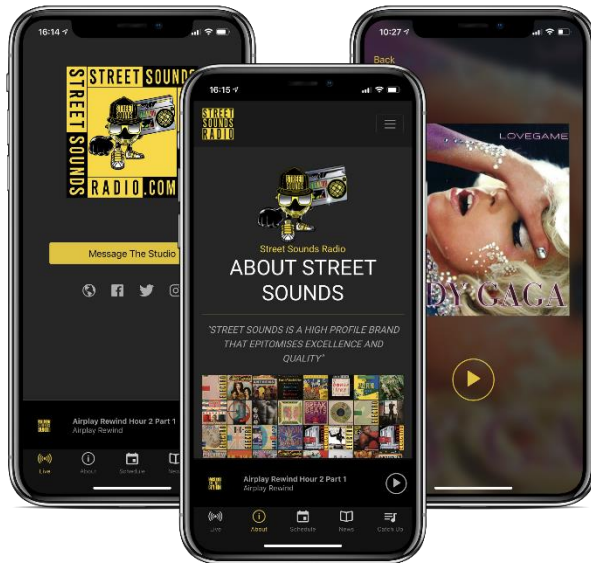
## Setting Up Mobile Apps

Last updated: 21/02/2023

## Contents

Introduction .....	3
Initial setup process .....	3
Accessing the Setup Wizard .....	3
App name.....	5
Main logo graphic .....	5
App icon graphic .....	7
App colours.....	7
Store description.....	8
App function 'tabs' on the Bottom Menu .....	8
Extra notes .....	10
Submit for development .....	10
Authorisation letter .....	11
Making changes to a 'live' mobile app .....	11
Main graphic.....	12
Colours.....	13
Bottom menu.....	13
Editing/Deleting existing tabs .....	13
Adding a new option to the bottom menu .....	15
Changing tab order .....	15
More Menu .....	16
Push notifications .....	17
Sending a new Notification .....	18
Multi-Station Apps.....	19
More help .....	22

## Introduction



This document will guide you through the initial process of providing the information we need to build your dedicated iOS and Android mobile apps.

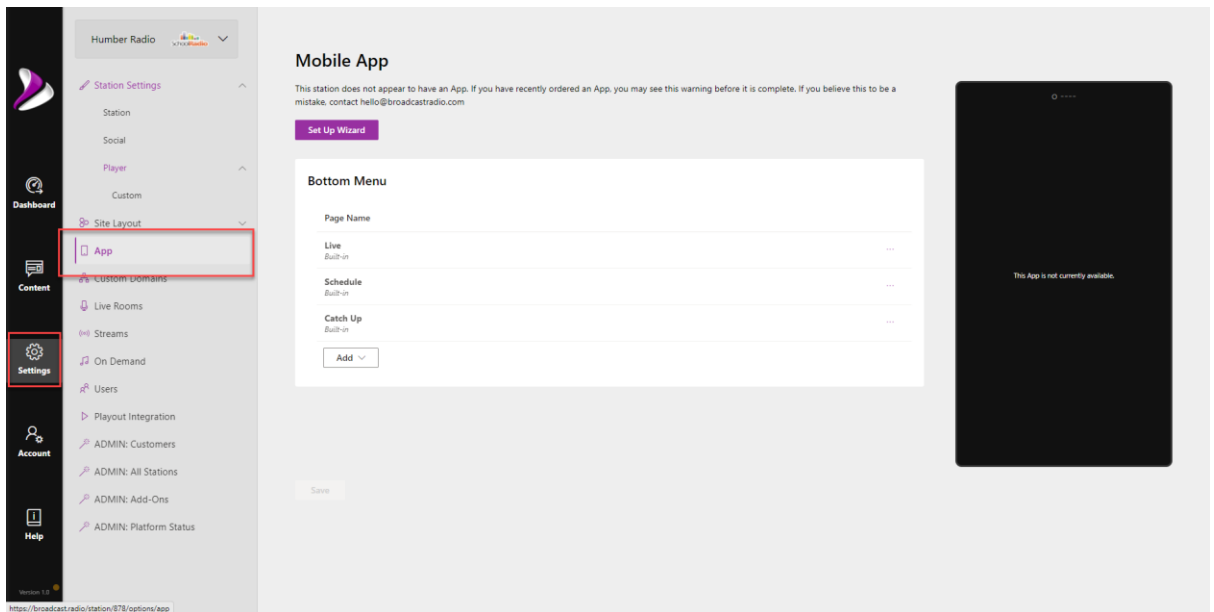
It will also cover the options for altering your app once it has been approved and is available in the Apple and Google app stores.

### Initial setup process

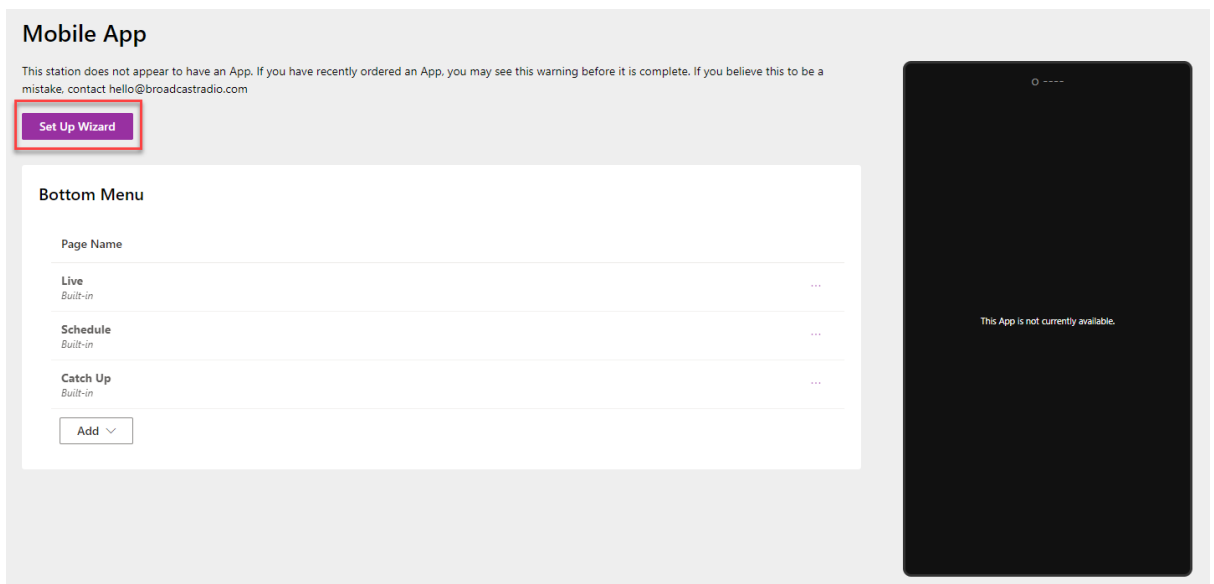
This initial setup process provides use with all the information we need to build your mobile app and submit it on your behalf. Once we have all this information, a member of the development team will use this to build a dedicated mobile app for your station and submit it to the Google and Apple stores on your behalf.

### Accessing the Setup Wizard

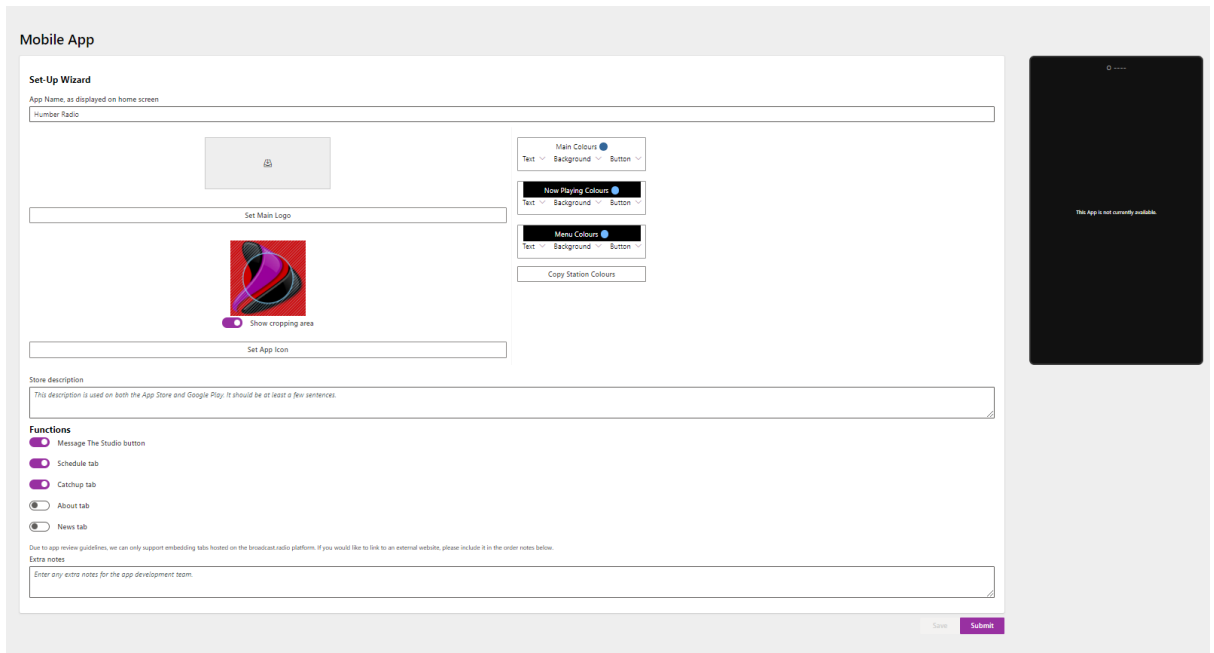
1. Login to your Broadcast.Radio account.
2. On the Settings tab, select the App option.



3. Click on **Setup Wizard**.



This will open the Setup Wizard window which allows us to gather all the information we will need to build and submit your app.



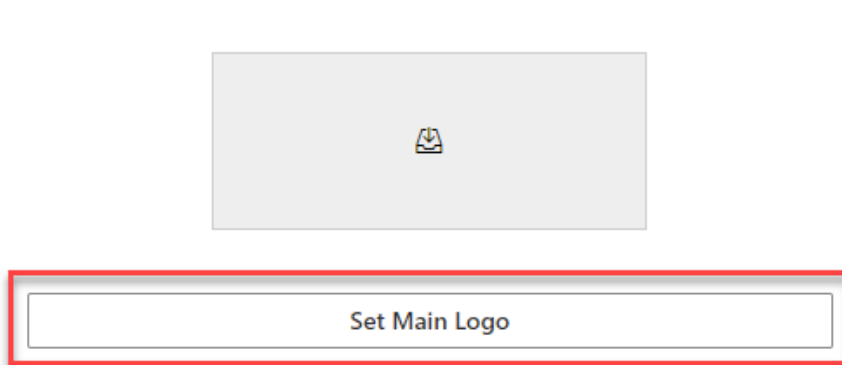
## App name

Set the **App Name** field. This will be the name that appears for your app in the App Stores.



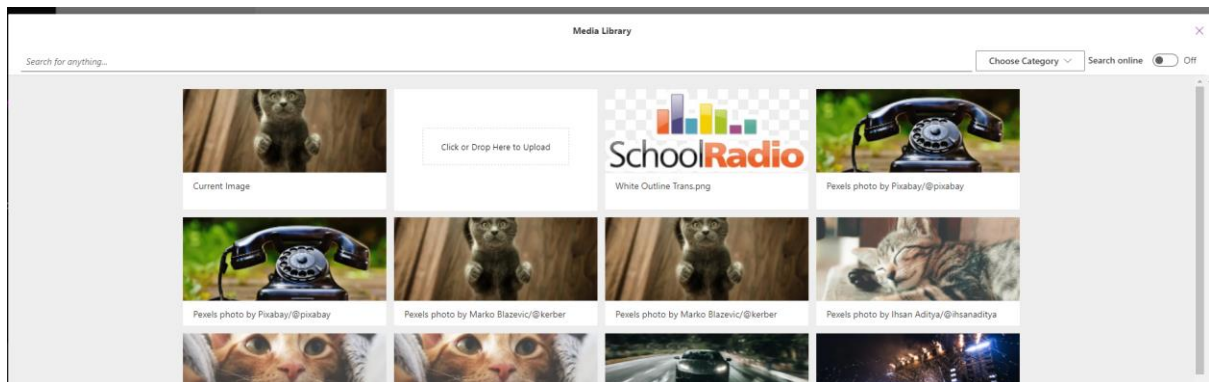
## Main logo graphic

Click on the **Set Main Logo** button to select a logo from your media library or to upload a new image.



This will open the standard Media Library window which displays all the images you have previously uploaded to Broadcast.Radio. If you need to add a new image file then click on **Click or Drop Here to**

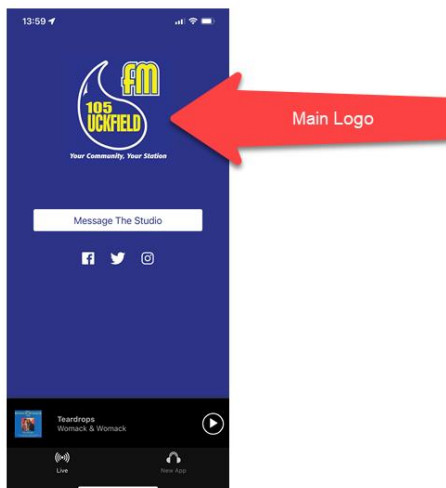
## Upload.



Once you have selected your logo image, it will be displayed in the Setup Wizard screen.

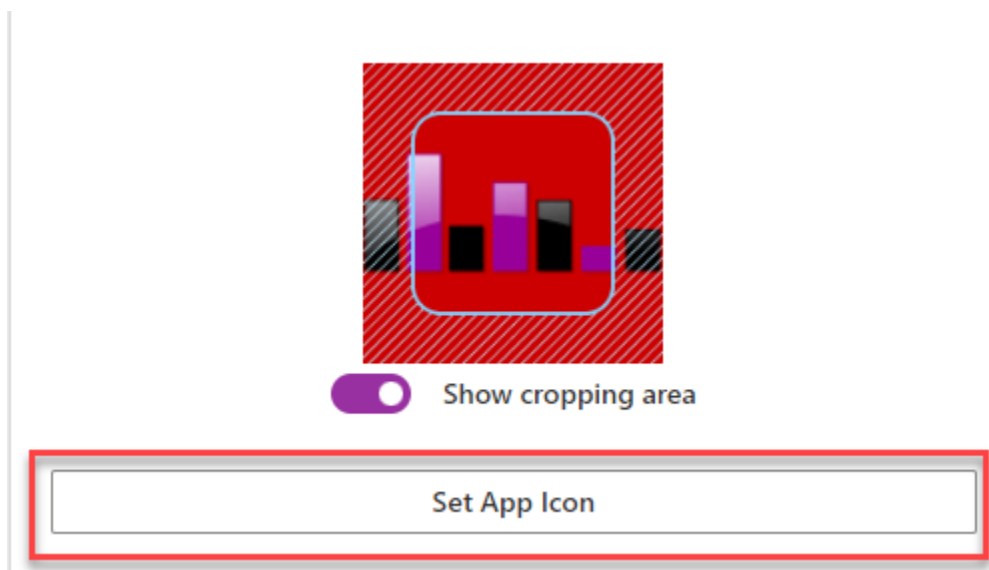


This image that will be displayed in the main area of your app when it launches. We recommend using a high resolution image with a transparent background if possible.



## App icon graphic

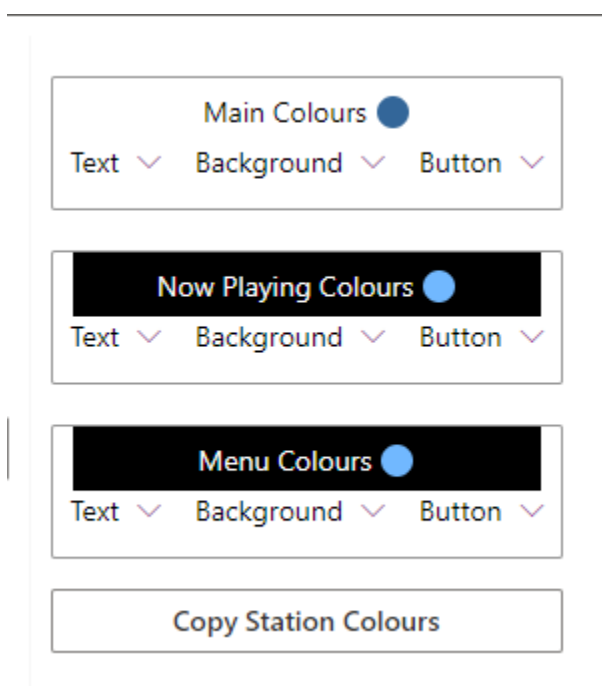
Use the **Set App Icon** button to select the image you want to use for the icon for your app. You can use the same process before to select an image from your Media Library or upload a new image.



You will see the option to 'Show cropping area'. This will show how the image will be cropped to create a square or circular icon (depending on OS/device). Make sure all important detail is inside this cropped area or it will not be displayed on your icon.

## App colours

You can use the colour options to set the base colours for your mobile apps.



The options are highlighted below:



- A. Main Colours – Text
- B. Main Colours – Background
- C. Main Colours – Button
- D. Now Playing Colours – Text
- E. Now Playing Colours– Background
- F. Now Playing Colours – Button
- G. Menu Colours – Text (unselected)
- H. Menu Colours – Background
- I. Menu Colours – Button (selected)

You can also copy the colours from your Web Player using the **Copy Station Colours** button.

### Store description

Type in a short description into the **Store Description** field. This is the description people will see when they look at your app in the Apple or Google app stores.

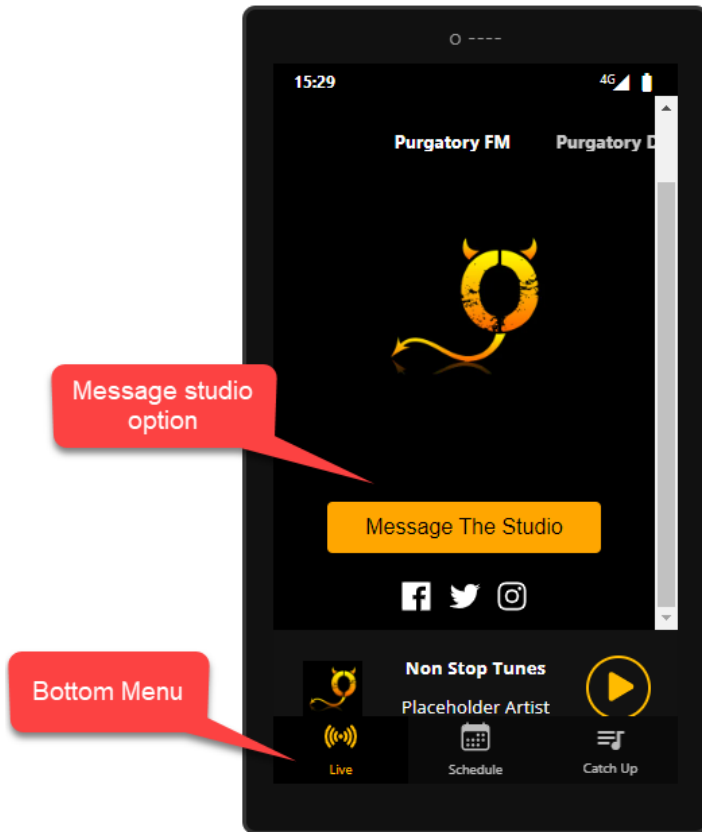
Store description

Enjoy all the latest news and tunes from the shadow of the Humber bridge.

### App function 'tabs' on the Bottom Menu

The **Functions** section allows you to select what will displayed by default in the menu bar at the bottom of your app.





The options are:

### Functions

- Message The Studio button
- Schedule tab
- Catchup tab
- About tab
- News tab

**Message The Studio button** – Toggle whether to display the ‘Message The Studio’ button in your app. Please note that messages will be sent to the default **Contact Form Email** address which you will find under **Settings > Station Settings > Social**.

**Schedule Tab** – Toggles whether to display the **Schedule** option on the bottom bar. This will display your stations show schedule which you can setup using **Content > Schedule > Calendar** and then add shows to hours of the week.

**Catchup Tab** – Toggles whether to display the Catchup option in the bottom menu. When selected by a user, the app will display a list of content available on your selected catchup service (either MixCloud or Podbean). This is setup in **Settings > OnDemand**.

**About Tab (Website customers only)** – Toggles whether to display the about button which will display the contents of your About page on your Broadcast.Radio website. This option is only enabled if you have your website hosted with Broadcast.Radio.

**News Tab (Website Customers only)** – This toggles whether to display the default News page from your Broadcast.Radio website. You should only enable this tab if you have also enabled the default News page on your Broadcast.Radio website as neither Apple or Google will publish apps with links to pages that do not work! This option is only enabled if you have your website hosted with Broadcast.Radio.

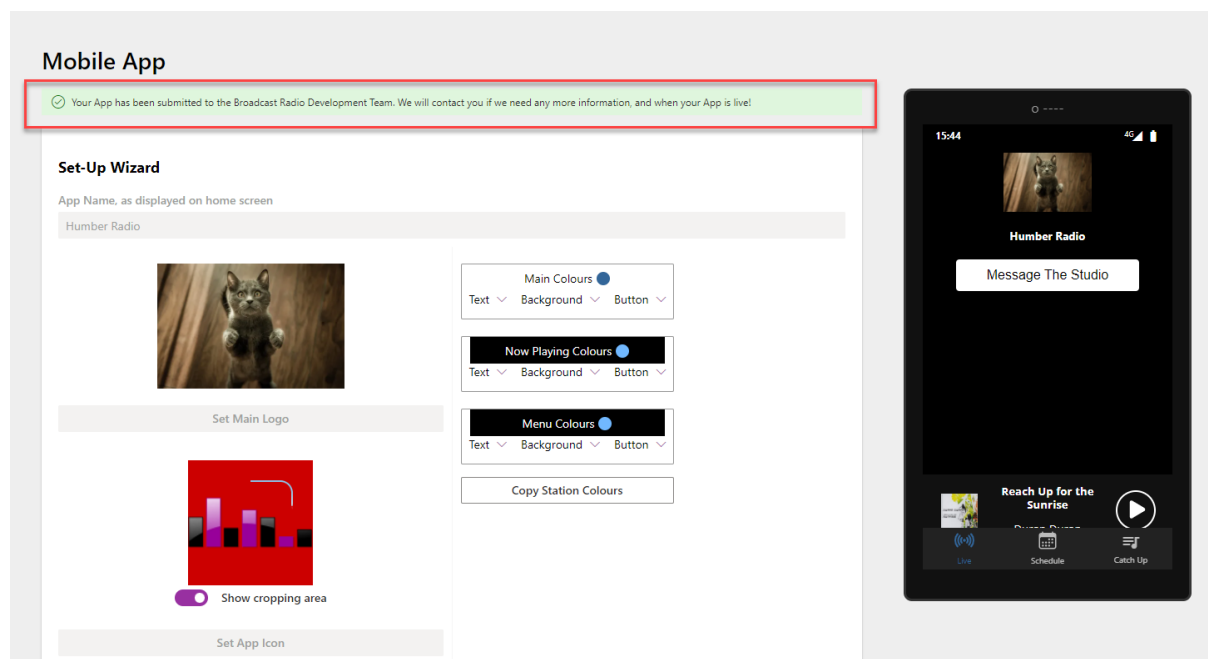
### Extra notes

Finally, add any additional notes you want to pass on to the developers in the **Extra Notes section**. This may include adding additional Tabs to the bottom menu that link to external webpages although you will be able to add these after the app is published so it is better to keep your app as simple as possible in the submission stage.

### Submit for development

When you are happy, click on **Save** then **Submit**.

The details for your app will now be passed on to our development team who will hand build your app and submit it to the Apple and Google stores.



Please note that this process can take up to three weeks as we have no control over how long Apple and Google take to approve individual apps.

## Authorisation letter

As part of our mobile app service, we include the submission of your app to the Google and Apple stores as well as fielding questions about your app from the respective stores. As your mobile app includes a stream of your station output as well as your station logo etc, neither Google or Apple will accept the app without written permission from your to allow the app to contain your content.

This means that we need to submit a signed letter from your (on letter headed paper) that expressly allows us to submit an app on your behalf, that contains elements of your content.

You should have received a template letter as part of your 'welcome email' but we have also included the template in this document.

**You MUST copy this text into your own Letterhead, then sign it with your signature – the App Stores will reject this letter unless it is supplied on letterheaded stationery. We suggest you print, sign then scan.**

[DATE]

Dear sirs,

This App Development Agreement (the "Agreement") states that we the client [RADIO STATION COMPANY NAME and Incorporation details] based at [INSERT MAILING ADDRESS] authorise Broadcast Radio Ltd, based at 1-2 Maritime House, Livingstone Road, Hessle, HU13 0EG, UK, to create and submit a dedicated bespoke Radio Station mobile App on our behalf for the licensed radio service known as "[RADIO STATION ON AIR NAME]"

I confirm that we hold all applicable licenses to stream copyrighted music content from the relevant local copyright authorities as part of the provision of our Radio Service.

Regards,

[SIGN HERE]

[Director Name]

[Position in organisation]

Please make sure you complete this authorisation letter and email it to [hello@broadcastradio.com](mailto:hello@broadcastradio.com) as soon as possible as your app cannot be submitted without it!

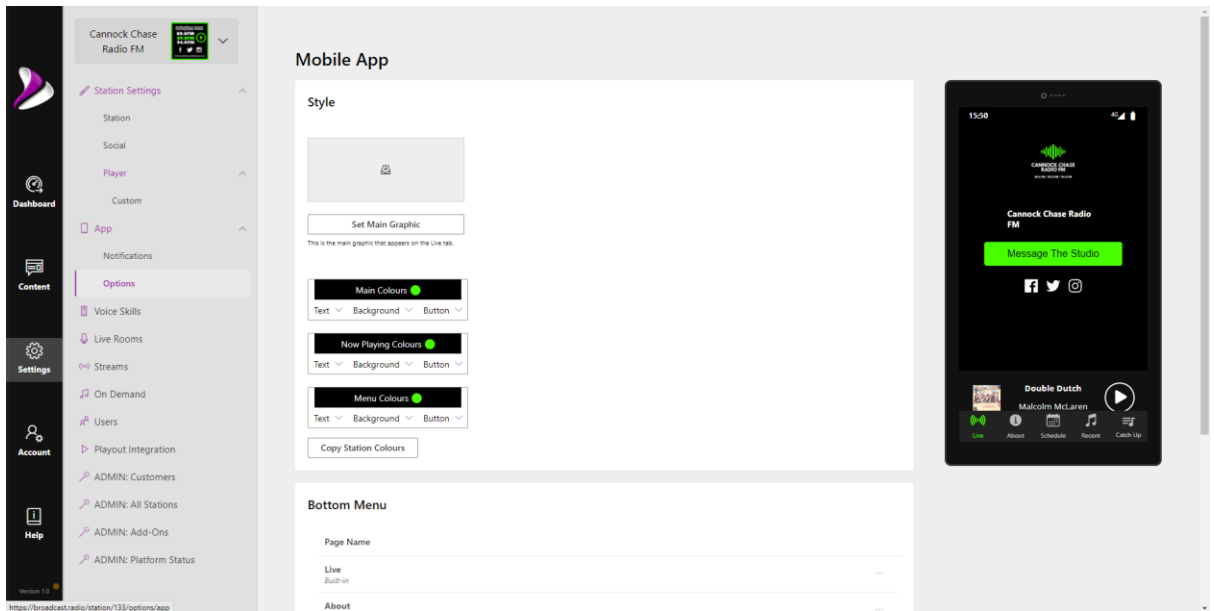
## Making changes to a 'live' mobile app

Once your app has been approved by Apple and Google, it will be available on the respective stores to be downloaded and installed on supported devices. Whilst some of the content in your app is fixed as part of the build process, several elements are actually loaded from the Broadcast.Radio

CMS in realtime whenever people are load the app which means that some elements can be altered by you without the need to re-publish the app.

To view and edit these settings, follow these steps.

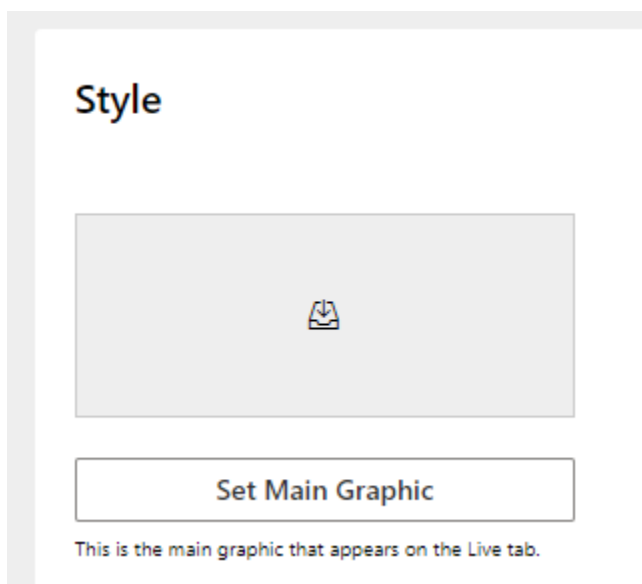
1. Login to Broadcast.Radio.
2. Click on **Settings > Apps > Options**



From here you can alter the following elements of your dedicated mobile app.


### Main graphic

You can select a new main graphic or logo which will be displayed in the middle of your apps home screen. Click on **Set Main Graphic** to browse existing images or add a new image.



## Colours

You can alter background, text and button colours to control the look of your mobile app.



Main Colours

Text ▾ Background ▾ Button ▾

Now Playing Colours

Text ▾ Background ▾ Button ▾

Menu Colours

Text ▾ Background ▾ Button ▾

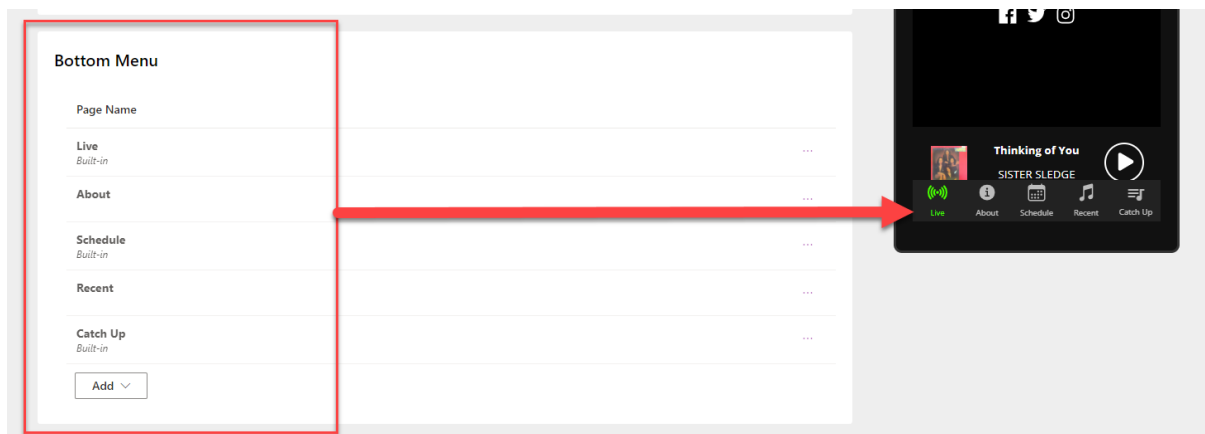
Copy Station Colours

A. Main Colours – Text  
B. Main Colours – Background  
C. Main Colours – Button  
D. Now Playing Colours – Text  
E. Now Playing Colours– Background  
F. Now Playing Colours – Button  
G. Menu Colours – Text (unselected)  
H. Menu Colours – Background  
I. Menu Colours – Button (selected)

You can also copy the colours from your Web Player using the **Copy Station Colours** button.

## Bottom menu

You can also alter the settings for the 'tabs' displayed on the bottom menu of your app.



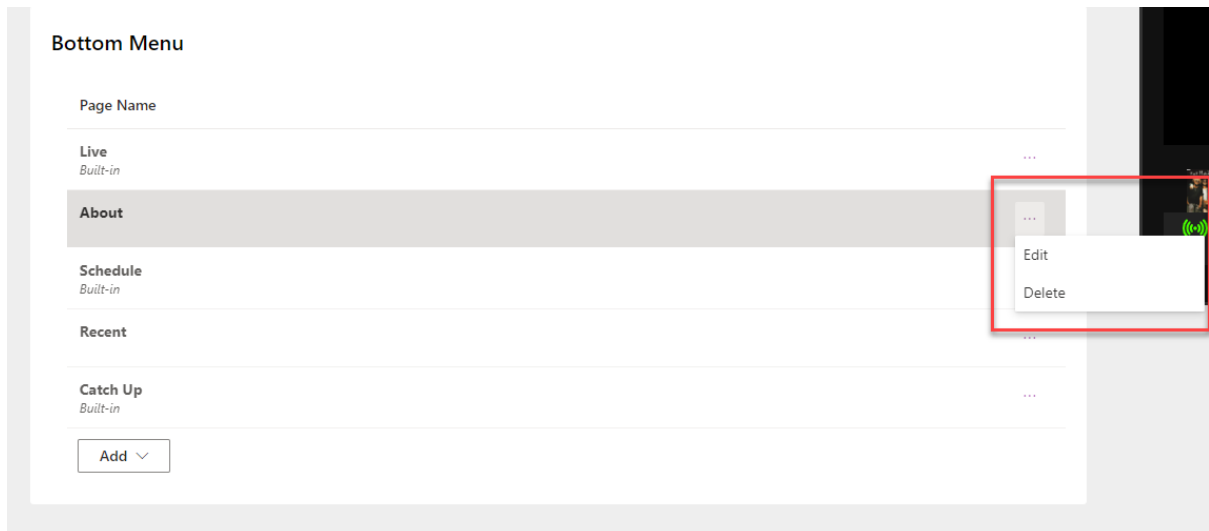
Bottom Menu

- Page Name
- Live *Built-in* ...
- About ...
- Schedule *Built-in* ...
- Recent ...
- Catch Up *Built-in* ...

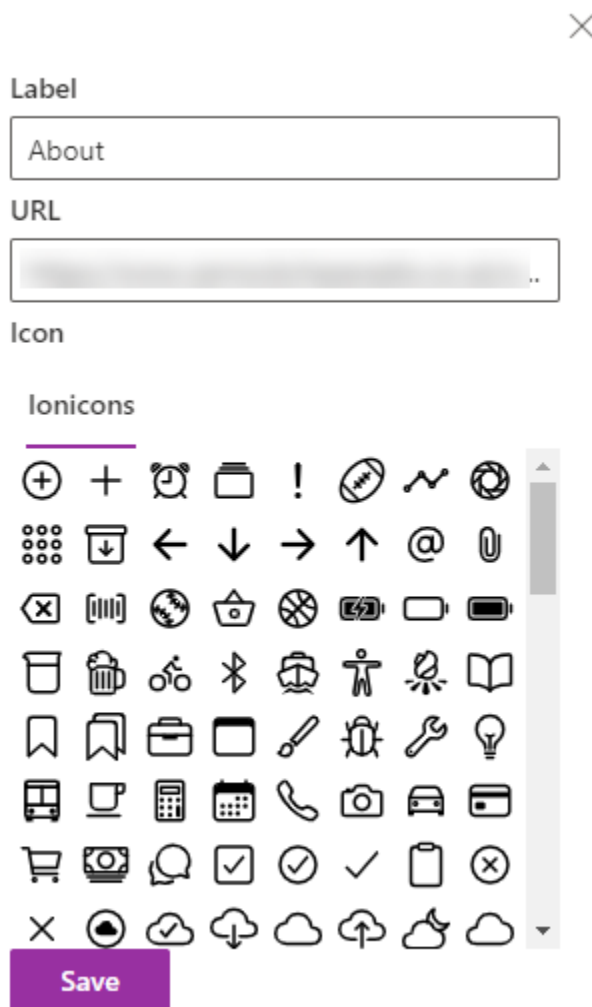
Add ▾

## Editing/Deleting existing tabs

You can edit the details for an existing tab by clicking on the '...' option to the right and selecting edit.



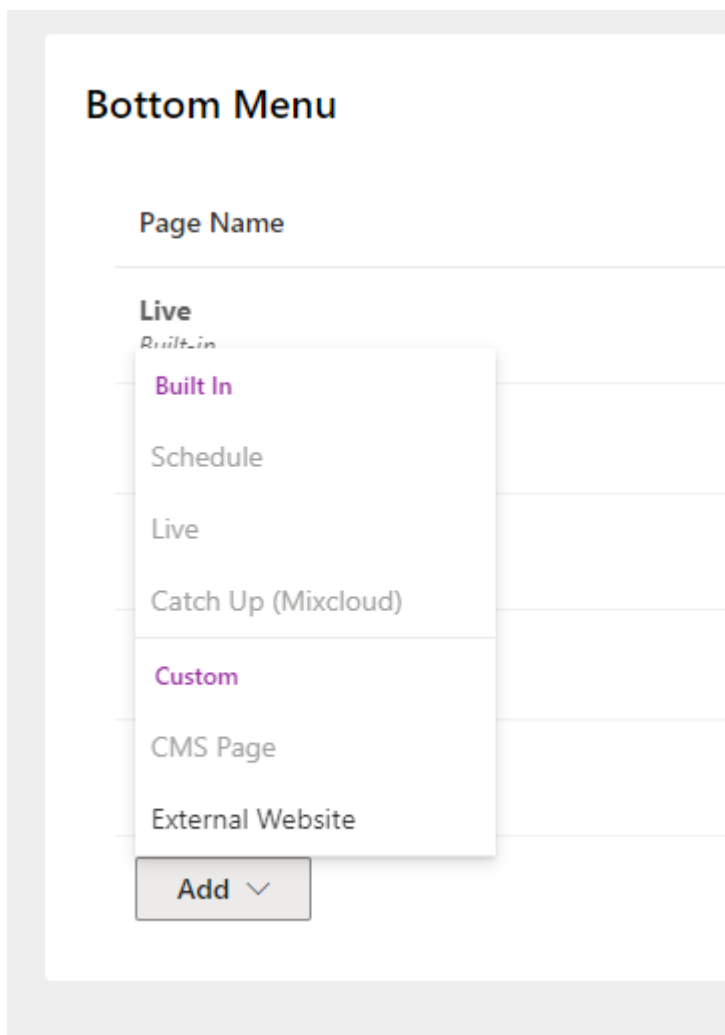
If you select **Edit** then you can change the **Label**, the internal or external page (**URL**) it is displaying and the **Icon** that will be used.



You can also **Delete** the tab from the same menu.

Adding a new option to the bottom menu

You can also add an additional option tab to the bottom menu using the **Add** button.

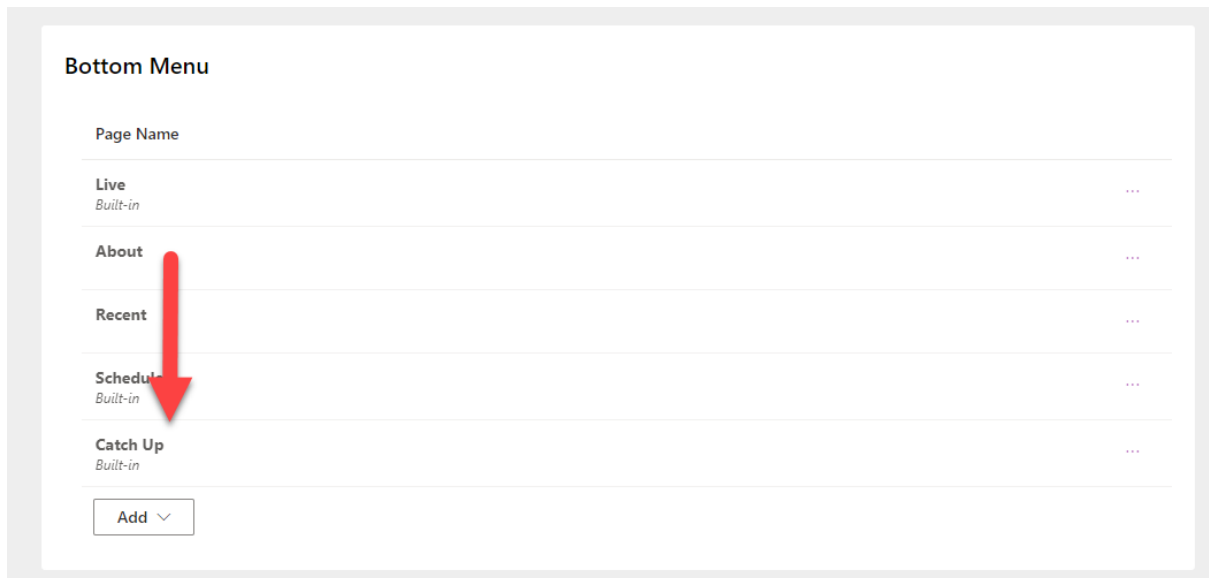


You can add the follow tab types:

- **Built In** – Uses a native app feature (Schedule / Live / Catchup) that will link to your Broadcast.Radio portal.
- **Custom CMS Page (website customers only)** – This allows you to display the content from any page within your Broadcast.Radio hosted website. The app will also strip header and footer information from the page and just display the content so it will appear like the content is 'in the app' not just displaying a webpage.
- **External Website** – This option allows you to display any external webpage. As a word of caution, you need to avoid pages that includes any way of processing payment (donate button etc) as this will prevent the app from being approved.

Changing tab order

You can also change the order that the options appear in the bottom tab in your app by dragging options up and down in the Bottom Menu section.



When you are happy with your changes, click on the **Save** button.

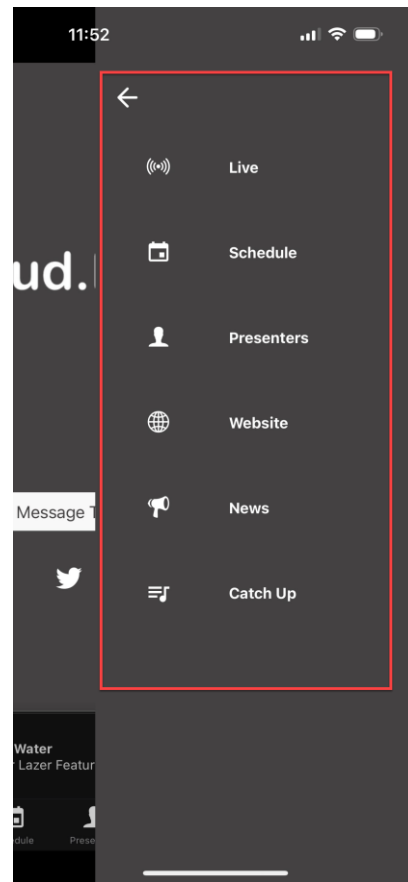
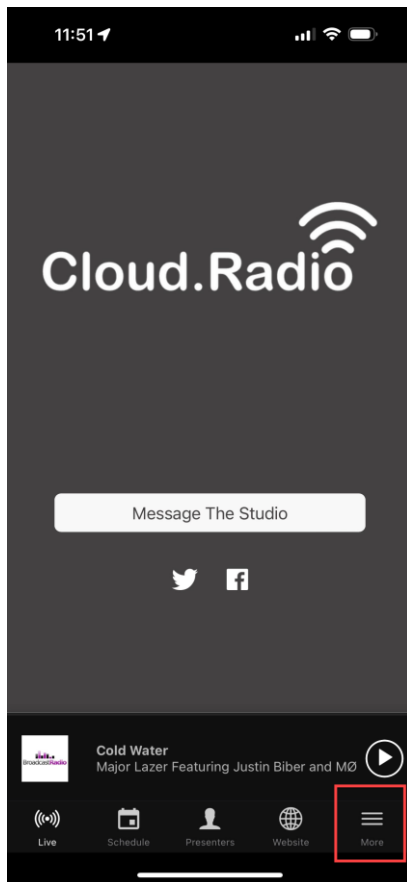
**Warning:** This will update your app in real time so saving changes will alter aspects of your app for listeners without them updating the app!

#### More Menu

Obviously, the more options to the bottom menu, you would soon run out of space. Rather than reduce the size of the icons, if the app detects that you have more options on the Bottom Menu than can be comfortably displayed on the device, it will automatically insert a 'More' option to the right which will show a full list of options from the bottom menu.

This Menu option can be expanded by the user to access the additional options.



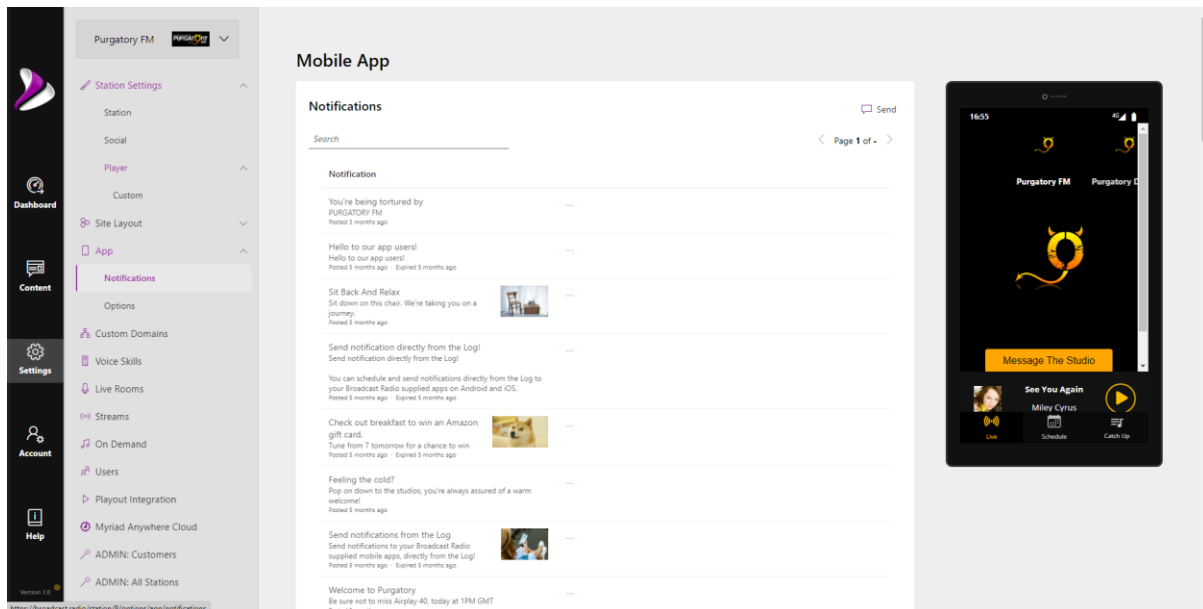


## Push notifications

You can use your mobile app to send notifications to anyone who has your app installed and has allowed notifications from the app.

To access the Notifications section follow these steps:

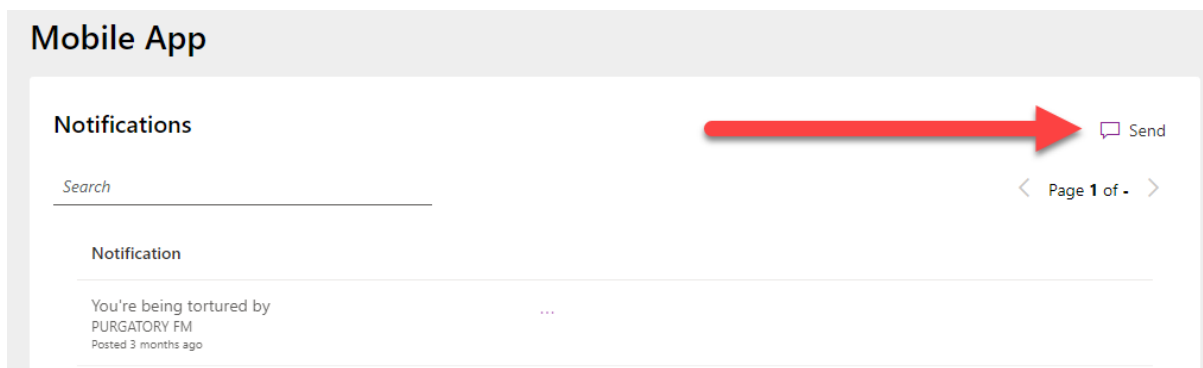
1. Login to Broadcast.Radio.
2. Click on **Settings > App > Notifications**.



This will display a list of recent notifications sent to your apps.

### Sending a new Notification

To send a new Notification to your app users, click on the **Send** button in the top right hand corner of the Notifications page.




This will open a **Send Notification** window which allows you to add the content for your Notification:

- **Notification Name** – Add a title for your Notification.
- **Text** – Add the text you want to include in your Notification.
- **Set Image** – Add a image from your Media Library or upload a new image.
- **Expiry Date** – You can add a date after which your Notification will not be displayed in your app.
- **Send** – Sends your Notification to mobile devices with your app installed (and Notifications allowed).

**Send Notification**

Notification title

Text \*



Expiry Date

After this date, the notification will stop being visible to members of the public.



## Multi-Station Apps

If you operate more than one radio station or you have multiple options within a single station (Hot / Hot Gold / Hot 80's etc) then our sales team ([hello@broadcastradio.com](mailto:hello@broadcastradio.com)) will be happy to discuss upgrading your mobile app to allow multiple stations within the same app.



The example above shows an app that has multiple Stations enabled within the single app. Users download and install the 'Purgatory FM' app but the app actually contains all the Purgatory FM sub brands (Purgatory FM, Purgatory Dance, Purgatory 80's & Purgatory 90's) and users can switch between each Station by simply swiping left or right in the Station Selector at the top of the app.

If you want to see how this works you can download the Purgatory apps using the links below.

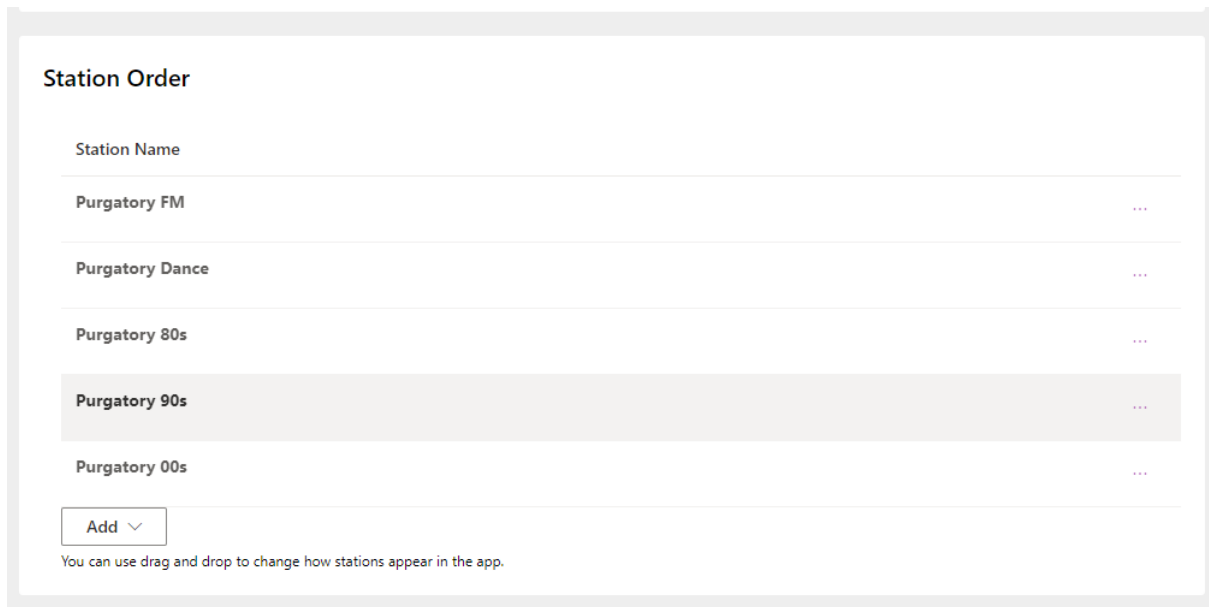
[Purgatory FM - Apps on Google Play](#)

[Purgatory FM on the App Store \(apple.com\)](#)

When a user switches between stations, the entire app switches to match the options for that station so you can set different background colours, logos and even bottom menu tab options per station.

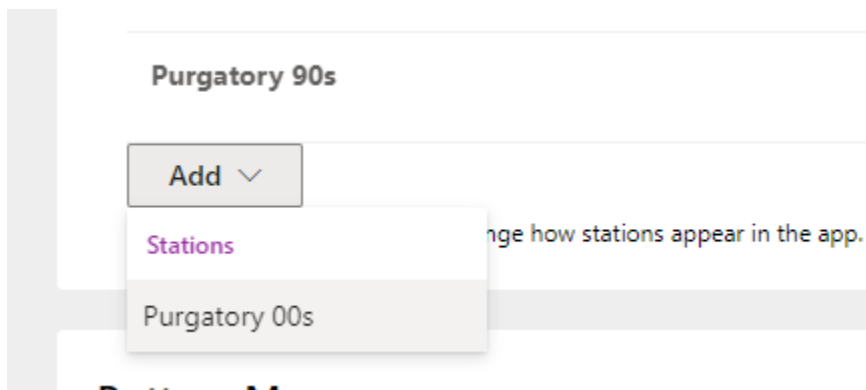
Once you have agreed a multi-station upgrade for your app, your main Station will become the master and we will setup a Broadcast.Radio account for each of your child stations or sub brands. This allows you to customise the options for each substation and retain the ability to have individual Web Players.

Under the **Settings > App > Options** section in your master station, you will see a new option section entitled **Station Order**.



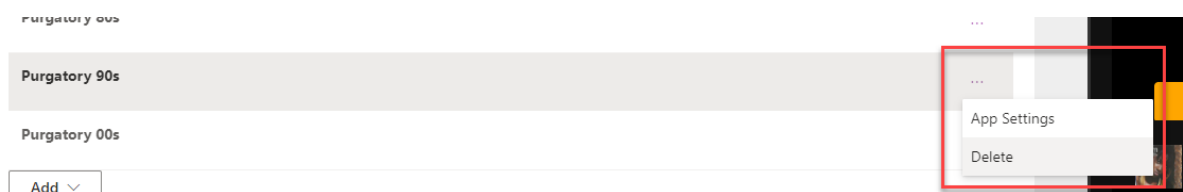
This allows you to alter the **order** of the Stations in your app by dragging and dropping them.

You can also add new Stations using the **Add** button. This will list all 'child' Stations available (and not yet displayed).



To add a Station, select it from the list.

You can also remove a Station from the list using the **Delete** option on the '...' menu.



You can also access the **App Settings** for that Station to jump straight to the App Settings page for that station.

When you are happy with your changes, click on the **Save** button.

## More help

As your mobile app shares much information with the wider Broadcast.Radio platform, you may find the help articles below helpful in completing your app setup.

- [Setup & Manage Your Streaming – Broadcast Radio Help](#)
- [Building & Editing Your Schedule – Broadcast Radio Help](#)
- [Setting Up Your Social Media Links – Broadcast Radio Help](#)
- [Playout Integration - Displaying 'Now Playing' information – Broadcast Radio Help](#)