

mfpc

**Studio
Booking &
Audio Export**

The Radio

STUDIO BOOKING

Book a recording session through CFMU's online schedule. A standard Ticket Stub Talks session is 90 minutes.

1. Go to upload.cfmuc.ca and select CFMU Schedule.
2. Select 1:30 Hour Studio. If it isn't visible, select Show more services. Choose CFMU Studio if prompted.
3. Choose an available date and start time that works for everyone recording. Check that the schedule is showing Eastern Time.
4. Enter your full name and email address, review the details, and submit the booking.
5. Check your confirmation email for the correct date and time. Keep it to manage the booking later.

To change or cancel a session, open the confirmation email and select Reschedule. Follow the options on the booking page. Cancel any session you no longer need so the studio is available to others.

AUDACITY EXPORT

Once the episode is ready, export it from Audacity and save it in CFMU's Sunday folder.

1. Select File → Export Audio → Export to Computer.
2. Give the file a title that includes the date the episode will air, rather than the recording date.
3. Save the exported audio in Shared → Common → Sunday.
4. Open the saved file and check that the audio plays correctly.