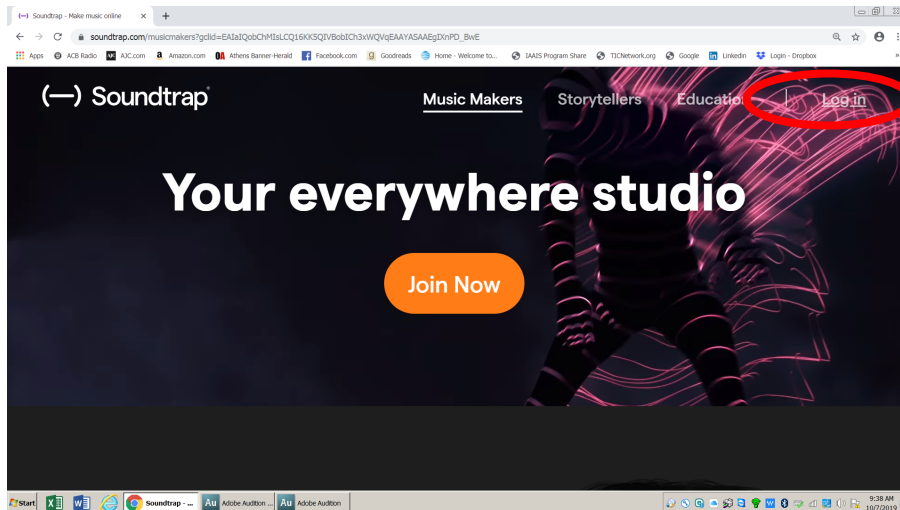
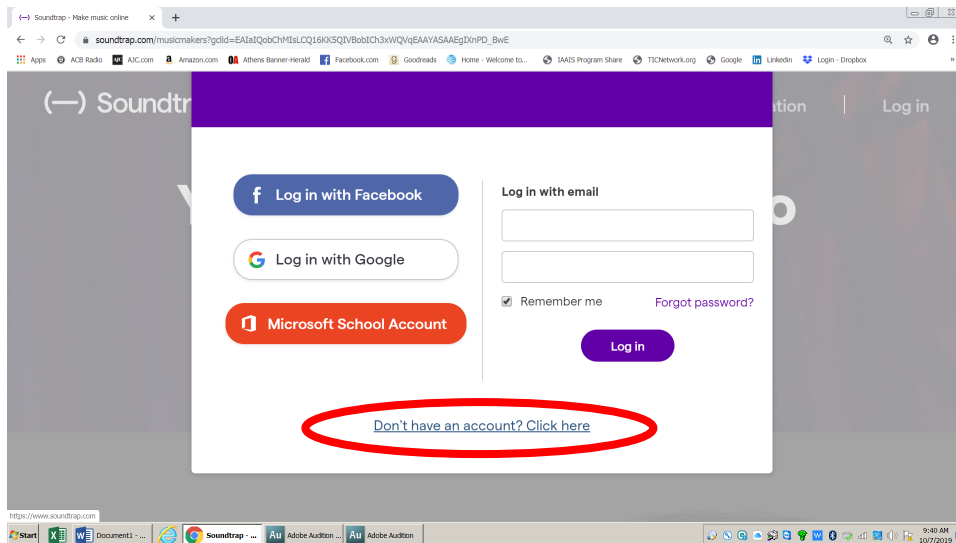


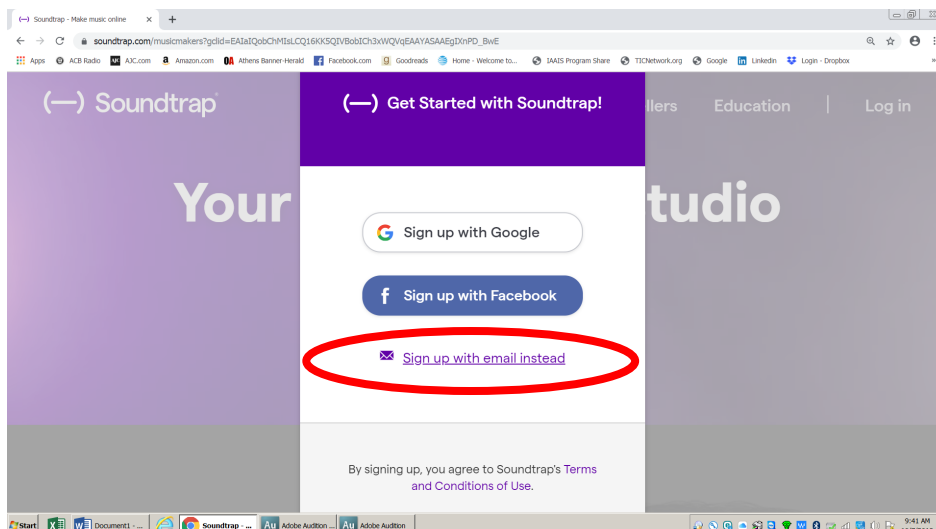
Step 1: Click on Log in



Step 2: Click on “Don’t have an account?”



Step 3: Enter your email for a new account (or Google or Facebooks)



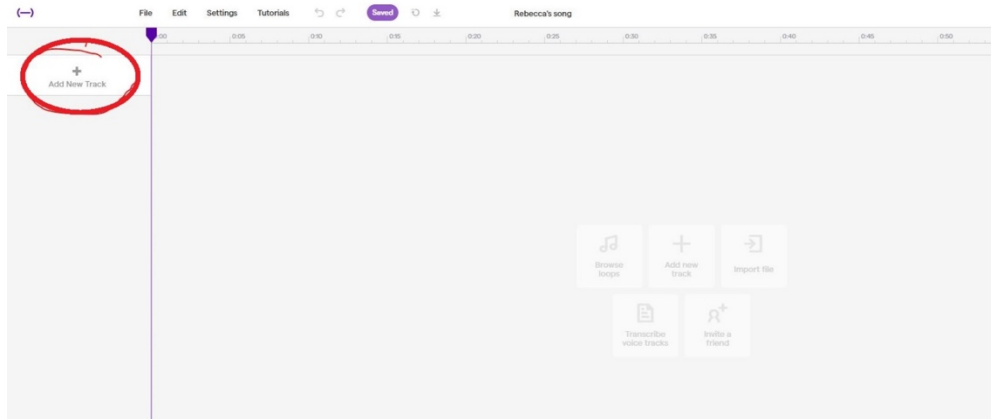
Step 4: Fill in your information—this will get you started with a free, basic account. No need to upgrade to a paid version. Soundtrap will send you an email verifying your account. Please do this before you record, or you will have limited ability to save. Be sure and check your SPAM folder.

Step 5: Click on the gear in the upper, right-hand corner you can click on "Edit Profile." Then you can click on "Privacy" and if you select the "Anyone can message me" option, the producers will be able to send you a message letting you know they received your program.

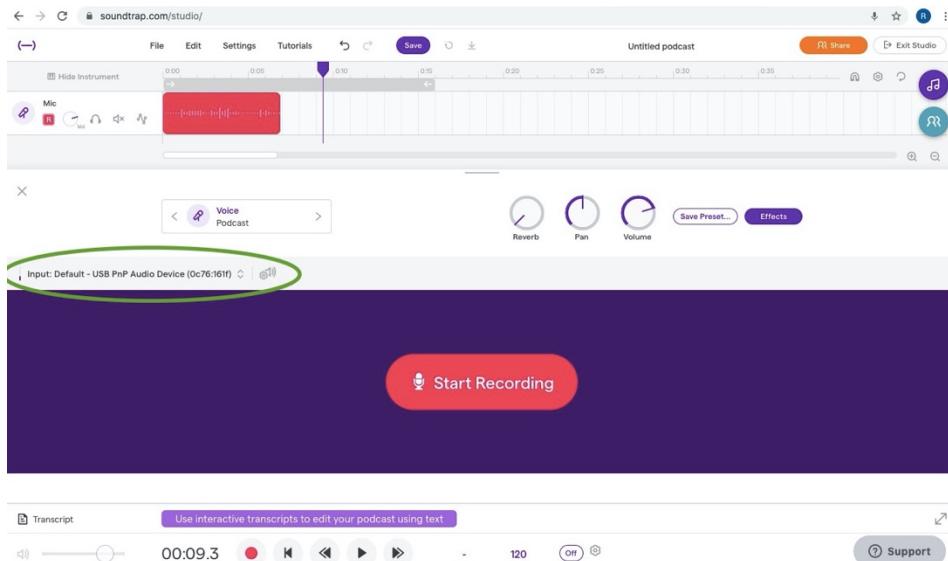
Step 6: To record your program, click “Enter studio.”

Step 7: Click on “Podcast

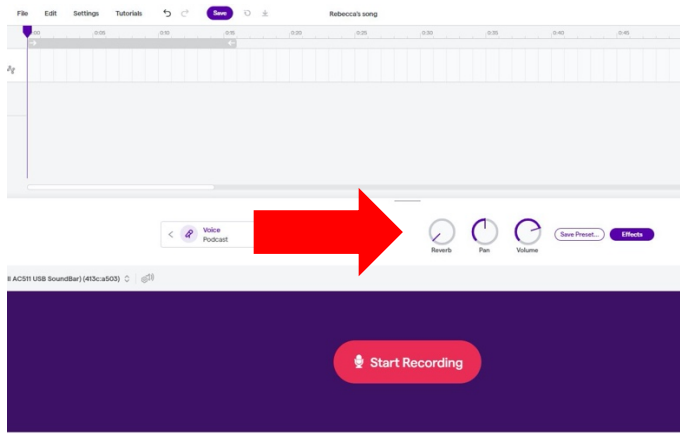
Step 8: Click on “Add New Track” in the Upper, left-hand side of the screen. Choose “Voice and Microphones” for the type of track.



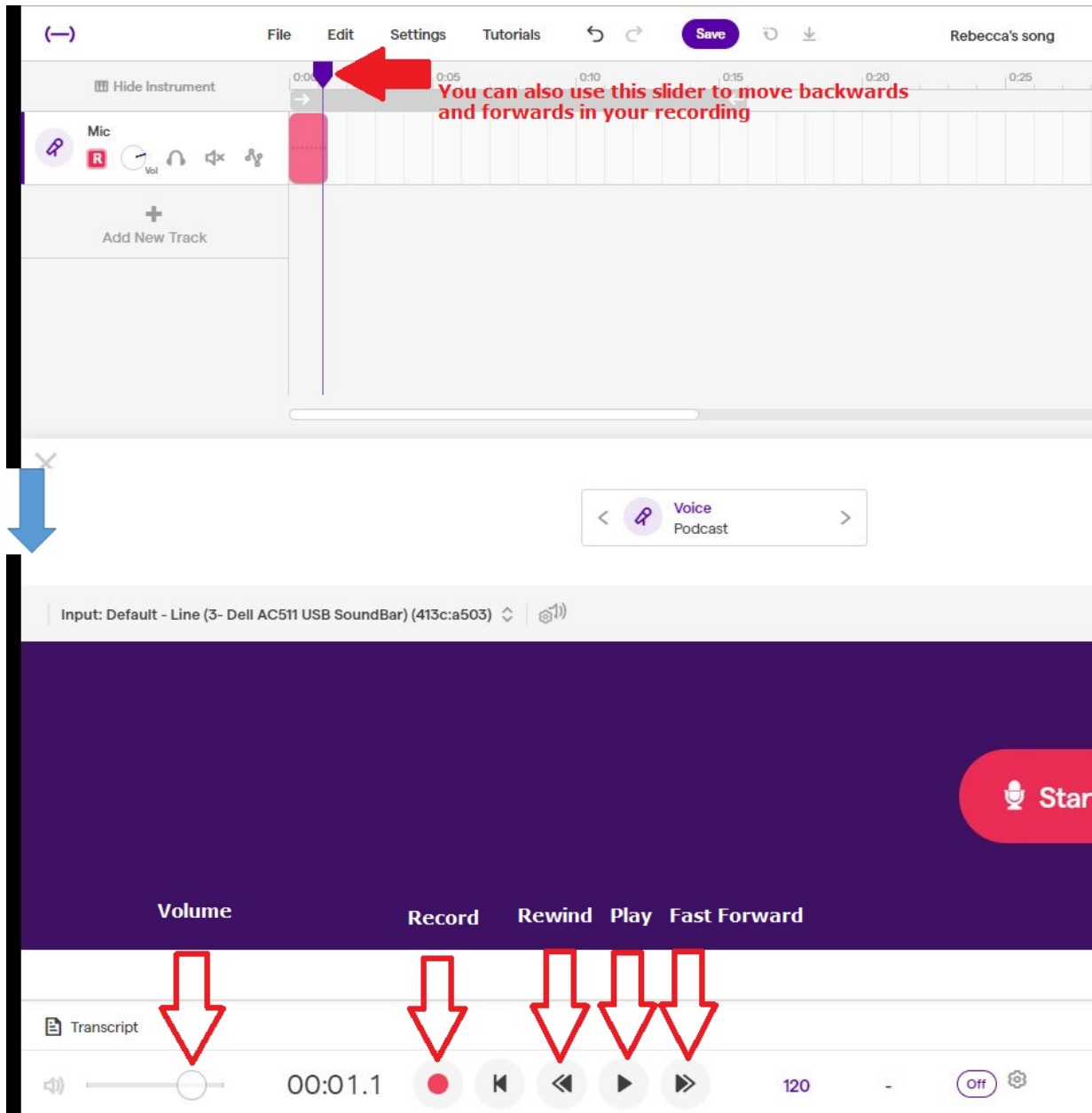
Step 8a: **Very important! Check that Soundtrap is using the correct microphone.** Look at your “input” (circled in green below) and be sure that it is using your USB or headset mic and not the computer’s internal mic. The internal mic is built into the computer and you might have to pull this down and choose your headset mic.



Step 8b: Check to make sure the reverb is turned off and then press “Start Recording” to record.

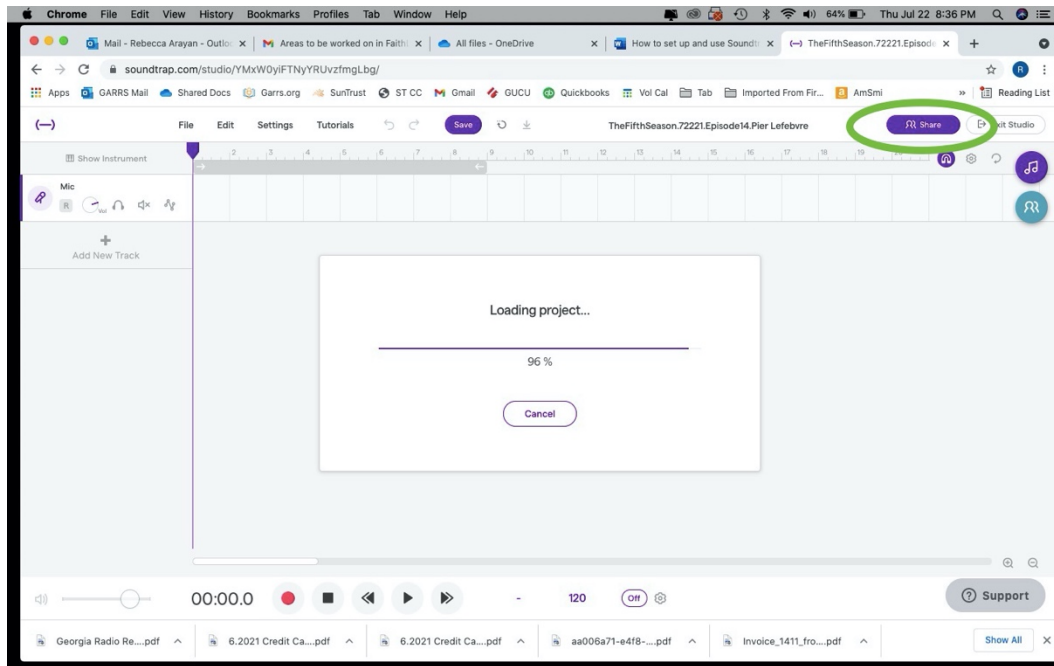


Step 9: Volume, Timer and Record, Rewind, Play, and Fast Forward are at the bottom of the screen.

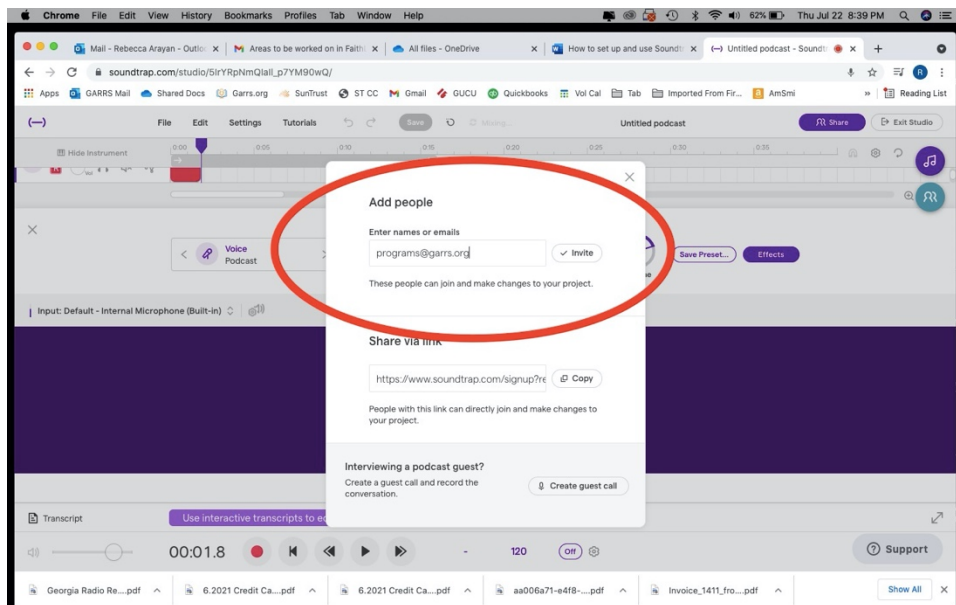


Step 10: When you are done recording, Click “File” at the top of the screen and “Save as...” Please the program name, your name, and the date the program will air (or book episode) as the name of the file

Step 11: Click on the purple “Share” button in the upper, right-hand corner next to “Exit Studio.”



Step 12: A box will pop up that says “Add People.” Enter programs@garrs.org in the box and click “Invite.” Be sure you spell the email address correctly—if it is incorrect, you will not get an error message and we will not know about your recording. We will then be able to access and download the recording.



Step 13: Click “Exit Studio” in the upper, right-hand corner. This will bring you back to the main “My Projects” page.

Happy recording! Please contact programs@garrs.org or wfrazier@garrs.org if you have issues or questions. And thank you for sharing your time and talent with GaRRS!