

## Recording

### Public Broadcasting option

To audio stream your meeting live, make sure that you've ticked the 'Public Broadcasting' checkbox in Audiominutes app settings (or unchecked it if not)

### Check Audio Level

After preparing your meeting check the level indicator (bottom right) to ensure it's fluctuating with changing volume and showing -15 db to -0db

### Backdoor link

When 'Public Broadcasting' is unchecked you can still listen into the audio by navigating to:

[http://live.audiominutes.com/\[Your Audiominutes ID\]](http://live.audiominutes.com/[Your Audiominutes ID])

Colleagues outside the meeting can use this link to ensure audio is being received and at a 'good' level.

### Speaker IDs (where applicable)

Make sure the Chairman switches their microphone on after the recording has started – otherwise their name won't show in the published recording

### Mute

Make sure the recording is muted for breaks or private/Part II items as it is technically possible to discover the feed and hear the recording even if public broadcasting is off

### Agenda Item tagging

Agenda items can be tagged out of sequence, or if missed, tagged later through the portal

### Publishing Meetings

The Audiominutes app displays past 7 days and future 30 days meetings. Within this time window meetings can be published via the app, outside this timeframe the Portal should be used.

## Portal

The portal is accessible at [www.audiominutes.com/portal](http://www.audiominutes.com/portal). Here you can tag/retag agenda items, publish and unpublish meetings and find 'real' links to the archived MP3 files

## Analytics

Go to [www.audiominutes.com/analytics/\[Your Audiominutes ID\]](http://www.audiominutes.com/analytics/[Your Audiominutes ID]) to view your listener numbers for the past three weeks (darkest line most recent)

## Broadcast Status page

Go to [www.audiominutes.com/broadcaststatus/](http://www.audiominutes.com/broadcaststatus/) and enter your Audiominutes ID to show broadcast status, peak and current listeners

## Browser Admin Page

Using this admin page you can see forthcoming events and tag chapters remotely from a web browser during meetings  
[www.audiominutes.com/admin/\[Your AMID\]](http://www.audiominutes.com/admin/[Your AMID])

## Focus

If you accidentally navigate away from the Audiominutes app, press the square button at the bottom of the tablet and you'll be shown all the programmes running – just tap Audiominutes and it will return to focus.

## Don't Panic!

If a 'Low Volume' warning appears after a couple of minutes and there is no obvious problem (loose or reversed connection etc.) pull the attenuator lead out of the tablet (which will then record using the tablet microphone with lower quality sound but at least the meeting will be captured to be made available later)

## Alternative Player Page

[www.audiominutes.com/p/player/player.html?userid=\[Your AMID\]](http://www.audiominutes.com/p/player/player.html?userid=[Your AMID]) mainly used by those councils not using CMS (mod gov/CMIS)

## Your Mute Messages

You can record your own bespoke mute messages – ask us for instructions.

## Directory

Navigate to [www.audiominutes.com/directory](http://www.audiominutes.com/directory) and find the link to your council. Drill down to meetings and there you'll find links to specific agenda items that can be shared with the public.

## Editing audio

Edit the file you want modified on the tablet, then save under the same name and upload to change audio

## Synchronisation

If your data connection has dropped during your broadcast, Audiominutes will give you the option to synchronise the file from your tablet with the file on our servers

## Twitter

Provide us with your twitter credentials and you can then set your tweet options from the settings menu (each item, or start and end of meeting only)

## Signposting

Ask us about the signpost widget to promote live and latest meetings on your websites