

# neo USER GUIDE



Neo.mx3.ch is a nationwide SRG initiative for contemporary and improvised music. The streaming platform allows Swiss musicians to present their activities and works on a profile page through sound, video, images and text as well as to integrate their latest news. All Swiss contemporary music representatives (organisers, festivals, ensembles) are also welcome to join and use the platform.

Neo.mx3 strengthens Swiss contemporary music's visibility on the web by linking musicians with the public, SRG broadcasters (SRF / RTS / RTR / RSI), promoters, festivals, music academies, researchers and international media.

The platform is collaborative and free of charge: simply create and shape your profile: this guide will walk you through the first steps.

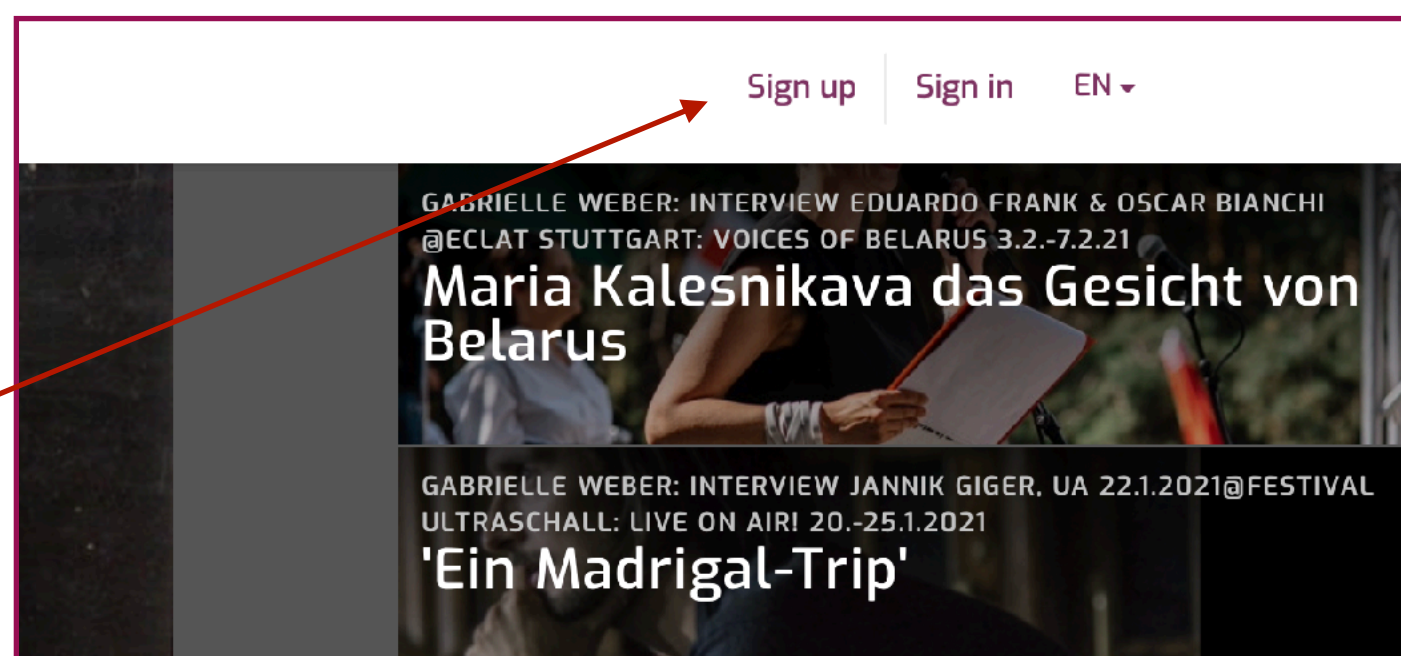
Join in: we look forward to hearing you!

Gabrielle Weber, neo.mx3 editor and curator / SRF 2 Kultur

## STEP 1: SIGNING UP

**NB:** Sign up, login and editing only on desktop.

1) click on "Sign up" top right corner on [neo.mx3.ch](https://neo.mx3.ch)



3) Enter first name + surname or name of ensemble/ orchestra/ festival/ organiser = **title and search term for your profile**

2) Select the type of profile you require

4) 'Genre': is used to make your music easier to find. If no suitable category is available, select 'Unclassified'. It can be customised later.

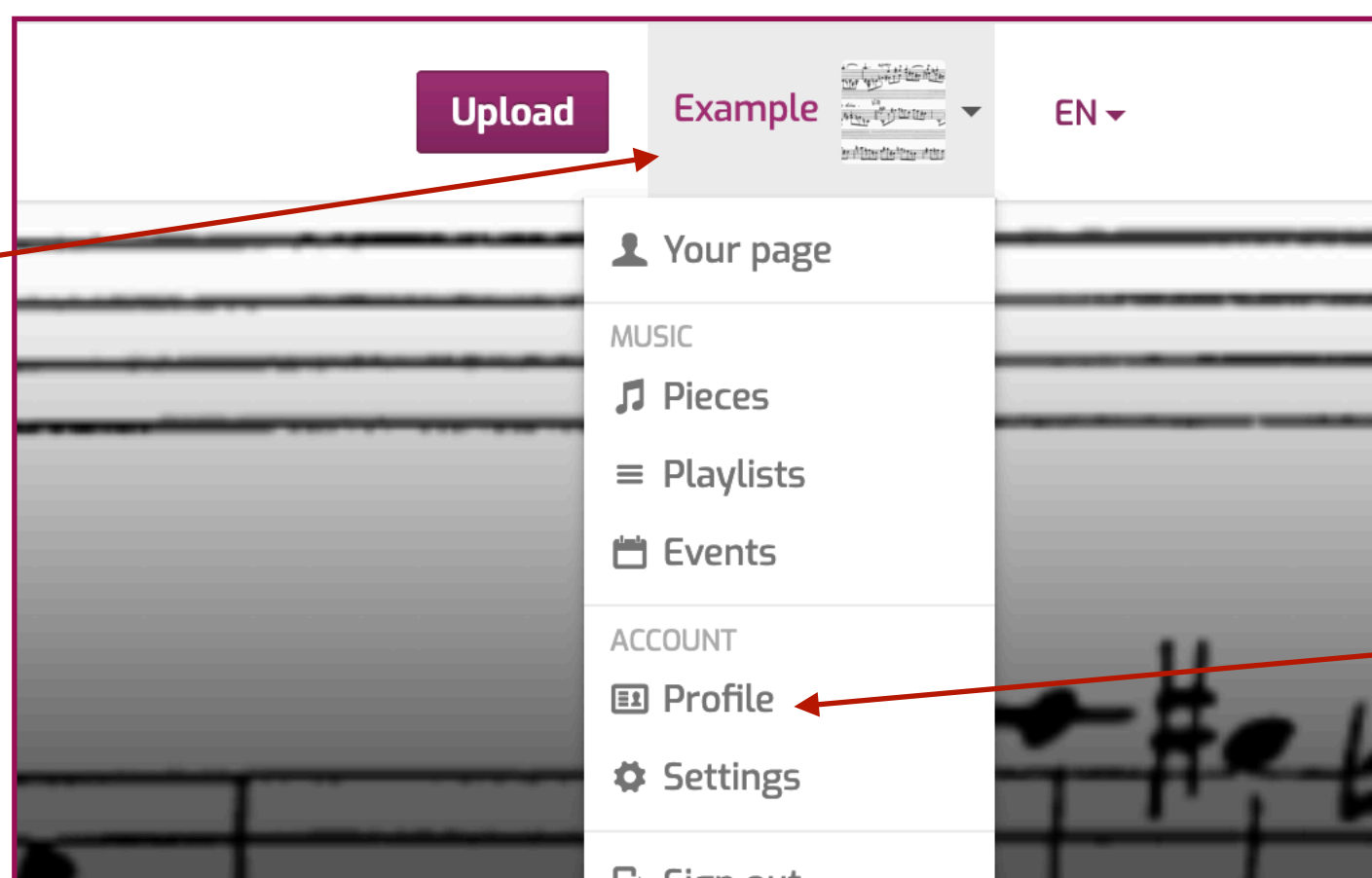
### PLEASE NOTE

After signing up, the system sends an activation link to the provided email address. If you don't get it after a few minutes, please check your SPAM folder.

(\*) = mandatory fields

## STEP 2: SET UP AND EDIT YOUR PROFILE

1) Top right: Open your **admin panel**



2) Click on **'Profile'** in the ACCOUNT section

### In Profile:

3) 'Photos': Upload pictures (from your own computer).

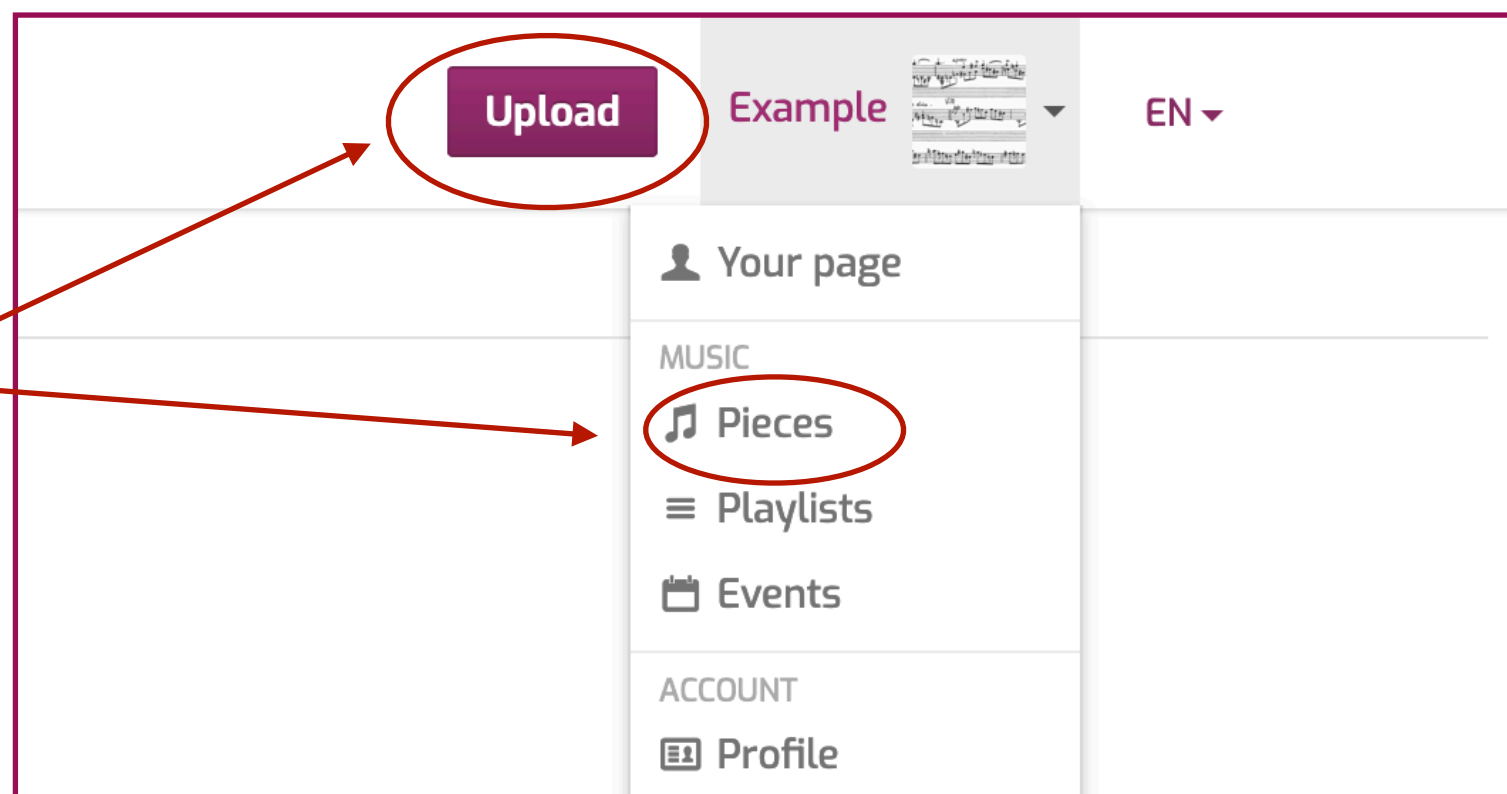
**If possible upload several pictures**

4) Check **'Genre'** and if needed specify your **'Individual music genre'**

5) 'Biography': add CV or description.

**If possible provide detailed information**

### STEP 3: UPLOAD AUDIO OR VIDEO FILES



1) Top right: Select **UPLOAD** or **'Pieces'** in the MUSIC section of your admin panel

#### In Pieces:

The screenshot shows the 'In Pieces' form. It includes the following fields and options:

- Genre \***: A dropdown menu with 'Select one' as the current selection.
- Tag**: An empty text input field.
- Language**: A dropdown menu with 'None/instrumental' as the current selection.
- Year of creation \***: A text input field containing '2021'.
- Label**: An empty text input field.
- Composers**: A section with a text input field containing 'frank|'. Below it is a dropdown menu showing suggestions: 'Andreas Eduardo Frank', 'Frank Martin' (highlighted in blue), and 'Patrick Frank'. A red arrow points from the 'Frank Martin' suggestion to the right-hand side text box.
- + Add interpreter**: A button.
- Lyrics author \***: An empty text input field.
- Director \***: An empty text input field.
- Arranger**: An empty text input field.

1) 'Year of creation': uploads will appear chronologically, latest on top

2) Enter composers and interpreters individually.  
If you are composer or/and interpreter > **don't forget to enter YOURSELF as well**

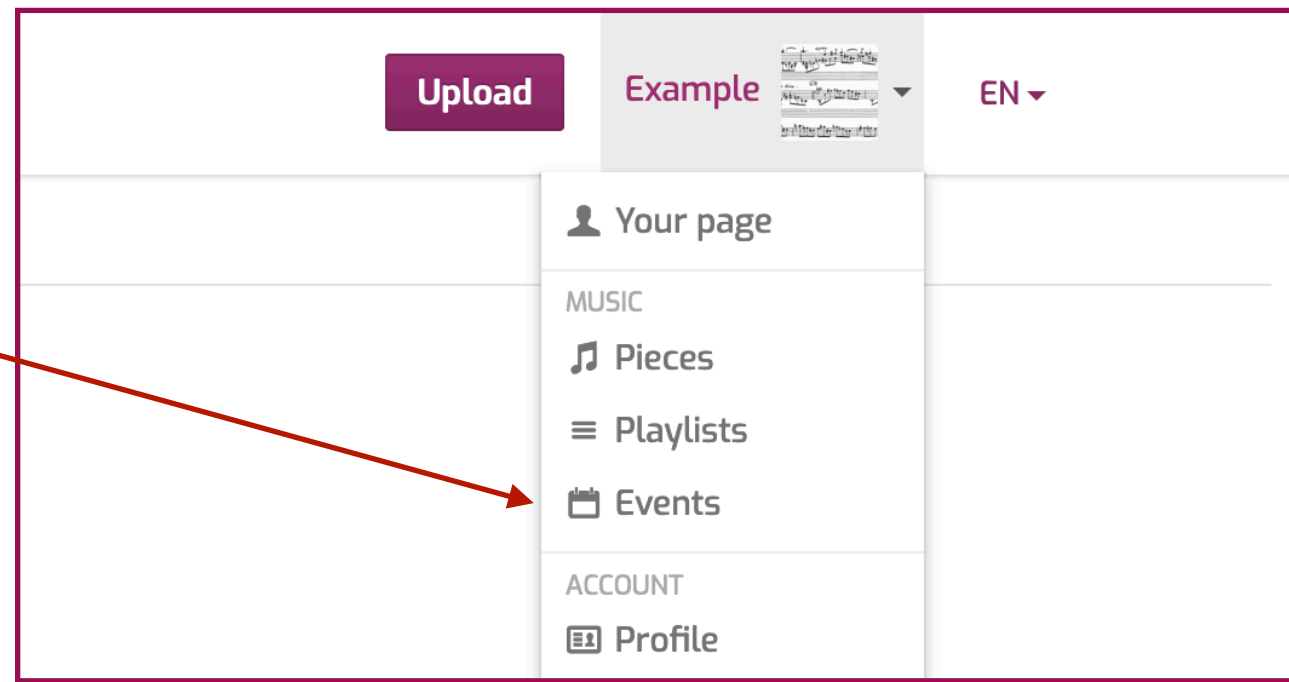
While typing, the system suggests existing profiles  
> **select the appropriate ones > save!**

#### PLEASE NOTE:

The system recognises whether the file is video or audio automatically.  
Please pay attention to the format: for audio MP3, WAV or AIFF / for video MP4, MOV, MKV or AVI and wait until encoding is completed.

## STEP 4: ADD EVENTS

1) Open 'Events' in the **MUSIC** section of your admin panel



**In Events:**  
add entry as artist

1) 'Stage name' = **Organiser/Festival:** Enter festival or organiser. Existing profiles are displayed. > Select

**Performance**

Flyer

Browse

Choose preferably a large image. It will be automatically resized.

Date \*

dd/mm/yyyy

Time \*

hh:mm

Stage name

Enter the first characters, all stages will be listed. If the stage is not registered, fill the d

Stage/club/festival info

Location

Country

Switzerland

Canton

Location url

2) 'Location' = venue: **specify exact place/ concert hall.**

3) If the event takes place **abroad**, indicate '**Country**' only (leave canton blank).

**In Events:**  
add entry as venue

1) 'Band name' = **Ensemble/ Interpreter:** Enter ensemble or interpreter. Existing profiles are displayed. > Select

**Performance**

Flyer

Browse

Choose preferably a large image. It will be automatically resized.

Date \*

dd/mm/yyyy

Time \*

hh:mm

Band name

Name

Description

**PLEASE NOTE**

All entries can be modified, updated or deleted at any time.