Archiving broadcasts

1. Locate the broadcast file on the computer. This will be in the Nicecast Broadcast Archive or Audio Hijack folders pinned on the left side of the Finder window.
2. Open Audacity
3. In Audacity, click "Open" and find the file, which will have a similar filename to one of the following:
   a. Nicecast Broadcast Archive
   b. Audio Hijack
4. Within Audacity, take out any pregame, halftime, and postgame music, or any other breaks in which you played music.
   a. You can do this by highlighting the portion that you want to get rid of and either right-clicking and selecting "cut" from within the context menu, or using the keyboard shortcut CTRL + X (Windows) / CMD + X (Mac).
5. Once you're done taking everything out that you don't want, you're ready to export!
   a. In the title menu, go to file -> Export as -> and select MP3
6. Once that's done, you're ready to upload the file to our account on the internet archive.
   a. Open Safari and head to archive.org
   b. You should already be logged into an account named "KCSB Sports Broadcasts"
      i. If not, contact the Sports Director and they'll log the computer back in
   c. Click the new upload button in the top right corner.
   d. Click on "Upload files"
   e. Click on "Choose files to upload"
   f. Within the Windows Explorer (Windows) or Finder (Mac) dialog box, find the file and click "open"
   g. Fill out the file information. There's four things that are important to fill out:
      i. Page title: title the item with the following formula: "Sport abbreviation" "vs/at" "Opponent" "Month-day-year"
         1. Example 1: You did a men's basketball game vs Cal Poly on January 15, 2019. Title it "MBB vs Cal Poly 1-15-19"
         2. Example 2: You did a women's soccer game at UC Irvine on November 11, 2018. Title it "WSOC at UC Irvine 11-11-18"
            a. Sport abbreviations are as follows:
               i. MSOC = Men's Soccer
               ii. WSOC = Women's Soccer
               iii. WVB = Women's Volleyball
               iv. MBB = Men's Basketball
               v. WBB = Women's Basketball
               vi. MVB = Men's Volleyball
               vii. BSB = Baseball
               viii. SFT = Softball
               ix. FB = Football
      ii. Description: Don't worry about putting much in here. Add a general description and insert the score if you'd like. MAKE SURE TO type the names of the broadcasters that did the game.

1. Example: (For a MBB game vs Cal Poly) Men's basketball vs Cal Poly. Arthur Wilkie, Brandon Victor, Aidan Wirshing on the call.
            iii. Subject Tags: IMPORTANT: Whatever you do, make sure you include the names of the broadcasters that did the game here as well. Separate the tags by using commas.
                    1. Example: (For a MBB game vs Cal Poly) UCSB, NCAA, MBB, Arthur Wilkie, Brandon Victor, Aidan Wirshing
            iv. Date: Fill in the date of the broadcast.
            v. Everything else you can leave blank or unchanged!
    7. Click "Upload and Create Your Item"
        a. Wait for the upload to finish before closing the tab. Once that's done, you're all done!

Archiving radio shows

    1. Navigate to aircheck.kcsb.org/FMchecks/ in your browser.
    2. Click on the date that the show aired. For our purposes, we'll be retrieving a show that aired from 7:30-10 PM on Thursday.
        a. To do this, we'll click on the bullet that says "FM_THUR/"
    3. Navigate to the date that the show aired on. You'll see that the links are split up by hour in a 24-hour block.
    4. Find the hour that the show began in.
        a. For instance, if the show began at 7:30PM, that would be 19:30 on a 24-hour clock. Look for "FMCheck_MONTH_DAY_YEAR_19.mp3
    5. Repeat Step 4 for any other hours that the show took place in.
        a. For a 7:30-10PM show, you're going to want FMCheck_DATE_19, 20, 21, and some of 22 depending on how much the show went into the 10 o'clock hour.
    6. Open Audacity
    7. Within Audacity, click "File" in the title menu, then "Open" within the context menu.
    8. Highlight all of the parts of the show or click them one-by-one while holding down CTRL (Windows) / CMD (Mac) and click "Open" in the bottom right corner of the Windows Explorer (Windows) / Finder (Mac) window.
        a. This will open all of the files and put them onto different tracks in Audacity.
    9. To put the show in order, zoom out on the timeline by either clicking the icon with the magnifying glass with a minus inside of it or pressing CTRL + 3 (Windows) / CMD + 3 (Mac).
    10. Then, switch from the selection tool to the Time Shift tool by either clicking on the ⟷ icon or pressing F5 (Windows/Mac).
    11. Then, click and drag the track that you want to connect to the beginning track up or down to the end of that track. It should snap into place.
        a. Example: The top track in the window is part 1 of the show. Zoom out to have more space to work with. Then, use the Time Shift tool to drag the track below it to the end of the first track, and then continue holding it to drag it up to the top track.
    12. Repeat step 11 until the show is put in order. You can connect tracks to each other by clicking on the black bar in between the end of one track and the beginning of another.

13. TO TAKE OUT PORTIONS OF OTHER SHOWS THAT MAY HAVE TAKEN PLACE IN THE HOUR(S) YOU'VE SELECTED:
    a. Do this by highlighting the portion that you want to get rid of and either right-clicking and selecting "cut" from within the context menu, or using the keyboard shortcut CTRL + X (Windows) / CMD + X (Mac).
14. Once that's done, you're ready to export!
    a. In the title menu, go to file -> Export as -> and select MP3
15. To upload the show to the Internet Archive, follow steps 6 and 7 from "archiving broadcasts"