Getting Started on BlogTalkRadio
A Step-by-Step Guide for New Hosts

Welcome to the BlogTalkRadio community. We make it easy for you to host a live, internet radio show and share it across the web. To help you get started, we have put together an overview of the most important steps to take. All of the **blue text below** will link you to important pages and resources.

STEP 1: Make sure your show profile is complete

Using the link below you can upload your profile image, create a compelling show description and display title, showcase links to you other social networking profiles and more. **Manage your profile**

STEP 2: Learn how to host your show

Screencast Tutorials:
View our screencast tutorials to learn how to best use BlogTalkRadio to host your show:
Schedule a show
Use your studio

Weekly Live Training:
Each week the BlogTalkRadio Team hosts a training session for new free and premium hosts:
Attend Live Training Wednesday's at 1:oopm EST

STEP 3: Schedule a Test Show

We recommend setting up a test show on your account to get acclimated with the features. To schedule on BlogTalkRadio follow these simple steps:

1) Login to you BlogTalkRadio Account.
2) Go to →Schedule Show.
3) Schedule your show! Make sure to choose "Test" under Maturity when scheduling. This will keep your test show on your host profile page only. Click "Submit."
4) Approximately 15 minutes prior to your scheduled show, login, go to →Studio.
5) Your switchboard will have all of the information you need to begin your show. Using a telephone or VOIP system, dial into the host dial in number located on the left side of your switchboard, then enter your pin number, also located on the left side of your switchboard.
6) Any guests or co-hosts will want to dial into the guest number, located on the top left of your switchboard.
7) Host your show.
8) When you are done simply hang up and see what you think on your host profile!

STEP 4: Schedule Your First Live Show

As a Host on BlogTalkRadio, you can schedule a show using the link below. **Schedule an episode**

Here are some helpful hints when scheduling episodes:

1) Create unique, compelling titles for each episode
2) Remember to include keywords in your episode's title and description that best describe your show and help listeners find your content through the search engines.
3) Make sure to include five unique keywords

Additional Host Resources

Here are a few links to additional resources that can be helpful as you get started:

Frequently Asked Questions by Hosts
BlogTalkRadio Learning Center
BlogTalkRadio Host Forum

Tips and Tricks Articles

Hosting Your Show
Calling in to Host Your Show
Managing Your Chat Room
Taking Live Callers on Your Show
Co-Hosting Tips
How to Engage Listeners
How to Book Great Guests

Marketing Your Show
10 Marketing Tips from Top BlogTalkRadio Hosts
Building Listeners for Your Show
Using Social Media to Promote Your Show
> **Part 1**
> **Part 2**
> **Part 3**

Learn more about Premium Services.

WHAT ARE KEYWORDS AND WHY ARE THEY SO IMPORTANT?

Did you know that how you describe your show has a connection to how many listeners come on board? Your host page, and all of its contents, is picked up by search engines and viewed by people searching through our programming guides. So it's in your best interest to use the words or "keywords" that people might use to search for your content.

Here are a few articles that can help you supercharge your content for search.

Need Additional Help?
We are here for you. **Click here** to contact us.