

Everything Spinlist can do

Live song voting, weddings, music prep, DJ teams and the gig window — all managed from one place: **My Events**.

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1. Getting started

Spinlist lets your guests vote for the songs they want to hear, live, from their phones — and gives you a ranked list to play from. It also includes full wedding planning and a music-prep tool that matches requests against your own library.

Create your account

- 1 Go to www.spinlist.co.uk and sign up with your email and a password.
- 2 You start on a free trial so you can try everything.
- 3 When you're ready, choose a plan from the Pricing page.

One account, every device

Everything you make — Quick Events, weddings, branding, your music library — lives under your account. Your name sits at the top of every page; tap it to reach your Account settings, where you can also log out.

2. Your plan & billing

Spinlist has four paid tiers. You can upgrade, downgrade or cancel any time from Account > Manage billing.

Plan	Best for	Key features
BASIC	Solo DJs starting out	Custom branding · PDF setlist export
PRO	Working DJs	Everything in Basic · CSV · Playlist export · Music Prep
PRO WEDDING	Wedding DJs	Everything in Pro · Full wedding planning · Email invites
PRO WEDDING MULTI-OP	DJ agencies / teams	Everything in Pro Wedding · Add & assign sub-DJs

Payments are handled securely by Stripe. Music Prep is included on every paid tier except Basic.

3. My Events: your hub

Everything you run lives in one place — **My Events**. Quick Events (live song voting) and weddings sit together in a single list, newest first.

The action buttons

- **+ New Quick Event** — start a live song-voting event (everyone).
- **+ New wedding, Music templates, Questionnaire templates** — appear if you're on Pro Wedding or above.

Each card

- A **Quick Event** card lets you open its leaderboard, grab the link/QR and export the setlist.
- A **wedding** card has **Open wedding** and, where available, **Prep**.

No more separate tabs

There's no longer a separate Create or Wedding Planner tab — you make and open everything from My Events. It keeps the whole app in one tidy place.

4. Running a Quick Event (live song voting)

Create the event

- 1 From My Events, tap **+ New Quick Event**.
- 2 Give it a name, pick the type and set the date.
- 3 Choose how many votes each guest gets and, if you like, a voting deadline.
- 4 Save — you'll land on the host dashboard for that event.

Get guests voting

- Share the event's QR code or link — guests scan it, no app or login needed.
- Guests search live from your chosen catalogue (Spotify or Apple Music) and vote for the tracks they want.
- Your leaderboard ranks songs by votes in real time.

On the night — you're in control

- Work down the ranked list, marking songs played as you go.
- **Add a song yourself** — tap ■ Add a song to drop in a booth request, with a starting vote count so it lands where you want.
- **Nudge the list** — use **-1** to knock a vote off a song, or **X** to remove a joke or duplicate.
- Lock or close voting whenever you want the list to stop changing.

Guest requests

Turn on live guest requests so people can suggest tracks on the fly. You'll see who requested what, and can mark requests played once you drop them.

5. Your guest search catalogue

You choose which catalogue everyone searches — **Spotify** or **Apple Music**. Set it once under **Account** → **Guest search catalogue** and it applies everywhere.

What it controls

- **Guest voting** — the songs guests see when they search at your event.
- **Your own add-song search** — when you add a track from the dashboard.
- **The couple's picks** — what they search when filling in their wedding blocks.
- **The export button** — with Apple Music selected, your events get one-click Export to Apple Music.

It's a master switch

Change it and it applies straight away, to every event — old and new. Nothing to set per-event.

Switching mid-event

Songs keep the catalogue they were voted from. If you switch part-way through you may end up with a mix — so when you export, Spinlist tells you how many songs came from the other service and offers to export the matching ones. To move everything across services, use the playlist export tool.

6. Exporting your setlist

- **PDF setlist** — a clean, branded run-sheet of the voted songs (all paid tiers).
- **CSV export** — a spreadsheet of the setlist, with vote counts, for your records (Pro and above).
- **Apple Music export** — push the voted songs straight into a new Apple Music playlist, in one click (Pro and above).
- **Playlist export tool** — download a clean playlist file and import it into Apple Music, Tidal or another service. Works from any catalogue.

One-click Apple Music export

If your guest search catalogue is set to **Apple Music** (section 5), your events show an **Export to Apple Music** button. Click it, sign in to Apple when they ask, and the voted songs land in a new playlist in your Apple Music library.

- You'll need an active **Apple Music subscription** — that's Apple's rule for adding to a library. (You'll have one anyway if you stream in Serato or rekordbox.)
- Exporting to a different Apple account? Hit **Switch Apple account**, then export again.
- Big events are handled automatically — songs are added in batches so nothing gets dropped.

The playlist export tool (any service)

Open **Export playlist** and download the playlist file — a clean CSV of titles and artists. Upload it to the playlist tool and send it to **Apple Music**, **Tidal** or another service. Use this for Tidal, or when you want the songs somewhere other than the catalogue they were voted from.

Branded PDFs

Your event PDF automatically uses your brand colour, logo and tagline in the header. If a sub-DJ runs the event, it still uses your company branding.

7. Branding your events

Under Account › Branding you can set:

- Your logo (shown on guest pages and PDF exports).
- An accent colour that themes your guest voting page and PDF headers.
- A short tagline.

Branding is available on all paid tiers and follows the event owner — so your whole team produces consistently branded material.

8. Weddings

Available on the Pro Wedding tiers, weddings give you and the couple a shared space to build their day's music. You create and open them straight from My Events.

Set up a wedding

- 1 From My Events, tap + **New wedding** and add the couple's names and date.
- 2 Build music blocks (Ceremony, First Dance, Evening Party...), each with a capacity.
- 3 Add a timeline and attach a questionnaire from your templates.
- 4 Share the invite code or link so the couple can log in and choose their songs.

Open a wedding

Tap **Open wedding** on its card in My Events. Inside are three tabs — **Music**, **Timeline** and **Questionnaire**.

Handy tools

- **Preview couple's view**, **Edit answers**, a branded **PDF run-sheet**.
- Your **DJ card**, **per-block playlist export**, and **Prep** (section 13).

Templates

Music templates and **Questionnaire templates** (from My Events) let you build reusable block layouts and question sets, so a new wedding starts from your standard set-up.

Couples get their own login

Couples sign up with your invite code and see a simple, focused version — just their music, timeline and questionnaire. No DJ tools, no clutter.

9. Song-choice deadlines (lock dates)

Give yourself time to prepare by setting a deadline after which the couple can no longer change their choices.

- Set a Song choice deadline (by default 14 days before the wedding).
- Override it with your own date, or clear it entirely.
- After the deadline the couple can't edit — but you always can.
- The couple sees a reminder before, and a locked notice after.
- The deadline is included automatically when you copy the invite.

10. The questionnaire

Build reusable questionnaire templates from the **Questionnaire templates** button in My Events. Question types include text, yes/no, single choice, checklist and section headers.

- Attach a template to a wedding and the couple fills it in.
- Tick **Gig window** on any question to surface its answer in your live gig window.
- You can edit the couple's answers yourself at any time.

Re-using templates

Changing a template's gig-window ticks updates your existing weddings automatically — no need to re-apply it to each one.

11. Notifications

A **bell icon sits next to your name** at the top of every page, so you'll see activity wherever you are in the app.

- When a couple updates their songs, timeline or answers, you're notified.
- If you run a team, a sub-DJ is notified the moment you **assign** them a job — and gets the couple's updates for weddings they're running.
- Tap the bell for a running history; an unread count shows on the bell itself.

12. The Gig Window

Your at-a-glance control panel for the night — key details, running order and music, in one floating window beside your decks.

- In a wedding, tap **Gig window** — it pops out and can go on a second screen.
- Three tabs: **Info** (flagged questionnaire answers), **Timeline**, and **Music** (mark played, copy title/artist).

Get the Gig Window app

The free Spinlist Gig Window app floats above your DJ software natively — sign in, tick Keep me signed in, pick tonight's gig, done. Get it from the Apps page.

13. Music Prep & the desktop app

Prep matches requested songs against your **own** library, so you know what you own and what to find — then exports a playlist for your DJ software. On every paid tier except Basic; sub-DJs get it on their assigned jobs too.

Set up your library (once)

- 1 From Prep or Account, download **Music Manager** — Mac or Windows.
- 2 Open it, log in, and tick **Keep me signed in**.
- 3 Choose your music folder. It scans and syncs the track list to your account.
- 4 Every event and wedding now matches against your library automatically.

Your privacy

The app only sends your track list and file locations — never your actual music files. Your songs never leave your computer.

Missing-songs report & exporting

- Each song shows as Found or missing, so you can fill gaps before the gig.
- **Copy the missing songs** — per block or whole wedding — to paste into your music provider.
- **Report of missing songs** — a clean, printable list grouped by playlist, to print or save as PDF.
- **Export a .m3u playlist** for Serato, rekordbox, Traktor and more.

Why the desktop app?

A browser can't see the real folder location of your files, so browser-built playlists import empty. The app reads the true file paths your DJ software needs.

14. Crate Converter (Serato)

If you use Serato, the free **Spinlist Crate Converter** turns the .m3u playlists Prep exports into Serato crates, ready to load.

- Download it from the Apps page (Mac).
- Drag your .m3u / .m3u8 playlists onto the window.
- It writes crates straight to your Serato Subcrates folder and flags missing tracks.

Before you convert

Quit Serato first, run the conversion, then reopen Serato to see your new crates.

15. Your DJ team (multi-operator)

On Pro Wedding Multi-Op you can add other DJs and assign them events and weddings, all from the **My DJs** page.

- **Create a login** for a DJ (a managed sub-account), or **link an existing account** by email.
- Give each DJ a profile — photo, bio, links — shown on the couple's Your DJ card.
- Assign a job; it appears in their account and PDFs still carry your branding.
- Assigned DJs are notified straight away and get Music Prep on their jobs.

Sub-accounts vs independent DJs

A managed sub-account only runs jobs you assign — it can't create its own events. If a DJ needs their own events, ask us to make their account independent (they stay on your team).

16. Email invites (Resend)

On the wedding tiers you can email couples and DJs from your own address by connecting Resend under Account > Email invites.

- Add your Resend API key and a verified from address (stored securely, never shown again).
- Send a test email to check it works.
- If Resend isn't connected, the invite buttons open your own email app instead.

17. System status

Wondering whether a problem is you or Spinlist? Check the **System status** page — there's a button on your Account page, or go to spinlist.co.uk/status.

- **Web server** and **Database** — the app itself and your events data.
- **Spotify search** and **Apple Music** — live song search. If one is rate-limited it shows **Degraded**, and the other covers.
- **Public demo** — the shareable demo event.

Before you panic mid-gig

If guest search feels slow, glance at the status page. A Degraded flag means the music service is throttling us — searches still work, just via the other catalogue.

18. Quick troubleshooting

If...	Try this
A guest can't vote	Check voting isn't locked or past its deadline, and they're on the current link/QR.
Branding isn't on my PDF	Set your logo and colour under Account > Branding.
The gig window is empty	Tick Gig window on your questionnaire questions and save the template.
I'm not getting notifications	The bell sits next to your name. For a wedding, log in as the owning or assigned account.
Where's the Create tab gone?	Everything's now under My Events — use + New Quick Event or + New wedding.
How do I log out?	Tap your name (top of any page) to open Account, then Log out.
My exported playlist imports empty	Set up your library with Music Manager — the browser can't read real file paths.

Need a hand? Get in touch through the [Contact](#) page. · [Spinlist](#) · www.spinlist.co.uk