

# Creating & Editing Playlists

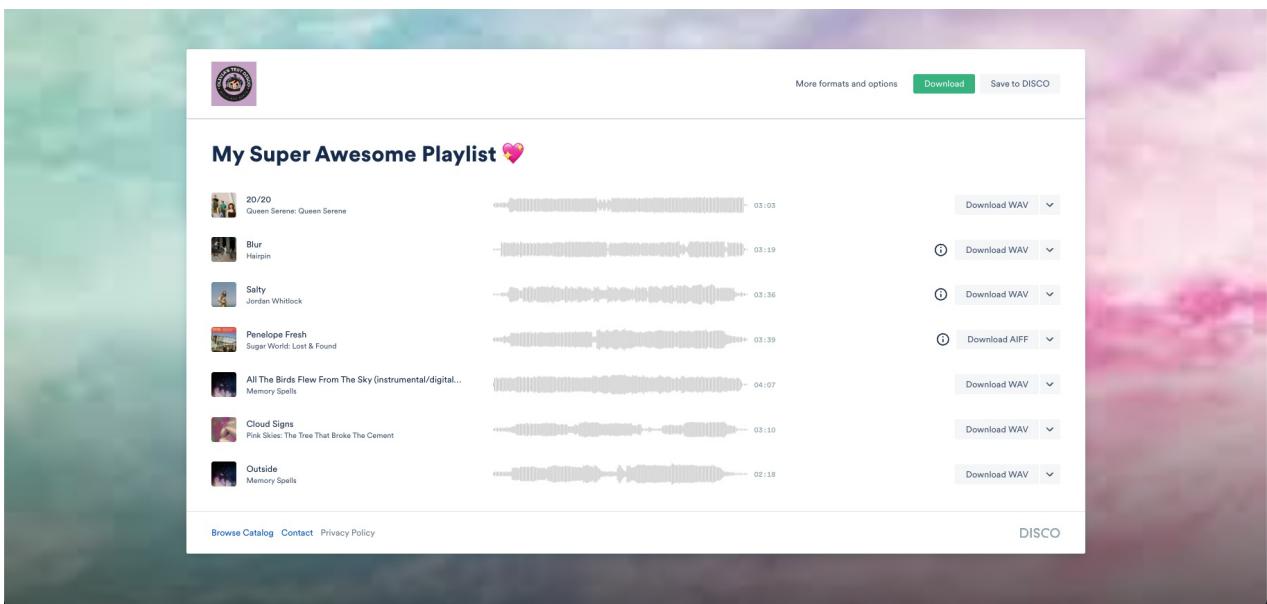
Last Modified on 01/06/2026 7:45 pm PST

## Creating Playlists

**Playlists** are a great way to organize and share your music!

### At a glance

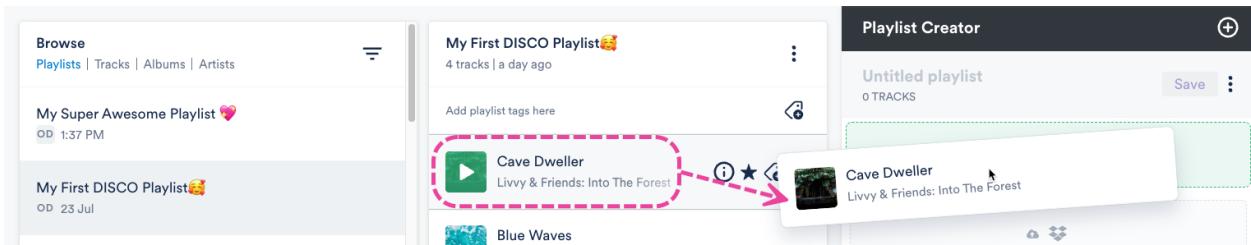
**Playlists** are like customizable one-page websites with unique URLs that can be shared with recipients for streaming and/or downloading your Tracks.



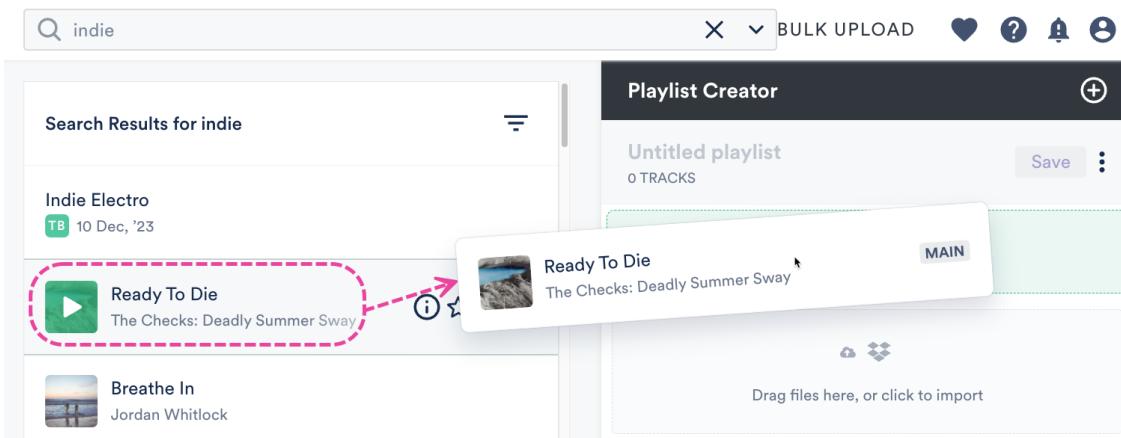
You can create Playlists from existing Tracks in your DISCO, or right after uploading new Tracks to your DISCO.

### Creating new Playlists from existing Tracks

When browsing through your DISCO, you can drag and drop existing Tracks into the **Playlist Creator** at any time to start building a Playlist.



You can also use the search bar at the top of your DISCO to perform a search and then drag Tracks from the **Search Results** into the Playlist Creator.



Search Results for indie

Indie Electro  
TB 10 Dec, '23

Ready To Die  
The Checks: Deadly Summer Sway

Breathe In  
Jordan Whitlock

Untitled playlist  
0 TRACKS

Ready To Die  
The Checks: Deadly Summer Sway

MAIN

Save

Drag files here, or click to import

In the Playlist Creator, you have the option to add a **Name** for your Playlist, **drag** to reorder the **Tracks**, and **add Sections** to your Playlist.

When you're ready to create the Playlist, click the **Save** button.



Playlist Creator

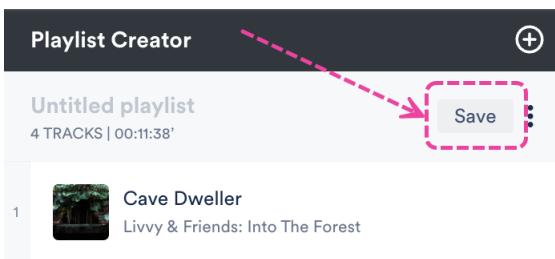
Untitled playlist  
4 TRACKS | 00:11:38'

1 Cave Dweller  
Livvy & Friends: Into The Forest

Save

## Creating new Playlists after uploading Tracks

After [uploading Tracks to your DISCO](#), click the **Save** button in the **Playlist Creator**.



Playlist Creator

Untitled playlist  
4 TRACKS | 00:11:38'

1 Cave Dweller  
Livvy & Friends: Into The Forest

Save

## Updating Playlist Settings and saving your Playlist

After clicking the **Save** button in the **Playlist Creator**, the **Save Playlist** window will open:

## Save Playlist

Playlist Info   Presentation   Alias Metadata

Name  
My Second DISCO Playlist 😎

Content Settings >

Security Settings >

Browse Settings >

Playlist tags  
Select tags, or type to create new tags

Add to channel  
Search channel

Cancel   Save Playlist

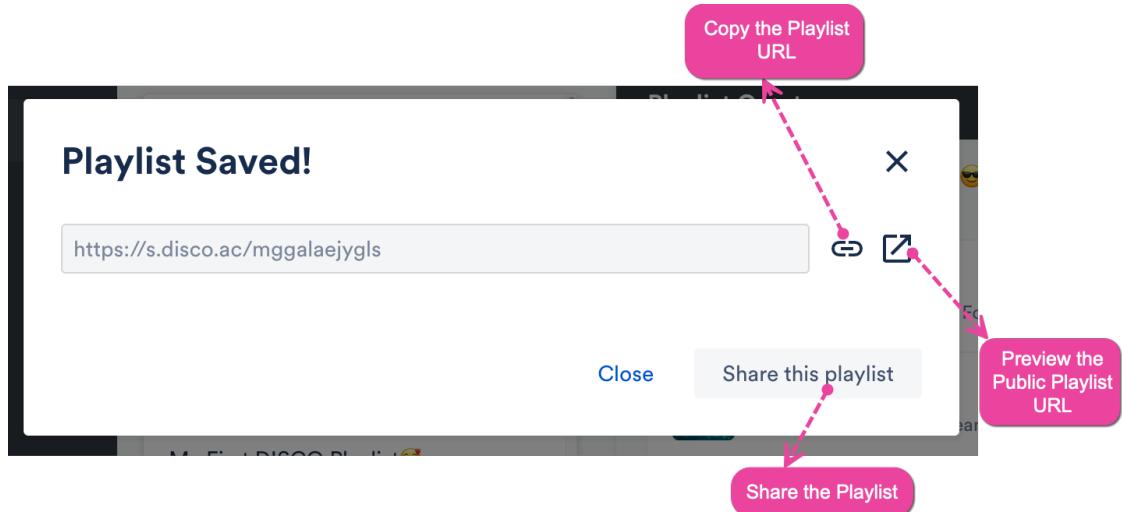
From the **Playlist Info** tab, you can give your Playlist a **Name** and enable any of the desired **Playlist Settings** (including **Content Settings**, **Security Settings**, or **Browse Settings**) by switching the toggles to **ON**. You can also add **Playlist tags**, or add your Playlist to a **Channel**.

From the **Presentation** tab, you can choose a design for an **Artist Page** or **Album Page**, add a **Playlist Theme**, and update some additional **Settings**, such as to **Show lyrics** on your Playlist.

If you are on a **Plus** or a **Pro** plan, you can add **Alias Metadata** as well.

**Note:** Some settings are specific to specific plans and may not be available in your DISCO.

When you're done, click the **Save Playlist** button. Now you can [preview](#) or [share](#) your new Playlist!



## Creating multiple Playlists at once

You can create multiple Playlists at the same time in the Playlist Creator! If you already have Tracks in the Playlist Creator and want to create another Playlist, click the **+** plus button.

Playlist Creator

Untitled playlist

3 TRACKS | 00:07:57'

Save

1 Cave Dweller  
Livy & Friends: Into The Forest

You can then upload or drag Tracks into the new Playlist, and give each Playlist a name.

My Super Awesome Playlist

7 tracks | 6 hours ago

Add playlist tags here

20/20 Queen Serene: Queen Serene

Blur Hairpin

Salty Jordan Whitlock

Penelope Fresh Sugar World: Lost & Found

Playlist Creator

Playlist 2

2 TRACKS

Blur Hairpin

Salty Jordan Whitlock

Playlist 1

2 TRACKS | 00:05:39'

1 Cave Dweller  
Livy & Friends: Into The Forest

2 Blue Waves  
Livy Sings: Into The Ocean

If needed, you can minimize any of the Playlists by selecting **Minimise** in the **Playlist Creator menu (⋮)**.

Playlist Creator

Playlist 2

2 TRACKS | 00:06:55'

Blur Hairpin

Salty Jordan Whitlock

Save

⋮

- Close
- Clear
- Minimise
- Edit all
- Add section
- Change track order

You can also click the **Expand** option to view the Playlist Tracklist again.

Playlist Creator

Playlist 2

2 TRACKS | 00:06:55'

Playlist 1

2 TRACKS | 00:05:39'

Save

⋮

1 Cave Dweller  
Livy & Friends: Into The Forest

2 Blue Waves  
Livy Sings: Into The Ocean

After saving one of the Playlists, it will disappear from the Playlist Creator:



The screenshot shows the 'Playlist Creator' interface. At the top, it says 'Playlist Creator' and has a '+' icon. Below that is 'Playlist 1' with '2 TRACKS | 00:05:39'. There are 'Save' and 'More' buttons. The list of tracks is as follows:

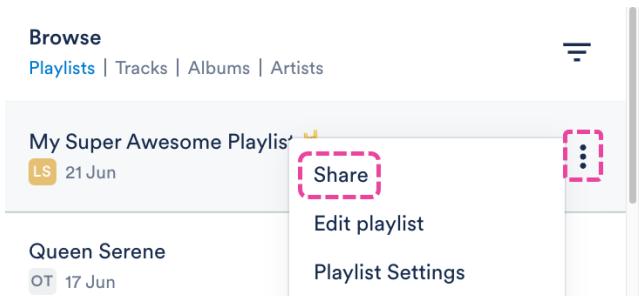
- 1. Cave Dweller (Livy & Friends: Into The Forest)
- 2. Blue Waves (Livy Sings: Into The Ocean)

Once your Playlist is saved, it will be removed from the Playlist Creator, but it will be available in your **Browse** section under **Playlists**.

## Previewing your Playlist

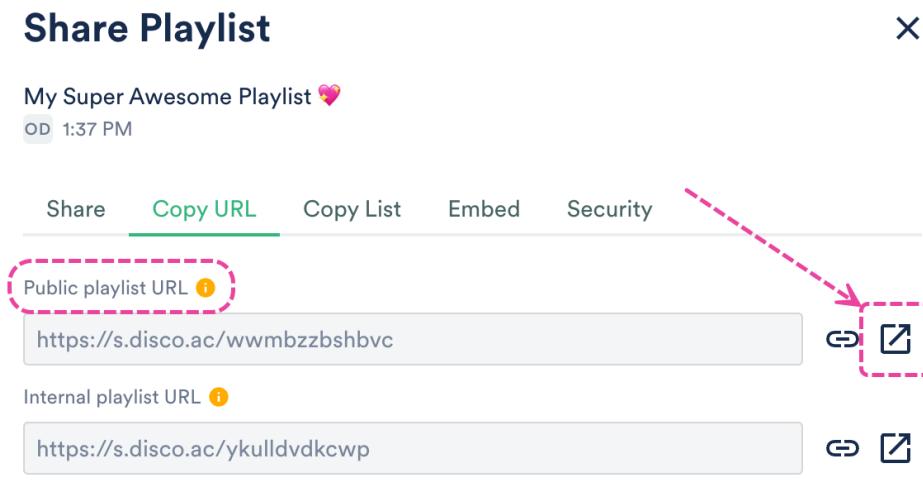
To access the public view of your Playlist (to see how it looks outside of DISCO):

1. Open the **Playlist Menu ( :**).
2. Select **Share**.



The screenshot shows the 'Browse' section with 'Playlists | Tracks | Albums | Artists'. It lists two playlists: 'My Super Awesome Playlist' (LS, 21 Jun) and 'Queen Serene' (OT, 17 Jun). A context menu is open over 'My Super Awesome Playlist', with 'Share' highlighted.

3. From the **Share Playlist** menu, under the **Copy URL** tab, click the **Open in new tab** icon to the right of the **Public playlist URL**.



The screenshot shows the 'Share Playlist' dialog. It displays 'My Super Awesome Playlist' with a heart icon and 'OD 1:37 PM'. The 'Copy URL' tab is selected. The 'Public playlist URL' field contains 'https://s.disco.ac/wwmbzzbshbvc' with an 'Open in new tab' icon (a blue square with a white arrow) to its right. The 'Internal playlist URL' field contains 'https://s.disco.ac/ykulldvdkcwp' with a similar icon.

4. The public view of your Playlist will open in a new tab.

## Creating Albums on DISCO

You can categorize and showcase **Albums** in your DISCO and on your **DISCO Catalog**.

## At a glance

Albums on DISCO are still technically **Playlists**. With the addition of **Release dates**, you can showcase your newest releases to your clients.



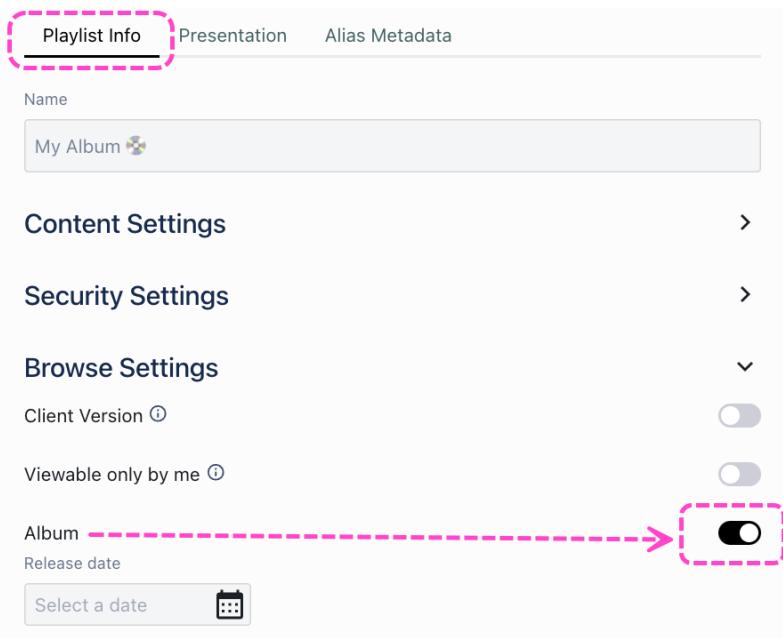
## Converting a Playlist into an Album

There are two ways to convert an existing Playlist into an Album:

- from Playlist Settings
- when editing your Playlist

### From Playlist Settings

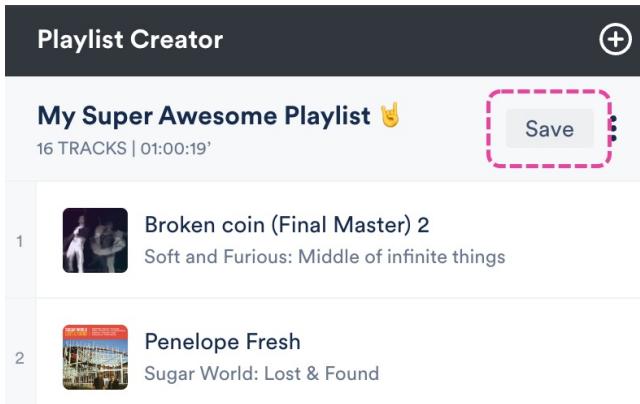
1. Open the **Playlist menu ( :**) and select **Playlist Settings**.
2. From the **Playlist Info** tab, under **Browse Settings**, set the **Album** toggle to **ON**.



3. *Optional:* Enter a **Release date** if you'd like your clients to see your newest releases in your DISCO Catalogs.
4. Click the **Save Playlist** button.

## When editing your Playlist

1. Open the **Playlist menu ( : )** and select **Edit playlist**.
2. This will open your Playlist in the **Playlist Creator**. From the Playlist Creator, click **Save**.



3. In the **Save Playlist** menu, from the **Playlist Info** tab, under **Browse Settings**, set the **Album** toggle to **ON**.



4. *Optional:* Enter a **Release date** if you'd like your clients to see your newest releases in your DISCO Catalogs.
5. Click the **Save Playlist** button.

## Featuring Albums on Catalogs

1. Open the **Catalog Settings**.
2. Under **Content**, select **Manage albums**.
3. From the **Published albums** tab, hover over the desired album and open the menu (…).

CATALOG SETTINGS      [Catalogs](#)

Content

Connect channels

Manage tracks

Manage playlists

Manage albums

Manage artists

Design

Clients & Promotion

Settings & Notifications

## My Catalog

LIVE  View Catalog [Edit](#)

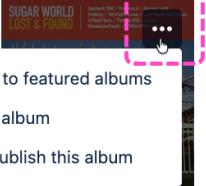
**Albums**

Here you can choose which albums should appear on the Catalog and be featured on the home page. You can also add cover art for your albums.

[Published albums](#) [Featured albums](#)

Search

[+](#) Publish new album

 My Album  Sugar World

[Add to featured albums](#)  
[Edit album](#)  
[Unpublish this album](#)

[?](#)

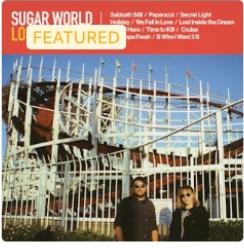
**Note:** If you don't see the album you're looking for, click the **+** in the **Publish new album** box, search for and select an album from your DISCO, and click the **Publish albums** button.

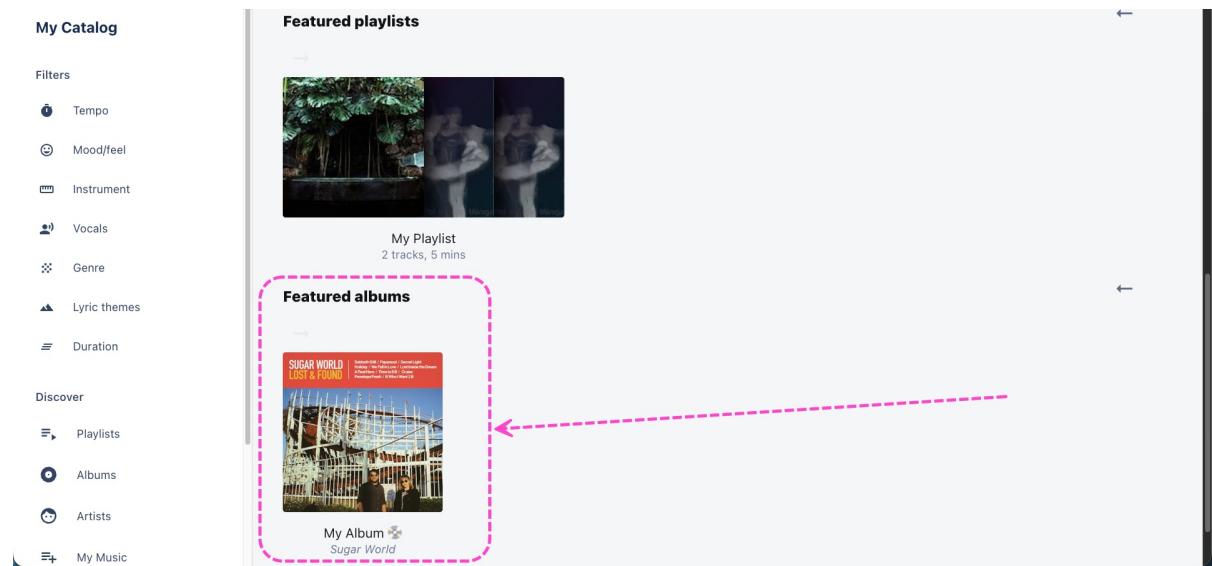
4. Select **Add to featured albums**.
5. The album will now have a **FEATURED** label and show in the **Featured albums** tab in your **Catalog Settings** and on the homepage of your Catalog.

### Albums

Here you can choose which albums should appear on the Catalog and be featured on the home page. You can also add cover art for your albums.

Published albums [Featured albums](#)

 My Album  Sugar World



## Editing Albums

You can also edit the design, artwork, and Release date for your Album:

1. Open the **Catalog Settings**.
2. Under **Content**, select **Manage albums**.
3. From the **Published albums** tab, hover over the desired album and open the menu (...).

CATALOG SETTINGS

Content

Manage albums

Published albums

Edit album

4. Select **Edit album**.
5. In the **Album options** window, you can choose a design view (**Default**, **Choose a color**, **Choose an image**), add or update the **Release date**, and add or remove an album cover (recommended size: 750 x 750px).

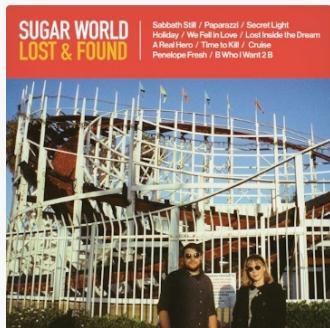
## Album options

Choose design view for album

- Default
- Choose a color
- Choose an image

Release date

Select a date 



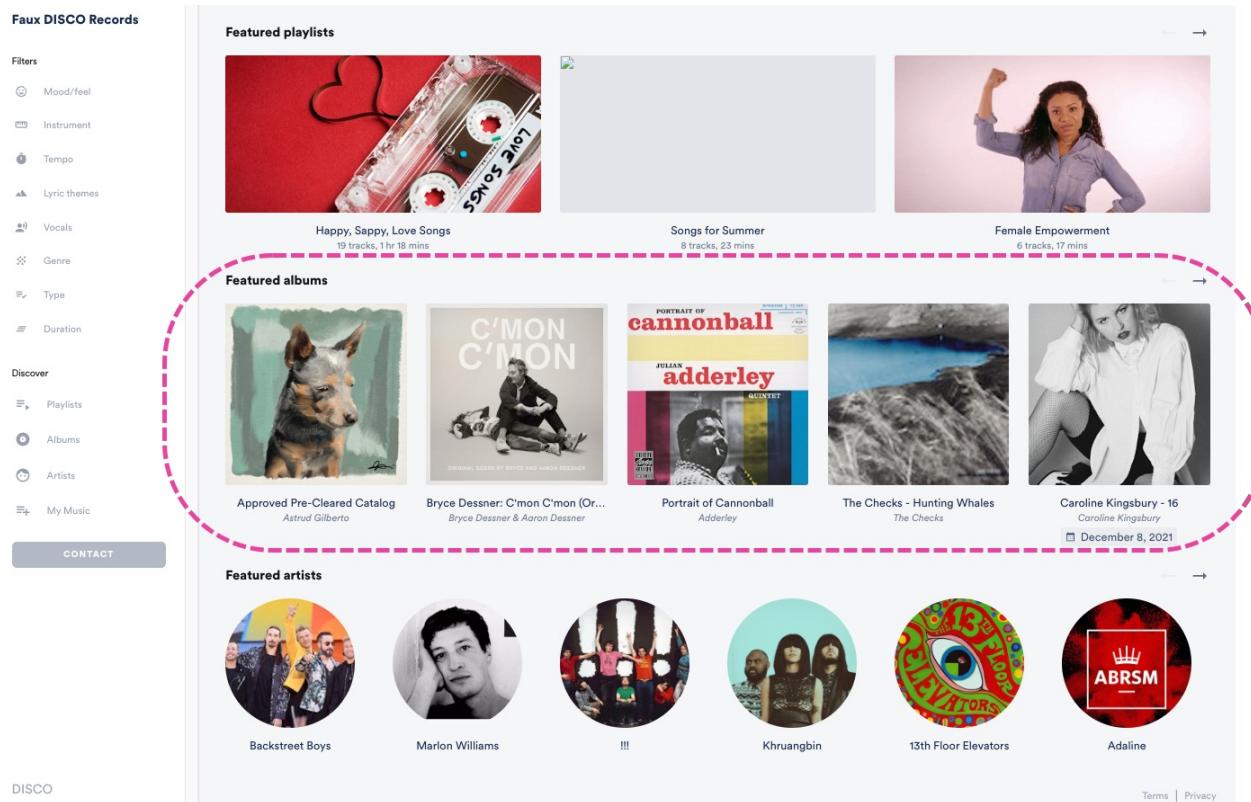
My Album   
Sugar World

[Cancel](#) [Confirm](#)

6. Click the **Confirm** button.

## Viewing Albums on your Catalog

**Featured albums** appear on the homepage of your Catalog. Look at this beautiful wall of albums for your clients to browse through!😊



The screenshot shows a music catalog interface with the following sections:

- Filters:** Mood/feel, Instrument, Tempo, Lyric themes, Vocals, Genre, Type, Duration.
- Discover:** Playlists, Albums, Artists, My Music.
- CONTACT:** Button.
- DISCO:** Text.
- Featured playlists:** Happy, Sappy, Love Songs (19 tracks, 1 hr 18 mins), Songs for Summer (8 tracks, 23 mins), Female Empowerment (6 tracks, 17 mins).
- Featured albums:** Approved Pre-Cleared Catalog (Astrud Gilberto), Bryce Dessner: C'mon C'mon (Bryce Dessner & Aaron Dessner), Portrait of Cannonball Adderley (Julian Adderley Quintet), The Checks - Hunting Whales (The Checks), Caroline Kingsbury - 16 (Caroline Kingsbury). The 'Portrait of Cannonball Adderley' album is highlighted with a pink dashed circle.
- Featured artists:** Backstreet Boys, Marion Williams, !!!, Khruangbin, 13th Floor Elevators, Adaline.
- Links at the bottom:** Terms | Privacy.

You can also access them from the left sidebar of your Catalog by selecting **Albums**.

**Faux DISCO Records**

**Filters**

- Mood/feel
- Instrument
- Tempo
- Lyric themes
- Vocals
- Genre
- Type
- Duration

**Discover**

- Playlists
- Albums** (highlighted with a dashed red box)
- Artists
- My Music

**CONTACT**

**Sort by**

Search albums

Search

Albums

Search albums

Sort by

Approved Pre-Clearance... *Astrud Gilberto*

C'MON C'MON *Bryce Dessner & Aaron De...*

Portrait of Cannonball Adderley *Julian Adderley*

The Checks - Hunting ... *The Checks*

Caroline Kingsbury - 16 *Caroline Kingsbury*

Jose Gonzalez: Live in... *José González & The String Theory*

Instrumentals (Pre-Clearance) *Raspberries*

favs from big thief *Big Thief*

Extreme Library 2022 *Caroline Kingsbury*

Happy Holidays *The Walkmen*

new pitch *The Walkmen*

Jose Gonzalez New A... *José González & The String Theory*

Untitled album *José González & The String Theory*

Geoff Watermarking T... *José González & The String Theory*

December 8, 2021

February 25, 2022

June 1, 2022

Terms | Privacy

By default, we'll show the **Newest** albums first, but clients can also choose to sort them by: **Featured albums, Newest, Oldest, A-Z, and Z-A**.

Sort by

Featured albums

Newest

Oldest

A-Z

Z-A

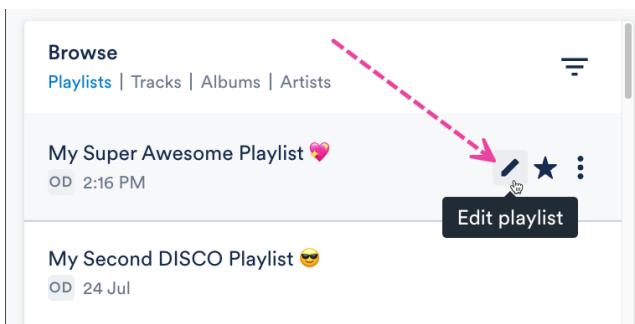
## Editing Playlists

After [creating a Playlist](#), you can easily edit it at any time.

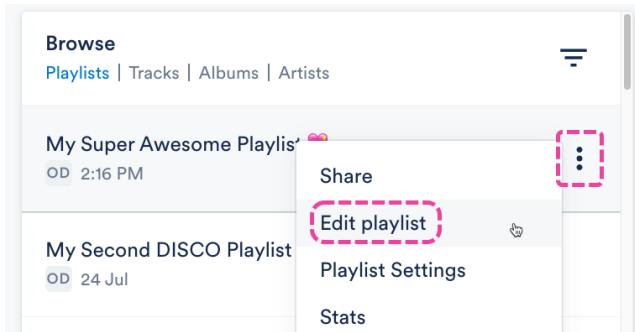
### At a glance

There are two ways to open a Playlist for editing:

- Go to **Browse > Playlists** and hover your cursor over the Playlist. Then click the pencil icon to [Edit playlist](#).



- Alternatively, you can open the **Playlist Menu ( : )** and select **Edit playlist**.



The Playlist will open in the **Playlist Creator** where you can start editing.

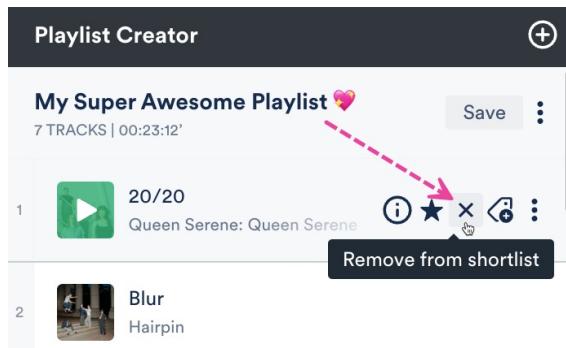
## Adding and removing Tracks

### Add Tracks

Drag and drop Tracks from your Browse section to the Playlist Creator.

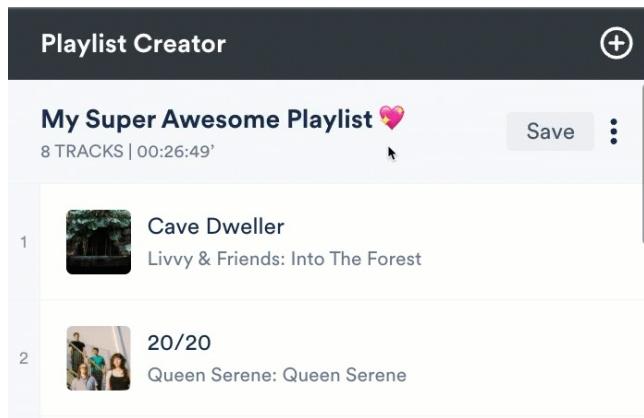
### Remove Tracks

Hover your cursor over the Track. Then click the X icon to **Remove from shortlist**.



## Changing the Playlist Name

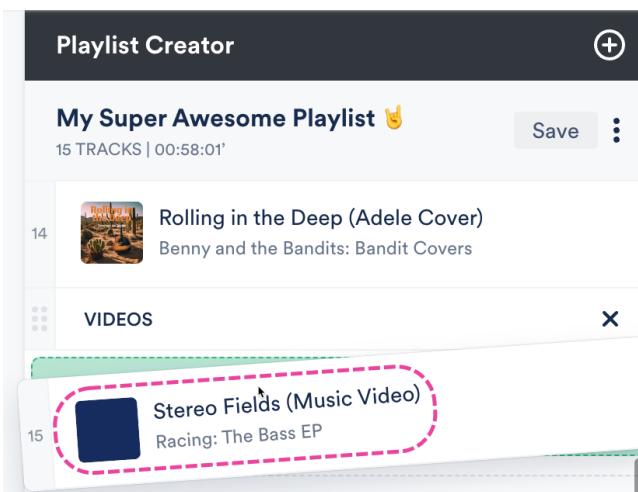
Click to the right of the Playlist name so your cursor appears.



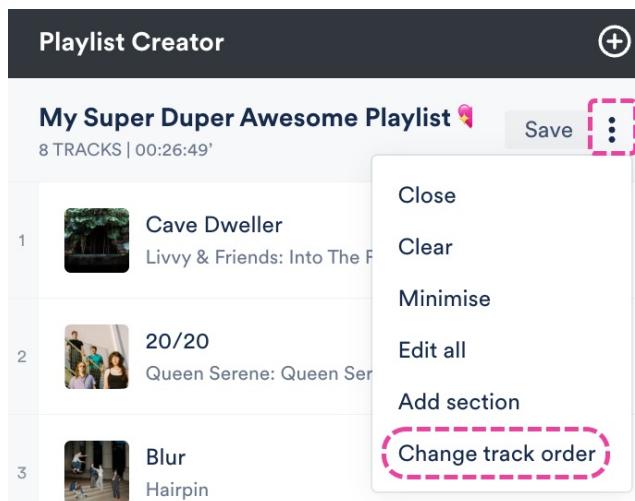
## Changing the Track order

There are two ways to do this:

- Click and drag the Tracks up or down in the Playlist Creator.



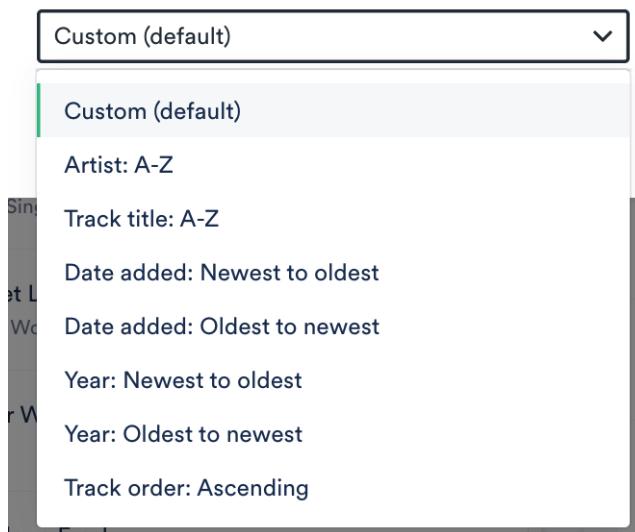
- Open the **Playlist Creator Menu ( : )** and select **Change track order**.



The screenshot shows the 'Playlist Creator' interface with a playlist titled 'My Super Duper Awesome Playlist' containing 8 tracks. A context menu is open at the top right, with the 'Change track order' option highlighted with a pink dashed box.

Select one of the sorting options from the drop-down and click the **Update** button.

### Change track order



The screenshot shows a dropdown menu for 'Change track order' with the following options:

- Custom (default)
- Custom (default)
- Artist: A-Z
- Track title: A-Z
- Date added: Newest to oldest
- Date added: Oldest to newest
- Year: Newest to oldest
- Year: Oldest to newest
- Track order: Ascending

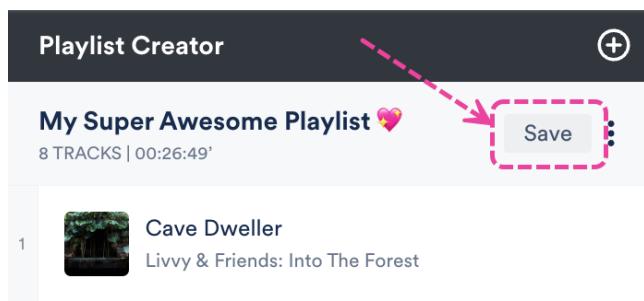
[Check out this article for more information on changing Track order.](#)

## Adding, editing, and removing Sections

[Check out this article for more details!](#)

## Saving the Playlist

After making changes, click the **Save** button in the Playlist Creator.



The screenshot shows the 'Playlist Creator' interface with a playlist titled 'My Super Awesome Playlist' containing 8 tracks. A pink dashed box highlights the 'Save' button at the top right.

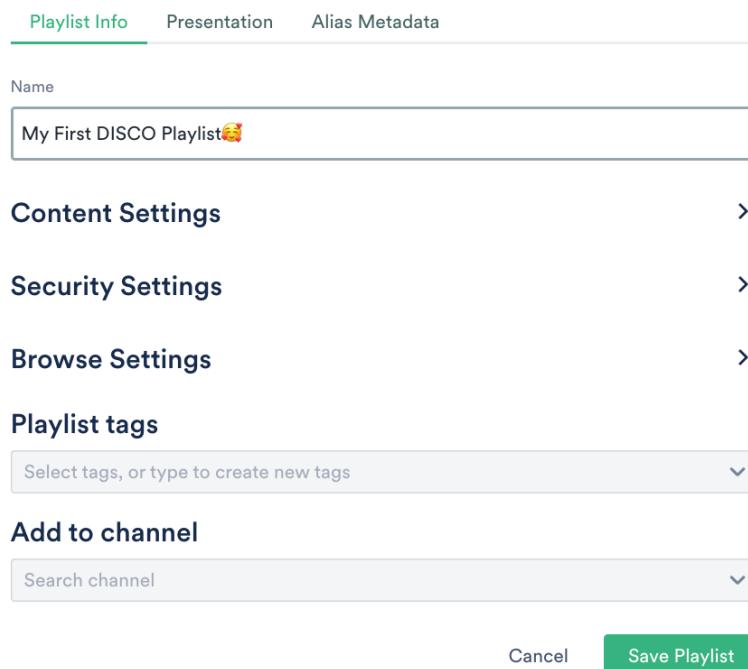
Even if you have already shared the Playlist, the latest version will always be displayed for the recipient!

## Updating Playlist Settings

If you prefer to just update some of the **Playlist Settings**, open the **Playlist Menu ( : )** and select **Playlist Settings**.

In the **Playlist Settings** menu, from the **Playlist Info** tab, you can give your Playlist a **Name** and enable any of the desired **Playlist Settings** (including **Content Settings**, **Security Settings**, or **Browse Settings**) by switching the toggles to **ON**. You can also add **Playlist tags**, or add your Playlist to a **Channel**.

### Save Playlist



Playlist Info    Presentation    Alias Metadata

Name  
My First DISCO Playlist😊

Content Settings >

Security Settings >

Browse Settings >

Playlist tags  
Select tags, or type to create new tags

Add to channel  
Search channel

Cancel    Save Playlist

From the **Presentation** tab, you can [choose a design for an Artist Page or Album Page](#), add a [Playlist Theme](#), and update some additional **Settings**, such as to [Show lyrics](#) on your Playlist.

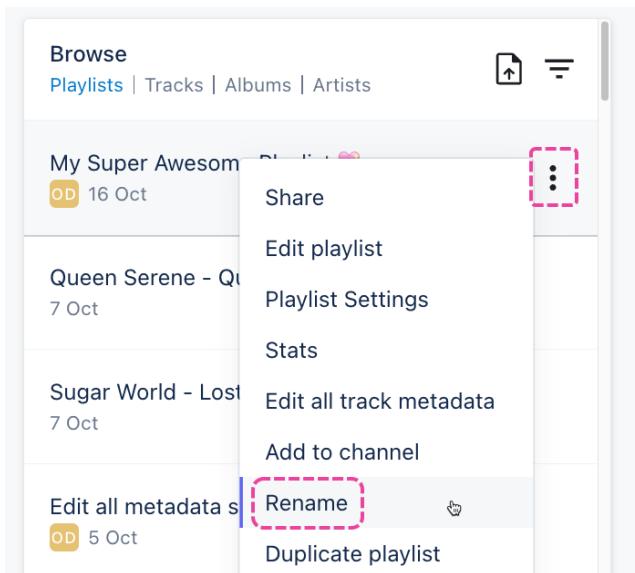
If you are on a **Plus** or a **Pro** plan, you can [add Alias Metadata](#) as well.

**Note:** Some settings are specific to specific plans and may not be available in your DISCO.

When you're done, click the **Save Playlist** button. Now you can [preview](#) or [share](#) your new Playlist!

## Renaming a Playlist

1. Open the **Playlist menu ( : )** and select **Rename**.



2. Enter a new name and click the **Rename Playlist** button.

### Rename playlist

Name

Cancel

Rename

## Duplicating Playlists

Save time by duplicating Playlists!

### At a glance

Duplicate Playlists contain all the same Tracks, Sections, Playlist Settings (including [Playlist Messages](#)), [Themes](#), [Track formats](#), and [Alias](#) metadata as the originals.

#### Browse

[Playlists](#) | Tracks | Albums | Artists

My Super Awesome Playlist 🤘 (copy)

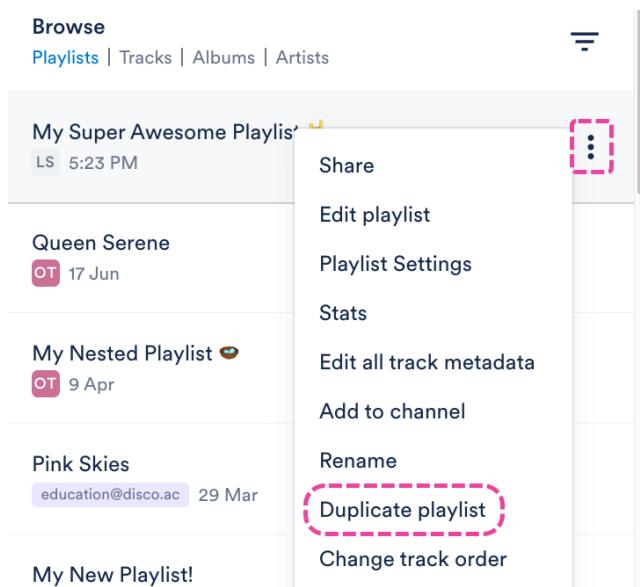
LS 6:45 PM

My Super Awesome Playlist 🤘

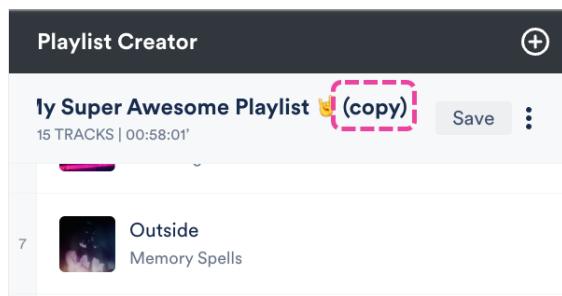
LS 5:23 PM

## Duplicating Playlists

1. Open the **Playlist menu ( :**) and select **Duplicate playlist**.



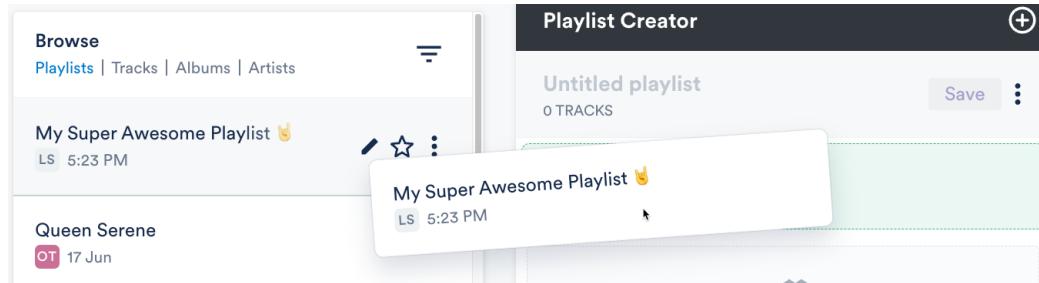
2. The duplicate copy will open in the Playlist Creator, with “copy” added to the title in parenthesis.



3. *Optional:* Make any edits to your new Playlist.
4. Click the **Save** button in the Playlist Creator.
5. In the **Save Playlist** menu, click the **Save Playlist** button.

## Alternative options

If you just want to copy the Tracks from the original Playlist to a new Playlist, and you don't need to maintain its original settings, you can drag and drop the original Playlist into the Playlist Creator.



This will create a new Untitled Playlist with all the same Tracks.

Playlist Creator

Untitled playlist  
15 TRACKS | 00:58:01'

Save : More

1	Blur	Hairpin
2	20/20	Queen Serene: Queen Serene
3	Easy	Malena Cadiz: Hellbent & Moonbound

## Changing the Track order in a Playlist

You can easily change the Track order in any Playlist.

### At a glance

There's an option in the **Playlist Menu ( : )** or you can do this from within the **Playlist Creator** when you edit your Playlist.

### From the Playlist Menu

1. Open the **Playlist Menu ( : )** and select **Change track order**.

Browse

Playlists | Tracks | Albums | Artists

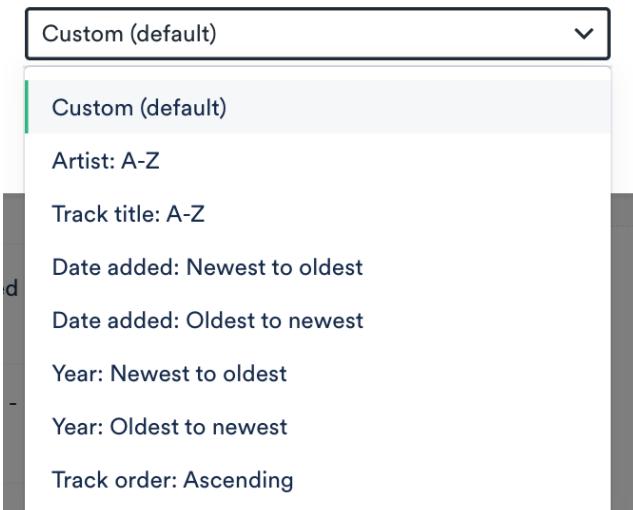
- 001 Queen Serene  
OT 2:14 PM
- Playlist auto-created by DIS  
1:49 PM
- Playlist created by Livvy Sir  
LS 1:42 PM
- Malena Cadiz - Hellbent &  
1:39 PM
- U.s. Army Blues - Live At Bl  
1:39 PM

More

- Share
- Edit playlist
- Playlist Settings
- Stats
- Edit all track metadata
- Add to channel
- Rename
- Duplicate playlist
- Change track order
- Download playlist >

2. Select one of the following presets from the drop-down:

## Change track order

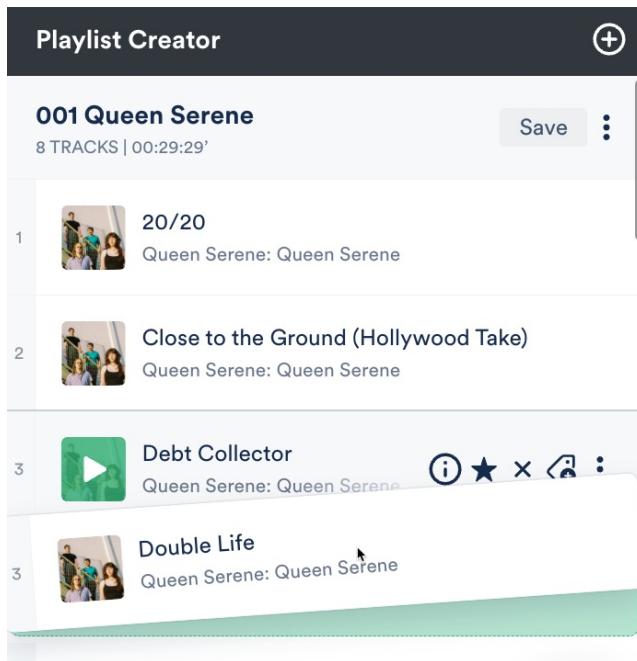


- **Custom (default)** - this reflects the order the Tracks are currently in
- **Artist: A-Z**
- **Track title: A-Z**
- **Date added (Newest to oldest)**
- **Date added (Oldest to newest)**
- **Year (Newest to oldest)**
- **Year (Oldest to newest)**
- **Track order (Ascending)** - this will order Tracks by their Track order in the metadata

3. Click the **Update** button.

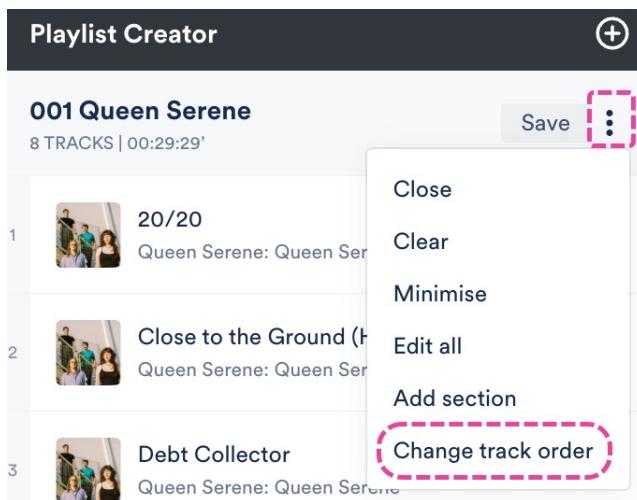
## From the Playlist Creator

1. Open the **Playlist Menu ( : )** and select **Edit playlist**.
2. In the **Playlist Creator**, you can either:
  - Drag to reorder the tracks:



The screenshot shows the 'Playlist Creator' interface. At the top, it says 'Playlist Creator' and has a '+' icon. Below that is the title '001 Queen Serene' and '8 TRACKS | 00:29:29''. There are three tracks listed: 1. '20/20' by Queen Serene: Queen Serene, 2. 'Close to the Ground (Hollywood Take)' by Queen Serene: Queen Serene, and 3. 'Debt Collector' by Queen Serene: Queen Serene. The 'Debt Collector' track is currently selected, as indicated by a green highlight. A context menu is open for this track, showing options: 'i', '★', 'x', '↶', '↷', and '⋮'. The '⋮' option is highlighted with a green box.

- Open the **Playlist Creator Menu (⋮)** and select **Change track order** and select from one of the available presets:



The screenshot shows the 'Playlist Creator' interface with a context menu open over the 'Debt Collector' track. The menu options are: 'Close', 'Clear', 'Minimise', 'Edit all', 'Add section', and 'Change track order'. The 'Change track order' option is highlighted with a red dashed box.

- Click **Save** in the Playlist Creator.
- In the **Save Playlist** menu, click the **Save Playlist** button.

## Deleting Playlists

Deleting Playlists in DISCO is quick and easy.

### At a glance

The process differs slightly depending on how many Playlists you are deleting at once.

**Important:** Deleting a Playlist can't be undone.

## Deleting a single Playlist

1. Open the **Playlist menu ( : )** and select **Delete playlist**.
2. In the **Delete playlist** window, choose an option:
  - **All Versions** - This will completely remove the Playlist from your DISCO.
  - **Latest Version** - Every time you make a change to a Playlist and save it, it creates a new version of the Playlist. This option will just delete *the most recently saved version* of the Playlist. Once deleted, the Playlist will revert to the version that was saved before the most recent version. Think of it like an "Undo" button.

### ⚠ Delete playlist

Are you sure you want to permanently delete this playlist? This can't be undone.

All Versions  
 Latest Version

[Cancel](#) [Confirm](#)

3. Click the **Confirm** button.

## Deleting multiple Playlists

1. Use **multi-select** to select the Playlists you'd like to delete.
2. An **Edit** menu will appear at the bottom of your DISCO. Click the trash can icon to **Delete**.



3. In the **Delete selected items** window, if you are sure, click the **Delete** button.

### ⚠ Delete selected items

Are you sure you want to permanently delete the selected items from your DISCO? This can't be undone.

[Cancel](#) [Delete](#)

## Frequently asked questions

### Does deleting a Playlist also delete its Tracks from DISCO?

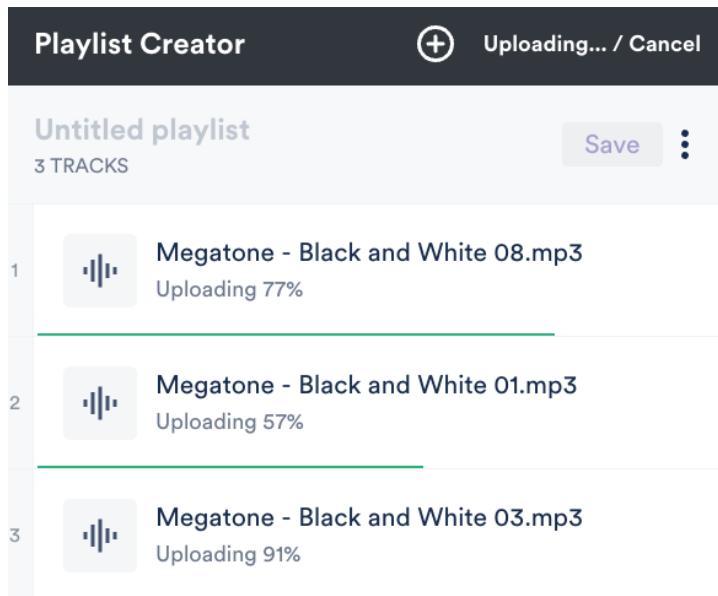
No. Deleting a Playlist only deletes the Playlist; the Tracks will remain in your DISCO.

# Playlists auto-created by DISCO

DISCO used to have a feature where Playlists could be auto-created based on your Track metadata. This feature has been deprecated, but some older accounts may still see auto-created Playlists in their DISCO.

## At a glance

When this feature was enabled, a Playlist was created automatically when you uploaded two or more tracks with the same Artist and Album metadata.

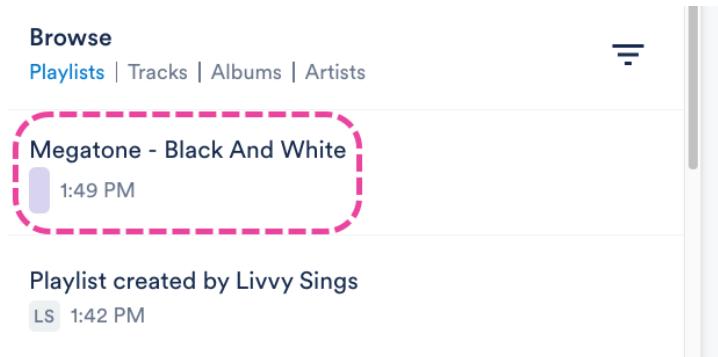


The screenshot shows the 'Playlist Creator' interface. At the top, it says 'Playlist Creator' and 'Uploading... / Cancel'. Below that is a list titled 'Untitled playlist' with '3 TRACKS'. The tracks are listed as follows:

- 1 Megatone - Black and White 08.mp3  
Uploading 77%
- 2 Megatone - Black and White 01.mp3  
Uploading 57%
- 3 Megatone - Black and White 03.mp3  
Uploading 91%

There is a 'Save' button and a three-dot menu icon on the right.

Because these Playlists weren't created by a user in your DISCO, they look a bit different (there's no user listed under the title):



The screenshot shows the DISCO interface with 'Browse' selected. Under 'Playlists', it lists a single playlist:

- Megatone - Black And White  
1:49 PM

A pink dashed box highlights the playlist title. Below it, it says 'Playlist created by Livvy Sings' and 'LS 1:42 PM'.

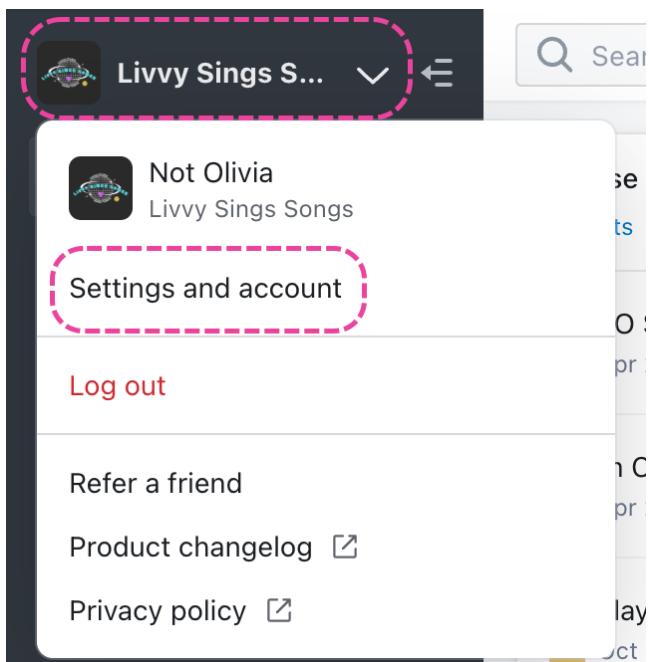
But otherwise, they work just the same as any other Playlist: you can edit, share, and delete them.

## Hiding auto-created playlists

If this feature was enabled on your DISCO at one point, but you'd prefer not to see these Playlists, you can hide them:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.

2. Select **Settings and Account**.



3. Under **My Settings** select **Display Settings** and check the box to **Hide auto-created album playlists**.

The screenshot shows the 'Display Settings' page within the 'My Settings' section of the Spotify settings. The page has a header 'Display Settings'. On the left, there is a sidebar with 'SETTINGS' at the top, followed by a 'My Settings' section with a dropdown arrow, and three options: 'Profile & Account', 'Security', and 'Display Settings' (which is highlighted with a pink dashed box). The main content area contains three settings: 'Hide auto-created album playlists' (with a checked checkbox), 'Explorer column width' (with a blue info icon), and 'Default'.