# **Feature Guide: Channels**

Last Modified on 07/02/2025 1:33 pm PDT

# At a glance

There are a few ways to create Channels:

- from the left sidebar of your DISCO
- from any Playlist menu (:) or Track menu(:)
- from your account **Settings**

## **Create a new Channel**

#### From the left sidebar of your DISCO

From the **Channels** section, click the + **plus** icon to **Add new channel**.



#### From any Playlist menu (:) or Track menu (:)

Open a **Playlist menu (:)** or **Track menu (:)** and select **Add to channel**.

Browse Playlists   Tracks   Albums   Artis	ts –	Browse Playlists Tracks Albums   Artists	-
My S	-(;)		(T)
OD 6: Share	LEJ -	Share	Ш.
Edit playlist		Edit track information	
OD 22 Playlist Settings		Copy track info	> <sup>Id</sup>
Stats		Add to playlist	
Malei 21 Aug	a <sup>o</sup>	Add to channel	ict
Add to channel			

#### From your account Settings

- 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 Workspace Settings, select Channels.
- 4. Click the **+ plus** icon on the top right.

SETTINGS	Manage channels o	•
> My Settings		
<ul> <li>Workspace Settings</li> <li>Business Settings</li> <li>Users</li> <li>Billing &amp; Subscriptions</li> <li>Metadata</li> </ul>	My first channel My second channel Covers Pink Skies	•••
Track Tags Playlist Tags Inboxes Channels Themes		?

# Adding content to Channels and Folders

# At a glance

There are multiple ways you can add content to Channels and Folders:

- drag and drop
- from any Track menu (:) or Playlist menu (:)
- from Playlist Settings or when saving a Playlist

## Add content to a Channel or Folder

#### **Drag and drop**

Drag and drop any Track or Playlist from the Explorer directly into a Channel or Folder:



#### From any Track menu (:) or Playlist menu (:)

Open a Playlist menu (:) or Track menu (:) and select Add to channel.



#### From Playlist Settings or when saving a Playlist

From the **Playlist Info** tab, under **Add to channel**, you can search for or select a Channel from the dropdown:

Playlist Info	Presentation	Alias Metadata		
Name				
My Super Awe	esome Playlist 🤘			
Content Se	ettings			>
Security Se	ettings			>
Browse Se	ttings			>
Playlist tag	S			
Select tags, or	type to create ne	ew tags		~
Add to cha	nnel			
Search channe	el			~
×	*		Cancel	Save Playlist

# **Editing and organizing Channels**

### **Rename Channels**

 On the left sidebar of your DISCO, under **Channels**, hover your cursor over the Channel name and open the menu (:) to the right.



2. Select Rename.



3. Edit the **Channel name** and click the **Rename** button.

### **Delete Channels**

 On the left sidebar of your DISCO, under **Channels**, hover your cursor over the Channel name and open the menu (:) to the right.



3. Click the **Delete** button.

**Note:** If you delete a Channel, the content that was in the Channel will still exist in your DISCO.

### **Add Folders to Channels**

 On the left sidebar of your DISCO, under **Channels**, hover your cursor over the Channel name and open the menu (:) to the right.



2. Select Add folder.



3. Enter a **Folder name** and click the **Create** button.

# Add Subfolders to Folders within Channels

1. On the left sidebar of your DISCO, under **Channels**, expand the Channel containing the folder you'd like to add a Subfolder to.



2. Hover your cursor over the folder name and open the menu (:) to the right.



3. Select Add subfolder.



### **Rename Folders**

1. On the left sidebar of your DISCO, under **Channels**, expand the Channel containing the folder you'd like to rename.



2. Hover your cursor over the folder name and open the menu (:) to the right.



3. Select Rename.



4. Edit the **Folder name** and click the **Rename** button.

### **Delete Folders**

1. On the left sidebar of your DISCO, under **Channels**, expand the Channel containing the folder you'd like to delete.



2. Hover your cursor over the folder name and open the menu (:) to the right.



3. Select **Delete**.



4. Click the **Delete** button.

**Note:** Deleting a Folder will also remove its content from the Channel, but the content will still exist in your DISCO.

# **Managing Channel permissions**

You can control the permissions and visibility of **Channels** for users in your DISCO.

# At a glance

Only **Channel Managers** can manage Channel permissions. Channels can also be set to be visible to *everyone* in your DISCO, *specific users* only, or *private* only to you.

**Note:** Updating Channel permissions won't restrict access to Playlists or Tracks. These can still be viewed by users in your DISCO via the Explorer, Search, and other Channels.

# **Channel roles**

Every Channel has **Managers** and **Members**. When a new Channel is created, the person who created it *automatically* becomes a Manager of that Channel, and their name will auto-populate in the **Select channel managers** field. They can then choose to add **Members** and/or other **Managers**.



Managers can:	Members can:
<pre>□ view Channels in their DISCO</pre>	<pre>   view Channels in   their DISCO </pre>
add content to Channels	] add content to Channels
remove content from Channels	<pre>[] remove content from Channels</pre>
🛛 edit Channels	Members can't:
• rename	🛛 edit Channels
<ul> <li>add/remove</li> </ul>	🛛 delete Channels
Managers and	
Members	
<ul> <li>update Visibility</li> </ul>	

delete Channels

#### **Important:** Channel roles vs. DISCO user Labels

**Channel roles** differ from DISCO user **Labels**. In your account **Settings**, on the **Users** page, you can see a list of users and their Labels in your DISCO: **Admin** or **User**.

SETTINGS	Users		
> My Settings			
✓ Workspace Settings	i You're using 2	of your unlimited seats. Add more seats.	
Business Settings			
Users	Search Q		
Billing & Subscriptions			
Metadata	USER NAME	EMAIL	LABEL
Track Tags	OD Olivia Disco	olivia	ADMIN
Playlist Tags	Livvy Sings	livvy	USER

With that in mind, *even if* you're an Admin in a DISCO, there may still be Channels within that DISCO that you *can't* see or manage. In other words, *being an* **Admin** *in a DISCO does not automatically make you a* **Manager** *of a Channel in that DISCO.* Channel Managers are appointed *automatically* when Channels are created, and they can *only* be *manually* appointed by other Channel Managers.

# **Managing Channel permissions**

You can manage Channel permissions *after* a Channel has been created. Channel permissions are accessible from the **Share channel** menu. There are three ways to access this menu:

• from the left sidebar



• from within a Channel



Manage channels •

(+)

from your account Settings > Workspace Settings > Channels



> My Settings		and the second sec
✓ Workspace Settings	My first channel	
Business Settings		Share a
Users	My second channel	Rename
Billing & Subscriptions	Covers	Delete
Metadata	Olivia's Private Channel	
Track Tags	Livvy's Private Channel	•••
Playlist Tags	New Channel	•••
Inboxes	My New Catalog	•••
Channels	New Channel	•••
Themes	🖉 Artists	•••

Channel permissions consist of:

- adding and removing Managers
- adding and removing **Members**
- updating Channel visibility (new Channels are visible to *all users* by default)

#### Adding and removing Channel Managers

#### To add Managers:

 In the Share channel menu, from the My team tab, under Select channel Managers, search or select their names from the dropdown.

My team	Link		
·			
Select channel	managers		
Olivia Disco			~
Livvy Sings			
Olivia Disco	)		
		Cancel	Save

2. Click the **Save** button.

#### **To remove Managers:**

 In the Share channel menu, from the My team tab, under Select channel Managers, click the X to the right of their name.

### Share channel



2. Click the **Save** button.

#### Adding and removing Channel Members

#### To add Members:

1. From the **Share channel** menu, under **Make channel visible to**, search or select their names from the dropdown.

My team	Link	
Select channel m	anagers	
Olivia Disco	Livvy Sings X	~
Make channel vis	ible to Selected users	
Livvy Sings		~
Olivia Disco	<b>«</b>	

2. Click the **Save** button.

#### **To remove Members:**

 From the Share channel menu, under Make channel visible to, click the X to the right of their name.

Х

### Share channel

My team	Link
Select channel m	anagers
Olivia Disco	Livvy Sings ×
Make channel vis	ible to Selected users
Livvy Sings	Olivia Disco 🔀

2. Click the **Save** button.

#### **Updating Channel visibility**

### If you'd like the channel to be visible to all users in your DISCO:

1. In the **Share channel** menu, from the **My team** tab, under **Make channel visible to**, select **All users**.

My team	Link			
·/				
Select channel n	nanagers			
Olivia Disco	Livvy Sings X			$\checkmark$
Make channel vi	sible to Selected users	6		
			Cancel	Save

2. Click the **Save** button.

#### If you only want the Channel to be visible to *specific* users:

 In the Share channel menu, from the My team tab, under Make channel visible to, select Selected users and search or select their names from the dropdown.

Share ch	Share channel	
My team	Link	
Select channel n	nanagers	
Olivia Disco	Livvy Sings ×	~
Make channel vi	sible to <ul> <li>Selected users</li> </ul>	
Livvy Sings		~
Olivia Disco		

2. Click the **Save** button.

# **Shared Channels**

You can share larger amounts of content, including your entire catalog, when you share a Channel, Folder, or Subfolder!

### At a glance

The **Shared Channels** feature (formerly known as **Shareable Channels**) is available to users on our **Pro** and **Enterprise** plans. There are two options when sharing Channels:

My team	Other DISCOs BETA Link		
Select channel	managers		
Olivia Disco			~
Make channel v	<i>r</i> isible to Selected users		
		Cancel	Save

- the Link option
  - currently available to users on our **Pro** and **Enterprise** plans
  - generates a Channel Share page where recipients can view and download all or some of your Channel content

Х

- the invite **Other DISCOs** option
  - currently in a *limited beta release* to users across all plans, but will only be available to users on our **Artist**, **Pro**, and **Enterprise** plans upon full release
  - once the invite is accepted, the recipient (or **Partner DISCO**) will have access to the Channel from within their own DISCO and they can: manage Channel access for Users within their own DISCO, stream and download Tracks and Playlists, view Track Metadata, and add content from the Channel to their DISCO

# Sharing Channels using the Link option

Note: This option is available to users on our Pro and Enterprise plans.

The below also applies to Folders and Subfolders:

1. In the left sidebar of your DISCO, under **Channels**, hover over the desired Channel or Folder and open the **Channel menu (:)**.



2. Select Share.



 In the Share channel menu, from the Link tab, copy the link and share it with your recipient(s).

Share channel	×
My team Link	
Anyone with the link	K
https://s.disco.ac/kttmyapjcuzg	ep 🛽 😣
	Copy URL

4. From a Shared Channel link, Playlists display and work the same as they do via Playlist share links -- Themes and other settings like Alias Metadata and download Formats will apply. The main difference is they'll have the breadcrumb trail leading back to their parent Folder(s) or Channel:



#### **Disabling Channel share links**

The below also applies to Folders and Subfolders:

 In the left sidebar of your DISCO, under **Channels**, hover over the desired Channel or Folder and open the **Channel menu ( : )**.

CHANNEL	.s i 🕂	Ŧ		
> 🖿 My	y first channel			
> 🖿 My	y second channel			
2. Select <b>Sha</b>	ire.			
CHANNE	LS	Ð		
Q Searc	h	Ŧ	Covers	
			-	
	overs		Share	6
	ly first channel		Add folder	
> 🗖 M	ly second channe	el	Rename	
	lv New Catalog		Delete	

 In the Share channel menu, from the Link tab, click the X to permanently disable the share link. This means that anyone with it will no longer be able to access it.

Share channel		×
My team Link		
Anyone with the link		1
https://s.disco.ac/kttmyapjcuzg	Θ	
		Disable share

4. If you're sure, click the **Confirm** button.



Are you sure you want to permanently disable this share link?

Cancel	Confirm

5. After confirming, you'll have an option to **Generate new link**.



#### **Downloading shared Channels**

When your recipients open the link to the shared Channel, Folder, or Subfolder, there will be a **Download channel** or **Download folder** button in the top-right corner (*only if the whole Channel or Folder is under 5GB*).



Folders within Channels will have a **Download** option in the **menu (…)** to the right:

### My first channel



Playlists and Tracks will also have a **Download** option on the **menu (…)** to the right, just like a regular Playlist or Track share page:

Playlists will also have a Save to DISCO option in this menu (Tracks will not).

My first channel > My first folder

# My first folder



When you download the Channel, all of its contents will be included (Folders, Subfolders, Tracks, and Playlists). When you download a Folder within a Channel, everything within that specific Folder will be included (Subfolders, Tracks, and Playlists). When you download a Sub-folder, everything within that specific Subfolder will be downloaded (Tracks and Playlists):



#### Browsing and searching through shared Channel links

From a Shared Channel link, when you click into a Folder or Subfolder, you will see the breadcrumb trail appear above the Folder or Subfolder name:

	)	Q Search Downloa	d folder
My first char My firs	nnel > My first folder > My first t sub-folder	sub-folder	
Intr U.S.	oduction Army Blues: Live At Blues Alley		:
Privacy Polic	Э		DISCO

You can also search within Channels, Folders, or Subfolders from the Share pages. The search is limited to what is on that specific page, so if you are looking to search within a Folder or Subfolder, you will need to click into it first.

STEST	
	Q blue
Sticrous state	

### My first channel



Blue Waves Livvy Sings: Into The Ocean

	02:02	
--	-------	--

# Sharing Channels using the invite Other DISCOs option

**Note:** This option is currently in a limited beta release and select users across all plans may now have access to it. If you don't currently have access, you can gain access by accepting an invite to a Channel from another DISCO. Upon full release, it will only be available to users on our **Artist**, **Pro**, and **Enterprise** plans. So if you're on the **Plus** plan and currently have access to this feature, please note that upon full release you'll no longer have access unless you upgrade your plan.

The below only applies to Channels:

 In the left sidebar of your DISCO, under **Channels**, hover over the desired Channel or Folder and open the **Channel menu ( : )**.

CHANNELS i 🕂 🛨	
> My first channel	
> My second channel	
2. Select <b>Share</b> .	
CHANNELS +	
Q Search =	Covers
Covers	Share 👦
> My first channel	Add folder
> My second channel	Rename
My New Catalog	Delete

 In the Share channel menu, from the Other DISCOs tab, type in a DISCO URL to invite Partner DISCOs (referred to as 'Partners') to the Channel:

Share c	hannel	a service and a service of the servi	•	×
My team	Other DISCOs BI	Link		
Enter your part	mer's DISCO URL. Lear	n more		_
my-music-c	company		.disco.ac	Share

- 4. Click the **Share** button.
- 5. You'll see a list of the **Partners** you've shared with and their status (meaning whether or not they've accepted the invite to the Channel):

My team	Other DISCOs B	TA Link		
Enter your par	tner's DISCO URL. Lear	n more		
my-music-c	company		.disco.ac	Share
DISCO		LAST ACTIVITY	STATUS	
D	.disco.ac	-	PENDING	•••

#### **Revoke access to a Shared Channel**

 In the left sidebar of your DISCO, under **Channels**, hover over the desired Channel or Folder and open the **Channel menu ( : )**.



2. Select Share.



3. In the **Share channel** menu, from the **Other DISCOs** tab, open the ellipses (...) menu to the right of the partner DISCO and select **Remove**:

My team	Other DISCOs B	ETA Link		
Enter your par	tner's DISCO URL. Lea	rn more		
my-music-o	company		.disco.ac	Share
DISCO		LAST ACTIVITY	STATUS	
D	.disco.ac	-	PENDING	()
			Resend	Ň
			Remove	

Х

#### **Receiving a Shared Channel**

Admin(s) of the **Partner** DISCO (the DISCO receiving the Shared Channel) will receive an in-app bell notification and can click **Add to my DISCO**. They'll also receive an email notification.



Once added, the Channel will appear on the Partner's left sidebar with a shared folder icon. They'll also be able to see the **Owner** (which DISCO shared the Channel) when they click inside of it.

The Channel in the **Owner's** DISCO will also have a shared folder icon, and they'll be able to see the **Partners** they shared the Channel with:



The **Owner** can see who accessed the Channel in their **Other DISCOs** tab:

Share c	hannel					×
My team	Other DISCOs	BETA	Link			
Enter your part	mer's DISCO URL. L	earn more				
my-music-c	company			.diso	co.ac	Share
DISCO		LAS	Γ ΑCTIVITY	STATU	s	
	_DAWN	-		ACCE	SSED	•••

#### Leaving a Shared Channel

Admins of the **Partner** DISCO can leave the Channel by opening the **Channel menu ( : )** and selecting **Leave channel**. This means the entire **Partner** DISCO will leave.



# FAQ

FAQ's