

SoundCloud Basics

Creating an account

1. Go to soundcloud.com and click Sign up.
2. In the Connect with SoundCloud Sing up box, enter your info (using an active non-uwm email address). Click Sign up. Create a Soundcloud username and enter your date of birth. You can also use a Facebook or Google account to sign in, but creating a unique SoundCloud account is recommended.
3. Verify your email address by logging into your email account and clicking a confirmation link. (You will not be able to upload audio to SoundCloud until you verify your email address.)
4. After verifying your email address, you will need to log out of SoundCloud and log back in again before you can upload audio.

Uploading audio

1. Go to soundcloud.com and log in.
2. Click Upload.
3. In the Upload to SoundCloud window, click Choose file to upload.
4. Navigate to and select the MP3 or WAV file you would like upload. (Note: audio uploaded to SoundCloud must be in one of these Finished Product formats.) Click Open. Your audio piece will upload to and be processed by SoundCloud.
5. Under the Basic Info tab, give your audio a Title (replace the default title created from your Finished Product filename.) Audio on SoundCloud needs at least one tag; if you need a tag, you can choose News. Give your audio a brief description.
6. If you would like to add an image that will display along with your audio track, click Choose new image. Click Upload new image. Navigate to and select an image on your computer or thumb drive. Click Open to add the image to your Soundcloud track.
7. When finished, click Save. Click Go to your track to view your audio piece in SoundCloud.

Adding SoundCloud embed code to WordPress

1. Go to soundcloud.com and log in.
2. Click your name in the upper right. Select Tracks from the drop-down list. All of the tracks you've uploaded to Soundcloud will display as a list.
3. From the list of available tracks, click the track you would like to embed. Soundcloud will display the track on its own.

4. Click the Share button beneath the track you would like to embed.
5. In the window that appears, click the Embed tab.
6. Beneath the Embed tab, select either the large player view or compressed view.
7. In the Code & preview area, do not click the Wordpress code box (this is for WordPress.com sites—not self-hosted WordPress.org sites.)
8. Click within the iframe embed code box. Make sure all of the embed code is selected (including both `<iframe>` and `</iframe>` tags.) Copy this embed code.
9. In your WordPress account, go to the Page or Post where you would like to embed your audio piece. In the editor area, select the Text tab. Paste the embed code in the Text editor (see WordPress Basics for more information.)
10. When finished in WordPress, click Publish or Update.

Editing SoundCloud audio track information

Note: Changing the URL of a Soundcloud audio piece after its embedded in WordPress will cause the embedded version to no longer work.

1. Log into Soundcloud. All of your audio pieces will display in list form.
2. Hover your mouse over the audio piece you would like to change. A pencil icon will appear. Click this icon to edit the Title, Tags, Image, Description and visibility (public or private) of a track.
3. Make any necessary changes to the track information. When finished, click Save changes.

Deleting a SoundCloud audio track

1. Log into Soundcloud. All of your audio pieces will display in list form.
2. Hover your mouse over the audio piece you would like to delete. A trash icon will appear. Click this icon. When asked Are you sure? Click Delete.