

# SongVote – DJ Manual

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## *Guide to initial setup and reliable use at events*

With SongVote, you can collect song requests from your guests, let them vote for their favorites and still stay in full control of what actually gets played. This manual guides you step by step through the most important features.

## 1. How SongVote Works

SongVote consists of three main areas:

- Guest link: Guests search for songs, cast votes and can submit their own song requests if their search returns no results.
- DJ Admin: Set up your event, manage the song selection, approve requests and mark tracks as played.
- Screen: A separate display view for TVs, projectors or other screens at the venue.

Important: Guests do not need an app or registration. A smartphone with a web browser is all they need.

## 2. Getting Started and Opening an Event

Each event has its own event URL (the unique part of its web address) and a DJ PIN. For example, an event with the code PARTY1 has these addresses:

| Section      | Address                            |
|--------------|------------------------------------|
| Guest Voting | songvote.app/party1                |
| DJ Admin     | songvote.app/dj/party1             |
| Screen       | songvote.app/screen/party1         |
| Report       | Via the “⑤ Report” tab in DJ Admin |

First, sign in to DJ Admin using your DJ PIN. Never share this PIN with guests.

## 3. Event Settings

In the “① Event Settings” tab, you can configure the basic details of your event:

- Upload an event/DJ logo (optional)
- Enter the event name
- Enter the DJ name
- Set the vote limit per guest
- Set the number of song suggestions allowed per guest
- Activate or deactivate the event (open or close voting)

Recommended for typical weddings, birthdays or corporate parties: 10–15 votes and 2 song suggestions per guest. Enter 0 to remove the respective limit.

## DJ Admin – Partynacht (PARTY1)

Language: [DE](#) | [EN](#)

Guest link: [songvote.app/party1](#) | Screen: [songvote.app/screen/party1](#)

① Event settings ② Song selection ③ Song requests ④ Unplayed songs with votes ⑤ Report

### Event settings

Event/DJ logo

Choose file No file selected

Optional - PNG, JPG or WebP - recommended: square, transparent background



☐ Remove logo

Event name

Partynacht

Displayed in the guest link and on the screen, independent of the event code.

DJ name

DJ Fun

Vote limit per guest

12

0 = no limit - Recommendation: 10-15 - Default: 12

Song suggestions per guest

2

0 = no limit - Recommendation: 2 - Maximum: 5

☒ Event active (voting open)

Save



### QR flyers & table signs

Invite your guests to vote: four A6 cards on one A4 sheet. The event logo, name, DJ and QR code are filled in automatically. Print layout and editable Word version included.

Create & print flyers

Figure 1: Event Settings in DJ Admin

## Creating QR Flyers & Table Tents for Guests

Directly below “① Event Settings”, you will find the dedicated “QR Flyers & Table Tents” section. Use it to create a ready-designed flyer for your event, complete with the correct guest QR code.

- In DJ Admin, open “① Event Settings” and click “Create & Print Flyers”. The template opens in a new tab.
- The flyer automatically includes the event name, DJ name and guest URL. If available, the event logo is used; otherwise, the SongVote logo appears.
- One A4 sheet contains four A6 flyers, each with its own QR code. The small heart in the center of the QR code is part of the design.
- Use your browser’s print function. Select A4, preferably 100% scale, and enable “Print background graphics”. Alternatively, save the printout as a PDF.
- An editable Word version is also available for individual text changes.
- The flyer language follows the language selected in DJ Admin: German or English.

Important: Before handing out the flyers, scan a QR code with your smartphone and check that it opens the correct guest page for your event.

## 4. Preparing the Song Selection

In “② Song Selection”, choose which tracks your guests can vote for. This area also lets you manage music genres.

- Use the search to filter by artist, title or year.
- The heart indicates whether a track is already enabled for the event.

- Use “All”, “In Event” and “Not in Event” to filter the song list. Click a genre tile to show songs from that genre.
- Use “Upload Playlist” to import additional tracks from a CSV file.
- Use “Reset Votes” or “Reset Entire Event” to clear event data when needed.

Tip: Before the event, select suitable genres and prepare the song list. During the event, you can add or remove individual tracks or entire genres.

## Managing Genres in DJ Admin

Swipe left or right through the horizontal genre bar. The red bar underneath shows your position and can also be dragged.

Clicking a genre tile filters the song list. The heart on a genre tile controls whether that genre is offered to guests. “In Event” and “Total” show the corresponding track counts.

Use “Add All Songs in This Genre to Event” or “Remove All Songs from Event” to manage entire genres at once. Confirm these actions carefully: removing songs may cause existing votes for the affected event tracks to be lost.

Use “Show Genre Selection to Guests” to decide whether the genre bar is visible on the guest page. This does not change which songs are available.

### DJ Admin – Partynacht (PARTY1)

Language: [DE](#) | [EN](#)

Guest link: [songvote.app/party1](https://songvote.app/party1) | Screen: [songvote.app/screen/party1](https://songvote.app/screen/party1)

① Event settings ② **Song selection** ③ Song requests ④ Unplayed songs with votes ⑤ Report

#### Song selection

♥ = Song is added to this event and guests can vote for it

**Reset votes**  
 All submitted votes will be deleted. Played songs will be marked as unplayed again.  
[Delete all votes](#)

**Reset entire event**  
 All songs, votes and played markers for this event will be removed.  
[Clear event song list](#)

All (383)
Added to event (306)
Not added yet (77)
[+ Upload playlist](#)

☐ **Show genre selection to guests**  
 Heart = show genre to guests - Click genre name or numbers to filter songs.

| 60er / 70er              | 80er / 90er              | 2000er / 2010er          | 2020er / Charts          | Latin                    |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 20<br>In event: 27 Total | 63<br>In event: 92 Total | 44<br>In event: 63 Total | 13<br>In event: 18 Total | 15<br>In event: 21 Total |

2 Unlimited – No Limit  
1992

4 Non Blondes – What's Up  
1992

50 Cent – Candy Shop  
2005

50 Cent – In Da Club  
2003

A-ha – Take On Me  
1985

Abba – Dancing Queen  
1976

Figure 2: Song Selection

## 5. Approving Guest Song Requests

Under “③ Song Suggestions”, you will see new requests submitted by guests. These songs become visible only after you approve them.

- Click “Approve” to add the track to the event.
- Click “Reject” to discard the suggestion.
- An approved song suggestion automatically receives its first vote from the guest who submitted it.
- The guest cannot cast another first vote on their own suggestion or withdraw that initial vote.

### DJ Admin – Partynacht (PARTY1)

Language: [DE](#) | [EN](#)

Guest link: [songvote.app/party1](#) | Screen: [songvote.app/screen/party1](#)

① Event settings ② Song selection ③ Song requests ④ Unplayed songs with votes ⑤ Report

#### Song requests

New song requests from guests. They become visible only after approval.

|                                                                            |                |
|----------------------------------------------------------------------------|----------------|
| Shakira – Loca Loca<br>2026-10-19 14:46:28                                 | Approve Reject |
| Hugel, Imael Angel & Ultra Naté – Movin' To The Sun<br>2026-10-19 14:49:20 | Approve Reject |

Figure 3: Pending Guest Song Suggestions

## 6. Working with Top Votes

The “④ Unplayed with Votes” tab is your main live view during an event. It shows the songs voted for by your guests, sorted by number of votes.

- Unplayed with Votes: your main live list for the event
- Played: tracks that have already been played
- All: a complete overview of all event tracks
- “Mark as Played”: removes the track from “Unplayed with Votes” and moves it to “Played”
- “Mark as Unplayed”: returns a track to the unplayed list

The display refreshes automatically, so you can see which songs are most popular and when they last received votes.

## DJ Admin – Partynacht (PARTY1)

Language: [DE](#) | [EN](#)

Guest link: [songvote.app/party1](#) | Screen: [songvote.app/screen/party1](#)

① Event settings ② Song selection ③ Song requests 2 ④ Unplayed songs with votes 36 ⑤ Report

### Event songs

Top list by votes

Played a song? Tap "Mark as played". It will move from this list to "Played songs".

Unplayed songs with votes Played songs All

Last updated: 12:48:17

#### 1. AC/DC – Highway to Hell

Votes: 12 · Status: Unplayed

Last vote 1628 hours ago

✓ Mark as played

#### 2. 4 Non Blondes – What's Up

Votes: 10 · Status: Unplayed

Last vote 971 hours ago

✓ Mark as played

#### 3. Abba – Dancing Queen

Votes: 8 · Status: Unplayed

Last vote 971 hours ago

✓ Mark as played

#### 4. Bryan Adams – Summer of '69

Votes: 7 · Status: Unplayed

Last vote 3146 hours ago

✓ Mark as played

#### 5. Die Atzen (Frauenarzt & Manny Marc) – Disco Pogo

Votes: 7 · Status: Unplayed

Last vote 2260 hours ago

✓ Mark as played

#### 6. Atc – Around the World (La La La La La)

Votes: 7 · Status: Unplayed

Last vote 971 hours ago

✓ Mark as played

#### 7. Cyril – Stumblin' In

Votes: 5 · Status: Unplayed

Last vote 888 hours ago

✓ Mark as played

#### 8. Backstreet Boys – Everybody (Backstreet's Back)

Votes: 4 · Status: Unplayed

Last vote 5875 hours ago

✓ Mark as played

Figure 4: Live “Unplayed with Votes” List

## 7. Using the Guest Link and Screen

The easiest way to share the guest link is through “QR Flyers & Table Tents” in DJ Admin. Print the finished flyers and place them on tables. You can also show the Screen URL on a TV or projector. The guest page includes a swipeable genre selector if you have enabled it in DJ Admin.

- Guests can search for tracks, vote and view the top-voted songs. They can use the genre bar to filter songs by music style.
- The regular search still searches all enabled songs, regardless of the selected genre. If no track is found, guests can suggest their own song while the event is active.
- The Screen view is ideal for making the live voting visible at the venue.

Updates: Votes are processed immediately. The guest page automatically reloads the other song data approximately every 15 seconds. DJ Admin and Screen have their own refresh intervals.

When an event is deactivated, the guest page displays “Voting is currently closed.” Searching, voting and submitting suggestions are disabled; existing song data and votes are retained.

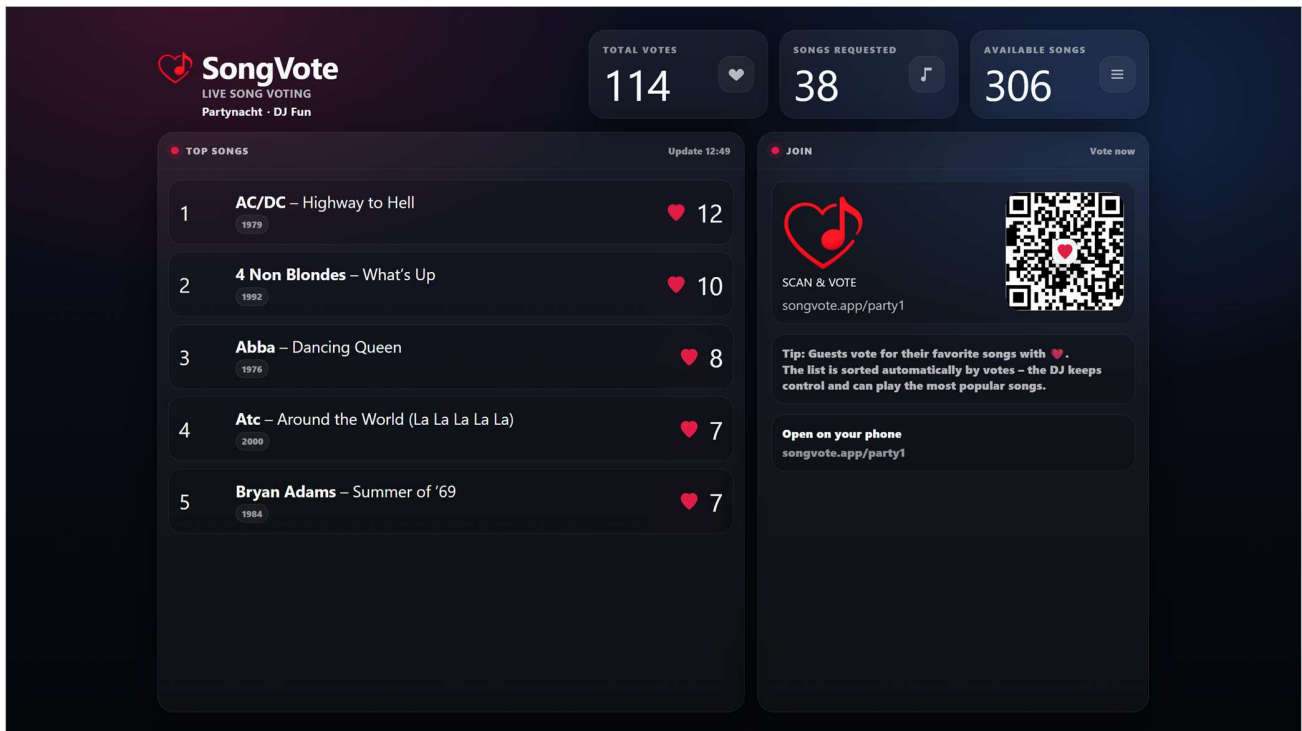


Figure 5: Example Screen View (Display for the Event Venue)

## 8. Activating, Pausing and Reopening an Event

Set the event to “Inactive” in Event Settings to close guest voting. This also blocks direct vote submissions and guest suggestions through the API. DJ Admin and existing data remain available.

When you reactivate the event, guests can vote and submit suggestions again. You can use “Inactive” before the event starts or after it ends. This is different from permanently deleting an event.

Note for operators: Events can be created, edited and permanently deleted (after confirmation) in the protected Control Panel. This central management area is not part of standard DJ Admin access. Deleting an event removes its event data, including votes and guest data; the shared song catalog is retained.

## 9. The “Report” Tab

Open “ Report” to view the event report in a new tab. It lets you review which songs were requested and played.

Important: If you reset the votes or the entire event song list, the report will no longer be complete. Save the report before resetting.

## 10. Recommendations for Your First Live Event

- Prepare a basic selection of songs and enable only suitable genres for guests.
- Test the guest link on a smartphone and the Screen view on a second device.

- Keep only songs in the event that you would be willing to play.
- Use top votes as guidance — the DJ always makes the final music decisions.
- Mark tracks as played immediately after playing them to keep the list accurate.

## 11. Frequently Asked Questions

**Do guests need to install an app? No. SongVote works directly in the browser.**

Can guests vote without limits? You can set the vote limit in Event Settings.

**Do song suggestions appear immediately? No. You must approve them in DJ Admin first.**

**Can I add songs during an event? Yes, at any time in Song Selection.**

**Do I always have to play the song with the most votes? No. SongVote is a tool to support the DJ, not a fixed playlist.**

What does “Inactive” do? Guests can no longer vote or suggest songs. Existing songs, votes and report data remain saved.

How do I create QR flyers for guests? In DJ Admin, go to “**① Event Settings**” and click “Create & Print Flyers”. The event-specific template is generated automatically and can be printed or edited in Word.

Can I enable entire genres? Yes. In DJ Admin you can view and filter genres and add or remove all their songs at once.

## 12. Checklist Before the Event

- ☐ Sign in to DJ Admin
- ☐ Check the event name and DJ name
- ☐ Upload a logo (optional)
- ☐ Set the vote limit and song suggestion limit
- ☐ Enable guest genres and prepare the song selection
- ☐ Activate the event and test the guest link on a smartphone
- ☐ Test the Screen view
- ☐ Create QR flyers & table tents, test the QR code with a smartphone and print them
- ☐ Check incoming requests during the event and mark played tracks
- ☐ Save the report after the event and deactivate the event if needed

**SongVote – Your guests request, your guests vote, you decide what plays.**  
**[www.songvote.app](http://www.songvote.app)**