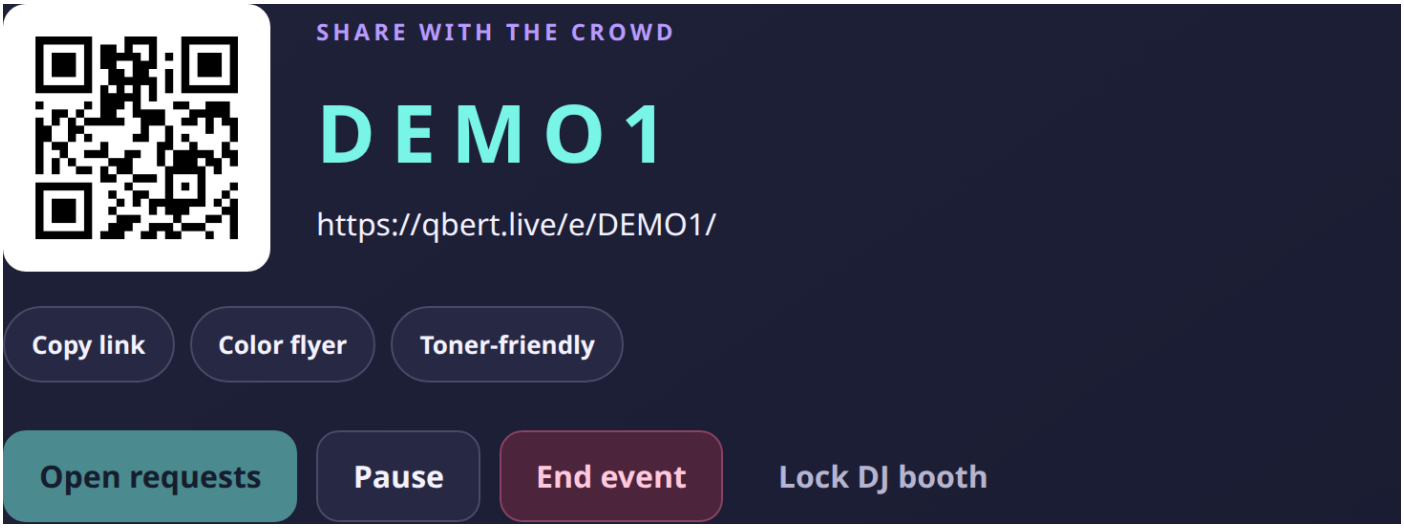
01 Get the room connected

Five-minute setup • Keep your DJ access code private.

1. Open the booth. Visit qbert.live/dj/ and enter your five-character DJ access code. It opens that code’s event. The public **event code** is what you share with guests.

2. Set up your night. Expand **Event details & branding**, enter the name, venue, date/time and guest message, then choose **Save details**. Upload your event image separately. See page 4 for artwork, social links and tips.



Actual booth controls with sample details. The sample QR opens the Qbert home page; use your own event’s QR at the venue.

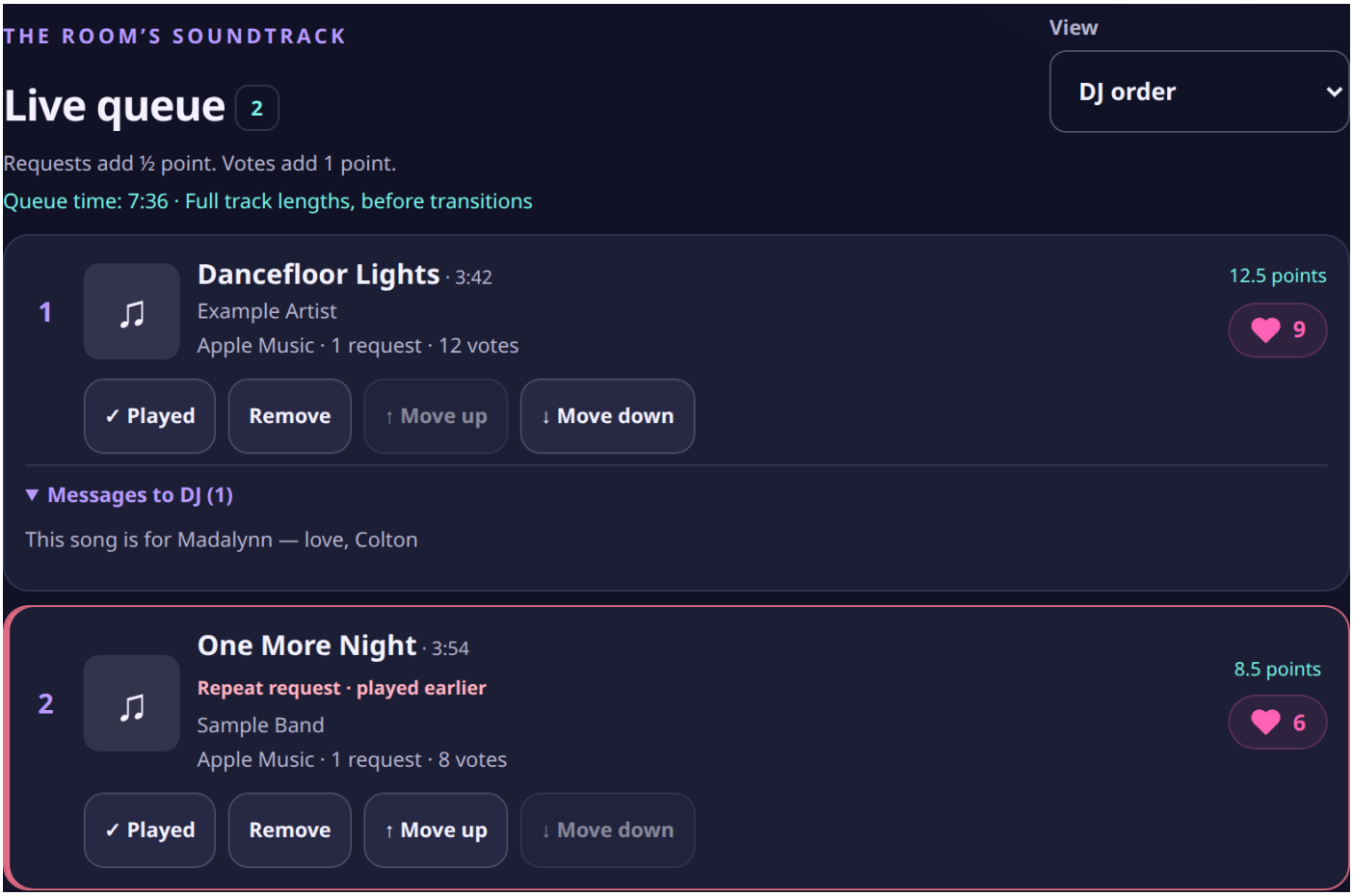
3. Share the event. Use **Copy link**, display the event code, or print the **Color flyer** / **Toner-friendly** flyer. Guests scan your QR or enter the event code at qbert.live.

4. Choose Open requests. Have one person join from a phone and submit a test request before the crowd arrives. **Pause** temporarily stops requests and voting; choose **Open requests** to resume.

You play the music. Qbert organizes requests and feedback. Use your own DJ software or music service for playback; marking a song Played does not play audio.

02 Run the queue

Choose the next song with the crowd’s feedback—and your judgment.



DJ order view. These are fictional songs; the controls are from the real booth.

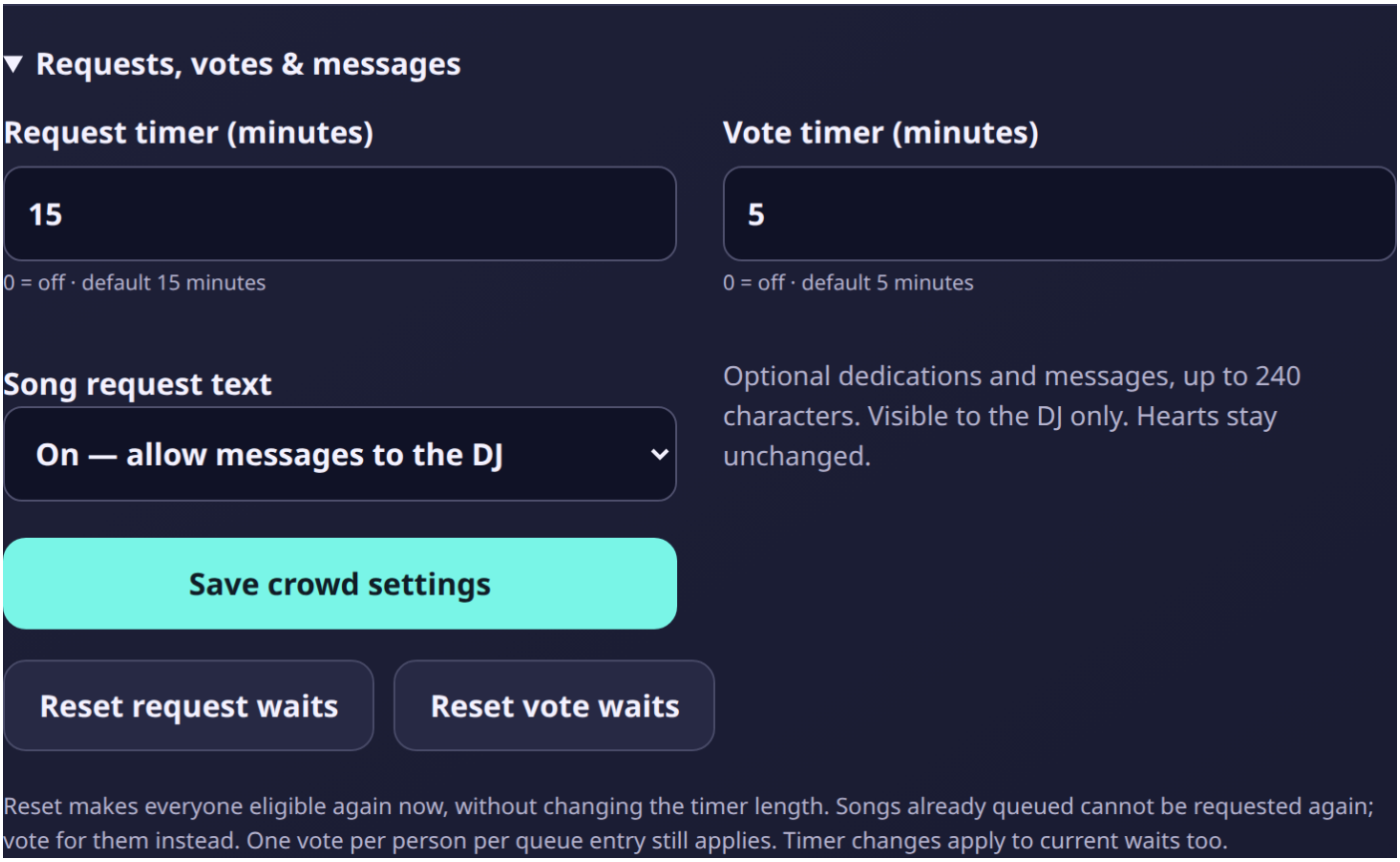
Choose a view: Original order shows arrival order. **Weighted ranking** sorts by points (½ per request, 1 per vote). **DJ order** lets you drag rows or use **Move up / Move down**. **Queue only** hides setup; **Show event setup** brings it back.

Keep the history accurate. Choose **Played** after playing a track. **Remove** puts it in the Removed view, where **Return to queue** restores it. From Played history, **Queue again** creates a new occurrence and preserves the previous play.

Read the signals. Red outlines mark repeat requests. Hearts show enthusiasm without changing ranking. Expand **Messages to DJ** for private dedications. Queue time totals known full track lengths, before transitions; missing lengths are flagged.

03 Set the crowd’s pace

Open Requests, votes & messages in the event setup area.



Defaults are a 15-minute request timer and a 5-minute vote timer. The sample has messages enabled.

Change the waits. Set each timer to 0–180 minutes and choose **Save crowd settings**. A value of **0** turns that timer off. Changes also affect existing waits.

Reset is different. Reset request waits or **Reset vote waits** makes everyone eligible again immediately without changing the configured interval.

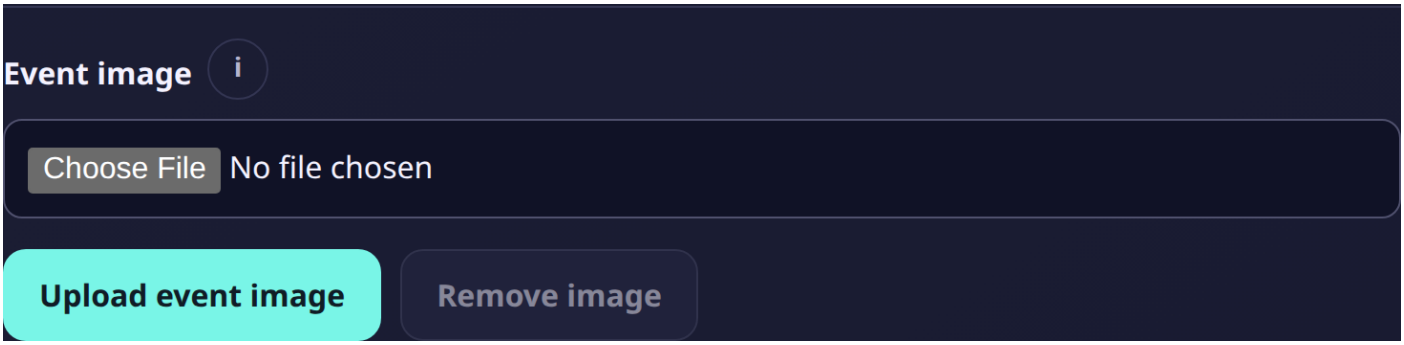
Optional messages. Turn **Song request text** on to accept dedications up to 240 characters. Only the DJ sees them. Guests can also add up to six emojis to a request.

Fair participation. Guests get six hearts per event, one per queue entry, with no refills. One vote per person per entry still applies when timers are off. A song already queued should be voted up; a song played earlier can be requested again.

Guests can search by song/artist or paste a song link. Their timers are stored in their browser; changing browsers or clearing cookies can reset that identity.

04 Make it your event

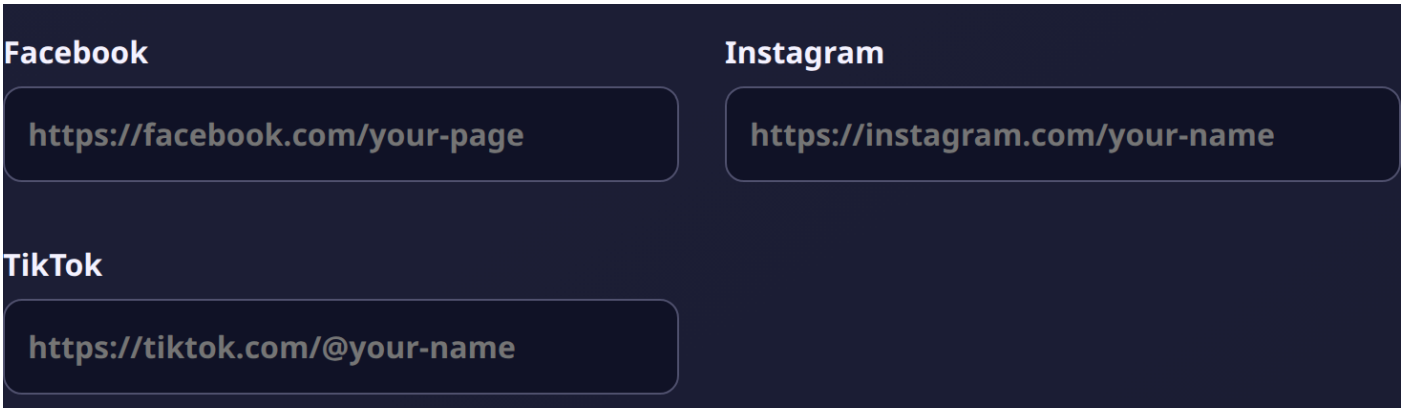
Event details & branding • Save text settings and upload artwork separately.



Use the small information icon beside Event image to open the artwork tips.

Artwork that fits. A square, transparent PNG works best; 1200 × 1200 is ideal. JPG and WebP also work. Maximum: 8 MB and 20 megapixels. Rectangular art fits without cropping. Select the file, then choose **Upload event image**.

Your message and details. Add a short welcome or instructions in **Message to your guests**. The event date/time field uses your device's timezone. Choose **Save details** after editing.



Optional social links appear on the event and playlist pages.

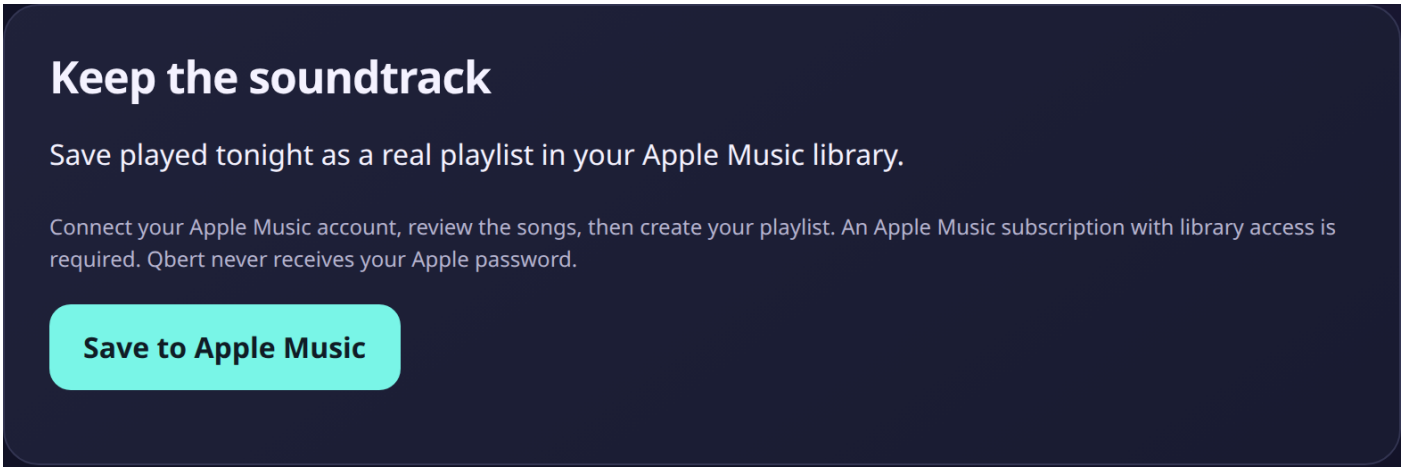
Stay connected. Add Facebook, Instagram or TikTok profile links. Leave a field blank to remove it. If you accept tips, turn **Venmo tip link** on, add your Venmo URL, and save. It is off by default; payments are handled by Venmo.

Print and check. After your artwork and details are saved, generate a fresh flyer. Use Toner-friendly for a light-background printout. Scan the actual event QR with a phone before distributing it.

05 Close out. Relive the night.

End the event only when you are finished—ended events cannot be reopened in the booth.

Before you end: mark the songs you actually played, then choose **End event**. Attendees can now open **Tonight's playlist**. Played tonight follows the order you marked tracks as played.



The Apple Music flow connects each person's own account. Review the songs before creating the playlist.

Save the soundtrack. Open **View / export playlist**. Choose Played tonight, All requests, or Current queue. **Save to Apple Music** creates a real library playlist after connecting an eligible Apple Music subscription and reviewing matches. Songs from other services may need a match selected.

Other platforms. Use the playlist's service links, Copy song list, or CSV/text downloads. These files contain titles and links; they do not automatically create playlists in other music accounts.

Keep your event report. In event setup, choose **Download PDF** or **Download spreadsheet CSV**. Your DJ access and private reports remain available for **14 days after the event ends**. Download them before that window closes.

Next gig? Choose **My events**, add another DJ code and switch between nights. Each DJ code belongs to one event. Codes added in a browser are remembered for up to 30 days; keep them for signing in elsewhere. **Lock DJ booth** clears that browser's saved DJ access.

If updates stop: check your connection and refresh the page. If a request is already queued, have the guest vote for it. If access has expired, use a new DJ code for a new event.