

# Managing playlists

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# How do I add a post to a playlist?

To add a post to a playlist do as follows:

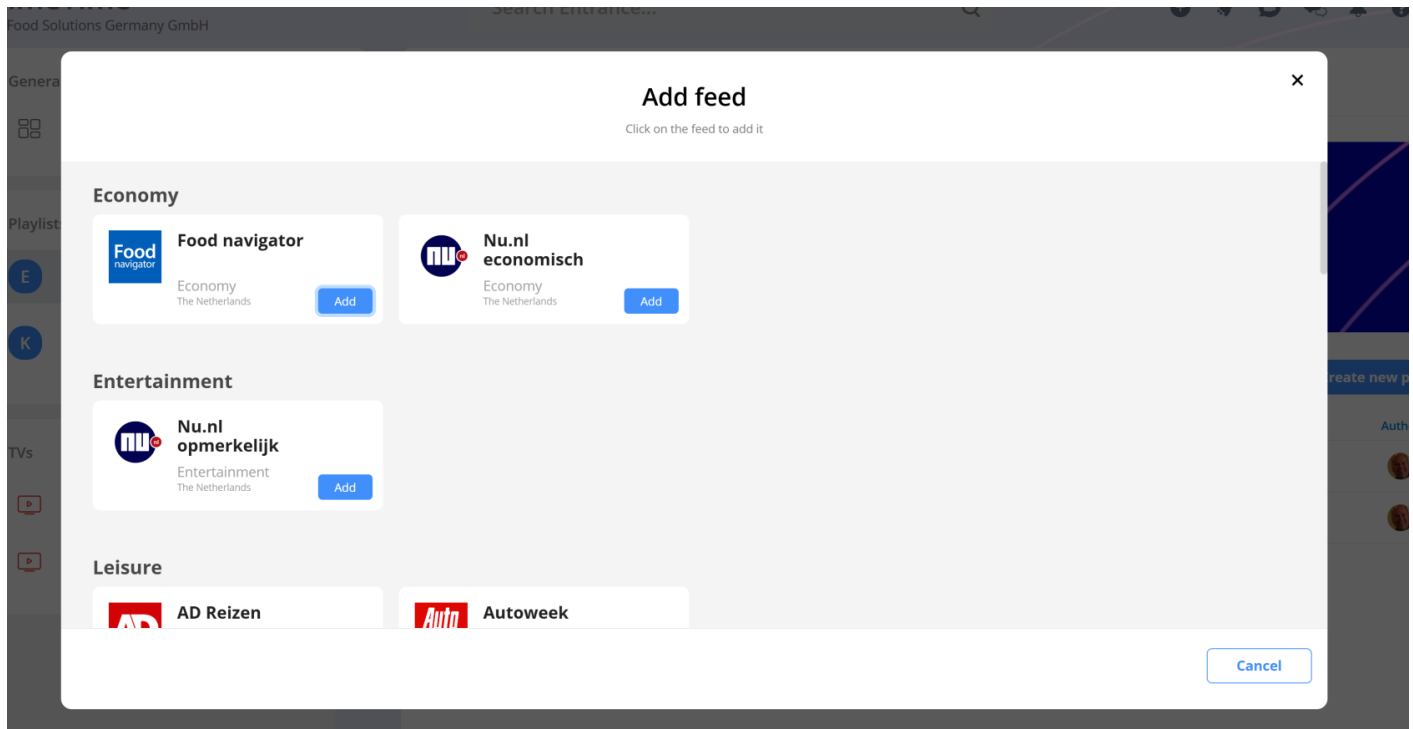
- Click in the playlist on 'Add new post'.
- On the right a sidebar appears. The sidebar shows all available posts. Add the post to the playlist by simply drag one of the posts from the list into the playlist.
- Once added, you can replace and duplicate the post.
- If you want to remove the post, just right click on the post and a context menu appears. Click on 'Delete'.

If you want to create a new post, just click on 'create new post'..

# How do I add feeds to an playlist?

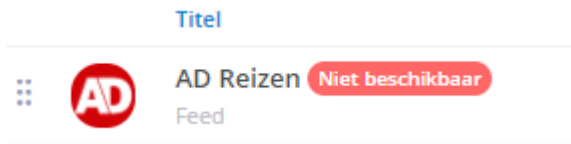
Open the playlist. Click on 'Add feed'.

A pop-up opens where you can choose a feed.



Press 'add' to add the feed to the playlist.

# What does it mean when a feed is 'not available'?



If a feed is not available, it's probably because the playlist is set to landscape but the feed is only available for portrait.

# How do you create a playlist for a vertical screen (portrait)?

To create a Portrait-playlist, go to 'Add playlist' and set orientation to **Portrait**.

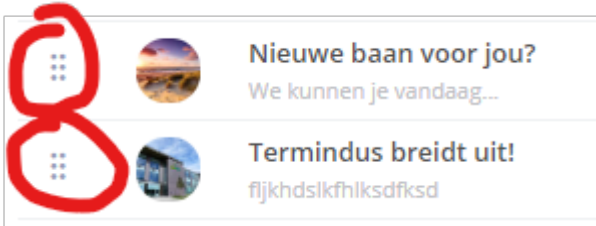
No 'Portrait' available? Portrait is probably not activated. Please contact support.

# The colors of the post (text) are not correct

Got to <https://support.comvay360.com/books/newsdesk-zBg/page/why-does-my-post-show-up-in-the-preview-in-different-colors>

# How can I adjust the order of posts in a playlist?

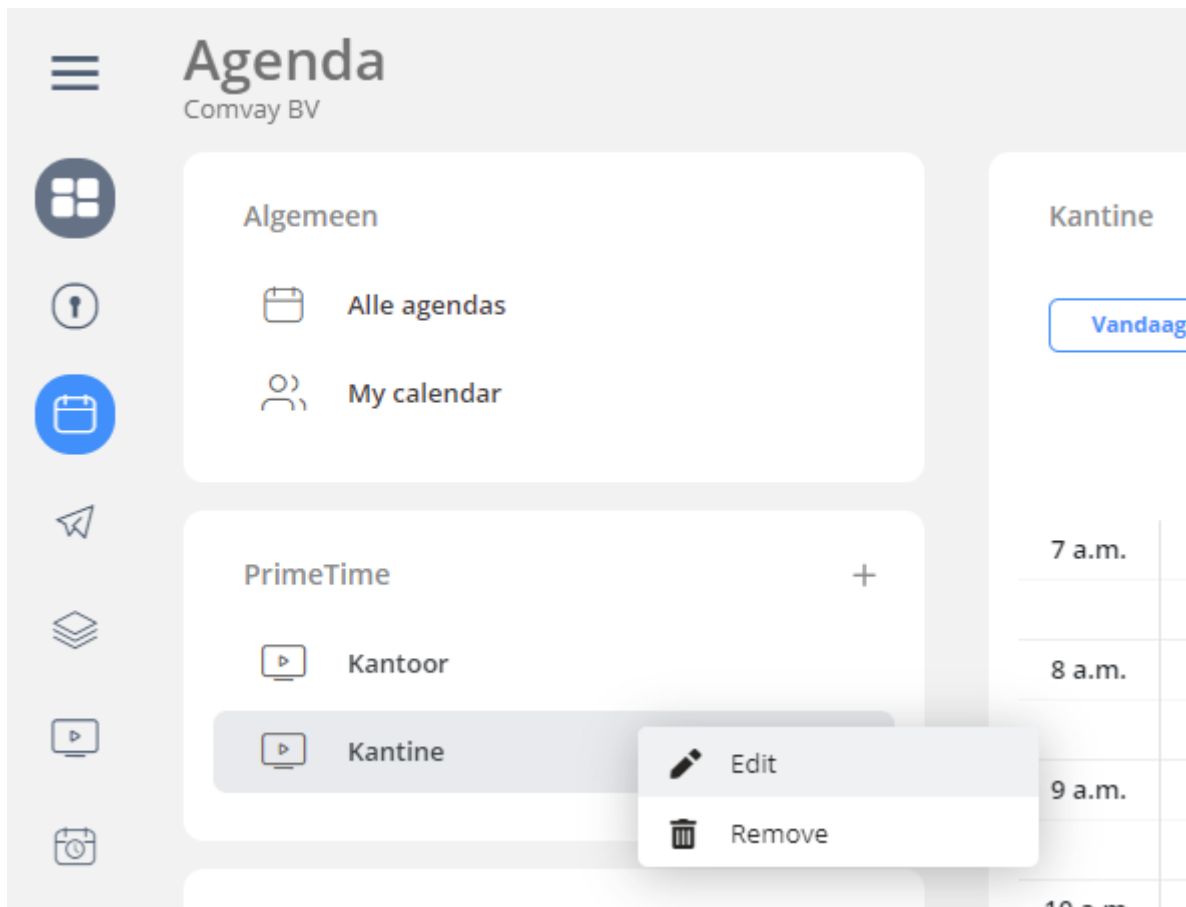
By using the handles on the left of each post row.  
Click and hold to move the post.



# How to add a calendar to a playlist

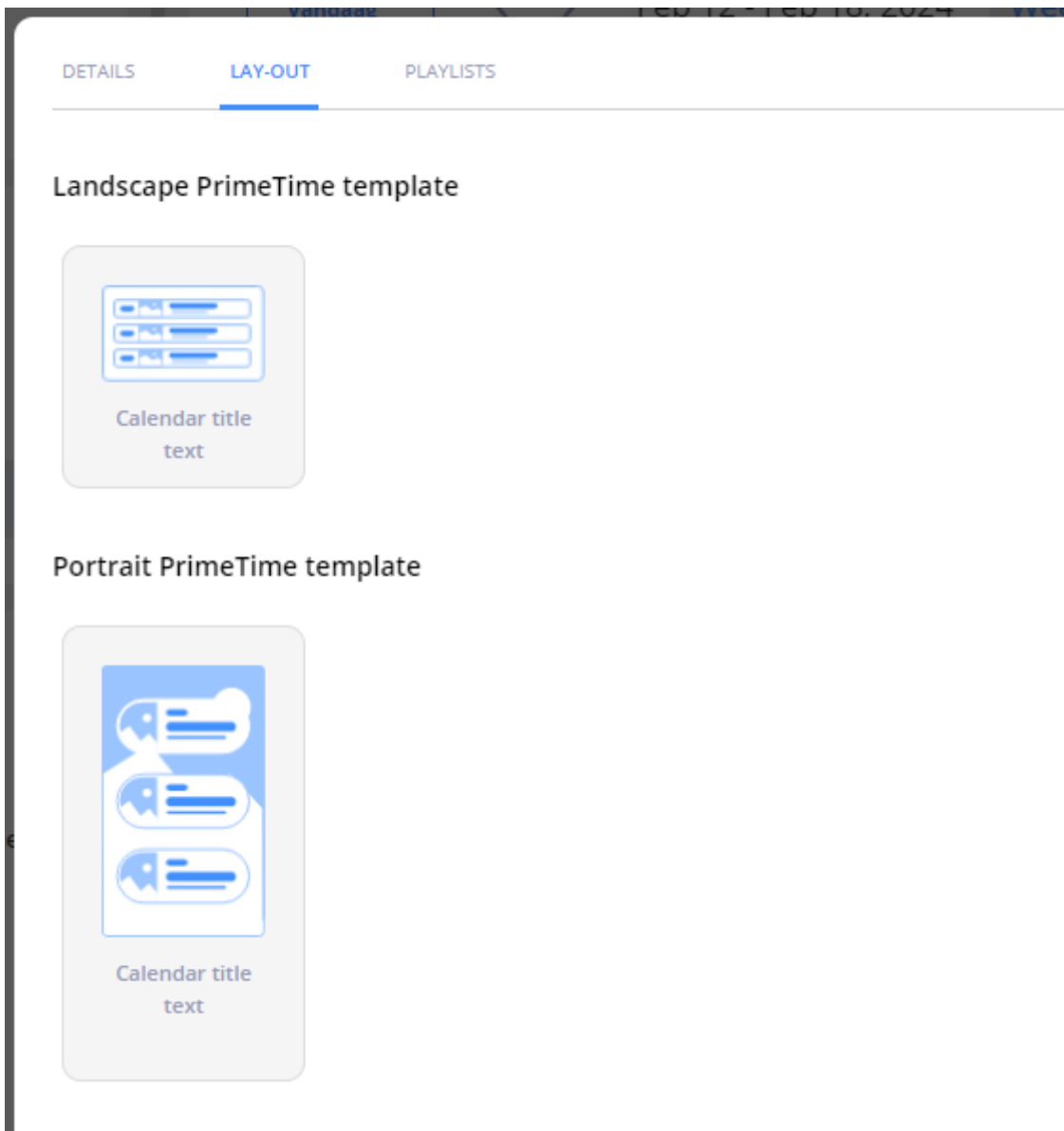
Go to 'calendar' in the menu.

Right-click on a calendar in the PrimeTime section and click on 'edit'.

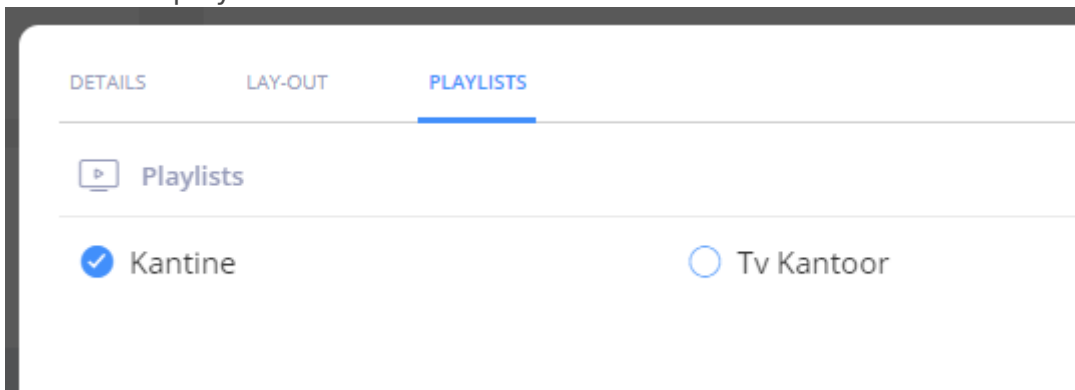


Choose which layout you want to use.





Choose the playlist where the calendar needs to be added to.



The calendar is now added to the playlist as a calendar post.

- Three icalendar items will shown in the calendar post.
- As soon as you add an item to this calendar (via calendar) the item appears in the PrimeTime calendar post on screen.
- The calendar post item will only visible if there is at least 1 Calendar item created.
- If there are more then 3 items, a extra calendar post will be added to the playlist.