NEVER IN REVERSE »

GUEST ONBOARDING GUIDE

GUEST INFORMATION

WELCOME TO THE NEVER IN REVERSE PODCAST

We are thrilled to have you as a guest on the Never In Reverse podcast! This document will guide you through the preparation process and help ensure a successful recording session.

1. **PERSONAL INFORMATION**

Full Name

Your complete name as you want it to appear on the podcast

Phone Number:

A contact number in case of last-minute changes or issues

Email Address:

Your preferred email address for communication with the podcast team

Personal Life & Passion Tags:

Describe Yourself Using 4 Personal Life & Passion Tags (ex: Storyteller, Father Figure, Avid Traveler, Music Enthusiast)

Family & Values:

Describe Yourself Using 4 Family & Values Tags (ex: Family Oriented, Professor Mother, Musician Father)

1. PROFESSIONAL INFORMATION

Job Title/Role:

Your current position or role if relevant to the podcast topic

Organization/Company:

The name of your organization or company, if applicable

Biography:

A brief professional bio that the podcast can use for introductions and show notes

Years Experience:

How Many Years of Experience Do You Have?

Achievement Awards:

How Many Achievement Awards Have You Earned?

Achievements & Recognition:

Highlight 3–5 accomplishments that reflect your career milestones, awards, or notable recognition.

Headshot/Photo

Upload Photo

- Attach a **high-quality photo** for promotional purposes.
- Use **PNG or JPEG** format.
- Should be **at least 1000px x 1000px** for clarity.
- Face the camera directly with a nice standing posture.
- A plain color background for a clean & professional look.
- Refer to the **examples on the left** for guidance.

1. SOCIAL MEDIA AND ONLINE PRESENCE

X:

Links to your profiles on X platforms

LinkedIn:

Links to your profiles on LinkedIn platforms

Instagram:

Links to your profiles on Instagram platforms

Facebook:

Links to your profiles on Facebook platforms

Website/Blog:

URL to your personal or professional website or blog if you have one

Additional Details

Links:

Providing links if you have been a guest on other podcasts or media

Recent Work/Projects:

Information about any recent work or projects that are relevant to the podcast topic.

Calendly

Please ensure that your calendars are connected in the Calendar Settings page for your account or team, and verify that the correct time zone is selected.

Follow these tips to ensure that you easily connect and sound amazing!

Please Do

1. TEST YOUR INTERNET SPEED:

→ We recommend a minimum of a at least 5 Mbps upload and download, preferably 10 Mbps+ Check your internet speed here.

2. CONNECT YOUR MIC AND HEADPHONES

→ **Headphones are highly recommended** to eliminate echo. Your host and other guests will appreciate it. Plus better audio can be captured when everyone wears headphones. In order to prevent audio leakage to the mic, please keep your earphone volume turned down to a low but comfortable setting.

→ Microphone - A separate External Microphone is preferred. Internal (laptop) microphones will work, but external microphones are recommended to record quality audio. If necessary, earbud/mic combos will also work, but please avoid using Airpods, wireless, or Bluetooth devices when possible.

3. USE ONLY A GOOGLE CHROME BROWSER

→ Other browsers are not currently supported. Close all other tabs and programs during the session. If you organization does not allow you to use a Chrome browser, please let your host or producer know before your session.

Please Don't

1. DO NOT USE A PHONE OR MOBILE DEVICE TO RECORD

→ If you must use a mobile device to record:

→ In order to join a session, you will first need to make sure the app is downloaded. The Riverside.fm iOS App can be found on the Apple App Store here. Once downloaded, you can click on the Riverside guest invite link that your host has provided.

→ This will open the app and ask for permission to access both your mic and camera. Permissions will need to be granted for both. You can choose to disable your microphone or camera prior to joining the session. Once you have entered your name, you will be able to join the session!

2. DO NOT USE A PRIVATE OR INCOGNITO BROWSER WINDOW

→ Do not connect through an incognito window or in private browsing mode.

→ 3. Do Not Open Tabs or Programs During the Session

→ Please close all other browser tabs and programs to insure that your computer is running optimally for the session.

Technology Requirement

1. OPERATING SYSTEM

Mac OS 10.14 or higher
• Check your current operating system on Mac
• Update your operating system on Mac

Windows 10
• Check your current operating system on Windows
• Update your operating system on Widows

2. COMPUTER SPECIFICATION

Memory (RAM)
• **8GB+ of RAM (Very Important for Video!)** – Please use a computer that has at least 8GB of memory installed.
• Check your memory on Mac
• Check your memory on Windows

Storage Space
• 10GB+ of Hard Drive storage space
• Check your storage space on Mac - Apple menu > About This Mac – Storage tab
• Check your storage space on Windows - Go to Setting > System > Storage. Or simply type Storage into the Windows search bar.

3. WEB BROWSER

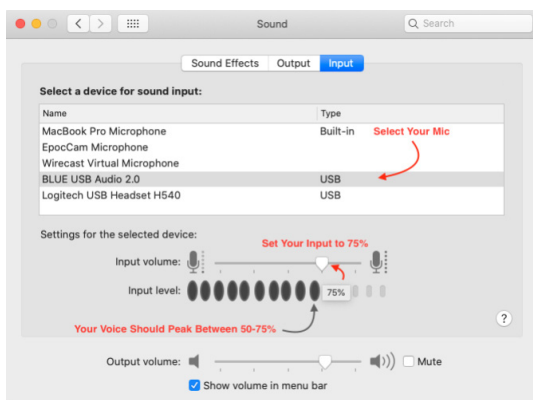**Please use an up-to-date version of one of these browsers:**

• Google Chrome (Required) Open the session in a regular window or tab, not in incognito mode or private mode.

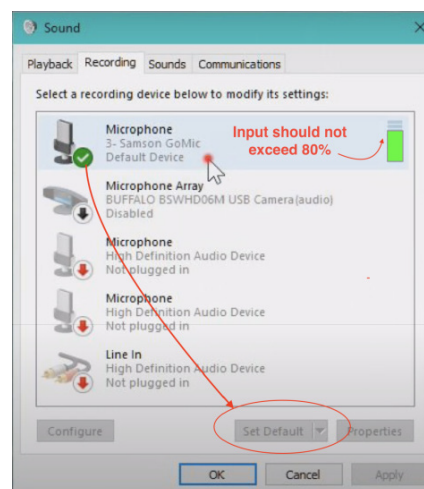## 4. INPUTS AND OUTPUTS (AUDIO SETTINGS IN YOUR COMPUTER)

It is very important to configure your default **Input** and **Output** audio **BEFORE** connecting to the podcast studio

Input Settings:

» Select the microphone that you are using and select it so that it becomes the default.

» Adjust the input to around 75%.

» Test your voice level with a few out-loud laughs to make sure that you do not peak the levels above 75% of the audio meter.
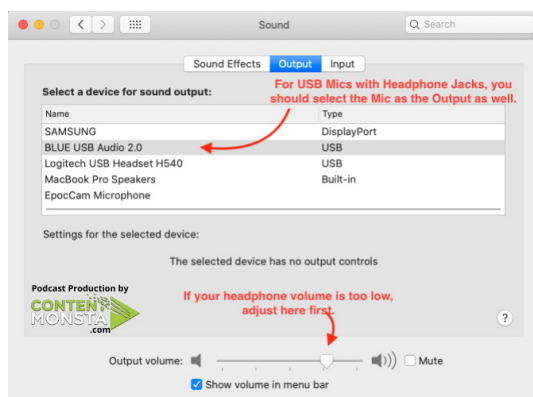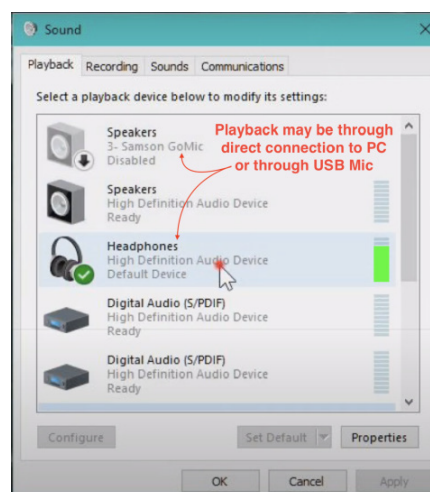

Input settings image for Mac

Input settings image for Windows

Output Settings:

» In your Sound Output settings select the location of where your headphones are attached to.

» If you are connecting your headphones to a USB microphone, or you are using a headset with mic, then your output device will be the same as your input.

Output settings image for Mac

Output settings image for Windows

CONNECTING TO THE RECORDING SESSION

Open the link provided to you by the host in a Chrome web browser.

Before Joining – Choose Your Devices:

» Choose your Mic (Audio Input device) *Grant microphone access if requested

» Select your camera (if you want to be seen)

» Choose how to listen (Output listening device)

Join the Studio

» Enter your name

» Indicate if you are using headphones

» Click "Join Studio"

THANK YOU FOR YOUR INTEREST IN THE NEVER IN REVERSE PODCAST!

We're excited to have you on this journey, where stories unfold, perspectives shift, and deep conversations drive us forward. Stay tuned for thought-provoking discussions and compelling narratives—because here, we never look back, only forward.

WE'RE LOOKING FOWARD TO HOSTING YOU