

SongVote – DJ Guide

A step-by-step guide to setting up and using SongVote at your events

For DJs using SongVote for the first time.
October 2026

With SongVote, you can collect song requests from guests, let them vote for their favourites and still stay in complete control of what gets played. This guide walks you through the most important features step by step.

1. How SongVote works

SongVote has three main areas:

- Guest link: Guests search for songs, vote for their favourites and submit their own requests if they cannot find a track.
- DJ Admin: Set up your event, manage the song selection, approve guest requests and mark tracks as played.
- Screen: A separate live view for a TV, projector or display at your venue.

Important: Guests do not need to install an app or register. All they need is a smartphone with a web browser.

2. Opening your event

Every event has its own event code and DJ PIN. For example, the code PARTY1 gives you these addresses:

Area	Address
Guest voting	songvote.app/party1
DJ Admin	songvote.app/dj/party1
Screen	songvote.app/screen/party1
Report	Open “⑤ Report” in DJ Admin

Start by opening DJ Admin and signing in with your DJ PIN. Never share your PIN with guests.

3. Event settings

In the “① Event settings” tab, you can configure the essentials for your event:

- Upload an event or DJ logo (optional)
- Set the event name
- Enter the DJ name
- Set the number of votes allowed per guest
- Set the number of song requests allowed per guest
- Open or close voting for the event

Recommended for weddings, birthdays and corporate events: 10–15 votes and 2 song requests per guest.
Enter 0 to remove either 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 **2** ④ Unplayed songs with votes **36** ⑤ Report

Event settings

Event/DJ logo [Datei auswählen](#) | Keine ausgewählt

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

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

Song suggestions per guest

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

☒ Event active (voting open)

Save

Figure 1: Event settings in DJ Admin

4. Preparing your song selection

In “② Song selection”, choose which tracks your guests can vote for.

- Search by artist, song title or year.
- The heart indicates whether a track is available for voting at the event.
- Use the “All”, “Added to event” and “Not added yet” filters to see which songs are selected.
- Use “Upload playlist” to import additional tracks from a CSV file.
- Use “Reset votes” or “Reset entire event” when you need to clear event data. Be sure to save the report first.

Tip: Prepare a varied selection before the event starts. You can add or remove tracks at any time during the event.

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

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](#)

Search: artist, title or year...

All (359)

Added to event (306)

Not added yet (53)

[+ Upload playlist](#)

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



Abba – Gimme! Gimme! Gimme! (A Man After Midnight)

1979



Abba – Mamma Mia

1975



Figure 2: Song selection with search, filters and playlist import

5. Approving guest song requests

Open “③ Song requests” to review tracks requested by guests. Requests are not visible to other guests until you approve them.

- Select “Approve” to add the requested track to the event.
- Select “Reject” to decline the request.
- When you approve a guest request, that song automatically receives its first vote from the guest who submitted it.
- The requesting guest cannot cast a second vote for the same track or remove this automatic first 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 2** ④ Unplayed songs with votes 36 ⑤ Report

Song requests

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

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

Figure 3: Pending guest song requests

6. Managing the live leaderboard

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

- Unplayed songs with votes: your live list of requested tracks that have not yet been played
- Played songs: tracks already marked as played
- All: a complete overview of the event songs
- “Mark as played”: removes the track from the unplayed list and moves it to “Played songs”.
- “Mark as unplayed”: moves a track back to the unplayed list.

The list refreshes automatically, helping you see which songs are most popular and when each track last received a vote.

DJ Admin – Partynacht (PARTY1)

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

Guest link: songvote.app/party1 | Screen: songvote.app/screen/party1

⚙️ Event settings | 🎵 Song selection | 🗳️ Song requests **2** | 🗳️ Unplayed songs with votes **36** | 📄 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: 16:00:28

1. AC/DC – Highway to Hell Votes: 12 · Status: Unplayed Last vote 2 minutes ago	✓ Mark as played
2. 4 Non Blondes – What's Up Votes: 10 · Status: Unplayed Last vote 18 minutes ago	✓ Mark as played
3. Abba – Dancing Queen Votes: 8 · Status: Unplayed Last vote 41 minutes ago	✓ Mark as played
4. Bryan Adams – Summer of '69 Votes: 7 · Status: Unplayed Last vote 1 hour ago	✓ Mark as played
5. Die Atzen (Frauenarzt & Manny Marc) – Disco Pogo Votes: 7 · Status: Unplayed Last vote 1 hour ago	✓ Mark as played
6. Ate – Around the World (La La La La La) Votes: 7 · Status: Unplayed Last vote 2 hours ago	✓ Mark as played
7. Cyril – Stumblin' In Votes: 5 · Status: Unplayed	✓ Mark as played

Figure 4: The live "Unplayed songs with votes" list

7. Sharing the guest link and using the screen

Share the guest link with your audience, ideally via a QR code on a tabletop sign or poster. Open the separate screen link on a TV or projector.

- Guests can search for songs, cast votes and view the most popular tracks.
- If their search returns no results, they can suggest a new song.
- The screen view is ideal for making the live voting visible throughout the venue.

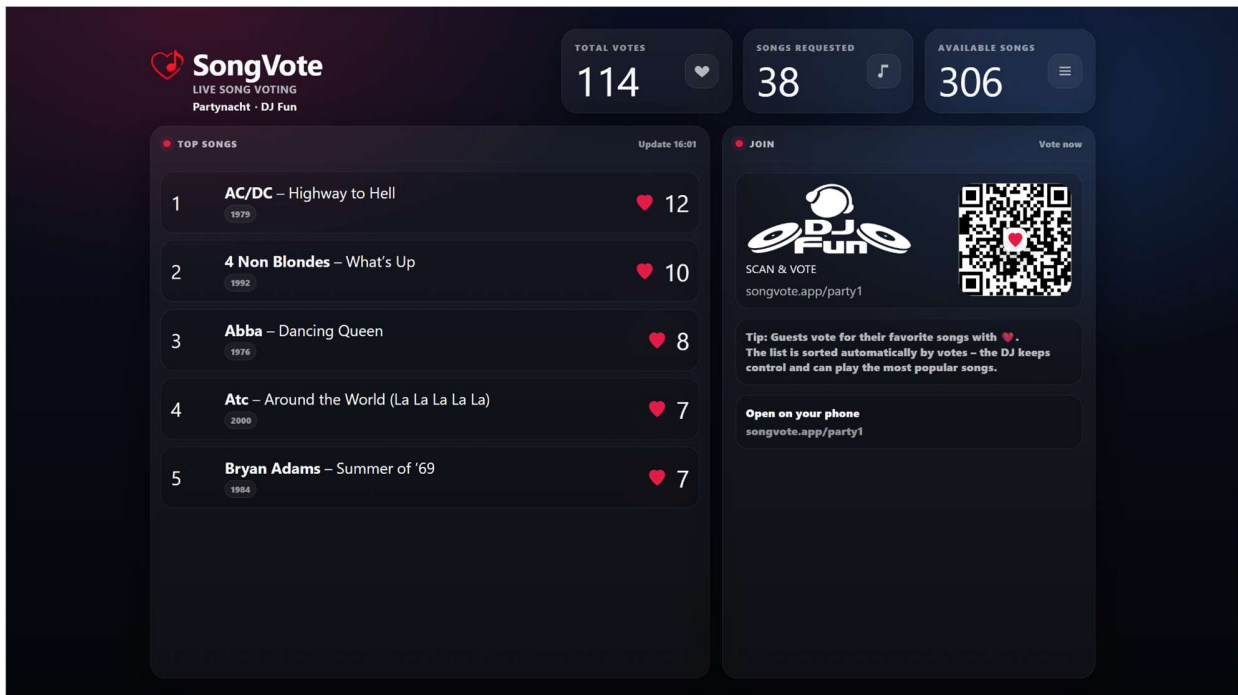


Figure 5: SongVote screen view for a TV, projector or display

8. The report

Click “[5](#) Report” to open the event summary in a new browser tab. Use it afterwards to review song requests, voting results and played tracks.

Important: Resetting votes or clearing the event song list removes data needed for the report. Save your report before doing either.

9. Tips for your first live event

- Prepare a good selection of songs before the event begins.
- Test the guest link on a phone and the screen view on a second device.
- Only make songs available if you would genuinely consider playing them.
- Use the top-voted songs as a guide; the DJ always makes the final musical decision.
- Mark tracks as played as soon as they finish to keep your live list up to date.

10. Frequently asked questions

Do guests have to install an app? No. SongVote runs directly in their web browser.

Can guests cast unlimited votes? You can set the vote limit in the event settings.

Do guest requests appear immediately? No. You must approve each request in DJ Admin first.

Can I add songs during the event? Yes, you can edit the song selection at any time.

Do I have to play the most-voted track? No. SongVote supports your decisions; it is not a fixed playlist.

11. Checklist before you start

- ☐ Sign in to DJ Admin
- ☐ Check the event and DJ names
- ☐ Upload a logo if you want to
- ☐ Set the vote and song-request limits
- ☐ Prepare the event song selection
- ☐ Test the guest link
- ☐ Test the screen view
- ☐ Have a QR code or guest link ready to share
- ☐ Review guest requests and mark songs as played during the event
- ☐ Save the event report afterwards

SongVote – Your guests request. Your guests vote. You decide what plays.
www.songvote.app