

Distributing Your Program - How To Upload Into The AudioPort

Please Note

In order to upload your programs into the AudioPort, you must have already created your account.

In order to create your account, click on the 'login/create account' link. Here, you will need to select your station, and enter your station's master password: _____.

If you need further help creating your account, see the "Creating Your AudioPort Account" Help Document online at www.audioport.org/help.

To upload your program log in, then click "Step One" under "Add Programming", in the navigation, on the right side of the webpage.

Step One

In this step, you have to specify the number of files that are part of this program.

the following appear in this step:

- "**How Many File Segments Do You Want To Add**" – specify the total number of file segments that make up the whole program

Step Two

In this step, you have to identify the Audio File information for this program.

the following appear in this step:

- "**File Label**" – this label the segment, the computer's audio player will identify the segment as it plays, by displaying this label.
- "**Filename**" – locate the file in your computer's hard drive (click the browse button)
- "**Format**" – specify what type of audio file these segments are (ie. ogg, mp3, ra, etc.)
- "**Bitrate**" – specify the sampling rate of the audio files uploaded
- "**File Length**" – specify the length of the file segment you are uploading

Please Note

After you submit your files for upload, some time will be needed to complete the process of sending these files to the AudioPort. While the upload is on its way, the button at the webpage will change from "Next Page" to "Uploading, please wait".

While the upload is underway, please DO NOT hit the button again. Step Three will begin when your file(s) are completely uploaded. The Step Three page will appear automatically.

If you want to check your upload progress, look at the status bar displayed at the lower portion of your browser.

Step Three

In this step, you have to identify certain details about your Program. You do not have to supply an answer for all of these; use as you like with great detail, or not at all.

the following appear in this step:

- "**Series**" – if this entry is part of an ongoing series (daily, weekly, monthly, etc.), what is the name of the series [ie. "Democracy Now!"]
- "**Program Title**" – give the title for this particular entry, [ie 'Do The Green's Support Nader In 2004?']. This title will be displayed along with the series name (if any).
- "**Subtitle**" – optional/if applicable
- "**Program Type**" – specify what type of program this is, using the options given
- "**Default Topic**" – specify the main topic of this program, using the options given (in step four you will be able to specify additional topics)
- "**Featured Speakers/Commentators**" – list your guest(s), speaker(s), and/or host(s).
- "**Summary**" – if you only want to provide a brief summary of the program, write it here. Otherwise, if you wish to give a longer, more detailed description, write that in the 'Announcer Script/Transcript' section (below)
- "**Credits**" – specify your program credits here
- "**Broadcast Restrictions**" – specify which restrictions you wish to put on the use of your program (if any)
- "**Program Notes**" – this box can be used for any information you wish to add. This area has unlimited text space.

- "**Version Title**" – if there is more than one version of your program, specify this particular version's title here (ie a local edit vs. a national edit, or a 28 min vs. a 55 min).
- "**Version Description**" – if there is more than one version of your program, provide this particular version's description
- "**Language**" – specify the main language of this program
- "**Date Recorded**" – specify the date this segment was recorded
- "**Location Recorded**" – specify the location this segment was recorded
- "**Announcer Script/Transcript**" – you may use this area for large amounts of text, such as a whole transcript, and/or a promo script(s), intro, outro script(s), etc.

Step Four

You are finished! You may return to the information input above, for edits, additions, or deletion. If you wish to add a whole new program, start over by selecting 'Add Programs' (in the navigation).

For More Help

Please see the Help, and frequently asked questions (FAQ) section of the AudioPort.org. For all technical questions contact web@pacific.org, for all other questions contact ursula@pacific.org.