

How To Initially Sign Up For Your AudioPort Account

Note: Signing up for an AudioPort account is necessary in order for you to upload or download any programming.

Step 1

Go to the Create Account Page and select your station

You will find the Create Account Page by clicking on “Login/Create Account” link on the right hand side navigation (or go directly to <http://www.audioport.org/index.php?op=login&nav=null&>). When you get to the Login/Create Account, in the bottom half of the webpage, you will see “Create Account: Step 1”.

- “**Select Your Station**” – here, select your affiliate (or sister) station from the drop down list.
- “**Enter Your Station’s Password**” – here enter your station’s master password.

Note:

To obtain your stations master password, see your station GM or operations staff, or use the following:

_____ Station’s Master Password is _____

Step 2

The Program Archiving and Distribution Agreement

You must accept this agreement to use the AudioPort. The main points are that your programming: does not infringe on any third party’s copyright patent, trademark, etc.; complies with Federal, state, local laws; doesn’t slander, libel, or defame; contains no pornographic materials; etc.

After reading the terms, click the “I agree” button below to accept the terms, and move onto the next step.

Step 3

Provide your Account Information

- “**E-mail**” – the E-mail address you supply here will serve as your AudioPort account login. The E-mail you supply here will also be used to send any system confirmations from the AudioPort (ie, if you forget your password, the AudioPort will send you your password to this E-mail address).
- “**Password**” – create your own personal password; this is not the same as your station’s password (you will use this to login in the future).
- “**Repeat Password**” – to confirm that your password was entered correctly, please re-enter it here
- “**Name of Person or Group**” – supply your name, or an organization name (ie, your production team’s name). What you put here will be displayed, under the title “producer”, next to all of the programs you post
- “**Website**” – enter your personal or organization’s website address (URL). Note, this is optional

Step 4

Finished! – Your account is now created and ready for use, in the future your E-mail address and password are all you will need to login.

Note, you can edit your account information by going into your workroom after logging in. If you have any questions or need help see <http://audioport.org/help> or email Pete Korakis at web@pacific.org.