

## ShowDirector

**What it is:** A web-based solution to the Wegener receiver that provides access to your complete programming schedule and the ability to request new programming or air time changes to existing programming.

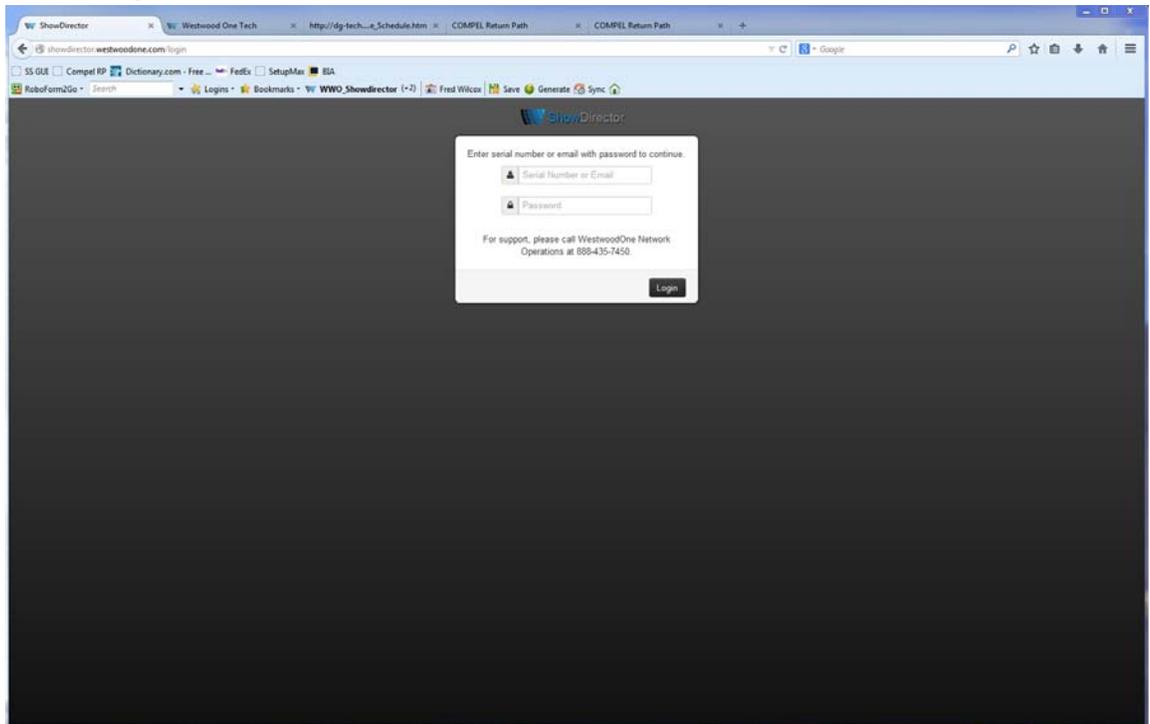
**How to use:**

- 1) Browse to <http://showdirector.westwoodone.com/login>
- 2) Enter your login credentials:
  - a. Login: Serial # of Wegener receiver (located in and just below display panel)
  - b. Password: Call letters assigned to the receiver (located in the display panel)

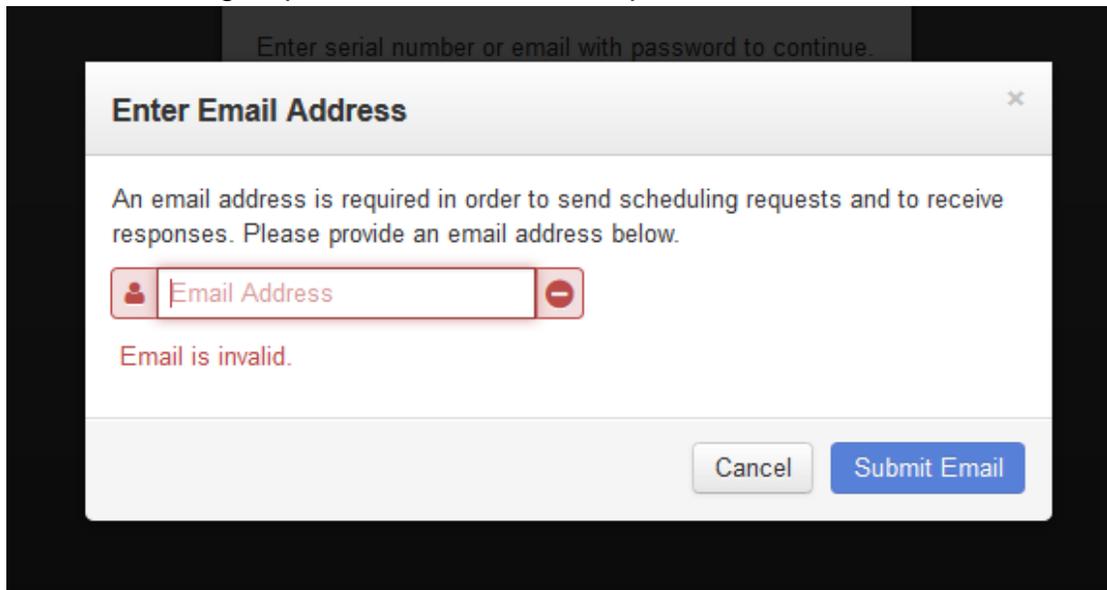


Sample Display Panel

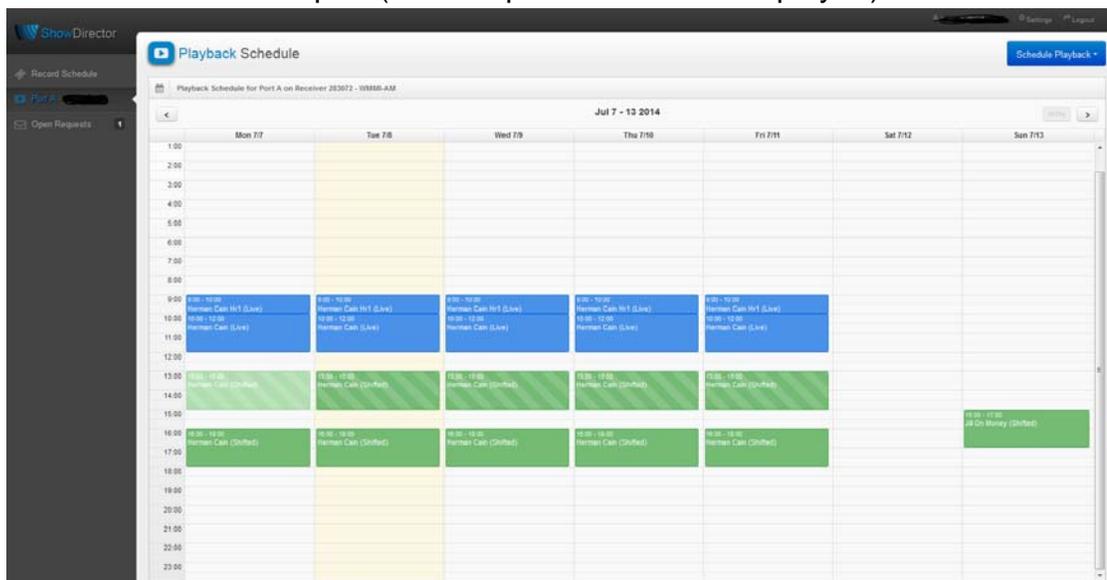
- 3) Click "Login"



- 4) If this is your first time logging in, enter a valid email address from which to send scheduling requests and to receive responses.

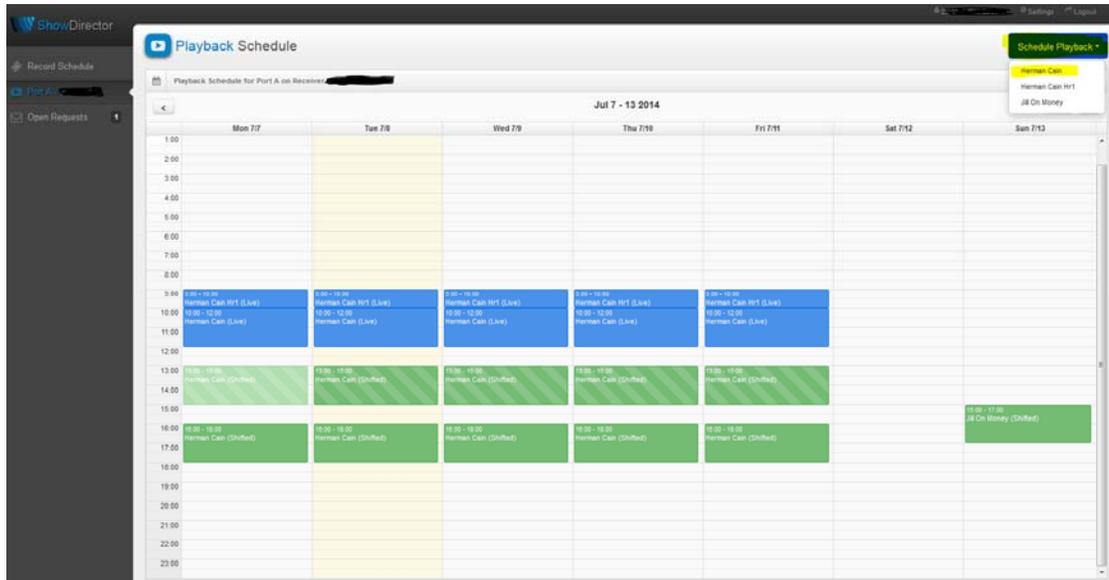


- 5) The main page shows the playback schedule for all programming currently active for each active port (inactive ports will not be displayed).

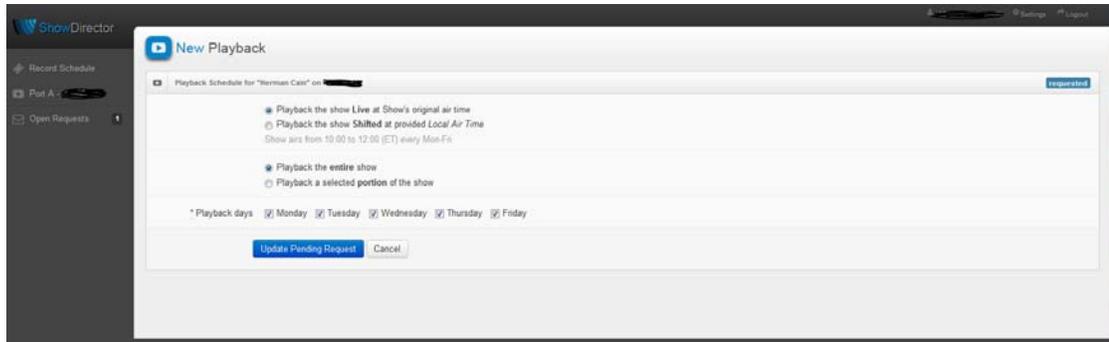


- a. A solid blue indicates an approved live playback while a solid green indicates an approved shifted playback.
- b. A live or shifted playback that is pending approval will display with lighter shaded stripes.

- 6) To request a new playback, select the “Schedule Playback” drop down menu.

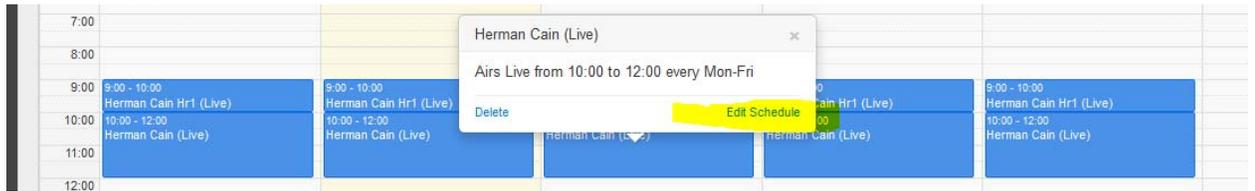


- 7) Select the show desired to schedule the playback time (only shows with an active contract will be displayed and **playbacks are always scheduled and displayed in Eastern time**).

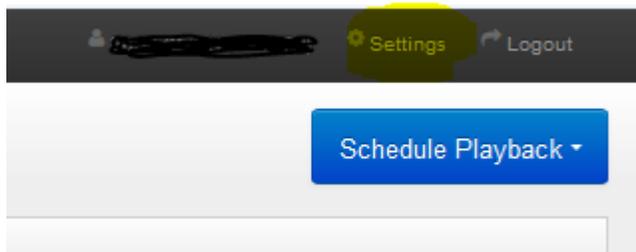


- The first section is a choice to playback the live feed or select a time for shifted playback.
  - The second section is a choice to playback the full show or just a portion of the show.
  - The third section are the days of playback desired (for weekday feeds you can select a Saturday playback by selecting “Playback the show **Shifted...**”
- 8) To request a change to an existing playback, left click the desired scheduled playback, select Edit Schedule and adjust the playback times

accordingly.



- 9) If you need to update your email address, simply select the “Settings” link in the upper right corner and re-submit the new address.



- 10) If you are missing expected shows in the drop down menu or the port you are trying to program is not active or if you just have general questions, please feel free to contact Network Operations at 888-435-7450, option 1 then option 2 (no need to wait for the prompts).