



Pacifica AudioPort Manager

The following letter pertains to our Internet distribution system located at Audioport.org. As a Pacifica affiliate you have access to this service. We have created a local manager account for your station. You should receive an email inviting you to create this account. When you make your own password, we do not know it.

As the local Audioport manager, you will enable producers at your station to make their personal accounts in AudioPort.org, enabling them to 1) Download content to be aired on the radio 2) upload their own content for national distribution 3) store content on line in their own private area of the AudioPort server ("electronic workroom"). When a producer at your station would like to create an Audioport.org account, you will:

- log in under your account
 - Go to WORKROOM
 - Go to VIEW EDIT USERS
 - select your station in drop down list
 - Go to ADD NEW USER
 - In box called "Email" put in email address of the producer's email address
 - In box called "Name of Person or Group" put name of the producer
- Go to CREATE AN ACCOUNT

Inform the producer that he/she will receive an email inviting them to create an account with a temporary password. That person will then create their own password. When producers create their accounts, we do not have access to their personal passwords and neither will you. You and we do have access to the list of producers at your station.

Please help us continue smooth operation of Audioport.org by:

- 1) Confirming with us that you will be your station's Manager and confirm your contact information (listed below). If it should be someone else, please send us his or her name and email address.
- 2) Introducing your radio staff to Audioport.org and informing them that they can have accounts.
- 3) Reviewing your station's Audioport accounts periodically to make sure that they are up-to-date. If you, as station Manager, feel that someone with Audioport access is violating the AudioPort's terms of usage listed at audioport.org/terms, or if a producer with an account leaves your station, you can remove them. When you go to your station's account list (see above) you will see that you have the ability to remove accounts there. You do so by checking the box by their account that says "suspend." (*not* "remove")
- 4) Ask producers who make accounts to read the agreement that comes up during the sign-up process to understand legal restrictions that come with having an account. Remind them that they are entitled to use the content for on-air and radio production purposes only. If they wish to use the content in any other way or to give it to anyone, they must get permission from the person who put the content in AudioPort, either directly or with our assistance. Remind them that trust and good faith is what sustains the AudioPort project.

Remember that you can access a link to a live stream for broadcast of the Pacifica KU satellite live through Audioport. After logging in, you will see a bright green box in the navigation bar with a link to the streams. The KU left channel has regularly scheduled programming and the right side is reserved for special programming. Unless there is a special, it remains silent.

Please contact me immediately if you have questions or need help. Thanks and best wishes –

Ursula Ruedenberg / Pacifica Affiliates Coordinator
510-812-7989
Ursula@pacifica.org