

As the local AudioPort manager, you add individual personal accounts for personnel at your station, enabling them to download content for the radio. For security reasons, we ask that you not create a generic account to be shared at the station. Please give yourself and individuals at your station individual and unique accounts with unique logins and suspend their accounts when people leave the station. Please check your station's umbrella account regularly to suspend any personnel who are no longer at the station or should be suspended for any reason. We rely on you for safety and integrity in AudioPort.

1. To add an account:

This is text to use for step 1

- log in under your account
- Go to WORKROOM
- Go to VIEW EDIT USERS
- 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
- Click CREATE AN ACCOUNT
- Send an email to the new user with the text provided in this box to the right. →

2. To end an account:

- log in under your account
- Go to WORKROOM
- Go to VIEW EDIT USERS
- Find the account you wish to end and click SUSPEND. DO not click REMOVE FROM STATION or DELETE

Thank you for your local management of AudioPort!

I have created an account for you in AudioPort.org. This email address is your login. With it, you can download content from Audioport.org.

You should receive an email from the AudioPort website that provide a link for setting up your own password. No one else will know your password. If you forget it or need to change it, you will find a link for doing this on the AudioPort login page.

If you do not see an email from AudioPort for setting up your account, check your spam and other email folders such as "Promotions" etc. Sometimes firewalls defeat the website's email to you; so if you can't find it anywhere, contact Pacifica Affiliate Network Manager Ursula Ruedenberg at ursula@pacifica.org.

When you create your account, you will be asked to sign an agreement stating that you will use the content within legal bounds as outlined.

The content you download is the property of the producers that upload them. They are not being compensated for making their content available. In return, Pacifica has agreed that their content cannot be used for any other purpose than broadcasting and may not be used for financial gain. If you wish to copy a sound file for purposes other than radio production, broadcasting or training purposes, please contact the producers directly or contact the Pacifica Affiliate Network Manager, who can help you obtain permissions. Refusal to comply with this will result in removal of your access to Audioport. within our network. Understanding this distinction is important to protect the content-producers, who voluntarily make their programs available with no financial compensation.

Pacifica Network can help you [promote your show](#).

AudioPort has a resource center providing you with information [here](#).

With your account, you can also store content privately in your designated space in the AudioPort server – called the "Workroom."

There is a network-wide listserv where much of the content being made available is announced. If you wish to be added to this listserv please notify me.