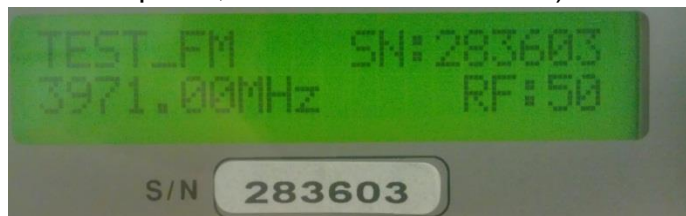


## ShowDirector - Wegener Programming Quickstart

**What it is:** A web-based solution to the Wegener receiver that provides an overview of your complete programming schedule for each port as well as, where authorized, the ability to instantly change *sports* channels, request scheduling of new *sports* programming or change the air times of an existing *sports* schedule.

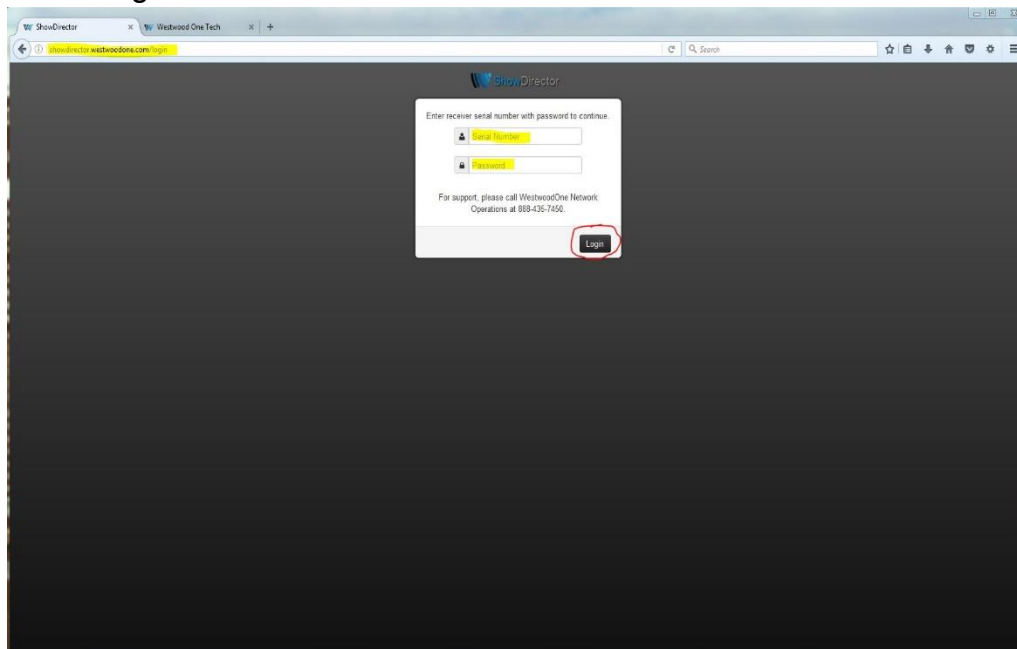
**How to use:**

- 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 (Exactly as shown in your receiver front panel; it is CASE SENSITIVE)

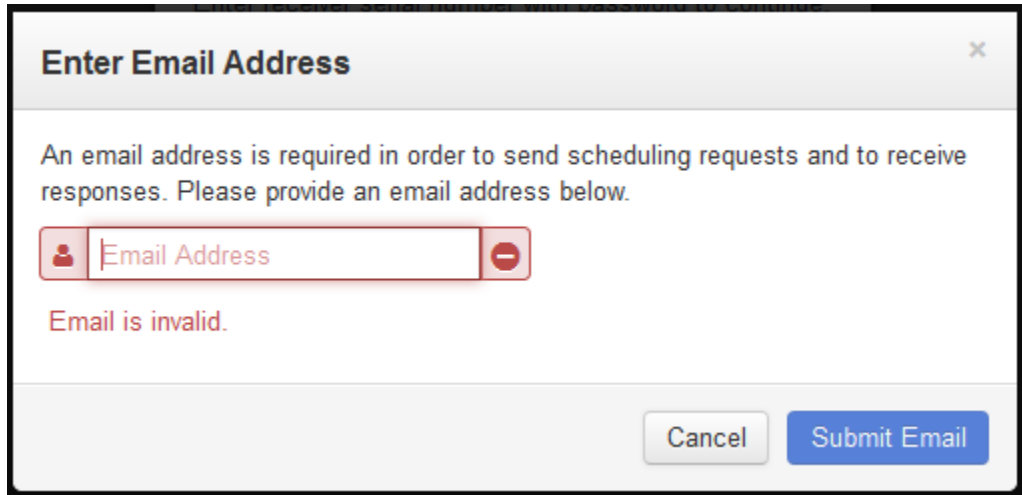


Sample Display Panel

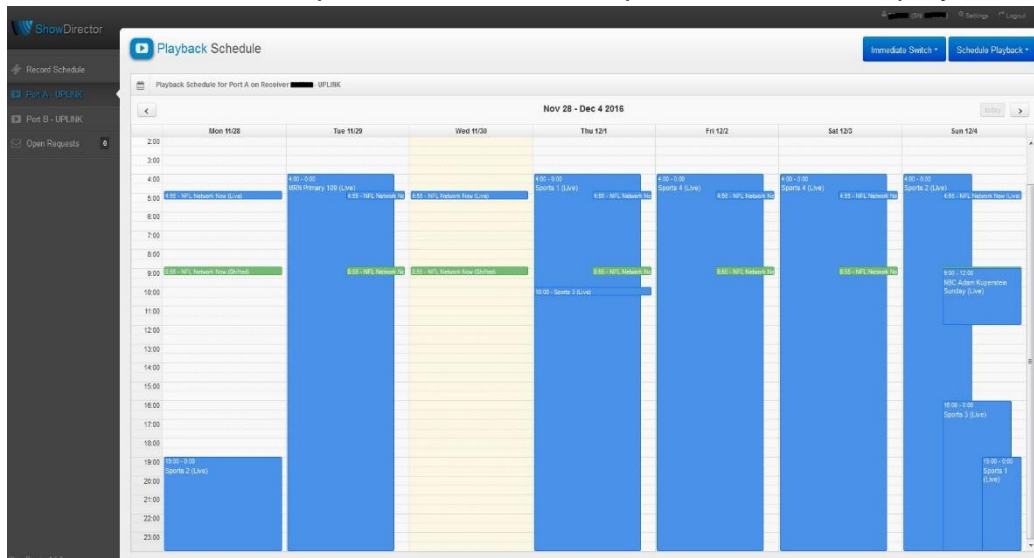
- 3) Click "Login"



- 4) If this is your first time logging in, enter a valid email address to receive confirmation responses (required). We recommend using a distribution address if multiple staff members need to be informed.

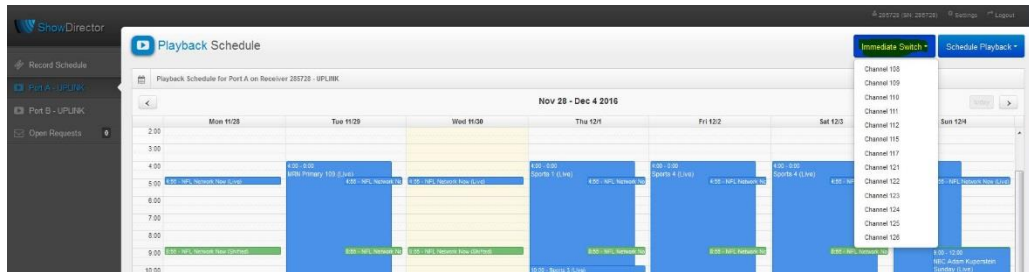


- 5) The main page shows the playback schedule for all programming currently active for each active port. **NOTE:** Inactive ports will not be displayed.

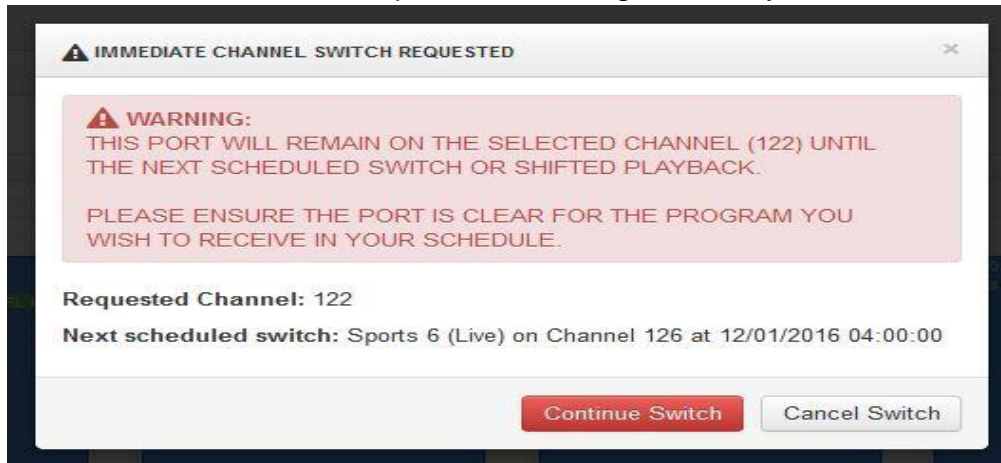


- a. A solid blue indicates an approved live playback while a solid green indicates an approved shifted playback.
- b. A live or shifted playback that is pending approval will display with lighter shaded stripes.

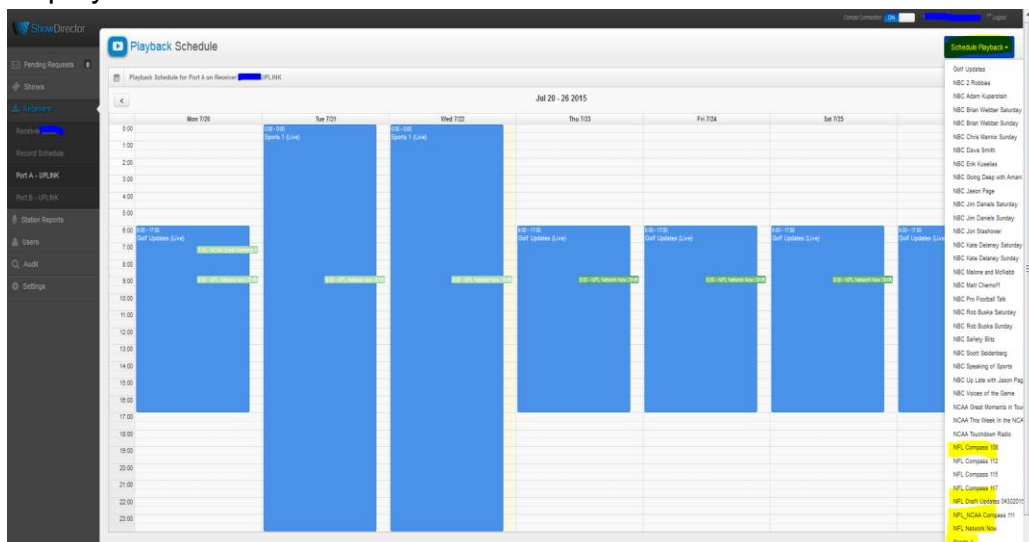
- 6) To request an instant channel change, select the “Immediate Switch” drop down menu. **NOTE:** Only authorized channels are displayed.



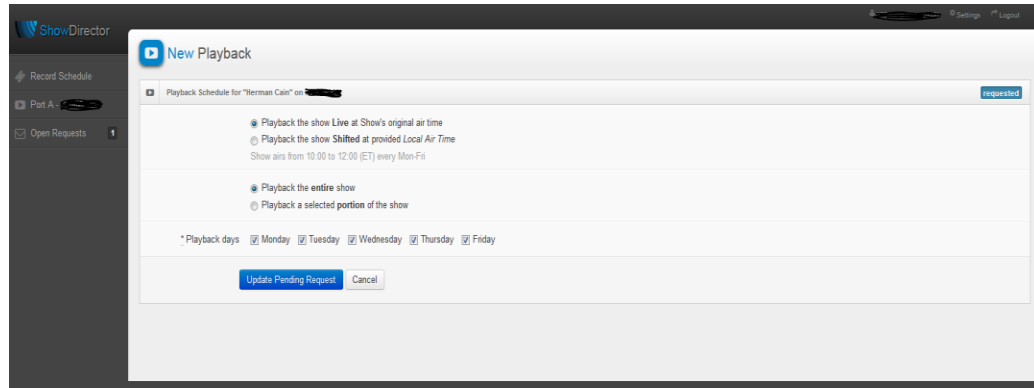
- 7) Be sure the schedule is clear of any live or shifted playbacks in order to avoid an unintended interruption. A warning will alert you to this.



- 8) To request a scheduled playback, select the “Schedule Playback” drop down menu. **NOTE:** Only programming with an active contract will be displayed.

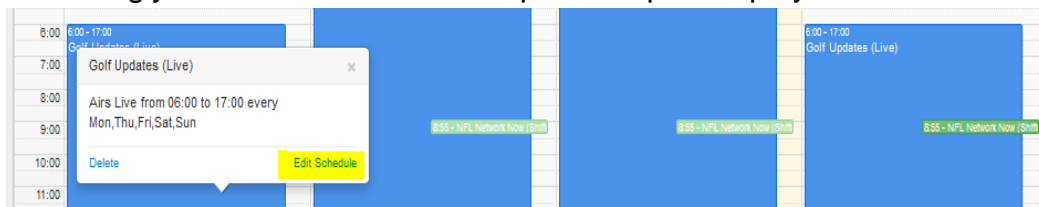


- 9) Select the show desired to open the scheduler. Playbacks are **displayed and scheduled in Eastern** time; **ignore any reference to “Local Air Time”**.

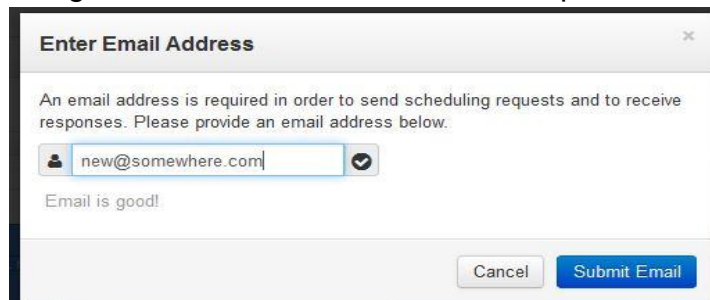


- The first section provides a choice to playback the live feed or select a time for shifted playback (only select features or shows will allow shifted playback). Weekday live feeds may be shifted to weekend playback using the shifted playback option.
- The second section provides a choice to playback the full show or just a portion of the show.
- The third section contains the days of playback desired.

- 10) To request a change to an existing playback, left click the desired scheduled playback, select Edit Schedule and adjust the playback times accordingly. Follow this same example to request a playback delete.



- 11) If you need to update your email address, simply select the “Settings” link in the upper right corner and enter a new email address. We recommend using a distribution address when multiple staff need to be informed.



## ShowDirector - Scheduling FAQ's

Requests which create an obvious schedule conflict are deleted. In order to avoid scheduling conflicts and/or inadvertent channel change errors, please review the following tips.

**IMPORTANT NOTE:** ShowDirector schedules all live channel switches as system events in EASTERN TIME to an onboard receiver scheduler which can be viewed by browsing to the receiver IP address and selecting the “Scheduled Events” tab (this tab is view only). Events are scheduled in chronological sequence on a rolling weekly calendar. The receiver will stay parked on the current channel until the next scheduled event.

### How do I schedule multiple channel changes for the same day?

**Answer:** Channel overlap – the scheduler allows you to schedule multiple channels over a “main” channel. I.e. You require a specific sports channel but also air multiple feature shows.

DO schedule your “main” sports channel for days needed.

DO schedule your overlapping features or channel to overlap the main channel.

DON'T schedule multiple main channels or shows for the same start times on the same day. It's best to delete an unwanted channel or show before submitting a different channel.

DO schedule shifted playbacks to overlap main channel.

DON'T schedule shifted playbacks during live game times as shifted playbacks cannot be stopped once started and will run their scheduled duration.

**Example 1:** In the screenshot below, the live channel scheduler will schedule events as follows:

**MO:** 3a ET DVB122, 4:55a ET NFLNN, 4:57a ET DVB122,

**TU:** 4:55a ET NFLNN,

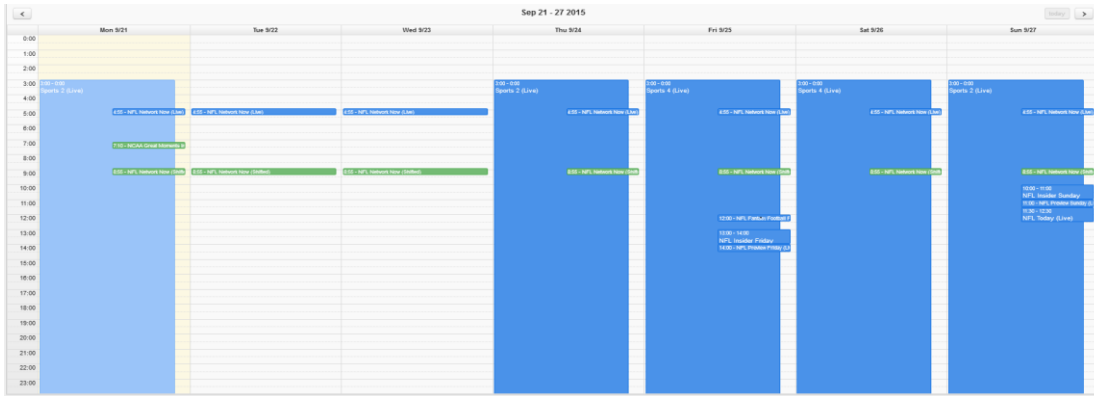
**WE:** No change (stays on previous NFLNN),

**TH:** 3a ET DVB122, 4:55a ET NFLNN, 4:57a ET DVB122,

**FR:** 3a ET DVB124, 4:55a ET NFLNN, 4:57a ET DVB124, 12:00p ET NFLFF, 12:02a ET DVB124, 1p ET NFL INSIDER, NFL PREVIEW (same channel), 2:30p

ET DVB124, **SA:** 3a ET DVB124, 4:55a ET NFLNN, 4:57a ET DVB124,

**SU:** 3a ET DVB122, 4:55a ET NFLNN, 4:57a ET DVB122, 10a ET NFL INSIDER, PREVIEW, TODAY (same channel), 1p ET DVB122.



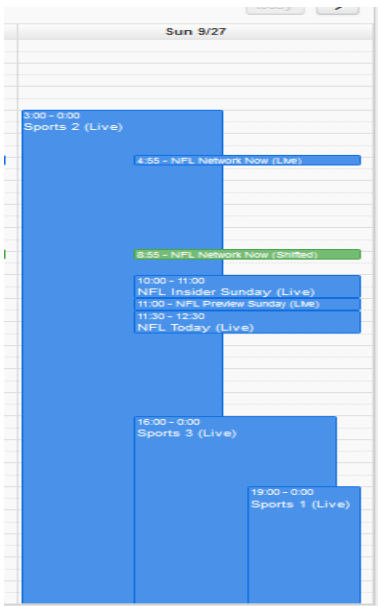
**I need a clean feed of the second game of the double header. How do I schedule that instead of the game in progress?**

**Answer:** A clean feed of game 2 of a double header and/or prime time game is needed instead of joining the additional game(s) in progress.

Schedule the channel needed for the double header as the “main” channel.

Schedule the channel needed for game 2 and/or prime time game at the start time provided as an overlap similar to scenario 2.

**Example 2:** In this example the live channel scheduler will schedule events as follows (check your game schedule, actual times may vary): 3a ET DVB122, 4:55a ET NFLNN, 10a ET NFL INSIDER, PREVIEW, TODAY (same channel), 12:30p ET DVB122, 4p ET DVB123, 7p ET DVB121



**My schedule shows the channel ends at Midnight. How can I be sure I stay on the channel if the programming goes past Midnight?**

**Answer:** ShowDirector is only a visual “representation” of what is contained in the on board scheduler. The end times for each show in any given schedule have no meaning EXCEPT where channels overlap or if playback is shifted. If the end times of any overlap are the same, as depicted in example 2, the receiver will stay on the last scheduled overlap event until the next scheduled event. Shifted playbacks will start and stop at the times indicated in the schedule.

**I accidentally scheduled a shifted playback during a time when a live show will be present. How can I stop this?**

**Answer:** A shifted playback scheduled by your station will run as requested and cannot be stopped once in progress and will run its scheduled length. It can be deleted or changed only before playback starts or after playback stops. The programming on the live channel will be restored the moment the shifted playback ends.

**How do I schedule games beyond this weekend?**

**Answer:** The on-board scheduler can currently only accommodate a weekly running schedule. If the game you desire this weekend is on the same channel next weekend, no action is required. However, if a different channel is required the following weekend, you could schedule a switch on Monday as long as you are doing so after Monday. The channel will be scheduled for the following week event though it shows on the current week.

**Why was my program change request denied?**

**Answer (non-sports programming):** ShowDirector is currently only available for sports programming add and change requests. Since all other forms of programming on the Wegener platform are contracted for specific air times, you’ll need to contact your affiliate sales representative for the show in question to request a change. Network Operations will amend the playback once the change has been approved and our systems updated.

**Answer (sports programming):** Before we approve any particular request, our operators review your schedule to ensure there are no conflicts that would cause an unintended on air issue. If we are unable to contact you to determine the best course of action to resolve a conflict, the request is denied so that the system will generate a notification containing our contact information for assistance.





### **Will I still be able to use the current Receiver Switcher site?**

**Answer:** The Receiver Switcher site will remain active until the end of the 2016 NFL post season. After that it will be decommissioned permanently.

### **Will my channel revert back to the previous using ShowDirector?**

**Answer:** No. Unlike Receiver Switcher, which has an 18 hour default back to the previous channel, when using ShowDirector the port will remain on the channel you selected until the next scheduled switch or you select another immediate channel change.

### **Will the channel switch override a shifted playback?**

**Answer:** No. A shifted playback scheduled by your station will run as requested and cannot be stopped once in progress and will run its scheduled length. It can be deleted or changed only before playback starts or after playback stops.

### **How do I identify the channel I need?**

**Answer:** Please refer to the game schedule provided by your affiliate representative.

### **What can I do if I don't see the sports channel or program I need in either of the drop-down menus?**

**Answer:** If you are missing access to contracted shows or channels in the drop down menu, the port you are trying to program is not active or if you just have general questions and would like assistance, please contact Network Operations.

You can reach us by telephone or email. If you are experiencing an off-air emergency, we recommend calling for fastest response. Our 24/7 support team is available at 888-435-7450 (888HELP450). Press option 1 for satellite delivered shows, then option 2 for Wegener platform shows. You do not need to wait for the message prompt.

You may also email us at [netops@westwoodone.com](mailto:netops@westwoodone.com). Please include your station call letters and/or serial number in the subject line whenever possible and include a brief description of the issue you are experiencing. Do not include attachments larger than 5MB without contacting us first for alternative delivery methods.