## How to Upload Your Program

- 06 C ( a ap SPNN (Saint Paul Neighborhood Network) Manage Programs and Videos MANAGE PROJECTS Update or Cancel Projects 1 Submit Program and Videos CREW CONNECT O 👗 Advanced Search O Quick Search Displaying 1 - 100 of 1 results. Proc Action Dec 12, 2022, 9:41 AM This is just a test Dec 12, 202 40 oved MANAGE YOUR PROGRAM Review.
- 1. Select PROJECTS > Submit program and upload video- Fill in the appropriate fields

2. Select the Project Name - If you don't have a project you will need to create one first.

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SPNN (Saint Paul Neighborhood Network)	DASHBOARD PROJECTS V RESERVATIONS V COURSES V INFORMATION V R
Submit Program Information	Projects / Submit Program Information
	D Back
Project Name *	
Select a Project	
Abbey's Special Show	Program Start Date *
Program End Date	Program Kill Date
Program Type *	Program Length (Please enter the time duration in HH:MM:SS Format) *
Select	v
Program Description (120 character limit)	Do you have copyright permission for this program and all of its contents $~\odot~{\rm Yes}~\odot~{\rm No}$
	Digital signature by entering name
	# Underwriting/Sponsorship Acknowledgements
Contains Adult Content (Adult Content programs air in later hours.) *	Media Format *
Select	✓ Select ✓
Is this a replacement for a previously submitted program? (Replacement) $~\odot$ Yes $~\odot$ No	Communicate with Madia Conter Staffs
	Communicate with media Genter Stans
Message / Note :	

- 3. Program Title this can be *Give your program a distinctive name (Episode 1 or Conversations with the Mayor)*
- 4. Fill in as many of the fields as you can with as much information as you have. Then select Next

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NN (Saint Paul Neighborhood Network)		
reactions rogram End Date		Program Kill Date
rogram Type *		Program Length (Please enter the time duration in HH:MM:SS Format) *
TV Series	×	01:00:00
rogram Description (120 character limit)		Do you have copyright permission for this program and all of its contents 🔹 Yes 🔿 No
This is a test program. This is where I would put a description of the show		Digital signature by entering name
	4	bonnie schumacher
		Underwriting/Sponsorship Acknowledgements
ontains Adult Content (Adult Content programs air in later hours.) *		Media Format *
No	~	MP4
this a replacement for a previously submitted program? (Replacement) O Yes 🔹 No		Communicate with Media Center Staffs
essage / Note :		
Please play this on Sunday afternoons		
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5. Click on Select a file - choose the file you want from your computer

Media Center Manager - Program × +			
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NN (Saint Paul Neighborhood Network)		DASHBOARD PROJECTS - RESERV	
			Projects / Submit Progr
2) Upload your Media File			
Please select	a file to Upload.	Here is how it works     Here is how it works     Please ensure your video     Qualifications and Technic     your video meets the Tech     Media Center Staff.	neets both Media Center Supported File al Submission specifications. Il you are unsure that nical Submission requirements, please contact
Select a file	e Upload	02 Click Select a File and nav your computer. You can Pa upload process.	igate to the Video file you would like to upload on suse, Continue and Cancel as needed during the
Video File Type	Media Codec	a) If at least 50Mb of the t	file has been uploaded and the connection is
AVCHD (Advanced Video Coding, High Definition)     AVI (Audio Video Interleave)     MPEG (Motion Picture Experts Group)	o h264 o mpeg4	Manage Video under Actio process will attempt to res	in and use the Resume Upload feature. The upload sume close to the point it stopped.
MOV (Apple QuickTime Movie)     MP4 (Moving Pictures Expert Group 4)     WMV (Windows Media Video)     H 264 (H 264-aecoded Movie)		<ul> <li>()3</li> <li>3) When the upload is don progress" message and i Videoupload and check, yc approval from Media Cent</li> </ul>	e, you will see a "Qualification of Video in icon. After successful completion of your ou will see a "Thank You" note. Please await er Staff and communication about your Program
Media Frame Rate	Media Frame Size	Information and Video.	
<ul> <li>○ 23.98</li> <li>○ 24</li> <li>○ 25</li> </ul>	<ul> <li>320x240</li> <li>360x240</li> <li>640x360</li> </ul>	ĺ.	

6. Then select **upload**- you should get a green progress bar as it uploads.

PNN (Saint Paul Neighborhood Network)		DASHBOARD PROJECTS V	RESERVATIONS V COURSES V INFORMATION V K
			Projects / Bubmit Program
💴 Upload your Media File			O Manage Program Submit
		Here is how it works	
👌 ThreeSixty Journalism	2.mp4 51% of 1.508 © Fazza O Care	01 Please ensure your video meets both Media Subhrissise specifications.If you are unsure requirements, please contact Media Center	a Center Supported File Qualifications and Technical e that your video meets the Technical Submission r Staff.
Media Center Supports the following		C2     Click Gelect a File and navigate to the Video     Parso, Centinue and Cancel as needed Gall     a) 1 at least SAMs of the file has been uple     resume the autidop access to selection bit.	o file you would like to upload on your computer. You can ing the upload process. added and the connection is interrupted, you will be able to anape Video under Action and use the Resume Upload
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- 7. It will then run a quality check of the video
- 8. A pop up of confirmation of your video upload will let you know that it has been uploaded.

PNN (Saint Paul Neighborhood Network)			DASHBOARD PROJECTS . RESERVATIONS . COURSES . INFORMATIN			
Upload your Media File			Projects / 9 Ø Manage Progr			
			Here is how it works			
ThreeSixty Journalism 2 mp4 1.56	O Passe O Carce	d Retry	Plasse ensure your video meets both Media Center Supported File Qualifications and Technical Submission specifications. If you are unsure that your video meets the Technical Submission requirements, plasse contact Media Center Staff.			
Media Center Supports the following		$\bigcirc$	Click Select a File and navigate to the Veteo file you would like to upload on your computer. You can Passe, Continue and Canvel as needed during the upload pooces. a) If all east SIMD of the links about ploaded and the connection is interrupted, you will be able remains the upload process to peeticity Monogov Web under Action and use the Reserve Dipload for			
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Media Frame Rate	Media Frame Size					
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9. To check on the status of your video, you can go to the **Projects tab** and select **Manage** Your Program Submission

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Manage Programs and Videos											
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	Copyright 6 2022 ZochTwo Inc., Minglina scienced.										

10. You will see when the video has been approved.

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11. You should also receive an email notification.