

Projects

- Before you can check out equipment and creating your content, you must first create a “Project”
- Navigate to “Create Projects” under the Projects tab
- Name your project
- Select “SPNN Producer/Member” as project type (the other project types are reserved for SPNN staff and organizational partners)
- Set start date today or the first day you would like to use SPNN equipment/facilities
- End date should reflect when you plan or believe you will complete your project (i.e. when you will have a completed video). For ease of use within the system, the recommended minimum length is one month. If you do not have an active membership, you cannot make reservations. You can have multiple projects at the same time.
- Give a brief description of your project. This may be used for your program when submitted for broadcast on our channels
- Volunteer & Crew Positions
 - This tab is not required but may be of interest to those who are looking to fill crew positions on their shoots
 - By adding crew positions to your projects you can add other members to your project and advertise unfilled positions
- Series & Episodes is still in development, please skip for the time being
- Once you have filled in all your necessary information, hit “Submit for approval” and an SPNN staff member will review your “Pending Project”
 - If you did not fill in any information on the Crew or Series tabs, you may receive a textbox asking if you would like to continue with these sections blank. Select Yes.
- Once staff approves your project, you will receive a notification/email that your project is now “Active.”
- If you would like to update your project or request an extension you can edit your project(s) at “Manage Projects” under the Projects tab.
 - Note that if you extend your project, that project will be submitted again for staff approval