Open Signal

Portland Community Media Center

Submitting Video Remotely

Do you want to remotely submit your video to Open Signal's channels? To make this possible for everyone, we are offering limited access to submit videos to our playback department— in cases where it is difficult to come to our facility, or if there is a deadline for a series project that can't otherwise be met.

Steps for submitting content remotely:

1. Log into your profile on our website https://community.opensignalpdx.org and create a show that you want to submit the file for.

2. When creating the show, include a unique title (even a new episode number will be okay).

3. Name your file the same as your title of the program (or something very similar). Do not include special characters in the file name.

4. Upload your file to whatever method you prefer to send files to. Our suggestions are WeTransfer, Google Drive and Dropbox.

5. Send the link to your content to the Playback department's email: playback@opensignalpdx.org

6. Tell us what the title of the show is associated with the file you send to playback staff, either when sharing the link or in a separate email.

Rules for submitting remotely:

1. If you have a series, we need the files 3 days in advance of the premiere airing date. Failure to submit content on time will count as a late submission if we do not have the content in our system two days in advance.

2. Open Signal is not responsible if there is a corrupted file submitted or if there is an issue with the download. We will contact you if we have an issue.

3. If you have a studio reservation that you need to cancel, please contact the front desk.

4. Do not send file links to the email of individual playback staff.

Give us a call or email playback if you have questions:
Ph:503-288-1515 ext. 331
Email: playback@opensignalpdx.org