

Submitting Video Remotely

Interested in submitting your video for broadcast on Open Signal's channels? The first step is to create an account at community.opensignalpdx.org. To set up an account, attend one of our monthly Orientations. Once you have logged in to your account, you'll need to create a Project (under "My Projects," you'll see a link to "Add Project"). We recommend you create a generic individual project to use for submissions. Once you have a Project, follow the steps outlined below!

1. Log into your account and select "Add Individual" to create a form for the video file you are submitting. For series submissions, look under "My Upcoming Airings" and find the premiere date for your episode and select "Submit Show" to create a show form.
2. Include a unique title for your submission in this form (for example, a new episode number). You can find step-by-step instructions on filling out the form here: tinyurl.com/broadcastsubmission.
3. Name your file the title of the program (or something very similar). Do not include special characters in the file name.
4. Upload your file to your preferred file transfer method. We suggest WeTransfer, Google Drive or Dropbox (files must be sent as a link, not a folder). Open Signal also offers a folder to drop files into, email playback@opensignalpdx.org for the link.
5. Send the link to your file to playback@opensignalpdx.org. Let Playback staff know the title of the show for which you are submitting a file, either when sharing the link or in a separate email.

Guidelines for remote submission:

- **If you have a series, we need the file(s) at least 2 days in advance of the airing date.** Failure to submit content on time will count as a late submission.
- If you're unable to submit your series show on time, let Playback staff know which episode you'd like to replay in advance.
- Open Signal is not responsible for corrupted file submissions or download issues associated with submitted files. Staff will contact you in regards to any issues.
- We ask that you send files to playback@opensignalpdx.org, not to individual staff.
- If you have a studio reservation that you need to cancel, contact the front desk with at least 48 hours notice. Call the front desk at (503) 288 - 1515.

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