

Open Signal Series Application Guide

If you'd like to get a series on our cable channels, please follow the below steps to submit a series application request.

Steps

1.) To apply for a series, visit community.opensignalpdx.org and sign in to your account.

2.) Once you have signed in, you will see My Dashboard. This is where you can create projects, create shows or submit a series request.

Project Settings

Title *

Project Type *

Individual
 Series

Project Status *

Active

3.) If you have never created a series before, you must create a series project to submit a series request.

Hit "add project" and then adjust the project settings so that you've changed the project type from "individual" to "series. Then, fill out the rest of the form and hit "save." (Note: DON'T convert any of your current individual projects to series; start a new series project.)

4.) You'll now be taken to a screen where you can see a list of your projects, with a link to submit a series request next to the series project you just created. Select it.

My Projects

Add Project

Project	Add Show*	Project Type	Series Request**
big_test	Add Special	Series	Submit Request for Summer 2017

5.) You'll now be taken to a "confirm project settings" screen. Edit the settings if needed, then hit the "confirm project settings" button.

Confirm Project Settings

[Home](#) / [Confirm Project Settings](#)

Review all your project settings below. Click Edit if you need to change them, otherwise click the "Confirm Project Settings" button on the bottom.

Project settings set the default value for each field specified below. Fields with default values will be auto populated in any new content you create. You can modify the value of auto populated fields when you are creating new content.

6.) You'll be taken to a new screen that says "Confirm Series Request."

If your show is live, and if it's a call-in show, be sure to select the "live" and "call-in" fields.

Series Frequency *

- Select a value - ▾

Keep Current Programming Schedule? *

- Select a value - ▾

Runtime *

- Select - ▾

7.) Under "Scheduling Info," select your "Series Frequency". This is how many shows you can commit to for the season.

"Keep Current Programming Schedule" is for returning series producers only. If you're not a returning series producer, select "no."

8.) Run-time is how long your show is. Pick the length of your show from the drop-down menu.

Equipment And Studio Info

- Camera Checkout
- Editing Session
- Studio Session

9.) In the "Playback Preferences" comment box, please tell us **the specific time** you would like your show to be on; the specific time(s) you'd like to reserve the studio for recording your show; and if you're going live, the specific time you will be taping live.

Studio Requests

Studio Type *

- Select a value - ▾

Day *

- Select a value - ▾

Studio Timeslot *

- Select a value - ▾

By "specific," we mean that you must include the day(s) of the week, times and frequency of your show airing and show taping dates, i.e., "I'd like to tape a live show every Wednesday in Studio A from 4 to 5 p.m. for the entire season."

10.) Fill out the resources you will need for your show (when you want to tape it in the studio, etc.) Hit save.

If you have further questions, please contact Distribution Lead Emily Roland, at distribution@opensignalpdx.org or 503-482-8798.