

Creating and sharing a Distribution List with **Audio**^{NET}

1. Log onto the AudioNET® Website with User Name and Password supplied
2. Click **Receivers** (Top LH Corner) - Click **Manage Distribution Lists** (DL)
3. Click "**Create Distribution List**" box, or you can View, Edit, Duplicate and Delete an existing DL, by clicking the Action button and make selection.
4. Give your DL a name, eg: Key Number, Campaign, Market. Tick the boxes of the stations you require the creative audio to be dispatched to.
5. Scroll to the bottom of page, click **Save Distribution List**. "The distribution list was successfully saved" notification will display on screen.
6. Click the **Share** button, select the agency you want to share the Distribution List with. A "Success": notification will display on screen.
7. **Email** your contact at the agency a screen shot of the Lists you have shared advising that the Distribution Lists are now available on their AudioNET login, ready to dispatch creative.

NB: any changes made to the DL after you have shared to the agency will need to be reshared – the DLs do not talk to each other.

Audio^{NET} Support Contacts

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