

1. **Dispatch Creative Audio to Networks:** All material for monitoring must be dispatched to networks via AudioNET for Key Number identification in the AirCheck system. Dispatch can be processed by the creative agency, media agency or the client themselves. (Charges apply)
2. **Export Campaign from SMD.** AudioNET currently relies on a .csv file from SMD to match campaign bookings with airplay.
3. **Email** the SMD export, Material Instructions and the Media Plan to support@audionet.com.au.
 - Keep AudioNET updated with all changes to campaign bookings, including Upweight campaigns, dropped spots, key number changes, spot volume changes as they occur to avoid delays in receiving your reports.
4. **Subscribe to reports:** From the list of Reporting Options below, nominate reports required, weekly, monthly or at the end of campaign. Report packages can be decided on a client-by-client basis and altered at any time. All reports are available in PDF and/or excel format.
5. **Auditing Process:** Your designated account manager will audit your client's activity weekly, a week in arrears. Standard weekly reports are emailed through on any day between Tuesday to Thursday as the auditors work through each of their client's radio campaign activities.
The time to complete an audit and provide files is variant, dependent on the size and complexity of the campaign.

A prompt delivery of weekly reports is also dependent on the accuracy of the campaign booking information provided to us (SMD & Material Instructions), whilst we compare these with how each station has aired your booked campaign.

When booking discrepancies do arise, our auditors then start the manual process of reconciling 'where has the error occurred'.

Missing paid spots are cross checked against Network post times and Aircheck logs, prior to finalising and emailing reports to you.

6. **Contact Networks** with any reported discrepancies requesting an explanation or make goods.

Reporting options:

Weekly reporting can reconcile issues while the campaign is still active and ensure make goods can be made available while the campaign is live. Standard reports available include:

1. Top line summary report.
2. Detailed Discrepancy report.
3. Full Airplay report
4. Competitor Adjacency report
5. Bonus Activity
6. Position in Break
7. Spread Report
8. Weekly SMD Post Analysis file. (Optional - to load into SMD for Spot Matching).
9. e-RAM Files for R&F (available monthly or Entire Campaign)

Bespoke Reports are available, please contact AudioNET by email or phone to discuss. Additional charges will be applied and determined upon briefing your requirements.

Monitored Metro stations include:

Metro	<p>Sydney: 2GB, Sky Sport Radio (2KY), 2DAY, Triple M 104.9, 2SM, 2CH, KIIS 1065, 2UE954, NOVA 969, Smooth 95.3, The Edge 96.1 & WSFM</p> <p>Melbourne: 3AW, Triple M 105.1, Fox FM 101.9, Gold 104.3, KISS 101.1, Magic1278, Smooth 91.5, NOVA 100 & RSN 927.</p> <p>Brisbane: 4BC, 4KQ, Triple M 104.5, 97 3, B105, 4BH 882, & NOVA 106.9</p> <p>Adelaide: 5AA, Triple M 104.7, Cruise 1323, SAFM 107.1, Mix 102.3 & NOVA 919</p> <p>Perth: 6IX, 6PR, 96 FM, Triple M 92.9, Mix 94.5 & NOVA 937</p>
--------------	--

Monitored Regional stations include:

Regional	<p>Gold Coast: Triple M 92.5, Hit 90.9 & 1029 Hot Tomato</p> <p>Central Coast (Gosford): Star 104.5, Triple M 107.7 & Hit 101.3</p> <p>Newcastle: 2HD, Triple M 102.9 & Hit 106.9, New FM 105.3</p> <p>Geelong: K-Rock 95.5 & Bay 93.9</p>
-----------------	--

AudioNET Support:

AudioNET support provides a team of dedicated radio professionals that can assist with any aspect of AirCheck monitoring or AudioNET material delivery.

Contact AudioNET support on 1800 003 155 or support@audionet.com.au