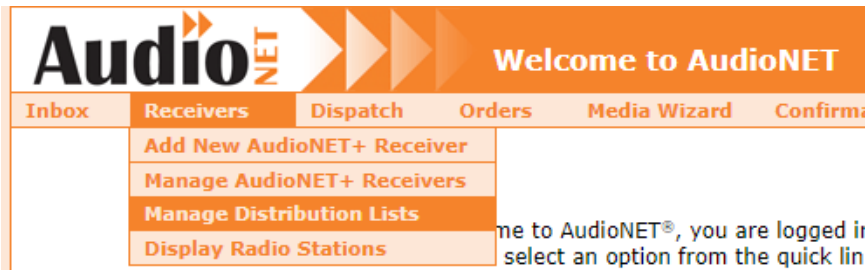# Create & Share a Distribution List with Audio NET

1. Log onto the AudioNET® Website with Username and Password supplied.

2. *Click* "**Receivers**" From the drop-down list, *select* **Manage Distribution Lists**

3. *Click* **Create Distribution List** button, *or* you can **View**, **Edit**, **Duplicate**, **Copy To** and **Delete** an existing Distribution List, by *clicking* the **Action** button and selecting an option.

4. *Name* your Distribution List according to the Key Number and the Market that Creative Asset is being dispatched to. E.g., Key Number, Product, Market.   BK131415/A – Cheese Burger – NSW,QLD

5. *Tick* the boxes of the Stations you require the Creative Audio to be dispatched to.

6. *Scroll* to the bottom of page, *click* **Save Distribution List.** "The Distribution List was successfully saved" notification will display on screen.

7. *Click* the **Share** button, *select* the Agency you want to share the Distribution List with. A "Success": notification will display on screen.

8. *Email* your contact at the Agency a screen shot of the Distribution 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 Distribution List after you have shared to the Agency will need to be reshared – the Distribution Lists do not talk to each other.

Audio NET Support Contacts

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