

Dispatch Audio using a Distribution List with **AudioNET**

1. *Log into* the AudioNET® Website with the Username and Password provided.
2. *Click* the **Dispatch Delivery** button (AudioNET® Quick Links).
3. *Select* the **number of Tracks** you are sending to a group of Stations.
 - 3.1. *Tick* "Use a Distribution List" tick box (Defaults to Unticked).
 - 3.2. From the drop-down list, *select* the Distribution List for the Campaign you are Dispatching.
 - 3.3. *Click* the **Enter Delivery Details** button.
4. **"Delivery Details"**:
 - 4.1. *Select* the **Agency**.
 - 4.2. Client and Product are mandatory.
 - 4.3. *Enter* Purchase Order Number if your Finance Dept. require it.
5. **"AudioNET Receivers"**:
 - 5.1. The Receivers (Radio Stations) have already been ticked by the Media Buyers, there is no need to amend this List.
 - 5.2. Scroll to the bottom of the page.
6. **"Track Details"**:
 - 6.1. **Attaching the Creative Asset:**

NB: Before you upload the Audio File (Creative Asset), ensure the name of the file is labelled with the Key Number only.

Key Numbers must be 14 characters or less including "- (dash) and / (forward slash)"
 - 6.2. *Click* **Choose File** to find each Audio File (Creative Asset) from your browser.

HOLDING PEN – If the Creative Asset is in the Holding Pen, *click* **Check Archive** and locate the Audio File you are dispatching, *click* **Action – Add to Delivery**
 - 6.3. Title – Name of the Creative Asset.

Notes are optional.
On-Air Date is optional.
(If more than 1 track is attached the On-Air Date can be copied down to additional tracks by clicking **Copy down on-air date**).

Expiry Date is mandatory - This is the date the Audio File is no longer available for Stations to download from AudioNET, this defaults to 90 days, you can adjust the date.
7. **"Alerts"**:

Leave boxes ticked to receive Delivery Confirmation Emails, *select* a **Team Member** from the drop-down list to receive the Email Confirmation, or leave at All Confirmation Contacts and everyone on the Team will receive the Email.
8. *Click* the **Dispatch Delivery** button (if ready to dispatch) or *click* the **Pause Delivery** button (if you are waiting on approval).
9. When the Track(s) are uploaded a Success Message appears on the screen. All deliveries are listed under the **"Confirmations"** tab and the Audio is held in your Archive.

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10. Log-out by clicking the link at the top right-hand side of the AudioNET® page. User will be returned to the Log In page after clicking Log Out.

Audio^{NET} Support Contacts

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