Dispatching Audio with Audio**NET**

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. *Click* **Enter Delivery Details**.

4. "**Delivery Details**":

   4.1. *Select* the **Agency**.

   4.2. Client and Product are <u>mandatory</u>.

   4.3. *Enter* Purchase Order Number if your Finance Dept. require it.

5. *Tick* the box next to each Radio Station to receive the Creative Asset.

6. "**Track Details**":

   6.1. **Attaching the Creative Asset:**

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

   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.

   <u>HOLDING PEN</u> – 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 <u>mandatory</u> - 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, <u>or</u> leave at All Confirmation Contacts and everyone on the Team will receive the Email.

8. *Click* the **Dispatch Delivery** button (if ready to dispatch) <u>or</u> *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.

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.