

HOW TO

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Log in

To log into your Amrap page:

1. Go to www.radioadelaide.org.au and navigate to your page, or enter the full URL, e.g. www.radioadelaide.org.au/program/local-noise.
2. Under the program banner, you'll see the text, *Playlists powered by Amrap Pages* * L. Click on the L.
3. Enter your email and password and click *Login*.

Your Amrap page has been set to automatically create a new episode each time your program is scheduled in the program guide to air. To access an episode, select the relevant date from the row under the program description.

Add an episode title (optional)

The title will default to the time and date of the episode, e.g. 9am Thu 6 Apr 2017.

If you want to create a title for the episode, simply click the pencil icon next to *Episode title*, enter a brief title that summarises the episode, and click the tick icon.

Add an episode description (optional)

Click the pencil icon next to *Episode description* and summarises your episode, e.g.

On today's show we break down the state energy proposal with the man behind it all, Premier Jay Weatherill.

We find out about the end of beard tax and the 60's hit song investigated by the FBI on this day in history.

And we speak to Ben Eltham from New Matilda about all the news in federal politics, including corporate tax cuts, the housing bubble, and Bob Day's invalid election.



Add an episode image (optional)

Click the pencil icon next to *Episode image* and upload an image relevant to the episode, e.g. a photo taken in studio with your guest.

Note: You must ensure the image is copyright-free

Images posted without proper permission or attribution are a significant copyright risk for Radio Adelaide and a very expensive liability for you and the station.

You should assume that any image you find on the web is copyright protected, unless you can clearly see a permission to use it, such as a creative commons licence.

It is therefore very important that you properly source and credit all images used. Any stories posted with images thought to present a copyright risk will be immediately removed.

There are several ways to source an image free of copyright risk:

- Take a photo of or with your guest. Use your phone or, if it's during business hours, ask a staff member for the station DSLR camera.
- Ask the guest or publicist to provide an image they will authorise you to use.
- Search online for a creative commons image licenced for commercial re-use.

To search online for an image:

1. Go to www.google.com.au/images
2. Add your search term, e.g. *cycling*
3. Once you have a page of images, click *Tools*
4. In the *Usage Rights* drop-down, select *Labeled for reuse* to filter out the images with copyright restrictions.
5. Select an image and click on it.

To check the copyright conditions on the image:

1. Click on *Visit page*.
2. Note the copyright conditions to ensure you attribute the image accordingly when you post it with your story.
3. Download the image.
4. Upload it to your Amrap page.

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5. Add the necessary attribution in the episode description. e.g. *Image by Jane Smith via Flickr* or *Image supplied by Adelaide Festival of Arts* and embed a link if required.

You can also search Creative Commons (CC) at <http://search.creativecommons.org> for images with the CC licence. Follow the same checking steps as above.

If you are still unsure about whether you have permission to use the image, do *not* use it.

Add a playlist

Playlists can be used to list the songs, interviews and segments featured in your program.

To add a playlist:

1. Go to the first row and tick the *A* box if the song is Australian and *L* for local if it's South Australian.
2. Enter the time (HH:MM) that the song, interview or segment started.
3. In *Artist Name* field, enter
 - a. the name of the artist if it's a song
 - b. *Interview* if it's an interview or
 - c. *Segment* if it's a segment.
4. In the *Track Name* field, enter
 - a. the name of the song in title case or
 - b. the subject of the interview or segment in sentence case.
5. Click the + icon to add the track to your playlist.

Tip: Pressing Enter or Tab on your keyboard will jump between these fields so you don't need to use your mouse. Pressing Enter once you've added the track name will add the track to your playlist.

Another tip: You can edit your playlist at any time by double-clicking on any field.

Log out

Be sure to log out of your Amrap page by clicking *Logout* under the program banner.