

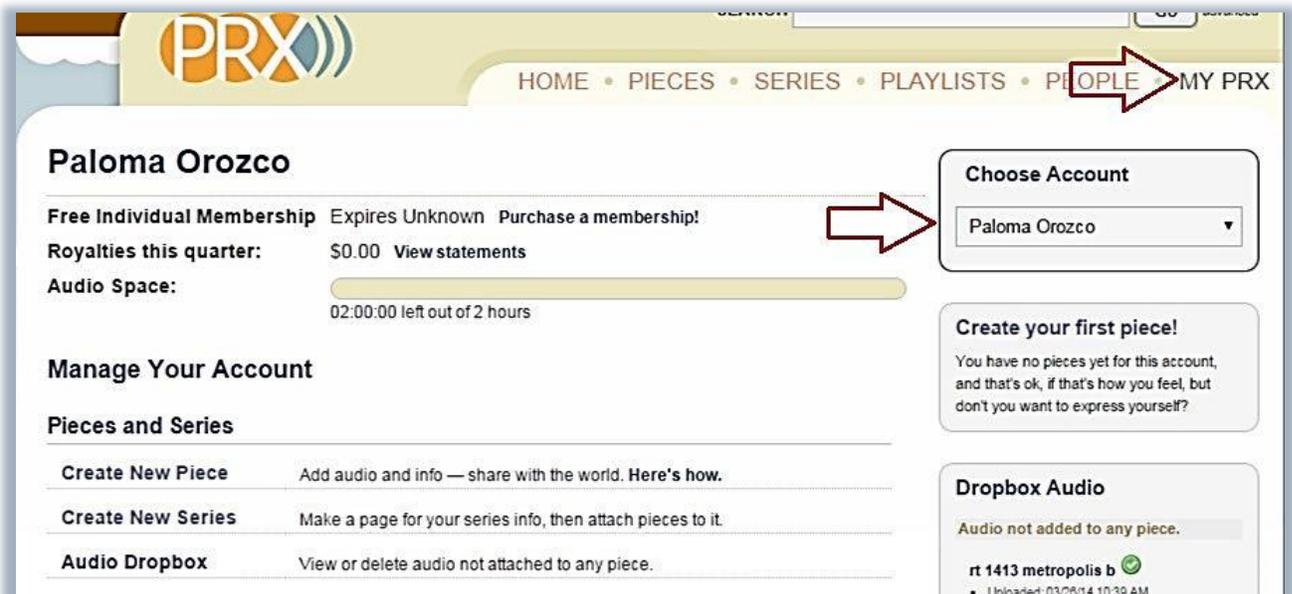
THE WFMT Radio Network how to guide:
Changing your Jazz Network PRX subscription

If you subscribe to all 9 hours of Jazz Network programming, no changes will need to be made to your subscription. However, we ask that you look at the new host schedule so you are aware of changes being made.

If you currently take less than 9 hours and are looking for more flexibility in your schedule please follow the instructions indicated below to change your subscription.

If you have any questions or need help changing your Jazz Network subscription please contact Stacy Gerard at sgerard@wfmt.com or 773-279-2086.

1. Go to www.prx.org
2. Login. If you don't remember your login information, select the link that says "Forgot Your Password?" A link to reset your password will be emailed to you.
3. On the header in the upper right hand corner of the screen, select **MY PRX**.
4. On the upper right hand corner of the screen under **Choose Account**, select your station account (instead of your personal account, see below).



The screenshot shows the PRX website interface for a user named Paloma Orozco. At the top, there is a navigation bar with links for HOME, PIECES, SERIES, PLAYLISTS, PEOPLE, and MY PRX. A red arrow points to the MY PRX link. Below the navigation bar, the user's profile is displayed. The profile includes the name Paloma Orozco, membership status (Free Individual Membership), and audio space usage (02:00:00 left out of 2 hours). A 'Choose Account' dropdown menu is highlighted with a red arrow, showing 'Paloma Orozco' selected. Below the profile, there are sections for 'Manage Your Account' and 'Pieces and Series'. The 'Manage Your Account' section includes links for 'Create New Piece', 'Create New Series', and 'Audio Dropbox'. The 'Pieces and Series' section includes a 'Create your first piece!' prompt and a 'Dropbox Audio' section.

WFMT Station Account

Paid Station Membership Expires Dec 31, 2015 [Extend your membership!](#)

Royalties this quarter: \$0.00 [View statements](#)

Points remaining: 0 [View membership packages](#)

Audio Space: 100:00:00 left out of 100 hours

Manage Your Account

Pieces and Series

Choose Account

- WFMT Station Account
- The WFMT Radio Network Paloma Orozco
- WFMT Station Account**

Purchases

- Boston Symphony Orchestra**
 - Purchased: 11/14/15 04:14 PM
- Christmastime in New York: The Cathedral Choir of S...**
 - Purchased: 11/03/15 08:47 PM

- Once you have selected your station account, on the left under **Manage Account**, look for the header **Purchases**. Under that header, click on **My Subscriptions**.

Pieces and Series

- Create New Piece** Add audio and info — share with the world. [Here's how.](#)
- Create New Series** Make a page for your series info, then attach pieces to it.
- Audio Dropbox** View or delete audio not attached to any piece.

Account

- Manage Members** Add or remove staff and designate admins.
- Memberships** Memberships, point packages, payments and expiration dates.
- Email Settings** Choose who gets notified about purchases and more.
- Edit Profile** Show off your info, website, and logo.
- Edit Portfolio** Show off your best work in your profile. [Learn more.](#)
- Request New Station** New to PRX? [Learn about station memberships.](#)
- Create New Group** Set up a group and/or request to become an outside purchaser. [Learn more.](#)

Purchases

- Purchased Pieces** View pieces purchased by this account.
- My Subscriptions** View and edit subscriptions to series for this account.

Playlists

- Create New Playlist** Gather and save pieces. [Learn more.](#)
- Manage Playlists** Edit piece order or delete playlists.

Networks

- Manage Networks** Manage networks owned by this account.
- Request New Network** Request creation of a new network which will managed by this account.

- Once you have clicked on My Subscriptions, it will display a list of all of the programs you are currently subscribed to on PRX. Find the entry titled **Jazz Network**. To the right of **Jazz Network**, under **Actions**, select **Edit**.

2015-12-10	Jazz Network	\$0	Annual	Edit
2015-11-30	Beethoven Network	\$0	Annual	Edit
2015-11-30	American Opera Radio Series	\$0	Annual	Edit
2015-11-30	The New York Philharmonic This Week	\$0	Annual	Edit
2015-11-30	Santa Fe Chamber Music Festival	\$0	Annual	Edit
2015-11-30	Exploring Music with Bill McGlaughlin	\$0	Annual	Edit

- Once you click on Edit next to the Jazz Network, you will be directed to your subscription information page on PRX for the Jazz Network.

Subscribing to Jazz Network

Subscribing to a series allows you to get it weekly via automated delivery, PRX's SubAuto. [Learn more about SubAuto and how to fill out this page.](#)

Billing Contact

Who should we send bills to at your station? You can choose to be billed annually or quarterly. [Learn more.](#)

* Name

* Address

* City

* State

* Postal Code

- The subscription information page contains the information relating to your station's subscription of the program. Scroll down until you see **Carriage and Delivery Days**. This section contains your delivery information, including which hours you're currently subscribed too.
- Each hour is hosted by Greg Bridges, Lee Thomas, or Clifford Brown, Jr. Please refer to the 2016 Jazz Network Schedule for host schedules.

Select the hours you wish to subscribe to.

Please Note:

Hour 0= 12AM

Hour 1= 1AM

Hour 2= 2AM

Etc...

2016 Jazz Network schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
H 0	Greg	Greg	Greg	Greg	Greg	Greg	Greg
H 1	Greg	Greg	Greg	Greg	Greg	Greg	Greg
H 2	Greg	Greg	Greg	Greg	Greg	Greg	Greg
H 3	Greg	Greg	Greg	Greg	Greg	Greg	Greg
H 4	Clifford	Clifford	Clifford	Clifford	Clifford	Clifford	Clifford
H 5	Clifford	Clifford	Clifford	Clifford	Clifford	Clifford	Clifford
H 6	Lee	Lee	Lee	Lee	Lee	Lee	Lee
H 7	Lee	Lee	Lee	Lee	Lee	Lee	Lee
H 8	Lee	Lee	Lee	Lee	Lee	Lee	Lee

* File encoding: WAV wrapped MP2 (BWF + ▾)

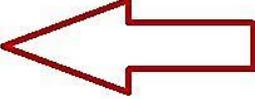
* File naming standard: Short filename <cart number ▾

* Kill after # days: 7

Select Hours

This series has multiple episodes per week.
If you do not want all of them delivered, check the hours below that you do want.
(If none or all are checked, you will receive all the episodes.)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12:00 AM	<input type="checkbox"/>						
1:00 AM	<input type="checkbox"/>						
2:00 AM	<input type="checkbox"/>						
3:00 AM	<input type="checkbox"/>						
4:00 AM	<input type="checkbox"/>						
5:00 AM	<input type="checkbox"/>						
6:00 AM	<input type="checkbox"/>						
7:00 AM	<input type="checkbox"/>						
8:00 AM	<input checked="" type="checkbox"/>						



- Once you have selected the hours that you wish to have delivered to you, please double-check the hours against the Host Schedule. This ensures that you have selected the hosts that you wish to include in your schedule. On the bottom left of the page select **Continue**.
- Selecting Continue will bring up your subscription activation page with your contact information, and the boilerplate PRX agreement. Select **Activate Subscription**.

Subscription > Subscribe

Subscribe to Jazz Network

Please confirm that the information below is correct.

Billing Contact: WFMT Operations
5400 N St. Louis Avenue
Chicago, Illinois
Phone: 1234567890
Email: wfmtops@wfmt.com

Delivery: Push files to my FTP server.

or make streams available on demand.

* Station should notify Producer of any schedule changes to the broadcast days and/or times for the program thirty (30) days before changes are implemented.
* Station will maintain all appropriate performance licenses required to broadcast the program on its terrestrial radio station(s) and Website(s), including, but not limited to broadcast licenses with ASCAP, BMI, SESAC and RIAA.
* The Station Website audio stream must be provided free of charge to all users of the station Website.
* Station agrees to identify PRX (with a PRX logo) on the station Website with other national distributors.
* Station agrees to abide by any additional rights stated by the Producer.
* Station may stop broadcasting the program with three (3) months written/emailed notice to PRX.
* Once Station provides notice of cancellation, a final carriage fee of three (3) months from the date of cancellation will be charged.

Cancel Make Changes Activate Subscription!

- Once you've completed these steps, you will be redirected to your station's Jazz Network subscription information page, and you're all set!

Subscription to Jazz Network

Actions

- Deliveries
- Series
- Edit subscription

Recent Episodes

JN 151219 H5_Bob: Jazz Network, 12/19/2015 5:00 AM

From: The WFMT Radio Network
Series: Jazz Network

Episode JN 151219 H5_Bob: 2015-12-19 5:00 AM of Jazz Network

Network

★★★★★

Added: Dec 10, 2015
Length: 59:39

JN 151212 H3_Greg: Jazz Network, 12/12/2015 3:00 AM

From: The WFMT Radio Network
Series: Jazz Network

Episode JN 151212 H3_Greg: 2015-12-12 3:00 AM of Jazz Network

Network

★★★★★

Added: Dec 10, 2015
Length: 59:38

JN 151212 H2_Greg: Jazz Network, 12/12/2015 2:00 AM

From: The WFMT Radio Network
Series: Jazz Network

Episode JN 151212 H2_Greg: 2015-12-12 2:00 AM of Jazz Network

Network

★★★★★

Added: Dec 10, 2015
Length: 59:39

All episodes...

Recent Deliveries

Time	Status	Piece	Version
12/10/15 02:57 PM	delivered	JN 151210 H4_Bob: Jazz Network, 12/10/2015 4:00 AM	Audio Segments
12/10/15 02:57 PM	delivered	JN 151210 H3_Greg: Jazz Network, 12/10/2015 3:00 AM	Audio Segments

Details

New episodes are published hourly, 63 episodes a week.

Each episode is made up of 5 segments totaling between 00:58:00 and 01:00:00 in length.

Sunday: 12:00 AM, 1:00 AM, 2:00 AM, 3:00 AM, 4:00 AM, 5:00 AM, 6:00 AM, 7:00 AM, 8:00 AM

Monday: 12:00 AM, 1:00 AM, 2:00 AM, 3:00 AM, 4:00 AM, 5:00 AM, 6:00 AM, 7:00 AM, 8:00 AM

Tuesday: 12:00 AM, 1:00 AM, 2:00 AM, 3:00 AM, 4:00 AM, 5:00 AM, 6:00 AM, 7:00 AM, 8:00 AM

Wednesday: 12:00 AM, 1:00 AM, 2:00 AM, 3:00 AM, 4:00 AM, 5:00 AM, 6:00 AM, 7:00 AM, 8:00 AM

Thursday: 12:00 AM, 1:00 AM, 2:00 AM, 3:00 AM, 4:00 AM, 5:00 AM, 6:00 AM, 7:00 AM, 8:00 AM

Friday: 12:00 AM, 1:00 AM, 2:00 AM, 3:00 AM, 4:00 AM, 5:00 AM, 6:00 AM, 7:00 AM, 8:00 AM

Saturday: 12:00 AM, 1:00 AM, 2:00 AM, 3:00 AM, 4:00 AM, 5:00 AM, 6:00 AM, 7:00 AM, 8:00 AM