



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 the following staff members:

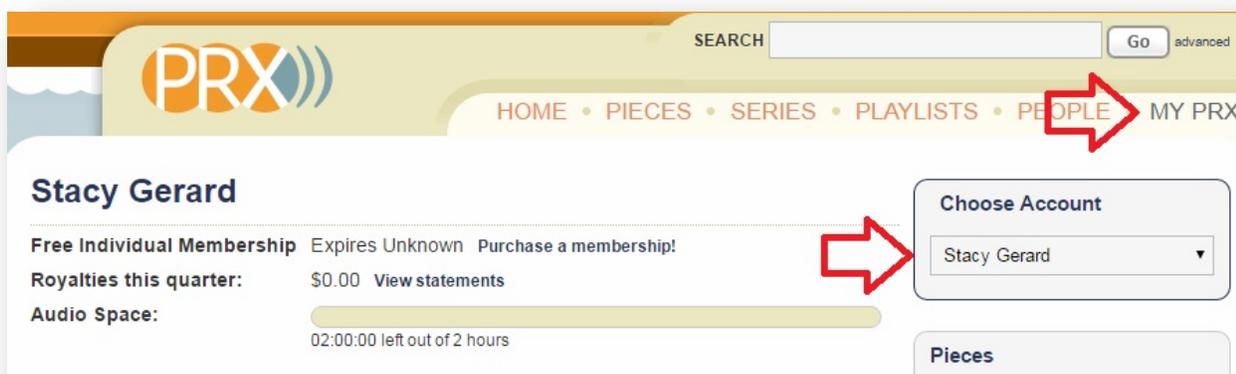
**Stacy Gerard**, Production and Syndication Coordinator: [sgerard@wfmt.com](mailto:sgerard@wfmt.com) / (773) 279-2086

**Estlin Usher**, Station Relations Manager: [usher@wfmt.com](mailto:usher@wfmt.com) / (773) 279-2112

**PRX Helpdesk** (ticketing system): [prxhelp@prx.org](mailto:prxhelp@prx.org)

Go to [www.prx.org](http://www.prx.org)

1. 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.
2. On the header in the upper right hand corner of the screen, select **MY PRX**.



3. On the upper right hand corner of the screen under **Choose Account**, select your station account (instead of your personal account, see below).

- 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	
<b>Create New Piece</b>	Add audio and info — share with the world. <a href="#">Here's how.</a>
<b>Create New Series</b>	Make a page for your series info, then attach pieces to it.
<b>Audio Dropbox</b>	View or delete audio not attached to any piece.
Account	
<b>Manage Members</b>	Add or remove staff and designate admins.
<b>Memberships</b>	Memberships, point packages, payments and expiration dates.
<b>Email Settings</b>	Choose who gets notified about purchases and more.
<b>Edit Profile</b>	Show off your info, website, and logo.
<b>Edit Portfolio</b>	Show off your best work in your profile. <a href="#">Learn more.</a>
<b>Request New Station</b>	New to PRX? <a href="#">Learn about station memberships.</a>
<b>Create New Group</b>	Set up a group and/or request to become an outside purchaser. <a href="#">Learn more.</a>
Purchases	
<b>Purchased Pieces</b>	View pieces purchased by this account.
<b>My Subscriptions</b>	View and edit subscriptions to series for this account.
Playlists	
<b>Create New Playlist</b>	Gather and save pieces. <a href="#">Learn more.</a>
<b>Manage Playlists</b>	Edit piece order or delete playlists.
Networks	
<b>Manage Networks</b>	Manage networks owned by this account.
<b>Request New Network</b>	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	<a href="#">Edit</a>
2015-11-30	Beethoven Network	\$0	Annual	<a href="#">Edit</a>
2015-11-30	American Opera Radio Series	\$0	Annual	<a href="#">Edit</a>
2015-11-30	The New York Philharmonic This Week	\$0	Annual	<a href="#">Edit</a>
2015-11-30	Santa Fe Chamber Music Festival	\$0	Annual	<a href="#">Edit</a>
2015-11-30	Exploring Music with Bill McGlaughlin	\$0	Annual	<a href="#">Edit</a>

- 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 to.
- Please refer to the upcoming host schedule below and select the hours by checking the appropriate boxed for the hours you wish to subscribe to.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
0	Greg	Greg	Greg	Greg	Greg	Greg	Greg
1	Greg	Greg	Greg	Greg	Greg	Greg	Greg
2	Greg	Greg	Greg	Greg	Greg	Greg	Greg
3	Lee	Lee	Lee	Lee	Lee	Lee	Lee
4	Lee	Lee	Lee	Lee	Lee	Lee	Lee
5	Dave	Dave	Dave	Dave	Dave	Dave	Dave
6	Dave	Dave	Dave	Dave	Dave	Dave	Dave
7	Neil	Neil	Neil	Neil	Neil	Neil	Neil
8	Neil	Neil	Neil	Neil	Neil	Neil	Neil

Please Note:  
Hour 0= 12AM  
Hour 1= 1AM  
Hour 2= 2AM  
Etc...

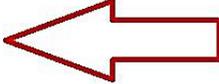
\* File encoding: WAV wrapped MP2 (BWF +)

\* 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!**

11. 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

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### Recent Episodes

**JN 161224 H8\_Lee: Jazz Network, 12/24/2016 8:00 AM**

From: The WFMT Radio Network

Series: Jazz Network

Episode JN 161224 H8\_Lee: 2016-12-24 8:00 AM of Jazz Network

★★★★★

Added: Nov 28, 2016

Length: 32:09

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**JN 161219 H1\_Greg: Jazz Network, 12/19/2016 1:00 AM**

From: The WFMT Radio Network

Series: Jazz Network

Episode JN 161219 H1\_Greg: 2016-12-19 1:00 AM of Jazz Network

★★★★★

Added: Nov 28, 2016

Length: 55:40

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**JN 161128 H8\_Lee: Jazz Network, 11/28/2016 8:00 AM**

From: The WFMT Radio Network

Series: Jazz Network

Episode JN 161128 H8\_Lee: 2016-11-28 8:00 AM of Jazz Network

★★★★★

Added: Nov 28, 2016

Length: 59:37

[All episodes...](#)

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### Recent Deliveries

Time	Status	Piece	Version
11/29/16 03:09 AM	delivered	JN 161204 H3_Greg: Jazz Network, 12/4/2016 3:00 AM	Audio Segments

**Details**

New episodes are published hourly, 63 episodes a week.

Each episode is made up of 5 segments totalling 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