Channel Manager for Streaming Media Platform

This document offers guidance on how to create programs and schedule them to occur multiple times a week, or create recurring events from a simple-to-use interface. This guide provides an overview of the processes for:

Channels

Programs

Time Zone

Preview and Embed

Creating a channel

To create a channel, click on the green "**Create Channel**" button. Once you have filling in the channel details, click on "**Create**". (*Figure 1*)
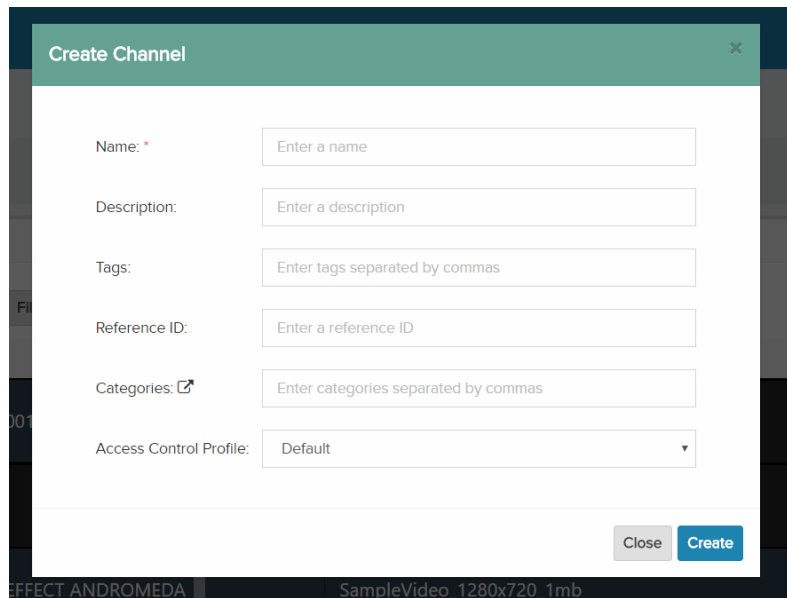

Figure 1

Editing a channel

To edit a channel, click on the edit icon next to the channel you would like to edit. Once you have updated the channel information, click on the "**Update"** button.

Important: In order to broadcast your channel and have it available to be viewed by the public, you must set your channel's "On Air Status" to **Live**. To update your channel's "On Air Status", click on the "On Air Status" toggle to switch the status between **Live** and **Off Air**. Your channel must have at least one program in order to go **Live** (*Figure 2*)
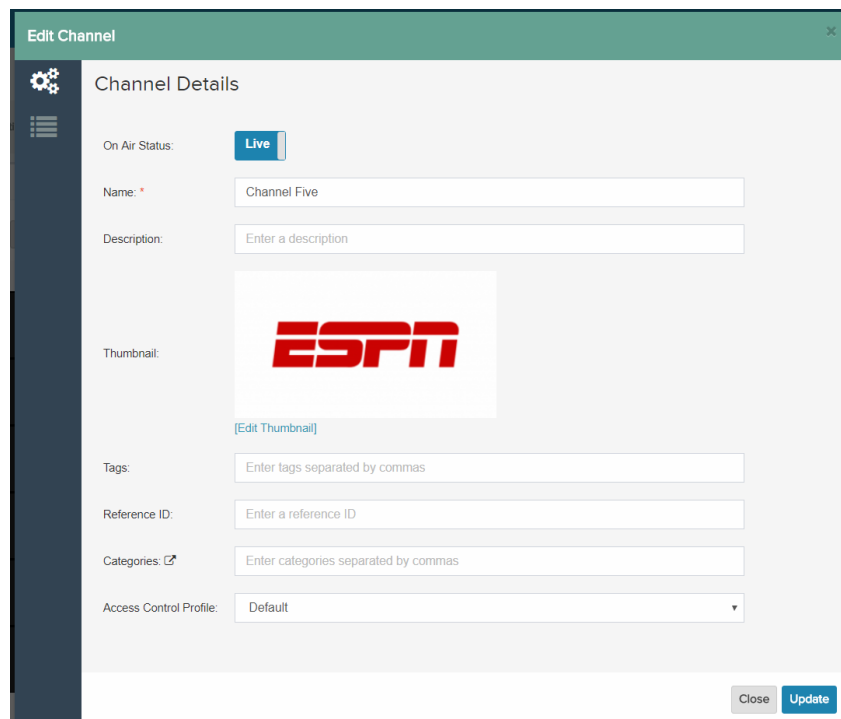

Figure 2

Deleting a channel

To delete a channel, click on the delete icon [🗑] next to the channel you would like to delete. Click on the "**Delete**" button in the pop up window to confirm the deletion. Note: every program for this channel will also be deleted.

Creating a program

There are two ways to create a program; within your schedule timeline or within the channel edit window.

Creating a program within your schedule timeline

To create a program within your timeline, click anywhere on your channel's dark gray area time slots at any specific time. (*Figure 3*)
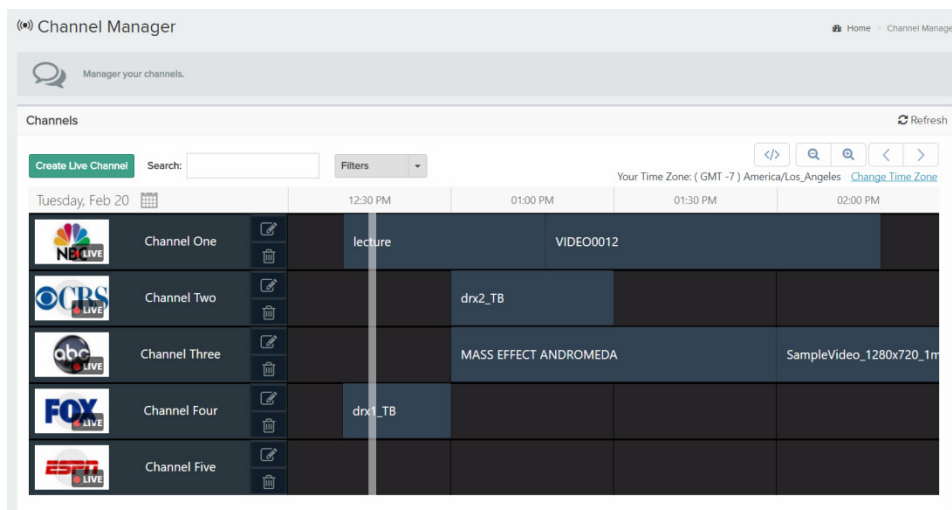

Figure 3

Creating a program within the channel edit window

To create a program within the channel edit window, click on the edit icon [✎] next to the channel you want to add a program to, and then click on the "Channel Programs" menu item located on the left side of the window. Finally, click on the green "**Create Program**" button. (*Figure 4*)
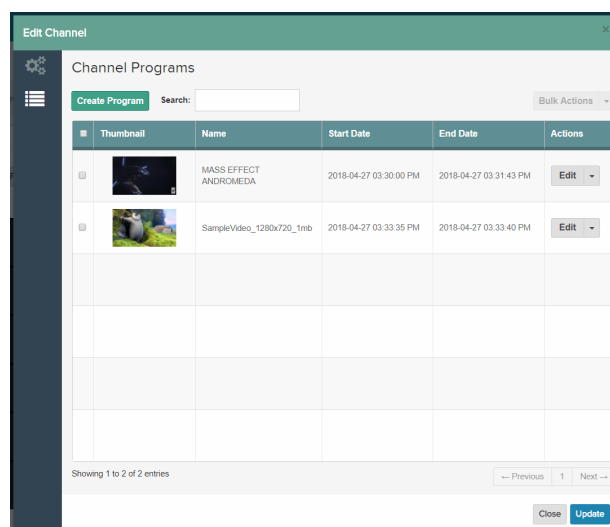

Figure 4

In both cases, an **Add Program** pop up window will appear. In order to add a program, you must select a **Program Source** and choose a **Start** and **End Date.** To select a **Program Source,** click on the green button on the right side **Program Source** field. The **Program Source** window will allow you to select any of your Live Stream, VOD, or Playlist entries.

Once you have selected the **Program Source,** you can select/adjust the **Start** and **End Dates** in which the **Program Source** will start/stop broadcasting on this channel. If the **Program Source** selected is a VOD or Playlist entry, the **End Date** will automatically be adjusted based on the total duration of the playlist/entry.

You can also schedule a program as a recurring event. To do so, click on the "Repeat Program" toggle to change the option to **Yes.**

Recurring options will appear, allowing you to schedule your program at certain intervals. The options include:

Program Length: this is the total duration of the **Program Source.** If the **Program Source** selected is a VOD or Playlist entry, the program length will automatically be adjusted to the total duration of the playlist/entry. If the **Program Source** selected is a Live Stream entry, you must adjust the program length to be greater than zero.
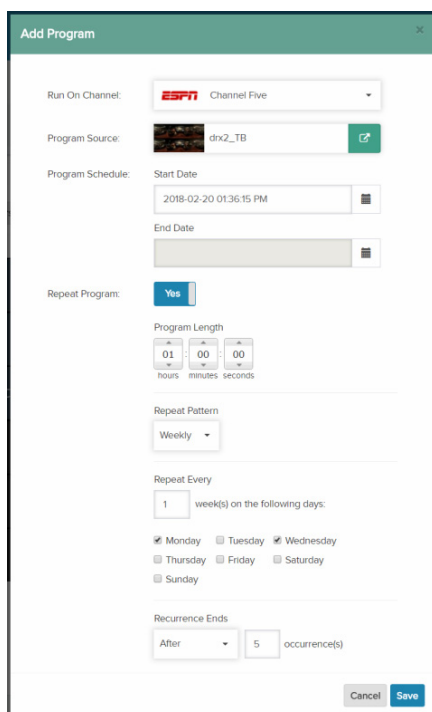
Repeat Pattern: the patterns include Daily, Weekly, Monthly, and Yearly.

Repeat Pattern Options: depending on the repeat pattern selected, options will appear right under the repeat pattern section.

Recurrence Ends: three options are available to set when your recurring program should end. You may end the recurring program after a certain amount of **occurrences** or **end by** a certain date. You also have the option to set a **no end date**.

Once you are satisfied with your programming options and scheduling, click on the "**Save**" button to add the program to your schedule.

Important: It may take up to one minute for your changes to take effect on your live channels. (*Figure 5*)

Figure 5

Editing a program

There are two ways to edit a program; within your schedule timeline or within the channel edit window.

Editing a program within your schedule timeline

To edit a program within your timeline, click on the blue/teal rectangular shaped program located on your channel's dark gray area time slots. (*Figure 6*)
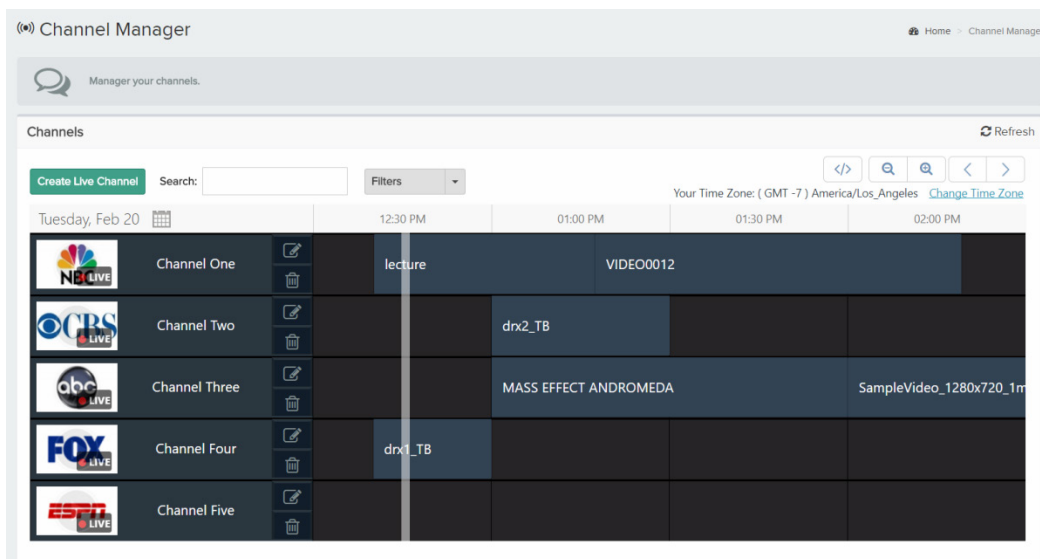

Figure 6

Editing a program within the channel edit window

To edit a program within the channel edit window, click on the edit icon next to the channel you want to edit a program from, and then click on the "Channel Programs" menu item located on the left side of the window. Finally, click on the "Program" option from the "Edit" drop down menu next to the program you want to edit. (*Figure 7*)
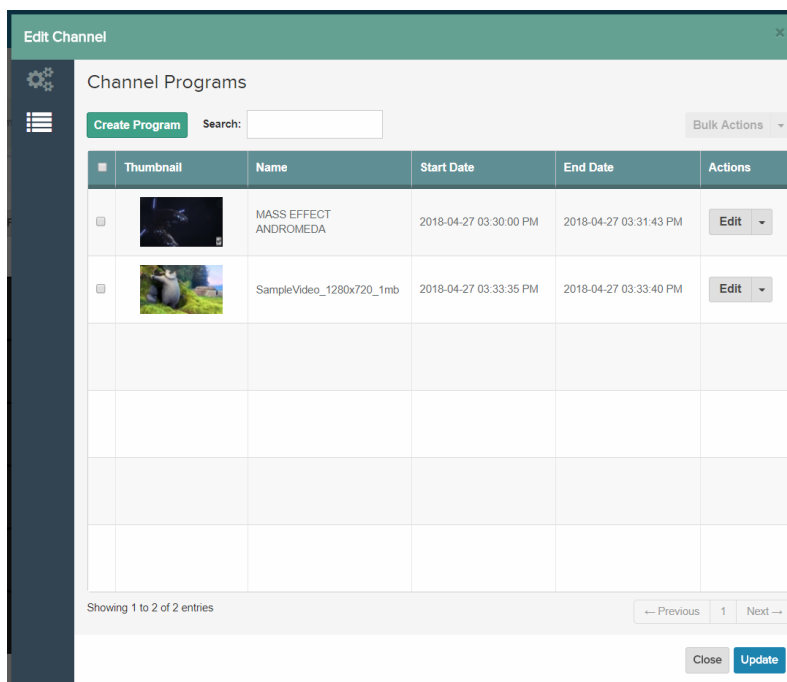

Figure 7

In both cases, an **Edit Program** pop up window will appear. Once you have finished adjust the program's schedule, click on "**Update".**

Important: It may take up to one minute for your changes to take effect on your live channels.

Deleting a program

There are two ways to delete a program; within your schedule timeline or within the channel edit window.

Deleting a program within your schedule timeline

To delete a program within your timeline, click on the blue/teal rectangular shaped program located on your channel's dark gray area time slots. On the **Edit Program** pop up window, click on the "**Delete"** button located on the bottom left of the window. (*Figure 8*)
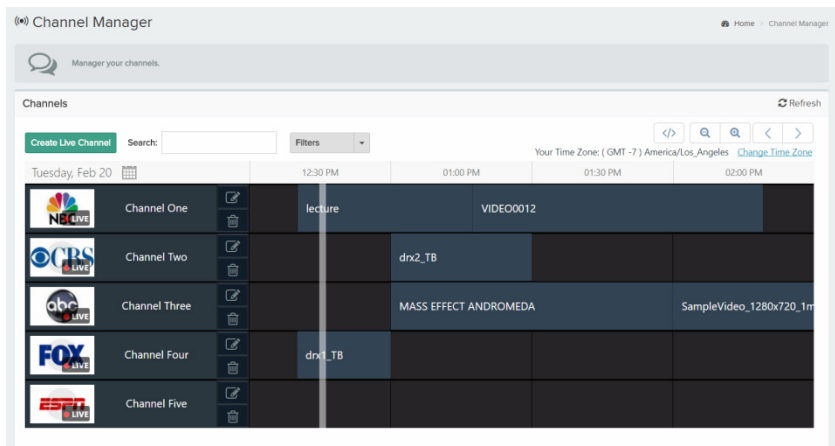

Figure 8

Deleting a program within the channel edit window

To delete a program within the channel edit window, click on the edit icon next to the channel you want to delete a program from, and then click on the "Channel Programs" menu item located on the left side of the window. Finally, click on the "Delete" option from the "Edit" drop down menu next to the program you want to delete. (*Figure 9*)
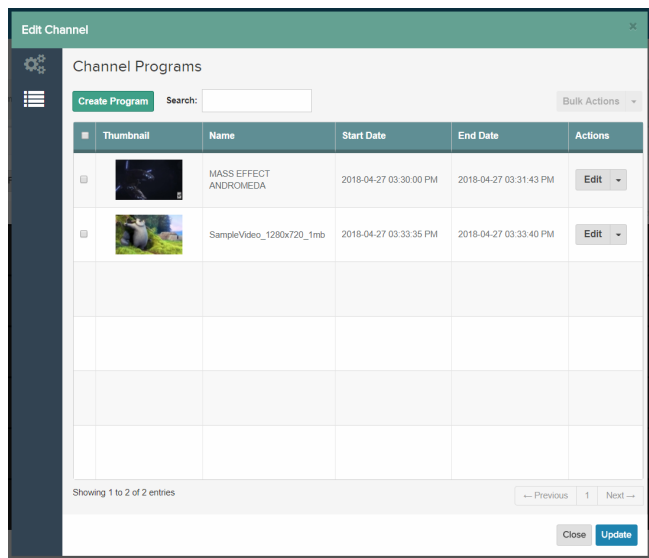

Figure 9

Important: It may take up to one minute for your changes to take effect on your live channels.

Moving a program

You can easily adjust a program's schedule by dragging and dropping the blue/teal rectangular shaped program, located on the channel's dark gray area time slots, to anywhere on the channel or any other channel. Once you have dropped the program, a pop up window will appear, asking you to confirm your move. Click on "**Move"** to confirm.

Updating your time zone

Update your schedule's time zone by clicking on the "**Change Time Zone**" link located on the top right of your schedule's timeline. Select the new time zone from the drop down menu and then click on "**Update**". (*Figure 10*)
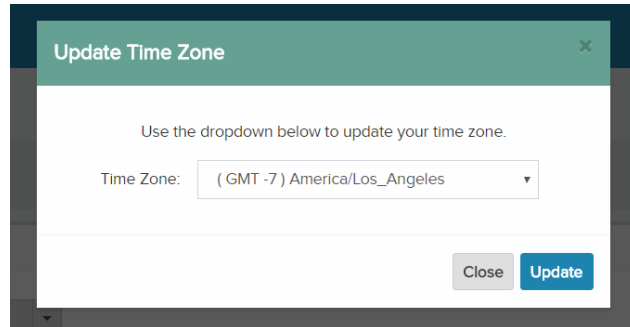

Figure 10

Preview and embed your schedule

To preview your schedule and grab the embed code, click on the preview & embed icon located on the top right of your schedule's timeline. (*Figure 11*)
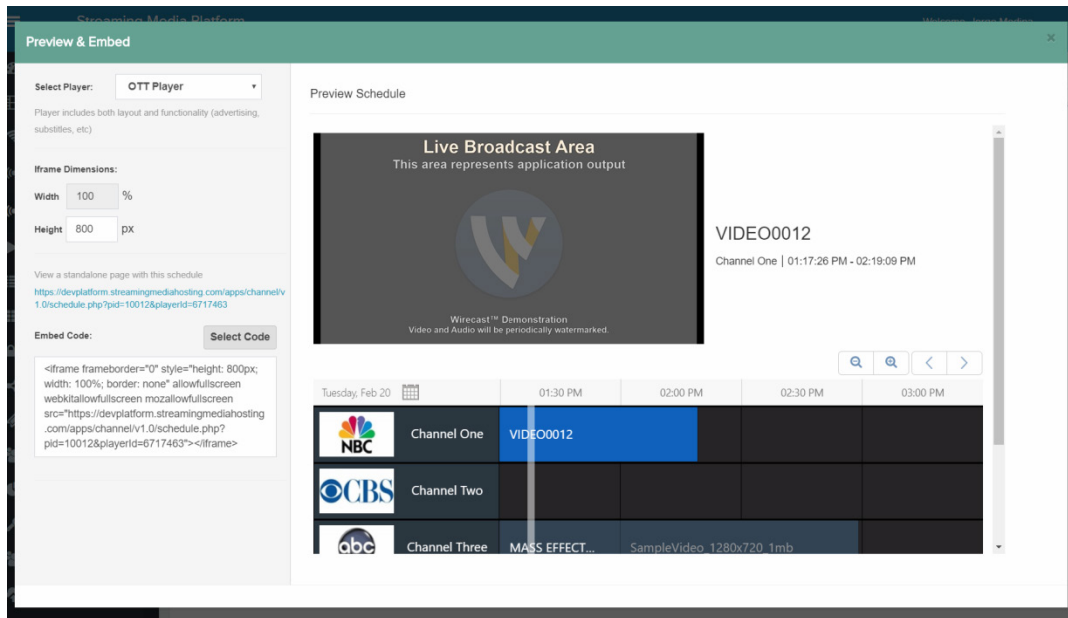

Figure 11

Preview and embed an individual channel

To preview a channel and grab the embed code, click on the channel's thumbnail image on your schedule's timeline. (*Figure 12*)
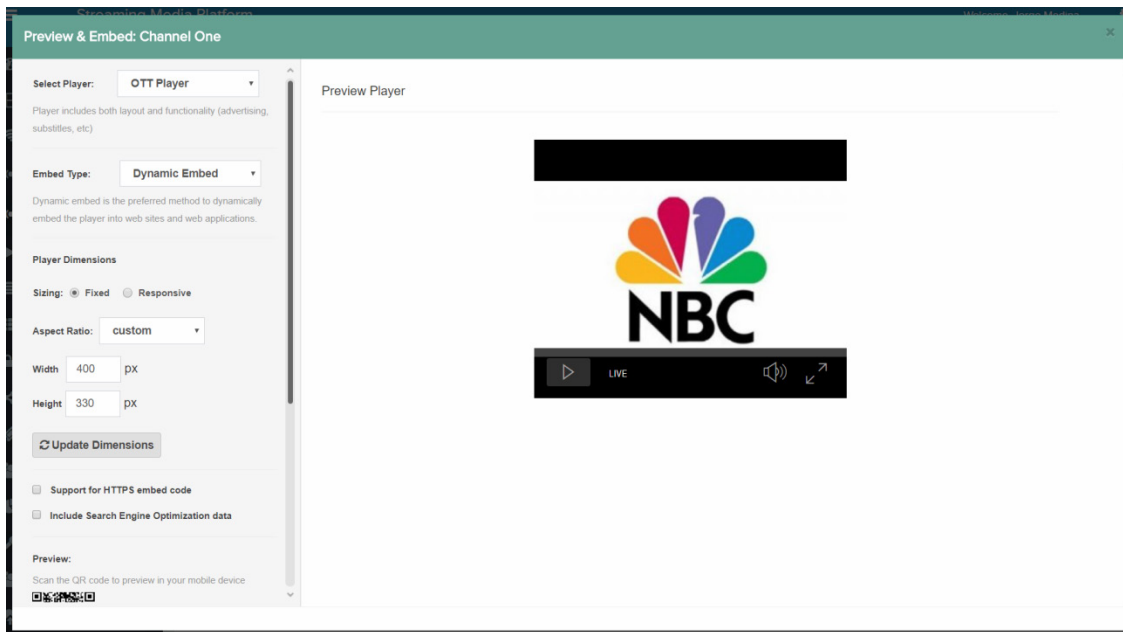

Figure 12