



How To Setup Social Media Channels (beta)

Channels

fotoShout will publish your images to different social media sites such as Facebook, Flickr, PhotoBucket, WordPress, LinkedIn, etc. Social media sites are referred to as “**Channels.**” When posting images to a social media sites you’re **publishing images to social media “Channels.”**

Channel Group

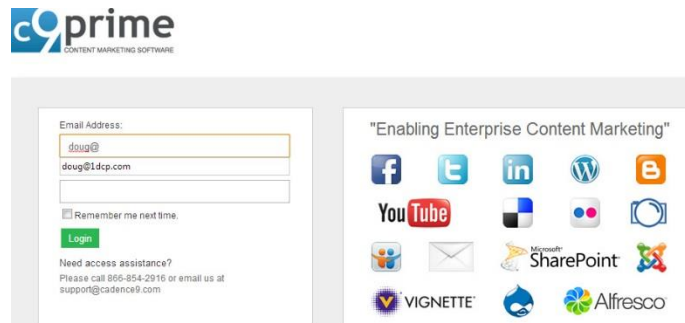
fotoShout empowers you to you **publish** to one or multiple sites simultaneously, such as Flickr, Facebook & WordPress. The selection of social media sites you have chosen to publish too is called a “**Channel Group.**” For easier recognition fotoShout allows you to custom name the Channel Group. fotoShout “**Channel Groups**” allows you to control what “**Users**” have access to which channels; you may give and restrict permission. Please Note: Even if your only publishing to one Channel you must still create a Channel Group.

Channel Setup

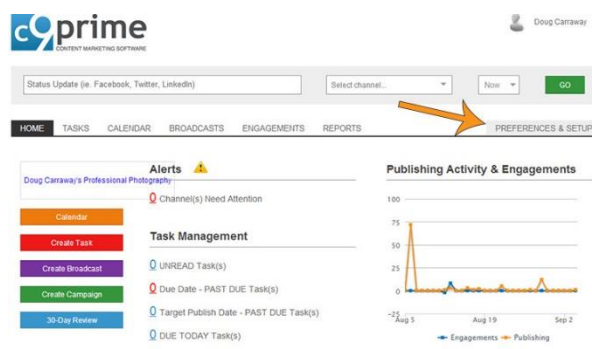
When you were assigned your fotoShout account, you were also assigned a Cadence9 account. During fotoShout **Beta** testing social media “Channels” will set up with your Cadence9 account. Cadence9 and fotoShout work together seamlessly to publish your images, track metrics, and produce reports.

A) User Setup (you may have one or more users)

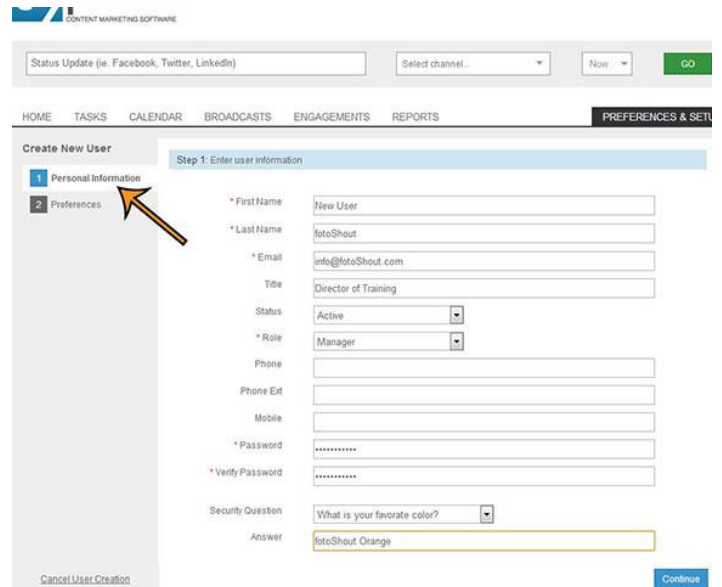
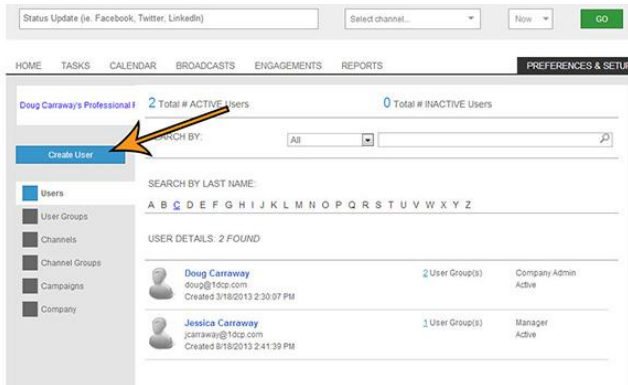
1. Go to <http://cadence9.com/> and click “**Login**” (Login-located top right hand corner of page)
2. Enter e-mail address and password. Click “**Login**”



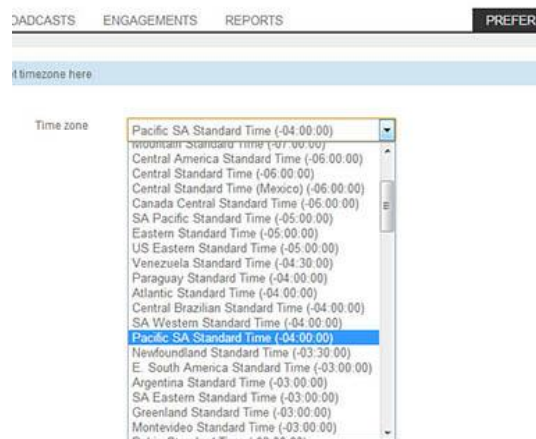
3. Click on “**Preferences & Setup**” (located top right hand side of page)



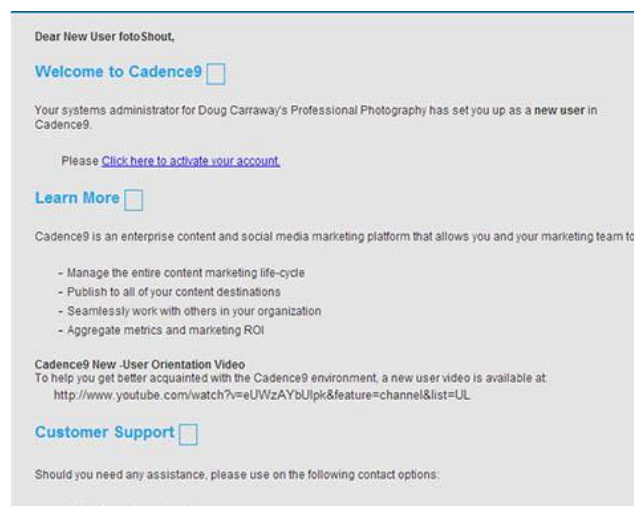
4. Select **“User”** button, then click **“Create User”** (located in the left navigation panel) Creating a user is a onetime occurrence per each user you allow on your account. A dialog box will populate the screen. Fill in requested information, click **“Continue.”**



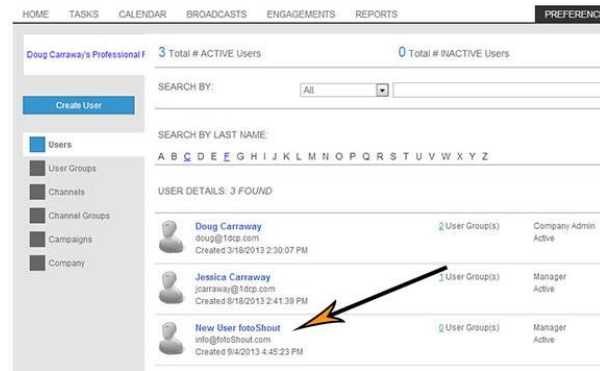
5. Select **“time zone”**, click **“Finish.”**



6. Each User you create an account will receive an e-mail with notification they have been set up as a new user.

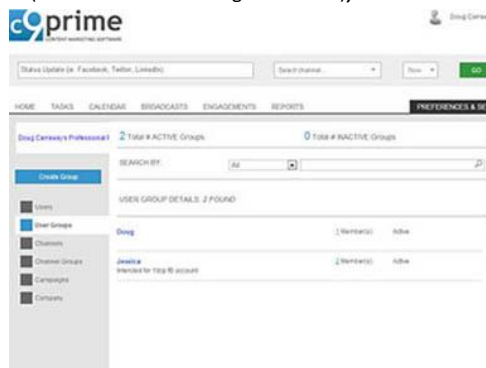


- The “**Preferences & Setup**” screen will also populate with the new users name, e-mail & date created

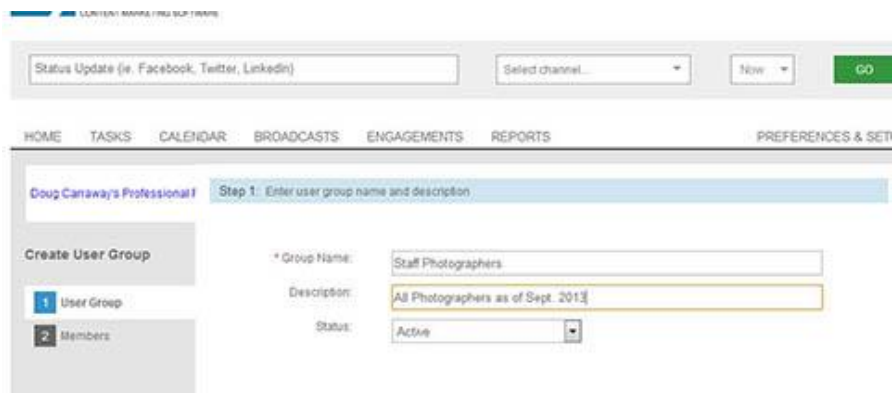


B) Create User Groups (you may have more than one user group)

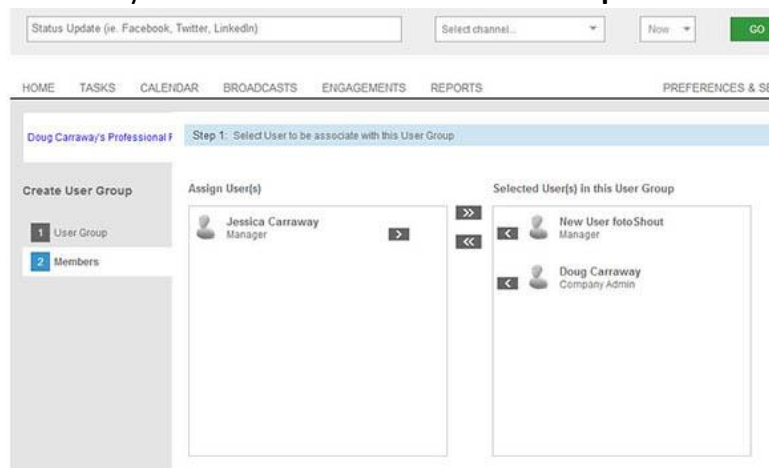
- Click on “**User Groups**” (located in the left Navigation Panel), then click “**Create Groups.**”



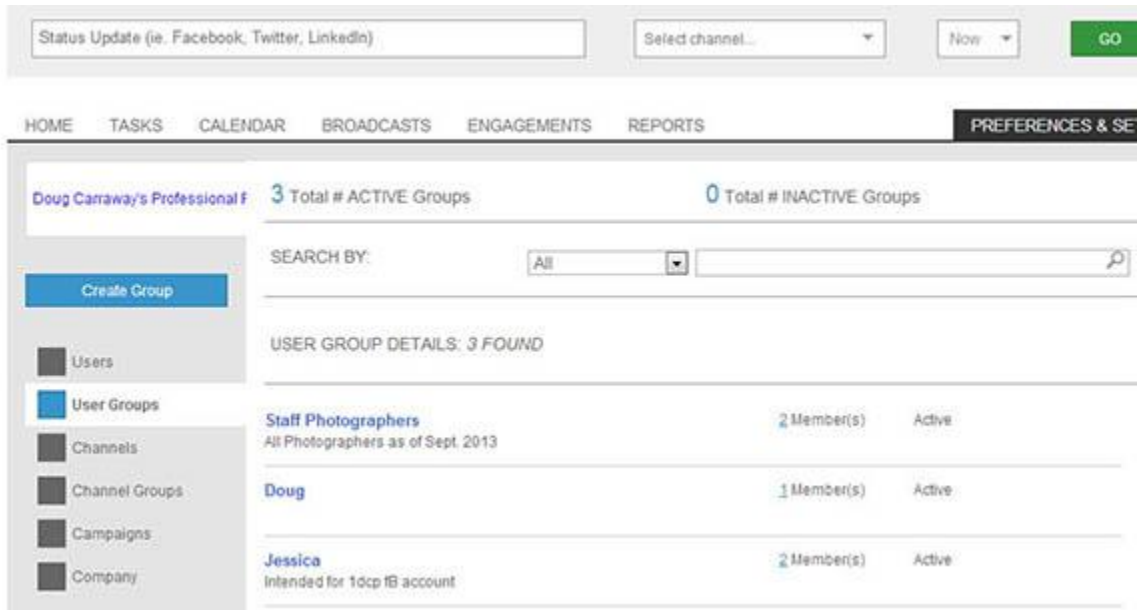
- Give your group a descriptive name such as, “**Staff Photographers,**” Click “**Continue.**”



- Click on the “**Users**” you wish to have in this “**Users Group.**” Click “**Finish.**”

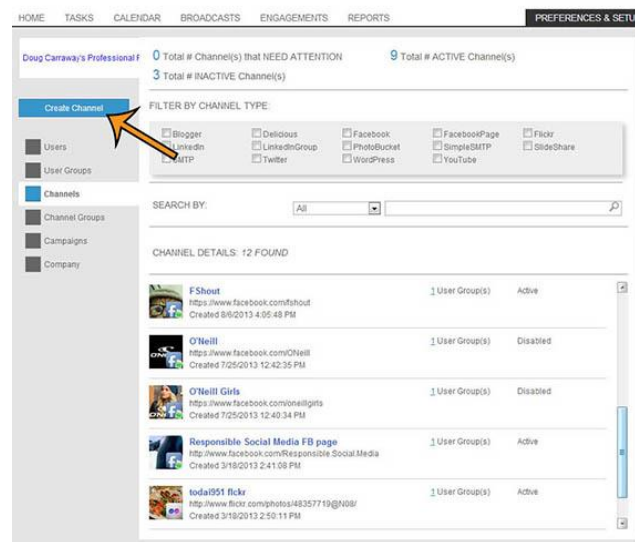


- The “User Group” “Staff Photographers” will now display in “**User Group(s).**”

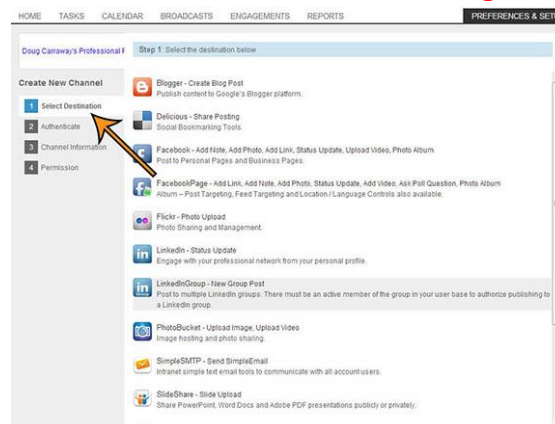


C) Create a Channel (the social media site you wish to publish too)

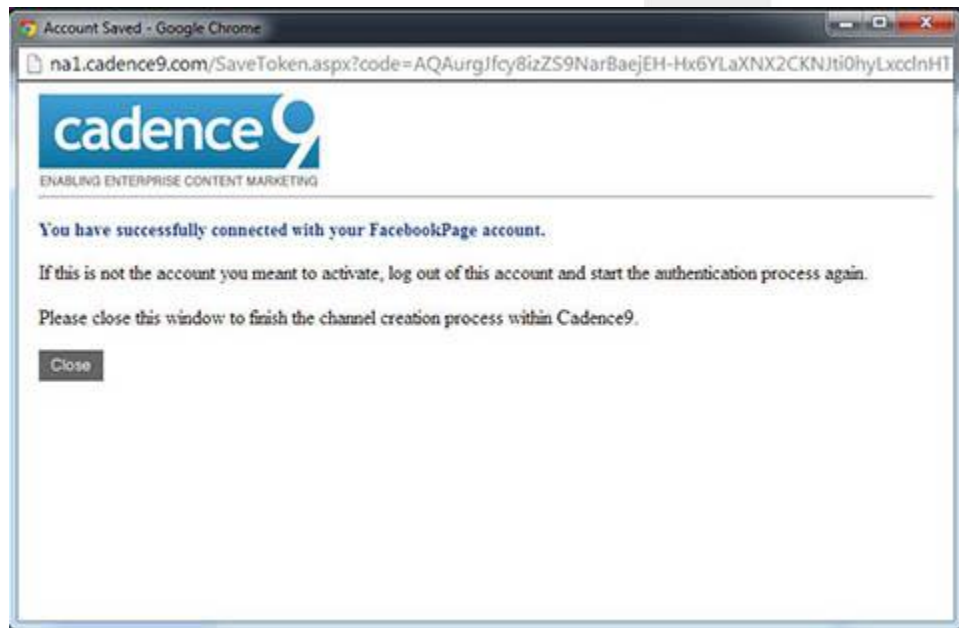
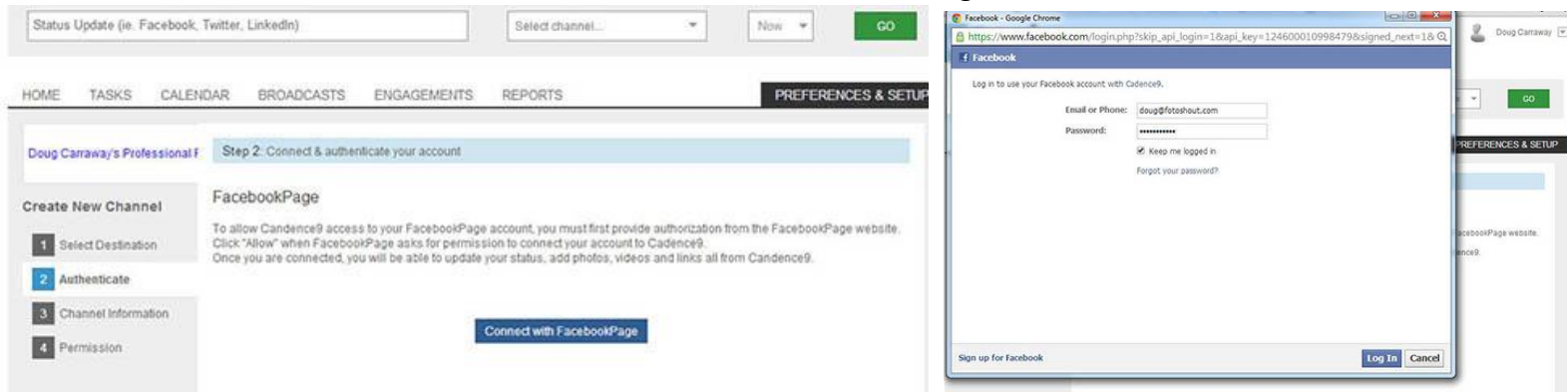
- Click “**Channels**” (located in the left Navigation Panel). Then click “**Create Channel.**”



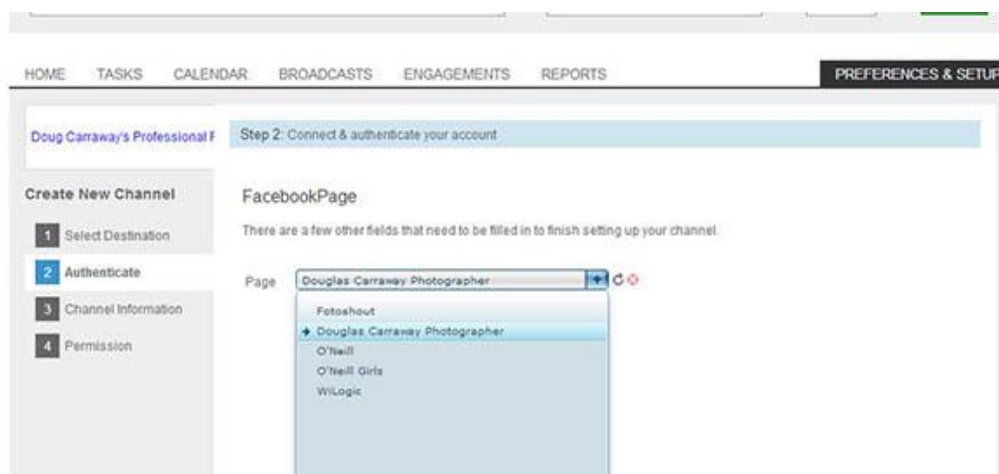
- “**Select Destination**” - Click on the “**Channel**” (social media site) you wish to publish too. “**Facebook vs. Facebook Page,**” see definition on last page.



- ii. **“Authenticate Channel”** - Click **“Connect with X”** In this example “X” will be Facebook. So click **“Connect with Facebook”** A dialog box will open. Follow prompts, Facebook will ask for **“User name & password”** Enter the user name/password of the account you’re uploading the images too. Wait for confirmation access has been granted click **Continue** then **close**.



- iii. **“Channel Information”** - Confirm all information is correct, click **“Continue.”**
- iv. **“Permission”** - If you are an administrator for several Facebook accounts, select the channel you want this User group to publish too.



2. Repeat this step as needed to add additional “**Channels**” (social medial sites).

D) Channel Groups (allows you to place numerous channels together as a group, publishing to these channels at the same time.)

1. Click “**Channel Group**” (located in the left Navigation Panel). Then click “**Click Create Channel Group**”

- i. “**Channel Group Info**”- Give your new channel group a name, & description. Select “**Active**” or “**Disable**” (When an event is complete you can select “**Disable**” so publishing to that particular channel is halted.) Click “**Continue.**”

The screenshot shows the 'Channel Group Edit' page for 'Doug Carraway's Professional f'. The 'Channel Group Info' tab is selected. The form contains the following fields: 'Channel Group Name' with the value 'Carraway Photography Demo Event', 'Description' with the value 'FB, LinkedIn & Twitter account', and 'Authentication Status' set to 'Active' via a dropdown menu. A left sidebar shows navigation options: 'Channel Group Info' (selected), 'User Group', and 'Channels'. A top navigation bar includes links for HOME, TASKS, CALENDAR, BROADCASTS, ENGAGEMENTS, REPORTS, and PREFERENCES & SETUP.

- ii. “**User Group**” - Select which User Groups you give permission to access this “**Channel Group**” Click “**Continue**”

The screenshot shows 'Step 3: Select User Group(s) to be associated with this channel'. On the left, a 'Create New Channel' sidebar lists steps: 1. Select Destination, 2. Authenticate, and 3. Channel Information (current step). The main area is divided into 'Available Groups' and 'Selected Groups To Access This Channel'. Under 'Available Groups', 'Doug' and 'Jessica' are listed with 'View Users' links. Under 'Selected Groups', 'Staff Photographers' is listed with a 'View Users' link. Navigation arrows allow moving groups between the two columns. The top navigation bar is the same as the previous screenshot.

- iii. **Channels** – Check the appropriate boxes. With Facebook you want to name the Photo Album. Check the **Photo Album box**. This uploads the images to an album, the name of the album will be the name you give during event setup.

The screenshot shows the 'Channels' configuration page. The 'Channel Group Name' is 'Carraway Photography Demo Event'. A grid of checkboxes allows selecting various social media and sharing options: Blogger, Delicious, Facebook, FacebookPage, Flickr, LinkedIn, LinkedInGroup, PhotoBucket, SimpleSMTP, SlideShare, SMTP, Twitter, WordPress, and YouTube. Below this is a search bar and a 'Name A to Z' dropdown. A list of channels is shown, with 'Douglas Carraway Photographer (1)' selected and marked as 'Active'. For this channel, checkboxes for 'Add Link', 'Add Note', 'Add Photo', 'Status Update', 'Add Video', 'Ask Poll Question', and 'Photo Album' (checked) are visible. At the bottom, the 'Primary Channel' is set to 'Douglas Carraway Photographer (1) - Photo Album'. A left sidebar shows navigation options: 'Channel Group Info', 'User Group', and 'Channels' (selected). The bottom of the page has 'Cancel Channel Group Editing', 'Go back', and 'Finish' buttons.

- iv. At the bottom of the page select a “**Primary Channel.**” A primary channel is **ONE** of the social media **Channels** you uploading too. Guest will receive their e-mail embedded with a link to their image at the selected primary channel.



Summary

Create a User(s), Create User Group(s) – Place users into User Groups.

Create Channels, Create Channel Group(s) –Place Channels into Channel Groups.

Decide which User Groups may use which Channel Groups.

Channel Setup Is Complete

Definitions:

Selecting Facebook Page vs. Facebook during channel setup.

FacebookPage allows you to select which page on your facebook account the fotoShout event portal will name, setup and publish too. You name the album during event setup in the fotoShout web portal.

Facebook –will publish to an album right on the root of your Facebook account. You have no control over album name.

