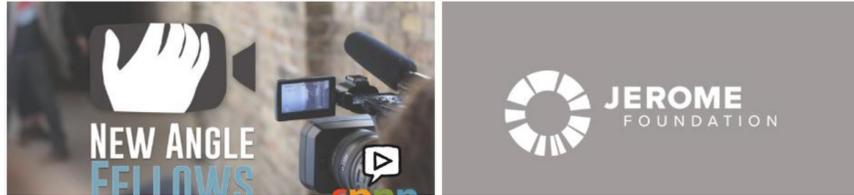
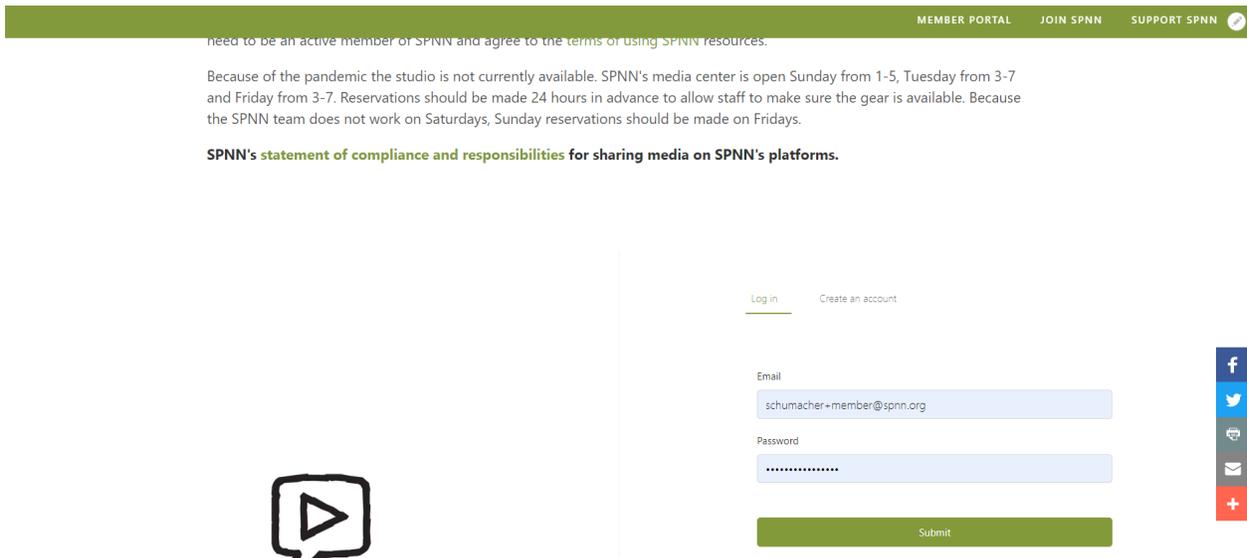


## Member Portal

Step 1: Go to the SPNN home page- [www.spnn.org](http://www.spnn.org) and click on “Member Portal” in the green bar at the top of the screen.



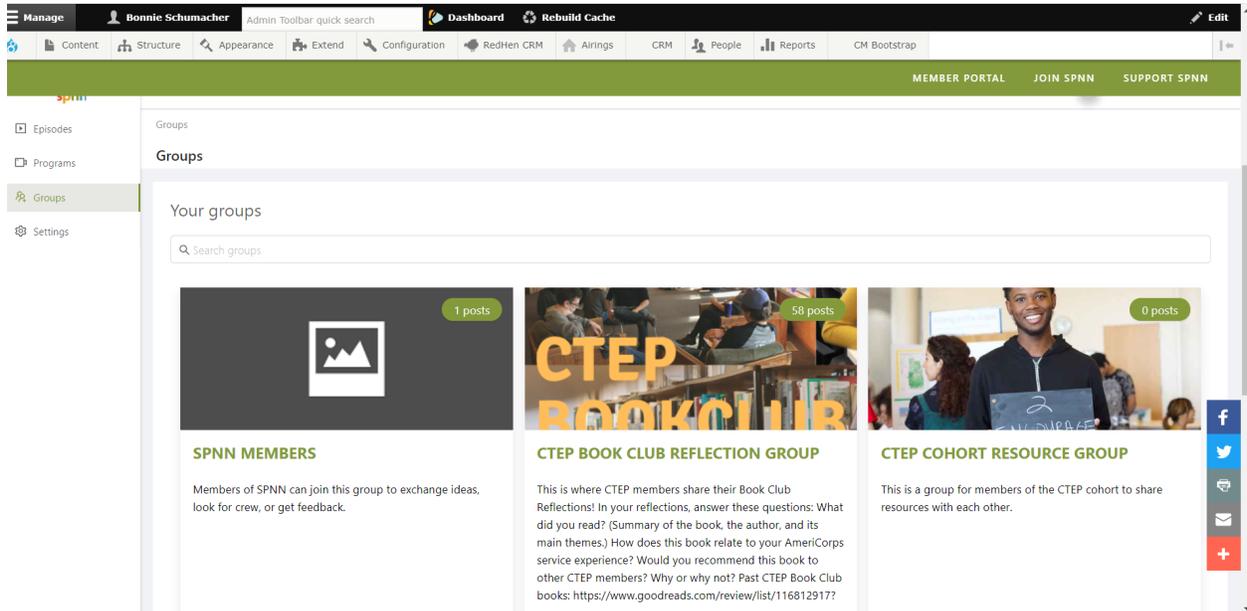
The page should open up the member portal home screen. At the bottom of the page you should see the option to “log in” or “create an account”. If this the first time, select “Create an Account” Follow the directions for creating an account.



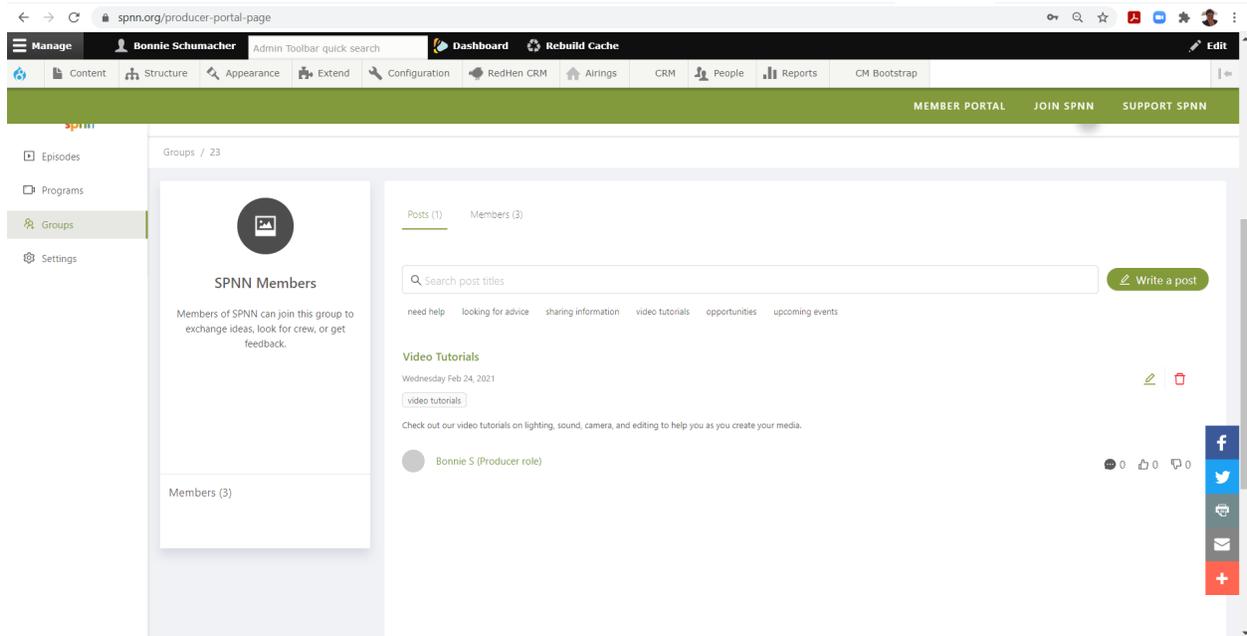
Once you have your account you will be able to log in. Once logged into the portal you should see the home screen. On the left side will be Episodes, Programs, Groups, Settings.

## Groups

If you click on groups you will see the groups that you are a part of.



Select the group you want. Once in it you will be able to see the posts made to that group. Make your own post (select “write post” on the right side) or see the members of the group. You can also sort by selecting one of the tags before the first post.



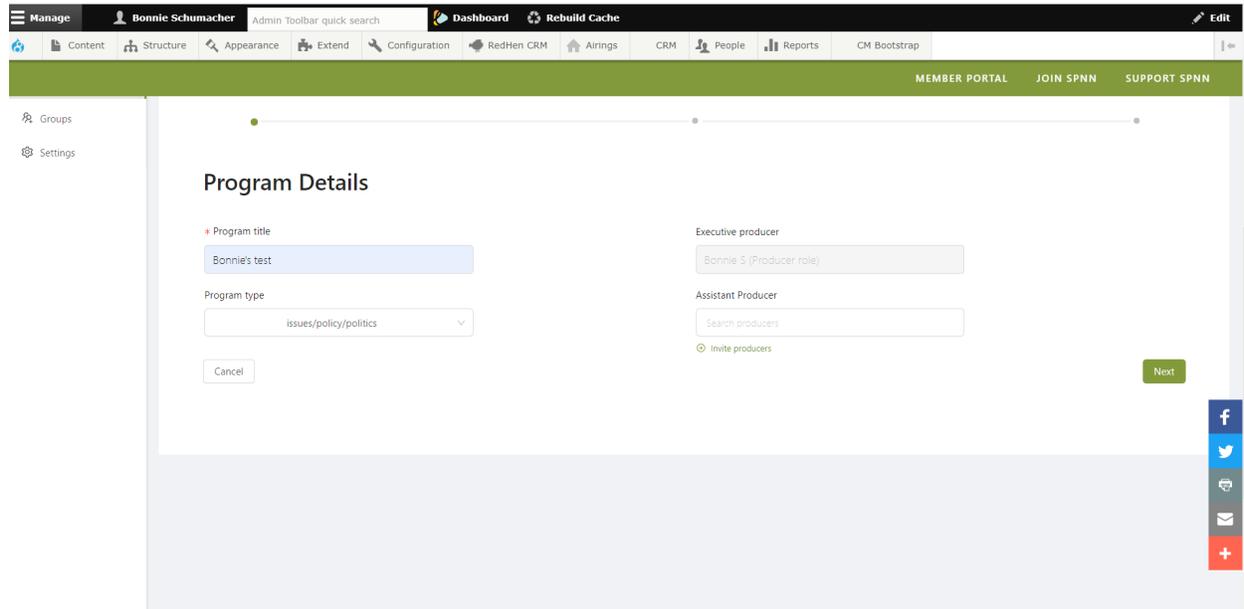
### You can select your settings

You can turn on email notifications for

- when episodes or programs are declined.
- When episodes or program are accepted
- Or when there’s a new post in my groups.

## Programs

If you are looking to upload an episode of a program, you must first create the Program. Select the Programs tab. Select “Add New Program” in the right hand corner. Fill in the name of the program (series title) the type of program and you can add assistant producers, if they have signed up for an account in the member portal.



The screenshot shows a web application interface for creating a program. The top navigation bar includes 'Manage', 'Bonnie Schumacher', 'Admin Toolbar quick search', 'Dashboard', and 'Rebuild Cache'. Below this is a secondary navigation bar with various tool icons and links like 'MEMBER PORTAL', 'JOIN SPNN', and 'SUPPORT SPNN'. The main content area is titled 'Program Details' and contains the following form elements:

- Program title:** A text input field containing 'Bonnie's test'.
- Program type:** A dropdown menu currently showing 'issues/policy/politics'.
- Executive producer:** A text input field containing 'Bonnie S (Producer role)'.
- Assistant Producer:** A search input field with the placeholder text 'Search producers'.
- Buttons:** A 'Cancel' button on the left and a 'Next' button on the right.

You will then fill in the full description of the program, select main topics (you can select more than one) and if you have a website you can link to that. Select the “next” button. You can attach documents if you want, but this is not necessary. You can upload a thumbnail, like a intro graphic. Then hit “Submit for Review”.

## Episodes

To upload an episode of your program click on the Episodes tab. Select Add new episode. You will check the box for “This episode is part of an ongoing program” Then you will be able to select the Program from the drop down menu.

- Fill out the details, you will be the default executive producer. You can add Assistant producer.
- Check the box if there is adult language.
- Check the box that you have read the Statement of compliance (if you need to read it scroll to the top of the page and click on the link).
- Fill in any requested air dates or other information you want SPNN to know.
- Then click next

Manage Bonnie Schumacher Admin Toolbar quick search Dashboard Rebuild Cache Edit

Content Structure Appearance Extend Configuration RedHen CRM Airings CRM People Reports CM Bootstrap

MEMBER PORTAL JOIN SPNN SUPPORT SPNN

**Episode title**  
test 2 from Bonnie

This episode part of an ongoing program

**Program**  
Bonnie's test

Create a program

This is a sponsored episode?

**Episode number**  
Your episode number

Has Adult Content and needs to be scheduled between 10PM and 6AM

I affirm that I have read SPNN's statement of compliance and responsibilities (see above) and am in compliance.

Please let us know any additional information; air dates, content tags, etc.  
Air dates:

**Executive Producer**  
Bonnie S (Producer role)

**Assistant Producer**  
Joua Lee Grande (participant X)

Invite Producers

**Date of production**  
2021-02-25

f  
Twitter  
Print  
Email  
+

From here you can put in a short description and the full description of the program. Select the Main topic from the drop down menu. Add any tags you might want. Then hit next

Manage Bonnie Schumacher Admin Toolbar quick search Dashboard Rebuild Cache Edit

Content Structure Appearance Extend Configuration RedHen CRM Airings CRM People Reports CM Bootstrap

MEMBER PORTAL JOIN SPNN SUPPORT SPNN

**Episode Information**

**Short description**  
Just a test

250 character limit

**Full description**  
still just a test

**Main Topics**  
politics X

**Tags**  
tttest X

**External links**  
+ Add links

Back Next

f  
Twitter  
Print  
Email  
+

Upload your video file or put in a url we are able to download a full quality video from. You can upload an episode thumbnail and attach any documents that you need. You do not have to fill out a Playback Release form, because you just did electronically.

The screenshot shows the 'Episode Media' form with three main sections: 'Episode video file upload', 'Episode stream url', and 'Attach documents'. Annotations with arrows point to each section:

- Episode video file upload:** A large box with a folder icon and the text 'Click or drag file to this area to upload'. An arrow points to it with the text: 'This is Where you drag your media file'.
- Episode stream url:** A text input field labeled 'Stream URL'. An arrow points to it with the text: 'If you are not uploading media, then you can put your YouTube URL here.'
- Attach documents:** A box with a folder icon and the text 'Click or drag file to this area to upload. Support for a single or bulk upload'. An arrow points to it with the text: 'If you have copyright paperwork to upload it goes here.'

At the bottom right, there are buttons for 'Save as draft' and 'Submit for review'.

Hit Submit for review. Staff will then accept or deny your request. You should see it show up in the episodes and see it's status

The screenshot shows the 'Episodes' list in the SPNN member portal. The list has columns for Title, ID, Production Date, Program, Published, Status, and Action. There are three rows of data:

Title	ID	Production Date	Program	Published	Status	Action
test 2 from Bonnie	77950	25-02-2021	Bonnie's test	Unpublished	In review	Edit
Bonnie's test	60996	22-02-2021	N/A	Unpublished	Accepted	Edit
Draw Nearer to the Lord	41279	05-11-2020	N/A	Unpublished	Accepted	Edit

At the bottom right of the table, there are navigation controls: '< 1 >'.