# 5EBI Message Player Manual

(February 2018 © 5EBI)
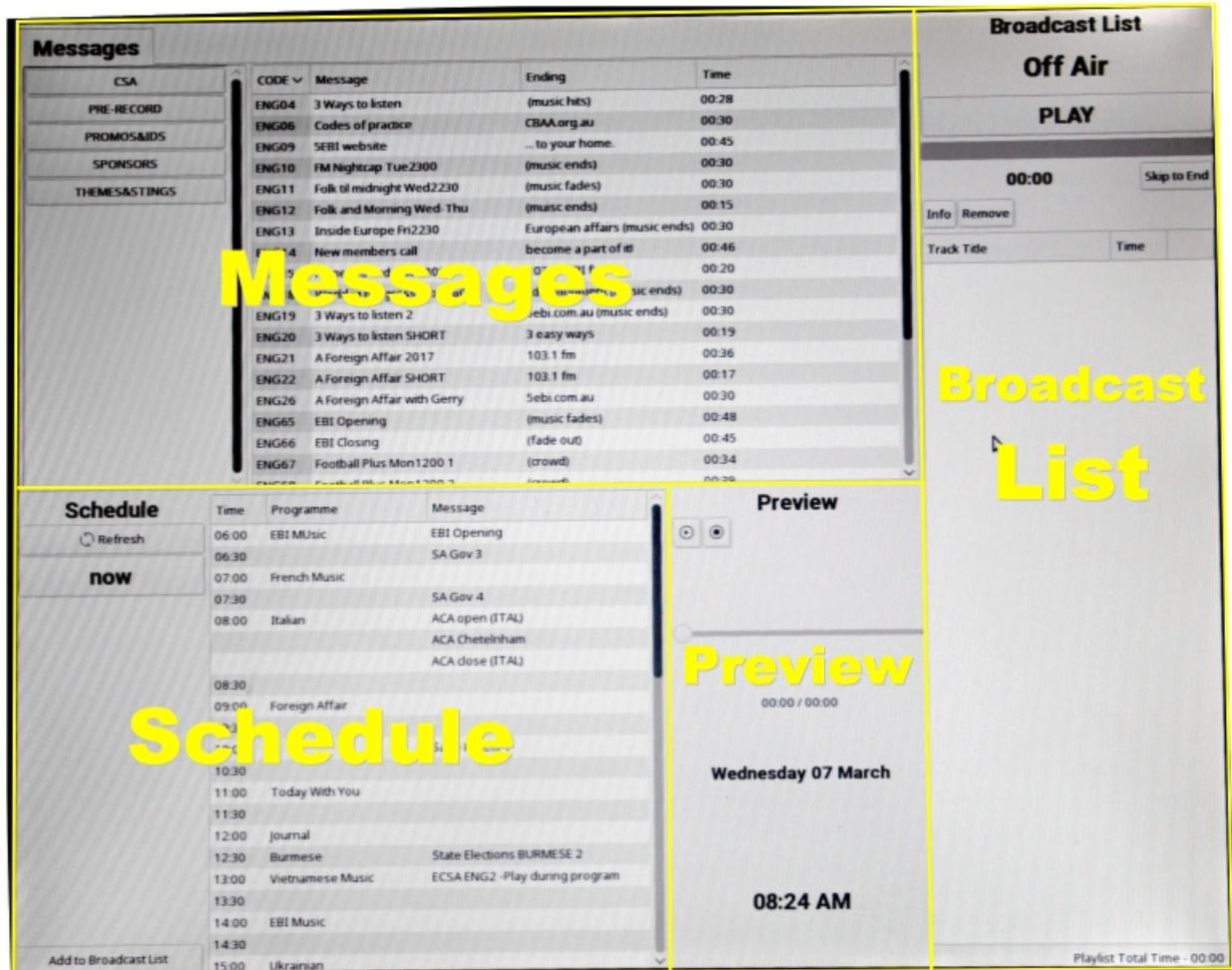
There are 4 areas in the Message Player.

1. Messages

This is where you can access all the messages stored in the system.

The messages are organised in 5 categories which you can choose on the left-hand side:

Messages		CODE ⌄
CSA		ENG04
PRE-RECORD		ENG06
PROMOS&IDS		ENG09
SPONSORS		ENG10
THEMES&STINGS		ENG11
		ENG12
		ENG13
		ENG14
		ENG15
		ENG18
		ENG19
		ENG20
		ENG21
		ENG22
		ENG26
		ENG65
		ENG66
		ENG67
		ENG68

Schedule	Time	Program
⟳ Refresh	06:00	EBI MUs:
	06:30	
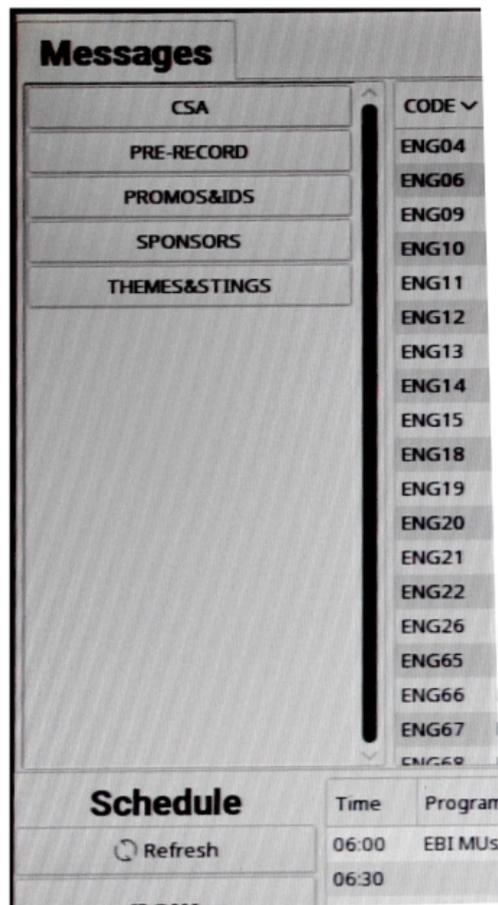
- **CSA** (Community Service Announcements)

These messages are often to promote not-for-profit organisations or events. CSAs are announcements to help or support the community.

There is no legal limit to playing CSAs so they are a good choice to include in your program whenever you want / need it.

- PRE-RECORD

These are the pre-recorded programmes.

Some pre-recorded programmes will be scheduled for broadcast at a specific time (and will appear accordingly in the Schedule) and others might be stand-in programmes ready to be played when needed.

- PROMOS&IDS

These are messages directly relating to 5EBI, such as promoting other programmes on 5EBI, station IDs or 5EBI announcements (Radiothon, Let's Dance!, etc…).

There is no legal limit to playing Promos and IDs so they are a good choice to include in your program whenever you want / need it.

- SPONSORS

These are the sponsorship messages. They will also appear in the 'Schedule' area at the time(s) they are scheduled to be played (see '2. Schedule', p.5).

There are 3 types of sponsorship messages:

a) Groups sponsorship

Group sponsors are organised by the groups themselves, sometimes produced at EBI, sometimes outsourced. Either way, the messages must receive approval from the Production team.
Each group member may decide when, within their programme, to play their Group sponsors. However, each group is entitled to use a maximum of 4 min per hour (2 min per half-hour) for these messages. If some (or all) that time is not used by the group, 5EBI may use it for 5EBI sponsors (by law, the overall total of sponsor messages is 5min/hour, no matter in what the language(s)).

b) 5EBI sponsors in language

5EBI may organise sponsor messages in other languages than English. These must be played DURING the programme, like Group sponsor messages.

c) 5 EBI sponsors in English

5EBI sponsors English are played IN BETWEEN programmes (after the end of the previous programme, before the next one starts).

- THEMES&STINGS

These are the music themes and other messages directly related to individual groups or programmes.

How to find a specific message:

In order to find the message you are looking for, first select one of the above sub-groups, then click on the column heading to make it alphabetical.

For instance, the 'CODE' column tells you the language of the message (i.e. ENG=English, BOSN=Bosnian, etc...). Once you click on the 'CODE' column heading, all the messages of that type (i.e. CSA, SPONSORS, etc...) and of the same language will be bundled together and easier to find.

The 'Message' column tells you the title of the message. Use this column heading to find a message by title.

Similarly, the 'Time' column may be useful to look for a message of a specific length to fill a specific amount of time...

The 'Ending' column tells you the last words of the message.

2. Schedule

This area shows which messages MUST be played to air today.

The 'NOW' button brings the schedule to the current time.

The 'Refresh' button refreshes the schedule (if changes have been made by production on the day).

The schedule is mostly for live-to-air programmes as it shows what messages MUST be played today, and today only.

The 'Time' column is sectioned in 1/2hr increments and the 'Programme' column shows which programme starts at what time. These two column are always the same for each day and will only change if there is a change in the 5EBI Broadcast Schedule.

The 'Message' column shows which message MUST be played on which programme.

The Schedule shows all three types of sponsors (as described above), pre-recorded programmes that have been delivered digitally and may from time to time include some CSAs and Promos...

Schedule and Group sponsors:

- It is not the responsibility of the C.P. (Continuity Producer) to play the Group sponsors. In the case of a live programme, the presenter(s) must advice the CP in this regards. In the case of a pre-recorded programme, it will be assumed that the Group sponsors have been included in the pre-recorded programme.

- When producing a pre-recorded programme, it is assumed that broadcasters know what Group sponsors to include. If in doubt, refer to the 'GROUP SPONSORS' weekly schedule on display in the Auditorium and in the Production Office.

- If the schedule of Group sponsors is incorrect (e.g. is missing a sponsor or it includes an expired one), please advise the Production team immediately.

5EBI language sponsors and pre-recorded programmes:

- 5EBI language sponsors cannot be part of pre-recorded programmes as they will only be known on the day of broadcast.

- When a 5EBI language sponsor is scheduled to be played during a pre-recorded programme, it will be inserted during broadcast.
When the pre-recorded programme is delivered digitally, it will be inserted before being scheduled to play.

When the pre-recorded programme is delivered the traditional way (plastic boxes in Studio 2), the pre-record will be paused at the time of broadcast in order to play the message within the programme.

Broadcasters can choose when this happens by providing their pre-recorded programme in two parts (i.e. if there is no EBI sponsor to insert, the two parts will be played continuously).

Messages and time-slots

Generally, the sponsor messages in English will be placed in the last time-slot of the programme. This does not mean they must be played at that time; it is just an indication that they are *not* language messages and therefore they must be played BETWEEN programmes (after the programme ends, before the next one starts).

NOTE:
With programmes that are only 1/2hr long,
all 3 types of sponsors may appear in the same time-slot.
They will still be organised in the right order,
with the language sponsor(s) – to be played during the programme – first
and the English sponsor(s) – to be played at the end – last.

Example of 1hr programme:
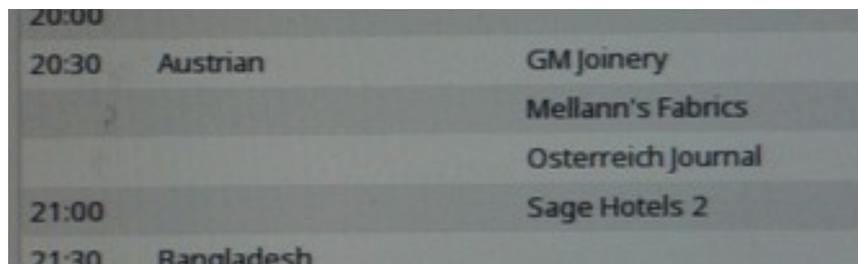
20:00		
20:30	Austrian	GM Joinery
		Mellann's Fabrics
		Osterreich Journal
21:00		Sage Hotels 2
21:30	Bangladesh	

1. *What time does the Austrian programme start?*

2. *What time will the next programme start?*

3. *How many language sponsors in the Austrian programme?*

4. *How many EBI sponsors in English?*

5. *What time will the English sponsors be played?*

Example of ½ hr programme with both language *and* 5EBI English sponsors:
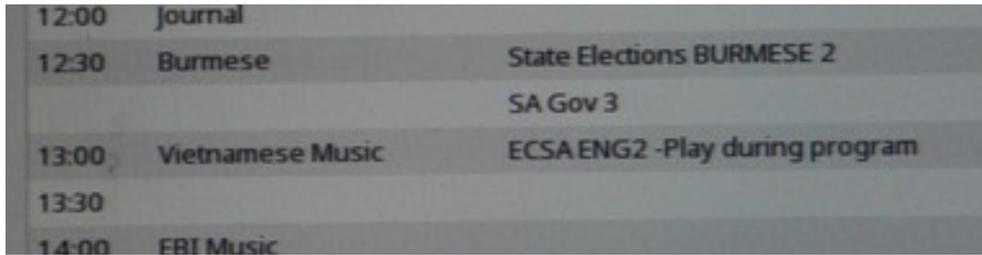
12:00	Journal	
12:30	Burmese	State Elections BURMESE 2
		SA Gov 3
13:00	Vietnamese Music	ECSA ENG2 -Play during program
13:30		
14:00	EBI Music	

Now look at the 'Vietnamese Music' programme:

1. What language is this sponsor in?

2. When must this message be played?

3. Broadcast List

This is where you place the messages to be played, arrange them in the desired order and play them to air.

"Off Air" only means that nothing is being played right now. When a message is playing, this turns into "On Air" (in red).

Select the desired messages (one by one) from 'Messages' or 'Schedule' and drag-and-drop them anywhere in the white area. If selecting from 'Schedule', you can also use the 'Add to Broadcast List' button (bottom left of Schedule).

Broadcast List

Off Air

PLAY

| | 00:00 | Skip to End |
| Info | Remove | |

Track Title	Time	
Filipino FRIDAY - INTRO	02:12	
Filipino NEWS	01:45	
ID 3 (languages)	00:10	
Planet Sound Tue1800	00:20	
3 Ways to listen 2	00:30	

No matter what message is selected, the message at the top will always play first.

When you click on 'PLAY':

- The top message moves to the 'PLAY' area and plays.

- 'Off Air' becomes 'On Air' in red.

- The title of the message appears in the grey area below the PLAY button.

- The grey area becomes gradually blue as the message plays.

- The timer counts down to the end of the message (00:00).

- All the other messages move up in the list.

Once a message finishes playing, it disappears from 'Broadcast List'.

- Rearrange the order of messages:

Simply shuffle the messages in the Broadcast List area in the desired order (using drag-and-drop technique).

- Link messages:

By default, each message added to the Broadcast List will play on its own.

The green square to the right of each message in the Broadcast List is where you can link or unlink messages. If the green square is blank, the message will play alone (the other messages stay in the Broadcast List, ready for playing).

To link messages (they will play automatically one after the other), click on the green square. A golden "link" appears, showing which messages are linked together.

To link two messages together, click on the one below.

NOTE:
There is no limit to how many messages can be linked together
but keep an eye on time as there is no automatic calculator.
– You have to do the maths yourself! –

The top message can be linked to the message currently playing (the golden link goes upwards).

NOTE:
Any of the operations above
(insert into Broadcast List, rearrange order, link/unlink messages)
can be performed while a message is playing.

The 'Skip to End' button stops the message currently playing and removes it from the Broadcast List. If it is linked to another message, that other message will start playing immediately.

The 'Info' button brings up information about a message selected in the Broadcast List.

The 'Remove' button removes a message selected in the Broadcast List.

NOTE:
Starting a shift with messages
already in the Broadcast List can lead to confusion.
Please apply courtesy
and leave the Broadcast List empty for the next operator,
unless there are messages that still need to be played,
in which case communicate that clearly when changing over.

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4. Preview

This area shows the current date and time and allows you to preview messages (listen without going to air).

Any message selected from the 'Schedule' or the 'Messages' will automatically appear in the 'Preview' area.

Click on the play button (in the Preview area). The message automatically plays through the cue speaker of the desk (not to air).

In Preview, make sure that you let the message play in full or click on the stop button. If a preview is paused (using the pause button), then it is locked to that message (other messages can't be previewed).

5. What to play?

All messages in the Schedule MUST BE PLAYED without exception.

Other messages are only optional; each programme will use their own themes and stings, of course, but when it comes to CSAs and Promos, it is entirely up to the C.P. / operator.

More than 3 messages played in a row is generally considered bad radio (listeners may switch off to another station). If you need to fill more time before the beginning of the next programme, it is best to play some of your favourite music or talk to your listeners… They are listening!

6. Report problems

Please never hesitate to communicate with the Production team any problem, concern or idea you may have regarding the Message Player.

Email production@5ebi.com.au, call 8211 7635, visit the Production Office during office hours or leave a message under the door...