

## CS Contest Management – Installation Overview

CS Contest Management is a “network” application that includes a variety of programs used by different departments running on different computers. As such, the installation is in two parts.

First, the “server” installation is run once to create a common directory or “**File Server**” where all of the programs and data will be stored. This installation does NOT add or run any applications on this computer.

Second, the “Client” installations are used to install the various modules on the appropriate computers. The client install will register the necessary files and create a shortcut pointing to the program in the file server directory created during the server installation. **Note: The user will require full rights to the File Server directory.**

**Stations using our CS Call Management software can also link the Call Screening module (CSScreener) to the contesting software to access contest and prize information as well as enter contest winners.**

## Where to Install the CS Contest Management Clients

The CS Contest Management package is very compact and does not require a lot of computing power or disk space and can be installed on any Windows computer. However, the computer will need network access to the CS Contest File Server directory and the user will require full rights in order to add contest and winner information.

On-Air work stations using the optional WHOZZ calling caller ID unit and Reception Clients using the Topaz Electronic signature pad, will require the necessary serial, IP or USB connection to the device.

**System Requirements:** CS Contest Management File Server will require 50-100meg of disk space. There are no server applications as the “server” is simply a common data storage area. Workstations will need the appropriate network cards and access to the file server directory. Please note: peer to peer configurations may limit the number of concurrent users. If connection limit is exceeded, the CS Contest Management installation directory should be located on a station’s Local Area Network.

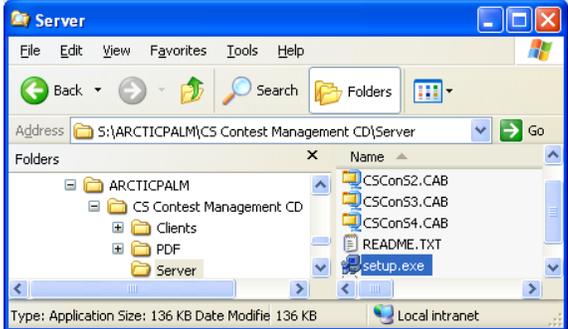
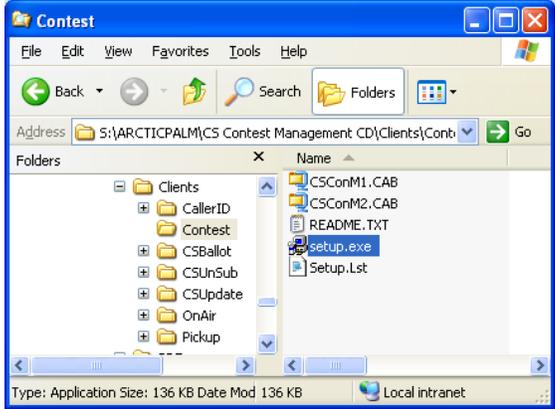
## CS Contest Clients

Once the Server installation is completed, the following clients can be installed on all necessary workstations using the setup program from the associated Client subdirectory.

Contest Maintenance		
Client Directory	User Group	Purpose
Clients/Contest	Promotions	This module is used to schedule contest and prizes for on-air staff. This is also the module that controls the contest configuration settings and includes the user definable reporting functions.
On-Air		
Clients/OnAir	On-Air Studio	Normally installed on the Utility computer in the on-air studio providing on-air staff with access to the active contest where winner information is entered. For stations using our CS Call Management software, this process is available within the CS Screener module
Clients/CallerID	On-Air Studio	For stations using Analog telephone systems and have the WHOZZ calling caller ID unit, this module will capture and display the caller ID information highlighting previous winners.
Reception		
Clients/PickUp	Reception/Promotion	Used by Reception when a winner comes to collect their prize. Provides reception with access to the listener’s information for verification, getting the signed release and awarding the prize. Includes entry overrides and user definable prize status reporting. It also supports Topaz Electronic Signature Pads to capture signatures electronically.

## Installation for CS Contest Management

The CS Contest Management installation process follows the Standard Microsoft installation procedures with on-line instructions. **You will need to be logged in as an Administrator to install the applications.** Once installed and configured, the program can be run with user level rights.

<p><b>1. Download the Installation Set From:</b></p> <p><a href="http://www.arcticpalm.com/downloads/cscontest.exe">http://www.arcticpalm.com/downloads/cscontest.exe</a></p>	<p>When requested, select Save and download the install set to your computer.</p>
<p><b>2. Unpack the Installation Software</b></p> <p>Run the cscontest.exe downloaded in step 1.</p>	<p>When requested, select Unzip to extract all of the installation software.</p>
<p><b>3. Run the Server Installation</b></p> <p>Browse to the ARCTICPALM\CS Contest Management CD\Server directory and run the setup.exe in this directory.</p> <p>When requested, use the Change Directory command to create the CS Contest Management Installation directory.</p> <p>** On Vista and Windows 7 computers , click "Ignore" to the icon error. The shortcut will be in the Start Menu but will not be created on the desktop. If desired, copy or create a shortcut on the desktop.</p>	 <p>This setup is only run once to create the CS Contest File Server directory containing all of the CS Contest programs and files.</p>
<p><b>4. CSContest Maintenance Installation</b></p> <p>Once the server installation is completed, browse to the ARCTICPALM\CS Contest Management CD\Clients\Contest directory and run the setup.exe in this directory.</p> <p>When requested, use the Change Directory command to browse to the CS Contest Management Installation directory created during the server installation.</p> <p><b>To install other modules on this or other computers, use the setup.exe in the various Client subdirectories.</b></p> <p><b>Note: Each computer will need a drive mapping or UNC path to the CS Contest Management Installation directory.</b></p> <p>** On Vista and Windows 7 computers , click "Ignore" to the icon error. The shortcut will be in the Start Menu but will not be created on the desktop. If desired, copy or create a shortcut on the desktop.</p>	 <p>This will add the the CS Contest Maintenance module to the workstation's Start Menu and Desktop.</p>

\*\*Note: CS Contest Management is designed to run on all versions of Windows and includes some older drivers for earlier versions of windows. As such, you may see the warning about installing an older version of a driver. If so, **ALWAYS select KEEP to keep the existing version.**

## CS Contest Management Configuration

The following is a brief description of the configuration settings required for CS Contest Management. This is controlled by the maintenance program. This only needs to be done once and is used by all other CS Contest Management applications. For detailed configuration settings, see the **CS Contest Maintenance User Guide.PDF** in the PDF directory of the CD.

### 1. Start CSContest Maintenance (CSConSet.exe) as a System Administrator

Double click the CSContest Maintenance icon to start the program. The first time the program is run, you will receive the configuration warning. As a first time installation, Click Yes to create the contest data directories.



### 2. Open the Properties Window.

Select Tools → Properties to open the Properties window and configure the contest parameters for this site.



### 3. Properties

Use this window to configure the contest system as follows:

**Station** – Enter the Call letters for the station and use the Browse command to find the logo file for this station. The logo file can be any valid picture format (JPG, GIF, BMP, etc) and should fit in the display window. Once entered Click Add. Repeat until all stations are entered.

**Default Data** – Enter the most commonly used city, state/province, country and area code.

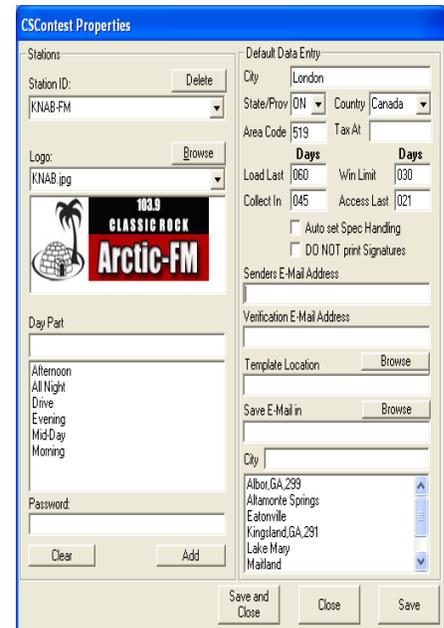
**Access** – While all contest data will be kept until purged by the station, access to information may be limited for speed and privacy issues. The limits are:

**Load Last** – This is the number of days the on-air studio has access to previous winner information (45-60 days)

**Collect In** – This is the number of days a winner has to collect their prize. This can be overridden for individual contests.

**Win Limit** – The is the number of days before the listener is eligible to win another contest.

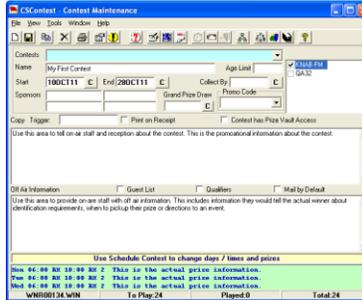
**Access Last** – This limits the number of days after a contest has ended before it is removed from the maintenance drop down list. ***This is a housekeeping setting and all contests are is still available for reporting.***



## Contest Entry

Once the configuration settings have been updated we may start scheduling contests and install the other client modules on the necessary workstations. For contest entry details, see the CS Contest Maintenance User Guide.PDF for details.

While there are several advanced features in the CS Contest Management system, the following describes the basic contest entry.



### Basic Contest Data

Name	This is the name of the contest as it will be used for access and reporting purposes.
Start	This is the first day the contest is to be played.
End	This is the last day the contest will be played.
Station	This is the station that will be playing the contest.
Promotional Message	Use the top text area for the promotional message the on-air staff will use when playing the contest.
Off Air	Use this area to provide on-air staff with any additional information they should relay to the contest winner. Normally not for on-air use.
Prize Information	Click the Schedule contest icon or select Schedule contest from the Tools menu to open the day parting window.
Enter the <b>on and off times</b> for the contest along with the <b>prize description</b> . Select the <b>days the contest is to run</b> and Click <b>Apply Schedule</b> .	
When completed click OK to return to the main window	
Save the Contest	Click the Save Icon to save the contest.

### On-Air and Reception Modules

The clients directory also includes the OnAir and Pickup subdirectories for installing the On-Air module in the studio and the reception module at reception. Once installed, these modules will use the configuration settings from the initial configuration. The first time the On-Air module is run, select the station and all contests for that station will be available. Active contest will be in the drop down list and played, past and future contests will be available from the Log menu.

Once installed, the reception module (CSPickUp) will display all winning entries for the time specified as the Win Limit in the initial configuration.