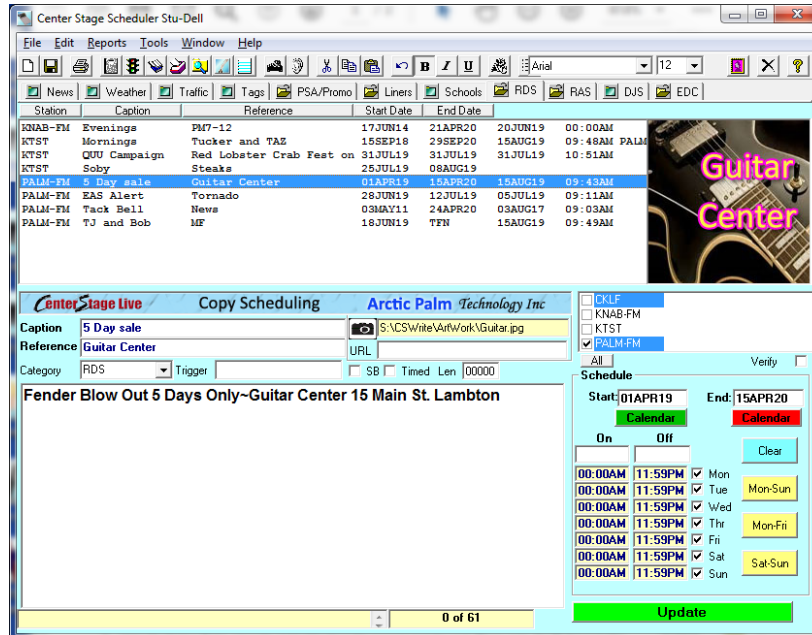


Using CSScheduler we can schedule any number of informational, promotional or commercial messages and images for use in the various data casting functions. To do this:

1. Start CSScheduler and Click the RDS Tab



2.

3. Enter a Caption and Reference. This DOES NOT display simply used to identify the event.
4. In the large text area, enter the message as it is to appear in the displays. The character count will display the length of the message to assist with staying within the 64 character limit.
5. Select the Station(s) where the message should be used
6. Enter the Start and End date using the calendar. Note the end date can be TFN for until further notice.
7. Enter the On and Off times and select the days to use the message.
8. Click Update to schedule the message.

### Triggered Event

If this message is to be linked to an on-air event, use the Trigger area to enter the cart/cutID, the first part of the information that will be in the artist or title field or set a category with a wild cart (eg:COM\*) to use the messages for all on-air events in that category.

### Timed Event

Typically used for special event programming select the "Timed" option and set the length in seconds (3600 per hour) and set the on-time. CSScheduler will calculate the off time. Once scheduled, this event will be posted to the display at the scheduled time for the scheduled duration blocking all other content until the end time.

### Duplicate

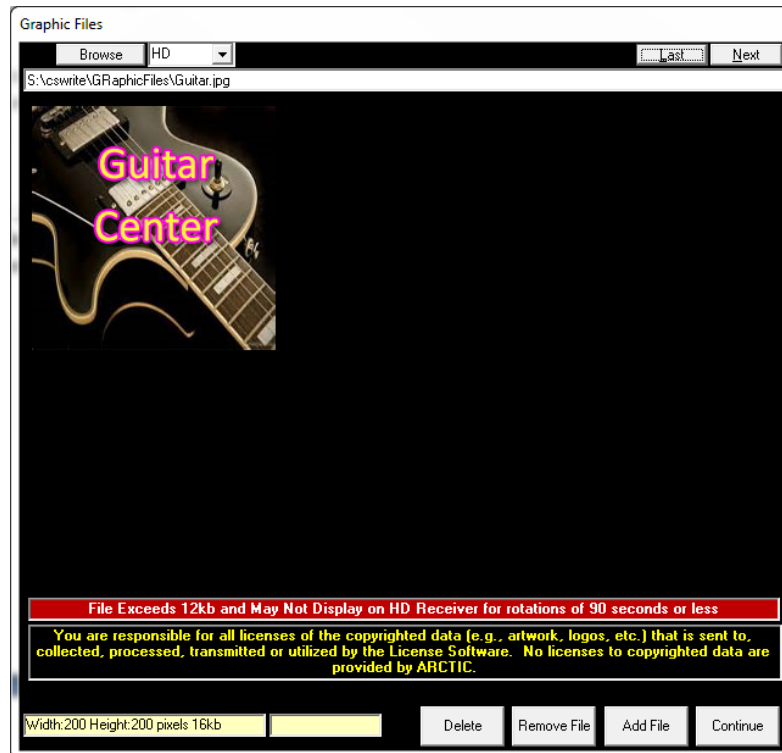
If this message will be used at different times or only requires minor changes for another schedule use the Duplicate Icon to copy the information, make the modifications and save it as another event.

### Correction/Deletions

To modify or delete a message, double click the event in the top list, make the modification and click Update or just click the Delete icon to remove it.

## Artwork

To add an image to the message, click the “camera” icon about the URL to open the Graphic Window.



Use the Browse command to select the image file or use the Last/Next to scroll through images in the select path. Use the Add command to assign the image to the event, the Remove command to remove the image from the event or Delete to delete the image from the path.

Images MUST meet the HD requirement and while they can be up to 24kb in size, smaller images transfer faster with fewer errors so you will receive a warning if the images is over 12kb.

Note Images are copyrighted material and it is up to the station to ensure you have the rights to use the images for your data casting devices. Do not assume you can broadcast the image shown on your web site or streams can be used for HD.