Episode Page FAQs

Submit your Episode Page when you are ready to submit the program for airing *the following month*.

EXPECTED FILENAME

35 characters or less. Files should be named with program title then episode number (if applicable) with no spaces or special characters. **The file you submit must match this name exactly.**

EPISODE TITLE

Type the episode number and one word topic *or* for a special, you can use this space to indicate the director/producer.
*Series Ex – 01: Topic or Guest, **Special Ex** – Directed by Name*

SELECT - ONGOING PROGRAM

To connect this Episode Page to your Program, please select this field and then select your Program from the dropdown menu.

EPISODE NUMBER MAKE A STAFF FIELD AND UNREQUIRED

Type the episode number as it relates to your series. For a special, this will be episode 01.

DATE OF PRODUCTION CAN WE MAKE THIS DELIVERY DATE AND REQUIRED?

This is the date you expect to **deliver your Master File** to PhillyCAM to *air during the following month.*

SHORT DESCRIPTION MAKE A STAFF FIELD AND UNREQUIRED or LINK TO THE PROGRAM DESCRIPTION?

Use this field to describe your series or special with the information you want to be available on our website and through the app.

FULL DESCRIPTION CAN WE MAKE THIS SAY TV GUIDE DESCRIPTION?

Use this field to describe What you want your information to say on the **TV Guide listing**. *This is limited to **200 characters** or less including spaces.*

EXTERNAL LINKS LINK FROM PROGRAM PAGE?

Use these fields to link to your social media channels such as Facebook and Youtube.

MAIN TOPICS

Use this field to create tags so that your episode is searchable.

EPISODE MEDIA

Upload your mp4 **(WE NEED TO ADD FILE SIZE LIMIT)** that is properly named to match your **EXPECTED FILENAME**.

EPISODE STREAM URL NEED CLARIFICATION

Add a link to your episode that is featured elsewhere such as Youtube.

EPISODE THUMBNAIL

Upload a still image to show up on our website. Use your Program's main still if this does not change per episode.

ATTACH DOCUMENTS CAN WE MAKE THIS SAY UPLOAD PROGRAM SUBMISSION FORM?

Upload your **Program Submission Form**. For a special, you will need to submit a new Program Submission Form for each new special. For a series, you will only need to submit a Program Submission with the first episode.

CAN WE ADD THE POLICY AGREEMENT INFORMATION FOR MEMBERS TO AGREE ON? NEED HELP WITH FORMATTING?