

Episode Page FAQs

1. **When you are ready to submit the video file for scheduling the following month:** Log into your user account and select "add an episode" from member tools located in the Member Hub. This information is used for scheduling on TV and for VOD. **You will need to email a separate download link for your video file to programming@phillycam.org**

PROJECT

Choose which project the episode is related to. This is the program title that will show on TV Guide & VOD. *You cannot add an episode page without a Project.*

EPISODE TITLE

Re-enter the project title to match exactly

EPISODE INFO

For a series- include the episode number and *one word* topic or for a special- use this space to indicate the director/producer. **Series Ex - 01: Topic or Guest, Special Ex - By Your Name**

EPISODE SUMMARY

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. Do not repeat the title or episode info.*

EXPECTED DURATION

Indicate the *maximum* expected duration. The file you submit cannot be longer than indicated.

Enter Total Run Time as **h:mm:ss Ex: 00:30:00**

EXPECTED FILENAME

35 characters or less. Files should be named with program title then episode number(if applicable) with no spaces or special characters. **Your video filename must match the expected filename exactly. Please note: The system is case-sensitive.**

FILE DELIVERY DATE

This is the date you expect to **deliver your video file** to PhillyCAM to be scheduled for the following month.

VOD (VIDEO ON DEMAND)

In order to have your video hosted on PhillyCAM On Demand, you must upload your show to your own youtube channel.

On the episode page, the VOD section is where you can upload the youtube link of your video so that it's watchable on the website.

To upload **Select Browse > Enter a YouTube URL > hit Next > Hit Next Again > Do Not Complete Fields - Hit the Next Button Again > Hit Save**

NEED TO EDIT YOUR PAGE?

To edit an episode page for any corrections, do not add a new one. Go to your profile and select the project tab, then select the show tab, select the episode to be corrected, and then select edit. Don't forget to save your edit.