

AMRAP PAGES STATION ADMINISTRATION GUIDE

(Formerly called AirNet)

All instructions for broadcasters can be found here: www.amrap.org/amrap_pages_guide Please pass this onto all broadcasters that you train.

Your station should appoint one or two people to Administer Amrap Pages for your station. These Administrators can:

- Log in to every Amrap Page for your station,
- Add and remove broadcaster access to Amrap Pages.
- Create new Amrap Pages for programs and rename existing pages if a program changes name,
- View compiled airplay reports listing tracks that have been logged in all your Amrap Pages
- Generate APRA reports

You can perform these functions with the station Admin email and password Amrap provided you. Email Amrap if you want to have multiple administrators, but it's just as easy to share the admin email and login amongst one or two station Admins.

If you forget your password: Go to any Amrap Page on your station website and click the "L" to login to that program page. Now click the 'Forgot Password link' and enter your station administrator email address. Follow the prompts to reset your password but be sure to let other station administrators know if you share the same email login.

Any problems please call the Amrap office on 02 9318 9618 or email Amrap's Chief Software Developer (Ben Briedis) on it@amrap.org.au. For emergencies call Amrap Manager Chris Johnson on 0428230017.

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SECTION A. Setup an Amrap Page for a new program & assign a broadcaster user Amrap Pages.

Amrap would have already setup some Amrap Pages for you. From now on whenever you create a new program page in your website Amrap Pages will automatically embed into the new program page so you can configure it. Follow these steps to activate the Amrap Page for your new program.

A1. Use your existing website to create a web page for your program and activate it for public display on your website.

A2. Go to the program page on your public website and click the 'L' on the "*Playlists powered by Amrap's AirNet *L*" on their page. Enter your station Admin email and password.

A3. If an Amrap Page already exists for the program it will be displayed. If not a button will display giving you the option to create an Amrap Page for the program. Click the 'Create it now!' button.

Playlists powered by Amrap's [AirNet](#)

This program does not exist on AirNet.

[Create it now!](#)

If you think the program already has an AirNet page then it is possible that the remote program identifier is incorrect. It should be testairnet, and can be modified [here](#).

A4. An Amrap Page will appear on the page. Click the pencil next to the Program Name field and type in the name of the program. Click the pencil next to the 'hosted by' field and enter name(s) of DJs or presenters.

A5. Give Broadcasters access to this Amrap Page by clicking the Account Link on the Amrap Page's menu bar. Click 'Add a Broadcaster' and enter their email address and YOUR password. This will email the broadcaster with a link so they can login to that specific Amrap Page and set their own password. If you don't want to automatically email the broadcaster this login/password set option skip step A5 and go to step B3.

You are logged in as admin@amrap.org.au *Playlists powered by Amrap Pages*

[Preview](#) [Options](#) [Export](#) [Account](#) [Help](#) [Logout](#) 🔒

- ▶ Change password
- ▶ Change email address
- ▼ Add broadcaster

You can add another program administrator. Just enter the broadcaster's email below to send an invitation.

Email address:

YOUR password:

[Add](#)

SECTION B. Reviewing/Editing existing Amrap Pages.

B1. Login to the Amrap Pages Admin Control Panel. Find the link to your station's control panel on the top of this webpage: www.amrap.org/pages_station_admin_guide

B2. Click the 'Administer Programs' link. All the programs that have Amrap Pages should be on the list. The list has the following columns (we've put 2 example programs below)

ID	Name	Broadcasters	Email	Remote ID	To Program	Delete
237	Funk Up	DJ Funky	funk@gmail.com +	wed/3pm/funkup	>	Note: You can only delete an Amrap Page once you've deleted all Episodes for it.
97	Canvas	Karena Smith	ks@ymail.com +	thu/5pm/canvas	>	

B3. To add a Broadcaster User to a program click the + symbol in the email column of the program. Enter their email address and click save. Click the + again to add more broadcasters to that program.

NOTE: Adding broadcasters here instead of via their Amrap Pages program Page (step A5) will not Automatically email the broadcaster inviting them to login to Amrap Pages and it will not invite them to set their own password. Instead using Step B3 will set the station's default password for that broadcaster account. If you use Step B3 please email broadcaster and tell them to login to their program page with their email address and the stations default password. Tell them to click the Account menu and change their password then click the Help menu to access the Amrap Pages Broadcaster guide.

B4 To view a program's Amrap Page direct from Amrap Pages Admin page: Click the 'To Program' link to open the Amrap Page for the Program. Note that it won't take you to your actual website page – it will open the Amrap Pages program page that's embedded into that program's webpage – but you can edit a program's Amrap Page through this interface.

B5. To delete Broadcasters form access to an Amrap Page. Go to their Amrap Pages program page and click Account on their menu bar. Click 'Show/Delete Broadcasters' and follow the prompts.

SECTION C – Rename a program on your website but want to keep the old Amrap Pages program on this page

Most station website are designed to create a website address that matches the name of the radio program. This means when you rename a radio program or change the day/time in YOUR website it may change the web address the public uses to view that program page.

Amrap Pages are matched to the website address of each radio program on your website so if the web address *for the program page has changed Amrap Pages will not know which Amrap Page to display*. It will assume that it's a brand new program. Follow these steps to connect an existing Amrap Page to a newly renamed (or moved) radio program page on your website:

C1. Go to the renamed program page on your public website. Login to the Amrap Page as Admin and this message will appear:

This program does not exist on AirNet.

[Create it now!](#)

If you think the program already has an AirNet page then it is possible that the remote program identifier is incorrect. It should be **[remote id web address]**, and can be modified [here](#).

C2. Copy the [new web address of your program] section of this message. Now click the 'can be modified [here](#)' link

C3. This will open your 'Admin Control Panel'. Click on Administer Programs to see the list of your Amrap Pages.

C4. Find the Amrap Page that you want to rename and match to the new program name. Click the pencil next to the 'Remote ID' field for that program. Paste in the **[remote id web address]** that you copied in step C2. Click the tick icon to save the changes.

C5. Now go back to the new radio program page on your website and reload/refresh the webpage. The old Amrap Page should now appear on the renamed program web page. If not go back to step C4 and check that you have put the **[remote id web address]** in properly.

SECTION D. Generate an APRA Report

D1. login to Amrap Pages Administration panel

D2. Click [Download full playlist report](#). This downloads an excel spreadsheet of ALL the tracks you've logged and lists them in order of date played. APRA will accept the report as it is but if you do not want to show them all your radio airplay go to step 3.

D3. Column C on the spreadsheet is called 'Episode Start' and indicates the date and time of each radio program. You only need to send track listings for the reporting period that APRA asked for. If you're not familiar with Excel follow the next steps, or simply cut/filter/paste the track listings that you want. You can keep all the columns on the spreadsheet to save you time (but APRA only need Episode Start, Artist Name and Track Name columns).

D4. Scroll down to the date that APRA wants you to report on and copy all the track listings for those date periods. Open another excel spreadsheet and paste the track listings in. Now save the spreadsheet and send to APRA.