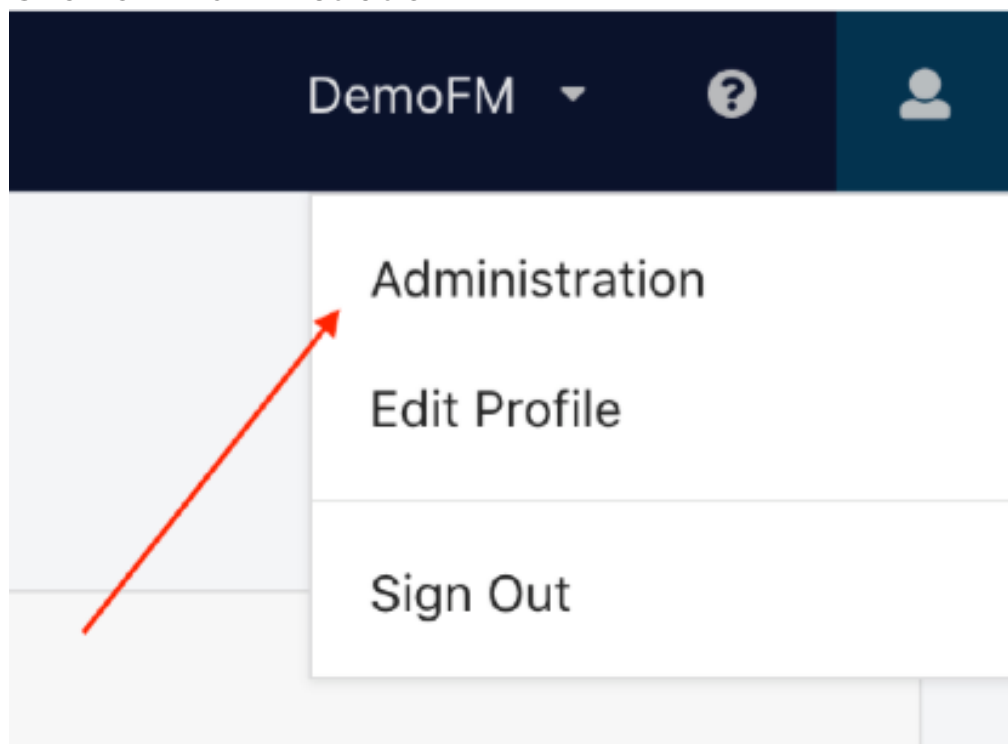


AUDATA PROMO - NEW INSTANCE SETUP GUIDE

Note: you must be logged in as an Administrator user for your station(s) to complete this setup. Contact support@audata.io for help or any issues during this process.

1. Open Administration

1. Hover over the user icon in the top right corner
2. Click on "Administration"



2. Set up your On-Air Show Schedule

If you haven't already done so, set up your on-air line up as you would like it. Click on *Customise > Show Management*.

Here you can rename or edit the default shows, or delete them and create new ones to properly reflect your on-air lineup.

Edit Show

Show Name *

Status

Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
0:00am							
1:00am							
2:00am							
3:00am							
4:00am							
5:00am							
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
13:00pm							

3. Customise your Studio Branding

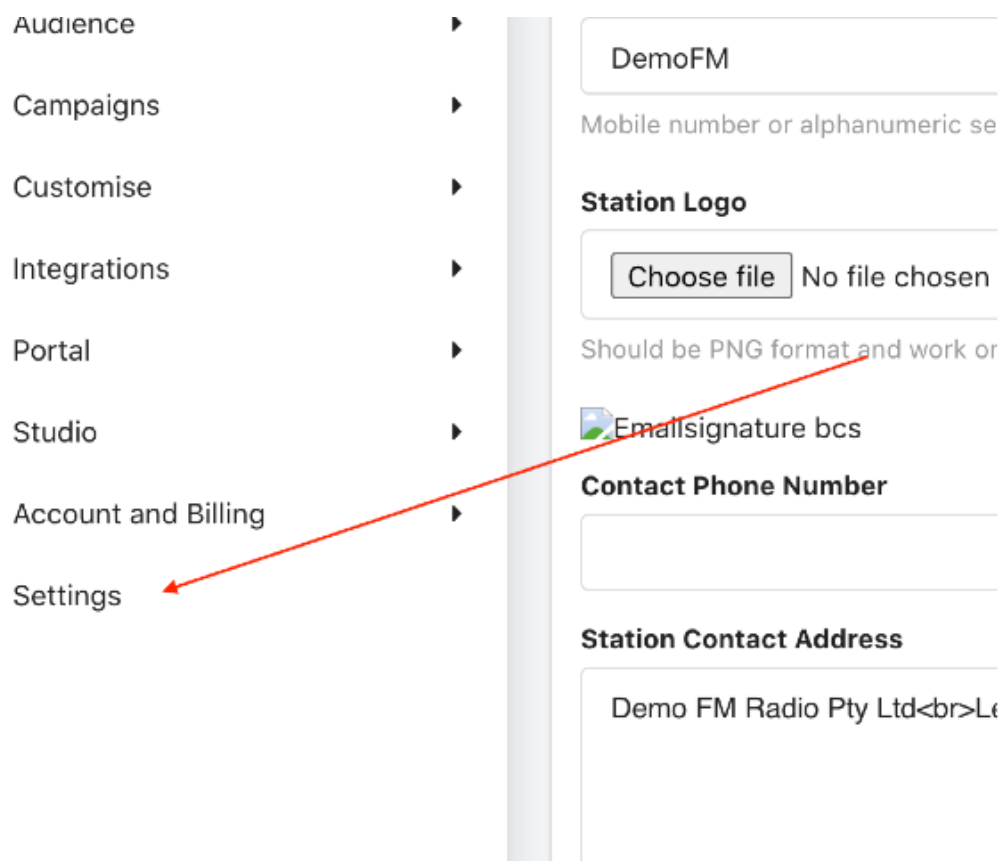
The Studio Theme is the branding displayed in the Studio interface - which announcers & producers use when awarding prizes on-air. It's not required, but it adds extra branding to your studio environment.

1. Click on *Studio > Studio Themes*
2. Click "New Studio Theme"
3. Under *Name*, enter something such as "(station name) theme"
4. Under *Logo*, upload a version of your station logo (optional). Your logo should be PNG, and work on a dark background. Don't worry about dimensions - Audata will automatically resize it for you.
5. For "Sidebar Background Colour" - **see the last page of this guide.**

6. Click *Save Studio Theme*
7. Next to the theme you just created, click the down arrow.
8. Click *Set as Active*.
9. You can click "Studio" in the top navigation bar to see how your theme looks.

4. Set up your Basic Settings

1. In Administration, click on *Settings* at the bottom of the left sidebar menu.



2. On the first page, enter your reception phone number in *Contact Phone Number*.
3. Enter your address in *Station Contact Address* - this is (by default) where listeners will be told to collect prizes.

4. Next, click on the *Statuses* tab.
5. Ensure *Default Prize Status* is set to “New”
6. Ensure *Confirmed Prize Status* is set to “Confirmed”
7. Ensure *Paid Prize Status* is set to “Paid”
8. Click on the *Localisation* tab.
9. Ensure the *Language* is set to “English (Australia)”
10. Ensure the *Country* is set to “Australia”
11. Ensure *Time Zone* is set to your correct time zone.
12. Ensure *Country Telephony Code* is set to “61”.
13. Ensure *Date Format* is set to “DD/MM/YYYY”.
14. Here’s an example of how it might look...

The screenshot shows a settings interface with a navigation bar at the top containing tabs: General, Statuses, Contacts, Localisation (highlighted in green), Privacy, Payments, and Integrations. Below the navigation bar, the Localisation settings are displayed in a form with the following fields:

- Language**: English (Australia)
- Country**: Australia
- Time zone**: (GMT+10:00) Melbourne
- Country Telephone Code**: 61
- Date Format**: DD/MM/YYYY
- Maps center**: -37.8192916,144.971364

At the bottom left of the form, there is a blue button labeled "Save Settings".

15. Click the *Save Settings* button.

5. Set up your Portal Branding

The Portal Theme is the branding that your listeners see when they confirm their prize.

1. Click *Portal > Portal Themes* in the left navigation menu.
2. Click *New Portal Theme*.
3. For *Name*, enter anything you like to identify the theme.
4. For your *Brand Colours* - **see the last page of this guide**
5. Upload your Logo. This should be PNG and be your main logo that works on a light background.
6. Leave the *Custom CSS Template* blank.
7. Click *Save Portal Theme*.
8. Next to the theme you just created, click the dropdown arrow on the far right, and select *Activate Theme*.