MCM Access User Content Submission

Summary:
1. Sign Up for a Free Dropbox Account.DO NOT submit files via an MCM email address.
2. Once the member has their Dropbox account, that member must supply the Programming Traffic Supervisor with the email address they use with that Dropbox account.
3. The Programming Traffic Supervisor will create a Shared folder for the Member's series and share that folder with the Member's Dropbox account.
4. Member's will get an email notification about a shared folder and will need to accept the folder before seeing it in their account.
5. Upload files in the shared Dropbox account.
6. Files will then be transferred to playback for processing by Programming and disappear from the shared folder (they are NOT deleted).
7. The Programming Traffic Supervisor can be reached at PLikos@mymcmedia.org

1. MCM uses Dropbox as our submission software. Members will need to sign up a Free Dropbox account at Dropbox.com. Members should not have to pay for added Dropbox storage unless their episode file sizes are so large that they exceed Dropbox's storage capacity limits. No physical media is accepted for content submissions.

2. Once the member has their Dropbox account, they must supply the Programming Traffic Supervisor with the email address associated with their Dropbox account.

3, 4, 5. Once the email address is received, Programming will create a shared folder in MCM's Dropbox for the members files to be submitted. Programming will notify the member via email and will send information with how to access this shared folder. The member must accept the folder (within the email) to proceed. Once the member has done this, they will have access to submit files into the folder.

**Each file should adhere to the following naming format:
Series Name # Episode number. Producer name
(Example: YTT#65.DWillett) and be formatted either as .mov or .mp4 files.

6. Once uploaded, those files will be made available to Programming and then transferred to Playback for processing. Members will see the file disappear from the shared folder, but this does NOT mean the file has been deleted. The file has been moved to Playback for processing into MCM's Broadcast Servers.

Programming stresses that *submissions will not be accepted by sharing episode files directly to an MCM email account*. For example, members are not to submit episode files by clicking "share" in Dropbox and entering an MCM email as the recipient.

To easily track new submissions, the shared folder must always remain empty except when a new file is being submitted. Members may not to use this shared folder as an archive for their material.

Shared folders are checked multiple times per day, but Members should notify Programming via direct email when a submission is being made.

In the event of any technical issues regarding the file, Programming with notify the member and ask for the file to be resubmitted with the necessary changes. Members should NOT delete their original files before Programming has completed the assignment.

Once an episode file has been successfully submitted, it can air on our channels as early as the following week but should not be expected to hit air prior to that date.