



## **My XDS Receiver- Affiliate Scheduler**

The XDS distribution system represents a marked departure from the architecture and feature set of previous generations of satellite receivers. Unlike its predecessors, the XDS receiver identifies audio transmission on a program-by-program basis rather than a channel-by-channel basis. The receiver can automatically and internally switch to the programs you select for live airing, or record them and play them back when you want for delayed playback. In order to do these things, a schedule must be created so that the receiver can execute the instructions of the user. We call this the Affiliate Scheduler, and by using it you can select the programs you want and have them play out of the receiver whenever you want- and you can make these changes from anywhere on the Internet. This guide is intended to help you understand how to use the My XDS Receiver web site for your station(s).

Each receiver has its own password-protected web site to enable programming. Using your web browser, go to:

### **Logging onto the XDS Affiliate Site:**

<http://myxdsreceiver.westwoodone.com>

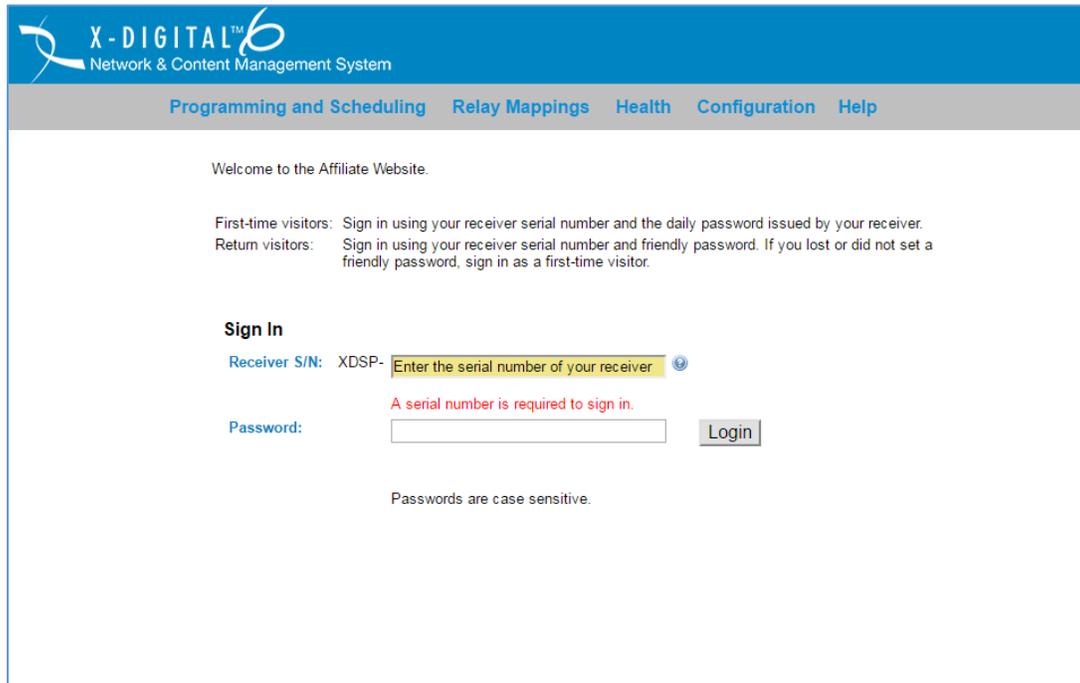
This brings you to the main login page as seen below.

To log in, you will need to get the serial number and daily password from the satellite receiver's front panel, as follows:

- 1) Press "SET" - This will show "Status"
- 2) Press the right arrow key and this will display "setup"
- 3) Now press "SET" and this will display the serial number.

In the lower right hand corner of the screen (above the button 3) there will be displayed "PWD". Press the "3 button" and this will display your daily password. Use these to log onto the screen on the next page.

## The XDS Affiliate Site Login



Welcome to the Affiliate Website.

First-time visitors: Sign in using your receiver serial number and the daily password issued by your receiver.  
Return visitors: Sign in using your receiver serial number and friendly password. If you lost or did not set a friendly password, sign in as a first-time visitor.

**Sign In**

Receiver S/N: XDSP-  

**Password:**

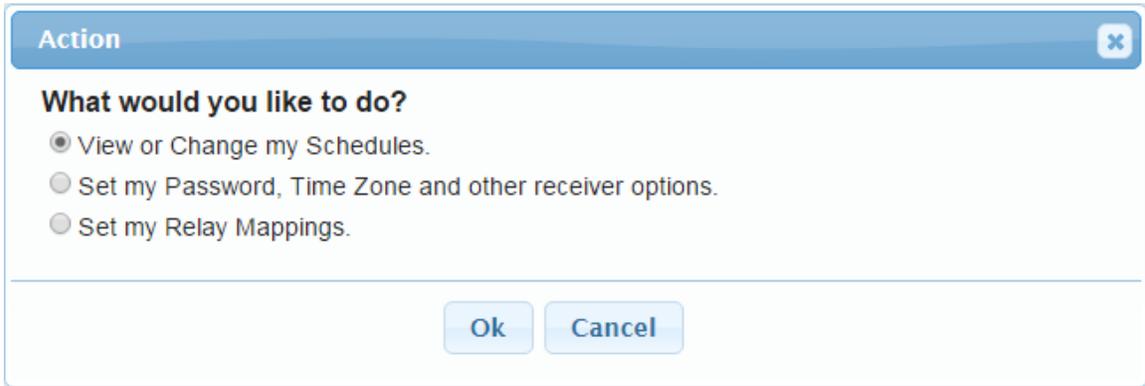
A serial number is required to sign in.

Passwords are case sensitive.

After you log in, a box is displayed asking what you want to do. There are three selections as seen by the screen shot below. If you are activating the receiver for the first time, select the middle button and activate your receiver. For activation instructions, see the “How to Activate” instructions at the end of this document. If you’ve already activated your receiver, you may skip this step and go directly to “View or Change my Schedules”.

### VIEW OR CHANGE MY SCHEDULES

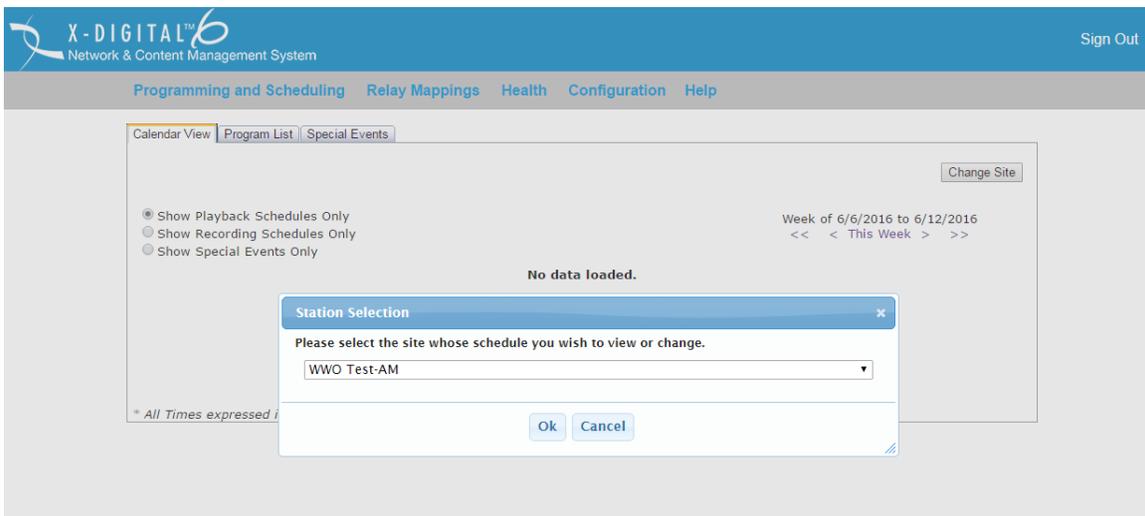
After you log in, you will be taken to this screen. Select **“View or Change my Schedules”** and click OK.



After you click OK, you will be taken to the next page which asks you to select the station whose programming you are viewing or modifying.

### Select Station page

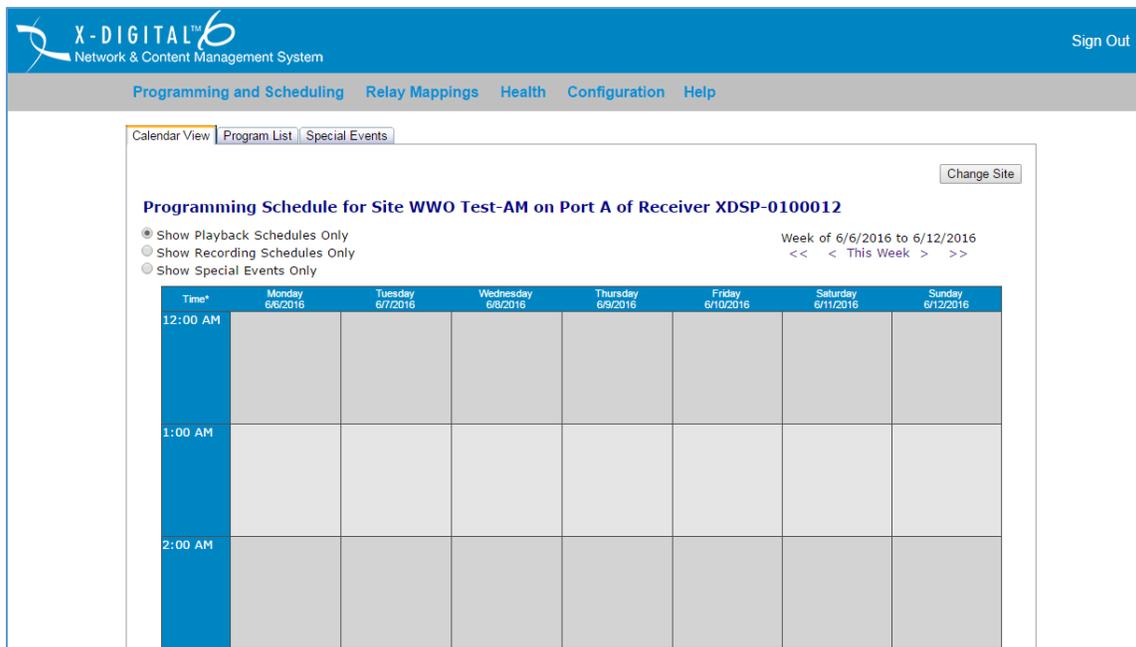
Unlike previous generations of satellite receivers that had Fixed Channel Assignments for programs, the XDS-PRO-4 receiver automatically switches the programs you select to the output port assigned to your station. Because of this feature, each receiver can support up to four stations. Using the pull down menu, make your selection as to what station you want to view, create or change schedules for.



After you select the station to program, you will see the **Programming and Scheduling** page. This page has three tabbed selections, one to select the view

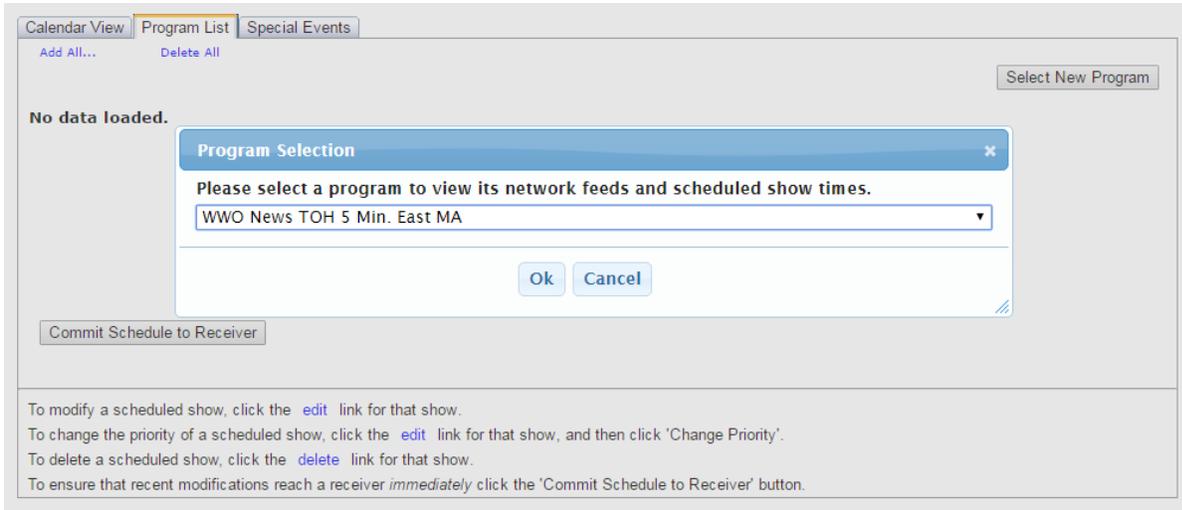
of your schedule (Calendar View), one to select the programs (Program List) to populate your calendar with and one to select Special Events (Special Events) which is used for programs with no defined end time (i.e. Sports, Concerts, etc.). The page opens with a view of your schedule, which will be empty if this is the first time you're using the scheduler. As you add programs to your schedule it will display every program you've selected, as well as when you've chosen to air that program (see the next page).

**XDS Affiliate Site Schedule view:**



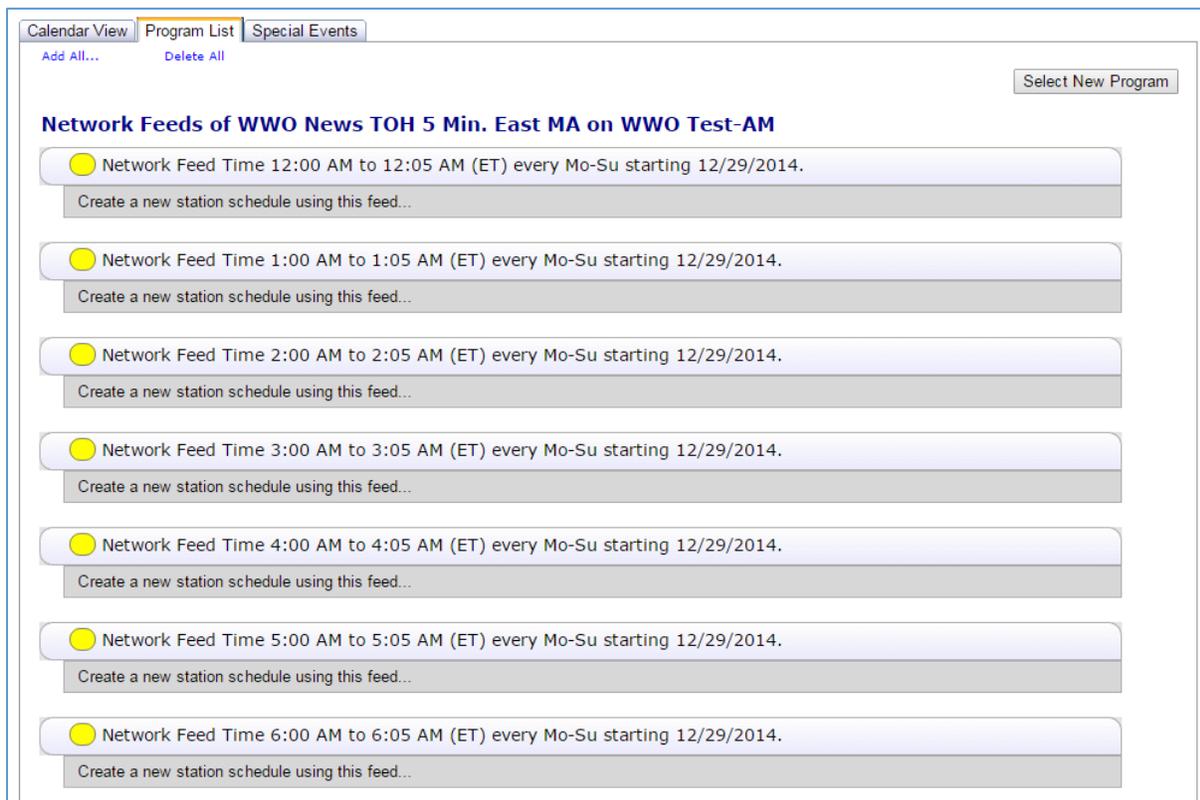
**Selecting Programs to schedule**

The next task is to select the programs your stations will use. Click on the **Program List** tab to select a program for your schedule. A drop-down menu listing programs authorized for your station will appear. If you don't see your authorized programs listed, please call Westwood One Affiliate Services at (888) 435-7450 (option 1, then 2) or e-mail noc@westwoodone.com, and someone will be happy to assist you.



## Selecting a program to add to your schedule.

In the screen shot below, **“WVO News TOH 5 Min. East MA”** was selected from the pull down menu. When you select a program to schedule, the screen will display all of the hours and days of the week that the program is available from the Network.



## **LIVE PLAY**

Under the feed time you want to use, click **"Create a new station schedule using this feed"**. This will bring you to the 'Edit' dialogue box.

 Network Feed Time 12:00 AM to 12:05 AM (ET) every Mo-Su starting 12/29/2014.

Create a new station schedule using this feed...

## **Scheduling a Live Feed:**

Edit Schedule✕

### Schedule 'WVO News TOH 5 Min. East MA' on WVO Test-AM

Network Feed Time 12:00 AM to 12:05 AM (ET) every Mo-Su starting 12/29/2014.

**What would you like to do with this program?**

- Broadcast the program **live** at the time of the Network Feed.
- Broadcast the program **delayed** by automatically capturing the program and then broadcasting it at a Local Air Time of my choice.
- Capture the program (**record**) to a file to manually play it back later.

**Set which Local Air Times to broadcast from the live network feed.**

Local Air Start

Local Air End   Use Complete Feed

Network Feed starts at 12:00 AM and ends at 12:05 AM (ET).

This schedule will play the entire network feed live (concurrently with the network feed).

**Check the network feed days to use for this schedule.**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Set the Date Range of the network feeds to use for this schedule.**

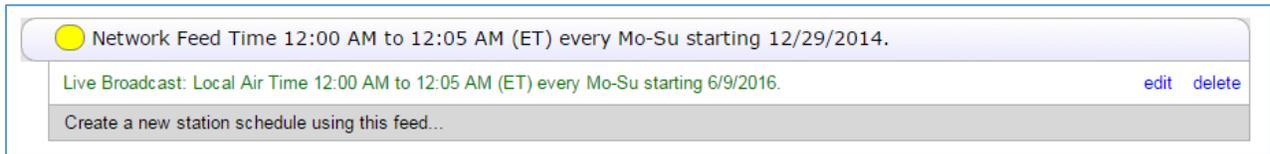
Start Date

End Date   Open-ended

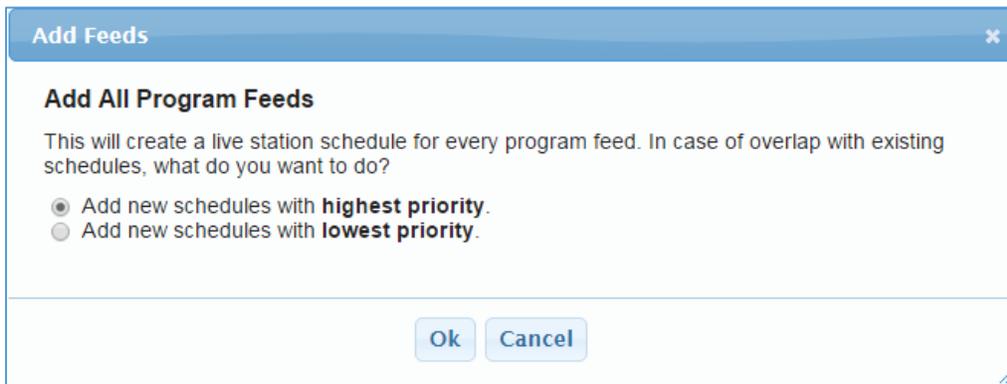
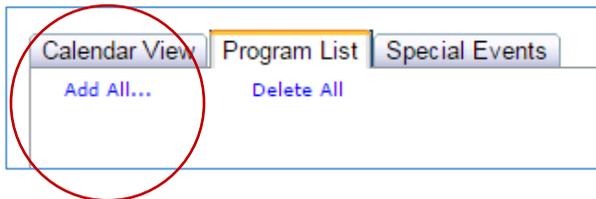
Network Feed starts on 12/29/2014

AddCancel

To schedule a feed to play live, just click the '**Add**' box at the bottom of the dialogue box and that will bring you back to that programs list and now under the program listing at that time it will say 'Live broadcast' with your local air time in **GREEN** text:



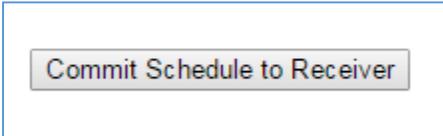
If there are multiple occurrences of the program at different hours and you want to take them all, then when you first get to the program screen, click 'Add All' in the upper right hand corner, choose the program priority when prompted, and it will add them all in one session:



**Network Feeds of WWO News TOH 5 Min. East MA on WWO Test-AM**

<input type="radio"/> Network Feed Time 12:00 AM to 12:05 AM (ET) every Mo-Su starting 12/29/2014.
Live Broadcast: Local Air Time 12:00 AM to 12:05 AM (ET) every Mo-Su starting 12/29/2014. <a href="#">edit</a> <a href="#">delete</a>
Create a new station schedule using this feed...
<input type="radio"/> Network Feed Time 1:00 AM to 1:05 AM (ET) every Mo-Su starting 12/29/2014.
Live Broadcast: Local Air Time 1:00 AM to 1:05 AM (ET) every Mo-Su starting 12/29/2014. <a href="#">edit</a> <a href="#">delete</a>
Create a new station schedule using this feed...
<input type="radio"/> Network Feed Time 2:00 AM to 2:05 AM (ET) every Mo-Su starting 12/29/2014.
Live Broadcast: Local Air Time 2:00 AM to 2:05 AM (ET) every Mo-Su starting 12/29/2014. <a href="#">edit</a> <a href="#">delete</a>
Create a new station schedule using this feed...
<input type="radio"/> Network Feed Time 3:00 AM to 3:05 AM (ET) every Mo-Su starting 12/29/2014.
Live Broadcast: Local Air Time 3:00 AM to 3:05 AM (ET) every Mo-Su starting 12/29/2014. <a href="#">edit</a> <a href="#">delete</a>
Create a new station schedule using this feed...
<input type="radio"/> Network Feed Time 4:00 AM to 4:05 AM (ET) every Mo-Su starting 12/29/2014.
Live Broadcast: Local Air Time 4:00 AM to 4:05 AM (ET) every Mo-Su starting 12/29/2014. <a href="#">edit</a> <a href="#">delete</a>
Create a new station schedule using this feed...
<input type="radio"/> Network Feed Time 5:00 AM to 5:05 AM (ET) every Mo-Su starting 12/29/2014.
Live Broadcast: Local Air Time 5:00 AM to 5:05 AM (ET) every Mo-Su starting 12/29/2014. <a href="#">edit</a> <a href="#">delete</a>
Create a new station schedule using this feed...

If the information is accurate, scroll to the bottom of the page and click the 'Commit Schedule to Receiver' button. Your saved schedule will be sent to the receiver.



## Calendar View of Scheduled Programs

**Programming Schedule for Site WWO Test-AM on Port A of Receiver XDSP-0100012**

Show Playback Schedules Only
 Week of 6/6/2016 to 6/12/2016  
 Show Recording Schedules Only
 << < This Week > >>  
 Show Special Events Only

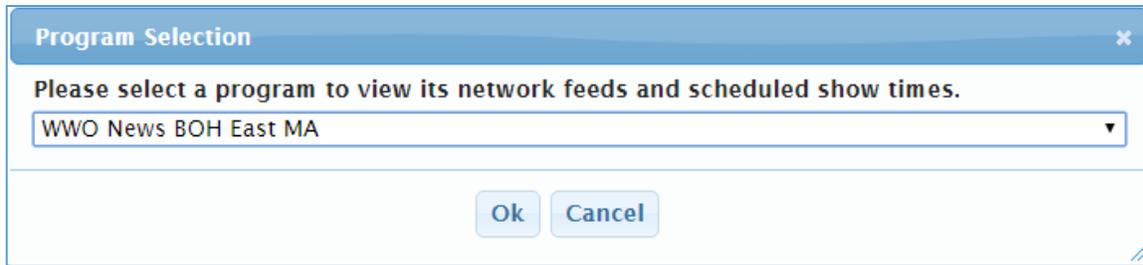
Time*	Monday 6/6/2016	Tuesday 6/7/2016	Wednesday 6/8/2016	Thursday 6/9/2016	Friday 6/10/2016	Saturday 6/11/2016	Sunday 6/12/2016
12:00 AM	WWTNMASE Live 12:00 AM-12:05 AM						
1:00 AM	WWTNMASE Live 1:00 AM-1:05 AM	WWTNMASE Live 1:00 AM-1:05 AM	WWTNMASE Live 1:00 AM-1:05 AM	WWTNMASE Live 1:00 AM-1:05 AM	WWTNMASE Live 1:00 AM-1:05 AM	WWTNMASE Live 1:00 AM-1:05 AM	WWTNMASE Live 1:00 AM-1:05 AM
2:00 AM	WWTNMASE Live 2:00 AM-2:05 AM	WWTNMASE Live 2:00 AM-2:05 AM	WWTNMASE Live 2:00 AM-2:05 AM	WWTNMASE Live 2:00 AM-2:05 AM	WWTNMASE Live 2:00 AM-2:05 AM	WWTNMASE Live 2:00 AM-2:05 AM	WWTNMASE Live 2:00 AM-2:05 AM
3:00 AM	WWTNMASE Live 3:00 AM-3:05 AM	WWTNMASE Live 3:00 AM-3:05 AM	WWTNMASE Live 3:00 AM-3:05 AM	WWTNMASE Live 3:00 AM-3:05 AM	WWTNMASE Live 3:00 AM-3:05 AM	WWTNMASE Live 3:00 AM-3:05 AM	WWTNMASE Live 3:00 AM-3:05 AM

This calendar view shows the programs currently scheduled for the selected station and what part of the receiver the audio will appear. When you mouse over the calendar, you will get the details of the schedule as seen above. The page covers all 24 hours and seven days of the week.

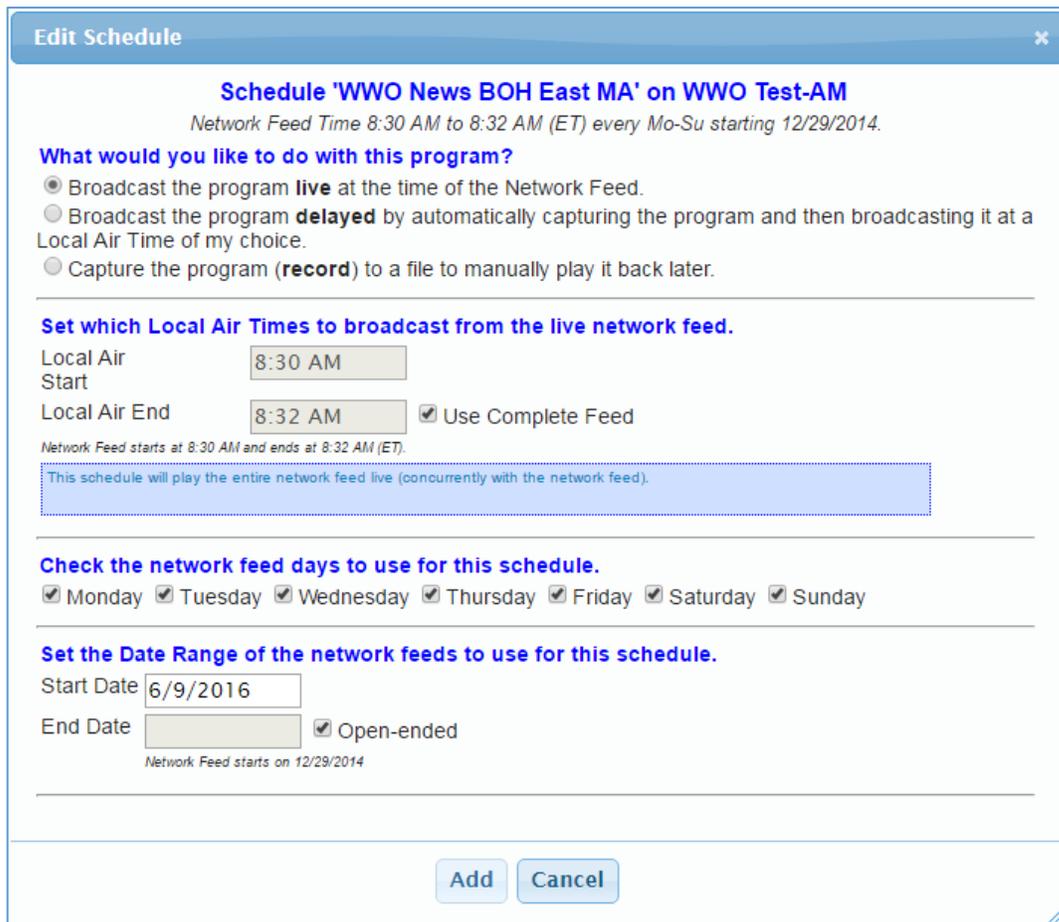
### DELAYED PLAYBACK

If you wish to delay the playback of a program- by seconds, minutes, hours or days- this too can be accomplished using the affiliate scheduler. In this example, we will take a **“WWO News BOH East MA”** and delay it to play back at :45 past the hour (00:45:00).

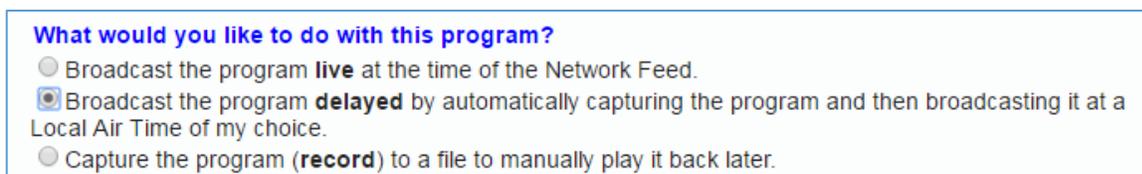
Click on the Program List tab. Then select the desired program from the Program Selection drop-down menu (see next page):



Under the feed time you want to delay, click “**Create a new station schedule using this feed**”. This will bring you back to the ‘Edit’ dialogue box:



Click on the “**Broadcast the program...delayed...**” option:



In the **Local Air Start** window, type in the time you want the program to playback. In the above case we have typed in 8:45AM to delay the feed by 15 minutes.

**Set which Local Air Times to broadcast for the delayed program.**

Local Air Start   ▾

Local Air End   Use Complete Feed

Network Feed starts at 8:30 AM and ends at 8:32 AM (ET).

This schedule will play the entire network feed delayed 0:15:00 (HH:MM:SS) from the network feed.

If you want this schedule to repeat indefinitely, leave the "End Date" box blank. If you want this schedule to be temporary, uncheck the "Open-ended" option and enter an End Date:

**Check the network feed days to use for this schedule.**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

---

**Set the Date Range of the network feeds to use for this schedule.**

Start Date

End Date   Open-ended

Network Feed starts on 12/29/2014

At the bottom of the Program Dialogue Box, click the "Add" button:

You will see that the program is now time-delayed to play back :45 minutes past the hour:

● Network Feed Time 8:30 AM to 8:32 AM (ET) every Mo-Su starting 12/29/2014.

Time-Delayed Broadcast: Local Air Time 8:45 AM to 8:47 AM (ET) every Mo-Su starting 6/9/2016.

Create a new station schedule using this feed...

You can repeat this on a daily basis by use of the Day-Of-Week checkboxes.

If the information is accurate – **CLICK 'Commit Schedule to Receiver'** (as in the LIVE program steps) and your saved schedule will be sent to the receiver:

8:00 AM	WWTNmASE Live 8:00 AM-8:05 AM						
	WWTNmASE Live 8:00 AM-8:05 AM						
	WWTNmASE Live 8:00 AM-8:05 AM						
	WWTNmASE Live 8:00 AM-8:05 AM						

**NOTE:** We are delaying the program to play later the same day. If you wanted to delay the program past the current day, that is also possible – just choose how many days to delay the feed in the pull-down box to the right of the Local Start date in the 'Edit Schedule' dialogue screen:

**Set which Local Air Times to broadcast for the delayed program.**

Local Air Start: 8:45 AM

Local Air End: 8:47 AM

Network Feed starts at 8:30 AM and ends at 8:32 AM (ET).

This schedule will play the entire network feed delaye

Check the network feed days to use

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

on Feed Date

on Feed Date

1 day after Feed Date

2 days after Feed Date

3 days after Feed Date

4 days after Feed Date

5 days after Feed Date

6 days after Feed Date

7 days after Feed Date

All time-delayed programs will be captured digitally within the receiver and played back **with associated Netcues** at the time you have chosen.

### **MIXING LIVE AND DELAYED PROGRAMS**

You may want to set up multiple schedules for a program that can't fit within one set of rules. For instance, you may want to delay the 8:30AM WWO News BOH feed by 15 minutes every day, but on Saturday you want to delay it by 10 minutes (to play at :40 past the hour). To do this, click the **"Create a new station schedule using this feed"** prompt again under the previously-set Network Feed Time line (see next page):

● Network Feed Time 8:30 AM to 8:32 AM (ET) every Mo-Su starting 12/29/2014.

Time-Delayed Broadcast: Local Air Time 8:45 AM to 8:47 AM (ET) every Mo-Su starting 6/9/2016.

Create a new station schedule using this feed...

This will reopen a **NEW** Edit Program dialogue box, allowing you to create a NEW occurrence of the program that you can now schedule under another custom set of rules but choosing only that one day:

**Set which Local Air Times to broadcast for the delayed program.**

Local Air Start   ▼

Local Air End   Use Complete Feed

Network Feed starts at 8:30 AM and ends at 8:32 AM (ET).

This schedule will play the entire network feed delayed 0:10:00 (HH:MM:SS) from the network feed.

---

**Check the network feed days to use for this schedule.**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Follow the steps for the first delayed playback and click the Add button. You will see the additional delayed program listed:

● Network Feed Time 8:30 AM to 8:32 AM (ET) every Mo-Su starting 12/29/2014.

Time-Delayed Broadcast: Local Air Time 8:45 AM to 8:47 AM (ET) every Mo-Su starting 6/9/2016.

Time-Delayed Broadcast: Local Air Time 8:40 AM to 8:42 AM (ET) every Sa starting 6/9/2016.

Create a new station schedule using this feed...

**NOTE:** You can change Saturday’s playback at 8:20 AM if desired – just click the ‘edit’ link on the right of that entry. When the dialogue box reopens, change the delayed playback start time and click the “Modify” button at the bottom:

● Network Feed Time 8:30 AM to 8:32 AM (ET) every Mo-Su starting 12/29/2014.

Time-Delayed Broadcast: Local Air Time 8:45 AM to 8:47 AM (ET) every Mo-Su starting 6/9/2016. edit delete

Time-Delayed Broadcast: Local Air Time 8:40 AM to 8:42 AM (ET) every Sa starting 6/9/2016. edit delete

Create a new station schedule using this feed...

**Set which Local Air Times to broadcast for the delayed program.**

Local Air Start  on Feed Date

Local Air End   Use Complete Feed

*Network Feed starts at 8:30 AM and ends at 8:32 AM (ET).*

This schedule will play the entire network feed delayed 0:10:00 (HH:MM:SS) from the network feed.

The second delayed event will now show the modified Start Time:

● Network Feed Time 8:30 AM to 8:32 AM (ET) every Mo-Su starting 12/29/2014.

Time-Delayed Broadcast: Local Air Time 8:45 AM to 8:47 AM (ET) every Mo-Su starting 6/9/2016.

Time-Delayed Broadcast: Local Air Time 8:50 AM to 8:52 AM (ET) every Sa starting 6/9/2016.

Create a new station schedule using this feed...

Click the ‘**Commit schedule to my receiver**’ button at the bottom of the screen and TWO delayed events will appear as scheduled on your Calendar View:

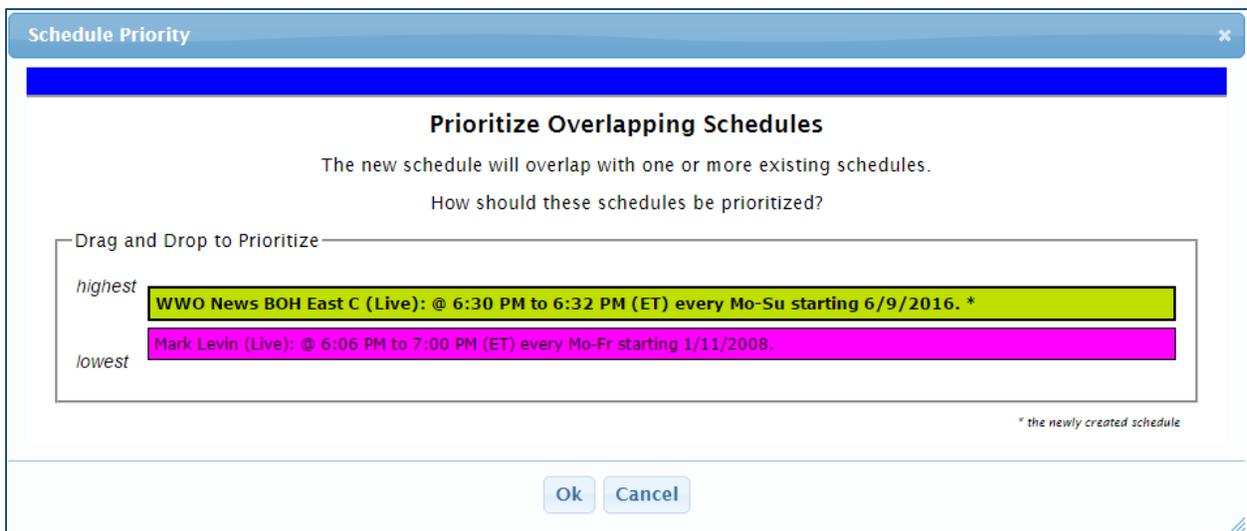
8:00 AM	WWTN/MSE Live 8:00 AM-8:05 AM	WWTN/MSE Live 8:00 AM-8:05 AM	WWTN/MSE Live 8:00 AM-8:05 AM	WWTN/MSE Live 8:00 AM-8:05 AM	WWTN/MSE Live 8:00 AM-8:05 AM	WWTN/MSE Live 8:00 AM-8:05 AM	WWTN/MSE Live 8:00 AM-8:05 AM
	WWTN/MSE Delay 8:45 AM-8:47 AM						
						WWTN/MSE Delay 8:50 AM-8:52 AM	

## CONFLICT RESOLUTION

If you attempt to schedule two programs to play from the output port at the same time, the scheduler will detect that conflict and when saving a new window will appear with the new program you have saved as the Highest Priority.

Using your mouse, you can click and drag the overlapping programs to list them with the Highest/Lowest Priority that suits your needs best. In the below example, the Mark Levin show will air at 6:06pm. The Port will then switch to WWO News BOH East at 6:30pm (since this has highest priority), then switch back to Mark Levin again at 6:32pm. If we drag the WWO News down to the lowest priority, it will not switch and stay with the Mark Levin show at the bottom of the hour.

Once you decide how to prioritize, click the OK button on the bottom.

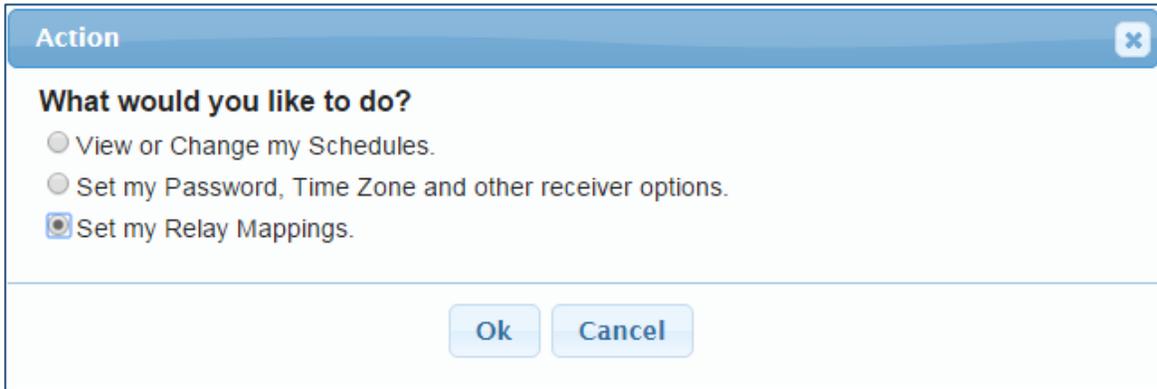


**\*\*IMPORTANT\*\*:** Remember - when making any schedule changes to always DELETE the OLD programs you will no longer be airing. Scheduling NEW programs on top of OLD programs without deleting the OLD programs will make the receiver run background schedules and possibly delay programs you are no longer using, tying up resources and storage space. Keeping a clean schedule promotes better receiver performance.

## Changing your relay mappings

**The XDS system allows you to make changes to your Netcue / Relay configuration decoding right from the XDS Affiliate Site.**

To make changes to your XDS Relay ports, simply choose the "Set My Relay Mappings" option when logging in to the Affiliate Site (see next page):



**Action**

**What would you like to do?**

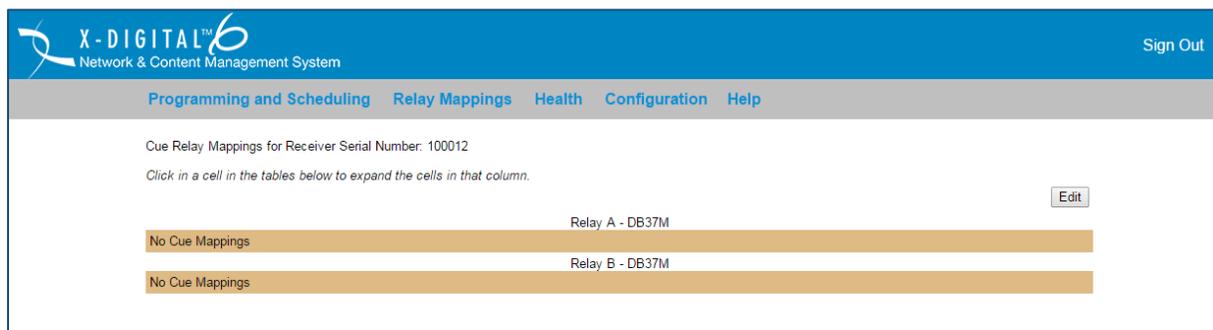
- View or Change my Schedules.
- Set my Password, Time Zone and other receiver options.
- Set my Relay Mappings.

Ok Cancel

...OR click on the Relay Mappings link at the top of the page if you are already logged in:



This will take you to the **XDS Relay Mappings** page:



X-DIGITAL™  
Network & Content Management System

Sign Out

Programming and Scheduling Relay Mappings Health Configuration Help

Cue Relay Mappings for Receiver Serial Number: 100012

Click in a cell in the tables below to expand the cells in that column.

	Relay A - DB37M	
No Cue Mappings		
No Cue Mappings	Relay B - DB37M	

Edit

You can then assign the 3-character Netcue codes that are associated with your program(s) to the relay of your choice or make changes to an already existing Relay port mapping.

The XDS Pro Receiver has a total of 32 relays on two DB-37M connectors (called Relay Port A and Relay Port B) that you can assign Netcues to. You may assign Netcues to non-assigned relays or you may assign multiple Netcues that perform similar functions to already-assigned relays.

To begin, click on the "Edit" button on the right of the screen:



This will open up your relays so that Netcues can be programmed to the available boxes:

Relay A - DB37M															
Rly 1	Rly 2	Rly 3	Rly 4	Rly 5	Rly 6	Rly 7	Rly 8	Rly 9	Rly 10	Rly 11	Rly 12	Rly 13	Rly 14	Rly 15	Rly 16

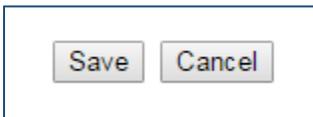
  

Relay B - DB37M															
Rly 1	Rly 2	Rly 3	Rly 4	Rly 5	Rly 6	Rly 7	Rly 8	Rly 9	Rly 10	Rly 11	Rly 12	Rly 13	Rly 14	Rly 15	Rly 16

To assign a Netcue to a non-assigned relay, simply enter the 3-character Netcue code into the box below the target relay:

Relay A - DB37M															
Rly 1	Rly 2	Rly 3	Rly 4	Rly 5	Rly 6	Rly 7	Rly 8	Rly 9	Rly 10	Rly 11	Rly 12	Rly 13	Rly 14	Rly 15	Rly 16
CSL	CSR	09W	10W	LID											

When you are done, click "Save". The screen will now show the Netcues assigned to your relays:



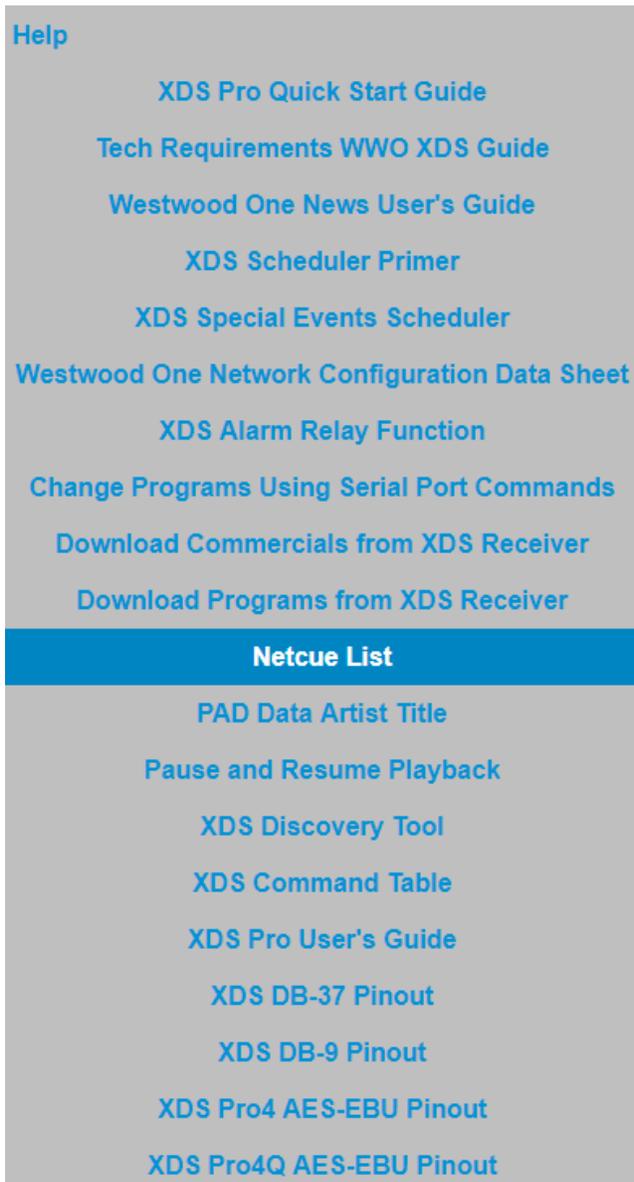
Relay A - DB37M															
Rly 1	Rly 2	Rly 3	Rly 4	Rly 5	Rly 6	Rly 7	Rly 8	Rly 9	Rly 10	Rly 11	Rly 12	Rly 13	Rly 14	Rly 15	Rly 16
CSL	CSR	09W	10W	LID											

To assign an additional Netcue to an already-assigned relay, enter the 3-character Netcue into the next available empty box associated with the target

relay. Click "Save" and you will see the multiple Netcues assigned to that relay. To open more spaces for additional Netcues, click Save and then Edit again.

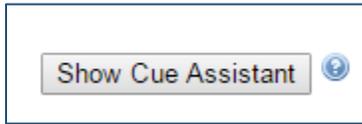
To delete an already-assigned Netcue from a relay, delete the 3-Character Netcue code from the box associated with the target relay and click "Save". You will see the Netcue deleted from the relay.

To find the Netcues associated with programs you use, refer to the materials provided by your Affiliate Representative. If the info is not available you can call the Westwood One Affiliate Services number at (888) 435-7450 (option 1, then 2) or you can click on the Help link at the main screen to the Netcue List option:

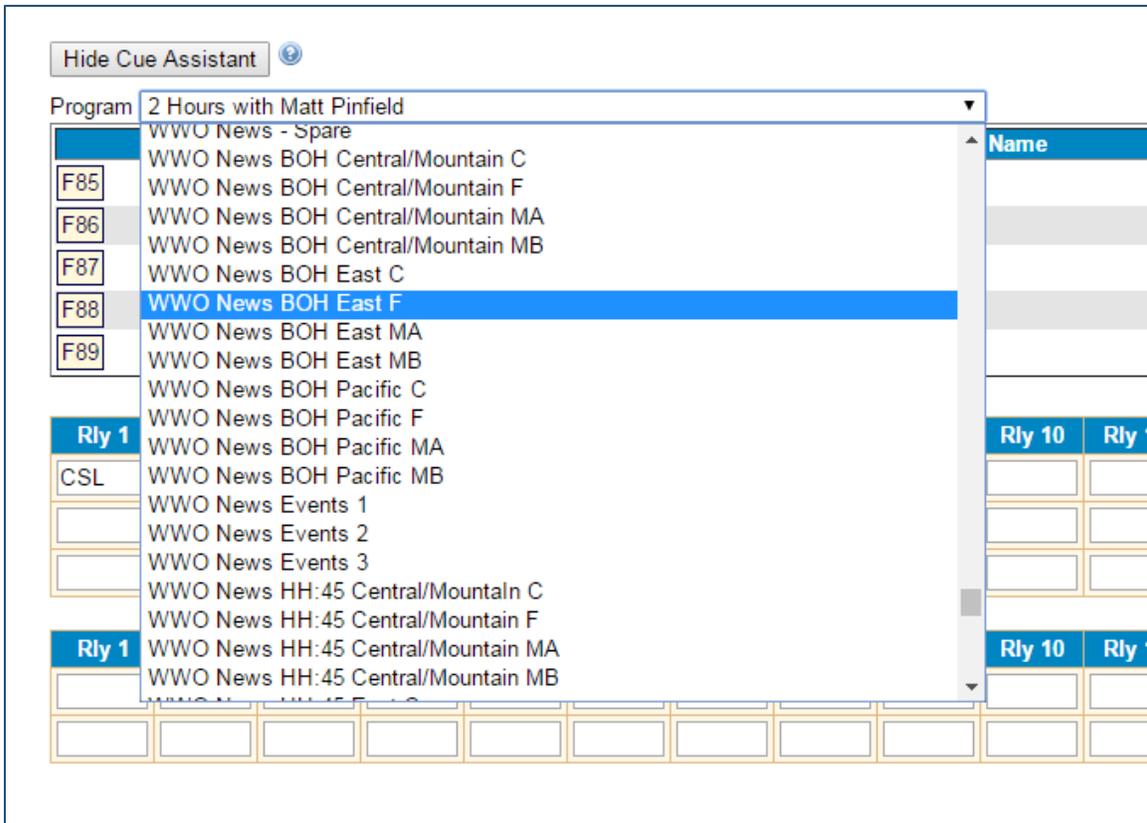


This will take you to a downloadable and searchable Excel document of all Netcues currently available for programming on your XDS Pro receiver.

When you are in Relay Edit mode, you will see something called "Cue Assistant":



This will open a drop-down menu of your authorized programs and a list of the program-associated Netcues within that program you can click and drag to a desired relay (see next page):



Note these are only the **Program-Associated** Netcues that come within a specific program. **It may not show ALL available Netcues for that program.** For a

**COMPLETE** list of ALL Netcues for your programs, please refer to the **Netcue List** in the 'Help' menu (as shown on the previous page).

When you are done making any changes for any of these menus, be sure to save your work. Failure to do so will require you to enter them in again.

For further Technical Assistance please call:  
**Westwood One Affiliate Services**  
Monday through Friday – 9:00 AM to 6:00 PM ET  
Phone: (888) 435-7450 (option 1, then 2)  
E-mail: [noc@westwoodone.com](mailto:noc@westwoodone.com)