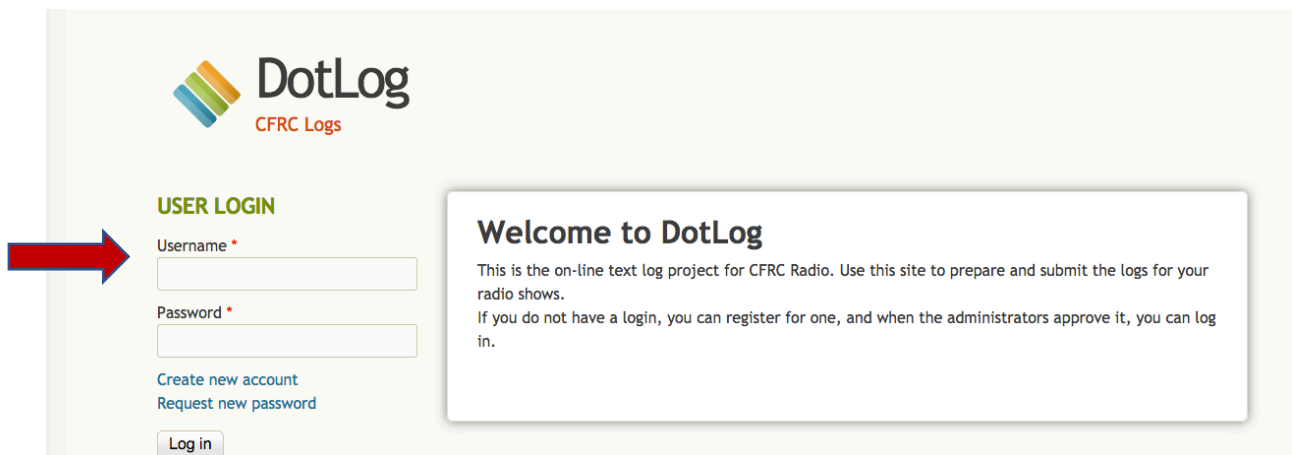




**CFRC 101.9 FM**  
**DOTLOG How-to User Guide**

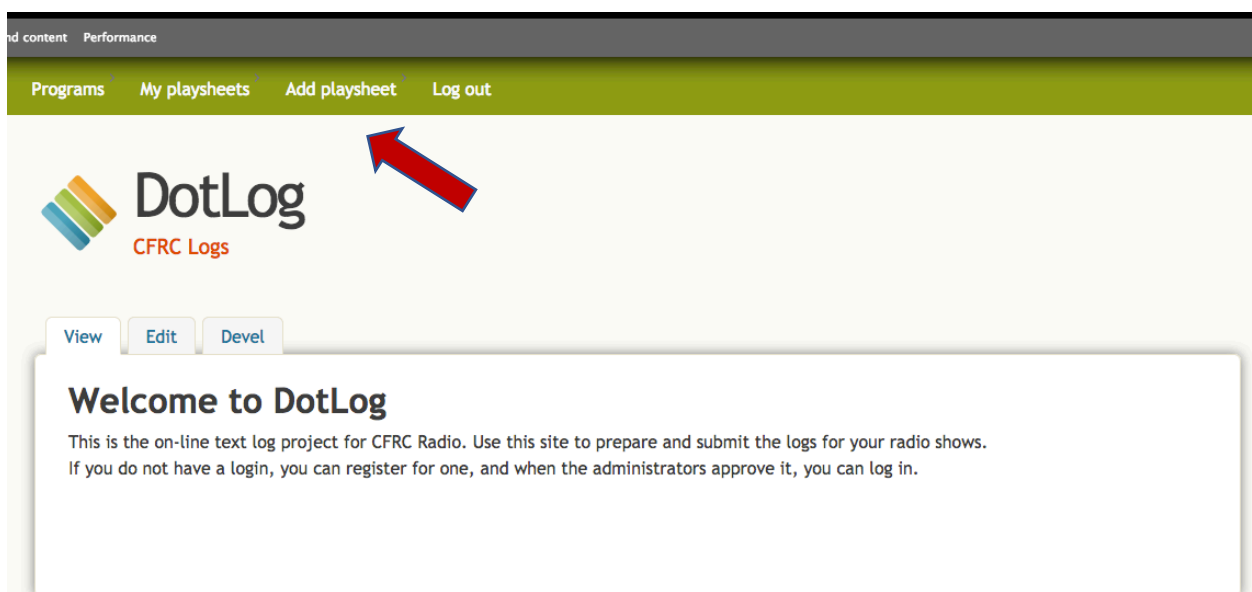
**December 2017**

- **Step One:**  
Type <http://log.stillbrook.org/> into any computer (including your home computer)
- **Step Two:**  
Enter your login and password credentials. If you do not have or do not remember your login/password, please discuss with Ted or Michaela.



The screenshot shows the DotLog login interface. At the top left is the DotLog logo with the text 'CFRC Logs' below it. Below the logo is the 'USER LOGIN' section, which includes a red arrow pointing to the 'Username \*' field, a 'Password \*' field, and a 'Log in' button. To the right of the login fields is a white box with the heading 'Welcome to DotLog' and a paragraph of text: 'This is the on-line text log project for CFRC Radio. Use this site to prepare and submit the logs for your radio shows. If you do not have a login, you can register for one, and when the administrators approve it, you can log in.' Below the password field are links for 'Create new account' and 'Request new password'.

- **Step Three:**  
Once you are logged in, click 'Add Playsheet' next to the Log Out button in the green toolbar near the top of the screen.





The screenshot shows the DotLog dashboard after a user has logged in. At the top, there is a dark grey header with 'nd content' and 'Performance'. Below that is a green toolbar with the following navigation items: 'Programs', 'My playsheets', 'Add playsheet', and 'Log out'. A red arrow points to the 'Add playsheet' button. Below the toolbar is the DotLog logo and 'CFRC Logs' text. Underneath the logo are three buttons: 'View', 'Edit', and 'Devel'. At the bottom of the page is a white box with the heading 'Welcome to DotLog' and the same paragraph of text as seen in the previous screenshot.

## Step Four:


- Once you have clicked 'Add Playsheet', select your Radio Show from the yellow drop down menu at the top left.
- Enter the name of the host(s) of your Radio Show.
- The next drop down menu will ask you to select whether your show is a spoken word program, or if it is a popular music, specialty music, or multi-genre music program. If you are unsure which category to select, speak to the Programming Manager, Ted Evans.
- Under the Original Broadcast Date Category, enter the date and time for the program you are logging.
- Select the language in which your program is predominantly delivered.

[Show row weights](#)


Radio Show  
- None - 


Host(s)  
+  

**Add another item**




CRTC Category substitute \*  
Spoken Word show 

Original broadcast date

Date	Time	to:	Date	Time	
<input type="text" value="12/11/2017"/>	<input type="text" value="11:40"/>		<input type="text" value="12/11/2017"/>	<input type="text" value="11:40"/>	
<small>E.g., 12/11/2017</small>	<small>E.g., 11:40</small>		<small>E.g., 12/11/2017</small>	<small>E.g., 11:40</small>	

Language \*  
 

**Add row**

Start	End	Artist	Song				#1	CRTC	Language	Catalogue #
Spoken total: 00:00				0	0	0	0			
				0%	0%	0%	0%			
				New	CanCon	Instr	Hit			

**Add row**

## Step 5: You're almost there! Now it's time to categorize your program's content into your Dotlog sheet!

- Click 'Add Row'
- A new 'Add new playsheet entry' box will open
- Using the yellow 'CRTC' dropdown menu, select the category of your content (e.g. popular music = 21; promos = 45 etc.). Please refer to the volunteer manual and guides posted in the studios to correctly categorize your content.
- For music entries, please type in the name of the Artist and the song Title. If the song is 'new,' 'CanCon,' 'Instrumental', and/or a 'Hit,' please check the appropriate box. If the language of the music is something other than English, please type it in. If the music is from our library, please add the catalogue number indicated on the cover.
- Click 'Save' or 'Save and Add'. If you click Save, you'll have to click 'Add Row' to start a new entry. If you click 'Save and Add', another 'Add new playsheet entry box' will automatically appear and the information you just entered will be listed.

Original broadcast date

Date	Time	to:	Date	Time
12/11/2017	11:40		12/11/2017	11:40
<small>E.g., 12/11/2017</small>	<small>E.g., 11:40</small>		<small>E.g., 12/11/2017</small>	<small>E.g., 11:40</small>

Language \*

English

Add row

Start	End	Artist
Spoken total: 00:00		

Add row

Comments

### Add new playsheet entry

**CRTC\***

**Artist**

**Title\***

**Categories**  New  CanCon  Instrumental  Hit

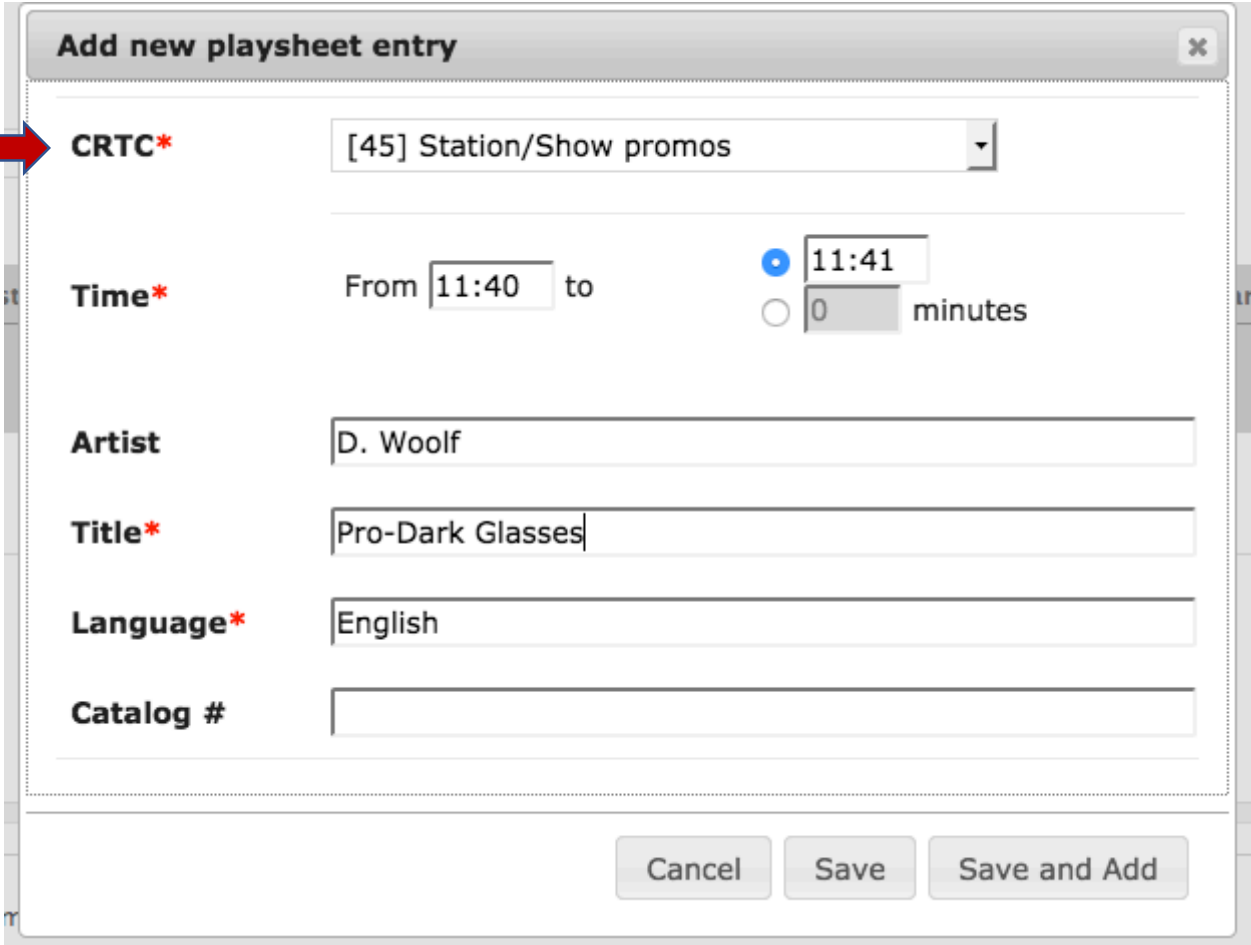
**Language\***

**Catalog #**

Cancel Save Save and Add

## Step 6: Entering Ads, Promos, and Spoken Word Mosaic content

- Similar to adding music, once you have opened the 'Add new playsheet entry box' you will click on the yellow CRTC scroll down menu. Inside you will find CRTC content selections for PSA/Spoken Word (12), station/show promos (45), advertisements (51) and sponsorships (52 & 53).
- Similar to our old paper logs, enter the time to the nearest minute for the beginning and ending of the ad/spoken word mosaic, promo etc.
- Where possible, add the name of the artist (if labelled in Megaseg)
- Add the name of the selection (ie: PRO-Waffles, PSA-4 Directions; Ad-NCRA, etc.)
- Click Save or Save and Add if you have more content to enter following the entry you just made.



**Add new playsheet entry** [X]

**CRTC\*** [45] Station/Show promos

**Time\*** From 11:40 to  11:41  0 minutes

**Artist** D. Woolf

**Title\*** Pro-Dark Glasses




**Language\*** English

**Catalog #**

Cancel Save Save and Add

## Step 7: Finishing Up

- Review your list once it is populated
- If you have made an error in your entry (ie: wrong category, wrong song name, spelling error etc.) simply click on the entry. A green line will appear and an edit pencil will appear on the far right hand side next to the language column. Click on the pencil icon and edit your entry.
- Review the bottom grey row to check the duration of spoken word content for your program and ensure adequate percentages of New, CanCon, Instrumental, and Hit content as per CRTC regulations. Please review your Volunteer Manual or speak to the Programming Manager if you are uncertain of your compliance with CRTC regulations.
- That's it! Once everything looks correct, scroll down on the webpage and click 'Save' (a big green button). Once it is saved, you can log out of the system by clicking 'log out' on the top right hand corner of the webpage.

	Mya	mosaic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	English		
	chad van gaalen	Old heads	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	English		
	Jd Macpherson	Lucky Penny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	English		
	Weaves	Slicked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	English		
	Casper Skulls	You can call me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	English		
	Partner	Everybody knows	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	English	   Edit entry	
	alvays	in undertow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	English		
	Mya	mosaic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	English		
	Busty and the Bass	Memories and Melodies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	English		
	The Achromatics	Alien from a strange nation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	English		
Spoken total: 00:08			25 100% New	25 100% CanCon	0 0% Instr	0 0% Hit				
Add row										