

AE 101

Intro to WO Media Sales Avails and Plans

Live Online Training for New AEs

1st and 3rd Thursdays of each month

12:00 - 1:00 p.m. CST

Duration: Approximately 1 Hour

Agenda:

- Getting Started, Where to Go for Help, Quick Tips
- Creating an Avail, Following the Wizard
- Screen Management, Sorting, Editing Programming
- File Tab: Inventory Preview Panel, Deleted Items
- Edit Tab: Header, Books/Rates, Dates, Report Filters
- Grid Options: Show/Hide, Spot Lengths
- Turn your Avail into a Package
- Copy Rates, Add Spots
- Summaries
- Printing/Export Options

Class Size:

Unlimited

To register for the session:

Register at <https://attendee.gototraining.com/rt/6367066615791999746>

At the **GoToTraining** website use the drop-down menu to select which Thursday session you want.

Enter your **First Name**, **Last Name**, and **Email Address** then click **Register**.

The screenshot shows a registration form for a WideOrbit course. At the top, the WideOrbit logo is on the left, and the title 'Please register for 'AE 101: WO Media Sales Introductory Course'' is on the right. Below the title, a paragraph describes the course: 'In this basic, introductory class, Account Executives will learn how to create, work in, and use Campaigns from creation, through Avails, and into Planner.' A link 'Contact Organizer' is provided. The next section is for selecting a date and time. It shows a calendar for January with the 7th highlighted as a Tuesday. A dropdown menu shows the selected time: 'Tue, Jan 7, 2020 12:00 PM - 1:00 PM CST'. A link 'Change time zone' is also present. Below this is a registration form with three required fields: 'First Name', 'Last Name', and 'Email Address'. A disclaimer states: 'By clicking this button you submit your information to the training organizer, who will use it to communicate with you regarding this event and their other services.' At the bottom is a large red button labeled 'REGISTER'.

Once you **Register** you will immediately have the opportunity to join the meeting, but don't! Unless you are registering right before the class, you'll want to wait. You'll be alone with no session to log onto. Your email confirmation will come right away. Keep this email—it contains your meeting link. You will be sent email reminders as the day approaches.

On the day of the class, when you join, use either of these two choices for audio:

Computer Audio

Use your microphone and speaker for audio. You'll sound best with a headset.

Telephone Call

In the United states, dial 1.510.365.3231. Your Access code will be generated after you register.

Audio PIN: Shown after joining the training.

Feedback is essential to make the training sessions what you need them to be. Please send any comments or suggestions to sales-support@wideorbit.com and/or your *WO Media Sales* Account Manager. We look forward to "seeing" you there! If you have any questions or concerns, call or email anytime.

WO Media Sales Support:

415.675.6775 Option 2, 1

sales-support@wideorbit.com