# **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

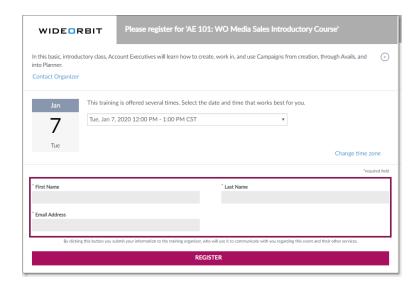
#### **Class Size:**

Unlimited

#### To register for the session:

Register at <a href="https://attendee.gototraining.com/rt/6367066615791999746">https://attendee.gototraining.com/rt/6367066615791999746</a>

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**.



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 <a href="mailto:sales-support@wideorbit.com">sales-support@wideorbit.com</a> 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