



# Great Falls Community Broadcasting Company Dropbox Policy

March 14, 2022  
Hello WOOL Host,

Having a Dropbox that's integrated with WOOL's automation system allows you to air a program in your time slot that you've pre-produced on your own. If you wish, you can always pre-produce your program or use Dropbox as a back-up for vacation, illness, or bad weather – times you can't be in the station.

If you'd like to have Dropbox as an option for content delivery and you don't already have a (free) Dropbox account, you need to sign up for one at [www.dropbox.com](http://www.dropbox.com). A WOOL tech person can then work with you to get it linked up with the station. Currently that tech person is John McCann, email him at [bbtswool915@gmail.com](mailto:bbtswool915@gmail.com)

To keep this system working without technical or administrative issues, there are rules you must follow. If you can't or don't follow the rules, this service is unavailable to you.

1. Each hour of your program will have a separate folder, and each folder must only ever have one file comprising one hour of programming. After a show has aired, you will delete the old file and upload a new one. If you don't upload a new show and there's nothing in your WOOL Dropbox, that's OK – automation will play music from the library. But if you don't delete the old show and it airs more than once, you'll lose the privilege of using this system.

2. Never change the name of the folder(s) that are connected to WOOL. If you do, your programming won't play.

3. Use short file names. It doesn't matter what you name your files, but the automation system will reject any special characters, including:

/ \ < > : " | ? \* . and any emojis or emoticons. Never leave a space at the end of the file name, for example "myshow .mp3".

4. Upload your show at least a full day before your airtime. In all cases your files need to be completely uploaded to your Dropbox at least one hour before your air time. After the files are uploaded, the system still needs to download your files to the station. If they are not fully downloaded to the station 25 minutes before your show time, your show will not air.

5. Each hour of your show will actually be slightly less than an hour, because automation is programmed to play announcements before each hour begins. Because of this, you should always end each hour with music – never talking – and expect this music to get truncated as needed by the automation system.

**Please fill in the blanks below with your name, the name of your show, your email address, and sign your name, acknowledging that you have read, understand, and agree to the Dropbox Policy.**

Your name \_\_\_\_\_ Signature \_\_\_\_\_

Show name \_\_\_\_\_ Date \_\_\_\_\_