



OPSB TV MEMBER GUIDE

MEMBER GUIDE TO AIRING CONTENT
ON THE PUBLIC EDUCATION TELEVISION NETWORK IN NEW ORLEANS

2018

- OPSB WELCOMES BACK ITS SCHOOLS. AS PART OF UNIFICATION, WE HAVE DEVELOPED A PLATFORM TO ALLOW SCHOOLS TO BROADCAST ON OUR EDUCATION TELEVISION STATION.
- THE FIRST STEP IS THAT A SCHOOL MUST CREATE A VIMEO.COM ACCOUNT. ALTHOUGH IT HAS LIMITATIONS, YOU CAN BECOME A MEMBER OF VIMEO USING THE BASIC (FREE) MEMBERSHIP LEVEL.
- NEXT THE SCHOOL REQUESTS TO BECOME AN NOPS TV TEAM MEMBER BY SENDING NOPS TV THE EMAIL ADDRESS USED TO SET UP THE ACCOUNT.
- NOPS TV WILL ADD YOUR EMAIL ADDRESS TO THE LIST OF TEAM MEMBERS AND SEND YOU AN INVITATION TO BECOME AN UPLOADER. ONCE YOU ACCEPT, YOU'LL BE ABLE TO UPLOAD VIDEOS.
- AS AN UPLOADER YOU WILL BE ABLE TO TOGGLE BETWEEN UPLOADING VIDEOS TO YOUR OWN ACCOUNT OR TO NOPS TV'S ACCOUNT ON YOUR UPLOAD PAGE.

NOPS TV WILL RECEIVE AN EMAIL NOTIFICATION WHENEVER AN UPLOADER ADDS A VIDEO TO OUR ACCOUNT. UPLOADERS ARE ONLY BE ABLE TO EDIT THE TITLE AND DESCRIPTION OF THE VIDEO WHILE IT IS BEING UPLOADED. ANY VIDEOS AN UPLOADER ADDS WILL HAVE THE PRIVACY SETTING ONLY ME ([HTTPS://VIMEO.COM/S/TAL](https://vimeo.com/s/tal)), WHICH MEANS EVEN THE UPLOADER WILL NOT BE ABLE TO SEE THE VIDEO ON VIMEO. NOPS TV CAN SEE IT AND WILL SEND A NOTIFICATION WE HAVE RECEIVED IT.

NEXT, NOPS TV WILL REVIEW THE VIDEO AND CHANGE ITS PRIVACY SETTINGS TO BE PUBLIC FOR BROADCASTING ONCE APPROVED. IF NOT APPROVED, CHANGES WILL BE RECOMMENDED.

- FINALLY, VIDEOS ARE SCHEDULED FOR BROADCAST. FOR MORE INFORMATION OR QUESTIONS CONTACT DENNIS JOSEPH, A/V MANAGER (504)214-0017 OR DENNIS_JOSEPH@OPSB.US