



Live Booking Training Guide for Show Producers

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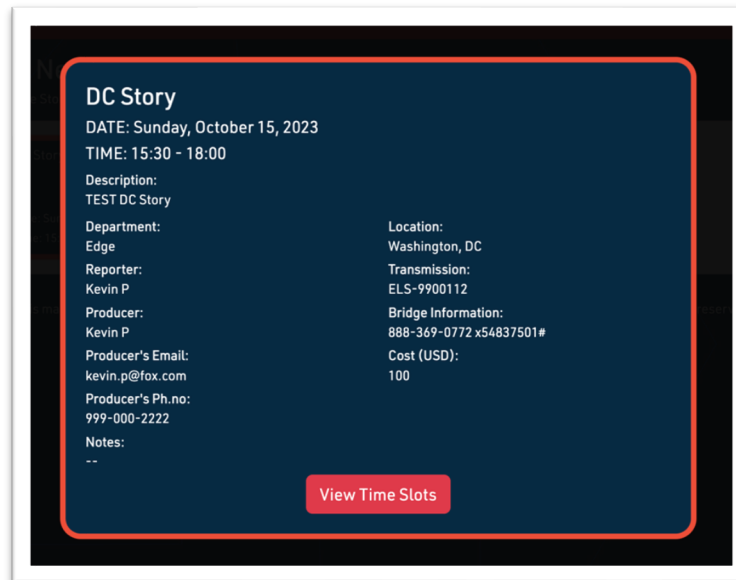
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Bookings

Upon login you will be seeing today's Available Stories.

Make a Booking

- Click on the Story you are interested on Available Stories screen to display Story details.



- Click on **View Time Slots** button.
- You will be routed to **Schedule** page.

DC Story

edge@fox.com

FOX News Edge (212) 301-3446

Schedule

Available

N/A

My Station Bookings

Booked

DATE: Sunday, October 15, 2023

HOME

FOX News Live Booking

15:00 (ET) 10/15/2023

15:30-15:40*

15:40-15:50*

15:50-16:00*

16:00 (ET) 10/15/2023

16:00-16:10

16:10-16:20

16:20-16:30

16:30-16:40

16:40-16:50

16:50-17:00

17:00 (ET) 10/15/2023

17:00-17:10

17:10-17:20

17:20-17:30

17:30-17:40

17:40-17:50

17:50-18:00

*Slots will be deactivated 15 minutes prior to their start time. Please contact the edge desk if you need to make a change.

My Station Bookings

Book Now

- Click on the time slot(s) to select.
- Selected time slots are highlighted in black border.
- click on **Book Now** button to open the screen to enter booking details.

Note:

- Selected booking windows are visible on top left corner of the screen below Story date. You can book up to 10 slots in single booking action.

DC Story

DATE: Sunday, October 15, 2023

Booking Window: 10/15/2023 (17:30 - 17:40), 10/15/2023 (17:40 - 17:50)

Business Unit: None

Affiliate Station: WFXT

Approx. Hit Time: 17:40

Pkg or Q&A: Pkg

IFB#: 999-0000-0000

PL#: 000-0000-0002

Newsroom Phone Number: 888-9999-4444

Producer: Jamie

Producer Email: Jamie1@gmail.com

Anchor: Ben

Additional Email:

Booked By: sindhu.pabbathi@fox.com

Notes:

Book Now

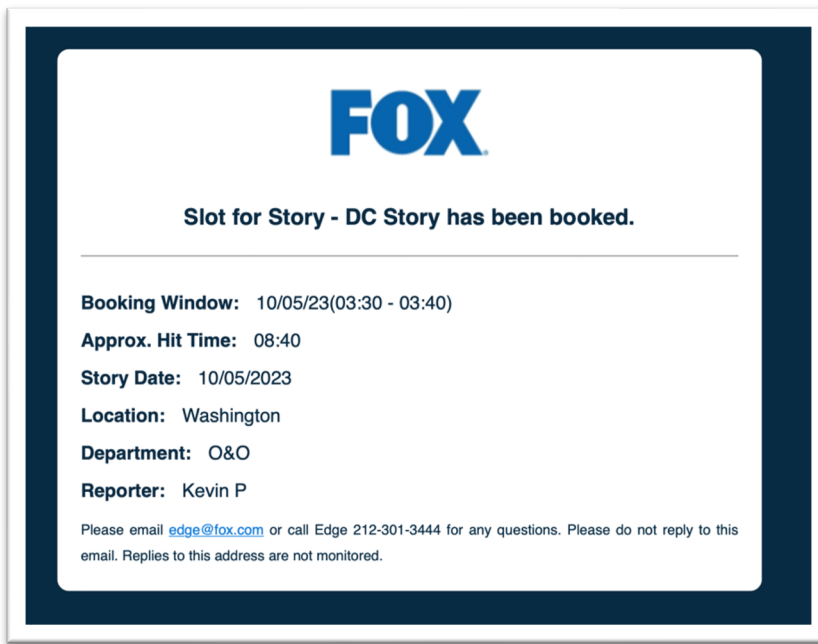
- Enter details on Booking Screen and click on **Book Now** button.

Note:

Approximate Hit time should be updated for each individual booking(from My Station Bookings menu) when multiple Slots are booked at once.

Fields like IFB#, PL#, Producer fields will be auto populated if you [setup in Profile](#).

- **Booking Created!** message appears on the screen when bookings are successfully created.
- You will receive a Booking Confirmation email after the booking is made.



View Booking details

- Click on **My Station Bookings** menu item.
By default, you will see today's bookings of your Station.
- You can select dates on Calendar by clicking on a Start date and End date to display multiple days bookings.

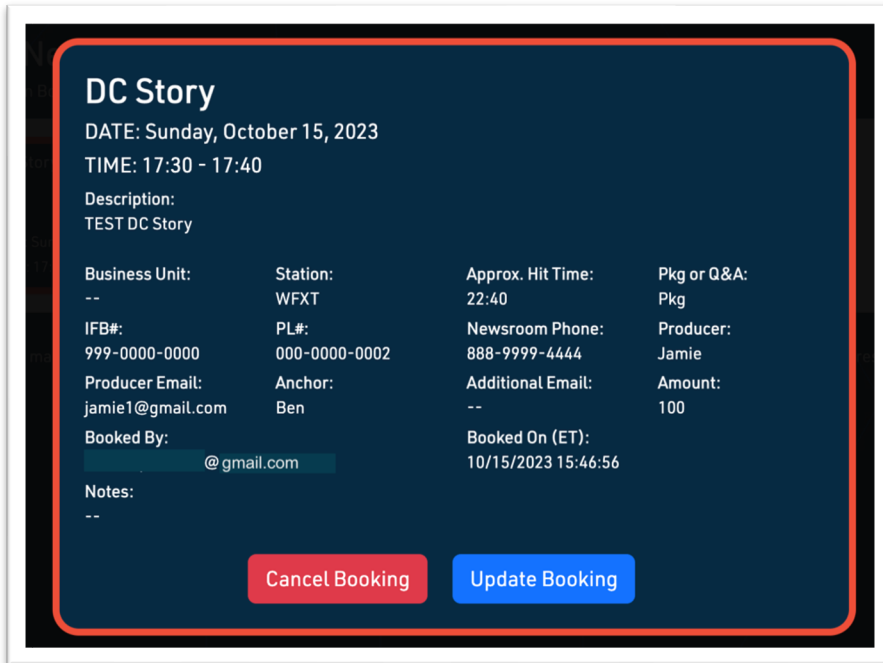
The screenshot displays the FOX News Live Booking interface. On the left, a sidebar contains a 'HOME' header with the timestamp '10/15/2023 16:10:27 ET'. Below this is a 'Select Dates' section showing the range '10/12/2023 - 10/22/2023'. A calendar for 'October 2023' is shown with dates 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, and 22 highlighted. The main area is titled 'FOX News Live Booking' and 'My Station Bookings'. It features four booking tiles: 'Fox O&O becoming the most powerful name(s) in local News' (Thursday, October 12, 2023, 15:10 - 15:20), 'DC Story' (Sunday, October 15, 2023, 17:50 - 18:00), 'TEST Israel Attacks' (Sunday, October 15, 2023, 18:40 - 18:50), and 'TEST Israel Attacks' (Sunday, October 15, 2023, 18:50 - 19:00). The tiles are color-coded: blue for O&O, red for DC Story, and yellow for Weather and MMR. A footer note states: 'This material may not be published, broadcast, rewritten, or redistributed. ©2023 FOX News Network, LLC. All rights reserved.'

Note: Selected date range will be highlighted in **Select dates** field.

- Bookings for the selected dates appear on the right-hand side pane.
- Click on any booking tile to view details.

Update A Booking

- Select the Booking tile you want to update in **My Station Bookings**.
- Booking details screen appears with Update Booking and Cancel Booking buttons.
- Click on **Update Booking** button.



DC Story

DATE: Sunday, October 15, 2023
TIME: 17:30 - 17:40

Description:
TEST DC Story

Business Unit: --	Station: WFXT	Approx. Hit Time: 22:40	Pkg or Q&A: Pkg
IFB#: 999-0000-0000	PL#: 000-0000-0002	Newsroom Phone: 888-9999-4444	Producer: Jamie
Producer Email: jamie1@gmail.com	Anchor: Ben	Additional Email: --	Amount: 100
Booked By: [redacted] @ gmail.com	Booked On (ET): 10/15/2023 15:46:56		

Notes:
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Cancel Booking **Update Booking**

- Update details as required and click on **Update Booking** button.
- **Booking Updated!** message appears on the screen.

Cancel A Booking

- Select the Booking tile you want to cancel in **My Station Bookings**.
- Booking details screen appears with Update Booking and Cancel Booking buttons.
- Click on **Cancel Booking** button.

DC Story
DATE: Sunday, October 15, 2023
TIME: 17:30 - 17:40
Description:
TEST DC Story

Business Unit:	Station:	Approx. Hit Time:	Pkg or Q&A:
--	WFXT	22:40	Pkg
IFB#:	PL#:	Newsroom Phone:	Producer:
999-0000-0000	000-0000-0002	888-9999-4444	Jamie
Producer Email:	Anchor:	Additional Email:	Amount:
jamie1@gmail.com	Ben	--	100
Booked By:	Booked On (ET):		
@ gmail.com	10/15/2023 15:46:56		
Notes:			
--			

Cancel Booking **Update Booking**

Are you sure?

No **Yes**

- Click on **yes** on the screen appeared.
- **Booking Canceled!** message appears on the screen.
- You will receive confirmation email for canceled Booking.

View Cancelled Bookings

All your Station's canceled bookings will be displayed here.

- Click on **Cancelled Bookings** menu item.
- You can select dates on Calendar by clicking on a Start date and End date to display multiple days bookings.

The screenshot displays the FOX News Live Booking interface. On the left, a sidebar contains a 'HOME' header with the timestamp '10/15/2023 15:56:11 ET' and a 'Select Dates' section showing the range '10/09/2023 - 10/24/2023'. Below this is a calendar for October 2023, with the date '24' highlighted in blue. The main area is titled 'FOX News Live Booking' and 'Cancelled Bookings'. It features a grid of eight booking tiles, each with a title, date, and time. The tiles are arranged in two rows of four. The first row includes 'GOVT.Shutdown' (Monday, October 09, 2023, 15:50 - 16:00), 'Playtimewith technology in Washington' (Saturday, October 14, 2023, 13:00 - 13:10), 'Playtimewith technology in New York' (Saturday, October 14, 2023, 14:10 - 14:20), and another 'Playtimewith technology in New York' (Saturday, October 14, 2023, 14:10 - 14:20). The second row includes 'Playtimewith technology in New York' (Saturday, October 14, 2023, 14:20 - 14:30), 'Playtimewith technology in Washington' (Saturday, October 14, 2023, 14:50 - 15:00), 'DC Story' (Sunday, October 15, 2023, 17:30 - 17:40), and another 'DC Story' (Sunday, October 15, 2023, 17:40 - 17:50). The tiles are color-coded: blue for 'GOVT.Shutdown' and 'Playtimewith technology in New York', and red for 'Playtimewith technology in Washington' and 'DC Story'.

Title	Date	Time
GOVT.Shutdown	Monday, October 09, 2023	15:50 - 16:00
Playtimewith technology in Washington	Saturday, October 14, 2023	13:00 - 13:10
Playtimewith technology in New York	Saturday, October 14, 2023	14:10 - 14:20
Playtimewith technology in New York	Saturday, October 14, 2023	14:10 - 14:20
Playtimewith technology in New York	Saturday, October 14, 2023	14:20 - 14:30
Playtimewith technology in Washington	Saturday, October 14, 2023	14:50 - 15:00
DC Story	Sunday, October 15, 2023	17:30 - 17:40
DC Story	Sunday, October 15, 2023	17:40 - 17:50

Note: Selected date range will be highlighted in **Select dates** field.

- Bookings canceled for the selected dates appear on the right-hand side pane.
- Click on any booking tile to view details.

DC Story

DATE: Sunday, October 15, 2023

TIME: 17:30 - 17:40

Description:
TEST DC Story

Business Unit:	Station:	Approx. Hit Time:	Pkg or Q&A:
--	WFXT	22:40	--
IFB#:	PL#:	Newsroom Phone:	Producer:
999-0000-0000	000-0000-0002	888-9999-4444	Jamie
Producer Email:	Anchor:	Additional Email:	
jamie1@gmail.com	Ben	--	
Booked By:		Booked On (ET):	
@ gmail.com		10/15/2023 15:46:56	
Booking Status:		Booking Cancelled On (ET):	
Canceled by Station		10/15/2023 15:54:58	
Notes:			
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Note:

When a booking is canceled by Station, booking status will be shown as **Canceled by Station**. Users who canceled the booking, who made a booking and Producer will receive email notification.

If a booking is canceled by Edge team, booking Status will be shown as Canceled by FOX. Users who made a booking and Producer will receive cancellation email.