



Affiliate Manual

Al Spry
Affiliate Relations Director
(866) 304-6397
alspry@fnnonline.com

Welcome to FNN!

We consider it an honor that you have chosen the Florida News Network as an information and entertainment programming resource for your radio station. All of us at FNN consider our affiliates as partners. We stand ready to do whatever we can to help make your station's operation a successful one.

This manual is intended to provide you with a complete guide on the operation of FNN and how you can use the network to your best advantage.

Included are news and program feed schedules, information on commercial scheduling, affidavit requirements, program descriptions and formats, hardware requirements, operating procedures, and even telephone numbers and e-mail addresses for FNN staff.

Again, thanks for choosing FNN to be a daily part of your station to better serve your listeners and advertisers.

Table of Contents

Frequently Asked Questions	2
Contact List	4
News, Sports, Business Formats	5
FNN OnDemand	6
Talk and Entertainment Programs	7
Main Channel Regular Feed Schedule	8
Florida Broadband News Web Headlines	10
Engineering Specifics	13
XDS Program Scheduling	14
"Logs On Line" log delivery and affidavit return system	15

Frequently Asked Questions about FNN

Q: What is my stations weekly inventory requirement to FNN?

A: FNN is able to provide our extensive services to stations by selling network advertising to statewide and national advertisers. As an FNN affiliate, you agree to air the network commercials on your station as barter for using our services. The network inventory commitment for an FNN affiliate is 108 minutes per week or approximately 15 minutes per day average.

Q: Are we required to make good FNN commercials that are pre-empted by our local programming?

A: Yes. All FNN commercials that are missed, for whatever reason, must be made good in a like day part. See your FNN News contract for exact specifications.

Q: If we miss a commercial how do we get a copy so we can air it?

A: FNN posts the commercials that appear on your weekly commercial log on audio-on-demand site at www.fnnondemand.com. The commercials are available in mp3 format and are easily downloadable.

Q: Why is it so important to return FNN affidavits on time?

A: Your affidavits are the only way that you have to prove that you have met the weekly inventory obligations required by your contract. Likewise, your affidavits are the only proof that FNN has for our advertisers that their commercials ran on your station as a part of the network. You should be aware that from time-to-time advertisers hire monitors in randomly selected communities to make sure that your performance matches your affidavits. You should also be aware that many times advertisers ask for copies of your affidavits to verify that their commercials ran on the network.

Q: Can we fax back our affidavits?

A: No. FNN affidavits are only returnable via our easy-to-use online system, called “Logs On Line” or “LOL” for short. More about the LOL system may be found on page 19 of this manual.

Q: Are we required to carry any specific FNN programs or newscasts?

A: Unless otherwise specified in your FNN News contract you are not required to carry any specific FNN programs. You are, however, **required** to clear the entire weekly commercial inventory in the proper day parts.

Q: What if we have problems receiving the FNN satellite transmission?

A: Use the check list in this manual to prevent problems and to troubleshoot your system! You may also go to the FNN web site at www.fnnonline.net and click on "Tech Support". If you're still having problems, call (888)407-4376 during normal business hours or (303)925-1708 24/7. They will diagnose your problem and recommend corrective action. If required, a replacement receiver will be shipped to you overnight from our Network Operations Center in Englewood, Colorado. For sports programs and special weekend programming, distribution can provide stations with an emergency phone feed at the station's expense.

Q: What part of the receiving system is our station responsible for?

A: Your station must provide its own dish, PLL LNB, and cable into the building. Dishes originally installed by FNN in the past are the responsibility of the station. You must insure that the dish is correctly aligned. FNN provides your station with a digital receiver that is on loan to you. Should you need on-site assistance with your downlink, FNN can recommend a commercial broadcast satellite contractor. It is **strongly recommended** that your dish be aligned with a spectrum analyzer so that the dish is "locked" onto the exact position and frequency of the satellite.

These are the most frequently asked questions. If there's something we didn't answer, please call Al Spry, Affiliate Relations Director at (866) 304-6397

Contact List

Main Office Orlando: 407-916-7810

Toll Free Numbers:

- Affiliate Relations: 866-304-6397
- FNN main newsroom, Orlando: 800-560-NEWS

FNN Staff:

- Operations Director, Jim Poling: 407-916-8408 *jimpoling@fnnonline.com*
- Sales Director, Pat Byrd: 407-916-8365 *patbyrd@clearchannel.com*
- Affiliate Relations Director, Al Spry: 407-916-8407 *alspry@fnnonline.com*
- News Director, Larry Spilman: 800-560-6397 *lspilman@fnnonline.com*
- Sports Director, Tom Morgan: 800-560-6397 *tmorgan@fnnonline.com*
- FNN editor's desk: 800-560-6397 *news@fnnonline.com*
- Chief Engineer, Frank Lovre: 407-916-8410 *franklovre@fnnonline.com*

Office Hours:

- Monday through Friday: 8:30 am – 5:30 pm Eastern

Orlando Bureau Newsroom Hours:

- Monday through Friday: 4:00 am – 7:00 pm Eastern
- Saturday and Sunday: 5:00 am – 6:00 pm Eastern

Tallahassee Bureau:

- Bureau Chief, Rick Flagg: 850-222-1827

Mailing Address:

Florida News Network
2500 Maitland Center Parkway, Suite 407
Maitland, Florida 32751

Web Sites:

www.fnnonline.com
www.fnnondemand.com
www.floridabroadbandnews.com

FNN News, Sports & Business Formats

As with most FNN programming, the news, sports, and business reports are designed to be flexible and fit your format's needs. The news can be a four minute newscast or the station can elect not to run the last minute of news and cutaway at the three minute mark after the network commercial. The business and sports reports are self-contained with no cutaway points.

FNN News Format:

- 0:00 [XDS NetCue "FNN0101"]
"Here's the latest from FNN News".....(into first story)
"With news on the Florida News Network, I'm (anchor's name)"
- 2:00 Commercial(s)
- 3:00 [XDS NetCue "FNN0102"]
(straight into first story)
"(anchor's name) , FNN News"
- 4:00 [XDS NetCue "FNN0103"]

FNN Sports Format:

- 0:00 [XDS NetCue "FNN0101"]
"Here's the latest from FNN sports".....(into first story)
"That's sports on the Florida News Network. I'm (anchor's name)"
- 3:00 [XDS NetCue "FNN0103"]

FNN Business Format (12:06PM M-F):

- 0:00 [XDS NetCue "FNN0101"]
"Florida Business News"....(into first story)
- 1:00 "Florida Business News...I'm (anchor's name)"
Commercial(s)
- 2:00 [XDS NetCue "FNN0103"]

FNN Business Format (7:06AM, 8:06AM M-F):

- 0:00 [XDS NetCue "FNN0101"]
"Florida Business News"....(into first story)
- 1:30 "Florida Business News...I'm (anchor's name)"
Commercial(s)
- 2:30 [XDS NetCue "FNN0103"]



www.FNNOnDemand.com

FNN OnDemand, the exclusive, affiliate-only service of the Florida News Network, allows you to download our entire programming lineup from our website, **www.FNNOnDemand.com**. Each day, 365 days of the year, FNN delivers .mp3 files to you for your convenience. This includes our award-winning programs, “Better Lawns & Gardens” and “Florida Roundtable”, as well as our news, sports and business reports, and via our “Logs On Line” system, your weekly FNN log, FNN commercials, and your online FNN affidavits – all in one site! It’s an invaluable service, especially if you are unable to access our FNN programming via satellite for any reason.

And the best part is that it’s absolutely free with your affiliation!

We also offer our weather forecasts for the seven Florida zones for which our provider, Accu-Weather, has divided the state. A word of caution about the “zones” - these zones **do not** directly correlate with the zones used by the National Weather Service. In the event of special weather conditions, such as a hurricane, Accu-Weather may modify the zones to provide the most accurate forecasts. Three forecasts are prepared and fed to FNN OnDemand each day. The Morning Update feeds approximately 5:45-6 AM, the Midday Update at 10:15-10:30 AM, and the Afternoon Update at 2:45-3 PM. During times of severe weather, Accu-Weather will feed new zone forecasts for those zones involved.

Weather forecasts will be a maximum of 30 seconds in length.

The “Zones”

- Zone 1:** The Florida Panhandle including Tallahassee, Lake City, and Live Oak.
- Zone 2:** Northeast Atlantic Coast including Jacksonville, Gainesville, and St. Augustine.
- Zone 3:** Central Gulf Coast including Brooksville, Tampa, and Sarasota.
- Zone 4:** The Upper Keys including Tavernier, Islamorada, and Plantation Key.
- Zone 5:** Southeast Atlantic Coast including Miami, West Palm Beach, and Vero Beach.
- Zone 6:** Southern interior including Clewiston, Sebring, and Lakeland.
- Zone 7:** Central state including Melbourne, Orlando, Daytona Beach, and Ocala.

Zones are subject to change based on weather conditions and location of FNN affiliates.

FNN Talk and Entertainment Programs

FNN's Talk and Entertainment programs offer affiliates consistent quality programming. Each program has local avails for your station to sell to targeted clients that might not normally buy spot radio. For a list of potential clients for each program, please contact Affiliate Relations.

"Better Lawns and Gardens" is a natural when it comes to Florida. Winner of the AT&T National Communications Award as the best lawn and garden program in the country! Each Saturday morning from 7 to 9 AM, author and horticulturist Tom MacCubbin takes calls from all over the state about plant health and maintenance. Tom's popular book "Florida Home Grown" is ***the*** gardening staple in the Sunshine State. In addition, he's the gardening columnist for the "Orlando Sentinel." This is a live two-hour show with excellent local sales potential.

"Florida Roundtable" "Florida Roundtable", with hosts Reagan Smith and Al Spry, is a weekly, one hour, in-depth roundtable-style discussion of state, national, and international issues and events affecting the state of Florida. "Florida Roundtable" features the sharpest minds in the political, historical and cultural spheres, as well as world-famous authors, political and business leaders from around the state.

Past guests include Governor Charlie Crist, Vice President Dick Cheney, Senator Mel Martinez, Congressman Allen Boyd, DEP Secretary Michael Sole, political commentator Michelle Malkin, and Governor Jesse Ventura.



FNN News Schedule

As of 7/1/11

AIRTIME (Eastern)	PROGRAM	PROGRAM LENGTHS		
		MON-FRI	SATURDAY	SUNDAY
6:25AM	¹ Inside Motorsports	3:00		
6:30AM	FNN News #1	4:00	4:00	4:00
7:06AM	Florida Business News #1	2:30		
7:10AM	FNN Sports #1	4:00	4:00	4:00
7:30AM	FNN News #2	4:00	4:00	4:00
8:06AM	Florida Business News #2	2:30		
8:10AM	FNN Sports #2	4:00	4:00	4:00
8:30AM	FNN News #3	4:00	4:00	4:00
9:30AM	FNN News #4	4:00	4:00	4:00
10:30AM	FNN News #5	4:00	4:00	4:00
11:30AM	FNN News #6	4:00	4:00	4:00
12:06PM	Florida Business News #3	2:00		
12:30PM	FNN News #7	4:00	4:00	4:00
1:30PM	FNN News #8	4:00	4:00	4:00
2:30PM	FNN News #9	4:00	4:00	4:00
3:30PM	FNN News #10	4:00	4:00	4:00
4:06PM	FNN Sports #3	3:30		
4:30PM	FNN News #11	4:00	4:00	4:00
5:30PM	FNN News #12	4:00	4:00	4:00
6:30PM	FNN News #13	4:00	4:00	4:00

All Times are Eastern.

¹ Inside Motorsports requires separate clearance from FNN.

NOTE: Commercials and news/sports actualities are available for download at <http://www.fnnondemand.com>.

To retrieve and sign your commercial logs visit <http://lol.fnnonline.net>.



From one of the most respected radio news departments in Florida comes a whole new headline service for your website!

FNN has been delivering state news to Florida broadcasters for more than 30 years. Now that same award-winning news department brings you **Florida Broadband News!**

What is Florida Broadband News?

- It's a **free** service that automatically displays **updated state news and sports headlines** on your homepage! These headlines link to full story pages that are "branded" to look like they're part of your website.
- With state news *constantly* updated on your site, your users will always have something new to browse when they visit to your site – that means more page views! Also, news headlines on your website give it an air of credibility and timeliness.

How do I add the headlines to my homepage?

- Once you sign up, we'll give you a line of HTML code that you can place in your page. The code, called an "Iframe", will allow us to constantly update the list of headlines.



What if I want to update the headlines myself instead of having you automatically update them?

- No problem. We will give you a link to a page that will let you copy and paste links to the stories into your page. This way you can pick and choose which headlines you want and place them wherever you want.

Can I customize the look of the news story pages?

- Yes! Your webmaster can work with our programmers to make the page conform to the look you want. We can also customize the look of the headline index on your homepage!

How much does it cost?

- Nothing! We will stream ads on the news story pages to pay for our costs.

To see the service in action or to sign up:

- Simply sign up at www.floridabroadbandnews.com or contact Al Spry, FNN Affiliate Relations Director, at (866) 304-6397.

Engineering

Satellite Information and Specifications

- * Satellite: AMC-8 @ 139° W, Transponder 21
- * Antenna: 3 meter, 2 degree compliant with phase locked loop LNB
- * Receiver: X-Digital Pro-4 Receiver

For satellite reception technical support, call (888)407-4376 during business hours or (303)925-1708 24/7. You can also visit the FNN web site at www.fnnonline.com and click on Technical Support. There is also a library of technical documents available for download in Word format by clicking on the [FNN Help Library](#).

Avoiding Problems

Many reception problems can be avoided by using the checklist below to examine your installation.

- √ The receiver should be in an air-conditioned environment.
- √ The receiver should be rack mounted with free air space for cooling both above and below the receiver.
- √ The receiver should be plugged into a surge protected UPS.
- √ Ensure that all foliage and obstructions are eliminated from the signal path in front of the antenna. Spring foliage growth can easily block the signal path. A chain-link fence masking part of the antenna may cause some signal loss.
- √ The dish should be rust and mold free.
- √ Dish mounting brackets should be rust free.
- √ The LNB should be protected with a feed horn cover.
- √ The LNB antenna opening should have a cover to prevent insects from building nests that will block the signal path. Wasps are commonly found in unprotected LNBs.
- √ The "F" connector on the LNB should be snug and the connection watertight. There are several materials on the market for sealing the connection. Moisture can collect here and cause loss of signal.
- √ Use only RG-6 or a better cable for the run into the building, and limit the run to under 100 feet.
- √ Your dish should be aligned using a spectrum analyzer. While it is possible to find the satellite with a video signal, it is not recommended to fine tune polarity for long-term stability.

FNN XDS Program Scheduling

The following FNN programming can be scheduled to run live on your station, time shifted, or recorded for manual retrieval:

News & Talk Programming:

"FNN News Network". FNN Newscasts, Sportscasts, and business news.

"Fox News". Top of hour newscasts.

"FNN Hispana". Spanish language newscasts Monday-Friday mornings.

"Better Lawns & Gardens". Saturday mornings 7a-9a ET. Each hour may be time shifted or recorded.

"Florida Roundtable". Fridays at 12:06PM. Designed to be run anytime over the weekend.

"Lex & Terry". Monday-Friday 6a-11a ET. Each hour may be time shifted or recorded if allowed by your affiliation agreement.

Any of the above programs and elements may be taken live or time-delayed by your XDS receiver.

Sporting Event Distribution:

Gator Network Programming is listed as "FNN 1R...". Either Left or Right channel will work.

FSU Network Programming is listed as "FNN 2L & 2R...". Take the left channel output ONLY.

UCF Network Programming is listed as "FNN 2L & 2R...". Take the right channel output ONLY.

USF Network Programming is listed as "FNN 3L & 3R...". Take the left channel output ONLY.

Steve Berrey's High School Scoreboard is listed as "FNN 3L & 3R...". Take the right channel output ONLY. This show may be taken live or delayed.

Sporting events cannot be time delayed or recorded.

“Logs On Line”

The Florida News Network offers an internet-based option for obtaining your FNN commercial logs and returning affidavits. It is called “Logs On Line” or “LOL” for short.

This system eliminates the need to wade through paperwork and to spend money on postage to send back affidavits. Once set up it will make the process much quicker, easier, and cheaper! From our side of the fence, we hope by making the process easier, we can spend less time badgering you about returning affidavits and more time on running our network.

The LOL works very similar to a web site shopping cart program. So if you’ve ever purchased anything on line you probably already know how to use it! However, what follows is a detailed explanation.

Get set up on the LOL:

System Requirements: Computer with internet connectivity. To view the logs you will need the Adobe Reader. This is a free download from www.adobe.com (there is a direct link on the LOL Login page).

To Sign up:

1. Go to <http://www.fnnonline.net/lo>
2. Click on the “New User” link.
3. Fill out the form. Pick a username and password. Both are case sensitive and the password must be at least 4 characters. Enter your name and email address. Also enter the call letters of the stations for which you are responsible for the return of affidavits.
4. Click “Submit Registration”
5. You will receive a confirmation email (to the address you entered in the form). Put this in a safe place.

Please allow one business day for us to process the registration. We need to set up your account so you will “see” all the logs you need. If you want to rush this along, try calling us at (866) 304-6397 and we’ll do our best to set you up right away.

To Use LOL:

1. Go to <http://www.fnnonline.net/lo>
2. Enter your username and password. Click “enter” or hit the enter key. You will be presented with a list of stations for which you are responsible. For duopoly situations we have chosen one set of call letters as a “grouping” name. Under that grouping you will see individual stations. If

you have only one affiliated station then the group name and the station will be the same call letters.

3. Click on a set of call letters.

You will be presented with a list of outstanding logs (logs that have not yet been "signed").

Each log, or revision of a log, was assigned a unique "Log code". If a log was changed in mid-week after it was posted on the LOL, then a revision will be posted with a different log code. The original log will always have a code that ends in the letter "a". The next revision will have a "b", etc. If you are downloading the log, please be sure to download the latest revision.

To download a log: Right-click on the "Log File" name and choose "Save Target As..." You can then choose a place on your hard drive to save the log. It is in Adobe Acrobat format (.pdf) and you'll need the Adobe reader to view it. This is a free download from www.adobe.com.

To view the log for verification: Left-click on the "Log File" name. If the Adobe reader is installed on your PC then the log file should open.

To "sign" an affidavit for a log: Click on the "Sign Log" button next to the log you want to sign. Please be sure you are signing off on the revision of the log you actually used.

If you did not run all the spots on the log as documented: Click the "Discrepancies" link next to the log in question. You will then be presented with a text box where you can type in any spots that did NOT run as documented in the log. Delete the word "None" before beginning. Please indicate the date and time of the spot that did not run. When complete click the "Sign Log" button.

4. You will then be presented with a list of logs to be signed.

At this point you may:

- a. Add more logs to the list by clicking on the "Continue Adding Logs" button. This will take you back to the previous screen. You can sign another log in this list or use your browser's "Back" button to go back, select another station, and repeat the last step. (NOTE: Logs that appear on this screen will still appear as outstanding logs if you navigate back through the steps. However, the application won't let you accidentally sign the same log twice.).
- b. Change your mind about signing one of the logs by unchecking (click on the checkmark) one or more of the logs and clicking the "Recalculate" button. The log you uncheck will appear as an outstanding log the next time you log in.
- c. Or you can proceed to the final step in the process by clicking on the "Proceed to Next Step" button.

(If you have never used the LOL before, you'll get another annoying form to fill out at this point. This is the last time you will see this screen under your current user name. Fill it out and click the "continue" button)

5. You're now presented with the "Finalizing" screen. Its sole purpose is to allow you to verify your user information and the logs you want to sign. You can correct your user information by clicking where indicated. If you change your mind about signing any of the logs, click your browser's

"Back" button and repeat step 4 above. You can also click on the link in red to read the legal notice.

This is the point of no return. After you click the "Submit" button on this page you cannot make any changes. Click the "Submit" button to finalize the process.

6. You will be presented with Affidavits suitable for printing. Use your browser's Print button for this purpose. You can also use your browser's "Save-as" feature to save the affidavit(s) in electronic form if you wish. The logs you selected are no longer outstanding and you are logged off the LOL. To log in again you can click on the LOL logo on this page.

General Tips:

-If you make a mistake try using your browser's "Back" button and correcting it. If all else fails, click "Log Off" and start all over again. Logs are not officially signed until you see the printable affidavit at the end of the process. If you get to that point and you realize that you've made a mistake email us at help@fnnonline.net and give us the log code of the log that needs to be corrected. We will change the status of that log to outstanding so that you can go through and sign it again.

-The LOL will automatically sign you off after 15 minutes of inactivity. If this happens before you have finalized the logs then you will have to start over again.

-As far as we know this is the first attempt by any state radio network to process logs/affidavits on line. The application was written locally and is in its beta form. We welcome your comments for additions and/or modifications. Please email your comments to help@fnnonline.net.