


FIRSTCOM INSTRUCTIONS FOR DCTV PRODUCERS

1. Login to website, using Safari browser for best results

- Address: www.firstcom.com
- Login: production@dctv.org
- Password: dctv

2. Create a Project Folder

- Select PROJECTS tab (top)
- Select  Add A New Project (on the left)
- Name your project using your name and project name; Add the word “Training” to the end if the project is for a class. Ex. “John Doe - DCBBall – Training”


3. Sharing your Project – In order for DCTV staff to download the tracks you want, you must “share” the files with DCTV staff.

- Go back to PROJECTS tab
- Find your folder
- Select the Share icon (the box with the shape of a person inside)
- Select all of the boxes for the listed “Buddies” and click **Share**




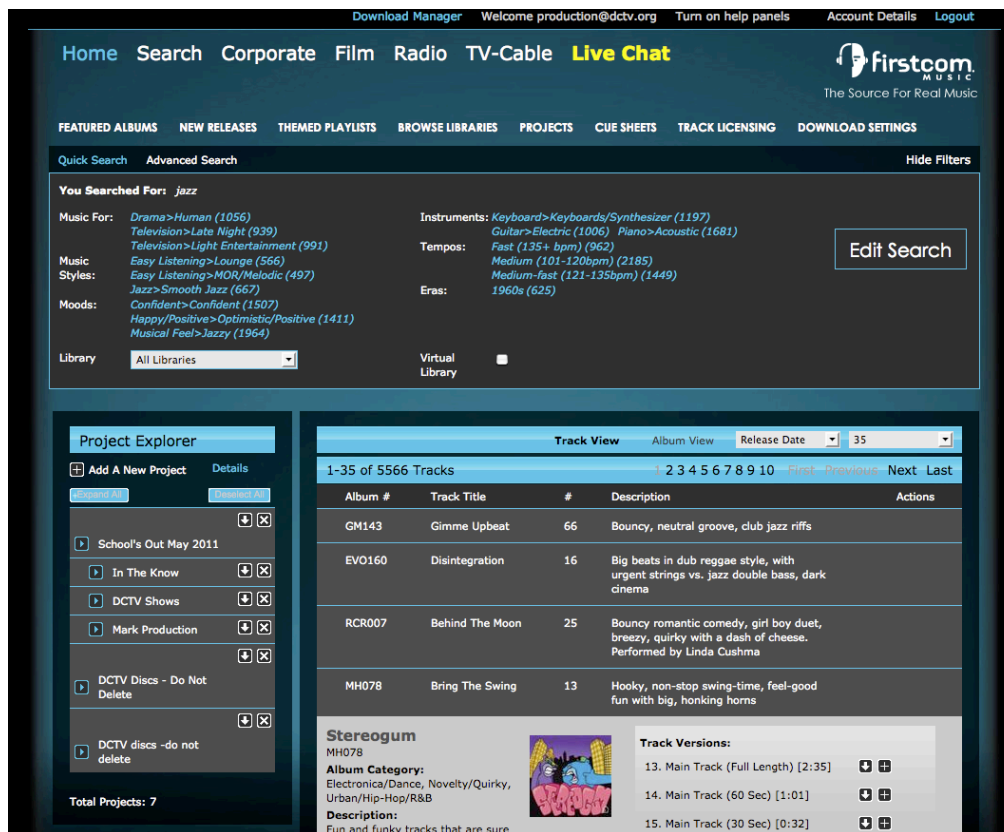
The screenshot displays the Firstcom Music website interface. At the top, there is a navigation bar with links for Home, Search, Corporate, Film, Radio, TV-Cable, and Live Chat. Below this is a secondary navigation bar with categories like Featured Albums, New Releases, Themed Playlists, Browse Libraries, Projects, Cue Sheets, Track Licensing, and Download Settings. The main content area shows a list of projects, with 'Mark Production' selected. A modal dialog box titled 'Share Project: Mark Production' is open, allowing the user to share the project with buddies. The dialog includes a list of buddies with checkboxes, a 'Sort By' dropdown set to 'Full Name', and an 'Add A New Buddy?' section with fields for Name and Email. A 'Share' button is at the bottom of the dialog. The background shows a list of projects with columns for project name, producer, and date.

4. Searching for Music


- Go to **Account Details** (top right)
- Select **My Virtual Library** (from menu on the left) – You will see a list of all songs that DCTV Producers are licensed to use.
- To search for a specific type/style/genre of music, use the **Search box**
 - Click the blue wheel icon  to create criteria for your search
 - MAKE SURE **VIRTUAL LIBRARY** IS ALWAYS SELECTED

5. Adding Music Selections to Your Project - You will add a list of songs that a DCTV staff person will download for you.

- To play a song, click on the title; Use the keys on the bottom left to control the track
- When you find a song you would like to add, select the  icon from the actions column; This will display any available versions for this track; :30, :15 etc.
- Select/expand your project folder from the **Project Explorer** list on the left



The screenshot shows the Firstcom Music website interface. At the top, there's a navigation bar with links like Home, Search, Corporate, Film, Radio, TV-Cable, and Live Chat. Below that, there's a search bar and a navigation menu with options like Featured Albums, New Releases, Themed Playlists, Browse Libraries, Projects, Cue Sheets, Track Licensing, and Download Settings. The main content area shows search results for "Jazz". On the left, there's a "Project Explorer" sidebar with a list of projects, including "School's Out May 2011", "In The Know", "DCTV Shows", "Mark Production", "DCTV Discs - Do Not Delete", and "DCTV discs -do not delete". The main area displays a table of tracks with columns for Album #, Track Title, #, Description, and Actions. The selected track is "Bring The Swing" by Stereogum, with 13 versions listed. The interface is dark-themed with blue accents.

- Select the  located on the right side of the version you want to add to your project
 - You should now see the item listed in your project
- Add other tracks to the project as needed

6. Download Tracks – When your project is ready for editing, find a DCTV staff member from Production or Training to download songs for you.