How to Upload Spots

1. Go to https://cadbeta.addelivery.cts.comcast.net/cad/login and enter your credentials to login.
2. Click the **SPOTS** icon on the left side of the screen in the gray bar and click **NEW** in the bottom right to begin. After you click **NEW**, you will see the detail **(new)** screen.
3. Enter the metadata by filling out the required fields below. If you have multiple spots to add, click **SAVE& ADD NEW** in the bottom right corner. Otherwise, click **SAVE** to save your changes. You will then see your spot status as a "Pending Media" entry.

   Required fields for metadata are:

   o ISCI/ADID (HD spot must be the same as the SD plus H,i.e. SD=ABCD1234; HD=ABCD1234H)
   o Please note that some stations require HD spots to be center-cut protected – all legal, text and talent should stay within the 4:3 area.
   o Title
   o Agency – Add in settings section first*, it will then be available in the pulldown
   o Advertiser – Add In settings section first, it will then be available in the pulldown
   o Brand – Add In settings section first, it will then be available in the pulldown
4. Once metadata has been entered, you can now upload the spot. Scroll down to the grey box and click on **UPLOAD MEDIA**. A dialogue box will pop up where you can select the file you are uploading. Choose the correct file and click **OPEN** to begin the upload.
5. The next screen that pops up will show the progress of the spot upload to completion!

*See topic named "how to add agency, advertiser and brand"