



How to Upload Spots

Go to <https://cadmin.addelivery.cts.comcast.net/cad/login> and enter your credentials to login to the **Provider Portal**; the Account name will be displayed in the upper-right below the Username.

1. Click the **Spots** icon on the left side of the screen
2. Click **NEW** in the bottom right corner to open a blank **Spot Detail** screen
3. Enter data in the fields below, required fields denoted by an asterisk (*):
 - a. **ISCI/Ad-ID***
 - i. HD spots must end with an "H"; SD=ABCD1234, HD=ABCD1234H
 - ii. Must be 15 or fewer alphanumeric characters
 - iii. NO spaces
 - iv. NO special characters; %\$#&
 - b. **Title** – user defined

NOTE - the following fields must first be added in Settings to be available from the pulldown^

- c. **Agency**
 - d. **Advertiser**
 - e. **Brand**
4. Click **SAVE**
 - a. If you have multiple spots to enter, Click **Save and Add New**

The Spot Details will be saved and the "status" will now show as **Pending Media**

5. Scroll down to the Preview Window and click either **Upload Media** within the window, or select **Upload New Media** from the Video Options icon (looks like 3 vertical dots)
 - a. Navigate to the folder and select the file to be uploaded
 - i. NOTE - some stations require HD spots be Center-Cut Protected; all legal, text, and talent should stay within 4:3 Safe Title
6. Click **Open** to begin the upload

The next screen that pops up will show the progression of the spot through to Completion!

^See document "How to Add Agency, Advertiser, Brand" for further details