

ORGANIZATION SIGN-UP INSTRUCTIONS:

1. Please go to www.thinktv.ca to access the new home page.
2. Click on the **Telecaster Services** menu at the top of the page and scroll down to **LOGIN**.
 - ** If registered, log in and proceed to **CREATING YOUR ONLINE SUBMISSION**
 - ** If not registered, click on **Sign up here** where it says **Not Registered Yet?**
3. Select your company in the drop down box. If you do not see your agency listed click on the **Click Here** link (just under the Agency Box) to add your agency information. Once you have added the information press the **Save** button.
4. Continue to complete each box on the registration form to finish the registration process and then press the **Register** button at the bottom of the page.

You will then receive an e-mail that confirms your registration and password and asks you to **CALL IN to authorize your organization.**
5. Return to the login page and enter your e-mail address and password to access the Telecaster Online System.

CREATING YOUR ONLINE SUBMISSION:

Once you are logged in, you will see the **New Submission** tab. Click on this tab to submit your commercial, infomercial and or public service announcement. All boxes with a red asterisk * are required fields and must be completed for the submission to be accepted. Please click on the green button beside the Brand field to add your brand. You will also have to select an appropriate brand sub-category.

You may add attachments such as; scripts, letters, and the spot right to the file (with a 20MB max file size) in the **Attachments** section (Telecaster will receive an e-mail notification if you add an attachment to a file). You may also submit on behalf of someone else (in the **Submitting on Behalf Of** Section) so that you and that contact will receive all correspondence on this submission (review notes, telecaster number, etc...)

Once you have completed the form press the **Submit** button and this will place your submission in the queue for Telecaster to see. You will receive an e-mail notification that your submission has been placed online.

If you are submitting an Infomercial, you will be prompted to complete payment prior to completing the submission. Please note that the infomercial will not be reviewed until payment has been received.

To enter another commercial of a different advertiser or brand, click on the **New Submission** tab again and this will refresh the page.

If you are submitting a number of spots from the same advertiser, you may copy the submission form by selecting **Copy Submission**. This will transfer all the details into a new submission, all you will have to change is in the differing details (I.e. SD to HD or :15 to :30). Not only will this save you time, but it will link the submissions together. Select **Save** when you've completed the new form to ensure the second submission has been created successfully.

If you have any questions about how to use the site, please call 416-923-8813 and press 2 to reach an analyst.

