

Instructions thinktv clearance (ANG)

To register to our platform please proceed to <http://clearance.thinktv.ca> and click on “register”.

Once all the information is filled out, you will receive a confirmation email with a link that will prompt you to create a password. All agencies are registered as teams so you may either need to sign up with a unique name or contact your team manager to obtain an invitation. If your colleagues have accounts that are linked together, the team manager is likely a supervisor or one of these colleagues. If you do not know who your team manager is, please contact us at info@thinktv.ca

Once logged, in, you can create individual submissions for each spot you wish to have reviewed.

To create a submission:

1. Press the “Create a Submission” button on the home page.
2. Once you have added all the information in the submission page, press the “save draft” button.
3. Using the “Add a file”, “Add a link” or “Add a comment” buttons: attach either a script, a spot or any other material you would like us to review and press “save”.
4. Repeat step 3 with any files, links or comments you wish to add and press “save” after each one.
5. Press the “Submit” button to submit the submission to us.

Should you have multiple spots, you may decide to use the “create a batch” function and follow steps 2-5 above. Please note that we will still require individual submissions to be created for every individual message.

If you have any questions, feel free to contact us at info@thinktv.ca