RUNDOWN CREATOR: MAKE A NEW RUNDOWN

ONE

Log in to Rundown Creator at www.rundowncreator.com/oregon.

TWO

To create a new rundown, click on Load a rundown... in the upper left of the screen.

Select + Create a new rundown in the show for which you are building a rundown.

Choose + Create a new rundown in SOJC if you are making a rundown for a show that does not have a specific name in Rundown Creator.

THREE

In the Templates dropdown, select the template you want to use.

Change the title, start date/time, and the end date/time to fit your show.

Make sure your rundown is in the correct folder (Oregon News, Duck TV, SOJC, etc.)

Click go to create your rundown!

For more information, email support@jcomm.uoregon.edu, call 541-346-0257, or visit the Tech Desk at Allen 319.