



# Contest

Bionic Contest  
User Manual

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<b>Manual version</b>	<b>Reference</b>	<b>Notes</b>
1.1	CYOTOXAPR	AC/LN

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# Bionic Contest

(Previously known as Prize Manager 2.0)

[An overview](#)

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## Introduction

Bionic Contest allows you to manage prize allocation for the various contests across your radio station(s). It also seamlessly integrates with your Bionic Studio system to allow you to create and track Liners for talent to read on air. The program is easy to use and makes things simple for on-air teams to manage as well as providing the necessary controls for the teams who are in charge of coordinating prizes.

You can use Bionic Contest to:

- Award cash prizes – either as one-off prizes or 'accumulators', where funds increase each day or week.
- Award physical prizes, such as concert tickets or station t-shirts .
- Allow programme teams to award spontaneous, 'ad-hoc' prizes, such as freshly-signed CDs.
- Run draws linked to phone and text systems.
- Create liners and track when they are read on-air.
- Prepare contests weeks in advance, including preparing liners for voice-tracking talent.
- Have an overview of which administration tasks still need to be done.
- Easily keep track of prizes which need to be sent to listeners.
- Log details of winners in the main studio phone and text-in system, so frequent winners can be identified in advance.

The system has two key parts: the **Management module** (used by sales and promo managers and admin teams who look after prize dispatch) and the **Studio module** (used by production and on-air talent to keep track of liners and contest winners during their show).

phonebox Prize Manager 2.0

Station 1 Home Contests Prize Liners Schedule Draw Winners

### Station 1 - Summary

1 active competition

Action required

1 won prizes that need posting or collecting

ON	BY	PRIZE	COMPETITION	SHIPPING DEADLINE
16:07 Tue 25 Sep 2018	Doctor Foster	Bionic FM T-shirt - Medium	Ad hoc - Sep 2018	

3 unwon prizes. Assign to a winner or reschedule

SCHEDULED ON	PRIZE	CONTEST
08:00 Wed 26 Sep 2018	\$1,000,000.00	Win \$1 million
17:30 Fri 28 Sep 2018	Weekend away for two	Hometime Holiday
17:30 Fri 05 Oct 2018	Weekend away for two	Hometime Holiday

0 future scheduled contests without a prize assigned

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MANAGEMENT MODULE

Bionic STUDIO Show: Show 1

16,626

On Air 10:00 - 21:00 Win \$1million - non breakfast

There's an amazing prize at Bionics FM this month.You could win - wait for it- one MILLION dollars!Yes, you heard

Lines and Contests

10:00 - 21:00 Win \$1million - non breakfast teams

There's an amazing prize at Bionics FM this month.You could win - wait for it- one MILLION

15:00 - 17:45 Hometime Holiday

Prize info

Bionic FM T-shirt - Small  
Small black t-shirt

Script | Mechanic | Sponsor

The hometime show loves making your Fridays even better...

That's why, thanks to our friends at Middle Parks, we're giving you a luxury getaway this weekend.

All you have to do is register at bionics.co.uk and standby for a call during the Hometime show tonight.

To win, you must answer the phone with 'I need

15:15 - 16:45 Hometime Holiday

Weekend away for two x 1

16:30 - 18:45 Hometime Holiday - Hometime Team

Are you feeling like the week is dragging? Counting

Chat

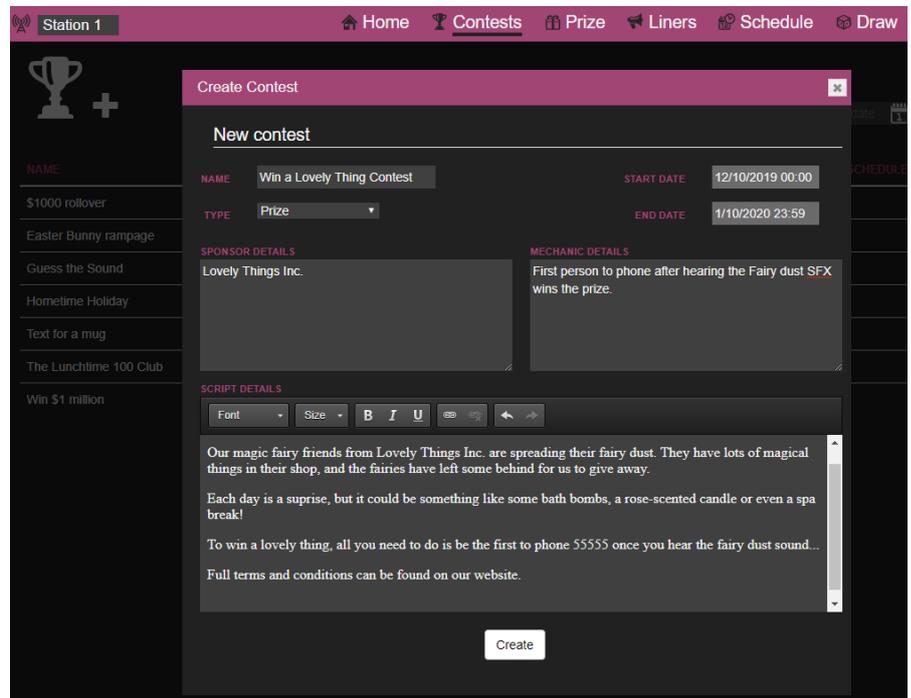
Handset

Name  
Location  
Point

STUDIO MODULE

## Workflow overview

1. Before the system is first used, the Bionic Contest Administrator sets up the first information on competition campaigns ('Contests') and the prizes available in each campaign ('Prizes'). The administrator also adds any generic prizes that programme teams are allowed to award at any time, such as station pens, t-shirts or mugs. In addition, the administrator may set up template 'congratulations on winning!' letters and e-mails if they wish.

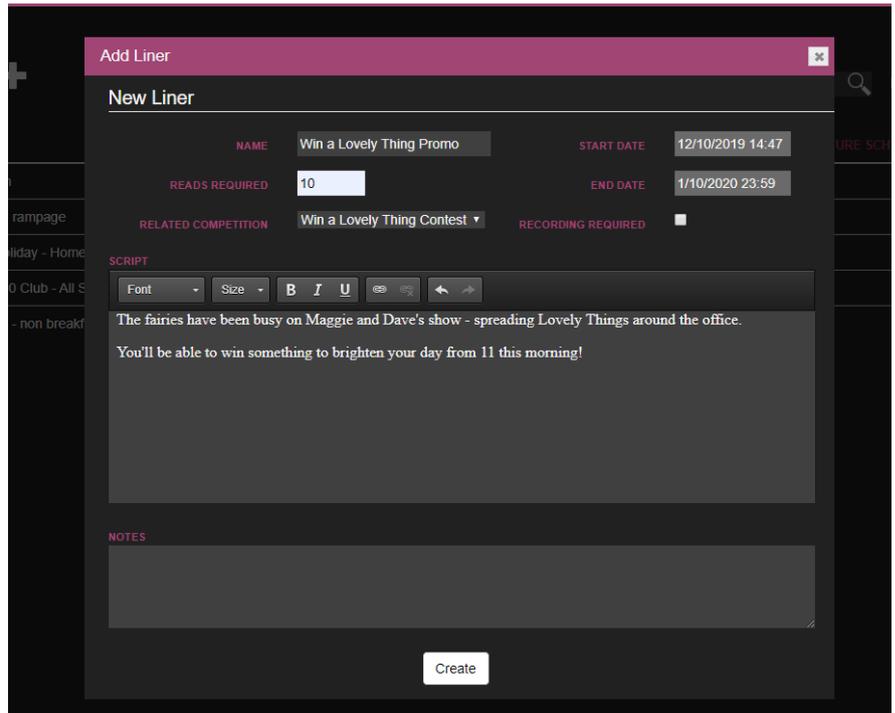


The screenshot shows a web application interface for creating a contest. The top navigation bar includes 'Station 1', 'Home', 'Contests', 'Prize', 'Liners', 'Schedule', and 'Draw'. A sidebar on the left lists various campaigns: '\$1000 rollover', 'Easter Bunny rampage', 'Guess the Sound', 'Hometime Holiday', 'Text for a mug', 'The Lunchtime 100 Club', and 'Win \$1 million'. The main content area is titled 'Create Contest' and contains a 'New contest' form. The form fields are: NAME: 'Win a Lovely Thing Contest', START DATE: '12/10/2019 00:00', TYPE: 'Prize', and END DATE: '1/10/2020 23:59'. Below these are sections for 'SPONSOR DETAILS' (Lovely Things Inc.), 'MECHANIC DETAILS' (First person to phone after hearing the Fairy dust SFX wins the prize.), and 'SCRIPT DETAILS' (Our magic fairy friends from Lovely Things Inc. are spreading their fairy dust. They have lots of magical things in their shop, and the fairies have left some behind for us to give away. Each day is a surprise, but it could be something like some bath bombs, a rose-scented candle or even a spa break! To win a lovely thing, all you need to do is be the first to phone 55555 once you hear the fairy dust sound... Full terms and conditions can be found on our website.). A 'Create' button is at the bottom right of the form.

CONTEST BEING CREATED – MANAGEMENT MODULE

- For each Contest, additional **Liners** may be written, along with a minimum number of reads on-air.

Different Liners can be written for those who are presenting the show running the competition, as well as those who are on other programmes and are teasing their colleagues' contest.



LINER WRITTEN – MANAGEMENT MODULE

It is also possible to write Liners which tease a Contest that is due to begin in a few days' time.

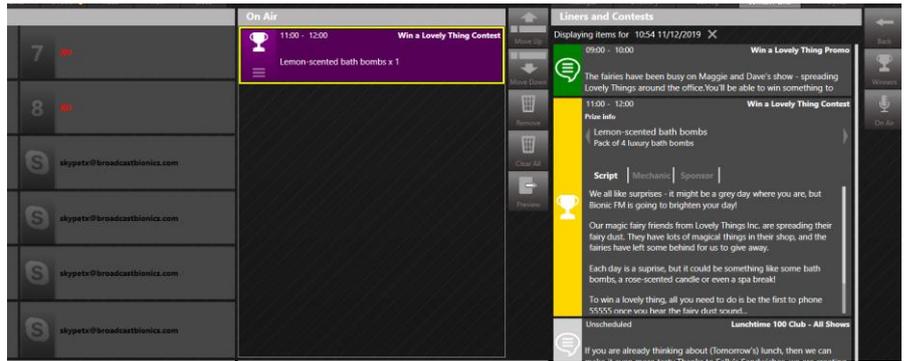
- The Contest and related Liners are then **scheduled** into a flexible diary.

(Liners may also be written without being connected to a Contest - e.g. for voice-track sponsored promotions for customers or in-house promotion for a new on-air show).



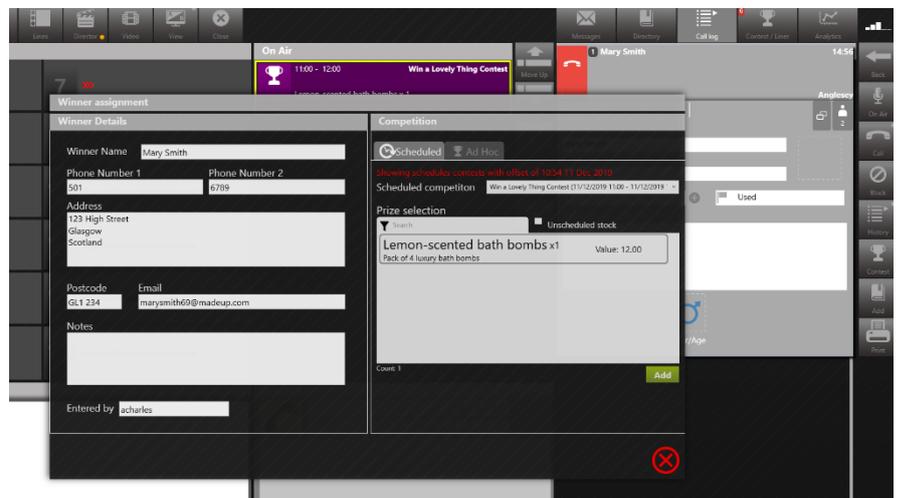
PRIZES SCHEDULED – MANAGEMENT MODULE

- The programme teams log in to the Studio module ('Bionic Studio'), select the relevant tab and then slot in the Liners and Contests as requested.



INFORMATION READ ON AIR – STUDIO MODULE

- For Contests, once a winner has been selected, the programme teams capture a few short pieces of information.



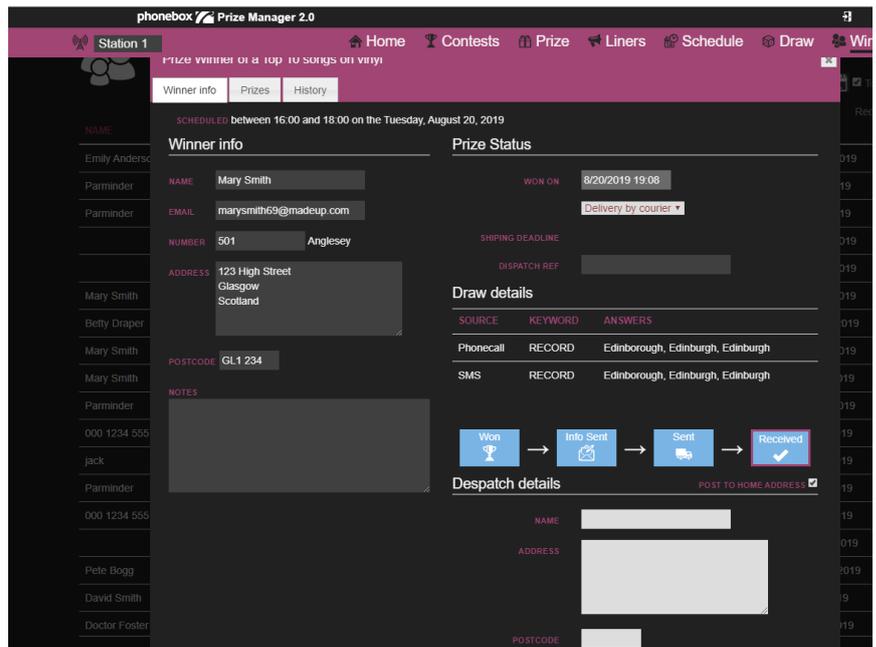
PRIZE ASSIGNED – STUDIO MODULE

- The promo team can then see who needs to be **sent a prize** on the Management module, and can send a congratulations letter or e-mail, or contact the winner for more information, as needed.

If any information has been forgotten during the process, it is easy to add later

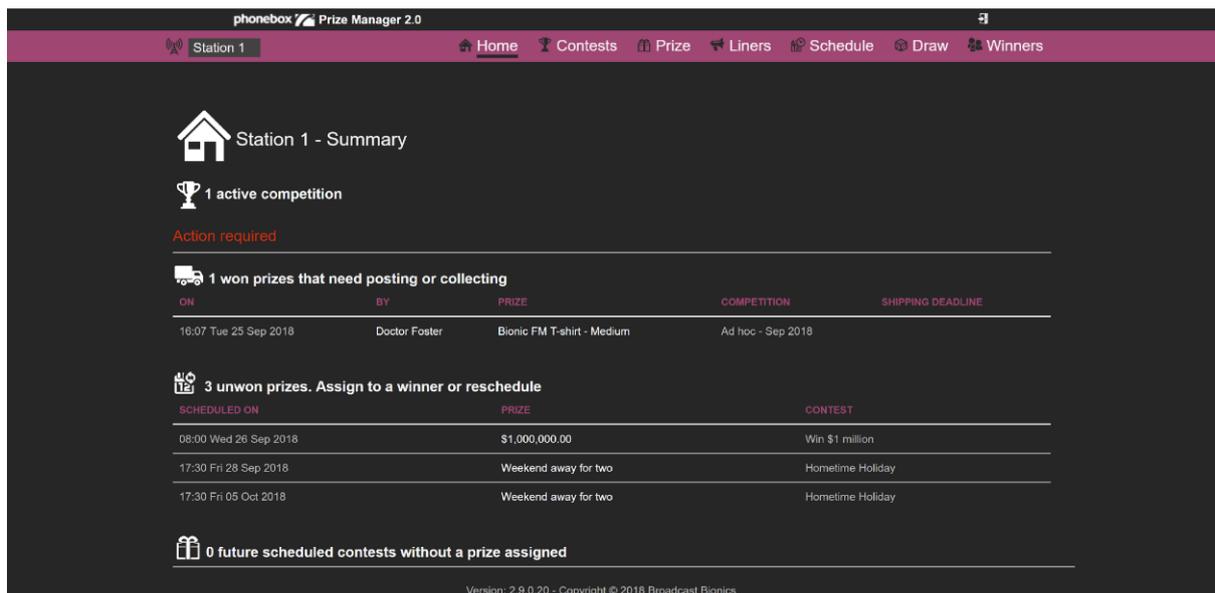
on – for example, a missing postcode, or an update to the information about extra prizes. It is even possible for a programme team to create a competition during their show, if local editorial rules allow!

**Tip!** It is possible to use Bionic Contest with just the Management module alone - for example, for text-based Contests run on the website which the on-air teams do not need to administer.



PRIZE SENT – MANAGEMENT MODULE

# Management module



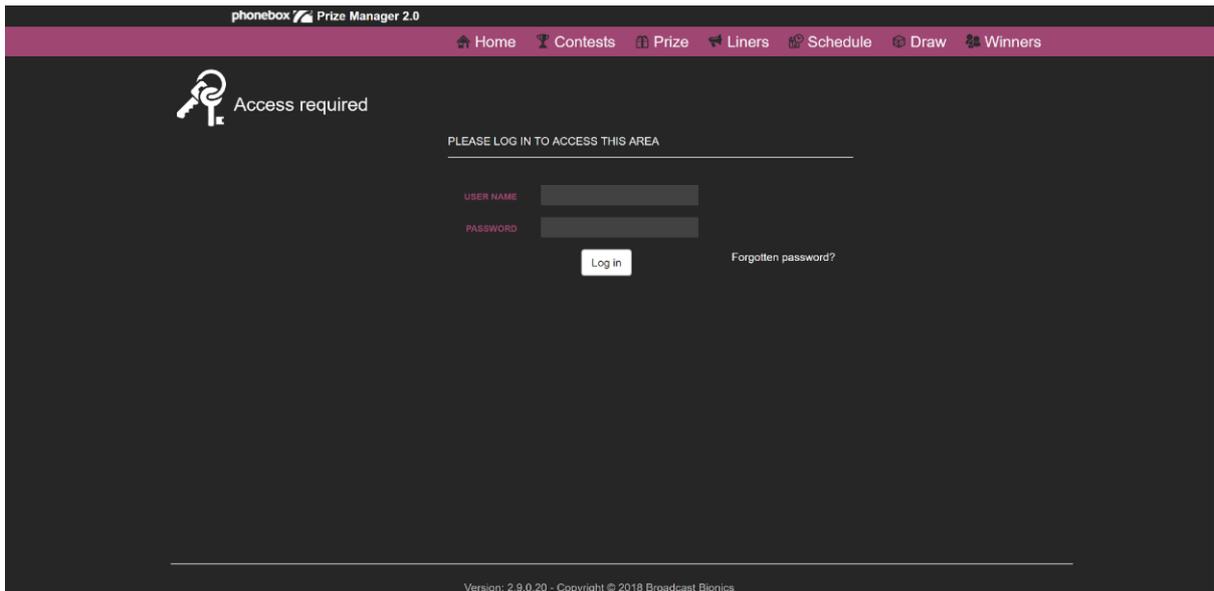
## MANAGEMENT MODULE

## Overview

The **Management module** is where most of the work of setting up and administering Contests is done.

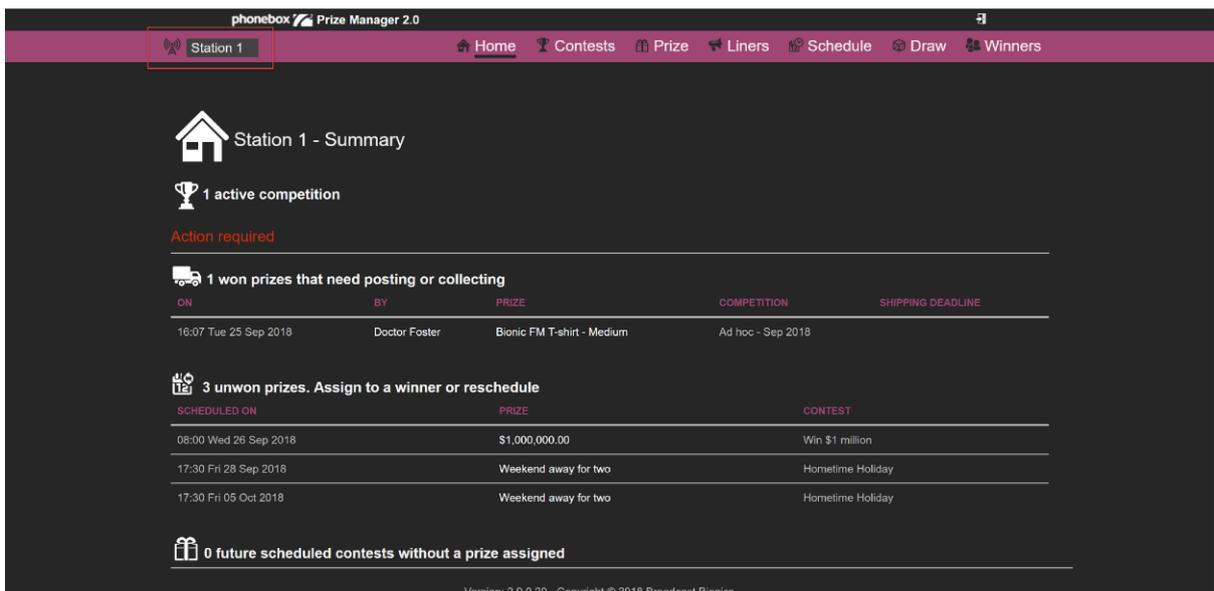
Users follow the link they have been given and enter their user name and password<sup>1</sup>.

<sup>1</sup> NB: The following screenshots show what Administrators will see. Some users will have restricted access, and therefore won't have every option available when they log in. See [Setting up new users on the system](#) below for more information.



LOGIN SCREEN

You will be logged into the 'Home Screen', which gives an overview of one station.

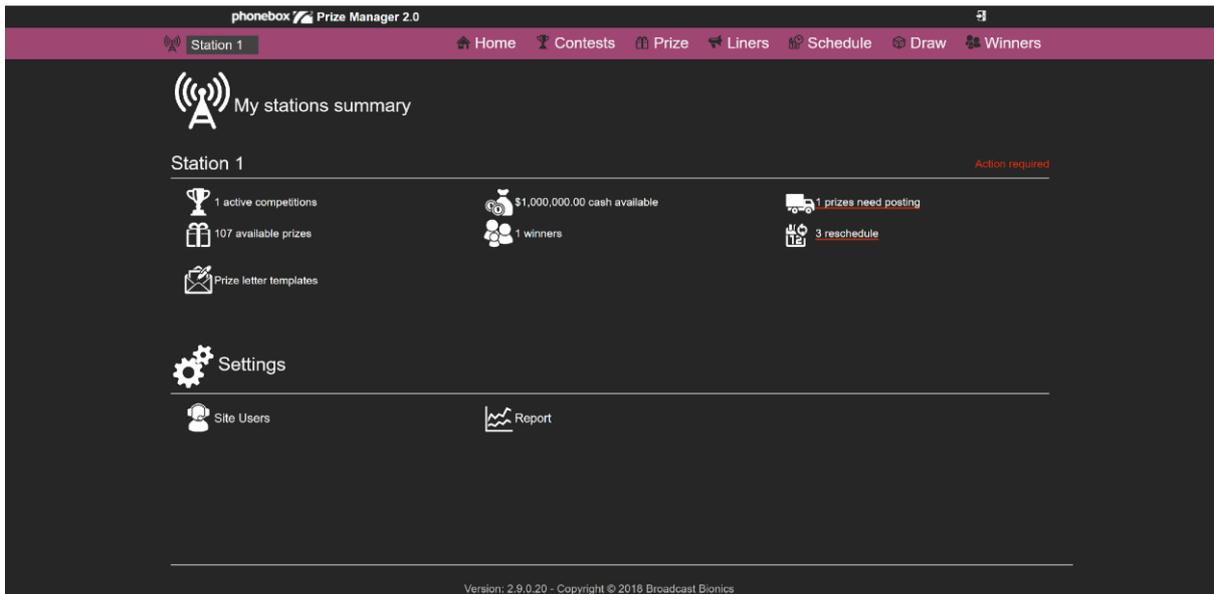


HOME SCREEN

Click the 'Transmitter' icon to see a dashboard of all the different stations connected to your account.



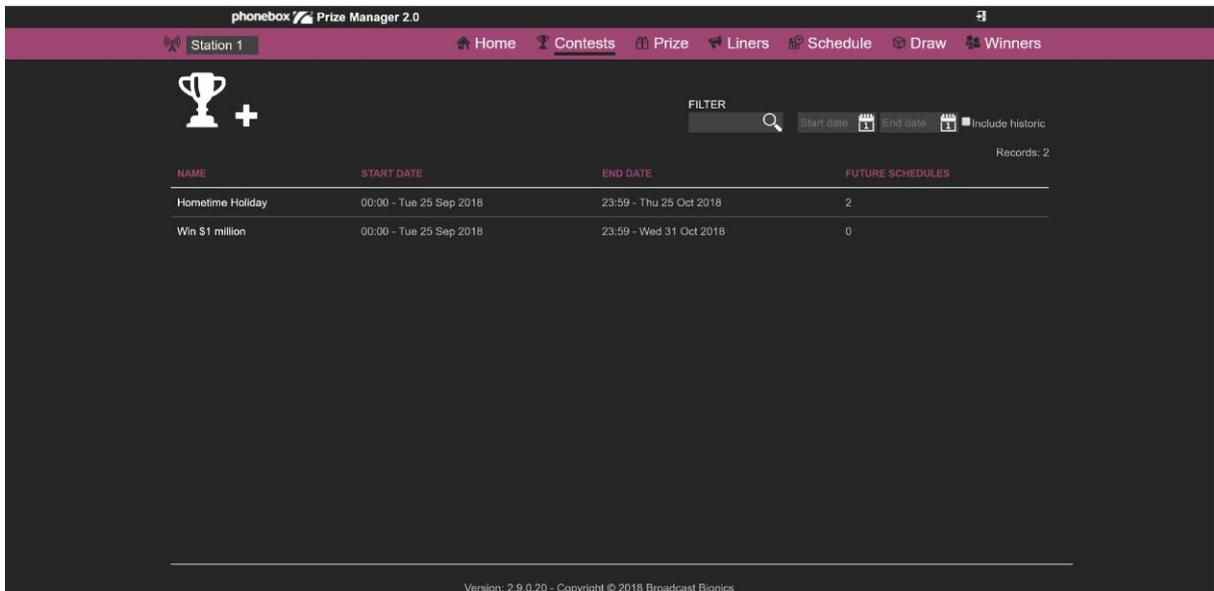
TRANSMITTER ICON



## STATIONS DASHBOARD

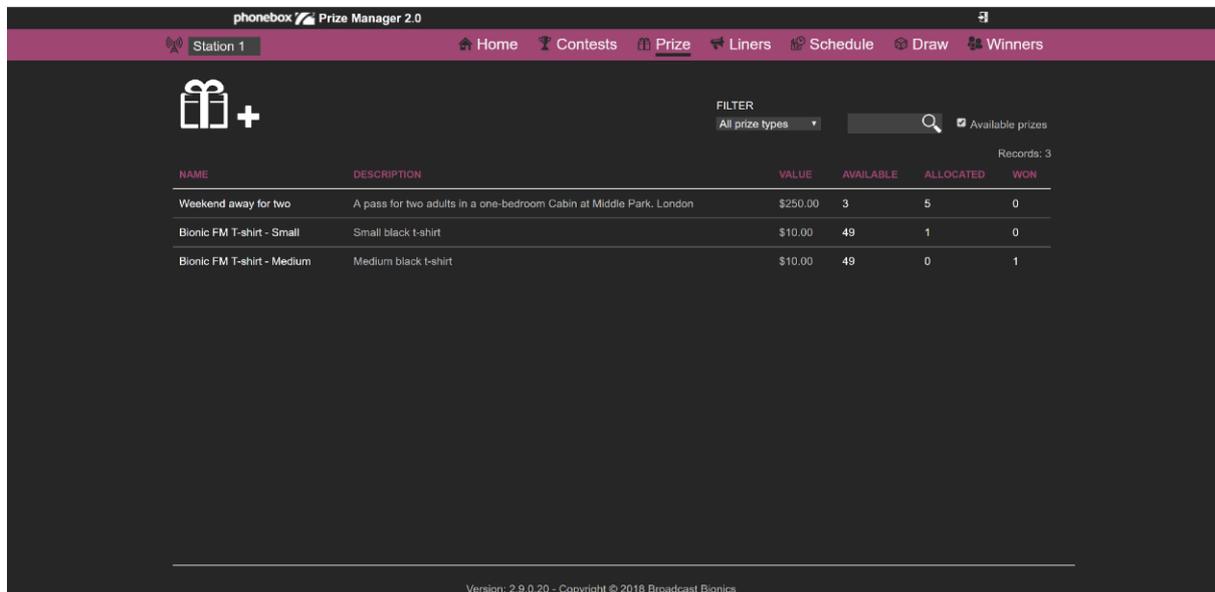
The **Stations** dashboard is where individual users can be set up and gives managers a useful overview of the status of Contests at each station.

The **'Contests'** page is where Contests are created. Contests may have more than one Prize (e.g. winning concert tickets for London, Sydney and New York).



## CONTESTS PAGE

The 'Prize' page is where prizes are created, either available to a specific contest or in the general prize pool for a station or group of stations. For example, tickets for Sydney, tickets for London or a radio station mug or t-shirt



## PRIZE PAGE

More information on setting up Contests and assigning Prizes can be found below.

The 'Liners' page is where Liners and promos are written. These can either be linked to Contests, or stand alone (e.g. for managing voice-tracked links for a sponsored show).

It is possible to assign a minimum number of reads and keep track of how many of these have been done on this page.

phonebox Prize Manager 2.0

Station 1 Home Contests Prize **Liners** Schedule Draw Winners


FILTER   Include historic

Records: 2

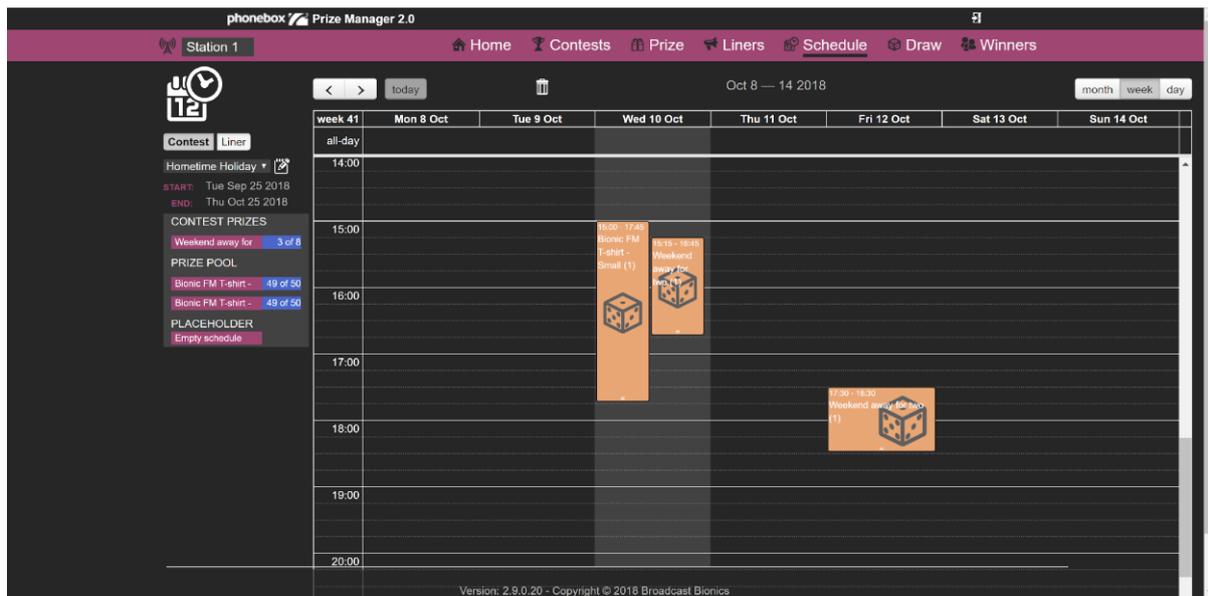
NAME	START DATE	END DATE	REQ READS	FUTURE SCHEDULES
Hometime Holiday - Hometime Team	15:53 - Tue 25 Sep 2018	23:59 - Thu 25 Oct 2018	50	16
Win \$1million - non breakfast teams	15:56 - Tue 25 Sep 2018	23:59 - Thu 25 Oct 2018	100	16

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## LINERS PAGE

More information can be found in the ['Creating a Liner'](#) section below.

The **'Schedule'** page is for scheduling Contests and Liners. The Schedule drives which information is available to the On-Air team at what time, so that the correct Liners and Prizes are assigned. (It is also possible for on-air teams to look at the future schedule, for example, if they are pre-recording their show).



## SCHEDULES PAGE

More information can be found in the ['Scheduling a Contest'](#) and ['Scheduling a Liner'](#) sections below.

The **Draw** page allows you to have an overview of all the Contests that have entrants ready to be selected in a Draw. This could either be to win a prize, or to be selected to take part in a contest on-air.

Users in the studio can also see entrants allocated in a draw.

phonebox Prize Manager 2.0

Station 1 Home Contests Prize Liners Schedule Draw Winners


 FILTER  Filter    With Entries  Currently active

Records: 4

SCHEDULED	ENTRIES	QUALIFIERS	WINNERS
<b>BOOKS ARE GREAT</b>			
3:15 PM to 4:15 PM on the 10 May 2019	1	0	0
<b>SUMMER HOLIDAY READS</b>			
3:00 PM to 6:00 PM on the 06 Aug 2019	7	2	1
5:00 PM to 6:00 PM on the 29 Jul 2019	1	1	1
<b>TEXT FOR A MUG</b>			
4:00 PM to 5:00 PM on the 09 May 2019	15	0	1
11:00 AM to 4:00 PM on the 10 May 2019	2	1	2
<b>WIN THE TOP 10</b>			
4:00 PM to 6:00 PM on the 19 Aug 2019	15	1	1
4:00 PM to 6:00 PM on the 20 Aug 2019	15	5	1

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## DRAW PAGE

For more information, see '[Selecting entrants using a random draw](#)' and '[Selecting a listener from a Draw](#)' below.

The '**Winners**' page allows you to manage Winners, have an overview of prizes still to be allocated, and manually add a Winner if the details were accidentally missed during the programme.

phonebox Prize Manager 2.0

Station 1 Home Contests Prize Liners Schedule Draw Winners

Station 1

FILTER  Filter Won - action required Start date End date Top 1000 Records: 15

NAME	PRIZE	CONTEST	STATUS	WON ON
Mary Smith	Top 10 songs on vinyl	Win the Top 10	Won	19:08 Tue 20 Aug 2019
Betty Draper	Top 10 songs on vinyl	Win the Top 10	Won	17:31 Mon 19 Aug 2019
Mary Smith	Bundle of 10 books	Summer holiday reads	Won	15:25 Tue 06 Aug 2019
Mary Smith	Bundle of 10 books	Summer holiday reads	Won	17:42 Mon 29 Jul 2019
Parminder	Bionic FM T-shirt - Medium	Ad hoc - Jun 2019	Won	15:44 Thu 13 Jun 2019
000 1234 555	a left sock	Ad hoc - May 2019	Won	15:59 Fri 10 May 2019
jack	Bionics FM mug - white	Text for a mug	Won - 5/10/2019	15:13 Fri 10 May 2019
Parminder	Bionic FM mug	Text for a mug	Won	15:00 Fri 10 May 2019
000 1234 555	Bionic FM T-shirt - Large	win some clothes	Won	15:58 Fri 10 May 2019
	Bionic FM T-shirt - Large	Text for a mug	Won	16:33 Thu 09 May 2019
Pete Bogg	Tickets for The Fleas	Ad hoc - May 2019	Won	16:55 Mon 06 May 2019
David Smith	Bionic FM T-shirt - Large	Ad hoc - Apr 2019	Won	17:20 Fri 26 Apr 2019
Doctor Foster	Weekend away for two	Hometime Holiday	Won	16:50 Tue 23 Apr 2019
Mary Smith	Bionic FM T-shirt - Medium	Guess the Sound	Won - 4/17/2019	15:56 Wed 17 Apr 2019
Doctor Foster	Bionic FM T-shirt - Medium	Ad hoc - Sep 2018	Won - 6/13/2019	16:07 Tue 25 Sep 2018

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## WINNERS PAGE

More information can be found on managing winners later on in this manual.

## Setting up new users on the system

You will need to have the correct permissions to add a new user to the Management module.

There are different categories of user, who are able to do different things on the system.

**Administrator** – Administrators can do everything across multiple stations (adding new Admins, adding new users at all levels, creating competitions, setting prize fund budgets...).

**Station Manager** – As Administrator, but only for a specific station or group of stations.

**Producer** – As Station Manager, but does **not** have the right to create users, create or edit template letters, unassign winners, create or edit contests, prizes or liners.

**Presenter** – As Dispatcher but is also able to assign prizes to winners.

**Dispatcher** – This is designed for team assistants who have to send out prizes. Dispatchers can view and update information on prize status, amend winners' addresses and so on, but not assign prizes. They have view-only for the rest of the system.

**Viewer** – View only, no options to edit. This could be useful if you are displaying the prize dashboard on a monitoring screen in the office, for example.

It is possible to give users permissions across multiple stations at once, by using the 'Station Group' feature.

To add a new user, make sure you have the correct user permissions to add new people. Log into Bionic Contest and press the 'Transmitter' icon to go to the 'Station Overview' screen.

phonebox Prize Manager 2.0

Station 1 Home Contests Prize Liners Schedule Draw Winners

Station 1 - Summary

1 active competition

Action required

1 won prizes that need posting or collecting

ON	BY	PRIZE	COMPETITION	SHIPPING DEADLINE
16:07 Tue 25 Sep 2018	Doctor Foster	Bionic FM T-shirt - Medium	Ad hoc - Sep 2018	

3 unwon prizes. Assign to a winner or reschedule

SCHEDULED ON	PRIZE	CONTEST
08:00 Wed 26 Sep 2018	\$1,000,000.00	Win \$1 million
17:30 Fri 28 Sep 2018	Weekend away for two	Hometime Holiday
17:30 Fri 05 Oct 2018	Weekend away for two	Hometime Holiday

0 future scheduled contests without a prize assigned

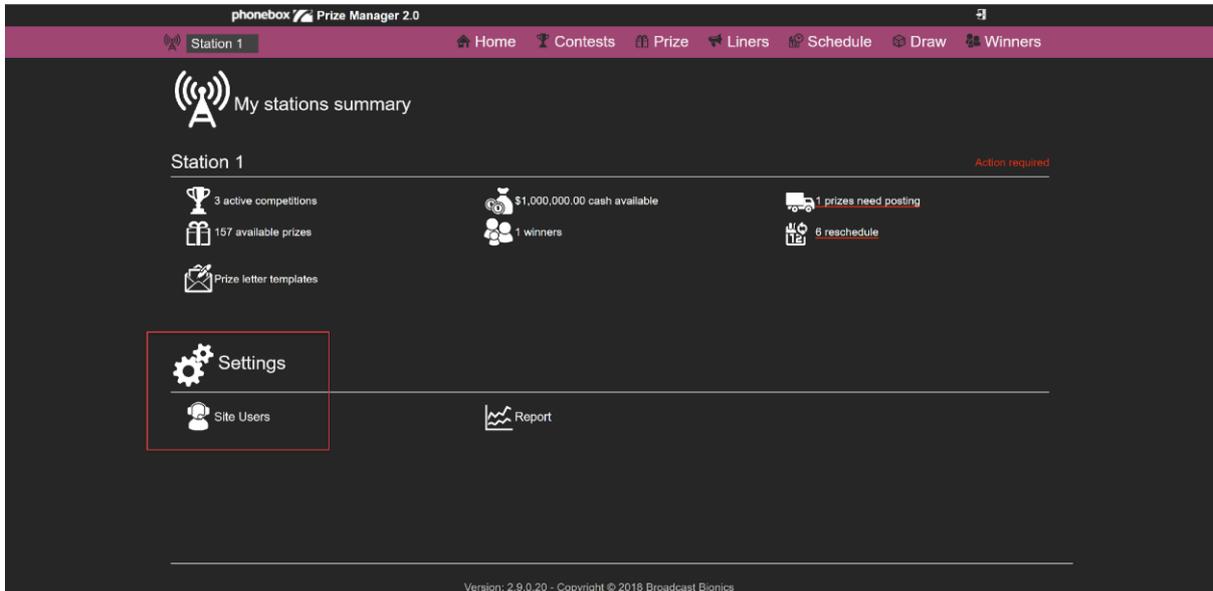
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Click the 'Transmitter' icon to see a dashboard of all the different stations connected to your account.

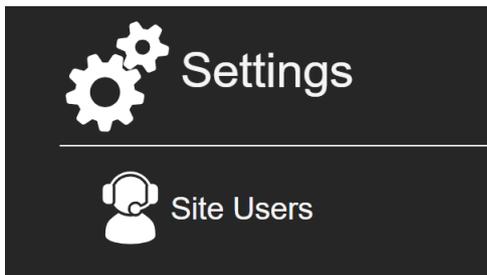


TRANSMITTER ICON

Select the 'Site Users' icon in the 'Settings' section.



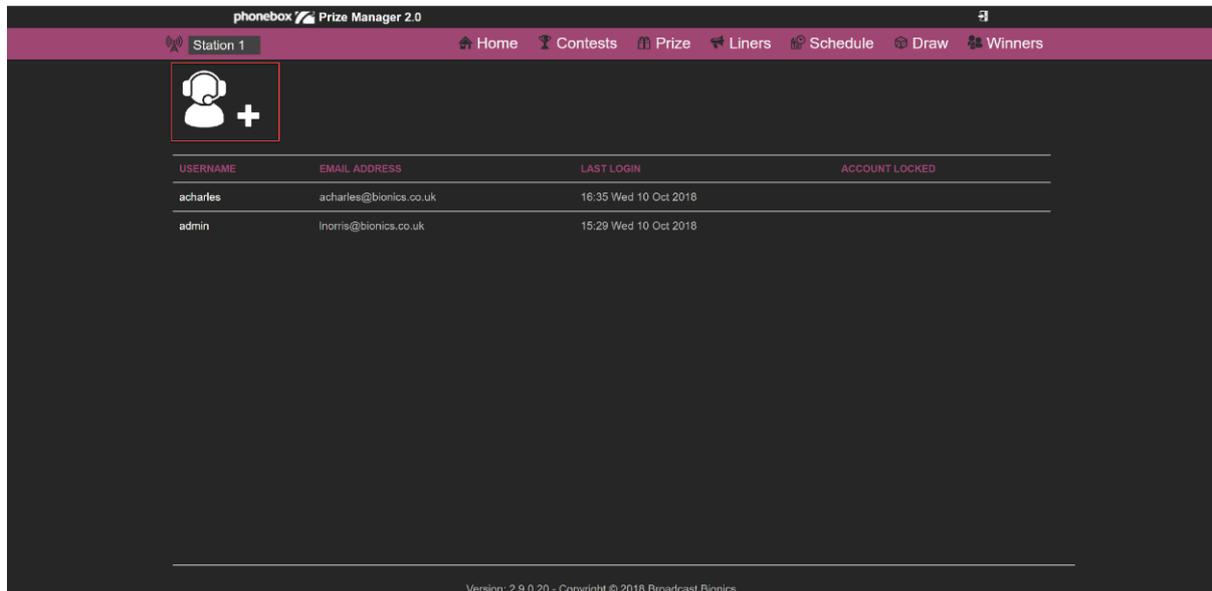
STATIONS DASHBOARD



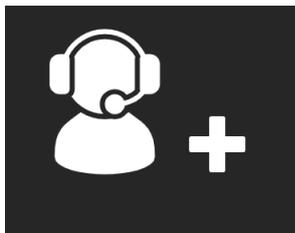
CLICK ON THE 'SITE USERS' ICON TO ADD A NEW USER

You will be taken to the User overview page.

Click on the 'Add user' icon.



ADD USER



ADD USER ICON

**NB:** You need to click on the + part of the icon rather than the part with the user wearing headphones.

Fill in the user details and press 'Register'.

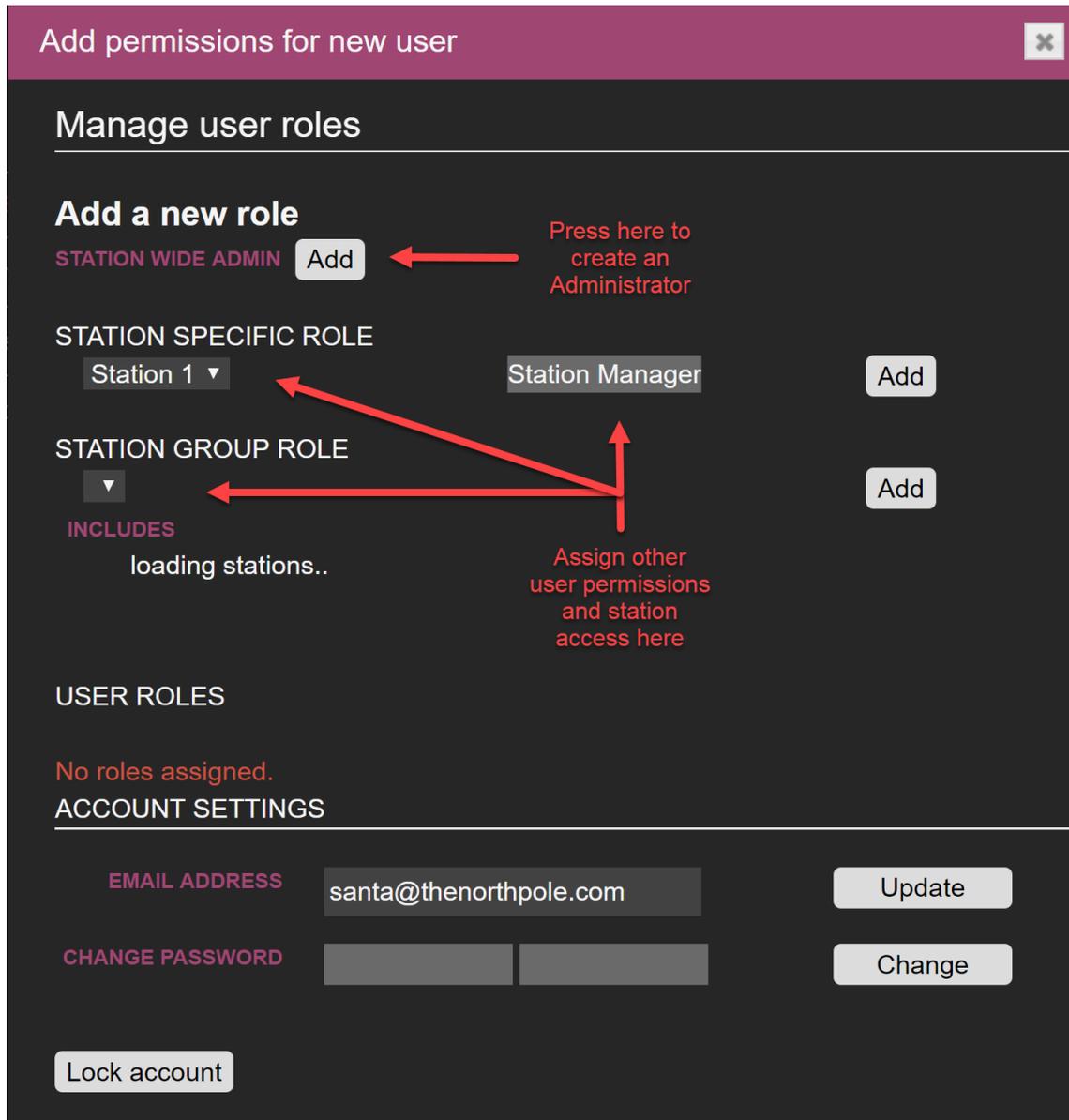
### Create user ✕

## Register a new user

USER NAME	<input type="text" value="Santa Claus"/>
PASSWORD	<input type="password" value="....."/>
CONFIRM PASSWORD	<input type="password" value="....."/>
EMAIL ADDRESS	<input type="text" value="santa@thenorthpole.com"/>

#### REGISTERING A NEW USER

Once the User has been created, a second dialog box will appear. This is the place in which you assign permissions.



#### USER PERMISSIONS DIALOG

To create a system Administrator, press the 'Add' button next to the 'Station Wide Admin' option (most users will not be Admins).

To give users permissions at a single station, or across a group of stations, select their station, permission level and station group (if relevant) from the drop-down menus and then press 'Add'.

You will see which access levels the User has been granted at the bottom of the screen.

### Roles for - santa claus

## Manage user roles

### Add a new role

**STATION WIDE ADMIN**

**STATION SPECIFIC ROLE**

**STATION GROUP ROLE**

**INCLUDES**  
loading stations..

USER ROLES		
STATION	ROLE	
Station 1	Presenter	Remove

### ACCOUNT SETTINGS

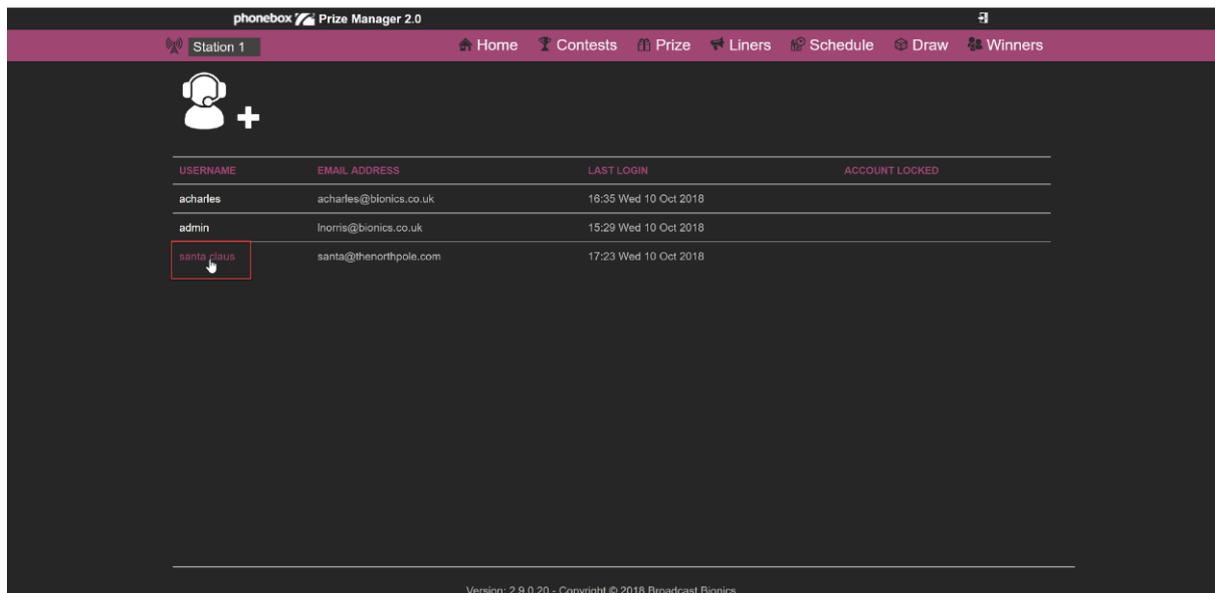
**EMAIL ADDRESS**

**CHANGE PASSWORD**

USER DIALOG – PERMISSIONS ADDED

Once you have added the correct access levels, press 'Update' to save the settings.

You can view or adjust any user's permissions at any time by clicking on their name on the User Overview screen.



## UPDATING A USER

It is also possible to change someone's password in the User settings (e.g. if they have forgotten it) and also to lock an account. This 'Lock' option is usually used when a member of staff has left the station, but you still need the details of which prizes they sent out for an audit trail<sup>2</sup>.

---

<sup>2</sup> This is why there is no option to 'delete' users, as the audit trail would be lost in this case.



## Manage user roles

### Add a new role

STATION WIDE ADMIN

#### STATION SPECIFIC ROLE

Station 1 ▼

Station Manager ▼

#### STATION GROUP ROLE

▼

#### INCLUDES

loading stations..

### USER ROLES

STATION	ROLE	
Station 1	Presenter	Remove

### ACCOUNT SETTINGS

#### EMAIL ADDRESS

santa@thenorthpole.com

#### CHANGE PASSWORD

UPDATING PASSWORD AND LOCKING OPTIONS

## Setting up template letters, e-mails and SMS alerts

You can set up templates for e-mails and letters to send to competition winners. This saves the prize dispatcher from having to write very similar information over and over again.

You can have different templates for prizes which will be posted to the winner immediately, prizes that will be sent at a later date, prizes that need collecting and prizes that have a special code to redeem. The options are only limited by your imagination!

The prize dispatcher is able to adjust the automatically created e-mail or letter before it is sent to the winner, in case any specific details need to be added or removed.

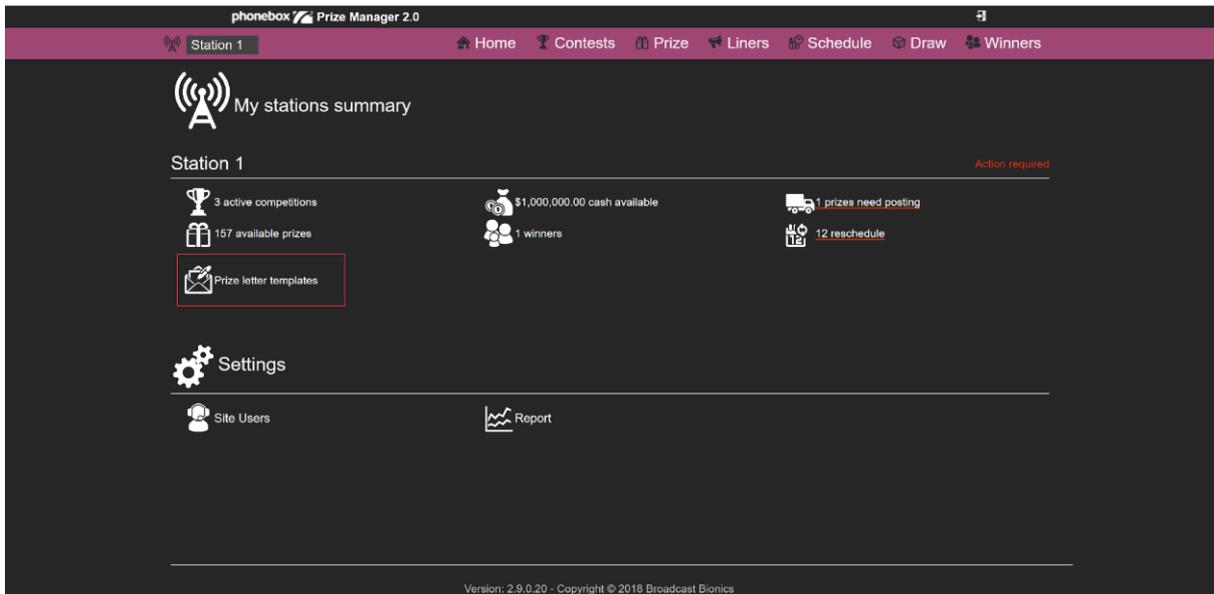
To set up a template letter or e-mail, you will need to have access rights to view and edit the 'Stations Overview' page.

To access this, press the 'transmitter' icon.



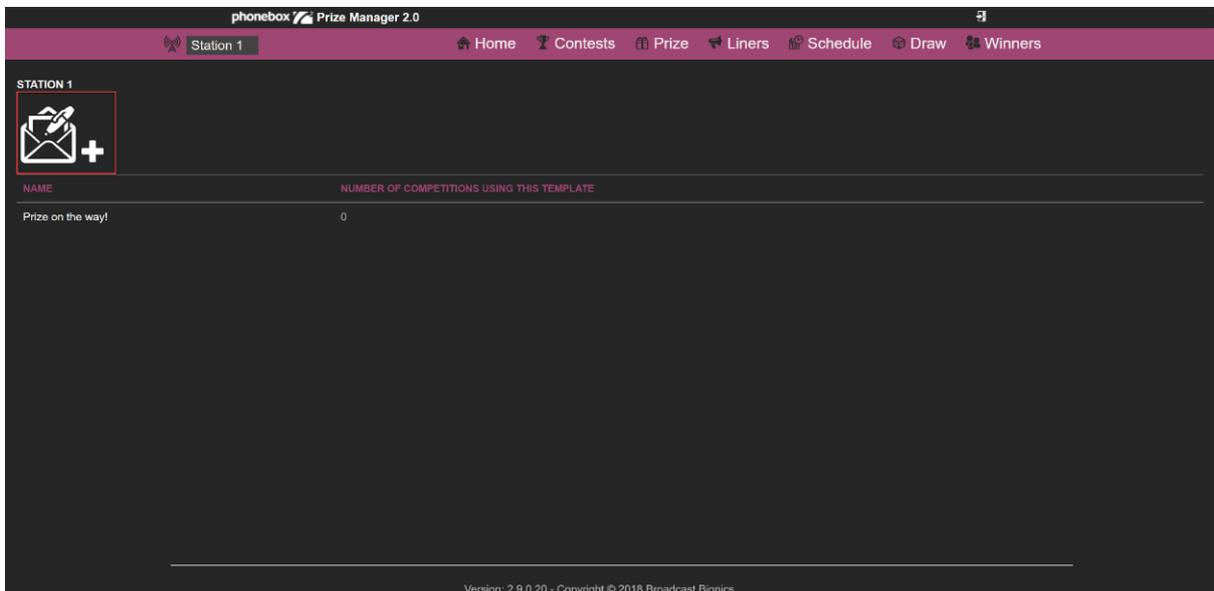
TRANSMITTER ICON

Then select the 'Prize letter templates' icon.



## PRIZE LETTER TEMPLATES SELECTED

You will go to the 'Templates' screen. Press the 'Add new template' option (NB you will need to press the + part of the icon, not the pencil part).



## ADD NEW TEMPLATE

Begin creating your template letter. You can base it on an existing template, or start from scratch.

Name the template something which is easy to understand – e.g. 'Collect prize from station', or 'Prize posted to listener immediately'.

You don't have to create special templates for each competition unless you want to (or the rules for collecting the prize are especially complex).

**Create Template**

### New Template

**NAME**

**BASED ON ANOTHER TEMPLATE** Blank

**LETTER TEMPLATE**

Write your letter text in this box. You can put in automatic information by clicking the blue labels from the right-hand list of options.

**CLICK TO INSERT KEYWORDS**

- \$WinnerName\$** The winner of the prize
- \$CompetitionName\$** The competition's name
- \$PrizeName\$** Name of the prize
- \$PrizeDescription\$** The prize description
- \$WinDate\$** The date the prize was won
- \$Address\$** Address of winner
- \$Postcode\$** Postcode of winner
- \$Number1\$** Winner's primary contact number
- \$Number2\$** Winner's secondary contact number
- \$Date\$** Today's date

**Create**

#### OVERVIEW OF THE TEMPLATE BUILDER

It's possible to drag in automatic text by clicking the blue text on the right-hand side. For example, to begin the letter by saying hi to the winner, write 'Hi' and then click the blue **\$WinnerName\$** text. The finished letter will then automatically display 'Hi John' (or whatever the winner is called). Make sure you add spaces and punctuation as normal (e.g. 'Hi **\$WinnerName\$**!', not Hi**\$WinnerName\$** with no gap).

✕
Create Template

---

## New Template

**NAME**

**BASED ON ANOTHER TEMPLATE**

**LETTER TEMPLATE**

Hi \$WinnerName\$!

Congratulations on winning a \$PrizeName\$ in our \$CompetitionName\$.

To claim the prize, you will need to come to the Bionic FM offices. We're open Monday - Friday 9-5 and our address is:

The Barn,  
Hurstwood Grange, Hurstwood Lane,

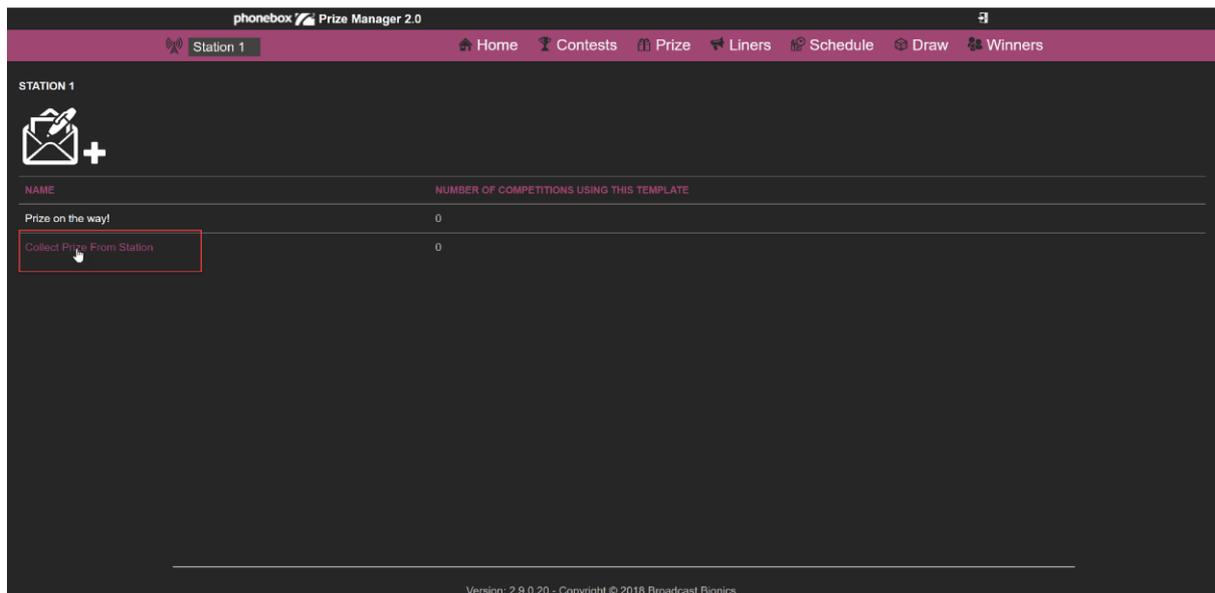
CLICK TO INSERT KEYWORDS

- \$WinnerName\$** The winner of the prize
- \$CompetitionName\$** The competition's name
- \$PrizeName\$** Name of the prize
- \$PrizeDescription\$** The prize description
- \$WinDate\$** The date the prize was won
- \$Address\$** Address of winner
- \$Postcode\$** Postcode of winner
- \$Number1\$** Winner's primary contact number
- \$Number2\$** Winner's secondary contact number
- \$Date\$** Today's date

**COMPLETE TEMPLATE LETTER**

Once you are happy with your template, press 'Create' to save it.

If you need to adjust your template, simply press its name on the Templates Overview screen.



TEMPLATE LETTER SELECTED

To find out how to send a template letter, e-mail or SMS text to a winner, see ['Dispatching a prize'](#) below.

## Adding Prizes

As well as Prizes linked to Contests, you can add Prizes that show teams are free to allocate at any time. This could be the contents of your prize cupboard – e.g. station t-shirts, mugs, CDs and so on.

Prizes can be assigned to a Contest or available to any contest in the station or group of stations.

To add a new Prize, go to the 'Prize' view:

phonebox Prize Manager 2.0

Station 1 Home Contests **Prize** Liners Schedule Draw Winners

 FILTER  
All prize types Available prizes

Records: 4

NAME	DESCRIPTION	VALUE	AVAILABLE	ALLOCATED	WON
Weekend away for two	A pass for two adults in a one-bedroom Cabin at Middle Park, London	\$250.00	3	5	0
Bionic FM T-shirt - Small	Small black t-shirt	\$10.00	49	1	0
Bionic FM T-shirt - Medium	Medium black t-shirt	\$10.00	49	0	1
Bionic FM mug	White mug with yellow logo	\$3.00	31	19	0

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PRIZE VIEW

The click on the 'Add Prize' icon. NB: You will need to click on the + part of the icon, not the gift picture.



ADD PRIZE ICON

## Add Prize ✕

### New prize

NAME	<input type="text" value="name"/>
DESCRIPTION	<input type="text" value="description"/>
VALUE	<input type="text" value="Value"/>
BARCODE	<input type="text" value="barcode"/>
SHIPPING DEADLINE	Deadline <input type="text" value="1"/>
AVAILABLE TO	<input type="text" value="Station 1"/>
QUANTITY	<input type="text" value="Quantity"/>
SUPPLIER	<input type="text" value="Supplier"/>

#### PRIZE DETAILS

Fill in the prize **details**. Remember that the name and description may be used in template letters sent to winners, so try to write something which is easy to understand.

A prize **value** can be assigned if desired (optional).

It is also possible to fill in a **barcode** number if you have prizes which are scanned before dispatch. If the barcode is unique to each prize then please use the serial number found on the 'Items' tab once the Prize record has been created.

The '**deadline**' option is for prizes which must be sent before a certain date (e.g. concert tickets).

'**Available to**' allows you to select a station (default) or a specific competition with which to link the prize.

**Quantity** – how many items you have. This can always be updated later if you receive more stock.

**Supplier** – where the prize was sourced from, in case of any questions, or if you need to add more stock.

**Tip!** If you have a prize which comes in different sizes or colours, create a different entry for each type. E.g. T-Shirt Small, T-Shirt Medium, T-Shirt Large, or Mug – White, Mug – Black. This makes it much easier when the prizes are assigned and dispatched later on.

### Add Prize ✕

#### New prize

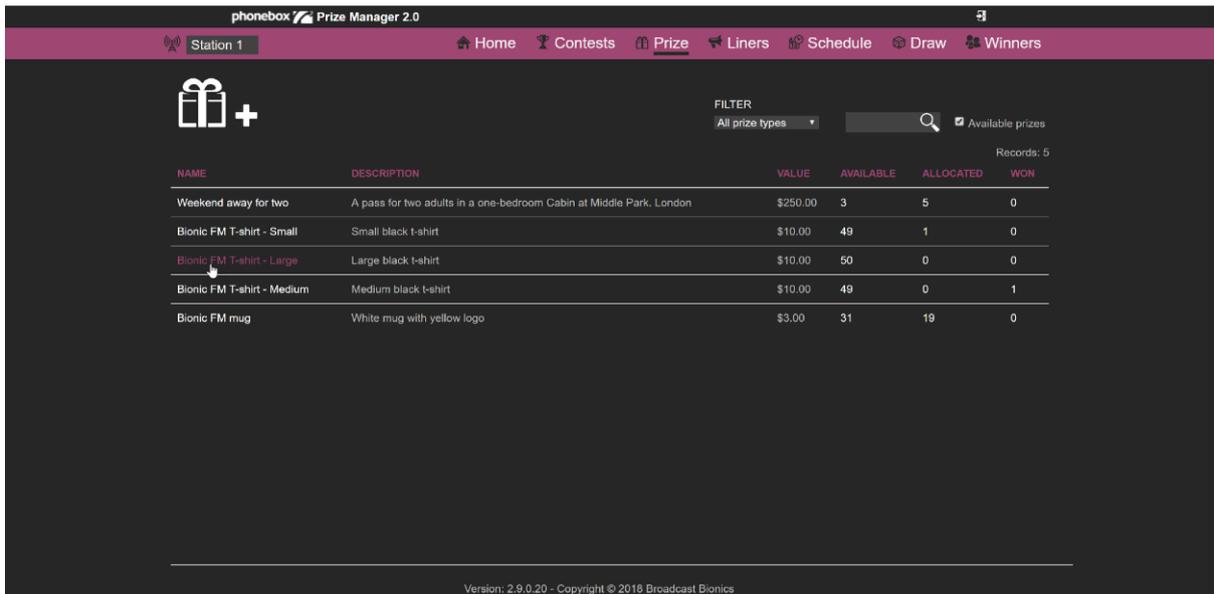
NAME	Bionic FM T-shirt - Large
DESCRIPTION	Large black t-shirt
VALUE	10
BARCODE	barcode
SHIPPING DEADLINE	Deadline  1
AVAILABLE TO	Station 1 ▼
QUANTITY	50
SUPPLIER	Promo team

**Create**

PRIZE DETAILS COMPLETED

Once you are happy with all the details, press the 'Create' button to save.

Your prize will then appear in the Prize list.



## PRIZE LIST WITH NEW PRIZE

Once the Prize has been created, it is possible to update it with more information.

To do this, select the prize in the list and click its name.

A dialog box with four tabs will appear:

✕
Edit - Bionic FM T-shirt - Large

Details
Items
Stock
History

Drag an image here or click to add an image

## Details

---

NAME	Bionic FM T-shirt - Large
DESCRIPTION	Large black t-shirt
VALUE	10.00
BAR CODE	
SHIPPING DEADLINE	<div style="display: flex; align-items: center; justify-content: center;"> <span>1</span> </div>
AVAILABLE TO	Station 1 <span style="font-size: 0.8em;">▼</span>

Save

Delete

#### UPDATE PRIZE INFORMATION

The 'Details' tab allows you to upload a photograph of the item, amend any details about its name and description, or delete the item if it was added by mistake.

The 'Items' tab allows you to see if the prize has been assigned to a certain time slot for giveaway, or if it has been won. You can also add individual serial numbers. (We recommend adding these when dispatching the prizes - e.g. if giving away tablets or phones).

Edit - Bionic FM T-shirt - Large ✕

Details Items Stock History

### 50 Prize Items

CONTEST	STATUS	SCHEDULED	SERIAL NUMBER
not assigned to a schedule.	No Winner		<input type="text"/> Update
not assigned to a schedule.	No Winner		<input type="text"/> Update
not assigned to a schedule.	No Winner		<input type="text"/> Update
not assigned to a schedule.	No Winner		<input type="text"/> Update
not assigned to a schedule.	No Winner		<input type="text"/> Update
not assigned to a schedule.	No Winner		<input type="text"/> Update
not assigned to a schedule.	No Winner		<input type="text"/> Update
not assigned to a schedule.	No Winner		<input type="text"/> Update
not assigned to a schedule.	No Winner		<input type="text"/> Update
not assigned to a schedule.	No Winner		<input type="text"/> Update

#### ITEMS TAB

In the example above, the prize has not yet been scheduled to a specific slot. However as this prize is available to any contest in the station it can be assigned 'ad hoc' from Bionic Studio.

The 'Stock' tab allows users with the correct permissions to add or remove available quantities (for example, if you get a new delivery).

Edit - Bionic FM T-shirt - Large ✕

Details Items **Stock** History

**LIST**

RECEIVED DATE	QUANTITY	SUPPLIER	ENTERED BY
10/15/2018	50	Promo team	

**ADD STOCK**

RECEIVED DATE	QUANTITY	SUPPLIER
10/15/2018 	<input type="text" value="0"/>	<input type="text"/>

**REMOVE STOCK**

QUANTITY
<input type="text" value="0"/>

STOCK TAB

The 'History' tab is useful for technical teams and audit purposes. The audit trail makes it harder for people to steal prizes as even if they reduce the stock, it will still show that action on this tab.

Edit - Bionic FM T-shirt - Large ✕

Details Items Stock **History**

**Prize History**

Records: 1

WHEN	ACTION	FIELDS UPDATED	WHO
15 Oct 2018 16:07:17	Create		admin

HISTORY TAB

## Creating a Contest

'**Contests**' are the way that Bionic Contest looks after competitions. A 'Contest' can be a competition with one prize that is given away in a **specific show** (e.g. a car), a competition that runs in a **regular schedule** (e.g. 'Win Friday Night Dinner'), a competition which has several different prizes on the same theme (e.g. concert tickets for Auckland, London or New York) or an '**accumulator**' – where the prize pool gets bigger the longer the competition runs (e.g. day one – win a mug. Day two – win a mug plus a t-shirt. Day three – win a mug, t-shirt and a ride in a helicopter...).

It is also possible to create competitions which involve **cash prizes** – either as a one-off amount, or as an accumulator / rollover contest, where the prize fund increases each day that the correct answer is not given. Once won the cash prize will start again if there are sufficient funds.

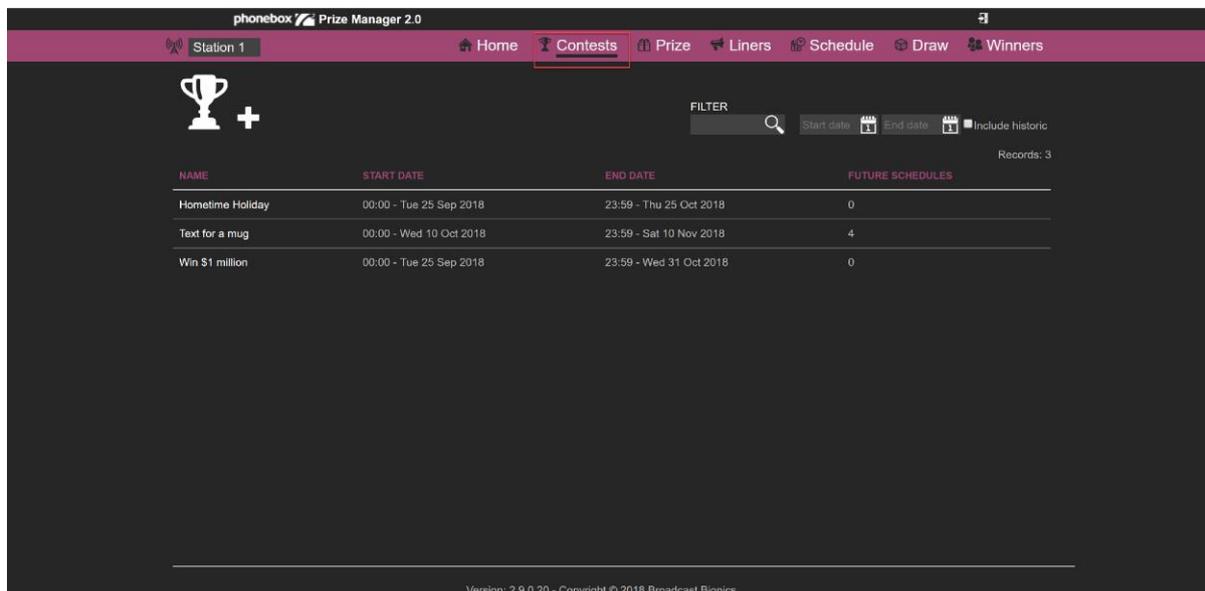
Bionic Contest also lets you manage multiple entrants to the Contest, by allowing contestants to be selected using a **random draw**. If this is something you wish to include in your competition, then please also see the additional steps in '[Selecting entrants using a random draw](#)' below.

The steps for creating a Contest are similar, no matter the Contest type.

The workflow is usually: 1) **Create** the Contest; 2) **Assign prizes** to the Contest (if relevant), 3) Create **Liners** promoting the contest (optional), 4) **Schedule** the Contest and Liners ready for use on-air.

This section will demonstrate the common pieces of information that need to be completed to create Contests – further details for each Contest type can be found in '[Creating a Contest – Cash](#)', '[Creating a Contest – Cash Accumulator](#)', '[Creating a Contest – non-cash Prize](#)' and '[Creating a Contest – non-cash Prize Accumulator](#)' below.

First, start by going to the 'Contests' page.



CONTESTS PAGE

To add a new Contest, click the 'Prize' icon.



PRIZE ICON

NB: You need to press the 'plus' part, not the 'cup' part of the image.

phonebox Prize Manager 2.0

Station 1 Home Contests Prize Liners Schedule Draw Winners

 FILTER Start date End date Include historic

Records: 3

NAME	START DATE	END DATE	FUTURE SCHEDULES
Hometime Holiday	00:00 - Tue 25 Sep 2018	23:59 - Thu 25 Oct 2018	0
Text for a mug	00:00 - Wed 10 Oct 2018	23:59 - Sat 10 Nov 2018	4
Win \$1 million	00:00 - Tue 25 Sep 2018	23:59 - Wed 31 Oct 2018	0

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SELECT PRIZE ICON

A dialog box appears.

**Create Contest**

**New contest**

NAME

START DATE

TYPE

END DATE

**SPONSOR DETAILS**

Put the details of who is sponsoring the Contest in here.

**MECHANIC DETAILS**

This area explains how the Contest is run. E.g. Entrants register on website. 5 people selected each day to guess the mystery sound. Mystery sound file is called 'mystsound123' and is in the 'Competition' folder on the playout system. Winner gets \$100.

**SCRIPT DETAILS**

Font Size **B** *I* U [Link] [Unlink] [Undo] [Redo]

Adjust the formatting of the Script text here

Write a script for your presenter to read on-air here, including details of how to enter and any terms and conditions contestants need to access.

**Create**

Click 'Create' when you have entered all the information

CREATE CONTEST DIALOG BOX

**Name** – give the Contest a name that is easy to understand.

**Type** – select the Contest type from the drop-down menu (see sections below for more information).

**Start date** and **End Date** – if the Contest is running in a specific time period, set that information, here. Contests can also be set to start and end at a specific time of the day.

**Sponsor Details** – add information about who is sponsoring the Contest here.

**Mechanic Details** – explain how the Contest is run. E.g. entrants register on a website and then 5 people a day are selected to hear the mystery sound.

**Script Details** – write an outline for the Presenter to read on-air, including the rules and any terms and conditions that entrants need to follow. The formatting of the script can be adjusted in the row above (e.g. font, size, bold). Links to external websites may also be included by highlighting the text and selecting the 'link' icon.



LINK ICON

**Tip!** The text that is written in the 'Script Details' box will appear on the display in the studio when the competition is run.

### Create Contest

#### New contest

NAME	<input type="text" value="Guess the Sound"/>	START DATE	<input type="text" value="10/24/2018 08:00"/>
TYPE	<input type="text" value="Prize"/>	END DATE	<input type="text" value="01/31/2019 12:30"/>

**SPONSOR DETAILS**

Mr Mann's Music Shop

**MECHANIC DETAILS**

Entrants register on the Bionic FM. 5 people are selected to play on air each day. The winner gets a free drumming lesson at the Bridge Street store.

The sound file is 'Mystersoundclip1' and it is stored in the 'Competitions' folder on the playout system.

**SCRIPT DETAILS**

Lucida S...   Size   **B**   *I*   U            

Ears at the ready! It's time for **Guess the Sound!**

Mr Mann's Music Shop has got a drumming lesson up for grabs for the person who can identify this mystery sound.

<Play 'Mystersoundclip1'>

If you think you know what it is, you need to register to play at [bionics.co.uk/guessthesound](http://bionics.co.uk/guessthesound). Don't forget to read the full terms and conditions on the

Create

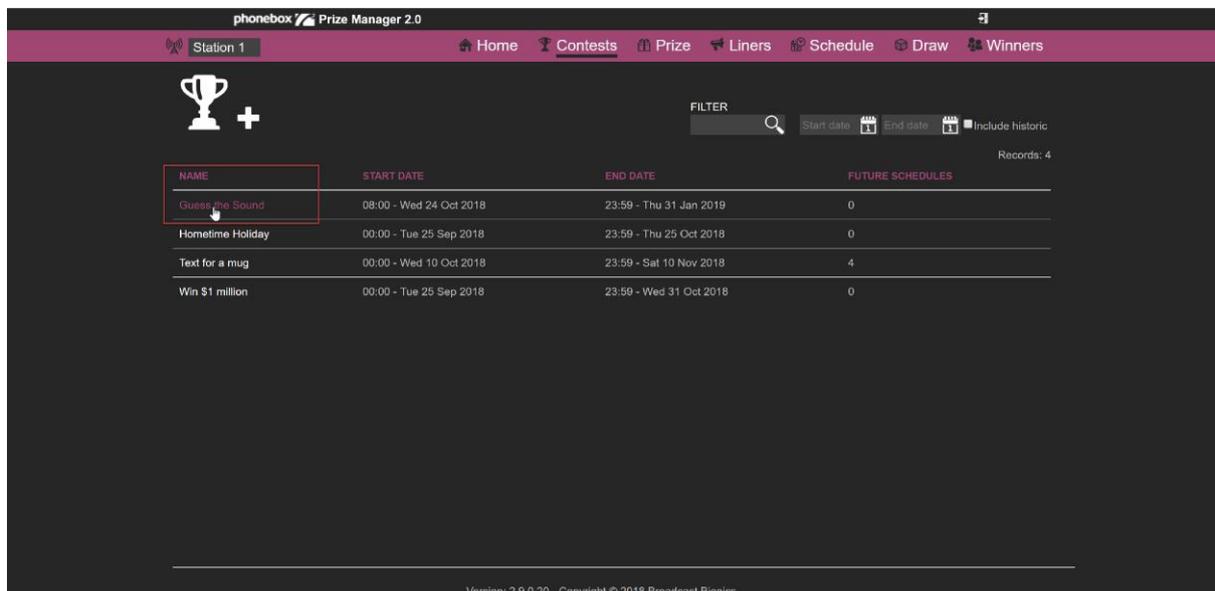
COMPLETED CONTEST INFO

Press 'Create' to save the Contest details.

See below for additional steps for each Contest type.

Once a Contest has been created, it is possible to add more information.

Find the Contest on the Contests screen.



CONTEST SELECTED

Press to open the Contest Dialog

Details | Draws | History

### Contest details

NAME: Guess the Sound      START DATE: 10/24/2018 08:00

TYPE: Prize      END DATE: 1/31/2019 23:59

**SPONSOR DETAILS**  
Mr Mann's Music Shop

**MECHANIC DETAILS**  
Entrants register on the Bionic FM. 5 people are selected to play on air each day. The winner gets a free drumming lesson at the Bridge Street store.  
  
The sound file is 'Mystersoundclip1' and it is stored in the 'Competitions' folder on the playout system.

**SCRIPT DETAILS**

Font    Size    **B**    *I*    U    [Link]    [Unlink]    [Undo]    [Redo]

Ears at the ready! It's time for **Guess the Sound!**

Mr Mann's Music Shop has got a drumming lesson up for grabs for the person who can identify this mystery sound.

<Play 'Mystersoundclip1'>

If you think you know what it is, you need to register to play at [bionics.co.uk/guessthesound](http://bionics.co.uk/guessthesound). Don't forget to read the full terms and conditions on the

Save    [Loudspeaker Icon]    [Trash Icon]    Delete

CONTEST DETAILS TAB

The 'Details' tab allows you to update the Contest information, including the start/end dates and the script for the Presenter. Press 'Save' to keep any changes.

It is also possible to Delete the contest, if it has been created in error.

The 'Loudspeaker' icon acts as a shortcut for creating Liners for this contest.

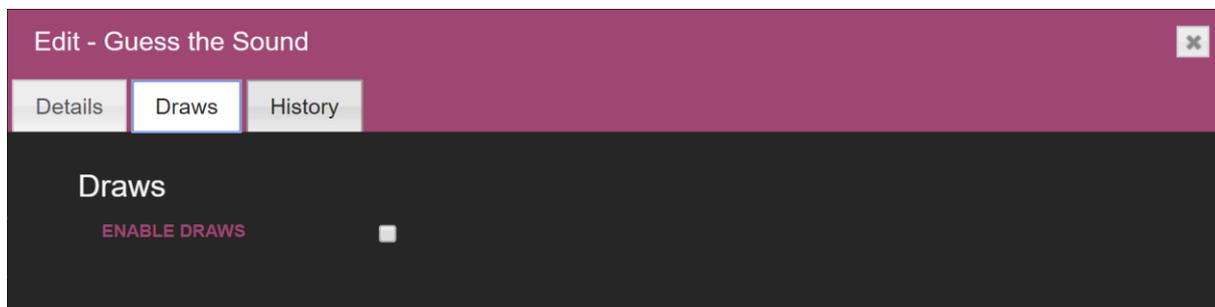


LOUDSPEAKER ICON

**Tip!** It is a good idea to get in the habit of creating your Liners at the same time as creating the Contest, to ensure everything is ready when the teams run the competition on-air.

For more information, see the ['Creating a Liner'](#) section below.

The 'Draws' tab allows you to enable a phone or text-entry draw for the Contest.



CONTEST DRAWS TAB

For further details, see the ['Selecting entrants using a random draw'](#) section below.

'History' shows information which is useful for audit and technical support.

Edit - Guess the Sound			
competition History			
WHEN	ACTION	FIELDS UPDATED	WHO
24 Oct 2018 13:23:50	Create		admin
24 Oct 2018 13:34:10	Update	EndDate has changed from 1/31/2019 12:30:00 PM to 1/31/2019 11:59:59 PM	admin

CONTEST HISTORY TAB

## Creating a Contest – Cash

To create a Contest with a cash prize, follow the steps in '[Creating a Contest](#)' above, but this time, select 'Cash' from the drop-down menu.

Create Contest			
New contest			
NAME	The Lunchtime 100 Club	START DATE	10/24/2018 00:00
TYPE	Cash	END DATE	11/24/2018 23:59
MAX PRIZE	Cash		
SPONSOR	Cash Accumulator	MECHANIC DETAILS	
	Prize Accumulator		

A 'Max Prize Fund' field will appear. Enter the maximum amount of cash the Contest is allowed to give away overall, here.

**Tip!** If your competition has one prize of \$100, put \$100 in this box. However, if you are giving away 5 x \$100 prizes, you need to put \$500 in this box, as that is the total cash fund available to the Contest as a whole.

Complete the rest of the Contest details as normal and press 'Create'.

The screenshot shows a 'New contest' form with the following fields and content:

- NAME:** The Lunchtime 100 Club
- START DATE:** 10/24/2018 00:00
- TYPE:** Cash
- END DATE:** 11/24/2018 23:59
- MAX PRIZE FUND:** 10000
- SPONSOR DETAILS:** Sally's Sandwiches
- MECHANIC DETAILS:**

We are giving 100 people membership of the 'Lunchtime 100' club. They each win \$100.

Have to phone in with the most unusual sandwich they have ever eaten. Sally will make it and if the presenter thinks it tastes good, they win the prize.
- SCRIPT DETAILS:**

It's lunchtime, so this is your chance to win \$100 - thanks to Sally's Sandwiches.

We want to add 100 people to The Lunchtime 100 Club.

To enter, you need to tell us the weirdest sandwich oombination you've ever eaten. Sally will make it at her deli, and if Des thinks it tastes good - you've won \$100!

Call us on 123435 to register - and make sure you check out the full terms and conditions at [bionics.co.uk](http://bionics.co.uk)

Here's yesterday's winner with her "MARMITE AND BANANA" creation...
- Buttons:** Font, Size, Bold (B), Italic (I), Underline (U), Link, Unlink, Undo, Redo.
- Create Button:** A white button with the text 'Create' is highlighted with a red box.

#### CASH PRIZE CONTEST DETAILS

You can check and amend the Contest details by clicking on its name in the Contests List. There are no additional steps to add, as the cash prize is decided when initially setting up the Cash Contest.

**Tip!** It is worth checking the Cash amount is correct, as the Contest will not work correctly on-air if the correct amount has not be assigned.

phonebox Prize Manager 2.0

Station 1 Home Contests Prize Liners Schedule Draw Winners

trophy + FILTER Start date End date Include historic Records: 5

NAME	START DATE	END DATE	FUTURE SCHEDULES
Guess the Sound	08:00 - Wed 24 Oct 2018	23:59 - Thu 31 Jan 2019	0
Hometime Holiday	00:00 - Tue 25 Sep 2018	23:59 - Thu 25 Oct 2018	0
Text for a mug	00:00 - Wed 10 Oct 2018	23:59 - Sat 10 Nov 2018	4
The Lunchtime 100 Club	00:00 - Wed 24 Oct 2018	23:59 - Sat 24 Nov 2018	0
Win \$1 million	00:00 - Tue 25 Sep 2018	23:59 - Wed 31 Oct 2018	0

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CASH CONTEST SELECTED IN LIST

Edit - The Lunchtime 100 Club

Details Draws History

### Contest details

NAME The Lunchtime 100 Club START DATE 10/24/2018 00:00

TYPE Cash END DATE 11/24/2018 23:59

MAX PRIZE FUND 10000.00

**SPONSOR DETAILS**  
Sally's Sandwiches

**MECHANIC DETAILS**  
We are giving 100 people membership of the 'Lunchtime 100' club. They each win \$100.  
Have to phone in with the most unusual sandwich they have ever eaten. Sally will make it and if the presenter thinks it tastes good, they win the prize.

**SCRIPT DETAILS**

Font Size B I U

It's lunchtime, so this is your chance to win \$100 - thanks to Sally's Sandwiches.

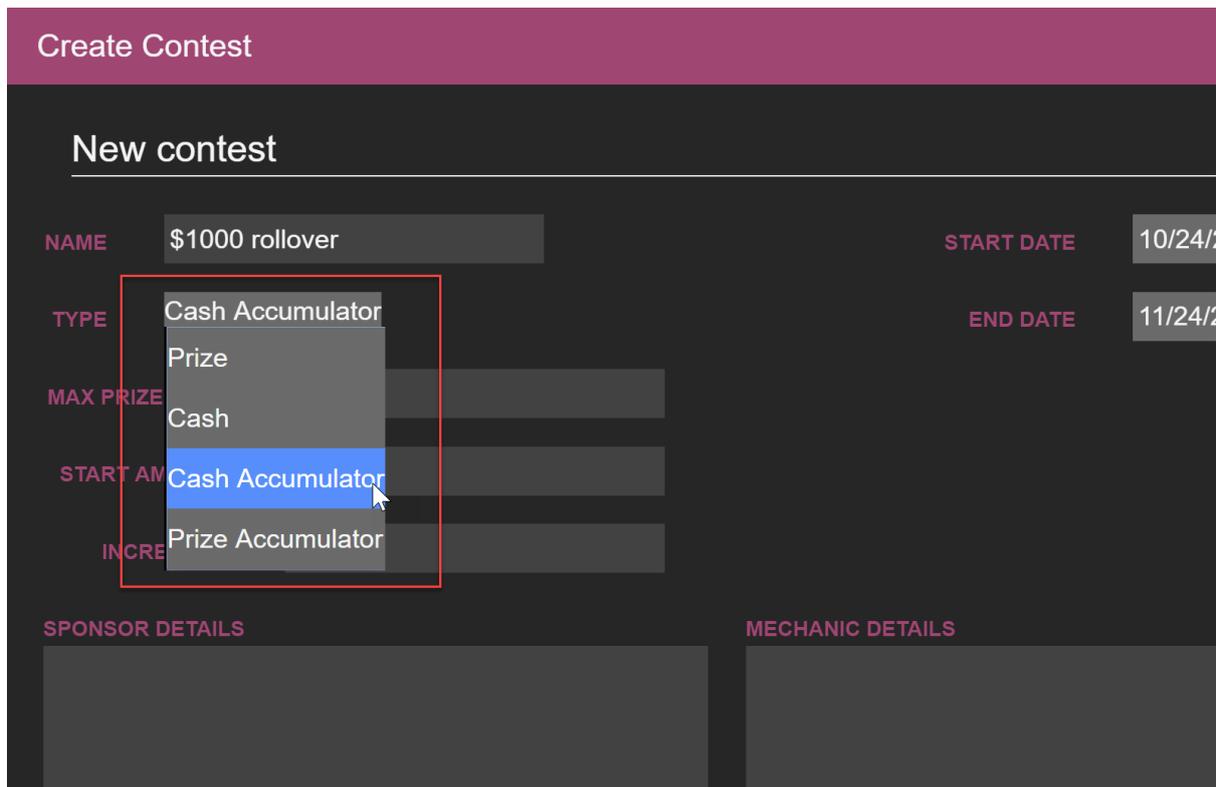
CHECKING THE PRIZE FUND AMOUNT

If the 'Max Prize Fund' amount has been entered incorrectly, follow '[Adjusting the Max Prize Fund amount](#)' below.

## Creating a Contest – Cash Accumulator

A Cash Accumulator is a contest where the prize fund increases each day.

Create the Contest following the '[Creating a Contest](#)' steps above, but this time, select 'Cash Accumulator' from the drop-down menu.



The screenshot shows a 'Create Contest' form with a dark background. At the top, there is a purple header with the text 'Create Contest'. Below it, the form is titled 'New contest'. The form has several fields: 'NAME' with the value '\$1000 rollover', 'START DATE' with the value '10/24/2', 'TYPE' with a dropdown menu open showing options 'Cash Accumulator', 'Prize', 'Cash', 'Cash Accumulator', and 'Prize Accumulator', and 'END DATE' with the value '11/24/2'. The 'TYPE' dropdown menu is highlighted with a red box, and the 'Cash Accumulator' option is selected. Below the form, there are two sections: 'SPONSOR DETAILS' and 'MECHANIC DETAILS', both of which are currently empty.

SELECT CASH ACCUMULATOR

Fill in the Cash Accumulator details.

**Max Prize Fund** – the maximum amount of prize money allocated to this Contest.

**Start Amount** – the initial prize amount.

**Increment** – how much is added each day if the prize is not won.

**Tip!** If a prize is won, the Cash Accumulator Contest will reset using the Start Amount and Increments set if a) the Contest dates are still valid and b) there is still money available in the Prize Fund.

NAME	\$1000 rollover	START DATE	10/24/2018 00:00
TYPE	Cash Accumulator ▾	END DATE	11/24/2018 23:59
MAX PRIZE FUND	20000		
START AMOUNT	1000		
INCREMENT	100		

**SPONSOR DETAILS**

Surgeon Salt Drinks

**MECHANIC DETAILS**

Winners text 'Salt' to 13526.  
 One person selected each day to answer three pop  
 tune questions (clips and questions are in the  
 'Competitions' folder on the [playout](#) system).  
 If they get all three right - they win the prize.  
 If not - fund increases the next day.

**SCRIPT DETAILS**

Font ▾ Size ▾ **B** *I* U    

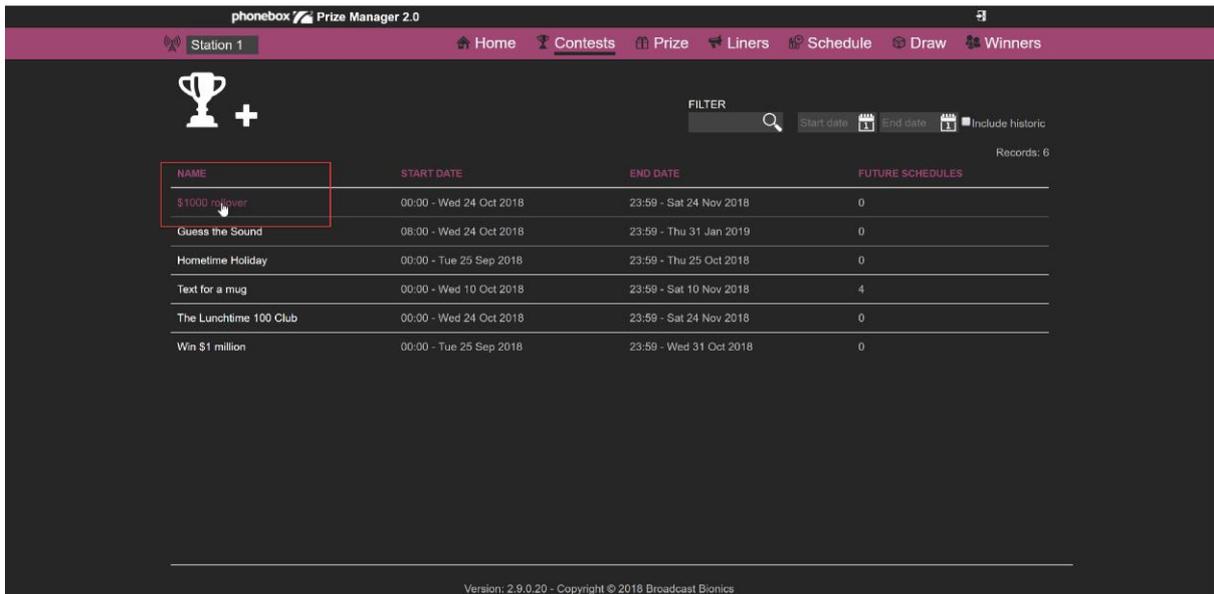
It's time for our POP quiz - sponsored by Surgeon Salt Drinks - the refreshing taste of orange a lime.  
 To enter, text 'SALT' to 13526.  
 We'll select one person to answer three questions about today's best hits (that's what we play).  
 The prize fund is currently PRIZE AMOUNT - that could be yours.  
 If nobody gets the answers right, we'll add another \$100 tomorrow.

**Create**

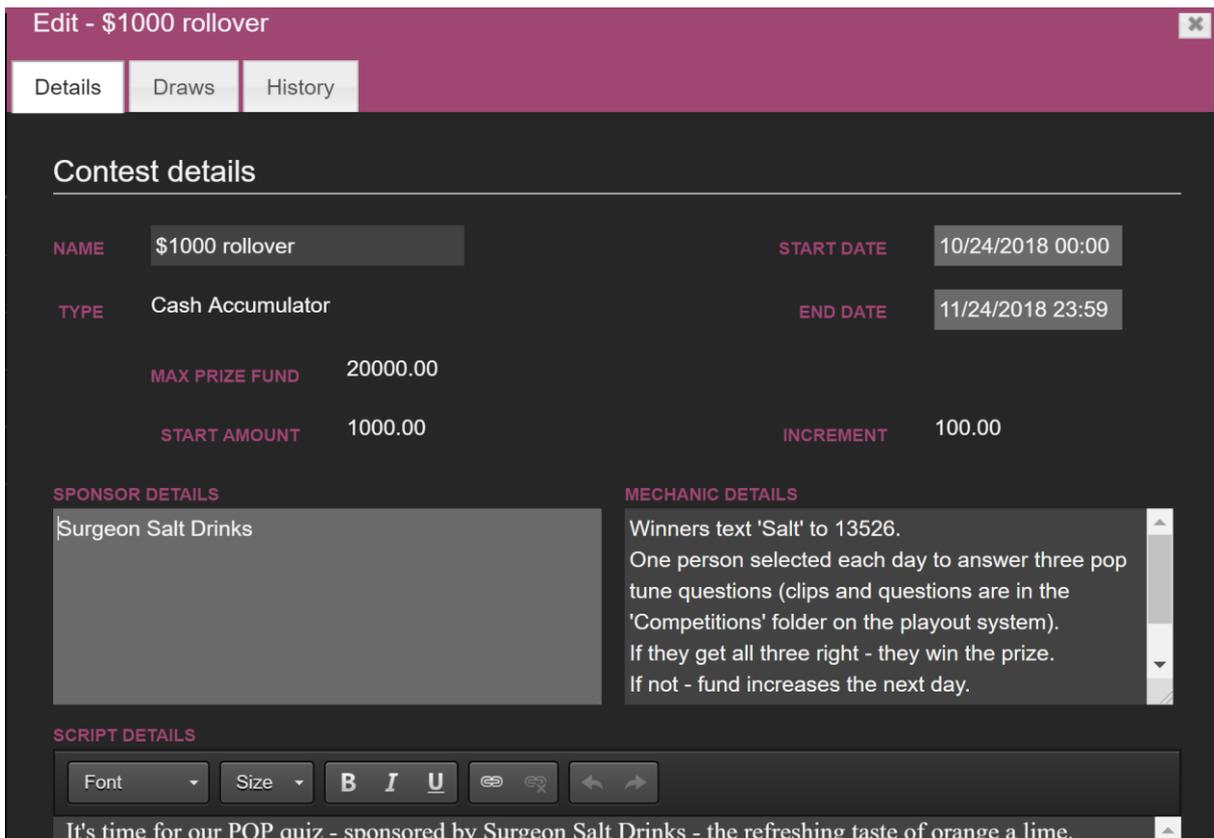
CASH ACCUMULATOR CONTEST

Press 'Create' to save the Contest.

You can check the information and make the competition a random draw entry by clicking the Contest name on the Contest Page.



CONTEST SELECTED



CONTEST DIALOG BOX

## Adjusting the Max Prize Fund amount

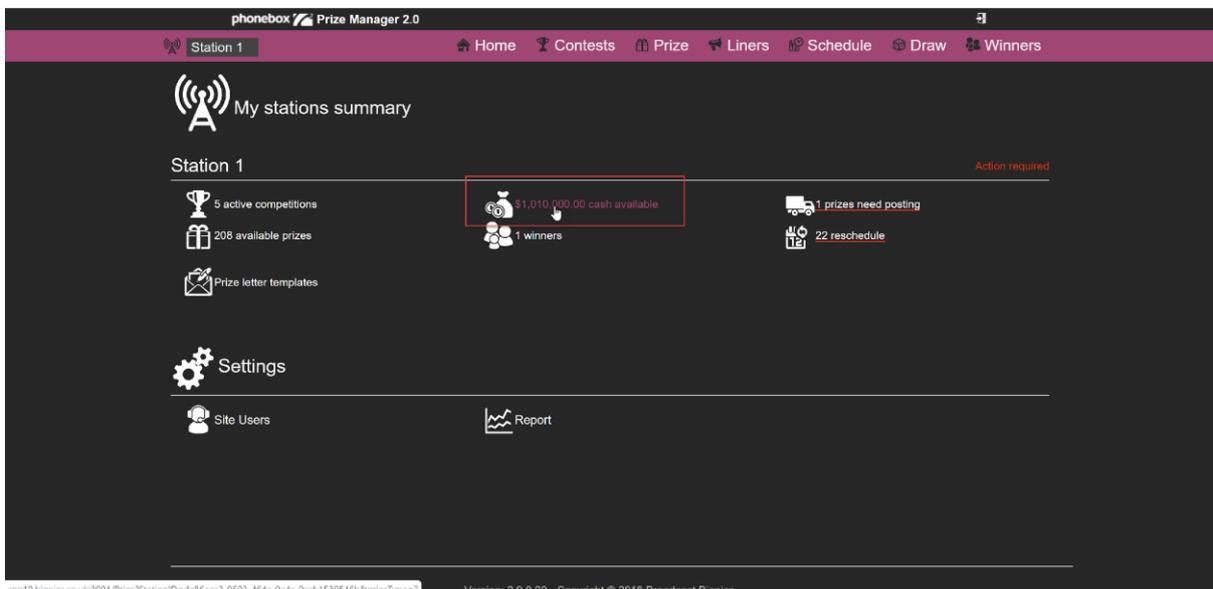
If a Cash or Cash Accumulator Contest has had the incorrect amount of total funds allocated, or more funds have been assigned, it is possible to adjust the amount available. This requires the correct level of rights, and is **not** adjusted on the usual Contest 'Details' screen.

Instead, go to the 'Stations Summary' screen by pressing the 'Transmitter' icon.



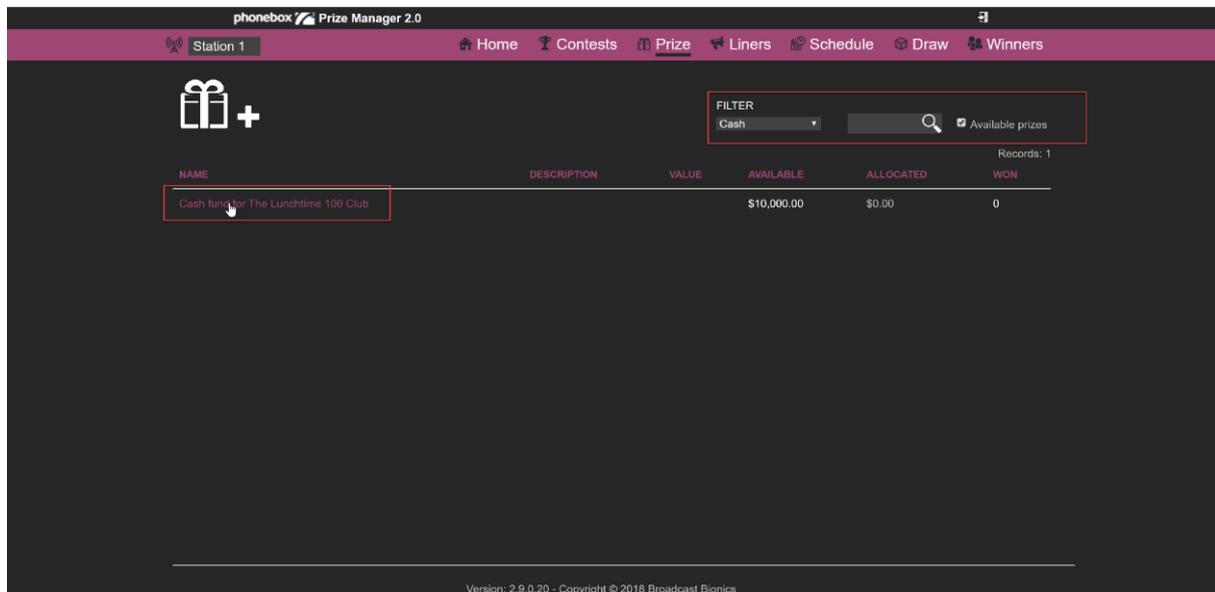
TRANSMITTER ICON

Select the 'Cash Available' icon (make sure you are looking at the correct Station if you manage multiple locations).



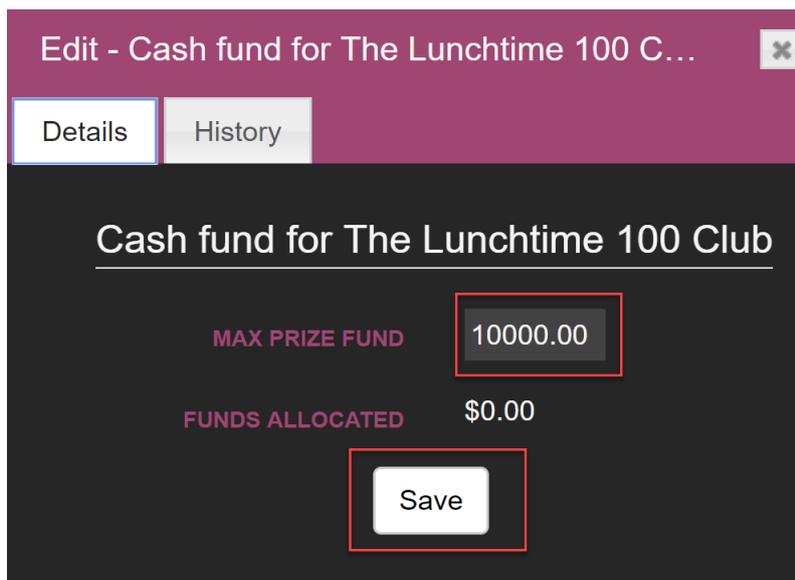
SELECT CASH AVAILABLE

You will be taken to the Prize screen with a Filter applied (you can adjust this if you wish to look at a Contest which is not currently running, or a Contest with a different type, e.g. Cash Accumulator).



PRIZE SCREEN WITH FILTERS

Press on the cash fund you wish to adjust. A dialog box will appear.



CASH FUND DIALOG BOX

You may adjust the amount in the 'Max Prize Fund' box if desired.

Press 'Save' to keep the new amount.

The 'History' tab provides information for audit and technical support.

Prize History				Records: 1
WHEN	ACTION	FIELDS UPDATED	WHO	
24 Oct 2018 14:08:52	Create		admin	

PRIZE HISTORY TAB

### Creating a Contest – Prize

Follow the steps in '[Creating a Contest](#)' above.

Once you have created the Contest information, a second dialog box will appear, inviting you to add details of the Prize.

✕
Step 2 - Add a prize

## New prize

---

NAME

DESCRIPTION

VALUE

BARCODE

SHIPPING DEADLINE

1

AVAILABLE TO

▼

QUANTITY

SUPPLIER

Create

#### ADDING A PRIZE DIALOG

Complete the information from top to bottom, ensuring that the correct Contest name is selected in the drop down 'Available to' menu.

**Name** – name of the prize. Make this easy to understand for people reading down a list.

**Description** – more information about the prize. This information might be used in letters to prize winners, so it's a good idea to make sure it reads easily.

**Value** – if the prize has a monetary equivalent value, you can put it here.

**Barcode** – if the prize is a physical prize and you use a barcode scanner for stock management, you can add that number here.

**Shipping Deadline** – if the prize needs to be posted by a certain date (e.g. concert tickets that need to arrive a few days before the concert), put that information here.

**Available To** – links the Prize to a specific Contest – in this case, 'Guess the Sound'. This will not be available to any other contest or ad hoc giveaway.

Leave blank or assigned to a station if the Prize is allowed to be allocated by any team.

**Quantity** – how many of that Prize there are to give away.

**Supplier** – where to go if there is a query about the Prize. It could be the sponsor, agent, competitions team....

Click 'Create' to save.

**Tip!** If there is more than one Prize linked to a Contest, then add the additional Prizes by following the steps in '[Adding prizes](#)' above, but this time making sure that the 'Available To' option in the drop-down menu is assigned to the Contest you are running.

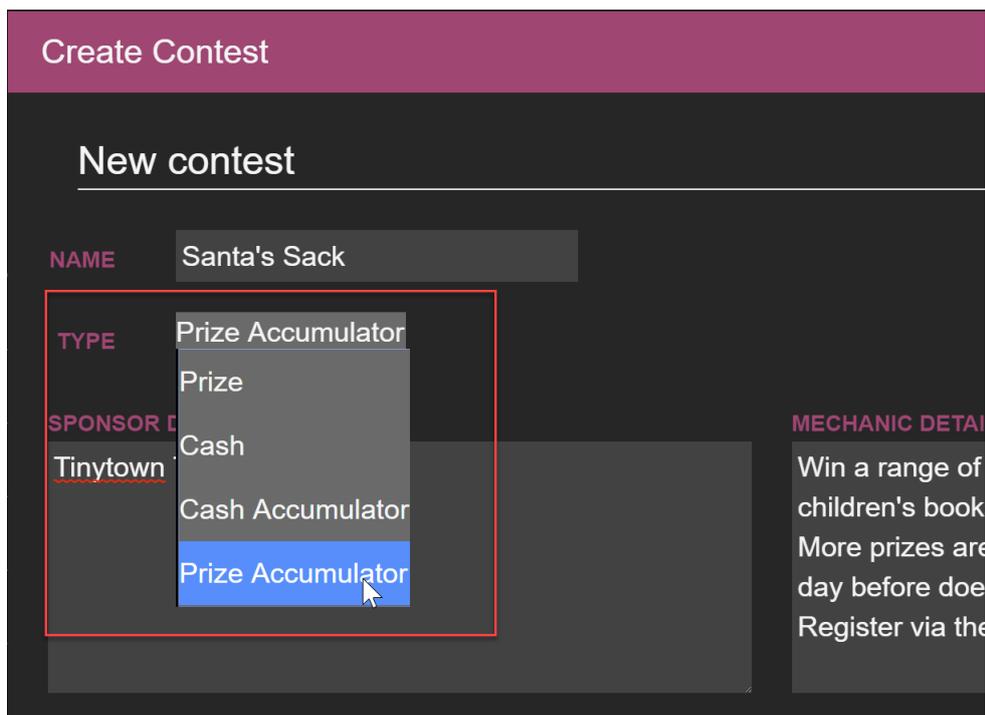


'AVAILABLE TO' OPTION

**Tip!** Prizes linked to a Contest using the 'Available To' option can only be awarded during that Contest. Prizes which are linked to the station can be given away by teams at any time. Big prizes (e.g. helicopter rides; smartphones) are usually linked to Contests, as it stops them being given away at the wrong time by accident. Smaller prizes (station mugs, t-shirts and pens) are usually available to be given away at any time. Check your local station's policy for further information.

## Creating a Contest – Prize Accumulator

Follow the steps in '[Creating a Contest](#)' above, but this time select Prize Accumulator' in the drop down box.



The screenshot shows a 'Create Contest' form with a dark background. The title 'New contest' is at the top. The 'NAME' field contains 'Santa's Sack'. The 'TYPE' dropdown menu is open, showing options: 'Prize Accumulator', 'Prize', 'Cash', 'Cash Accumulator', and 'Prize Accumulator'. The second 'Prize Accumulator' option is highlighted in blue. The 'SPONSOR' field contains 'Tinytown'. The 'MECHANIC DETAILS' field contains the text: 'Win a range of children's books. More prizes are available each day before the contest ends. Register via the link below.'

SELECT PRIZE ACCUMULATOR

Once you have filled in all the Contest details, press 'Create' to save.

## New contest

NAME	Santa's Sack	START DATE	12/01/2018 00:00
TYPE	Prize Accumulator	END DATE	11/24/2018 19:00

**SPONSOR DETAILS**

Tinytown Toys

**MECHANIC DETAILS**

Win a range of toys by answering a question about children's books.  
More prizes are added each day if the person from the day before doesn't get the answer right.  
Register via the website.

**SCRIPT DETAILS**

Font   Size   **B**   *I*   U   [Link]   [Unlink]   [Undo]   [Redo]

This is your chance to win a magic Christmas!

Our friends at Tinytown Toys want to give you the chance to win the contents of Santa's sack.

He's left some toys behind and they need to go to a good home.

We're going to start off with a board game - but the prizes get better every day.

To enter, register at the Bionic FM website.

Create

CREATE PRIZE ACCUMULATOR CONTEST

You will then automatically be taken to the 'Add Prize' dialog.

Fill in the details for the first Prize in the accumulator, making sure that the 'Available To' drop-down is set correctly.

### Step 2 - Add a prize ✕

#### New prize

NAME	Board Game
DESCRIPTION	Junior Monopoly Board Game
VALUE	25
BARCODE	barcode
SHIPPING DEADLINE	12/24/2018 
AVAILABLE TO	Santa's Sack 
QUANTITY	1
SUPPLIER	Tinytown Toys

**Create**

#### ADD PRIZE INFORMATION

**Name** – Prize name

**Description** – what the prize is. This might be used in a letter to the winner, so make it easy to read.

**Value** – how much the prize is worth (if applicable)

**Barcode** – if it is a physical prize and you track things using barcode scanners, add the number here

**Shipping Deadline** – if the prize must be sent before a certain date

**Available To** – links the Prize to a specific Contest.

**Quantity** – how many of this type of Prize are available

**Supplier** – person to speak to if there is an issue with the Prize.

Press 'Create' to save the Prize.

To add further Prizes to this Accumulator, follow the steps in ['Adding Prizes'](#) above, but this time **make sure that you select the correct Contest in the 'Available To' drop-down.**

**Tip!** It's not possible to create a Draw linked to Accumulator Contests.

## Creating a Liner

Liners are short scripts to promote your Contests, sponsored slots and other programmes on your station.

They may be linked to a specific Contest or stand alone.

Liners created the Management module will appear in the Studio module (once they have been scheduled).

To create a Liner, go to the 'Liners' screen and press the 'Loudspeaker' icon.

NAME	START DATE	END DATE	REQ READS	FUTURE SCHEDULES
Hometime Holiday - Hometime Team	15:53 - Tue 25 Sep 2018	23:59 - Thu 25 Oct 2018	50	1
Win \$1million - non breakfast teams	15:56 - Tue 25 Sep 2018	23:59 - Thu 25 Oct 2018	100	1

LINERS SCREEN



LOUDSPEAKER ICON

NB You will need to press the '+' part of the icon, rather than the loudspeaker picture.

A dialog box will appear.

Add Liner ✕

### New Liner

NAME	<input type="text"/>	START DATE	10/25/2018 16:25
READS REQUIRED	0	END DATE	11/25/2018 23:59
RELATED COMPETITION	Not related ▾	RECORDING REQUIRED	<input type="checkbox"/>

SCRIPT

Font ▾ Size ▾ **B** *I* U

NOTES

Create

ADD NEW LINER

**Name** – Call your Liner something easy to understand – e.g. the competition name + who should read it.

**Reads Required** – minimum number of on-air reads agreed with the client.

**Related Competition** – 'Not Related' if it's a general sponsor Liner. Alternatively, select the relevant Contest to link the Liner to a specific competition.

**Start Date** – Date and time from when the Liner should start to be read on air.

**End Date** – Date and time when the Liner ceases to be relevant (usually when the Contest ends).

**Recording required** – tick if an audio recording needs to be created to send as proof to the Client (this is for information only - recordings are not automatically triggered).

**Script** – text entered here will be available for on-air teams to see in the studio. You can change the font, styling and add URL links using the toolbar above the Script area.

**Notes** – anything else relevant to this Liner.

**Create** – press to save.

Complete the information and press 'Create' to save the Liner.

### Add Liner

#### New Liner

NAME	Lunchtime 100 Club - All Shows	START DATE	10/25/2018 16:25
READS REQUIRED	200	END DATE	03/31/2019 23:59
RELATED COMPETITION	The Lunchtime 100 Club	RECORDING REQUIRED	<input checked="" type="checkbox"/>

**SCRIPT**

Font Size **B I U** [Link] [Unlink] [Undo] [Redo]

If you are already thinking about (Tomorrow's) lunch, then we can make it even more tasty.

Thanks to Sam's Sandwiches, we are creating 100 members of the Lunchtime 100 club. Each member receives \$100!

To enter, go to Bionic FM's website and tell us the weirdest sandwich combination you've ever eaten.

Sam will make it in her deli, and if it gets Dan's seal of approval - you've won!

Full terms and conditions are at [bionic.co.uk](http://bionic.co.uk)

**NOTES**

Promo clips are available in the Competitions folder if you need them.

**Create**

#### WRITING A LINER

To check or amend the Liner, click on its name in the Liners menu.

phonebox Prize Manager 2.0

Station 1 Home Contests Prize Liners Schedule Draw Winners

FILTER   Include historic

Records: 3

NAME	START DATE	END DATE	REQ READS	FUTURE SCHEDULES
Hometime Holiday - Hometime Team	15:53 - Tue 25 Sep 2018	23:59 - Thu 25 Oct 2018	50	1
Lunchtime 100 Club - All Shows	16:25 - Thu 25 Oct 2018	23:59 - Sun 31 Mar 2019	200	0
Win \$1million - non breakfast teams	15:56 - Tue 25 Sep 2018	23:59 - Thu 25 Oct 2018	100	1

Version: 2.9.0.20 - Copyright © 2018 Broadcast Bionics

## SELECTING A LINER

Details Day part Schedules Reads History

### Edit Liner

**NAME** Lunchtime 100 Club - All Shows **START DATE** 10/25/2018 16:25  
**READS REQUIRED** 200 **END DATE** 3/31/2019 23:59  
**RELATED COMPETITION** The Lunchtime 100 Club **RECORDING REQUIRED**

**SCRIPT**

Font  Size  **B** *I* U

Thanks to Sally's Sandwiches, we are creating 100 members of the Lunchtime 100 club. Each member receives \$100!

To enter, go to Bionic FM's website and tell us the weirdest sandwich combination you've ever eaten.

Sam will make it in her deli, and if it gets Des's seal of approval - you've won!

Full terms and conditions are at [bionic.co.uk](http://bionic.co.uk)

**NOTES**

Promo clips are available in the Competitions folder if you need them.

## UPDATING LINER DETAILS

The 'Details' tab allows you to amend the Liner information.

Day part

This day part grid shows the weekly hours that can either be directly scheduled or are openly permitted. To directly schedule, visit the schedule page and click the liners tab. Unscheduled liners will still be visible to presenters in the client to read if the day part grid allows it.

Permit any hours Block any hours

Sunday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Tuesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Wednesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Thursday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Friday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Saturday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

DAY PART

The 'Day Part' tab allows you to prevent the Liner from being automatically scheduled on certain days or times. Click the boxes to change the status from green (allowed) to red (blocked).

The 'Permit any hours' button will mark every square as green (allowed). The 'Block any hours' button will mark every square as red (blocked).



**Tip!** All Liners which are in an active start/end date range will appear automatically as 'unscheduled' items for the studio team, unless you block the hours. See [Unscheduled Liners and blocking when Liners may appear](#) below.

Edit - Lunchtime 100 Club - All Shows ✕

Details Day part **Schedules** Reads History

## 1 Schedules

SCHEDULED

3:00 PM to 4:00 PM on the 13 Jun 2019

SCHEDULES TAB

The 'Schedules' tab shows you where the Liner has been scheduled.

Edit - Lunchtime 100 Club - All Shows ✕

Details Day part Schedules **Reads** History

## Reads

Confirmed reads from the client

Reads: 4

READ	SHOW	USERNAME	ENTERED
6/13/2019 3:45:39 PM	Show 1	acharles	
4/16/2019 2:48:28 PM	Show 1	acharles	
10/26/2018 3:59:37 PM	Show 1	acharles	
10/25/2018 5:30:55 PM	Show 1	acharles	

READS TAB

The 'Reads' tab shows how many times the studio team has confirmed it has read the Liner on air.

Edit - Lunchtime 100 Club - All Shows

Details Day part Schedules Reads History

### Liner History

Records: 2

WHEN	ACTION	FIELDS UPDATED	WHO
25 Oct 2018 15:36:52	Create		admin
25 Oct 2018 15:39:17	Update		admin

#### HISTORY TAB

The 'History' tab contains useful information for audit and technical support.

If you wish to save any amended details, be sure to go back to the 'Details' tab and press 'Update'.

Full terms and conditions are at [bionic.co.uk](http://bionic.co.uk)

NOTES

Promo clips are available in the Competitions folder if you need them.

Update



Delete

UPDATE BUTTON

The Liner can be deleted by pressing the 'Delete' button.



Delete

DELETE BUTTON

Delete liner



Delete This is how delete works on Liners

1 Schedules with associated reads will remain for historic reasons

Confirmed reads will remain for historic reasons.

Confirm delete

CONFIRM LINER DELETE

**Tip!** Information about deleted Liners is retained for Audit purposes.

If this is ticked

You will still be able to access the Liner's Read info

→

📣 +
FILTER 
 include historic

Records: 8

NAME	START DATE	END DATE	REQ READS	FUTURE SCHEDULES
Win \$1 million	00:00 - Tue 25 Sep 2018	23:59 - Sun 31 May 2020	20	0
Easter Bunny rampage	00:00 - Mon 15 Apr 2019	23:59 - Thu 30 Apr 2020	10	0
Weekend in Belgium	00:00 - Thu 13 Jun 2019	23:59 - Wed 31 Jul 2019	10	0
Bill's Bicycle repair phone-in	19:19 - Thu 01 Aug 2019	23:59 - Sat 30 Nov 2019	25	0
Hometime Holiday - Hometime Team	15:53 - Tue 25 Sep 2018	23:59 - Sun 31 May 2020	50	0
This is how delete works on Liners	06:25 - Fri 23 Aug 2019	23:59 - Mon 23 Sep 2019	3	0
Lunchtime 100 Club - All Shows	16:25 - Thu 25 Oct 2018	23:59 - Sun 31 May 2020	200	0
Win \$1million - non breakfast teams	15:56 - Tue 25 Sep 2018	23:59 - Sun 31 May 2020	100	19

*Checking 'Include Historic' allows the old Liner Records to be viewed*

If you need to create more than one Liner for a Contest (for example, a different version for your breakfast team compared with the rest of the day, or a 'trail ahead' for a big competition with a different script once the Contest has begun), simply repeat the steps in this section again, making sure that the correct Contest is selected in the 'Related Competition' drop-down.

**Tip!** You can check which Liners are associated with your Contest by clicking on the Contest in the Contests screen. The Liners will be listed at the bottom of the screen.

have ever eaten. Sally will make it and if the presenter thinks it tastes good, they win the prize.

SCRIPT DETAILS

Font Size **B** *I* U    

To enter, you need to tell us the weirdest sandwich oombination you've ever eaten. Sally will make it at her deli, and if Des thinks it tastes good - you've won \$100!

Call us on 123435 to register - and make sure you check out the full terms and conditions at [bionics.co.uk](http://bionics.co.uk)

Here's yesterday's winner with her "MARMITE AND BANANA" creation...

<Play clip>

RELATED LINERS

LINER

REQUIRED READS

Lunchtime 100 Club - All Shows

200

Save



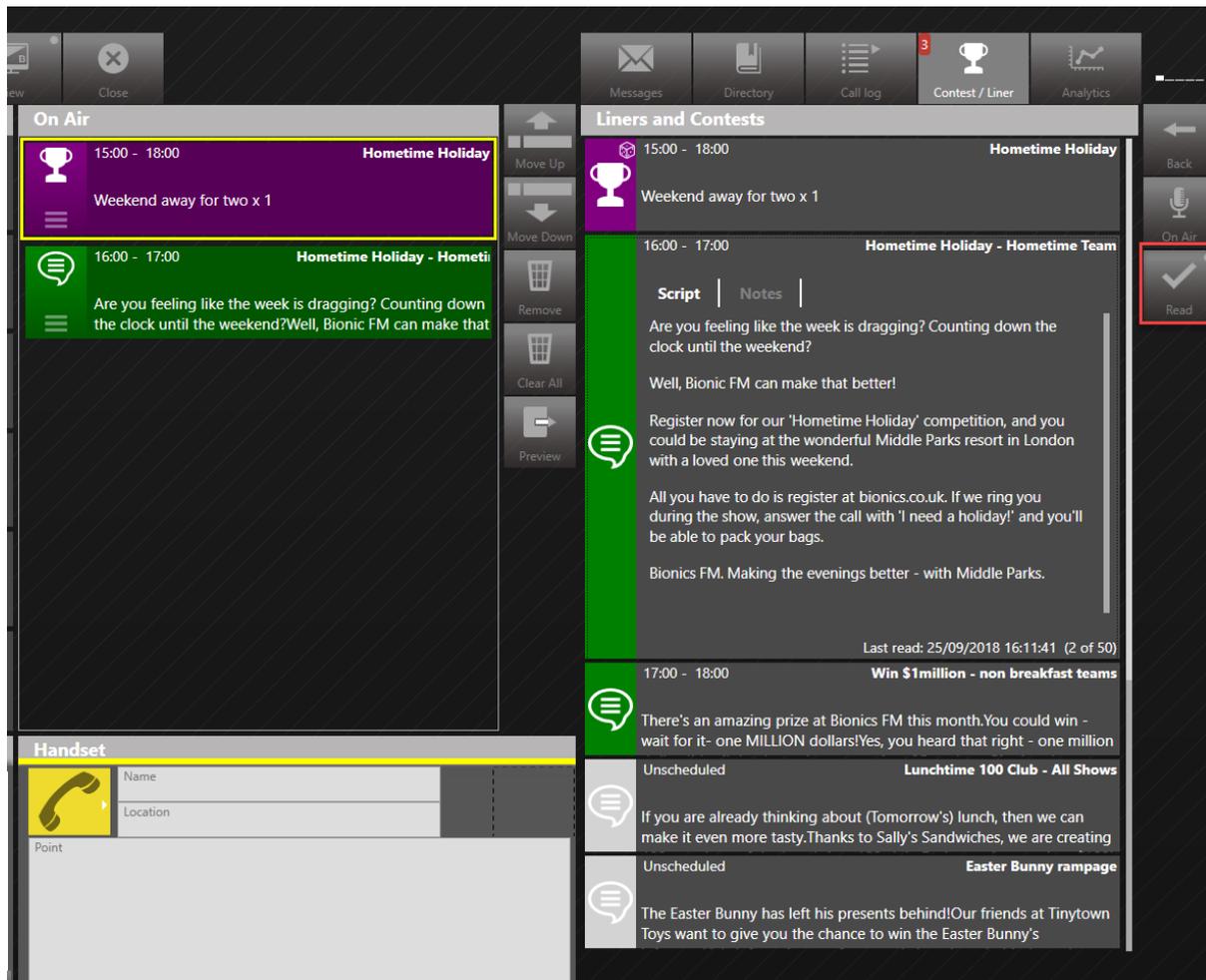
Delete

CONTEST INFORMATION SHOWING ASSOCIATED LINER(S)

## Scheduling

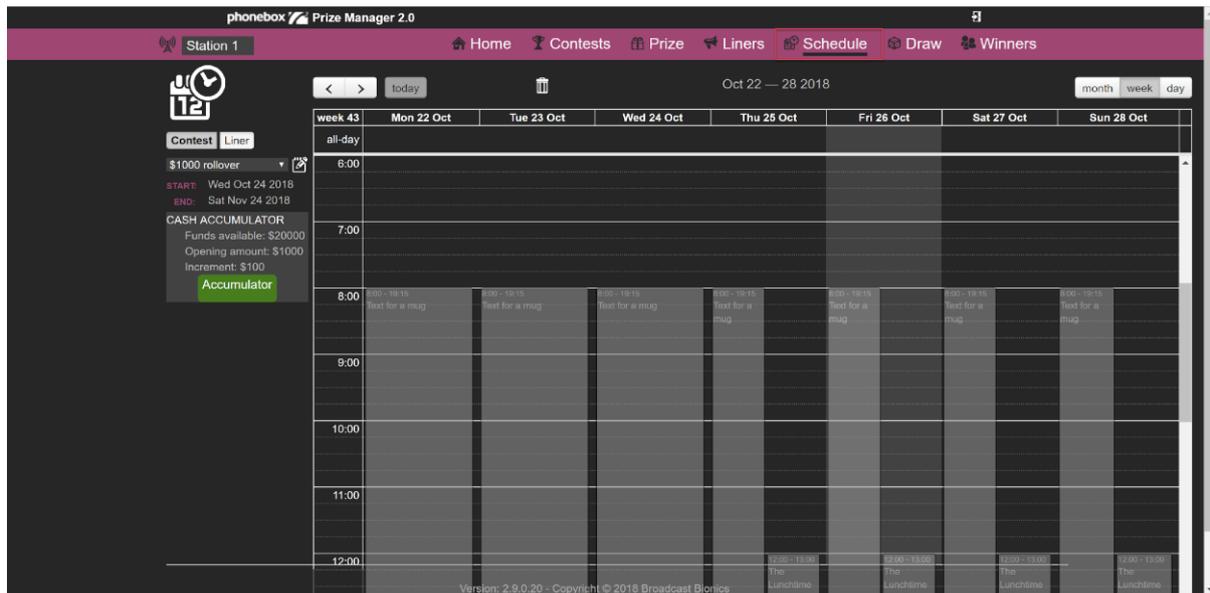
Once you have created your Contests and Liners, they need to be scheduled so that the studio teams can see what needs to be read during their show.

For reference, this is what the On-Air teams will see in the [Studio Module](#) once the Contests/Liners are scheduled:



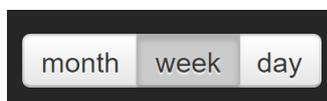
CONTESTS AND LINERS IN THE STUDIO MODULE

To begin scheduling items, first select the 'Schedule' screen.



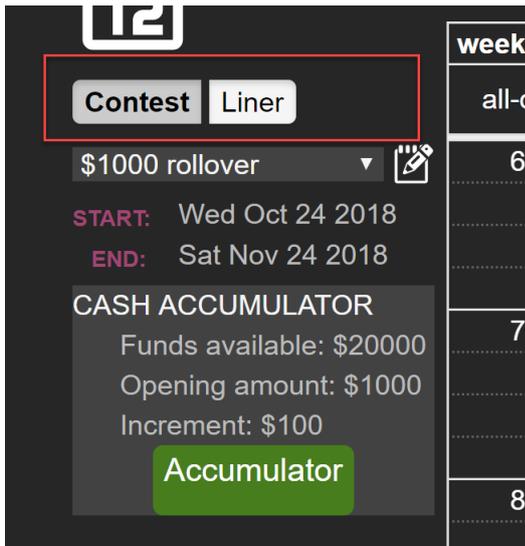
SCHEDULE SCREEN

You can adjust the layout to look at a month, week or day.



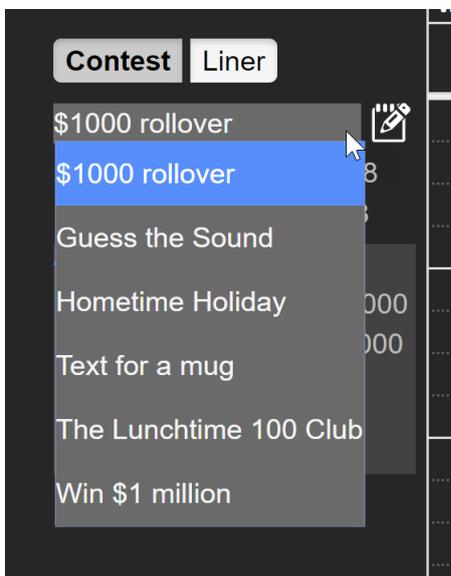
SCHEDULING CALENDAR LAYOUT OPTIONS

Contests and Liners are scheduled by pressing either 'Contest' or 'Liner' on the left-hand column.



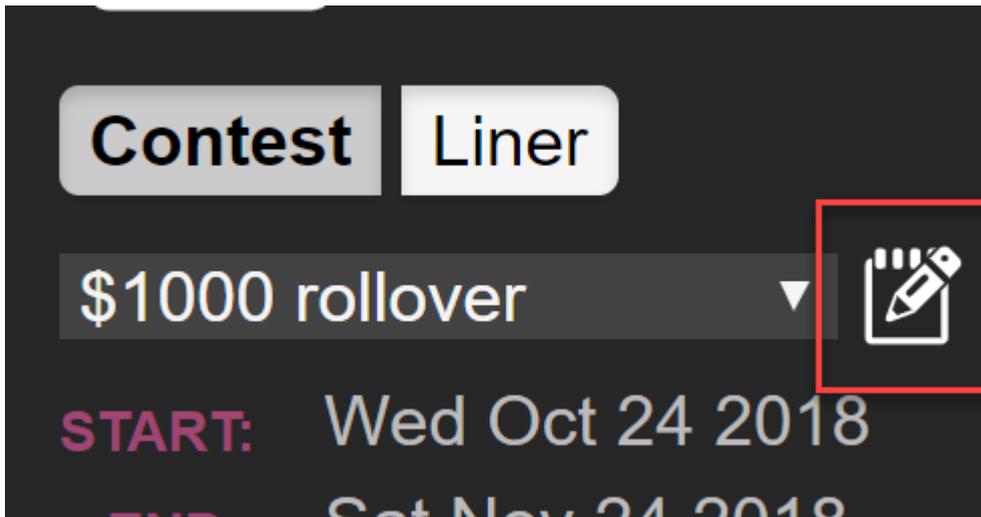
CHOOSE WHETHER TO SCHEDULE A CONTEST OR A LINER. IN THIS SCREENSHOT, 'CONTEST' IS SELECTED.

You then select which Contest/Liner you wish to schedule by selecting from the drop-down menu.



CHOOSING WHICH CONTEST TO SCHEDULE

For Contests, it is possible to access and amend the full details of the competition by pressing the 'Edit' shortcut.



CONTEST EDIT BUTTON

The Calendar navigation buttons allow you to move forwards and backwards in the Calendar.



CALENDAR NAVIGATION BUTTONS

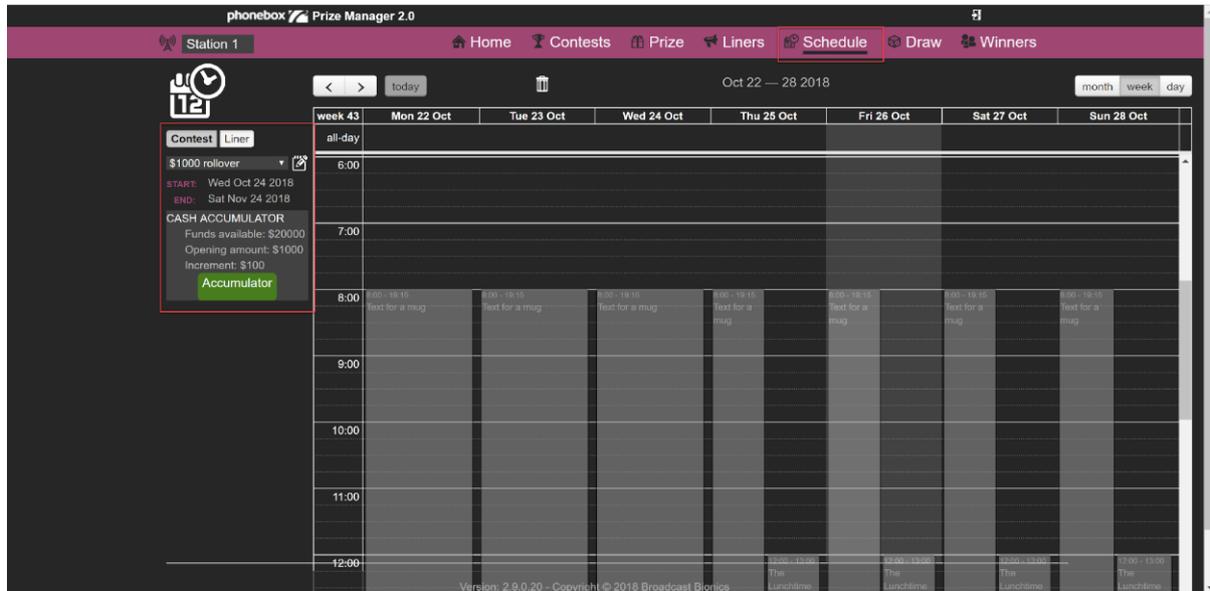
Pressing 'today' will bring you back to today's Contests/Liners

You can delete a schedule by either dragging and dropping it over the bin (lid will turn pink) or by clicking on the schedule and then pressing delete from within the popup.



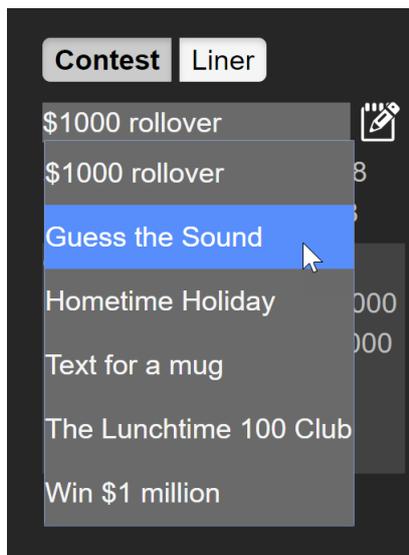
## Scheduling a Contest

To schedule a Contest, make sure you are on the 'Schedules' screen and have selected the 'Contest' button on the left-hand side.



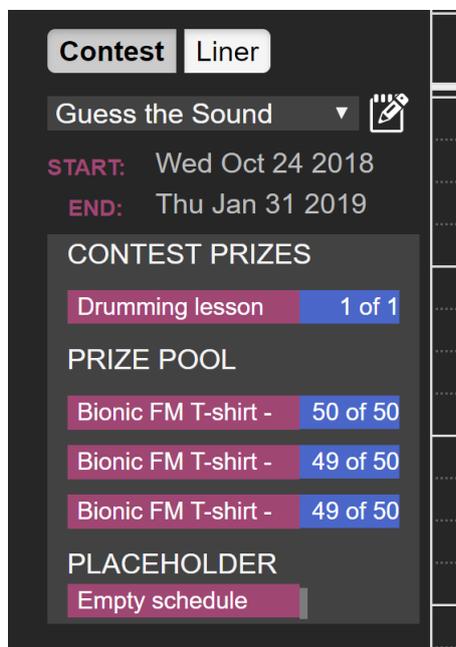
### SCHEDULING A CONTEST

Select the Contest you wish to schedule from the drop-down menu.



### SELECTING A CONTEST

The Prizes associated with that Contest will then be displayed below.



The screenshot shows a contest interface with the following elements:

- Buttons for "Contest" and "Liner".
- A dropdown menu for "Guess the Sound" with a pencil icon.
- START: Wed Oct 24 2018
- END: Thu Jan 31 2019
- Section: CONTEST PRIZES
  - Drumming lesson - 1 of 1
- Section: PRIZE POOL
  - Bionic FM T-shirt - 50 of 50
  - Bionic FM T-shirt - 49 of 50
  - Bionic FM T-shirt - 49 of 50
- Section: PLACEHOLDER
  - Empty schedule

#### AVAILABLE PRIZES

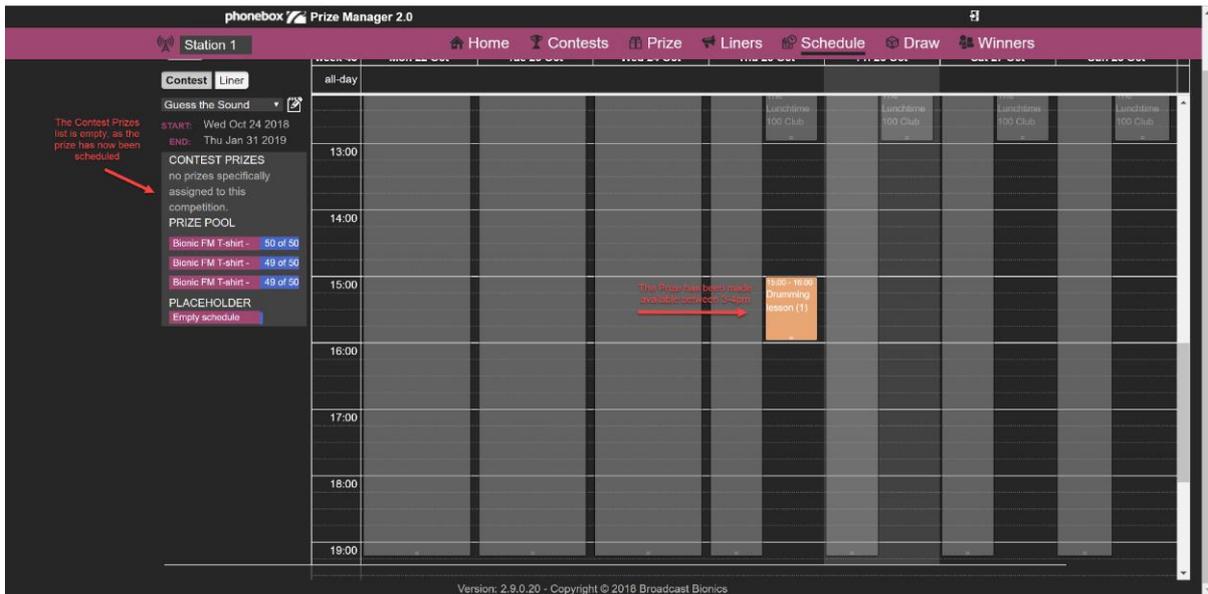
The Prize(s) linked to the main Competition are at the top.

The generally available (prize cupboard/ad hoc) prizes are below in the 'Prize Pool'.

The 'Placeholder' allows you to schedule a prize which hasn't yet been decided.

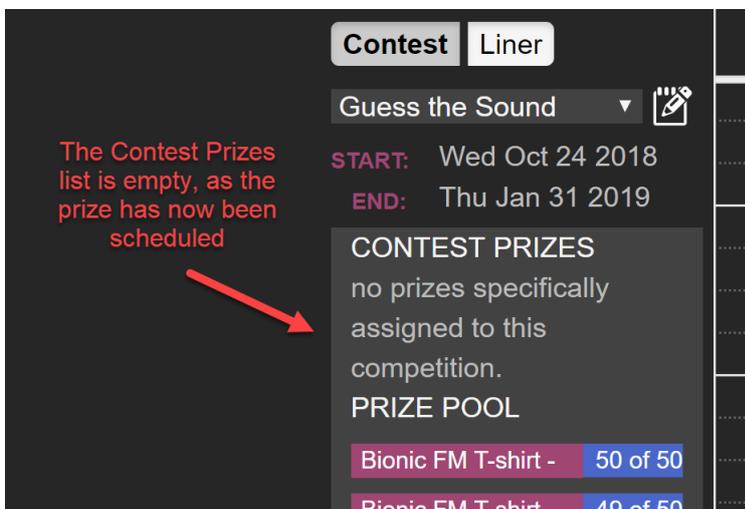
To schedule the Contest, drag the pink prize block to the first timeslot when the competition will take place. For example, if the 'Guess the Sound' contest runs at 3pm each day, drag its prize to 3pm.

**Tip!** Contests only show as available to schedule when the calendar is in the date range that matches when the competition is due to run. If you can't see a Contest you are expecting to schedule, make sure that you are looking at the correct part of the Calendar.



PRIZE SCHEDULED

The Contest Prizes list will update once the Prize has been scheduled.



EMPTY CONTEST PRIZES

(The Contest Prize list is empty, as all the Contest-specific Prizes have been allocated. It is still possible to assign Prizes from the Prize Pool if desired.)

To adjust the time that the Prize is available to win, you can move the item around, drag the bottom to extend it or adjust it from within the schedule by clicking on the scheduled Prize.



#### PRIZE IN THE SCHEDULE

If you click on the Prize, a dialog box will appear.

START	FINISH
10/25/2018 15:00	10/25/2018 16:00

NAME	STATUS
Drumming lesson	No Winner

Remove

Add a prize   Repeat Schedule   Delete

PRIZE DIALOG BOX

**Start** – use this box to amend when the Prize is available for the Studio teams to give away.

**End** – use this box to amend the end period for that Prize being available in that slot. For example, if the giveaway can only run between 3-3.30 pm, update the information in this box.

**Prizes** – gives details of which prizes are available for this Contest in a particular slot.

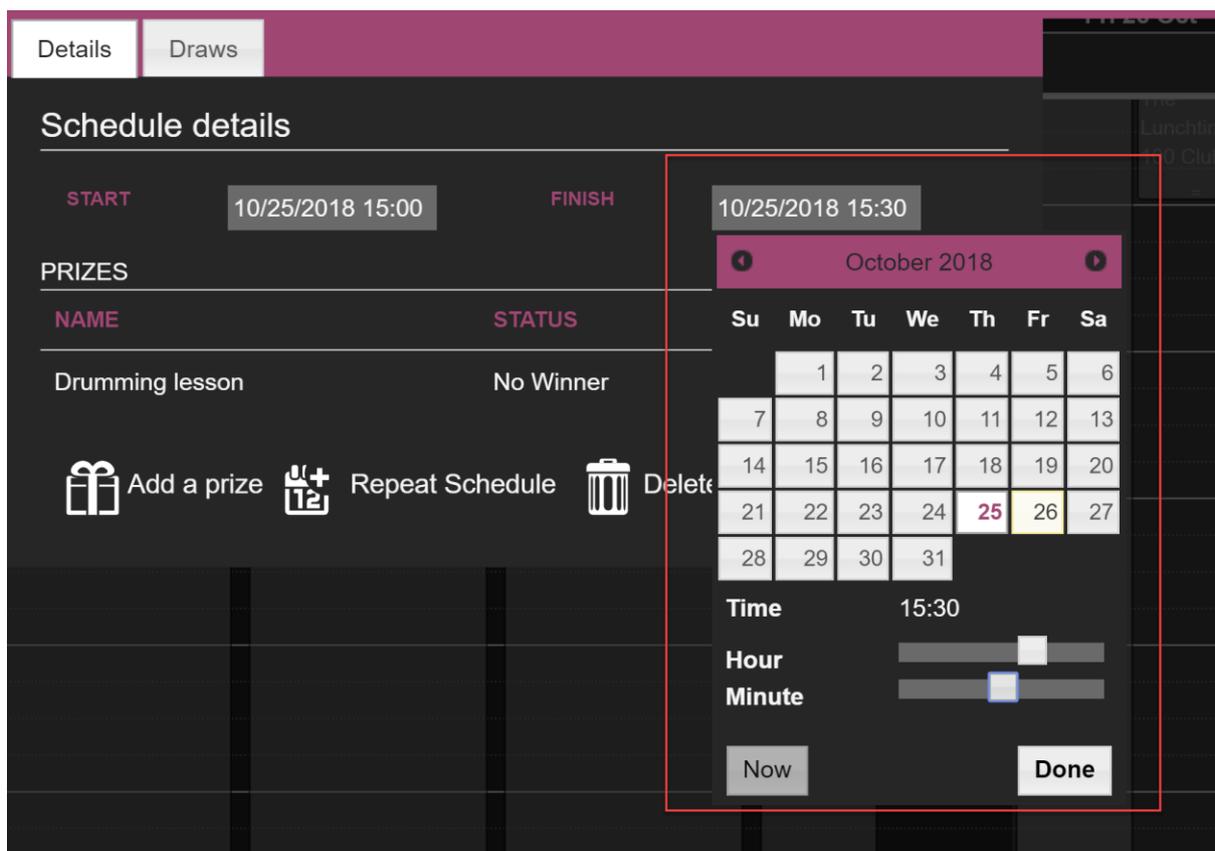
**Add a prize** – allows you to add another Prize to this Contest for a particular slot.

**Repeat Schedule** – if the Contest runs over several days, you can copy the information in this block to another time slot, to save having to repeat entering the details manually.

**Delete** – allows you to remove the option of running the Contest in this particular part of the schedule. Useful if you have added something by mistake!

Let's say we want to run this Contest from 3-3.30 PM every day for two weeks, or until a winner is found.

Firstly, we adjust the start and end times so they are correct for the first scheduled slot.



Then, we press 'Repeat Schedule'.

Details | Draws

### Schedule details

**START** 10/25/2018 15:00 **FINISH** 10/25/2018 15:30

**PRIZES**

NAME	STATUS	
Drumming lesson	No Winner	Remove

 Add a prize
  Repeat Schedule
  Delete

SELECT REPEAT SCHEDULE

A dialog box will then appear.

### Repeat a schedule ✕

**REPEAT** Daily

**UNTIL** 11/1/2018 15:00

OR

**REPEAT UNTIL ALL PRIZES ARE ALLOCATED**

**CREATE WITH PRIZES**

Create repeat

REPEAT SCHEDULE DIALOG

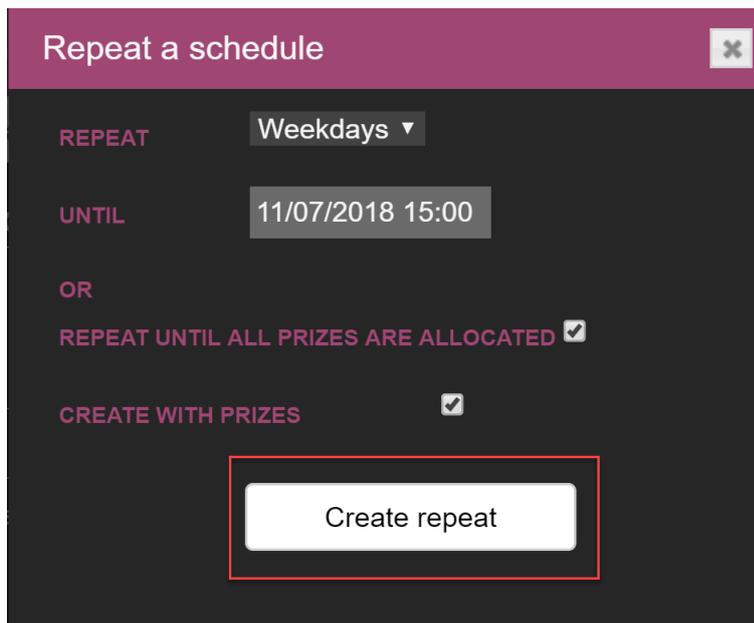
**Repeat** – select Hourly, Daily, Weekly or Weekdays from the drop-down menu

**Until** – last point that the Contest will be available

OR

**Repeat Until All Prizes are Allocated** (checkbox) – select this to make the Contest available until prizes are allocated to a schedule.

**Create With Prizes** – select this box to automatically make the selected Prize available each time the Contest appears in the schedule.



Repeat a schedule

REPEAT Weekdays ▾

UNTIL 11/07/2018 15:00

OR

REPEAT UNTIL ALL PRIZES ARE ALLOCATED

CREATE WITH PRIZES

Create repeat

REPEAT SCHEDULE DIALOG

When you are happy with your repeat options, press 'Create repeat'.

week 44	Mon 29 Oct	Tue 30 Oct	Wed 31 Oct	Thu 1 Nov	Fri 2 Nov
all-day					
13:00					
14:00					
15:00	15:00 - 15:30 Drumming lesson (1)				
16:00					

PRIZES SCHEDULED

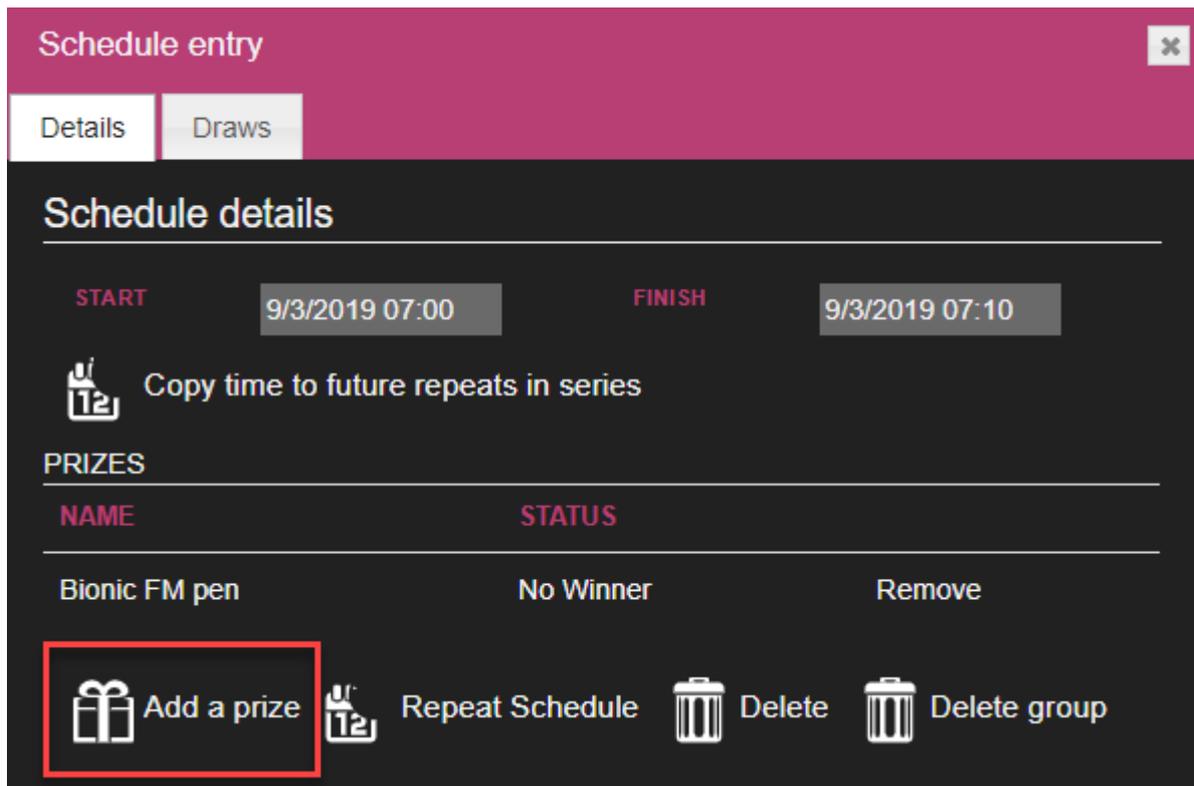
The system will then automatically allocate the Contest and Prizes following the rules you set.

**Tip!** If there is only one Prize in the Contest, the system won't make it available for future dates, in case it is won on the first day. If you need a Contest to be displayed in the studio every day until the Prize is won, you may find the ['Empty schedule'](#) section useful.

### Scheduling Prize Contests

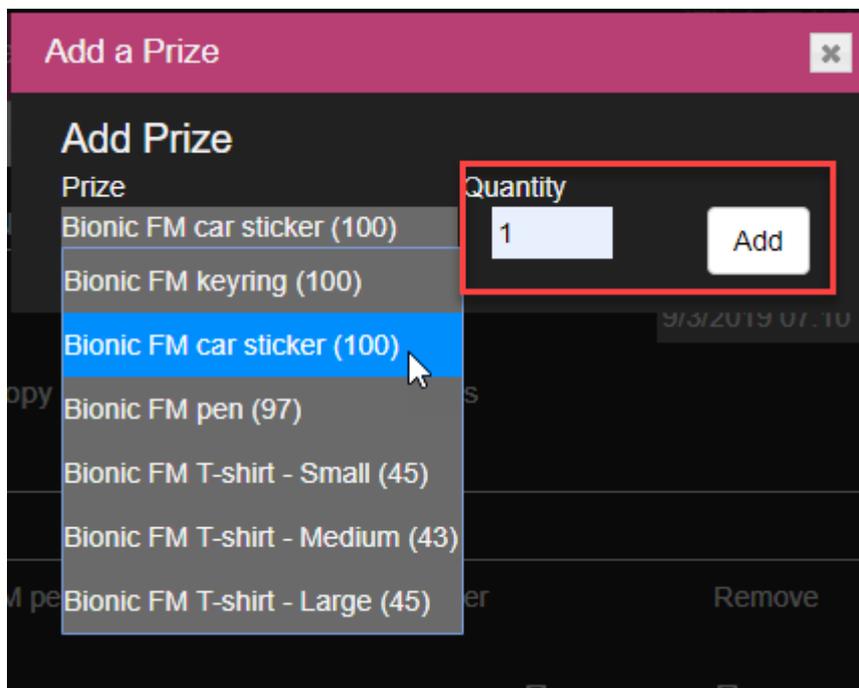
Follow the steps in [Scheduling a Contest](#) above.

Press on the slot where you want to add Prizes and press 'Add a prize' on the dialog box.



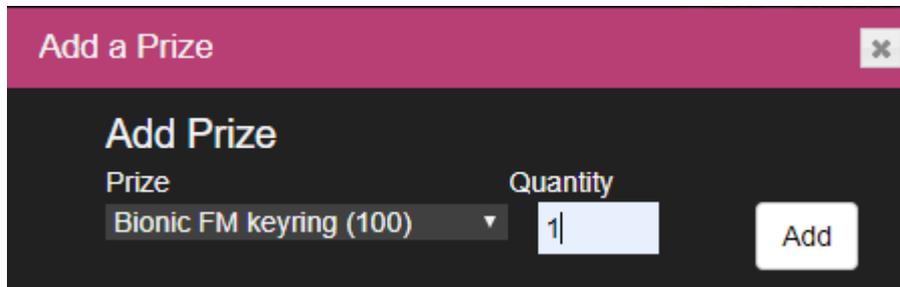
ADD A PRIZE BUTTON

Choose the Prize and enter the number you would like to give away. Press 'Add'.



ADD A PRIZE

Repeat if needed / if there will be multiple Prizes available in the same Contest.



Add a Prize

Add Prize

Prize Bionic FM keyring (100) Quantity 1 Add

ADDING ANOTHER PRIZE

When finished, press the 'X'.



Add a Prize

Add Prize

Prize Bionic FM keyring (99) Quantity 0 Add

PRESS 'X' TO CLOSE

The Prizes will now show on the Schedule.

Schedule entry ✕

Details Draws

### Schedule details

---

**START** 9/3/2019 07:00 **FINISH** 9/3/2019 07:10

 Copy time to future repeats in series

**PRIZES**

NAME	STATUS	
Bionic FM keyring	No Winner	Remove
Bionic FM car sticker	No Winner	Remove
Bionic FM pen	No Winner	Remove

 Add a prize
  Repeat Schedule
  Delete
  Delete group

PRIZES ALLOCATED

Press 'X' to close.

Schedule entry ✕

Details | Draws

### Schedule details

**START** 9/3/2019 07:00 **FINISH** 9/3/2019 07:10

 Copy time to future repeats in series

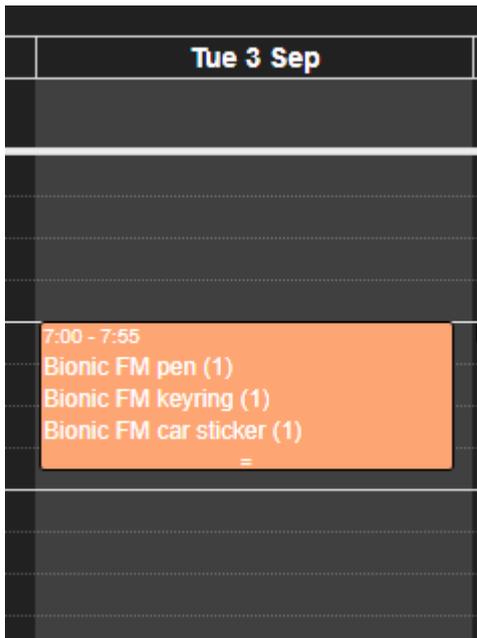
**PRIZES**

NAME	STATUS	
Bionic FM keyring	No Winner	Remove
Bionic FM car sticker	No Winner	Remove
Bionic FM pen	No Winner	Remove

 Add a prize
  Repeat Schedule
  Delete
  Delete group

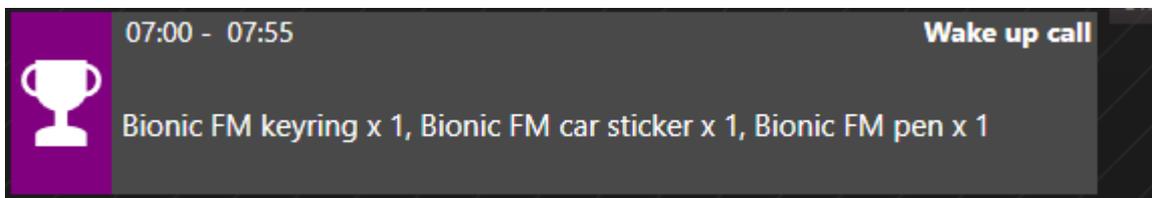
PRESS 'X' TO CLOSE

The Prizes will now show in the main Schedule...



PRIZES IN SCHEDULE

...and will be available to the On-Air team.



PRIZES IN BIONIC STUDIO

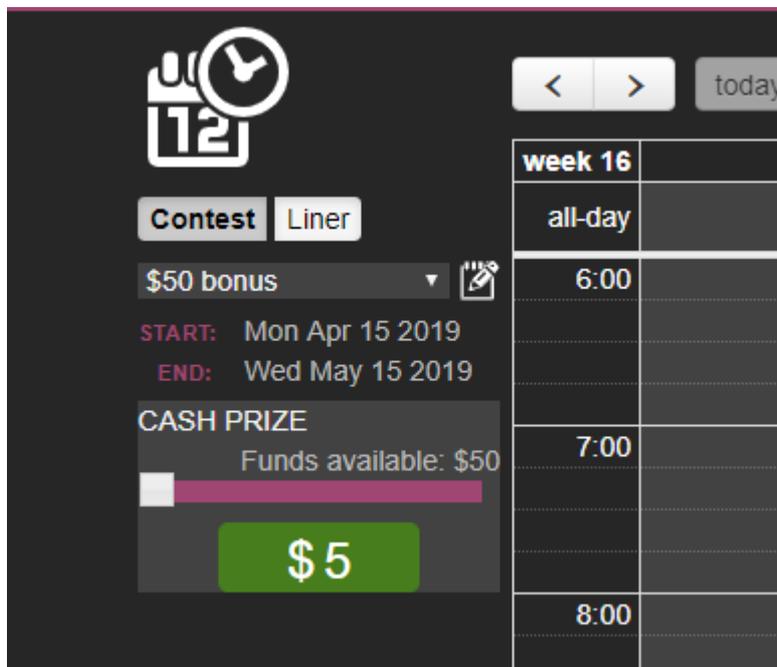
**Tip!** Prize Pool Prizes that are dragged to the Schedule will display the relevant Contest Script to the users in the studio. Make sure you are dragging from the right Contest to avoid on-air confusion.

**Tip!** If you have a Prize with more than one size/colour option, you may find it easier to use [Scheduling an empty schedule placeholder](#) below.

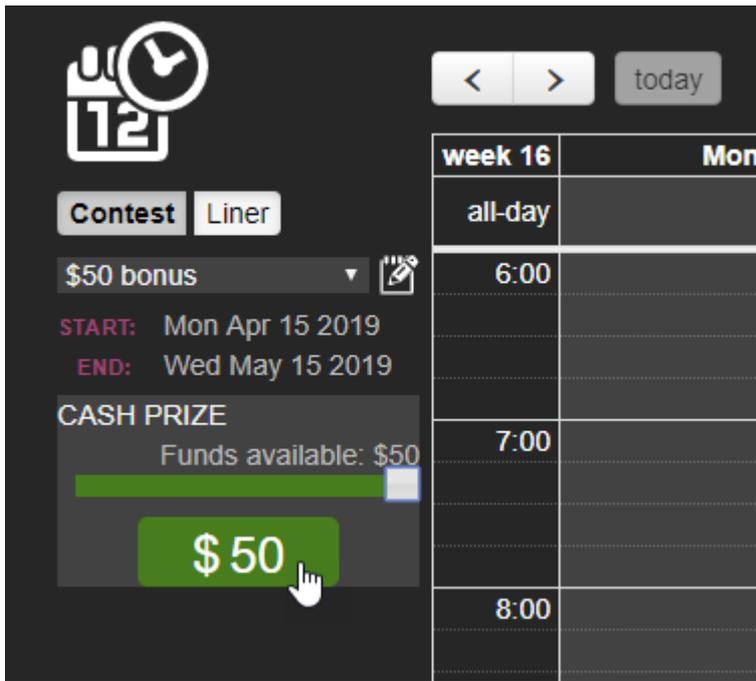
## Scheduling Cash Contests

Follow the steps in [Scheduling a Contest](#) above.

The main difference comes when deciding how much cash to allocate to the slot. The system will default to \$5. If you wish to allocate the full amount, you must adjust the 'Funds available' slider.

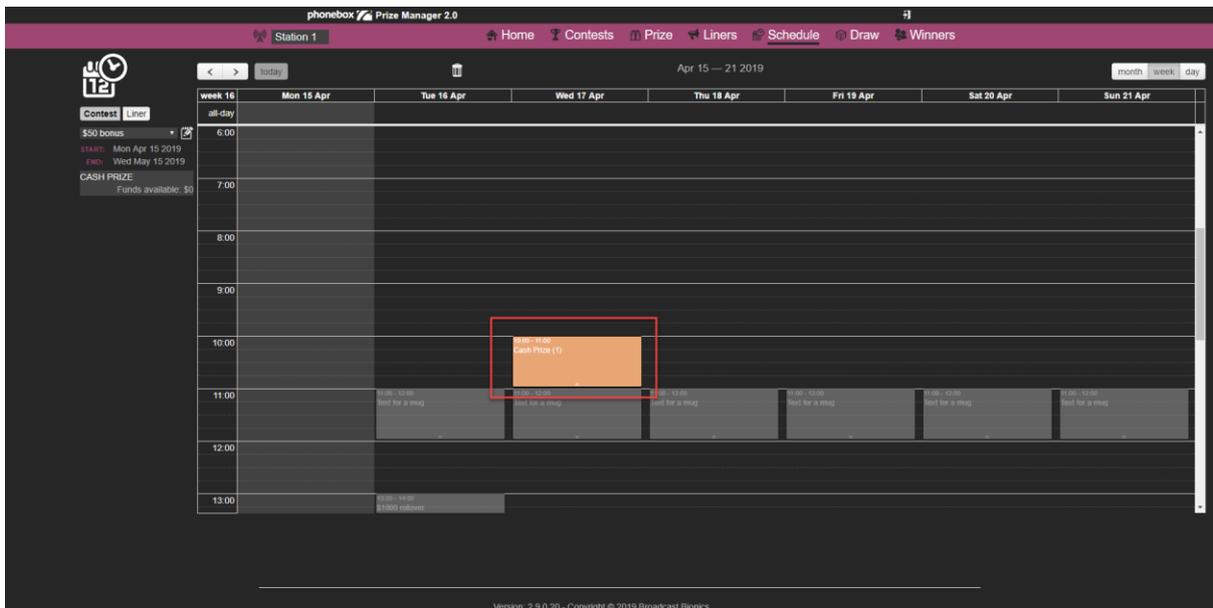


FUNDS AVAILABLE DEFAULT



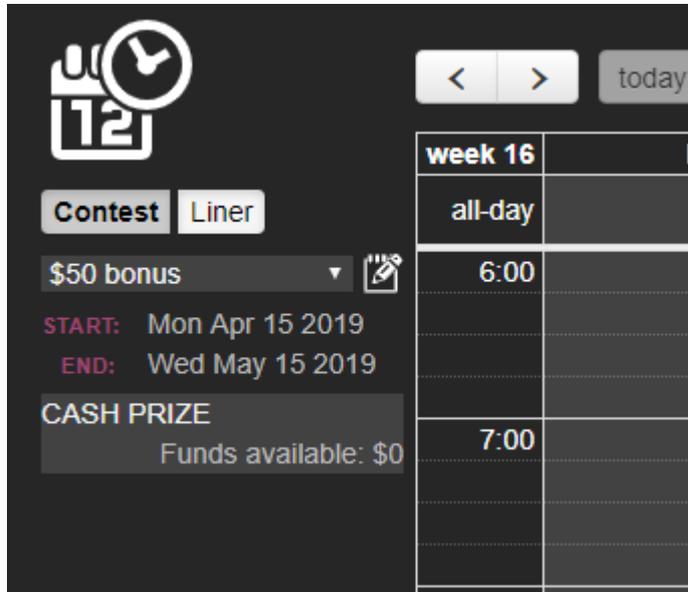
FUNDS AVAILABLE SLIDER MOVED TO ALLOCATE FULL AMOUNT

You then need to drag and drop the green '\$50' (or whatever amount you have allocated) button to the appropriate place in the Calendar.



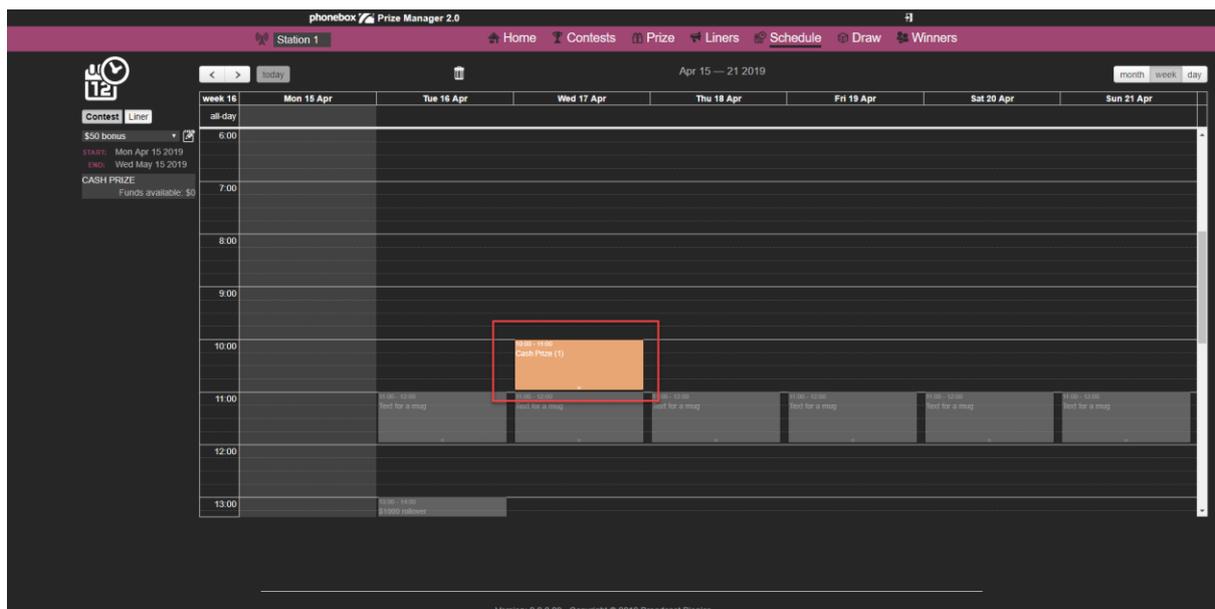
CONTEST SCHEDULED

The 'Funds available' total will then show \$0.



FUNDS AT \$0.

To amend details of the cash prize, click on its calendar entry.



CALENDAR ENTRY

It is possible to add extra cash, if the prize fund allocation allows.

The screenshot shows a 'Schedule entry' window with a dark background and a purple header. The 'Details' tab is selected. Under 'Schedule details', the start time is 4/17/2019 10:00 and the finish time is 4/17/2019 11:00. A table of prizes is shown with one entry: '\$50.00 cash prize' with a status of 'No Winner' and a 'Remove' link. At the bottom, there are three icons: a gift icon labeled 'Add cash' (highlighted with a red box), a calendar icon labeled 'Repeat Schedule', and a trash icon labeled 'Delete'.

ADD CASH ICON

The screenshot shows an 'Add a Prize' dialog box with a dark background and a purple header. The title is 'Add cash prize'. Below the title, it says '\$0.00 is available for prizes.' There is an 'AMOUNT' label next to an input field containing '0'. To the right of the input field is an 'Add' button. The input field is highlighted with a red box.

NO EXTRA FUNDS AVAILABLE ON THIS COMPETITION

## Scheduling Prize Accumulator Contests

For a general overview, see [Scheduling a Contest](#) above.

The main difference with Prize Accumulators is that you need to allocate each additional prize to the next slot. The system will then alert the presenter that there is a bundle of prizes to be won.

Select the Prize Accumulator Contest from the drop-down menu. The available Prizes will display below.

The screenshot shows a contest scheduling interface. On the left, there is a calendar icon with the number 12, a 'Contest' button, and a 'Liner' button. Below these is a dropdown menu showing 'Easter Bunny rampag' with a calendar icon. The start date is 'Mon Apr 15 2019' and the end date is 'Tue Apr 30 2019'. Below this is a section titled 'CONTEST PRIZES' with a list of prizes and their quantities. Below that is a section titled 'PRIZE POOL' with a list of prizes and their quantities. On the right, there is a navigation bar with left and right arrows and a 'today' button. Below this is a table with columns for 'week 16' and 'Mon 15 Apr'. The table has rows for 'all-day', '14:00', '15:00', '16:00', '17:00', and '18:00'. The 'all-day' row is highlighted.

week 16	Mon 15 Apr
all-day	
14:00	
15:00	
16:00	
17:00	
18:00	

**CONTEST PRIZES**

Monopoly	1 of 1
\$100 Tinytown toys voucher	1 of 1
Cuddly bunny	1 of 1
Push-along scooter	1 of 1
Giant Chocolate Easter Egg	2 of 2
Roald Dahl collection	1 of 1

**PRIZE POOL**

Bionic FM T-shirt - Large	50 of 50
Bionic FM T-shirt - Small	49 of 50
Bionic FM T-shirt - Medium	49 of 50

AVAILABLE PRIZES IN THE 'CONTEST PRIZES' LIST

Drag the Prize you wish to be available first to the correct time slot.

week 16

Mon 15 Apr

Tue 16 Apr

all-day

14:00

15:00 15:00 - 16:00 Monopoly (1)

16:00

17:00

18:00

Contest Liner

Easter Bunny rampag

START: Mon Apr 15 2019

END: Tue Apr 30 2019

CONTEST PRIZES

- \$100 Tinytown toys voucher 1 of 1
- Cuddly bunny 1 of 1
- Push-along scooter 1 of 1
- Giant Chocolate Easter Egg 2 of 2
- Roald Dahl collection 1 of 1

PRIZE POOL

- Bionic FM T-shirt - Large 50 of 50
- Bionic FM T-shirt - Small 49 of 50
- Bionic FM T-shirt - Medium 49 of 50

FIRST PRIZE SCHEDULED

Clicking onto the orange box will allow you to make adjustments to the window when the Prize is available.

Schedule entry ✕

Details Draws

### Schedule details

START 4/15/2019 15:00 FINISH 4/15/2019 16:00

PRIZE ACCUMULATOR

SCHEDULED	PRIZE
3:00 PM to 4:00 PM on the 15 Apr 2019	Monopoly

Repeat Schedule
 Delete

ADJUST TIMESLOT IF REQUIRED

Schedule the next Prize you wish to allocate into the next competition slot.

**Contest** Liner

Easter Bunny rampag

START: Mon Apr 15 2019

END: Tue Apr 30 2019

< > today

week 16	Mon 15 Apr	Tue 16 Apr	Wed 17 Apr
all-day			
14:00			
15:00	15:00 - 16:00 Monopoly (1)	15:00 - 16:00 Cuddly bunny	
16:00	=	=	
17:00			
18:00			

**CONTEST PRIZES**

- \$100 Tinytown toys voucher
1 of 1
- Push-along scooter
1 of 1
- Giant Chocolate Easter Egg
2 of 2
- Roald Dahl collection
1 of 1

**PRIZE POOL**

- Bionic FM T-shirt - Large
50 of 50
- Bionic FM T-shirt - Small
49 of 50
- Bionic FM T-shirt - Medium
49 of 50

SECOND ACCUMULATOR PRIZE SCHEDULED

Continue in order until all the prizes are allocated.

week 16	Mon 15 Apr	Tue 16 Apr	Wed 17 Apr	Thu 18 Apr	Fri 19 Apr	Sat 20 Apr	Sun 21 Apr
all-day							
14:00							
15:00	15:00 - 16:00 Monopoly (1)	16:00 - 16:00 Cuddly bunny	15:00 - 16:00 Giant Chocolate Easter Egg	16:00 - 16:00 Roald Dahl collection	16:00 - 16:00 Giant Chocolate Easter Egg	16:00 - 16:00 Push-along scooter	16:00 - 16:00 \$100 Tinytown toys voucher
16:00							

ALL PRIZES SCHEDULED

The system will alert the presenter that this is an Accumulator contest, meaning that the correct prizes will be awarded depending on the day that the competition is won.

### Scheduling Cash Accumulator Contests

First review the steps in [Scheduling a Contest](#) above.

The main difference with Accumulator prizes is that you need to make sure that the 'Create with prizes' option is **unchecked** when creating the repeat group.

Find the Accumulator in the drop-down list.

12

< > today

**Contest** Liner

\$1000 rollover

START: Wed Oct 24 2018  
END: Fri May 31 2019

**CASH ACCUMULATOR**  
Funds available: \$20000  
Opening amount: \$1000  
Increment: \$100

**Accumulator**

week 16	Mon 15 Apr
all-day	
17:00	
18:00	
19:00	

ACCUMULATOR CONTEST SELECTED

Drag the 'Accumulator' button to the first day you wish the Accumulator to be scheduled.

< > today

**Contest** | **Liner**

**\$1000 rollover**

**START:** Wed Oct 24 2018  
**END:** Fri May 31 2019

**CASH ACCUMULATOR**  
 Funds available: \$20000  
 Opening amount: \$1000  
 Increment: \$100  
Accumulator

week 16	Mon 15 Apr
all-day	
17:00	
18:00	
19:00	

DRAG THE GREEN ACCUMULATOR BUTTON TO SCHEDULE

The screenshot shows a contest management interface. On the left sidebar, there is a logo with '12' and a clock icon. Below it, there are buttons for 'Contest' and 'Liner'. A '\$1000 rollover' button is also present. The contest details include:
 

- START: Wed Oct 24 2018
- END: Fri May 31 2019
- CASH ACCUMULATOR
- Funds available: \$19000
- Opening amount: \$1000
- Increment: \$100
- An 'Accumulator' button is highlighted in green.

 The main area is a calendar grid for 'week 16'. The current date is 'today', which is 'Mon 15 Apr'. The grid shows time slots from 17:00 to 23:00. An orange box is overlaid on the 20:00-21:00 slot, containing the text:
 

- 20:00 - 21:00
- \$1,000.00 potential cash accumulator prize

 A mouse cursor is pointing at the orange box.

FIRST ACCUMULATOR BLOCK SCHEDULED

Click the orange box to access the Schedule entry settings.

Schedule entry ✕

Details Draws

---

### Schedule details

START 4/15/2019 20:00 FINISH 4/15/2019 21:00

CASH ACCUMULATOR

**CURRENT JACKPOT - 1000.00**

STARTING AMOUNT	1000.00	CURRENT FUNDS AVAILABLE	19000.00
INCREMENT AMOUNT	100.00	ORIGINAL FUNDS AVAILABLE	20000.00

SCHEDULED	ROLLING JACKPOT	STATUS
8:00 PM to 9:00 PM on the 15 Apr 2019	1000.00	Available

Repeat Schedule

Delete

SCHEDULE ENTRY SETTINGS

Make sure the start and end times are as wanted for the first slot.

Schedule entry ✕

Details Draws

### Schedule details

---

START 4/15/2019 20:00 FINISH 4/15/2019 21:00

CASH ACCUMULATOR

**CURRENT JACKPOT - 1000.00**

STARTING AMOUNT	1000.00	CURRENT FUNDS AVAILABLE	19000.00
INCREMENT AMOUNT	100.00	ORIGINAL FUNDS AVAILABLE	20000.00

SCHEDULED	ROLLING JACKPOT	STATUS
8:00 PM to 9:00 PM on the 15 Apr 2019	1000.00	Available

Repeat Schedule

Delete

START AND END TIMES HIGHLIGHTED

Press 'Repeat Schedule'.

Schedule entry ✕

Details Draws

---

### Schedule details

START 4/15/2019 20:00 FINISH 4/15/2019 21:00

CASH ACCUMULATOR

**CURRENT JACKPOT - 1000.00**

STARTING AMOUNT	1000.00	CURRENT FUNDS AVAILABLE	19000.00
INCREMENT AMOUNT	100.00	ORIGINAL FUNDS AVAILABLE	20000.00

SCHEDULED	ROLLING JACKPOT	STATUS
8:00 PM to 9:00 PM on the 15 Apr 2019	1000.00	Available

Repeat Schedule

Delete

PRESS TO OPEN REPEAT SCHEDULE DIALOG

Repeat a schedule ✕

REPEAT Daily

UNTIL 4/22/2019 20:00

OR

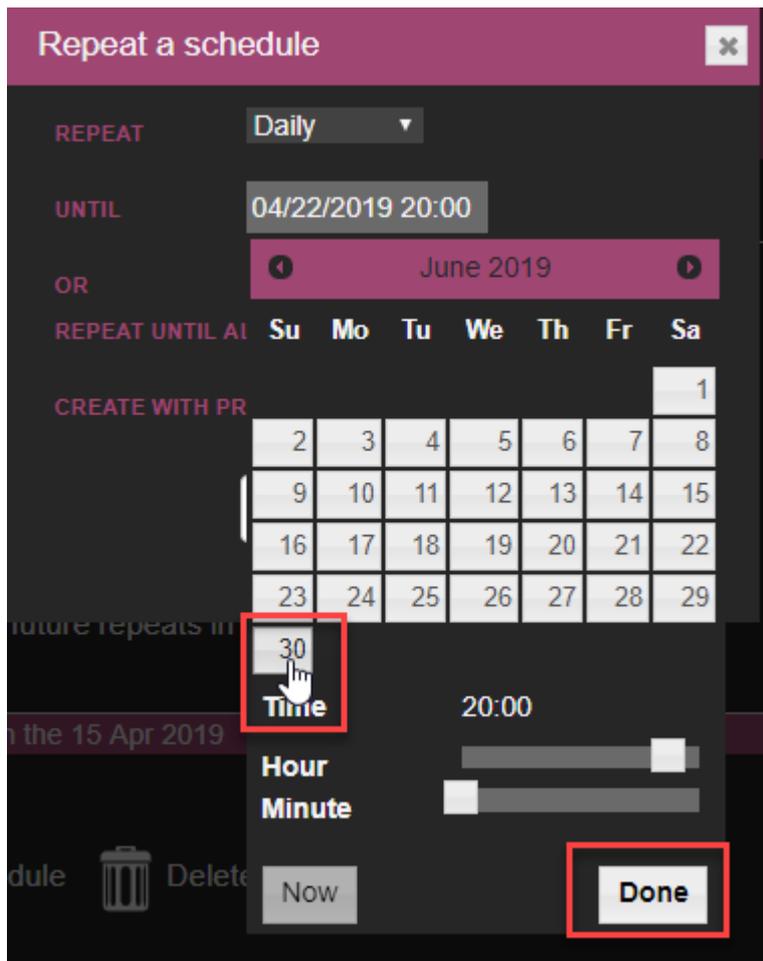
REPEAT UNTIL ALL PRIZES ARE ALLOCATED

CREATE WITH PRIZES

Create repeat

REPEAT A SCHEDULE DIALOG. BEWARE THE DEFAULT 'CREATE WITH PRIZES' CHECKBOX!

Select an end date for the Accumulator and press 'Done'.



CHOOSE AND END DATE

Make sure the 'Create with prizes' and 'Repeat until all prizes are allocated' options are **unticked** and then press 'Create Repeat'.

Repeat a schedule

REPEAT Daily

UNTIL 06/30/2019 20:00

OR

REPEAT UNTIL ALL PRIZES ARE ALLOCATED

CREATE WITH PRIZES

Create repeat

CHECKBOXES ARE CLEARED

If the Repeat end date is too far in the future (e.g. it would be impossible to schedule until then because the number of rollover increments is not enough), the system will automatically adjust the final possible slot.

Repeat a schedule

Repeat until has been changed to within the end date of the contest.

WARNING MESSAGE

Close the settings dialog box window.

Schedule entry ✕

Details Draws

### Schedule details

START 4/15/2019 19:00 FINISH 5/15/2019 20:00

**CASH ACCUMULATOR**

**CURRENT JACKPOT - 1000.00**

STARTING AMOUNT	1000.00	CURRENT FUNDS AVAILABLE	19000.00
INCREMENT AMOUNT	100.00	ORIGINAL FUNDS AVAILABLE	20000.00

SCHEDULED	ROLLING JACKPOT	STATUS
19:00 15 Apr to 20:00 15 May 2019	1000.00	Available

Repeat Schedule
 Delete

SCHEDULE ENTRY SETTINGS

The system will automatically schedule the Accumulator with the correct prize increment added for each day.

Contest Liner

**\$1000 rollover**

START: Wed Oct 24 2018  
END: Fri May 31 2019

**CASH ACCUMULATOR**

Funds available: \$14,400  
Opening amount: \$1,000  
Increment: \$100

**Accumulator**

Time	Mon 15 Apr	Tue 16 Apr	Wed 17 Apr	Thu 18 Apr	Fri 19 Apr	Sat 20 Apr	Sun 21 Apr
19:00 - 20:00	\$1,000.00 potential cash accumulator price	\$1,100.00 potential cash accumulator price	\$1,200.00 potential cash accumulator price	\$1,300.00 potential cash accumulator price	\$1,400.00 potential cash accumulator price	\$1,500.00 potential cash accumulator price	\$1,600.00 potential cash accumulator price

ACCUMULATOR SCHEDULED

19:00 - 20:00 \$1,000.00 potential cash accumulator prize	19:00 - 20:00 \$1,100.00 potential cash accumulator prize	19:00 - 20:00 \$1,200.00 potential cash accumulator prize	19:00 - 20:00 \$1,300.00 potential cash accumulator prize
--	--	--	--

PRIZE AMOUNTS ARE AUTOMATICALLY INCREASED

### Scheduling an empty schedule placeholder

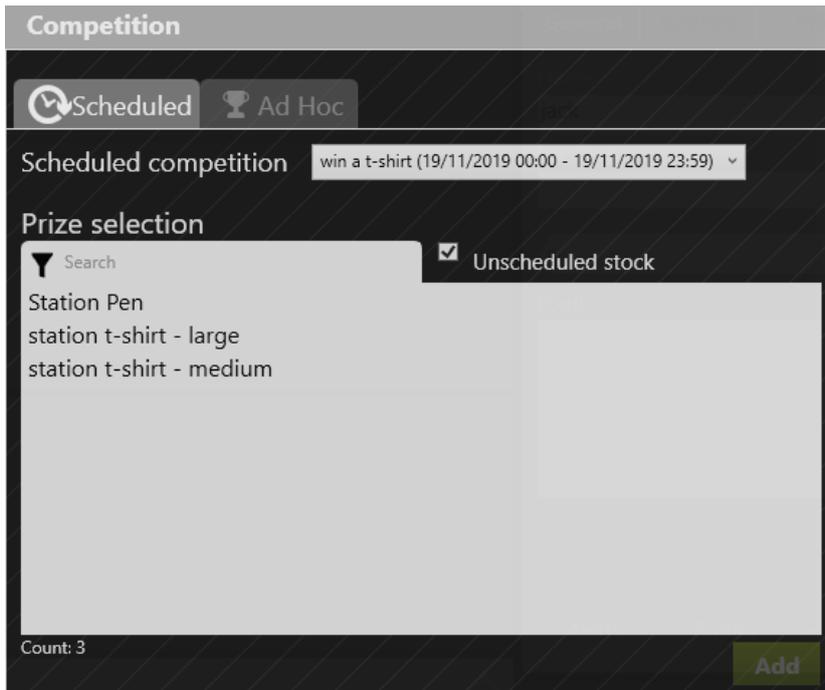
It is possible to schedule an empty / 'placeholder' prize slot for a contest. This is useful when you do not know at the time which prize someone will win (e.g. size of t-shirt), or you want the presenter to have more freedom on which prize is picked from either the contest-specific prizes or the general prize pool (e.g. so they can give a consolation prize to the loser).

The screenshot shows a contest scheduling interface. On the left, a sidebar contains the following information:

- Contest:** Liner
- win a t-shirt** (with a t-shirt icon)
- START:** Tue Nov 19 2019
- END:** Thu Dec 19 2019
- CONTEST PRIZES:** no prizes specifically assigned to this competition.
- PRIZE POOL:**
  - station t-shirt - large: 10 of 10
  - station t-shirt - medium: 10 of 10
  - Station Pen: 81 of 100
- PLACEHOLDER:** Empty schedule

The main calendar view shows week 47 with columns for Mon 18 Nov, Tue 19 Nov, and Wed 20 Nov. A 'Prize slot' is scheduled for Tuesday, Nov 19, 2019, from 6:00 to 7:00. The slot is labeled 'guess that tune' and 'Prize slot'. The interface also includes navigation arrows, a 'today' button, and a trash icon.

In the [Studio Module](#), the Contest will appear, but as no prizes have been scheduled the presenter/producer will have to check 'unscheduled stock' to select and award a prize. The prizes available can be contest specific prizes or from the general prize pool.



#### STUDIO MODULE DISPLAY

The studio team will still see the correct script information for the Contest, but with no prize information.

Empty schedules are only available to Prize and Prize Accumulator Contests.

To schedule a placeholder, find the relevant Contest in the drop-down menu.

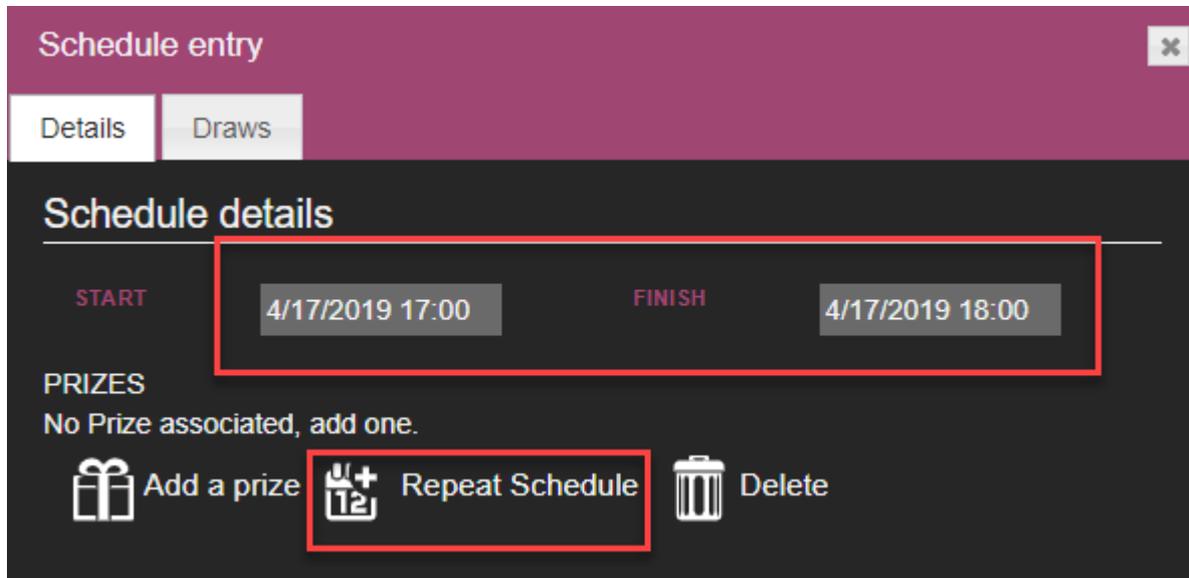
CONTEST SELECTED

**Tip!** It is important to select the correct Contest, or the Script information for the presenter will be incorrect!

Drag and drop the 'Empty schedule' to the relevant time slot on the Schedule.

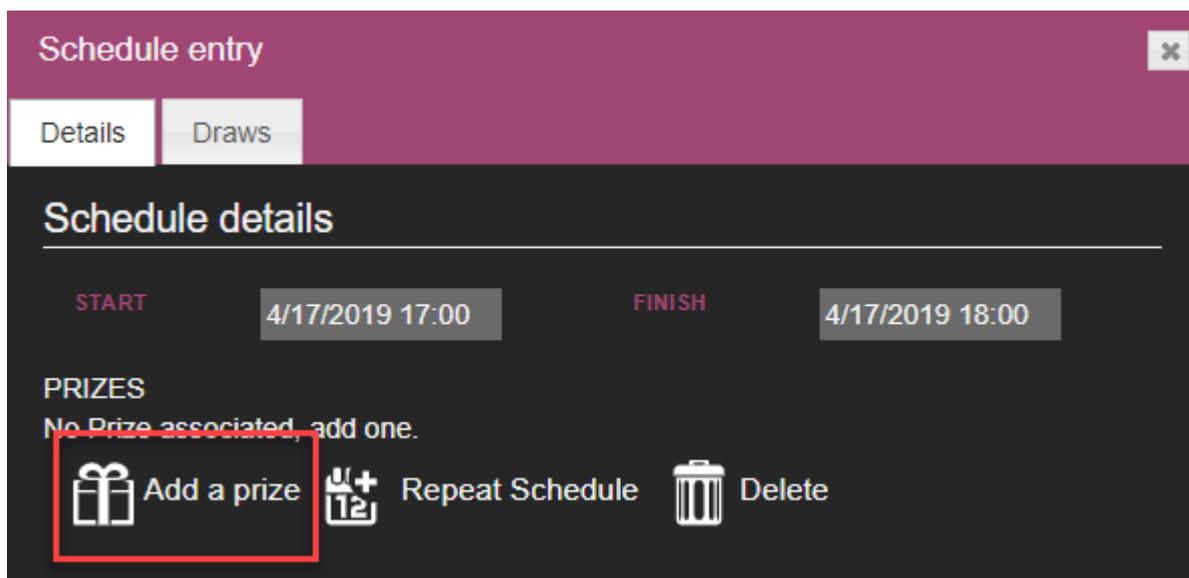
EMPTY SCHEDULE SLOT IN CALENDAR

Press the box to open up the schedule options if the time needs adjusting or you wish to repeat the slot.

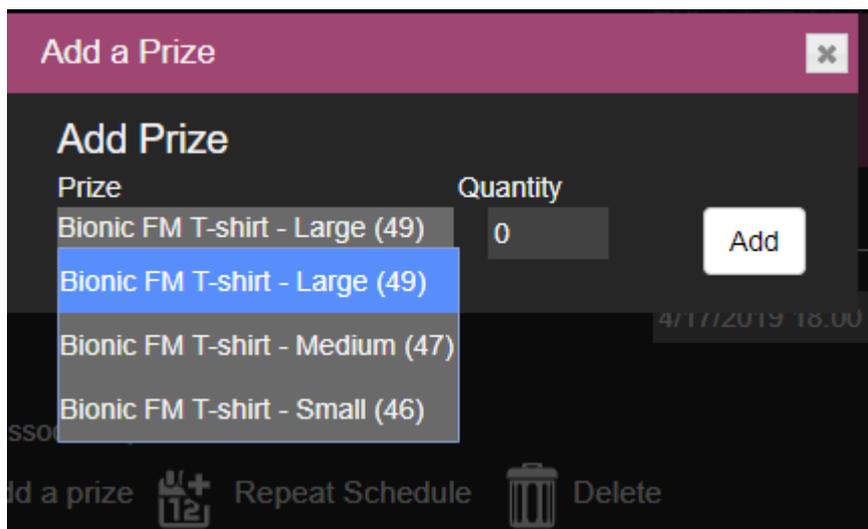


THE TIME AND REPEAT STATUS CAN BE ADJUSTED

If you later allocate a prize to this slot, press the 'Add a prize' button to assign it.



YOU CAN ASSIGN A PRIZE TO THIS SLOT AT A LATER DATE IF NEEDED



ADD PRIZE DIALOG

**Tip!** Prizes can only be allocated if they are from the Prize Pool OR have been associated with this Contest.

For prizes where there are multiple size options, the prize may be left as an Empty Schedule and the team in the studio can allocate the correct one.

For information on how to create an ad-hoc Contest during a show, see [Creating a Contest during the show](#) below.

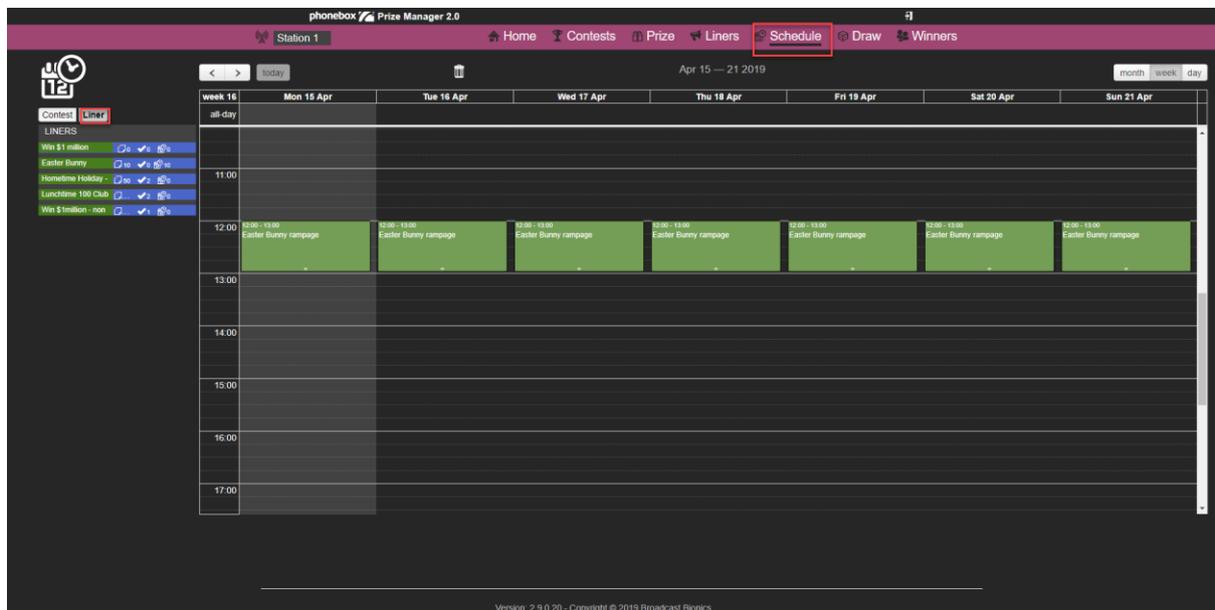
### Scheduling a Liner

Liners are scheduled in a very similar way to Contests.

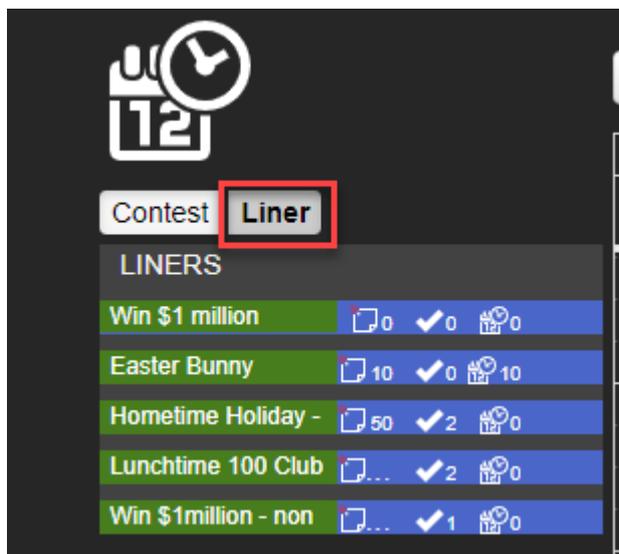
The calendar view affects when the Liner will appear for presenters to read on-air.

**Tip!** It is not advisable to schedule a Liner for exactly the same time as the Contest it is promoting.

To schedule Liners, go to the Schedules page and click the 'Liner' tab on the left-hand side.



#### LINER AREA



#### LINER TAB

The green section shows which Liners are available for the current Calendar view. If you are scheduling in advance, make sure you have the correct dates on display.

The blue section gives information about the status of each Liner:



#### LINER STATUS TALLY



#### PIECE OF PAPER ICON

The piece of paper icon shows the minimum number of reads required for this Liner.



#### TICK ICON

The tick icon shows how many times the Liner has been read on air.

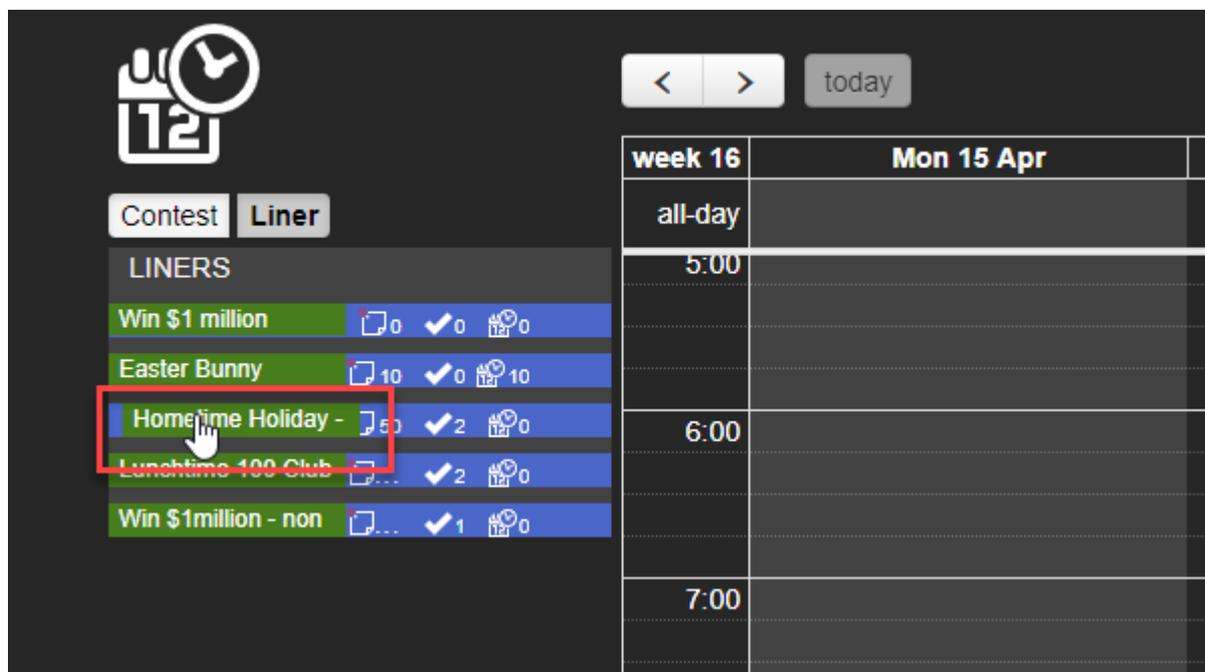


#### CALENDAR ICON

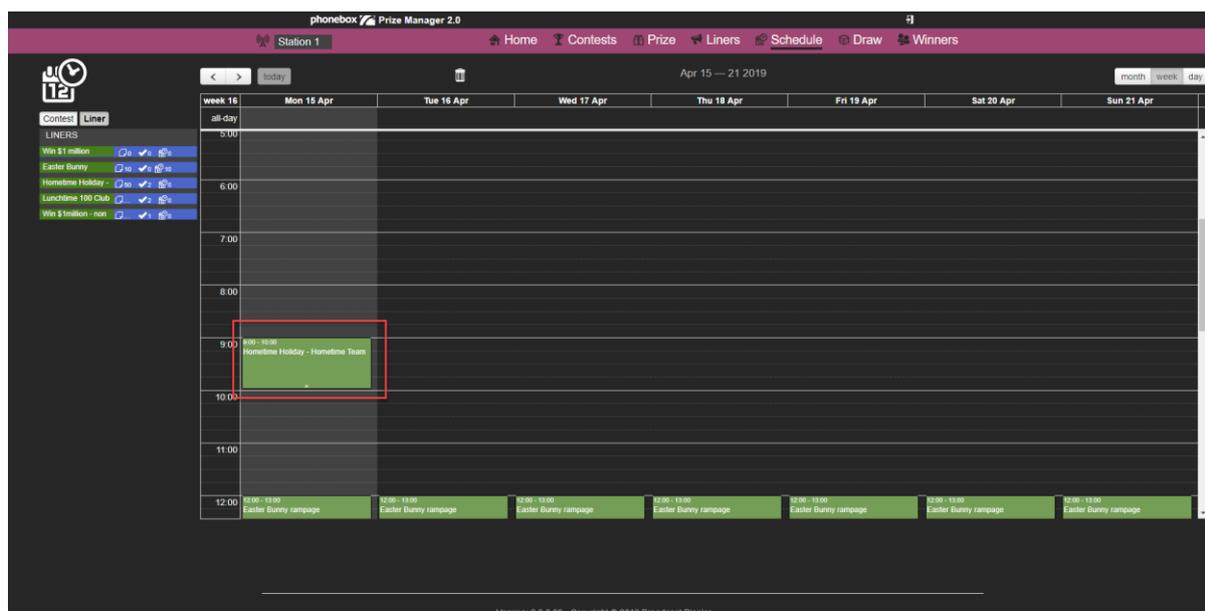
The Calendar icon shows how many times the Liner has been scheduled to be read in the future.

In this way, Contest managers can keep an overview of the general status of the Liners they have scheduled.

To schedule a Liner, drag the green Liner bar to the relevant point on the Calendar.

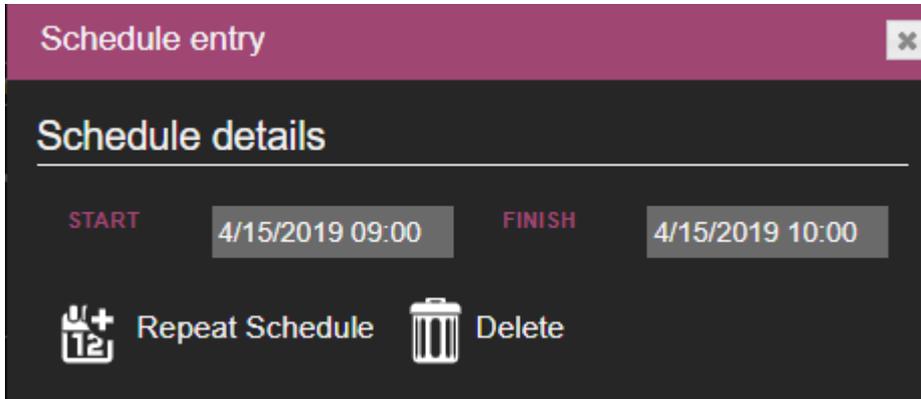


DRAG AND DROP TO SCHEDULE

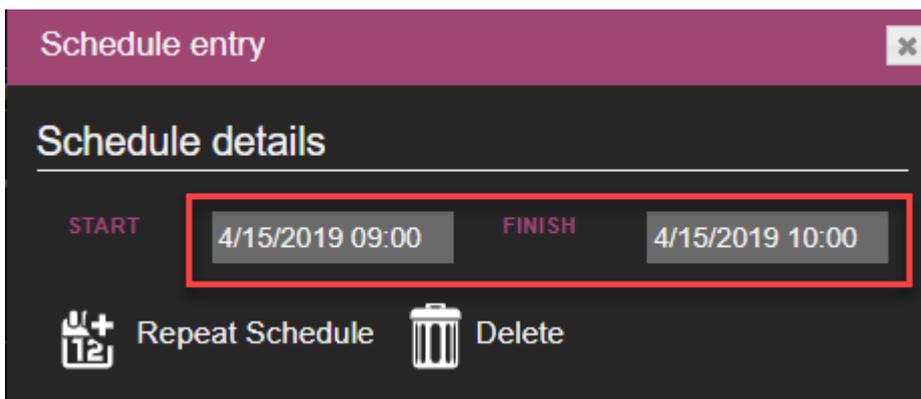


FIRST LINER SCHEDULED

To adjust the time and arrange a repeat, press the box you have just scheduled. This will bring up a dialog box.

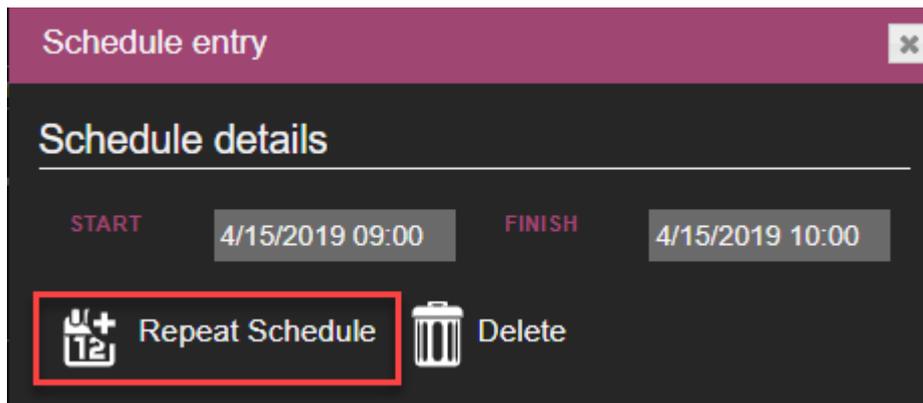


LINER SETTINGS BOX

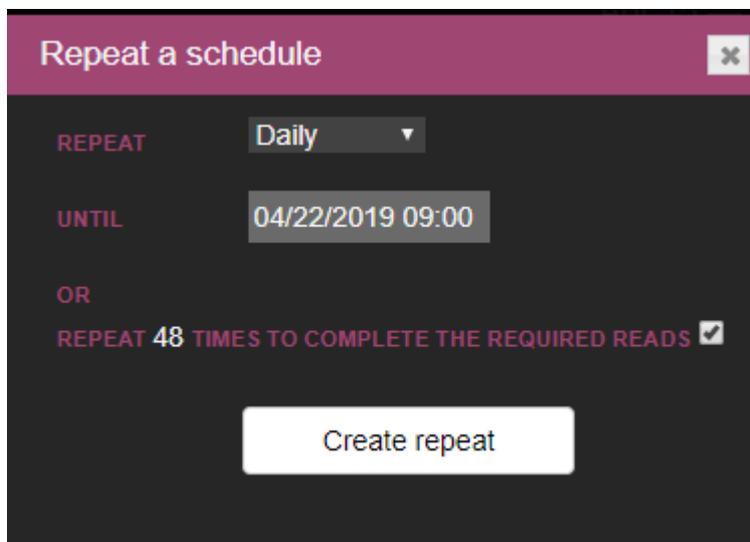


LINER START AND END DATE AND TIME ADJUSTMENT

Pressing the 'Repeat Schedule' button allows you to repeat the Liner across multiple days or slots.



PRESS TO OPEN REPEAT SCHEDULE OPTIONS



REPEAT A SCHEDULE DIALOG

You can opt to repeat the Liner slot Hourly, Daily, Weekly or Weekends until either a specified end date, or until the required number of reads has been allocated.

Once you are happy with the settings, press 'Create repeat'.

Repeat a schedule

REPEAT Daily

UNTIL 04/22/2019 09:00

OR

REPEAT 48 TIMES TO COMPLETE THE REQUIRED READS

Create repeat

PRESS TO REPEAT

The Liner will now automatically appear in the schedule, ready for your presenters to read on-air.

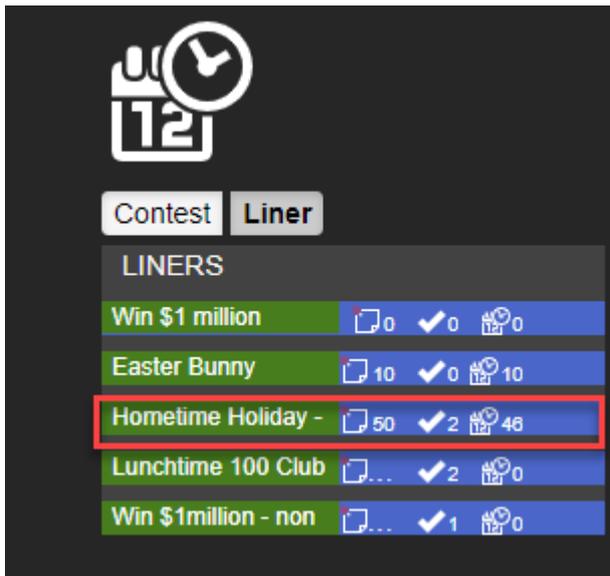
8:00							
9:00	9:00 - 10:00 Hometime Holiday - Hometime Team						
10:00							

LINER REPEATS SCHEDULED

You can create more than one slot for the same Liner if wished (e.g. read every day between 0900 and 1000 and again between 1500 and 1600).

To do so, simply follow the steps in this section again for the second Liner slot.

Once the Liners are scheduled, the Liner status bar will update with the running total of how many of the Liners are left to schedule, and how many have been read on air.



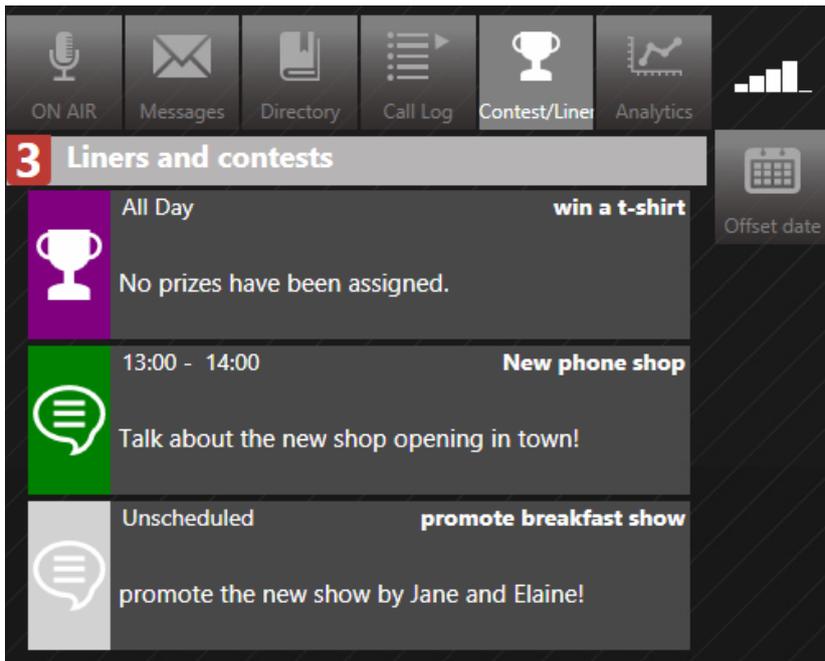
LINER STATUS UPDATED

### Unscheduled Liners and blocking when Liners may appear

Liners do not have to be directly scheduled into the calendar to appear in the Studio Module.

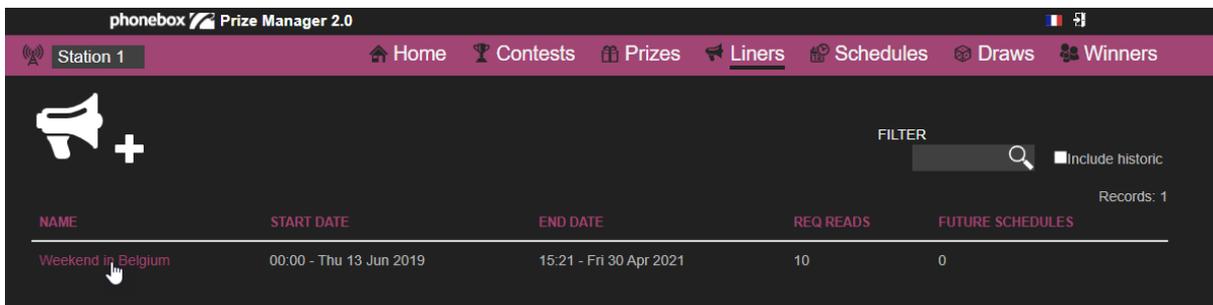
All Liners which are created and in their currently active date/time range will appear in the studio view as 'unscheduled', unless you prevent them from being displayed.

Presenters may view unscheduled Liners as optional / backup material, as they will be grey on their screen.



SCHEDULED LINER – GREEN. UNSCHEDULED LINER – GREY.

To control in which parts of a day an unscheduled Liner may appear, go to the Liners tab and press the Liner you wish to work with.



SELECT A LINER

Select the 'Day Part' tab.

Edit - Weekend in Belgium ✕

Details **Day part** Schedules Reads History

## Day part

This day part grid shows the weekly hours that can either be directly scheduled or are openly permitted. To directly schedule, visit the schedule page and click the liners tab. Unscheduled liners will still be visible to presenters in the client to read if the day part grid allows it.

Permit any hours Block any hours

Sunday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Tuesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Wednesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Thursday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Friday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Saturday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

PRESS THE DAY PART TAB

The default is that the Liner will appear on any day of the week and at any time (between the start and end dates selected on the 'Details' tab).

Pressing onto any square will turn it red and mean that the Liner will not appear during that hour.

Edit - Weekend in Belgium ✕

Details Day part Schedules Reads History

## Day part

This day part grid shows the weekly hours that can either be directly scheduled or are openly permitted. To directly schedule, visit the schedule page and click the liners tab. Unscheduled liners will still be visible to presenters in the client to read if the day part grid allows it.

Permit any hours Block any hours

Sunday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Tuesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Wednesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Thursday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Friday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Saturday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

UNSCHEDULED LINERS WILL NOT APPEAR IN THE HOURS MARKED IN RED

Alternatively, you can select the 'Block any hours' button. This will prevent the Liner from being scheduled at all, by turning all the squares red.

Edit - Weekend in Belgium ✕

Details **Day part** Schedules Reads History

## Day part

This day part grid shows the weekly hours that can either be directly scheduled or are openly permitted. To directly schedule, visit the schedule page and click the liners tab. Unscheduled liners will still be visible to presenters in the client to read if the day part grid allows it.

Permit any hours **Block any hours**

Sunday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Tuesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Wednesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Thursday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Friday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Saturday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

PRESSING 'BLOCK ANY HOURS' WILL TURN ALL THE SQUARES RED.

Edit - Weekend in Belgium ✕

Details | Day part | Schedules | Reads | History

## Day part

This day part grid shows the weekly hours that can either be directly scheduled or are openly permitted. To directly schedule, visit the schedule page and click the liners tab. Unscheduled liners will still be visible to presenters in the client to read if the day part grid allows it.

Permit any hours | Block any hours

Sunday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Tuesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Wednesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Thursday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Friday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Saturday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

LINER BLOCKED FROM BEING SCHEDULED

You can then select the hours where you do want the Liners to appear by pressing the relevant hour boxes to make them turn green.

Edit - Weekend in Belgium ✕

Details | Day part | Schedules | Reads | History

## Day part

This day part grid shows the weekly hours that can either be directly scheduled or are openly permitted. To directly schedule, visit the schedule page and click the liners tab. Unscheduled liners will still be visible to presenters in the client to read if the day part grid allows it.

Permit any hours | Block any hours

Sunday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Tuesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Wednesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Thursday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Friday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Saturday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

THIS LINER CAN NOW ONLY APPEAR DURING THE DRIVETIME SHOW (16-1900) MONDAYS-FRIDAYS.

Edit - Weekend in Belgium

Details Day part Schedules Reads History

Close

## Day part

This day part grid shows the weekly hours that can either be directly scheduled or are openly permitted. To directly schedule, visit the schedule page and click the liners tab. Unscheduled liners will still be visible to presenters in the client to read if the day part grid allows it.

Permit any hours Block any hours

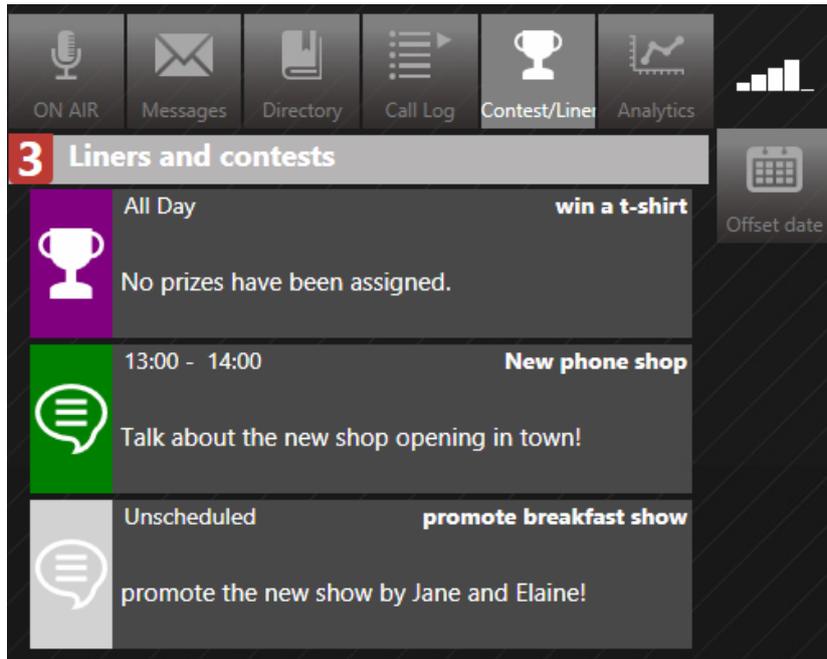
Sunday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Tuesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Wednesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Thursday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Friday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Saturday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

X TO CLOSE

Press the 'X' to save and close.

**Tip!** If a Liner is [scheduled](#), it will always appear in the studio module – the blocking out of hours only applies to when **unscheduled** Liners will / won't appear.

To further understand how **Unscheduled** v **Scheduled** Liners will display for the presenter, see ['Seeing the Liners and Contests for today's show'](#) below.

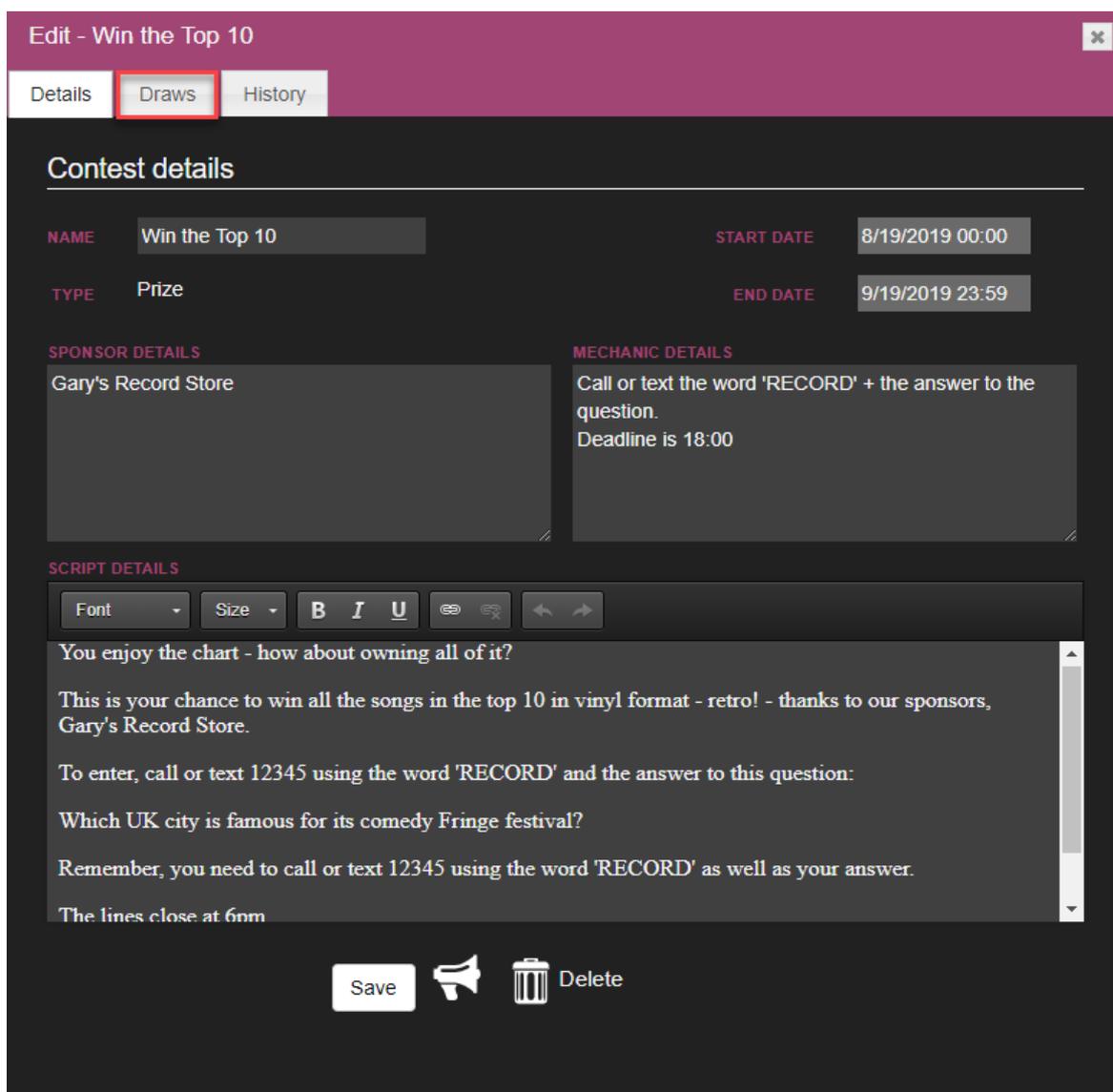


## Selecting entrants using a draw

The Draws feature allows you to pick winners or contest entrants on a random (or first-entered) basis. Contest entrants can be via text, phone call or both.

First, create a Contest (see '[Creating a Contest](#)' above).

Make sure the 'Draws' box is ticked.



The screenshot shows the 'Edit - Win the Top 10' contest page. The 'Draws' tab is selected and highlighted with a red box. The page is divided into several sections:

- Contest details:** NAME: Win the Top 10, START DATE: 8/19/2019 00:00, TYPE: Prize, END DATE: 9/19/2019 23:59.
- SPONSOR DETAILS:** Gary's Record Store.
- MECHANIC DETAILS:** Call or text the word 'RECORD' + the answer to the question. Deadline is 18:00.
- SCRIPT DETAILS:** A text editor with a toolbar (Font, Size, Bold, Italic, Underline, Link, Unlink, Undo, Redo) and a scrollable area containing the contest script:

You enjoy the chart - how about owning all of it?

This is your chance to win all the songs in the top 10 in vinyl format - retro! - thanks to our sponsors, Gary's Record Store.

To enter, call or text 12345 using the word 'RECORD' and the answer to this question:

Which UK city is famous for its comedy Fringe festival?

Remember, you need to call or text 12345 using the word 'RECORD' as well as your answer.

The lines close at 6pm

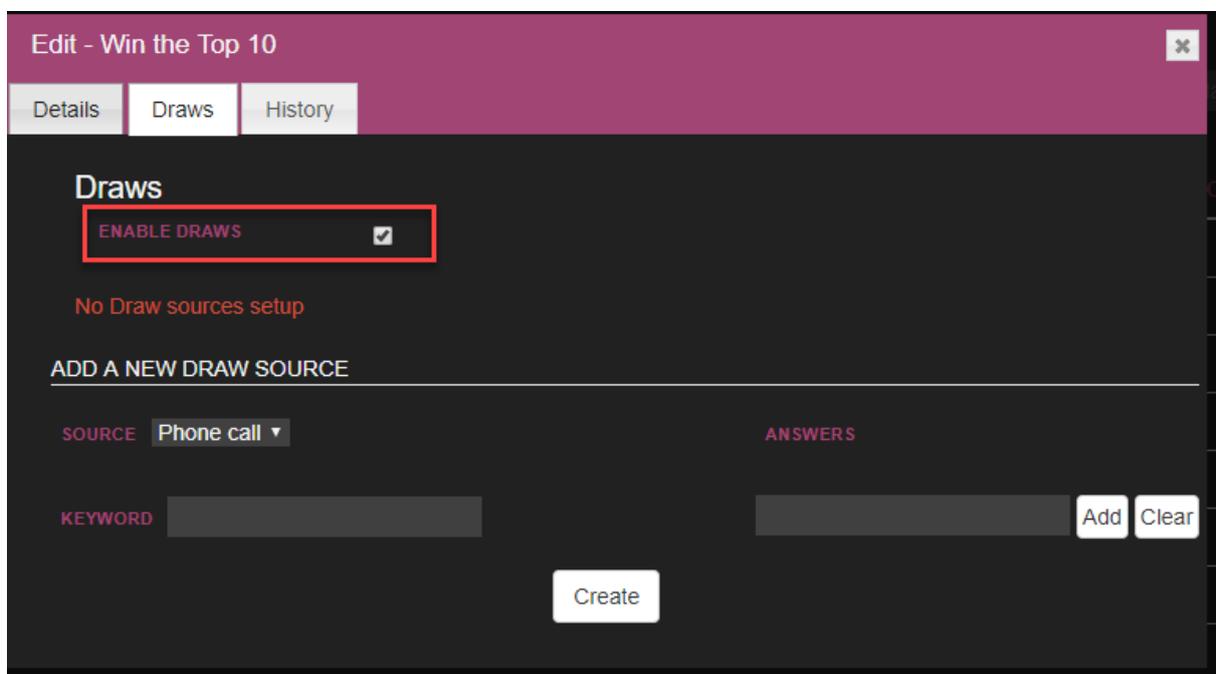
At the bottom, there are buttons for 'Save', a megaphone icon, a trash can icon, and 'Delete'.

SELECT THE 'DRAWS' TAB ONCE THE CONTEST HAS BEEN CREATED



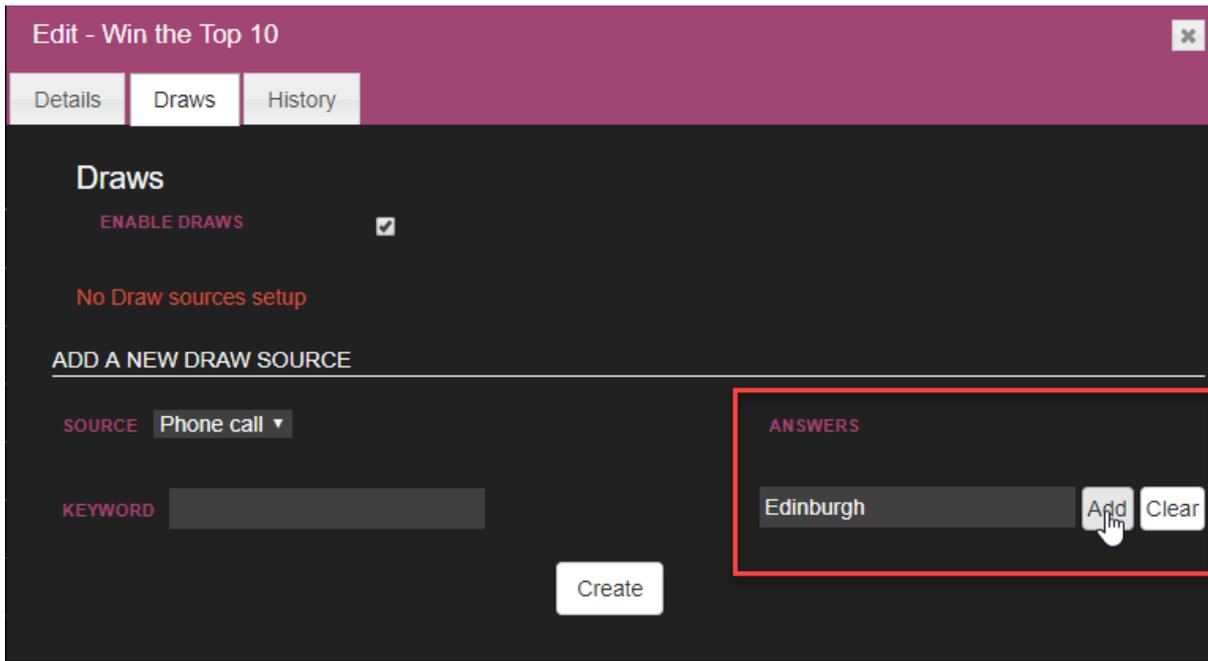
#### DRAWS TAB

Check the Draws box and then complete the Draw information.



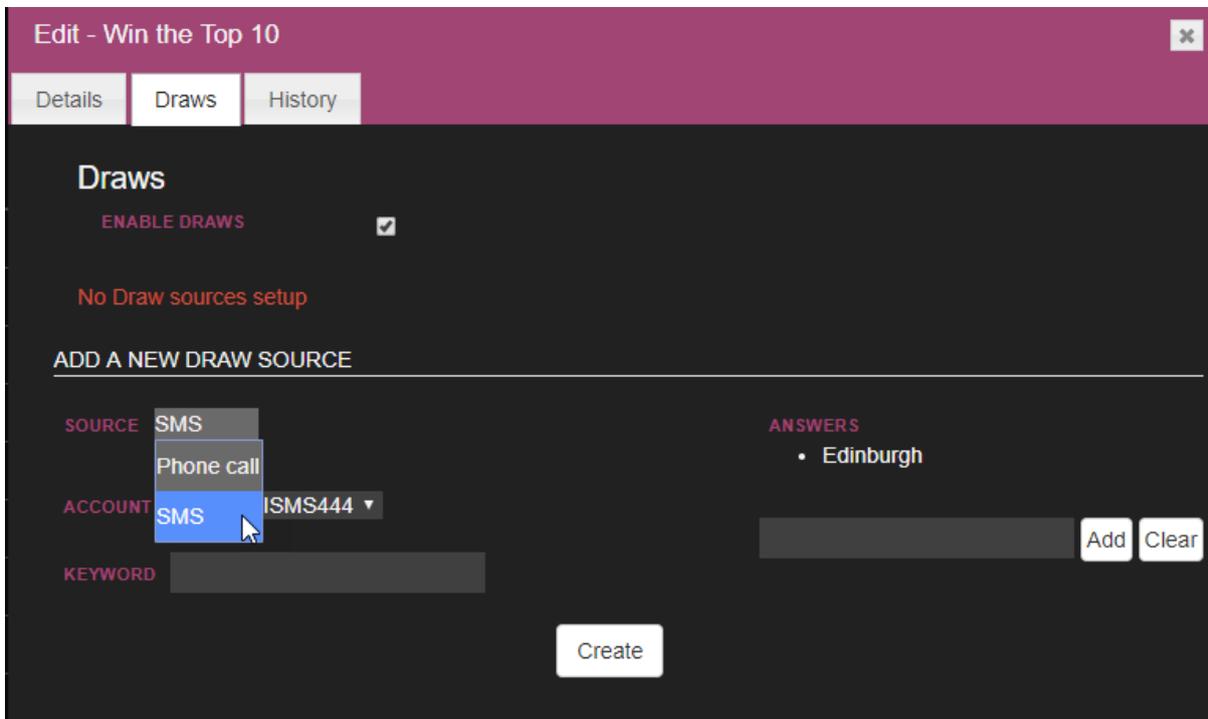
#### ADDING DRAW SOURCES

If the Contests allows entries via phone call, fill in the required answer(s), and then click 'Add'.



ADDING A PHONE CALL - NB KEYWORD IS NOT REQUIRED

If the Contest allows entries via text message, select 'SMS' in the drop-down.



SELECTING SMS

Edit - Win the Top 10

Details | **Draws** | History

### Draws

ENABLE DRAWS

No Draw sources setup

ADD A NEW DRAW SOURCE

SOURCE SMS

ACCOUNT IngestAPISMS444

KEYWORD RECORD

ANSWERS

- Edinburgh

Edinburgh | Add Clear

Create

ADDING TEXT ENTRY - KEYWORD IS REQUIRED

Don't forget to press 'Add' to add in the answers.

You can add more than one source (e.g. Phone and SMS) and also more than one answer (e.g. 100 or One Hundred, or common mis-spellings of answer words).

**A Keyword is required for SMS entries** as it is what enables the text message to be filtered off as a Contest entry rather than a general comment for the studio. It is very important that the on-air team tell the listeners that they have to use the keyword, as otherwise the entry will not count.

Once you have entered all the Draw sources and answers, press 'Create'.

Edit - Win the Top 10 ✕

Details | **Draws** | History

### Draws

ENABLE DRAWS

No Draw sources setup

ADD A NEW DRAW SOURCE

---

SOURCE **SMS** ANSWERS

ACCOUNT **IngestAPISMS444** • Edinburgh

KEYWORD **RECORD** • Edinburgh

• Edinborough

PRESS CREATE TO SAVE

**Tip!** If you have more than one Draw source, you will need to press 'Create' after adding the answers for each one. You can check the Contest is set up correctly by looking at the list at the top.

Edit - Win the Top 10 ✕

Details | **Draws** | History

### Draws

ENABLE DRAWS

SOURCE	ACCOUNT	KEYWORD	ANSWERS	
Phonecall		RECORD	Edinburgh, Edinburgh, Edinborough	Remove
SMS	IngestAPISMS444	RECORD	Edinburgh, Edinburgh, Edinburgh	Remove

ADD A NEW DRAW SOURCE

SOURCE Phone call ▾

KEYWORD RECORD

ANSWERS

- Edinburgh
- Edinburgh
- Edinborough

Add Clear

Create

DRAW SOURCES OF PHONE AND SMS HAVE BEEN SET.

If you have made a mistake, hit 'remove' and then add that source again.

Edit - Win the Top 10 ✕

Details | **Draws** | History

### Draws

ENABLE DRAWS

SOURCE	ACCOUNT	KEYWORD	ANSWERS	
Phonecall		RECORD	Edinburgh, Edinburgh, Edinborough	<b>Remove</b>
SMS	IngestAPISMS444	RECORD	Edinborough, Edinburgh, Edinburgh	Remove

ADD A NEW DRAW SOURCE

SOURCE Phone call ▾

KEYWORD RECORD

ANSWERS

- Edinburgh
- Edinburgh
- Edinborough

REMOVE BUTTON

Once you are happy, select the 'Details' tab and then press 'Save'.

Home Contests Prize Liners Schedule

Edit - Win the Top 10

Details Draws History

### Contest details

NAME	Win the Top 10	START DATE	8/19/2019 00:00
TYPE	Prize	END DATE	05/31/2020 23:59

**SPONSOR DETAILS**  
Gary's Record Store

**MECHANIC DETAILS**  
Call or text the word 'RECORD' + the answer to the question.  
Deadline is 18:00

**SCRIPT DETAILS**

Font Size **B** *I* U [Link] [Unlink] [Left] [Right]

You enjoy the chart - how about owning all of it?

This is your chance to win all the songs in the top 10 in vinyl format - retro! - thanks to our sponsors, Gary's Record Store.

To enter, call or text 12345 using the word 'RECORD' and the answer to this question:

Which UK city is famous for its comedy Fringe festival?

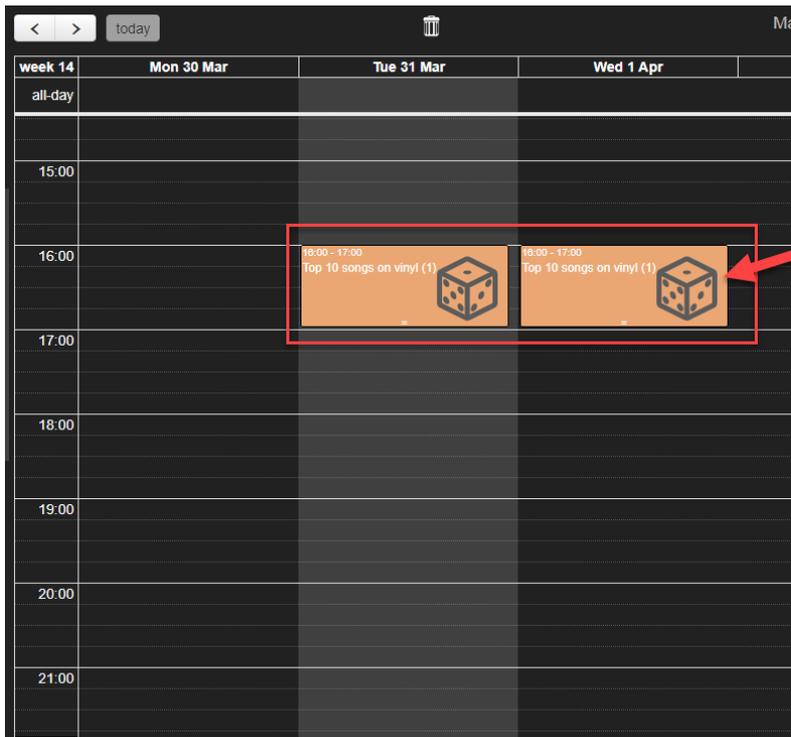
Remember, you need to call or text 12345 using the word 'RECORD' as well as your answer.

The lines close at 6pm

Save [Megaphone] [Trash] Delete

PRESS SAVE

[Schedule](#) the Contest in the usual way (see above).



Dice icon indicates a Draw

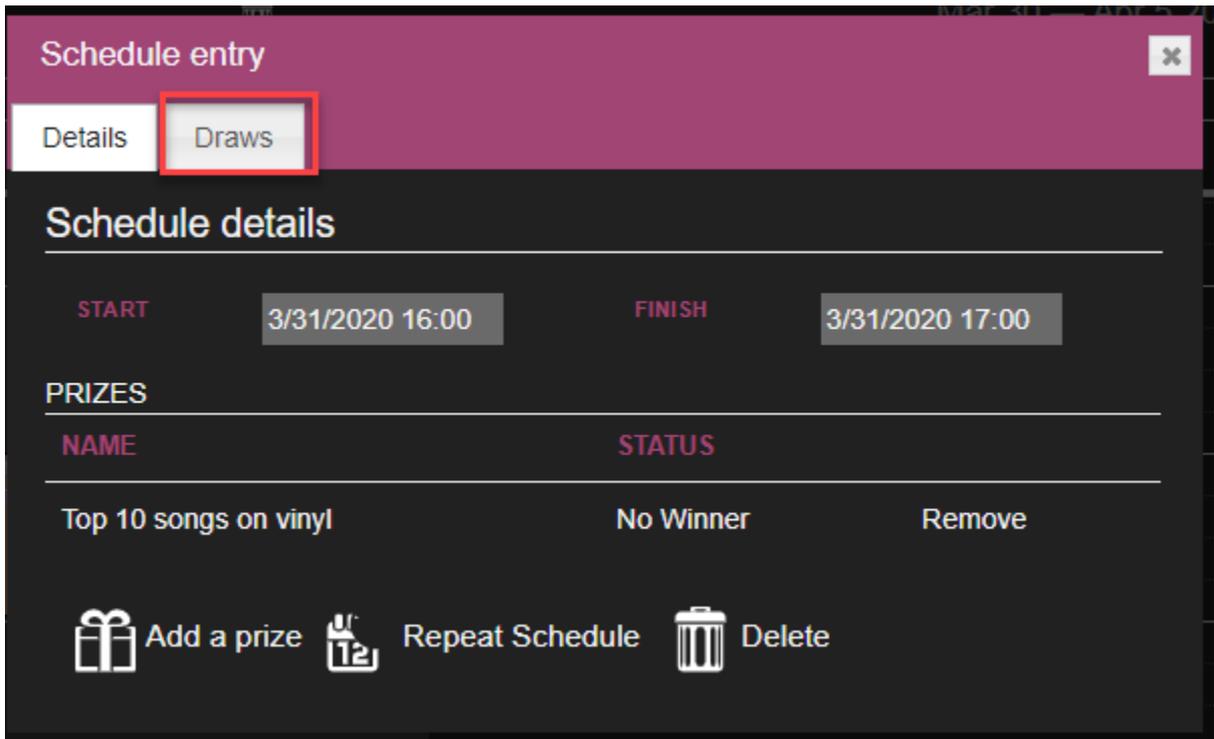
#### CONTEST WITH DRAW

When this Contest is scheduled, it will automatically include these templated draw settings.

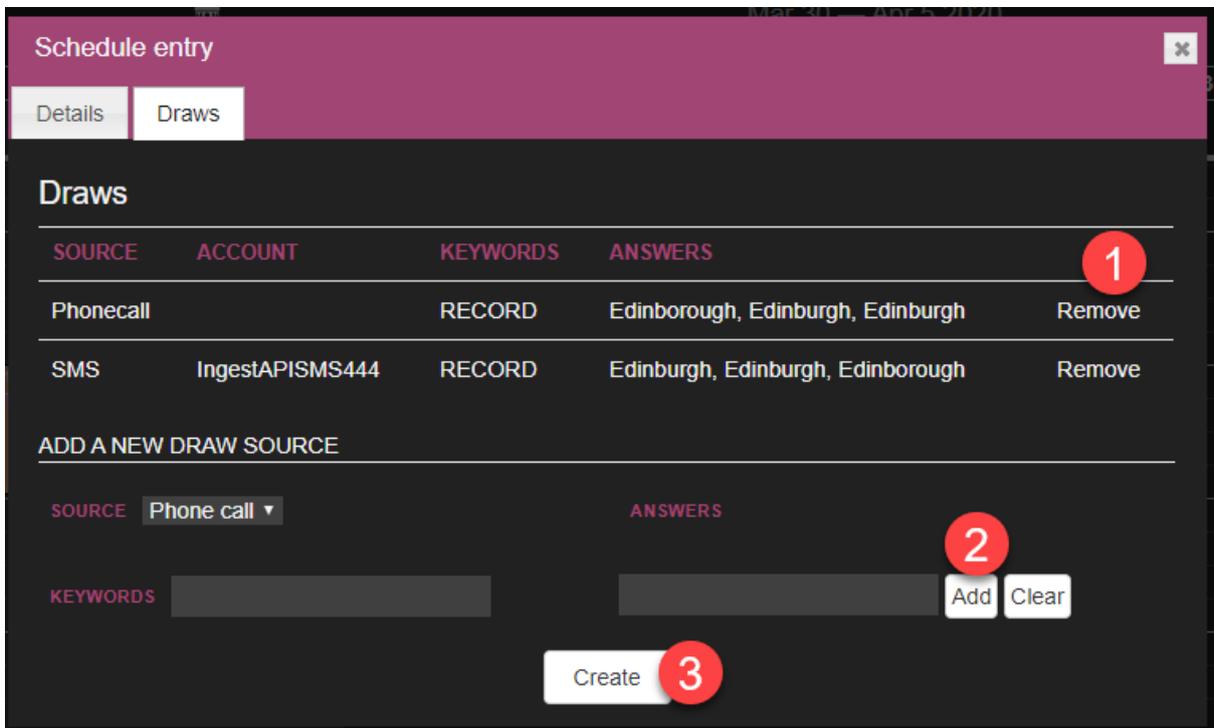
This is great for contests that are repeated multiple times with the same answers but if the answers change then you will need to manually edit the draw settings in the schedule view.



PRESS ON THE DRAW YOU WISH TO AMEND



SELECT THE 'DRAWS' TAB



REMOVE THE OLD ANSWERS, ADD NEW KEYWORDS/ANSWERS, AND PRESS 'CREATE' TO UPDATE

You can choose the winners using the Management module or the [Studio module](#).

## Selecting entrants from a Draw (Management module)

Go to the 'Draw' tab on the Management module and select the Draw you wish to work with.

phonebox Prize Manager 2.0

Station 1 Home Contests Prize Liners Schedule **Draw** Winners

FILTER  Filter Start date End date  With Entries  Currently active Records: 1

WIN THE TOP 10

SCHEDULED	ENTRIES	QUALIFIERS	WINNERS
4:00 PM to 6:00 PM on the 19 Aug 2019	15	0	0

*Choosing a Draw from the list - NB if the contest entry has closed, untick 'Currently active' to show it in the display*

The Entries will be show in a list.

phonebox Prize Manager 2.0

Station 1 Home Contests Prize Liners Schedule Draw Winners

Back

### Scheduled Draw

SCHEDULED 4:00 PM to 6:00 PM on the 19 Aug 2019

Summary

15 ENTRIES 0 QUALIFIED 0 WINNERS

Prizes

Top 10 songs on vinyl x 1

Entries

+ Add entry to draw

15 Entries	0 Qualifiers	0 Winners		
NAME	ANSWER	SOURCE	CONTACT	STATUS
Edit	Record London Aled	SMS	32423	Incorrect
Edit	Record Leeds Jenny	SMS	34232	Incorrect
Paminder	York	Phonecall		Incorrect
Edit	RECORD I think the answer is Edinburgh, Steve	SMS	342342	Incorrect
Edit	Record Edinboro Agnes	SMS	46464	Incorrect
Edit	RECORD Venice? Hope I win, Em x	SMS	5422624	Incorrect

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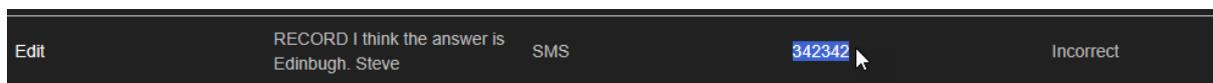
DRAW ENTRIES

It is worth having a look at the 'Incorrect' entries to see if there are any answers that are correct but mistyped.

Depending on the rules at your station, you might then choose to add manual entries to allow people who didn't follow the instructions exactly to enter (check with your local competitions manager to find out what the rules are where you work!)

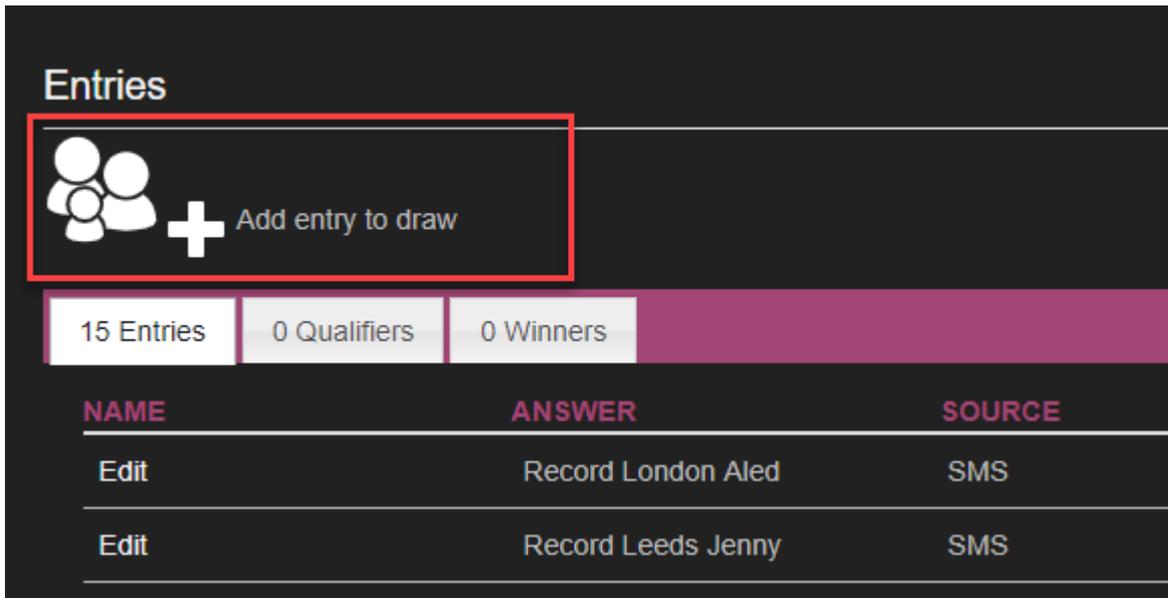
For example, this entrant got the answer right but didn't realise they had to put the answer straight after the keyword 'RECORD'.

To allow this entry, copy the phone number by highlighting and pressing Ctrl + C (or Cmd + C on a Mac).



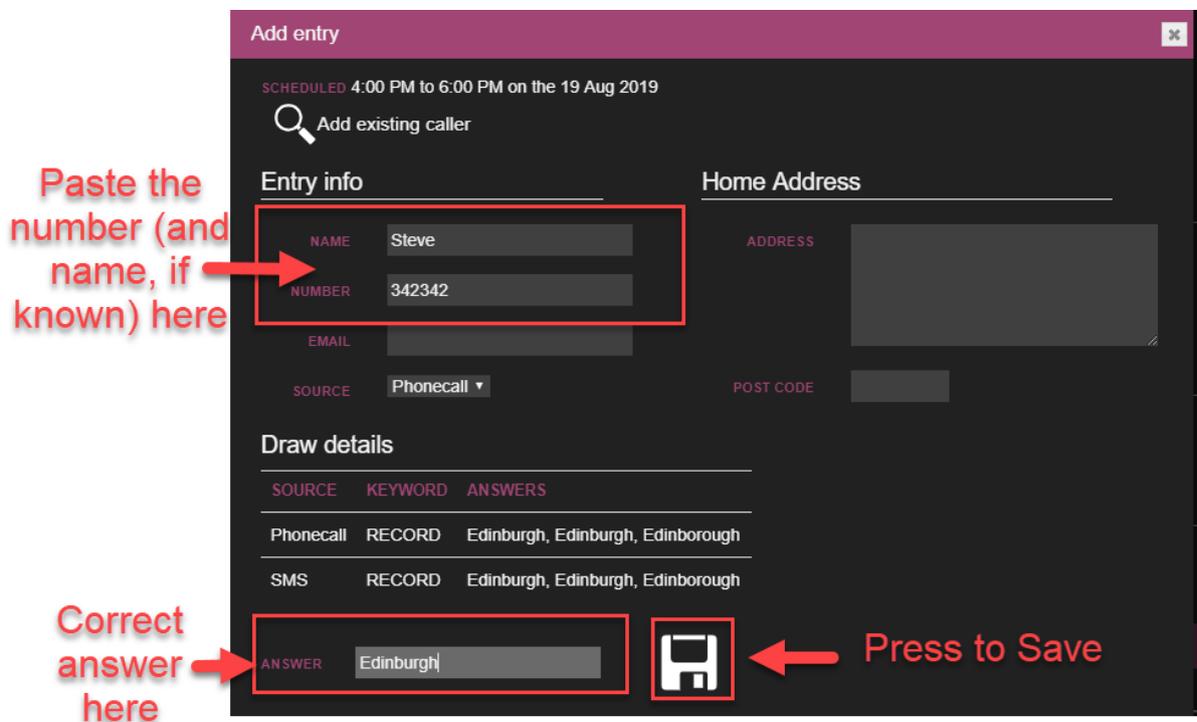
HIGHLIGHT THE NUMBER AND THEN COPY IT TO YOUR CLIPBOARD

Press 'Add Entry to Draw'



ADD ENTRY TO DRAW

Then paste the number (and type the name if known) into the relevant boxes, add the (correctly-spelled) answer, and hit 'Save'.



ADDING A MANUAL ENTRY

**Tip!** The system has a strong audit feature, so this is only for adding entries which are justified - if you are trying to cheat the system so your friends win prizes, you will be found out!

When you are satisfied with the entries, press 'Judge all entries'.

The screenshot shows a web interface for managing entries. At the top, there's a header 'Entries' and a button to 'Add entry to draw'. Below that, a summary bar shows '17 Entries', '0 Qualifiers', and '0 Winners'. A table lists individual entries with columns for NAME, ANSWER, SOURCE, CONTACT, and STATUS. At the bottom, there are two buttons: 'Judge all entries' (highlighted with a red box) and 'Picker'.

NAME	ANSWER	SOURCE	CONTACT	STATUS
Edit	RESPONSE: Thank the answer to Edinburgh. Steve	SMS	342342	Incorrect
Edit	Record Edinboro Agnes	SMS	46464	Incorrect
Edit	RECORD Venice? Hope I win, Em x	SMS	5422624	Incorrect
Steve	Edinburgh	Phonecall		Correct
Edit	Record Edinburgh	SMS	3423232432	Correct
Edit	Record Edinburgh	SMS	432432	Correct

JUDGE ALL ENTRIES

Then press 'Picker' to begin the Draw.

Entries

 Add entry to draw

17 Entries 0 Qualifiers 0 Winners

NAME	ANSWER	SOURCE	CONTACT	STATUS
Edit	RECORD I think the answer is Edinburgh. Steve	SMS	342342	Incorrect
Edit	Record Edinboro Agnes	SMS	46464	Incorrect
Edit	RECORD Venice? Hope I win, Em x	SMS	5422624	Incorrect
Steve	Edinburgh	Phonecall		Correct
Edit	Record Edinburgh	SMS	3423232432	Correct
Edit	Record Edinburgh	SMS	432432	Correct

Selection

Judge all entries **Picker**

## PICKER

The Picker gives you a number of options.

Select entries 

FROM Entries

TO Winners ▾

NUMBER TO PICK

PICKER METHOD Random ▾

**Pick**

## PICKER SCREEN

## FROM TO

Allows you to decide what sort of Contest you are running

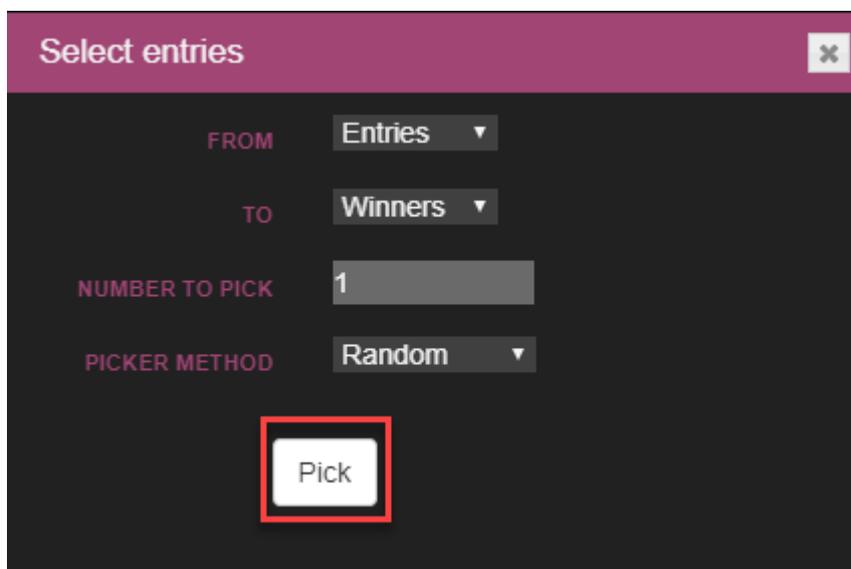
For a normal Draw where you are choosing someone who has the correct answer, simply leave it as from 'Entries' to 'Winners'.

However, if you are having a Contest where there are two stages (e.g. to enter the on-air quiz, you FIRST have to text the correct answer and THEN be selected to go on air to answer more questions from the DJ), you can choose 'Entries' to 'Qualifiers'. (This concept is explained more fully in the [Round 1 and Round 2 Draws](#) section below.)

**Number to pick** - How many people can win a Prize (or go through to the next round).

**Picker Method** - Random for a normal draw, or 'First-entered' if it is about who was fastest.

Once you have set the Picker to the settings you need for the Contest, press 'Pick'.



The screenshot shows a 'Select entries' dialog box with a dark background and a purple header. The settings are as follows:

Label	Value
FROM	Entries
TO	Winners
NUMBER TO PICK	1
PICKER METHOD	Random

A red rectangular box highlights the 'Pick' button at the bottom center of the dialog.

READY TO SELECT ONE WINNER AT RANDOM WHO HAS THE CORRECT ANSWER. THEY WILL WIN THE PRIZE IMMEDIATELY AS THEY ARE GOING FROM 'ENTRIES' TO WINNERS'.

The Winner's information will then be shown on the Winners tab.

Entries

 + Add entry to draw

16 Entries | 0 Qualifiers | **1 Winners**

NAME	ANSWER	SOURCE	CONTACT
Edit	Record Edinburgh	SMS	1231

#### WINNERS TAB

You can then process the Prize handling following the steps in [Winners and Prize dispatch](#) below.

Pressing 'Edit' next to the Winner's name will also allow you to add basic contact and address information.

Edit entry ✕

**Entry info**

NAME: Betty Draper

NUMBER: 1231

EMAIL: betty@madeup.com

SOURCE: SMS

**Home Address**

ADDRESS: 123 High Street  
Anytown

POST CODE: BR1 2AD



#### BASIC WINNER INFORMATION

## Verifying entries

You can Verify that Contests (especially Draws) have been run correctly. This is important for Audit purposes, and is especially useful for ensuring that prizes with large values have been awarded fairly.

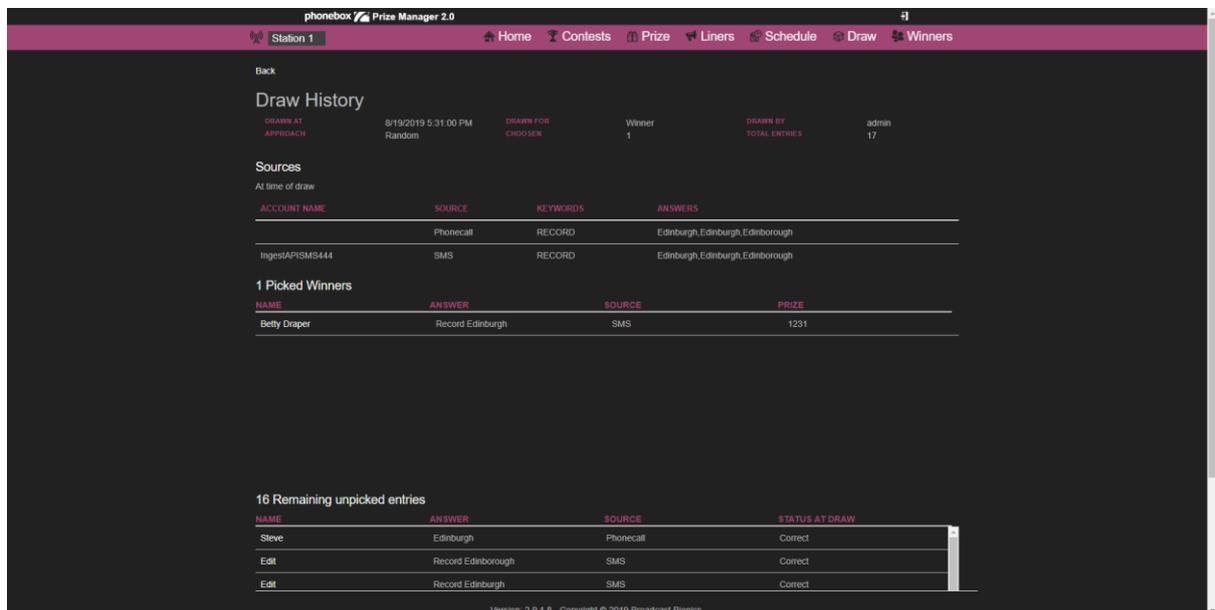
Once a Draw has been completed, you can click on any line in the History section.



DRAW DATE	STAGE	PICKED	TOTAL ENTRIES	OVERRIDE	USERNAME
8/19/2019 5:31:00 PM	Winner	1	17		admin

### DRAW HISTORY

The full Draw History screen will appear.



DRAW DATE	STAGE	PICKED	TOTAL ENTRIES	OVERRIDE	USERNAME
8/19/2019 5:31:00 PM	Winner	1	17		admin

ACCOUNT NAME	SOURCE	KEYWORDS	ANSWERS
Phonecall		RECORD	Edinburgh,Edinburgh,Edinborough
IngestAPISMS44	SMS	RECORD	Edinburgh,Edinburgh,Edinborough

NAME	ANSWER	SOURCE	PRIZE
Betty Draper	Record Edinburgh	SMS	1231

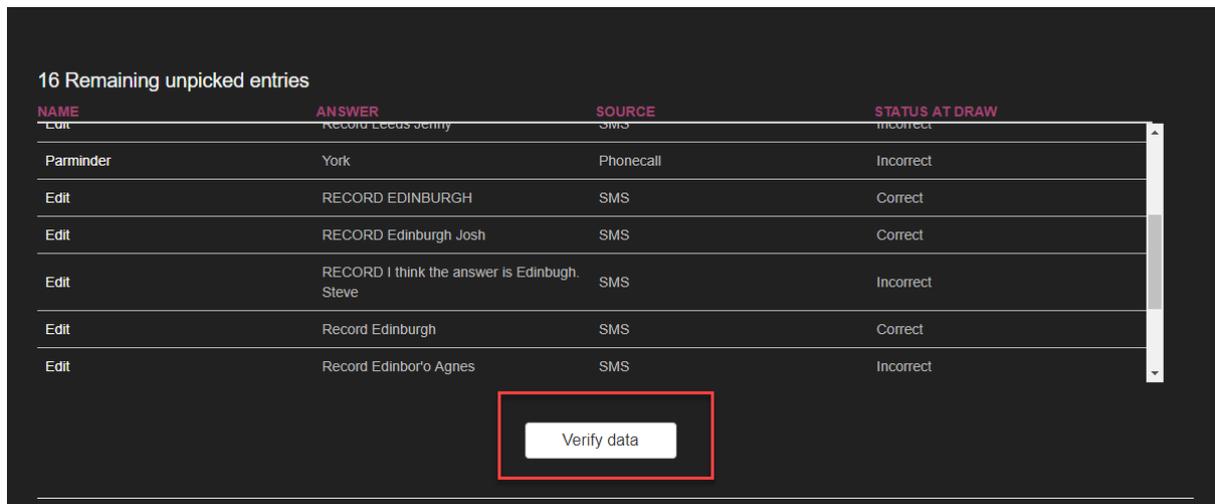
  

NAME	ANSWER	SOURCE	STATUS AT DRAW
Steve	Edinburgh	Phonecall	Correct
Edit	Record Edinborough	SMS	Correct
Edit	Record Edinburgh	SMS	Correct

### DRAW HISTORY - FULL

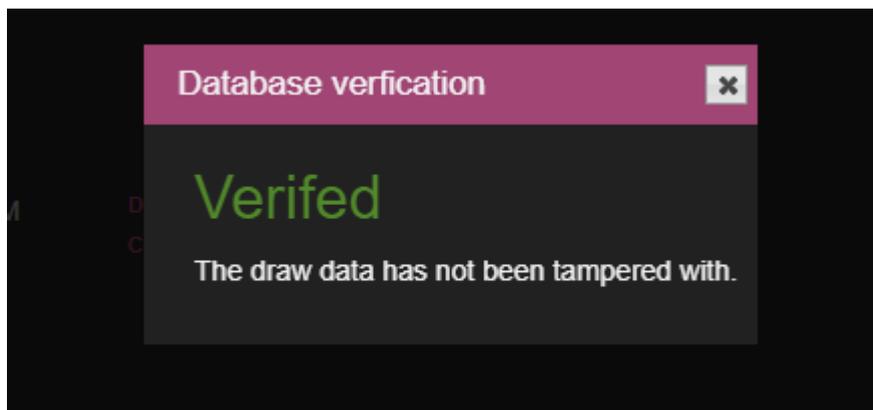
You can see how many entries there were, and how the winner was selected.

Scroll down to the bottom and press 'Verify data'.



#### VERIFY DATA BUTTON

The system will then confirm that the draw has taken place correctly and that nobody has manipulated the database or tried to add winners after the Contest has closed. .



#### DRAW VERIFICATION NOTICE

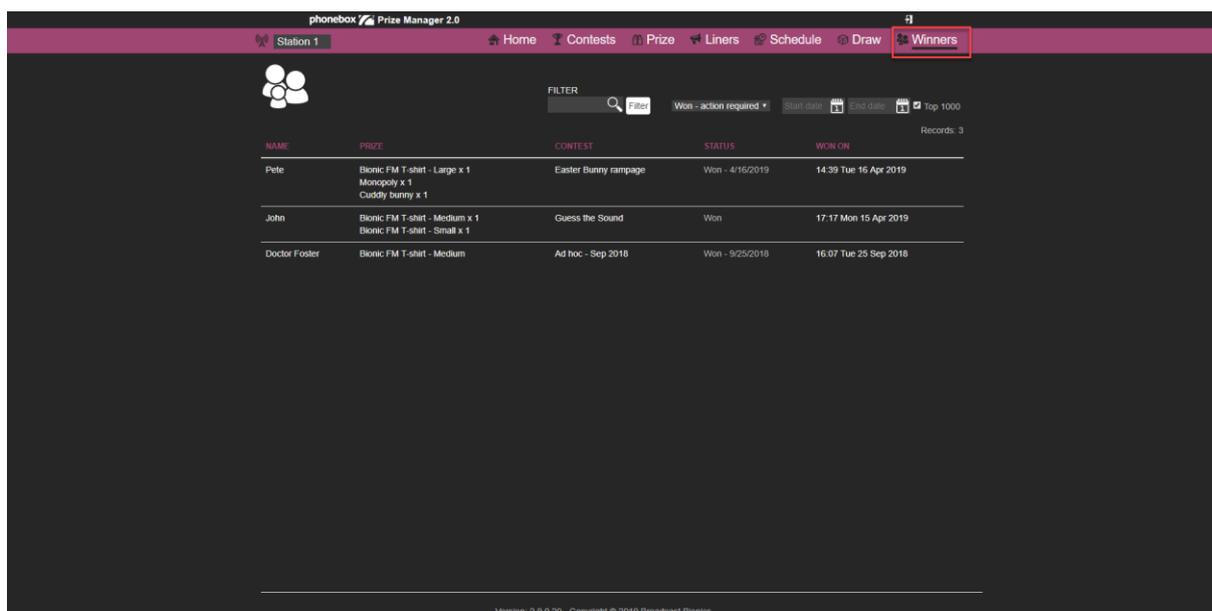
## Winners and Prize dispatch

Once a Prize has been won, you can use Bionic Contest to assist you in the prize administration and dispatch.

The main area for doing this is using the 'Winners' tab, although the 'Prize' tab can also be helpful.

## Winners screen overview

To access the 'Winners' screen, press the 'Winners' label in the main menu bar.



The screenshot displays the 'Winners' screen in the Prize Manager 2.0 application. The interface includes a navigation bar at the top with the following items: Station 1, Home, Contests, Prize, Liners, Schedule, Draw, and Winners (highlighted). Below the navigation bar is a filter section with a search input, a 'Filter' button, and several filter options: 'Won - action required', 'Start date', 'End date', and 'Top 1000'. The main content area shows a table of winners with the following data:

NAME	PRIZE	CONTEST	STATUS	WON ON
Pete	Bionic FM T-shirt - Large x 1 Monopoly x 1 Cuddly bunny x 1	Easter Bunny rampage	Won - 4/16/2019	14:39 Tue 16 Apr 2019
John	Bionic FM T-shirt - Medium x 1 Bionic FM T-shirt - Small x 1	Guess the Sound	Won	17:17 Mon 15 Apr 2019
Doctor Foster	Bionic FM T-shirt - Medium	Ad hoc - Sep 2018	Won - 9/25/2018	16:07 Tue 25 Sep 2018

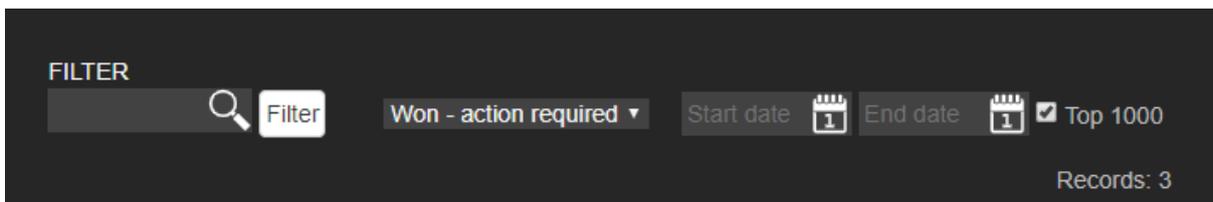
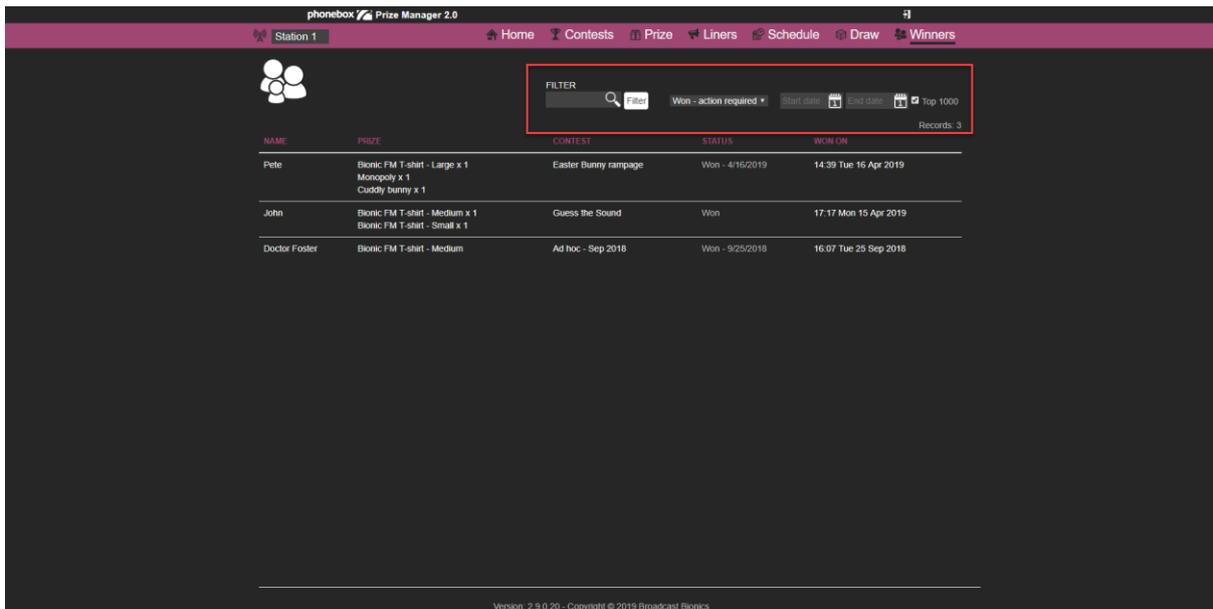
Records: 3

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### WINNERS SCREEN

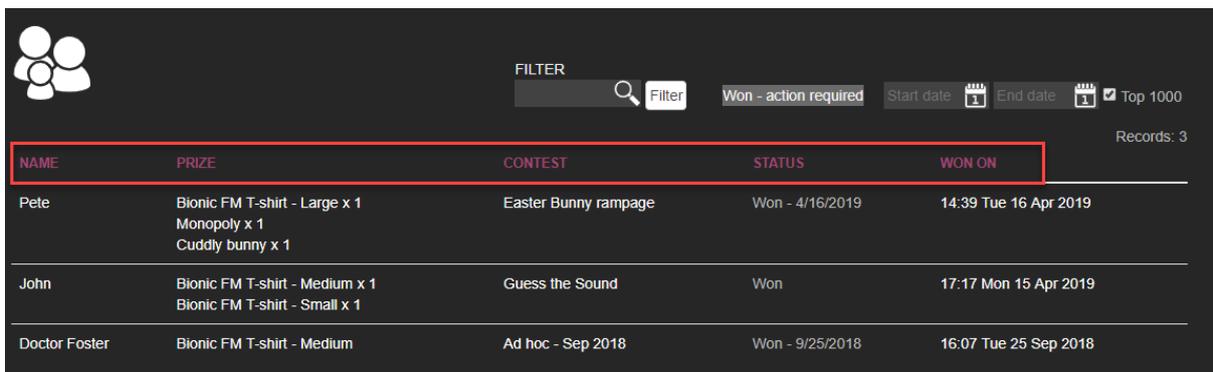
The default view will show you the prizes which have been won but not sent.

You can filter the list using the date and 'Top 1000' filters at the top.



## FILTER OPTIONS

You can sort by any of the columns by clicking on the pink column header.



PRESS ON A PINK HEADER TO SORT THE LIST BY THAT COLUMN

Clicking on a person's name brings up their details and Prize-winning history.

NAME	PRIZE	CONTEST	STATUS	WON ON
Pete	Bionic FM T-shirt - Large x 1 Monopoly x 1 Cuddly bunny x 1	Easter Bunny rampage	Won - 4/16/2019	14:39 Tue 16 Apr 2019

Prize Winner of a Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly bunny x 1

Winner info Prizes History

SCHEDULED between 15:00 and 16:00 on the Tuesday, April 16, 2019

### Winner info

NAME: Pete

EMAIL: [Redacted]

NUMBER: 505 Dubai

ADDRESS: [Redacted]

POSTCODE: [Redacted]

NOTES: [Redacted]

### Prize Status

WON ON: 4/16/2019 14:39

Delivery by courier

SHIPPING DEADLINE: 4/30/2019

→ 
 → 
 →

### Despatch details

POST TO HOME ADDRESS

NAME: [Redacted]

ADDRESS: [Redacted]

POSTCODE: [Redacted]

Generate letter 
 Unassign winner

PRIZE WINNER DETAILS

(For more information, see [Dispatching a prize](#) below)

Clicking on a Prize gives more information about that Prize.

NAME	PRIZE	CONTEST	STATUS	WON ON
Pete	Bionic FM T-shirt - Large x 1 Monopoly x 1 Cuddly bunny x 1	Easter Bunny rampage	Won - 4/16/2019	14:39 Tue 16 Apr 2019

Edit - Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly ...

Details Items Stock History

Drag an image here or click to add an image

### Details

NAME: Bionic FM T-shirt - Large

DESCRIPTION: Large black t-shirt

VALUE: 10.00

BAR CODE: [Redacted]

SHIPPING DEADLINE: [Redacted] 

AVAILABLE TO: Station 1

Save  Delete

PRIZE INFORMATION SCREEN

Clicking on the Contest name gives more information about that Contest.

NAME	PRIZE	CONTEST	STATUS	WON ON
Pete	Bionic FM T-shirt - Large x 1 Monopoly x 1 Cuddly bunny x 1	Easter Bunny rampage	Won - 4/16/2019	14:39 Tue 16 Apr 2019

Edit - Easter Bunny rampage ✕

Details | Draws | History

### Contest details

**NAME** Easter Bunny rampage **START DATE** 4/15/2019 00:00

**TYPE** Prize Accumulator **END DATE** 4/30/2019 23:59

**SPONSOR DETAILS**  
TINYTOWN TOYS

**MECHANIC DETAILS**  
Win an collection of toys and sweets by answering questions about children's stories.  
  
More prizes are added each day if the person the day before doesn't get the answer right.

**SCRIPT DETAILS**

Font Size **B** *I* U

The Easter Bunny has left his presents behind!

Our friends at TINYTOWN TOYS want to give you the chance to win the Easter Bunny's leftovers.

He's left a mixture of toys and chocolates behind... and they're looking for a new home.

We're going to start off with a board game - but the prizes get better every day.

To enter, register at the Bionic FM website.

**RELATED LINERS**

LINER	REQUIRED READS
Easter Bunny rampage	10

Save Delete

CONTEST SETUP SCREEN

The Status column shows you what has happened to the prizes won so far.

NAME	PRIZE	CONTEST	STATUS	WON ON
Pete	Bionic FM T-shirt - Large x 1 Monopoly x 1 Cuddly bunny x 1	Easter Bunny rampage	Won - 4/16/2019	14:39 Tue 16 Apr 2019

**STATUS HIGHLIGHTED**

'Won on' shows when the Contest was won.

NAME	PRIZE	CONTEST	STATUS	WON ON
Pete	Bionic FM T-shirt - Large x 1 Monopoly x 1 Cuddly bunny x 1	Easter Bunny rampage	Won - 4/16/2019	14:39 Tue 16 Apr 2019

**WON ON HIGHLIGHTED**

Clicking on this information brings up the Schedule Entry menu. This shows how many Prizes were allocated to the time slot compared with how many were actually won.

Schedule entry ✕

Details Draws

---

### Schedule details

**START** 4/16/2019 15:00 **FINISH** 4/16/2019 16:00

**PRIZES**

NAME	STATUS
Bionic FM T-shirt - Large	Won
Bionic FM T-shirt - Small	No Winner <span style="float: right;">Remove</span>
Bionic FM T-shirt - Medium	No Winner <span style="float: right;">Remove</span>
Monopoly	Won
Cuddly bunny	Won

Repeat Schedule
 Delete

SCHEDULE ENTRY POP-UP

The drop-down menu at the top of the page allows you to change the Filter view.

**FILTER**  Filter

Start date 1 End date 1  Top 1000

Records: 3

CONTEST	WON ON
Easter Bunny rampage	14:39 Tue 16 Apr 2019
Guess the Sound	17:17 Mon 15 Apr 2019

- Won - action required
- Missed
- In Play
- Future
- Won - action required
- Won - fulfilled
- Won

LIST VIEW OPTIONS

**Missed** – allows you to see a list of all the Contests/Prizes that have been scheduled but not won, allowing you to reassign them to a later date (or check with the team to see what happened).

NAME	PRIZE	CONTEST	STATUS	SCHEDULED ON
Assign a winner without a schedule				
Assign winner	Bionic FM mug	Text for a mug	No Winner	11:00 Tue 16 Apr 2019
Assign winner	\$1,000.00 Cash Accumulator	\$1000 rollover	No Winner	19:00 Mon 15 Apr 2019
Assign winner	Beatrix Potter books	Santa's Sack	No Winner	16:00 Mon 24 Dec 2018
Assign winner	Board Game	Santa's Sack	No Winner	16:00 Mon 24 Dec 2018
Assign winner	Magic set	Santa's Sack	No Winner	16:00 Mon 24 Dec 2018
Assign winner	\$100.00	The Lunchtime 100 Club	No Winner	12:00 Sat 24 Nov 2018
Assign winner	\$100.00	The Lunchtime 100 Club	No Winner	12:00 Fri 23 Nov 2018
Assign winner	\$100.00	The Lunchtime 100 Club	No Winner	12:00 Thu 22 Nov 2018
Assign winner	\$100.00	The Lunchtime 100 Club	No Winner	12:00 Wed 21 Nov 2018
Assign winner	\$100.00	The Lunchtime 100 Club	No Winner	12:00 Tue 20 Nov 2018
Assign winner	\$100.00	The Lunchtime 100 Club	No Winner	12:00 Mon 19 Nov 2018

#### MISSED SCREEN

Alternatively, you can manually assign a winner by clicking 'Assign winner' (e.g. if the contest was online, the team made a mistake in the studio, or the winner's details were accidentally taken down with pen and paper instead of in the system).

NAME	PRIZE	CONTEST	STATUS	SCHEDULED ON
Assign a winner without a schedule				
Assign winner	Bionic FM mug	Text for a mug	No Winner	11:00 Tue 16 Apr 2019

#### ASSIGNING WINNERS MANUALLY

**Assign a winner without a schedule** – if you need to assign a prize for a contest that has never been scheduled, click here and follow the steps in the pop-up menus:



## Assign a winner without a schedule

WHEN 04/16/2019 15:49

- CONTEST
- \$50 bonus
  - \$50 bonus
  - Ad hoc - Sep 2018
  - Adhoc (Station 1)
  - Guess the Sound
  - Hometime Holiday
  - Text for a mug
  - The Lunchtime 100 Club
  - Win \$1 million

FUNDS AVAILABLE

ASSIGNING A WINNER MANUALLY SCREEN

[Home](#)
[Contests](#)
[Prize](#)
[Liners](#)
[Schedule](#)
[Draw](#)

SCHEDULED between 15:50 and 16:20 on the Tuesday, April 16, 2019

### Available prizes

\$100.00  
 Cash Prize  
 \$100.00  
 \$100.00

Assign to existing caller

#### Assign a winner

NAME   
 EMAIL   
 NUMBER   
 ADDRESS   
 POSTCODE   
 NOTES



#### Prize Status

WON ON   
 Delivery by courier ▾  
 SHIPPING DEADLINE

#### Despatch details

POST TO HOME ADDRESS

NAME   
 ADDRESS   
 POSTCODE

WINNER DETAILS SCREEN

**Assign Winner** lets you assign a specified prize to a winner. Click on the link by the missed prize to open the prize dialog box. The 'Assign to existing caller' button allows you to search through Bionic Talkshow to find the details of the winner who phoned in.

Alternatively, you can enter the information manually, and press the disk icon to save.

Assign a winner for Bionic FM mug

SCHEDULED between 11:00 and 12:00 on the Tuesday, April 16, 2019

### Available prizes

- Bionic FM mug** 
  - No image
  - White mug with yellow logo
  - \$3.00

 Assign to existing caller

### Assign a winner

NAME

EMAIL

NUMBER

ADDRESS

POSTCODE

NOTES

### Prize Status

WON ON 4/16/2019 15:52

Delivery by courier ▾

SHIPPING DEADLINE

### Despatch details

POST TO HOME ADDRESS

NAME

ADDRESS

POSTCODE



ASSIGN TO EXISTING CALLER SEARCH – WILL BRING UP A CALLER SEARCH SCREEN SO YOU CAN FIND THE CORRECT RECORD

The 'In Play' list allows you to see prizes which are currently available to be won on air. It displays the prizes available at the current time by default.



FILTER    
 Start date  End date   Top 1000

Records: 2

NAME	PRIZE	CONTEST	STATUS	SCHEDULED ON
Assign a winner without a schedule				
Assign winner	Bionic FM T-shirt - Large	Guess the Sound	No Winner	15:49 Tue 16 Apr 2019
Assign winner	Bionic FM T-shirt - Small x 1 Bionic FM T-shirt - Medium x 1	Easter Bunny rampage	No Winner	15:00 Tue 16 Apr 2019

**IN PLAY LIST – PRIZES WHICH ARE CURRENTLY BEING ANNOUNCED ON-AIR.**

**Future** shows the prizes which are scheduled to be available to the on-air teams next.

Records: 81

NAME	PRIZE	CONTEST	STATUS	SCHEDULED ON
	\$5,600.00 Cash Accumulator	\$1000 rollover	No Winner	19:00 Fri 31 May 2019
	\$5,500.00 Cash Accumulator	\$1000 rollover	No Winner	19:00 Thu 30 May 2019
	\$5,400.00 Cash Accumulator	\$1000 rollover	No Winner	19:00 Wed 29 May 2019
	\$5,300.00 Cash Accumulator	\$1000 rollover	No Winner	19:00 Tue 28 May 2019
	\$5,200.00 Cash Accumulator	\$1000 rollover	No Winner	19:00 Mon 27 May 2019
	\$5,100.00 Cash Accumulator	\$1000 rollover	No Winner	19:00 Sun 26 May 2019
	\$5,000.00 Cash Accumulator	\$1000 rollover	No Winner	19:00 Sat 25 May 2019

**FUTURE PRIZES LIST – CLICK THE COLUMN HEADERS TO SORT INTO A DIFFERENT ORDER**

**Won - fulfilled** shows the list of Winners whose prizes have been sent and confirmation has been received (e.g. courier note, signed-for slip when collected from reception).



FILTER    
 Start date  End date   Top 1000

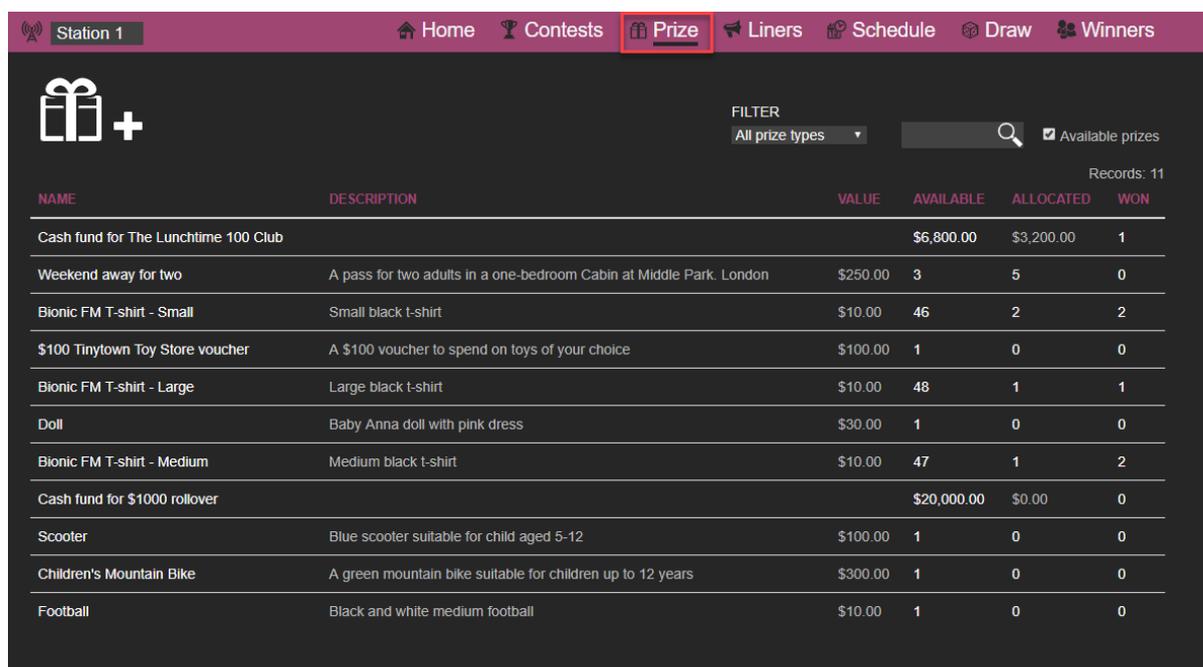
Records: 2

NAME	PRIZE	CONTEST	STATUS	WON ON
John	Bionic FM T-shirt - Small x 1 Giant Chocolate Easter Egg x 1	Easter Bunny rampage	Confirmed Received - 4/16/2019	14:47 Tue 16 Apr 2019
Alison Brown	\$100.00	The Lunchtime 100 Club	Confirmed Received - 4/16/2019	15:51 Tue 16 Apr 2019

**WON – FULFILLED SCREEN**

## Checking a Prize status

You may want to check to see if prize has been won (or how many times it has been won, if multiple similar items are available). As well as the options above, you can go to the 'Prize' screen for an overview of how many Prizes are still available.

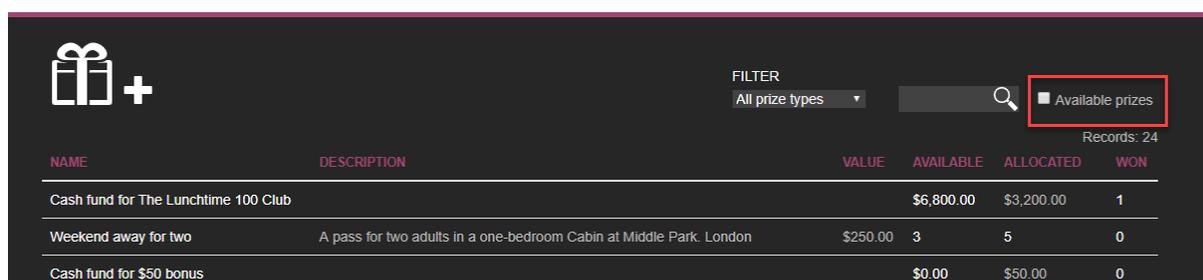


The screenshot shows the 'Prize' screen with a navigation bar at the top containing 'Station 1', 'Home', 'Contests', 'Prize' (highlighted with a red box), 'Liners', 'Schedule', 'Draw', and 'Winners'. Below the navigation bar is a gift icon with a plus sign. To the right of the icon is a 'FILTER' section with a dropdown menu set to 'All prize types', a search bar, and a checkbox labeled 'Available prizes' which is checked. Below the filter section, the text 'Records: 11' is displayed. The main content is a table with the following columns: NAME, DESCRIPTION, VALUE, AVAILABLE, ALLOCATED, and WON.

NAME	DESCRIPTION	VALUE	AVAILABLE	ALLOCATED	WON
Cash fund for The Lunchtime 100 Club			\$6,800.00	\$3,200.00	1
Weekend away for two	A pass for two adults in a one-bedroom Cabin at Middle Park, London	\$250.00	3	5	0
Bionic FM T-shirt - Small	Small black t-shirt	\$10.00	46	2	2
\$100 Tinytown Toy Store voucher	A \$100 voucher to spend on toys of your choice	\$100.00	1	0	0
Bionic FM T-shirt - Large	Large black t-shirt	\$10.00	48	1	1
Doll	Baby Anna doll with pink dress	\$30.00	1	0	0
Bionic FM T-shirt - Medium	Medium black t-shirt	\$10.00	47	1	2
Cash fund for \$1000 rollover			\$20,000.00	\$0.00	0
Scooter	Blue scooter suitable for child aged 5-12	\$100.00	1	0	0
Children's Mountain Bike	A green mountain bike suitable for children up to 12 years	\$300.00	1	0	0
Football	Black and white medium football	\$10.00	1	0	0

## PRIZE SCREEN

To see Prizes which have already been won, uncheck the 'Available prizes' box.



The screenshot shows the 'Prize' screen with the 'Available prizes' checkbox unchecked and highlighted with a red box. The text 'Records: 24' is displayed above the table. The table content is as follows:

NAME	DESCRIPTION	VALUE	AVAILABLE	ALLOCATED	WON
Cash fund for The Lunchtime 100 Club			\$6,800.00	\$3,200.00	1
Weekend away for two	A pass for two adults in a one-bedroom Cabin at Middle Park, London	\$250.00	3	5	0
Cash fund for \$50 bonus			\$0.00	\$50.00	0

## AVAILABLE PRIZES CHECKBOX – UNCHECKED WILL SHOW YOU PAST PRIZES WHICH HAVE ALREADY BEEN WON

For further information, select the Prize you are interested in, and single click on its title.



FILTER  
 All prize types 🔍  Available prizes

Records: 11

NAME	DESCRIPTION	VALUE	AVAILABLE	ALLOCATED	WON
Cash fund for The Lunchtime 100 Club			\$6,800.00	\$3,200.00	1
Weekend away for two	A pass for two adults in a one-bedroom Cabin at Middle Park, London	\$250.00	3	5	0
Bionic FM T-shirt - Small	Small black t-shirt	\$10.00	46	2	2
\$100 Tintown Toy Store voucher	A \$100 voucher to spend on toys of your choice	\$100.00	1	0	0
Bionic FM T-shirt - Large	Large black t-shirt	\$10.00	48	1	1
Doll	Baby Anna doll with pink dress	\$30.00	1	0	0
Bionic FM T-shirt - Medium	Medium black t-shirt	\$10.00	47	1	2
Cash fund for \$1000 rollover			\$20,000.00	\$0.00	0
Coaster	Plus coaster suitable for child aged 5-10	\$100.00	1	0	0

### SELECTING AN INDIVIDUAL PRIZE RECORD

A dialog box will appear.

Edit - Weekend away for two ✕

Details Items Stock History

Drag an image here or click to add an image

### Details

NAME	Weekend away for two
DESCRIPTION	A pass for two adults in a one-t
VALUE	250.00
BAR CODE	
SHIPPING DEADLINE	 1
AVAILABLE TO	Hometime Holiday ▼

 Delete

#### PRIZE DIALOG BOX

Select the 'Items' tab. A list of what happened to each item will appear.

Edit - Weekend away for two ✕

Details **Items** Stock History

### 8 Prize Items

CONTEST	STATUS	SCHEDULED	SERIAL NUMBER
Hometime Holiday	No Winner	17:30 Fri 28 Sep 2018	<input type="text"/> Update
Hometime Holiday	No Winner	17:30 Fri 05 Oct 2018	<input type="text"/> Update
Hometime Holiday	No Winner	17:30 Fri 12 Oct 2018	<input type="text"/> Update
Hometime Holiday	No Winner	17:30 Fri 19 Oct 2018	<input type="text"/> Update
Hometime Holiday	No Winner	15:15 Wed 10 Oct 2018	<input type="text"/> Update
not assigned to a schedule.	No Winner		<input type="text"/> Update
not assigned to a schedule.	No Winner		<input type="text"/> Update
not assigned to a schedule.	No Winner		<input type="text"/> Update

PRIZE ITEM RECORD SCREEN

Alternatively, the 'Home' screen provides a handy overview of the status of all competitions and winners. Make sure you are looking at the correct Station if you work across more than one.

Station 1 Home Contests Prize Liners Schedule Draw Winners

Station 1 - Summary

10 active competition

Action required

5 won prizes that need posting or collecting

ON	BY	PRIZE	COMPETITION	SHIPPING DEADLINE
16:07 Tue 25 Sep 2018	Doctor Foster	Bionic FM T-shirt - Medium	Ad hoc - Sep 2018	
14:39 Tue 16 Apr 2019	Pete	Bionic FM T-shirt - Large	Easter Bunny rampage	
14:39 Tue 16 Apr 2019	Pete	Monopoly	Easter Bunny rampage	Tue 30 Apr 2019
14:39 Tue 16 Apr 2019	Pete	Cuddly bunny	Easter Bunny rampage	Tue 30 Apr 2019
15:56 Wed 17 Apr 2019	John	Bionic FM T-shirt - Medium	Guess the Sound	

78 unwon prizes. Assign to a winner or reschedule

SCHEDULED ON	PRIZE	CONTEST
08:00 Wed 26 Sep 2018	\$1,000,000.00	Win \$1 million
17:30 Fri 28 Sep 2018	Weekend away for two	Hometime Holiday
17:30 Fri 05 Oct 2018	Weekend away for two	Hometime Holiday
08:00 Wed 10 Oct 2018	Bionic FM mug	Text for a mug
15:00 Wed 10 Oct 2018	Bionic FM T-shirt - Small	Hometime Holiday
15:15 Wed 10 Oct 2018	Weekend away for two	Hometime Holiday
08:00 Thu 11 Oct 2018	Bionic FM mug	Text for a mug

## STATION HOME SCREEN

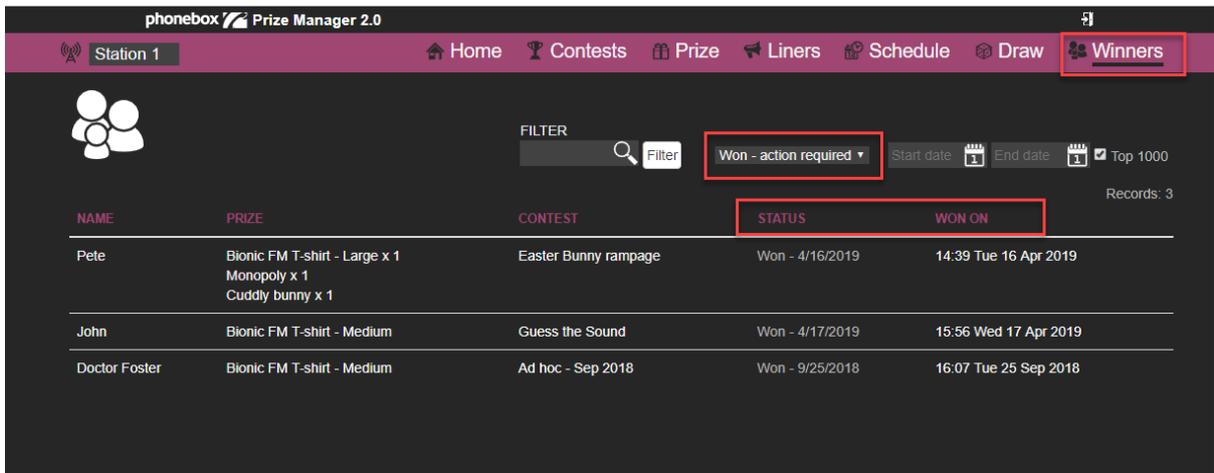
### Dispatching a prize

This section assumes that the prize has been correctly assigned. If you need to manually assign a prize, see [Winners screen overview](#) above or [Unassigning a prize](#) below.

Sending prizes to winners is really easy.

First, go to the 'Winners' screen and make sure the 'Won – action required' tab is selected (it's the default).

You can also choose to further sort the list by 'Status' or 'Won On' if you like.



### WINNERS SCREEN

Press on the name of the person you would like to send Prizes to. NB – you need to click on their name, not on the list of prizes!



PRESS TO SELECT

The Prize Winner screen will appear.

Prize Winner of a Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly bunny x 1

Winner info Prizes History

SCHEDULED between 15:00 and 16:00 on the Tuesday, April 16, 2019

**Winner info** **Prize Status**

NAME Pete

EMAIL

NUMBER 505 Dubai

ADDRESS

POSTCODE

NOTES

WON ON 4/16/2019 14:39

Delivery by courier

SHIPPING DEADLINE 4/30/2019

Won → Info Sent → Sent → Received

**Despatch details** POST TO HOME ADDRESS

NAME

ADDRESS

POSTCODE

Generate letter Unassign winner

PRIZE WINNER SCREEN

In this example, we are missing some key information for 'Pete', so we can either call him on the phone number listed in the 'Number' box, or send an e-mail or letter of congratulations.

To generate a letter, press the 'Generate letter' button.

Prize Winner of a Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly bunny x 1

Winner info Prizes History

SCHEDULED between 15:00 and 16:00 on the Tuesday, April 16, 2019

**Winner info** Prize Status

NAME Pete WON ON 4/16/2019 14:39

EMAIL Delivery by courier

NUMBER 505 Dubai SHIPPING DEADLINE 4/30/2019

ADDRESS

POSTCODE

NOTES

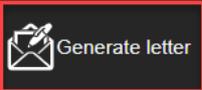
Won → Info Sent → Sent → Received

**Despatch details** POST TO HOME ADDRESS

NAME

ADDRESS

POSTCODE

  Generate letter  Unassign winner

#### GENERATE LETTER BUTTON

You can choose one of your station's default letters from the drop-down menu as a starting point.



### Select a letter template to generate

- TEMPLATE Prize on the way!
- Prize on the way!
- Dear Pete, Collect Prize From Station

Congratulations on winning Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly bunny x 1!

We'll put your prize in the post and send it to:

Unknown address

Unknown postcode

later today.

If the address is wrong, or you don't receive your prize within a week, please let us know by e-mailing [competitions@bionics.fm](mailto:competitions@bionics.fm)

Thanks so much for taking part in Easter Bunny rampage, and we hope you enjoy your prize!

Best wishes,

Bionics FM

The Best Mix in Haywards Heath



Print



Email

#### CHOOSING A TEMPLATE LETTER

Then decide whether to send a letter (Print) or by E-mail.



## Select a letter template to generate

TEMPLATE Prize on the way! ▼

Dear Pete,

Congratulations on winning Bionic FM T-shirt - Large x 1,  
Monopoly x 1, Cuddly bunny x 1!

We'll put your prize in the post and send it to:

Unknown address

Unknown postcode

later today.

If the address is wrong, or you don't receive your prize  
within a week, please let us know by e-mailing  
[competitions@bionics.fm](mailto:competitions@bionics.fm)

Thanks so much for taking part in Easter Bunny rampage,  
and we hope you enjoy your prize!

Best wishes,

Bionics FM

The Best Mix in Haywards Heath



Print



Email

PRINT OR EMAIL SELECT

**Tip!** If you need to add in extra information, you can do so either by copying the text into a word processor (if sending by post), or by adjusting in the e-mail editor (if sending electronically).

---

To:

---

You have won a Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly bunny x 1

---

Dear Pete,

Congratulations on winning a Bionic FM T-shirt, Monopoly board game and cuddly bunny in our Easter Rampage!

Please could you let me know your last name and address so I can send your prizes out to you?

If you have any queries, please let us know by e-mailing [competitions@bionics.fm](mailto:competitions@bionics.fm)

Thanks so much for taking part in Easter Bunny rampage, and we hope you enjoy your prize!

Best wishes,

Stacey Stock

Bionics FM  
The Best Mix in Haywards Heath

EXAMPLE OF UPDATED TEXT IN E-MAIL CLIENT

You can then close the template generator window.

Generate winners letter



## Select a letter template to generate

TEMPLATE Prize on the way! ▾

Dear Pete,

Congratulations on winning Bionic FM T-shirt - Large x 1,  
Monopoly x 1, Cuddly bunny x 1!

We'll put your prize in the post and send it to:

Unknown address

Unknown postcode

later today.

If the address is wrong, or you don't receive your prize  
within a week, please let us know by e-mailing  
[competitions@bionics.fm](mailto:competitions@bionics.fm)

Thanks so much for taking part in Easter Bunny rampage,  
and we hope you enjoy your prize!

Best wishes,

Bionics FM

The Best Mix in Haywards Heath



Print



Email

PRESS TO CLOSE

...and mark the Status as 'Info Sent'.

Prize Winner of a Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly bunny x 1

Winner info Prizes History

SCHEDULED between 15:00 and 16:00 on the Tuesday, April 16, 2019

**Winner info** **Prize Status**

NAME: Pete WON ON: 4/16/2019 14:39  
 EMAIL: Delivery by courier  
 NUMBER: 505 Dubai SHIPPING DEADLINE: 4/30/2019

ADDRESS: [Redacted]

POSTCODE: [Redacted]

NOTES: [Redacted]

Despatch details POST TO HOME ADDRESS

NAME: [Redacted]  
 ADDRESS: [Redacted]  
 POSTCODE: [Redacted]

Won → Info Sent → Sent → Received

Generate letter Unassign winner

**INFO SENT BUTTON**

When you close the window, you'll now see that the Status in the list has updated.

NAME	PRIZE	CONTEST	STATUS	WON ON
Pete	Bionic FM T-shirt - Large x 1 Monopoly x 1 Cuddly bunny x 1	Easter Bunny rampage	Information Sent - 4/17/2019	14:39 Tue 16 Apr 2019
John	Bionic FM T-shirt - Medium	Guess the Sound	Won - 4/17/2019	15:56 Wed 17 Apr 2019

**WINNER STATUS – INFORMATION SENT**

Once you are ready to send the prize, click on the Winner's name again to open the Prize Winner Screen. Make sure all the relevant details are filled in.

You can also choose whether the prize is to be posted, or collected from the station.

Prize Winner of a Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly bunny x 1

Winner info Prizes History

SCHEDULED between 15:00 and 16:00 on the Tuesday, April 16, 2019

**Winner info** **Prize Status**

NAME: Pete Bogg  
 EMAIL: petebogg1978@madeup.com  
 NUMBER: 505 Dubai  
 ADDRESS: 123 The Street Big Town  
 POSTCODE: W1A 1AA

WON ON: 4/16/2019 14:39

SHIPPING DEADLINE

Delivery by courier  
 Delivery by courier  
 Winner will collect

Won → Info Sent → Sent → Received

**Despatch details** POST TO HOME ADDRESS

NAME:   
 ADDRESS:   
 POSTCODE:

NOTES: Put general notes or info in here if needed.

Generate letter Unassign winner

CHOOSE DELIVERY OPTIONS

Once the prize has been Sent, press the 'Sent' button.

Prize Winner of a Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly bunny x 1

Winner info Prizes History

SCHEDULED between 15:00 and 16:00 on the Tuesday, April 16, 2019

Winner info	Prize Status
NAME: Pete Bogg	WON ON: 4/16/2019 14:39
EMAIL: petebogg1978@madeup.com	Delivery by courier
NUMBER: 505 Dubai	SHIPING DEADLINE: 4/30/2019
ADDRESS: 123 The Street Big Town	DISPATCH REF: 123456ABC
POSTCODE: W1A 1AA	
NOTES: Put general notes or info in here if needed.	<b>Despatch details</b> <span>POST TO HOME ADDRESS <input checked="" type="checkbox"/></span>
	NAME: [light box]
	ADDRESS: [light box]
	POSTCODE: [light box]

Generate letter
 Unassign winner

PRESS WHEN PRIZES DISPATCHED

Make sure you include a copy of the courier tracking reference in case there are any problems.

The default is that the Prize is sent to the Winner's home address, but you can add in an alternative address by unchecking the 'Post to Home Address' box and filling in the relevant details.

**Tip!** The colour scheme of Bionic Contest means that dark colours are boxes you can type in, but light boxes are ones that you can't. Don't get confused!

Won → Info Sent → Sent → Received

**Despatch details** POST TO HOME ADDRESS

**NAME**

**ADDRESS**

**POSTCODE**

ALTERNATIVE ADDRESS AREA

(If the prize is being collected, mark as 'Collection' once the goods have been given to reception).

Prize Winner of a Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly bunny x 1

Winner info Prizes History

SCHEDULED between 15:00 and 16:00 on the Tuesday, April 16, 2019

**Winner info** **Prize Status**

NAME: Pete Bogg WON ON: 4/16/2019 14:39

EMAIL: petebogg1978@madeup.com Winner will collect ▾

NUMBER: 505 Dubai SHIPPING DEADLINE: 4/30/2019

ADDRESS: 123 The Street  
Big Town

POSTCODE: W1A 1AA

NOTES: Put general notes or info in here if needed.

Collection details

NAME: [Redacted]

NOTES: [Redacted]

Won → Info Sent → **Collection** → Collected

Generate letter Unassign winner

'COLLECTION' IS DISPLAYED FOR PRIZES BEING COLLECTED FROM THE STATION

If you need to double-check which Prizes you are meant to send, press the 'Prizes' tab.

**Tip!** You can also see an overview of which Winner needs to be sent what on your Home screen:

phonebox Prize Manager 2.0

Station 1 Home Contests Prize Liners Schedule Draw Winners

### Station 1 - Summary

8 active competition

Action required

20 won prizes that need posting or collecting

ON	BY	PRIZE	COMPETITION	SHIPPING DEADLINE
16:07 Tue 25 Sep 2018	Doctor Foster	Bionic FM T-shirt - Medium	Ad hoc - Sep 2018	
15:56 Wed 17 Apr 2019	Joe	Bionic FM T-shirt - Medium	Guess the Sound	
16:50 Tue 23 Apr 2019	Doctor Foster	Weekend away for two	Hometime Holiday	
17:20 Fri 26 Apr 2019	David Smith	Bionic FM T-shirt - Large	Ad hoc - Apr 2019	
16:55 Mon 06 May 2019	Pete Bogg	Tickets for The Fleas	Ad hoc - May 2019	Wed 08 May 2019
16:33 Thu 09 May 2019	No person assigned.	Bionic FM T-shirt - Large	Text for a mug	
15:00 Fri 10 May 2019	Parminder	Bionic FM mug	Text for a mug	
15:13 Fri 10 May 2019	jack	Bionics FM mug - white	Text for a mug	
15:58 Fri 10 May 2019	000 1234 555	Bionic FM T-shirt - Large	win some clothes	
15:59 Fri 10 May 2019	000 1234 555	a left sock	Ad hoc - May 2019	
15:44 Thu 13 Jun 2019	Parminder	Bionic FM T-shirt - Medium	Ad hoc - Jun 2019	
17:42 Mon 29 Jul 2019	Joe	Bundle of 10 books	Summer holiday reads	Wed 31 Jul 2019
15:25 Tue 06 Aug 2019	Joe	Bundle of 10 books	Summer holiday reads	Wed 31 Jul 2019
17:31 Mon 19 Aug 2019	Betty Draper	Top 10 songs on vinyl	Win the Top 10	
15:37 Thu 29 Aug 2019	No person assigned.	Top 10 songs on vinyl	Win the Top 10	
15:44 Thu 29 Aug 2019	No person assigned.	Top 10 songs on vinyl	Win the Top 10	

HOME SCREEN TO-DO LIST

Prize Winner of a Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly ...

Winner info Prizes History

### Prizes won

<b>Bionic FM T-shirt - Large</b>	<b>Monopoly</b>
No image	No image
Large black t-shirt	Board Game
\$10.00	\$0.00
	
<b>Cuddly bunny</b>	
No image	
Soft toy	
\$30.00	
	

PRIZES TAB

Make sure you press 'Save' on the 'Winner info' tab, or the information will be lost.

Prize Winner of a Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly bunny x 1

Winner info Prizes History

SCHEDULED between 15:00 and 16:00 on the Tuesday, April 16, 2019

**Winner info**

NAME: Pete Bogg  
 EMAIL: petebogg1978@madeup.com  
 NUMBER: 505 Dubai  
 ADDRESS: 123 The Street Big Town  
 POSTCODE: W1A 1AA

NOTES  
 Put general notes or info here if needed.

**Prize Status**

WON ON: 4/16/2019 14:39  
 SHIPING DEADLINE: 4/30/2019  
 DISPATCH REF: 123456ABC  
 Delivery by courier

Won → Info Sent → Sent → Received

**Despatch details** POST TO HOME ADDRESS

NAME: Pete Bogg  
 ADDRESS: 780 Work Place Work Street Big Town  
 POSTCODE: W7 7RJ

  Generate letter  Unassign winner

SAVE BUTTON – VERY IMPORTANT!

When you close the Prize Winner window, the Status in the Winners column will be updated.

NAME	PRIZE	CONTEST	STATUS	WON ON
Pete	Bionic FM T-shirt - Large x 1 Monopoly x 1 Cuddly bunny x 1	Easter Bunny rampage	Sent - 4/17/2019	14:39 Tue 16 Apr 2019
John	Bionic FM T-shirt - Medium	Guess the Sound	Won - 4/17/2019	15:56 Wed 17 Apr 2019

Records: 3

WINNER STATUS – SENT

Finally, once you have received confirmation that the Prize has been received (e.g. courier e-mail confirmation, contact from the winner, e-mail from reception), go into the system and press the 'Received' or 'Collected' button.

Prize Winner of a Bionic FM T-shirt - Large x 1, Monopoly x 1, Cuddly bunny x 1

Winner info Prizes History

SCHEDULED between 15:00 and 16:00 on the Tuesday, April 16, 2019

**Winner info**

NAME: Pete Bogg  
 EMAIL: petebogg1978@madeup.com  
 NUMBER: 505 Dubai  
 ADDRESS: 123 The Street Big Town  
 POSTCODE: W1A 1AA

**Prize Status**

WON ON: 4/16/2019 14:39  
 Delivery by courier  
 SHIPING DEADLINE: 4/30/2019  
 DISPATCH REF: 123456ABC

Won → Info Sent → Sent → **Received**

**Despatch details** POST TO HOME ADDRESS

NAME: Pete Bogg  
 ADDRESS: 780 Work Place Work Street Big Town  
 POSTCODE: W7 7RJ

NOTES: Put general notes or info here if needed.

Save Generate letter Unassign winner

RECEIVED (FOR PRIZES SENT BY POST)

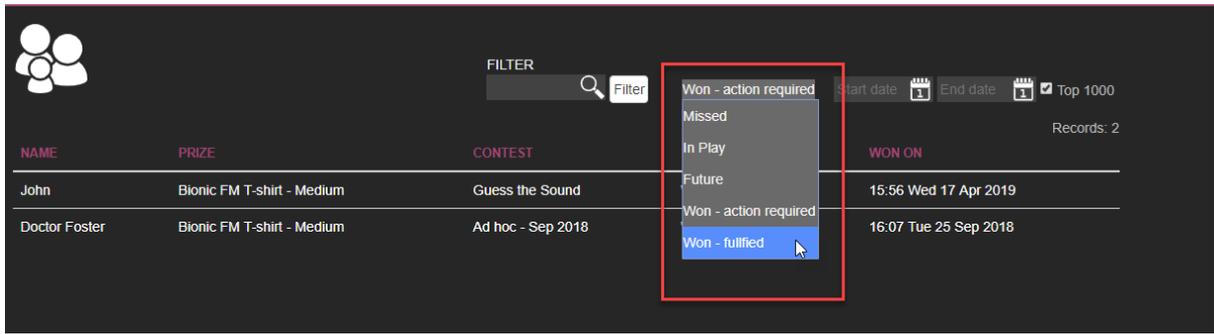
Won → Info Sent → Collection → **Collected**

**Collection details**

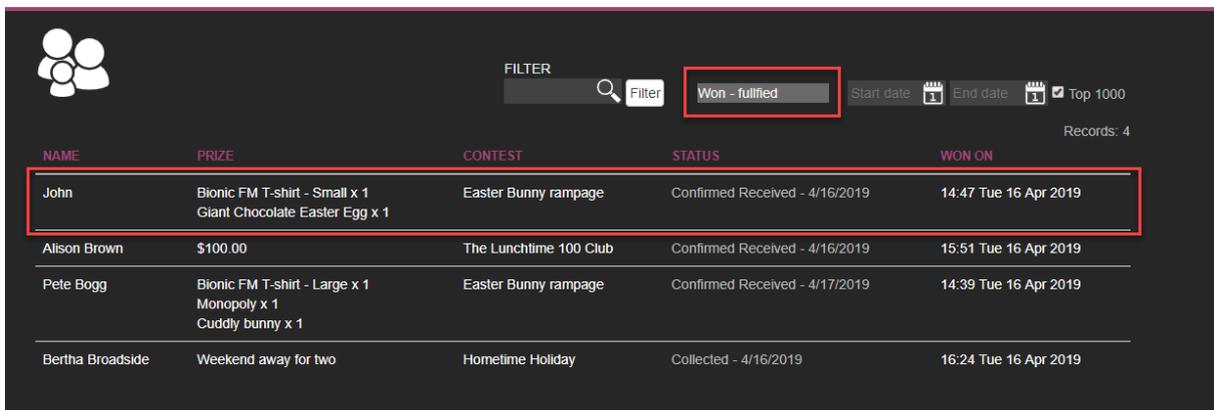
COLLECTED (FOR PRIZES COLLECTED FROM STATION)

Close the window.

The Winner's details will disappear from the 'Won - action required' filter. You can find their information by choosing 'Won - fulfilled' from the drop-down.



CHOOSE 'WON - FULFILLED' FROM THE DROP-DOWN OPTIONS



WINNER SCREEN – CONFIRMATION RECEIVED

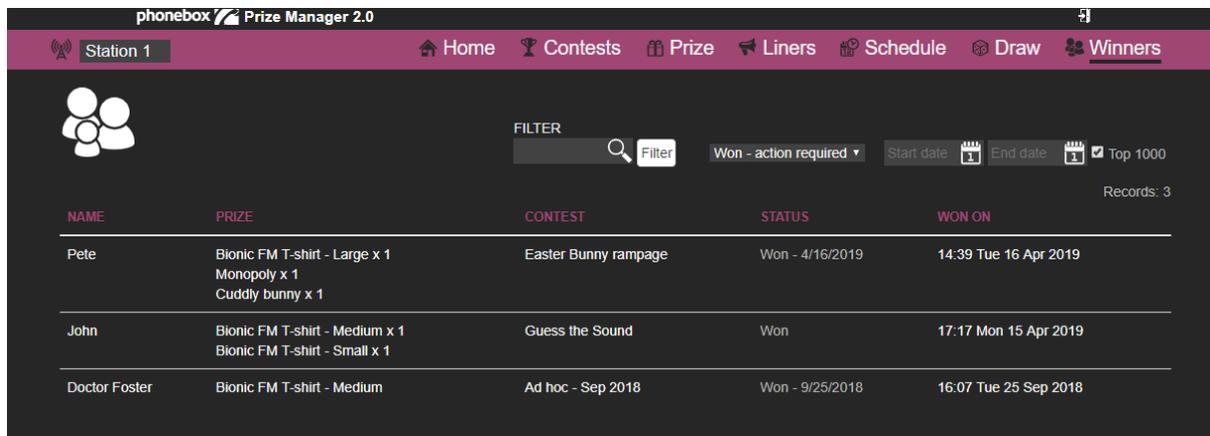
## Unassigning a prize

Sometimes, a prize will be assigned to the wrong user by accident (e.g. error in the studio, winner later disqualified, one of every size of t-shirt rather than the one the winner wants).

In this case, you will need to unassign those prizes from that winner.

**Tip!** If some of the prizes are correct and some aren't, follow the steps to unassign the prize and then manually re-assign the correct ones (see [Winners screen overview](#) above).

First, find the incorrect Winner by going to the Winners screen and searching/filtering if necessary.



The screenshot shows the 'Winners' screen in the Prize Manager 2.0 application. The interface includes a navigation bar with 'Station 1', 'Home', 'Contests', 'Prize', 'Liners', 'Schedule', 'Draw', and 'Winners'. Below the navigation bar is a search and filter section with a 'FILTER' button, a search input field, and a dropdown menu set to 'Won - action required'. There are also date pickers for 'Start date' and 'End date', and a 'Top 1000' checkbox. The main content area displays a table of winners with the following data:

NAME	PRIZE	CONTEST	STATUS	WON ON
Pete	Bionic FM T-shirt - Large x 1 Monopoly x 1 Cuddly bunny x 1	Easter Bunny rampage	Won - 4/16/2019	14:39 Tue 16 Apr 2019
John	Bionic FM T-shirt - Medium x 1 Bionic FM T-shirt - Small x 1	Guess the Sound	Won	17:17 Mon 15 Apr 2019
Doctor Foster	Bionic FM T-shirt - Medium	Ad hoc - Sep 2018	Won - 9/25/2018	16:07 Tue 25 Sep 2018

Records: 3

#### WINNERS SCREEN

In this case, 'John' has been assigned a Medium and a Small t-shirt, but he only needs the Medium size.

To correct this, click on John's name in the 'Name' column.



This image is a close-up of the winners table from the previous screenshot. The 'NAME' column for 'John' is highlighted with a red rectangular box. The table data is as follows:

NAME	PRIZE	CONTEST
Pete	Bionic FM T-shirt - Large x 1 Monopoly x 1 Cuddly bunny x 1	Easter Bunny rampage
John	Bionic FM T-shirt - Medium x 1 Bionic FM T-shirt - Small x 1	Guess the Sound

NAME HIGHLIGHTED – MAKE SURE YOU CLICK HERE AND NOT 'PRIZE' OR 'CONTEST'

The Prize Winner dialog box will appear.

Prize Winner of a Bionic FM T-shirt - Medium x 1, Bionic FM T-shirt - Small x 1

Winner info Prizes History

SCHEDULED between 17:00 and 18:00 on the Monday, April 15, 2019

### Winner info

NAME John

EMAIL [Redacted]

NUMBER 501 Wellington

ADDRESS [Redacted]

POSTCODE [Redacted]

NOTES  
Needs size Medium t-shirt.

### Prize Status

WON ON 4/15/2019 17:17

Delivery by courier

SHIPING DEADLINE

Won → 
 Info Sent → 
 Sent → 
 Received

### Despatch details

POST TO HOME ADDRESS

NAME [Redacted]

ADDRESS [Redacted]

POSTCODE [Redacted]


 Generate letter
  Unassign winner

PRIZE DIALOG BOX

Click 'Unassign winner'.

Prize Winner of a Bionic FM T-shirt - Medium x 1, Bionic FM T-shirt - Small x 1

Winner info Prizes History

SCHEDULED between 17:00 and 18:00 on the Monday, April 15, 2019

### Winner info

NAME John

EMAIL

NUMBER 501 Wellington

ADDRESS

POSTCODE

NOTES  
Needs size Medium t-shirt.

### Prize Status

WON ON 4/15/2019 17:17

Delivery by courier

SHIPPING DEADLINE

Won → Info Sent → Sent → Received

### Despatch details

POST TO HOME ADDRESS

NAME

ADDRESS

POSTCODE

Generate letter Unassign winner

#### UNASSIGN WINNER BUTTON

The 'Assign a Winner' dialog box will appear.

From here you have three options:

1. Close the box, leaving the Prizes unassigned and ready for another person to win.
2. Manually add in / search for the correct winner's information.
3. Remove the incorrect prizes and then assign the right one back to the winner.

In this example, we want to remove the incorrect prize and leave John with the medium-sized t-shirt.

To do this, we first need to find John's call details again.

First, we press 'Assign to existing caller' and search for John's call record.

**Assign a winner** [Close]

SCHEDULED between 17:00 and 18:00 on the Monday, April 15, 2019

### Available prizes

- Bionic FM T-shirt - Medium** [Close]  
No image Medium black t-shirt  
\$10.00
- Bionic FM T-shirt - Small** [Close]  
No image Small black t-shirt  
\$10.00

**Assign to existing caller**

### Assign a winner

NAME [Input]  
EMAIL [Input]  
NUMBER [Input]  
ADDRESS [Input]  
POSTCODE [Input]  
NOTES [Input]

### Prize Status

WON ON 4/17/2019 15:40  
Delivery by courier ▾  
SHIPPING DEADLINE

### Despatch details

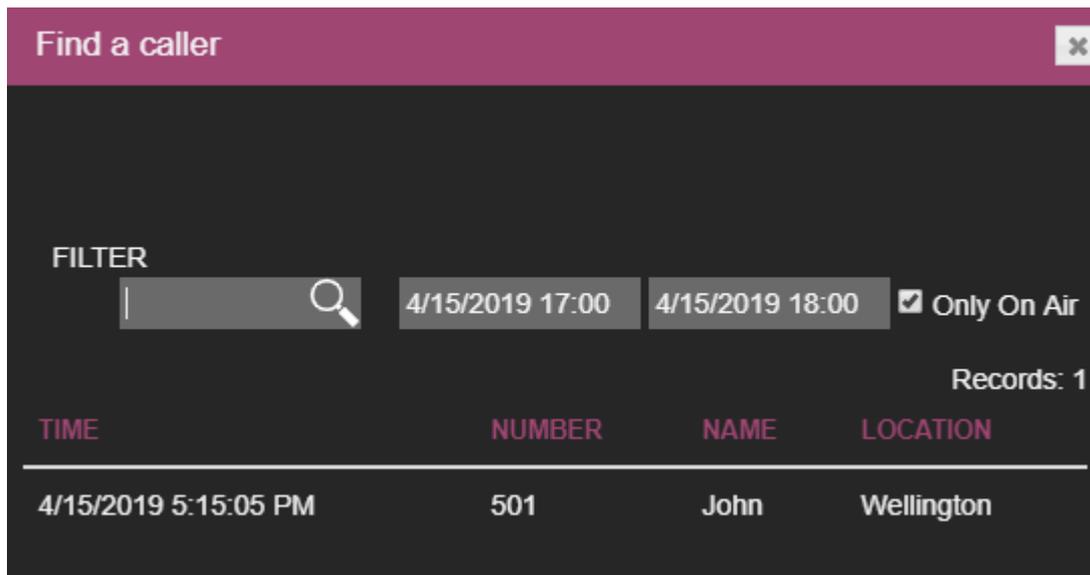
POST TO HOME ADDRESS

NAME [Input]  
ADDRESS [Input]  
POSTCODE [Input]

[Save]

ASSIGN TO EXISTING CALLER

**Tip!** The list defaults to the callers who were on air during the time the competition was scheduled. You can adjust the filters if needed.



FIND A CALLER

Select the winner's name from the list.



PRESS ON THE ENTRY IN THE 'TIME' COLUMN TO SELECT

**Tip!** You need to press in the 'Time' column, not the Number / Name / Location columns.

The 'Assigning winner from call' box appears again.

Ensure the checkbox on the correct prize is ticked, and then press the 'Save' icon.

Assigning winner from call

SCHEDULED between 17:00 and 18:00 on the Monday, April 15, 2019

Available prizes

<input checked="" type="checkbox"/>	Bionic FM T-shirt - Medium	Medium black t-shirt	\$10.00
<input type="checkbox"/>	Bionic FM T-shirt - Small	Small black t-shirt	\$10.00

Assign a winner

NAME: John

EMAIL: [Redacted]

NUMBER: 501 Wellington

ADDRESS: [Redacted]

POSTCODE: [Redacted]

NOTES: [Redacted]

Prize Status

WON ON: 4/17/2019 15:53

SHIPPING DEADLINE: [Redacted]

Delivery by courier ▾

Despatch details

POST TO HOME ADDRESS

NAME: [Redacted]

ADDRESS: [Redacted]

POSTCODE: [Redacted]

Save icon

MAKE SURE THE CHECKBOX IS TICKED OR THE PRIZE WON'T BE ASSIGNED!

The Dispatch screen will then appear. Either follow the steps in [Dispatching a prize](#) above, or press the 'Save' icon again to come back to it later.

Prize Winner ✕

Winner info Prizes History

SCHEDULED between 17:00 and 18:00 on the Monday, April 15, 2019

### Winner info

NAME: John

EMAIL: [Redacted]

NUMBER: 501 Wellington

ADDRESS: [Redacted]

POSTCODE: [Redacted]

NOTES: [Redacted]

### Prize Status

WON ON: 4/17/2019 15:48

Delivery by courier ▾

SHIPPING DEADLINE

Won → 
 Info Sent → 
 Sent → 
 Received

### Despatch details

POST TO HOME ADDRESS

NAME: [Redacted]

ADDRESS: [Redacted]

POSTCODE: [Redacted]

Generate letter
 Unassign winner

PRIZE WINNER SCREEN

The correct details will then be displayed in the list.

FILTER

Won - action required ▾
Start date 
End date 
 Top 1000

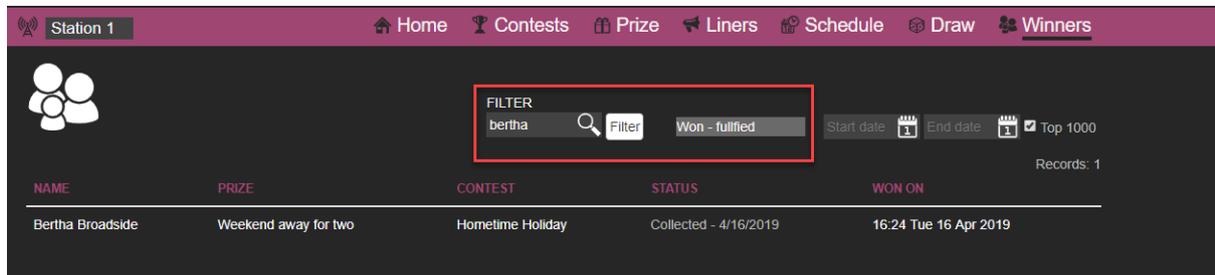
Records: 3

NAME	PRIZE	CONTEST	STATUS	WON ON
Pete	Bionic FM T-shirt - Large x 1 Monopoly x 1 Cuddly bunny x 1	Easter Bunny rampage	Won - 4/16/2019	14:39 Tue 16 Apr 2019
John	Bionic FM T-shirt - Medium	Guess the Sound	Won - 4/17/2019	15:48 Wed 17 Apr 2019
Doctor Foster	Bionic FM T-shirt - Medium	Ad hoc - Sep 2018	Won - 9/25/2018	16:07 Tue 25 Sep 2018

UPDATED WINNER LIST

## Checking a Winner's details

If you need to check a Winner's details (for example, reviewing their Prize History), first search for their name in the Filter box.

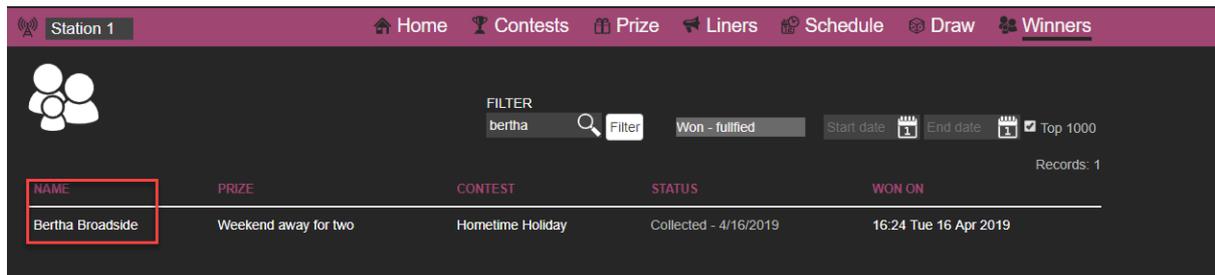


The screenshot shows the 'Winners' page with a search filter for 'bertha' and a table of results. The filter box is highlighted with a red rectangle. The table has columns for NAME, PRIZE, CONTEST, STATUS, and WON ON. The first row shows 'Bertha Broadside' with a prize of 'Weekend away for two'.

NAME	PRIZE	CONTEST	STATUS	WON ON
Bertha Broadside	Weekend away for two	Hometime Holiday	Collected - 4/16/2019	16:24 Tue 16 Apr 2019

### FILTERING FOR A WINNER

Next, click on their name to bring up their Winner Record.



The screenshot shows the 'Winners' page with the name 'Bertha Broadside' highlighted in the table. The filter box is still visible, and the table has columns for NAME, PRIZE, CONTEST, STATUS, and WON ON. The first row shows 'Bertha Broadside' with a prize of 'Weekend away for two'.

NAME	PRIZE	CONTEST	STATUS	WON ON
Bertha Broadside	Weekend away for two	Hometime Holiday	Collected - 4/16/2019	16:24 Tue 16 Apr 2019

### PRESS NAME TO SELECT

The 'Prizes' tab will show which Prize they have won.

Prize Winner of a Weekend away for two ✕

Winner info **Prizes** History

### Prizes won

**Weekend away for two**

No image

A pass for two adults in a one-bedroom Cabin at Middle Park. London

PRIZES TAB

The 'History' tab gives more detailed information.

Prize Winner of a Weekend away for two ✕

Winner info Prizes **History**

### Winner History

Records: 4

WHEN	ACTION	FIELDS UPDATED	WHO
16 Apr 2019 15:24:52	Create		admin
16 Apr 2019 15:24:57	Update	PrizeStatus has changed from Won to InformationSent	admin
16 Apr 2019 15:30:30	Update	PrizeStatus has changed from InformationSent to AwaitingCollection	admin
16 Apr 2019 15:30:37	Update	PrizeStatus has changed from AwaitingCollection to Collected	admin

HISTORY TAB

### Assigning a Winner when contest is not scheduled

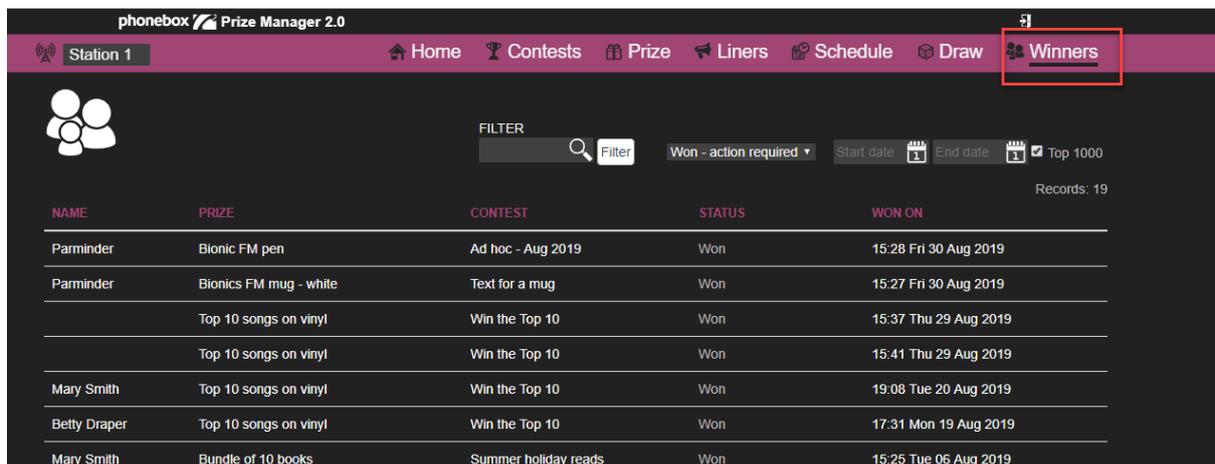
Sometimes, your station may be running a Contest that is not mentioned on-air (e.g. a competition on your station's website).

You wish to keep track of who has won and make sure their Prizes is assigned correctly, but do not want the on-air teams to read out any Contest information.

[Create the Contest](#) as normal, but do not schedule it.

Once you have chosen the Winner(s), you will need to assign them to the Prize.

Go to the 'Winners' tab.



NAME	PRIZE	CONTEST	STATUS	WON ON
Parminder	Bionic FM pen	Ad hoc - Aug 2019	Won	15:28 Fri 30 Aug 2019
Parminder	Bionics FM mug - white	Text for a mug	Won	15:27 Fri 30 Aug 2019
	Top 10 songs on vinyl	Win the Top 10	Won	15:37 Thu 29 Aug 2019
	Top 10 songs on vinyl	Win the Top 10	Won	15:41 Thu 29 Aug 2019
Mary Smith	Top 10 songs on vinyl	Win the Top 10	Won	19:08 Tue 20 Aug 2019
Betty Draper	Top 10 songs on vinyl	Win the Top 10	Won	17:31 Mon 19 Aug 2019
Mary Smith	Bundle of 10 books	Summer holiday reads	Won	15:25 Tue 06 Aug 2019

## WINNERS TAB

Select 'Missed' from the drop-down menu.

The screenshot shows a contest management interface with a table of contests. A dropdown menu is open over the 'Status' column, with 'Missed' selected. The table has columns for 'CONTEST', 'Status', and 'WON ON'. The 'Status' column options are: Won - action required, Missed, In Play, Future, Won - action required, and Won - fulfilled.

CONTEST	Status	WON ON
Ad hoc - Aug 2019	Won - action required	15:28 Fri 30 Aug 2019
Text for a mug	Missed	15:27 Fri 30 Aug 2019
Win the Top 10	In Play	15:37 Thu 29 Aug 2019
Win the Top 10	Future	15:41 Thu 29 Aug 2019
Win the Top 10	Won - action required	19:08 Tue 20 Aug 2019
Win the Top 10	Won - fulfilled	17:31 Mon 19 Aug 2019
Win the Top 10	Won	

SELECT 'MISSED'

Press 'Assign a winner without a schedule'

The screenshot shows a contest management interface with a table of contests. The 'Assign a winner without a schedule' button is highlighted in a red box. The table has columns for 'NAME', 'PRIZE', 'CONTEST', and 'STATUS'. The 'STATUS' column is filtered to 'Missed'.

NAME	PRIZE	CONTEST	STATUS
Assign a winner without a schedule			
Assign winner	Bionic FM T-shirt - Large	Summer holiday reads	No Winner
Assign winner	Bionic FM pen	Guess the Sound	No Winner

ASSIGN A WINNER WITHOUT A SCHEDULE

Choose a time and date for when the Contest was won, or press the 'Now' button.

## Assign a winner without a schedule

WHEN

When won

CONTEST

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Time 00:00

Hour

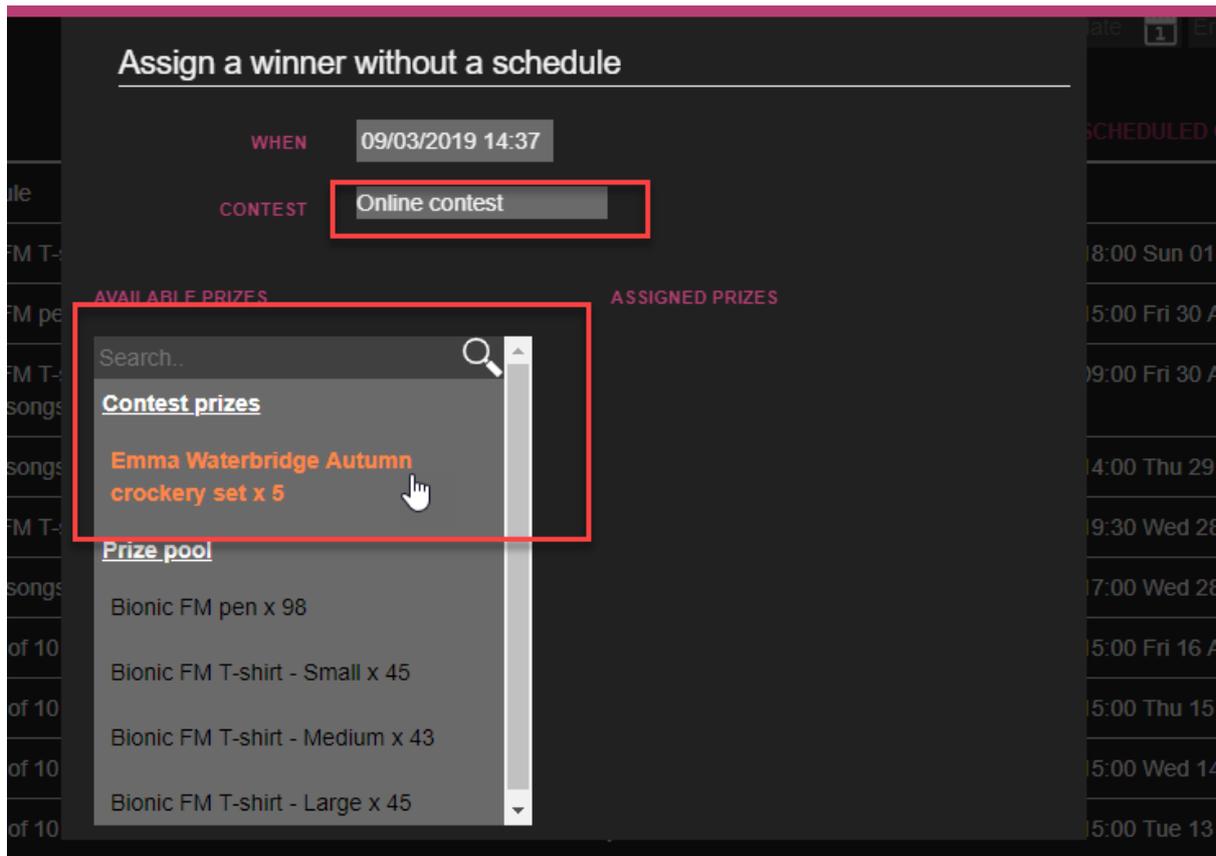
Minute

Now

Done

**Tip!** The time/date affects which Prizes are shown as available

Use the drop-down menu to choose the correct Contest and then select the relevant Prize



#### CHOOSING THE CONTEST AND PRIZE

(You can add more than one Prize if needed).

Once the Prize(s) have been chosen, press 'Next'.



## Assign a winner without a schedule

WHEN 09/03/2019 14:37

CONTEST Online contest

### AVAILABLE PRIZES

Search..

**Contest prizes**

- Emma Waterbridge Autumn crockery set x 5

**Prize pool**

- Bionic FM pen x 98
- Bionic FM T-shirt - Small x 45
- Bionic FM T-shirt - Medium x 43
- Bionic FM T-shirt - Large x 45

### ASSIGNED PRIZES

- Emma Waterbridge Autumn crockery set

Clear Next

### ASSIGNING THE PRIZE

Fill in the Winner's details

✕
**Assign a winner**

SCHEDULED between 14:37 and 15:07 on the Tuesday, September 3, 2019

### Available prizes

**Emma Waterbridge Autumn crockery set**

No image

Box containing  
12 x mugs, bowls  
and plates

\$280.00

Assign to existing caller

#### Assign a winner

NAME

EMAIL

NUMBER

ADDRESS

POSTCODE

NOTES

#### Prize Status

WON ON

Delivery by courier

SHIPPING DEADLINE

#### Despatch details

POST TO HOME ADDRESS

NAME

ADDRESS

POSTCODE

WINNER INFORMATION - BLANK

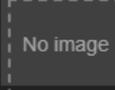
Press 'Save' when completed.

## Assign a winner

SCHEDULED between 14:37 and 15:07 on the Tuesday, September 3, 2019

### Available prizes

**Emma Waterbridge Autumn crockery set**

No image  Box containing 12 x mugs, bowls and plates

\$280.00

 Assign to existing caller

### Assign a winner

NAME

EMAIL

NUMBER

ADDRESS

POSTCODE

NOTES



### Prize Status

WON ON

Delivery by courier ▾

SHIPPING DEADLINE

### Despatch details

POST TO HOME ADDRESS

NAME

ADDRESS

POSTCODE

PRESS SAVE TO CONFIRM

The Dispatch screen will then appear.

**Prize Winner**

Winner info Prizes History

SCHEDULED between 14:37 and 15:07 on the Tuesday, September 3, 2019

**Winner info**

NAME: Emily Anderson

EMAIL: emmy456j@madeup.com

NUMBER: 555-123-545

ADDRESS: 123 The Street  
Anytown  
Anywhereshire

POSTCODE: 12345

NOTES

**Prize Status**

WON ON: 9/3/2019 14:44

Delivery by courier

SHIPPING DEADLINE

Won → Info Sent → Sent → Received

**Despatch details** POST TO HOME ADDRESS

NAME

ADDRESS

POSTCODE

Generate letter Unassign winner

PRIZE WINNER - DISPATCHING A PRIZE

The Winner and Prize(s) are now assigned correctly.


FILTER
Filter
Won - action required
Start date
End date
Top 1000
Records: 20

NAME	PRIZE	CONTEST	STATUS	WON ON
Emily Anderson	Emma Waterbridge Autumn crockery set	Online contest	Won - 9/3/2019	14:44 Tue 03 Sep 2019
Parminder	Bionic FM pen	Ad hoc - Aug 2019	Won	15:28 Fri 30 Aug 2019

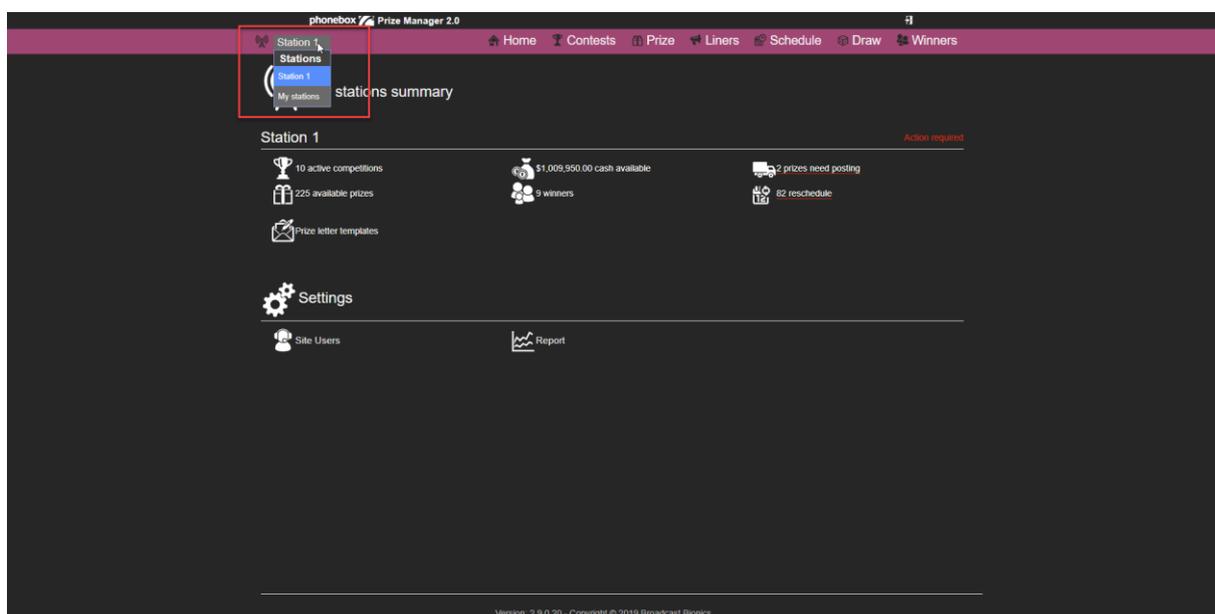
WINNERS TAB

You can find more detailed information about sending prizes in [Dispatching a prize](#) above.

## System settings

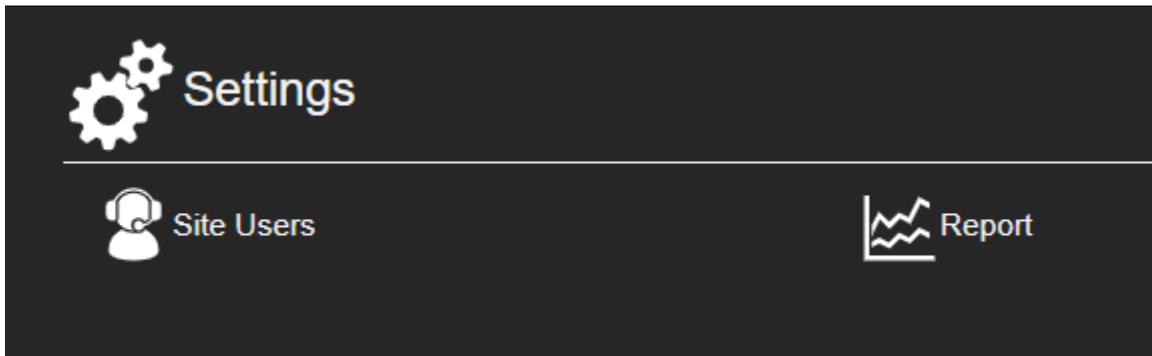
The System settings screen is where users with higher permission levels can add/remove other users and also review reports on Contest activity.

To access the Settings page, press the 'Transmitter' icon and ensure you have the correct station / 'My Stations' selected.



### STATION SCREEN

There are two options in the Settings section: Site Users and Reports.



## SETTINGS AREA

### Site Users

The Site Users section allows you to view, add, update and remove access rights for members of staff (assuming you have the correct access rights yourself).

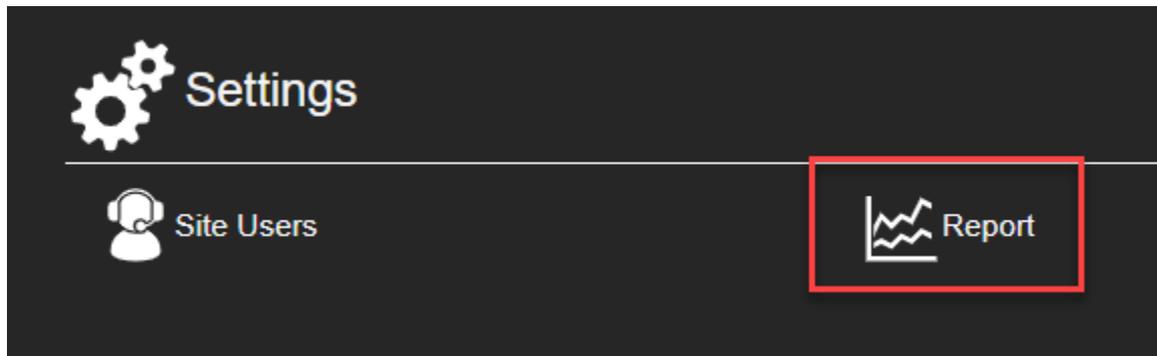
A dark-themed interface showing a list of site users. At the top left is a person icon with a plus sign. Below it is a table with four columns: USERNAME, EMAIL ADDRESS, LAST LOGIN, and ACCOUNT LOCKED. The table contains three rows of user data.

USERNAME	EMAIL ADDRESS	LAST LOGIN	ACCOUNT LOCKED
acharles	acharles@bionics.co.uk	16:35 Wed 10 Oct 2018	
admin	lnorris@bionics.co.uk	21:14 Thu 18 Apr 2019	
santa claus	santa@thenorthpole.com	17:23 Wed 10 Oct 2018	Locked

## SITE USER LIST

Details on the Site Users option can be found in [Setting up new users on the system](#) above.

## Reports



### REPORT BUTTON

The Reports sections allows you to view the status of Contests in more depth.

When you go onto the Reports screen, you will see a drop-down menu with Report options.



### REPORTS SCREEN

The **Winner Details** report lets you see all the prizes that have been confirmed as being collected / received, as well as who sent them.

It is possible to export the report to a spreadsheet by pressing the 'Export' button.

REPORTS

Select a report

Winner Details **Export data**

Stock picking list

PRIZE NAME	COUNT
Bionic FM T-shirt - Medium	2

Prize List

Records: 2

DISPATCHNAME	PRIZE	WORK ON	AWARDED BY
Doctor Foster	Bionic FM T-shirt - Medium	The Surgery, Gloucester GL3 1AB 16.07 Tue 25 Sep 2018	acharies
John	Bionic FM T-shirt - Medium	15.56 Wed 17 Apr 2019	admin

WINNER DETAILS REPORT

Select a report

Winner Details **Export data**

EXPORT DATA BUTTON

The Draw Entries report shows a list of all the Draws which have taken place.

phonebox Prize Manager 2.0

Station 1 Home Contests Prize Liners Schedule Draw **Winners**

Select a report

Draw entries

Filter

7/21/2019 8/21/2019 All contests Any status Export data Generate report

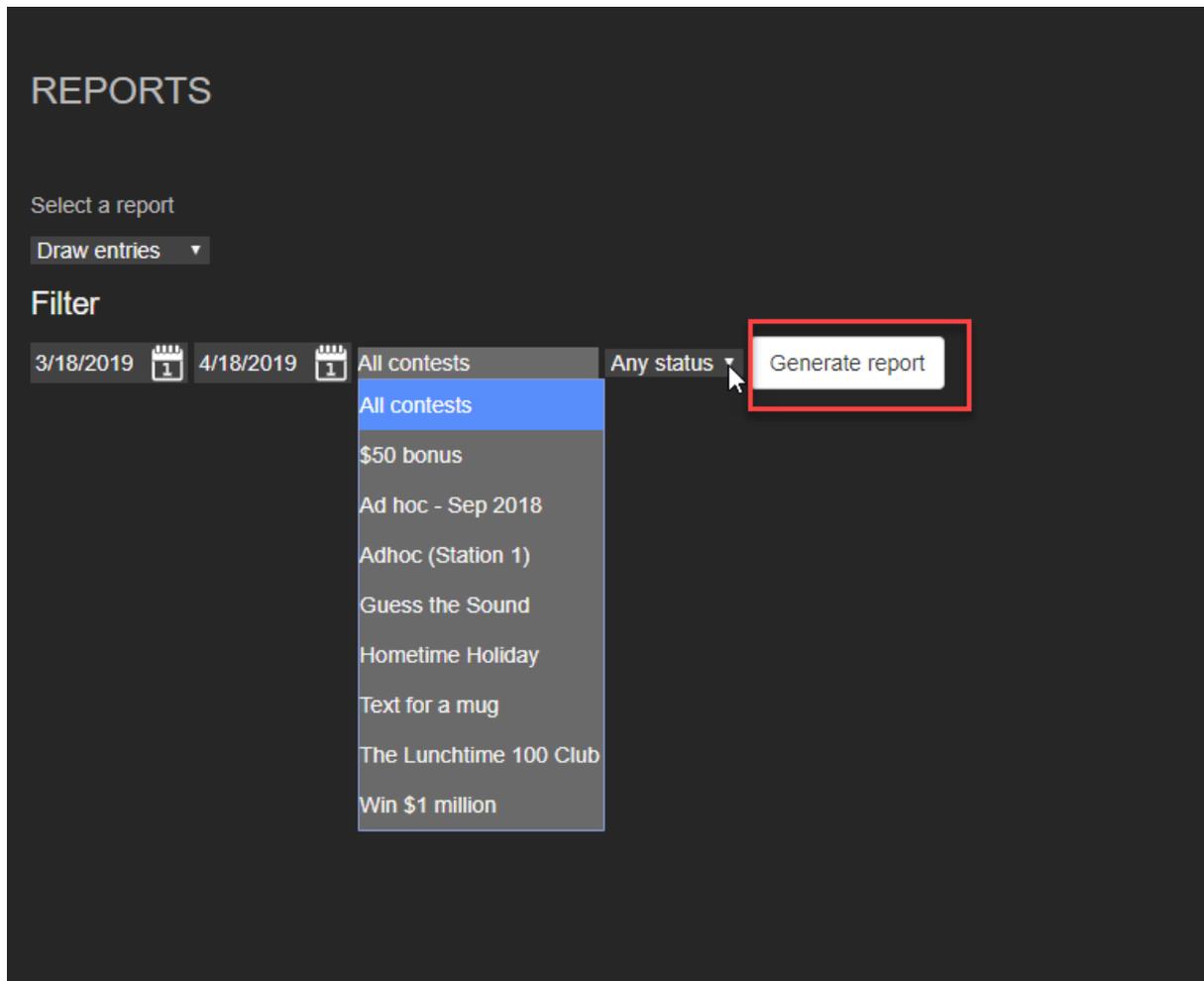
SMS Count: 36  
Phone Count: 15

ENTERED	NUMBER	SOURCE	ANSWER	CONTEST	STATUS	PRIZE
8/6/2019 4:21:25 PM	56568	SMS	Books Dan Brown test 2	Summer holiday reads	Correct	
8/20/2019 5:04:15 PM	323252	SMS	Record Is it Edinburgh? Julie x	Win the Top 10	Qualifier	
8/20/2019 5:06:57 PM	505	Phonecall		Win the Top 10	Qualifier	
8/20/2019 5:02:45 PM	43728947320	SMS	RECORD Edinburgh All	Win the Top 10	Correct	
8/20/2019 5:02:45 PM	352	SMS	RECORD Edinburgh Jack	Win the Top 10	Correct	
8/20/2019 5:05:15 PM	3232432	SMS	RECORD Aberdeen Eily	Win the Top 10	Incorrect	
7/29/2019 5:38:52 PM	501	Phonecall	Dan Brown	Summer holiday reads	Winner	Bundle of 10 books
8/20/2019 5:05:15 PM	3232432	SMS	RECORD EDINBURGH DEREK	Win the Top 10	Correct	
8/19/2019 5:19:58 PM	342342	Phonecall	Edinburgh	Win the Top 10	Correct	
8/20/2019 5:06:44 PM	502	Phonecall	Edinburgh	Win the Top 10	Qualifier	
8/19/2019 4:59:46 PM	3423232432	SMS	Record Edinburgh	Win the Top 10	Correct	
8/19/2019 4:59:46 PM	432432	SMS	Record Edinburgh	Win the Top 10	Correct	
8/20/2019 5:04:15 PM	323252	SMS	Record Edinburgh	Win the Top 10	Correct	

Version: 2.9.1.8 - Copyright © 2019 Broadcast Bionics

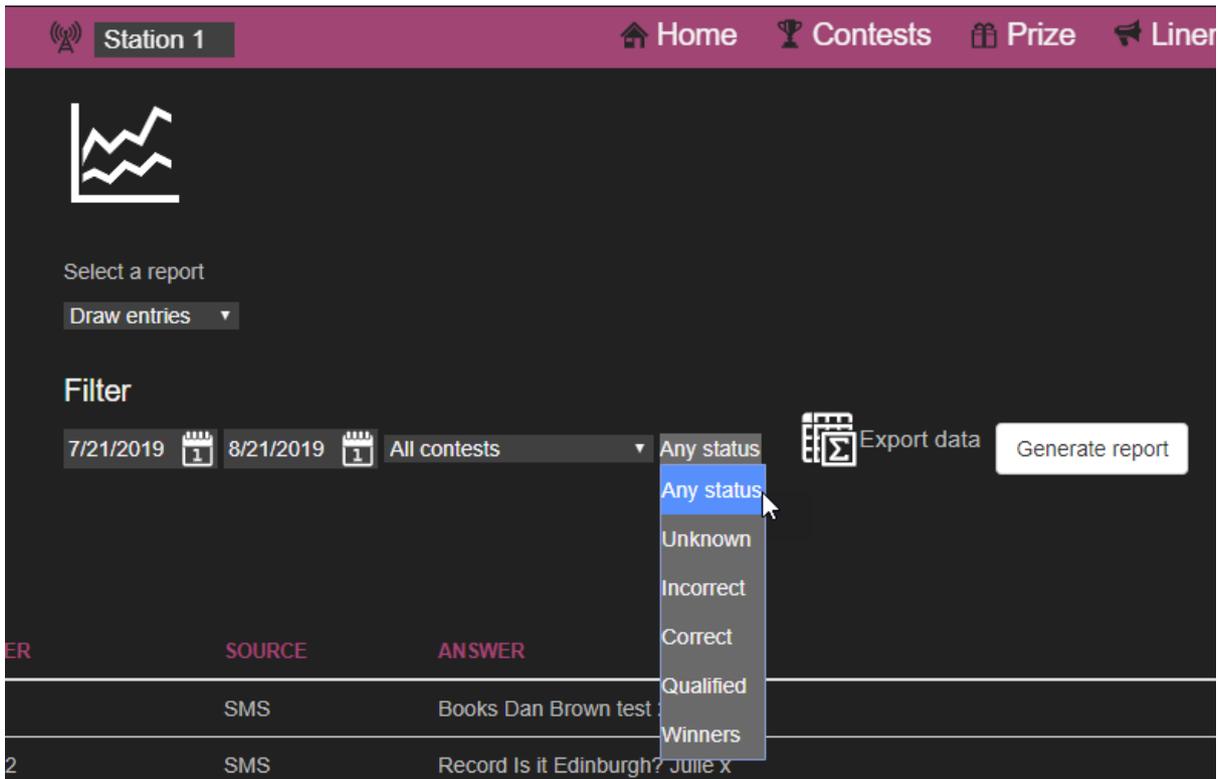
DRAW ENTRIES REPORT

You can choose which Draw entries to review by adjusting the Filter start and end dates, then selecting the relevant Contest and entry status from the drop-down menus. Then press 'Generate report'.



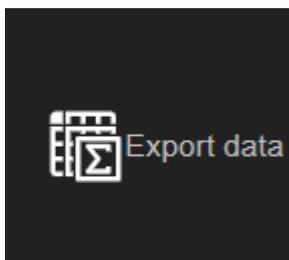
#### DRAW ENTRIES REPORT OPTIONS

You can then further refine the results, if desired.



#### REFINING THE RESULTS

It is then possible to Export the report to a local spreadsheet by pressing the 'Export' button.



#### EXPORT DATA BUTTON

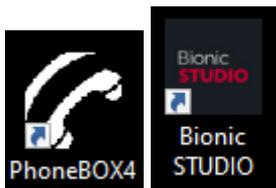
The file will download to your local PC in CSV format.

## Studio module

The Studio module is where presenters, producers and other on-air team members can see which Contests and Liners they need to run in their show. It also allows the on-air team to link Prizes to Winners.

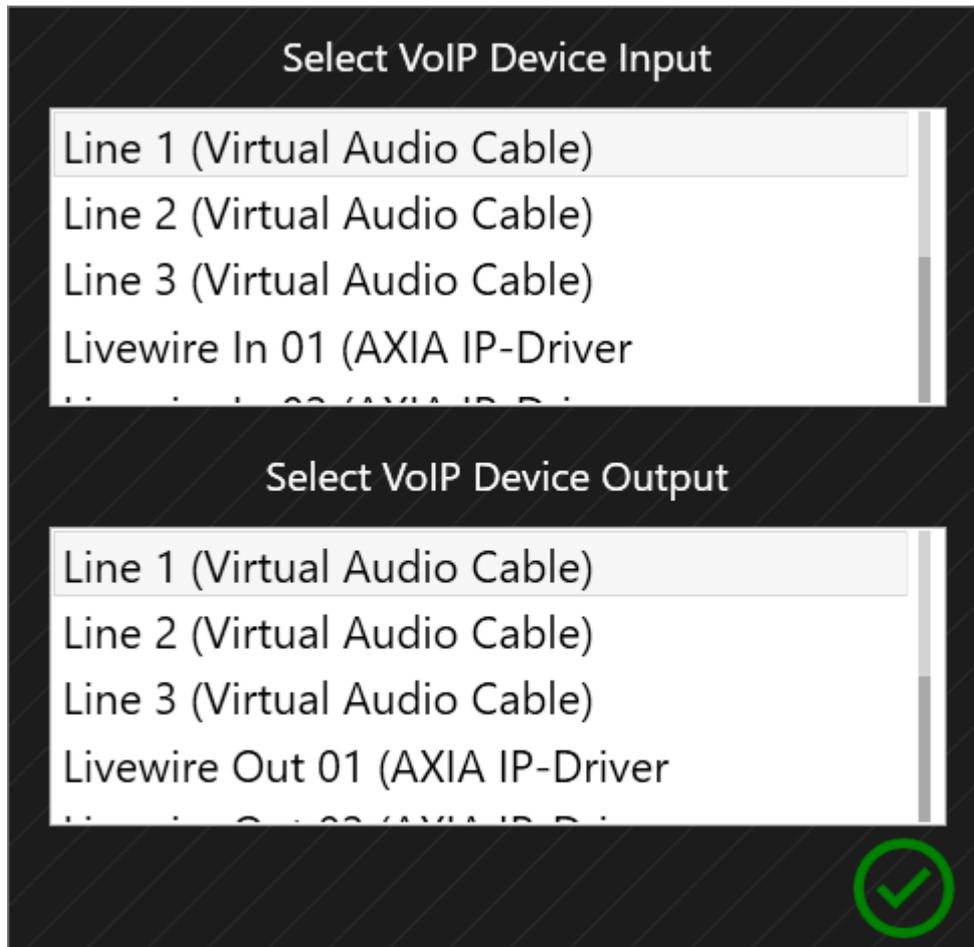
To access the Studio module, you need to open the Bionic Studio (also known as PhoneBOX).

First, either search for 'Bionic Studio' or 'PhoneBOX' on your computer, or double-click the desktop shortcut.



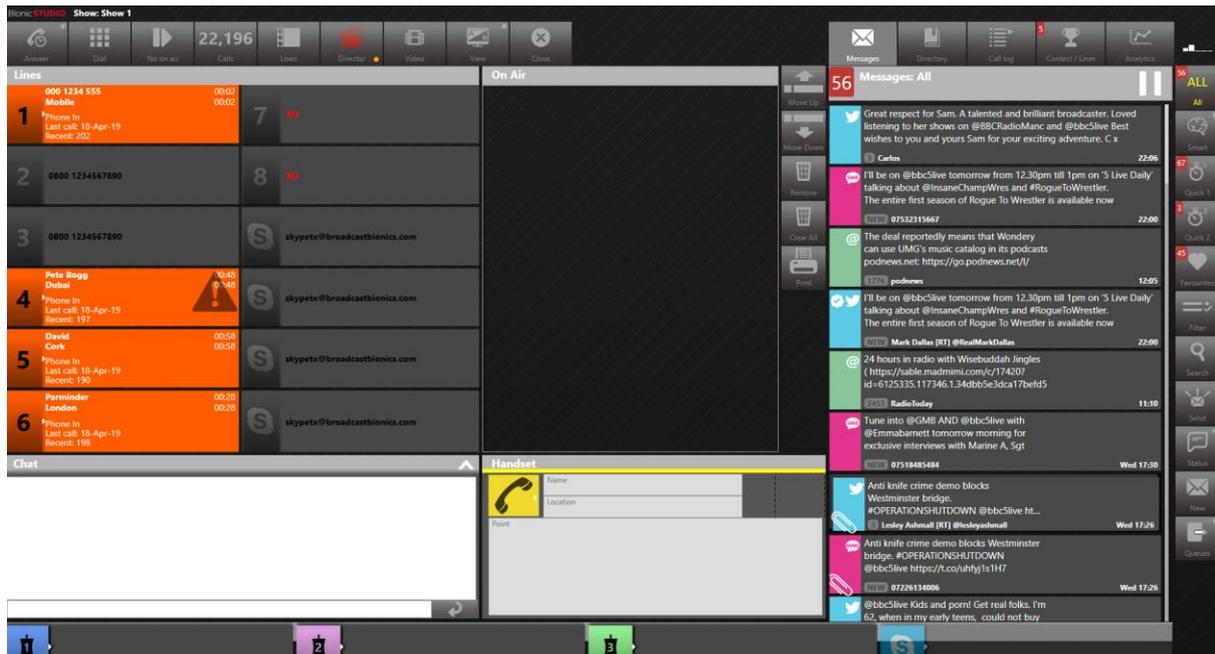
PHONEBOX4 / BIONIC STUDIO SHORTCUTS

Choose the studio and Show settings (ask your local support team for help if you aren't sure what options to pick).



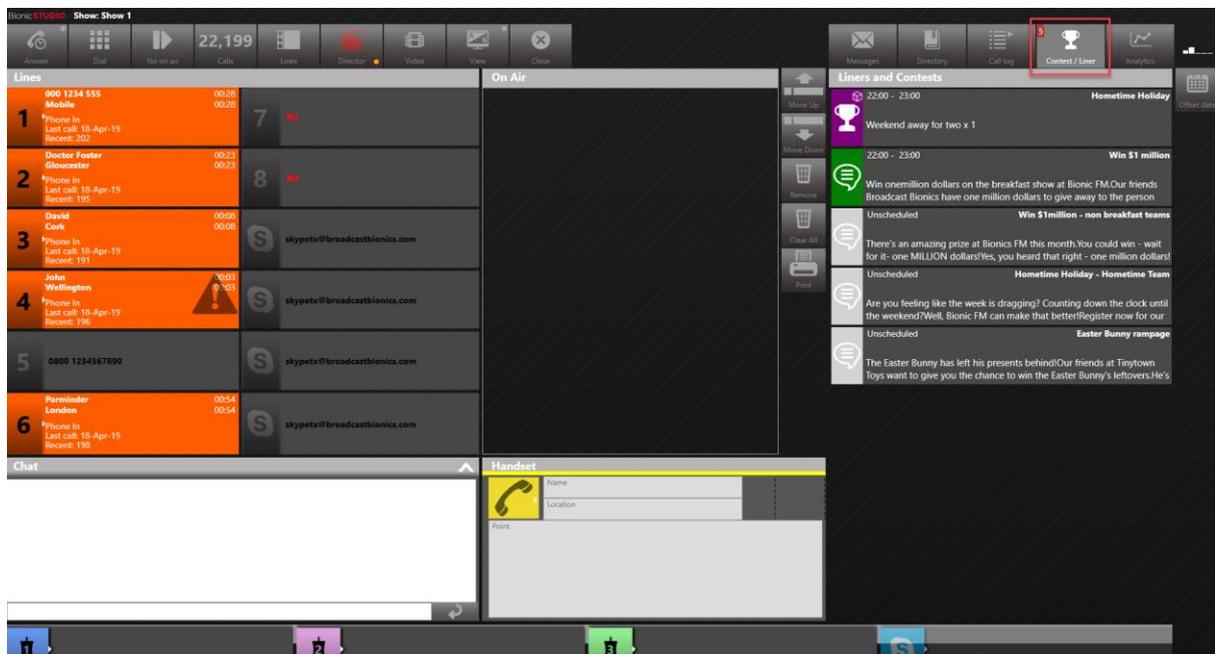
CHOOSING THE AUDIO SETTINGS – ASK YOUR LOCAL SUPPORT TEAM IF YOU AREN'T SURE WHAT TO SELECT

The Bionic Studio will open. (NB - It might look slightly different at your station, as you could have a different number of phone lines or an alternative layout chosen.)



### BIONIC STUDIO – THREE COLUMN VIEW

Then select the 'Contest / Prize' tab.



THE CONTEST / PRIZE TAB IS ON THE RIGHT IN THIS LAYOUT

You are now looking at the Bionic Contest Studio module.

## Overview

Messages Directory Call log **Contest / Liner** Analytics

### Liners and Contests

22:00 - 23:00 **Hometime Holiday**  
Weekend away for two x 1

22:00 - 23:00 **Win \$1 million**  
Win onemillion dollars on the breakfast show at Bionic FM. Our friends Broadcast Bionics have one million dollars to give away to the person

Unscheduled **Win \$1million - non breakfast teams**  
There's an amazing prize at Bionics FM this month. You could win - wait for it- one MILLION dollars! Yes, you heard that right - one million dollars!

Unscheduled **Hometime Holiday - Hometime Team**  
Are you feeling like the week is dragging? Counting down the clock until the weekend? Well, Bionic FM can make that better! Register now for our

Unscheduled **Easter Bunny rampage**  
The Easter Bunny has left his presents behind! Our friends at TINYTOWN Toys want to give you the chance to win the Easter Bunny's leftovers. He's

Offset date

### CONTEST/LINER TAB

The Contest / Liner tab defaults to show you all the items which are due to be read in the current hour.

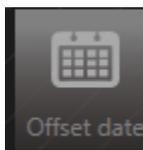


#### CONTEST/LINER TAB IN DETAIL

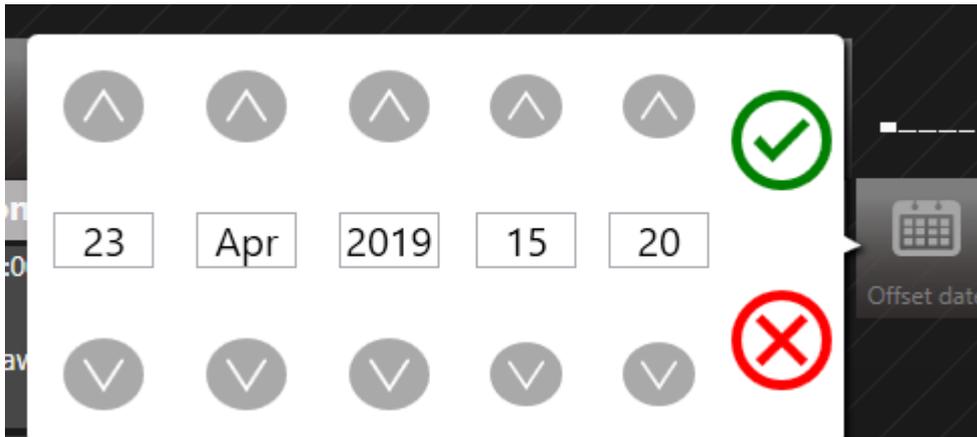
Contests will be at the top, with Liners that have been scheduled for this slot below.

Liners which are available but unscheduled appear below – useful if you need extra content for your show.

The default option is 'now', but you can adjust the list to show items for a future date and time (e.g. if you are voicetracking or pre-recording your show). To do this, press the 'Offset Date' button.

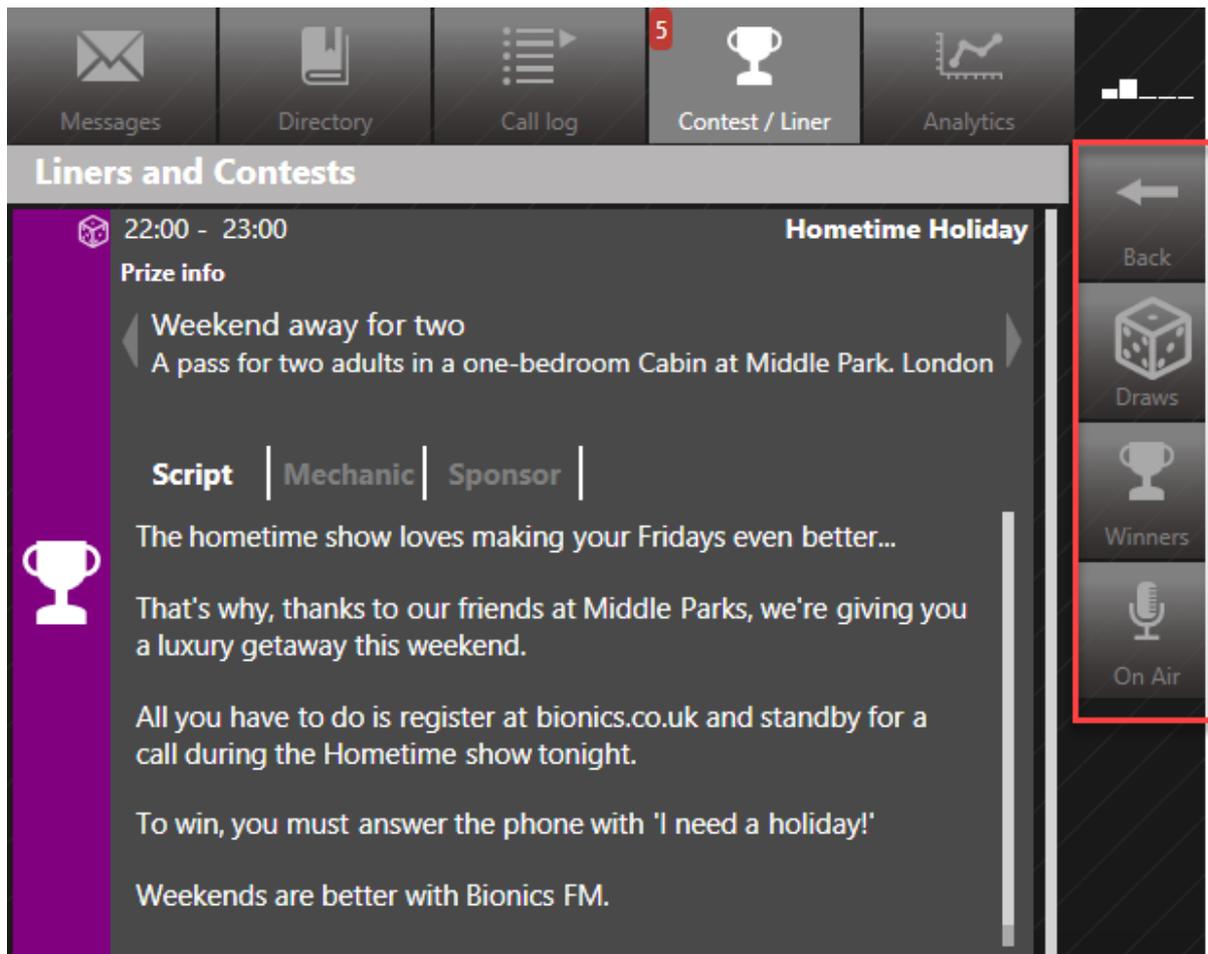


#### OFFSET DATE BUTTON

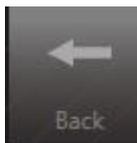


OFFSET DATE OPTIONS

You can press on any item to reveal a menu at the side.

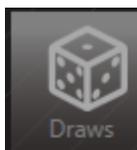


THE RIGHT-HAND MENU CHANGES WHEN AN ITEM IS SELECTED



BACK BUTTON

The Back button lets you go back to the Contest / Prize list



DRAWS BUTTON

Draws lets you see the Draw entry information.

Messages
Directory
Call log
5
Contest / Liner
Analytics

## Win the Top 10 - Draw

This ran at 16:00 till 18:00 on the 20 Aug 2019

Draw stats

<b>1</b>	EDINBURGH	12
<b>2</b>	YORK	2
<b>3</b>	LONDON	2
<b>4</b>	IN	2
<b>5</b>	IS	1
<b>6</b>	IT	1
<b>7</b>	JULIE	1
<b>8</b>	X	1
<b>9</b>	ALI	1
<b>10</b>	JACK	1

2 Sources
 15 Entries
 5 Qualified
 1 Winners

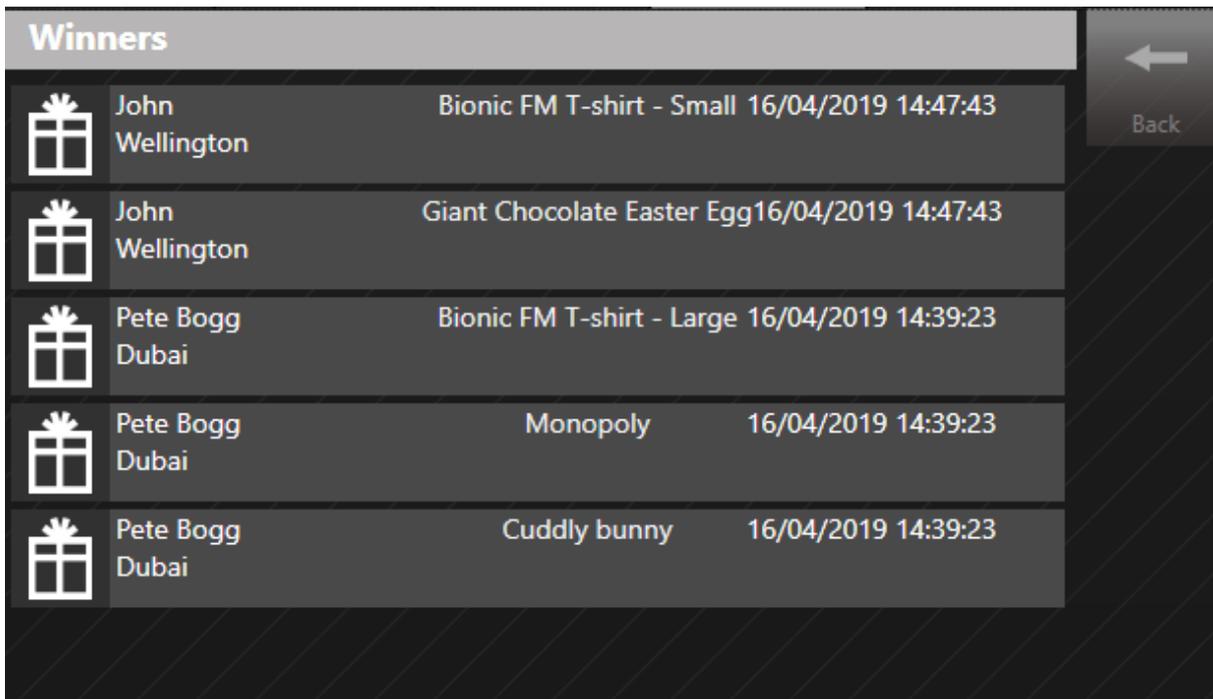
Name	Entered	Answer	Status
David Smith	17:35 20 Aug	Leeds	✗
	17:05 20 Aug	RECORD Edinburgh	✓
	17:05 20 Aug	RECORD Edinburgh. Hope I \	✓
	17:05 20 Aug	RECORD Aberdeen Elly	✗
	17:05 20 Aug	RECORD EDINBURGH DEREK	✓
	17:04 20 Aug	RECORD New York	✗
	17:04 20 Aug	RECORD London	✗
	17:04 20 Aug	Record York	✗
	17:04 20 Aug	Record Edinburgh	✓
	17:04 20 Aug	Record Edinburgh Jon	✗
	17:03 20 Aug	Record Edinburgh	✓
	17:03 20 Aug	Record Edinburgh Kiran	✓
	17:03 20 Aug	RECORD Edinborough	✓
	17:02 20 Aug	RECORD Edinburgh Ali	✓
	17:02 20 Aug	RECORD Edinburgh Jack	✓

DRAW SCREEN



WINNERS BUTTON

Winners displays a list of everyone who has won this competition so far.

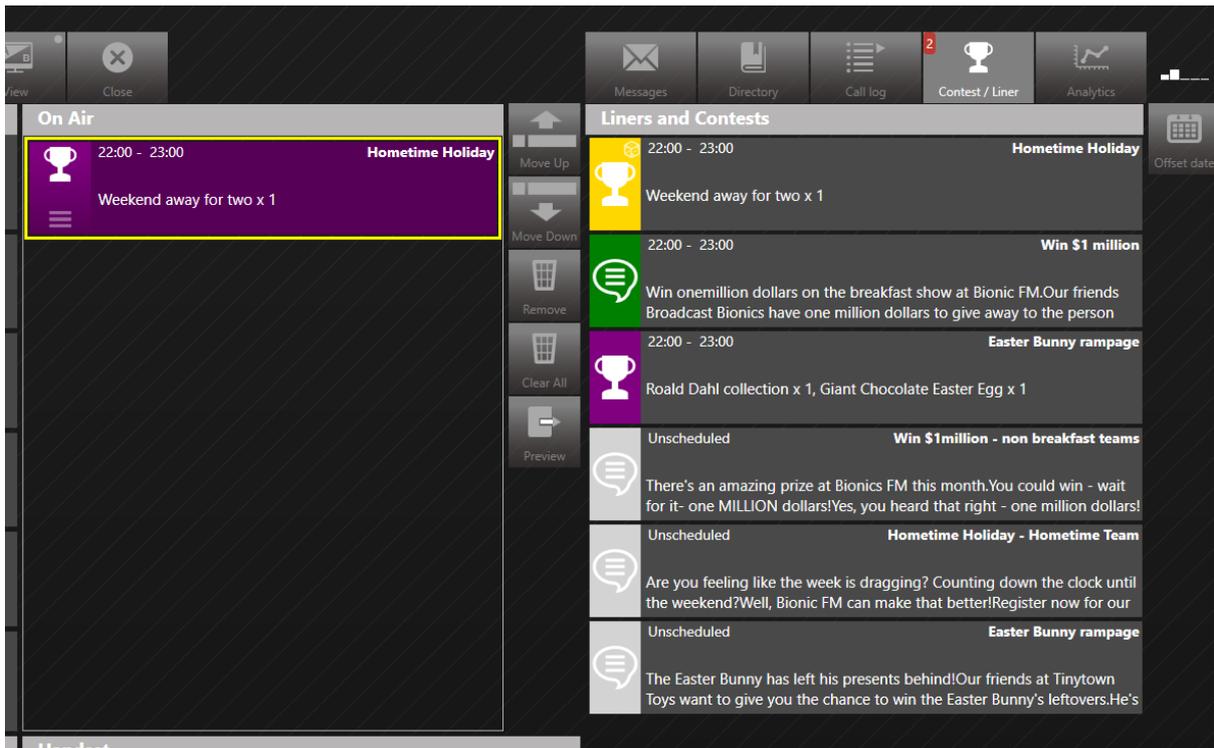


WINNERS LIST

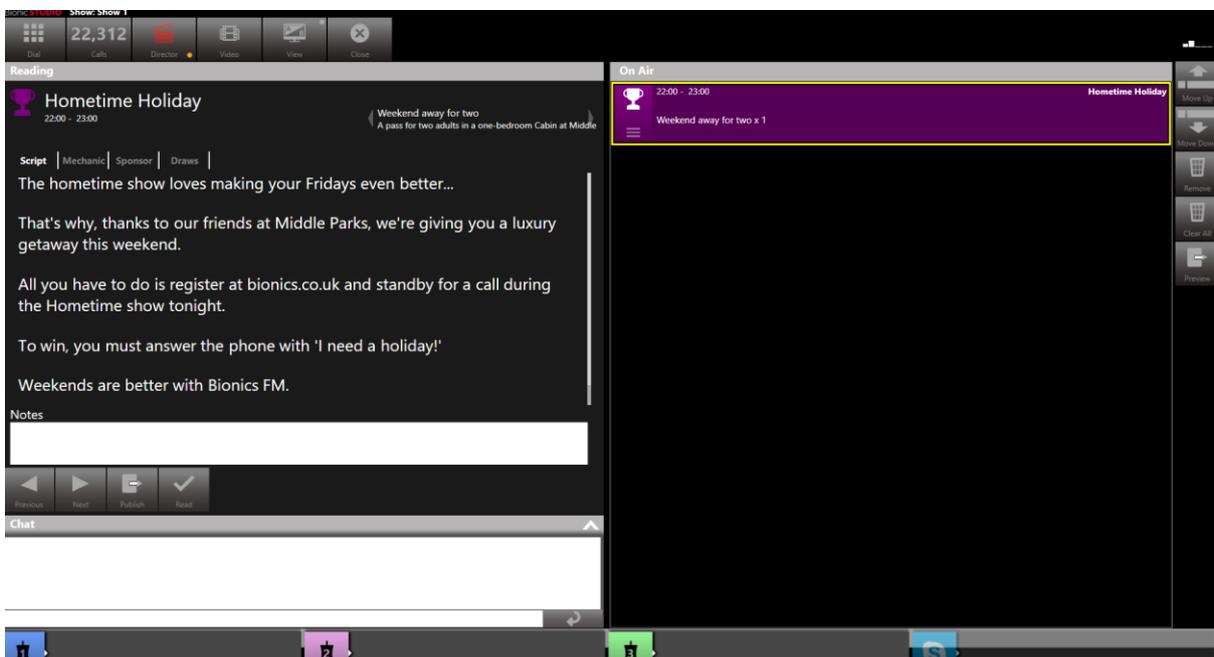


ON AIR BUTTON

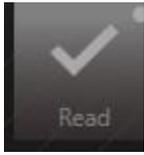
On Air adds an item to the On Air queue.



ITEM IN THE ON-AIR QUEUE: THREE COLUMN VIEW

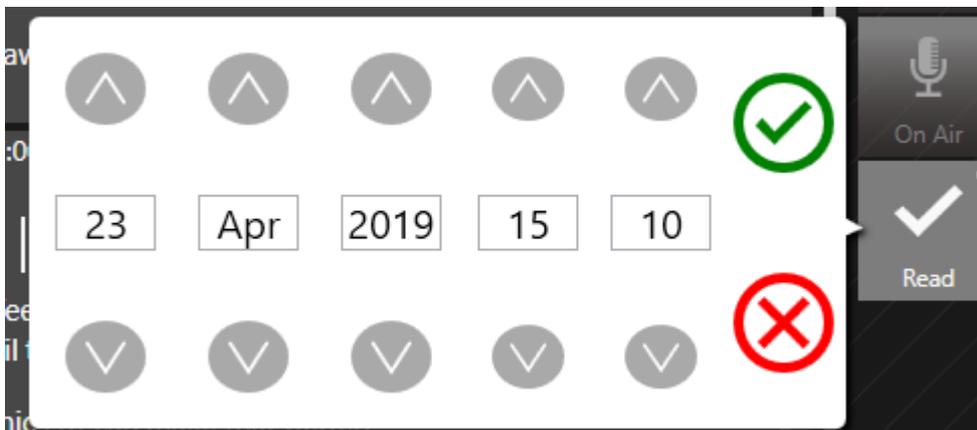


ITEM IN THE ON-AIR QUEUE: PRESENTER – ON AIR VIEW



READ BUTTON. NOTE THE GREY BLOB IN THE TOP RIGHT-HAND CORNER

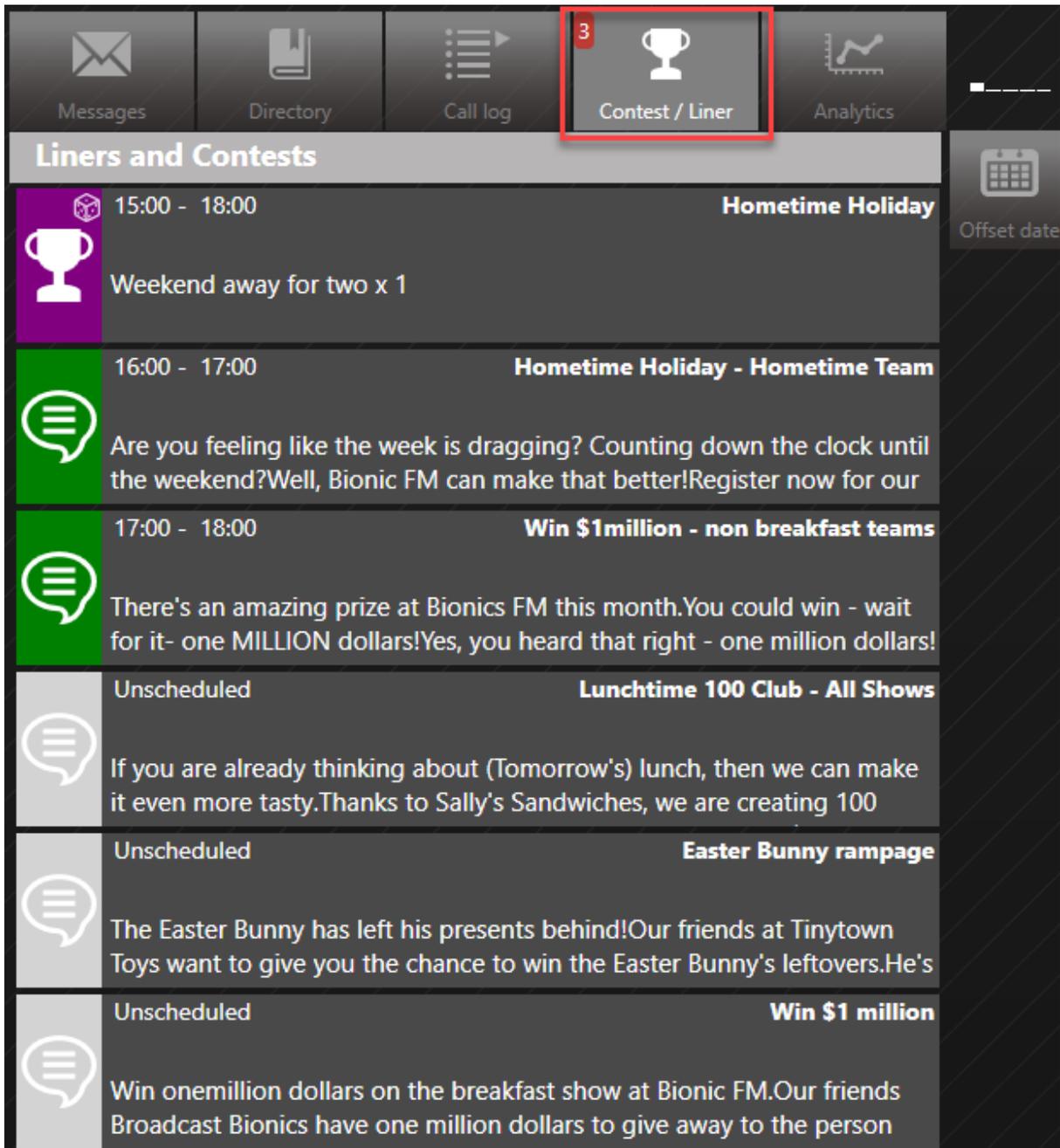
On Liners, 'Read' marks the Liner has having been read. This is important for auditing purposes. The grey blob in the corner of the 'Read' icon shows that if you press and hold, you can choose an offset date (e.g. for pre-records). See [Marking a Liner as read](#) below.



PRESS AND LONG HOLD TO SHOW THE DATE OFFSET OPTIONS

### Seeing the Liners and Contests for today's show

To view the Liners and Contests for the current slot, go to the 'Contest / Liner' tab. The counter at the top of the menu will show how many un-read items you have.



CONTEST/LINER TAB – THREE ACTIVE ITEMS

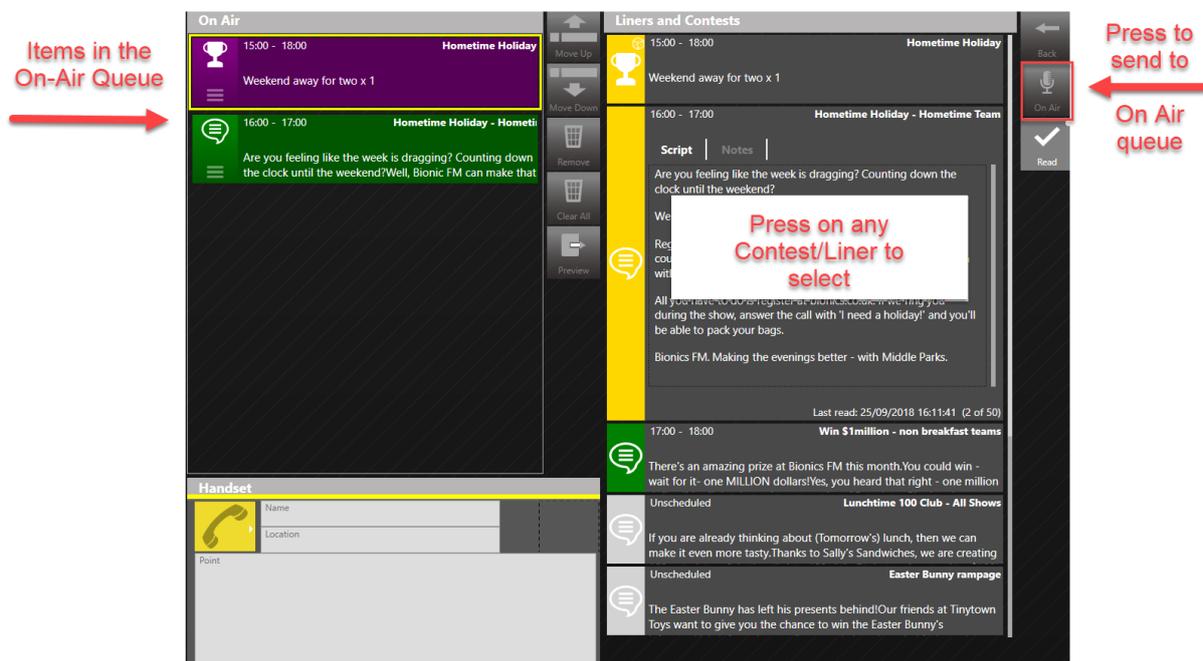
In the example above, there are three items to deal with – a Contest (in purple) that is assigned to the current timeslot, and two Liners (in green).

There are also unscheduled Liners, shown in pale grey, which can be used as Standby items.

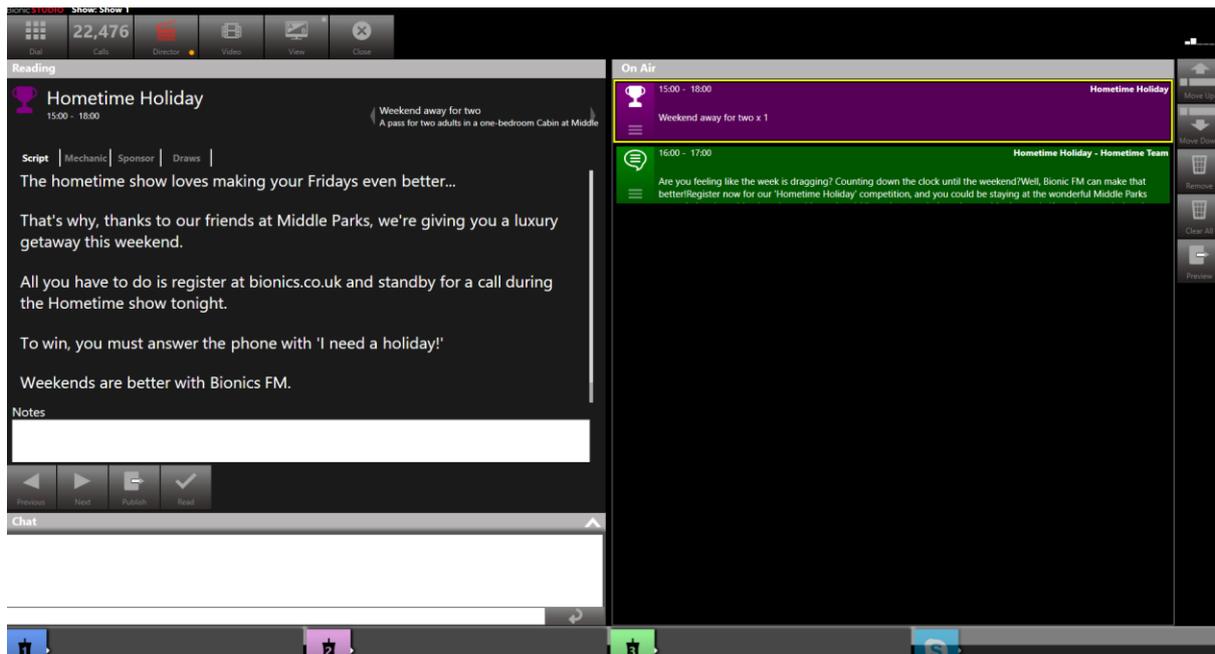
When you are ready to read out a Contest or a Liner, simply put it into the On Air queue by pressing on the Contest/Liner and then pressing the 'On Air' button.

This puts the item into the On Air queue.

For presenters using the Presenter – On Air screen, the full text of the Contest/Liner will then appear.



PRESS ON A LINER, ADD TO THE ON AIR QUEUE.



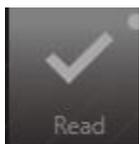
## PRESENTER – ON AIR VIEW

### Marking a Liner as read

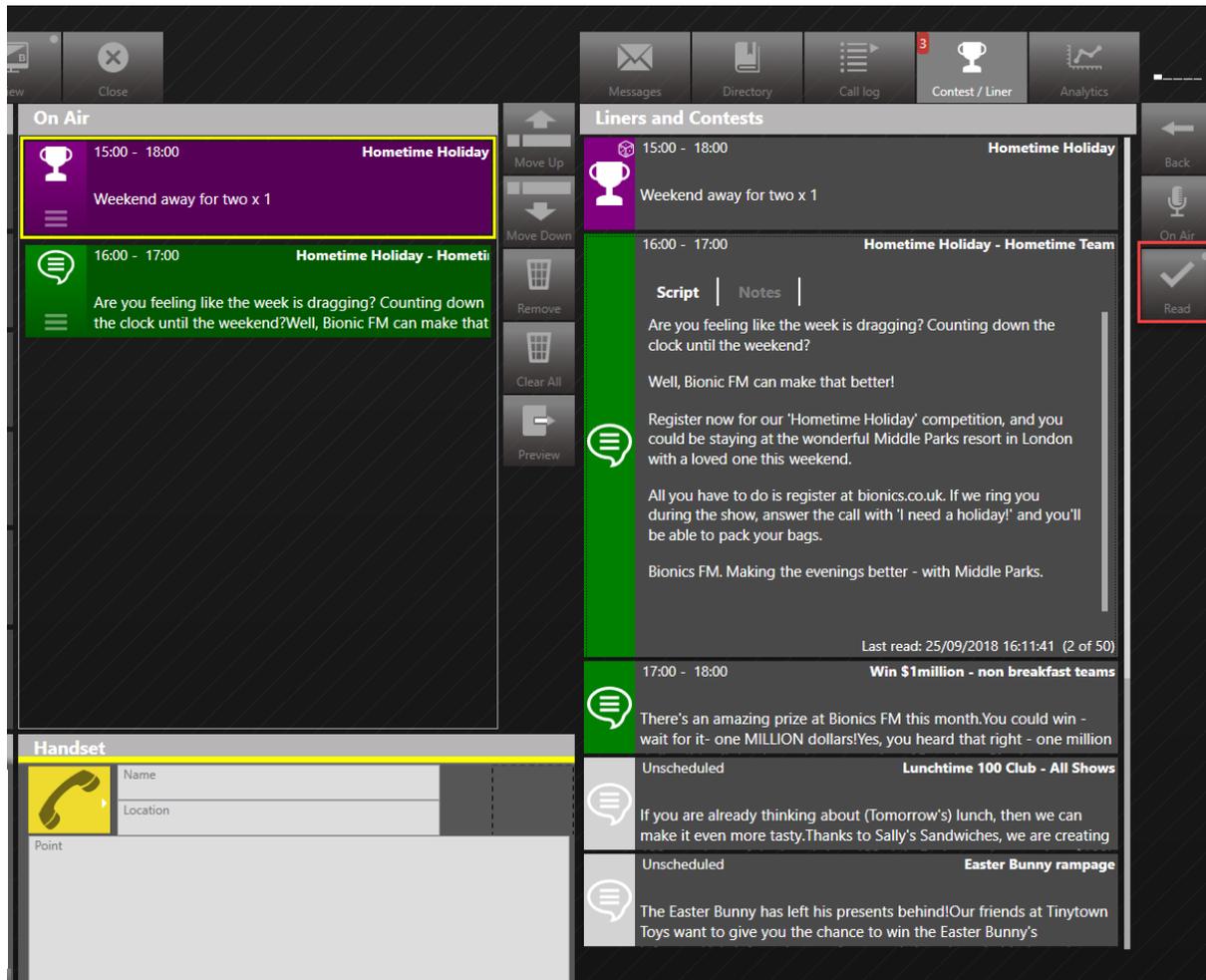
Once you have read a Liner, it is important to mark it as 'Read'. This lets the system know it has been dealt with on-air, and is important for audit purposes if the sponsor wants to check their content has been broadcast as agreed.

First, follow the steps in [Seeing the Liners and Contests for today's show](#) above.

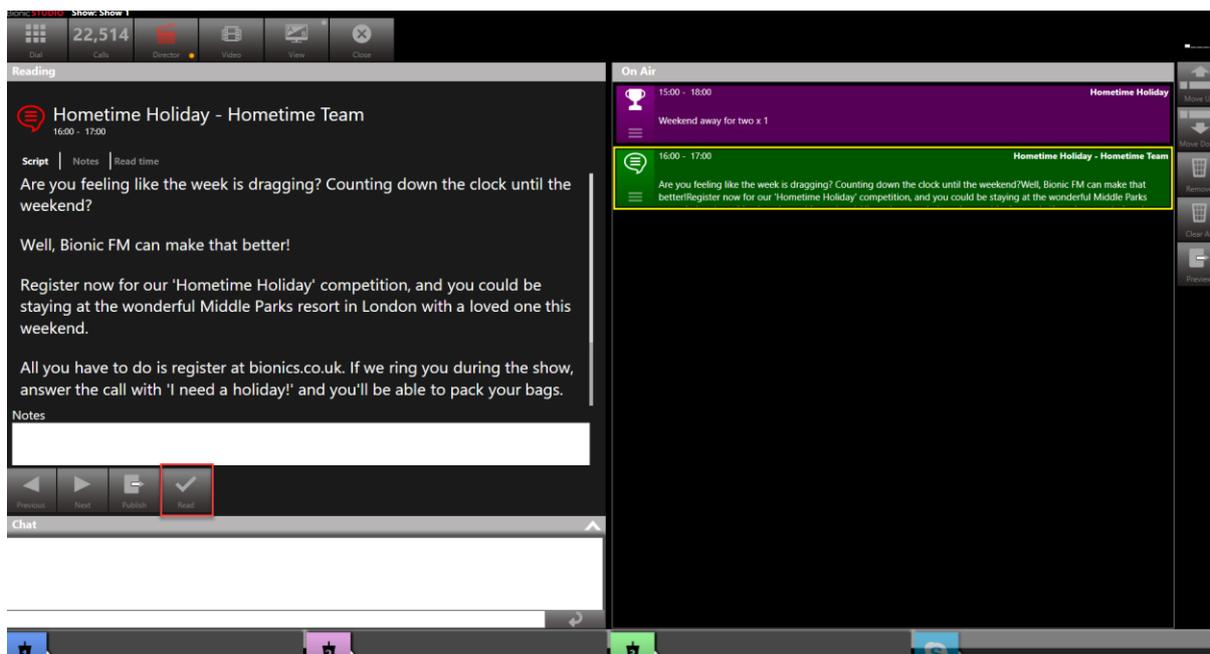
Once the Liner has been read, simply press the 'Read' button.



READ BUTTON

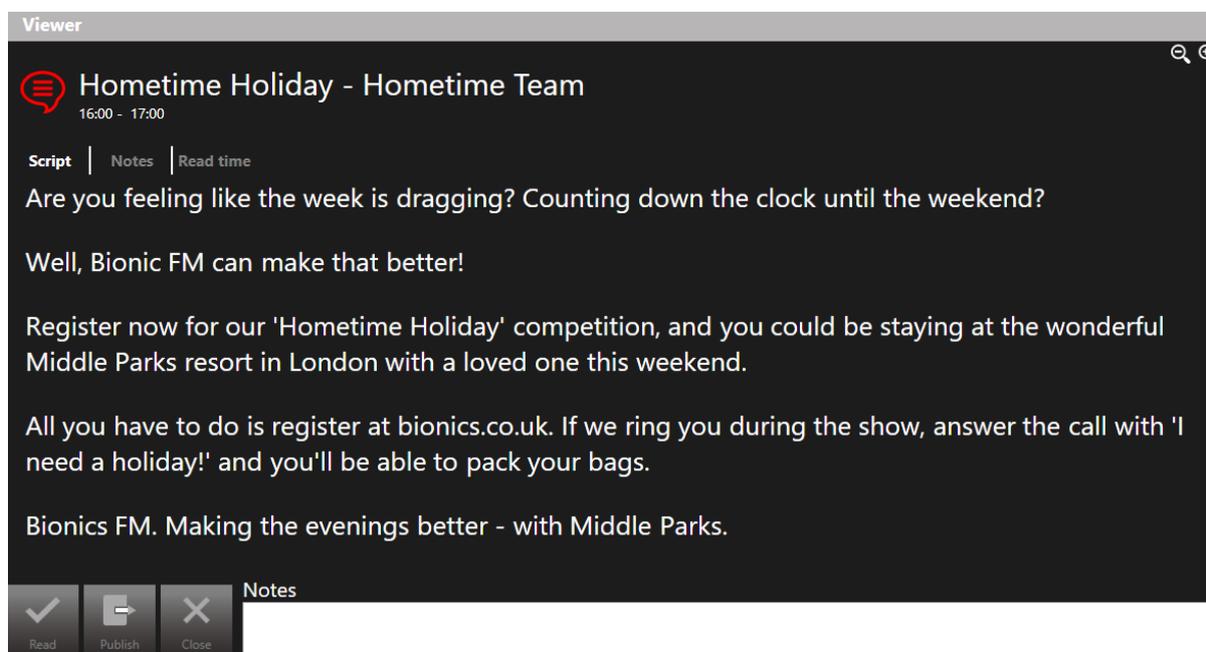


READ BUTTON – THREE COLUMN VIEW



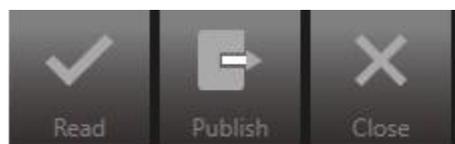
READ BUTTON – PRESENTER – ON AIR VIEW

In the Three Column view, pressing the 'Read' button will bring up a viewing screen so you can see the full text.



#### ITEM VIEWER SCREEN

Press 'Read' to confirm that the item has been read out; 'Publish' to publish the content to one of your message queues (not recommended), or 'Close' if you wish to close the window without marking the item as having been read on air.



#### READ, PUBLISH, CLOSE ICONS

It is also possible to add a note in the Notes section.

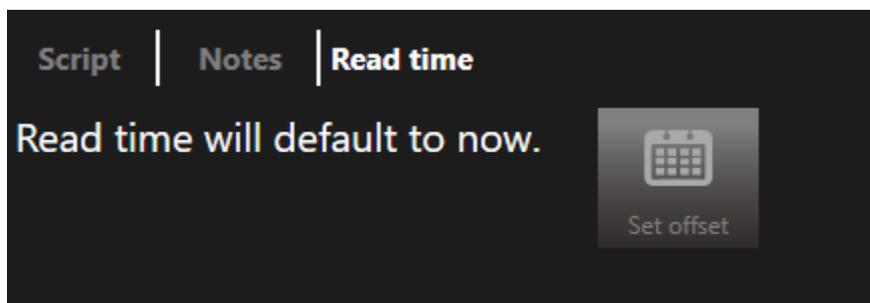
## Notes

Read by Jonny.

NOTES BOX (OPTIONAL)

**NB** You must press the 'Read' button on this screen or the read will not be registered.

You can view additional information about the Liner by pressing the toggle buttons at the top.



PRESS THE TABS TO SEE THE SCRIPT, ITEM NOTES OR READ TIME INFORMATION

Once the item has been marked as 'Read', it will show red in the Contest/Liner tab.

Messages | Directory | Call log | **3** Contest / Liner | Analytics

**Liners and Contests**

15:00 - 18:00 **Hometime Holiday**  
 Weekend away for two x 1

16:00 - 17:00 **Hometime Holiday - Hometime Team**

**Script** | **Notes**

Are you feeling like the week is dragging? Counting down the clock until the weekend?

Well, Bionic FM can make that better!

Register now for our 'Hometime Holiday' competition, and you could be staying at the wonderful Middle Parks resort in London with a loved one this weekend.

All you have to do is register at [bionics.co.uk](http://bionics.co.uk). If we ring you during the show, answer the call with 'I need a holiday!' and you'll be able to pack your bags.

Bionics FM. Making the evenings better - with Middle Parks.

Last read: 23/04/2019 15:48:50 (3 of 50)

17:00 - 18:00 **Win \$1million - non breakfast teams**  
 There's an amazing prize at Bionics FM this month. You could win - wait for it- one MILLION dollars! Yes, you heard that right - one million

Unscheduled **Lunchtime 100 Club - All Shows**  
 If you are already thinking about (Tomorrow's) lunch, then we can make it even more tasty. Thanks to Sally's Sandwiches, we are creating

Unscheduled **Easter Bunny rampage**  
 The Easter Bunny has left his presents behind! Our friends at TINYTOWN Toys want to give you the chance to win the Easter Bunny's

Back | On Air | Read

LINER IS NOW 'RED FOR READ'.

The information at the bottom of the Liner will also update:

Last read: 23/04/2019 15:48:50 (3 of 50)

LINER LAST READ TIMESTAMP

### Workflow when voicetracking / recording shows in advance

There are two ways to adjust the Contest/Liner tab if you are recording links in advance: adjusting the **Calendar** and adjusting the **Read Time**.

Adjusting the **Calendar** allows you to see all the Contests/Liners which are scheduled for a date or time which is not 'now'.

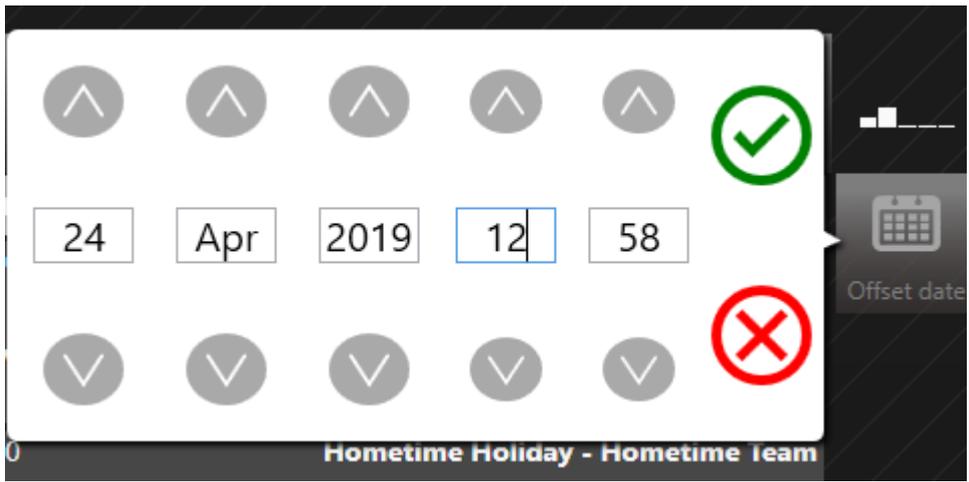
Adjusting the **Read Time** allows you to record a Liner as having be read out at a different time from 'now' (e.g. the weekend if recording a show in advance).

The workflow is to adjust the Calendar so it shows the Contest/Liners for the future time, record your show as normal, and **make sure that the 'Read' items are marked as being at the future date.**

First, you need to adjust the Calendar view. To do this, select the 'Contest/Liner' tab, and then press the 'Offset date' button.

 Messages	 Directory	 Call log	<span style="background-color: red; color: white; padding: 2px;">3</span>  Contest / Liner	 Analytics	
<b>Liners and Contests</b>					 Offset date
	15:00 - 18:00	<b>Hometime Holiday</b>			
	Weekend away for two x 1				
	16:00 - 17:00	<b>Hometime Holiday - Hometime Team</b>			
	Are you feeling like the week is dragging? Counting down the clock until the weekend? Well, Bionic FM can make that better! Register now for our				
	17:00 - 18:00	<b>Win \$1million - non breakfast teams</b>			
	There's an amazing prize at Bionics FM this month. You could win - wait for it - one MILLION dollars! Yes, you heard that right - one million dollars!				
	Unscheduled	<b>Lunchtime 100 Club - All Shows</b>			
	If you are already thinking about (Tomorrow's) lunch, then we can make it even more tasty. Thanks to Sally's Sandwiches, we are creating 100				
	Unscheduled	<b>Easter Bunny rampage</b>			
	The Easter Bunny has left his presents behind! Our friends at Tinytown Toys want to give you the chance to win the Easter Bunny's leftovers. He's				
	Unscheduled	<b>Win \$1 million</b>			
	Win onemillion dollars on the breakfast show at Bionic FM. Our friends Broadcast Bionics have one million dollars to give away to the person				

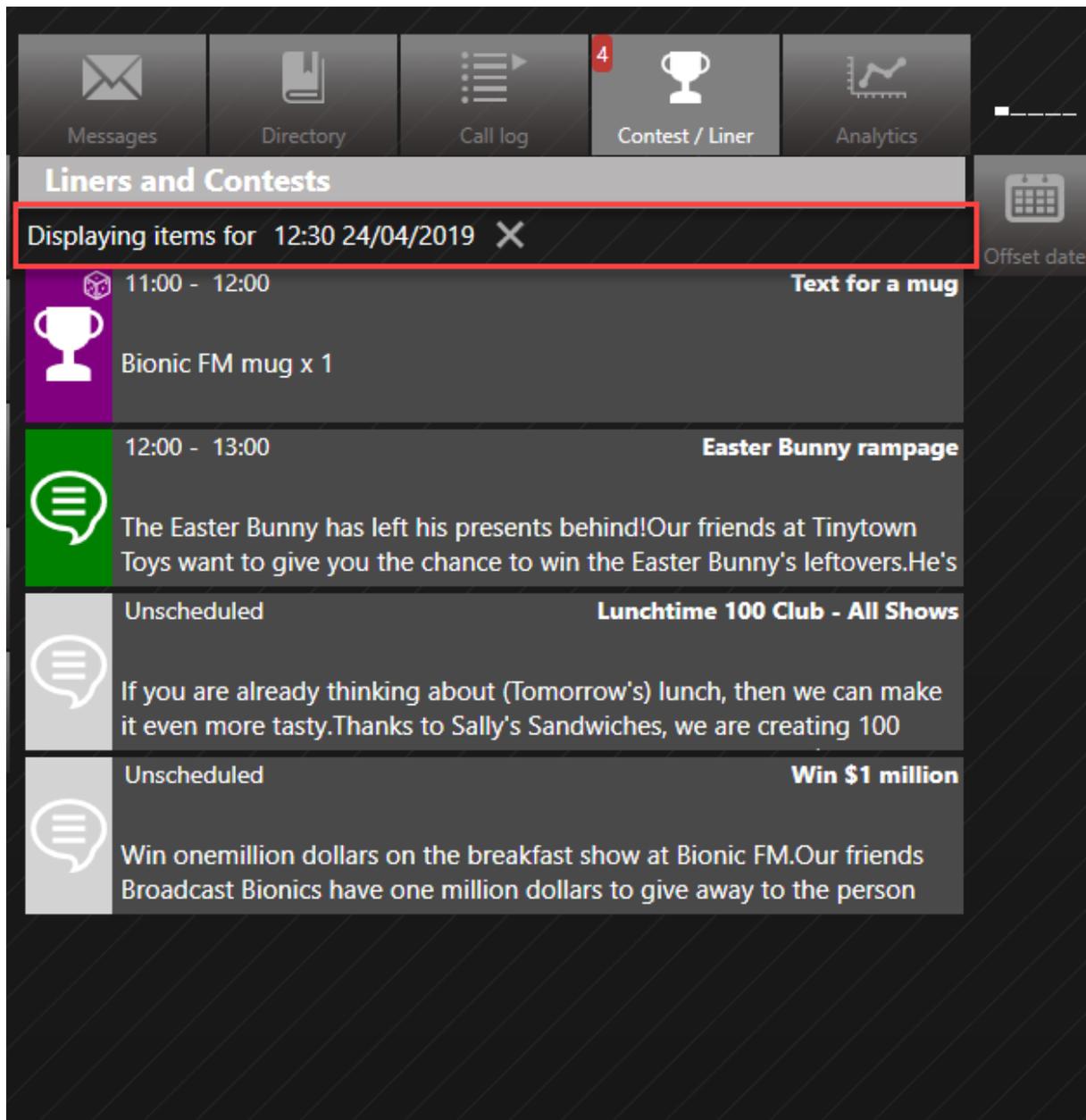
OFFSET DATE BUTTON



#### DATE AND TIME SELECTOR

Once you have entered your preferred date and time, press the green 'tick' button.

The list will then update with a filter indicating you are looking at a future date/time.

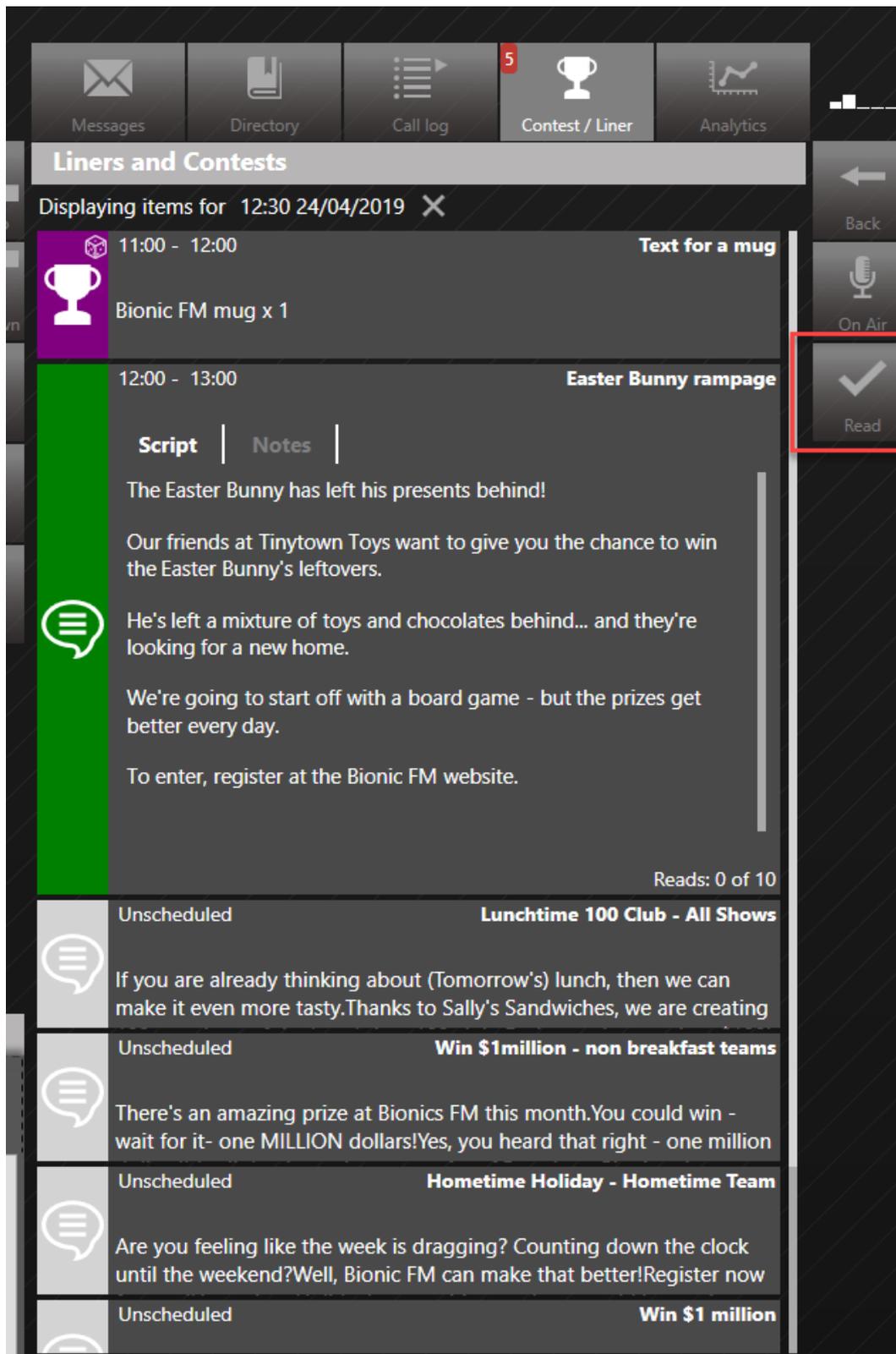


TIME FILTER IS NOW ACTIVE

You deal with the Liners in the same way as usual (see above).

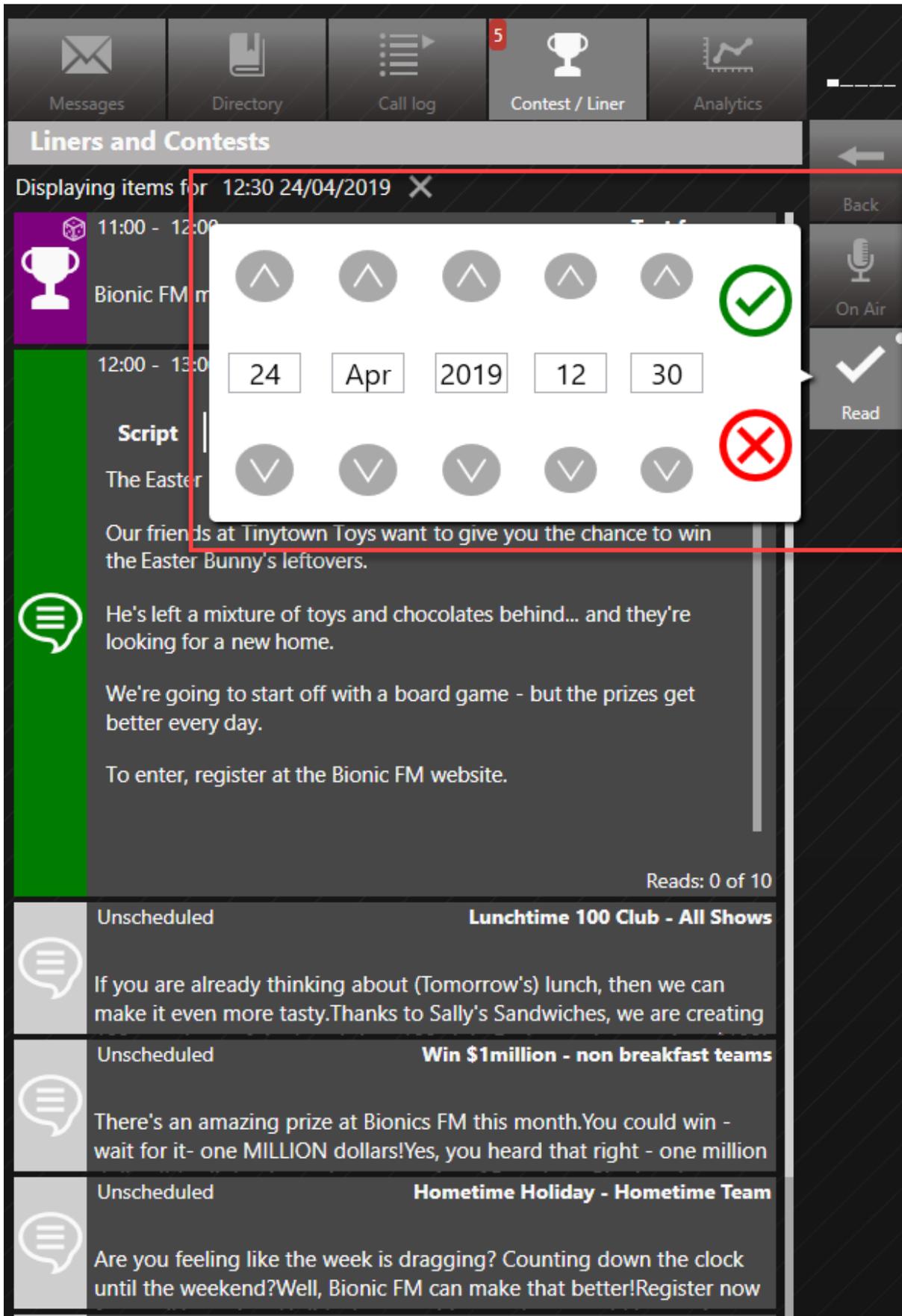
However, when it comes to marking the Liner as 'Read', it is vital that you mark it with the **future** date and time, and not the time you make the recording.

To do this, select the Liner you want to read by pressing on it. The right-hand context menu will change.



PRESS AND HOLD THE 'READ' BUTTON

Press and **long-hold** the 'Read' button. This will bring up a date and time box.



LINER READ TIME OFFSET BOX

When you are happy with the date/time, press the green tick to save.



*Green Tick*

The Liner will now show red and the 'Last Read' timestamp will update to show the pre-record transmission time.

A screenshot of a mobile application interface. At the top, it shows the time '12:00 - 13:00' and the title 'Easter Bunny rampage'. Below this, there are two tabs: 'Script' (which is active) and 'Notes'. The main content area displays a script for a radio broadcast. The text of the script is: 'The Easter Bunny has left his presents behind! Our friends at Tinytown Toys want to give you the chance to win the Easter Bunny's leftovers. He's left a mixture of toys and chocolates behind... and they're looking for a new home. We're going to start off with a board game - but the prizes get better every day. To enter, register at the Bionic FM website.' To the left of the script, there is a red vertical bar and a white speech bubble icon with three horizontal lines inside. To the right, there is a grey bar with a white checkmark and the word 'Read'. At the bottom right, a red box highlights the text 'Last read: 24/04/2019 12:33:00 (1 of 10)'.

LINER READ TIME MARKED AS THE 'FUTURE' TIME

The Reads will then show in the [Management module](#) as being done at the correct time.

Edit - New phone shop ✕

Details | Day part | Schedules | **Reads**

## Reads

Confirmed reads from the client

Reads: 2

READ	SHOW	USERNAME	ENTERED
20/11/2019 15:51:00	Show 1	Support	
20/11/2019 14:54:03	Show 1	Support	

MANAGEMENT MODULE SHOWS THE READS

## Draws overview

Draws are a type of Contest where the winner is either:

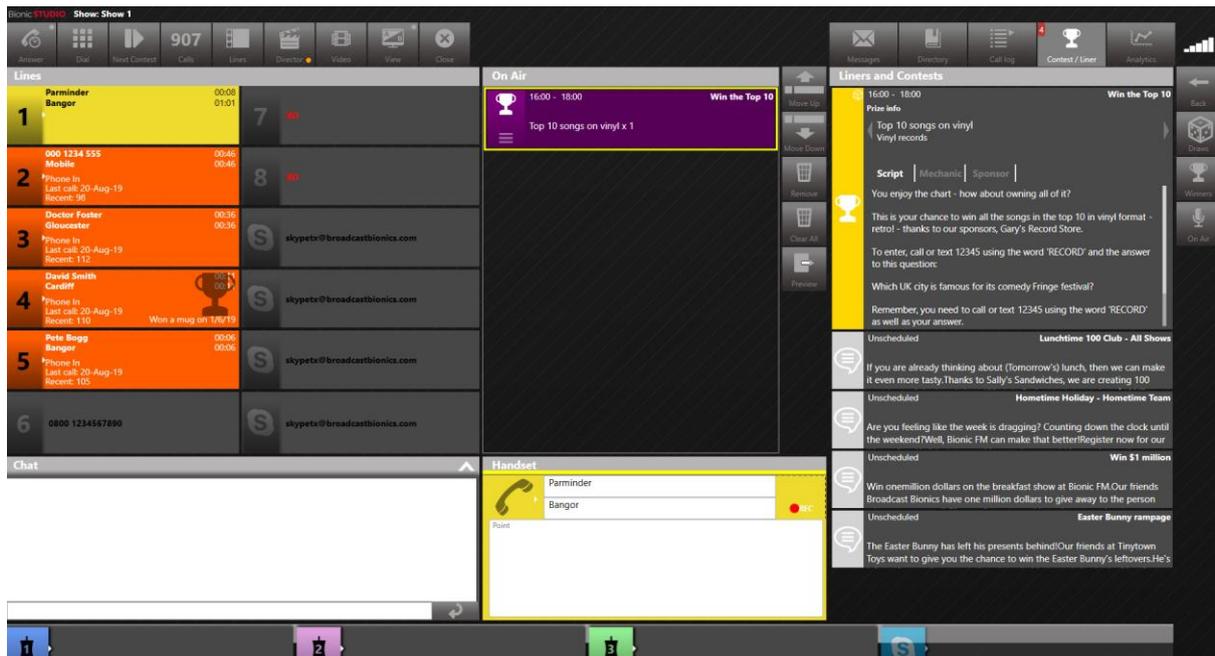
- a) Selected at random to win a Prize
- b) Chosen on a 'First Entered' basis
- c) Are asked a pre-qualifying question to go through to the next round (e.g. enter a Contest by answering a simple question and then being selected from that list to take part in an on-air Contest with the DJ).

## Entering a caller into a Draw

Many Draws are entered via SMS text message, using a special keyword.

However, if phone entries are allowed, it is important to note that the entry needs to be marked differently from answering a normal call.

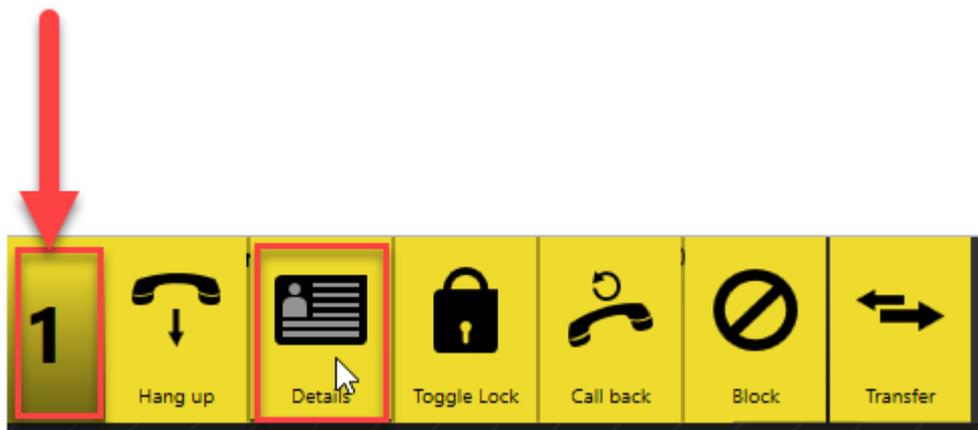
1. Answer the phone call in the normal way.



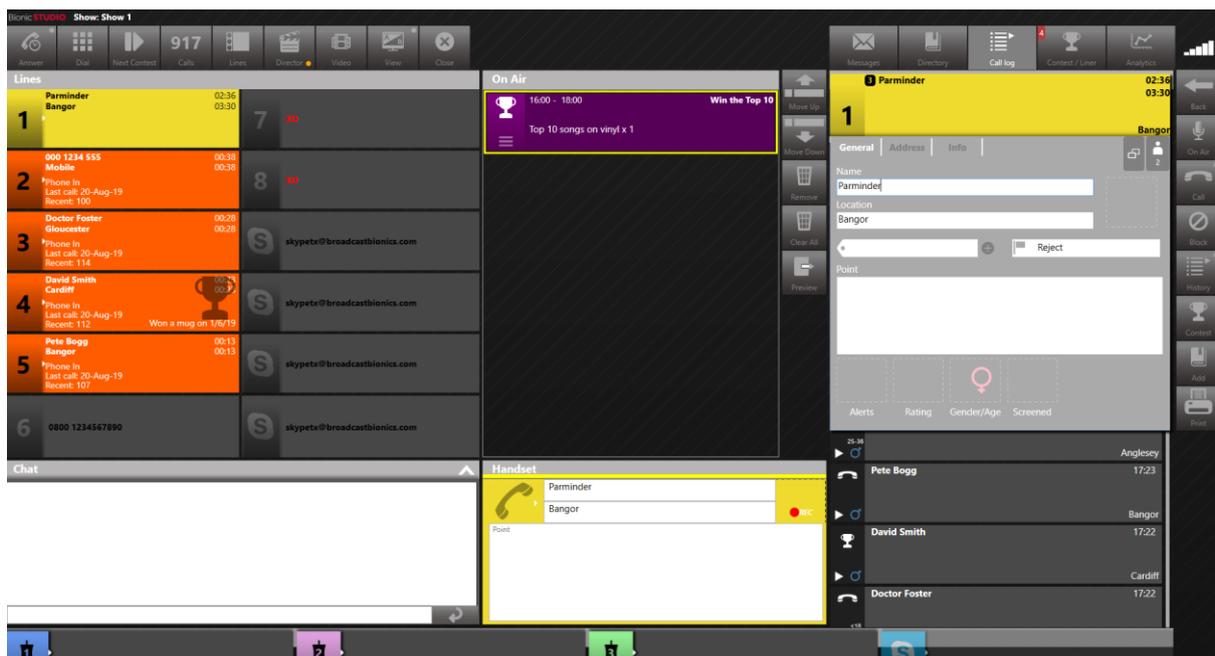
ANSWERING A CALL IN THE BIONIC STUDIO

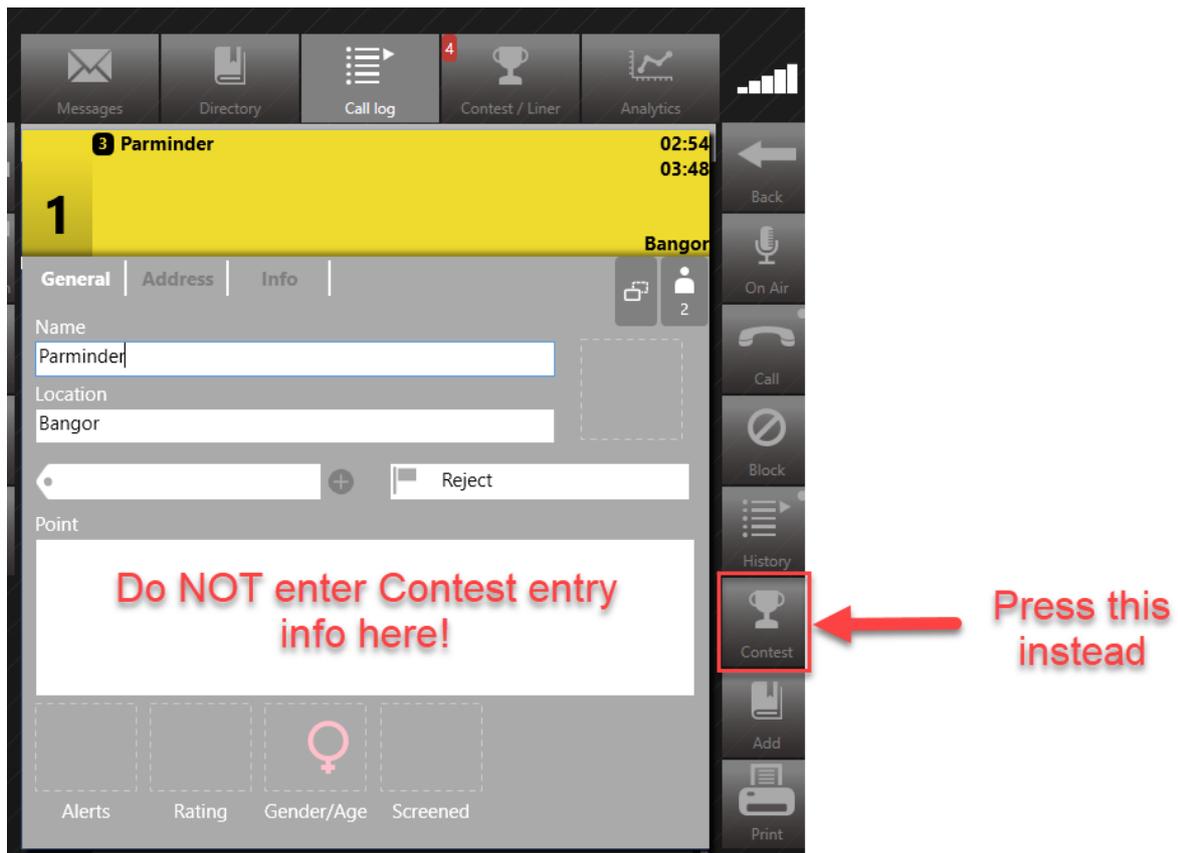
2. Press the Magic Square and select 'Call Details' on the Line Slider

Press on the Magic Square to reveal the Line Slider



3. On the right-hand menu, press 'Contest'.





**Tip!** Do not be tempted to enter the entry information in the 'Point' box - it will not count!

Winner assignment	
<b>Winner Details</b> Winner Name <input type="text" value="Parminder"/> Phone Number 1 <input type="text" value="503"/> Phone Number 2 <input type="text"/> Address <input type="text"/> Postcode <input type="text"/> Email <input type="text"/> Notes <input type="text"/> Entered by <input type="text" value="acharles"/>	<b>Competition</b> <input checked="" type="radio"/> Scheduled <input type="radio"/> Ad Hoc Scheduled competition <input type="text" value="Win the Top 10 (20/08/2019 16:00 - 20/08/2019 18:00)"/> Enter into a draw <input type="text" value="Entry stage"/> Answer given <input type="text"/> <small>(Blank answers will be judged as a correct answer)</small> <input type="button" value="Enter"/>

Fill in the name (and Address information if you have time) on the left-hand side.

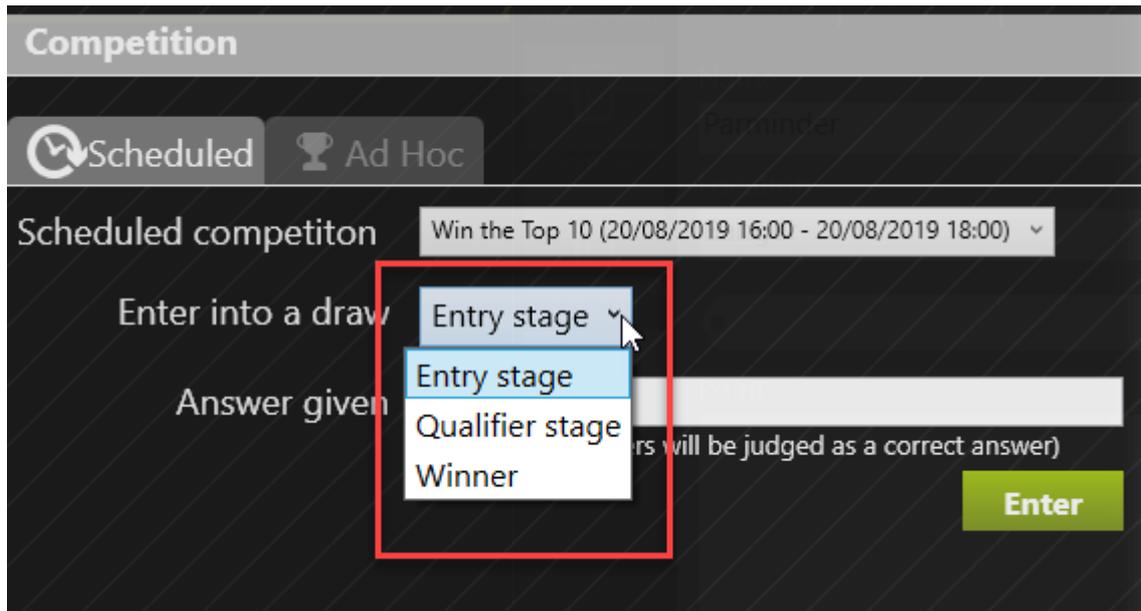
Fill in the entry information on the right-hand side.

Make sure you press the green 'Enter' button, or the entry will not be recorded.

Competition	
<input checked="" type="radio"/> Scheduled <input type="radio"/> Ad Hoc Scheduled competition <input type="text" value="Win the Top 10 (20/08/2019 16:00 - 20/08/2019 18:00)"/> Enter into a draw <input type="text" value="Entry stage"/> Answer given <input type="text"/> <small>(Blank answers will be judged as a correct answer)</small> <input type="button" value="Enter"/>	<p>If they are correct, you can leave this box blank for speed. Incorrect answers need to be entered.</p> <p>Don't forget to press 'Enter' or the entry will not count.</p>

The default option is for entries to be put into the initial 'Entry stage' for later selection.

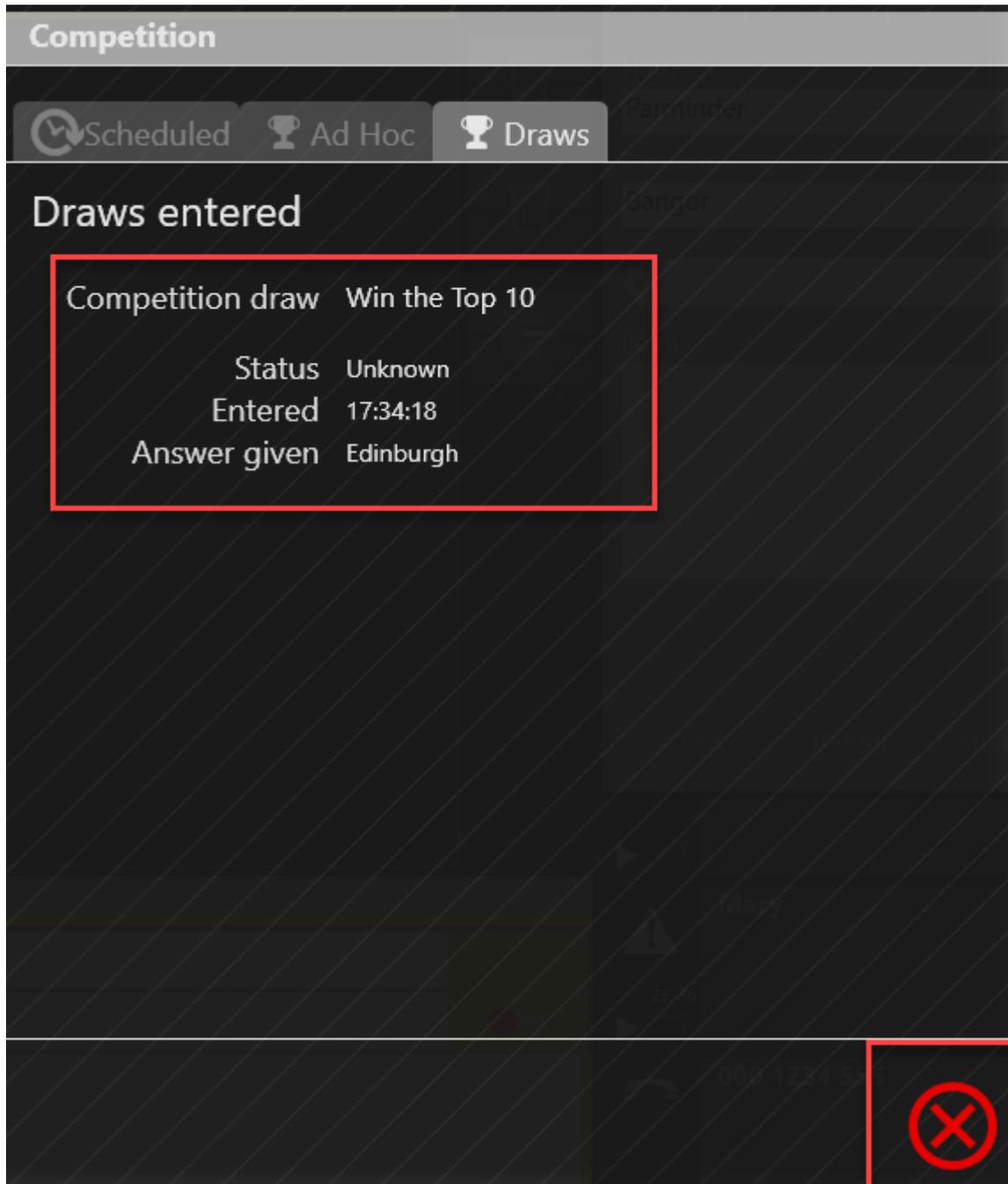
However, you can choose to put someone straight into 'Qualifiers' or mark them as a 'Winner', depending on the rules of your Contest.



DROP DOWN MENU LETS YOU CHOOSE THE ENTRY STAGE

Once you have pressed the green 'Enter' button, the entry is saved.

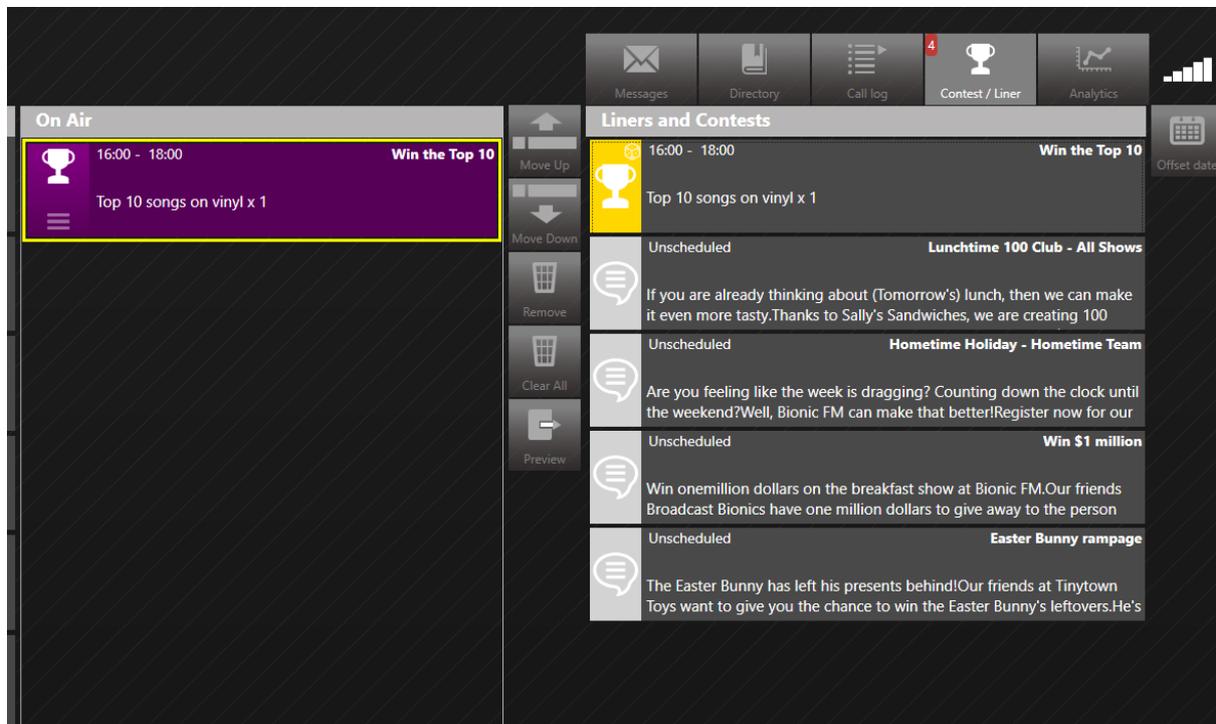
The screen will show the entry details.



You can then press the red 'X' to close the window.

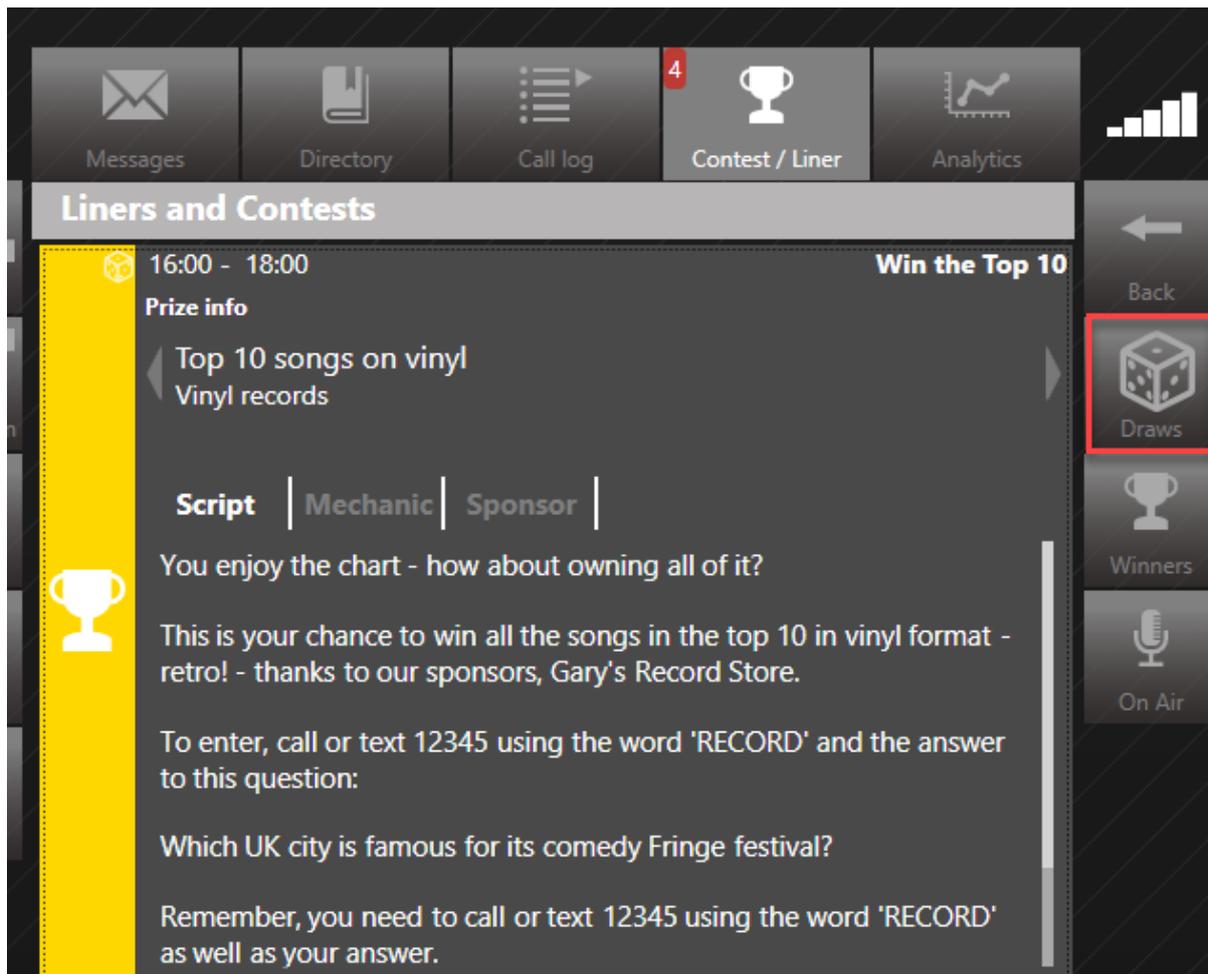
## Selecting a listener from a Draw

Find the relevant Contest in the Contest/Liner tab.



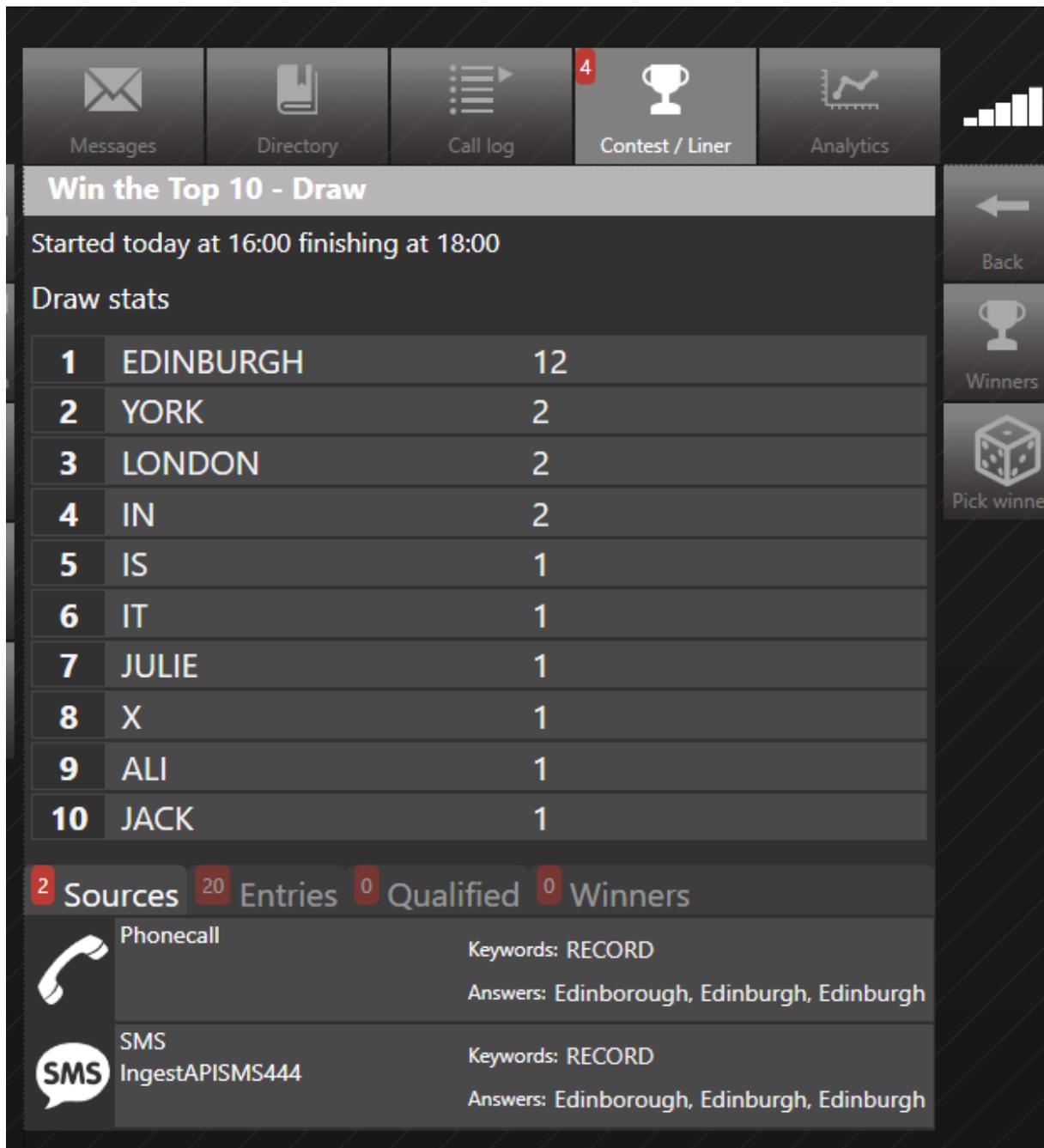
### CONTEST / LINER TAB

Press on it to reveal more menu options at the side. Then press the 'Draws' icon.



DRAWS ICON

You will then see the Draws menu.



#### DRAW STATS

This screen gives information on when the Contest is Scheduled.

It also shows:

- Which words are the most popular in entries (so you can see if people are on the right track of if you might need to give a hint on air)

- How people can enter the contest - Phone and SMS in this example, with a Keyword of RECORD and a list of accepted answers (including common misspellings)
- How many people are at each stage: Entries (everyone who has entered); Qualified (if doing more than one round), and Winners (for when the Prize is awarded).

Clicking on the 'Entries', 'Qualified' or 'Winners' tabs will show you the relevant list.

Win the Top 10 - Draw

Started today at 16:00 finishing at 18:00

Draw stats

1	EDINBURGH	12
2	YORK	2
3	LONDON	2
4	IN	2
5	IS	1
6	IT	1
7	JULIE	1
8	X	1
9	ALI	1
10	JACK	1

2 Sources 20 Entries 0 Qualified 0 Winners

Name	Entered	Answer	Status
David Smith	17:35:45	Leeds	X
Parminder	17:34:18	Edinburgh	✓
Pete Bogg	17:06:57		✓
Doctor Foster	17:06:44	Edinburgh	✓
	17:05:45	RECORD Edinburgh	✓
	17:05:45	RECORD Edinburgh Hope I	✓
	17:05:15	RECORD Aberdeen Ely	X
	17:05:15	RECORD EDINBURGH DEREK	X
	17:04:45	RECORD New York	X
	17:04:45	RECORD London	X
	17:04:45	Record York	✓
	17:04:45	Record Edinburgh	✓
	17:04:15	Record Is it Edinburgh? Julie	✓
	17:04:15	Record Edinburgh Jon	X
	17:03:45	Record Edinburgh Asha in Lc	✓
	17:03:15	Record Edinburgh	✓
	17:03:15	Record Edinburgh Kiran	✓
	17:03:15	RECORD Edinborough	✓
	17:02:45	RECORD Edinburgh Ali	✓
	17:02:45	RECORD Edinburgh Jack	✓

The entries and whether correct / incorrect are shown, here

ENTRIES TAB

Sources		20 Entries	0 Qualified	0 Winners
Name	Entered	Answer	Status	
David Smith	17:35:45	Leeds	✗	
Parminder	17:34:18	Edinburgh	✓	
Pete Bogg	17:06:57		✓	
Doctor Foster	17:06:44	Edinburgh	✓	
	17:05:45	RECORD Edinburgh	✓	
	17:05:45	RECORD Edinburgh. Hope I v	✓	
	17:05:15	RECORD Aberdeen Elly	✗	
	17:05:15	RECORD EDINBURGH DEREK	✓	
	17:04:45	RECORD New York	✗	
	17:04:45	RECORD London	✗	
	17:04:45	Record York	✗	
	17:04:45	Record Edinburgh	✓	
	17:04:15	Record Is it Edinburgh? Julie	✓	
	17:04:15	Record Edinburgh Jon	✗	
	17:03:45	Record Edinburgh Asha in Lc	✓	
	17:03:15	Record Edinburgh	✓	
	17:03:15	Record Edinburgh Kiran	✓	
	17:03:15	RECORD Edinborough	✓	
	17:02:45	RECORD Edinburgh Ali	✓	
	17:02:45	RECORD Edinburgh Jack	✓	

ENTRIES TAB CLOSE-UP

### Picking a Draw Winner

The simplest way to pick a winner is to press the 'Pick winner' button. However, please see the notes in ['Advanced Draw picking options below'](#).

Assuming all the entries are spelled correctly, press the 'Pick winner' button on the right-hand side.

  
 Messages

  
 Directory

  
 Call log

4  
  
 Contest / Liner

  
 Analytics



## Win the Top 10 - Draw

Started today at 16:00 finishing at 18:00

Draw stats

1	EDINBURGH	12
2	YORK	2
3	LONDON	2
4	IN	2
5	IS	1
6	IT	1
7	JULIE	1
8	X	1
9	ALI	1
10	JACK	1

2 Sources
 20 Entries
 0 Qualified
 0 Winners

Name	Entered	Answer	Status
 David Smith	17:35:45	Leeds	✗
 Parminder	17:34:18	Edinburgh	✓
 Pete Bogg	17:06:57		✓
 Doctor Foster	17:06:44	Edinburgh	✓
 SMS	17:05:45	RECORD Edinburgh	✓
 SMS	17:05:45	RECORD Edinburgh. Hope I v	✓
 SMS	17:05:15	RECORD Aberdeen Elly	✗
 SMS	17:05:15	RECORD EDINBURGH DEREK	✓
 SMS	17:04:45	RECORD New York	✗
 SMS	17:04:45	RECORD London	✗
 SMS	17:04:45	Record York	✗
 SMS	17:04:45	Record Edinburgh	✓
 SMS	17:04:15	Record Is it Edinburgh? Julie	✓
 SMS	17:04:15	Record Edinburgh Jon	✗
 SMS	17:03:45	Record Edinburgh Asha in Lc	✓
 SMS	17:03:15	Record Edinburgh	✓
 SMS	17:03:15	Record Edinburgh Kiran	✓
 SMS	17:03:15	RECORD Edinborough	✓
 SMS	17:02:45	RECORD Edinburgh Ali	✓
 SMS	17:02:45	RECORD Edinburgh Jack	✓

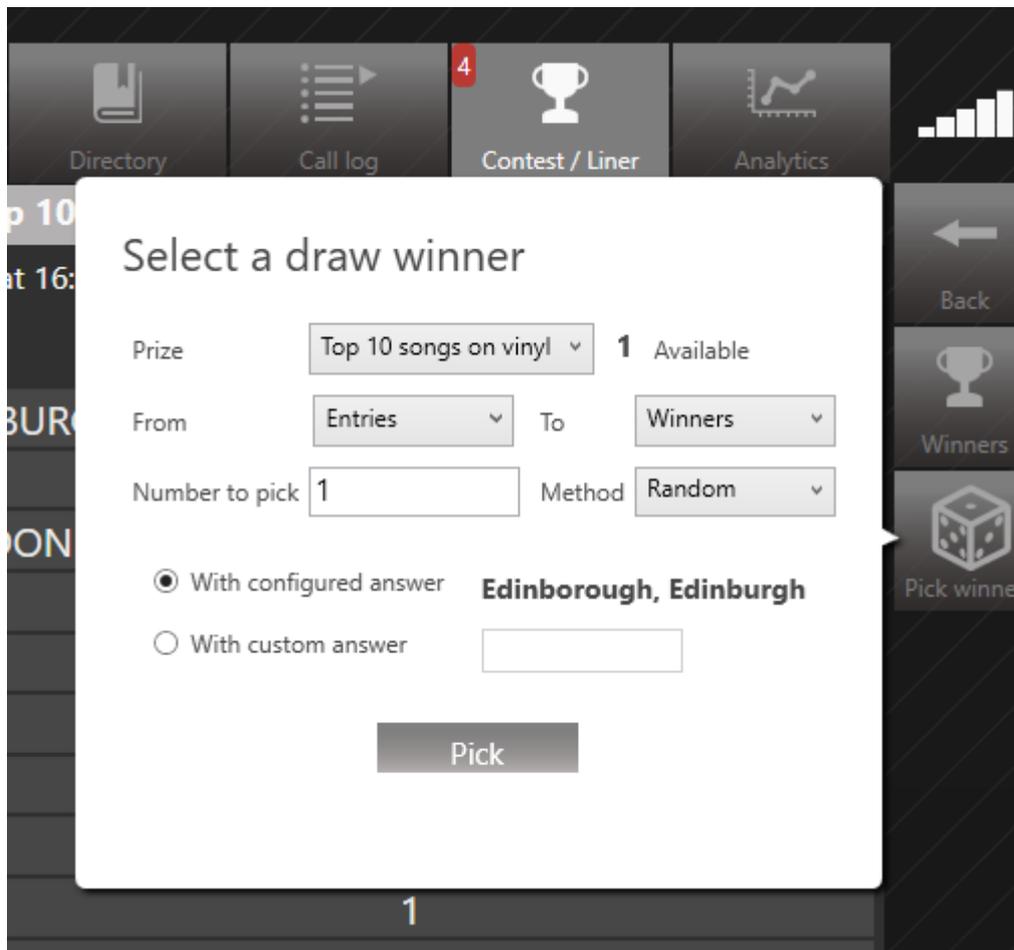


  
Winners

  
Pick winner

PICK WINNER BUTTON

A dialog box will open up.



#### SELECT A DRAW WINNER

**Prize** - adjust this drop-down if there is more than one possible Prize assigned to this Contest.

**X Available** - How many Prizes have been assigned to this Contest.

**From/To** - Entries To Winners means that you are choosing a final, overall winner. For more advanced options, see below.

**Number to pick** - How many people are able to win? (You must enter a number, here).

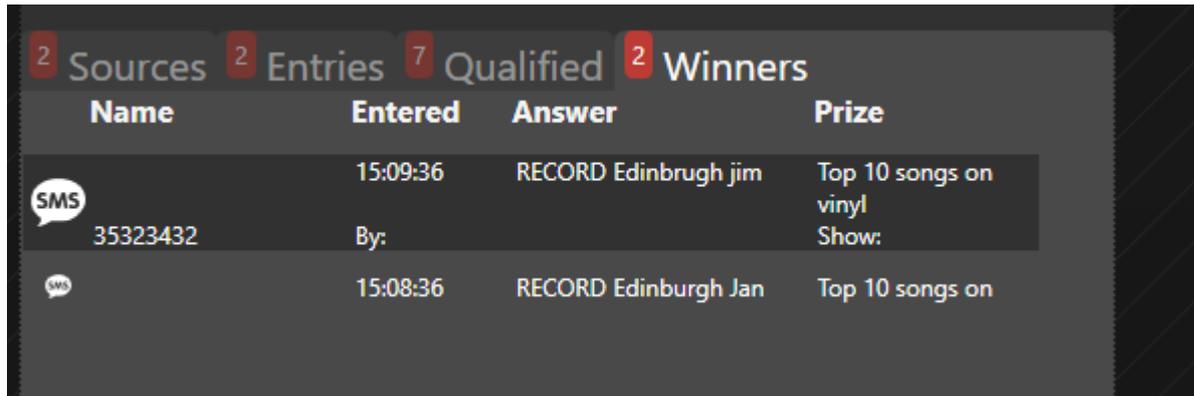
**Method** - Either 'Random' or 'First entered' (depending on the rules of the Contest).

**With configured answer** - Entries must be exactly correct

With custom answer - not used for a simple pick (see below for more advanced use).

Pick - press this to choose the Winner!

Once the Winner has been chosen, they will appear in the Winners list.



The screenshot shows a dark-themed interface with a navigation bar at the top containing four items: 'Sources' (2), 'Entries' (2), 'Qualified' (7), and 'Winners' (2). Below this is a table with the following columns: Name, Entered, Answer, and Prize. The first row shows an SMS entry from 35323432 entered at 15:09:36 with the answer 'RECORD Edinburgh jim' and a prize of 'Top 10 songs on vinyl'. The second row shows an SMS entry from 15:08:36 with the answer 'RECORD Edinburgh Jan' and a prize of 'Top 10 songs on vinyl'.

Name	Entered	Answer	Prize
 35323432	15:09:36 By:	RECORD Edinburgh jim	Top 10 songs on vinyl Show:
	15:08:36	RECORD Edinburgh Jan	Top 10 songs on

#### WINNERS LIST

Clicking on a Winner's name allows you to call them back for use on-air (or to get further information for sending the Prize).

**Win the Top 10 - Draw**

Started today at 14:00 finishing at 18:00

Draw stats

1	EDINBURGH	7
2		2
3	KINGSTON	1
4	BOB	1
5	EDINBOROUGH	1
6	LEEDS	1
7	LONDON	1
8	MOHAMMAD	1
9	JAN	1
10	GOING	1

2 Sources 2 Entries 7 Qualified 2 Winners

Name	Entered	Answer	Prize
SMS 35323432	15:09:36 By:	RECORD Edinbrugh jim	Top 10 songs on vinyl Show:

Navigation icons: Back, Winners, Call back, Pick winner

PRESS THE 'CALL BACK' BUTTON TO CONNECT THE CALL

For information on how to connect a call to use on-air please see the Bionic Talkshow / PhoneBOX 4 manual.

Once the Winner(s) have been chosen, follow [Awarding a prize – scheduled Contest](#) below.

It is vital that you follow the additional steps to award the prize correctly, as otherwise the winner's information may be lost.

## Advanced Draw picking options

As well as the standard 'Entries-to-Winners' option, there is the possibility of using the 'Qualified' list.

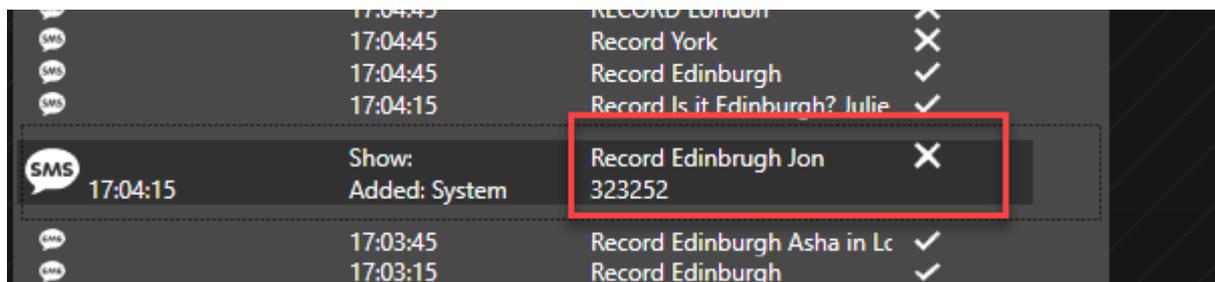
There are two ways you might use this:

- 1) In a standard Contest with one correct answer, you notice a lot of people who have got the answer correct, but have mis-typed it when texting. You wish to allow them the chance to be considered in the Draw.
- 2) You have a Contest where people have to answer a question to be allowed the chance to enter (Round 1). Round 2 will then involve a selected number of the Round 1 entries to be chosen to take part in a Round 2 quiz on-air. The winner will be chosen from the Round 2 entrants.

## Correcting a typo on an entry

If you spot an entry that has the right answer but it has been mis-typed, you are able to allow the entry.

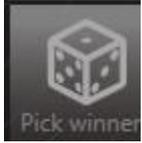
For example, this entry has 'Edinburgh' spelled incorrectly. The system has marked it as wrong, but you realise the entry should be counted after all.



WRONGLY-SPELLED ENTRY

To do this, first note down the incorrect word.

Next, press the 'Pick Winner' button.



PICK WINNER BUTTON

This ran at 16:00 till 18:00 on the 20 Aug 2019

Draw stats

1	EDINBURGH
2	YORK
3	LONDON
4	IN
5	IS
6	IT
7	JULIE
8	X
9	ALI
10	JACK

### Select a draw winner

Prize: Top 10 songs on vinyl 1 Available

From: Entries To: **Winners** (dropdown menu open with 'Qualifiers' selected)

Number to pick: 1 Method: **Winners** (dropdown menu open with 'Qualifiers' selected)

With configured answer **Edinburgh, Edinburgh**

With custom answer

**Pick**

2 Sources 20 Entries 0 Qualified 0 Winners

Name	Entered	Answer	Status
David Smith	17:35:45	Leeds	✗
Parminder	17:34:18	Edinburgh	✓
Pete Bogg	17:06:57		✓
Doctor Foster	17:06:44	Edinburgh	✓
SMS	17:05:45	RECORD Edinburgh	✓
SMS	17:05:45	RECORD Edinburgh. Hope I \	✓
SMS	17:05:15	RECORD Aberdeen Elly	✗
SMS	17:05:15	RECORD EDINBURGH DEREK	✓
SMS	17:04:45	RECORD New York	✗
SMS	17:04:45	RECORD London	✗
SMS	17:04:45	Record York	✗
SMS	17:04:45	Record Edinburgh	✓
SMS	17:04:15	Record Is it Edinburgh? Julie	✓
SMS	17:04:15	Show: Record Edinburgh Jon	✗
SMS	17:04:15	Added: System 323252	
SMS	17:03:45	Record Edinburgh Asha in Lc	✓

MAKE SURE YOU SELECT THE CORRECT OPTIONS IN THE DROP-DOWN BOXES

Change the 'From' line so it reads 'Entries To 'Qualifiers'.

Change the radio button to select 'With custom answer'. Enter the incorrectly-typed word into the box.

Add the number of entries to select (in this case, there is one person who has the wrongly-spelled answer, so enter '1')

## Select a draw winner

Prize Top 10 songs on vinyl 1 Available

From Entries To Qualifiers

Number to pick 1 Method Random

With configured answer **Edinburgh, Edinburgh**

With custom answer Edinbrugh

Pick

MOVING FROM 'ENTRIES' TO 'QUALIFIERS'

Make sure you double-check you have set everything correctly!

Then press 'Pick'.

This moves the wrongly-spelled entry to the 'Qualified' list.

2 Sources		10 Entries		1 Qualified		0 Winners	
Name	Entered	Answer	Status				
	15:09:36	RECORD Edinbrugh jim	✓				

QUALIFIED LIST

Repeat the process for any other entries which look correct but are mis-spelled - the list of popular entries at the top of the screen can help, here.

### Win the Top 10 - Draw

Started today at 14:00 finishing at 18:00

Draw stats

<b>1</b>	EDINBURGH	7
<b>2</b>		2
<b>3</b>	KINGSTON	1
<b>4</b>	BOB	1
<b>5</b>	EDINBOROUGH	1
<b>6</b>	LEEDS	1
<b>7</b>	LONDON	1
<b>8</b>	MOHAMMAD	1
<b>9</b>	JAN	1
<b>10</b>	GOING	1

**2** Sources
**10** Entries
**1** Qualified
**0** Winners

Name	Entered	Answer	Status
<span style="font-size: small;">SMS</span>	15:09:36	RECORD Edinbrugh jim	✓

Winners

Pick winner

#### COMMON ENTRY WORDS

Once you have moved all the mis-spelled entries to the Qualified list, you then need to move the correct entries to that list, as well.

**Make sure you move the entries to 'Qualifiers' and not 'Winners' at this stage!**

To do this, press 'Pick winner', as above.



Ensure the settings are as follows:

From/To 'Entries' to 'Qualifiers'

**Number to pick** - the same as the number of correct entries (it's important you don't miss out correct entries at this stage. If in doubt, enter a number that is higher than the total entries shown on the system. A message will then show you how many correct entries there are.)

Select the **With configured answer** radio button

**Make  
sure you  
set this  
to be the  
same as  
the total  
correct  
entries**



### Select a draw winner

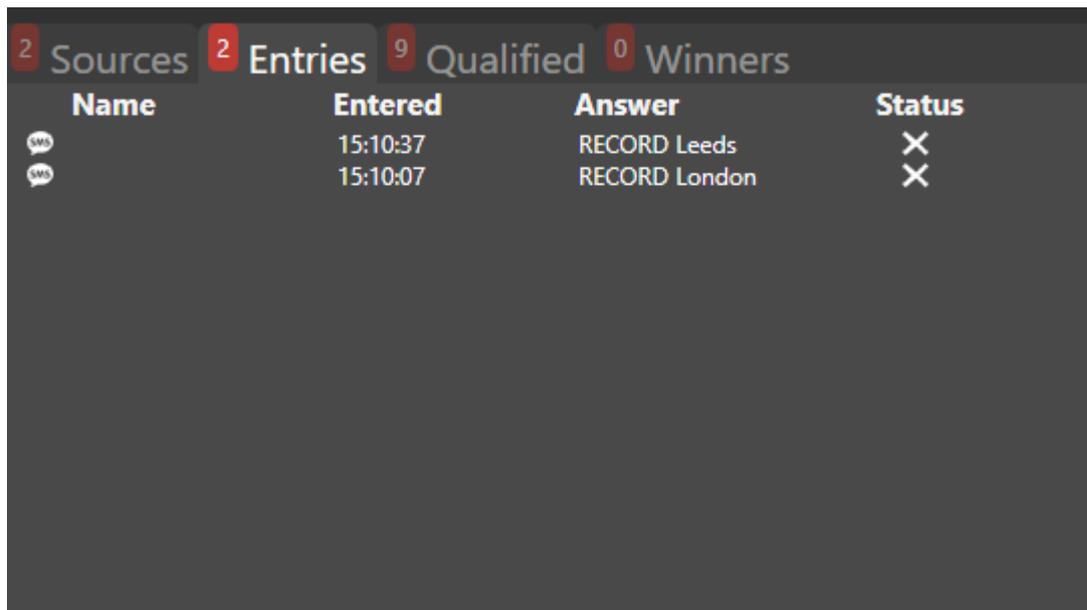
Prize	Top 10 songs on vinyl	1 Available
From	Entries	To Qualifiers
Number to pick	8	Method Random
<input checked="" type="radio"/>	With configured answer	<b>Edinburgh, Edinburgh</b>
<input type="radio"/>	With custom answer	Edinbrugh

Pick

Once you are sure everything is correct, press 'Pick'.

This then moves all the correct answers to the 'Qualified' list.

You should now see only genuinely wrong answers on the 'Entries' tab



The screenshot shows a dark-themed interface with four tabs at the top: 'Sources' (2), 'Entries' (2), 'Qualified' (9), and 'Winners' (0). The 'Entries' tab is active. Below the tabs is a table with four columns: 'Name', 'Entered', 'Answer', and 'Status'. Two entries are visible, both marked as incorrect with a red 'X' in the 'Status' column. Each entry has an 'SMS' icon in the 'Name' column.

Name	Entered	Answer	Status
	15:10:37	RECORD Leeds	✗
	15:10:07	RECORD London	✗

ENTRIES TAB - WRONG ANSWERS ARE LEFT

...and all the correct / correct but mis-spelled entries on the 'Qualified' tab.

2 Sources 2 Entries 9 Qualified 0 Winners			
Name	Entered	Answer	Status
 Name	15:10:37	RECORD Edinburgh	✓
 Name	15:10:07	RECORD Edinburgh Kingstor	✓
 Name	15:10:07	RECORD Edinburgh. Going a	✓
 Name	15:09:36	record edinborough	✓
 Name	15:09:36	RECORD Edinbrugh jim	✓
 Name	15:09:06	RECORD Edinburgh	✓
 Name	15:09:06	RECORD Edinburgh Bob	✓
 Name	15:09:06	RECORD Edinburgh Moham	✓
 Name	15:08:36	RECORD Edinburgh Jan	✓

QUALIFIED TAB - CORRECT AND CORRECT BUT MIS-SPELLED ENTRIES (NOW MARKED AS CORRECT)

Now you need to pick the winner(s)

Press the 'Pick winner' button



Now enter the details as per the competition rules.

**Prize** - choose the right prize from the drop-down menu (if more than one option)

**From/To** 'Qualifiers' To 'Winners' - make sure you check this is set correctly!

**Number to pick** - How many people are able to win. Cannot be higher than the number of prizes available.

**Method** - Random or First entered, depending on the Contest rules

**With configured answer**

How many people can win

### Select a draw winner

Prize  1 Available

From  To

Number to pick  Method

With configured answer **Edinburgh, Edinburgh**

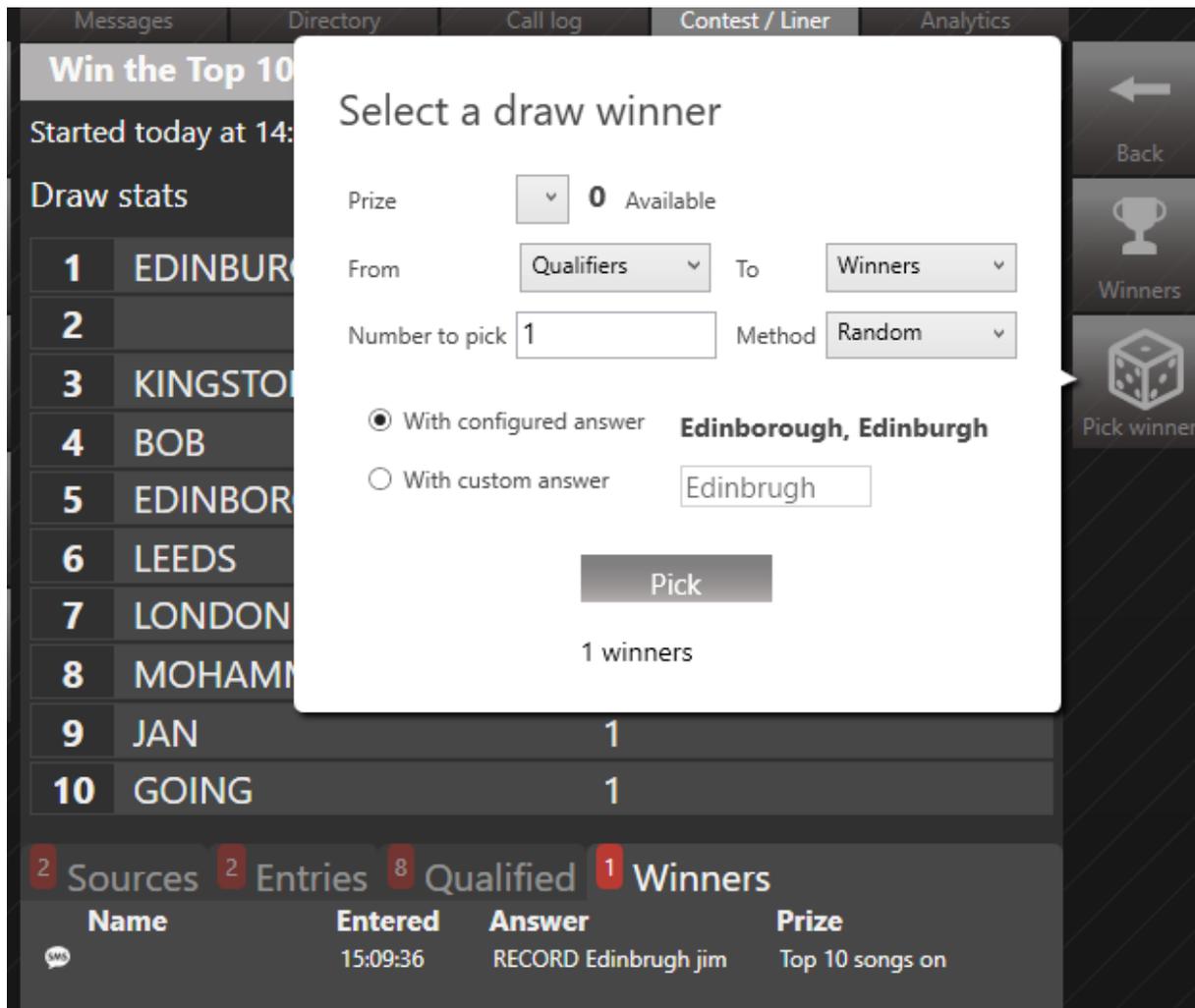
With custom answer

#### SELECTING THE WINNER

Once you are sure the settings are correct, press 'Pick'.

**Tip!** Because you moved the mis-spelled answers to Qualifiers, the system will now allow the mis-spelled entries to be eligible to be picked as Winners, even though their answer is not listed in the 'With configured answer' list.

The Picking screen will update and the Winner will be shown in the Winners list.



PICK WINNER SCREEN WITH WINNERS TAB BELOW

If you have multiple prizes you can repeat the pick.

Otherwise, follow the steps for [Awarding a prize – scheduled Contest](#) below.

It is vital that you follow the additional steps to award the prize correctly, as otherwise the winner's information may be lost.

**Tip!** If you need to call the winner to use them on air, you can press on their name and then press the 'Call' button.

Then route the call as normal (more information in the Bionic Talkshow / PhoneBOX 4 manual).

**Win the Top 10 - Draw**

Started today at 14:00 finishing at 18:00

Draw stats

1	EDINBURGH	7
2		2
3	KINGSTON	1
4	BOB	1
5	EDINBOROUGH	1
6	LEEDS	1
7	LONDON	1
8	MOHAMMAD	1
9	JAN	1
10	GOING	1

2 Sources 2 Entries 7 Qualified 2 Winners

Name	Entered	Answer	Prize
35323432	15:09:36 By:	RECORD Edinbrugh jim	Top 10 songs on vinyl Show:

Navigation icons: Back, Winners, Call back (highlighted), Pick winner

QUICK WAY TO CALL THE WINNER

## Round 1 and Round 2 Draws

This is an alternative way of using the 'Entries' and 'Qualifiers' lists.

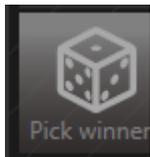
Let's say you have a Contest with the following rules:

- Text in the answer to an easy question.
- Five people will be selected to take part in our quick-fire quiz on air.
- Overall winner gets the Prize.

In this case, you will have a Round 1 and a Round 2.

The 'Entries' list shows who got through Round 1. You now need to pick five people with the correct answer to go through to Round 2.

Press the 'Pick a winner' button to bring up the Picker menu.

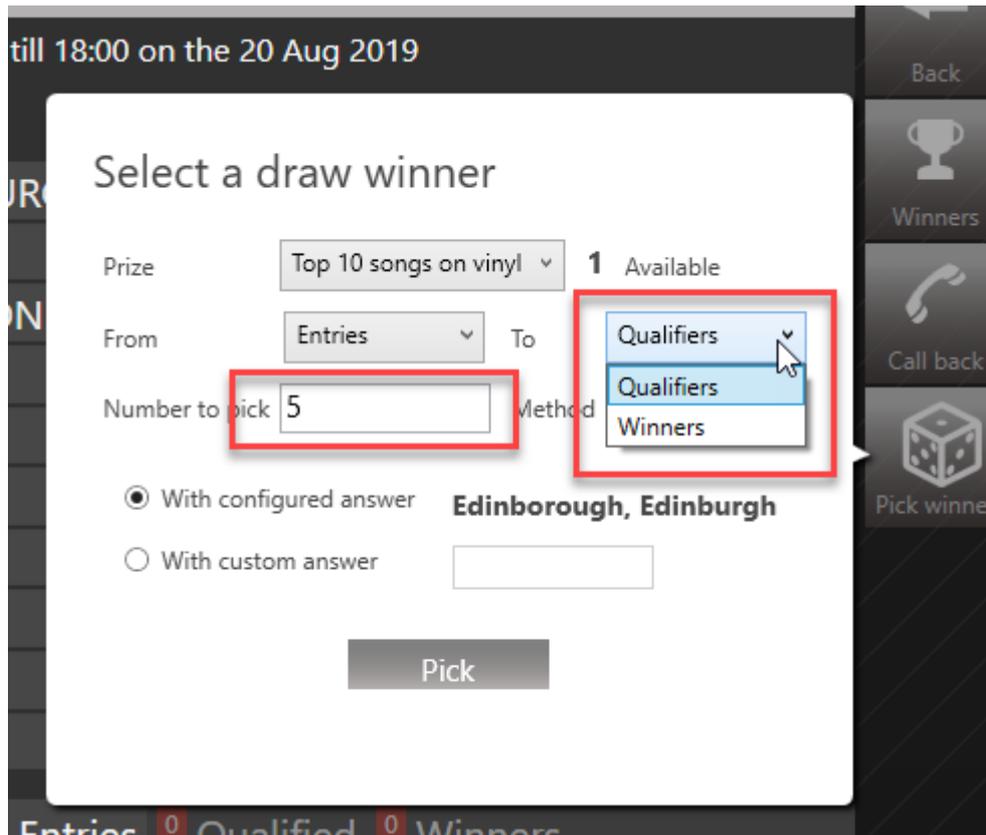


PICK A WINNER

You need to make sure that the following options are set:

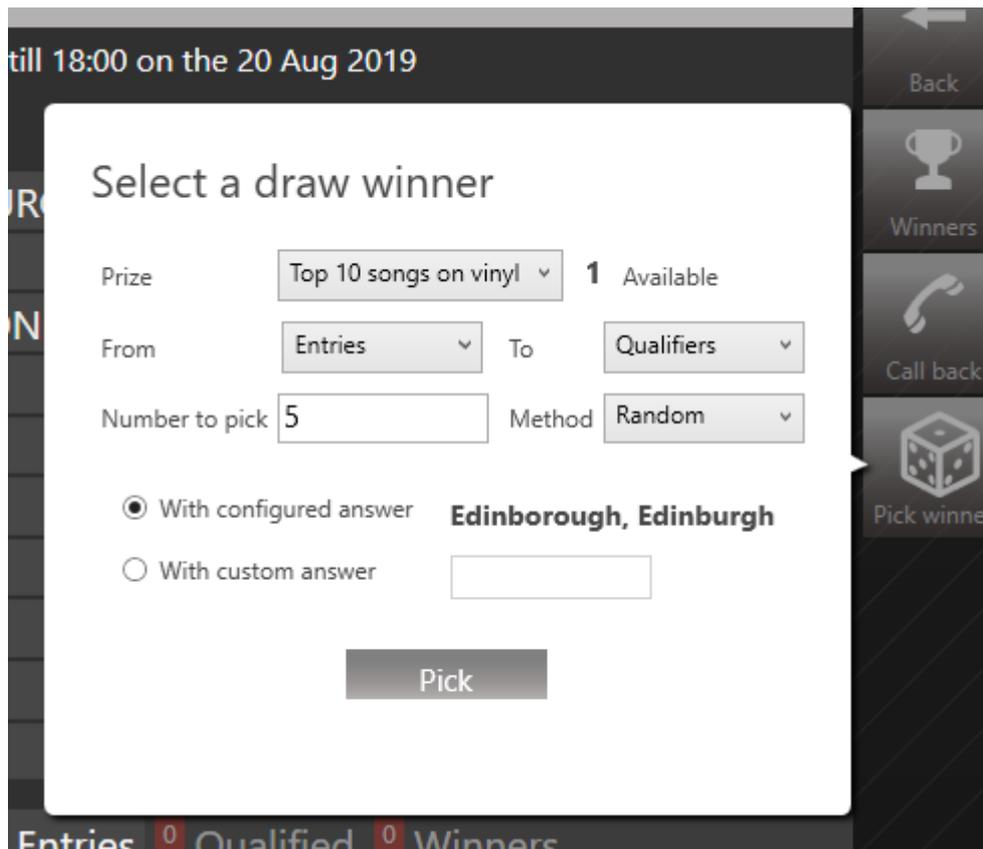
'From' should read 'Entries to Qualifiers'. (**This is essential, or you will be picking a Winner too early!**)

'Number to pick' - the number of people you want in Round 2.



ENSURE 'QUALIFIERS' IS SELECTED.

Leave 'With configured answer' selected and then press 'Pick'.



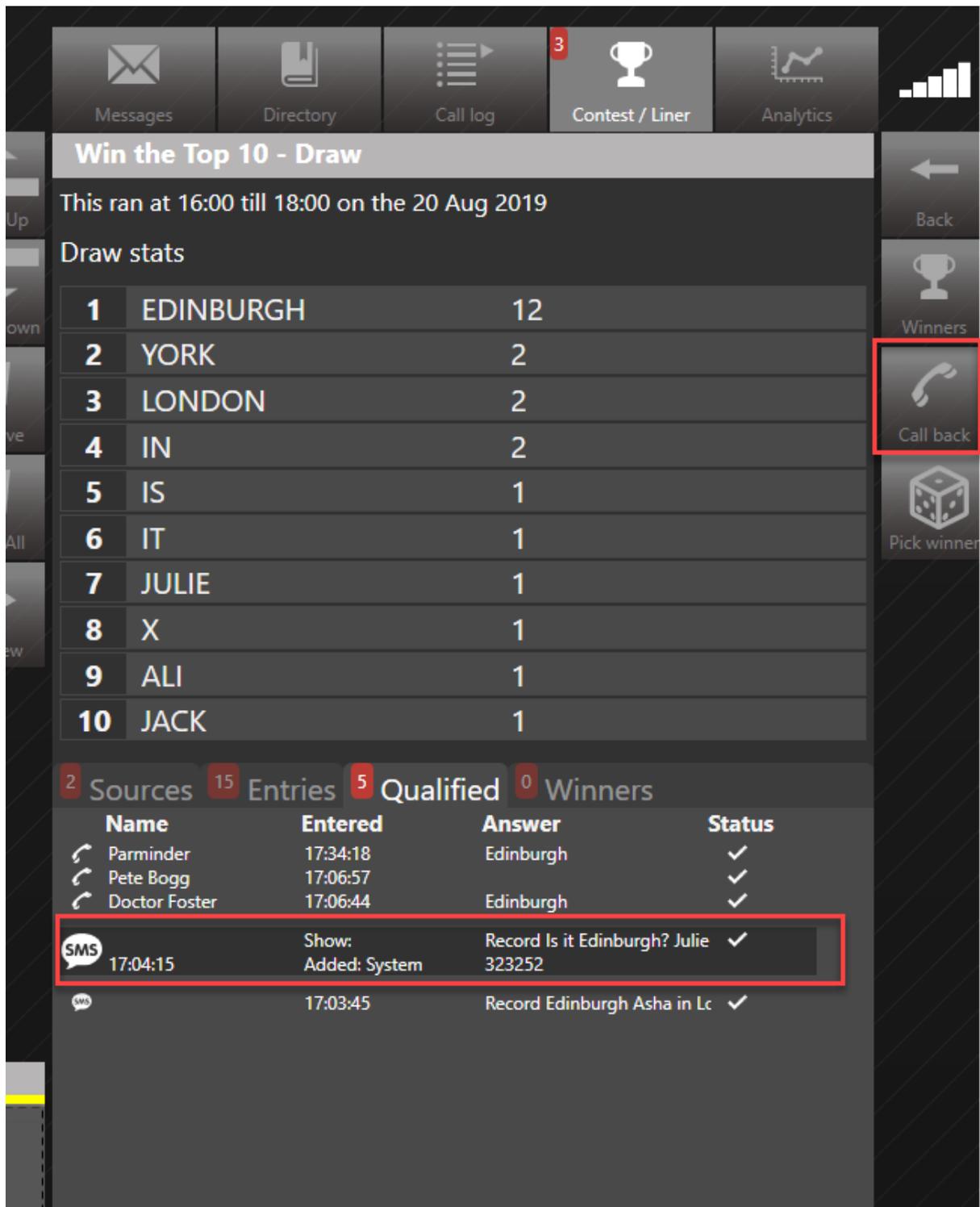
SELECTING LISTENERS FOR ROUND 2

The Qualified list will now show the 5 selected entrants.

10 JACK		1	
2 Sources	15 Entries	5 Qualified	0 Winners
Name	Entered	Answer	Status
 Parminder	17:34:18	Edinburgh	✓
 Pete Bogg	17:06:57		✓
 Doctor Foster	17:06:44	Edinburgh	✓
 17:04:15		Record Is it Edinburgh? Julie	✓
 17:03:45		Record Edinburgh Asha in Lc	✓

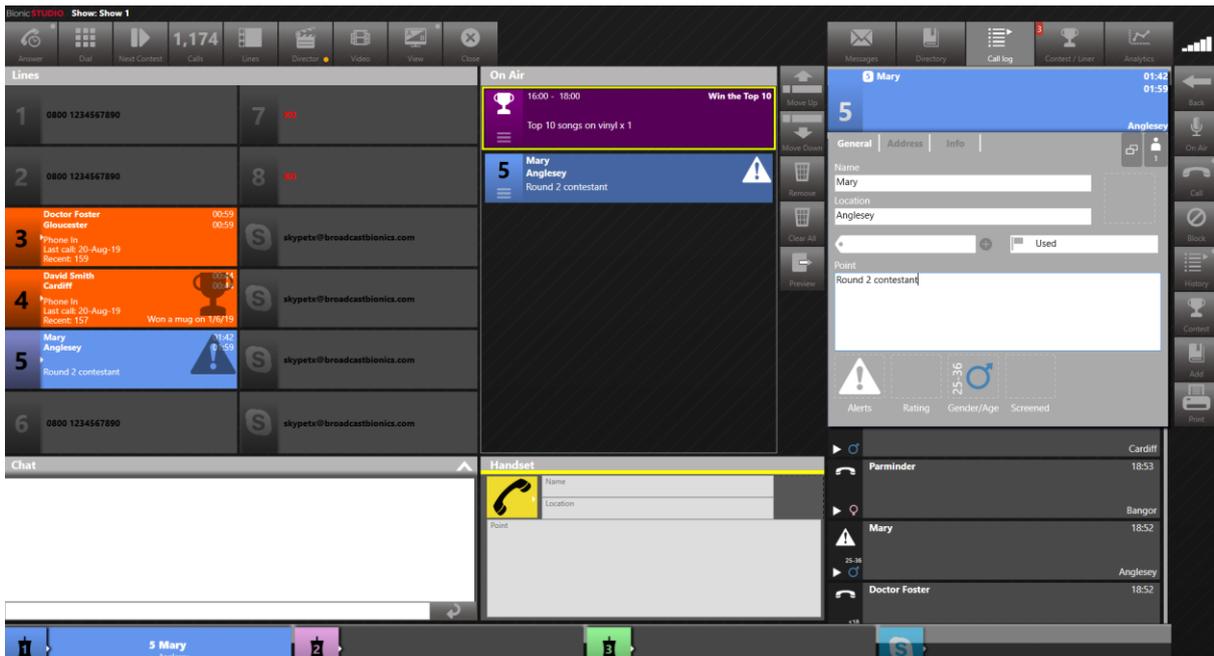
#### QUALIFIED LIST

Click on any name to select and then press the 'Call back' button.



PRESS TO SELECT AND THEN CALL BACK

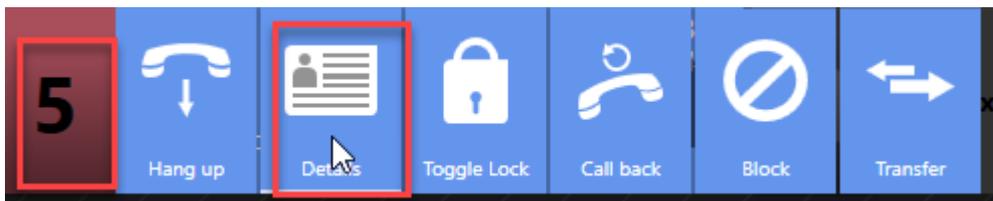
Enter the caller's details and connect through to the studio as normal (for further details, see the PhoneBOX 4 / Bionic Talkshow manual and training videos).



CALLER CONNECTED TO THE STUDIO

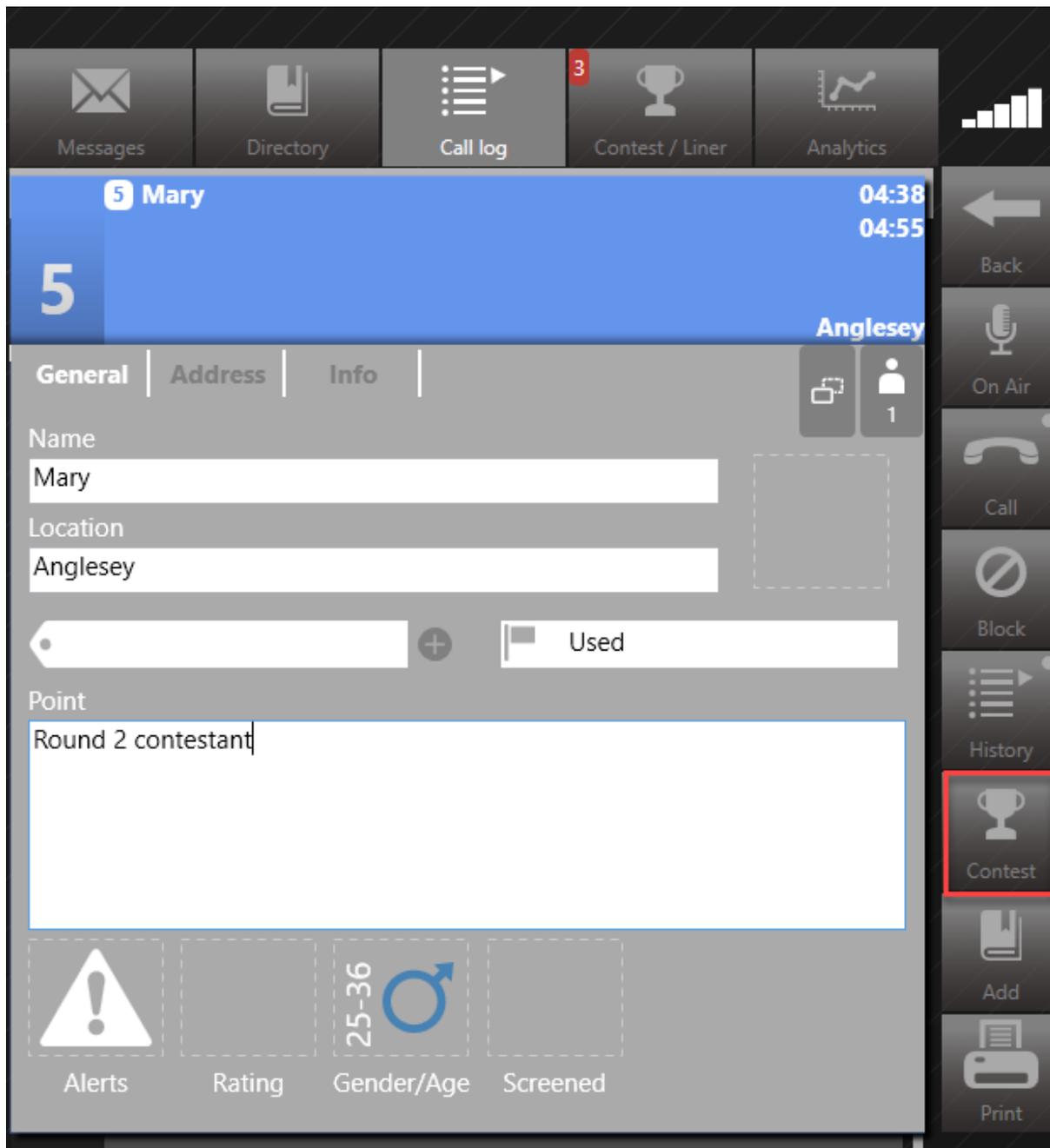
If that Caller becomes a Winner, you will need to mark it correctly so the Prize can be issued.

To do this, go on the Magic Square to bring up the Line Slider / Full Call Details (if not already displayed).



PRESS THE MAGIC SQUARE AND SELECT 'DETAILS'

Next, select 'Contest' on the Call Details' right-hand menu



Fill in the Winner's full name and address / e-mail information on the left-hand side.

Winner Details	Competition
Winner Name <input type="text" value="Mary Smith"/>	<input type="radio"/> Scheduled <input type="radio"/> Ad Hoc
Phone Number 1 <input type="text" value="501"/>	Scheduled competition <input type="text" value="Win the Top 10 (20/08/2019 16:00 - 20/08/2019 18:00)"/>
Phone Number 2 <input type="text" value="6789"/>	Enter into a draw <input type="text" value="Entry stage"/>
Address 123 High Street Glasgow Scotland	Answer given <input type="text"/> <small>(Blank answers will be judged as a correct answer)</small>
Postcode <input type="text" value="GL1 234"/>	<input type="button" value="Enter"/>
Email <input type="text" value="marysmith69@madeup.com"/>	
Notes <input type="text"/>	
Entered by <input type="text" value="acharles"/>	



Then select 'Winner' from the drop-down menu on the right-hand side and select the correct Prize.

If you don't do this, the Prize will not be awarded!

**Tip!** You need to fill in the Winner information on this screen, and **not** in the normal 'Call Details' box you use for regular callers.

**Winner assignment**

**Winner Details**

Winner Name

Phone Number 1  Phone Number 2

Address

Postcode  Email

Notes

Entered by

**Competition**

Scheduled  Ad Hoc

Scheduled competition

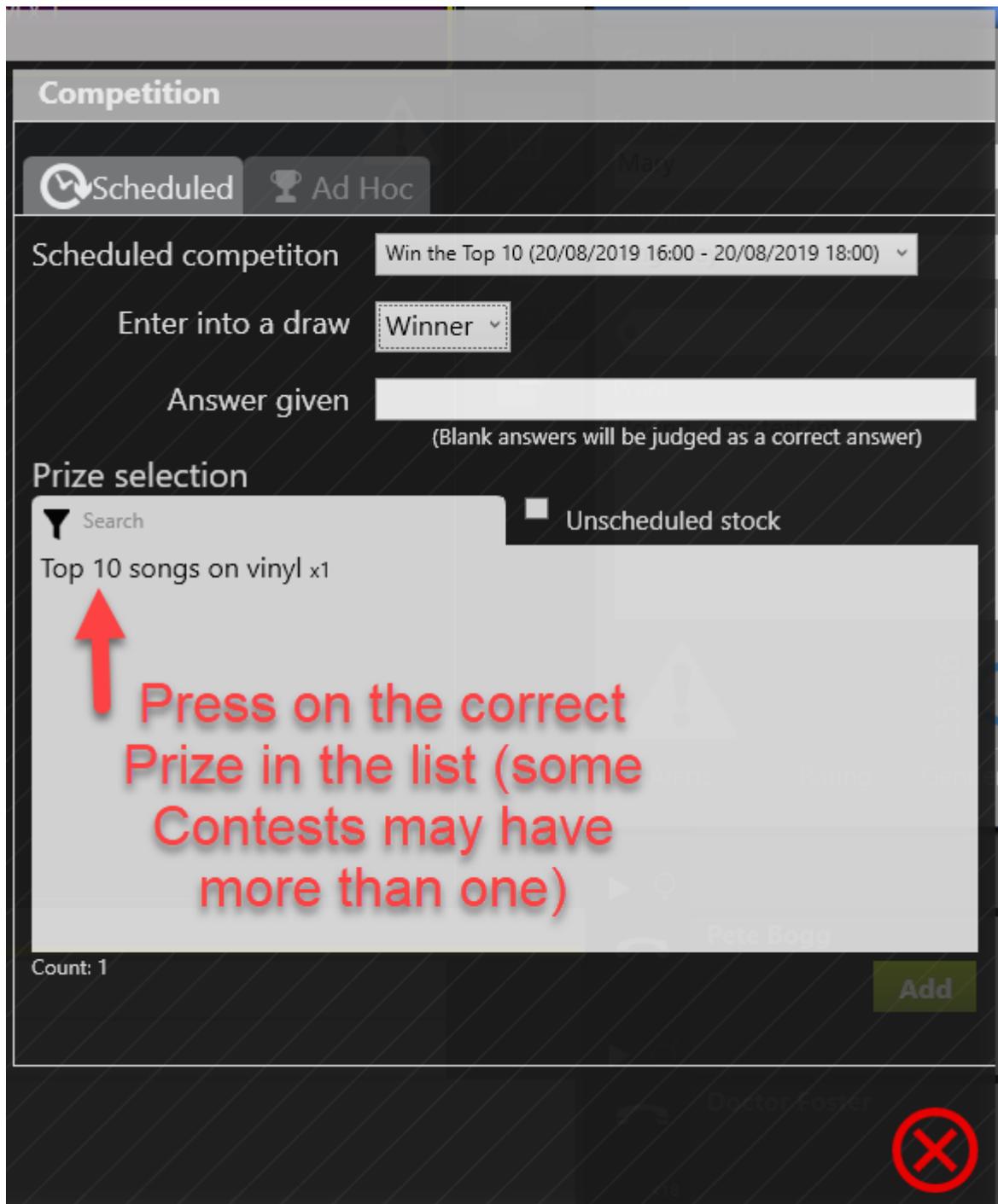
Enter into a draw

Answer given   
 (Answers will be judged as a correct answer)

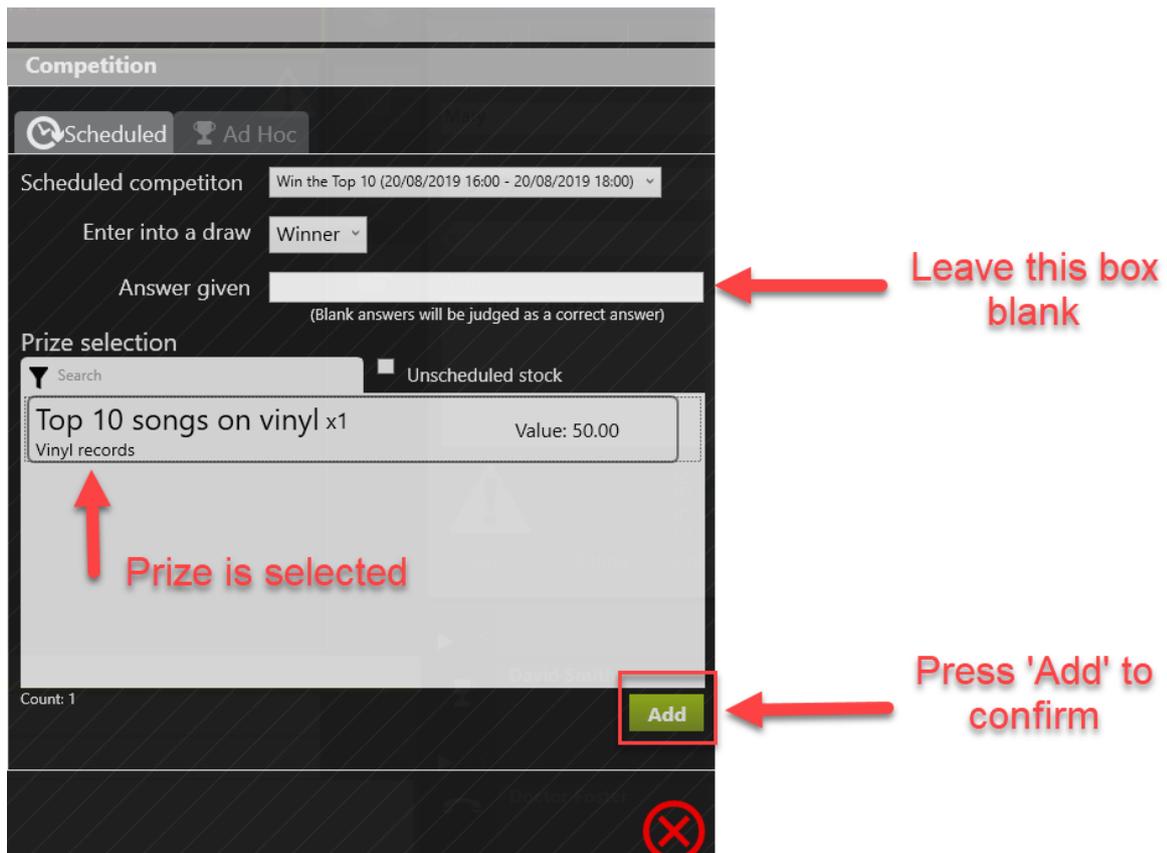
**Make sure you select 'Winner' from the drop-down box**



ASSIGNING A WINNER



SELECTING THE PRIZE



PRIZE SELECTED

Once the Prize has been Assigned and all the Caller's address and contact information has been entered correctly, press 'X' to close. The system will have saved everything automatically.

**Winner assignment**

Winner Details	Competition
<p>Winner Name <input type="text" value="Mary Smith"/></p> <p>Phone Number 1 <input type="text" value="501"/> Phone Number 2 <input type="text" value="6789"/></p> <p>Address  <input type="text" value="123 High Street"/>  <input type="text" value="Glasgow"/>  <input type="text" value="Scotland"/></p> <p>Postcode <input type="text" value="GL1 234"/> Email <input type="text" value="marysmith69@madeup.com"/></p> <p>Notes  <input type="text"/></p> <p>Entered by <input type="text" value="acharles"/></p>	<p>Scheduled Ad Hoc Prizes Won</p> <p><b>Prizes won</b></p> <p>No image <input type="text" value="Top 10 songs on vinyl Vinyl records £50.00"/></p>



INFORMATION ENTERED AND SAVED. PRESS 'X' TO CLOSE THE WINDOW.

The Contest will now show as 'Prizes all won' in the Contest/Liner tab.

Messages Directory Call log **Contest / Liner** Analytics

**Liners and Contests**

Displaying items for 18:59 20/08/2019 X

 16:00 - 18:00 **Win the Top 10**

**Prizes all won**

Offset date

PRIZES ALL WON

**Tip!** You can use the Qualified tab to help you run contest in a variety of ways - experiment and see what works for you!

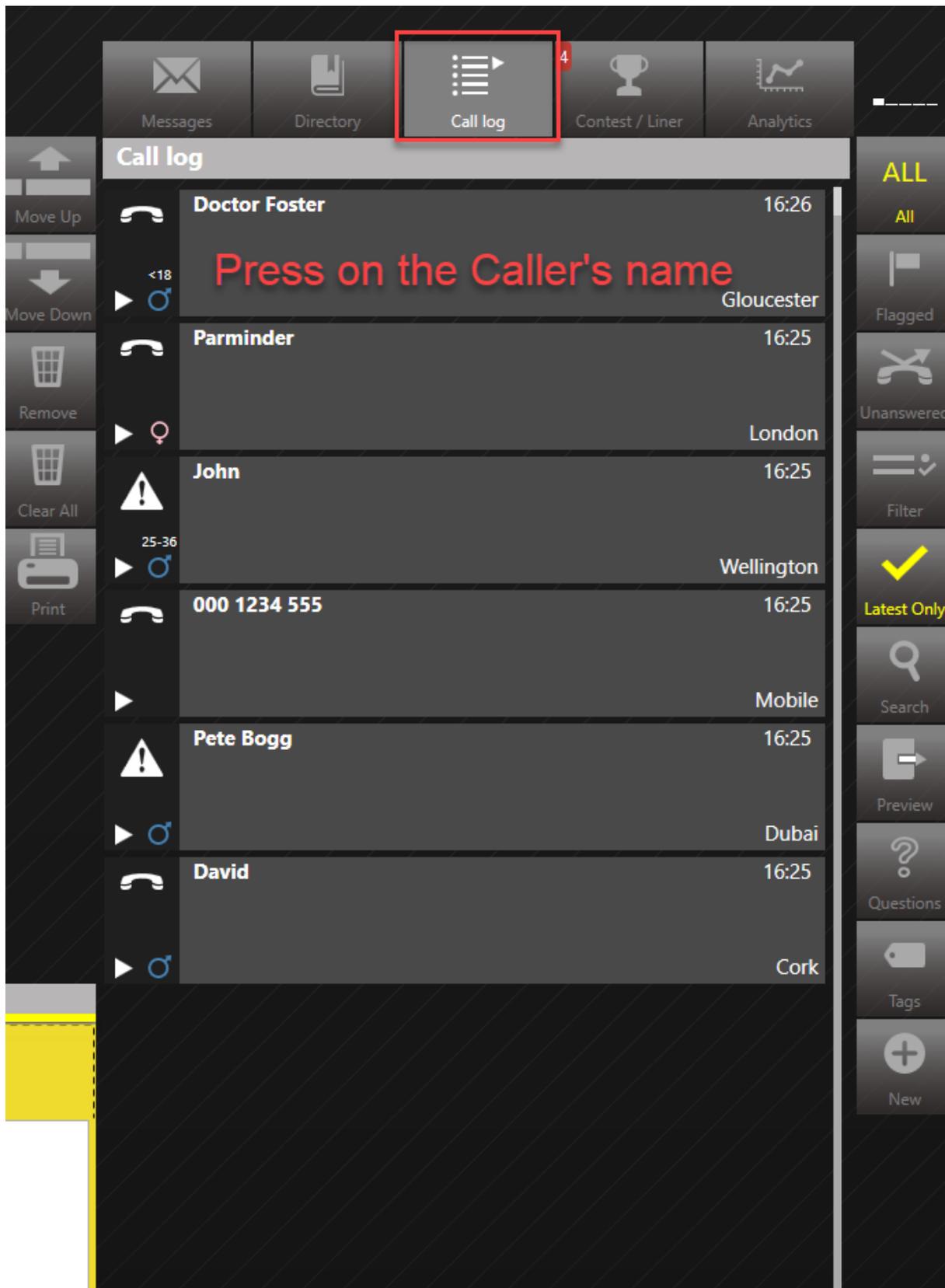
## Awarding a prize – scheduled Contest

Prizes are awarded by linking them to a Caller record.

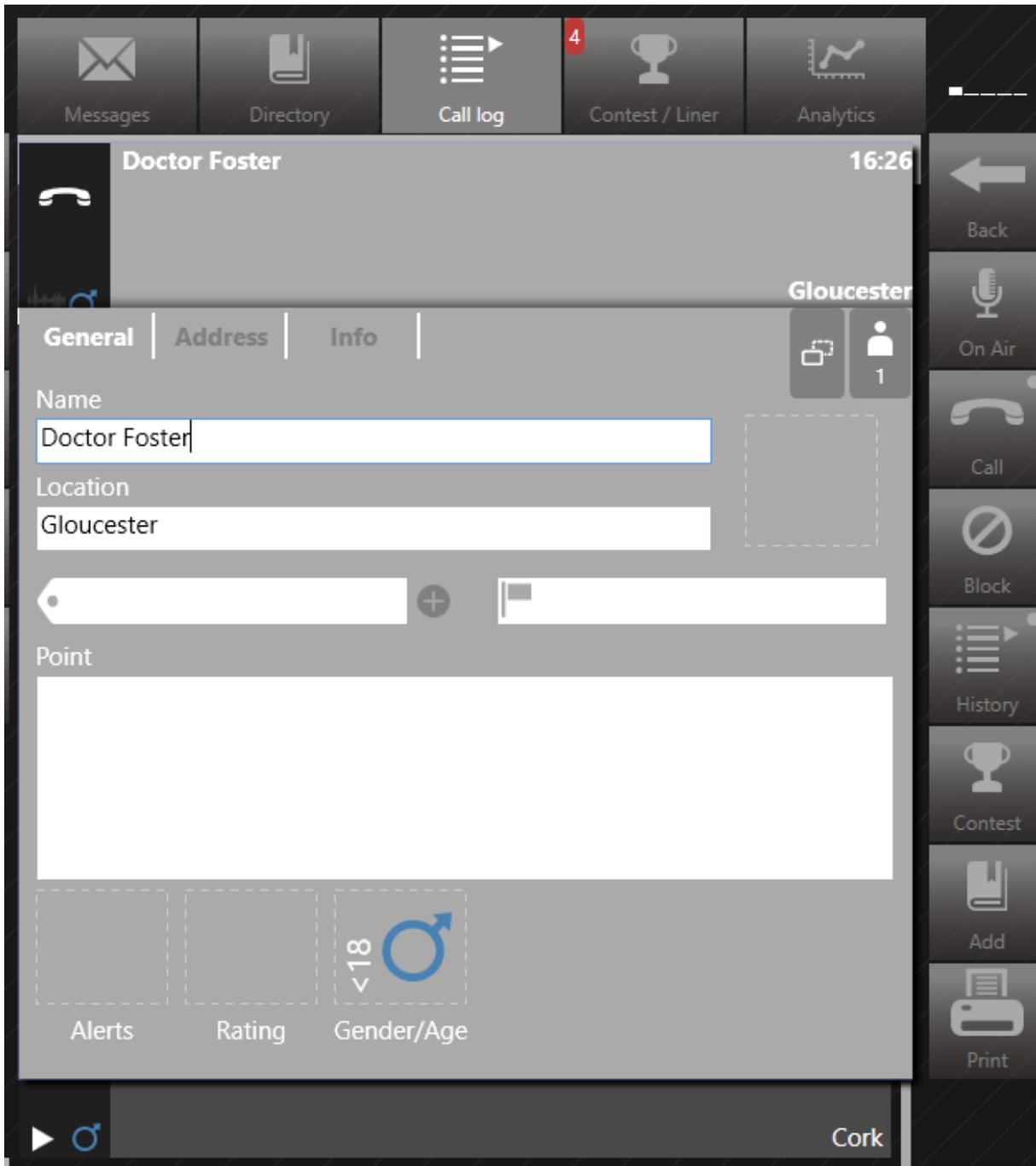
You can either do this while talking to the Caller on the phone, or you can find their record once the competition is over and link the record.

It is usually easier if you are able to talk to them, as it means you can get their address and other information more easily.

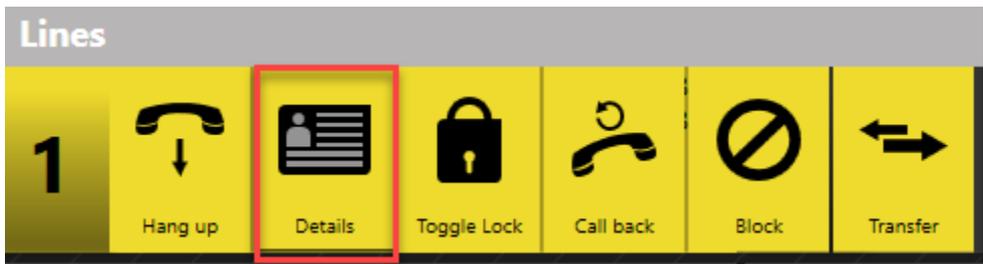
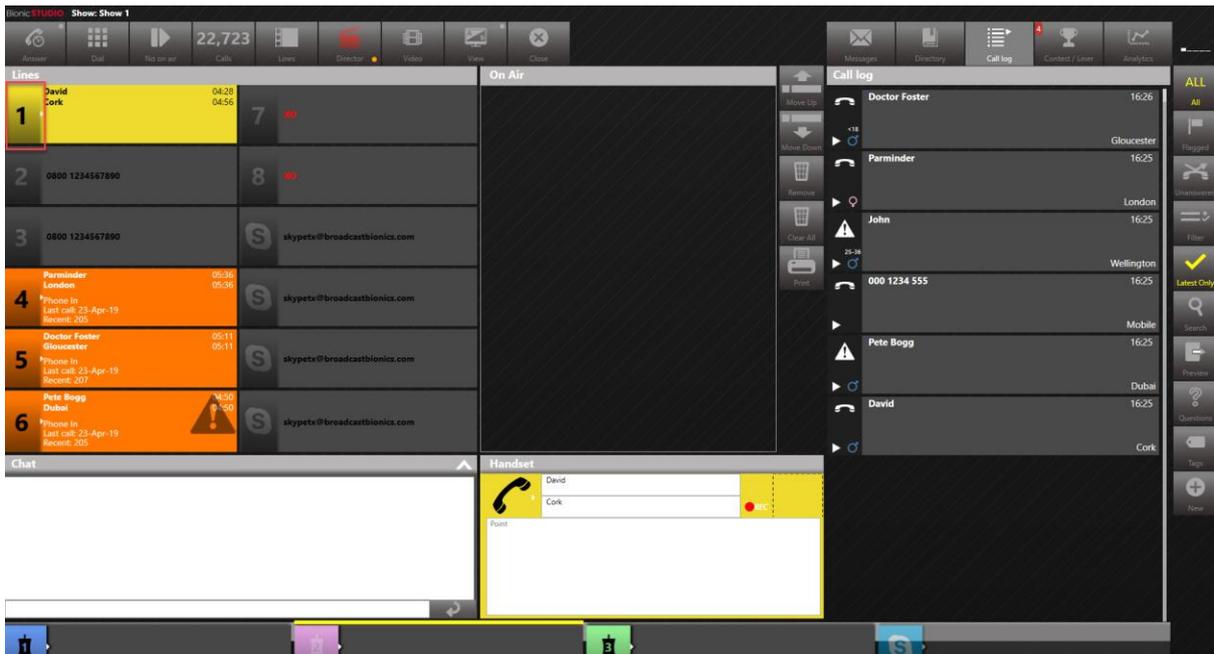
First you need to access the Caller's full Call Details, either by clicking on their record in the Call Log, or by using the 'Magic Square' option on their phone line (if you are still connected).



THE CALL LOG



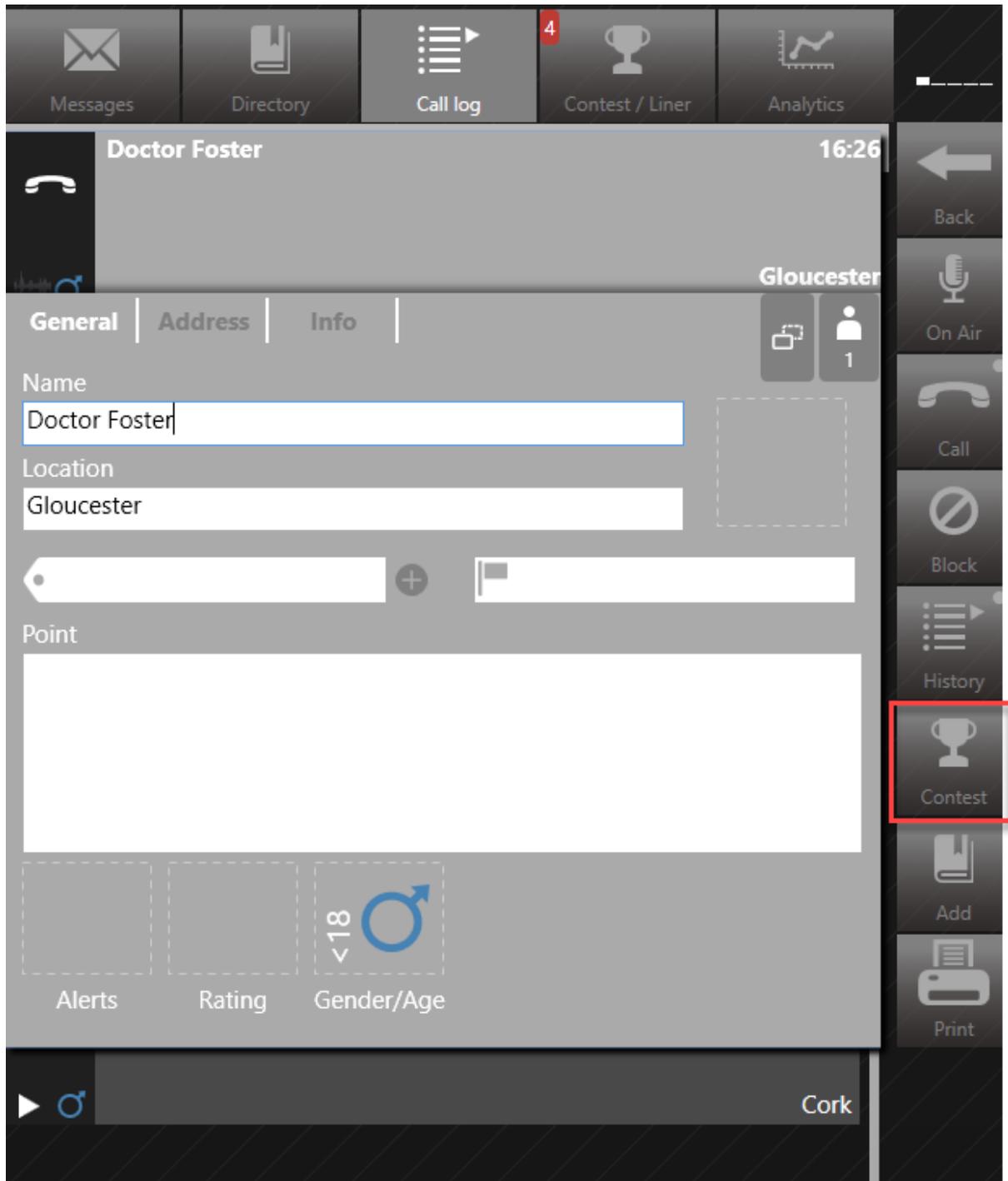
FULL CALL DETAILS



PRESS THE MAGIC SQUARE TO ACCESS THE CALL DETAILS IF SPEAKING TO A CALLER ON THE PHONE.

**Tip!** If the winner was on text, you need to call them back to assign the prize.

Once you have the winning Caller's details, press the 'Contest' button on the Call Log right-hand menu.



CONTEST BUTTON ON FULL CALL DETAILS

The Winner Details box will appear.

Winner assignment	
<p><b>Winner Details</b></p> <p>Winner Name <input type="text" value="Doctor Foster"/></p> <p>Phone Number 1 <input type="text" value="502"/> Phone Number 2 <input type="text"/></p> <p>Address  <input type="text" value="The Surgery, Gloucester"/></p> <p>Postcode <input type="text" value="GL3 1AB"/> Email <input type="text" value="doctor@madeup.com"/></p> <p>Notes  <input type="text"/></p> <p>Entered by <input type="text" value="acharles"/></p>	<p><b>Competition</b></p> <p><input checked="" type="radio"/> Scheduled <input type="radio"/> Ad Hoc</p> <p>Scheduled competition <input type="text" value="Hometime Holiday (23/04/2019 15:00 - 23/04/2019 18:00)"/></p> <p>Prize selection</p> <p><input type="text" value="Weekend away for two x1"/> <input type="checkbox"/> Unscheduled stock</p> <p>Count: 1 <input type="button" value="Add"/></p>

**WINNER DETAILS BOX**

Fill in any missing caller information (e.g. last name, phone number, address, e-mail, any other notes) on the left-hand side.

## Winner assignment

### Winner Details

Winner Name

Phone Number 1

Phone Number 2

Address

Postcode

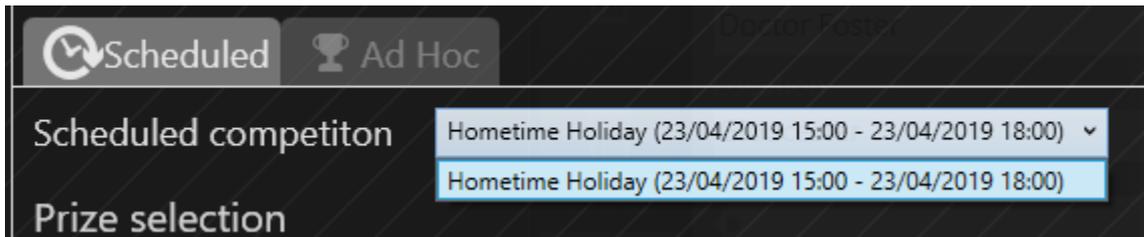
Email

Notes

Entered by

ADD IN ADDRESS AND E-MAIL INFORMATION

On the right-hand side, select the correct prize. (If there is more than one Contest, select the correct one from the drop-down menu).

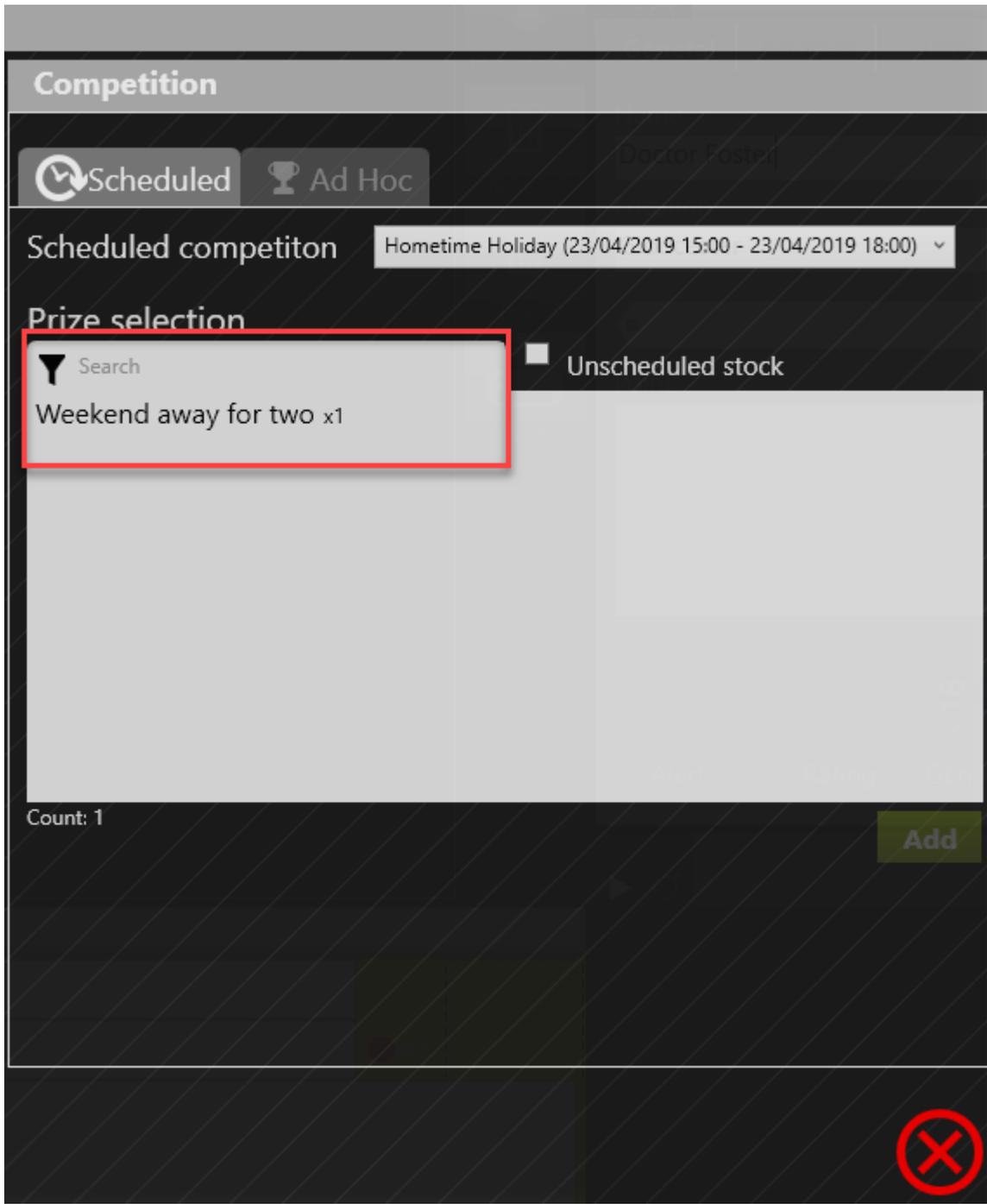


#### CONTEST DROP-DOWN MENU

**Tip!** Only the prizes which are currently available will be shown in this view. If you are catching up with admin from earlier on in the show, you may need to apply the Calendar offset. See [Workflow when voicetracking / recording shows in advance](#) above.

**Tip!** Make sure you select the correct Prize if there is more than one Contest running in your show.

Assign the Prize by clicking on it, and then pressing 'Add'.



SELECT THE PRIZE

## Competition

 Scheduled

 Ad Hoc

Double Entry

Scheduled competition

Hometime Holiday (23/04/2019 15:00 - 23/04/2019 18:00) ▾

Prize selection

 Search

Unscheduled stock

Weekend away for two x1

Value: 250.00

A pass for two adults in a one-bedroom Cabin at Middle Park. |

Count: 1

**Add**



PRESS 'ADD' TO CONFIRM

The 'Prizes Won' tab will then show the Prize has been assigned.

You can press the red 'X' to close.

The screenshot shows a 'Winner assignment' form with two main sections: 'Winner Details' and 'Competition'. The 'Competition' section has three tabs: 'Scheduled', 'Ad Hoc', and 'Prizes Won', with 'Prizes Won' being the active tab. The 'Prizes Won' tab displays a prize entry: 'Weekend away for two' with a value of '£250.00'. The prize description is 'A pass for two adults in a one-bedroom Cabin at Middle Park. L'. There is a 'No image' placeholder for the prize. The 'Winner Details' section contains the following information: Winner Name: Doctor Foster; Phone Number 1: 502; Phone Number 2: 07777777777; Address: The Surgery, 123 High Road, Gloucester; Postcode: GL3 1AB; Email: doctor@madeup.com; Notes: (empty field); Entered by: acharles. A red 'X' icon is visible in the bottom right corner of the form, indicating a close button.

#### PRIZES WON TAB

**Tip!** If you have made a mistake, then contact the Prize team at your station, as you'll need someone with the correct permission levels to go in to the Management module to reassign the prize.

The Caller History button will now show that this Caller has won a Prize. A Prize icon will also appear in the Call Log, and may appear on the Line the next time the Caller rings in, depending on local settings.

**Call History for Doctor Foster**

Date last won: 23/04/2019 16:50:34    Prize details: Weekend away for two - A pass for two adults in a one-bedroom Cabin at

		<b>Doctor Foster</b>	Gloucester 16:26
		<b>Doctor Foster</b>	Gloucester 16:24
		<b>Doctor Foster</b>	Gloucester 16:23
		<b>Doctor Foster</b>	Gloucester 16:21
		<b>Doctor Foster</b>	Gloucester 16:20

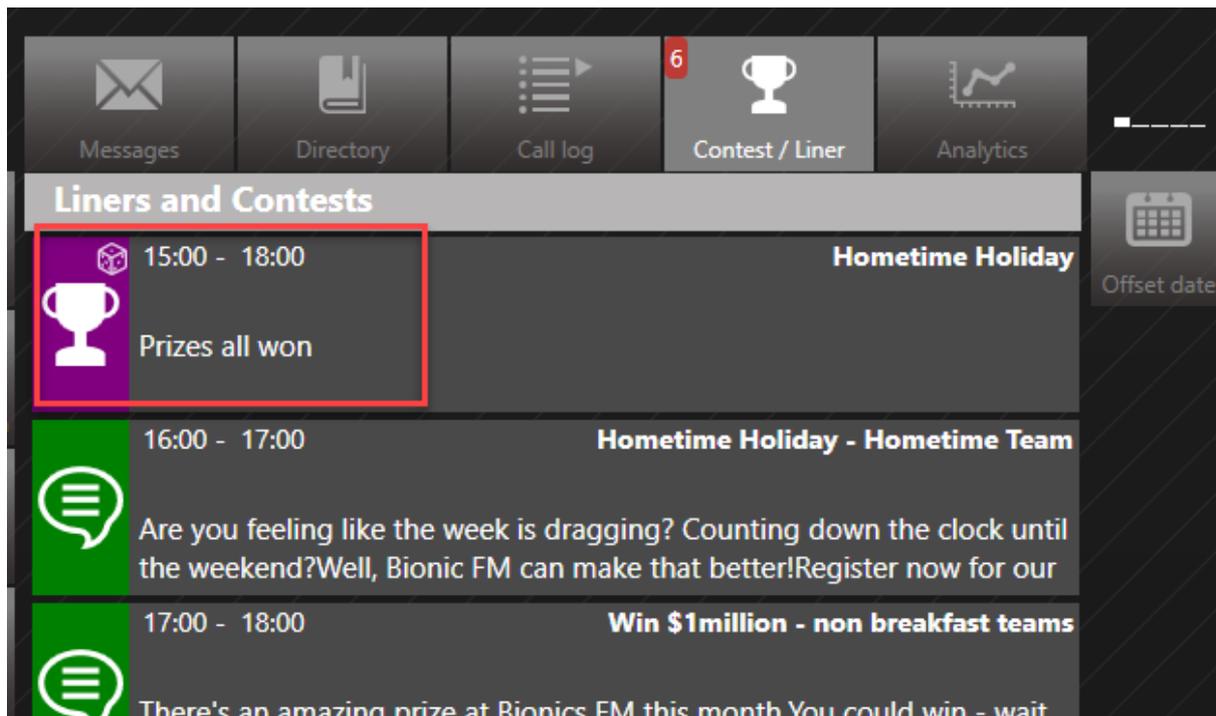
**Dial**    **Close**

CALLER HISTORY

	<b>Doctor Foster</b>	16:26
	<18	
		Gloucester

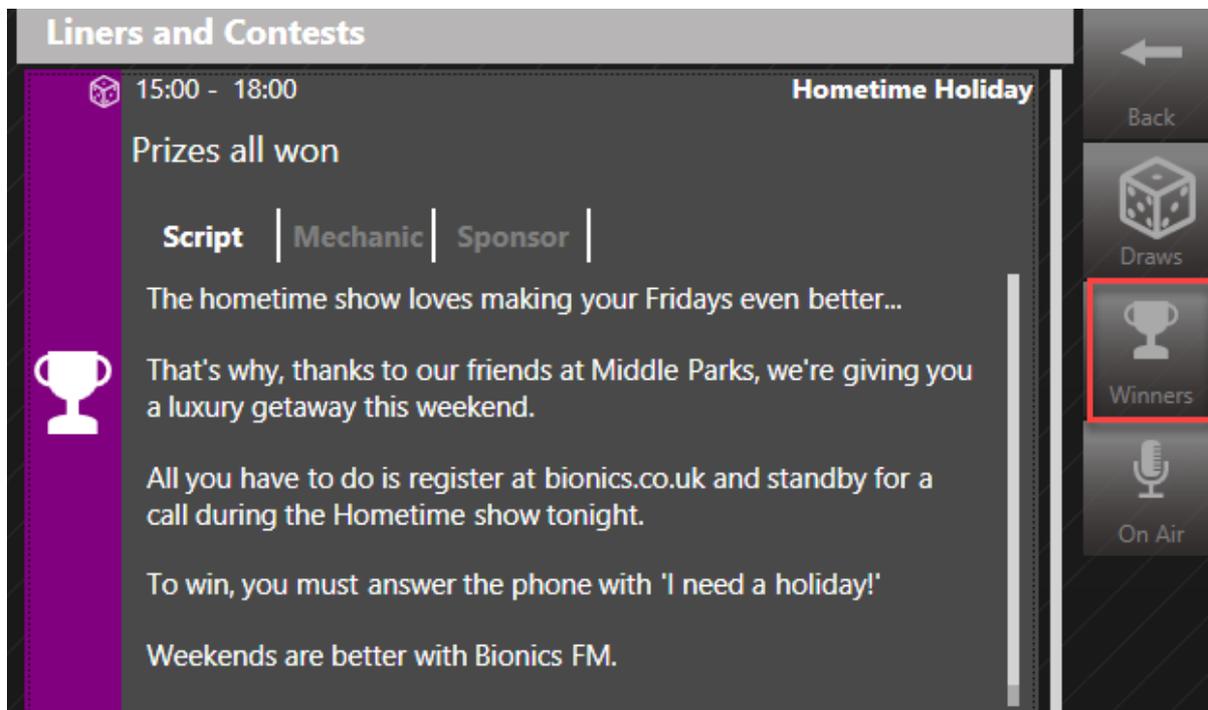
CALL LOG ENTRY

If you got back to the Contest/Liner tab, you'll also see that the Contest shows that the 'Prizes are all won'.

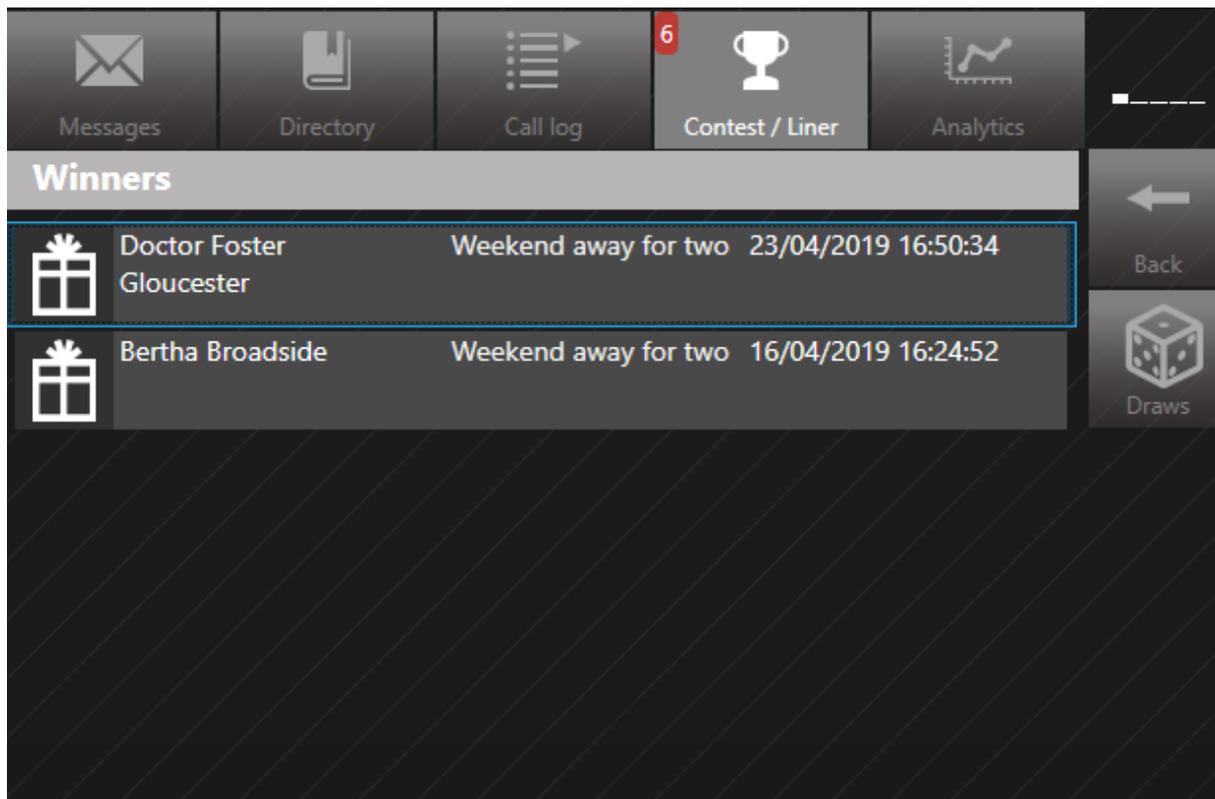


PRIZES ALL WON (FOR THIS SLOT)

The Winners tab also gives details of all the Contest Winners.



PRESS THE CONTEST AND THEN THE 'WINNERS' BUTTON



ALL OF THE WINNERS FOR THIS CONTEST CAN BE VIEWED, HERE

### Awarding an ad-hoc gift

Sometimes, you might want to award a listener an ad-hoc gift such as a mug, t-shirt or pen. These aren't Prizes that are linked to a scheduled Contest, but general stuff in your Prize cupboard that you are allowed to award as you see fit.

To do this, follow the steps in [Awarding a prize – scheduled Contest](#) above, until you get to matching the Prize to the Winner.

**Winner assignment**

**Winner Details**

Winner Name

Phone Number 1  Phone Number 2

Address  
123 High Road  
Cork

Postcode  Email

Notes  
Told a very funny story on air!

Entered by

**Competition**

Scheduled  **Ad Hoc**

Scheduled competition

**Current jackpot: £2,100.00**

Starting amount: **£1,000.00** Original funds available: **£20,000.00**  
Increment amount: **£100.00** Current funds available: **£20,000.00**

Scheduled	Rolling jackpot	Status
19:00 till 20:00 on the 15 Apr 2019	£1,000.00	Available
19:00 till 20:00 on the 16 Apr 2019	£1,100.00	Available
19:00 till 20:00 on the 17 Apr 2019	£1,200.00	Available
19:00 till 20:00 on the 18 Apr 2019	£1,300.00	Available
19:00 till 20:00 on the 19 Apr 2019	£1,400.00	Available
19:00 till 20:00 on the 20 Apr 2019	£1,500.00	Available
19:00 till 20:00 on the 21 Apr 2019	£1,600.00	Available

Cash prize   
Override   
Available funds

**WINNER ASSIGNMENT SCREEN – DEFAULTS TO SCHEDULED CONTEST PRIZES**

This time, instead of looking at the Scheduled tab, we are going to press the 'Ad Hoc' tab.



**AD HOC BUTTON**

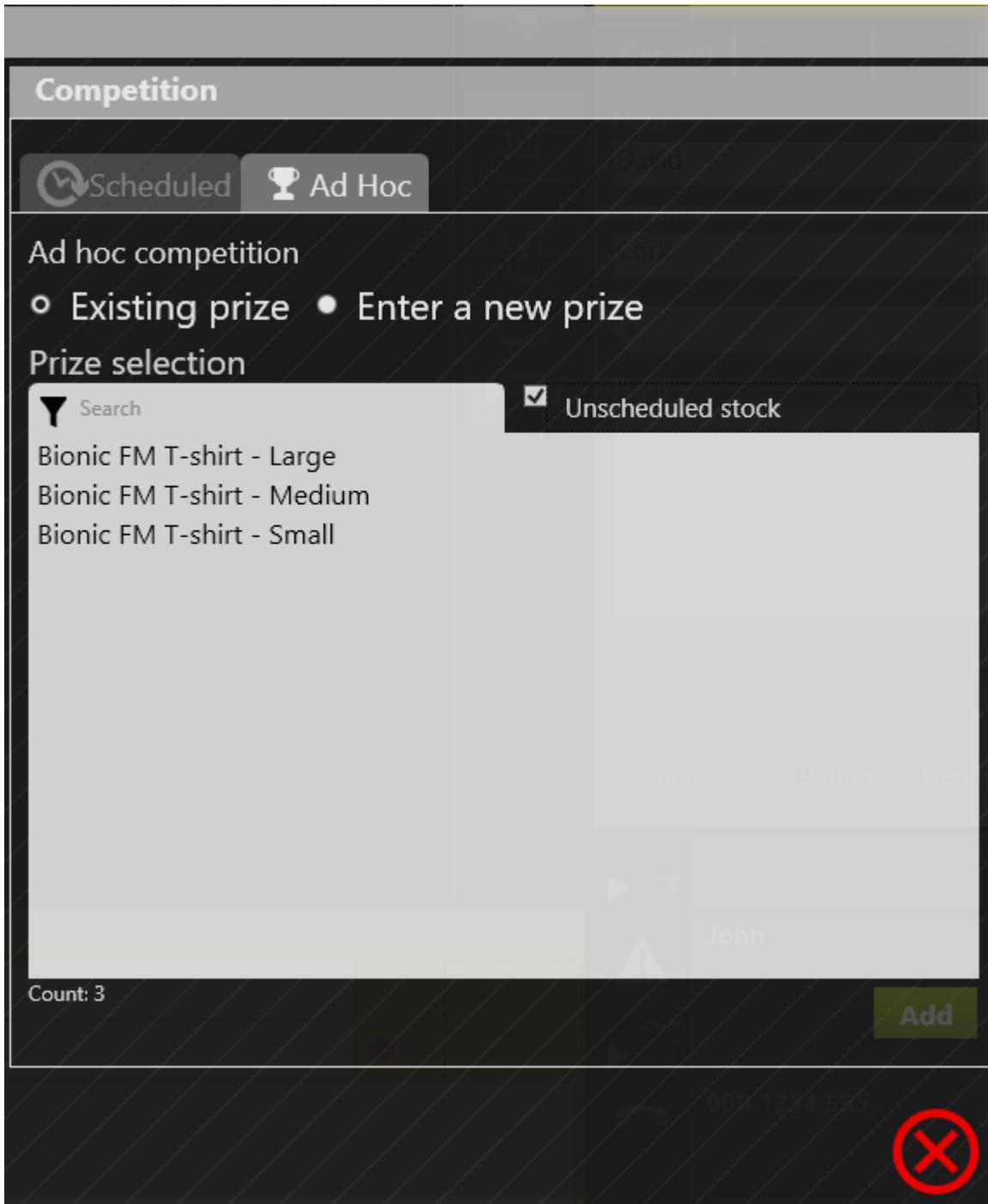
If no Ad Hoc Prizes are assigned, tick the 'Unscheduled stock' box.

**Winner assignment**

Winner Details	Competition
<p>Winner Name <input style="width: 80%;" type="text" value="David Smith"/></p> <p>Phone Number 1 <input style="width: 40%;" type="text" value="504"/> Phone Number 2 <input style="width: 40%;" type="text"/></p> <p>Address  <input style="width: 100%;" type="text" value="123 High Road&lt;br/&gt;Cork"/></p> <p>Postcode <input style="width: 20%;" type="text" value="12345"/> Email <input style="width: 60%;" type="text"/></p> <p>Notes  <input style="width: 100%;" type="text" value="Told a very funny story on air"/></p> <p>Entered by <input style="width: 60%;" type="text" value="acharles"/></p>	<div style="background-color: #444; color: white; padding: 5px; border: 1px solid #555;"> <p><input checked="" type="radio"/> Scheduled <input type="radio"/> Ad Hoc</p> <p>Ad hoc competition</p> <p><input type="radio"/> Existing prize <input checked="" type="radio"/> Enter a new prize</p> <p>Prize selection</p> <div style="background-color: #555; color: white; padding: 5px; border: 1px solid #666;"> <p><input type="text" value="Search"/> <input checked="" type="checkbox"/> <span style="border: 2px solid red; padding: 2px;">Unscheduled stock</span></p> </div> <p style="font-size: small;">Count: 0 <span style="float: right; background-color: #666; color: white; padding: 2px 5px;">Add</span></p> </div>

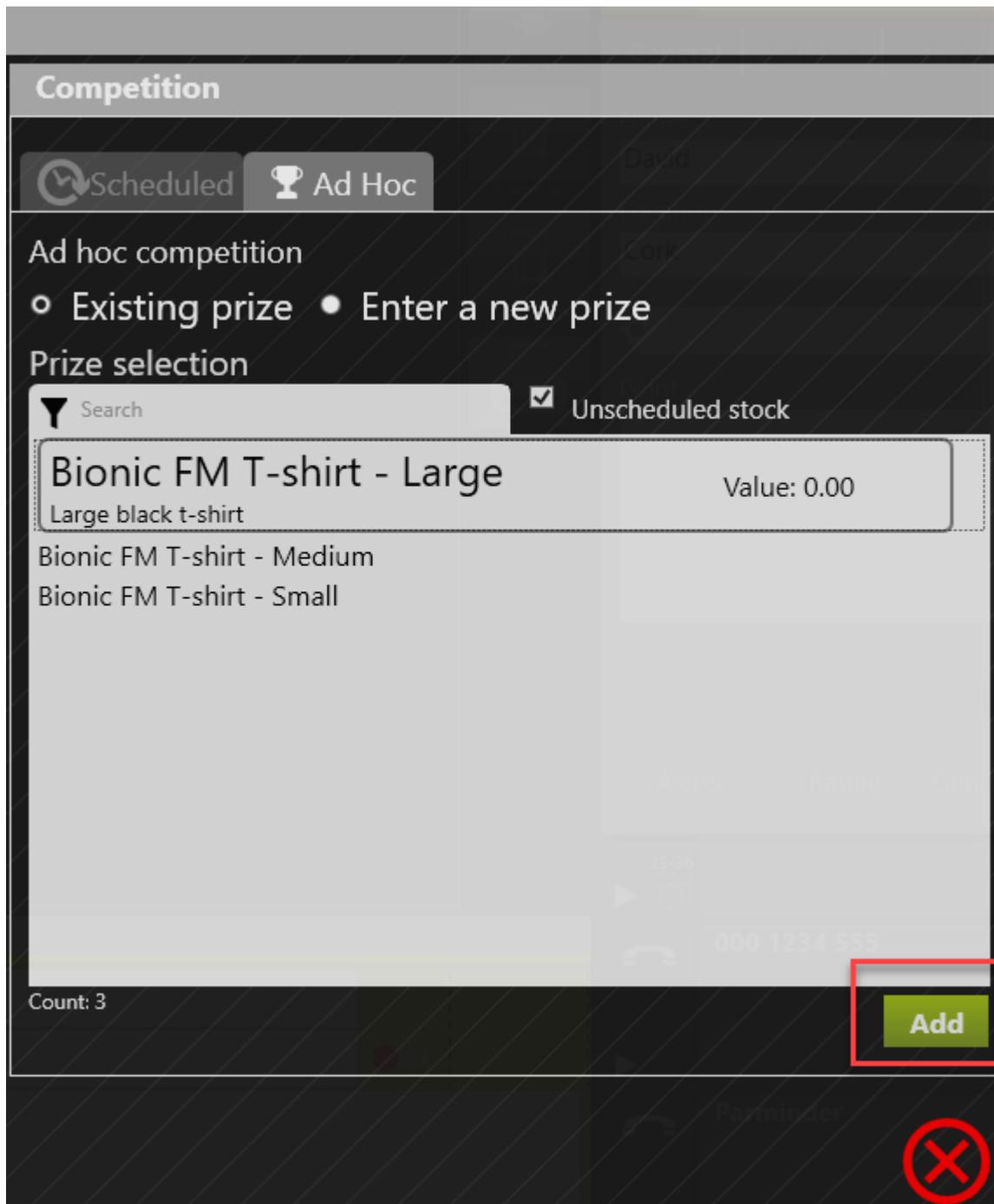
MAKE SURE THE UNSCHEDULED STOCK BOX IS CHECKED IF NO AD-HOC PRIZES ARE SHOWN

The available prizes will then be shown.



#### AVAILABLE PRIZE LIST

Select the option you want by pressing on it, and then pressing the green 'Add' button.



SELECTED PRIZE HIGHLIGHTED

The 'Prizes Won' tab will then appear, and display the Prize you have assigned.

PRIZES WON TAB UPDATES AUTOMATICALLY

Close the window by pressing the red 'X'.

## Checking a caller's details

You can use Bionic Contest to help you work out a caller's history and eligibility to enter a Contest.

**Tip!** Make sure you check the local laws and rules about whether it is permissible to exclude competition entrants depending on how many prizes they have won.

When someone is calling in, a Prize symbol may be displayed on the caller's line.

<b>6</b>	<b>David Smith</b>	
	<b>Cork</b>	
	Phone In	00:23
	Last call: 06-May-19	00:23
	Recent: 10	

RINGING LINE WITH PRIZE SYMBOL INDICATOR

Lines			
<b>1</b>	<b>Doctor Foster Gloucester</b>	 00:13 00:12	<b>7</b> XD
<b>2</b>	<b>Pete Bogg Dubai</b>	 00:27 00:27	<b>8</b> XD
<b>3</b>	<b>Parminder London</b>	00:22 00:22	 <b>skypetx@broadcastbionics.com</b>
<b>4</b>	<b>000 1234 555 Mobile</b>	00:12 00:12	 <b>skypetx@broadcastbionics.com</b>
<b>5</b>	<b>John Wellington</b>	 00:07 00:07	 <b>skypetx@broadcastbionics.com</b>
<b>6</b>			

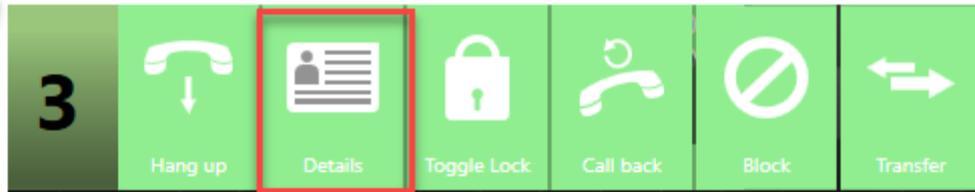
CALLER ON HOLD WITH PRIZE SYMBOL

<b>5</b>	<b>David Smith</b>	
	<b>Cork</b>	
		00:14
		00:15

CALLER ROUTED TO DEVICE WITH PRIZE SYMBOL

Clicking on the full Call Details allows you to see more information:

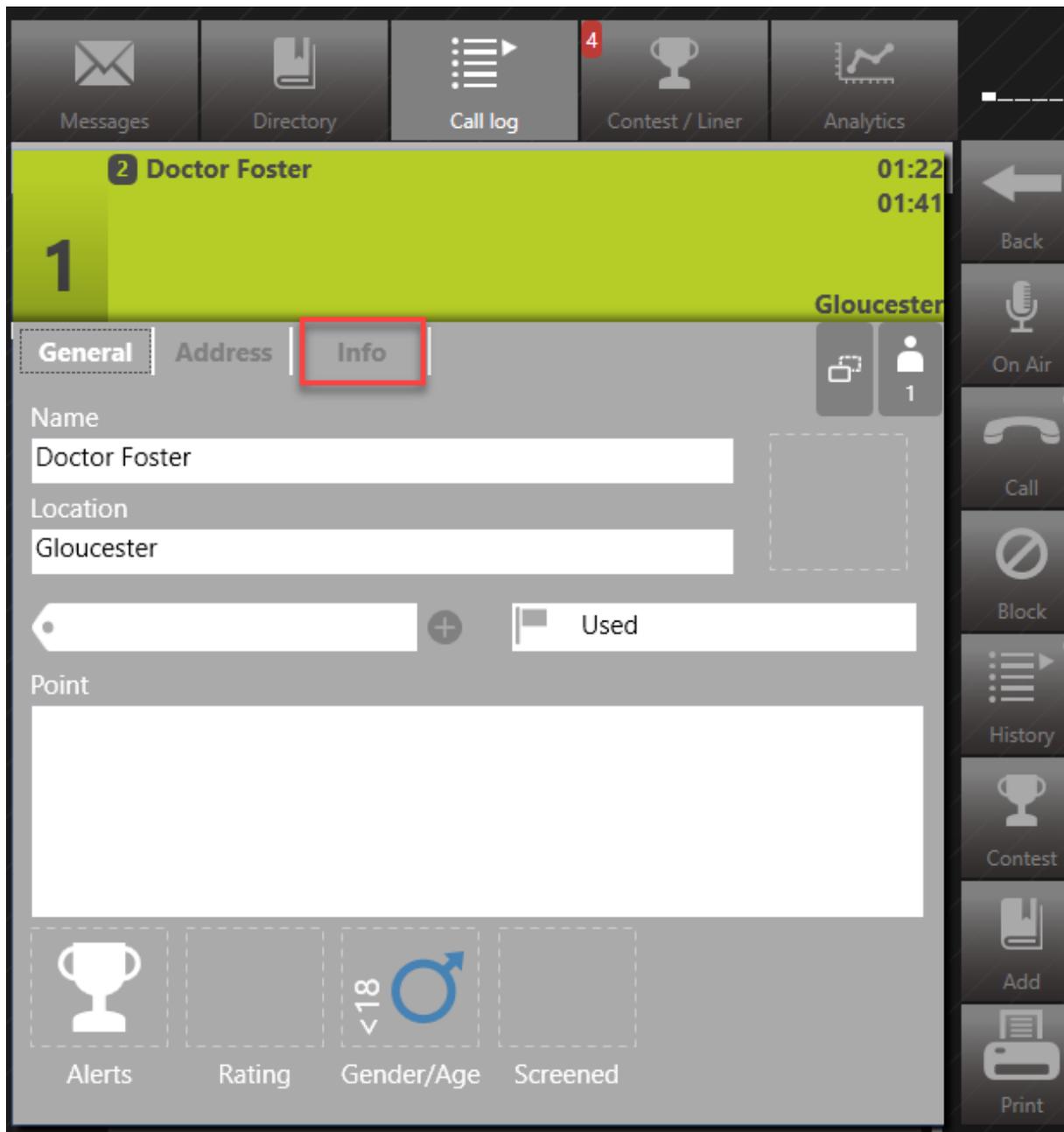
Press  
on the  
Magic  
Square



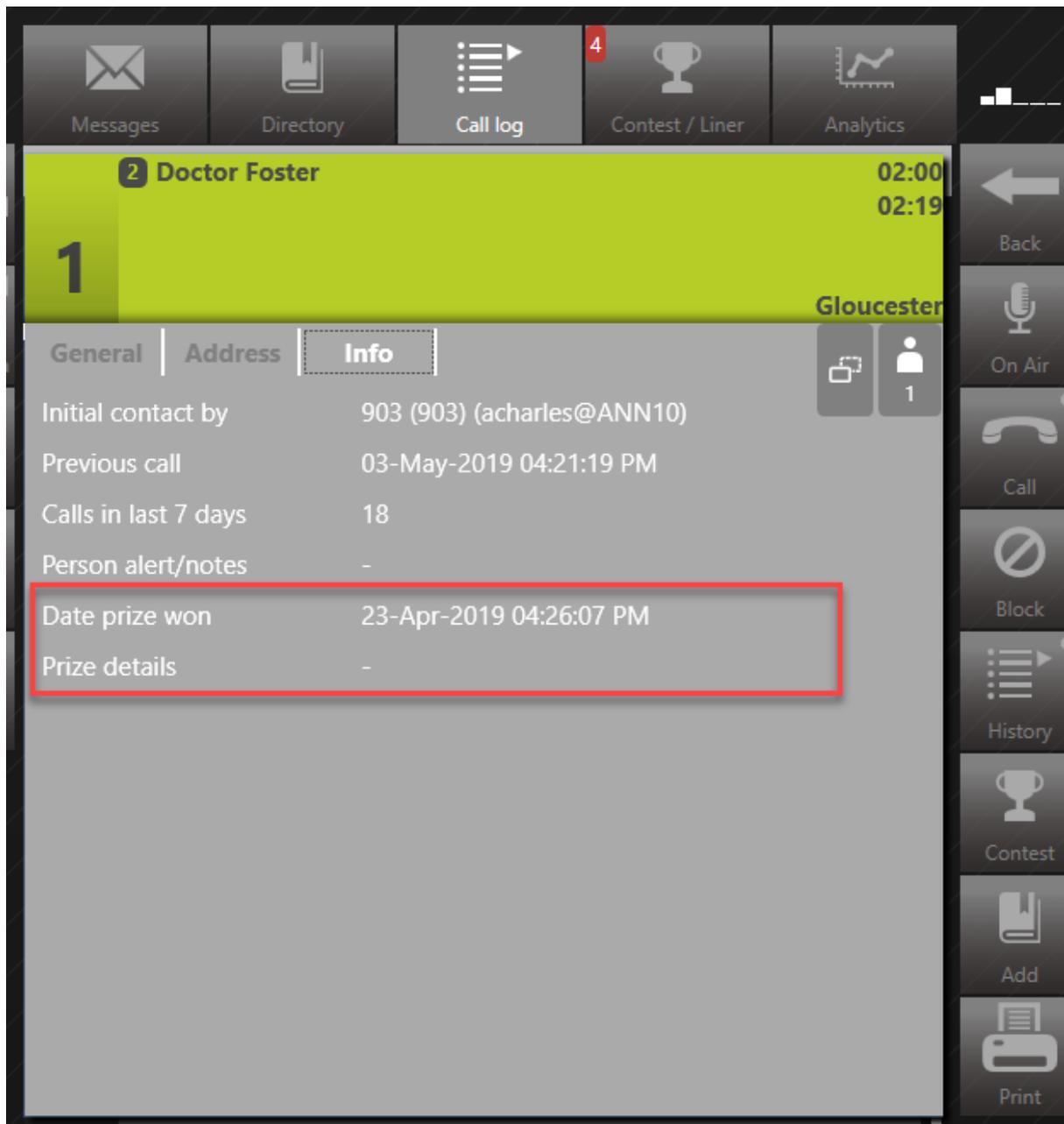
FULL CALL DETAILS BUTTON

There are a number of options for looking at the Caller's Prize history.

Pressing the 'Info' tab lets you see the last Prize which was won, and when it was awarded.

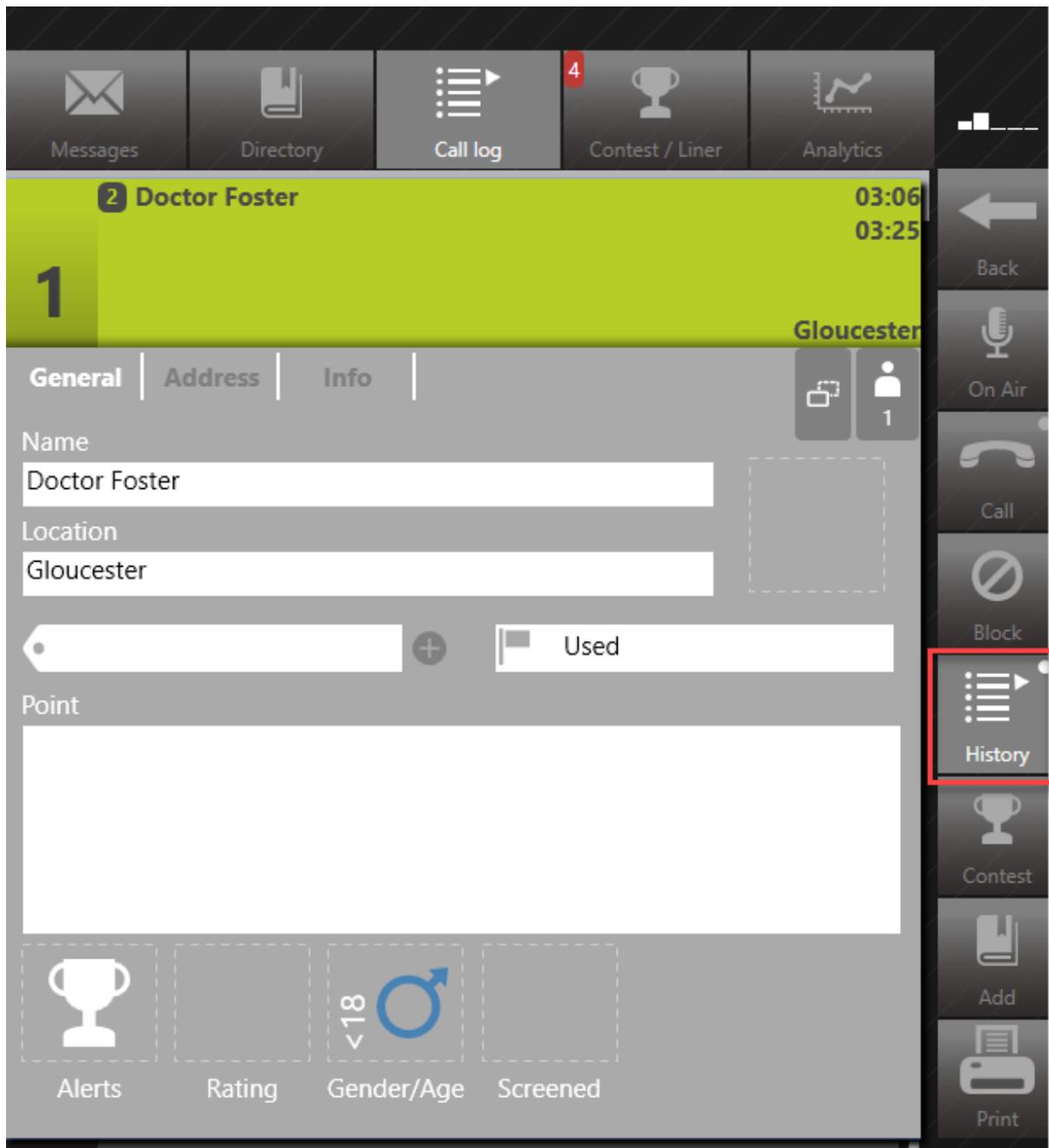


INFO TAB

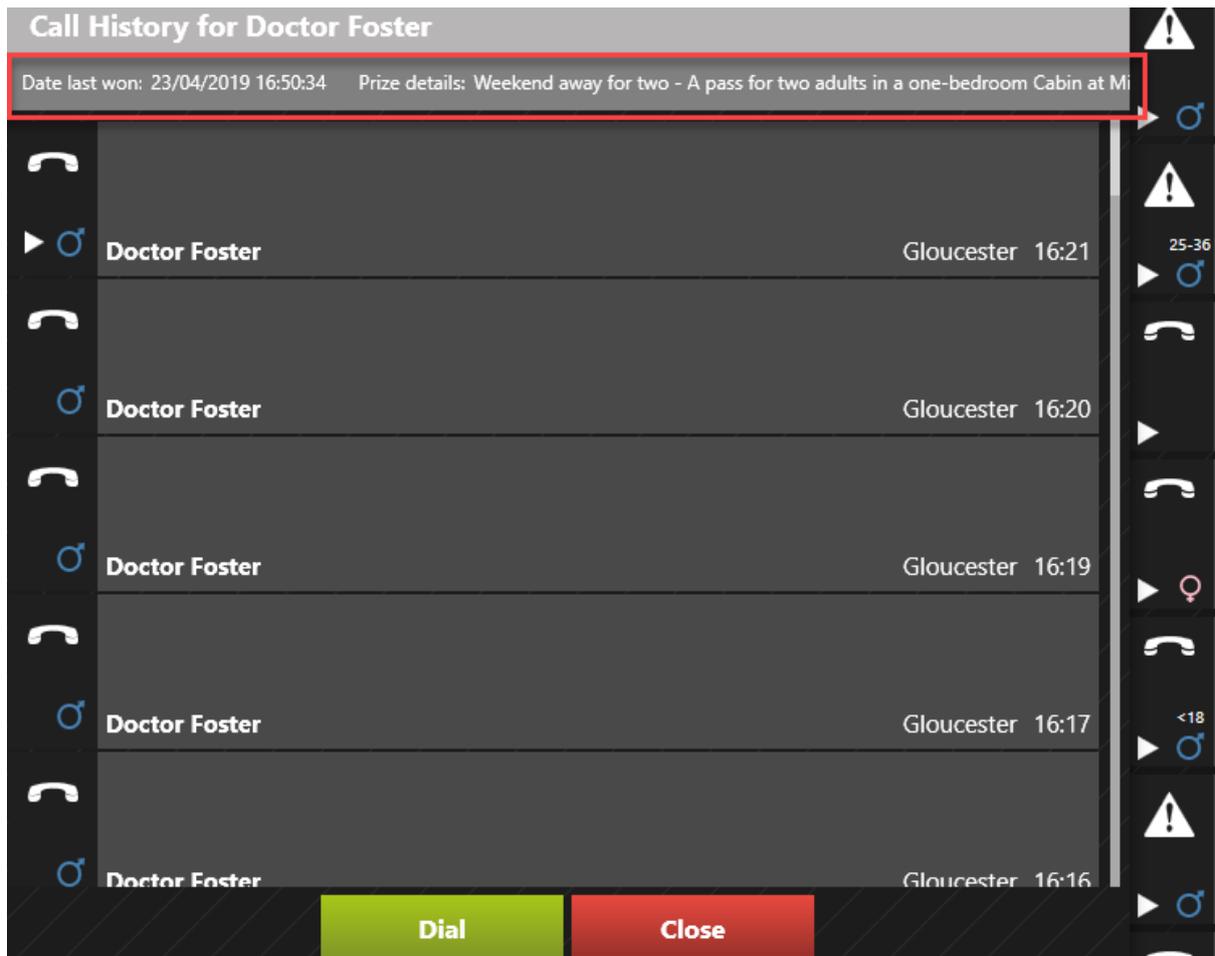


LAST PRIZE WON INFORMATION

Alternatively, the 'History' button also show the last Prize awarded.

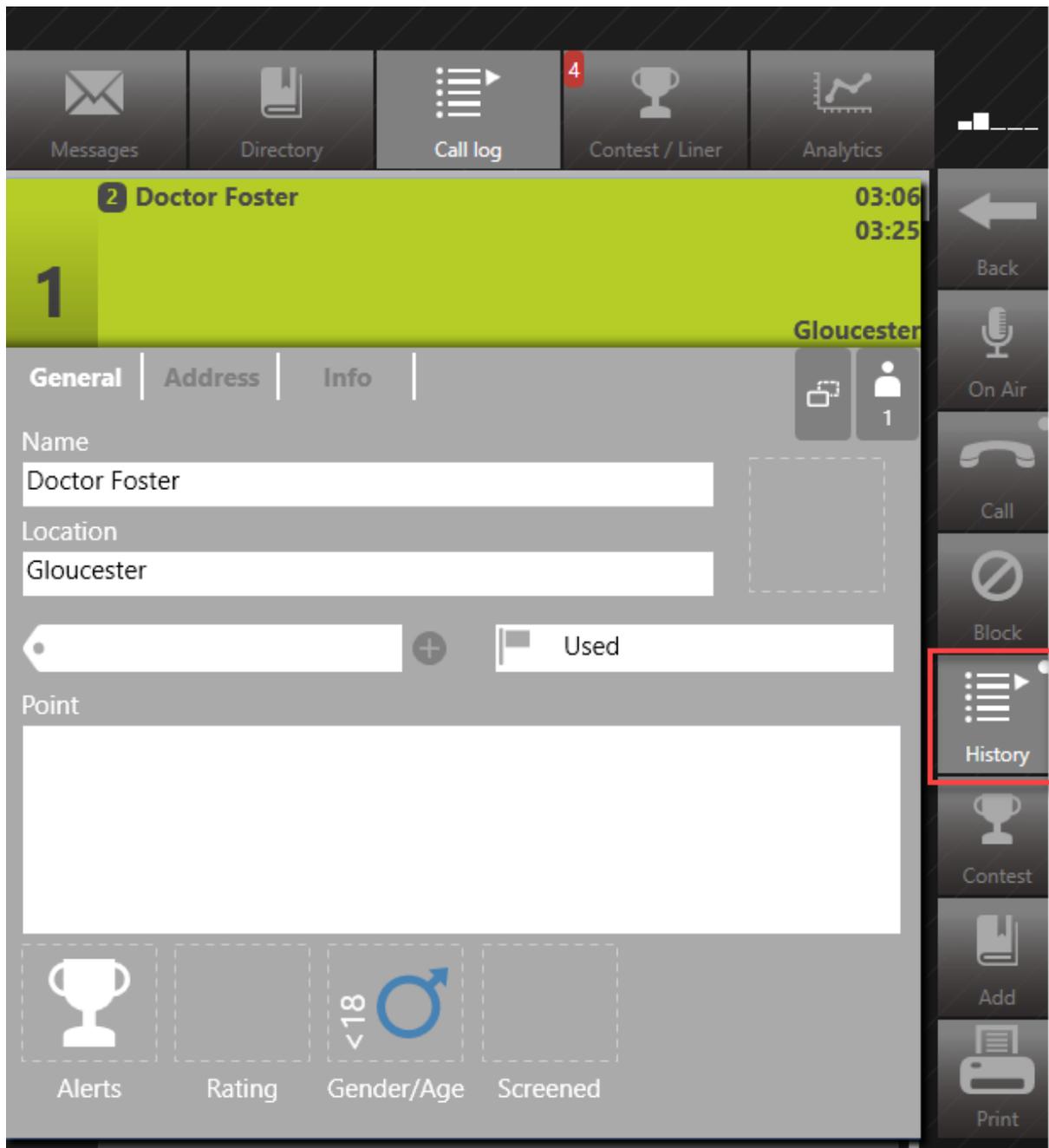


HISTORY BUTTON



CALLER HISTORY WITH PRIZE INFO HIGHLIGHTED

Pressing and long-holding the 'History' button will bring up details related to the phone number, as opposed to the caller (e.g. if it is a landline shared by more than one person in a household). This can be useful if you have a suspicion that a caller is giving you false information.



PRESS AND LONG-HOLD

**Call History for 502 / 07777777777**

 Date last won: 23/04/2019 16:50:34 Prize details: Weekend away for two - A pass for two adults in a one-bedroom Cabin at M

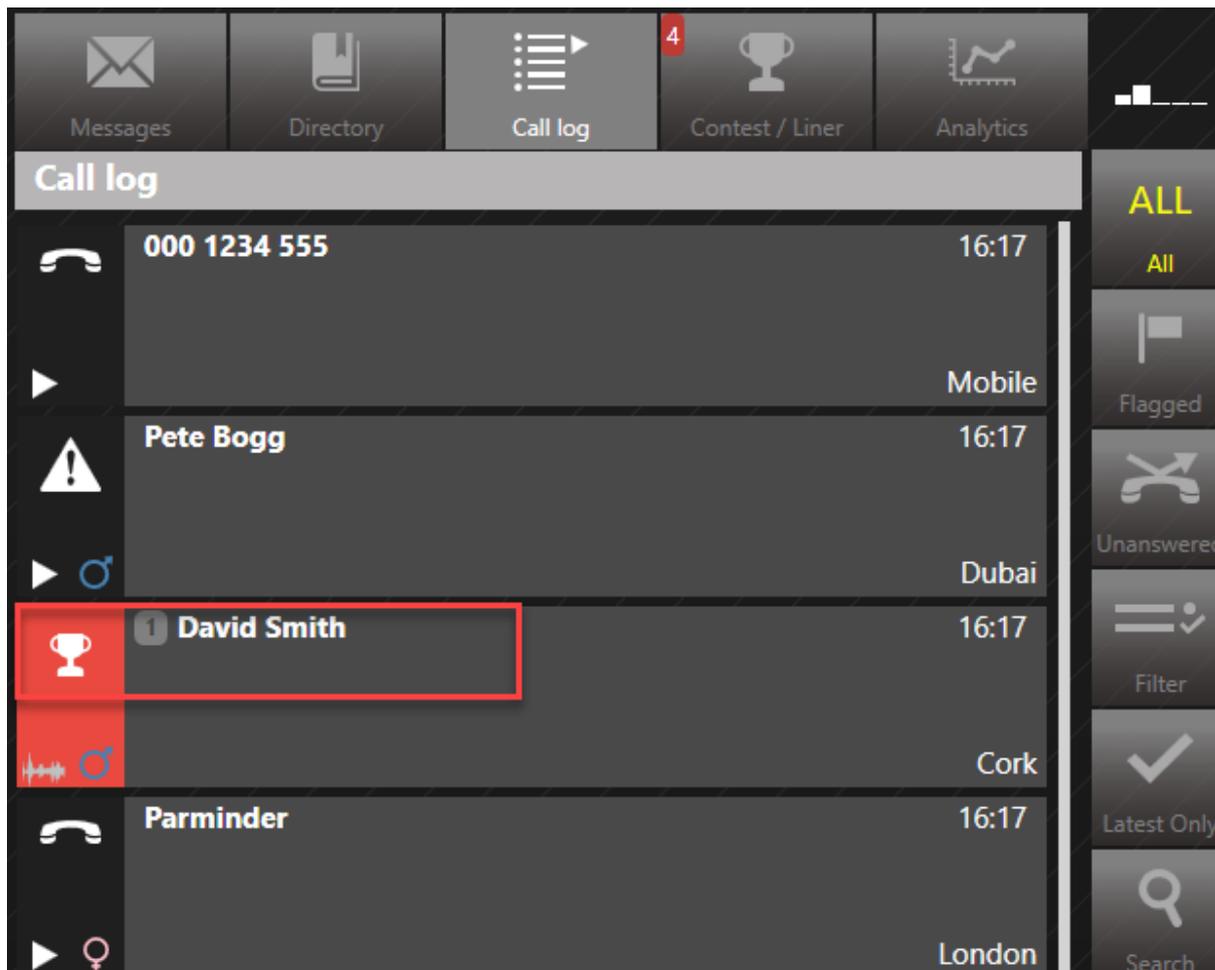
		Used
	<b>Doctor Foster</b>	Gloucester 16:22
	 <b>Doctor Foster</b>	Gloucester 16:21
	 <b>Doctor Foster</b>	Gloucester 16:20
	 <b>Doctor Foster</b>	Gloucester 16:19



**Dial** **Close**

PHONE NUMBER HISTORY NOW DISPLAYED

Another way to see Prize information is to look in the Call Log.



PRIZE SYMBOL SHOWING IN THE CALL LOG

If you need to check a Caller's full Prize history, you will need to access the Management module. You can find out more in [Checking a Winner's details](#) above.

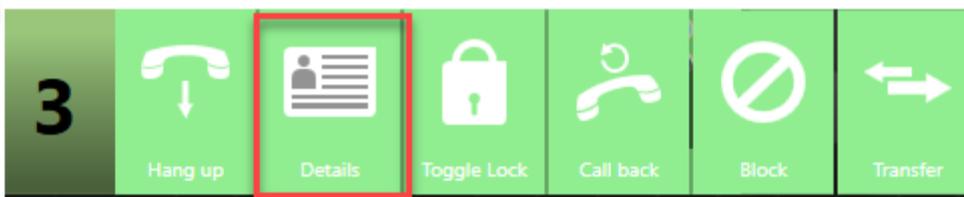
### Manually marking someone as a Prize Winner

To manually mark someone as having won a Prize so that the information shows when they next call in, simply adjust the 'Alerts' box.

**Tip!** This will not update any information in the administration system, so make sure you record the prize correctly following [Awarding a prize – scheduled Contest](#) above.

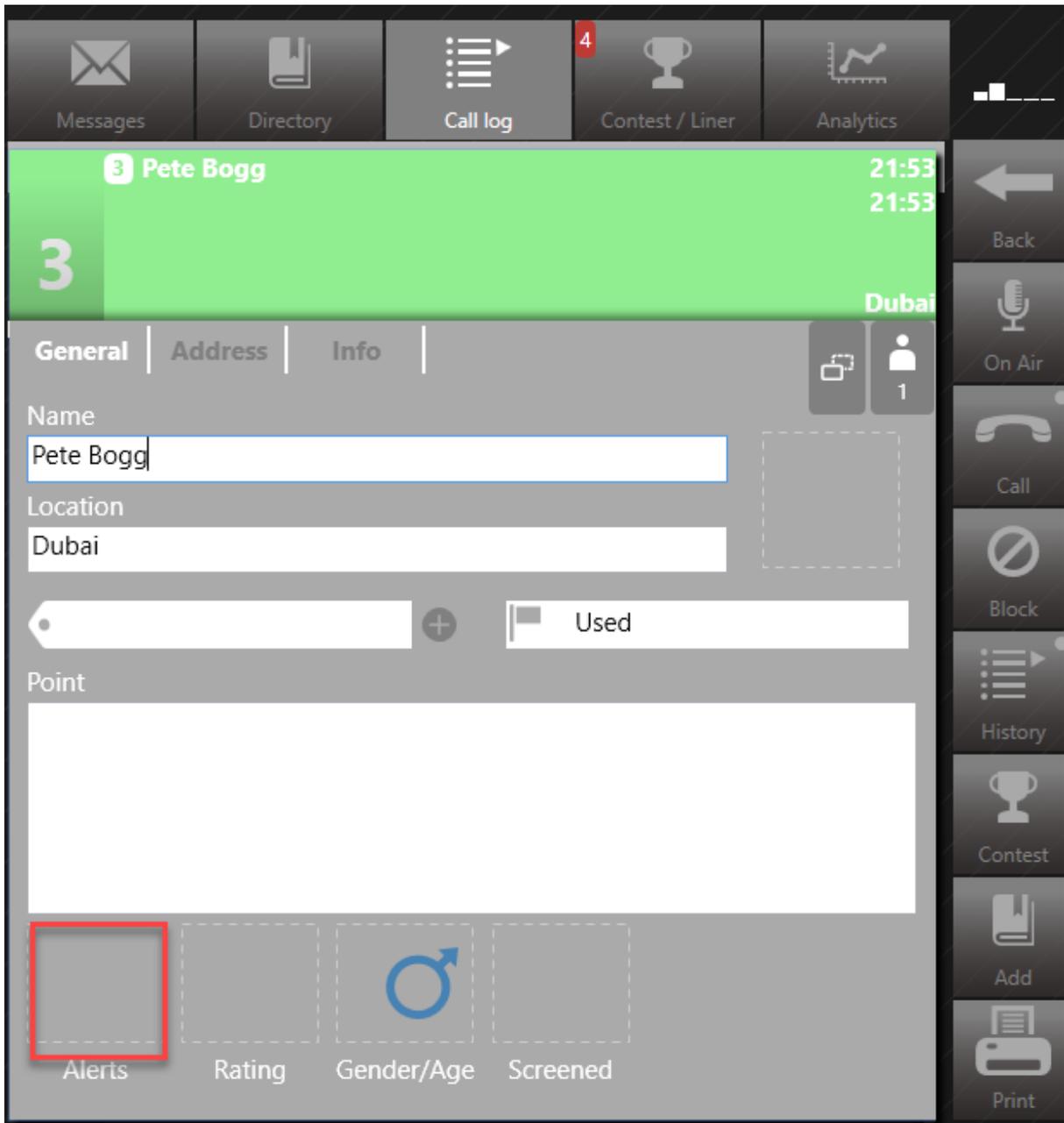
Bring up the full Call Details.

Press  
on the  
Magic  
Square



SELECT FULL CALL DETAILS

Press the 'Alerts' box.



ALERTS BOX

Press the Prize symbol.



Notes



PRIZE SYMBOL

Press the green 'tick'.

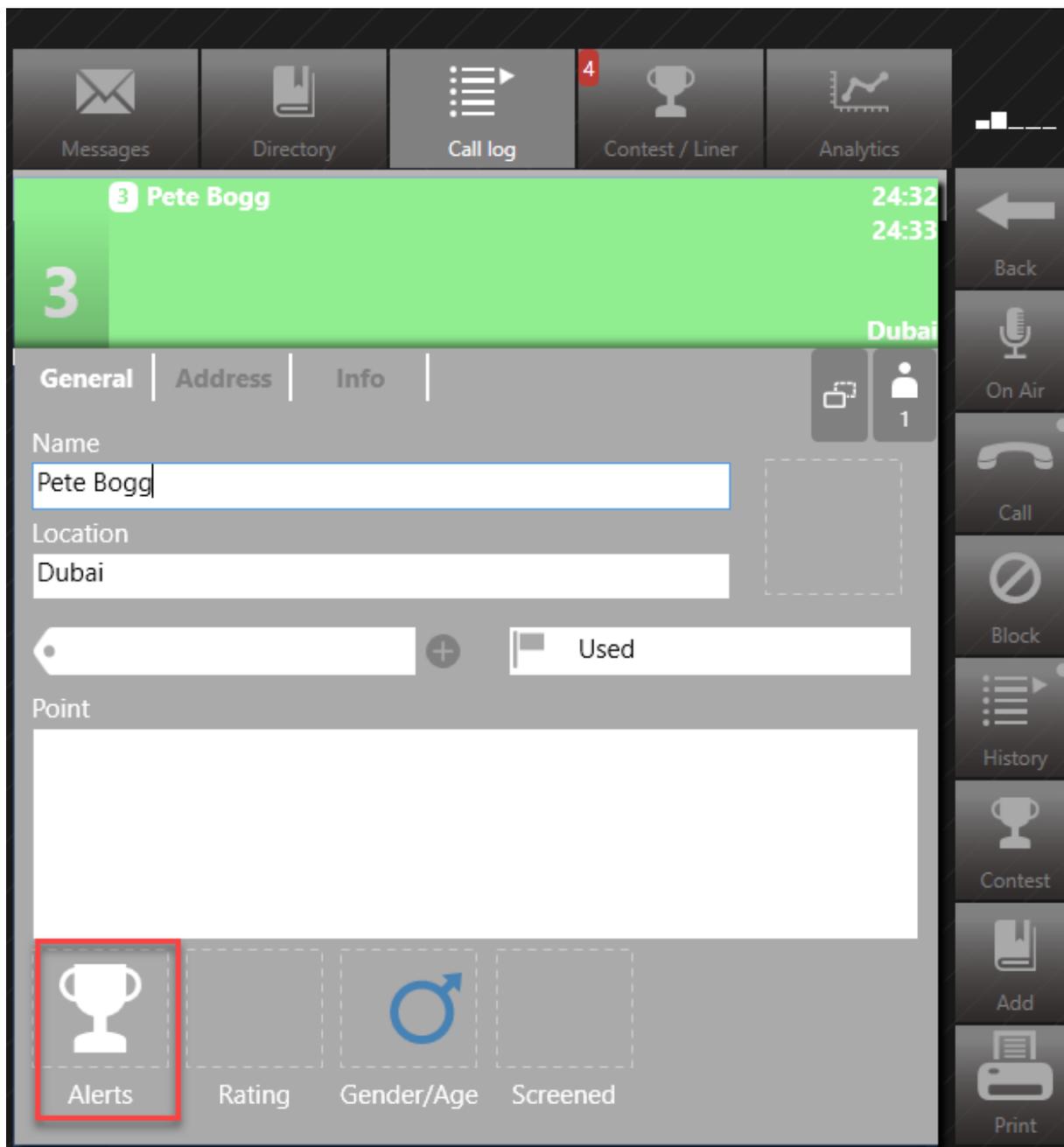


Notes



SELECT GREEN TICK

The Prize symbol will now be saved against that Caller's record.



PRIZE SYMBOL ASSIGNED

The Prize symbol will now show when the Caller phones in.



PRIZE SYMBOL ON RINGING LINE



PRIZE SYMBOL

**Tip!** In some stations, the Prize symbol is automatically applied if certain conditions are met (e.g. won x prizes in y days). Adding the symbol manually will override the automatic settings. See [Automatic alerts for regular Prize winners](#) below.

## Creating a Contest during the show

Sometimes, you may need to create a Contest or award a Prize during a show. For example – a pop star unexpectedly announces they have a backstage pass for this evening's concert, and they'd like to give it away to your listeners right now, or an author is so impressed by a caller's story that they offer them a signed copy of their latest book on the spot. The Prize isn't in the official Prize stock list, the Contest isn't scheduled... but a record still needs to be kept.

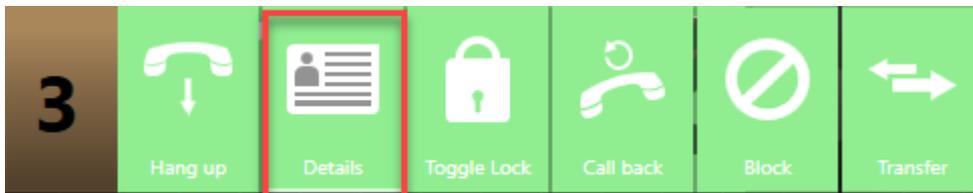
**Tip!** Make sure you follow the local laws and rules for unscheduled Contests – your station's policy might not allow competitions that aren't agreed by management.

**Tip!** If you need to organise a Contest with a Draw or any complex entry requirements, it is better to ask your station's promos team to set it up following [Creating a Contest](#) on the Management module above.

To assign a Prize which is not listed on your station's system, first find the call record of the Winner, either by selecting their record in the Call Log, or by pressing the full Call Details button on the Line slider if you are still speaking on the phone.



PRESS THE LINE NUMBER TO ACCESS THE MAGIC SLIDER



SELECT 'DETAILS'

Messages   Directory   **Call log**   4 Contest / Liner   Analytics

### Call log

	<b>Parminder</b>	16:49
		London
	<b>John</b>	16:49
		Wellington
	<b>Doctor Foster</b>	16:49
		Gloucester
	<b>000 1234 555</b>	16:48
		Mobile
	<b>Pete Bogg</b>	16:48
		Dubai
	<b>David Smith</b>	16:48
		Cork
	<b>Parminder</b>	16:48
		London

ALL  
All  
Flagged  
Unanswered  
Filter  
Latest Only  
Search  
Preview  
Questions  
Tags  
New

CALL LOG

Messages | Directory | Call log | Contest / Liner | Analytics

**Call log**

- John** 16:50  
25-36  
 Wellington
- Pete Bogg** 16:50  
 Dubai
- David Smith** 16:50  
 Cork
- Pete Bogg** 16:48  
 Dubai

**General** | Address | Info

Name  
Pete Bogg

Location  
Dubai

Point

Alerts   Rating   Gender/Age

Back | On Air | Call | Block | History | Contest | Add | Print

CLICK ON THE CALLER'S NAME TO ACCESS THEIR FULL CALL DETAILS

Once you have the full Call Details open, press the 'Contest' button.

Messages | Directory | Call log | **Contest / Liner** (4) | Analytics

### Call log

	<b>John</b>	16:50
	25-36	Wellington
	<b>Pete Bogg</b>	16:50
		Dubai
	<b>David Smith</b>	16:50
		Cork
	<b>Pete Bogg</b>	16:48
		Dubai

Back | On Air | Call | Block | History | **Contest** | Add | Print

**General** | Address | Info

Name:

Location:

Point:

Alerts  Rating  Gender/Age

PRESS 'CONTEST'

Fill in the address and contact details, and then select the button next to 'Enter a new prize'.

The screenshot shows a contest entry form with two main sections: 'Winner Details' and 'Competition'. The 'Winner Details' section includes fields for Winner Name (Pete Bogg), Phone Number 1 (505), Phone Number 2 (7234), Address (123 The Street, Big Town), Postcode (W1A 1AA), Email (petebogg1978@madeup.com), and Notes. The 'Competition' section has tabs for 'Scheduled' and 'Ad Hoc', with 'Ad Hoc' selected. Under 'Ad hoc competition', there are radio buttons for 'Existing prize' and 'Enter a new prize', with the latter highlighted by a red box. Below this is a 'Prize selection' area with a search bar and a list of items, including 'Pete Bogg' and 'Dubai'. An 'Add' button is visible at the bottom right of the prize selection area. A red 'X' icon is located in the bottom right corner of the form.

SELECT 'ENTER A NEW PRIZE'

Fill in the Prize details (and shipping date if relevant), and then press 'Create'.

Competition 000 1234 555

Scheduled  Ad Hoc

Ad hoc competition

Existing prize  Enter a new prize

Prize name Tickets for The Fleas

Description 2 x tickets for The Fleas gig on Friday 13th at City Arena

Value 100.00  Ship by 08-05-2019

Supplier The Fleas

**Create**



#### CREATING A PRIZE RECORD

The Prize will then be assigned to the Winner. Close the window by pressing the red 'X'.

**Tip!** It's worth letting the Promos team (or whoever has to dispatch the prize) know as soon as possible that you have added an extra Prize to the system.

### Automatic alerts for regular Prize winners

It is possible to set an automatic 'Prize Winner' symbol on the phone-in line if someone has won a Prize:

- Within x days
- Above y value
- Above z quantity

It is also possible to remove the automatic warning after

- After xx days

The warning symbol appears on the Phone Line like this:



**This caller has a Prize alert**

PRIZE ALERT ON PHONE-IN LINE

**Tip!** Any manual alerts set will override the automatic Prize symbol. See [Manually marking someone as a Prize Winner](#) above.

The Alert does not stop a Prize from being awarded; it merely warns the production team that a Winner might not be eligible.

The values set will depend on your station's standard Contest Terms & Conditions (usually outlined on your website).

The settings cannot be done within the Management or Studio modules. They are part of the system's webmanger / database settings. Contact your [Support](#) team for help managing this.

<b>MAX PRIZE WINS BEFORE ALERT</b>	1
<b>MAX PRIZE WINS ALERT WINDOW (DAYS)</b>	3
<b>MAX PRIZE VALUE BEFORE ALERT</b>	100.00
<b>MAX PRIZE VALUE ALERT WINDOW (DAYS)</b>	60

EXAMPLE OF WEBMANAGER / DATABASE SETTINGS FOR AUTOMATIC PRIZE ALERTS

## Common Problems

### I can't see my Prizes, Contests or Liners

- Check that you have clicked the 'Contest/Liner' tab in Bionic Studio
- Check that the relevant Prize/Contest/Liner has been scheduled in the 'Schedules' tab of the Management module
- Check that the Contest/Liner Start and End date are correct in the Management module
- Ensure that you are looking at the correct day in Bionic Studio by adjusting the 'Offset date' calendar icon.

### I don't have the same options on the Management module that are shown in the manual

The Management module is based on the User Permissions you have been assigned. Different users are able to do different things – e.g., setting up whole Contests and assigning prize funds, through to only being able to dispatch prizes, or merely view the system settings. Check with your system administrator if you don't think you have the permissions you need.

You can find out more in ['Setting up new users on the system'](#).

### The winner has been assigned the wrong prize or too many prizes

Please see [Unassigning a prize](#) above.

## Glossary

**Alert** - Warning symbol on phone-in line. May be manually or automatically assigned.

**Call Log** – Tab which has a record of all the phone calls made in and out of the radio studio.

**Caller** – Anyone who phones in to the station using PhoneBOX 4 / Bionic Talkshow.

**Contest** – A competition which at least one, but possibly multiple prizes. It can run as a one-off or over a period of time. E.g. win concert tickets to Amazing Band's gig; win a weekend away for two in New York; win \$1 million...

**Draw** – a method of selecting a winner or competition entrant at random. This can either be set using a keyword, or require the correct answer to a question before the entrant is put into a random draw to select who is either winning the prize or is through to the next round of the competition (e.g. playing in an on-air quiz).

**Liner** – a piece of promotional copy which advertises the competition, designed so that presenters can read it on-air. The Liner will usually mention the relevant sponsor, as well as details on where to find the full terms and conditions and competition entry rules.

**Prize** – Any physical or cash prize. This may be part of a Contest (e.g. \$1 million; concert tickets) or it could be an 'ad-hoc' or 'prize cupboard' prize that can be given at any time (e.g. a station t-shirt, or a CD).

**Prize Manager 2.0** – The old name for Bionic Contest.

**Qualifiers/Qualified** - A holding list as a way of sorting entrants before selecting the final Winner.

**Unscheduled Liner** – a Liner that appears in grey in the studio module as it hasn't been officially assigned as a 'must read' for that programme / show slot.

**Winner** – Anyone who has won a Prize. Limits can be set on how many Prizes a Winner can receive in a certain time period, dependent on station policy.

## Further help and information

If you need more information about Bionic Contest, please contact your station technical support team in the first instance.

You can find a range of training videos at the Broadcast Bionics website:  
bionics.co.uk

If you are the support department and you need more guidance, please either contact your Bionic Contest dealer, or contact the Broadcast Bionics support team:

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