



August 19, 2009

The following is the procedure to use to register for the WHO Radio weather related announcements service. We, like many other media outlets, are going to a self managed web-based system that will allow you to go to a website and input status, date, days to run and additional text that will then be displayed on WHO, KXNO, KKDM-FM, KPTL-FM, and KDRB-FM websites, and available for on-air dissemination on WHO.

As we tested the new system, we found the administrator section to be self-explanatory and relatively painless. Here are the basic steps:

1. Go to whoradio.com and click "Closings" on the horizontal navigation menu at the top of the page;
2. Click on the sign up link in the search box to the left.
3. Fill in the registration information and then click submit. (Your account will be reviewed and quickly approved by WHO staff.)
4. Once signed-in, you're presented with options to: Update Closings List; Update Profile and Logout. Click "Update Closings List", then "New Closing" to begin a new status messages for each of your facilities.
5. As activity status changes during the day, return to whoradio.com's Closings section, logon with the username and password you selected and you will again be presented options to Update Closings List; Update Profile or Logout. Click "Update Closings List" then "Modify" adjacent to the record you want to change, updating any affected field pertaining to new class or activity status.

If you have any questions about this procedure or would recommend improvements, please do not hesitate to contact me. I believe this will streamline the way in which weather related announcements are handled for our cluster of radio stations. It will make it easier for you to get your information out and easier for us by not having to answer 200-phone calls in a short span of time during inclement weather.

Thank you for continuing to use WHO Radio and its sister stations as a vehicle to get information those interested in your events about changes in your daily schedule.

JIM BOYD
News Director
2141 Grand Avenue • Des Moines, Iowa 50312
(515) 245-8887 Fax (515) 245-8904