



TRAINING UPDATE OCTOBER 2019

The Tank FM training sub-committee can now be reached at our new email address for any enquiries at training@tankfm.org

A lot is changing around the station and I will give you an update on what is changing for your interest and information.

1. THE FAX MACHINE

The fax machine component of the Tank FM printer which we have relied on for many years to update us with weather and warning information and so forth will be ceasing to serve us in coming days, around the end of the month of July, 2020. The printer will still of course be a printer for Tank FM.

2. FINDING YOUR INFORMATION FOR YOUR SHOW

There will be a reliance on your information being sought from the weather pages online on the computer desk. (Don't forget to click on the refresh button. Ask if you don't know where this is.)

3. STUDIO COMPUTER FUNCTIONS

When you arrive to do your show, the web browser "e" should already be engaged and open ready for you to use.

If you are the first presenter for the day you will need to open the web browser "e" (as you follow your normal procedures).

The presenter's desk computer has the web browser "e" (the click on being) at both the bottom and left- hand side of the right computer console. It has been updated with more functions.

They now include three weather pages that you are familiar with for Kempsey via Weatherzone, Regional Forecast and Macquarie Coastal Waters information from BOM as well as some new functions.

Regarding the weather first, now without the fax, you may well ask, how do you now access weather warning information? On the Macquarie Coastal Waters page, is a large yellow rectangular box which you can click for weather coastal warnings. You can gauge whether to do this or not judging by the coastal weather information. If things look pretty calm and ordinary, I wouldn't worry. If however you see 5 metre swells and gale warnings, I'd take a look.

****An extra few items have been added to the web browser, namely 'fires near me', 'live traffic' and 'Tank FM/ quick links'.**

If you accidentally close any of these web pages which are highlighted across the top of your right console, close the entire page by clicking onto the close box [X] in the top right- hand corner of your screen thereby closing all pages on your right console ONLY, and click on the web browser "e" and all pages will automatically reload as indicated at the top of the screen.

This automatic reload function should make your access quite easy.

While any of this is being done, the left console containing your sponsorship run-sheets, music, promos etc. will remain open. DO NOT attempt to close this page during your show.

4. USING THE NEW FEATURES

Using the new features on your right console, 'fires near me', 'live traffic', and 'Tank FM webpage/quick links'.

Fires Near Me. This may require some individual support. If so, contact the training committee. It is easy to use and there is a summary on the left side of the page, event by event, with emergency, followed by watch and act, always at the top of the page listings, and a map on the right for the state/country. Click on the + sign to zoom into our area on the map. You can zoom in + and zoom out – and move around the map using your mouse. Click on the individual fire events for information. Note that red is 'emergency', yellow 'watch and act' and blue represents fires 'being controlled' or 'under control'. Some fires have additional click on information pages such as in an emergency.

Your new responsibility is to keep an eye on this page during your shift. If you are aware there is little or no fire activity in our area, there is virtually nothing to do. Likewise, if due to disability, you feel you cannot handle dealing with this or other such new items, that is also completely fine. We act, within Tank FM, to support other agencies in providing this information, but we are not compelled to provide it. I have had some extremely positive feedback since I started providing the extra information. Extremely positive. So just do your best with all these new applications. Practise, as you feel comfortable looking at all the new information that is available, at your own discretion and comfort level. Remember also in emergency events, the more skilled we are at relaying vital information, the better we look after our community in such events and I know that is your aim.

Live Traffic. This is fairly easy to use and just requires a click onto the local events. Recently I have clicked onto road closures due to fires in our general region and also to road closures for the Grafton Festival. There is a list of screen icons explaining whether it is roadworks, a road accident closure or a closure due to bushfires and so forth. Keep it regional unless it is a huge interest event or affecting our roads as a consequence, for instance.

Tank FM/Quick Links. Best to click on the MAIN quick link option and again you will see fires near me, live traffic, ABC news, Argus news, newsfeeds, floods, SES etc. (You can get a different result for some applications such as fires near me, depending on where you click, so practise). In flood events, they would probably be added to your auto link (described above), as per other functions.

Have a look at these functions at home if they are not familiar to you. It can also allow you to practise using 'fires near me' etc. via your access to our Tank FM website there. And of course you can practise via the 'rfs/fires near me'. Also google 'live traffic' and so forth to practise at home.

Other than home practice with these website links, when in the studio doing your show, use the option explained above for your fires and traffic updates, as part of the auto "e" upload system described, available and already loaded on your studio computer console. It is an easier access for all to understand at this learning phase.

However, the Tank FM/quick links is an easy way to access news items when you find your way around these new features. Note it is important to check the date of the story or headline and also quote your source such as ABC news or Argus news. Some stories are out of date. Keep it fresh.

Also new for next year, will be the use of both studios with presenters going backwards and forwards from one programme to another or the second studio being used for training and recording. Likewise, in emergency events, two studios could be used in unison. Studio television installation in both studios will soon be completed, giving presenters a visual feed on what is making news, as it happens. A television is already installed in studio 2. Some tech work therefore needs to be done in studio 1 before everything is finished.

5. RECORDING YOUR PROGRAMME WITH EASE

If you have computer devices that work with USBs there is a new presenter service available for recording your programmes.

Turn on/wake up the out of studio computer in the room outside studio 2.

Enter the presenter password (again ask if you do not know what that is).

Follow the pathway –Folders > Capture > Scroll to date, time of show.

Copy and paste to your USB which will open when it is loaded.

Note: Make sure you select the correct time of show and not the time of capture or uploading.

Also note: The MP format which you are after, takes a few minutes to upload. As a result, the last two shows may be out of sequence temporarily.

NEVER DELETE THESE FILES OFF THE COMPUTER. They are an important Tank FM legal record of what goes to air.

6. WHAT'S COMING UP

a. Tank FM Christmas get together for presenters, members and family members. Details in the studio. RSVP soon.

b. Tank FM will be doing an O/B for the December Riverside Markets, Sat Dec 7th and interviewees are required for various locations. Watch the studio for

details over coming weeks or let someone know you wish to be involved on the day.

c. Seniors Festival 2020. While Tank FM hasn't organised an event for the Expo opening day, on Tuesday February 11th 2020, if you would like to be an on the ground reporter and phone in some interviews, go for it and contact myself or Richard. Thank you to Tuesday presenters. It shouldn't impact too much.

We are having a Tank FM Open Day during the Festival programmed for Saturday February 15th between 10am and 5pm. The invitation is for Seniors to register for the Open Day and come and see how a radio station works, try their hand at helping a show go live to air and basically have a fun experience. There will also be a BBQ operating on the day. The event will affect three programmes - Mike Daley, myself and Matty Delaforce - and I am sure both Mike and Mat will be very happy to oblige with chatting to visitors. I will be on hand to assist if required. We will also have the second studio available for a demonstration of studio workings while they are busy doing their programmes. Thank you to Mike and Matty who I will speak to shortly and further explain.

As the day will include a BBQ, I ask that the BBQ experts also help out on the day with their famous sausage sizzle and cold drinks. The day is for us to show and shine as we welcome community members as part of the Senior Festival Programme Events. We may need donations of sausages and drinks as this is a host event or please ask at the office re financing if you can help out.

d. There will be training events programmed at various times in 2020 and you will be given plenty of notice. Perhaps another weekend event in the studios if required and also a workshop in the middle of the year which seems to be the best time away from holidays.

7. PRESENTER TIPS

a. Mindfulness. Keep all your music sources loaded, know what you are going to say before the mic goes on, make sure everything is OK for small ears and ask yourself, is there an event you need to cover on air during your show?

b. While in the studio use "STUDIO - SEL" NOT "STUDIO - PROG" as per the presenter's desk panels. The "STUDIO - PROG" is the incorrect selection which many presenters keep using. It is louder but it is why you are getting the surges

in headphone volumes. Use “STUDIO-SEL” and turn up your headphone and studio volumes.

c. Avoid reading out long lists of listeners. Instead play songs for one or two at a time as you wish. Your listening audience will grow naturally with your experience and it sounds better not to attempt to name your listeners by listing them. Play songs for some one week and others the next and so forth. It sounds more interesting that way. No one wants to hear the same names over and over unless of course under special circumstances such as ill health where you are in “looking after mode”. Kindness is always a wonderful thing. So it is up to your discretion. Also don’t analyse your listening audience on air. Good presentation will bring listeners like moths to a flame.

d. Keep compliments to yourself. Everyone receives compliments but mum is generally the best policy. Or say thank you occasionally, only. If Julie says it’s a great interview, keep it to yourself. It is more professional.

e. And while it is good to share personal details so your audience gets to know you, don’t let it start to sound like you are chatting to Betty over the back fence. Again, keep it on the side of professionalism.

f. Don’t advertise sponsorships are coming up. It’s OK to say “We’ll be back after a break” but don’t talk about your sponsorships. This is not show “dialogue content” and shouldn’t be used as a verbal fill in. A thank you is OK.

g. And finally develop your creative skills to bring new ideas to your show which give it a bit of a unique edge. Don’t copy what others are doing but develop your own special ideas or segments. Many are already doing this. It is by developing new show features, that your “dialogue content” fills up and therefore there is no longer a need to talk about sponsorships as a dialogue fill in. We are about to start a new cycle so think what new features you can bring to your programmes. There are a lot of new items on the computer in the studio, but just like at school, do some project research and see that the sky is in fact the limit. If you are unsure whether a certain new item is suitable, speak to someone from management or training for help and guidance.

Regards to all

Lyn Leedham

Tank FM Management/Training

training@tankfm.org or lyn@tankfm.org