

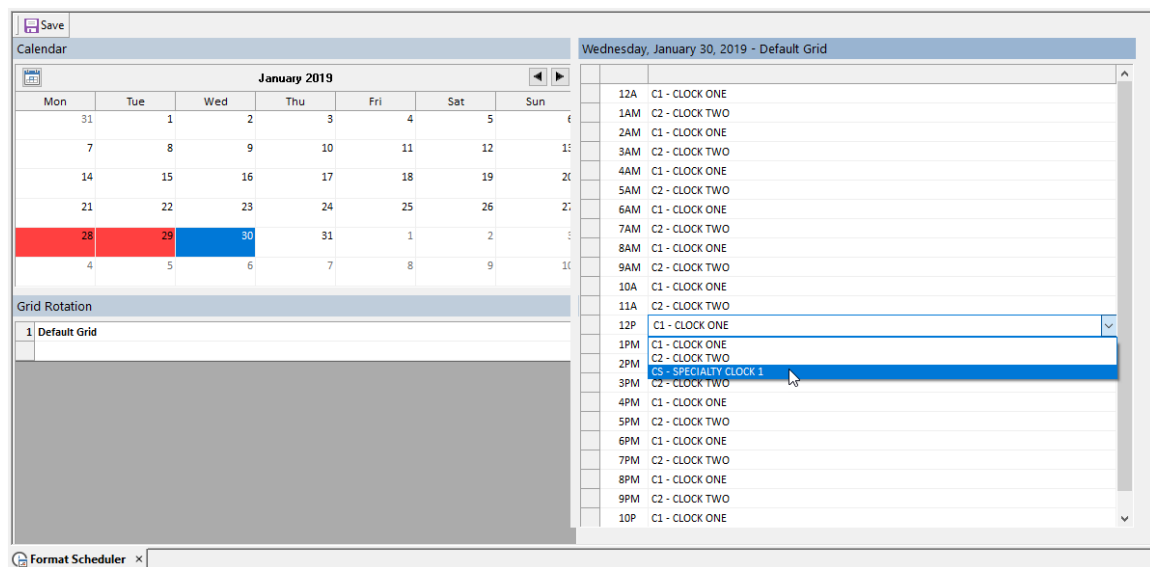
SECTION A: THE FORMAT SCHEDULER

Part 1: Format Scheduler Basics

The Format Scheduler allows you see what clocks and grids are scheduled for use, pre-schedule clocks for special programming and rotate assignment grids. You can access this under Dataset, Clocks, Format Scheduler.

The screen has three sections: a Calendar (left top), the Grid Rotation (left bottom) and the clocks used on the specific day you are looking at (right).

The active window will be highlighted as you move about the screen.



Calendar

The calendar will display scheduled dates in red. If you see **yellow**, this means there are forced clocks somewhere in that day (as in, you may have overridden the expected clock pattern on that day's assignment grid by assigning a different clock to an hour).

Note: If you have forced clocks in place on a particular day, unscheduling the log for that day won't remove those forced clock assignments. So, if you ever notice that changes you've made to a clock or grid aren't showing up in your log as expected, you might want to check the Format Scheduler to see if you have forced clocks overriding your grid. If you, you will see that day marked in yellow on the Calendar. Right-click on the day and select "remove all forced clocks", then save your changes. For more information on this topic, read the blog article here: <https://www.musicmaster.com/?p=6966>

The calendar will open to today's date by default. When you click on a day the clocks currently scheduled will appear to the right in a list.

The Calendar right-click menu has several options.

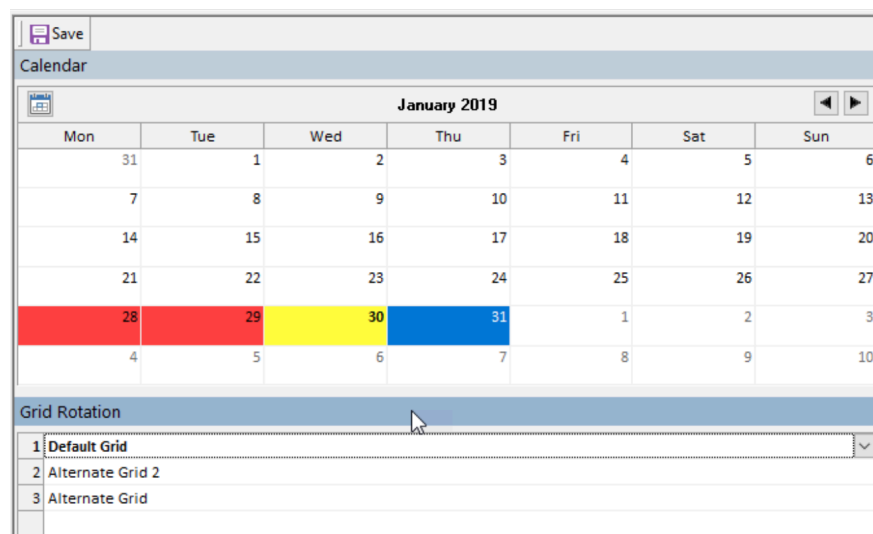
- Remove all Forced Clocks from this date – This will remove any changes you might have made, returning the listing to its original form.
- Assign a Specific Grid to this date – This allows you to assign a grid from those currently available to a specific date. There will be a drop-down listing the grids available.
- Assign a Specific Grid to this week – This allows you to assign a grid from those currently available to a specific week. There will be a drop-down listing the grids available.

Grid Rotation

This section shows you which grid is in effect for the day you've selected. Using the drop-down box, you can add different grids to rotate your programming each week. If you have the InfoBar showing, you can also drag a grid into this section.

The order the grids appear is the order they will rotate week after week. If this is not the order you wish, you can click and move the grids to the order you prefer. You can also right-click and use the "set to current week" option to determine which grid will start the rotation. You likely will want to be on the date when the grid takes effect so you know the grid will start when you wish. From that point, the grids you pick will rotate in order.

Note: The grid will rotate to the next after the end of each week, depending upon your settings in *Tools, Options, Broadcast Week*.



Clocks Used

The right-hand portion of the screen shows what clocks have been assigned to each hour of the day you have selected.

You can use the drop down box on each line to specify a different clock for the hour. If you have the InfoBar showing, you can also drag a clock into the appropriate hour. If you change your mind and wish to revert back to the original clocks, you can right-click and use the “Remove all Forced Clocks from this Date” option. Any changes you made will be removed.

You may also notice different icons to the left of the time.

- Lock - This indicates that the clocks are locked for those hours and cannot be changed in the Format Scheduler.
- Clock - When you assign a specific clock to an upcoming day, the clock icon is used and the clock name is shown in bold. This indicates that the clock will be used when the hour is created, as long as you save the change.
- Calendar/Clock - If you see a calendar with a clock over it, this means that a specific grid has been selected for a given date. This is done by right-clicking on the calendar and selecting that option.

Part 2: When to Use the Format Scheduler

Here are some examples of when the format scheduler is useful:

Planning ahead for holidays and specialty programming events.

The advantage of using the Format Scheduler is you can make changes to your clock assignments for a pre-determined time or date range, and not have to worry about remembering to change them back when the event is over.

You might use the Format Scheduler to:

- Plug in new clocks for an upcoming holiday special or station event
- Set up regularly scheduled programming, such as weekend shows, game day broadcasts, or days your talent is off and you are going to be voice tracked

- Plan well ahead for extended holiday blocks, such as scheduling when your Christmas clocks will start and end

Introducing variety into your schedule along with variations in your clocks.

Let's say you have created three versions of your regular clocks in order to introduce a sense of variety. Instead of calling for those same clocks at the same time each day, you might want to create three different Assignment Grids, which call for those clocks in different patterns. Now, when you rotate between those three different Assignment Grids using the Format Scheduler, you'll get even more undetectable variety.

Part 3: Video Walkthroughs

How to use the Format Scheduler: <https://youtu.be/yIVgnC0U4pc>

How to rotate Assignment Grids: <https://youtu.be/uUzSnvow9Ck>

Part 4: Further Reading

The following MusicMaster blog articles discuss different uses of the Format Scheduler.

MusicMaster Sports and Gameday Scheduling

<https://www.musicmaster.com/?p=7303>

Ten Tips to Prepare for the Holidays

<https://www.musicmaster.com/?p=5089>

Holiday Prep Time

<https://www.musicmaster.com/?p=1483>

Ins and Outs of the Format Scheduler

<https://www.musicmaster.com/?p=757>