UPDATED SPINITON TRAINING PLAN

October 2020

Lincoln Dreher is the lead trainer and "point person" for our Spinitron system. His authorization of a trainee will normally be the final step in certifying that a trainee is finished with Spinitron training. Linc will be the main point of contact with Eva Papp at Spinitron and any other Spinitron reps.

Stan Thomas will work as the Spinitron compliance person. He will do a monthly analysis to see who, if any, people need to be pushed to get their Spinitron entries into the system. Stan will be one of four backups for Lincoln and his training duties.

The three other people serving as backups to Linc are LaDonna, Mike & Chad.

Key terms in the Spinitron system:

1. NEW. This is the term for someone who has just been entered into the Spinitron system for the first time. It's essentially a probationary step with a limited number of entry dates that one can do. We should always move a newbie to the next step asap. And we should normally not run trainees thru the Spinitron training until late in their training cycle.

2. USER. This is the next step of Spinitron authorization. And it's the final step. Once they get this authorization the new person is totally able to do all Spinitron functions.

3. ADMIN. This is the level of authorization that Linc and the other four of us have. We are able to get into the Spinitron system and move the new person from step to step as well as some other minor things. There is no password or code (other than the 90.1KKFIdj code we all use) to get into the system as an Admin. One of the other Admins just needs to change a person's settings inside the system to allow them in as an additional Admin. But I feel we should keep this list fairly short so that multiple people are not going in and altering anything. Linc is the only person that needs to be utilizing the Admin area, with the other 4 Admins serving only as backups for Linc.

Normal Training Flow for a Trainee:

As a new person trains with one of our trainers, towards the end of that training time, the new person is put in touch with Lincoln to give them the final Spinitron training and Linc will set up their authorization to be able to enter the play lists into Spinitron. The original trainer should be the one to hook Linc up with the trainee and let Linc know what level of Spinitron knowledge the trainee has received up to this point. The original trainers hopefully cover as much of the Spinitron info as they can during the various training sessions. No matter how much info & knowledge the trainees have, Linc needs to be the final step in our Spinitron training for each trainee and then signs off on them. We also encourage any host or certified programmer to share their knowledge of Spinitron with any trainees sitting in on their show for training. Once Linc has finished with each trainee and set up their account, he will notify LaDonna (or any future Prog Comm Chair) as to this status change for the trainee, and he will CC Mike Lytle (or future manager) as well. Linc can do 99% of the Spinitron training over the phone & the computer. Spinitron

teaching will still be offered at our Tech A Thon sessions, but can also be done directly with Linc for those close to certification.

<u>Misc Notes</u> :

Lincoln has agreed to try creating a link on our KKFI homepage training area with the basic training info that new people will need to know. Hopefully with a training video attached there as well. He is reaching out to Eva at Spinitron to see if they have anything that we can utilize on our new link.

LaDonna thinks a spreadsheet listing all of the trainees that we have in cue should include all of the folks in training so we can monitor & verify that all trainees get the Spinitron training, as well as all other training. She will look into creating that spreadsheet.

Once new programs are approved by the Board, LaDonna will set up the new programs on the KKFI website and in the schedule. That includes creating the new program in Spinitron, where there is a schedule of KKFI shows, and in the archiver, where the programs normally attach for 2 weeks once they air.

Lastly, as an FYI, Lincoln & Chad are looking into a service that Spinitron offers where most of the music will automatically enter itself into the Spinitron system. It's about $20 per month.