Magazines: Publication Process

The process below applies to the Tynedale Talking Magazine (TTM) and The Northumbrian. The TTM process is currently done by the TTM Leader and The Northumbrian by the recording editor / engineer. Planned publication dates are shown on the TTN Recording rota.

At least 10 days before issue date	Magazine Leader Emails the TL for that week asking for an announcement to be made. "This is the last week for the TTM/ Northumbrian next week there will be a new edition of the Northumbrian / TTM"
At least 3 Days before the issue date	The edited Magazine is file transferred (ftp) to the TTN FastHost server, the TTN recording laptop will automatically download it before a TTN session starts. The magazine is uploaded to the BWBF server using the BWBF website. The magazine will immediately replace the previous edition and be available on the TTN website Listen page. FTP and login credentials are required.
At Least 3 days before the issue date	Magazine leader emails that weeks TL and engineer. Asks for an announcement to be made. "There is a new edition of the TTM/Northumbrian this week and it will be available for (Check the Recording Schedule) weeks."
Issue date of both Magazines	TL makes the announcement. "There is a new edition of the TTM/Northumbrian this week and it will be available for (Check the Recording Schedule) weeks."
Issue date for the Northumbrian (No action if the TTM)	TL shares with their team that they will be issuing the Northumbrian Magazine this week, (only adds about 5 min to the session if instructions are followed). Engineer after making the TTN copies makes the Northumbrian only copies. See separate instructions. Administrator scans a set of labels for the Northumbrian. Labels and sticks are inserted into wallets.