Console

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Overview

The [Station Manager console](#) enables designated station staff users to access and administer the data for the station to which they have access. When updating information in the Station Manager, please keep in mind that this data is leveraged across multiple PBS digital products, and cannot be isolated to a single destination.

Request Console Access

Need access to manage your station's data? [Submit a request to the Digital Support team](#). Please include your station email address, station flagship call sign, and the account type (see below) needed.

Account Types

There are two station account types for the Station Manager console:

a. **Station Viewer:** When this role is assigned, console user can only view data for the station to which they have access. User cannot edit the station data.
b. **Station Editor:** When this role is assigned, console user can edit data for the station to which they have access.

After your request has been processed by the Digital Support team, you will receive an email notification from PBS Digital Account Management, with instructions for activating your Stations Manager account. **You will need to log in to the console with your PBS Account, using the same email address that was used for your invitation.** If you do not have a PBS Account, you can create one during the process.

Logging in to the Console

After you've completed the account activation process, you can access the Station Manager console at any time by logging in with your PBS Account: https://station.console.pbs.org

All Stations View

To view all of the stations to which you have access, click **All Stations** from the left side navigation menu. The stations are listed on the page. You can click the station call sign to view the details of each station.

Station Detail View

From the "All Stations" view, click the pencil icon (✏️) located to the far right side of the station name or click the Primary Call Sign hyperlink to view details for a specific station. Data pertaining to the station is organized within four tabs across the top of the page. Click each tab to view more information. The tabs are as follows:

Core Data

- Use this tab to manage the required and other key fields for your station.
- The information in the Core Data tab is used to map your station's TV Schedules.

- The "Primary Call Sign", "Video Portal URL", and "Passport Enabled" fields are read-only. Update requests for these fields must be submitted to the Digital Support team.
- For stations that serve two timezones, click the Secondary Time Zone dropdown menu to select a secondary time zone. Unlike the primary timezone, stations can select the secondary timezone. The secondary timezone will surface as an additional tab on the TV schedule on PBS.org.
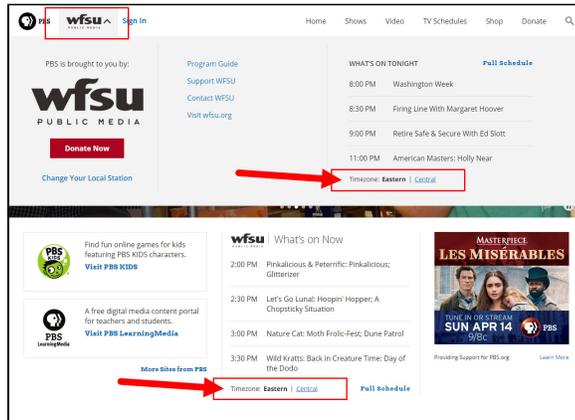
⚠ **The Primary call sign** *must be your station's flagship call sign.*

Additional Data

URLs

- Donate - General: This donation link is present on all Donate buttons on PBS.org
- Donate - Passport: This link is present on all Become a Member links. For example, when a non-Passport member tries to play a Passport video they are prompted with a message to join and a link to "Become a Member."
- Facebook
- KIDS Live Stream
- KIDS Site
- TV Schedules
- Twitter
- Video portal banner. The corresponding video portal banner image is added under the Images tab. *The video portal banner is no longer being used and will be removed from the console.*
- Video Portal
- Website

Contact Details

Add your station contact details here.

Google Analytics

Use these fields to track page views and page activity across your station video portal.

Miscellaneous

- The Related flagship stations field is where you can add your four-character station affiliate callsigns (i.e.: not the primary/flagship call sign). Example: If your flagship station is WNET, add WLIW, NJTV as your related flagship stations.
  - This field is currently not surfaced within the API, and is not used for any PBS digital platforms. It should be used for console reference and searching only.
- The "PDP Station" field is read-only. An update request for this field must be submitted to the Digital Support team.

Transmitters & Feeds

Stations can use this section to view all feeds belonging to their flagship and secondary transmitters, and verify proper assignments, display names, and channel numbers.

- **All fields are read-only.**
- Updating Transmitters & Feeds:
    1. Gracenote is the system of record for feeds belonging to your flagship and any applicable repeater transmitters. The only update PBS can control is the feed display name, and updates can be requested via a support ticket. If any other change is necessary for a feed, or a new feed needs to be added/removed, please contact Gracenote. Once they have updated the feeds on their end, you should see it in this tab. If not, please submit a support ticket and let us know.
    2. PBS manages the Primary (flagship) call sign, and any applicable repeater transmitters for your station. If an update is necessary for a transmitter, please submit a support ticket.

Images

The Images tab is where you can manage your station logos and station scenery imagery.

- There are three logo profile types that show up on all PBS platforms including mobile, OTT, and web:
    - Black
    - White
    - Color
- Donation forms currently being developed will also use the black, white, and color logos.
- There can only be one instance of each profile type per page.
- Station logos added to this section are also used by PBS LearningMedia (see documentation)

- Click the pencil icon ( ) to go to the edit screen and replace an existing image.

    Click the trash can icon ( ) to delete an existing image. This action cannot be undone.
    - If you update your station logo, make sure to create all three versions (black, white, and color), following the requirements listed below.
    - **When making changes to your logo, allow at least five minutes for your logo to update on various devices.**

Image specifications

Image type	Specifications
Logo	- Transparent PNG 1000 pixels wide by 500 pixels high 2:1 ratio - White, Black, Color versions
Station Scenery	- JPEG 1280 pixels wide by 1280 pixels high
CoBranded Logo	- Used for the "Station + PBS" brand, such as "PBS New Hampshire" - Will be managed/uploaded by PBS Digital Design group 25:3 ratio to accommodate the longest name (PBS New Hampshire) - White, Color versions
Single Brand Logo	- Will be managed/uploaded by PBS Digital Design group - Transparent PNG 1000 pixels wide by 500 pixels high 2:1 ratio - White, Color versions
Video Portal banner image	728x90 *The video portal banner is no longer being used and will be removed from the console.*

Your browser does not support the HTML5 video element

Your browser does not support the HTML5 video element

Non-Editable Fields

There are certain fields in Station Manager that are not editable, and will require a request to the Digital Support team.

- Google Analytics Tracking Code - Submit a support ticket to edit these fields.
- Primary Call Sign - There are multiple PBS system dependencies that require this field to be changed and synced properly.
- Video Portal URL - There are multiple PBS system dependencies that require this field to be changed and synced properly.
- Passport Enabled - Station onboarding should be coordinated prior to changing this setting.
- PDP Station - Submit a support ticket for any status changes.

History

The Station Manager logs activity history for updates made to your station object. You can view details via the orange "History" button located near the top right of the screen, when you are in the individual station view. Details include the user, timestamp, method used, and field changed. Previous values are not included.

Help

Visit the Help section in the left side navigation area of the console to find links to the FAQ, full documentation, and to submit a ticket to the Digital Support team.