Specials

- [Overview](#)
- [Dashboard](#)
- [How to create a special](#)
- [How to add assets](#)
- [How to add additional data](#)
- [How to delete a special](#)
- [How to view specials](#)
- [How to move or reassign your special](#)
- [TMS ID Matching Logic for Specials/Episodes](#)

Overview

A special is a movie or one-time event that is associated with a show but does not fall within a season. An example of a special is the Downton Abbey Christmas Special. Specials can be either previews or clips. Only a Video Asset can be added to a special.

Dashboard

You can view all assets associated with your Special from the Specials page by using the arrows and plus signs next to each object. And you can access all objects from the Specials page by clicking the object links, Please refer to the following video to see how:

(*Click the* ⌐⌐ *symbol in the bottom right corner of the video to enlarge*)

Your browser does not support the HTML5 video element

How to create a special

| Field	Notes
Title	Title of the special. 60 character limit, including spaces.
Slug	Auto-generated unique identifier that cannot be changed after initial save.
Short Description	90 characters or less, including spaces. Used primarily when space is limited, such as on apps and small screens.
Long Description	400 characters or less, including spaces.
PBS Content ID	Auto-generated unique identifier.

⚠

TMS ID	 Unique Gracenote identifier that is matched to an associated ID in the TV Schedules Service (TVSS) API. **(1) TMS ID fields:**

TMS ID Field	Description
Matched TMS ID (Default selection)	Matched TMS ID automatically attempts to match a show or episode with its corresponding object in TVSS. If a match is successfully made, the Gracenote-generated TMS ID is populated and TVSS details (title, description) are provided for context. If no match is found in TVSS, it's due to one of the following reasons: • PBS has no corresponding object in TVSS. • The object exists in TVSS, but the metadata for the object in TVSS and in Media Manager is too different to produce reliable match. If no match is found in TVSS, this status is provided in the TMS ID and TVSS Details fields.
Custom TMS ID	If selected, user must enter a known, valid TMS ID that is generated by Gracenote. Manually-generated TMS IDs are not permitted. A common use case for this setting is when an automatic match cannot be made with the Matched TMS ID setting, it allow user to enter a valid TMS ID . This selection overrides a Matched TMS ID.
No TMS ID	No TMS ID prevents a TMS ID from being assigned (automatically or manually) to the object. This selection overrides a Matched TMS ID.

(2) Existing TMS ID: The TMS ID that was manually entered and already existed in Media Manager. This only displays if there was an existing TMS ID in Media Manager.

(3) TVSS Details: Displays the show details that are pulled from TVSS when a successful match has been made between the TMS ID and TV
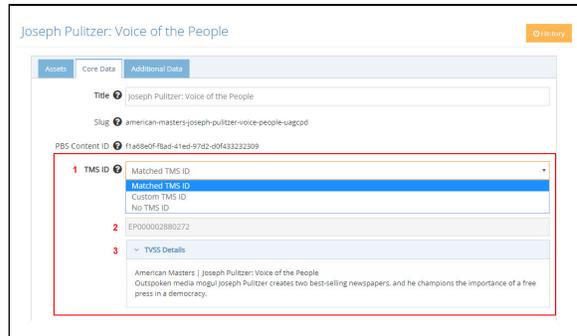
Episode NOLA	Six-digit broadcast code that represents a show, season number, and episode number.
Premiere Date	Original on-air or online broadcast date.
Encore Date	On-air rebroadcast date.
Created	The date and time the special is created.
Updated	The date and time the special was last updated.

• Click the **Show** that will include the special and click the **Specials tab** (Figure 1).

Figure 1

- Click **Create Special** (Figure 2).

Figure 2

- In the Title textbox, type a **title for your episode containing no more than 60 characters, including spaces**. The slug auto-populates as you type the title (Figure 3.1).
- In the Short Description textbox, type a **short description containing no more than 90 characters, including spaces** (Figure 3.2). This appears in search results when a user searches for your show.
- In the Long Description textbox, type a **long description containing no more than 400 characters, including spaces** (Figure 3.3). This appears on your video asset page and should providers viewers with a little more information about your show.
- When finished, click **Save** (Figure 3.4).

> ⊘ If you receive an error message (500) when saving your file, check the Title field to be sure your character count has not surpassed 60 characters. If you have copied and pasted your title from another source such as Microsoft Word, some special characters, such as apostrophes, quotes, and commas may count as multiple character spaces and put your title over 60 characters. Try manually typing your title into the Title textbox.

Figure 3

- The Special has been saved and all fields from the previous screen are pre-filled. You can modify some of the fields, such as Short and Long Descriptions.
- Fill out the **Episode NOLA** in Core Data tab (Figure 4.1). This is not required. The Episode NOLA is the six digit numeric code that identifies a specific episode within a program.
- The Premiere Date and Encore Date default to the date the Special was created. To modify the date, manually **type the date into the textbox or click the calendar icon** on the right side (Figure 4.2).
- Click **Save** (Figure 4.3).

Figure 4
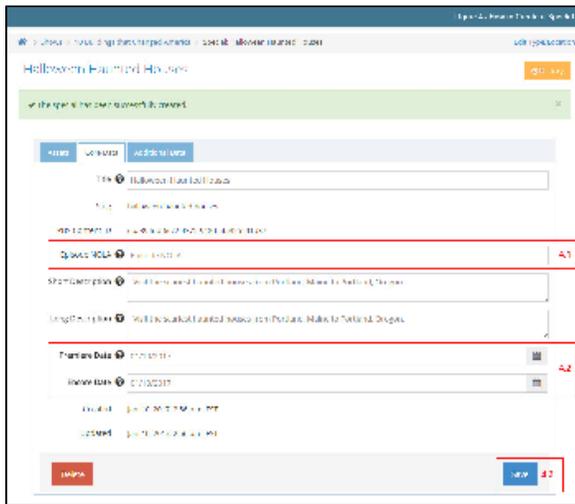
- Click the **Assets tab** to add a video asset for your Special (Figure 5).

Figure 5

How to add assets

Learn how to create a video asset

How to add additional data

- Click the **Additional Data tab** to provide additional information about your Special, such as:
  - Links to buy the DVD or purchase the special on iTunes, donate to a station, or link to the producer site responsible for the special.
  - The collection to which the special belongs.
  - The language in which the video is presented.

Figure 1

Links

- In the Links section, click the **Type dropdown menu** and select the **type of link** you want to add to your special (Figure 2.1).
- In the URL textbox, type the **full URL to the page** associated with the selection you made in the Type dropdown menu (Figure 2.2).
- Click **Add More** to add additional rows (Figure 2.3).

Figure 2

Figure 2 - How to Create a Special: Additional Data

- To delete any of your selections, simply click the **trashcan icon** next to the selection you wish to delete (Figure 3). The selection is removed and cannot be recovered. If you deleted it by mistake, you must add it again.
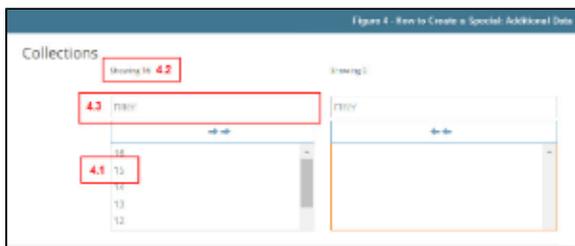
Figure 3

Collections

- To add your special to an existing collection, in the Collections section click the **name of the collection** to which it should be added (Figure 4.1).
- The number of available collections is listed at the top of the selectbox on the left (Figure 4.2).
- To search existing collections, type **keywords** in the Filter box (Figure 4.3).

Figure 4

Miscellaneous

- Click the **Language dropdown menu** and click the **language** that reflects the primary language in which your special is presented (Figure 5.1). The default language is English but can be changed to Spanish.
- When finished with all of your Additional Data selections, click **Save** (Figure 5.2).

Figure 5

- An alert appears notifying you that your changes have been saved (Figure 6).

Figure 6

How to delete a special

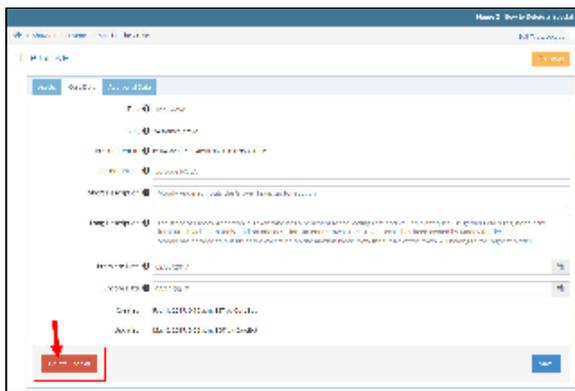- Click the **title of the special** you want to delete (Figure 1).

Figure 1

- In the lower left corner of the screen, click the red **Delete Special button** (Figure 2).

Figure 2

- Click **Yes, I'm sure** (Figure 3.1).
- If you change your mind and don't want to delete the special, click **No, take me back** (Figure 3.2).

Figure 3

- The special has been removed from Media Manager (Figure 4).

Figure 4

How to view specials

You can view your list of Specials in three different ways:

Menu option	Description
Last modified	The special that was most recently modified appears at the top of the list
A-Z	Specials appear alphabetically in ascending order
Z-A	Specials appear alphabetically in descending order

- When viewing your show, click the **Specials tab** to view your list of specials (Figure 1.1).
- Click the **Sort dropdown menu** on the right side of the page and click the **option** by which you want to view the list (Figure 1.2). The list changes dynamically each time you select a different option.

How to move or reassign your special

If you have added your special to the wrong show or you need to change your Special type, follow these instructions.

TMS ID Matching Logic for Specials/Episodes

The below diagram illustrates the logic used to attempt matching specials and episodes in TVSS and Media Manager. (Click diagram to enlarge.)