

Getting Started

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For quick tutorials on common tasks, please [see our FAQ page](#).

Access the console

To begin working with Media Manager, you must first gain access to the Media Manager console. The console is the tool used to add all content including videos, closed caption files, and metadata for all of your seasons, episodes, and assets.

Please [submit a support ticket](#) and let us know that you'd like access to the Media Manager console ([see a sample support ticket](#)). After submitting your ticket, you will receive either an email with an activation link or an email informing you of your new access permissions. If you are not automatically directed to the console, go to <https://media.console.pbs.org> and log in with your PBS Account. After logging in you'll be directed to the [Shows](#) page where you can begin working.

What is PBS Account?

PBS account provides a way for you to establish a unique PBS profile and maintain a singular identity across all PBS ecosystems. PBS Account may be used to access PBS products like Media Manager and [Bento](#).

Important things to remember:



- **PBS Account is required to access the Media Manager admin tool.**
- Newly created accounts will not have immediate access to the admin tool.
- PBS must update account permissions for all new accounts before you can add content to Media Manager.
- Once PBS has received your username(s), you will be set up in Media Manager (for stations, your station group will be set up). You will then receive a confirmation email letting you know that access to the admin tool has been granted and you may begin adding/editing content.



Stations can have additional PBS accounts created for a station group by [submitting a help desk ticket](#) and including the PBS usernames that need to be added.

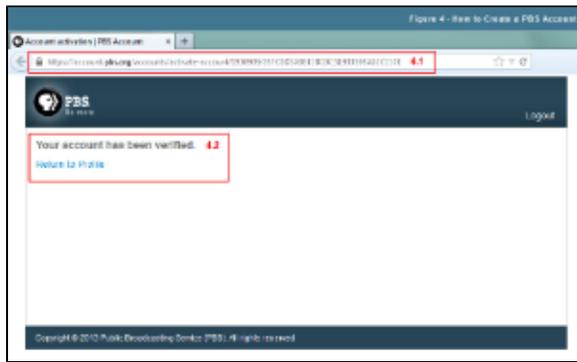
How to create a PBS account

- **Open** the Media Manager admin tool at <https://media.console.pbs.org/>.
- Click **Register Now** (Figure 1).

Figure 1

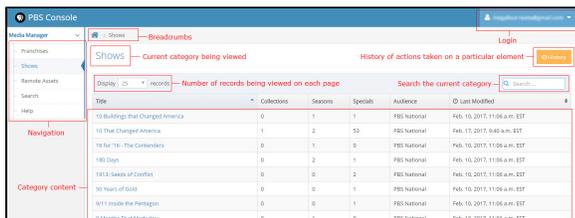
Related pages

- [Roles and Permissions](#)
- [Franchises](#)
- [Shows](#)
- [Seasons](#)
- [Episodes](#)
- [Specials](#)
- [Assets](#)
- [Extras](#)
- [Collections](#)
- [Remote Assets](#)
- [How to Rearrange Content](#)
- [Glossary](#)
- [FAQ](#)



Navigate the console

- Your **login information** displays in the upper right corner of the page.
- When first logging in to the console, all of the **shows you have access to** appear in the main body of the page. If you do not have the proper access, please [submit a support ticket](#) and let us know what you need.
- Use the **navigation** on the left side of the page to access your franchises, shows, remote assets, a search feature, and a help section containing [forums](#), [support](#), and [FAQs](#).
- Use the **breadcrumbs** at the top of the page to keep track of where you are in the console.
- The **category** that you are currently viewing appears directly below the breadcrumbs and reflects the category highlighted in the left navigation menu.
- Click the **Display dropdown menu** to select how many items you want to see displayed per page.
- Click the **yellow History button** to see the actions that have been taken on the element you are currently viewing. Recorded history includes:
 - Created Franchise
 - Updated [field name]
 - Deleted Franchise
 - Created Video Asset: [asset title]
 - Updated Video Asset: [asset title]
 - Deleted Video Asset: [asset title]
 - Added [image profile name]
 - Deleted [image profile name]
- Type **keywords** in the search textbox to search for an item in the current category being viewed (Example: When viewing Shows you can search for shows only, such as American Masters).



Select a time zone

Selecting a time zone makes it easier to figure out availability when programming your **shows** and **assets** because the current time in your local area will display. The default is auto-detect, which is based on your IP address. If your location cannot be determined, **UTC** is used. Follow the steps below to select a time zone when working in Media Manager.

- When you are logged in to <https://media.console.pbs.org/>, click your login in the upper right side of the screen and click **Profile Settings** (Figure 1).

Figure 1



- Click the **Time Zone dropdown menu** and click the **time zone** you want to assign to your profile (Figure 2).

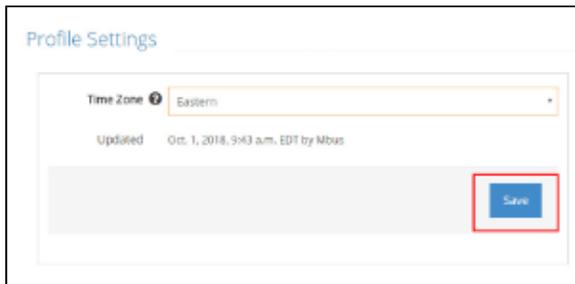
** Auto-Detect is selected by default.*

Figure 2



- Click **Save** (Figure 3).

Figure 3



- Your profile settings have been saved (Figure 4). Use the links in the left navigation menu to resume working in the console or click the  icon to return to the Media Manager Shows dashboard.

Figure 4



Start adding content

You're now ready to begin adding your content to the system!

Click the links below or refer to the navigation on the left side of the page to learn how to add your content to Media Manager.

- [I want to create an episode for my show](#)
- [I want to create a video asset for my episode or special](#)
- [I want to add an extra to my franchise, show, or season](#)
- [I want to move my episode](#)
- [I want to create a season](#)
- [I want to add a caption file to my full length asset](#)
- [I want to create a collection](#)
- [I want to add episodes to my collection](#)
- [I want to create a special](#)
- [I want to move my special to another show](#)

[See more](#)