

Discovery **Producer's Portal** Randy Lukas

Home Submissions Projects My Companies Production Guide Network Guidelines

# WELCOME TO THE PRODUCER'S PORTAL

All production related materials and guides are available through the Portal, but should you require assistance:

- Please click on the **"Resources"** under the help icon for Producer's Portal navigation tips and tricks;
- Please click on the **"Request Help"** under the help icon for any technical, or access issues;
- Or contact your Discovery production team directly.

**SUBMISSIONS:** Please click on the **"Submissions"** tab above. Be sure to review the various guidelines and requirements in the Networks tab before creating and sending your submission; as programming and scheduling needs will vary by Network and region.

**PROJECTS:** Please click on the **"Projects"** tab above. You will be able to create/edit production schedules and upload contracted deliverables. If you do not see your project in the Projects tab, please contact your Discovery production team, or click on the **"Request Help"** tab above.

**DISCOVERY PRODUCTION GUIDE:** To access the Discovery Production Guide, please click on the **"Production Guide"** tab above. Here you will find production information, Global Technical Specifications, and/or deliverable templates that you may need in order to successfully complete your contractually obligated production deliverables.

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The *Producer's Portal* is for you, our producers and production companies, to submit proposals, access guidelines, upload contracted deliverables, and locate other information that you will need to successfully complete your projects. Everything you might need is available through the *Portal* but should you have any questions or comments, please use the online [help](#) facility or contact your Discovery representative.

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# Producer's Portal Step-by-Step

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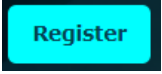
## I. BROWSERS

The preferred browser is **Google Chrome**.

## II. REGISTRATION & LOGGING IN

1. Go to **http://producers.discovery.com**.
2. Click **Register**.
3. Enter required information as indicated by asterisk (\*).
4. After reading the Release Agreement, click Yes if you intend to submit Submissions to Discovery's Networks. **Note:** *If you do not accept the Release Agreement, your submissions will not be reviewed.*
5. Indicate whether you are you 18 years old or older. **Note:** *If you are under 18, a parent or legal representative must accept the Release Agreement.*
6. Indicate if you are currently working on a project with Discovery. If you indicated yes, fill in the project.



7. Click .
8. You will receive an email containing a link. Click the link within the e-mail to complete your registration within Discovery's Producers Portal. **Note:** *If you do not complete the registration within 14 days, your registration will expire.*
9. Enter the required contact information.
10. Enter the required company information.
11. Click **Submit**.

*If there is a similar company within the Discovery system, a Pop-up box is displayed asking if the matching, existing company is the company with which you wish to register. **Proceed to step 13.** If there is not a similar company within the Discovery system and a Pop-up box does not display, **proceed to step 16.***



Company Name	City	Country	
TRN Fantle Test Company	Test City	UNITED STATES	<a href="#">Request Membership</a>

Continue Registration as New Company

## ***Producer's Portal Step-by-Step***

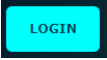
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12. If you see a company listed which matches your company, click **Request Membership** next to the company. If you do not see a company that matches your company, click **Continue Registration as New Company** and skip to step 16 below.
13. The company's Super User will receive your request.
14. If approved, you will receive a confirmation email from the Super User with a link to the Producers Portal.
15. Click Login and you will be returned to the Producer's Portal log in page.

### **Registering Via Invitation from an Existing Company**

1. Super User initiates invitation through the Producer's Portal (*see instructions under Company Management*).
2. New Contact receives email with link to the Producer's Portal.
3. Click link.
4. Complete required information.

### **Logon to the Producer's Portal**

1. Logon to your internet.
2. Type <http://producers.discovery.com> for the URL **Address** and press **Enter**.
3. Type your email address in the **Email Address** box.
4. Type your password in the **Password** box.
5. Click .

### **Forgot Your Password?**

1. Click **Forgot Your Password?**
2. Type your **Email Address**.
3. Click **Reset**. A **Password Reset** will be sent to your email address.
4. Click the **Link** in the sent email. You will be returned to the Producer's Portal.
5. Reset your password and click **Continue**.
6. Click link to return to the home page and log in.

## **III. PROFILE**

The Profile Details page contains My Profile and My Companies details such as email address, name, phone number, fax number and release information under My Profile and, company name, location name, address, city, state, country, security level, roles and company details under My Companies.

### **My Profile**

1. Logon to Producer's Portal.
2. Click your name in the upper right and choose "**My Profile**" from the dropdown.

# ***Producer's Portal Step-by-Step***

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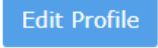
## **View Release Agreement**

1. Click View Release Agreement. **Note:** *The release agreement can also be viewed in the Edit My Profile form below.*

## **View Registration Agreement**

1. Click View Registration Agreement.

## **Editing My Profile Information**

1. Click 
2. Enter changes to any of the following:
  - First name
  - Last name
  - Phone number
  - Fax number
  - Release agreement status
3. Click Update.

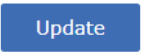
## **IV. MY COMPANIES**

### ***Viewing Company Details***

The Company Details page contains basic company details, a list of addresses and a list of super users. To view company details, do the following:

1. Click My Companies on the top banner
2. Click your company name. View details in dialog box.
3. Click Close.

### **Editing Company Details**

1. Click Edit next to the company.
2. Update Associated Location and/or Functional Role.
3. Click 



### ***Removing a Company***

1. Display My Companies.
2. Click Remove next to a company.
3. Click OK.

# Producer's Portal Step-by-Step

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## Adding Company

1. Display My Companies
2. Click  next to My Companies.
3. Enter required information as indicated by asterisk (\*).
4. Click .

## V. COMPANY MANAGEMENT

The company management module is where you can view and manage company details, company addresses and company users. ***This is only available to those who are designated Super Users for the company.***



### Displaying Company Management

1. Logon to Producer's Portal.
2. Click .

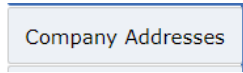
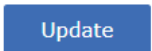
### Selecting a Company

1. Display **Company Management**.
2. Click **Select** next to a company.

### Viewing & Editing Company Details

1. Display **Company Management**.
2. Click "**Manage**". View details including name, bio, etc.
3. Click .
4. Update company name, tax ID and/or bio.
5. Click .

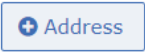

### Viewing & Editing Company Addresses

1. Click . View addresses listed for each office.
2. Click **Edit** next to address.
3. Update Data.
4. Click .

### Adding a Company Address

## ***Producer's Portal Step-by-Step***

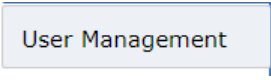
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1. Click  .
2. Enter required information as indicated by asterisk (\*).
3. Click  .

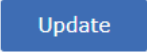
### ***Removing a Company Address***

1. Click **Remove** next to the address.
2. Click **OK**.

### **User Management**

1. Display **Company Management**.
2. Click  .

### ***Edit User Information***

1. Click Edit next to the user.
2. Update the Associated Location, Security, and/or Functional Role.
  - **Security Levels** - You can select one of the following:
    - i. **Super User** – Basic user access plus ability to control company information and manage users connected to the company
    - ii. **Basic** – Able to create submissions on behalf of the company, upload & view most deliverables, view PMD Guide
    - iii. **Read Only** – Can only read company submissions, e.g Attorney who may not need to do anything in the Producer's Portal.
    - iv. **Post House** – Can only see/upload media deliverables. Is granted access on a Project-by-Project basis.
  - **Functional Rolls** - You can select one or more of the following ***(not required)***:
    - i. Attorney
    - ii. Finance
    - iii. Producer
3. Click  .

### ***Remove a User***

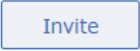
1. Display User Management.
2. Click **Remove** next to the user.
3. Click **Ok**.

### ***Invite a New User to Register & Connect with Your Company***

1. Display **User Management**.

## ***Producer's Portal Step-by-Step***

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2. Scroll down to **Invitations**.
3. Click **Invite** button
4. Enter required information as indicated by asterisk (\*).
5. Click  .

### ***Rescind an Invitation***

1. Click **Rescind** next to Invitee
2. Click **Ok**.

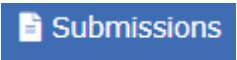
### ***Manage Requests Submitted by Registrants to be Connected to Your Company***

1. Display **User Management**.
2. Scroll down to **Requests**.
3. Click **Accept or Reject** next to Requestor
4. Click **Ok**.
5. **Edit** new user's security level (follow instructions for Edit User Information above)

## **VI. SUBMISSIONS**

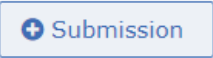

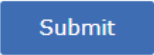
This section allows the producer to create & send program Submissions to the Discovery family of networks. Please be sure to view network guidelines in the **Networks** section prior to submitting.

### **Display Submissions**

1. Logon to Producer's Portal.
2. Click  .

### **Create New Submission**

**Note:** To enter the Full Project Description or Treatment, first type the information in a word processing application (Microsoft Word, etc.) then copy and paste into this box. Otherwise you may be timed out and your work may be lost.

1. Click  .
2. Enter required information as indicated by asterisk (\*).
3. To save for editing, Click  .
4. To submit to Discovery Networks, click  .
5. If your idea is successfully submitted you will see a message "Submission has been submitted successfully" in the message box at the top of your screen.

# ***Producer's Portal Step-by-Step***


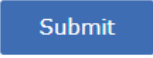
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## **View Submission**

1. Display Submissions.
2. Click the submission title.
3. Click Close to return to the list of submissions.

## **Edit Submission**

**NOTE:** Submission's can only be edited if they are in Edit/Draft stage. They can not be edited if they have been submitted.

1. Display Submissions.
2. Click Edit next to the Submission.
3. Update Data.
4. Click  (to save for editing).
5. Click  (to submit to Discovery Networks).

## **Remove Submission**

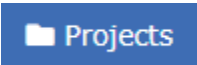
**NOTE:** Submission's can only be removed if they are in edit stage. They can not be removed if they have been submitted.

1. Display Submissions.
2. Click Remove in the desired Submission's line.
3. Click OK.

## **VII. VIEWING/CLOSING OUT PROJECTS**

The My Projects page contains general information about your projects, such as, project name, status, deal type, production company and participating networks. You are able to filter projects by project name and deal status.

### **View My Projects**

1. Logon to Producer's Portal.
2. Click .
3. View the Title, Status, Company, & Network. You may sort by any of these columns or filter/search to locate a project.

### **View Project Details**

1. Click the title of a project. View general details about the project as well as Discovery contacts.

### ***Program Status, Update to All Documents Submitted***



## ***Producer's Portal Step-by-Step***

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Changing program status to All Documents Submitted notifies Discovery that all deliverables have been shipped or uploaded. To change the program status, do the following:

1. Select **Mark All Deliverables Submitted** next to Program Status.

### ***Program Status, Update to Open***

If the status was changed incorrectly to All Documents Submitted it can be changed back to Open. To change the program status, do the following:

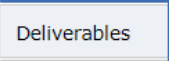

1. Select **Reopen** next to Program Status.

## **VIII. DELIVERABLES**

The Deliverables page displays the Deal Deliverables, allows searching for all or filtered deliverables and provides navigation to uploading deliverables and, after contract execution, deliverable modification requests and waive requests.

### ***Viewing all Deliverables***

To view all of the Deliverables associated with the deal do the following:

1. Display **My Projects** and select project.
2. Click .
3. The Project Deliverables page is displayed.
4. Use the black arrows (  ) to expand/collapse the grid to see all deliverables

### ***Searching for Deliverables Using Filters***


To search Deliverables using the provided filters do the following:

1. Display the Project Deliverables Page.
2. Select a Deliverable from dropdown menu
  - Deliverable Type – Select from dropdown menu
  - Program/Episode – Select from dropdown menu
3. Deliverables are displayed.

### ***Viewing Deliverable Details***




1. Display the Deliverables List Page.
2. Click [Actions](#) on the far right of the deliverable you wish to see more info on
3. Click “Details”

### ***Uploading Deliverables***

1. Display the Deliverables List Page.
2. Click [Actions](#) on the far right of the Deliverable you wish to upload
3. Click 


## ***Producer's Portal Step-by-Step***

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4. Click  . The system will not accept .zip files, but you can execute the same task in a different way, with fewer steps. You can select multiple files using your Control or Shift key when the files in your hard drive are displayed.
5. Select file(s) to upload. Accepted file types are as follows. There is a 200mg limit.
  - a. .doc
  - b. .xls
  - c. .pdf
  - d. .ppt
  - e. .mpp
  - f. .rtf
  - g. .txt
  - h. .avb
  - i. .avs
  - j. .ale
  - k. .edl
  - l. .fcp
6. Complete the Upload form.
7. Click  .
8. Upload Status box is displayed and will indicate if the upload is successful or fails. This box displays all of the files you have recently attempted to upload. **You do not have to wait for the file to finish uploading – you may close the box anytime.** But be sure you do not close your browser until all files have completed the upload process.
9. If the incorrect file has uploaded click [Remove](#) and repeat steps to upload the correct document.
10. Click  .
11. Deliverable Status is indicated in the Deliverables List.

### ***Viewing an Uploaded Deliverable File***

To view an uploaded deliverable, do the following:


1. Display the Deliverables List Page and locate the deliverable you wish to view.
2. Use the black arrows (  ) to expand the deliverable
3. Click the file name of your uploaded document
4. The file opens in a new window.

### ***Replacing a Deliverable***

To replace deliverable uploaded file, do the following:

## ***Producer's Portal Step-by-Step***

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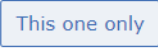
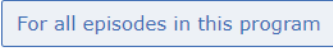
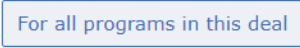
1. Display the Deliverable List page.
2. Use the black arrows (  ) to expand the deliverable
3. Click [Actions](#) on the far right
4. Click [Replace](#) .
5. Follow the steps above for uploading (Enter a reason for the replacement on the form.)

### ***Requesting to Waive a Deliverable***



1. Display the Deliverables List Page and search for the deliverable you wish to waive.
2. Click [Actions](#) on the far right
3. Click [Request Waiver](#)
4. Provide a reason for waiving

5. Click  .

Please select which deliverables you would like to request a waiver for

6.    [Cancel](#)

7. Click  .

8. The waiver requested icon,  , is displayed next to the deliverable title in the Deliverables List page.
9. When waive has been accepted the icon will change to  and you will receive a confirmation email from Discovery.
10. If waive request is rejected the icon is removed and the rejection is indicated in the deliverable details.

## **IX. SCHEDULE**

### ***Changing the Production Schedule View***

There are three views available for viewing the Schedule during editing: **List**, **Schedule** and **Both**.

- **List** displays the Schedule Data Entry Side
- **Schedule** displays the Production Schedule with the delivery dates that have been entered; and
- **Both** will display the Data Entry Side on the left side and the Schedule on the right

To select the view, do the following:

1. Display the Production Schedule.
2. Click **List**, **Schedule** or **Both** located under the Action Menu.


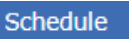
## ***Producer's Portal Step-by-Step***

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3. You can also place your cursor between the 2 sides and drag the center divider to the left or right.

### ***Creating a Production Schedule***

Once a deal is greenlit, the Schedule will be available in the project (tab on left side under Deliverables). It will initially contain default deliverables based on the deal type (commission, coproduction, etc.) and the specific Discovery Network. The Schedule can be edited by the Production Company and Discovery team members assigned to the deal (not at the same exact same time).

1. Log on to the Producer's Portal.
2. Select .
3. Search for the project or scroll through list of projects and select the project. Click on the name of the project.
4. Click  in the left side menu.
5. Select **Edit** from the "Actions" drop down and click **OK**.
6. When the schedule is New, the Pre-Production Start Date is required. Enter the date using the calendar or type it in. The pre-production start date calculates the weeks in the schedule grid.
7. Click **Save as Draft**.
8. The schedule status is changed to **In Draft**.

### ***Entering Delivery Dates***

Delivery dates are the actual dates Discovery will receive the deliverable (not the beginning of the week that it will be delivered).

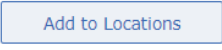
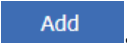


1. Display the **Schedule**.
2. Click **List** or **Both** under the **Actions** menu to make sure the data entry side is displayed.
3. **Use the tab key or click on an episode** to expand & display the data entry section for that episode. A deliverable that applies across episodes can be entered in the first section labeled "All Episodes".
4. There are 3 deliverables automatically listed for each episode – **Rough Cut, Fine Cut, and Master**. These are the **key deliverables** typically called out on a production schedule. You do have the ability to add other deliverables that you would like to call out (see section below for adding other deliverables).
5. **Enter delivery dates** for the key deliverables by typing MM/D/YY or click the calendar and select the date. You may use the Tab key to tab to the next field. As you enter dates, the right side schedule grid will be populated.
6. You can also modify the "EP Notes Due" days for each deliverable. This is the number of days that the Discovery Network producer has for turning around notes on rough cuts & fine cuts.
7. Each key deliverable also has one or more "associated deliverables" which are due on the same day as the key deliverable or a certain number of days after the key deliverable. **Click the "+" to display these associated deliverables**. You can choose to add these dates to the schedule by clicking on the **double green arrow** next to the calendar icon.

## ***Producer's Portal Step-by-Step***


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8. Use the double green or red arrows to remove or add any date to the right side grid.
9. You can continue to make edits, cancel the changes, save the schedule as a draft, or submit the schedule to Discovery. Refer to **Schedule Actions** below for more information.

### ***Adding & Editing Production Phases (shooting, casting, etc.)***

1. Display the **Schedule**.
2. Click **List** or **Both** under the **Actions** menu to make sure the data entry side is displayed.
3. **Use the tab key or click on an episode** to expand & display the data entry section for that episode. A production phase that applies across episodes can be entered in the first section labeled "All Episodes".
4. Click "**Add**" next to the "**Production Phases**" title. Complete the required fields noted by asterisks (\*).
  - a. Locations
    - i. Country is required. State/Region is not.
    - ii. You may add multiple locations. Click  after selecting each location.
5. Click . The Production Phase is added to the grid on the right.
6. After creating a Production Phase, at any time you may click **Edit** next to it in order to edit any of the information. Use the double green or red arrows   to remove or add any date to the right side grid.
7. After contract execution, you may add/edit production phases and submit to Discovery without going through the acceptance process.
8. You can now continue to make edits, cancel the changes, save the schedule as a draft, or submit the schedule to Discovery. Refer to **Schedule Actions** below for more information.


### ***Adding Other Deliverable(s) to the Schedule***

1. Display the **Schedule**.
2. Click **List** or **Both** under the **Actions** menu to make sure the data entry side is displayed.
3. **Use the tab key or click on an episode** to expand & display the data entry section for that episode. A deliverable that applies across episodes can be entered in the first section labeled "All Episodes".
4. Click "Add" next to "Deliverables". A dialog box will open. Do either of the following:
  - a. Scroll through the list and click the box(s) of the deliverable(s) that you want to add.  
Click .
5. You can now continue to make edits, cancel the changes, save the schedule as a draft, or submit the schedule to Discovery. Refer to **Schedule Actions** below for more information.

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## ***Deleting Non-Key Deliverable(s) or Production Phases***

1. Display the **Schedule**.
2. Click **List** or **Both** under the **Actions** menu to make sure the data entry side is displayed.
3. **Use the tab key or click on an episode** to display the data entry section for that episode. Or click on the top section for All Episodes.
4. Click the  next to the Deliverable or Production Phase.
5. A warning message will display. Click **OK**.
6. You can now continue to make edits, cancel the changes, save the schedule as a draft, or submit the schedule to Discovery. Refer to **Schedule Actions** below for more information.

## ***Schedule Actions (make selection from Actions menu & click OK)***

- **Edit** – Creates a new schedule
- **Save as Draft** – Allows you to save the schedule and come back to it later.
- **Discard Draft** – Allows you to completely discard the draft you created.
- **Cancel Changes** – Removes any changes you have made since the last time you saved.
- **Submit for Review** – Submits the schedule to Discovery for review.
- **Recall** – Recalls the schedule from Discovery for further editing. You cannot recall the schedule if Discovery has actually started editing, if Discovery has finalized the schedule, or if your Production Agreement has been executed.
- **Request Date Changes** – After your Production Agreement with Discovery has been executed, this action opens the schedule up for editing delivery dates. Then you may submit the date changes for review to Discovery.

## ***Other tabs - Accepted Changes, Draft Changes & Comments***

### ***A. Accepted Changes***

Displays any date changes that have been accepted by Discovery.

### ***B. Draft Changes***

Displays any changes that are currently in draft. You must click Save periodically for the draft changes to appear on this tab.

### ***C. Comments***

Displays the actions & comments by each party as the schedule passes between the external producer and Discovery.

## ***Exporting the Schedule into Excel***


You can Export the Schedule into Excel any time while editing and after it is finalized.

**Note:** Pop up blockers must be turned off.

To export the schedule into Excel, do the following:

## ***Producer's Portal Step-by-Step***

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1. Click  button on the right side.
2. Click **Open**.
3. You can save the document to your hard drive, print, or close.