Schedule – Schedule is off schedule

Symptoms:

The On Air Playlist reflects a schedule that is off by an hour or more. There may be dead air as a result of it waiting for the next event in the playlist.

Solutions:

There are 3 main reasons for why your schedule may be off:

Option 1: There is a Misscheduled Timed Break / Timed Drop / Floating Break

There are instances when a Timed event is misscheduled and may leave dead air. To check for this:

- 1) go to the Scheduler screen
- 2) go through the hours in question and make sure that each Timed event (Tbreak, Drop, Fbreak) is scheduled for the proper start times.

Option 2: Over or Under scheduled too much

For automated hours it is critical to overschedule every hour by about 6 to 8 minutes. You will have dead air if you under schedule an hour so that there is less than 60 minutes scheduled. This can be compounded by multiple hours having less than 60 minutes in a schedule. To prevent this problem, check every automated hour to see if a full hour has been scheduled. You may do this by:

- 1) go to the Scheduler screen
- 2) select the desired Day / Hour
- 3) there is a box designated on this screen that shows the total length of time scheduled in that hour. Make sure that this is between 6 to 8 minutes overscheduled every hour

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Option 3: Missing a Timed Break / Timed Drop / Floating Break

Another main reason that your schedule may become off from where it should be is if you are missing Timed events from the schedule. It is important to note that EVERY hour should have either a Timed Break, Timed Drop or Floating Break in each hour. These are used to keep the schedule on cue and not get too far off schedule. Check each hour for at least one of these Timed Events in the schedule.