



<https://www.ci.morris.mn.us/morris-access-tv>

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QUICK REFERENCE CARD

Morris Access TV is a free service, provided by the City of Morris in cooperation with Federated Telephone Company (channel 6) and MediaCom (channel 117), and provides promotion of area events via an electronic bulletin board system and broadcast of original, live and recorded video programming. The full usage policy and guidelines can be found online at <https://www.ci.morris.mn.us/morris-access-tv>

What do you want to do?

I want to promote an event on the electronic bulletin board...

For submission form, visit: <https://www.ci.morris.mn.us/morris-access-tv/bulletin-board/>

If you wish to submit a ready-made slide, dimensions are 1280x720 pixels (17.77 x 10.00 inches @ 72 dpi) and can be sent as a PNG or JPEG through the submission form.

Please include the 5Ws and the H: Who, What, When, Where, Why and How much?

I want to schedule a live broadcast that will be live on YouTube...

For submission form, visit: <https://www.ci.morris.mn.us/morris-access-tv/live-video/>

For live, weekend broadcasts, please submit your request no later than Thursday at 4:00 p.m. YouTube now has the ability to schedule live events more than seven days prior, so submitting earlier the better.

I want to schedule a video that is already hosted on YouTube...

For submission form, visit: <https://www.ci.morris.mn.us/morris-access-tv/pre-recorded-video/>

Make sure the video begins immediately when you click play. For content that was on previously a live webcast on YouTube Live, you may have to trim the video start time to remove the extraneous video at the beginning of the live event.

Helpful link: How to trim your videos in YouTube:

<https://support.google.com/youtube/answer/9057455?hl=en>

When should you submit your request?

The channel is updated twice a week, on Mondays and Thursdays at 4:00 p.m.

Requests for the electronic bulletin board can be submitted anytime and may be added to the rotation up to 45 days prior to the event. Weekly announcements (announcements that don't change) are good for 90 days and will need to be resubmitted for renewal.

The City of Morris reserves the right to refuse access and is not responsible for missed broadcasts due to technical issues, network issues, power disruptions or errors. Programming on Morris Access TV is subject to change without notice.