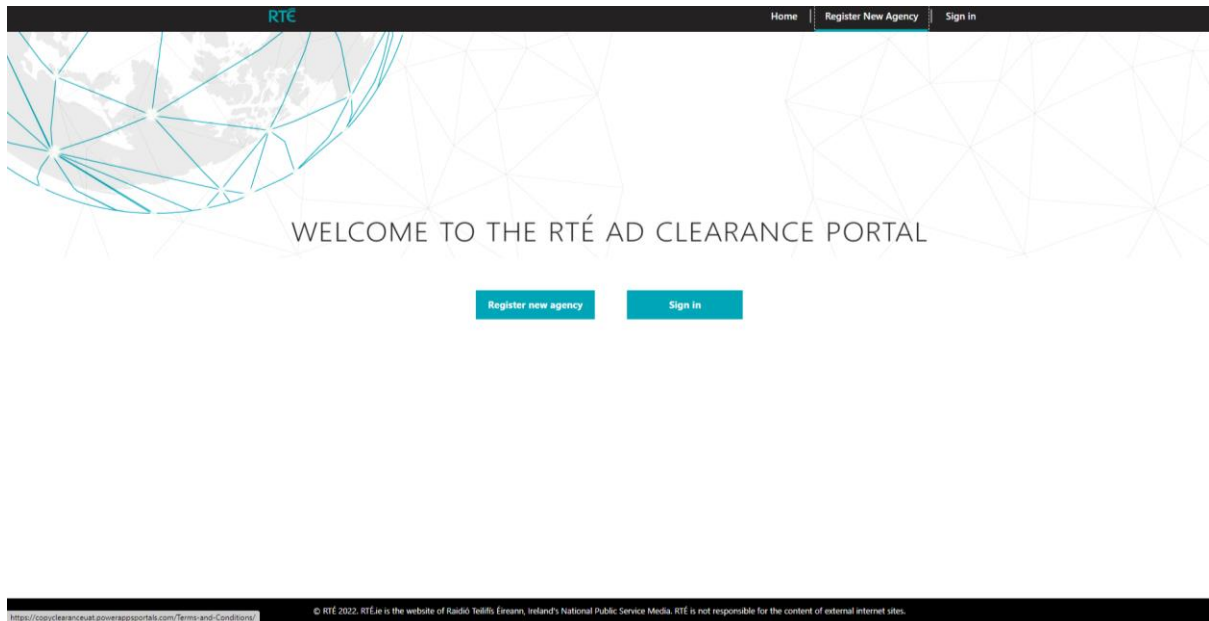


# RTÉ Ad Clearance Portal Guide



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## Introduction

### 1.Registration Instructions

#### Welcome to the RTÉ Ad Clearance System

You are required to register for the use of this portal.

Data entered during registration must be accurate and up to date. Inaccurate information entered during the registration process may result in deactivation.

- The first registered person will automatically become the "administrator" of the company, who then will have the opportunity to create further company users, including users with administrator privileges
- There is no limit on the number of users that can be created within the supplier organisation
- Provide accurate and up-to-date personal information, such as your name, address, and contact details
- Use a strong and unique password, and avoid using the same password for multiple accounts

To setup of the agency for the first time you need to go to the **RTÉ Ad Clearance Homepage** to register your agency.

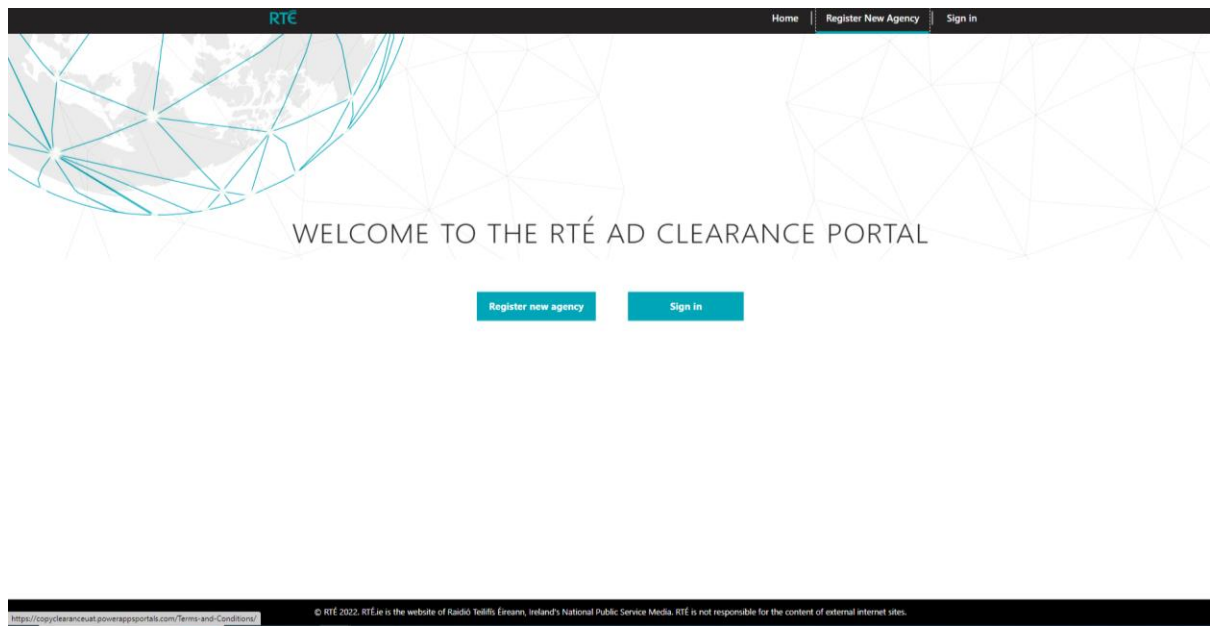
The Homepage can be found at : <https://rtecopyclearance.powerappsportals.com>

Here you will find the link to the RTÉ Adclearance Portal and 'How to@ Videos of the system

On your first visit to the Homepage the following options appear:

- Home- Register New Agency
- Sign In

### Fig RTÉ Ad Clearance Homepage



First Time Users should select 'Register New Agency'

Select register new agency upon doing so you will be asked to agree to the RTÉ privacy policy term on terms and conditions.

**\*NOTE\*** You cannot Click to accept until you have read the document

### Fig Accept Terms and Conditions

### Terms and Conditions

[Click Here](#)

I agree to these terms and conditions.

[Continue](#)

You will be taken to a page where you register your details.

Each field marked with '\*' is a mandatory field.

Once you have completed the form, click 'Submit'.

### Fig Registration Form

RTE Home Register New Agency Sign In

#### New Agency Setup Request

Company Name \*

Company Address \*

Requester's Name \*

Requester's Email \*

Company Admin First Name \*


Company Admin Surname \*

Company Admin Email \*

Company Admin Mobile \*  
Provide a telephone number

Company Admin Landline \*  
Provide a telephone number

I agree to the T&C \*

  
[Sign out & refresh image](#)  
[Skip the captcha code](#)  
 Enter the code from the image

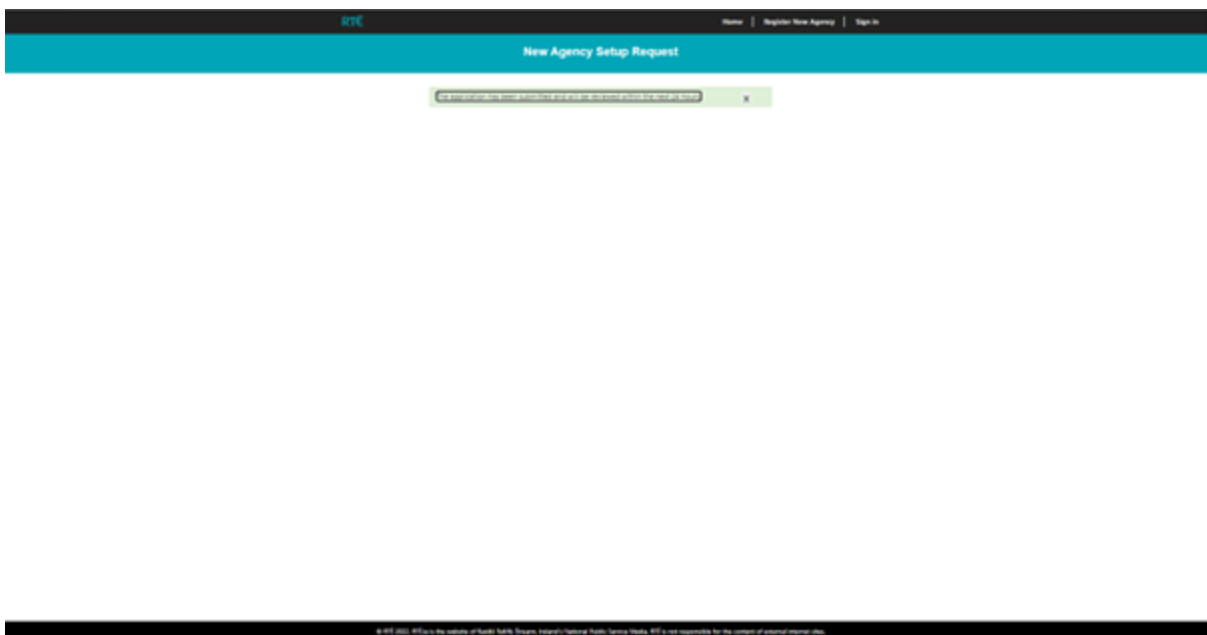
[Submit](#)

## Fig Submit Registration



A pop-up notification will appear to say you will be notified within 24 hours of registering.

## Fig Registration Acknowledgement



## Completing Registration

You will receive an invitation via email to log into the portal and complete your registration with username and password to your email address.

Click on Invitation Link to complete

## Fig Invitation to Portal (email)

Invitation to the RTE portal CRM:00185

**N** NoReply-CopyClearanceUAT 16:33

You have been invited to our portal. To redeem your invitation, please click the link below

[Invitation Link](#)

Welcome to the RTE Ad Clearance System  
All marketing communications should be legal, decent, honest and truthful and should not mislead the consumer.  
All marketing communications should conform to the principles of fair competition as generally accepted in business.  
Prior to going to air, all Radio and Television advertisements airing on RTE must first be cleared for broadcast by The RTE internal Copy Clearance Committee.  
In the workings of this Committee, RTE seeks to exercise its discretion as to what advertisements it can accept in a timely, reasonable and consistent manner

Things to remember:

- Please ensure you have substantiation to any claims make in your copy
- We abide by the Broadcasting Authority of Ireland General Commercial Communication Code and uphold the rulings and guidelines of the Association of Advertisers in Ireland Code of Standards for Advertising and Marketing Communications in Ireland.
- Within this, RTE also derives its own guidelines and policies to ensure adherence to commercial communications, within the appropriateness of RTE's media services and its association with its audience
- When submitting your final copy that you have a clock number with your final copy

Please note Clearcast or RACC Clearance does not cover RTE Radio or Television stations.

Regards,  
Portal Team

## Fig Register

RTE Home Register New Agency Sign in

[Sign in](#) [Redeem invitation](#)

Sign up with an invitation code

\* Invitation code:

[Register](#)

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## Sign In

Upon sign in, you will be prompted to login with your username and password you used to set up your account.

## Fig Sign in Page

RTE Home Register New Agency Sign In

Sign in Redeem invitation

Sign in with a local account

\* Username

\* Password

Remember me?

Sign in [Forgot your password?](#)

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## Fig Registration Completion

RTE Home Register New Agency Sign In

Sign in Redeem invitation

Redeeming code: 6R9V-HQ4R6PDZakakMgpmc3r79uCa9M6YTC-Ks-KDApQ33E-WTLbgERR7U5YVWbDipeY-Tv4ztDvdexos35duWTRkgzZ-EUheheVdLxet3HmetEStwWagwxyq-jp45gpd3JGCvYRZew0AUJCTLUJgkR8W65vcb

Register for a new local account

\* Email

\* Username

\* Password

\* Confirm password

Register

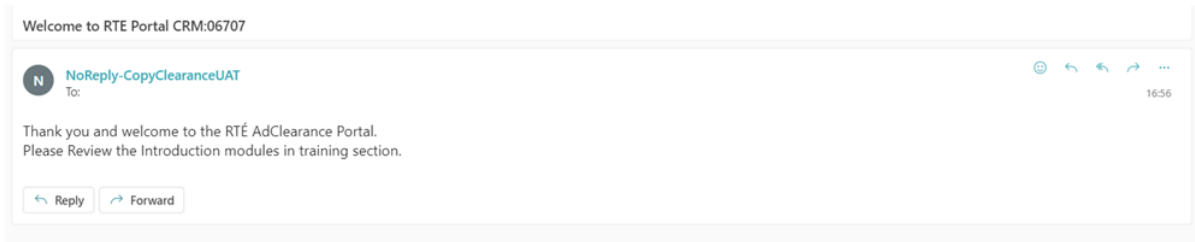
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On Registration Completion – you will be asked to agree to the Terms and Conditions again, as an agency user.

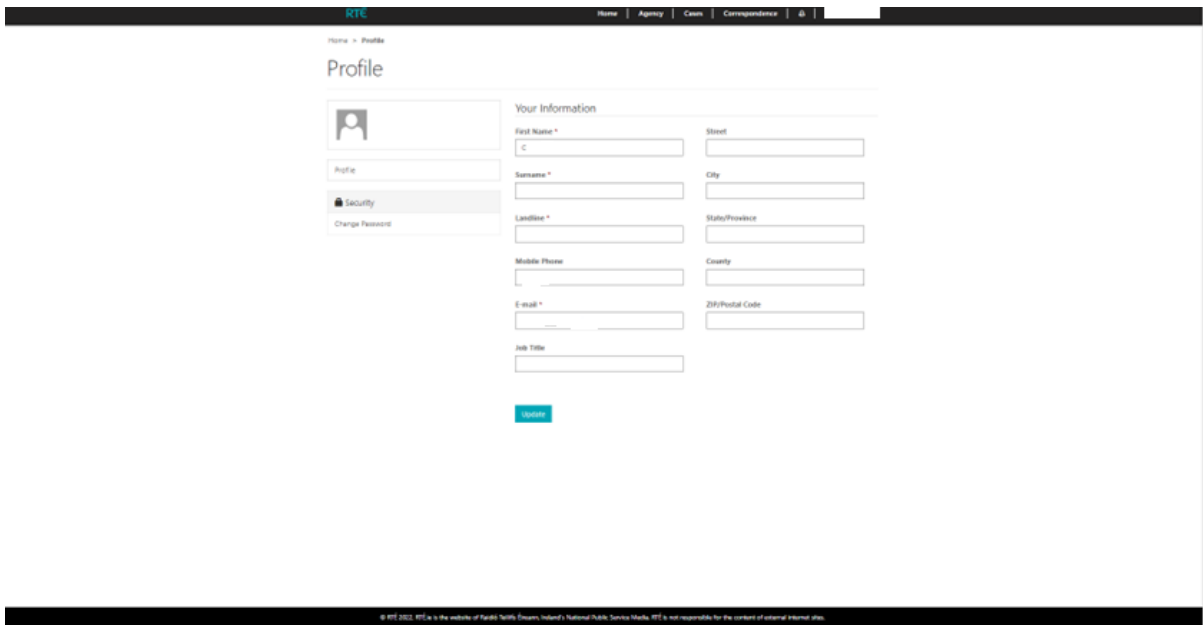
You will then be brought to your new profile page which you can confirm and update.

Once you have set your password, you will receive a confirmation by email.

### Fig Confirmation email



### Fig Profile Page





## 2. Agency Set Up

In this section, you will learn

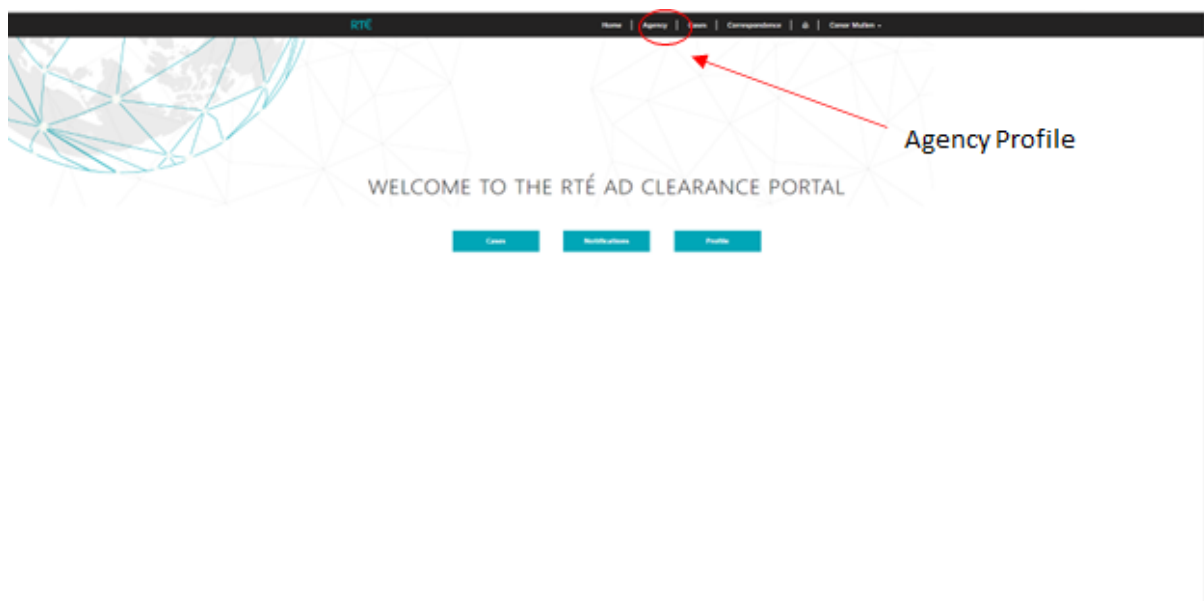
- How to set up your agency
  - o Complete agency profile
- Add additional contacts
- Remove/Deactivate contacts

In setting up the company admin that can be a different name or it can be your own name as you set it up.

### Setting Up Agency Contacts

On the Agency Profile Page, you can add further detail to your account and add new contacts for your agency

### Fig Selecting Agency Details



## Fig Agency Profile Page

The screenshot displays the Agency Profile Page. On the left, there is a form for 'Account Information' with fields for Company Name, Company Number, Phone, Fax, Website, Address, City, State/Province, Country/Region, and ZIP/Postal Code. A 'Save Changes' button is at the bottom. On the right, the 'Agency Contacts' section features a 'New Contact' button and a table with columns for 'Full Name', 'Contact Role', and 'Action'. A red circle highlights the 'New Contact' button, with an arrow pointing to the text 'New Agency Contact'. Another red circle highlights the first row in the table, with an arrow pointing to the text 'Main Agency Contact'. A 'Save Changes' button is also present at the bottom of the contacts section.

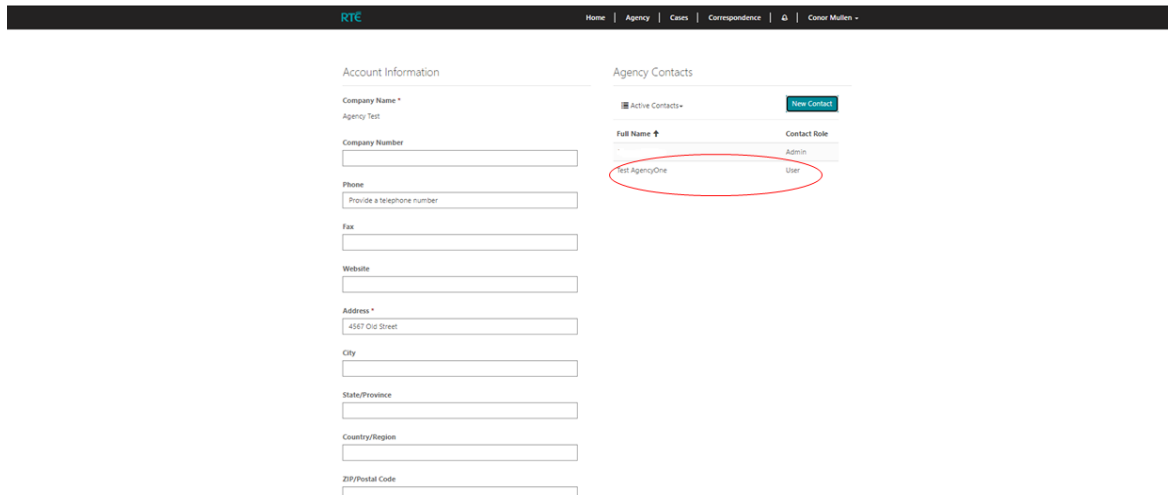
## Fig Set Up Additional Contacts

The screenshot shows a 'Create' dialog box overlaid on the Agency Profile Page. The dialog is titled 'CONTACT INFORMATION' and contains the following fields: Full Name (with 'A' entered), Surname (with 'Smith' entered), Job Title, Email (with 'CONTACTS' entered), Landline (with '1234567' entered), Mobile Phone (with '12345678' entered), and Role (with 'User' selected). A 'Save' button is at the bottom of the dialog.

The new user set up will receive an 'Invitation to Portal' email and should follow the set-up steps listed above to register to the portal.

## Deactivating A Contact

### Fig Contact Selection

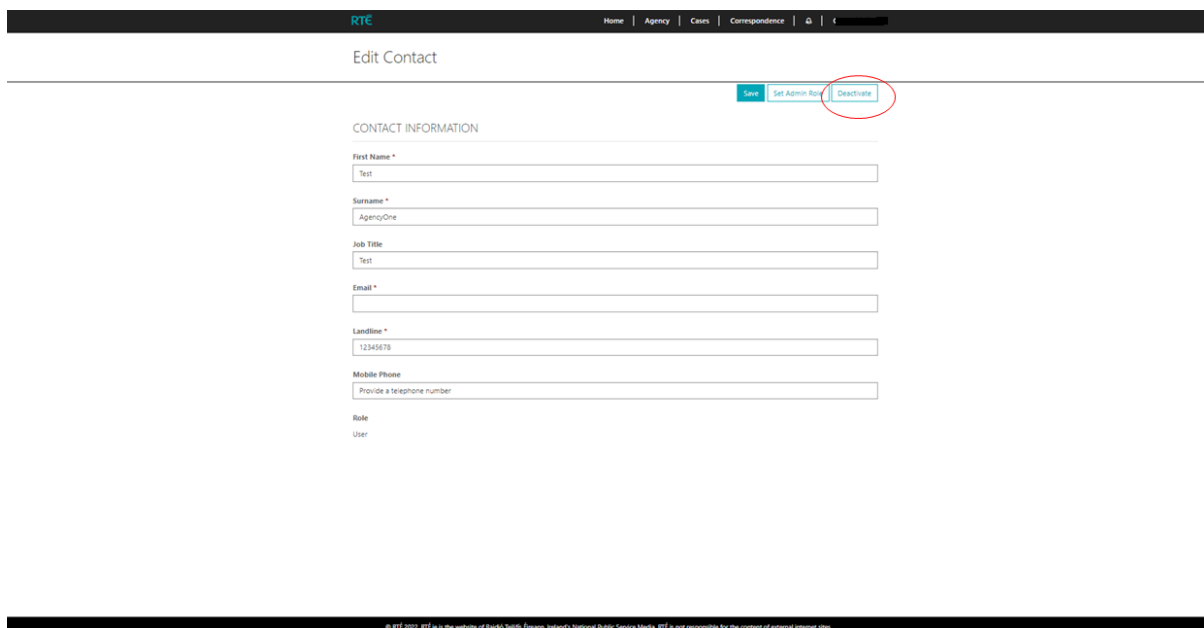


The screenshot shows the RTE Agency Profile page. On the left is the 'Account Information' form with fields for Company Name, Agency Test, Company Number, Phone, Fax, Website, Address, City, State/Province, Country/Region, and ZIP/Postal Code. On the right is the 'Agency Contacts' section, which includes a 'New Contact' button and a table of active contacts. The table has columns for 'Full Name' and 'Contact Role'. One contact is listed: 'Test AgencyOne' with the role 'User'. This contact is circled in red.

Full Name	Contact Role
Test AgencyOne	User

By clicking on the User Contact within the 'Agency Profile', you can edit that Contact details or deactivate that contact.

### Fig Deactivate Contact



The screenshot shows the RTE 'Edit Contact' page. At the top right, there are three buttons: 'Save', 'Set Admin Role', and 'Deactivate'. The 'Deactivate' button is circled in red. Below the buttons is the 'CONTACT INFORMATION' form with fields for First Name, Surname, Job Title, Email, Landline, and Mobile Phone. The role is listed as 'User'.

CONTACT INFORMATION
First Name *
Surname *
Job Title
Email *
Landline *
Mobile Phone
Role

By clicking on Deactivate, that contact will no longer have access to the portal.

## Creating a Case

In this section, you will learn

- How to create a new case
  - o Select the assorted options available
- Manage Correspondence
- Manage Notifications

1. Log into the RTÉ Adclearance Portal
2. Click on Cases
3. Click Create Case

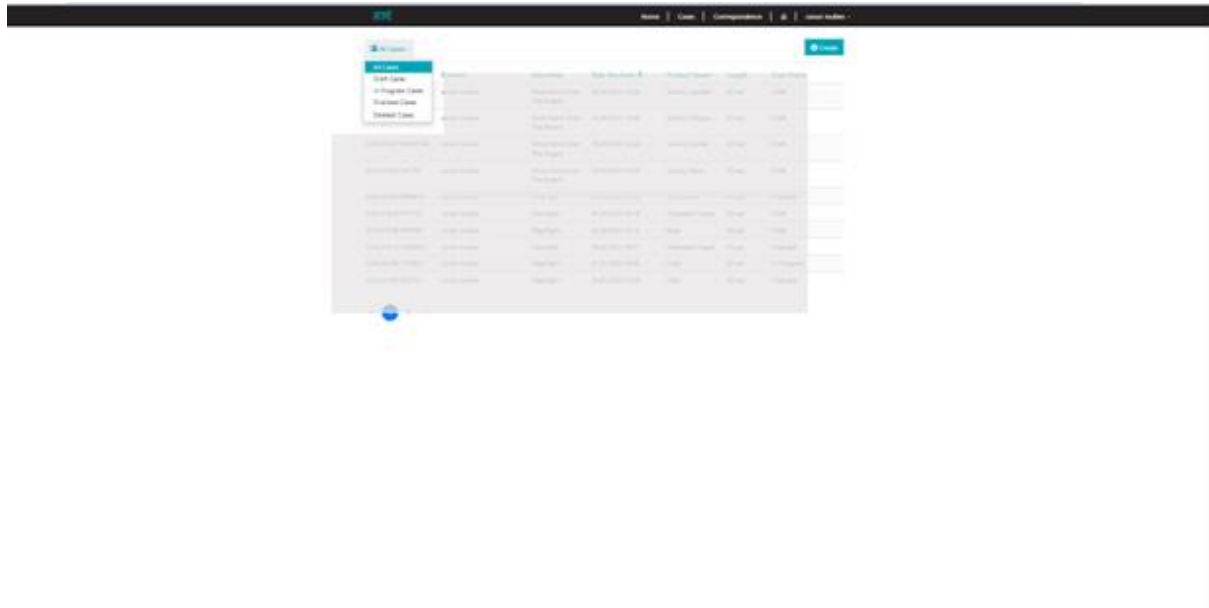
Fig Create Case

The screenshot shows the 'Create Case' form in the RTÉ Adclearance Portal. The form is titled 'Create Case' and includes a navigation bar at the top with 'Home', 'Cases', 'Correspondence', and 'User Profile'. Below the title, there is a section for 'RTÉ' with a radio button for 'Yes'. The form contains several input fields and dropdown menus:

- Advertiser \***: Text input field.
- Product Name \***: Text input field.
- Service Type \***: Text input field with a link to 'Select or search options'.
- Length \***: Text input field with a dropdown arrow.
- Click Number**: Text input field.
- RTB Code**: Text input field.
- Agency \***: Text input field with 'Other Type' below it.
- Campaign Type \***: Dropdown menu.
- Commercial Title \***: Text input field.
- Media Type \***: Text input field with a search icon.
- Job Number**: Text input field.
- Description**: Text area with a scroll bar.
- Contact \***: Text input field with 'Other Number' below it.

A blue 'Save' button is located at the bottom right of the form.

## Fig Case Dropdown



Each of these cases show the contact who has set it up with the advertiser is the date it was received the product name the length of the ad and the stage status of the case.

To create a new case, click on the button 'Create'.

A new page will pop up and you must fill in all mandatory fields – these are marked with an asterisk.

Some menus have drop down menus such as 'source type'–

- this will highlight drop-down areas such as MP4, script, storyboards, or WAV files etc.
- You can select multiple source types of the length of the creator must be added clock

Each campaign type has a drop-down menu covering podcast airtime sponsorship pre rolls etc.

## Fig Campaign Type

The screenshot shows a 'Create Case' form with the following fields and options:

- Advertiser \***: Text input field.
- Product Name \***: Text input field.
- Media Type**: Text input field with a dropdown arrow.
- Length \***: Text input field with a dropdown arrow.
- Case Number**: Text input field.
- CCCI Code**: Text input field.
- Agency \***: Text input field with the value 'Case Test'.
- Campaign Type \***: Dropdown menu with the following options: TV, Teleshopping, Product Demo, Product Demonstration, Pay Per View, Teleshopping, and Online.
- Description**: Text area for adding a description.
- Save**: A blue button at the bottom right.

### Other drop-down menus include:

- 'Media type' select one of each either player, podcast, radio, teleshopping, TV or VOD
  - o this is to ensure that the correct case goes against the correct creative for the correct medium.
- Duration – duration in seconds of creative
- Advertiser – name of advertiser
- Product Name – name of product being advertised
- Commercial Title

### CCCI Code

- This is for the CCCI for alcohol products

### Description

- This is a free form field for any description you wish to add

## Fig Media Type

The screenshot shows a 'Create Case' form with the following fields and their states:

- Agency \***: Text input field.
- Product Name \***: Text input field.
- Media Type \***: Dropdown menu with 'Select an option' and a list of options: 'TV', 'Radio', 'Print', 'Digital', 'Out of Home'.
- Advertiser \***: Text input field.
- Campaign Type \***: Dropdown menu.
- Commercial Title \***: Text input field.
- Job Number \***: Text input field.
- Description \***: Text area.
- Contact \***: Text input field.

A 'Save' button is located at the bottom right of the form.

## Fig Duration

The screenshot shows the same 'Create Case' form as above, but with the 'Length' dropdown menu open. The 'Length' dropdown has the following options:

- 15 sec
- 30 sec
- 45 sec
- 60 sec
- 75 sec
- 90 sec
- 105 sec
- 120 sec
- 135 sec
- 150 sec
- 165 sec
- 180 sec

The 'Save' button is visible at the bottom right.

Once the fields are completed you can save the file the bottom of the bottom of the page

When the case is saved it becomes a draft as opposed to a new case this allows you to review the case before submission finally submission it to RTE

- Files can still be attached but no more no greater size than 50 megabytes at one time
- There is a free-form comment field that allows you to enter any correspondence you feel necessary that may aid in the clearance of the submission go stop your car at the bottom of the page you can see a field that says related cases this allows you to tie particular cases together should you wish. This is covered in Duplicate Case and Create Child Case sections.

Once the case is submitted to RTÉ no other changes are allowed other than

- adding in new comments
- additional files



## Correspondence And Notifications

Communications about your case can be found under Correspondence and Notifications on the portal home page.

### **Correspondence**

Correspondence is related to the specific case you are working on. You can use the Correspondence for:

- Correspondence between you and the RTÉ Ad Clearance Team
- Updating the case with particulars to the case
  - o E.g., queries, notes etc.

Here you may be requested

- For substantiation
- Further information
- Queries relating to your case

**\*Note: All correspondence is kept here for your records**

### **Substantiation**

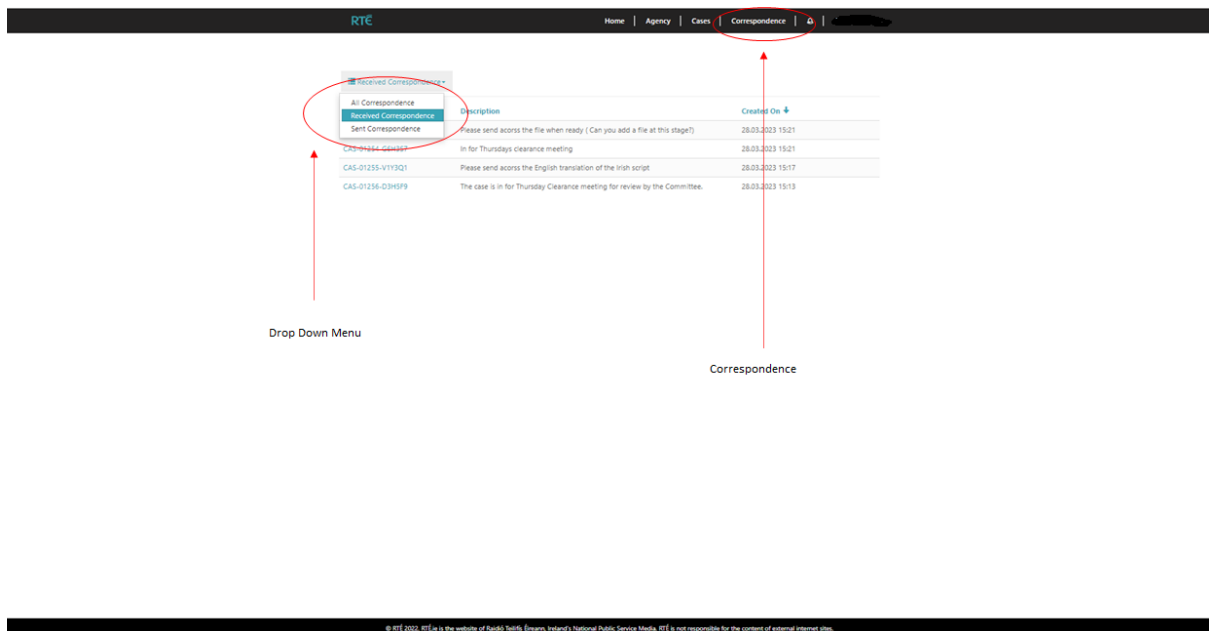
In some cases you may be asked to substantiate claims made.

In these instances, you will receive a request from the Clearance Team and you can attach files to the case in the file section and add your comments in the correspondence section.

### **CCCI**

All alcohol marketing must be approved by Copyclear and have a CCCI code associated with it prior to broadcast. You can place the CCCI code in the field marked CCCI.

## Fig Correspondence



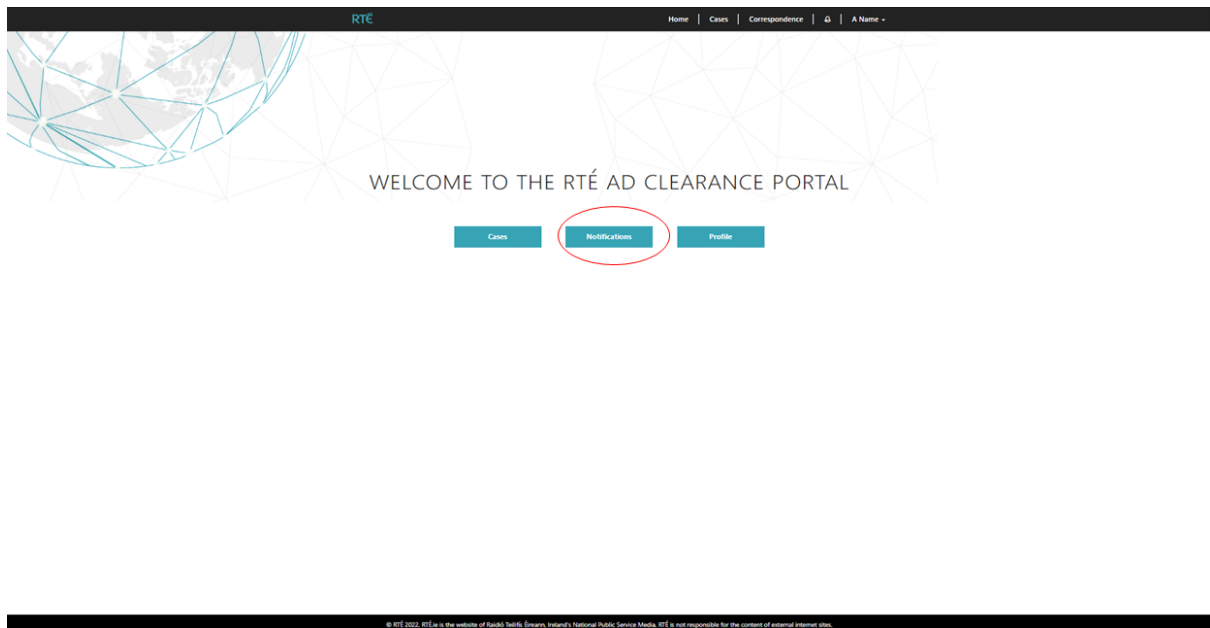
## Notifications

Any new notifications can be found under notifications, these include

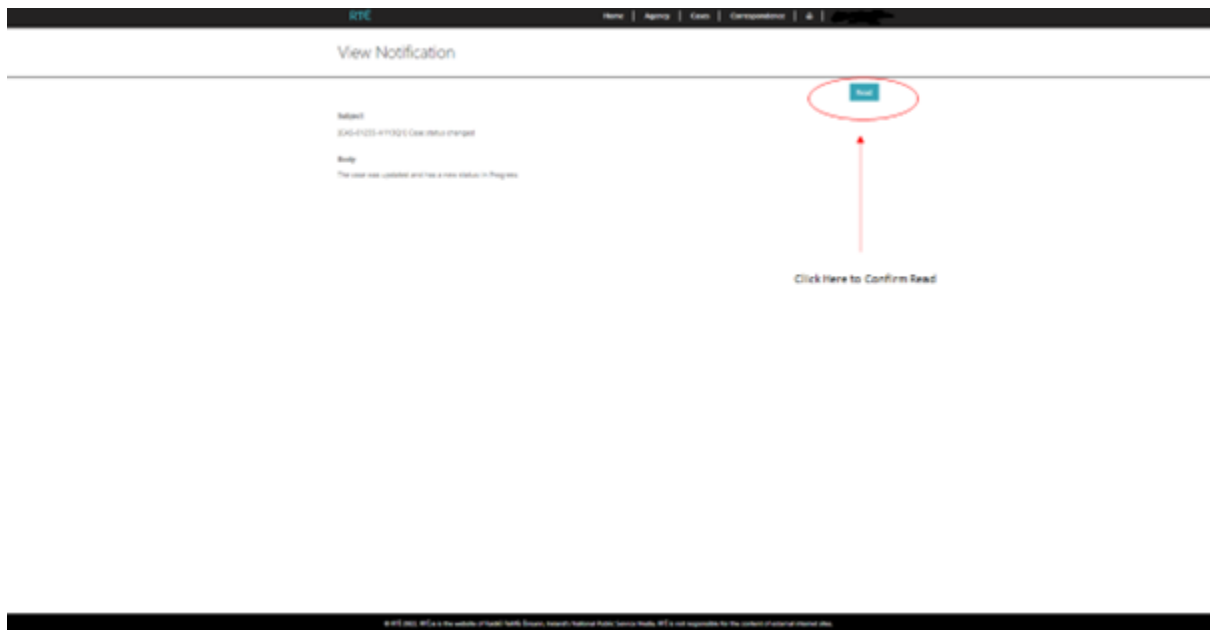
- Changes to case status
- Action needed
- Update to case

**\*Note: Once these are clicked as read, the notification will disappear**

## Fig Notifications



## Fig Notifications Read



## Case Finalized

When your case is approved, you will receive both a notification in your portal and as an email.

If there are any conditions or restrictions, this will be highlighted in the note.

## Fig. Finalization email

**N** NoReply-CopyClearance  
To:



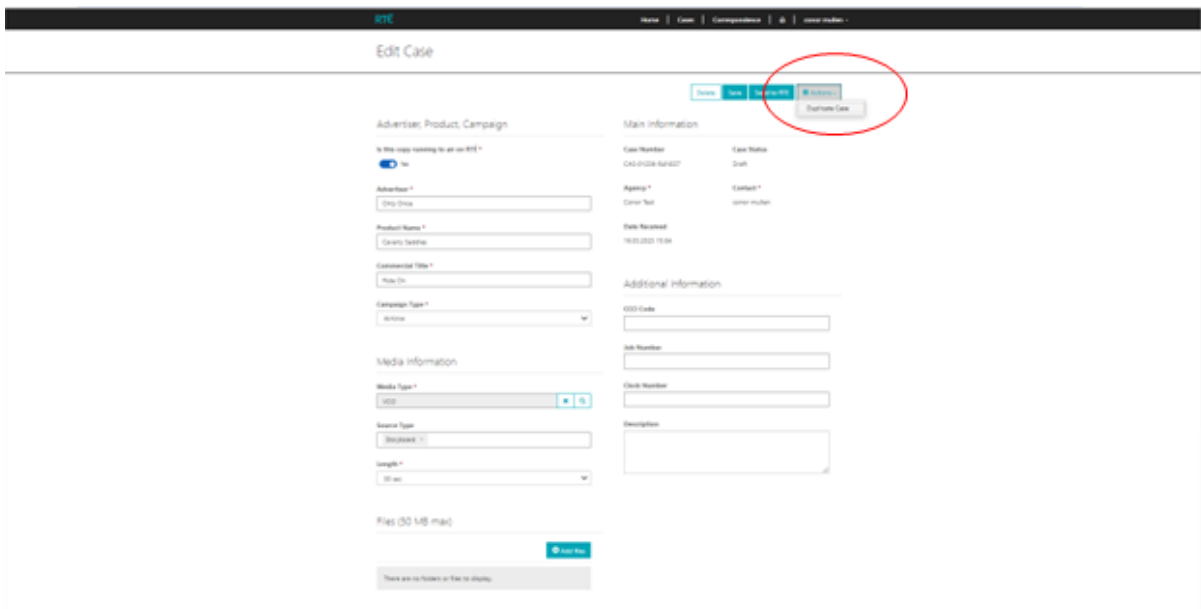
Your case has been finalized.

Case Number: CAS-01206-P5H5K3  
Decision: Approved with restriction(s)  
Restrictions: Restricted on all RTÉ Radio Stations from airing between 6am - 10am daily - Family Time, Restricted on 2fm to airing post 9pm only  
Advertiser: JohnnyG Wines  
Product Name: Sweet Merlot  
Commercial Title: A little bit of red  
Campaign Type: Airtime  
Media Type: Radio  
Source: Script  
Is this copy running to air on RTÉ: Yes  
Clock Number:  
Job Number:  
CCCI Code: RW12345 added by denise

## Creating a Duplicate Case

In this section you will learn

- How to create an additional to case to one already created



Within an existing case you have the opportunity to create a child case or create a duplicate case this exists in the actions dropdown menu on the main case file under edit case the purpose of this is to

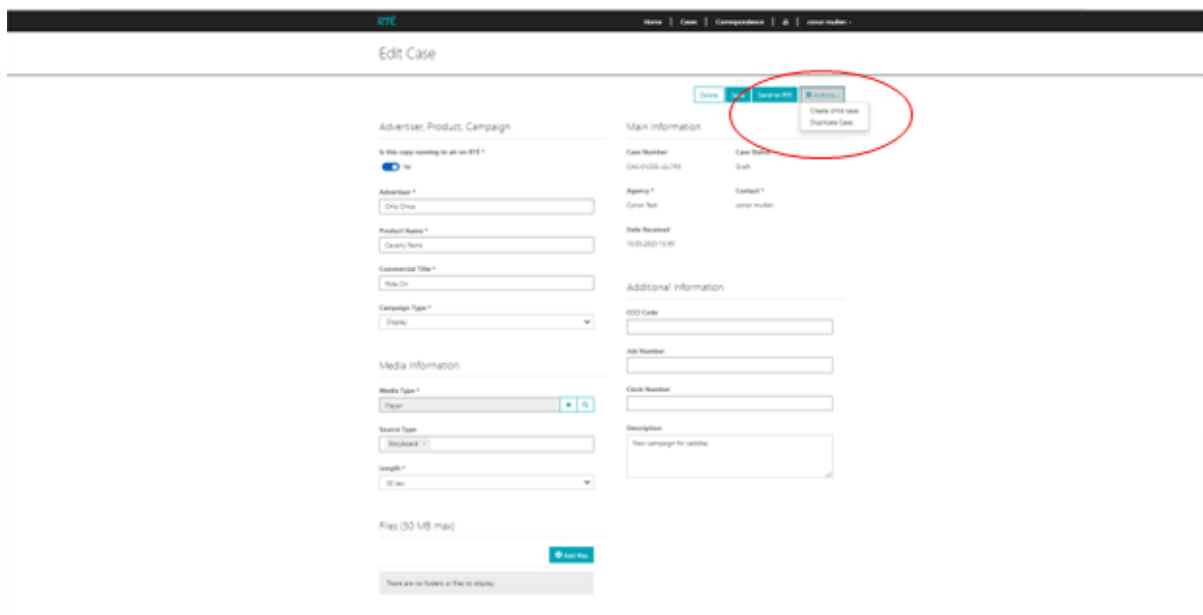
allow you to speedily create another case of a similar manner in terms of duplicate case or to link cases to each other where you would create a child case.

Creating a duplicate case you were able to create a duplicate for all cases except for where a case has been deleted. Unclicking actions select a duplicate case the confirmation button will pop up to accept this just click accept once you go into draft cases and new case will have been created under the same name and title have the case you just went **into**.

- This essentially is a new case with prefilled fields in it to allow you to speedily set up another new case.

### Creating a Child Case

The create child case facility allows you to set up another case that is tied to an original campaign this could be from multiple cuts on multiple media of a new campaign part updates to an existing company.



You need to go into cases click on any case except for deleted case click on actions and select create child case. Creating a child from an existing case then sets up the relationship of parent case of the original and the child case of the new case.

If you go into the parent case, scroll to the bottom, you can see under related cases the new case that you have created.

- Under related cases you can see the new case number you can see whether it is an apparent case or not and you can see the related parent case number when you were in the child case you were able to add it and add new details to that case and that will be related to the parent case from there on in can you make.
- Under the parent case you can see new child cases
  - Each with their own individual case numbers
  - Each can be edited and updated in all mandatory fields but will still be related to the main 'parent' case
- The relationship between cases is highlighted at the bottom of the case

**Fig. List of Child Cases**

