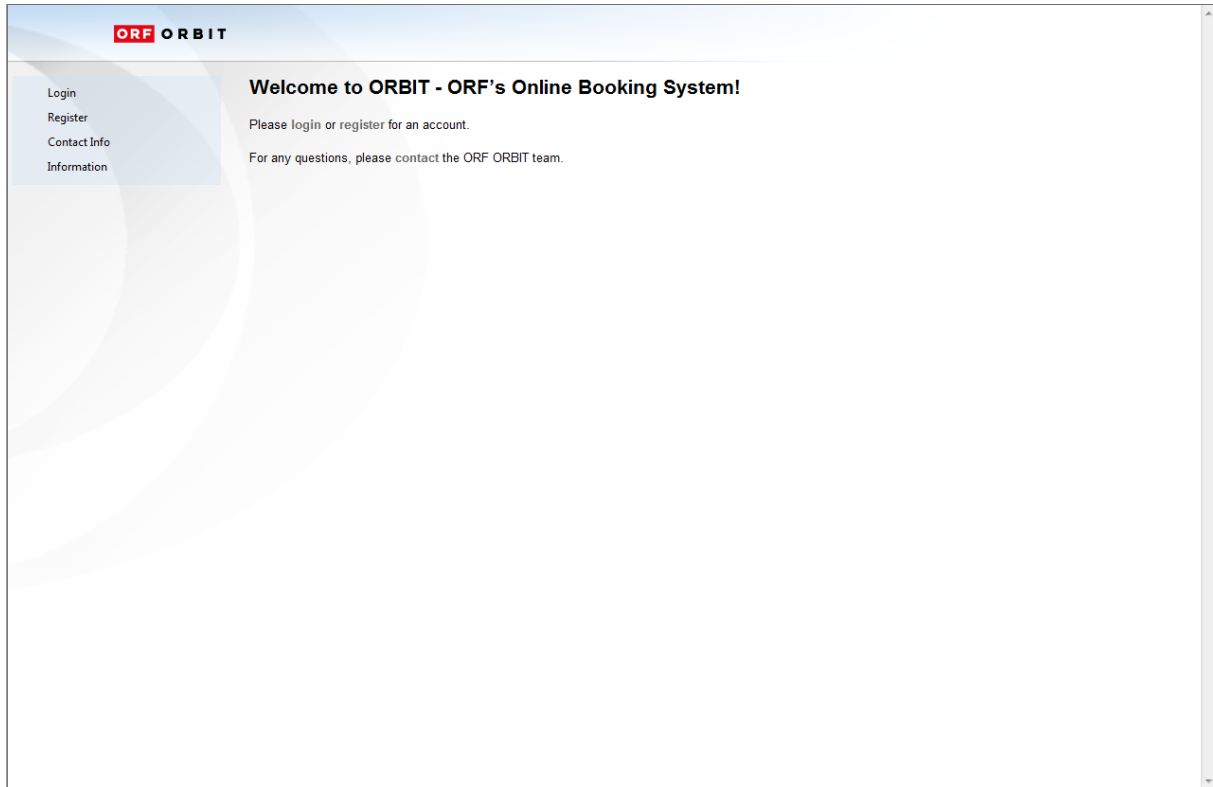## ORBIT Registration Quick Start Guide

1. Open your Browser

*ORF's **O**nline **R**esource **B**ooking and **I**nformation **T**erminal **ORBIT** can be accessed from any computer connected to the internet. Just open your browser and go to https://booking.orf.at*

2. Download the General Conditions
*Click on **General Conditions** in the menu tree, an extra window with a .pdf-file containing the General Conditions applicable for ORBIT will open. Please save this file to your computer and read it through carefully. You will be asked to confirm your acceptance of the General Conditions upon registration.*

3. Register for an ORBIT Account
*Once you have read through the General Conditions, please click on **Register** in the menu tree on the left, or in the text on the right side of your screen:*

The following form "Step 1/3 User account" will open:

Please fill in this form with information about yourself, observing the following guidelines:

Costumer Type: Please select "TV" or "Radio" depending on which medium you are booking for. If you want to book for both radio & TV you would have to register 2 separate accounts.
User Name: *Please enter any name you like (letters and/or numbers) and remember it (you will need your user name in order to login later).*
Password: Please choose a password with at least 3 characters (letters and/or numbers) and remember it (you will need your password in order to login later) and retype the password.
Email-Address: Your personal E-Mail address or e-mail distribution list. ORF cannot be held responsible if you don't receive these emails due to absence of the person whose address you have entered.
Telephone/Fax: *Please enter numbers only and no spaces in between. Please also include the country code and city prefix (e.g. 004318787812630 and not 87878 12630).*

Once you have filled in all fields, please don't forget to tick the box that indicates your acceptance of our **General Conditions** and click on **Continue**.

You will see the following screen *"Step 2/3 Customer association"*:

In this step you can associate your personal account with one or multiple customers (your TV or radio stations) Just check the box(es) on the left of the customer(s) for which you want to place your bookings & click *Continue* (proceed to page 5 of this guide)

Please note: Depending on your customer type choice (TV/radio) in step 1, only TV or radio customers will be displayed in the list. ORF Orbit team will check with the selected customers if you´re authorized to book for them. ORF, if necessary, might not confirm all or even none of your requested associations.

If your TV or radio station is not listed, you have to register this customer, for doing so click ***Add new customer***

The following form will open:

Please fill in this form with information about your TV or radio station, observing the following guidelines:

Customer Details: In this section please enter how your company should be named within the ORBIT website.
Customer Name*: Please use your* **EBU abbreviation***, including the country code and add "TV" or "Radio" (e.g. ATORF TV).*
VAT Number*: If available, please enter your VAT number. Otherwise, please type "xxx" or "---".*

Billing Address*: In this section, please enter the address where the invoices should be sent to.*
Customer Name*: The name of your TV or radio station. Take care that you´ll use the exact spelling/wording you need for your accounting.*
Email-Address*: E-Mail address of your accounting contact person or department*
Contact Person/Dept*.: The name of your accounting contact person or department*

Once you have filled in all fields, click on **Save -** you will be redirected to the form "step 2/3 Customer Association" with the box checked, next to customer you have just entered. You can now either register another new customer by clicking **Add new customer** or click on **Continue** to complete the registration process with the customer(s) selected.

The following form will open – "Step 3/3 Project accreditation

Please check the box(es) next to the projects you want to place bookings for and click **_Register_** –

You will see the following information:

ORF will automatically be informed of your registration, will check your entries and verify that you have acquired the rights to a certain project. Please note that this procedure may take up to one week. Once all the necessary internal arrangements have been made, ORF will enable your account and the following email will be sent to the address you have entered in the registration form:

From: booking@orf.at
Sent: Donnerstag, 21. Juni 2012 19:21
To: Sample User
Subject: [Orbit] Account Enabled

Dear customer,

We are happy to inform you that the account you have registered for in ORBIT has now been enabled.

To view additional information on a project and/or to start booking your resources, please login, using the user name and password you have entered in the registration form.

Before placing any bookings, we kindly ask you to carefully read our deadlines and payment conditions, which are available online for each project. Please note that all our prices are net and VAT might apply and will be added to the final invoice, depending on the products ordered and your tax status.

We hope you enjoy booking with ORBIT and are always glad to receive your feedback!

You can login to the system by navigating to the following link:

- https://booking.orf.at

Best Regards,
  ORF ORBIT Team

*** this is an automatically generated message ***

Please note that you will not be able to login before you have received this notification!

For questions regarding the registration process please contact ***booking@orf.at***