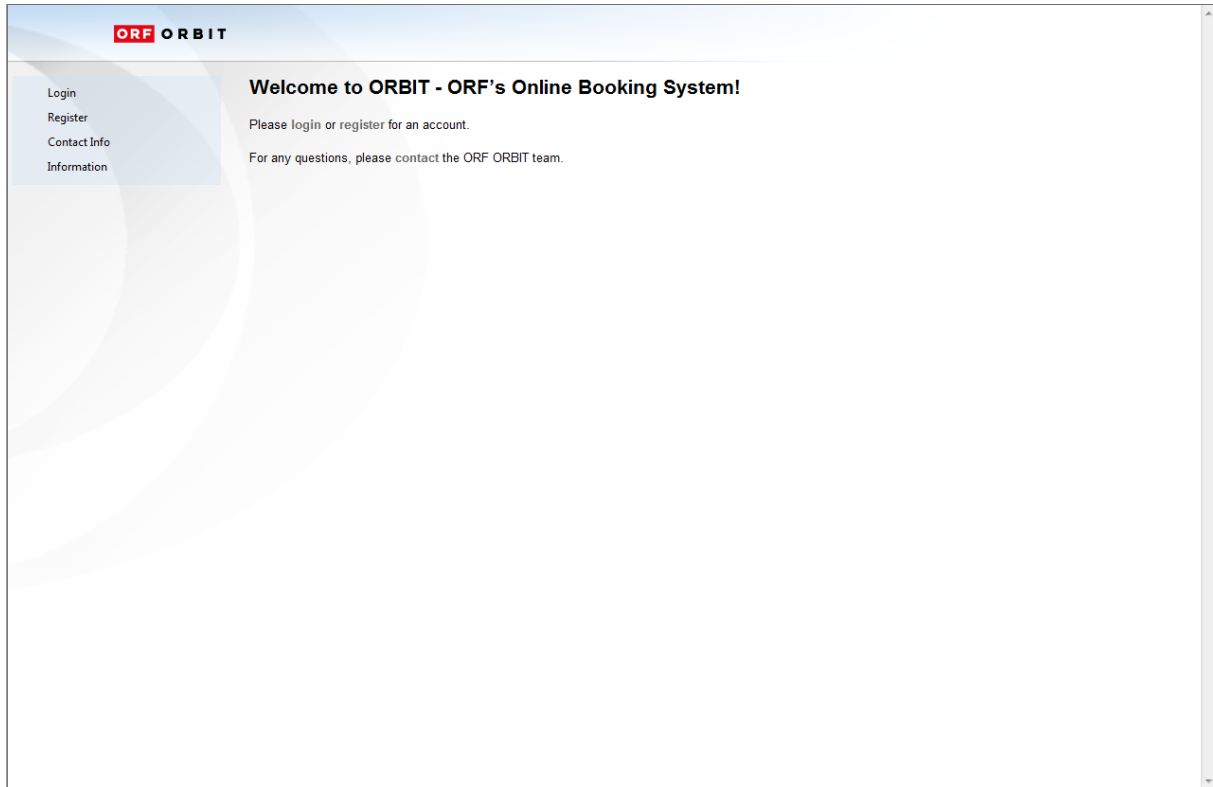


## ORBIT Registration Quick Start Guide

### 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:

The screenshot shows the 'Register Account User' form in the ORF ORBIT system. The form is titled 'Step 1/3: User Account'. It contains the following fields and options:

- Customer Type:** A dropdown menu with 'TV' selected.
- User Name:** A text field containing 'sample user'.
- Password:** A text field with masked characters (dots).
- Retype Password:** A text field with masked characters (dots).
- Contact Person:**
  - First Name:** 'Sample'
  - Last Name:** 'User'
  - e-mail:** 'sample\_user@mail.com'
  - Department:** 'Booking'
  - Telephone:** '123456789'
  - Fax:** '123435679'
  - Street and Number:** 'Sample Street 123'
  - Postal Code:** '1234'
  - City:** 'Sample City'
  - Country:** 'Austria' (dropdown menu)
- ☒ **I have read and accept the General Conditions.**
- Buttons:** 'Continue' and 'Cancel'.

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

**Customer 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”:

**ORF ORBIT**

Login  
Register  
Contact Info  
Information

### Register Account User

Step 2/3: Customer Association

User Name: sample user

Associated	Name	Confirmed
<input type="checkbox"/>	ATORF	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ATPuls4	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ATTest5	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer_Demo8	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DEZDF	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ServusTV	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Test SL	<input checked="" type="checkbox"/>

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:

The screenshot shows a web browser window displaying the ORF ORBIT registration form. The form is titled 'Customer Details' and is divided into two main sections: 'Customer Details' and 'Billing Address'. The 'Customer Details' section includes fields for 'Customer Name' (Sample TV company), 'VAT Number' (ATU1234567), and 'Customer Type' (TV). The 'Billing Address' section includes fields for 'Customer Name' (Sample TV company), 'e-mail' (invoices@mail.com), 'Contact Person/Dept.' (Accounting), 'Street and Number' (Sample Street 123), 'Postal Code' (1234), 'City' (Sample City), and 'Country' (Austria). At the bottom right of the form are 'Save' and 'Back' buttons. On the left side of the browser window, there is a navigation menu with links for 'Login', 'Register', 'Contact Info', and 'Information'.

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

The screenshot shows the 'Register Account User' page in the ORF ORBIT system. The page has a light blue header with the 'ORF ORBIT' logo. On the left, there is a vertical navigation menu with links: 'Login', 'Register', 'Contact Info', and 'Information'. The main content area is titled 'Register Account User' and 'Step 3/3: Project Accreditation'. It contains a table with two columns: 'Project' and 'Accreditation Request'. The table lists three projects: 'Ski WM Schladming 2013', 'Technical Assistance for CIRAP-Members July 2012', and 'Technical Assistance for NON-CIRAP-Members July 2012'. Each project has a checkbox in the 'Accreditation Request' column. At the bottom right of the table, there are two buttons: 'Register' and 'Cancel'.

Project	Accreditation Request
Ski WM Schladming 2013	<input type="checkbox"/>
Technical Assistance for CIRAP-Members July 2012	<input type="checkbox"/>
Technical Assistance for NON-CIRAP-Members July 2012	<input type="checkbox"/>

[Register](#) [Cancel](#)

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

*You will see the following information:*

The screenshot shows the 'Successfully Registered' confirmation page in the ORF ORBIT system. The page has a light blue header with the 'ORF ORBIT' logo. On the left, there is a vertical navigation menu with links: 'Login', 'Register', 'Contact Info', and 'Information'. The main content area is titled 'Successfully Registered'. It contains a message: 'You have successfully registered in ORBIT and will receive feedback via e-mail within one week. Please note that you will not be able to login until then.'

**Successfully Registered**

You have successfully registered in ORBIT and will receive feedback via e-mail within one week.  
Please note that you will not be able to login until then.

*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***