

Vendor Portal

On-Air Guest Job-aid



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On-Air Guest

On-air Guests can access their calendars, profile information, guest resources and Guest Advisory Board information through the options found within the On-air guest dropdown.

From the Vendor Portal homepage

Step 1: Click on the On-Air Guest dropdown



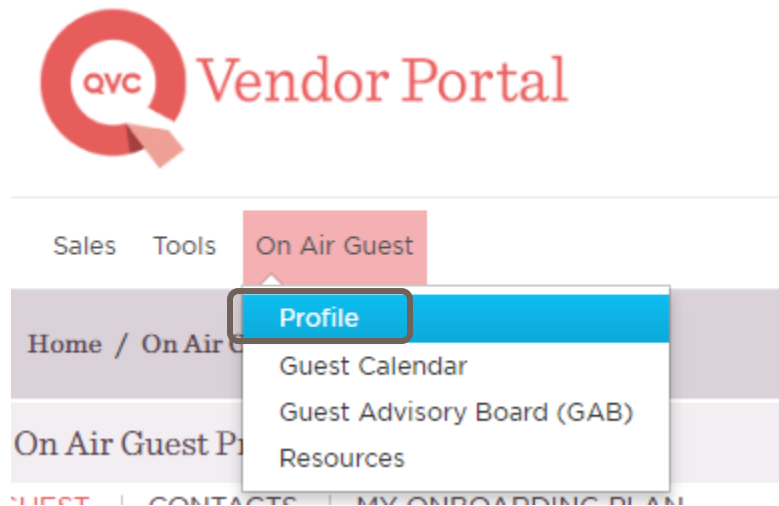
Please note if you are associated to multiple guests or multiple companies you will need to Select the guest you would like to access information for. Click Save.

A screenshot of a web form titled 'You are acting on behalf of: SELF'. The text 'Please Select One:' is followed by a dropdown menu showing 'Michelle Tester'. To the right of the dropdown are two radio buttons: 'GUEST' (which is selected) and 'SELF'. Below the dropdown is a 'Save' button.

Profile

Within Profile you can update Administrators, Assistants and your personal information associated to your account.

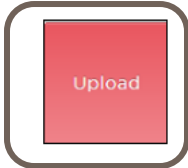
Step 1: Click On-Air Guests and Select Profile





Step 2: To upload your picture to your profile, Click Upload on the right hand side of your screen. Browse through your files and Select the image you would like to upload.

On Air Guest Profile (Kyle Kim)

[GUEST](#) | [CONTACTS](#) | [MY ONBOARDING PLAN](#)

Status	Active	First Name	<input type="text" value="Kyle"/>	
Salutation	<input type="text" value="Mr."/> ▼	Last Name	<input type="text" value="Kim"/>	
Suffix	<input type="text"/> ▼	Middle Name	<input type="text"/>	

 Emails	 Phones
Primary <input type="text" value="kimber.schaffer+999@gmail.com,"/>	Primary Phone <input type="text" value="4561236159"/> <input type="text" value="Cell"/> ▼



Step 3: To add or update your email, phone or address information Click + next to the area you would like to update, add your information and Click Save

The screenshot shows a user profile form with three main sections: 'Emails', 'Phones', and 'Addresses'. In the 'Emails' section, there is a '+' icon in a red box and a text input field containing 'kimber.schaffer+999@gmail.com'. In the 'Phones' section, there is a '+' icon in a red box and a text input field containing '4561236159'. In the 'Addresses' section, there is a '-' icon in a red box and several text input fields: 'Street' (1200 wilson drive), 'City' (west chester), 'State' (pa), 'Country' (usa), and 'Zip' (19380). A 'Save' button in a red box is located at the bottom right of the 'Addresses' section.

Adding Administrators & Assistants

On-air Guests now have the ability to add administrators and assistants to their profiles.

Administrators –Have edit access to your information.

Assistants – Will receive email notifications only.

Step 1: From Profile, Select Contacts

On Air Guest Profile (Kyle Kim)

GUEST **CONTACTS** MY ONBOARDING PLAN

First Name	Last Name	Email	Phone	Relationship	Notifications
Kim	OAG	kimber.schaffer+555@gmai		Assistant	<input type="checkbox"/>
Alicia	Hall	alicias77+1@gmail.com		Admininstrator	<input type="checkbox"/>
John	Cena	pholtz+3@ycp.edu		Assistant	<input type="checkbox"/>
Michelle	Tester	melgconnell+1@gmail.com		Admininstrator	<input type="checkbox"/>



Step 2: Click Add

On Air Guest Profile (Kyle Kim)

GUEST **CONTACTS** MY ONBOARDING PLAN

<input type="checkbox"/>	First Name	Last Name	Email	Phone	Relationship	Notifications
<input type="checkbox"/>	Kim	OAG	kimber.schaffer+555@gmai		Assistant	<input type="checkbox"/>
<input type="checkbox"/>	Alicia	Hall	alicias77+1@gmail.com		Admininstrator	<input type="checkbox"/>
<input type="checkbox"/>	John	Cena	pholtz+3@ycp.edu		Assistant	<input type="checkbox"/>
<input type="checkbox"/>	Michelle	Tester	melgconnell+1@gmail.com		Admininstrator	<input type="checkbox"/>

Step 3: Input the First Name, Last Name, Email Address. Indicate whether you would like this person to be an Admin or Assistant. Click Save.

GUEST CONTACTS MY ONBOARDING PLAN

Add Contact

First Name: Last Name:

Email: Relation:

Admin: Admins will have edit access to your information.
Assistant: Assistants will receive notifications only.

Guest Calendar

On-Air Guest as well as their Admins have the ability to blackout and confirm air dates through the Guest Calendar

Calendar colors to know:

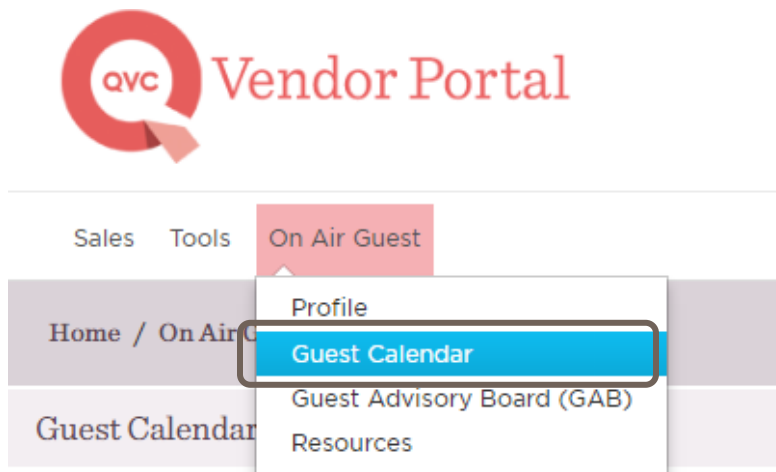
Green Confirmed Airing

Yellow Tentative Airing (please confirm)

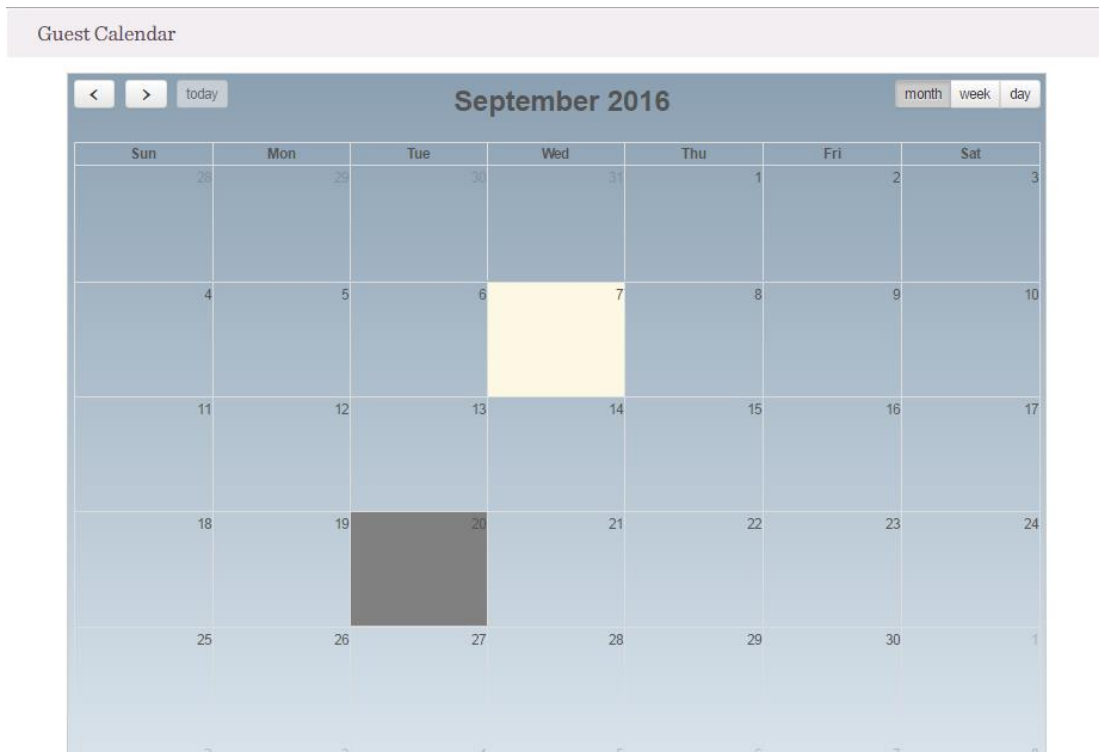
Red Cancelled Airing (to cancel contact QVCTalent@qvc.com)



Step 1: From the On-Air Guest dropdown Select Guest Calendar

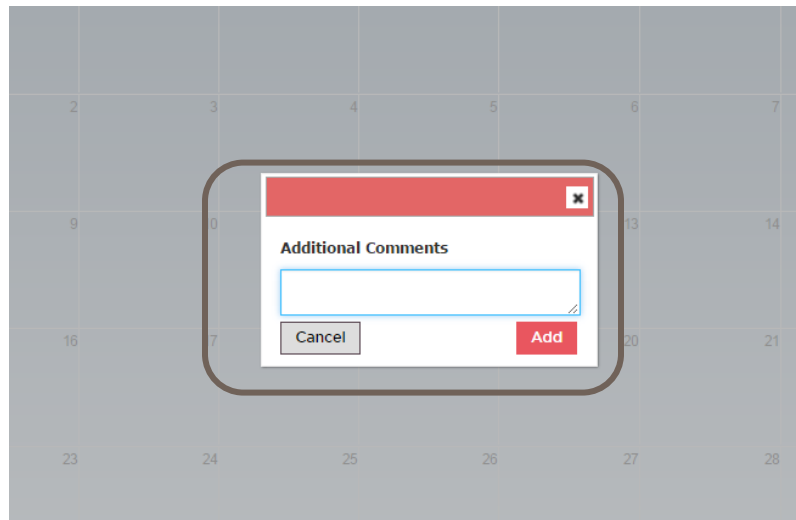


You will be brought to the calendar

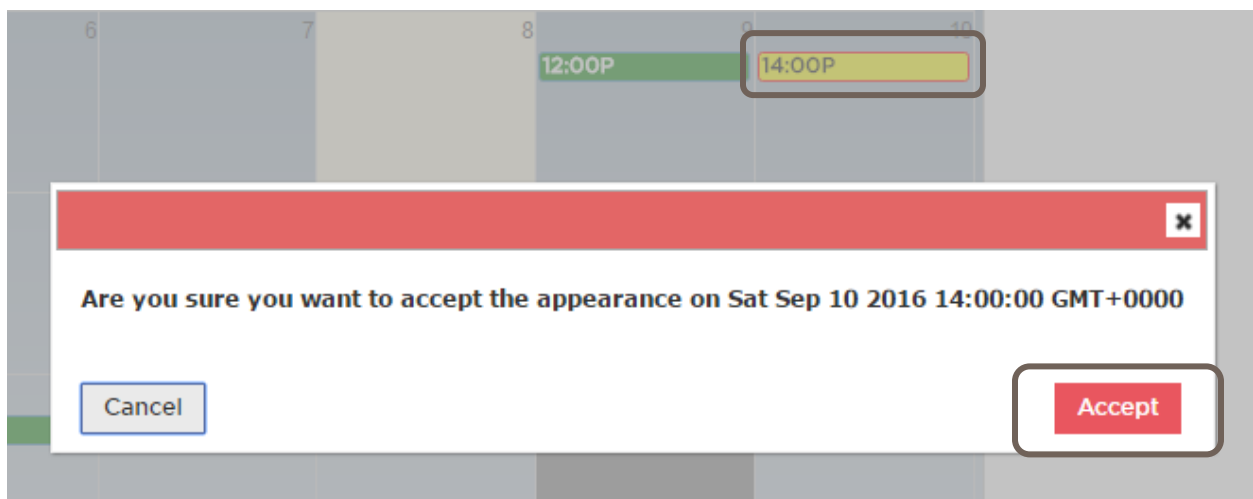


Step 2: To blackout an air date, Double Click on the date. Input any comments you would like to make and Click Add. To Remove a blackout date, Double Click on the date and Click Remove.

Please Note: You cannot blackout a date within 30 days from today. Please contact QVCTalent at qvc.com



Step 3: If you would like to confirm an airing, Double Click on the yellow highlighted date and time and Click Accept.



Guest Advisory Board (GAB)

To Access GAB information such as their mission statement and GAB contacts go to the on-air guest dropdown and Select Guest Advisory Board (GAB).

