



Getting Started

If you have not already registered, please do so now by calling our support team on 0844-893 2010

Your VetPod should now be installed and registered and you are ready to get started. You will now have access to include your own practice information and choose your programme content from the Vet Channel's online media library.

Once you are ready to start please follow the instructions below. To complete each setup stage you will first need to login using your email address and password

1. How to create your own practice information.

- Firstly ensure that you are logged in.
- Click 'My Account' on the menu bar to see your account details page.
- Click the 'Editorial Screens' bar at the foot of the page. This will take you to an Editorial Template where you can enter your practice information, images and photos to appear on your programme. You will be able to enter practice information on staff, opening hours and any specialty services which you offer. Example screenshots are shown to illustrate how your information will be displayed.
- For screens that are not required, click on the 'Delete this Screen' icon.
- Click on 'Submit Template' when you have completed entering all your information.

You will be notified by email when your new practice media is ready for you to proof read.*

2. How to create your own Practice Video Playlist

- Firstly ensure that you are logged in.
- All the vet channel media is located on the Homepage under Video Categories.
- To create your own video playlist simply click onto the screenshot of your choice. This will open the video preview details.
- To preview the video , click the 'play' icon in the centre of the screen.
- To add this video to your video playlist click on 'Add to Playlist' button. A message will flag up to confirm this. Click on Home on the menu bar to return to the media library.

Email: vetchannelsupport@numed.co.uk

Telephone for support: 0844 8932010





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- To view your current playlist at anytime, click on 'Video Playlist' at the top of the screen.
- You can change the order in which the videos play by drag & dropping the file name of the video into a new position.
- You can delete videos from the playlist by clicking on the red subtract icon.
- To choose the date you require your playlist to go live on your VetPod, click the calendar icon, then click the date required (this must be at least 2 working days from date of submission).
- To submit your playlist, click on the 'Submit Playlist' button ONCE and wait for a message to appear confirming that it has been saved.

You will receive email confirmation that your playlist has been submitted.*

Length of the Playlist

There is no limit on the number of video files you can select. The total length of your programme will depend on the number of videos you select for your playlist. 5 or 6 videos together with your practice information and promotions would produce a programme of approximately 23 minutes. There is also no limit to the number of times you can change and submit a new playlist.**

Editing your video playlist, practice information or uploading new media can be done at anytime. Please go to 'FAQ' on the menu bar and follow the instructions on how to do this.

3. Add us to your favourites

If you would like to add this site to your bookmarks/favourites for future reference; press Ctrl-D on your keyboard and follow the on screen instructions.

Congratulations, you have now completed the Vet Channel startup process.

However if you have any problems please email enquiries@thevetchannel.co.uk or telephone 0844 8932010 or 01926 430789 for assistance.

* Email notification will be given within two working days.

**Allowing two working days from the date of submission.