In order to read remotely for TIRS, a Google Drive account is required.  If you have a Gmail account, you already have access to this service by default.  You can find out more about Google Drive, [here](https://support.google.com/drive/?hl=en#topic=14940). Once you have a Google Drive account, please send an e-mail to Jonathan  Milam at:

[milamj@wfu.edu](mailto:milamj@wfu.edu)

and he will then share a folder with you that you will use for uploading your recordings to us for broadcast.  This folder will also include the broadcast script and the broadcast format which outlines the order in which articles should be read.  If, however, you prefer to use Dropbox, we can certainly accommodate that service as well if necessary.  The same process would still apply.

Your recordings should use either the m4a or mp3 file format and should be no longer than 59 minutes and 30 seconds in length.  Each hour should be two separate files, named “nshow1” and “nshow2” respectively.  After uploading your recordings, please be sure to let Jonathan know so that he can be aware of the completion and can ensure that they are properly prepared for air.  They will play the same evening from 7-9 PM, and the following morning from 12Midnight until 2AM.  You can listen to the [TIRS live internet audio stream](http://tirs.ws/tirs.m3u) to listen to  them if you wish.

In our experience, most Windows computers unfortunately don’t have adequate internal microphones for recording.  As a result, a very inexpensive [USB headset](https://www.amazon.com/gp/product/B000UXZQ42/ref=oh_aui_search_detailpage?ie=UTF8&psc=1) can be purchased and used instead.  We have personally tested this particular model and find it works very well.

However, most smart phones and Apple Mac computers have adequate internal microphones for recording.

As for recording Software, the free version of [Adobe Audacity](http://www.audacityteam.org/download/mac/) for either Mac or Windows will work well, or [Garage Band](http://www.apple.com/mac/garageband/) at $4.99 for Mac is also an available option.  However, most smartphones have great quality built-in microphones that can be used with the included Voice Memo or similar existing recording software.

TIRS has complimentary online subscriptions to both the [Winston-Salem Journal](https://www.journalnow.com/users/login/?referer_url=http://www.journalnow.com/) and the [Greensboro News and Record](https://www.greensboro.com/users/login/?referer_url=http://www.greensboro.com/).

Simply use:

[tirs@wfu.edu](mailto:tirs@wfu.edu)

in all lowercase letters As the username and

tirsws

in all lowercase letters As the password for the Journal, and:

READ

In all uppercase letters as the username, and

Pass123

As the password.  Note that the first character is uppercase while the remainder

of the characters are lowercase.

Other [outlying newspapers](https://www.w3newspapers.com/usa/north-carolina/) are also online and don’t usually require a password for article access.

Finally, you now have access to our [online calendar](http://calendar.tirs.ws/) to sign up for reading shifts.

Username: readingservice

Password: tirsws

There are quite a number of shifts open, so please feel free to begin signing up as your schedule permits. You must read at least twice per month in order to be part of the TIRS volunteer team.

• To ADD or EDIT any shift assignment, simply click on the date

• You are now presented with the Calendar Entry for this date

• Choose ‘Create’ and add your name to ‘Calendar Text’, including "prerecorded" after your name. Select 7PM as the start time, and 9PM as your end time, and choose ‘Submit’

• If you are editing a shift for which you have previously signed up – Choose ‘Edit’ next to the appropriate shift and make your appropriate changes and choose ‘Submit’

• If you are choosing to delete a shift assignment – Choose ‘Edit’ next to the appropriate shift and choose ‘Delete’ at the bottom of the screen

Note that it is critical that you e-mail or text Jonathan Milam to let him know that you have removed your name from the calendar.

• If you want to view the calendar again while adding or editing, simply choose the yellow ‘View Calendar’ button at any time.

If you have any additional technical questions, please contact Jonathan via e-mail, or you can also call or text him as well at 336-462-4179. If you have any additional questions about TIRS in general, please respond to this message.