

## Adjust your logs for End Daylight Saving Time

**Note:** Daylight Saving adjustments are considered an “alternate log” and as such they do not print with the rest of the log day. You will need to print your alternate log separately.

**Note:** for Radio users who generally have a 12am-12xm sign-on/sign-off, it is recommended that you do not edit the log as instructed below, but instead create a standby log for 1 hour to be used when the extra hour is needed.

To end Daylight Saving Time (“Fall back”), you will be inserting an extra hour at the end of the broadcast day (5:00:00 XM), creating a “second” 1:00:00 XM hour (however your format gap will display just before sign-off). You may also shift your formats so that the format gap occurs in the “second” 1:00:00 XM hour. Note: for most of the United States, Daylight Saving Time ends at 2am on the first Sunday of November, thereby affecting your Saturday log. The following example is for a television station with a 5am-5xm log day. Please adjust times to match your own sign-on/sign-off.

### Procedure:

1. **Open Log Manager**, highlight the log the Daylight Saving log (the Saturday log before the first Sunday of November), then click the  button to open the Channel Air Date window.
2. **Select the “Extended Log” checkbox**, then choose the “End of Daylight Saving” radio button.
3. **Check the Start Time and End Time fields** in the Extended Log Times section. If you’re broadcasting from 5:00:00 AM to 5:00:00 XM, then you’ll have a log that runs 5:00:00 AM to 6:00:00 XM. If you sign-off earlier than 5:00:00 XM, then you will just be adding one hour to the usual end time of your log.
4. **Open Log View**. Note that adding an extra hour to a 5:00:00 AM - 5:00:00 XM log will cause a “second” 1:00:00 XM hour to be added to Log View (with a row indicating that this is “Daylight Saving”). There will be a one-hour format gap just before sign-off (starting at 4:00:00 XM).
5. **Schedule a format** to air at 5:00:00 XM to fill the 4:00:00 XM gap (the format schedule will follow the “actual” start time, not the display time on log view - your master control operator will adjust the clock to reflect the time change).
6. **If you want to add the extra hour of programming** to the “second” 1:00:00 XM hour, rather than the end of the day, then edit the start times of the format instances scheduled to air after 1:00:00 XM to be one hour later, thereby shifting the format gap on Log View up to 1:00:00 XM. Schedule a format to air at 2:00:00 XM to fill the 1:00:00 XM gap. Spots airing in both the “first” and “second” 1:00:00 XM hour should show air times in the 1:00:00 XM hour. Note: if you schedule a format template in the “second” 1:00:00 XM hour, you will receive a Format Schedule Conflict with the original 1:00:00 XM schedule. You will need to “interrupt” the conflict and save your new schedule. Both formats will appear on the log, however, because the format instance originally scheduled for 1:00:00 XM has been shifted to 2:00:00 XM.
7. **After scheduling formats**, you may receive the Resolve Format Schedule Conflicts window. A Channel Conflict will display. Check the box labeled “Ignore Channel Sign-On and Sign-Off Conflicts,” then click  the button to complete format scheduling.
8. **With both of the above scenarios**, when you reconcile the log, the Billing File will show airtimes that differ from scheduled times for spots ordered from 2:00:00 XM until the end of the day (they will have aired an hour earlier).