Channel Roles Guide

Your guide to all the volunteer opportunities available at viki

I. INTRODUCTION

Welcome to the **Ninja Academy Channel Roles Guide**, written by community volunteers. The goal of this guide is to explain the common roles and responsibilities available in Viki Channels in order to help volunteers get started. Brief overviews of major positions (Channel Manager, Moderator, Segmenter, Subtitler) can also be found at the Viki Help Center.

II. CHANNEL MANAGERS

Channel Manager (CM) is the main leadership role within the channel's structure. Channel Managers are the major decision makers who make sure the channel is being run smoothly. They are in charge of promoting the channel, recruiting staff, delegating tasks, overseeing the channel, keeping it active, and making sure the Community Guidelines are followed at all times. To assist in the Viki goal "to remove the language and cultural barriers which stand between great entertainment and fans," the Channel Manager should facilitate translation from the source language to as many other languages as quickly as is reasonably possible.

A. BECOMING A CHANNEL MANAGER

There are a few ways to become a Channel Manager:

1. For a new channel – Be the first to submit a channel request to Viki. For more information on creating channels, check out "How do I submit a channel?" in the Viki Help Center.
2. For an existing channel – If a channel already exists and does not have a Channel Manager, or if the Channel Manager has been inactive for more than 30 days, then you can submit a request to Viki to become the new Channel Manager.

Channels can have more than one Channel Manager. The additional managers are called "Co-Managers" and each has the same level of authority. Channel Managers need to be able communicate well in order to effectively run the channel together.

Per Viki's guidelines, "a newly approved Channel must have activity within 48 hours."

B. LICENSED CHANNELS VS. FAN CHANNELS

Most channels start out as unofficial Fan Channels in anticipation of Viki licensing the content. If Viki succeeds, then the channel becomes a Licensed Channel. Fan Channels can be identified by the 'Fan Channel' banner on the main channel image.

"FAN CHANNEL" in the upper right corner indicates that the content is not licensed.

For Licensed Channels, only Viki can upload episodes/films. Volunteers are only allowed to add content to "Clips," and the clips must be hosted on YouTube or DailyMotion. To add a clip, click the "Manage Channel" link in the upper corner of the Channel, then click the "Video Management" tab. Under "Clip," click "Add new clips" and then fill out the fields in the dialog box:
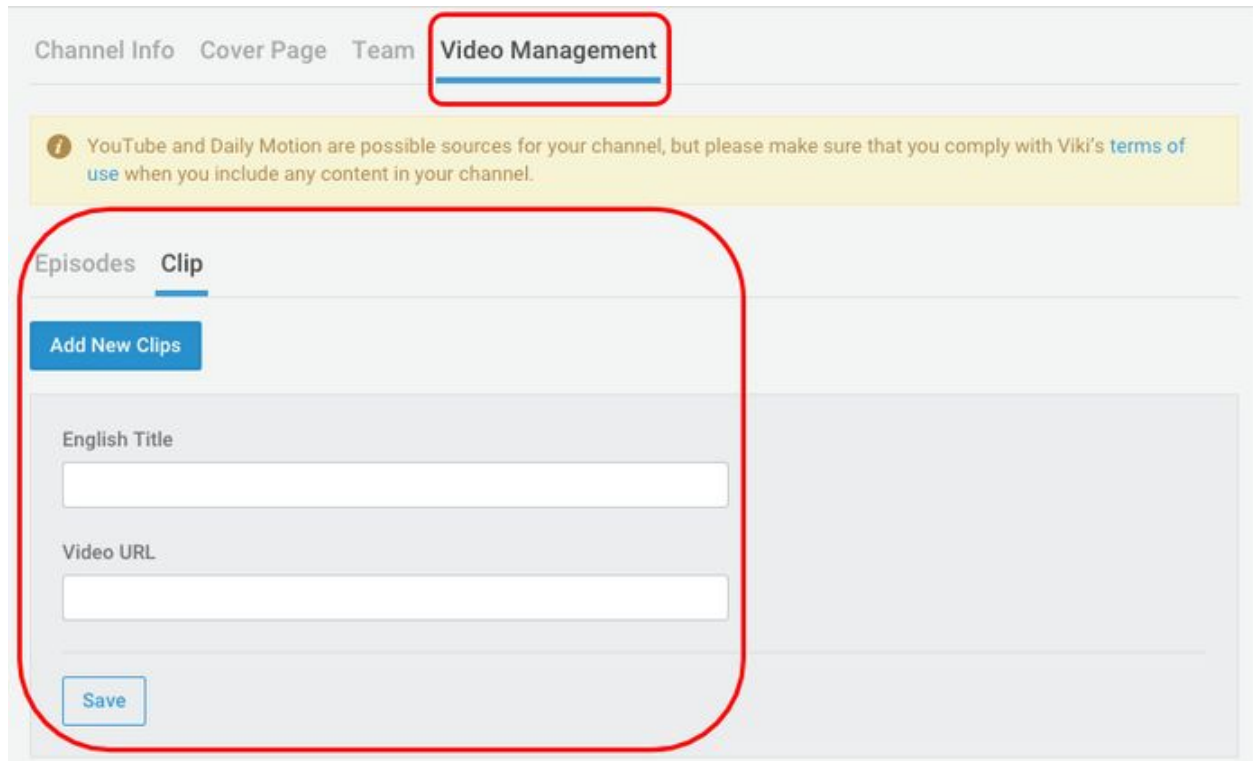
## C. RECRUITING STAFF AND DELEGATING CHORES

When Viki grants you a channel to manage, your channel may only be visible to yourself. For various reasons, Viki may retract and remove the channel while it is in this state, so you should wait until Viki has made your channel available to the public before recruiting team members. To check whether your channel is available to the public, search for the channel while logged out of your account.

Once your channel is available to the public, you may begin promoting your channel and recruiting staff. If your channel is not licensed, you can ask community members to fill out a Title Request Form to let Viki know they're interested in Viki obtaining a license. Even though your channel is public, Viki may remove it in the future because of copyright or other issues. You can recruit staff by posting in the Discussions Project Board, checking the Volunteer Finder, and messaging volunteers that you think may be interested. For certain positions, you may wish to verify that the user has relevant knowledge or experience. After filling the team positions that have higher powers (Moderators, Other Language Moderators, Chief Segmenters, Chief Editors), those members can recruit for their sub-teams. For example, Moderators can recruit English subbers, Other Language Moderators can recruit subbers for their respective languages, Chief Segmenters can recruit segmenters, and Chief Editors can recruit other editors.
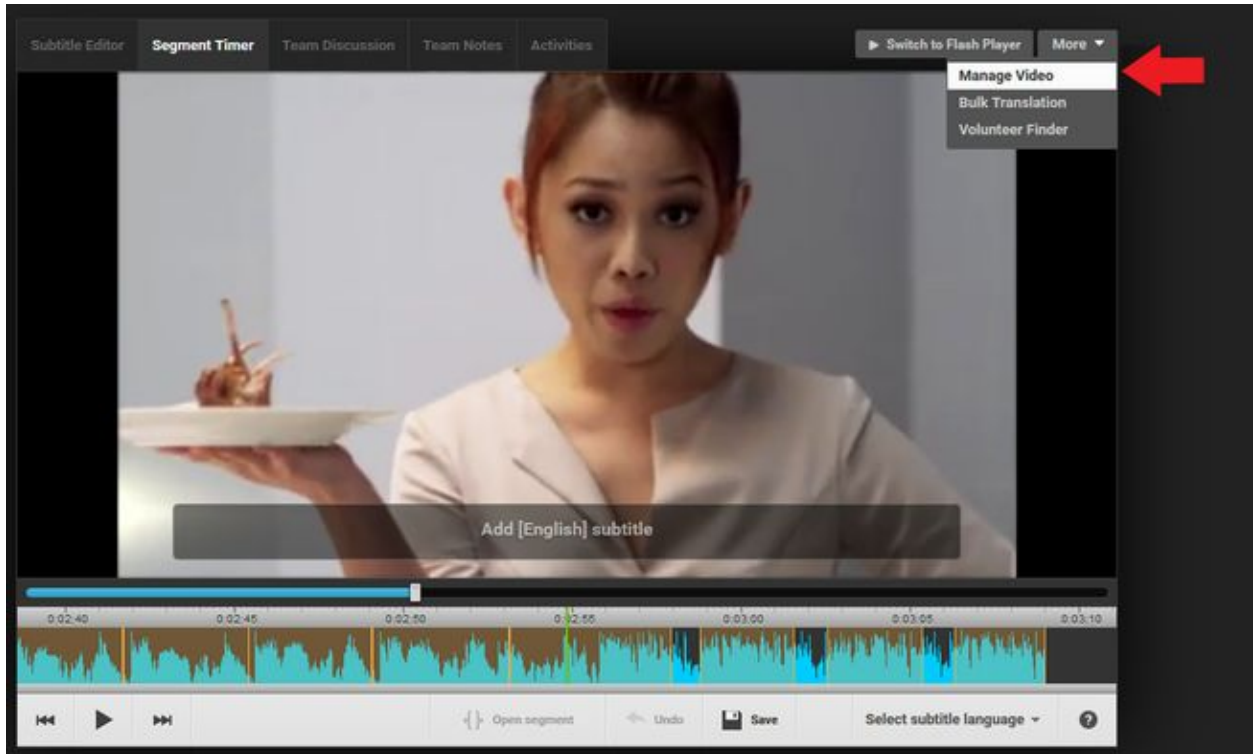
D. OVERSEEING THE CHANNEL

ORGANIZING INFORMATION

Channel Managers are in charge of compiling and organizing important information for the reference of the team. Resources can be added to the Team Notes for your teammates to easily access while they are contributing. Progress charts, guidelines, lyrics references, team credits, and other relevant information are often included in the Team Notes (as in the image below).
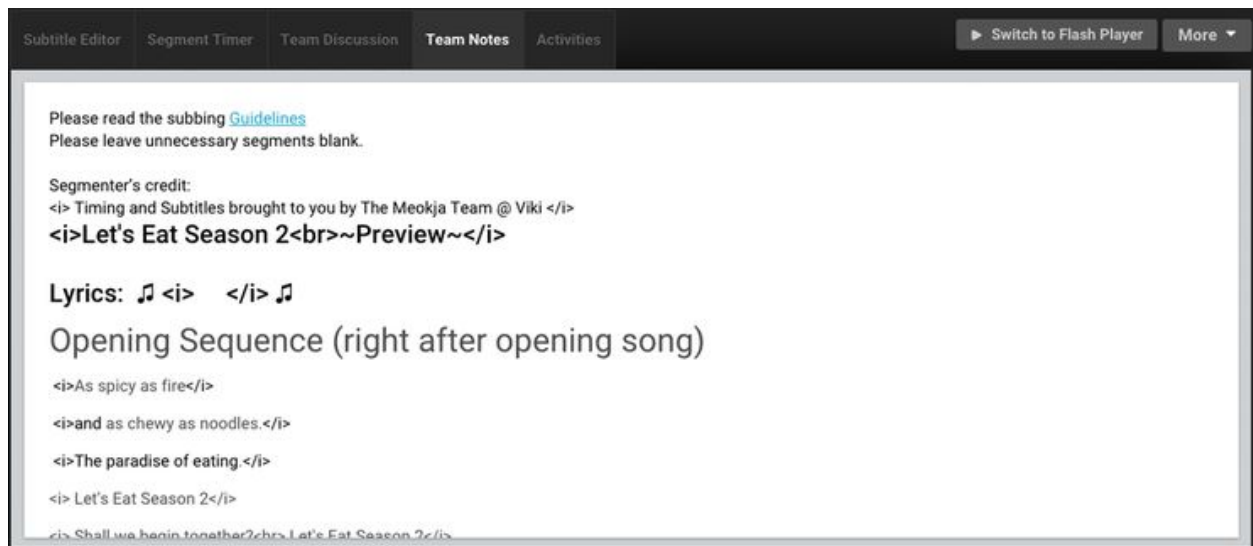
MANAGING VIDEOS

You can manage individual episodes by navigating to the Subtitle Editor or Segment Timer and selecting "Manage Video" (see below). From the Manage Video page, you can lock segments and subtitles, and you can delete all segments and all subtitles for that video.
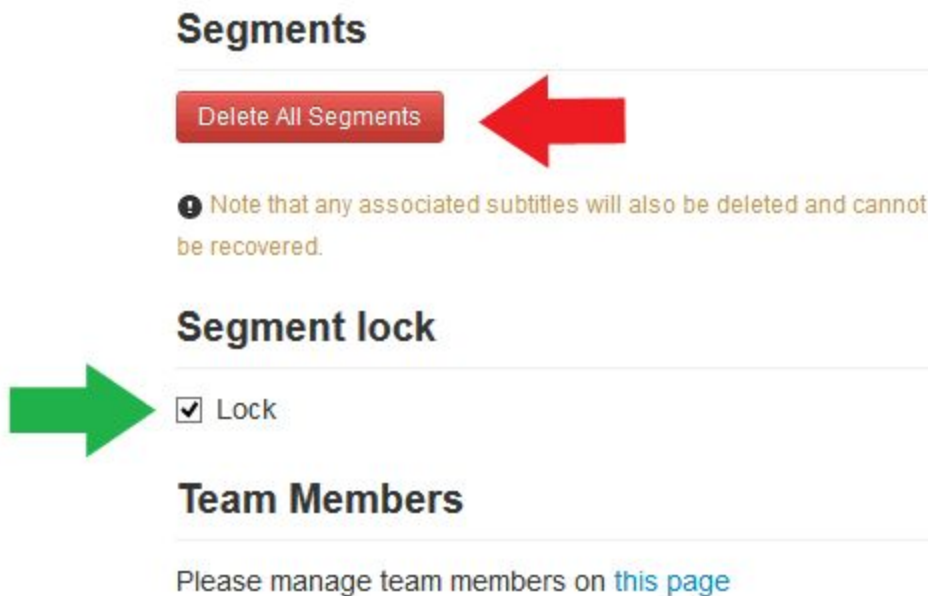
Manage Video Page:

Why lock segments?

A Channel Manager may wish to lock all episodes' segments so only designated segmenters on the channel can work on the segmenting. This ensures both the quality of the segments and fairness to the team members.

To lock segments, check the "Segment Lock" on the Manage Video page.

The "Delete All Segments" button is a function only available to Channel Managers.

Please use with CAUTION as this will permanently delete ALL segments and subtitles in that video. However, this button can come in handy in certain situations, such as when a video contains segments that cannot be subtitled well or will cause the viewers to have trouble reading the subtitles. In these cases, you can efficiently erase the work and ask your team members to create more suitable segments. For anyone reading this manual who has not segmented, experienced segmenters agree that it is easier to create new segments than to adjust bad ones.

Segments

Delete All Segments

❶ Note that any associated subtitles will also be deleted and cannot be recovered.

Segment lock

☑ Lock

Team Members

Please manage team members on this page

Why lock subtitles?

The Subtitle Language Locks, also found within "Manage Video," are important for looking after the subtitling progress of each team.

The Subtitle Lock page reports the percentage (%) of completion for all languages for which a subtitle has been entered for the episode. It is a good indication of the progress of your teammates' subtitling progress. Typically, for an on-air drama, channels keep other languages LOCKED until English is subbed to (or close to) 100% and has been edited. Once edited, the video is released to other languages for subtitling. However, this is an option to be decided on by the Channel Manager, or the decision may be delegated to each language moderator. Channel Managers can adjust the language lock settings for any language, while Moderators are only able to lock or unlock the subtitles for their assigned languages. However, Channel Managers should check with any Other Language Moderators before locking or unlocking their languages.

Subtitle language locks

English - 0% 🔓   Lock

Subtitles

Abkhazian ▾

Delete All Subtitles

If a series has slow progress or has multiple episodes uploaded at the same time, it can be wise to keep English unlocked for only one or two episodes at a time, leaving the later episodes locked. This will ensure the sequential subtitling of episodes (e.g., completing episodes 1 and 2 before any later episodes). Otherwise, some earlier episodes may never reach completion!

Once you are done with the manage video function, you can then return to either the Subtitle Editor or Segment Timer via the buttons in the upper right corner of the Manage Video page.

UPDATING PROGRESS

The Channel Manager must stay up-to-date with the progress of the channel and actively update the channel wall to inform viewers and volunteers when episodes are edited and ready for other languages. This information can be found by reading through the Team Discussion, which is the third tab of the Segment Timer/Subtitle Editor:
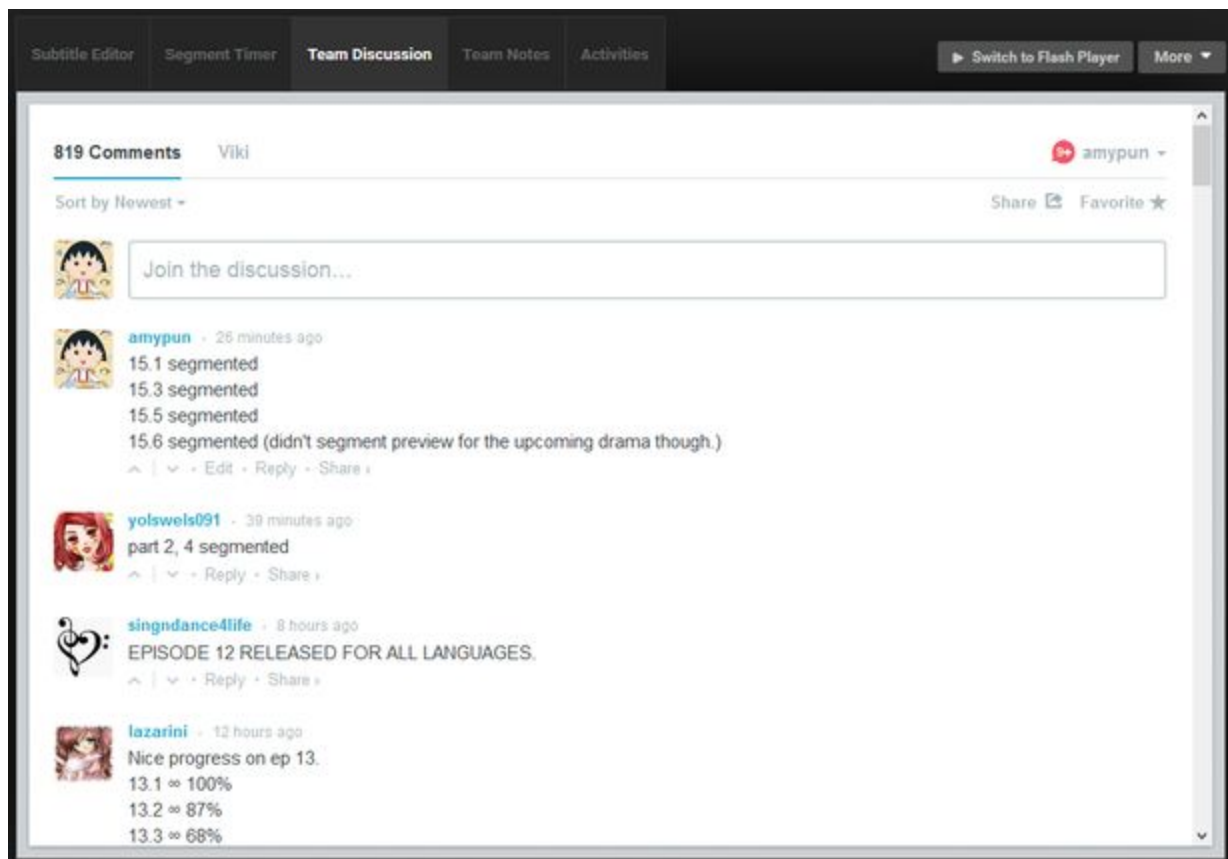
NOTIFYING OTHER LANGUAGE MODERATORS

Channel Managers are also in charge of informing Other Language Moderators when episodes are ready to be translated into their languages.

When the Final/Chief Editor releases the episode to other languages, the Channel Manager should PM the Other Language Moderators to let them know that it is ok to give their team the GO signal to begin the translation progress. The Channel Manager can also give this task to an English/All-Languages Moderator.
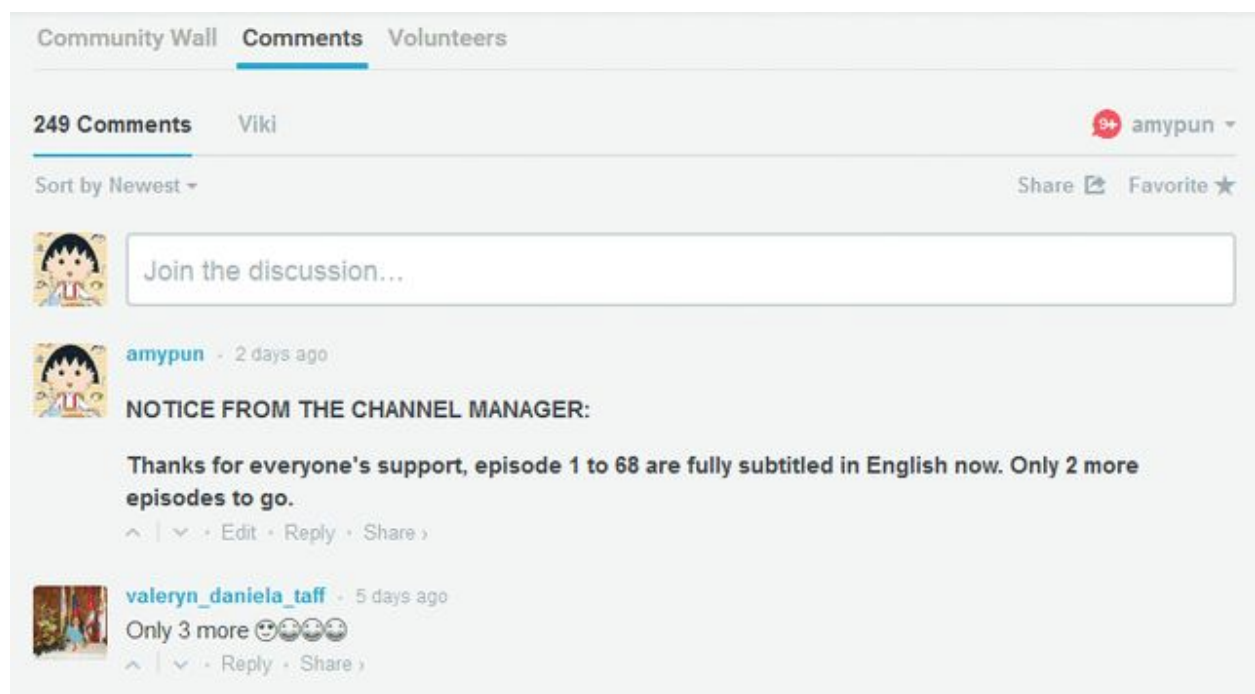
COMMUNICATING WITH VIKI

Channel Managers are responsible for communicating with Viki on behalf of the team if any problem occurs on the channel, such as if an episode is not split into parts for segmenting/subtitling, if subtitles become desynchronized due to Viki re-uploading a video, if episodes do not appear on the channel on the airing day, and so forth.

If you are managing a Taiwanese Channel, you are also in charge of periodically writing to the Viki Help Center to request supplementary Chinese subtitles, which are supplied by the Content Provider, so that subtitlers and translation editors can refer to them when necessary.

KEEPING THE CHANNEL ACTIVE

Another duty of the Channel Manager is to update fans and interact with viewers by commenting in the Channel page comments.

Additionally, Channel Managers can find fun ways to get viewers involved and excited, such as by inventing channel games. Feel free to get creative!

ENFORCING COMMUNITY GUIDELINES

Channel Managers are also responsible for enforcing community guidelines. They may assign Moderators to monitor channel comments, video comments, and timed comments. If any of

Viki's Community Guidelines are broken, the Channel Manager or Moderator should report the behavior to the Viki Help Center. Timed comments can also be immediately deleted by Channel Managers and Moderators.

According to Viki's Community Guidelines, the following actions are not permitted (as of 7/31/2015):

- Personal attacks, insults, trolling, bullying, harassment, or threats
- Discriminatory, hateful, or derogatory statements about race, gender, orientation, ethnicity, nationality, etc.
- Advertising, spamming, or soliciting of outside services or websites
- Sexually explicit, extremely violent or disturbing content, including text, videos, or photos
- Creating an account for the purpose of deception; sock puppetry
- Adding spoilers to any area of the site, unless you have explicitly warned that a spoiler is coming.
- Posting or uploading illegal content of any kind
- Collecting or asking for passwords
- Downloading copyrighted materials, or making them available for download
- Impersonating Viki staff, or otherwise falsely claiming to work for Viki
- Discourage anyone from participating in the Viki community
- Falsely reporting users for abuse

To moderate Timed Comments, click "Manage Channel" on your channel page, then select the "Video Management" tab.

You will see "Moderate Timed Comments" under each listed episode, which will bring you to the page in the image below. Please be careful and think twice before removing a timed comment, because it cannot be recovered after you have deleted it.

III. MODERATORS

There are three types of moderators: English Moderators, All Language Moderators, and Other Language Moderators.
Overall, Moderators must be current and active on Viki. They should be willing to provide quality contributions to the community and be a vital player with their teammates. It is important for Moderators to be regularly available for the entire run of a series.

A. ENGLISH AND ALL LANGUAGE MODERATORS

English and All Language Moderators often have slightly more responsibility than other moderators. Regardless of the channel's source language and content type, the first language to be subtitled is generally English. Moderators need to be around during the upload, segmenting, and subtitling times of each episode. When there are multiple English and All Language Moderators, the dominant moderator (to be determined by the CM or amongst the moderators themselves), is often in charge of the main tasks such as notifying segmenters and subtitlers when an episode is uploaded.

FILLING IN FOR THE CM

When the Channel Manager is not around, Moderators are the ones who take charge. They must have good problem solving skills and be respectful in messages and comments. They must also be able to report and explain problems to Viki employees when they arise. If there are any sudden changes or delays with the channel content, Moderators should help keep the audience informed on the channel's cover sheet.

NOTIFYING SEGMENTERS
Moderators must periodically check the channel to see when new episodes are uploaded. For instance, the typical upload time is 07:00 AM PST for Korean Dramas throughout the week. Alternatively, Moderators can favorite/follow the Channel for which they are moderating and update their Account Settings to send an email when "a video has been added to one of my favorite Channels."

Moderators are usually expected to call segmenters over when new episodes are ready for segmenting. Before informing the segmenters, Moderators should first check that the video has been split into parts by Viki staff and verify that the audio/waveform is synchronized. If a video has not been split into parts and needs to be, or if there are problems with the audio or waveform, the Moderator should notify Viki staff (qc@viki.com) before notifying segmenters. In addition, be sure to update the team members in the Team Discussion and inform viewers of any extended delays in the Channel/episode comments. When notifying segmenters, Moderators can remind them to insert a team credit (<i>Timing and Subtitles brought to you by The _____ Team @ Viki.com</i>).

NOTIFYING SUBTITLERS
When all parts are segmented, Moderators must unlock the episode and inform the team's English-language subbers through PM that the episode is ready to be subtitled. Moderators should remind subbers to post in the Team Discussion which part they are subtitling and the part's percentage of completion when leaving the part. This helps to prevent team members from overwriting subs.

NOTIFYING EDITORS
Once a part has reached 100% completion for English, Moderators inform the Editors to commence the editing. Moderators should continue to monitor the progress until the entire episode is subbed and edited, updating the progress in the Team Discussion.

NOTIFYING OTHER LANGUAGE MODERATORS

If given the task by the Channel Manager, Moderators should send a PM to the Other Language Moderators letting them know it is ok to give the GO signal to their subbers when the Final/Chief Editor releases the episode to other languages.

MONITORING COMMENTS

Moderators must monitor the Timed Comments, report any profanity or abuse to the Viki Help Center, and delete the inappropriate comments to keep the viewing experience clean. Moderators should also keep up with Channel comments and reply to viewers when necessary.

THANKING THE TEAM MEMBERS

Volunteers appreciate recognition! Moderators tend to take charge of thanking team members who come to help out in the Team Discussion.

B. OTHER LANGUAGE MODERATORS

Moderators of other languages are needed when there is a team of subbers for a particular language. However, if there are only one or two subbers for the language, then it is not necessary to have a moderator for that language.

Other Language Moderators must be completely fluent in English. English subtitles are the foundation for all other language subtitles, so Other Language Moderators must be completely proficient in both English and their moderating language. The moderators optimally are outgoing to be able to recruit and hold competent subtitlers, and considerate when responding to PMs or comments.

The moderator ideally should be someone who has extensive experience subtitling in the language they will moderate, be well acquainted with other subtitlers in the same language, and be familiar with the subtitling process in order to recognize problem situations. Likewise, the moderator should be an active participant in the subtitling process on the channel either as a subtitler or as an editor. Viki Community Guidelines state that moderators shall have written 200 subtitles on the channel for which they moderate.

ENSURING THE COVER PAGE IS DESIGNED

Other Language Moderators typically design the Community Wall's cover page in their language or have someone else design the page. Please do not attempt to delete or adjust the English cover page!

The cover page should not only list information on the drama itself (synopsis, actors, times, volunteers, etc.), it should also list out all the subbing rules (e.g., No Google Translator subs allowed) and possibly a few major Viki rules.

LOCKING THE LANGUAGES

Other Language Moderators must lock their languages and prevent translation before the English Subtitles are complete and edited by the Chief/Final Editor.

CONTACTING TEAM MEMBERS

When Other Language Moderators receive the "Go Signal" for translating the current episode, they let their teammates know that they can start subtitling. Other Language Moderators may develop their own processes for translating the episode. For example, some allow the subbers to translate any part but ask that they write their entering and leaving percentages in the Team Discussion. This prevents the subbers from overwriting the work of their teammates. Others assign parts so the subtitlers do not need to leave the progress in the discussion.

FINALIZING THE SUBTITLES

Other Language Moderators are responsible for completely translating all episodes of the drama for which they are moderating. If any episodes are incomplete, the CM may inquire about the delay in progress.

When all the subtitles for a certain language are complete, Other Language Moderators often have the task of editing the episode themselves or having an editor of their language double check grammar, spelling, punctuation and language accuracy. Once the subtitles are finalized, Other Language Moderators should lock the subtitles to prevent damage by abusers.

VERIFYING QUALITY

Other Language Moderators are responsible for checking whether the subs are honest or "Google Translator" style. If they notice anything abnormal, they should discuss it with the responsible subtitler. Furthermore, Other Language Moderators should inform the English Editors if they spot typos or any other mistakes in the English subtitles. It is crucial that Moderators cooperate with the rest of the team to ensure the best possible work.

MODERATING COMMENTS

Other Language Moderators are also in charge of answering any comments they see on cover page or episodes that are in their language. They should also scan the Timed Comments for profanity or inappropriate comments and act accordingly.

IV. SEGMENTERS

Segmenters lay the foundation for subtitles by cutting a video into timed compartments. Good segments are the basis for good subtitles, so it is important to learn how to accurately cut segments before working on an on-air project (see the Ninja Academy Segmenting Guide for segmenting guidelines).

Within a channel, there are two main types of segmenters: the general segmenter and the Chief Segmenter. General segmenters are responsible for segmenting the videos, while Chief Segmenters are responsible for overseeing the team.

A. GENERAL SEGMENTERS

JOINING A TEAM

If a Channel does not have a Channel Manager or is managed by Viki, segmenters can freely segment the Channel's videos. News, Music, and Classics Channels can also be segmented without needing to be added to the team, but users should always contact the Channel Manager (if one exists) first as a courtesy.

Users with Power Segmenter status have the ability to segment any Channel without being added as a designated segmenter, but out of respect for the team, they should check with the Channel Manager or Chief Segmenter before starting.

To join a team with a Channel Manager, first check to see that the segmenting team is not full. Generally, this team information will be displayed on the Community Wall. If the team is not yet listed as being full, contact the Chief Segmenter (if the position exists in the channel) or the Channel Manager to apply for a segmenting position. If there is no reply within 7 days, contact the Viki Help Center for help joining the team.

GETTING THE GO SIGNAL

Segmenters are the first to access and work on a video. Once a video has been split into parts by a Viki staff member, volunteers can begin to segment. Some Channels may have Moderators who will send a message to the segmenters when an episode has been uploaded and is ready for segmenting.

FOLLOWING CHANNEL RULES

Segmenters must follow the Channel rules set by the Channel Manager or Moderators. In on-air projects, segmenters are usually expected to be able to complete an entire video part in one sitting. Segmenters also track their progress in the Team Discussion and on any external progress chart that is utilized by the Channel (such as a Google Spreadsheet). This helps the team know when all parts are segmented and ready to be subtitled.

In addition, segmenters add a team credit that is 5-10 seconds long into each video part if required by the Channel. The team credits (Timing and Subtitles brought to you by The ___ Team @ Viki.com) are usually included in the Team Notes tab within the Segment Timer for easy access, but the team name can also be found in the Volunteer tab of the Channel (boxed in red below):

B. CHIEF SEGMENTERS

Chief Segmenters oversee the segmenting team. They recruit segmenters when necessary and occasionally quality check the segments in the videos. Chief Segmenters may contact other team members to help them improve their segmenting performance if the current performance is

requiring a lot of work to fix. Chief Segmenters should ensure that each video is completely segmented by either reminding segmenters that there are still parts available or by finishing up any remaining parts. Chief Segmenters do not have responsibilities outside of segmenting work.

On the final episode, Chief Segmenters are often responsible for finding a section of silence/music that lasts for approximately 60 to 90 seconds in length in order to add team credits. Team credits usually require about 13 to 17 segments that are around 3 to 5 seconds (each) in length.

Viki Final Credits Template Example (must be ordered from most to least contributions):
<i>Thanks to the entire _____ Team @ Viki.com</i>

<i>Thanks to our Channel Manager: </i>
<i>Thanks to English Moderators: </i>
<i>Thanks to All Language Moderators and their Subbing Teams:</i>
<i>Thanks to Segmenters: </i>
<i>Thanks to English Translators: </i>
<i>Thanks to Editors: </i>
<i>Thanks to Designers: </i>
<i>Lastly, thanks to all our audience and followers for your constant love and support! </i>
<i>Timing and Subtitles Brought To You By The _____ Team @ Viki.com</i>

V. SUBTITLERS

Subtitlers are grouped into two categories: English Subtitlers and Other Language Subtitlers. English subtitlers are volunteers who translate/transcribe from the content's original language into English. Once the English subtitles are complete, Other Language Subtitlers translate the English subs into other languages. For guidelines and additional details about subtitling, please see the Ninja Academy Subbing Guide.

A. JOINING A TEAM

If a Channel does not have a Channel Manager or is managed by Viki, volunteers can freely subtitle the Channel's videos. News, Music, and Classics Channels can also be subtitled without needing to be added to the team, but users should always contact the Channel Manager (if one exists) first as a courtesy.

To join a team with a Channel Manager, first check to see that the subbing team has openings. Generally, this team information will be displayed on the Community Wall. If the team is not yet listed as being full, contact the Chief Editor, the respective language moderator (if one exists) or the Channel Manager to apply for a subtitling position.

B. GETTING THE GO SIGNAL

Once an episode has been segmented completely, Moderators inform English Subtitlers that the video is ready to be subtitled through a PM. Subtitlers track when they enter, when they leave, and the completion percentages in the Team Discussion. This will prevent other team members from overwriting their work and let others know the amount of work remaining.

After the English subtitles are complete and the Editors have finished reviewing the work, the Other Language Moderators will be notified by the Chief Editor or a designated moderator. Other Language Moderators will then send a message to their subbing teams letting them know that they can begin translating the English subs into other languages. Other Language Subbers should follow the translation process set by the respective moderator. For example, some language teams may follow "first come, first serve," while others may assign parts to each team member.

FOLLOWING CHANNEL RULES
Subtitlers must follow the Channel rules
 set by the Channel Manager or Moderators. In addition, subtitlers must follow
the following rules set by Viki (as of 7/31/2015):

No inappropriate subtitling, which may include, but is not limited to:

- Subtitling without knowledge of the original and destination languages
- Copying subtitles from a non-Viki source
- Using a translator program (ex: Google translate)
- Subbing with the sole objective of raising the number of your total subtitles
- Editing subtitles that are correct and/or complete
- Adding only HTML or punctuation marks into an empty segment
- Deliberately adding incorrect subtitles
- Adding anything other than subtitles to the subtitling section

Subtitlers do not have to fill out every line in a part. If they are uncertain of a word or phrase in a segment, they should leave the entire segment blank. This is because it is much more difficult for other subbers to spot incomplete lines than completely blank lines.

CHANNEL RESOURCES
The Team Notes tab in the Subtitle Editor will often be filled with useful resources, such as the spelling of character/location names, subbing guides, lyrics, etc.

VI. EDITORS

A good editor is the icing on the cake to a well translated drama. There are four types of editors: Chief Editor, Translation Editor, General Editor, and Final Editor. In some cases, the Chief Editor and the Final Editor are the same person.

A. CHIEF EDITORS

The chief editor oversees the moderators, translation editors, and the general editors. S/he also has the responsibility to either do the final edits or find an editor who has very high editing skills.

B. TRANSLATION EDITORS

Translation editors (t-editors) follow the subtitlers. S/he is the first part of editing. S/he checks the subtitlers' translations to make sure they are as close to the actual original language as possible. S/he also will add explanations of the translations such as innuendos, figurative language, and cultural mores. The translation editor's goal is to ensure all the subtitles are meaningful, direct and flow nicely in the translated language which is more than just giving the gist of the dialog.Emphasis should be placed on translating meanings and not words. So the translation editor should be sensitive to idioms in the source language as well as idioms in English.

They must translate well from the language to English without losing its appropriate meaning. Also if there are inaccurate translations, they will need to be fixed. The t-editor's goal is to ensure all the translations are accurate and complete.

C. GENERAL EDITORS

General editors follow the Translation Editor.   The general editor should periodically check the progress of the translation editor and start editing when the Translation Editor is done with a part (at the general editor's option) or the whole episode and the second phase of the editing process begins. The general editor checks for basic grammar, punctuation, and spelling. This editor also ensures that the sentence flows smoothly in the newly translated language, correcting sentence structure, eliminating awkward sentences or anything that is inconsistent in language with the written subtitle. S/he makes minimal changes in meaning of the sentence. S/he works closely with the t-editor. If there is anything abnormal or unclear in the translation, s/he will consult the translation editor(s) for clarification on the meaning of sentence. For example, a Vietnamese subtiler asked what "folding a blanket into dried bean curd" meant. The t-editor explained that it was the shape the blanket was folded into.

The general editor also inserts italics, music symbols, round brackets, square brackets and any other things that the subtitler or the t-editor may have missed. A good general editor is valuable and must know the grammar, spelling, sentence structure and punctuation of the language that s/he is editing in.

D. FINAL EDITORS

The Final Editor is there for the final polish and the general aesthetics of the drama. With a good t-editor and general editor, his/her work will be very simple and quick. He/she will do the last check for any missed punctuation, grammar, spelling and sentence structure mistakes. S/he will be in charge of the final gate as well. It is the final editor that will release a fully edited episode to other languages via a PM to all language moderators. The Final Editor may be the Chief Editor or another appointed, but excellent editor.

E. EDITING PROCESS

The editing process starts with the t-editor. When an episode is subbed to 95% or above, it's ready for editing. Translation editors start around 95%+ and begin to fill in the missing subs as they t-edit. They first log into the Team Discussions, noting episode and part. Upon completion, they will lock the English subtitles in the Subtitle Editor and notify the general editor.
The general editor will likewise log the episode and the part they are going to edit into the discussion notes. They will make their edits, lock the episode, and PM the Final editor. If the final editor is someone other than the Chief editor, the same process of logging, editing, and notifying upon completion will be followed as well.. Upon completion, the chief editor or moderator designee will notify all Other Language Moderators via PM that the episode is ready

for translation in other languages; thus, releasing it to them. The Other Language Moderators will be responsible for PMing and regulating other languages subbing progress.

Note: There is another system that is used by some Channel Managers. Sometimes the Channel Manager will release a live drama out to the Other Language Moderators before the English editing begins. There is a good reason for this. On live dramas, there are many viewers from different languages that want to see it, so once the drama is translated into English, the Channel Manager will release it to other languages. So, while it is being translated in other languages, the English t-editors continue the editing process at the same time. The drama is still edited in English completely, but done as the Other Language Subtitlers translate the English into their own languages.

VII. CHANNEL ART DESIGNERS

Channel Art Designers bring life to the Channel! There are generally two roles available per channel: Page Designers and Card Designers.
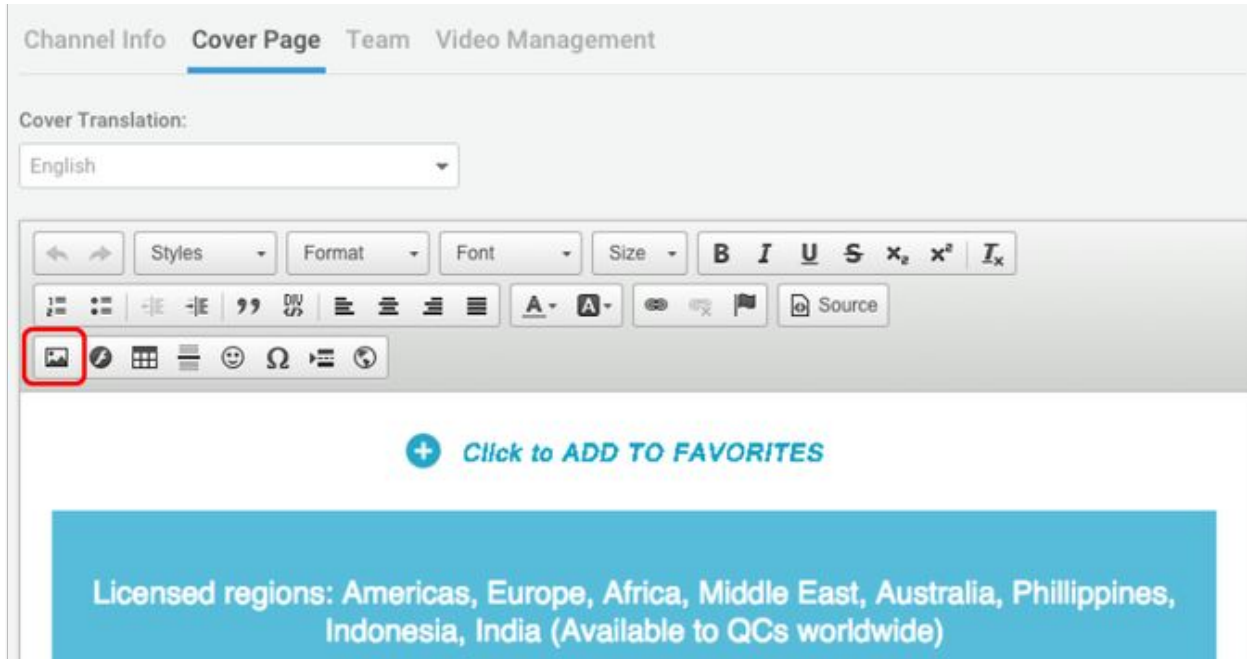
A. PAGE DESIGNERS

Page Designers create the cover pages for Channel Walls. The Channel wall is the first thing the viewer will see when choosing a drama to watch. A good Channel wall will entice the viewer to watch the drama, so it is important to make a wall that will catch the viewer's attention to watch the video. Designing a page can take more than 10 hours and can require creating content that is specific to each Channel. Page Designers are creative, patient, and dedicated.

If there isn't any English written material available for the Channel on the web (e.g., broadcast information, synopsis, character descriptions), Page Designers can ask the Channel Manager or a translator from the team for assistance in getting the information translated into English.

Pages can be designed in any image-editing program, from Photoshop to Paint! Designs are uploaded to a Channel by clicking the "Manage Channel" link in the upper corner of the Channel and then selecting the "Cover Page" tab:
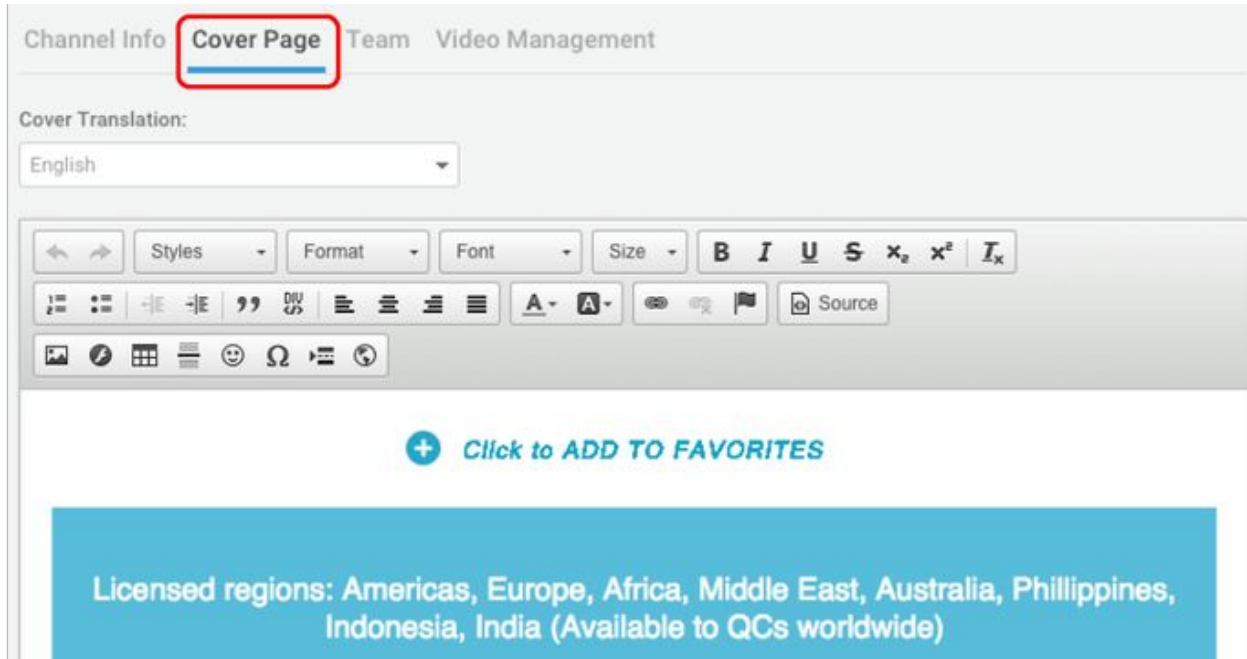
Images can be easily added by clicking the image icon circled below:

In the dialog box that appears, either add the image URL or click the Upload tab to upload from the computer:

Page Designers often have some knowledge of HTML in order to add or edit the source code. The source code allows designers to add features that cannot be added otherwise, such as a background color. The image below shows an example of a page's source code. Because Viki blocks certain types of code, designing the page within Viki's editor may be easier than transferring a design from an external editor.

B. CARD DESIGNERS

Card Designers are in charge of designing "Thank You" cards for the team members. These cards are usually sent to the team through PM and are displayed on the cover page. Cards can be created for each episode, each week of episodes, each month of episodes, or at the end of the series, depending on the preference of the Channel Manager and Card Designer. "Thank You" cards are not necessary, but they are appreciated by the team. For many designers, it takes two hours or less to create a card.

"Thank You" cards usually include the names of the volunteers who contributed to the episode(s) for which the cards are created. These names can be identified by reviewing the Team Discussion to see who contributed to the video parts or by checking the Subtitle Editor/Segment Timer for names. In some Channels, particularly for dramas with a high number of episodes, card designers can also check the Progress Chart that each segmenter, subtitler and editor has updated.

The images can be hosted on Viki by uploading them to a page and copying the URL, or by uploading them to a separate photo hosting site.