

# MUSIC & COPYRIGHT INFORMATION



1 From the *Main EMS* page, click **Music & Program Content**.

**\*\*\*You will not be able to provide your music or copyright information after the deadline date via EMS. Contact the LOC for additional instructions.\*\*\***

Take note of the “Music Upload Deadline”.

2 Review the list of events and the “Music” column.

If “N/A” is showing, you do not need to upload music for this segment.

If the **COMPLETE** button is available, no further information is necessary. You may change your music by completing the following steps.

3 If the **INCOMPLETE** button is available, you must upload your music and provide copyright information

Click the **INCOMPLETE** button to open the *Music Upload* window.

4 Review the *Music Upload* page.

**Important:** To go back to the previous page, use the **Return** button. Using the back arrow button will return you to the EMS home page.

5 Review the “Music File Requirements”. Click **Upload New Music** to continue.

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- 6 Click **SELECT FILE** to browse for your music. Select the desired file and click **Open**. The music file will attach to your profile for review.
- 7 Click **UPLOAD** to save. The *Confirm Music* window opens.
- 8 To confirm your music, provide the following:
  - “Title” of the music
  - “Artist” name
  - “Album” title
- 9 Click **Preview** to listen to your music for accuracy.
- 10 If your music is correct, click **Confirm & Save**. The *Copyright Information* window opens. If your music is not correct, click **Cancel & Delete** to reattempt the upload.

- 11 Provide the following *Copyright Information*:
  - Title / Name of Song
  - Artist / Composer
  - Orchestra / Arrangement
  - Record Label
  - Minutes
  - Seconds

- 12 Click **Submit Copyright Info**. Repeat **Step 11** for each piece of music you will use during your program. Notice that the “Current Information” section updates with your music details.

- 13 Click **Close** when you have provided all of your copyright information.

The competition music staff will download and prepare your music for the event.

**Upload Music**

SELECT FILE

Auld Lang Syne.mp3 2.78 MB

CLEAR UPLOAD

**Confirm Music**

All fields are required

Title: Auld Lang Syne.mp3

Artist:

Album:

You must play the song to confirm

Preview:

Confirm & Save Cancel & Delete

**Copyright Information**

For copyright and publicity purposes, U.S. Figure Skating gathers information on any music that may be used in a television broadcast or video-on-demand broadcast (i.e. IceNetwork)

Program music is generally created using multiple pieces of music. You are required to enter copyright information for each piece used in each music upload. For assistance in gathering the copyright information, [click here.](http://www.mpa.org/copyright-search/)

All fields are required

Title / Name of Song:

Artist / Composer:

Orchestra / Arrangement:

Record Label:

Duration (Length of cut in your music)

Minutes: 0

Seconds: 0

Submit Copyright Info Close

Current Information

Name	Composer	Orchestra	Record Label	Minutes	Seconds	REMOVE	EDIT
test	test	test	test	3	23	REMOVE	EDIT