## MUSIC & COPYRIGHT INFORMATION



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".

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.

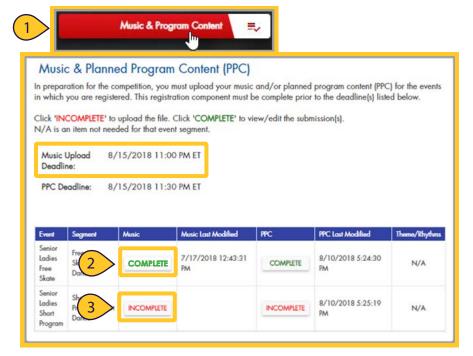
3 If the **INCOMPLETE** button is available, you must upload your music and provide copyright information

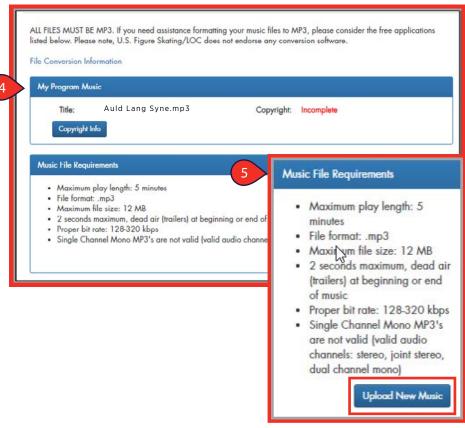
Click the **INCOMPLETE** button to open the *Music Upload* window.

A 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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- 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.
- 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.
- Provide the following *Copyright Information*:
  - Title / Name of Song
  - Artist / Composer
  - Orchestra / Arrangement
  - Record Label
  - Minutes
  - Seconds
- 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.
- Click **Close** when you have provided all of your copyright information.

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

