# MUSIC & COPYRIGHT INFO

Access Path: EMS > My Competitions

Video Resource Available HERE

Competitors are required to upload music in EMS for many events.  Music can be uploaded from your mobile device and must be uploaded by the stated deadline. *Note*: You will not be able to upload your music or copyright information after the deadline and must contact the LOC for instructions on how to submit. Failure to upload by the deadline may result in a late fee.
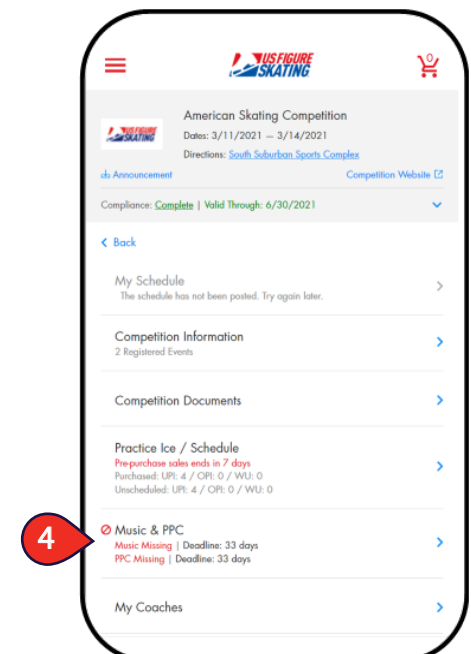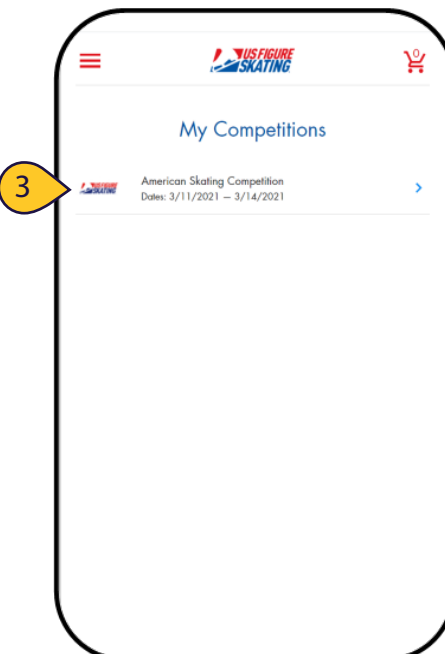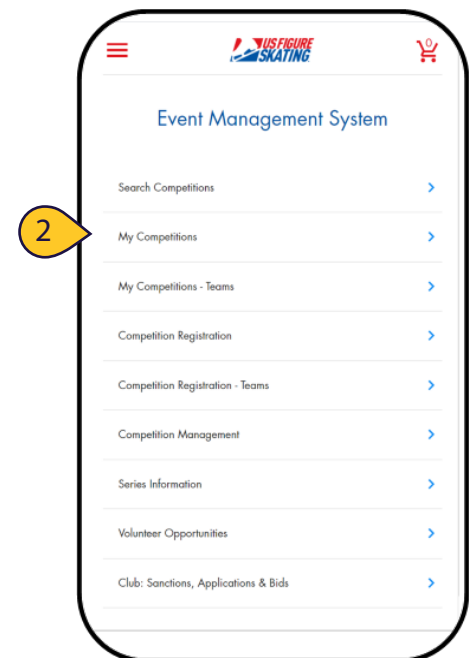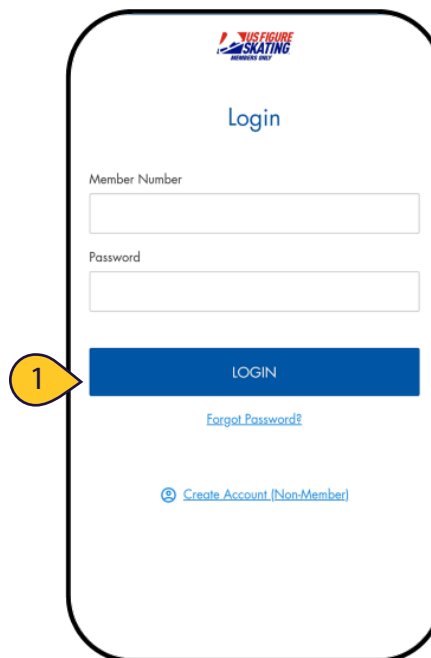
For copyright and publicity purposes, U.S. Figure Skating gathers information on all music that may be used in a television or video on-demand broadcast. Program music is generally created using multiple pieces of music and you must enter copyright information for each piece used in each file. For assistance in gathering the copyright information, go to http://www.mpa.org/copyright-search/.

1  Log in to Members Only. (m.usfigureskating.org) then tap **EMS**.

2  Select **My Competitions**.

3  Tap the desired competition.

4  On the main competition page, tap **Music & PPC**.
*Note*: Review the music deadline; add music for applicable segments/events.
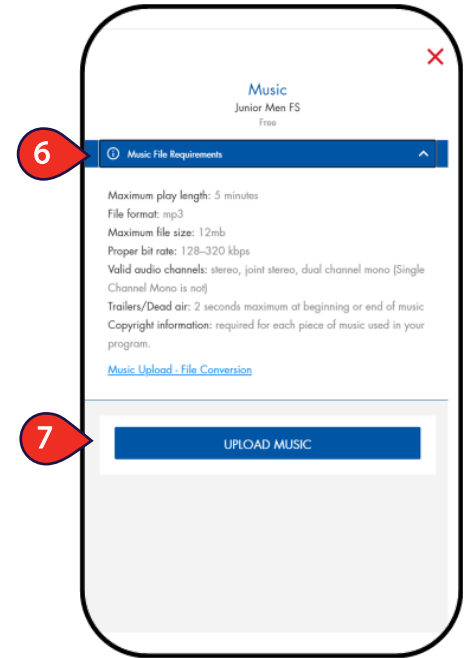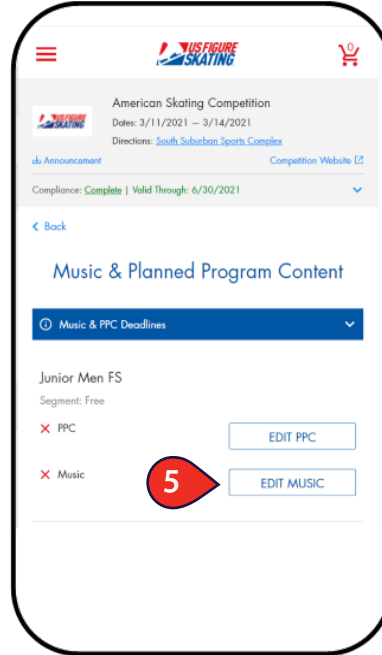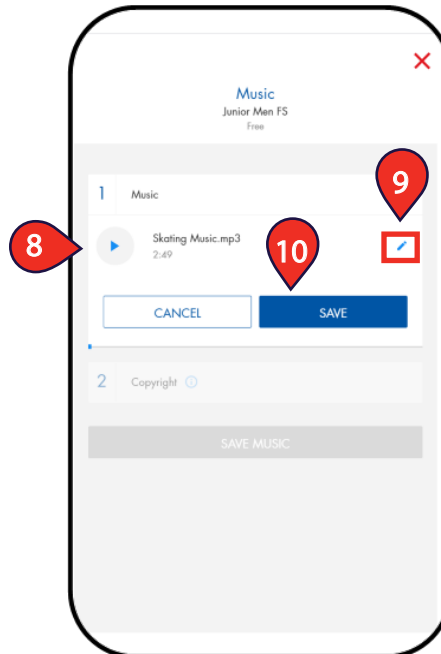
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**5** Tap **Edit Music** for the desired segment.

**6** Review the Music File Requirements. Files must be in mp3 format, and no larger than 12 MB. Tap Music Upload-File Conversion for instructions.

**7** Tap **Upload Music** to locate your music file.

**8** You must preview the file before saving.

**9** Tap **Save** to go to the Copyright section.

**10** *Note*: Use the edit icon to change your music file.

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**11** Provide ALL of the following copyright information:
- Title
- Arrangement
- Artist
- Record Label
- Duration (Minutes/Seconds)

**12** Tap **Save**.

**13** To add multiple pieces, tap **Add Another Copyright** and repeat for each piece of program music.

**14** Tap **Save Music**. Repeat for all segments/events requiring music.