



Music Industry User Guide

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Version 3.0

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This user guide may become inaccurate or outdated as new features are added to the system. The NCRA/ANREC will try to update this guide to be as up to date with the current version of the !earshot Distro.

Sign-up



Select Music Industry Professional if your organization plans to manage MULTIPLE ARTISTS. If you only have one artist you are uploading, select independent artists.

**If you selected the wrong one, contact edds@ncra.ca and we can switch the accounts.*

Referral Code

If you have been given a referral code, you must enter it now before you complete creating your account. This code gives you 25% off your first 10 upload and 5% off every upload after, as well as gives a bonus to the organization who gave you the code.

**If you forgot to include a referral code, contact edds@ncra.ca with your organizational account name and the code, and we will update it for you.*

You must confirm your account via email before you can access your account. Check the spam box if you do not find it. It should be delivered instantaneously. Once activated, you can login.

Navigation



At the top of each page you will find six icons that will take you to different sections of the website. From left to right each icon will take you back to your dashboard, songs, artists, releases, messaging & outreach, help and organizational settings.

My Account Settings

The account settings page can be found by clicking the arrow next to your username and clicking 'My Account'. In the account settings you can edit your email address, username, and password.





Organization Settings

From this page you can change your organization name, description, add a logo, and add users to your organization. The information on this page can only be accessed and edited by administrator account users.

Types of users

Currently there are two user types that can be assigned to music industry or independent artist accounts.

1. Regular users can upload songs, edit song metadata, create releases, edit releases, create artists, and edit artists.
2. Administrator users have the same functionalities as the regular user. Additionally they can alter the organizational settings, invite, edit, and remove users linked to the organization. There can only be one administrator account per organization

Inviting Users

To add a new user to your organization you will need to click on the 'Invite...' button on the Organization Settings page. This will take you to the Invite page where you will need to enter an email address of the individual that you want to add to your organization. Once you have ensured that the email address is correct, pressing 'Send Invitation' will send an email to the entered address where the user will be able to create a user account linked to your organization. Individuals that have had an invitation sent to them may need to check their spam/junk folder for the invitation.

Dashboard

The Dashboard of !earshot Distro is the first page that you will see after logging in. On this page you will find a list of artists, total songs for those artists, and recent Plays/Downloads/Interactions. You will also be able to upload songs from this page, and access the processing page to enter information for uploaded songs. You can always return to the dashboard by pressing on the !earshot Distro button at the top right of the page.

Artists		See All (47)	
Adam Nics	RECENT INTERACTIONS 3 (NCRA)	TOTAL SONGS 2	VIEW SONG LIST VIEW ARTIST PROFILE
Amber Long & Robert Mason	RECENT INTERACTIONS 0	TOTAL SONGS 2	VIEW SONG LIST VIEW ARTIST PROFILE
Amnesian	RECENT INTERACTIONS 0	TOTAL SONGS 1	VIEW SONG LIST VIEW ARTIST PROFILE
Astre	RECENT INTERACTIONS 0	TOTAL SONGS 1	VIEW SONG LIST VIEW ARTIST PROFILE
Baby Giraffe	RECENT INTERACTIONS 0	TOTAL SONGS 1	VIEW SONG LIST VIEW ARTIST PROFILE
Beard Springsteen	RECENT INTERACTIONS 1 (NCRA)	TOTAL SONGS 1	VIEW SONG LIST VIEW ARTIST PROFILE

Recent Interactions

From your dashboard, you can see basic information on your artists. You can see the quick view of interactions and the station(s) listed under Recent Interactions column. These are the total number of Plays, Downloads and Supported interactions in the past month.

By clicking the number below Recent Interactions title, it will take you to an advanced page which will give you specific information on those interactions.

Station Identifier	Interaction Type	Song/Release Name	Date/Time
NCRA	Song Download	Yu	2020-11-12 11:14
NCRA	Artist Support		2020-11-12 11:14
NCRA	Listen	Yu	2020-11-12 11:14

Total active songs	1	Downloads	1
Total songs with interactions	1	Listens	1
Total songs with ratings	1	Supports	1
Average rating	★★★★★	Total interactions	<u>3</u>

From this report, you can see which station was involved, what type of interaction, the song name and when it happened.

Song Download - means the broadcaster downloaded the song from the system to play on the air. You could assume this means they plan to play the song.

Artist Support - means the broadcaster has explicitly said they are supporting your artist on their stations/show.

Listen - means the broadcaster listened to your song, but if there is no other interaction, they are most likely passing on playing it (you cannot stream music directly on the radio, you must download).



Artists

The Artists Listing page can be found by clicking the artist icon at the top of the page. From this page you can add new artists, edit existing artists, delete existing artists, and access artist songs. (You can do much of this off the dashboard page, except for adding an artist)

Adding a new artists

Name	# Songs	# Tags	# Folders	# Plays		
Adam Nics	2	1	0	0		
Amber Long & Robert Mason	2	1	0	0		
Amnesian	1	0	0	0		

**Note, if you are an independent artist, you will NOT be able to add in new artists, contact edds@ncra.ca if you wish to change this.*

To add a new artist you will need to click on the 'Add An Artist' button on the artist page. On the artist creation page you will need to fill out the name*, biography*, photograph*, city/town, and province of the artist. Once you have filled in the appropriate information, pressing the 'Create Artist' button will create the artist.

**Required Information*

Artist Music Listing

Title	Duration	Artist		
Yu	00:00:53	Adam Nics	✎	✕
RVF - 2020 - 3	00:00:27	Adam Nics	✎	✕

A list of uploaded [artist songs](#) can be found by clicking on the artist's name on the Artist Listing page, or by clicking the artist's name on the Dashboard.



Song Management

The Song Listing page can be found by clicking the music icon at the top of the page. From this page there is a list of [all the songs](#) that have been uploaded with their name, duration, and artist. From this page you can view, edit, and delete songs.

<input type="text"/>					Search	Reset		
▼ Live Searchable Songs					▶ Songs Awaiting Payment		▶ Songs Awaiting Metadata	
Title	Duration	Artist						
In Transition	00:00:58	John Norman	✎	✕				
Titans	00:00:58	Gun Control	✎	✕				
A Single Shot Glass In The Dark	00:00:59	Bolero Trio	✎	✕				
Macleod Quickstep	00:00:58	Bethany Bisailion	✎	✕				
My Surrender	00:00:58	Amber Long & Robert Mason	✎	✕				
Inhospitable	00:00:47	Amnesian	✎	✕				
Money Makes	00:00:58	Curt Town	✎	✕				
Yu	00:00:53	Adam Nics	✎	✕				

Song Listing Page

A listing of all songs that have been uploaded to the site can be found by clicking on the musical note at the top of the screen. Uploaded songs are placed into 1 of 3 different folders known as the Active songs folder, Inactive Songs Folder, and Incomplete song folder.

▼ [Live Searchable Songs](#)

▶ [Songs Awaiting Payment](#)

▶ [Songs Awaiting Metadata](#)

Live Searchable songs

The list contains songs that have been paid for and broadcasters can access them. You may edit singles, but cannot add or change songs that are part of a multi-song release (this way you cannot add or remove songs).

Songs Awaiting Payment

When a song has all the necessary metadata added, this is where the payment process happens. The songs folder contains songs that you have uploaded and have added metadata but have not paid for yet. (See below how to process payment)

Songs Awaiting Metadata

This list contains the songs that are missing some data. Songs will usually show up here if you stopped or took a break during the main upload process, that's outlined a few pages below.

Songs in the Songs Awaiting Payment, or Songs Awaiting Metadata cannot be seen by broadcasters. To make songs available for broadcasters to view you will need to go through the payment system.

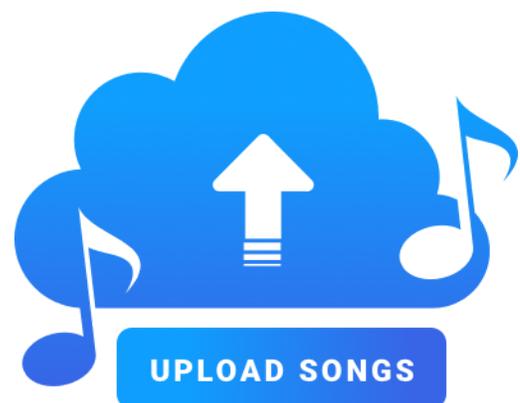
Uploading Songs

Songs can be uploaded in two ways: From the Dashboard, or directly from the release itself.

Dashboard method:

Follow the on-screen instructions,

- 1) first selecting an artist (or create one - *see below for more information*),
- 2) then selecting a release (or create one - *see below for more information*),

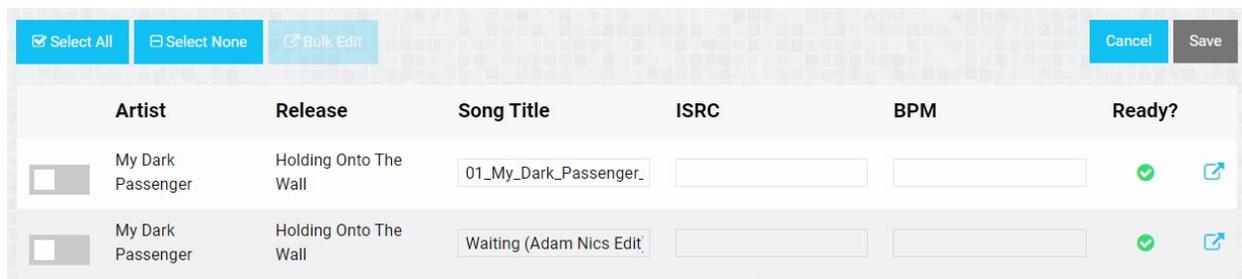


- 3) then finally by uploading an acceptable file format (you may upload multiple files at once).

Release Method

- 1) Create a release with all the required metadata
- 2) Click the upload button on the right hand side
- 3) Select all the files you wish to upload.

When an upload starts a progress bar will appear below the upload box for each song being uploaded. Once the songs are done uploading the site will automatically take you to the processing page where song metadata can be added. Each song will have the metadata automatically pulled from the "release" information, though you have the opportunity to update each song individually by clicking the  and customize the genre, bpm, isrc, mood, etc.



	Artist	Release	Song Title	ISRC	BPM	Ready?
<input type="checkbox"/>	My Dark Passenger	Holding Onto The Wall	01_My_Dark_Passenger.			<input checked="" type="checkbox"/> 
<input type="checkbox"/>	My Dark Passenger	Holding Onto The Wall	Waiting (Adam Nics Edit			<input checked="" type="checkbox"/> 

Tip - Make sure the song title is updated to remove any unnecessary characters. The first song above is incorrect as it pulls the data from the song title, and should be re-written to look like the second song.

Tip - If you have multiple songs, you can rearrange the song order under the "release" tab if they do not appear in the correct order when you uploaded them. It's important to do this before you process the payment. If you try to do this AFTER it is paid, it will show you a 500 Error.

500: Internal Server Error

Accepted File Format

When uploading songs into !earshot Distro only accepts the file formats .flac, .wav, and .aiff at a minimum bitrate of 16 bit, and a sample rate of 44.1KHz. YOU CANNOT UPLOAD A MP3, BUT THE BROADCASTERS/HOSTS CAN DOWNLOAD THEM (they can select the format and this system will generate the format of their choosing)

Song Metadata

Once a song has been uploaded, metadata will need to be added before the song becomes ready for payment. A release is a requirement in Iearshot Distro, and acts like an album (See the section below). Songs attached to a release will adopt metadata contained within the release automatically, but you can change them by going into the song directly (see section below), or clicking the 

The table below displays all of the metadata that a song may contain.

Title*	Associated Release**	Artist*	Genre*
Sub-genre	Hyper-Genre	ISRC	Beats Per Minute
System Release Date*	Public Release Date	Lyricist/Composer	Related To
Original Artist	Instrumental	Clean/Context Not Required	Mood (Happy, Sad, Angry, Dark, Uplifting)
Distributor	Publisher	License options	Tags
Artist Characteristics (QueerCon, FemCon, IndigenousCon, FrancoCon)			

*Required Metadata

Editing Song Metadata

Songs can be edited by themselves, or multiple songs can be selected to edit at the same time.

To edit a single song you need to click on the pencil () to the right of the artist. When clicked the song editing page will open where the current Metadata is displayed, and can be edited.

To edit multiple songs at once, the songs that you want to edit will need to be selected. To select a song you will need to click on the slider on the left of the song title. When all the songs you want to edit have been selected you will need to click the Bulk Edit button above the songs table. This will take you to the Bulk Editing Page.



Releases

Releases can be accessed by clicking the release icon at the top of the site. Releases are used by the system to setup metadata for multiple songs before uploading them, and act as a single, EP, album, or compilation. Releases can be created before or after songs have been uploaded to Iearshot Distro. When a song is uploaded through a release, the song will adopt all of the metadata that has been set within the release. If a song is added to a release after it has been

uploaded it will not adopt the metadata from the release, and you will need to manually enter it.

Note, when you create a release, it will ask what type (Single, EP, Album, Compilation) the release is and show the costs associated with it. If you select Album, but only upload one song, it will show up as \$50 at checkout. Conversely, if you select single and upload 20 songs, it will cost you \$7*20, not \$50. So be mindful that you select the correct setting, and that once you pay for it, you cannot add songs to the release.

A release contains many of the same metadata fields that you would find with an individual song. The table below displays all of the Metadata that a release can contain.

Title*	Artist	Cover Art*	Release Type*
Genre*	Sub-Genre	Hyper-genre	<u>Clean/Context Not Required</u>
System Release Date*	Public Release Date	Lyricist/Composer	Distributor
Publisher	License	Artist Characteristics	

*Required Metadata

Genre, Sub-genre, and Hyper-genre

The different genres have been divided into three categories that function in a hierarchical order. Once a Genre has been chosen, a Sub-genre may be chosen, and once a Sub-genre has been chosen a Hyper-genre may be chosen.

Note- If you see an error or can't find your genre/subgenre/hypergenre, please send an email to edds@ncra.ca

License Options

Songs within learshot Distro have several different license options that songs may be tagged with. **Broadcast Permission** for any active song is automatically selected which allows stations on AM/FM or an online stream to broadcast your music. This includes archived shows (not in a podcast format). *All songs have this license, so you cannot select it as an option license and will not see it displayed.*

There are currently 3 options that you may choose to select for their songs which are:

Available for use in Podcast: Gives stations the **copyright permission** to use your song in a podcast. No contract is required for this option.

Note - to our knowledge, this is the only system that offers this service for podcasters to use non-copyrighted material.

Can be played in the background for station advertisements: Stations may use your song in the background of an advertisement or public service announcement that they have created. No contract is required for this option, and they do not need to contact you.

Can be licensed to a compilation: Your song is available for stations to use it in a compilation. To do so, stations must reach out to you to seek permission to use your song. It's recommended that a contract must be signed between the station and yourself.

Release Date

!earshot Distro uses two release dates that can be used to set up a release date to broadcasters, and the general public. The System Release Date will determine when a song is available for broadcasters using the system to find. The Public Release Date will let broadcasters know a song is planned to be released to the general public. With this you can set up a song to allow broadcasters to view/download, and use your song before it's publicly available. To enable this, set the system release date to when you want broadcasters to have access to the song, and set the public release date to when it will be publically available.

Payment System

The payment system of !earshot Distro can be found by clicking on the songs icon, and going to the Inactive songs folder (middle option). From there you can select a release, multiple songs or multiple releases by clicking the slider to the left of the song title. Once all of the desired songs/releases have been chosen you can select the payment option from the actions bar which can be found just above the table of songs.

The screenshot displays the payment system interface. At the top, there are buttons for 'Select All', 'Select None', 'Select Payment', 'Edit Song(s)', and 'Delete Song(s)'. Below these are three tabs: 'Live Searchable Songs', 'Songs Awaiting Payment', and 'Songs Awaiting Metadata'. The 'Songs Awaiting Payment' tab is active, showing a table with columns for 'Title', 'Duration', and 'Artist'. The table is organized into groups based on release status:

Release Status	Title	Duration	Artist	Actions
no release (0 / 1)	01 Come On Home	00:02:50	Zuzu's Petals	[Edit] [Delete]
test Nov 11 (1 / 1)				
test (2 / 2)	It's Just You	00:04:46	Adam Nics	[Bulk] [Edit] [Delete]
	RVF - 2020 - 3	00:00:27	Adam Nics	[Bulk] [Edit] [Delete]
Test (0 / 1)				

Once pressed you will be taken to the payment system. The first page will display your cart, and all of the songs that are currently in it. A subtotal is displayed on this page in the bottom left. To advance you can click on the continue button below the subtotal.

		Select All	Select None	Select Payment	Edit Song(s)	Delete Song(s)
▶ Live Searchable Songs		▼ Songs Awaiting Payment		▶ Songs Awaiting Metadata		
Title	Duration	Artist				
▼ <input type="checkbox"/> no release		(0 / 1)				
<input type="checkbox"/> 01 Come On Home	00:02:50	Zuzu's Petals				
▶ <input checked="" type="checkbox"/> test Nov 11		(1 / 1)				
▼ <input checked="" type="checkbox"/> test		(2 / 2)				
<input checked="" type="checkbox"/> Bulk It's Just You	00:04:46	Adam Nics				
<input checked="" type="checkbox"/> Bulk RVF - 2020 - 3	00:00:27	Adam Nics				
▶ <input type="checkbox"/> Test		(0 / 1)				

On this page, it will indicate the the total costs, less any discounts of coupons you have added in. Your Referral code will identify at the bottom of the page. You may type in any coupons by typing in the code and pressing apply. You may stack coupons ontop of eachother. Any coupons that are automatic may be applied when you arrive on this page.

Note: Coupons must be typed in without any capital letters. Please use all lower-case.

On the payment page you will need to input the billing information for this cart such as first name, last name, address, city, province, and postal code. Once filled out you can click on complete purchase to complete your purchase. Once completed an email receipt will be sent to your email, and you will have the option to print a receipt.

1. REVIEW CART
2. BILLING DETAILS
3. PAYMENT CONFIRMATION

Your Cart

3 songs **\$15.75**

Subtotal \$15.75
Taxes GST 5.0% \$0.79

Total CAD **\$16.54**

 Coupons & Discount Codes

 Referral Discount

NCRA - 5%
*First ten songs or releases are 25%

*Cart expires after 1 week.

Billing Information

156 Test Street

157 Test Street

test

Alberta

t3s7s7

Payment Information

MM / YY CVC

Save Card for Later

We use STRIPE for a payment system, so we do not store any credit card or personal information in-house.

Once paid for, the songs will be live on the system (unless you set a System Release Date in the future, at which point they will go live at 12:01am that day)

If the songs that you've taken through the payment system do not appear in the Active songs folder after 30mins please contact edds@ncra.ca to resolve the issue.



Messaging System & Outreach

Messaging

Iearshot Distro has a built in messaging system that can be used by broadcasters to communicate with the music industry. At this moment in time communication can only be initiated by broadcasters. On the Song Information Page for broadcasters they have two buttons that they can press to send a message to the music industry. If you have received a new message you will see a red circle notification on the messaging icon at the top of the screen.

Outreach

This tab opens a URL to a database of all radio stations and programmers who have expressed interest in getting new music. Please review the instructions on-screen on how, when and where to contact stations/programmers with music. This is the best option for you to get heard beyond putting your material on the system.

Last Updated	Station Name	Province	City	Name
+ 9/7/2020 6:11:13	CKVS-FM	British Columbia	Salmon Arm	Jeanette Clement
- 9/4/2020 17:28:36	CICK-FM	British Columbia	Smithers	Glen Ingram

Position/Title Station Manager

E-Mail [REDACTED]

Phone 250-[REDACTED]

Tracking Hours no specific hours

Preferred genres indi-pop/rock, electronic, classic country, classical

Accepted genres all

I want you to put me in touch specifically with people from under-represented communities
Yes

Formats Accepted Singles, EP's, Artist Albums, Compilations, Mp3 (320 or higher), Wav

Mediums Through earshot-distro.ca, Through E-mail

Referral Code from earshot-distro.ca LR8PCICK

Email address to send digital submissions info@smithersradio.com

Instructions related to sending digital submissions

Mailing address to send physical submissions po box 834, smithers bc, v0j 2n0

Instructions related to sending physical submissions we are currently transitioning to Digital, but are still accepting physical. Please include one-sheet that includes Can-Con (yes or no), Sounds Like, and Label if applicable.

Other information

We encourage you to share the URL found in your artist page, or on your individual song page when you outreach so the station/host can go directly to your !earshot distro page for download. At this time, you cannot link to an artist page or a release, though we hope to have that updated in mid-2021

The screenshot shows a web browser with the address bar containing the URL secure.earshot-distro.ca/song/29, which is circled in red. Below the address bar is a dark navigation bar with icons and labels for DASHBOARD, SONGS, ARTISTS, RELEASES, and MESSAGING & OUTREACH. The main content area features the !earshot Distro logo and a 'Song Details' section for the song 'A Single Shot Glass In The Dark' by 'Unloggable Bolero Trio'. The song cover art is labeled 'UNLOGGABLE - songs under a minute -' and '2016'. A 'RECENTLY PLAYED' badge with a red maple leaf is visible. The page also displays a star rating, genre information (Folk, Traditional Folk), and a 'SEE MORE' link. At the bottom, there is a music player interface with a play button and a waveform visualization.

Feedback and Support

!earshot Distro is still being developed, and more features are planned for the future. During this time we are looking for feedback on how the system works, any bugs you may encounter, or any changes you think would improve !earshot Distro. Below is a link to a form that will provide the NCRA with feedback, and bug reports. Additionally if you are having issues with !earshot Distro and require assistance you can contact the NCRA/ANREC at support@earshot-distro.ca

Feedback/Bug report form

<https://goo.gl/forms/timKcJFbiF7JpXPj1>

Common Issues

Below are some common issues and how they can be resolved.