



!earshot Digital Distribution System

Music Industry User Guide

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Version 2.4

Table of Contents

Table of Contents	2
Dashboard	3
Navigation	3
Account Settings	3
Organization	3
Types of users	3
Inviting Users	4
Artists	4
Adding a new artists	4
Artist Music Listing	4
Song Management	4
Song Listing Page	4
Uploading Songs	5
Accepted File Format	5
Song Metadata	5
Editing Song Metadata	6
Releases	6
Genre, Sub-genre, and Hyper-genre	7
License Options	7
Release Date	7
Payment System	8
Messaging System	8
Feedback and Support	8

This user guide may become inaccurate or outdated as new features are added to the !eDDS.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

Dashboard

The Dashboard of the !eDDS 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. You will also be able to upload songs from this page, and access the processing page to enter information for uploaded songs.

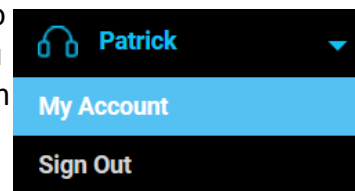
Navigation



At the top of the page you will find five icons that will take you to different sections of the website. From left to right each icon will take you to music, artists, releases, messages, and organizational settings. Additionally you can return to the Dashboard by clicking to !eDDS logo in the top left corner of the site.

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, password and the notification settings.



Notification System

On the account settings page you can find and edit the notification settings for the system. These settings can be found at the bottom of the account setting options starting with the frequency. There are 4 options that you can choose from with these settings which are frequency, total downloads, number of folders, and new comments. The notification will be sent to you depending on the frequency you set, and which of the 3 options have been chosen. If none of the 3 options are chosen a notification email will not be sent.



Organization

The Organizational Settings page can be found by clicking the organization icon at the top of the page. 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.



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.

Adding a new artists

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

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.

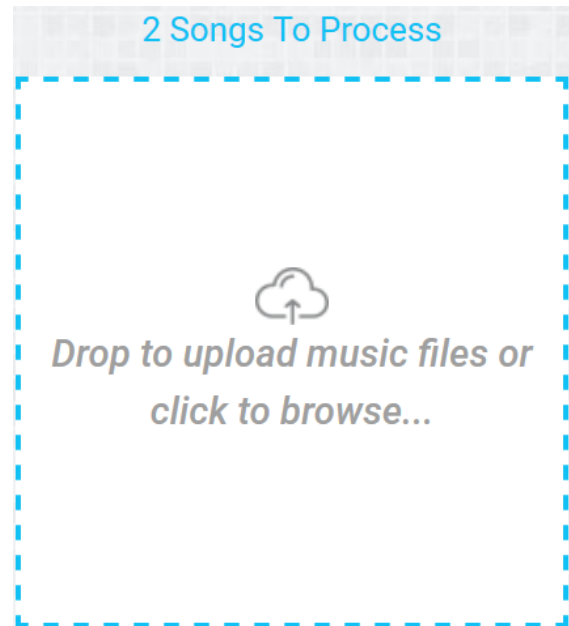
Song Listing Page

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. The Active songs folder contains songs that have been paid for and broadcasters can access them. The

Inactive songs folder contains songs that you have uploaded and have added metadata but have not paid for yet. The Incomplete songs folder contains uploaded songs that do not have the required metadata to be added to the system. **Songs in the Inactive, or Incomplete Folder cannot be seen by broadcasters. To make songs available for broadcasters to view you will need to go through the payment system to move songs into the active folder. Please refer to the section below on how to do this.**

Uploading Songs

Songs can be uploaded from either the Dashboard, or the Associated Release Editing page. On either page there will be an upload box, like the image to the right where songs can be dragged and dropped, or browsed to. 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. If a song is uploaded on the Associated Release Editing page, the song will adopt all of the metadata set for that release.



Accepted File Format

When uploading songs into the !eDDS only accepts the file formats .flac, .wav, and .aiff at a minimum bitrate of 16 bit, and a sample rate of 44.1KHz.

Song Metadata

Once a song has been uploaded metadata will need to be added before the song becomes available to broadcasters. Once a song has been uploaded you will be taken to the Bulk Editing Page. From there you can exit the editing page if you want to add metadata at a later date, edit the song metadata for a single song, and edit the song metadata for multiple songs. More details about how to edit song metadata can be found below. 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)	
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*Required Metadata

**An Associated Release is part of the !eDDS, and acts like an album. Songs uploaded on the Associated Release Editing page will adopt metadata contained within the release.

****For the System Release date, if it is changed on the Release page after all the songs are uploaded, this information like any other WILL NOT be copied over to the Songs. Songs have their own metadata information, so make sure you check the data under Songs so the system release dates are the same as on the Release.**

Editing Song Metadata

From the Songs Listing Page song Metadata editing can be accessed. 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.

On the Bulk Editing page a list of all selected songs will be displayed. A couple fields are available to set the song name, ISRC, and BPM. On the right side of the song there will be either a red cross, or a green check sign to indicate if a song has all the required metadata. To the right of that is a button that can be click to edit the metadata for an individual song. Finally if you click the slider on the left, and then the bulk edit button above the list a pop-up will come up where any metadata entered will be added to all of the selected songs metadata.



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 the !eDDS. If 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.

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

Currently the different genres have been divided into three categories that function in a hierarchical order. Once a Genre has been chosen, a Sub-genre can be chosen, and once a Sub-genre has been chosen a Hyper-genre can be chosen. Currently only Genre needs to be chosen as the specific genre may not be listed. At a later date we will be looking for input from users when updating the listing of Genre, Sub-genre, and Hyper-genre.

License Options

Songs within the !eDDS have several different license options that songs may be tagged with. There are currently 3 options that you may choose to select for their songs which are:

Broadcast: Assumed permission for any active song, allows stations on AM/FM or an online stream to broadcast your music. This includes archived shows (not in a podcast format).

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

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.

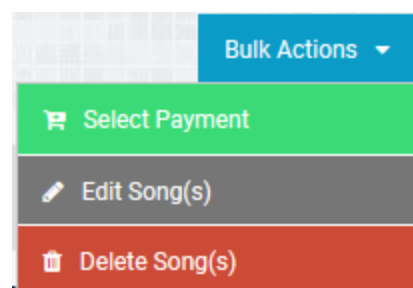
Can be licensed to a compilation: Your song is available for stations to use it in a compilation. To do so stations must reach out to you to seek permission to use your song. A contract must be signed between the station and yourself.

Release Date

The !eDDS uses two release dates that can be used to setup 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 setup a song to allow broadcasters to view/download, and use your song before it's publicly available. To set this up 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 the !eDDS can be found by clicking on the songs icon, and going to the Inactive songs folder. From there you can select multiple songs by clicking the slider to the



left of the song title. Once all of the desired songs have been chosen you can select the payment option from the bulk actions dropdown bar which can be found just above the table of songs.

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.

As the !eDDS is currently free to use the billing step is stepped over, and you are taken to the payment page. 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.

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

The !eDDS 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.

Feedback and Support

The !eDDS 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 the !eDDS. Below is a link to a form that will provide the NCRA with feedback, and bug reports. Additionally if you are having issues with the !eDDS and require assistance you can contact the NCRA at edds@ncra.ca.

Feedback/Bug report form

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