

MUSIC & COPYRIGHT INFORMATION



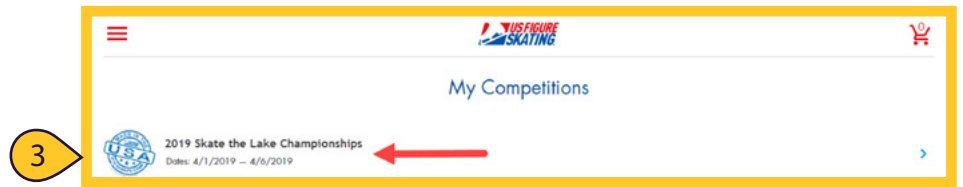
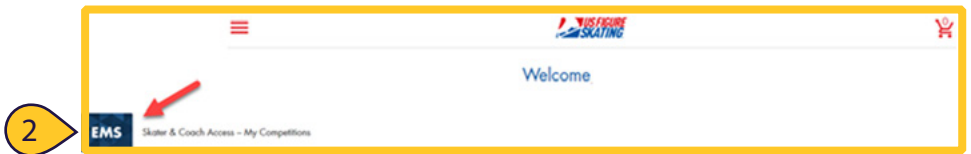
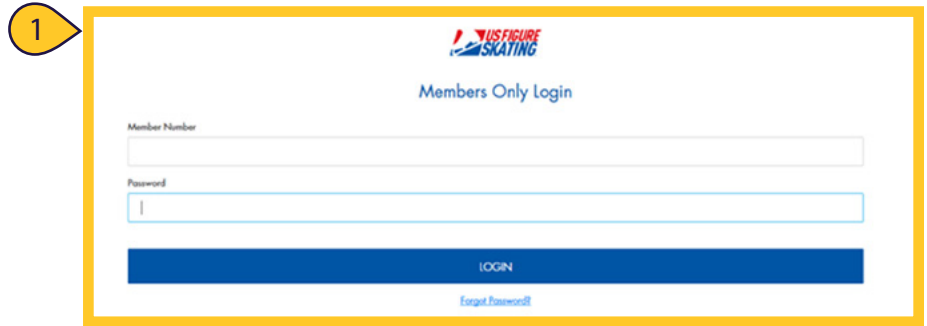
Competitors are required to upload music in EMS for many events. You can upload music from your mobile device. When music is required, you must upload it by the deadline.

*****You will not be able to provide your music or copyright information after the deadline date via EMS. Contact the LOC for additional instructions. Late music submissions may incur a late fee for some non-qualifying competitions.*****

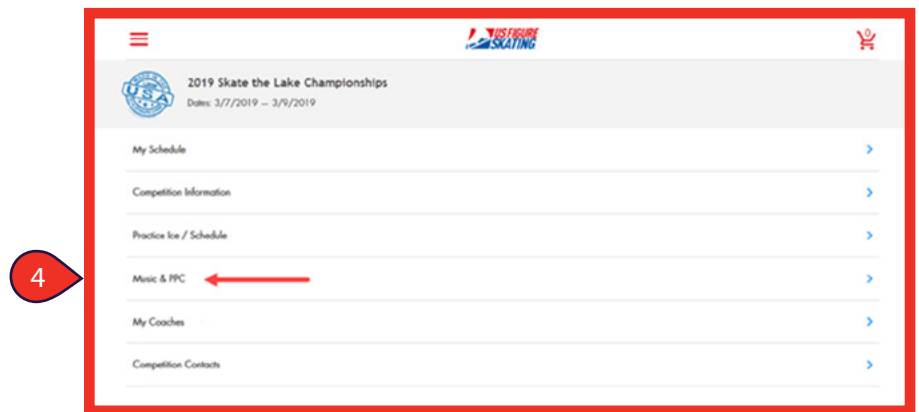
For copyright and publicity purposes, U.S. Figure Skating gathers information on all music that may be used in a television or video on-demand broadcast.

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

- 1 Log in to *Members Only* (www.usfsaonline.org)
- 2 Select **My Competitions**.
- 3 On the *My Competitions* page, tap the desired competition.



- 4 On the main competition page, tap **Music & PPC**.



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Review the music deadline and add music for all segments on the *Music & Planned Program Content* page.

- 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. You must preview the file before saving.
- 8 Click the play icon to listen to your music selection.
- 9 Use the edit icon to change your music file.
- 10 Tap **Save** to go to the *Copyright* section.
- 11 Provide ALL of the following copyright information:
 - “Title”
 - “Artist”
 - “Arrangement”

Example: Beethoven’s “Moonlight Sonata” performed by New York Philharmonic: the original composer is Beethoven and the New York Philharmonic is the arrangement.

 - “Record Label”
 - “Duration”
 - o “Minutes”
 - o “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 events requiring music.

