

**UPLOADING AUDIO USING**

**OPUS**

**(Online Portal for Uploading Songs)**

**A Step by Step Guide**

**for Publishers**

**regarding music in advertisements**

**Updated 4 January 2017**

# Uploading Audio In OPUS

## INTRODUCTION: SOME BASIC PRINCIPLES

When you upload your audio which has been used in an advertisement, an important thing to bear in mind is the difference between:

- An edit of the SAME piece of music with its arrangement intact  
For instance, when you've cut down or re-edited an existing piece of music, and exported it without changing its basic musical properties

AND

- A remix, reorchestration or NEW version of a piece of music  
For instance, when you've re-written a theme, changed the instrumentation, removed and/or added vocals etc. or otherwise CHANGED the basic musical properties of the original piece

Music recognition technology (MRT) works by chopping a digital SAMPLE into tiny fragments, analysing them separately in the frequency domain, giving each fragment a signature and then combining those signatures into a unique fingerprint.

MRT **CAN** recognise edits, re-orders and cut-downs of the same piece of music, as long as its basic musical properties are the **SAME**.

MRT can also recognise an interval of time as small as 1 second in duration.

What MRT **CAN'T** do is 'hear' melodic elements in different contexts. So, if you were to take your jingle and remove the vocal melody, add new instruments or change the rhythm, the fingerprint of the audio file would be different.

MRT **CAN'T** recognise a piece of music if its basic musical properties have been **CHANGED**.

## TIP: ORGANISE YOUR WORKS IN ADVANCE

If you are uploading a lot of audio at once, we recommend that you:

**ORGANISE** in advance how you want to name and upload your audio files.

**CONVERT** your WAV or AIFF files to MP3s (compressed to 128 kbps) for faster upload speed. (Using WAV and AIFF files will **NOT** ensure a better match).

**FILE** your audio in a single place for ease of uploading.

**REGISTER** all of your works in one go, and when you have finished...

**USE** the File Load Zone in OPUS to bulk upload your audio files.

## TIP: UNDERSTAND THE BEST WAY TO REGISTER YOUR JINGLES/MUSIC IN ADVERTISEMENTS

You only need to register each work **ONCE**, even if there are a few versions of it.

For example, let's say that you have a retail client called NFT and you've written their brand music for 2016. You've delivered:

- 2016 Brand Music (Full) 60"
- 2016 Brand Music (Full) 30"
- 2016 Brand Music (Instrumental) 30"
- 2016 Brand Music (Instrumental) 15"
- 2016 Brand Music (A Capella Vocal) 30"
- 2016 Brand Music (TAG) 5"

You don't need to register all of these pieces as separate works. You can simply register the brand music as one work:

CLIENT/BRAND	PRODUCT	PRODUCT DESCRIPTION
NFT	Retail	2016 Brand Music

You can then upload several audio files for this work, to reflect the different arrangements, so that MRT will be able to recognise and match all of them to your NFT 2016 Brand Music work registration.

NFT Retail 2016 Brand Music (Full) 60"

NFT Retail 2016 Brand Music (Instrumental) 30"

NFT Retail 2016 Brand Music (A Capella Vocal) 30"

NFT Retail 2016 Brand Music (TAG) 5"

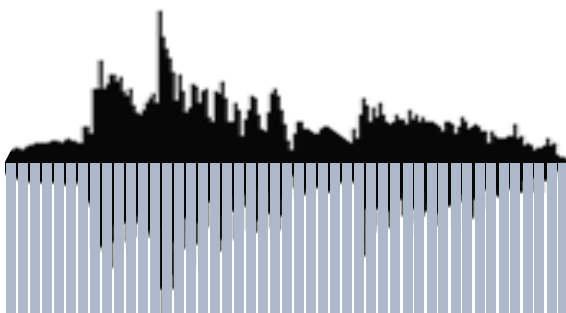
- You only need to upload the **LONGEST** edit of each arrangement.

- Please remember to **ONLY** upload the **TAG** if this is also your work.

- **NOTE:** It is best to **ONLY** upload the jingle underscore **WITHOUT** the voiceover. If you do upload the jingle underscore **WITH** the voiceover, you should also upload any variations of the voiceover.

# How MRT Works In Four Easy Steps

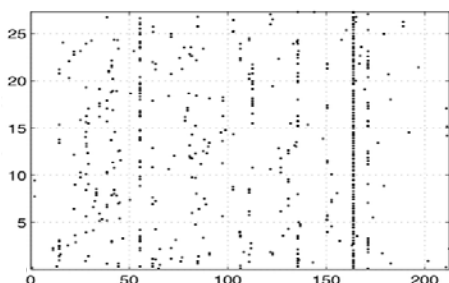
1. AUDIO IS SAMPLED AND CUT INTO TINY CHUNKS TO BE ANALYSED SEPARATELY



2. EACH CHUNK IS FURTHER DIVIDED INTO FREQUENCY RANGES & ANALYSED TO FIND THE MOST IMPORTANT FREQUENCY POINTS



3. THE POINTS FORM A SIGNATURE FOR THE INDIVIDUAL CHUNKS OF AUDIO – AND THE SIGNATURES COMBINE TO FORM A UNIQUE FINGERPRINT



4. THE FINGERPRINT IS TURNED INTO A NUMERICAL HASHTAG WHICH IS THEN COMPARED TO DATABASES CONTAINING MILLIONS OF HASHTAGS, UNTIL A MATCH IS FOUND

24 53 45 33 67



# Step By Step

## REGISTERING YOUR JINGLES/MUSIC USED IN ADVERTISEMENTS

1. Music used in an advertisement may be a commissioned jingle (JG), or it may be a track already commercially available (GW or PM).
2. **OPEN CMS.** Login to your CMS EXE account as normal.
3. Click on **NEW** to create a new Work Registration.  
Usage will default to **General Work**. If registering a PM choose **Production** from the **Usage** list. If registering a commissioned jingle choose **Jingle** from the list.
4. There are a few slight differences when registering a Jingle which are detailed below;
  - Change **USAGE** to **JINGLE**. This will change the work title into 3 separate fields;
    - i) **CLIENT/BRAND**
    - ii) **PRODUCT**
    - iii) **PRODUCT DESCRIPTION**

APRA Id:  Writers:

Client:  Product:  Product Desc:

Local Type: Both  Style: UNC  Usage: Jingle

Duration: .00 Rest of World Split - Writers:  Publishers:   Comm

1. DoF 2. Cue Sheet 3. Performer 4. AKA 5. Comment 6. Performance 7. History 8. Label 9. Re

IP Name No.	Sharer Name	Society	Cl	Cat	Terr	Perf %	Mech %	Syn	Date	Effect	Synch %	Mech	Visual
						ANF							

**CLIENT/BRAND** - This is the company you've written the jingle for. e.g. Coca Cola.

**PRODUCT** - This is the product your jingle is advertising. For example, if the brand is 'Coca Cola', the product might be 'Coke Zero'.

**PRODUCT DESCRIPTION** - Product description is a title to help you identify your jingle (both in CMS and on your statements).

5. Once you have filled in the 3 separate title fields, add in the composer/authors and publishing as per normal.

APRA Id:  Writers:

Client:  Product:  Product Desc:

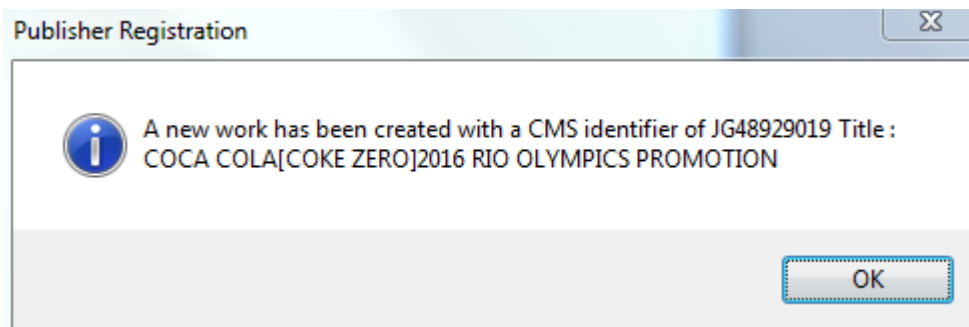
Local Type:  Style:  Usage:

Duration:  Rest of World Split - Writers:  Publishers:   Commissioned

1. DoF	2. Cue Sheet	3. Performer	4. AKA	5. Comment	6. I
8. Label	9. Registration	0. Claims	S1. Production	S2. D	

IP Name No.	Sharer Name	Society	CI	Cat	Terr	Perf %	Mech %	Syn	Date Effect
	BARBER MATT	APRA	1	CA	ANF	50.0000			
	QWERTY PUBLISHING	APRA	1	E	ANF	50.0000	100.0000	Y	

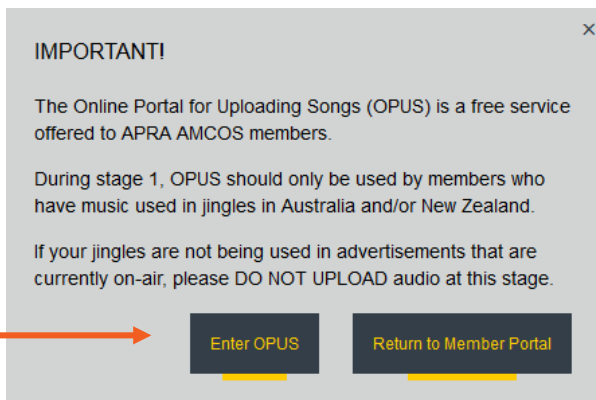
6. A **WORK SUMMARY** window will appear that gives you the unique **JG** number of your work you have now created on CMS.



If you have more than one work to register, we recommend that you continue to **REGISTER** all of your works in CMS before moving across to OPUS to begin the **UPLOAD** process.

## UPLOADING YOUR AUDIO

1. When you're ready to **UPLOAD** an audio file, **LOG IN** to our Member Portal on the [APRA AMCOS website](#).
2. Under **MUSIC PUBLISHERS** select **LOGIN**. (If you have forgotten your login details please [contact your Publisher Rep](#)).
3. Enter your **User ID** and **Password**. Click on **MENU**.
4. From the Menu select **OPUS (Online Portal for Uploading Songs)**.
5. A dialog box will open, asking if you want to enter the **OPUS portal**.
6. Select **Enter OPUS**.



7. You'll now be taken to the **OPUS** Portal.
8. You can either **BROWSE** to select audio files directly from your computer or use audio that's already been uploaded to the **FILE LOAD ZONE**.

NOTE: If logging in for the first time, you will get an extra screen with a brief Introduction and the Terms and Conditions. Tick the box to confirm your acceptance of the terms and conditions, and click the **ACCEPT** button.

## UPLOADING YOUR AUDIO

- You will arrive at the **Submit Audio Files** page by default. Scroll down to the **Search Works** tab. From here, you can enter a writer's name (Surname first) and click on the Magnifying Glass to begin search. Then click on the Writer you want and click **SELECT**.

SEARCH WRITERS

To search, enter your search term below and click 'Search'.

NAME CAVE NI

SEARCH

CAVE NICHOLAS EDWARD

PAGE 1

SELECT CANCEL

- Either enter The Title/Keyword if looking for a specific work, or leave blank to load up all works by the Writer. (Make sure the Writer you are searching for is one you control!)

## SUBMIT AUDIO FILES

**SEARCH WORKS** **RESULTS (548)**

### SUBMIT AUDIO FILES

To add audio to your work registration, please use the **+** button. If you have different recordings of your song or composition, multiple recordings can be added to the one work registration.

Multiple audio recordings can be attached to each work registration. For example, when your song has been produced as a club mix or an alternative version of your song has been recorded.

The audio recording(s) uploaded should also be final mixes - i.e. not 'demo' recordings.

TITLE	WRITER	WORK ID	AUDIO FILES	SUBMITTED
(I DON'T NEED YOU TO) SET ME FREE	SCLAVUNOS JAMES A, ELLIS WARREN LEE, CASEY MARTYN PAUL, CAVE NICHOLAS...	GW35058456	0	<b>+</b>
1994	ELLIS WARREN LEE, CAVE NICHOLAS EDWARD	GW45880886	0	<b>+</b>
20,000 DAYS ON EARTH	ELLIS WARREN LEE, CAVE NICHOLAS EDWARD	BG47006111	0	<b>+</b>
20,000 DAYS ON EARTH	ELLIS WARREN LEE, CAVE NICHOLAS EDWARD	GW47388878	0	<b>+</b>
ABATTOIR BLUES	ELLIS WARREN LEE, CAVE NICHOLAS EDWARD	GW33592873	0	<b>+</b>
ACCIDENTS WILL HAPPEN	CAVE NICHOLAS EDWARD	GW36426933	0	<b>+</b>



- The results will show a list of all the Writer's works in CMS for which you have an interest. 'Interest' includes being in a PDOF or on a registration.  
NOTE: If you cannot find the work you are looking for please [contact your Publisher Rep](#)).
- Find the work to which you wish to attach audio and click on the **PLUS (+)** symbol to display the work details and to attach audio.

## UPLOADING YOUR AUDIO FILES DIRECTLY

- Click on **BROWSE TO UPLOAD AUDIO FILE**.

**SEARCH WORKS**   **RESULTS (1)**   **MANAGE WORK**

**SUBMIT AUDIO FILES**

<b>Work title:</b>	RED RIGHT HAND
<b>Work ID:</b>	GW07041421
<b>ISWC:</b>	T-060241765-1
<b>Composers:</b>	WYDLER THOMAS HARVEY MICHAEL JOHN CAVE NICHOLAS EDWARD

**Dispatch Date 05/06/2015** (1 audio file sent) ▾

**PLEASE UPLOAD OR SELECT AN AUDIO FILE**

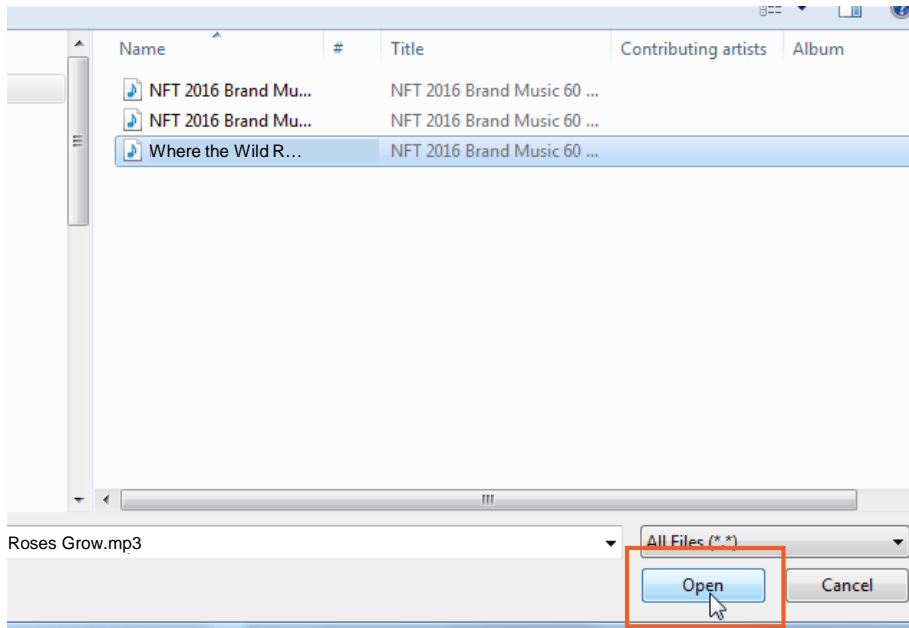
Please select an audio file recording for the music you wish to attach to the song or composition listed above. Browse for files on your computer.

Our upload facility supports AIFF, WAV and MP3 file formats. If your audio file includes embedded metadata, parts of this data can be extracted and added to your registration. The audio recording(s) uploaded should also be final mixes - i.e. not 'demo' recordings.

**BROWSE TO UPLOAD AUDIO FILE**   **SELECT FILE FROM FILE LOAD ZONE**

- A window will open that allows you to browse your computer and find the audio files you want to upload.
- If you want to select multiple audio files, hold down the Control (PC) or Command (Mac) keys and click on the individual files. Alternatively, hold down the Shift key to select multiple audio files that appear in consecutive order.

4. Click **OPEN** when you have found the audio files you want to upload.

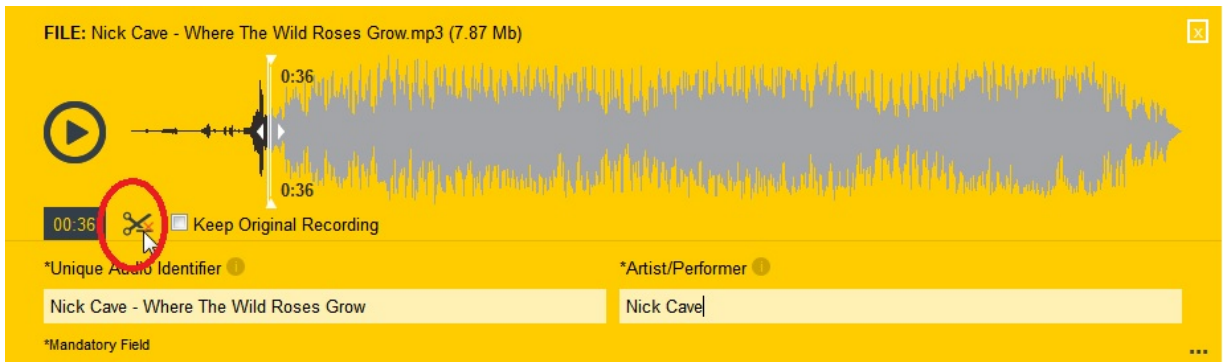


5. You will see the progress of your files uploading. When they are finished, you will be taken to a screen that shows you the waveforms of each audio file along with their **UNIQUE AUDIO IDENTIFIER** file names.

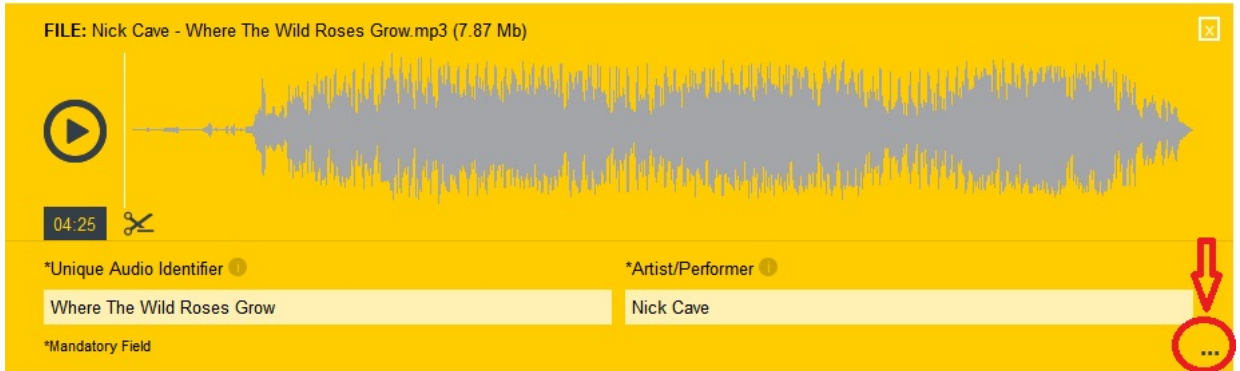
**IMPORTANT:** We recommend you ensure the name of this file reflects the audio it contains, to make it easier to track. Note, the default text used is the audio file name itself.

**TIP:** Properly name all of your audio files up-front, before using OPUS.

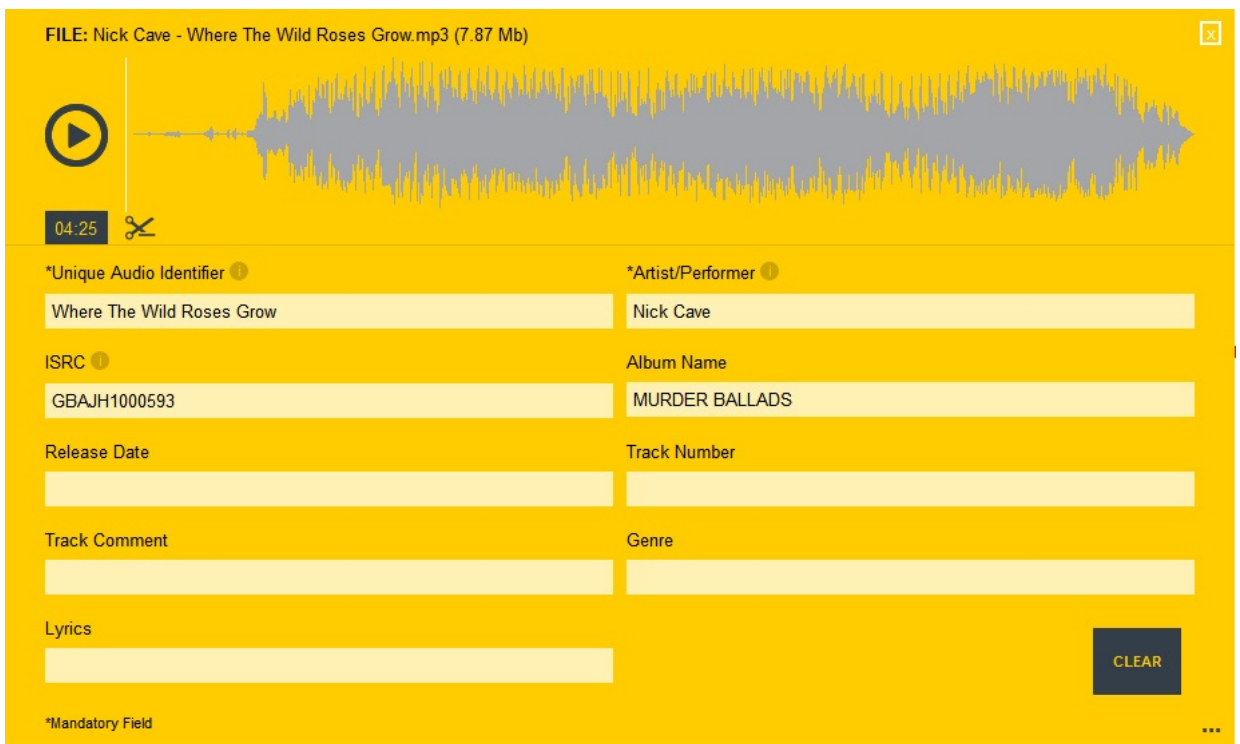
6. Once you have uploaded audio, you can edit the file before submitting. Use the **SCISSOR TOOL**. Use the left and right sliders to select the part of the audio you would like to keep. If you would like to store the original file within the OPUS File Load Zone for up to 30 days, click **KEEP ORIGINAL RECORDING**.



- All mandatory metadata fields are auto-completed. However each can be manually edited. The **UNIQUE AUDIO IDENTIFIER** field defaults to the audio file name itself. The **ARTIST/PERFORMER** field defaults to **Unknown** if there is no ID3 metadata in the Artist/Performer field of the audio file being uploaded.
- Non-mandatory metadata fields can be completed by expanding the metadata window.



- OPUS** now extracts all the ID3 metadata from your audio files (where available). If you would like to clear all of this extracted metadata, use the **CLEAR** button.



- At this point, you can either **ADD ANOTHER AUDIO FILE** or **FINISH ADDING AUDIO**.

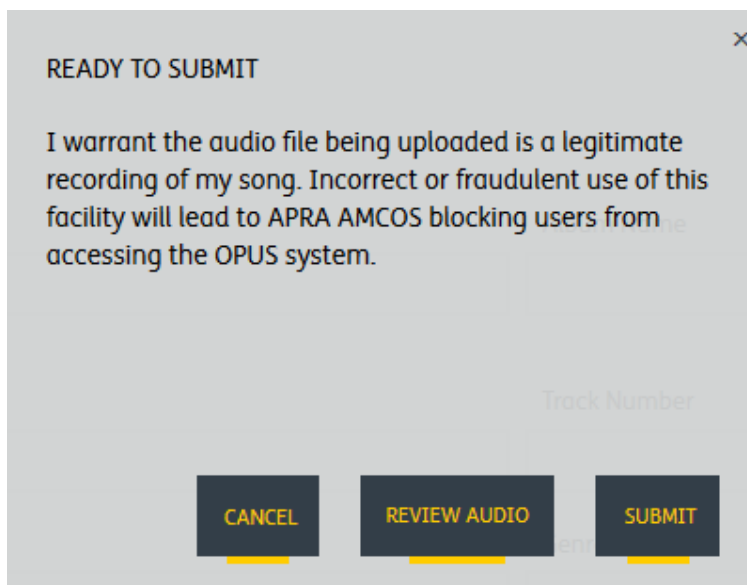
**TIP:** if you would like all of the metadata to be included for each audio file uploaded, it's recommended you add this information to the ID3 tag of your file before using **OPUS**. All the information will automatically captured by **OPUS**.

NOTE: If there are multiple versions of the audio being used in the campaign, you can upload these different versions to the one work, provided the splits and writers are the same. If there are different cuts of the audio (60sec, 30sec, 15sec), you only need to upload the longest version (provided the shorter versions haven't been reedited, remixed, sped up, slowed down, arranged, pitch shifted, etc).




**IMPORTANT:** Audio uploaded should be of the music ONLY! This way, SoundMouse can pick up the same music used in different versions of the ad with different voiceovers. If the original music-only version cannot be obtained, we recommend uploading all the different versions with the different voiceovers to the same work to make sure the work gets picked up and paid correctly.

Note: Audio files in the **FILE LOAD ZONE** are automatically deleted after 30 days, unless they are submitted.

- When you have **FINISHED ADDING AUDIO** a dialogue box will appear asking you to confirm the audio you are submitting belongs to you. You have an opportunity to double check your audio file here. **PLEASE NOTE** that once you have submitted your audio file, it cannot be retrieved, so make absolutely sure that it is correct. Once you are certain, click **SUBMIT**.



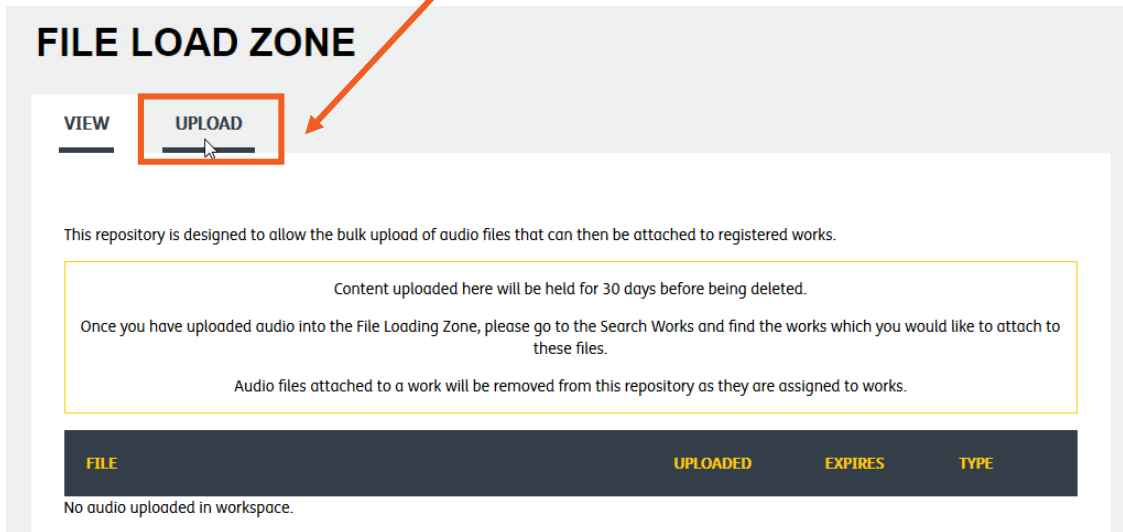
- Works with finalised submissions will now be updated with a TICK (✓) symbol in the Results tab AND you will notice the number of Audio Submissions will have a count next to it. Please make sure this is not zero (0).

TITLE	WRITER	WORK ID	AUDIO FILES	SUBMITTED
RED RIGHT HAND	WYDLER THOMAS, HARVEY MICHAEL JOHN, CAVE NICHOLAS EDWARD	GW07041421	2	  

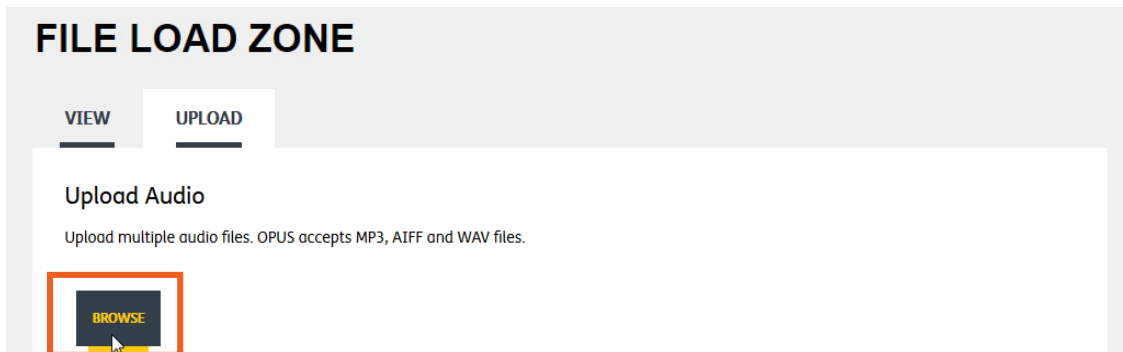
## UPLOADING BULK AUDIO FILES

1. Clicking FILE LOAD ZONE will take you to the FILE LOAD ZONE window. VIEW is where you can see files that have already been uploaded, along with their status.

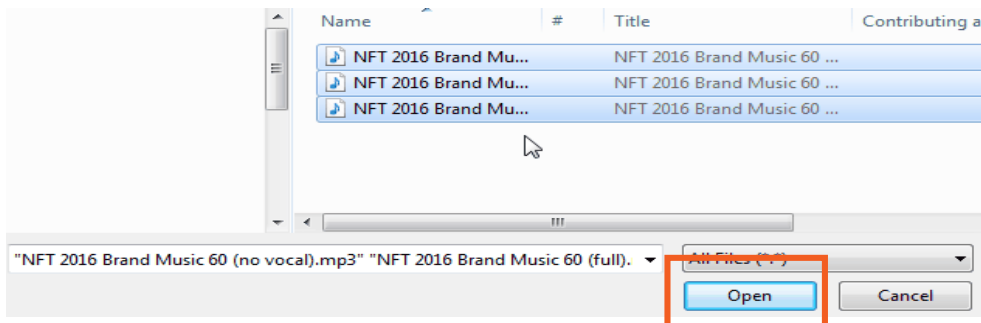
To upload audio, click **UPLOAD**.



2. Click **BROWSE** to browse for audio files in your computer.



3. Select **ALL** of the files that you want to upload from your browser and click **OPEN**.



**TIP:** use the Control (PC) or Command (Mac) keys to select multiple audio files from your computer, or the Shift key to select multiple audio files if they are in consecutive order.

- You will see the **PROGRESS** of your files as they upload. We recommend that you don't try to do anything else in OPUS while the files are uploading.

## FILE LOAD ZONE

**VIEW**

**UPLOAD**

This repository is designed to allow the bulk upload of audio files that can then be attached to registered works.

Content uploaded here will be held for 30 days before being deleted.

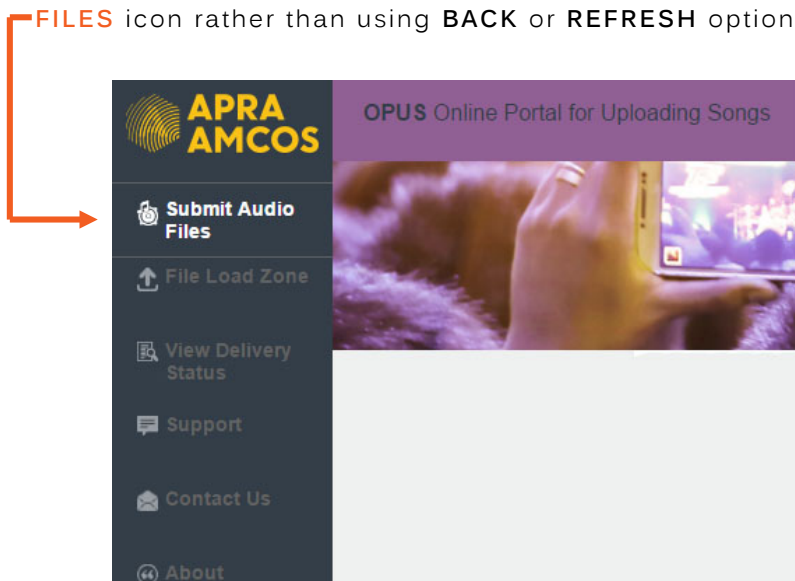
Once you have uploaded audio into the File Loading Zone, please go to the Search Works and find the works which you would like to attach to these files.

Audio files attached to a work will be removed from this repository as they are assigned to works.

FILE	UPLOADED	EXPIRES	TYPE	
NFT 2016 Brand Music 60 (no vocal).mp3	07/04/2016	07/05/2016	MP3	⊗
NFT 2016 Brand Music 60 (guitar only).mp3	07/04/2016	07/05/2016	MP3	⊗
NFT 2016 Brand Music 60 (full).mp3	07/04/2016	07/05/2016	MP3	⊗

- Once the files have finished uploading, simply returning to the **SAVE AUDIO FILES** will **SAVE** your uploaded audio.

**NOTE:** When navigating through the OPUS portal, **ALWAYS** use the **SAVE AUDIO FILES** icon rather than using **BACK** or **REFRESH** options.



**TIP:** when audio is uploading in the **FILE LOAD ZONE**, do not click through to other pages. You **MUST** stay on this page until all uploads are complete.

## ATTACHING AUDIO USING THE FILE LOAD ZONE

1. From **SUBMIT AUDIO FILES** audio files, search the work you wish to assign audio to.
2. A window with your search results will appear. Next to your work, you will see your name, work ID and two **ICONS** – one with an upwards pointing arrow and one with a plus sign.

**SUBMIT AUDIO FILES**

**SEARCH WORKS**   **RESULTS (1)**

**SUBMIT AUDIO FILES**

To add audio to your work registration, please use the button. If you have different recordings of your song or composition, multiple recordings can be added to the one work registration.

Multiple audio recordings can be attached to each work registration. For example, when your song has been produced as a club mix or an alternative version of your song has been recorded.

The audio recording(s) uploaded should also be final mixes - i.e. not 'demo' recordings.

TITLE	WRITER	WORK ID	AUDIO FILES	SUBMITTED
NFT[RETAIL]BRAND MUSIC	Your Name	JG49532301	0	

PAGE 1 OF 1 (1 TOTAL ITEMS)

**AUDIO FILES**   **SUBMITTED**

0

**ADD AUDIO FROM FILE LOAD ZONE**

The **UPWARD ARROW** icon takes you to the **FILE LOAD ZONE**.

The **PLUS** icon allows you to add audio files directly from your computer.

3. Click on **ADD AUDIO FROM FILE LOAD ZONE**.

4. Use the **PLUS (+)** symbol to select works you wish to add. You can use the **MINUS (-)** symbol to remove any mistakes from the bottom list before confirming. Once all audio files are confirmed, click on the **ADD** button to attach them all to the one work.

