

UPLOADING AUDIO USING

OPUS

**A Step by Step Guide
for Jingle Writers**

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 jingles
- 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 if you have a lot of files to upload...
- BULK UPLOAD** your audio files using the File Load Zone

TIP: THE BEST WAY TO REGISTER YOUR JINGLES/MUSIC IN ADS

You only need to register each jingle **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:

<u>CLIENT</u>	<u>PRODUCT</u>	<u>PRODUCT DESCRIPTION</u>
NFT	Retail	2016 Brand Music

You can then upload several audio files to 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 jingle 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.

Step By Step

REGISTERING YOUR JINGLES

1. **LOG IN** to our Member Portal. You will be taken to the **WELCOME** screen.

Welcome

Here you can register your works, search your existing works or search for ones that haven't yet been registered

Register New Works

You can register new works below. If you have any issues, please click on 'Live Chat' or 'Contact Us' for an APRA AMCOS Representative to assist you.

REGISTER WORKS

Search Works

1. Select what you want to search

Search your works

2. Select what type of work you're searching for

All work types

Title

Enter your search



2. Click on **REGISTER WORKS**. You will be taken to the Register Works window.

Register Works 1/3

Are you published for this work? ⓘ

Yes No

Is this work a remix? ⓘ

Yes No

Is this work an advertising jingle? ⓘ

Yes No

Is this work commissioned for film or television? ⓘ

Yes No




BACK

NEXT

3. Be sure to click **YES** when asked if the work you're registering is a **JINGLE**. When you've finished, click **NEXT**.

4. Now fill in the details of the jingle. You can hover your mouse over the **INFORMATION** icon for further details. If you co-wrote the work, tell us how many co-writers (copyright owners) there are. When you're finished, click **NEXT**.

Register Works 2/3

Jingle Client	<input type="text" value="NFT"/>
Jingle Product	<input type="text" value="RETAIL"/>
Jingle Product Description	<input type="text" value="BRAND MUSIC"/>
Performer	<input type="text" value="NOTEHEAD"/>
Duration	<input type="text" value="01:00"/>
ISRC 	<input type="text" value="CC-XXX-YY-00000"/> 
How many copyright owners?* 	<input type="text" value="1"/>


BACK

NEXT

5. Tell us whether you are the Composer (writer of the music), Author (writer of the lyrics) or both. Give your name and, if you've co-written the work, tell us what percentage of the work you own. When you've finished, click **NEXT**.

Register Works 3/3

Copyright Owner 1

Role 	<input type="text" value="Composer/Author"/>
First/Middle Names	<input type="text"/>
Surname*	<input type="text"/>
Percentage	<input type="text" value="100"/>

BACK

NEXT

6. A **WORK SUMMARY** window will appear that gives you the unique **JG** number of your work and offers you the opportunity to either:

- Register another work with the same details
- Start a new registration, or
- Upload **AUDIO** to the work you've just registered

Work Summary

You have created the Work **NFT[RETAIL]BRAND MUSIC** with Work Id **JG49532301**

Copyright Owners	Role	Percentage
Your Name	Composer/Author	100

Your work has now been submitted for registration. These details will be verified shortly. Submission details now appear in your List of Registered Works and are immediately available for Performance Reports.

If you would like to register additional works with the same sharer details, select "Register with the same". If you would like to create a new registration with different sharer details, select "Start new".

REGISTER WITH THE SAME

START NEW

UPLOAD AUDIO

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

UPLOADING YOUR AUDIO

1. When you're ready to **UPLOAD** audio files, **LOG IN** to our Member Portal.
2. Now, use our **SEARCH WORKS** facility to find the work that you would like to attach your audio to. Enter the title of the work and click the **MAGNIFYING GLASS** icon.

Welcome

Here you can register your works, search your existing works or search for ones that haven't yet been registered

Register New Works

You can register new works below. If you have any issues, please click on 'Live Chat' or 'Contact Us' for an APRA AMCOS Representative to assist you.

REGISTER WORKS

Search Works

1. Select what you want to search

Search your works

2. Select what type of work you're searching for

All work types

Title

NFT



3. The **SEARCH RESULTS** window will appear. Works that match your search criteria will be listed here.

Search Results (1)

To edit a work's duration or ISRC, click on the title or Work ID. If you have any questions about works in this view, please click 'Live Chat' or 'Contact Us' to discuss with an APRA AMCOS Representative.

Filter by

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z # | Show All

Sort by*

Alphabetically (A to Z)

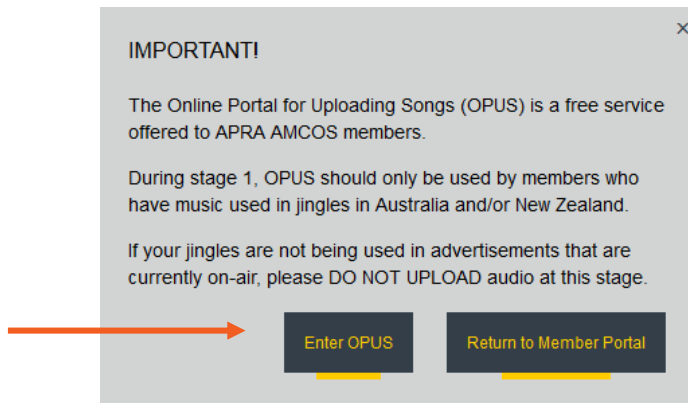
Display per page

10

Title	Composer	Work ID	Audio Attached	Add Audio
NFT RETAIL BRAND MUSIC	Your Name	JG49532301		

4. Click the **PLUS** icon, to **ADD AUDIO** to the selected work

5. A dialog box will open, asking if you want to enter the **OPUS** portal.

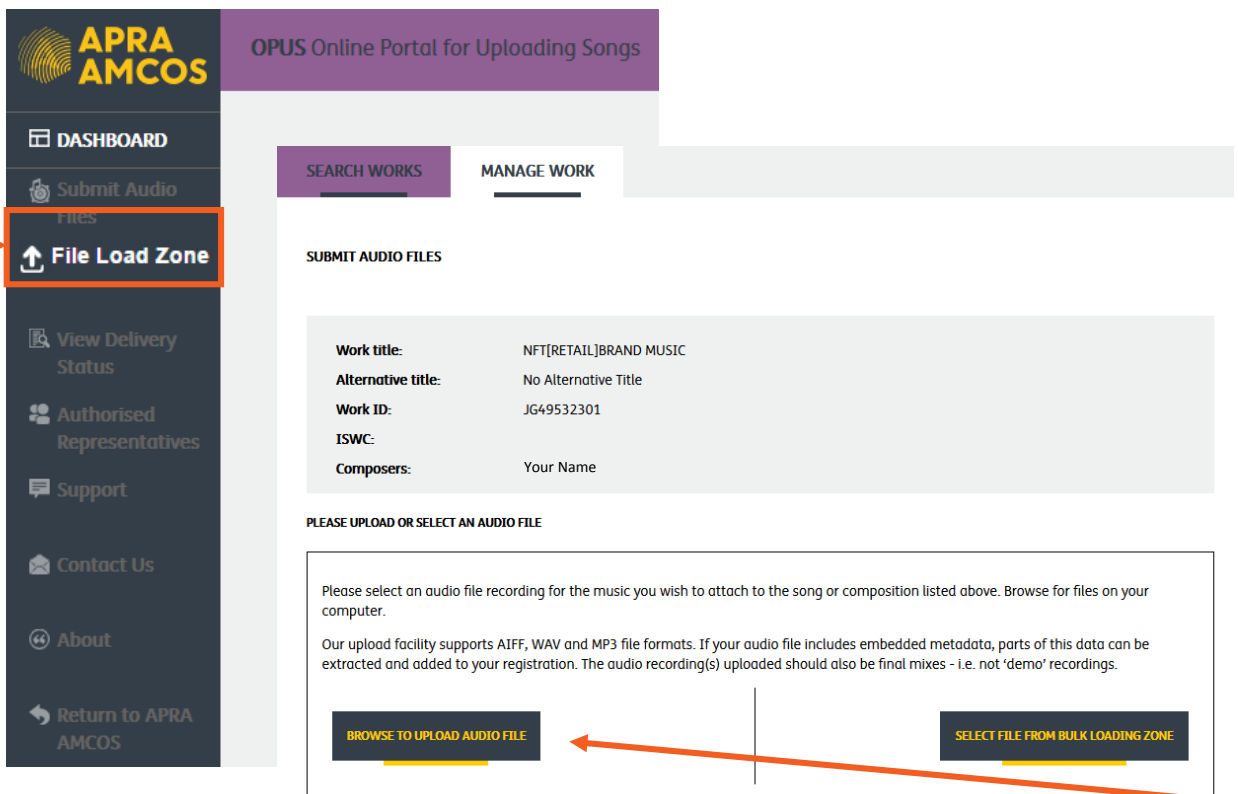


6. You'll now be taken to the **OPUS** Portal.

You can either **SELECT AUDIO FILES**:

- directly from your **COMPUTER**; or
- From those already uploaded to the **FILE LOAD ZONE**.

TIP: to select multiple files on your computer, use the Control key (PC) or Command key (Mac)



7. To assign an audio file or multiple audio files **DIRECTLY** to your jingle or work registration, use the **BROWSE TO UPLOAD AUDIO FILES** button.

The **next** section will show you how to do this.

8. If you are **BULK** uploading audio files, use the **FILE LOAD ZONE** first. Instructions are available in this document.

UPLOADING AUDIO FILE/S DIRECTLY

1. Uploading audio files in OPUS is a very simple process.

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

SEARCH WORKS MANAGE WORK

SUBMIT AUDIO FILES

Work title: NFT[RETAIL]BRAND MUSIC
Alternative title: No Alternative Title
Work ID: JG49532301
ISWC:
Composers: Your Name

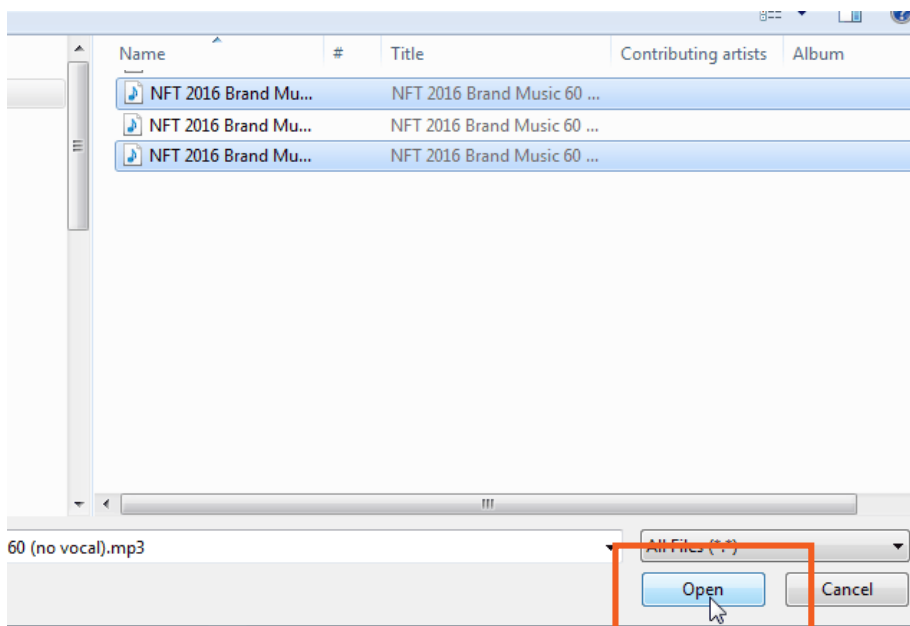
PLEASE UPLOAD OR SELECT AN AUDIO FILE

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 BULK LOADING ZONE**

2. A window will open that allows you to browse your computer and find the audio files you want to upload.
3. If you want to select multiple audio files, hold down the Control (PC) or Command (Mac) keys and click on the individual files.
4. Alternatively, hold down the Shift key to select multiple audio files that appear in consecutive order.
5. Click **OPEN** when you have found the audio files you want to upload.



6. 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.

FOR EXAMPLE, if your jingle is called NFT Retail 2016 Summer Campaign Music and you are uploading the 60 second instrumental version, make sure all of this information is in the title of the audio file itself.

The screenshot displays a user interface for submitting audio files. At the top, there are two buttons: "SEARCH WORKS" and "MANAGE WORK". Below these is the "SUBMIT AUDIO FILES" section. A metadata form contains the following information:

Work title:	NFT[RETAIL]2016 SUMMER CAMPAIGN MUSIC
Alternative title:	No Alternative Title
Work ID:	JG49540385
ISWC:	
Composers:	Your name

Below the metadata is the "AUDIO UPLOADED" section, which shows two audio files with their respective waveforms and metadata forms:

FILE: NFT 2016 Summer Campaign Music (Inst) 60.mp3 (0.58 Mb)

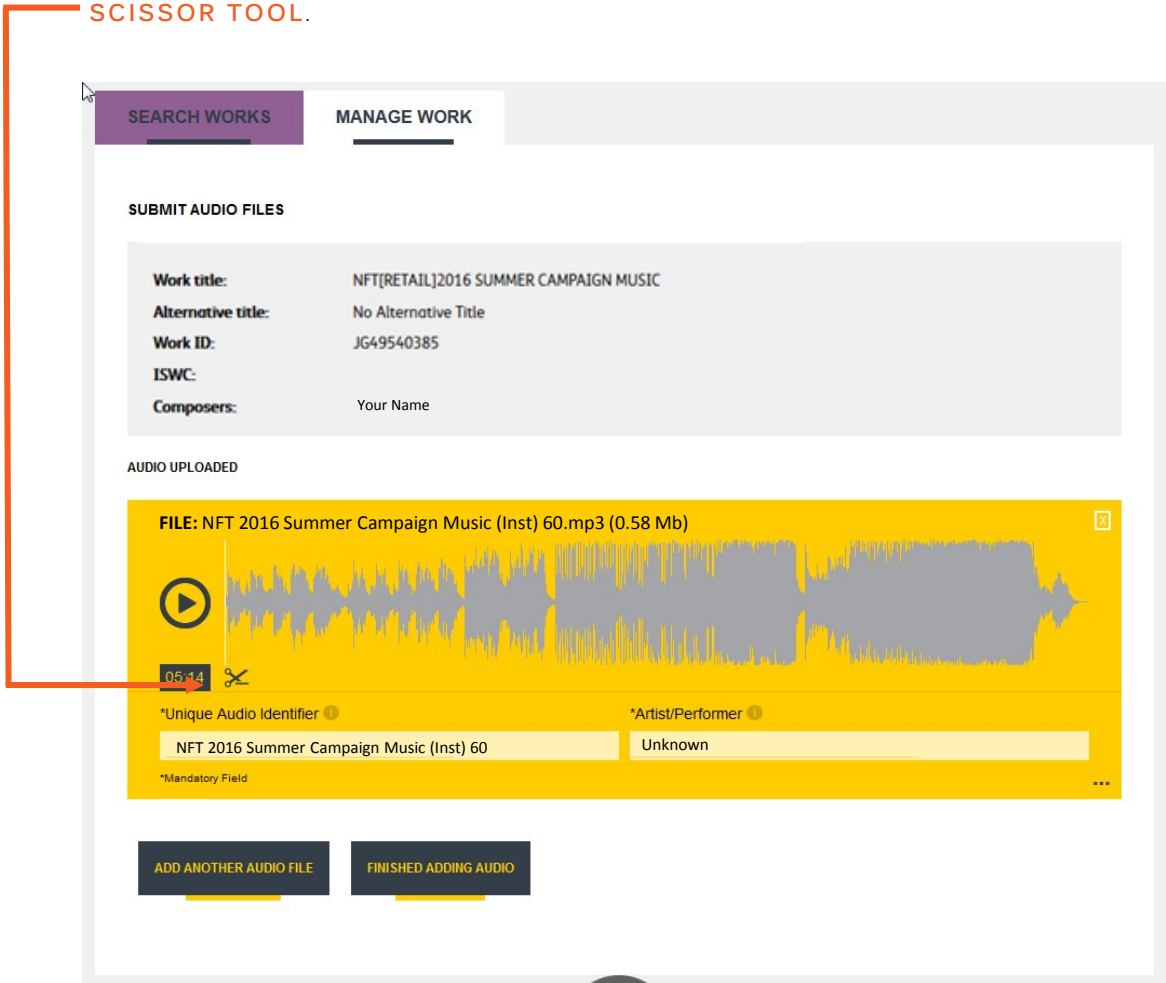
*Unique Audio Identifier	*Artist/Performer
NFT 2016 Summer Campaign Music (Inst) 60	Unknown
*Mandatory Field	

FILE: NFT 2016 Summer Campaign Music (vocal) 30.mp3 (0.23 Mb)

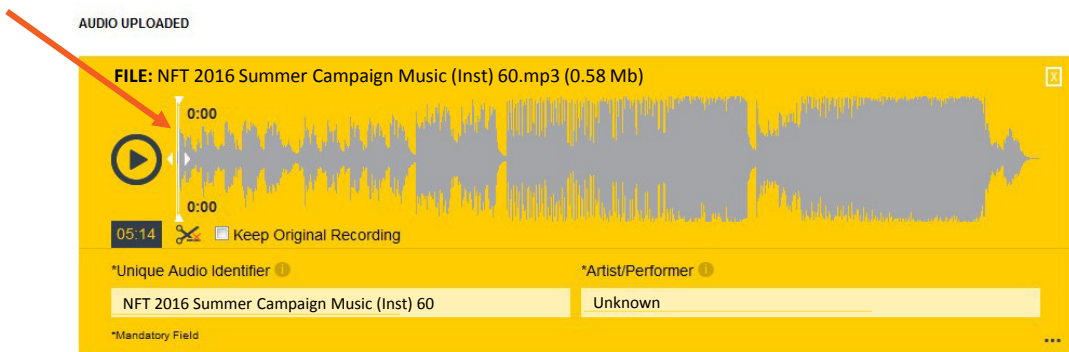
*Unique Audio Identifier	*Artist/Performer
NFT 2016 Summer Campaign Music (vocal) 30	Unknown
*Mandatory Field	

At the bottom of the interface are two buttons: "ADD ANOTHER AUDIO FILE" and "FINISHED ADDING AUDIO".

7. Once you have uploaded audio, you can edit the file before submitting. Use the **SCISSOR TOOL**.



8. Use the left and right sliders to select the part of the audio you would like to keep.



9. Your selected audio will be highlighted. You can still add additional audio files at this point. Otherwise click **FINISHED ADDING AUDIO**. If you would like to store the original file within the OPUS File Load Zone for up to 30 days, click **KEEP ORIGINAL RECORDING**.

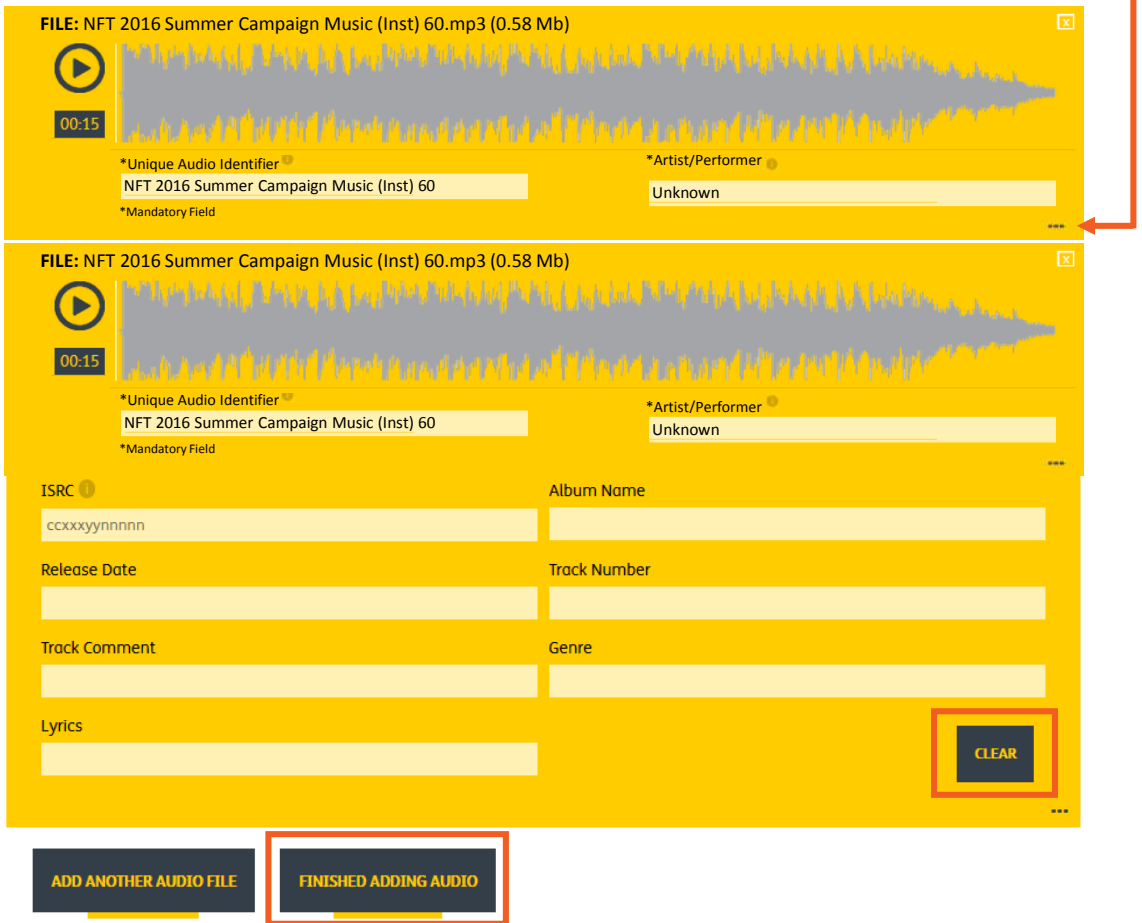
The screenshot displays a web interface for submitting audio files. At the top, there are two tabs: 'SEARCH WORKS' and 'MANAGE WORK'. Below the tabs, the section is titled 'SUBMIT AUDIO FILES'. A metadata box contains the following information:

- Work title:** NFT[RETAIL]2016 SUMMER CAMPAIGN MUSIC
- Alternative title:** No Alternative Title
- Work ID:** JG49540385
- ISWC:**
- Composers:** Your Name

Below the metadata, the section is titled 'AUDIO UPLOADED'. It features a yellow banner for the uploaded file: 'FILE: NFT 2016 Summer Campaign Music (Inst) 60.mp3 (0.58 Mb)'. A waveform player is shown with a play button on the left and a progress bar. The current time is 05:14, and the total duration is 3:50. A red box highlights the 'Keep Original Recording' checkbox, which is currently unchecked. Below the waveform, there are two input fields: '*Unique Audio Identifier' with the value 'NFT 2016 Summer Campaign Music (Inst) 60' and '*Artist/Performer' with the value 'Unknown'. At the bottom, there are two buttons: 'ADD ANOTHER AUDIO FILE' and 'FINISHED ADDING AUDIO'.

10. 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 will auto-complete with Unknown in the absence of any ID3 metadata already in this field.

11. Non-mandatory metadata fields can be completed by expanding the metadata window



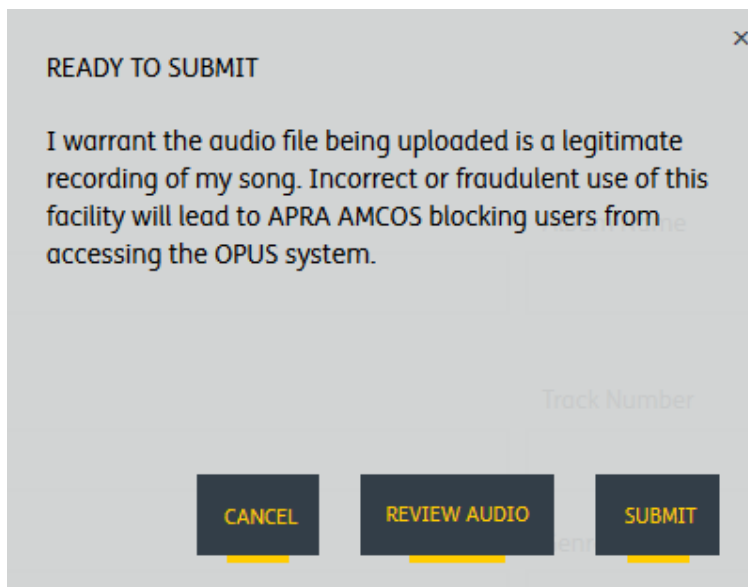
12. OPUS now extracts all the ID3 metadata from your audio files (where available). If you would like to clear all of this extracted metadata, use the **CLEAR** button highlighted above.

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

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

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

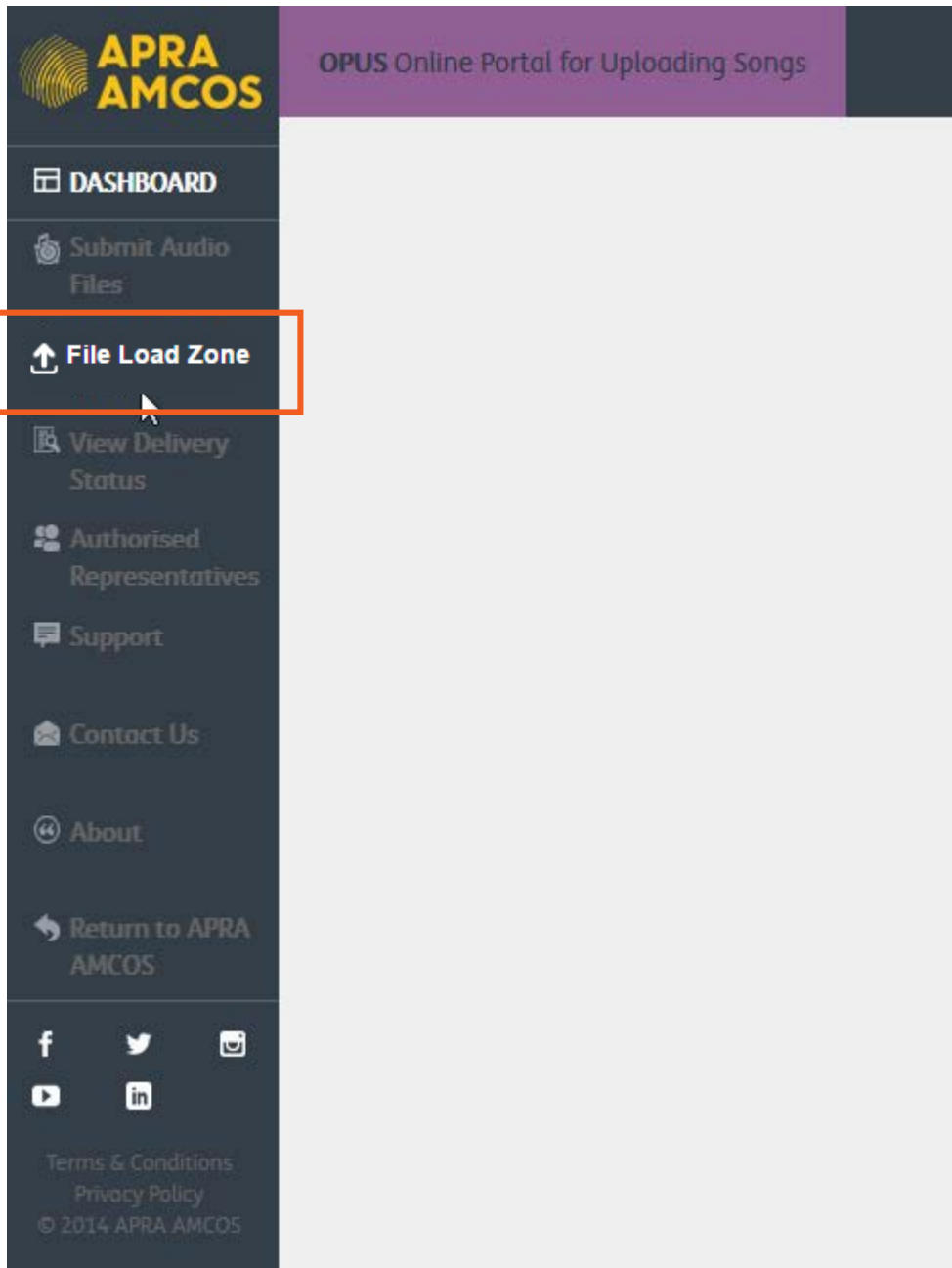
14. When you have **FINISHED ADDING AUDIO** a dialogue box will appear asking you to confirm the audio you are submitting belongs to you. You have an opportunity to double check your audio file here. **PLEASE NOTE** that once you have submitted your audio file, it cannot be retrieved, so make absolutely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



You will be redirected back to the OPUS Homepage.

Remember to use the **DASHBOARD** to navigate OPUS, rather than using the **BACK** or **REFRESH** buttons.

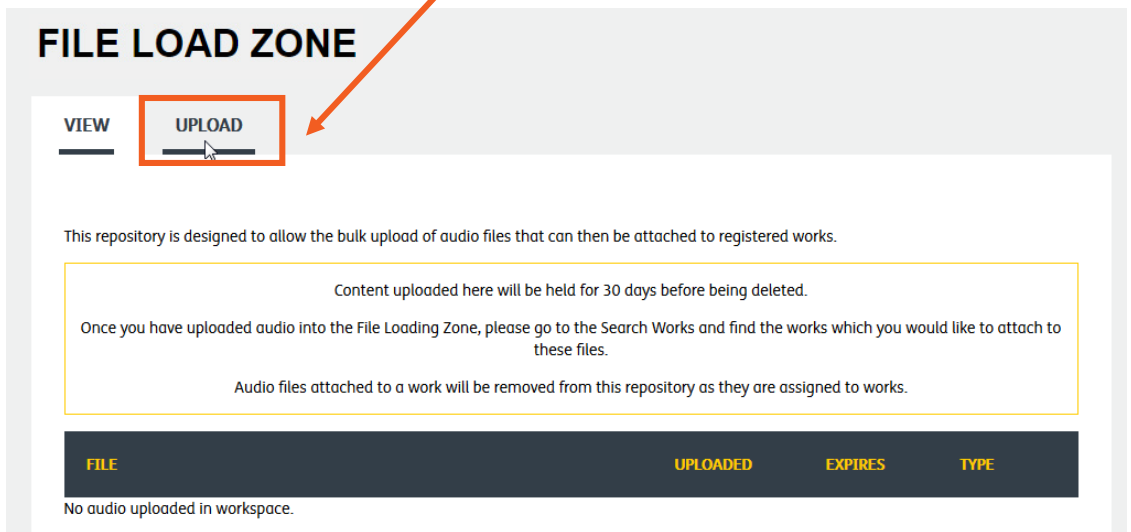
The **DASHBOARD** is where you will find the **FILE LOAD ZONE**. Click here to 'bulk' upload audio files into this temporary OPUS storage area in one go.



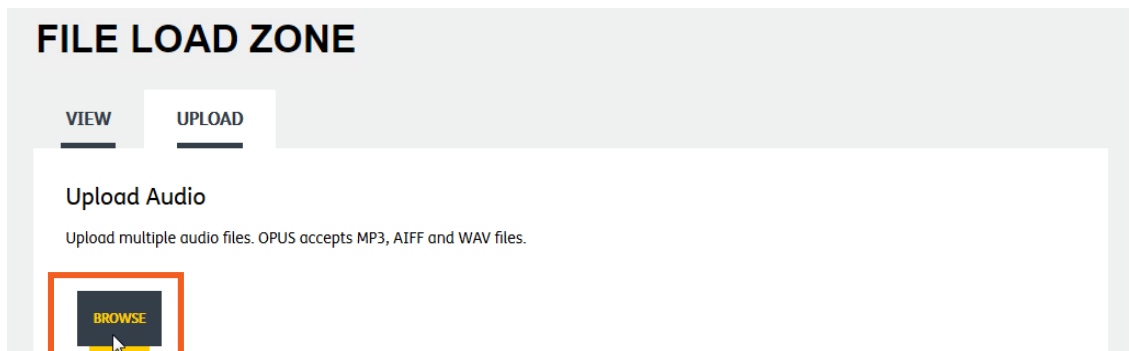
UPLOADING BULK AUDIO FILES

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.

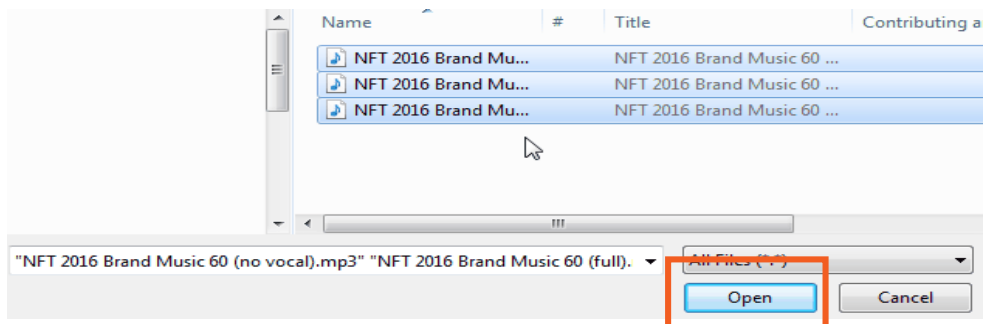
To upload audio, click **UPLOAD**.



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.

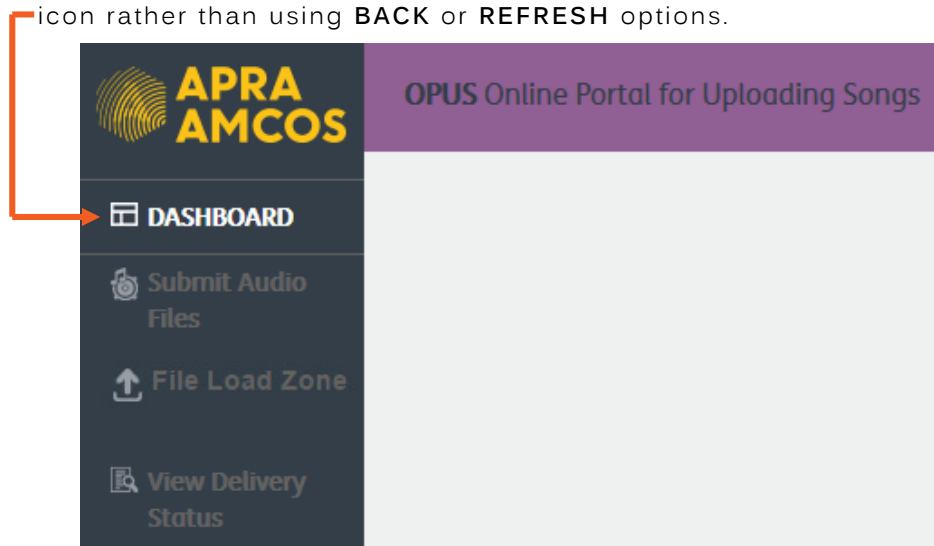
Once you have uploaded audio into the File Loading Zone, please go to the Search Works and find the works which you would like to attach to these files.

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 **DASHBOARD** will **SAVE** your uploaded audio.

NOTE: When navigating through the OPUS portal, **ALWAYS** use the **DASHBOARD** 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.

- The **DASHBOARD** shows you how many works you have sitting in the loading zone, how many works don't have audio attached to them, how many audio files have been submitted and when you submitted them.

To find the work you would like to attach your audio files to, click **SEARCH WORKS**.

DASHBOARD

FILES SENT	WORKS WITH NO AUDIO	FILES IN LOADING ZONE	LAST FILE SENT
3	155	3	3/31/2015

WORKS WITHOUT AUDIO FILES

The Online Portal for Uploading Songs (OPUS) is a free service offered to APRA AMCOS members who have music used in jingles in Australia and/or New Zealand. If your music does not fall into this category, please do not upload audio recordings at this time.

Once you have registered your song/composition with APRA AMCOS you can upload audio recordings of your music through our OPUS system.

To add audio to your registered song/composition, please use the button. If you have different recordings of the same song (for example, a remix), these can also be added to the one registration.

Once you upload your audio files, they will be distributed to various Music Recognition Technology (MRT) services around the world. This will help maximise opportunities for your music to be identified when it is played.

WARNING: It is not possible to retract an audio file and its corresponding 'fingerprint' from music recognition services after it has been submitted. Please review the audio file(s) you attach to your songs/compositions carefully BEFORE you submit them.

TITLE **WRITER** **WORK ID** **SEARCH WORKS**

- Type in the **TITLE** of the work you want to find, select any other relevant search criteria and click **SEARCH**.

TIP: by leaving the **TITLE/KEYWORD** field blank, OPUS will bring back results for all your registered works.

SEARCH WORKS

TITLE/KEYWORD

AUDIO

REGISTERED

RECORDS PER PAGE

SEARCH

8. 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

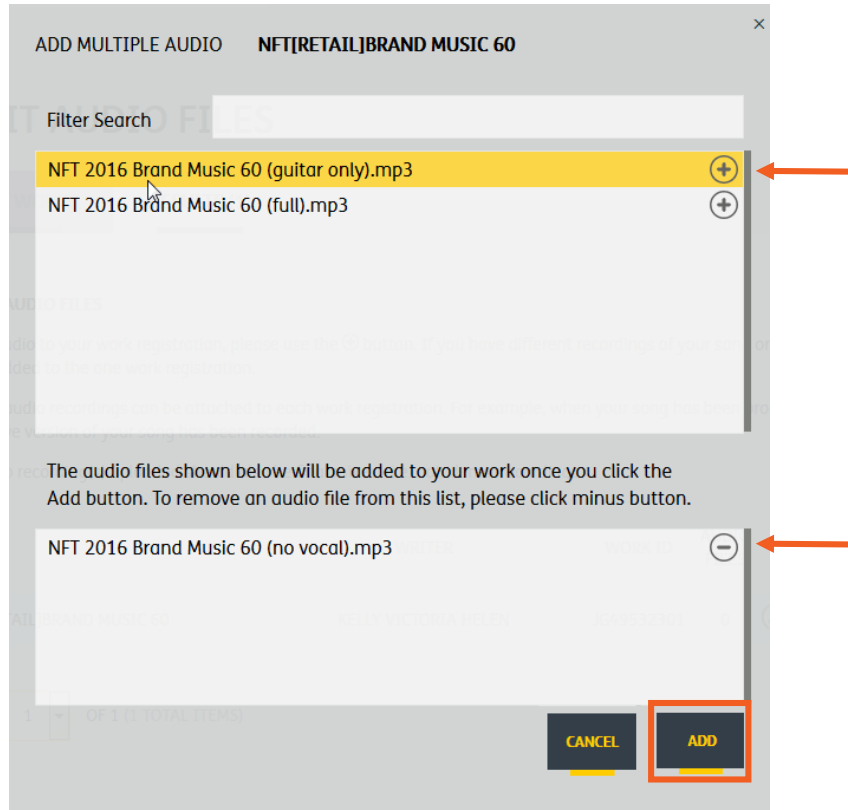
ADD AUDIO FROM FILE LOAD ZONE

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

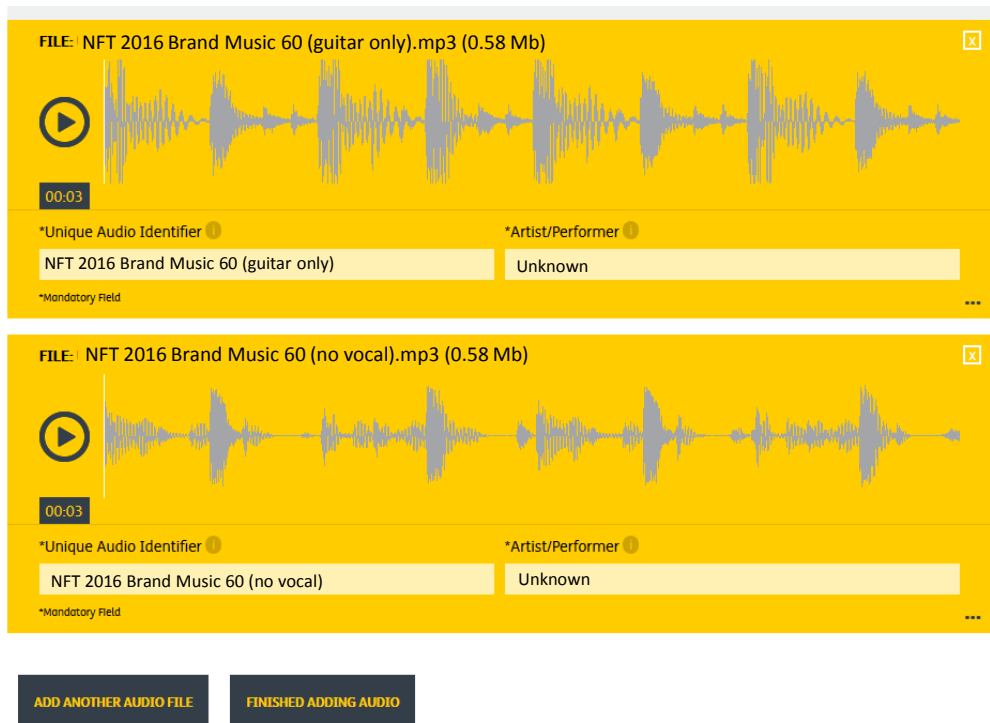
The **PLUS** icon allows you to add audio files directly from your computer.

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

9. A window will now open that allows you to select which audio files you would like to attach to your work from a list of all your uploaded audio. Clicking on the **PLUS** icon in the top region of this window will **ADD** the files individually to the lower region, ready to be **SUBMITTED**. You can remove audio files from the lower region by clicking the **MINUS** icon. When you have finished, click **ADD**.



10. You can then add/amend any metadata before submitting.



Here you'll see your uploaded audio files

SUBMIT AUDIO FILES

SEARCH WORKS RESULTS (1) MANAGE WORK

SUBMIT AUDIO FILES

Work title: NFT[RETAIL]BRAND MUSIC 60
Alternative title: No Alternative Title
Work ID: JG49532301
ISWC:
Composers: Your Name

FILE: NFT 2016 Summer Campaign Music (Inst) 60.mp3 (0.58 Mb)

00:15

*Unique Audio Identifier
NFT 2016 Summer Campaign Music (Inst) 60

*Artist/Performer
Unknown

FILE: NFT 2016 Summer Campaign Music (vocal) 30.mp3 (0.23 Mb)

00:15

*Unique Audio Identifier
NFT 2016 Summer Campaign Music (vocal) 30

*Artist/Performer
Unknown

ISRC Album Name
ccxxxynnnnn

Release Date Track Number

Track Comment Genre

Lyrics

CLEAR

ADD ANOTHER AUDIO FILE FINISHED ADDING AUDIO

11. Underneath each waveform, the **UNIQUE AUDIO IDENTIFIER** field has been auto-completed with the name of your audio file. **CHECK** this filename and ensure it correctly reflects and identifies your audio file. You can manually change this if required.

12. Underneath each waveform, the **PERFORMER NAME** field will auto-complete with Unknown unless ID3 metadata is available.

13. You can also **AUDITION** the uploaded audio files.

14. If you have an **ISRC** code, you have the option to enter this information here. This is not mandatory.

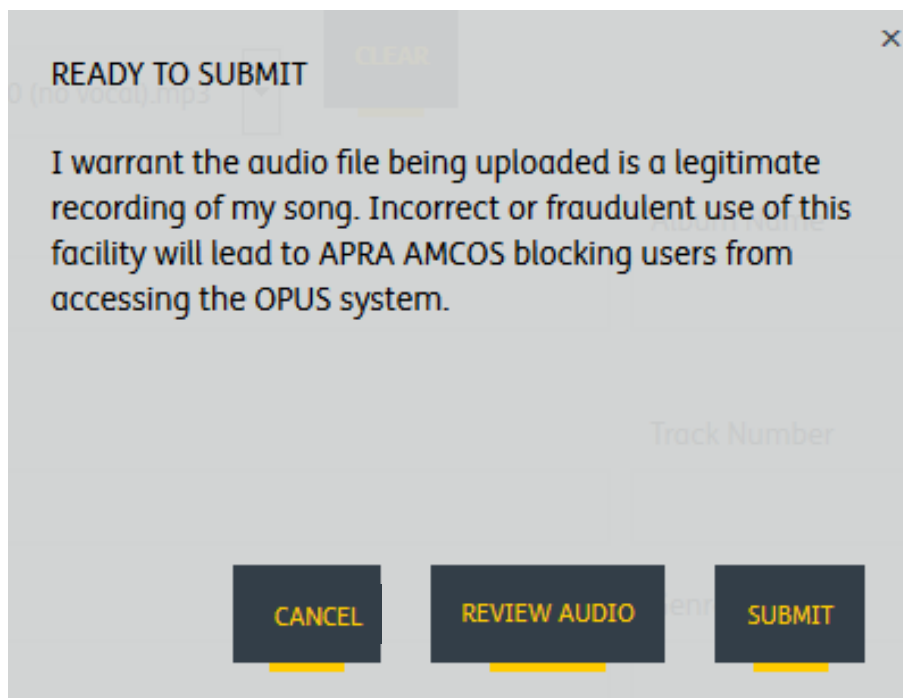
15. Once you've checked all your audio files and corresponding metadata, click **FINISHED ADDING AUDIO** which will take you to your final step of **SUBMIT**.

TIP: you can use the **CLEAR** button to remove all non-mandatory metadata that is automatically extracted from the audio file's ID3 fields.

NOTE: no mandatory fields are cleared when using the **CLEAR** button.

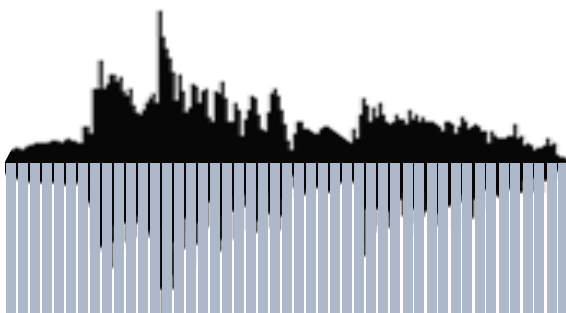
16. This is the final step in the process. Please note that once you have submitted your audio, it cannot be retrieved. A dialogue box will open, giving you another opportunity to check that your audio is correct and confirm that the works you are submitting belong to you.

When you are ready, click **SUBMIT**.



How MRT Works In Four Easy Steps

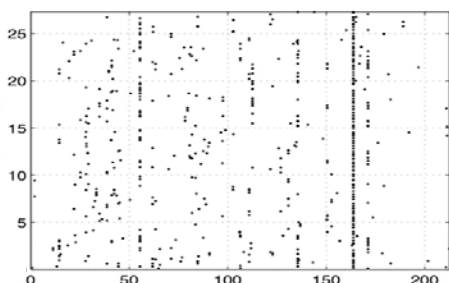
1. AUDIO IS SAMPLED AND CUT INTO TINY CHUNKS TO BE ANALYSED SEPARATELY



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

