



APRA  
AMCOS

# UPLOADING AUDIO USING OPUS

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## A STEP BY STEP GUIDE FOR JINGLE WRITERS

### INTRODUCTION: SOME BASIC PRINCIPLES

When you upload your audio that 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: 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 2020. You've delivered:

- 2020 Brand Music (Full) 60"
- 2020 Brand Music (Full) 30"
- 2020 Brand Music (Instrumental) 30"
- 2020 Brand Music (Instrumental) 15"
- 2020 Brand Music (A Capella Vocal) 30"
- 2020 Brand Music (TAG) 5"

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

CLIENT	PRODUCT	PRODUCT DESCRIPTION
NFT	Retail	2020 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 2020 Brand Music work registration.

NFT Retail 2020 Brand Music (Full) 60"

NFT Retail 2020 Brand Music (Instrumental) 30"

NFT Retail 2020 Brand Music (A Capella Vocal) 30" NFT Retail 2020 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.

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## REGISTERING YOUR JINGLES

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

### Welcome APRA

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

To view a list of all your works, click the magnifying glass without entering any text into the keyword field.

#### 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

**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**.



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**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="APRA"/>
Jingle Product	<input type="text" value="OPUS"/>
Jingle Product Description	<input type="text" value="USER GUIDE"/>
Performer	<input type="text" value="APRA MEMBER"/>
Duration	<input type="text" value="01:00"/>
ISRC <span>(i)</span>	<input type="text" value="CC-XXX-YY-00000"/> <span>(+)</span>
How many copyright owners? <span>(i)</span>	<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 <span>(i)</span>	<input type="text" value="Composer/Author"/>
First/Middle Names	<input type="text"/>
Surname*	<input type="text"/>
Percentage	<input type="text" value="100"/>

**BACK**

**NEXT**



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**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 "APRA[OPUS]USER GUIDE" with Work Id JG57661005

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 your works in the Member Portal before moving across to OPUS to begin the UPLOAD process.

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## 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.

To view a list of all your works, click the magnifying glass without entering any text into the keyword field.

#### 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

OPUS



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
<a href="#">APRA(OPUS)USER GUIDE</a>	[YOUR NAME]	<a href="#">JG57661005</a>		<a href="#">+</a>

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

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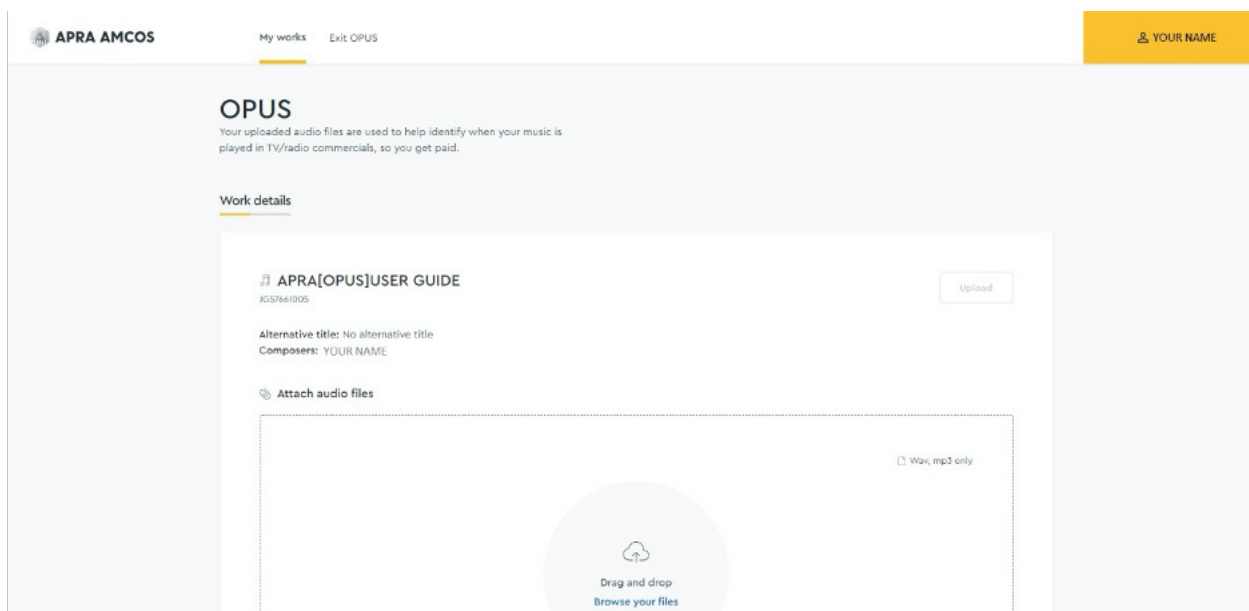
5. A dialog box will open, asking if you want to enter the **OPUS** portal.

Heads up!

You only need to upload jingles or music used in TV/radio commercials to OPUS.

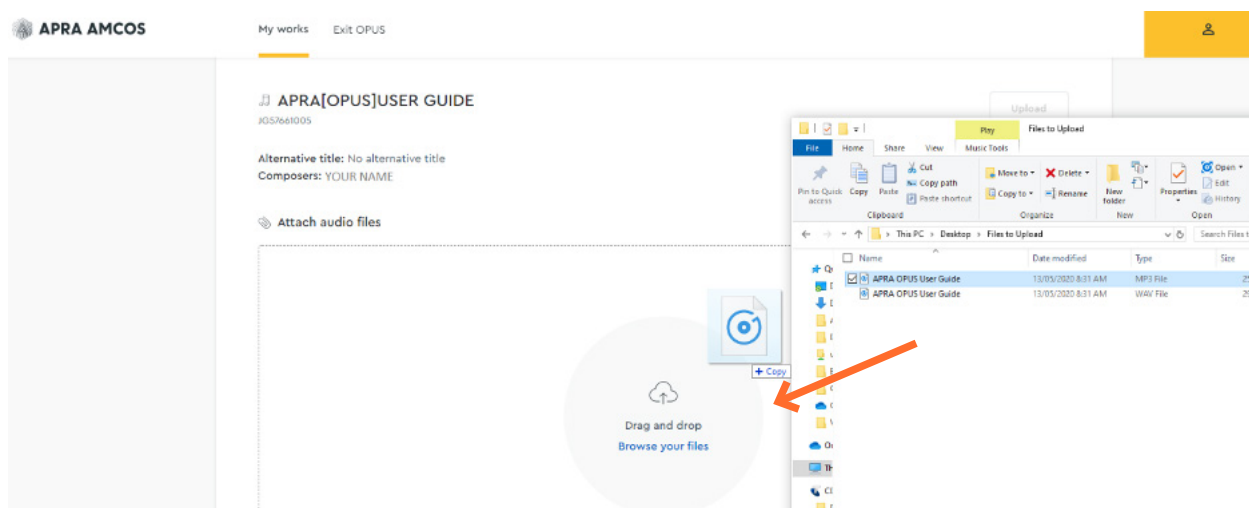


6. You'll now be taken to the **OPUS** Portal.



You can either:

- Browse your files from your computer; or
- Drag and drop files directly from a folder.

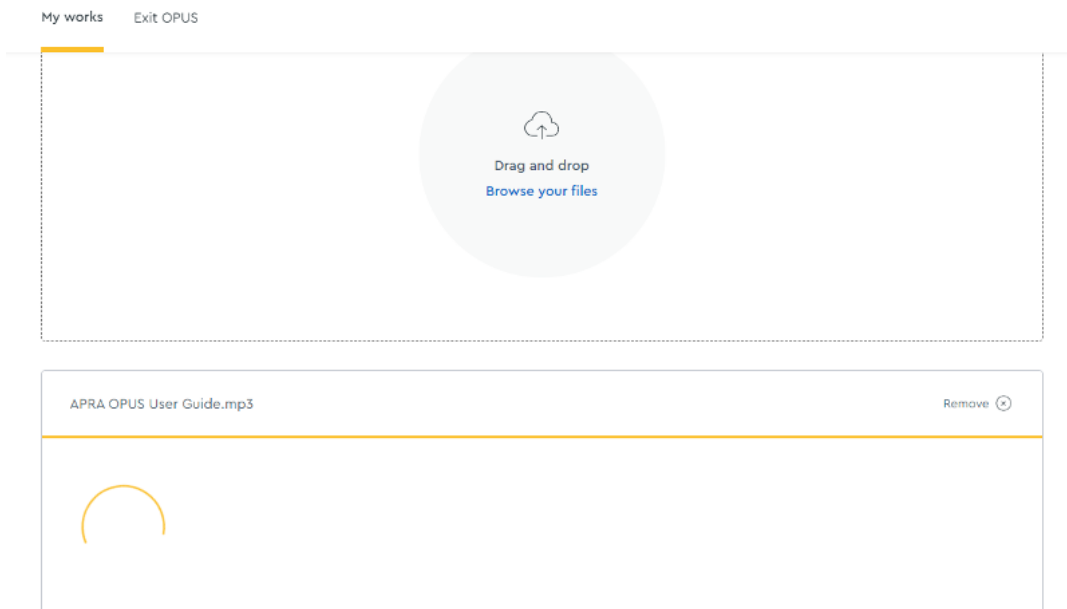


\*To upload multiple audio files, drag and drop them one at a time.

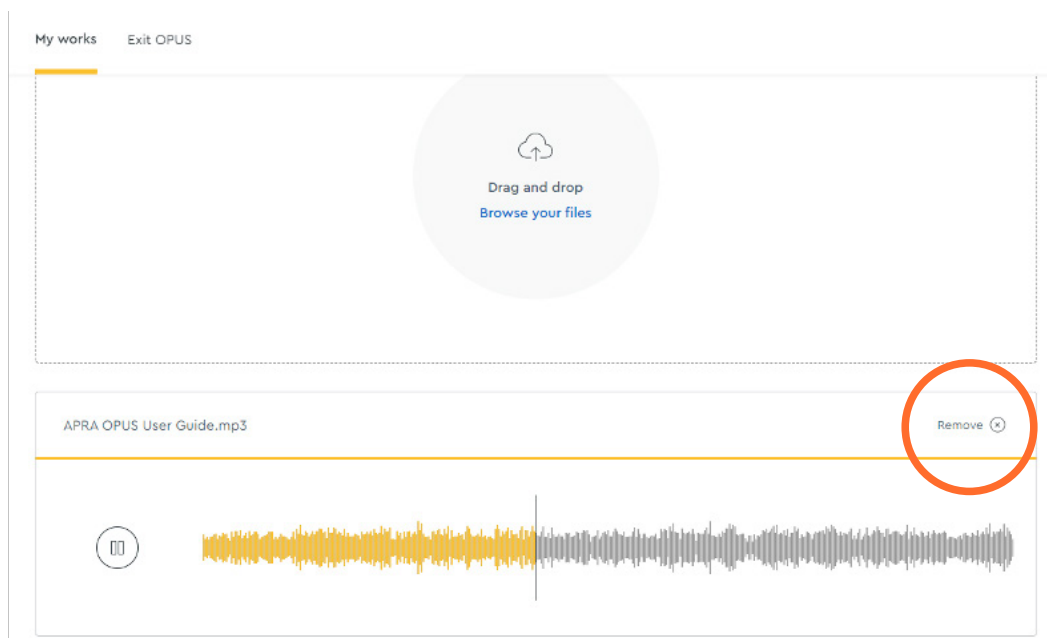
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**7.** Once you have attached your audio files, they will begin loading.



**8.** You can then listen back to the audio before uploading it to OPUS.



You can clear any incorrect audio files at this point by clicking 'Remove'.

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9. When you are satisfied with the audio files that you have attached, click the **UPLOAD** button.

My works Exit OPUS

APRA[OPUS]USER GUIDE  
JG57661005

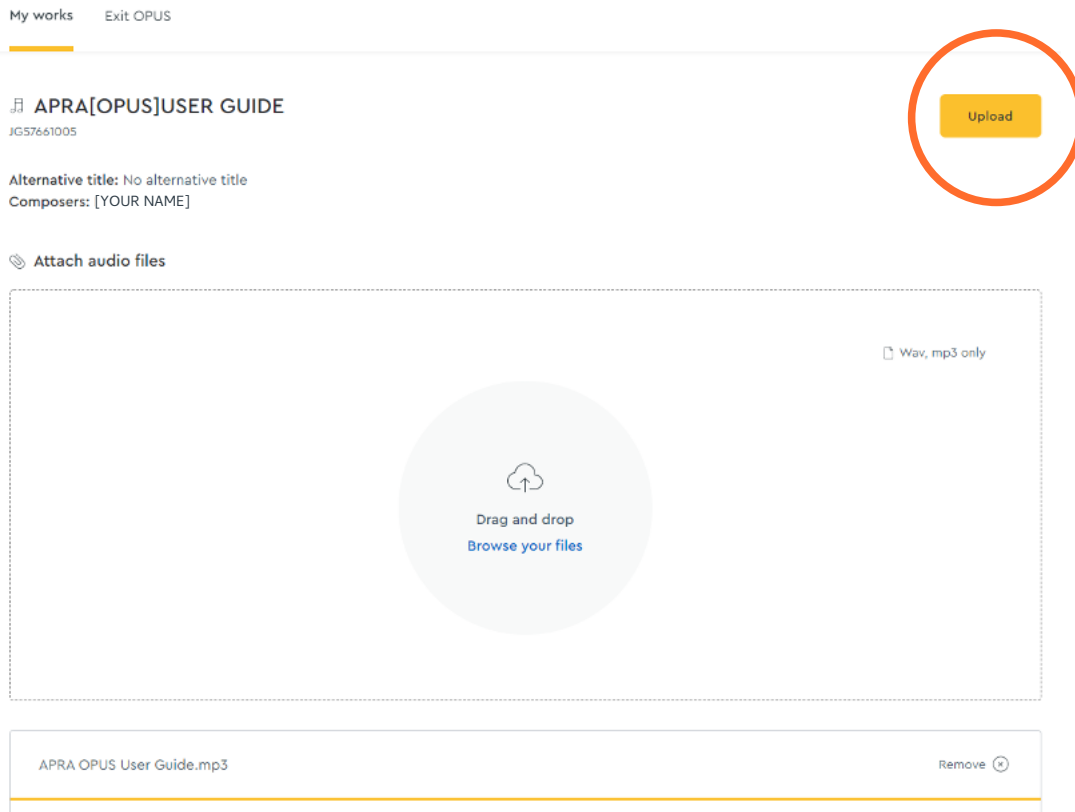
Alternative title: No alternative title  
Composers: [YOUR NAME]

Attach audio files

Wav, mp3 only

Drag and drop  
[Browse your files](#)

APRA OPUS User Guide.mp3 Remove



10. You will receive a **SUCCESS** message and be taken to the 'My works' page when the upload is complete.

My works Exit OPUS

Success! Your audio is uploaded in OPUS.

**OPUS**  
Your uploaded audio files are used to help identify when your music is played in TV/radio commercials, so you get paid.

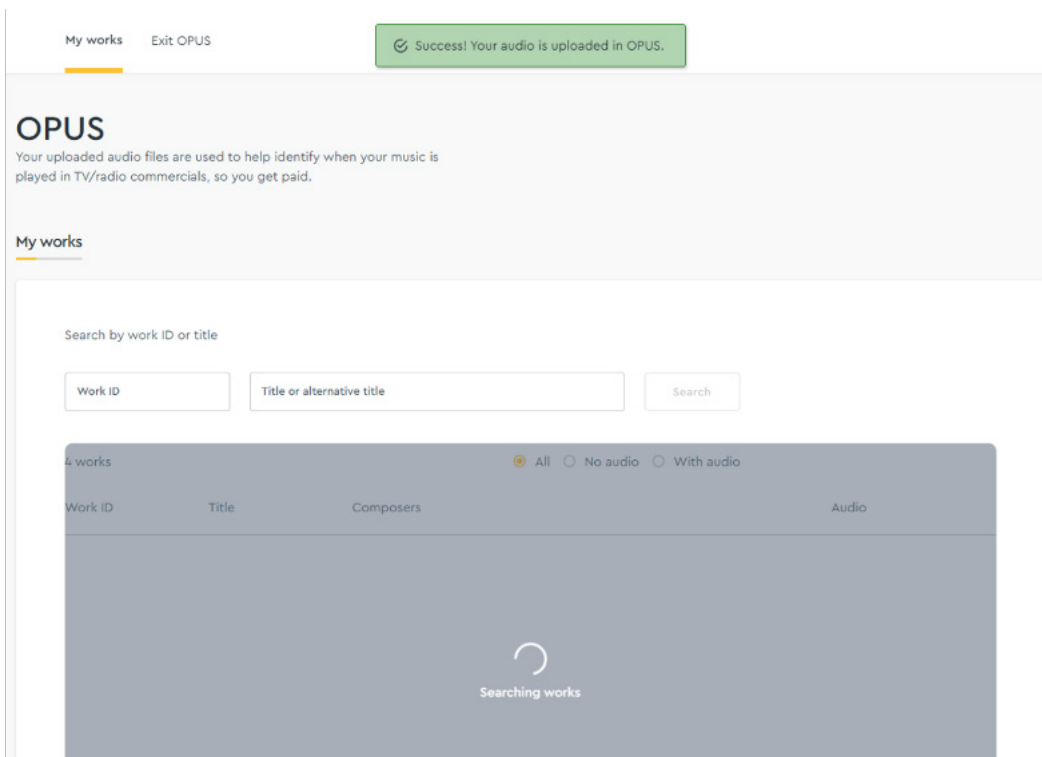
My works

Search by work ID or title

Work ID Title or alternative title Search

4 works All No audio With audio

Work ID	Title	Composers	Audio
Searching works			

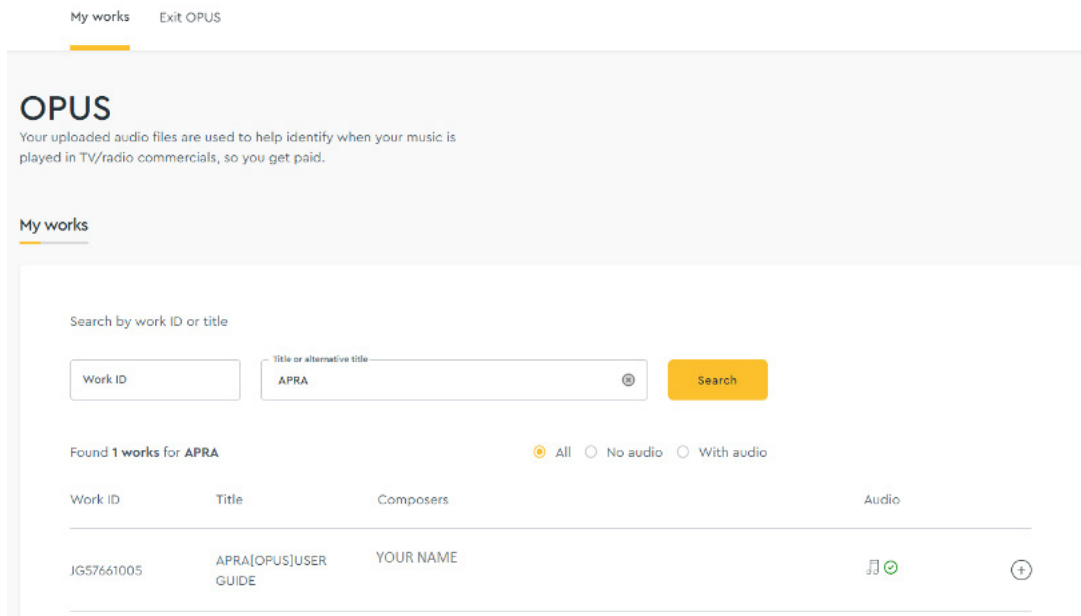




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**11.** You can use the 'My works' screen to search for any of your registered works that you'd also like to upload audio to.



My works Exit OPUS

## OPUS


Your uploaded audio files are used to help identify when your music is played in TV/radio commercials, so you get paid.

### My works

Search by work ID or title

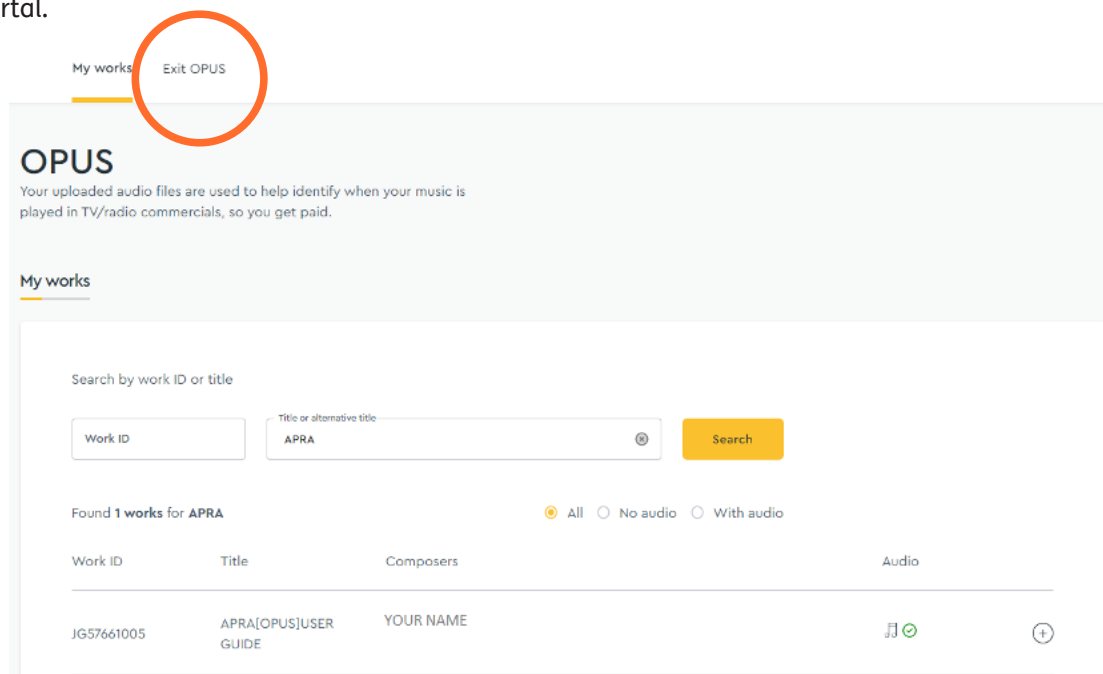
Work ID:  Title or alternative title:

Found 1 works for APRA  All  No audio  With audio

Work ID	Title	Composers	Audio
JG57661005	APRA[OPUS]USER GUIDE	YOUR NAME	 <input type="button" value="+"/>

- You can search by Work ID or Title, and you can filter your search to return works with or without audio attached to them.
- When a work has audio attached, the icon in the audio column will become a green tick.
- To add more audio files to a work, click the + symbol next to the work.

**12.** Any time you'd like to leave OPUS, click the 'Exit OPUS' button in the top banner to be taken back to the Writer Portal.



My works **Exit OPUS**

## OPUS


Your uploaded audio files are used to help identify when your music is played in TV/radio commercials, so you get paid.

### My works

Search by work ID or title

Work ID:  Title or alternative title:

Found 1 works for APRA  All  No audio  With audio

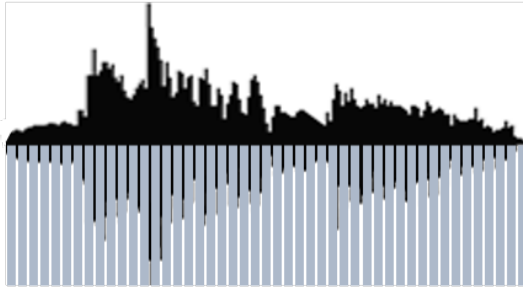
Work ID	Title	Composers	Audio
JG57661005	APRA[OPUS]USER GUIDE	YOUR NAME	 <input type="button" value="+"/>

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## HOW MRT WORKS IN FOUR EASY STEPS

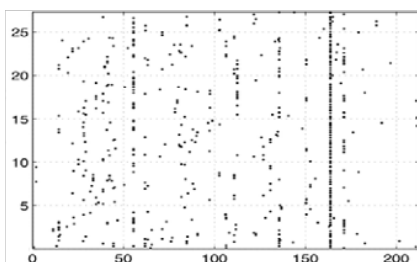
- 1.** Audio is sampled and cut into tiny chunks to be analysed separately



- 2.** Each chunk is further divided into frequency ranges and 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

