

HOW TO UPLOAD & CREATE A SINGLE/ALBUM RELEASE

1. Upload Files

- Log in to DMDS App
- Click 'UPLOAD', then 'CREATE A RELEASE'



- Enter 'Release Title' (name of the track for a single, or album for an album release) in field at top of window
- > Music

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- Click 'ADD FROM CD' **CD info will be auto-imported if available from FreeCD database. If not, click 'Edit Info' and enter it manually.
 - For Single: Click 'DESELECT ALL', then click the empty box to checkmark the desired track.
- Click 'ADD' and track(s) will be ripped

Select Device:	SONY DVD+-RW DW-Q58A UDS2 (D:)			
Name	Artist	Length	~	-
🗖 Doll	Foo Fighters	01:24		SELECT ALL
Monkey W Hey, Johnr My Poor Br Wind Up Up In Arms My Hero See You Enough Sp	Ripping 1 of 1 Estimated Time Remaining: 00:15 Ripping Speed: 32X @ 4234 KB/Sec Ripping: Foo Fighters - Everlong 51% Complete	×		DESELECT AL REFRESH PLAY
Everlong	Overall Progress:			
Walking Af	51% Complete			
New Way H Requiem		CANCEL	-	
Drive Me Win	roo riginers	03:13		
Down In The	Park Foo Fighters	04:08	~	
	e ey.	05.07	>	



- Images/Attachments
 - Click 'ADD FILES'
 - Browse to the files on your hard drive/local network and double click to add them
 - Check that all desired files are in your upload list and click 'UPLOAD'.

Name Format Size DOWNLOAD > Everlong - Foo Fighters WAV 43,094 KB Foo Solvbik:ipg - Unknown WAV 33 KB Foo Fighters States Release - Unknown DOCX 9 KB Uploading 1 of 4 To DMDS X	+ ADD FILES + ADD FROM CD
S Severing - Foo Fighters WAV 43,094 KB Foo Fighters (pg - Unknown JPG 73 KB Foo Fighters Press Release - Unknown DOCX 9 KB Uploading 1 of 4 To DMDS Estimated Time Remaining: 00:00	+ ADD FILES + ADD FROM CD
DPG FooSHDPK:pg-Unknown PPG 73 K8 75 K8 7	+ ADD FROM CD
Hindoxida algorida unitaria gorial and a solution and a solut	- DELETE
Uploading 1 of 4 To DMDS	
Estimated Time Remaining: 00:00	
Transfer Rate:	
Uploading: Hoo Fighters - Everlong	METADATA
0% Complete	
Overall Progress:	
0% Complete	
Files In Queue Status	
Foo Fighters - Everlong Preparing	
Unknown - FoosPubPic.jpg Queued	
Unknown - Foo Fighters Press Release Queued	Total Upload Size:

When finished, your browser will open to the 'Create Release' page.

2. Enter Release Details:

Basic Information – enter release metadata (artist & track required fields) and paste or type in the information you'd like to accompany your Release

Releases: Everlong	Save & Preview Save Publish Cancel
Details Files Templ	ate Destinations
Basic Information Label L	ogo Schedule Alternate Options
Artist	Font Name • 3 • 🐨 🔠 • 9 • 0 • 🕺 🔄 B I 🗵 🛶 🗛 🚯 • 📰 🗮 🗮 🖽 🖽 🖽 🛠 🚱
Foo Fighters	Paste or type in some attention graphing and
Label	compelling promo copy here.
RCA	You have all the formatting controls from Microsoft Word including:
Title	Color
Everlong	Font
Webste	Bold
www.foofighters.com	Ralics
Contact Email	Spelichek
promo@sonymusic.com	hyperlinks www.dmds.com
Contact Phone	bullets
555-555-5555	etc
Producer	
D. Grohl	You can also jump to HTML mode (below).
Publisher	
Sony Music Publishing	Comp. Ortho. Q Parison
	Save & Preview Save Publish Concel

- Logo Click the 'Label Logo' tab to open your 'Logo Library'. If the logo for this release was previously uploaded, simply drag & drop it from the Library column (on the left) to the Included column (on the right). If you need to upload a new logo, click the '+' symbol, browse to it and upload.
- Primary Image Click the 'Template' tab and scroll down to see the included images. Click the one you'd like to be primarily displayed.



3. Choose Destinations

- Click the 'Destinations' tab
- > Use 'Destination Type' drop-down menu to choose 'DMDS Lists' or 'My Lists' (for pre-assembled custom list)
- > Click 'Add Contacts' and click to select the radio format(s) or custom list you want to make this release available to. The format name or custom list will be displayed, showing you how many contacts exist in that format

Details	Files	Template	Destinations	1		
This is whe	ere you de	cide which cont	acts have access	to your Release. You can also set specific access levels for the Contacts you	select.	
You can continue to add Contacts utilizing any of the methods listed below. A box is added for each contact or grouping of contacts you add along with the number of contacts included. For example, you can choose the DMDS Top 40 list and give them full access (to stream and download), then choose the DMDS Print Publications list and give them stream access (to stream, but not download). There's organizations or contacts contained within the selected list stray you don't want to access you release, you can choose them as a separate entry from Organizations or Contacts and give them Blacklist access, preventing them from accessing the Release.						
Add Con	itacts Fron	DMDS Lists	?	With Access Level: Full Access ? Add Contacts		
Auu Cun	itacts Fru	m. DIVIDS Put	lic list	WITH ACCESS LEVEL FUILACCESS		
Radio CH	IR (CAN)				597 Contact(s)	
Radio Ho	t AC (CAN)				742 Contact(s)	

> Click 'View' to get a popup listing each contact's name and organization

FIRST NAME	LAST NAME	COMPANY NAME	~ ^
Patrick	Nagle	CBC Igaluit	
Alain Julien	Godbout	CBC Toronto	
Andr	Alexis	CBC Toronto	
Carl	Bouchard	CBC Toronto	1
Cathy	Irving	CBC Toronto	
Chantale	Maynard	CBC Toronto	1
Dan	Lessard	CBC Toronto	
David	Carroll	CBC Toronto	1
Helen	Spitzer	CBC Toronto	
James	Porteous	CBC Toronto	1
Jeanette	Cabral	CBC Toronto	
Kai	Black	CBC Toronto	
Kelly	Cutrara	CBC Toronto	
Line	Boily	CBC Toronto	
Lorne	Shapiro	CBC Toronto	
Mark	Rheaume	CBC Toronto	

> Click 'Send' to make the release available in the chosen contact's DMDS Library. Click 'Send & Notify' to make the release available in the chosen contact's DMDS Library AND be taken directly to the Create Notification page.



4. Send Notification Email

Click 'MANAGER' (at top of page) > CREATE NOTIFICATIONS

Select an organic Yangaroo ORGAN	LINDOT DE MARQAR CINEDE DE LINDO DE LINDO D
DIGITAL MEDIA DISTRIBUTION SYSTEM	ADABHJIHT PREFERENCES LOGOUT
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• Click checkmark and highlight Release to send notification about, then click "Select Release". The name of the release will appear under 'Basic Information'

Image: Control Service Search Search Name Of Sender RELEASE TTLE Admar Freetback Address RCA Evening Foo Pighters 3/4/2009 10155 PM Scheduld Delvery Select Release Date Select Release Cancel Use Release Date 2/4/2009 10155 PM Select Release Cancel Use Release Date Use Release Date Select Release Cancel Use Release Index Use Release Index Select Release Cancel Image: Release Index Use Release Index Select Release Cancel	Basic Information	plates Re	cipients •is• ♥ ₦ ♥	. (* . X 2a 👫 B a	7 U ala A. O.	
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• Fill in 'Subject', 'Name of Sender', 'Feedback Address', and formatted text for the email (note: the text entered earlier for Release Details will be automatically carried over). Check off 'Allow streaming from email notifications' if you'd like to make a stream available right from the email, allowing recipients to listen to the music without logging in.

Digital Media Distribution System

NOTIFICATIONS: CREATE NEW	
	PTEVIEW Sena
Basic Information Templates Recipients	
Release	9. 0. 3 0 0 B Z U 4 A. 0. 医草耳目 日日注 6
Eventong	
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promo@sonymusic.com	
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2/4/2009 1:01:54 PM	
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Email Preview	
Allow streaming from	
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· Click 'Preview' to view email before sending

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	Basic Informa	Foo Fighters Everlong	(F. 7.	
	Eventong Subject Line	DETAILS	-	
	Name Of Sender RCA Label Gn	Alton: Row Alton: Evening Date: 2009/02/4014/118 PM		
	Feedback Addres	Wedsile: www.toohjitters.com DESCRIPTION		
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• Click 'Send' to send notification email to same destinations as release.

5. Done!

You've mastered the basics, now it's time to learn some of the cool new features, like using Smart Searches and the Release Countdown, enabling comments, adding multiple label logos, assigning different permissions to different destinations and so much more.