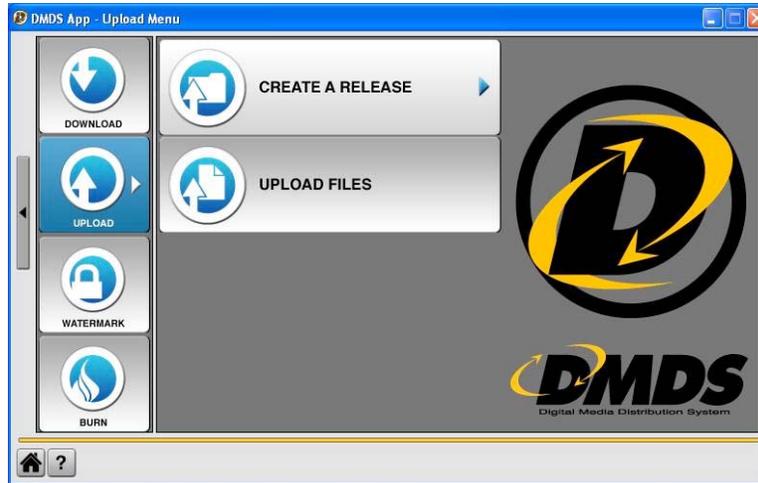


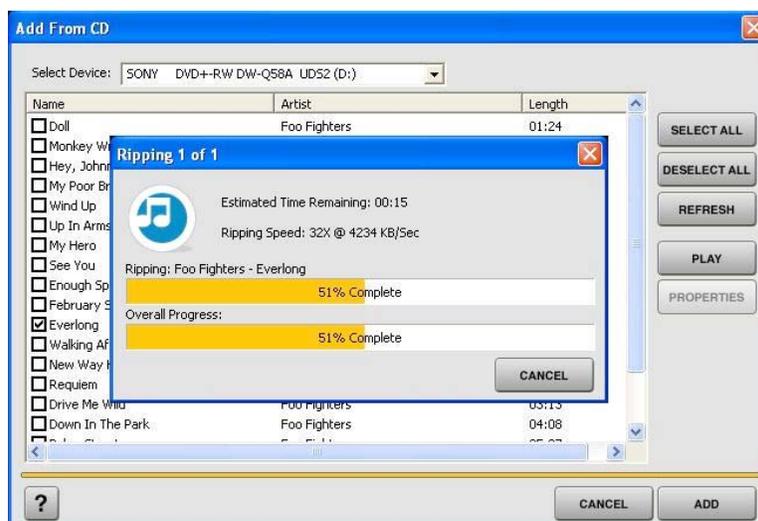
HOW TO UPLOAD & CREATE A SINGLE/ALBUM RELEASE

1. Upload Files

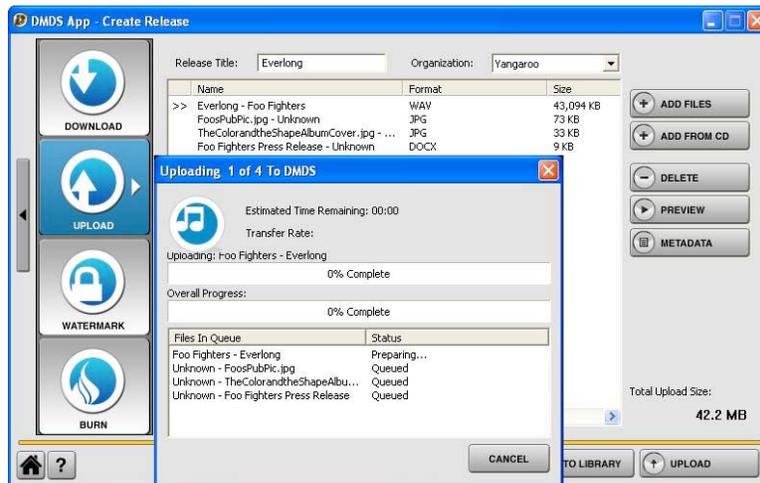
- Log in to DMDS App
- Click 'UPLOAD', then 'CREATE A RELEASE'



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



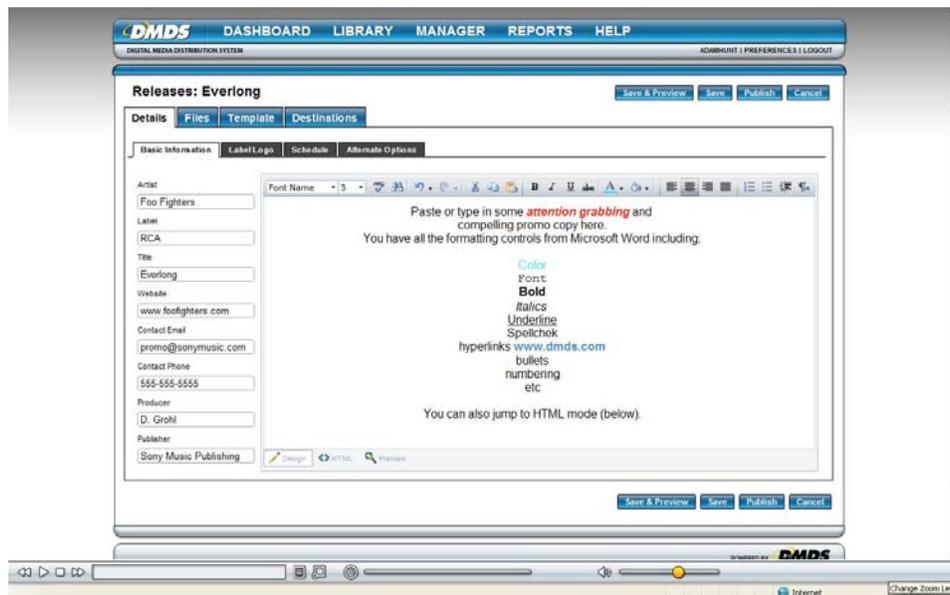
- Images/Attachments
 - Click 'ADD FILES'
 - Browse to the files on your hard drive/local network and double click to add them
 - Check that all desired files are in your upload list and click 'UPLOAD'.



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

2. Enter Release Details:

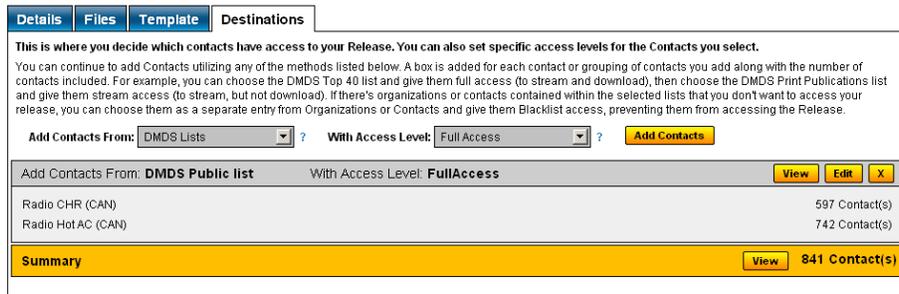
- Basic Information – enter release metadata (artist & track required fields) and paste or type in the information you'd like to accompany your Release



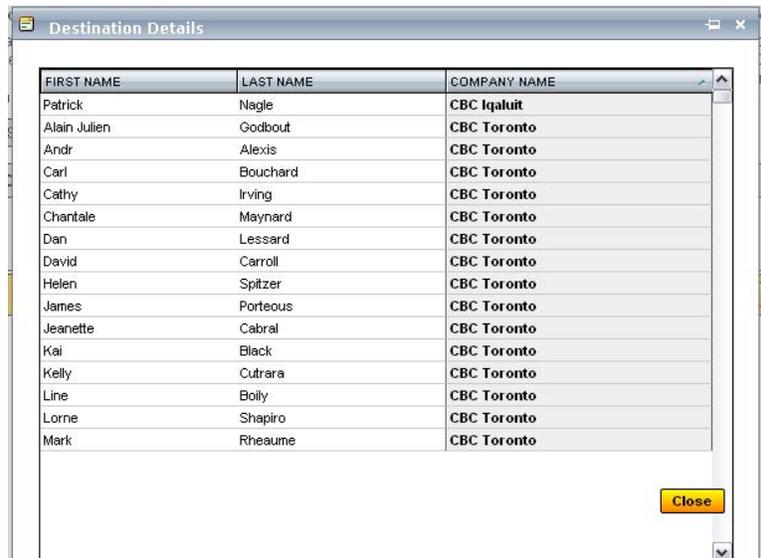
- Logo – Click the 'Label Logo' tab to open your 'Logo Library'. If the logo for this release was previously uploaded, simply drag & drop it from the Library column (on the left) to the Included column (on the right). If you need to upload a new logo, click the '+' symbol, browse to it and upload.
- 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



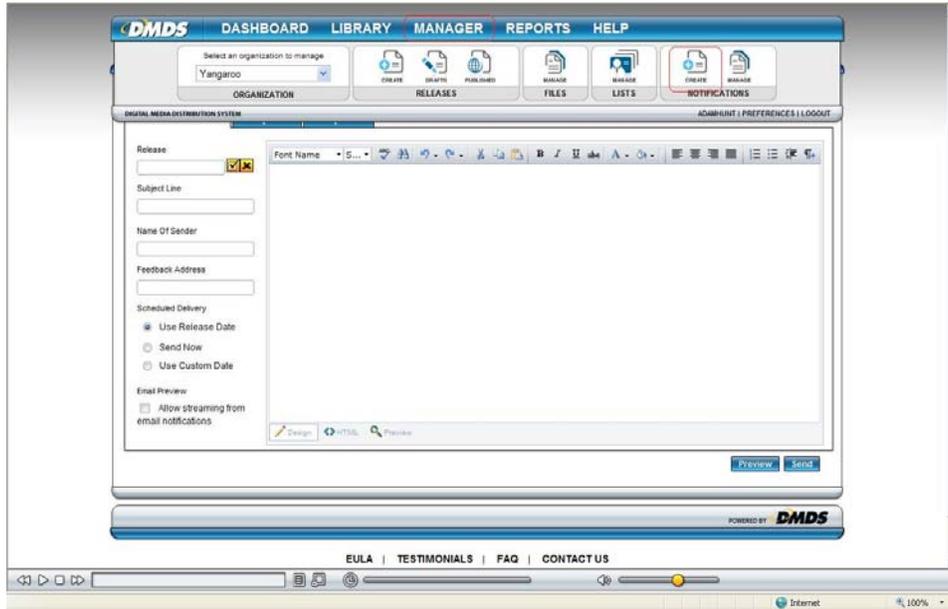
- Click 'View' to get a popup listing each contact's name and organization



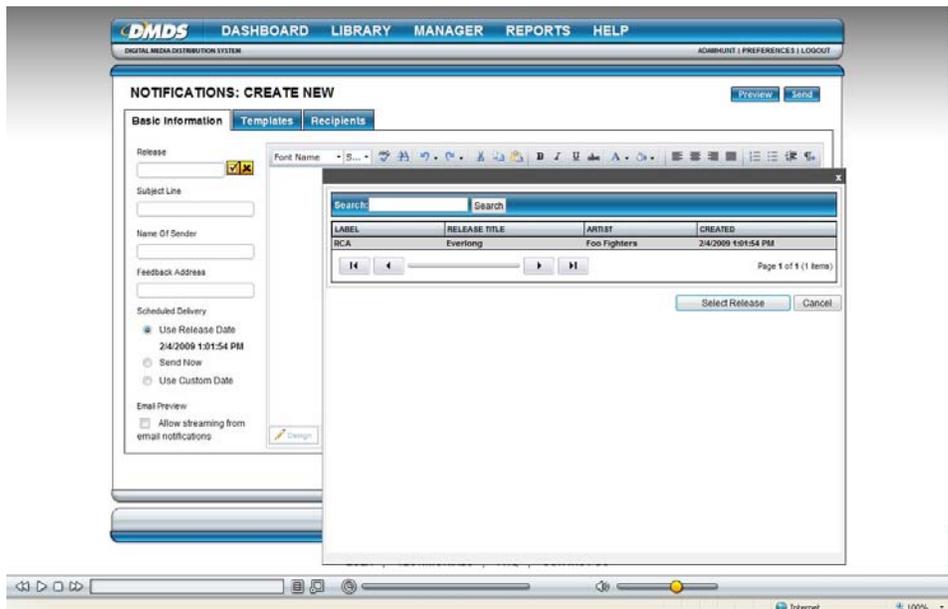
- Click 'Send' to make the release available in the chosen contact's DMDS Library. Click 'Send & Notify' to make the release available in the chosen contact's DMDS Library AND be taken directly to the Create Notification page.

4. Send Notification Email

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



- Click checkmark and highlight Release to send notification about, then click “Select Release”. The name of the release will appear under ‘Basic Information’

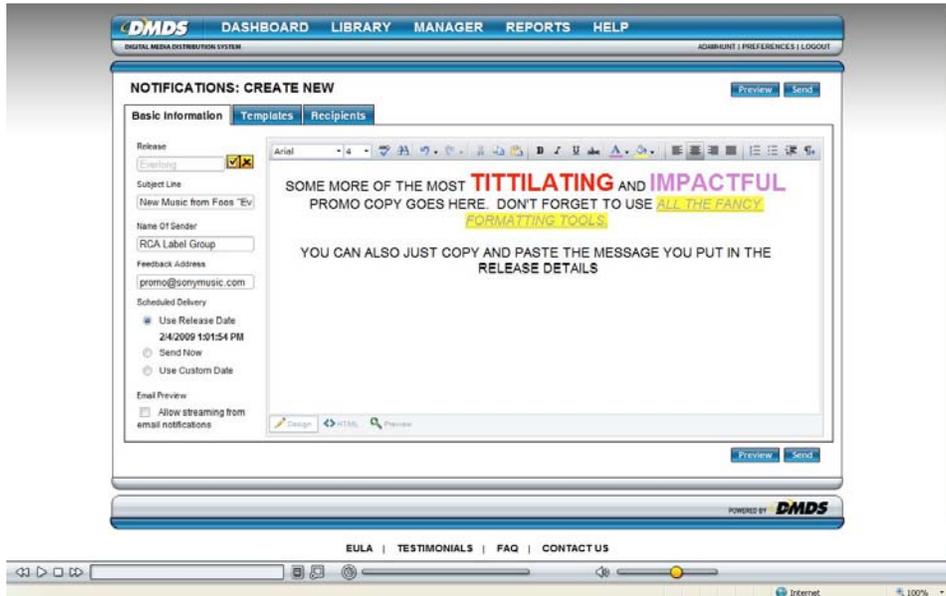


- Fill in ‘Subject’, ‘Name of Sender’, ‘Feedback Address’, and formatted text for the email (note: the text entered earlier for Release Details will be automatically carried over). Check off ‘Allow streaming from email notifications’ if you’d like to make a stream available right from the email, allowing recipients to listen to the music without logging in.

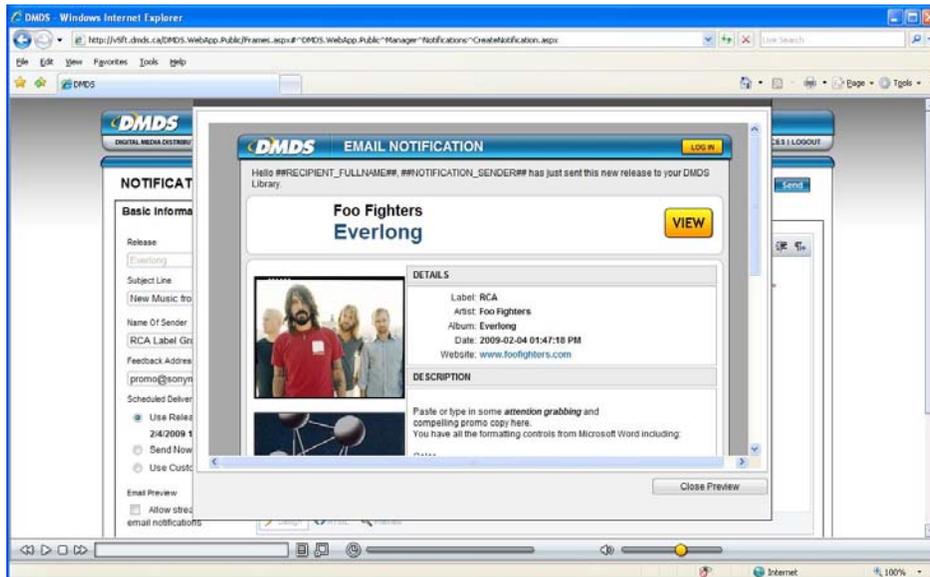


DMDS

Digital Media Distribution System



- Click 'Preview' to view email before sending



- 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.