

PROTOCOL FOR MUSIC LABELLING

In order to simplify the process of team and freestyle/pair music being digitally submitted and played at a variety of venues throughout the baton season, CBTF has adopted this uniform music labelling system.

At this time, MP3 and MP4 file format is to be submitted only.

Depending on your preference, the two most common ways to edit music labelling/properties are right within the MP file, or on iTunes. The protocol is as follows:

DIRECTLY ON MP FILE

Basic File Name (get there by right clicking on the MP file in the “general” tab)

Freestyle: Athlete name (first then last) age division, status level, and the word “freestyle”

Eg: Jane Smith Junior B Freestyle

Pair: The word “pair” followed by both last names only, age and status level

Eg: Pair Smith and Jones Senior B

Teams: Club name, Team name and Event

Eg: Stars Jailhouse Rock Dance Twirl Team

(note: do NOT include status, size or age, as these factors are subject to change as season progresses)

Deeper Properties (get there by right clicking on the MP file in the “properties” tab)

Title: exactly as described in basic file name, above

Contributing Artist: Album Artist: your club name

Album: the acronym for your provincial association, and the last two digits of the COMPETITION year

Eg: OBTA17

EDITING IN ITUNES

In iTunes, right click on your song/file and click on the “get info” tab

Follow the exact same instructions as above for song name (title, artist, album artist and album)

Protocol for Music Labelling for all music: Local to National Competitions

It is important that all music files are labelled correctly, both the general name, and the deeper, advanced properties.

EDITING A BASIC MP3 FILE

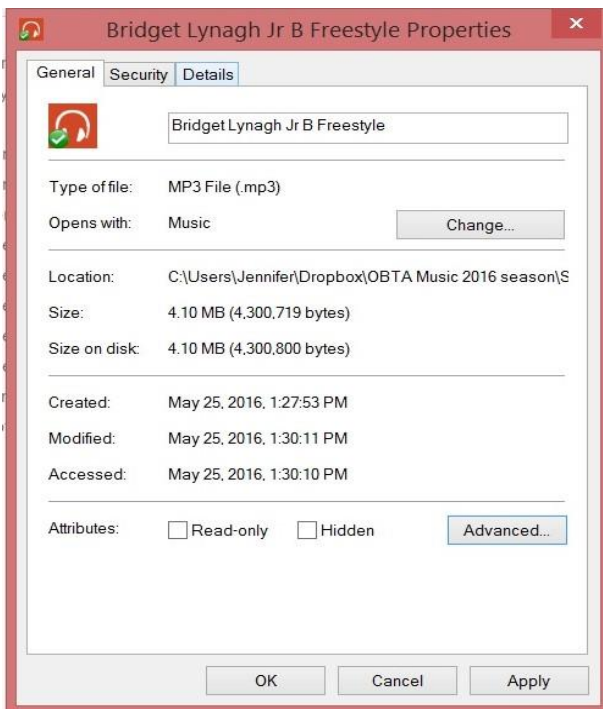
There are 2 basic ways that music files are kept, and file properties seen. The first is just a general MP3 music file/folder. The first editable screen is the GENERAL screen, that you will see if you right-click on the file:

File name (the top title, opposite the earphone symbol) should list as follows:

FOR FREESTYLES: FIRST AND LAST NAME, AGE DIVISION, STATUS LEVEL, AND WORD "FREESTYLE" EG AS SHOWN HERE!

FOR GROUPS: CLUB NAME, TEAM NAME, AND EVENT (NOTE: AGE, SIZE, STATUS IS NOT NEEDED, AS THESE FACTS CAN CHANGE OVER SEASON) EG SPECTRUM SHAKE IT OFF DANCE TWIRL

FOR PAIRS: THE WORD PAIR, FOLLOWED BY BOTH LAST NAMES, AGE AND STATUS EG PAIR SMITH AND JONES SR B



**ON THIS PAGE, ENSURE "READ ONLY, OR HIDDEN" ARE NOT CLICKED (IF ANY ERRORS HAVE BEEN MADE, THEY PRECLUDE EDITING)

CLICK APPLY, AND GO BACK UP TO THE TOP AND CLICK "DETAILS"

ON THE DETAILS PAGE, RE-ENTER THE TITLE TO MATCH THAT WHICH WAS TYPED ON THE GENERAL PAGE

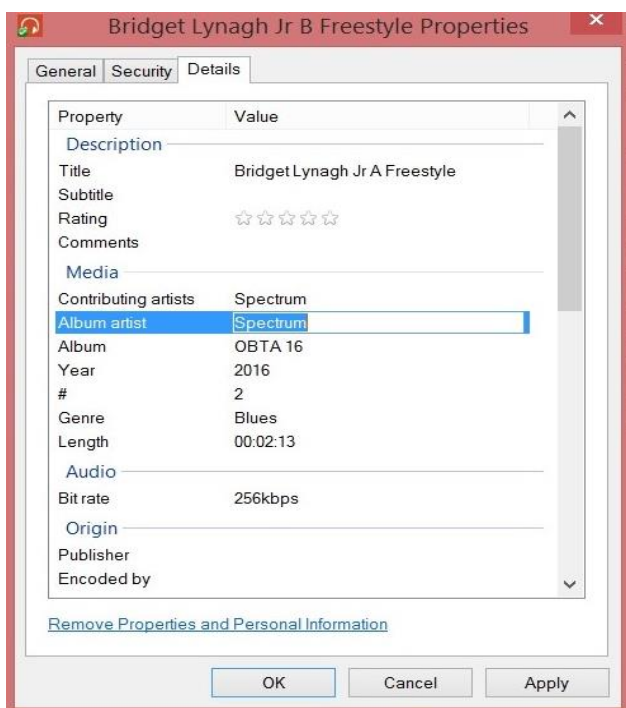
CONTRIBUTING ARTIST IS THE NAME OF YOUR CLUB

ALBUM ARTIST IS AGAIN, YOUR CLUB

ALBUM IS YOUR PROVINCIAL ASSOCIATION AND THE LAST TWO DIGITS OF THE YEAR

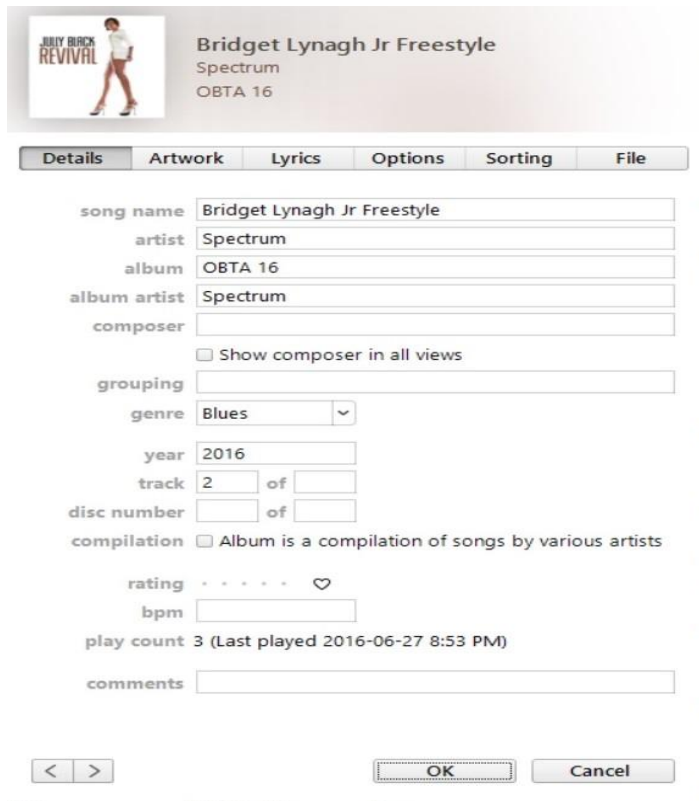
YEAR TAB IS THE FULL YEAR

CLICK APPLY, AND CLICK OK!



Editing info in iTunes

You can edit your music file properties directly in iTunes. When you are in iTunes, click on songs, choose the song you want to edit, right click on it and click “get info”. This screen will come up.



Edit the properties to match same protocol as MP3 file editing (above)

Song name is: First and last name of athlete, Age Division, Status division and the word Freestyle, or the word PAIR followed by last names of the pair, followed by age and status, or for a group: your club name, the teams name, followed by event

Both Artist, and Album Artist is the name of your club eg: Spectrum

Album name is your provincial Association and the last 2 digits of the year, eg: OBTA 16

Year is current year, eg: 2016

Doing this labelling will allow any music technician to locate your files easily, with main title using the same protocol as the announcer, but will also allow for easy reference, contact (each piece of music will be identifiable by province and club, should any problems arise)