

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.

This standard was introduced to 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)

To be labelled properly, **both** the music FILE NAME and the deeper PROPERTIES must use the protocol described below.

Please use the following abbreviations, where applicable:

Event Names	
Artistic Group	AGRP
DanceTwirl Team	DTT
Freestyle Pair	PAIR
Freestyle Solo	FREE
Freestyle Team	FST
PomPom Team	PPT
Twirl Team	TT

Age Divisions (Freestyle and Pair)	
Youth	YT
Junior	JR
Senior	SR

1. EDITING A BASIC MP3 FILE IN ITUNES

The file name and properties can also be edited directly in iTunes. When you are in iTunes, click on songs, choose the song you want to edit, right click on it and click **“Song Info”**. The panel shown below will display.

The screenshot shows the iTunes 'Song Info' window for a track. The track name is 'FREE JR B Jane Doe', the artist is 'Airdrie Sky High Twirlers', and the album is 'ABTA 19'. The 'Details' tab is selected, showing fields for song, artist, album, album artist, composer, grouping, genre (set to 'Sports'), year (2019), track, disc number, compilation (checked), rating (5 stars), bpm, play count (0), and comments. Navigation and control buttons like '< >', 'Cancel', and 'OK' are visible at the bottom.

Song:

FOR FREESTYLE:

- The Event Abbreviation (FREE)
- The Age Division (YT, JR, or SR)
- The Status Level (A, BA, or BI)
- The First & Last Name

Eg: FREE JR B Jane Doe

FOR PAIR:

- The Event Abbreviation (PAIR)
- The Age Division (YT, JR, or SR)
- The Status Level (A, BA, or BI)
- The two Last Names

Eg: PAIR SR B Jones-Smith

FOR GROUP EVENTS:

- The Event Abbreviation (AGRP, DTT, FST, PPT, or TT)
- The Group NAME
- The 4-CHARACTER CLUB NAME ABBREVIATION

Eg: DTT Shake It Off ASHT

(NOTE: AGE, SIZE, STATUS IS NOT NEEDED, AS THESE FACTS CAN CHANGE OVER SEASON)

iTunes will automatically set the **Filename** of the track based on the value of the **Song** attribute.

Artist: The full name of your club.

Eg: Airdrie Sky-High Twirlers

Album Artist: The full name of your club

Eg: Airdrie Sky-High Twirlers

Album: Your provincial Association and the last 2 digits of the year

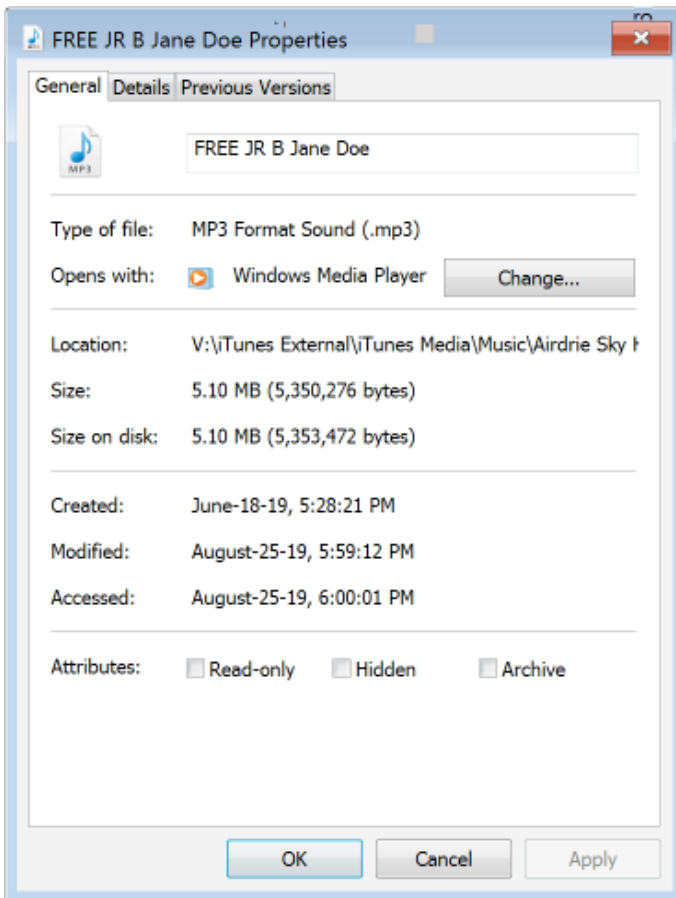
Eg: ABTA 19

Year: the current year

Eg: 2019

2. EDITING A BASIC MP3 FILE IN WINDOWS EXPLORER

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:



Filename (the top title, opposite the file icon) should be set as follows:

FOR FREESTYLE:

- The Event Abbreviation (FREE)
- The Age Division (YT, JR, or SR)
- The Status Level (A, BA, or BI)
- The First & Last Name

Eg: FREE JR B Jane Doe

FOR PAIR:

- The Event Abbreviation (PAIR)
- The Age Division (YT, JR, or SR)
- The Status Level (A, BA, or BI)
- The two Last Names

Eg: PAIR SR B Jones-Smith

FOR GROUP EVENTS:

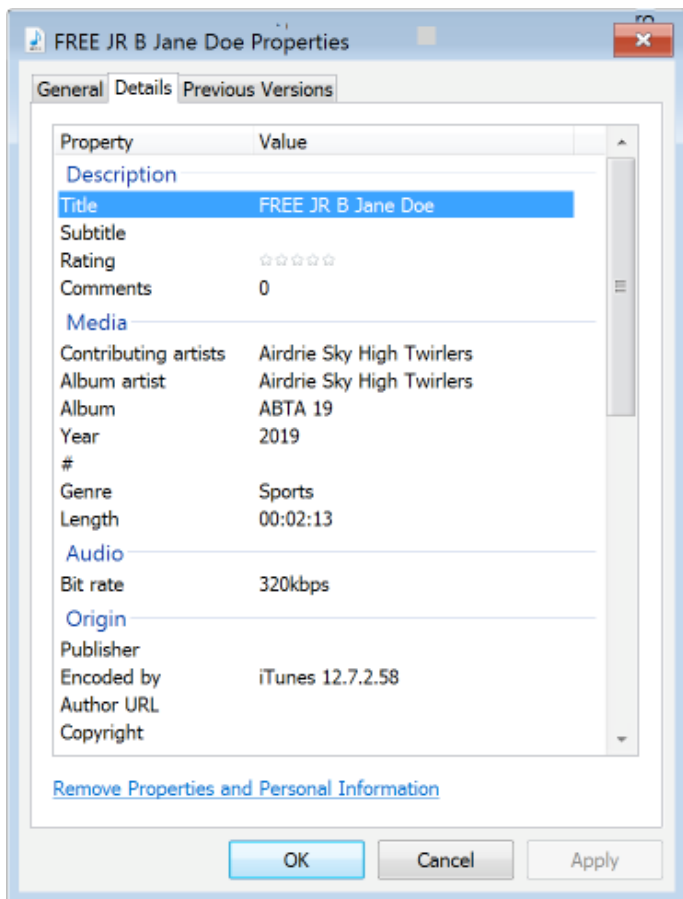
- The Event Abbreviation (AGRP, DTT, FST, PPT, or TT)
- The Group NAME
- The 4-CHARACTER CLUB NAME ABBREVIATION

Eg: DTT Shake It Off ASHT

(NOTE: AGE, SIZE, STATUS IS NOT NEEDED, AS THESE FACTS CAN CHANGE OVER SEASON)

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

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



ON THE DETAILS PAGE, RE-ENTER THE **TITLE** TO MATCH THE FILENAME FROM THE GENERAL PAGE, IF NECESSARY (but it will usually default to the value from the General page)

CONTRIBUTING ARTIST IS THE FULL NAME OF YOUR CLUB
Eg: Airdrie Sky-High Twirlers

ALBUM ARTIST IS AGAIN, YOUR CLUB. Eg: Airdrie Sky-High Twirlers

ALBUM IS YOUR PROVINCIAL ASSOCIATION AND THE LAST TWO DIGITS OF THE YEAR. Eg: ABTA 19

YEAR IS THE FULL YEAR. Eg: 2019

CLICK APPLY, AND CLICK OK!