



## Producer SoundExchange Reporting Instructions

1. The first step is to fill out the attached spreadsheet, following these instructions.

The fields below are *required*, however it is ok to put **NA** for the Album or Label if you do not have that information. You may choose to report either End Time or Duration.

**Program Title   Show Date   Start Time   End Time (or) Duration   Song Title   Artist**  
**Album Title   Record Label**

| Field Identifier      | Data Format | Example        |
|-----------------------|-------------|----------------|
| Program Title*        | Text        | Echoes         |
| Show Date*            | MM/DD/YYYY  | 3/10/2010      |
| Episode ID            | Text        | 105            |
| Start Time*           | HH:MI:SS    | 00:06:32       |
| End Time OR Duration* | HH:MI:SS    | 00:09:55       |
| Song Title*           | Text        | Too Late Now   |
| Artist*               | Text        | Houston Person |
| Album Title*          | Text        | Mellow         |
| Record Label*         | Text        | HighNote       |

### Required Data Fields Per Recording Played

For each song played the following information must be reported:

- **Program Title** – A show identifier provided by NPR/DS, e.g., *Echoes*
- **Show Date** – Usually the opening date of the broadcast window from the Content Depot, e.g. *3/10/2010*
- **Song Title** – Title of track as broken down by the label on CD or album
- **Featured Artist/Group/Orchestra** – The performing artist(s) featured prominently on the album
- **Album Title** – Required even for classical plays (provide what's on the CD/album spine)
- **Record Label** – Owner of copyright to the sound recording
- **Start Time** - Time song play started relative to show start, e.g., *00:05:30*
- **End Time OR Duration** - Time song play ended (relative to show start) OR duration of song play e.g., *00:08:45*

**Entering your times:**

For your start time, put the time the song started in the hour. For example, if the song started at 1:16 into the program, you will list the time as 0:01:16.

I recommend you use End Time instead of Duration.

Make sure there are no blank fields. For info that you don't have, put a **NA** in its place.

2. After you have filled out the spreadsheet, email it to Nola at [nola@nv1.org](mailto:nola@nv1.org). I will do steps 3 & 4.

3. Convert the spreadsheet to a text file. Save the file as a *Text (tab delimited) (\*.txt)* file. Or you can copy and paste it to Notepad or Notepad++ (free download) and save it as text file (Tab delimited) .txt

Name the file the name or abbreviation of your program and weekly date.

4. Upload the .txt to this FTP site:

Host: ftp.publicbroadcasting.net

User: programdropbox

Password: sh0wt1m3

Put the file the main directory of the FTP site, not in any folder.

**Playback Guidelines:**

Producers must comply with the following programming restrictions for the playback of copyrighted music:

**During a three hour period:**

- \*Play no more than three songs from a particular album;
- \*Play no more than two songs consecutively from a particular album;
- \*Play no more than four songs by a particular artist;
- \*Play no more than four songs from a boxed set; and
- \*Play no more than three songs consecutively from a boxed set.

**Helpful links:**

Syndicated show reporting basics:

<http://newnprdsblog.drupal.publicbroadcasting.net/syndicated-show-reporting-basics>

More detail on the file formatting:

<http://newnprdsblog.drupal.publicbroadcasting.net/syndicated-show-playlist-file-specifications>

Contact Nola Daves Moses at [nola@nv1.org](mailto:nola@nv1.org) or 505-401-4532 if you need any assistance.