

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

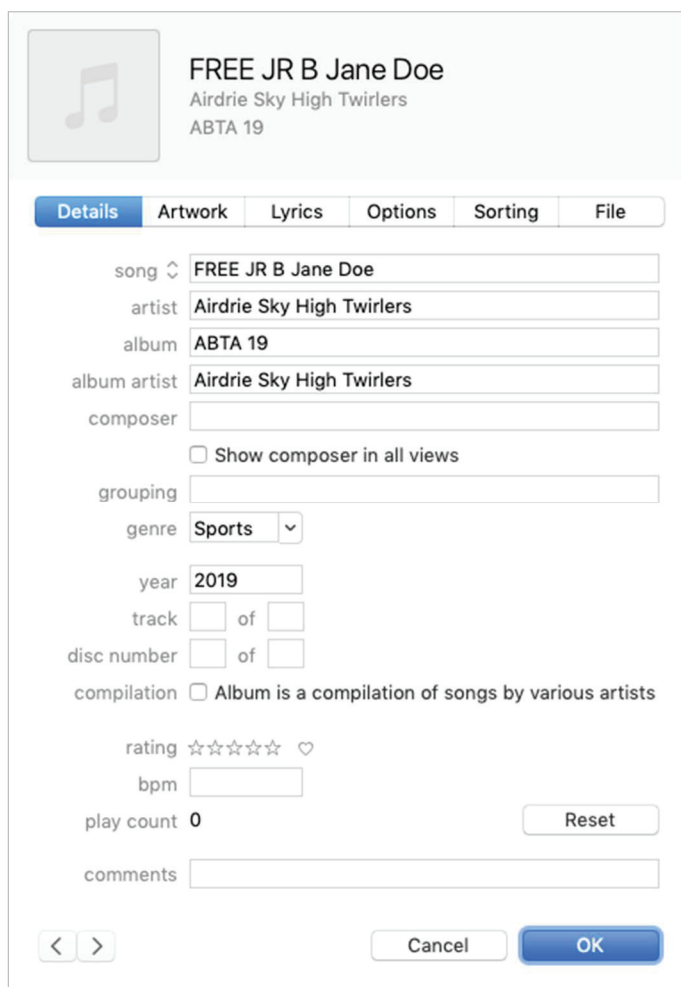
It is important that all music files are labelled correctly, both the general name, and the deeper, advanced properties.

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.

### 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. At the top, there's a music note icon and the song title 'FREE JR B Jane Doe' by 'Airdrie Sky High Twirlers' from the album 'ABTA 19'. Below this are tabs for 'Details', 'Artwork', 'Lyrics', 'Options', 'Sorting', and 'File'. The 'Details' tab is selected. It contains fields for 'song', 'artist', 'album', 'album artist', and 'composer'. The 'song' field is filled with 'FREE JR B Jane Doe'. Below these are checkboxes for 'Show composer in all views' and 'Album is a compilation of songs by various artists'. There are also fields for 'grouping', 'genre' (set to 'Sports'), 'year' (set to '2019'), 'track' (with 'of' fields), 'disc number' (with 'of' fields), 'rating' (stars), 'bpm', 'play count' (set to '0'), and a 'comments' field. At the bottom are 'Cancel' and 'OK' buttons.

#### **Song name:**

FOR FREESTYLE: THE WORD **"FREE"**, FOLLOWED BY **AGE DIVISION, STATUS LEVEL**, then FIRST AND LAST NAME.

Eg: **FREE JR B Jane Doe**

FOR PAIR: THE WORD **"PAIR"**, FOLLOWED **AGE DIVISION, STATUS LEVEL**, then BOTH LAST NAMES.

Eg: **PAIR SR B Jones-Smith**

FOR GROUP EVENTS: THE EVENT **ABBREVIATION** (**"PPT"** for POMPOM TEAM, **"DTT"** for DANCETWIRL TEAM, **"TT"** for TWIRL TEAM, **"AGRP"** for ARTISTIC GROUP, or **"FST"** for FREESTYLE TEAM), **TEAM NAME**, then **4-CHARACTER CLUB NAME** (NOTE: AGE, SIZE, STATUS IS NOT NEEDED, AS THESE FACTS CAN CHANGE OVER SEASON)

Eg: **DTT Shake It Off ASHT**

**Artist:** The name of your club.

Eg: Airdrie Sky-High Twirlers

**Album Artist:** The name of your club

Eg: Airdrie Sky-High Twirlers

**Album:** your provincial Association and the last 2 digits of the year

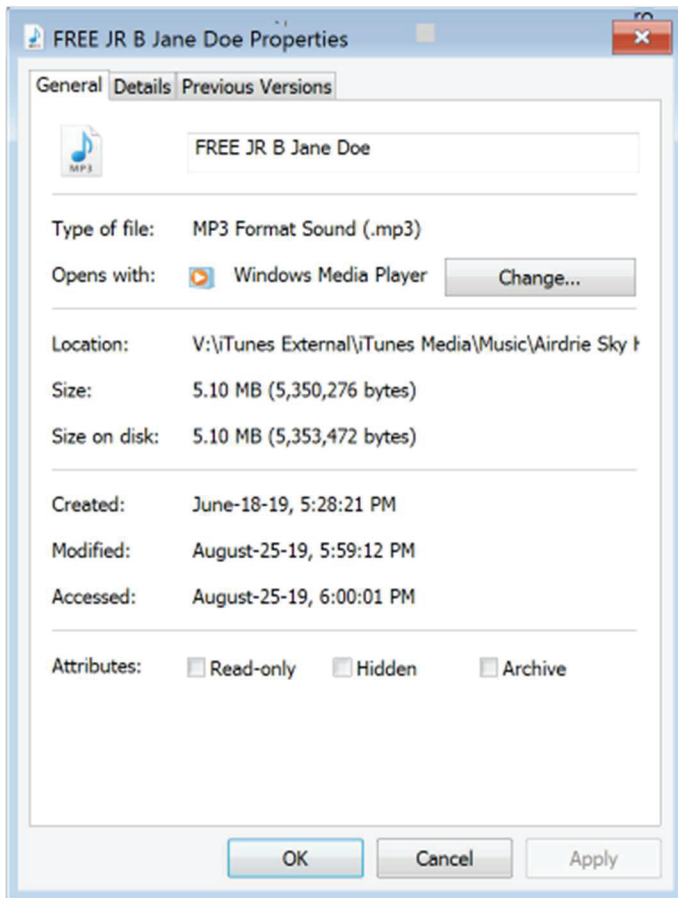
Eg: ABTA 19

**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:



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

FOR FREESTYLE: THE WORD “FREE”, FOLLOWED BY AGE DIVISION, STATUS LEVEL, then FIRST AND LAST NAME.

EG FREE JR B Jane Doe

FOR PAIR: THE WORD “PAIR”, FOLLOWED BY AGE DIVISION, STATUS LEVEL, then BOTH LAST NAMES.

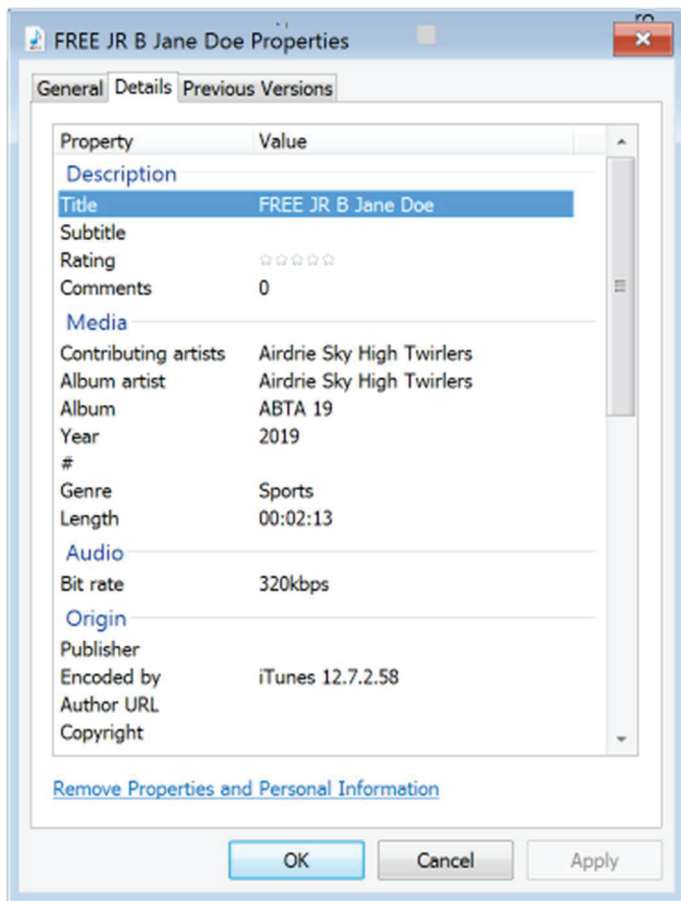
EG PAIR JR B Jones-Smith

FOR GROUP EVENTS: THE EVENT ABBREVIATION (“PPT” for POMPOM TEAM, “DTT” for DANCETWIRL TEAM, “TT” for TWIRL TEAM, “AGRP” for ARTISTIC GROUP, or “FST” for FREESTYLE TEAM), TEAM NAME, then 4-CHARACTER CLUB NAME (NOTE: AGE, SIZE, STATUS IS NOT NEEDED, AS THESE FACTS CAN CHANGE OVER SEASON)

EG DTT Shake It Off ASHT

\*\* 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 THAT WHICH WAS TYPED ON 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!