



# Song Info and Metadata

Music Gateway: Free Trial Guides



# Song Info and Metadata

The first thing to understand is Metadata, and why it's so important:

**Metadata is the foundation of the modern digital music industry-**

1. It enables people to find and listen to your tracks on our platform (sync managers, industry experts, other creatives) = more opportunities
2. It enables artists, producers, publishers and labels to know how their tracks are used.
3. It enables artists, producers, publishers and labels to be paid for their products.
4. It helps to fight piracy by pulling consumers toward licensed music services.

Metadata is 'data about data', e.g., a filename on your computer is data about the file, which itself is data. The same idea applies to music. The music itself is the 'data' and the description of the music such as the track name, product title, and artist name, are data - metadata - about the music.

**You want to get paid don't you?**

Metadata facilitates your payments in two important ways:

1. In an increasingly digital world, metadata is how people will find you. Being easily discovered means more plays and opportunities.
2. Once your music is discovered and listened to on a service, you should get paid. Music services and everyone involved in the music industry (distributors, aggregators, labels and publishers) want to ensure you are paid, but poor or incomplete metadata can cause difficulties with assigning payment.





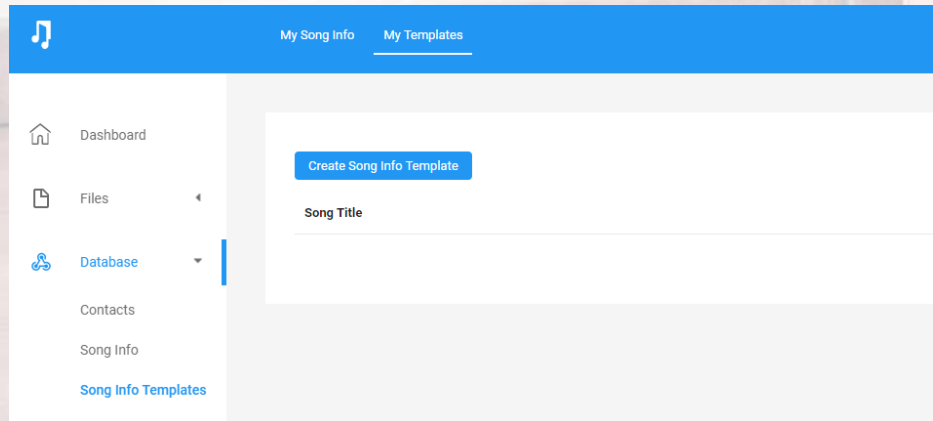
# Song Info and Metadata

OK, so now you understand the importance, let's add your Metadata using our 'Song Info' tool:

## Creating A Song Info Template

If your catalogue of music has any elements of similarity between the songs, from either an admin or audible perspective, chances are it is worth spending some time setting up at least one Song Info template for future use. A good example of this would be if you were uploading an album. This will save you time when you decide to complete Song Info for individual tracks later down the line!

Firstly, using your navigation bar on the left-hand menu, click on 'Database' and then 'Song Info Templates'



Now Click the 'Create Song Info Template' button

**Essential information needed is identified using exclamation warning symbols. These are: Song Title, Artist, Genre, Sub-Genre, Description and Mood.**



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As you are creating a template at this stage, the 'Song Title' should be based on the type of template you are creating. An example of this may be 'New Album'. You would then be able to use this template to add your individual tracks later.

Add all the essential information required along with any other information you may have, and navigate the Song Info pages using the blue navigation bar at the top of the platform. At this stage you do not need to add anything to Recordings as this is used to add the individual track titles later.

## Rights Holder Tab

The 'Rights Holder' section of 'Song Info' is the area where new users tend to get most confused with, especially where there are multiple rights holders involved. So, let's break this down...

The different types of Rights Holders range widely, but for the sake of explaining the extent of this, we'll use the following example. Here, the rights are split between a couple of writers, a publisher and a label; this might be typical for a professional artist.

Unless the creator also owns the master recording, we would click "No" on this option.

If you own 100% of the master & publishing rights please select "Yes". If more parties are involved then please click "No". Please note this does not refer to writer splits.

Does one person/company own 100% of both Master & Publishing rights? ▲

- ☐ Yes  
☒ No





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Are any of the rights owned by a third party NOT under your control or authorisation?

- ☐ Yes there are third party rights holders I do not control
- ☒ No we have prior sync clearance from the third party rights holder

If you can, it's highly recommended that you gain usage clearance from any parties involved in the rights of your music as this will save potential issues further down the line.

Contacts also need to be added for each party, whether they're songwriters or companies. Do this by clicking the 'Create Rightsholder Contact' button at the top of the Rights Holder page:

 Create Rightsholder Contact

## Rights Holder Split Example

### Rights Holders

Joshua Tobias Smith



### Rights Holder Type

Record Label (Master Rights)



### Owners Share %

30.00

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For this example, we have outlined that a pair of songwriters have agreed a 50% master deal with a label, a 50% publishing deal with a publisher, and wished to split remaining their master rights 60/40 between them and their remaining publishing royalties 50/50.

**This means that 6 Rights Holder entries were required in total.**

**Record Label:** (Rights Holder Type: Master Rights 50%)

**Publisher:** (Rights Holder Type: Publishing Rights 50%)

**Songwriter 1:** (Rights Holder Type: Master Rights 30%)

**Songwriter 2:** (Rights Holder Type: Master Rights 20%)

**Songwriter 1:** (Rights Holder Type: Publishing Rights 25%)

**Songwriter 2:** (Rights Holder Type: Publishing Right 25%)

*\*\*Note: When companies are involved in rights holding, it's easier to input them first so that the remaining splits between parties can be worked out from the remaining split after the company/companies cut(s).\*\**

## Writers Tab

The Writers tab and Writers splits work the same way as Rights Holders.

*\*\*Note: Stating the publishing split will identify all credited writers, but may exceed them in rights splits (such as when publishers are involved), so clarifying writing split is also necessary.\*\**

[Dashboard](#)

[Song Information](#)

[Recordings](#)

[Rights Holder](#)

[Writers](#)

[Additional Info](#)

**IMPORTANT:** Always click the 'Save' button at the end of the 'Additional Info' tab to ensure your template or work is fully saved.



# Song Info and Metadata

Congratulations! If you've followed the steps so far, you'll have created your first Song Info Template!

We're now going to create Song Info for individual tracks from our Song Info Template.

## Creating Song Info For Individual Tracks

To create the necessary Song Info, navigate back to 'Database' and then 'Song Info'. When it comes to creating Song Info for your specific tracks, you are presented with two different options:

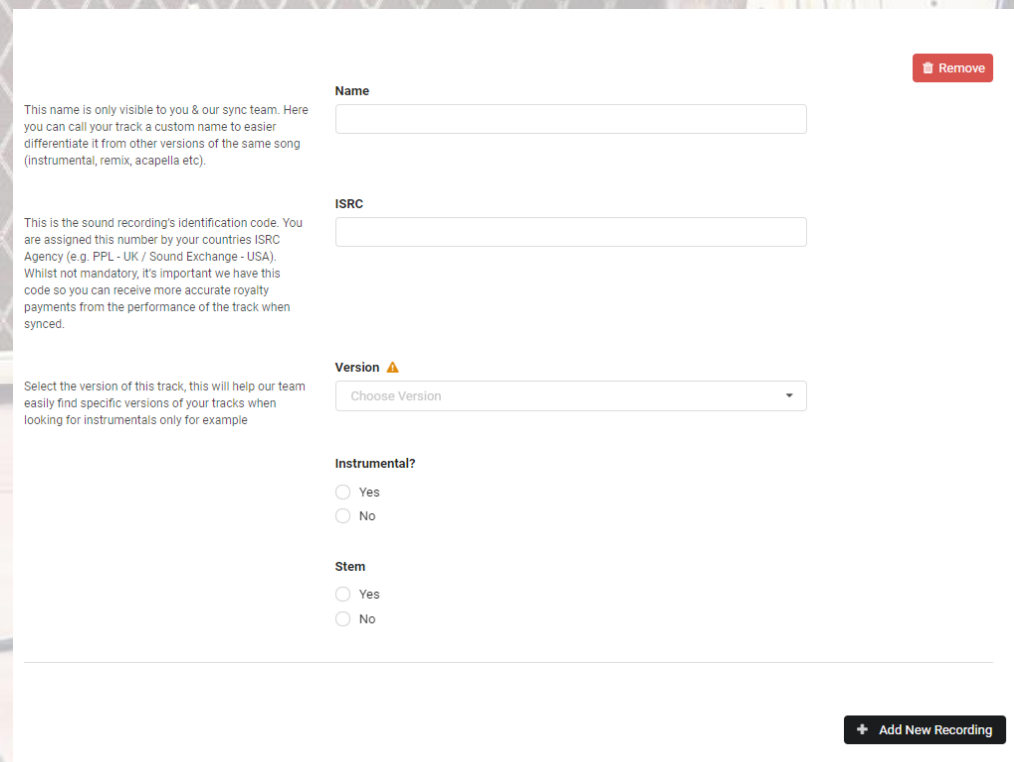
Create Song Info

Create Song Info From Template

As you've already created a Song Info Template, you will want to click the 'Create Song Info From Template' button, which will present you with a dropdown box with all the different templates you have created.

Choose the Song Info Template you just created, and on the 'Song Information' tab, change the template 'Song Title' to the actual title of the track you are creating the Song Info for.

Click 'Next' and you will go to the 'Recordings' tab where you enter various details about your track. Click on 'Add New Recording' and you will be presented with the following screen:




**Name** Remove

This name is only visible to you & our sync team. Here you can call your track a custom name to easier differentiate it from other versions of the same song (instrumental, remix, acapella etc).

**ISRC**

This is the sound recording's identification code. You are assigned this number by your countries ISRC Agency (e.g. PPL - UK / Sound Exchange - USA). Whilst not mandatory, it's important we have this code so you can receive more accurate royalty payments from the performance of the track when synced.

**Version** 

Select the version of this track, this will help our team easily find specific versions of your tracks when looking for instrumentals only for example

**Instrumental?**

☐ Yes

☐ No

**Stem**

☐ Yes

☐ No

+ Add New Recording



# Song Info and Metadata

Add the title of your track to the 'Name' section, and add your ISRC code if you have one. You will also have to choose a 'Version' of your track and confirm if it's an 'Instrumental' version and if it's a 'Stem' (a single part of a track - often used in remixes)

As the 'Rights Holder' and 'Writers' information has already been entered, all that's required is to 'Save' this new Song Info on the 'Additional Info' tab.

When you go back into the Song Info tab on the left side menu, you will see the new Song Info you have created as well as your Song Info Template.

On the right-hand side of the screen you will see a field entitled 'Sync Ready?'. If this does not indicate it's ready (as shown below), there will be an error message explaining what needs fixing!

Files	Sync Ready?
1	✓ Ready

## Adding the Song Info to your Audio files

This is the final stage of the process where you add and attach the 'Song Info' you created to the actual Audio tracks you previously uploaded to the 'Files' section of the platform.

Click on the 'Files' section on the left-hand menu and locate a track you have created 'Song Info' for. Under the track title you will see a box stating 'No Song Info'. If you hover over this, it will display 'Click to assign Song Info'.





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my files / Project Soaker 1-5 of 5

<input type="checkbox"/>	Name	Size	Uploaded		
<input type="checkbox"/>	10 - Stars (2001).wav <small>No Song Info</small>	56.7MB	25 Sep 2019 15:41	▶	...
<input type="checkbox"/>	03 - New Revolution (2001).wav <small>New Revolution Project Soaker (New Revolution)</small>	44.0MB	25 Sep 2019 14:15	▶	...
<input type="checkbox"/>	04 - Remedy (2001).wav <small>Remedy Project Soaker (Remedy)</small>	51.6MB	25 Sep 2019 14:12	▶	...
<input type="checkbox"/>	01 - Slip Away (2001).mp3 <small>Slip Away Project Soaker (Slip Away)</small>	9.3MB	24 Sep 2019 14:20	▶	...
<input type="checkbox"/>	01 - Slip Away (2001).wav <small>Slip Away Project Soaker (Slip Away)</small>	41.0MB	24 Sep 2019 14:18	▶	...

Click this and then follow the prompts and dropdowns to add the correct 'Song Info' previously created to the appropriate tracks.

**Congratulations! If you've followed all these steps, you'll have created your first complete 'Song Info' and attached it to an Audio track = You're a Star!**

You've earnt a well-deserved rest, so look out for the next guide in a couple of days time!