



Files and Folders



Music Gateway: Free Trial Guides



Files and Folders – How to

Today we're going to complete your Profile by adding your creative genius, making your music or project discoverable all around the world!

This starts within the Files header on the left-hand menu:

The screenshot shows the Music Gateway user profile for 'Andyparker'. The profile is located in the 'Files' section of the left-hand menu. The profile header includes a profile picture of a man playing a guitar, the name 'Andyparker', a location pin for 'London', and the tagline 'Empowering Creatives'. Below the header, the 'Bio' section contains a short paragraph about the user's role as Head of Customer Success at Music Gateway. The 'Audio' section features a play button and a waveform for a track titled '04+Alright' with a duration of 03:34. The 'Videos' section is currently empty. On the right side of the profile, there are three sections: 'Creative Skills' with tags for 'Guitar - Acoustic', 'Guitar - Electric', and 'Song Writer'; 'Music Genres' with tags for 'Pop' and 'Rock'; and 'Business Services' with tags for 'Artist Development' and 'Music Industry Consultancy'. The 'Industry Roles' section has a tag for 'Music Industry Consultant'. A '+ Add Media' button is located at the top right of the profile page.



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Click on 'Files' / 'Files' which will take you to the area where you can Upload Files (Music, Video and Images):

The screenshot shows the Music Gateway File Manager interface. The top navigation bar includes a music note icon, 'File Manager', and 'Audio Library'. The left sidebar contains navigation links: Dashboard, Files (highlighted), Audio Library, Database, Playlists, Opportunities, and Projects. The main content area features a search bar with the placeholder text 'Start typing to select search filter or add keyword'. Below the search bar, a folder named 'my files' is expanded, showing a list of sub-folders: 'Uploaded Avatars', 'SOG', 'Andy', and 'Photos'. Each folder has a checkbox and a three-dot menu icon. On the right side, there is an 'Upload Files' button and three options: 'New Folder', 'Add Youtube Video', and 'Add Vimeo Video'. Below these options, a tree view shows the 'my files' folder expanded, listing its sub-folders: 'Uploaded Avatars', 'SOG', 'Andy', and 'Photos'.

As you can see, there's the option to create a 'New Folder' within the Files section. This allows you to sort your uploads into different categories according to your needs.

Go ahead and create the various folders you need prior to starting your uploads to the platform (Example: Band, Album, Project, Photos, Videos).

Once this step is completed, click on the relevant folder you have created and then click 'Upload Files'. This will open up access to your computer, allowing you to upload the relevant content required for that particular folder.

You also have the option of uploading links to any YouTube or Vimeo content that's relevant to your projects.



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Remember, we're also giving you 500MB storage during your free trial, so be sure to use as much as you can by uploading your masterpieces to share with our passionate and motivated creative community!

Adding your Uploads to your Profile:

Now you've added all kinds of genius to the platform, it's time to add some of the best bits to your Profile which is the place where you'll first get 'checked out' by our community!

The screenshot shows a user profile for 'Andyparker' on the Music Gateway platform. The profile includes a profile picture of a man playing guitar, a bio, and a list of skills and genres. The bio reads: "I'm the Head of Customer Success at Music Gateway and want to help all our creative's get the most from our platform. Being a passionate creative myself, I understand the difficulty of 'getting your music out there', so I can sympathise with, help and support our growing creative community. Your success is our success, and I'm excited to be a part of the journey!" The profile also features a section for 'Audio' uploads, with one track titled '04+Alright' (3:34) displayed as a waveform. The 'Creative Skills' section lists 'Guitar - Acoustic', 'Guitar - Electric', and 'Song Writer'. The 'Music Genres' section lists 'Pop' and 'Rock'. The 'Business Services' section lists 'Artist Development', 'Music Industry Consultancy', and 'Industry Roles'.



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Start by going into Profile from the Account tab on the left-hand menu. We're going to look at how to add Audio, but please note the process is the same for Videos and Images.

Click the '+' button to the right of Audio. You will then be presented with any folders you have created:

The screenshot shows the 'my files' section of the Music Gateway interface. A search bar at the top contains the text 'Start typing to select search filter or add keyword'. Below the search bar, there is a list of folders under the heading 'my files':

| FileName 1 | Title | Artist | Length | Extension |
|------------------|-------|--------|--------|-----------|
| Uploaded Avatars | | | | |
| SOG | | | | |
| Andy | | | | |
| Photos | | | | |

On the right side of the interface, there is a '0 Selected Files' notification box with two options: 'Submit to Project' and 'Upload to My Files'.

Click on the appropriate folder containing your music, select the track and then click 'Submit to Project'.

The screenshot shows the 'my files / Andy' section of the Music Gateway interface. A search bar at the top contains the text 'Start typing to select search filter or add keyword'. Below the search bar, there is a list of audio files under the heading 'my files / Andy':

| FileName 1 | Title | Artist | Length | Extension |
|----------------|------------------|----------|--------|-----------|
| 04 Alright.wav | Alright original | Zenartra | 3:34 | .wav |
| 04+Alright.mp3 | Alright original | Zenartra | 3:34 | .mp3 |

The first file, '04 Alright.wav', is selected, indicated by a green checkmark in the first column. On the right side of the interface, there is a '1 Selected File' notification box with two options: 'Submit to Project' (highlighted in yellow) and 'Upload to My Files'. A '1-2 of 2' indicator is visible at the bottom right of the file list.



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As if by magic, this Audio track will then appear on your Profile page. You can add multiple Audio tracks to your Profile as well as Videos and Images.

This is the chance to show the world what you're made of, so think about the audience you might be looking to reach and display the relevant content.

Show your best side and remember, ***you never get a second chance to make a first impression!***

OK! Your profile is nearly complete, but there's just one thing missing: **Playlists**

In a couple of days, you'll receive the next step-by-step guide where I'll take you through Playlists and you'll complete your profile.

'Until then.....

