Routenote

Upload Guide

v1.5

Contents

Upload Guide

Creating a New Release

This guide will help you through RouteNote's release creation tool. Whether you are new to RouteNote or an advanced user, it is worth looking through this guide to avoid delays during our moderation process.

If you are looking for help with formatting your release then please refer to the "Style Guide".

1.1 Navigating to RouteNote's Release Creation Tool

To get to Routenote's creation tool simply hover over the "Distribution" tab on the Nav bar and select "**Create New Release**" (below).
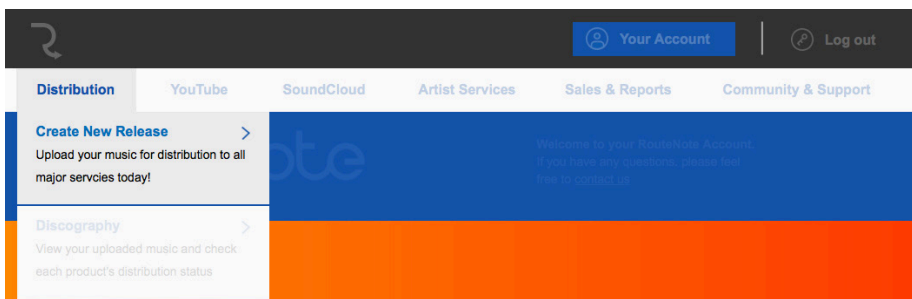
From here you arrive at the Release data page (below).

If you have a specific UPC you wish to use you have the option to enter it but otherwise leave blank and enter your Release Title. This will be your album name.

When ready, click on the "**Create Release**" button and you will be taken to the next step.

Release Overview

This Release Overview page will act as the hub for creating your release.

You will need your album metadata prepared, such as:

• Album name

• Artist/artists name

• Label

• Copyright information

• Release Dates

Artwork:

• 3000 x 3000 pixels

• jpeg format

• dpi of 72 - 300

Audio:

• Either MP3 or FLAC

• 44.1kHz

• Minimum 320kbps

2.1 Album Details

Here you will need to enter your metadata used for the album level of the release package. All starred fields are required and must be completed, other fields are optional. You can save your progress at anytime.

On the following pages are brief descriptions of the information needed to complete the album details metadata.

Album Details

Album/Single/EP Title *:	Release Name

If this release contains the same featuring artist(s) for all tracks, please add the featuring artist(s) to the album title in this format "(feat. artistname)"

Album Version :

Compilation Album: ☐ Yes ☒ No

Artist Name *: Primary ▼

The name of the artist attributed to this album. If there is more than one artist please add a new artist. There must always be a Primary artist.

Add Artist

Primary Genre *: Alternative ▼

Secondary Genre : None ▼

Composition Copyright ©*: 2019

Sound Recording Copyright ℗*: 2019

Record Label Name *:

If you don't have a formally agreed label, your artist name or band name will be sufficient. Descriptions such as "indie","independent","non" will not be accepted.

Originally Released *: Clear Date

Pre Order Date: Clear Date

Sales Start Date: Clear Date

Explicit Content *: Select ▼

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Save and Continue

2 Release Overview Album Details

2.2 Album Version

Album versions are used to distinguish between different versions of the same release (e.g. Deluxe Version, Remastered, Instrumental Versions)

2.3 Compilation Album

This feature should be used if the album contains *4 or more Primary Artists* in the track listing, this does not include Producers, Remixers, Performers or Featured artists.

*If Compilation Album is selected the Artist entry locks to "*Various Artists*".*

2.4 Multiple Artists

Here you can split out and assign roles to each artist on the album. Each artist must have a role and at least one artist must have the Primary role.

2.5 Copyright Lines

Each release requires a set of copyright lines each with the year this particular copyright began.

Composition Copyright (C line) refers to the name/title of the artist/band who originally wrote the song, or the who owns the composition rights.

Sound Recording Copyright (P Line) refers to the name/title of the band/artist/label who own the copyright to this particular recording.

2.6 Label Name

Often users do not have a record label. and are unsure what to put in this field. If this is the case, we suggest using the the band/artist title as it helps bring your release up in search results.

Please **DO NOT** use values such as 'none', 'unsigned', 'indie', 'N/A' or 'independent' as these will be rejected.

2.7 Original Release Date

The date that the release was first made commercially available.
The Original Release Date must be a date previous to any selected Sales Start Date.

2.8 Pre Order Date

Pre-order only applies to GooglePlay and iTunes Store. Pre-order only applies to GooglePlay, Amazon and the iTunes Store. You may set a pre-order date as early as you like but our distribution lead times still apply.

Pre-Order Date must be a date previous to any selected Sales Start Date.

2.9 Sales Start Date

Use the sales start date calendar to select a predetermined release date 2 weeks in advance of the upload.
Leaving the SSD (sales start date) blank will result in the product being released as soon as possible.

2.10 Explicit/Clean/Cleaned Listing

If your release contains any explicit material/language (in the audio, artwork OR titles/metadata), it must be listed as explicit.

The drop down box in the album details will allow you to select this.

Please only select clean if there is no profanity within your release **AT ALL**, in the audio, artwork *or* metadata.
Please note that if you mark an explicit release as clean, it may be taken down by stores.

Cleaned version must only be used for tracks or releases for which there is also an explicit version available and which has been specifically edited to be "CLEAN".

Add Audio

From the Release overview page, access RouteNote's Audio upload tool by clicking the "Add Audio" button.

3.1 Upload Audio

Here you can add your audio files to the release package. Once you have completed uploading your track via the "Choose File" button simply click the "Save and Continue" button to continue.

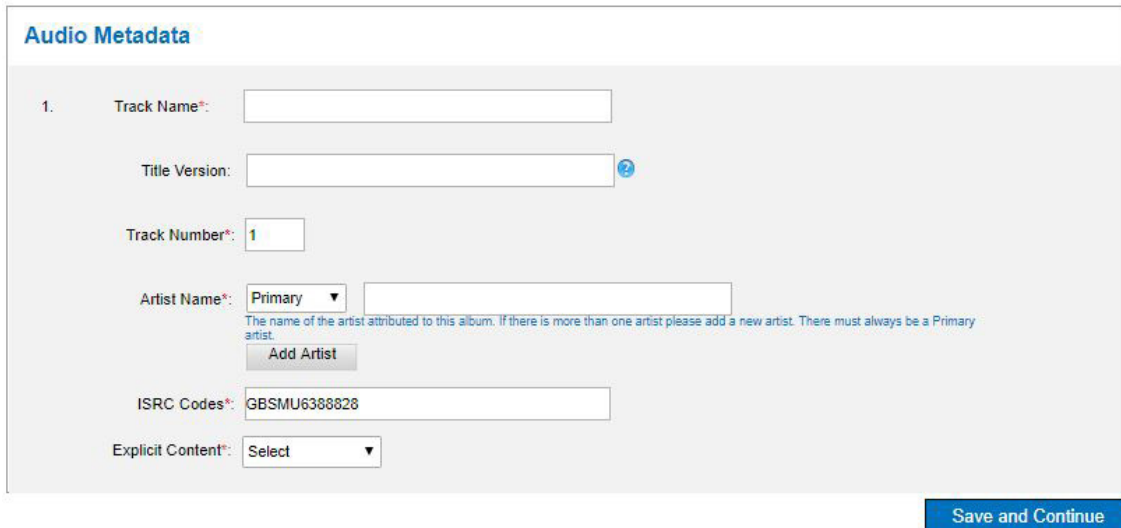You have the ability to upload up to 15 tracks at a time, if your release has more than 15 tracks you will be given the option to upload more before finishing with the upload tool.

All tracks must be uploaded as MP3s or FLAC, both minimum 320kbps.
Sample rate must be 44.1kHz.

3.2 Track Level Metadata

Following the completion of the track upload you must fill the track level metadata for each track on the release.

3.3 Track Title

The track title must not contain the track number. Track title must contain featured artists in the style,

"**[Track Name] (feat. [Artist Name])**"

Please refer to: 1.1 Correct formatting for a featuring artist in the Style Guide.

3.4 Title Versions

Title Version is used to distinguish between different versions of the same track by the same artist.

E.g. Live from San Francisco, Club Mix, Radio Edit etc.

3.5 Multiple Artists

Multiple Artists can be added at track level with the same limitations as at album level. Various Artists cannot be used as an artist at track level.

3.6 Track Number

This refers to the track's position in the release (E.g. 1, 2, 3...10...999).

3.7 ISRC Codes

ISRCs must be 12 digits alphanumeric in the form "CCXXXYYNNNNN".

Please visit *http://en.wikipedia.org/wiki/International_Standard_Recording_Code#Format* for more info.

Add Artwork and Metadata

From the Release overview page access RouteNote's Add Artwork upload tool by clicking the "Add Artwork" button.

4.1 Add Artwork

Here you can add your front cover Image of the digital release, for display at the retailers/streaming sites.

From here you can click the icon to select your artwork, or drag and drop your file into the dashed box.

Your artwork must fill the following parameters:

3000x3000 pixels exactly. Only .jpg files. A professional quality, product relevant image. 72-300dpi (300dpi is best). Less than 25mb. RBG colours scheme (not CMYK).

You may NOT upload artwork that displays the following:

Website URLS, contact information (e.g. URLs, hashtags, phone numbers, emails, usernames), pornographic images, pricing information, copyrighted images, scans of CDs (must be retail-ready artwork), blurry or pixelated images.

Any artwork that does not abide by these restrictions will be rejected.

Manage Stores Overview

Choose your Stores

RN Direct   iTunes & Apple Music   Amazon   eMUSIC   Select all stores ☐

Spotify   Google   Anghami   Deezer   WiMp/Tidal   Claro-musica   Juke   SoundCloud

Shazam   Gracenote   Kanjian   Pandora   Napster   Melon   iHeartRadio   7Digital   Saavn   Bugs!   Facebook   Naver/Vibe

Coming soon

Netease   Tencent   AWA

YouTube — **Import information!** By selecting YouTube you agree to the following:
Your audio is valid for Content Id: contains no samples, creative commons or public domain audio, is not a karaoke or sound-a-like, is not meditation music.
Auto-generated YouTube videos will be created for each track you upload.
Your audio has not been distributed to YouTube by any other party.

WARNING: For Worldwide distribution please DO NOT add Territory information.

Selected Stores with NO additional Territory information will be distributed Worldwide.

Territories ▼ Territory options

Include these Territories ▼
Territories:
Type or click here ▼   **Clear Territories**

Stores:
Please check the stores ▼   **Clear Stores**

5 Manage Stores

5.1 Store Distribution

The final part of the album creation process, "Manage Stores" allows the user to distribute to RouteNote's various distribution partners. You have the choice to either distribute to all the partners or make a custom selection using the check boxes.

5.2 Store Pricing

Once stores have been selected the user can choose between four pricing bands, low, lowest, standard and highest.

Pricing at the stores is greatly dependent on several factors including:
Total tracks on the release, total length (in time) of tracks on the release, the retailer and the specific territory.

For this reason we are unable to publish exact pricing.
Standard pricing approximately ranges between $7 and $10 per album and between 70 cents and $1 per single.

5.3 Territory Options

From Territory options you can select where your release will be distributed and to which stores.

It is important to note that if you do not want to specifically select territories then the territories table should be left blank and will automatically be released worldwide

Distribution Options

When the release has been finalised and the four sections, Album Details, Add Audio, Add artwork and Manage Stores are complete, you are ready to submit their release to be moderated.

RouteNote offers distribution options, Free distribution and Premium distribution. To select the distribution option, simply click the relevant button which appears on the screen once the "Release Checklist" is complete.

6 Distribution and Release Completion

6.1 Free Distribution

Our Free Distribution model allows artists to upload their music to the world's largest music platforms without having to pay upfront. Artists keep 85% of the royalties and can control which stores they want to work with.

6.2 Premium Distribution

Our Premium Distribution model allows the artists pay a small fee upfront, then $9.99 annually.

Artists keep 100% of the royalties.

Singles	$10	Album	$30
EP	$20	Extended Album	$45

6.2 Moderation

Releases once uploaded and completed will be subject to our moderation process and should be moderated within 72 hours, however it can take a little longer.