



REBEAT Digital

Music Distribution Software

REBEAT Digital is the ultimate software package for every author, musician and holder of music rights!

Sell your music in all leading download stores worldwide - iTunes, Amazon, Napster, Musicload, Nokia and many more!



Welcome to REBEAT Digital!

We are pleased that you have chosen our product, which is in fact a world first. Never before in music history creative professionals such as musicians, producers and labels have had the possibility to sell their products so fast, easy and efficient on the global digital market.

REBEAT Digital is an easy to handle music distribution software, customized for selling music on the internet. REBEAT Digital takes care of all administrative sales processes, allowing the creative professionals to focus on what is most important in the business: The music itself!

The following tips and explanations shall help you to maximize the benefit out of your bought software. Please keep in mind that REBEAT Digital has been developed by musicians for musicians. The professional experience of the team behind REBEAT Digital is based on years of work in the entertainment business. And you will benefit from this experience now as well – cost-effective and unbureaucratic. Nevertheless, there are some rules to be observed. As soon as you start trading with music, rights are being affected. REBEAT Digital will support you in this procedure and help you to successfully complete all necessary steps for your own safety.

Therefore we kindly ask you to take the time and read this manual very carefully. It contains all basic information about what is legal and what is not, what you are allowed to upload and what you are not. Especially now, with the heated-up debates about copyright and internet, it is extremely important to pay attention to our instructions. On the following pages we will provide you with information about copyrights, licenses and the music business in general. Three basic rules stand above all others:

1. Never upload songs you do not have all necessary rights for through REBEAT Digital! Otherwise a criminal charge will be brought up against you. Using REBEAT Digital will not protect you at all if you infringe somebody's rights.
2. As soon as you have finished the registration process, you will receive your login data for REBEAT Digital by email. Please keep these data strictly private and under no circumstances forward them to third parties! You are liable for any abuse occurring through your REBEAT Digital account.
3. REBEAT Digital was created by musicians to perform the needs of musicians. We see ourselves as a kind of creative community, without the pressures or influence of big corporate interests. We hope you will join us in taking our own, basic ethical rules to heart. Everyone shall enjoy producing music – having fun while being creative is what it is all about for us. But we will by no means tolerate or distribute any kind of songs promoting racial or religious discrimination or other strongly offensive content.

These three points are the “constitution” of REBEAT Digital, so to speak. We would like to stress out explicitly that we reserve the right to exclude you from using the platform in case of infringement.

REBEAT Digital
Gutenbergstrasse 23
3430 Tulln
AUSTRIA

contact@rebeat.com
+43.2272.61892 – 0
www.rebeat.com

Index

1	General information about digital music distribution	5
1.1	What about copyrights and what am I allowed to upload?	6
1.2	Who pays my mechanical royalties?	6
1.3	What are master rights and how are they applied?	6
1.4	Can I write a new text for an already existing song?	7
1.5	Can I use samples or parts of existing recordings for my self-produced compositions?	7
1.6	What rights do buyers of my digital music have?	7
1.7	What do I have to keep in mind when recording a cover version?	8
1.8	Do I need an EAN code (=bar code) for digital distribution?	9
1.9	What is the difference between EAN and ISRC code?	9
1.10	What about promotion?	9
2	First start of the REBEAT Digital software	10
2.1	Installation	10
2.2	Start the REBEAT Digital software	10
2.3	Set up the filestore	10
3	How do I transfer my songs to the net with REBEAT Digital?	12
3.1	Start screen	12
3.2	Create a new product	13
3.3	The button „Product data“	13
3.4	The button „Audio Import“	20
3.5	The button „Track data“	22
3.6	The button „Promotion“	29
3.7	The button „Upload“	31
4	After uploading the product, what's next?	33
4.1	Product overview	33
4.2	The Tracker	34
4.3	Widgets	36
4.4	Data Update	40
4.5	Take-Down	41
5	Accounting / Statements	42
5.1	Where do I get information about my sales?	42
5.2	The Dashboard	42
5.3	When do I get the statement?	43
5.4	When do I get the money for the sales?	44
5.5	Where do I see which songs have been sold?	44
5.6	What is the difference between preview and final accounting?	44
5.7	When do I get the money for the sales shown in the preview?	44
5.8	Why does it take so long until the sales are being paid?	44
5.9	I have not received a statement so far	45
5.10	What is the difference between downloads and streams/subscriptions?	45
5.11	How do I export my accounting details	47
5.12	Archive of statements and invoices	47
6	FAQs about the software	48
6.1	Can I store my Filestore in a cloud or on a webspace to get access?	48
6.2	Can I set the selling price for my tracks myself?	48
6.3	Can I add a song to an album which I have already uploaded?	48
6.4	Can I change the order of the tracks from an album which I have already uploaded?	48
6.5	I would like to publish my product in all stores at the same time	48
6.6	My release should be available as pre-order	48
6.7	How do I know where my song is already online?	49
6.8	I would like to use the same song on several products (e.g. compilations)	49
6.9	Why does the Tracker only search a few download stores?	49
6.10	The Tracker links to the wrong product	49
6.11	Why is my product missing in some (or all) stores?	50
6.12	I want my product not to be sold in particular stores.	50
6.13	Why does Beatport display the label name „Rebeat“ instead of my label name?	51
6.14	Some of my products disappeared in the REBEAT Digital software	52

6.15	Buy EAN / ISRC without uploading a product	52
6.16	I would like to save the EAN of an already uploaded product as an image	53
6.17	How to change credit card data	54
6.18	How to change your bank account, PayPal or Skrill (Moneybookers) account	54
6.19	How to change the language of the software	54
6.20	I forgot my login data for the REBEAT Digital software	54
6.21	Where can I download the REBEAT Digital software?	55
6.22	Install the REBEAT Digital Software on another computer	55
6.23	How to keep the REBEAT Digital software up-to-date?	55
6.24	What has to be noticed with re-recordings?	55
6.25	I can't import audio files into the REBEAT Digital software	56
6.26	What does it mean that the mechanical royalties may be larger than the turnover?	57
6.27	Amazon Disc on Demand	57
6.28	My products/data have disappeared (Mac OS only)	60
7	Common mistakes	62
7.1	Front Cover	62
7.2	Wrong orthography	62
7.3	No standard spelling	63
7.4	Several artists (Various Artists)	63
7.5	Featuring Artist	63
7.6	Short cuts of first names	63
7.7	Product title and track title	64
7.8	Additional information	64
7.9	Using capital letters	64
	Appendix A - Beatport genre list	65

1 General information about digital music distribution

REBEAT Digital is a music distribution software, which means we make sure that your songs get online for sale at download stores. We do not take care of professional music marketing, though. But as music marketing already starts at the very beginning of the value chain, “Marketing problems indicate product problems” is a very fitting maxim.

By this, we would like to express that your songs, your works are a business card of your creativity and your competence. Once in the shops, they will be facing the merciless judgment of the buying public. Therefore, please be careful with what you upload. Check and double-check the content and quality of your songs. Ask yourself if the titles you want to offer for sale will satisfy the public’s demands on quality. Ask friends and acquaintances for critical and honest examination of your works, before putting them online. Download stores are no “demo cemeteries” and not only music fans will get miffed at low quality. Download stores are professional record shops of the 21st century and want to be understood as such by all members of the creative community.

You are thinking about a career in the music biz? You are sure that there is adequate potential in your creative outputs and you believe that people will spend money for your products? Then you should also work on promoting and selling your songs!

Beside providing you with the REBEAT Digital Promotion Tool (see item 3.6), we will help you finding the right publicist, since the work of a publicist is essential to reach the media.

Reading specialist magazines like “Billboard” or “MusicWeek” will also help you getting up-to-date information and an understanding of the business.

By placing your songs in stores via REBEAT Digital, you have the chance to sell your music worldwide. If you will actually sell something depends on the amount of people knowing about your music.

You have uploaded your music. Which further steps are possible now? REBEAT Digital offers essential assistance:

With every step you take, do not ignore the fact that you are not the only “player” in the music biz. Miracles hardly happen overnight; in most cases, success is the result of hard work and a little bit of luck. Alas, having a hit cannot be anticipated by anyone. You can compare it with a burst pipe: water will always make its way through the wall – it is just a matter of time. But nevertheless, having hits is much more uncommon than having flops. Said that, it is in no way our intention to dishearten you; we just want to prepare you with essential protection to prevent you from suffering huge frustration.

Of course we want to keep you up-to-date at all times, therefore the REBEAT Digital software features an automatic update function. Every time you start the program, the software is looking for the latest version and is installing it automatically and for free. This way you do not have to think about updates at all. Remember our credo: “You upload the music, we do the rest”.

One more piece of advice: Please print your e-mails with your registration data and keep them in a safe place to refer back on for later installations.

If your personal data are changing in any way (new bank account number, new postal address, new credit card data), please let us know as soon as possible. Since we are dealing with your musical rights we want to and feel obligated to be careful with all your information. That is why it is necessary to always have your current data, so we can guarantee correct transactions with third parties (e.g. the societies for musical performing and mechanical reproduction rights or the shops).

Now there is only one more thing left to say: Keep in mind the most important guideline for every business: The sky is the limit!

The REBEAT Digital team wishes you good luck and all the best!

1.1 What about copyrights and what am I allowed to upload?

As a matter of principle, you are allowed to upload all songs you hold all necessary rights for or if all essential rights have been assigned to you by the originator for the realization of digital distribution (in written form! confirmed by a contract!). You are on the safe side if you have composed, written, recorded and produced everything on your own and did not fall back on already existing, trademarked recordings of others for your output.

TIP: If you have composed or written songs in collaboration with other musicians or as a band, clarify the copyright issue before you upload the first song. Subsequent disputes are always onerous.

For uploading third-party compositions (cover versions or remixes) you need to get the permission of the original publisher or the originator, meaning the author and the composer of a song. The publisher or the originator has to give the explicit permission to the digital use on the internet in written form.

To find out who has published the title you want to use, we recommend contacting a society for musical performing and mechanical reproduction rights. In the USA, ASCAP or BMI are responsible. Both are easily reachable through the internet. Please be aware that getting permission from publishers can be a nerve-racking and time-consuming affair, taking a couple of months to succeed.

1.2 Who pays my mechanical royalties?

If you are the author of your songs (songwriter and composer), you are entitled to receive revenues out of mechanical royalties.

In case of the distribution through REBEAT Digital, the process is as follows:

All European download stores pay mechanical royalties directly to the mechanical royalty collection group in their country (e.g.: iTunes Germany pays to GEMA, iTunes England pays to MCPS etc.), and the collection group distributes the royalties accordingly to the copyright holder.

For all sales outside of Europe, REBEAT Digital takes care that the mechanical royalties are being paid to the copyright holders worldwide.

The copyright holder has to be a member of a mechanical royalty collection group in order to get the mechanical royalties (e.g. England - MCCA; the Netherlands - STEMRA; Germany - GEMA; Norway - NCB; Canada - CMRRA).

1.3 What are master rights and how are they applied?

The rights on audio recordings, thus the rights on what is coming out of the speakers when a recording is played, are called master rights. This word stems from the term “master tape”, which originally was the tape the final “mastered” recording was on and which was then handed off for duplication. You are not allowed to upload a song you do not hold the master rights or written permission from the rights holder for.

When recording a song in your own studio, thus also functioning as a producer, you are holding the master rights. When recording a song in an external studio where you are also functioning as a producer, you are also holding the master rights. When the song is recorded in an external studio by another person acting as producer, you will need the allowance of this person in written form for the use of it. In a nutshell: When commissioning someone with the recording – even when you have to pay for it – you should in any case reach an agreement in written form with the producer that guarantees the master rights for you and therefore the right of use for digital distribution. In most of the cases you pay for the work of the producer and include the master rights in the payment as well. Often it is agreed that the producer receives a share

of the sales through a “producer’s license”. The specific allotment is a matter of negotiation, but in general no producer settles for less than 3%.

The golden rule is: All arrangements have to be settled upfront. Once the recordings have started or the master tape is finished, different points of view can quickly degenerate to a serious problem, escalate to a “deal breaker” and the entire project is doomed. And who really wants to record and produce when the result only collects dust in a drawer?

1.4 Can I write a new text for an already existing song?

This is not as easy as it may sound like: You have to have the permission of the originator. In general, a publisher represents the originator – so we are back on what we outlined earlier. To get the publisher’s permission, you need to transmit the new version of a text – afterwards the publisher will decide if you will or will not get the permission. Either way this process can take some time and you will have to be patient.

Without permission of the publisher and therefore the original author, you are not allowed to upload a new text version of a song. This is outright illegal and will most certainly get you in trouble.

1.5 Can I use samples or parts of existing recordings for my self-produced compositions?

The basic rule is: If you did not record the sample you would like to use, meaning that if you do not hold any master rights to it, you have to apply for a permit. Even if you only want to use very short samples, you cannot do so without permission of the holder of the master rights. If the part you want to use is several seconds long, you will additionally need the permission of the originator, respectively the publisher. When you are working with purchased sampling libraries, you have to check the terms and conditions of the license.

It is not automatically guaranteed that you have the right to use the samples without permission of the originator. You may even have to reel the master rights if you like to sample your own work in case you transferred the rights to someone else for evaluation. The use of samples in general is a delicate issue. We strongly recommend to refrain from using unsettled samples. There are specialists out there who explicitly watch out for the use of unsettled samples to enforce the claim of the originators.

1.6 What rights do buyers of my digital music have?

You only transfer the digital distribution rights to us, nothing else, meaning that you can allot all rights concerning your authorship (sync rights, publishing, physical reproduction etc.) at will. Digital sales through the internet (at e.g. iTunes, Musicload, Nokia etc.) do not contain any right of use but private utilization. So if business clients buy songs from you to use them for advertisement, a simple download of the music is insufficient! The clients have to decidedly buy the rights of use from you!

1.7 What do I have to keep in mind when recording a cover version?

The following information regarding cover version is not legally binding! If you do need further information please turn to your local royalty society or get in contact with a consultancy specialising in legal work concerning matters of the music business, for example the law firm “music & law” (http://www.musicandlaw.com/home_eng.htm)

Do I need permission to publish a cover version?

You always need the permission for a cover version or an edit.

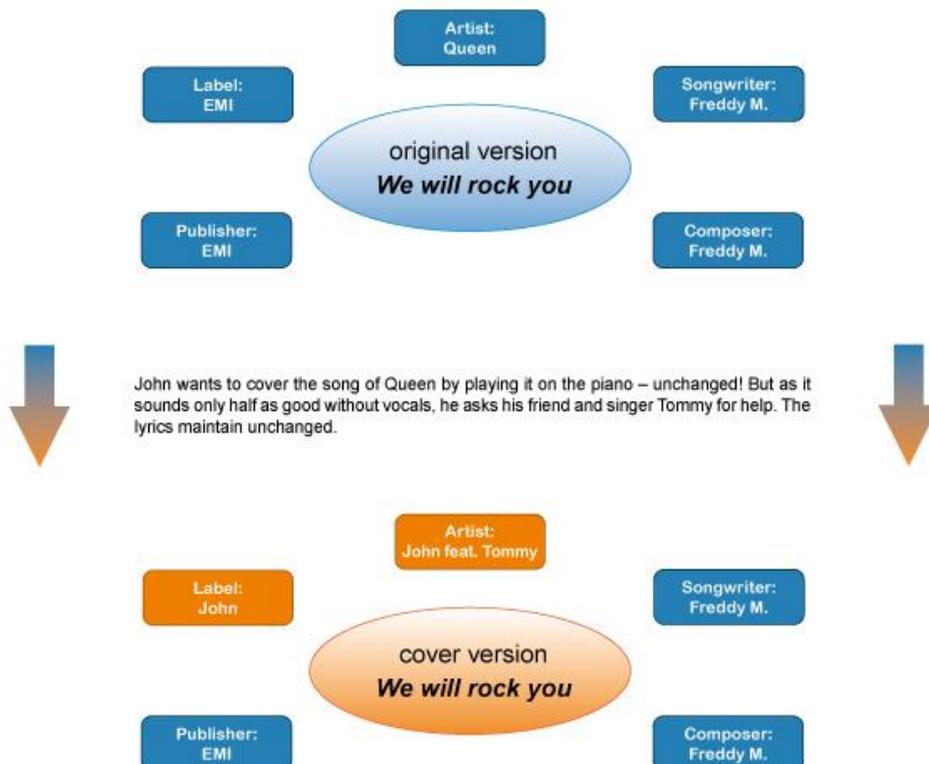
To publish an unedited cover version you need to get the permission of your local mechanical royalties society. They are responsible to transfer the license fees to the owner of the original song. But this is not the way it goes in America and Mexico! As soon as a cover version is available in the USA or Mexico (as download or stream), a permission from the owner (either the composer and songwriter or the music publishing company) is necessary!

If you want to publish an edited cover version you need the permission of the rightholder (composer and songwriter or publisher).

We strongly recommend you to always get the permission of the entitled person, to avoid any difficulties and legal steps.

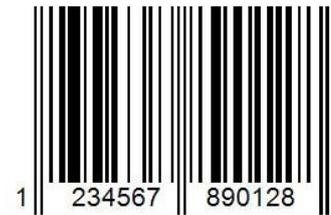
Where to fill in all necessary information in the REBEAT Digital software please have a look at the following example:

John would like to sell a cover version of Queen's "We Will Rock You". Where does he have to ask for permission?



1.8 Do I need an EAN code (=bar code) for digital distribution?

We know EAN codes not only from the supermarket. Each and every product has an EAN code nowadays for identification purposes. Digital products need EAN codes as well as they are the individual electronic price tags of the products, so to say. When talking about digital distribution, we do not refer to CDs anymore, but products and tracks.



If someone buys and downloads your complete product with all including songs, the accounting is done via the EAN code. One-track-products are common as well and also need to be marked with an EAN code. Without or with the wrong code a correct accounting is not possible and the download shops will not accept your products for sale. If you do not have an EAN code at hand, you can easily buy one within the REBEAT Digital software for only EUR 5,- each. This EAN code is also valid for physical distribution and can be used for a subsequent CD release.

After having bought an EAN within the REBEAT Digital software, the code remains yours and will stay valid even if you decide to terminate your contract with REBEAT Digital.

1.9 What is the difference between EAN and ISRC code?

Each digital product (=single, EP, album or audio book) needs an EAN code. In addition to the EAN, each track to be found on a product needs an ISRC code as well.

If a customer is only interested in specific tracks and not your whole product, he/she can buy and download the desired songs singly. In this case, the accounting is done via the ISRC code.

In case you do not have your own EAN or ISRC you can get them in your REBEAT Digital software.

1.10 What about promotion?

The REBEAT Digital GmbH is above all a distribution company. Our main task is to export and sell your music, to take care of sales figures and statements and to have an eye on the correct processing of the mechanical royalties. Thus it is up to you if your music gets noticed and in consequence bought at the download shops.

To give you a little help with promotion we offer a point of sale marketing service. This additional service is for requests on generating better placements directly in the online music stores. For further information please take a look to our website at the menu item "Promotion".

Please find enclosed some tips and tricks to attract attention for your songs:

- Write the information for the in the REBEAT Digital software implemented Promotion Tool in your national language and in English to make sure media partners from all over the world can benefit from the data.
- Link your products onn the REBEAT Artist Camp with your official website, your MySpace or Facebook profile. In doing so, interested parties will get all information about purchase possibilities, promotion plans and contact details at one go.
- Practise active promotion by yourself (e.g. pass out flyers, networking, live shows).

2 First start of the REBEAT Digital software

Note: All screenshots in this user manual are of the Windows version of the REBEAT Digital Software. The Apple version of the software is almost the same. Exceptions are marked with the Apple icon.

2.1 Installation

If you have purchased your REBEAT Digital software in a shop please insert the CD into your computer drive and follow the instructions of the installation assistant.

If you have purchased the REBEAT Digital software online and already downloaded the installation file to your computer, please open this installation file and follow the instructions of the installation assistant.

During the installation process the REBEAT Digital software checks if an update of the REBEAT Digital software is available. If an update is available it will be installed automatically.



Only for the Windows version are two further parts of the automatic installation process necessary, which is the .NET Framework and SQL Server Compact of Microsoft. If an update is available it will be installed automatically under Microsoft.



Important note for Mac Users: Due to technical reasons the Rebeat Software will only work if started from the Applications-Directory!

2.2 Start the REBEAT Digital software



Please enter the login data (user name, password, Rebeat-ID) you received by email after completing the registration process (which means you have sent us the signed contract). Then, click the “Login” button. Please make sure that you are connected to the internet.

Note: Keep the login data secret and **do not pass your login data** to unauthorized third parties! Keep in mind that using your login data enables to check the sales as well as upload, change or delete products under your name!

2.3 Set up the filestore

After a successful login and upon the first initialization of the REBEAT Digital software, you will be asked to specify the location of your “filestore.” The “filestore” is the directory where all your encoded musical data (e.g. wav files, cover art, etc.) will be saved and stored.

You can locate the filestore on an external harddrive, if you need more storage space, or if you would like to get access to the same filestore with several computers (only possible **with the same operating system**, that means only Windows or only Mac). See also item 6.22 „Install the REBEAT Digital Software on another computer“.

You can change the filestore path in your REBEAT Digital software any time with help of the menu Extras (Apple: menu “RebeatV1”) and Settings.

Note: We recommend that you make a periodic backup of your filestore to an external harddrive or DVD to avoid a data loss in case of a system crash.



Important note for Mac User: This is an important information regarding the use of external storage devices (like hard discs or USB sticks) for the purpose of saving your master and meta data (i.e. your “filestore”): Please make sure that the external storage device is plugged in and working

correctly **before** you start and use the REBEAT Digital software. Also, the external media must stay connected during the use of the software. If not, the software will not recognize products you have created, changed or uploaded correctly!

3 How do I transfer my songs to the net with REBEAT Digital?

The software manual step-by-step

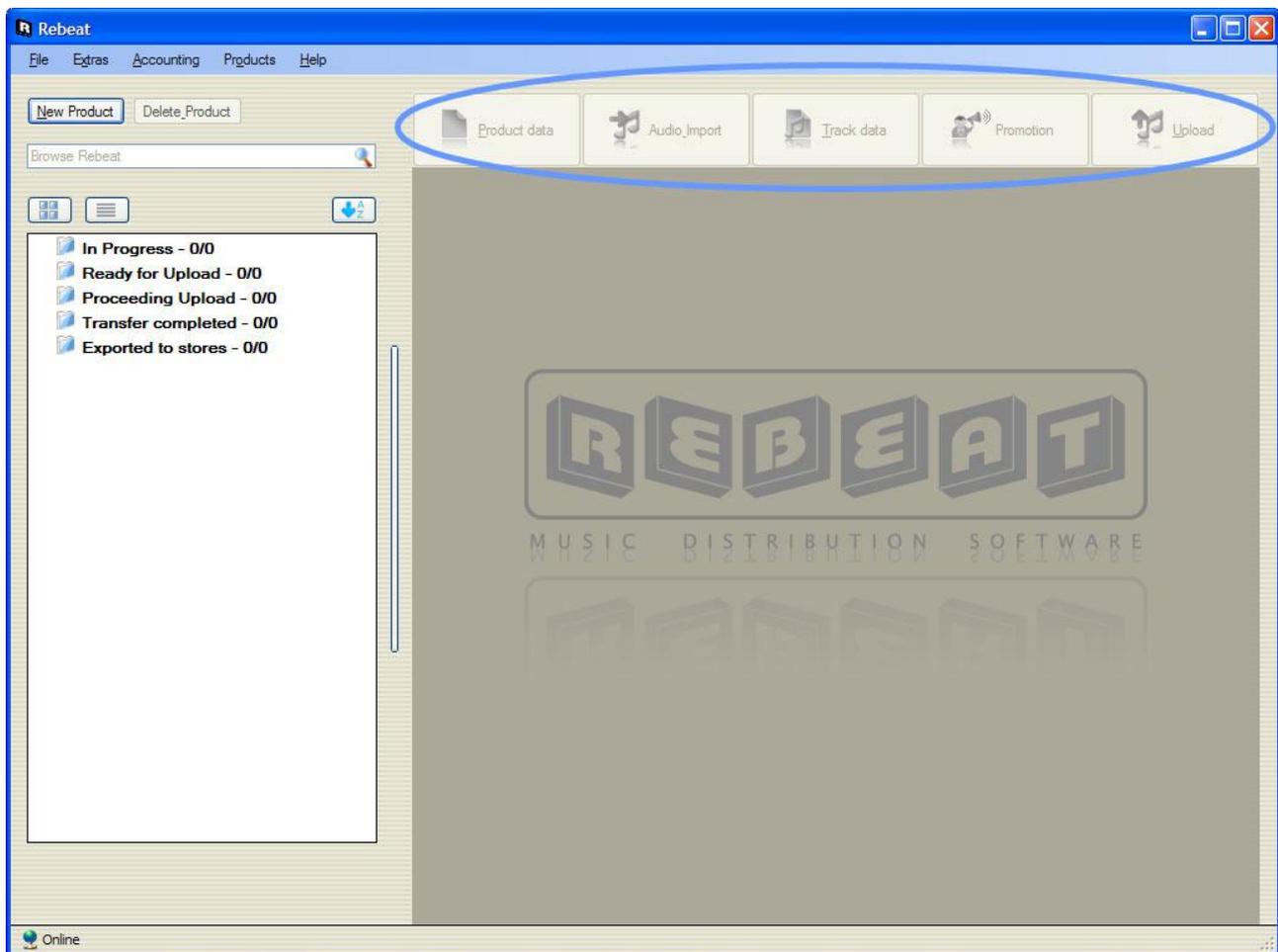
Not all of us are computer scientists. Everyone knows the feeling of being that frustrated that you want to bite into the keyboard because yet again something does not work the way we expect it to.

That's why we made it our top priority to make the use of REBEAT Digital as user-friendly and easy as possible. It should all be simple and quick. However, if you have any questions please feel free to contact us:

support@rebeat.com

3.1 Start screen

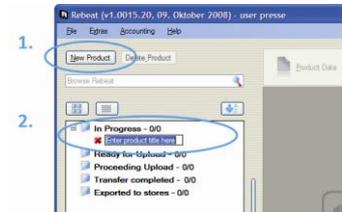
As soon as you have set up the directory for your "filestore", you will be presented with the start screen of the REBEAT Digital software. It's here where you will find all menu items and important functions clearly displayed. The horizontally arranged buttons at the top of your screen show the steps required to upload your songs (see figure).



3.2 Create a new product

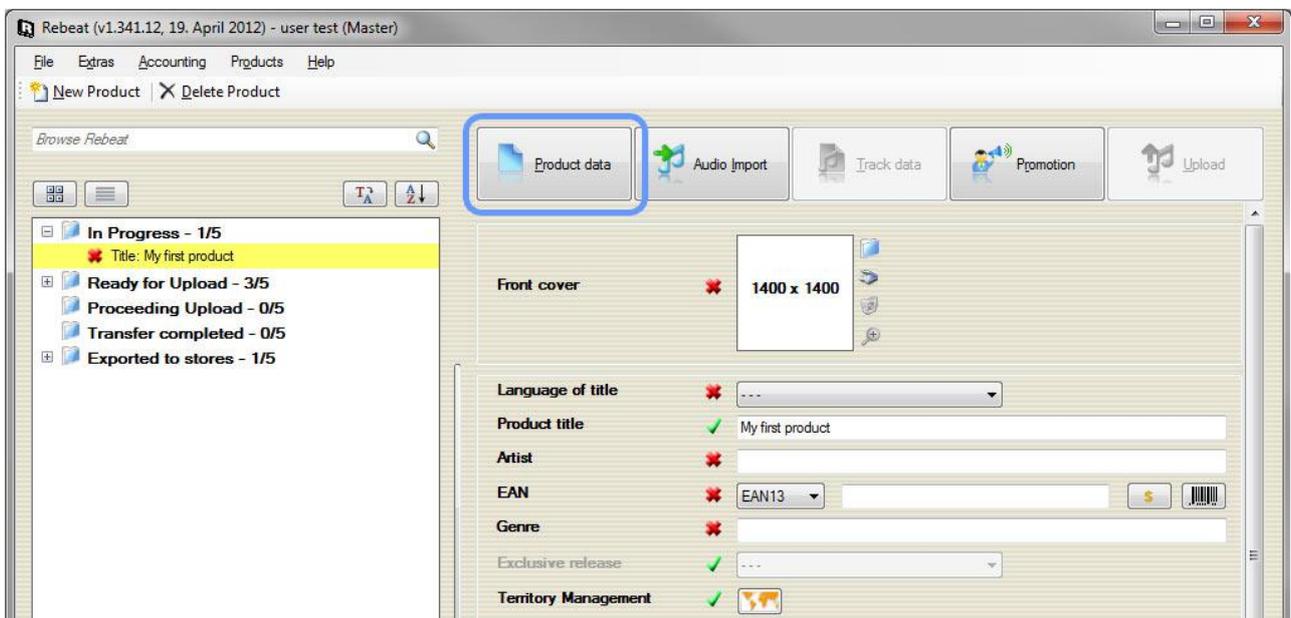
First of all you have to create a new product. A “product” can be a single, an EP, an album (depending on how many songs you include), or an audiobook. No matter how many songs you wish to upload, you must always create a “product” first - even if you only wish to upload a single song.

Please click the button “New Product” (1.) to prepare your first upload. Afterwards, please enter a product title (2.).



Note: You can interrupt working on your products and close the REBEAT Digital software at any time. You do not need to save anything since all data that you insert or import into the software will be saved automatically as soon as you click to another input field.

3.3 The button „Product data“



Please enter all data concerning your product and add the front cover art.

Note: All mandatory fields are preceded by the symbol ✖. As soon as you start entering data and your input is validated the symbol will change to ✔.

3.3.1 Front cover

Click in the square (which is the placeholder for the cover art) and import an image file of your cover art. The cover requires the pixel dimension of 2400 x 2400 as a minimum.

Supported file types: JPG, PNG, BMP, GIF, TIFF

The more dramatic and exciting the cover art design, the more you will attract the customer. Spending thought and time on your choice of design can have a huge impact on how many people will want to listen to your music. Many of the customer judges a book by its cover. Thus, be creative or contact a graphic designer. The cover art is a poster child for your product.

Note: Some stores may deny the cover art and therefore the whole product due of the following reasons:

- indications of the physical product (CD or DVD) must not be seen on the cover of a digital product, like "CD with lyrics booklet", "sticker inside", "double CD", "bonus CD included" etc.
- the cover was scanned with the jewel case visible
- an internet link is being published on the cover art
- The album title or artist name does not match title or name on the cover art.

Furthermore, the cover art must not be anti-semitic, discriminating, immoral or show nudity.

Please take also a look to the paragraph "7 Common mistakes" in this manual, where you will find other reasons why your product **may be denied by some stores!!**



Scan option: Here you have the option to scan the cover straight out of the software. Scan the picture and arrange your required array by pulling the mouse from one vertex to the other. Then scan the defined array. This feature is only available for windows at the present time.

3.3.2 Language of product title

Please choose the language of your product title (e.g. "O sole mio" --> Italian, "Greatest Hits" --> English). It does **not** mean the language of the song lyrics!

3.3.3 Product title

Your product (= single, EP, album or audiobook) requires a title which you can enter or change here. We recommend that you to use a title that can be identified in the chorus. Bear in mind that you want your track to be easily found. By labeling it "I love you", chances that someone will quickly find your specific song are not very high.

Please don't write the title of your product in capital letters (e.g. YESTERDAY). Especially iTunes rejects that kind of spelling; in worst case they will refuse to put your product online. The correct spelling is: Yesterday. This is valid for all input fields as track title, artist name, etc!

Notes: Please make sure to check your entries for correctness and capitalization rules before starting the upload, because the product won't be edited by REBEAT before the export to the download stores.

If your product contains **only one track** then the product title must be exactly the same as the track title!

Please take also a look to the paragraph "7 Common mistakes" in this manual, where you will find possible reasons why your product **may be denied by some stores!!**

3.3.4 Artist

Please enter the name of the artist. If there is more than one artist on the product please separate the artist names with a slash (unless it is a classical music) . Example: Artist A / Artist B / Artist C

If the product includes more than 3 artists (and only in this case) and it is not a classical music, please enter "Various Artists" in this field. Short cuts like V/A, V.A., Various, Various Artist, Varios are not allowed as interpreters' names! Otherwise some stores can deny your product so that your product won't be online in these stores. For products of classical music you have to list all artists.

Note: There are other reasons why stores may deny your product. To avoid this, please take care:

- Don't use abbreviations of first or last name
- Artist names must not include any additional information beyond the name - no role, date, instrument, former band, etc.

Featuring Artist:

The participation of a performer which does not belong to the regular band is called featuring artist. If there is also a featuring artist performing in the song, then the artist names have to be separated with the phrase of "feat." (without quotation mark).

The main artist has to be named **before** the featured artist.

See the following example how to enter the artist names into the REBEAT software:

Artist A feat. Artist B

Notations like like ft., featuring, feat, FEAT, etc. are not allowed, as well as the use of brackets!

In case that you don't take care of these specifications it might be possible that your product won't get online in the stores.

Please take also a look to the paragraph "7 Common mistakes" in this manual, where you will find other reasons why your product **may be denied by some stores!!**

3.3.5 EAN

The EAN code (also known as bar code) makes the identification and the accounting of all products possible. A product without a code is like a car without license number or a stateless person without a passport – unable to work, make money and be a vital part of the community. We'd like to remind you again that every product needs its own code! An EAN code must not be used several times, because the accounting would not work.

All download stores requires the notification of an EAN for each product, no matter if your product contains only one track. We can't export your product to the stores without an EAN.

If you do not have an EAN code for your product, you can buy one in your REBEAT software when creating a new product. Just click the dollar (\$) button on the right side in your REBEAT software and purchase an EAN directly for EUR 5.00 (see figure below).



The screenshot shows a software interface with three input fields: "Artist", "EAN", and "Genre". Each field has a red "X" icon to its left, indicating a required field. The "EAN" field contains the text "EAN13" and a dropdown arrow. To the right of the "EAN" field, there is a button with a dollar sign (\$) and a barcode icon. A blue circle highlights the dollar sign button.

The EAN code won't be visible before you have uploaded your product successfully. Your credit card won't be charged with the cost for the EAN code before you upload the product. So until you upload the product

you will see “EAN set automatically” in the input field of the EAN. As soon as you have uploaded the product you will see the EAN in your REBEAT software.

You can use this EAN code for your product even if you cancel the digital distribution at REBEAT.

As long as you have not uploaded the product you can cancel the order of buying an EAN code by clicking on the button with the dollar symbol again.

Important note:

Do never ever create or invent the number of the barcode by yourself! And do not use the barcode from any product (cornflake box, beverage can, etc.)! This may be prosecuted criminally.

Get your barcode legally, either with help of a media production company, the GS1 (www.gs1.org) or directly in the REBEAT Digital software for EUR 5.00.

Same with the ISRC code: Do not invent an ISRC but get it from the IFPI or buy it in the REBEAT Digital software for EUR 1.00 (see item 3.5.9 ISRC).

In case you need an EAN before the product has been uploaded – e.g. for sending it to the pressing plant for physical CD distribution, you can buy the EAN in advance in your REBEAT software. See item 6.15 “Buy EAN / ISRC without uploading a product” in this user manual. You will get this EAN right after the purchase.

Barcode Creator:



This tool is settled next to the button with the dollar (\$) symbol in the line EAN code. The Barcode Creator of the REBEAT software can be used to generate an image file of a barcode (EAN, UPC) in high resolution (e.g. for CD replication).



Tip:



If you would like to use the EAN for the artwork of your physical CD, you should save the barcode as emf file. This vector format is preferred by graphic designers.



In the Mac version there is no possibility to save as vector format. Instead please save the file as jpg. This is the highest possible dimension of the image file and is suitable for printing use (such as artworks of physical CDs).

3.3.6 Genre

Please select the specific kind of music genre here. Bear in mind that the correct genre information supplied to the shops depends on your selection in this category.

Note: It might be possible that a download store changes the genre without notification (e.g. iTunes and Beatport).

Please keep in mind that some stores have a jury checking all incoming content to make sure it fits their repertoire (Beatport for example only takes dance and electronic affiliated music we deliver to them). We have no influence on the final decision of the stores.

Since all stores do have different genre lists, the genre list of REBEAT Digital is oriented towards the genre list of iTunes.

3.3.7 Exclusive Release

Note: This tool is only available **for products of genre dance and electronic**, otherwise it is disabled!

With help of this tool you can publish your product as an exclusive release for the chosen store (currently possible for Beatport and Juno). The product will be available for the chosen period (2, 4 or 8 weeks) in this store only.



Genre	✓	Electronic / Dance / New Beat
Exclusive release	✓	---
Territory Management	✓	---
Label name	✗	Juno / 2 weeks
Publisher	✗	Juno / 4 weeks
		Juno / 8 weeks

The start of the exclusive time in the specific store is the date you entered as release date (see chapter 3.3.15). By the end of this period it will be available automatically in all other stores.

Main preconditions are that the product is NEW and therefore **has never been released before**. The product has to be of the main genre dance or electronic. Furthermore it is important to choose a subgenre which is available on the demanded stores.

As there is a necessary preparation time by the stores, it is of utmost importance to **upload the product at least 21 days before the release date!!** For any products uploaded later, we can't give the guarantee that it will be online with the exclusive status on the demanded store!

If you would like to make an exclusive release for your product, handling costs of EUR 15.00 will be charged to your credit card during the upload of your product.

Note: To have an exclusive release for a store doesn't mean that this release is presented on the front page of the store! An exclusive release does not have any influence on further marketing operations of the store. The exclusive release is only for the exclusive availability of a product on the store for a specific time. The characteristics of an exclusive release are a plainly higher sales price and the special marking with "exclusive".

For example, at Beatport all further marketing measures like banner or features are being chosen only editorially by Beatport. These services can't be bought at all!

You can find further information about point of sales marketing services in the stores on our website: <http://www.rebeat.com/en/music/promotion/>

3.3.8 Territory Management

Generally REBEAT Digital exports all uploaded tracks worldwide. In case you don't want that due to legal causes or other reasons you can choose in which territories of the world the track should be available.

If you don't select any country then your product will be available worldwide (= WW) as usual.

This tool displays an additional option but you do not even have to open or use it for worldwide releases.

3.3.9 Price Tier

Note: The Price Tier tool is available in the REBEAT Digital Business Edition only!

This tool gives you the possibility to influence the price tier (low, middle, high) of the selling price of a product, but not the selling price itself. The selling price will be defined by the stores! Please note that due to EU competition law we are not allowed to define the selling price - the final pricing will always be up to the individual digital music service.

Generally we recommend not to change the default value of “Automatic”. The automatic price tier is based on our knowledge of the music business and takes care of the different markets worldwide (e.g. countries like India have a different purchasing power than the UK).

Due to the fact that our commission (15 %) is calculated on the basis of the turnover, you can be sure that we try to gain the maximum turnover – not the maximum price of sale!

The common selling price (see information below) provides the basis of the different price tiers.

	Characteristic	Common selling price per product (in Euro)
Single	Product contains 1 to 3 tracks	0.99 – 2.00
EP	Product contains 4 to 6 tracks	2.00 – 3.49
Album	More than 6 tracks	4.00 – 12.00

These are the different price tiers:

Automatic

We try to arrange with the stores that the selling price for one track costs between EUR 0.89 and EUR 1.19. If the selling price is higher than that the customer won't buy the music because it is too expensive. If the selling price is lower the finally turnover won't be higher and the sale is not cost-effective. You have also to consider the different countries: A song in China or India costs about EUR 0.29. Many people there can't afford to buy a song beyond that price.

Budget

This price tier results in the lowest possible selling price, which is about 50 % of the common selling price. The common selling price will be defined by the stores!

Back

With the price tier “Back” the selling price will be about 80 % of the common selling price. The common selling price will be defined by the stores!

Normal

The normal price tier is the common selling price. The common selling price will be defined by the stores!

Front Plus

Selecting this option your product will be sold for the highest possible selling price, which is about 130 % of the common selling price. Please note that a higher selling price does not mean that your overall revenues will be higher. Many customers might be reluctant to buy a song which is too expensive. The common selling price will be defined by the stores!

3.3.10 Window Marketing

Note: The Window Marketing is available in the REBEAT Digital Business Edition only!

In case you have a promotion plan for a new release then it is possible to deliver your release to the streaming stores a few weeks later than to the download stores.

3.3.11 Label name

Please enter the owner of the master rights here. As a rule, this should be you yourself, your label or the person, who carried forward the rights for examination to you.

Most of the stores publish this label name with the product (except Beatport, see 6.13).

3.3.12 Publisher

Please enter the publisher of your song in this field.

If you do not have your songs published, thus not signed to a publishing company, please enter “Manus” or “Manuscript” in this field. This signifies as much as “self-published”.

3.3.13 Year

In this field please enter the year of the registration of your work. To register a work, you have to be member of a society for musical performing and mechanical reproduction rights.

In case that you have not registered your work, or that your product contains several tracks with different years of registration, then enter the year of the release of your product.

3.3.14 Explicit lyrics

If your songs contain lyrics that would require a parental advisory sticker on a physical CD, you have to mention it here. By explicit we mean excessive use of profane language in the lyrics and therefore not suited for children. So, if your product contains even only one song with explicit lyrics, please choose “YES” from the drop down menu.



Note: A release with explicit songtext is banned in some conservative countries. The music won't be available for sale in those countries (such as Belarus, Burkina Faso, India, Nepal, Uzbekistan).

3.3.15 Release date

Release date is the date when your product should be available to buy in the download stores.

Depending on the store, the product is available in all online stores between 3 and 30 days! If you want to make sure that your product is online in all stores at the same time and/or on a fixed date please set the release date as a minimum 30 days in future.

For example, if you have a special Christmas song and upload it in August, but you want this song online not before December 24, you can upload the product in August with a release date of December 24.

Please note that regardless of the release date some stores publish your product in the online store before the release date. But the product can't be bought and listened in full length before the release date! In some stores the release can be pre-ordered and also pre-listened (about 30 seconds). For more information regarding pre-order please read chapter 6.6 'My release should be available as pre-order'.

The release date does not have to be the same date as the upload date or a date in the future! Of course you can specify an earlier release date than the present day (or the upload date). The date can be set before (if your product already have been released some time ago) or after (if you want to have the release displayed on a future date) the current upload date.

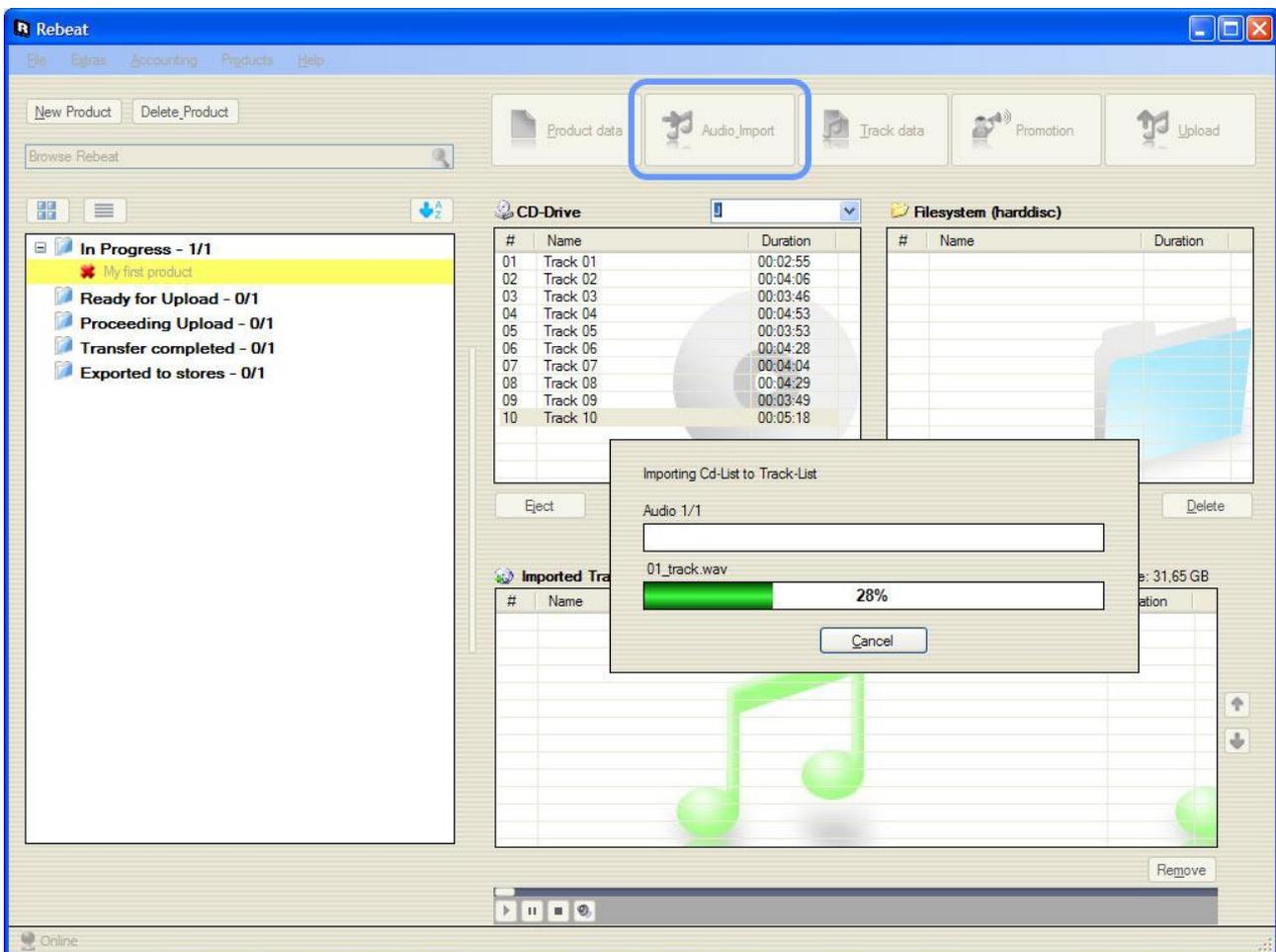
3.3.16 Product info

You can enter some text for promotional use. It will be used by some shops next to your product. But REBEAT can not guarantee the use of it anywhere and does not have influence on it. In any case take high attendance to misspelling and typos.

3.4 The button „Audio Import“

The audio files that you import have to be wav or aiff, 16 bit, 44.1 kHz and stereo.
Note if you have aiff files: The aiff files have to be conform to the AIFF-C specifications.

It is not possible to upload mp3 audio files! Of course, the file size is significantly smaller than the file size of wav or aiff, but mp3 is a format using of lossy data compression. And because we have to convert your audio files (wav or aiff) into several audio formats (e.g. flac, wma, aac) the quality would be worse if we had to convert from a mp3 file.



Choose here, if you want to import your files from a CD or directly from your hard disc as a wav-/aiff-file. Generally, we recommend the import from your hard disc (using a wav-/aiff) since during the ripping of CDs errors may occur (e.g. crackling).

Note: The information of ISRC need not to be included in the audio files because it won't be read by the REBEAT Digital software.



The audio files are being imported to the software by clicking on the green arrow (which is pointing down).

You can change the order of your audio files with help of the two arrows on the right.

Important note: You can't change the order of the audio files nor add a track after you uploaded the product!



You can listen to your audio files (prelisten) with help of the play button.

Important note: If you select all audio files to import them into the REBEAT Digital software all together at the same time please check the order of the audio files after the import with help of the prelistening!! You can't change the order of the audio files nor add a track after you uploaded the product!

Identify the track title when ripping an audio CD:

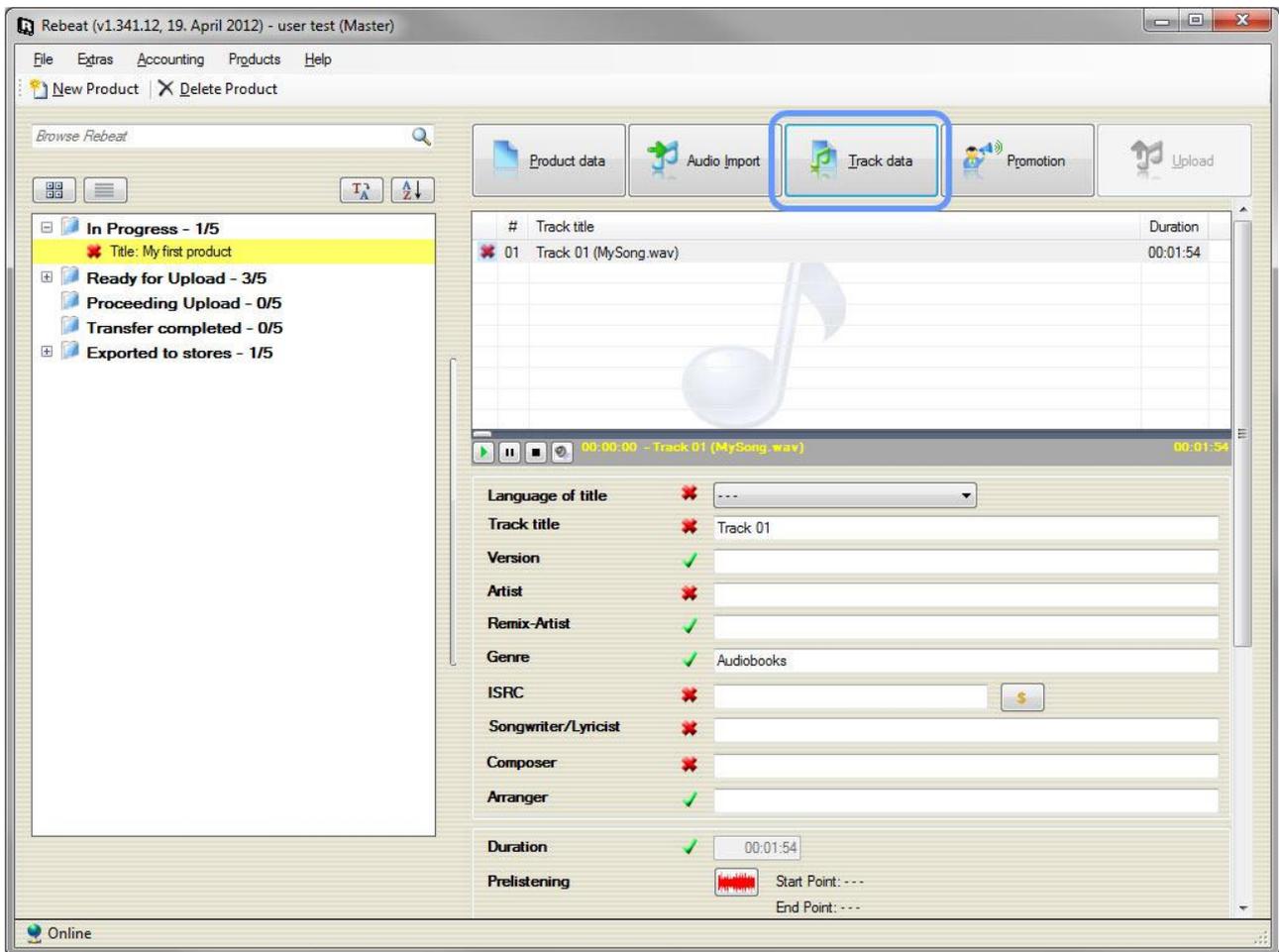
When ripping your audio CD in REBEAT software, the software attempts to identify the CD you are ripping, and complete the track title information for you. For that purpose the REBEAT software is connected to the database of freeDB.org. If the audio CD is listed in the database of freedb.org, then the information such as track title can be completed. For further information see <http://www.freedb.org/>.



Note: The left window of importing the audiofiles directly from a CD is not available in the Mac version of REBEAT Digital because Apple has a comfortable possibility to rip the audio files directly from a CD. Just insert the CD into the Mac and copy the audio files to the hard disc of your Mac by drag and drop. And then import the files via the REBEAT Digital software.

3.5 The button „Track data“

This window again demands precision, since you have to enter the data for every single track here. Please make sure to check your entries for correctness and capitalization rules before starting the upload, because the product won't be edited by Rebeat before the export to the download stores.



Note: All mandatory fields are preceded by the symbol ✖. As soon as you start entering data and your input is validated the symbol will change to ✔.

3.5.1 Language of track title

Please choose the language of the title (e.g. "O sole mio" --> Italian, "Greatest Hits" --> English)
It does **not** mean the language of the song lyrics!

3.5.2 Track title

The way you name your titles in this field is exactly how they will be displayed in the download stores!

If some of your songs have the same title then you have to differ them by specifying the version (see next item)

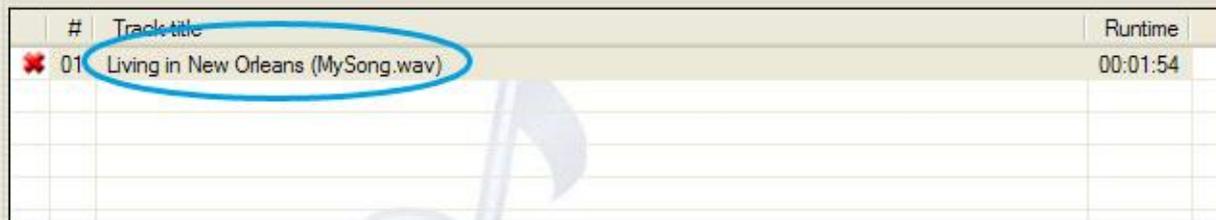
For example:

track title 1 is „Living in New Orleans“, version „instrumental“

track title 2 is „Living in New Orleans“, version „radio version“

track title 3 is „Living in New Orleans“, version „party mix“

Don't get confused by seeing the name of the audio file (e.g. "MySong.wav", see figure below) next to the track title. This won't be exported to the stores! It is just for your information so that you know which audio file you currently working on.



#	Track title	Runtime
✖ 01	Living in New Orleans (MySong.wav)	00:01:54

If your product contains **only one track** then the track title must be exactly the same as the product title!

If you have a track of genre **opera** or **classical** please take a look to the item 0 Classical input fields in this manual. When using these genres the **track title field is deactivated**, because you have to enter the track title with help of the special classical input fields.

3.5.3 Version

Name the version of your songs (e.g. Radio Version, Dance-Mix, Live) **without brackets!** This field can also remain empty if every track title is different from the others. But the information in the field "Version" is absolutely necessary in case you upload tracks with the same title and/or Re-Recordings (see item 6.24 What has to be noticed with re-recordings?).

Example 1:

Tracktitel: *Go West*

Version: *Instrumental*

Example 2:

Tracktitel: *See You Later Alligator*

Version: *Re-Recorded*

For songs where you enter the version as well as the information that the song is a Re-Recording, please separate it with a slash (see example below).

Example 3:

Tracktitel: *The Sound of Silence*

Version: *Live / Re-Recorded*

3.5.4 Sound-alike

Sound-alikes are recordings in which the arrangement and the production (e.g. instrumentation, sound) are intended to imitate a preexisting original recording as closely as possible. In this sense, sound-alikes are cover versions, but without the intention of a new artistic interpretation of an original work.

Due to the potential for confusion with the original work iTunes does not accept sound-alikes. Therefore, if a song is marked as a sound-alike in the REBEAT Software, it will not be exported to the iTunes Music Store.

IMPORTANT:

The sound-alike-setting cannot be undone as soon as you have uploaded the song!

If your song is a sound-alike and you don't mark it as such, then this might lead to costs that can be forwarded to you.

3.5.5 Language of song lyrics

Choose the language of the song lyrics.
In case of an instrumental song please choose Instrumental.

3.5.6 Artist name

Please enter the name of the artist. If there is more than one artist on the product please separate the artist names with a slash.

Example: Artist A / Artist B / Artist C

Note: Do not write “various artists” if there is more than one artist to be named! Always name every artist of the track.

To avoid that the stores denied your product please take care of the following:

- Don't use abbreviations of first or last name
- Artist names must not include any additional information beyond the name - no role, date, instrument, former band, etc.

Featuring Artist:

The participation of a performer which does not belong to the regular band is called featuring artist. If there is also a featuring artist performing in the song, then the artist names have to be separated with the phrase of “feat.” (without quotation mark).

The main artist has to be named **before** the featured artist!

See the following example how to enter the artist names into the REBEAT software:

Artist A feat. Artist B

Notations like like ft., featuring, feat, FEAT, etc. are not allowed, as well as the use of brackets!

In case that you don't take care of these specifications it might be possible that your product won't get online in the stores.

Please take also a look to the paragraph “7 Common mistakes” in this manual, where you will find other reasons why your product **may be denied by some stores!!**

3.5.7 Remix-Artist

Please enter the name of the artist who made a remix of the original version. A remix is a new interpretation of the song, which may have parts of the original. But sometimes there is only the melody or theme remaining. Do not mix it up with a remake or cover – these are nearly identic copies of the original track. In case that your song is a remix, please enter the name of the original artist in the field “Artist”.

3.5.8 Genre

Please select the specific kind of music genre here. Bear in mind that the correct genre information supplied to the shops depends on your selection in this category.

Note: It might be possible that a download store changes the genre without notification (e.g. iTunes and Beatport).

Please keep in mind that some stores have a jury checking all incoming content to make sure it fits their repertoire (Beatport for example only takes Dance and Electronic affiliated music we deliver to them). We have no influence on the final decision of the stores.

Stores of specific genre: All tracks of a product have to be of the specific genre of such a store to be accepted by this store. For example: A product with two tracks of genre Dance and two tracks of genre Pop won't be available at Beatport.

Since all stores do have different genre lists, the genre list of REBEAT Digital is oriented towards the genre list of iTunes.

3.5.9 ISRC

Each track (song) requires a specific ISRC (International Standard Recording Code) for accounting purposes. Enter your ISRC code without hyphen or space.

If you have not yet obtained an ISRC code, you can also purchase one for EUR 1.00 directly within the software by clicking the dollar (\$) button. You can use this ISRC code for your song even if you cancel the digital distribution at REBEAT.

If you have purchased an ISRC code for a track directly in the REBEAT Digital software: The ISRC code won't be visible before you have uploaded your product successfully. The ISRC code will be set during the upload process.

As long as you have not uploaded the product you can cancel the order of buying an ISRC code by clicking on the button with the dollar symbol again. Your credit card won't be charged with any costs before you upload the product.

Note: Our ISRC codes are numbered consecutively, which means the number doesn't have a relation to the year of registration of the song.

You cannot use the ISRC again on another product, even if it is the same song (e.g. a sampler). Take also a look at chapter 6.8 "I would like to use the same song on several products" in this manual.

In case you need an ISRC before the product has been uploaded, you can buy the ISRC in advance in your REBEAT software. See item 6.15 "Buy EAN / ISRC without uploading a product" in this user manual. You will get this ISRC right after the purchase.

Important note:

Do never ever create or invent the number of the ISRC by yourself! This may be prosecuted criminally. Get your barcode legally, either from the IFPI or buy it in the REBEAT Digital software.

3.5.10 Songwriter/Lyricist

Fill in the name of the songwriter/lyricist of this track.

If your track is only instrumental and therefore does not have a songwriter, please fill in the name of the composer.

If there is more than one songwriter on the product please separate the names with a slash.

Example: Songwriter A / Songwriter B / Songwriter C

3.5.11 Composer

The composer has composed the music of the song. If your song does not have a noticeable melody and is mainly spoken words, then please enter "Spoken Word" here.

If there is more than one composer on the product please separate the names with a slash.

Example: Composer A / Composer B / Composer C

3.5.12 Arranger

The arranger wraps the work into its particular “musical dress”. In many cases, the producer is the arranger at the same time, but not always. Most of all, when it’s about classical music, listing the arranger is very important.

3.5.13 Producer

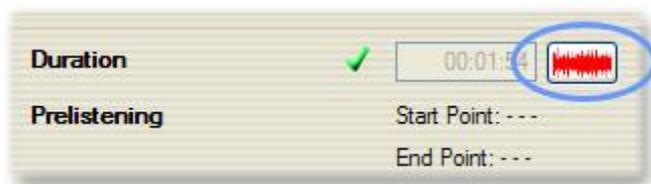
Enter the name of the producer. If there is more than one producer please separate the artist names with a slash.

Example: Producer A / Producer B / Producer C

3.5.14 Duration

This field is just for your information about the runtime of your track. The duration will be determined during the import of the audio file. You can’t change anything about the duration in this field.

3.5.15 Prelistening



Determine the prelistening stream (that is the 30-second previews you can hear when you browse the download store) out of your track which shall be used in the stores.

We deliver this information to the shops, but it is up to the shops whether they play the prelistening which has been set by you or set another prelistening time. We do not have any influence on that since we can't enjoin the shops on taking your prelistening settings.

3.5.16 Link to your video clip

If you have a music video to the track you can publish the link to the video (e.g. YouTube). Please do not publish more than one link!

3.5.17 Label name

Please enter the owner of the master rights here. As a rule, this should be you yourself, your Label or the person, who carried forward the rights for examination to you.

3.5.18 Publisher

Please enter the publisher of your song in this field.

This field will be copied to the track data site and can there be entered to every single track. If you do not have your songs published, thus not signed to a publishing company, please enter “Manus” or “Manuscript” in this field. This signifies as much as “self-published”.

3.5.19 Year

In this field please enter the year of the registration of your work. To register a work, you have to be member of a society for musical performing and mechanical reproduction rights.

3.5.20 Type of composition

Choose between Original or Third-Party composition. If you are the Composer of this track please choose original composition. If this track was composed by another person (maybe in cooperation with you) then please choose third-party composition.

3.5.21 Kind of recording

This field is optional.

3.5.22 Place of recording

This input field is optional.

3.5.23 Year of recording

This input field is optional.

3.5.24 Explicit lyrics

If your song contains lyrics that would require a parental advisory sticker on a physical CD, you have to mention it here. By explicit we mean excessive use of profane language in the lyrics and therefore not suited for children. So, if your product contains even only one song with explicit lyrics, please choose "YES" from the drop down menu.



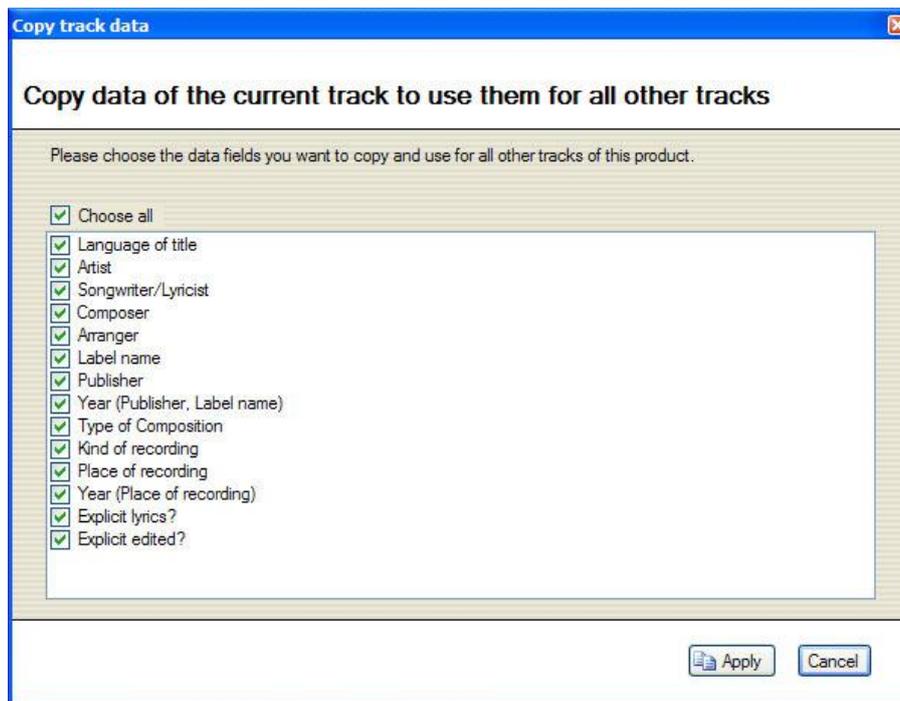
3.5.25 Explicit edited

If you have edited the song, by putting a "beep" over explicit words (as it may be essential for particular radio-versions since radio stations do not play "explicit versions") please choose yes. Otherwise choose no.

3.5.26 Copy track data

A screenshot of a software interface with a light beige background. It features two rows of labels and dropdown menus. The first row is labeled "Explicit lyrics?" with a green checkmark to its left, and a dropdown menu showing "No". The second row is labeled "Explicit edited?" with a green checkmark to its left, and a dropdown menu showing "No". Below these is a horizontal bar containing a button labeled "Copy track data" with a document icon, and two buttons labeled "Back" and "Forward" with left and right arrows respectively. The "Copy track data" button is highlighted with a blue rectangular box.

You have the possibility to duplicate the data of the current track (like artist, songwriter, Label name) to use it for all other tracks included on this product. After a click on the button „Copy track data“ you can choose which data in particular you want to apply for the other tracks.



Note: The data will be duplicated to ALL other tracks which are contained on this product. Of course, the audio files need to be imported to the REBEAT Digital software first, so that the data can be allocated to the audio files.

3.5.27 Classical input fields

Language of title	✓	—Instrumental—
Track title	✓	Symphonie No. 2 in D-Dur, Op. 36, IV, Allegro molto
Version	✓	
Artist	✓	Moonland Star Orchestra
Genre	✓	Classical / Strings
ISRC	✓	AT1234567899
Songwriter/Lyricist	✓	Ludwig van Beethoven
Composer	✓	Ludwig van Beethoven
Arranger	✓	Gustav Mahler
Conductor	✓	
Name of work	✓	Symphonie No. 2
Key	✓	in D Major
Catalogue number	✓	Op. 36
Movement number	✓	IV
Movement title	✓	Allegro molto
Original language of title	✓	---
Original title of track	✓	

Some stores (e.g. iTunes) require very detailed information about tracks of the genre classical and opera. If you have chosen the genre classical or opera for your track you will find additional input fields.

Note: If the genre classical or opera is chosen you **cannot** fill in the field **track title** directly for it will be created automatically because of your inputs in the fields

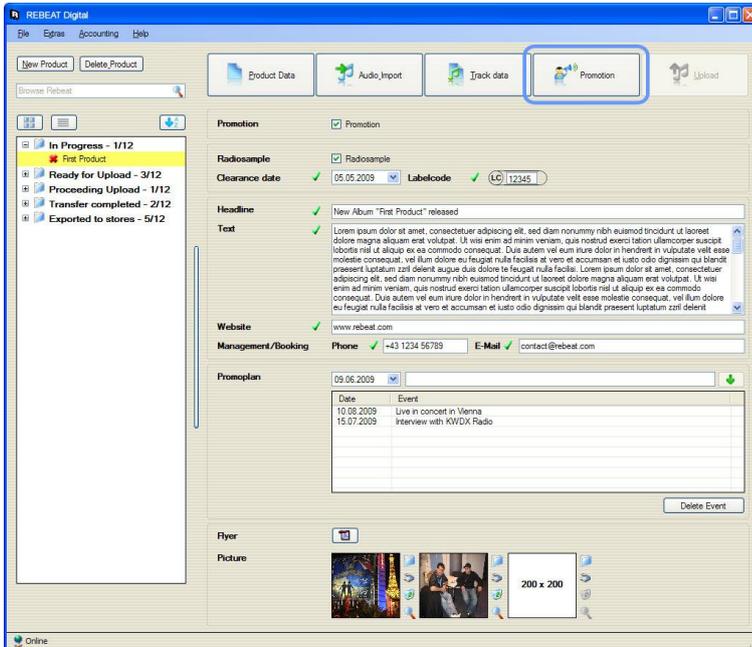
- Name of work
- Key
- Catalogue number
- Movement number
- Movement title

3.6 The button „Promotion“

Promote your product with REBEAT Digital – cheap, uncomplicated and effective!

The new Promotion Tool gives you the unique possibility to advertise your music by a weekly newsletter, going to all shops REBEAT is cooperating with as well as to REBEAT subscribers. And the promotion information can be seen at our REBEAT Artist Camp.

Click the new implemented „Promotion“ button in your REBEAT Digital software, tick off the Promotion field and add important information to your product:



- a headline with a catchy description of your product
- an extensive promotion text with details and background information
- contacts for booking and management enquiries (to prevent you from spam the email address won't be published at the REBEAT Artist Camp. Instead you can be only contacted via a contact form)
- a promotion plan with upcoming events about your product (like concerts, CD presentations, radio appearances etc.)
- flyer (pdf file) and promotion photos for additional visual advertisement

Headline, artist, title and genre of your product are going to be spread with the weekly promotion newsletter, all other information will be available at the REBEAT Artist Camp.

The REBEAT Digital promotion service is free of charge. If you would like to change or add some data after uploading the product you can do so with help of a data update (see 4.4 Data Update).

3.6.1 The REBEAT Artist Camp

The REBEAT Artist Camp (<http://artistcamp.rebeat.com>) is an information platform especially created for our users. Not only that your product benefits from the steady growing visits of the REBEAT homepage – by linking the Camp on your website or your MySpace profile and in newsletters, a wide musical network will develop step by step.

The Artist Camp - a site where your products can be prelistened and the shop links show an interested person the way to buy your product directly. Or this person can contact you with the data you published in the Promotion Tool (to prevent you from spam your email address is hidden and instead there is a contact form).



3.6.2 Media Promotion Service (MPS)

With the “Media Promotion Service” (= MPS) of REBEAT Digital, media partners from radio and TV will be able to directly download your music from our servers to use it for broadcasting purposes. Thus a worldwide audience will be able to get access to your songs, increasing the promotional effect for your products immensely!



Activate the “Media Promotion Service / Radio Promotion” with the check box. Afterwards, please fill in the following information needed:

- **Airdate:** Please enter the start date of your radio promotion so the radio stations know when they will be allowed to play your music on air.
Note: The Airdate is relevant for the weekly promotion newsletter and the REBEAT Artist Camp. The product won't be mentioned in the newsletter or displayed on the Artist Camp before the Airdate. As soon as you enter an Airdate then the digital release date doesn't matter for the promotion newsletter or the Artist Camp (but of course the digital release date matters for the download stores as ever). For example, if you set the release date for 20th May and the airdate for 1st June, then the product will be available to buy in the download stores from 20th May on, but will appear on 1st June in the Artist Camp and in the next newsletter after 1st June.
- **Labelcode (LC-code):** A five-digit code number (no alphabetic characters!) for your label, assigned by the GVL (www.gvl.de) in Germany. The labelcode is indispensable to achieve airplay on radio stations in Germany and will be used to identify your label at the GVL (which transfer broadcasting royalties to you)

If you don't have an own labelcode, you have two possibilities:

- a) Leave the input field blank. Please keep in mind that in such a case you won't get broadcasting royalties and your music might not be aired by the radio station.
- b) Use the labelcode of REBEAT Digital on a non-exclusive basis. Please send a request to contact@rebeat.com and we will send the code to you. In that case you won't get broadcasting royalties either. LC-code of REBEAT Digital.

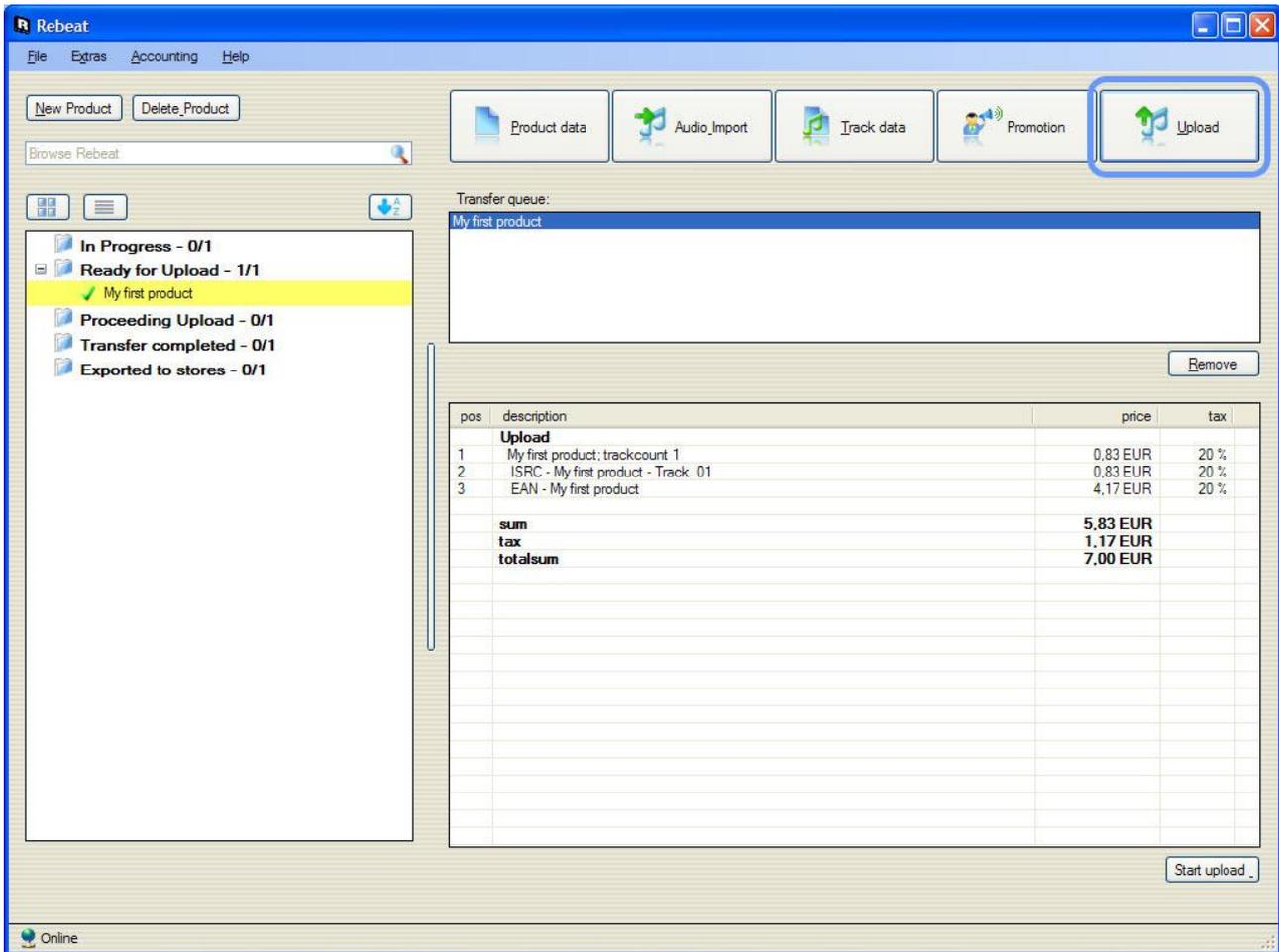
If you would like to apply for a labelcode for your label please contact the GVL (www.gvl.de).

Note: The REBEAT Digital software only accepts labelcodes from the GVL. Labelcodes of other performing rights societies like e.g. the LSG in Austria are not allowed.

As soon as you have activated the Media Promotion Service and uploaded your product to the REBEAT Digital servers, all of our media partners have access to your music and can download it in high quality. Emails will keep you informed if your product attracts attention and which media partners have downloaded your songs. This **MPS Download Information** is being sent to you every Friday, provided that a media partner has downloaded songs of your products during the week. It contains information about the download time, name of the media partner, country of origin and website. Note: A download of your music does not automatically mean that it will also be played on air!

The main focus of the MPS sampling will include broadcasting stations in Germany, Austria and Switzerland first; a worldwide expansion of the sampling net is scheduled to follow step by step.

3.7 The button „Upload“

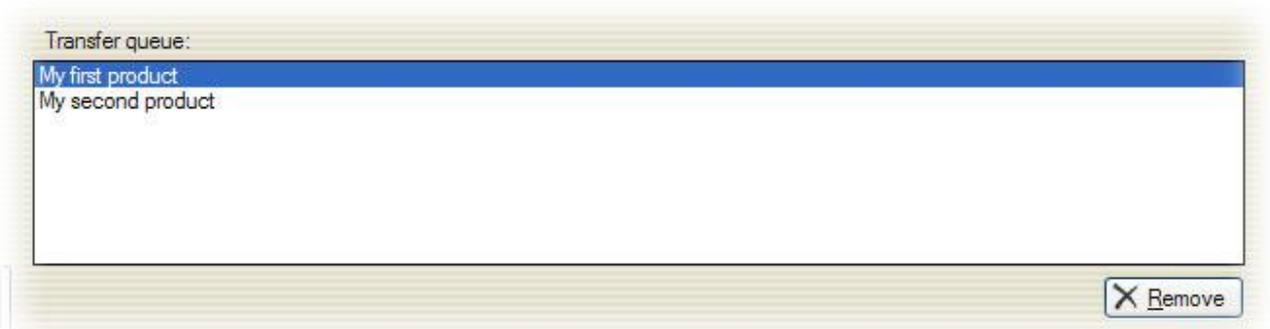


As soon as you have filled in all mandatory fields (marked with ✖) your product is ready to be uploaded to the download stores by clicking on the button “Upload”. You can see a summary of all costs that will be charged off your credit card during the upload process.

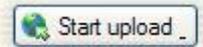
Note: As long as any field has the symbol ✖, the upload button is deactivated and therefore can’t be clicked.

Please make sure to check your entries for correctness and capitalization rules before starting the upload, because the product won’t be edited by Rebeat before the export to the download stores.

If you would like to upload more than one product at once you will see all products in the “transfer queue”. All products listed in the transfer queue are ready for upload. If you do not want a particular product to be uploaded right now, then select the product in the transfer queue and click on the button “remove”.



If everything is the way you want it to be, you are now ready to start the upload!
For all products that you now want to upload just click on the button „start upload“ and confirm the General Terms and Conditions. Afterwards your product will be transferred to our server and then exported to more than 300 download stores worldwide!



Note: The upload may take several hours – depending on the number of songs and the speed of your internet connection. Mobile internet connections such as HSDPA or UMTS are not suitable for uploading audio file data (~10MB per minute for a stereo file). As all uploading takes place in the background, it is possible to continue using the computer during this process.

From this time on, REBEAT Digital will manage to get your songs in more than 300 download stores worldwide. Please visit our website to see a list of all stores (<http://en.rebeat.com/digital/portalliste.html>).

Depending on the store it takes between 3 and 30 days until your product is available to download in all online stores!

Despite the fact that Rebeat forwards your music to the download stores right after you have uploaded the product to our server – even at the weekend – the particular download stores need some time to put your music online. Some stores have a jury checking all incoming content to make sure it fits their repertoire (e.g. Beatport) or check the correctness of the data (e.g. iTunes) . We have no influence on that handling time.

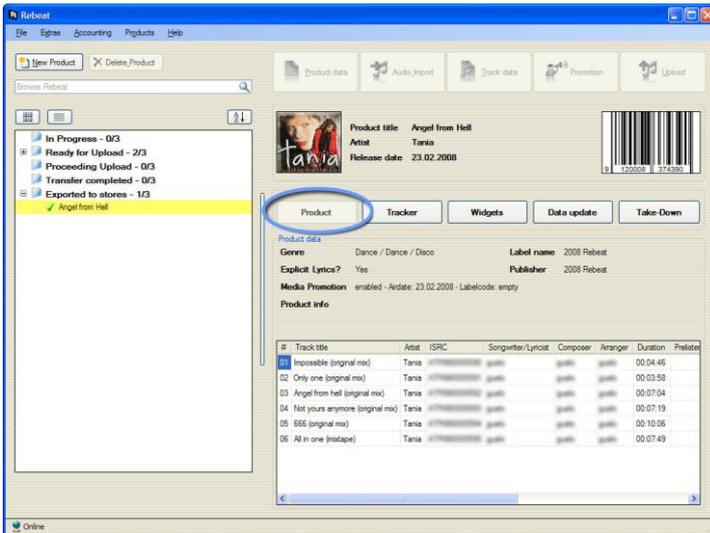
Especially during holidays (e.g. Christmas) it may take a bit longer until your music is online in the download stores.

4 After uploading the product, what's next?

Rebeat forwards your music to the download stores right after the successful upload. Depending on the store it takes between 3 and 30 days until your product is available to download in all online stores, because the download stores need some time to put your music online. Some stores have a jury checking all incoming content to make sure it fits their repertoire (e.g. Beatport) or check the correctness of the data (e.g. iTunes). We have no influence on that handling time.

Click on your product which is listed in "Exported to stores". Then see what you can do with your uploaded product.

4.1 Product overview



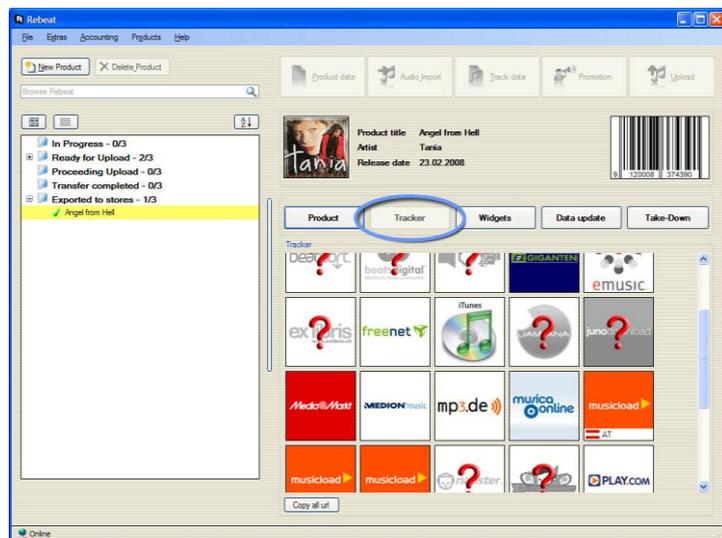
The button „Product“ gives you a comfortable overview about all data concerning the product you have selected.

You can save the EAN/UPCA as an image file (jpg or emf) by clicking at the displayed barcode image.

4.2 The Tracker

After you have uploaded your product to REBEAT, a search engine called Tracker will start to browse the **most important** download stores for your product. The Tracker shows you the direct link to your product as soon as the shops have put it on sale. (An overview about all stores that we deliver can be found on our website: <http://www.rebeat.com/en/music/distribution/onlinemusicstores>)

Choose a product which has already been uploaded and click on the button Tracker.



As soon as the Tracker has found your product in one of the shops being supplied by REBEAT Digital, the regarding shop logo will light up and the question mark disappears.

Click the logo and get directly to the shop site where your product can be purchased. You can also copy the link and place it on your website (MySpace, Facebook,...) or send it via email.

The list of download shops which the Tracker browse will be steady updated.

Due to the fact that the tracker is only a search engine with no human interaction, the correctness of the results cannot be guaranteed.

4.2.1 The Tracker does not find the product or links to the wrong product

If the Tracker does not find your product in the download store or the link to the product is wrong, it might be for the following reasons:

- Your product is not online yet. Depending on the store it takes between 3 and 30 days until your product is available in all download stores! If the Tracker cannot find your product, it takes the next best result. This will be corrected in the course of the next search if your product is online then. Please keep in mind that it takes some time until the Tracker finds your product in the stores. Hence it is possible that the Tracker doesn't show a link to the stores, although the product is already available. The product simply has not been online in the stores at the time when the tracker browsed the stores. The tracker starts a new search every week, so the product should be found during the next search.
- The artist is "various artists". This makes it difficult for the Tracker to distinguish between the products which have „various artists“ too.
- The title or the name of the artist does include special characters which are not used in some countries. This applies to brackets and quotations marks as well.
- Because of the genre affiliation the product is not accepted by every store, e.g. a classical music shop will not accept rock music.

Further information concerning the Tracker can be found in this manual (item 6.9 and following).

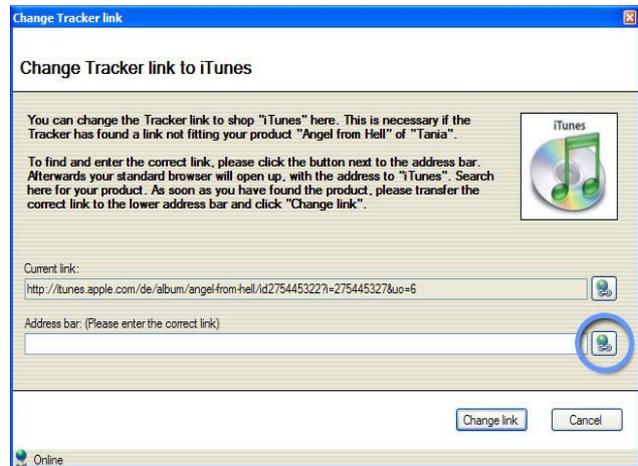
How to change or add the links of the Tracker, please see the following paragraph.

4.2.2 Change or add the links of the Tracker:

If the Tracker does not find your product or link to the wrong product despite it is already online in the download store, then you can change the link by hand (currently only available in the Windows version of REBEAT Digital).

Just do a right-click on the logo of the shop. The appearing window gives you the possibility to left-click on the button of the input field „Address bar“ (see figure).

Afterwards your browser opens and shows you the download store you have chosen where you can search for your product manually. If you find your product then copy and paste the link into the input field „Address bar“ in your REBEAT Digital software. By clicking on the button „Change link“ you can save the link for the Tracker. The changes will be visible on REBEAT Artist camp within one week.



As soon as you have pasted a tracker link manually, then the automatic search will skip it. That means if you have pasted a wrong link you have to correct it again manually.

4.3 Widgets

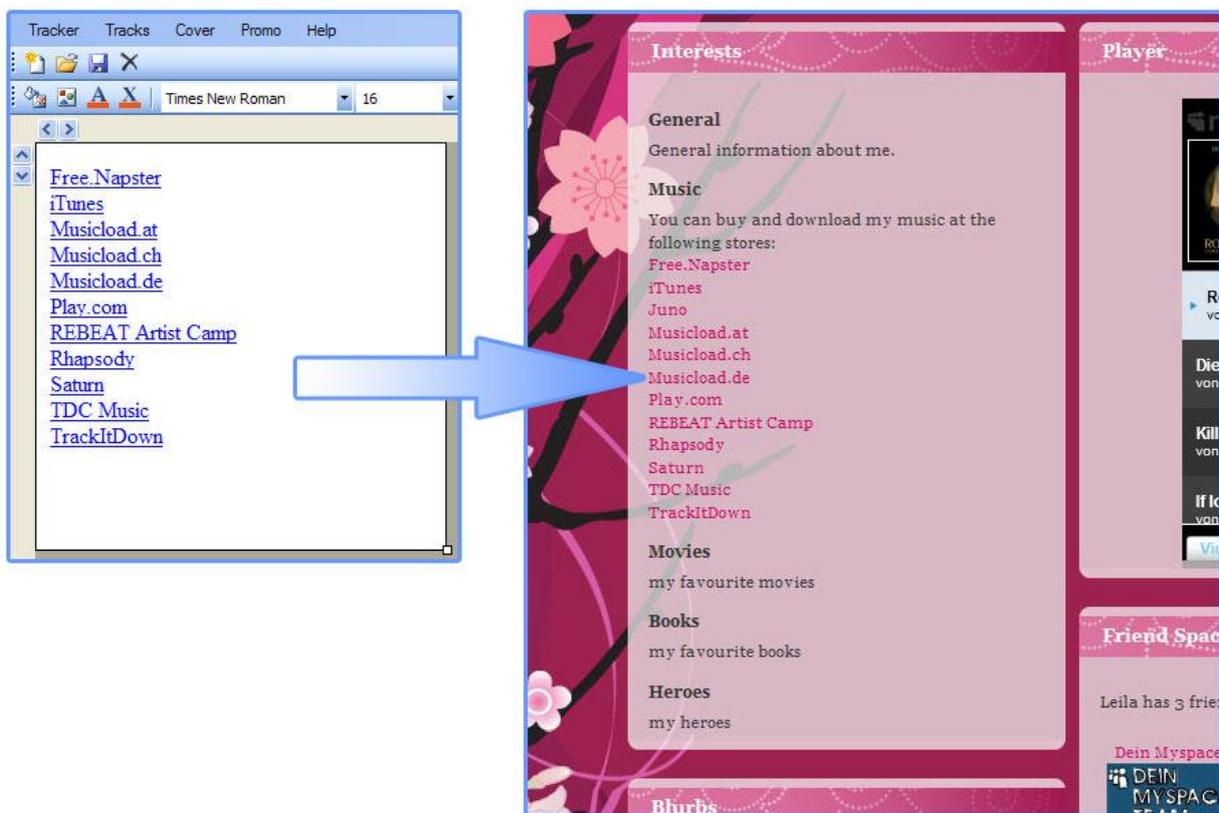


This feature is only available for Windows.

What are the benefits of the Widgets?

Use the Widgets of the REBEAT Digital software to easily publish all important information about your product on your website or social network profile, including an audioplayer for prelistening purposes! You can design the information about your product (font family, font color, background color) at will, making it fit to the design of your website.

The following figure shows you a possible result of the Tracker links pasted into a MySpace profile.



The left figure shows the Widget window in your REBEAT Digital software, giving you the possibility to change the design of the particular product information. The right figure shows the included product information adapted to the design of the website.

The Widgets help you to design four different parts of your product and to create a html code afterwards for each part to paste it in your website:

- Tracker links (see item 4.2 The Tracker).
- Information about your tracks as well as an audioplayer to enable the prelistening of 30 seconds.
- Short overview about the most important facts of your product such as cover, title, genre etc.
- Promotion text and -information (e.g. promoplan, promo pics, flyer etc.).



How to use the Widgets

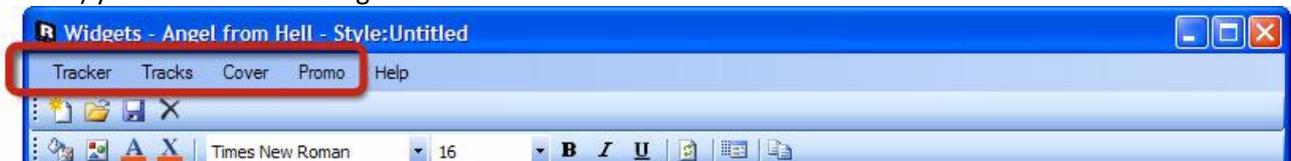
Step 1 - Select the product

Choose the product (which has already been uploaded, of course). Then click on the button Widgets.



Step 2 – Choose the part of the product information

Please click on one of the four possible parts of information about your product (Tracker, Tracks, Cover, Promo) you would like to design.



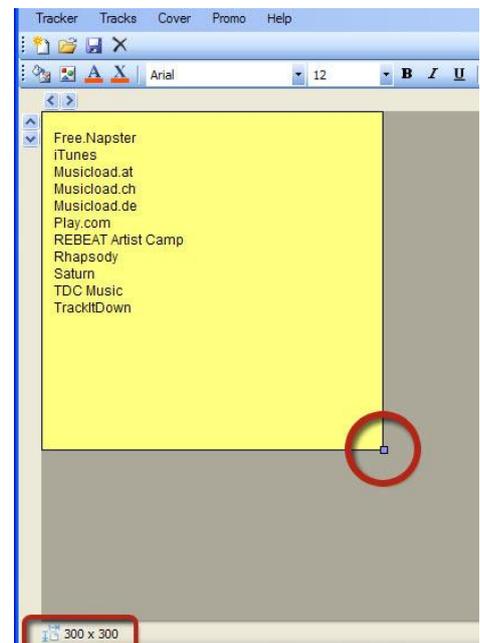
Step 3 – Design the part of the product information



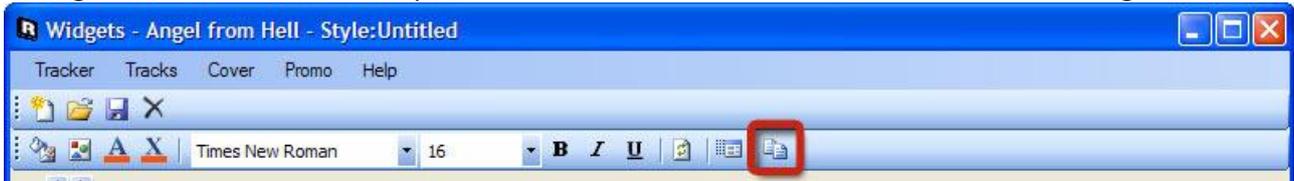
Use the icons marked in the figure above to change font colour, font family, background color etc. of the chosen product information (e.g. Tracker links).

You will get information about the functionality of the buttons by moving your mouse over the respective button. You can design each part of the product information (Tracker, Tracks, Cover, Promo) differently.

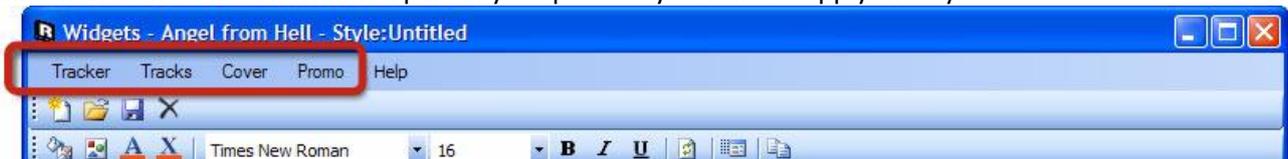
Feel free to also change the area of the whole information with help of the little square (marked with a red circle, see figure). Just press your mouse button on this little square and drag the square while holding the mouse button down. If the area has the dimension you prefer, release the mouse button. On the lower left you can see the pixel dimension of the area.



As soon as you have finished designing the information part of your product, you can apply the style settings for the other information parts, too. Just click on the button which is marked in the figure below.



and then click on the information part of your product you want to apply the style for.



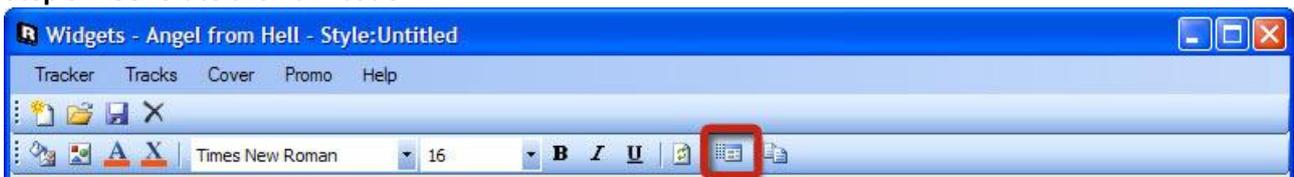
As a result, the font colour, font family, background colour etc. will become the same as in the other information part.

Step 4 – Save the style

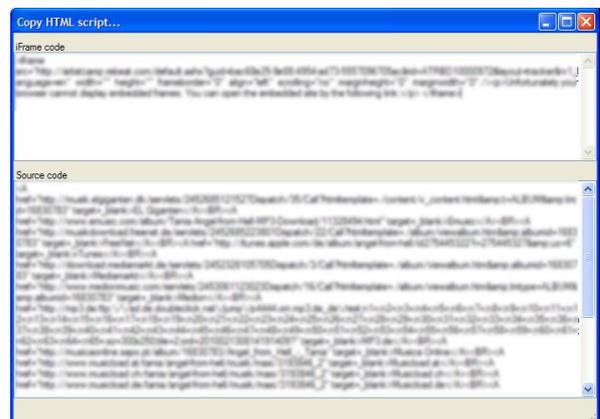


You may save the style to use it some time later. Just click on the third button (icon of a floppy).

Step 5 – Generate the html code



By clicking on the button marked in the figure above you can generate the html code for the selected information part (e.g. Tracker). You can paste this html code in the html code (source code) of your website. There are two different types to choose from. The advantage of type 1 (iFrame) is that the result will be updated automatically if the data of your product changes (e.g. if you carry out a data update and change the product title). If your website has problems displaying the code of type 1 correctly (for example MySpace because they do not allow iFrames within the html code), then copy and paste the html code of type 2. But please keep in mind that using type 2 means you will have to refresh the html code everytime you change anything within your product.



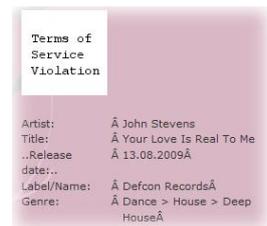
Note: It is possible that the existing design of your website (CSS) will overrule the design you have made with the REBEAT Digital Widgets. The best way to find out is to try.

Important note: Due to all the different possibilities and ways to include external html code into a website, we cannot provide you with support concerning how to paste the html code of the Widgets into your website. Please contact your webdesigner.

Information concerning the usage of the html code at MySpace profiles:

It is possible that the design you have generated with the REBEAT Digital Widgets (e.g. font colour, font size, background colour) will not be adopted by MySpace as the design of MySpace overrules the design settings you made with the Widgets. Which means: if the background colour of your MySpace profile is generally black, but you have designed a blue background colour with the REBEAT Digital Widgets, the background colour will remain black on MySpace after pasting the html code into MySpace.

Furthermore please keep in mind that some information will not be displayed at MySpace because of the restrictions of MySpace. For example: instead of displaying the cover of your product, MySpace might just show the information „Terms of Service Violation“. We have no influence on that.



4.4 Data Update

You have put in wrong data or discovered typing errors that you want to change? But the product has already been exported to the stores.... what can you do?



Choose your product (which is listed in the status “Exported to stores”) and click the button “Data update”. Afterwards you can either do a metadata update or a promotiondata update.

Note: You have to wait 24 hours after the upload before you can make data update.

Metadata update (EUR 5,-):

All data can be changed or added except for EAN, ISRCs and the audio files. This feature costs EUR 5,- for each product. The updated data will be transferred immediately to the download stores. Besides, your product will be published again in our next newsletter (if you did not deactivate the Promotion for your product).

To do a metadata update (e.g. change of artist name, composer, publisher or cover) mark the concerning product as usual at “Exported to stores”, click the “Data update” button on the right side and choose option “Metadata update”. Afterwards you need to upload your product again to our server so we can forward the new or added data to the download stores.

A handling fee of EUR 5,- per product will be charged off your credit card during the upload process of the modified data.

Please note that it might take some time until the new data are displayed by the stores, because some stores tend to check the product manually again.

If you want or have to change EAN, the ISRCs and/or the audio files or want to change the order of your tracks, a Take-Down (see following info) which deletes the “wrong” product from the stores, is necessary. Afterwards you have to create the whole product a second time in your REBEAT Digital Software and upload it again with a new EAN code.

Note: Some metadata won’t be updated by iTunes automatically. This affects the product title, track title, version and artist. So if you change something at these data then it won’t be changed at iTunes Store. If the update of this metadata is important then we can contact iTunes to change the metadata. In this case please send an email to support@rebeat.com (after you have done the metadata update!) and let us know which metadata you have changed. Don’t forget to tell us the EAN code.

Promotiondata update (for free):

Choose this option to update all information given in the Promotion level (see 3.6 The button „Promotion“) for free, e.g. air date, headline, pictures or promo plan.

Just open your REBEAT Digital software, mark the concerning product at “Exported to stores”, click the “Data update” button on the right side and choose option “Promotiondata update”. After having confirmed the update, a window will open up in which you can carry out all modifications and upload the modified data to our servers again. The updates will be available shortly after at the REBEAT Artist Camp along with the according product information and via the Media Promotion Service (MPS) to keep media partners up-to-date.

Note: A promotiondata update won’t include your product in the next newsletter anymore.

4.5 Take-Down

Take-Down means the deletion of a product from the download stores. A take down is only possible for the whole album, not for single tracks.

Choose your product (which is listed in the category “Exported to stores”) and you will see the button “Take-Down” on the right side of the software.

Note: You have to wait 7 days after the upload before you can make a take-down.



To perform the essential technical implementation for a Take-Down your credit card will be debited with EUR 10,-. Your product will be removed from the stores and no longer be available for download (not cleared for sale) in the stores.

In order to do a Tak-Down, select the product and then click on the button “Take-Down”.

Your product will appear crossed in your REBEAT Digital software if you have done a Take-Down.

Please keep in mind that it will take some time until every store has removed your product from the online store. The handling time for a Take-Down is between 3 and 30 days.

Warning! A Take-Down can't be cancelled or undone! It is irreversible!

If you would like to put your product online again, you have to create the whole product a second time in your REBEAT Digital software and upload it. Also, a product could only be re-uploaded with a **completely different EAN-code!**

5 Accounting / Statements

Summary:

- In the Dashboard of the REBEAT Digital software you get information about your sales
- The sales information in the Dashboard is as up to date as the stores provide us with information.
- Transfer of the revenues to your account takes place monthly, if the balance exceeds EUR 50.00.
- Statements are sent monthly, if there has been at least one download/stream of your songs within the accounting period, and if the store has already transferred the revenue of this sale to us.

5.1 Where do I get information about my sales?

In the Dashboard of the REBEAT Digital software you find the sales statistics. For further information see item 5.2 - The Dashboard.

5.2 The Dashboard

The Dashboard of your REBEAT Digital software provides you a lot of useful and detailed sales statistics including different charts.

In the sales statistics you will see only stores listed where at least one sale has been made. It would be too confusing if more than 300 stores are mentioned although your product/song has been downloaded in only five stores for example.

Choose the menu item Accounting to open the Dashboard in your REBEAT Digital software. An internet connection is necessary to update the sales data in the Dashboard.

5.2.1 Daily Sales

Some stores, such as iTunes, Beatport and Juno, provide daily sales data so that you don't have to wait for the preview data (see next chapter).

In the daily sales you will find sales which took place within the last 30 days. All daily sales older than 30 days will appear in the preview section of your Dashboard as soon as the stores have sent us the reports.

If there were no sales within the last 30 days, then the section of daily sales remains blank.

Important note:

It must be noted that the daily sales are imported to your Dashboard directly from the stores without any check by our accounting team and that there might be important caveats. So it might be possible that sales won't appear in the daily sales although the sales happened within the last 30 days and in a store which provides us with daily sales data. Reliable sales data are available only in the final accounting since this data are verified by our accounting team. See item 5.2.3 - Final accounting in this manual.

5.2.2 Preview

The preview of the Dashboard provides you with information about all sales the stores reported to us but have not been paid yet. You will find the sales data in your preview as soon as the stores have sent us the reports. Most of the stores send the reports monthly (e.g. iTunes, Amazon), some stores quarterly (e.g. Beatport).

Because of the fact that we have not received the payment from the stores for the preview data so far, you will find only information concerning the quantity of sales but no revenues.

As soon as the stores have paid the sales you will find the sales no longer appearing in the preview but in the final accounting.

5.2.3 Final accounting

The final accounting provides you with information concerning all sales that have already been paid by the stores. These revenues are similar to the revenues of the statements (see item 5.3 – When do I get the statement?)

Please keep in mind that it will take some time until the stores make the payment for the sales. For further information about the accounting process take a look to item 5.8 - Why does it take so long until the sales are being paid?.

The accounting data in the final accounting doesn't allow conclusions about when the sales actually took place. This is only possible with the preview and daily accounting data. The month appearing in the final accounting is the month where the sale has been paid by the stores.

If you would like to get information about when the sales took place and when the sales have been paid by the stores you have to export your accounting data. Take a look at item 5.11 - How do I export my accounting details.

5.3 When do I get the statement?

You receive monthly statements via email which give you information about the revenues of the sales (downloads and streams) for the current accounting period of the statements. The revenues of the statement are related to sales which have already been paid by the stores in the current accounting period.

The revenues of the statement are being paid automatically to your account (PayPal, Skrill/Moneybookers or bank account) as soon as you reach the balance of EUR 50. Please take also a look to item 5.4 - When do I get the money for the sales?.

In the Dashboard of your REBEAT Digital software you will find further information about how the amount of the statement is made up (e.g. which songs have been sold how many times). See item 5.2 - The Dashboard.

The revenues of the statement include only sales which have already been paid by the stores (see also 5.2.3 - Final accounting) in the current accounting period. Please keep in mind that it will take some time until the stores make the payment for the sales. For further information about the accounting process take a look to item 5.8 - Why does it take so long until the sales are being paid?

Information about sales that have not been paid by the stores yet, and therefore have not been mentioned on a statement, can be found in the Dashboard of your REBEAT Digital software (daily sales and Preview – see item 5.2 - The Dashboard).

Sometimes you might not get a statement for the relevant month. The reason could be that either your product has not been downloaded during this period, or we have not yet received the money from the stores.

The statements are being sent automatically. You do not need to send us invoices to get the revenues transferred to your account. Also the payment will be made automatically as soon as you reach the balance of EUR 50.

5.4 When do I get the money for the sales?

Usually the payment will take place to your account (PayPal, Moneybookers/Skrill or bank account) within 14 days after the issue of the statement, if your balance exceeds EUR 50. The balance is the sum of the amount of the current statement and all previous statements that has not been paid to your account yet.

Example:

Statement month	January	February	March	April	May
Statement amount	EUR 20	EUR 10	EUR 40	EUR 30	EUR 60
Balance*	EUR 20	EUR 30	EUR 70	EUR 30	EUR 90
Payment	-	-	EUR 70	-	EUR 90

* The balance is the sum of the amount of all statements that has not been paid to your account yet. The balance is printed on every statement.

The payment will be made automatically to your account as soon as you reach the balance of EUR 50. You don't need to send us invoices.

5.5 Where do I see which songs have been sold?

In the final accounting of the Dashboard of your REBEAT Digital software you will find further information about how the amount of the statement is made up (e.g. which songs have been sold how many times; in which stores the music has been sold; in which country). See item 5.2 - The Dashboard.

5.6 What is the difference between preview and final accounting?

The preview of the Dashboard in your REBEAT Digital software provides you with information about all sales the stores reported to us, but which have not been paid yet. The final accounting provides you with information concerning all sales that have already been paid by the stores (these data are similar to the statements).

5.7 When do I get the money for the sales shown in the preview?

Please take also a look at item 5.6 - What is the difference between preview and final accounting? As long as the sale have not been paid by the stores you will see the sales in the preview of your REBEAT Digital software. It depends on the store when the sales will be paid. Some stores make the accounting monthly, other make it quarterly.

Every month you will receive statements for all the sales that have already been paid by the stores. In the REBEAT Digital software you can see it in the final accounting of the Dashboard.

That means: As soon as the sales have been paid by the stores the sales disappear in the preview of the Dashboard, but appears in the final accounting.

5.8 Why does it take so long until the sales are being paid?

For example: Supposed the download of your product happened in August. The download store reports this download in September. You can see this information in your REBEAT Digital software at the menu item Accounting/Preview (listed at August because this was the month the download happened). The store transfers the revenues of this download in October.

At the beginning of November you will receive a statement containing the revenue of this download. You can see this information in your REBEAT Digital software at the menu item Accounting/Final accounting (listed at October because this was the month when the download has been paid by the store).

August		September		October		November	
Download of the product		Store reports the download		Store pay the download		October statement	
REBEAT Digital Software		REBEAT Digital Software		REBEAT Digital Software		REBEAT Digital Software	
Preview	Final acc.	Preview	Final acc.	Preview	Final acc.	Preview	Final acc.
		1 download (August)		1 download (August)		1 download (October)	

It depends on the store when the payment of the sales to REBEAT Digital takes place. This will take time. Some stores make the accounting monthly, other make it quarterly.

5.9 I have not received a statement so far

Sometimes you might not get a statement for the relevant month. The reason could be that either your product has not been downloaded during this period, or we have not yet received the money from the stores.

5.10 What is the difference between downloads and streams/subscriptions?

Download

If you buy the digital music files of an album or a single track, then you can download and save the audio files - mostly mp3 files - on your computer, tablet or smartphone. You can listen to these songs as many times as you want without paying additional fees.

Streaming/Subscription

Music subscription offers the possibility to listen to over 20 millions songs – anytime and anywhere. When you stream music, the music plays instantly over a device such as a smartphone or a home computer, so there's no waiting around for it to be delivered or downloaded. You will get to listen, but won't have the audio file on your computer to do things with later, because the file isn't downloaded to your computer in a lasting way.

The music streaming services offers different kinds of subscriptions. Some subscriptions are free advertising-supported, others charge a monthly fee in return for a premium service: no advertising, the ability to use on a portable device or offline and better sound quality.

Music subscription is transforming the way people experience and pay for tracks and albums. It is also a fast-expanding business model.

In the à-la-carte (download) environment, an album or track is downloaded once and paid for. That means the artists and labels doesn't profit each time you play the tracks, but only when you initially bought the songs. In the streaming environment, a track or album may be listened to hundreds of times, each triggering a payment to rights holders. While the individual payment for a stream is lower than a download, the cumulative payment triggered by a consumer repeatedly listening to an album or track may be higher over a longer period.

Furthermore, the streaming service can be seen as kind of an additional promotion tool, to dras the attention to unknown artists.

We feel that we're all in the same boat in a way, and want to assure you that we will always be anxious to retrieve the highest possible gain out of the music sales. Remember, we make money when you make money!

How are the revenues of streams/subscriptions calculated?

The revenues of streams are always different. There exists a certain amount of money which will be split to the number of streams.

Example for month A:

The total sum to split is EUR 5,000 (this is the money which the provider gets from all of the subscriptions)

There have been streamed 100,000 tracks.

10 % of this tracks has been delivered by REBEAT Digital, which are 10,000 streamed tracks (= streams).

REBEAT Digital receives EUR 500 from the store. This amount splits to 10,000 streams.

That means a sum of EUR 0.05 for each stream.

Example for month B:

The total sum of the store to split is EUR 5,000.

There have been streamed 120,000 tracks.

3 % of this tracks has been delivered by REBEAT Digital, which are 3,600 streamed tracks (= streams).

REBEAT Digital receives EUR 150 from the store. This amount splits to 3,600 streams.

That means a sum of EUR 0.041 for each stream.

Example for month C:

The total sum of the store to split is EUR 7,000.

There have been streamed 300,000 tracks.

1 % of these tracks has been delivered by REBEAT Digital....

...and so on

5.11 How do I export my accounting details



To export your final accounting to a calculation program like e.g. Excel, please open your REBEAT Digital software, go to "Accounting" and choose "Export accounting" (see image on the left).

Afterwards a window will pop up for saving the csv/txt file. Enter a name for the file and click "Save".

In the exported files you can find information on when a download has happened and when it has been paid by the stores.

You can import this csv/txt file to e.g. Excel now:

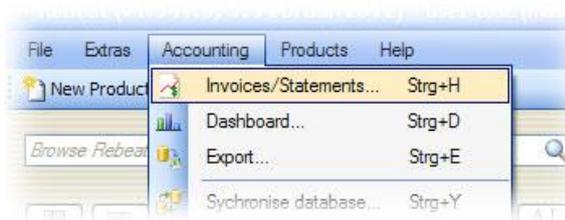
- Step 1 Open Excel, choose "File" and afterwards "Open".
- Step 2 Please click on the little arrow next to "Data type" and choose "All data".
- Step 3 Now you can search for your csv/txt file in the upper part of the popped up window. Mark your csv/txt file and click "Open".
- Step 4 The text conversion assistant will open up now. You can choose between the data types "Delimited" and "Fixed width". Please select "Delimited".
- Step 5 Click on "Next"
- Step 6 Please mark delimiter "Semicolon"
- Step 7 Click on "Finish"

Excel will display all accounting details in separate columns. You can sort and filter these data at will.

The amount paid out to you (column "Payment") results as follows:

Turnover
- Margin REBEAT Digital (15 %)
- Copyright fees
= Payment

5.12 Archive of statements and invoices



You will get the invoices and statements as a pdf file sent via email. Furthermore you will find the invoices and statements in the archive of your REBEAT Digital software at the menu item Accounting (submenu Invoices/Statements).

Invoices		Statements	
Invoice	Date	Statement	Period
2012-01-25_ar12-00017.pdf	25.01.2012	st200810-06.pdf	10.2008
2012-01-25_ar12-00018.pdf	25.01.2012	st200811-07.pdf	11.2008
2012-01-25_ar12-00019.pdf	25.01.2012	st200812-08.pdf	12.2008
2012-01-25_ar12-00024.pdf	25.01.2012	st200901-09.pdf	01.2009
2012-01-25_ar12-00020.pdf	25.01.2012	st200902-10.pdf	02.2009
2012-01-25_ar12-00021.pdf	25.01.2012	st200903-11.pdf	03.2009
2012-01-25_ar12-00022.pdf	25.01.2012	st200904-12.pdf	04.2009
2012-01-25_ar12-00023.pdf	25.01.2012	st200905-13.pdf	05.2009

6 FAQs about the software

6.1 Can I store my Filestore in a cloud or on a webspace to get access?

No. The Filestore needs to be stored either on your computer harddisc, external hard disc drive or network drive.

6.2 Can I set the selling price for my tracks myself?

The price of sale (both tracks and products) is set by the stores themselves. But our contracts with every store guarantee you a minimum turnover out of the sales. Due to the fact that our commission (15 %) is calculated on the basis of the turnover, you can be sure that we try to gain the maximum turnover – not the maximum price of sale!

We try to arrange with the stores that the selling price for one track costs between EUR 0.89 and EUR 1.19. If the selling price is higher than that the customer won't buy the music because it is too expensive. If the selling price is lower the finally turnover won't be higher and the sale is not cost-effective. You have also to consider the different countries: Countries like India have a different purchasing power than the UK.

The Business Edition of the REBEAT Digital software gives you the possibility to influence the price tier (low, middle, high) of the selling price of a product (but not the selling price itself). For further information see item 3.3.9 Price Tier)

6.3 Can I add a song to an album which I have already uploaded?

No. As soon as a product has been uploaded to the stores you can't add or remove a track (song). But you can change some data of the track or of the product (see item 4.4 Data Update).

6.4 Can I change the order of the tracks from an album which I have already uploaded?

No. As soon as a product has been uploaded to the stores you can't change the track order. But you can change some data of the track or of the product (see item 4.4 Data Update).

6.5 I would like to publish my product in all stores at the same time

Upload your product at least 4 weeks before the day you want the product to be online, and set the release date of your product for this day (see item 3.3.15 Release date).

6.6 My release should be available as pre-order

In some stores the product will appear before the digital release date. It depends on the store if a product is available as pre-order too (e.g. iTunes, Musicload, 7digital). The status of pre-order is set automatically by the stores for free. In some stores some requirements have to be met (e.g. the product has to include more than 3 tracks and must be uploaded two weeks before the release date). Only the whole product can be pre-ordered, so it is not possible to pre-order just an individual track. Please note that the pre-order status is deactivated if you do a metadata update of this product.

6.7 How do I know where my song is already online?

All stores have internal processing times. Normally, it takes the stores between 3 and 30 days until a product gets online for sale. Take a constant look at the Tracker (see item 4.2 The Tracker) to see if your product is already online in one of the most popular stores.

If the Tracker does not find your product please do search in the stores by hand.

6.8 I would like to use the same song on several products (e.g. compilations)

You can publish the same song on several products. Keep in mind that each track (song) requires a unique ISRC to guarantee the correct accounting, even if it is the same song on different products.

Only then a correct accounting can be guaranteed. This is because of the following reason: The stores don't provide us with the information from which album a track has been downloaded, but only the ISRC code. That means, if you have uploaded a song two times using the same ISRC code then it is impossible to identify the album of the track. Furthermore, in case you made some promotion for the albums and one of the track with the same ISRC has been bought, you get no conclusion if the track might be bought because of your promotion activities.

6.9 Why does the Tracker only search a few download stores?

The Tracker gives you an overview of the availability (including the link) of your music in the most important stores. The Tracker cannot search every store that we deliver, because of the following reasons:

- Many of the stores are provider of mobile phone services and don't have an online store. The music can only be bought with the mobile phone. So there is no website the tracker can browse.
- Every online store uses a different technology for their websites. That is why the tracker has to be coded for every store, and this takes some time.
- The used website technology of some online stores makes it impossible for the tracker to search - for example Beatport using Adobe Flash.
- The usability of the REBEAT Digital software would be very difficult if you have too much tracker links. That is why the tracker only searches the most popular online stores.

An overview about all stores that we deliver can be found on our website:

<http://www.rebeat.com/en/music/distribution/onlinemusicstores>

6.10 The Tracker links to the wrong product

Your product has to be online a couple of days (at least 10 days) until the Tracker can find your product in the stores. If your product has not been online during the search then it might happen that the Tracker shows you the link to the wrong product (which has similar data as your product).

Although we deliver your product to the stores right after you have uploaded it with the REBEAT Digital software it will take some time until the stores put your music online. Depending on the store it takes between 3 and 30 days until your product is available to download in all online stores!

Some stores have a jury checking all incoming content to make sure it fits their repertoire (e.g. Beatport) or check the correctness of the data (e.g. iTunes) . We have no influence on that handling time.

The Tracker starts the search every Friday but does not know if your product is already online in the download store. As soon as your product is online the Tracker corrects the link to your product.

So please wait about two weeks until you check the correctness of the Tracker link.

If the Tracker does not find your product or link to the wrong product despite your product is already online in the download store, then you can change the link by hand. Do a right-click on the shop logo and follow the instructions (also see item 4.2 - The Tracker)

As soon as you have pasted a tracker link manually, then the automatic search will skip it. That means if you have pasted a wrong link you have to correct it again manually.

6.11 Why is my product missing in some (or all) stores?

First of all please do a manually search for your product in this store and check if your product is really not online in this store. Don't rely on the Tracker solely!

If you still can not find your product, then maybe because of the following reasons:

- **Verification processes of the stores:**
Some stores check the correctness of the data (e.g. iTunes). So it will either take some time until your product is online. Generally the tracks are available in all online stores worldwide between 3 and 30 days.
- **Specific genre:**
Some stores have a jury checking all incoming content to make sure it fits their repertoire (e.g. Beatport, Juno). So it might be that your product never get online in a store because of the genre (Beatport does not accept product of genre classical or country for example).
Please note that **all tracks of a product** have to be of the specific genre of such a store to be accepted by this store. For example: A product with two tracks of genre Dance and two tracks of genre Pop won't be available at Beatport.
- **Release date:**
You have set a release date that is yet to come. For example: If you have uploaded your product on January 20 with a release date of February 20, then your product won't be available in the download stores before February 20.
- **Missing or incorrect metadata of your product:**
For making sure that your product is available within the iTunes store you have to follow and meet the needed specifications which will be strictly monitored by iTunes itself. If you ignore these specifications your product won't be available at iTunes Store at all.
Please take also a look to the paragraph "7 Common mistakes" in this manual, where you will find other reasons why your product **may be denied by some stores!!**
- **Lack of demand:**
Some stores (e.g. Juno) delete content on their system that has been live for a certain kind of period (e.g. a year) but has not sold any downloads.
- **Explicit lyrics**
A release with explicit songtext is banned in some conservative countries. The music won't be available for sale in those countries (such as Belarus, Burkina Faso, India, Nepal, Uzbekistan).

6.12 I want my product not to be sold in particular stores.

It is not possible to exclude the distribution of titles to particular stores.

6.13 Why does Beatport display the label name „Rebeat“ instead of my label name?

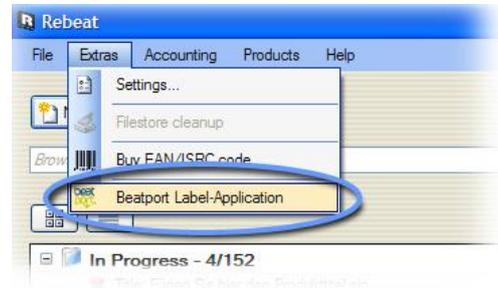
Concerning the display of the label name, Beatport acts different to other download stores. Due to technical reasons of Beatport it is not possible to display the label name which you typed in the field „label name“ in your REBEAT Digital software automatically. Instead, Beatport displays the name of the content distributor (that is Rebeat). Otherwise Beatport would have to create an account for each label that has ever been typed in the field „label name“.

To get your own label name displayed at Beatport:

But there is the possibility to submit a label application to Beatport.

You can apply for a change of the label name through a written application by special form, which is possible directly in the full version of the REBEAT Digital software now (menu item Extras,

see figure). Based on the form Beatport decides if an application gets approved and a label name created within the Beatport data base. This is linked with additional costs of EUR 50,-.



NOTE: Due to the abundance of requests, Beatport only accepts applications of labels releasing **at least one product** per month and a back catalogue of **ten releases** as a minimum (at least one product must have been released on Beatport already).

In addition you need two logos of your label for the application in jpg format – one with dimension 500x500 pixel, one with dimension 592x96 pixel.

Beatport only accepts label names without umlaut and special character. Label names like „Überflieger Records“ or „Straußé Dance“ are not allowed.

As soon as we receive information from Beatport, we will forward it to you. As Beatport unfortunately does not always deliver reliable information about the result of the assessment, we recommend to check the Beatport shop yourself after approx. four weeks to search for your label name.

REBEAT Digital cannot give any guarantee if Beatport will answer positively or not! According to our experience, we know that Beatport turns down about 20 % of the applications. Should your first application be refused, you have the possibility to hand in a free follow-up application approx. six months after the first one.

To send a **subsequent application** (in case your first application has been rejected by Beatport):

The free follow-up application **MUST NOT** take place through REBEAT Digital as only the first label application is permitted through the software! If you would like to hand in a follow-up application, please send an email with your updated label application (which has been sent to you in the course of your first label application) to support@rebeat.com six months after the first application the earliest. Add all releases you have put on the market since the former application.

6.14 Some of my products disappeared in the REBEAT Digital software

You can only see the products in your REBEAT Digital software that has been uploaded with the same computer. Because all of your data (audio files, cover art image, meta data) are being stored locally on your computer, in the directory named filestore, as long as you have not changed the settings in your software.

Set the correct path to the filestore in your REBEAT Digital software, menu item Extras (Apple: Rebeat V1) and settings.

If you have uploaded the products with another computer or a system crash has deleted all of your data and you have no backup, then you can load the products from our server into your REBEAT Digital software. Just click on the menu item „Products“ and then on the submenu „Download from Server“ to import your products into your REBEAT Digital software again.



With this action all data except the audio files will be imported from our server into your filestore. Generally the audio files won't be needed anymore, except for change of prelistening (see 3.5.15 Prelistening).

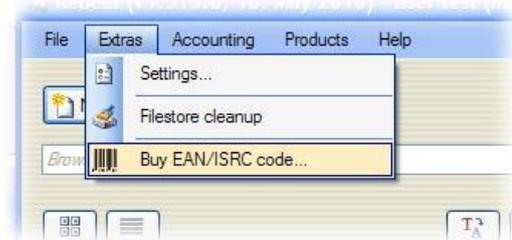
6.15 Buy EAN / ISRC without uploading a product

When you create a product with the REBEAT Digital software and buy an EAN code for it, the EAN is visible only after the upload of the product. You can also save the code as image file only as soon as the upload is finished (status "Exported to stores"). But every now and then, you need the EAN before the product has been uploaded – e.g. for sending it to the pressing plant for physical CD distribution. Same with ISRC code which is often necessary for Mastering.

You can buy up to 25 EAN/ISRC codes at once with your REBEAT Digital software and save the EAN as image file (bar code).

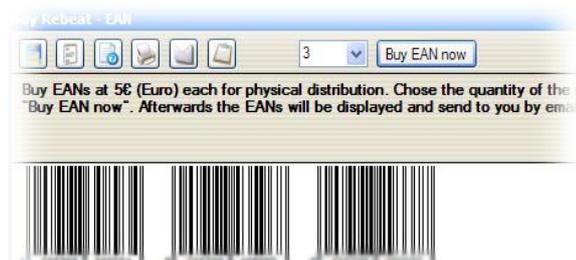
You can use this EAN and ISRC codes for your products and songs even if you cancel the digital distribution at REBEAT.

To purchase EANs/ISRCs, please choose menu "Extras" and click "Buy EAN/ISRC code" (see figure).



In the following window, you can choose the quantity of EANs/ISRCs you want to buy. Afterwards, please click "Buy EAN now" or "Buy ISRC now" and follow the further instructions.

As soon as the purchase has been completed, the EANs will be displayed as bar codes.



Save the EAN codes as jpg file (bar code) or txt file (code as number) with the little buttons on top.

You can also print the EANs, send them by email or copy them to the clipboard for further use.

Your purchased EANs are already displayed as bar codes in the lower part of the window. If you click one of these EANs, you can scale it and save it in different formats (e.g. jpg or emf).

Tip:



If you would like to use the EAN for the artwork of your physical CD, you should save the barcode as emf file. This vector format is preferred by graphic designers.

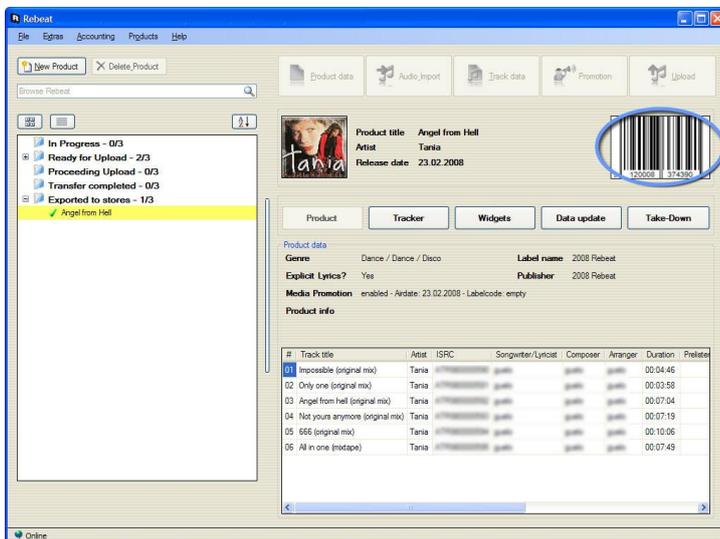


In the Mac version there is no possibility to save as vector format. Instead please save the file as jpg. This is the highest possible dimension of the image file and is suitable for printing use (such as artworks of physical CDs).

Attention: Save your EAN/ISRC codes as image and/or text file by all means!
The EAN/ISRC codes won't be stored within the REBEAT Digital software!
As soon as you close the window, the EAN/ISRC codes **won't be available** anymore!

6.16 I would like to save the EAN of an already uploaded product as an image

To be able to save the EAN of an already uploaded product as an image (e.g. as jpg), please mark the regarding product at status "Exported to stores".



Afterwards you will see the barcode displayed as an image on the upper right. If you click on the code, a new window will open up.

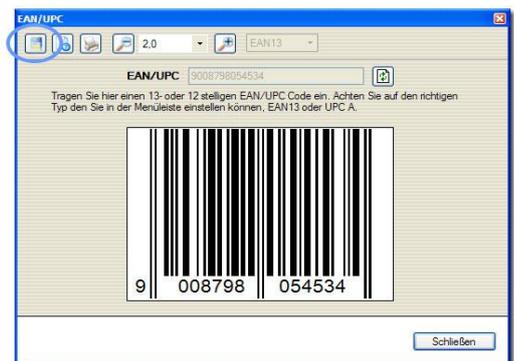
You will find a little button with a disk symbol in this window. Use it to save your EAN code as image file (jpg, emf etc.).

Tip:

If you would like to use the EAN for the artwork of your physical CD, you should save the barcode as emf file. This vector format is preferred by graphic designers.

In the Mac version there is no possibility to save as emf file.

Instead please save the file as jpg with mode „Extra-large“. This is the highest possible dimension of the image file and is suitable for printing use (such as artworks of physical CDs).



6.17 How to change credit card data

Because of the fact that your credit card data are not stored in our database, you have to enter the credit card data in your REBEAT Digital software for every transaction (e.g. Upload). Otherwise the transaction will fail.

You have the possibility to store the credit card data locally on your computer, so that you don't have to enter the credit card data for every transaction. Just activate the option "Secure and store credit card data" during the transaction.

In case that your credit card data changes sometime, you can enter the new credit card data during the next transaction (just overwrite the old credit card data).

6.18 How to change your bank account, PayPal or Skrill (Moneybookers) account

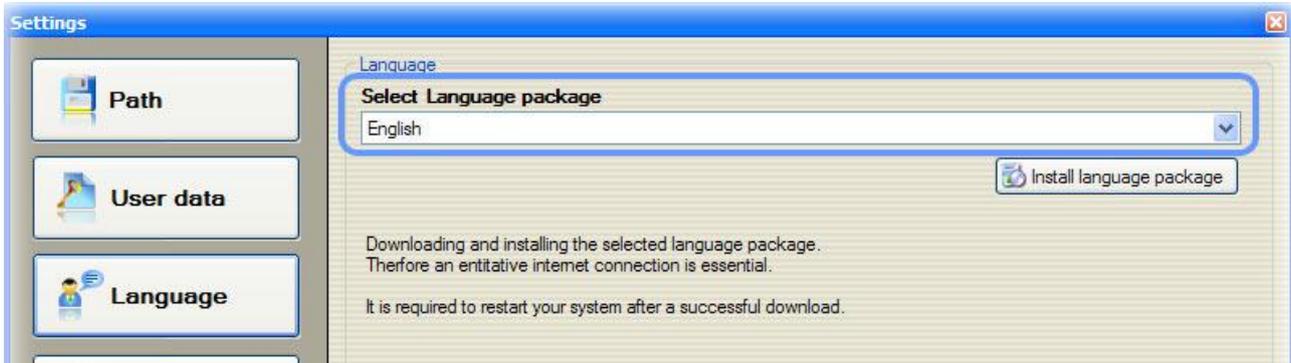
Due to security reasons you can't change the date of your bank account, PayPal or Skrill (Moneybookers) yourself. Please contact our support team if you would like to change these data.

(support@rebeat.com, Tel: +43.2272.61892-0, Fax: +43.2272.61892-30)

Note: Just to make sure that you are authorised to change the bank account, we will ask you a security question.

6.19 How to change the language of the software

You will find the language settings in your REBEAT Digital Software at the menu item Extras/Settings (Apple: RebeatV1/Settings). The button named "Language" will lead you to a selection of languages available for the REBEAT Digital software. Choose your preferred language and confirm it by clicking the button "Install language package". After a restart of the REBEAT Digital software all texts will be displayed in the language of your choice.



6.20 I forgot my login data for the REBEAT Digital software

In the login window of the REBEAT Digital software please click on the link „Forgot your login data?“.

This will open a secure website where you have to fill in a form. Please type in your first name and your last name, as well as the email address you have used for registration at REBEAT Digital. After filling in the picture-code too, please click on the button „Submit“. You will receive an email containing a link. By clicking on this link another website will open that shows your new login data for the REBEAT Digital software.



Please keep in mind that you never pass your login data to unauthorized third parties!
See note at 2.2 Start the REBEAT Digital software.

6.21 Where can I download the REBEAT Digital software?

You can download the latest version of the REBEAT Digital software (Windows and Mac) on our website anytime **for free**: <http://www.rebeat.com/en/music/downloads>

Note: The download of the REBEAT Digital software is only possible for already registered users. Before downloading the software you'll have to fill in the email address you have used for registration back then.

6.22 Install the REBEAT Digital Software on another computer

Of course it is possible to install the REBEAT Digital software on further computers (no matter if Windows or Mac). You don't have to buy the REBEAT Digital software again.

Please keep in mind that you never pass your login data to unauthorized third parties!
(see note 2.2 Start the REBEAT Digital software)

To use the REBEAT Digital software on another computer just download the software from our website (see 6.21 Where can I download the REBEAT Digital software?) and start the software with your login data.

In case that you have lost your login data, you can request new login data.
(see 6.20 I forgot my login data for the REBEAT Digital software)

After you have successfully installed the software on the computer you won't see the products you have uploaded so far, because the filestore is missing. The filestore is the directory where all your encoded musical data (e.g. wav files, cover art, etc.) will be saved and stored locally (see also 2.3 Set up the filestore).

There are two possibilities to get the already uploaded products back into your software again:
Either you copy the filestore from the computer where you have uploaded the products (only possible with the same operating system, that means only Windows or only Mac), or you use the menu item „Products“ and „Download from server“ (see 6.14). With the second described method all data except the audio files will be imported from our server into your filestore. Generally the audio files won't be needed anymore in the filestore - except for change of prelistening (see 3.5.15 Prelistening).

6.23 How to keep the REBEAT Digital software up-to-date?

Of course we want to keep you up-to-date at all times, therefore the REBEAT Digital software features an automatic update function. Every time you start the REBEAT Digital software, it is looking for the latest version and is installing it **automatically** and **for free**. This way you do not have to think about updates at all. Remember our credo: "You upload the music, we do the rest".

6.24 What has to be noticed with re-recordings?

What is a re-recording?

A re-recording is a new version or a new recording of an old and well known track by all the original interpreters or only a part of the former crew, who were involved in the production. The main difference between the original version and the re-recording is the fact, that although the title and the interpreters are the same, it is not the original recording of the track and may sound different.

What's the problem?

Some of our partner shop were warned or claimed by costumer protection organizations for selling physical and digital media with new recordings of so called re-recordings. The representatives of these consumer protection organizations claimed that the costumers are misled, if there is no exact declaration of the product that it includes re-recordings. Some courts in Germany acknowledged this claim. The products which are most likely afflicted are products like "Best of the 60s", „No. 1 Hits of the 70s“ , „Original Hits“ etc. as our partners told us.

What may the consequences be?

Every lawsuit from the consumers and/or the consumer protection organizations, which arise in the future for the mentioned re-recordings and are addressed to the online shops will be forwarded to the distributors (e.g. REBEAT Digital). As we from REBEAT do not enter the metadata for the products and are not responsible for the correctness, but the users do, we would have to hand over the claims concerning this topic to our users.

What is to do?

To avoid any claims, it is absolutely necessary to keep attention on the declaration of the tracks. This could be mentioned with the according field "Version" (please also see item 3.5.3 - Version).

Example 1:

Track title: *The Sound of Silence*

Version: *Radio Version / Re-Recorded*

Example 2:

Track title: *Under The Bridge*

Version: *Re-Recorded*

6.25 I can't import audio files into the REBEAT Digital software

6.25.1 Are the specifications of the audio file correct?

- File format: WAV or AIFF
- Sampling rate (data rate): 44.1 kHz
- Bit depth: 16 bit
- Channel: stereo.

6.25.2 Is the audio file AIFF or AIF?

The AIF file type is an old file format for audiofiles. This file format is not supported by the REBEAT Digital software. Only audiofiles in file format AIFF are accepted by the REBEAT software. Please keep in mind that **it won't work if you just rename** the audiofiles from AIF to AIFF!

Please check your audio files if they are of file format AIF or AIFF.

Note if you have Windows: You can see that when you unhide the extensions for known file types in your Windows Explorer (do this by clicking on Tools – Folder Options – Tab „View“ and then uncheck the item "Hide extensions for known file types").

6.25.3 Are the AIFF files conform with the AIFF-C specifications?

Even AIFF audiofiles might be denied by the REBEAT software, if the audio file format is not conform with the AIFF-C specifications of the new AIFF file format.

Generally a digital audio editor software should be able to create the new AIFF file format. But it might be possible that some digital audio editors still use the old audio file format.

If your digital audio editor software doesn't offer the possibility to create audio files of the new AIFF file format, then you can do the following workaround: Burn the audio files to a CD. Then rip the music files from the CD or if you have Mac you can just drag and drop it to your desktop (thanks to the burning process these files are always conform to the AIFF-C specification). Now you can import the files into the REBEAT software.

6.26 What does it mean that the mechanical royalties may be larger than the turnover?

Under specific conditions, the statutory mechanical royalties may be larger than the expected turnover for the song. This can only be the case for download sales which took place in den USA and Mexico. In such cases you will get a warning in the REBEAT Digital software before uploading a product. You can decide either to exclude USA and Mexiko in the Territory Management or not, and therefore don't sell your music in these countries (see 3.3.8 Territory Management).

6.26.1 What is the mechanical royalty rate for digital downloads in the USA and Mexico?

The statutory mechanical royalty rate for digital downloads in the USA and Mexico is the greater of 9.1 cents or 1.75 cents per minute of playing time or fraction thereof.

See <http://www.copyright.gov/carp/m200a.html>

That means that the rate is 9.1 cents for songs with duration of five minutes or less, and 1.75 cents per minute for songs with duration over five minutes.

REBEAT Digital automatically pays the statutory mechanical royalties from digital downloads in the USA and Mexico to our cooperation partner, which is one of the leading provider of a mechanical licensing and royalty payment technology. Our partner takes care that the mechanical royalties are being paid to the copyright holders worldwide.

6.26.2 In which cases may the mechanical royalties be larger than the expected turnover for the song?

This depends on the specific product and its tracks as well as the duration time.

The mechanical royalties may be larger than the expected turnover, if the duration of a song is 20 minutes or more, or if a product contains 40 tracks or more.

The REBEAT Digital software automatically takes care of this calculation. The software calculates the mechanical royalties for each product and track for digital downloads in the USA and compares it with the expected turnover. If the mechanical royalties are larger than the expected turnover you will get a warning in the REBEAT Digital software.

6.27 Amazon Disc on Demand

6.27.1 What is Amazon Disc on Demand?

As the name suggests, Disc on Demand (DoD) is a service that offers the on-demand manufacturing of a physical CD. Contrary to the sales of a traditional CD, a Disc on Demand CD will only be manufactured upon the customer's purchase order. For REBEAT users this means no upfront manufacturing costs and no warehousing when selling CDs at Amazon!

NOTE: This does not affect the availability of your standard physical CD release on Amazon!

6.27.2 Which territories are covered by Amazon Disc on Demand?

Currently, Amazon Disc on Demand is available on Amazon.de (Germany, Austria, Switzerland). Availability in the US store will be possible in the near future.

6.27.3 How do I submit my album to Amazon Disc on Demand and how does the service work?

No action needed - Disc on Demand is based on the music and metadata of your album's existing digital release on Amazon.de. Your existing digital products will be available for Disc on Demand within the next weeks. All future products will be available for Amazon Disc on Demand automatically. In other words, Amazon Disc on Demand is to be considered just like any new addition to the list of stores at REBEAT.

As soon as a customer orders the Disc on Demand edition of your album it will be manufactured with a special colour artwork (tray card and colour label on the CD) and packed in a shrink-wrapped jewel box. Amazon will handle the order and ship it to the customer just like any standard Amazon product.

6.27.4 Any limitations to be aware of?

- Disc on Demand requires an existing digital release of the same album on REBEAT. It is not possible to opt out or to publish a product as Disc on Demand only.
- Disc on Demand is based on the territory settings of your digital release. If you have excluded Germany from distribution of your digital release, then your release won't be available on Amazon.de (neither as digital download nor as Disc on Demand).
- The total audio duration of your album must not exceed 79 minutes.
- The total number of tracks is limited to 99.

6.27.5 How can I upload the booklet and inlay for the disc?

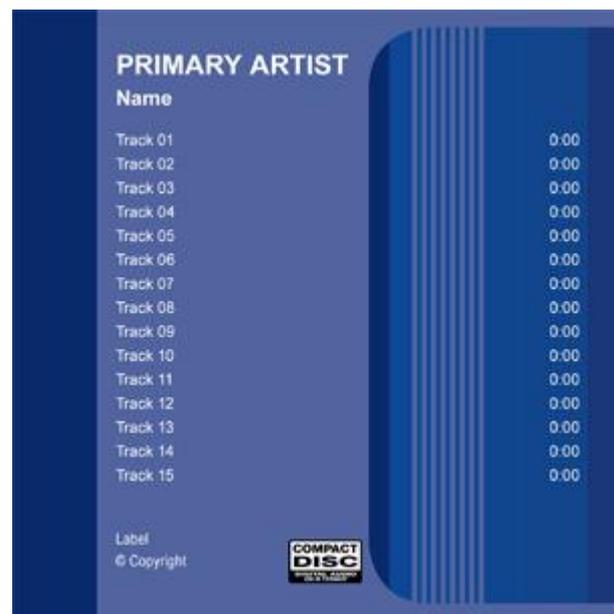
For Amazon DoD there are no further files or information needed.

The front cover artwork which you upload in your REBEAT software will be placed on the template provided by Amazon. The area of "Sample Asset Image" will be replaced by the front cover artwork.

Template Booklet Front:



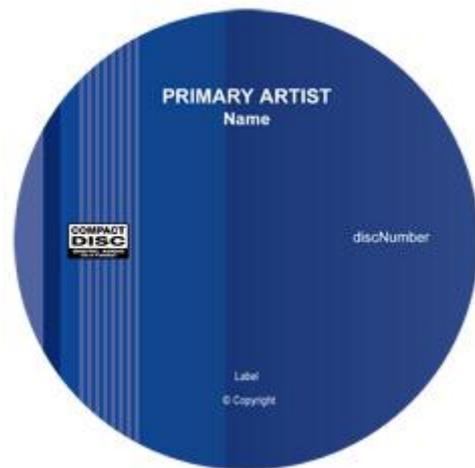
Template Booklet Back:



Template Traycard:



Template CD logo:



Note: It is not possible to upload a separate booklet, inlay or CD label for Amazon DoD.

6.27.6 What are the costs and how much will I earn with Amazon Disc on Demand?

The Amazon Disc on Demand service is free for all REBEAT users. This service is covered by your digital distribution deal so you will receive your standard 85% share of all net income of CDs sold via Disc on Demand. Amazon Disc on Demand will appear as an individual store in your Dashboard.

6.28 My products/data have disappeared (Mac OS only)

(Please take also a look at item 6.14 in this manual)

Background information:

Your data (audio files and covers as well as all information about your product) are stored in the so called "filestore" on your hard disc (you can define the path to the filestore in your REBEAT Digital software by clicking the menu item "RebeatV1/Settings").

It is also possible to save the filestore on an external storage device (like a hard disc or an USB stick).

However, there are a few important details to consider:

- Please do always make sure that the external storage device is connected and working properly before you start the REBEAT Digital software
- Do not switch off or disconnect the external media during the use of the REBEAT Digital software. This will lead to massive problems.

Problem:

- a) Your filestore is saved onto an external storage device (e.g. a hard disc) and you have disconnected or switched off the external device while using the REBEAT Digital software
- b) Your filestore is saved onto an external storage device (e.g. a hard disc) and you have started the REBEAT Digital software while the external device was not connected or switched off

If you start the software the next time, you will only see products you have worked on previously. All other products will have vanished. What next?

Background information:

Do not panic, your products have not been deleted. The problem occurs because of a quirk of the Apple OSX operating system: For each connected external storage device, the Apple operating system creates a numbered folder on your normal internal hard disc in which the content of the external media is being displayed (this procedure is called "mounting"). If you now remove or switch off the external media, this folder gets removed from your internal drive ("unmounting")

If your filestore is saved onto an external media and you remove or switch off this media, the folder remains on your internal hard disc. The REBEAT Digital software continues writing your current product data into this folder because there is no notification of the missing external media. Because of this, a kind of a "ghost filestore" appears on your hard drive and the next time you start the REBEAT Digital software you can only see the last products you have worked on (this also includes meta data updates).

In addition: If you now reconnect your external media, the Apple operating system will recognize the folder which was previously created for the device (and is now your "ghost filestore") as another external device and will create a new folder for it. The REBEAT Digital software cannot perceive this change and therefore will still use the "ghost filestore".

To avoid this problem do not unplug or switch off the external device during the use of the REBEAT Digital software.

However, there is a solution for this problem: Please keep in mind that you will lose the newly created or edited products after the moment the device was disconnected. You will have to redo the changes after restoring your old filestore.

To regain your old filestore, please follow these steps:

Step 1

Create a folder named "filestore2" (without quotation marks) on your external media

Step 2

Start your REBEAT Digital software and click the menu item “RebeatV1/Settings/Path”. Afterwards, please choose the new path for the filestore folder you created before (filestore2). Now the REBEAT Digital software is searching the correct place for the filestore

Step 3

Close your REBEAT Digital software.

Step 4

Delete the contents of “filestore2” (there should be a directory named “filestore” as well as several subdirectories with subnumerical names)

Step 5

Use the finder to copy the content of the original filestore from your external media. To make it work properly, copy the folder “filestore” with the alphanumerical subfolder from the original filestore directory into the newly created “filestore2” folder.

Step 6

Restart the REBEAT Digital software – your products should be visible again

7 Common mistakes

For making sure that your product is available within the iTunes store you have to follow and meet the needed specifications which will be strictly monitored by iTunes itself. If you ignore these specifications your product won't be available at iTunes Store at all.

WATCH OUT: As soon as you have uploaded your product you can only change the data by doing a data update (EUR 5,-) within your REBEAT Digital software (see 4.4 Data Update).

In order to see your product online as fast as possible in all stores we summarise some information for you to give you the most important facts about the right way of entering the data of your product into the REBEAT Digital software.

7.1 Front Cover

(see also 3.3.1 Front cover)

The front cover may show only the cover art with product title and name of the artist. The cover must not include any other information about the product or any wrong information. Product title and name of the artist in the metadata must be exactly the same as front cover shows.

Abstract of iTunes' guideline (information they don't accept on the front cover):

- The cover art promises content that the album doesn't contain. For example, "Includes DVD" or "Includes Lyrics."
- The cover art up-sells to another product.
- The cover art is misleading. For example, it has an artist name prominently written on it when that artist does not actually perform on the album, such may be the case with tribute or karaoke albums.
- The cover art includes a website address which leads to a website that sells music or competes with iTunes.
- The cover art has the word "iTunes" printed on it when the album is not produced by Apple, contains the Apple logo or refers to "Exclusive" without prior authorization from Apple.
- The cover art includes verbiage that refers to physical packaging, such as "CD" or "Disc".
- The cover art includes verbiage that refers to a digital product, such as "Digital Exclusive" or "Digital Version".
- The cover art includes verbiage that refers to pricing, such as "Reduced Price" or "Low Price" or "Available for \$9.99".
- The cover art includes verbiage that refers to a physical retailer, such as "available at Target" or "Walmart edition".
- The cover art contains pornography

7.2 Wrong orthography

You necessarily have to take care about the correct orthography (especially capitalisation and use of smaller letters)

The title (product as well as track data) must not include capital letters solely!

Example: „THE ONE AND ONLY“ would be a wrong entry! Here's the correct way: „The One and Only“.

Every title has to start with an upper case letter (writing "the One and Only" is wrong).

Correct casing for the **English language**:

- First letter of every single word must be a capital letter, except the words: a, an, and, for, from, of, or, the, to, in;
Examples: "To Be, or Not to Be" and "In the Still of the Night"

- The title's first and last word must start with a capital letter!
Example: "The One and Only"
- Words placed before or after the following characters must also start with a capital letter:
- / :

Example: "Love: And a Million Other Things"

7.3 No standard spelling

The spelling of the name of the artist and product must not vary – neither on product level nor on track level.

Example: Artist name of the product "John Williams" – artist name of the track "John" – WRONG!
The correct entry would be „John Williams“ for artist name of the track as well.

Please take care of typing errors!

Example: Product level's artist name says „Jazz Club Quintet“. Track level's artist name says "Jazz Club Qintet". If these two names are not identical, iTunes won't accept the product and as a result it won't be available for download in their store.

7.4 Several artists (Various Artists)

If the **product** includes more than 3 artists (and only in this case) and is not a classical music, please write down on product level's data for artist: "Various Artists".

Short cuts like V/A, V.A., Various, Various Artist, Varios are not allowed as interpreters' names!

The artist name for the **track** must not be "Various Artist". Each artist has to be credited (except on continuous mix tracks if performed by various artists).

If there is more than one artist on the track please separate the artist names with a slash.

Example: Artist A / Artist B / Artist C

7.5 Featuring Artist

The participation of a performer which does not belong to the regular band is called featuring artist.

If there is also a featuring artist performing in the song, then the artist names have to be separated with the phrase of "feat." (without quotation mark).

The main artist has to be named **before** the featured artist!

See the following example how to enter the artist names into the REBEAT software:

Artist A feat. Artist B

Notations like like ft., featuring, feat, FEAT, etc. are not allowed, as well as the use of brackets!

In case that you don't take care of these specifications it might be possible that your product won't get online in the stores.

7.6 Short cuts of first names

Always avoid short cuts of first and last names.

7.7 Product title and track title

- If your product only includes one track then the track title must be exactly the same as the product title!
- The product title must be EXACTLY the same as printed on the front cover.
- If your product contains tracks with the same track title, then name the version of your tracks (see 3.5.3 Version).

7.8 Additional information

Artist names must not include any additional information beyond the name - no role, date, instrument, former band, etc.

Furthermore don't add the version (e.g. instrumental, radio mix) directly to the product title, but use the input field for version.

7.9 Using capital letters

Do not use capital letters solely in the product title, track title or as artist name.

Otherwise it might happen that some stores won't accept your product or change the letters automatically into small letters.

As an alternative you can separate the capital letters of your artist name with a point.

Example:

MAX -> Not allowed

M.A.X. -> Allowed

Appendix A - Beatport genre list

In this appendix you will find a list of genres which are accepted by Beatport.

REBEAT Digital wants to emphasize particularly that the genre choice has to be done by the customer in the way that a correct entry in the shops is the result. It isn't allowed to choose a genre for a product to aim at being available within the Beatport catalogue although the product does not fit anyway the range of the shop! The customer takes the risk losing his credibility and might be blocked from Beatport as a label or artist, because Beatport reserves the right to refuse products.

Import in this context: Please note that all tracks of a product have to be of the specific genre of such a store to be accepted by this store. For example: A product with two tracks of genre Dance and two tracks of genre Pop won't be available at Beatport.

Dance

Genre in the REBEAT Digital Software	Result of genre on Beatport
Dance > Dance > Indie Dance / Nu Disco	Indie Dance / Nu Disco
Dance > Drum & Bass > Breaks	Breaks
Dance > Drum & Bass > Drum & Bass	Drum & Bass
Dance > Drum & Bass > Jungle	Drum & Bass
Dance > House > Acid House	House
Dance > House > Balearic House	House
Dance > House > Chicago House	House
Dance > House > Chill House	Deep House
Dance > House > Chill Out	Chill Out
Dance > House > Deep House	Deep House
Dance > House > Disco House	House
Dance > House > Dubstep & Grime	Dubstep
Dance > House > Electro House	Electro House
Dance > House > Electronica	Electronica
Dance > House > French House	House
Dance > House > Funky House	House
Dance > House > Garage House	House
Dance > House > Hard House	Electro House
Dance > House > Hip House	House
Dance > House > Ibiza House	House
Dance > House > Latin House	House
Dance > House > Minimal House	Minimal
Dance > House > Progressive House	Progressive House
Dance > House > Tech House	Tech House
Dance > House > Vocal House	House
Dance > Techno > Acid Techno	Techno
Dance > Techno > Acid Trance	Trance
Dance > Techno > Balearic Trance	Trance
Dance > Techno > Chicago Techno	Techno
Dance > Techno > Detroit Techno	Techno
Dance > Techno > DJ Tools	DJ Tools
Dance > Techno > Dub Techno	Techno
Dance > Techno > Dutch Trance	Trance
Dance > Techno > EBM	Electronica
Dance > Techno > Epic Trance	Trance
Dance > Techno > Free Techno	Techno
Dance > Techno > Gabba	Hardcore / Hard Techno

Dance > Techno > Goa	Psy-Trance
Dance > Techno > Hard Techno	Hardcore / Hard Techno
Dance > Techno > Hardcore	Hardcore / Hard Techno
Dance > Techno > Hardstyle	Hard Dance
Dance > Techno > Hardtrance	Hard Dance
Dance > Techno > Industrial	Hard Dance
Dance > Techno > Pizzicato	Techno
Dance > Techno > Progressive Trance	Trance
Dance > Techno > Psy-Trance	Psy-Trance
Dance > Techno > Rave	Psy-Trance
Dance > Techno > Schranz	Hardcore / Hard Techno
Dance > Techno > Speedcore	Hardcore / Hard Techno
Dance > Techno > Terrorcore	Hardcore / Hard Techno
Dance > Techno > Trance	Trance
Dance > Techno > Tribal	Techno
Dance > Techno > UK Garage	Techno
Dance > Techno > Vocal Trance	Trance

Electronic

Genre in the REBEAT Digital Software	Result of genre on Beatport
Electronic > Dance > Eurodance	Hard Dance
Electronic > Dance > Hard Dance	Hard Dance
Electronic > Drum & Bass > Breaks	Breaks
Electronic > Drum & Bass > Drum & Bass	Drum & Bass
Electronic > Drum & Bass > Jungle	Drum & Bass
Electronic > House > Acid House	House
Electronic > House > Balearic House	House
Electronic > House > Chicago House	House
Electronic > House > Chill House	Deep House
Electronic > House > Chill Out	Chill Out
Electronic > House > Deep House	Deep House
Electronic > House > Disco House	House
Electronic > House > Dubstep & Grime	Dubstep
Electronic > House > Electro House	Electro House
Electronic > House > Electronica	Electronica
Electronic > House > French House	House
Electronic > House > Funky House	House
Electronic > House > Garage House	House
Electronic > House > Hard House	Electro House
Electronic > House > Hip House	House
Electronic > House > Ibiza House	House
Electronic > House > Latin House	House
Electronic > House > Minimal House	Minimal
Electronic > House > Progressive House	Progressive House
Electronic > House > Tech House	Tech House
Electronic > House > Vocal House	House
Electronic > Techno > Acid Techno	Techno
Electronic > Techno > Acid Trance	Trance
Electronic > Techno > Balearic Trance	Trance
Electronic > Techno > Chicago Techno	Techno
Electronic > Techno > Detroit Techno	Techno
Electronic > Techno > DJ Tools	DJ Tools
Electronic > Techno > Dub Techno	Techno

Electronic > Techno > Dutch Trance	Trance
Electronic > Techno > EBM	Electronica
Electronic > Techno > Epic Trance	Trance
Electronic > Techno > Free Techno	Techno
Electronic > Techno > Gabba	Hardcore / Hard Techno
Electronic > Techno > Goa	Techno
Electronic > Techno > Hard Techno	Hardcore / Hard Techno
Electronic > Techno > Hardcore	Hardcore / Hard Techno
Electronic > Techno > Hardstyle	Hard Dance
Electronic > Techno > Hardtrance	Hard Dance
Electronic > Techno > Industrial	Hard Dance
Electronic > Techno > Pizzicato	Techno
Electronic > Techno > Progressive Trance	Trance
Electronic > Techno > Psy-Trance	Psy-Trance
Electronic > Techno > Rave	Psy-Trance
Electronic > Techno > Schranz	Hardcore / Hard Techno
Electronic > Techno > Speedcore	Hardcore / Hard Techno
Electronic > Techno > Terrorcore	Hardcore / Hard Techno
Electronic > Techno > Trance	Trance
Electronic > Techno > Tribal	Techno
Electronic > Techno > UK Garage	Techno
Electronic > Techno > Vocal Trance	Trance