

WORSHIPcast Quarterly Reporting Instructions

CCS is grateful to partner with you by providing the WORSHIPcast Streaming License for your church or ministry. It is a tremendous opportunity to support songwriters, who, in turn, will bless your church with new worship songs that proclaim the Gospel, touching and transforming hearts. We pay fees directly to [ASCAP](#), [BMI](#), and [SESAC](#), who then disperse to affiliated writers and publishers.

As a WORSHIPcast license holder, you are responsible for providing an accurate list of music titles and authors included in the internet performances on your website. Internet performances include the live broadcasts of your services and events, as well as media available for archived streaming featuring copyrighted songs. CCS provides your account with the online WORSHIPcast Song Log to make reporting easy to organize and maintain.

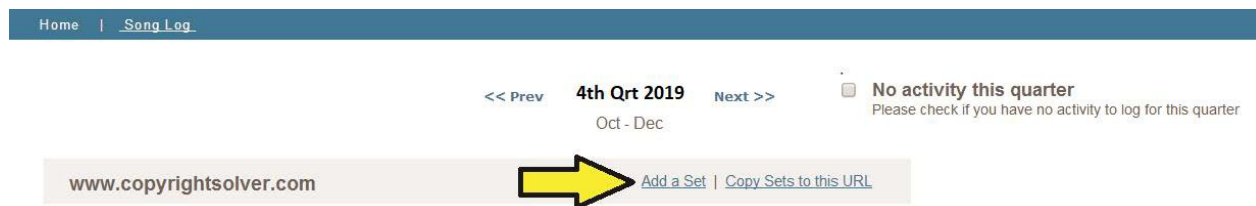
Before you report for the first time determine how music is available to visitors on your website. For each internet performance this may be “live broadcast,” “archived,” or both. You will also need a list of song titles and authors included in media or broadcasts on your website. Organize the song list by the date of an event or by the title of a video or playlist.

- 1) Log into your CCS account and select WORSHIPcast from the client home page. The Song Log can be accessed at the top of the WORSHIPcast product page.



The URL of your licensed website appears as a toolbar and has two functions: “Add a Set” and “Copy Sets to this URL”. A “Set” is a list of songs which are featured in the same live broadcast or in a single archived video or audio file. We encourage you to organize the Song Log in a way that best reflects how music is featured on your website.

- 2) Select Add a Set using the URL toolbar. Provide a “Set title” and indicate which transmission methods would be used for the songs listed in it. Each Set will have toolbar with options to edit, add songs, or remove the set.

A screenshot of the 'Edit a Set' dialog box. The dialog box has an orange header with the text 'Edit a Set' and a close button. Below the header, there is a form with the following fields: 'URL: www.copyrightsolver.com', 'Set Title: [text input]', and 'Transmission Methods: [checkbox] Live Streaming [checkbox] Archived'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

- 3) After creating a Set, use “Add Song” tool to enter song titles and authors to be included. As you enter a song title, potential matches will appear in the lower part of the window. Select a song from the match results to complete the title and author entry. If a match does not appear, continue entering the song title and author(s) in the fields provided and click “Add Song” when finished. You can add multiple songs to a Set in the same window. Select “Done Adding Songs” to return to the Song Log.

www.copyrightsolver.com [Add a Set](#) | [Copy Sets to this URL](#)

Example Set Title Live Streaming Archived [Edit Set](#) | [Add Songs](#) | [Remove Set](#)

Add a Song to a Set ✕

URL: www.copyrightsolver.com # Songs Added: 0

Set:

Please enter your song title and authors below. You may hit "Enter" or click "Add Song" to commit the song. Enter as many songs as you need and click "Done" when you have finished.

Song Title	Authors	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add Song"/> <input type="button" value="Done Adding Songs"/>

- 4) The songs you added will appear below the Set Title. Sets can be minimized to make your Song Log easier to use. To report additional content or services, create a new Set from the URL Toolbar. A separate Set is required for each unique live broadcast and each individual video or audio file available on your website.
- 5) If archived content is available on your website across multiple quarters use the “Copy Sets to this URL” tool to save time. Multiple sets can be copied at once. Sets that remain archived on your website must be copied forward for each reporting quarter. [Note: WORSHIPcast Licensees that reported prior to October 1st, 2013 may find existing “sets” available in the 2nd Quarter 2013 page of their Song Log created from their previously reported data.]

Copy Sets ✕

Copy to URL: www.copyrightsolver.com

Please check all sets you would like to copy to this URL and Quarter and click "Copy Selected Sets" below

	Year	Qtr	Set Name	URL
<input checked="" type="checkbox"/>	2013	4	Example Set Title	www.copyrightsolver.com
<input type="checkbox"/>	2013	2	2nd Quarter Set	www.copyrightsolver.com
<input checked="" type="checkbox"/>	2013	1	1st Quarter Set	www.copyrightsolver.com

- 6) Once all songs performed have been added to a Set in your Song Log, the report is complete.
- 7) CCS automatically pulls reports to submit to the PROS (15) days following the end of a reporting period (March 31, June 30, Sept. 30, Dec. 31). CCS will send you a reminder the first day of any month when reports are being collected (January, April, July, and October).

If you experience any issues or have questions about the use of the WORSHIPcast Song Log, submit them to support@copyrightsolutions.com or call (855)576-5837.