

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 _____ of your services and events, as well as media available as archived streaming. The WORSHIPcast Song Log makes reporting easy to organize and maintain. ‡ _____ updat _____ song log _____, _____ or _____

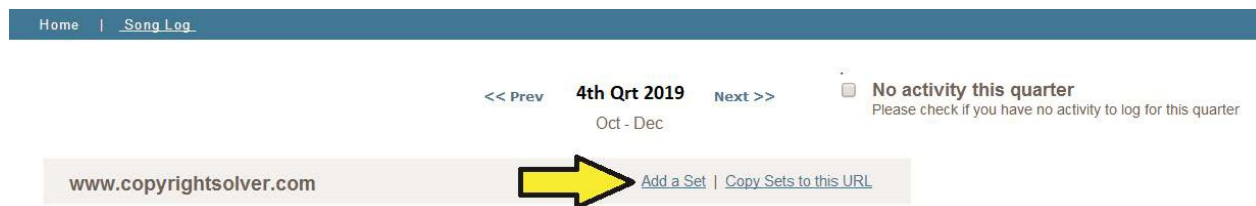
Before report _____ for the first time determine how music is available to visitors on your website. For each internet performance this may be “live _____,” “archived,” or both. # _____ song titles and authors included in media or transmissions available on your website. u _____ by the date of _____ event _____ title of _____

- 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 transmission 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' modal form. The form has an orange header with the title 'Edit a Set' and a close button. The form contains the following fields and options:

- URL: www.copyrightsolver.com
- Set Title: [Text input field]
- Transmission Methods: Live Streaming, Archived
- Buttons: Save, 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.

The screenshot shows the website header with the URL www.copyrightsolver.com and links for [Add a Set](#) and [Copy Sets to this URL](#). Below the header, a set titled "Example Set Title" is shown with a "+" icon on the left and "Live Streaming Archived" status on the right. Action links for [Edit Set](#), [Add Songs](#), and [Remove Set](#) are visible. A yellow arrow points to the "Add Songs" link. An orange modal window titled "Add a Song to a Set" is open, displaying the URL www.copyrightsolver.com and "# Songs Added: 0". It includes a "Set:" label, instructions to enter song titles and authors, and a table with columns for "Song Title" and "Authors". At the bottom of the modal are "Add Song" and "Done Adding Songs" buttons.

- 4) The songs you added will appear below the Set Title. To expand the Set, click the "+" to the left of the Set Title. To report additional content or services, create a new Set from the URL Toolbar. A separate Set is required for each unique live transmission and individual video or audio files on your website.
- 5) Archived Sets available on your website must be copied forward to each reporting quarter. Open the reporting quarter, select the “Copy Sets to this URL” tool, check the Archived Set(s), click "Copy Selected Sets" and you're finished

The screenshot shows a modal window titled "Copy Sets" with a close button (X). It displays "Copy to URL: www.copyrightsolver.com" and instructions: "Please check all sets you would like to copy to this URL and Quarter and click 'Copy Selected Sets' below". A table lists sets for copying:

	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

At the bottom of the modal are "Copy Selected Sets" and "Cancel" buttons.

- 6) Once all songs performed are added to a Set in your Song Log, plus any Archived Sets, the report is complete.
- 7) CCS automatically pulls reports to submit to ASCAP, BMI and SESAC (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 of any month that 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.