



Upload Guide

v1.5

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1 Creating a New Release

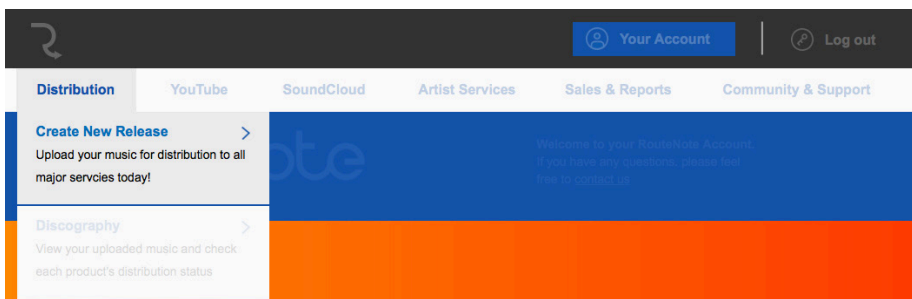
Creating a New Release

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

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

1.1 Navigating to RouteNote's Release Creation Tool

To get to Routenote's creation tool simply hover over the “Distribution” tab on the Nav bar and select “Create New Release” (below).



From here you arrive at the Release data page (below).

Release Data

[Need Help?](#) Please check out our Tools page for helpful guides

UPC / EAN:

If you don't have a UPC / EAN please leave blank and we can generate one for you.

Release Title*:

This will be the title of your release.

Create Release

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

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

2 Release Overview Album Details

Release Overview

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

You will need your album metadata prepared, such as:

- Album name
- Artist/artists name
- Label
- Copyright information
- Release Dates

Artwork:

- 3000 x 3000 pixels
- jpeg format
- dpi of 72 - 300

Audio:

- Either MP3 or FLAC
- 44.1kHz
- Minimum 320kbps

[Need Help?](#) Please check out our Tools page for helpful guides

Step 1: Incomplete

Step 2: Incomplete

Step 3: Incomplete

Step 4: Incomplete

Step 5: Distribute

Release Details

Complete your release by clicking on the four steps below and filling in each page.

Album Details



Add Audio



Add Artwork



Manage Stores



Album Details

[Edit Album Details](#) >

UPC: 5059137023517

Title

Artist Name

Genre

Label:

© C Line:

© P Line:

Release Date:

Approval Date:



Add Artwork

[Upload your Track Artwork here](#)

2 Release Overview Album Details

2.1 Album Details

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

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

Album Details

Album/Single/EP Title *:
If this release contains the same featuring artist(s) for all tracks, please add the featuring artist(s) to the album title in this format "(feat. artistname)"

Album Version : ?

Compilation Album: ☐ Yes ☒ No

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

Primary Genre *: Alternative ▼

Secondary Genre : None ▼

Composition Copyright ©*: 2019

Sound Recording Copyright ©*: 2019

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

Originally Released *: ?

Pre Order Date: ?

Sales Start Date: ?

Explicit Content *: Select ▼

2 Release Overview Album Details

2.2 Album Version

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

2.3 Compilation Album

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

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

2.4 Multiple Artists

Album Details

Album/Single/EP Title *:

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

Album Version :

Compilation Album: ☐ Yes ☒ No

Artist Name *:

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

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

2.5 Copyright Lines

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

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

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

2 Release Overview Album Details

2.6 Label Name

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

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

2.7 Original Release Date

The date that the release was first made commercially available.

The Original Release Date must be a date previous to any selected Sales Start Date.

2.8 Pre Order Date

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

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

2.9 Sales Start Date

Use the sales start date calendar to select a predetermined release date 2 weeks in advance of the upload.

Leaving the SSD (sales start date) blank will result in the product being released as soon as possible.

2.10 Explicit/Clean/Cleaned Listing

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

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

Please only select clean if there is no profanity within your release **AT ALL**, in the audio, artwork or metadata.

Please note that if you mark an explicit release as clean, it may be taken down by stores.

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

3 Upload Audio

Add Audio

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

3.1 Upload Audio

Upload Audio

We allow the following audio file types:
High Quality MP3 - 320kbps - 44.1khz
High Quality FLAC - 44.1khz

Upload Restrictions

The upload tool is restricted to 15 files per session. Please choose 'Add More Tracks' at the end of the session if your release contains more than 15 tracks.

Track Name*:

Choose File

Add Track

Total Tracks Added: 1

Save and Continue

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

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

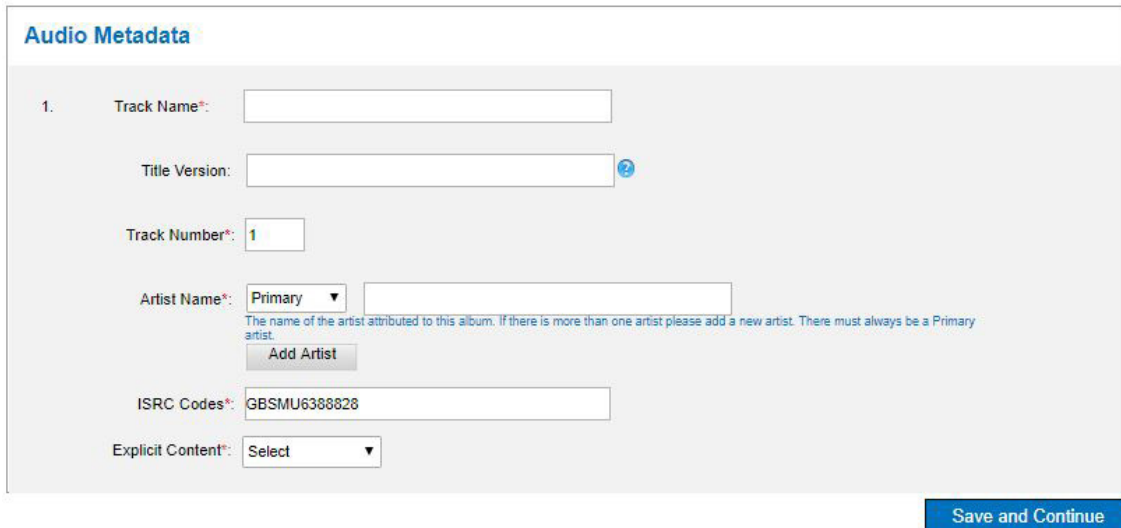
All tracks must be uploaded as MP3s or FLAC, both minimum 320kbps.

Sample rate must be 44.1kHz.

3 Upload Audio

3.2 Track Level Metadata

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



The screenshot shows a form titled "Audio Metadata" with the following fields and controls:

- 1. Track Name*:** A text input field.
- Title Version:** A text input field with a help icon (?) to its right.
- Track Number*:** A text input field containing the number "1".
- Artist Name*:** A dropdown menu currently set to "Primary", followed by a text input field. Below this is a small blue text note: "The name of the artist attributed to this album. If there is more than one artist please add a new artist. There must always be a Primary artist." and an "Add Artist" button.
- ISRC Codes*:** A text input field containing "GBSMU6388828".
- Explicit Content*:** A dropdown menu currently set to "Select".

A "Save and Continue" button is located at the bottom right of the form.

3.3 Track Title

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

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

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

3.4 Title Versions

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

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

3.5 Multiple Artists

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

3.6 Track Number

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

3.7 ISRC Codes

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

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

4 Add Artwork


Add Artwork and Metadata

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

4.1 Add Artwork

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

Upload Album Artwork



Select files to upload
or drag and drop your artwork here

3000px x 3000px, less than 25mb, RGB, .jpg.

Releases that do not meet the Style Guidelines will be rejected.

Style Guidelines

- ✓ 3000px x 3000px
- ✓ Professional quality, product relevant images
- ✓ Less than 25MB
- ✓ RGB Colour Space

- ✗ Website URL
- ✗ Contact information (i.e. email address, phone number etc.)
- ✗ Pornographic images
- ✗ Pricing information
- ✗ Copyrighted images
- ✗ Scan of a CD (must be retail ready artwork)
- ✗ Blurry or pixelated images

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

Your artwork must fill the following parameters:

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

You may NOT upload artwork that displays the following:


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


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


5 Manage Stores


Manage Stores Overview

Choose your Stores



RN Direct
☐



iTunes & Apple Music
☐



Amazon
☐



eMUSIC
☐


[Select all stores](#) ☐



Spotify
☐



Google
☐



Anghami
☐



Deezer
☐



Wimp/Tidal
☐



Claro-musica
☐



Juke
☐



SoundCloud
☐



Shazam
☐



Gracenote
☐
Coming soon



Kanjian
☐



Pandora
☐



Napster
☐



Melon
☐



iHeartRadio
☐



7Digital
☐



Saavn
☐



Bugs!
☐



Facebook
☐


Naver/Vibe
☐


Netease
☐


Tencent
☐


AWA
☐


YouTube
☐

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

WARNING: For Worldwide distribution please DO NOT add Territory information.
Selected Stores with NO additional Territory information will be distributed Worldwide.

Territories

▼ Territory options

Include these Territories ▼

Territories:

Stores:

Please check the stores:

Clear Territories

Clear Stores

5 Manage Stores

5.1 Store Distribution

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

5.2 Store Pricing

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

Pricing at the stores is greatly dependent on several factors including:

Total tracks on the release, total length (in time) of tracks on the release, the retailer and the specific territory.

For this reason we are unable to publish exact pricing.

Standard pricing approximately ranges between \$7 and \$10 per album and between 70 cents and \$1 per single.

5.3 Territory Options

WARNING: For Worldwide distribution please DO NOT add Territory information.
Selected Stores with NO additional Territory information will be distributed Worldwide.

Territories ▼ Territory options

Include these Territories ▾

Territories:

Stores:

Clear Territories

Clear Stores

Back

Save and Continue

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

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

6 Distribution and Release Completion

Distribution Options

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

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

✓ Step 1:Complete

✓ Step 2:Complete

✓ Step 3:Complete

✓ Step 4:Complete

✓ Step 5:Distribute

Please review your release before selecting your distribution model as further audio and playlist changes are not permitted beyond this point! Metadata changes are permitted but have an update period of 30 days.

☐ I understand and accept RouteNote's [Terms and Conditions](#) and have read through the [Artist/Label Agreement](#)

Free distribution model allows artists to upload their music to The World's largest music stores without having to pay upfront.

Artists keep 85% of the royalties.

[Learn More](#)

Our Premium Distribution model allows the artists to pay a small fee upfront but keep 100% of the royalties.

\$10 - Singles, \$20 - EP, \$30 - Album, \$45 - Ext Album, then \$9.99 annually

[Learn More](#)

Distribute Free

Distribute Premium

Release Details

Complete your release by clicking on the four steps below and filling in each page.

Album Details

Add Audio

Add Artwork

Manage Stores

Album Details

Edit Album Details >

UPC: 5059137023517

Not Explicit

Release Name

Artist Name

Alternative

Label: Record Label Name

© C Line: Composition Copyright

© P Line: Recording Copyright

Release Date:

Approval Date:

Your selected stores

Manage Stores >

emusic

amazonmusic

Spotify

Apple iTunes

deezer

napster

RND

Google Play

YouTube

Wimp

shazam

juke

anghami

Claro-música

pandora

Melón

iHeartRADIO

digital

saavn

Bugs!

NAVER

facebook

6 Distribution and Release Completion

6.1 Free Distribution

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

6.2 Premium Distribution

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

Artists keep 100% of the royalties.

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

6.2 Moderation

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