

Song Gallery Quick Start - Creating a Profile and Adding Songs

Welcome to the Song Gallery profile creation process! The best way to get to know the Song Gallery is by exploring, clicking every link and button and seeing where they take you. There are a lot of features that you can access both in the Song Gallery in general as well as what you will find in the Control Panel specific to your own account. Enjoy!

Followings are basic instructions on how to set up your Song Gallery User & Songwriter profile as well as how to upload a song to the Song Gallery. Be sure to change your password to something private before you are done.

QUICK START: LOGIN

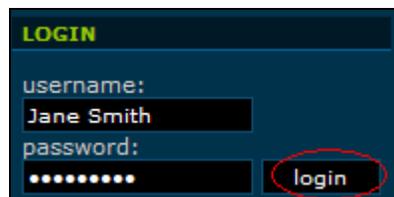
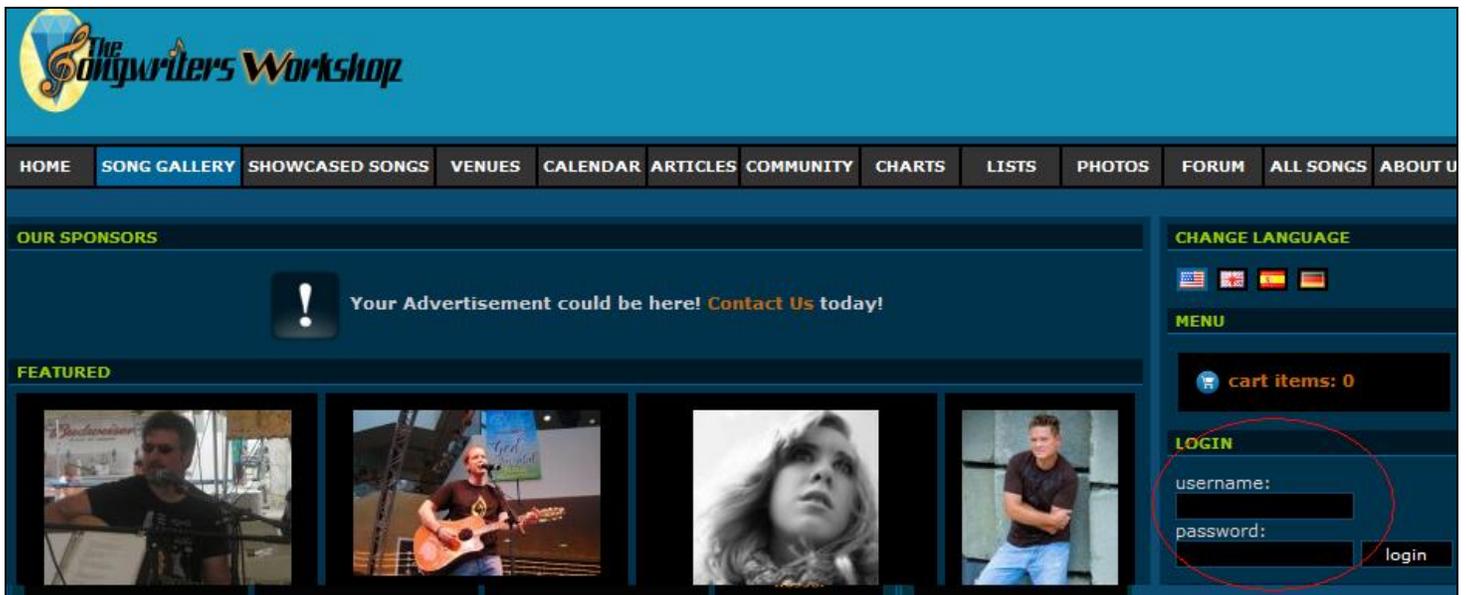
Open up a browser window, like Firefox, Internet Explorer, or Safari and go to

www.songwritersworkshop.org

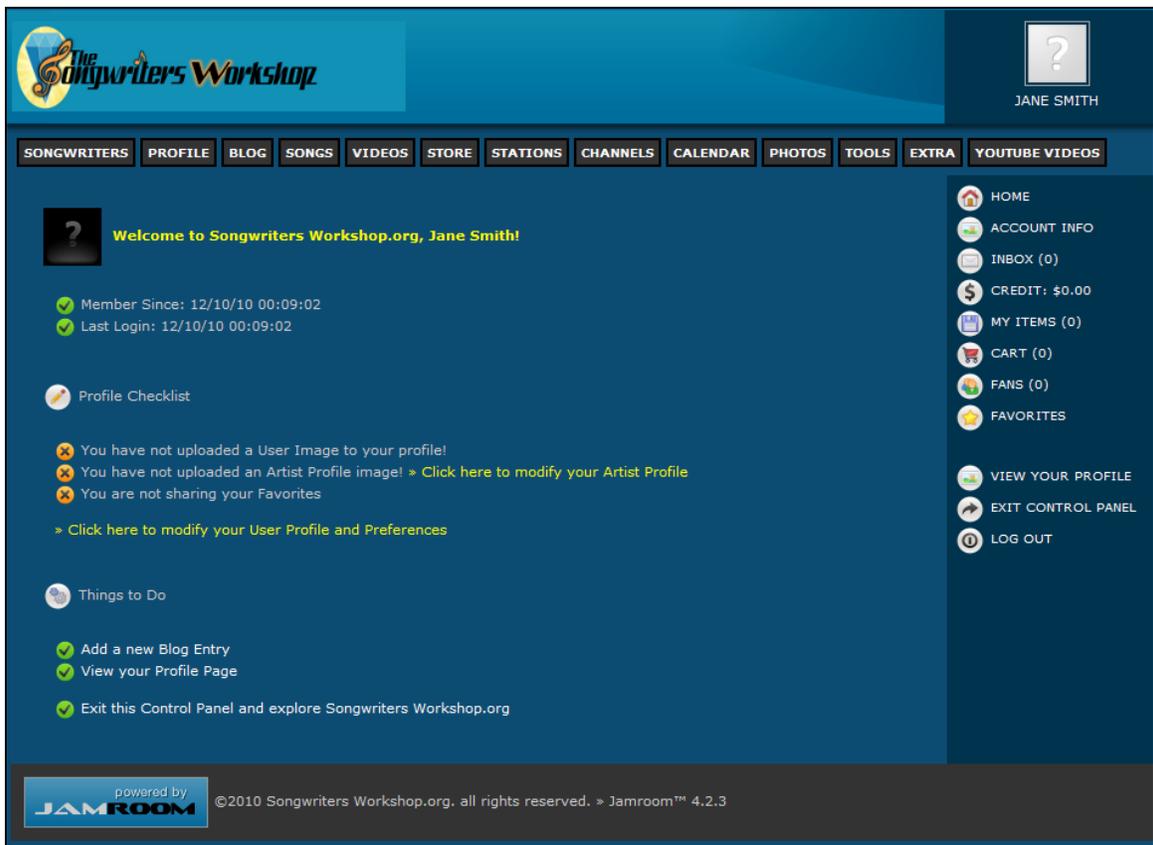
Click on Song Gallery.



On the right side of the screen enter the username and password that you've been provided then click the login button next to the password.



You will be taken to your account's Control Panel. Below is what the Control Panel looks like. Here you can update your profile information, add a profile pic, and enter a private password.



NOTE: It is helpful to understand how Jamroom, the underlying application used for the Song Gallery, implements different types of profiles. There are three kinds of profiles: "User" profiles, "Artist" profiles and "Fan" profiles. They will be described below.

The "User Profile" is your login account, and contains only your personal information.

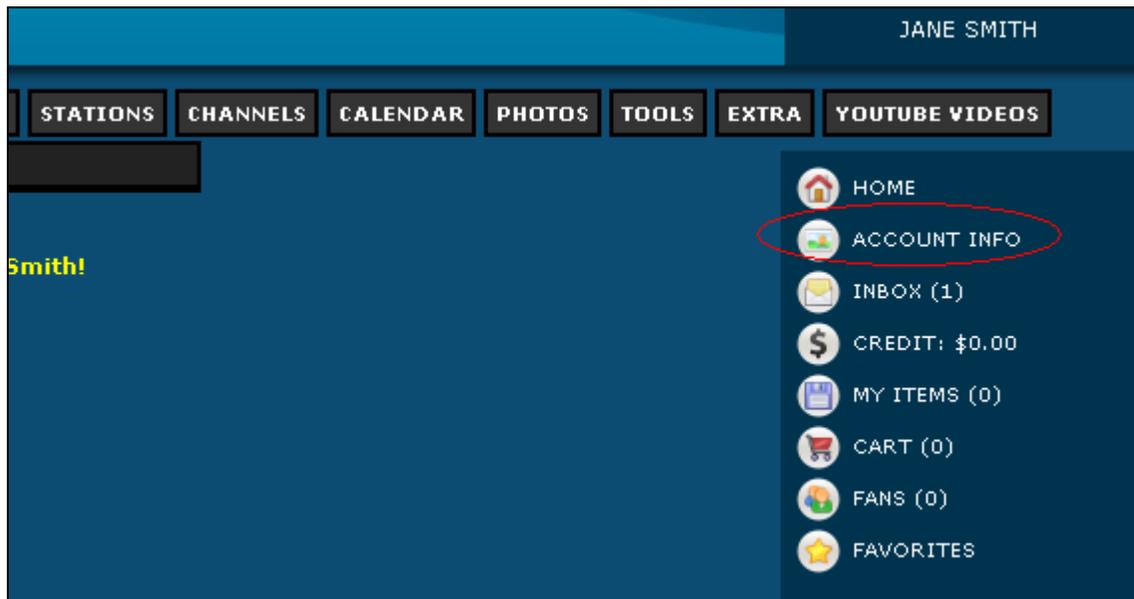
Artist Profiles contain blogs, forums, songs, pictures, videos, and other information. There are two types of Artist profiles in the Song Gallery: Venue and Songwriter. The Venue profile contains information about different venues and events associated with the Songwriters Workshop. The Songwriter Profile is the one which you will be filling out, and contains your songs, videos, pictures and so on. Each User Profile can potentially be given access to one or more Songwriter and/or Venue profiles, however, you will be assigned just your own Songwriter profile at this time.

A Fan Profile is a special limited kind of profile which lets a person create blogs, forums, and radio stations to follow other Songwriters; however, they are not able to create their own songs or videos. A Songwriter Profile can invite people to become their fans, or someone can request to become a fan on their own.

The image and information that you enter associated with your User Profile will show up on comments in the forum and on other Songwriters profiles and forums. The image that you associate with your Songwriter/Artist profile will show up in the area that related to your Songwriting which we have nicknamed 'The Studio' in the Song Gallery. You need to enter at the very least a name and image with both profiles, but it's recommended that you enter lots of good information on your Songwriter/Artist Profile as that's the one that will be related to your Songwriting and viewable by visitors.

QUICK START: SETTING UP YOUR USER PROFILE

On the right side of the Control Panel, click on Account Info.

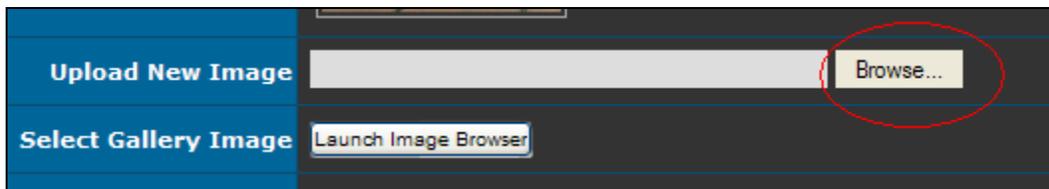


Update the information here as you see fit. At the minimum enter your name, your email address, and upload a User Image. IMPORTANT: It is recommended that you select the '-' for your birth year as birthdate can be sensitive information.

USER INFORMATION FOR "JANE SMITH"	
Real Name	Jane Smith
Email Address	JSmith1234567@nomail.com
Address	
Gender	Unspecified
Birthdate	January 01 -
WebSite	
IM Number	
Control Panel Language	English
Show Email Address	<input type="checkbox"/> ?
Hide Online Status	<input type="checkbox"/> ?
Accept Private Notes	<input checked="" type="checkbox"/> ?
Share Actions	<input checked="" type="checkbox"/> ?
Email Notification	<input checked="" type="checkbox"/> ?
Newsletter Subscription	<input checked="" type="checkbox"/> ?
Share Your Favorites	<input type="checkbox"/> ?
User Interests	
User Occupation	

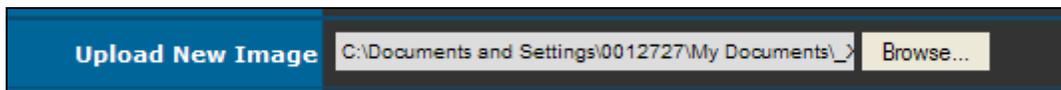
On this same User Information page you can upload a picture that will be used when you make comments on other people's profiles. If you do not select an image your comments and when you sign up as a fan will have a question mark next to your name instead of an image. Later you will add the picture that shows up on the Artist/Songwriter Profile. NOTE: You can use the same image but remember it is two different steps.

Click the browse button next to the Upload New Image



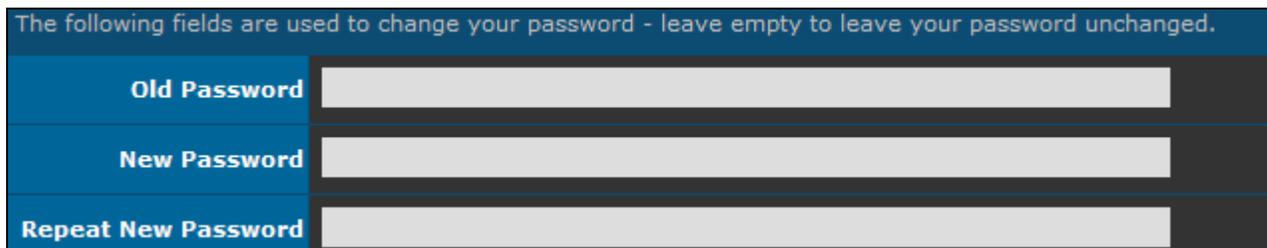
The screenshot shows a form with two rows. The first row has a blue header 'Upload New Image' and a text input field with a 'Browse...' button to its right. The 'Browse...' button is circled in red. The second row has a blue header 'Select Gallery Image' and a 'Launch Image Browser' button.

Navigate through your computer's folders to select one of the pictures on your computer. When you've done that the blank next to Upload Image will be populated.



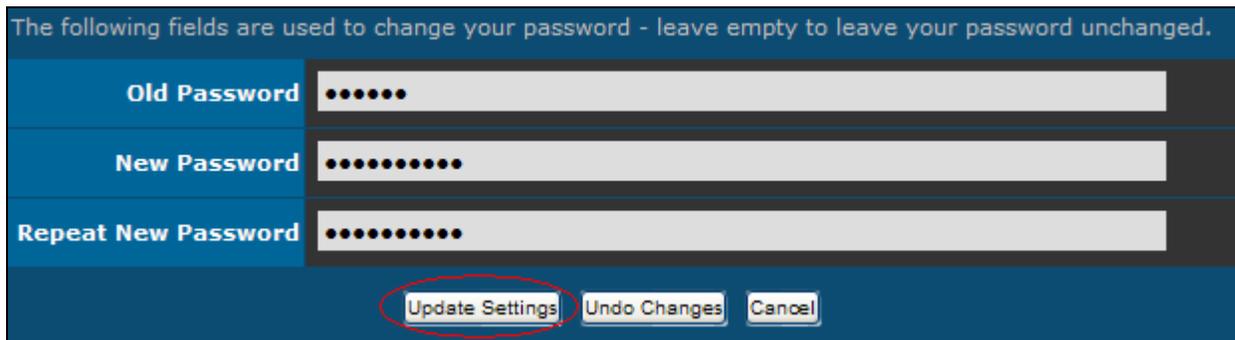
The screenshot shows the same form as above, but the text input field now contains the file path 'C:\Documents and Settings\0012727\My Documents\...' and the 'Browse...' button is still present.

Change your password to something private. There may eventually be payment information associated with your Song Gallery account so please make your password difficult to guess and don't share it with others.

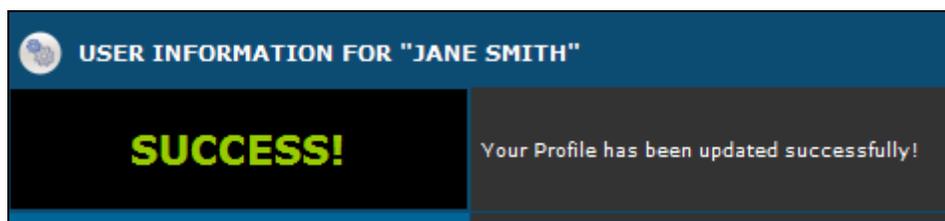


The screenshot shows a form titled 'The following fields are used to change your password - leave empty to leave your password unchanged.' It has three rows: 'Old Password', 'New Password', and 'Repeat New Password', each with an empty text input field.

Click the Update Settings button to save the changes to your User Information and upload the User Profile picture.



The screenshot shows the same password change form as above, but the input fields are now filled with dots. At the bottom, there are three buttons: 'Update Settings' (circled in red), 'Undo Changes', and 'Cancel'.



The screenshot shows a success message box. On the left, it says 'SUCCESS!' in large green letters. On the right, it says 'Your Profile has been updated successfully!' in smaller white text. The title of the box is 'USER INFORMATION FOR "JANE SMITH"'.

Please note, it can take as long as overnight for your image to show up. It may show up as a question mark in the Song Gallery until the system registers it.

The screenshot displays the user profile for Jane Smith on the website 'The Songwriters Workshop'. The page layout includes a header with the site logo, a navigation bar with 'BLOG', 'FORUM', and 'FANS' tabs, and a main content area. The profile information is as follows:

- MEMBERSHIP:** joined: 12/10/10 00:06:26
- LOCATION:** AFRICA: Algeria
 - songwriters located in AFRICA: Algeria
- SONGWRITER GENRE:** Acapella
 - songwriters that sound like "Acapella"
- ARTIST INFLUENCES:**

The profile picture and the song gallery area both display a large question mark, indicating that the images have not yet been registered by the system. On the right side of the profile, there is an 'INFO' section with links for 'Acapella' and 'AFRICA: Algeria', a 'RATING' section showing '(0.00)', a 'FANS' section showing 'Jane Smith' as 'online', and a 'DETAILS' section with links for 'info', 'comments: 0', 'guestbook', 'contact this profile', 'share this page', and 'press kit'.

You will now see the first item is checked.

The screenshot shows the user profile page for Jane Smith on Songwriters Workshop.org. The page has a dark blue header with the site logo and a navigation menu. The main content area is divided into sections for user information, profile checklist, and things to do. A right-hand sidebar contains quick links to various account features.

Header: The Songwriters Workshop logo is on the left. On the right, there is a user profile icon with a question mark and the name "JANE SMITH".

Navigation Menu: A horizontal bar contains the following links: SONGWRITERS, PROFILE, BLOG, SONGS, VIDEOS, STORE, STATIONS, CHANNELS, CALENDAR, PHOTOS, TOOLS, EXTRA, and YOUTUBE VIDEOS.

Main Content Area:

- Welcome to Songwriters Workshop.org, Jane Smith!** (with a question mark icon)
- Member Since:** 12/10/10 00:09:02 (checked)
- Last Login:** 12/12/10 20:28:43 (checked)
- Profile Checklist:**
 - ✓ You have successfully uploaded a User Image to your profile.
 - ✗ You have not uploaded an Artist Profile image! [Click here to modify your Artist Profile](#)
 - ✗ You are not sharing your Favorites
- [Click here to modify your User Profile and Preferences](#)
- Things to Do:**
 - ✓ Add a new Blog Entry
 - ✓ View your Profile Page
 - ✓ Exit this Control Panel and explore Songwriters Workshop.org

Right Sidebar (Quick Links):

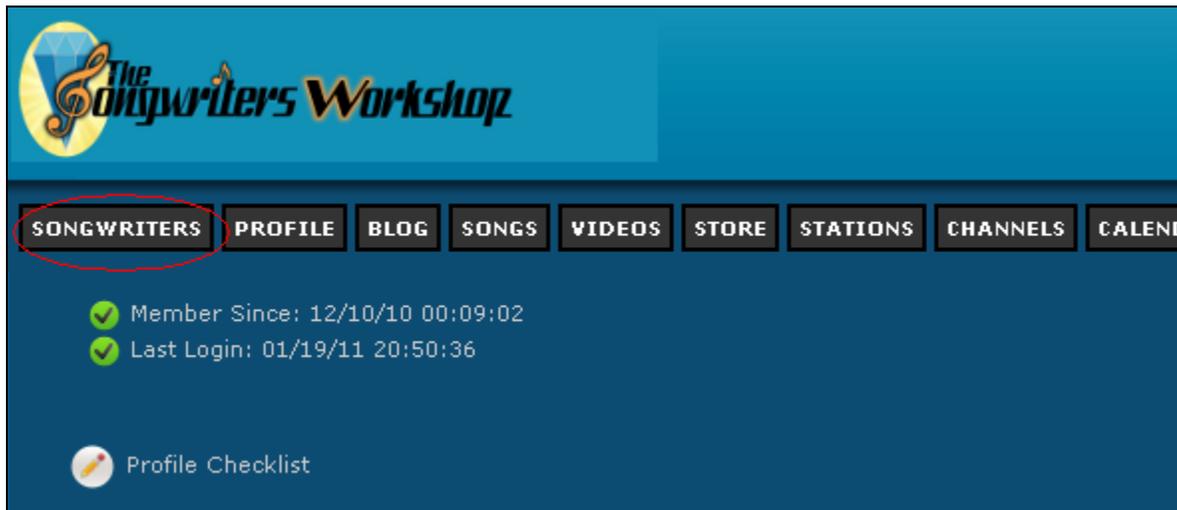
- HOME
- ACCOUNT INFO
- INBOX (0)
- CREDIT: \$0.00
- MY ITEMS (0)
- CART (0)
- FANS (0)
- FAVORITES
- VIEW YOUR PROFILE
- EXIT CONTROL PANEL
- LOG OUT

Footer: A dark blue bar at the bottom contains the "powered by JAMROOM" logo and the text: ©2010 Songwriters Workshop.org, all rights reserved. » Jamroom™ 4.2.3

QUICK START: SETTING UP YOUR SONGWRITER PROFILE (Studio)

Next create your Songwriter/Artist profile which is what we have nicknamed a Studio.

Click on the Songwriters button and select Modify Songwriter.



Here you can describe yourself for visitors to the Song Gallery as well as upload an image that will show up on your Songwriter profile. Fill in as much information as you like. If you're not sure what something is, leave it blank for now. At the bare minimum upload a picture.

For Songwriter Influences, we recommend entering names of well-known Artists and Songwriters whose styles are reflected in your personal songwriting. This is the field that is searched when a viewer enters a name in the Find New Music field on the main page.

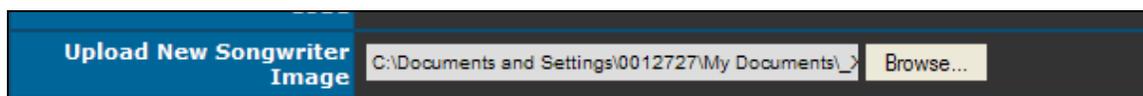
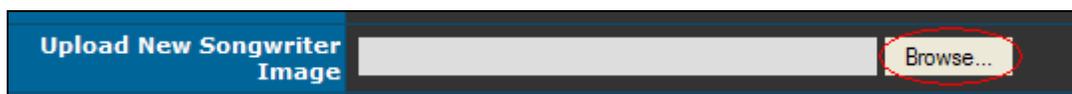
Note: It's recommended that you select No for the Private Profile question - otherwise you will be the only person who can see your Songwriter Profile and listen to your songs!

MODIFY "JANE SMITH"

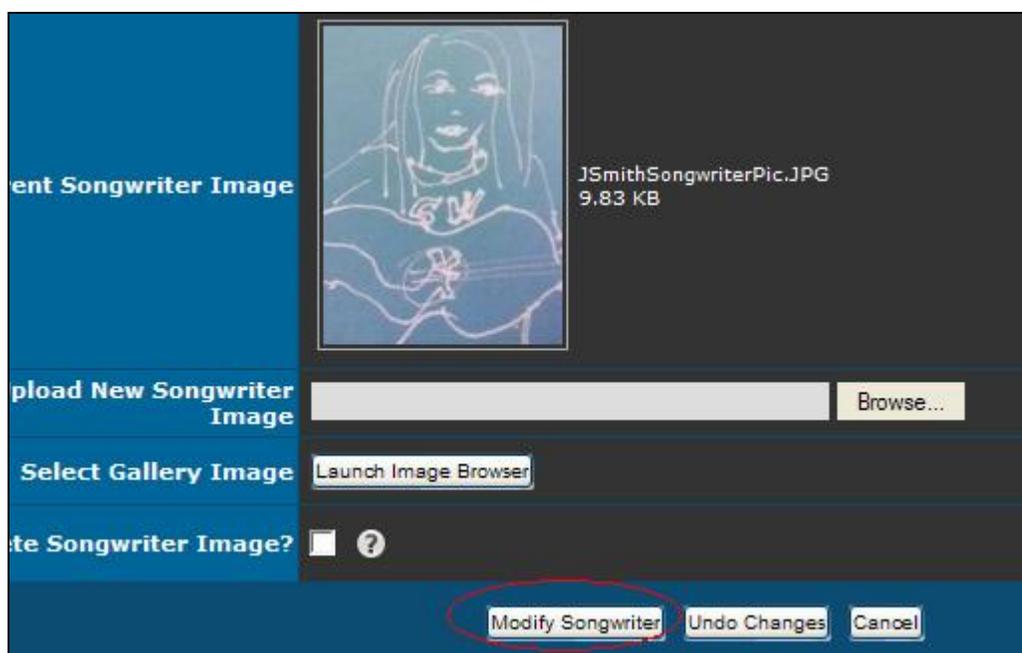
Your Profile URL is: http://www.songwritersworkshop.org/community/Jane_Smith/

Songwriter Name	<input type="text" value="Jane Smith"/>
Friendly URL Name	<input type="text" value="Jane_Smith"/>
Member(S)	<input type="text"/>
Location	AMERICA NORTH: USA: Ohio (OH) <input type="button" value="v"/>
WebSite	<input type="text" value="http://www.janesmith.com"/>
Songwriter Influences	<input type="text" value="Hilary Lindsay"/>
Songwriter Genre	Crossover <input type="button" value="v"/>
Biography	<div style="border: 1px solid #ccc; padding: 5px;"><p>HTML B <i>I</i> <u>U</u> ABC Format Font family Font size</p><p> x^2 x_2 </p><p>THIS IS A SAMPLE PROFILE FOR TRAINING PURPOSES! Born and raised in Dayton, OH, I started songwriting 3 years ago and heard about the Songwriters Workshop from the NSAI. I started attending lessons and critiques. Aspire to be a professional songwriter or a hobbyist, whichever fits.</p></div>
Share Your Fans	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="?"/>
Private Profile	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="button" value="?"/>

Click the Browse button next to the Upload New Songwriter Image then navigate to the image that you would like to use on your computer's hard drive. Remember, it may take some time for your image to show up in the system.



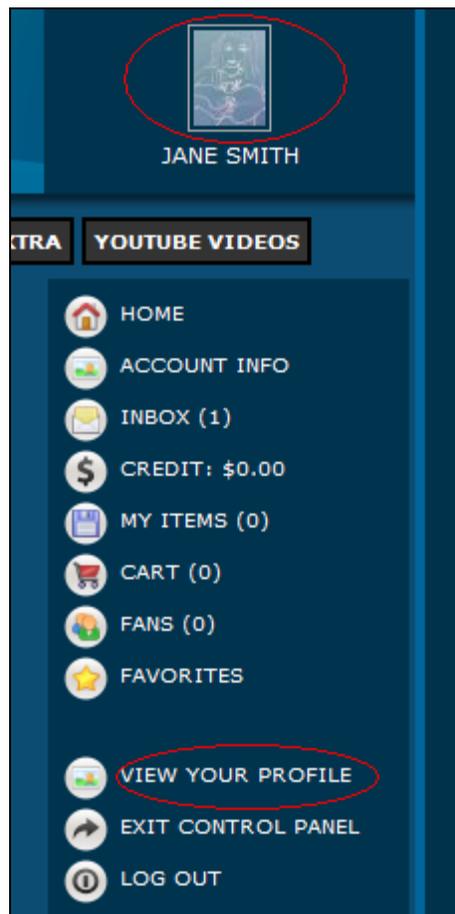
Click Modify Songwriter when you are done making changes.



NOTE: Again, If you want to change your Songwriter Profile later on: while you're in the CONTROL PANEL click on SONGWRITER then select MODIFY SONGWRITER.

QUICK START - VIEWING YOUR PROFILE & OTHER SONGWRITERS PROFILES

To view how your profile looks to visitors, click on View Your Profile on the menu on the right hand side OR your image in the top right corner of the Control Panel.



To visit the Song Gallery to view all your fellow Songwriters Workshops profiles, click on Song Gallery while you are in your Profile.

The screenshot shows a user profile for Jane Smith on the website 'The Songwriters Workshop'. The page features a dark blue header with the site logo and navigation links: 'control panel', 'song gallery', and 'cart items: 0'. The main content area includes a 'POPUP PLAYER' with a play button and a song list containing '1. My Name is Jane - Jane Smith'. Below the player is a navigation menu with tabs for 'INFO', 'BLOG', 'SONGS', 'FORUM', and 'FANS'. The profile information section includes a membership date of '12/10/10 00:06:26', a biography section, and a bio starting with 'THIS IS A SAMPLE PROFILE FOR TRAINING PURPOSES! Born and raised in Dayton, Ohio. Started'. A large image of Jane Smith is visible on the right side of the page.

QUICK START - UPLOADING A SONG

Go to your Control Panel. While logged in, you can navigate to the Control Panel by clicking on Control Panel link on the right hand side of the Song Gallery or in your own Songwriter Profile.

The screenshot displays a website interface with a dark blue header and sidebar. The header contains navigation links: VENUES, CALENDAR, ARTICLES, COMMUNITY, CHARTS, LISTS, PHOTOS, FORUM, ALL SONGS, and ABO. The main content area features a grid of artist profiles with photos and names: Joy Gerace, Joy Davis, and Rita Baker. The right sidebar includes a 'CHANGE LANGUAGE' section with flags for US, UK, Spain, and Germany. Below that is a 'MENU - JANE SMITH' section with a red circle around the 'control panel' link, and other links for 'your profile', 'log out', and 'cart items: 0'. A 'SEARCH' section includes a search box with the text '» all songwriter areas' and a 'search string:' input field. At the bottom of the sidebar is a 'CALENDAR' for January 2011, showing a grid of dates from 02 to 21.

VENUES CALENDAR ARTICLES COMMUNITY CHARTS LISTS PHOTOS FORUM ALL SONGS ABO

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control panel
your profile
log out
cart items: 0

SEARCH

search:
» all songwriter areas
search string: search

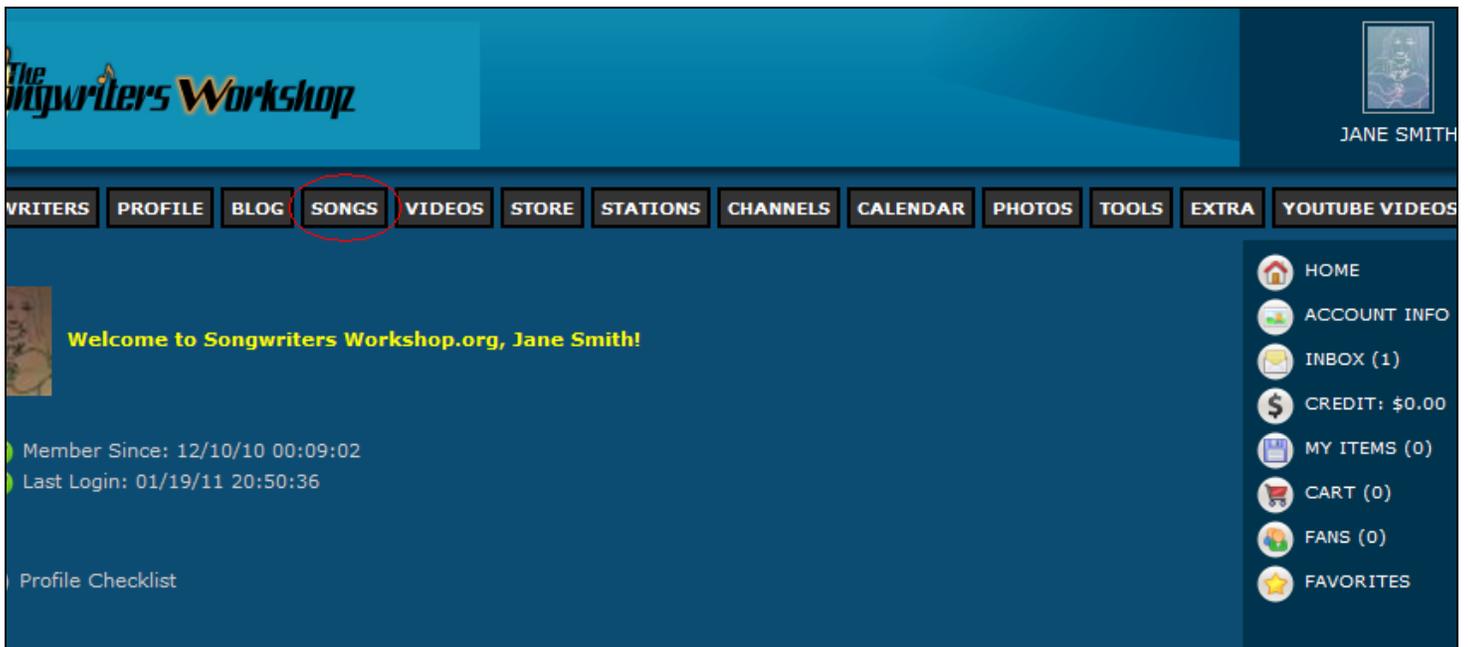
CALENDAR

January, 2011

S	M	T	W	T	F
		04	05	06	07
02	03	10	11	12	13
09	16	17	18	19	20
					21

music to perform? Accept the [terms](#) of the user agreement and you can

Select Songs then click on Create Song



Fill in as much info as you'd wish.

To add the actual song click on Browse next to New Hifi or New Lofi (depending on the quality of your file) then navigate to the file you would like add from your hard drive. You must enter at least a HIFI file. The Song Gallery contains a conversion server which will then automatically create a LOFI file. You can then replace the LOFI file with your own if desired. In order to tell what kinds of file types which are supported, hover your mouse over the question mark to see the available formats.

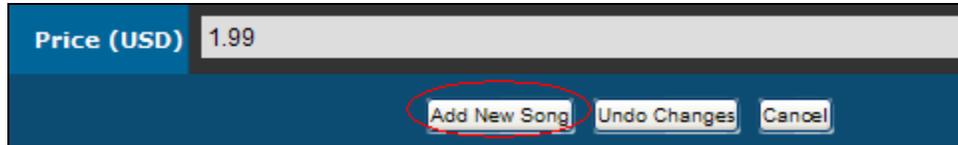
IMPORTANT: Leave both HIFI and LOFI set to Streaming Only. Putting a price of \$0 will make the HIFI version downloadable, and any other price will make it purchasable once we have our site PayPal accounts put in place and the user has their person PayPal account entered.

A screenshot of the 'New HIFI File' form. The top row has a label 'New HIFI File' and a text input field containing the file path 'C:\Documents and Settings\0012727\My Documents\Mf' followed by a 'Browse...' button and a question mark icon. The bottom row has a label 'HIFI Listener Access' and a dropdown menu currently set to 'Streaming Only'.

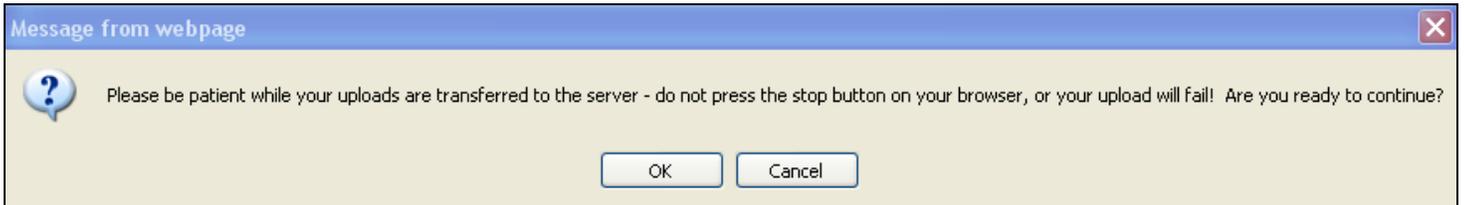
We recommend that you associate an image with the file, like a picture of you or some 'album art'. Click Browse next to New Image then navigate and select the picture you would like to use from your hard drive or choose from any images that you have uploaded to the Song Gallery already by clicking on Select Gallery Image.

A screenshot of the 'New Image' form. The top row has a label 'New Image' and a text input field containing the file path 'C:\Documents and Settings\0012727\My Documents\Mf' followed by a 'Browse...' button. The bottom row has a label 'Select Gallery Image' and a button labeled 'Launch Image Browser'.

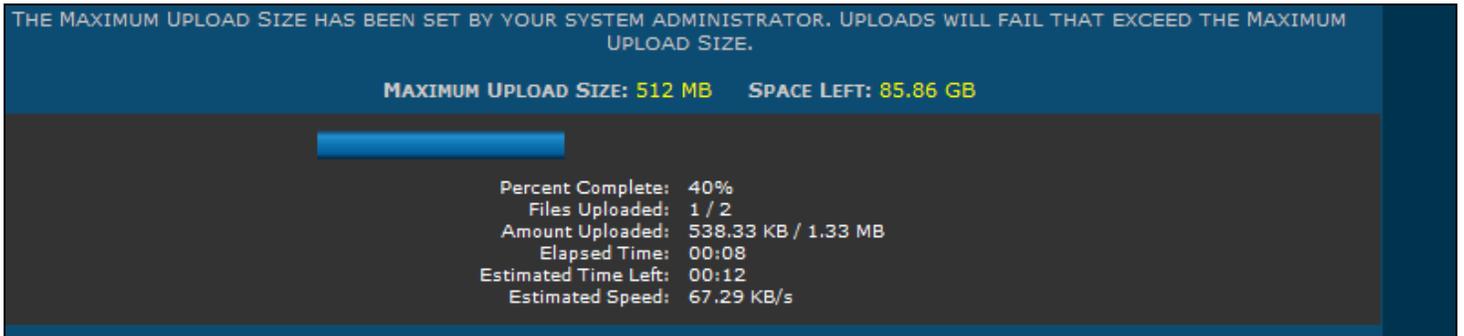
When you are done entering the info for your song click Add New Song.



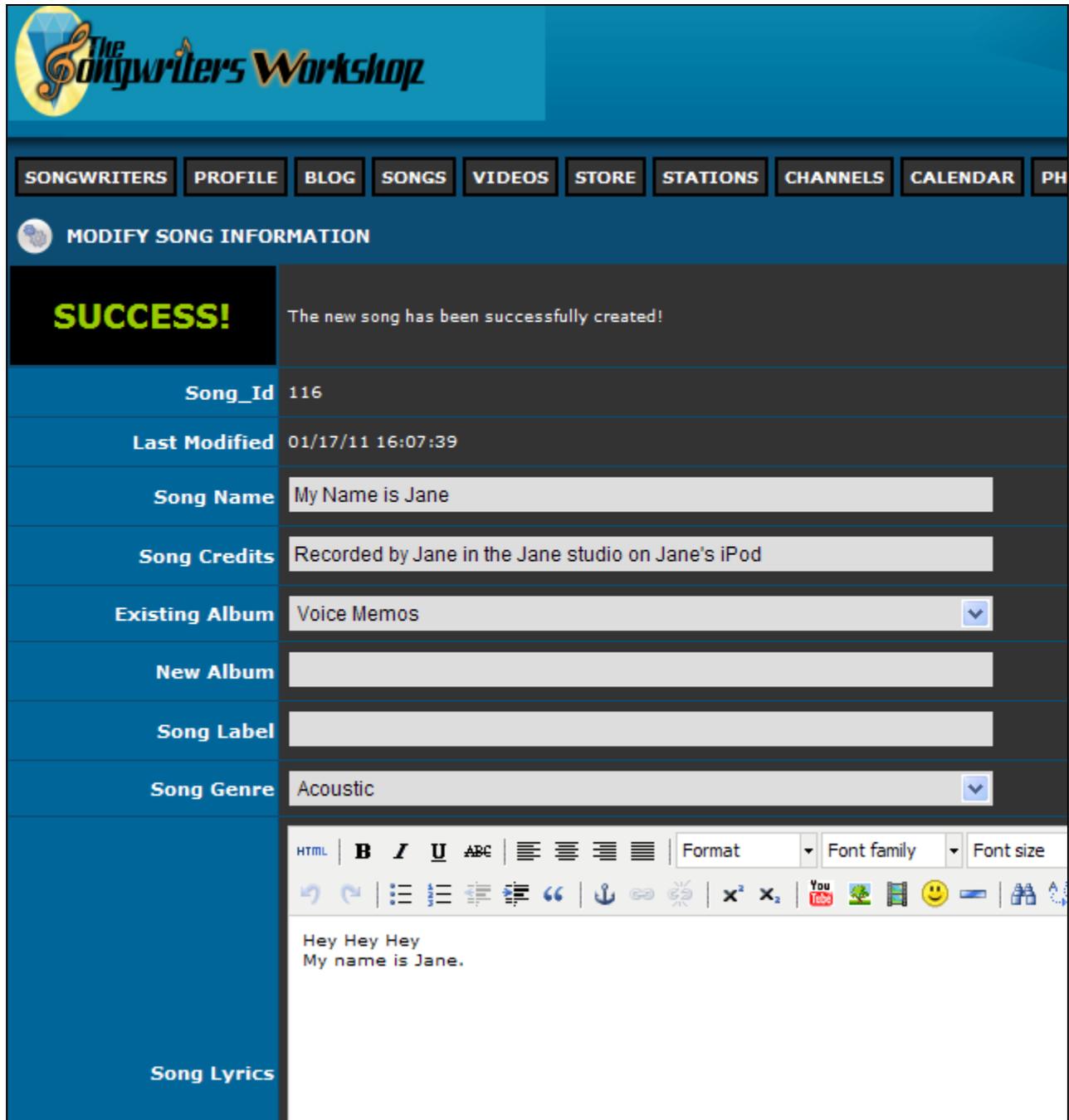
IMPORTANT: a message window will pop up prompting to you to be patient and to not press any buttons while your new song is being created in the system. Click OK and be sure to be patient!



You can watch the progress on the web page:



When the song creation process is complete you will get a Success notification:



The screenshot shows the 'The Songwriters Workshop' website interface. At the top, there is a navigation menu with buttons for SONGWRITERS, PROFILE, BLOG, SONGS, VIDEOS, STORE, STATIONS, CHANNELS, CALENDAR, and PH. Below the navigation is a 'MODIFY SONG INFORMATION' section. A prominent 'SUCCESS!' message in green text states: 'The new song has been successfully created!'. Below this, a table-like form displays the following information:

Song_Id	116
Last Modified	01/17/11 16:07:39
Song Name	My Name is Jane
Song Credits	Recorded by Jane in the Jane studio on Jane's iPod
Existing Album	Voice Memos
New Album	
Song Label	
Song Genre	Acoustic

Below the form is a 'Song Lyrics' section with a rich text editor. The editor toolbar includes options for HTML, Bold (B), Italic (I), Underline (U), and text color (ABC). The text area contains the lyrics: 'Hey Hey Hey' and 'My name is Jane.'

In the Song Credits field, enter the songwriter or songwriters.

To see how your song is presented to visitors and to listen to it, from the Control Panel, select Profile and click on View Your Profile then Click the Songs button.

The screenshot displays the artist profile for Jane Smith. At the top left, the name "Jane Smith" is written in a stylized font. In the top right corner, there are three links: "control panel" with a gear icon, "song gallery" with a magnifying glass icon, and "cart items: 0" with a shopping cart icon.

The main content area features a "POPUP PLAYER" interface. It includes playback controls (play, stop, previous, next) and a progress bar. The song title "1. My Name is Jane - Jane Smith" is displayed. Above the player, there are buttons for "VISIT ARTIST", "EMBED CODE", and "BUY NOW". The player also shows "SONG: Click Play To Start" and "GENRE:".

Below the player is a navigation bar with tabs: "INFO", "BLOG", "SONGS" (which is highlighted), "FORUM", and "FANS". Underneath this, there are sub-tabs: "SONGS", "ALBUMS", "CHART", and "RADIO STATIONS".

The "SONGS" section shows a table with the following data:

HS	HD	LS	ALBUM NAME	REVIEWS	INFO
			Voice Memos	0	
			GENRE 1	GENRE 2	
			Acoustic	164	
			WRITER		

On the right side of the page, there is a large image of Jane Smith. Below the image is an "INFO" section with the following details:

- Crossover
- AMERICA NORTH: USA: Ohio (OH)