

## 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

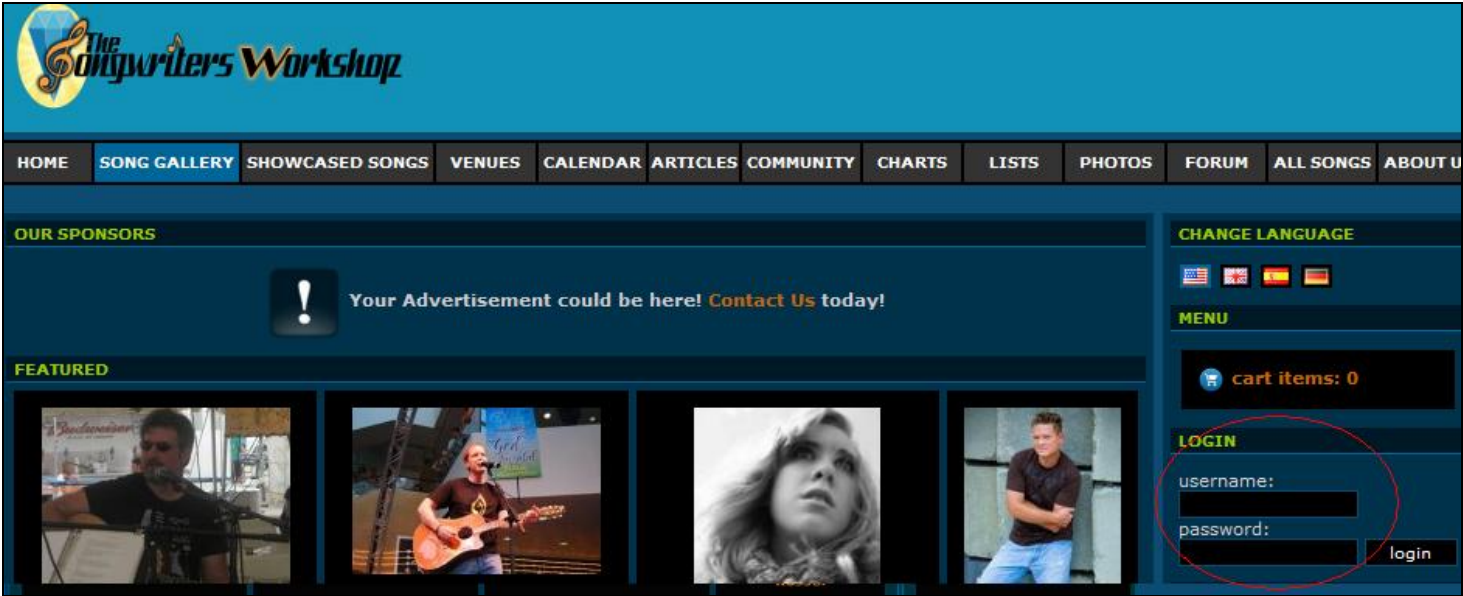
Open up a browser window, like Firefox, Internet Explorer, or Safari and go to

[www.songwritersworkshop.org](http://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.

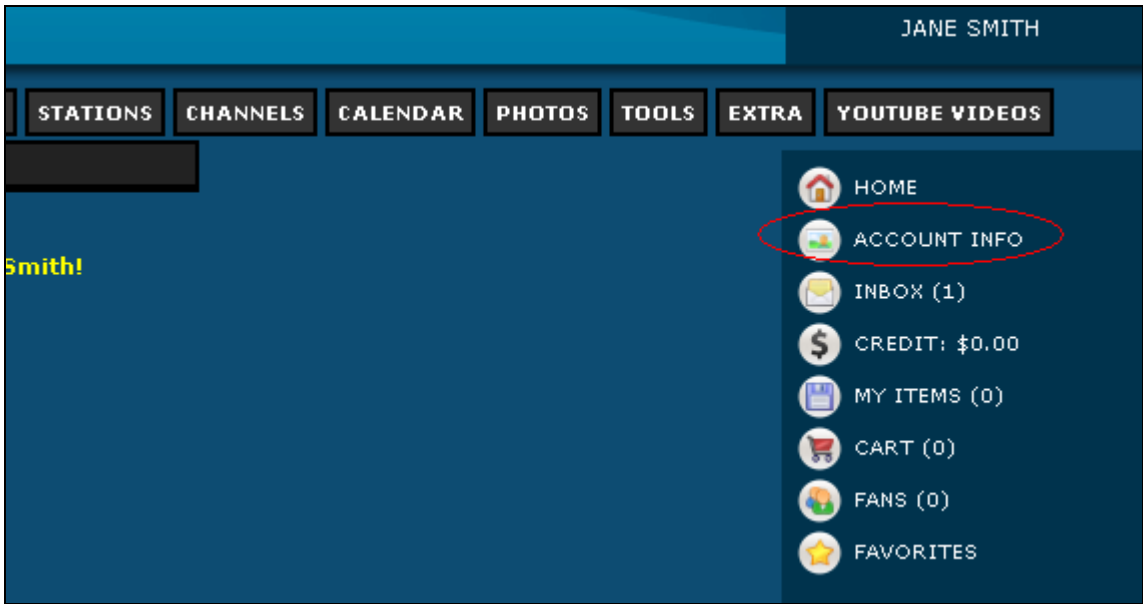
Artist Profiles contain blogs, forums, songs, pictures, videos, and other information. There are two types of Artist profiles in the Song Gallery: Venue and Songwriter. The Venue profile contains information about different venues and events associated with the Songwriters Workshop. The Songwriter Profile 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

Upload New Image	<input type="text"/>	<input type="button" value="Browse..."/>
Select Gallery Image	<input type="button" value="Launch Image Browser"/>	

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.

Upload New Image	C:\Documents and Settings\0012727\My Documents\_\>	<input type="button" value="Browse..."/>
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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 following fields are used to change your password - leave empty to leave your password unchanged.	
Old Password	<input type="text"/>
New Password	<input type="text"/>
Repeat New Password	<input type="text"/>

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

The following fields are used to change your password - leave empty to leave your password unchanged.	
Old Password	<input type="password" value="....."/>
New Password	<input type="password" value="....."/>
Repeat New Password	<input type="password" value="....."/>
<input type="button" value="Update Settings"/> <input type="button" value="Undo Changes"/> <input type="button" value="Cancel"/>	

USER INFORMATION FOR "JANE SMITH"	
SUCCESS!	Your Profile has been updated successfully!

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.



Jane Smith

control panel

song gallery

cart items: 0

BLOGFORUMFANS

INFO



MEMBERSHIP

joined: 12/10/10 00:06:26

FANS

LOCATION

AFRICA: Algeria

songwriters located in AFRICA: Algeria

SONGWRITER GENRE

Acapella

songwriters that sound like "Acapella"

ARTIST INFLUENCES



INFO

Acapella

AFRICA: Algeria

RATING

(0.00)

FANS

Jane Smith

» online «

DETAILS

info

comments: 0

guestbook

contact this profile

share this page

press kit

Version 1.0

Page 8



You will now see the first item is checked.



  
JANE SMITH

SONGWRITERS

PROFILE

BLOG

SONGS

VIDEOS

STORE

STATIONS

CHANNELS

CALENDAR

PHOTOS

TOOLS


EXTRA


YOUTUBE VIDEOS



Welcome to Songwriters Workshop.org, Jane Smith!

 Member Since: 12/10/10 00:09:02

 Last Login: 12/12/10 20:28:43



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


 HOME

 ACCOUNT INFO

 INBOX (0)

 CREDIT: \$0.00


 MY ITEMS (0)


 CART (0)


 FANS (0)

 FAVORITES

 VIEW YOUR PROFILE

 EXIT CONTROL PANEL

 LOG OUT

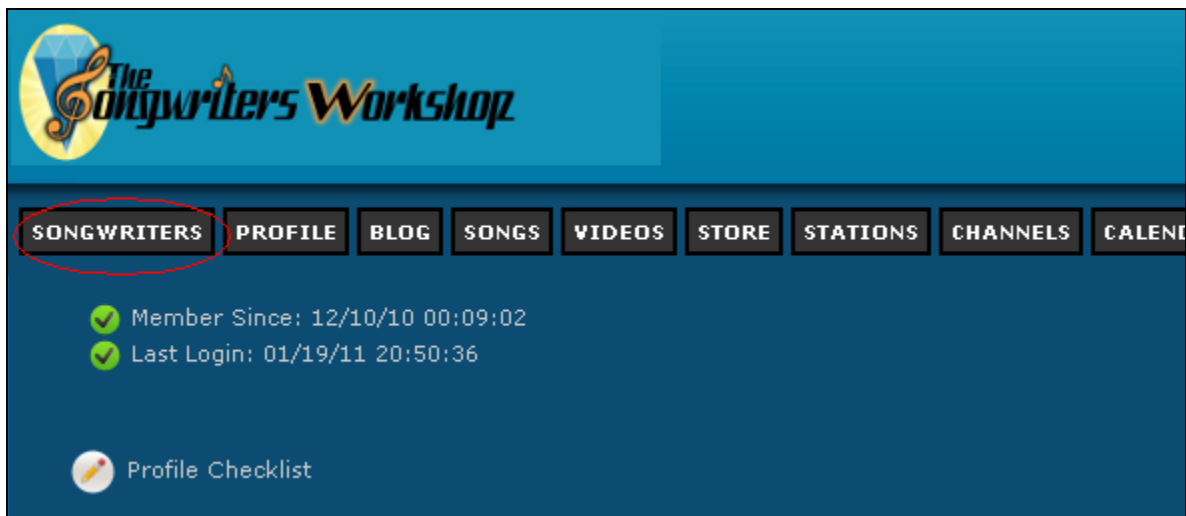
 powered by JAMROOM

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## 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.

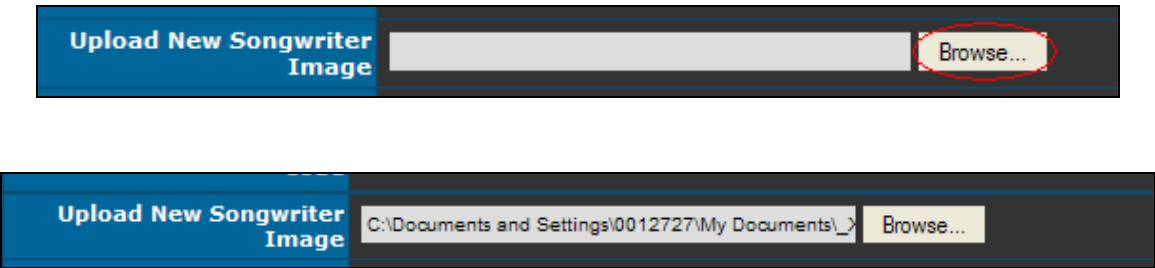
Note: It's recommended that you select No for the Private Profile question - otherwise you will be the only person who can see your Songwriter Profile and listen to your songs!

MODIFY "JANE SMITH"

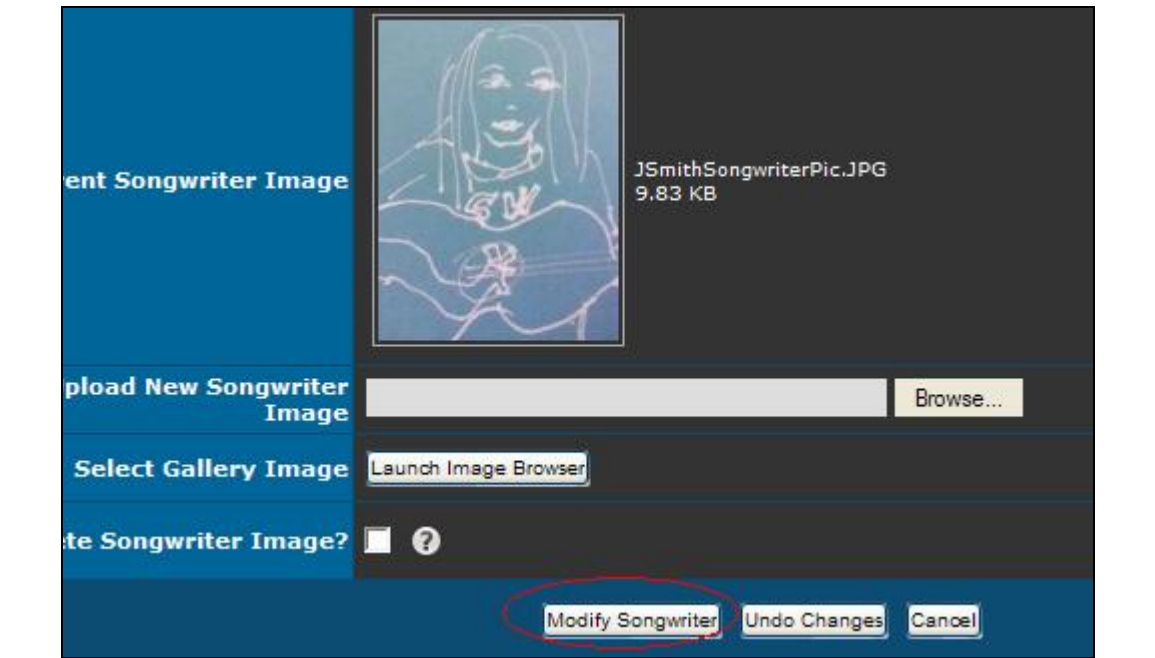
Your Profile URL is: [http://www.songwritersworkshop.org/community/Jane\\_Smith/](http://www.songwritersworkshop.org/community/Jane_Smith/)

Songwriter Name	Jane Smith
Friendly URL Name	Jane_Smith
Member(S)	
Location	AMERICA NORTH: USA: Ohio (OH)
WebSite	<a href="http://www.janesmith.com">http://www.janesmith.com</a>
Songwriter Influences	Hilary Lindsay
Songwriter Genre	Crossover
Biography	<div><div>HTML   <b>B</b>   <i>I</i>   <u>U</u>   ABC   [List Icons]   Format   Font family   Font size</div><div>[Rich Text Icons]</div><div>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.</div></div>
Share Your Fans	<input checked="" type="radio"/> Yes <input type="radio"/> No ?
Private Profile	<input type="radio"/> Yes <input checked="" type="radio"/> No ?

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.



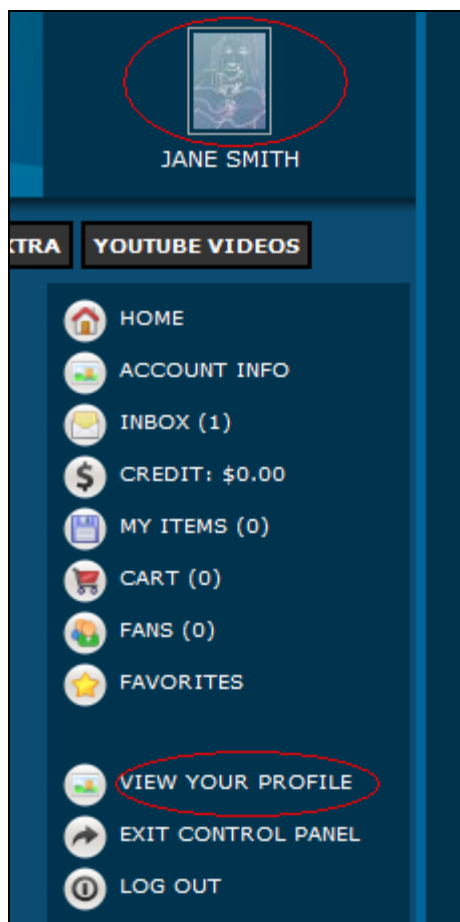
Click Modify Songwriter when you are done making changes.



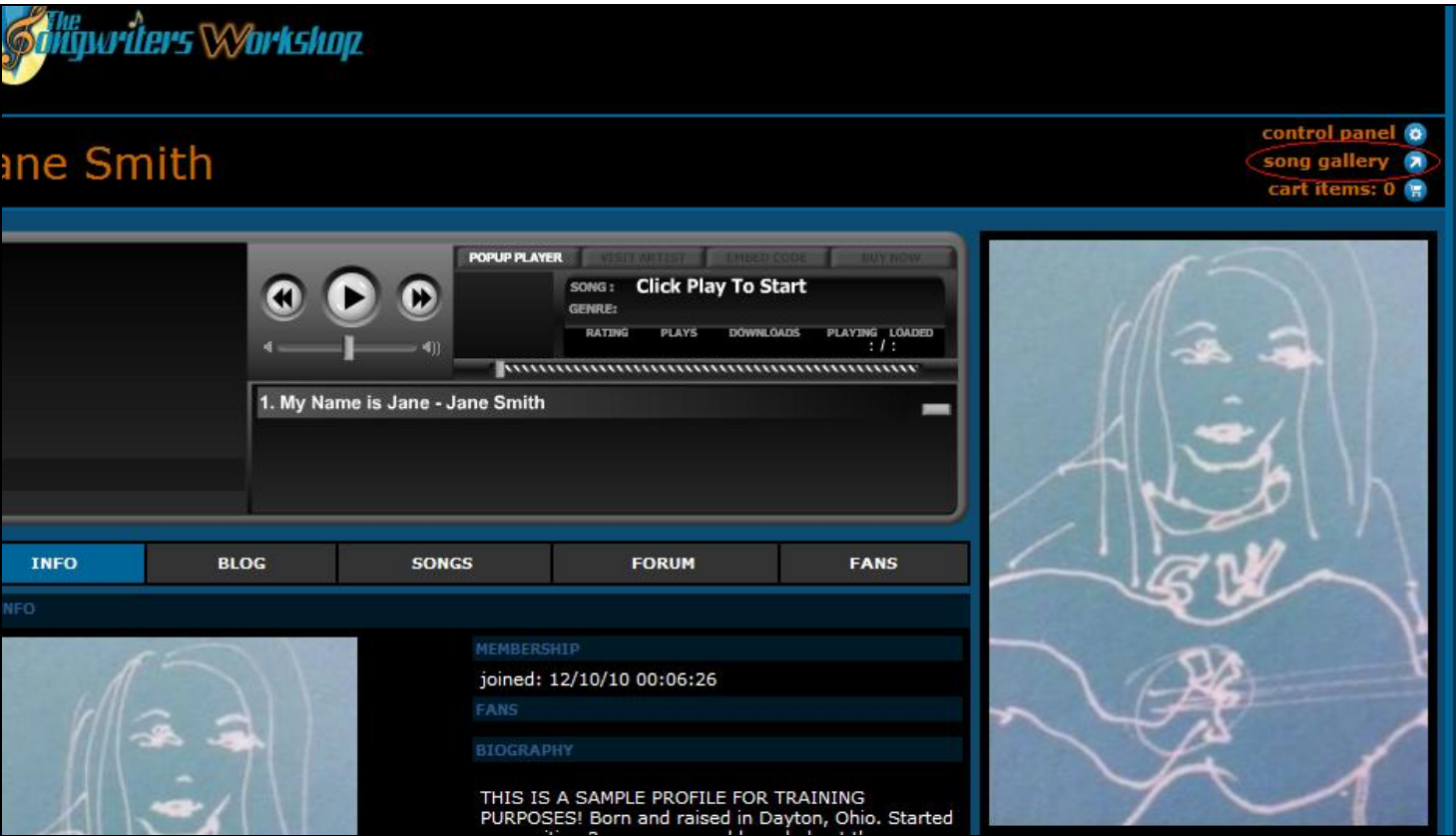
NOTE: Again, If you want to change your Songwriter Profile later on: while you're in the CONTROL PANEL click on SONGWRITER then select MODIFY SONGWRITER.

## 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.

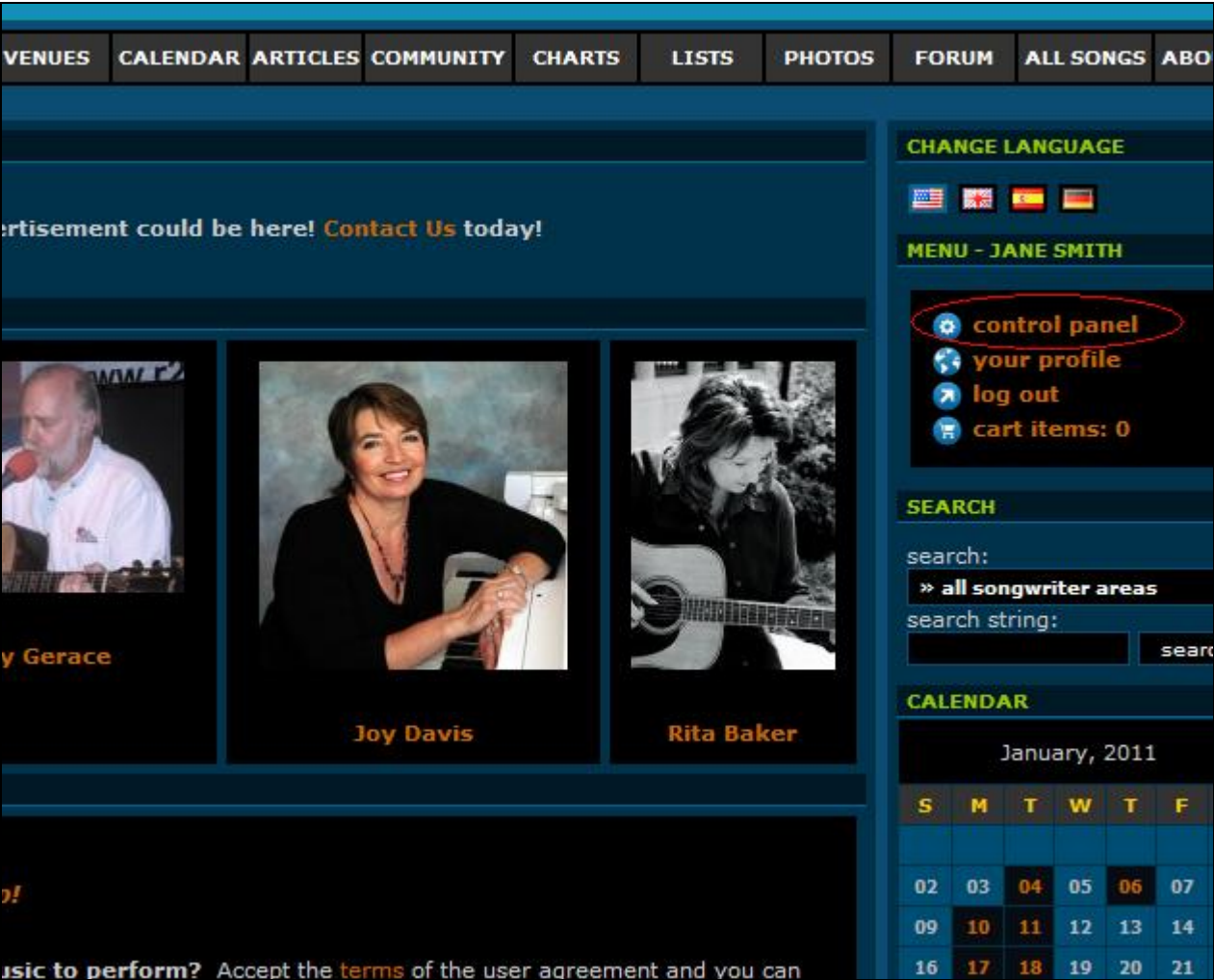


To visit the Song Gallery to view all your fellow Songwriters Workshops profiles, click on Song Gallery while you are in your Profile.

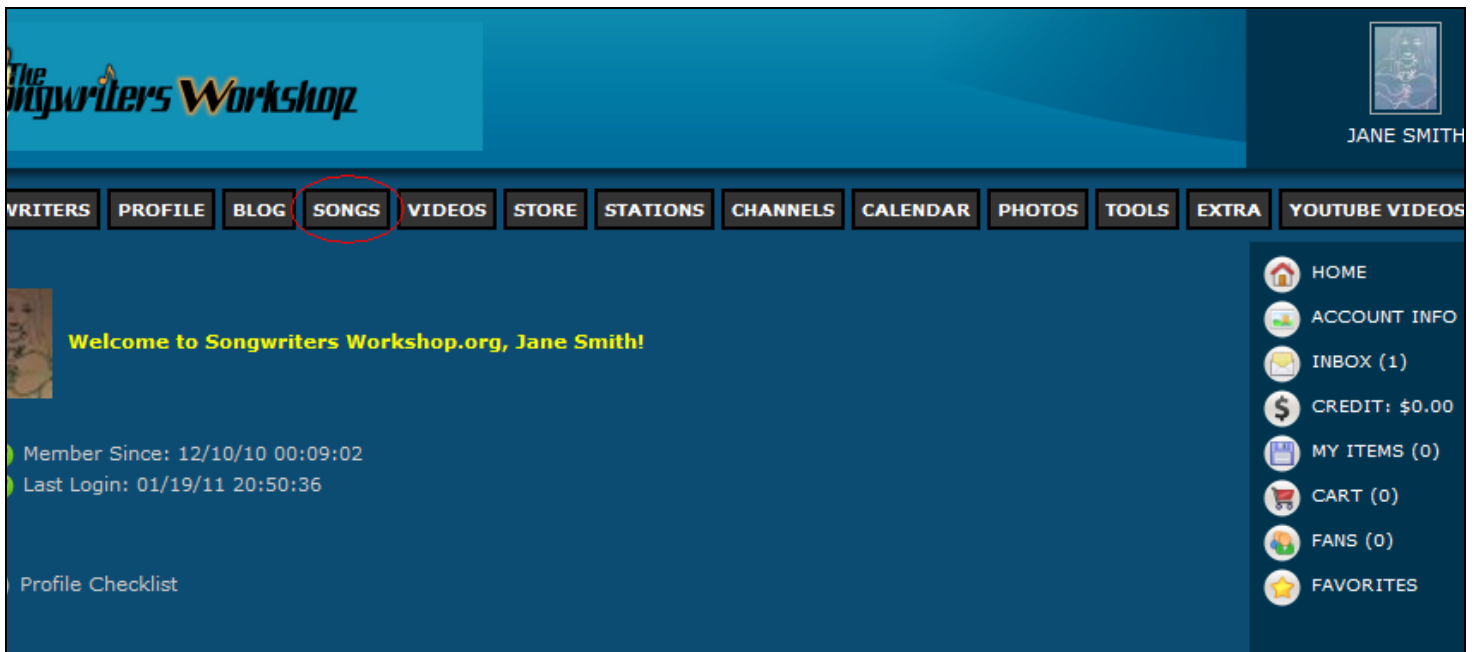


# QUICK START - UPLOADING A SONG

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.



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.

New HIFI File	C:\Documents and Settings\0012727\My Documents\M	Browse...	?
HIFI Listener Access	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.

New Image	C:\Documents and Settings\0012727\My Documents\M	Browse...
Select Gallery Image	Launch Image Browser	



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

Price (USD)

1.99

Add New Song

Undo Changes

Cancel

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!

Message from webpage

?

Please be patient while your uploads are transferred to the server - do not press the stop button on your browser, or your upload will fail! Are you ready to continue?

OK

Cancel

You can watch the progress on the web page:

THE MAXIMUM UPLOAD SIZE HAS BEEN SET BY YOUR SYSTEM ADMINISTRATOR. UPLOADS WILL FAIL THAT EXCEED THE MAXIMUM UPLOAD SIZE.

MAXIMUM UPLOAD SIZE: 512 MB

SPACE LEFT: 85.86 GB

Percent Complete: 40%

Files Uploaded: 1 / 2


Amount Uploaded: 538.33 KB / 1.33 MB

Elapsed Time: 00:08


Estimated Time Left: 00:12

Estimated Speed: 67.29 KB/s

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



[SONGWRITERS](#)
[PROFILE](#)
[BLOG](#)
[SONGS](#)
[VIDEOS](#)
[STORE](#)
[STATIONS](#)
[CHANNELS](#)
[CALENDAR](#)
[PH](#)


**MODIFY SONG INFORMATION**

**SUCCESS!**

The new song has been successfully created!

<b>Song_Id</b>	116
<b>Last Modified</b>	01/17/11 16:07:39
<b>Song Name</b>	<input type="text" value="My Name is Jane"/>
<b>Song Credits</b>	<input type="text" value="Recorded by Jane in the Jane studio on Jane's iPod"/>
<b>Existing Album</b>	<input type="text" value="Voice Memos"/> <input type="button" value="v"/>
<b>New Album</b>	<input type="text"/>
<b>Song Label</b>	<input type="text"/>
<b>Song Genre</b>	<input type="text" value="Acoustic"/> <input type="button" value="v"/>
<b>Song Lyrics</b>	<div> <div> HTML   <b>B</b> <i>I</i> <u>U</u> ABC   ≡ ≡ ≡ ≡   Format   Font family   Font size </div> <div> ↶ ↷   ≡ ≡ ≡ ≡   “ ”   ⚓   ⌂   ✕ ✕   You Tube   🌳   📺   😊   🔍   🔍 </div> </div> <div> Hey Hey Hey  My name is Jane. </div>

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.

Jane Smith

control panel

song gallery

cart items: 0

POPUP PLAYER

SONG : Click Play To Start

GENRE:

RATING

PLAYS

DOWNLOADS

PLAYING

LOADED

1. My Name is Jane - Jane Smith

INFO

BLOG

SONGS

FORUM

FANS

SONGS

ALBUMS

CHART

RADIO STATIONS

My Name is Jane

HS HD LS

ALBUM NAME

REVIEWS

INFO

Voice Memos

0

GENRE 1

GENRE 2

Acoustic

164

WRITER

INFO

Crossover

AMERICA NORTH: USA: Ohio (OH)