

ROUTENOTE

Upload Guide

v1.3

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1 Creating a New Release

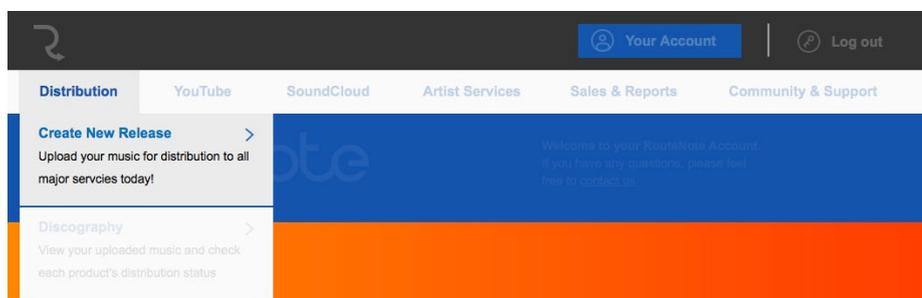
Creating a New Release

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.

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 (information such as album name, artist/artists name, label, copyright information), artwork (with dimensions of 1425 x 1425 pixels and a dpi of 72 - 300), your Mp3's (to a quality of at least 192 kbps, recommended 320 kbps).

Release Name

[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: 5054316515685

Title

Artist Name

Genre

Label:

© C Line:

© P Line:

Explicit Content

Release Date:

Approval Date:



Artwork Preview

No Art Uploaded

[Add Artwork](#)

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)"

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.

Primary Genre *:

Secondary Genre :

Composition Copyright ©*:

Sound Recording Copyright ©*:

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.

Release Year *:

Pre Order Date:
Pre-order only applies to GooglePlay and iTunes Store. You may set a Pre-order date as early as you like but our distribution lead times still apply, the releases will go Live for pre-order as soon as it is distributed.

Sales Start Date:
Earliest SSDs (Sales start date) are 4 weeks from the date of upload to ensure placement at all stores. If you would like your release sent as soon as possible, PLEASE LEAVE THE SALES START DATE BLANK.

Explicit Content *:

Custom Album ID:

Back

Save and Continue

2 Release Overview Album Details

2.2 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".

2.3 Multiple Artists

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.

2.4 Copyright Lines

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

Composition Copyright (CLine) refers to the name/title of the band/artist/publisher who originally wrote or own the composition rights.

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

2.5 Label Name

Often users do not have a record label and are unsure as what to fill in this field. We usually suggest using the band/artist title in this case, as it helps in search results.

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

2.6 Release Year

Refers to the year in which this version of the release was originally recorded.

2.7 Sales Start Date

Use the sales start date calendar to select a predetermined release date 4 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 Release Overview Album Details

2.8 Explicit/Clean Listing

If your release contains any explicit language (in the audio 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 *or* metadata.

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

2.9 Pre Order Date

Pre-order only applies to GooglePlay and iTunes Store. You may set a Pre-order date as early as you like but our distribution lead times still apply. The releases will go Live for pre-order as soon as it is distributed.

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

3 Upload Audio

Add MP3's

From the Release overview page, access RouteNote's MP3 upload tool by clicking the "Add Audio" button.

3.1 Upload Audio

Upload Audio

RouteNote can only accept MP3 files. The MP3 must be 44.1khz sample rate and greater than 192kbps bit rate.

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

**Master Tracks. Instantly.**
Now you can master your tracks with LANDR. Master a track Upload 320kbps MP3s for best results.

[Master a Track](#)

Used LANDR to master your tracks? [Access your mastering history](#)

Track Name*: No file chosen

Number of tracks added: 1

[Upload and Continue](#)

Here you can add your audio files to the release package. Once you have completed uploading your track via the "Add Audio" button simply click the "Upload 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 MP3's and must be at least 192 kbps but preferable 320 kbps.

Sample rate must be 44.1 khz.

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.

Audio Metadata

1. Track Name*:

Title Version: ⓘ

Track Number*:

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.

ISRC Codes*:

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 “CCXXYYNNNNN”.

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.

Album Artwork

Cover images must be:

- 1425x1425 pixels exactly and must be .jpg files only.
- Professional quality, product relevant images
- 72 - 300dpi (300dpi is the best)
- Less than 25mb
- RGB colour scheme (not CMYK)

You may NOT upload artwork that displays the following:

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

Digital releases that do not abide by these cover art restrictions will be rejected.

[Back](#) [Save and Continue](#)

Add Artwork

[Browse...](#)

From here you simply have to click on the "Browse..." button and select your artwork.

Your artwork must fill the following parameters:

1425x1425 pixels exactly and must be .jpg files only. Professional quality, product relevant image. 72 - 300dpi (300dpi is the best) Less than 25mb RGB colour scheme (not CMYK).

You may NOT upload artwork that displays the following:

Website URL Contact information (i.e., email address, phone number) Pornographic images Pricing information. Copyrighted images Scan of a CD (must be retail-ready artwork) Blurry or pixelated images. Digital releases that do not abide by these cover art restrictions will be rejected.

5 Manage Stores

Manage Stores Overview

Manage Stores

Choose your Stores

 RN Direct <input type="checkbox"/>	 iTunes & Apple Music <input type="checkbox"/>	 Amazon <input type="checkbox"/>	 eMUSIC <input type="checkbox"/>	<input type="checkbox"/> Select all stores
--	---	---	---	--

 Spotify <input type="checkbox"/>	 Google <input type="checkbox"/>	 Groove <input type="checkbox"/>	 Anghami <input type="checkbox"/>	 Deezer <input type="checkbox"/>	 Omnifone <input type="checkbox"/>	 Wimp/Tidal <input type="checkbox"/>	 Claro-musica <input type="checkbox"/>	 Juke <input type="checkbox"/>	 SoundCloud <input type="checkbox"/>
--	---	---	--	---	---	--	---	---	---

 Shazam <input type="checkbox"/>	 Gracenote <input type="checkbox"/> <small>Coming soon</small>	 Kanjian <input type="checkbox"/>	 Pandora <input type="checkbox"/>	 Napster <input type="checkbox"/>
--	---	---	---	---

 YouTube <input type="checkbox"/>	<p>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.</p>
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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:

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:

Type or click here ▾ Clear Territories

Stores:

Please check the stores ▾ 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 MP3's, 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.

Release Name

Need Help? Please check out our Tools page for helpful guides

Step 1: Complete Step 2: Complete Step 3: Complete Step 4: Complete Step 5: Complete

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: 5057302877989

Release Name
waasdf

Alternative

Label: asdfgh

© C Line: asdfgh

© P Line: dfasgg

Clean

Release Date:

Approval Date:



Artwork Preview

No Art Uploaded

[Add Artwork](#)

Your selected stores

[Manage Stores](#)



Track Data	Artist	Role	ISRC	Action
Track No.1  3.57				 View Track Details
Track Title:				 Edit Track Details
Track 1				 Delete Track

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

Artists keep 100% of the royalties.

6.2 Moderation

Releases once uploaded and completed will be subject to moderation and should have been approved or disapproved within 72 hours, however it can take a little longer.