Royalty Reporting User Guide

Version 1.0 - 11/05/2009

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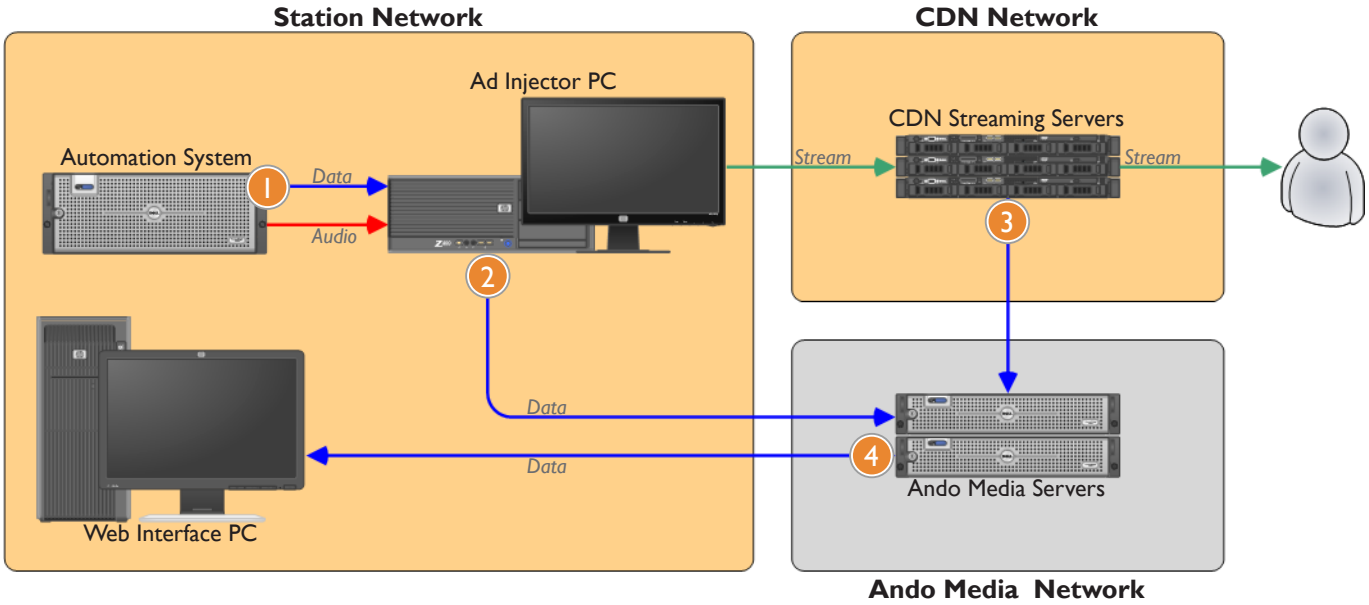
Introducing Royalty Reporting

SoundExchange, the organization that collects and distributes performance royalties, requires internet broadcasters to provide SoundExchange with detailed reports of performances. These reports should contain artist and title information for each song played, as well as a count of actual performances. Ando Media's royalty reporting tool simplifies this process, combining Webcast Metrics® data with collected "now playing" information to generate this report.



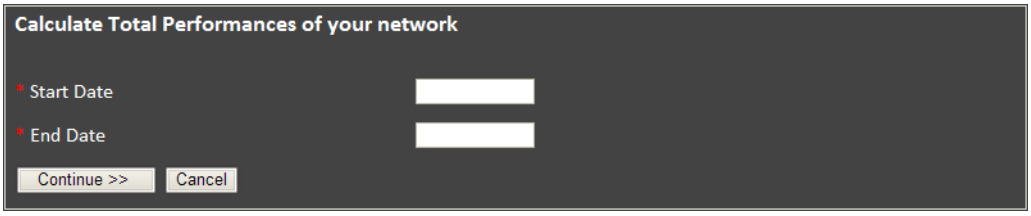
1	Now playing information is sent from the station automation system to the Ad Injector® PC using a serial or IP connection.
2	That now playing information is relayed by the Ad Injector PC to the central Ando Media servers.
3	As part of the Webcast Metrics service, detailed listener data is gathered from the CDN (Content Delivery Network) servers to Ando Media. Combined with the now playing logs, total performances can be calculated.
4	Finished performance reports are made available through the standard station web interface for download or automatic filing with SoundExchange.

Royalty Reports, Step-by-step

1. From the Webcast Metrics group, click **Sound Exchange Reporting**.

2. First, generate your performance reports. You will have an opportunity to review them for accuracy before submitting them to SoundExchange. Click the **Total Performance Calculator** link.

3. Enter the date range for the desired report. Clicking in the start or end date fields will open a calendar that will let you easily select each date. When the date range has been entered, click **Continue**.



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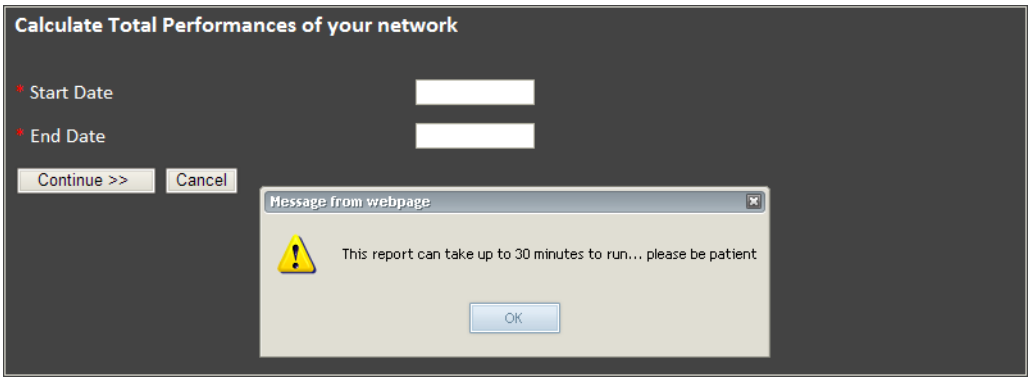
You will see an information box letting you know it might take some time to run the report. Report generation time will depend on the number of stations in your network, the number of events to be reported, and the date range of the report. Click **OK** to continue.



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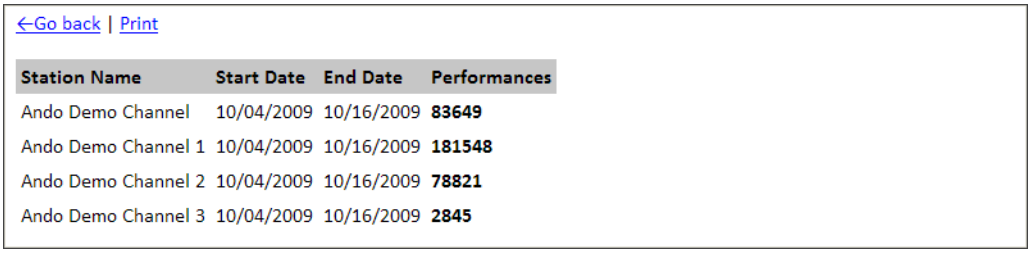
Once the reports have been generated, you can click the **Go back** link to re-enter the report data range and re-generate the reports, or the **Print** link to print this page.



Station Name	Start Date	End Date	Performances
Ando Demo Channel	10/04/2009	10/16/2009	**83649**
Ando Demo Channel 1	10/04/2009	10/16/2009	**181548**
Ando Demo Channel 2	10/04/2009	10/16/2009	**78821**
Ando Demo Channel 3	10/04/2009	10/16/2009	**2845**

To continue the reporting process, click the **Webcast Metrics** link at the top of the Management Console to return to the Webcast Metrics main menu group. From the Webcast Metrics group, click **Sound Exchange Reporting**.

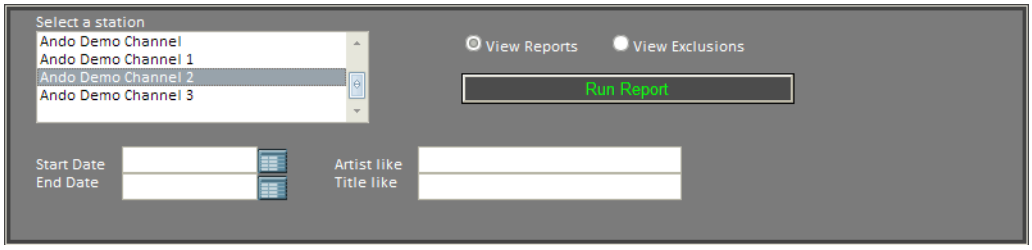
6

To review your reports before submitting them to SoundExchange, click the **Review Reports & Mark Exclusions** link.

7

You will see a list of available stations in your network. This list is determined by your login and permissions configured by your System Administrator.

To view a report, select a station and enter the data range for the report you would like to review. Make sure the **View Reports** option is selected. When each option has been set, click **Run Report**.



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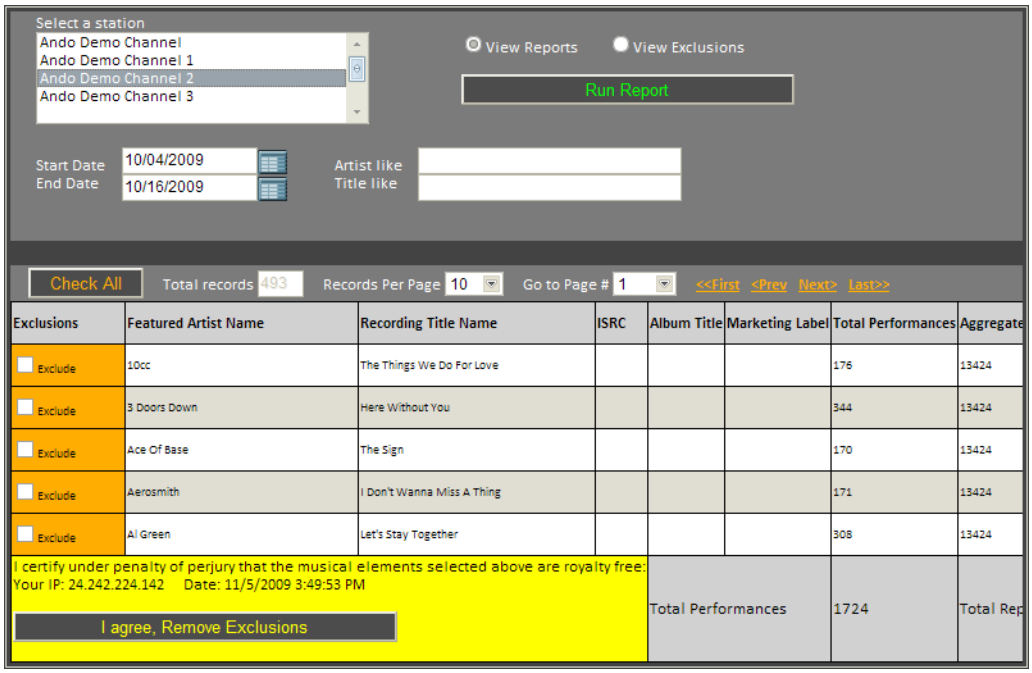
Viewing the report will give you the opportunity to exclude events from the final report that will be submitted to SoundExchange. For example, you may wish to exclude royalty-free music.



To exclude an event, simply check the **Exclude** box on the appropriate row.

If events were excluded from the report, click the **I agree, remove exclusions** button to continue when the review is complete. Click the **Webcast Metrics** link at the top of the Management Console to return to the Webcast Metrics main menu group. From the Webcast Metrics group, click **Sound Exchange Reporting**.

If no events were excluded from the report and it will be accepted as-is, click the **Webcast Metrics** link at the top of the Management Console to return to the Webcast Metrics main menu group. From the Webcast Metrics group, click **Sound Exchange Reporting**.

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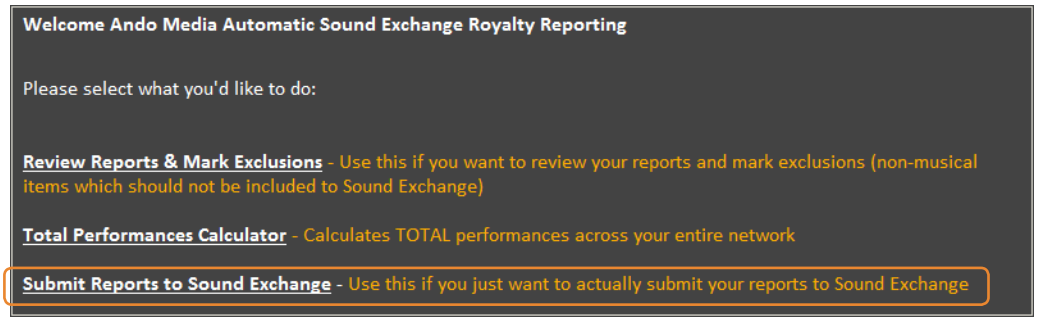
Once an event is excluded from a report, it will be excluded from all subsequent reports. If you feel an event was excluded in error or just want to view exclusions for a report period, you can select the **View Exclusions** option. From here you will have the opportunity to undo the exclude decision.

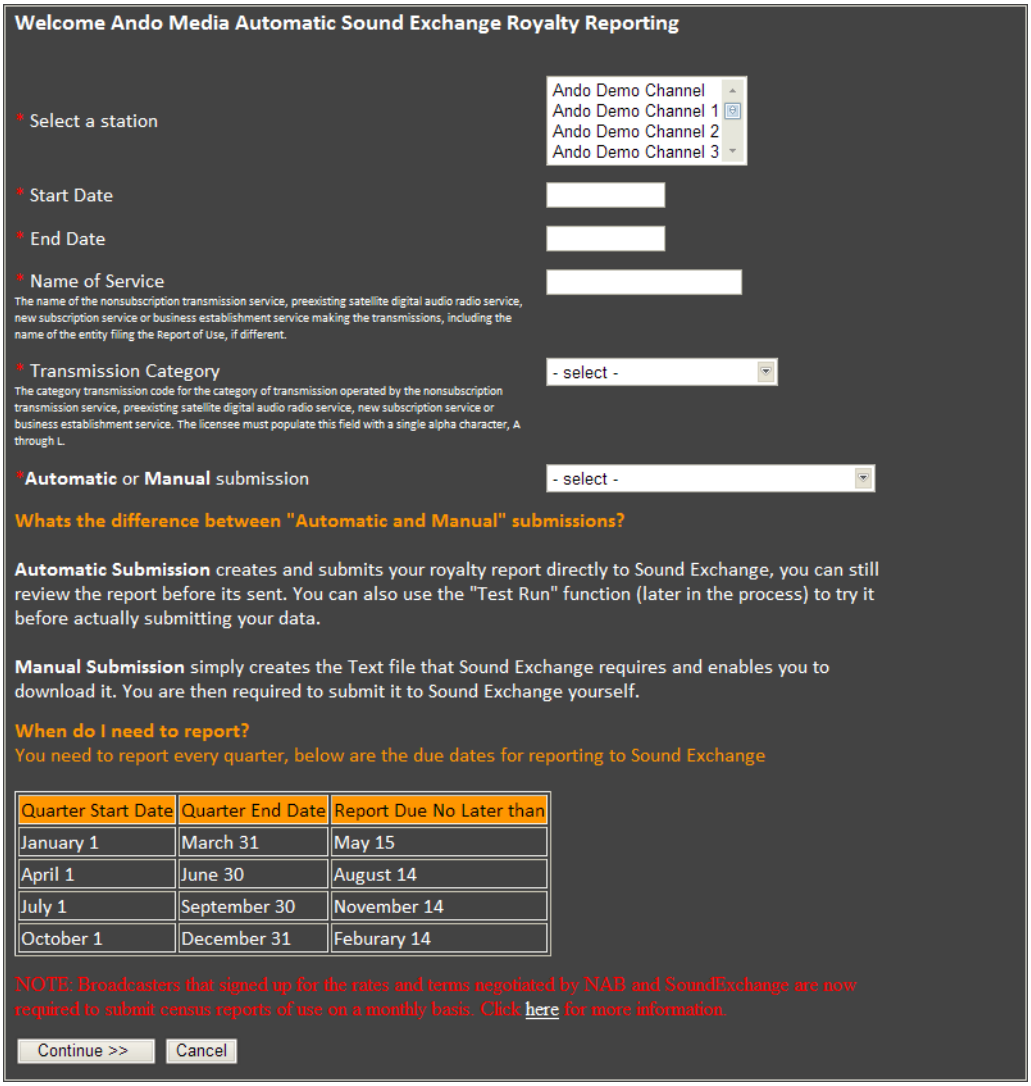
9

To submit your reports to SoundExchange, click the **Submit Reports to Sound Exchange** link.



10

Fill out the basic details for this report. All fields are required. Select a **station** and **date range** to submit. Enter the **Name of Service**, which is the name registered with SoundExchange. Select your **transmission category** and whether you would like to submit the report **manually** or **automatically**.



Welcome Ando Media Automatic Sound Exchange Royalty Reporting

* Select a station — Ando Demo Channel / Ando Demo Channel 1 / Ando Demo Channel 2 / Ando Demo Channel 3

* Start Date

* End Date

* Name of Service
The name of the nonsubscription transmission service, preexisting satellite digital audio radio service, new subscription service or business establishment service making the transmissions, including the name of the entity filing the Report of Use, if different.

* Transmission Category — - select -
The category transmission code for the category of transmission operated by the nonsubscription transmission service, preexisting satellite digital audio radio service, new subscription service or business establishment service. The licensee must populate this field with a single alpha character, A through L.

***Automatic** or **Manual** submission — - select -

Whats the difference between "Automatic and Manual" submissions?

Automatic Submission creates and submits your royalty report directly to Sound Exchange, you can still review the report before its sent. You can also use the "Test Run" function (later in the process) to try it before actually submitting your data.

Manual Submission simply creates the Text file that Sound Exchange requires and enables you to download it. You are then required to submit it to Sound Exchange yourself.

When do I need to report?
You need to report every quarter, below are the due dates for reporting to Sound Exchange

Quarter Start Date	Quarter End Date	Report Due No Later than
January 1	March 31	May 15
April 1	June 30	August 14
July 1	September 30	November 14
October 1	December 31	Feburary 14

NOTE: Broadcasters that signed up for the rates and terms negotiated by NAB and SoundExchange are now required to submit census reports of use on a monthly basis. Click here for more information.

Continue >> Cancel

Manual submission will generate a downloadable text file that you can submit to SoundExchange. Automatic submission will send the report directly to SoundExchange using your SoundExchange account information.

Once all options have been set, click **Continue** to either download the report if you are submitting the report manually, or to review the generated report before submitting it automatically.

11

If you will submit the report automatically, you will have an opportunity to review the generated report, click **Continue**.

Displaying Sample for Review

Take a moment to review this report for accuracy. This sample only displays 100 records to minimize the load time of this page. You can review the complete report on the next page.

Please note that its normal to see "Liners, StationIDs" and other NON-Music items here, Sound Exchange filters out everything that does not explicitly match an artist/title combination. Additionally, ISRC, Album Title, Marketing Label, and Aggregate Tuning Hours are optional fields and are usually empty however, a place holder is still required when reporting to Sound Exchange.

When you're ready, click continue

Continue >> Cancel

NAME_OF_SERVICE	TRANSMISSION_CATEGORY	FEATURED_ARTIST	SOUND_RECORDING_TITLE	ISRC	ALBUM_TITLE	MARKETING_LABEL	ACTUAL
ANDO2	B	10CC	THE THINGS WE DO FOR LOVE				
ANDO2	B	3 DOORS DOWN	HERE WITHOUT YOU				
ANDO2	B	ACE OF BASE	THE SIGN				
ANDO2	B	AEROSMITH	I DON'T WANNA MISS A THING				
ANDO2	B	AL GREEN	LET'S STAY TOGETHER				
ANDO2	B	ALANIS MORISSETTE	YOU LEARN				
ANDO2	B	ALANIS MORRISETTE	IRONIC				
ANDO2	B	ALANNAH MYLES	BLACK VELVET				
ANDO2	B	ALIAS	MORE THAN WORDS CAN SAY				
ANDO2	B	ALICIA KEYS	FALLIN'				

12

Enter your SoundExchange account information. When all fields are complete, click **Confirm and Submit** to send the report to SoundExchange.

Ando Media Automatic Sound Exchange Royalty Reporting Submission

Please enter the information in the form below

* Name of service
* Street Address of the service
* City
* State
* Zip
* Your Full name
* Your Email Address
* Your Telephone number
* Reporting Period Date Range 11/02/2009 -11/03/2009

Sound Exchange Documents to be submitted: ANDO0211200903112009_B.txt

* Test Run ☐ Just Testing, do not submit to Sound Exchange

Confirm and Submit Cancel

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You can click the **Test Run** checkbox to send the generated report to your entered email address instead of to SoundExchange.