



Helpful Instructions

The purpose of this instructional document is to communicate best practices and appropriate steps for keeping your records current and lawful. Publishers and composers depend on accurate reporting and we trust that you will do everything in your power to report responsibly. The primary function of OneLicense.net is to offer an online way for license holders to report usage of works. The secondary function is to offer downloadable files for congregational reprints. Please note that purchasing a license alone, without reporting, means that you have not legally given proper credit to the author / composer / publisher for their work. Please file this information in a safe place so you can refer to it often.

Your Profile Information

Your user name: mdahl@crookston.org
Your billing email: mdahl@crookston.org
License number: A-718144
Valid for: Mar 5, 2016 - Mar 4, 2017

Please print this license number on all materials you have reprinted under the OneLicense.net license. Please note that for security reasons, we cannot send your password through this document. Please use the "forgot your password" link on the login page.

Invoicing/Your Profile

It is important to keep your account email address and contact information current! Renewal invoices will be sent in advance of your renewal date via email to: mdahl@crookston.org. Those who request it may "opt in" to receiving paper invoices. If your email address needs to be updated, because of personnel changes or any other reason, please log in and click on "Profile" to update the information accordingly. You may also specify a different billing email address for a staff accountant or secretary. A significant benefit to the OneLicense.net service is choosing a default hymnal for search results and downloads. You can do this in the "Profile" section as well.

The Process of Reporting

Reporting

You are required to report the usage of all titles used under the OneLicense.net license, to ensure fair distribution of royalties to composers and authors. To report usage, log onto the homepage and use the report column on the left side. Reporting is easy! Simply search for the title, first line, or composer, find the appropriate title, click +REPORT and it will be added to your weekly usage. For those who plan ahead or have fallen behind, you are able to report twelve weeks in the past and six weeks in the future. If you have fallen significantly behind, it is better to report past titles in the current week than to not report them at all. This ensures that authors, composers, and publishers are being paid for their work. For those who have chosen the Podcast/Streaming License option in addition to reprint permission, be sure to select whether you are reporting a reprint, a podcast/stream, or both for each song.

The Process of Downloading and Reprinting

Downloading Titles

Once logged in, use the keyword search to find downloadable music image files. Different computers handle this task in different ways, but once the title is found you can decide the format you would like to retrieve the file. The preview option is to give you a quick glance to confirm if the song is the one you are looking for. When downloading the images, you can select high resolution PDF files or TIFF files. Once downloaded, you can insert the file into a Word document, PowerPoint, etc. Please note that if the file has a grey background when viewed from the website, that will go away when it is placed into a page layout program or word processor. (The backgrounds are transparent, allowing you to layer graphics on top of the images.) Our OneLicense.net team is here to provide images for congregations to create dynamic worship supplements for congregational singing. For specific help with file types, you may need to reach out to a organization that offers desktop publishing support. Additionally, please note that octavos are

not available through this service. Please contact the appropriate Member Publisher directly with questions.

If you have a significant number of titles to download for your worship aid, you can use our convenient "work list" capability.

1. Create a work list where you can organize your music choices.
2. Choose the songs you want to include in your worship aid and add them to your work list.
3. Download the work list to your computer.
 - a. The images in your work list will be zipped together and placed in your download folder.
 - b. Unzip the file and drag the folder to your desktop for easy access.
 - c. You will get two files of each song you choose, a pdf and a tiff.
 - i. The tiff file is best for use in printed worship aids.
 - ii. The pdf file is best for use in projected presentations.

NOTE: You cannot reuse images downloaded under a single use license unless you purchase another single use license.

Reprinting Titles

As a OneLicense.net license holder, you are required to print the copyright acknowledgment on the bottom of the first page of each reprinted hymn or song. You must include the symbol ©, the year of copyright, and the name of the copyright holder. In addition, the words "All rights reserved" and your organization's license number (with the other acknowledgements contained therein) must appear with either each piece, or at the beginning/end of the booklet/slide/worship aid.

If one writer and/or copyright owner is responsible for the work, then this example is appropriate:

Words & Music: Jane Doe, © 1987 ABC Music Co.; All rights reserved. Reprinted under Onelicense.net A-718144.

If two different writers and/or copyright owners shared credit for words and music, the following example would be appropriate:

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How to Contact Us

At OneLicense.net, we care about the success of your music ministry and are here to help with questions and concerns. The easiest way to reach us is by emailing info@onelicense.net or selecting "Help" from your login page. Either way, you'll be submitting a ticket to our support team who will get back to you promptly.

If you wish to reach us by phone, you can do so at 1-800-ONE-1501. We look forward to helping you create dynamic and inclusive worship.