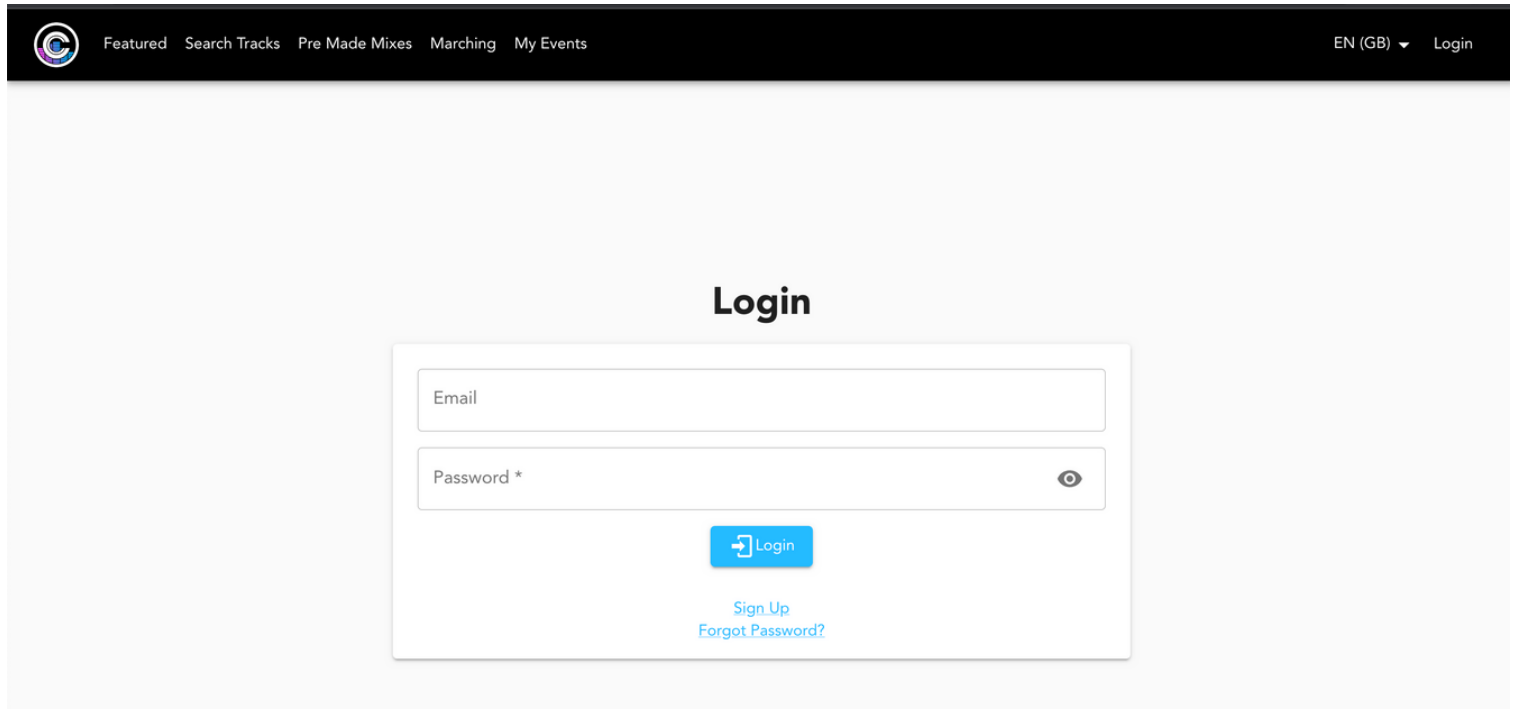


LICENSE VERIFICATION SYSTEM HOW TO'S (TEAMS / ATHLETES)

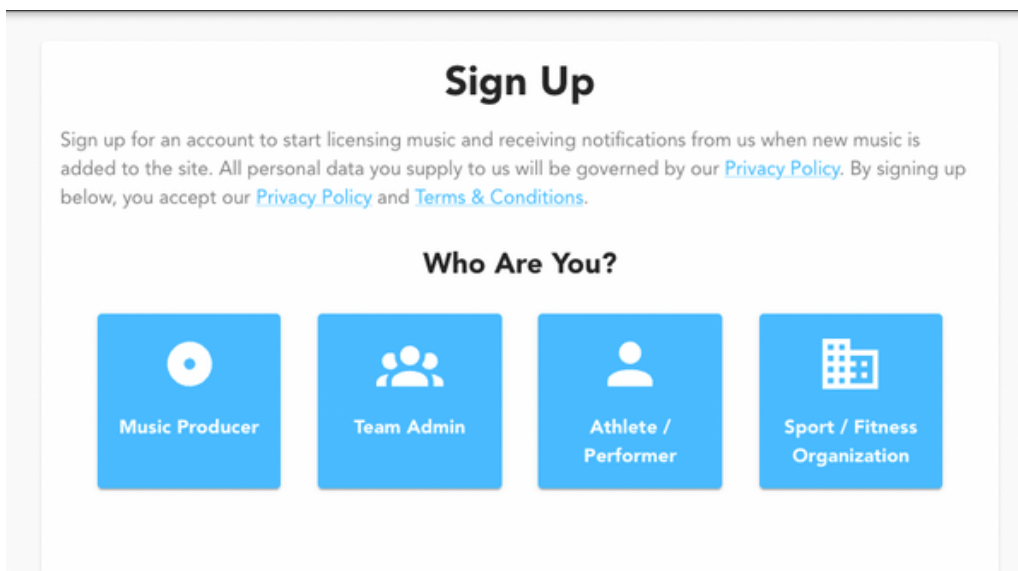
SIGNUP

The Event Organiser will send you a sign-up link.
Once you click the link you'll be taken to the log in page. If you have an account already,
please log in, otherwise click 'Sign Up'.



The screenshot shows the ClickNClear website's login interface. At the top is a dark navigation bar with the ClickNClear logo on the left and links for 'Featured', 'Search Tracks', 'Pre Made Mixes', 'Marching', and 'My Events' in the center. On the right side of the bar are 'EN (GB)' and a 'Login' link. The main content area has a light gray background with the word 'Login' centered in a bold black font. Below this is a white login form with two input fields: 'Email' and 'Password *'. The password field has a toggle icon (an eye) on its right side. Below the fields is a blue 'Login' button with a white arrow icon. Underneath the button are two links: 'Sign Up' and 'Forgot Password?'.

If you are a manager of a Team/Athlete/Group, please select Team Admin.
If you are an individual athlete/performer, please select Athlete/Performer.
Complete the sign-up process, then, Log In.

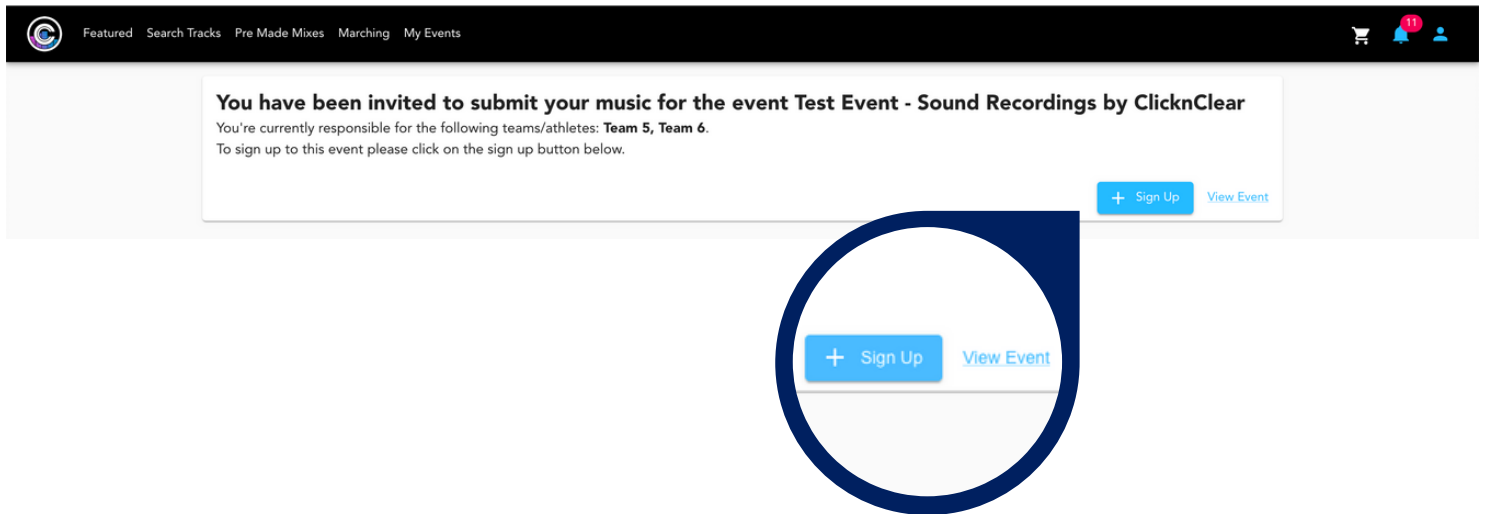


The screenshot shows the ClickNClear website's sign-up interface. It features a white sign-up form on a light gray background. At the top of the form is the heading 'Sign Up' in bold black text. Below the heading is a paragraph of text: 'Sign up for an account to start licensing music and receiving notifications from us when new music is added to the site. All personal data you supply to us will be governed by our [Privacy Policy](#). By signing up below, you accept our [Privacy Policy](#) and [Terms & Conditions](#).' Below this text is the heading 'Who Are You?' in bold black text. Underneath are four blue square buttons, each with a white icon and text: 'Music Producer' (with a vinyl record icon), 'Team Admin' (with a group of three people icon), 'Athlete / Performer' (with a single person icon), and 'Sport / Fitness Organization' (with a building icon).



ADDING TEAMS / ATHLETES

Once logged in you'll see the invitation to the Event you have been invited to. Click 'Sign Up'.



A pop-up box will appear requesting for information about the Team/Athlete you are entering for the event. Fill in this information and click 'Save'
If you need to add additional Teams/Athletes, click 'Sign Up' again and keep repeating the process until all are added.

Event Team Sign Up

If you already have a team with ClicknClear please select it from the list below. If you do not have a team setup with ClicknClear, please type the name of your team below, a team will be created automatically upon completion of this form.

Team Name

Team Email

Division

Once saved, click 'View Event'. You will be able to see all of the Teams/Athletes you have entered for the event and any actions you need to take.

UPLOAD AUDIO / SUBMIT LICENSE


This is the Event Page where you can see a list of the Teams/Athletes you have signed up to the event.

Click 'Upload' to open the audio uploader

Test Event - Sound Recordings
ClicknClear
01/09/2023 - 01/09/2023
Stadium - 1 Eee's Road, Commanda, P0H, US

[Actions](#) [Schedule](#) [Music](#) [Playback](#)

Actions [Signup Team/Athlete](#)

 **Team 7 - Awaiting Audio file**
We are still waiting for you to upload your audio file. [Upload](#)



Upload Recording

Please select the recording you will be using at this event. If you have not yet uploaded your recording please do so by clicking the upload button below

Recording

[Upload New](#)
[Pre-Made Mix Group Stunt 9.mp3](#) 1:16

If you have recordings already uploaded, you can select them from the dropdown, if not, select 'Upload New'.

Once your music is uploaded, you must select the License Source (where you got your license, if any).

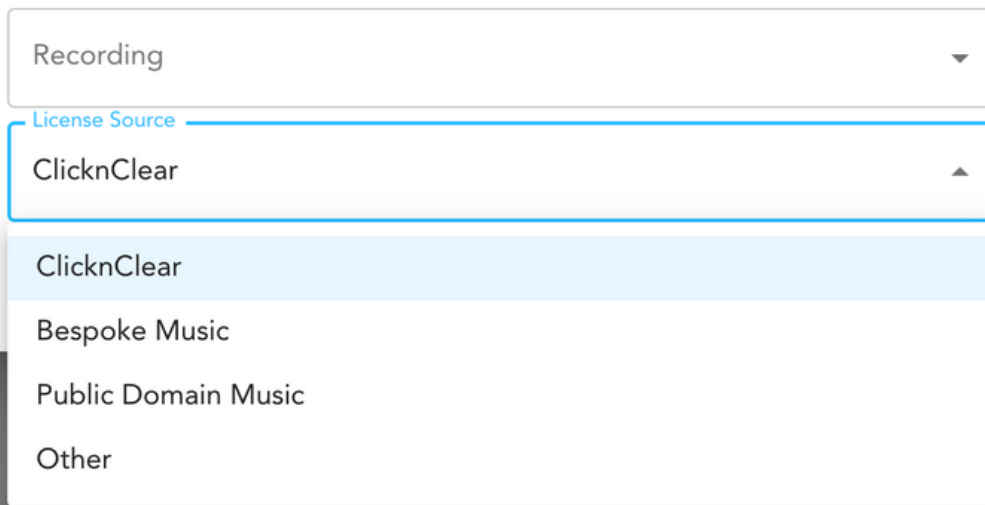
The options are:

(1) ClicknClear - from our licensing platform at music.clicknclear.com *Recommended*
If you select ClicknClear, you can click 'Submit' and do not need to show proof, as our system will check for your license in our database.

1

Upload Recording

Please select the recording you will be using at this event. If you have not yet uploaded your recording please do so by clicking the upload button below

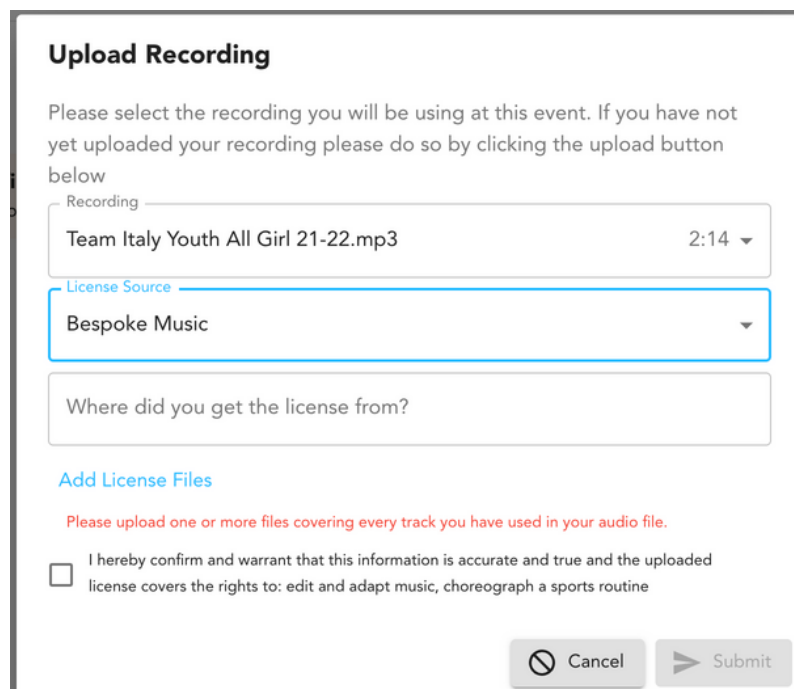


The screenshot shows a web form titled 'Upload Recording'. It contains a 'Recording' dropdown menu and a 'License Source' dropdown menu. The 'License Source' menu is open, showing a list of options: 'ClicknClear' (highlighted in blue), 'Bespoke Music', 'Public Domain Music', and 'Other'. The 'ClicknClear' option is the recommended choice.

(2) Bespoke Music - music that has been custom made for you, containing no 3rd party owned music (including production music).

If you Select Bespoke Music, you will need to upload proof of license. Select Upload New, enter the License Name, where you received the license and upload your proof of license document.

2



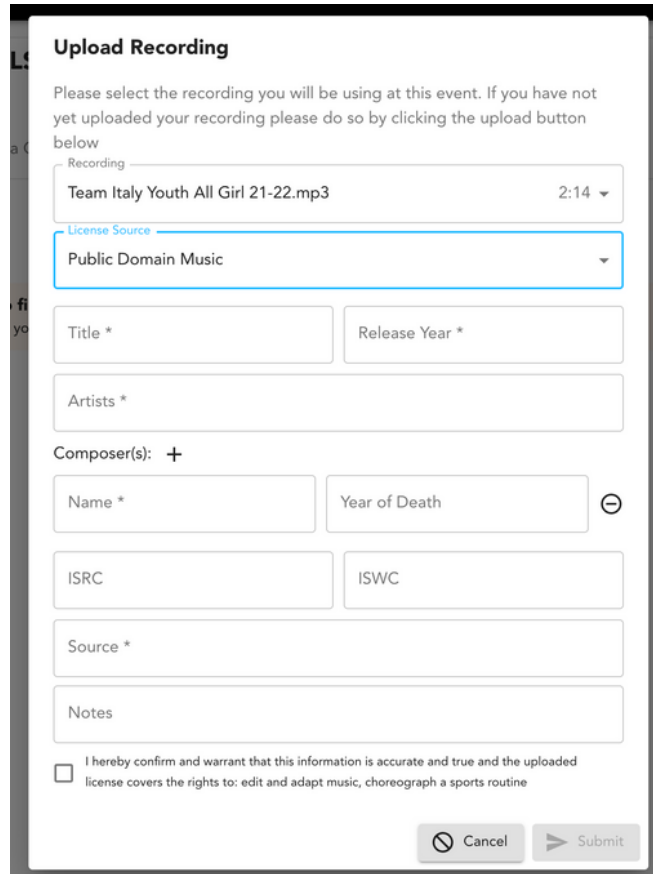
The screenshot shows the 'Upload Recording' form with the 'License Source' dropdown menu set to 'Bespoke Music'. Below this, there is a text input field labeled 'Where did you get the license from?'. A link 'Add License Files' is present, followed by a red instruction: 'Please upload one or more files covering every track you have used in your audio file.' At the bottom, there is a checkbox for a confirmation statement: 'I hereby confirm and warrant that this information is accurate and true and the uploaded license covers the rights to: edit and adapt music, choreograph a sports routine'. The form also includes 'Cancel' and 'Submit' buttons.

(3) Public Domain Music - music that is out of copyright. For more information, please see: <https://www.clicknclear.com/what-is-copyright> and go to 'Public Domain Music'.

If using Public Domain Music, you need to ensure that the recording and publishing rights meet the requirements in your country.

If you select Public Domain Music, you need to fill in the form with the required information.

3



Upload Recording

Please select the recording you will be using at this event. If you have not yet uploaded your recording please do so by clicking the upload button below

Recording
Team Italy Youth All Girl 21-22.mp3 2:14 ▾

License Source
Public Domain Music ▾

Title * Release Year *

Artists *

Composer(s): +
Name * Year of Death ⊖

ISRC ISWC

Source *

Notes

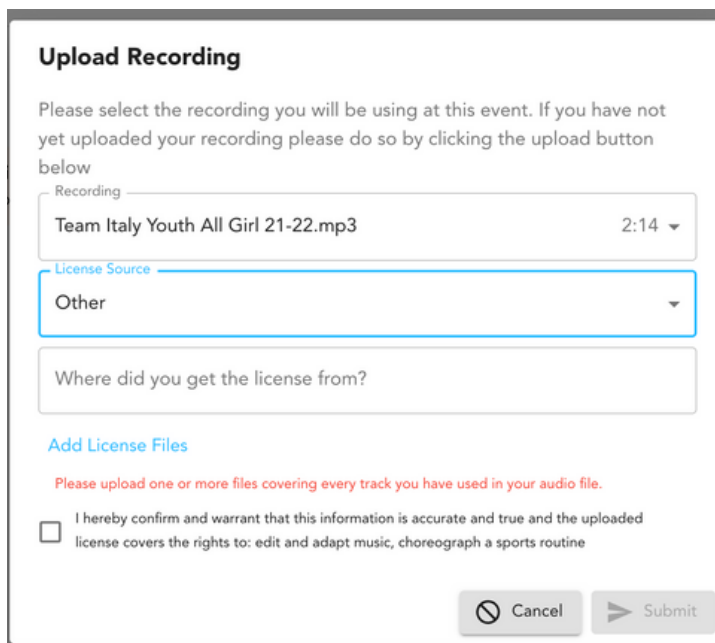
☐ I hereby confirm and warrant that this information is accurate and true and the uploaded license covers the rights to: edit and adapt music, choreograph a sports routine

Cancel Submit

(4) Other - Any other way you have received a license for the music.

If you select Other, you will need to upload proof of your license. Select Upload New, enter the License Name, where you received the license and upload your proof of license document.

4



Upload Recording

Please select the recording you will be using at this event. If you have not yet uploaded your recording please do so by clicking the upload button below

Recording
Team Italy Youth All Girl 21-22.mp3 2:14 ▾

License Source
Other ▾

Where did you get the license from?

[Add License Files](#)

Please upload one or more files covering every track you have used in your audio file.

☐ I hereby confirm and warrant that this information is accurate and true and the uploaded license covers the rights to: edit and adapt music, choreograph a sports routine

Cancel Submit

MUSIC RIGHTS

The specific rights needed are:



**Edit and adapt
a song**



**Choreograph
a routine**



**Copy
for training**



**Perform
a routine**

For each song, the license(s) must:

- be from a valid source
- have been issued to the correct ensemble
- cover 100% of both the songwriting / composition owners for the above rights
- be current (i.e. validly entered into, and not expired)
- be valid for the territory in which your events take place

LVS requires you to:

- Upload the audio file
- Select the License Source
- Upload License proof



VERIFICATION RESULTS

Your music will either be:

- Licensed - the music has been recognised and matched against a valid license.
- Unverified - the music has been recognised but the Event Organiser needs to review your submission.
- Unlicensed - the music has been recognised but does not include the rights needed.

If the Event Organiser approves the submission, the status will change to 'Manually Approved'

Please note, if the music is Unlicensed or Unverified, and you selected ClicknClear as the license source, you will be able to "License Missing Tracks". This will take you immediately to checkout on our Licensing Platform with the items that are available, already in your cart. Follow the steps to license music and our system will automatically update the verification status.

Test Event - Sound Recordings

ClicknClear

01/09/2023 - 01/09/2023

Stadium - 1 Eee's Road, Commanda, P0H, US

Actions

Schedule

Music

Playback

Schedule

Search

Team/Athlete	Division	Manager Email	License Source	License Status
Team 6	division two	chantal+2@clicknclear.com	Bespoke Music (Fusion Sounds)	Unverified
Team 5	division two	chantal+unverified@clicknclear.com	ClicknClear	Unlicensed
Team 7	division one	chantal+7@clicknclear.com	ClicknClear	Licensed

VERIFICATION RESULTS VIEW

Click on the license status for each team/athlete to view the verification breakdown for their music.

Licensed

This example shows that the music has been licensed and has all required rights.

Matched Tracks ● Licensed			×
Artist	Title	License Status	
One Direction	I Would	● Licensed <ul style="list-style-type: none"> Licensee Name Match License Source Matches Title Matches Artists Match Master Choreography Rights Master Adaptation Rights Master Duplication Rights Publishing Choreography Rights Publishing Adaptation Rights Publishing Duplication Rights Valid Date Full Ownership Territory Match 	^
One Direction	You & I	● Licensed	▼
One Direction	Up All Night	● Licensed	▼
One Direction	I Should Have Kissed You	● Licensed	▼

Unverified

This example shows that the music needs to be verified by the Event Organiser because some of the required rights have not been obtained or can not be verified.

User Data

Source: Bespoke Music

Source Name: Fusion Sounds

License Files

[FUSION_SOUNDS_LICENSE.pdf](#)

License Source: Fusion Sounds

Licensee Name: Douglas High School Stunt routine 2023

Valid From: 29 Jun 2022

Valid To: 29 Jun 2023

Tracks:

Yeah! - ?

Hollaback Girl - ?

Toxic - ?

Pump It - ?

Forever - ?

Matched Tracks ● Unverified

Artist	Title	License Status	
Rafferty	Toxic	● Unverified <ul style="list-style-type: none"> Licensee Name Match License Source Matches Title Matches Artists Match Master Choreography Rights Master Adaptation Rights Master Duplication Rights Publishing Choreography Rights Publishing Adaptation Rights Publishing Duplication Rights Valid Date Full Ownership Territory Match 	^

Unlicensed

This example shows that the music does not match a license agreement and therefore the rights can not be verified.

Matched Tracks ● Unlicensed ×		
Artist	Title	License Status
Anne-Marie	Do It Right	<div> ● Unlicensed ^ <ul style="list-style-type: none"> ■ Licensee Name Match ■ License Source Matches ■ Title Matches ■ Artists Match ■ Master Choreography Rights ■ Master Adaptation Rights ■ Master Duplication Rights ■ Publishing Choreography Rights ■ Publishing Adaptation Rights ■ Publishing Duplication Rights ■ Valid Date ■ Full Ownership ■ Territory Match </div>
Lambert 凌	Shy	<div> ● Unlicensed ▼ </div>
QuisActive	What The Hype Bout feat. Shawnaglock,lul Miyahh	<div> ● Unlicensed ▼ </div>