

## How to Upload Document Files (label copy/liner notes, song lyrics, artwork etc.)

### UPLOAD MEDIA SECTION:

Click on **ADD FILES TO SUBMISSIONS**

**UPLOAD MEDIA**

**Instructions**

ALL categories require upload of official Label Copy credits/liner notes. Entries submitted without this required information will be disqualified. [Click here](#) to see a sample of the credits that are required.

- **Upload New Files** is where you initiate uploads to the currently selected entry package. Follow the steps.
- When all uploads have been completed, you must map the relevant uploads to the appropriate category and required file.
- For all songwriting categories, lyrics are required.
- Music Video & Music Film require a streaming link only (not physical product). Production call sheet is a required upload.
- Distribution - Up to five streaming links are accepted. Please provide as many links as are commercially available. Artist/label website does not qualify as eligible distribution. Entries will be disqualified if links are not provided or incorrect.

**ADD FILES TO SUBMISSIONS**

Next, the screen below will open:

**Click SELECT (highlighted). This will open up your computer files where you will select the appropriate file for the entry.**

### ADD FILES

Instructions | **Upload New Files** | Add Existing Files | Files Added To Submission

**Select**

Drop files here

**UPLOAD**


CLOSE

The selected file will now show here.

ADD FILES

Instructions Upload New Files Add Existing Files Files Added To Submission

Select

 LinerNotes\_Turnstile\_Glow On.pdf

UPLOAD

CLOSE

Click **UPLOAD**. The selected file will turn **GREEN**. Click **CLOSE** (bottom right corner)

ADD FILES

Instructions Upload New Files Add Existing Files Files Added To Submission

Select

LinerNotes\_Turnstile\_Glow On.pdf 191.0kB

UPLOAD

CLOSE

Scrolling down the page is where the files that were just uploaded, will now be attached to the entry.

Click at the right side of the ASSIGN FILES pull down tab (highlighted below):

Required Media

Please upload complete label copy/liner notes. Must contain all crediting and recording information.

[doc](#) [docx](#) [xls](#) [xlsx](#) [pdf](#)

Assign Files 

Select the appropriate file so that you see the file name. Once you see this, the file is now attached to the entry.

Required Media

Please upload complete label copy/liner notes. Must contain all crediting and recording information.

[doc](#) [docx](#) [xls](#) [xlsx](#) [pdf](#)

LinerNotes\_Turnstile\_Glow On.pdf 