

**Volume**

**1**

SONGWRITER'S PORTAL INTL. LLC

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Songwriter's Manual

SONGWRITER'S PORTAL V3.5

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# Songwriter's Portal User Instruction Manual

*Most of the information that users want are included in this manual and are just a few clicks away!*

**T**o save time in the future, **print a copy of this document**. Choose Print from the File menu, and press Enter to receive all pages of examples and instructions. With the printed document in hand, you are ready to begin the process of learning about the client side of songwritersportal.com. \*\*Note that this manual is being added to and modified on a weekly basis. We will send out new versions as they are created. If you see a mistake or wish to have something added for clarification, please email us at [support@songwritersportal.com](mailto:support@songwritersportal.com).

## Introduction

Welcome to Songwriter's Portal. This manual was created as an effort to inform and guide the songwriter in the operational aspect of this application. Once you have read this manual, you should have a good understanding on the "what" and "how" of this service.



### About Songwriter's Portal

The website was designed and written by Wes Senter. The web pages are very intuitive and don't normally require built-in help facilities. The all-inclusive panels are easy to use. The panels are used to submit and monitor your music at Songwriter's Portal. You can view existing knowledgebase

articles, submit ticket's for help or to report an issue, and visit the Solutions library where you will find commonly asked questions and the answers. Let's not forget the whole purpose, submitting your music!

*More detailed information about these panels are covered in a later chapters*

## Getting Started

**Registration:** Go to “client.songwritersportal.com” and register under the REGISTRATION Section.

- **Member Login Panel** – Same panel as Registration. Login at the top once you have registered.
- **Change Your Password** – Same panel as Registration. Scroll to the bottom and complete the “Change Password” section.

## Updating Your New Account

After logging in, you will be directed to the client portal home page.

On this page, you will find the sections that you can click to go to “Song Uploads”, “Song Detail”, and more.

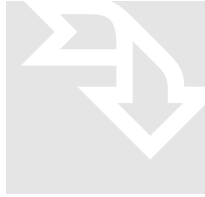
Click the icon for any section that you wish to go to.

### **Keep Your Personal Information Updated!**

Just in case we need to contact you. Maybe a producer wants to sign you.

## **\*\* Your Profile**

While navigating the website, **DO NOT USE THE BROWSERS “BACK” BUTTON.** This will cause problems with pages that have forms on them.



### **Important Notice**

When navigating the website, please do not use the browsers “back” button to return to the previous screen. This can cause problems. Use the Menu Bar to Navigate the Portal.

## **The PORTAL HOME page**

The home panel is divided into **three functional areas.** These are listed below along with an overview of what each is used for.

- 1. The Menu Bar** runs horizontally across the top of each panel. This is what you will use to move from section to section. Simply click the section in the menu bar that you wish to go to.
- 2. Songwriter's Profile** contains your specific info so we will be able to get in touch with you. Please keep this information updated as accurately as possible.



SONGWRITERS SERVICES 817.642.7267

## Welcome!

Member: wrsenter

Call Us: (817) 642-7267

Email:

[support@songwritersportal.com](mailto:support@songwritersportal.com)

[Click Here](#) to visit the Client's Home Page.



[Our Facebook Page](#)

## Client Support Portal

Songwriters Portal has been providing support and "in-demand" services for songwriters.

## This is the Client Portal. It's for Members.

## Upload Your Songs using



Monitor the progress of your uploaded songs

## Select Your Service

Upload Songs, Check Status

We offer a wide selection of services for songwriters. Can't sing? Can't play an Instrument? Have common questions and answers, click the Support Portal link or the Chat button to contact us.

You can also call us at (817) 642-7267.

## Upload Songs



## Song Status



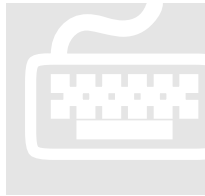
## The Menu Bar

Each clickable area on the menu bar is explained in detail below.

1. **Home** – This selection will take you to the portal’s home page from where ever you are within the website.
  - a. **Change Password** – Used to change your password.
2. **Upload Songs** - This selection will take you to the Upload Songs Panel where you can begin to upload your music and lyrics.
3. **Song Status** – Select this to view all of your uploaded songs and their real time status.
4. **Song Pitch Status** – Select this to view the pitch status of all your songs.
5. **Client Song Library** – Select this to play or remove any song you have uploaded.
6. **Members Library** – Select this to play any members uploaded song. This is done from the Song Upload Panel.
7. **Support**- Select for support services.
  - a. Knowledgebase
  - b. Open a Help Ticket
  - c. Get help via Live Chat.
8. **Songwriter Services** – Instrumentals for Vocalists, Complete Instrumentals with Vocals, and Music Videos.

9. **Logout** – Ends your session and takes you back to the login panel.

\*\* In the header of the Portal's Home Page in the left column, you will see "Click Here to visit the Client's Home Page. Clicking this will take you to the Client's information form. Here, you can change your information. Save the change by clicking "Submit Change".





## Section Detail

*Most of the information that users want are included in this manual and are just a few clicks away.*



## Section Detail



### Important Notice

When navigating the website, please do not use the browsers “back” button to return to the previous screen. This can cause problems.

## Upload Songs

Use this selection to upload a new song. Remember, **you are allowed to upload (4) songs per month**. You can delete a song as long as it is in “**New**” or “**Disapproved**” status and upload a replacement. If your song is in “**Review**” or “**Accepted**” status you can’t delete it. Procedures are shown below.

Also, there is built in help at the top of the song upload panel. It is titled “Song Uploads?” with the guy pointing at it. Be sure to read it.

1. **Enter your Song Title.** Enter only Alpha Numeric characters. Do not exceed 30 characters. Example: “The House of the Rising Sun”. Do not enter a title like “The House of the Rising Sun (“v 5.2 written by John Doe”)(converted with #v2 sound). This title will cause your upload to fail because it has non-alpha numeric characters in it (“, . , (, ) and it is too long.
2. **Copy and paste your lyrics** into the Lyrics Box. Copy/Paste from Microsoft Word if available. If not, use Notepad. Do not use WordPad.
3. **To upload your song (.mp3 format only)**, click the “Choose File” button and find/select your song on your local hard drive. After you select your song, the “No file chosen” message to the right of the “Choose File” button will display your song’s name. Alternatively, you can drag and drop your song into the box. Check the song prior to upload and insure it can be played on your computer. Also, the same rules apply to the .mp3 song file name. No Non-Alphanumeric Character.

#### 4. Do Not Change the Time Stamp.

#### 5. Submission Type-Select:

**Pitch Queue:** If you want your song “Pitched” to whatever opportunities exist at the time of your submission. This is provided your song is approved for distribution.

**Evaluation Only:** If you want your song evaluated by our staff. We will reply with the **results** and will be emailed to you.

6. **Genre:** Select your song’s genre.

#### 7. Check To Add To Members Library

Checking this box will place this song in the **Members Library** for all other songwriters to hear.

8. **Was Any Part of Your Song Created Using AI?** Check this box if so. You are also required to place this line of text at the top of your lyrics... “Do not use for Sync. This song was generated in part or whole using AI.”

#### 9. Lyrics

**Copy and paste your Lyrics in this box. Try to use MS Word. Please do not use Word Pad.**

\*\* When all information has been entered, be sure to click “**Upload Your Song**”. You are allowed to upload four songs per month. If you exceed four songs, a message will appear letting you know and the Submit Song button will no longer work.

\*\* After clicking the “Upload Your Song” button, you will see the status of the upload on the page that appears. If all was well during the upload, you should see a Successful message. Click the link at the bottom to return to the upload page. Once back to the Upload Page, you can upload more songs.

Listed below are typical controls that you will use after you have added a new song.

## Song Status

Now that you have created a new song for submission, you can monitor the progress of the song.

1. **First, a Word About this panel:** At the top of the panel, you will see a bar chart. The legend is above it. This graph will show you at a glance what percentage of all songs submitted to date are in which status category.
2. **The Song Status Viewer:** The main thing to watch here is the Status column. It will display IN-REVIEW, APPROVED, or DISAPPROVED
3. **How The Portal Works:** All new songs submitted are set to “**In-Review**” status. You will see these under the **Status Column**. At this point, we will receive notification of your new submission and perform an evaluation. We will change the song’s status during the evaluation process.

If your song is approved, you will receive an email and your song’s status will show **Approved**. The Status Graph will also update.

If your song is disapproved, you will receive an email and your song’s status will show Disapproved. The Status Graph will also update.

**What to Do About a Disapproved Song?** If a song is disapproved, you can delete it and submit another one. You will receive an email stating what the problem is. Fix the song prior to resubmission.

4. **Click the Detail Button:** This panel will allow you to see the detail of your song. You can see Real Time Status of the song in the section with the Header “Staff Notes” at the bottom of the panel.

5. **The Action Column:** Two buttons, “Detail” and “Delete”. Clicking the Detail button will display the Song Detail panel where you can view the song’s stats and who and when your songs were pitched. Clicking the Delete button will immediately remove the song from the system. NEVER Delete an approved song. Delete either “In-Review” or “Disapproved” songs.

## The Members Library

During your song upload, if you checked the box “Check To Add To Members Library” your song will be placed into the Members Library. This allows all other members of the Portal to play your song and be heard.

## Lyric Writer

The lyric writer is used to create, edit, and delete new songs as opposed to using pencil and paper. Do you write songs and lose the paper you wrote them on? This utility will allow you to centralize all songs in one location. Your songs are also backed up daily so no worries mate. To use the Lyric Writer, see the steps below. From the top menu.....

**Manage Lyrics > Lyric Writer:** If you are just starting, all fields are blank. Enter your song title. Next, copy and paste your lyrics in the Lyrics Box. Do Not Change the Time Stamp. If you want to enter the Hook, do so. Click SAVE.

You will now see your song under **Song Name**. There are **three Action Buttons**. They are explained in detail below.

**The Edit Button:** Clicking this button will allow you to edit your song. Click it and your song will appear in the boxes below. Make your changes and click the UPDATE button at the bottom of the page.

**The Delete Button:** This is self explanatory. If you want to remove the song, click DELTE. It’s gone.

**The Reset Button:** If you are editing a song and are finished with it and you need to edit another song in the list, click the RESET button. It clears all of the fields and changes the button at the bottom to SAVE. Click Edit to the right of the song you want to work with next. Click SAVE. That's it! Very simple.

## Support

Support is available in many different ways:

**Email:** Issues should be submitted to [support@songwritersportal.com](mailto:support@songwritersportal.com)

**Knowledge Base:** Point to Support. [Click Knowledge Base](#). Available 24 x 7 every day. Many questions and answers are here for you.

**Help Ticket:** Send an email to [support@songwritersportal.com](mailto:support@songwritersportal.com).

**Support Chat:** Click the Orange and Blue icon to the right to connect to a support agent.

## Songwriter Services

From this panel, you can order services that most songwriters need. We are experts in building instrumental tracks, vocal tracks, and mixing and mastering songs. We also create professional level music videos in .MP4 format.

## Notations

- You may upload four songs per month. If you upload a song and delete it while in NEW status, that upload will not count towards the four.
- If you upload a song and it is in the IN-REVIEW or APPROVED, you cannot delete it. Because it is being reviewed by a staff member.
- Rule of thumb is to only submit your best work. Good lyrics, solid structure (I-V-C-V-C-B-C-O), and mixed-mastered.
- Your songs are kept in our system and pitched every week as long as you are a member of Songwriters Portal (4 on Tuesday, 4 on Thursday-Friday).

\*\*\*\*\* YOU SHOULD PRINT THIS FORM FOR SAFE KEEPING \*\*\*\*\*