

Label Management System: User Guide

Welcome to Cygnus Music. The Cygnus Label Manager allows labels to submit releases for distribution through Cygnus Music. We recommend that you use the one following browsers: **Google Chrome, Safari V12+ and Firefox.**

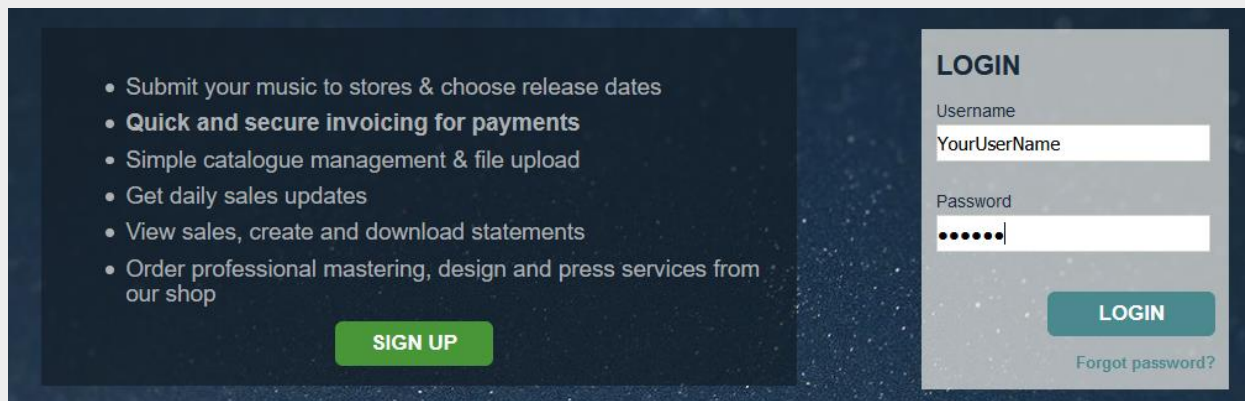
This guide walks you through creating and submitting a release.

For additional support please contact us via support@cygnusmusic.net or don't hesitate to give us a call in the office.

1. LOG IN

Navigate to [THIS LINK](#)

Enter your username & password and click the 'Login' button



• Submit your music to stores & choose release dates

• **Quick and secure invoicing for payments**

• Simple catalogue management & file upload

• Get daily sales updates

• View sales, create and download statements

• Order professional mastering, design and press services from our shop

SIGN UP

LOGIN

Username
YourUserName

Password
.....

LOGIN

[Forgot password?](#)



[Watch
walkthrough
demo.](#)

2. WELCOME TO THE DASHBOARD

After logging in, you will be taken to the system dashboard, to start creating releases click on **DISTRIBUTION**.

Cygnus

Support / Feedback0 / £0.00Hatched

shoprosterdistributionsalesaccountsYouTuberesources

Cygnus

World class music & media services

SHOP



Purchase mastering, anti-piracy, creative & press services, with PayPal, card, or from your label accounts.

DISTRIBUTION



Choose your own stores & release dates, upload your audio & artwork and distribute your music worldwide.

DAILY SALES



Keep track of estimated sales figures from iTunes, Beatport & Juno and find out where & when music is selling.

ACCOUNTS



View your label account transactions, card payment history and view & export your quarterly sales statements.

LATEST UPDATES

Beatport Annual Deletion 09/09/19

Pre-save to Spotify 27/08/19

VK content delivery and piracy protection 30/11/1

Q2 2019 Statements are online 01/09/19

Apple Music for Artists Is Out of Beta 13/08/19

RESOURCES

GETTING STARTED LABEL SERVICES MAXIMISE SALES

LABEL ROSTER

PPL

- We'll submit tracks to PPL for your label
- Quick & simple track registration
- Collect royalties from radio & public performance
- Get your royalties on your label statements



3. YOUR HOMEPAGE

After logging in, you will be taken to a page that shows an overview of the labels that you manage.

Cygnus

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shoprosterdistributionsalesaccountsYouTuberesources

YOUR DISTRIBUTED LABELS

Download our [example release timeline with recommended PR activities](#) for ideas to promote your release.

Do you have exciting news about you label? Why not, [let us know](#), we'd love to hear about it!

Hatched

Releases: 38
Tracks: 176

Manage label


Starting another label?

Complete our new label application form to request your new label setup.


GET STARTED TODAY

Click on your label to begin managing your label and submitting releases.

You can apply to set up a new label any time and once approved it will appear on this page.


Support / Feedback
0 / £0.00
Hatched

shop
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resources



Labels /
Hatched
Label settings

Click on **LABEL SETTINGS** to add your label logo and view and manage your distribution lists.

RELEASES

Showing 1 to 5 of 38 releases.

+ NEW RELEASE

CAT. NO.	TITLE	ARTIST/S	RELEASE	STATUS
HTCH039	Hatched 39	Hatcha	29/11/2019	Approved
HTCH038	Hatched 38	REZ	22/11/2019	Submitted
HTCH037	Hatched 37	28Hurtz	15/11/2019	Approved
HTCH036	Hatched 36	Coki	01/11/2019	Approved
HTCH035	Hatched 35	Oddkut & Distant Roots	18/10/2019	Approved

Page: 1 2 3 4 5 6 7 8

Showing up to 5 releases per page

TRACKS

Showing 1 to 5 of 176 tracks.

ISRC	TITLE	ARTIST/S	YEAR	STATUS
GB-8KE-19-54051	The Next Step	REZ	2019	Submitted
GB-8KE-19-54050	Site B	REZ	2019	Submitted
GB-8KE-19-54049	Raid Master	REZ	2019	Submitted
GB-8KE-19-54048	City Sleeps	REZ	2019	Submitted
GB-8KE-19-54047	Chameleon	REZ	2019	Submitted

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36

Showing up to 5 tracks per page

4. LABEL OVERVIEW

After you click on the label you wish to manage, you will be taken to the label overview. If you have not yet created any releases, click '**New release**' to start inputting data.

Click **NEW RELEASE** to create a new release for your label.

This section contains an overview of all **RELEASES** for this label.

Delete a release here.
Edit a release here.

This section contains an overview of all **TRACKS** for this label.

Cygnus

Resources

Support / Feedback

0 / £0.00

shop

roster

distribution

sales

accounts

NEW!

YouTube

Labels / System Shock Recordings /

Create a release

Creating a Release FAQ's

* Fields marked with an asterisk are optional.

Catalogue number:

HATCHED039

* Barcode:

Leave blank if you want us to provide this.

Release title:

Hatched 039

Primary genre:

Dance

Secondary genre:

Deep Dubstep

Please ensure your secondary genre is accurate.

Cover art:

Browse...

hatcha.jpg

Minimum 2000px square, RGB, .jpeg file.

5. CREATING A RELEASE

Cat No: Use an alpha numeric (related to your label name) followed by an incremental number per release. Example: Hatched Music: HATCHED001, then HATCHED002 for the next release and so on. The more unique the better.

Barcode: You can either supply your own, or just leave it blank and we'll supply this for you.

Genres: It's important to pick an accurate secondary genre. If you can't find the genre you're looking for, you may have the wrong primary genre selected.

ARTWORK: Select cover art here. NOTE artwork must be at least 2000 x 2000 px, Square, JPEG. If you get an error here, ask your designer to check this specification and resupply.

(Can't upload your art? Give us a shout and we'll look at it for you)



Scroll down the page on the label management system

YouTube

Watch walkthrough demo.

Artists

i First select the type of artist you want to add from the menu below, then just enter their details and click the 'Add' button to add them to the release.

Select contribution:

Artist Name:

Primary artist

ADD

Hatcha (Primary) ✕

Callide (Primary) ✕

Dread MC (Featuring) ✕

i This is how the artists on this release will be displayed on Juno and Other Stores
Example: Joe Blogs & John Smith feat. John Hancock

Display artist/s: Hatcha & Callide feat. Dread MC

Artists: First ADD the Primary artist(s) and then any featuring artists. You'll see these populate in the Display Artist/s field which you can edit.

If your release has more than 3 artists at release level it will change to a 'Various Artists release', this is industry standard. You can add all your artists at track level, only MAIN artists are for release level.

Publishing & copyright

Copyright holder: Hatchd

Copyright year: 2020

Publishing holder: Hatchd

Publishing year: 2020

Publishing & copyright: This data will auto-populate but you can edit it.

Release date & territories

Release date: 01/01/2021

Exclusive store: ☐ None ☒ Beatport ☐ Juno ☐ Traxsource

Full release after 2 weeks.

Include DJ Software integration? Yes



This release will be delivered to SoundCloud Go for integration with Traktor, Serato, Rekordbox, Virtual DJ, MixVibes, DEX3, Hercules & more.

World: ☒

[Show full territory selection](#)

Release date & Territories: Here you can select your release date. It will default to 6 full weeks, but you can change this to any date providing it's at least 4 full weeks away from submission. You can also select store exclusives and duration.

Recommended: SoundCloud Go makes your music accessible on DJ software applications.



SAVE AND VIEW RELEASE

World: You can select territories here.

Profile picture

Labels /

Hatched

Label settings

Edit the release level
information here**Hatched 039** - Hatcha & Callide feat. Dread MC

Edit release

Cat. No: HATCHED.039

Barcode:

Copyright: Hatched (2020)

Publisher: Hatched (2020)



⚠ Release is incomplete

- This release has no track data added.
- This release has no audio files uploaded.

Artists: Hatcha | Callide | Dread MC |

Genre: Dance / Deep Dubstep

RELEASE DATES

⚠ You must **submit this release within the next 105 days** in order to meet your chosen release date.

Submission deadline: 04/12/2020

Beatport exclusive: 01/01/2021

Full release: 15/01/2021

Licensed territories: WW |



This release will be delivered to SoundCloud Go, and will be displayed on artists SoundCloud profiles.

6. RELEASE OVERVIEW PAGE

If you left your **BARCODE** blank, we will assign your release with one free of charge once you have submitted your release through to us.

⚠ Note outstanding actions.

Now scroll down the page to upload your audio files and add your track level data.



You can use the **ADD EXISTING TRACK** to assign previously released content on your label to this new release. *Great for 'best of' complications and album samplers!*

CREATE TRACK DATA will be covered on page 9.

Track data

'Hatched 039' does not contain any track data yet.

ADD EXISTING TRACK

CREATE TRACK DATA

Audio files

'Hatched 039' does not contain any audio files yet.

UPLOAD AUDIO FILES

ADD CYGNUS MASTERS

Uploaded some audio files but can't see them?  [Reload this release.](#)

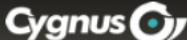
Click on **UPLOAD AUDIO FILES**

7. TRACK DATA & AUDIO FILES

Once you have created a release you need to add track data and audio files to it, and then assign the track data to the corresponding audio files.

Note - When you add audio files a new browser tab/window will be opened. This allows you to add track data in the previous window while your files are uploading.

If you use our mastering services, you can **ADD CYGNUS [MASTERS](#)** here and they will automatically assign to your release.




[Resources](#)
[Support / Feedback](#)

0 / £0.00

Ha

AUDIO UPLOAD

 Please, only upload **FINAL MASTERED AUDIO** for your release.


- Audio files **MUST** be mastered 16BIT .wav files
- For file conversion we recommend [Audacity](#)
- Use an up-to-date version of Chrome, Firefox or Safari to upload audio
- Do not close this window until your uploads have completed


If you have trouble uploading files or receive a '**Files appear to be Obit**' error, try re-converting the files with one of the applications listed above


Select audio files for 'Hatched 039':

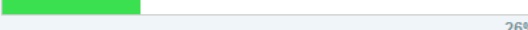
You can select as many audio files as you require.
Your files will upload automatically.

2 files selected.

 Hatcha & Callide ft. Dread MC - Demo Track 1.wav




 Hatcha & Callide ft. Dread MC - Demo Track 2.wav

 26%


Click **'Browse'** and select as many files as you want to upload.



 **Q: I am getting a 'Files appear to be Obit' error?**
A: Occasionally DAW's export WAV's that can create a Obit error due to missing header information. [Follow this link to visit FAQ's and a walk through how to resolve the Obit error.](#)

8. UPLOADING AUDIO FILES

You can select multiple files for upload at once. Just keep clicking **'Browse'** until you have selected all of the audio files you want to upload.

 Make sure your audio files are **16bit, 44.1khz WAV files**, and are the correct final mastered versions.




Waveforms are shown when the upload is complete. Close This Window once all are uploaded.


While the audio files are uploading, open the other tab and click on **CREATE TRACK DATA.**


Select audio files for 'Hatched 039':


You can select as many audio files as you require.
Your files will upload automatically.

2 files selected.

 Hatcha & Callide ft. Dread MC - Demo Track 1.wav



 Hatcha & Callide ft. Dread MC - Demo Track 2.wav



Your files have uploaded successfully.

CREATE TRACK DATA

9. CREATING TRACK DATA

You now create track data for each track on the release, and then associate them with the corresponding audio files. Fields marked with an asterisk (*) are **optional**.

Artist & Contributors: Each artist needs to be added here. Firstly by assigning their contribution as


- Primary Artist (Main)
- Featuring Artist
- Remixer
- Other Contribution

Add their artist name and real name.

Mark them as a Composer (aka Producer) or Lyricist and Click ADD.



Labels / Hatched / Hatched 039 / Demo Track 1
Edit track

 Hatched 039

* Fields marked with an asterisk are optional.

Track number:

* ISRC: Leave blank if you want us to provide this.

Track title:

* Mix title: Add Remixes, VIPs etc. here. If 'Original Mix' leave blank.

Primary genre:

Secondary genre:

Artists & contributors

First select the type of artist or contributor you want to add from the menu below, then just enter their details and click the 'Add' button to add them to the release.

Select contribution:

Artist Name:	Real first name:	Real surname:	Other contributions:
<input type="text" value="Dread MC"/>	<input type="text" value="Mikel"/>	<input type="text" value="Medley"/>	<input type="checkbox"/> Composer <input checked="" type="checkbox"/> Lyricist
			<input type="button" value="ADD"/>
Hatcha (Primary) ✕			<input type="checkbox"/> Add artist to all tracks
Callide (Primary) ✕			<input type="checkbox"/> Add artist to all tracks
Terry Leonard (Composer) ✕			<input type="checkbox"/> Add artist to all tracks
Daniel Robertson (Composer) ✕			<input type="checkbox"/> Add artist to all tracks

Copyright holder: Copyright year:

Publishing holder: Publishing year:

Does this track contain vocals?

Language:

Explicit:



Add your ISRC codes here or we can supply them for free. If we supply them, you can use our [ROSTER](#) tab for PPL royalty collection.

The **mix title** is optional. It can be used to indicate remix or version titles.

Add artist to all tracks: Any subsequent tracks (track 2 in this instance) will have all the artist information auto-populated

Add extra Vocal info here

Add another track or save and view release when done.

Hatched 039 - Hacha & Callide feat. Dread MC

[Edit release](#)

Cat. No: HATCHED.039

Barcode:

Copyright: Hatched (2020)

Publisher: Hatched (2020)



Release is incomplete

- 2 audio files are not associated with any track data.

Artists: Hacha | Callide | Dread MC |

Genre: Dance / Deep Dubstep

RELEASE DATES

You must **submit this release within the next 105 days** in order to meet your chosen release date.

Submission deadline: 04/12/2020

Beatport exclusive: 01/01/2021

Full release: 15/01/2021

Licensed territories: WW |



This release **will be delivered to SoundCloud Go**, and will be displayed on artists SoundCloud profiles.

Track data

[+ ADD TRACK DATA](#) [+ ADD EXISTING TRACK](#)

#	TITLE	ARTIST/S	COMPOSERS/LYRICISTS	YEAR	STATUS
1	Demo Track 1	Hacha & Callide feat. Dread MC	Terry Leonard, Daniel Robertson, Mikel Medley,	2020	Saved
2	Demo Track 2	Hacha & Callide feat. Dread MC	Terry Leonard, Daniel Robertson, Mikel Medley,	2020	Saved

Audio files

[+ ADD CYGNUS MASTERS](#) [↑ UPLOAD AUDIO FILES](#)

FILE NAME	TRACK DATA
20200821161008-Hacha & Callide ft. Dread MC - Demo Track 1.wav	Select one
20200821161008-Hacha & Callide ft. Dread MC - Demo Track 2.wav	Select one

Uploaded more audio files but can't see them? [Reload this release.](#)

10. ASSIGN TRACK DATA TO AUDIO FILES

Once you have created track data and uploaded audio files, you can assign the audio files to their corresponding track data on the release overview page.



Note outstanding actions.

ADD TRACK DATA to add more track data. **UPLOAD AUDIO FILES** to add more audio files to the release.

Select track data from the drop-down list to **assign it to an audio file**. (This links Track Data and Audio Files together.)



Edit track data



Delete data or file

Resources
 Support / Feedback
 0 / £0.00

shop
 roster
 distribution
 sales
 accounts NEW!
 YouTube

Profile picture

Labels /

Hatched
 Label settings

Hatched 039 - *Hatcha & Callide feat. Dread MC*

Edit release

Cat. No: HATCHED.039

Copyright: Hatched (2020)

Barcode:

Publisher: Hatched (2020)

Valid - You can now submit this release for distribution.

Distribution list: Dancefloor D&B / Dubstep

SUBMIT RELEASE

Artists: Hatcha | Callide | Dread MC |
Genre: Dance / Deep Dubstep

RELEASE DATES

You must **submit this release** within the next **105 days** in order to meet your chosen release date.

Submission deadline: 04/12/2020
Beatport exclusive: 01/01/2021
Full release: 15/01/2021

Licensed territories: WW |

This release **will be delivered to SoundCloud Go**, and will be displayed on artists SoundCloud profiles.

11.RELEASE STATUS & SUBMISSION

The release status and track statuses are displayed on the label and release overview pages. They indicate what stage of the distribution process the release is at and advise you of any errors. release is at and advise you of any errors.

This is where the release status is indicated. [A full description can be found here](#) under LMS Snapshots.

If your release is valid and you're ready to submit the release, select a **DISTRIBUTION LIST** and then **SUBMIT** the release.

NOTE: If this is your first release you'll need to upload your LABEL LOGO at label settings. Your logo must be 500 x 500 pix JPEG

12. WHAT NEXT

Your release will be checked over by a member of staff. If everything looks correct, we will confirm your release date and you will receive an email. If for any reason some thing is wrong with your submission, we will reject the release and send it back to you for editing with action notes. On the day of full release you will receive a [Cygnus Music SmartLink](#).

[Daily Sales](#)

Once your release is out you can check [DAILY SALES](#) to get an estimate from Beatport, JunoDownload and iTunes.

[SoundCloud & Whitelisting](#)

Your label SoundCloud account and any SoundCloud account from any artist who release on your label will need to be whitelisted.

[Find out how here.](#)

[Accounts, Statements & Payments](#)

To find out about the label account, how we report your label statement and how to invoice us for your revenue [visit here](#).

The most important thing now is your promotion and marketing! Visit the MAXMISE SALES tab for help, advice, best practices and activities for you to do.

MAXIMISE SALES HERE

Store Features

Stores will feature content to help promote releases in the form of newsletter placements and more. At Cygnus Music we have a **FEA** the format most preferential to stores.

Providing you complete the form in its entirety and demonstrate the information to stores on your behalf.

JUNODOWNLOAD

Juno has a wide variety of features on the store. Not only do they display various banners of featured content across the home page and genre pages, they also write in depth reviews on featured content. Juno Download is a firm favourite among the dance scene with many labels offering a week of exclusivity prior to full release.

Create a Juno top 10

Breakbeat

Cygnus Music

MAC II RECORDINGS

INTERVIEW WITH DJ RANDALL

BEATPORT

A wide array of features on their store. The very first thing a buyer will want is featured as a new release. Underneath the header banner you'll find the feature where their content team curates a selection of new music. Beatport also features artist Top 10s and a list of new releases. Labels can make one at any time; Beatport will select a Top 10 to feature each week. The Top 10s are a very effective way of drawing in potential buyers and we strongly recommend one is done for every new release.

NEW RELEASES

ARTIST TOP 10s

NEW RELEASES

ARTIST TOP 10s

1. Liaison with the Press – Magazines, Blogs & Music sites

Traditionally the most effective way to reach new fans and potential buyers is through the press. Magazines, blogs and music sites are the billboards of the music industry. It takes time and good research to build your own press contact list, however it's a fantastic way of reaching wider audiences and using existing fan bases to increase overall reach. The following are examples of features which can help you achieve this –

Label and Artist Interviews, Reviews, Streaming premieres, Free Giveaways, Featured Releases, Exclusive Guest Mixes, Fan Gating, Premieres and Events.

The more press you achieve, the more you can post on your social networks to push your forthcoming releases.

2. Playlisting

Pitching for playlists is the newest and most effective way of getting your music discovered. Whilst focusing on streaming platforms such as Spotify, Apple Music & Deezer, a single placement can present your release to millions of new listeners. At Cygnus, we submit priority content to streaming platforms every day. However, certain key playlists are generated outside of the various streaming platforms. These are known as user curated playlists.

3. DJ and Radio Support

Getting big radio plays or DJ support can raise revenue through income sharing. Updating your DJ and Radio contacts is essential to ensure that the right people get them at the right time. If you receive any support from Radio 1, iXtra, Kiss FM or Ministry of Sound, you should post the links via your social networks. You should also take extra care to ensure that your release is featured on these platforms.

STORE FEATURE SUBMISSION FORM

For distribution clients only

When Beatport consider a release for their store, they will email you with a Beatport exclusive with your release. Email support@cygnusmusic.net once your release has been confirmed and request a Beatport pre-order link.



Need some help? 

Drop us an email via support@cygnusmusic.net
or give the office a call Weekdays 10am-6pm UK
time and 10am-5pm Fridays.