# **Chapter 16: CCLI integration**

## Introduction

Church music, unless it is more than 70 years old or so and is now in the public domain, is generally not free, and even songs older than that can still have copyright in some cases. Every song that is covered by a copyright license needs special attention. Theoretically, for a church to use a copyrighted song, to either print lyrics in a bulletin, or to copy music for the musicians, that church would need to contact the copyright holder and request permission to do these things. Given how complicated some copyrights are, this job is way, way too hard for people whose time is already limited.

Christian Copyright Licensing International (CCLI) was established to provide churches, organisations and individuals with simple, affordable solutions to complex copyright issues. Through CCLI a church can pay a very reasonable annual fee, based on the size of the church, and easily report on what songs they have used. CCLI takes the headache out of copyright issues.

But even with this service, keeping track of copies of song lyrics and music can be extremely hard, especially in larger churches where more than one person needs to access music. Maybe your Sunday morning team prints a copy of a new song, but the Sunday evening team can't find it, so they print another copy. You might put a copy register beside the photocopier, but the music team is in a rush to get ready for the service and so they forget to fill it in.

## **CMO and CCLI**

In chapter 3 we looked at how to download songs from the CCLI SongSelect service. But the integration of CMO with CCLI is much deeper than that. CMO tries to help keep track of CCLI reporting in a number of ways.

#### **Copyright information**

The first thing CMO does is store the copyright information for each song. This information can then be appended to lyrics and chord sheets, along with your church's CCLI number.





You can press Ctrl+Q in the copyright field to add the <sup>©</sup> symbol.

## **CCLI song numbers**

Every song that CCLI co-ordinates the licensing for has a reference number. CMO can store this number and will use it for reporting statistics back to CCLI.



It is vital for accurate reporting that the correct CCLI number is entered here. CMO has a tool for finding these numbers, but sometimes it's not clear what the number should be, as there are multiple versions of the song, by any number of different copyright holders.

## **Finding CCLI song numbers**

To access this tool, go to the "CCLI  $\rightarrow$  Update CCLI reference numbers..." menu.

P		Find CCLI Refere	nce Numbers		_ □ _>
Il songs Current song listing	Song list				8 record(s) found
â 2↓ ∽) 🚇 • 🐄 💽 • 📑 •	Title Author	Words Author Music	First Line	Current CCLI #	
bide with me 🚽 Add item to sele	ected list				1
Il hail the power Il that thrills my soul is Jes 🕎 Add all items to s	selected list				-
Il things bright and beauti Add all songs with	ithout CCLI number				
Il to Jesus I surrender mazing grace Add all songs wit	ith CCLI number				
nd can it be					
ngels from the realms of glory					
way in a manger e thou my vision					
e thou my vision lessed assurance					
reak Thou the bread of life					
reathe on me, breath of God					
hrist the Lord is risen today					
rown Him with many crowns					
rowned with thorns upon the tree					
ather of peace					
od rest you merry gentlemen					
uide me, O Thou great Jehovah					
lark! the herald-angels sing					
le leadeth me					
lere, O my Lord					
loly, Holy, Holy					
low good is the God we adore					
low great thou art cannot tell					
cannot tell know whom I have believed					
lift your name					
sing the almighty power of God					
stand amazed					
want to be					
I wanted a second barrier to a second					
li never, never leave you					

On this screen, if you click on the dropdown button beside the 📄 button, you will see a menu that contains the following:

- Add item to selected list: This will add the currently selected song to the checking list.
- Add all items to selected list: This will add all items in the list to the checking list.
- Add all songs without CCLI number: This will add all songs that don't have a CCLI number to the checking list.
- Add all song with CCLI number: This will add all songs that do have a CCLI number to the checking list. This option can be useful if you want to check that the CCLI numbers you have are correct.

Once you've added items to the list to be checked, make sure your Internet connection is operational, and click on the 🕨 button in the toolbar.

		Find CCLI Re	ference Numbe	rs	
songs Current song listing	Song list				
<u></u> 2↓ ∽   <b>■</b> - <sup>™</sup>	. Title	Author Words	Author Music	First Line	Current CCLI #
with me	All the All all all and a second second	Thoro Harris		Who can cheer the h	
I the power	Crowned with thorns	H. Gratten Guin	Nick Rogers	Crowned with thorns	0
t thrills my soul is Jesus	I lift your name		Nick Rogers	You are my King, my	0
ngs bright and beautiful Jesus I surrender	I'll never, never leav	Unknown. Additi	Nick Rogers	Hear my promise tha	0
ing grace	Jesus hath done all t	Samuel Medley (	_	Now in a song of gra	0
can it be	Just a closer walk wi	Traditional		I am weak, but thou	0
ls from the realms of glory r in a manger	When we pray		Nick and Karen	When we lose sight	0
ou my vision	While shepherds wat	Nahum Tate (16	G. Kirbve	While shepherds wat	0
d assurance					-
Thou the bread of life					
he on me, breath of God					
t the Lord is risen today n Him with many crowns					
whed with thorns upon the tree					
er of peace					

CMO will then search the CCLI web site, using a service called SongSearch. You can do this yourself by going to "http://search.ccli.com".

P			Fir	nd CCLI Referen	ce Numbers				
Il songs Current song listing		Song list							8 record(s) fa
8. 2↓ ≠7 📭 - %, 💌 - 🛛	<del>- 1</del>	Title	Author Words	Author Music	First Line	Current CCLI #	Found CCLI #	Display dotails	Update?
bide with me		All that thrills my sou						Review	
I hail the power		Crowned with thorns	H. Gratten Guin	Nick Rogers	Crowned with thorns	0	4172682	Review	
I that thrills my soul is Jesus		I lift your name		Nick Rogers	You are my King, my	0	5023338	Review	
II things bright and beautiful II to Jesus I surrender		I'll never, never leav	Unknown. Additi	Nick Rogers	Hear my promise tha	0	2797832	Review	
mazing grace		Jesus hath done all t	Samuel Medley (		Now in a song of gra	0	1092827	Review	
nd can it be		Just a closer walk wi	Traditional		I am weak, but thou	0	0	Review	
ingels from the realms of glory way in a manger		When we pray		Nick and Karen	When we lose sight	0	5054589	Review	
e thou my vision		While shepherds wat	Nahum Tate (16	G. Kirbye	While shepherds wat	0	2088730	Review	
ilessed assurance Ireak Thou the bread of life									
reathe on me, breath of God									
Christ the Lord is risen today Crown Him with many crowns Crowned with thoms upon the tree	~								

CMO uses the song title, authors and first line to try and find a match. If there is enough evidence to support the conclusion, CMO will display the new CCLI number in the "Found CCLI #" column. But whether CMO can decide or not, you can click on the "Review" link in the "Display details" column to look at all the results CMO found and make a decision for yourself.

Þ				CCLI Song Deta	ails					
CLI Sea	rch results									
Select	Details	CCLI #	Title	Authors	Catalogue					
<u>Select</u>	<u>Display</u>		All That Thrills My Soul		Nazarene Publishing House					
Select	Display	6298849	나를 구원하신 주님	Thoro Harris	Nazarene Publishing House					
<u>elect</u>	<u>Display</u>	5890042	All That Thrills My Soul	Thoro Harris	Nazarene Publishing House					
<u>ielect</u>	Display	6529783	All That Thrills My Soul	Jonathan Baird, Ryan Baird	Sovereign Grace Worship					
elect	<u>Display</u>	5634370	Great Name	Marvin V. Frey	Frey, Marvin V.					
elect	Display	293861	He Gave Himself	Joe E. Parks	New Spring					
elect	<u>Display</u>	3122066	Everything Can Change	Wayne Watson	Material Music					
elect	<u>Display</u>	364752	He Is So Real To Me	William Marion Runyan	Hope Publishing Company					
rranged opyright ource: ey: Bb		. 1959 Nazarei	ne Publishing House	ll That Thrills My Soul						
empo: leat: 4/4	rence: Col 3:	11		Song Number						
	cheer the hea			12884						
rue and	sence all divir tender, pure a st to call Him	and precious		Authors Thoro Harris						
e is more	rills my soul is e than life to r airest of ten t	ne	,	SongSearch	<u>م</u>	≡+				
						Close				

Here I've display the search results for "All That Thrills my Soul", and I've click on "Display" to display the details from the web. If that item looks correct, I can click on the "Select" link to choose that CCLI number.

Song list							8 record(s) fou	und.
Title	Author Words	Author Music	First Line	Current CCLI #	Found CCLI #	Display details	Update?	X
All that thrills my sou	Thoro Harris		Who can cheer the h		12884	Review		
Crowned with thorns	H. Gratten Guin	Nick Rogers	Crowned with thorns	0	4172682	Review		<u> </u>
I lift your name		Nick Rogers	You are my King, my	0	5023338	Review		
I'll never, never leav	Unknown. Additi	Nick Rogers	Hear my promise tha	0	2797832	Review		
Jesus hath done all t	Samuel Medley (		Now in a song of gra	0	1092827	Review		
Just a closer walk wi	Traditional		I am weak, but thou	0	0	Review_		
When we pray		Nick and Karen	When we lose sight	0	5054589	Review		
While shepherds wat	Nahum Tate (16	G. Kirbye	While shepherds wat	0	2088730	Review		

Because I've manually selected the number, the "Update" column is now checked for that item.

I continue to review all the results until I'm happy that the numbers are correct. If, after reviewing the results, I still can't confirm the number is correct, leave the "Update" checkbox cleared. This will prevent any changes happening to that song.

₽			Fir	nd CCLI Referen	ce Numbers				- 🗆	×
All songs Current song listing		Song list							8 record(s) fo	bund
#1 2↓ ∽   🚇 - 🐜 🖃 -	<b>*</b> •	Title	Author Words	Author Music	First Line	Current CCLI #	Found CCLI #	Display details	Update?	2
Abide with me	_	All that thrills my sou	Thoro Harris		Who can cheer the h	0	12884	Review	✓	
All hail the power		Crowned with thorns	H. Gratten Guin	Nick Rogers	Crowned with thorns	0	4172682	Review		
All that thrills my soul is Jesus		I lift your name		Nick Rogers	You are my King, my	0	5023338	Review	•	
All things bright and beautiful All to Jesus I surrender		I'll never, never leav	Unknown. Additi	Nick Rogers	Hear my promise tha	0	2797832	Review.		
Amazing grace	- 11	Jesus hath done all t	Samuel Medley (		Now in a song of gra	0	1092827	Review		
And can it be	- 11	Just a closer walk wi	Traditional		I am weak, but thou	0	0	Review		
Angels from the realms of glory Away in a manger	- 11	When we pray		Nick and Karen	When we lose sight	0	5054589	Review		
Be thou my vision	- 11	While shepherds wat	Nahum Tate (16	G. Kirbye	While shepherds wat		2088730	Review.	✓	
Blessed assurance Break Thou the bread of life	- 11									
Breathe on me, breath of God	- 11									
Christ the Lord is risen today	_									
Crown Him with many crowns	~									
8/8: While shepherds watched		Extracting song informati	00							-

Once I'm happy with the changes, I click on the 🛃 button to update the song records.

#### **Updating reporting statistics**

CMO provides a number of ways to update reporting statistics. Firstly, on the song details page, in the CCLI section, there are spinner controls for each of the different statistics that allow you to increment the values. You can also just type a number in.

CCLI						•
Ref	417265	1				
Copies	Digital	Print	Record	Translt	Music	
	-	-	-	<b>•</b>	÷	

Another method is to use the  $\bigcirc$  button in the song toolbar.

Song			
1	🗡 📑 🤻   🗈 🛍   🖳 🖶 💖   💌 🍡	- 🖌 💽	- 🐣 🗞 - 🔣 📓
Details		Lyric	Update Digital value
Title	Psalm 130	OHD C	Update Print value
Author/0	Copyright 🔺	Timing	Update Record value
Music	Nick Rogers	Lyrics	Update Translation value
Words		Out of Lord, hear	Update Music value

Clicking on one of the menu items will increment that statistic by one.

Those are the manual ways to control the statistics. But there are other ways these values can be updated automatically.

Whenever a song is printed (either as lyrics or as chords), or emailed, or when a PowerPoint file is generated from an overhead list, a dialog similar to this will be displayed.

	Update CCLI Inf	ormatic	n							
1	The documents have been generated successfully.									
	As copies of songs have been made, you should also allow the following CCLI information to be updated.									
	Click on the boxes to adjust which CCLI values will be updated. Press CTRL-U to uncheck all values (no updates to be made).									
	Songs to be updated									
	Title	Digital	Print	Music						
	Psalm 130	<b>v</b>		✓						
				(	<u>D</u> K					

CMO understands when it has made a copy of a song, and this dialog shows what statistics need to be updated. As was mentioned in chapter 4, in almost all cases you should just click OK and allow CMO to increment the various counters. One assumption that CMO makes is that any song attachments are related to music - it might be a full score of the song, or perhaps just a lead sheet. But the assumption is that it counts towards your music photocopy license. If, however, you know that a particular song has an attachment that is not music related, you could uncheck the "Music" box next to the song in question. That will prevent the music counter from being incremented.

## **Default statistic counters**

As soon as you have a song entered into CMO, that counts as a digital copy. If you have 4 installations of CMO, that's 4 copies. You can manually go and add the numbers to the songs, but it would be better if the initial values are stored every time a song is created. You can do this from the "File  $\rightarrow$  Options..." menu.

Ð		Options	×
Gener	al CCLI		
CCL	I Informatio	on	
CC	LI Number	999999 Photocopy Licence	
©	ormat	Used by permission. CCLI Licence <#>	
		Include CCLI song number	
Defa	ault CCLI Va	lues	
	ital Prin <u>t R</u>	ecord Trans     Music     Click "Apply"       0     0     0         Click "Apply"       to set all       records.	
		<u>O</u> K <u>C</u> ance	

On the CCLI tab you can set the default numbers for any new song. Additionally, if you want to apply these default numbers to all the records in your database, click on the "Apply" button.

## Making bulk updates

There might be times when you might need to make bulk updates to your counters. For instance, if a new musician joins your team, and needs a copy of CMO with all the songs, you might want to increment all the digital counters by one. CMO has a bulk update facility to do these sort of job. It's accessed by going to the "CCLI  $\rightarrow$  Global CCLI Data Updates..." menu.

© Global	CCLI Data Updates
Processing	
This form allows you to process a number of different update	es to CCLI reporting statistics across the entire database.
Type of update     v     Amo       CCLI fields to update     Digital        Print     Record     v       Music     v	unt of change 0
All songs Current song listing Meetings	Selected
Abide with me         All hail the power         All that thrills my soul is Jesus         All things bright and beautiful         All things bright and beautiful         All things or a surrender         Amazing grace         And can it be         Angels from the realms of glory         Away in a manger         Be thou my vision         Blessed assurance         Breathe on me, breath of God         Christ the Lord is risen today         Crown Him with morns upon the tree         Father of peace         God rest you merry gentlemen         Guide me, O Thou great Jehovah         Hark! the herald-angels sing         He leadeth me         Here, O my Lord         Holy, Holy, Holy         How good is the God we adore         How great thou art	

The top part of the screen defines the type of update to perform. The options are:

- Increase values: This will increment the CCLI counters by the amount in the "Amount of change" field.
- **Decrease values:** This will decrease the CCLI counters by the amount in the "Amount of change" field.
- Set to value: This will set the CCLI counters to the amount in the "Value to set" field.

You can then choose which of the CCLI statistic fields you want to update by putting a check next to the ones you need.

The bottom part of the screen allows you to select the songs you want to update. You can use all the search facilities to find the right songs, or you can use the meeting list and get all the songs from particular meetings.

To add items to the selected list, click on the is button, or press Ctrl+A. If you click on the dropdown button next to it you can all choose to add all items in the list.

When you have the songs selected, click on the  $\blacktriangleright$  button to update the records.

#### Loggings statistics with CCLI

It's important to log song statistic information with CCLI regularly. To do this in CMO, go to the "CCLI  $\rightarrow$  Update CCLI reporting statistics..." menu.

₽			CCLI Usa	age Rep	orting						×
Song list										3 record(s) f	found.
CCLI #	Title	Author Words	Author Music	Digital	Print	Record	Translation	Music	Status		
4768151	Amazing Grace (My chains		Chris Tomlin, John	2	1	0	0	1			
5023338	I lift your name		Nick Rogers	2	1	0	0	1			
4172651	Psalm 130		Nick Rogers	1	1	1	0	0			



**Note:** Sending reporting statistics to CCLI should be done by a single user or computer, otherwise there is a chance songs could be over-reported.

CMO will display all the songs that have a non-zero value in one of the reporting counters. If you're ready to report, that is, you have an Internet connection, and a account at CCLI, click on the <a> button to begin the process of logging the statistics with CCLI.</a>

CMO will then log into the CCLI website. You will be asked for your user name and password.

CCLI Login 🛛 🗙
-C
User name
Password
QK Cancel

With music photocopy licence reporting, there are three reporting types: Publication, Website, or SongSelect. CMO will attempt to determine which type to use based on what is stored in the "Source" field of the song.

 If the "Source" field starts with "www." (that is, a reference to the website where you retrieved the music copy eg "www.emumusic.com.au"), then the "Website" type of copy is selected, and the website will be entered. CCLI only lists a limited number of websites. If the website you have recorded is not listed, "URL not listed" will be displayed in the "Status" field when attempting to update the photocopy licence information.

- If the "Source" field contains "SongSelect" (which happens automatically when you download songs via the CCLI download facility within CMO), then the "SongSelect" type of copy is selected.
- All other types are "Publication".

If any records contain "Music" counters, and CMO determines the source is not "SongSelect" or a website, you will be asked to select the songbook publication.

ele	ct Songbook Information
Se	lect the Songbook appropriate for this song:
	Title: Amazing Grace (My chains are gone) Source: The Source
Co So So Sp Sp Sp Sp Su Su Su Su Th Th	<ul> <li>bomplete Mission Praise (2009 Music Edition), 1250 Pages, 1250 Songs, Song 1151</li> <li>bomplete Mission Praise (2009 Words Edition), 1250 Songs, Song 1151</li> <li>b) groß ist der Herr 2, 144 Songs, Song 5</li> <li>b) groß ist der Herr 2, 144 Songs, Song 5</li> <li>b) groß Fellowship 4 (Music Edition) Vol 4 Nos. 1691-2200, 510 Pages, 510 Songs, Song 1702</li> <li>b) groß Fellowship Combined Words Edition (Volumes 1,2,3,4), 2200 Pages, 2200 Songs, Song 1702</li> <li>b) groß Fellowship 2008/09 (Music Edition), 120 Pages, 120 Songs, Song 7</li> <li>b) groß Harvest Praise 2008/09 (Words Edition), 120 Pages, 120 Songs, Song 7</li> <li>b) groß Harvest Praise 2009 (Words Edition), 121 Pages, 121 Songs, Song 7</li> <li>b) groß Jarvest Praise 2009 (Words Edition), 121 Songs, Song 7</li> <li>b) groß Jarvest Praise 2009 (Words Edition), 121 Songs, Song 7</li> <li>b) groß Jarvest Praise 2009 (Words Edition), 121 Songs, Song 6</li> <li>b) groß Song Song 27</li> <li>c) groß Song Song Song 5</li> <li>c) for Songbook 5, 177 Pages, 177 Songs, Song 6</li> <li>c) groß Song Song Song 5</li> <li>c) for Songs Of Fellowship - Digital Songbook, 675 Pages, 675 Songs, Song 26</li> <li>b) e Essential Modern Worship Fakebook: 220 of Your Favorite Worship Songs in Singable Keys, Page</li> <li>c) Songs 2, 162 Pages, 162 Songs, Song 5</li> </ul>
	Update Cano

Click on a correct publication and click Update.

When all updates are completed, you will receive this message.

Completed ×
CCLI Copy Reporting updates completed!
ОК

## **Summary**

In this chapter we've look at how CMO integrates with CCLI with regard to copyright issues and uploading reporting statistics.