

## 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.

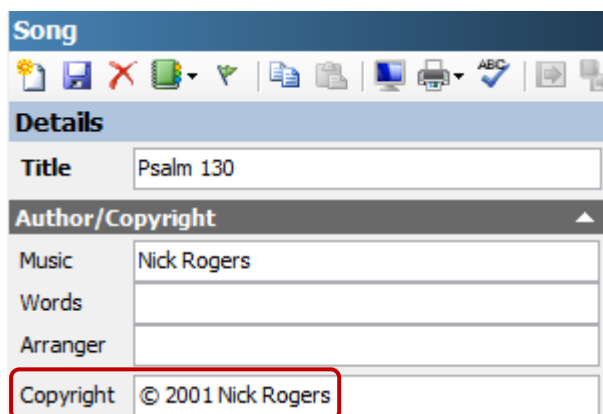
But even with this service, keeping track of copies of song lyrics and music can be extremely hard, especially in larger churches where more than one person needs to access music. Maybe your Sunday morning team prints a copy of a new song, but the Sunday evening team can't find it, so they print another 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.

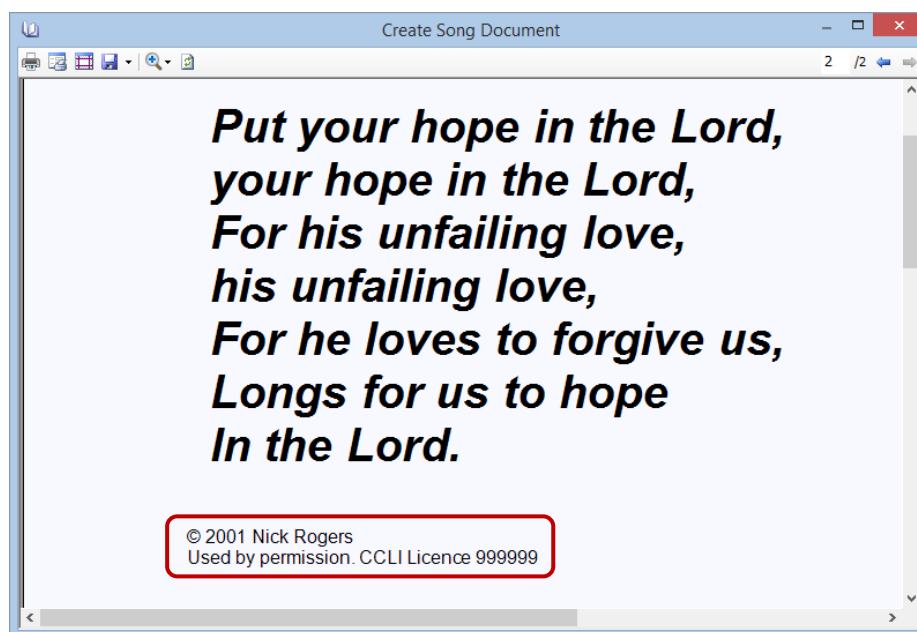


The screenshot shows a software window titled "Song" with a standard Windows-style toolbar. Below the toolbar is a "Details" section with several input fields:

Details	
Title	Psalm 130
<b>Author/Copyright</b>	
Music	Nick Rogers
Words	
Arranger	
Copyright	© 2001 Nick Rogers

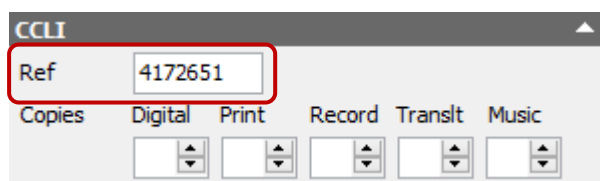
The "Copyright" field and its value "© 2001 Nick Rogers" are enclosed in a red rectangular box.

You can press Ctrl+Q in the copyright field to add the © symbol.



### CCLI song numbers

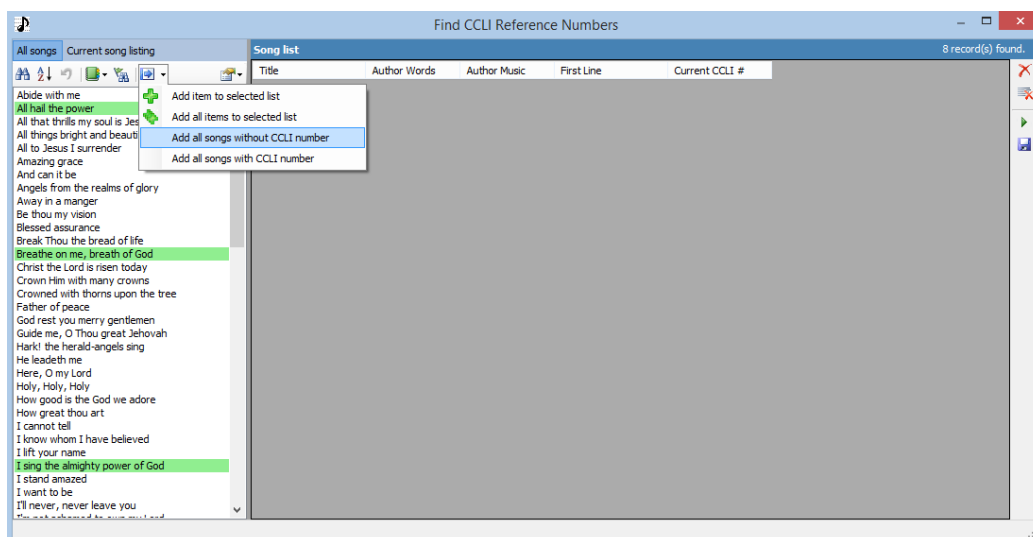
Every song that CCLI co-ordinates the licensing for has a reference number. CMO can store this number and will use it for reporting statistics back to CCLI.




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

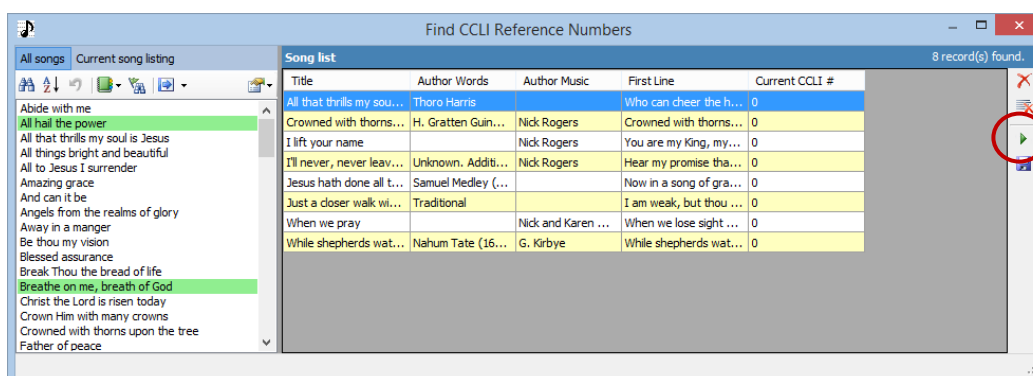
To access this tool, go to the "CCLI → Update CCLI reference numbers..." menu.



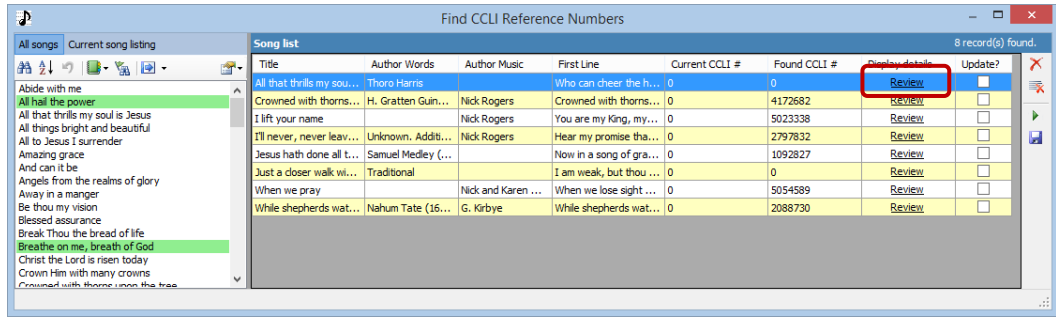
On this screen, if you click on the dropdown button beside the  button, you will see a menu that contains the following:

- **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.

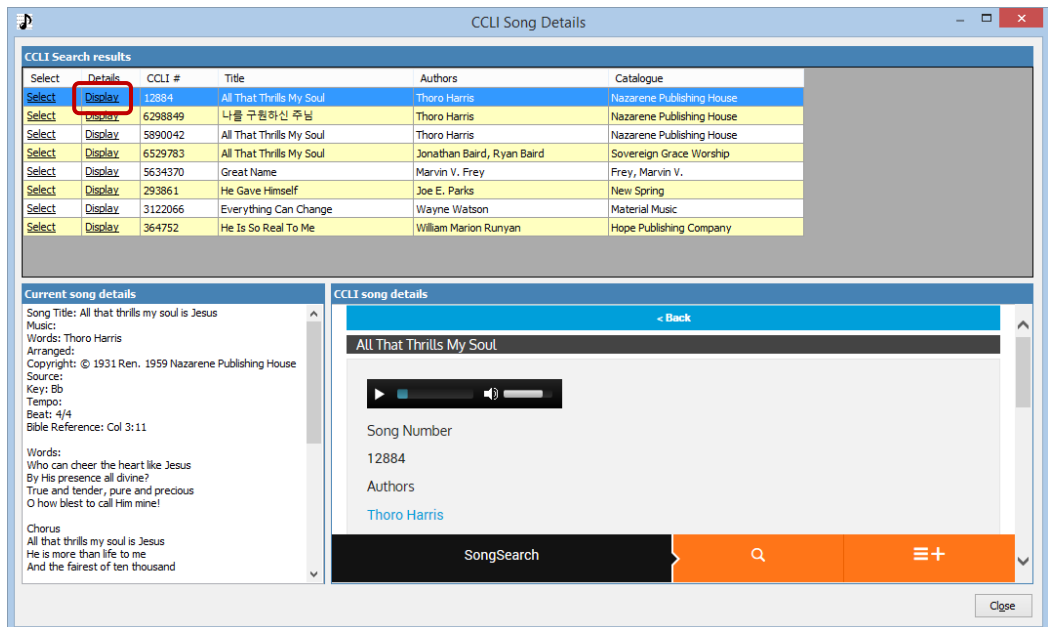
Once you've added items to the list to be checked, make sure your Internet connection is operational, and click on the  button in the toolbar.



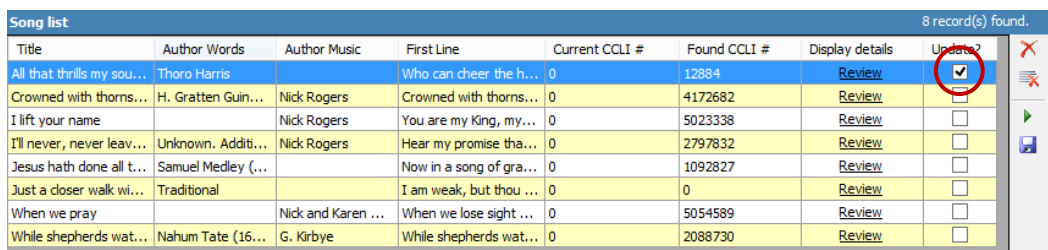
CMO will then search the CCLI web site, using a service called SongSearch. You can do this yourself by going to "<http://search.ccli.com>".



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.

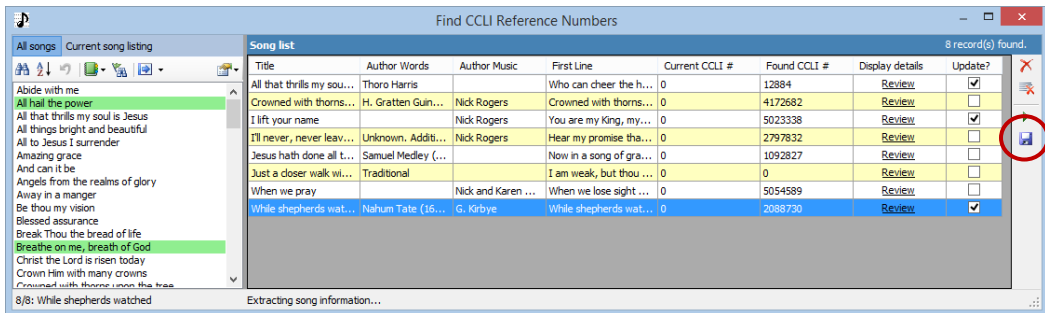



Here I've display the search results for "All That Thrills my Soul", and I've click on "Display" to display the details from the web. If that item looks correct, I can click on the "Select" link to choose that CCLI number.



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

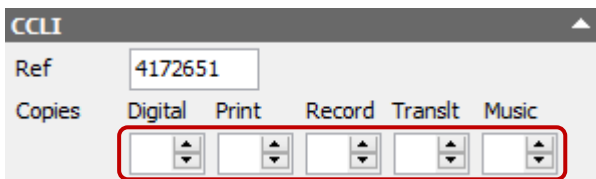
I continue to review all the results until I'm happy that the numbers are correct. If, after reviewing the results, I still can't confirm the number is correct, leave the "Update" checkbox cleared. This will prevent any changes happening to that song.




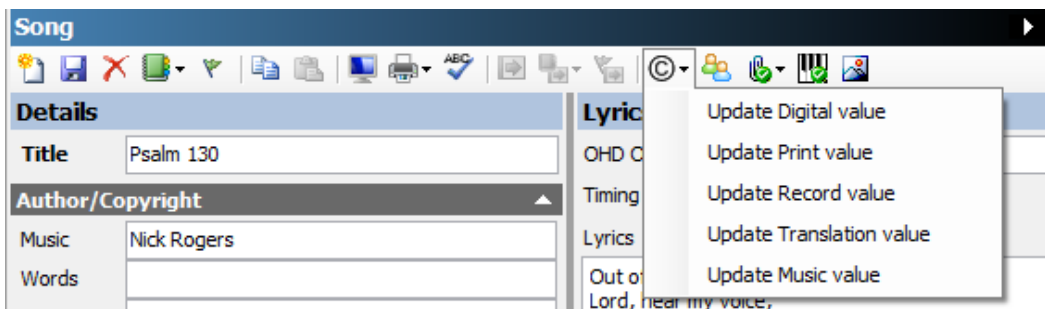
Once I'm happy with the changes, I click on the  button to update the song records.

### 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.



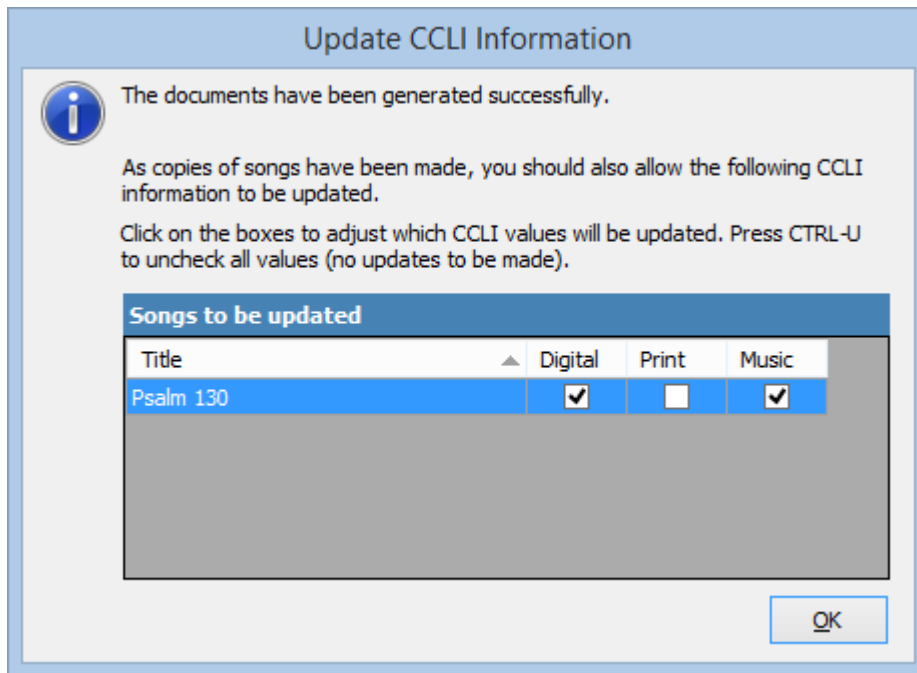
Another method is to use the  button in the song toolbar.



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.

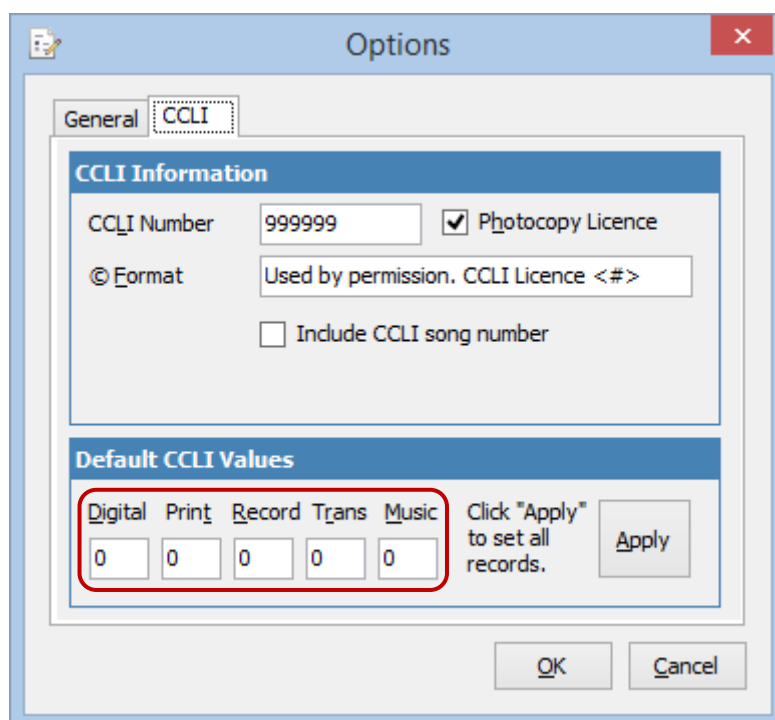
Whenever a song is printed (either as lyrics or as chords), or emailed, or when a PowerPoint file is generated from an overhead list, a dialog similar to this will be displayed.



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

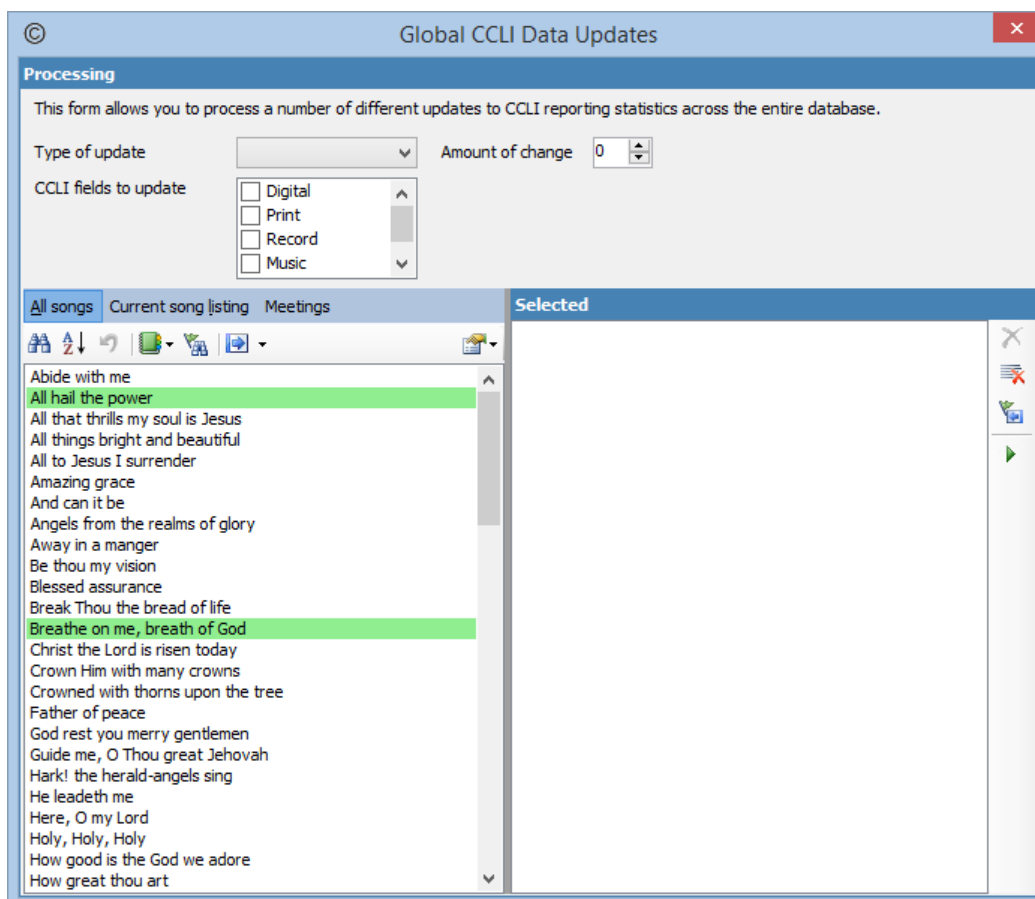
As soon as you have a song entered into CMO, that counts as a digital copy. If you have 4 installations of CMO, that's 4 copies. You can manually go and add the numbers to the songs, but it would be better if the initial values are stored every time a song is created. You can do this from the "File →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



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 → Global CCLI Data Updates..." menu.





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  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  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 → Update CCLI reporting statistics..." menu.



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	Psalms 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 an account at CCLI, click on the  button to begin the process of logging the statistics with CCLI.

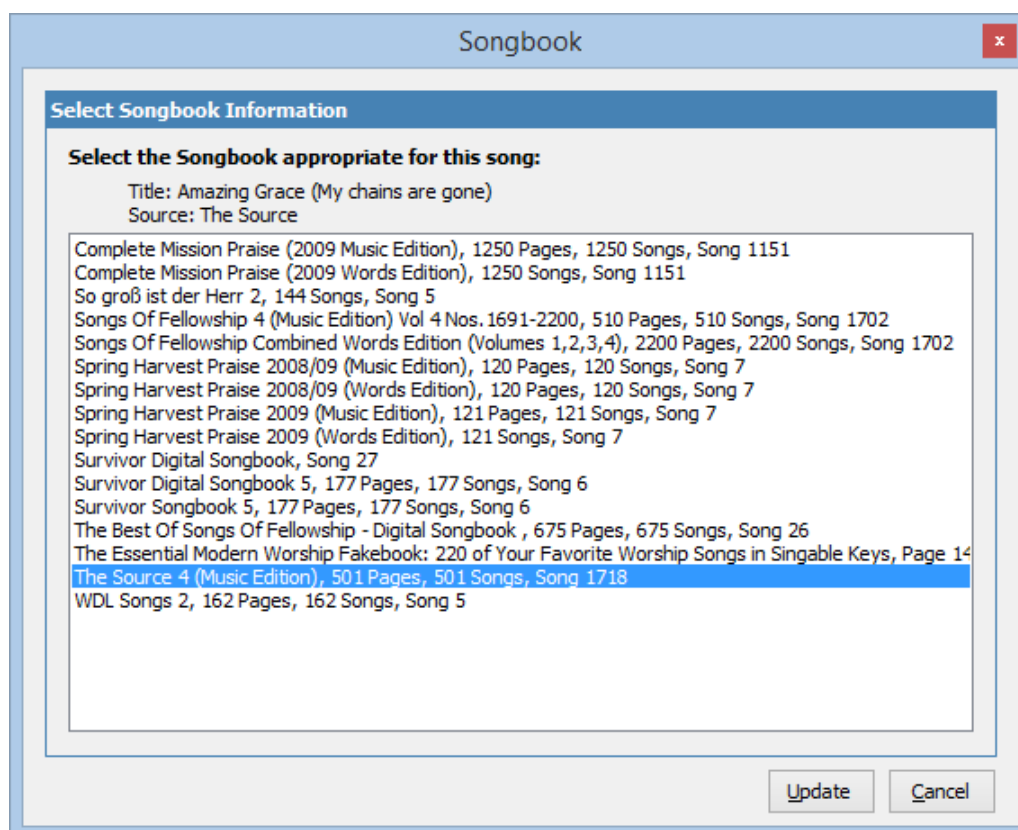
CMO will then log into the CCLI website. You will be asked for your user name and password.

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.

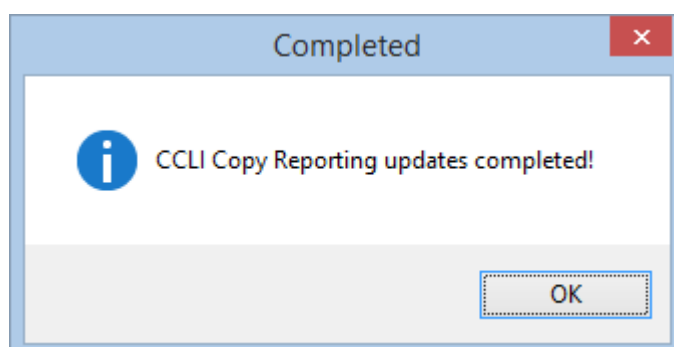
- If the "Source" field contains "SongSelect" (which happens automatically when you download songs via the CCLI download facility within CMO), then the "SongSelect" type of copy is selected.
- All other types are "Publication".

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.



Click on a correct publication and click Update.

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



## Summary

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