

Introducing

Online Reporting

[www.olr.ccli.com](http://www.olr.ccli.com)

Your step-by-step guide to the new **online copy report**

# *No more software to download*

*Reporting as you go... anytime, anywhere, by any member of your team*

## **CCLI has launched a new Online Reporting process which replaces the old CopyReport4 software and booklets.**

### **Reporting is a requirement for most CCLI licence holders.**

Online Reporting makes this easy to do from any computer or mobile device. Visit [www.olr.ccli.com](http://www.olr.ccli.com) and follow this guide to get started.

You should now report songs **each time you reproduce them**, and update your report on a regular basis, ideally weekly, rather than at the end of your licence period.

This guide is designed to take you through the process, but you'll find more comprehensive instructions, help-guides and FAQs on the Online Reporting website itself or at [ccli.co.uk/reporting](http://ccli.co.uk/reporting). If you need to call us, we're here to help on **01323 436100**.

### **Thank you for reporting.**

It's a vital part of being a licence holder. Without your reports we wouldn't be able to fairly apportion royalties to the creators and owners of the songs and publications you copy or reproduce.

### **REPORTING IS REQUIRED FOR THE FOLLOWING LICENCES**

**Church Copyright Licence (CCL)**

**Music Reproduction Licence (MRL)**

**CLA Church Licence**

**PPL Church Licence**

# Getting started


## 1 CREATE A USER ACCOUNT

Visit [www.olr.ccli.com](http://www.olr.ccli.com). If you're a SongSelect user you can **Sign In** using your existing username and password. Otherwise click on **Create Your Profile**.

## 2 LINK YOUR ACCOUNT TO YOUR CHURCH/ORGANISATION

The first time you sign in you'll be asked to link your account to your church/organisation. To do this you'll need your **Access Code** which can be found on the back of your licence certificate. Enter this code exactly as it appears. (You'll only need this code once)

## 3 ADD OTHER USERS

If you're the first person to be linked to your church/organisation, you'll automatically become an Account Administrator. This means you can add other team members as Users who will then be able to sign in and report whenever they need to. You can also assign someone else to be the Account Administrator or have more than one Account Administrator. Click **Admin** from the Menu  to administer your account.




An email will be sent to anyone you invite to be a User with instructions for how to sign in and where to find the online help-guides.

---

For more detailed instructions click the [Help](#) link in the bar at the bottom of the Online Reporting website home page or visit [ccli.co.uk/reporting](http://ccli.co.uk/reporting)

# Reporting a song (CCL and MRL)


Unlike the old CopyReport, with Online Reporting you should report the reproduction of songs under the CCL and MRL on a regular basis, ideally weekly. You can share this task by adding anyone who reproduces songs in your church as a User and asking them to report whenever they reproduce songs.

- 1 On the SEARCH & REPORT page enter the title of the first song you wish to report and click  or press **[Enter]** on your keyboard.

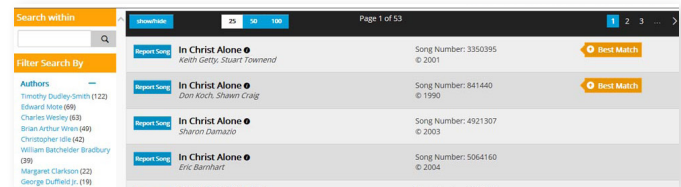
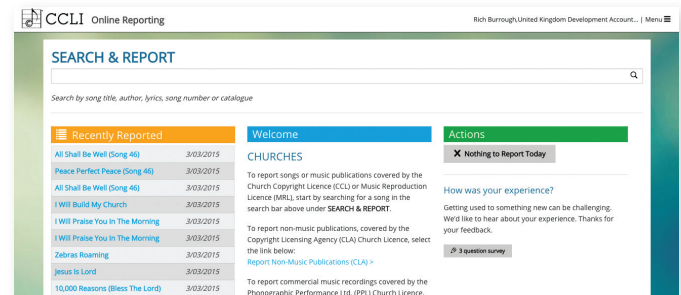
If you've reported the song before you can also click it from the **Recently Reported** list or click **Reporting Activity** to see a list of all the songs your church has previously reported.

- 2 Find the correct song from the results and click **Report Song**

If you can't find your song, let us know using the orange **Can't find your song?** button at the bottom of this page.

*Note: If you're not sure whether you've found the right song, click the  symbol for more information about the song.*

You'll now have the option to report the song under the **CCL** and **MRL** (see following pages)...



To return to the SEARCH & REPORT page at any time, click the CCLI logo in the top left corner.

## Reporting reproductions under the CCL

Here you tell us if you've reproduced the song under any of the four reporting categories ([Print](#), [Digital](#), [Record](#), [Translation](#)).

*Note: You will not be able to report for a Public Domain (PD) song.*

Please report once for each occasion on which a song was reproduced, **not** how many copies of a song were made.

You can find out more about what each category covers by clicking on its symbol or from the *Brief Guide* below.

To finish reporting the song under the CCL click

[Add to Report](#)

## Reporting reproductions under the MRL

Click [Yes](#) in the MRL section if you have reproduced a song from a published/printed copy, e.g. a hymnbook or a legally obtained PDF.

The window to the right will appear.

Enter the total number of copies made/shared and then select the authorised publication or website where the sheet music came from. If the publication or website is not listed click [Can't find your publication?](#) to notify CCLI.

When you're done click

[Add to Report](#)

The screenshot shows the CCL reporting interface for the song "In Christ Alone" by Keith Getty and Stuart Townend. The song number is 3350395, and the copyright is © 2001. There is a "Best Match" badge in the top right. Below the song title, there are four input fields for reporting categories: "Print" (0), "Digital" (0), "Record" (0), and "Translation" (0). Each field has a small icon representing the category. To the right of these fields is a blue "Add to Report" button. Below the input fields, there is a note: "You can enter a number between 0-9 for each category Why not more?".



If you're reporting on a regular basis, the numbers you enter here will be added to the total reproductions of that song in the current reporting period.

The screenshot shows the MRL reporting section. It has a header "MRL / CWMRL" and a "Reproduce" link. Below that is a question: "Did You Make Copies from, or share digital copies of, Music Publications?" with a "Yes" button selected.

The screenshot shows the "Reporting On: In Christ Alone" form under the MRL section. It includes a header with the song title and "MRL". Below that is a text box: "If you made copies of a song from a songbook, .pdf, enhanced CD, or SongSelect, or if you shared digital copies of a song by email or a device-based system, report it here." Below this is a section titled "Enter how many copies you made." with an input field containing "0". The next section is "Where did the sheet music come from?" with three radio button options: "Songbook/Enhanced CD" (selected), "Website", and "SongSelect © (This option is only available to current SongSelect subscribers)". Under "Songbook/Enhanced CD" is a dropdown menu with "Select a Songbook". Under "Website" is a dropdown menu with "Select a website". At the bottom, there are "Add to Report" and "Cancel" buttons, and a link "Can't find your publication?".

**i**

To report another song simply type the title into the search box at the top-centre of the page. You can return to the SEARCH & REPORT page at any time by clicking the CCLI logo in the top left corner.

## A brief guide to CCL and MRL categories

### REPORTING UNDER THE CCL

*Report once for each occasion on which a song was reproduced, **not** how many copies of a song were made*

#### Report Print

When you have reproduced a song using a printed, copied or handwritten source (e.g. service sheets or transparencies) or when you have made a custom musical arrangement where no published version is available

#### Report Digital

When you project a song using Powerpoint or projection software, or electronically share (e.g. by email) song lyrics that you have typed in or cut and pasted from elsewhere

#### Report Record

When you have recorded (audio and/or video) a live performance of a song during a service

#### Report Translate

When you make a translation of a song into a different language (where no existing translation is available)

### REPORTING UNDER THE MRL

*Report how many copies of a song have been made*


#### Report Reproduce

When you photocopy words or music from a songbook or sheet music, or share an electronic copy of sheet music (e.g. a PDF) that you have purchased or created by scanning a publication

For a comprehensive guide to the new CCL and MRL categories please download your CCLI **Licence Kit** from [ccli.co.uk/reporting](http://ccli.co.uk/reporting)

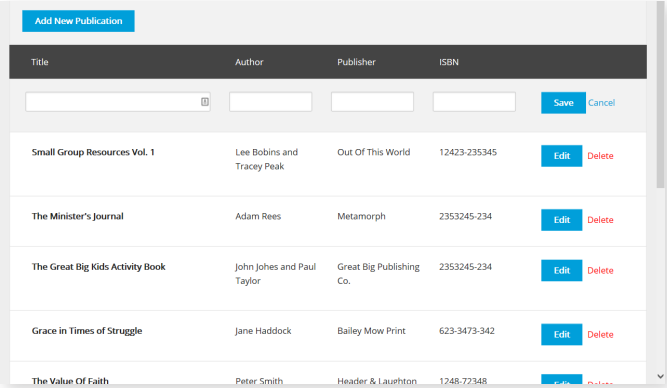
# Reporting for the CLA Church Licence

If you hold a CLA Church Licence you should report whenever you photocopy from a publication covered by this licence.

1 Click Menu  in the top right corner of your screen, and select **CLA Reporting**.

2 Click **Add New Publication** and add the *Title, Author, Publisher* and *ISBN*. Click **Save**.

The publication will appear at the top of the list on this page. You can edit or remove any of the publications you've previously added. When finished, click the CCLI logo (top left) to return to the Home page.




The screenshot shows a web interface for adding new publications. At the top, there is a blue button labeled "Add New Publication". Below it is a table with columns for Title, Author, Publisher, and ISBN. Each row represents a publication and includes "Edit" and "Delete" buttons. The table contains the following data:

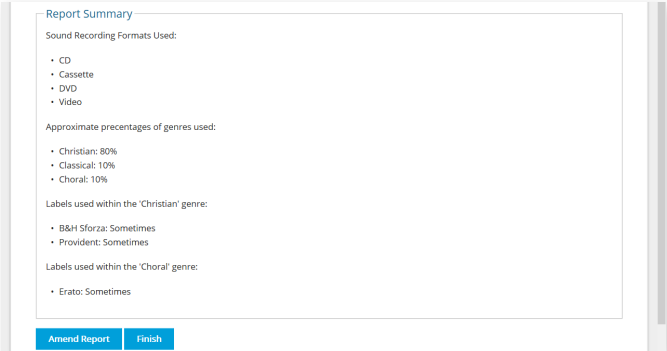
Title	Author	Publisher	ISBN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Small Group Resources Vol. 1	Lee Bobbins and Tracey Peak	Out of This World	12423-235345	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
The Minister's Journal	Adam Rees	Metamorph	2353245-234	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
The Great Big Kids Activity Book	John Jones and Paul Taylor	Great Big Publishing Co.	2353245-234	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Grace in Times of Struggle	Jane Haddock	Bailey Mow Print	623-3473-342	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
The Value Of Faith	Peter Smith	Header & Laushton	1248-72348	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

# Reporting for the PPL Church Licence

If you hold a PPL Church Licence you should only report for it at the **end of your licence period**. It's very simple to do.

1 Click Menu  in the top right corner of your screen, select **PPL Reporting** and click **Get Started**.

2 The onscreen instructions will guide you through the process. You'll then see a summary (see right). You'll have the option to go back and **Amend Report** or click **Finish** to return to the Home page.



The screenshot shows a "Report Summary" page. It contains the following information:

- Report Summary**
- Sound Recording Formats Used:
  - CD
  - Cassette
  - DVD
  - Video
- Approximate percentages of genres used:
  - Christian: 80%
  - Classical: 10%
  - Choral: 10%
- Labels used within the 'Christian' genre:
  - B&H Sforza: Sometimes
  - Provident: Sometimes
- Labels used within the 'Choral' genre:
  - Erato: Sometimes

At the bottom, there are two buttons: "Amend Report" and "Finish".

# To report visit [www.olr.ccli.com](http://www.olr.ccli.com)

*Simply log in and report as you go – there's no software to download!*

## **Reporting is a requirement for most CCLI licence holders.**

Without this information CCLI wouldn't be able to fairly apportion royalties to songwriters and publishers based on how frequently their works have been reproduced.

## **Online Reporting makes this process easier.**

Simply log in and report as you go - there's no software to download.

You can make anyone who reproduces or copies songs during your church/organisation's activities a User on the Online Reporting website, so team members share responsibility for reporting. You can even report using a smartphone or tablet.

This step-by-step guide will walk you through the reporting process. More help is available on the Online Reporting site itself or from [ccli.co.uk/reporting](http://ccli.co.uk/reporting).

## **Contact CCLI:**

Tel: **01323 436100** Email: [info@ccli.co.uk](mailto:info@ccli.co.uk)

For Online Reporting help-guides visit [ccli.co.uk/reporting](http://ccli.co.uk/reporting)

