

# Copyright Compliance: License Verification System

## JAZZ BAND, SHOW CHOIR, and JAZZ CHOIR

It is the requirement of the Iowa High School Music Association that every music performance occurring at every event sponsored by the IHSMA be U.S. Copyright Law compliant. To ensure this, the IHSMA will be utilizing the License Verification System through ClicknClear for the IHSMA State Jazz Band, Show Choir, and Jazz Choir Festivals. Each performing ensemble MUST have their information submitted through this database prior to being allowed to perform at the desired IHSMA event.

Please do the following:

1. Copy and paste the following link in your browser:  
<https://verification.clicknclear.com/season/13/invite?lp=nfhs&token=fe823f484e9a1bc44ec07832e31c714b>
2. Login or Sign Up to create an account for nfhs.clicknclear (but use the link above)
3. Enter your ensemble name.
4. Enter your email as the person who is submitting the music licenses for your ensemble.
5. Specify the source of your music license. Use the 'License Source' dropdown on the dialog box to select one of five sources for your music license:
  - A. License(s) purchased from ClicknClear.
  - B. License(s) for bespoke music (i.e., fully original music that you have created specifically for your participants).
  - C. Stock Arrangement physical copies you have purchased.
  - D. Proof of public domain status for song(s) used in your program.
  - E. Other third-party licensed sources.

### A. ClicknClear

If you licensed music from ClicknClear, you do not need to do anything else! Your license(s) are automatically made available to LVS for verification.

Team/Athlete name\*  
Your Name or Your Team's Name

Team/Athlete email\*  
your-email@gmail.com

License Source  
Bespoke Music

3 Work Title  
Required

4 Composers of Work

5 Where did you get the license from?  
Required

6  You need to copy and send a link to your bespoke music provider so they can provide details of their license to you. Please check this box to confirm, and press continue to access the link.

7 > Continue

## B. Bespoke Music

Bespoke Music is original music that was custom created for you and does not contain any licensed components.

3. Enter the Title of the Work
4. Enter the Composer(s) of the Work
5. Enter the name of the person / company who provided the Work to you.

**After you Tap / Click Submit you will be asked to copy a URL link and email it to the composer / musician who provided the music to you. This sends them to an online form, for them to provide LVS with details about the agreement under which they provided the music to you.**

**THEY WILL NEED TO FILL IN THIS FORM IN ORDER FOR YOUR MUSIC SUBMISSION TO BE COMPLETE.**

### 5. Please check the box to acknowledge this, and then:

6. Click the blue Continue button to submit your music to LVS and access the URL link. After you click Submit, a "One more step"... pop up appears containing a link that you will need to email to the person who provided the bespoke music for you. You can create the email yourself or use the blue 'click here' link to open your default email client.

8. Click the 'Copy' icon to copy the link to your clipboard to later paste it into your email.

When you have sent the email click Close.

#### One more step...

Copy the below link and send it to the artist/rightsholder of this upload for them to submit, or [click here](#) to send them an email.

<https://verification.clicknclear.com/bespoke-agreement/eyJhbGciOiJIUz...>



✕ Close

## C. Stock Arrangement

If you are using physical copies of Stock Arrangements / charts you have purchased, LVS will ask you for each song to:

- Enter the song name and then the applicable songwriters / composer's names.
- Upload an image of the first page of the chart as verification of your purchase.

## D. Public Domain Music

Public Domain Music is music that is out of copyright. For more information, please see: <https://www.clicknclear.com/what-is-copyright> and go to 'Public Domain Music'.

If you use Public Domain Music, you need to ensure that both the recording and 100% of the publishing rights meet the legal requirements for being out of copyright in your country. LVS requires you to fill in a form with the required information to demonstrate that the music you have uploaded is in the public domain:

### 1. Song Title

Song Composers - use the + button to add composers until you have listed all songwriters - during this process you can use the - button to remove an entry. For each composer you will need to list:

2. their name

3. their year of death

4. The ISWC number of the work (song) (optional)

5. The source (if any) you used to verify that the song is in the public domain

6. Any supplementary notes to support your assertion that the music is public domain (options)

7. Check the box confirming your warranty that the license file(s) contain all necessary rights including editing and adapting the music, choreographing a routine, etc.

Click the blue 'Submit' button.

The screenshot shows a web form for 'Public Domain Music'. The form includes a dropdown menu for 'License Source' (set to 'Public Domain Music'), a 'Work Title' field (1), a 'Composer(s): +' section with a '+' button, and a table with 'Name \*' (2) and 'Year of Death' (3) columns. Below this are fields for 'ISWC' (4), 'Source \*' (5), and 'Notes' (6). At the bottom, there is a checkbox (7) for confirming the warranty and a blue 'Submit' button.

## E. Other Sources of Licensed Music

Any other licenses you have purchased for the music. If you select Other, you will need to upload proof of your license.

1. Enter the name of the licensed song

2. Enter the name of each composer of the license's song

3. Enter the name of the source from where you purchased the license(s).

4. Upload proof of license. Click on the 'Add License Files' link and upload your license(s). You can upload multiple license files if you need to.

5. Check the box confirming your warranty that the license file(s) contain all necessary rights including editing and adapting the music, choreographing a routine, etc.

Click the blue 'Submit' button.

The image shows a web form for submitting a license. It includes a dropdown menu for 'License Source' with 'Other' selected. Below are three text input fields: 'Work Title', 'Composers of Work', and 'Where did you get the license from?'. A blue link 'Add License Files' is followed by a red note 'Upload at least one file'. A checkbox is present with the text 'I hereby confirm and warrant that this information is accurate and true and the uploaded license covers the rights to: create an arrangement, make copies and choreograph a routine'. A blue 'Submit' button is at the bottom right. Red numbers 1 through 5 are overlaid on the form: 1 on 'Work Title', 2 on 'Composers of Work', 3 on 'Where did you get the license from?', 4 on 'Add License Files', and 5 on the checkbox.

### Submit your License(s)

1. Check the box confirming your warranty that the license file(s) contain all necessary rights including editing and adapting the music, choreographing a routine, etc.
2. Click the blue 'Submit' button.

Your music has been submitted!

Please don't hesitate to contact the IHSMA office should you have any questions about this process.

Sincerely,  
Thad K. Driskell, Executive Director  
Iowa High School Music Association