Stations streaming under the agreement signed by the NRB Music Licensing Committee are required to report to SoundExchange two weeks of music information per quarter. Moody Radio will be making available compiled music information from all its music programs for the 2 week period beginning the first Monday of the middle month of a quarter.

Moody Programming Network 1st Quarter data dates are February 07-20, 2022

Please note that your Aggregate Tuning Hours total must be from this same 2-week date range.

Moody Radio's Excel file has been saved using Excel 97-2003.

1st Quarter Reports are due to SoundExchange by Monday, May 16, 2022

LATEST REVISIONS:

2022 Reporting Schedule is on page 10. This quarter's SoundExchange due date has been confirmed.
The 2022 Moody Radio data dates are confirmed; however, some of the 2022 SoundExchange due dates have not yet been released. Once they are released they will be confirmed here.
These instructions have been verified and found to be accurate & complete in accordance with SoundExchange.com for Noncommercial webcasters (CRB) as of 07-February, 2022.

Formatting Data for SoundExchange Reporting Using Excel

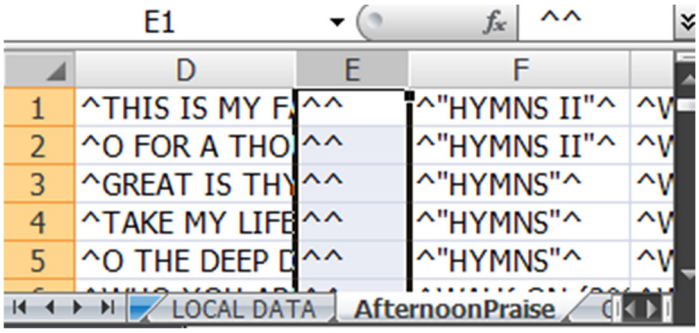
If you compile your local station data manually fill in the details on the ***LOCAL DATA*** worksheet in the Moody Programming Network Affiliate Excel File. *Please note the column headings that are listed below need to be in row 1 of your ***ALL DATA MERGE*** worksheet.* You may then proceed to the section entitled ***Combining Data Worksheets Using Excel*** on page 5.

If you have used scheduling software to compile your data reports into text files the following instructions may be helpful.

Exporting Data Into Text Files

Be sure when you are collecting/exporting your data that you use the same column headings & order that we have—even if your columns are empty or unnecessary.

- If your data is not the same size (number of columns & column width) you may not be able to copy & paste in Excel as these instructions direct.
- All columns in the Moody Programming Network Affiliate –Master file have been sized equally.
- If your columns are not in the same order rearrange them in Excel prior to combining your data into the ALL DATA MERGE worksheet.
- *If you have a blank column place the carrot character ^ (<shift> + <6>) twice in the blank field.*



Here are the Moody Radio columns data requirements in the current data file.

The columns go in this order on ***all*** of the Moody Radio file pages:

A, B, C, & D Required

- **A - Name of Service**
- **B - Transmission Category**
- **C - Featured Artist**
- **D - Sound Recording Title**

Either E, or combination of F, G Required

- **E – ISRC *or***
- **F – Album Title**
- **G – Marketing Label**

Either I, or combination of H, J, & K Required

- **H – Channel or Program Name***
- **I – Actual Total Performances [ATP] (Listeners * Play Frequency = ATP)**
- **J – Aggregate Tuning Hours [ATH]**
  [Insert your station specific total ATH for the 2-weeks of this reporting period only]
- **K – Play frequency**

L- Performance Date Time (optional)

*SoundExchange confirmed we can continue with Channel or Program Name in Column H even though sample files from SoundExchange reflect this data in Column J. Be sure Row 1 titles are accurate in your final submission.

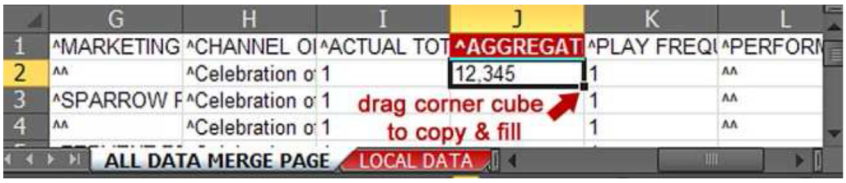
These column headings have been added to row 1 of the ***LOCAL DATA*** worksheet to assist you in manually adding your data and need to be in row 1 of your ***ALL DATA MERGE*** worksheet.

These instructions will have you insert your data from the worksheets in reverse order so that you will insert your ***LOCAL DATA*** last—or at the top of the ***ALL DATA MERGE PAGE*** so that your column headers will be in the first row of your final file.

Aggregate Tuning Hours Requirement

As SoundExchange requires specific ATH figures for each reporting period, it is our recommendation that you add your station specific ATH DATA (one number that is your total Aggregate Tuning Hours for only the 2-week date range of this music data report)as your last step prior to saving your Excel data file as a .txt (tab delimited) file.

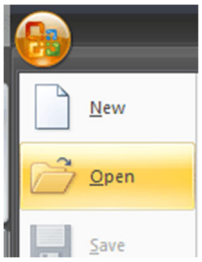
To do so swiftly & easily in Excel combine all of your data on the All Data Merge Page in the Moody Radio Master Data file then add your ATH figure in Column J Row 2 (Row 1 should be filled with your Column Names). Then if you hover your cursor in the lower right corner of the box for J-2 you will see a tiny cube appear, by selecting this cube with your cursor and continuing to hold the cube while you drag your mouse downward the data in J-2 will be copied and will fill each of the cells in Column J until you stop dragging when you run out of rows with data.



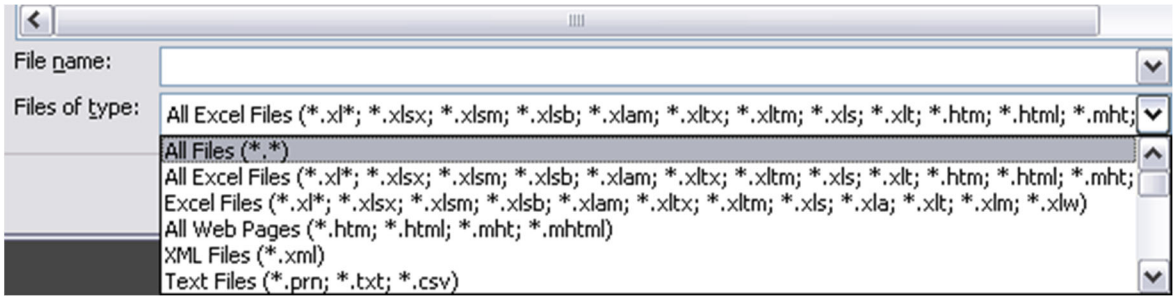
Importing Text Files Into Excel

For your local station data that you have gathered as a text file, save your .txt files to your computer – somewhere where you'll be able to locate it easily such as ***Desktop*** or ***My Documents***.

Then open Excel and open your text file(s) through Excel.



*In Excel choose **File** or choose the MicroSoft® symbol (symbol may differ depending on your version), then select* **Open** *and select the .txt file*

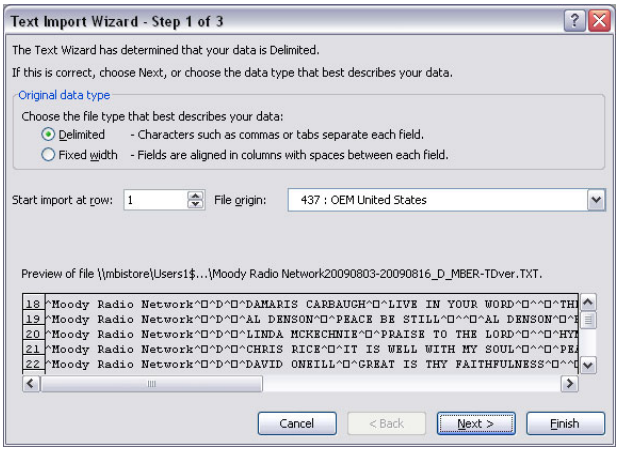


To be able to select the .txt file you may need to change your ***Files of type:*** to ***All Files (*.*)***

You should now see the ***Text Import Wizard***.
This will be 3-steps/screens that will assist you in formatting your text file to work with in Excel.

Step 1 of 3

Change nothing (it should appear as it does below with ***Delimited*** selected) just click [***Next >***].



[If your data is from Moody Radio in our Excel spreadsheet or .txt (tab delimited) file skip steps 2 & 3 click [Finish] and move on to >> on page 5.]

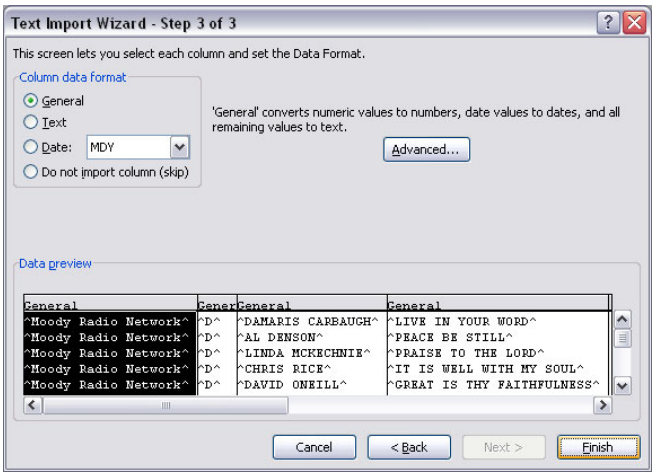
Step 2 of 3

In Step 2 of 3 the Tab box will be checked by default.

The only change you may need to make here is to add a check to the Other: box and then in the empty box to add this character: | (to get this character hold the ***shift key*** + ***\ key*** together—the key just above your ***Enter key*** on the right portion of your keyboard) then click [***Next >***]. (We use Selector Software and our data had the "|" character as the tab delimiter. This is why we instruct here on how to make columns out of this format of a text file.)

Step 3 of 3

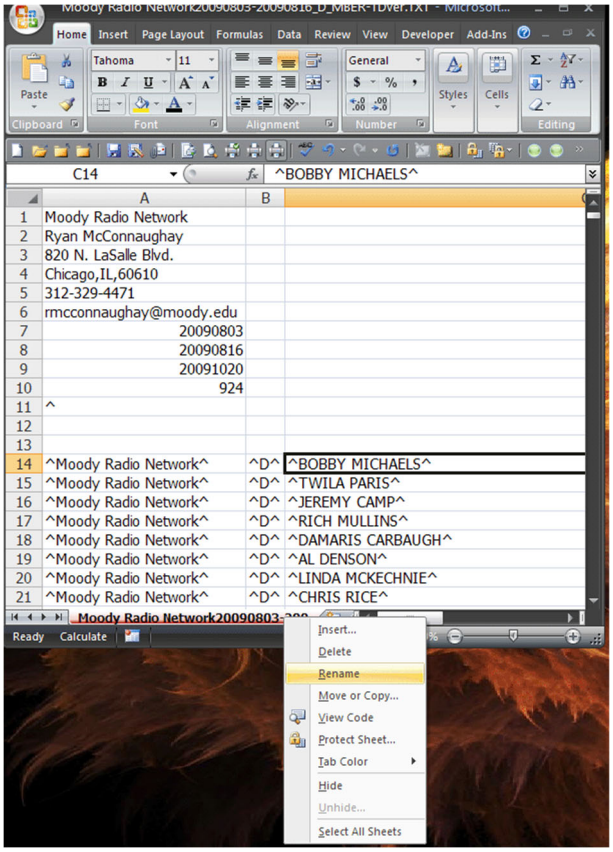
Again in Step 3 of 3 there are no changes to make…so you can either click [***Finish***] after Step2 or [***Next >***] & then [***Finish***].



Click on [***Finish***] and tadah! You now have your .txt data in columns in an Excel file.

>> Save this file to your computer as an Excel [.xls or .xlsx] file.

Once saved rename the worksheet tab at the bottom left corner by right clicking on it & select ***Rename***. –These were named using the Moody Programming Network program name so that you could easily identify the music data.



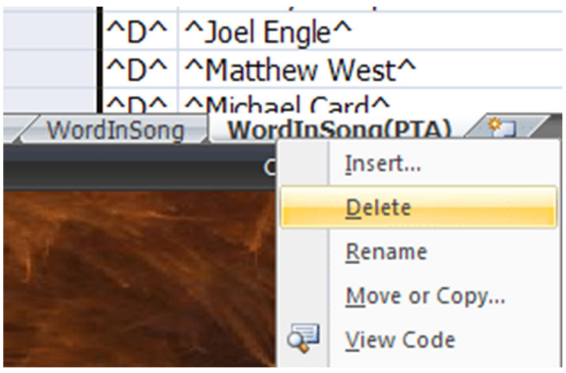
Be sure to save your work periodically and as an Excel file with "Master" in the name for your master working file of all your data.

In your Moody Programming Network Affiliate Master Excel Workbook we renamed each worksheet for the program or day part that it represents. This makes working with the data or revising it much easier—prior to converting it to a tab delimited text file…

Once you compile your data into a one page report and save it as a text file (instructions for combining & converting data to a text ((tab delimited) file are later in this document) it is much more difficult to make a change or correction; however, by having the separate worksheets/pages in your file you can revise & recombine if needed.

Combining Data Worksheets Using Excel

In the Moody Programming Network Affiliate Master file delete any Moody Programming Network program worksheets that you do not need.



To delete a worksheet in Excel select the worksheet, tab located at the bottom of the worksheet, ***right click*** on it, and then select ***Delete***.

A blank worksheet has been inserted intentionally at the beginning. The purpose of this blank page is for when Excel converts a file to a tab delimited file it does so by drawing the data from the first page only. Here are the instructions for formatting your data in the SoundExchange format.

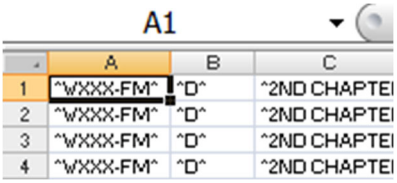
Remember your data needs to have the same column headings & order that we have used—even if your columns are blank or considered unnecessary.

- If your data is not the same size (number of columns & column width) you may not be able to copy & paste in Excel as these instructions direct.
- All columns in the Moody Programming Network Affiliate –Master file have been sized equally.
- If your columns are not in the same order rearrange them in Excel prior to combining your data into the ALL DATA MERGE worksheet.
- *If you have a blank column place the carrot character ^ (<shift> + <6>) twice in the blank field.*

To combine your data into a one page log report you can either:

- use the blank page ***ALL DATA MERGE PAGE*** that is the first worksheet in the Moody Programming Network-Master Excel data file ;
- ***or*** insert a blank worksheet at the very beginning of your file;
- ***or*** open a brand new Excel file so that you may copy & paste your local data into the first page and then copy and paste any Moody Programming Network program data to complete your report.

Suggestion: We copied & pasted our data into row 1 of our blank worksheet entitled ***ALL DATA MERGE PAGE*** then we continued to copy the data from each individual worksheet ***inserting*** the copied data into the field of **A1** (row 1 and column 1). We inserted our ***LOCAL DATA*** page last so that the column headings were inserted into row 1 of our data.

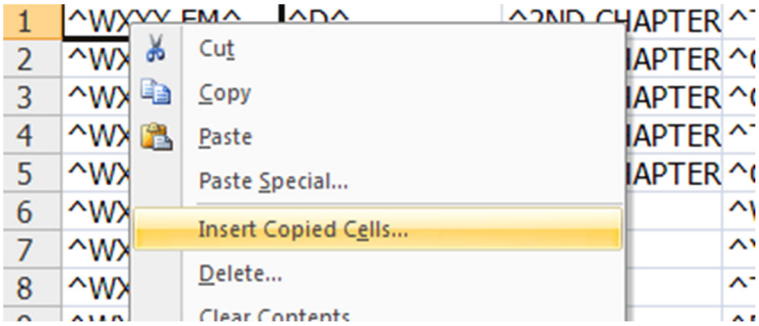


To copy the data only & not the blank fields in the file:

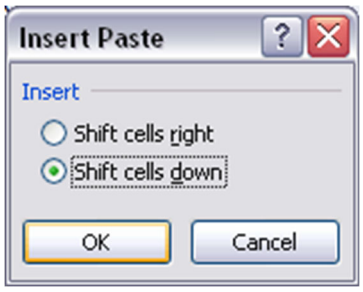
- we first selected field **A1**
- then while the **A1** field was selected we pressed the keys **<Ctrl>** + **<a>**
  to grab all fields with data ++(and columns with **^^** for a blank field will be included in this grab)
- +++ then we copied the selected fields of data by pressing **<Ctrl>** + **<c>**
- We then returned to the **A1** field of the ***ALL DATA MERGE PAGE***

To paste the copied data into the ***ALL DATA MERGE PAGE:***

- we right clicked while in the **A1** field and selected ***Insert Copied Cells***



- at which time the ***Insert Paste*** clarification box pops up—select ***Shift cells down*** & then ***OK***



+++ ***Please Note***: If the above directions to *grab all* by starting in field A1 and pressing <Ctrl> + <a> do not select all of your data fields with data in them, or you encounter the *"Cannot shift objects off sheet"* error then use this alternative method: start in field A1 and press **<Ctrl> + <End>** [this will move you to the end of your data] now *highlight the last cell with data and while continuing to hold down your left mouse button mouse back up to cell A1 or the top left of your data.* Continue above with the copy & inserting instructions.

As we copied more data we highlighted row 1; right clicked and selected ***Insert Copied Cells*** which placed the copied data at the beginning of the file while moving down the previously copied/pasted data:

Each time data was copied the new data was inserted into row 1—or above the existing data, thus adding to the top & confirming that the rest of the data would be moved down to accommodate.

If you follow the above directions to copy & paste your data from the individual sheets into one workbook you should avoid receiving error messages that restrict or complicate the combining data process. If you receive the "Cannot shift objects off sheet." error while attempting to "Insert Copied Cells" please see further clarification & work around on page 11 of these instructions.

Please be sure to save your data periodically as you compile your work.

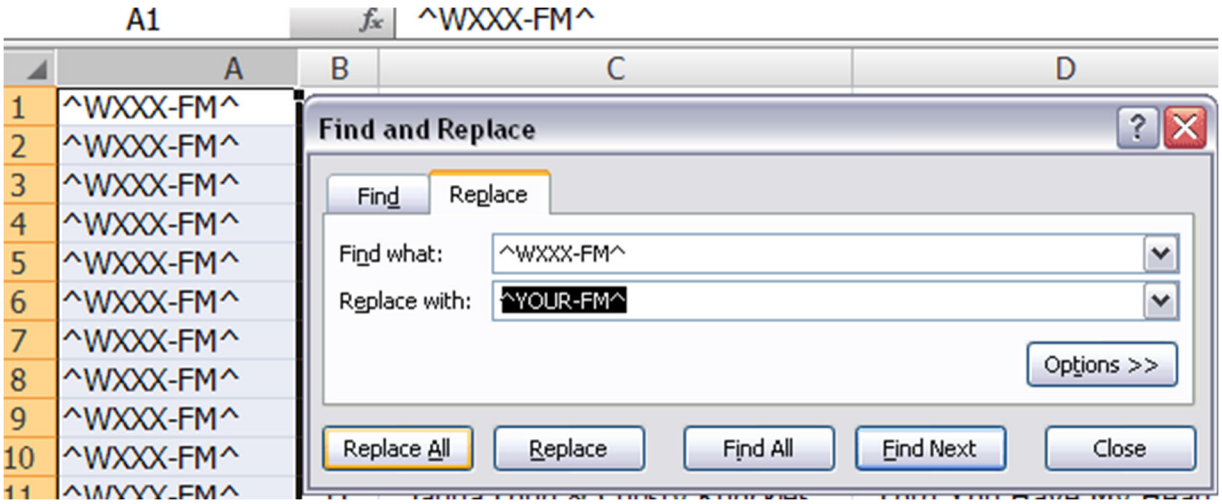
Revising Name of Service & Transmission Code Columns

Name of Service

In the Moody Programming Network Affiliate – Master file you will see that we have filled column A, *Name of Service*, with a generic name of **^WXXX-FM^.** You will need to revise this to your station name.

Excel allows you to change all ***Name of Service*** entries at once, by doing so after you have copied all of your data into one worksheet (ALL DATA MERGE PAGE):

1. select or highlight column A (click on the A at the top of the column)
2. while column **A** is highlighted choose ***Find & Select*** (or press <Ctrl> + <f> and this will open the ***Find and Replace*** option)
3. then select the ***Replace*** tab
4. in the ***Find what:*** field type **WXXX-FM** (your station name—be sure to change this in the *Replace* step to AM *if needed*)
5. in the ***Replace with:*** field type **YOUR-FM** (be sure to leave the ^ ^and only replace the call letters)
6. then select <***Replace All***> and viola all of the entries in the *Name of Service* column are now your station name



Transmission Code

In the Moody Programming Network Affiliate – Master file you will see that we have filled column B, *Transmission Code*, with the letter **<B>.** You will need to revise this to your station transmission code if this differs, make that change for entry as instructed above using ***Find and Replace***.

Transmission Code clarification can be found at the SoundExchange website:

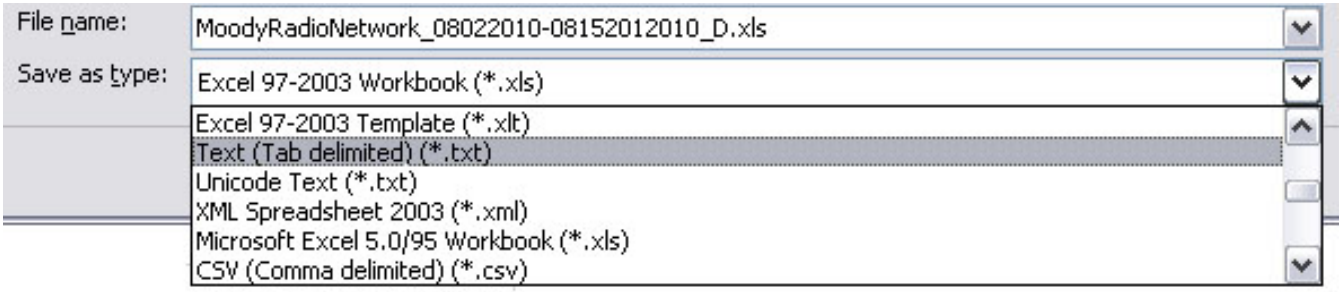
www.SoundExchange.com
then select ***Service Provider*** from the navigation toolbar
and choose ***Reporting Requirements*** from the drop down menu

Submitting Report To SoundExchange

Once you have completed working with the file by combining all of your local data & relevant network music, into the one worksheet, you are ready to format the data for submission to SoundExchange save the your master Excel file once more as a precaution or make a backup of this file.

Now that all of the data you are submitting is on the first worksheet of the Moody Programming Network Affiliate – Master Excel or your own combined file and is in one page we are going to convert the data into a tab-delimited file as requested by Sound Exchange. You will still have all of your data in the Excel file that we have been working in and this will include data you are submitting—in the combined first page so that if you were to need to review it. This step will make a separate tab-delimited file that will only contain the final data from the first page for submission.

In your Excel file select ***Save As*** again and then choose ***Save as type: Text (Tab Delimited) (*.txt).***



Save the file using the appropriate file name as requested by SoundExchange:

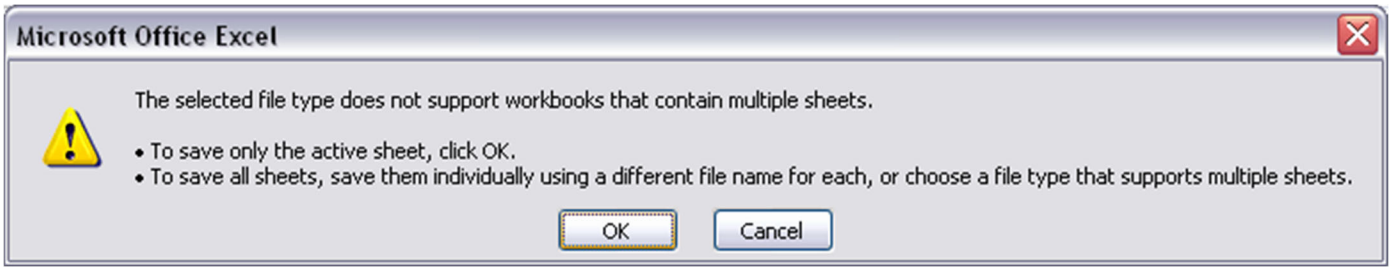
<ServiceName><StartDate(DDMMYYYY)>-<EndDate(DDMMYYYY)>_TransmissionCategory(A-L)>.txt
*CallLetters-FrequencyStartDate(**DayMonthYear**)-EndDate(**DayMonthYear**)_TransmissionCode.txt*

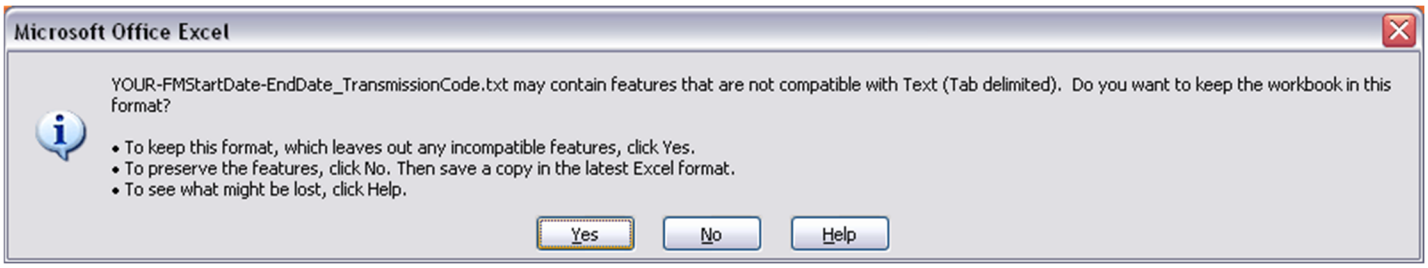
or **WXXX-FM07052018-20052018_B.txt**
Be sure to revise the Transmission Code in your file name to agree with column B of your report.

When you're saving your file as a Text file (Tab delimited) you may receive errors messages.

These are explained on the following page.

Possible Error Messages





Excel is warning you that only the first page will be saved & that features may be lost when converting to the Text (Tab delimited) file. ***Ok*** these messages. This is why we have requested that you save your work several times so that your Master Excel file is complete and has the full amount of data as a backup copy. SoundExchange wants Text (Tab delimited) files only—without features.

You are ready to upload your *Text (Tab delimited).txt* file to **https://licenseedirect.soundexchange.com** or if you have not yet created an account you can email your file to SoundExchange at: **Reports@SoundExchange.com** . Remember--file size may not exceed 10 megabytes.

Please include the following information in your cover note if you choose to e-mail your data file:

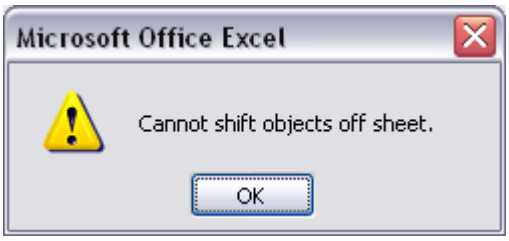
1. the full name and address of the service. Please include country name for non-U.S.-based services
2. contact person's name, telephone number and email address
3. the start and end date for the reporting period
4. the number of rows in the data file
5. the name of the file attached

2022 SoundExchange Reporting Periods & Due Dates

2022 SoundExchange Report Schedule			
SE Reporting Periods		Moody Radio	Report Due
Quarter Start	Quarter End	Data Collection Dates	to SoundExchange
1-Jan	31-Mar	February 07 - 20	Monday, May 16*
1-Apr	30-Jun	May 02 - 15	Monday, August 15*
1-Jul	30-Sep	August 08 - 21	Monday, November 14*
1-Oct	31-Dec	November 07 - 20	Monday, February 13, 2023*

SoundExchange 2022 Due Dates will be confirmed as soon as SoundExchange publishes them.

"Cannot shift objects off worksheet" Error Explained & Remedied



A work around option in case you are still encountering this error would be to follow the Microsoft© instructions:

Symptom	**Why it happens, and what to do about it**
You can't insert rows or columns	The "Cannot shift objects off worksheet" message occurs when you attempt to insert rows or columns in a worksheet, and the option **Nothing (hide objects)** is selected under the **For objects, show** section in the **Excel Options** dialog box. This is a known bug in Microsoft Office Excel 2007. Although this option is not selected by default, it's possible to set it accidentally by pressing a particular keyboard shortcut (CTRL+6). To work around the bug, you must change the setting from **Nothing (hide objects)** to **All**. The fastest way to do this is by pressing CTRL+6.

Additionally if you are still unable to insert or paste your data into the ***All Data Page*** then follow these alternative copy & paste instructions as they have been proven successful even in a file presenting the "Cannot shift objects off worksheet " error:

Start in field **A1** and press **<Ctrl> + <End>** [this will move you to the End of your data] now highlight the last cell with data and while continuing to hold down your left mouse button mouse back up to cell **A1** or the top left of your data. Continue with the copy & inserting instructions on **page 7**.