



Creating and editing your “Band” user.

In order to author music, you must create a Phicno account and set your account as a “Band” or as a “Musician.” When you 1st sign up for an account, you will automatically be setup as a “Fan.” When you edit your profile, you will be able to update this “User Type” revealing some necessary and/or important configurations for Authoring Albums and Marketing to your fans.

- From the main nav, click on My Account and "Edit Profile"

<ul style="list-style-type: none"> Home Edit Profile Fan Tools <ul style="list-style-type: none"> Viewed Comics Manage Favorites Message Center Purchase History Business Tools <ul style="list-style-type: none"> Sales Data Payment Policy Your Ownership Business Center Get Connected Analytics Center Author Tools <ul style="list-style-type: none"> Comics & Cartoons Films Music Merchandise 	<p>Edit Profile:</p> <p>Avatar (200px x 200px)</p> <div style="text-align: center;">  [Delete] </div> <hr/> <p>Personal Profile</p> <p>Screen Name: phicno [Edit]</p> <p>User Type: <input type="radio"/> Fan <input type="radio"/> Comic Author <input type="radio"/> Cartoonist <input type="radio"/> Publisher [Update]</p> <p style="margin-left: 20px;"><input type="radio"/> Colorist <input type="radio"/> Illustrator <input type="radio"/> Inker <input type="radio"/> Typesetter</p> <p style="margin-left: 20px;"><input type="radio"/> Musician <input checked="" type="radio"/> Band</p> <p style="margin-left: 20px;"><input type="radio"/> Film Cast & Crew <input type="radio"/> Film Maker</p> <hr/> <p>Introduction: This is the primary account for phicno.com sponsored and managed by the site's creator, "Inventive Response LLC" [Edit]</p> <hr/> <p>First Name: Inventive [Edit]</p> <hr/> <p>Last Name: Response LLC [Edit]</p> <hr/> <p>Phone: [Edit]</p> <hr/> <p>Recommended By: Not Recommended [Update]</p> <hr/> <p>Background: Choose File No File Exists</p> <hr/> <p>Paypal Email: [Edit]</p>
---	--

- Your first task should be to upload an Avatar image, update your “Introduction” and decide whether you want a different “Screen Name” than that of your login (upon registration, these are one and the same).

Note: The Avatar image and Introduction are not necessary to complete, but they will be used in the following [marketing] sections of the site:

- the intro interface to each of your albums
 - your personal homepage
 - the message window when a fan is trying to contact you through the site
 - the "Get Connected" section; this is our version of LinkedIn for Indie artists
- If you choose to "sell" merchandise at any point, you will need to enter a "Paypal Email." We use this email to distribute your sales revenue at the beginning of each month.

Note: You do not need to worry about this step now. If you, later, attempt to activate merchandise, and you have not set this field, you will be notified at that time.



Editing Band/Musician Details.

When you update your User Type, you will then be able to update your Band- or Musician-specific Details.

Band User Type

- A band is made up of multiple musicians, each of which plays 1 or more instruments in the band. In order to expedite getting your band up and running, you can easily add “Create New Musicians” from right in the Band profile page. These musicians are automatically “assigned to this band”
 - Each New Musician must have a unique login, but can share the same password.
 - The email address assigned to each musician will be the same as for the band.
 - Each musician will, eventually, want to login to their respective accounts and configure their own profile with their own Avatar, Introduction, screenname, email, login, password, social URLs and, most importantly, primary and secondary instruments.
 - If the musician plays in additional bands that exist on Phicno, they can assign themselves to those bands as well.
- The “Members” information is really important to configure, as it appears on the cover page of your album below the image of your album cover.

Note: This configuration of Band Members is *different* from “Musical Contributions” which happens on an individual song basis during the Album(s) authoring process... but the list of available, assigned musicians is the same for both tasks.

Home	Band Details
Edit Profile	Band Name: [Edit]
Fan Tools	Genre: Swing [Update]
Viewed Comics	Create New Musician: Login Password [Create]
Manage Favorites	* Your email will be used by default.
Message Center	** After the musician has been created, you or the new musician should login and update their profile (e.g., login, password, email, screenname, avatar, description, instruments, social urls etc.)
Purchase History	Members: Instrument Musician [Update]
Business Tools	- Select Here - Select Here - Add >> Remove <<
Sales Data	Your Band Members
Payment Policy	Backup Vocals: sircruzalot
Your Ownership	Backup Vocals: shluugs
Business Center	Backup Vocals: ajbear
Get Connected	Bass: ajbear
Analytics Center	Drums: shluugs
Author Tools	Social URLs
Comics & Cartoons	Twitter: https://twitter.com/phicno [Edit]
Films	Instagram: https://www.instagram.com/phicno [Edit]
Music	Facebook: https://www.facebook.com/phicno [Edit]
Merchandise	Google: https://plus.google.com/111748490625358402183 [Edit]
	Tumblr: https://phicno.tumblr.com [Edit]
	Patreon: https://www.patreon.com/phicno [Edit]
	Soundcloud: [Edit]
	Mixcloud: [Edit]





- For marketing purposes, it's also a good idea to enter in your Social URLs, as those will appear in all the same sections as your Avatar image and Introduction and will give your fans easy access to all of your Social postings.

Note: For your social links to work, only copy/paste the "ID" part of the URL... and don't worry, this is just for your fans' use; we do not access or leverage your social sites in any way, and if we someday decided to do so, you would be required to give us a release for that before we did anything.

Musician User Type

Musicians can use their accounts for two purposes: self-promotion (your own bio, social URLs, merchandise, message center, solo albums, etc.,) and Assignment to Band(s).

The cool thing is that, if you are a member of multiple bands, all the albums that you play on will also show up in your homepage.

- The basics of a profile are the same between all user types: avatar, introduction, screenname, paypal email for merchandise, etc., however, there are some unique Musician Details that should be configured for self-marketing and promotion.

- The following are some key configurations that are worth mentioning:
 - Primary Instrument: This is what is used in all search queries (i.e., how you would like fans to find you)
 - Other Instruments: The plan is for this information to be used in your homepage bio.
 - My Bands: This is where you can assign yourself to any Bands registered on the site (i.e., this allows bands to assign you to an album and credit your contribution)
- As was the case with Bands, Musician have their own set of social URLs that can be setup for marketing purposes. These will appear in your individual homepage to give your fans easy access to all of your Social postings.

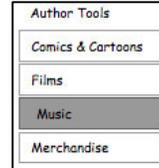


Adding a New Album

The next step is to start authoring your albums which can be done by both “Bands” and “Musicians.” The difference between the two is that Bands configure Instrument/Musician assignments to the album and individual songs, whereas Musicians simply configure the “Instruments Played” on the album and individual songs.

The process begins with adding your first “Collection.” A collection is simply a way of grouping albums together (e.g., “Studio Albums,” “Live Albums,” etc.,)

- From the main nav, click on Author Tools/Music



- Add a new Collection by clicking the [+] sign to the right “Current Albums” header.

Current Albums +		Last Updated	Active
Collections ▲	Title		

Note: the first time you Add a New Album, you will only be able to "Add a New Collection"

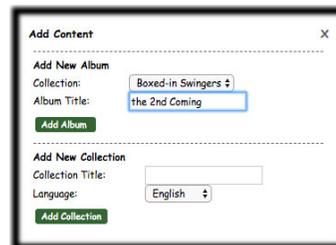


Your 1st Album (with the default album name, “First Album”) will automatically be created and assigned to this Collection.

Current Albums +		Last Updated	Active
Collections ▲	Title		
1	Boxed-in Swingers	04/26/18	No

Note: See “Edit your Album” section below for renaming the Album Title.

After your first collection has been added, you will be able to add additional albums to an existing collection or add a new collection.



Both albums are available for editing by simply selecting the row in the content grid.

Current Albums +		Last Updated	Active
Collections ▲	Title		
1	Boxed-in Swingers	04/30/18	No
2	Boxed-in Swingers	04/30/18	No



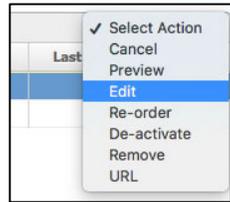
Edit the Album (required fields)

To edit your album:

- Click on the row in the grid corresponding to the desired album... a dropdown menu of actions will appear in the top right corner.

Current Albums			Select Action	
	Collections	Title	Last Updated	Active
1	Boxed-in Swingers	Upswing Coming	04/30/18	No
2	Boxed-in Swingers	the 2nd Coming	04/30/18	No

- Select "Edit"... this step launches the entire, scrollable, edit album interface.



Note: The Authoring Music configuration screen may appear daunting at first glance, however, the only requirement for authoring an album is to:

1. Add at least one Genre (keywords are optional)
2. Upload a cover image
3. Upload a backcover image
4. Upload at least one song

Before

History/Comments Panel (click to open) [X]

Album #: 1

Collection Title: Boxed-in Swingers [Edit]

Album Title: First Album [Edit]

Producer: Not Assigned [Update]

Mature Audience: No [Convert to Mature]

Tags: Genres Keywords [Edit]

Cover Image: Choose File No File Exists
- 1000 x 1000
- .jpg
- incl. band name

Backcover Image: Choose File No File Exists
- 1000 x 1000
- .jpg
- incl. copyright

Songs:

Recorded at: Not Set [Edit]

After

History/Comments Panel (click to open) [X]

Album #: 1

Collection Title: Boxed-in Swingers [Edit]

Album Title: Upswing Coming [Edit]

Producer: Not Assigned [Update]

Mature Audience: No [Convert to Mature]

Tags: Genres Keywords [Edit]
Swing

Cover Image: Choose File [Delete]
- 1000 x 1000
- .jpg
- incl. band name

Backcover Image: Choose File [Delete]
- 1000 x 1000
- .jpg
- incl. copyright

Songs: [Edit Song] [Edit Song] [Edit Song]
Upswing Coming Wowers Wowers Swingers Palace



Edit the Album (optional fields)

The following fields are not required but will add to your fan’s experience. And provide valuable Promotional elements to your musical profile.

History/Comments Panel (click to open)		[X]
Recorded at:	Studio City, CA	[Edit]
Credits:	We would like to thank the following individuals that made this album happen: - Sir Cruzalot (you gave us our gear) - The city of Los Angeles (thank you for our license) - Our families (love & support much appreciated!) - Our awesome fans who come to our shows and buy our albums!	[Edit]
iTunes Url (e.g., "song-name/1355196892?i=abC12de34F6hiJK9"):	https://itunes.apple.com/us/album/Upswing-Coming	[Edit]
Amazon Music Url (e.g., "dp/song-id"):	https://www.amazon.com/Upswing-Coming	[Edit]
Google Music Url (e.g., "album_name?id=abC12de34F6hiJK9"):	https://play.google.com/store/music/album/Upswing-Coming	[Edit]
Spotify Url (e.g., "xyz"):	https://spotify.com/Upswing-Coming	[Edit]
Soundcloud Url:	https://soundcloud.com/Upswing-Coming	[Edit]
Mixcloud Url:	https://www.mixcloud.com/Upswing-Coming	[Edit]
Kickstarter Url:	https://www.kickstarter.com/projects/Upswing-Coming	[Edit]
Intro Copy:	This is our debut album. We hope you enjoy it.	[Edit]
Intro Video: [YouTube ID]	eGN61bMKrIw	[Edit]
Closing Copy:	Don't forget to check out our 2nd album, "the 2nd Coming." It features much more percussions and a whole lot more horns!!!	[Edit]
Closing Video:	Not Set	[Edit]



Recorded At

Appears below the cover image and above the band members.

Note: if not completed, will be ignored.



Credits

Appears below the backcover image.

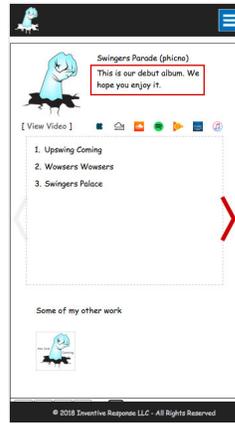
Note: if not completed, will be ignored.



Album Purchase & Social Urls

Will appear in the introduction of the album.

These are different from the individual song purchase and social links



Intro Copy

A way to provide a fan-focused introduction to your album.



Closing Copy

A great way to provide your fans with a parting message.



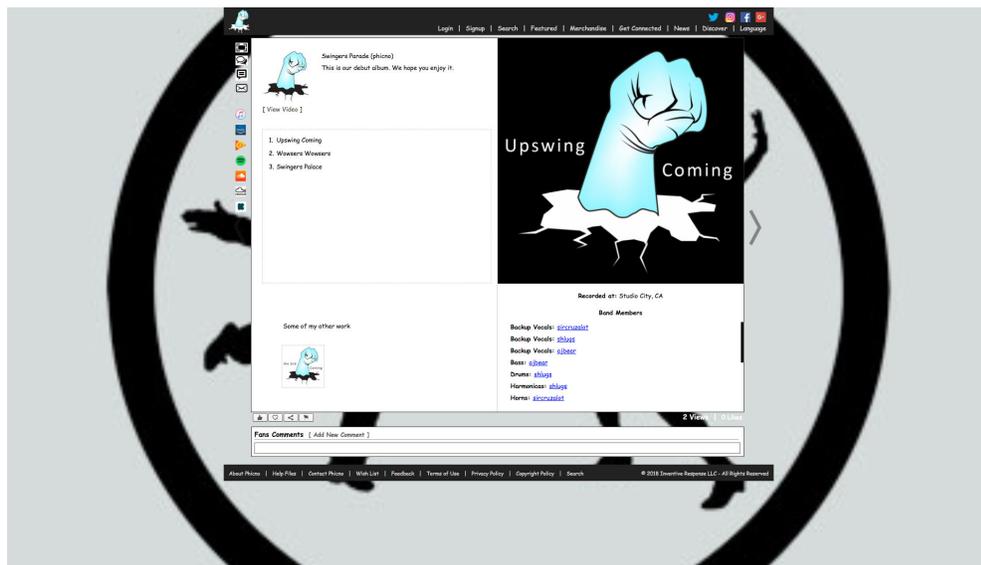
Intro and Closing Video

The same as Intro and Closing copy, but a video version.

A great place to put Music Videos or Live Concerts related to the Album.

If you do not configure a Closing video, a YouTube video will be streamed in its place.

- You can also add a "Background" image that will convert the white Phicno background to a tiled image to better support the album viewing experience.



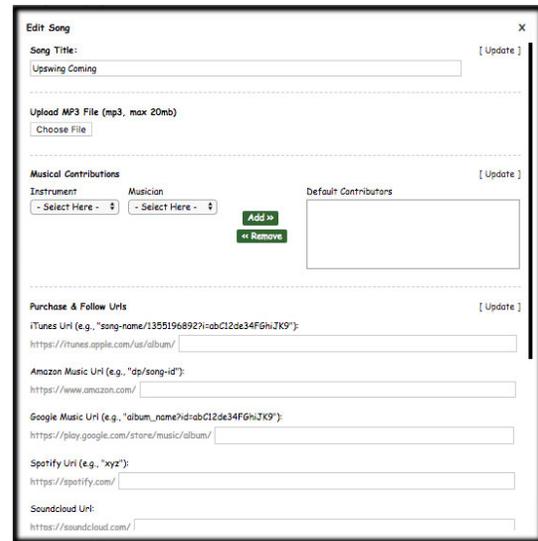
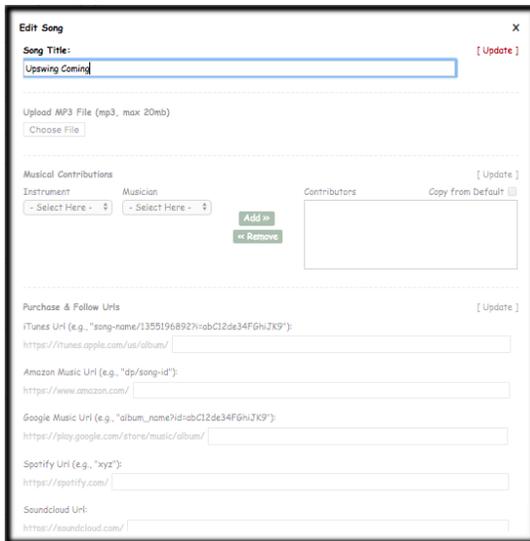


Edit the Songs

To edit a song, click on the New Song button. This will launch the stand-alone edit window.



- On first click, “title” will be the only updatable field.
- After the title has been updated, the window will close and then re-open with the other fields unlocked for updating.

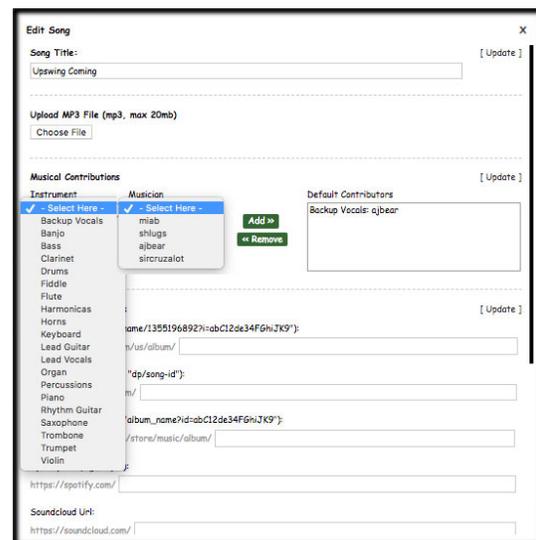


The next required step is to:

- Upload your mp3 (required)

The remaining steps are optional:

- Musical Contributions: For the 1st song on the album, this configuration acts as the “default,” which can then be easily repeated for each new song. Musical Contributions is different than the Band Members you configured in Edit Profile; these are members who contribute to each individual song.

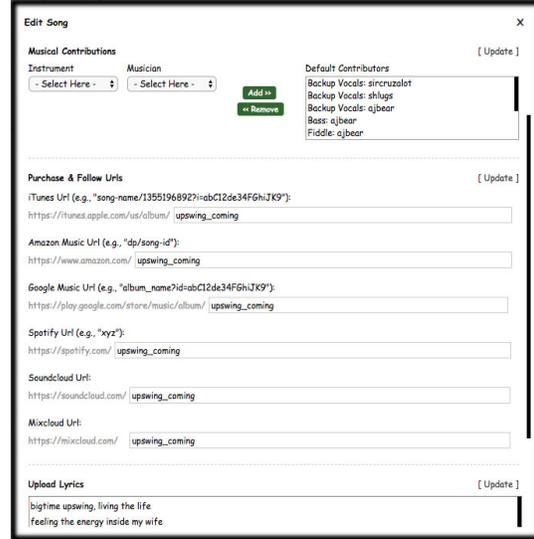




- Social Urls: Different then the “Album” social urls. These are specific to this song and appear in each song.
- Lyrics: These are the lyrics for this specific song.

Note: After each update, the window will continue to close and re-open again.

- To stop the auto-open process when you are done with your updates, click the close button in the top-right corner of the window.



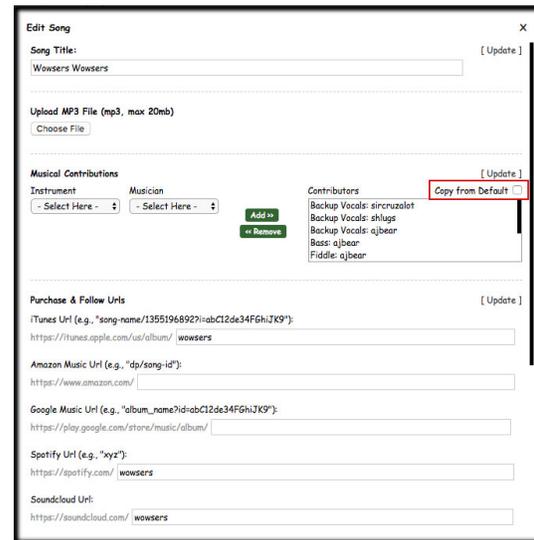
When you create your 2nd - nth song,



the process is exactly the same, except that you can leverage the “Copy from Default” feature for configuring the

song-specific Musical Contributions... this will auto-configure the 1st song’s contributors to this song.

Note: Don’t forget to click on the “update” button after you have loaded in the default contributors!





Each song you just configured has its own page in the album and contains a:

1. Song Player
2. Purchase and share urls
3. Musical Contributors
4. Song Lyrics

The screenshot shows a web interface for a song titled "1. Upswing Coming". At the top, there is a navigation bar with links for Login, Signup, Search, Featured, Merchandise, Get Connected, News, Discover, and Language. Below the navigation bar, the song title "1. Upswing Coming" is displayed with a progress bar showing 0:00 / 5:41. A section titled "Purchase the Song and/or Follow the Band" features icons for Apple Music, Amazon Music, YouTube Music, Spotify, and SoundCloud. Below this is a "Musical Contributions" section listing roles and names: Backup Vocals (sircruzalot, shlugs, ajbear), Bass (ajbear), Fiddle (ajbear), Horns (sircruzalot), Percussions (shlugs), Saxophone (sircruzalot), and Trumpet (sircruzalot). To the right, the "Song Lyrics" section contains the following text: "bigtime upswing, living the life feeling the energy inside my wife never, never, never, never never, never high enough never, never, never, never never, never cry enough", "wow... woa... baby how we thought our time would end wondering which one of us would bend wow... woa... baby you should think twice before you quit they'll blink twice and then you'll sit", and "how this ends, we just won't ever know you and me baby, let's just take it slow". At the bottom of the page, there is a "Fans Comments" section with an "Add New Comment" button and a footer with various site links and a copyright notice for 2018 Inventive Response LLC.

When you have completed configuring your album, you can close out the “Edit” window and move on to “previewing” and “activating” your Album.

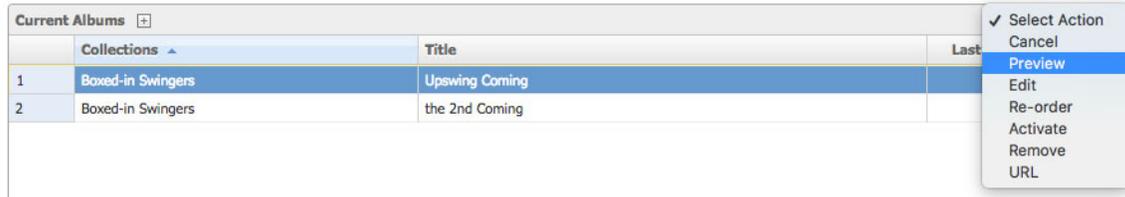
The screenshot shows a "History/Comments Panel" with a close button in the top right corner. The panel contains the following information: "Album # : 1", "Collection Title : Boxed-in Swingers [Edit]", and "Album Title : Upswing Coming [Edit]".



Previewing, Getting the URL of and Activating the album

Before you activate your Album, you should preview the album in a browser to make sure that it appears as you are expecting it to.

- Select the album from the Grid, select "Preview" from the Actions menu.



Note: The URL for this preview window is encrypted and mapped to your login so you can only execute this action when you are logged in (i.e., bookmarking and retrieving this URL when you are not logged in will not work). Full Screen capabilities work in Preview mode but all of the introduction content is omitted in this view so that Bands can focus on the content.

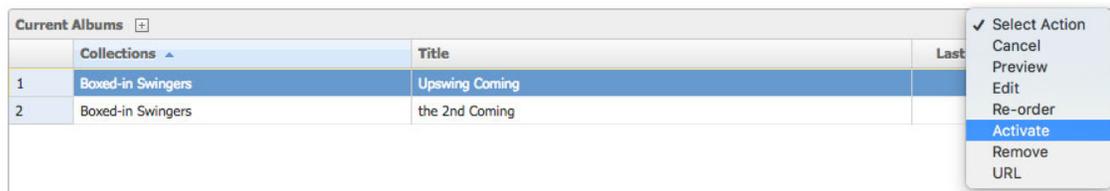




- Before or after Activating your Album, you should view the URL of your album so that you can use it for marketing purposes.



- The last step is to mark the album as active, which is one of the options in the dropdown menu when you select the album from the grid.



Congratulations...

Your album is now available to the public!