



**CCLI**<sup>®</sup> Online Reporting

# Online Reporting

A step-by-step guide

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

Important information for churches, schools and organisations

# Reporting is a vital part of being a licence holder...

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

Without your reports we wouldn't be able to fairly apportion royalties to the creators and owners of the songs and publications your licences enable you to legally copy or reproduce.

All reporting is now done online at **olr.ccli.com** and can be done from any computer or mobile device. This guide contains the basic information you'll need to report. You'll find further information and help-guides at **za.ccli.com/reporting**.

You should 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.

Once you're familiar with the online reporting process you should find reporting easy to do, but if you get stuck, we're here to help on **021 914 8908**.

**Thank you for reporting.**

### REPORTING IS REQUIRED FOR THE FOLLOWING LICENCES

Church Copyright Licence (CCL)

Music Reproduction Licence (MRL)

School Copyright Licence (SCL)

# Reporting for the first time

1

## CREATE A USER ACCOUNT

Visit **olr.ccli.com**. If you're a SongSelect user you should **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, school or 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.

*i*

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.

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

# How to report a song

You should report the reproduction of songs on a regular basis, ideally weekly. You can share this task by adding others in your team as Users and asking them to report whenever they reproduce songs in times of worship.

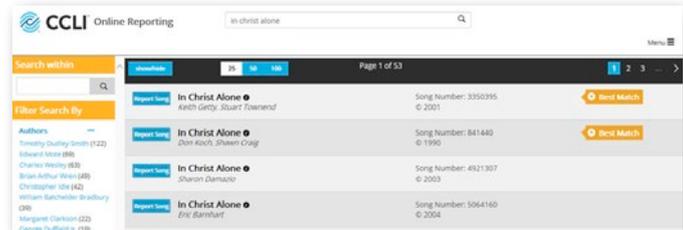
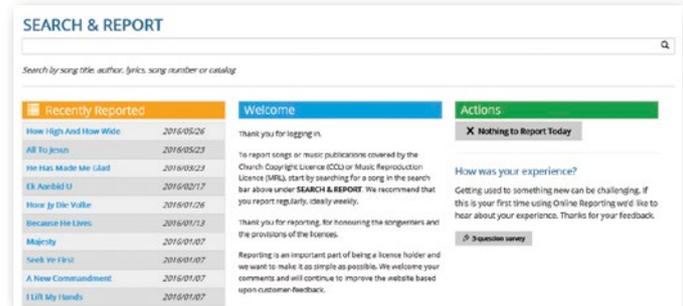
- 1 On the SEARCH & REPORT page enter the title of the first song you wish to report and click  or press **[Enter]** on your keyboard.

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**

*Note: If you're not sure whether you've found the right song, click the  symbol for more information about the song. If you can't find your song you'll find help at [za.ccli.com/reporting](http://za.ccli.com/reporting).*

You'll now have the option to report the song under the **CCL/SCL** and **MRL** (see below)...



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

## Reporting reproductions under the CCL/SCL

**Report Song** **In Christ Alone**   
*Keith Getty, Stuart Townend*

Song Number: 3350395  
© 2001

**Best Match**

CCL  **Print**   **Digital**   **Record**   **Translation**   **Add to Report**

You can enter a number between 0-9 for each category. [Why not more?](#)

Tell us here 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 or the Categories & Examples guide at [za.ccli.com/reporting](http://za.ccli.com/reporting).

To finish reporting the song click

**Add to Report**

**i**

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.

## Reporting reproductions under the MRL (Churches/organisations only)

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**

**MRL** Reproduce Did You Make Copies from, or share digital copies of, Music Publications? **Yes**

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**Reporting On: In Christ Alone** MRL

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.

Enter how many copies you made.

Where did the sheet music come from?

Songbook/Enhanced CD  
Select a Songbook ▼

Website  
Select a website ▼

SongSelect (This option is only available to current SongSelect subscribers)

**Add to Report** **Cancel** [Can't find your publication?](#)



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/SCL and MRL categories

### REPORTING UNDER THE CCL/SCL

*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 OHP acetates) 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/assembly

#### Report Translate

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

### REPORTING UNDER THE MRL (Churches/organisations only)

*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\*

*\*Because you are reporting the reproduction of song words/sheet music, it is not necessary to re-report if you use the same sheets/copies again on a subsequent occasion.*

For a comprehensive guide to the new CCL/SCL and MRL categories visit [za.ccli.com/reporting](https://za.ccli.com/reporting).

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

## **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 - you don't need any software.

You can make anyone who reproduces or copies songs during your times of worship 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 basics of the reporting process. More help is available on the online reporting website itself or from [za.ccli.com/reporting](http://za.ccli.com/reporting).

## **Contact CCLI:**

Tel: **021 914 8908** | Email: [za@ccli.com](mailto:za@ccli.com)

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

