

Online Reporting

A step-by-step guide

olr.ccli.com

Important information for all licence holders

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

CCLI relies on your reports to fairly apportion royalties to the creators and owners of the songs and publications your licences permit you to legally copy or reproduce.

You should report on a regular basis, ideally weekly, or whenever you have reproduced songs in services, or made copies.*

To report visit **olr.ccli.com** from any computer or mobile device.

Once you're familiar with the reporting process you should find reporting easy to do, but if you get stuck, we're here to help on **+44 (0)1323 436100**.

Thank you for reporting.

REPORTING IS REQUIRED FOR THE FOLLOWING LICENCES

Church Copyright Licence (CCL)

**Collective Worship
Copyright Licence (CWCL)**

Music Reproduction Licence (MRL)

**Collective Worship
Music Reproduction Licence (CWMRL)**

CLA Church Licence *(UK churches only)*

PPL Church Licence *(UK churches only)*

*Except the PPL Church Licence (UK only) which only requires a report once a year.

Getting started

To report you'll need to set up a CCLI Profile account.

1 CREATE A CCLI PROFILE

Visit **olr.ccli.com**. If you already have a CCLI Profile or you're a SongSelect user, **Sign In** using your existing username and password. Otherwise click on **Create a CCLI 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 you'll find in the emails we send you.

Enter this code exactly as it appears. (You'll only need it once).

If you can't find your Access Code, please call us on **+44 (0)1323 436100**.

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 others 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 manage 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.com/reporting

Quick guide: Projecting song words

If your church/organisation only ever reproduces songs by projecting the words onto a screen, you'll find all the information you need on this page. (Information on other types of reporting can be found later on in this guide.)

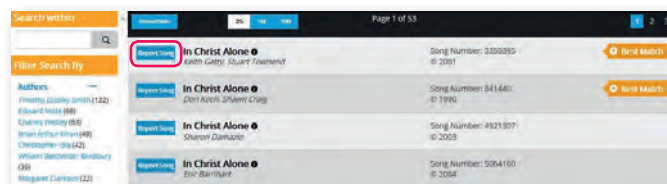
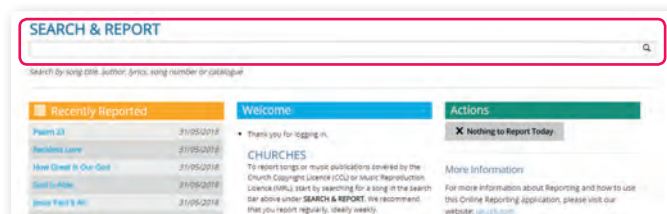
1 For each song you wish to report, enter the title in the search bar at the top of the page and click **Q** or press **[Enter]** on your keyboard.

2 Choose the correct song from the search results and click **Report Song**



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

3 In the *Digital* box, enter the number of times you have sung that song since your last report and click **Add to Report**

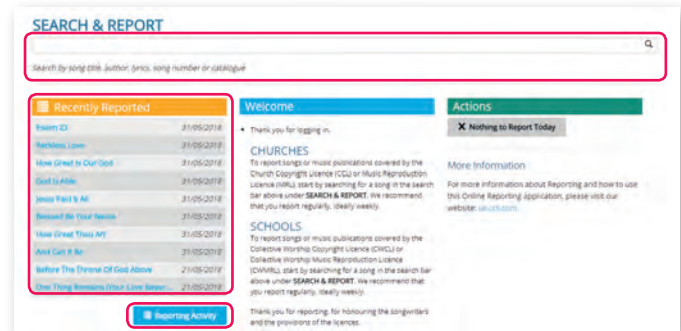


Reporting in detail

The following section provides more detailed instructions on reporting if you project song words, print song sheets, make recordings or custom arrangements or copy sheet music. Further support is available at: ccli.com/reporting

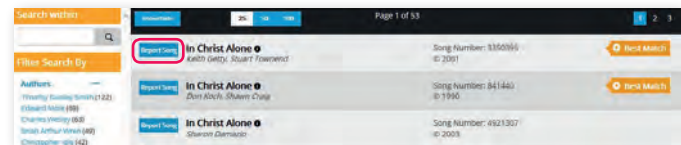
- 1 For each song you wish to report, enter the title in the search bar at the top of the page and click **Q** or press **[Enter]** on your keyboard.

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 the songs you have previously reported.



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

If you're not sure you've found the right song, click the **i** symbol next to its title for more information, including a lyrics preview and sound sample.



You'll now have the option to report the song under the CCL/CWCL and MRL/CWMRL.



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

Reporting song reproductions (CCL/CWCL)

You should report each time you reproduce (project, type out, copy & paste) the words of a song for a service or meeting.


- 1 In the appropriate category, enter the number of occasions when you have reproduced a song since your last report.

For example; if you have projected the song in three separate assemblies, enter '3' in the *Digital* box.

Or, if you have printed multiple song sheets, enter '1' in the *Print* box.

Note: You will not be able to report any songs in the Public Domain (PD) as these do not require reporting.

- 2 To finish reporting the song under the CCL/CWCL click [Add to report](#)
- 3 If you have also duplicated the sheet music, follow the instructions on the following page. Otherwise, simply repeat this process for your next song, or log out if you have finished reporting.



The screenshot shows a reporting form for the song 'In Christ Alone' by Keith Getty & Stuart Townend. The form includes fields for 'Print', 'Digital', 'Record', and 'Translation', each with a dropdown arrow and a '0' value. A red box highlights these four input fields. Below the fields is a note: 'You can enter a number between 0-9 for each category. Why not more?'. To the right of the input fields is an 'Add to Report' button, also highlighted with a red box. The top of the form shows the song title, artist, and song number (3350395).

Reporting categories in brief

Print

Use Print when you have included the song words in a lyric/service sheet or made a custom musical arrangement.

Digital

Use Digital when you have projected a song's lyrics.

Record *(UK Only)*

Use Record when you have recorded (audio or video) a live performance of a song.

Translation

Use Translation when you make a translation of a song into a different language (where no translation exists).

Reporting sheet music copies (MRL/CWMRL)

If you have photocopied the sheet music for a song, or created a duplicate (for example by emailing a PDF) you should now report this under the MRL/CWMRL licence...

- 1 Click **Yes** in the MRL section of the song's details.
- 2 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.
- 3 Click **Add to report**



If the publication or website is not listed click **Can't find your publication?** to notify CCLI.

The screenshot shows the 'Report Song' interface for 'In Christ Alone' by Keith Getty, Stuart Townend. It includes fields for 'Print', 'Digital', 'Record', and 'Translation', each with a counter set to 0. Below these is a note: 'You can enter a number between 0-9 for each category Why not more?'. A red box highlights the 'MRL' section, which contains the question 'Did You Make Copies from, or share digital copies of, Music Publications?' with a 'Yes' button selected.

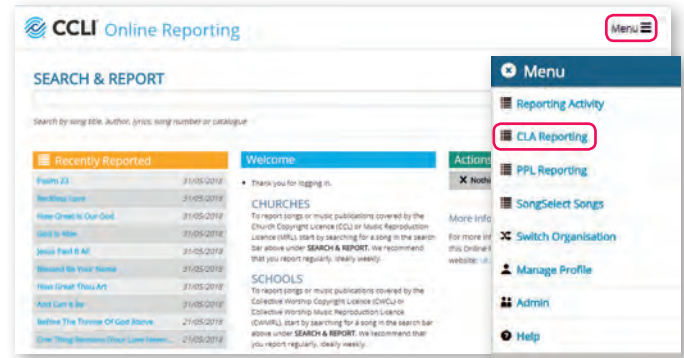
The screenshot shows the 'Reporting on: In Christ Alone' window. It contains a text box with instructions: 'If you made copies of a song from a songbook, .pdf, enhanced CD, or SongSelect, or if you shared digital copies of a song by email or a device-based system, report it here.' Below this is a text input field labeled 'Enter how many copies you made.' with the value '0'. A red box highlights the 'Where did the sheet music come from?' section, which has three radio button options: 'Songbook/Enhanced CD' (selected), 'Website', and 'SongSelect @ (This option is only available to current SongSelect subscribers)'. The 'Website' option has a dropdown menu. At the bottom, there are 'Add to Report' and 'Cancel' buttons, and a link 'Can't find your publication?'.

This screenshot shows the bottom of the reporting window, featuring 'Add to Report' and 'Cancel' buttons on the left, and a 'Can't find your publication?' link on the right, all enclosed in a red box.

Reporting for the CLA Church Licence (UK churches only)

If you hold a CLA Church Licence you should report all photocopies made from a publication covered by this licence.

- 1 Click **Menu** ☰ in the top right corner of your screen, and select **CLA Reporting** from the drop down menu.

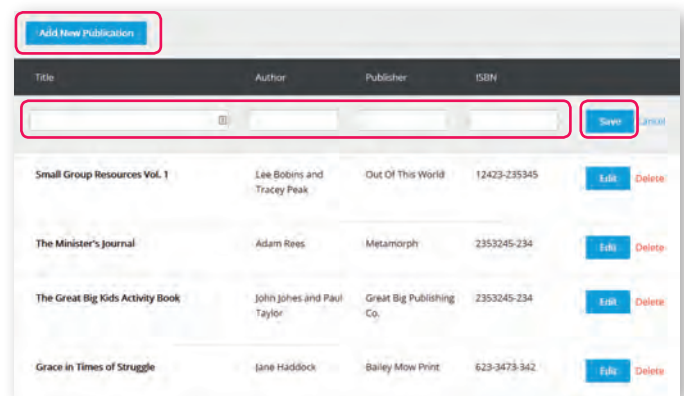


- 2 Click **Add New Publication**.

- 3 Add the *Title, Author, Publisher* and *ISBN* and click **Save**


The publication you've just added will appear at the top of the list on this page. You can also edit any of the publications you've previously added.

When finished, click the CCLI logo (top left corner of your screen) to return to the Home page.



Reporting for the PPL Church Licence (UK churches only)

If you hold a PPL Church Licence you should only report for it **once a year, towards the end of your licence period.**

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

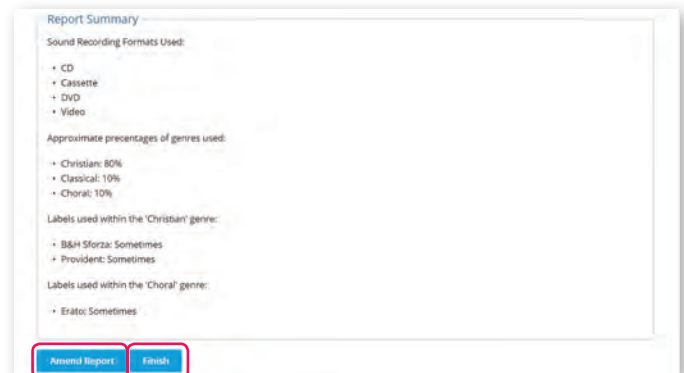
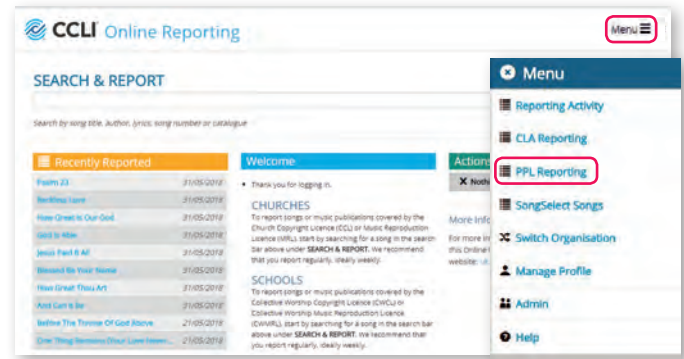
2 Complete the three sections following the onscreen instructions.



We appreciate you may not know exactly what music has been played in the course of the year. All we ask here is for you to complete the report to the best of your knowledge, and make estimates where required.

3 At the end of the process you'll see a summary page similar to the one on the right...

From here you'll have the option to go back and **Amend Report** or click **Finish** to return to the Home page.



To report visit olr.ccli.com

For more information and video help-guides visit ccli.com/reporting

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.

All reporting is now done using our Online Reporting website.

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 meetings/assemblies 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 ccli.com/reporting.

Contact CCLI:

Tel: **+44 (0)1323 436100** Email: uk@ccli.com Web: ccli.com

