

NAME_OF_SERVICE	TRANSMISSION_CATEGORY	FEATURED_ARTIST	SOUND_RECORDING_TITLE	ISRC	ALBUM_TITLE	MARKETING_LABEL	ACTUAL_TOTAL_PERFORMANCES	AGGREGATE_TUNING_HOURS	OR_PROG_RAM_NAME	FREQUENCY
Your University - WXYZ	G	tapes 'n tapes	in houston		the loon	xl		3.1	WXYZ	1
Your University - WXYZ	G	unicorns	jellybones		who will cut our hair	alien8		3.1	WXYZ	1
Your University - WXYZ	G	zero zero	true zero		am gold	jade tree		3.1	WXYZ	1
Your University - WXYZ	G	secret machine	i hate pretending		ten silver drops	reprise		3.1	WXYZ	1
Your University - WXYZ	G	royal trux	stevie		accelerator	drag city records		3.1	WXYZ	1
Your University - WXYZ	G	cat power	the greatest		the greatest	matador		3.1	WXYZ	1
Your University - WXYZ	G	supersystem	eagle fleeing eyries		a million microphones	touch & go		3.1	WXYZ	1
Your University - WXYZ	G	niblet, scout	groundbreaking service		sweet heart fever	secretly canadian		3.1	WXYZ	1
Your University - WXYZ	G	rey, silfredo e k	fotoromanza		swing around the wd	putmayo		3.1	WXYZ	1
Your University - WXYZ	G	final fantasy	if i were a carp		he poos clouds	tomlab		3.1	WXYZ	1
Your University - WXYZ	G	royksopp	remind me		royksopp's night out	astralworks		3.1	WXYZ	1

The above is a printout of a partially completed spreadsheet template provided by SoundExchange, which may be found at http://www.soundexchange.com/licensee/documents/Excel_Template.xls .

Following the provided instructions, I exported the data using the included macro. The results are shown on the next page.

Some important notes:

- The name of service column should match your filing with the copyright office (see <http://www.copyright.gov/licensing/notice-use.html>).
- Most, but not necessarily all stations will use code "G" for the transmission category until the regulations catch up with the new regulations that will be decided in 2007.
- The template uses a macro, which may require you to change your security level settings.
- The above assumes that the station completing the report is not able to calculate the "total performances", which is NOT the same as the number of times you play the song. The number of times you play the song would be entered in the "play frequency" column.
- Aggregate Tuning Hours ("ATH") is the average number of listeners to your stream during the reporting period.
 - If you are using a commercial provider to stream, they should be able to provide you with this number.
 - If you are streaming via your IT department, they may be able to provide this number or may need to purchase software in order to provide the number.
 - If you are streaming via your own servers, you will need to obtain software to parse the server logs to provide you with this number.

^NAME_OF_SERVICE^	^TRANSMISSION_CATEGORY^	^FEATURED_ARTIST^	^SOUND_RECORDING_TITLE^	^ISRC^	^ALBUM_TITLE^	^MARKETING_LABEL^	^ACTUAL_TOTAL_PERFORMANCES^	^AGGREGATE_TUNING_HOURS^	^CHANNEL_OR_PROGRAM_NAME^	^PLAY_FREQUENCY^
^Your University - WXYZ^	^G^	^tapes 'n tapes^	^in houston^	^the loon^	^xl^	3.1	^WXYZ^	1		
^Your University - WXYZ^	^G^	^unicorns^	^jellybones^	^who will cut our hair when we're gone?^	^alien8^	3.1	^WXYZ^	1		
^Your University - WXYZ^	^G^	^zero zero^	^true zero^	^am gold^	^jade tree^	3.1	^WXYZ^	1		
^Your University - WXYZ^	^G^	^secret machines^	^i hate pretending^	^ten silver drops^	^reprise^	3.1	^WXYZ^	1		
^Your University - WXYZ^	^G^	^royal trux^	^stevie^	^accelerator^	^drag city records^	3.1	^WXYZ^	1		
^Your University - WXYZ^	^G^	^cat power^	^the greatest^	^the greatest^	^matador^	3.1	^WXYZ^	1		
^Your University - WXYZ^	^G^	^supersystem^	^eagle fleeing eyries^	^a million microphones^	^touch & go^	3.1	^WXYZ^	1		
^Your University - WXYZ^	^G^	^niblet, scout^	^groundbreaking service^	^sweet heart fever^	^secretly canadian^	3.1	^WXYZ^	1		
^Your University - WXYZ^	^G^	^rey, sifredo e la sua orchestra^	^fotoromanza^	^swing around the world^	^putmayo^	3.1	^WXYZ^	1		
^Your University - WXYZ^	^G^	^final fantasy^	^if i were a carp^	^he poos clouds^	^tomlab^	3.1	^WXYZ^	1		
^Your University - WXYZ^	^G^	^royksopp^	^remind me^	^royksopp's night out live ep^	^astralworks^	3.1	^WXYZ^	1		

The above shows the output of the SoundExchange Excel template when filled with some data. This is only meant to provide stations with an idea of what SoundExchange expects from stations.

This document was created by inputting data into the SoundExchange template and following the instructions for using the supplied macro. The file was then opened with MS wordpad and printed as a legal size pdf on 10-24-06. SoundExchange may alter the template in the future, so what you get may differ from what was created above.