



## THE APM MUSIC CUE SHEET TOOL GUIDE

**APM Music's cue sheet tool** can help you save time and organize your music cue sheets easily. Within this document you will find instructions and tips to get you started.

Please note that the Cue Sheet Tool works for most EDL CMX\_3600 exports, though due to the many different products, versions and export options, certain formats are not supported. For more information on the recommended AVID format and exporting instruction, please visit our [APM Support Center](#).

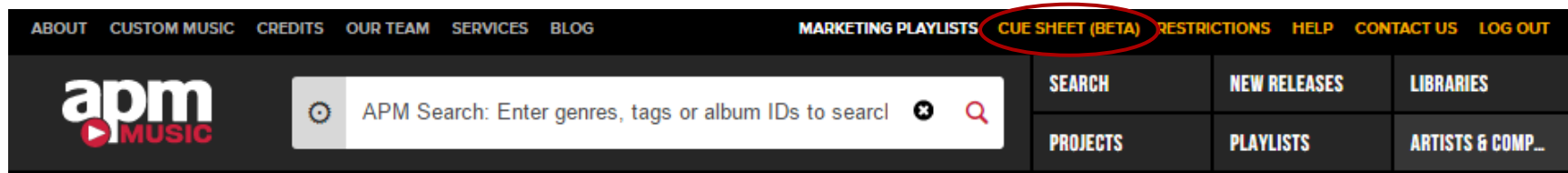
As we are currently in Beta Testing with our Cue Sheet tool, [please let us know of any bugs](#) you may encounter by [emailing us via our Support Center](#).

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### Log in

Once logged into [www.apmmusic.com](http://www.apmmusic.com), click on the **CUE SHEET (BETA)** menu item to access the Cue Sheet system.

*NOTE: The "Cue Sheets" menu item is not visible until you have logged in.*




## Creating Cue Sheets

Select the gear on the left panel and choose "Create Cue Sheet" from the dropdown menu.



Enter cue sheet, folder or user name    Active   

**Cue Sheets** 

There are no Cue Sheets created yet.

- Create cue sheet
- Create folder

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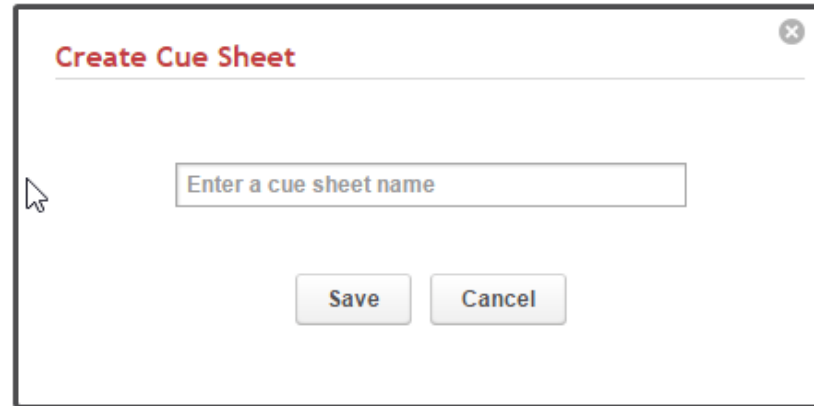
FILTER

- All
- Approved
- Pending
- Drafts

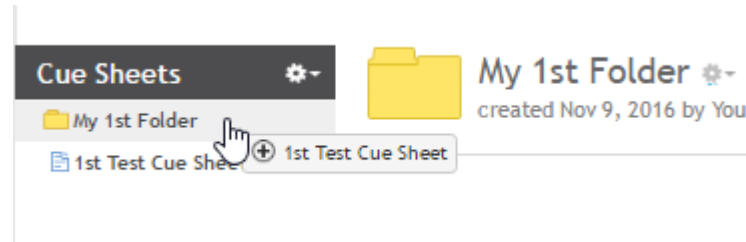
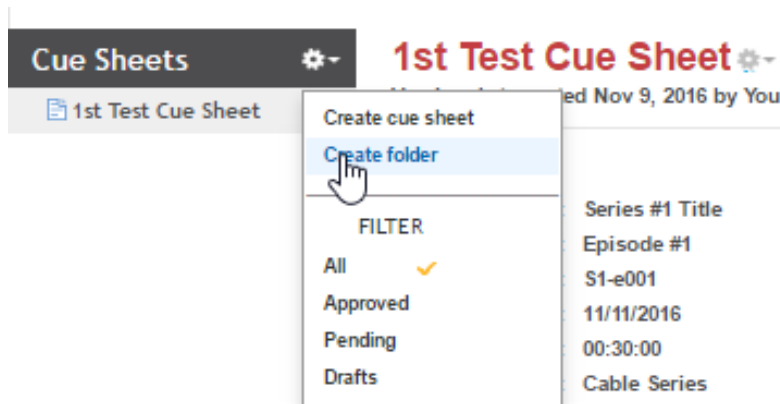
No Cue Sheets have been created yet.

[Create cue sheet](#)

From the Create Cue Sheet pop-up, enter a cue sheet name and hit SAVE.



You may also create folders to manage all of your cue sheets. Simply drag any of your cue sheets into the necessary folder. Both your cue sheets and folders will be organized alphabetically.



## Cue Sheet Editing

Once a Cue Sheet is created and displayed, click “Edit”

The screenshot shows the 'Cue Sheets' management interface. On the left, a sidebar contains a folder 'Example folder 123' and three cue sheets: 'Example cue sheet 1', 'Example cue sheet 2', and 'Example cue sheet 3'. The main area displays 'Example cue sheet 1' with a gear icon and a dropdown arrow. Below the title, it shows 'Version 1 | created Nov 15, 2016 by You'. On the right, there are two buttons: 'MARK AS DONE' (with a lock icon) and 'EXPORT' (with a document icon). The 'Edit' button is circled in red. The form fields are as follows:

Series/Film Title:		Company Name:	APM (Cue Sheet)
Episode Title:		Address:	
Episode Number:		Phone:	
Original Air Date:		Contact:	
Program Length:		Network:	
Program Type:			

At the bottom, there are two tabs: 'Cues' (selected) and 'Access'.

Once in edit mode, you can then enter the production details information (Series/Film Title, etc). Click “Save” when finished adding your cue sheet production details.

The screenshot shows the same 'Cue Sheet Editing' interface, but now in edit mode. The 'Edit' button is circled in red. The form fields are populated with the following information:

Series/Film Title:	Series #1 Title	Company Name:	APM (Cue Sheet)
Episode Title:	Episode #1	Address:	6255 Sunset Blvd, Suite 900
Episode Number:	S1-e001		Hollywood CA 90028
Original Air Date:	11/11/2016	Phone:	323-461-3211
Program Length:	00 : 30 : 00	Contact:	Jane APM
Program Type:	Cable Series	Network:	Example Network

At the bottom, there are two tabs: 'Cues' (selected) and 'Access'. The 'Save' button is circled in red.


## Adding Cues

You can add cues in 2 different ways:

1. To populate the cue sheet automatically, drag & drop an EDL or track into the cue sheet portal -OR- click “browse files”.
2. You may also choose “Click here” to add cue information manually.

Cues Access

0 Comments

Cue #	Title	Use
<p>No cues have been added to this cue sheet yet</p> <p><a href="#">Click here</a> to add a cue</p> <p>-OR-</p> <div style="border: 1px dashed gray; padding: 20px; text-align: center;"><p>Drag &amp; drop EDLs and/or tracks from your desktop or <a href="#">browse files</a></p></div>		

## Adding Cues: Importing from an EDL

If you upload an EDL, you will see a green “Upload complete” message in the Upload Status pop-up when finished.

Once an EDL has been uploaded, you will see that your tracks have been imported with the track name, composer, publisher, society and track duration. If you see a red “incomplete” error message at the top of the page, this indicates that there is missing information that you will need to edit.

The screenshot displays the 'Cue Sheets' application interface. At the top, a red banner indicates: "This cue sheet is incomplete. In order to submit for approval, please fill in all missing information." Below this, the page title is "1st Test Cue Sheet" with a version number and creation date. A navigation bar includes "Cues" and "Access" tabs. The main content area shows metadata for the cue sheet, including Series/Film Title, Episode Title, Episode Number, Original Air Date, Program Length, Program Type, Company Name, Address, Phone, Contact, and Network. Below the metadata are "Cues" and "Access" tabs, and a "0 Comments" section. The main table lists imported cues with columns for Cue #, Title, Use, Timing, Time In, Time Out, and Distributor. An "Upload Status" pop-up window is overlaid on the bottom left, showing a green progress bar and the text "Upload complete" for the file "1st Test Cue Sheet.edl".

Cue #	Title	Use	Timing	Time In	Time Out	Distributor
1	Away We Go 30	Background Instrumental	00:29	01:00:10:00	01:00:38:21	APM
	Composer: Emily Taylor		PRS			20%
	Jamie Tovey		PRS			40%
	Daniel Tovey		PRS			40%
	Publisher: KPM APM		ASCAP			100%
	Background Instrumental		00:01	01:00:38:00	01:00:38:07	APM
	GEMA					100%
	ASCAP					50%
	GEMA					25%
	GEMA					25%
	Background Instrumental		00:23	01:01:12:15	01:01:35:05	APM
	GEMA					100%
	ASCAP					50%
	GEMA					25%
	GEMA					25%
	Background Instrumental		00:03	01:01:32:00	01:01:35:02	APM

**NOTE:** The system relies on data from other libraries and, therefore, we do not guarantee the accuracy of information. As well, if a track has been renamed for some reason, you may not find information in the system.

## Editing Cue Sheet Information

### TRACK TITLES

If track information is not fully populated or if you are adding a cue, click on the Track Title to access a Look-Up function where you can search by Track Title or Track ID.

Simply double click on the audio file name and enter the track name or Library, CD and track number to search. Removing the last few characters from the file name often works to show the correct track name.

9	XYZ-9009_10_NEW_SONG.WAV	Background Instrumental	01:04	01:03:03:07	01:04:07:10	⊗
	Composer: <input type="text" value="Enter a composer name"/>	<input type="text" value="Society"/>	<input type="text" value="Ownership"/>			
	Publisher: <input type="text" value="Enter a publisher name"/>	<input type="text" value="Society"/>	<input type="text" value="Ownership"/>			

### Track Title Look-Up Example:

9	New Song
	New Song (ReverbNation Music/RNM 76/3)
	I Love A New Song (Kosinus/KOS-0183/2)
	New Song - Underscore (ReverbNation Music/RNM 76/4)
10	Hu
	I Love A New Song (Kosinus/KOS-0301/21)
	I Love A New Song (Kosinus/KOS-0183/1)

### Track ID Look-Up Examples:

Example 1:

9	RNM-76 3
	New Song (ReverbNation Music/RNM 76/3)
	Everything I Want (ReverbNation Music/RNM-0158/3)

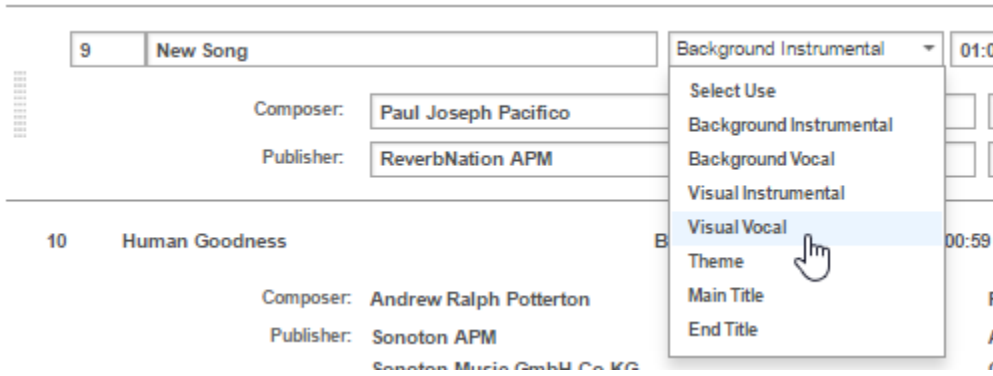
Example 2:

9	RNM 76 3
	New Song (ReverbNation Music/RNM 76/3)
	Everything I Want (ReverbNation Music/RNM-0158/3)

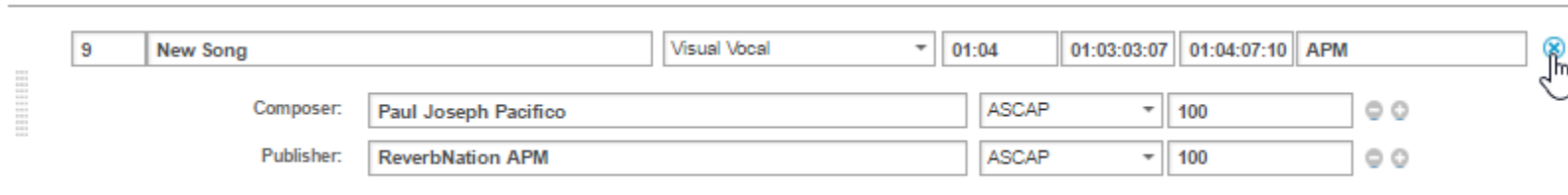
Example 3:

9	RNM-0076-3
	New Song (ReverbNation Music/RNM 76/3)
	Everything I Want (ReverbNation Music/RNM-0158/3)

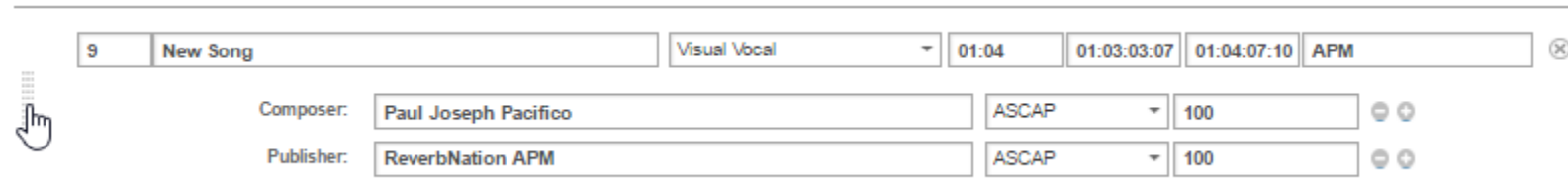
**CHANGE TYPE OF USE:** Each use type in the “Use” column defaults to “Background Instrumental;” however, this should be adjusted to fit the proper use type before submitting the cue sheets.



**DELETING A CUE:** To delete, click the [x] on the right of the track name. Please note, this will permanently delete the cue from the cue sheet and can only be added upon re-upload of the original cue sheet.



**MOVING A CUE:** Move a cue by dragging it up or down or by changing the Cue#:





## EXPORTING THE CUE SHEET

When finished with your cue sheet, you may mark it as done and LOCK IT (if desired) or simply select the Export button in the top right corner to format your cue sheet for each society\*.

**Example Show** \*  
Version 1 | created Jun 21, 2016 by You

Save | Cancel

Series/Film Title:

Episode Title:

Episode Number:

Original Air Date:

Program Length:  :  :

Program Type:

Company Name:

Address:

Phone:

Contact:

Network:

Click on “Edit Fields” to specify the fields to Export within the Cue Sheet. Time Codes (and other columns) may be included or excluded.

**Export Cue Sheet**

Select Society  [Edit Fields](#)

**Export Cue Sheet**

ASCAP  [Edit Fields](#)

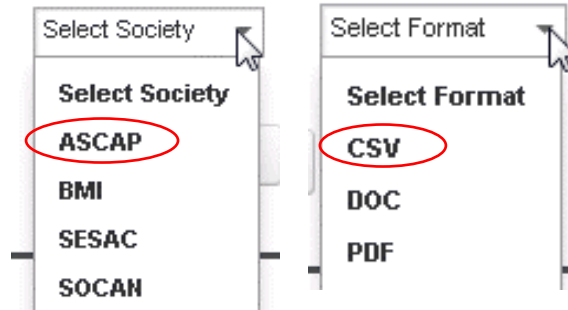
**COLUMNS**

- Cue #
- Use
- Timing
- Time In
- Time Out
- Distributor

**ROWS**

- Composer
- Composer PRO
- Composer %
- Publisher
- Publisher PRO
- Publisher %

**IMPORTANT:** Various export formats are available for your convenience; however, when exporting a cue sheet for APM Music, we ask that any submissions are exported as **ASCAP CSV**.



**ASCAP CSV Example:**

	A	B	C	D	E	F	G	H
1	Series/Film Title:	Series #1 Title	Company Name:	APM (Cue Sheet)				
2	Episode Title/Number:	Episode #1/S1-e001	Address:	6255 Sunset Blvd. #900 Hollywood CA 90028				
3	Estimated Airdate:	11/11/2016	Phone:	323-461-3211				
4	Program Length:	00:30:00	Contact:	Cue Sheet Coordinator				
5	Program Type:	Cable Series	Network Station:	TNT				
6								
7								
8	Cue #	Cue Title	Library ID	Composer(s) Affiliation / %	Publisher(s) Affiliation / %	Use*	Timing	Distributor
9	1	Away We Go 30	KPM_JM_0077_02001	Emily Taylor PRS 20% Jamie Tovey PRS 40% Daniel Tovey PRS 40%	KPM APM ASCAP 100%	BI	00:29	APM
10	2	Palace In Wonderland B	SON_SCDV_0546_04101	Steve Mushrush GEMA 100%	Sonoton APM ASCAP 50% Sonoton Music GmbH Co KG GEMA 25% UNBOUND Music GmbH GEMA	BI	00:01	APM
11	3	Comfort Vibe C	SON_SCDV_0546_02301	Citokid GEMA 100%	Sonoton APM ASCAP 50% Sonoton Music GmbH Co KG GEMA 25% UNBOUND Music GmbH GEMA	BI	00:23	APM

*\*PLEASE NOTE: APM Music does not submit cue sheets to performing rights society on your behalf. You are responsible for submitting cue sheets to ASCAP, BMI, SESAC and SOCAN.*

**Upon completion, we ask that you email your cue sheets to [annualreporting@apmmusic.com](mailto:annualreporting@apmmusic.com) to allow us to make a record of the music use and pay our composers.**