



Helpful Instructions

Welcome to ONE LICENSE! Thank you for purchasing a license to access music from the top Catholic and mainline Protestant music publishers for use in your liturgies and other celebrations and events. The purpose of this document is to help you understand how to utilize our service, comply with the legal requirements of reproducing copyrighted music, manage your account, and report song usage. Please keep this information in a safe, accessible place for your reference in the future. You can also find this information on our website, www.onelicense.net.

What Is ONE LICENSE?

ONE LICENSE is an online music reproduction licensing service that provides access to the music of top Catholic and mainline Protestant publishers and composers. ONE LICENSE also provides downloadable congregational versions of music (also called assembly versions), Podcast/Streaming Licenses, and Practice-Track Licenses. ONE LICENSE also provides its license holders with tools to report the songs they use in each of their liturgies, services, and other celebrations and events each week.

Publishers and composers depend on accurate reporting, and we trust that you will do everything in your power to report responsibly. The **primary function** of ONE LICENSE is to offer an online way for license holders to report usage of works. The **secondary function** is to offer downloadable files for congregational reprints. Please file this information in a safe place so you can refer to it often.

Account Profile Information

Your ONE LICENSE account profile is where you manage the information about you and your account users. It includes the email address of the primary and secondary users and other important contact information. You may also indicate in your profile which worship resources (hymnals and missals) you regularly use and the number of liturgies or services you have each week.

Designating the worship resources you regularly use in your Account Profile allows you to more easily search for the music you need to access the downloadable congregational versions and to report usage. Likewise, indicating the number of liturgies or services you have each week will make your usage reporting faster and easier. You always have access to your Account Profile on the ONE LICENSE website just by clicking "Profile."

It is especially important to keep the primary account email address and contact information current because renewal invoices will be sent to the billing contact on file. You may make changes to your profile by logging in to the ONE LICENSE website. If your email address needs to be updated, because of personnel changes or any other reason, please log in and click on "Profile" to update the information accordingly.

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Valid for: 09/09/2020 – 09/08/2021

Please be sure to include this information on all materials reprinted with your license. Also, please note that for security reasons, we cannot send your password through this document. Please use the "forgot your password" link on the login page.



The Process of Reporting

Publishers and composers depend on accurate reporting, and we trust that you will do everything in your power to report responsibly. Your song usage reporting ensures a fair and equitable distribution of royalties to our Member Publishers and ultimately to the composers and text writers who create the beautiful music you use in your liturgies and other celebrations and events. You are required to report the usage of all titles used under your license. You can find helpful tutorial videos on this topics at www.news.onelicense.net.

Reporting is easy! Simply search for the title, first line, or composer using the keyword search. Find the appropriate title, click "REPORT" and it will be added to your weekly usage. If you designated the number of services you have each week in your Account Profile, the correct number of uses will automatically appear when you click "REPORT." If you did not designate the number of services you have each week in your Account Profile, you will be prompted to enter the correct number of uses for the week.

For those who plan ahead or have fallen behind, you are able to report twelve weeks in the past and six weeks in the future. If you have fallen significantly behind, it is better to report past titles in the current week than to not report them at all. This ensures that authors, composers, and publishers are being paid for their work.

For those who have chosen the Podcast/Streaming License option in addition to reprint permission, be sure to select whether you are reporting a reprint, a podcast/stream, or both for each song.

The Process of Downloading and Reprinting/Reproducing

You must be logged in to your ONE LICENSE account to download music. Once you are logged in, use the keyword search to find downloadable music image files. Different computers handle this task in different ways, but once you find the title you need you may select the file format that works best for you, including high-resolution PDF, TIFF, and GIF files.

You may preview each of the available files to confirm you have found the right song before downloading it. Once you have downloaded the file, you can easily insert the file into Word, PowerPoint, Google Docs, InDesign, or other publishing software. Please note that if your selected TIFF file song has a gray background in the online preview; the gray background will go away when it is placed into a page layout program or word processor. The backgrounds are transparent, allowing you to layer graphics on top of the images.

If you have a significant number of titles to download for your worship aid, you can use our convenient "work list" capability.

1. Create a work list where you can organize your music choices.
2. Choose the songs you want to include in your worship aid and add them to your work list.
3. Download the work list to your computer.
 - a. The images in your work list will be zipped together and placed in your download folder.
 - b. Unzip the file and drag the folder to your desktop for easy access.
 - c. You will get two files of each song you choose, a PDF and a TIFF.
 - i. The TIFF file is best for use in printed worship aids.
 - ii. The PDF file is best for use in projected presentations.

NOTE: You cannot reuse images downloaded under a Single-Use License unless you purchase another Single-Use License.



While our ONE LICENSE team is here to help you with this process, for specific help with file types and downloading, you may need to reach out to a colleague or an organization that offers desktop publishing support.

Additionally, please note that octavos, other choral editions, and accompaniments are not available through this service. Our Member Publishers would be happy to help you with your other music needs. Please contact them directly with your questions. You may find contact information for all ONE LICENSE Member Publishers by visiting that page on our website.

Copyright Notice Requirements

As a ONE LICENSE license holder, you are required to print the copyright acknowledgment on the bottom of the first page of each reprinted hymn or song. You must include the symbol ©, the year of copyright, and the name of the copyright holder. In addition, the words "All rights reserved" and your organization's license number (with the other acknowledgments contained therein) must appear with either each piece, or at the beginning/end of the booklet/slide/worship aid.

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In both situations, you would replace the example ONE LICENSE license number with your own valid license number.

How to Contact Us

At ONE LICENSE, we care about the success of your music ministry and are here to help with your questions and concerns. The easiest way to reach us is by emailing info@onelicense.net or selecting "Support" from your login page. Either way, you'll be submitting a ticket to our support team who will get back to you promptly.

We also recommend you visiting our blog at news.onelicense.net for articles and updates. Additionally, you can subscribe to our newsletter in your account profile.

If you wish to reach us by phone, you can do so at 1-800-ONE-1501. We look forward to helping you inspire congregational song!