



ONE LICENSE
Inspiring congregational song

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Dear License Holders,

Greetings to you from the ONE LICENSE Team! We are so glad that you were able to experience this year's New User Webinar. Whether you joined us live or have watched the recording we hope that the information we shared allows you to utilize your ONE LICENSE permissions to the fullest extent possible!

If we were not able to answer your question live, or if the Webinar has inspired further questions please reach out to us at info@onelicense.net. You can also reach us by logging in to your ONE LICENSE account and clicking on the "Contact" tab in the upper right hand corner of your screen. Feel free to put "2021 New User Webinar" in the subject of your message and we will respond by email, usually within two to three business days.

Below, you will find a ONE LICENSE Fast Facts sheet! This PDF is designed to help answer many of our most popular questions quickly and easily.

Thank you for being a part of the ONE LICENSE community! We appreciate you and the ministry that you do within your organizations. We wish you all the best in the year to come and look forward to continuing to serve you in the future.

All the best,

Brenna C. Cronin, General Manager
Katie M. Deaver, Assistant Manager
Sierra Ronning, Multimedia Specialist
And the entire global ONE LICENSE team



ONE LICENSE Fast Facts

- **Determining Your Category Size**
 - If your organization is holding online services, either live or pre-recorded, you should add your in-person attendance and your weekly video views to determine your average weekly attendance. Check out our blog for a helpful article about finding your view numbers!
 - <https://news.onelicense.net/2021/01/18/understanding-video-analytics-and-online-attendance/>
- **Congregational Reprints - Annual Reprint License**
 - Your Annual Reprint License allows you to reprint the text or melody line of congregational music in your worship aid, and/or on a projection screen.
 - Our Member Publishers decide which downloads they will make available and what form those downloads will be in (PDF, TIFF, TXT, GIF). You can download these files or create your own if they aren't provided.
 - Need permissions to post your services online? Expand your Annual Reprint License coverage to include the Podcast / Streaming Bundle!
 - <https://onelicense.net/how-it-works#podcast>
- **Choral, and Instrumental Podcast / Streaming Permissions**
 - If you have a Podcast / Streaming License (either the Bundle or the Limited), you have permission to include copyrighted music that is held by our Member Publishers in your online services - both live and pre-recorded.
 - Text and melody reprints of congregational music can be included only for organizations with the Podcast / Streaming Bundle.
 - <https://news.onelicense.net/2020/05/21/an-in-depth-look-at-the-podcaststreaming-license/>
- **Online Services**
 - If your organization is holding worship services online, regardless of the website used, you need a Podcast / Streaming License. This includes both pre-recorded and live-streamed services on any platform, including Zoom, Facebook, YouTube, Vimeo, etc.
 - https://onelicense.net/download/how-it-works/Which_Music_Copyright_License_Do_I_Need.pdf
- **Hymnals and Reprinting**
 - Purchase of a hymnal resource does not include permissions to reprint or reproduce from that resource. Reprinting the text or melody for a worship aid, projection screen, or in your posted video requires a reprint license. You also need to report that music usage in your ONE LICENSE account.
 - https://onelicense.net/download/how-it-works/Do_I_Need_a_Music_Copyright_License.pdf

- Reporting
 - For in-person worship services, you should report any congregational music that has been reprinted in a worship aid and/or on a projection screen.
 - For online services, both live-streamed and pre-recorded, you should report ALL included copyrighted music covered by our service. This includes choral pieces and instrumental pieces as well as congregational music.
 - <https://onelicense.net/search>

- Can't Find Your Hymnal in the Drop-down?
 - Even if you aren't able to find your hymnal in the reporting drop-down menu, that doesn't mean the song isn't covered. Not all Member Publishers index their hymnals on our website, but they do include their title data! Try searching by song title and composer to generate results from our Member Publishers.
 - <https://onelicense.net/search>

- Practice-Track License
 - Are you trying to find a new way to rehearse your choir that allows for safety and follows regional guidelines? The Practice-Track License might be a great fit for you! This license allows you to create MP3s or CDs for your musicians, specifically for rehearsal purposes.
 - <https://news.onelicense.net/2020/11/04/practice-track-licenses-a-helpful-tool-for-music-ministry/>

- Displaying Your License Information
 - Including both the copyright information AND the licensing information is required when listing the pieces you use in your services.
 - Copyright line example: *"Title: Jane Doe, © 1987 ABC Music Co.; All rights reserved."*
 - Licensing line example: *Used with permission under ONE LICENSE #A-000000."* All rights reserved. Be sure to replace the zeros with your own license number!
 - For online services, remember to include your copyright and licensing information in the video description before uploading and, if possible, on a slide at the beginning or end of the video.
 - <https://news.onelicense.net/2020/09/21/not-just-a-quick-fix-streaming-is-the-new-way-of-doing->