



## Mississippi Bandmasters Association / MHSAA



### **Copyright Verification Information**

It is the requirement of the MHSAA / MBA that every music performance occurring at MHSAA/MBA Sanctioned Events by United States Copyright Law compliant. If the music being performed is NOT a stock arrangement, the MBA/MHSAA is requiring confirmation of appropriate copyright permissions by entering the proper information into the National Federation of High Schools (NFHS) Copyright Compliance Database **PRIOR TO ANY PERFORMANCE BY YOUR ENSEMBLE.** Each MBA/MHSAA sanctioned event must adhere to this policy to ensure all music being performed is copyright compliant.

**Each Director must complete the FREE NFHSLearn.com course entitled Understanding Copyright and Compliance.** This course is available on the NFHSLearn website. A link to this course is provided on the Mississippi Bandmasters website – [www.msbandmasters.com](http://www.msbandmasters.com)

The following guidance has been developed to aid host sites and participating groups with the process of uploading copyright clearance.

#### **PARTICIPATING BANDS/ENSEMBLES**

##### **What's needed:**

Each participating school is required to upload the proper information concerning copyright permission prior to performance. The director of the ensemble should input this information in the NFHS Copyright Compliance database as outlined in this document.

- **Stock Arrangements:** No additional action is required other than inputting your selection information from the piece including the publisher.
- **Original Composition:** Upload a letter from composer granting you permission to duplicate and perform their work.
- **Public Domain:** Choose this option if your selection is in the Public Domain. Nothing to upload. Be prepared to provide documentation showing that the work is in the public domain.
- **Custom Arrangement:** Provide custom arrangement license or permission that has been secured from the rights holder. This may be acquired through a 3<sup>rd</sup> party.

## **How do I upload this information?**

The MBA/MHSAA will utilize the NFHS Copyright Compliance Database to manage copyright permissions for each school. To use this tool:

1. Go to [nfhs.org](http://nfhs.org)
2. Select "Register" (or login if you are already in the NFHS system)
3. Once you are set up as a user, select the "Resources" dropdown and select "Copyright Compliance".
4. Select "My Schools"
5. Select the "Manage Schools" button and then select "Create School" if your school name is not present.
6. Once your school has been created, select "Manage Ensembles" and then select "Add Ensemble".
7. Once your ensemble is created then select "Manage Selections"
8. Select "Add Selection", input the needed data and upload all verifications that are needed. Verifications should be in .pdf format and should be organized before beginning this process.

Repeat this step until all selections being performed have been entered.

9. Select "Back to Main Page" and then select "Search Events"
10. Select **MISSISSIPPI** from the State dropdown and select the year your event occurs.
11. Select View/Attend for the event you are interested in participating and check the box for your ensemble.
12. If ensembles are attending multiple events they can simply select view/attend for those additional events as well.

## **HOSTING SCHOOLS OF MHSAA SANCTIONED EVENTS**

The Host School should create an event through the NFHS Copyright Compliance Database. This can be completed using the steps above to access the NFHS Database. Each host school will be responsible for checking and monitoring copyright clearances for all participating ensembles prior to the event.

The MHSAA will monitor participation and copyright clearance for the MHSAA State Marching Evaluation for all regions, and the MHSAA/MBA Marching Championships for all classes and sites.