Your TAXI Music Hosting Page Guide

How to upload and submit your music, bio, photos, and much more!
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What is it?
“Submit Music” is where you will go to see all of our current listings, as well as the place to SUBMIT your music in response to the Listings.

PLEASE NOTE: You’ll need to have your Songs or Instrumentals uploaded to your account **before** you can submit to Listings.
### Submission Directions:

1. **Step 1:** Select the listing you want to submit to on the right.
2. **Step 2:** Select the songs you'd like to submit.
3. **Step 3:** Select another listing or proceed to checkout.

See referenced artists ("ala's")

9/1/13 Letter from The Prez

"Yes Tim, The TAXI Road Rally Is Really Free."

Dear Passengers,

I closed the office early today (Friday, August 30th) so the staff could get a jump on the holiday weekend. I heard the front door close as the last person left. I put my laptop in my bag and ran outside to head home.

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### Submission Directions:

**Show All Listings**  **Find A Genre**

**Submission Directions:**

1. **Step 1:** Select the listing you want to submit to below.
2. **Step 2:** Select the songs you'd like to submit.
3. **Step 3:** Select another listing or proceed to checkout.

AAA/Alternative/Modern Rock

CONTEMPOARY BLUES INSPIRED ROCK SONGS with Male Vocals that would generally appeal to fans of artists like Hanni El Khatib, Black Rebel Motorcycle Club, The Stone Foxes, etc., are needed by the Head of Creative at a very successful Film & TV Music Publishing Company. She wants Critical, Up-Tempo Songs that will add a cool, dramatic, or intense vibe to some of the scenes she’s pitching for on a very popular network TV show. Please keep your lyrics universal. Broadcast quality is needed (great sounding home recordings are fine). This company offers an Exclusive, two-year deal. You’ll keep 100% of the Writer’s share. They’ll keep 100% of the Publishing. The company splits the sync fee with you 50/50. You must own or control 100% of your Master and Composition rights to submit to this pitch. Please submit one to three songs online or per CD. All submissions will be screened on a Yes/No basis - No full critiques. Submissions must be received no later than Tuesday, January 7, 2014. TAXI # Y140107RK

2. **Submit to this listing** TAXI # Y140107RK

3. **Back To Homepage**

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1. You have an option to Show All Listings, or select a genre from the dropdown menu named “Find a Genre”. If you’re a TAXI Dispatch member, you’ll see a second green button named “Dispatch” as well. That button will allow you to show all Dispatch listings.

2. Click on the blue “Submit to this listing” link underneath the listing you want to submit to.

3. Click the “Back to Homepage” button if you would like to go back to the TAXI hosting main screen.
1 – Please double check to see that you have selected the correct listing number.

2 – When you select tracks/songs, you will see this dollar amount increase by $5 for every selected Song (for a maximum of three Songs). In this example, one Song was selected.

3 – Click the circle next to the picture (in the example, it’s our cab) you would like to submit to the Listing, if the Listing asks you to submit a photo and a bio.

4 – Click the circle next to the bio you would like to submit to the listing.

5 – You can listen to your selected Songs here!

6 – You can select the Songs you would like to submit to the listing by checking the box.

7 – When you have selected up to three Songs or Instrumentals, please click on “Checkout” to proceed to the next screen to confirm your order. Once confirmed, click “Confirm Checkout.”

8 – This will send you back to the main TAXI Hosting page.
After You Click “Checkout,” You Will See The Following:

1 – This shows how many Songs you’ve submitted, plus the dollar total.

2 – The Listing number you are submitting to will be displayed here.

3 – Click “Edit” to edit the Songs, Photo, or Bio selected for the listing. Click “Remove” if you would like to select a different Listing.

4 – By clicking on these three blue arrows, you will see the Songs you are going to submit.

5 – Click “Continue To Secure Checkout” once you have verified the above information. **ONLY CLICK “CONTINUE TO SECURE CHECKOUT” IF ALL INFORMATION IS CORRECT.** This will lead you to a new page to enter your credit/debit card information.

6 – “Back To Homepage” will send you back to your main TAXI Hosting page without submitting your music.
Your Submission History

What is it?
Click on “Submission History” to see your current and past submissions.

PLEASE NOTE: You will receive an e-mail notification about the status of your submission approximately 10 to 30 days after the deadline date of each listing. MAKE SURE TO CHECK YOUR SPAM FOLDER IF YOU DO NOT SEE EMAILS FROM TAXI.
Submission History

1 – All of your music listed under this section has yet to be screened, and or critiqued.

2 – This shows which Listing you submitted to. This is the same under “Finished.” Y and U listings are screened on a Yes/No basis only, with short comments. “S” listings receive more comprehensive critiques.

3 – This is the date that you submitted your music. You will receive an e-mail notification about the status of your submission about 10 to 30 days after the deadline date of each listing.

4 – “Songs” displays the titles of your Songs or Instrumentals submitted.

5 – “Status” will display the current status of your submissions.

6 – All of your music listed under this section has already been critiqued.

7 – [R] means that song was “Returned” and [F] means that song was “Forwarded.” It is possible to have one song “Forwarded” and one “Returned” for the same submission.

8 – If even only one song is “Forwarded,” this area will display “Forwarded.”

9 – Click this link to view your critiques for that particular submission.

10 – If your song is forwarded, you will see this link! Click it for a printable certificate!
What is it?
A custom critique is an in-depth review by a TAXI screener based on questions you provide. He or she will provide helpful insight into whatever you may want to know about one of your uploaded Songs or Instrumentals. Custom critiques cost $20. The next page tells you how to “Get a Custom Critique.”
1 – Type in any questions you want the screener to answer here. Since there is no listing involved with a Custom Critique, the screener will use your questions as a guide on how they will critique your Song or Instrumental. They can give you feedback and guidance on lyrics, melodies, song structure, mix issues, vocal concerns, instrument sounds, etc. They probably won’t give you advice on which genre of listings to pitch your music to because genres like Pop are so wide ranging that it’s difficult.

2 – Select one Song or Instrumental that you would like the screener to critique.

3 – Verify that all of the information you want to ask is there and that the right Song is selected before pressing “Submit.” “Cancel” will send you back to your hosting page. “Submit” will guide you to a payment page.
Upgrade Hosting

What is it?
“Upgrade Hosting” will allow you to increase the number of Songs you can have uploaded to your account at a time. You can increase this amount to 100 or 150 Songs. The cost starts at $49.95 for up to 100 Songs and $99.90 for up to 150 Songs until your membership expires. The price is prorated and discounted at 14 cents per day so you only pay for the remaining days of your membership that you’ll be using when you upgrade your hosting space.
Hosting FAQs

What is it?
“Hosting FAQs” includes questions you may have about how to navigate your hosting site. If you have any questions that you don’t see on the Hosting FAQs, or just want a question answered more in depth, please feel free to call us here at TAXI!

Toll Free for United States and Canada: 800-458-2111
For calls from outside of the United States: 818-222-2464
What is it?
“Upgrade to Dispatch” is a link to help you sign up for our Dispatch service. The Dispatch listings are additional listings we put out every month that have a faster paced turn-around time and are geared toward composers who write Instrumentals for film and TV. Dispatch has a prorated cost of $149.95 until the end of the year’s membership. For everyday of your membership, the price is discounted around 42 cents per day so that you only pay for the days that you will be using once you upgrade. To get a detailed explanation of Dispatch, click here!
What is it?
“My TAXI Homepage” is your main page where you will see all of your uploaded and linked information. You will see the music (pg. 20-22), photos (pg. 23-24), bios (pg. 25-26), and videos you have linked to (pg. 29-30). You can answer the questions in your interview section, monitor your gigs (pg. 27), and see who your fans are (pg. 28). This also gives a quick insight into where you are from, your website, and the genre of music you typically work in (pg. 18-19).
<table>
<thead>
<tr>
<th>Artist Pictures</th>
<th>Artist Songs</th>
</tr>
</thead>
<tbody>
<tr>
<td>No photos uploaded</td>
<td>There are no songs currently uploaded.</td>
</tr>
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</table>

<table>
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<tr>
<th>Interview</th>
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</thead>
<tbody>
<tr>
<td>After you save it, the public can see the entire interview.</td>
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<table>
<thead>
<tr>
<th>Videos</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Gigs</th>
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</thead>
<tbody>
<tr>
<td>There are no gigs currently listed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fans</th>
</tr>
</thead>
<tbody>
<tr>
<td>No fans entered</td>
</tr>
</tbody>
</table>
1 – This is where the photos from “My Pictures” will be displayed. You can have up to three pictures at a time. The “Edit” link on top of it will redirect you to “My Pictures.” (Pg. 23-24)

2 – When you edit your “Hometown,” “Country,” “Genre,” or “Website” under your “Artist Info” page, they will be displayed here.

3 – This is where your bios from “My Bios” will be displayed. You can only have up to two bios at a time. The “Edit” link next to it will redirect you to “My Bios.” (Pg. 25-26)

4 – “Click Here for Interview” will allow you to take a preset interview and to display it in “My TAXI Homepage.”

5 – This is where the music from “My Music” will be displayed. You are able to upload up to 50 Songs with your free hosting account, but can show up to 150 Songs if you “Upgrade Hosting.” (Pg. 11) The “Edit” link on top of it will redirect you to “My Music.” (Pg. 20-22)

6 – This is where your videos from “My Videos” will be displayed. The “Edit” link on top of it will redirect you to “My Videos.” (Pg. 29-30)

7 – This is where your gigs from “My Gigs” will be displayed. The “Edit” link on top of it will redirect you to “My Gigs.” (Pg. 27)

8 – This is where your fans from “My Fans” will be displayed. The “Edit” link on top of it will redirect you to “My Fans.” (Pg. 28)
My Profile

What is it?
In “My Profile,” you can see your TAXI ID number, when you're your membership will end, and can change or edit the information in your profile. You can also change your password and edit your contact information here.

PLEASE NOTE: Changing your name in “My Profile” will change how your login name appears on your profile.
My Artist Info

What is it?
“My Artist Info” is where you can edit a variety of fields. You can edit your artist/band name, your city, your state/province, country, gender, and genre. You can add a personal website address, a link to buy your music online as well as the name for that link, and create a personalized TAXI link.

PLEASE NOTE: Changing your “Artist/Band Name” will change how it appears on “My TAXI Homepage,” but not your name when you login.
1 – Here you can edit your “Artist/Band Name” this will show up on your “My TAXI Homepage” as your header name.

2 – Here you can edit “Your City” name. This will appear on “My TAXI Homepage.”

3 – Here you can edit “Your City/Province.” This will appear on “My TAXI Homepage.”

4 – Here you can edit your “Country.” This will appear on “My TAXI Homepage.”

5 – Here you can enter your “Website Address.” This will appear on “My TAXI Homepage.”

6 – Here you can edit your “Gender.” No jokes please ;-) 

7 – In this field, you can enter a link where friends or fans can buy your music.

8 – This field will allow you to name the link in #7 so that others will not see a long URL to click on.

9 – Your TAXI link is commonly used when you would like to direct friends and fans to your site. Please note that your TAXI link starts with www.taxi.com. This link will direct people to your “My TAXI Homepage.” Please note that this is different than where you go to login (www.taximusic.com).

10 – Be sure to click “Save My Information And Continue” or your updates won’t be saved!
What is it?
“My Music” is where you’ll upload your music to your TAXI hosting page. Your hosting account holds up to 50 Songs/Instrumentals for FREE. If you’d like to upload more than 50 Songs/Instrumentals to your account, please go to “Upgrade Hosting” (pg. 11). The next two pages are more in depth for how to manage your “My Music” page.
Upload Your Music

1. **Step 1.** Click the "Browse" or "Choose File" (depending on your browser) button and find your song.

   **Step 2.** Type the name of your song in the "Title" box.

   **Step 3.** Choose a genre for your song from the pull-down menu.

   **Step 4.** Type or paste your lyrics in the box marked lyrics.

   **Step 5.** Select or deselect "public" or "downloadable" boxes.

   "**NOTE**" There are programs available that "rip" streams of your songs into mp3s (no matter where they are: TAXI, MySpace, YouTube, etc.) The only way to truly prevent your songs from being downloaded is to uncheck the "Public" and "Downloadable" check boxes below and hide your music from the public.

   TAXI will always be able to hear your material.

   **Step 6.** Click "Upload."

   (Depending on your internet connection this process could take a while.)

   If you need help making mp3s, click here for a video tutorial.

1 – You can only upload MP3 files at 192kbps. iTunes includes a free converter you can use to turn your files into MP3s at 192kbps. Please refer to “TAXI Road Map – Converting MP3s” for a step-by-step walkthrough on how to do this. **Music Supervisors and Music Libraries will often ask you for higher resolution files at a later time if they want to use your music.**

2 – The title of your Song goes here.

3 – “Browse” will allow you to upload your music from your computer.
4 – “Genre” will allow you to classify your Song as a certain genre. This is not required to submit your music. If you classify a Song/Instrumental as one genre, it won’t prevent you from submitting that music to Listings for genres other than what you’ve classified it as.

5 – Regardless of whether or not you select “Public” or “Downloadable,” our screeners will still be able to hear your music. “Public” allows your music to be heard by anybody, and also makes your music eligible to be played on TAXI TV or to be included in TAXI’s Top 10. “Downloadable” enables individuals to download music from your TAXI homepage. Not to worry, your TAXI Homepage is not searchable on Internet search engines.

6 – The lyrics field is where you type lyrics into your Songs. Be sure to delete the “Type your lyrics here” when typing in lyrics! This field will not allow you to upload a file; all lyrics must be typed or copy/pasted.

7 – Once you have filled out all of the above information, click on “Upload.” But don’t leave the page yet!

8 – Here, you will see all of the Songs that you have already uploaded or have uploaded in this session.

9 – There are five buttons here. “Lyrics,” “Play,” “Edit,” “Remove,” and “Download.” “Lyrics” will let you view the lyrics, “Play” will let you play your Song, and “Download” will enable you to download your music. Nobody else sees the “My Music” page. “Edit” will enable you to change the title, file, lyrics, public/downloadable options, and genre for your file. The “Play” button will not show up right away when music is uploaded. It takes a few minutes. If you’d like to remove your music, just click “Remove.”

10 – Click “Done Uploading” to leave your “My Music” page and to ensure that all of the Songs that you just uploaded will stay on your profile.

IMPORTANT… PLEASE NOTE: If you do not click “Done Uploading” at the end, your music will not be uploaded to your profile.
What is it?
In “My Pictures” you can upload up to three pictures for your profile. Some TAXI Listings (especially for labels looking for artists) will ask you to submit a photo. All photos must be under 200kb in order for them to be uploaded properly. You can have up three photos hosted in your profile.
Upload Your Photos

You get to upload three (3) pictures. One will be your default picture (the main picture displayed in your profile) and the other two will be small thumbnails that visitors can click on to enlarge. You can change the default later if you’d like.

To upload the photos just click the “Browse or Choose File” button (depending on your browser) and search your computer for the photo you’d like to upload. You can upload all three photos at once, or upload one and add more later. Don’t forget to give each photo a title and choose whether or not you want it viewable by the public. This may take a few minutes, depending on your internet connection speed.

(NO nude, X-rated, or photos you don’t own the copyright to may be uploaded.)
(Max photo size 200K)

1 – The photo with “Default” next to it is the first photo that people will see if they view your profile.

2 – Enter what you would like to call the photo into this field.

3 – Hit “Browse” to select a file from your computer to upload. All files must be under 200kb to upload. Please refer to “TAXI Road Map – Resizing Your Pictures” for a step-by-step guide on how to do this.

4 – The “Public” selection will determine whether or not others can see your photo if they go to your TAXI Homepage.

5 – **When you are done uploading, click “Upload Now.” If you do not click “Upload Now,” your uploaded pictures will not be saved!**
What is it?
You can upload up to two bios for your profile. These bios are occasionally required by our listings. All bios must be under 2000 characters (including spaces). The title is included in the character count.
1 – This is your main bio that will be displayed.

2 – Enter what you would like to call your main bio here. This will be viewable if you need to submit your bio for a Listing.

3 – Type your main bio in this area. Bios must be typed or copied and pasted. This area does not accept files. Please note that all bios need to be 2,000 characters or less, including spaces.

4 – Only have this box checked if you would like others (the public) to be able to see this bio.

5 – This is your secondary bio that will be displayed.

6 – Enter what you would like to call your secondary bio here. This will be viewable if you need to submit your bio to a listing. Some members have an artist bio and a composer bio!

7 – Type your secondary bio in this area. Bios must be typed or copy/pasted. This area does not accept files. Please note that all bios need to be 2,000 characters or less, including spaces.

8 – Only have this box checked if you would like others to be able to see this bio.

9 – **Click “Save My Bio And Continue” or your information won’t be saved!**
What is it?
“My Gigs” is an area where you can post your upcoming gigs or search gigs that a fellow TAXI member has. You can search by zip code, city, venue name, TAXI member name or ID, artist name, genre, or by the time or day of the gig.

PLEASE NOTE: When searching for gigs, you will only see gigs that TAXI members have posted on their sites. We do not track gigs and upload them for members.
What is it?
“My Fans” enables you to keep a list of fan’s names and e-mails. This tool will help to keep that list all in one place for you: on your TAXI hosting site.
What is it?
“My Videos” will let you link your videos to your TAXI hosting site. In order to link your video, you need the full web address of the video. For instance:

http://www.youtube.com/(the rest of your link).

PLEASE NOTE: If your link says “https://” at the front, please remove the “s” so that it reads “http://”
1 – Enter the name of your video here.

2 – Post the “Link” to your video here. This area does not take file uploads; it must be a link. If your link says “https://” at the front, please remove the “s” so that it reads http://

Example: The link above should be linked as: http://www.youtube.com/user/taximusic

3 – If you would like this video to be featured on your TAXI Homepage, click this box. It will put the selected video above other videos you have linked to.

4 – Click “Add Video” when you are done. If you do not click this, your video won’t be saved!