

## Required Copyright Verification Process for OSSAA Sanctioned Events

It is the requirement of the OSSAA that every music performance occurring at every event sponsored by the OSSAA be U.S. Copyright Law compliant. If you are performing music that is NOT a stock arrangement, the OSSAA is requiring you to confirm that your performance is copyright compliant by logging into the NFHS database, and entering the proper information prior to your performance. It is our strong recommendation that each OSSAA sanctioned event adopt a similar policy verifying that all music being performed at their event is Copyright compliant prior to allowing a performance to occur. The following guidance has been developed to aid host sites and participating schools in this process.

### What's needed:

1. In the event that a school is performing any “non-stock arrangement” or any “original composition”, the school is required to upload the proper information prior to the performance.
2. Each director should input this information in the NFHS Copyright Compliance database.
  - Stock Arrangements- No action is required.
  - Original Composition- Upload letter from composer granting you permission to duplicate and perform their work.
  - Public Domain- No action required (be prepared to provide referring webpage showing work in the public domain).
  - Custom Arrangement (provide custom arrangement license or permission that has been secured from the rights holder).

### How do I upload this information?

1. NFHS Copyright Compliance Database
  - a. This is the tool the OSSAA will be utilizing. To use this tool:  
If performing “Original Compositions” or “Custom Arrangements” participating schools should do the following:
    1. Go to [nfhs.org](http://nfhs.org)
    2. Select “Register” (or login if you are already in their 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 input.
    9. Select “Back to Main Page” and then select “Search Events”
    10. Select OKLAHOMA from the State dropdown and select 2017 or 2018 depending upon the calendar year your event falls in.

(over)

11. Select View/Attend for the event you are interested in participating.
12. If ensembles are attending multiple events they can simply select view/attend for those additional events as well.

If you have any questions, please contact me at:  
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