Uploading Files via FTP

When uploading files that will be included in the music library, the following file naming conventions must be followed exactly in order for the automation of the website to work.

Each song must be uploaded to its own folder. The folder name should be the title of the song, but all lower case with underscore in place of spaces. There should be no other punctuation.

> e.g.   Song Title   >>>   The Sound of Silence
> folder name >>>   the_sound_of_silence

The song folder contains all files related to the song. Every file name within the folder must adhere to the following format:

folder name l section name l extension

Folder name:
Every file within the folder must begin with the folder name followed by an underscore; in this case:

> >>>   the_sound_of_silence_

Section name:
The next part of the file name can only come from the following list. Sections listed in the "for music leaders only" will not be visible to the general membership.

For members	For music leaders only
unison	full_score
soprano, soprano2	condensed_score
alto, alto2	piano
tenor, tenor2	piano_condensed
bass, bass2	pianoscore
soprano-alto	instrumental1
tenor-bass	instrumental2
part1, part2, part3, part4	instrumental3
score	instrumental4
vocals	

For members	For music leaders only
notes	
lyrics	

Extension:

The last part of the file name is the extension. The file will appear on the repertoire page of the website under the category designated by the extension.

Category	Extension
Print	.pdf
Listen	.mp3
Songbook/Notepad	.mus

Examples of file names look like this:

>>> the_sound_of_silence_soprano2.mp3
>>> the_sound_of_silence_tenor-bass.pdf
>>> the_sound_of_silence_instrumental4.mus

Two special cases:

There are two special cases for file names:

Rehearse: This is for use with the Myriad Music PlugIn. The section and extension can be either:

_rehearse.xml
_rehearse.myr

So the file name would look like this:
the_sound_of_silence_rehearse.myr

Youtube: This is a text file with a list of youtube videos relevant to the song. The file name looks like this:

>>>   the_sound_of_silence_youtube.txt

The content of the text file must be exactly as follows:

link ; short description or performer

One line per item. The link and description must be separated by a semi-colon. An example could look like the following:

http://youtu.be/dTCNwgzM2rQ; Simon & Garfunkel (1981)
http://youtu.be/L-JQ1q-13Ek; Simon & Garfunkel (2009)