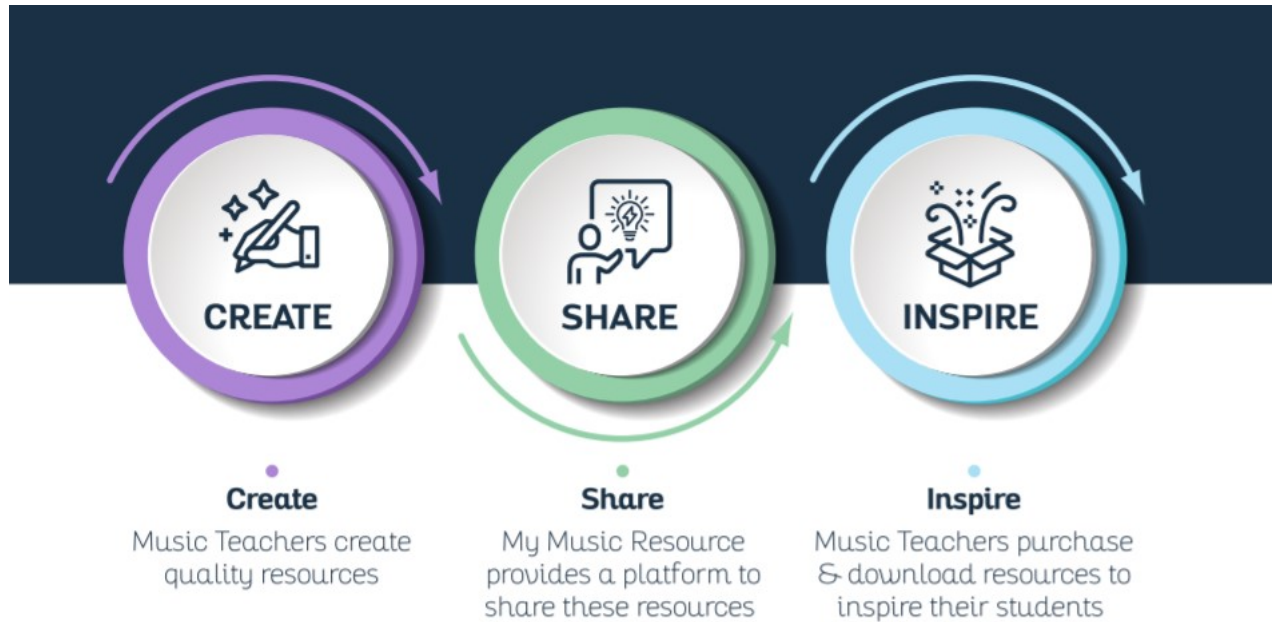




**My Music
Resource**

CREATE. SHARE. INSPIRE.



Welcome Pack for Creators

Welcome to My Music Resource

I am delighted to have you on board!

My Music Resource is an online e-commerce platform, launched in October 2020, where music teachers can sell or share their digital music resources.

My Music Resource was an idea born out of a strong desire to:

- Help music teachers find the right resources for their lessons.
- Provide a platform for Creators of music resources to sell them online.

This **Welcome Pack** provides you with everything that you need to know to become part of our Community of Creators. Of course, if you have any further questions, or would like some support, then please don't hesitate to e-mail me at **hello@mymusicresource.com** and I'll be more than happy to help!

I can't wait for you to become part of My Music Resource and share your teaching resources!

Ruth Alberici

Owner and Director

My Music Resource

The Welcome Pack

I expect that you have lots of questions about becoming a Creator on My Music Resource, so this welcome pack is designed to make it as easy as possible for you to navigate the website, set up your own store and start sharing your music teaching resources.

To give a helping hand, the following information is included:

- **Key FAQ's** (pages 4-6)
- **Guide to Becoming a Creator** (pages 7—9)
- **Guide to Setting up a Product** (pages 10—18)
- **Example of a Finished Product** (page 19)
- **Content Guidelines** (page 20)

There are plenty of documents on the website to answer any additional questions that you may have. These can be found on the **Help** tab of mymusicresource.com and are categorized as follows:

- ⇒ **Policies and Guidelines**
- ⇒ **Becoming a Creator**
- ⇒ **Selling and Sharing Resources**
- ⇒ **Royalties and Tax**
- ⇒ **Customer Registration and Account**
- ⇒ **Buying and Downloading Resources**
- ⇒ **Ratings and Reviews**
- ⇒ **Licensing and Copyright**

If you can't find what you are looking for, please email hello@mymusicresource.com and I will be happy to assist. Finally, before you sign up as a creator, it is important that you read our **Terms and Conditions**. These can be found in the footer of the website and outline the rules and regulations of the website and our provision of various online services. By using My Music Resource you confirm that you agree to comply with these Terms, so please read these carefully.

1. Creators: Frequently Asked Questions

What is a Creator with My Music Resource?

A Creator is someone who wishes to sell or share for free any music resources that they have created via the My Music Resource website.

Who can become a Creator?

Music resources can be uploaded and sold, or shared for free, by anyone who has a registered account on My Music Resource. Creators are expected to be music teachers and/or other music education professionals and organizations.

How can I become a Creator?

For a step-by-step guide on how to set yourself up as a creator, please follow the **Guide to Becoming a Creator** below.

What type of resources can I sell or share for free?

You can post a wide variety of digital resources as long as they are music-related, original and high quality. Examples of resources include *cards and flashcards, certificates, practice books, games, lesson plans, sheet music, worksheets and workbooks*. There are **Content Guidelines** included below to help you assess whether your resources are appropriate to post on My Music Resource. Please read these carefully before you upload anything to the website.

How much should I charge for my resources?

All resources sold through My Music Resource are unique and it can be difficult for to decide how much to charge. Remember that the value of a resource is essentially dependent upon the price that customers are willing to pay for it. You can establish a selling price by looking at prices of similar resources, either your own creations or from other creators.

1. Creators: Frequently Asked Questions

How much should I charge for my resources? (cont.)

You should also consider the cost of producing your resources, both financial and in terms of your time, and ensure that your selling price covers these costs and allows you to make a profit. Remember that all resources sold through My Music Resource are digital, not physical, so can be sold numerous times without any additional work or cost. When selling physical products, it is advisable to cover your costs on every sale. With digital products, you can consider achieving your desired profit over multiple sales.

| Type of Resource | Examples of Resources | Pricing Guidelines * |
|---------------------------------------|--|----------------------|
| Single worksheet | Single activity sheet, single piece of music, certificate, flashcards | £3 to £5 |
| Several worksheets | Multiple activity sheets, single piece plus audio file link & teaching notes, set of flashcards, recital package | £5 to £6 |
| Set of resources for one lesson | Workbook, music game, bundle of 3-4 pieces | £6 to £10 |
| Set of resources for multiple lessons | Multi-page practise book, multi-page workbook, collection of 5-8 pieces | £10 to £20 |
| Large e-book, multi-week course | Large e-book, multi-week course | £15 to £30+ |

** Pricing guidelines are based on sales of downloadable PDF files with a studio licence.*

All digital resources sold through My Music Resource come with a **Studio Licence**. This allows customers who purchase your resources to copy and redistribute the licensed material to any number of their own students that they teach in any medium or format for the purpose of their teaching and/or their private study. It does not allow them to share the resources with anyone else, including other teachers in their own studio or different studios. This should be considered when setting your selling prices.

To reflect the fact that customers are granted a Studio Licence when downloading resources from My Music Resource, **the recommended minimum price for any resource is £3.**

There are various ways of discounting your resource price, either by putting products on sale, requesting a [coupon code](#) to send to customers or creating [product bundles](#).

1. Creators: Frequently Asked Questions

How do I get paid?

Royalties are paid to creators who sell their resources through My Music Resource and are designed to reward you for your sales levels; the more you sell, the higher your royalty rate. We have four tiers which are calculated off a 12 month total rolling sales value after VAT. They are paid each month via PayPal.

The royalty rates from 1st October 2020 are set out below:

| ROYALTY TIER | 12 MONTH ROLLING TOTAL SALES VALUE | ROYALTY RATE |
|--------------|------------------------------------|------------------------------|
| Platinum | > £4999.99 | 75% of Sales Value After VAT |
| Gold | £1000 to £4999.99 | 65% of Sales Value After VAT |
| Silver | £500 to £999.99 | 60% of Sales Value After VAT |
| Bronze | £0 to £499.99 | 55% of Sales Value After VAT |

What are the rules around sharing my resources once downloaded?

All resources downloaded from My Music Resource come with a **Studio Licence**. This means that customers who purchase your resources can copy and redistribute the licensed material to any number of their own students that they teach in any medium or format for the purpose of their teaching and/or their private study, but cannot share the resources with anyone else, including other teachers in their own studio or different studios.

Can I use images found on the internet for my resources?

It depends. Being able to access an image for free on the internet, for example on Google, doesn't mean you are allowed to use it in your own resources. Many online images cannot be used without obtaining the prior consent of their owner due to copyright protection. You must ensure that you have the right to use any images in your own resources. It is always safer to use images / photographs / designs that you have created yourself, although this may not always be practical. *For more information on Copyright and Licensing, please refer to the Help documents on the website.*



2. Guide to Becoming a Creator

How to Register

If you wish to become a Creator, you can register with My Music Resource as follows:

- Log on to mymusicresource.com and go to the [Become a Creator](#) tab.
- Scroll down to the **Become a Creator** at the bottom of the form and click on the relevant button.

I don't already have an account with My Music Resource (you've never shopped with us before)

I already have a Customer account with My Music Resource as I've bought resources

- Complete the forms under Step 1 and Step 2 and submit.

Step 1

Let us know who you are! Fill in this form so we can get in touch.

Any problems with this step? Click [here](#) for an alternative version.

Become a Creator

First Name *

Surname *

E-Mail *

Address *

Address Line 2

City

State/Province/Region

Postal / Zip Code

Country

Phone Number *

Message/Questions (Optional)

Legal Consent

By clicking below to become a Creator with My Music Resource you confirm that you have read and agree to our Terms & Conditions. You agree to be contacted by My Music Resource.

☐ I agree to be contacted via e-mail. I agree to My Music Resource Terms & Conditions.

When you provide your details to us, we will handle your information with the utmost care and will not share it with any third parties. You can unsubscribe from our e-mails at any time by clicking the link in the footer of our emails.

We use Mailchimp as our marketing platform. By clicking below to subscribe, you acknowledge that your information will be transferred to Mailchimp for processing. [Learn more about Mailchimp's privacy practices here.](#)

SUBSCRIBE

Step 2

Open your My Music Resource Creator Account and store with My Music Resource!

Creator Registration

Submit the form below to become a Creator with My Music Resource.

First Name *

Last Name *

Login Username *

Email *

Confirm Email *

Creator Name *

Important: This is the name that customers see when purchasing your products. Please choose carefully.

Enter some information about yourself as a musician, teacher and creator of resources. How long have you been teaching? What instruments do you teach? What kinds of resources do you enjoy creating? (This can all be edited later but take the time now to start your profile!)

☐ Display this description in your public Creator profile (Can be edited later)

REGISTER

Step 3

Download our Welcome Pack. This includes information such as how you'll get paid, our royalty rates, as well as how to upload your products to the site.

Don't forget your Front Sheet template! This needs to be attached to all resources you upload.

Download Welcome Pack

Download Front Sheet

And finally...

Relax! You're all done.

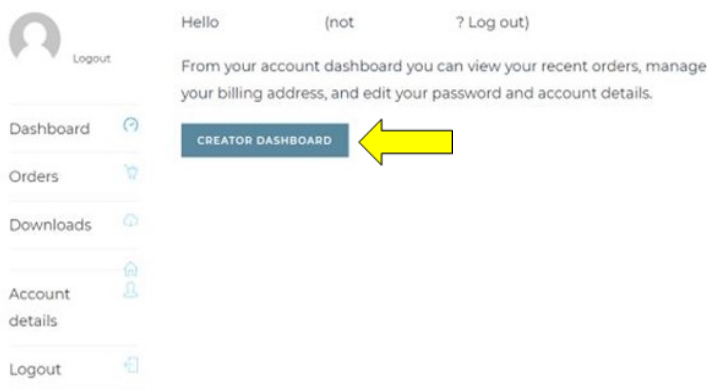
We will review your application to become a Creator, and you will receive an e-mail confirmation when your My Music Resource Creator store is live.

We're so glad you've joined us!

2. Guide to Becoming a Creator

Creator Settings

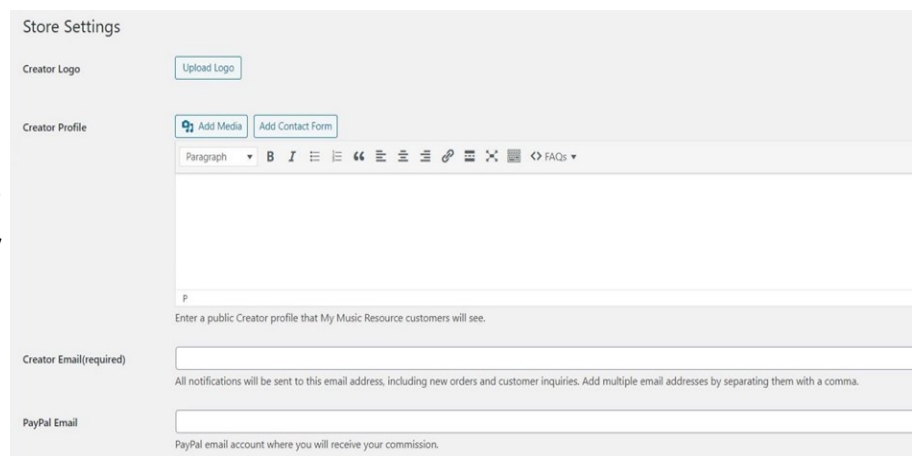
- In order to enter your store, go to mymusicresource.com and click on **My Account** in the top toolbar and enter your username and password.



- In your Customer Dashboard, there is now a 'Creator Dashboard' button.
- Click the Creator Dashboard button and it will take you to your Store.

Store Settings

Once logged into your store, you can configure settings by clicking on **Store Settings**.



Creator Logo

- You can add a small logo or profile picture to your Creator Profile by using the **Add media** option. Upload the picture (s) that you wish to use by selecting Add Media > Upload Files > Select Files. Insert the image (s) into your Creator Profile by clicking the **Insert into post** button in the bottom right hand corner of the screen. The image will now show in the Creator Profile box. You can adjust the size by clicking on it and dragging the small squares in each corner until it is the required size.

2. Guide to Becoming a Creator

Creator Profile

- Enter a description of you and your store.
- Your Creator Profile will be visible to customers so add information that you would like them to see. This could include your name, your business name, a description of the products that you sell and a website link.

Creator Email (required)

- Enter an email address, or a list of email addresses separated by a comma, where you wish to receive any store related notifications. Notifications will include new orders and any customer enquiries.

PayPal Email (required)

- All payments to creators will be made via PayPal. Go to PayPal.com to sign up or verify that the email address is correct on your existing account.

IMPORTANT: Creators will need to have a PayPal account of any type to receive commission.

Commission

- This is the default commission rate that you will receive on your sales.
- Commission rates are set by My Music Resource and cannot be changed by creators.

Timezone

- Set your local timezone.

You are now ready to set up some products in your store!

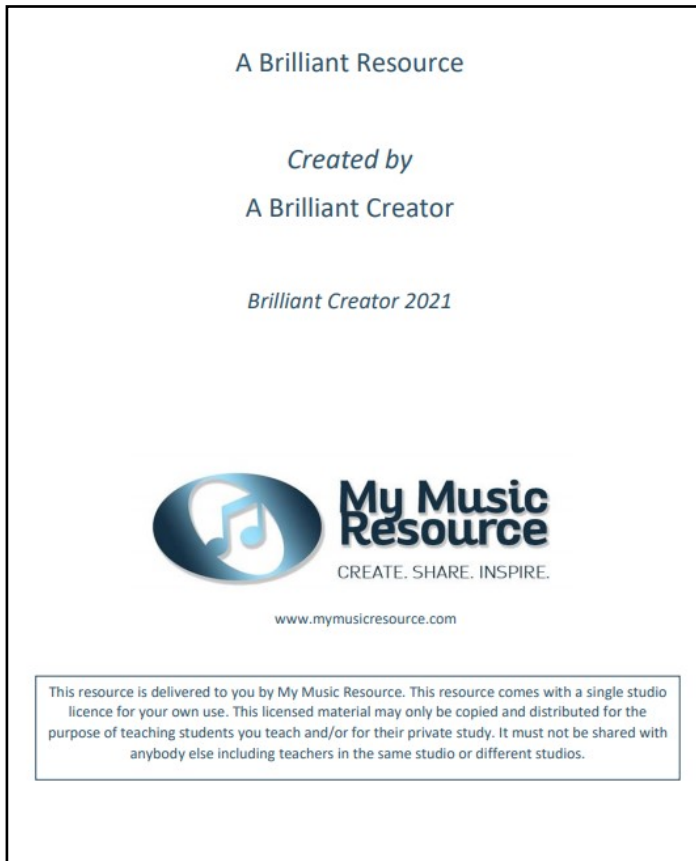
3. Setting up a Product

Adding your Front Sheet

Before your resource pdf is ready to sell, you need to attach the My Music Resource front sheet. This is important because:

- It protects your work by stating your copyright ownership.
- It protects your work from being freely distributed.
- It reminds customers where they purchased their resource and who created it. They may come back to purchase more resources from you.

You can download a copy of the front sheet [here](#) or visit 'Where can I download a copy of the front sheet?' in the Help section of My Music Resource (under Selling and Sharing Resources).

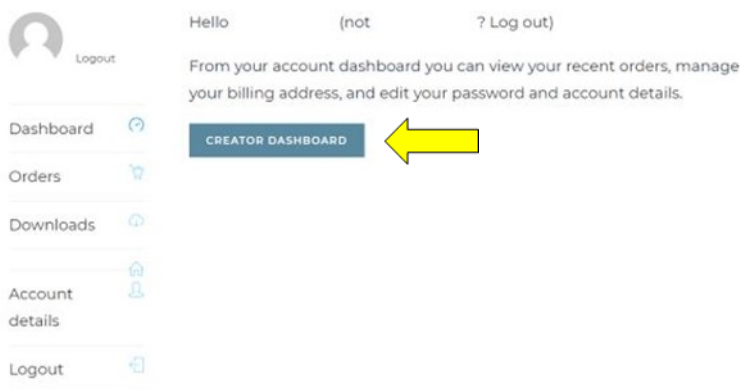


- Open up this file preferably in Microsoft Word (or the free Google Docs will also work if you don't have Word).
- Enter the information of the resource, Creator name and Creator copyright.
- Save the front sheet as a pdf file.
- Next you need to merge the front sheet pdf with your resource pdf. If you don't already have software that will do this, a great free service is <https://smallpdf.com/merge-pdf>.
- Click on 'choose files' and select your saved pdf front sheet. Once uploaded, select 'Merge files' and then the 'choose option' box.
- Select 'add more' and then attach your resource pdf.
- Once added, select 'Merge PDF!'

3. Setting up a Product

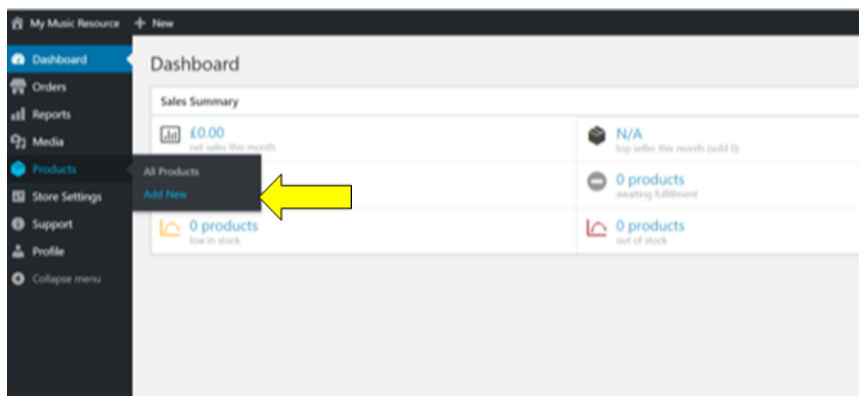
Accessing your store

- Log into your My Music Resource account and click on your **Creator Dashboard**.



Setting up a product

- In the creator dashboard, you can select **Product > Add New** from the menu on the left-hand side.



Titles and Descriptions

- Add a meaningful **Title** and **Description** for your resource.
- There are two types of description—long and short. Please read on for more information about the role of these and how they appear on the My Music Resource product page.

3. Setting up a Product

Long Description

Add new product

Product name

Add Media

Paragraph B I [Formatting icons] Italic (Ctrl+I)

When adding a new product, the long description box appears just under the Product name. On the website, it is shown below the resource and is designed to give a detailed description of your resource to viewers:

- Learning objective
- Musical concepts covered
- Age range / level the resource is aimed at
- Key features
- Number of pages
- Links to demonstrative videos or links to your website

Product Short Description

Product short description

Add Media

Paragraph B I [Formatting icons]

When setting up a new product, the product short description is a bit further down the input page. On the website, it appears next to your product image / product title and is the first thing that a customer will see when viewing your product.

It is important to include the **key benefits and features** of your resource here and try to **keep wording clear and concise**.

Your short description could reference:

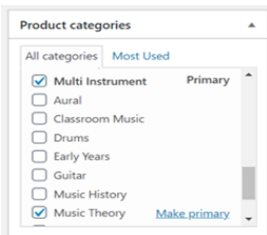
- The main learning objective of your resource
- Any musical concepts covered
- Who the resource is aimed at
- Brief details of how your resource works

3. Setting up a Product

Product Categories

On the right-hand side of the page you can choose specific **product categories** and **tags**.

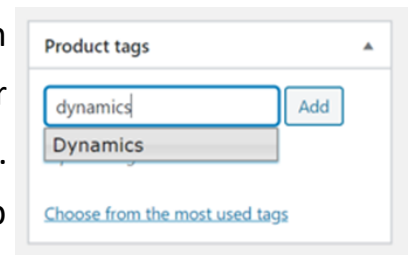
- Product categories have been pre-defined by My Music Resource and are the primary way of grouping music resources on the website.



- Tick the most relevant category / categories for your resource from the Product categories box. This could be the instrument (s) your resource is aimed at, or more general categories such as music history, composition or music theory.

Product Tags

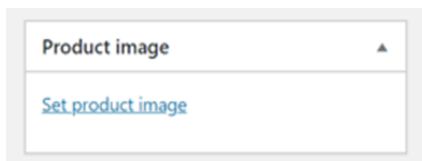
- Product tags are another way of relating products to each other and have been pre-defined by My Music Resource. Our product tags reflect specific musical concepts (e.g. dynamics, note reading, rhythm) and are designed to help customers refine their search for music resources.



- To add product tags for your resource, go to the Product tags box on the right-hand side of the page. Pre-defined tags will appear in a drop-down box when you type the musical concept. Just select and click Add. You can also add your own tag by typing it in the box and selecting Add.

Product Image

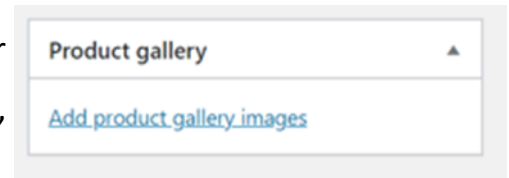
- The product image is the main image for your product that appears in the My Music Resource shop. It is recommended that you organise your Images in a folder offline and keep a backup in case you need them in the future, or mistakenly alter one and wish to revert to the original. To add a product image to your resource, select Set Product Image. Select an existing image from your Media Library or upload a new one.



3. Setting up a Product

Product Gallery

- The product gallery displays all images linked to your resource. To add an image to the product gallery, select Add Product Gallery Images.
- Select an existing image from your Media Library or upload a new one.
- You can easily re-order the images by drag and drop.
- To remove an image from the product gallery, simply hover over the image and click on the red “x”

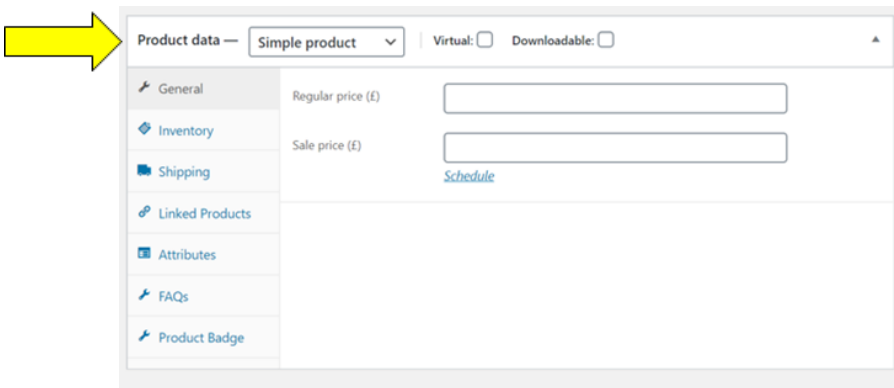


Watermarks

- In order to reduce the chances of your images being used or copied without your permission, My Music Resource applies a watermark automatically to any resources and images uploaded to the website.
- If you would like to remove the watermark on any of your images, please e-mail us at hello@mymusicresource.com. Please attach your original (unwatermarked) copy of the image to this e-mail to aid us in your request.

Product Data

- Most of the important information is added to your product within the product data meta box which can be found below the Product Name and Description.



- You will now be taken through the different sections within Product Data which are shown on the left-hand menu.

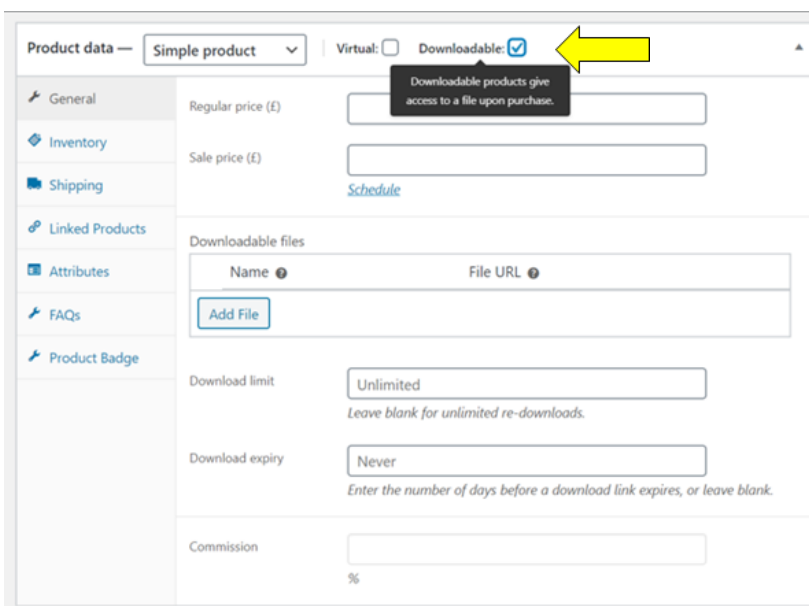
3. Setting up a Product

Product Data—General

- Ensure that **Simple Product** is showing in the drop-down box, then tick the **Downloadable** box and the **Virtual** box next to it. These options must be selected for all resources sold on My Music Resource to reflect the fact they are digital and not physical or virtual products like services, and therefore require no shipping.
- Selecting the Downloadable tick box adds two new important fields:

File path — Path or URL to your downloadable file.

Download limit – Limit on number of times the customer can download file.



Regular Price (£): Input the normal price at which you wish to sell your product. If you want to post your resource for free, enter a Regular Price of £0 (do not leave this field blank). Please refer to the Help document “*Setting Selling Prices*” for further guidance on what to charge for your resources.

The minimum recommended price for products sold on My Music Resource is £3.

Sale Price (£): If you wish to discount your product for a period of time, you can enter a sale price and scheduled sale date here. The sale expires at 11.59pm of the specified end date.

Downloadable Files: This is where you upload your digital resources to the My Music Resource website.

Select Add file > Choose File. You will be taken to a screen where you can upload your resource or select it from your Media Library if it has already been uploaded onto My Music Resource.

3. Setting up a Product

To upload your resource, on the Upload file tab, click on the select files box and choose the file you wish to upload. Make sure that your file has the front sheet attached. Once loaded, click on the Insert file URL button in the bottom left hand corner. The file will be added to your Media Library.

Download Limit: You need to enter the number of times that a customer can download your file. To note, if this field is left blank the customer will have unlimited downloads of your resource. **We suggest giving customers a download limit of 3.**

Download Expiry: You can set a download expiry date which reflects the number of days before a download link expires. We suggest leaving this blank and setting a download limit of 3 instead of a download expiry.

Commission: This reflects the royalty rate you will receive on your sales from My Music Resource and cannot be input or changed by creators.

Product Data – Inventory

All products sold through My Music Resource are digital files and there is no physical stock to be managed. As a result, no input is required in the Inventory section.

All resources will automatically be assigned a Stock Keeping Unit by the system.

Product Data – Shipping

There is **no shipping of physical stock** through My Music Resource as all products are digital files. As a result, no input is required in the Shipping section.

Product Data – Linked Products

No input is required in the Linked Products section.

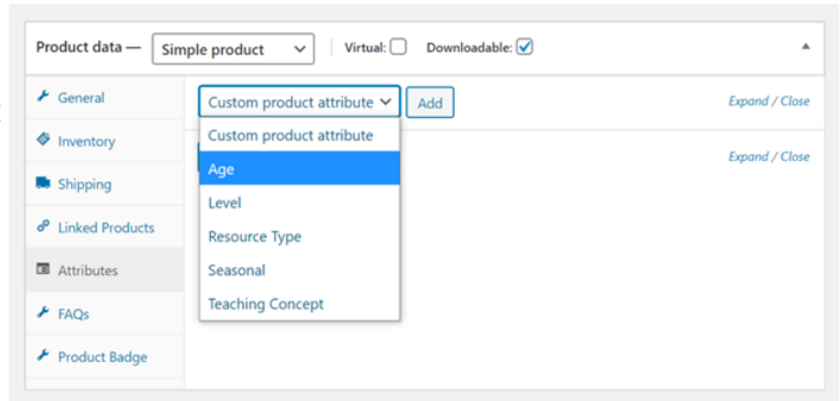
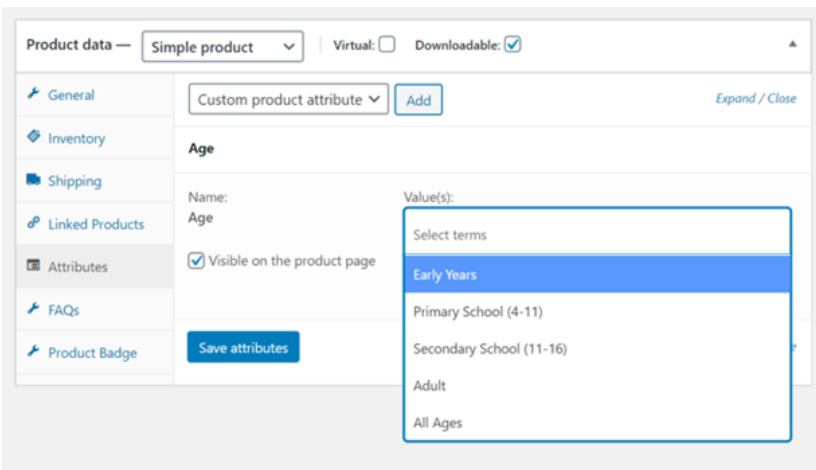
3. Setting up a Product

Product Data – Attributes

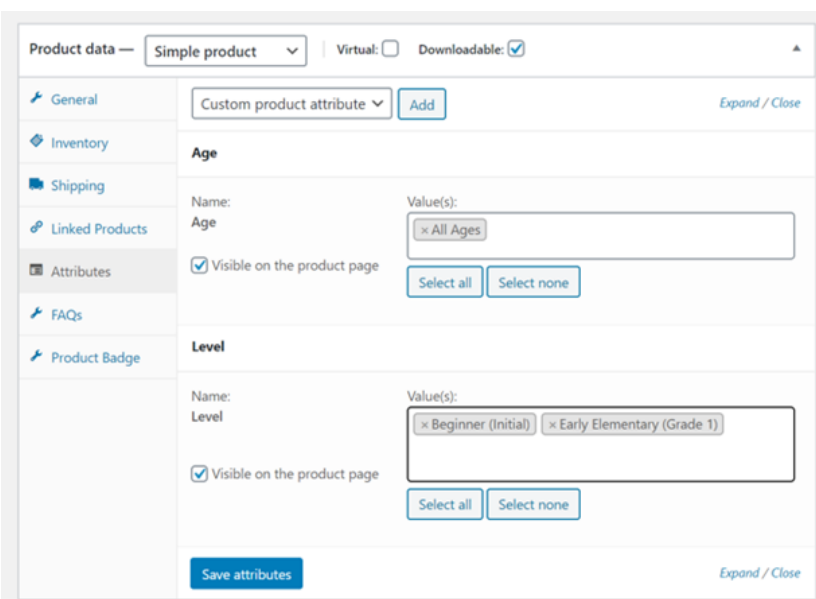
- Attributes are an important means of assisting searches and helping customers to find the resources that they need.

- They have been pre-defined by My Music Resource to include

Age, Level, Resource Type, Seasonal and Teaching Concept. These attributes appear in the sidebar of the website and can be used by customers to filter products.

- We strongly suggest that you choose attributes when setting up products as it helps customers to search for relevant resources. To select attribute for your resource, choose from the drop down box and click Add.



- Once you have selected and added the top tier attribute (e.g. Age) you will be able to drill down further from the pre-defined options in the Value(s) box. It is advisable to select from each of the attributes (Age, Level, Resource Type, Seasonal and Teaching Concept) for your resource.

3. Setting up a Product

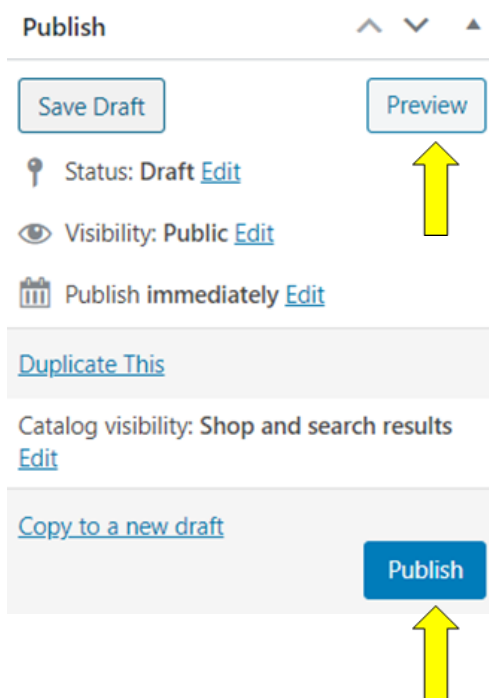
Product Data – FAQ's

- No input is currently required in the FAQ's section.

Product Data – Product Badge

- No input is currently required in the Product Badge section.

Previewing and Submitting for Review



Publish

Save Draft

Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

[Duplicate This](#)

Catalog visibility: Shop and search results [Edit](#)

[Copy to a new draft](#)

Publish

- You can preview your product at any time during the set-up process by clicking the Preview button in the top right hand corner of the page.


- Once you have finished setting up your product, you can submit it for review.

- Checks will be made by My Music Resource to ensure that all relevant fields have been completed. If anything is missing, we will notify you.

Once reviewed and approved, your resource will appear on the My Music Resource website, ready for sale to customers!



The Finished Product on My Music Resource



Music Practice book

★★★★★ (1 customer review)

~~£20.00~~ **£15.00**

This 63 page music practice book is ideal for writing notes for your students (or yourself) to remind them of key areas to practice.

Designed to cover a whole academic year, this PDF includes objective setting and post evaluation sheets by term, 36 weekly practice notes pages, tips for practising, landmark notes, manuscript paper plus fundamental theory sheets covering time signatures, note values, dynamics, tempo and other terms.

The Music Practice book comes with a studio licence so can be printed out multiple times for all of your students!

ADD TO BASKET

SKU: 4742
Categories: Brass, Drums, Guitar, Multi-Instrument, Piano, Strings, Ukulele, Woodwind
Tags: Dynamics, Landmark Notes, music theory, Note Values, practice, Time Signatures
Sold By: Ruth Alberici

DESCRIPTION | ADDITIONAL INFORMATION | REVIEWS (1)

Description

This 63 page music practice book is ideal for writing notes for your students (or getting them to write notes) to remind them of key areas to practice. Designed to cover an academic year, the PDF includes:

- Top ten tips for effective practice
- Planning sheets by term
- Post Evaluation sheets by term
- 36 pages for weekly practice notes
- Landmark note charts
- Time Signatures
- Note Values and Rests
- Note Value Chart
- Dynamics
- Tempo and other terms and signs
- Manuscript paper
- Note sheet

The Music Practice book comes with a studio licence so can be printed out multiple times for all of your students!

Product Description

Regular Price

Sale Price

Product image

Product Short Description

Product Gallery Images

SKU number (automatically generated)

Product Categories

Product Tags

Creator

Product Attributes

| DESCRIPTION | ADDITIONAL INFORMATION | REVIEWS (1) |
|------------------------|---------------------------|-------------|
| Additional information | | |
| AGE | All Ages | |
| LEVEL | Multi Level | |
| RESOURCE TYPE | Practice Book | |
| SEASONAL | Non Seasonal | |
| TEACHING FOCUS | Planning, Practice Skills | |

Product Long Description

4. Content Guidelines

Appropriate Content

Materials uploaded to My Music Resource must be appropriate for the intended target audience and respectful to the My Music Resource community. Content posted, either intentionally or unintentionally, that is inappropriate or offensive will be removed from the site at our discretion.

Content that is found to be unlawful, libellous, inappropriate, pornographic, insulting, slanderous, threatening, racist or sexist will be removed from My Music Resource. Users who create such material will be banned. Content that you believe is inappropriate or offensive should be reported using the report content button on the website.

Original Resources

You must only post resources that are your original authorship; you must only upload original resources that you have created yourself and any material included in the resource must be your own or correctly licensed. **It is vital that you have permission to use everything that appears in your resource.**

For more information on copyright, please refer to the Help documentation on Copyright and Licensing. Any content that is found to infringe copyright will be removed.

Educational Content

My Music Resource is a platform to sell / share high quality educational music resources. Any information included posted to My Music Resource should have a clear educational value and be factually correct.

4. Content Guidelines

Duplicate Listings

You can only list a resource once on My Music Resource. If you have co-created a resource with another Creator, you will need to decide amongst yourselves which store to post it in.

Splitting Resources

Please do not split your resources and upload separately if they do not make sense on their own.

Links to third party websites

You can only include a link to a third-party website *within* the resource files if the link:

- Does not require a login; customers should not be required to give personal information, such as their e-mail address, to a third-party hosting site in order to gain access to their digital resources.
- Is directly relevant to the context of the resource.
- Is not linking to another sales channel, such as an online retailer or e-commerce site.

Consistent Price

You are welcome to post your resources with other online retailers and marketplaces, but it is important that My Music Resource customers are not being charged a higher price or paying for a resource that is available for free elsewhere.