

NFHS Database Instructions *for* Copyright Compliance

- 1 Go to 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, 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. Idaho requires the following verifications:
 - Stock Arrangement (provide scan of first page of music that includes the copyright).
 - Original Composition (provide letter from composer granting you permission to duplicate and perform their work).
 - Public Domain (provide scan of referring webpage showing work in the public domain).
 - Custom Arrangement (provide .pdf of custom arrangement license or permission that has been secured from the rights holder).
- 9 Select “Back to Main Page” and then select “Search Events”.
- 10 Select **{State Association}** from the State dropdown and select **{State Sanctioned Event}**.
- 11 Select View/Attend for the **{State Sanctioned Event}**.
- 12 **If your cheer or dance team will be attending other festivals or competitions you can select view/attend for each event you wish to attend that is using the NFHS Copyright Compliance Database.**

Please don't hesitate to contact the IHSAA office should you have any questions about this process for the NFHS Copyright Compliance Database.