

CHRISTIAN MUSIC WEEKLY

USER GUIDE

RADIO STATION REPORTS

DATA ENTRY

www.ccrb.info

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Thank you for becoming a Christian Music Weekly reporter!

Here are complete instructions on how to make your report.

There is a special website for making your reports to CMW. This website has an extensive database behind it, to facilitate easy and speedy entry of your report. Once you've familiarized yourself with the website, you'll be able to enter your report at a rate of 5 songs a minute or more. But first, a little about the website itself. This website requires you to use a userid and password when you sign in. This keeps unauthorized people from accessing or modifying your report. When you first signed on as a reporter, we assigned you a userid and a password. The password can be changed... as can your email address, simply by clicking the manage account button.



The website places a single cookie on your hard drive, only for the duration of your session. Why is this? This is how the website keeps track of who you are. Multiple stations can be entering their reports at the very same moment, and your cookie is sent back each time identifying that this information is from YOU.

When you sign off, your cookie is erased.

However, some colleges and businesses restrict cookies by firewalls and browser settings. If this is the case, you won't be able to get past the sign on screen.

We've worked with several campuses that had this set up this way, and in virtually all cases, we've helped them solve the problem.

But the cause can be many different things.

Sometimes, it's worthwhile using another computer, an off-network computer, even a computer at home. In fact, you don't even have to use the same computer each time, because all the information about you, and about your previous reports is on the website, not on your computer.

But for that very reason, we'd like you to be careful about your userid and password. So, let's get started! The website looks something like the picture below:



Don't worry about being able to read the picture, as we'll zoom in on things as we go through the steps.

What's this page about? It's your login screen. It contains some legal stuff underneath the login part.

There's a section above the middle of the page which may contain pertinent

announcements for reporters of all formats. Let's see that up close:

Current Bulletins	
Feb 17, 2022	Effective today, we've implemented new versions of code for this website which, for the most part, should be transparent to our reporters. This was necessary as the original code was over two decades old, and the version of the software was long obsolete, and had been deprecated, meaning: soon it would not work at all. A few bug fixes were applied at the same time, and a couple of minor improvements. Bug Fixes: You are now able to update your e-mail address and change your login password. Improvement: We now alert you to upcoming deadlines and warn you to log off. Coming soon: more enhancements. If you have any suggestions, now's the time to let Rob know. We've tested this implementation pretty well, but if anything fails, call (do not email or text) Rob at 317-513-6493.
Feb 20, 2022	PLEASE READ CAREFULLY! We've had some issues with users properly connecting to the database. We believe this to be solved now. If you have any difficulties, call (do not email or text) Rob at 317-513-6493.

There! Wasn't that exciting and important to read. Honestly, we'll try to keep announcements brief and pertinent, but it's good to look at them.

To move past this point, you need to enter your userid and password. You should already know what these are. A couple of hints here:

If you get it wrong, you won't be able to sign in. So you need to remember your userid and password. And you also need to make sure they're entered in lower case. So if you can't get in, check the caps-lock key.

Something else that's come up... If you're using a laptop, and the *num-lock* key is on, the letter keys on the right side of the keyboard are sometimes remapped as numbers, and you won't see it in the password field because ***** is all you see (which is no help at all). So make sure the *num-lock* key is off, on your laptop or tablet.

Now if you've entered your password correctly, and you still can't get past this point, it's possible that we haven't added you correctly to the database of current users. Or it's possible that you were deleted... Perhaps you had not reported in a long time, or perhaps it was all a big mistake.



Yeah, we make mistakes too, and if you email us at info@ChristianMusicWeekly.org, we'll get back to you. We're normally pretty prompt, but we sometimes take up to a day to get back to you.

But more often than not, when you can't get past this screen then you may have one of these firewalls or network settings blocking the placement of the cookie.



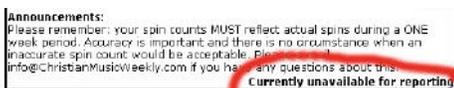
Are cookies dangerous? Well, ours aren't and your techie may have a way of telling the computer to accept cookies only from the ccrb.info website. That's a good compromise.

Anyhow, if you have signed in and all goes well, then you'll see this screen. It says "Welcome" and has a Sign Out button at the left side of the screen in case you've already got cold feet. This button is important, because by clicking it, it removes the cookie from your hard drive.

Note: if you don't sign off correctly, the next person your computer and browser may be able to get all the way into your report without having to sign in.



Now sometimes we take the website off-line. Well, not *sometimes*, but every week, between reporting deadline (Monday at 5pm ET and sometime on Thursday). When we do this, you'll see the message in the box that we're showing here.



Typically, we make the database unavailable only for a period of days from the reporting deadline (when we start work on the charts) until we have cleaned up the files and uploaded them to the database again. What are we doing?

We're deleting duplicate records, correcting spelling, and generally acting very important here around our office.

Anyhow, the good news is the database is very rarely unavailable for reports. (If you think we've forgotten to enable it, give us a

phone call at 317-513-6493 and say "Hey, Wake up! I want to enter my report, you bozo!"

When the database is available, there'll be a button that reads "Create report." Actually, if your station reports to more than one of our charts, you'll have this box multiple times down the page, each attractively color coded.

Before you click the button, you'll notice that right here it lists your deadline right after the words *Next Deadline*:



So if you ever forget your deadlines, you can log in here, and see them, then log out and go back to bed.

Note that the time says *ET*. That doesn't mean Entertainment Tonight or that cute little alien. It means Eastern Time. Or the time it is in New York, or Baltimore, or Toronto. Anyhow, staring at this button can be real boring, so click on it. And you'll go to the next page.

The first thing we want to point out is that there's another *Sign Out* button on this page. We want to make it easy for you to sign out.

Like we said before, it's important to sign out. If you get disconnected, or your machine crashes, get onto the website, log in, then click *Sign Out* to clear the cookie.



We think you should know how to chuck your cookies. Now you know.

But there's something really important to tell you. And here is a really good time to tell you. In fact, this is one of the three or four most important things in the whole user guide.

In an effort to make your browser work fastest, the designers don't actually update things when you think they're being updated. Your updates actually get stacked or queued for updating, until there's enough of them, or until you log off. This is called "committing" and only then are your updates actually posted to the database.

And here's the problem. Your connection to the ccrb.info database can time out... No warning, no alert... And if and when it does, your list of updates gets thrown away without ever getting committed. Yeah, we think it's stupid too.

So don't leave for lunch, part way through your data entry session, and expect everything to be peachy when you return in an hour. This is particularly important between importing your singles from last week, then working on your new singles for this week. Don't stop for a coffee break!!! Or else, just sign off, and then sign on again when you're ready to continue. And don't get involved in that long drawn-out phone call and come back to your session in half an hour, and expect everything to be okay. Don't go home tonight with your data entry half done, and expect to continue in the morning. If you time out, a whole lot of data will be lost.

The good news is, it's really easy to sign off. And when you do, all of your data gets committed... Instantly! It's positively brilliant! And it's oh-so-easy to sign back in later, and continue where you left off, anytime before deadline!

There are two other things to note here, first is another announcement, this time unique to this format. That's it circled in red, but it won't be circled on the website. If you want to circle it at your office, we suggest a red china marker, but the next person who uses your computer will be pretty steamed.

So, now you're in the database and ready to start making your report. By the way, as we already said, you can sign off, and finish your report another time, or you can log in later to modify it.

Just remember, you have to do it before deadline.

So you're all geared up and ready to go. Time to enter the songs. WooHoo!

This page has the title *Title Search*. You start your work here. Enter in a song title or partial song title and click Search. Note that capitalization is not important here. You can save the wear and tear on the shift key.



In a perfect world, if your spelling is perfect, and the song title has already been reported at least one time before, it will be in our database and you'll see this...



Hopefully it will be the song you want to report. We confirm the artist, the label and the composer for you, just to be sure. And if this is the song you want, click Report because you want to report this song.

Let's stop here and talk about partial matches.

Sometimes song titles are long and arduous. Sometimes they contain creative spelling and nasty things like apostrophes, or nastier things like commas. You only need to enter any segment of a song title, and it will bring you up a list of songs that match. Here we're looking for the same song, "Blood Bought Church" by Gene Crain, but we're only searching for the word *bought*.



If we do this, we get the same song. Apparently the word *bought* doesn't show up very often in song titles.



Okay, we know some Einstein out there is wondering if you can do a search on a single letter or a simple word like *the*.

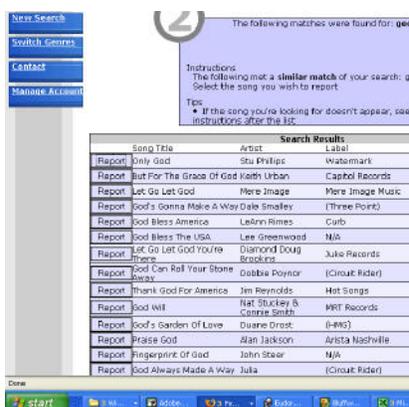
The answer is yes, but why? We're trying to make less work here and retrieving 1500 matching song titles isn't going to make your work easy.

How about another example. Let's try the word *god*. Yes we know it should be capitalized but remember, we're into saving labor here.



What do you think will happen?

You're right! You got a long list of songs! Now perhaps *god* was not the best choice for a partial title match. And you would probably never use the single word that common.



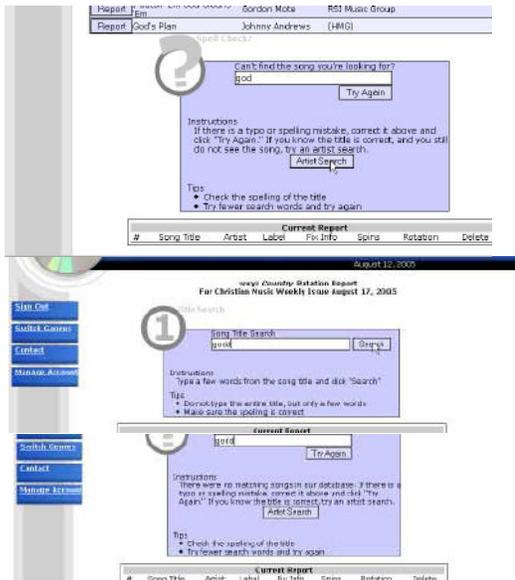
However, if someone ever releases a single with the name of "God" you're going to see a list like that come up every time. Oh wait. Rebecca St James did that already. Doh!

We just want to warn you.

Hopefully, if we've done our programming right, the one you want will be near the top of the list.

But let's say the song you're looking for is "God Loves Me." It doesn't appear to be in the list. (You can't see the whole list of songs with the word "God" in the title, but trust me, it's not in the list).

You can try going back and doing a search again by clicking the Check Spelling button and perhaps putting in more words like *god loves* or *loves me*. In this case, the song may not be in our database at all, which is why we have the next button there,



called **Artist Search**.

Sometimes song titles aren't what we assume.

Perhaps the name of the song you want to report is "Childhood Medley," which contains "God Loves Me" or the name of the song is "God Really Really Loves Me He Really Does," which sounds like a single Sally Field might put out. (This is an old old joke about her Oscar acceptance speech in 1984). The point is, sometimes we can't zero in on titles precisely. So that's when we switch to searching by artist.

Why are titles problematic? Sometimes it's punctuation, commas and so forth. (In fact, we'd suggest you avoid commas altogether).

And here's why: Commas have a special meaning in databases. They mean "Go to the next record!" So when a song title contains a comma, such as "The Father, My Son and The Holy Ghost" it actually creates records for two songs... The first simply titled "The Father" and the second titled "My Son and The Holy Ghost." So whether a song title has a comma in it or not, never ever put it in the song title or any text field in our database. The same holds true for artist names. "Gold, Frankincense and Myrrh" simply cannot be entered that way.

Something else came up, and we've had to make a new rule. **No quotation marks!** That's the double ones, like this: " " ... Because the programming language use them to delimit text fields, it causes truncation (premature ending) to any field where you tried to use them. So just don't use them, and if you insist, we'll concert them to single quotes ' ' or what we used to call apostrophes in elementary school. Other rules? No accented letters like àáâãäåæ ... Not French ones ... Not Spanish ones. They all just end up doing real funky things in documents like CMW. So, please... Just DON'T and, if you do, we'll translate

them out.

This was the second of the *really incredibly important things in this user guide*.

By the way, that song title? It's real. By Country artist Craig Morgan. And that Artist Name? It's real too. A Heavy Rock/metal Trio all female...

And while we're talking about dastardly punctuation,

Now let's deal with those confounded apostrophes.

And sometimes, the station that first reported the song maybe just a few minutes prior to you was spelling challenged, like the person who entered the partial song title here.

Yes, we all know preachers who talk like that. However spelling is important. People expect radio folks to be smart. Let's keep that image going. When you enter a partial song title that doesn't make any sense at all, then you see the message we show here.

Don't feel bad, your spelling may not be bad. You may be the very first radio station ever to report the song "Leviathan" or "Lamentation."

Anyhow, don't fret, but we won't let you enter this song as a brand new database entry quite yet.

Remember, we told you about doing an artist search first. You'd be surprised at the number of times a reporter is absolutely sure he's got the song title right, then when he looks up by artist he says:



Doh! Oh yeah!

What we're trying to avoid is having the same song in the database twice under various names. If they each get half the credit, then the song won't appear on the chart in the correct position.

And sometimes, particularly in Praise & Worship music and with old hymns, there may be several versions of the song. That's why we list back the artist so you can confirm this is the right song, before you report it.

But before we start down the rabbit trail doing an artist search, let's suppose that you did find the right song a few pages back. This is hopefully the most common event. So you click on the Report button... because you're absolutely sure this is the song you want to report.



You are sure, aren't you?

The next page comes up with the one thing you have to do. You need to enter the number of spins for the current week.



What if you have no way of knowing how many times a song was played?

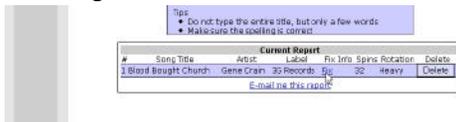
What are you doing pretending to report airplay data?

It's usually here that Billboard reporters say "Where do we report our *new adds*?"

"New Adds" seems kind of redundant to us.

But for Billboard, BDS, or whatever they're calling it now, they need you to tell them to start counting the song. Apparently, they simply ignore stuff they don't recognize if they don't get a "new adds" notification, and then take the time to manually open a slot for the tallying to begin. (This may become less and less an issue and Billboard has dropped 3 Christian charts since 2017, and at this rate, may not be a player at all for much longer).

Not us. We're not in the stone age. The first time you played it, you should have reported it. And the first time you reported it, our programs noticed it, and started counting it. That was when it was presumed to be an add for your station. In our example, "Blood Bought" was played 32 times. When you click the button, the song gets added to your list. Congratulations. Your report has one song in it.



While we're here, we want to point out a couple of things in the "Current Report." As it grows, songs will appear sorted by the number of spins within each rotation.

Song Title	Artist	Label	Fix	Info	Spins	Rotat
Bought Church	Gene Crain	3G Records	Fix		32	Heavy

[E-mail me this report](#)

There's also a Fix icon in each song. If you click on that, it opens a quick window that allows you to tell us what's wrong with how the song is listed. We made this to have minimal interruption in your data entry flow.

Here is the little popup windows that opens. It contains all the current details on the song.

Click the cursor in the field that needs changing.

Let's suppose the label information is wrong. At this point, with the "I" bar at the end of the label, you could click backspace and replace the label name.

You can recommend a change to any or all of the fields. Here, capitalization and spelling are most important. And yes, we really do appreciate having the correct album title and composer information for the song.

Once you click Send, an e-mail rushes off to us with the recommended changes. It will be fixed the after the next deadline. If you entered a completely spurious song earlier, such as Amy Grant singing "Born to be Wild," you can delete it from your report (with the Delete button) but, and this is important, it will remain in our database (until we verify your correction). You can use this Song Correction notice to tell us it was all just one



big mistake. You do this by clicking on Fix. Then again, who knows what Amy Grant might do next?



Don't do this example on the database. We understand that Gene Crain would get pretty steamed. The purpose of this tool is to ensure accuracy.



Anyhow, we've told you how to make your report, and how to make corrections if the database has an error in it. Please use this feature, including if you made a completely spurious entry. Don't just set the spins to zero and

leave the entry in the song master table. Please notify us to delete it.

Remember. Even if you take it out of your report, if you even temporarily added the song, it remains in the song master table. So let us know. We can take it out.

Don't fret, it never gets any more difficult or complicated than this.

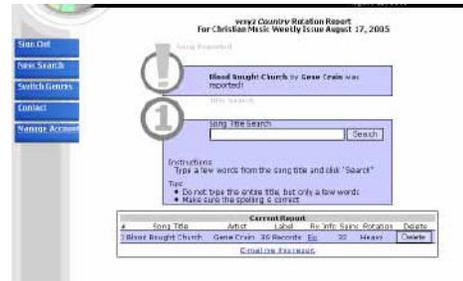
One song is in our report so far, remember?

Right below a confirmation message about your first song being added, and right above your Current Report (with one song in it so far) is a place for you to enter your second song title.

And the routine starts again with a title search.

Can you believe experienced stations can enter 5 to 6 songs a minute this way? Trust me, they're not in radio because they're such great keyboardists.

But what if you made a mistake. Let's say you got the number of spins wrong, or the song fell into the wrong rotation. Over on the right there's a Delete button. Click it and the song is removed



from your report. Simply reenter that song again with the correct numbers.



No, we don't track corrections. The number of mistakes you make doesn't go on your permanent record. Okay. Let's get back to that elusive song we couldn't find yet. When we can't find the song by a song title search, we now click on Artist Search. Ahhh yes, we're looking for that elusive song that contains the word or word segment that we're just not spelling right.



Well, in the Artist Search, we enter a full or partial artists name. Just like a song title search we suggest you avoid entering the whole name and avoid segments with "The" or segments with



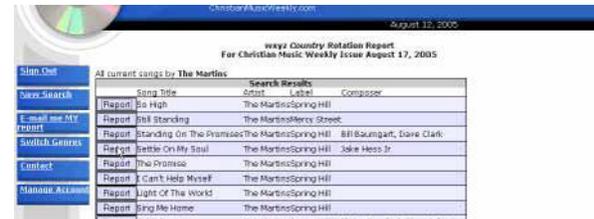
punctuation and apostrophes.

Here, we entered martins which is short, of course, for Leon Martinsky.



Of course, Leon Martinsky doesn't sing Christian music. We were just kidding. But when we do an artist search, The Martins came up.

One of the vagaries of database programming is that they could come up three or four times, with three or four buttons. If that happens, don't sweat it... all the buttons do the identical job. Choose any one of them.



And what exactly happens when you click on the View songs button?

You get a list of all the current songs by The Martins in our database.

And if one of them is the song you want, select it by clicking the appropriate button. And now we know the song title you thought contained the word godd was actually "Settle on My Soul."



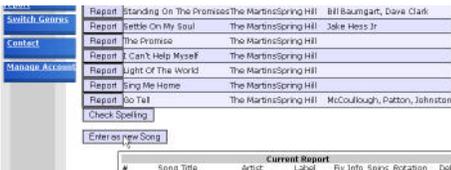
Do!



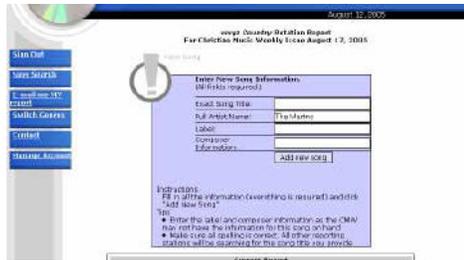
And it takes you to the next screen where you enter the number of spins and the Rotation. (Here we see you enter 31 spins. And you'll see the song on your Current Report:

But let's say you really were looking for another song, and your first person to ever enter it in our database. You could be the earliest adopter (someone has to be) or you simply could be marching to your own drummer reporting songs that no other station has even heard of! Let's hear it for innovation.

You click the *Enter as new Song* button

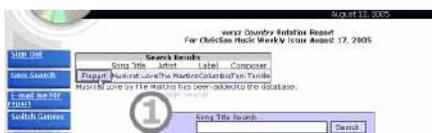


which appears only after you've done an artist search. And this is the place to be the most accurate you can be. Spelling,



punctuation ... Everything counts, because when you click on that button labeled Enter New Song. It's in the database forever (unless you notify us that it was some grand mistake, in which case we'll go in and take it out).

For example, let's say you filled in the blanks

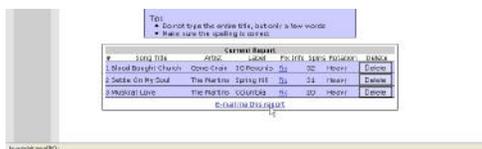


to indicate that the Martins released "Muskrat Love" on the Columbia label, and it was written by Toni Tenille. And then you clicked on the "Add New Song" button.

Now the song is in the database, but you still need to report the song. Click on Report.

You know the rest. Enter the number of spins.

Are we done yet? Almost!



When your list is complete, scroll all the way to the bottom and see the button that says Email report to... and hopefully you'll see your own e-mail address. If that's not your address, you can change it with the MANAGE ACCOUNT button.

This is e-mailed to you, not us, for your records. You can copy and paste the email (when you get it) into another document, or even fax or e-mail it to another publication. We don't want you to e-mail us reports. We'll pull them directly from the database at deadline. Most importantly, a hard copy of your report is your best way to proof read your report. Please do this. You can sign on and correct anything prior to deadline.

And one last step. Don't forget to click the Sign Out Button.



You're done.

Congratulations.

And it may be hard to believe, but you can get your report done in as few as 6 or 7 minutes on a good day. Be patient and learn the system... and read the following hints carefully...

Speed is all about keystrokes. Use partial titles and partial artist names whenever possible. (We call these substrings) But get in the habit of selecting the best substrings. Words like and, the, a, song, and Jesus just won't do the trick. And your substrings should not include the part of the titles that contain apostrophes or punctuation. But most every song has a one or two word sequence that makes it unique. We don't put punctuation (other than apostrophes in song titles).

Artists names can be a problem too. "Michael W. Smith" is not the same as "Michael W Smith", but you'd be surprised how much better "Michael" or "Smith" will work as substrings. Even better *ael w* may work best of all.

One neat secret we discovered is this: search using the last letter or two of one word, followed by the space, followed by the first letter or two of the next word as in the previous example. Those often find the exact song the fastest. Who knew?

Finally, and this is the biggest secret of all. Using the mouse slows you down. In almost all cases you can do your work without touching your mouse. Simply by careful use of SPACE, TAB and ENTER keys, you can whiz through entering your report.



When I go onto the other charts' website, they have my last report waiting for me to modify. When I go onto the ccrb.info website, my report always starts at nothing. Why can't you be the same?

CMW does give you the opportunity to use last week's song list to make modifications to. We just didn't tell you in this manual. It only works if your previous report was only one week old. You're allowed to import the report as a list, but you must add the number of spins for each song. Then they can be imported into your current report, and the remaining new songs added, and it must be done as your very first operation. If you report any song, the import option goes away..



But I really like reporting the other charts' ways.

Fine. That's why you pay \$300 and \$200 respectively each year to be a subscribing reporter.



It looks like you're really dependent on the radio stations being accurate in both spelling (when adding a new song to the database) and in reporting airplay data.

Yes. We don't think such responsibility is misplaced.



I've heard rumors that CMW will ban a reporter for life for a mistake on a report. Is this true?

An embellished report, exaggerating numbers, or reporting a song you're not playing as a favor for a promoter, or trying to game the chart is by no means a mistake, and in the past were more common practices. This happened more frequently in the past. Typically, both the individual and the station were both banned, and yes, for life. They all knew, going in, that honesty and integrity were mandatory. We don't think it's such a high bar for Christians to get over. However, those caught turned around and said things like "You'll never survive," and "You simply don't understand how the game is played."



And the CMW is well known for its position against the policies of conformance held by other periodicals. Why is that?

First, let me explain "policies of conformance." It means that only reporting stations that report songs that exactly help create the end chart that the chartmaker wants the chart to look like, are allowed to be reporters. In the earlier days of CCM, the labels and promoters kept tight reigns on the charts, and if you didn't toe the line exactly in your reports, you lost product servicing. In the southern gospel world, you were blacklisted outright, so the only safe position for southern stations was to play the blacklisting magazines top-40. And far too many southern stations still just program the Singing News or some other chart's top 40 and audition nothing. Our position that anything that delays reporting of a song produces an invalid chart. Numbers that are late by an issue or two make the chart incorrect. Period. When stations are nervous about whether it's appropriate to report a new song they've already added, then the charts are delayed. Even worse is the idea that any station may have a secret rotation of "unreported currents." We think that is absurd. You should add songs when the time is right and report them – all of them – immediately.

Look at it this way. You don't pay to report. Radio doesn't pay to get the publication. The finished version arrives nearly a week earlier than the fastest of the others. And in the case of the major southern magazine, months ahead. You're not told what to report, nor told who you can or cannot report to. All we want is for you to be 100% accurate in your reports and to get your report in every time, on time. Every week.

Three more items...

First...

When you become a reporter, you got an email confirming the webpage to report, and your username and password. You may think your computer will always remember these for you, but you would be wrong. After any malware attack, most clean up programs will delete those memorized settings. And when you're in a panic Monday afternoon, and you call or email us, you will

likely find us unreachable. **So please... Write the settings down or print out the email, and put it in the safe place.**

Second...

Do not bookmark a shortcut into the reporting site... It's an easy way to bypass the lock we put on the door when we download the data. And we lock the door to keep you out... Simply because any work you do if you did get in, would be lost... All of it... Guaranteed. We found out that a bookmark or a shortcut bypasses the lock. So, **just don't do it.**

Third...

One day, you'll turn over this task to a new person. You'll say, "It's real easy to do!" But you'll forget the value of this user guide. Save this guide. Pass it to the next person. And, oh... Yes, when the new person comes along, make sure to put her name, her email and her choice of password on the account.

Well, that's about all we can think of...

There's probably more... So feel free to let me know.

Oh, and one more NEW THING! When your adding a new song to the database, we ask you a new question! And the question is in RED. It's important that you answer it correctly. It's a question about whether this new song is a Christmas song. It's really about whether we should include it as a candidate for the Christmas chart we run between Thanksgiving and January each year.

New Song

Enter New Song Information.
(All fields required.)

Exact Song Title:

Full Artist Name:

Is Christmas?: No Yes

Label:

Composer Information:

Instructions
Fill in all the information (everything is required) and click "Add New Song"

Tips

- Enter the label and composer information as the CMW may not have the information for this song on hand
- Make sure all spelling is correct. All other reporting stations will be searching for the song title you provide

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(I always wanted to do this)