**TPCMP Handout – How to Complete Music Purchase Request Forms**

***First Steps:***

Once you have finalized your residents’ playlists, you may begin the process of completing music purchase request forms for your assigned facility. Purchase request forms allow the purchasing team at SoundCorps to easily identify and purchase the music for each resident’s playlist. Completed forms will contain the following information: the artist’s name, song title, and Amazon digital music purchasing link.

* To begin, open the purchase request form template on excel. You will see column headers labeled **Artist**, **Song Title**, and **Purchasing link**. There is an example entry indicating the correct format when inputting the information for each song. *(Ex:* ***Artist:*** *The Beatles* ***Song Title*:** *Here Comes the Sun* ***Purchasing link:*** *Here Comes the Sun (Remastered 2009) by The Beatles on Amazon Music – Amazon.com)*
* In order to add your residents’ playlists to the purchase request form, you will need to export your playlist to a csv file (an excel spreadsheet file). If you have compiled your residents’ playlists on Spotify, you will use a third-party website called **Exportify**. If you are using another streaming platform such as Tidal, Napster, or Apple Music, you will use **Tune My Music.** Both websites can convert your playlists to excel spreadsheets, however Exportify can only convert Spotify playlists.

***Using Exportify:***

Type the following URL into your web browser: <https://exportify.net>. This will direct you to the Exportify homepage.

* Click the “Get Started” button at the center of the screen and login to your Spotify account.
* Once logged in, you will see a list of all your Spotify playlists. Once you have identified the residents’ playlists you’d like to export, click the green “Export” button on the righthand side of the screen.
* Once the csv file has been exported, locate it in your downloaded files folder and open it to access a complete list of song titles and artist names.
* Exportify provides other information in this file, but you will only need the song titles and names of each artist for the purchasing form.

***Using Tune My Music:***

Type the following URL into your web browser: <https://www.tunemymusic.com>. This will direct you to the Tune My Music homepage.

* Click the “Login” button at the top righthand corner of the homepage and click the “Register Now” option. Provide your email and desired username and password to set up a free account.
* Once logged in, you will be asked to verify your account by clicking on a link sent to the email address you provided. Click the link in your email to be directed back to the homepage. If you do not see an email from Tune My Music, check your spam folder and request another verification link if you do not receive it.
* Once logged in, select the purple “Let’s Start” button in the center of the screen. You will then have the option of selecting which streaming platform you’d like to access. Click on the streaming service you use for residents’ playlists and enter the login information for that streaming service. Once complete, you can now select which playlists you’d like to export.
* Select the “Next Destination” button at the bottom of the screen and scroll to the bottom to find the “Export to File” option. You may then select csv as the file type followed by the “Start Moving My Music” button. The csv files will now be accessible in your downloaded files folder.
* Tune My Music provides other information in this file, but you will only need the song titles and names of each artist for the purchasing form.

***Using Excel:***

After you have exported your residents’ playlists to csv files, open the csv file for the first resident’s playlist. Highlight and copy the cells containing the artist names and song titles and paste them in their respective columns on the purchase request form.

Be sure to make note of which resident’s playlist information you’ve copied and paste it to the sheet with the corresponding resident ID on the bottom of the excel spreadsheet. For example, if you are working with R12, paste the resident’s playlist information to the sheet labelled R12. You may also rename the excel purchasing form to “(Facility Name) Purchase Request Form.” Make sure to enter this information into the cells in the lefthand corner as well, along with the Program Coach’s name, phone number, and email. Re-enter this information in the cells to the top left of the screen for each separate resident sheet.

Repeat this process for each of the residents you worked with at your assigned facility until each resident’s song information has been copied to the purchase request form.

***Identifying Amazon Music Purchasing Links:***

To find purchasing links for the songs on your residents’ playlists, visit the Amazon website using the following URL: <https://www.amazon.com>.

* On the Amazon homepage, click the “All” button next to the search bar to reveal a drop-down menu of different departments. Scroll toward the end of the list and select “digital music.”
* Enter the song title of the song you are looking for into the search bar and click the yellow magnifying glass icon. Scroll down the page until you find the song you were looking for and click on the title.
* Unless the song is a single, you will be directed to the artist’s full album. Scroll until you see the song you are searching for and click the button with three dots on the right side of the page.
* Select “share this song” and copy the link.

***Using the Hyperlink Function on Excel:***

Using the format example provided on the purchase request form (song title by artist name on Amazon Music – Amazon.com), enter the song information in the song link column.

* Click on the cell containing the text you’d like to hyperlink and click the “Insert” tab on the task bar at the top of the excel spreadsheet. Click the “Link” button located at the top right side of the task bar, then select “Insert Link.” Paste the link copied from Amazon into the address field and select “Ok.”
* To make sure you have copied the correct link, click on the text you have hyperlinked to verify that it directs you to the song/album on Amazon.