

## NACC REPORTING RULES & GUIDELINES:

Reporting opens on Friday mornings at 9am ET and remains open until 2pm ET on Tuesdays. The system closes automatically at 2pm so anything you have not finished by then will not count.

URL Sign in using the login button on the top left corner of our main page (<https://naccchart.com/>)

Enter your Username and Password. If you don't know them or have trouble signing in you'll need to email [support@naccchart.com](mailto:support@naccchart.com) and verify who you are and what station you are from.

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**NOTE:** Unless an album released more than a year ago is actively being promoted for the first time or has been re-released, **we ask that you refrain from reporting older titles.** Any album/single that has a release date 12 months or more prior to the current date should not be reported. They are considered recurrent and ineligible to chart regardless of the amount of play they receive. The weekly chart is meant to showcase recently released albums and how they rank amongst one another at stations across North America.

## FORMATTING RULES FOR REPORTING:

- Once logged in you will see a list of the charts you have access to report. The current week's reporting date will be listed to the left of each chart. Once you begin reporting over time (or if your station's previous MD has been reporting on behalf of your station), you will also see your previously reported charts listed there as well. Those can be filtered by Week and Chart using the filter functions at the top of your profile page.
- Click the pen icon on the right side of the line next to the chart you want to report.
- A blank Top 30 (or Top 10 in the case of adds and genre charts) will populate. From there use the 'Select' option in the first column for each chart position to enter an artist. Just start typing the name of the artist you want to enter and it should auto-generate the full name for you. Once it does that, click on the entry you want to submit. If only one release is in the database for that artist the rest of the fields (title, label) will fill in automatically. If more than one release from the artist is in the database it will only fill the artist in. You must choose which release you want to report using the second select option for that chart position or you will not be able to proceed.
- Once you have filled in all the positions the "Complete" button at the bottom of the screen will become active. (For any airplay chart you report, every box must be filled in before the 'Complete' button will become active). Make sure your chart is just the way you want it as once you click 'Complete' you will not be able to edit/change that chart. Once you click 'Complete' you will be returned to the screen you first saw when you logged in, and you can proceed to report your next chart following the same process.
- You do not have to fill in all the fields if you report adds. You can report anywhere from 1-10 adds and complete an adds chart. Keep in mind, Adds charts are not airplay charts. They are not meant to extend reporting (i.e 31-40 for Top 30 or 11-20 for Top 10s). They are meant to highlight the music you have received in the last week that you are adding and plan to play. A specific LP/EP/Single should only be included on your adds one time as you are only adding that music to your station once.
- If you click the eye icon on the right side of your chart columns it will show you the Top 30 or Top 10 you just entered in case you want to copy and save it and send it to promoters, staff, etc.
- Please report full albums even if you are only playing a single (unless it's a stand-alone single not associated with an album or is the only advance release from an upcoming album). If the album associated with a single is in the system, please do not add a single from it to the database or you will pull airplay away from that release.
- Make sure to combine airplay if you are playing multiple songs from one album. Two singles from one album should never occupy two separate positions on your chart unless they are separate singles that are not associated with an album.

## If the record you want to enter is NOT in the database:

- Click the ADD option at the bottom of the list where you tried to search for the Artist.
- Enter the Artist in ALL CAPS (The database will not allow you to enter it otherwise).
- Enter band names that include an ampersand (&) with AND instead (i.e. NICK CAVE AND THE BAD SEEDS, not NICK CAVE & THE BAD SEEDS). This is a requirement in the system. It won't let you use ampersands in the artist section, They *can* still be used in the Title section though.
- For artists with the word 'THE' beginning their name, enter the next word of their band name first, then a comma and *then* THE (i.e.: NOTWIST, THE, not THE NOTWIST). This rule does NOT extend to foreign bands (i.e.: Os Mutantes or Les Garçons De La Plage).
- Enter the Title & Label *with only the first letter of each word capitalized* (Not all capped, please).
- You'll need to choose Album, EP, Single or Advance Tracks for each title you enter. Advance Tracks are for when multiple singles from a yet-to-be released album are available for play.
- Please make sure to include titles for singles. Simply reporting an artist and clicking the Single button is not sufficient. If your entry looks like this: " " [Single] we will be forced to reject your chart.
- Even if you are only playing one song from an album that is out (or has been officially announced), please report the full album in the Title section, Cumulative play for any track from an album is combined to make sure all spins are counted as a whole.

- Please don't just click 'Self-Released' if you don't know the label. Take a moment to find out what the label actually is. Using [amazon.com](https://www.amazon.com) and searching their Digital Music category is an easy way to find out a release's label. We rely on you to help keep the database accurate when you enter your own titles so we hope you will do your part.
- For Various Artists Compilations, place the Comp title in the Artist section and click the VARIOUS ARTISTS button. That will add VARIOUS ARTISTS to the Record section. We know this seems counter intuitive, but for the sake of looking up titles, it makes it much easier to find the title you are looking for doing it this way.
- In the Label section, please do not include tags like 'Records' or 'Recordings' or 'Music' or "Entertainment" after the label name (i.e. Merge not Merge Records)
- For independent releases (not on a label), click the Self-Released button and that will automatically populate.

If you have any questions or problems reporting, reach out to [support@naccchart.com](mailto:support@naccchart.com).