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Getting Started: Intro - What is DISCO?

Last Modified on 06/05/2026 10:18 am PDT

What is DISCO?

DISCO (disco.ac) is a cloud-based music and media file management, search, and delivery platform. Think of it like a combined “pro version” of Apple Music, Dropbox, SoundCloud, and Mailchimp.

When you create an account on DISCO, you choose a unique URL (e.g. myband.disco.ac or recordlabel.disco.ac) that you can access from any device. With DISCO you can:

- upload **Tracks**
- add and edit Track **metadata**
- create and share **Playlists**
- and so much more!

The best way to get started on **DISCO** is to watch this short introductory video from our [School of DISCO](#). We also have a [DISCO Crash Course](#)!

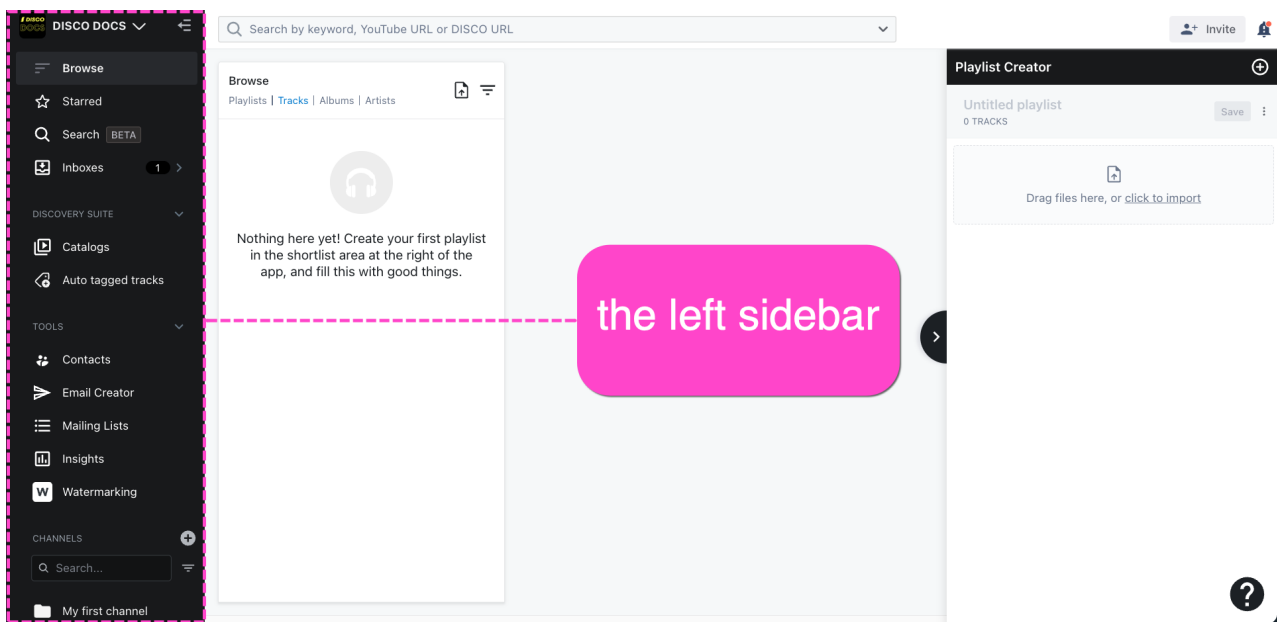
Getting Started: The DISCO Interface

Last Modified on 06/16/2026 12:03 pm PDT

The left sidebar

The screenshot below is from a DISCO account on the **Pro** plan with the **Discovery Suite** add-on.

Note: The left sidebar may look different for some users. This is because some tools and features are only available on certain plans or as paid add-ons. For information on our plans and pricing, visit our [pricing page](#).



Browse

The **Browse** area contains a feed of all the content on your DISCO that you can access (excluding Playlists from Inboxes that haven't been imported yet). There are four tabs in the Browse area: **Playlists**, **Tracks**, **Albums**, and **Artists**.

Starred

Starred is a feed of your Starred items in your DISCO. These items include any content you have uploaded in DISCO, or that you have added to your Starred items (by clicking the star icon). This is useful for curating a personal collection separate from other users in your DISCO. Like Browse, there are four tabs in the Starred area: **Playlists**, **Tracks**, **Albums**, and **Artists**.

Search

For more information, check out our [Search Feature Guide](#).

Inboxes

Inboxes are where you can receive files from other users on and off DISCO. To move items from an Inbox to your DISCO, you can Star them, and they will appear both in your **Browse** and

Starred areas.

For more information, check out our [Inboxes Feature Guide](#).

Discovery Suite

Discovery Suite may or may not appear in your DISCO, as it is a paid add-on that requires an additional subscription.

- [Check out our Discovery Suite Feature Guide](#).
- Discovery Suite includes [Auto-tagging](#), [Catalogs](#), [Instant Instrumentals](#), [Instant A Capella](#), [Lyric Transcription](#), and [Similarity Search](#).
- [Check out our School of DISCO Discovery Suite course!](#)

Contacts

Contacts is found under the **Tools** section on the left sidebar of your DISCO.

For more information, check out our [Contacts Feature Guide](#).

Email Creator

Email Creator is found under the **Tools** section on the left sidebar of your DISCO.

***Note:** This feature is only available to users on our **Plus** plan and above.*

For more information, check out our [Email Creator Feature Guide](#).

Mailing Lists

Mailing Lists are found under the **Tools** section on the left sidebar of your DISCO.

For more information, check out our [Mailing Lists Feature Guide](#).

Insights

Insights is found under the **Tools** section on the left sidebar of your DISCO.

For more information, check out our [Insights Feature Guide](#).

Watermarking

Watermarking is found under the **Tools** section on the left sidebar of your DISCO. Watermarking may or may not appear in your DISCO as it is a paid add-on that requires an additional subscription.

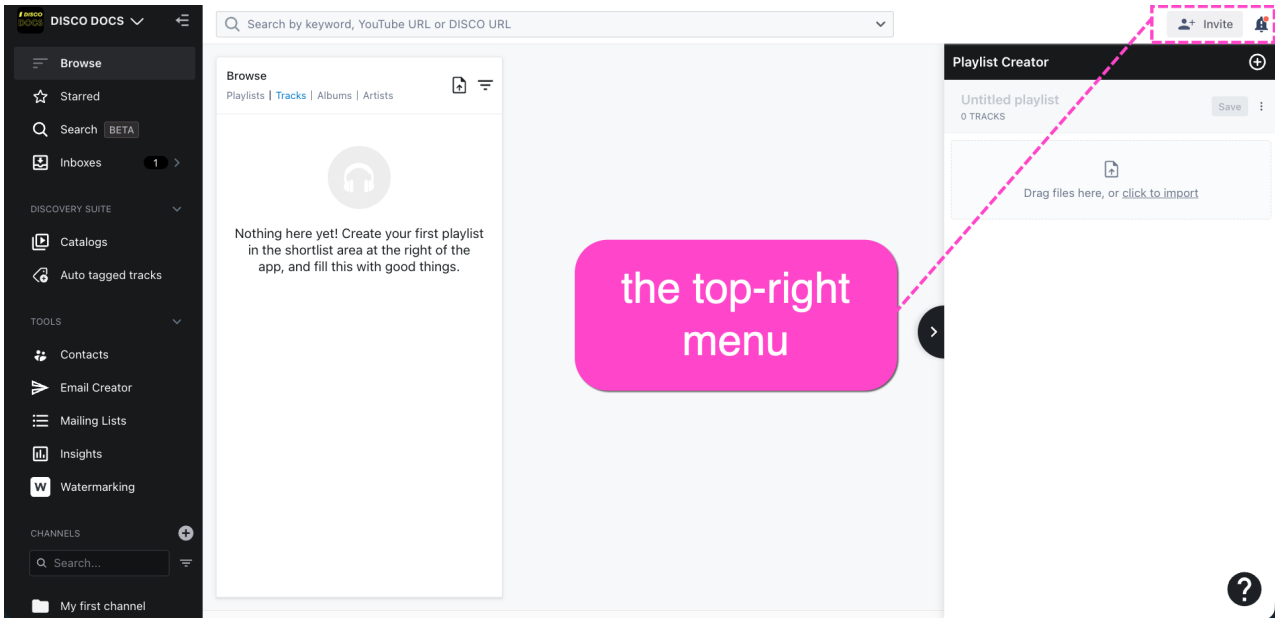
For more information, check out our [Watermarking Feature Guide](#).

Channels

For more information, check out our [Channels Feature Guide](#).

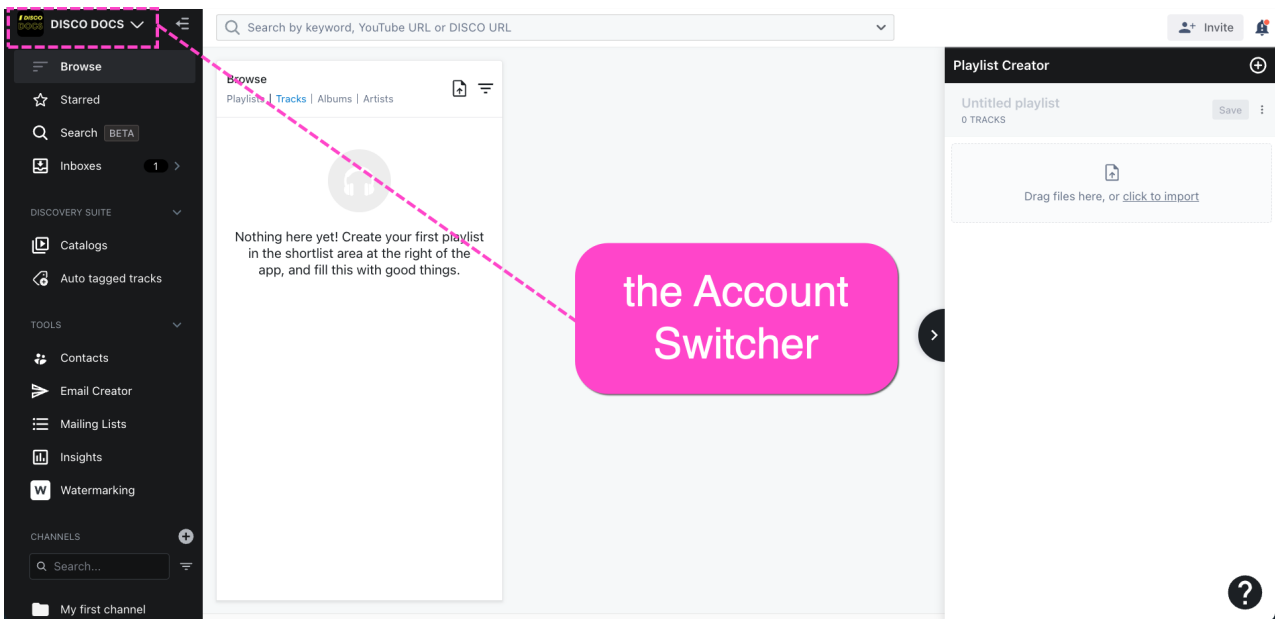
The top-right menu

The top-right menu is where you can **Invite** Users to your DISCO and access your **Notifications**.



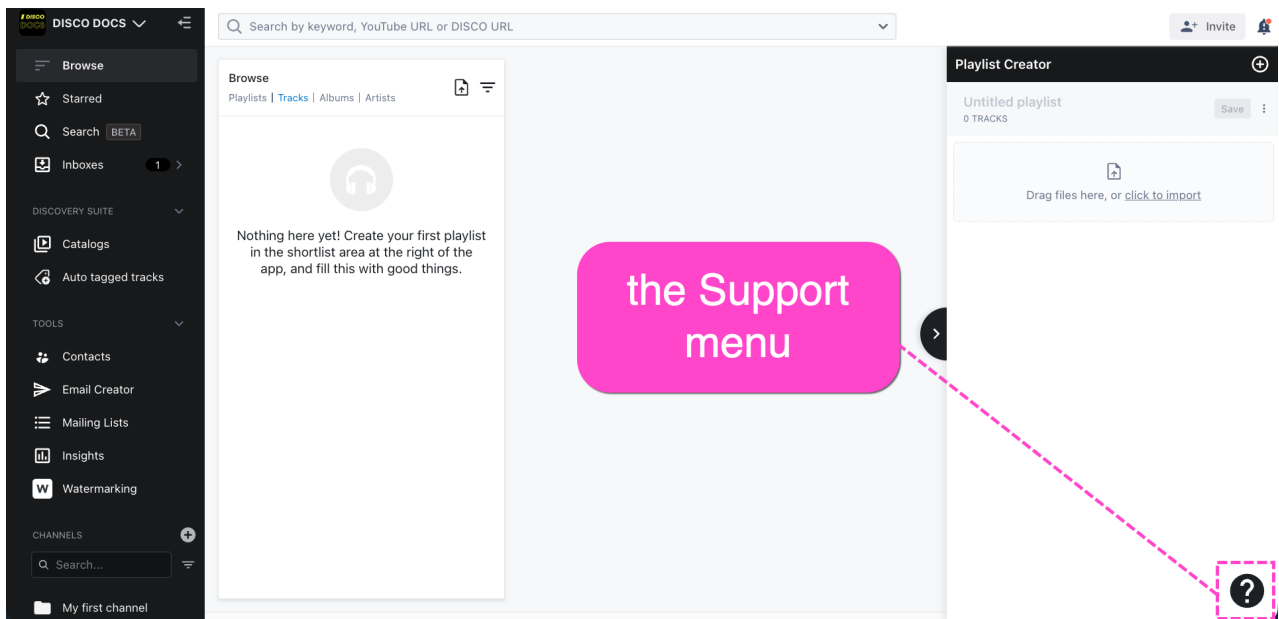
The Account Switcher

Click on the arrow \downarrow to the right of your Business Name to access the **Account Switcher**. From here, you can navigate to your **Settings and account** information, switch to **Other DISCOs** (only applicable if you are a User on multiple DISCO accounts), **Log out**, **Refer a friend**, and view our **Product changelog** and **Privacy policy**.



The Support menu

The **Support menu**, which is a circular question mark button, is located in the bottom-right corner of your DISCO. You can use this to reach out to our Support team if you like. Don't be shy, ask us anything 😊

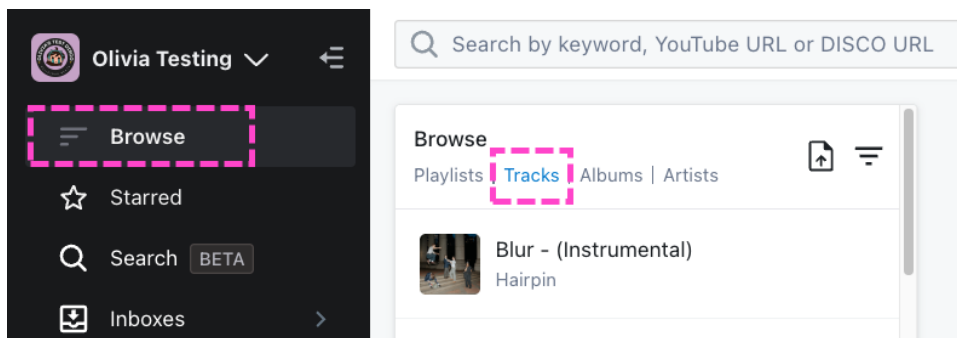


Getting Started: Key DISCO features and components

Last Modified on 06/02/2026 4:21 pm PDT

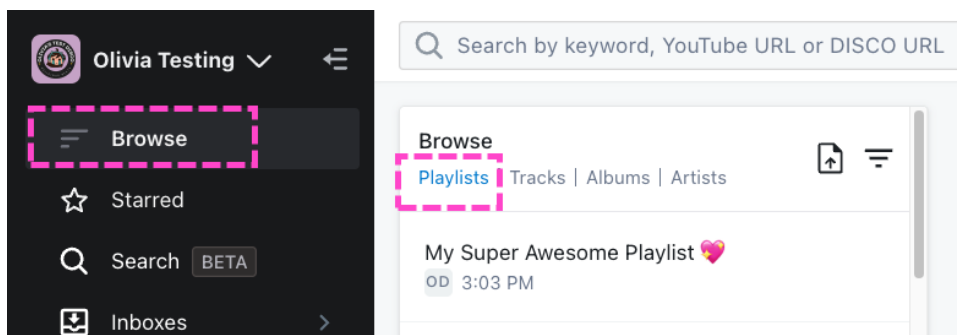
Tracks

Files that you upload to your DISCO are known as **Tracks**. You can access all your **Tracks** from the **Browse** area.



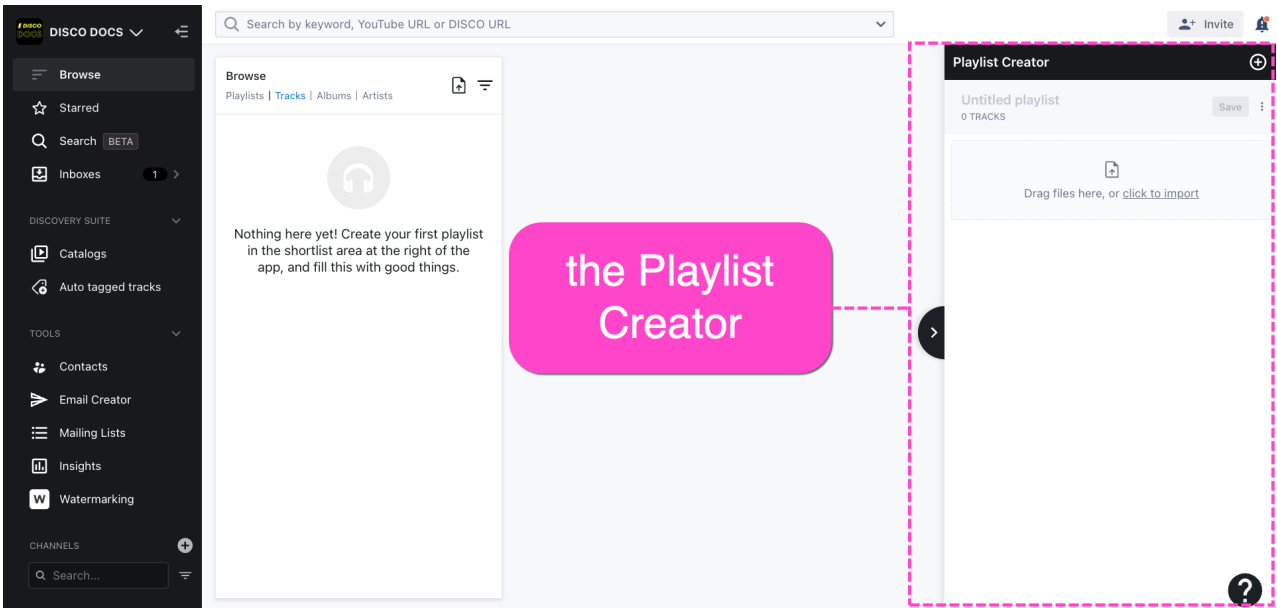
Playlists

Playlists are like customizable one-page websites with unique URLs that can be shared with recipients for streaming and/or downloading your Tracks. You can access all your **Playlists** from the **Browse** area.

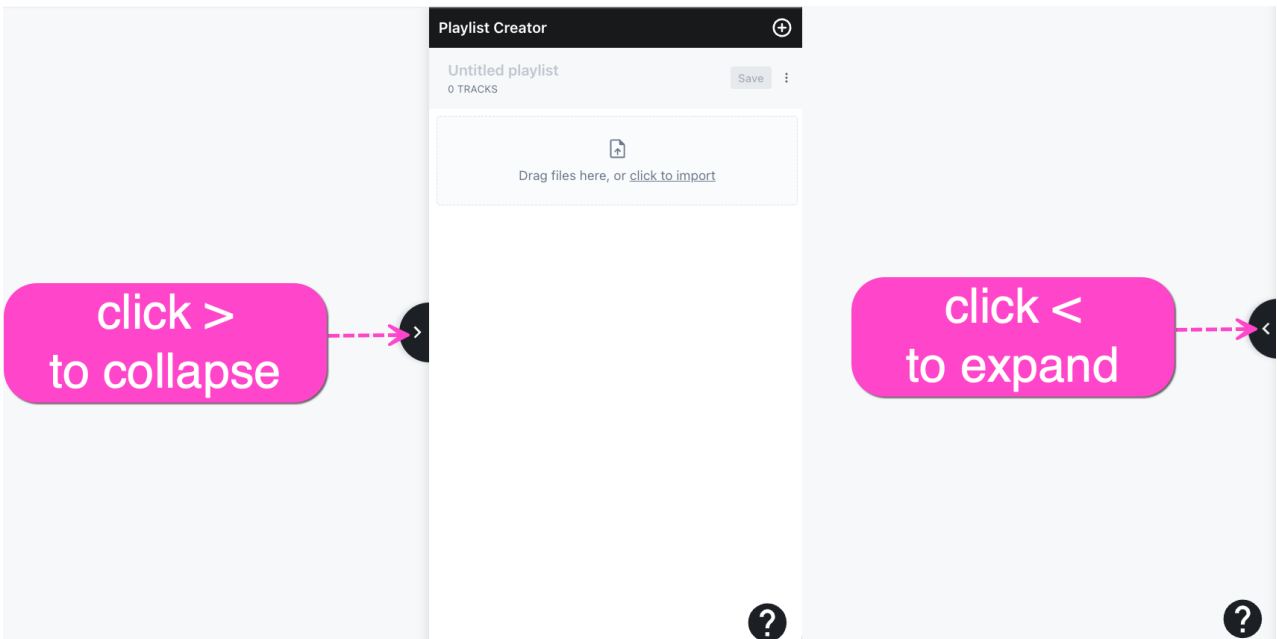


The Playlist Creator

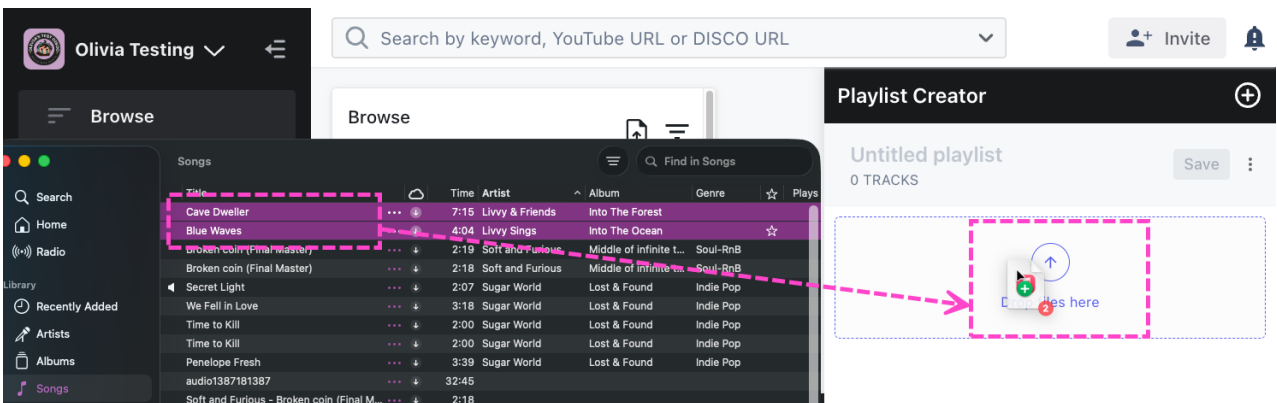
When you first sign in to your DISCO, you should start by [uploading Tracks](#). There's a few ways to do this, but perhaps the most common is by using the **Playlist Creator** on the right side of the page.



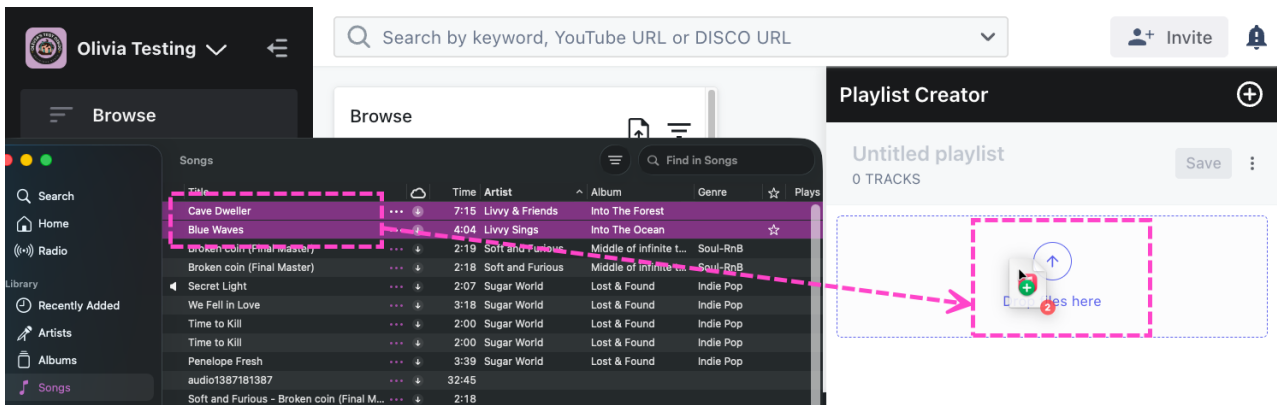
To collapse or expand the Playlist Creator, click the arrow > <.



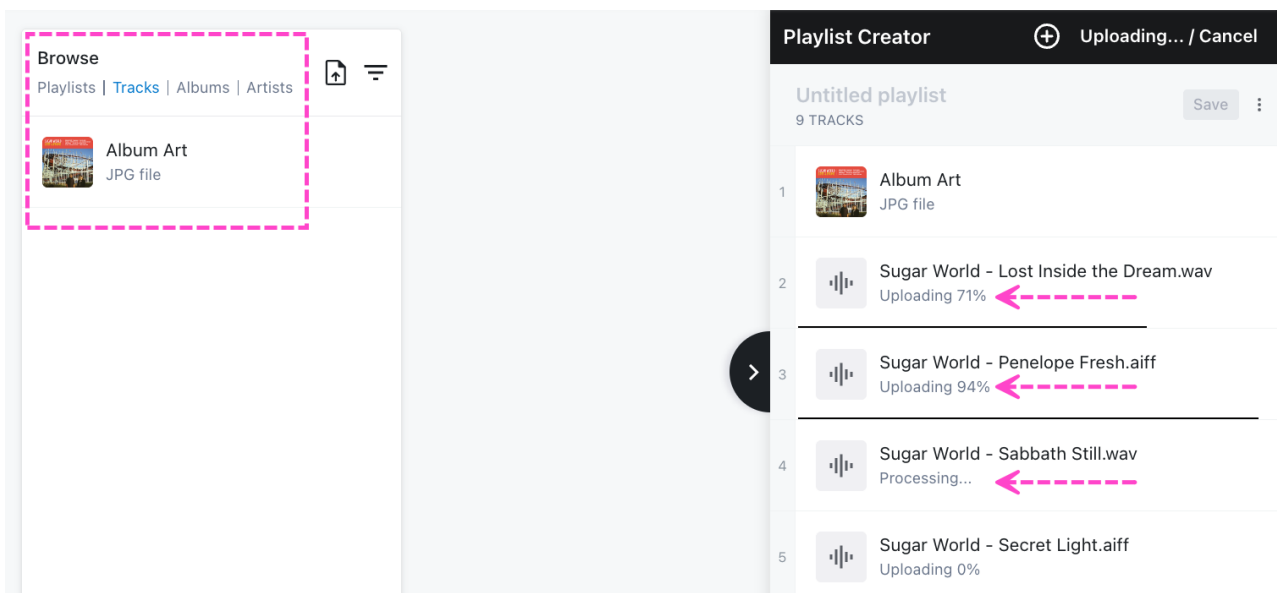
To upload Tracks, you can drag and drop them from your computer into the Playlist Creator:



or from Apple Music:



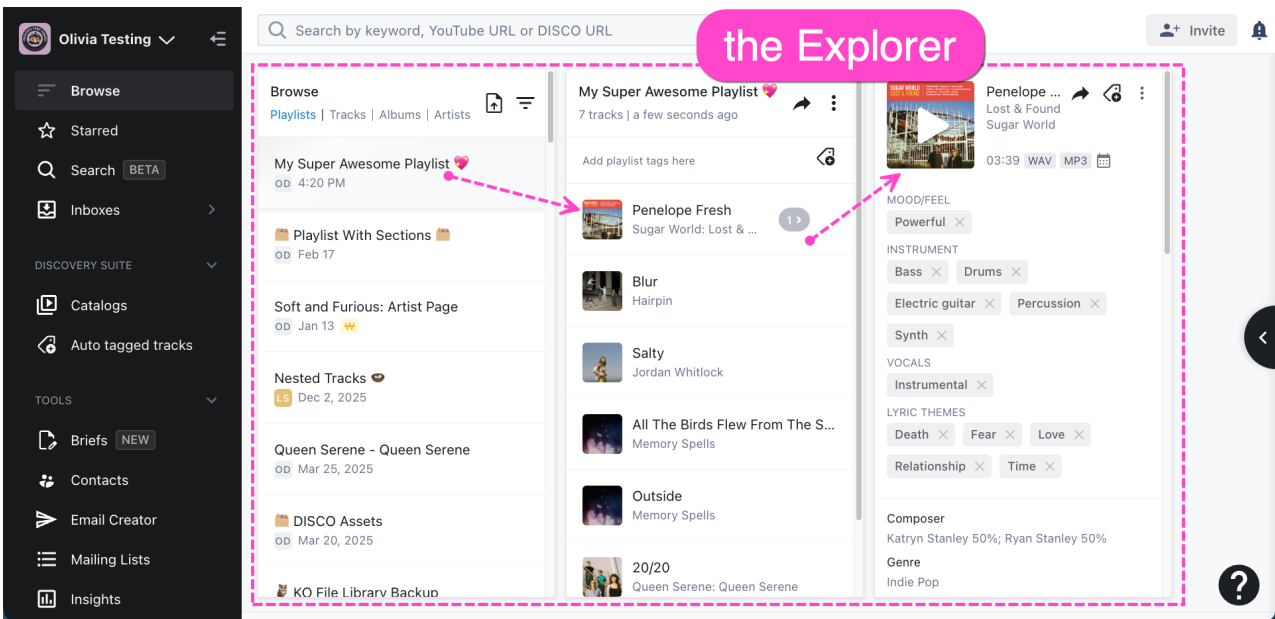
The Tracks will be uploaded, processed, and added to your DISCO in the Browse area!



Check out this quick video for a demonstration of uploading and sharing your Tracks!

The Explorer

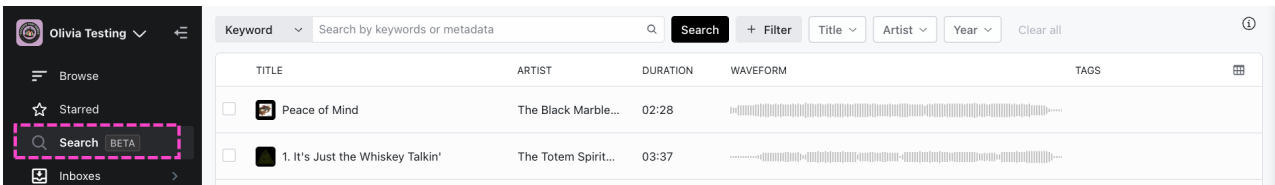
When you click on a **Playlist**, **Track**, **Album**, or **Artist** in the **Browse** area, it opens in a new column to the right. When you click on another item (e.g. a Track in a Playlist) in the new column, another new column is opened to the right, and so on. These columns make up the **Explorer**. This is the core of the DISCO workflow and helps you intuitively and creatively move through your music and files, speeding up the process of creating new Playlists.



To navigate through Explorer columns, use the horizontal scroll bar at the bottom of the screen. If needed, you can update your Settings to make the Explorer columns wider.

Search

After uploading Tracks, you can find them using **Search**. This search pulls results from your Track metadata.



For more information on searching in your DISCO, check out this [Feature Guide](#).

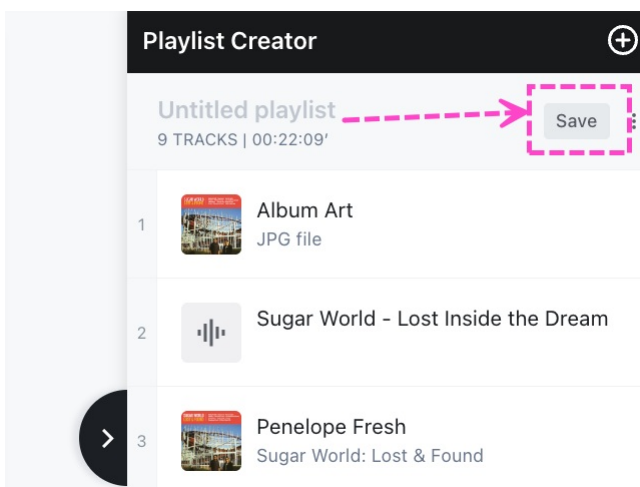
Getting Started: Saving and sharing Playlists

Last Modified on 06/02/2026 4:20 pm PDT

Saving a new Playlist

Note: Clicking **Save** in the Playlist Creator after uploading will create a Playlist for the uploaded Tracks. However, this is not required, as anything you upload in the Playlist Creator will be automatically added to your DISCO regardless. But we do recommend getting in the habit of creating Playlists to keep your music organized.

To save your uploaded Tracks as a Playlist, click the **Save** button in the Playlist Creator.



This will open the **Save Playlist** window, where you can give your Playlist a **Name** and enable any of the desired **Playlist Settings** (including **Content Settings**, **Security Settings**, or **Browse Settings**) by switching the toggles to **ON**. You can also add **Playlist tags**, or add your Playlist to a **Channel**. When you're done, click the **Save Playlist** button.

Save Playlist

Playlist Info Presentation Alias Metadata

Name

My First DISCO Playlist 🎵

Content Settings >

Security Settings >

Browse Settings >

Playlist tags

Select tags, or type to create new tags

Add to channel

Search channel

Cancel

Save Playlist

Sharing a Playlist

After saving your Playlist, a share link will be generated. You can copy this link, or click **Share this playlist**.

Playlist Saved!

×

<https://s.disco.ac/xpaprxfmvgi>

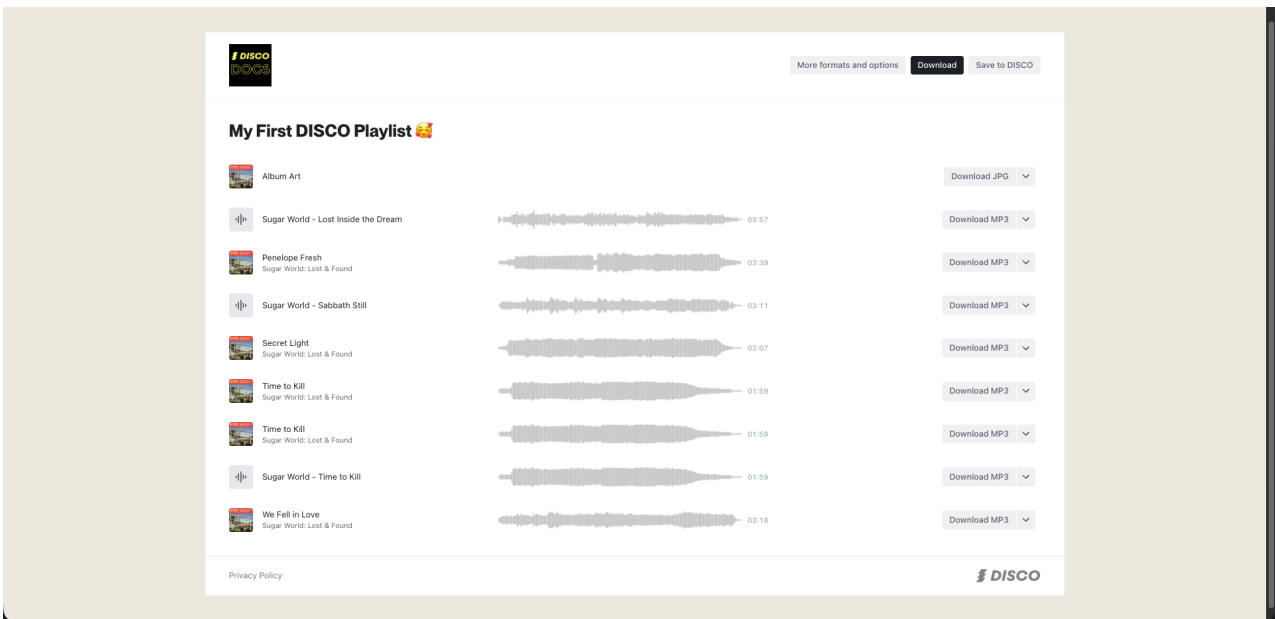
🔗 📄

Close

Share this playlist

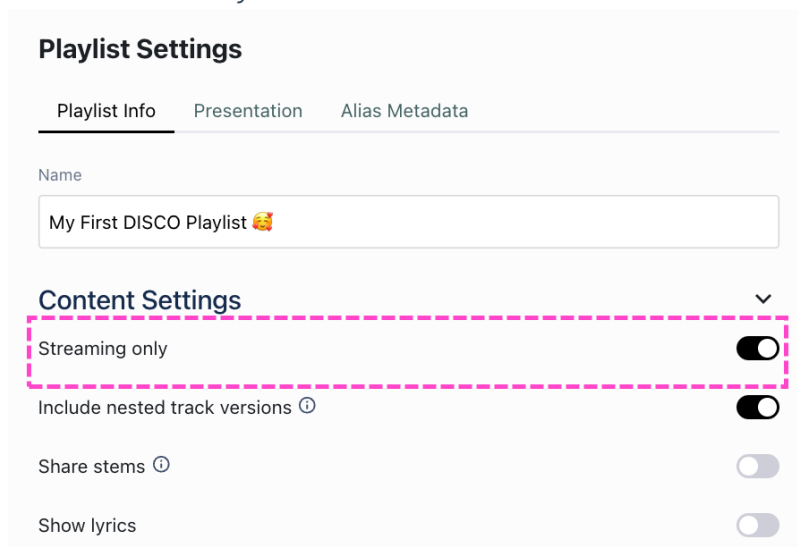
For more information on sharing Playlists, check out [this article](#).

Here's what your Playlist looks like by default from the Playlist Share page:



Depending on the **Content Settings*** you selected previously, recipients you share the Playlist with will be able to stream the tracks, download them individually, or download them all at once on a page with your branding.

If the **Streaming only toggle under **Content Settings** was enabled, recipients will not be able to download your Tracks.*



Getting Started: Your security responsibilities as a DISCO user

Last Modified on 06/10/2026 3:51 pm PDT

At DISCO, we strive to provide our users with the highest level of security. Although we do everything we can to make sure that the DISCO ecosystem is secure, **security on any cloud-based software must be a responsibility shared between the service provider (us) and the users (you)**. Security is a shared responsibility because, without your help, nothing we can do solely on our end can make your account 100% secure.

Think about it like this -- the landlord in your apartment building installed steel doors and the best deadbolts money could buy, but if you were to start leaving your door propped open, or handing out copies of your keys to strangers, it would not be very secure.

Similarly, if you were to start posting the password to your DISCO online, or sharing your DISCO account with another user, you would be putting your account at risk, and failing to uphold your shared responsibility. We ask that you always be vigilant with your DISCO by adhering to your security responsibilities as a DISCO user, listed below.

You are responsible for:

- ⚡ not sharing your DISCO user ID and/or password
- ⚡ who you invite to be a user on your DISCO
- ⚡ verifying that their level of access is appropriate and commensurate with their job responsibilities
- ⚡ terminating the user accounts of any individuals you wish to no longer have access to your DISCO
- ⚡ requesting that multi-factor authentication be enabled and approving or denying requests to reset multi-factor authentication
- ⚡ maintaining the security of the email account you use for your DISCO user account, as unauthorized access to your email account could be used to facilitate unauthorized access to your DISCO account
- ⚡ reporting any known or suspected security incidents to us
- ⚡ reaching out to DISCO using the authorized and proper support channels
- ⚡ ensuring that your team only shares content with the appropriate parties
- ⚡ establishing controls to validate that only authorized and valid data is uploaded to DISCO by your team
- ⚡ contacting us if you wish to enable a setting that requires any new passwords used on your DISCO to be of higher strength
- ⚡ maintaining the security of the devices you use to access DISCO, which includes the installation and maintenance of both antivirus software and security patches

If you have any questions about any of these responsibilities, please contact our Support team via chat or [email](#).

Getting Started: The DISCO mobile app

Last Modified on 06/16/2026 12:31 pm PDT

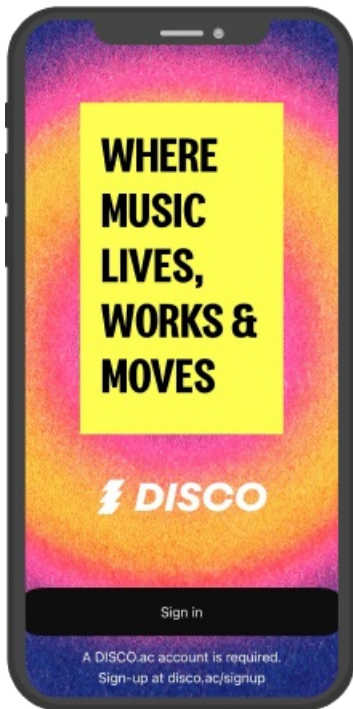
You can manage **Tracks** and **Playlists**, use **Channels** and **Inboxes**, update **Settings**, and more with the **DISCO mobile app**!

At a glance

The [DISCO mobile app](#) is available on both iPhone and Android.



A DISCO account is required to sign in and use the mobile app.

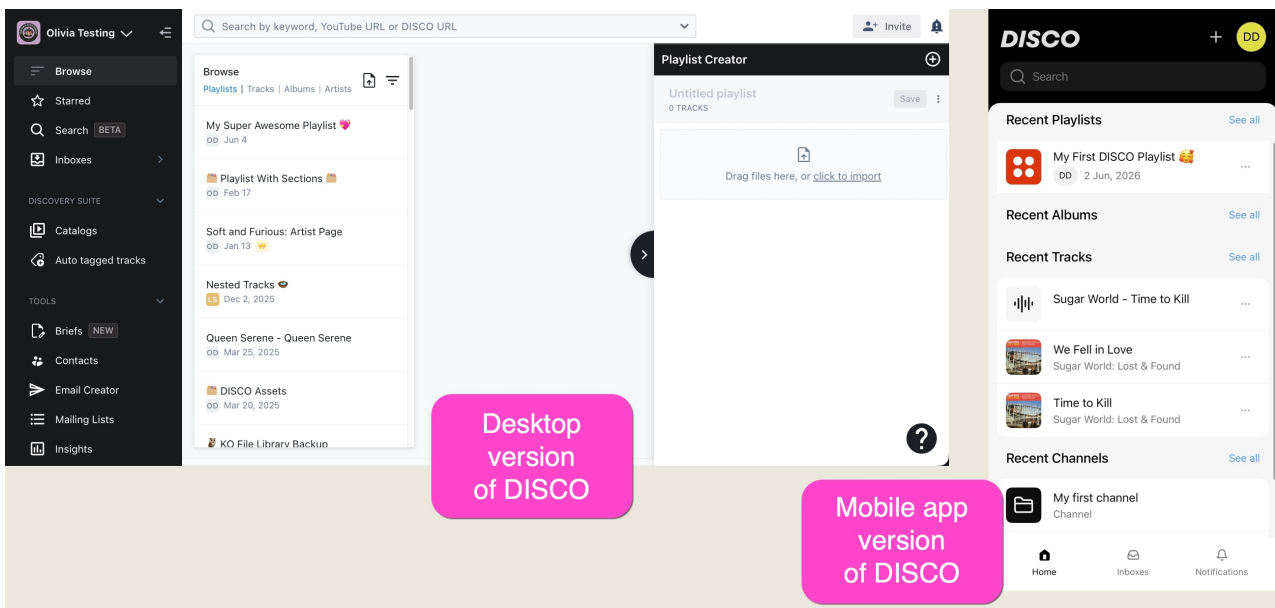


User interface and experience

Note: The screenshots in this article are from the iOS version of the DISCO mobile app. If you are an Android user, your app may look slightly different.

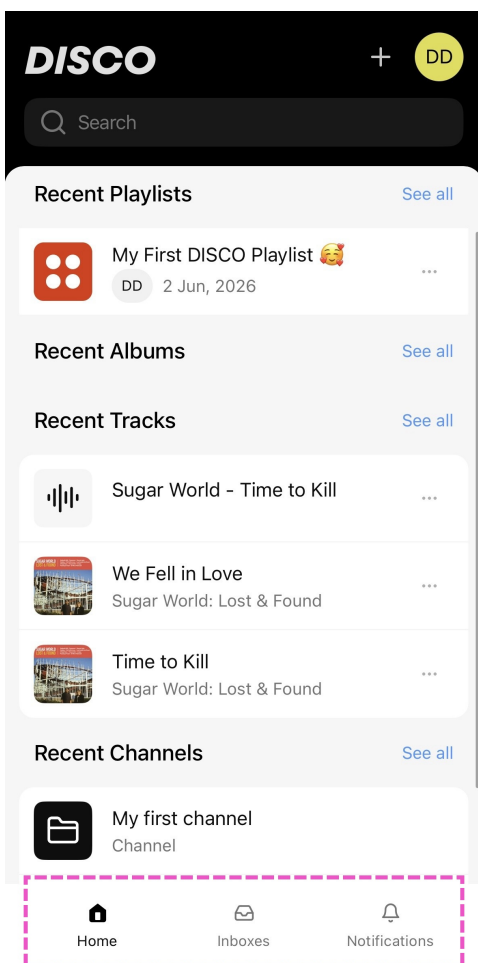
Mobile app vs. desktop web

The mobile app version of DISCO looks and functions differently than the desktop web version (meaning you are accessing your DISCO from a web browser on your computer). The mobile experience is designed for quick, on-the-go use, and as a result, there are fewer supported features and actions than on desktop.

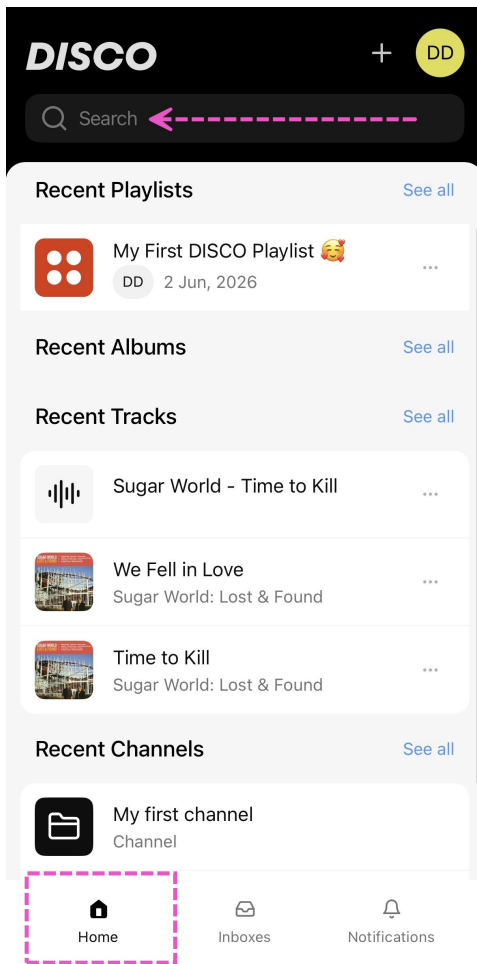


Mobile app tabs

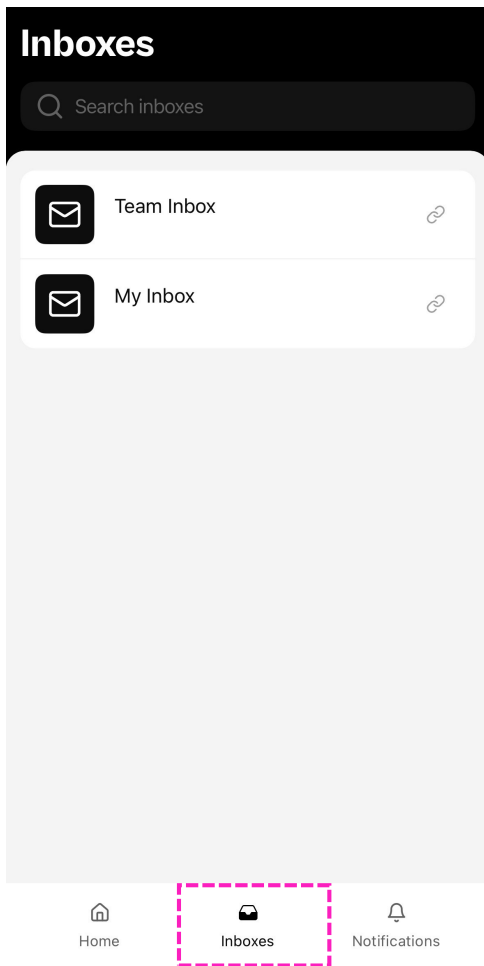
At the bottom of the app, there are three tabs: **Home**, **Inboxes**, and **Notifications**.



- From the **Home** tab you can access: **Recent Playlists**, **Recent Albums**, **Recent Tracks**, and **Recent Channels**.
 - You can also use the **Search** bar at the top to [search within your DISCO](#).



- From the **Inboxes** tab, you can access all your Inboxes.



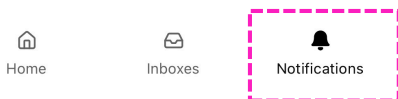
- From the **Notifications** tab you can view and clear your notifications.

Notifications



No notifications

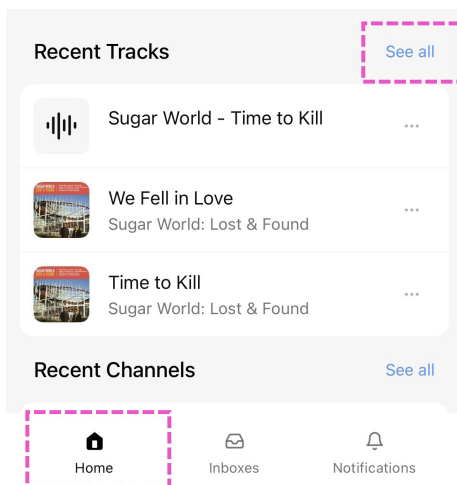
Stay tuned. When you receive notifications you will see them here.



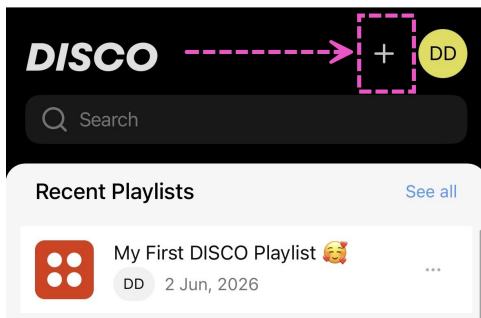
Supported features and actions in the mobile app

Tracks

- *View your Tracks:*
 1. Tap **Home**.
 2. To the right of **Recent Tracks**, tap **See all**.



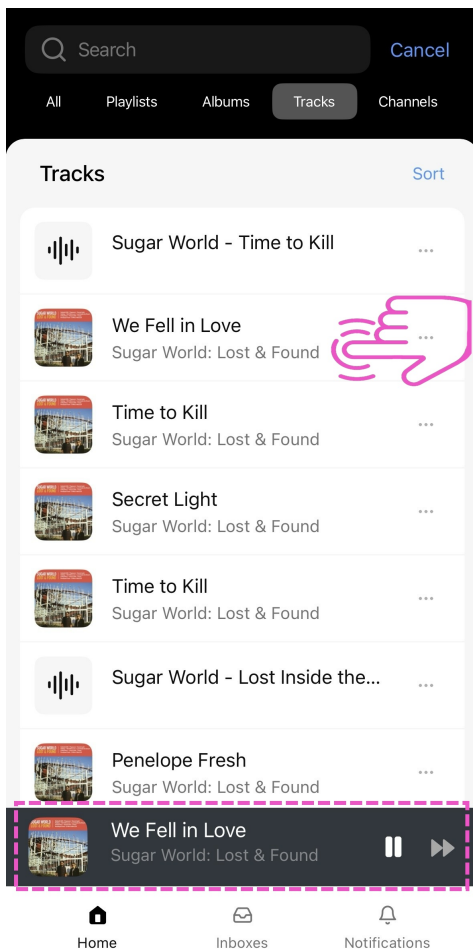
- *Upload Tracks:*
 1. Tap **Home**.
 2. In the top-right corner, tap the **plus icon +**.



3. Tap **Upload a track**.
4. Find the desired file on your mobile device and tap on it.
5. Tap on a Playlist name under **Recents** to add the Track to that Playlist, or tap + **Create new playlist**.
6. The Track will be uploaded to that Playlist.

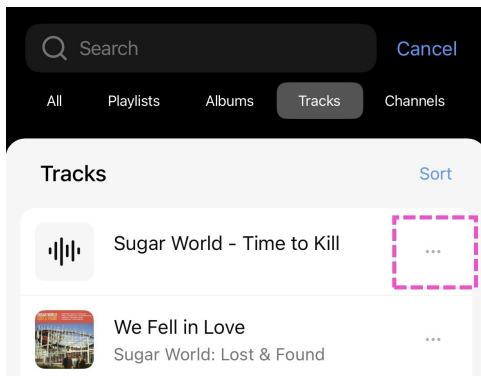
- *Stream Tracks:*

1. Tap on the Track to start streaming. The player will open at the bottom of the screen.



- *Share Tracks:*

1. Tap the **Track Menu (...)**.



2. Tap **Share**.

- *View Track Information:*

1. Tap the **Track Menu (...)**.
2. Tap **View track information**.

- *Edit Track Information**

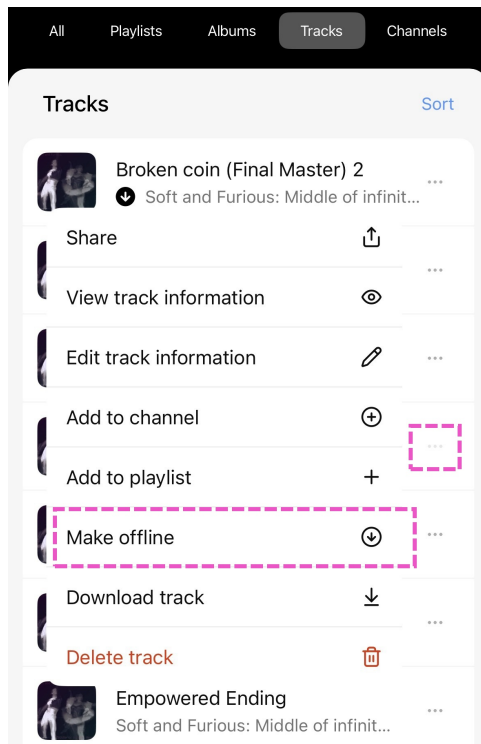
1. Tap the **Track Menu (...)**.
2. Tap **Edit track information**.

**not all Track information can be edited via the mobile app*

- *Make offline music:* The **Make offline** option allows you to stream music in the DISCO mobile app *without* an internet connection and *without* downloading the files locally to your phone!

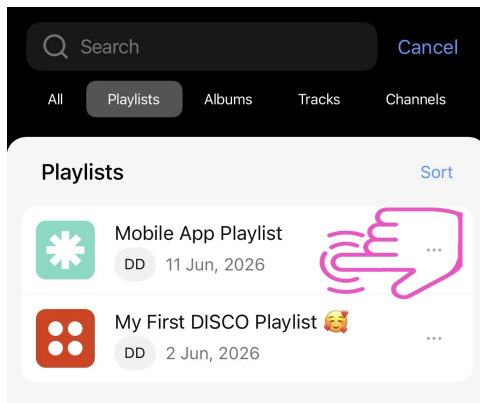
- *Offline Tracks:*

1. Tap the **Track Menu (...)**.
2. From the Track Menu, tap **Make offline**.

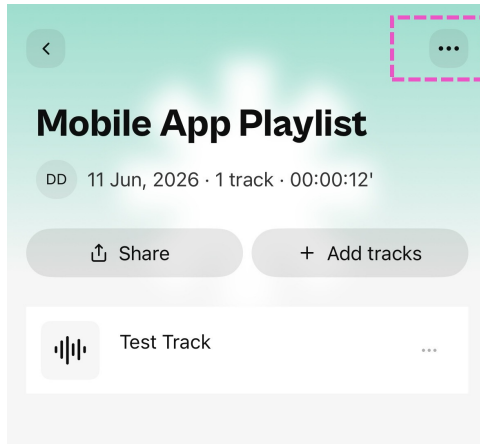


- *Offline Playlists:*

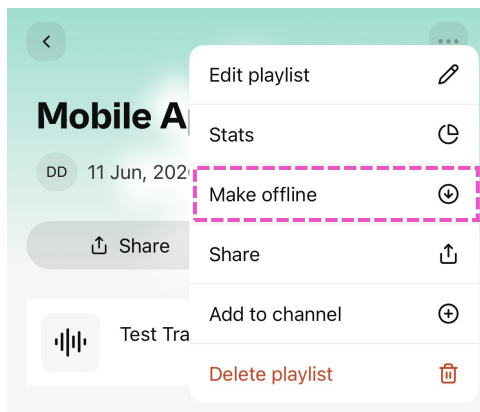
1. Tap on the Playlist to open it.



2. In the top-right corner, tap the **Playlist Menu (...)**.

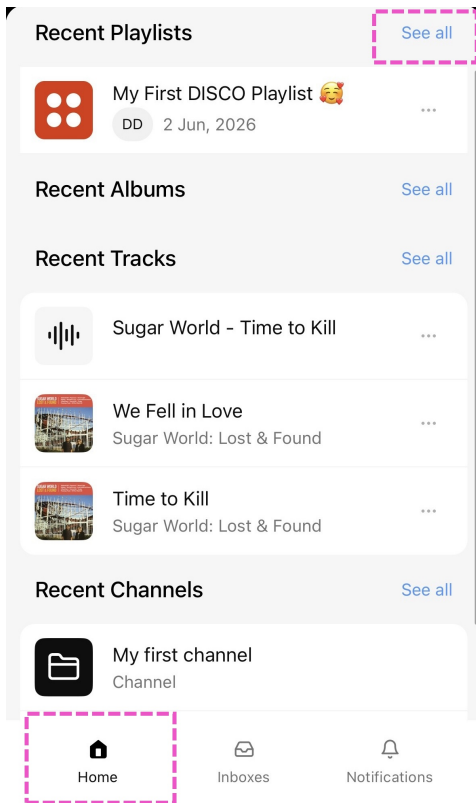


3. From the Playlist Menu, tap **Make offline**.



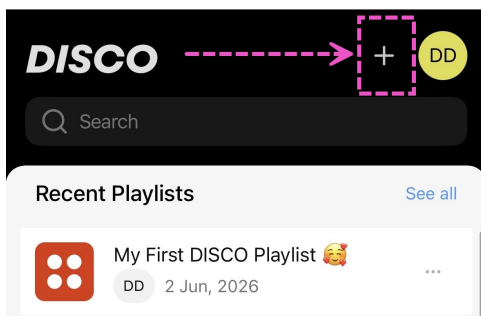
Playlists

- *View your Playlists:*
 1. Tap **Home**.
 2. To the right of **Recent Playlists**, tap **See all**.



- *Create Playlists:*

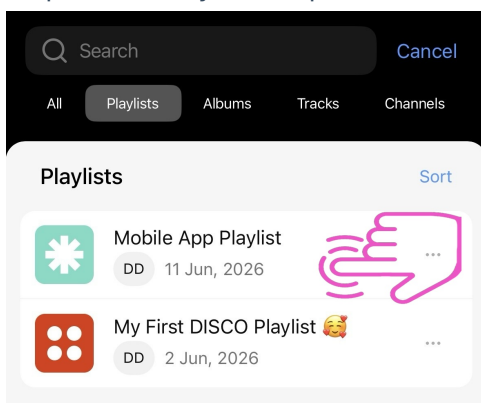
1. Tap **Home**.
2. In the top-right corner, tap the **plus icon +**.



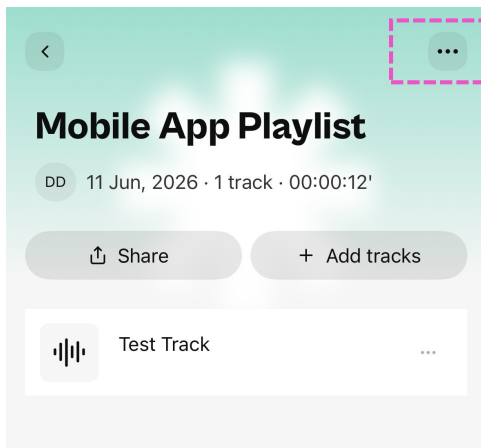
3. Tap **Create new playlist**.

- *Edit Playlists:*

1. Tap on the Playlist to open it.



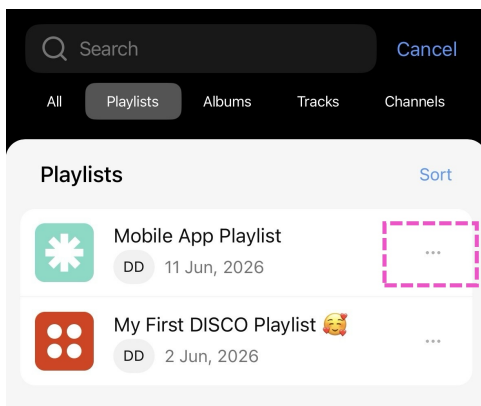
2. In the top-right corner, tap the **Playlist Menu (⋮)**.



3. Tap **Edit playlist**.

- *Share Playlists:*

1. Tap the **Playlist Menu (...)**.



2. Tap **Share**.

- *Delete Playlists:*

1. Tap the **Playlist Menu (...)**.

2. Tap **Delete playlist**.

- *View Playlist Stats:*

1. Tap the **Playlist Menu (...)**.

2. Tap **Stats**.

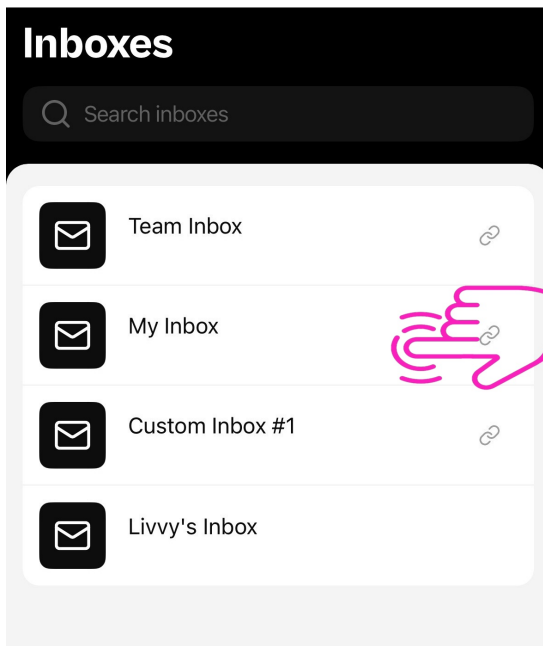
Inboxes

- *Access your Inboxes:* Tap the **Inboxes** tab at the bottom of the screen.

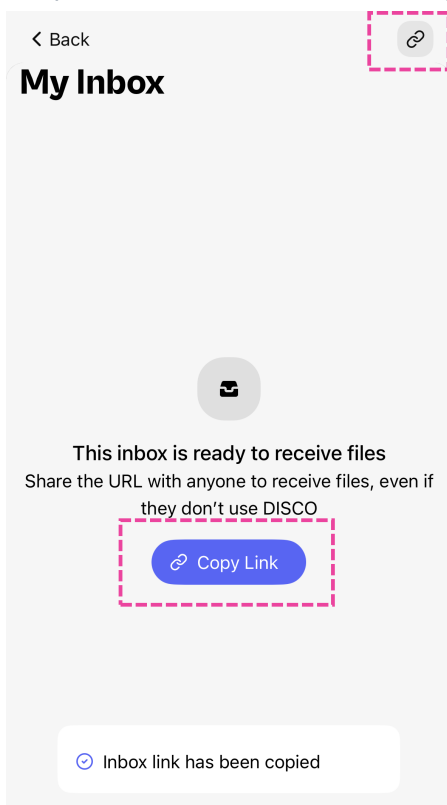
- *Open an Inbox to view messages and files:*

1. At the bottom of the screen, tap **Inboxes**.

2. Tap on the desired Inbox to open it.

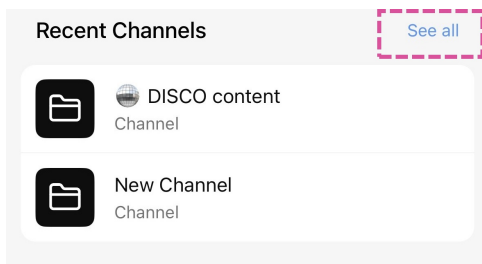


- *Copy Inbox link:*
 1. At the bottom of the screen, tap **Inboxes**.
 2. Tap on the desired Inbox to open it.
 3. Tap either the link icon or the **Copy link** button.

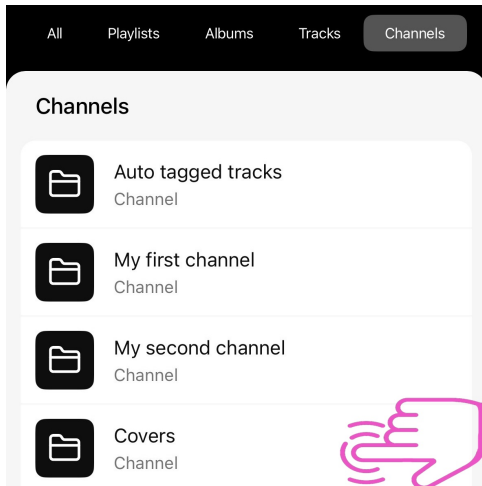


Channels

- *View and access your Channels:*
 1. From the **Home** tab, to the right of **Recent Channels**, tap **See all**.

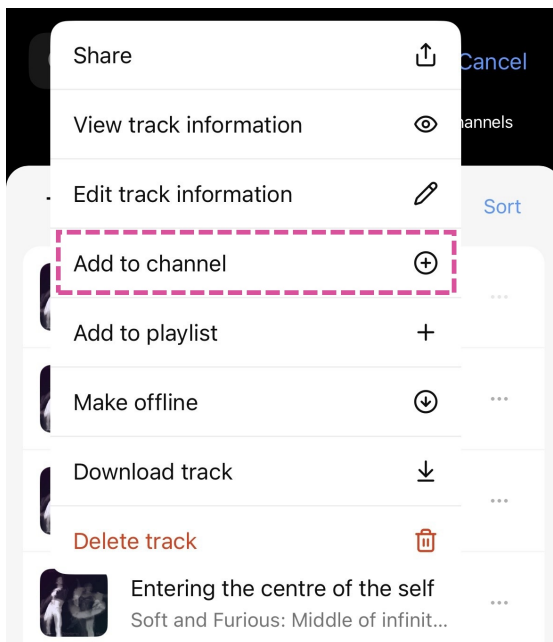


2. Tap on a Channel to open it.



• *Add content to Channels and Folders:*

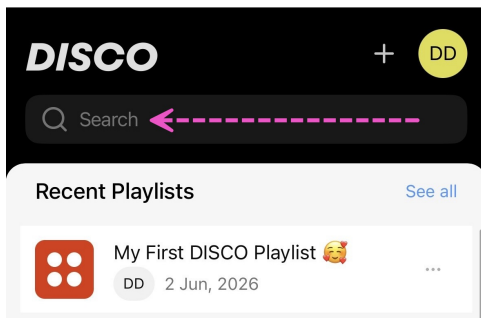
1. From the **Playlist Menu (⋮)** or the **Track Menu (⋮)**, tap **Add to channel**.



2. Tap on the Channel or Folder name.

Search

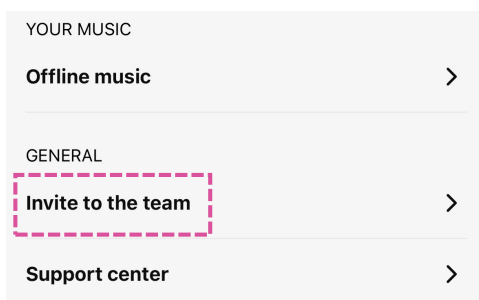
• *Search in your DISCO:* From the **Home** tab, tap **Search** and type a search term in the search box.



Team / Users

- *Invite Users to your DISCO:*

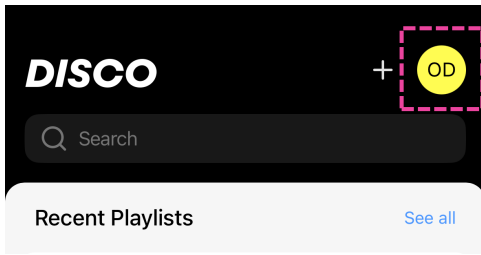
1. From the **Home** tab, at the top-right corner of the screen, tap on your avatar.
2. From the Settings page, scroll down to the **General** section and tap **Invite to the team**.



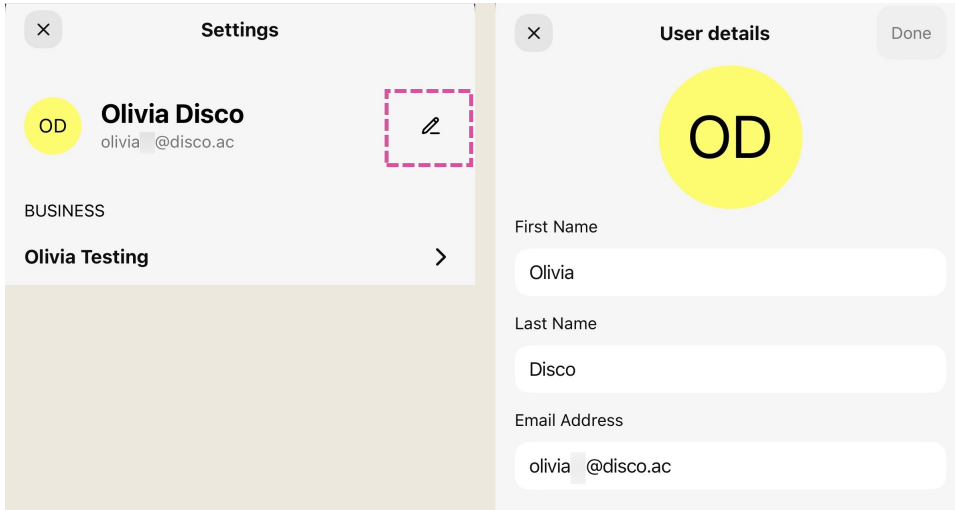
3. From the **Invite team** page, enter the user's information and tap **Send**.

Settings

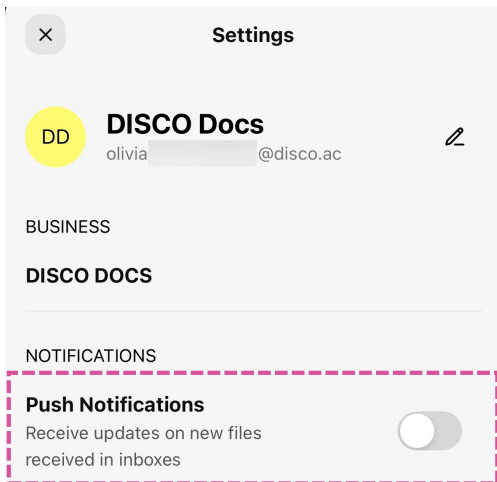
- *Access the Settings page:* From the **Home** tab, at the top-right corner of the screen, tap on your avatar.



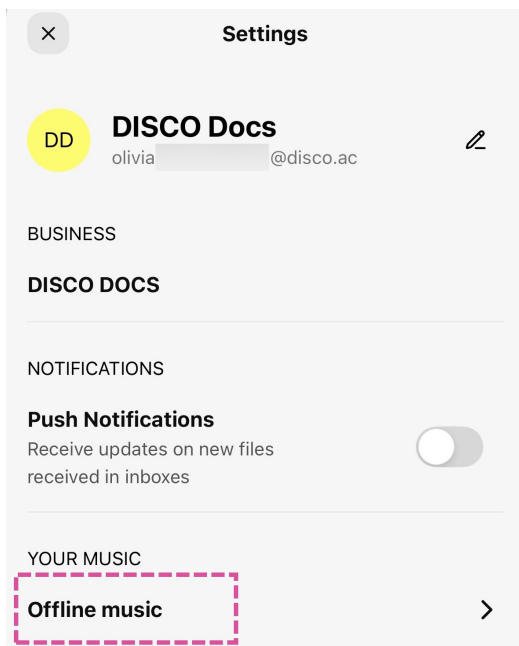
- *Update your User details:* From the **Settings** page, tap the pencil icon to the right of your name. Here you can edit your **First Name** and **Last Name**.



- *Enable or Disable Notifications:* From the **Settings** page, under **Notifications**, tap to set the **Push Notifications** toggle to **ON** or **OFF**.



- *Access your offline music:* From the **Settings** page, scroll down to the **Your Music** section and tap **Offline music**.



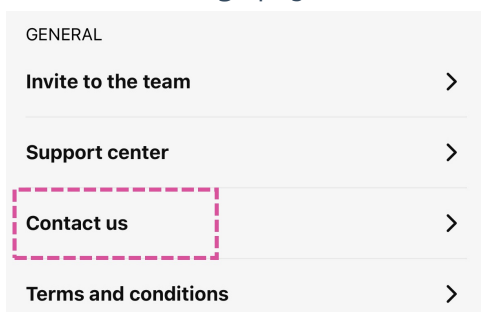
Notifications

- *View your Notifications:* Tap the **Notifications** tab at the bottom of the screen.

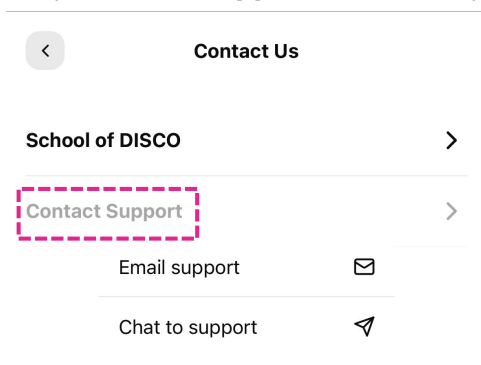
Getting Support

If you have any questions or need help, you can contact our Support Team via the DISCO mobile app

1. From the **Home** tab, at the top-right corner of the screen, tap on your avatar.
2. From the **Settings** page, scroll down to the **General** section and tap **Contact us**.



3. Tap **Contact Support** and then tap either **Email support** or **Chat to support**.



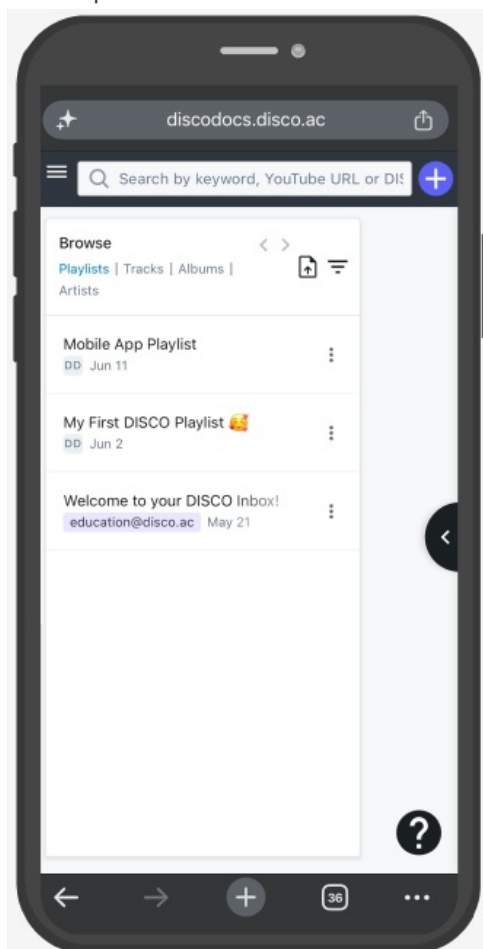
Getting Started: Using DISCO on mobile web

Last Modified on 06/15/2026 4:02 pm PDT

You can use DISCO on your computer or mobile device. If you're using a mobile device, we recommend using [our mobile app](#), available on both [Android](#) and [iOS](#), but you can also use a web browser (e.g. Chrome, Safari, etc) on your mobile (often referred to as "mobile web").

At a glance

When using DISCO on mobile web, [the interface and navigation are slightly different](#) than on desktop web:



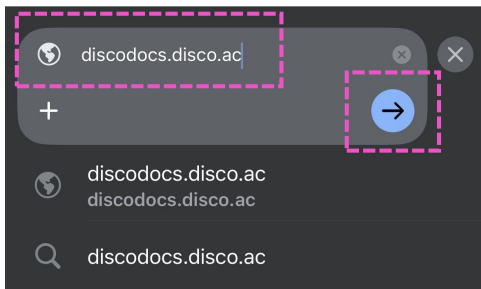
Some functionality is also limited, but you can still perform plenty of core DISCO actions, such as:

- [managing Playlists](#)
- [streaming Tracks and Playlists](#)
- [sharing Tracks and Playlists](#)

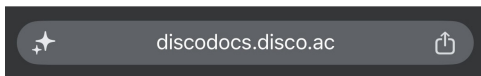
Logging in to your DISCO on mobile web

1. Open a web browser on your mobile device (e.g. Chrome, Safari, etc). *For demonstration purposes, we will use Google Chrome.*

2. Type your DISCO URL into the address bar. (Depending on your browser, it may appear at the top or bottom of the screen.)
3. Tap the arrow, the **return** button, the **go** button, or whichever option is available on your browser.



4. Enter your email address and password, and tap the **Sign in to DISCO** button.



Sign in to DISCO

Your email

Password

Sign in to DISCO

Forgot password?

or

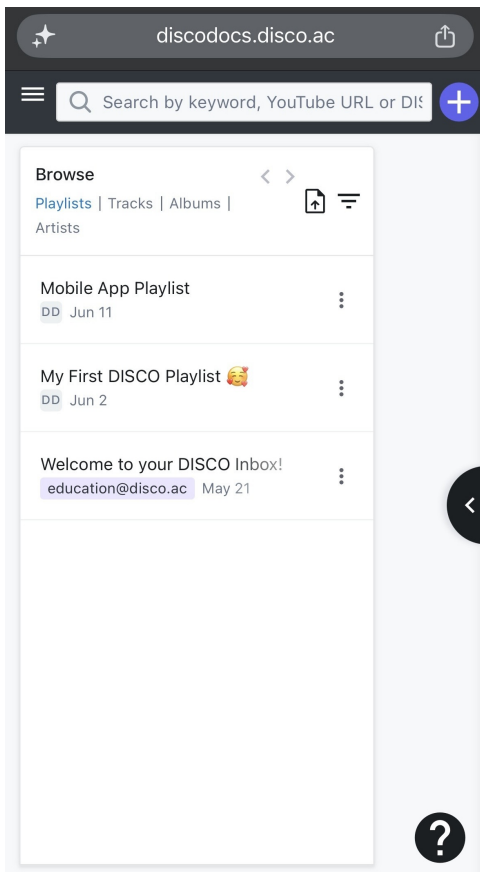
Don't have DISCO? [Sign up here](#)

5. If [Multi-factor Authentication \(MFA\)](#) is enabled on your DISCO, you will be prompted to enter the verification code from your authenticator app and tap the **Verify** button.
6. You will then be redirected to your DISCO.

Mobile web interface and navigation

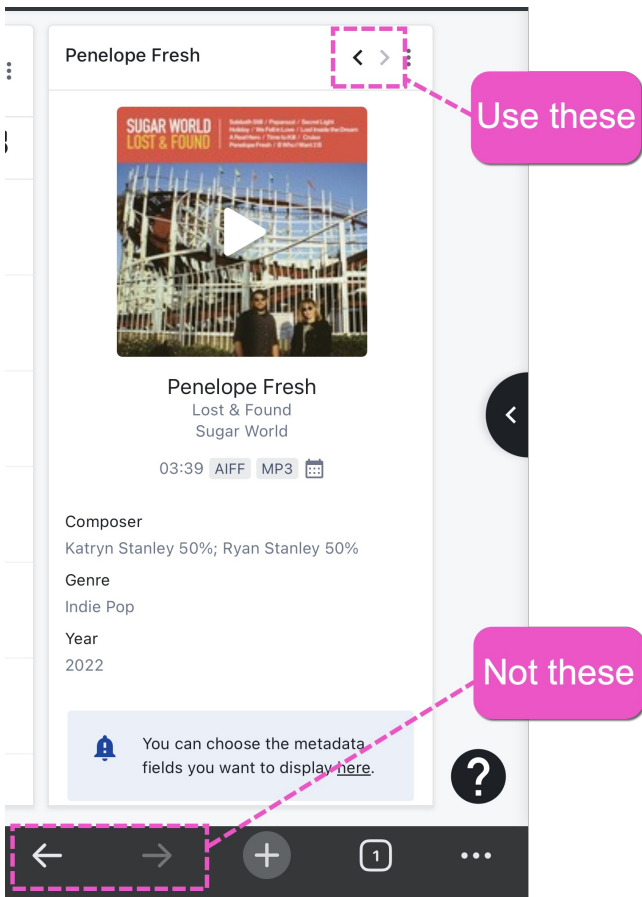
Browse area:

After logging in to your DISCO on mobile web, you will see the **Browse** area.



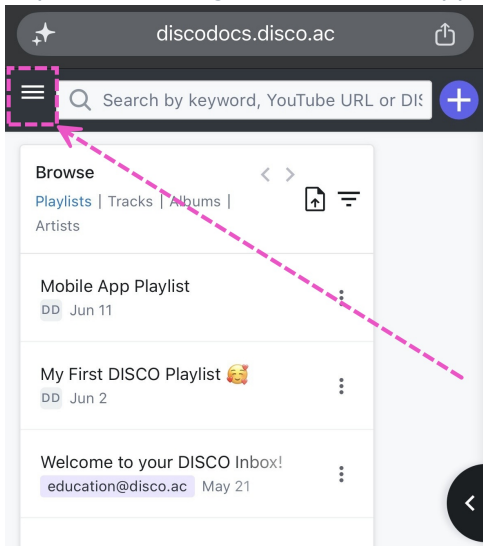
The Explorer:

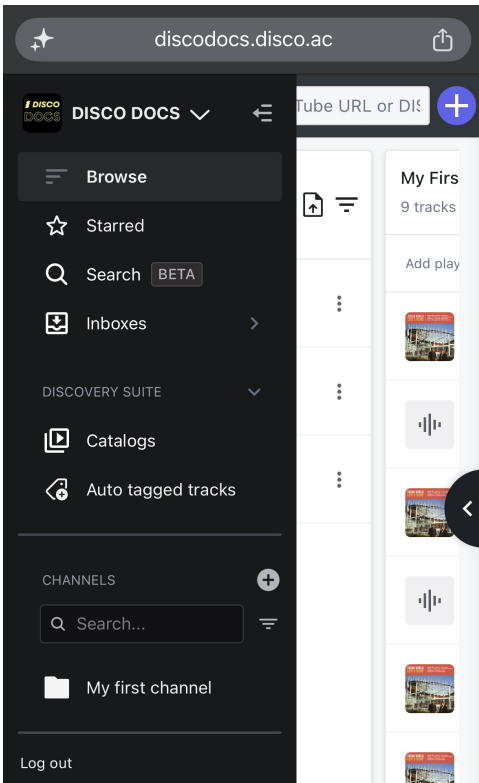
There is no horizontal scrolling on DISCO via mobile web, only vertical scrolling. So when you tap on a Track or Playlist to open it, you can't scroll left to get back to Browse. Instead, use the **arrow buttons** < > *in DISCO (not in the browser)* to go back and forth.



The left sidebar:

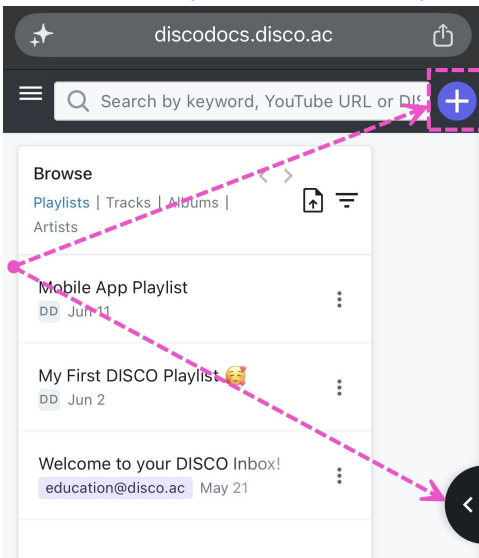
Tap the hamburger menu in the upper-left corner to open the left sidebar.





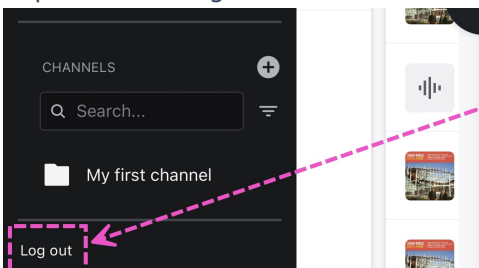
The Playlist Creator:

Tap the **plus** button in the top-right corner to open the Playlist Creator. Alternatively, tap the **arrow** < to expand or > to collapse the Playlist Creator.



Log out:

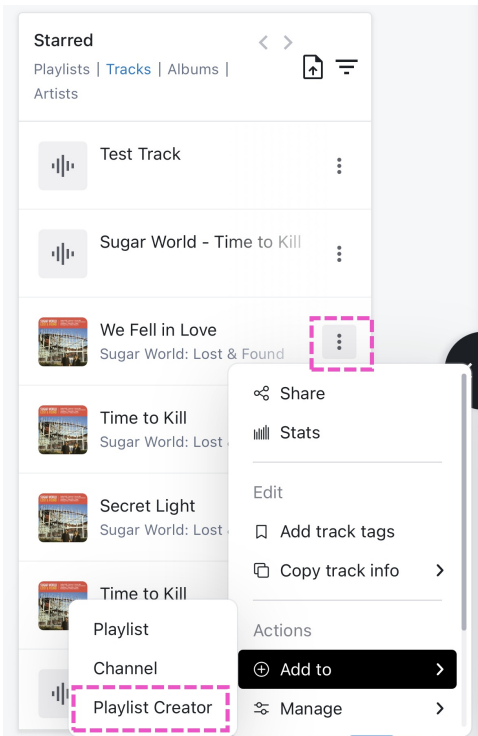
Tap the hamburger menu, scroll to the bottom, and tap **Log out**.



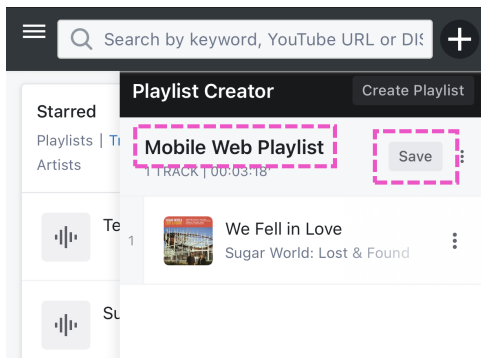
Managing Playlists on mobile web

Create Playlist:

1. Tap the **Track menu (⋮)** and tap **Add to Playlist Creator**.

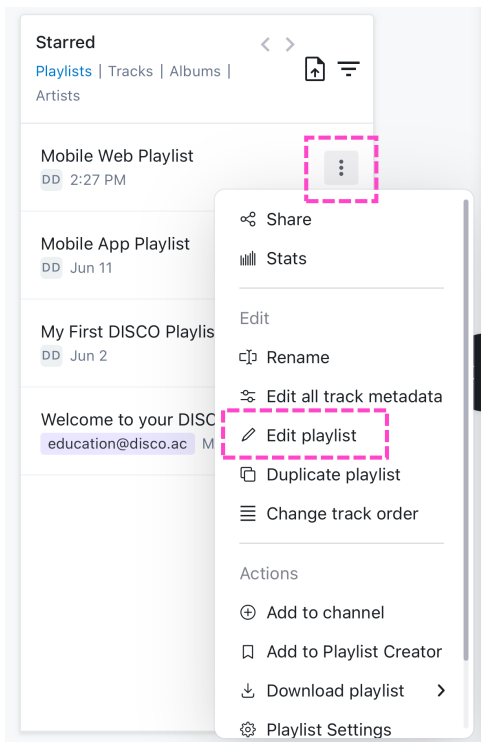


2. To open the **Playlist Creator**, tap the **plus** button in the top right corner. Alternatively, tap the **arrow <** to expand it.
3. Tap where it says **Untitled playlist** to give your Playlist a name. Then tap the **Save** button.



Edit Playlist:

1. Tap the **Playlist menu (⋮)** and tap **Edit playlist**.

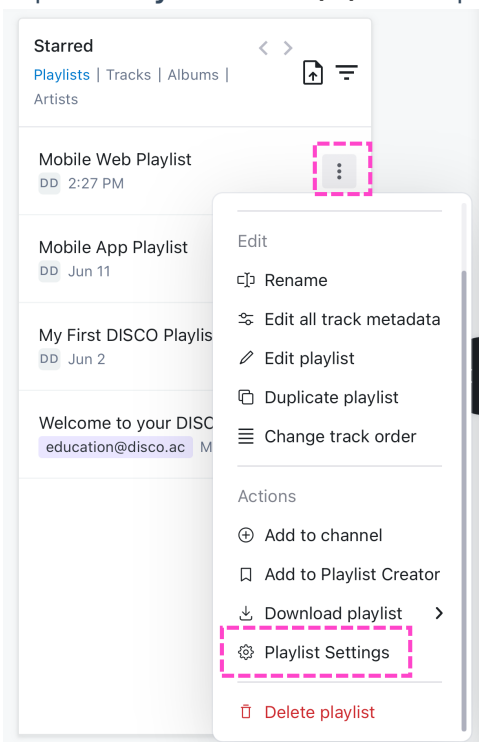


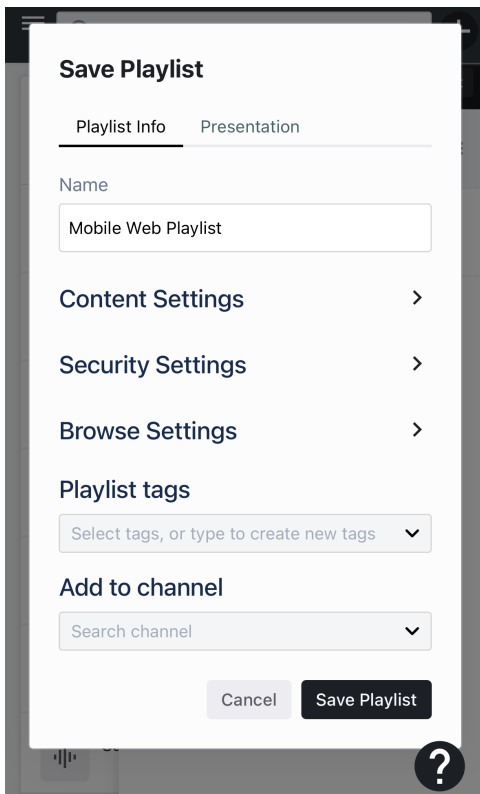
2. Your Playlist will open in the **Playlist Creator**. Here you can:

- rename the Playlist
- remove tracks from the shortlist using the **Track menu (:)**
- reorder the Tracks by using your finger to drag them
- add sections from the **Playlist Creator menu (:)**

Update Playlist Settings:

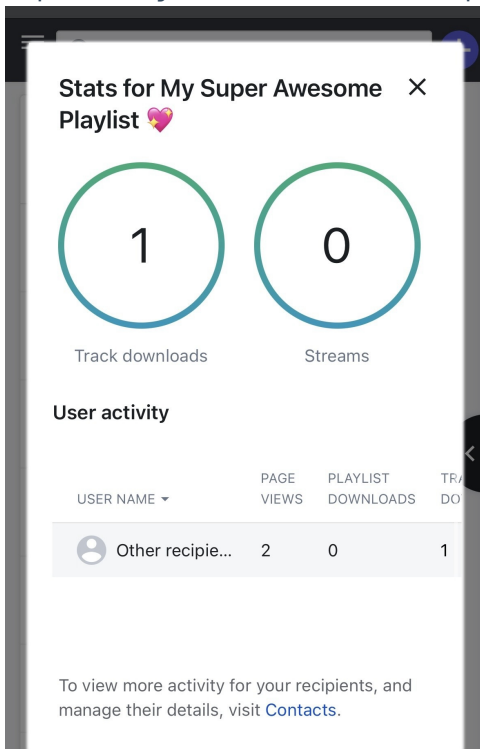
Tap the **Playlist menu (:)** and tap **Playlist Settings**.





Access Playlist Stats:

Tap the **Playlist menu (:)** and tap **Stats**.

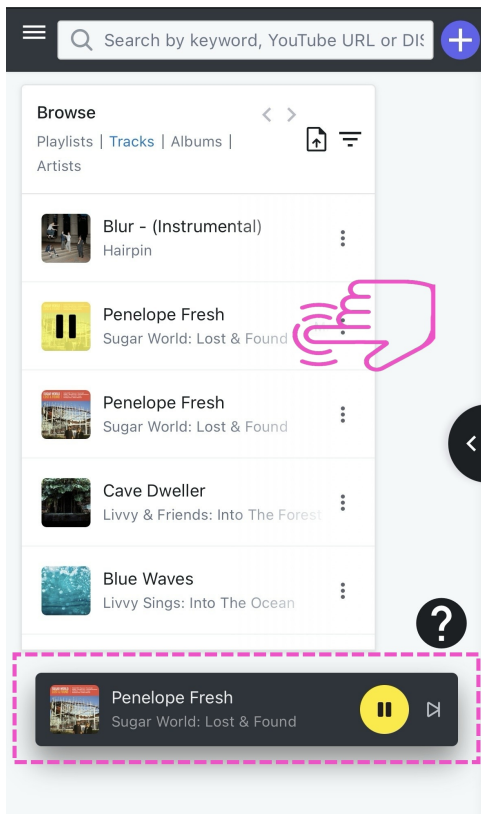


Streaming on mobile web

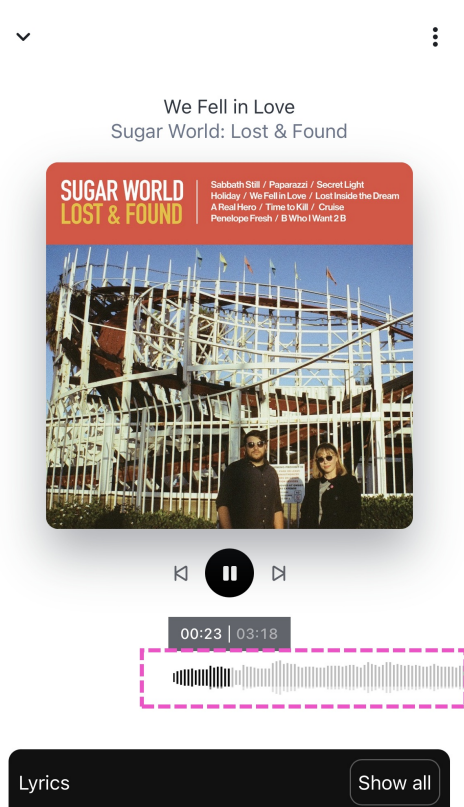
From within your DISCO:

1. Tap on the Track artwork to open the player.

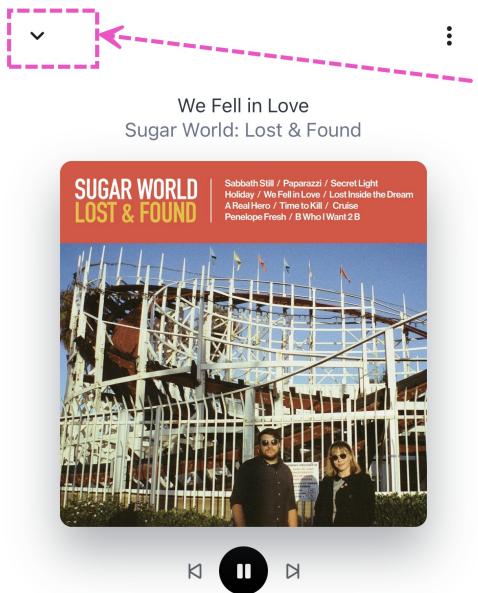
2. The Track will start playing and the player will appear at the bottom of the screen. If you tap on it, a larger player will open.



3. From here, you can hold down on the waveform and drag it left and right to scrub through the Track:

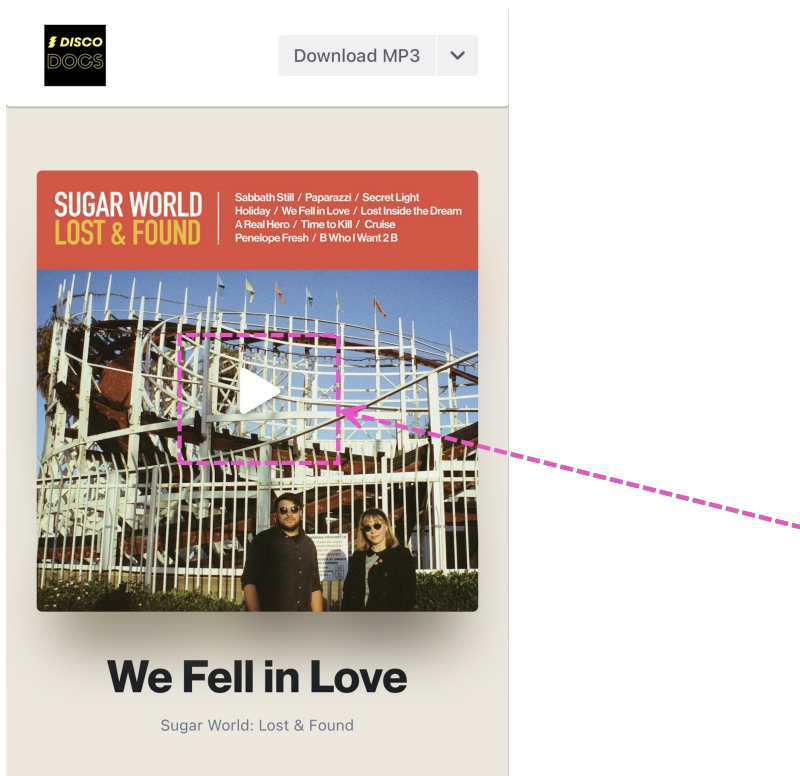


4. To return to your DISCO, tap the arrow ↓ at the top-left of the screen:



From a Track share page:

1. Tap the play button on the Track artwork to open the player.

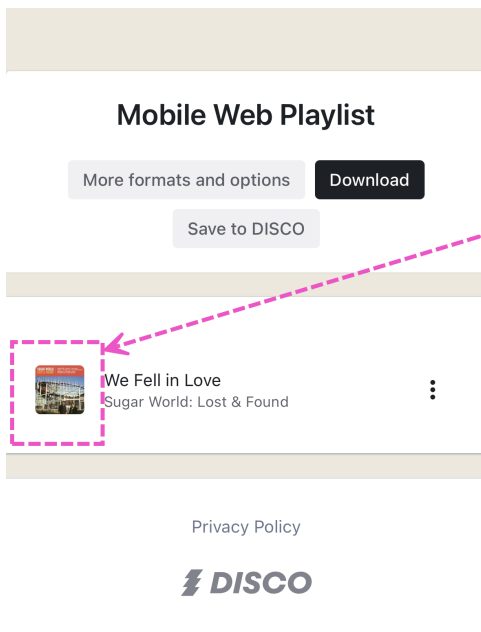


2. The Track will start playing and the player will appear at the bottom of the screen. If you tap on it, a larger player will open.
3. From here, you can hold down on the waveform and drag it left and right to scrub through the Track.
4. To return to the share page, tap the arrow ∨ at the top-left of the screen.

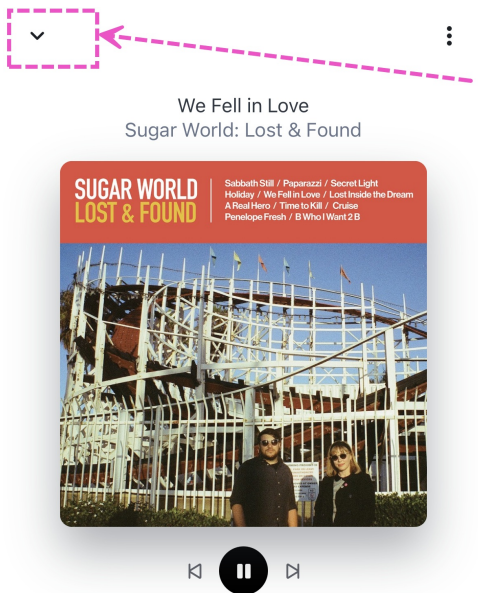


From a Playlist share page:

1. Tap on the Track artwork to open the player.



2. The Track will start playing and the player will appear at the bottom of the screen. If you tap on it, a larger player will open.
3. From here, you can hold down on the waveform and drag it left and right to scrub through the Track.
4. To return to the share page, tap the arrow ↓ at the top-left of the screen.



Sharing Tracks and Playlists from mobile web

Track and Playlist share pages, regardless of where you shared them from (e.g. desktop, mobile app, or mobile web), will still work perfectly fine and look great when accessed from mobile web.

Track Share page:

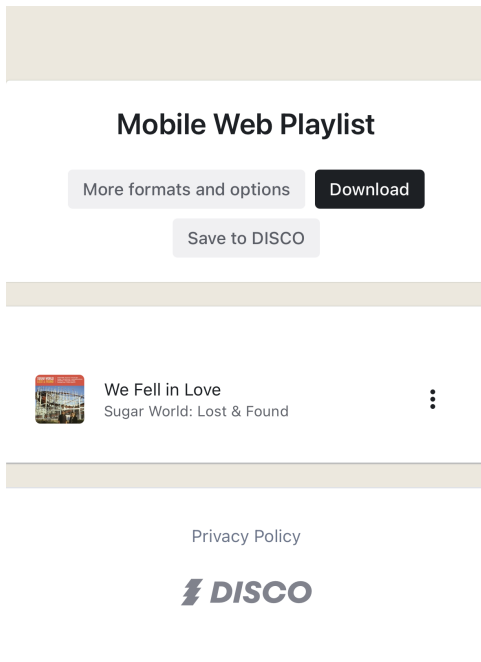
1. Tap the **Track menu** (**:**) and tap **Share**.
2. Choose a sharing method from either the **Copy URL** or **Embed** tab.
3. This is what your Track share page will look like on mobile web:



Playlist Share page:

1. Tap the **Playlist menu** (**:**) and tap **Share**.

2. Choose a sharing method from either the **Share** or **Copy URL** tab.
3. This is what your Playlist share page will look like on mobile web:



Getting Started: FAQ

Last Modified on 09/15/2025 4:38 pm PDT

Q: When navigating through playlists and tracks, how do I go back?

Each time you click on a Playlist or Track in your DISCO, it opens in a new column to the right in the Explorer. As more columns open, a horizontal scrollbar will appear at the bottom of the screen. To go back and forth between columns, use the scrollbar to scroll left and right.

Your browser does not support HTML5 video.

Q: What browsers does DISCO support?

DISCO supports all the major browsers:

- Chrome
- Firefox
- Safari
- Opera
- Microsoft Edge

For best performance, we recommend always using the *most recent version* available for your browser.

Q: What languages is DISCO available in?

DISCO is available in English, and we're currently localizing parts of the app into Japanese and Korean. Customer support is provided in English, supported by automated translation tools.

Q: How can I use the DISCO API?

If you are on our **Enterprise** plan, you can use our RESTful **API** for the following:

- Make POST requests to upload tracks in a variety of formats. Include metadata, tags, lyrics, and custom fields, and use your own data identifiers to map tracks between your systems and DISCO.
- Obtain track information via GET requests to keep track of changes made in DISCO, tags applied by our auto-tagging, or songs received via your Inbox.
- Build your own UI and have it powered by DISCO.
- Build playlists with tracks and sections and POST these to your DISCO.
- Share existing or new playlists from any other system into other businesses' DISCO inboxes.
- Delete old Tracks and Playlists - keep things tidy and manage takedowns.
- Use Webhooks to notify you about activity on your playlists.

For more details, check out [our API documentation](#).

Q: When navigating through playlists and tracks, how do I go back?

Last Modified on 06/08/2026 12:52 pm PDT

Q: When navigating through playlists and tracks, how do I go back?

Each time you click on a Playlist or Track in your DISCO, it opens in a new column to the right in the Explorer. As more columns open, a horizontal scrollbar will appear at the bottom of the screen. To go back and forth between columns, use the scrollbar to scroll left and right.

Your browser does not support HTML5 video.

Q: What browsers does DISCO support?

Last Modified on 06/08/2026 12:57 pm PDT

Q: What browsers does DISCO support?

DISCO supports all the major browsers:

- Chrome
- Firefox
- Safari
- Opera
- Microsoft Edge

For best performance, we recommend always using the *most recent version* available for your browser.

Q: What languages is DISCO available in?

Last Modified on 06/10/2026 3:30 pm PDT

Q: What languages is DISCO available in?

DISCO is available in English, and we're currently localizing parts of the app into Japanese and Korean. Customer support is provided in English, supported by automated translation tools.

Q: How can I use the DISCO API?

Last Modified on 06/10/2026 10:43 am PDT

Q: How can I use the DISCO API?

If you are on our **Enterprise** plan, you can use our RESTful **API** for the following:

- Make POST requests to upload tracks in a variety of formats. Include metadata, tags, lyrics, and custom fields, and use your own data identifiers to map tracks between your systems and DISCO.
- Obtain track information via GET requests to keep track of changes made in DISCO, tags applied by our auto-tagging, or songs received via your Inbox.
- Build your own UI and have it powered by DISCO.
- Build playlists with tracks and sections and POST these to your DISCO.
- Share existing or new playlists from any other system into other businesses' DISCO inboxes.
- Delete old Tracks and Playlists - keep things tidy and manage takedowns.
- Use Webhooks to notify you about activity on your playlists.

For more details, check out [our API documentation](#).

Uploading Tracks to DISCO

Last Modified on 04/29/2026 2:54 pm PDT

DISCO is a great place to upload your music collection or files and manage your content. In DISCO, files are referred to as **Tracks** regardless of their [format](#) (e.g. [audio](#), [video](#), [document](#), [image](#), etc).

At a glance

You can upload music to your DISCO using the **Playlist Creator** or the **Bulk Uploader Tool** (recommended if you're uploading 100+ files). [Jump to this section](#) if you need to import music from another system.

When using the Playlist Creator, there are a few different options:

- [importing files or folders from your computer](#)
- [importing from iTunes or Apple Music](#)
- [importing from Dropbox](#)
- [importing from Box](#)

Also, when you upload files locally (from your computer), [we will de-duplicate files if you attempt to upload duplicates](#).

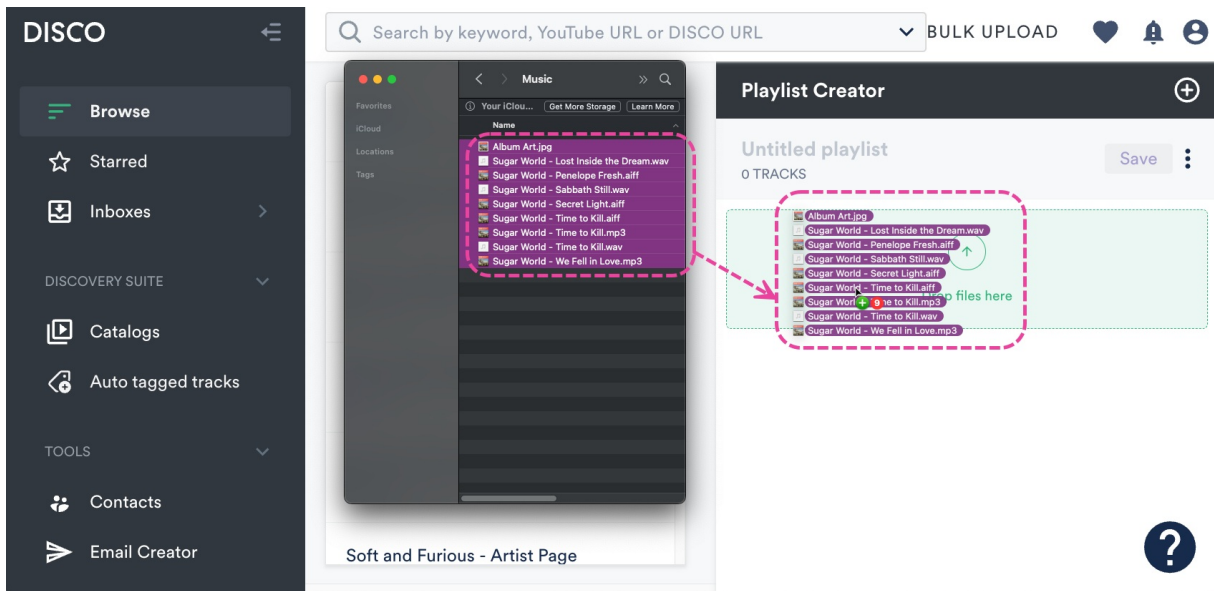
Note: Clicking **Save** in the Playlist Creator after uploading will create a Playlist for the uploaded Tracks. However, this is not required, as anything you upload in the Playlist Creator will be automatically added to your DISCO regardless. But we do recommend getting in the habit of creating Playlists to keep your music organized.

Importing files or folders from your computer

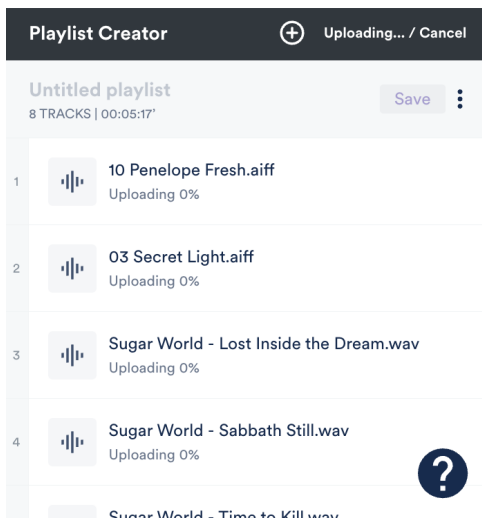
Drag and drop

Note: At this time, the drag and drop option is only supported for file uploads, not folder uploads.

1. Select file(s) on your computer.
2. Drag and drop them into the Playlist Creator.



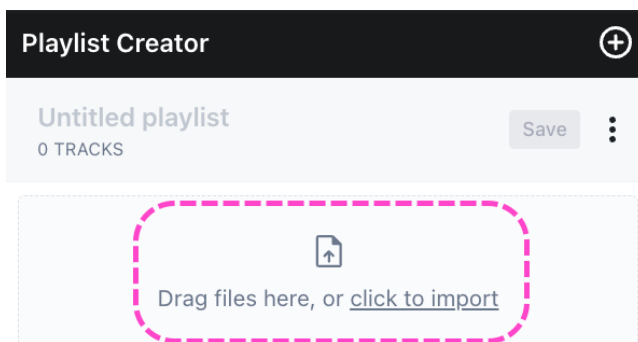
3. Your files will be uploaded to the Playlist Creator.

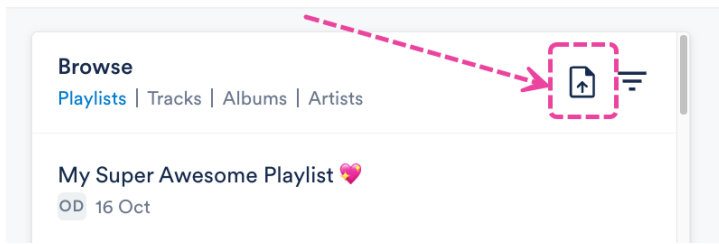


4. *Optional:* Click the **Save** button in the Playlist Creator to save these files as a Playlist in your DISCO.

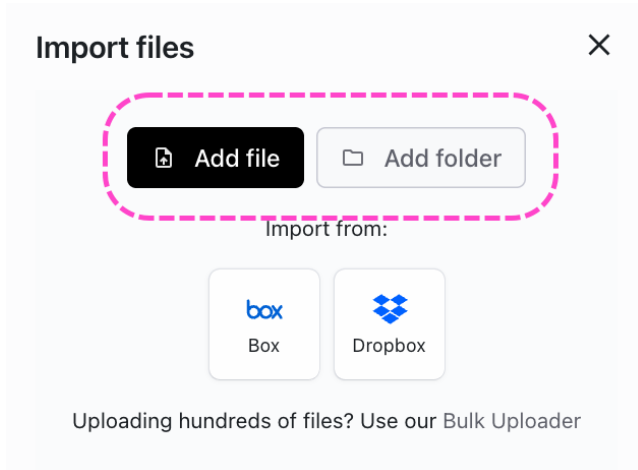
Browse your computer

1. Click the box in the **Playlist Creator**, or click the upload button in your **Browse** section.



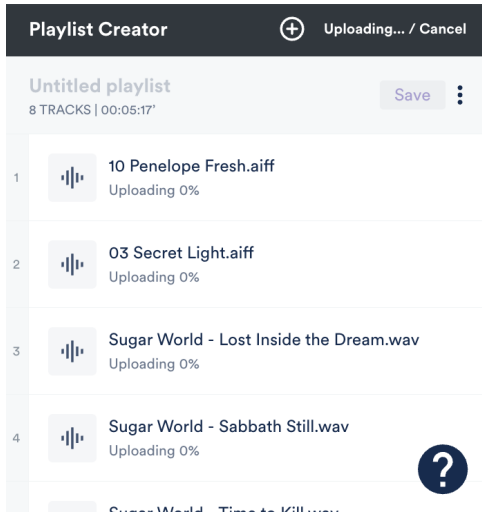


2. Click either the gray **Add file** or **Add folder*** button.



**With this option you can only select one folder, but files from any subfolders within the folder will also be uploaded.*

3. When prompted, select the file(s) or folder from your computer.
4. Your files will be uploaded to the Playlist Creator.



5. *Optional:* Click the **Save** button in the Playlist Creator to save these files as a Playlist in your DISCO.

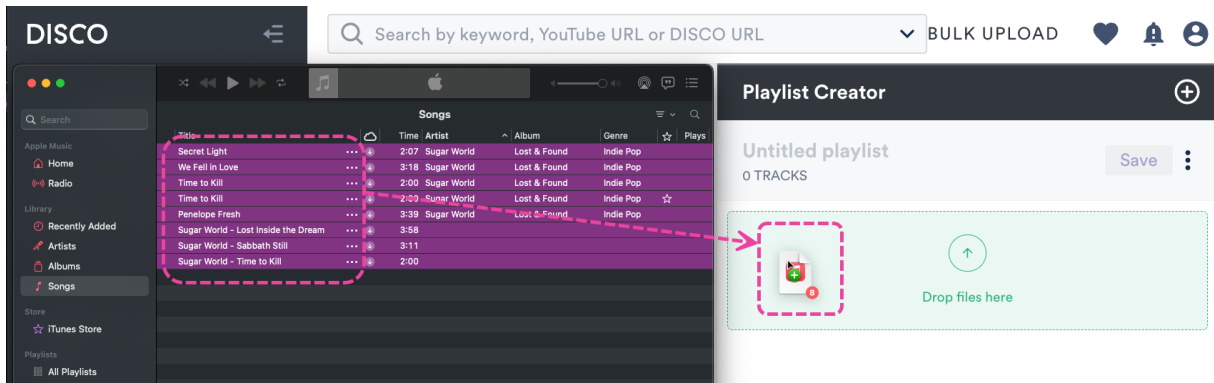
Importing your files from iTunes or Apple Music

Note: Files imported from iTunes or Apple Music will not be de-duplicated against existing files the same way local uploads would be.

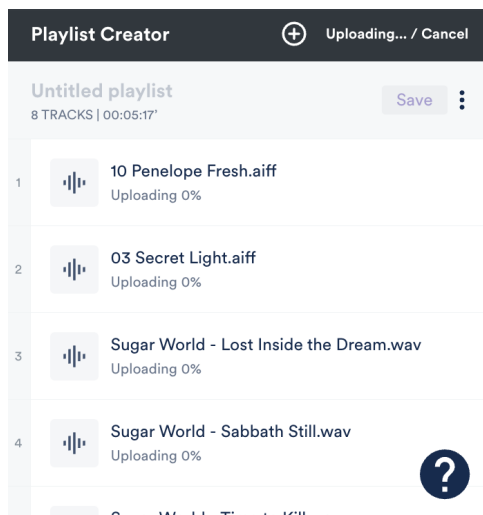
The below applies to individual Songs in iTunes/Apple Music. To import entire Playlists from

iTunes/Apple Music, refer to this article.

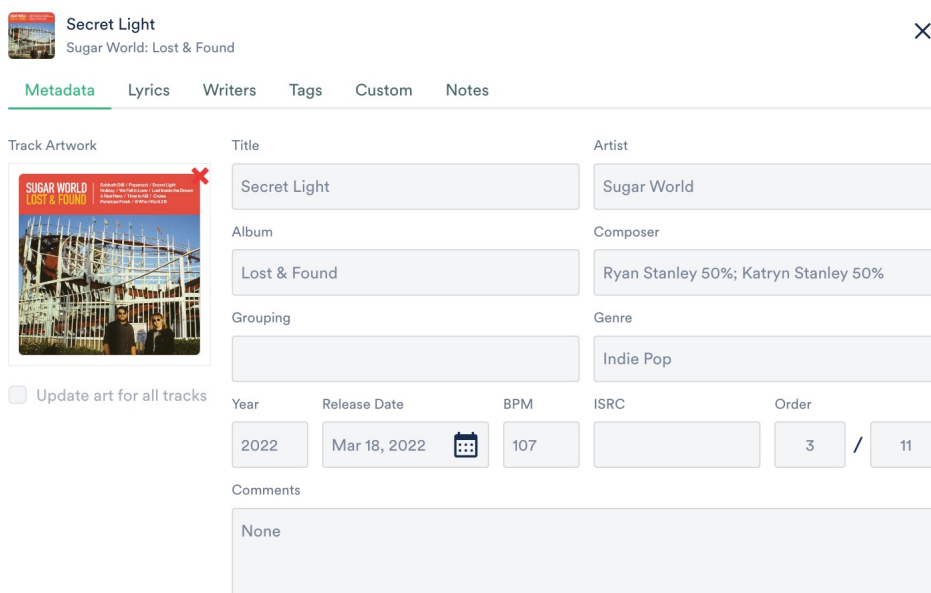
1. Select files in your iTunes or Apple Music account.
2. Drag and drop them into the Playlist Creator.



3. Your files will be uploaded to the Playlist Creator.



4. *Optional:* Click the **Save** button in the Playlist Creator to save these files as a Playlist in your DISCO.
5. As long as the file type supports it, the metadata for the Tracks will also be carried into DISCO.

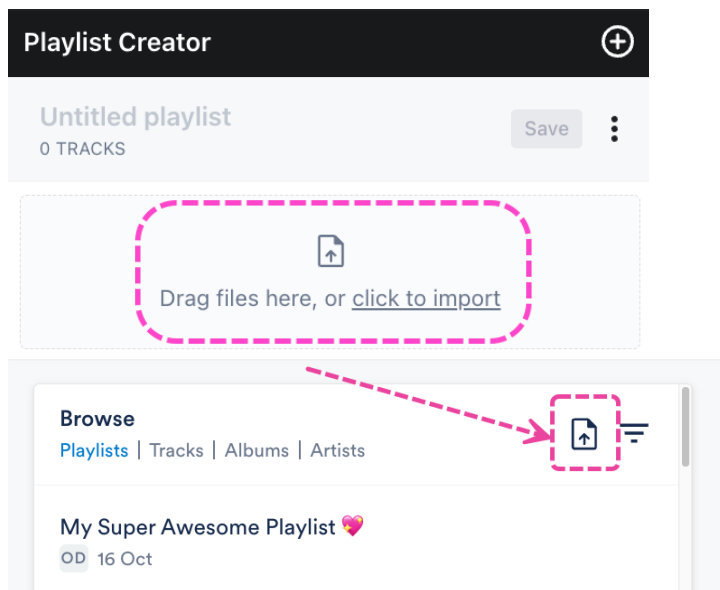


Importing your files from Dropbox

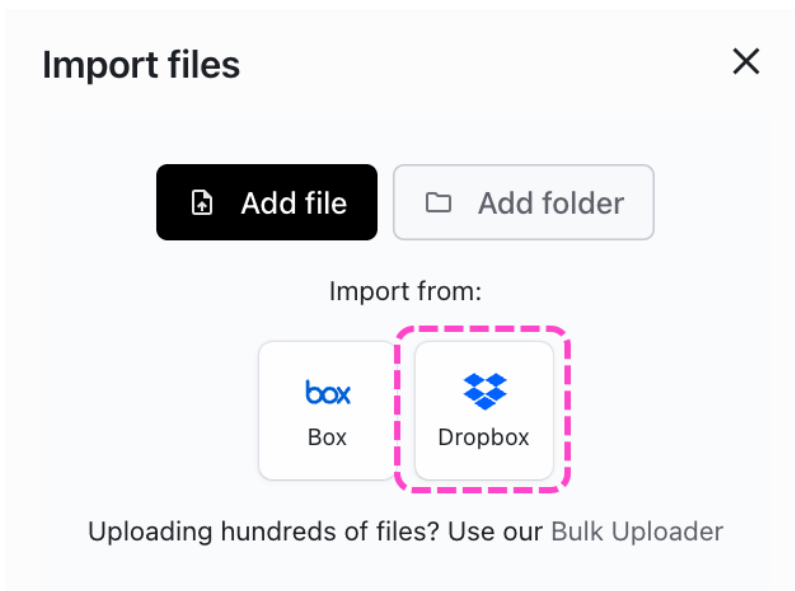
We recommend using this option when uploading up to 100 Tracks. For larger amounts of Tracks, we suggest [using the DISCO Bulk Uploader](#).

Note: Files imported from Dropbox will not be de-duplicated against existing files the same way local uploads would be.

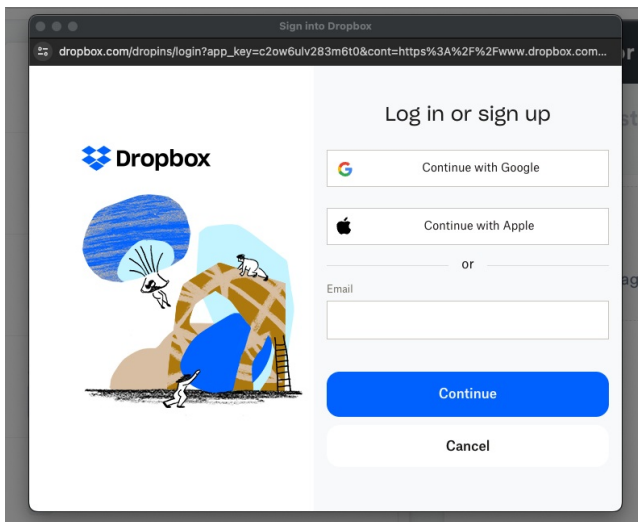
1. Click the box in the **Playlist Creator**, or click the upload button in your **Browse** section.



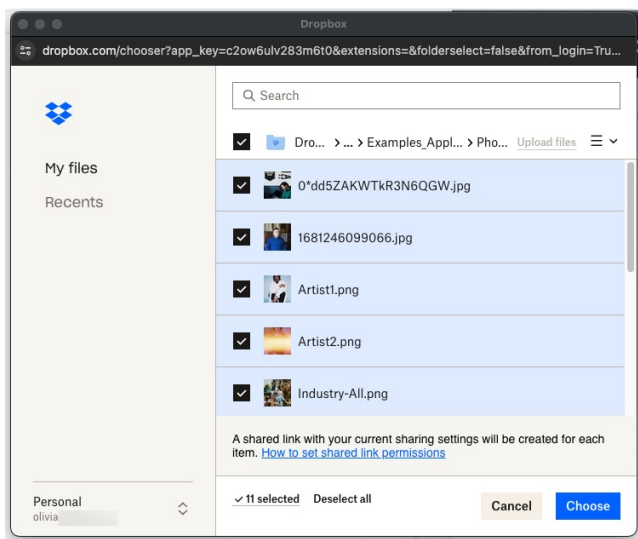
2. Click the **Import from Dropbox** button.



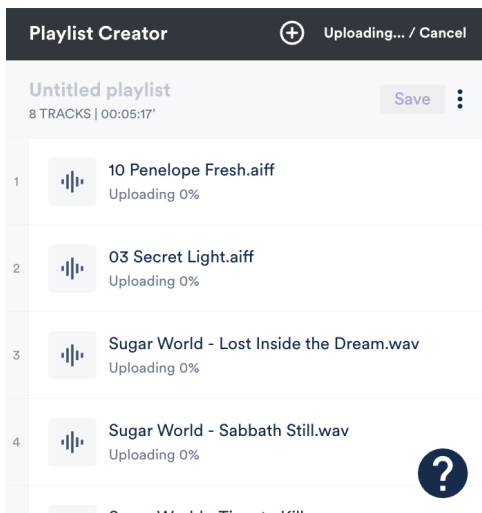
3. A Dropbox window will appear. Log in to your Dropbox account.



4. In the Dropbox window, select the files you want to import and click **Choose**.



5. Your files will be uploaded to the Playlist Creator.



6. *Optional:* Click the **Save** button in the Playlist Creator to save these files as a Playlist in your DISCO.

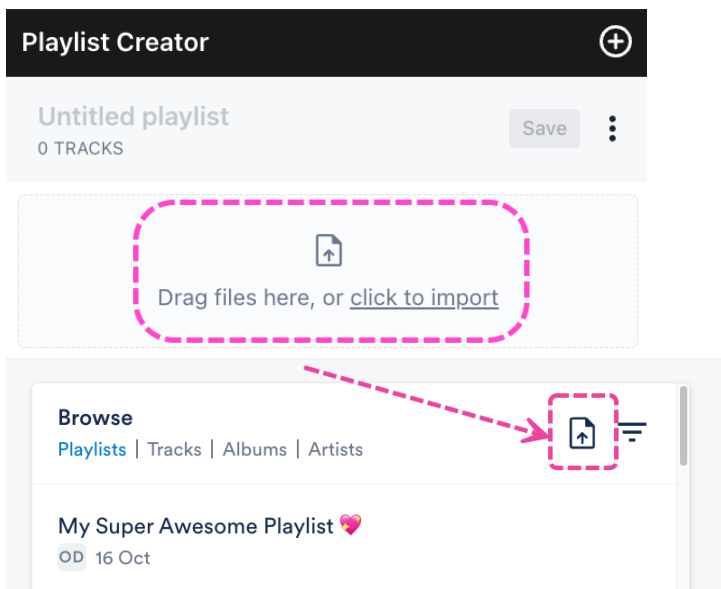
Importing your files from Box

We recommend using this option when uploading up to 100 Tracks. For larger amounts of Tracks,

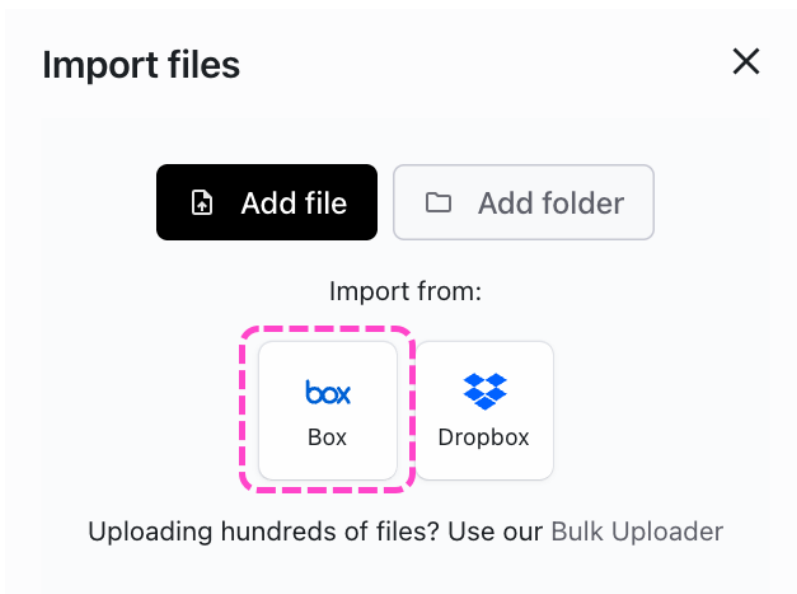
we suggest using the DISCO Bulk Uploader.

Note: Files imported from Box will not be de-duplicated against existing files the same way local uploads would be.

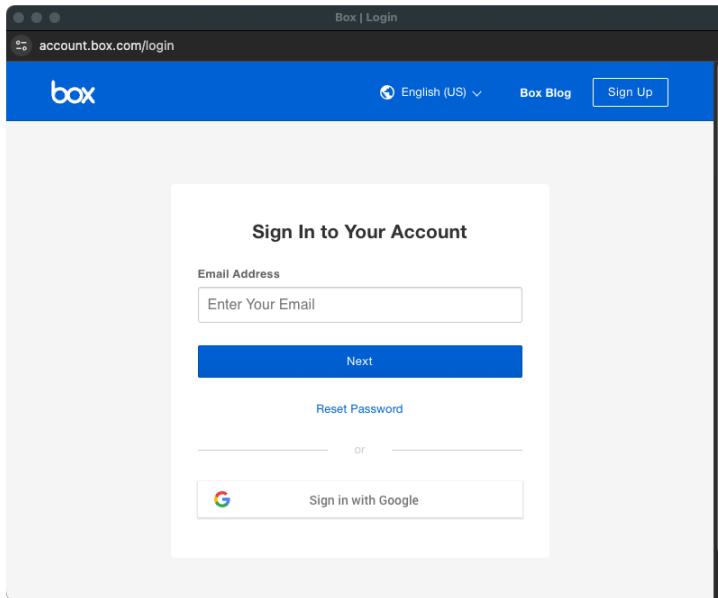
1. Click the box in the **Playlist Creator**, or click the upload button in your **Browse** section.



2. Click the **Import from Box** button .

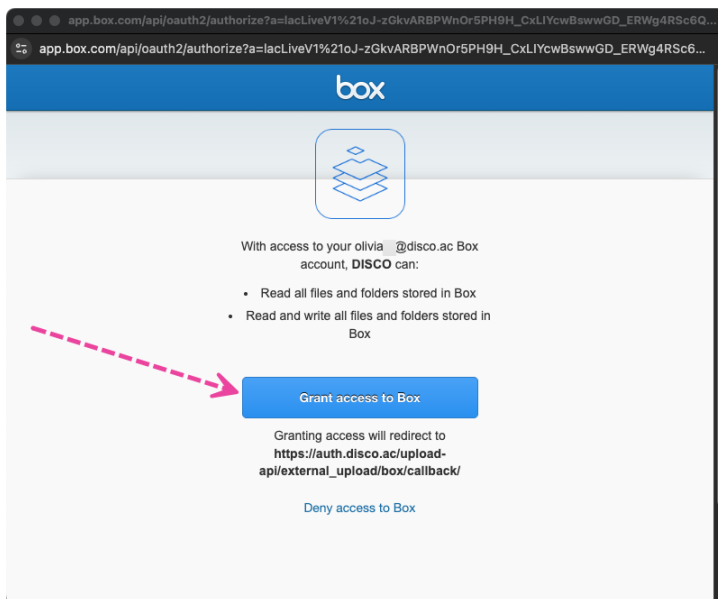


3. A Box window will appear. Log in to your Box account.

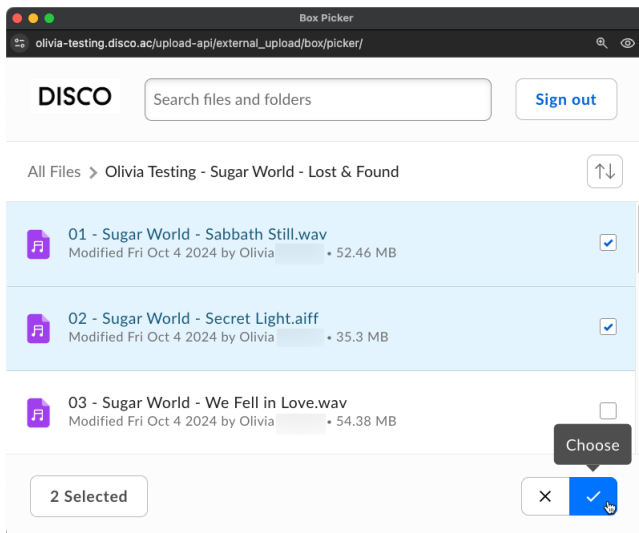


Note: You'll need to log in to Box with a username and password, as the Box Picker doesn't currently support the **Sign in with Google** option.

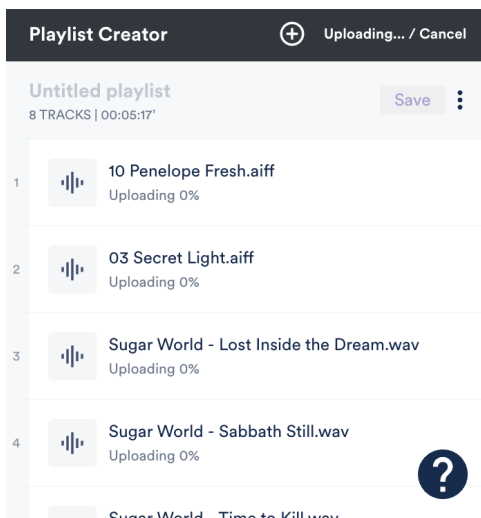
4. In the Box window, if prompted, click the button to **Grant access to Box**.



5. In the Box Picker window, select the files you want to import and click the checkmark to **Choose**.



6. Your files will be uploaded to the Playlist Creator.



7. *Optional:* Click the **Save** button in the Playlist Creator to save these files as a Playlist in your DISCO.

Using the DISCO Bulk Uploader

This option is recommended for larger uploads (over 100 Tracks). [Check out this article for detailed information and instructions on using the DISCO Bulk Uploader.](#)

Importing music from another system

Looking to import music from another system? [Contact our Support Team](#) so we can help!

A note on cloud sources such as Google Drive: Although you can technically import files from cloud sources (e.g. Google Drive) by dragging and dropping into DISCO, it's not supported by DISCO as it may result in corrupted files. However, if you do choose to import from Google Drive, we strongly advise downloading the files locally first, then uploading them to DISCO.

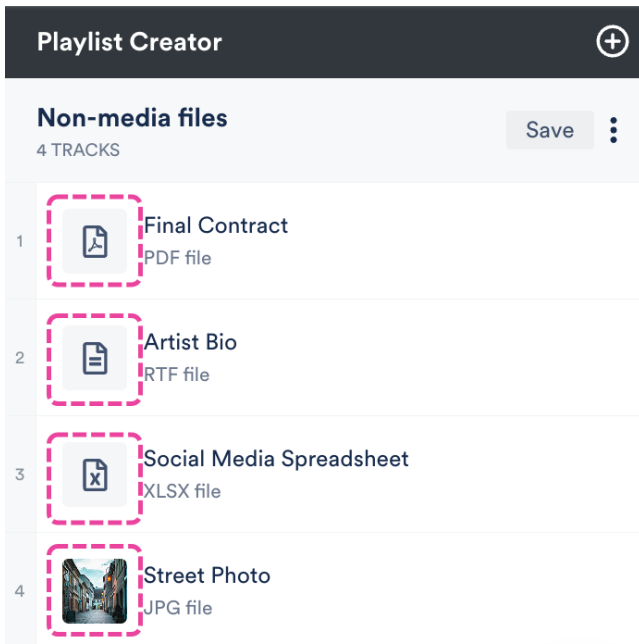
Non-media supported file types

Last Modified on 10/22/2025 2:55 pm PDT

DISCO supports multiple non-media files in addition to audio and video files!

At a glance

You can upload these files just like any other by dragging them into the Playlist Creator or importing them. Once uploaded, they will have different icons indicating their type, or a preview in the case of images:



Supported file types

You can upload other files you use regularly, such as:

- spreadsheets
- text documents
- images
- PDFs

You can also add any combination of file types to a Playlist, and they'll be clearly labeled:

Non-media files

 Final Contract	Download PDF ▼
 Artist Bio	Download RTF ▼
 Social Media Spreadsheet	Download XLSX ▼
 Street Photo	Download JPG ▼

Files that generate previews

You can upload almost any file type, but we'll only generate previews for the following:





- spreadsheets (.csv, .xls, .xlsx)
- text documents (.rtf, .doc, .docx, .txt)
- PDFs*

**A preview will not be generated if the PDF file is over 5MB or contains more than 15 pages.*

- images (.png, .jpeg, .bmp, .gif)

To preview a file, hover over the icon and click the eyeball:

Non-media files

 Final Contract
 Artist Bio
 Social Media Spreadsheet
 Street Photo

Please note some larger files may not generate previews.

AIFF to WAV and WAV to AIFF converter

Last Modified on 06/15/2026 1:28 pm PDT

We offer an **AIFF to WAV / WAV to AIFF converter** for users on select plans (Pro, Artist, Music Supervisor, and Enterprise).

At a glance

This feature gives you more flexibility with your content and saves everyone time when downloading multiple formats. It also makes it easy to deliver AIFFs, which are great, because, [unlike WAVs, they carry metadata](#) ☐

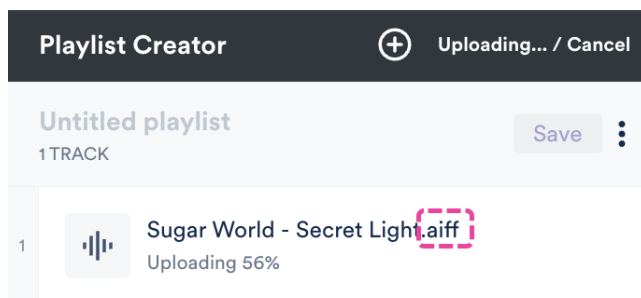
How it works

When you upload a Track to your DISCO in one format (e.g. WAV), the converter will create a copy of that Track in the other format (e.g. AIFF), and vice versa.

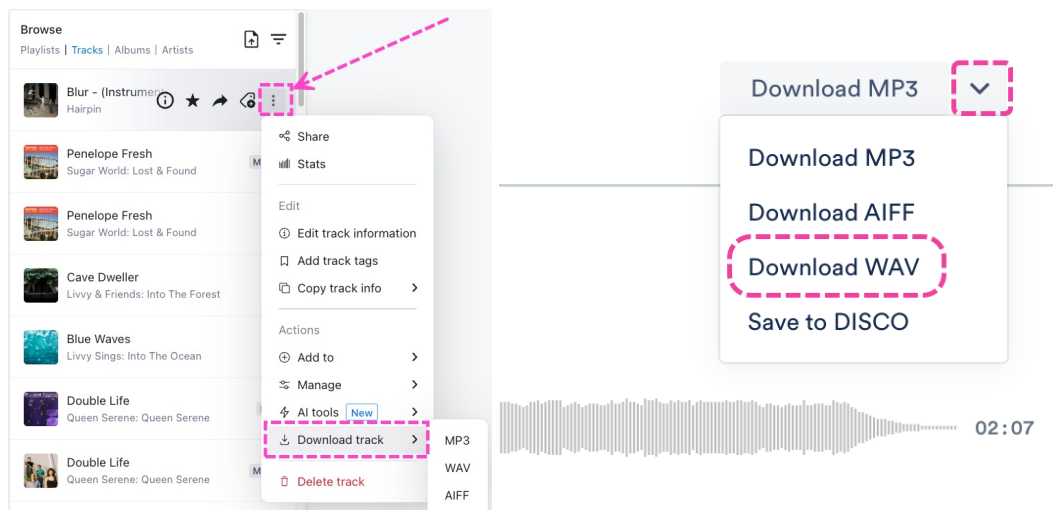
The two formats (AIFF and WAV) would then be available for you and your recipients to download.

Example

We uploaded a Track in **AIFF** format.



When we look at the download options for the Track, there is now a **WAV** version available.

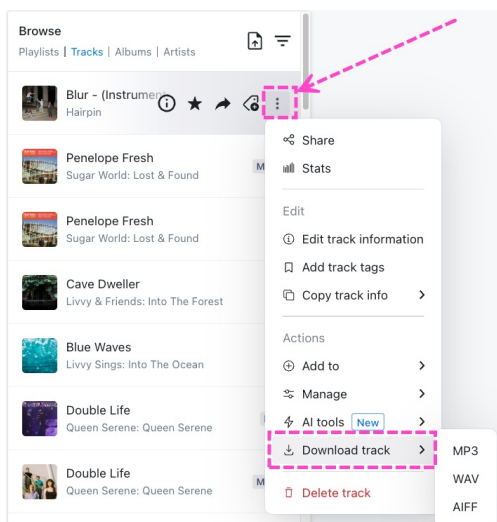


Saving and downloading Tracks in other formats

There are three ways to do this:

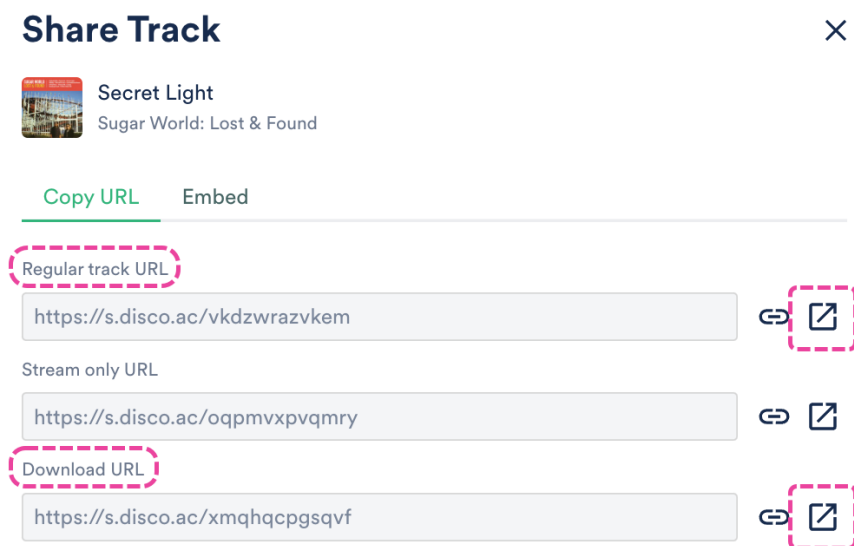
From within your DISCO

1. Open the **Track menu (⋮)** and select **Download track**.
2. Select the format from the list.

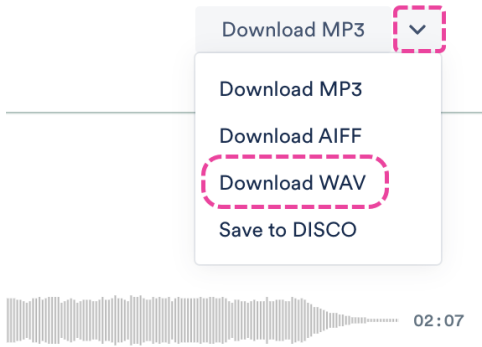


From Track Share pages

1. Open either the **Regular track URL** or the **Download track URL**.

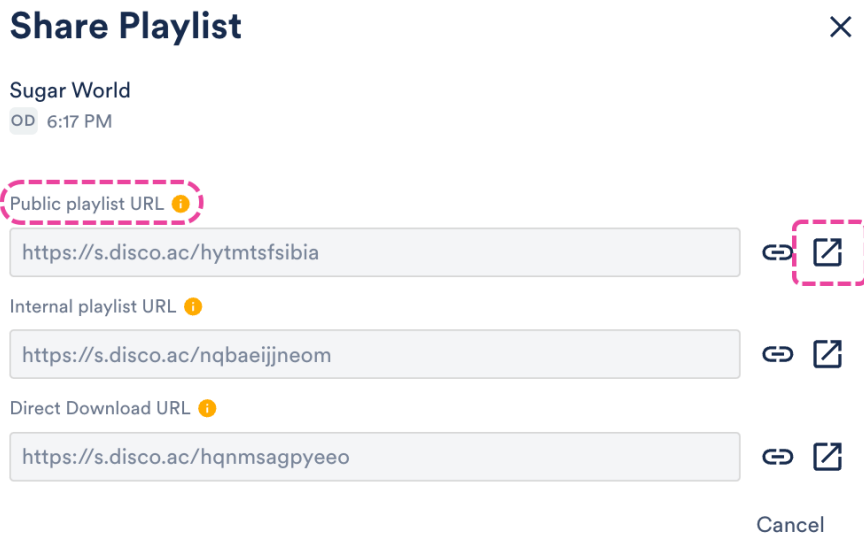


2. From the Track Share page, in the top-right corner, click the arrow next to the **Download** button.
3. Select an option from the drop-down to either **Download** or **Save to DISCO**.

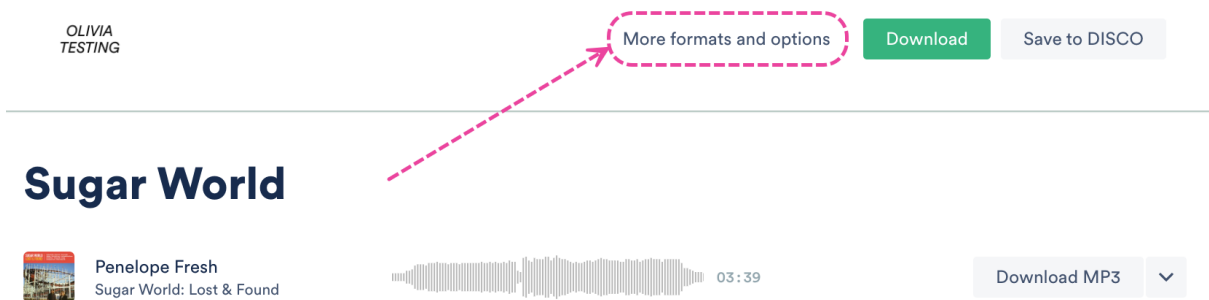


From Playlist Share pages

1. Open the **Public Playlist URL**.



2. In the top right corner, select **More formats and options**.



3. Select the desired format(s) for the desired Track(s).

More formats and options



TRACKS

Select all

Select all

Select all



Penelope Fresh
Sugar World: Lost & Found

MP3

WAV

AIFF



Album Art

JPG



Sugar World - Lost Inside the Dream

MP3

WAV

AIFF

Save to DISCO

Download selection

4. Click either the gray **Save to DISCO** button or the **Download selection** button.

Importing Playlists from iTunes/Apple Music into DISCO

Last Modified on 02/25/2026 3:23 pm PST

You can easily [drag and drop individual Tracks from iTunes/Apple Music into your DISCO](#) , but the process is a bit different when importing entire Playlists.

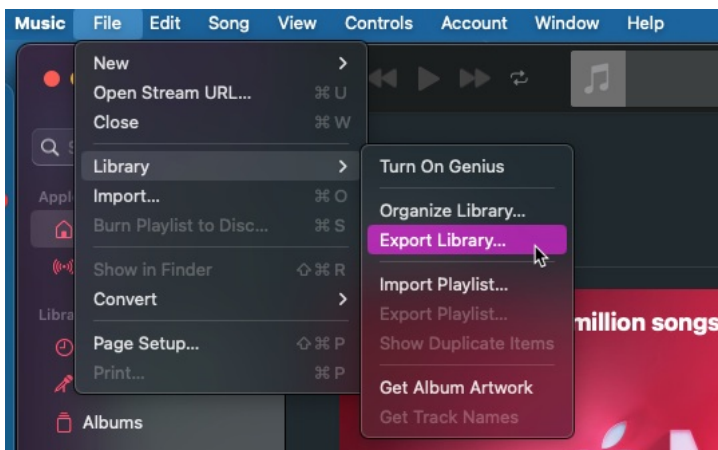
At a glance

For users on our **Pro** plan, we can help import your Playlists in bulk from iTunes/Apple Music. There are a few steps to complete on your end first, but we can help with the rest! You'll first want to upload all your music contained in your iTunes/Apple Music Playlists into your DISCO. The quickest way to do this is [using our DISCO Bulk Uploader tool](#).

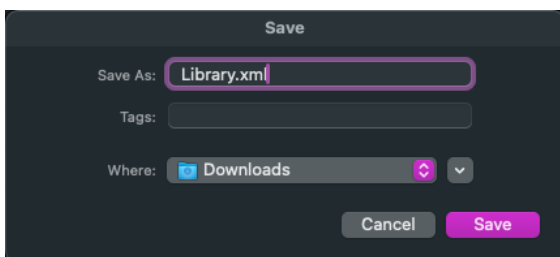
Exporting your Playlists from iTunes/Apple Music

After uploading your music into your DISCO, follow these steps in iTunes/Apple Music:

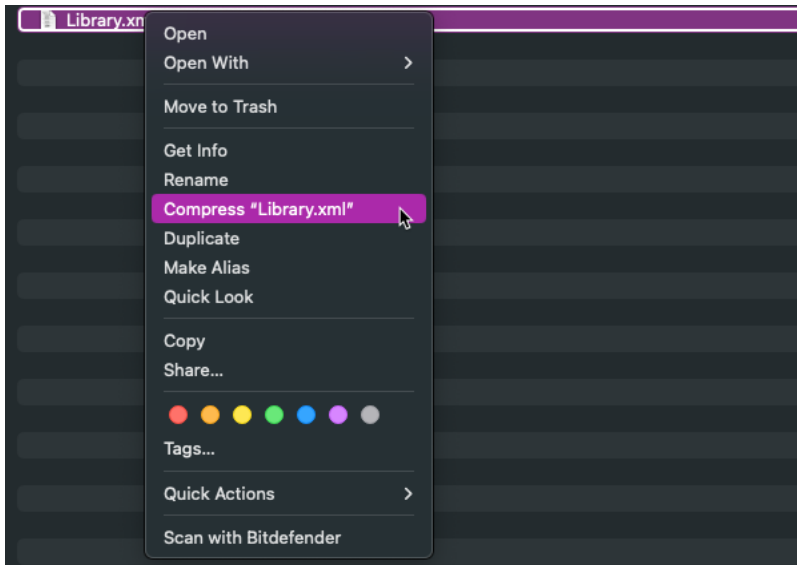
1. Select **File > Library > Export Library**.



2. Save the XML file.



3. Zip the XML file.
 - **On Mac**, right-click the file and select **Compress "library.xml"**.



- **On Windows**, right-click the file and select **Send To**. Then select **Compressed (zipped) folder**.

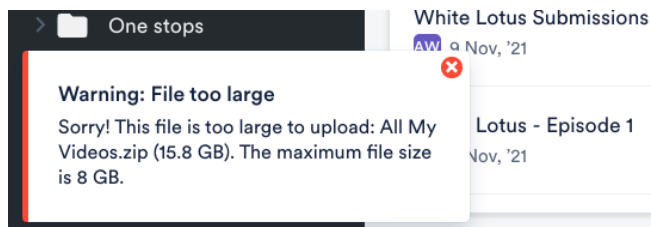
4. Send the XML file to us at support@disco.ac. Be sure to provide us with the email address you use and the URL for the DISCO you'd like us to import the Playlists to.

Uploading: FAQ

Last Modified on 09/05/2025 10:29 am PDT

Q: What is the maximum file size DISCO supports?

The maximum file size DISCO supports is **8GB**. If you attempt to upload a file larger than 8GB, you'll see this **Warning** message:



Q: Which audio formats does DISCO support?

We offer full support for all of the major audio formats:

- MP3
- AIFF/AIF
- WAV
- M4A
- WMA

And partial support for these less common formats:

- FLAC
- AAC
- CAF
- ALAC

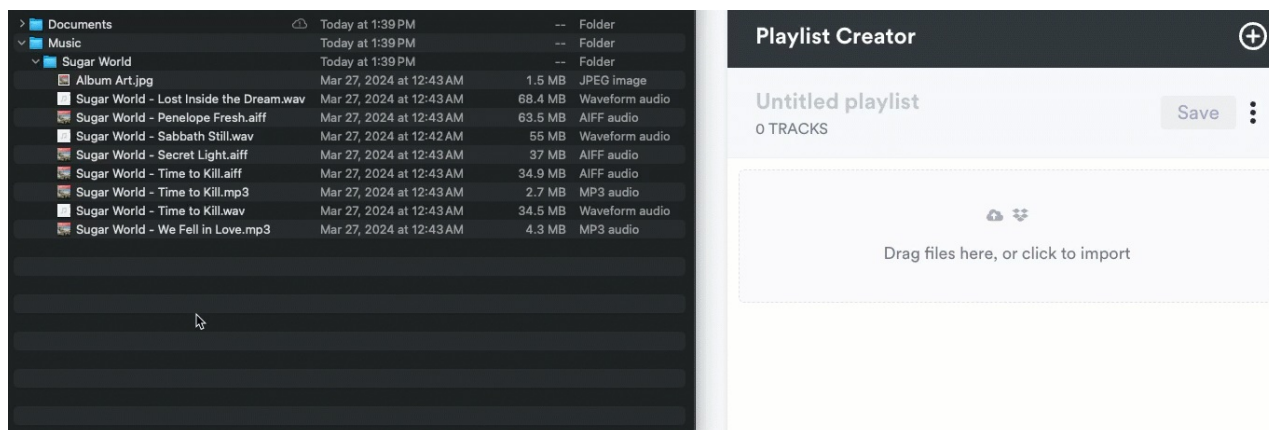
When you upload an audio file that's not an MP3 or an M4A, we automatically transcode an MP3 copy of your file for streaming purposes, but you can still access and share the original. [Click here to read more about how DISCO handles audio formats.](#)

Q: How does DISCO handle duplicate files?

There are a couple of different ways, depending on the scenario:

Scenario 1 - You're trying to upload duplicate files

By default, when you upload files (*specifically MP3 and MP4 formats*) to DISCO, we'll check them against any existing files in your DISCO that have the exact same Artist, Album, and Title metadata. If we find a match, the duplicate file(s) won't be uploaded. The upload won't progress, and instead, the existing file will be populated in the Playlist Creator.



If you'd like to have the de-duplication feature switched off, please [contact our Support team](#).

Note: *De-duplication only applies when:*

- *you're uploading files directly, not when you're adding files to your DISCO from an **Inbox***
- *you're uploading files locally (from your computer), not when importing them from another system (e.g. Dropbox, Apple Music, etc.)*

Scenario 2 - You have discovered duplicate files in your DISCO

Some duplicate files will likely still find their way into your DISCO. The best way to clean them up is to [merge them](#).

Q: Does DISCO support video as well as audio?

Yes! DISCO supports video as well as audio, both inside your DISCO and on the public Share pages you send to recipients. You can upload videos just like any other file by dragging them into the Playlist Creator or importing them.

Note: *We do not currently support videos encoded in H.265 (also known as HEVC).*

The screenshot displays a music player interface with a playlist. At the top, there are buttons for "More formats and options", "Download", and "Save to DISCO". The playlist includes the following tracks:

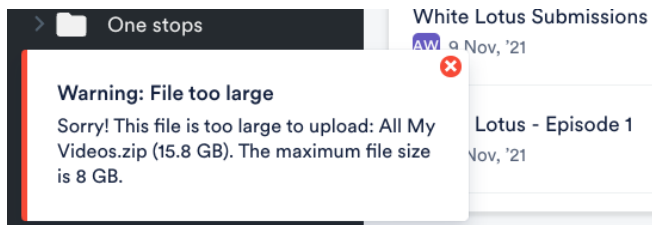
- Geah (04:51) - Download MP3
- Off and On (04:12) - Download MP3
- MORE FROM JAMIE XX** (10 tracks) - Download section
- MORE FROM SALES** (10 tracks) - Download section
- Taking Pictures (04:11) - Download MP4
- Spiral (04:11) - Download MP3
- You Look Well (05:14) - Download MP3
- All These Things (02:34) - Download MP3
- White Jeans (05:48) - Download MP3
- A to B (02:34) - Download MP3

Q: What is the maximum file size DISCO supports?

Last Modified on 08/27/2025 9:49 am PDT

Q: What is the maximum file size DISCO supports?

The maximum file size DISCO supports is **8GB**. If you attempt to upload a file larger than 8GB, you'll see this **Warning** message:



Q: Which audio formats does DISCO support?

Last Modified on 08/27/2025 9:41 am PDT

Q: Which audio formats does DISCO support?

We offer full support for all of the major audio formats:

- MP3
- AIFF/AIF
- WAV
- M4A
- WMA

And partial support for these less common formats:

- FLAC
- AAC
- CAF
- ALAC

When you upload an audio file that's not an MP3 or an M4A, we automatically transcode an MP3 copy of your file for streaming purposes, but you can still access and share the original. [Click here to read more about how DISCO handles audio formats.](#)

Q: How does DISCO handle duplicate files?

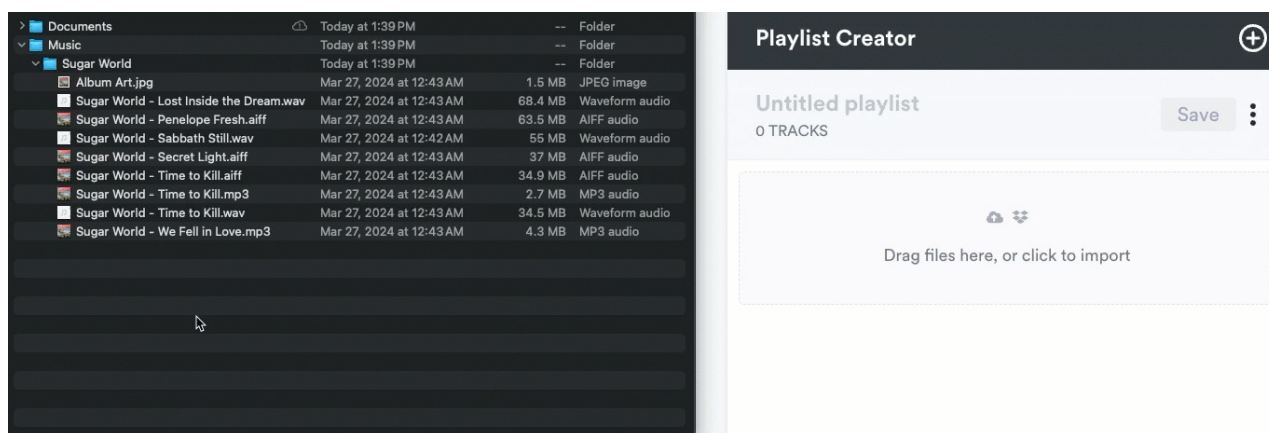
Last Modified on 09/15/2025 4:41 pm PDT

Q: How does DISCO handle duplicate files?

There are a couple of different ways, depending on the scenario:

Scenario 1 - You're trying to upload duplicate files

By default, when you upload files (*specifically MP3 and MP4 formats*) to DISCO, we'll check them against any existing files in your DISCO that have the exact same Artist, Album, and Title metadata. If we find a match, the duplicate file(s) won't be uploaded. The upload won't progress, and instead, the existing file will be populated in the Playlist Creator.



If you'd like to have the de-duplication feature switched off, please [contact our Support team](#).

Note: De-duplication only applies when:

- you're uploading files directly, not when you're adding files to your DISCO from an **Inbox**
- you're uploading files locally (from your computer), not when importing them from another system (e.g. Dropbox, Apple Music, etc.)

Scenario 2 - You have discovered duplicate files in your DISCO

Some duplicate files will likely still find their way into your DISCO. The best way to clean them up is to [merge them](#).

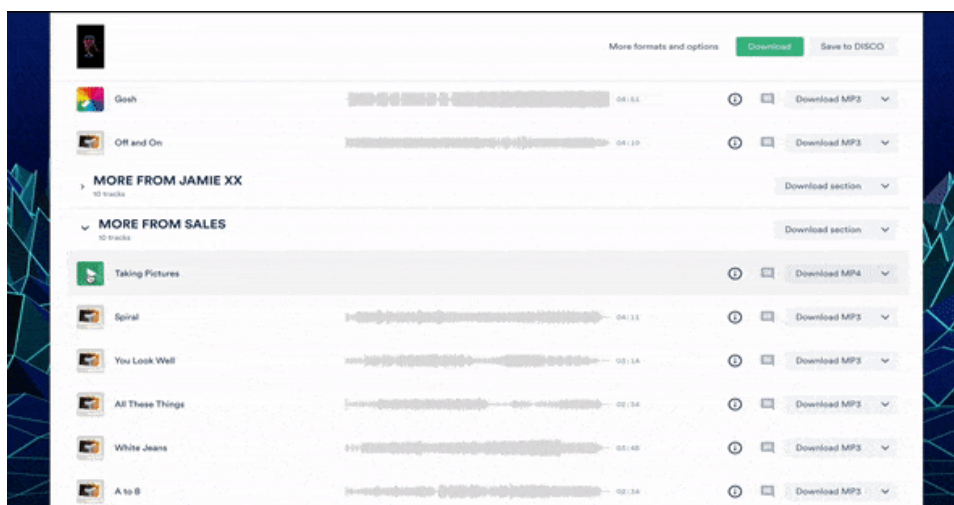
Q: Does DISCO support video as well as audio?

Last Modified on 08/27/2025 9:43 am PDT

Q: Does DISCO support video as well as audio?

Yes! DISCO supports video as well as audio, both inside your DISCO and on the public Share pages you send to recipients. You can upload videos just like any other file by dragging them into the Playlist Creator or importing them.

Note: We do not currently support videos encoded in H.265 (also known as HEVC).



Source Audio onboarding process: Transferring your content from Source Audio to DISCO

Last Modified on 08/27/2025 9:50 am PDT

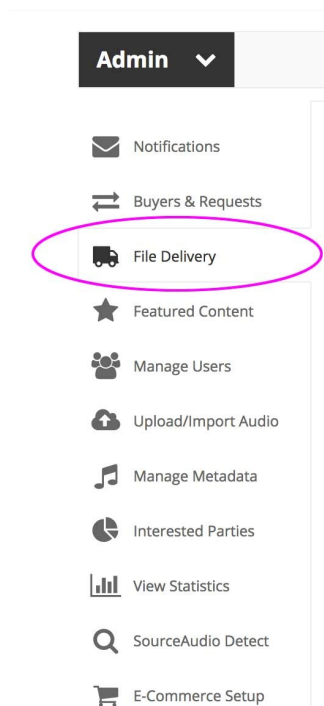
Users on our **Pro** and **Enterprise** plans have the option to transfer their content from Source Audio into their DISCO using the steps below:

Step 1: Contact us to initiate the transfer

1. You can contact us via [Chat](#) (using the Support menu, which looks like a question mark in the bottom right corner of your DISCO), or by emailing onboarding@disco.ac.
2. We will then set up the transfer on our end and provide you with the details you'll need to initiate the transfer (refer to **Step 4**).

Step 2: Go to the Admin panel in your Source Audio

1. Log in to your Source Audio account and go to the Admin panel. From the left sidebar menu, choose **File delivery**.



Step 3: Add a New Recipient

1. From the **File Delivery** page, click the **Add a New Recipient** button on the right side.

File Delivery [Read about this feature](#)




Third Parties Agents History Transfer Purchases

Third Party File Delivery

Map your metadata and deliver CSV and music files to third party platforms.

Current Recipients

Click a recipient name to begin a delivery

Name	Location	Options
Gerhard Richter		  

Add a New Recipient

NEW RECIPIENT

Batch Delivery

START BATCH DELIVERY

Need to deliver the same tracks to multiple recipients? Start here!

Step 4: Enter the transfer details

1. From the **Create a New Recipient** page, enter the following:

- **Preset:** Custom
- **Name:** DISCO
- **Email:** deliveries@disco.ac
- **FTP info:** SFTP
- **All other SFTP details:** Use the details we provided to you when you first contacted us to initiate the transfer (refer to **Step 1**).

Third Party File Delivery

Map your metadata and deliver CSV and music files to third party platforms.

Create a New Recipient

Need help? We know it's a little intimidating. Contact [SourceAudio support](#).

Preset

Preset Make your own recipient or choose from our presets.

Basic Info

Name They'll appear this way in your list.

Location Just for your reference.

Email Enter the recipient's email address here.

FTP Info (optional)

Fill in this section if you'd like the option to send files to this recipient via FTP. You can select per delivery whether you'd like to use FTP or email.

Server Type Select a type to enter details. If you're not sure, choose FTP.

Server Something like "import.sourceaudio.com".
You should have gotten this from the recipient.

Port If you're not sure, leave it blank.

Username You should have gotten this from the recipient.
For anonymous, leave blank.

Password You should have gotten this from the recipient.
For anonymous, leave blank.

Folder If the recipient wants you to upload to a specific folder,
specify that here.

2. Once you've entered all the details, click **Save and Configure Delivery**.

Step 5: Enter the Metadata Delivery details

1. From the **Configure your Deliveries to DISCO** page, fill in the fields under **Metadata Delivery**. (Generally, the defaults can be used here.)

Third Party File Delivery

Map your metadata and deliver CSV and music files to third party platforms.

Configure your Deliveries to DISCO

Need help? We know it's a little intimidating. Contact [SourceAudio support](#).

Metadata Delivery

Format In what format would you like us to deliver metadata?

Location Where do you want us to put your metadata file(s)?

Metadata filename Please specify how you want us to name your metadata file(s).

[EDIT FILENAME TEMPLATE](#)

Metadata Only Check this box to only send metadata file(s) and no music.

Embedding Do you want your SourceAudio metadata embedded in your files? You can set up metadata embedding profiles [here](#).

File Structure

Formats MP3 AIFF WAV Select the types of files you'd like delivered.

Filenames / Please specify how you want us to name your files.

Folder Structure

[EDIT FILENAME TEMPLATE](#)

Album Art Do you want us to include your album art as separate files?

Step 6: Enter the File Structure details

1. From the **Configure your Deliveries to DISCO** page, fill in the fields under **File structure** to select the formats you'd like delivered.

Third Party File Delivery

Map your metadata and deliver CSV and music files to third party platforms.

Configure your Deliveries to DISCO

Need help? We know it's a little intimidating. Contact [SourceAudio support](#).

Metadata Delivery

Format In what format would you like us to deliver metadata?

Location Where do you want us to put your metadata file(s)?

Metadata filename Please specify how you want us to name your metadata file(s).

[EDIT FILENAME TEMPLATE](#)

Metadata Only Check this box to only send metadata file(s) and no music.

Embedding Do you want your SourceAudio metadata embedded in your files? You can set up metadata embedding profiles [here](#).

File Structure

Formats MP3 AIFF WAV Select the types of files you'd like delivered.

Filenames / Please specify how you want us to name your files.

Folder Structure

[EDIT FILENAME TEMPLATE](#)

Album Art Do you want us to include your album art as separate files?

Note: DISCO supports one lossy format (i.e. mp3) and one lossless format (either AIFF or WAV) per Track, so please only send one of each. For lossless formats, we recommend AIFF because metadata can be written to it, unlike WAV. If you don't have AIFFs available, we suggest sending WAVs and MP3s so your artwork can be retained based on what is on the MP3 file. We will merge the WAVs and MP3s on our side.

2. Click **Save and continue**.

Step 7: Select the Metadata Fields

1. From the **Metadata Fields** page, choose the metadata fields you want to send to DISCO.
2. The first field to add is **Filename**. Select **Filename** in the **Source data** dropdown, and then click **+ Add field below**, at the bottom right of the panel:

Metadata Fields
Need help? We know it's a little intimidating. Contact [SourceAudio support](#).

Select the fields to appear in your metadata file(s)

Column A	<input type="text" value="Filename"/>	+ Add field above
Source Data:	<input type="text" value="Filename (in your specified format)"/>	
Default Value:	<input type="text" value="What to put if there's no data (optional)"/>	
Example:	10 Freedom (feat. Kendrick Lamar).mp3	
+ Append field		+ Add field below

3. Repeat this step for all the metadata you'd like to transfer to DISCO. The following fields in Source Audio have a direct match in DISCO:
 - **Artist**
 - **Album**
 - **Title**
 - **Genre**
 - **Track number**
 - **Composer**
 - **BPM**
 - **ISRC**
 - **Lyrics**
4. Include any other metadata you'd like to transfer to DISCO, and we'll work with you to import this metadata into other fields within DISCO.
5. Click **Save**.

Step 8: Set up delivery

1. After saving your transfer details in the previous step, you'll be taken to the **File Delivery index** page. From there, click the **Start batch delivery** button on the right.

Current Recipients

Click a recipient name to begin a delivery

Name	Location	Options
DISCO		
Gerhard Richter		

Add a New Recipient

NEW RECIPIENT

Batch Delivery

START BATCH DELIVERY

Need to deliver the same tracks to multiple recipients? Start here!

2. Checkboxes will appear next to the recipients you've set up. Select the DISCO recipient you just set up and click **Create Batch Delivery**.

Current Recipients

Click a recipient name to begin a delivery

<input type="checkbox"/> Name	Location	Options
<input checked="" type="checkbox"/> DISCO		
<input type="checkbox"/> Gerhard Richter		

Step 9: Select Files

1. From the **Select Files to Send** page, click **Browse All** at the top.
2. Check the boxes next to the catalogs you want to send.

Select Files to Send

Browse Recent Albums Browse All

Browse All

Check the boxes to send entire catalogs, labels, or albums. Click the blue arrows to select only specific labels or albums to send.

Catalogs	Labels	Albums
<p>Drag Town <input checked="" type="checkbox"/> Send (2/2) (54/54) ></p> <p>Party Farm <input checked="" type="checkbox"/> Send (2/2) (7/7) ></p> <p>Sounds of Soul <input checked="" type="checkbox"/> Send (2/2) (32/32) ></p> <p>Mighty Licks <input checked="" type="checkbox"/> Send (1/1) (295/295) ></p>	Select a catalog to see labels	Select a label to see albums

Step 10: Confirm and send

1. You'll now see a confirmation screen, where you can confirm and start the transfer. It will show you a summary of everything you've set up so far.
2. Under **Total files**, you'll see a summary of the total data being sent (**Transfer for these deliveries**), along with the amount of transfer data you have on your Source account

(Transfer on your account).

Total Files

Files: 78 files across 78 tracks

Transfer for these deliveries: 620.83 MB (650,994,342 bytes)

Transfer on your account: 98.14 GB (98,699,280,919 bytes)

SELECT DIFFERENT FILES

3. Make sure the amount of data listed next to **Transfer on your account** is larger than the amount listed next to **Transfer for these deliveries**. If it's not, click the **Transfer Purchases** tab in the **File Delivery** admin section to purchase sufficient transfer data.
4. Once you have enough data for the transfer, review the summary:

Third Party File Delivery

Map your metadata and deliver CSV and music files to third party platforms.

Confirm your File Delivery Details

Total Files

Files: 78 files across 78 tracks

Transfer for these deliveries: 620.83 MB (650,994,342 bytes)

Transfer on your account: 98.14 GB (98,699,280,919 bytes)

SELECT DIFFERENT FILES

Recipient Details

Recipient Name: DISCO

Metadata Format: CSV

Metadata Format Location: One big file

Metadata Format Filename: metadata{extension}

Only Send Metadata: No

Embed Metadata in Files: Yes

Filename Format: {filename}{extension}

Formats to Include: mp3 and aiff

Include Album Art? No

Album Art Filename: N/A

Recipient Metadata Fields

Field on CSV

SourceAudio Field

Filename

Filename (in your specified format)

Recipient Files

Transfer for this Delivery: 620.83 MB (650,994,342 bytes)

Files for this Delivery: 78 files in 78 tracks

Recipient Sending Options

How to Send

Ftp the files

We can email a download link for you, you can get the link to send yourself, or, if you have the recipient set up for it, we can ftp the files to them directly.

Notification

deliveries@disco.ac

Comma-separated email addresses you'd like notified when the transfer completes.

5. In the last two fields, under **Recipient Sending Options**, select:
 - **How to send:** FTP the files
 - **Notification:** deliveries@disco.ac
6. To begin the transfer, click **Send Files**.

Step 11: Contact us again to confirm the transfer is complete

1. Email us at onboarding@disco.ac once you have completed the transfer. We'll complete the import and get in touch about the next steps.
-

Source Audio onboarding process: Next steps and metadata mapping guide

Last Modified on 12/02/2025 1:29 pm PST

In this article, we'll cover the next steps after completing [the transfer of your Source Audio content to DISCO](#).

At a glance: Next steps

After you've contacted us at onboarding@disco.ac to confirm the transfer is complete, we will do the following on our end:

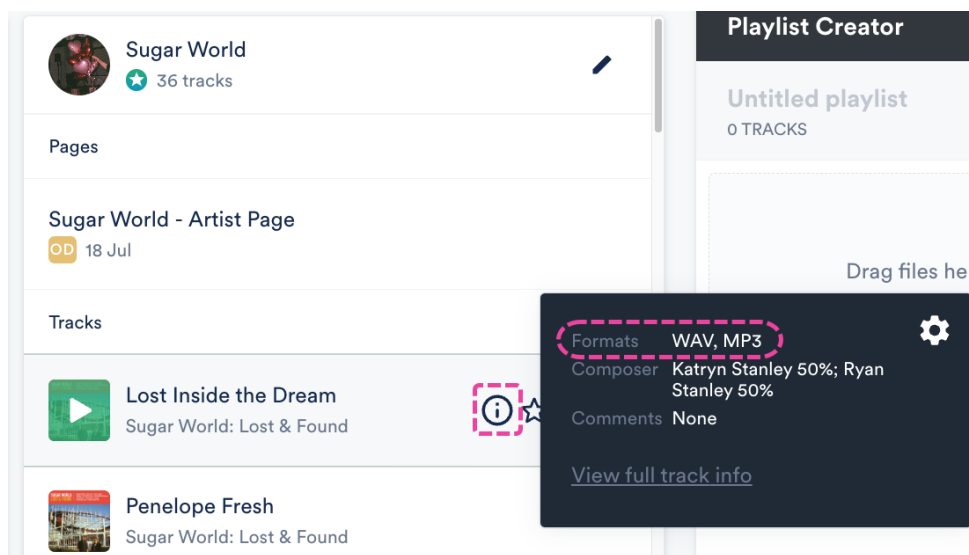
1. Import your Source Audio Files into your DISCO.
2. Merge your Source Audio files with identical **Filename**s into individual DISCO Tracks.
3. Map the Track metadata from your Source Audio files to your DISCO Tracks.
4. Organize Tracks with identical **Album** metadata into Playlists titled with that Album name so you can easily find them in your DISCO.

Merging your Source Audio files into individual DISCO Tracks

[Individual Tracks in DISCO](#) can support multiple audio file formats. To help streamline your DISCO, if any of your Source Audio files have identical original and optimized **Filename**s (WAV or AIFF + MP3), we will merge them into single Tracks for you. Both formats will be preserved and associated with the single Track.

Example:

In your Source Audio, you had two files with the **Filename** "Lost inside the Dream", one in WAV format and one in MP3 format. After we merge these in your DISCO, you will see one Track titled "Lost Inside the Dream" with two formats available: WAV and MP3.



The screenshot displays the DISCO interface. On the left, the 'Sugar World' artist page is visible, showing 36 tracks. The 'Tracks' section lists 'Lost Inside the Dream' by Sugar World: Lost & Found. A metadata popup is open over this track, showing the following information:

- Formats: WAV, MP3
- Composer: Katryn Stanley 50%; Ryan Stanley 50%
- Comments: None
- View full track info

On the right, the 'Playlist Creator' section shows an 'Untitled playlist' with 0 tracks and a 'Drag files here' area.

When it comes time to share Tracks from your DISCO with others, you can [control which formats are available for download](#).

Mapping your metadata from Source Audio to DISCO

Below is a list of the metadata fields we will map from Source Audio to your DISCO (*if provided*):

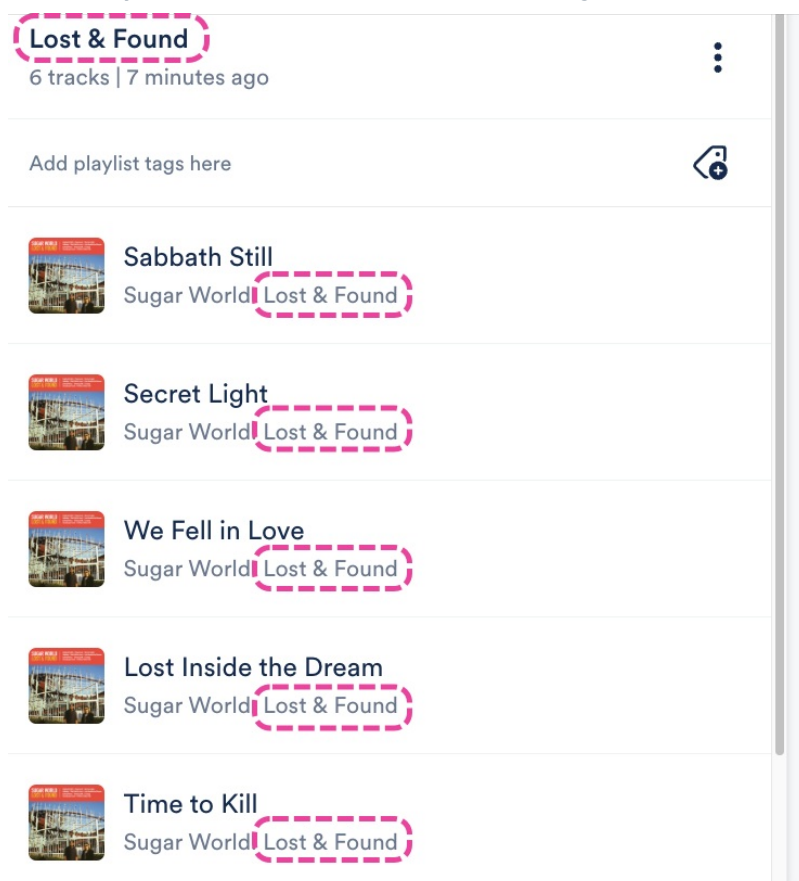
If you need additional fields not covered by the above, please reach out to us at onboarding@disco.ac.

Organizing Tracks with the same Album Name into Playlists

To help streamline your DISCO, if any of your Source Audio files have an identical **Album** name, we will organize them into a single Playlist with that same Album name.

Example:

In your Source Audio, you had six files with the **Album** "Lost & Found." In your DISCO, you will see a Playlist titled "Lost & Found" containing these six Tracks.



Additional resources and support

Along with our [Support Center](#), we have lots of great content (including video courses) in our [School of DISCO](#).

You're also welcome to contact us at onboarding@disco.ac with any questions or concerns. We're happy to help!

Using the DISCO Bulk Uploader tool

Last Modified on 08/11/2025 4:41 pm PDT

The **DISCO Bulk Uploader** tool is a great option for uploading a large amount of Tracks (100+) into your DISCO. It's especially useful when [uploading your music collection](#) for the first time!

At a glance

The DISCO Bulk Uploader tool is [a desktop application that you can download for free](#).

Uploading files with the Bulk Uploader

1. Open the Bulk Uploader app on your computer.
2. Enter your full DISCO URL (e.g., <https://mycompany.disco.ac>) and click the **Next** button.



Enter the full URL for DISCO you want to send to:

3. Select the radio button for **I'm a member of this DISCO** and click the **Ok** button.

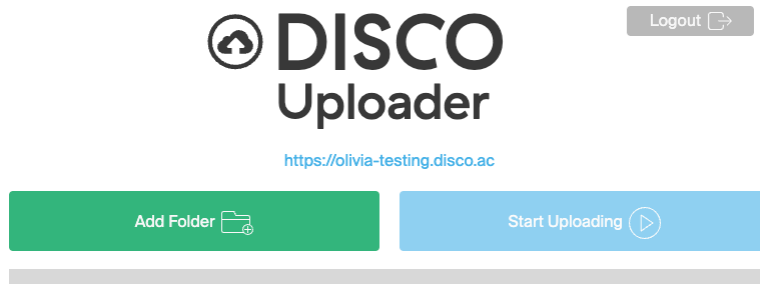
I'm a member of this DISCO
 I'm a third party sending to this DISCO

4. Enter your DISCO username and password and click the **Login** button.

Enter your DISCO login for:
<https://olivia-testing.disco.ac>

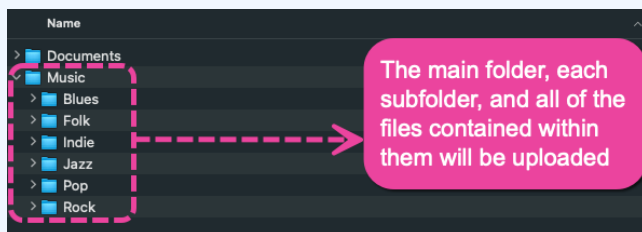
Note: Your username is the email address associated with your DISCO account.

- If you have [Multi-factor Authentication \(MFA\)](#) enabled on your DISCO account, you'll be prompted to enter the code, and then click the **Login** button.
- Once you've logged in, click the **Add folder** button to select a folder to upload from your computer into your DISCO.

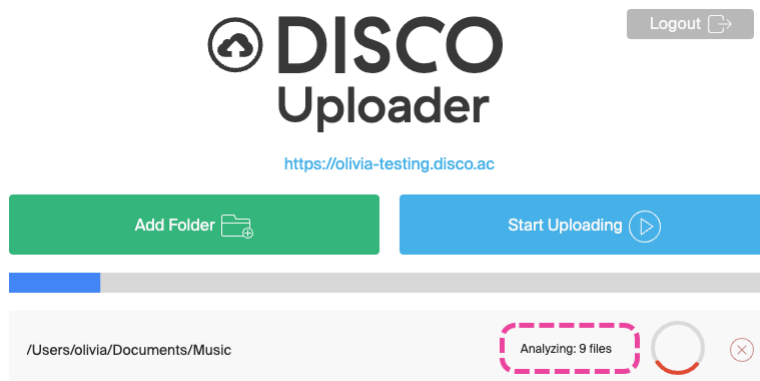


- This will open the file manager program on your computer. Select the desired folder and click **Open**, or whichever option is available.

Note: All the files in this folder and any subfolders within it will be uploaded to your DISCO. Jump to this section for tips on selecting the right folders in your filesystem.



- The Uploader will analyze the files before starting the upload.



- Once the files are analyzed, they will begin uploading.

Add Folder

Pause Uploading

/Users/olivia/Documents/Music

7 files / 294.8 MB
(2 files / 70 MB duplicate)

16%

Tip: You can add additional folders to your upload queue at any time by clicking the **Add Folder** button again.

Monitoring upload progress

A blue progress bar will appear and the upload progress will be indicated by a percentage:

DISCO Uploader

<https://olivia-testing.disco.ac>

Add Folder

Pause Uploading

/Users/olivia/Documents/Music

7 files / 294.8 MB
(2 files / 70 MB duplicate)

50%

Once the upload is complete, the indicator will show 100% and the red X will be replaced with a green check mark ✓:

DISCO Uploader

<https://olivia-testing.disco.ac>

Add Folder

Start Uploading

/Users/olivia/Documents/Music

7 files / 294.8 MB
(2 files / 70 MB duplicate)

100%

Important:

- If your upload seems stuck, **do not** click the **X** to cancel the upload.
 - Instead, [try these troubleshooting steps](#).
- We also don't recommend clicking the check mark to clear the upload. Instead, wait until you receive the email from no-reply@disco.ac.

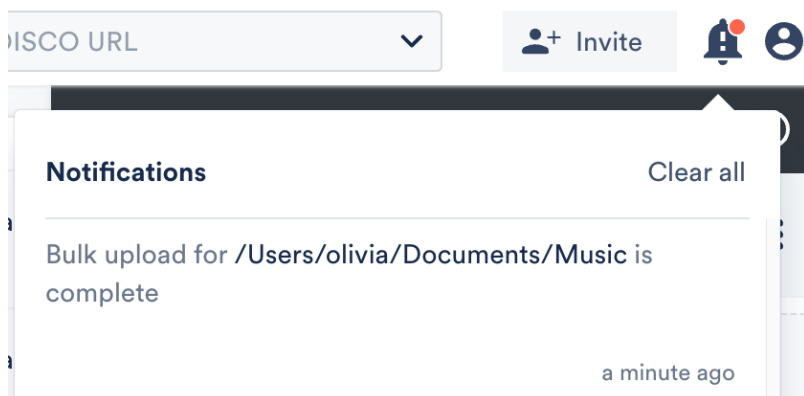
You will also receive an email from no-reply@disco.ac as well as a bell notification in the top right of your DISCO:

Your music is ready!



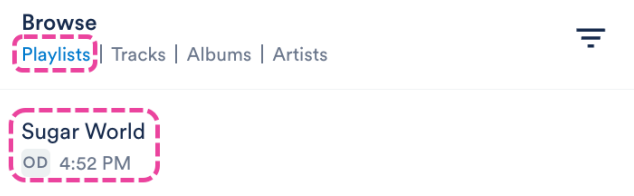
Take me there

Your bulk upload to DISCO has completed. We've made playlists out of the folders you uploaded, and all the music is now safely in your DISCO. Check out your music by clicking on Browse or Starred in the left hand nav.



Viewing the files in your DISCO

The folders will be added as Playlists* in your DISCO. If you uploaded a folder containing subfolders, Playlists will only be created from the lowest-level folders.



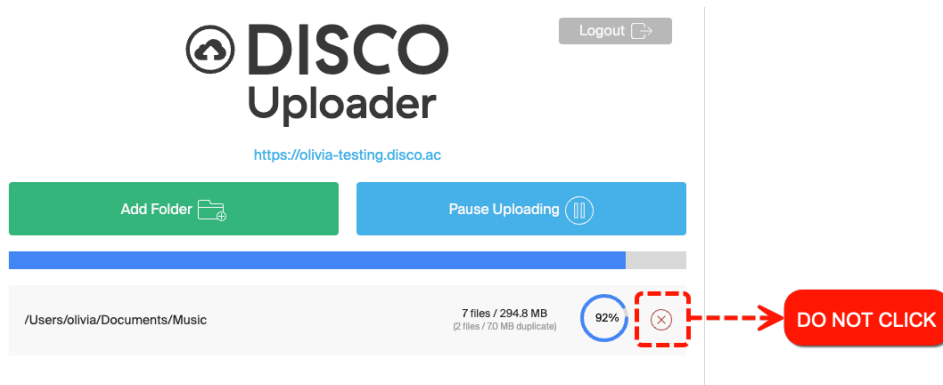
**Playlists will not be created for folders containing over 1000 tracks.*

Troubleshooting issues with the Bulk Uploader

First, try these [troubleshooting steps for the Bulk Uploader](#).

Next, [reach out to our Support Team](#), because in some cases (if the upload wasn't cancelled on

your end), we may be able to give it a nudge on our end to push it through.



Adding folders when using the Bulk Uploader

You don't have to select every individual folder you want to upload. Instead, you can select the highest-level folder that contains all the files you want to upload.

Playlists will be automatically created from your lowest-level folders (as long as they contain less than 1000 Tracks).

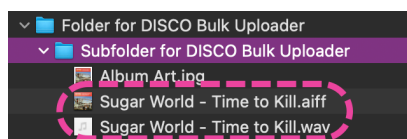
Example:

You want to upload your entire music collection which is stored in a folder called "My Music". That folder contains subfolders for each artist in your collection, and those subfolders contain folders for each album. In this case, the only folder you need to add is "My Music". This will upload all files contained in each of the subfolders within the "My Music" folder, regardless of level. We should then expect to see a Playlist for each album in our test DISCO (e.g. "Inner North", "Rightside Up Mountain", etc).



Uploading tracks that have multiple formats

If you're uploading a track in both an uncompressed format (e.g., WAV, AIFF) and a compressed format (e.g., MP3), we suggest placing them in the same lowest-level subfolder before uploading. This will result in both versions of the track being in the same playlist, which will be automatically created using the name of the subfolder.



Although not required, we suggest doing this whenever possible to speed up the process of

merging both formats into a single track. While you can merge tracks on your own using the [merge function](#), we suggest [reaching out to our Support team](#) for assistance merging large numbers of tracks.

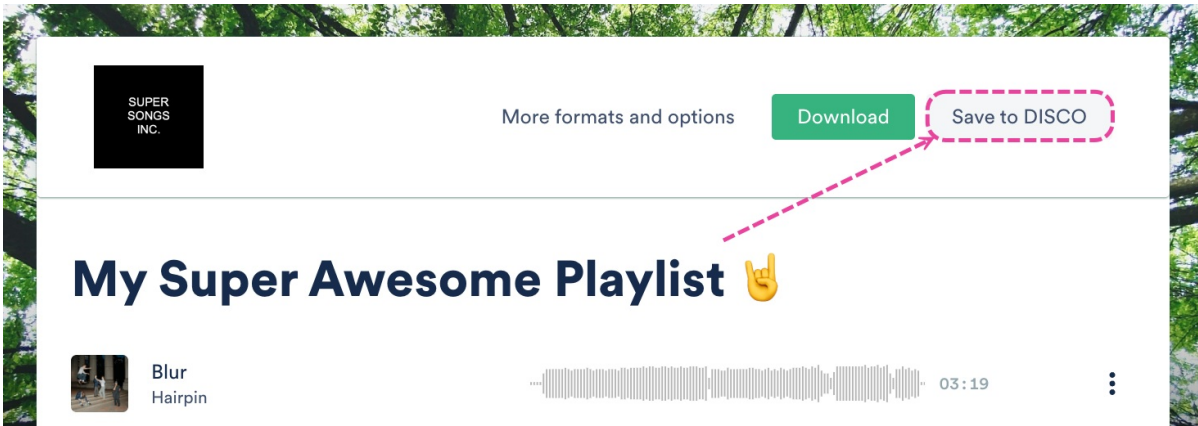
Using the Save to DISCO button

Last Modified on 08/27/2025 9:52 am PDT

With the **Save to DISCO** button, you can easily add Tracks and Playlists from other DISCOs to your DISCO in one click!

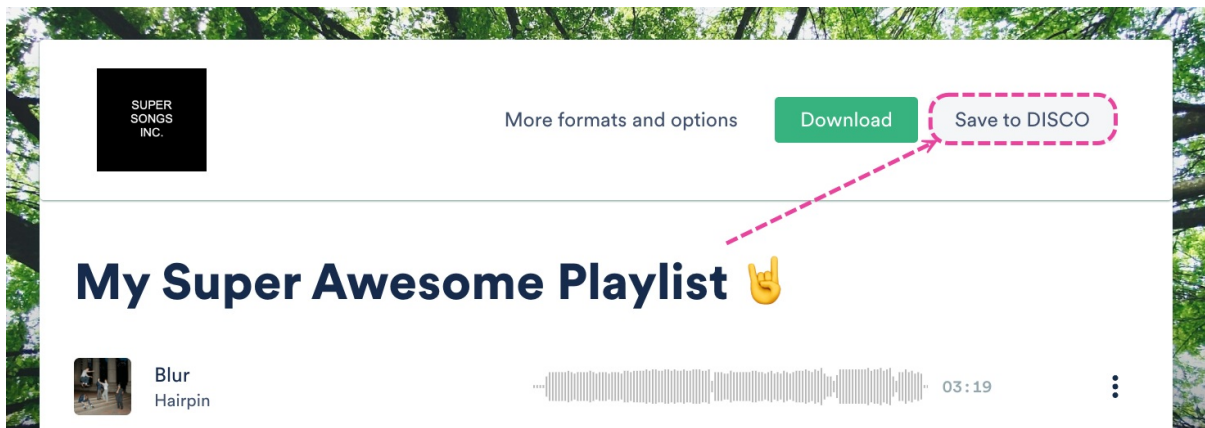
At a glance

The **Save to DISCO** button can be found on Playlist share pages, in the top-right corner next to the **Download** button.



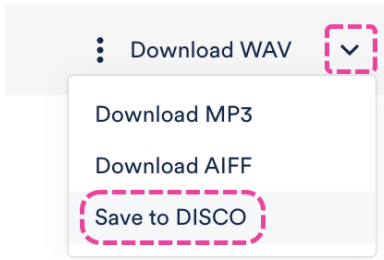
Save an entire Playlist to your DISCO

1. Open the Playlist share page.
2. Click the **Save to DISCO** button in the top-right corner.



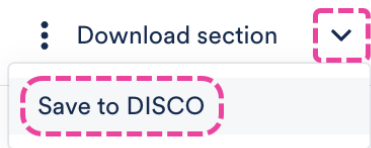
Save individual Tracks from a Playlist to your DISCO

1. Open the Playlist share page.
2. To the right of the Track, click the arrow next to the **Download** button.
3. Select **Save to DISCO**.



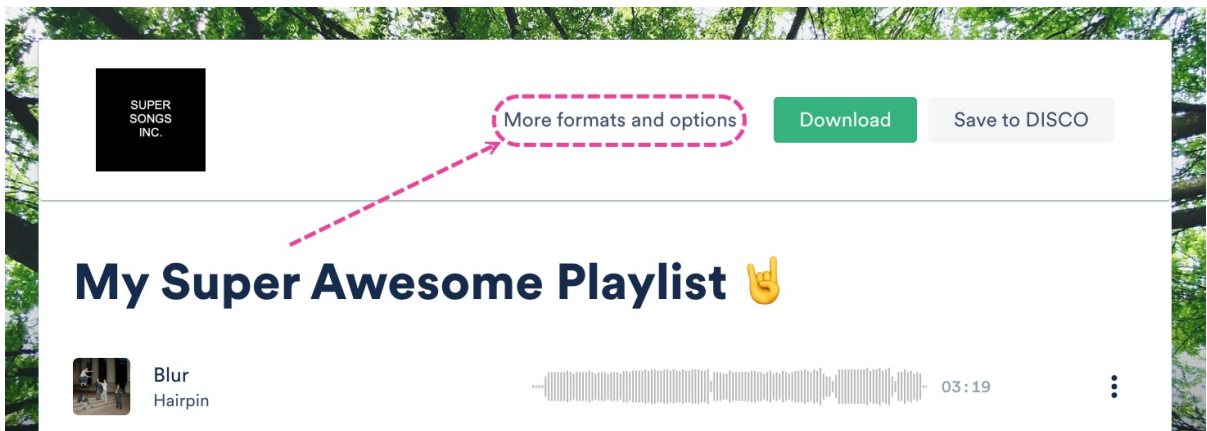
Save sections of a Playlist to your DISCO

1. Open the Playlist share page.
2. To the right of the section, click the arrow next to the **Download** button.
3. Select **Save to DISCO**.



Save specific files and formats of Tracks to your DISCO

1. Open the Playlist share page.
2. Click **More formats and options** in the top-right corner.






3. Check the boxes for each format of each Track you'd like to save.

More formats and options



TRACKS Select all Select all Select all

 Blur Hairpin	<input checked="" type="checkbox"/> MP3	<input type="checkbox"/> WAV	<input type="checkbox"/> AIFF
 Cloud Signs Pink Skies: The Tree That Broke The Cement	<input type="checkbox"/> MP3	<input checked="" type="checkbox"/> WAV	<input type="checkbox"/> AIFF
 Outside Memory Spells	<input type="checkbox"/> MP3	<input type="checkbox"/> WAV	<input checked="" type="checkbox"/> AIFF

Save to DISCO

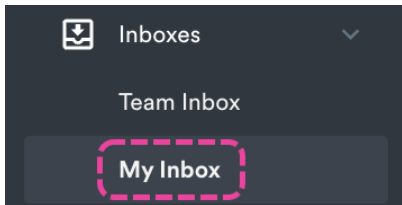
Download selection

4. Click the **Save to DISCO** button.

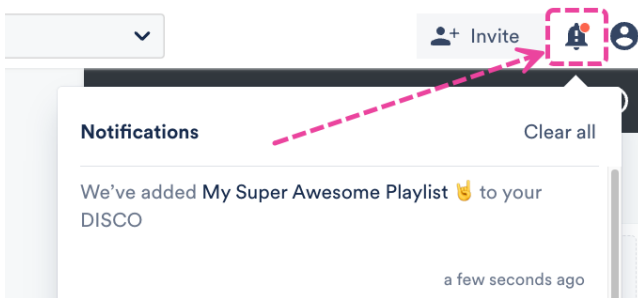
Frequently asked questions

- **Where can I find content I've saved to my DISCO?**

Content that you saved using the **Save to DISCO** button is added to [your personal Inbox](#) (labeled 'My Inbox').



You'll also receive a **Notification** in your DISCO.



- **What if I'm a member of multiple DISCOs? Which one does the content get saved to?**

If you are a member of multiple DISCOs, a list of businesses will appear, and you can choose which one you'd like to add the content to:

DISCO

Choose the business you'd like to add this music to

- 1 Level Two Music
- 2 Sandbox
- 3 LEARN DISCO

- **How does the Save to DISCO button differ from having a user upload tracks directly to my Inbox?**

The end result is similar, but they serve two different purposes:

The purpose of the **Save to DISCO** button is to add content to your DISCO that wasn't directly shared with you. After saving, the content appears in your Inbox.

The purpose of an **Inbox** is for users to share content with you directly. After uploading to your Inbox link, the content appears in your Inbox.

- **Is the Save to DISCO button available on Playlists set to Streaming only?**

No, because those Playlists can *only* be streamed. The Tracks can neither be saved nor downloaded, so those buttons do not appear.

Inboxes: Intro

Last Modified on 09/15/2025 4:37 pm PDT

How can I use Inboxes on DISCO?

You can use **Inboxes** to receive Tracks and Playlists directly in your DISCO without having to download and re-upload from another source. Each Inbox has its own upload URL that can be shared with anyone, regardless of whether or not they're a DISCO user, so you can receive content.

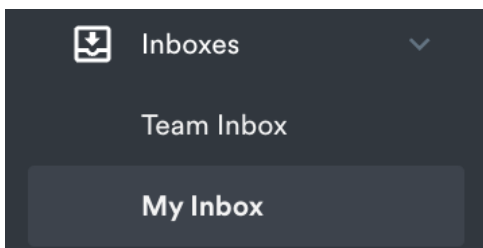
Inboxes are especially useful in the music industry for pitching and receiving, as they eliminate most of the historical file transfer pain points, such as uploading, downloading, and unzipping files, making the process much more streamlined and convenient for everyone involved.

Visit this article for more information on sending and receiving files via Inboxes.

Types of Inboxes

Default Inboxes

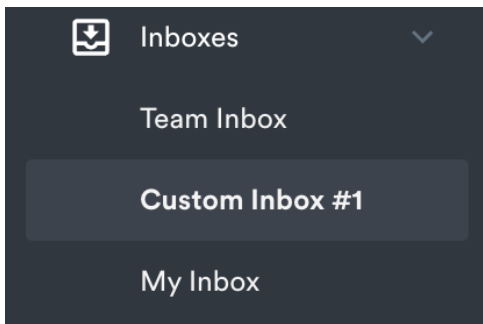
There are two default Inboxes built into all DISCOs: **My Inbox** and **Team Inbox**.



- ☐ **My Inbox** - This is your personal Inbox, which is unique to you.
- ☐ **Team Inbox** - This is a general Inbox for all users in your DISCO.

Custom Inboxes

Custom Inboxes are available to users on our **Pro** plan and above. These are handy to use for a particular project or collection of content you work with that delivers files regularly.



Visit this article for information on creating a custom Inbox.

Inboxes: Sending and receiving files

Last Modified on 09/15/2025 4:37 pm PDT

Sending files to an Inbox

You can send files to a DISCO Inbox in two ways.

Method 1

Anyone (regardless of whether or not they're a DISCO user) can upload files to a DISCO Inbox using the Inbox Share URL:

Tip: This method is recommended []

1. Obtain the Inbox Share URL page from the DISCO user.
2. Open the Inbox Share URL page.
3. Enter your **Name**, **Email Address**, **Playlist Name**, and a **Message**.

DISCO Are you on DISCO already? [Send your own Playlist](#)

Send files to DISCO is my inbox

Name

Email Address

Playlist Name

Message

File upload

Drag and drop files anywhere on the page, or click here to browse

DISCO Send files

Note: You can only drag files, not folders. Zip files should **not** be uploaded as they cannot unzip in DISCO.

5. Alternatively, if you're a DISCO user, you can click the **Send your own Playlist** button in the top-right corner.

Are you on DISCO already?

[Send your own Playlist](#)

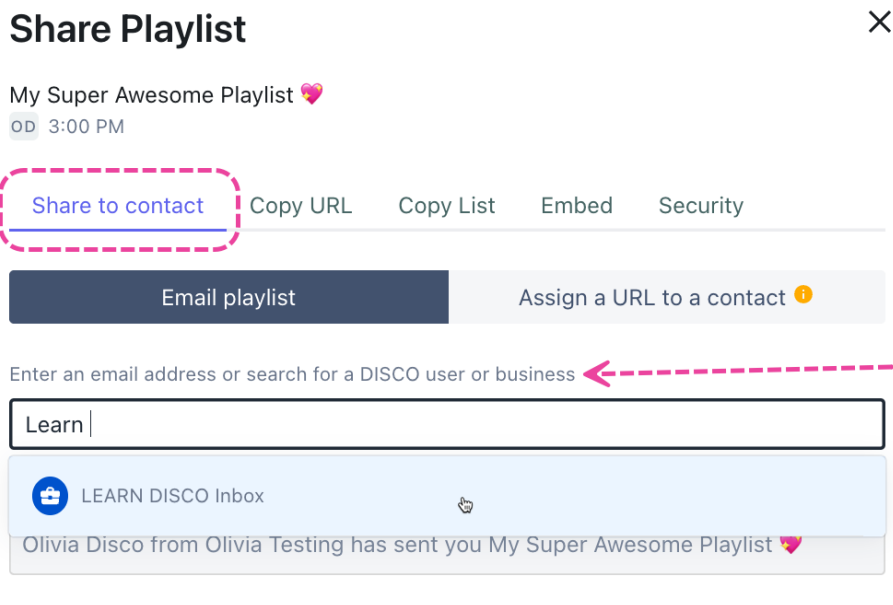
6. Click the **Send files** button.

Method 2

DISCO users can share Tracks and Playlists directly with other DISCOs using their business name.

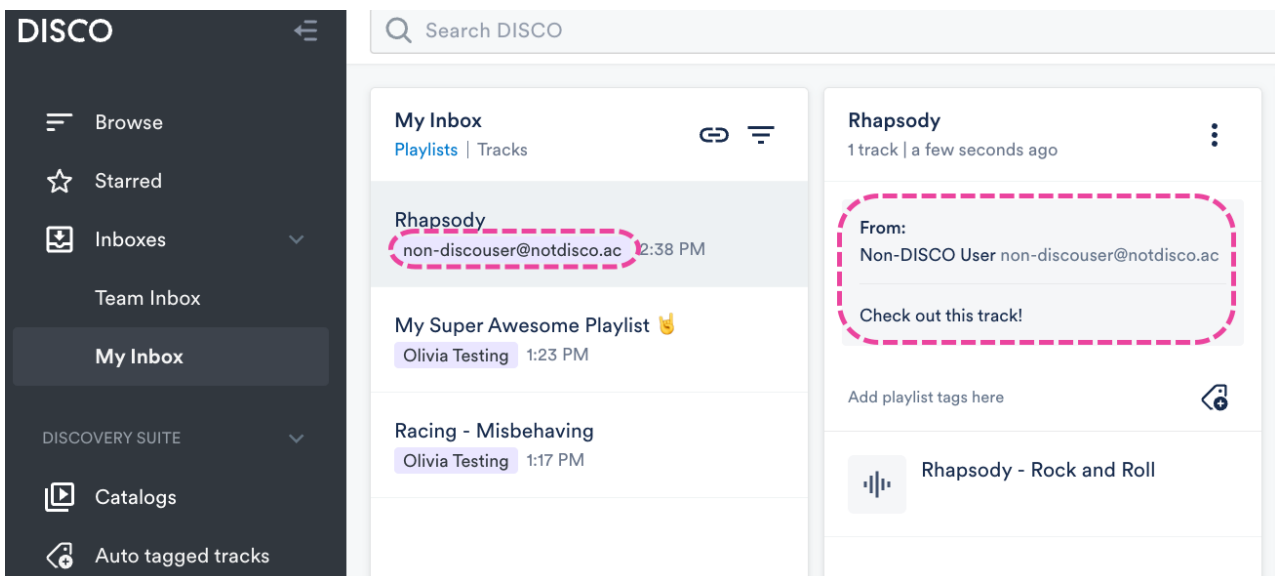
Note: This method is only available to DISCO users.

1. Open the **Playlist menu (⋮)** or **Track Menu (⋮)** and select **Share**.
2. From the **Share to contact** tab, select the **Email playlist** or **Email track** option.
3. Search for the DISCO user or business.



4. *Optional:* Edit the **Subject** and enter a **Message**.
5. Click the **Send to recipient** button.

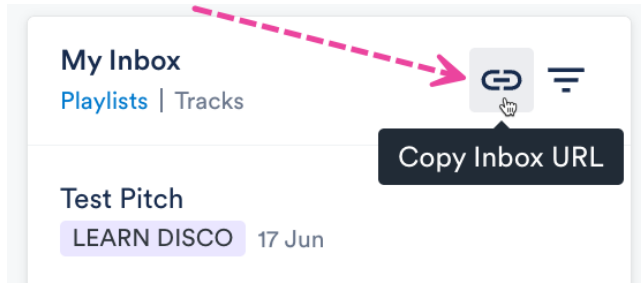
Here's an example what the recipient will see in their Inbox:



Receiving files in an Inbox

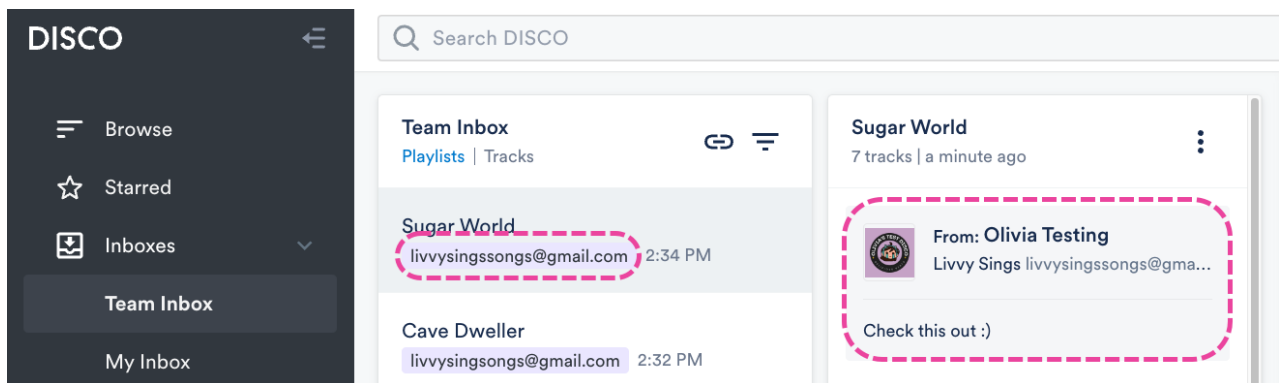
You can receive files from *anyone*, regardless of whether or not they're a DISCO user!

Provide them with your public Inbox URL so they can upload files directly to your Inbox. Every Inbox on DISCO has its own URL. To find your public Inbox URL, go to your Inbox and click on the link icon to **Copy Inbox URL**.



Users can also share Playlists directly to your Team Inbox by searching for your business name from the Share page. If you would prefer to disable this, you can do so from [the Inbox Edit settings](#).

Once the files are in your Inbox, you can see who they were sent from and any **Messages** they added.



You can then decide to add the files to your DISCO, remove them from your Inbox, or remove them from your DISCO.

Using the Save to DISCO button

When you [use the Save to DISCO button](#) on a [DISCO Catalog](#) or on a public Playlist share page, the files go into your personal Inbox (**My Inbox**).



Livvy's Catalog

Featured tracks

Time to Kill
Sugar World: Lost & ... 01:59

Blue Waves
Livvy Sings: Into The... 02:00

Misbehavi...
Racing: The Bass, Catch... 04:19

Download MP3
Save to DISCO

More formats and options

Download

Save to DISCO

Playlist 🤘

WATERMARKED

Personal listening only.

02:18

03:39

03:56

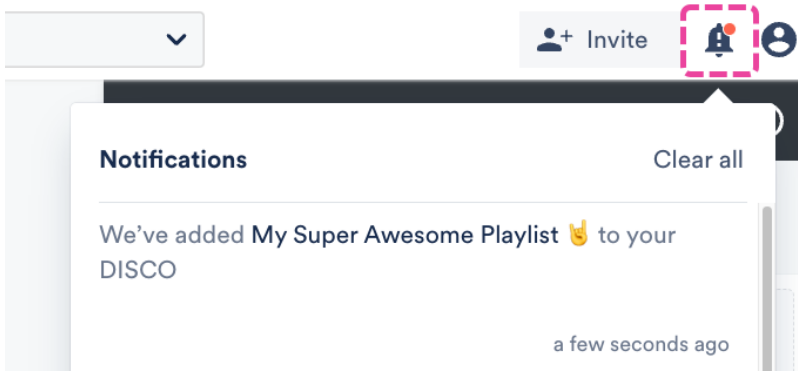
Download AIF

Download MP3

Download WAV

Save to DISCO

You'll also receive a notification in your DISCO to confirm the files have been added:

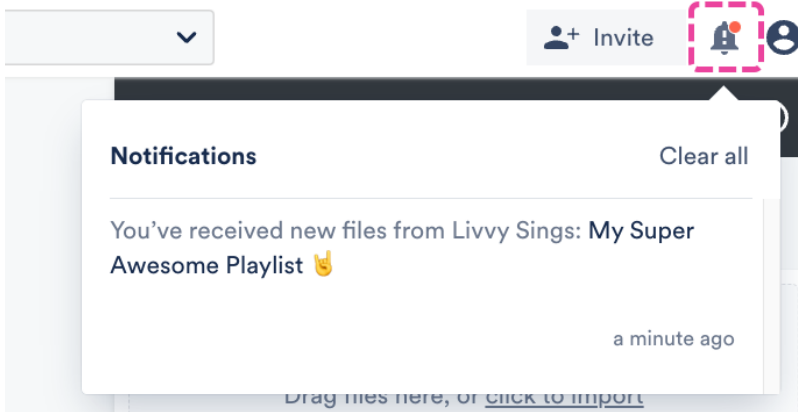


Once the files are in your Inbox, you can decide to add them to your DISCO or remove them. [For more information on the Save to DISCO button, check out this article.](#)

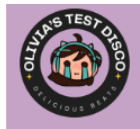
Inboxes: Notifications

Last Modified on 09/15/2025 4:37 pm PDT

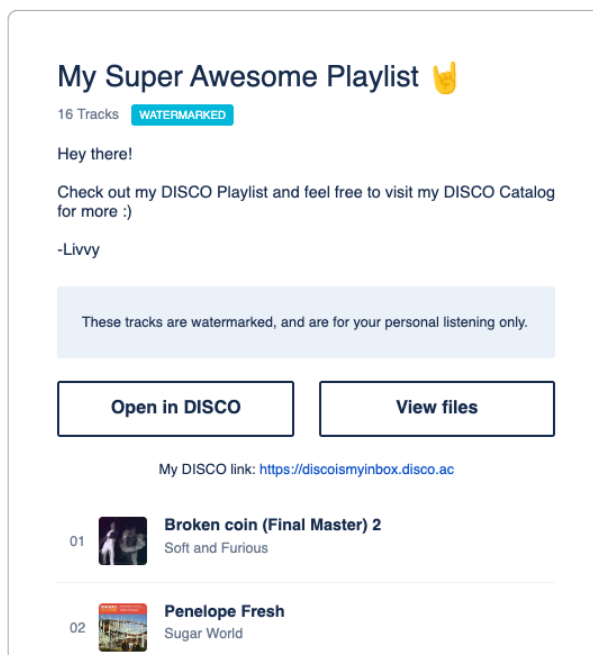
When your Inbox receives files, each **Member** of the Inbox will receive a notification from the **Notification** bell in DISCO:



Managers of the Inbox will receive the Notification in DISCO, as well as an email notification:



Livvy Sings has sent you a playlist:



The sender will also get a confirmation email telling them their files were sent. Additionally, there will be a notification badge on the Inbox in the left sidebar of your DISCO.



Inboxes



Team Inbox

My Inbox

1

Inboxes: Adding and removing content

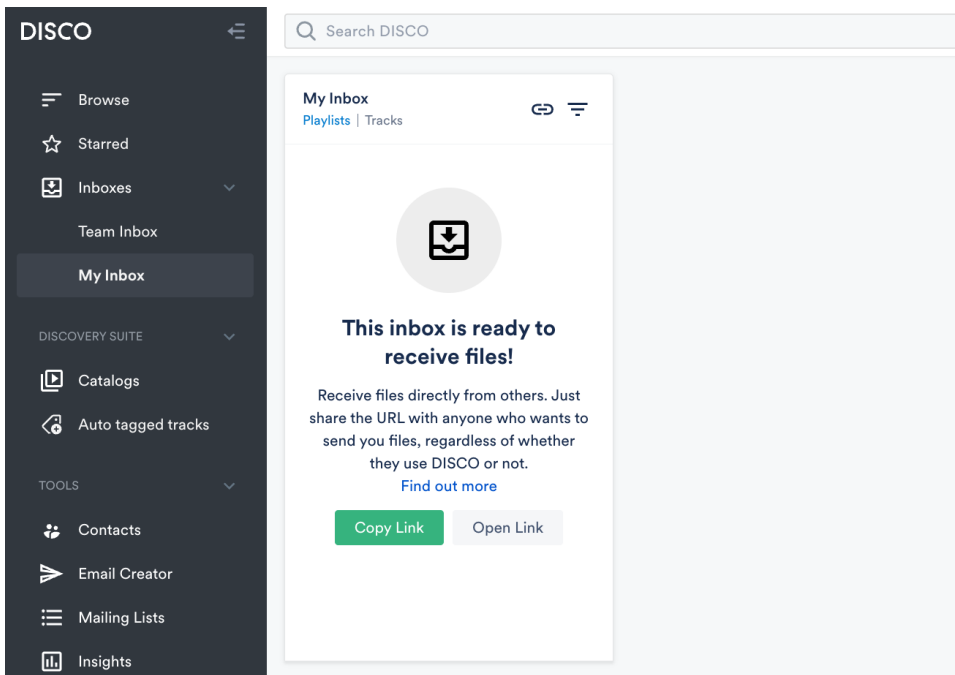
Last Modified on 09/15/2025 4:38 pm PDT

At a glance

Files appear in Inboxes in two ways:

- when someone sends them directly to your Inbox
- when you use the **Save to DISCO** button on a [DISCO Catalog](#) or on a Playlist share page

Once the files are in your Inbox, you can decide to add them to your DISCO or remove them.

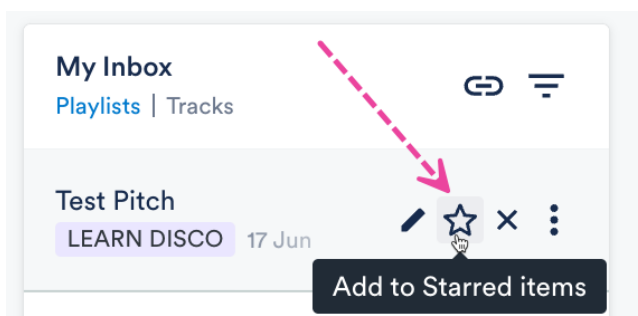


Adding content from Inboxes to your DISCO

By default, content you receive in your Inbox is *not* automatically added to your DISCO, meaning it does *not* appear in your **Browse** section and is *not* visible in searches.

To add content from your Inbox to your DISCO you can either:

- click the star icon to **Add to Starred Items** (will become visible in both your **Starred** and **Browse** sections and will appear in Search Results)



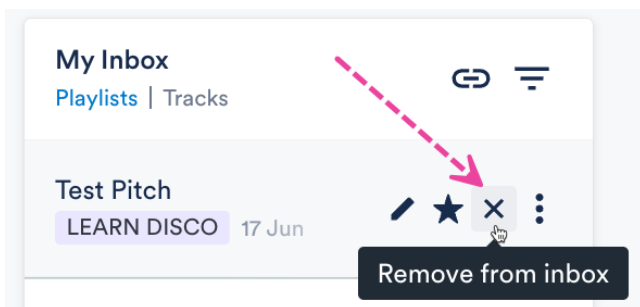
- drag it into the Playlist Creator and save it as a new Playlist (will become visible in

your **Browse** section and will appear in Search Results)

- drag it into a Channel (will become visible in your **Browse** section and will appear in Search Results)

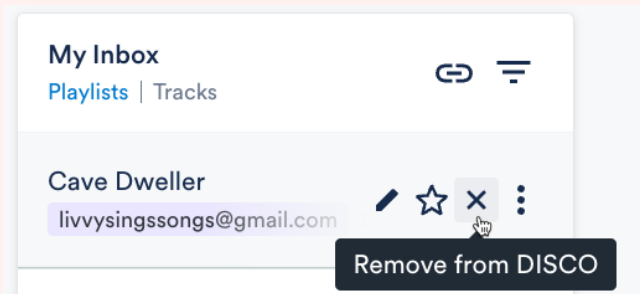
Removing content from Inboxes

Once the content is added to your DISCO from the Inbox, you can choose to remove it from the Inbox by clicking the **X** to **Remove from Inbox**. This will remove it from your Inbox, but it will still remain in your DISCO.



Important:

- Clicking the **X** on an item that has not previously been added to your DISCO will present the **Remove from DISCO** option, which will delete it entirely so it can no longer be added to your DISCO.



You haven't added this playlist to your DISCO yet. Removing this playlist from your inbox will also delete it from your DISCO. Use the ★ to add to your DISCO.

Delete

Cancel

Don't show this warning again

- Opening the **Playlist** or **Track menu** (⋮) and selecting **Delete playlist** or **Delete track from DISCO** (from within the Inbox or anywhere else in your DISCO) will delete it from both your Inbox and from your DISCO, **even if** it had been previously added to your DISCO.

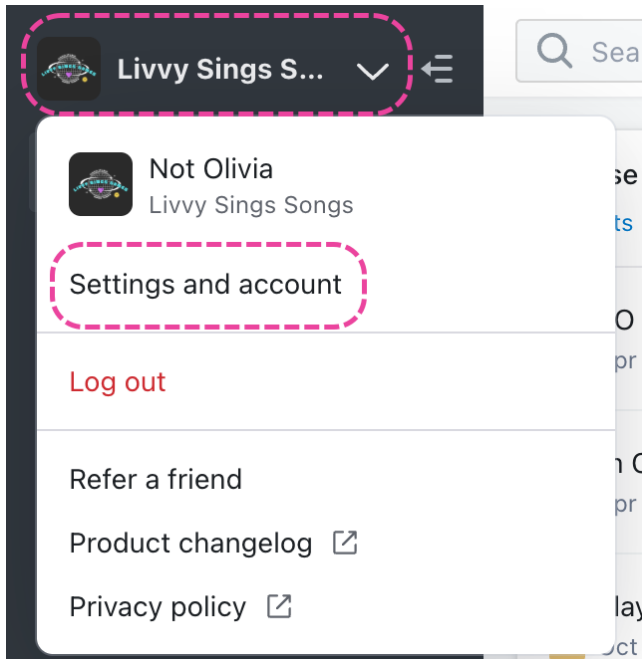
Inboxes: Managing Inboxes

Last Modified on 08/27/2025 10:17 am PDT

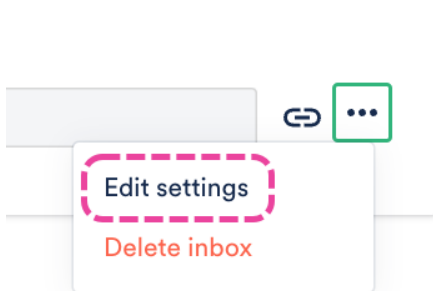
Edit Inbox settings

Only **Managers** of Inboxes can **Edit settings**.

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Inboxes**.
4. Open the menu (⋮) next to the Inbox and select **Edit settings**.



Here you can:

- update the **Inbox name**
- manage permissions
 - add/remove **Managers** and **Members**
- make the Inbox **Visible to all users** in the DISCO account
- **Allow bulk uploads** to the Inbox
- **Add custom message** to the Inbox that will appear on the public upload page for the Inbox -
- this is useful for advising senders how you'd like to receive files

You can also disable the setting in the **Team Inbox** that allows other DISCO users to share Playlists directly to your Inbox from the Share page:

Team Inbox Settings



Inbox name

Team Inbox

Managers ⓘ

Olivia Disco

Members ⓘ

olivia.g@disco.ac × Livvy Sings ×

Visible to all users

Allow bulk uploads? ⓘ

Let other DISCO businesses find my team inbox and send to me

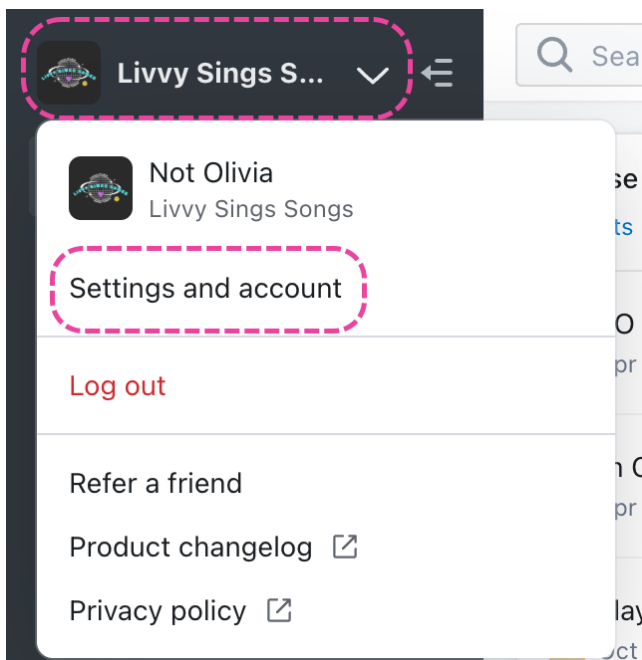
Cancel

Update inbox

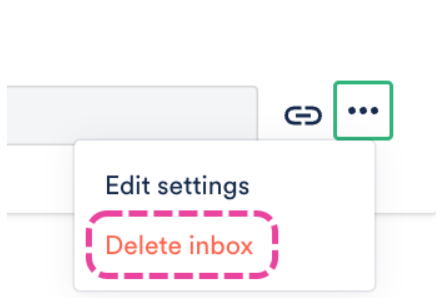
Deleting Inboxes

Only **Managers** of Inboxes can **Delete** inboxes.

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Inboxes**.
4. Open the menu (⋮) next to the Inbox and select **Delete inbox**.

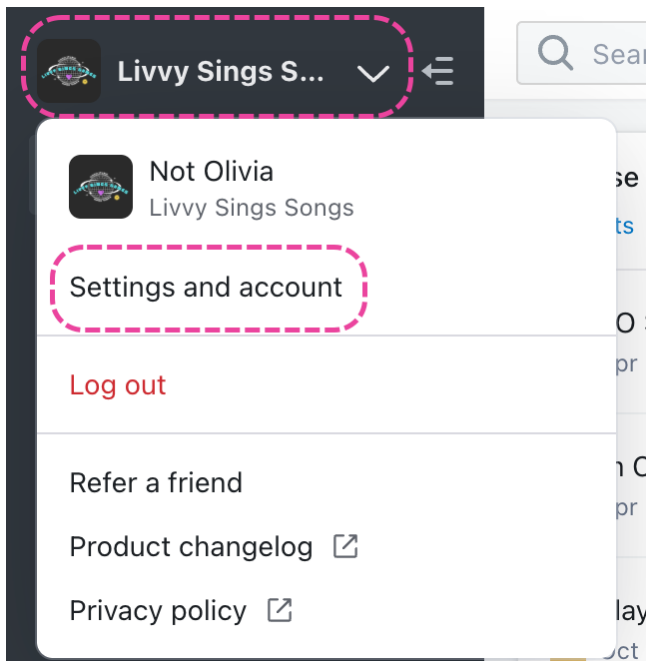


Inboxes: Creating custom Inboxes

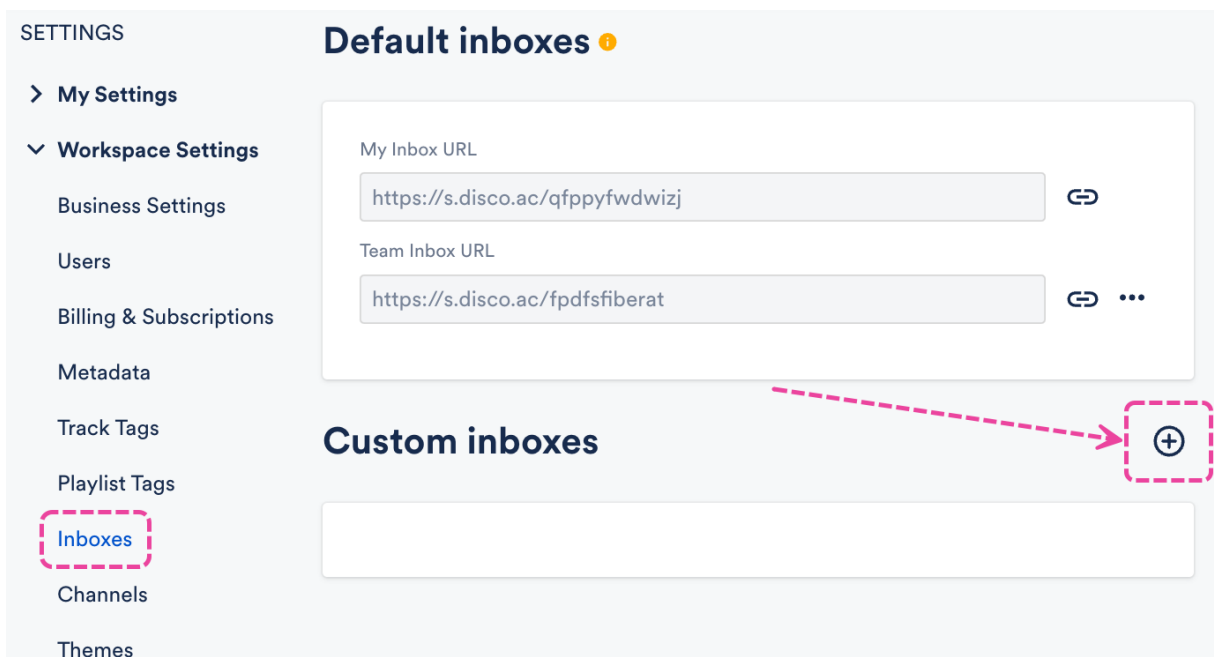
Last Modified on 08/27/2025 10:18 am PDT

Create a Custom Inbox

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Inboxes**.
4. Click the **+ plus icon** to the right of **Custom inboxes**.



5. Add an **Inbox name**, **Managers**, and **Members**.
 - **Managers** are notified by email and in their DISCO whenever files are sent to the Inbox.
 - **Members** receive Notifications in their DISCO only.

New inbox



Inbox name

Custom Inbox #1

Managers

Olivia Disco

Members

Choose members

Visible to all users

Cancel

Create inbox

6. Decide whether or not this Inbox should be **Visible to all users** in your DISCO by checking or unchecking the box.
7. Click the **Create inbox** button.

Note: The person who created the Inbox automatically becomes a **Manager** of that Inbox.

New inbox

Inbox name

Custom Inbox #1

Managers

Olivia Disco

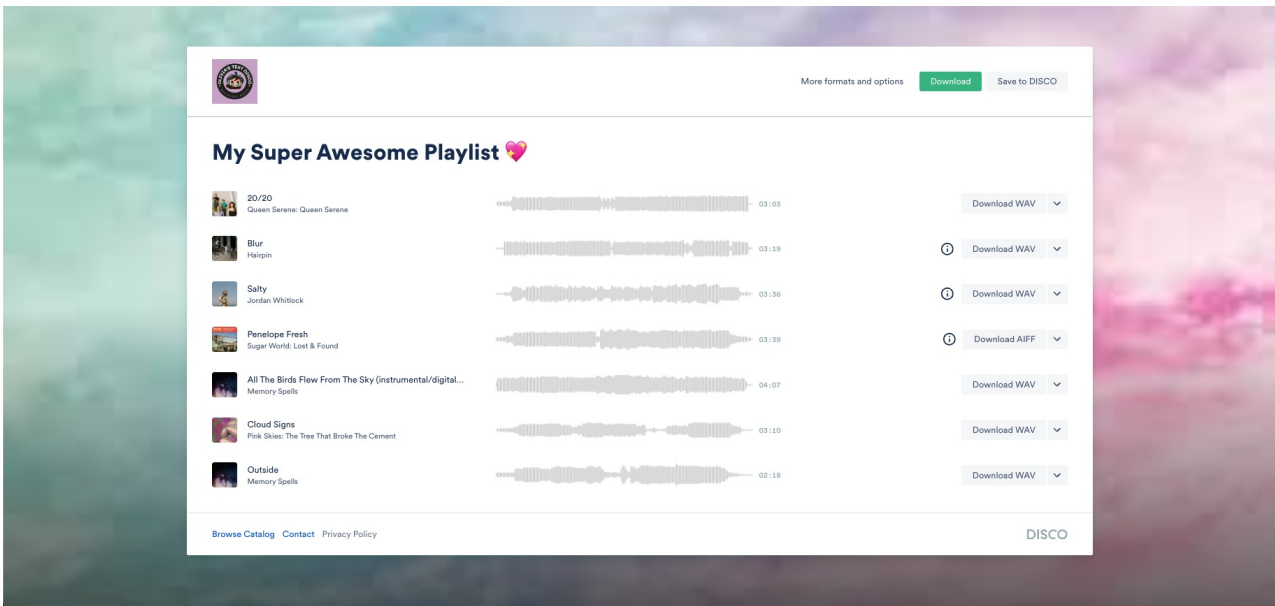
Creating Playlists

Last Modified on 06/17/2026 2:28 am PDT

Playlists are a great way to organize and share your music!

At a glance

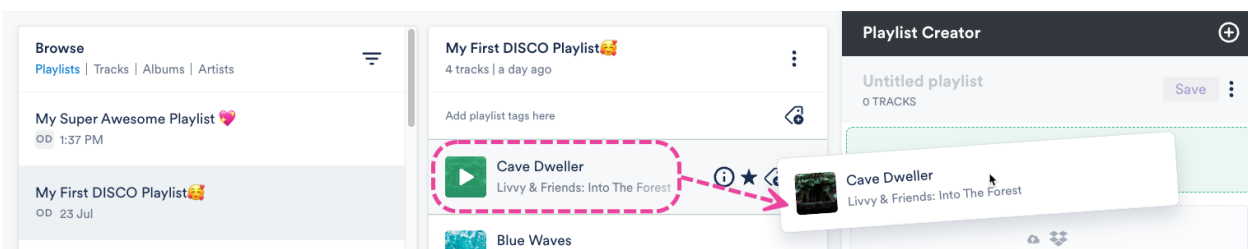
Playlists are like customizable one-page websites with unique URLs that can be shared with recipients for streaming and/or downloading your Tracks.



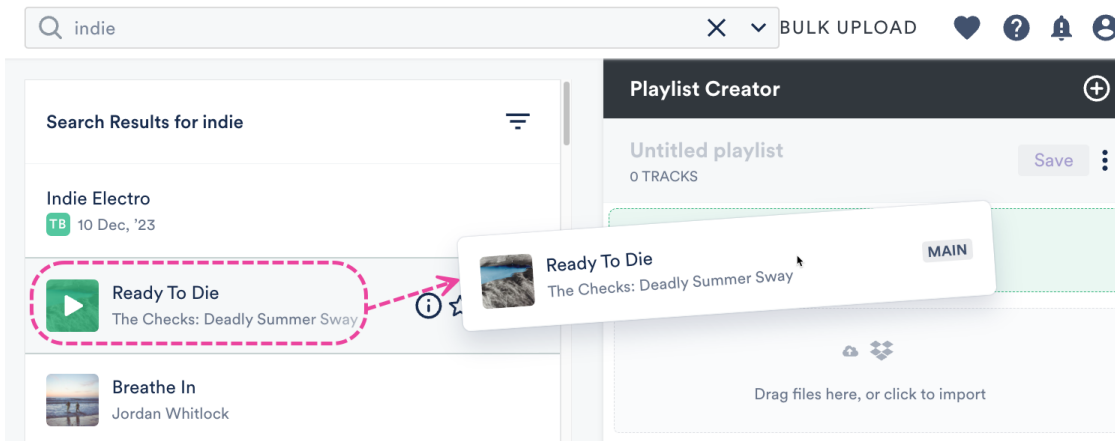
You can create Playlists from existing Tracks in your DISCO, or right after uploading new Tracks to your DISCO.

Creating new Playlists from existing Tracks

When browsing through your DISCO, you can drag and drop existing Tracks into the **Playlist Creator** at any time to start building a Playlist.

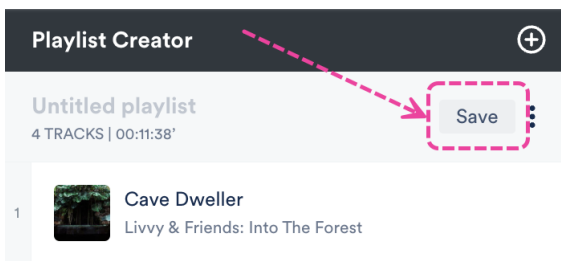


You can also use the search bar at the top of your DISCO to perform a search and then drag Tracks from the **Search Results** into the Playlist Creator.



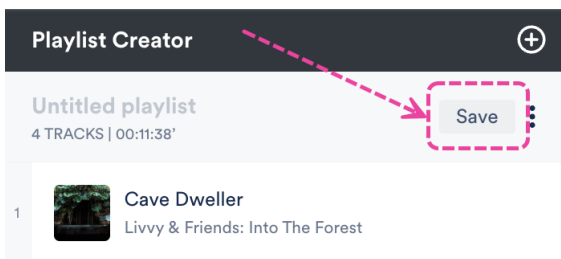
In the Playlist Creator, you have the option to add a **Name** for your Playlist, [drag to reorder the Tracks](#), and add **Sections** to your Playlist.

When you're ready to create the Playlist, click the **Save** button.



Creating new Playlists after uploading Tracks

After [uploading Tracks](#) to your DISCO, click the **Save** button in the **Playlist Creator**.



Updating Playlist Settings and saving your Playlist

After clicking the **Save** button in the **Playlist Creator**, the **Save Playlist** window will open:

Save Playlist

[Playlist Info](#) [Presentation](#) [Alias Metadata](#)

Name

Content Settings >

Security Settings >

Browse Settings >

Playlist tags

Add to channel

[Cancel](#) [Save Playlist](#)

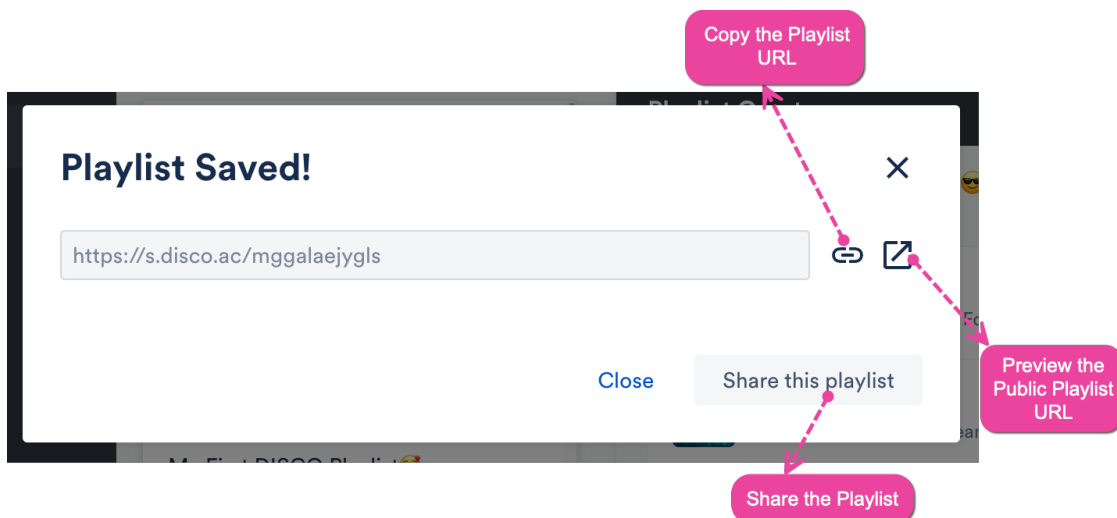
From the **Playlist Info** tab, you can give your Playlist a **Name** and enable any of the desired **Playlist Settings** (including **Content Settings**, **Security Settings**, or **Browse Settings**) by switching the toggles to **ON**. You can also add **Playlist tags**, or add your Playlist to a **Channel**.

From the **Presentation** tab, you can [choose a design for an Artist Page or Album Page](#), add a **Playlist Theme**, and update some additional **Settings**, such as to [Show lyrics](#) on your Playlist.

If you are on a **Plus** or a **Pro** plan, you can [add Alias Metadata](#) as well.

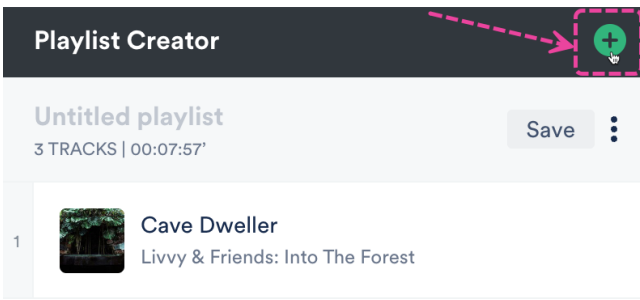
Note: Some settings are specific to specific plans and may not be available in your DISCO.

When you're done, click the **Save Playlist** button. Now you can [preview](#) or [share](#) your new Playlist!

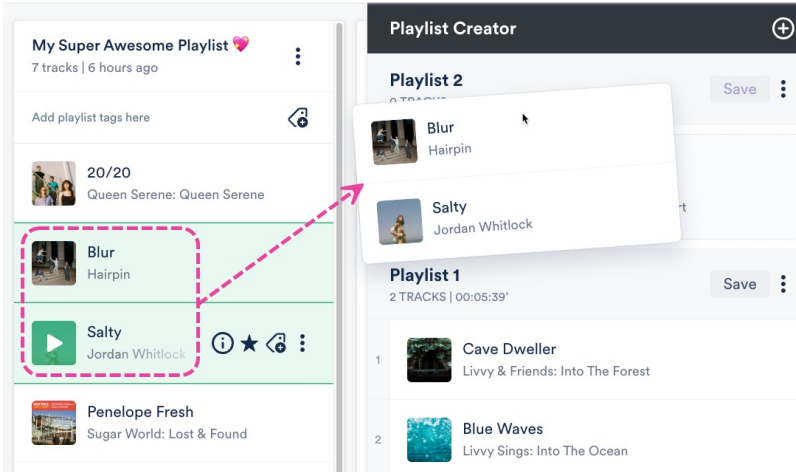


Creating multiple Playlists at once

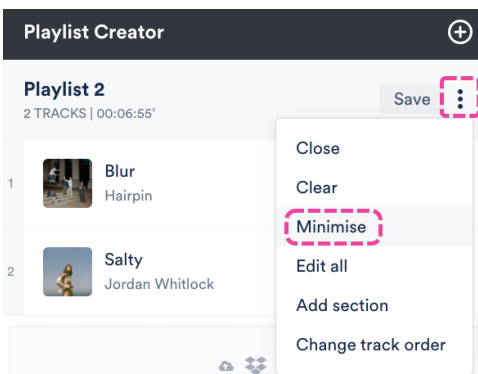
You can create multiple Playlists at the same time in the Playlist Creator! If you already have Tracks in the Playlist Creator and want to create another Playlist, click the **+** plus button.



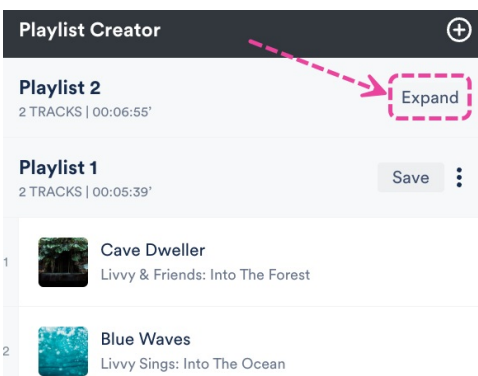
You can then upload or drag Tracks into the new Playlist, and give each Playlist a name.



If needed, you can minimize any of the Playlists by selecting **Minimise** in the **Playlist Creator** menu (⋮).



You can also click the **Expand** option to view the Playlist Tracklist again.



After saving one of the Playlists, it will disappear from the Playlist Creator:

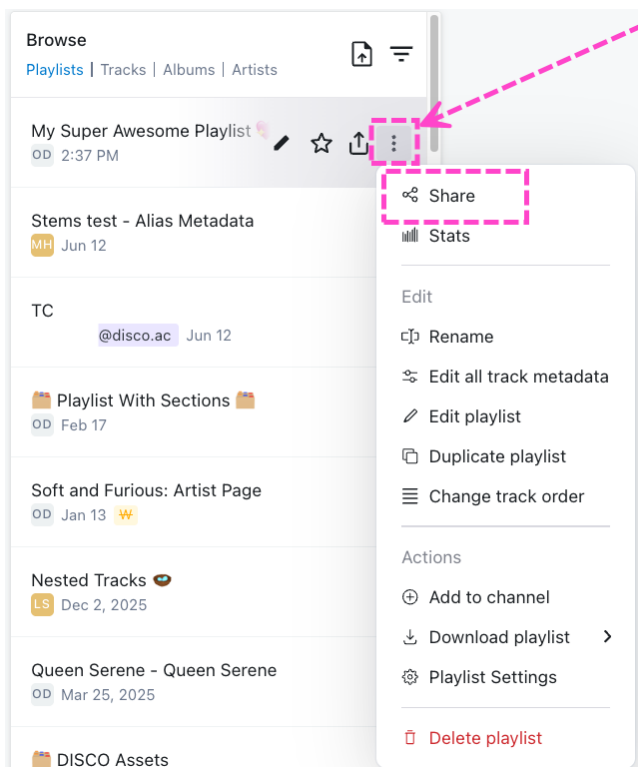


Once your Playlist is saved, it will be removed from the Playlist Creator, but it will be available in your **Browse** section under **Playlists**.

Previewing your Playlist

To access the public view of your Playlist (to see how it looks outside of DISCO):

1. Open the **Playlist Menu** (⋮).
2. Select **Share**.



3. From the **Share Playlist** menu, under the **Copy URL** tab, click the **Open in new tab** icon to the right of the **Public playlist URL**.

Share Playlist



My Super Awesome Playlist

OD 1:37 PM

Share Copy URL Copy List Embed Security

Public playlist URL

<https://s.disco.ac/wwmbzzbshbvc>



Internal playlist URL

<https://s.disco.ac/ykulldvdkcwp>



4. The public view of your Playlist will open in a new tab.

Creating Albums on DISCO

Last Modified on 01/06/2026 7:45 pm PST

You can categorize and showcase **Albums** in your DISCO and on your [DISCO Catalog](#).

At a glance

Albums on DISCO are still technically **Playlists**. With the addition of **Release dates**, you can showcase your newest releases to your clients.



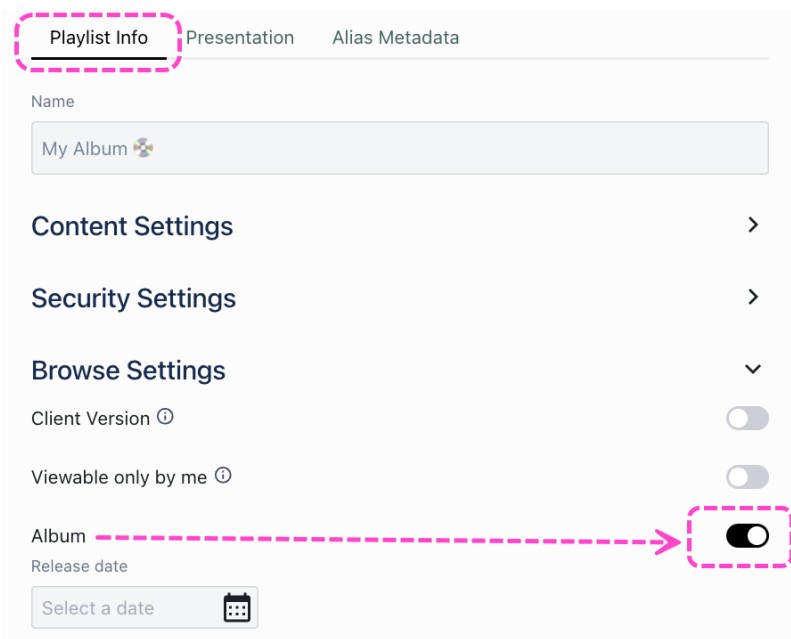
Converting a Playlist into an Album

There are two ways to convert an existing Playlist into an Album:

- from Playlist Settings
- when editing your Playlist

From Playlist Settings

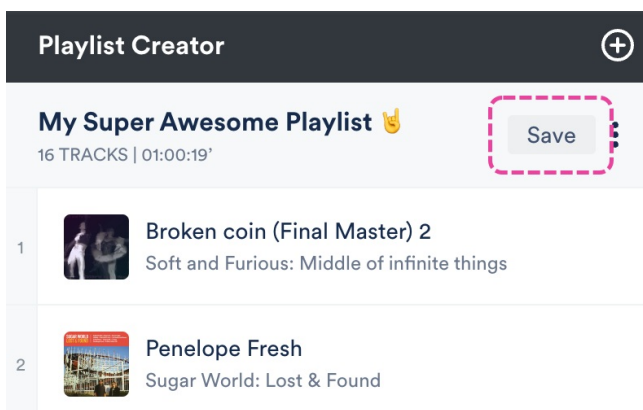
1. Open the **Playlist menu (:)** and select **Playlist Settings**.
2. From the **Playlist Info** tab, under **Browse Settings**, set the **Album** toggle to **ON**.



3. *Optional:* Enter a **Release date** if you'd like your clients to see your newest releases in your DISCO Catalogs.
4. Click the **Save Playlist** button.

When editing your Playlist

1. Open the **Playlist menu (:)** and select **Edit playlist**.
2. This will open your Playlist in the **Playlist Creator**. From the Playlist Creator, click **Save**.



3. In the **Save Playlist** menu, from the **Playlist Info** tab, under **Browse Settings**, set the **Album** toggle to **ON**.



4. *Optional:* Enter a **Release date** if you'd like your clients to see your newest releases in your DISCO Catalogs.
5. Click the **Save Playlist** button.

Featuring Albums on Catalogs

1. Open the **Catalog Settings**.
2. Under **Content**, select **Manage albums**.
3. From the **Published albums** tab, hover over the desired album and open the menu (**⋮**).

CATALOG SETTINGS < Catalogs

My Catalog LIVE View Catalog

Content

- Connect channels
- Manage tracks
- Manage playlists
- Manage albums**
- Manage artists

Design

Clients & Promotion

Settings & Notifications

Albums

Here you can choose which albums should appear on the Catalog and be featured on the home page. You can also add cover art for your albums.

Published albums | Featured albums

Search

Publish new album

My Album Sugar World

Note: If you don't see the album you're looking for, click the **+** in the **Publish new album** box, search for and select an album from your **DISCO**, and click the **Publish albums** button.

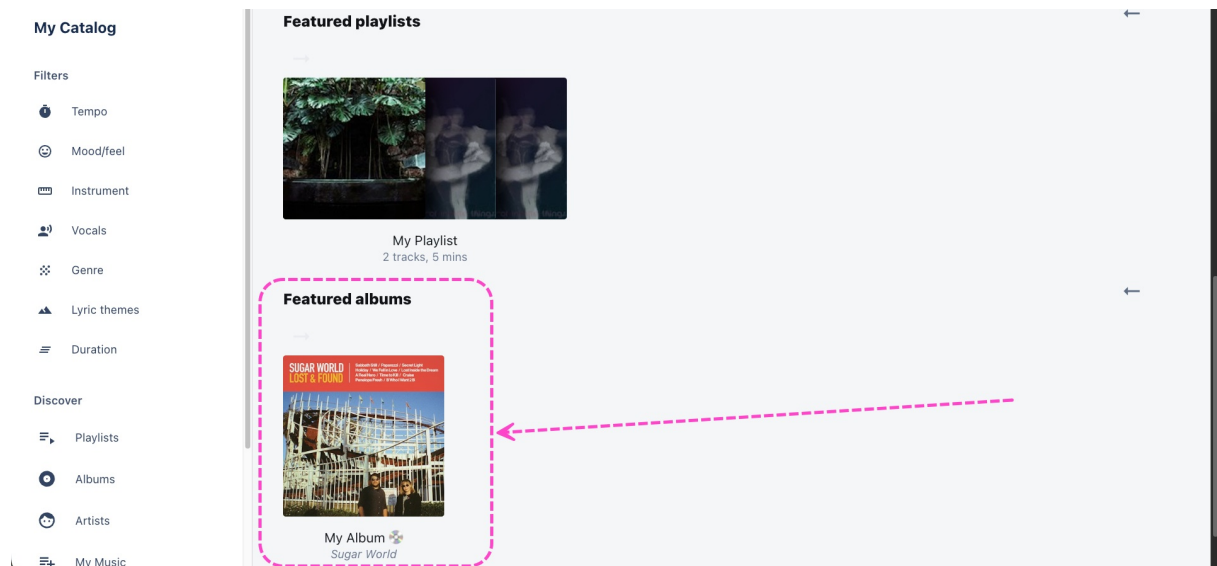
4. Select **Add to featured albums**.
5. The album will now have a **FEATURED** label and show in the **Featured albums** tab in your **Catalog Settings** and on the homepage of your Catalog.

Albums

Here you can choose which albums should appear on the Catalog and be featured on the home page. You can also add cover art for your albums.

Published albums | **Featured albums**

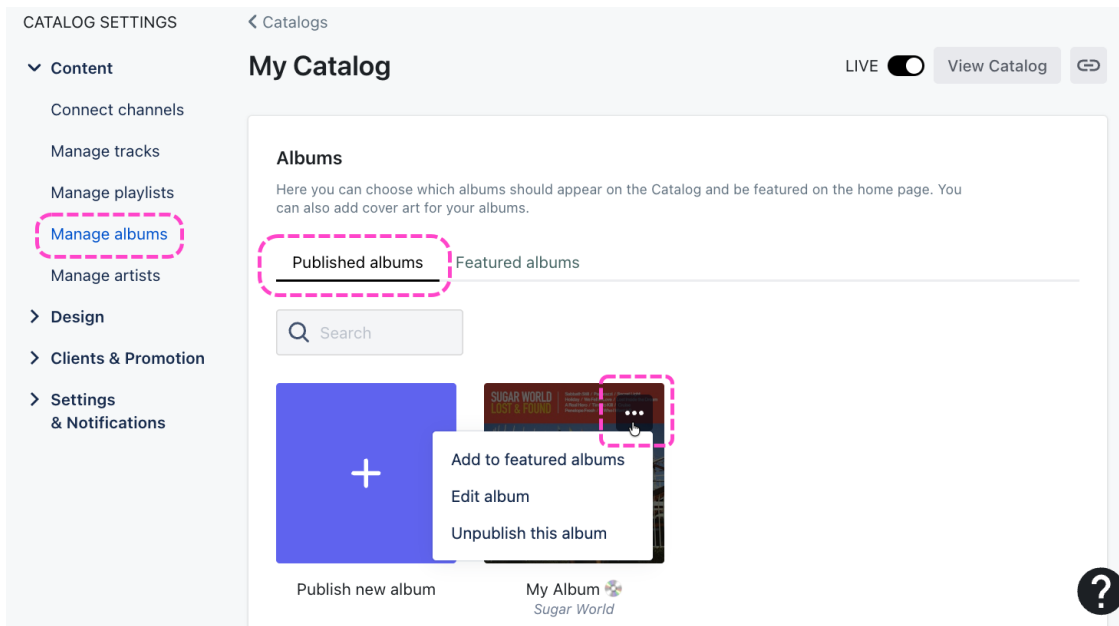
My Album Sugar World



Editing Albums

You can also edit the design, artwork, and Release date for your Album:

1. Open the **Catalog Settings**.
2. Under **Content**, select **Manage albums**.
3. From the **Published albums** tab, hover over the desired album and open the menu (**⋮**).



4. Select **Edit album**.
5. In the **Album options** window, you can choose a design view (**Default**, **Choose a color**, **Choose an image**), add or update the **Release date**, and add or remove an album cover (recommended size: 750 x 750px).

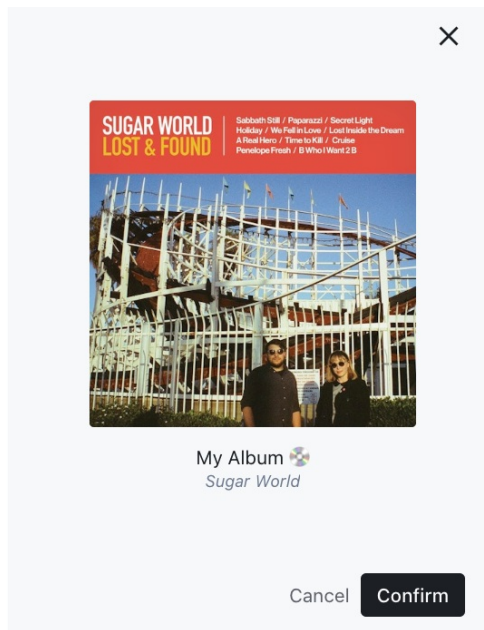
Album options

Choose design view for album

- Default
- Choose a color
- Choose an image

Release date

Select a date

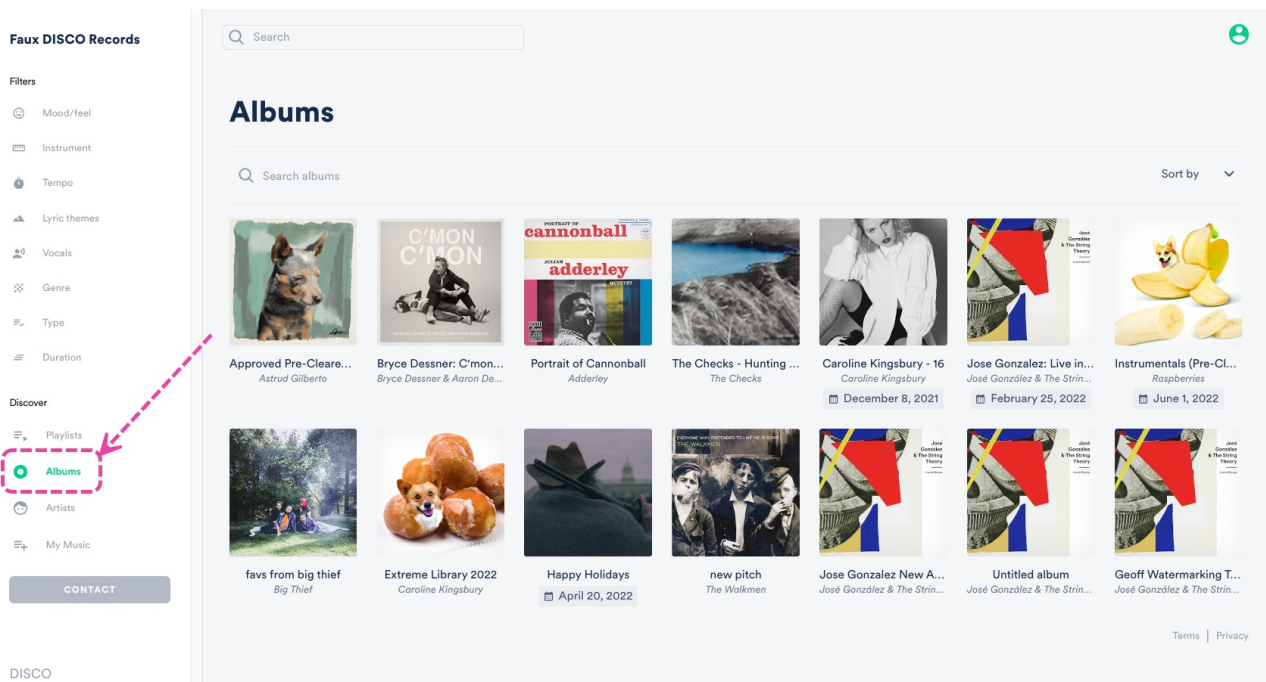


6. Click the **Confirm** button.

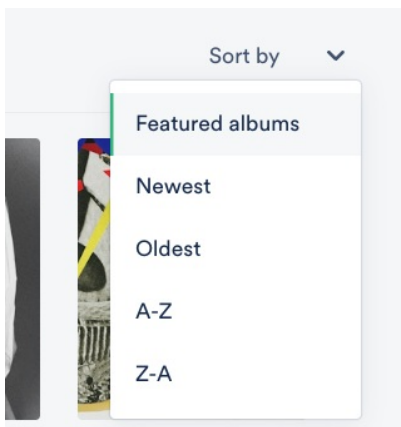
Viewing Albums on your Catalog

Featured albums appear on the homepage of your Catalog. Look at this beautiful wall of albums for your clients to browse through! 😊

You can also access them from the left sidebar of your Catalog by selecting **Albums**.



By default, we'll show the **Newest** albums first, but clients can also choose to sort them by: **Featured albums, Newest, Oldest, A-Z, and Z-A.**



Editing Playlists

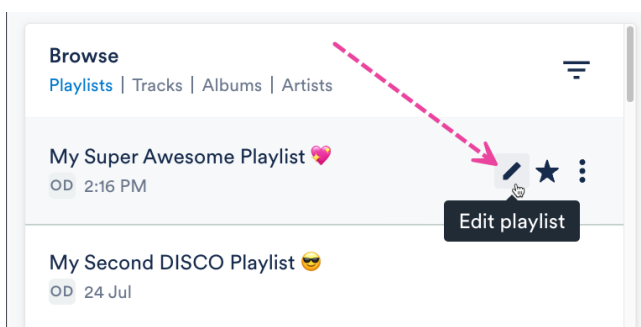
Last Modified on 06/17/2026 2:33 am PDT

After [creating a Playlist](#), you can easily edit it at any time.

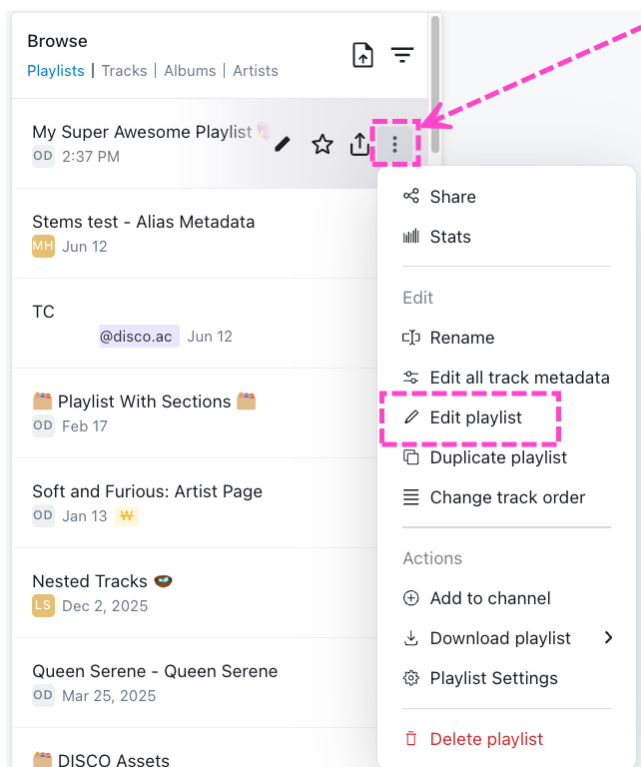
At a glance

There are two ways to open a Playlist for editing:

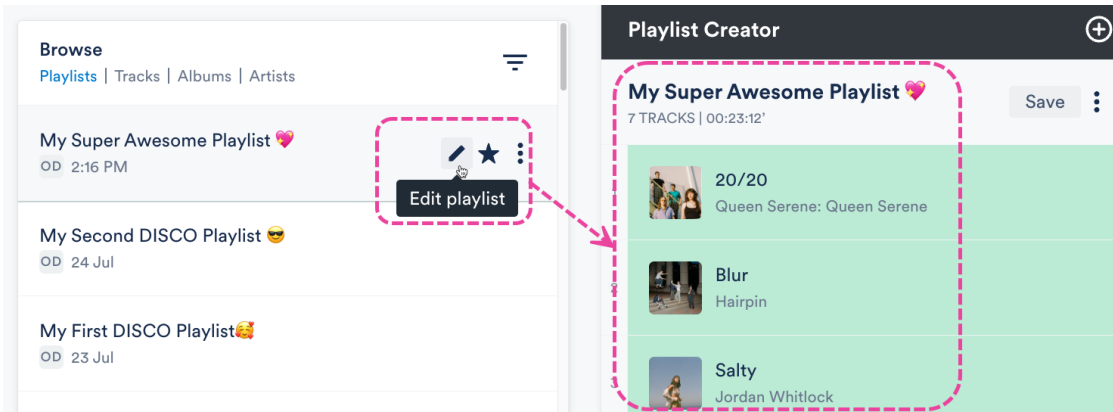
- Go to **Browse > Playlists** and hover your cursor over the Playlist. Then click the pencil icon to **Edit playlist**.



- Alternatively, you can open the **Playlist Menu (⋮)** and select **Edit playlist**.



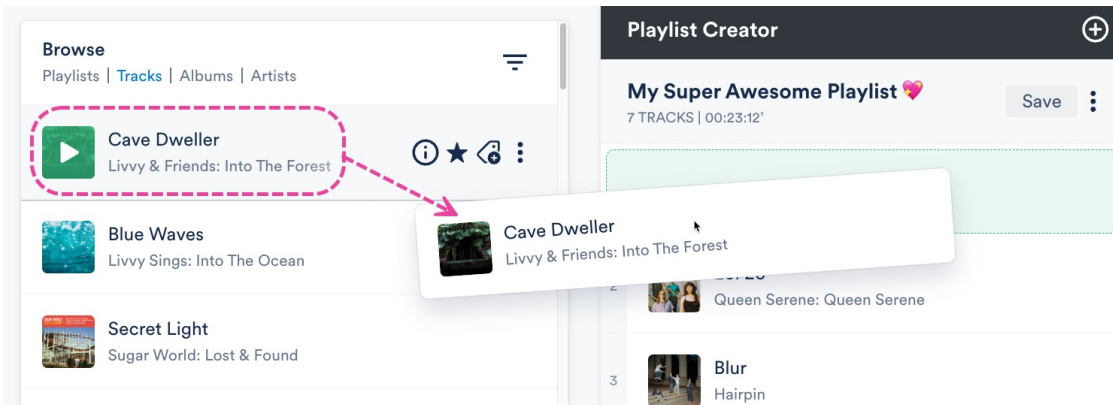
The Playlist will open in the **Playlist Creator** where you can start editing.



Adding and removing Tracks

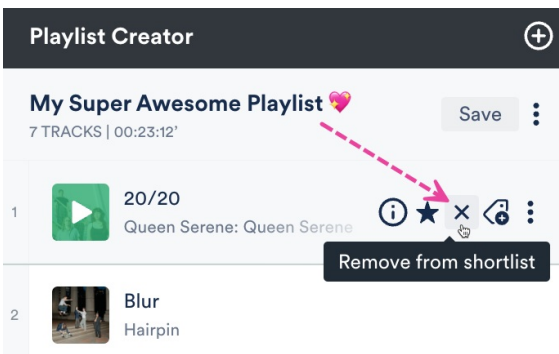
Add Tracks

Drag and drop Tracks from your Browse section to the Playlist Creator.



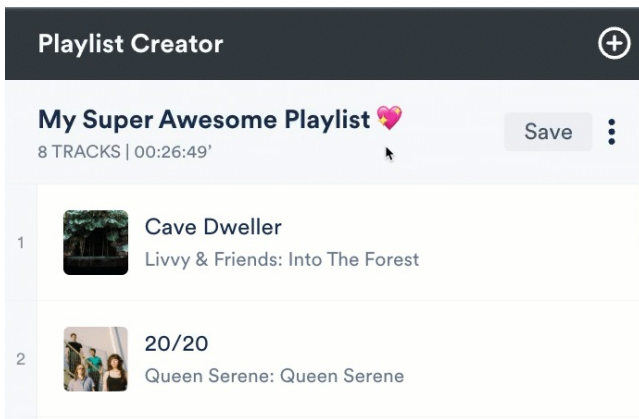
Remove Tracks

Hover your cursor over the Track. Then click the **X** icon to **Remove from shortlist**.



Changing the Playlist Name

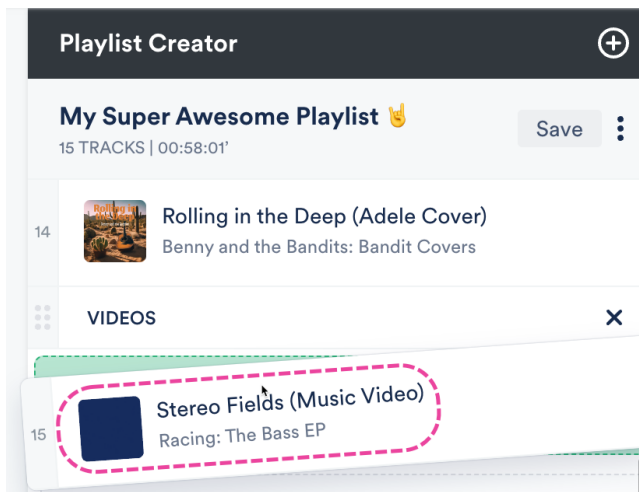
Click to the right of the Playlist name so your cursor appears.



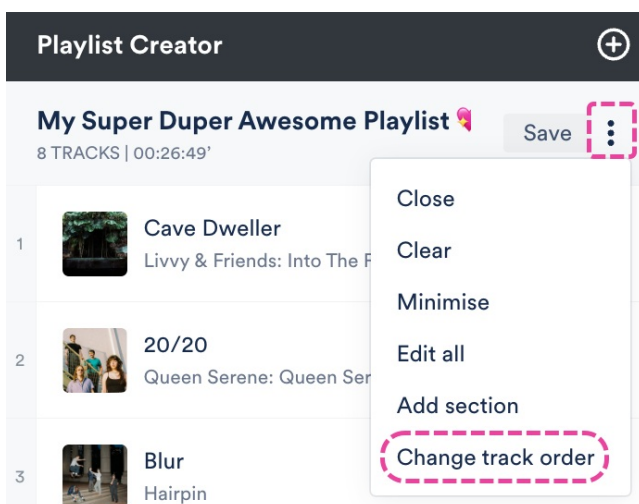
Changing the Track order

There are two ways to do this:

- Click and drag the Tracks up or down in the Playlist Creator.

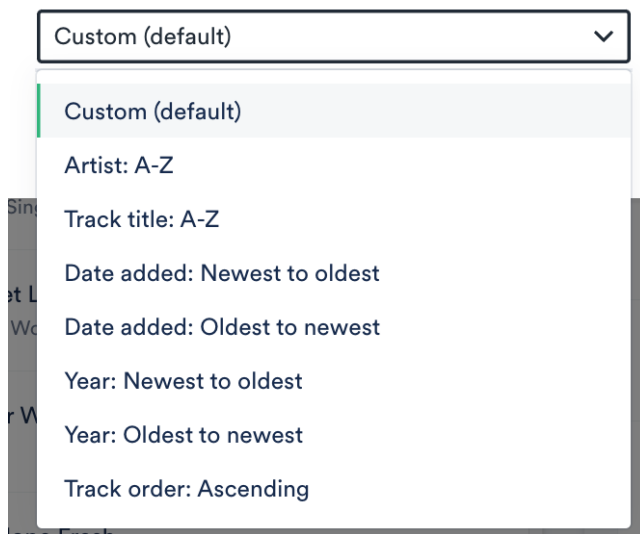


- Open the **Playlist Creator Menu** (:) and select **Change track order**.



Select one of the sorting options from the drop-down and click the **Update** button.

Change track order



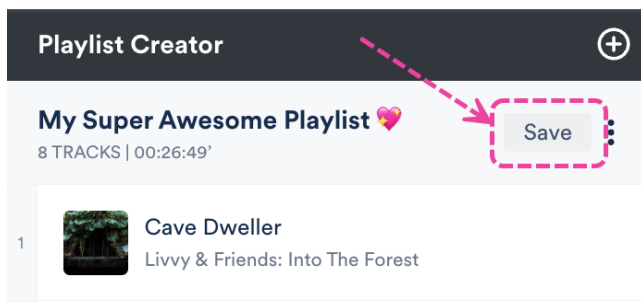
[Check out this article for more information on changing Track order.](#)

Adding, editing, and removing Sections

[Check out this article for more details!](#)

Saving the Playlist

After making changes, click the **Save** button in the Playlist Creator.



Even if you have already shared the Playlist, the latest version will always be displayed for the recipient!

Updating Playlist Settings

If you prefer to just update some of the **Playlist Settings**, open the **Playlist Menu (:)** and select **Playlist Settings**.

In the **Playlist Settings** menu, from the **Playlist Info** tab, you can give your Playlist a **Name** and enable any of the desired **Playlist Settings** (including **Content Settings**, **Security Settings**, or **Browse Settings**) by switching the toggles to **ON**. You can also add **Playlist tags**, or add your Playlist to a **Channel**.

Save Playlist

[Playlist Info](#) [Presentation](#) [Alias Metadata](#)

Name

Content Settings >

Security Settings >

Browse Settings >

Playlist tags

Select tags, or type to create new tags

Add to channel

Search channel

Cancel

Save Playlist

From the **Presentation** tab, you can [choose a design for an Artist Page or Album Page](#), add a [Playlist Theme](#), and update some additional **Settings**, such as to [Show lyrics](#) on your Playlist.

If you are on a **Plus** or a **Pro** plan, you can [add Alias Metadata](#) as well.

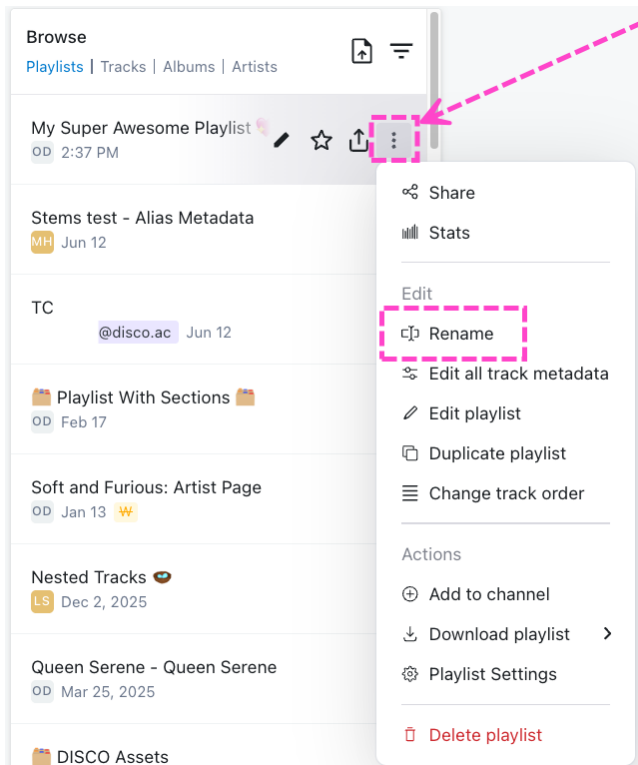
Note: *Some settings are specific to specific plans and may not be available in your DISCO.*

When you're done, click the **Save Playlist** button. Now you can [preview](#) or [share your new Playlist!](#)

Renaming a Playlist

Last Modified on 06/17/2026 2:33 am PDT

1. Open the **Playlist menu (⋮)** and select **Rename**.



2. Enter a new name and click the **Rename Playlist** button.

Rename playlist

Name

Cancel

Rename

Duplicating Playlists

Last Modified on 06/17/2026 2:34 am PDT

Save time by duplicating Playlists!

At a glance

Duplicate Playlists contain all the same Tracks, [Sections](#), Playlist Settings (including [Playlist Messages](#)), [Themes](#), [Track formats](#), and [Alias metadata](#) as the originals.

Browse

[Playlists](#) | [Tracks](#) | [Albums](#) | [Artists](#)

My Super Awesome Playlist 🙌 (copy)

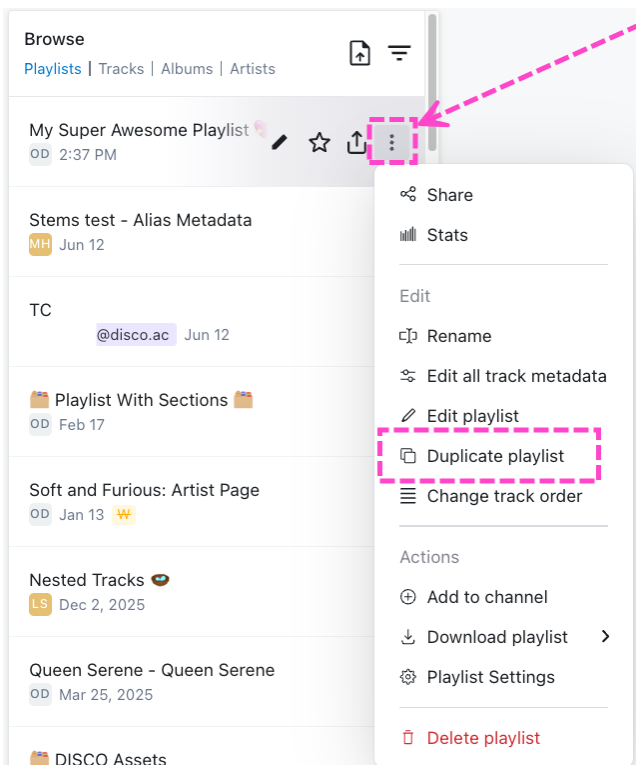
LS 6:45 PM

My Super Awesome Playlist 🙌

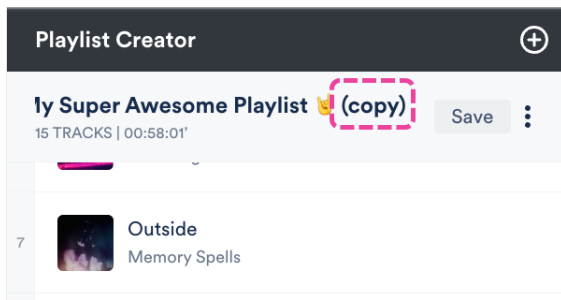
LS 5:23 PM

Duplicating Playlists

1. Open the **Playlist menu (⋮)** and select **Duplicate playlist**.



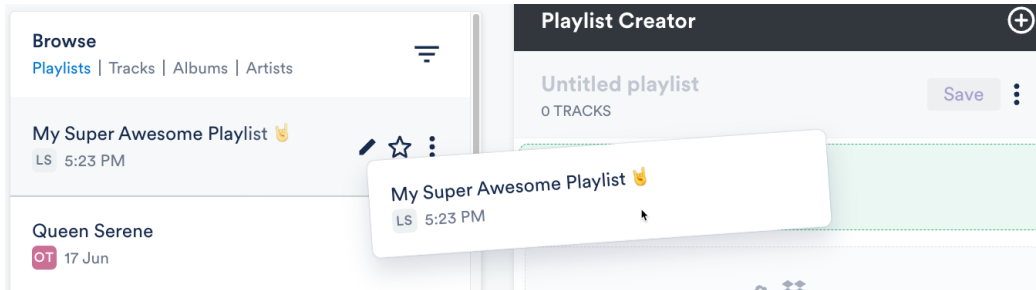
2. The duplicate copy will open in the Playlist Creator, with “copy” added to the title in parenthesis.



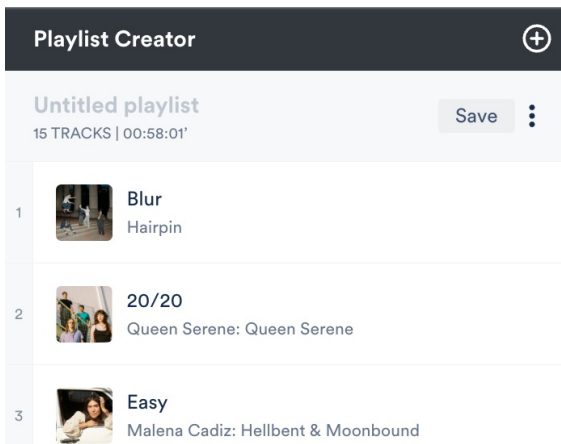
3. *Optional:* Make any edits to your new Playlist.
4. Click the **Save** button in the Playlist Creator.
5. In the **Save Playlist** menu, click the **Save Playlist** button.

Alternative options

If you just want to copy the Tracks from the original Playlist to a new Playlist, and you don't need to maintain its original settings, you can drag and drop the original Playlist into the Playlist Creator.



This will create a new Untitled Playlist with all the same Tracks.



Changing the Track order in a Playlist

Last Modified on 06/17/2026 2:50 am PDT

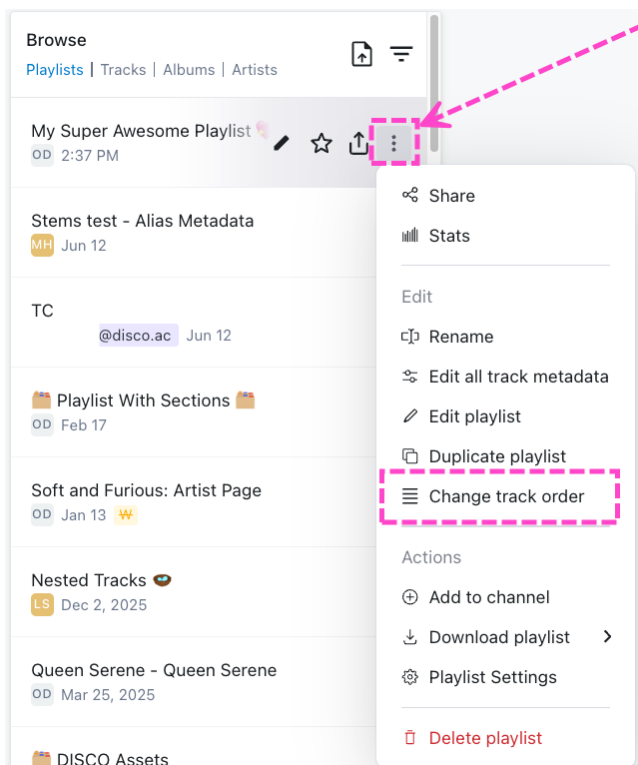
You can easily change the Track order in any Playlist.

At a glance

There's an option in the **Playlist Menu (⋮)** or you can do this from within the **Playlist Creator** when you edit your Playlist.

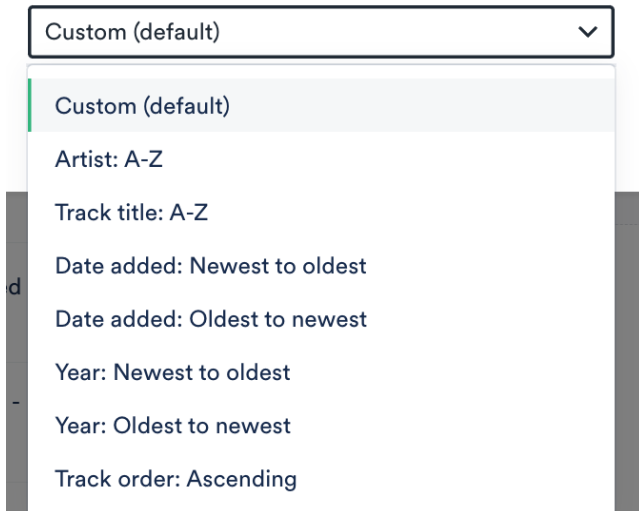
From the Playlist Menu

1. Open the **Playlist Menu (⋮)** and select **Change track order**.



2. Select one of the following presets from the drop-down:

Change track order

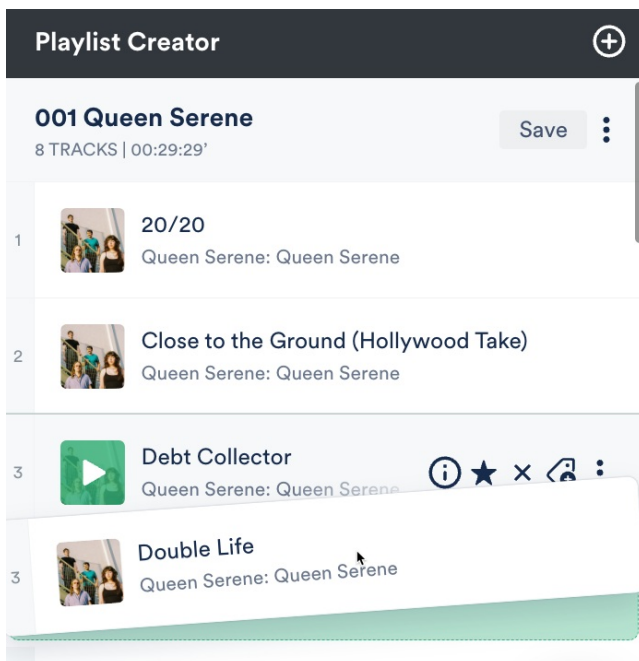


- **Custom (default)** - this reflects the order the Tracks are currently in
- **Artist: A-Z**
- **Track title: A-Z**
- **Date added (Newest to oldest)**
- **Date added (Oldest to newest)**
- **Year (Newest to oldest)**
- **Year (Oldest to newest)**
- **Track order (Ascending)** - this will order Tracks by their Track order in the metadata

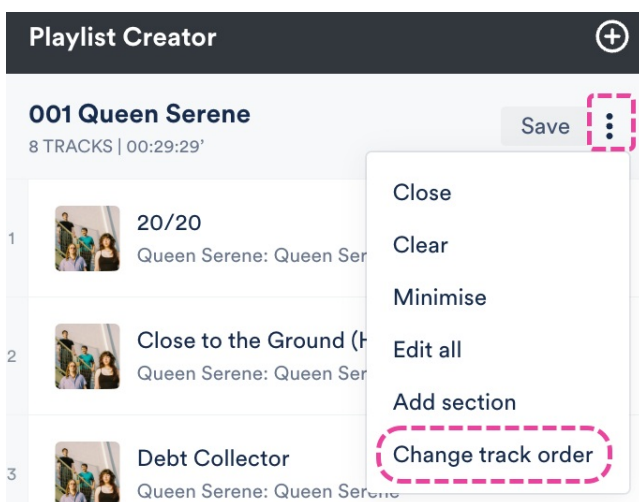
3. Click the **Update** button.

From the Playlist Creator

1. Open the **Playlist Menu (:)** and select **Edit playlist**.
2. In the **Playlist Creator**, you can either:
 - Drag to reorder the tracks:



- Open the **Playlist Creator Menu (:)** and select **Change track order** and select from one of the available presets:



3. Click **Save** in the Playlist Creator.
4. In the **Save Playlist** menu, click the **Save Playlist** button.

Deleting Playlists

Last Modified on 08/27/2025 9:31 am PDT

Deleting Playlists in DISCO is quick and easy.

At a glance

The process differs slightly depending on how many Playlists you are deleting at once.

Important: *Deleting a Playlist can't be undone.*

Deleting a single Playlist

1. Open the **Playlist menu (⋮)** and select **Delete playlist**.
2. In the **Delete playlist** window, choose an option:
 - **All Versions** - This will completely remove the Playlist from your DISCO.
 - **Latest Version** - Every time you make a change to a Playlist and save it, it creates a new version of the Playlist. This option will just delete *the most recently saved version* of the Playlist. Once deleted, the Playlist will revert to the version that was saved before the most recent version. Think of it like an "Undo" button.

Delete playlist

Are you sure you want to permanently delete this playlist? This can't be undone.

- All Versions
- Latest Version

Cancel

Confirm

3. Click the **Confirm** button.

Deleting multiple Playlists

1. Use [multi-select](#) to select the Playlists you'd like to delete.
2. An **Edit** menu will appear at the bottom of your DISCO. Click the trash can icon to **Delete**.



3. In the **Delete selected items** window, if you are sure, click the **Delete** button.

Delete selected items

Are you sure you want to permanently delete the selected items from your DISCO? This can't be undone.

Cancel

Delete

Frequently asked questions

Does deleting a Playlist also delete its Tracks from DISCO?

No. Deleting a Playlist only deletes the Playlist; the Tracks will remain in your DISCO.

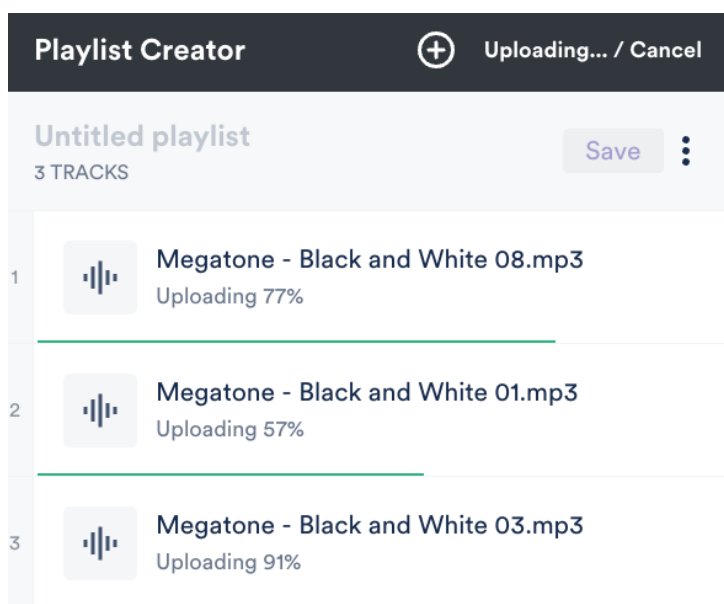
Playlists auto-created by DISCO

Last Modified on 08/27/2025 9:43 am PDT

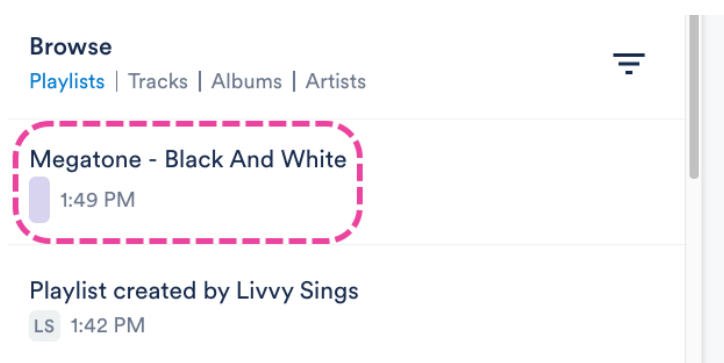
DISCO used to have a feature where Playlists could be auto-created based on your Track metadata. This feature has been deprecated, but some older accounts may still see auto-created Playlists in their DISCO.

At a glance

When this feature was enabled, a Playlist was created automatically when you uploaded two or more tracks with the same Artist and Album metadata.



Because these Playlists weren't created by a user in your DISCO, they look a bit different (there's no user listed under the title):



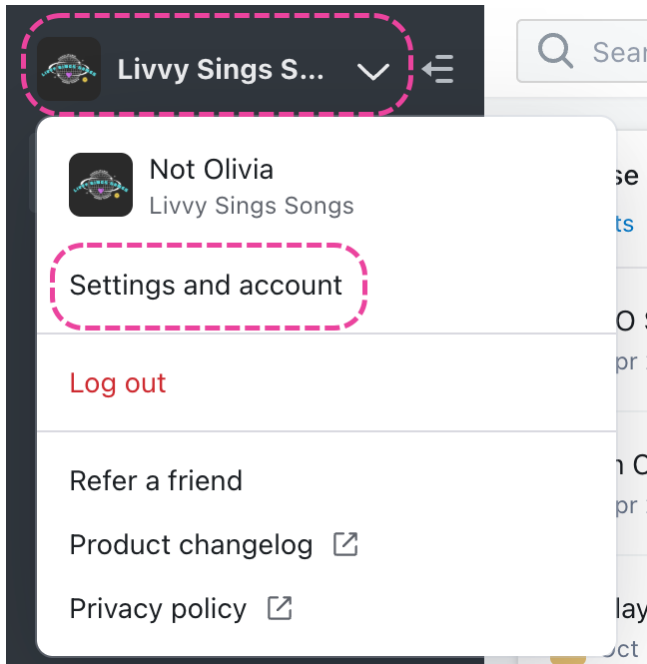
But otherwise, they work just the same as any other Playlist: you can edit, share, and delete them.

Hiding auto-created playlists

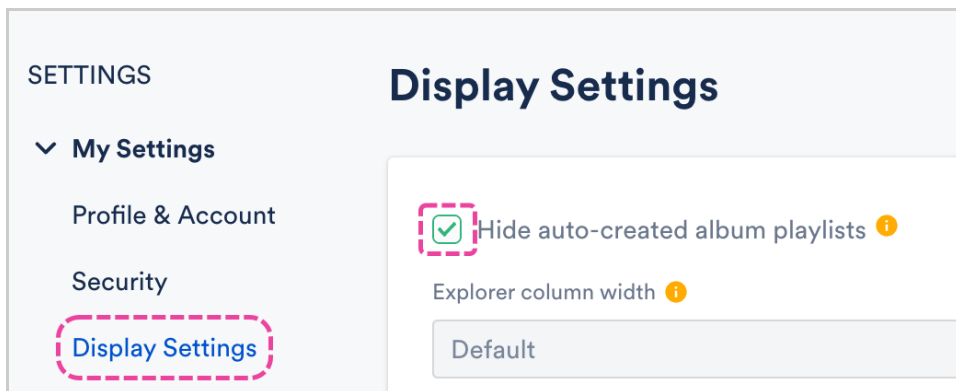
If this feature was enabled on your DISCO at one point, but you'd prefer not to see these Playlists, you can hide them:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.

2. Select **Settings and Account**.



3. Under **My Settings** select **Display Settings** and check the box to **Hide auto-created album playlists**.



Q: Does DISCO auto-save my Playlists?

Last Modified on 08/27/2025 9:32 am PDT

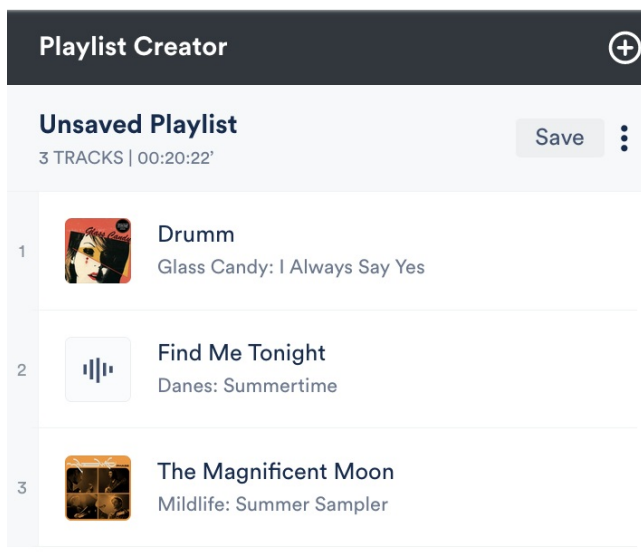
Q: Does DISCO auto-save my Playlists?

Yes! DISCO auto-saves any unsaved Playlists when you re-open DISCO *on the same browser on the same machine*.

So, say you forgot to click **Save** before doing something like:

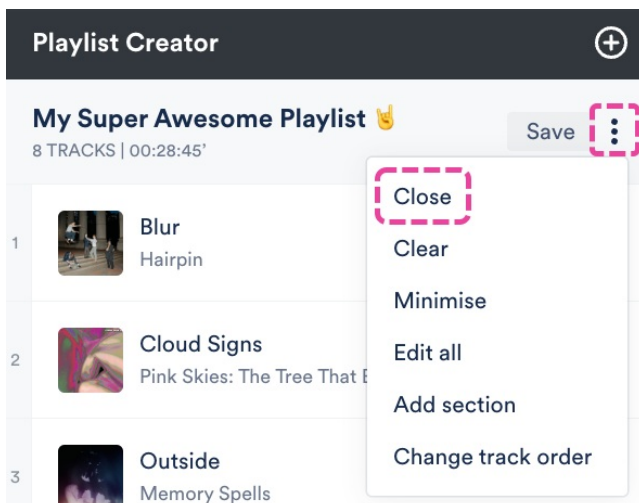
- closing or logging out of DISCO
- closing your browser
- turning off your computer

...there's no need to panic because when you return to your DISCO, the unsaved Playlist will still be waiting for you in the Playlist Creator:



Scenarios where your Playlist won't be auto-saved and can't be recovered:

- you selected **Close** in the **Playlist Creator Menu (:)** before saving it



- you re-opened DISCO on a different browser
- you re-opened DISCO on a different machine

A word of advice:

Even though DISCO saves your unsaved Playlists, *we do not recommend* having unsaved Playlists over a few hundred tracks or having more than a few unsaved Playlists at once. Any important Playlists should be saved *as often as possible*, just in case of any browser caching issues.

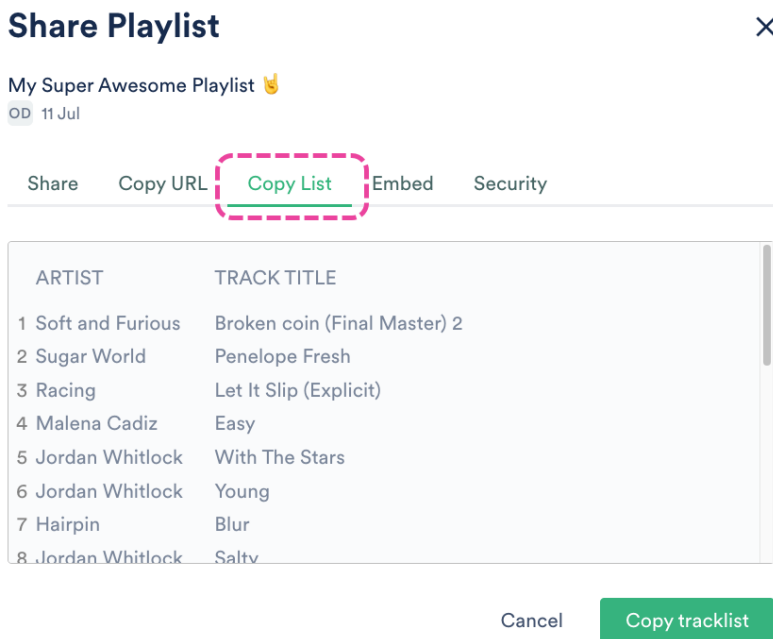
Q: Can I copy the tracklist from my playlist?

Last Modified on 08/12/2025 5:06 pm PDT

Q: Can I copy the tracklist from my playlist?

Yes! It is very easy to do this.

1. Open the **Playlist menu (:)** and select **Share**.
2. From the **Share Playlist** page, select the **Copy List** tab.



3. Click the **Copy tracklist** button.

You can then paste this into any document or spreadsheet you like. When pasted into a spreadsheet, the information will appear in separate columns. It will also include any Sections in the Playlist.

	A	B	C	D	E	F
1	Soft and Furious	Broken coin (Final Master) 2				
2	Sugar World	Penelope Fresh				
3	Racing	Let It Slip (Explicit)				
4	Malena Cadiz	Easy				
5	Jordan Whitlock	With The Stars				
6	Jordan Whitlock	Young				
7	Hairpin	Blur				
8	Jordan Whitlock	Salty				
9	Memory Spells	All The Birds Flew From The Sky (instrumental/digital release version)				
10	Memory Spells	Outside				
11	Hairpin	Screech - (Instrumental)				
12	Queen Serene	20/20				
13	Benny and the Bandits	Rolling in the Deep (Adele Cover)				
14	DJ Lounge Couch	Shark Out Of Water (Feat. Ships)				
15	Instrumentals					
16	Pink Skies	Cloud Signs				
17	Videos					
18	Racing	Stereo Fields (Music Video)				
19						

A pink dashed box highlights the 'Instrumentals', 'Pink Skies', and 'Videos' rows. A pink arrow points from this box to a pink rounded rectangle labeled 'Playlist Sections'.

Q: There are some Playlists I didn't create in my DISCO. What are these?

Last Modified on 08/27/2025 9:40 am PDT

Q: There are some Playlists I didn't create in my DISCO. What are these?

These are [auto-created Playlists](#). We used to have a feature where Playlists could be auto-created based on your Track metadata. This feature has been deprecated, but some older accounts may still see auto-created Playlists in their DISCO. If you'd prefer not to see these Playlists, [you can hide them](#).

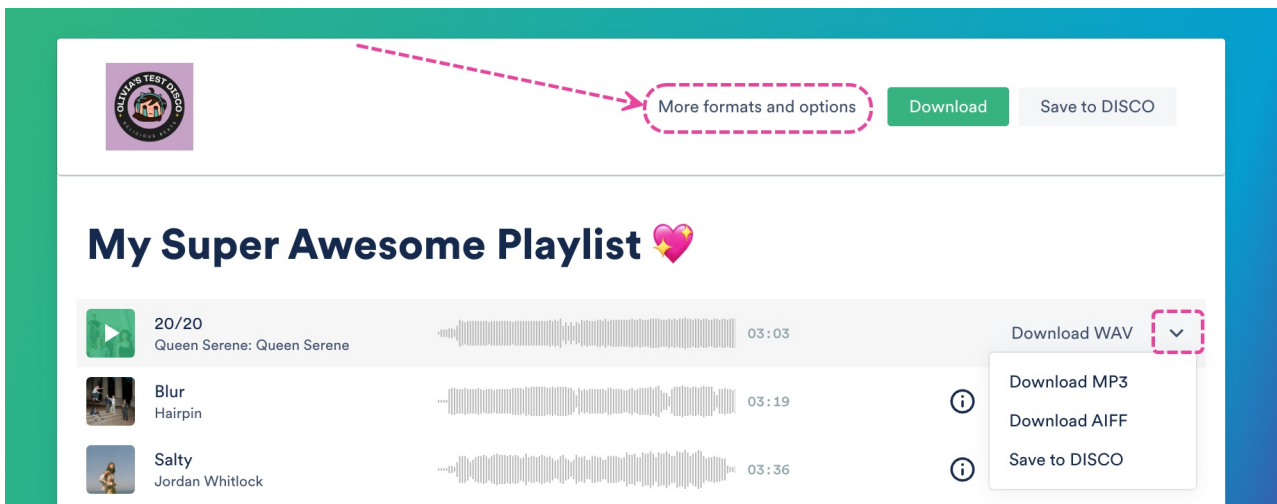
Managing file formats for Track and Playlist downloads

Last Modified on 09/22/2025 4:21 pm PDT

Since [multiple formats are supported for individual Tracks in your DISCO](#), you can specify which file formats you'd like to make available for your recipients to download when sharing Tracks and Playlists.

At a glance

Your recipients can also choose which formats to download from the Share page:



Downloading different formats from Track Share pages

When sharing Tracks, if you'd like to allow your recipients to choose which Track formats they'd like to download, use this share method:

1. Open the **Track menu (⋮)** and select **Share**.
2. From the **Copy URL** tab, copy the **Regular track URL**.

Share Track



Penelope Fresh
Sugar World: Lost & Found

Copy URL Embed

Regular track URL

<https://s.disco.ac/pxkxatriuskj>



Stream only URL

<https://s.disco.ac/stlljydtfynt>



Download URL

<https://s.disco.ac/syiwhelacmgl>



Copy URL

3. This will open a Share page with all available formats available in the **Download** dropdown to the right of each Track:

Download MP3

Download MP3

Download AIFF

Download WAV

Save to DISCO

Note: The **Download URL** will automatically download the MP3 of a track or the MP4 of a video when opened.

Downloading different formats from Playlist Share pages

Downloading individual Tracks

When you share a Playlist, all available formats are attached to each Track. Recipients can specify which format they'd like to download using the **Download** dropdown to the right of the Track:

My Super Awesome Playlist 🍷



20/20
Queen Serene: Queen Serene 03:03

Blur
Hairpin 03:19

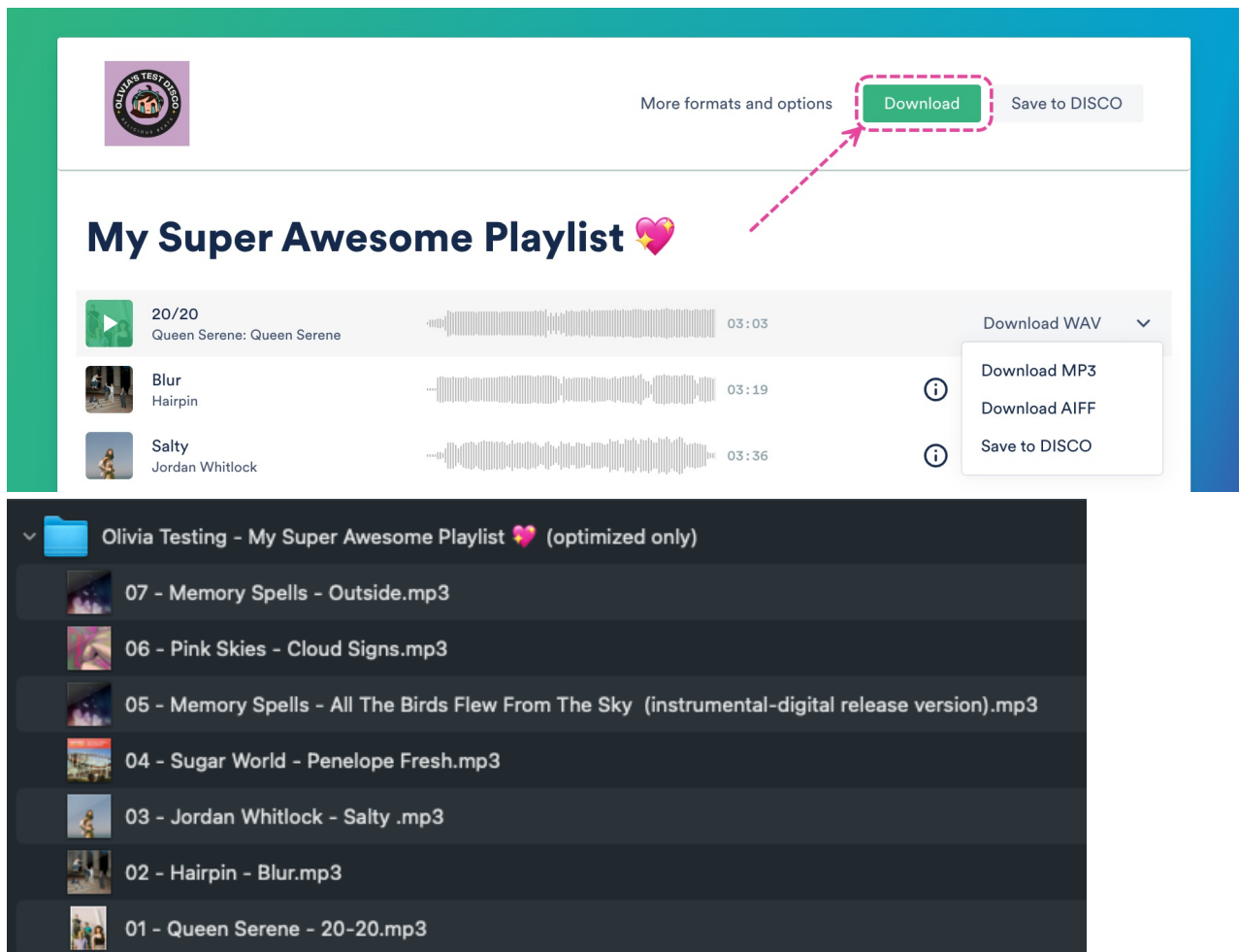
Salty
Jordan Whitlock 03:36

Download WAV ▾

- Download MP3
- Download AIFF
- Save to DISCO

Downloading the entire Playlist

By default, when downloading the entire Playlist using the **Download** button at the top right of the page, only optimized formats (MP3 or MP4) of the tracks will be downloaded:



More formats and options **Download** Save to DISCO

My Super Awesome Playlist 🍷

20/20
Queen Serene: Queen Serene 03:03

Blur
Hairpin 03:19

Salty
Jordan Whitlock 03:36

Download WAV ▾

- Download MP3
- Download AIFF
- Save to DISCO

Olivia Testing - My Super Awesome Playlist 🍷 (optimized only)

- 07 - Memory Spells - Outside.mp3
- 06 - Pink Skies - Cloud Signs.mp3
- 05 - Memory Spells - All The Birds Flew From The Sky (instrumental-digital release version).mp3
- 04 - Sugar World - Penelope Fresh.mp3
- 03 - Jordan Whitlock - Salty .mp3
- 02 - Hairpin - Blur.mp3
- 01 - Queen Serene - 20-20.mp3

If you'd to change this so that the original Track formats are included when the entire Playlist is downloaded, follow these steps:

1. Open the **Playlist menu (!)** and select **Playlist Settings**.
2. From the **Playlist Info** tab, under **Security Settings**, set the **Include original formats** toggle to **ON**.

Playlist Settings

Playlist Info Presentation Alias Metadata

Name

My Super Awesome Playlist ❤️

Content Settings >

Security Settings v

Watermark playlist

Link expiry

Password protect

Optimized only ⓘ

Include original formats ⓘ

3. Click the **Save Playlist** button.

Downloading multiple Tracks

Recipients can specify which format(s) they'd like to download for multiple different Tracks at once. They can also download all formats available for all Tracks by clicking **More formats and options**.

The screenshot shows the 'My Super Awesome Playlist' interface. At the top, there is a header with a logo and a 'More formats and options' button, which is highlighted with a dashed pink box and an arrow. To the right of this button are 'Download' and 'Save to DISCO' buttons. Below the header, the playlist title 'My Super Awesome Playlist ❤️' is displayed. The main content area shows a list of tracks with their respective waveforms and durations. The first track is '20/20' by Queen Serene: Queen Serene (03:03). The second track is 'Blur' by Hairpin (03:19). The third track is 'Salty' by Jordan Whitlock (03:36). For each track, there is an information icon (i) and a dropdown menu for download options. The dropdown menu for the first track is open, showing options: 'Download WAV', 'Download MP3', 'Download AIFF', and 'Save to DISCO'.

This opens a window with all Tracks and formats listed. Once they've selected which format(s) for the desired Track(s), they can click the **Download selection** or **Save to DISCO** button.

More formats and options



TRACKS

Select all Select all Select all



20/20
Queen Serene: Queen Serene



Blur
Hairpin



Salty
Jordan Whitlock



Penelope Fresh
Sugar World: Lost & Found



Save to DISCO

Download selection

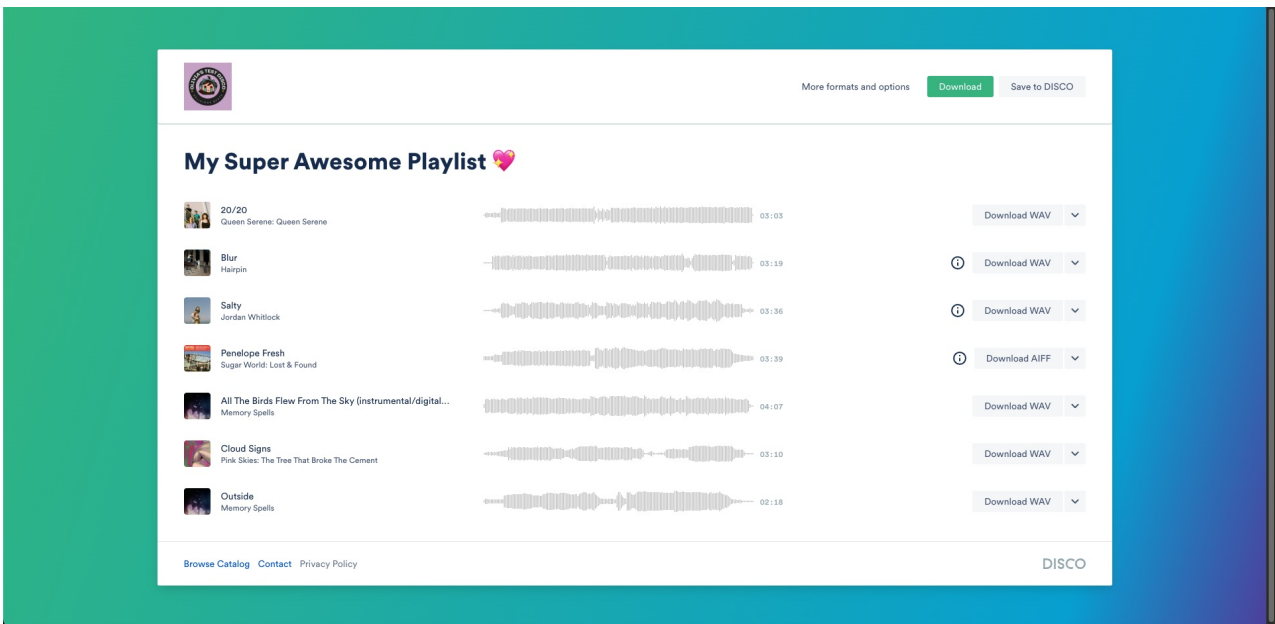
Playlist Themes

Last Modified on 08/27/2025 10:00 am PDT

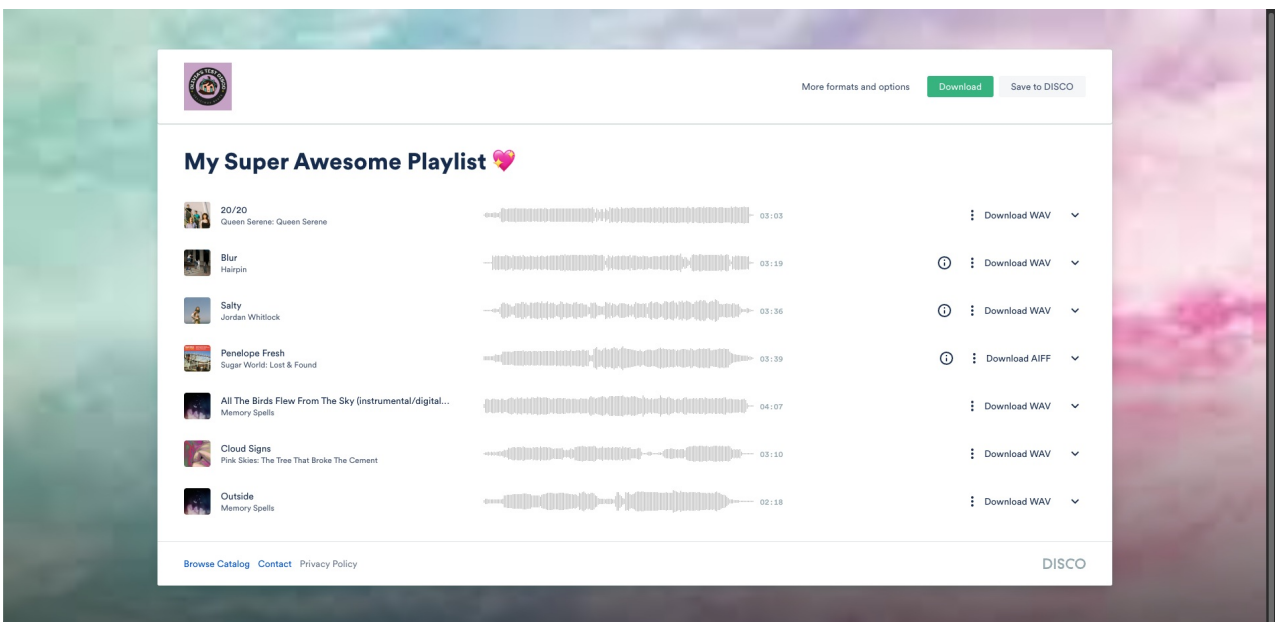
With Playlist **Themes**, you can customize the design of the Playlist Share Pages you send out from your DISCO. Themes are great for promo, such as when sending out an Album release, or if your business has multiple brands, labels, or Catalogs.

At a glance

By default, if you don't select a Theme for your Playlist, the Share Page will show your company logo and the default background:



Themes let you change the background, the logo, or both!



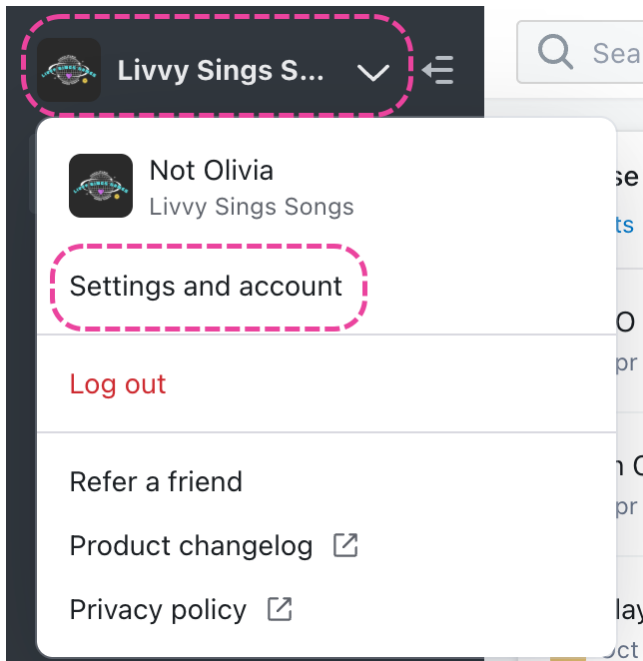
Creating a Theme

There are three ways to create a new theme:

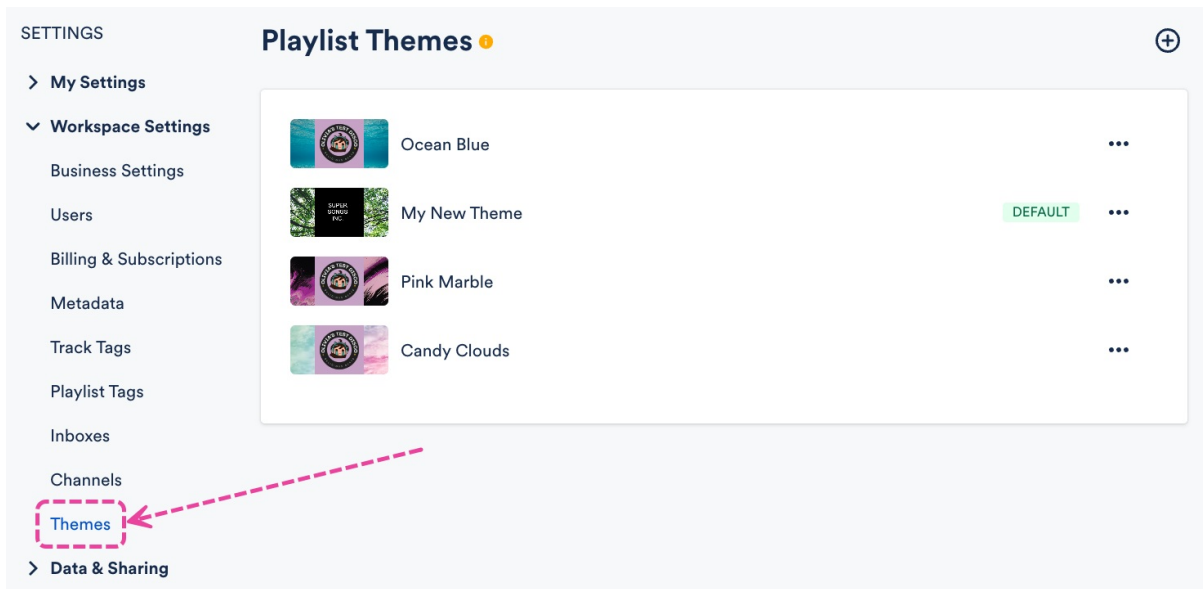
- from your account settings
- from Playlist Settings
- when editing your Playlist

From your account settings

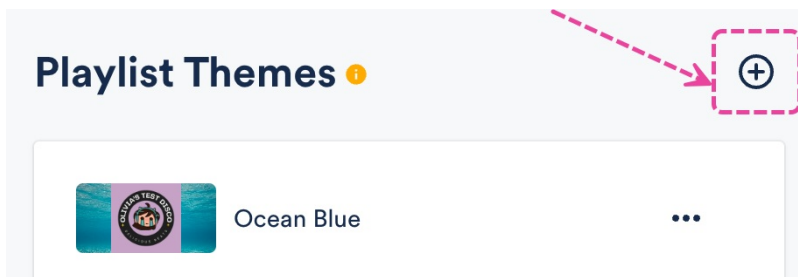
1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **WorkspaceSettings**, select **Themes**.



4. Click the + in the top right corner to create a new Theme.



5. Add a **Name**, **Background Image**, and **Logo**.

Create a theme

Name

Background Image

Drag files here, or click to browse

Logo

Drag files here, or click to browse

We recommend .jpg files at 1200 × 675 px. Maximum file size: 2MB .png file at 200 × 200 px

Set as default

Cancel

Create Theme

6. Click the **Create Theme** button.

From Playlist Settings

1. Open the **Playlist menu (:)** and select **Playlist Settings**.
2. From the **Presentation** tab, under **Playlist Themes**, click the **+** to create a new Theme.

Save Playlist

Playlist Info **Presentation** Alias Metadata

Choose a design

Default playlist Artist Page Album Page

Add Playlist Message

B *I* U ↻

Playlist Themes

No theme Ocean Blue Pink Marble



3. Add a **Name**, **Background Image**, and **Logo**.

Create a theme

Name

Background Image

Drag files here, or click to browse

Logo

Drag files here, or click to browse

We recommend .jpg files at 1200 × 675 px. Maximum file size: 2MB .png file at 200 × 200 px

Set as default

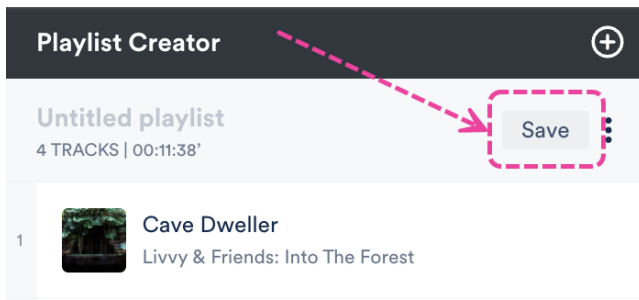
Cancel

Create Theme

4. Click the **Create Theme** button.
5. In the **Save Playlist** menu, click **Save**.

When editing your Playlist

1. Open the **Playlist menu (:)** and select **Edit playlist**.
2. This will open your Playlist in the **Playlist Creator**. From the Playlist Creator, click **Save**.



3. In the **Save Playlist** menu, from the **Presentation** tab, under **Playlist Themes**, click the **+** to create a new Theme.

Save Playlist

Playlist Info **Presentation** Alias Metadata

Choose a design

Default playlist Artist Page Album Page

Add Playlist Message

B ***I*** **U**

Playlist Themes

No theme

Ocean Blue

Pink Marble

4. Add a **Name**, **Background Image**, and **Logo**.

Create a theme

Name

Background Image

Logo

We recommend .jpg files at 1200 × 675 px. Maximum file size: 2MB .png file at 200 × 200 px

Set as default

Cancel **Create Theme**

5. Click the **Create Theme** button.
6. In the **Save Playlist** menu, click the **Save** button.

Adding Themes to Playlists

There are two ways to add a Theme to your Playlist:

- from Playlist Settings
- when editing your Playlist

From Playlist Settings

1. Open the **Playlist menu (☰)** and select **Playlist Settings**.
2. From the **Presentation** tab, under **Playlist Themes**, choose an existing theme.

Save Playlist

Playlist Info **Presentation** Alias Metadata

Choose a design

Default playlist Artist Page Album Page

Add Playlist Message

B I U

Playlist Themes

No theme Ocean Blue Pink Marble

3. Click the **Save** button.

When editing your Playlist

1. Open the **Playlist menu (☰)** and select **Edit playlist**.
2. This will open your Playlist in the **Playlist Creator**. From the Playlist Creator, click **Save**.

Playlist Creator

Untitled playlist
4 TRACKS | 00:11:38'

Save

1 **Cave Dweller**
Livvy & Friends: Into The Forest

3. In the **Save Playlist** menu, from the **Presentation** tab, under **Playlist Themes**, choose an existing theme.

Save Playlist

Playlist Info **Presentation** Alias Metadata

Choose a design

Default playlist Artist Page Album Page

Add Playlist Message

B I U

Playlist Themes

No theme

Ocean Blue

Pink Marble

4. Click the **Save** button.

Setting a default Theme

When a default Theme is set, every new Playlist you create will have that Theme applied by default.

More formats and options [Download](#) [Save to DISCO](#)

Default Theme

20/20 Queen Serene: Queen Serene	03:03	Download MP3
Salty Jordan Whitlock	03:36	Download MP3
Blur Hairpin	03:19	Download MP3

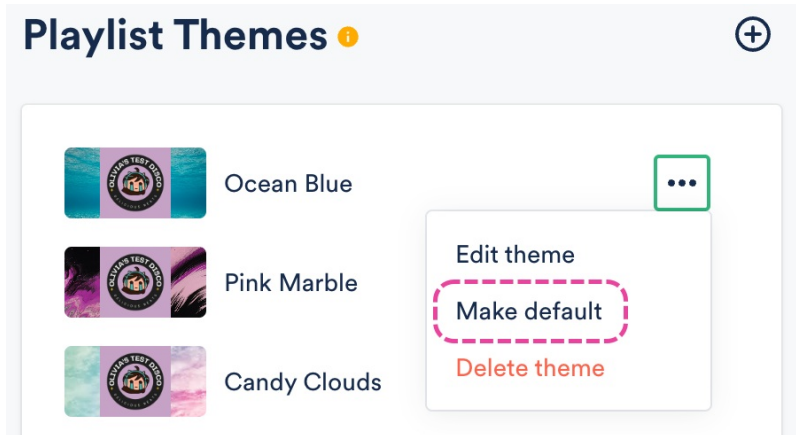
[Browse Catalog](#) [Contact](#) [Privacy Policy](#) DISCO

There are two ways to set a default Theme:

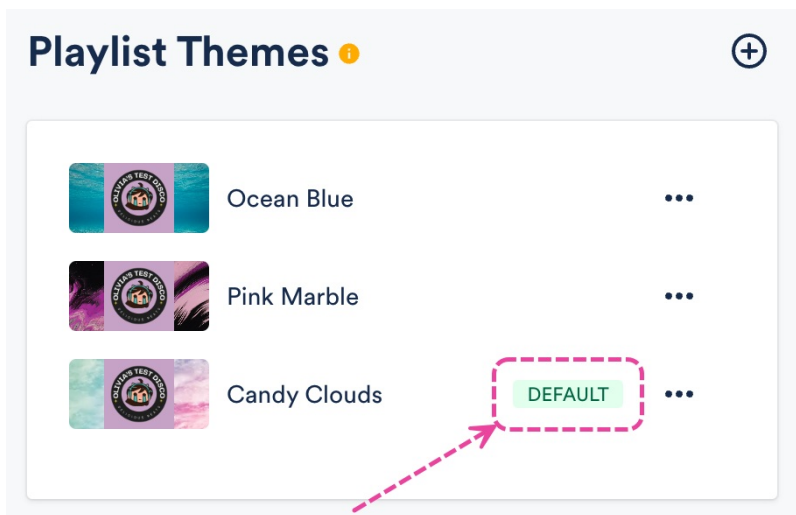
- By checking the **Set as default** box when creating a Theme:

Set as default

- From the ellipses menu (...) next to the Theme in your **Workspace Settings**.



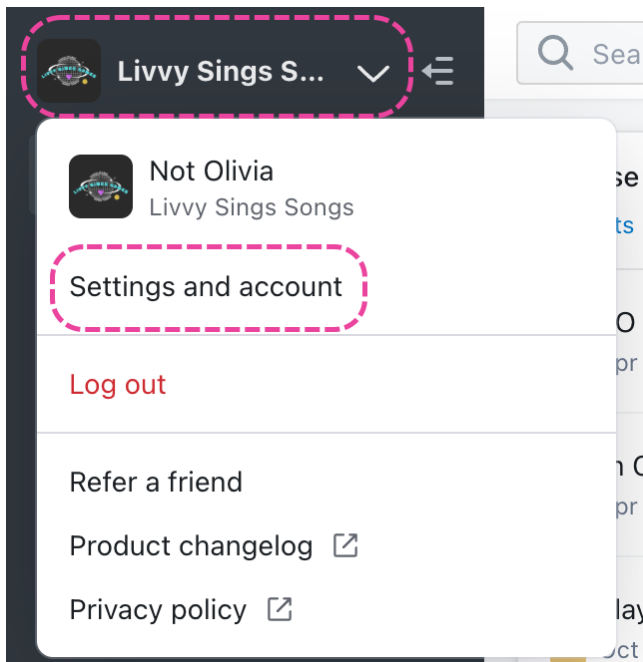
Your default Theme will have a **DEFAULT** label:



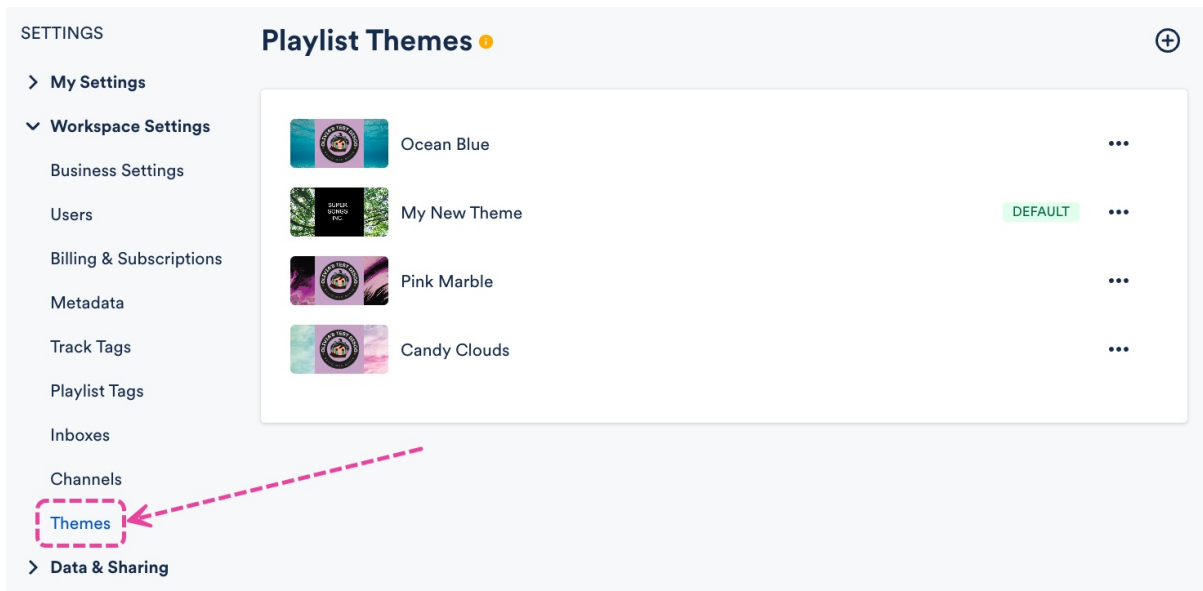
Managing your Themes

You can do this from within your account settings:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Themes**.



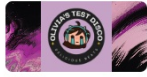
From here you can:

- View all your existing Themes
- Create a new Theme (click the +).
- Set a default Theme (open the ellipses menu ... to the right of the Theme).
- Delete a Theme (open the ellipses menu ... to the right of the Theme).

Playlist Themes ⓘ



Ocean Blue



Pink Marble



Candy Clouds

Edit theme

Make default

Delete theme

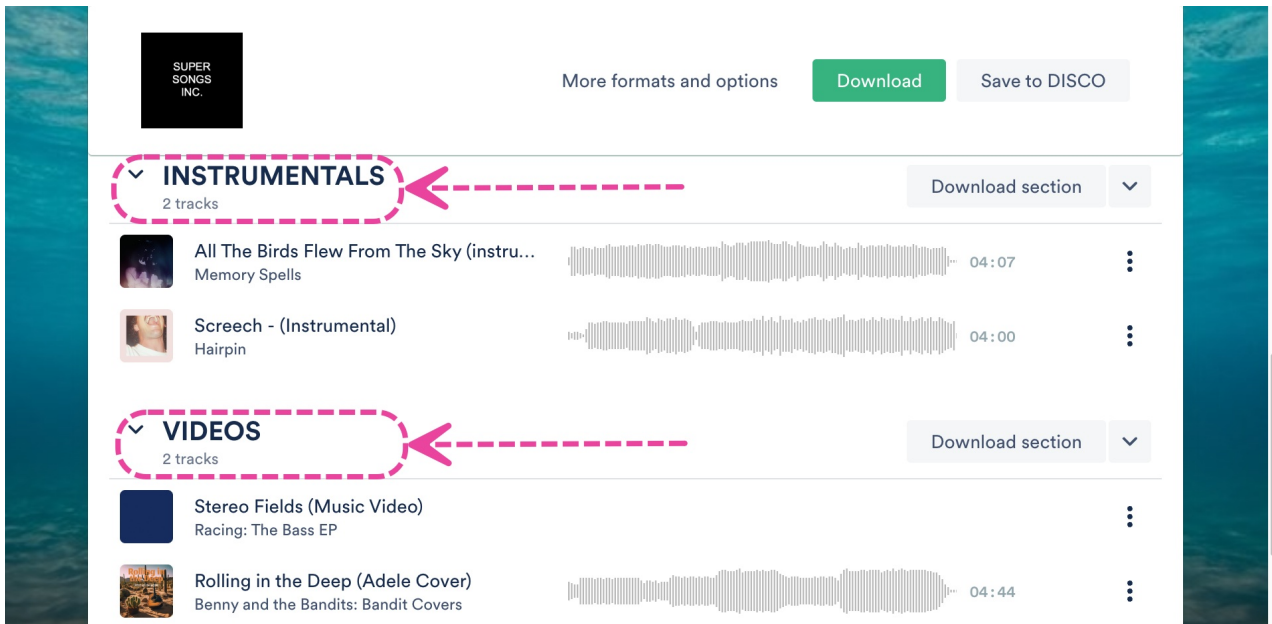
Playlist Sections

Last Modified on 08/27/2025 9:30 am PDT

Sections help you organize and present different types of Tracks in your Playlists.

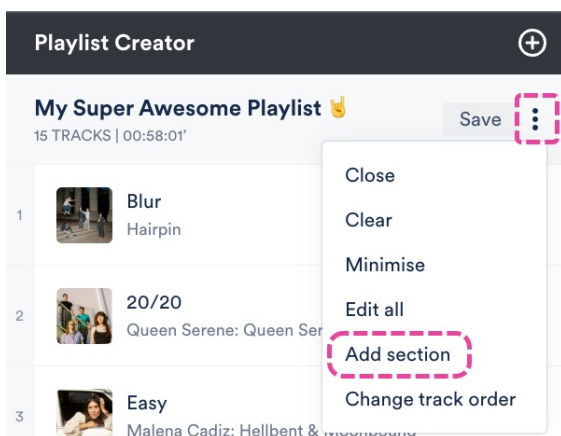
At a glance

You can add sections when [editing Playlists](#). Sections can be expanded or collapsed to show or hide the Tracks within them:



Adding Sections to Playlists

1. Open the **Playlist menu** (⋮) and select **Edit playlist**.
2. From the **Playlist Creator menu** (⋮), select **Add section**.



3. Enter a **Section name** and select a radio button to choose where it should be inserted:
Insert at the top of the playlist or **Insert at the bottom of the playlist**.

New section

Section name

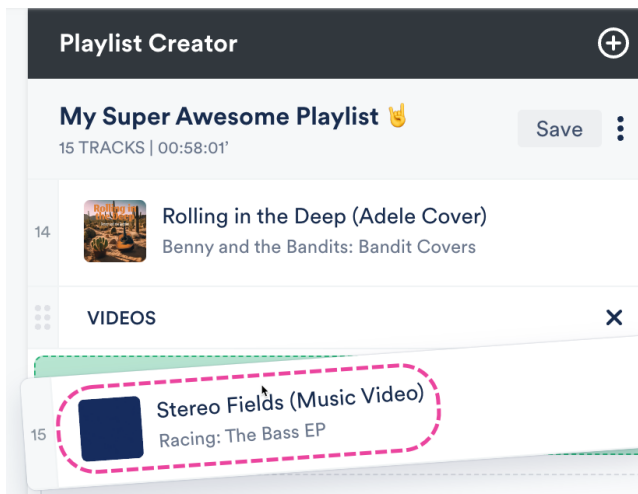
Insert at the top of the playlist

Insert at the bottom of the playlist

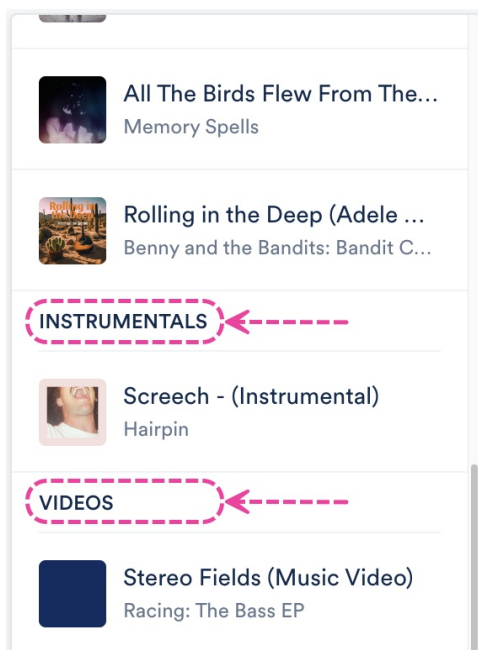
Cancel

Create section

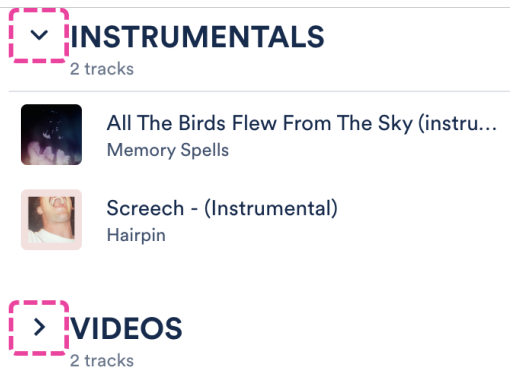
4. Click the **Create section** button.
5. Drag and drop Tracks into the section.



6. Click the **Save** button in the Playlist Creator.
7. In the **Save Playlist** menu, click the **Save Playlist** button.
8. In your DISCO, Playlist sections are visible from the Explorer.



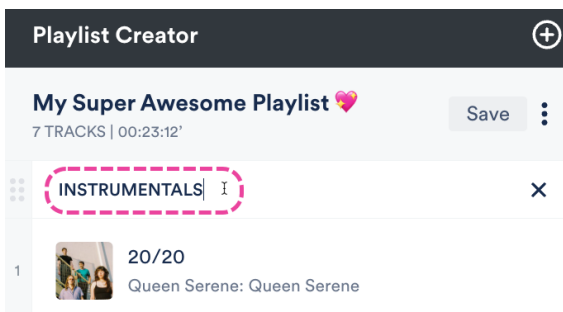
9. On your Playlist Share pages, Tracks in each section will appear under collapsible labeled sections.



Editing and removing Sections in Playlists

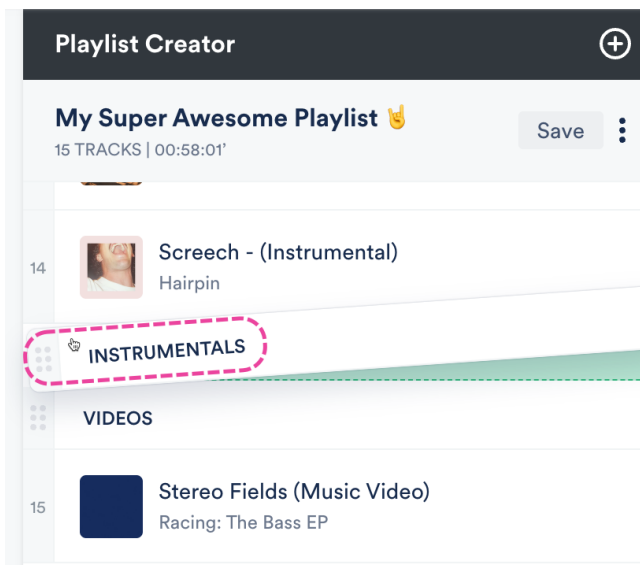
Rename a section

Double-click on the section name so your cursor appears.



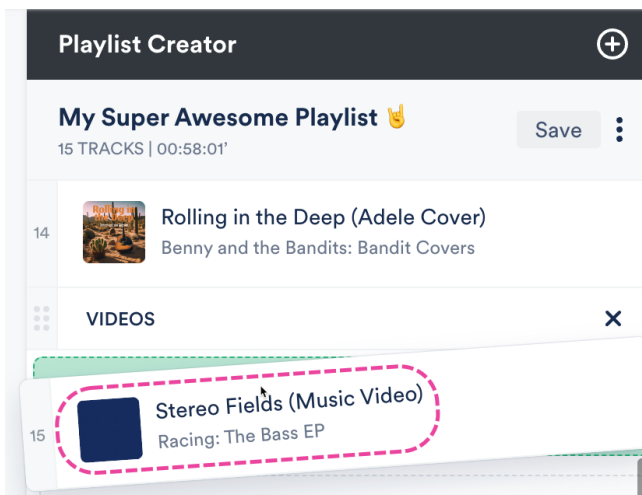
Rearrange sections

Click and drag the sections up or down in the Playlist Creator.



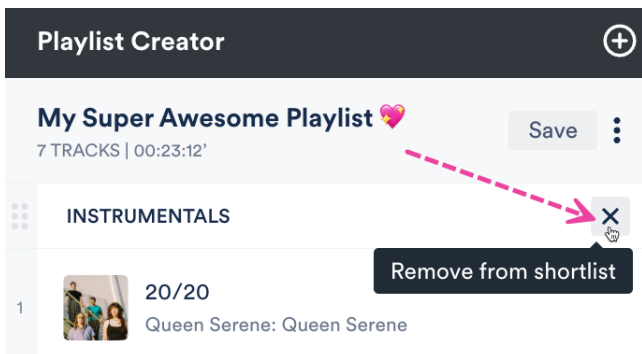
Reorder Tracks within a section

Click and drag the Tracks up or down in the Playlist Creator to move them within and out of sections.



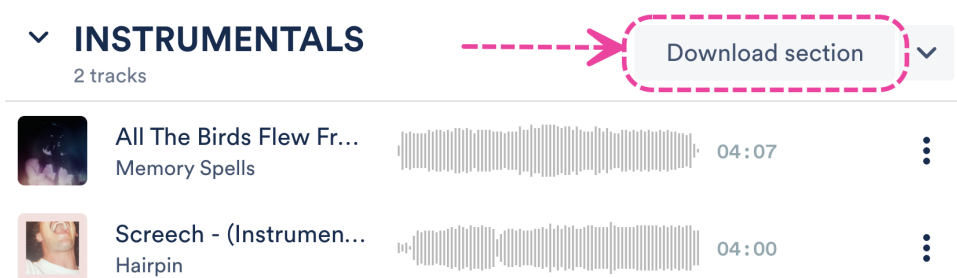
Remove a section

Hover your cursor over the section. Then click the **X** icon to **Remove from shortlist**. This will remove the section but the Tracks within the section will remain in the Playlist.

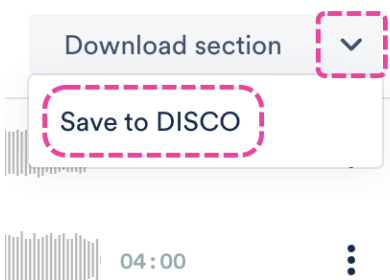


Downloading and saving Playlists with Sections

In addition to downloading the entire Playlist or individual Tracks, your recipients can also download entire sections with one click!



They can also use the **Save to DISCO** button to save the section.



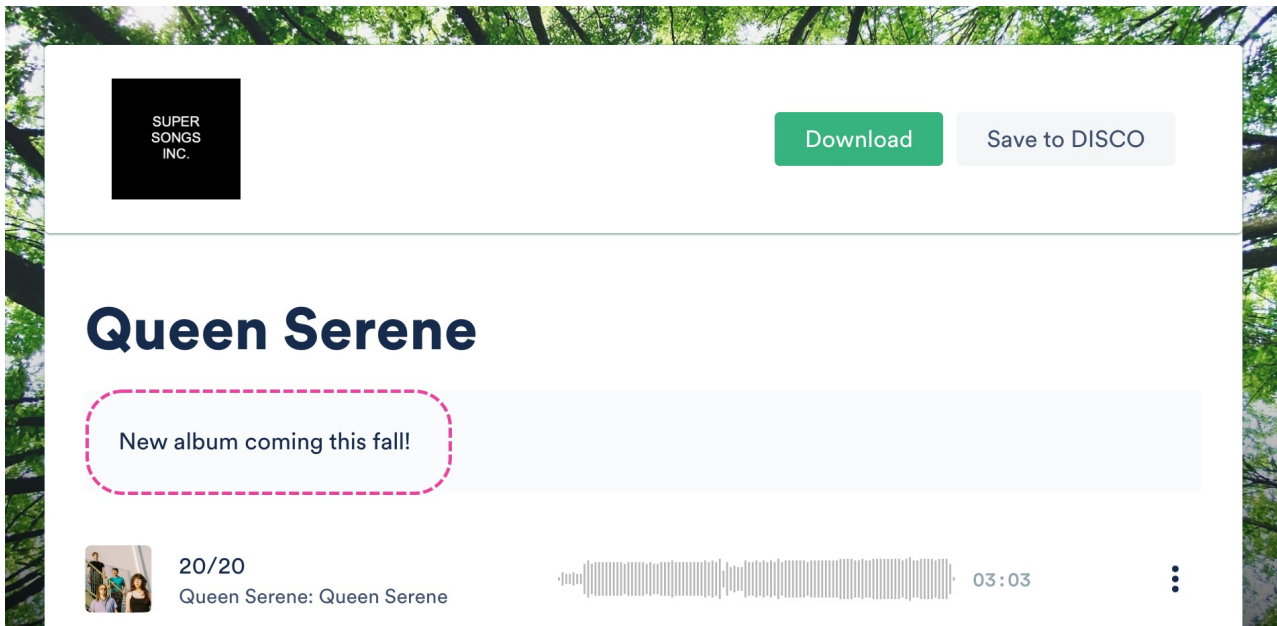
Playlist Messages

Last Modified on 08/27/2025 10:07 am PDT

Playlist Messages appear at the top of your Playlists and provide your recipients with some additional information.

At a glance

You can use these to call out things like release blurbs, artist bios, or general notes.



Adding a Playlist Message

There are two ways to add a Playlist Message:

- [from Playlist Settings](#)
- [when editing your Playlist](#)

From Playlist Settings

1. Open the **Playlist menu (:)**.
2. Select **Playlist Settings**.
3. From the **Presentation** tab, you can **Add Playlist Message**.

Save Playlist

Playlist Info **Presentation** NEW Alias Metadata

Choose a design

Default playlist Artist Page Album Page

Add Playlist Message

New album coming this fall!

B ***I*** **U** ↻

4. Click the **Save** button.
5. Click the **Save Playlist** button.
6. A confirmation message will appear. To view how the Playlist Message looks, click on the arrow icon to open it in a new tab.

Playlist Saved!

<https://s.disco.ac/klvufchuygtx> ↻ ↗

[Close](#) [Share this playlist](#)



When editing your Playlist

1. Open the **Playlist menu (⋮)**.
2. Select **Edit playlist**.
3. This will open your Playlist in the **Playlist Creator**. From the Playlist Creator, click **Save**.

Playlist Creator (+)

Queen Serene
8 TRACKS | 00:29:29'

Save ⋮

1		20/20 Queen Serene: Queen Serene
2		Close to the Ground (Hollywood Take) Queen Serene: Queen Serene

4. In the **Save Playlist** menu, from the **Presentation** tab, you can **Add Playlist Message**.

Save Playlist

Playlist Info **Presentation** NEW Alias Metadata

Choose a design

Default playlist Artist Page Album Page

Add Playlist Message

New album coming this fall!

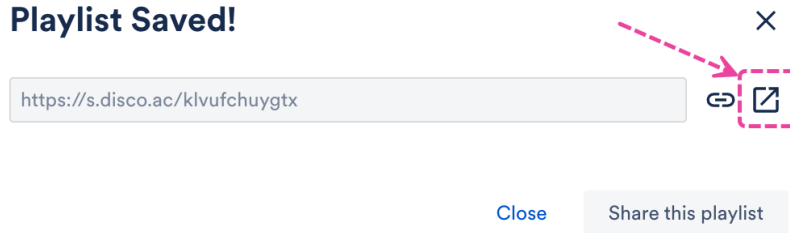
B *I* U ↻

5. Click the **Save** button.
6. Click the **Save Playlist** button.
7. A confirmation message will appear. To view how the Playlist Message looks, click on the arrow icon to open it in a new tab.

Playlist Saved!

https://s.disco.ac/klvufchuygtx

Close Share this playlist



Showing lyrics on Playlists

Last Modified on 08/27/2025 9:48 am PDT

By default, the **Title**, **Album**, and **Artist** metadata for your Tracks will be visible on your Playlist share pages. You can also choose to **Show lyrics**.

At a glance

Once the **Show lyrics** setting is enabled, an "i" symbol will appear next to any Tracks that contain lyrics.

My Super Awesome Playlist 🙌

The screenshot shows a playlist with the following tracks:

- Cloud Signs (Pink Skies: The Tree That Broke The Cement) - 03:10
- With The Stars (Jordan Whitlock: With The Stars - Single) - 04:40
- We Fell in Love (Sugar World: Lost & Found) - 03:18
- Blur (Hairpin) - 03:19
- Salty (Jordan Whitlock) - 03:36
- Outside (Memory Spells) - 02:18
- 20/20 (Queen Serene: Queen Serene) - 03:03

Each track has a 'Download MP3' button. The 'With The Stars' track has an 'i' icon next to its 'Download MP3' button, which is highlighted by a red dashed box. A red dashed arrow points from the top of the playlist to this box.

Clicking on this symbol will open a new window with the Track lyrics displayed.

The screenshot shows a lyrics window titled 'With The Stars' with a close button (X) in the top right corner. The lyrics are displayed as follows:

Lyrics [icon]

All I needed
A home, a home
Take me to the ceiling
Float, float
...
[Read more](#)

This setting is controlled at the Playlist level.

Showing lyrics on Tracks in Playlists

There are two ways to do this:

- from **Playlist Settings**
- when **editing** your Playlist

From Playlist Settings

1. Open the **Playlist menu (⋮)**.
2. Select **Playlist Settings**.
3. From the **Playlist Info** tab, under **Content Settings**, set the **Show lyrics** toggle to **ON**.

Playlist Settings

Playlist Info Presentation Alias Metadata

Name

My Super Awesome Playlist 🙌

Content Settings

Streaming only

Include nested track versions ⓘ

Share stems ⓘ

Show lyrics

4. Click the **Save Playlist** button.


When editing your Playlist

1. Open the **Playlist menu** (:).
2. Select **Edit playlist**.
3. This will open your Playlist in the **Playlist Creator**. From the Playlist Creator, click **Save**.

Playlist Creator +

My Super Awesome Playlist 🙌 **Save**

16 TRACKS | 01:00:19'

1  Broken coin (Final Master) 2
Soft and Furious: Middle of infinite things

4. In the **Save Playlist** menu, from the **Playlist Info** tab, set the **Show lyrics** toggle to **ON**.

Save Playlist

Playlist Info

Presentation

Alias Metadata

Name

My Super Awesome Playlist 🙌

Content Settings



Streaming only



Include nested track versions ⓘ



Share stems ⓘ



Show lyrics



5. Click **Save Playlist**.

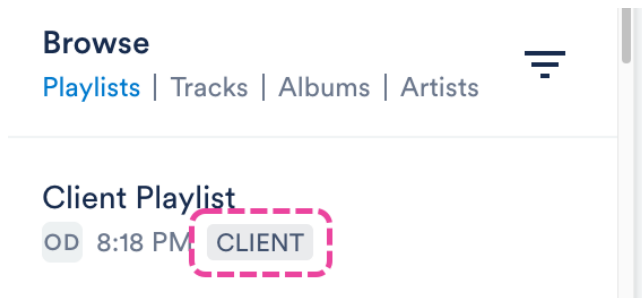
Client Version Playlists

Last Modified on 08/27/2025 10:04 am PDT

You can label a Playlist as a **Client Version** to keep track of the Playlists you want to send to clients.

At a glance

Client Version Playlists have a '**CLIENT**' label added to the Playlist. *This label is internal to your DISCO and not visible to the recipient.*



This makes it easier for your team to keep track of the final Playlists they send out to clients vs. WIPs, internal ideas, etc.

Labeling a Playlist as a Client Version

There are two ways to do this:

- from Playlist Settings
- when editing your Playlist

From Playlist Settings

1. Open the **Playlist menu (⋮)** and select **Playlist Settings**.
2. From the **Playlist Info** tab, under **Browse Settings**, set the **Client Version** toggle to **ON**.

Playlist Settings

Playlist Info

Presentation

Alias Metadata

Name

Client Playlist

Content Settings >

Security Settings >

Browse Settings v

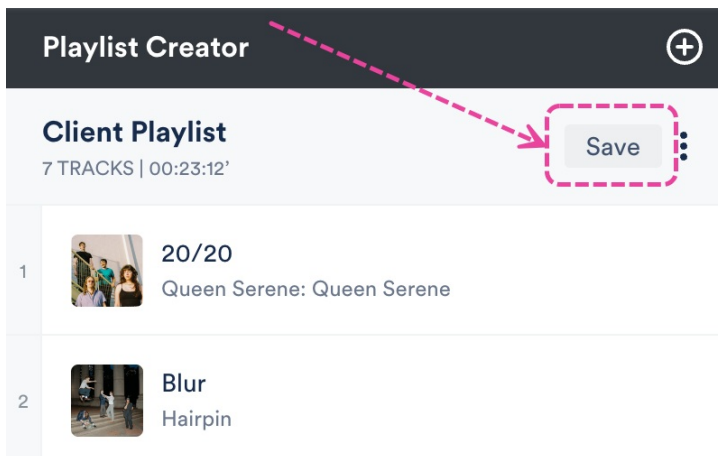
Client Version ⓘ



3. Click the **Save Playlist** button.

When editing your Playlist

1. Open the **Playlist menu (⋮)** and select **Edit playlist**.
2. This will open your Playlist in the **Playlist Creator**. From the Playlist Creator, click the **Save** button.



3. In the **Save Playlist** menu, from the **Playlist Info** tab, under **Browse Settings**, set the **Client Version** toggle to **ON**.

Save Playlist

Playlist Info Presentation Alias Metadata

Name

Client Playlist

Content Settings >

Security Settings >

Browse Settings v

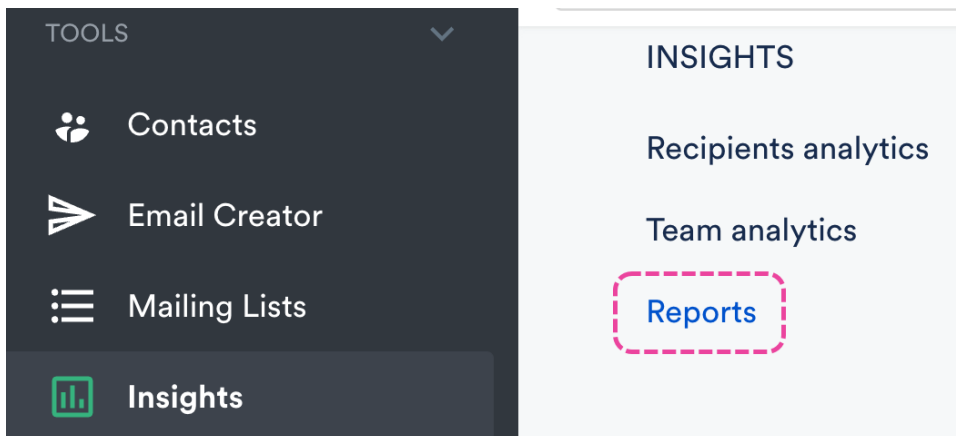
Client Version ⓘ

4. Click the **Save Playlist** button.

Reporting on Client Version Playlists

Users on our **Plus** plan and above create **Reports** on Client Playlists:

1. On the left sidebar of your DISCO, under **Tools**, select **Insights**.
2. Select **Reports**.



3. Under **Filters**, set the **Client lists only** field to **Yes**.

Filters

Filter by channel Filter by tag Clients lists only

Select channels v Select tags v Yes v

4. Add any other information you need, then when you're ready, click the **Download report** button.
5. The results will only show Playlists you have actually sent.

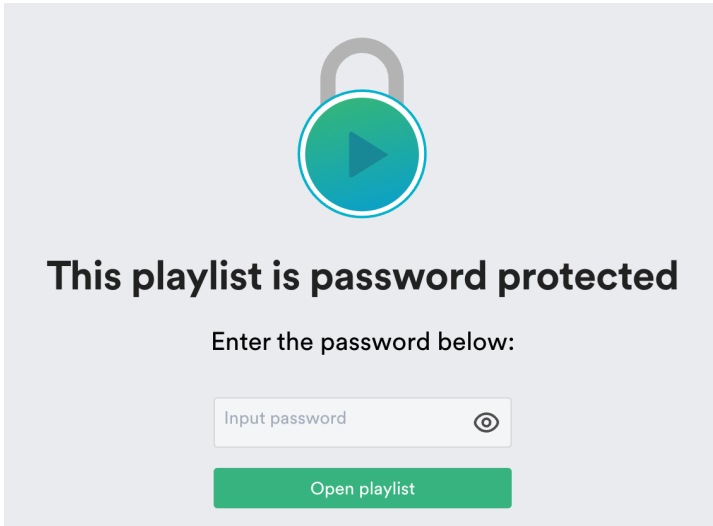
Password protecting your Playlists

Last Modified on 09/15/2025 4:50 pm PDT

To make sharing your Playlist more secure, you can protect it with a password.

At a glance

This feature is available to users on our **Artist** and **Pro** plans.



Enabling password protection

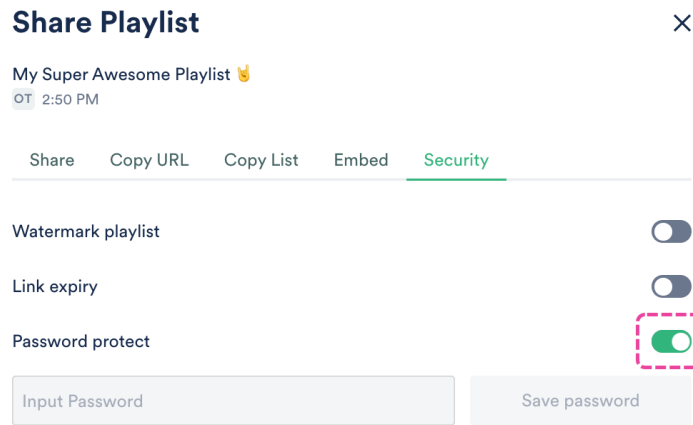
Note: Once you set a password for a Playlist, all Playlist Share URLs for that Playlist will require that password for access.

There are two ways to set a password for your Playlist:

- from the **Share Playlist** menu
- from **Playlist Settings**

From the Share Playlist menu:

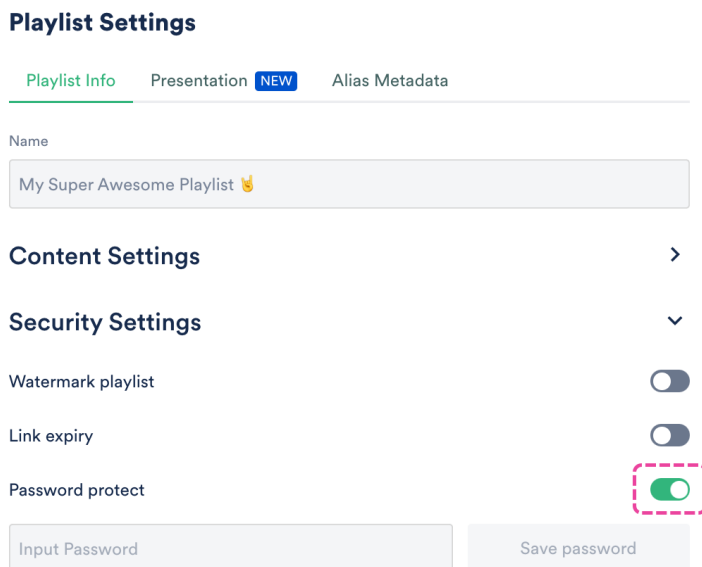
1. Open the **Playlist menu (⋮)**.
2. Select **Share**.
3. From the **Security** tab, set the **Password protect** toggle to **ON**.



4. Input a secure password and click the **Save Password** button.
5. Send the password to the recipient using a secure method, as it cannot be sent via DISCO.
6. When the recipient accesses the Playlist, they'll be prompted to enter the password.
7. Once the recipient enters the password and clicks the **Open playlist** button, they'll be able to access it.

From Playlist Settings:

1. Open the **Playlist menu (⋮)**.
2. Select **Playlist Settings**.
3. From the **Playlist Info** tab, under **Security Settings**, set the **Password protect** toggle to **ON**.



4. Input a secure password and click the **Save Password** button.
5. Click the **Save Playlist** button.
6. Send the password to the recipient using a secure method, as it cannot be sent via DISCO.
7. When the recipient accesses the Playlist, they'll be prompted to enter the password.
8. Once the recipient enters the password and clicks the **Open playlist** button, they'll be able to access it.

Disabling password protection

Follow the steps above from either the **Share Playlist menu** or **Playlist Settings**, and set the **Password protect** toggle to **OFF**.

Artist & Album Pages: Intro

Last Modified on 09/15/2025 4:25 pm PDT

What are Artist & Album Pages on DISCO?

Both **Artist Pages** and **Album Pages** are stylized Playlists:

- **Artist Pages** could include things like: an indie artist EPK, a composer reel, or a sampling of loops and beats made by a producer.
- **Album Pages** could include: a full album, an EP, or a single release.

The primary difference between an Artist and an Album Page is that Album Pages have album/single images and release dates associated with them.

You can convert any existing Playlist to a Page.

Why should I create a Page?

Pages help you stand out and are a great way to highlight artists, new album releases, or specific works. You can include images, bios, social links, and videos!

The screenshot shows a dark-themed artist page for 'Soft and Furious: infinite things'. At the top left is a 'JULIA TESTING' logo. At the top right are links for 'More formats and options', 'Save to DISCO', and a green 'Download' button. The main image features four Stormtroopers. The title 'Soft and Furious: infinite things' is prominently displayed in white. Below the title is the genre description: 'Synth wave, contemporary rnb, big beat, techno, rmgaze, chill out 🍷'. A row of social media icons (play, share, Twitter, YouTube, Instagram, Facebook, Apple) is followed by 'Browse Catalog' and 'Contact' buttons. The track list includes 'Broken coin' (Soft and Furious: Middle of infinite things) and 'Broken coin (Final Master) 2' (Soft and Furious: Middle of infinite things), each with a waveform and a 02:18 duration. At the bottom left, it says 'Powered by DISCO' and at the bottom right, 'PRIVACY POLICY'.

Artist & Album Pages: Creating a new Page

Last Modified on 09/15/2025 4:28 pm PDT

At a glance

There are two ways to create a new Artist or Album Page:

- from **Playlist Settings**
- from an **Artist Profile**

Create a Page from Playlist Settings

For this option, you'll need to either [create a Playlist](#) or choose an existing Playlist to convert into a Page.

1. Open the **Playlist menu (:)** and select **Playlist Settings**.
2. From the **Playlist Settings** window, select the **Presentation** tab.
3. Under **Choose a design**, select a radio button for either **Artist Page** or **Album Page**.

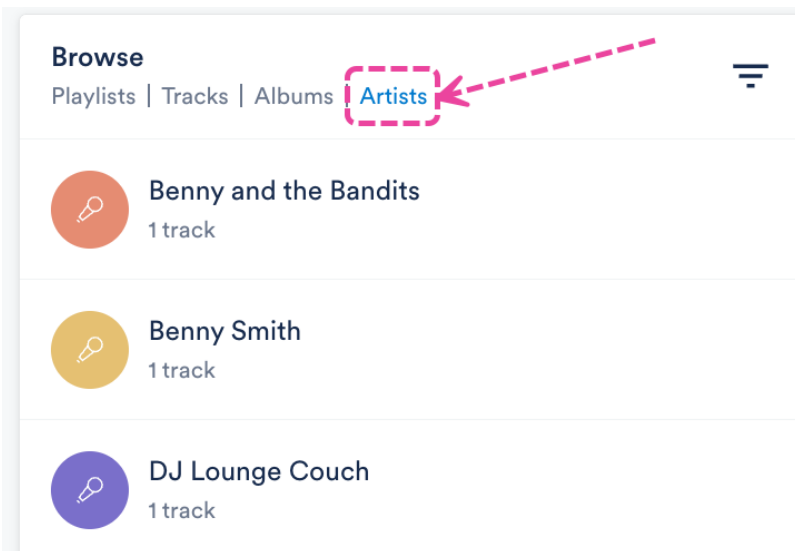
Save Playlist

The screenshot shows the 'Save Playlist' window with three tabs: 'Playlist Info', 'Presentation', and 'Alias Metadata'. The 'Presentation' tab is highlighted with a green underline and a pink dashed border. Below the tabs, the 'Choose a design' section has three radio buttons: 'Default playlist', 'Artist Page', and 'Album Page'. The 'Artist Page' radio button is selected and highlighted with a pink dashed border. Below the radio buttons, there is a text description: 'Create an artist page to showcase your artist with an artist image, bio/release details, videos, social links and more. [Find out more.](#)'

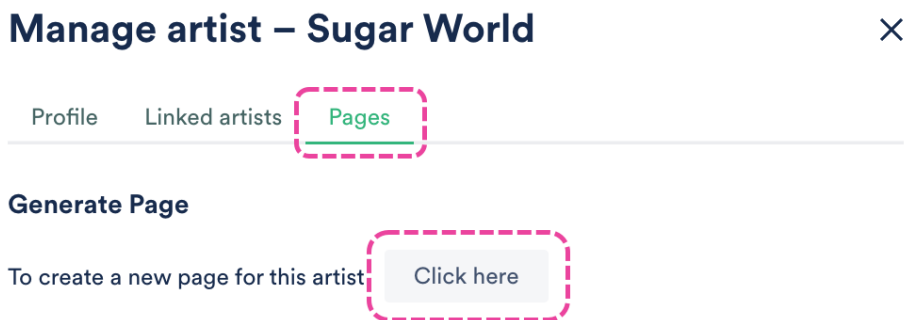
4. [Visit this article for information on customizing your Page.](#)
5. Click the **Save** button.
6. From the **Save Playlist** window, click the **Save Playlist** button.

Create a Page from an Artist Profile

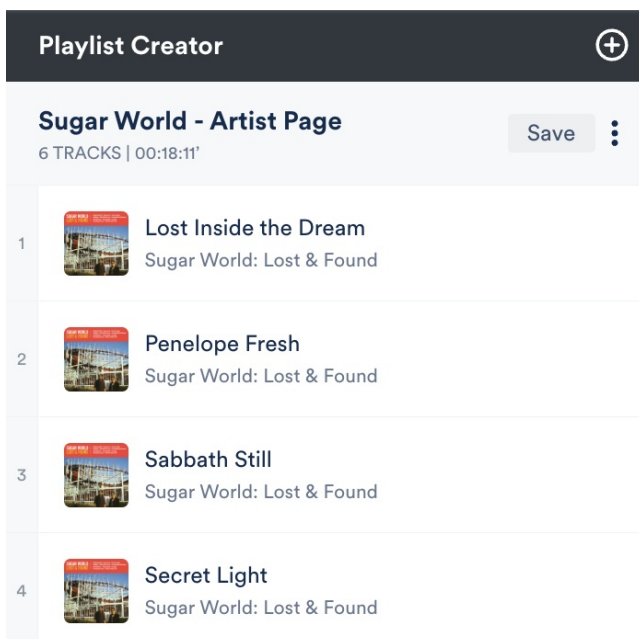
For this option, you'll need to have a list of **Artists** in your DISCO. [Artists are created automatically](#) when you upload Tracks containing Artist metadata.



1. Open an **Artist Profile**.
2. From the **Pages** tab, under **Generate Page**, click the gray **Click here** button.



3. This will open the Artist's Tracks from your DISCO in the **Playlist Creator**. If needed, you can add, remove, or **re-order the Tracks**. When you're happy with the tracklist, click the **Save** button.



4. From the **Save Playlist** window, select the **Presentation** tab.
5. Under **Choose a design**, select a radio button for either **Artist Page** or **Album Page**.

Save Playlist

Playlist Info **Presentation** Alias Metadata

Choose a design

Default playlist Artist Page Album Page

Create an artist page to showcase your artist with an artist image, bio/release details, videos, social links and more. [Find out more.](#)

6. [Visit this article for information on customizing your Page.](#)
 7. Click the **Save** button.
 8. From the **Save Playlist** window, click the **Save Playlist** button.
-
-

Artist & Album Pages: Customizing a Page

Last Modified on 09/15/2025 4:27 pm PDT

After [creating your Page](#), you can add multiple customizations.

Customizations for Album Pages only

Add or update the **Album Artwork**, **Release Name (Playlist Title)**, and **Release Date**.


Choose a design

Default playlist Artist Page Album Page

Create an album page to showcase your album with an artist image, bio/release details, videos, social links and more. [Find out more.](#)

Album Artwork


Release Name (Playlist Title)

Release Date 

Customizations for both Artist and Album Pages

1. **Choose an artist** from the dropdown. This list contains all **Artists** in your DISCO.

Choose an artist

Soft and Furious 

Benny and the Bandits

Benny Smith

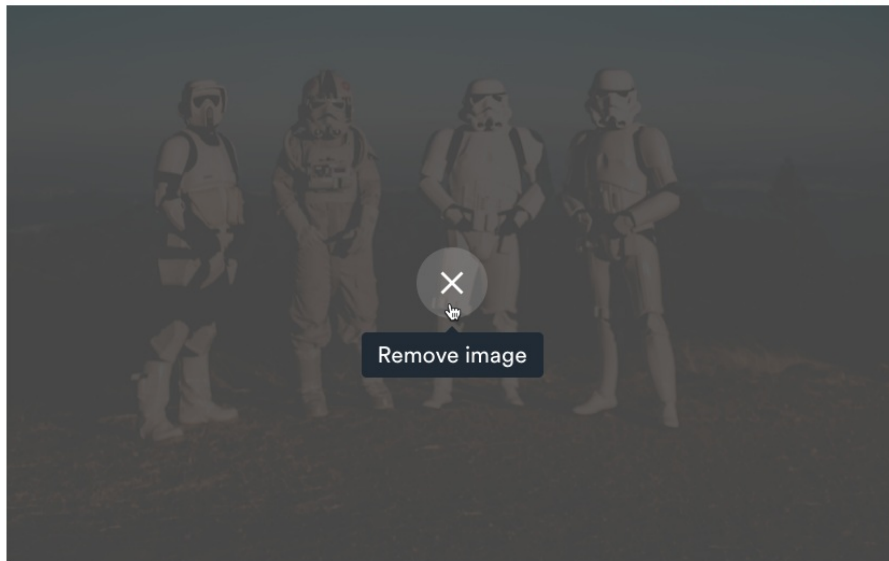
DJ Lounge Couch

Hairpin

2. **Choose a Color theme: Dark or Light** by selecting one of the radio buttons.
3. Add **Hero info**, including an **Artist image** and **Artist / Album Info**.
 - For the **Artist image**, be sure to check the **Image recommendations** and [this article for more details](#).

Hero info

Artist image



- **Artist / Album Info** is a good place to add a bio or anything you want your listeners to know.

Artist / Album Info

Synth wave, contemporary rnb, big beat, techno, rmgaze, chill out 🙌

B *I* U 🔗

4. Add **Social Links** and add or update [the link to your Primary Catalog](#) by clicking **Manage social links**.

Add social links



DISCO Catalog

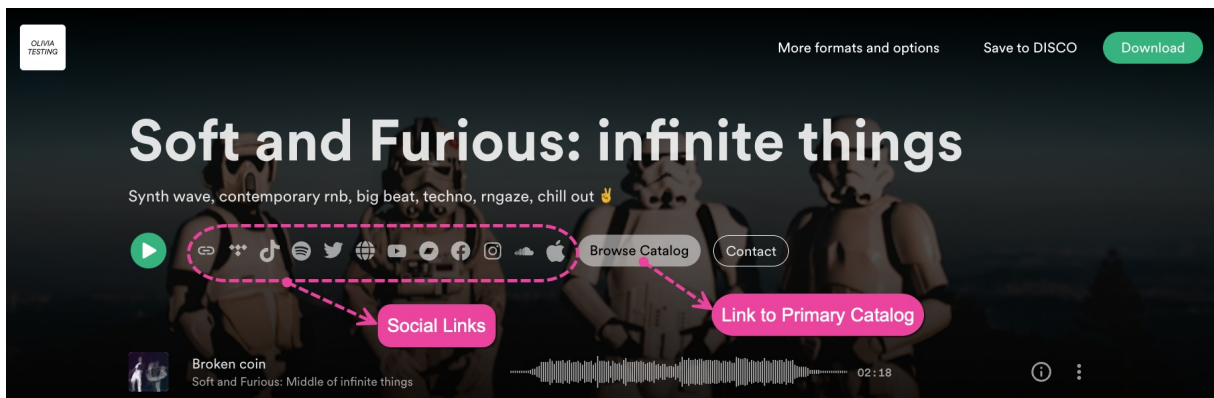
Soft and Furious Catalog

<https://olivia-testing.disco.ac/cat/1010829961>

[Change Primary Catalog](#)

Add link aggregator	Bandcamp Link
Instagram Link	YouTube Link
Spotify artist URL	TikTok Link
Apple Music Link	SoundCloud Link
Facebook Link	TIDAL Link
Twitter Link	Website Link

Example



5. Under **Contents**, you'll see a list of all Tracks that will be displayed on the Page.
6. Add a **Video** using the dropdown to select a source (**DISCO**, **YouTube**, or **Vimeo**). If you select DISCO, you can then select a video from your DISCO from the dropdown. If you selected either of the other options, you can enter a URL.

Video

DISCO ▾

Select... ▾

Settings

Show Business Logo

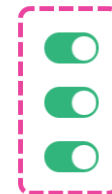
Show contact info ⓘ

- Stereo Fields (Music Video)
- Benny Smith Show Reel (video)
- Glass Bead Game

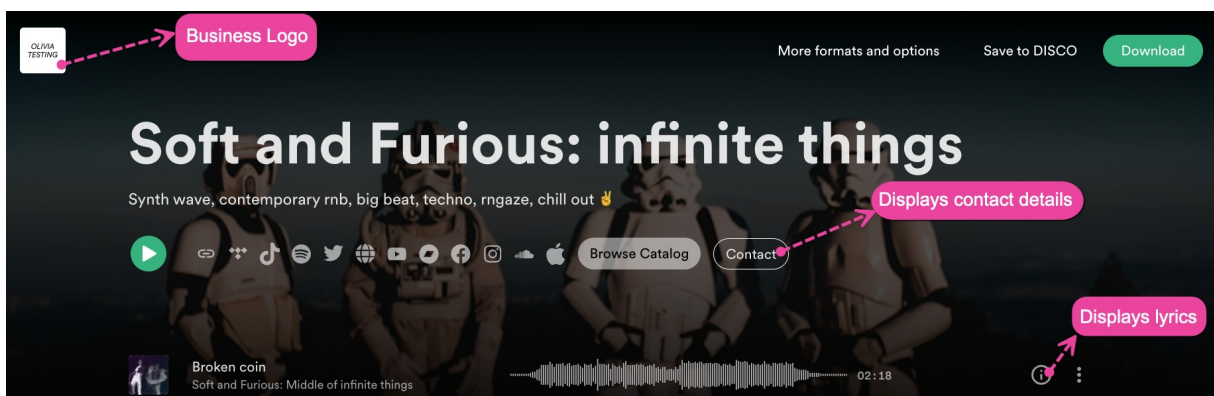
7. Update your **Settings** if you'd like to **Show Business Logo**, **Show contact info**, or **Show lyrics**. To enable any of these, set the toggle to **ON**.

Settings

- Show Business Logo
- Show contact info ⓘ
- Show lyrics



Example



8. Click the **Save** button.
9. From the **Save Playlist** window, click the **Save Playlist** button.

Artist & Album Pages: Editing an existing Page

Last Modified on 09/15/2025 4:26 pm PDT

At a glance

There are two ways to edit an existing Artist or Album Page:

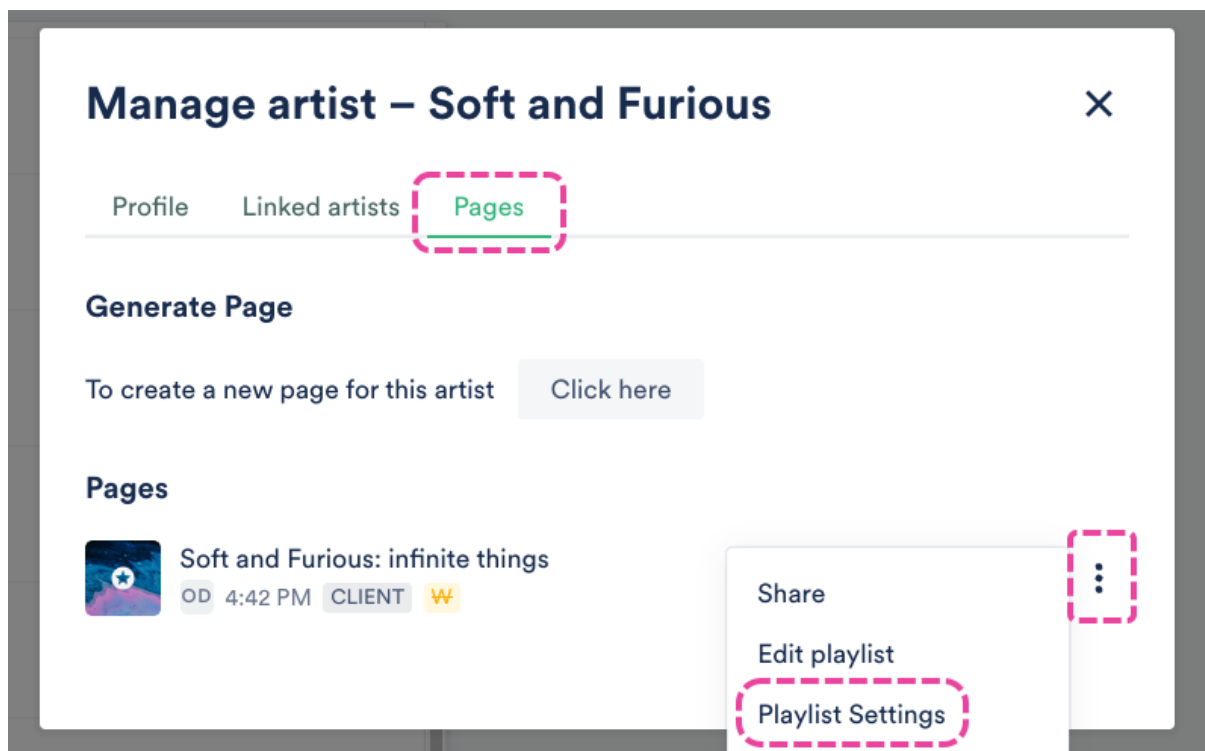
- from **Playlist Settings**
- from an **Artist Profile**

Editing a Page from Playlist Settings

Open the **Playlist menu (:)** and select **Playlist Settings**.

Editing a Page from an Artist Profile

1. Open the **Artist Profile**.
2. From the **Pages** tab, under **Pages**, open the **Playlist menu (:)** and select **Playlist Settings**.

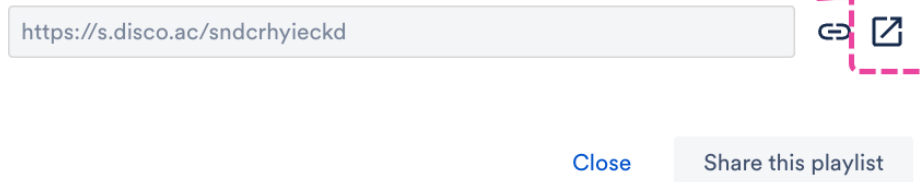


Artist & Album Pages: Viewing your Page

Last Modified on 09/15/2025 4:26 pm PDT

Immediately after saving the Playlist, you can click the arrow button to preview your Page before sharing it:

Playlist Saved!



You can also open the **Public Playlist URL** from the **Share Playlist** window anytime to view your Page:

Share Playlist

Soft and Furious: infinite things

OD 4:33 PM CLIENT W

Share Copy URL Copy List Embed Security

Public playlist URL ⓘ

https://s.disco.ac/sndchrhyieckd

Internal playlist URL ⓘ

https://s.disco.ac/dydjbyrgtkfm

Direct Download URL ⓘ

https://s.disco.ac/wmyieiuatmcde

Cancel

Updating Track metadata


Last Modified on 06/15/2026 12:57 pm PDT

When you upload tracks to DISCO, we read every metadata field on the track, as long as the audio format (e.g. AIFF, MP3) of the track can embed metadata in a way that is readable. [For more information, visit this article.](#)

At a glance

DISCO uses the following fields to display metadata on the Track information page:

- **Track**
- **Grouping**
- **ISRC**
- **Artwork**
- **Genre**
- **Order**
- **Title**
- **Year**
- **Comments**
- **Artist**
- **Release**
- **Lyrics**
- **Album**
- **Date**
- **Composer**
- **BPM**



Time to Kill
Sugar World: Lost & Found

Metadata Lyrics Writers Tags Custom Notes

Track Artwork Update art for all tracks

Title
Time to Kill

Artist
Sugar World

Album
Lost & Found

Composer
Ryan Stanley 50%; Katryn Stanley 50%

Grouping

Genre
Indie Pop

Year
2022

Release Date
2022-03-18

BPM
151

ISRC

Order
8 / 11

Comments
None

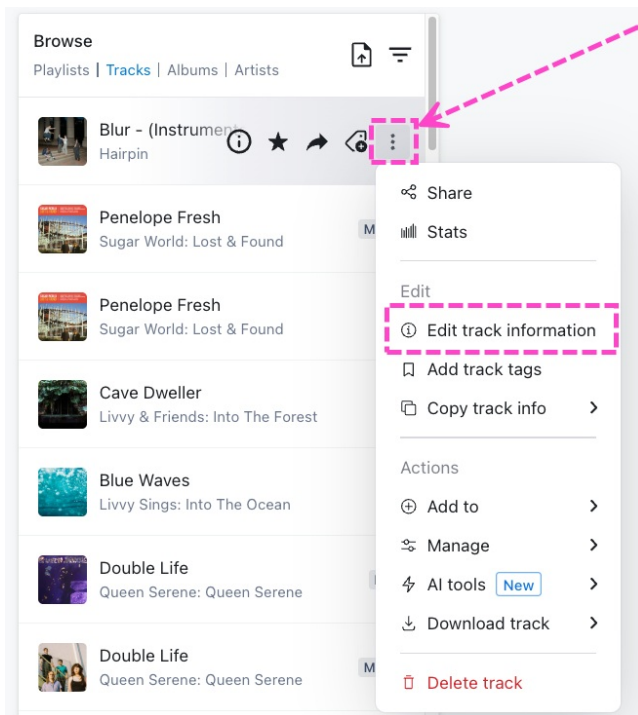
ID: 116440232

Copy track info Save

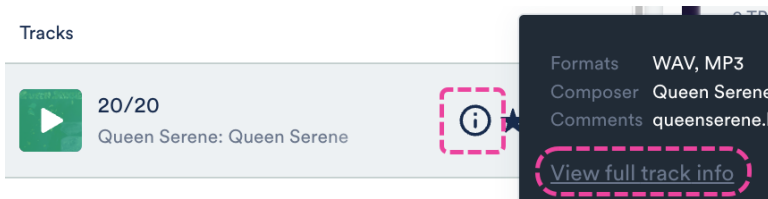
Viewing your Track metadata

You can access your metadata from the Track information page in three different ways:

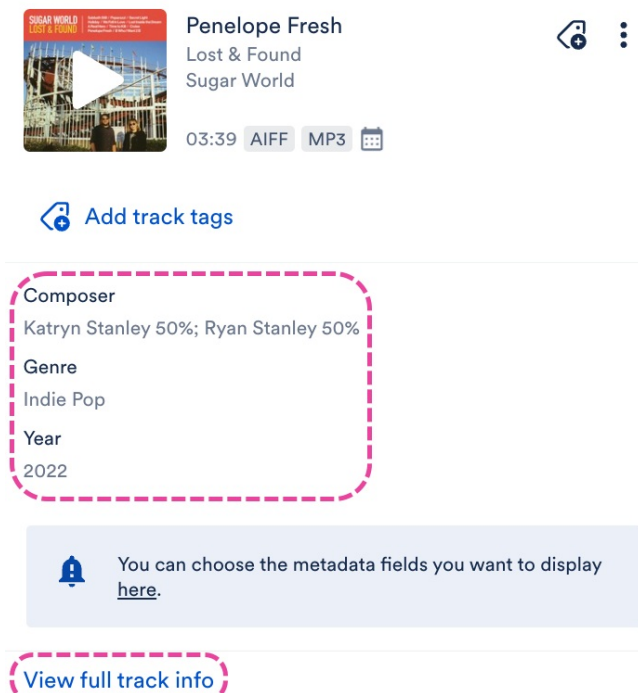
- Open the **Track menu (:)** and select **Edit track information.**



- Hover over the 'i' icon on the Track, and select **View full track info**.



- Click on a Track to open it in the Explorer. Some* metadata fields will be displayed in the Track detail panel, and you can also click **View full track info**.



To customize which fields are displayed here, go to **Settings & Account > My Settings > Display Settings > Choose metadata fields displayed in the Explorer.*

Choose metadata fields displayed in the Explorer

Composer X Genre X Grouping X
Year X Internal notes X


Update Display Settings

All of the above options will open the track information page, with the **Metadata** tab selected.

Time to Kill
Sugar World: Lost & Found

Metadata Lyrics Writers Tags Custom Notes

Track Artwork



Update art for all tracks

Title: Time to Kill
Artist: Sugar World
Album: Lost & Found
Composer: Ryan Stanley 50%; Katryn Stanley 50%
Grouping:
Genre: Indie Pop

Year: 2022
Release Date: 2022-03-18
BPM: 151
ISRC:
Order: 8 / 11

Comments: None

ID: 116440232

Copy track info Save

Adding and editing Track metadata

You can add and edit metadata for individual Tracks, or for multiple Tracks at once.

For single Tracks

1. Open the Track information page.
2. From the **Metadata** tab, you can add and edit: **Track Artwork, Title, Artist, Album, Composer, Grouping, Genre, Year, Release Date, BPM, ISRC, Order, Comments.**

From the **Lyrics** tab, you can add and edit **Lyrics**.

Add Lyrics

twinkle twinkle little star
how I wonder what you are
up above the world so high
like a diamond in the sky

Copy track info

Save lyrics

From the **Writers** tab, you can add and edit **Writers** and **PRO Number***. You can also [manage Writer Splits](#).

**This field is for internal use only and doesn't travel with the file when downloaded or saved.*

From the **Tags** tab, you can add and manage **Track Tags**.

From the **Custom** tab, you can add and edit data from any custom fields* you may have set up.

Custom fields are a premium feature available to users on our **Pro plan and above.*

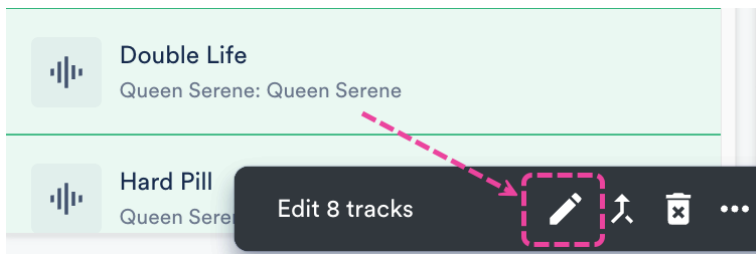
From the **Notes** tab, you can [view and add Notes](#).

3. Click the **Save** button.

For multiple Tracks

Note: Using multi-select to edit metadata of nested Tracks is not currently supported. However, if you use the **Edit all track metadata** option from the **Playlist menu (:)** instead, any non-Title metadata edits will be written to all main and nested Tracks in the Playlist -- this includes Writer Splits, Notes, and Tags too!

1. Use multi-select to select multiple Tracks.
2. In the **Edit** menu at the bottom of the screen, click the pencil.



3. This will open the Track information page and allow you to edit multiple Tracks at once.
4. Click the **Save** button.

Note: Using multi-select to edit metadata of nested Tracks is not currently supported. However, if you use the **Edit all track metadata** option from the **Playlist menu (:)** instead, any non-Title metadata edits will be written to all main and nested Tracks in the Playlist -- this includes Writer Splits, Notes, and Tags too!

Copying Track Info between Tracks

Last Modified on 06/15/2026 1:00 pm PDT

You can easily transfer Track information from one Track to another using the **Copy Track info** option.

At a glance

This comes in handy when you want to save time on entering metadata, and more specifically for:

- Copying from the main version of a track to alternate versions such as instrumentals, clean versions, or shortened versions
- Copying track information to a new iteration of a track such as from a demo to a first mix to a final master

Copy track info between tracks



Save time on metadata entry by copying track info between your tracks. [Find out more.](#)

From

To

Q Search for a track to copy track info from

→ Q Search for a track to copy track info to

Search for tracks or drag tracks from the right column.

Search for tracks or drag tracks from the left column.

Cancel Copy track info

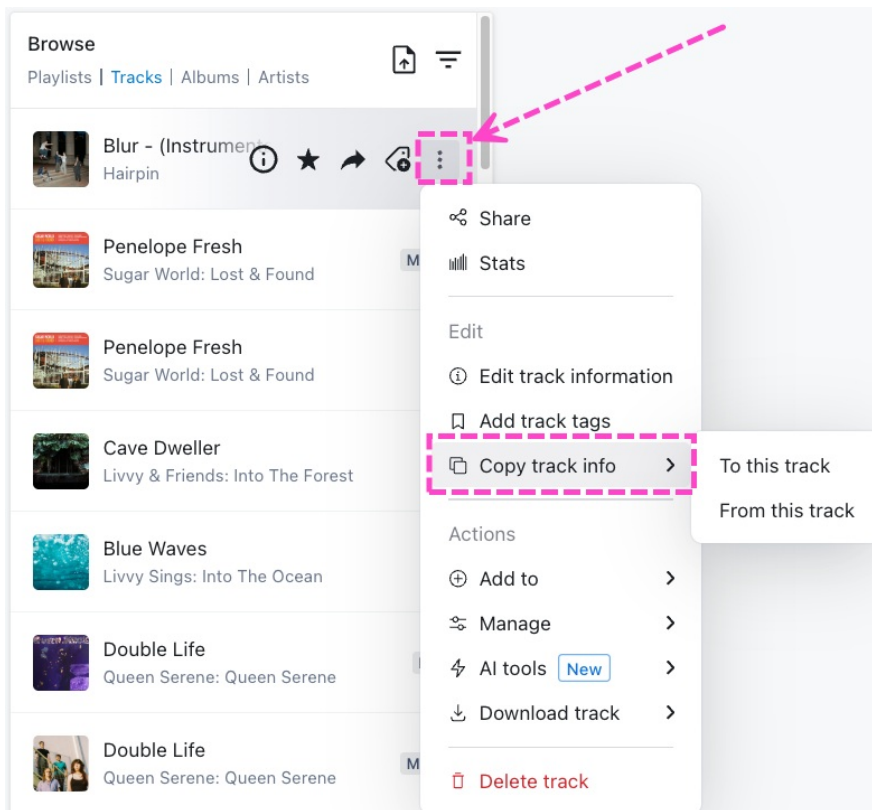
Accessing the Copy track info option

There are three ways to access this:

- from the **Track Menu (:)**
- when editing **Track Information**
- from the **Actions Menu (…)** when [multiple Tracks are selected](#)

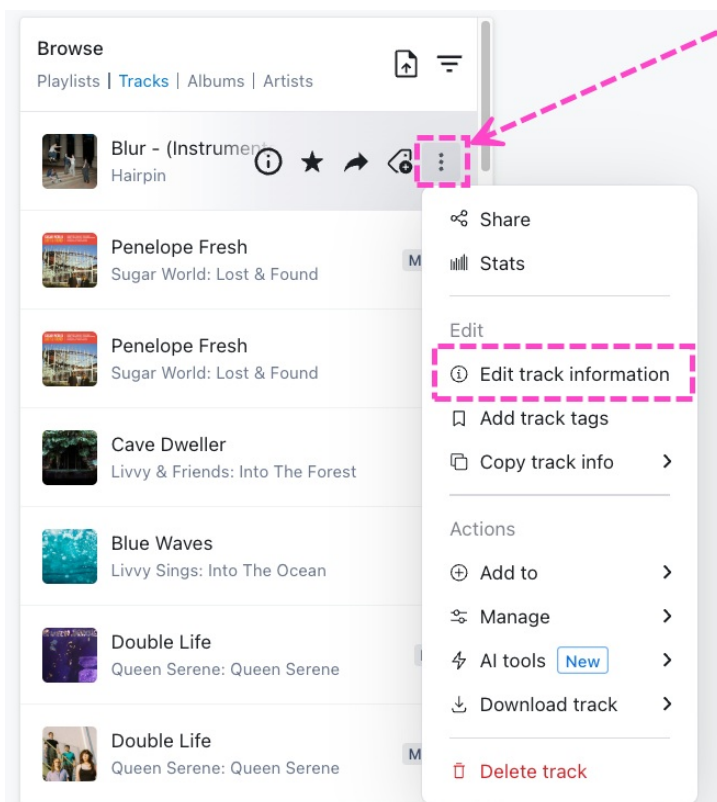
From the Track Menu (:)

1. Open the **Track Menu (:)** and select **Copy track info**.
2. Select either **To this track** or **From this track**.

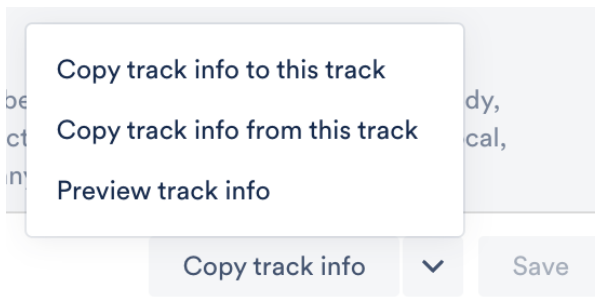


When editing Track Information

1. Open the **Track Menu (:)** and select **Edit track information**.

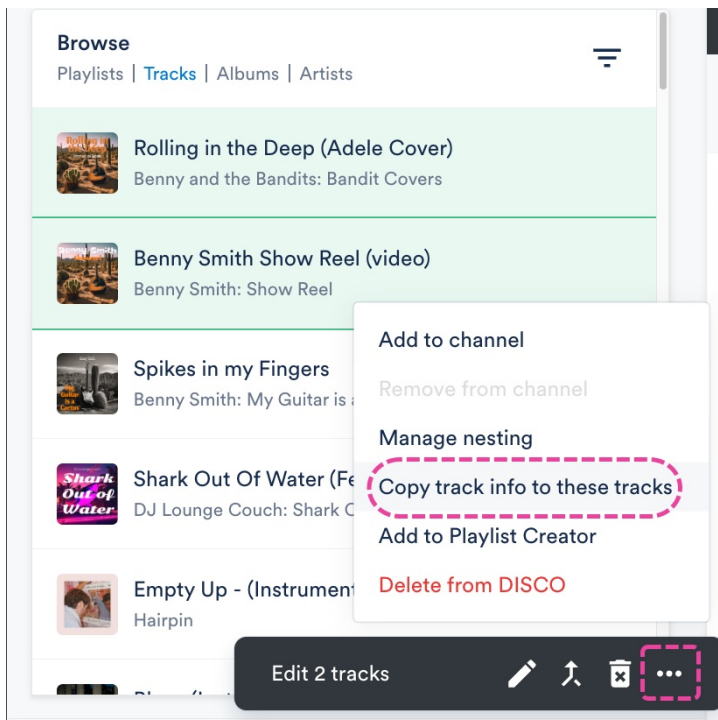


2. From the **Metadata** tab, click the arrow next to the **Copy track info** button.
3. Select an option: **Copy track info to this track** or **Copy track info from this track**.



From the Actions Menu (⋮) when multiple Tracks are selected

1. Go to **Browse > Tracks**.
2. Use multi-select to select multiple Tracks.
3. Open the **Actions Menu (⋮)** at the bottom of the screen and select **Copy track info to these tracks**.



Copying Track info between Tracks

From the **Copy track info between tracks window**, select the Tracks to copy Track info to or from using the search boxes.

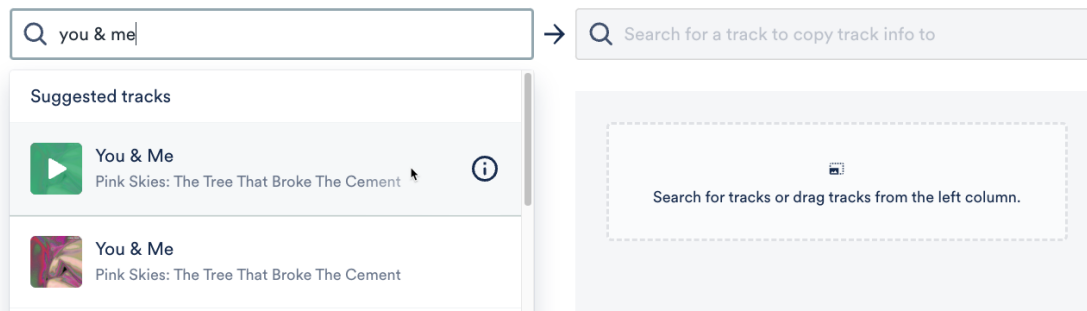
Copy track info between tracks



Save time on metadata entry by copying track info between your tracks. [Find out more.](#)

From

To



Suggested tracks will appear on the other side when you click into that search box as long as there is a Track on one side.

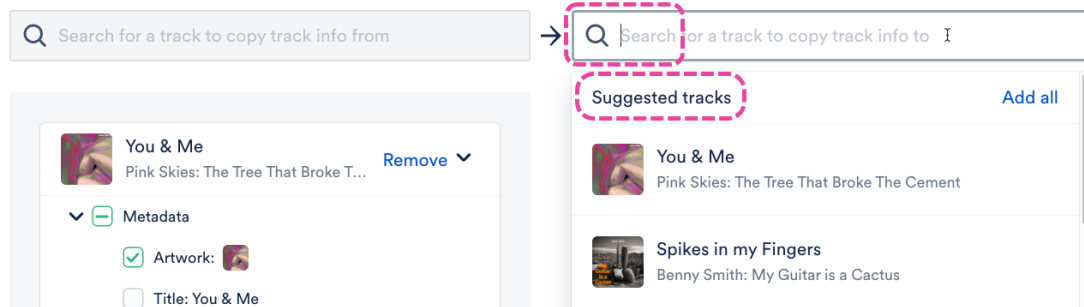
Copy track info between tracks



Save time on metadata entry by copying track info between your tracks. [Find out more.](#)

From

To



You can drag and drop Tracks between the **To** and **From** sides if needed.

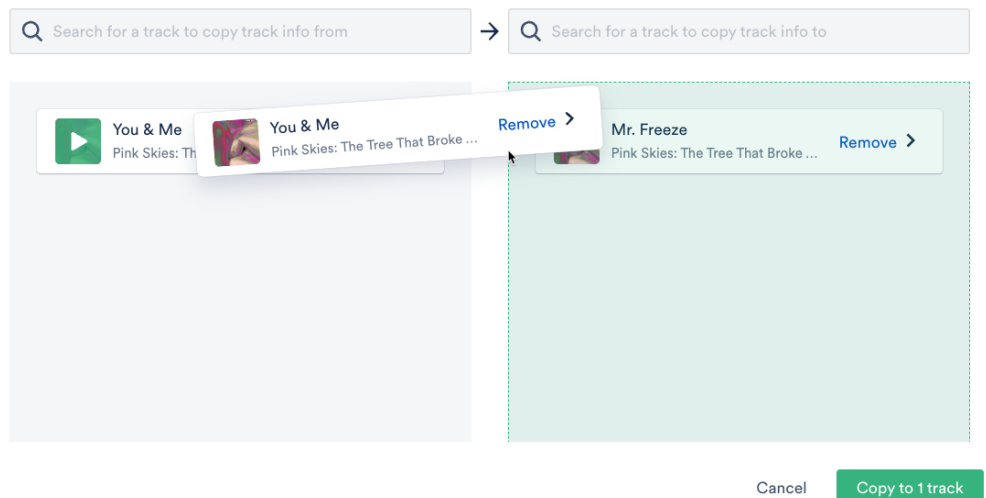
Copy track info between tracks



Save time on metadata entry by copying track info between your tracks. [Find out more.](#)

From

To



Expand the Track Info on each side. By default, all fields will be selected to copy over **except for**

Title (don't want to override -Instrumental, etc.) and **Order**.

Copy track info between tracks



Save time on metadata entry by copying track info between your tracks. [Find out more.](#)

From **To**

Search for a track to copy track info from → Search for a track to copy track info to

You & Me
Pink Skies: The Tree That Broke ... [Remove](#) ▾

Metadata

- Artwork:
- Title: You & Me
- Artist: Pink Skies
- Album: The Tree That Broke The Cement
- Composer: Arieh Berl

[Show more](#)

Butterflies
 [Remove](#) ▾

Metadata

- Artwork:
- Title: Butterflies
- Artist: Pink Skies
- Album: The Tree That Broke The Cement
- Composer: Arieh Berl

[Show more](#)

Cancel [Copy to 1 track](#)

You can decide which fields to copy on the **From** side by checking or unchecking the boxes.

Copy track info between tracks

Save time on metadata entry by copying track info between your tracks

From

Search for a track to copy track info from →

You & Me
Pink Skies: The Tree That Broke ... [Remove](#) ▾

Metadata

- Artwork:
- Title: You & Me
- Artist: Pink Skies
- Album: The Tree That Broke The Cement
- Composer: Arieh Berl

[Show more](#)

The **To** side will show a preview of how the fields will be updated.



tracks. [Find out more.](#)

To

→

Butterflies
Remove ▾

▼ Metadata

Artwork:

Title: Butterflies

Artist: Pink Skies

Album: The Tree That Broke The Cement

Composer: Arieh Berl

[Show more](#)

Cancel
Copy to 1 track

When you've decided on the fields, click the **Copy to track** button.

A **Warning** message will appear if you are going to overwrite any existing metadata fields. If you're sure, click the **Proceed** button.

Warning

You're about to overwrite some existing metadata fields on the following tracks:

- Butterflies (6 fields overwritten)

This can't be undone. Are you sure you want to proceed?

Don't show this message again

Cancel
Proceed

Overwriting metadata fields

When you copy info between Tracks, some metadata fields will be overwritten, and other fields will preserve their data, and the information copied will be added. Below is an overview of each field and what will happen when you copy Track info over:

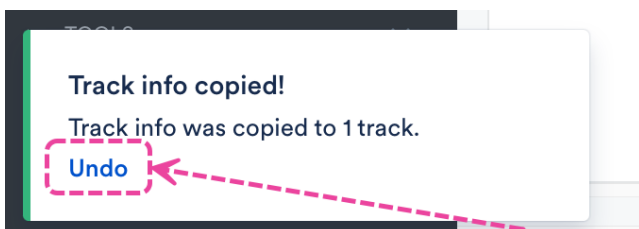
Field Name	Overwritten or Added?	Notes / Example
------------	-----------------------	-----------------

Field Name	Overwritten or Added?	Notes / Example
Metadata	Overwritten	Artist name in the From Track: Harry Potter Artist name in the To Track: Dumbledore Final Artist name after copying: Harry Potter
Writers	Overwritten	Writers are copied as one unit (not individual Writers) from the From Track and will overwrite any Writers in the To track when the copying is completed.
Lyrics	Overwritten	Lyrics are treated as one unit and will overwrite any lyrics on the To track.
Notes	Added	Notes can be added without overwriting.
Tags	Added	Tags can be added without overwriting.
Custom fields	Overwritten	

Undo copying Track info

Important: This can only be done within 10 seconds after completing the copy action.

After the Track info is copied, a confirmation message will appear in the bottom-left of your DISCO. Click **Undo** to revert the Track information back to what it was prior to copying.



Preview how your metadata will appear after downloading

1. Open the **Track Menu (:)** and select **Edit track information**.
2. From the **Metadata** tab, click the arrow next to the **Copy track info** button.

3. Select **Preview track info**.
4. Two tabs (**Will write** and **Won't write**) show which track information will and won't be written to the track once it is downloaded. Select the **Will write** tab.

Preview track information ×

What track information will write to the downloaded tracks?

[Find out more](#)

Will write

Won't write

Album

Bandit Covers

Artist

Benny and the Bandits

BPM

172

Composer

Adele Adkins | Paul Epworth

Genre

Desert and Western

Grouping

Exporting and importing your Track metadata

Last Modified on 11/17/2025 10:04 am PST

Users on our **Plus**, **Pro**, and **Enterprise** plans can request metadata .csv exports for bulk track metadata editing.

At a glance

Exporting and re-importing your Track metadata makes it easy to view, filter, and edit in bulk.

Requesting a CSV export of your Track metadata from your DISCO

You can either request an export of all Tracks in your DISCO, or all Tracks contained in a single Playlist, Channel, Folder, or Subfolder. If you're requesting an export of Tracks from a Subfolder, make sure to also include the name of the parent Channel (e.g. My Channel > Cool Jazz).

To request a CSV export, [contact our Support team](#). We'll generally process these requests within 1 business day.

Once exported, we will send you a CSV file that you can open in any spreadsheet program, such as Excel or Google Sheets.

Note: Any tracks that were not in your DISCO at the time of the export will not be included in the CSV.

Understanding the columns in your CSV file

All Track metadata exports include columns for each of the **DISCO standard metadata fields**, plus any custom fields you have added to your DISCO.

The spreadsheet below contains information on each of the DISCO standard metadata fields, including how they are displayed in your CSV file, and how they are displayed in DISCO:

Requesting a CSV import of your Track metadata into your DISCO

After editing your Track metadata via the CSV file, you can [contact our Support team](#) to re-import the file into your DISCO.

Before requesting an import of your Track metadata:

- Keep in mind that we can only import CSVs that were originally provided to you by DISCO.
- When importing metadata into DISCO from another source, you will likely need to figure out how to best map your existing fields to the fields that DISCO uses.
 - Refer to the spreadsheet above to make sure the metadata in your file is mapped to the

appropriate DISCO standard metadata field.

- Double-check to make sure the metadata in your CSV file is correct.

Important:

- *Importing your Track metadata via a CSV file will overwrite existing metadata in your DISCO.*
- *Any edits that you make manually to your track metadata after submitting this request may not be applied properly.*
- *Any edits that you make manually to your track metadata before the import is processed will be overwritten by the imported CSV.*

To request an import of your Track metadata via CSV, [contact our Support team](#). Most import requests take up to 2-3 business days.

When making your request, be sure to let us know:

- which columns you made edits to
- which specific fields you edited (e.g. Title, Album, BPM, Lyrics, etc.)

Important: *If you're not using a URL that was sent to you by DISCO, please make sure to set the document's permissions to allow "Anyone with the link" to edit it.*

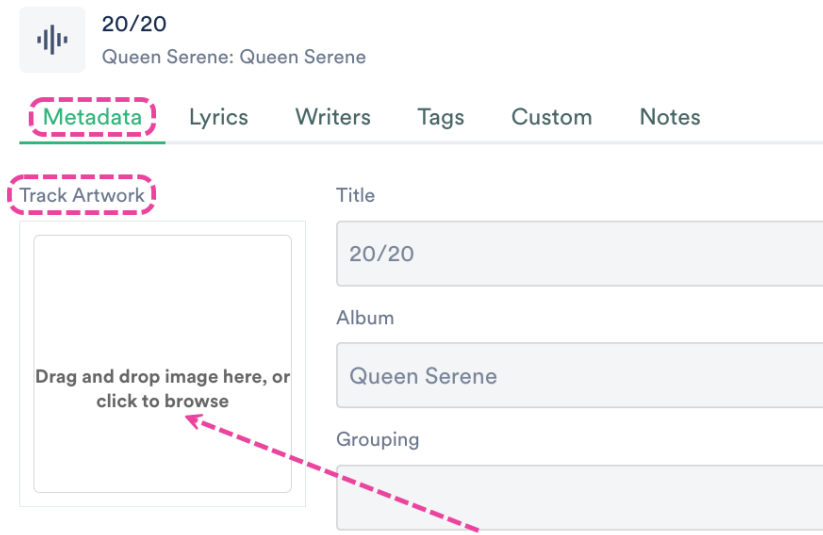
Adding and updating Track artwork

Last Modified on 06/17/2026 2:53 am PDT

If you upload a Track to DISCO with artwork already included in the metadata, it will be displayed automatically. You can also manually add new or update existing Track artwork.

At a glance

Track artwork can be added or updated from the **Track Information** page.

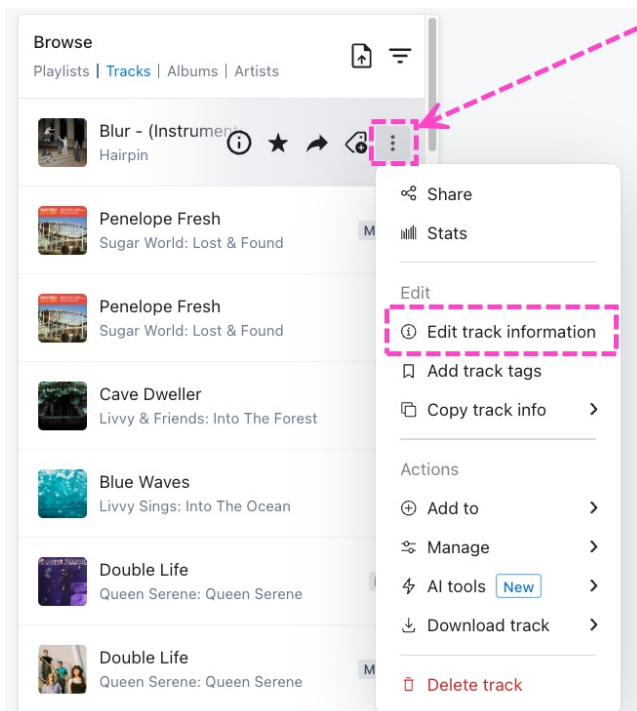


You can do this for individual Tracks, or multiple Tracks in bulk!

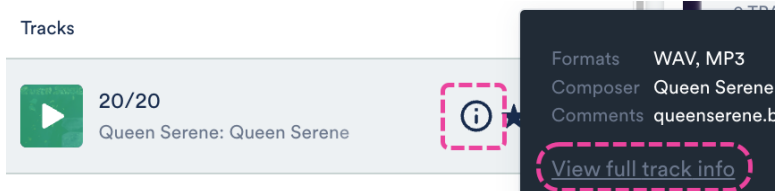
Adding Track Artwork

For a single Track:

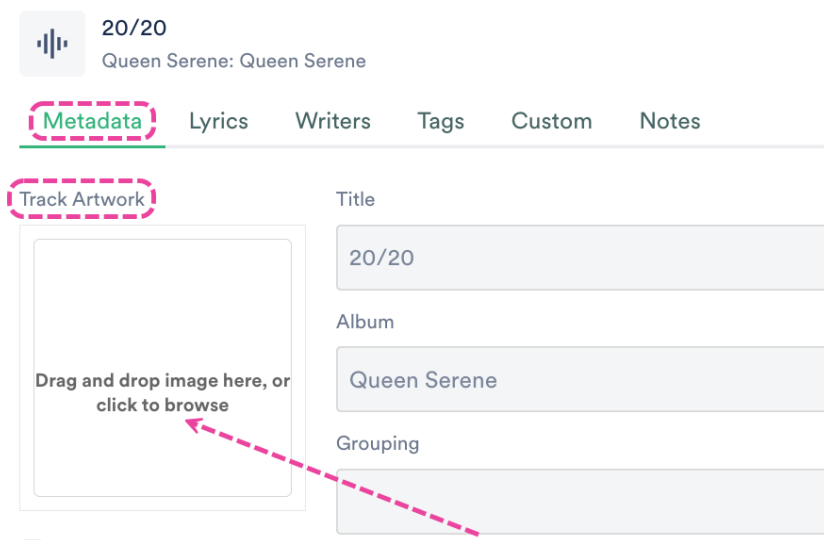
1. Open the **Track menu (⋮)** for the desired Track and select **Edit track information**.



Alternatively, you can hover over the 'i' icon on the Track, and select **View full track info**.



- From the **Metadata** tab, drag and drop an image under **Track Artwork**, or click to browse files on your computer.

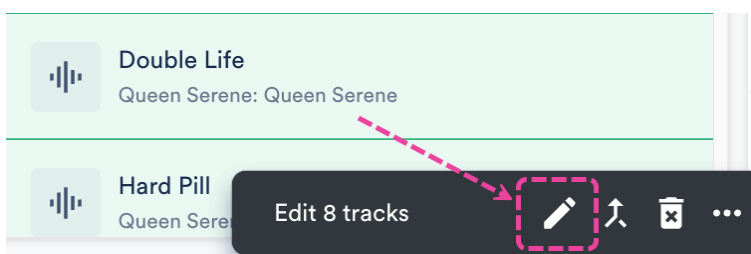


Tip: To update artwork for other Tracks with the same metadata, check the box to **Update art for all tracks**.

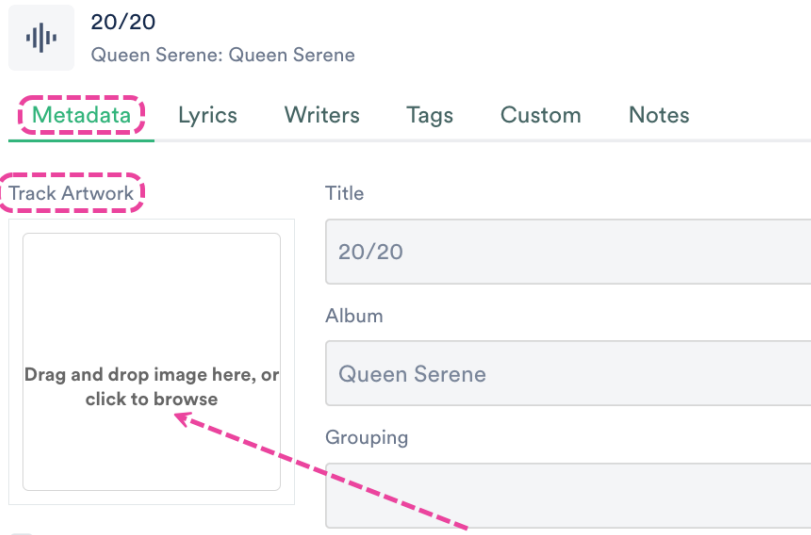
- Click the **Save** button.
- The artwork will now appear on the Track in DISCO and on any share pages.

For multiple Tracks:

- Use a keyboard shortcut to multi-select Tracks.
- In the **Edit** menu at the bottom of the screen, click the pencil.



- From the **Metadata** tab, drag and drop an image under **Track Artwork**, or click to browse files on your computer.

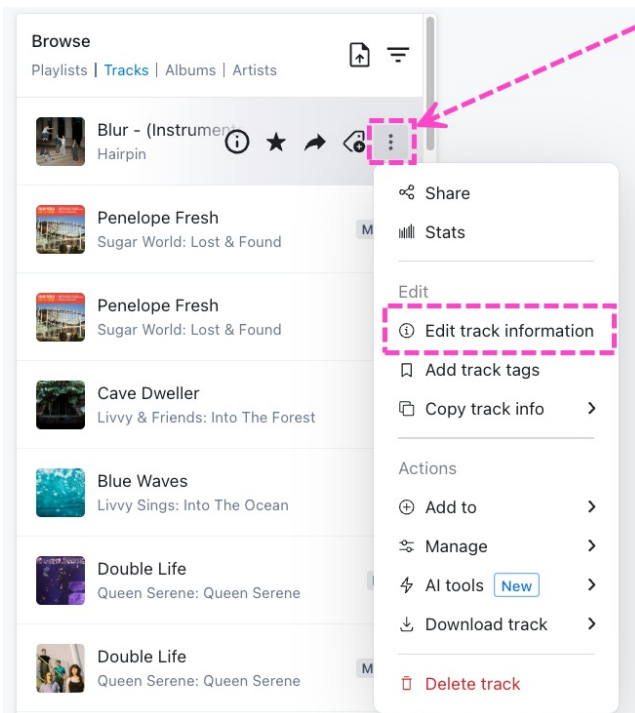


4. Click the **Save** button.
5. The artwork will now appear for all the Tracks in DISCO and on any share pages.

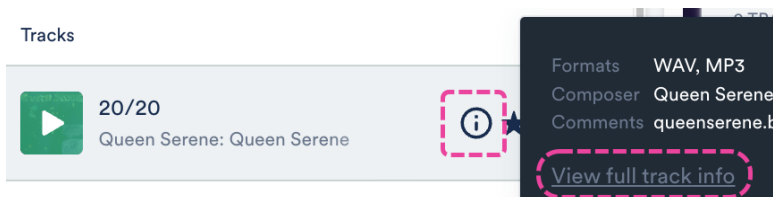
Updating Track Artwork

For a single Track:

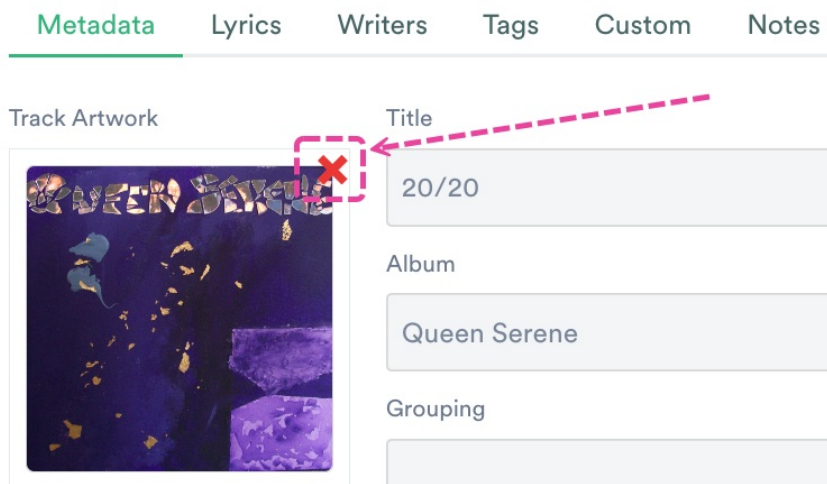
1. Open the **Track menu (⋮)** for the desired Track and select **Edit track information**.



Alternatively, you can hover over the 'i' icon on the Track, and select **View full track info**.



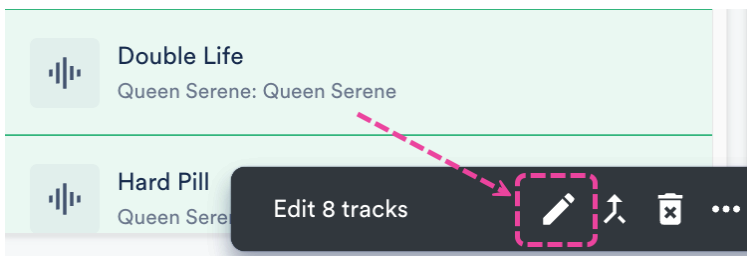
2. From the **Metadata** tab, under **Track Artwork**, click the **X** to remove the current artwork.



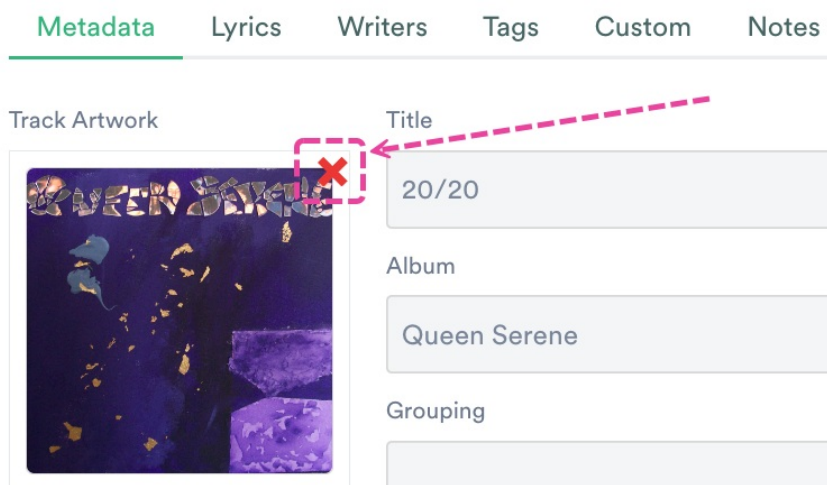
3. Drag and drop a new image, or click to browse files on your computer.
4. Click the **Save** button.
5. The artwork will now be updated for all the Tracks in DISCO and on any share pages.

For multiple Tracks:

1. Use a keyboard shortcut to multi-select Tracks.
2. In the **Edit** menu at the bottom of the screen, click the pencil.



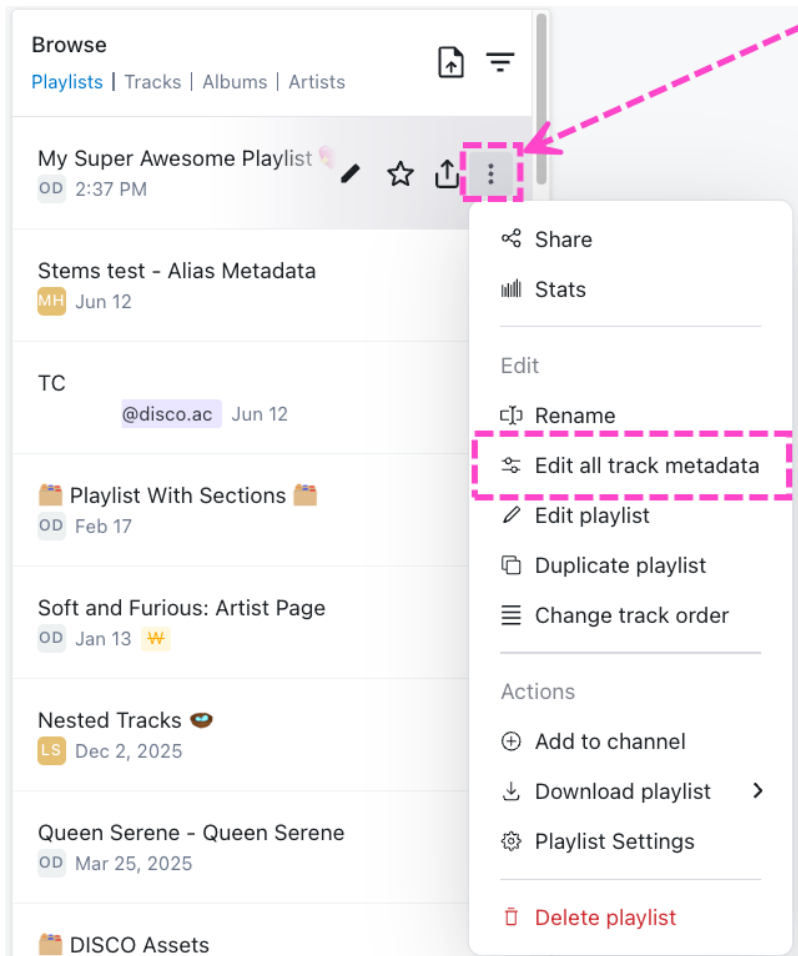
3. From the **Metadata** tab, under **Track Artwork**, click the **X** to remove the current artwork.



4. Drag and drop a new image, or click to browse files on your computer.
5. Click the **Save** button.
6. The artwork will now be updated for all the Tracks in DISCO and on any share pages.

Can I add artwork to all Tracks in a Playlist at once?

Yes! Open the **Playlist menu (⋮)** and select **Edit all track metadata**:



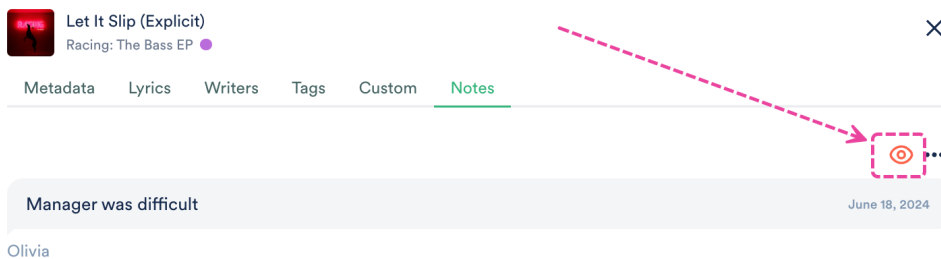
Adding Internal and Client Notes to Tracks

Last Modified on 06/15/2026 1:03 pm PDT

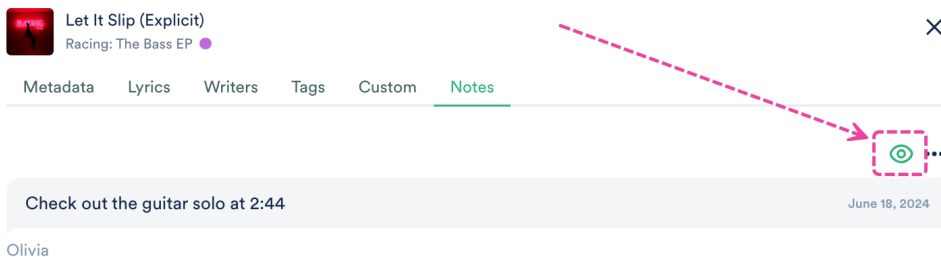
When editing metadata in DISCO, you can add two types of notes: **Internal Notes** and **Client Notes**.

At a glance

Internal Notes have a **red** eye icon and can *only* be seen by users with access to your DISCO. These are great for communicating sensitive or important information for your colleagues that *shouldn't* be visible to clients.

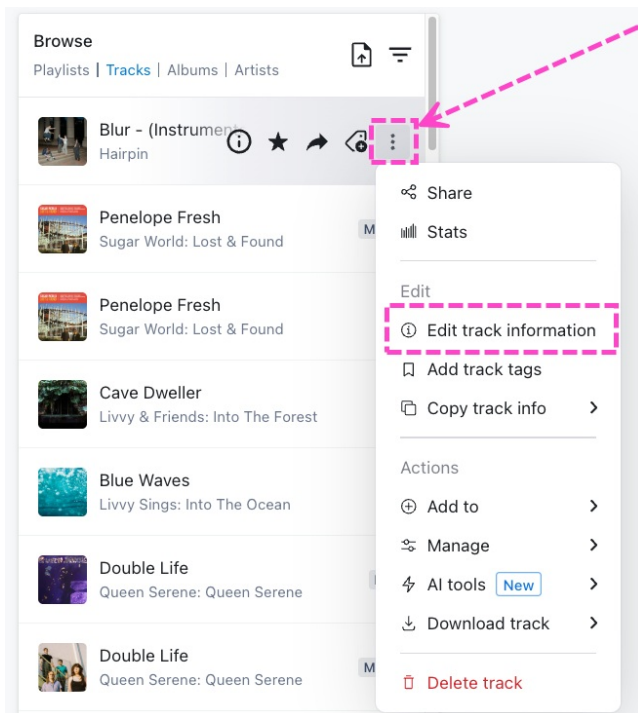


Client Notes have a **green** eye icon and *can* be seen by clients and end users. They also appear on public download pages. These are designed for information you *want* people to notice, such as a key point in the track or copyright information.

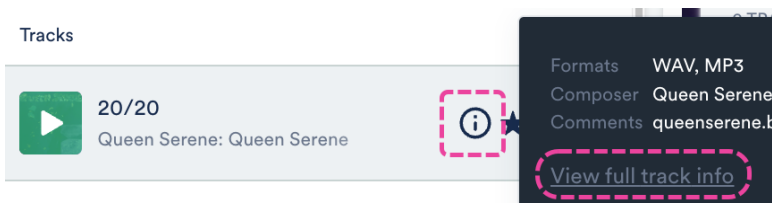


Adding Notes

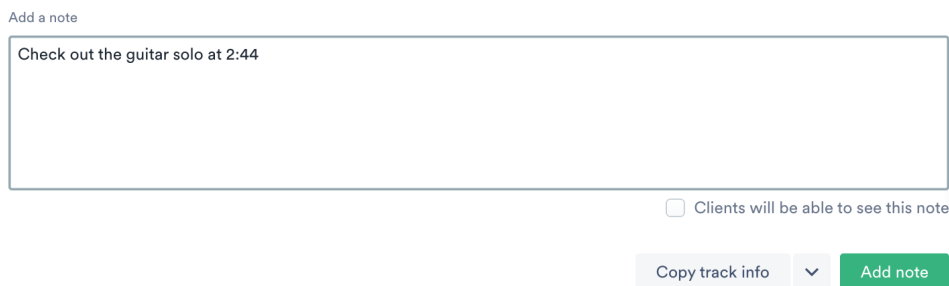
1. Open the **Track menu** (:) for the desired track and select **Edit track information**.



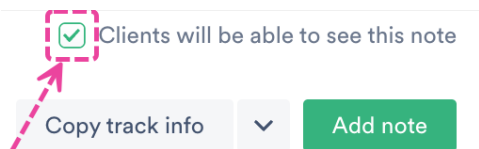
Alternatively, you can hover over the 'i' icon on the Track, and select **View full track info**.



2. From the **Notes** tab, type a note in the **Add a note** box.



3. By default, all notes are **internal**. To make a note viewable to the client, tick the **Clients will be able to see this note** box.

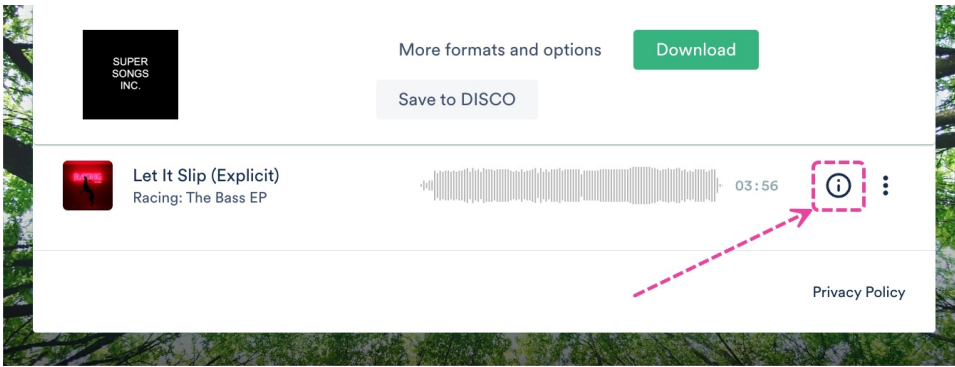


4. Click the **Add note** button.

Viewing Client Notes

From Playlist share pages:

Click the 'i' icon to the right of a Track.



From Track share pages:

You don't have to do anything, they will just be visible on the page under the Track.



Frequently asked questions

- **Are Notes searchable within my DISCO?**

Yes! All notes, both Internal and Client, are searchable in DISCO.

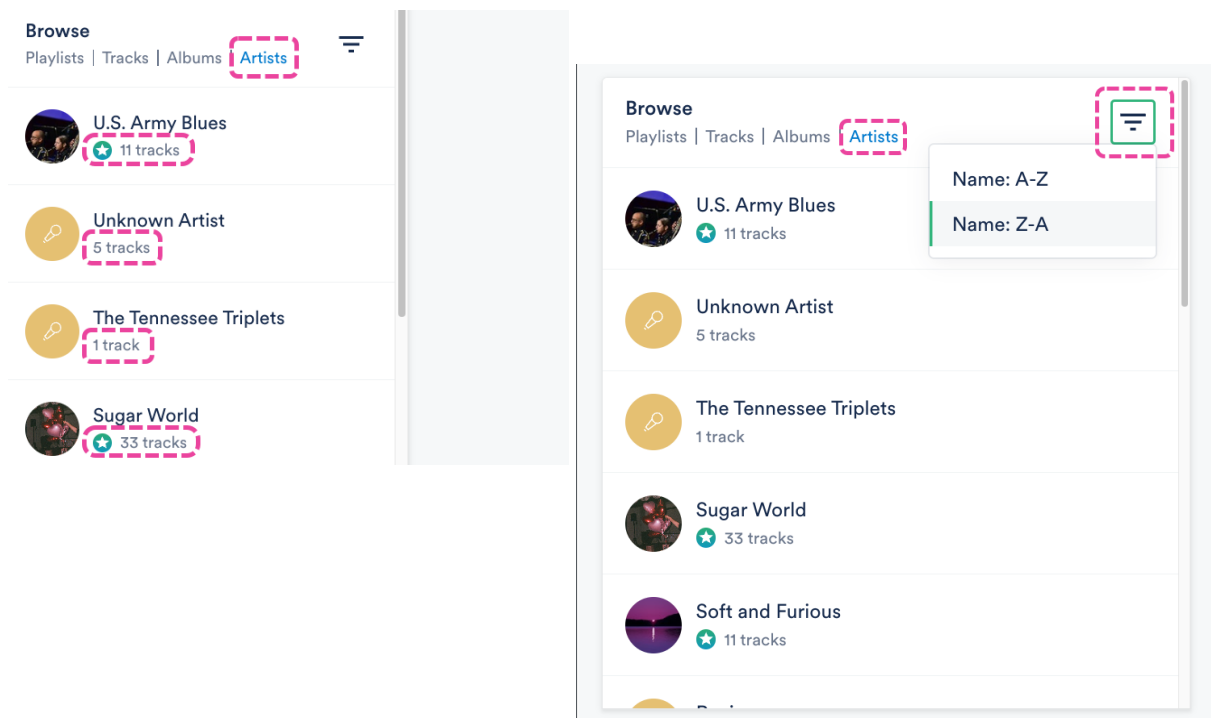
Artists and Artist Profiles

Last Modified on 08/04/2025 4:43 pm PDT

Artists are created automatically in your DISCO when you upload Tracks. They are pulled from the Artist field in the Track metadata. Once the Artist has been created, you can update their **Artist Profile** and [create an Artist Page](#).

At a glance

You can find a list of Artists in your DISCO under **Browse**. The number of Tracks by that particular Artist is displayed under the Artist's name, and you can sort them alphabetically.



Managing Artists

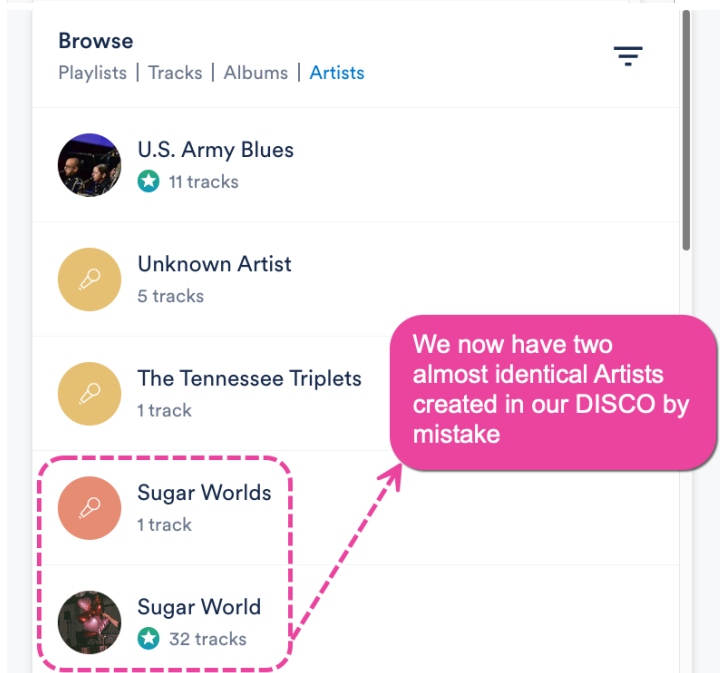
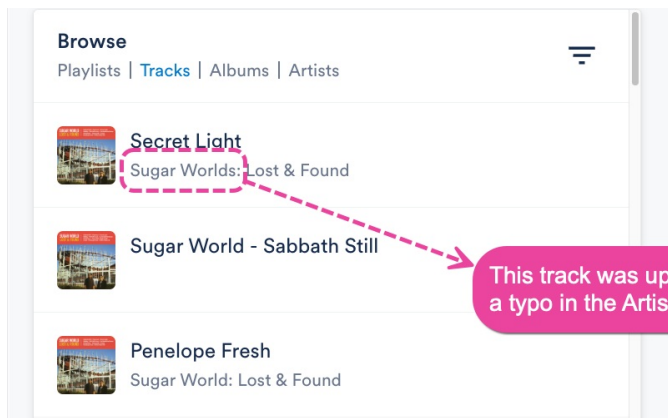
Note: If you can't find an Artist in your DISCO, ensure that the Artist's name appears in the Track metadata and is spelled correctly.

Incorrect Artist name or duplicate Artists

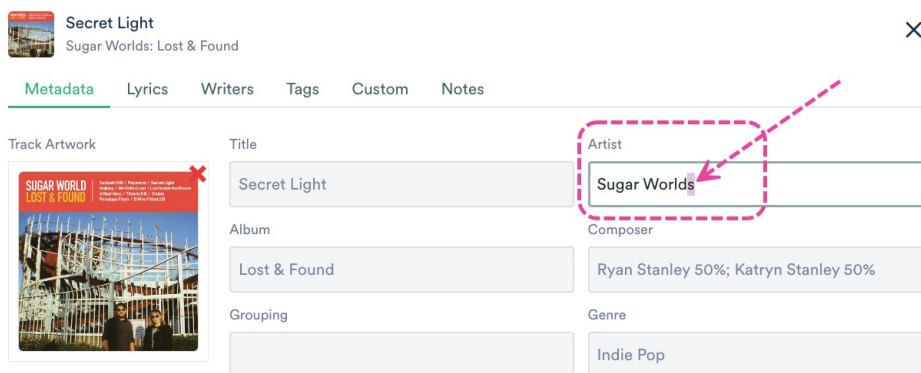
We rely on the Artist field in the Track metadata to create Artists in your DISCO. If the Artist name appears incorrectly, or you have multiple Artists with similar names (whose Tracks should all be under one Artist), it means that there's an error in your Track metadata.

Example

We uploaded multiple Tracks from Sugar World to our DISCO, but one of the Tracks had a typo in the Artist name. Now we have two Artists in our DISCO: *Sugar World* and *Sugar Worlds* 😊.



To fix this, edit the **Track information** for the Track(s) with the incorrect Artist name. Update the **Artist** field and click the **Save** button.



The incorrect/duplicate Artist will no longer appear in your Artist list in your DISCO.

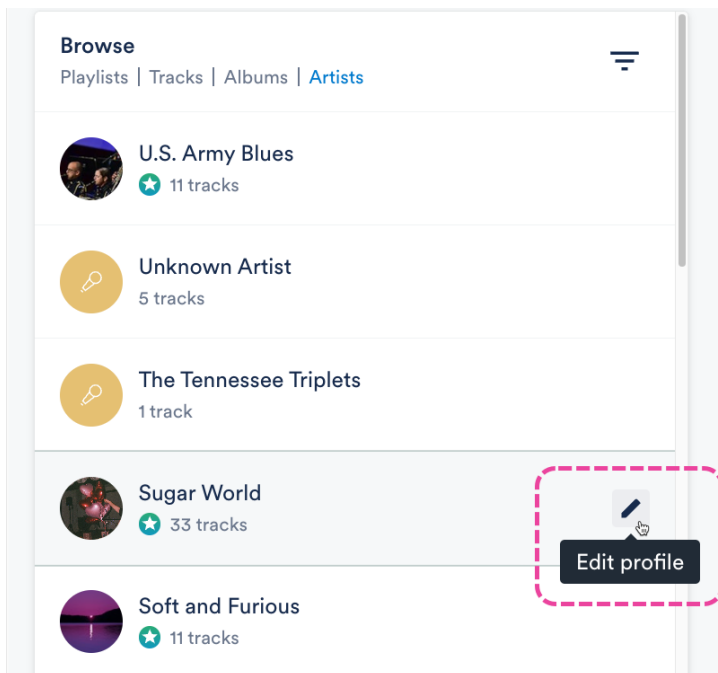
Managing Artist Profiles

The Artist Profiles in your DISCO are the same ones that are displayed in your **DISCO Catalogs**.

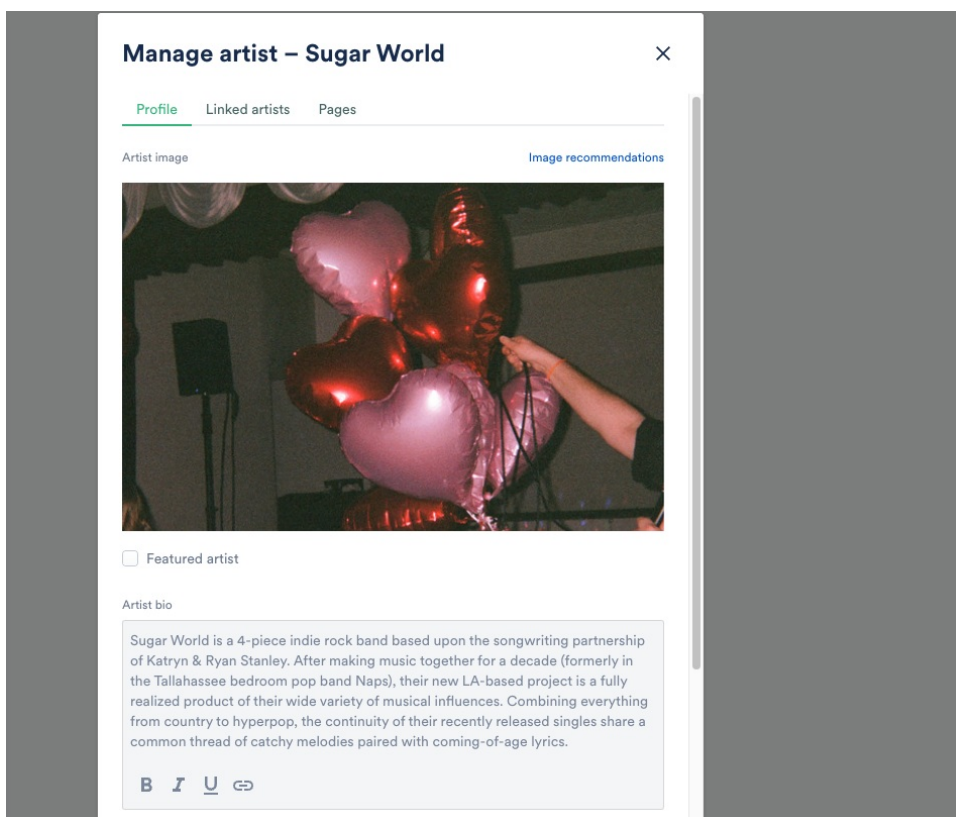
Editing Artist Profiles

You can edit Artist Profiles to add an **Artist image** and **Artist bio** and to **Manage social links** for the Artist.

1. In your DISCO, go to **Browse > Artists**.
2. Locate the Artist from the list, hover over their name, and click the pencil that appears on the right of the name to **Edit profile**.



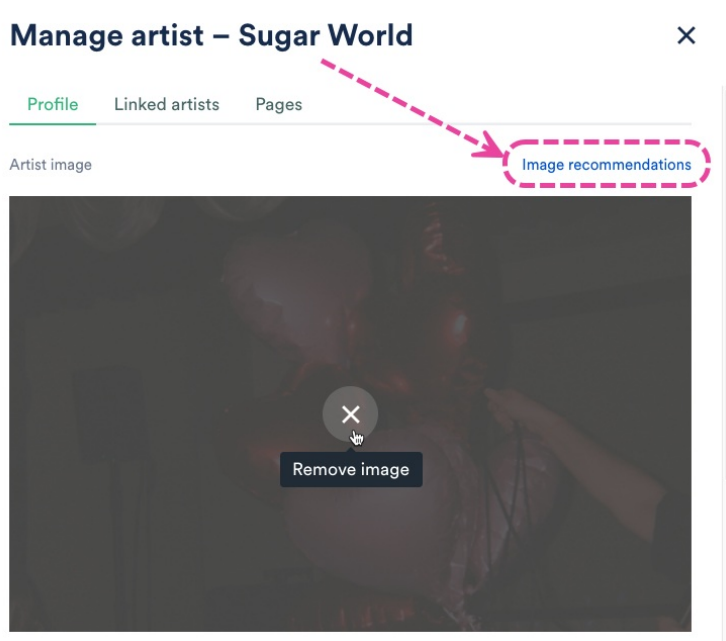
3. This will open the **Manage artist** page for the Artist.



Adding and updating Artist images

Note: If you're adding an **Artist image** for the first time and notice there's already one populated in your **DISCO**, it's because we automatically pulled the image from your **Spotify** account. This happens only if the **Artist name** is an exact match, and there wasn't any artwork previously associated with the **Artist** in your **DISCO**.

1. From the **Manage artist** page, under **Artist image**, click in the box to upload or remove the image. Be sure to check the **Image recommendations** and [this article for more details](#).



2. Click the **Save** button.

Adding and updating Artist bios

1. From the **Manage artist** page, locate the **Artist bio** and add your text.



2. Click the **Save** button.

Adding and updating social links

1. From the **Manage artist** page, locate the Social Links section and click **Manage social links**.

2. Add or update your social links and [the link to your Primary Catalog](#) (optional).

Add social links ×

DISCO Catalog

[Soft and Furious Catalog](#)
https://olivia-testing.disco.ac/cat/1010829961

[Change Primary Catalog](#)

https://testlink.com	https://testlink.com
https://testlink.com	https://testlink.com
https://testlink.com	https://testlink.com
https://testlink.com	https://testlink.com
https://testlink.com	https://testlink.com
https://testlink.com	https://testlink.com

[Cancel](#) [Save](#)

3. Click the **Save** button.
4. On the **Manage artist** page, click the **Save** button.

Linking Artist Profiles

Visit [this article](#) for more information on Linking Artist Profiles.

Manage artist – Soft and Furious ×

Profile Featured tracks Linked artists

Link other artist pages

Select artist

Here you can link multiple artists so their tracks appear together on a unified artist page. This is designed for artists who go by multiple aliases or are associated to multiple bands/artist projects, i.e. Thom Yorke and Radiohead.

Once you link a child artist to a parent artist profile, the child artist profile will no longer have its own artist profile visible on your Catalogs. Track metadata will still retain the child artist name, but clicking on the child artist will take the user to the parent artist profile.

Artist Pages

You can create an **Artist Page** from the Artist Profile. Visit [this article](#) for more information on [Artist Pages](#).

Manage artist – Sugar World ×

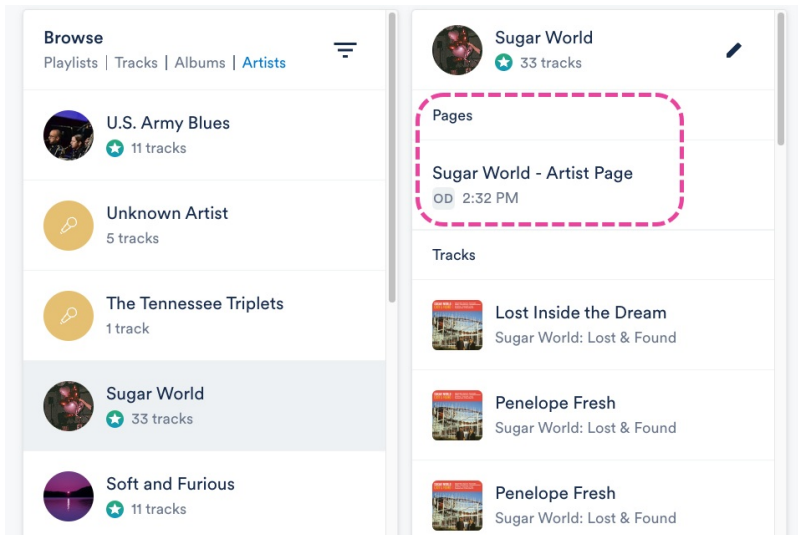
Profile Linked artists Pages

Generate Page

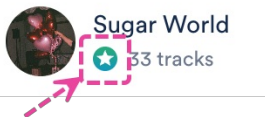
To create a new page for this artist [Click here](#)

Once a Page has been created for an Artist, it will appear in the Explorer once the Artist is selected

from the **Browse** section.



The star icon underneath an Artist's name indicates they have a Page.



By default, the **Artist image** and **Artist bio** from the Artist Profile will also pre-populate on any **Artist Pages** and **Album Pages** that are associated with that Artist. However, it is possible to change the image and bio for the Artist on specific Pages.

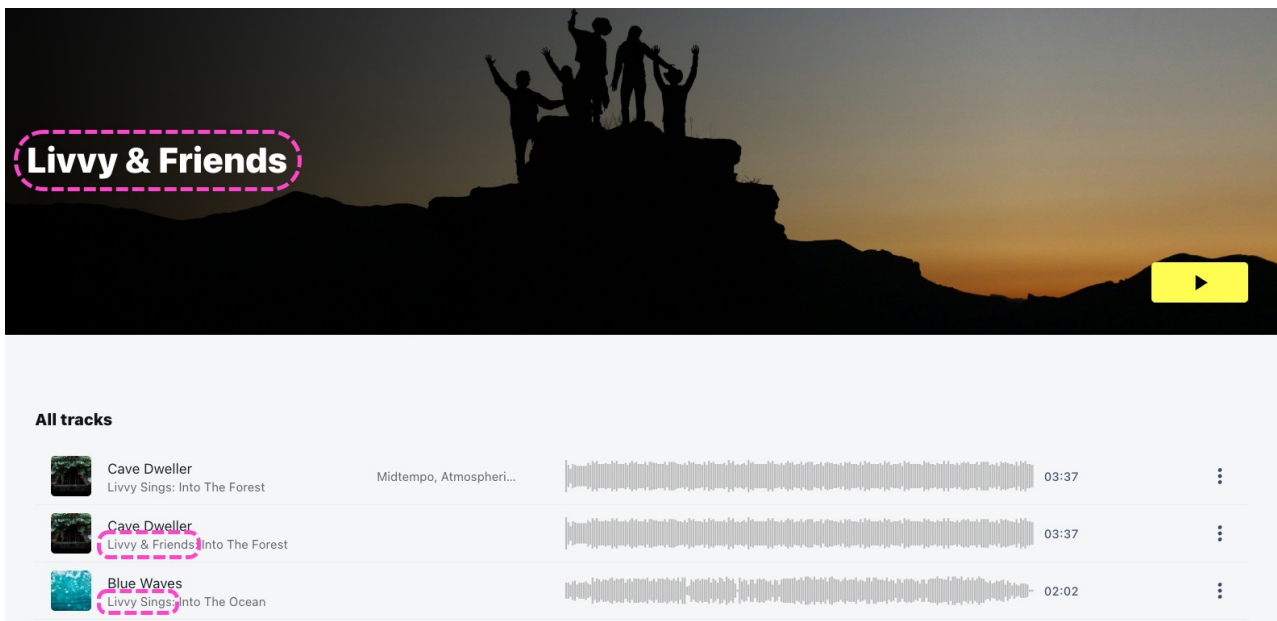
Linking Artist Profiles

Last Modified on 01/06/2026 3:13 pm PST

The **Artist Profiles** in your DISCO are the same ones that are displayed in your **DISCO Catalogs** under **Artists** (in the left sidebar). You can link multiple Artist Profiles together so that users are presented with a consolidated Artist Profile when browsing through Tracks with different Artist names in your Catalog.







At a glance

This is useful for Artists who have bodies of work under different aliases or just prefer all of their Tracks to appear under the same Artist Profile in their Catalog.



Livvy & Friends

All tracks

	Cave Dweller Livvy Sings: Into The Forest	Midtempo, Atmospheri...		03:37	⋮
	Cave Dweller Livvy & Friends: Into The Forest			03:37	⋮
	Blue Waves Livvy Sings: Into The Ocean			02:02	⋮

Linking Artist Profiles

There are two ways to do this:

- from within an Artist Profile
- from your Catalog Settings

Before linking, determine which will be the **parent artist**, or the artist whose Profile under which Tracks from the other artist aliases will be nested.

Example

We want **Livvy & Friends** to be the parent artist, meaning Tracks from **Livvy Sings** should be nested under the Livvy & Friends Artist Profile.



 Livvy & Friends
1 track

 Livvy Sings
2 tracks

From within an Artist Profile

1. Open the **Artist Profile** for the parent artist.
2. Select the **Linked artists** tab.
3. Select the artist(s) you want to link from the dropdown.

Manage artist – Livvy & Friends

Profile **Linked artists** Pages

Link other artist pages

Select artist
Livvy Sings ×

Here you can link multiple artists so their tracks appear together on a unified artist page. This is designed for artists who go by multiple aliases or are associated to multiple bands/artist projects, i.e. Thom Yorke and Radiohead.

Once you link a child artist to a parent artist profile, the child artist profile will no longer have its own artist profile visible on your Catalogs. Track metadata will still retain the child artist name, but clicking on the child artist will take the user to the parent artist profile.

4. Select the **Profile** tab and click the **Save** button.

From your Catalog Settings

1. Open the **Catalog Settings** for the desired Catalog.
2. Under **Content**, select **Manage artists**.
3. Locate the parent artist, hover over the thumbnail, and click the pencil to **Edit artist**.

CATALOG SETTINGS < Catalogs

Content

- Connect channels
- Manage tracks
- Manage playlists
- Manage albums
- Manage artists**
- > Design
- > Clients & Promotion
- > Settings & Notifications

My Catalog

LIVE View Catalog

Artists

The artists below are artists that will be featured on this Catalog, based on the content you've set up in the Content step.

All artists Featured artists

Q livvy

Edit artist

Livvy & Friends

4. In the **Manage artist** window, select the **Linked artists** tab.
5. Select the artist(s) you want to link from the dropdown.

Manage artist – Livvy & Friends



Profile Featured tracks **Linked artists**

Link other artist pages

Select artist

Livvy Sings ×

Here you can link multiple artists so their tracks appear together on a unified artist page. This is designed for artists who go by multiple aliases or are associated to multiple bands/artist projects, i.e. Thom Yorke and Radiohead.

Once you link a child artist to a parent artist profile, the child artist profile will no longer have its own artist profile visible on your Catalogs. Track metadata will still retain the child artist name, but clicking on the child artist will take the user to the parent artist profile.

6. Select the **Profile** tab and click the **Save** button.

Viewing linked artists in your Catalog

After the artists are linked, *only the parent artist* will have an Artist Profile in your Catalog.

Genre

Duration

Discover

Playlists

Artists

My Music

CONTACT

All artists

Search artists

Sort by

Livvy & Friends

Soft and Furious

DISCO

Terms | Privacy

Alias metadata

Last Modified on 06/03/2026 3:20 pm PDT

With **Alias metadata**, you can control what metadata on your Tracks gets shared.

At a glance


Alias metadata is included in all DISCO plans at no additional cost. On **Artist** plans, it is available only at the individual Track level. On **Plus** plans, it is available only at the Playlist level. On **Pro** plans and above, it is available at both Track and Playlist levels.

It is especially useful for the following use cases:

- your Track metadata contains internal information, such as Tags, Notes, or other people's contact info that you'd prefer not to share with recipients
- you'd like to make a compilation from existing Tracks, but you want it to include more specific or relevant metadata (e.g. Album art or Title)
- you'd like to change the Track metadata appears for a particular recipient, without changing how it appears in your DISCO
- you'd like only certain fields to be displayed and downloaded
- you'd like to overwrite metadata for specific Playlists

Alias metadata will be shown on your public Playlist share URLs, when you share Playlists directly with other DISCOs, and when the Playlist is downloaded or Saved to DISCO by another DISCO user.

My First DISCO Playlist 🥰


	Cave Dweller Livvy's Alias: Into The Forest		03:37
	Blue Waves Livvy's Alias: Into The Ocean		02:02

Batch edit

Edit individually

Here you can turn off metadata fields so your recipients won't see what they contain, or you can add metadata just for this playlist. [Find out more about how this works.](#)

Track Artwork



Title

Mixed

Want to edit the Title? Click [here to edit individually](#)

Artist

Livvy's Alias

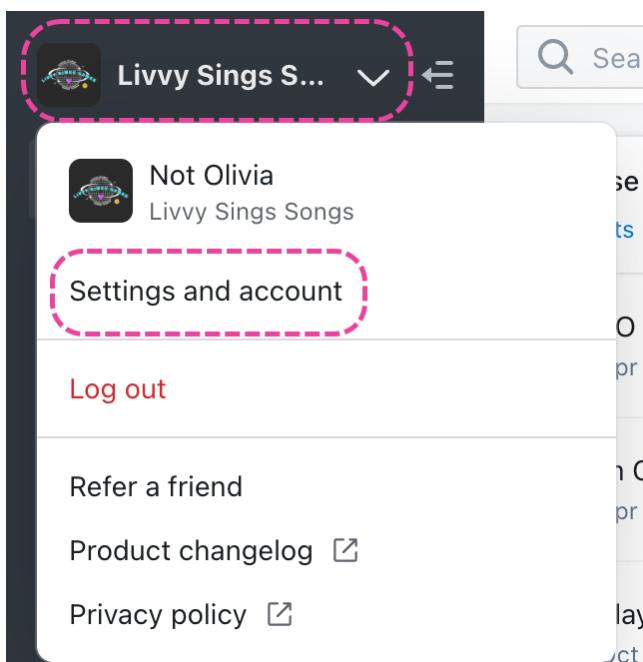
Album

Mixed

Setting Alias metadata at the Track level (for all Tracks you share)

Note: These instructions apply to users on the DISCO **Pro** plan and above.

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Metadata**.

4. Under **Metadata settings**, there's an option to **Include the following metadata in the tracks I share: Artist, Album, Genre, Composer, Grouping, and Comments**. If you uncheck any of these fields, this metadata field will be left blank on tracks you share (you can also choose to override this if needed when saving a Playlist – more on that below).

SETTINGS

- > My Settings
- ▼ Workspace Settings
 - Business Settings
 - Users
 - Billing & Subscriptions
 - Metadata**
 - Track Tags
 - Playlist Tags
 - Inboxes
 - Channels
 - Themes
- > Data & Sharing

Manage metadata via spreadsheet
We can export your DISCO metadata to spreadsheet, and you can edit your metadata on the spreadsheet and we'll re-import it for you. [Contact us for your export](#)

Metadata settings

Include the following metadata in the tracks I share ⓘ

- Artist
- Album
- Genre
- Composer
- Grouping
- Comments

Include metadata that DISCO does not display ⓘ

Yes

No

Enter a custom message in the Comments metadata ⓘ

[Update Metadata Settings](#)

5. There is also an option to **Include metadata that DISCO does not display**, which you can set to **Yes** or **No**. This refers to the ID3 standard metadata fields that DISCO *doesn't* display, but we do read and write them to files when they're downloaded. If you'd like us to continue writing data from these fields on your Tracks, select **Yes**. If you'd like data from these fields to *not* be written to your Tracks, select **No**. This can also be set at the Playlist level.
6. Lastly, there is an option to **Enter a custom message in the Comments metadata**. If you choose to enter something in here, it will be included in the **Comments** field for all Tracks you share. If a Track already has **Comments** metadata, and you haven't disabled this field by unchecking the box under **Include the following metadata fields in the tracks I share**, then the custom message will be added to the Comments field in addition to any existing Comments metadata on that Track. For example:

Existing Comments metadata on my Track // Custom message entered in Metadata settings

7. These **Metadata settings** will be applied when you share individual Tracks from your DISCO.

Setting Alias metadata at the Playlist level

Note: These instructions apply to users on the DISCO **Plus** plan and above.

You can do this from your **Playlist Settings** or when saving your Playlist from the **Save Playlist**

menu. There are also two options when adding Alias Metadata: **Batch edit** and **Edit individually**.

1. **From Playlist Settings:** Open the **Playlist menu (!)** and select **Playlist Settings**. Then select the **Alias Metadata** tab.

From the Save Playlist menu: Select the **Alias Metadata** tab.

2. From the **Alias Metadata** tab, select an option: **Batch edit** or **Edit individually**.
 - **Batch edit** -- You can apply the same alias metadata for all Tracks in the Playlist. In this view, you can disable any fields you don't want to be populated on your Tracks by unchecking the boxes. But, if you leave the box next to a field checked but don't enter a new value, it will be populated with its regular metadata. You also have the option to **Turn off any other metadata fields not displayed here** . This refers to the ID3 standard metadata fields that DISCO *doesn't* display, but we do read and write them to files when they're downloaded. If you'd like us to continue writing data from these fields on your Tracks, leave the box unchecked. If you'd like data from these fields to *not* be written to your Tracks, check the box.

Save Playlist

Playlist Info Presentation **Alias Metadata**

Batch edit Edit individually

Here you can turn off metadata fields so your recipients won't see what they contain, or you can add metadata just for this playlist. [Find out more about how this works.](#)

Track Artwork Title

Mixed

Want to edit the Title? Click [here to edit individually](#)

Artist

Mixed

Album

Mixed

Composer

Mixed

Grouping

Mixed

Genre

Mixed

Year Release Date BPM ISRC Order

Mixed Mixed Mixed Mixed Mixed Keep existing t v

Comments

Mixed

Turn off any other metadata fields not displayed here

Remove all alias metadata for this playlist Cancel **Save Metadata**

- **Edit individually** -- You can edit the alias metadata for each Track in the Playlist individually, but only three fields are available in this view: **Title**, **Artist**, and **Album**.

Save Playlist

Playlist Info Presentation **Alias Metadata**

Batch edit **Edit individually**

Here you can turn off metadata fields so your recipients won't see what they contain, or you can add metadata just for this playlist. [Find out more about how this works.](#)

Track Artwork Title

Mixed

Want to edit the Title? Click [here to edit individually](#)

Artist

Mixed

Album

Mixed

Composer

Mixed

Grouping

Mixed

Genre

Mixed

Year Release Date BPM ISRC Order

Mixed Mixed Mixed Mixed Mixed Keep existing t v

Comments

Mixed

Turn off any other metadata fields not displayed here

Remove all alias metadata for this playlist Cancel **Save Metadata**

3. If you've set alias metadata from your account settings (see the section above), these settings will be reflected in these fields, but you can overwrite them here for this specific Playlist if you like. Also, adding or updating metadata in these fields will display and write it to these Tracks, but just for this Playlist. The metadata for the Tracks in your DISCO will not

be changed.

4. Click the **Save Metadata** button.
5. Click the **Save Playlist** button.

Removing Alias metadata at the Playlist level

Note: These instructions apply to users on the DISCO **Plus** plan and above.

1. **From Playlist Settings:** Open the **Playlist menu (⋮)** and select **Playlist Settings**. Then select the **Alias Metadata** tab.

From the Save Playlist menu: Select the **Alias Metadata** tab.

2. From the **Alias Metadata** tab, select an option: **Batch edit** or **Edit individually**.
3. At the bottom of the Save Playlist window, click the **red** text that says **Remove all alias metadata for this playlist**.

✕ Remove all alias metadata for this playlist

4. Click the **Save Metadata** button.
5. Click the **Save Playlist** button.

Viewing Alias metadata for Tracks in your DISCO

You can view Alias metadata that's been added to your Tracks from within your DISCO:

1. From the **Track menu (⋮)**, select **Edit Track Information**.
2. Click **Show aliases**.

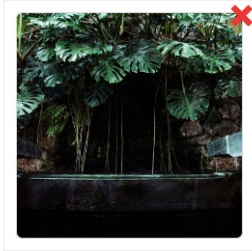


Cave Dweller
Livvy & Friends: Into The Forest



Metadata Lyrics Writers Tags Custom Notes

Track Artwork



Update art for all tracks

Title

Cave Dweller

Artist

Livvy & Friends

Album

Into The Forest

Composer

Grouping

Genre

Year

Release Date

Select a date

BPM

ISRC

Order

/

Comments

ID: 127516901

Show aliases


Copy track info Save

Q: Why is there no metadata appearing in my WAV files?

Last Modified on 08/27/2025 9:59 am PDT

Q: Why is there no metadata appearing in my WAV files?

This is an unfortunate by-product of how WAVs work. Metadata doesn't travel with WAV files as it does with other formats, such as AIFF or MP3. So when you upload a WAV into DISCO, it will only show title metadata.


 Sugar World - Time to Kill WAV file ×

Metadata Lyrics Writers Tags Custom Notes

Track Artwork Title Artist


Drag and drop image here,
or click to browse


Update art for all tracks

<input type="text"/>	Release Date	BPM	ISRC	Order
<input type="text"/>	<input type="text" value="YYYY-MM-DD"/> 	<input type="text"/>	<input type="text"/>	<input type="text" value="/"/>

Comments


ID: 116440233 Copy track info ▼ Save

 Time to Kill AIFF file ×


 Sugar World: Lost & Found AIFF file ×

Metadata Lyrics Writers Tags Custom Notes

Track Artwork Title Artist



Update art for all tracks

Year	Release Date	BPM	ISRC	Order
<input type="text" value="2022"/>	<input type="text" value="2022-03-18"/> 	<input type="text" value="151"/>	<input type="text"/>	<input type="text" value="8 / 11"/>

Comments

ID: 116440232 Copy track info ▼ Save

Even if you attach metadata to a WAV file in another program (e.g. iTunes), only the title field will be populated when you upload or open it somewhere else (e.g. DISCO).

Luckily, it's super easy to [add metadata in DISCO](#) for single Tracks, or multiple at once!

Q: Which Track metadata should I add to my Tracks when pitching for sync?

Last Modified on 08/05/2025 12:45 pm PDT

Q: Which Track metadata should I add to my Tracks when pitching for sync?

Here's an overview of the most essential Track metadata to add to your Tracks when pitching for sync. Providing essential metadata not only streamlines the clearance process but also increases the chances of music supervisors discovering your Tracks while searching in the future.

Rights ownership and clearance contact information

The most important metadata to include with your Tracks when pitching for sync is: **Rights ownership** and **clearance contact information**.

Rights ownership

This includes:

- the rights you control for the Track (e.g. 50% publishing / 100% master)
- who to contact about licensing your rights for the Track and how to contact them
- if there are multiple rights holders involved, list all of them and what percentage they control

This information should *always* be placed in the **Comments** field.

Example:

Publishing: 50% All Music Co., 50% My Music Co.

Master: 50% Label Inc, 50% Clearance House

Comments

Publishing: 50% All Music Co., 50% My Music Co.

Master: 50% Label Inc, 50% Clearance House

Clearance contact information

Always list contact info, including email, for clearing your rights. If you can, it's good to provide contact info for all owning parties, but not essential. The key is to provide full ownership detail in the metadata. If there are different licensing contacts in different regions, you should list the different contacts.

This information should *always* be placed in the **Comments** field. You can also add it to the **Grouping** field if you like.

Example 1 (single owner):

One stop clearance, 100% master and 100% publishing control: My Music Co

For clearance contact: bob@mymusic.co

Comments

One stop clearance, 100% master and 100% publishing control: My Music Co
For clearance contact: bob@mymusic.co

Copy track info



Save

Example 2 (split ownership):

Publishing: 50% All Music, 50% My Music Co

For clearance contact: jane@allmusic.xyz (All Music) // bob@mymusic.co (My Music Co)

Master: 50% Label Inc, 50% Clearance House

For clearance contact: joe@labelinc.xyz (Label Inc) // joanna@clearancehouse.net

Comments

Publishing: 50% All Music, 50% My Music Co
For clearance contact: jane@allmusic.xyz (All Music) // bob@mymusic.co (My Music Co)
Master: 50% Label Inc, 50% Clearance House
For clearance contact: joe@labelinc.xyz (Label Inc) // joanna@clearancehouse.net

Copy track info



Save

For cover songs

If your Track is a cover, make sure to include which artist or group popularized the song. Include this in the **Title** field, with the original artist in parenthesis.

Example:

Yellow Submarine (The Beatles cover)

Metadata Lyrics Writers Tags Custom Notes

Track Artwork

Drag and drop image here, or click to browse

Title

Yellow Submarine (The Beatles cover)

Album

Grouping

For the rights metadata, always include the artist who performed the song (likely the artist you represent, or yourself if you're the artist) and who owns the master copyright to that recorded performance.

It's preferred, but not essential, to list who owns the composition copyright (publishing) of the

covered track. (They need to receive the royalties they're entitled to, but they also need to provide a sync license to use their song in the sync.)

Example:

This track is a cover of Purple Rain, originally popularized by Prince.

Master: 100% master control My Music // bob@mymusic.com

Publishing controlled by UMPG and Sony Publishing (*enter contact info if you have it*)

Comments

This track is a cover of Purple Rain, originally popularized by Prince.
Master: 100% master control My Music // bob@mymusic.com
Publishing controlled by UMPG and Sony Publishing
For clearance contact: example@publishing.com

Copy track info



Save

Note: If you can't find who controls the publishing of a cover track, you can list the master rights and contact info only, but it's ideal to include both.

Writer Splits

Adding [Writer Splits to your Tracks](#) can be helpful to easily store and reference that information, but *it's not a substitute for putting key rights and contact info in the **Comments** field.*

If you're adding a Writer Split from the **Writers** tab on the **Track Information** page, make sure you enable the following **Business Settings** in your DISCO before sharing your Tracks:



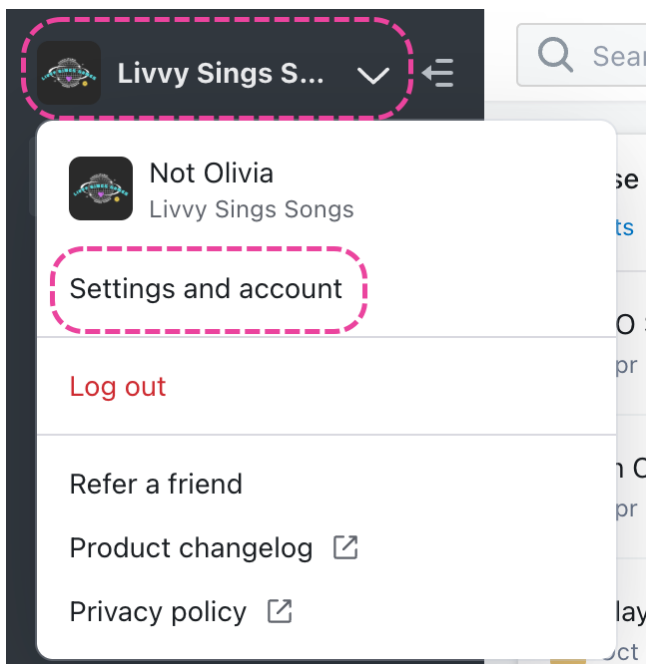
Write native tags to Comments metadata field on downloaded tracks



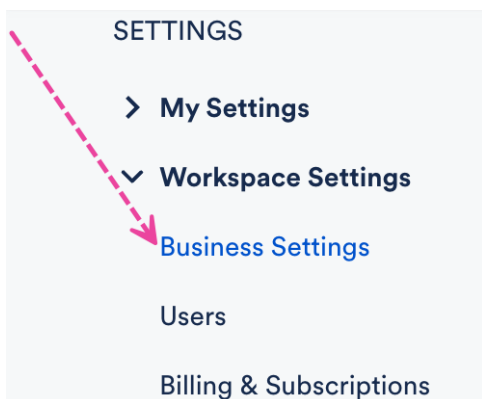
Include writer split info from Writers tab in Composer field on downloaded tracks

To update your **Business Settings**:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Business Settings**.



4. Check the boxes to: **Write native tags to Comments metadata field on downloaded tracks** and **Include writer split info on Writers tab in Composer field on downloaded tracks**.
5. Click the **Update Business Settings** button.

If you're not using the fields on the **Writers** tab, enter writer split information in the **Composer** metadata field in this format:

Example:

Writer 1 name, split %, writer 1 publisher, PRO; Writer 2 name, split %, writer 2 publisher, PRO;

i.e. John Jackson, 50%, Apple Publishing, ASCAP; Jane Johnson, 50%, Pear Publishing, BMI;

Selecting multiple Tracks or Playlists using multi-select

Last Modified on 08/27/2025 9:44 am PDT

You can use a **multi-select** keyboard shortcut to select multiple Tracks or Playlists in your DISCO at once!

Using multi-select in your DISCO

Multi-select in DISCO works the same as it does in iTunes, Finder, and Windows Explorer.

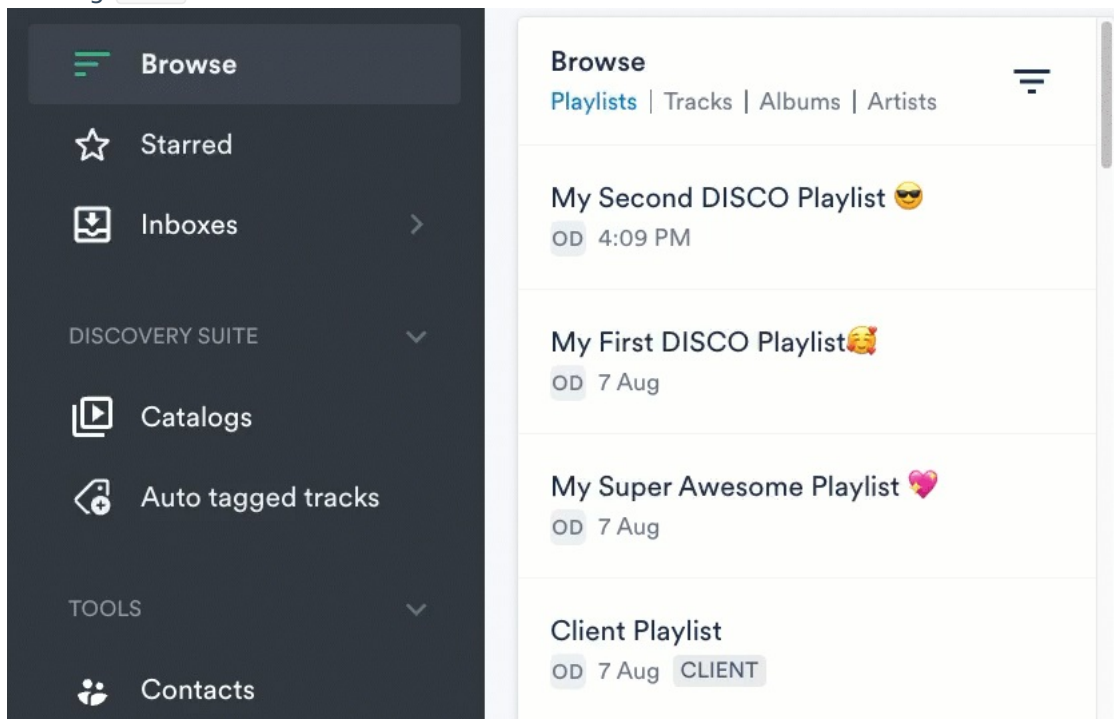
On Mac

1. Press and hold the **Shift** or **Command** key and click on a single Track or Playlist.
2. Continue holding the key and click on additional Tracks and Playlists.

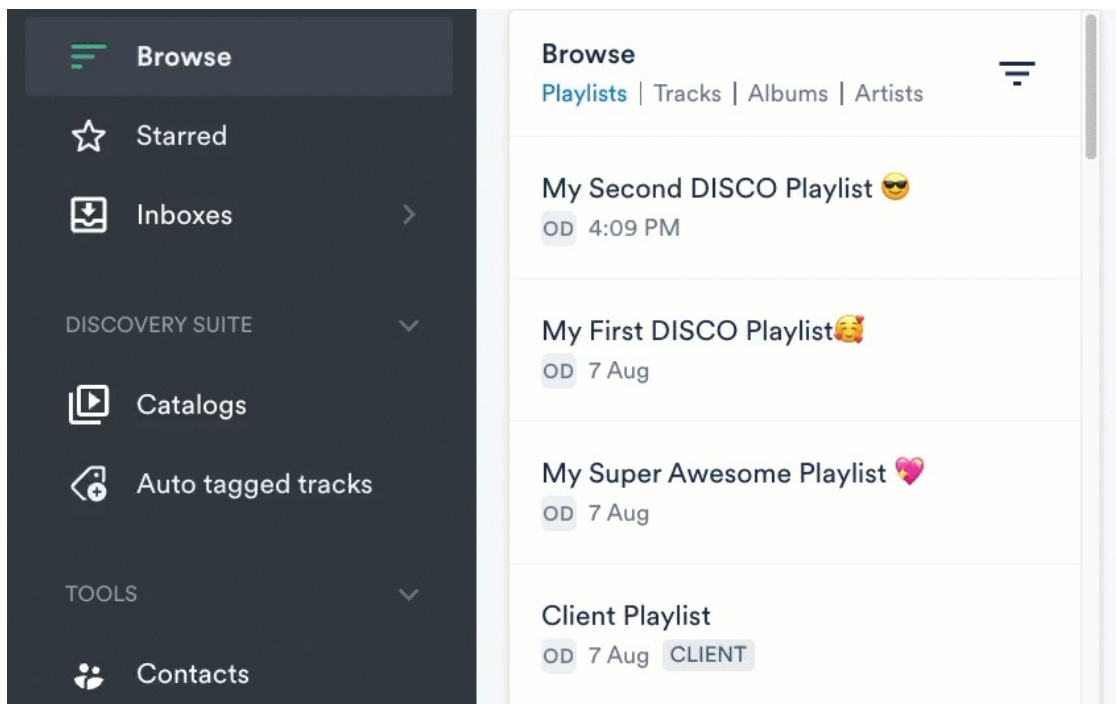
Note: There is a difference in behavior between holding **Shift** versus **Command**. Holding **Shift** while clicking on a second item will select all items between the first and second items. Holding **Command** will instead allow you to select items that are not near each other, without selecting all the items in between the first and second items.

Examples:

Holding **Shift**



Holding **Command**



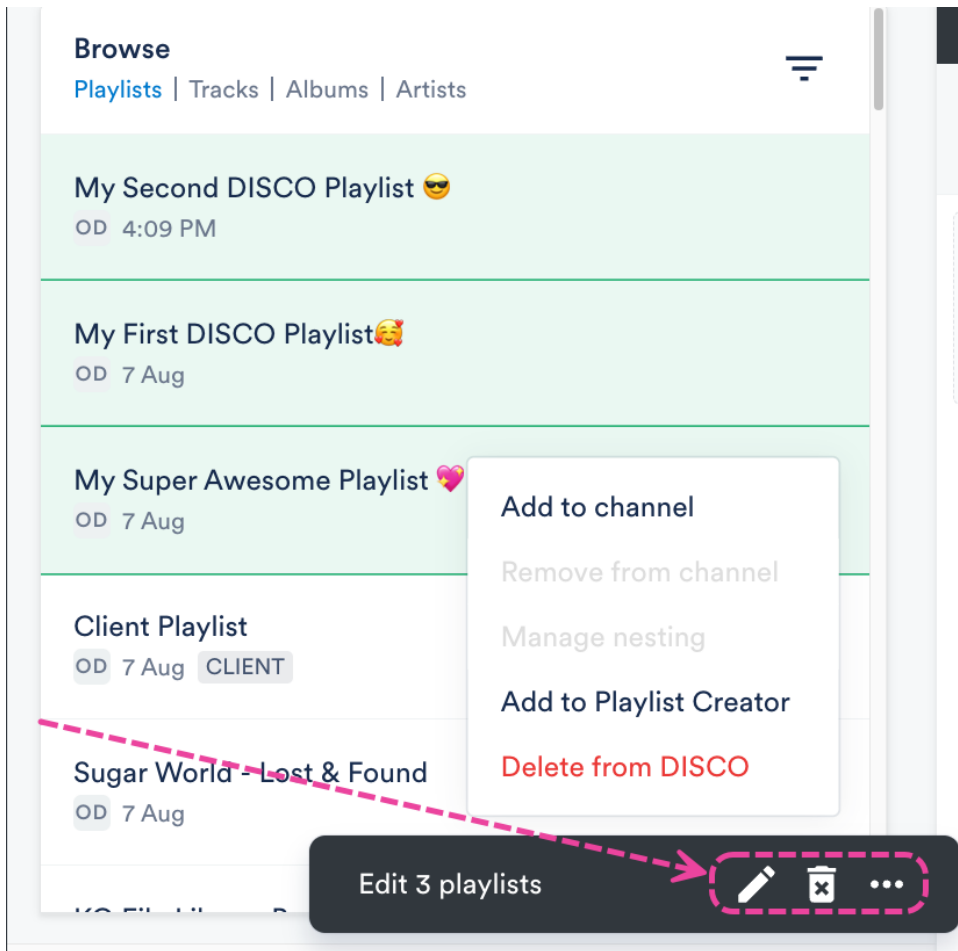
On Windows

1. Press and hold the **Control** key and click on a single Track or Playlist.
2. Continue holding the key and click on additional Tracks and Playlists.

The Actions menu

Once you've made your selections, you can drag them to where you'd like, or use the **Actions** menu at the bottom of the screen to do one of the following:

- Edit the selected Tracks
- Delete the selected Tracks
- Add or remove the selected Tracks to or from a Channel
- Manage nesting for the Tracks
- Add the selected Tracks to the Playlist Creator



Merging Tracks

Last Modified on 08/27/2025 9:31 am PDT

To manage duplicate Tracks in your DISCO, you can **merge** them.

At a glance

Merging will remove duplicates while preserving the place and history of both the Master Track and the duplicate track(s) in any Playlists they were in.

Example:

We merged the duplicate Track "**Broken coin (Final Master) 1**" into the Master track "**Broken coin (Final Master) 2**". Before the merge, the duplicate Track was in the Playlist "**My First DISCO Playlist**", and the Master was in the Playlist "**My Super Awesome Playlist**". After the merge, the Master Track is now in *both* Playlists, retaining its original place in "**My Super Awesome Playlist**", in addition to replacing the duplicate in "**My First DISCO Playlist**".

The image shows two side-by-side screenshots of a music application interface, illustrating the process of merging duplicate tracks. The top screenshot, labeled "Before merging", shows two playlists: "My First DISCO Playlist" (10 tracks) and "My Super Awesome Playlist" (16 tracks). The "My First DISCO Playlist" contains a track titled "Broken coin (Final Master) 1" by Soft and Furious. The "My Super Awesome Playlist" contains a track titled "Broken coin (Final Master) 2" by Soft and Furious. The bottom screenshot, labeled "After merging", shows the same two playlists. The "My Super Awesome Playlist" now contains the track "Broken coin (Final Master) 2". The "My First DISCO Playlist" now contains the track "Broken coin (Final Master) 2" instead of the duplicate. This indicates that the master track from the second playlist was merged into the first playlist, replacing the duplicate.

Merging your Tracks



1. Use [multi-select](#) to select all of the Tracks to be merged.
2. Click the **Merge** button (two-pronged arrow icon) in the **Edit** menu at the bottom of the screen.



3. Select the master track by clicking the white space to the left of the artwork. A checkmark should appear.

Please select the master track !

! Some of the tracks you're trying to merge have lossless (aif) formats attached. If you'd like to pass across a lossless format to the master track, select it via the checkboxes below.

	Broken coin (Final Master) 1 Soft and Furious: Middle of infinite thi...	<input type="checkbox"/>	MP3
	Broken coin (Final Master) 2 Soft and Furious: Middle of infinite thi...	<input checked="" type="checkbox"/>	AIF <input checked="" type="checkbox"/> MP3

Tip: Choose the Track with the most accurate and complete metadata.

4. Click the **Merge tracks** button.
5. A confirmation message will appear. If you're sure, click the **Let's merge** button.

Good news! You're about to merge 2 tracks. The master track you've chosen will be kept, and the other tracks will be deleted.

If you'd like to keep any metadata from the non-master tracks, click Cancel below and add the metadata to the relevant fields, and then click **Merge tracks**.

Don't show this warning again

Only *one* Track will remain after the merge is complete, but it will appear in any Playlists in which the previous duplicates were.

Passing lossless formats (e.g. AIFF, WAV) across Tracks when merging


The Track you select as your Master may not have a lossless format (e.g. AIFF or a WAV), or the lossless format associated with the Master may not be the one you want to use. But, if the duplicate Track you're planning to discard in the merge contains a lossless format, you can pass this version across to the Master.




To do this, check the box next to the format you'd like to keep from the duplicate Track.

Example:

We want "**Broken coin (Final Master) 1**" to be our Master Track, but it does not have any lossless formats, so we want to keep the AIFF from the duplicate Track "**Broken coin (Final Master) 2**". Because we have checked the box next to the AIFF version of the duplicate Track, this format will be passed to the Master Track after the merge. In other words, after the merge, the Master Track will contain both the MP3 format from the Master *and* the AIFF format from the discarded duplicate.

Please select the master track 

 Some of the tracks you're trying to merge have lossless (aif) formats attached. If you'd like to pass across a lossless format to the master track, select it via the checkboxes below.

	Broken coin (Final Master) 2 Soft and Furious: Middle of infinite thi...	<input checked="" type="checkbox"/> AIF	
		<input type="checkbox"/> MP3	
		Broken coin (Final Master) 1 Soft and Furious: Middle of infinite thi...	<input checked="" type="checkbox"/> MP3

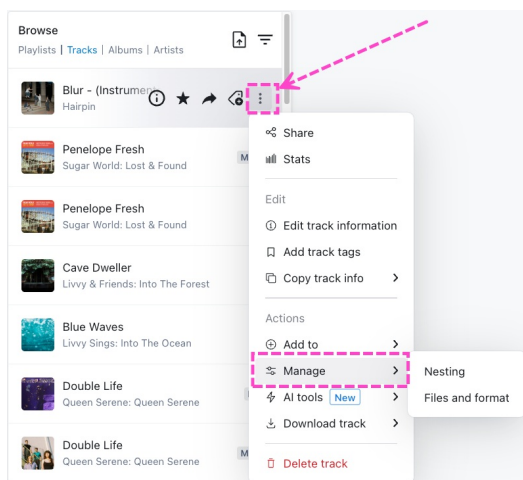
Managing different file formats for Tracks

Last Modified on 06/15/2026 1:14 pm PDT

You can add multiple different formats for individual Tracks in your DISCO. We also create copies of some of your Tracks through a process called **Transcoding** and store them alongside the original file format in an individual Track.

At a glance

You can manage different file formats for your Tracks using the **Manage** and selecting the **Files and format** option.



With this option, you can:

- [add additional audio formats of the same track](#)
- [remove audio formats from a Track](#)
- [replace audio formats within a Track](#)

Transcoding

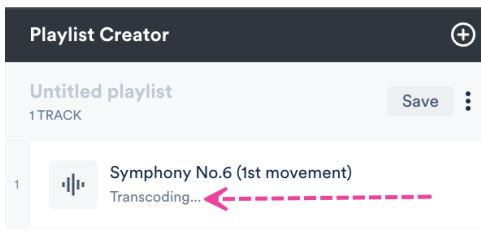
When you upload an audio file to your DISCO in a common lossless format (e.g. AIFF, WAV, CAF, FLAC), we create an mp3 copy. Likewise, when you upload a video file in a format other than mp4, we create an mp4 copy. This process is called **Transcoding**.

We transcode these files for a couple of reasons:

- better in-browser playback for your Tracks
- to ensure that there's a format available (mp3) to carry your metadata

We don't delete the original file and you can always [make it available for your recipients to download](#) by updating your **Playlist Settings** to **Include original formats**.

When you upload a track or video in these formats, you'll see **Transcoding...** under the track title:

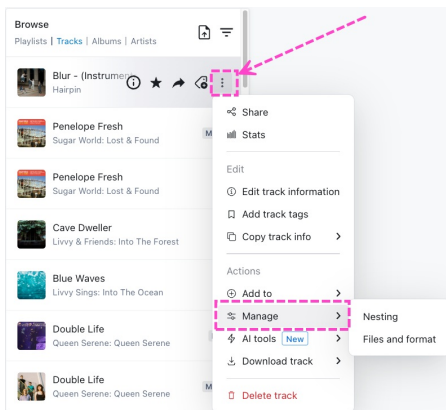


Once the copy is made, it will be paired with the original as an alternate format of the same file and used as the default format for streaming and sending.

Adding audio formats

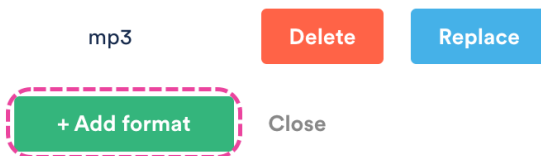
You can add one lossy (MP3 or M4A) and one lossless (WAV or AIFF) format per track.

1. Open the **Track menu (!)** and select **Manage**, then select **Files and formats**.



2. Click the **+ Add format** button.

Manage formats for 20/20 !



3. Drag and drop the file, or click to browse your computer.
4. A confirmation message will appear. Click the **Done** button.

Note: *If you do not want a new MP3 copy of this track, uncheck this box.*

Add format for 20/20

Nice work! You've added a new format to "20/20".

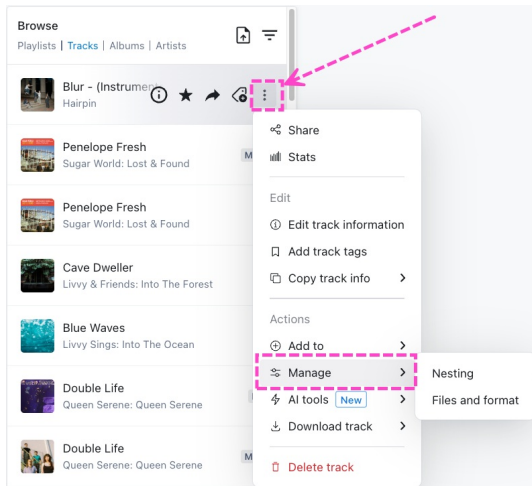
Create a new mp3 copy of this track to replace existing mp3

Done

Removing audio formats

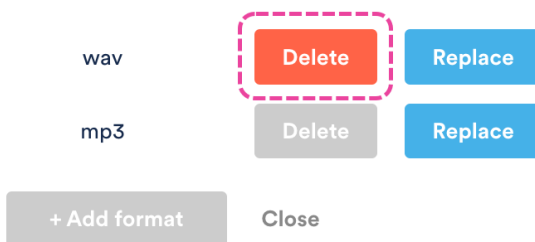
If *both* lossy and lossless formats are present, you'll *only* be able to delete the lossless version. After the lossless version is deleted, you'll then be able to delete the lossy version.

1. Open the **Track menu (⋮)** and select **Manage**, then select **Files and formats**.



2. To the right of the format, click the **Delete** button.

Manage formats for 20/20 ⓘ

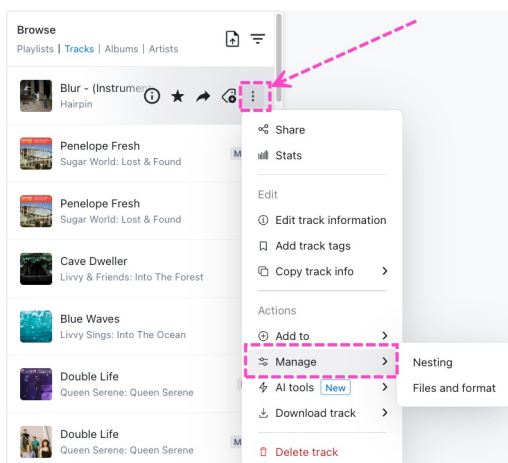


Important: If only a lossy version is present, deleting it will delete the entire track.

3. A warning message will appear. If you are sure, click the **Delete** button.

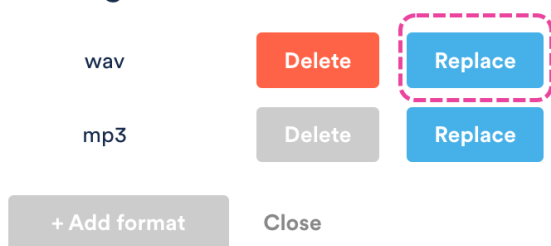
Replacing audio formats

1. Open the **Track menu (⋮)** and select **Manage**, then select **Files and formats**.



2. To the right of the format, click the **Replace** button.

Manage formats for 20/20 ⓘ



3. Drag and drop the file, or click to browse your computer.

4. A confirmation message will appear. Click the **Done** button.

Note: If you do not want a new MP3 copy of this track, uncheck this box.

Add format for 20/20

Nice work! You've added a new format to "20/20".

Create a new mp3 copy of this track to replace existing mp3

Done

WAV + AIFF converter

On our **Pro**, **Artist**, **Music Supervisor**, and **Enterprise** plans, we have a premium feature that will create an AIFF version of your WAV files, and a WAV version of your AIFF files. These formats will be available to download in your DISCO and on share pages for recipients.

It is important to note that these extra versions won't appear under **Manage files and formats**, as this view only shows the formats you uploaded and any MP3 copies we've created.

Instant Instrumentals: Intro

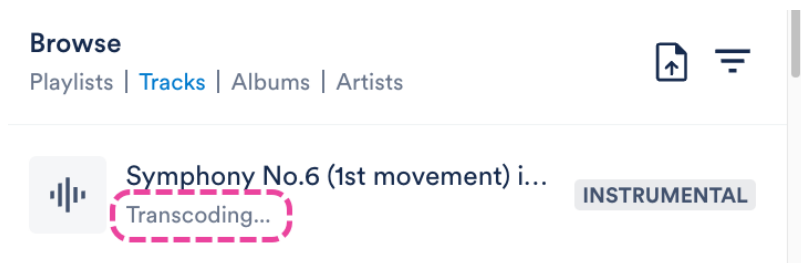
Last Modified on 09/05/2025 11:54 am PDT

How do Instant Instrumentals work?

With **Instant Instrumentals**, you can create Instrumental versions of your Tracks (without vocals) within your DISCO in under a minute!

Instant Instrumentals is powered by our AI to create versions of your Tracks without vocals. The AI works best with uncompressed or lossless file formats (e.g. WAV, AIFF), so it uses those files whenever possible. Lossy formats, like MP3, are only used if there is no uncompressed/lossless format on a given Track.

If a lossless format is used, our AI will first create a 16-bit, 44.1kHz .WAV file, then automatically transcode an MP3 at the bit rate set in your business settings. If a lossy format is used, only an MP3 will be created.



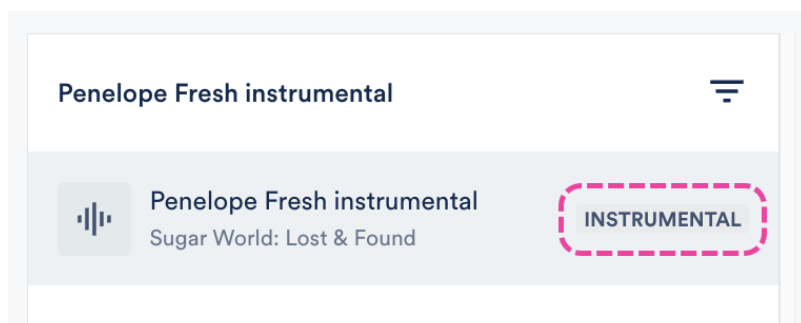
Creating Instrumentals doesn't impact the quality of the original Tracks in your DISCO.

How are Instrumental versions of Tracks useful?

Instrumental versions of tracks can be crucial to landing a sync, but an Instrumental version isn't always available; that's where Instant Instrumentals come in!

How do I get access to the Instant Instrumentals feature?

Instant Instrumentals are included in our **Discovery Suite** add-on feature pack, so you'll need to subscribe to Discovery Suite to get access.

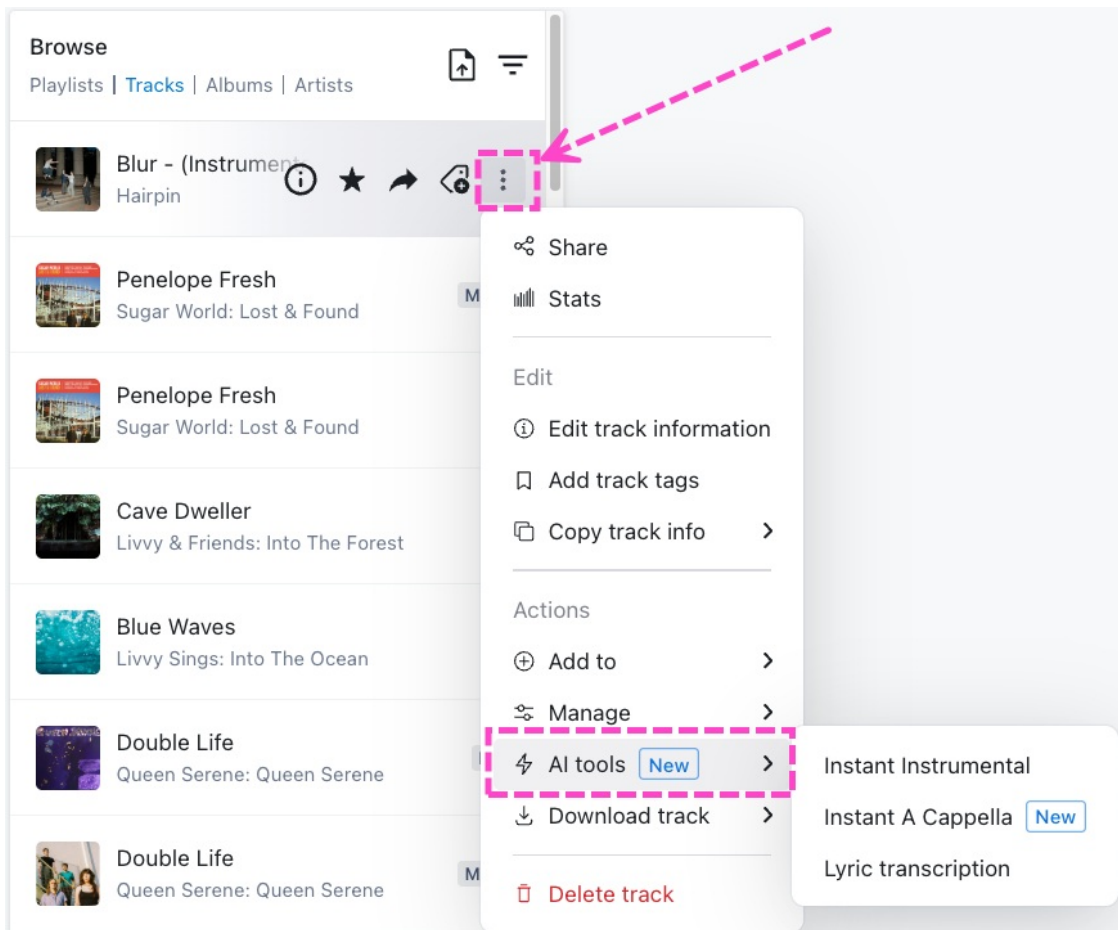


Instant Instrumentals: Creating Instrumental Track versions

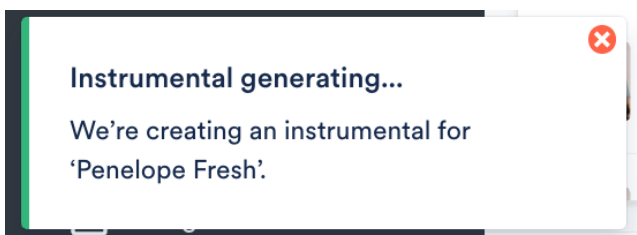
Last Modified on 06/15/2026 1:33 pm PDT

Note: Your Tracks must be auto-tagged before you can create Instant Instrumentals.

1. Open the **Track Menu (:)** and select **AI tools > Instant Instrumental**.

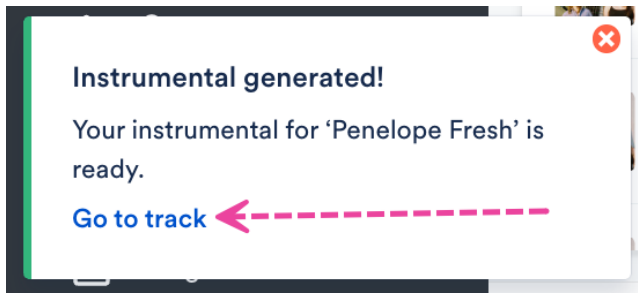


2. A **Terms and Conditions** window will appear. Please read them and click **Accept** to continue.
3. Another window will appear to inform you of how this will affect your Discovery Suite quota. Click **Proceed**.
4. Your Track will be sent for analysis by our AI and a message will appear in the bottom-left corner letting you know it's being generated.



5. When your instrumental Track is ready, another message will appear in the bottom-left

corner. Click **Go to track**.

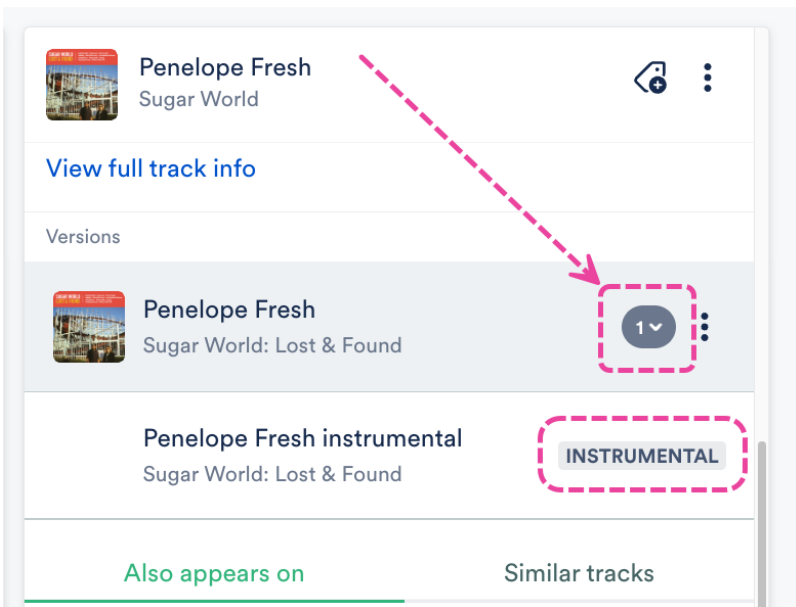
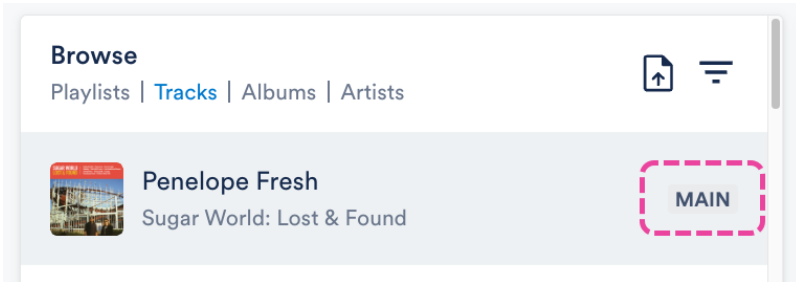


6. Your Instrumental Track will open in the Explorer and have an **INSTRUMENTAL** label.

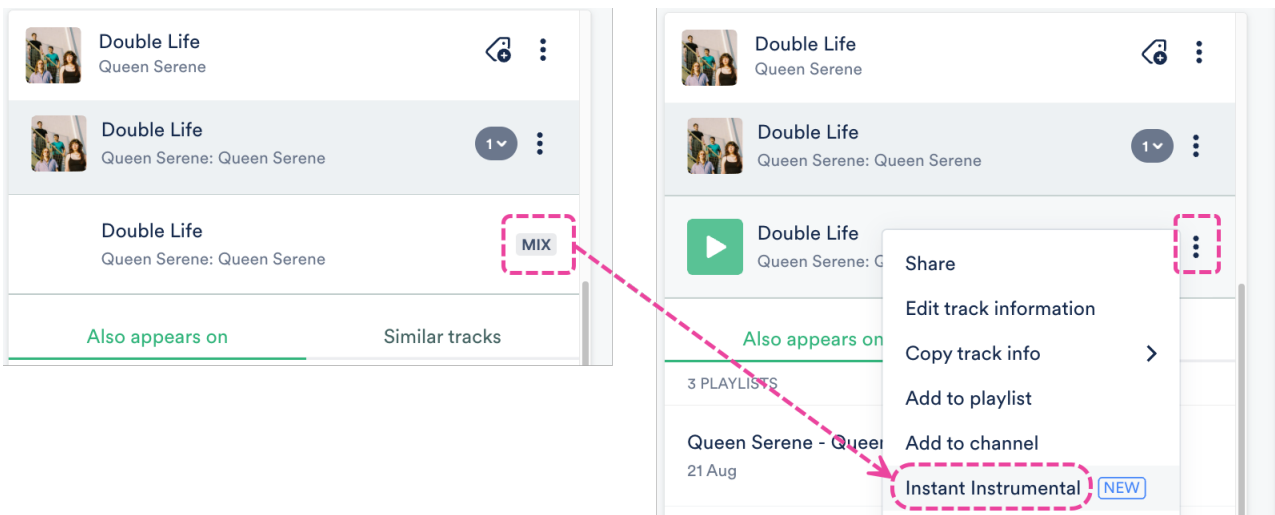
Instant Instrumentals: Instrumentals and Track Nesting

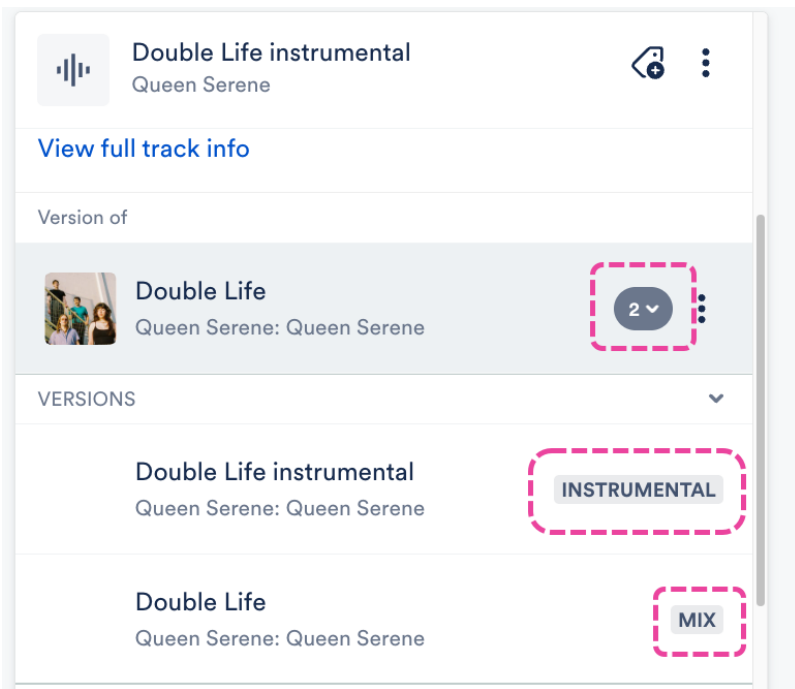
Last Modified on 09/05/2025 11:51 am PDT

After creating an Instant Instrumental, the original Track will now have a **MAIN** label, and the Instrumental Track will become a nested **Version** under the original. [Visit this article for more information on Track Nesting.](#)

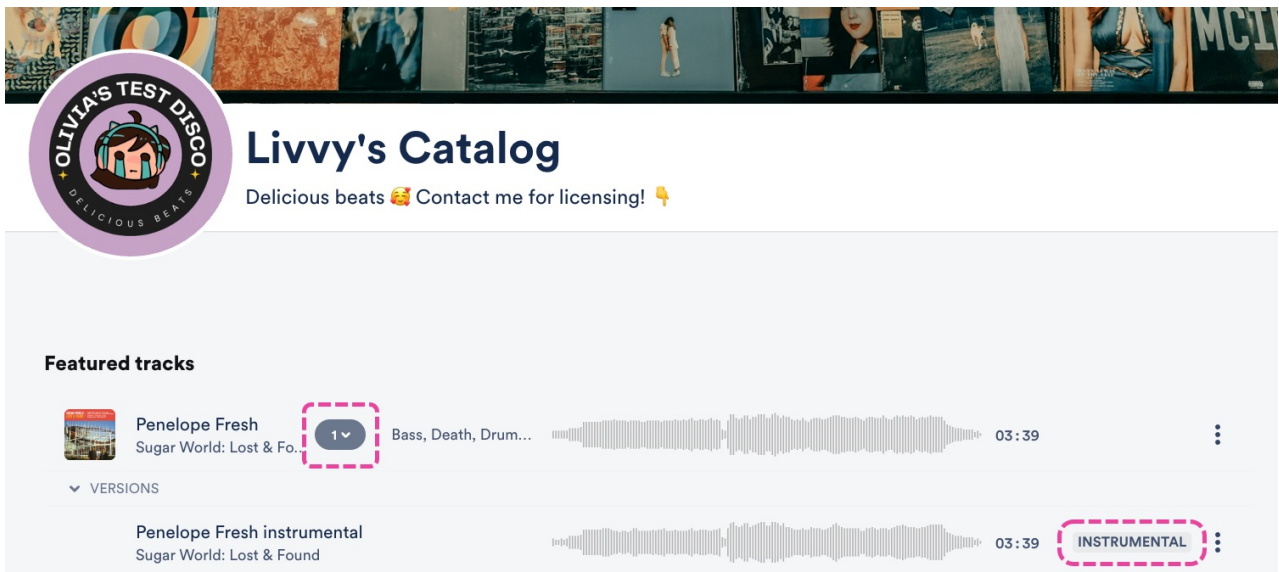


If the Instrumental was created from another nested Track, (e.g. a mix with the **MIX** label), it will be nested as a Version under the **MAIN** track where the **MIX** is also nested.





If Nesting is enabled in your **DISCO Catalog**, your Instrumental will appear as an **INSTRUMENTAL** Version nested underneath the Main Track.



If Nesting isn't enabled for that Catalog, but you'd like the Instrumental Version of the Main Track to appear in the Catalog, [add the Instrumental Version to your Published content by adding it to a Channel or Folder](#). It will then appear as a separate Track:



Livvy's Catalog

Delicious beats 🍷 Contact me for licensing! 🍷

Featured tracks



Penelope Fresh
Sugar World: Lost & Found

Bass, Death, Drum...



03:39



Penelope Fresh instrumental
Sugar World: Lost & Found



03:39



Instant Instrumentals: Instrumentals and Similarity Search

Last Modified on 09/05/2025 11:50 am PDT

Once Instant Instrumentals are created, they will appear in the search results when you use **Similarity Search**.

Note: *It may take up to 20 minutes for Instrumental Tracks to appear in Similarity Searches after they've been created.*

Instant Instrumentals: FAQ

Last Modified on 09/05/2025 11:45 am PDT

Q: How do Instant Instrumental tracks count toward my track quota?

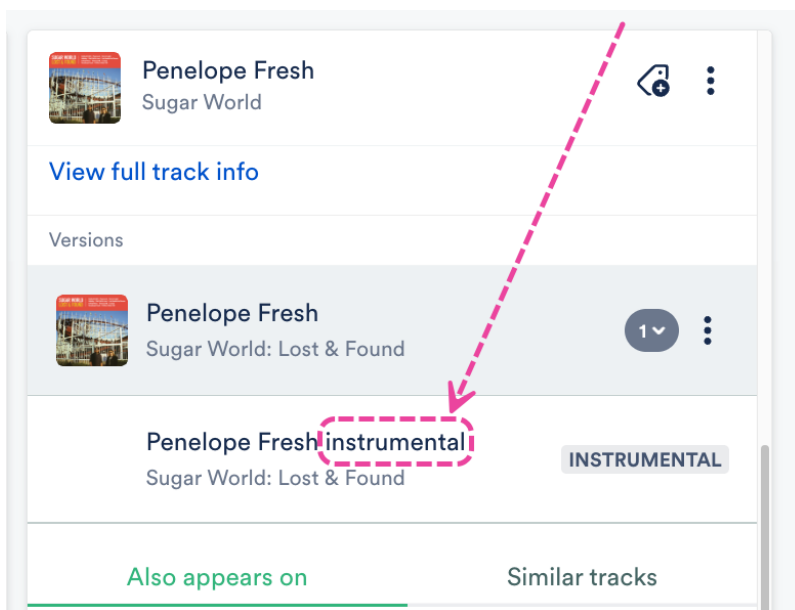
Every Instrumental Track you create counts as one Track toward your *base plan* Track quota *and* one track toward your *Discovery Suite* Track quota.

Q: Will Instant Instrumentals carry the same metadata as the original/Main Track?

Only the below metadata fields are carried over from original/Main Tracks to Instant Instrumentals:

- **Title**

- The Title will be the same, but it will have the word "instrumental" added at the end to help you differentiate between versions:



- **Artist**
- **Album**

Q: How do Instant Instrumental tracks count toward my track quota?

Last Modified on 09/05/2025 11:46 am PDT

Q: How do Instant Instrumental tracks count toward my track quota?

Every Instrumental Track you create counts as one Track toward your *base plan* Track quota *and* one track toward your *Discovery Suite* Track quota.

Q: Will Instant Instrumentals carry the same metadata as the original/Main Track?

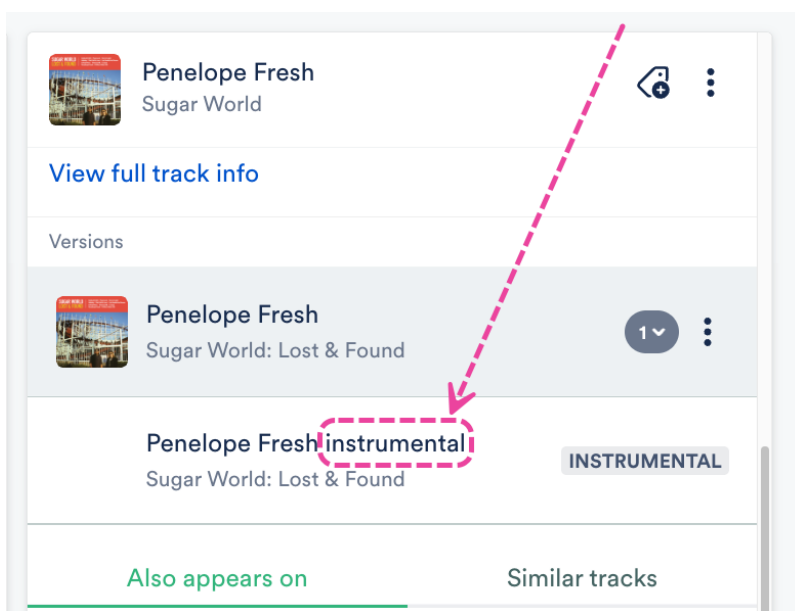
Last Modified on 09/05/2025 11:45 am PDT

Q: Will Instant Instrumentals carry the same metadata as the original/Main Track?

Only the below metadata fields are carried over from original/Main Tracks to Instant Instrumentals:

- **Title**

- The Title will be the same, but it will have the word "instrumental" added at the end to help you differentiate between versions:



- **Artist**
- **Album**

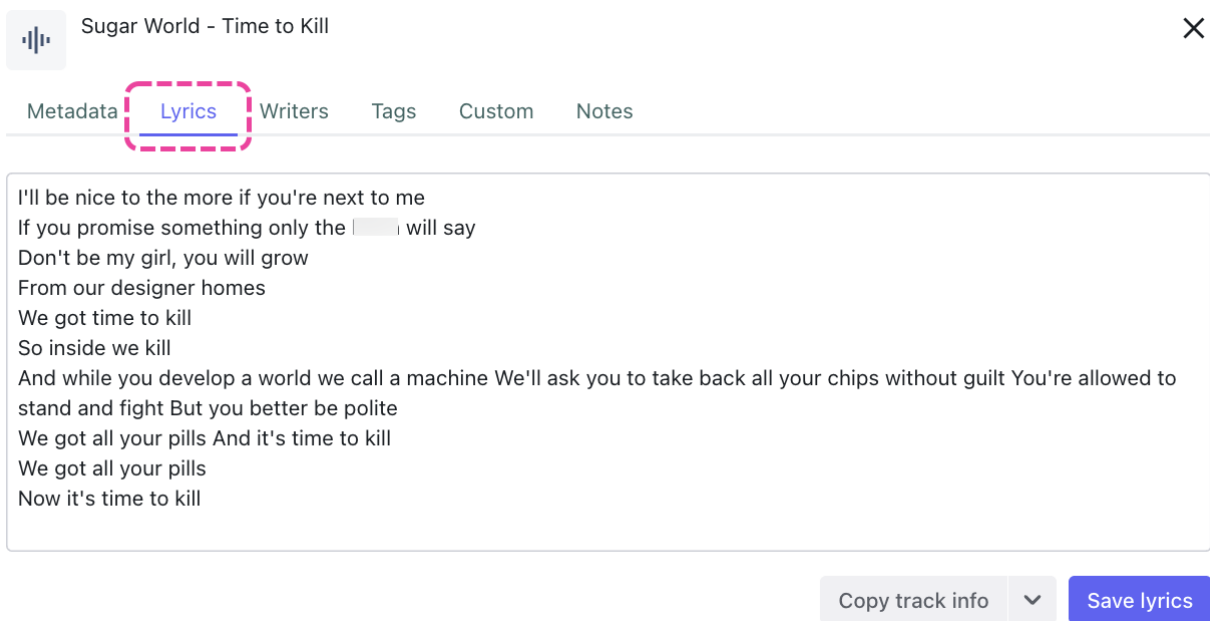
Lyric Transcription: Intro

Last Modified on 09/05/2025 11:45 am PDT

With **lyric transcription** you can populate lyrics in the metadata of your Tracks in DISCO. This makes it easier to search by key words contained in the lyrics of your songs, which in turn will improve the discoverability of your content.

How does Lyric Transcription work in DISCO?

When you transcribe your Tracks in DISCO, our AI analyzes them and when possible, it populates the **Lyrics** tab in the Track information.



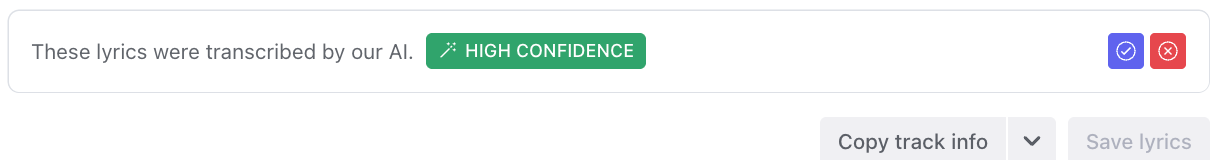
Sugar World - Time to Kill

Metadata **Lyrics** Writers Tags Custom Notes

I'll be nice to the more if you're next to me
If you promise something only the [redacted] will say
Don't be my girl, you will grow
From our designer homes
We got time to kill
So inside we kill
And while you develop a world we call a machine We'll ask you to take back all your chips without guilt You're allowed to stand and fight But you better be polite
We got all your pills And it's time to kill
We got all your pills
Now it's time to kill

Copy track info Save Lyrics

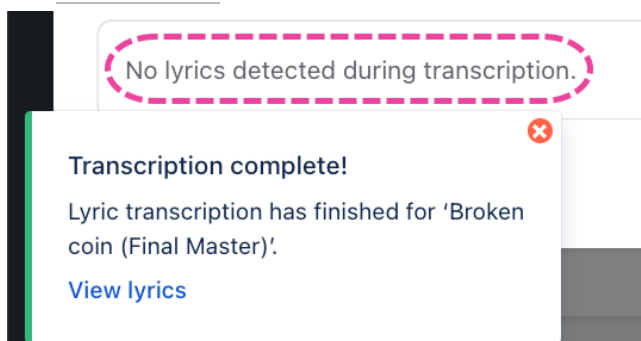
In most cases, the lyrics are transcribed successfully with a **High, Medium, or Low** confidence score.



These lyrics were transcribed by our AI. **HIGH CONFIDENCE**

Copy track info Save Lyrics

For instrumental Tracks, no lyrics will be detected.



No lyrics detected during transcription.

Transcription complete!
Lyric transcription has finished for 'Broken coin (Final Master)'.
[View lyrics](#)

In rare cases, the transcription will fail if the quality is too poor, and lyrics won't be populated.

ⓘ An AI transcription was generated, but did not meet our quality standards and is not available for editing. [Dismiss](#)

Lyric Transcription: Feature availability and Track quotas

Last Modified on 09/05/2025 11:44 am PDT

Lyric transcription is available to users on the following plans:

- **Artist**
- **Plus**
- **Pro**
- **Enterprise**

The Track quota (specifically for transcribing lyrics on Tracks) for each plan varies and in some cases is dependent on whether or not the user is also subscribed to the **Discovery Suite**. Here's a full breakdown:

Base Plan	User is not subscribed to Discovery Suite ☐	User is subscribed to Discovery Suite ☑
Artist	unlimited Track quota for lyric transcription	unlimited Track quota for lyric transcription
Plus	20 Track quota for lyric transcription	20 Track quota for lyric transcription
Pro	20 Track quota for lyric transcription*	unlimited Track quota (up to your Discovery Suite Track quota) for lyric transcription
Enterprise	20 Track quota for lyric transcription*	unlimited Track quota (up to your Discovery Suite Track quota) for lyric transcription

Users on our **Pro and **Enterprise** plans can get unlimited Track quota for lyric transcription by subscribing to the **Discovery Suite**.*

The following scenarios will count towards your Track quota for lyric transcription (if limited):

- lyric transcription was successful and lyrics were populated with a **High, Medium, or Low** confidence score
- lyric transcription was triggered but no lyrics were detected (for instrumental Tracks)

The following scenario *won't* be counted towards your Track quota for lyric transcription (if limited):

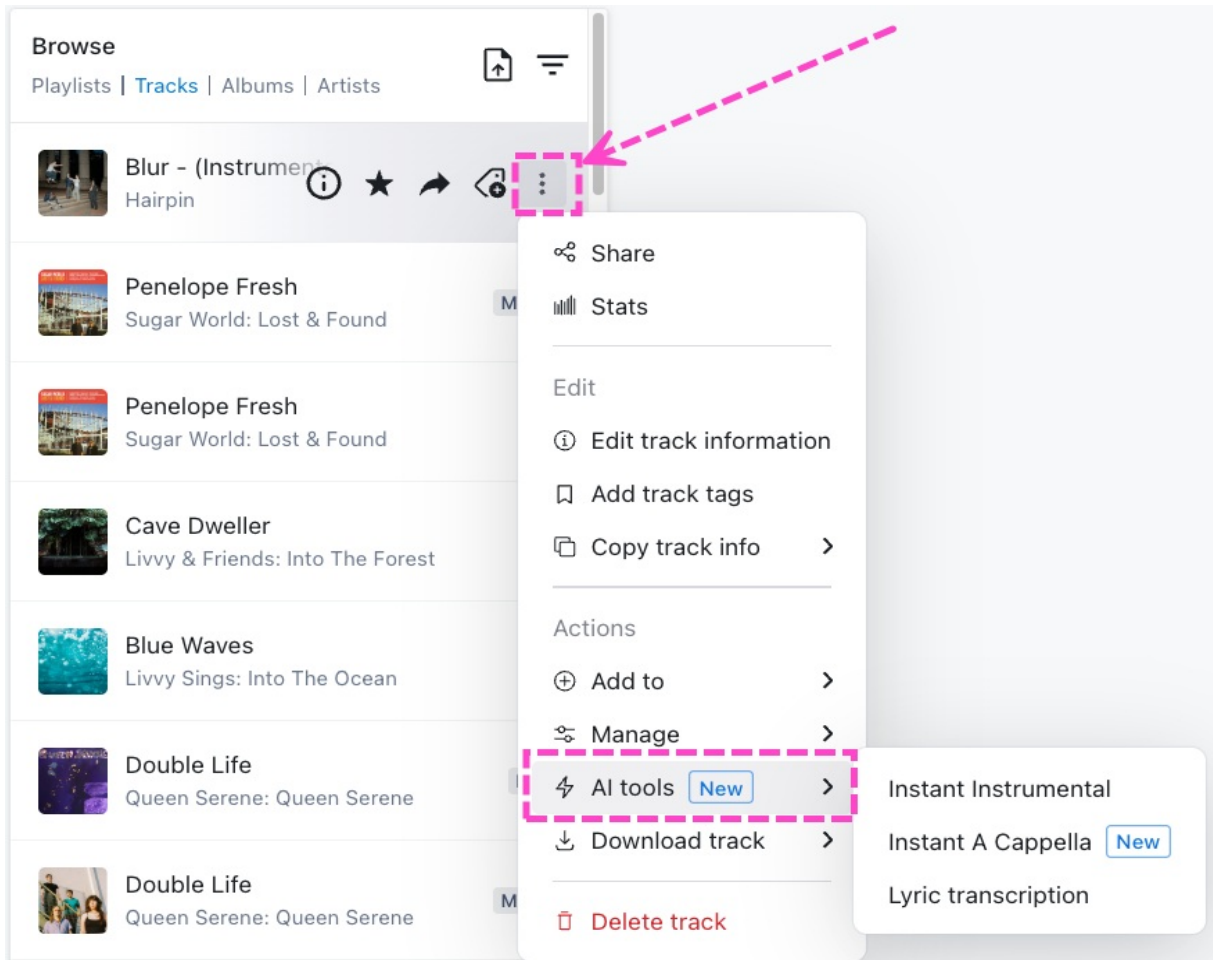
- lyric transcription was triggered but failed due to poor quality and lyrics weren't available for editing

Lyric Transcription: Transcribing lyrics on your Tracks

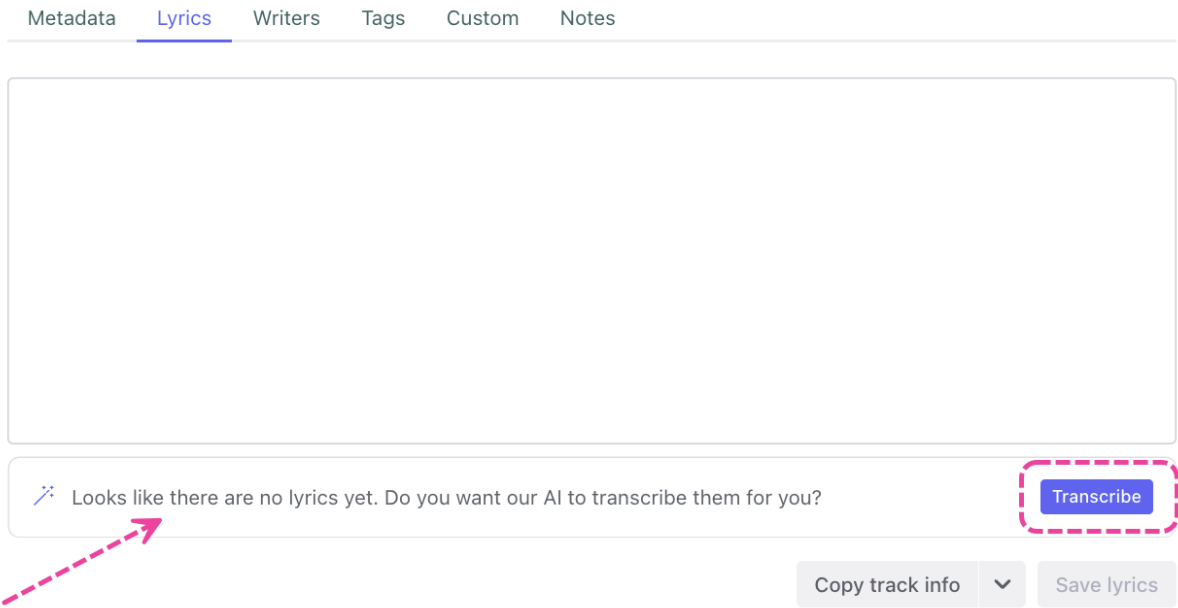
Last Modified on 06/15/2026 1:35 pm PDT

Step-by-step: Transcribing lyrics

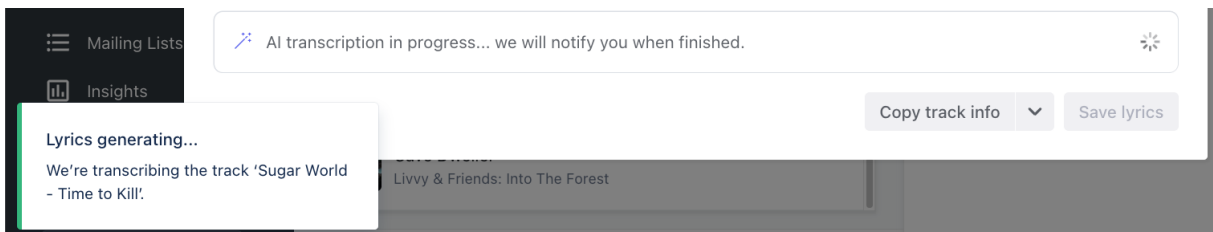
1. Open the **Track menu (⋮)** and select **AI tools > Lyric transcription**.



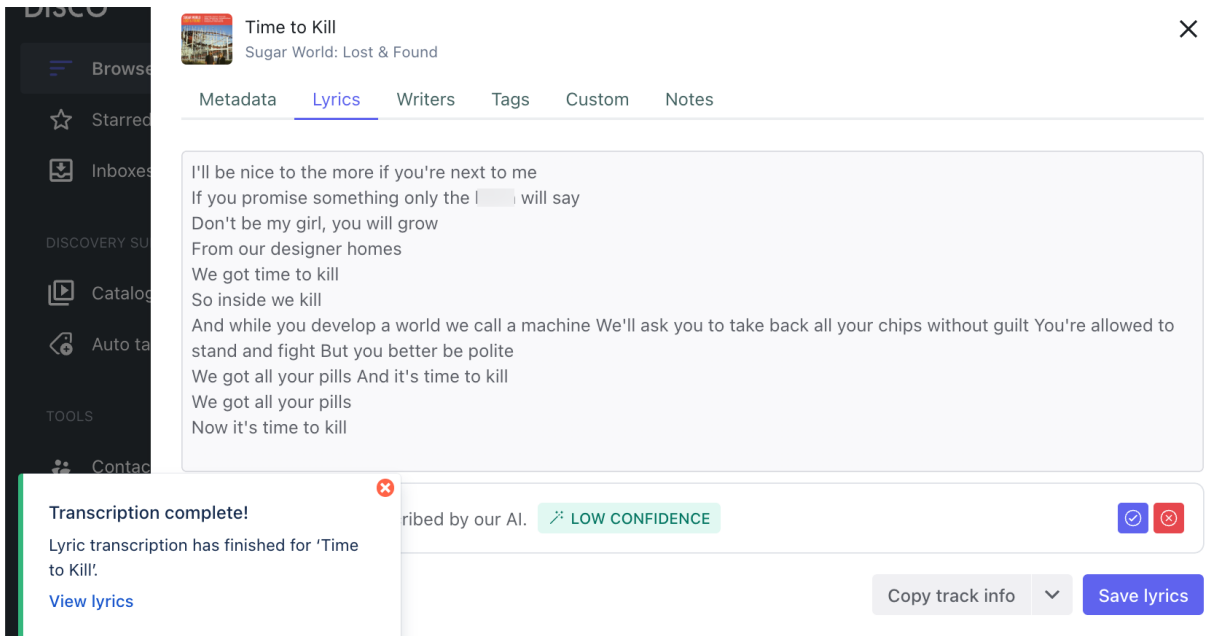
2. This will open the Track information page with the **Lyrics** tab highlighted. Click the **Transcribe** button.



3. The transcription will begin as indicated by the message in the bottom-left corner of your DISCO.



4. After a few moments, the transcription will be complete. If successful, a confidence score will be displayed and the lyrics will populate in the **Lyrics** tab.



Note: The lyrics won't be editable until after the next step.

5. You will then need to accept or reject the lyrics by clicking either the check mark or the 'X'.


We got all your pills
Now it's time to kill

These lyrics were transcribed by our AI. 🚩 LOW CONFIDENCE → ✓ ✗

Copy track info ▼ Save lyrics

Note: If you reject the lyrics, you'll be asked to provide some feedback and then they will be removed.

6. You'll now be able to edit the lyrics if needed. When you're ready, click the **Save lyrics** button.

 **Time to Kill** ✕
Sugar World: Lost & Found

Metadata Lyrics Writers Tags Custom Notes

I'll be nice to the more if you're next to me
If you promise something only the [] will say
Don't be my girl, you will grow
From our designer homes
We got time to kill
So inside we kill
And while you develop a world we call a machine We'll ask you to take back all your chips without guilt You're allowed to stand and fight But you better be polite
We got all your pills And it's time to kill
We got all your pills
Now it's time to kill

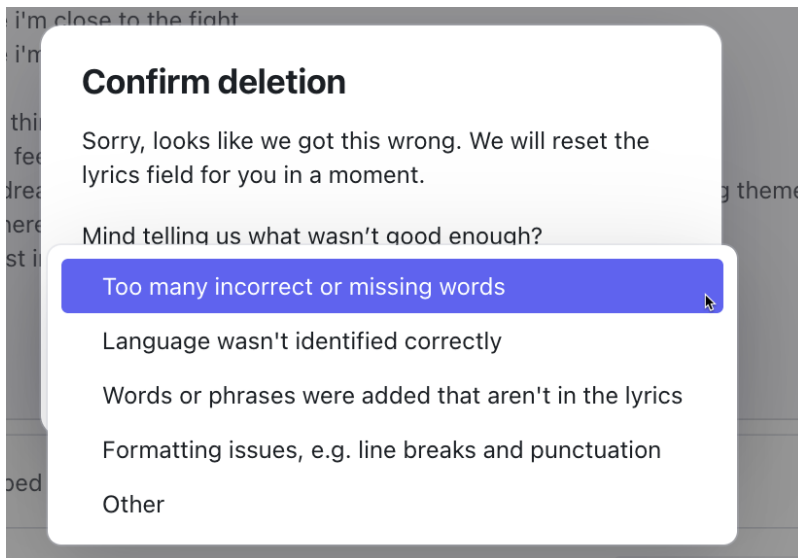
Copy track info ▼ Save lyrics

Rejecting lyrics

If you reject the lyrics that were transcribed, this will still count towards your Track quota for lyric transcription (if you have one), as the transcription was generated successfully.

Upon rejection you'll be asked to select a reason for rejection from the drop-down:

- **Too many incorrect or missing words**
- **Language wasn't identified correctly**
- **Words or phrases were added that aren't in the lyrics**
- **Formatting issues, e.g. line breaks and punctuation**
- **Other**



If you select **Other** you'll be asked to tell us a bit more about why you've rejected the lyrics. This feedback is crucial to help our AI improve, so we really appreciate you taking the time to give us any and all feedback ☑

Confirm deletion

Sorry, looks like we got this wrong. We will reset the lyrics field for you in a moment.

Mind telling us what wasn't good enough?

Can you tell us more?

You can then click the **Proceed** button and the lyrics will be cleared from the **Lyrics** tab.

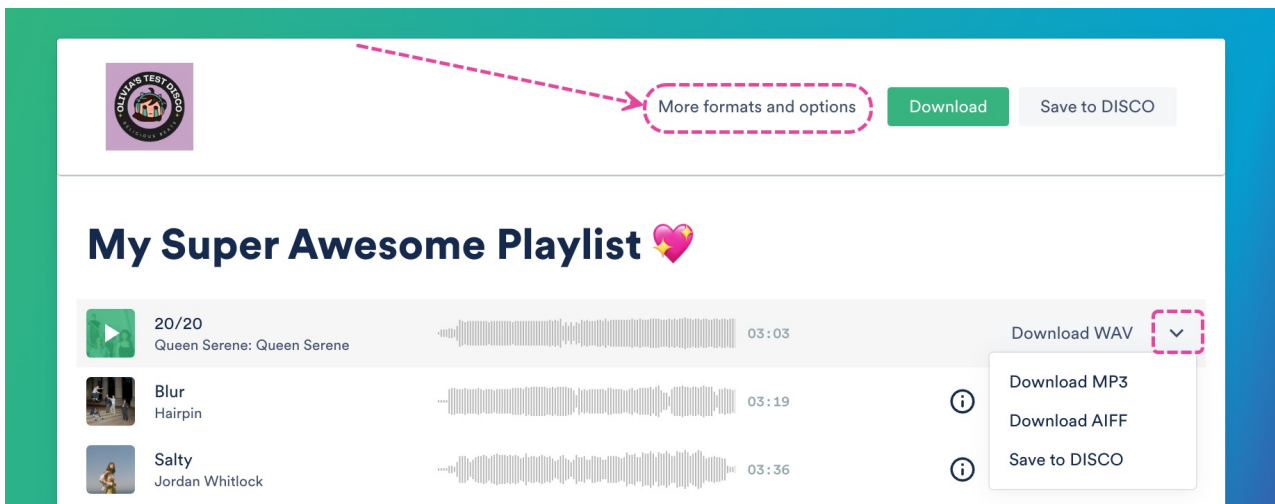
Managing file formats for Track and Playlist downloads

Last Modified on 09/22/2025 4:21 pm PDT

Since [multiple formats are supported for individual Tracks in your DISCO](#), you can specify which file formats you'd like to make available for your recipients to download when sharing Tracks and Playlists.

At a glance

Your recipients can also choose which formats to download from the Share page:



Downloading different formats from Track Share pages

When sharing Tracks, if you'd like to allow your recipients to choose which Track formats they'd like to download, use this share method:

1. Open the **Track menu (!)** and select **Share**.
2. From the **Copy URL** tab, copy the **Regular track URL**.

Share Track



Penelope Fresh
Sugar World: Lost & Found

Copy URL Embed

Regular track URL

<https://s.disco.ac/pxkxatriuskj>



Stream only URL

<https://s.disco.ac/stlljydtfynt>



Download URL

<https://s.disco.ac/syiwhelacmgl>



Copy URL

- This will open a Share page with all available formats available in the **Download** dropdown to the right of each Track:

Download MP3

Download MP3

Download AIFF

Download WAV

Save to DISCO

Note: The **Download URL** will automatically download the MP3 of a track or the MP4 of a video when opened.

Downloading different formats from Playlist Share pages

Downloading individual Tracks

When you share a Playlist, all available formats are attached to each Track. Recipients can specify which format they'd like to download using the **Download** dropdown to the right of the Track:

My Super Awesome Playlist 🍷



20/20
Queen Serene: Queen Serene 03:03

Blur
Hairpin 03:19

Salty
Jordan Whitlock 03:36

Download WAV

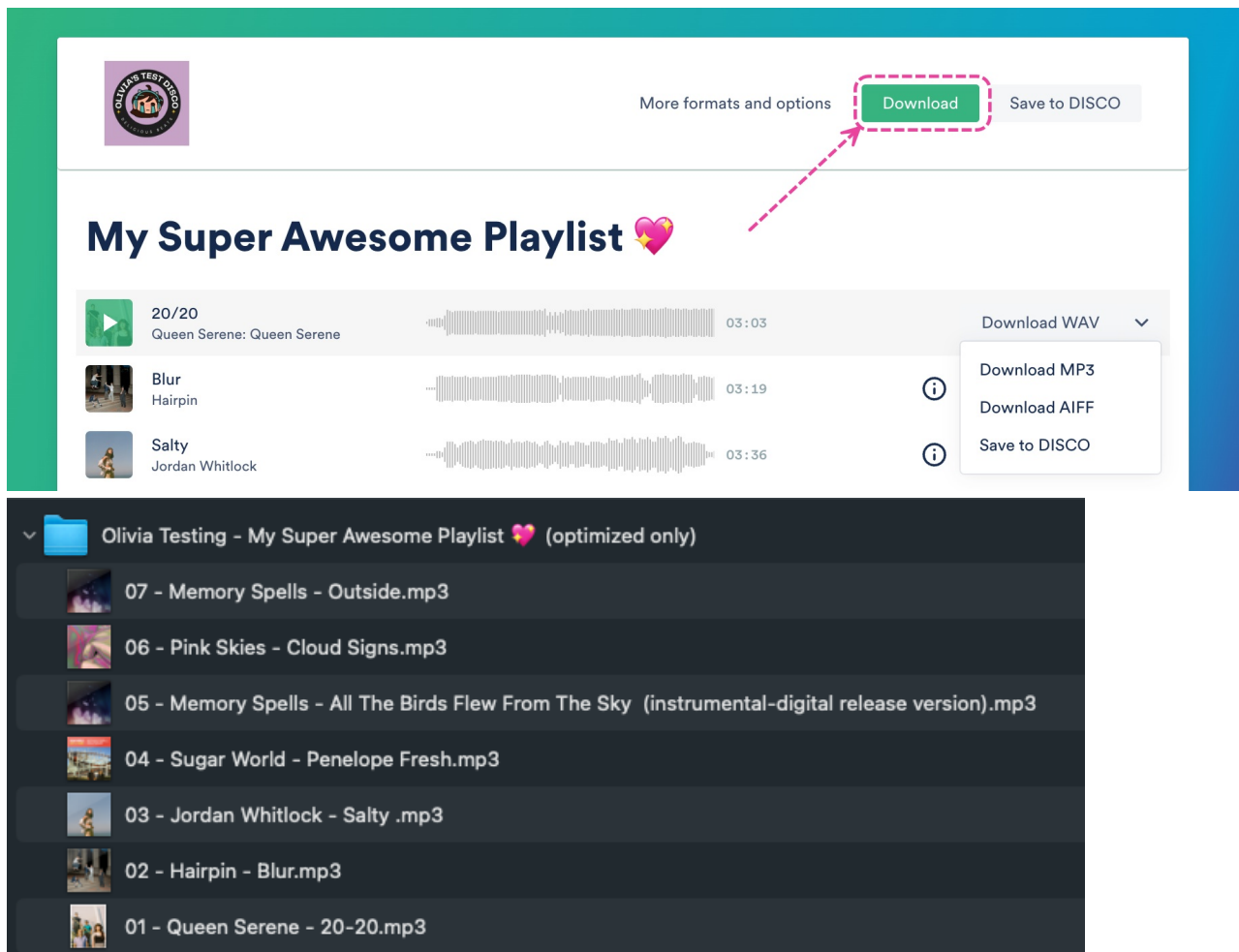
Download MP3

Download AIFF

Save to DISCO

Downloading the entire Playlist

By default, when downloading the entire Playlist using the **Download** button at the top right of the page, only optimized formats (MP3 or MP4) of the tracks will be downloaded:



More formats and options

Download

Save to DISCO

My Super Awesome Playlist 🍷

20/20
Queen Serene: Queen Serene 03:03

Blur
Hairpin 03:19

Salty
Jordan Whitlock 03:36

Download WAV

Download MP3

Download AIFF

Save to DISCO

Olivia Testing - My Super Awesome Playlist 🍷 (optimized only)

- 07 - Memory Spells - Outside.mp3
- 06 - Pink Skies - Cloud Signs.mp3
- 05 - Memory Spells - All The Birds Flew From The Sky (instrumental-digital release version).mp3
- 04 - Sugar World - Penelope Fresh.mp3
- 03 - Jordan Whitlock - Salty .mp3
- 02 - Hairpin - Blur.mp3
- 01 - Queen Serene - 20-20.mp3

If you'd to change this so that the original Track formats are included when the entire Playlist is downloaded, follow these steps:

1. Open the **Playlist menu (!)** and select **Playlist Settings**.
2. From the **Playlist Info** tab, under **Security Settings**, set the **Include original formats** toggle to **ON**.

Playlist Settings

Playlist Info Presentation Alias Metadata

Name

My Super Awesome Playlist ❤️

Content Settings >

Security Settings v

Watermark playlist

Link expiry

Password protect

Optimized only ⓘ

Include original formats ⓘ

3. Click the **Save Playlist** button.

Downloading multiple Tracks

Recipients can specify which format(s) they'd like to download for multiple different Tracks at once. They can also download all formats available for all Tracks by clicking **More formats and options**.

The screenshot shows the 'My Super Awesome Playlist' interface. At the top, there is a header with a logo and a 'More formats and options' button, which is highlighted with a dashed pink box and an arrow. To the right of this button are 'Download' and 'Save to DISCO' buttons. Below the header, the playlist title 'My Super Awesome Playlist ❤️' is displayed. The main content area shows a list of tracks with their respective album art, titles, artists, and durations. The first track is '20/20' by Queen Serene: Queen Serene (03:03). The second track is 'Blur' by Hairpin (03:19). The third track is 'Salty' by Jordan Whitlock (03:36). For each track, there is an information icon (i) and a dropdown menu for download options. The dropdown menu for the first track is open, showing options: 'Download WAV', 'Download MP3', 'Download AIFF', and 'Save to DISCO'.

This opens a window with all Tracks and formats listed. Once they've selected which format(s) for the desired Track(s), they can click the **Download selection** or **Save to DISCO** button.

More formats and options



TRACKS

Select all Select all Select all



20/20
Queen Serene: Queen Serene

MP3

WAV

AIFF



Blur
Hairpin

MP3

WAV

AIFF



Salty
Jordan Whitlock

MP3

WAV

AIFF



Penelope Fresh
Sugar World: Lost & Found

MP3

WAV

AIFF

Save to DISCO

Download selection

Q: Which metadata fields travel with Tracks from my DISCO when they are downloaded?

Last Modified on 08/27/2025 10:02 am PDT

Q: Which metadata fields travel with Tracks from my DISCO when they are downloaded?

For file formats that support metadata writing (e.g. AIFF, MP3), all the metadata you can see on your Tracks in DISCO will be written to them when downloaded, with the exception of: **PRO number**, (which doesn't have an ID3 matching field), and **Notes**.

We will also read, store, and write the following metadata fields to the files, even though they will not be displayed in your DISCO:

- 'EncodedBy',
 - 'Length',
 - 'SourceURL',
 - 'AlbumArtist',
 - 'OriginalArtist',
 - 'OriginalReleaseTime',
 - 'PartOfSet',
 - 'FileOwner',
 - 'OriginalReleaseYear',
 - 'EncoderSettings',
 - 'FileURL',
 - 'UserDefinedText',
 - 'Publisher',
 - 'OriginalAlbum',
 - 'Subtitle',
 - 'AlbumSortOrder',
 - 'Copyright',
 - 'Compilation',
-

Managing Writers and Writer Splits

Last Modified on 08/27/2025 10:05 am PDT

You can easily manage **Writers** and **Writer Splits** in your DISCO.

At a glance

You can add Writers to your **Contacts** using the **Writer Contact Tag**:

<input type="checkbox"/>	NAME	EMAIL	COMPANY	PHONE	LOCATION	TAGS	EDIT
	David Wallace	dwallace@dmpc.com	Dunder Mifflin Pap...	6668885555	New York, NY	Writer X	
	Holly Flax	hflax@dmpc.com	Dunder Mifflin Pap...	7778889999	Nashua, NH	Writer X	
	Jim Halpert	jhalpert@dmpc.com	Dunder Mifflin Pap...		Scranton, PA	Writer X	
	Karen Filapelli	kfilapelli@dmpc.com	Dunder Mifflin Pap...	4443335555	Utica, NY	Writer X	

You can also add Writers and **Writer Splits** on Tracks from the **Writers** tab on the Track Information page:

Cave Dweller
Livvy & Friends: Into The Forest

Metadata Lyrics **Writers** Tags Custom Notes

Manage Writers (+)

Writer * Split ⓘ Publisher PRO

Jim Halpert 50 Sony Publishing ASCAP X

Writer * Split ⓘ Publisher PRO

David Wallace 50 Sony Publishing ASCAP X

PRO Number ⓘ

9999999999

Writers splits are currently set to write to metadata on this business. [Change that here.](#)

To manage your writers, visit [Contacts](#)

Copy track info Save

Adding Writers

From the Contacts page

When you [add a new](#) or [edit and existing Contact](#), you can add the pre-set Writer tag.

Add new contact




Need to add more than one contact at once? [Import a contact list](#)

Name *	Email
<input type="text" value="New Writer"/>	<input type="text" value="not required for Writers"/>
Company	Phone
<input type="text"/>	<input type="text"/>
Location	Tags
<input type="text"/>	<input type="text" value="Writer X"/>

Contacts

[Add new contact](#) ...

Search contacts...

<input type="checkbox"/>	NAME	EMAIL	COMPANY	PHONE	LOCATION	TAGS	EDIT
<input type="checkbox"/>	David Wallace	dwallace@dmpc.com	Dunder Mifflin Pap...	6668885555	New York, NY	Writer X	 
<input checked="" type="checkbox"/>	HF Holly Flax	hflax@dmpc.com	Dunder Mifflin Pap...	7778889999	Nashua, NH	Writer	Add contact tags
<input checked="" type="checkbox"/>	JH Jim Halpert	jhalpert@dmpc.com	Dunder Mifflin Pap...		Scranton, PA	Writer X	

From the **Add new contact window**, adding the **Writer** tag will display additional fields specific to Writers: **Publisher**, **Acts**, and **PRO**.

Add new contact

Need to add more than one contact at once? [Import a contact list](#)

Name *	Email
<input type="text" value="New Writer"/>	<input type="text" value="not required for Writers"/>
Company	Phone
<input type="text"/>	<input type="text"/>
Location	Tags
<input type="text"/>	<input type="text" value="Writer X"/>
Publisher	
<input type="text" value="Sony Publishing X"/>	
Acts	
<input type="text" value="Livvy & Friends"/>	
PRO	
<input type="text" value="ASCAP X"/>	

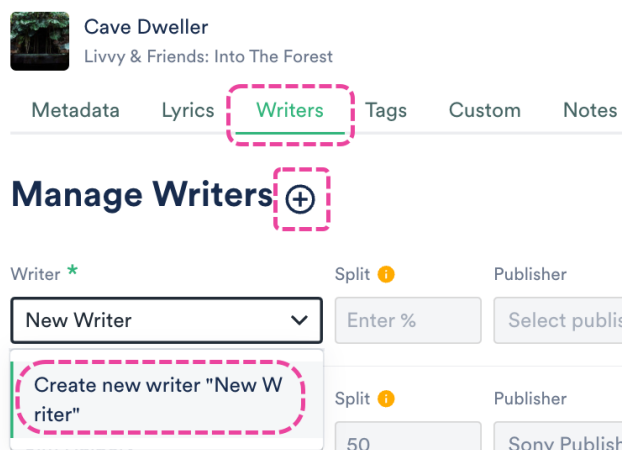
Via CSV import

You can add multiple Writers at once when you [import your Contacts via CSV](#). Just make sure they have the **Writer** tag in the **Tags** column.

A	B	C	D	E	
email	name	phone	company	territory	tags
dwallace@dmpc.com	David Wallace	6668885555	Dunder Mifflin Pa	New York, NY	Writer
tflenderson@dmpc.com	Toby Flenderson	9998887777	Dunder Mifflin Pa	Scranton, PA	Writer
pbeesley@dmpc.com	Pam Beesley		Dunder Mifflin Pa	Scranton, PA	Writer
mscott@dmpc.com	Michael Scott		Dunder Mifflin Paper Co.		Writer

From the Writers tab / when adding Writer Splits

1. Open the **Track Menu (:)** and select **Edit track Information**.
2. From the **Track Information** page, select the **Writers** tab.
3. Click the **+ plus** icon next to where it says **Manage Writers**.
4. Type in the Writer's name and click to **Create new writer**.



Cave Dweller
Livvy & Friends: Into The Forest

Metadata Lyrics **Writers** Tags Custom Notes

Manage Writers (+)

Writer * Split ⓘ Publisher

New Writer Enter % Select publis

Create new writer "New W riter"

Split ⓘ Publisher

50 Sony Publish

5. When creating a Writer and adding a Split, you can choose from existing publishers and PROs or create new ones by typing them in.

Managing Writers' information

You can edit your Writers' information from the Contacts page by clicking on their name. [Visit this article for more information on editing Contacts](#).

The initial PRO and publisher you add for a Writer will be their default publisher and PRO, but you can add other publishers and PROs which can be attached to their splits as well.

Details

Name *
David Wallace

Email
dwallace@dmpc.com

Company
Dunder Mifflin Paper Co.

Phone
6668885555

Location
New York, NY

Publishers
DMPC Publishing × Corporate Publishing × NYC Publishing ×

Acts
Scrantoncity, Scrantoncity 2, The Dunders, The Miffins

PRO
ASCAP × CASH × COMPASS × SPAC ×

Update contact details Cancel

To change the default **Publisher**, **Acts**, or **PRO**, click the **make default** link.

DW David Wallace Actions

Details

David Wallace
dwallace@dmpc.com Edit

Company Dunder Mifflin Paper Co.
Phone 6668885555
Location New York, NY

Publishers DMPC Publishing
Corporate Publishing [make default](#)
NYC Publishing [make default](#)

Acts Scrantoncity, Scrantoncity 2, The Dunders, The Miffins
ASCAP

PRO CASH [make default](#)
COMPASS [make default](#)
SPAC [make default](#)

These were added first so they are the defaults.

Adding Writer Splits to Tracks

To single Tracks

1. Open the **Track Menu (:)** and select **Edit track Information**.
2. From the **Track Information** page, select the **Writers** tab.
3. Under **Manage Writers**, you can choose from existing Writers from your DISCO, or click the **+ plus** icon to add a new one.
4. Add the **Split** percentage, **Publisher**, and **PRO** for each **Writer**.

Manage Writers ⊕

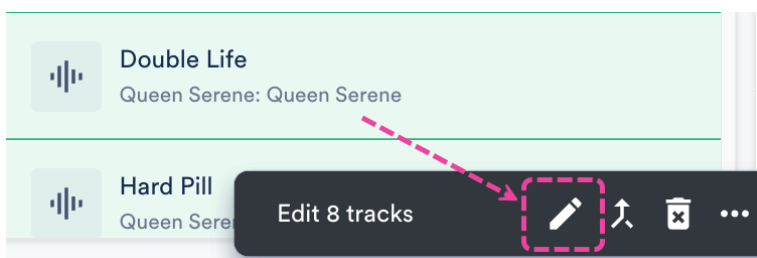
Writer *	Split ⓘ	Publisher	PRO	
Jim Halpert	50	Sony Publishing	ASCAP	✕
David Wallace	50	Sony Publishing	ASCAP	✕

Note: Splits can add up to less than 100%, but the total splits cannot exceed 100%.

5. Add the **PRO number**.
6. Click the **Save** button.

To multiple Tracks

1. Use multi-select to select multiple Tracks.
2. In the **Edit** menu at the bottom of the screen, click the pencil.



3. This will open the Track information page and allow you to edit multiple Tracks at once.
4. From the **Track Information** page, select the **Writers** tab.
5. Under **Manage Writers**, you can choose from existing Writers from your DISCO, or click the **+ plus** icon to add a new one.
6. Add the **Split** percentage, **Publisher**, and **PRO** for each **Writer**.

Manage Writers ⊕

Writer *	Split ⓘ	Publisher	PRO	
Jim Halpert	50	Sony Publishing	ASCAP	✕
David Wallace	50	Sony Publishing	ASCAP	✕

Note: Splits can add up to less than 100%, but the total splits cannot exceed 100%.

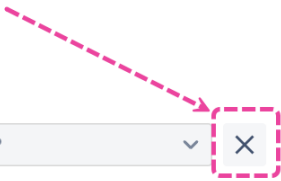
7. Add the **PRO number**.
8. Click the **Save** button.

Removing Splits

To remove a Writer from a Split, click on the **X**.

Manage Writers ⊕

Writer *	Split ⓘ	Publisher	PRO
Jim Halpert ▼	50	Sony Publishing ▼	ASCAP ▼ X
David Wallace ▼	50	Sony Publishing ▼	ASCAP ▼ X



Channels: Intro

Last Modified on 09/05/2025 11:43 am PDT

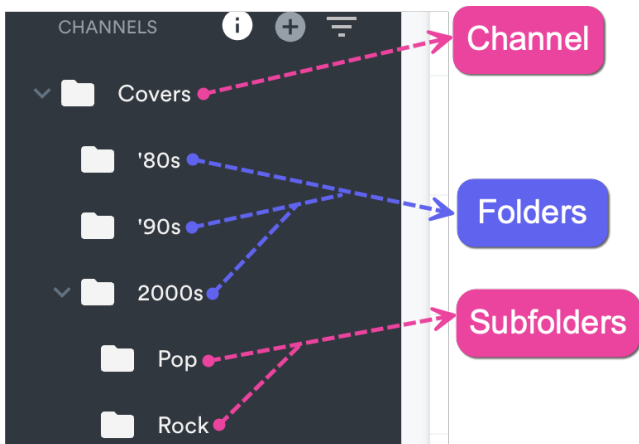
What are Channels on DISCO?

Channels are essentially folders where you can organize your Tracks and Playlists ☐

They're available to *all* DISCO users, regardless of plan type, and are especially useful for organizing specific types of content, such as:

- covers
- instrumentals
- a catalog or artist you represent
- a particular client or project

To keep things extra organized, you can also create **Folders** within Channels and **Subfolders** within Folders.



Channels: Creating Channels

Last Modified on 09/05/2025 9:42 am PDT

At a glance

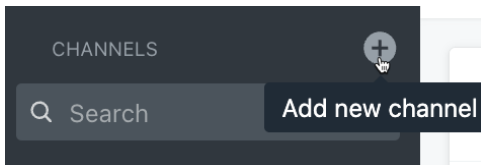
There are a few ways to create Channels:

- from the left sidebar of your DISCO
- from any **Playlist menu (⋮)** or **Track menu(⋮)**
- from your account **Settings**

Create a new Channel

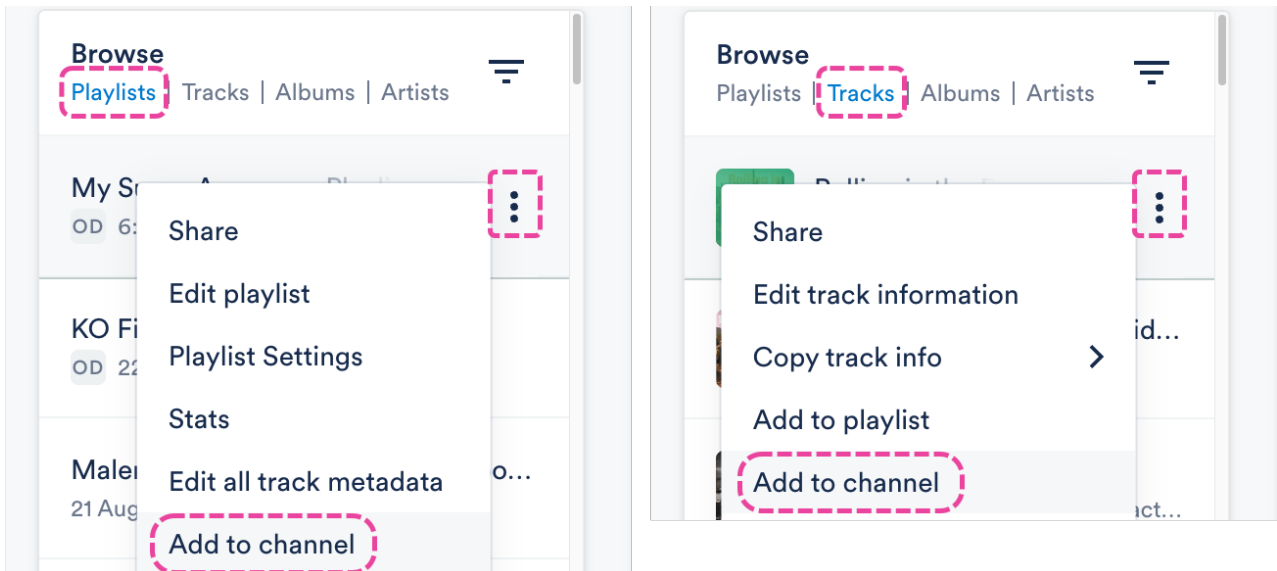
From the left sidebar of your DISCO

From the **Channels** section, click the **+ plus** icon to **Add new channel**.



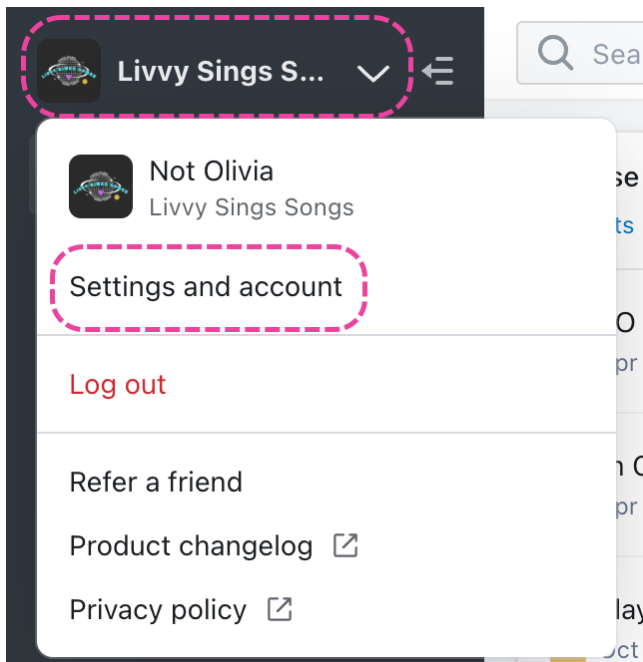
From any Playlist menu (⋮) or Track menu (⋮)

Open a **Playlist menu (⋮)** or **Track menu (⋮)** and select **Add to channel**.

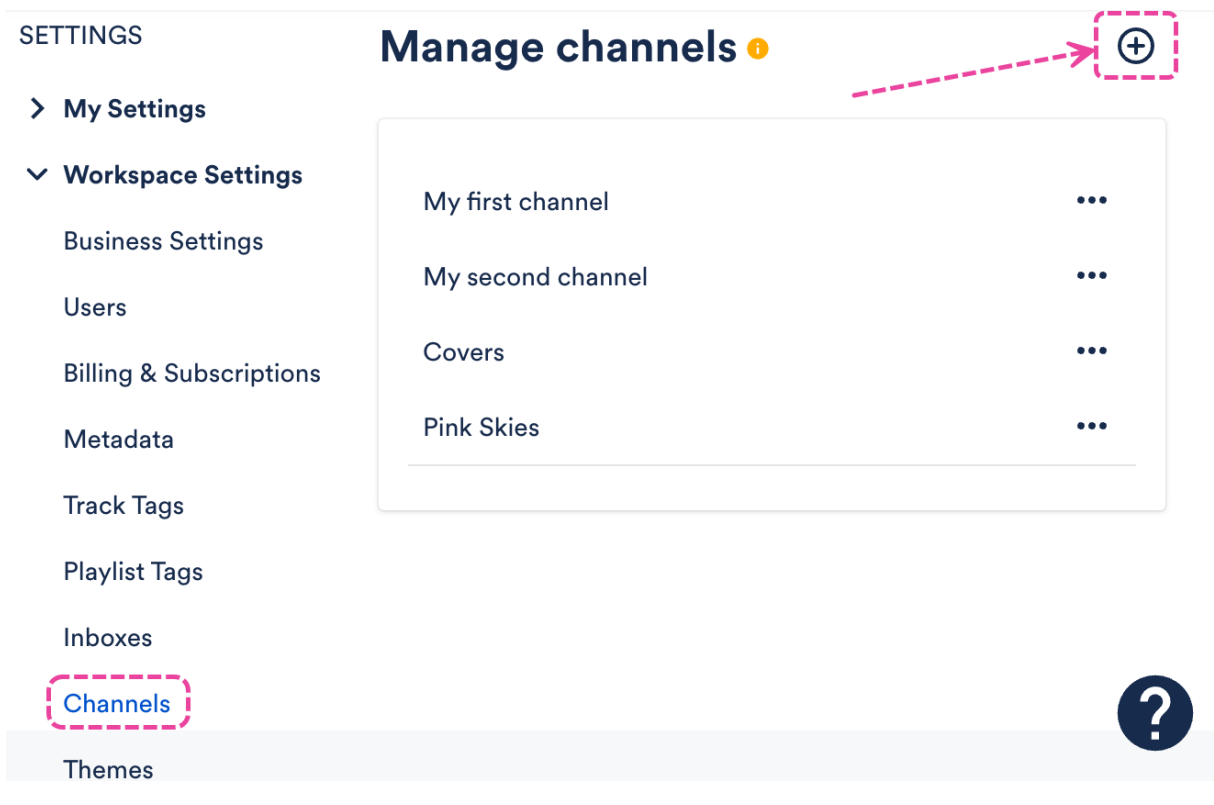


From your account Settings

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Channels**.
4. Click the **+ plus** icon on the top right.



Channels: Adding content to Channels and Folders

Last Modified on 09/05/2025 11:42 am PDT

At a glance

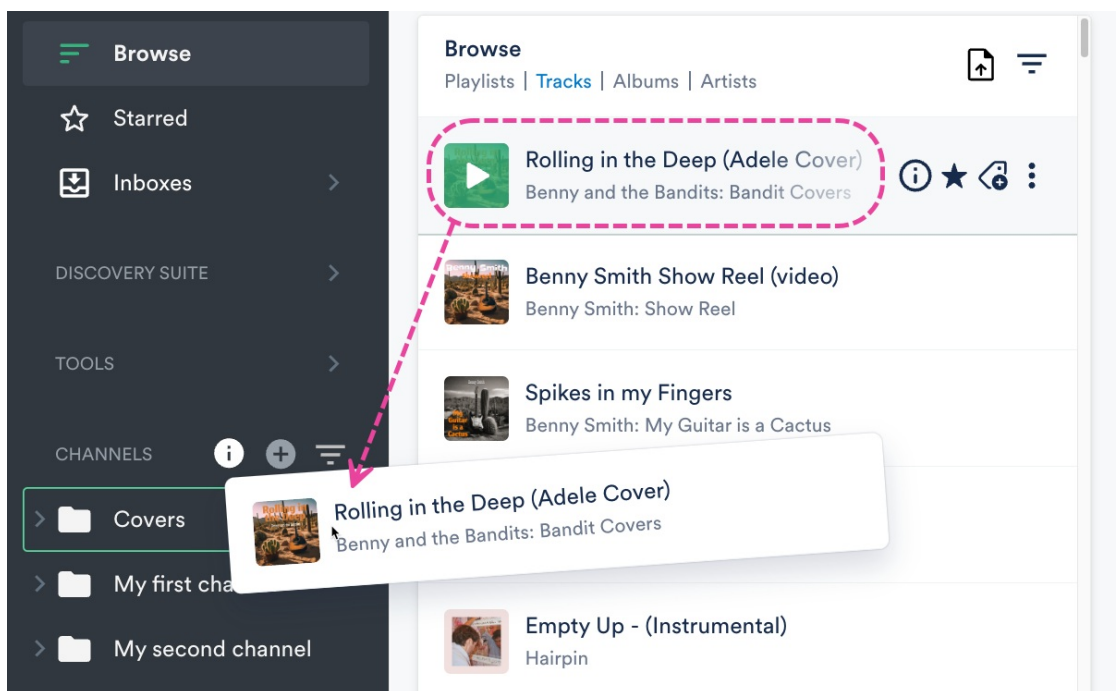
There are multiple ways you can add content to Channels and Folders:

- drag and drop
- from any **Track menu** (⋮) or **Playlist menu** (⋮)
- from Playlist Settings or when saving a Playlist

Add content to a Channel or Folder

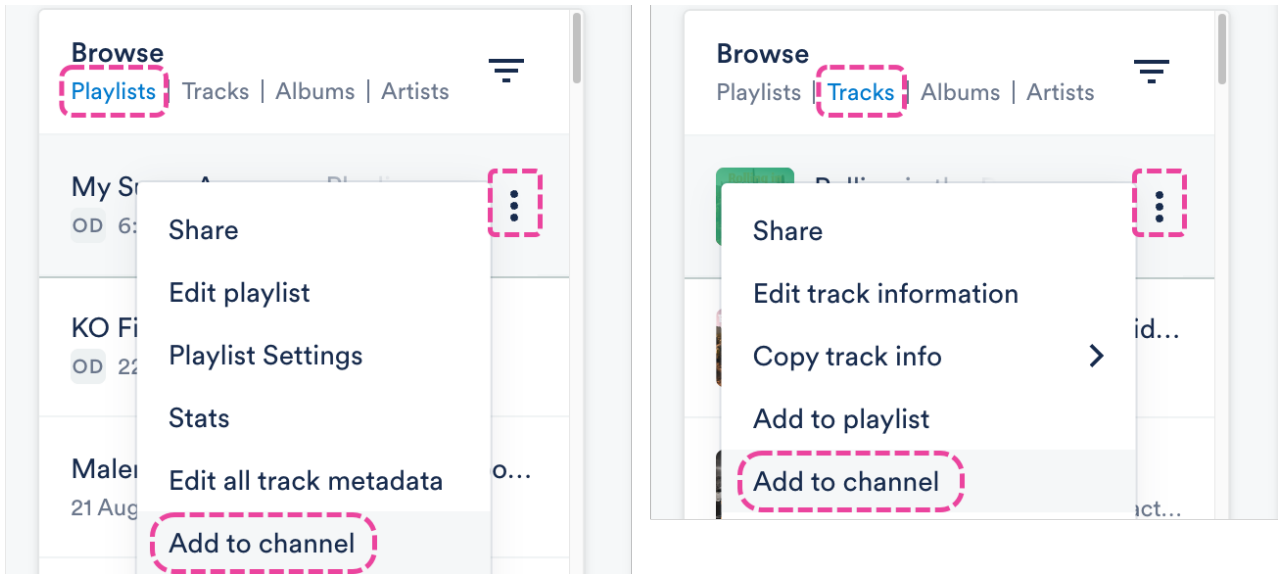
Drag and drop

Drag and drop any Track or Playlist from the Explorer directly into a Channel or Folder:



From any Track menu (⋮) or Playlist menu (⋮)

Open a **Playlist menu** (⋮) or **Track menu** (⋮) and select **Add to channel**.



From Playlist Settings or when saving a Playlist

From the **Playlist Info** tab, under **Add to channel**, you can search for or select a Channel from the dropdown:

Playlist Info Presentation Alias Metadata

Name

My Super Awesome Playlist 🙌

Content Settings >

Security Settings >

Browse Settings >

Playlist tags

Select tags, or type to create new tags

Add to channel

Search channel

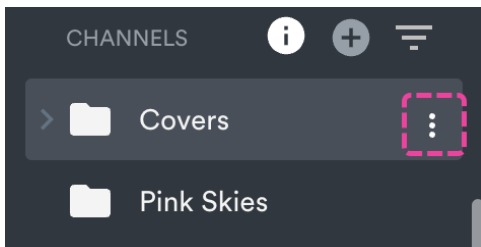
Cancel Save Playlist

Channels: Editing and organizing Channels

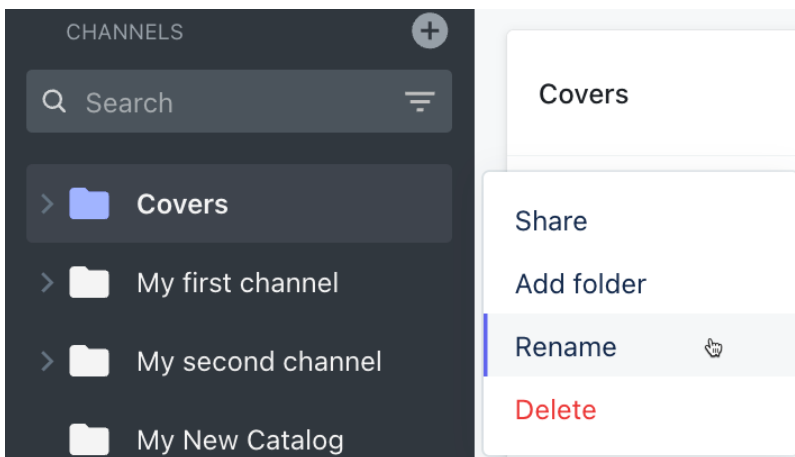
Last Modified on 09/05/2025 11:40 am PDT

Rename Channels

1. On the left sidebar of your DISCO, under **Channels**, hover your cursor over the Channel name and open the menu (**:**) to the right.



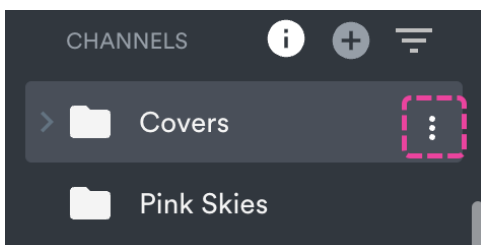
2. Select **Rename**.



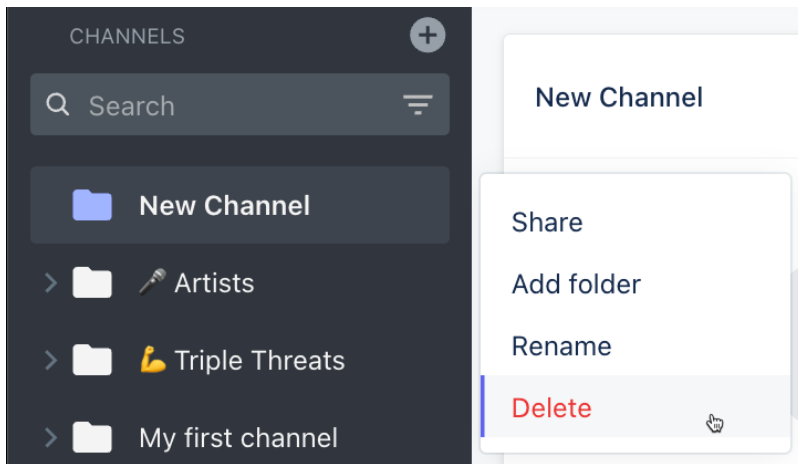
3. Edit the **Channel name** and click the **Rename** button.

Delete Channels

1. On the left sidebar of your DISCO, under **Channels**, hover your cursor over the Channel name and open the menu (**:**) to the right.



2. Select **Delete**.

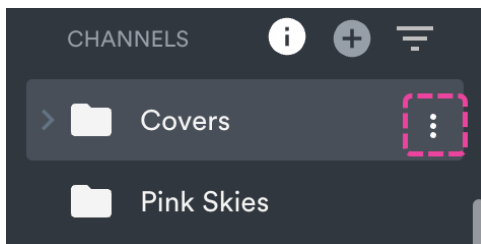


3. Click the **Delete** button.

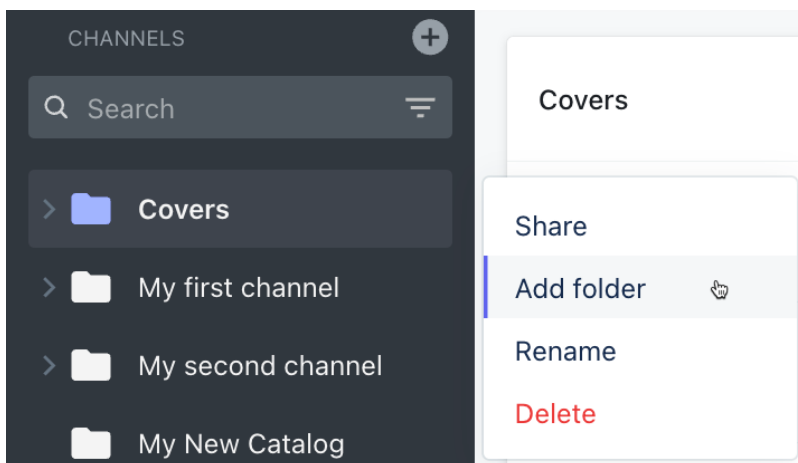
Note: If you delete a Channel, the content that was in the Channel will still exist in your DISCO.

Add Folders to Channels

1. On the left sidebar of your DISCO, under **Channels**, hover your cursor over the Channel name and open the menu (**:**) to the right.



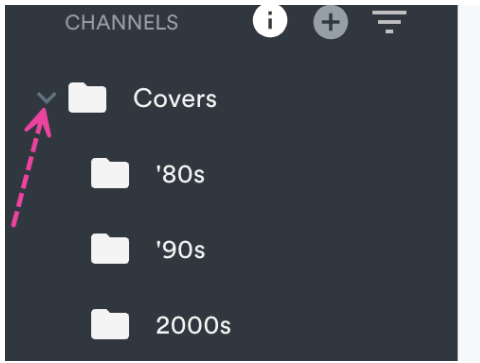
2. Select **Add folder**.



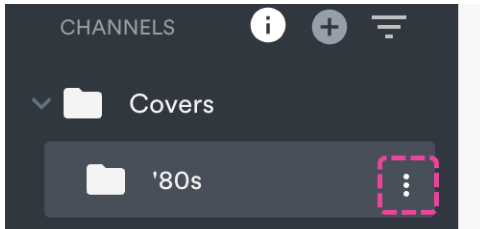
3. Enter a **Folder name** and click the **Create** button.

Add Subfolders to Folders within Channels

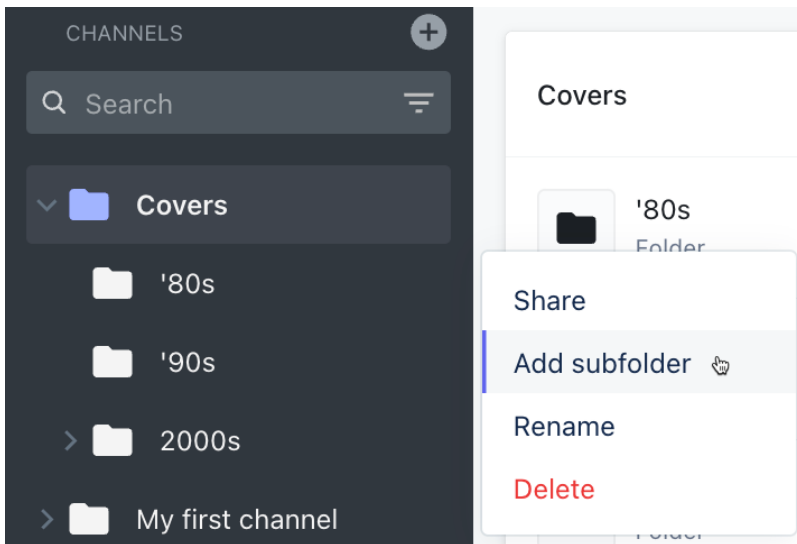
1. On the left sidebar of your DISCO, under **Channels**, expand the Channel containing the folder you'd like to add a Subfolder to.



2. Hover your cursor over the folder name and open the menu (**⋮**) to the right.

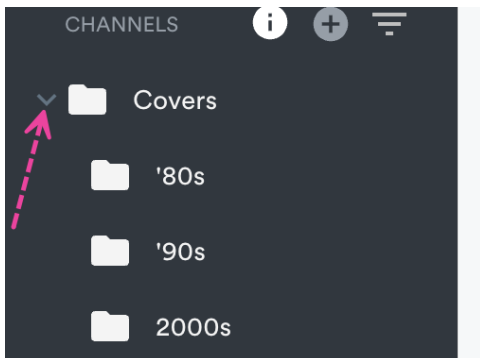


3. Select **Add subfolder**.

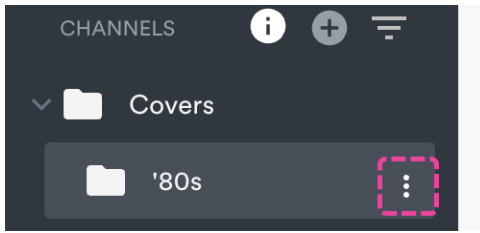


Rename Folders

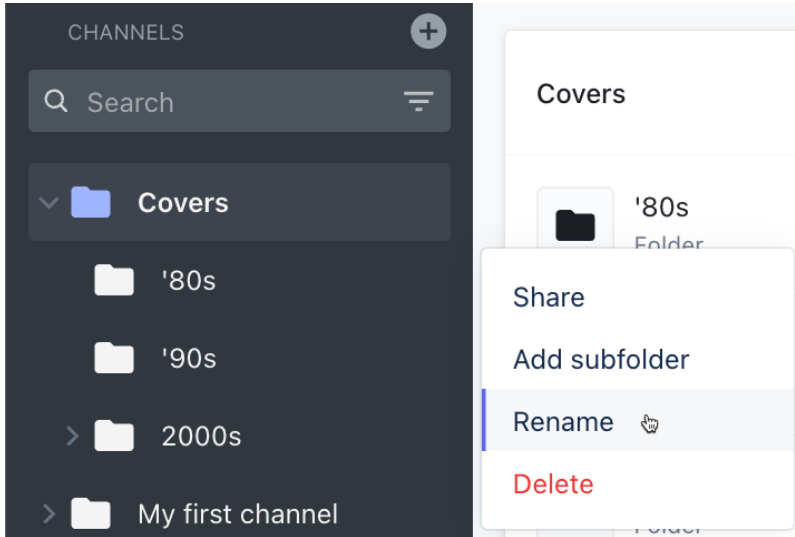
1. On the left sidebar of your DISCO, under **Channels**, expand the Channel containing the folder you'd like to rename.



2. Hover your cursor over the folder name and open the menu (**⋮**) to the right.



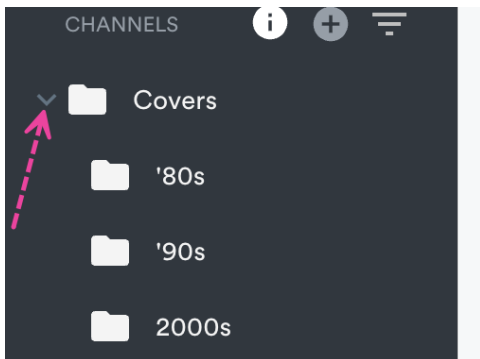
3. Select **Rename**.



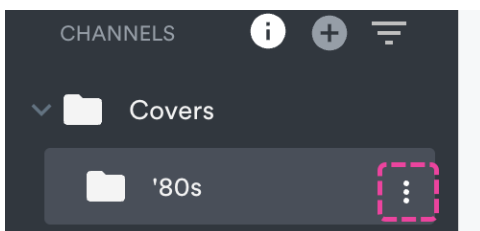
4. Edit the **Folder name** and click the **Rename** button.

Delete Folders

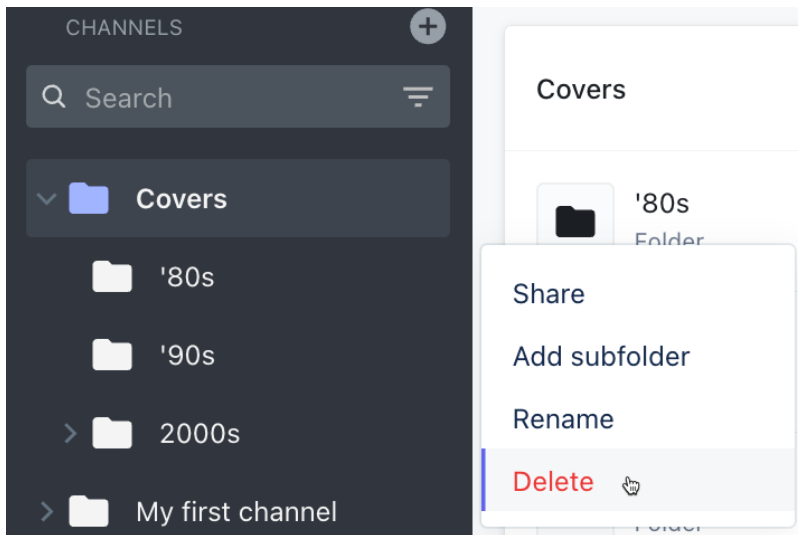
1. On the left sidebar of your DISCO, under **Channels**, expand the Channel containing the folder you'd like to delete.



2. Hover your cursor over the folder name and open the menu (**:**) to the right.



3. Select **Delete**.



4. Click the **Delete** button.

Note: *Deleting a Folder will also remove its content from the Channel, but the content will still exist in your DISCO.*

Channels: Managing Channel permissions

Last Modified on 08/27/2025 10:04 am PDT

You can control the permissions and visibility of **Channels** for users in your DISCO.

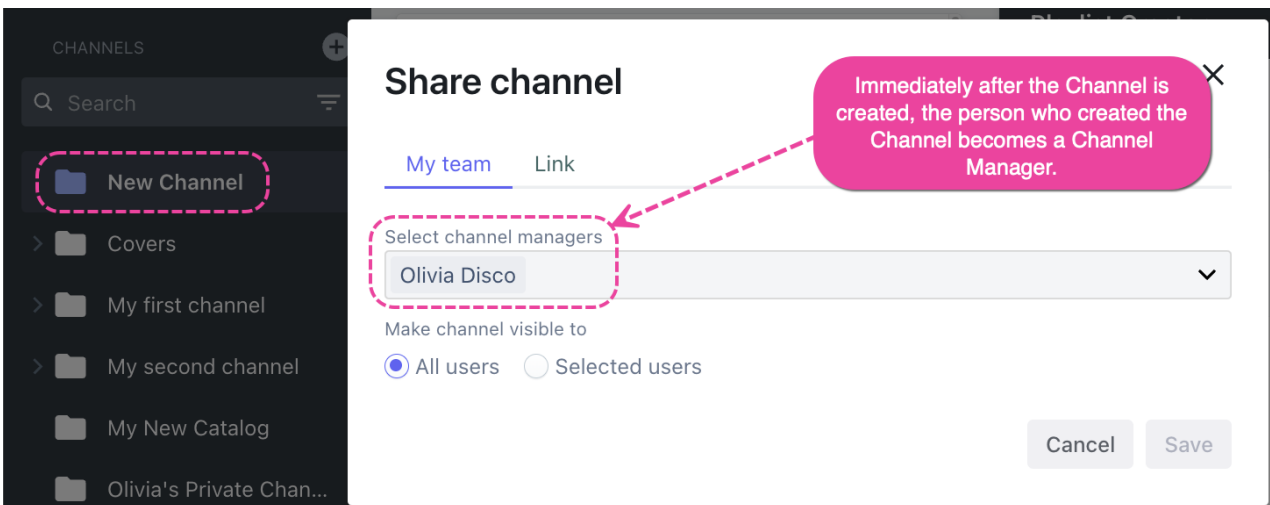
At a glance

Only **Channel Managers** can manage Channel permissions. Channels can also be set to be visible to *everyone* in your DISCO, *specific users* only, or *private* only to you.

Note: Updating Channel permissions won't restrict access to Playlists or Tracks. These can still be viewed by users in your DISCO via the Explorer, Search, and other Channels.

Channel roles

Every Channel has **Managers** and **Members**. When a new Channel is created, the person who created it *automatically* becomes a Manager of that Channel, and their name will auto-populate in the **Select channel managers** field. They can then choose to add **Members** and/or other **Managers**.



Managers can:

- view Channels in their DISCO
- add content to Channels
- remove content from Channels
- edit Channels
 - rename
 - add/remove Managers and Members
 - update Visibility
- delete Channels

Members can:

- view Channels in their DISCO
- add content to Channels
- remove content from Channels

Members can't:

- edit Channels
- delete Channels

Important: Channel roles vs. DISCO user Labels

Channel roles differ from DISCO user **Labels**. In your account **Settings**, on the **Users** page, you can see a list of users and their Labels in your DISCO: **Admin** or **User**.

SETTINGS

- > My Settings
- ▼ Workspace Settings

Business Settings

Users

Billing & Subscriptions

Metadata



Track Tags

Playlist Tags

Users

i You're using 2 of your unlimited seats. [Add more seats.](#)

Search

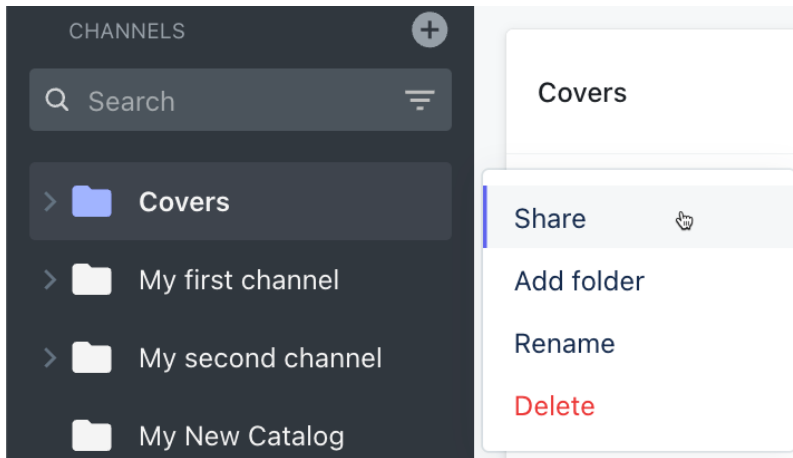
USER NAME	EMAIL	LABEL
 Olivia Disco	olivia	ADMIN
 Livvy Sings	livvy	USER

With that in mind, *even if* you're an Admin in a DISCO, there may still be Channels within that DISCO that you *can't* see or manage. In other words, *being an Admin in a DISCO does not automatically make you a **Manager** of a Channel in that DISCO*. Channel Managers are appointed *automatically* when Channels are created, and they can *only* be *manually* appointed by other Channel Managers.

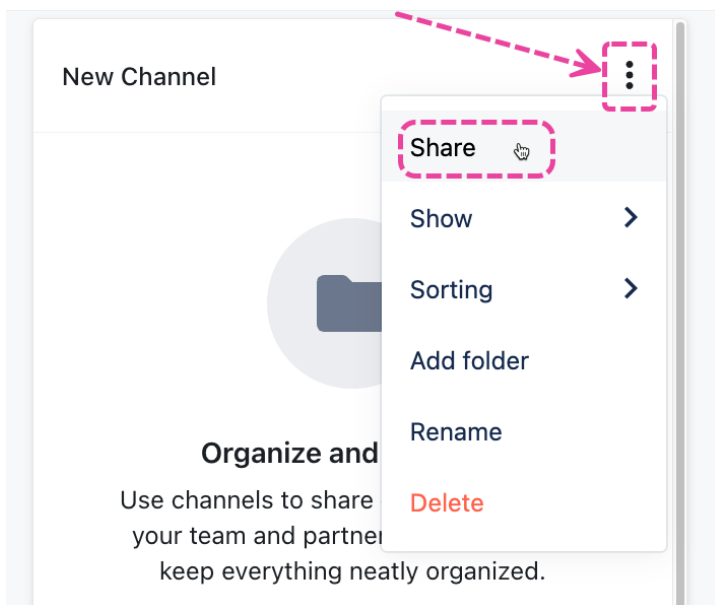
Managing Channel permissions

You can manage Channel permissions *after* a Channel has been created. Channel permissions are accessible from the **Share channel** menu. There are three ways to access this menu:

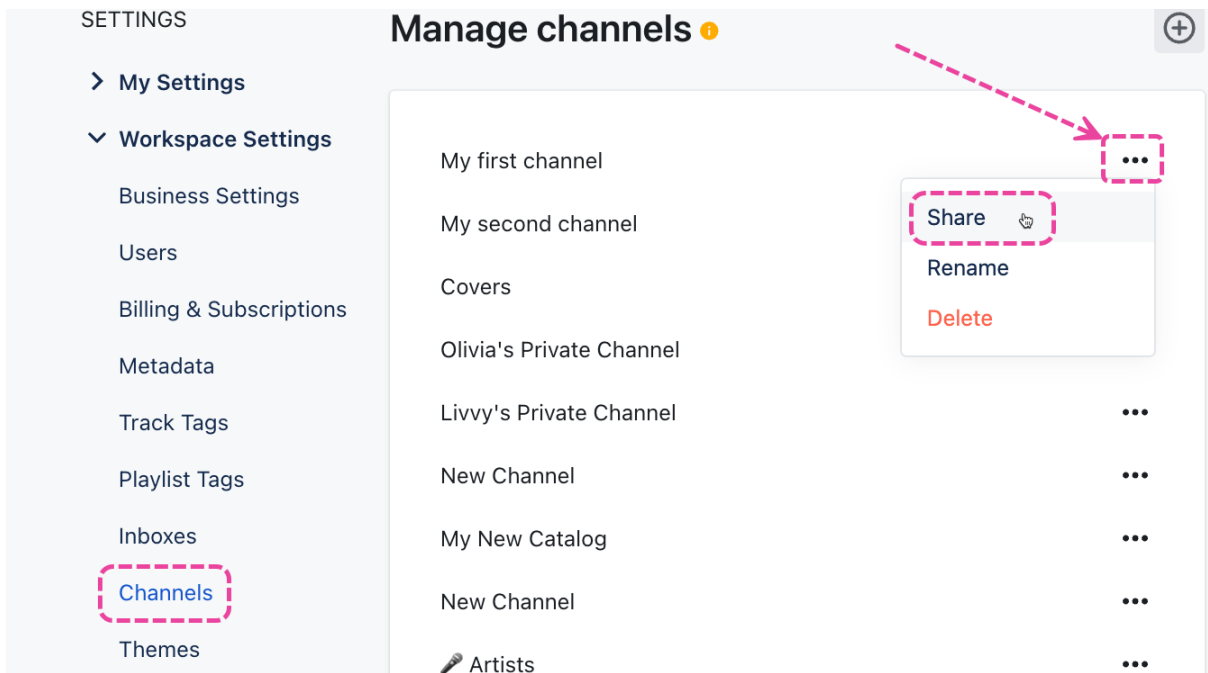
- from the left sidebar



- from within a Channel



- from your account **Settings > Workspace Settings > Channels**



Channel permissions consist of:

- adding and removing **Managers**
- adding and removing **Members**
- updating Channel visibility (new Channels are visible to *all users* by default)

Adding and removing Channel Managers

To add Managers:

1. In the **Share channel** menu, from the **My team** tab, under **Select channel Managers**, search or select their names from the dropdown.



2. Click the **Save** button.

To remove Managers:

1. In the **Share channel** menu, from the **My team** tab, under **Select channel Managers**, click the **X** to the right of their name.

Share channel

My team Link

Select channel managers

Olivia Disco Livvy Sings X

Make channel visible to

All users Selected users

2. Click the **Save** button.

Adding and removing Channel Members

To add Members:

1. From the **Share channel** menu, under **Make channel visible to**, search or select their names from the dropdown.

Share channel X

My team Link

Select channel managers

Olivia Disco Livvy Sings X

Make channel visible to

All users Selected users

Livvy Sings

Olivia Disco ←

2. Click the **Save** button.

To remove Members:

1. From the **Share channel** menu, under **Make channel visible to**, click the **X** to the right of their name.

Share channel

My team Link

Select channel managers

Olivia Disco Livvy Sings X

Make channel visible to

All users Selected users

Livvy Sings Olivia Disco X

2. Click the **Save** button.

Updating Channel visibility

If you'd like the channel to be visible to all users in your DISCO:

1. In the **Share channel** menu, from the **My team** tab, under **Make channel visible to**, select **All users**.

Share channel X

My team Link

Select channel managers

Olivia Disco Livvy Sings X

Make channel visible to

All users Selected users

Cancel Save

2. Click the **Save** button.

If you only want the Channel to be visible to *specific* users:

1. In the **Share channel** menu, from the **My team** tab, under **Make channel visible to**, select **Selected users** and search or select their names from the dropdown.

Share channel



[My team](#) Link

Select channel managers

Olivia Disco Livvy Sings X

Make channel visible to

All users Selected users

Livvy Sings

Olivia Disco

2. Click the **Save** button.

Channels: Shared Channels

Last Modified on 08/27/2025 9:46 am PDT

You can share larger amounts of content, including your entire catalog, when you share a Channel, Folder, or Subfolder!

At a glance

The **Shared Channels** feature (formerly known as **Shareable Channels**) is available to users on our **Pro** and **Enterprise** plans. There are two options when sharing Channels:

Share channel



My team Other DISCOs BETA Link

Select channel managers

Olivia Disco

Make channel visible to

All users Selected users

Cancel Save

- the **Link** option
 - currently available to users on our **Pro** and **Enterprise** plans
 - generates a Channel Share page where recipients can view and download all or some of your Channel content
- the invite **Other DISCOs** option
 - currently in a *limited beta release* to users across all plans, but will only be available to users on our **Artist**, **Pro**, and **Enterprise** plans upon full release
 - once the invite is accepted, the recipient (or **Partner DISCO**) will have access to the Channel from within their own DISCO and they can: manage Channel access for Users within their own DISCO, stream and download Tracks and Playlists, view Track Metadata, and add content from the Channel to their DISCO

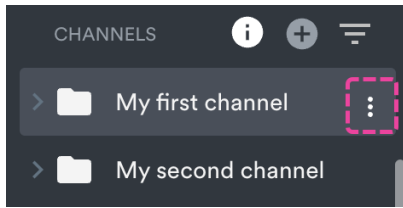
Sharing Channels using the Link option

Note: This option is available to users on our **Pro** and **Enterprise** plans.

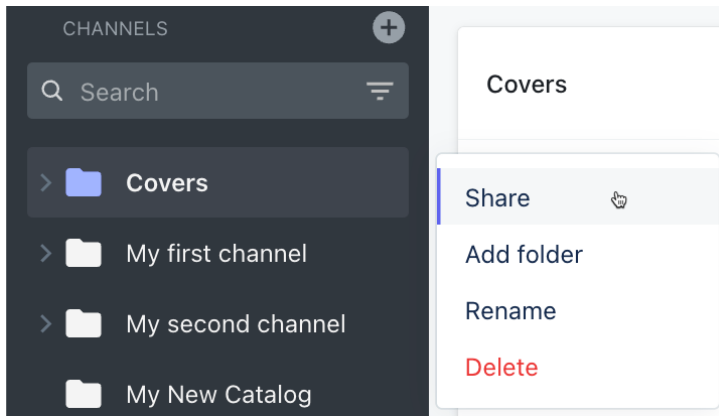
The below also applies to **Folders** and **Subfolders**:

1. In the left sidebar of your DISCO, under **Channels**, hover over the desired Channel or Folder

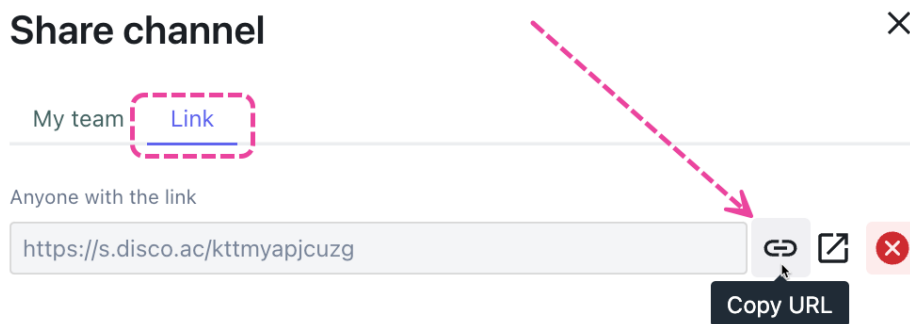
and open the **Channel menu** (⋮).



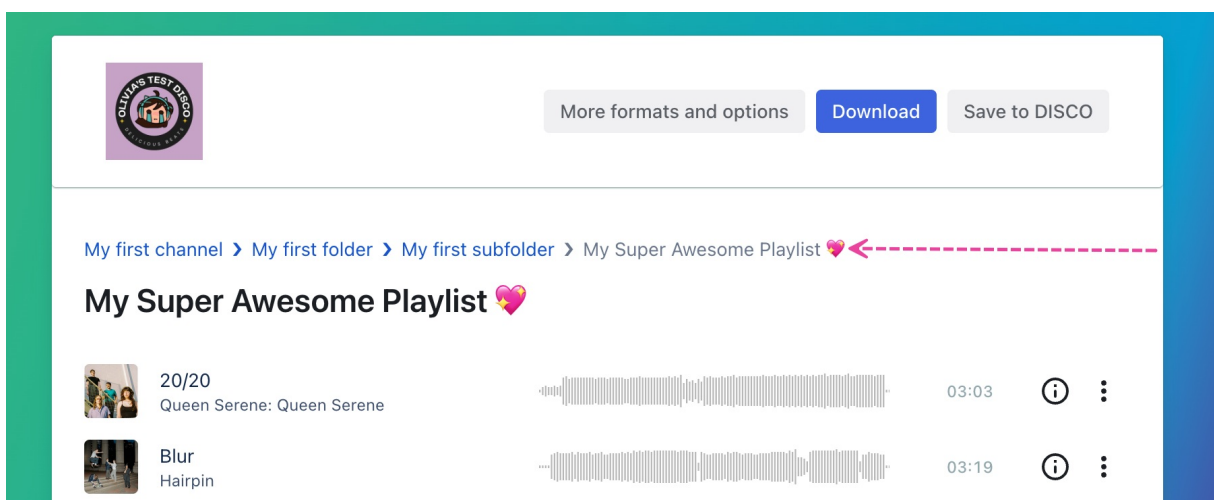
2. Select **Share**.



3. In the **Share channel** menu, from the **Link** tab, copy the link and share it with your recipient(s).



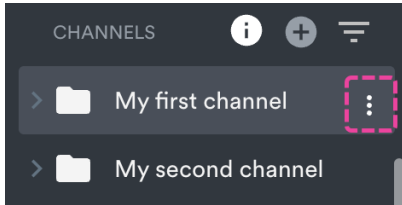
4. From a Shared Channel link, Playlists display and work the same as they do via Playlist share links -- Themes and other settings like Alias Metadata and download Formats will apply. The main difference is they'll have the breadcrumb trail leading back to their parent Folder(s) or Channel:



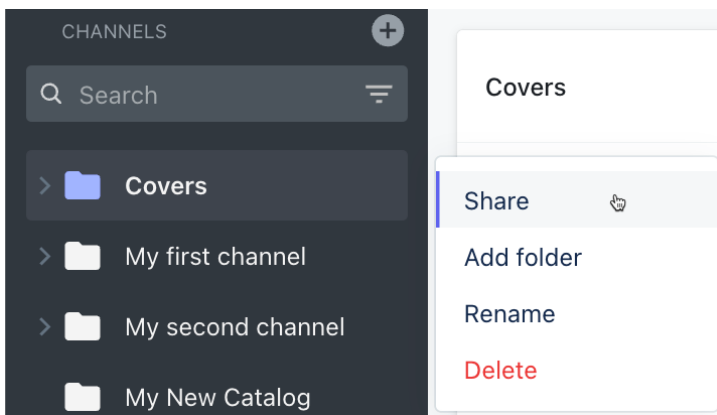
Disabling Channel share links

The below also applies to Folders and Subfolders:

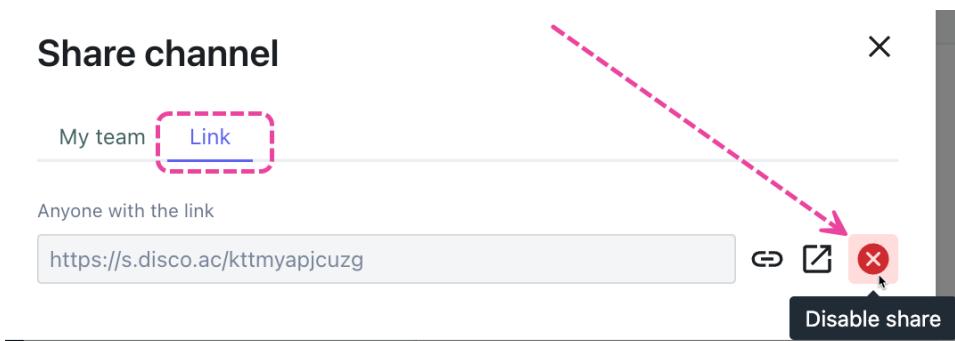
1. In the left sidebar of your DISCO, under **Channels**, hover over the desired Channel or Folder and open the **Channel menu (⋮)**.



2. Select **Share**.



3. In the **Share channel** menu, from the **Link** tab, click the **X** to permanently disable the share link. This means that anyone with it will no longer be able to access it.



4. If you're sure, click the **Confirm** button.

Disable share link

Are you sure you want to permanently disable this share link?

Cancel

Confirm

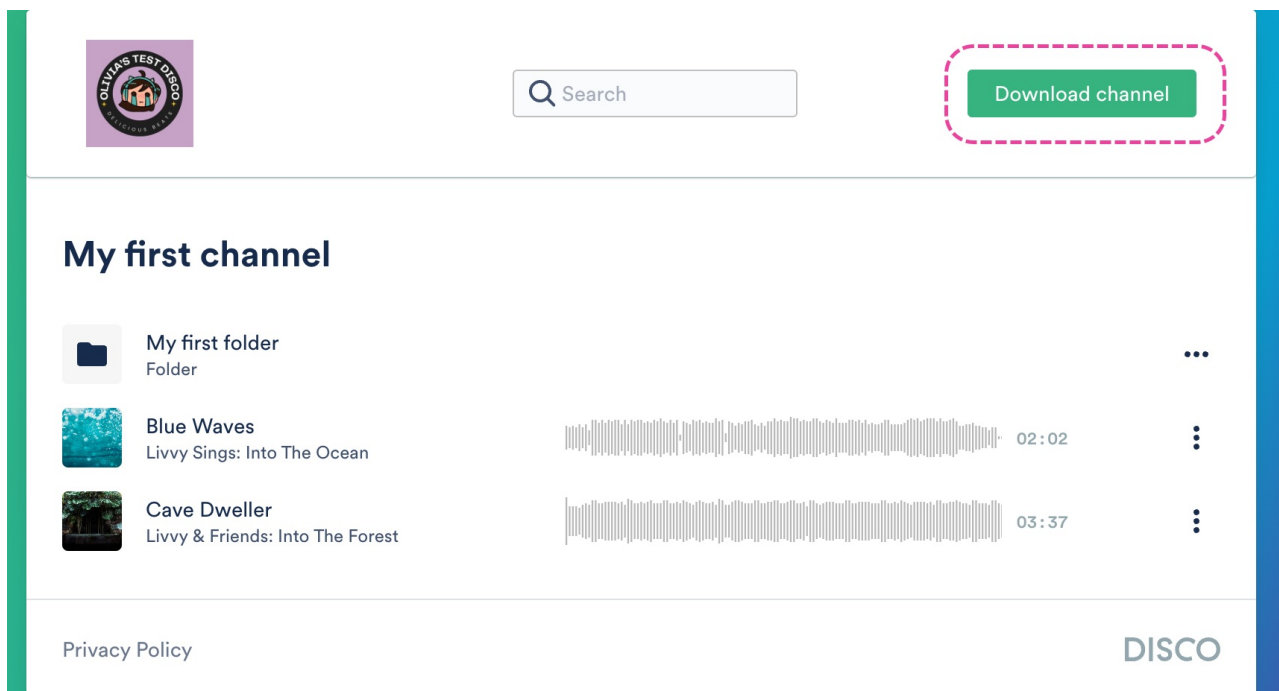
5. After confirming, you'll have an option to **Generate new link**.

Share channel



Downloading shared Channels

When your recipients open the link to the shared Channel, Folder, or Subfolder, there will be a **Download channel** or **Download folder** button in the top-right corner (*only if the whole Channel or Folder is under 5GB*).



Folders within Channels will have a **Download** option in the **menu (...)** to the right:

My first channel



Playlists and Tracks will also have a **Download** option on the **menu (...)** to the right, just like a regular Playlist or Track share page:

My first channel



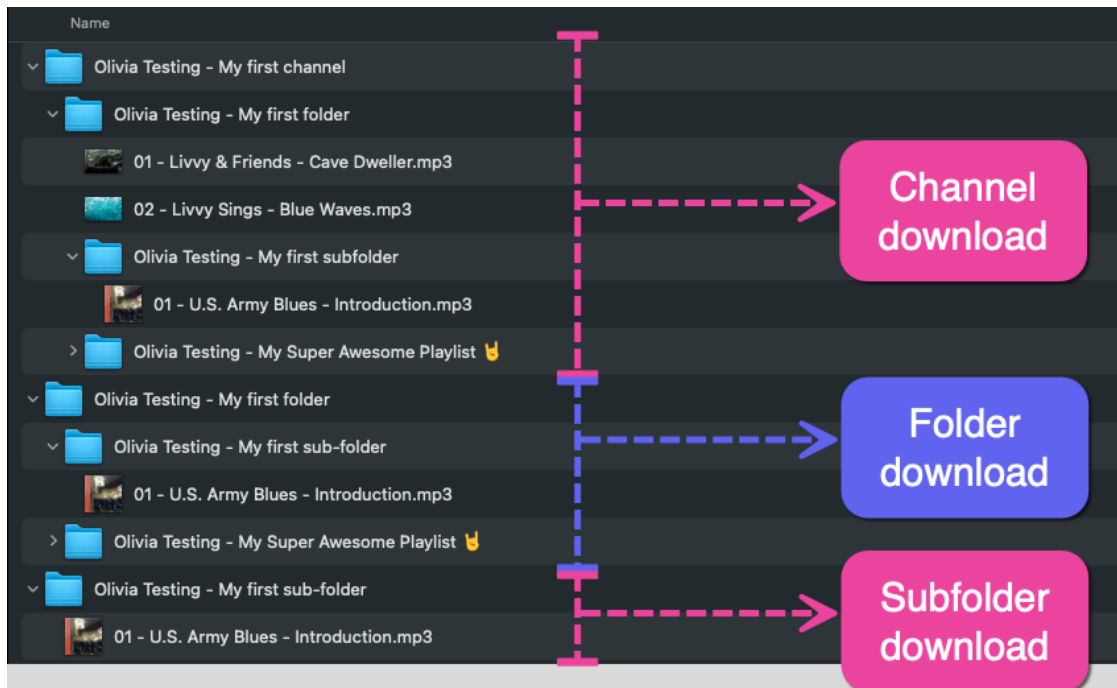
Playlists will also have a **Save to DISCO** option in this menu (*Tracks will not*).

[My first channel](#) > [My first folder](#)

My first folder



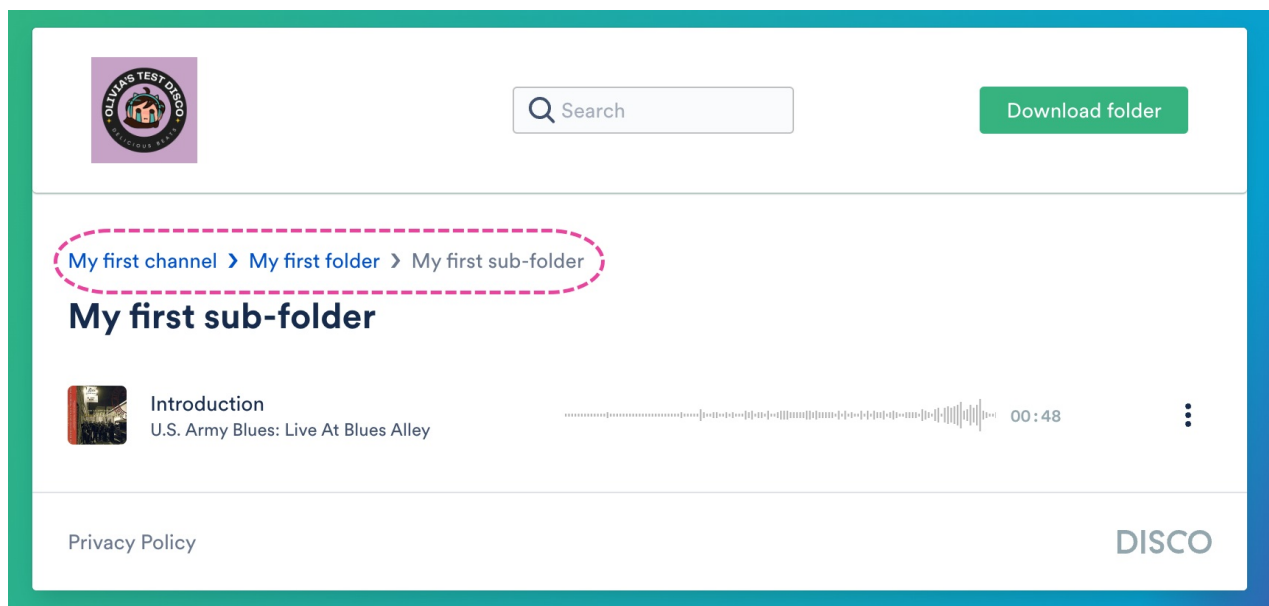
When you download the Channel, all of its contents will be included (Folders, Subfolders, Tracks, and Playlists). When you download a Folder within a Channel, everything within that specific Folder will be included (Subfolders, Tracks, and Playlists). When you download a Sub-folder, everything within that specific Subfolder will be downloaded (Tracks and Playlists):



Browsing and searching through shared Channel links

From a Shared Channel link, when you click into a Folder or Subfolder, you will see the

breadcrumb trail appear above the Folder or Subfolder name:



You can also search within Channels, Folders, or Subfolders from the Share pages. The search is limited to what is on that specific page, so if you are looking to search within a Folder or Subfolder, you will need to click into it first.



My first channel

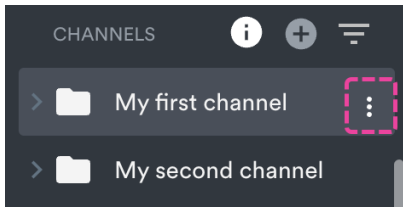


Sharing Channels using the invite Other DISCOs option

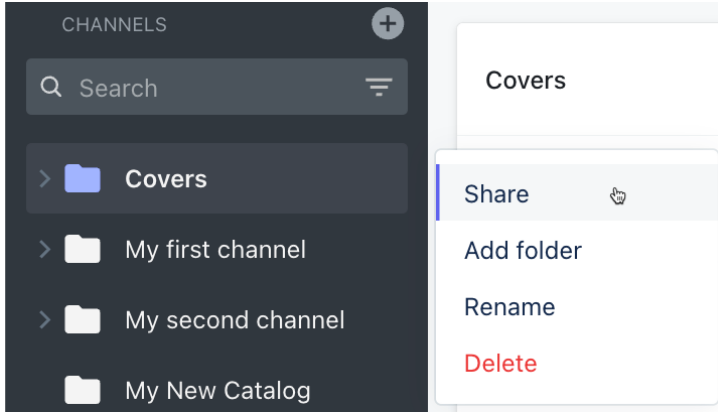
Note: This option is currently in a limited beta release and select users across all plans may now have access to it. If you don't currently have access, you can gain access by accepting an invite to a Channel from another DISCO. Upon full release, it will only be available to users on our **Artist**, **Pro**, and **Enterprise** plans. So if you're on the **Plus** plan and currently have access to this feature, please note that upon full release you'll no longer have access unless you upgrade your plan.

The below only applies to Channels:

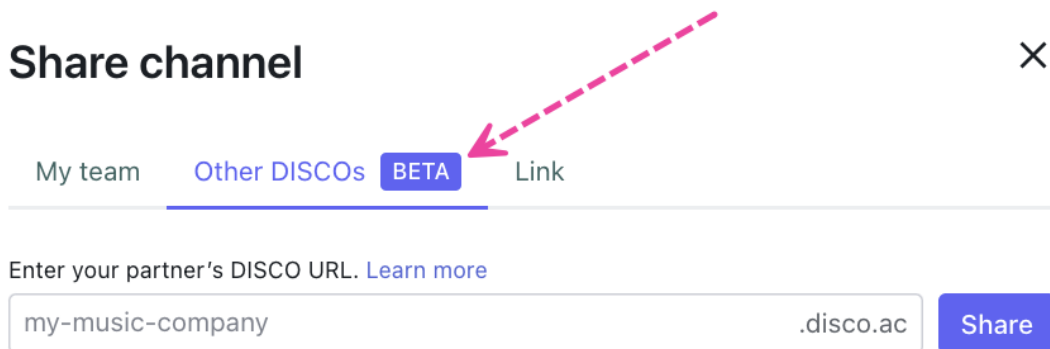
1. In the left sidebar of your DISCO, under **Channels**, hover over the desired Channel or Folder and open the **Channel menu (⋮)**.



2. Select **Share**.



3. In the **Share channel** menu, from the **Other DISCOs** tab, type in a DISCO URL to invite **Partner DISCOs** (referred to as '**Partners**') to the Channel:



4. Click the **Share** button.

5. You'll see a list of the **Partners** you've shared with and their status (meaning whether or not they've accepted the invite to the Channel):

Share channel



My team **Other DISCOs** BETA Link

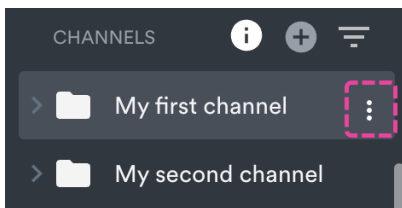
Enter your partner's DISCO URL. [Learn more](#)

my-music-company .disco.ac **Share**

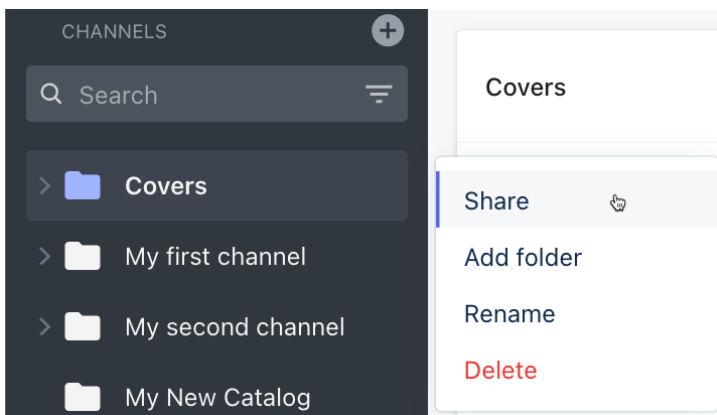
DISCO	LAST ACTIVITY	STATUS	
.disco.ac	-	PENDING	...

Revoke access to a Shared Channel

1. In the left sidebar of your DISCO, under **Channels**, hover over the desired Channel or Folder and open the **Channel menu** (⋮).



2. Select **Share**.



3. In the **Share channel** menu, from the **Other DISCOs** tab, open the ellipses (...) menu to the right of the partner DISCO and select **Remove**:

Share channel



My team Other DISCOs BETA Link

Enter your partner's DISCO URL. [Learn more](#)

Share

DISCO

LAST ACTIVITY

STATUS

.disco.ac

-

PENDING

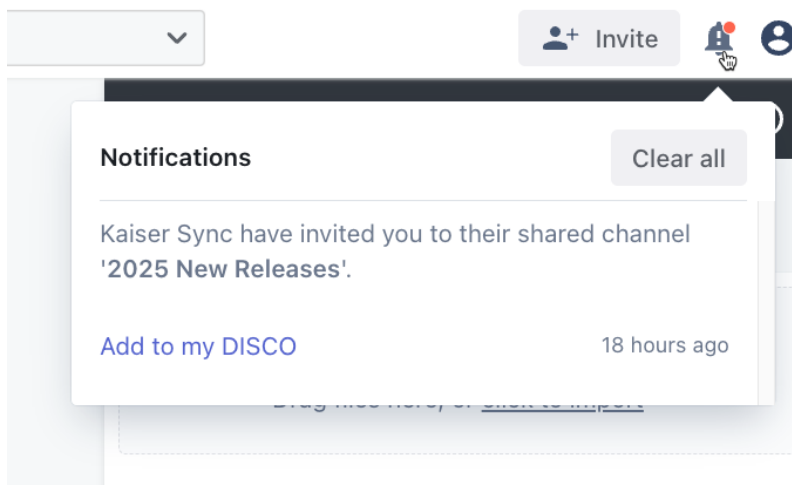


Resend

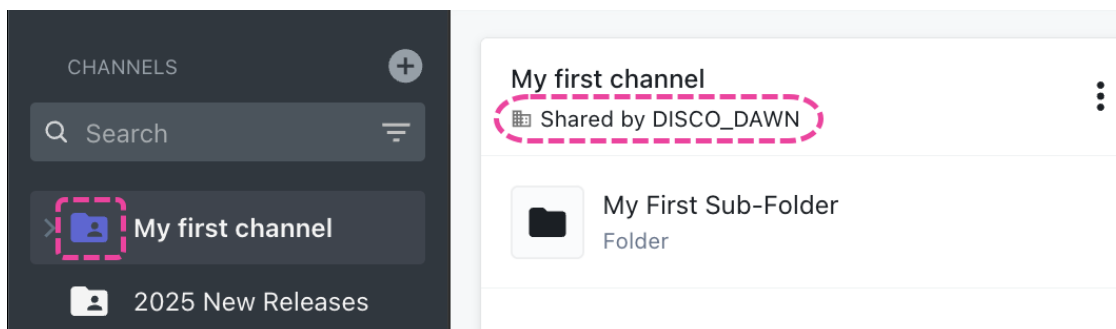
Remove

Receiving a Shared Channel

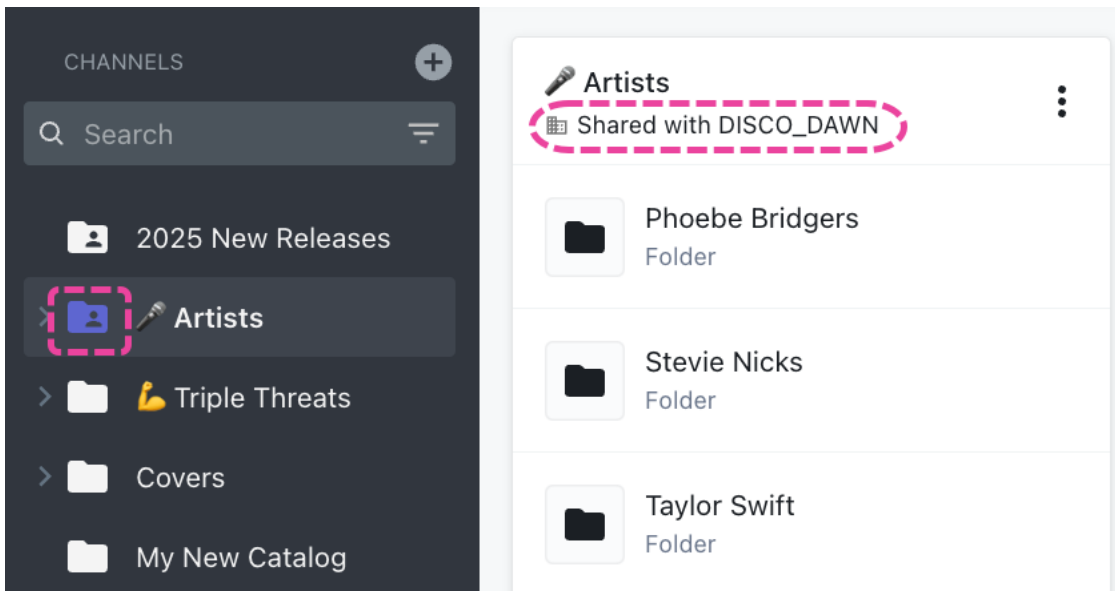
Admin(s) of the **Partner** DISCO (the DISCO receiving the Shared Channel) will receive an in-app bell notification and can click **Add to my DISCO**. They'll also receive an email notification.



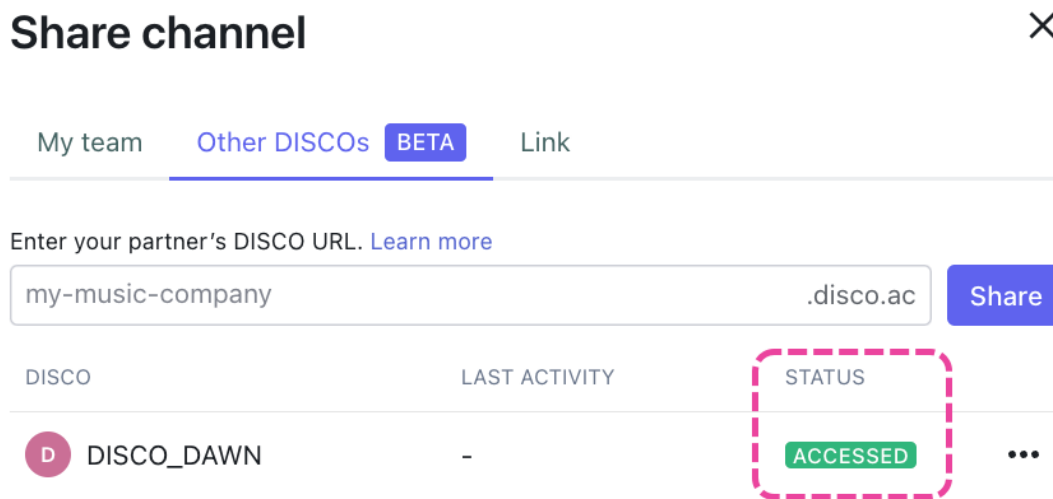
Once added, the Channel will appear on the Partner's left sidebar with a shared folder icon. They'll also be able to see the **Owner** (which DISCO shared the Channel) when they click inside of it.



The Channel in the **Owner's** DISCO will also have a shared folder icon, and they'll be able to see the **Partners** they shared the Channel with:

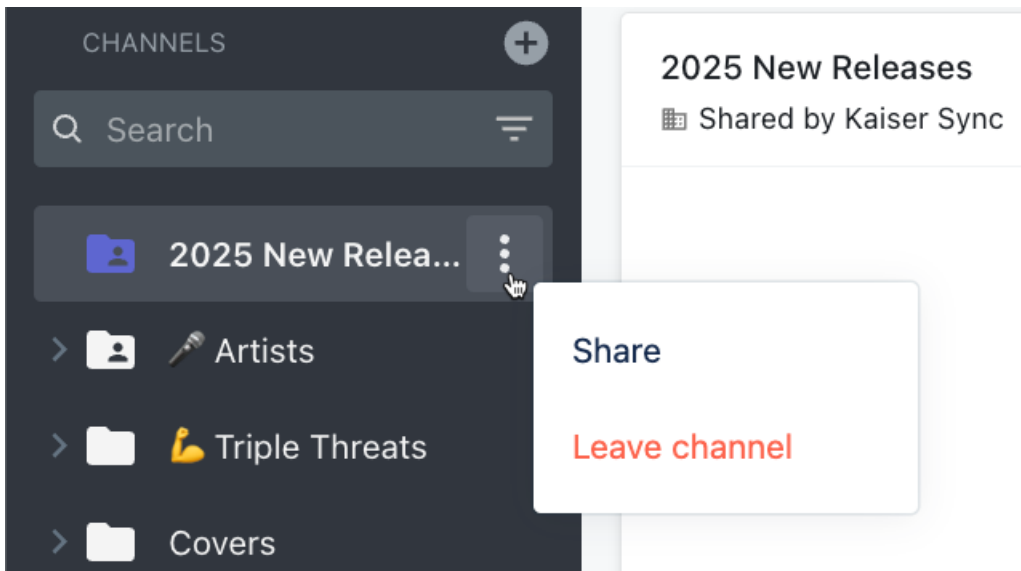


The **Owner** can see who accessed the Channel in their **Other DISCOs** tab:



Leaving a Shared Channel

Admins of the **Partner** DISCO can leave the Channel by opening the **Channel menu (:)** and selecting **Leave channel**. This means the entire **Partner** DISCO will leave.

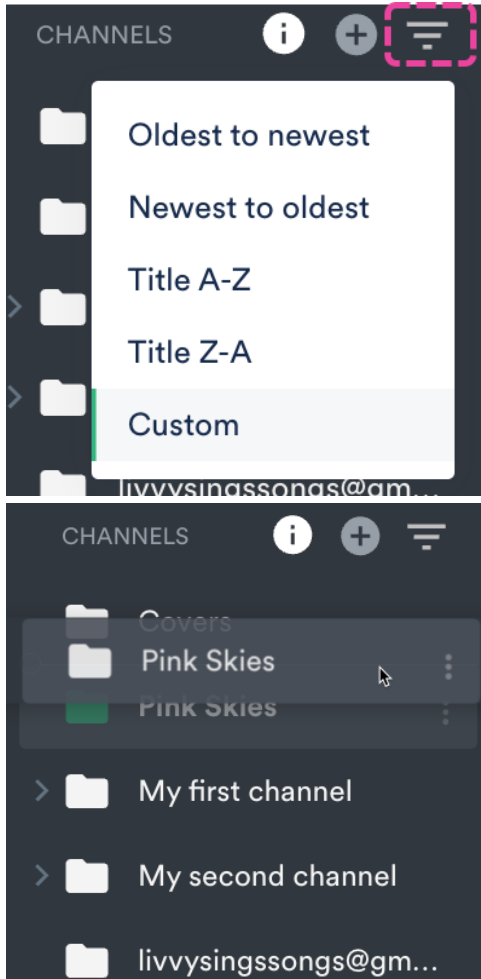


Channels: FAQ

Last Modified on 04/23/2026 1:21 pm PDT

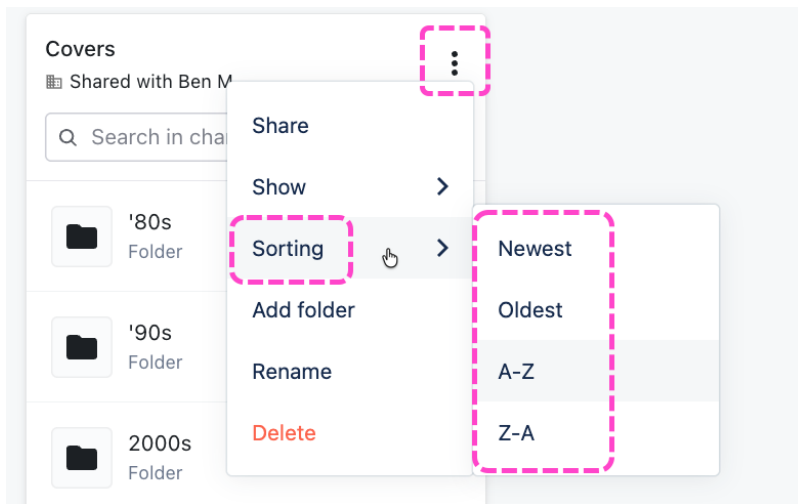
Q: How do I sort or re-order my Channels?

1. On the left sidebar of your DISCO, scroll down to **Channels**.
2. Click the sort icon and choose an option from the menu, or select **Custom** to click and drag to re-order the Channels.



Q: How do I sort or re-order Folders within Channels?

1. On the left sidebar of your DISCO, scroll down to **Channels**.
2. Locate the Channel containing the Folders you wish to sort, and click on the Channel name to open it.
3. Inside the Channel, open the menu () and select **Sorting**.
4. Choose an option from the list.

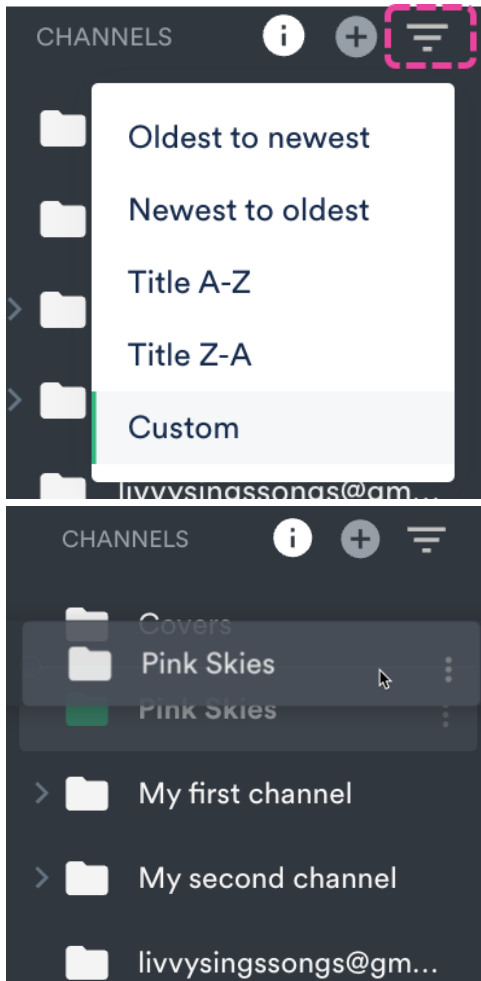


Q: How do I sort or re-order my Channels?

Last Modified on 04/23/2026 1:19 pm PDT

Q: How do I sort or re-order my Channels?

1. On the left sidebar of your DISCO, scroll down to **Channels**.
2. Click the sort icon and choose an option from the menu, or select **Custom** to click and drag to re-order the Channels.

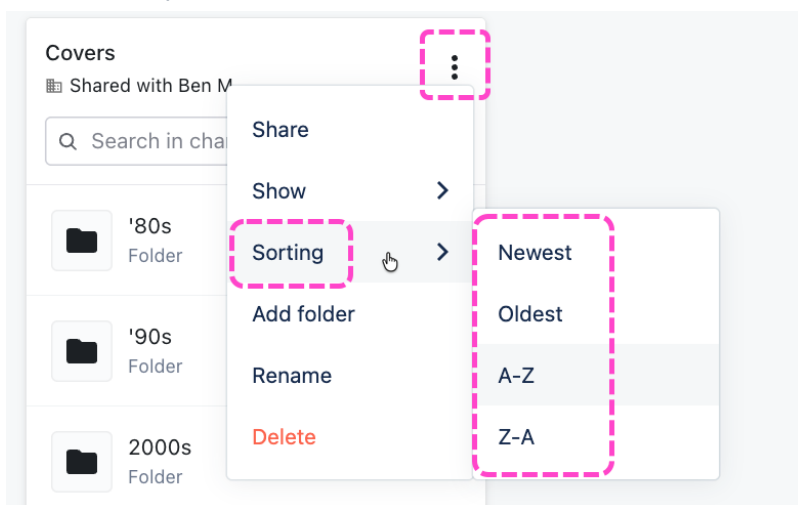


Q: How do I sort or re-order Folders within Channels?

Last Modified on 04/23/2026 1:22 pm PDT

Q: How do I sort or re-order Folders within Channels?

1. On the left sidebar of your DISCO, scroll down to **Channels**.
2. Locate the Channel containing the Folders you wish to sort, and click on the Channel name to open it.
3. Inside the Channel, open the menu () and select **Sorting**.
4. Choose an option from the list.



Discovery Suite: Intro

Last Modified on 05/15/2026 11:50 am PDT

What is Discovery Suite?

Discovery Suite is an add-on feature pack that includes:

- [DISCO Catalogs](#) (formerly known as Libraries)
- [Auto-tagging](#)
- [Similarity Search](#)
- [Instant Instrumentals](#)
- [Lyric Transcription](#)
- [Lyrical Theme Tagging](#)

It's a great avenue for anyone wanting to create an outward-facing Catalog to be browsed by or appear in searches from vetted music supervisors on DISCO.

Discovery Suite has its own track quota and pricing separate from your base plan quota.

How much is the Discovery Suite?

Discovery Suite is priced based on the amount of Tracks you wish to include, and billed monthly or annually according to the frequency of your base plan subscription.

Prices start at \$10 per month or \$108 per year for up to 250 tracks. More pricing options can be found below:

Track Quota	Cost Per Month
250	\$10
500	\$20
1000	\$40
3000	\$75
5000	\$90
10000	\$150
20000	\$200

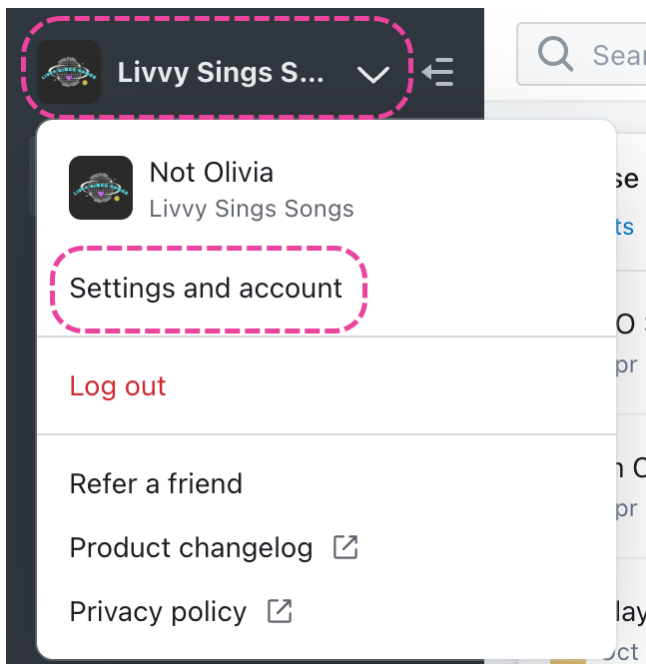
Discovery Suite: Subscribing to Discovery Suite

Last Modified on 08/27/2025 10:19 am PDT

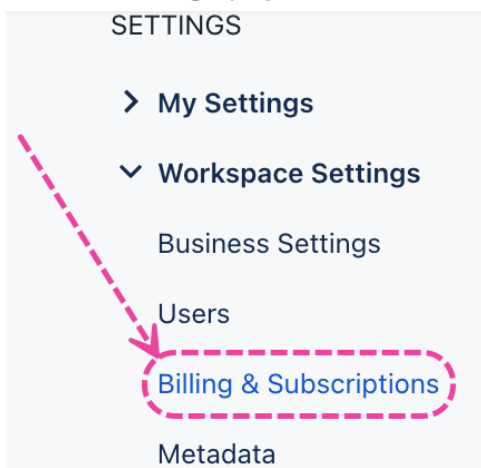
Note: Only **Admins** in your DISCO can subscribe to Discovery Suite.

To subscribe to Discovery Suite:

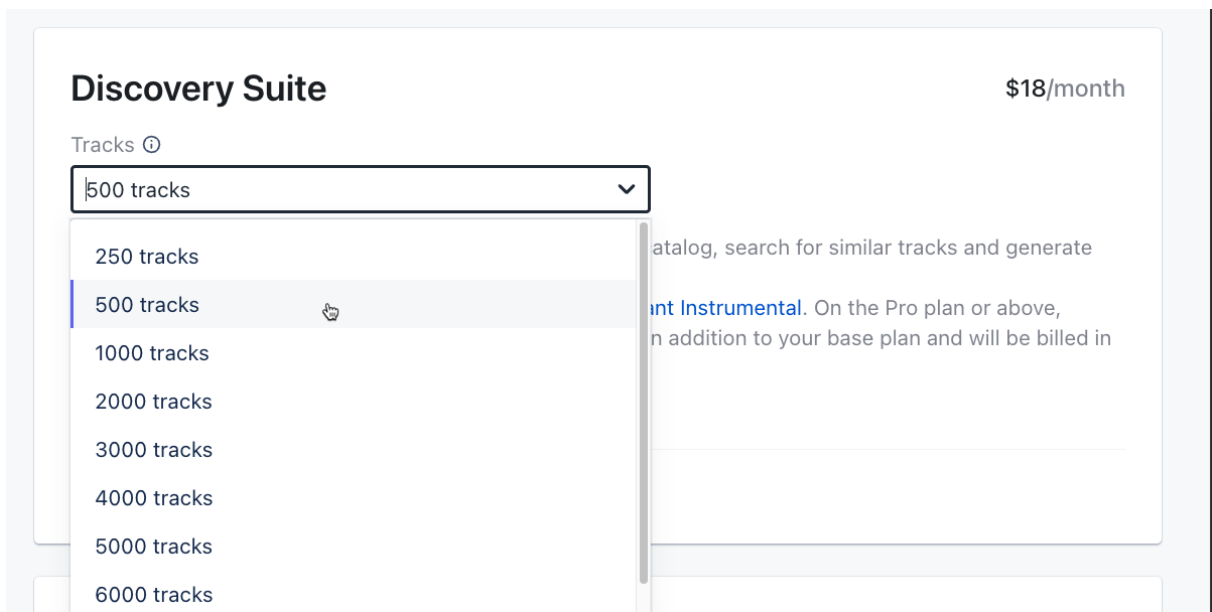
1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



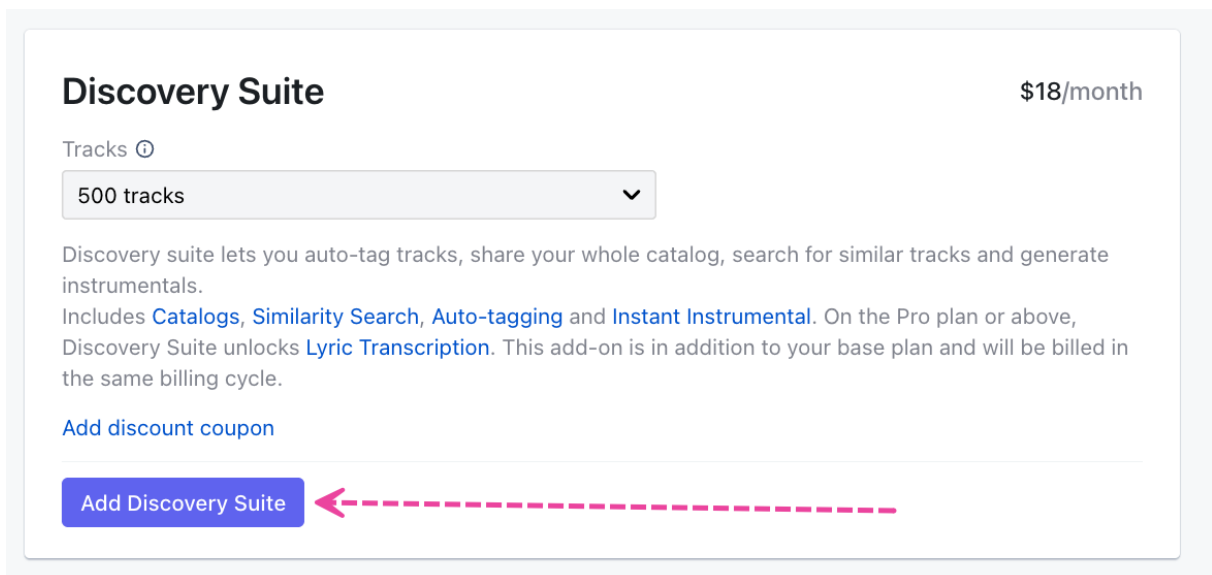
3. On the **Settings** page, under **Workspace Settings**, select **Billing & Subscriptions**.



4. Under **Add Ons > Discovery Suite**, select the number of **Tracks** from the drop-down.



5. Click the **Add Discovery Suite** button.



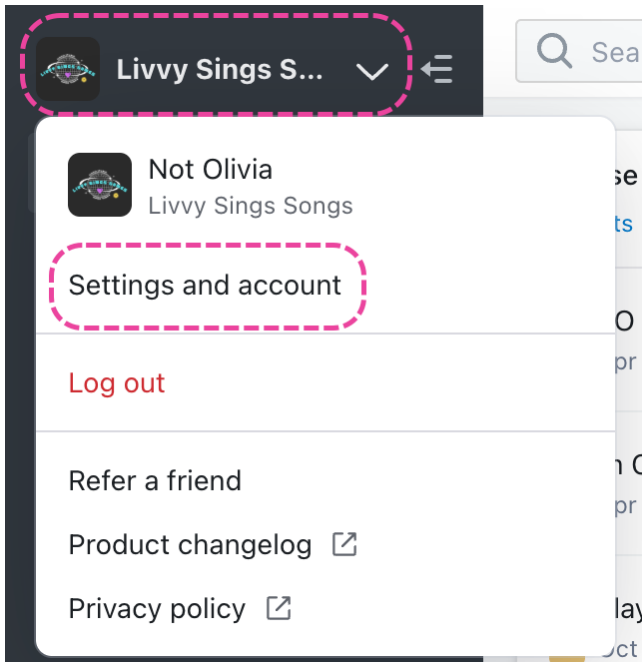
From that same page, you can update your Discovery Suite Track quota, or cancel your Discovery Suite subscription anytime [□](#)

Discovery Suite: Updating your Discovery Suite Track quota

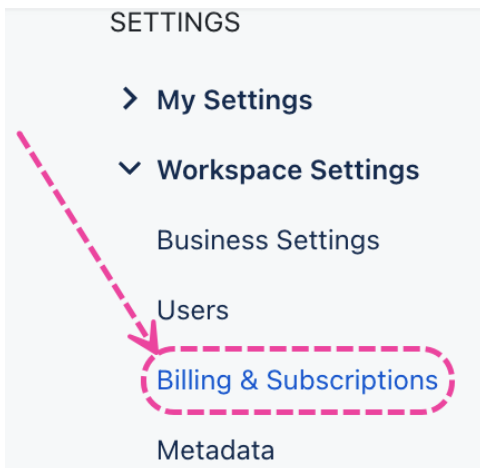
Last Modified on 08/27/2025 10:19 am PDT

To update your Discovery Suite Track quota:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. On the **Settings** page, under **Workspace Settings**, select **Billing & Subscriptions**.



4. Under **Add Ons > Discovery Suite**, click **Change Subscription**.

Add Ons

Discovery Suite

\$0/month

You have used 5 of your current 20 track Discovery Suite subscription. [Change subscription](#)

Discovery suite lets you auto-tag tracks, share your whole catalog, search for similar tracks and generate instrumentals.

Includes [Catalogs](#), [Similarity Search](#), [Auto-tagging](#) and [Instant Instrumental](#). On the Pro plan or above, Discovery Suite unlocks [Lyric Transcription](#). This add-on is in addition to your base plan and will be billed in the same billing cycle.

[Cancel Discovery Suite](#)

5. Select the amount of Tracks that you wish to add from the drop down.

Discovery Suite

\$18/month

Tracks ⓘ

500 tracks

250 tracks

500 tracks

1000 tracks

2000 tracks

3000 tracks

4000 tracks

5000 tracks

6000 tracks

atalog, search for similar tracks and generate

nt Instrumental. On the Pro plan or above,
n addition to your base plan and will be billed in

6. Click the **Change Discovery Suite** button.

Discovery Suite

\$36/month

You have used 476 of your current 500 track Discovery Suite subscription.

Tracks ⓘ

1000 tracks

Discovery suite lets you auto-tag tracks, share your whole catalog, search for similar tracks and generate instrumentals.

Includes [Catalogs](#), [Similarity Search](#), [Auto-tagging](#) and [Instant Instrumental](#). On the Pro plan or above, Discovery Suite unlocks [Lyric Transcription](#). This add-on is in addition to your base plan and will be billed in the same billing cycle.

[Add discount coupon](#)

[Cancel](#)

[Change Discovery Suite](#)

Discovery Suite: Cancelling your Discovery Suite subscription

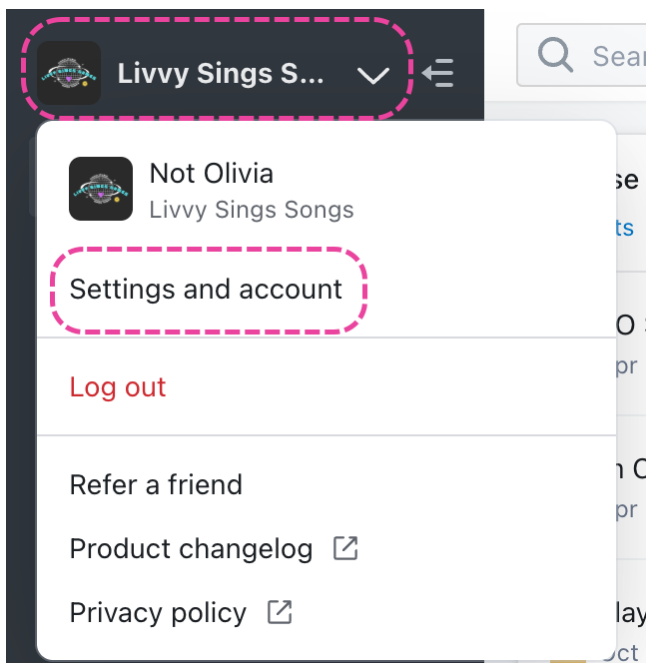
Last Modified on 10/06/2025 12:23 pm PDT

Sorry to hear you want to cancel your **Discovery Suite** subscription. Please feel free to contact our Support Team if there is anything we can assist you with to improve your experience.

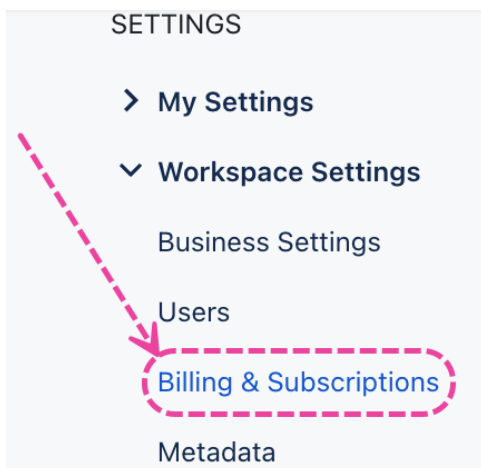
Important: Once cancelled, your *Discovery Suite* will revert back to a trial, meaning your *DISCO Catalogs* will become unpublished.

To cancel Discovery Suite:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



2. On the **Settings** page, under **Workspace Settings**, select **Billing & Subscriptions**.



3. Under **Add Ons > Discovery Suite**, click the **Cancel Discovery Suite** button.

Add Ons

Discovery Suite

\$0/month

You have used 0 of your current 20 track Discovery Suite subscription. [Change subscription](#)

Discovery suite lets you auto-tag tracks, share your whole catalog, search for similar tracks and generate instrumentals.

Includes [Catalogs](#), [Similarity Search](#), [Auto-tagging](#) and [Instant Instrumental](#). On the Pro plan or above, Discovery Suite unlocks [Lyric Transcription](#). This add-on is in addition to your base plan and will be billed in the same billing cycle.

[Cancel Discovery Suite](#)



We're always working to improve DISCO, so if you have feedback as to why the Discovery Suite isn't working for you, please let us know

Discovery Suite: FAQ

Last Modified on 10/06/2025 12:26 pm PDT

In this article, we'll address some frequently asked questions about our [Discovery Suite](#).

Is the Discovery Suite Track quota for separate from my base plan quota?

Yes - Discovery Suite track quota is independent from the base plan track quota but we recommend matching your base plan quota for simplicity.

What billing cycles are available?

Discovery Suite can be subscribed monthly or annually depending on the base plan billing frequency.

Does the quota reset each month, meaning I can auto-tag or include that number of Tracks in Catalogs each month?

No, your Discovery Suite quota is the total number of unique tracks connected to the AI (for auto-tagging) or hosted in Catalogs at any one time. It does not reset each month.

My base plan has a quota of 10,000 tracks and I also have a Discovery suite quota of 2,000 tracks. I auto-tagged 2,000 tracks. Can I add any tracks that are *not* auto-tagged to Catalogs?

Yes, you can add up to 2,000 tracks that are *not* auto-tagged into Catalogs, however, tracks that are *both* auto-tagged and in your Catalog still only use up *one* track towards your quota.

Can I cancel?

You can cancel your Discovery Suite subscription at any time. But it's important to note that when you do, your Catalogs will be unpublished.

DISCO Catalogs FAQ

Auto-tagging FAQ

What is the benefit of using DISCO's auto-tagging?

Tagging is time consuming and laborious. As multiple people become involved in the process, it's hard to keep tags and definitions consistent. DISCO's auto-tags are crowd sourced from our users in sync, and are based on the vocabulary our industry uses every day.

You can be confident that the consistency and quality of DISCO's auto tags will improve your colleagues' and your clients' discovery experience.

Other services provide broad keywords and static, one time tagging that requires you to export and re-import your content. DISCO's auto-tags are seamlessly integrated into the way you work every day - no csv imports required.

How does auto-tagging work?

We trained our model by collecting keywords and tags most commonly used by music supervisors and sync teams. Our tags cover the key reference points in briefs and music discovery: genre, tempo, mood/feel, type, vocals, instrumentation, and BPM.

Tracks are sent to the AI system which listens and applies tags inside DISCO for instant access while searching.

Can I subscribe to Auto-tagging only?

No, the Discovery Suite is sold as a package that includes Auto-tagging.

How does Similarity Search work with Auto-tagging?

Similarity Search is a major time saving feature that allows you to see the most similar tracks for any song in your DISCO. It also lets you enter reference track links from YouTube and get the most similar tracks in your DISCO in return. Only auto-tagged tracks are included in the results. [You can find more info on Similarity Search here.](#)

My music isn't tagged, can you help me?

We can! As part of your Discovery Suite subscription, you can tag your music with our auto-tagging.

Do you offer a one time auto-tag of all my DISCO content?

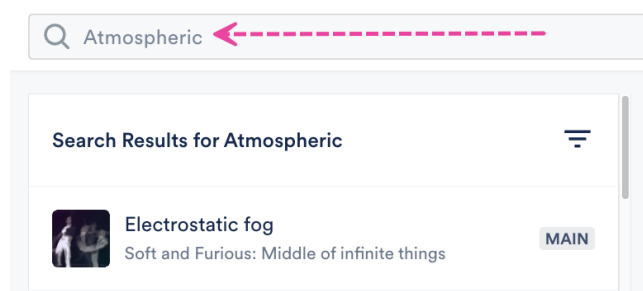
We don't offer a one-time bulk tagging for two reasons:

The tags are not static; the AI is constantly connected to your tracks and learning new vocabulary as tags are manually added and removed. New tags will be applied automatically when our AI learns new tags or improves its accuracy with existing tags.

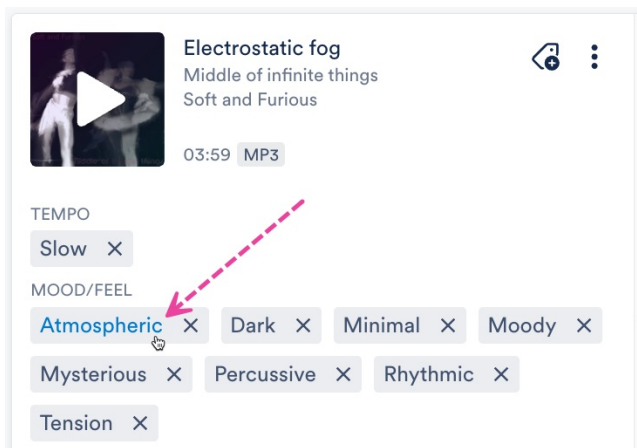
Similarity Search requires continuous connection to the AI. When you paste a reference YouTube link into the search bar, it is sent to the AI to scan for similar tracks in your DISCO. Only auto-tagged tracks are included in the results.

How can I search the tags?

Use the search bar at the top of your DISCO to search for specific tags:



or click on tags in the Track panel to filter your content:



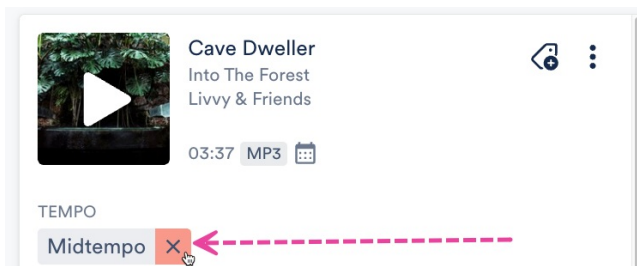
For more on searching your DISCO, by tags or other criteria, [check out this article](#) or [this video](#).

Can I export my tags?

Yes! Just reach out to our support team who will provide you with a spreadsheet.

What if there's a tag that's not accurate?

Hover over the tag and click the **X** to remove. The AI system learns as tags are added and removed to improve accuracy. Removed tags will never be added back to the same track in the future.



If I delete a tag applied by auto-tagging, will it be re-applied?

When you remove an auto tag, we keep a record of that deletion and auto-tagging won't apply that tag to that track again. If you remove a tag from a track that you or someone from your team added, auto-tagging won't add it back again.

Can I see which tags are mine and which ones are AI?

Not at the moment.

Can clients/receivers see the tags?

Not by default, however, Tags can be written to the **Comments** metadata field as the Track is downloaded or saved to another DISCO. [Visit this article for instructions on how to set this up.](#)

Note: Apple Music cuts off the Comments field at 250 characters (DISCO does not).

Will the AI overwrite or remove any existing tags?

No, the AI will not overwrite or remove any tags you've manually added. It can however change existing tags that the AI has populated for a couple of reasons.

Firstly, if we push an updated tagging model, it might need to change existing tags in order to provide more accurate tags for a track based on the new model. If it previously tagged a track with 'female vocal', for eg, in a new, improved model it might change that vocal tag to 'instrumental', or it might update the BPM to a more accurate tempo.

In addition, we will occasionally remove tags the AI has added; we recently removed the 'urban' tag from our schema, and removed that tag where it had been added. But this will only happen very occasionally, and you'll be advised if a tag is removed. The AI will never affect tags you've added.

Can I add my own tags?

Absolutely! [Check out this article for details on using Track Tags.](#)

Can I add my own custom tags for the AI to learn?

The AI learns as you remove and add new tags, and we're always looking for new, relevant tags to train the AI on. Over time, the tags our AI returns will expand, and these will automatically be applied to your tracks where they fit.

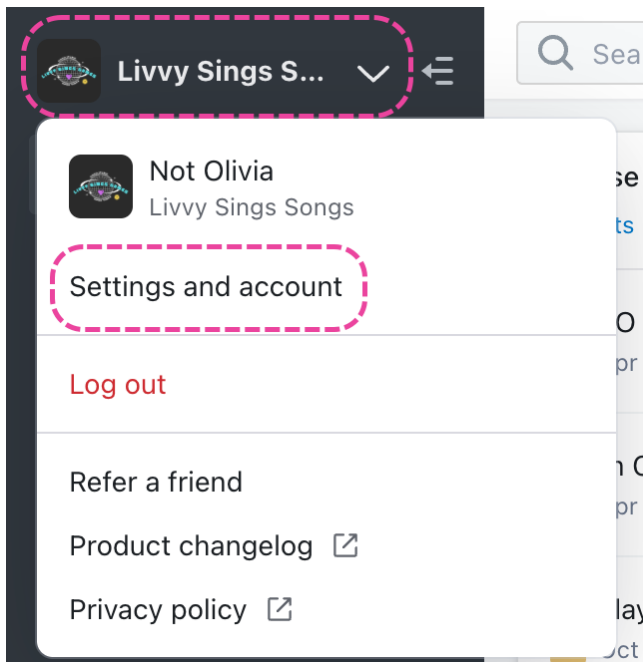
How long does it take for tags to appear when I add new songs?

Tracks added to the Auto tagged tracks channel will be queued for tagging automatically. The folder is scanned every 5 minutes, so you don't need to do anything after dragging them. Most tracks are tagged within just a few minutes, however, it can sometimes take longer, especially if you've added a large amount of tracks. In some cases, a single track can potentially take 15-20 minutes to tag properly. More commonly, it takes roughly between 30 minutes and 2 hours. If you don't see tags on these tracks within a few hours or more, let us know so we can investigate it further.

What happens when I reach my auto-tagging track limit?

Additional Tracks will no longer be tagged. To increase your quota:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Billing & Subscriptions**.
4. Locate the **Add Ons** section and scroll to **Discovery Suite**.
5. Click **Change subscription**.

Add Ons

Discovery Suite

\$40
per month

You have used 60 of your current 1,000 track Discovery Suite subscription. [Change subscription](#) ←

Discovery suite lets you auto-tag tracks, share your whole catalog, search for similar tracks and generate instrumentals.

Includes [Catalogs](#), [Similarity Search](#), [Auto-tagging](#) and [Instant Instrumental](#). The Discovery Suite add on is in addition to your base plan and will be billed in the same billing cycle.

[Cancel Discovery Suite](#)

6. Select a new number of **Tracks** from the drop-down, and click the **Change Discovery Suite** button.

Discovery Suite

\$108
per month

You have used 60 of your current 1,000 track Discovery Suite subscription.

Tracks ⓘ

Discovery suite lets you auto-tag tracks, share your whole catalog, search for similar tracks and generate instrumentals.

Includes [Catalogs](#), [Similarity Search](#), [Auto-tagging](#) and [Instant Instrumental](#). The Discovery Suite add on is in addition to your base plan and will be billed in the same billing cycle.

[Add discount coupon](#)

Cancel

Change Discovery Suite



I don't want all my content tagged, can I choose which songs I wish to tag?

Yes! Only tracks added to the Auto-tagging area in the left sidebar will be tagged. However, removing a track from this area **will not** remove auto-tags from the track or lower your auto-tagging quota.

Will auto-tagging impact my base plan track quota?

No. Auto-tagged Tracks do not count towards the Track quota for your base plan, but they do count towards your **Discovery Suite quota** if they are either auto-tagged or in your Catalog. Tracks that are both auto-tagged and in your Catalog still only use up one track towards your quota.

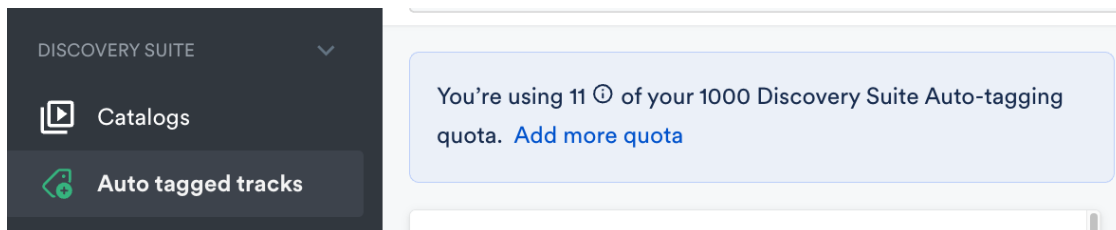
The Discovery Suite quota use therefore is a mix of what is auto-tagged and what is in Catalogs.

Do auto-tagged tracks count toward my Discovery Suite quota?

Yes, auto-tagged Tracks count towards your Discovery Suite quota, however, tracks that are *both* auto-tagged and in your Catalog only use up *one* track towards your quota.

Where can I view my tagging quota?

Auto-tagging quota is visible in the Auto-tagged tracks area. If this is not visible for you, please contact support to make it visible.



Discovery Suite: Lyrical Theme Tagging

Last Modified on 08/27/2025 9:56 am PDT

Lyrical Theme Tagging is a component of [our Discovery Suite add-on](#).

At a glance

Lyrical theme Track tags are added to Tracks in your DISCO that have been auto-tagged and contain lyrics in the Track information. Our AI analyzes the lyrics and adds up to five of our pre-set Lyrical theme Track tags. [Refer to this article for a complete list of DISCO pre-set Track tags and categories](#).

The screenshot shows the 'Tags' tab for a track by Penelope Fresh. The interface includes a navigation bar with 'Metadata', 'Lyrics', 'Writers', 'Tags', 'Custom', and 'Notes'. The 'Tags' tab is active and highlighted with a red dashed box. Below the navigation bar, there is a table with two columns: 'CATEGORY' and 'TAGS'. The 'LYRIC THEMES' category is highlighted with a red dashed box. The 'TAGS' column contains the following tags: 'Bass, Drums, Electric guitar, Percussion, Synth', 'Death, Fear, Love, Relationship, Time', 'Powerful', and 'Instrumental'. A red dashed arrow points from the right towards the 'Death, Fear, Love, Relationship, Time' tag.

CATEGORY	TAGS
GENRE	
INSTRUMENT	Bass, Drums, Electric guitar, Percussion, Synth
LYRIC THEMES	Death, Fear, Love, Relationship, Time
MOOD/FEEL	Powerful
TEMPO	
TYPE	
VOCALS	Instrumental

How it works

We take auto-tagged Tracks from your DISCO and look for lyrics in the **Lyrics** tab of the Track's metadata.

If lyrics are present and they are of sufficient length (at least 10 words over a minimum of 4 lines, i.e. 1 paragraph), analyze the lyrics and tag the Tracks with up to five lyrical theme tags from [this list](#).

If there are no lyrics in the present, we may check if we can obtain them automatically and then run the analysis. This means some of your Tracks may show lyric theme tags *even if you haven't provided any lyrics*.

If we can't get lyrics automatically, we recommend adding them yourself to the Track (either manually or using [our Lyric Transcription tool](#)) and we will try again.

Lyrical theme tagging will work for a wide range of languages and even for lyrics in more than one

language, e.g. English and Spanish.

Accuracy

We expect that up to 95% of the time you will see at least one lyric theme tag on the Track. The majority of the time it will be three or more.

There will be cases where the analysis wasn't confident enough to identify any themes, in which case no tags will be applied at that time, but they may be added in the future.

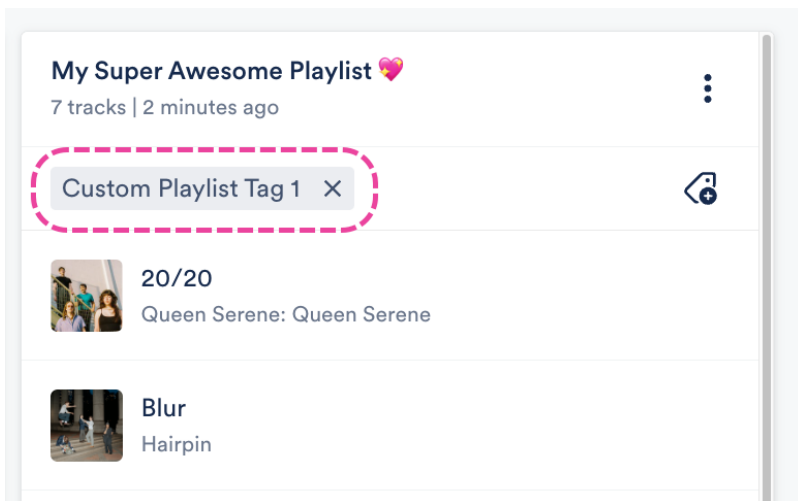
Using Playlist tags

Last Modified on 08/27/2025 9:39 am PDT

You can use **Playlist tags** to make it easier to search within your DISCO.

At a glance

Playlist tags are a simple, quick way to organize and sort your Playlists according to whichever categories make sense for your business. For example, you could tag the type of job (such as television commercials or online), the genre, or the type of assets (such as instrumentals or demos).



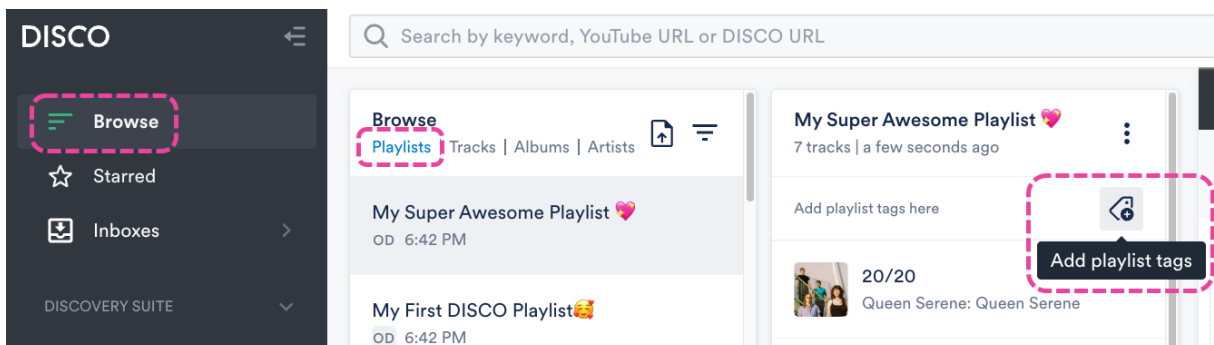
Adding Playlist tags

There are a few ways to do this:

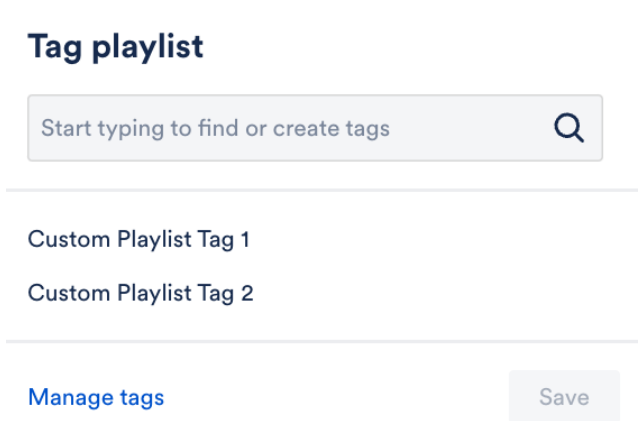
- from the Explorer
- from Playlist Settings
- when saving your Playlist

From the Explorer

1. In your DISCO, from the **Browse** view, select **Playlists**.
2. Click on the Playlist to open it in the Explorer.
3. Click on the tag icon to **Add playlist tags**.



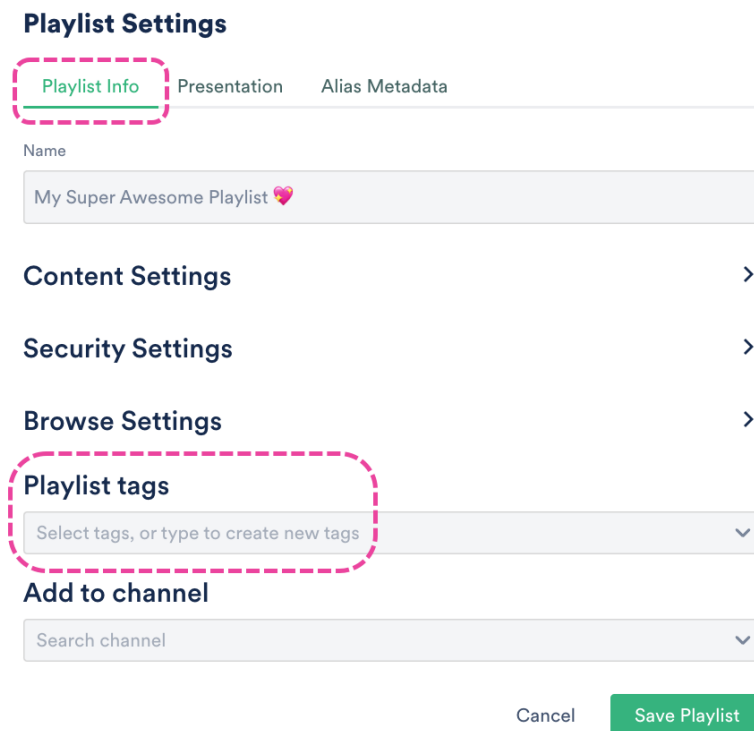
4. In the **Tag playlist** window, start typing to find or create a tag.



5. Click the **Save** button.

From Playlist Settings

1. Open the **Playlist menu (:)** and select **Playlist Settings**.
2. From the **Playlist Info** tab, under **Playlist tags**, select a tag from the drop-down or type to create one.



3. Click the **Save Playlist** button.

When saving your Playlist

1. In the **Save Playlist** menu, from the **Playlist Info** tab, you can select existing tags from the drop-down, or type to create a new tag.

Save Playlist

Playlist Info Presentation Alias Metadata

Name

My Super Awesome Playlist 🍷

Content Settings >

Security Settings >

Browse Settings >

Playlist tags

Select tags, or type to create new tags

Add to channel

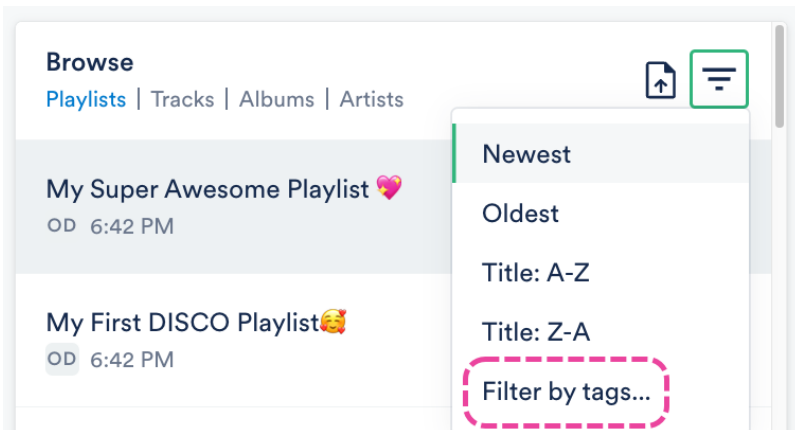
Search channel

Cancel Save Playlist

2. Click the **Save Playlist** button.

Filtering your Playlists by Tags

Go to your **Browse** view and select **Playlists**. Click on the **Filter** icon and select **Filter by tags...**



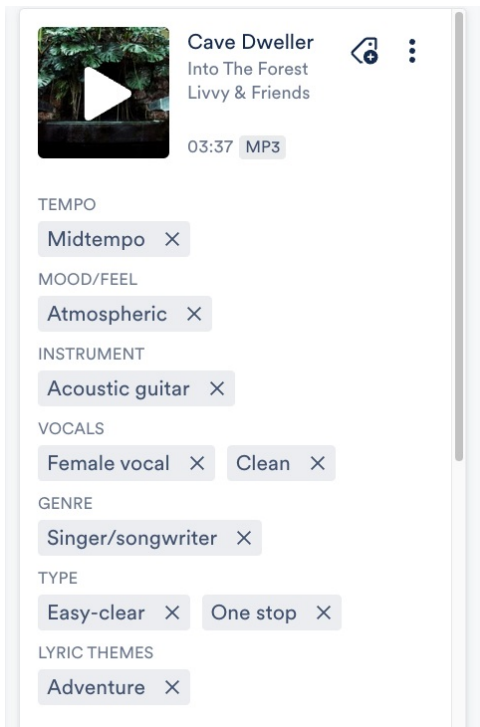
Using Track tags

Last Modified on 08/27/2025 9:59 am PDT

You can use **Track tags** to make it easier to search within your DISCO and beyond.

At a glance

Track tagging is available to all DISCO users. We have pre-set Track tags to choose from, or you can create your own custom tags. You can tag your Tracks manually or via our [Auto-tagging feature](#), which is available through our [Discovery Suite add-on](#).



Pre-set vs. custom Track tags

All Track tags, including both pre-set and custom, must be assigned to a Category:

- **Genre**
- **Instrument**
- **Lyric themes**
- **Mood/feel**
- **Tempo**
- **Type** ([Visit this article for more information on Type tags.](#))
- **Vocals**

SELECT BY CATEGORY

Genre	>
Instrument	>
Lyric themes	>
Mood/feel	>
Tempo	>
Type	>
Vocals	>

Pre-set Track tags

We developed [over 150 pre-set Track tags](#) by surveying the most common tags used in sync and the music industry in general, to create a consistent, universal discovery language for music, so everyone's on the same page.

Pre-set tags can be found within each Category. These tags cannot be edited or deleted.

The screenshot shows the 'Tag tracks' interface. At the top, there is a search bar with the placeholder text 'Start typing to find or create tags' and a magnifying glass icon. Below the search bar is a section titled 'SELECT BY CATEGORY' with a list of categories: Genre, Instrument, Lyric themes, Mood/feel, Tempo, Type, and Vocals. The 'Vocals' category is highlighted with a red dashed box. To the right of the 'Vocals' category, a dropdown menu is open, showing a list of pre-set tags: A cappella, Aahs, Background vocals, Choir, Clean, Duet, Explicit, and Female vocal. This dropdown menu is also enclosed in a red dashed box. At the bottom of the interface, there is a 'Manage tags' link and a green 'Save' button.

Custom Track tags

There are two ways to create your own custom Track tags:

- when adding tags to a Track
- from your account Settings

When adding tags to a Track

1. Type in the tag and click where it says **(create new tag)**.

Tag tracks

Olivia's Custom Tag

Olivia's Custom Tag (create new tag)

[Manage tags](#)

Save

2. Choose a **Category** and click the **Create tag** button.

Select category for “Olivia's Custom Tag”

Olivia's Custom Tag

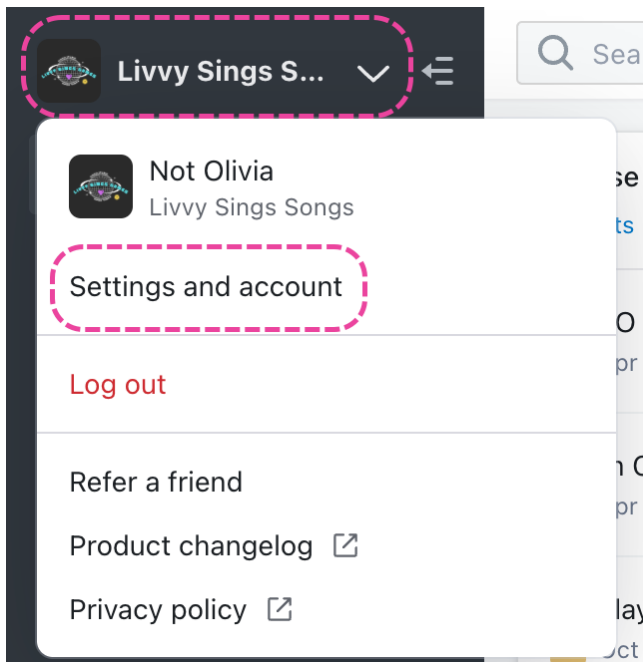
- Genre
- Instrument
- Lyric themes
- Mood/feel
- Tempo
- Type
- Vocals

[Cancel](#)

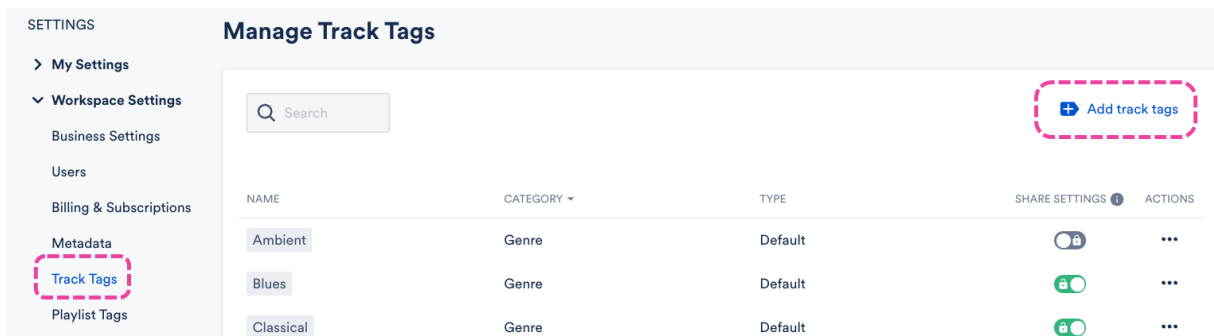
Create tag

From your account Settings

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Track tags**.
4. Click **Add track tags**.



5. Add a **Tag name** and select a **Category**.

Create track tag

Tag name

Select category

Cancel Create

6. Click the **Create** button.

Manually tagging individual Tracks

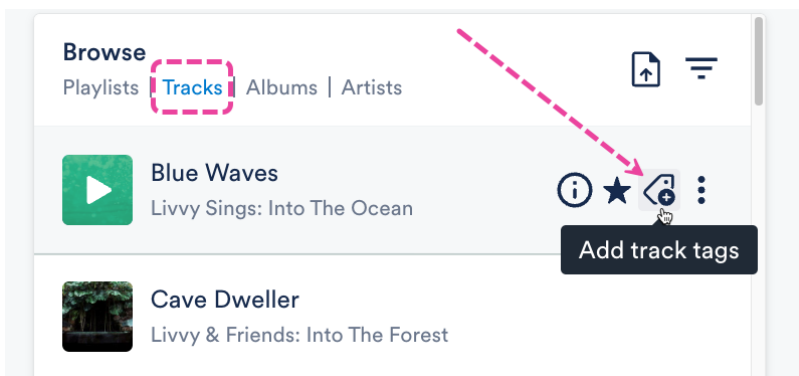
You can do this in a few ways:

- from the Explorer (**Browse > Tracks**)
- from the Track panel (**Browse > Tracks > select Track**)

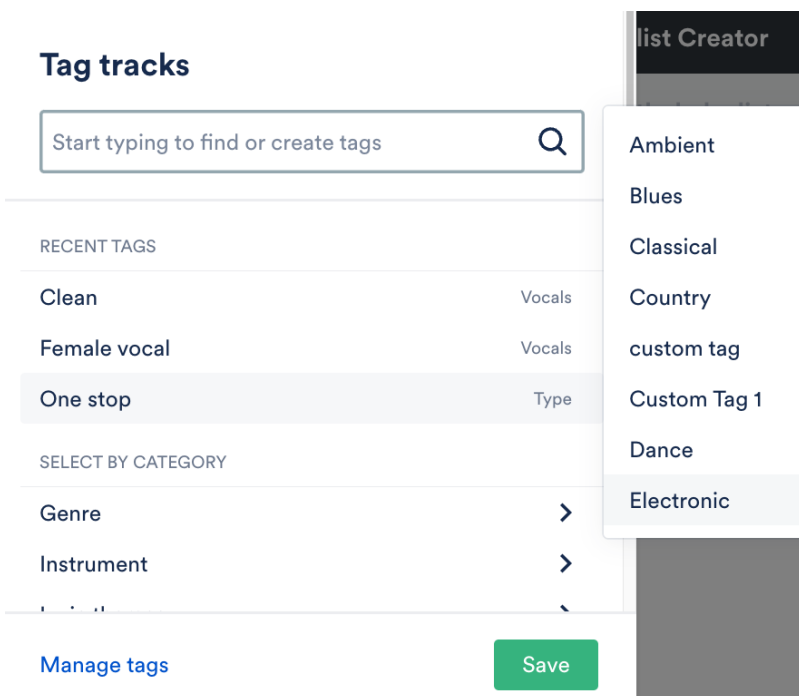
- from the Player while streaming a Track
- from the Track Information page

From the Explorer

1. On the left sidebar of your DISCO, select **Browse**.
2. Select the **Tracks** view.
3. Hover your cursor over the desired Track and click the **Add track tags** button.

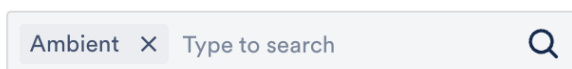


4. Type to search for a pre-set tag or create a new tag. Or, select a Category, then select a tag from the list.



5. Click on the tag to add it, then click the **Save** button.

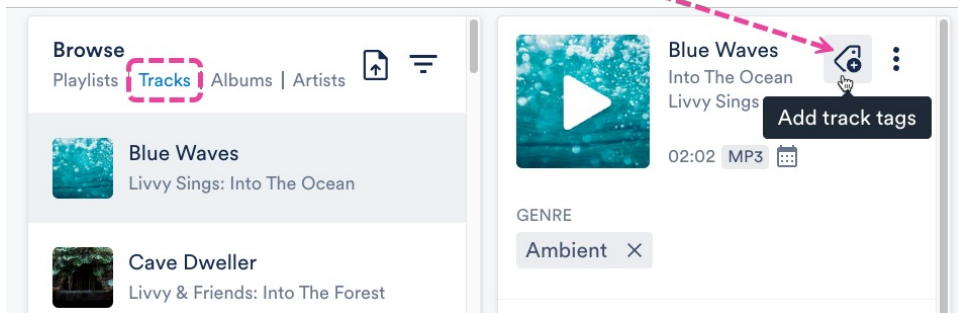
Tag tracks



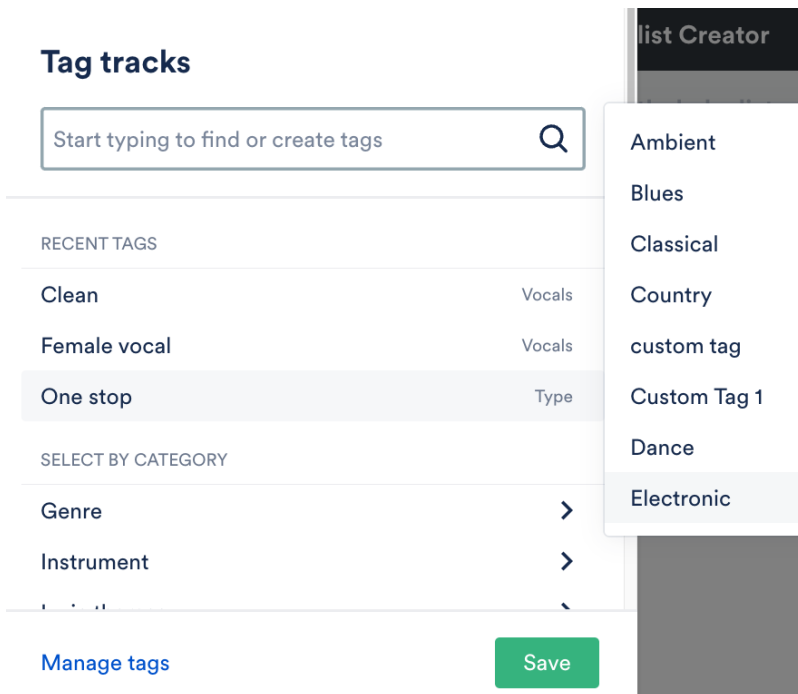
From the Track panel

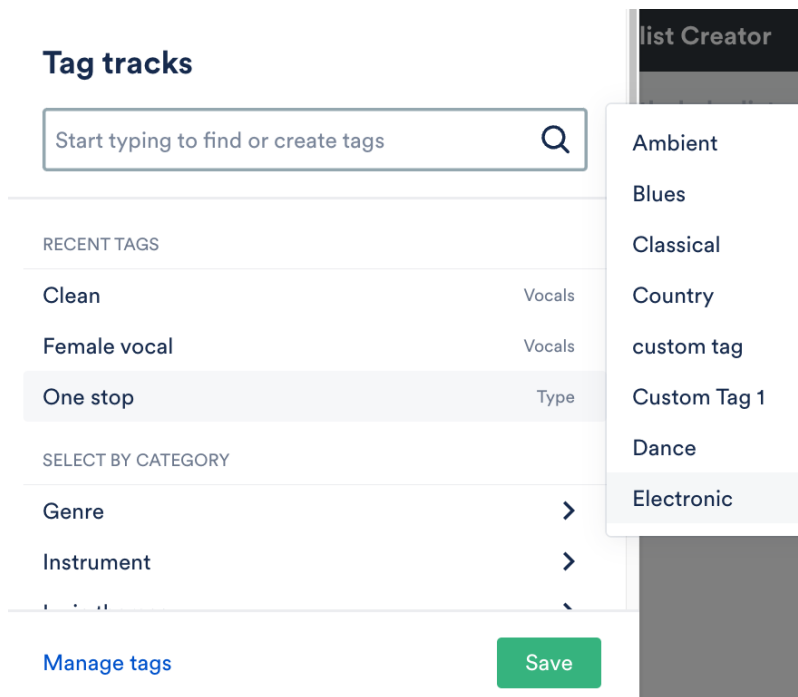
1. On the left sidebar of your DISCO, select **Browse**.

2. Select the **Tracks** view.
3. Click on the desired Track to open the Track panel.
4. Click the **Add track tags** button.



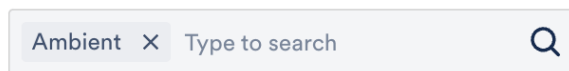
5. Type to search for a pre-set tag or create a new tag. Or, select a Category, then select a Tag from the list.





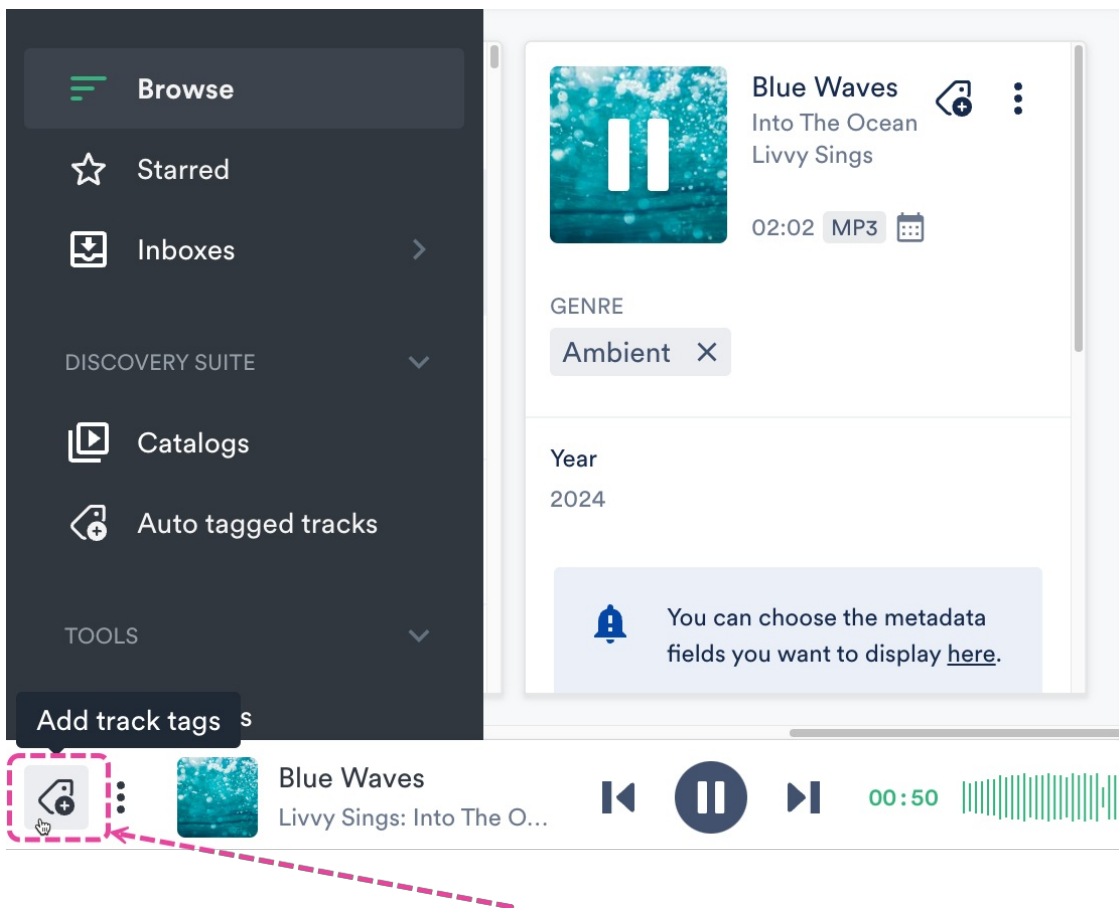
6. Click on the tag to add it, then click the **Save** button.

Tag tracks

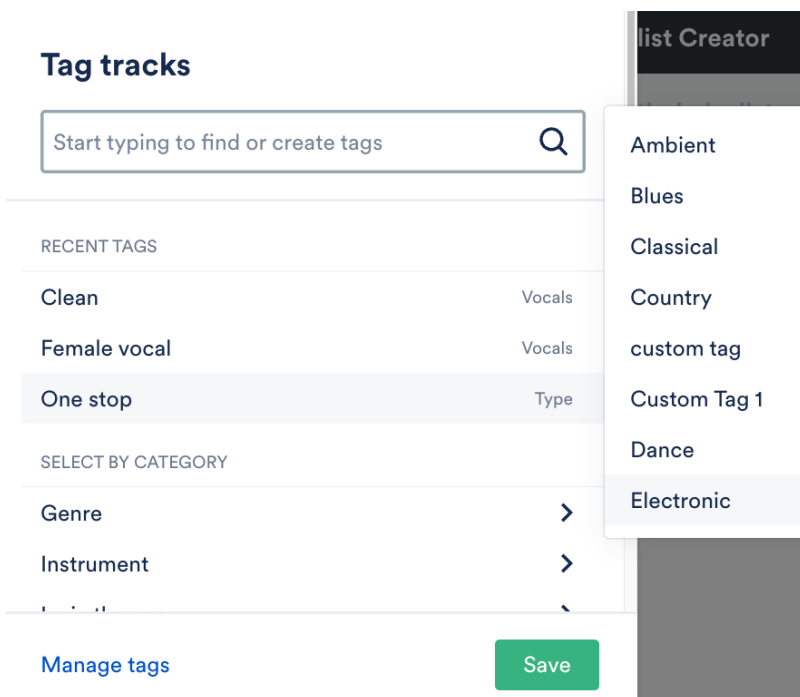


From the player

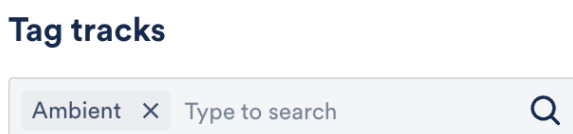
1. While streaming a Track, click the **Add track tags** button in the Player at the bottom of your DISCO.



2. Type to search for a pre-set tag or create a new tag. Or, select a Category, then select a Tag from the list.

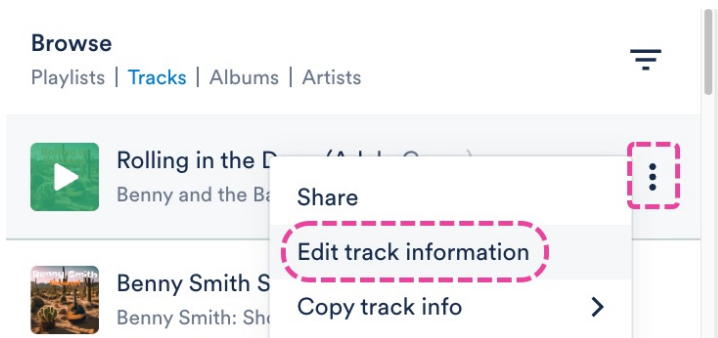


3. Click on the tag to add it, then click the **Save** button.

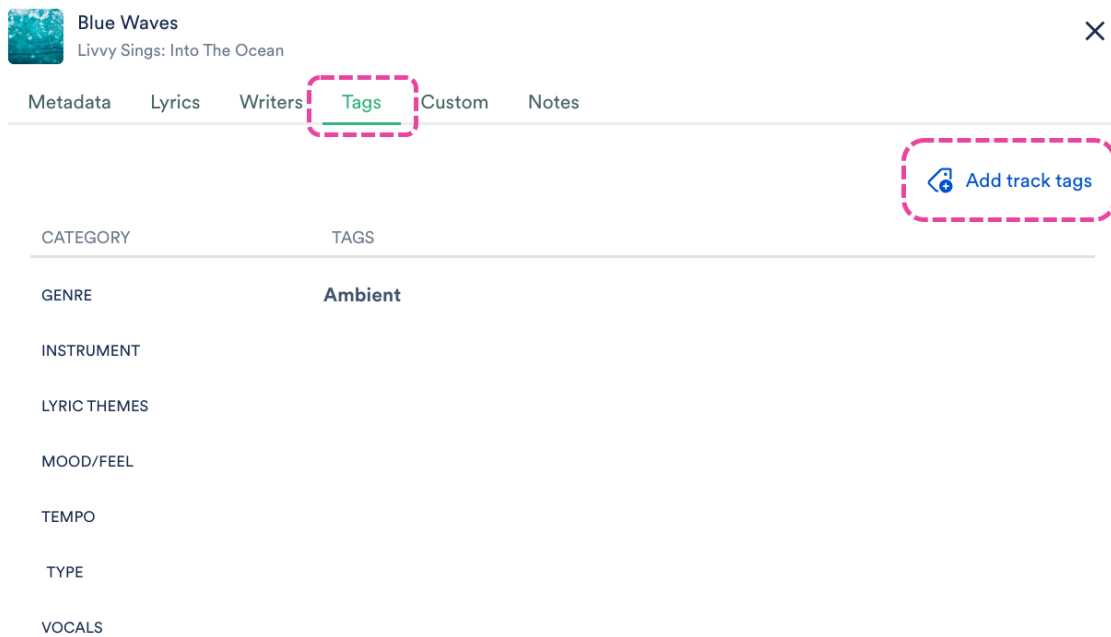


From the Track Information page

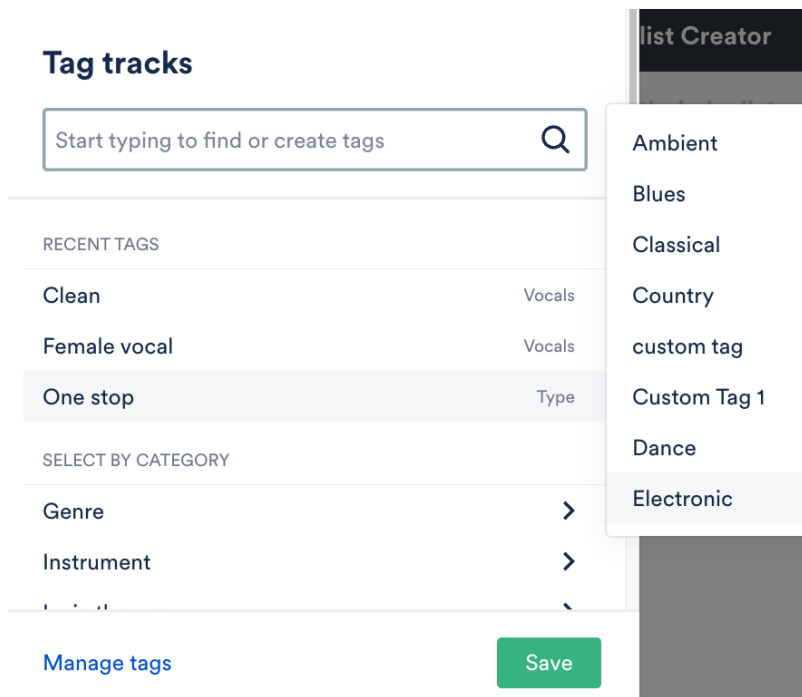
1. Open the **Track Menu (:)** and select **Edit track information**.



2. From the **Tags** tab, click **Add track tags**.

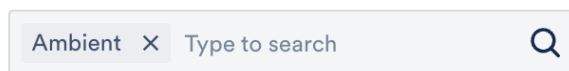


3. Type to search for a pre-set tag or create a new tag. Or, select a Category, then select a Tag from the list.



4. Click on the tag to add it, then click the **Save** button.

Tag tracks



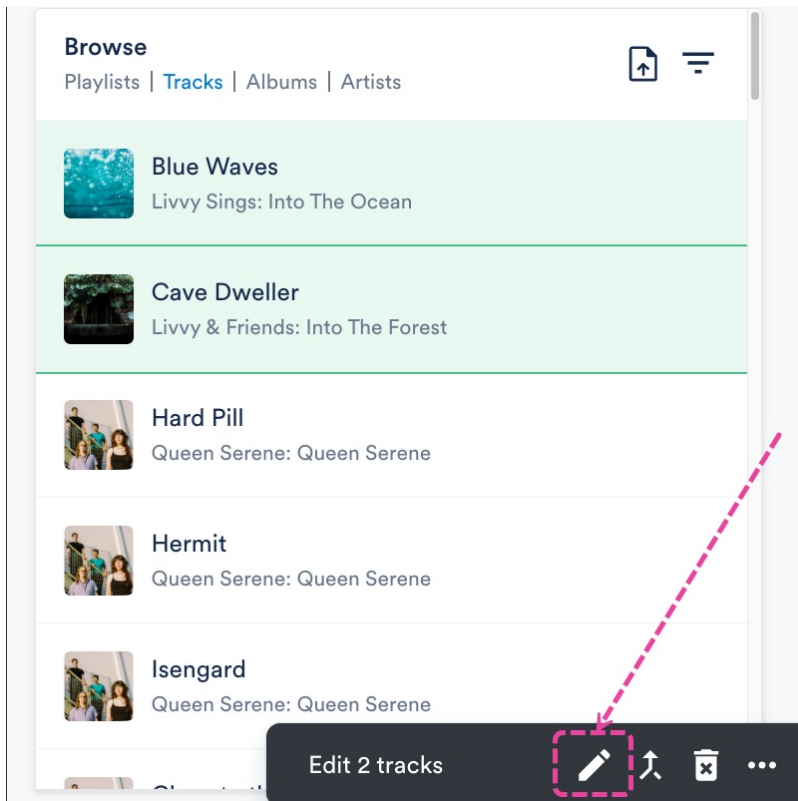
Manually tagging multiple Tracks

You can do this in a few ways:

- by selecting multiple specific Tracks from your **Browse > Tracks** view
- by editing Track Information for all Tracks within a Playlist
- by importing a CSV file

Selecting multiple specific Tracks

1. Go to **Browse > Tracks**.
2. Use multi-select to select multiple Tracks.
3. Click the pencil from the menu at the bottom of the screen to **Edit selected**.

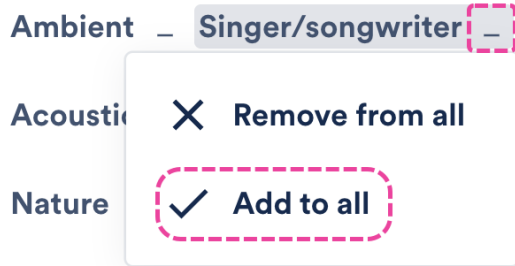


4. From the **Edit tracks** window, select the **Tags** tab.
5. Tags with a **checkmark icon** ✓ are present on *all of the Tracks*. Tags with a **dash icon** — are present only on *some of the Tracks*.

CATEGORY	TAGS
GENRE	Ambient — Singer/songwriter —
INSTRUMENT	Acoustic guitar ✓
LYRIC THEMES	Nature — Adventure —
MOOD/FEEL	Atmospheric ✓
TEMPO	Midtempo ✓
TYPE	Demo — Easy-clear — One stop —
VOCALS	Female vocal ✓ Clean —

6. To add a tag to all of the Tracks, click on the **dash icon** — next to the desired tag and select **Add to all**.

TAGS



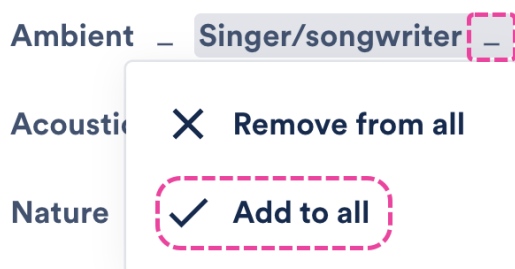
Editing Track Information for all Tracks within a Playlist

1. Open the **Playlist menu (:)** and select **Edit all track information**.
2. From the **Edit tracks** window, select the **Tags** tab.
3. Tags with a **checkmark icon ✓** are present on *all of the Tracks*. Tags with a **dash icon —** are present only on *some of the Tracks*.

CATEGORY	TAGS
GENRE	Ambient — Singer/songwriter —
INSTRUMENT	Acoustic guitar ✓
LYRIC THEMES	Nature — Adventure —
MOOD/FEEL	Atmospheric ✓
TEMPO	Midtempo ✓
TYPE	Demo — Easy-clear — One stop —
VOCALS	Female vocal ✓ Clean —

4. To add a tag to all of the Tracks, click on the **dash icon —** next to the desired tag and select **Add to all**.

TAGS



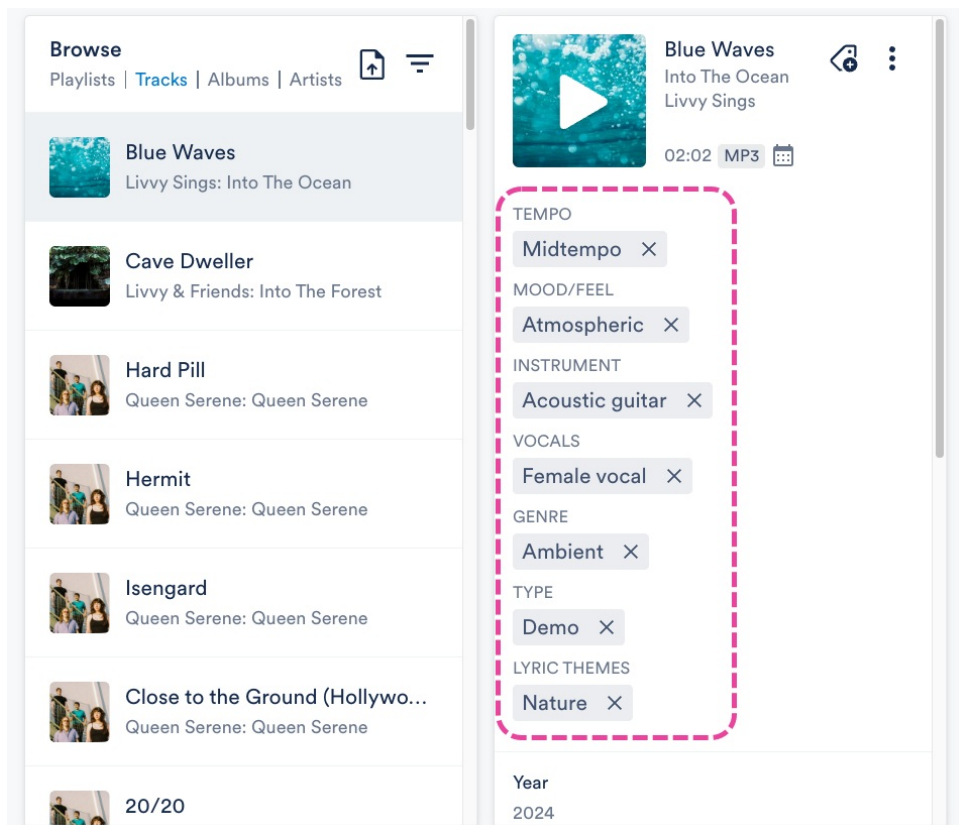
Importing a CSV file

Contact us for help with adding Track tags in bulk, or mapping a different set of Track tags (e.g. from another platform) to the DISCO pre-set Track tags.

Viewing tags on Tracks

From within your DISCO

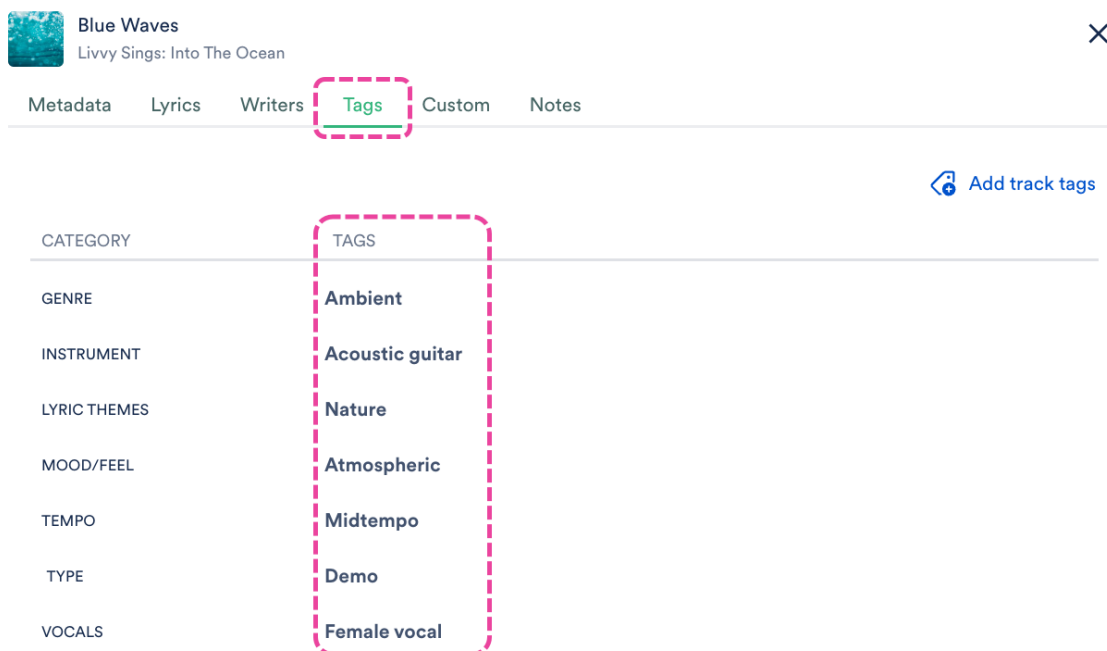
You do this from the Track panel or the Track Information page on the **Tags** tab:



The screenshot shows the DISCO interface with a track list on the left and a detailed view of the track 'Blue Waves' on the right. The track list includes 'Blue Waves', 'Cave Dweller', 'Hard Pill', 'Hermit', 'Isengard', 'Close to the Ground (Hollywo...)', and '20/20'. The detailed view for 'Blue Waves' shows the following tags:

- TEMPO: Midtempo
- MOOD/FEEL: Atmospheric
- INSTRUMENT: Acoustic guitar
- VOCALS: Female vocal
- GENRE: Ambient
- TYPE: Demo
- LYRIC THEMES: Nature

The 'Tags' section is highlighted with a red dashed box. Below the track list, there is a 'Tags' tab selected, and a 'Add track tags' button is visible.



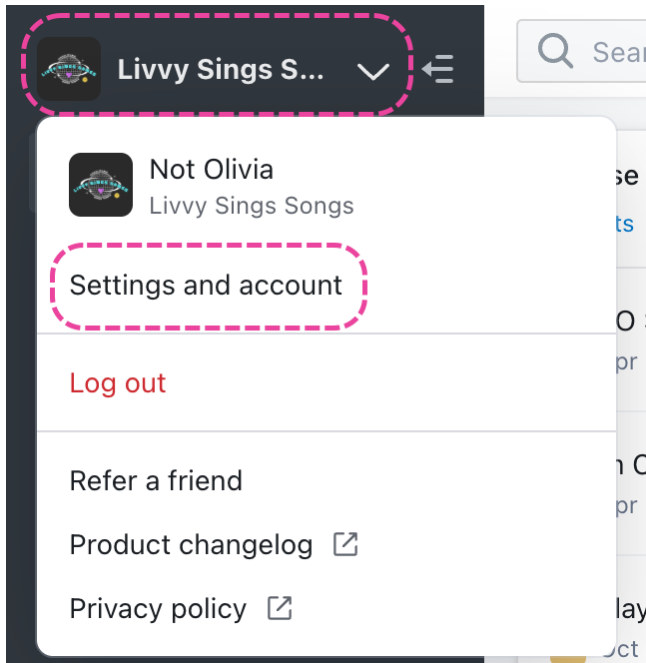
The screenshot shows the 'Tags' tab for the track 'Blue Waves'. The 'Tags' section is highlighted with a red dashed box. The tags are listed under various categories:

CATEGORY	TAGS
GENRE	Ambient
INSTRUMENT	Acoustic guitar
LYRIC THEMES	Nature
MOOD/FEEL	Atmospheric
TEMPO	Midtempo
TYPE	Demo
VOCALS	Female vocal

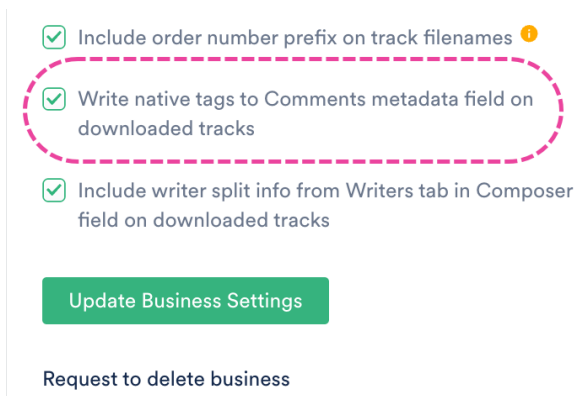
When Tracks are downloaded or Saved to another DISCO

DISCO Track tags are not part of the standard ID3 metadata fields, and as such are not written to Tracks when downloaded or Saved to another DISCO. However, there is a workaround for this! You can update your account Settings to have Tags written to the **Comments** field. To do this:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Business Settings**.
4. Check the box to **Write native tags to Comments metadata field on downloaded tracks**.



5. Click the **Update Business Settings** button.

Example

This is how the Track Information appears when saved to another DISCO. The DISCO from which the Track was saved had the Setting enabled to write tags to the **Comments** field:

The screenshot shows the 'Livvy Sings - Artist Page' with a track 'Blue Waves' from the album 'Into The Ocean'. A 'Playlist Creator' sidebar is visible on the right. A tooltip for the track shows 'Formats: MP3' and 'Comments: Midtempo, Atmospheric, Acoustic guitar, Female vocal, Singer/songwriter, Demo, Nature'. Below, the 'Metadata' tab is selected, showing fields for Title, Album, Artist, Composer, Genre, Year, Release Date, BPM, ISRC, and Order. A 'Comments' field contains the same tag list. A red 'X' is visible on the track artwork.

Removing manual Track tags

From individual Tracks

Click the **X** on the tag from either the **Tag tracks** window (after clicking **Add track tags**) or the Track panel.

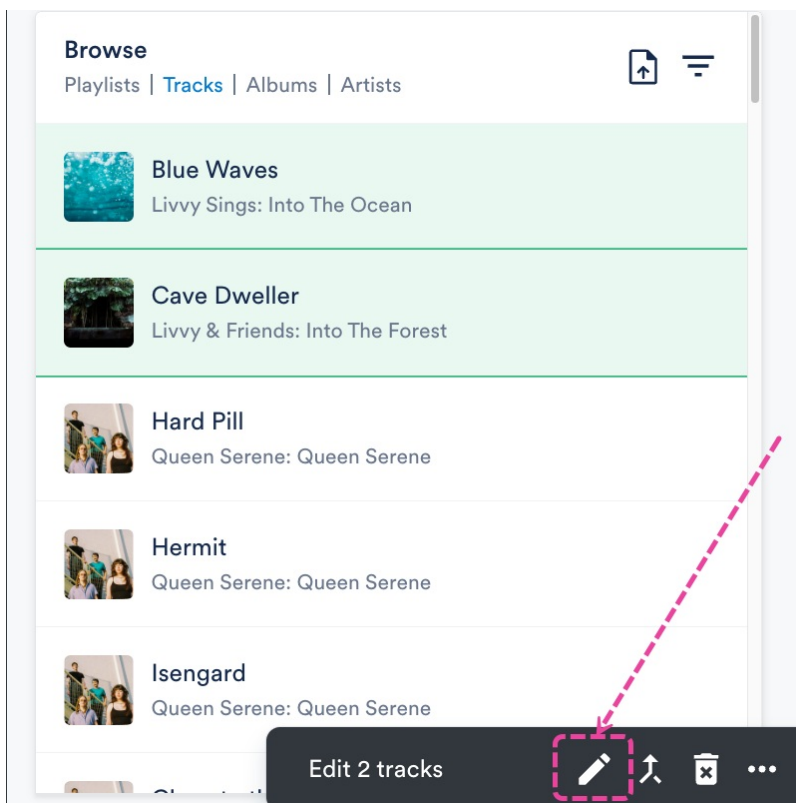
Tag tracks

The 'Tag tracks' window displays a list of tags: Acoustic guitar, Ambient, Atmospheric, Demo, Female vocal, Midtempo, Nature, and Singer/songwriter. Each tag has a red 'X' icon next to it, indicating it can be removed. A search bar at the bottom contains the text 'Type to search' and a magnifying glass icon.










From multiple Tracks

1. Go to **Browse > Tracks**.
2. Use multi-select to select multiple Tracks.
3. Click the pencil from the menu at the bottom of the screen to **Edit selected**.





4. From the **Edit tracks** window, select the **Tags** tab.
5. Tags with a **checkmark icon** ✓ are present on *all of the Tracks*. Tags with a **dash icon** — are present only on *some of the Tracks*.


CATEGORY	TAGS
GENRE	Ambient – Singer/songwriter 
INSTRUMENT	Acoustic guitar 
LYRIC THEMES	Nature – Adventure –
MOOD/FEEL	Atmospheric 
TEMPO	Midtempo 
TYPE	Demo – Easy-clear – One stop –
VOCALS	Female vocal  Clean –

6. To remove a tag to all of the Tracks, click on either the **checkmark icon**  or the **dash icon**  next to the desired tag and select **Remove from all**.

TAGS


Ambient – Singer/songwriter 


Acoustic  Remove from all


Nature  Add to all


Searching by Track tags

When you type the name of any Track tag in the search box at the top of your DISCO, the Search Results will populate with all Tracks containing that tag.

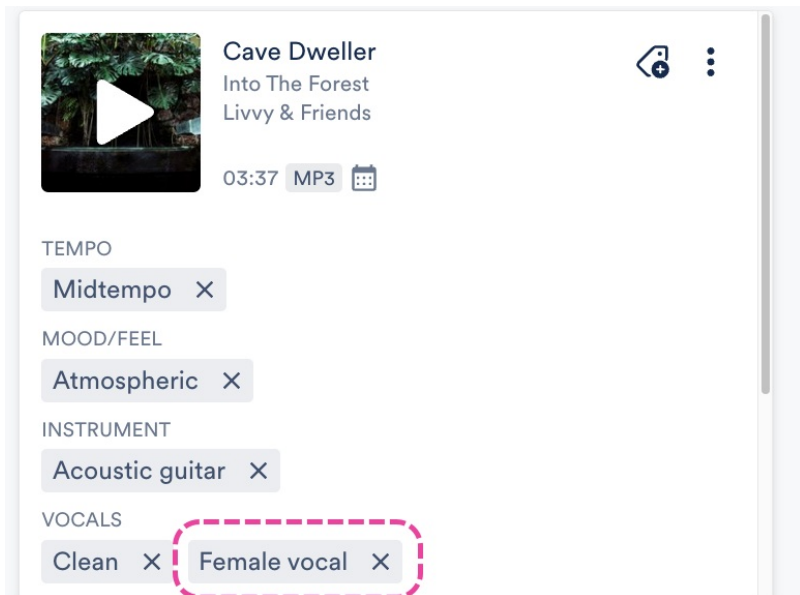
 Female vocal

Search Results for Female vocal 

 **Cave Dweller**
Livvy & Friends: Into The Forest

 **Blue Waves**
Livvy Sings: Into The Ocean

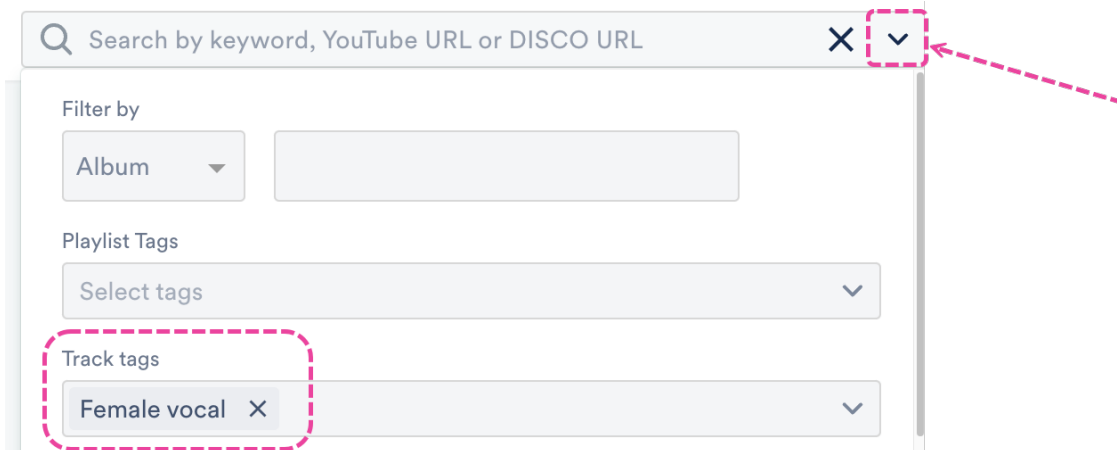
You can also click on a tag in the Track panel:



This will bring up a tag explorer view, where you can select multiple tags from a list of suggested tags to find the right track:



There's also a **Track tags** filter in the Advanced Search:



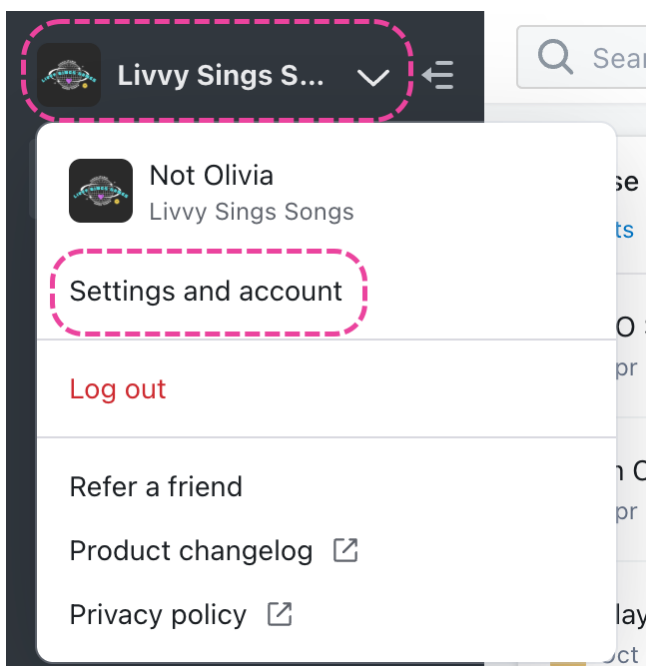
Marking your Track Tags as Private

Last Modified on 08/27/2025 10:16 am PDT

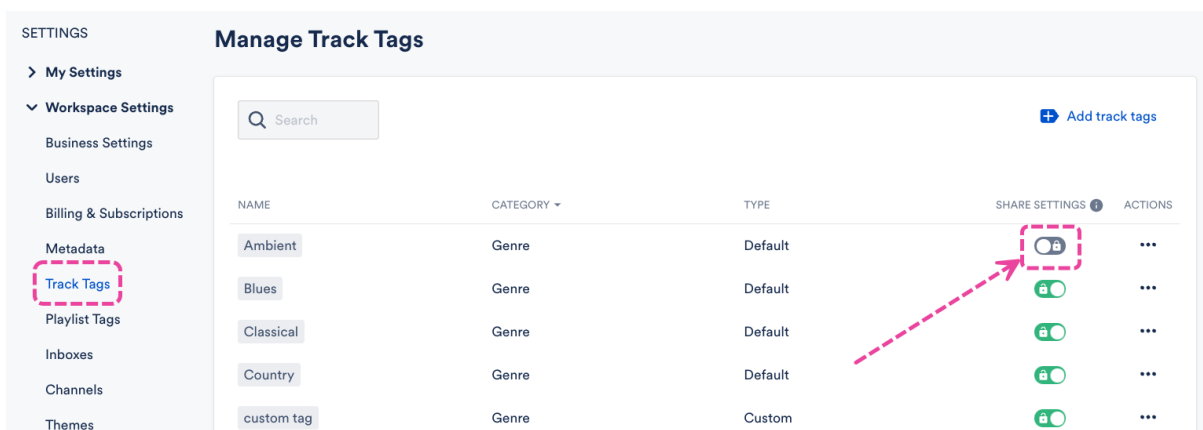
Users on our **Pro** and **Enterprise** plans can mark their Track tags as Private. Private Track Tags are useful if you want to use an internal system to organize the Tracks in your DISCO, but you don't want them to be visible to your clients.

To do this:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Track Tags**.
4. Type in the search box to locate the desired Track Tag.
5. Set the toggle under the **Share Settings** column to **OFF**.



Some things to note about private Track Tags:

- They don't appear in DISCO Catalogs.
- Once a Track Tag is set to private, it won't be written to the Track's metadata when saved or

downloaded, as long as you have the **Business Setting** enabled to write your Track Tags to the **Comments** metadata field.

Using color indicators for Playlist and Track Tags

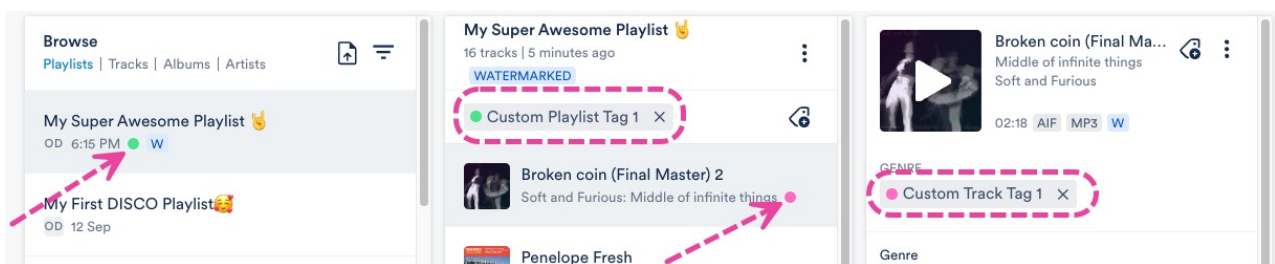
Last Modified on 08/27/2025 9:58 am PDT

Users on our **Pro** and **Enterprise** plans can add **color indicators** to further organize their Playlist and Track Tags.

At a glance

Color indicators are useful when collaborating with your team so you can drill down and more easily make creative decisions. They're best used sparingly for a few key Tags.

They appear on Tracks and Playlists when searching and browsing in your DISCO.

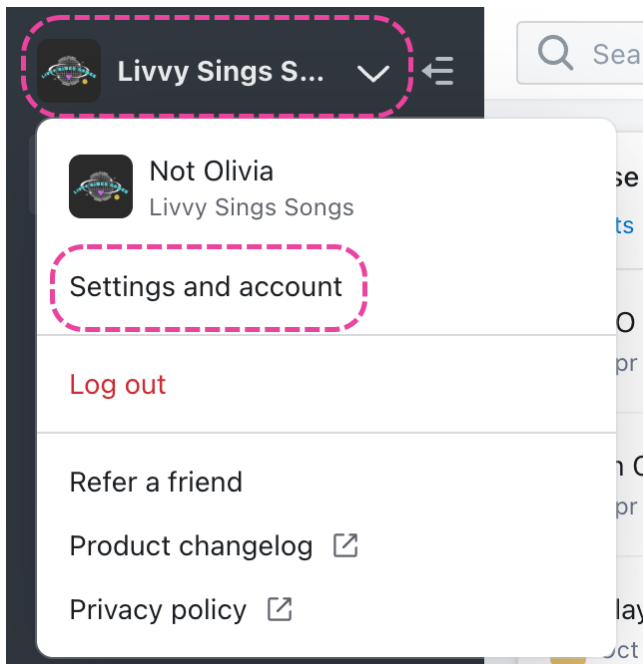


You can apply them to as many Playlist and Track Tags as you like, but a maximum of three will appear on any one Track or Playlist:

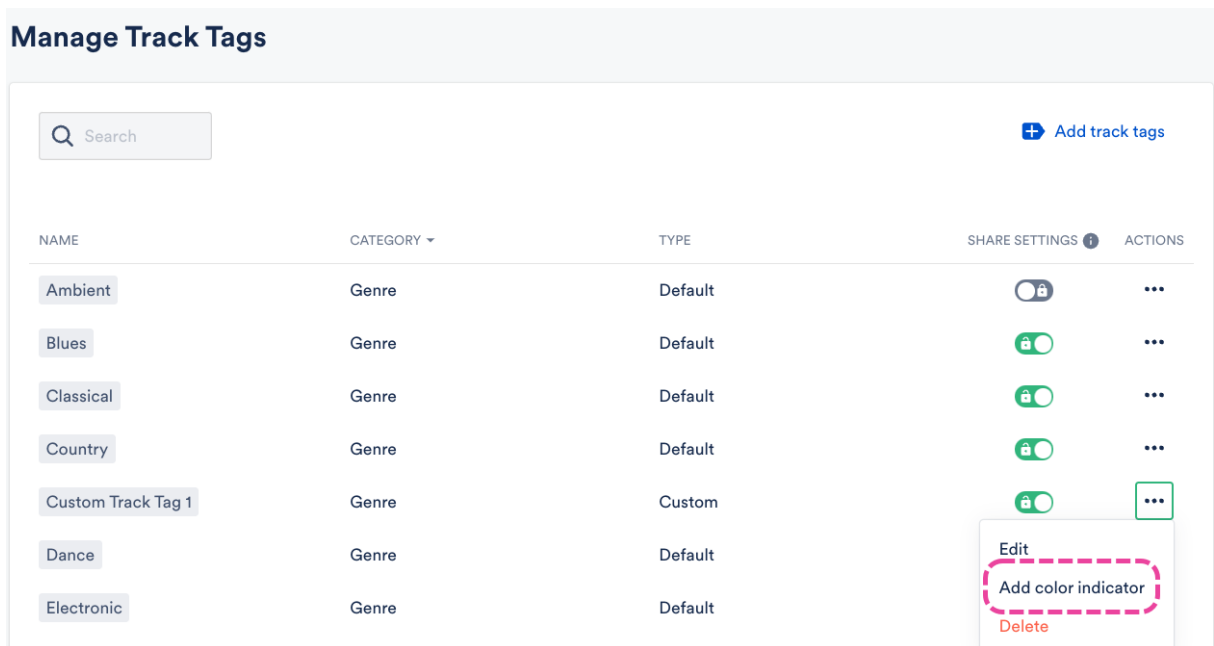


Adding color indicators to Track Tags

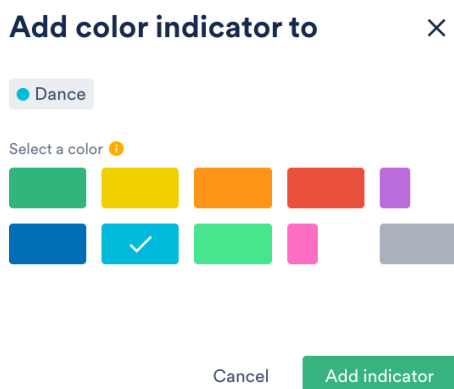
1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Track Tags**.
4. Type in the search box to locate the desired Track Tag.
5. Open the **Actions menu (...)** and select **Add color indicator**.



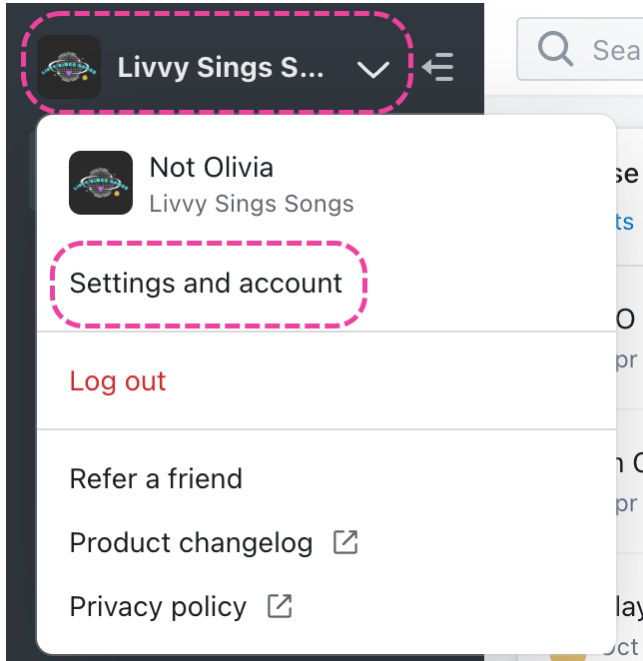
6. Select a color for the indicator.



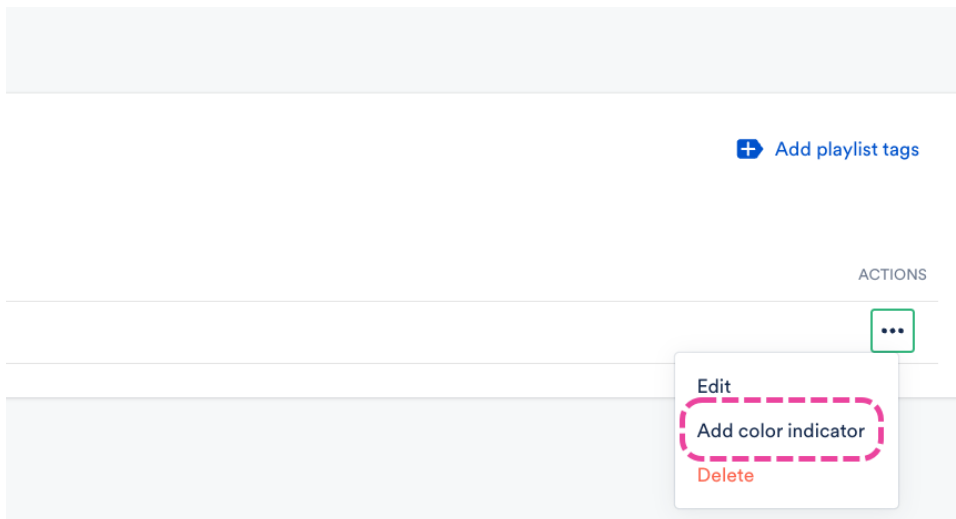
7. Click the **Add indicator** button.

Adding color indicators to Playlist Tags

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.

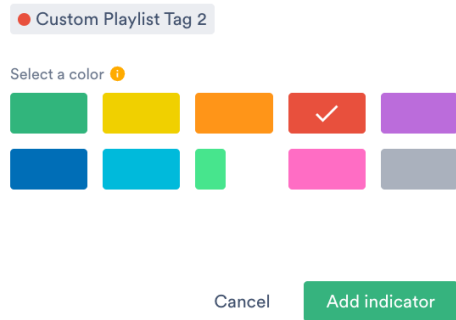


3. Under **Workspace Settings**, select **Playlist Tags**.
4. Type in the search box to locate the desired Playlist Tag.
5. Open the **Actions menu (...)** and select **Add color indicator**.



6. Select a color for the indicator.

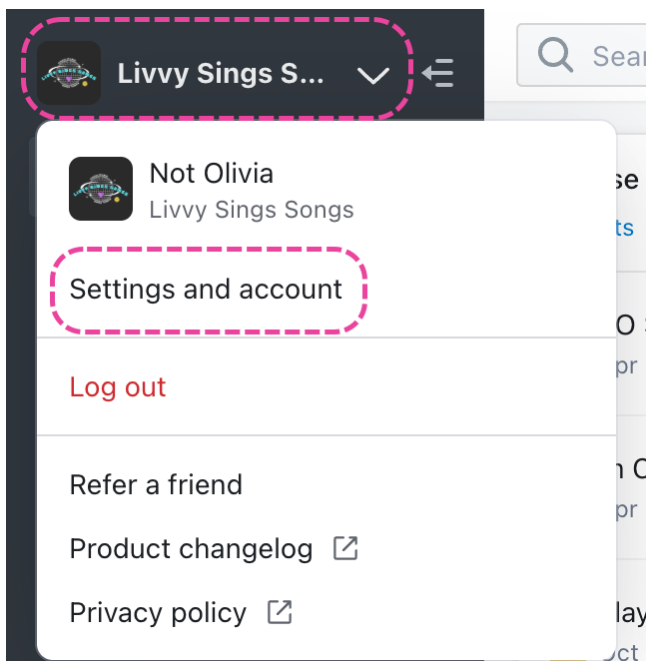
Add color indicator to ×



7. Click the **Add indicator** button.

Removing color indicators from Playlist and Track Tags

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Track Tags** or **Playlist Tags**.
4. Type in the search box to locate the desired Playlist Tag.
5. Open the **Actions menu** (⋮) and select **Remove color indicator**.

[+ Add playlist tags](#)

ACTIONS



Edit

Remove color indicator

Delete

Complete list of DISCO pre-set Track tags

Last Modified on 09/22/2025 4:33 pm PDT

We developed over 150 pre-set Track tags by surveying the most common tags used in sync and the music industry in general. You can also [add your own custom Track tags](#) if you like!

Track tag categories

Our pre-set Track tags are organized into the following categories:

- **Tempo**
- **Mood/feel**
- **Genre**
- **Vocals**
- **Lyrical theme**
- **Instrument**
- **Type**

Track tag list

Tags with a gray background have been deprecated, but may still appear on some Tracks that were tagged previously.

Tags with a yellow background may be added by [our Auto-tagging feature](#).

Definitions of Type Track tags

Last Modified on 08/12/2025 5:05 pm PDT

All [Track tags in DISCO](#), including both pre-set and custom, must be assigned to a Category:

- **Genre**
- **Instrument**
- **Lyric themes**
- **Mood/feel**
- **Tempo**
- **Type**
- **Vocals**

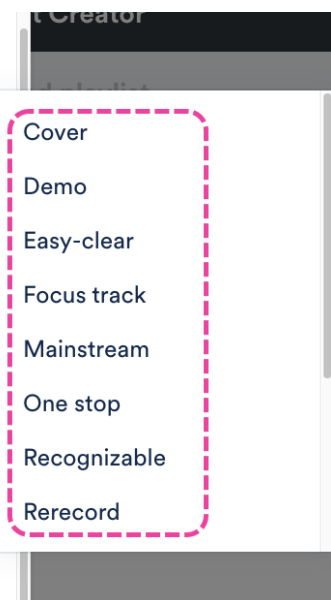
In this article, we'll review each of the Track tags in the **Type** category and what they mean.

Tag tracks

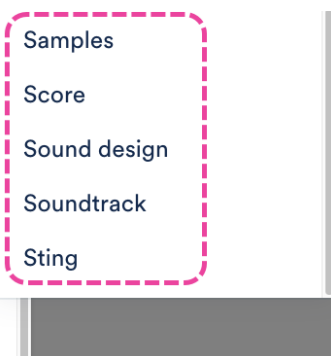
Start typing to find or create tags

SELECT BY CATEGORY

- Genre >
- Instrument >
- Lyric themes >
- Mood/feel >
- Tempo >
- Type >**
- Vocals >



- Instrument >
- Lyric themes >
- Mood/feel >
- Tempo >
- Type >**
- Vocals >



□ **Cover:** A cover song is a new recording or version of a song recorded by an artist other than the original artist who made the track popular.

□ **Demo:** Demos are recordings that artists make to practice songwriting, prep for a recording session, or pitch options to record labels/publishers.

□ **Easy-clear:** A track is "easy clear" if there are no complex issues surrounding clearance of

both master and publishing rights. An example of a complex issue would be if a licensee has to contact a large number of parties to secure clearance.

□ **Focus track:** A focus track is an extra special track - simply a way to highlight the best of the best.

□ **Mainstream:** A popular song, generally released by a major record label.

□ **One Stop:** A track is "one stop" if a licensee only has to contact one party to clear both the master and publishing rights.

□ **Recognizable:** A track that is familiar to the general public or whichever audience you are sharing with.

□ **Rerecord:** A re-recording of a pre-released track often done by the original recording artist. The purpose of re-recording a track is usually to give the original recording artist a master and get paid for its use in sync if the original recording is controlled by a label.

□ **Samples:** A short "sample" of an existing recording used in a new recording.

□ **Score:** Music that was written specifically for the purpose of accompanying a film or a TV show. A score is usually instrumental and is generally used to set the mood or tone of the film.

□ **Sound design:** An audio track that incorporates multiple elements (often non-musical in nature) arranged using audio production software. These tracks are usually meant to accompany a film or other visual media.

□ **Soundtrack:** Individual songs used in a film, which may be excerpts of the score or popular songs. These tracks were likely included in the soundtrack album that was released. Example: Celine Dion's "My Heart Will Go On" from the film Titanic.

□ **Sting:** A short musical phrase generally used in broadcasting or film as an audio punctuation.

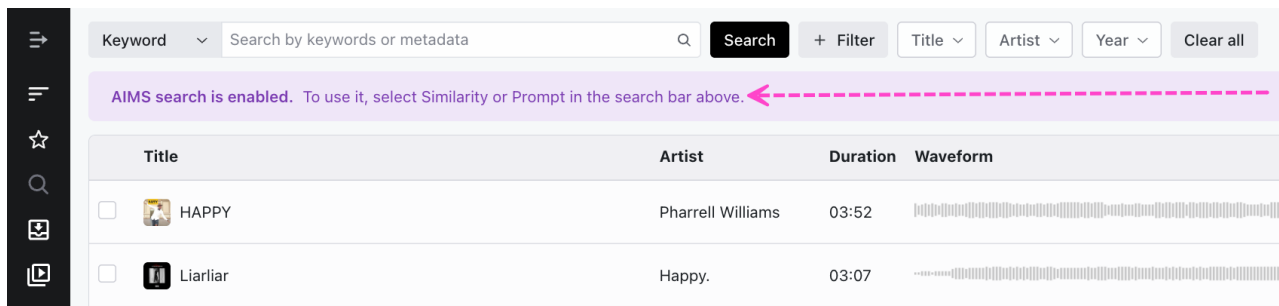
AIMS search integration

Last Modified on 02/26/2026 11:37 am PST

With our **AIMS integration**, you can perform [AIMS Similarity Searches](#) and [AIMS Prompt Searches](#) directly within your DISCO using [our new search experience](#). No need to have both AIMS and DISCO open side by side any longer!

At a glance

This feature is available as a paid add-on. If you'd like to add the AIMS integration to your DISCO, or have any further questions regarding DISCO's integration with AIMS [please fill out this form](#) and we'll reach back out to you 😊

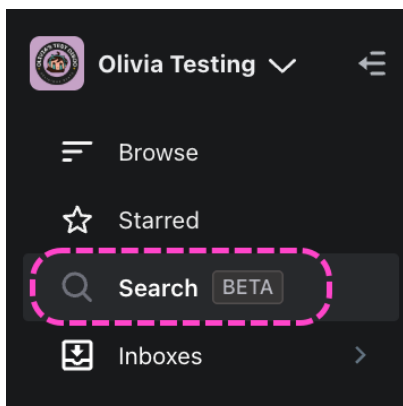


Performing searches in DISCO with AIMS

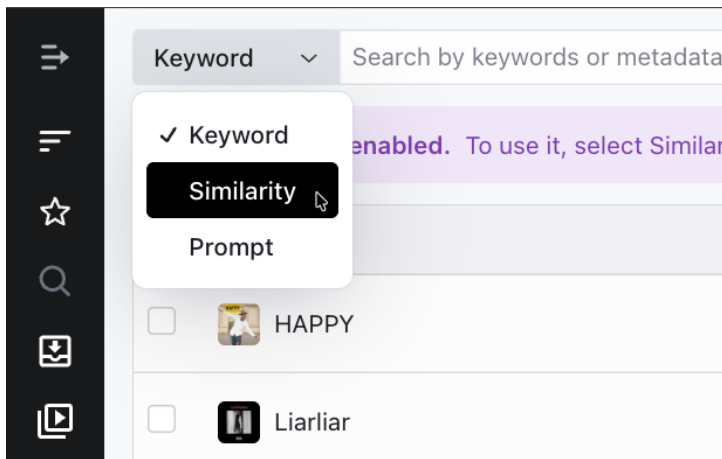
You can perform both AIMS Similarity and AIMS Prompt searches from [the new search page](#) in your DISCO.

AIMS Similarity Search

1. On the left sidebar of your DISCO, select **Search**.



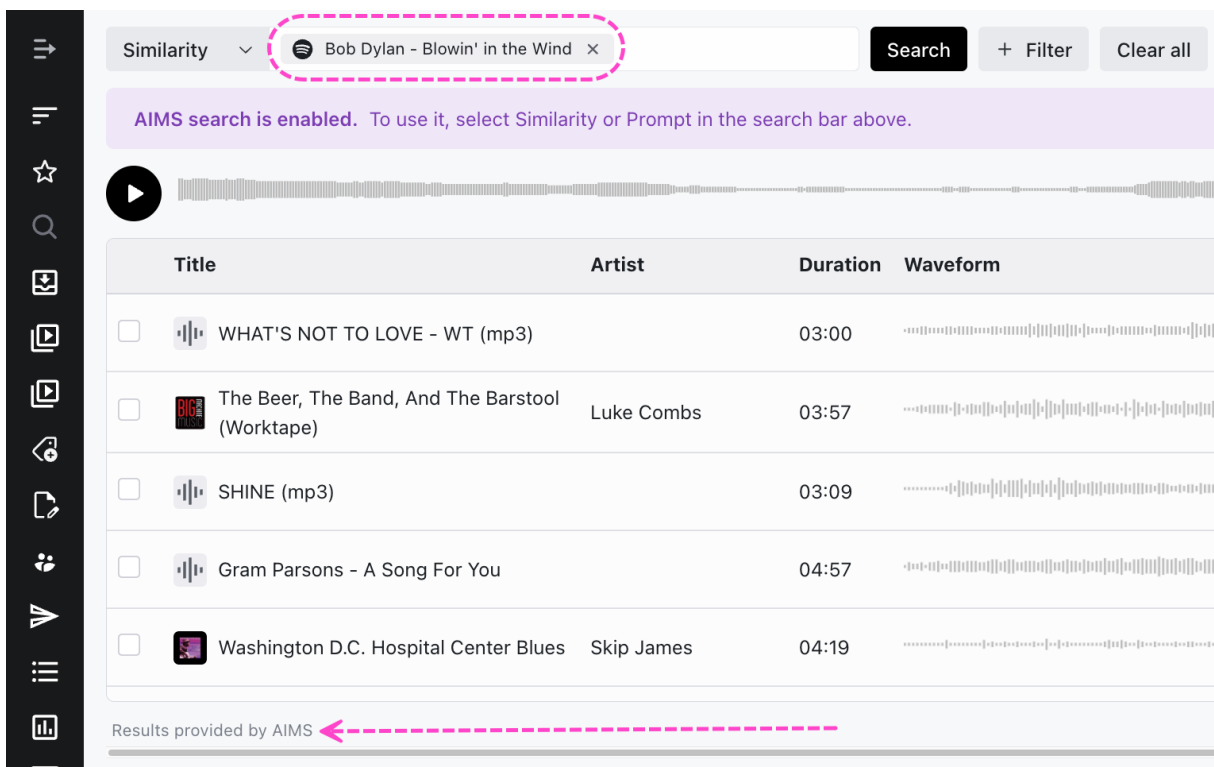
2. In the search type selector at the top, select **Similarity**.



3. Paste a link to a song from any of these sources:

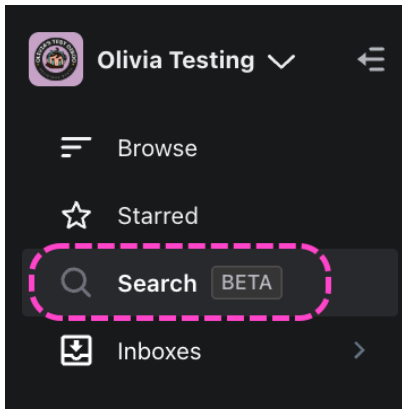
- YouTube
- a DISCO Track Share URL
- Spotify
- Apple Music

4. Search results will be ranked in order of similarity, and at the bottom of the page you'll see a confirmation of **Results provided by AIMS**.

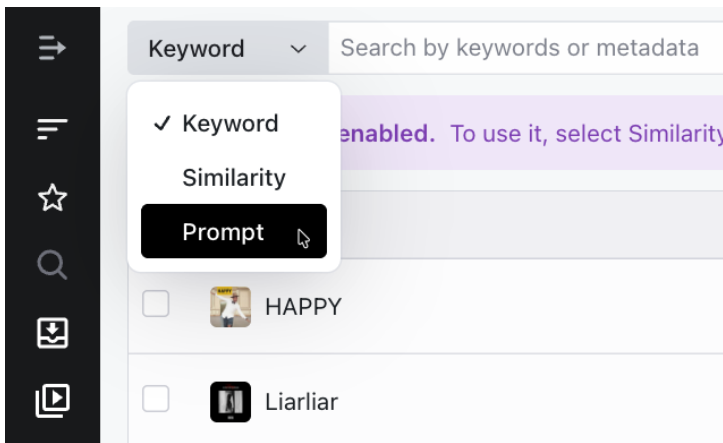


AIMS Prompt Search

1. On the left sidebar of your DISCO, select **Search**.

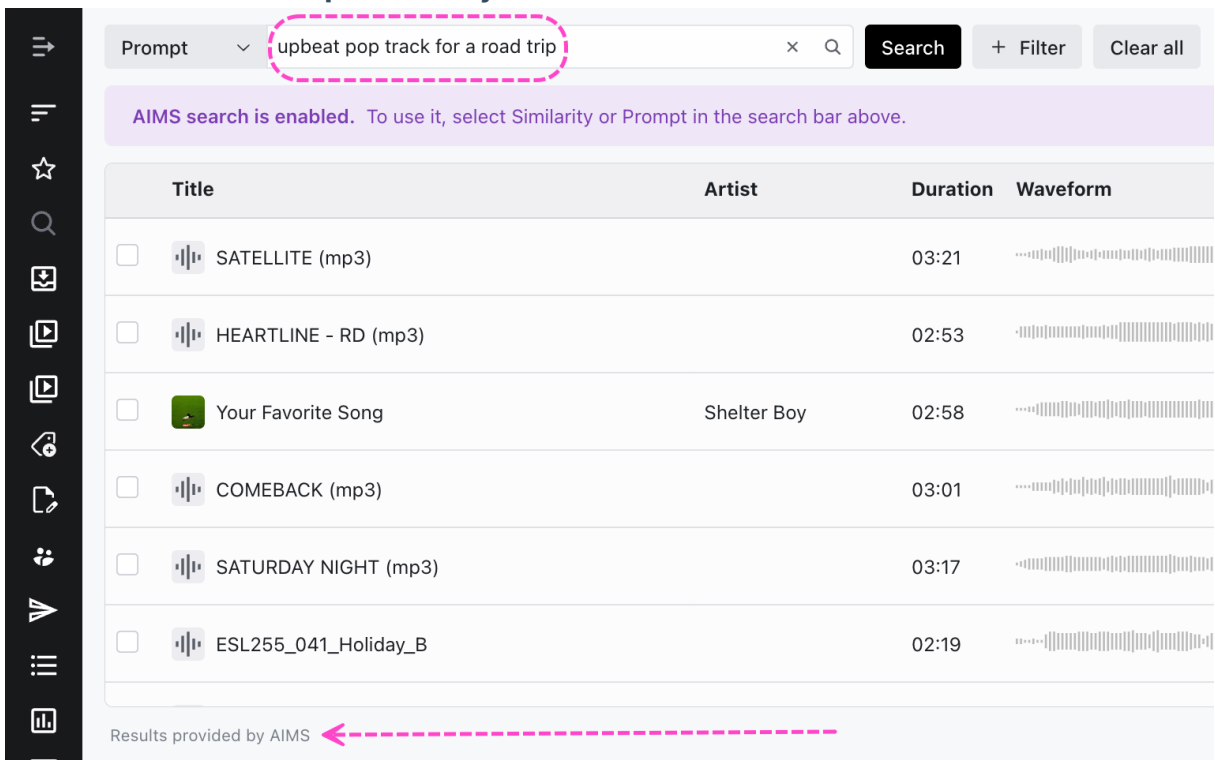


2. In the search type selector at the top, select **Prompt**.



3. Enter a prompt. This can include multiple words describing something specific. For example: "upbeat pop track for a road trip"

4. Search results will be ranked in order of relevance, and at the bottom of the page you'll see a confirmation of **Results provided by AIMS**.



Managing the AIMS integration in your DISCO

Once we've enabled the AIMS integration in your DISCO, there's nothing else you need to do! All newly uploaded Tracks in your DISCO will automatically be synced with AIMS and will be available in the search shortly after.

Note: Any Tracks you delete from your DISCO will automatically be removed from AIMS.

Frequently Asked Questions

Q: How do I enable integration?

The AIMS integration is a paid add-on to your DISCO subscription. Please reach out to our support or your DISCO Customer Success Manager if you are interested.

Q: I have added AIMS integration to my subscription. How long before I can use it?

We will do our best to get the integration configured as quickly as possible and it shouldn't take more than a couple of business days.

Q: Do I need to manage the integration in any way?

No, once enabled, the integration automatically syncs content from your DISCO to AIMS.

Searching in your DISCO

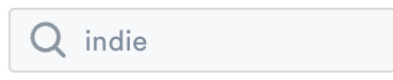
Last Modified on 03/09/2026 11:56 am PDT

Note: This article describes our original search experience. We'd encourage you to try our new beta search experience!

All the metadata fields that DISCO displays, including [Internal](#) and [Client Notes](#), are searchable.

At a glance

There are a few different types of searches in DISCO. All searches begin with the search bar at the top of your DISCO.



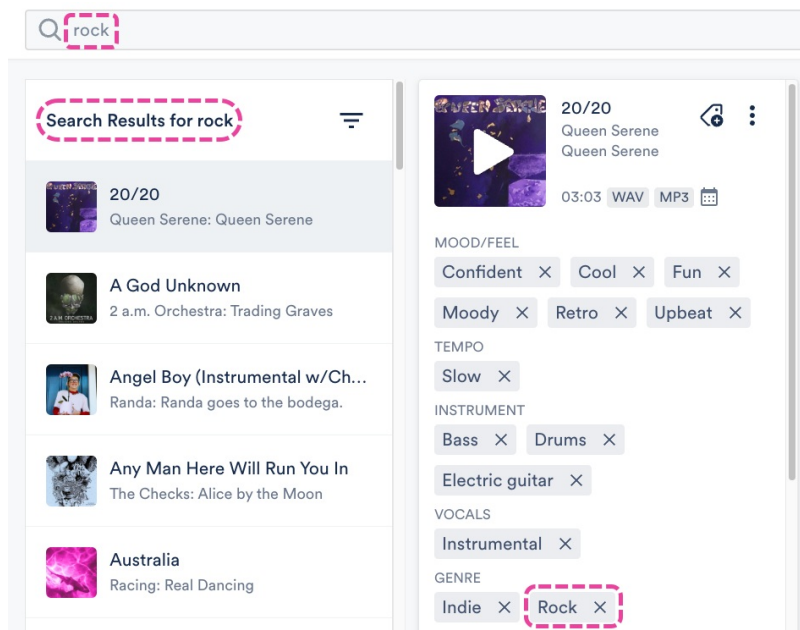
Users on all DISCO plans can use the **basic** and **advanced** search options to search content within their own DISCO.

Users with our [Discovery Suite add-on](#) also have access to [Similarity Search](#).

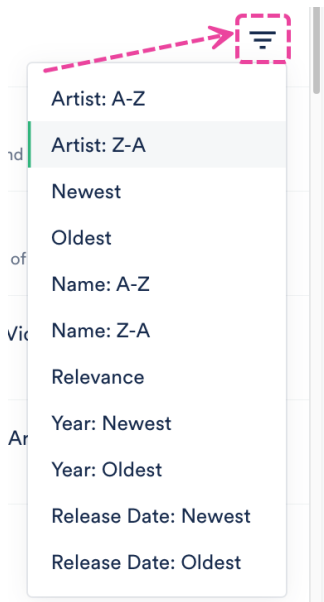
Users on music supervisor plans also have access to [MultiDISCO Search](#).

Basic Search

Enter search term(s) in the search bar at the top of your DISCO. This will search through and yield results from your Track metadata, plus [Internal](#) and [Client Notes](#).



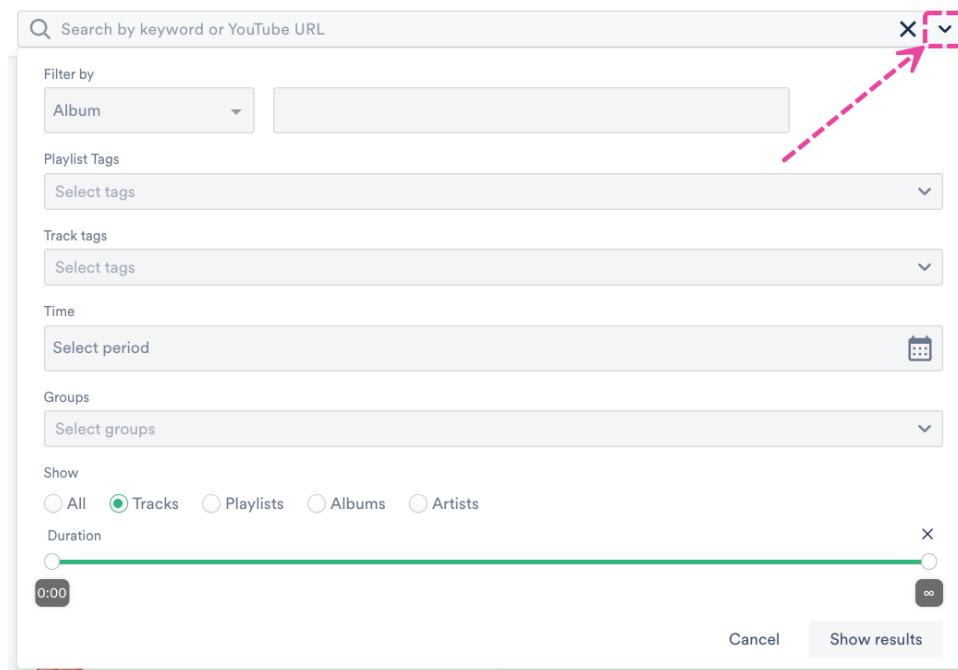
You can sort these results by **Artist**, **Newest**, **Oldest**, **Name**, **Relevance**, **Year**, and **Release Date**.



Advanced Search

With advanced search, you can narrow down your search even more by adding filters. You can enter a keyword and then add filters, or use the filters alone.

Click the arrow to the right of the search bar to open the advanced search:



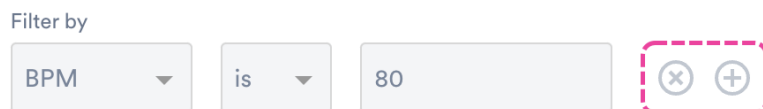
Note: The search bar in this screenshot says "Search by keyword or YouTube URL" because this account has access to Similarity Search via the Discovery Suite add-on. If you do not have Discovery Suite, yours will just say "Search by keyword."

Metadata filters

The **Filter by** dropdown contains the following metadata filters:

- **Album**
- **Artist**
- **BPM**
- **Comment**
- **Composer**
- **Genre**
- **Grouping**
- **Lyrics**
- **Release Date**
- **Title**
- **Year**
- **Note**
- **Internal note**
- **Client note**

Once you add one of these filters, you will have the option to add more using the **plus +** icon, or remove it with the **x** icon.



The **BPM**, **Year**, and **Release Date** filters have additional conditions you can choose from, including:

- **is**
- **is between**
- **is less than**
- **is more than**
- **is before**
- **is after**

Other filters

The remaining filters include:

- **Playlist Tags**
- **Track tags**
- **Time** (this is the date of upload)
- **Groups** (these include Inboxes, Channels, Folders, and Subfolders)

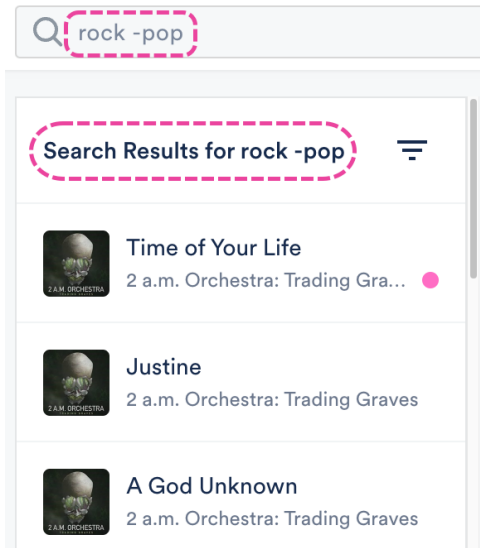
You can also choose what you'd like to see in your results: **Tracks**, **Playlists**, **Albums**, or **All**.

Excluding Search Results

You can exclude search terms from your results by using a **Boolean search**.

Example:

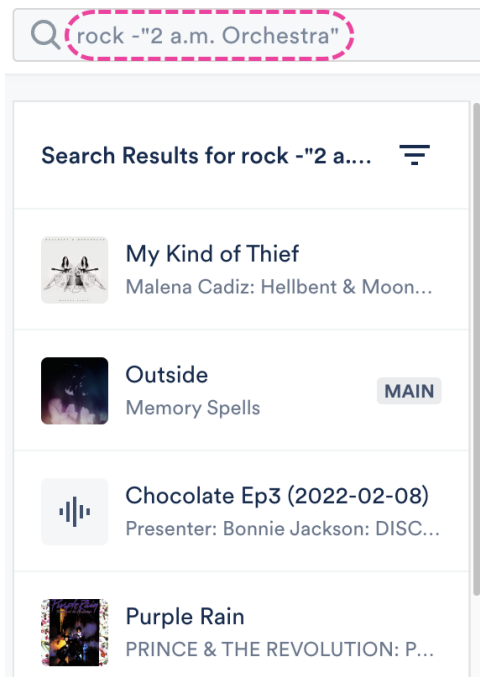
If you want to find Tracks in your DISCO with 'rock' in the metadata, but exclude tracks that also include 'pop', type in the term (e.g. 'rock') followed by a hyphen directly in front of (no space) the term you want to exclude (e.g. 'pop'). It should look like this: **rock -pop**



You can also exclude whole phrases by putting them in quotes.

Example:

rock -"2 a.m. Orchestra"



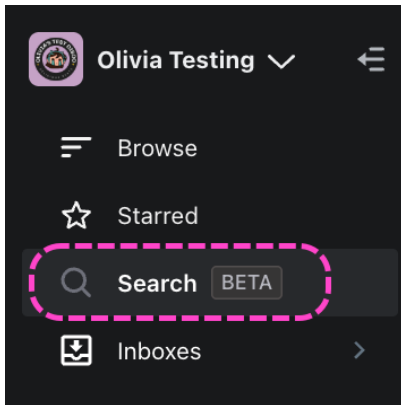
Feature Guide: Search (beta)

Last Modified on 03/11/2026 4:29 pm PDT

We're currently beta testing a new search experience in DISCO!

At a glance

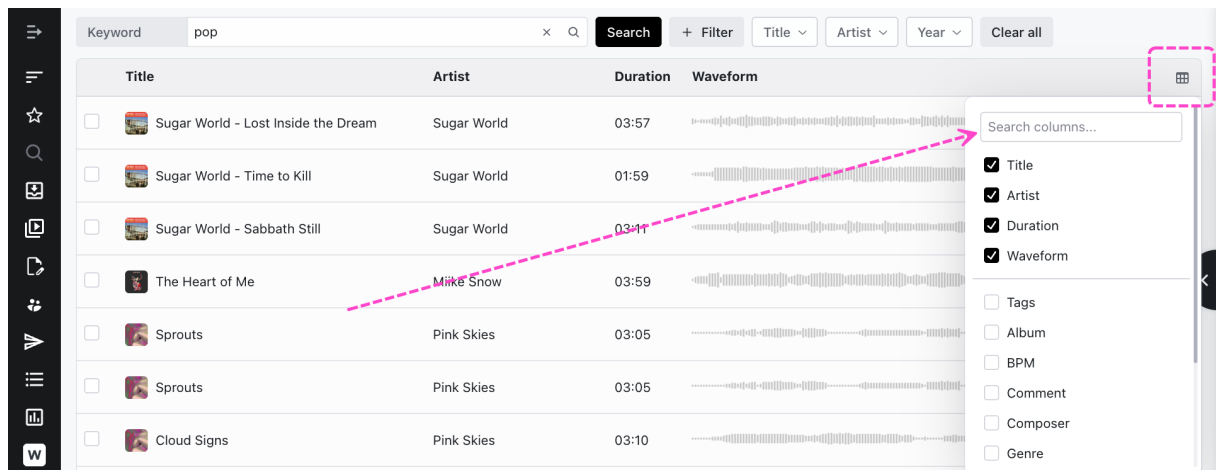
The new search experience is available for all DISCO users and can be accessed from the left sidebar.



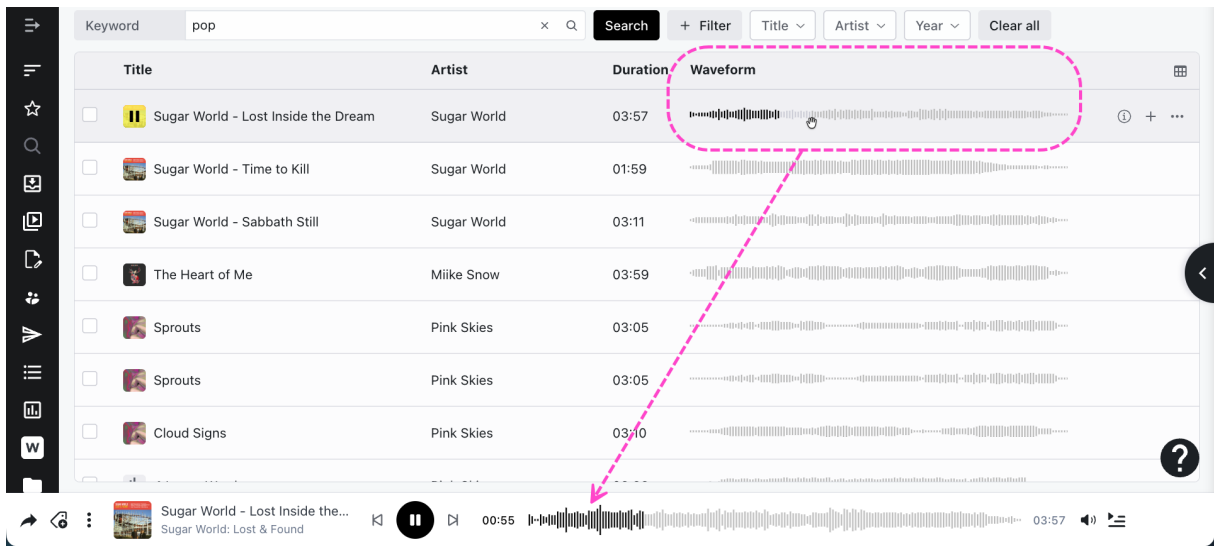
Note: All users still have access to the original search experience in DISCO.

Some highlights of our new search experience include:

- **Customize Columns:** Search for and select only the columns that matter to you.



- **Access key metadata instantly:** See more and click less. No need to open Tracks to check details.
- **Filter and sort faster:** Quickly find the Tracks you're after
- **Stream instantly:** Stream one Track after the next in quick succession by clicking the **Waveform** on the Search page



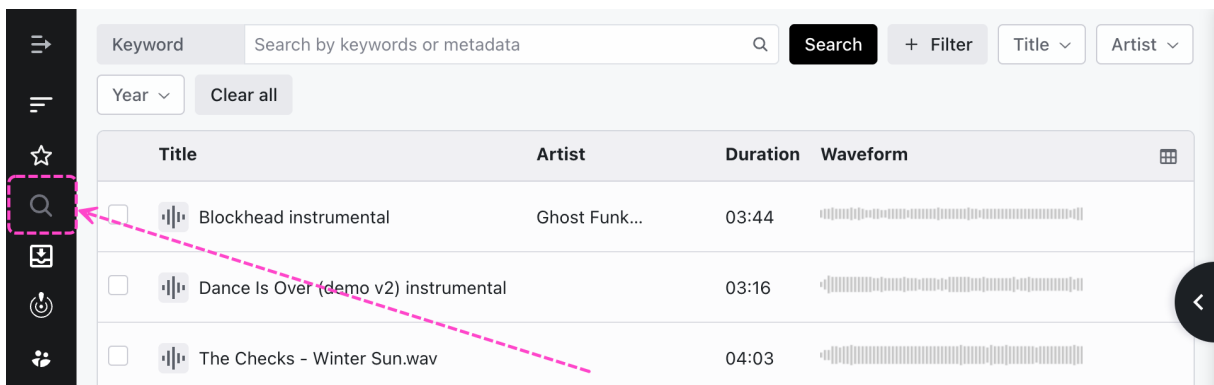
- **Browse seamlessly:** move smoothly from Track to Track without extra clicks

For more details, [check out our blog!](#)

How it works

Accessing the new search page

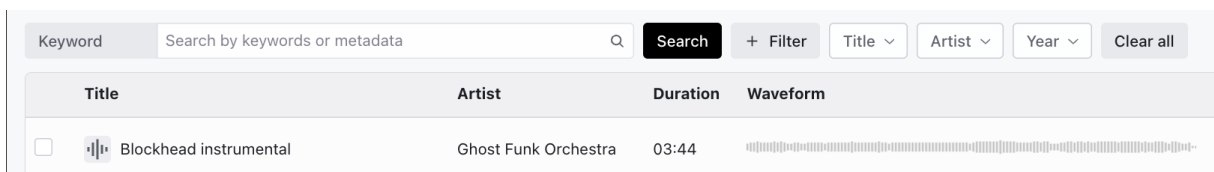
1. From the left sidebar of your DISCO, select **Search BETA**.
2. The new search page will open and the left sidebar will be collapsed.



Types of searches

The following search types are supported:

- **Keyword searches** - available to all users on DISCO. These function similarly to standard searches where you type in a keyword and results are generated by pulling from your Track metadata. You can also add **Filters** and conditions such as **Title**, **Artist**, and **Year**.



- **Prompt searches (via AIMS integration)** - These are only available to users with our AIMS integration paid add-on. [Visit this article for details.](#)

- **Similarity searches (via AIMS integration)** - These are only available to users with our AIMS integration paid add-on. [Visit this article for details.](#)

Performing a keyword search

1. From the left sidebar of your DISCO, select **Search BETA**.
2. Enter a keyword in the **Keyword** field.
3. *Optional:* Add **Filters**.
 - **Metadata**
 - **Tags** - filter by specific Track Tags
 - **Look in** - you can now find Tracks in Inboxes and Channels, in addition to what's in your Browse area
 - **Date ingested**
 - **Duration**
4. *Optional:* Add conditions such as **Title**, **Artist**, and **Year**.
5. Press the **Enter** key on your keyboard or click the **Search** button.

Example:

In this example, we wanted to find Tracks that meet two criteria:

1. Metadata contains "bass"
2. **Year is before or equal to 2016.**

The screenshot shows the DISCO search interface. The search bar contains the keyword "bass". The filter dropdown is set to "Year is before or equal to 2016". The search results table is as follows:

Title	Artist	Duration	Waveform
<input type="checkbox"/> Shark Out Of Water (Feat. Ships)	DJ Lounge Couch	04:44	
<input type="checkbox"/> Swimming in Danger	The Tennessee Triplets	04:03	
<input type="checkbox"/> My Brother	The Checks	08:28	
<input type="checkbox"/> Dogs Of Perfection	The Checks	04:16	
<input type="checkbox"/> Candyman Shimmer	The Checks	05:13	
<input type="checkbox"/> Black Frog	The Checks	03:15	

MultiDISCO Search feature guide (for music supervisors)

Last Modified on 09/15/2025 2:47 pm PDT

MultiDISCO Search is a feature for music supervisors to make finding Tracks from opted-in **DISCO Catalogs** *even easier*. It works alongside our existing search function, as well as **Similarity Search**, and is super easy to use, *without* leaving your own DISCO!

At a glance

Check out [this quick video from the School of DISCO](#) explaining MultiDISCO Search:

Using MultiDISCO Search (for music supervisors)

The below is intended for users on a DISCO **supervisor** plan:

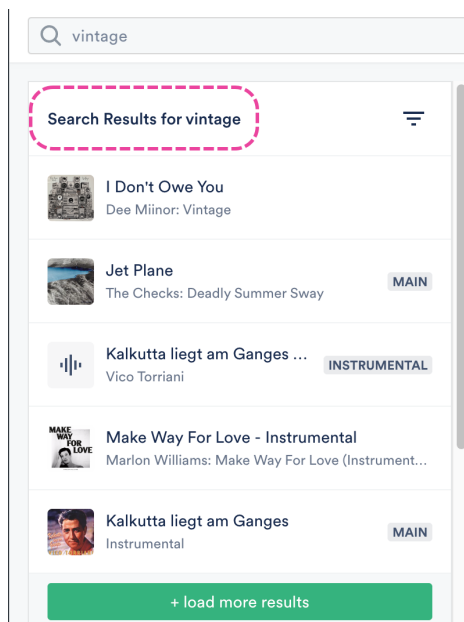
1. Do a keyword search* or a Similarity Search using the top bar of your DISCO.



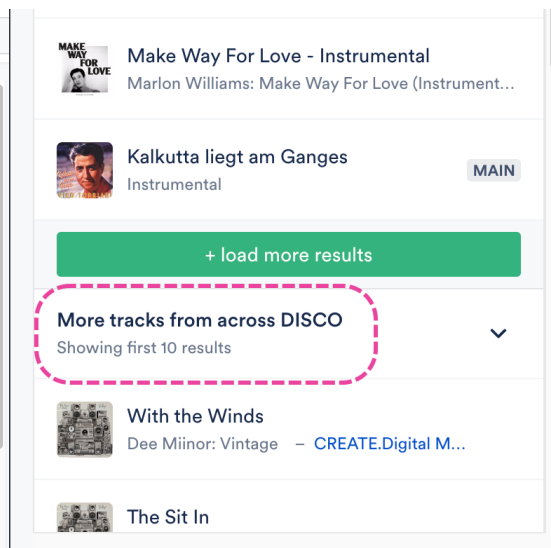
**At this time, MultiDISCO search is not supported for Advanced searches (that include filters).*

2. A **Search Results** feed will appear with two separate panes:

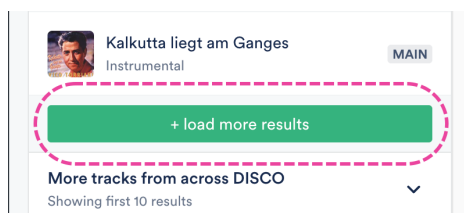
The top pane shows results from your *own* DISCO.



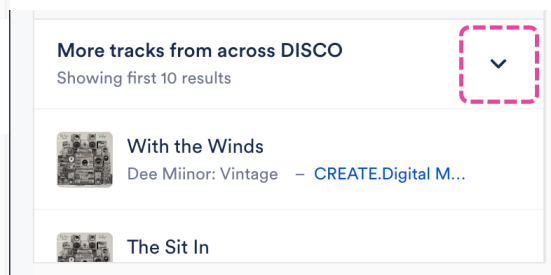
The bottom pane, labeled **More tracks from across DISCO**, shows results from opted-in Catalogs.



To see more of these results, click **+ load more results**.



To minimize these results, click the arrow.

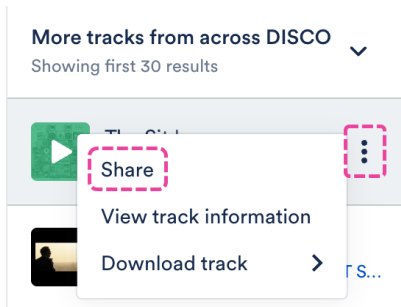


3. Only the first 10 results under **More tracks from across DISCO** will be shown, but more will load as you continue scrolling.
4. Right from the comfort of your own DISCO, you can:

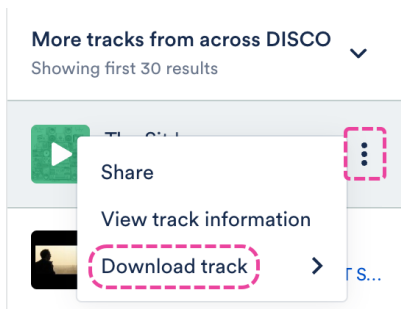
- stream the track



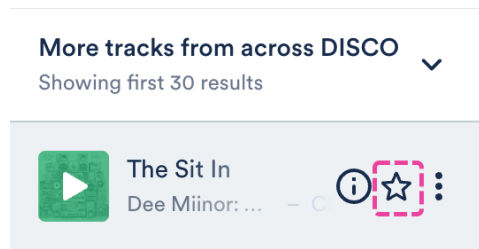
- share the Track



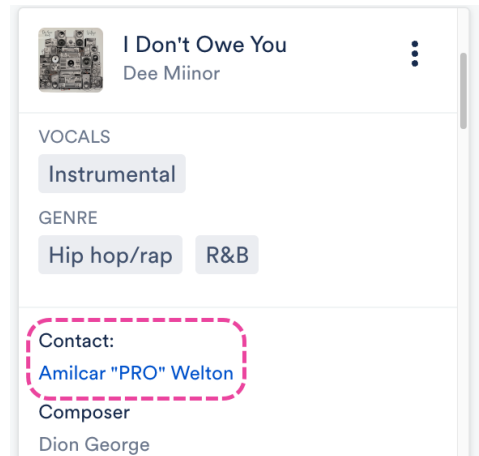
- download the Track



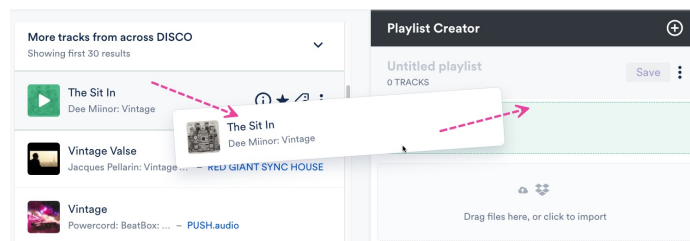
- add the Track to your Starred items



- view the Track Information (including the link to the Catalog and the Catalog owner's contact info)

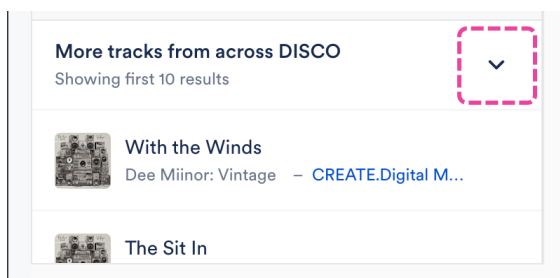


- drag and drop the Track into the Playlist Creator or a Channel



Hiding the MultiDISCO Search results

If you would rather only see search results from your own DISCO, you can minimize the MultiDISCO Search results pane by clicking the arrow:



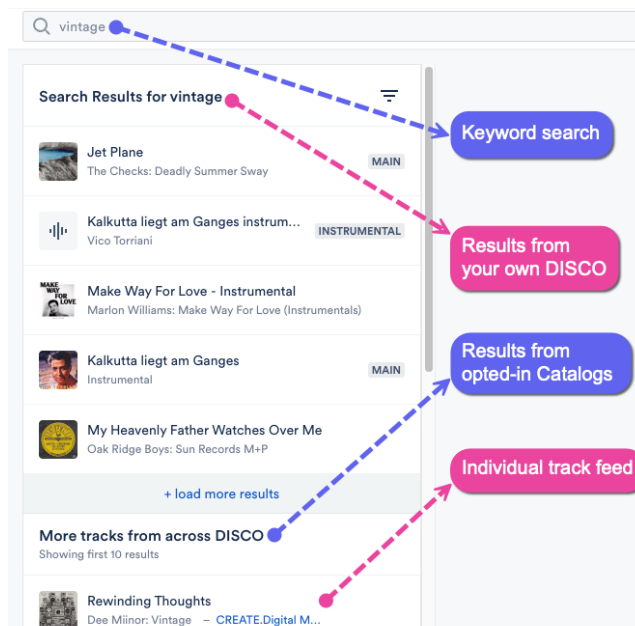
These results will stay minimized for subsequent searches.



The difference between MultiDISCO search and Discover Music

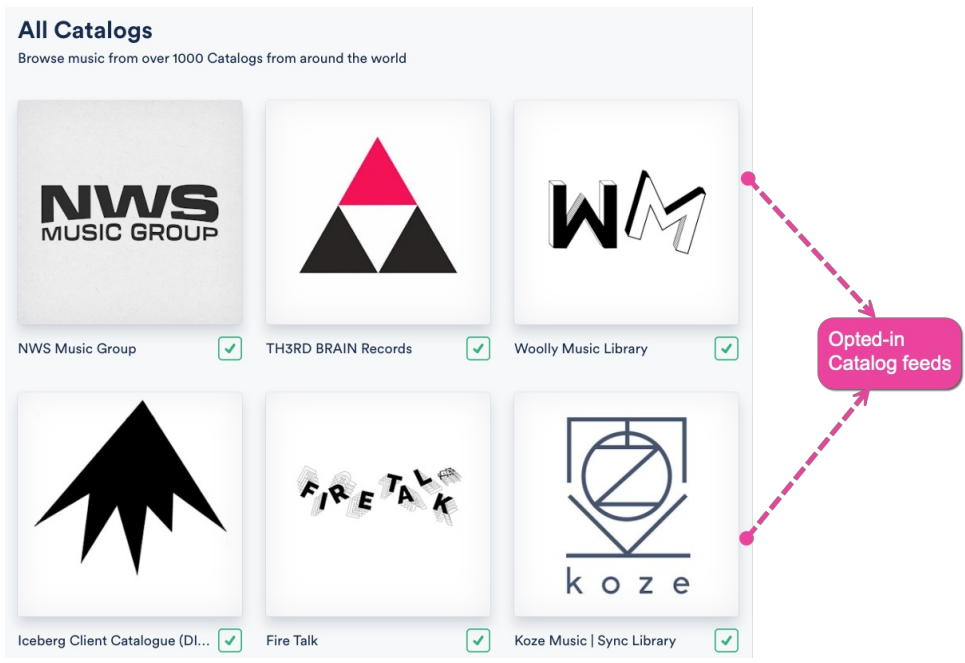
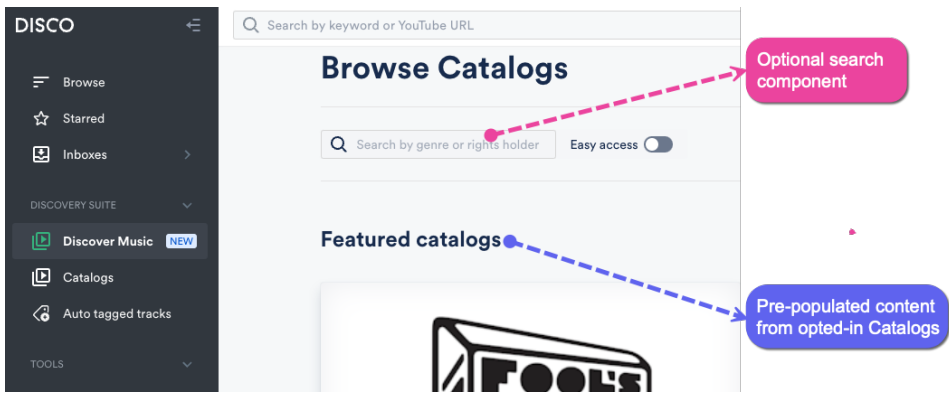
MultiDISCO Search

MultiDISCO Search is available on supervisor plans. It is *not* a separate tool, as it is integrated with the existing search function in the top bar of a supervisor DISCO. Once a search is performed, a feed of search results will populate with two panes: the first containing Tracks and Playlists from their *own* DISCO, and the second containing Tracks and Playlists from the opted-in Catalogs of *other* DISCOs. Once the supervisor finds something of interest, they can click to open the Track in the explorer of their own DISCO.



Discover Music

Discover Music is another feature specific to supervisor plans. It is a *separate* tool found under the **Discovery Suite** menu in the left sidebar of a supervisor DISCO. The Discover Music page presents supervisors with an existing feed of opted-in Catalogs (not individual Tracks) to browse through, without having to search. But, there is also a search component on the page that can be used. Once the supervisor finds something of interest, they can click to open the Catalog in a separate tab or window.

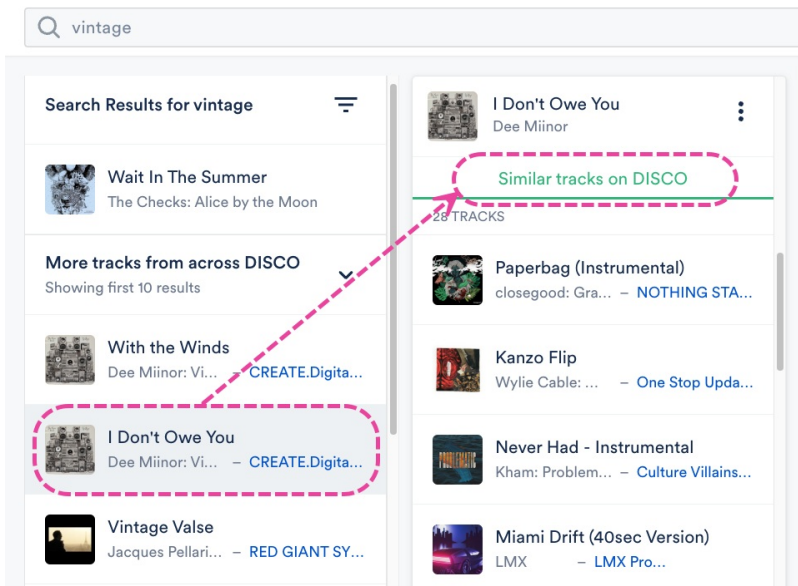


In summary, the key differences between **MultiDISCO Search** and **Discover Music** are:

MultiDISCO Search	Discover Music
is integrated with the existing search function	is a separate tool
requires a search to be performed to find content	content is pre-populated on the page (search is optional)
presents a feed of individual Tracks	presents a feed of Catalogs, not individual Tracks

How Similarity Search works with MultiDISCO Search

A [Similarity Search](#) is performed when you select a Track from the MultiDISCO Search results. The Similarity Search results will populate in the **Similar tracks on DISCO** tab in the Track information column in the Explorer:

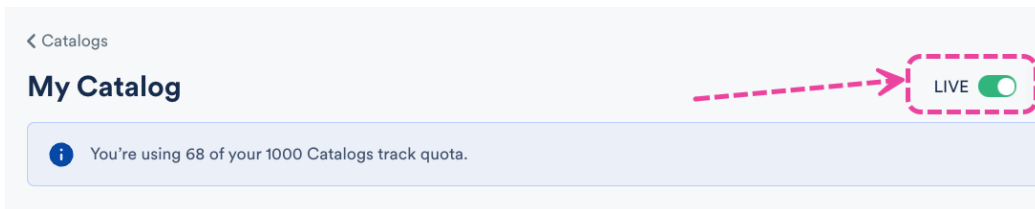


Setting your DISCO Catalog content to appear in MultiDISCO Search results (for rights holders)

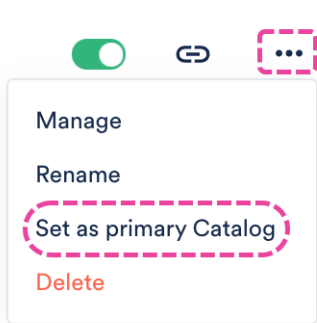
The below is intended for **rights holders** on DISCO who are using Catalogs and want to make their content readily available for music supervisors:

If you'd like your Catalog Tracks to appear in MultiDISCO Search, you'll need to:

- publish your Catalog



- set it as your Primary Catalog



- enable the Easy access setting to opt-in

- Featured albums
- Featured artists
- Contact page
- ▼ Design
 - Catalog design
- ▼ Clients & Promotion
 - Access & promotion**
 - Clients
 - Stats

Allow supervisors to access my Catalog

You can opt in your Catalog to be browsable by approved supervisors on DISCO. You can also opt supervisors in to have download access to your Catalog. [Find out more.](#)

- Private – Keep my Catalog available only to clients I've invited or approved
- Limited access – Allow supervisors to discover and browse my Catalog on their feed
- Easy access – Allow supervisors to discover, browse, and download from my Catalog on their feed (recommended)

Describe your Catalog for supervisors ⓘ

Describe your Catalog's sound, and note anything supervisors might find useful, like clearance and territory information

Similarity Search: Intro

Last Modified on 09/05/2025 11:14 am PDT

What is Similarity Search on DISCO?

Similarity Search is a component of our search feature that lets you find Tracks in your DISCO that sound similar to one another. It's included in our [Discovery Suite](#) add-on feature pack and is available on Supervisor plans.

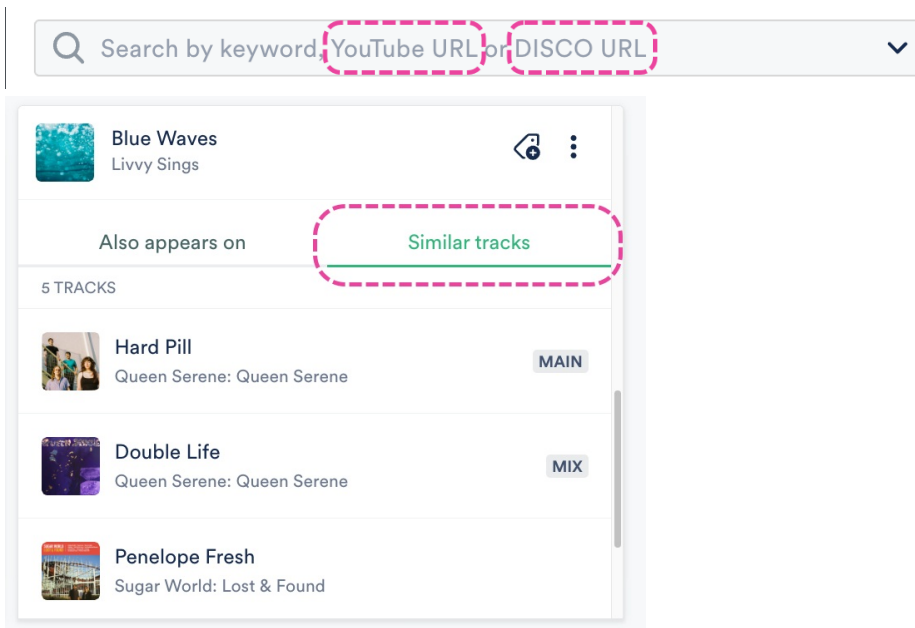
We find this feature quite useful for briefs that mention a reference Track!

Similarity Search: How it works and performing searches

Last Modified on 09/05/2025 11:13 am PDT

At a glance

You can use the search bar at the top of your DISCO, or the **Similar tracks** tab on the Track panel in the Explorer:



How it works

Similarity Search is powered by our AI to analyze audio from your Tracks and compare it with audio from other Tracks on a large amount of different dimensions. It does not take into account tags, metadata, or other high-level Track information, but performs a search on the sound of the audio itself.

A few other things to note:

- Videos in your DISCO are currently not included in Similarity Search results.
- Similarity Search works better with larger amounts of Tracks. The more Tracks there are in your DISCO, the more likely we are to find good results for you.
- **For Discovery Suite Subscribers:** New Tracks you add to your DISCO are included in results, as long as they are auto-tagged.
- **For Supervisors:** All New Tracks you add to your DISCO are automatically added to your Similarity Search.

Performing a Similarity Search

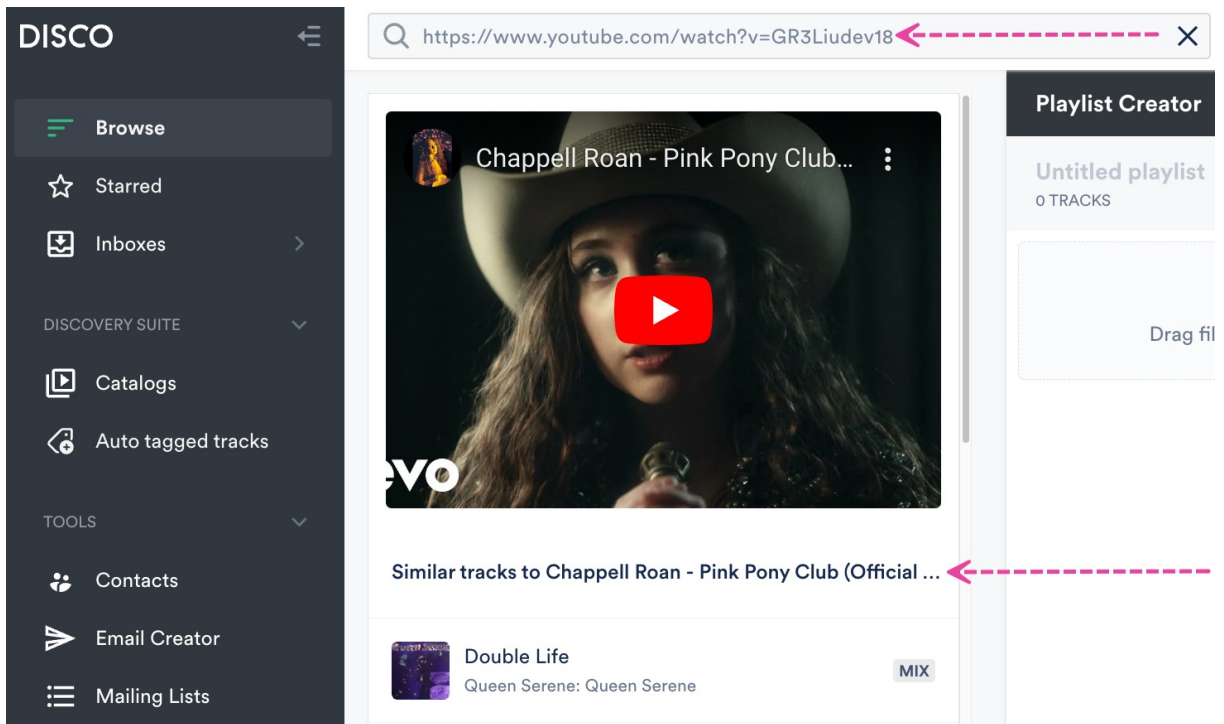
Note: Unless you are on a Supervisor plan, your Tracks must be auto-tagged before they will

appear in a Similarity Search.

There are a few ways to do this:

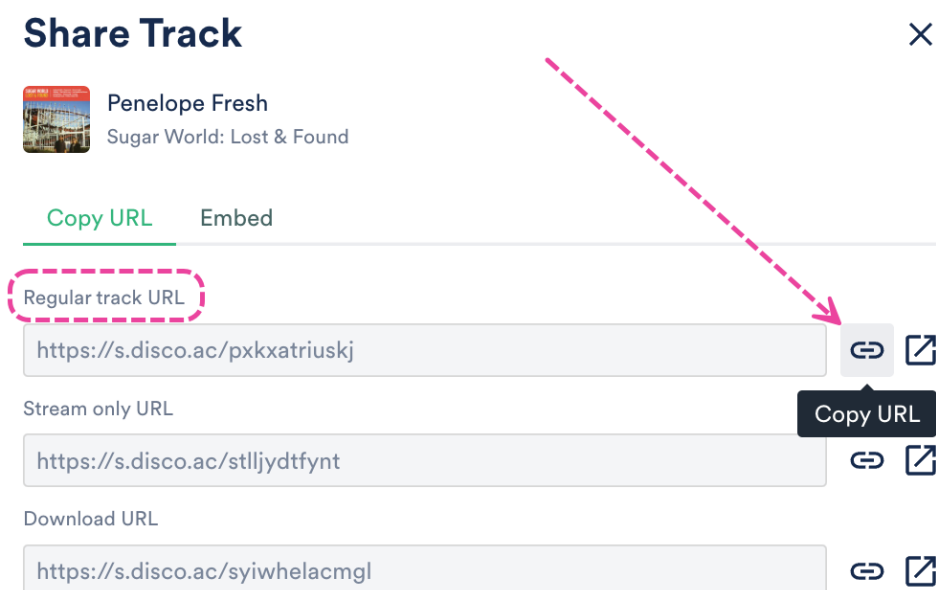
Search with a YouTube URL

1. Paste a URL from YouTube into the search bar at the top of your DISCO.
2. Similarity Search will return results that are found to be the most similar Tracks in your DISCO. The results are in order of similarity, meaning the most similar track is at the top.

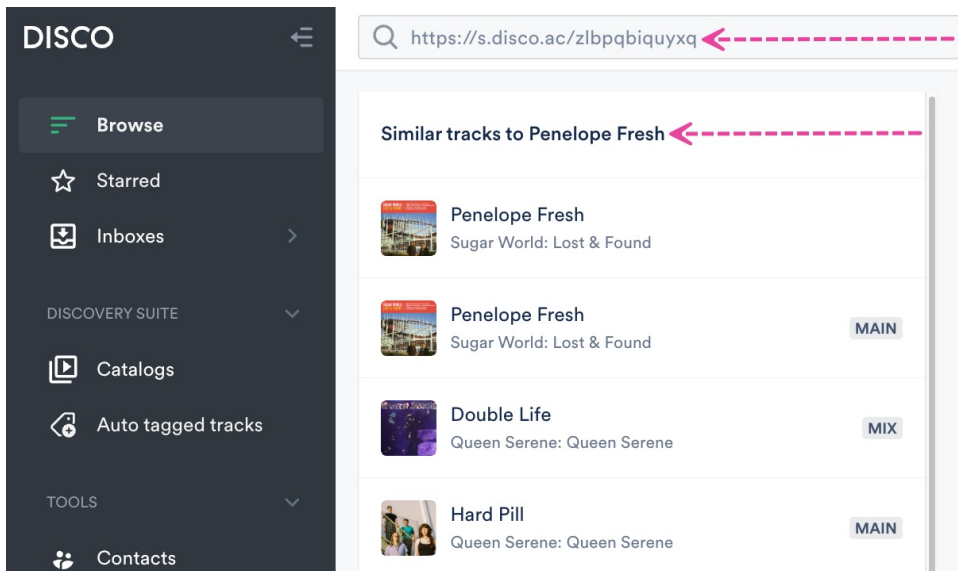


Search with a DISCO Track share URL

1. Copy a share URL for any Track in your DISCO.

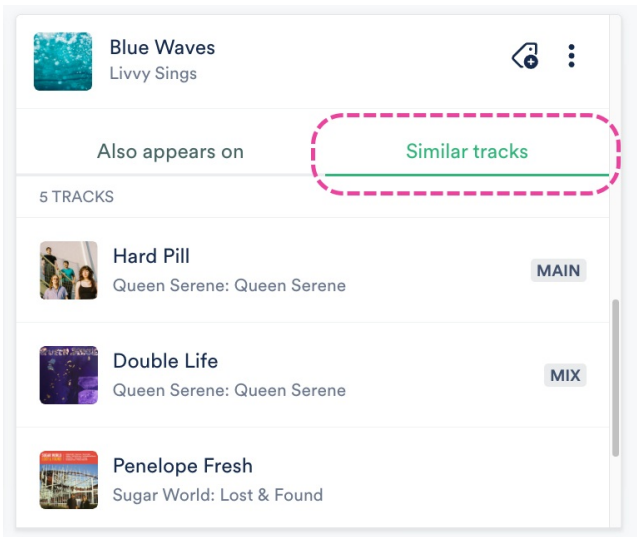


2. Paste the URL into the search bar at the top of your DISCO.



Browse through your Tracks

In the Track panel, click on the **Similar tracks** tab to find similar sounding Tracks. The results are in order of similarity, meaning the most similar Track is at the top.

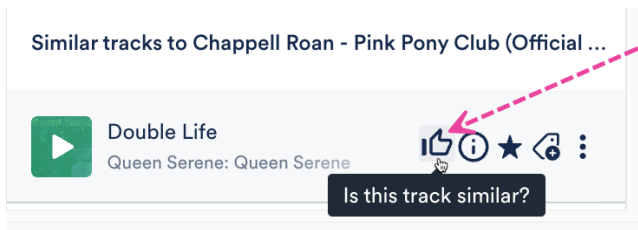


Similarity Search: Providing feedback

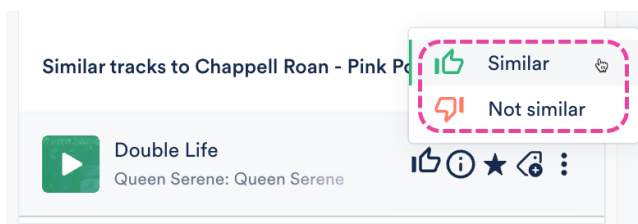
Last Modified on 09/05/2025 11:13 am PDT

We'd love it if you'd help us make our Similarity Search better! When you see results you think are a great fit, or maybe not so much, you can give us feedback in that moment:

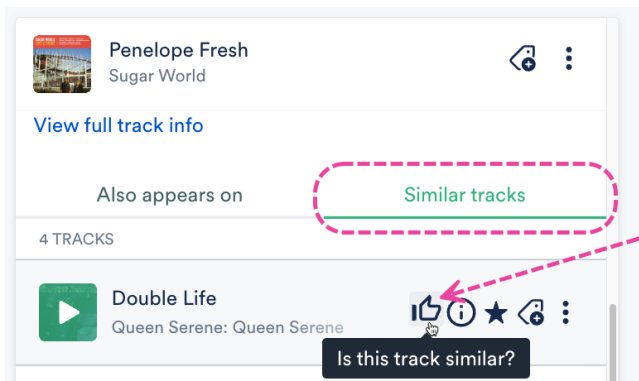
1. Hover over a Track in the search results and click the **thumbs-up icon**.



2. Select **Similar** or **Not similar**.



You can also give feedback on Tracks from the **Similar tracks** tab:



Similarity Search: FAQ

Last Modified on 09/05/2025 11:18 am PDT

Q: Who can access Similarity Search?

Similarity Search is available to all **Supervisors** and **Discovery Suite** subscribers.

Q: How accurate is Similarity Search?

We've done a lot of testing and we believe it provides accurate results most of the time. However, there are a few factors that will impact the accuracy of the results, including:

- **The amount of Tracks in your DISCO .** The more Tracks you have, the greater the chance of finding similar Tracks.
 - **The amount of Tracks you have auto-tagged (as a Discovery Suite subscriber).** You might have a large amount of Tracks in your DISCO, but only a portion may be auto-tagged. Only auto-tagged Tracks appear in Similarity Search. To increase the accuracy of your results, make sure to auto-tag as many Tracks as you can.
 - **The sound of your Tracks.** For example, if most of your Tracks are rock and punk, then finding similar Tracks to a classical or soul song is unlikely. Not impossible, but unlikely! We'll still provide results of what we deem most similar, but the accuracy may be lower.
 - **The quality of the reference Track.** If you are searching with a YouTube video and that video is very low quality, has a lot of voiceover, or is a mashup of many other songs, then the accuracy of results may be lower also. If you can, always search using the cleanest and best possible quality video you can find.
-

Q: How long after auto-tagging a Track before I can see Similar Tracks in my DISCO?

This may vary a little bit depending on the time of day. Generally speaking, results should start showing within 5-10 minutes.

Q: Can I perform a Similarity Search from just a section of a video or Track?

No - Similarity Search is always performed on the entire video or song.

Q: Can I filter or refine my Similarity Search results?

No.

Q: Can a Similarity Search be performed within a DISCO Catalog?

No.

Q: Why am I seeing duplicate Similarity Search results?

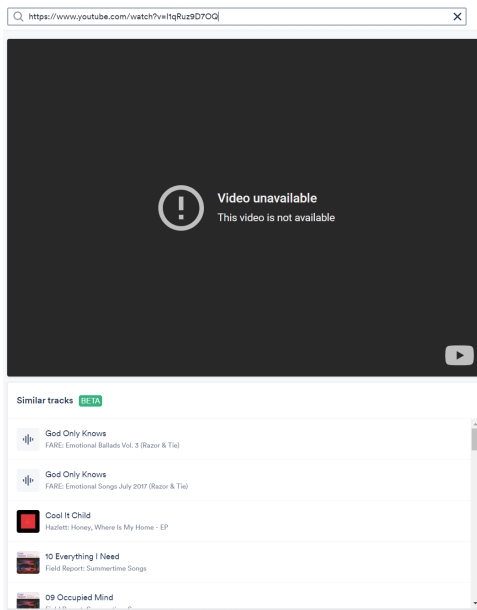
When you perform a search you may find that some of your results are showing multiple times. This is because we are showing *all* results in your DISCO, even if they are duplicates of one another. So if you find duplicates, that means you have multiples of the same Track in your DISCO. You can either ignore this, or choose to [merge the Tracks](#) to clean up your DISCO.

In rare cases, you might even find that the Track you've been searching for with a YouTube link itself is showing up. That happens if the Track you are searching for exists in your DISCO already.

Q: Why did my Similarity Search with a YouTube URL fail?

If a search fails and no results are provided, it may be because of one of the following reasons:

- **Lack of auto-tagged Tracks (for Discovery Suite subscribers).** Tracks are added to Similarity Search results through [auto-tagging](#). If you haven't auto-tagged any Tracks in your DISCO, you won't see any results when using Similarity Search.
- **Territory Restrictions.** Most likely that there are territory restrictions on the video and we cannot access it for analysis. In this case, here's a few things to try:
 - Find another version of the song on YouTube and try again.
 - Find a cover of the song that is as similar to the original as possible.
 - If you happen to have an MP3 of the song already, upload it to DISCO and try it that way.
 - The very same restrictions may also lead to a situation where you search for a video in DISCO, and results are displayed, but the video itself won't play. Even though the video won't play in DISCO, the results can still be trusted.



- **Length of the video.** Ensure that videos are no longer than 30 minutes. If there are certain parts of the video you want to find similar audio for, try to find just that scene (e.g. if it was from a movie) in its own video and try again.
-

Q: Who can access Similarity Search?

Last Modified on 09/05/2025 11:35 am PDT

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Last Modified on 09/05/2025 11:34 am PDT

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Last Modified on 09/05/2025 11:34 am PDT

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Last Modified on 09/05/2025 11:19 am PDT

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Last Modified on 09/05/2025 11:18 am PDT

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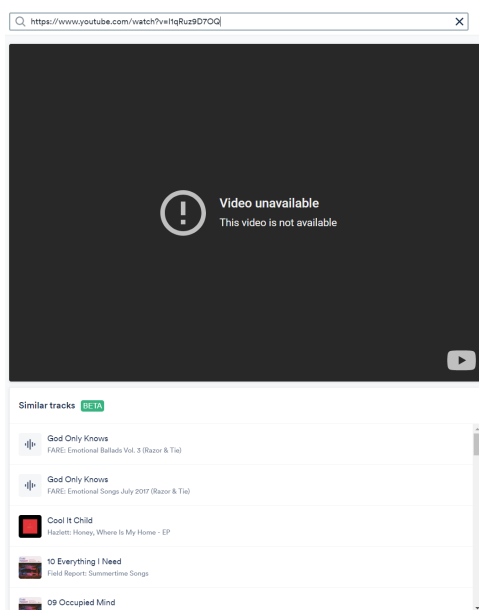
Q: Why did my Similarity Search with a YouTube URL fail?

Last Modified on 09/05/2025 11:18 am PDT

Q: Why did my Similarity Search with a YouTube URL fail?

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- **Length of the video.** Ensure that videos are no longer than 30 minutes. If there are certain parts of the video you want to find similar audio for, try to find just that scene (e.g. if it was from a movie) in its own video and try again.

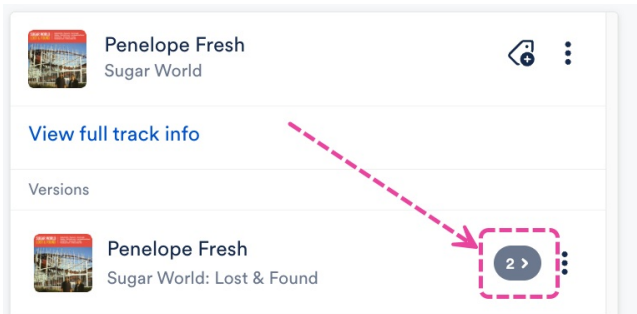
Track Nesting: Intro

Last Modified on 09/05/2025 10:31 am PDT

With our **Nesting** feature, you can group Versions of Tracks together so they appear under a single Main Track. It's a great way to organize related Tracks in your DISCO!

How does Track Nesting work on DISCO?

Nested Tracks have a badge counter on the Main Track:



Each Track in a nested set has a **Version** label that appears next to the Track within your DISCO and on Track and Playlist Share URLs and in Catalogs.

The available labels are:

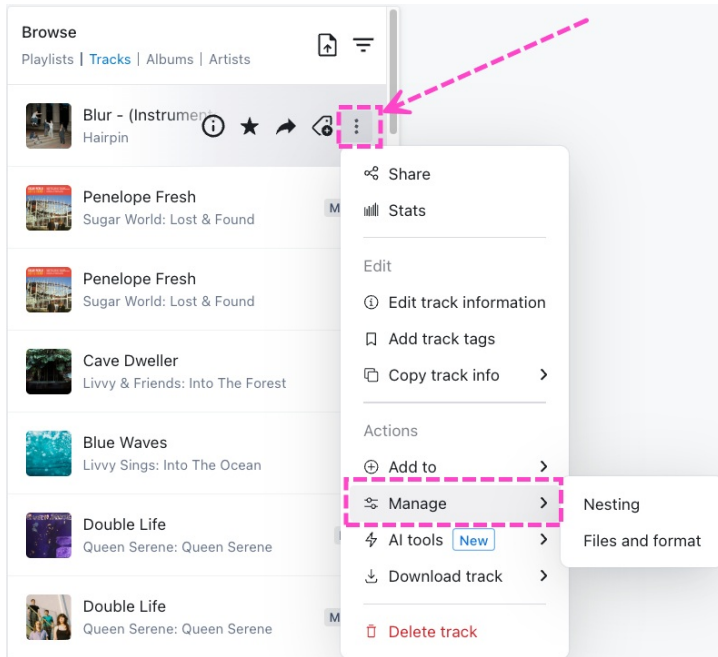
- **A cappella** - A version of the Track with only vocals and no instrumental accompaniment.
- **Clean** - A version of the Track that doesn't contain profanity or explicit language.
- **Cutdown** - A shortened Version of the Track.
- **Worktape** - A quick, rough recording of a Track; essentially the "demo before the demo."
- **Demo** - An early recording or draft of a Track to demonstrate the Track's core ideas or receive feedback on.
- **Explicit** - A version of the Track that does contain profanity or explicit language.
- **Instrumental** - A Version of the Track without vocals.
- **Main** - The Main Track that other Tracks are nested under. Each nested set can only have *one* Main Track.
- **Edit** - A segment of a Track that has been edited to fit a specific visual clip, or otherwise altered in a particular way for the needs of a project.
- **Mix** - A version of a Track that may include different levels, effects, or added elements. Referred to as an alternative mix or 'alt mix'.
- **Other** - A catch-all category for versions of Tracks that don't fit into other predefined categories. These can alternative arrangements that are unique or experimental.
- **Radio** - A version of the Track edited for radio (e.g. shorter, edited to remove explicit content, etc).
- **Remix** - A version of the Track that has been altered in some way via adding, removing, or otherwise changing part(s) of the Track.

- **Stem** - Stems are treated differently from other versions. They're designed to store separated parts of your Tracks (like vocals or individual instruments). They aren't shared by default and have their own section under other nested versions. All stems collectively count as one version on the badge counter of the Main Track.
-

Track Nesting: How to nest your Tracks

Last Modified on 06/15/2026 1:23 pm PDT

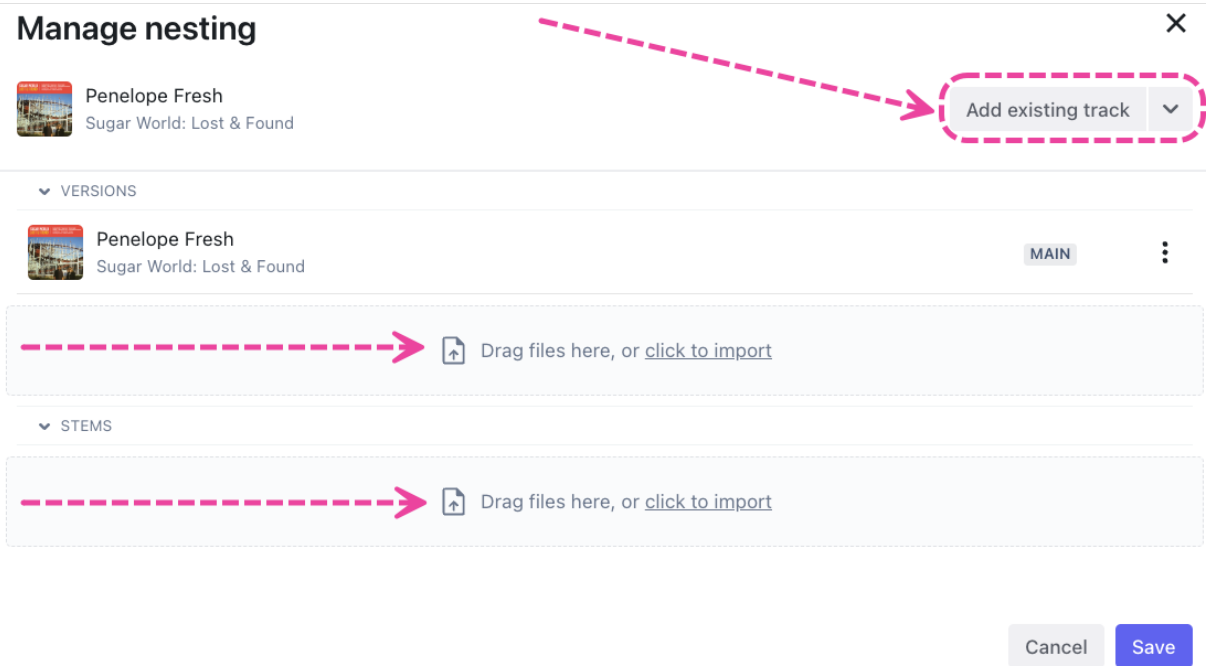
1. Open the **Track Menu** (:) on the Track you'd like to be the **Main** Track.
2. Select **Manage > Nesting**.



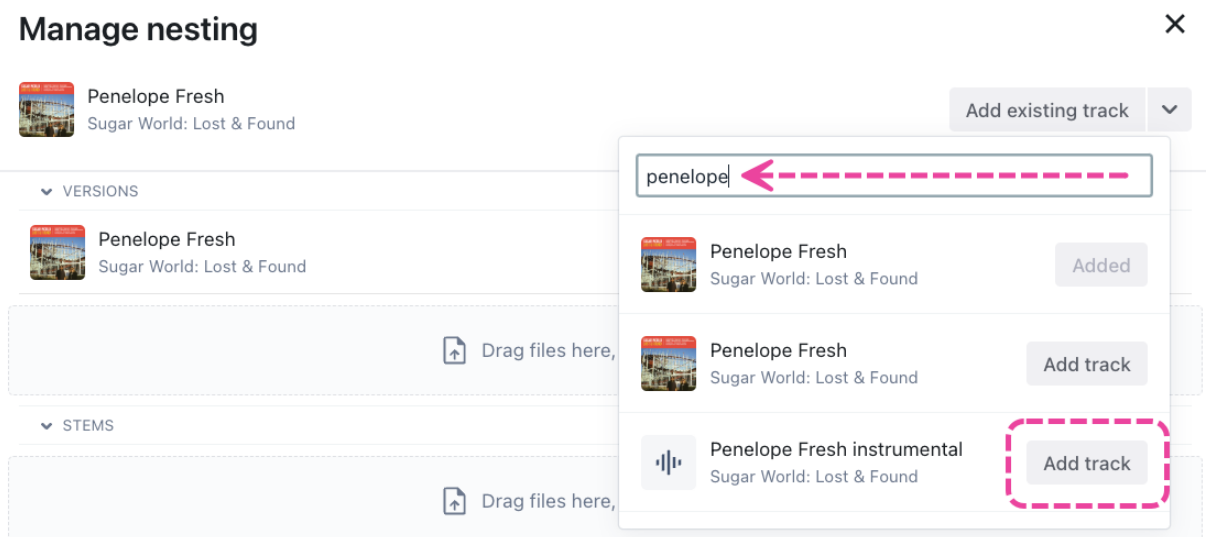
3. From the **Manage nesting** page, under **Versions**, this Track will show as your **Main** Track.



4. You can add **Versions** and **Stems** by dragging or uploading Tracks, or clicking the **Add existing track** button.



5. When adding an existing Track, type to search for the Track and click the **Add track** button.



6. Open the **Select Version** dropdown and choose a Version label.

Manage nesting



Penelope Fresh
Sugar World: Lost & Found

Add existing track

VERSIONS



Penelope Fresh
Sugar World: Lost & Found

MAIN



Penelope Fresh
Sugar World: Lost & Found

SELECT VERSION



Drag files here, or [click to import](#)

STEMS

Drag files here, or [click to import](#)

- A cappella
- Clean
- Cutdown
- Demo
- Edit
- Explicit
- Instrumental
- Main
- Mix
- Other
- Radio
- Remix
- Stem
- Worktape

Save

Notes:

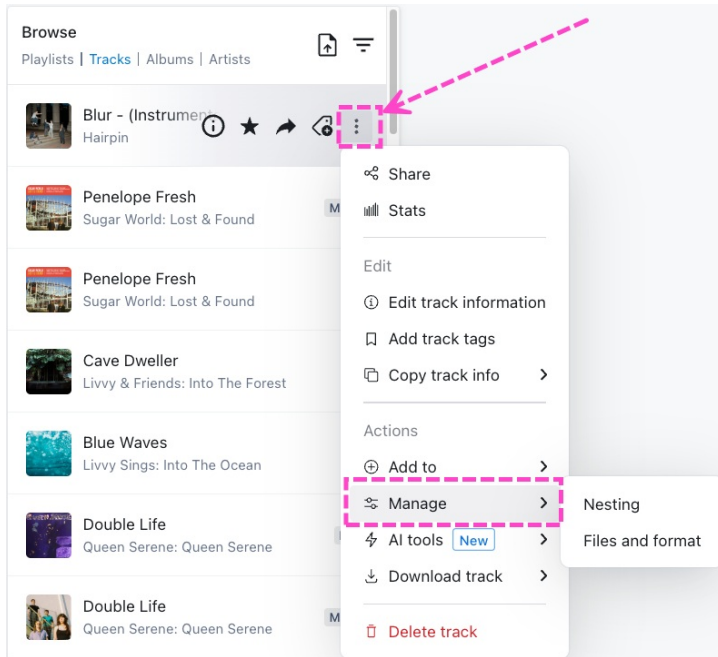
- Instrumentals will automatically be labelled **INSTRUMENTAL**.
- Selecting the **STEM** label will move the Tracks to the **STEMS** section.

7. Click the **Save** button.

Track Nesting: Removing Tracks from a Nested set

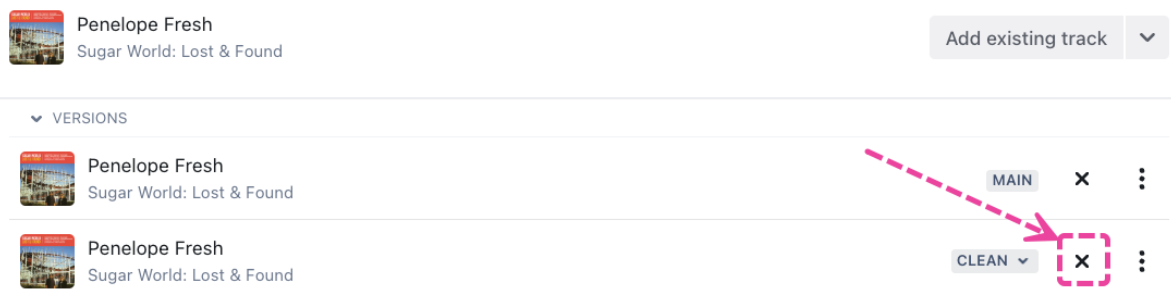
Last Modified on 06/15/2026 1:24 pm PDT

1. Open the **Track Menu** (:) on the Track you'd like to be the **Main** Track.
2. Select **Manage > Nesting**.



3. From the **Manage nesting** page, click the **X** next to the Track you wish to remove.

Manage nesting

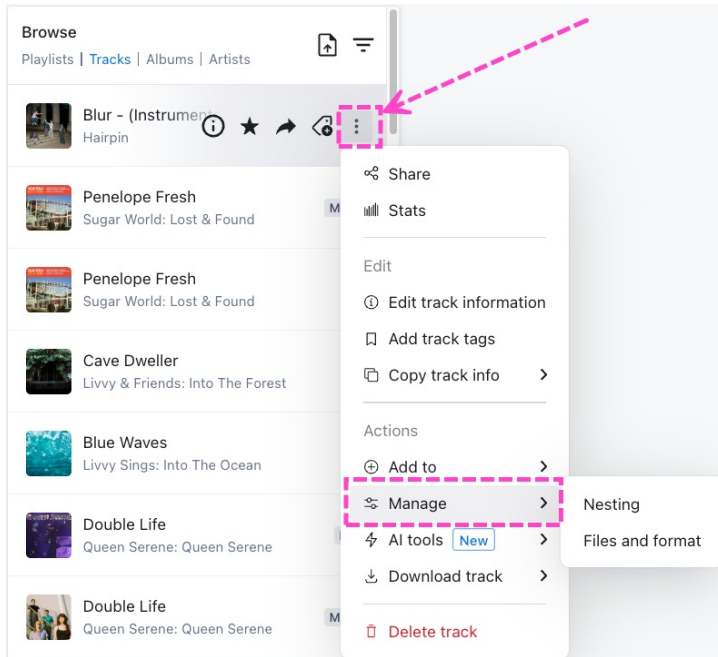


4. Click the **Save** button.

Track Nesting: Updating Nested Track Version labels

Last Modified on 06/15/2026 1:25 pm PDT

1. Open the **Track Menu** (:) on the Track you'd like to be the **Main** Track.
2. Select **Manage > Nesting**.



3. From the **Manage nesting** page, open the dropdown on the desired Track and choose a new Version label.

Manage nesting



Penelope Fresh
Sugar World: Lost & Found

Add existing track

VERSIONS



Penelope Fresh
Sugar World: Lost & Found

MAIN



Penelope Fresh
Sugar World: Lost & Found

SELECT VERSION



Drag files here, or [click to import](#)

STEMS

Drag files here, or [click to import](#)

- A cappella
- Clean
- Cutdown
- Demo
- Edit
- Explicit
- Instrumental
- Main
- Mix
- Other
- Radio
- Remix
- Stem
- Worktape

Save

4. Click the **Save** button.

Track Nesting: Enabling nesting and stem sharing on existing Playlists

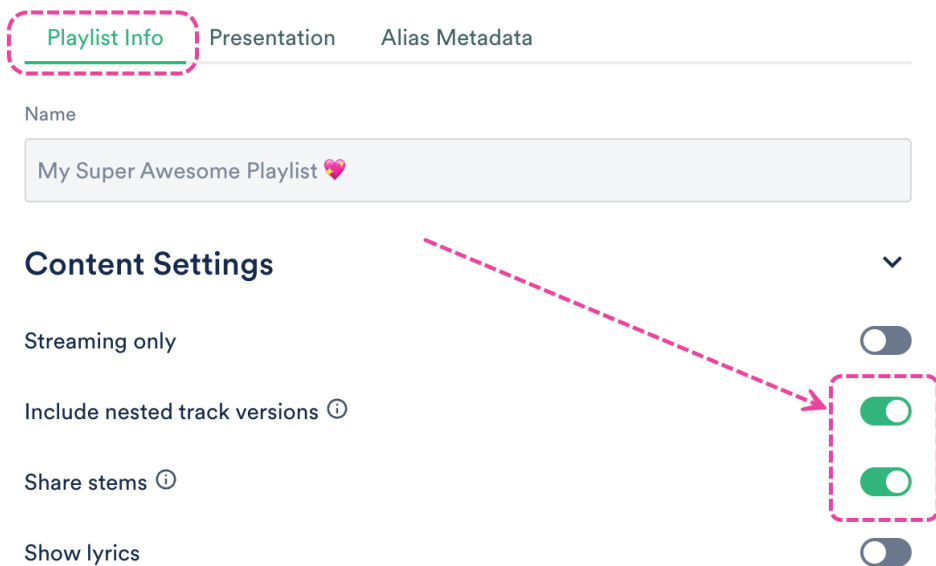
Last Modified on 09/05/2025 10:32 am PDT

If you just created a nested set and the Main Track was already in an existing Playlist, the nested Versions may not be reflected in that Playlist. You can update the **Playlist Settings** to include these Versions.

Note: By default, all newly created Playlists will have nested versions enabled and stem sharing disabled.

1. Open the **Playlist menu (⋮)** and select **Playlist Settings**.
2. From the **Playlist Info** tab, under **Content Settings**, set the **Include nested track versions** and **Share stems** toggles to **ON**.

Playlist Settings



The screenshot shows the 'Playlist Settings' interface. At the top, there are three tabs: 'Playlist Info' (highlighted with a red dashed box), 'Presentation', and 'Alias Metadata'. Below the tabs is a text input field for the 'Name' of the playlist, containing 'My Super Awesome Playlist' with a heart icon. Underneath is the 'Content Settings' section, which is expanded. It contains four toggle switches: 'Streaming only' (off), 'Include nested track versions' (on, highlighted with a red dashed box and a red dashed arrow), 'Share stems' (on, highlighted with a red dashed box), and 'Show lyrics' (off).

3. Click the **Save Playlist** button.

Track Nesting: How nested Tracks affect your Track quota

Last Modified on 09/05/2025 10:31 am PDT

Each nested **Version** will count as 1 Track against your quota. You can have a *maximum of 20* nested **Versions** per Main Track.

Stems, however, are counted differently. One set of stems per Main Track will only count as 1 track on your track quota. You can have *up to 100* Stems per Main Track.

Note: Stems must have the **STEM** Version label to be counted as a Stem.

Track Nesting: Managing nested Tracks in bulk

Last Modified on 08/27/2025 10:08 am PDT

If you are on a DISCO **Pro** plan, you can export a CSV file of your Track Metadata to manage [Track Nesting](#) in bulk (also known as **Bulk Nesting**)!

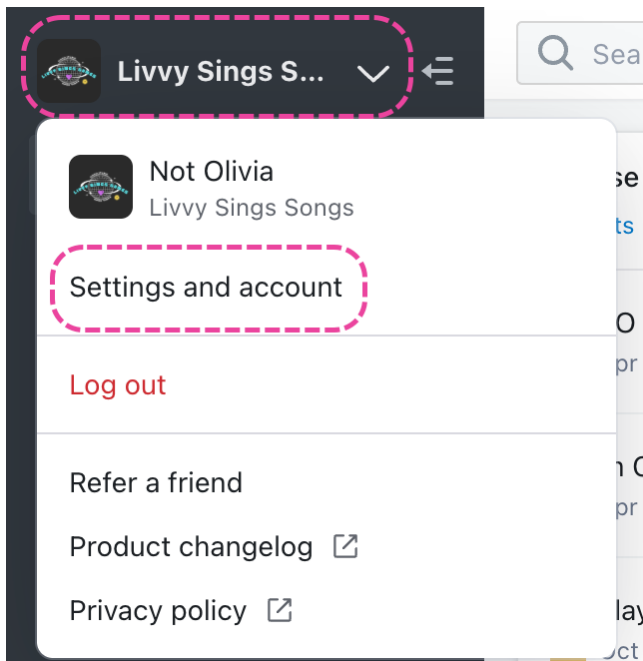
At a glance

Bulk Nesting is a four-part process:

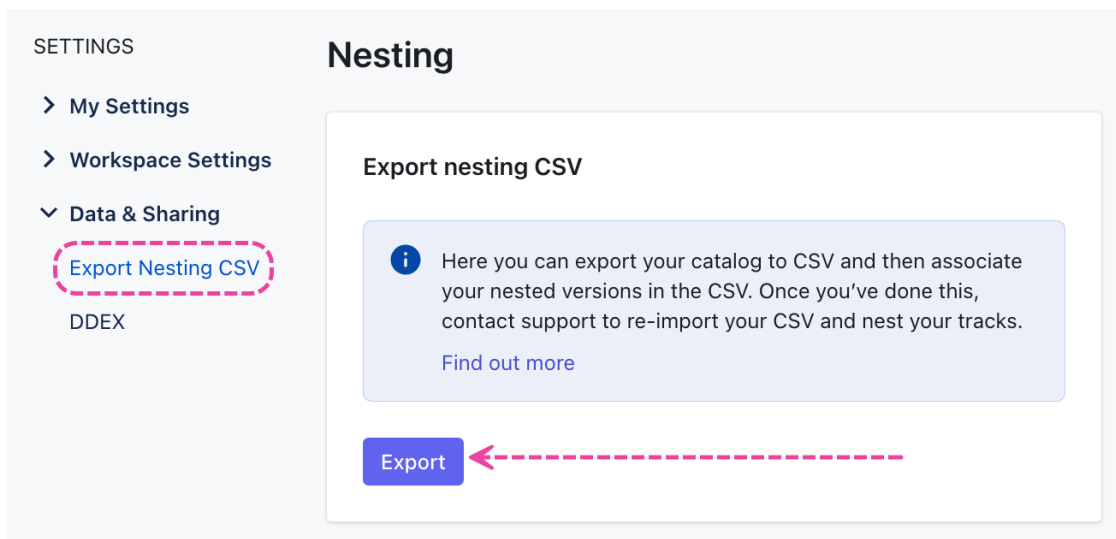
1. [Generating an export in DISCO](#)
2. [Preparing the file for re-import](#)
3. [Creating and editing Nested sets](#)
4. [Re-importing your file](#)

Generating an export in DISCO

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Data & Sharing**, select **Export Nesting CSV**, and click the **Export** button.



4. Depending on the size of your catalog, the export will either be automatically downloaded to your computer or sent to the email address associated with your account.

Preparing the file for re-import

Important: Any edits you make in this file will overwrite the existing data in your DISCO upon re-import.

Once exported, your file will contain columns for each of the [DISCO standard metadata fields](#), any custom fields you may have, and three additional Nesting fields: **Main track id**, **Nesting position**, and **Version label**. To ensure a successful re-import, be sure to review the following information and guidelines:

Required Nesting fields

Track ID

- required for all Tracks
- generated and added by DISCO on all

Tracks

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

Main track id

- required for Nested Tracks to determine which Main Track they will be Nested under
 - added by DISCO on existing Nested Tracks
 - must be added manually by the user to create new Nested sets
- not applicable for Main Tracks

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

Nesting position

- specifies the order in which Tracks should appear in DISCO when Nested
- optional for Nested Tracks
 - may be added by DISCO on existing Nested Tracks
 - may be added manually by the user when creating new Nested sets
- not applicable for Main Tracks

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
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108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

Version label

- assigns a label to both Main and Nested Tracks in DISCO
- optional for all Tracks
 - added by DISCO on existing Nested Tracks
 - may be added manually by the user when creating new Nested sets
- for Main Tracks, use the 'Main' label only

Track ID	Main track id	Nesting position	Version label
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108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

□ Dos and □ Don'ts

Do

□ Keep the required Nesting field columns (with these *specific* header names) in your file: **Track ID, Main track id, Nesting position, Version label**.

You may choose to remove any other columns, but these four must remain in your file with these exact names, even if there is no data.

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

□ Use *only these* supported labels in the **Version label** column: **A Cappella, Clean, Cutdown, Demo, Edit, Explicit, Instrumental, Main, Mix, Other, Radio, Remix, Stem, Worktape**.

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108225130	108259523	12	Edit
108226120	108259523	13	Worktape
108259523			Main

☐ Make sure all Nested Tracks have *only one* **Main track id**.

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

☐ Make sure all Nested Tracks in a Nested set have *the same* **Main track id**.

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

☐ Double-check to make sure all information in the file is correct!

Don't

☐ Add a **Main track ID** for any Main Tracks.
Instead, you may choose to add the 'Main' Version label (optional).

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

Must be blank

Optional

☐ Have multiple Tracks referencing each other in the **Main track id** field. *This will cause the import to fail.*

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
108260114	108259523	2	Instrumental
108260075	108259529	3	Cutdown
108259529	108260075	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

☐ Have any Main Tracks also listed as Nested Tracks in other Nested sets (and vice versa).

The same Track is listed in both of these Nested sets.

In the top set it's listed as the Main Track, and in the bottom set it's listed as a Nested Track.

It can't be both, it can only be one or the other.

Track ID	Main track id	Nesting position	Version label
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main
106283222	106259555	2	Stem
106260333	106259555	3	Mix
108259523	106259555	1	Stem
106260444	106259555	4	Mix
106259555		5	Main

Creating and editing Nested sets

Here is an example of a Nested set:

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

This is an example of a Nested set.

Nested sets have:

- one Main Track

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

This is a Main Track.

- Nested Tracks

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

These are Nested Tracks.

Create a new Nested set

1. Determine which will be the Main Track for the set.

Optional: Add the 'Main' **Version label** for the Main Track.

Track ID	Main track id	Nesting position	Version label
108283675	108259523		11 Other
108260543	108259523		8 Mix
108260114	108259523		2 Instrumental
108260075	108259523		3 Cutdown
108259529	108259523		10 A cappella
108259530	108259523		1 Stem
108257403	108259523		4 Demo
108257414	108259523		5 Radio
108240637	108259523		6 Clean
108240620	108259523		7 Explicit
108224826	108259523		9 Remix
108259523			Main

2. Copy the **Track ID** value for the Main Track.

Track ID	Main track id	Nesting position	Version label
108283675	108259523		11 Other
108260543	108259523		8 Mix
108260114	108259523		2 Instrumental
108260075	108259523		3 Cutdown
108259529	108259523		10 A cappella
108259530	108259523		1 Stem
108257403	108259523		4 Demo
108257414	108259523		5 Radio
108240637	108259523		6 Clean
108240620	108259523		7 Explicit
108224826	108259523		9 Remix
108259523			Main

3. Paste that same **Track ID** into the **Main track id** column for all of the Tracks that you want to become Nested.

Track ID	Main track id	Nesting position	Version label
108283675	108259523		11 Other
108260543	108259523		8 Mix
108260114	108259523		2 Instrumental
108260075	108259523		3 Cutdown
108259529	108259523		10 A cappella
108259530	108259523		1 Stem
108257403	108259523		4 Demo
108257414	108259523		5 Radio
108240637	108259523		6 Clean
108240620	108259523		7 Explicit
108224826	108259523		9 Remix
108259523			Main

4. Make sure the **Main track id** for the Main Track in the set remains blank.

Track ID	Main track id	Nesting position	Version label
108283675	108259523		11 Other
108260543	108259523		8 Mix
108260114	108259523		2 Instrumental
108260075	108259523		3 Cutdown
108259529	108259523		10 A cappella
108259530	108259523		1 Stem
108257403	108259523		4 Demo
108257414	108259523		5 Radio
108240637	108259523		6 Clean
108240620	108259523		7 Explicit
108224826	108259523		9 Remix
108259523			Main

Must be blank

5. *Optional:* Add a **Version label** for each of the Nested Tracks.

Track ID	Main track id	Nesting position	Version label
108283675	108259523		11 Other
108260543	108259523		8 Mix
108260114	108259523		2 Instrumental
108260075	108259523		3 Cutdown
108259529	108259523		10 A cappella
108259530	108259523		1 Stem
108257403	108259523		4 Demo
108257414	108259523		5 Radio
108240637	108259523		6 Clean
108240620	108259523		7 Explicit
108224826	108259523		9 Remix
108259523			Main

6. *Optional:* Add the **Nesting position** (e.g. 1-11) for each of the Nested Tracks.

Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other
108260543	108259523	8	Mix
108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella
108259530	108259523	1	Stem
108257403	108259523	4	Demo
108257414	108259523	5	Radio
108240637	108259523	6	Clean
108240620	108259523	7	Explicit
108224826	108259523	9	Remix
108259523			Main

Edit an existing Nested set

- **Move Nested Tracks to a new Main Track:**
 1. Copy the **Track ID** for the new desired Main Track.
 2. Remove the **Main track id** for all Nested Tracks in the set.

- Paste the **Track ID** for the new Main Track in the **Main track id** field for all Nested Tracks.
- Recommended:* Remove the 'Main' **Version label** from the old Main Track.
- Optional:* Add the 'Main' **Version label** to the new Main Track.

Before
→
After

Track ID	Main track id	Nesting position	Version label	Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other	108283675	110287155	11	Other
108260543	108259523	8	Mix	108260543	110287155	8	Mix
108260114	108259523	2	Instrumental	108260114	110287155	2	Instrumental
108260075	108259523	3	Cutdown	108260075	110287155	3	Cutdown
108259529	108259523	10	A cappella	108259529	110287155	10	A cappella
108259530	108259523	1	Stem	108259530	110287155	1	Stem
108257403	108259523	4	Demo	108257403	110287155	4	Demo
108257414	108259523	5	Radio	108257414	110287155	5	Radio
108240637	108259523	6	Clean	108240637	110287155	6	Clean
108240620	108259523	7	Explicit	108240620	110287155	7	Explicit
108224826	108259523	9	Remix	108224826	110287155	9	Remix
108259523			Main	108259523			
				110287155			Main

• **Update or remove Nesting position:**

- Update or remove the numbers in the **Nesting position** column.

Before
→
After

Track ID	Main track id	Nesting position	Version label	Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other	108283675	108259523	1	Other
108260543	108259523	8	Mix	108260543	108259523	2	Mix
108260114	108259523	2	Instrumental	108260114	108259523	3	Instrumental
108260075	108259523	3	Cutdown	108260075	108259523	4	Cutdown
108259529	108259523	10	A cappella	108259529	108259523	5	A cappella
108259530	108259523	1	Stem	108259530	108259523	6	Stem
108257403	108259523	4	Demo	108257403	108259523	7	Demo
108257414	108259523	5	Radio	108257414	108259523	8	Radio
108240637	108259523	6	Clean	108240637	108259523	9	Clean
108240620	108259523	7	Explicit	108240620	108259523	10	Explicit
108224826	108259523	9	Remix	108224826	108259523	11	Remix
108259523			Main	108259523			Main

• **Update or remove Version labels:**

- Update or remove the labels in the **Version label** column.

Before
→
After

Track ID	Main track id	Nesting position	Version label	Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other	108283675	108259523	11	A cappella
108260543	108259523	8	Mix	108260543	108259523	8	Mix
108260114	108259523	2	Instrumental	108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown	108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella	108259529	108259523	10	
108259530	108259523	1	Stem	108259530	108259523	1	Stem
108257403	108259523	4	Demo	108257403	108259523	4	Demo
108257414	108259523	5	Radio	108257414	108259523	5	Radio
108240637	108259523	6	Clean	108240637	108259523	6	Clean
108240620	108259523	7	Explicit	108240620	108259523	7	Explicit
108224826	108259523	9	Remix	108224826	108259523	9	Remix
108259523			Main	108259523			Main

• **Remove some Tracks from a Nested set:**

- Remove the **Main track id** from the Nested Tracks you want to remove.

- If the Tracks had **Nesting positions**, you will need to update these for the remaining Tracks.

Before
→
After

Track ID	Main track id	Nesting position	Version label	Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other	108283675	108259523	9	Other
108260543	108259523	8	Mix	108260543	108259523	7	Mix
108260114	108259523	2	Instrumental	108260114	108259523	2	Instrumental
108260075	108259523	3	Cutdown	108260075	108259523	3	Cutdown
108259529	108259523	10	A cappella	108259529	108259523	8	A cappella
108259530	108259523	1	Stem	108259530	108259523	1	Stem
108257403	108259523	4	Demo	108257403			Demo
108257414	108259523	5	Radio	108257414	108259523	4	Radio
108240637	108259523	6	Clean	108240637	108259523	5	Clean
108240620	108259523	7	Explicit	108240620	108259523	6	Explicit
108224826	108259523	9	Remix	108224826			Remix
108259523			Main	108259523			Main

- Undo Nesting:**

- Remove the **Main track id** from all Nested Tracks in the set.

Before
→
After

Track ID	Main track id	Nesting position	Version label	Track ID	Main track id	Nesting position	Version label
108283675	108259523	11	Other	108283675		11	Other
108260543	108259523	8	Mix	108260543		8	Mix
108260114	108259523	2	Instrumental	108260114		2	Instrumental
108260075	108259523	3	Cutdown	108260075		3	Cutdown
108259529	108259523	10	A cappella	108259529		10	A cappella
108259530	108259523	1	Stem	108259530		1	Stem
108257403	108259523	4	Demo	108257403		4	Demo
108257414	108259523	5	Radio	108257414		5	Radio
108240637	108259523	6	Clean	108240637		6	Clean
108240620	108259523	7	Explicit	108240620		7	Explicit
108224826	108259523	9	Remix	108224826		9	Remix
108259523			Main	108259523			Main

Re-importing your file

Once you have double-checked that all information is correct, [contact our Support team](#) to request that your file be re-imported into your DISCO.

Sharing Playlists

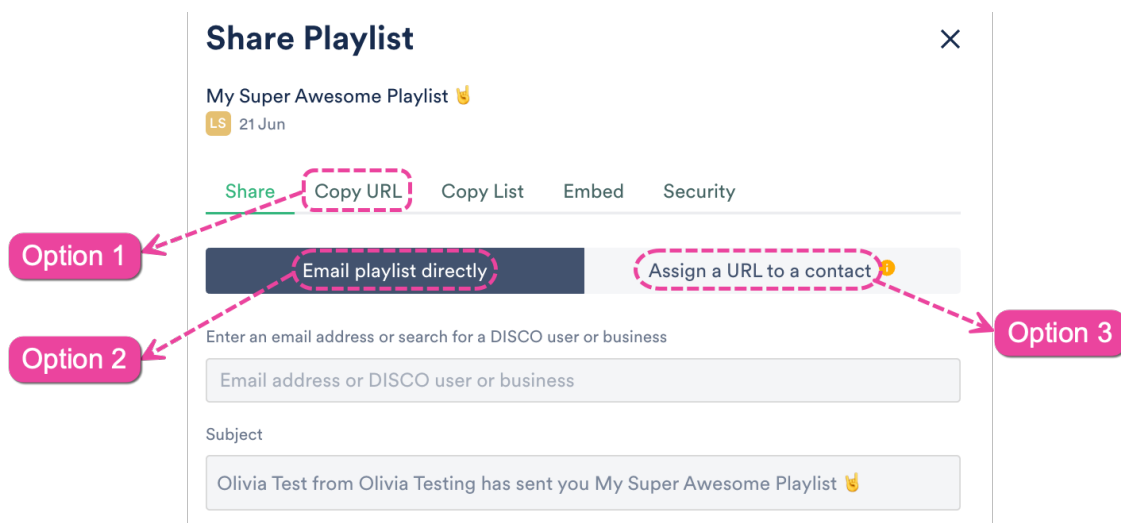
Last Modified on 06/17/2026 2:37 am PDT

Sharing music with DISCO is quick, easy, and convenient! The best way to do this is to share a Playlist.

At a glance

There are a few ways to share your Playlists with users on DISCO and outside of DISCO, including:

- emailing Playlists directly to your Contact(s)
- assigning unique Playlist URLs to your Contact(s)
- copying and sharing the Playlist URL outside of DISCO

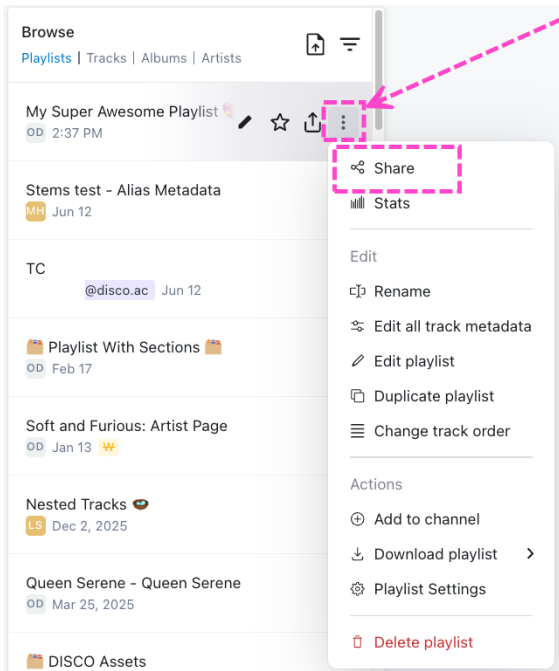


Each of these share methods will generate [Playlist Stats](#), but not all of them will be attributed to individual Contacts.

Emailing Playlists directly to Contacts

Note: Any activity (page views, streams, downloads) originating from this link will be attributed to the specific contact in the [Playlist Stats](#), even if someone else were to access the link.

1. Open the **Playlist menu** (:).
2. Select **Share**.



3. In the **Share Playlist** menu, from the **Share** tab, select **Email playlist directly**.
4. Enter an email address, or search for a DISCO user or business name. You can also search for a [Mailing List](#).
5. Suggestions will populate as you begin to type:

Share Playlist

My Super Awesome Playlist 🍌
 LS 21 Jun

Share Copy URL Copy List Embed Security

Email playlist directly Assign a URL to a contact ⓘ

Enter an email address or search for a DISCO user or business

dunder I

Dunder Mifflin Paper Co.

Searching for a business name will bring up their Team Inbox, a group inbox managed by the other business:

Enter an email address or search for a DISCO user or business


learn I


LEARN DISCO Inbox

Selecting a Mailing List will populate all contacts from that list (and you'll be able to remove any before sending):

Enter an email address or search for a DISCO user or business

dwallace@dmpc.com × mscott@dmpc.com × pbeesley@dmpc.com ×
 jhalpert@dmpc.com ×

 This icon indicates a single contact, which can be either a DISCO user or non-DISCO user.

 This icon indicates a DISCO Team Inbox (a general Inbox for a DISCO account).

 This icon indicates a Mailing List you've created.

6. You can then add a **Message** if you like, and click the **Send to Recipients** button.

Share Playlist ✕

My Super Awesome Playlist 🎵
LS 21 Jun

Message

Check out my new DISCO playlist!

View current [Share URLs](#) and [Access Stats](#). Cancel Send to 4 Recipients

7. After sharing, you'll see options to view the playlist access stats, or share the Playlist again:

Playlist Sent!

Your recipients will receive an email shortly! You can check [access statistics here](#).

[Share again](#)

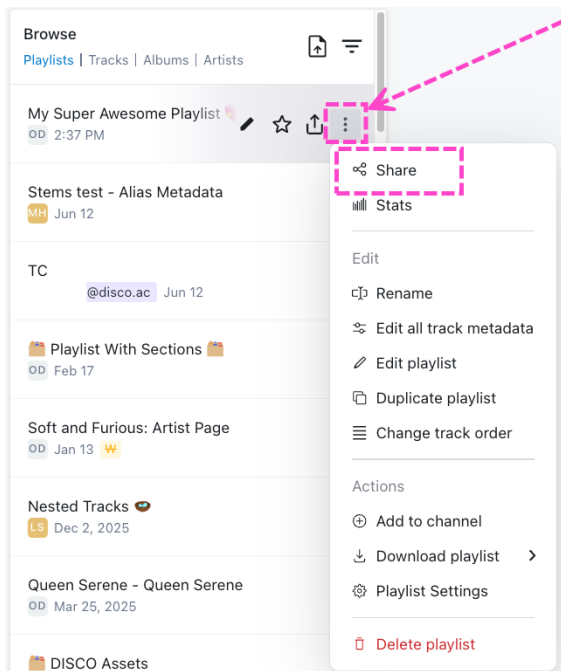
[Close](#)

8. Your recipients will be notified via email, and you'll also get a confirmation email. Both emails will come from no-reply@disco.ac.

Assigning Playlist URLs to your Contacts

Note: Any activity (page views, streams, downloads) originating from this link will be attributed to the specific contact in the Playlist Stats, even if someone else were to access the link.

1. Open the **Playlist menu** (⋮).
2. Select **Share**.



3. In the **Share Playlist** menu, from the **Share** tab, select **Assign a URL to a contact**.
4. Enter an email address, or search for a DISCO user or business name.

Share Playlist



My Super Awesome Playlist 🙌
LS 21 Jun

Email playlist directly

Assign a URL to a contact ⓘ

Enter an email address or search for a DISCO user or name

Michael Scott

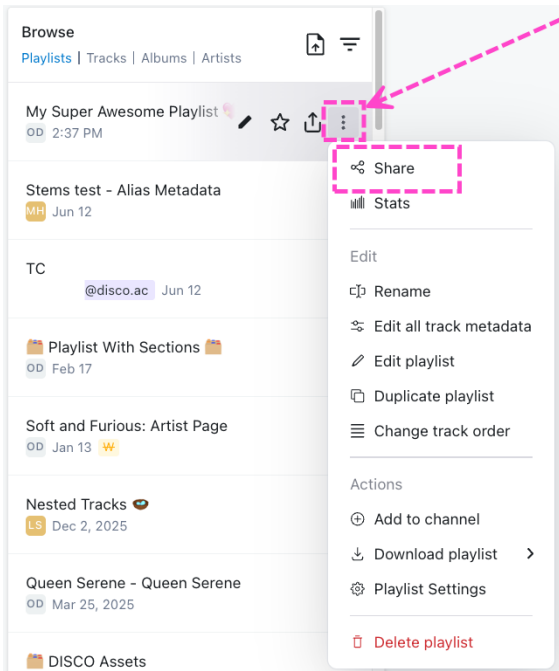
Assign URL

5. Click the **Assign URL** button.
6. Copy the URL and send it to the recipient.

Copying and sharing the Playlist URL

Note: Copying and sharing any of the Playlist Share URLs will not generate individualized Playlist Stats. Instead, these stats will be aggregated under "Other recipients".

1. Open the **Playlist menu (⋮)**.
2. Select **Share**.



3. In the **Share Playlist** menu, from the **Copy URL** tab, you can copy any of these links and send them to anyone outside of DISCO.

Share Playlist



My Super Awesome Playlist 🙌
LS 21 Jun

Share Copy URL Copy List Embed Security

Public playlist URL ⓘ

<https://s.disco.ac/aixnqrksqnpb>



Internal playlist URL ⓘ

<https://s.disco.ac/mkdsreqfyovf>



Direct Download URL ⓘ

<https://s.disco.ac/oddcfxbsjmjc>



Assigning Playlist share URLs to Contacts

Last Modified on 08/27/2025 10:06 am PDT

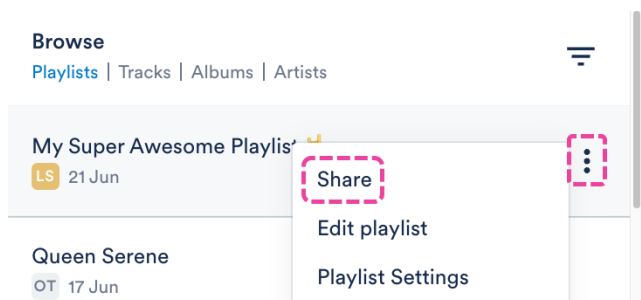
When [sharing a Playlist](#), there are two different share options:

- **Email playlist directly** → allows you to send an email to the recipient directly from DISCO, which contains a link to your Playlist. The recipient's activity (Streams, Downloads, etc.) will be recorded in your Playlist Stats.
- **Assign a URL to a contact** → allows you to create a unique URL for a specific recipient, copy it, and send it to them wherever you like. The recipient's activity (Streams, Downloads, etc.) will be recorded in your Playlist Stats.

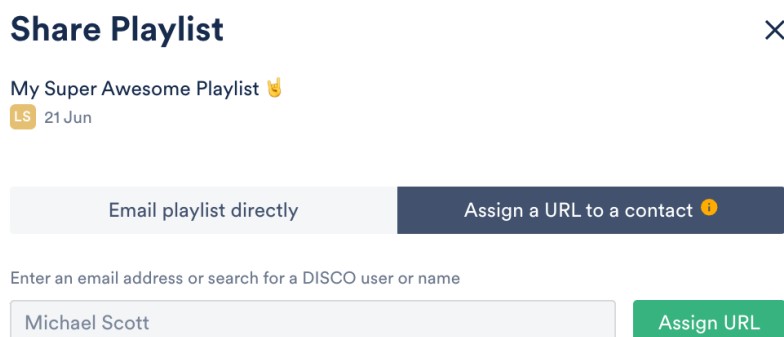
Assigning Playlist URLs to your Contacts

Note: Any activity (page views, streams, downloads) originating from this link will be attributed to the specific contact in the Playlist Stats, even if someone else were to access the link.

1. Open the **Playlist menu (⋮)** and select **Share**.



2. In the **Share Playlist** menu, from the **Share** tab, select **Assign a URL to a contact**
3. Enter an email address, or search for a DISCO user or business name.



4. Click the **Assign URL** button.
5. Copy the URL and send it to the recipient.

Disabling and re-enabling Playlist share URLs

Last Modified on 08/27/2025 9:46 am PDT

Users on our **Plus** plan and above have the option to disable individual share URLs for Playlists so they'll no longer be accessible to recipients.

At a glance

This can *only* be done on share URLs you've generated by [emailing playlists directly](#), or by [assigning URLs to specific Contacts](#). *Public playlist URLs cannot be disabled.*

Share Playlist



My First DISCO Playlist 🎵

OT 28 Mar

Share Copy URL Copy List Embed Security

Email playlist directly

Assign a URL to a contact 📌

Enter an email address or search for a DISCO user or name

Email address or DISCO user or name

Assign URL

CURRENT SHARE URL	EMAIL	URL	ACTION
Livvy Sings	livvysingsongs@gmail...	Copy URL	X

Disabling a Playlist share URL

1. Open the **Playlist menu** (⋮).
2. Select **Share**.
3. In the **Share Playlist** menu, from the **Share** tab, scroll to the bottom where it says "View current Share URLs and Access Stats."
4. Click the **Share URLs** link.
5. A list of **Current share URLs** will appear. Click the **X** under the **Action** column to the right of the share URL you'd like to disable.

Current share URLs






CURRENT SHARE URL	EMAIL	URL	ACTION
Olivia 2	@gmail.com	Copy URL	X

6. You'll be asked to confirm that you want to disable the link. Click the red **Confirm** button.

Re-enabling a disabled Playlist share URL

1. Open the **Playlist menu (:)**.
2. Select **Share**.
3. In the **Share Playlist** menu, from the **Share** tab, scroll to the bottom where it says "View current Share URLs and Access Stats."
4. Click the **Share URLs** link.
5. A list of **Current share URLs** will appear. Click the refresh icon under the **Action** column to the right of the share URL you'd like to re-enable.

Current share URLs

CURRENT SHARE URL	EMAIL	URL	ACTION
 Olivia 2	 @gmail.com	Copy URL	

Frequently asked questions

How soon after disabling a URL will it become inaccessible?

Once you disable a URL, it will no longer load for recipients. If a recipient had the Playlist page open already before you disabled it, that page will be invalidated and a "page unavailable" message will appear within 10 minutes.

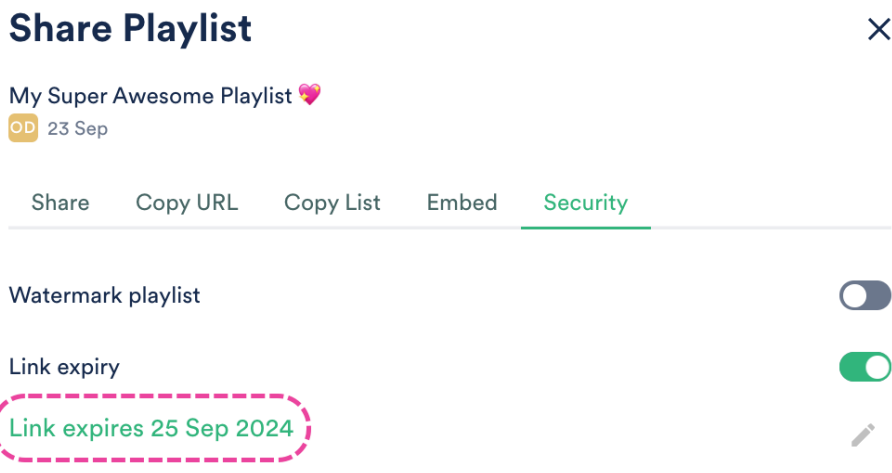
Setting expiry dates for Playlist share links

Last Modified on 08/27/2025 9:47 am PDT

Users on our **Pro** and **Enterprise** plans can set expiry dates on Playlist share links.

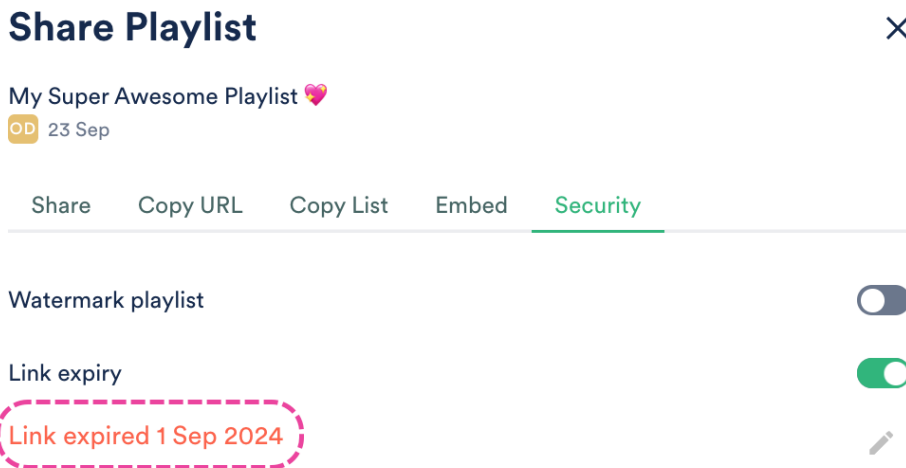
At a glance

This is helpful if you'd only like a shared Playlist to be available for a certain amount of time. Once you set an expiry date, it will appear in **green** under the **Security** tab in the **Share Playlist** menu.



The screenshot shows the 'Share Playlist' interface for 'My Super Awesome Playlist'. The 'Security' tab is selected, and the 'Link expiry' toggle is turned on. The text 'Link expires 25 Sep 2024' is highlighted with a pink dashed border. Other options like 'Watermark playlist' are turned off.

Once the link has expired, it will no longer be accessible to recipients, and the date will appear in **red**.



The screenshot shows the 'Share Playlist' interface for 'My Super Awesome Playlist'. The 'Security' tab is selected, and the 'Link expiry' toggle is turned on. The text 'Link expired 1 Sep 2024' is highlighted with a pink dashed border. Other options like 'Watermark playlist' are turned off.

Adding link expiry dates

Note: Once you set an expiry date for a Playlist, all share links for that Playlist will expire on that date.

1. Open the **Playlist menu (:)** and select **Share**.
2. In the **Share** menu, from the **Security** tab, set the Link expiry toggle to **ON**.

Share Playlist



My Super Awesome Playlist

23 Sep

Share Copy URL Copy List Embed **Security**

Watermark playlist

Link expiry

Choose date

Save

3. Choose a date from the drop-down and select one of the options (**In 7 days**, **In 14 days**, **In 30 days**) or set a custom date.

◀ **September** ▼ **2024** ▼ ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

4. Click the **Apply** button, then click the **Save** button.

Updating and removing link expiry dates

To update an expiry date:

1. Click the pencil icon to the right of the date.

Share Playlist



My Super Awesome Playlist 🍷

23 Sep

Share Copy URL Copy List Embed Security

Watermark playlist



Link expiry



Link expires 25 Sep 2024



2. Select a new date, then click the **Apply** button.
3. Click the **Save** button.

To remove an expiry date:

1. Set the Link expiry toggle to **OFF** (it should appear gray).

Share Playlist



My Super Awesome Playlist 🍷

23 Sep

Share Copy URL Copy List Embed Security

Watermark playlist



Link expiry



Password protect



Streaming only



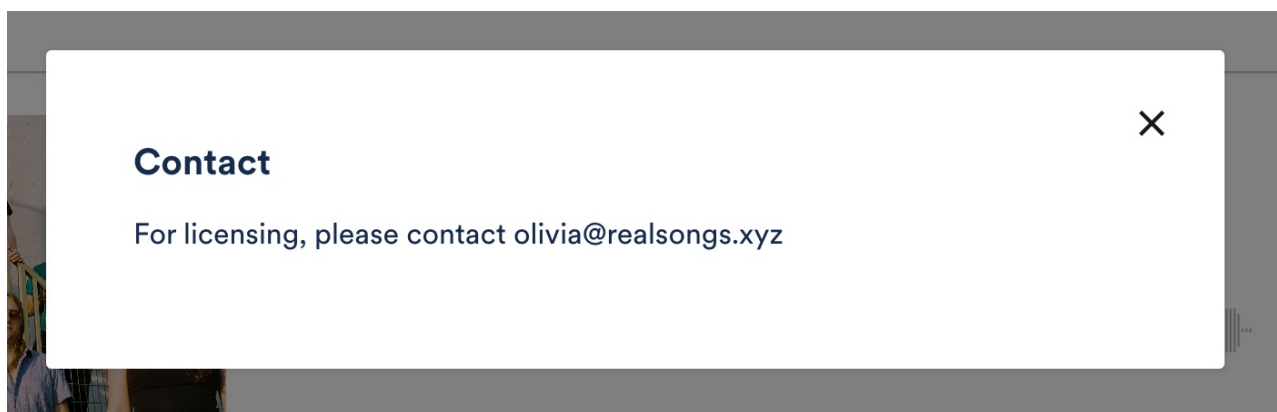
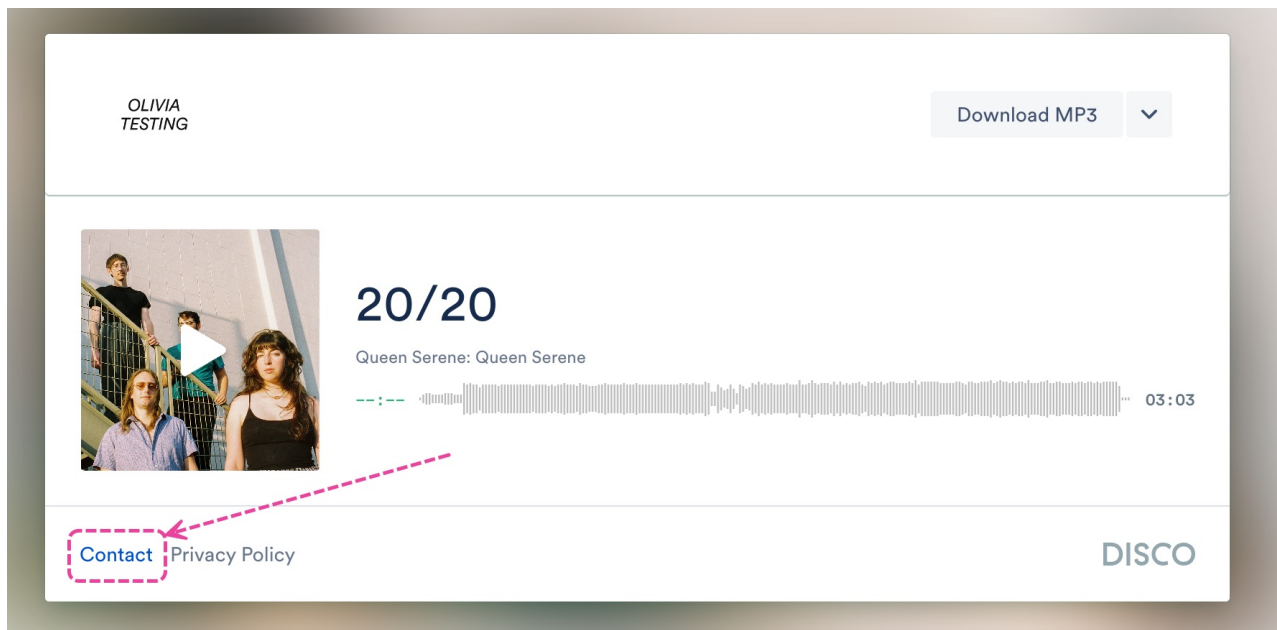
Adding your Contact details to public Playlist and Track pages

Last Modified on 08/27/2025 9:32 am PDT

You can update your **Settings** to add custom **Contact details** in the footer of all your Playlists and Track pages.

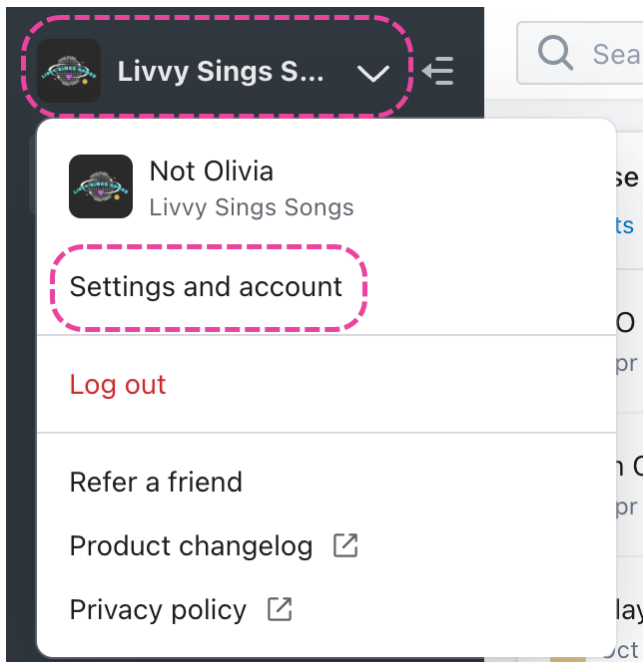
At a glance

This information will appear on all Playlist and Track pages you share and is specific to you. Other users in your DISCO can add the same Contact details or include their own.



Updating your Settings

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **My Settings** select **Profile & Account**.
4. Add your information in the **Contact details** box.

Contact details ⓘ

For licensing, please contact olivia@realsongs.xyz

5. Check the box to **Include contact details on my public DISCO pages**.

Include contact details on my public DISCO pages

6. Click the **Update Settings** button.

Embedding your DISCO content on external sites

Last Modified on 02/17/2026 12:02 am PST

You can embed Tracks, Playlists, and more from your DISCO using our embeddable player.

At a glance

Here's an example of what an embedded Track player looks like (without customization or allowing downloads):


In addition to Tracks and Playlists, you can also embed all the other file types DISCO supports: video, images, text documents, PDFs, [and more](#).

Note: Activity (such as Streams, Downloads, and Page Views) from a DISCO embeddable player does not generate Playlist Stats. Playlist Stats are only generated from Playlists you have shared using one of the methods from the **Share** and **Copy URL** tabs in the **Share Playlist** menu. Visit this article for more information on Playlist sharing and how Stats are generated.

Embedding content

1. Open the **Track menu** (⋮) or the **Playlist Menu** (⋮).
2. Select **Share**.
3. In the **Share Track** or **Share Playlist** menu, select the **Embed** tab:

Share Track ✕



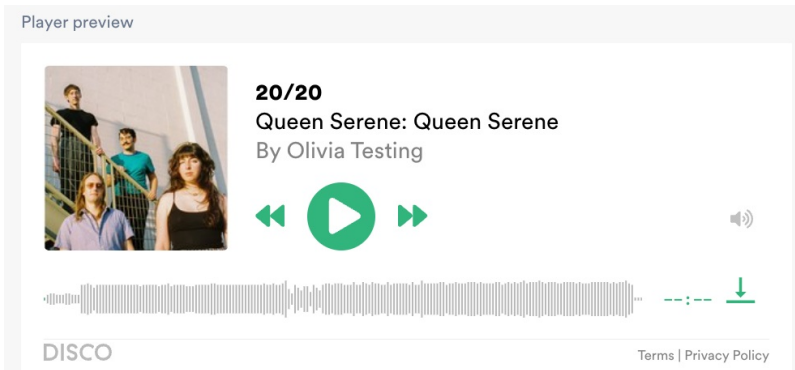
20/20
Queen Serene: Queen Serene

Copy URL **Embed**

Embed code

```
<iframe id="disco-track-110287837" name="disco-track-110287837" allowfullscreen  
frameborder="0" class="disco-embed" src="https://olivia-  
testing.disco.ac/e/t/110287837?download=true&s=-65ZhFy0fbrHkF-  
6WeHWjhmwvAQ%3AFxXK5FuW&artwork=true&color=%2332B57C&theme=white  
" width="480" height="235"></iframe>
```

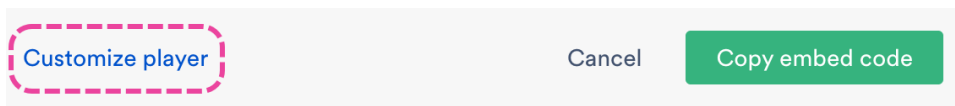
4. Review the **Player preview** to make sure it is to your liking.



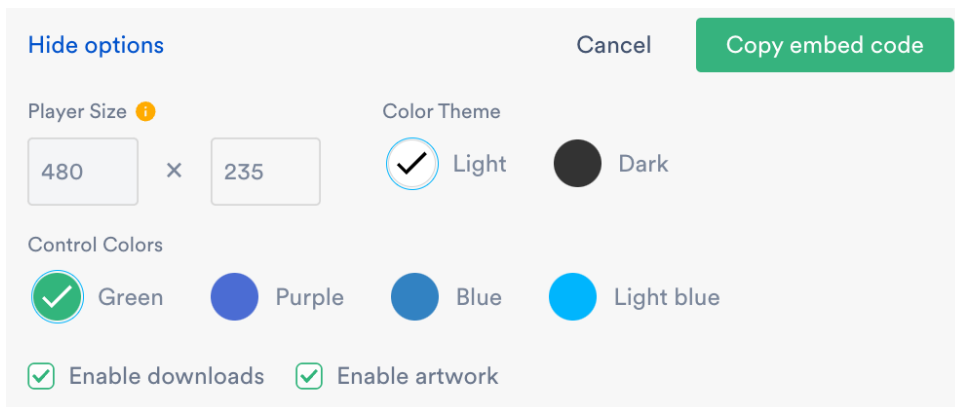
5. *Optional:* Click the **Customize player** link to edit the design, enable or disable downloading, and show or hide the Track Artwork.
6. Click the **Copy embed code** button.
7. Insert the embed code into your site.

Customizing the player

You can edit the design of your player, enable and disable downloading, and show or hide the Track Artwork by clicking the **Customize player** link.



This will open the customization options, which include: **Player Size**, **Color Theme**, **Control Colors**, **Enable downloads**, and **Enable artwork**.



After making the desired changes, the embed code will update automatically.

Note: If you copied the embed code before making changes, be sure to copy it again before inserting into your site so the changes are reflected.

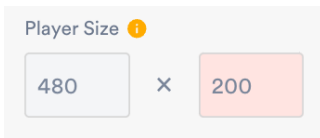
Edit the design

You can edit the following:

- **Player size:**
 - By default, Playlist players are 480 pixels wide and 395 pixels high and Track players

are 480 pixels wide and 235 pixels high.

- Players must have a minimum width of 355 pixels and a minimum height of 285 pixels. If you enter amounts lower than this, these fields will turn red and you'll need to enter an acceptable value:



Player Size ⓘ

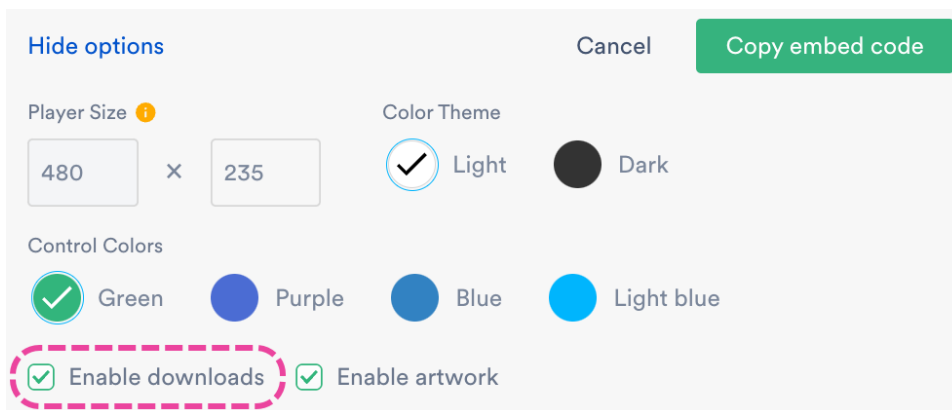
480 × 200

- **Color Theme:** the background color of the player
- **Control Colors:** the color of the play/pause, next/previous track, and download buttons

Enable and disable downloading

You can update this setting by checking or unchecking the **Enable downloads** box.

Note: Downloads in embedded players are only available at the Track level, not the Playlist level.



Hide options Cancel Copy embed code

Player Size ⓘ Color Theme

480 × 235 Light Dark

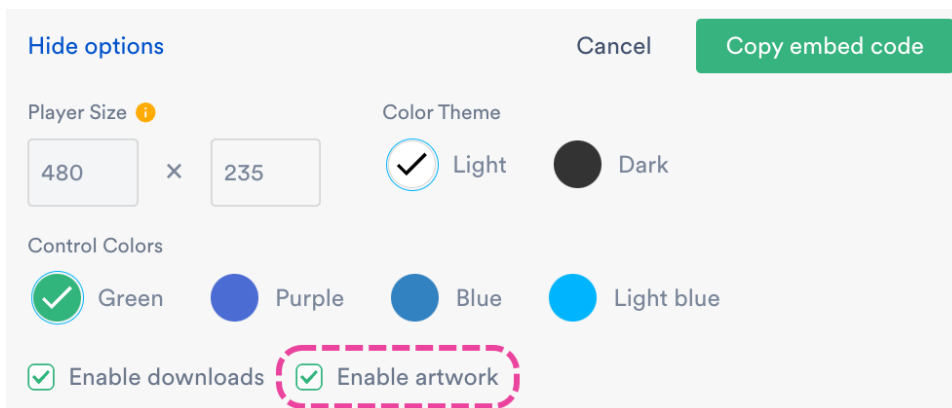
Control Colors

Green Purple Blue Light blue

Enable downloads Enable artwork

Show or hide Track Artwork

You can update this setting by checking or unchecking the **Enable artwork** box.



Hide options Cancel Copy embed code

Player Size ⓘ Color Theme

480 × 235 Light Dark

Control Colors

Green Purple Blue Light blue

Enable downloads Enable artwork

Advanced customizations

You can add some more customization by making a few edits to the embed code *after* it has been added to your site, including:

- **Using custom Control Colors** - Replace the **hex color value** with the hex value of your desired color.

Example:

We replaced the highlighted portion of the code (after `color=%23`) from `32B57C` to `F5A2CF` .

```
<iframe id="disco-track-110287837" name="disco-track-110287837" allowfullscreen frameborder="0" class="disco-embed" src="https://olivia-testing.disco.ac/e/t/110287837?s=nH8Pd72g1u1JFIoB-63ZP-Bg_GU%3AXlqrdpyG&artwork=true&color=%2332B57C&theme=white" width="480" height="235"></iframe>
```

```
<iframe id="disco-track-110287837" name="disco-track-110287837" allowfullscreen frameborder="0" class="disco-embed" src="https://olivia-testing.disco.ac/e/t/110287837?s=nH8Pd72g1u1JFIoB-63ZP-Bg_GU%3AXlqrdpyG&artwork=true&color=%23F5A2CF&theme=white" width="480" height="235"></iframe>
```

This changed the **Control Colors** from green to light pink:

- **Updating the "By [company]" line** - You can change the company name by adding some additional code to your embed code (before the quotation mark before `width=`).

Example:

We added this portion of code to our embed code.

```
<iframe id="disco-track-110287837" name="disco-track-110287837" allowfullscreen frameborder="0" class="disco-embed" src="https://olivia-testing.disco.ac/e/t/110287837?s=nH8Pd72g1u1JFIoB-63ZP-Bg_GU%3AXlqrdpyG&artwork=true&color=%23F5A2CF&theme=white&by=By%20Livvy%20Sings%20Songs" width="480" height="235"></iframe>
```

This changed the company name from **Olivia Testing** to **Livvy Sings Songs**:

- **Removing the "By [company] line"** - You can remove the company name by adding some additional code to your embed code (before the quotation mark before `width=`).

Example:

We added this portion of code to our embed code.

```
<iframe id="disco-track-110287837" name="disco-track-110287837" allowfullscreen frameborder="0" class="disco-embed" src="https://olivia-testing.disco.ac/e/t/110287837?download=true&s=Xd_9FJJ3CUflKMoPgQHdcxJ2jto%3AftERwstV&artwork=true&color=%234E98FF&theme=white&by=%20" width="480" height="235"></iframe>
```

This removed the **By Livvy Sings Songs** line entirely:

- **Collapsing Playlist Sections in embeds** - By default, **Sections** in Playlists are expanded in embeds.

You can collapse these by adding some additional code to your embed code (before the quotation mark before `width=`).

Example:

We added this portion of code to our embed code.

```
<iframe id="disco-playlist-27584165" name="disco-playlist-27584165" allowfullscreen frameborder="0" class="disco-embed" src="https://olivia-testing.disco.ac/e/p/27584165?download=true&s=ZaZ2aAEtFvK6bD8ekE3X8_OVxg%3AThchSZK&artwork=true&color=%234E98FF&theme=white&cs=true" width="480" height="395"></iframe>
```

This collapsed the **Instrumentals** and **Videos** Sections of the Playlist:

Feel free to [reach out to our Support team](#) if you need any help with this ☐

Submitting your DISCO Tracks on promotion sites (Submithub, Musosoup, Pytch, etc.)

Last Modified on 08/27/2025 10:07 am PDT

When promoting your music, publicists and promo platforms typically want to listen to your music several weeks before the release date. With DISCO, it's easy to share your music with album artwork, metadata, and high-quality audio before it's released.


At a glance

You can share links and embed codes for individual Tracks from your DISCO to submit on promo platforms such as Submithub, Pytch, and Musosoup. This is not meant to be an exhaustive list of all platforms, if you find that a platform doesn't support DISCO links, feel free to contact their support or [contact us](#) and we'll try to get it sorted ☐☐

Submithub



1. Open the **Track menu (⋮)** and select **Share**.
2. In the **Share Track** menu, from the **Copy URL** tab, copy the **Regular track URL**.

Share Track ×



 **Penelope Fresh**
Sugar World: Lost & Found

Copy URL Embed



Regular track URL

<https://s.disco.ac/pxkxatriuskj>  

Stream only URL

<https://s.disco.ac/stlljydtfynt>  

Download URL

<https://s.disco.ac/syiwhelacmgl>  

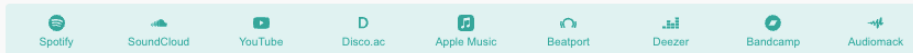
3. Paste the DISCO Track URL into Submithub.

Upload a new song (1/3)

Choose a song

Use a link Upload an MP3

Paste your song link here



FAQ

- Do bloggers really provide original feedback? How do I know it's not copy-pasted?
- Is SubmitHub for me?
- Can I submit an unreleased song?
- What happens when someone approves my song?
- Do I have to pay to use SubmitHub?
- Does using SubmitHub guarantee placement?
- What if I want to share an album or EP?

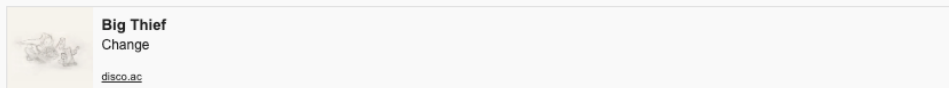
Upload a new song (1/3)

Choose a song

Use a link Upload an MP3

Paste your song link here

<https://s.disco.ac/fjyrbqqf0yg>



Note: DISCO Playlist links will not work here.

Musosoup

1. Open the **Track menu (:)** and select **Share**.
2. In the **Share Track** menu, from the **Embed** tab, click **Customize player**.

Share Track



20/20

Queen Serene: Queen Serene W

20/20
Queen Serene: Queen Serene
By Olivia Testing

DISCO

Terms | Privacy Policy

Customize player

Cancel

Copy embed code

3. Under **Color Theme**, select **Dark** (*this is preferred for Musosoup*).

Hide options

Cancel

Copy embed code

Player Size ⓘ

480 × 235

Color Theme

Light Dark

Control Colors

Green Purple Blue Light blue

Enable downloads Enable artwork

4. Your **Player preview** should look something like this:

Player preview

20/20
Queen Serene: Queen Serene
By Olivia Testing

DISCO

Terms | Privacy Policy

5. Click the **Copy embed code** button.
6. Paste the embed code into your Musosoup campaign.

EMBED CODE

ADD YOUR MEDIA EMBED CODE

Get your embed code if your music is **UN**released

[Soundcloud](#) ♦ [Youtube](#)

Get your embed code if your music **IS** released

[Soundcloud](#) ♦ [Youtube](#) ♦ [Spotify](#) ♦ [Bandcamp](#)

Have a private release link and no embed code?

[Use Iframely](#)

Pytch

1. Open the **Track menu (!)** and select **Share**.
2. In the **Share Track** menu, from the **Copy URL** tab, copy the **Regular track URL**.

Share Track ×

Penelope Fresh
Sugar World: Lost & Found

Copy URL Embed

Regular track URL

<https://s.disco.ac/pxkxatriuskj>

Stream only URL

<https://s.disco.ac/stlljydtfynt>

Download URL

<https://s.disco.ac/syiwhelacmgl>

3. Paste the DISCO Track URL into Pytch.

[VIEW SUBMISSIONS](#) [HELPDESK](#)

CAMPAIGN Checklist **COMPLETED**

STEP 1 Upload Assets **IN PROGRESS**

STEP 2 Song Information **PENDING**

STEP 3 Sound Description **PENDING**

STEP 4 Media Pitch & Bio **PENDING**

Step 1: Upload

Provide a streaming url link to Soundcloud, Spotify, YouTube, and more. A link to your project is needed in order for journalists to review and consider your submission. In this section, please upload your artwork or photo, photo credit, and a direct download link to your electronic press kit.

Provide Your Song Link

<https://s.disco.ac/gdlznmuvmofm>

Upload MP3 ⁱ

UPLOAD TRACK OPTIONAL

Format

PICK ONE **TRACK** **VIDEO** **EP** **ALBUM**

Upload Artwork ⁱ

Paste Download Link To Assets ⁱ

Note: You can also link to a DISCO Playlist or a DISCO Artist or Album Page in the EPK section on Pytch (under **Paste Download Link To Assets**).

Playlist Stats

Last Modified on 06/17/2026 2:38 am PDT

After sharing a Playlist, you can view the **Stats** to see if and how your recipient(s) interacted with it.

At a glance

Stats are generated on [shared Playlists](#), but depending on the share method selected, only some stats will show specifically which recipient took a particular action.

Stats for My Super Awesome Playlist 🙌



TOTAL ▾	Page views 9	Playlist downloads 1	Track downloads 5	Streams 27
Jim Halpert	1	0	2	3
Michael Scott	3	1	0	15
Pam Beesley	2	0	1	4
Other recipients	3	0	2	5

To view more activity for your recipients, and manage their details, visit [Contacts](#).

What's included in Playlist Stats

Playlist Stats show who* has accessed your playlist, what action(s) were taken, and the number of each action taken. Actions include:

- **Page views**
- **Playlist downloads**
- **Track downloads**
- **Streams**

**Dependent on the share method selected.*

These actions are listed in the top row:

Stats for My Super Awesome Playlist 🙌



TOTAL ▾	Page views 9	Playlist downloads 1	Track downloads 5	Streams 27
Jim Halpert	1	0	2	3
Michael Scott	3	1	0	15
Pam Beesley	2	0	1	4
Other recipients	3	0	2	5

To view more activity for your recipients, and manage their details, visit [Contacts](#).

How Stats are assigned to recipients

Stats are assigned to specific recipients based on which method you used to [share your Playlist](#).

Both the **Email playlist directly** and **Assign URL to a contact** Playlist share methods will assign stats to the *specific* recipients selected.

Stats for My Super Awesome Playlist 🙌



TOTAL ▾	Page views 9	Playlist downloads 1	Track downloads 5	Streams 27
Jim Halpert	1	0	2	3
Michael Scott	3	1	0	15
Pam Beesley	2	0	1	4
Other recipients	3	0	2	5

To view more activity for your recipients, and manage their details, visit [Contacts](#).

The **Copy URL** method will also generate stats, but these will be aggregated under "Other recipients."

Stats for My Super Awesome Playlist 🙌



TOTAL ▾	Page views 9	Playlist downloads 1	Track downloads 5	Streams 27
Jim Halpert	1	0	2	3
Michael Scott	3	1	0	15
Pam Beesley	2	0	1	4
Other recipients	3	0	2	5

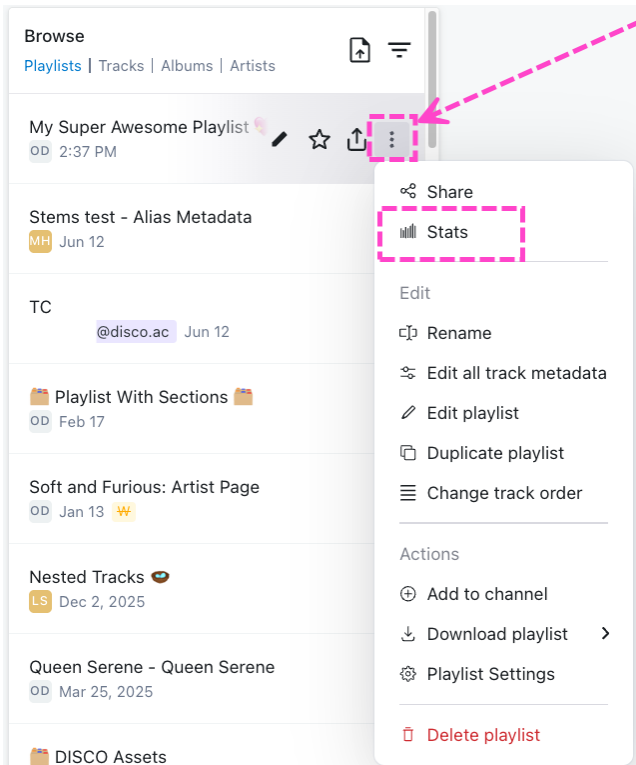
To view more activity for your recipients, and manage their details, visit [Contacts](#).

Viewing Playlist Stats

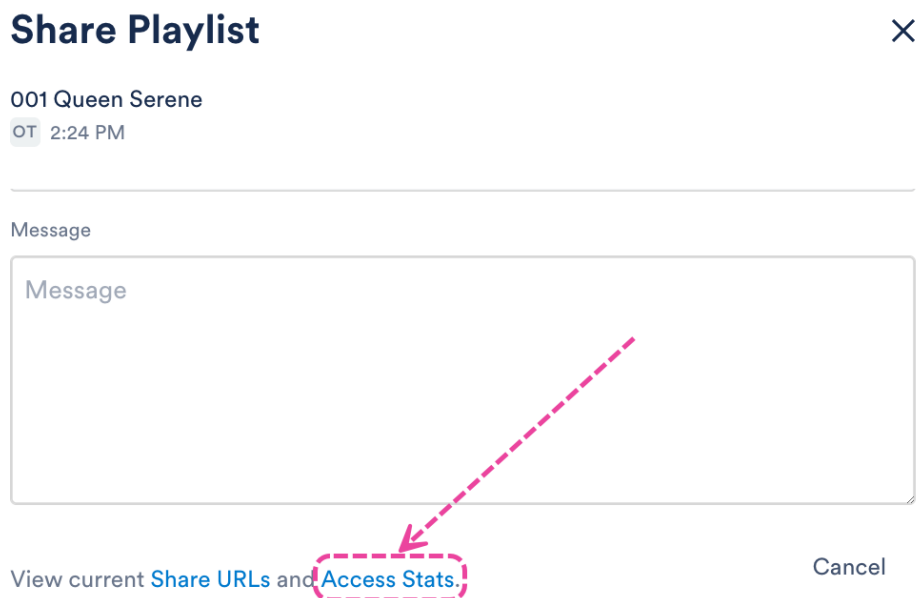
View all Stats for a particular Playlist

You can either:

- Open the **Playlist Menu (⋮)** and select **Stats**.



- Open the **Share Playlist** page and click the link to **View Access Stats**.




View all Stats for a particular Contact

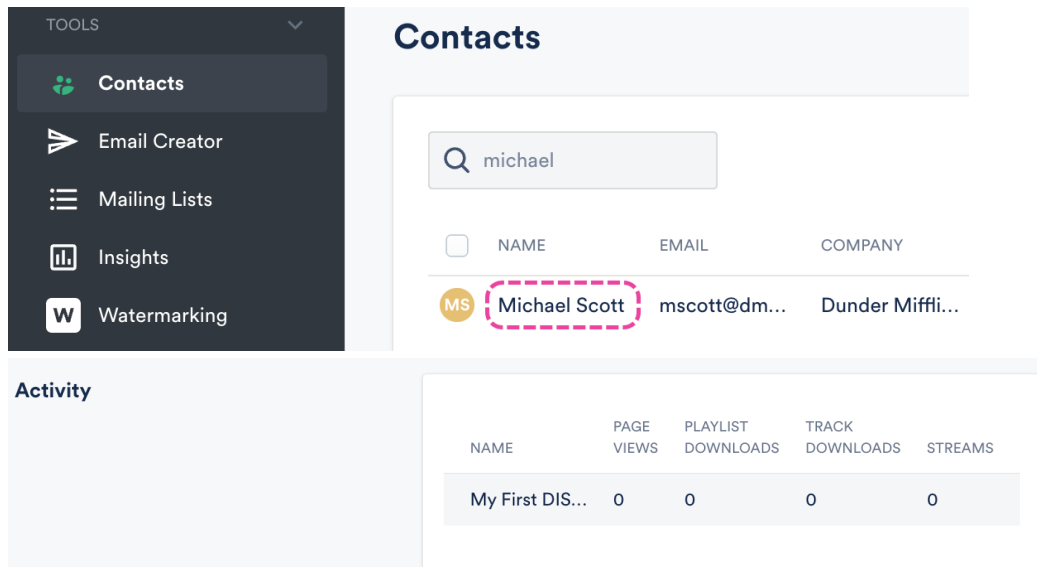
You can either:

- Click on their name on the Stats page for a particular Playlist.

Stats for My First DISCO Playlist 🥰


TOTAL ▾	Page views 0	Playlist
 Michael Scott	0	0

- Open their Contact page and scroll down to **Activity**.



Contacts

Search: michael

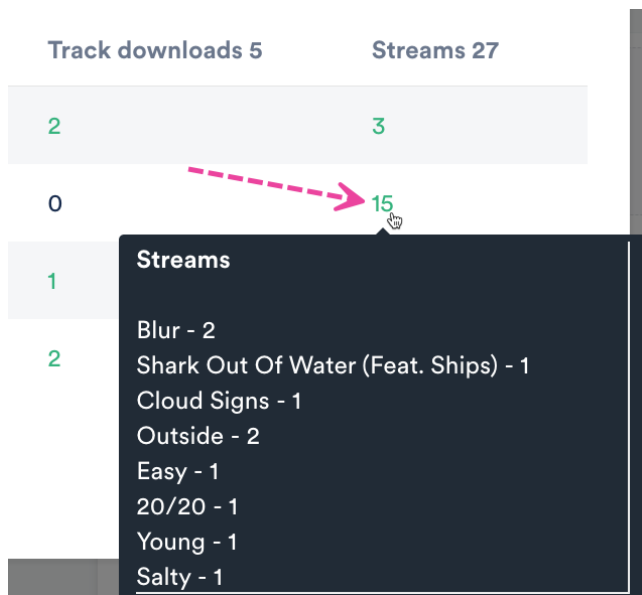
NAME	EMAIL	COMPANY
 Michael Scott	msscott@dm...	Dunder Miffli...

Activity

NAME	PAGE VIEWS	PLAYLIST DOWNLOADS	TRACK DOWNLOADS	STREAMS
My First DIS...	0	0	0	0

Breaking down the specifics

You can see which specific Tracks were streamed and downloaded by hovering over the numbers:



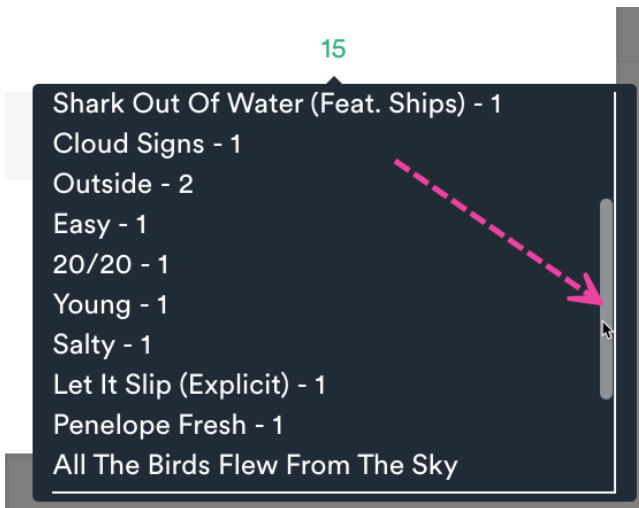
Track downloads 5 Streams 27

2	3
0	15
1	
2	

Streams

- Blur - 2
- Shark Out Of Water (Feat. Ships) - 1
- Cloud Signs - 1
- Outside - 2
- Easy - 1
- 20/20 - 1
- Young - 1
- Salty - 1

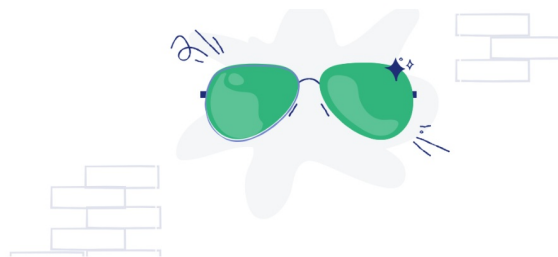
If there is a higher amount of activity, you'll be able to scroll down in the hover pop-up to see it all:



The Stats page may also look different depending on the scenario.

- If there are no stats, the page will look like this:

Stats for My Nested Playlist 🎧



No activity here yet

Generate some activity by [sharing your list](#).

- As soon as you share your Playlist with a Contact, their name will appear on the Stats page, even if they haven't interacted with it yet and there is no activity:

Stats for My First DISCO Playlist 🎧



TOTAL ▾	Page views 0	Playlist downloads 0	Track downloads 0	Streams 0
Michael Scott	0	0	0	0

To view more activity for your recipients, and manage their details, visit [Contacts](#).



Team Inbox Stats

When you share a Playlist to a [Team Inbox](#) of another DISCO, you'll see individualized stats for users already in your Contacts. The activity of all other users is aggregated under "Other recipients" to protect the privacy of those users.

Example:

You can see activity from the user Jason Sample because we sent this Playlist to a Team Inbox that Jason had access to, and Jason is a Contact in our DISCO. Activity from other users who have access to that Inbox is listed under "Other recipients" because they are not Contacts in our DISCO.

Stats for a playlist shared to a Team Inbox

TOTAL ▾	Page views 3	Playlist downloads 0	Track downloads 0	Streams 6
 Jason Sample	2	0	0	4
 Other recipients	10	0	0	52

Individual Track Stats

Last Modified on 06/15/2026 1:17 pm PDT

When you [share a Playlist](#), an individual Track, or a [DISCO Catalog](#), or when you [embed your DISCO Tracks on an external site](#), you can view the **Stats** for the individual Tracks! [For Playlist-level Stats](#), visit this article.

At a glance

On the **Stats** page for a Track, you can see a list of unique **Listeners** and the **Sources** they came from.

Stats for 20/20



Unique Listeners	Page Views	Downloads/Saves	Streams
6	0	4	116

[Listeners](#) [Source](#)

NAME	PAGE VIEWS	DOWNLOADS/SAVES	STREAMS	LAST ACTIVITY
Livvy Sings	0	1	5	Aug 21
Other Recipients	0	2	94	Dec 10
Michael Scott	0	0	4	Jul 26
Not Olivia	0	0	1	Aug 21
Olivia	0	0	10	Oct 18
Client Olivia	0	1	2	Dec 10

To view more activity for your recipients, and manage their details, visit [Contacts](#)

Stats for 20/20



Unique Listeners	Page Views	Downloads/Saves	Streams
6	0	4	116

[Listeners](#) [Source](#)

SOURCE	PAGE VIEWS	DOWNLOADS/SAVES	STREAMS	LISTENERS
Other Sources	0	0	62	5
Playlist: My Super Awesome Playlist 🙌	0	2	3	3
Catalog: My Catalog	0	1	2	2
Embed Player: 20/20	0	0	46	1
Playlist: My Super Awesome Playlist ❤️	0	1	0	1
Playlist: Mobile App Playlist	0	0	1	1
Playlist: Queen Serene	0	0	2	1

To view more activity for your recipients, and manage their details, visit [Contacts](#)

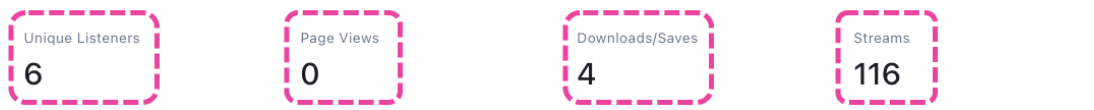
What's included in Track Stats

Activities

- number of **Unique Listeners**
- number of **Page Views** (applicable to Track share pages only)
- number of **Downloads/Saves**
- number of **Streams**

These are displayed at the top of the Stats window from either tab.

Stats for 20/20



Listeners Source

NAME	PAGE VIEWS	DOWNLOADS/SAVES	STREAMS	LAST ACTIVITY
Livvy Sings	0	1	5	Aug 21
Other Recipients	0	2	94	Dec 10
Michael Scott	0	0	4	Jul 26
Not Olivia	0	0	1	Aug 21
Olivia	0	0	10	Oct 18
Client Olivia	0	1	2	Dec 10

To view more activity for your recipients, and manage their details, visit [Contacts](#)

Listeners tab

Includes a list of **Listeners** by **Name*** and the specific action(s) they took.

**See the section [How Stats are assigned to recipients for more details.](#)*

Stats for 20/20



Unique Listeners

6

Page Views

0

Downloads/Saves

4

Streams

116

Listeners Source

NAME	PAGE VIEWS	DOWNLOADS/SAVES	STREAMS	LAST ACTIVITY
LS Livvy Sings	0	1	5	Aug 21
OR Other Recipients	0	2	94	Dec 10
MS Michael Scott	0	0	4	Jul 26
NO Not Olivia	0	0	1	Aug 21
O Olivia	0	0	10	Oct 18
CO Client Olivia	0	1	2	Dec 10

To view more activity for your recipients, and manage their details, visit [Contacts](#)

It also shows the date of their **Last Activity**.

Stats for 20/20



Unique Listeners

6

Page Views

0

Downloads/Saves

4

Streams

116

Listeners Source

NAME	PAGE VIEWS	DOWNLOADS/SAVES	STREAMS	LAST ACTIVITY
LS Livvy Sings	0	1	5	Aug 21
OR Other Recipients	0	2	94	Dec 10
MS Michael Scott	0	0	4	Jul 26
NO Not Olivia	0	0	1	Aug 21
O Olivia	0	0	10	Oct 18
CO Client Olivia	0	1	2	Dec 10

To view more activity for your recipients, and manage their details, visit [Contacts](#)

Source tab

Individual Track Stats generated from the following **Sources**:

- Track shares
- Playlist shares
- DISCO Catalogs
- embeds

Stats for 20/20



Unique Listeners

6

Page Views

0

Downloads/Saves

4

Streams

116

Listeners

Source

SOURCE	PAGE VIEWS	DOWNLOADS/SAVES	STREAMS	LISTENERS
Other Sources	0	0	62	5
Playlist: My Super Awesome Playlist 🙌	0	2	3	3
Catalog: My Catalog	0	1	2	2
Embed Player: 20/20	0	0	46	1
Playlist: My Super Awesome Playlist ❤️	0	1	0	1
Playlist: Mobile App Playlist	0	0	1	1
Playlist: Queen Serene	0	0	2	1

To view more activity for your recipients, and manage their details, visit [Contacts](#)

How Stats are assigned to recipients

Only some stats will show specifically which recipient took a particular action, while others will be attributed to **Other Recipients**.

This could mean that a [Playlist/Track](#) was shared using a method that doesn't generate Stats (e.g. [Copy URL](#)).

Stats for 20/20



Unique Listeners

5

Page Views

0

Downloads/Saves

3

Streams

114

Listeners

Source

NAME	PAGE VIEWS	DOWNLOADS/SAVES	STREAMS	LAST ACTIVITY
Livvy Sings	0	1	5	Aug 21
Other Recipients	0	2	94	3:22 PM
Michael Scott	0	0	4	Jul 26
Not Olivia	0	0	1	Aug 21
Olivia	0	0	10	Oct 18

To view more activity for your recipients, and manage their details, visit [Contacts](#)

Stats are assigned to specific recipients if they're accessing a Playlist or Track share page you sent them using the [Email playlist/track](#) or [Assign URL to a contact](#) share methods, or if they're accessing your Playlist/Track from their DISCO Inbox.

Stats for 20/20



Unique Listeners	Page Views	Downloads/Saves	Streams
6	0	4	116

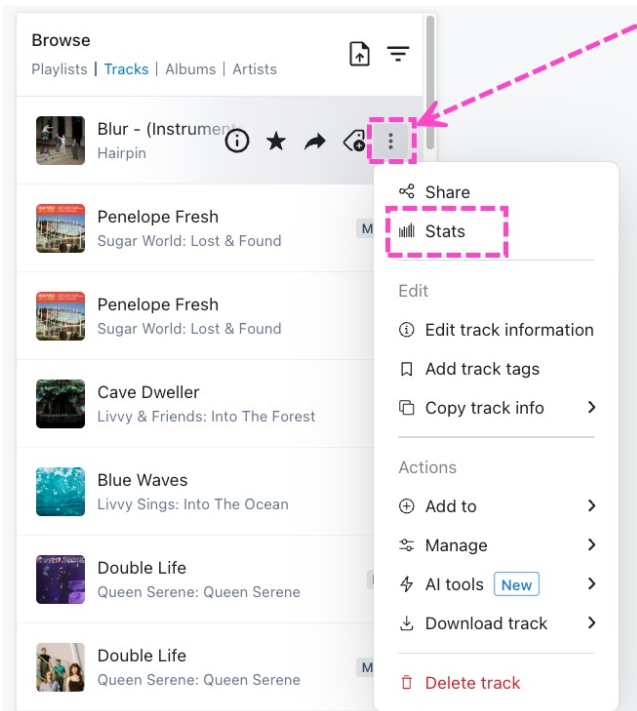
[Listeners](#) Source

NAME	PAGE VIEWS	DOWNLOADS/SAVES	STREAMS	LAST ACTIVITY
Livvy Sings	0	1	5	Aug 21
Other Recipients	0	2	94	Dec 10
Michael Scott	0	0	4	Jul 26
Not Olivia	0	0	1	Aug 21
Olivia	0	0	10	Oct 18
Client Olivia	0	1	2	Dec 10

To view more activity for your recipients, and manage their details, visit [Contacts](#)

Viewing Track Stats

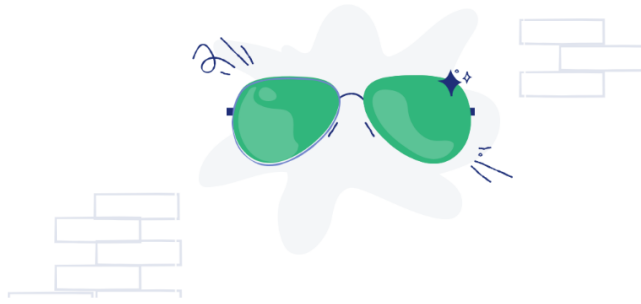
Open the **Track Menu (⋮)** and select **Stats**.



If there are no Stats, the page will look like this:

Stats for Symphony No.6 (1st movement) instrumental

×



No activity here yet

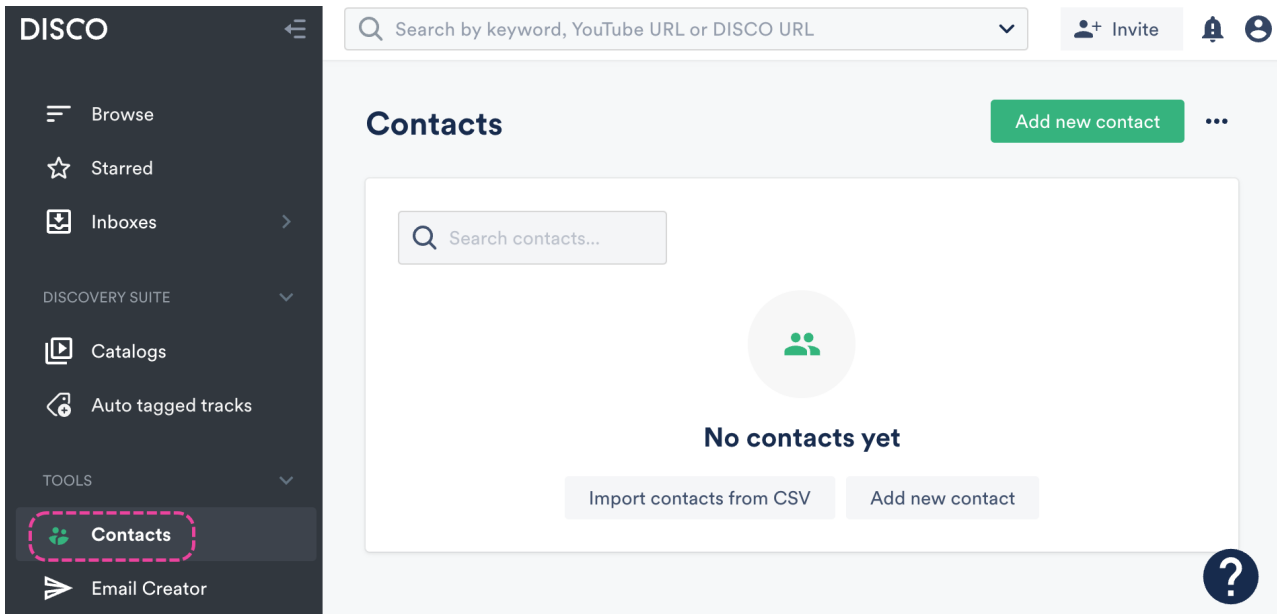
Contacts: Intro

Last Modified on 09/05/2025 11:13 am PDT

Why should I use DISCO Contacts?

It's useful to have **Contacts** saved in your DISCO so you can [share Playlists](#) with them and send them campaigns using our [Email Creator tool](#). You can also view their activity on Playlists and add Notes to their profiles (that are viewable by anyone else in your DISCO).

In addition, you can more easily [manage any writers](#) you work with.



Contacts: Adding Contacts

Last Modified on 09/05/2025 10:37 am PDT

At a glance

Anyone you share Playlists with will *automatically* be added to your Contacts list, but you can also add Contacts manually.

Adding a single contact

1. From the left sidebar of your DISCO, under **Tools**, select **Contacts**.
2. On the Contacts page, in the top-right, click the **Add New Contact** button.
3. In the **Add new contact** window, enter their information. **Name** is required for all Contacts and **Email** is required for most* Contacts.

Add new contact

Need to add more than one contact at once? [Import a contact list](#)

The screenshot shows the 'Add new contact' form. The 'Name' and 'Email' fields are highlighted with red dashed boxes. The form includes fields for Name, Email, Company, Phone, Location, and Tags. There are 'Cancel' and 'Add contact' buttons at the bottom right.

Email is not required if the Contact is tagged as a **Writer.*

The screenshot shows the 'Add new contact' form with the 'Email' field highlighted. The 'Email' field contains the text 'email is not required for Writers'. The 'Tags' field is highlighted with a red dashed box and contains the tag 'Writer'.

4. *Optional:* Add **Tags** to your Contact. [Visit this article](#) for more information on Contact Tags.
5. Click the **Add contact** button.

Adding multiple Contacts at once

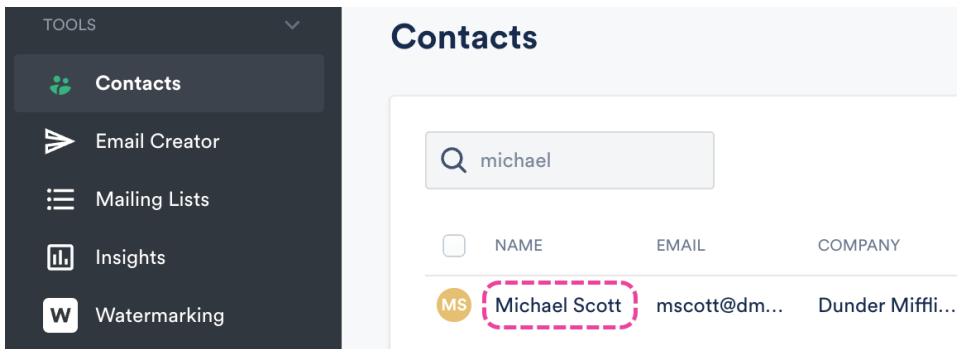
You can do this by uploading a CSV file. [Visit this article for more information.](#)

Contacts: Searching and viewing Contacts

Last Modified on 09/05/2025 10:37 am PDT

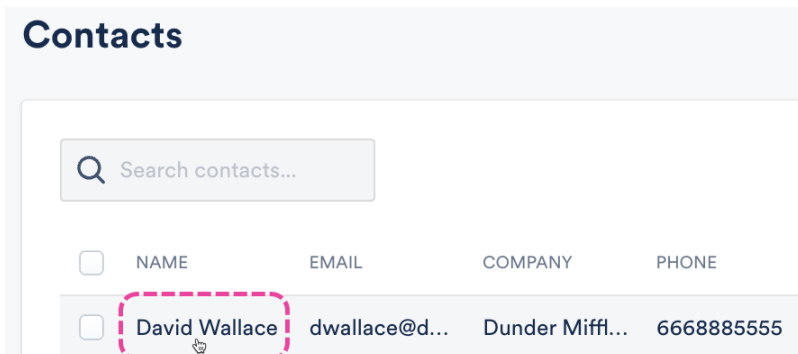
Searching Contacts

To search through your Contacts, use the search bar on the Contacts page. You can search using data from any of the Contact fields (**Name, Email, Company, Phone, Location, Tags**).



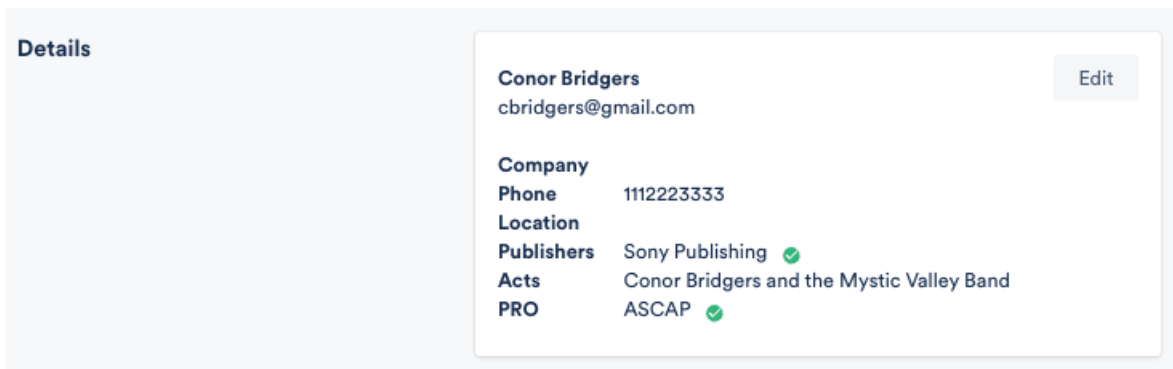
Viewing individual Contact pages

To view an individual Contact Page, click on their name in the Contacts list.



This will open their Contact page containing their **Details, Tags, Notes, Mailing Lists, and Activity**.

- **Details** → view and edit basic Contact Information. If they are a Writer (as indicated by their **Tags**), their **Publishers, Acts, and PROs** will also be listed here.



- **Tags** → view and edit Tags

Tags

Writer X Edit

- **Notes** → view, edit, and add Notes added by anyone in your DISCO

Notes

Scheduled meeting in NY for April 5 Edit

Add new note Add a note

- **Mailing Lists** → view Mailing Lists this contact is currently on, and add them to or remove them from Mailing Lists

Mailing Lists

To add this contact to a mailing list, click 'Manage mailing lists' Manage mailing lists

Dunder Mifflin Paper Co.

- **Activity** → view any Playlists you have shared with this contact, and their activity on those playlists (**Page Views, Downloads, Streams**)

Activity

[Click here to view all](#)

NAME	PAGE VIEWS	PLAYLIST DOWNLOADS	TRACK DOWNLOADS	STREAMS
Watermarked Playlist #3	1	0	1	0
Mobile App Playlist	1	1	0	4
My Super Awesome Playlist 🙌	6	1	0	15
001 Queen Serene	4	0	0	3
Stargazer	2	0	0	1
U.S. Army Blues - EPK	3	0	0	4

Contacts: Editing and deleting Contacts

Last Modified on 09/05/2025 10:36 am PDT

Editing Contacts

You can edit contacts in a couple of different ways.

Single Contacts

From the individual contact page:

1. Click on their name in the Contact list.

Contacts

Search contacts...

<input type="checkbox"/>	NAME	EMAIL	COMPANY	PHONE
<input type="checkbox"/>	David Wallace	dwallace@d...	Dunder Miffi...	6668885555

2. Click the **Edit** button next to the section you wish to edit.

< Back to contacts

DW David Wallace Actions

Details

David Wallace
dwallace@dmpc.com

Company Dunder Mifflin Paper Co.
Phone 6668885555
Location New York, NY

Edit

From the main Contacts page:

1. Click the pencil in the **Edit** column for that Contact.

LOCATION	TAGS	EDIT
New York, NY	Supervisor X	
Nashua, NH	Publisher X	

Multiple Contacts

1. From the main **Contacts** page, check the boxes for each Contact, then click **Edit selected** in the top right corner.

The screenshot shows the 'Contacts' page interface. At the top right, there is a green 'Add new contact' button and a three-dot menu. Below this is a search bar labeled 'Search contacts...'. To the right of the search bar, it says '3 selected' and 'Edit selected' with a dropdown arrow. A dropdown menu is open, showing options: 'Add to / remove from lists', 'Unsubscribe users', 'Export selected to CSV', and 'Delete selected'. Below the menu is a table of contacts with columns: NAME, EMAIL, COMPANY, PHONE, and LOCATION. Three contacts are selected, indicated by green checkmarks in the first column: Conor Bridgers, David Wallace, and Holly Flax. The 'Delete selected' option in the dropdown menu is highlighted in red.

<input type="checkbox"/>	NAME	EMAIL	COMPANY	PHONE	LOCATION
<input checked="" type="checkbox"/>	Conor Bridgers	cbridgers@gmail.com		1112223333	Omaha, NE
<input checked="" type="checkbox"/>	David Wallace	dwallace@dmpc.com	Dunder Mifflin Pap...	6668885555	New York, NY
<input checked="" type="checkbox"/>	Holly Flax	hflax@dmpc.com	Dunder Mifflin Pap...	7778889999	Nashua, NH

2. From here you can select **Add to / remove from lists** or **Unsubscribe users**.

Note: To edit them in bulk, select **Export selected to CSV**. Visit [this article](#) for more information on exporting your Contacts and [this article](#) for editing Contacts in bulk.

Deleting Contacts

You can delete contacts in a couple of different ways.

Single Contacts

From the individual contact page:

1. Click on their name in the Contact list.

The screenshot shows the individual contact page for David Wallace. At the top, there is a search bar labeled 'Search contacts...'. Below this is a table with columns: NAME, EMAIL, COMPANY, and PHONE. The contact 'David Wallace' is highlighted with a red dashed box. The table contains the following data:

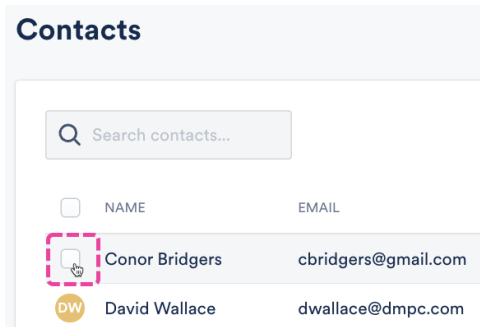
<input type="checkbox"/>	NAME	EMAIL	COMPANY	PHONE
<input type="checkbox"/>	David Wallace	dwallace@d...	Dunder Miffl...	6668885555

2. From the individual contact page, click the **Actions** drop-down and select **Delete**.

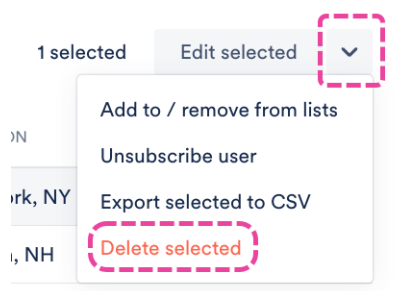
The screenshot shows the individual contact page for David Wallace. At the top left, there is a back arrow and the text 'Back to contacts'. Below this is a profile card for David Wallace with a 'DW' icon. To the right of the profile card is an 'Actions' dropdown menu with a red dashed box around it. The dropdown menu is open, showing options: 'Add or remove from lists' and 'Delete'. Below the profile card is a 'Details' section with a 'Name' field containing 'David Wallace'.

From the main **Contacts** page:

1. Hover your cursor over the Contact name, then check the box that appears.

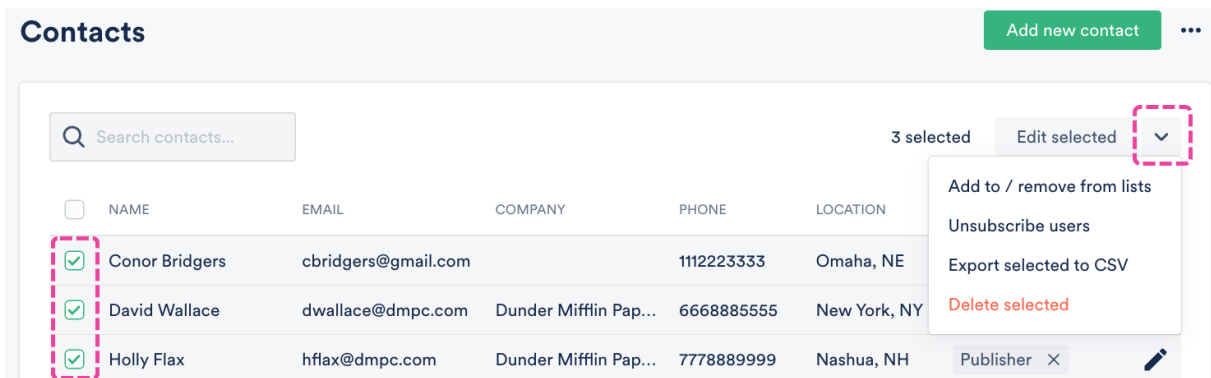


2. Open the **Edit selected** drop-down and select **Delete selected**.



Multiple Contacts

1. From the main **Contacts** page, check the boxes for each Contact.
2. Click **Edit selected** in the top right corner.



3. Select **Delete selected**.

Contacts: Using Contact Tags

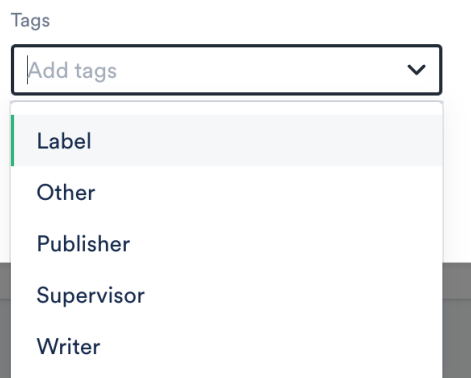
Last Modified on 08/27/2025 9:46 am PDT

Contact Tags are useful for quickly labeling, searching, and filtering your Contacts within Contact Lists, Mailing Lists, and when choosing recipients to send campaigns to via our [Email Creator](#).

At a glance

When adding Contact Tags, you can either select pre-set tags from the drop-down or type in the field to create your own:

- **Label**
- **Other**
- **Publisher**
- **Supervisor**
- **Writer** -- Additional fields will appear so you can add their **Publisher**, **Acts**, and **Performing Rights Organization**, also known as **PRO**. For more information on managing Writers, refer to [our article on managing writers](#).

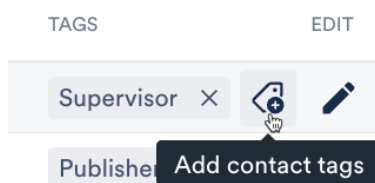


You can add Contact tags to existing Contacts, or when [adding a new Contact](#).

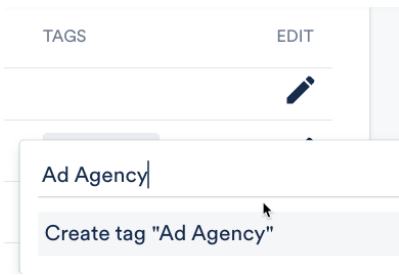
Adding Tags to existing Contacts

Single Contacts

1. From the left sidebar of your DISCO, under **Tools**, select **Contacts**.
2. Hover your cursor over the Contact name and click the Tag icon that appears to **Add contact tags**.








3. Select a Tag from the dropdown or type to create one.



Multiple Contacts

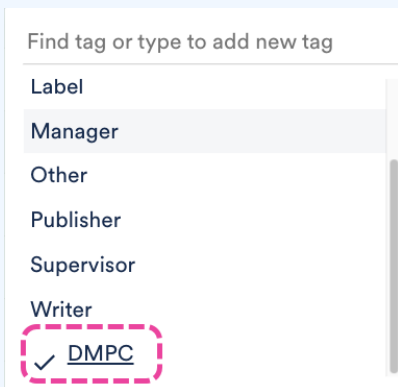
1. Hover over the Contact names, then check the boxes that appear.
2. Click the Tag icon that appears to **Add contact tags**.

<input type="checkbox"/>	NAME	EMAIL	COMPANY	PHONE	LOCATION	TAGS	EDIT
<input checked="" type="checkbox"/>	David Wallace	dwallace@dmpc.com	Dunder Mifflin Pap...	6668885555	New York, NY		 
<input checked="" type="checkbox"/>	Holly Flax	hflax@dmpc.com	Dunder Mifflin Pap...	7778889999	Nashua, NH	Publisher	 Add contact tags
<input checked="" type="checkbox"/>	Jane Doe	janedoe@email.com				Ad Agency X	
<input checked="" type="checkbox"/>	Jim Halpert	jhalpert@dmpc.com	Dunder Mifflin Pap...		Scranton, PA	Writer X	

3. Type in the field to create your own Tag, or choose from the available pre-set Tags.

Notes:

- If you see a minus symbol (—) next to a Contact tag, that means the tag is present on some of the Contacts you've selected, but not at all. If you click this tag, it will be added it to all the selected Contacts.
- If you see a checkmark (✓) next to a Contact tag, that means the tag is present on all the contacts you've selected. If you click this tag, it will be removed from all the selected contacts.



Adding Tags to new Contacts

Single Contacts

1. In the **Add new contact** window, under **Tags**, type in the field to create your own Tag, or choose from the available pre-set Tags.

Add new contact

Need to add more than one contact at once? [Import a contact list](#)

Name *

Email *

Company

Phone

Location

Tags

[Cancel](#) [Add contact](#)

2. Click the **Add contact** button.

Multiple Contacts

You can add Contact Tags for multiple Contacts along with other Contact data when you [add new Contacts via a CSV import](#). When adding tags via CSV, make sure your file:

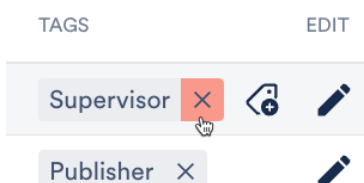
- has a **Tags** column
- has all Tags for each Contact contained within a single cell separated by commas

A	B	C	D	E	F
email	name	phone	company	territory	tags
dwallace@dmhc.com	David Wallace	6668885555	Dunder Mifflin P	New York, NY	Supervisor, VIP, DMPC, Manager, NYC
tflenderson@dmhc.com	Toby Flenderson	9998887777	Dunder Mifflin P	Scranton, PA	Supervisor, VIP, DMPC, HR, PA

Removing Contact Tags

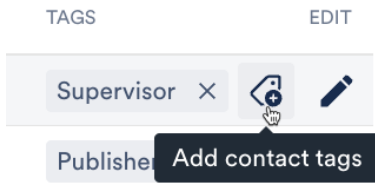
There are two ways to do this:

Method 1: In the **Tags** column for the Contact, click the **X** on the tag you wish to remove.

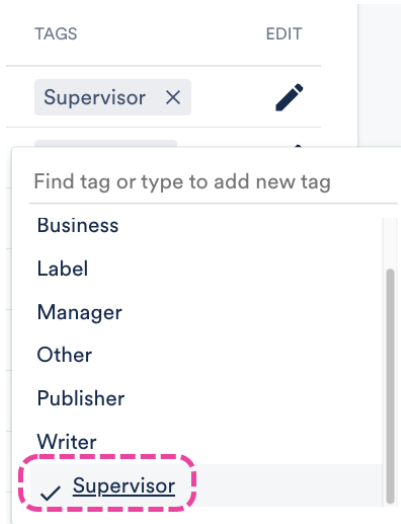


Method 2:

1. Hover over the Contact name and click the Tag icon that says **Add contact tags**.



2. Click on the Tag that shows a check mark to unselect it.



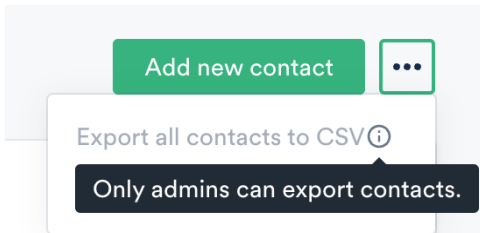
Contacts: Exporting your Contacts list to a CSV

Last Modified on 08/27/2025 10:02 am PDT

Exporting your Contacts makes it easier to [edit them in bulk](#) and [re-import them](#).

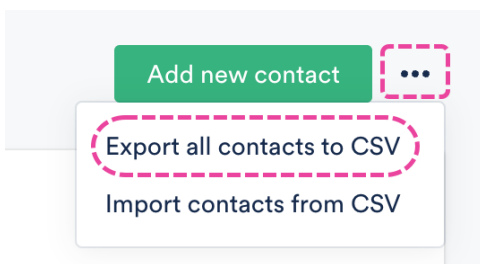
At a glance

Contacts from your DISCO can be exported by *Admins only*. Non-admins will see this message if they attempt an export:



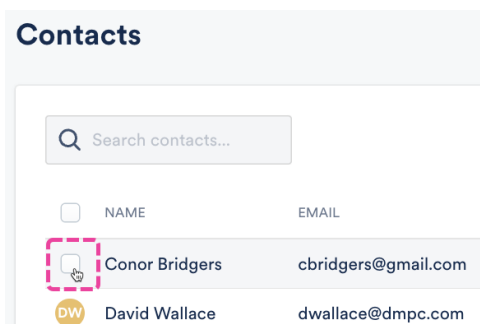
Exporting all Contacts

Click the three-dot menu (...) in the top right corner of the Contacts page, and select **Export all contacts to CSV**.



Exporting select Contacts

1. Hover over the Contact names, then check the boxes that appear.



2. Open the **Edit selected** drop-down and select **Export selected to CSV**.

Contacts

Add new contact ...

Search contacts...

3 selected Edit selected



<input type="checkbox"/>	NAME	EMAIL	COMPANY	PHONE	LOCATION	
<input checked="" type="checkbox"/>	Conor Bridgers	cbridgers@gmail.com		1112223333	Omaha, NE	
<input checked="" type="checkbox"/>	David Wallace	dwallace@dmpc.com	Dunder Mifflin Pap...	6668885555	New York, NY	
<input checked="" type="checkbox"/>	Holly Flax	hflax@dmpc.com	Dunder Mifflin Pap...	7778889999	Nashua, NH	Publisher ×

- Add to / remove from lists
- Unsubscribe users
- Export selected to CSV
- Delete selected

Contacts: Editing your Contacts in bulk via CSV

Last Modified on 09/05/2025 10:32 am PDT

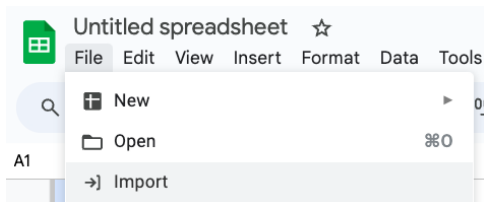
After [exporting your Contacts list](#) from DISCO, you have the option to edit them in bulk using a third-party spreadsheet program. You can then save the new file as a CSV and [re-import it](#) into your DISCO.

At a glance

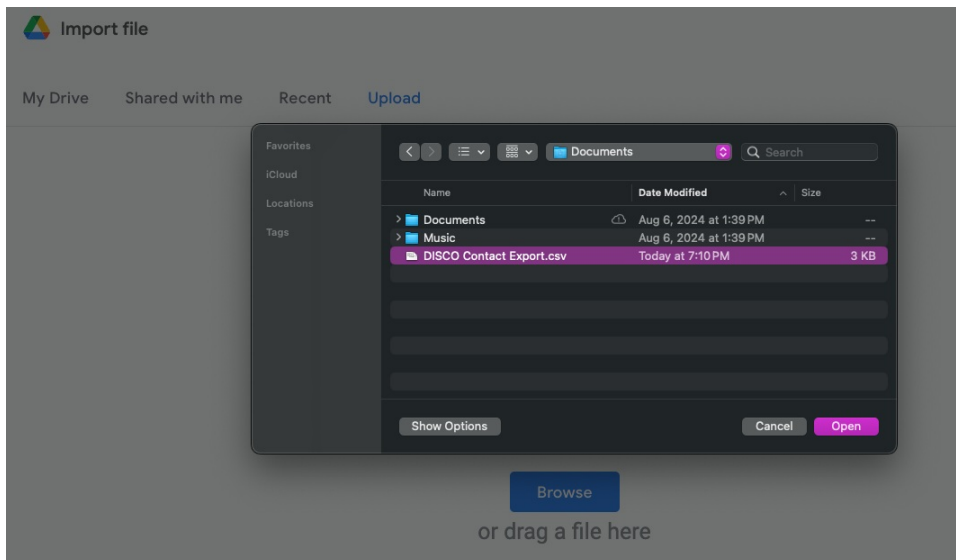
You can use any spreadsheet program for this. Below you will find instructions for a few of the most common ones: **Google Sheets**, **Excel**, and **Apple Numbers**.

Using Google Sheets

1. Open a new Google Sheet.
2. From the **File** menu, select **Import**.



3. Click the **Upload** tab and select your file generated from DISCO.



4. Click the **Import data** button. Your Contacts data should then populate the sheet.

Import file ×

File

DISCO Contact Export.csv

Import location Separator type

Replace spreadsheet Detect automatically

Convert text to numbers, dates, and formulas

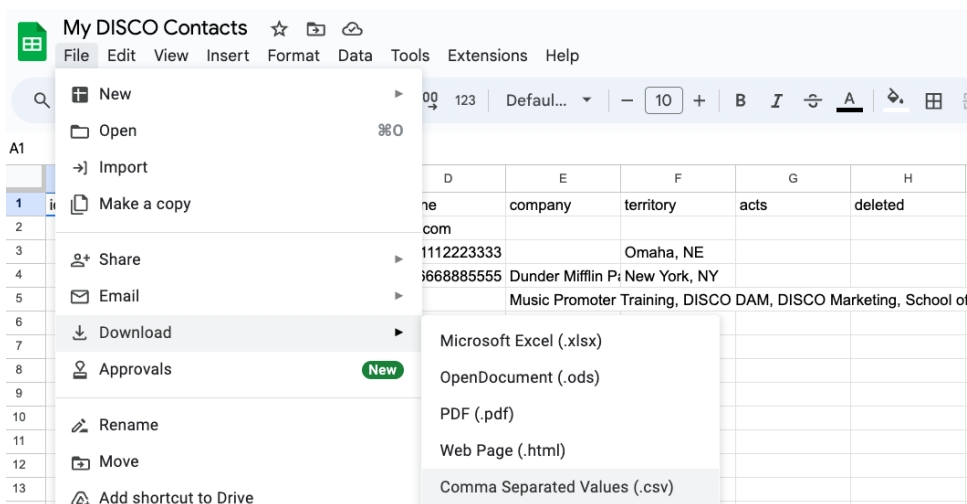
Import data
Cancel

5. Make the necessary edits to your Contacts.

Important: Email addresses **cannot** be updated when re-importing your Contacts list, as they are the key identifiers for the Contacts. Also, if there are any email addresses in your file that don't already exist in your Contacts, a new Contact will be created.

6. Prepare your file to be re-imported into your DISCO.

7. From the **File** menu, select **Download**, then select **Comma-separated values (.csv, current sheet)**.



8. When you're ready to re-import your Contacts list, [check out this article](#).

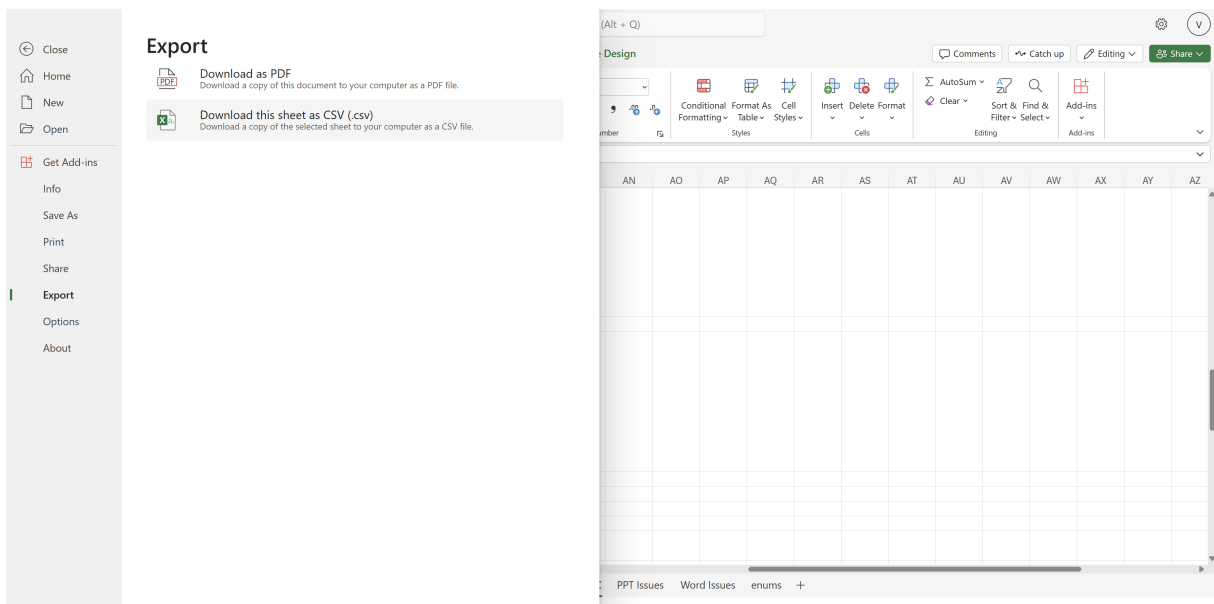
Using Microsoft Excel

1. Open a new **Excel** sheet.
2. [Import your file generated from DISCO](#). Your Contacts data should then populate the sheet.
3. Make the necessary edits to your Contacts.

Important: Email addresses **cannot** be updated when re-importing your Contacts list, as they are the key identifiers for the Contacts. Also, if there are any email addresses in your file that don't already exist in your Contacts, a new Contact will be created.

4. Prepare your file to be re-imported into your DISCO.

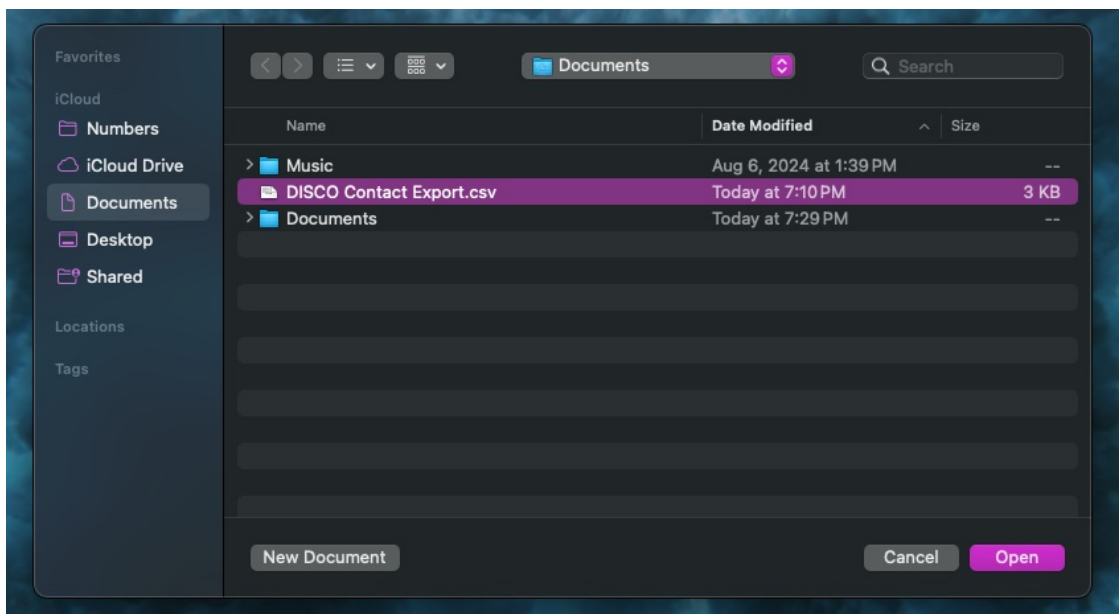
- To export, from the **File** menu, select **Export**, then select **Download this sheet as CSV (.csv)**.



- When you're ready to re-import your Contacts list, [check out this article](#).

Using Apple Numbers

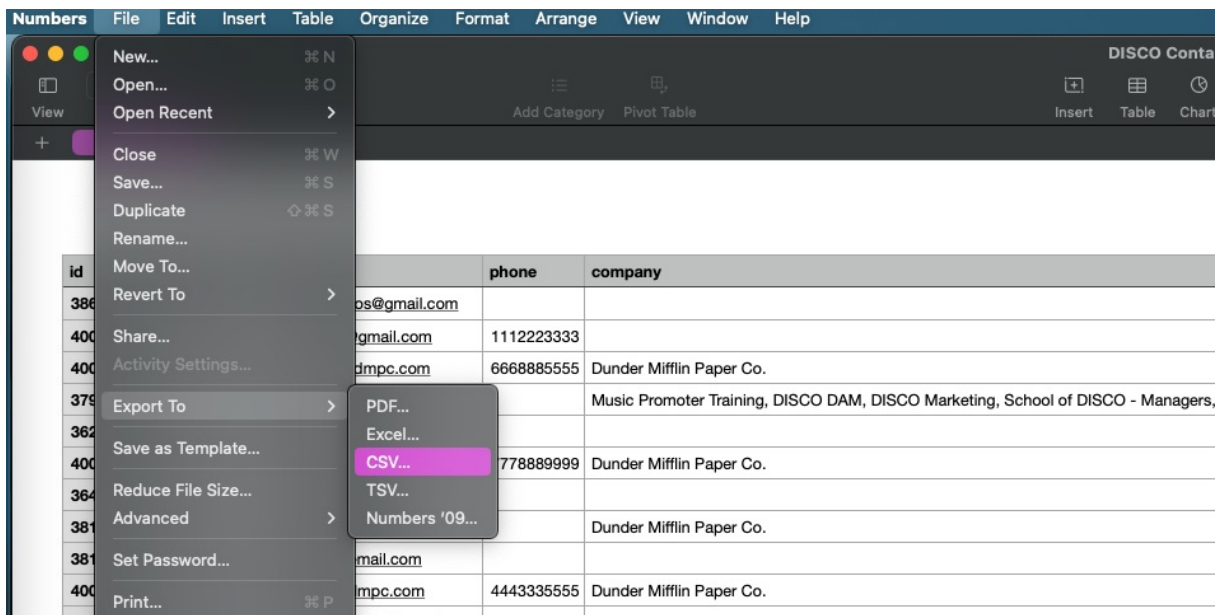
- Open the **Numbers** app.
- A Finder window will open on your desktop. Select your file generated from DISCO and click **Open**.



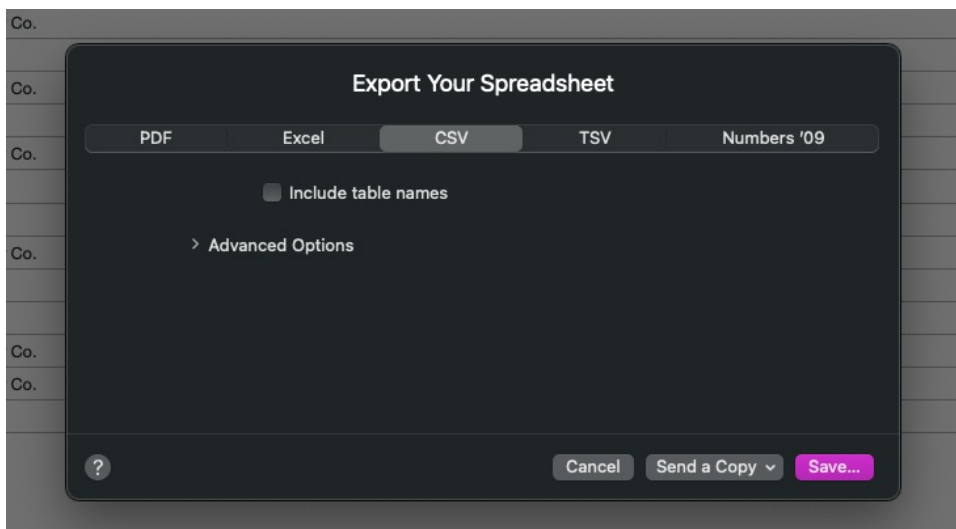
- A new sheet will open with your Contacts data populated.
- Make the necessary edits to your Contacts.

Important: Email addresses **cannot** be updated when re-importing your Contacts list, as they are the key identifiers for the Contacts. Also, if there are any email addresses in your file that don't already exist in your Contacts, a new Contact will be created.

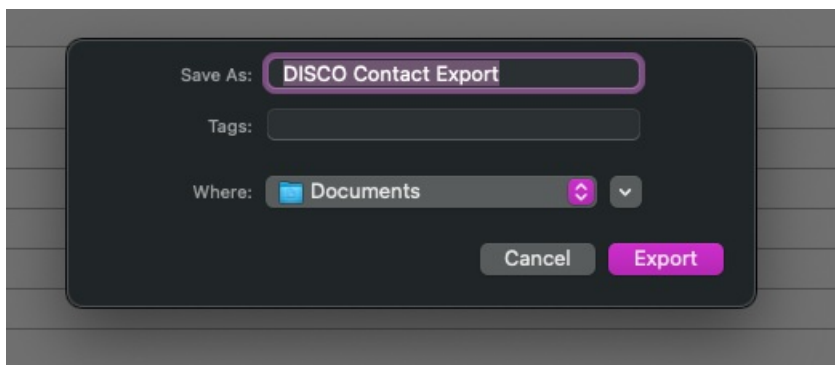
5. Prepare your file to be re-imported into your DISCO.
6. From the **File** menu, select **Export To**, then select **CSV**.



7. Click **Save**.



8. Select a destination from the **Where** dropdown and click **Export**.



9. When you're ready to re-import your Contacts list, [check out this article](#).

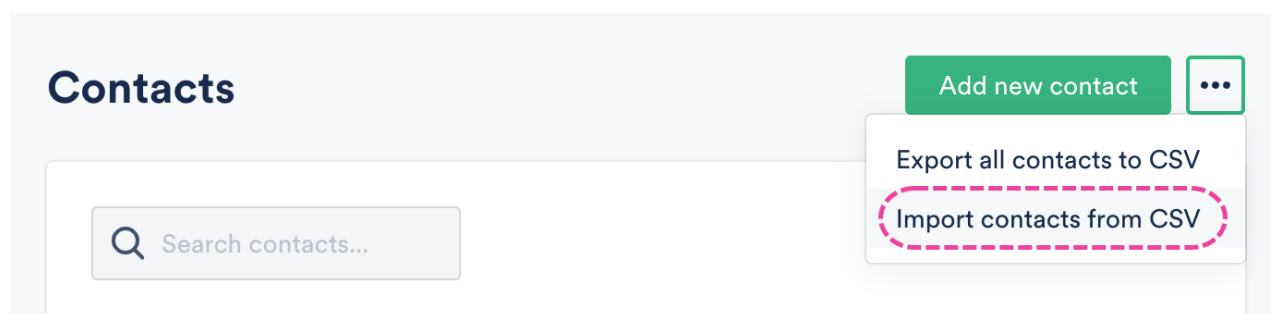
Contacts: Importing and re-importing your Contacts list via CSV

Last Modified on 10/06/2025 11:27 am PDT

You can easily add new Contacts to your DISCO via a CSV import. You can also [export your existing Contacts from your DISCO to a CSV](#), [edit them in bulk](#) using a third-party spreadsheet program, and re-import the file into your DISCO.

At a glance

The **Import** option can be found from the menu (...) on the **Contacts** page in your DISCO.



Preparing your CSV file for import

Before importing your Contacts list, ensure that your CSV file meets the following requirements:

- the file *must* be in CSV format
- there *must* be a *unique* email address for *every* Contact (*no blanks!*)
- there *must* be a *unique* name for *every* Contact (*no blanks!*)

Optional fields

These fields are optional, meaning you can choose to remove these columns from your file before the import if you prefer.

- Tags
- Company
- Phone
- Location

Best practices

- Keep the column headers the same as they appear on your Export file, with one exception:
 - Combine the First and Last Names into a single **Name** field to avoid errors when importing your contacts.
- Place the **email** column in **Column A** (you can click and drag the entire column to the left).

My DISCO Contacts ☆ 📁 🌐

File Edit View Insert Format Data Tools Extensions Help

100% | \$ % .0 .00 123 | Defaul... | - 10 + | B I

C:C | fx email

	A	B	C	D	E	F
1	id	name	email	phone	company	territory
2	3810756	Pam Beesley	pbeesley@dmpc.com		Dunder Mifflin P; Scranton, PA	
3	4002301	Toby Flenderson	tflenderson@dmpc.com	9998887777	Dunder Mifflin P; Scranton, PA	
4	4002304	David Wallace	dwallace@dmpc.com	6668885555	Dunder Mifflin P; New York, NY	
5	3810736	Michael Scott	mscott@dmpc.com		Dunder Mifflin Paper Co.	
6	4002303	Karen Filapelli	kfilapelli@dmpc.com	4443335555	Dunder Mifflin P; Utica, NY	
7	4002302	Holly Flax	hflax@dmpc.com	7778889999	Dunder Mifflin P; Nashua, NH	
8	3810755	Jim Halpert	jhalpert@dmpc.com		Dunder Mifflin P; Scranton, PA	

My DISCO Contacts ☆ 📁 🌐

File Edit View Insert Format Data Tools Extensions Help

100% | \$ % .0 .00 123 | Defaul... | - 10 + | B I

A:A | fx email

	A	B	C	D	E	F
1	email	id	name	phone	company	territory
2	pbeesley@dmpc.com	3810756	Pam Beesley		Dunder Mifflin P; Scranton, PA	
3	tflenderson@dmpc.com	4002301	Toby Flenderson	9998887777	Dunder Mifflin P; Scranton, PA	
4	dwallace@dmpc.com	4002304	David Wallace	6668885555	Dunder Mifflin P; New York, NY	
5	mscott@dmpc.com	3810736	Michael Scott		Dunder Mifflin Paper Co.	
6	kfilapelli@dmpc.com	4002303	Karen Filapelli	4443335555	Dunder Mifflin P; Utica, NY	
7	hflax@dmpc.com	4002302	Holly Flax	7778889999	Dunder Mifflin P; Nashua, NH	
8	jhalpert@dmpc.com	3810755	Jim Halpert		Dunder Mifflin P; Scranton, PA	

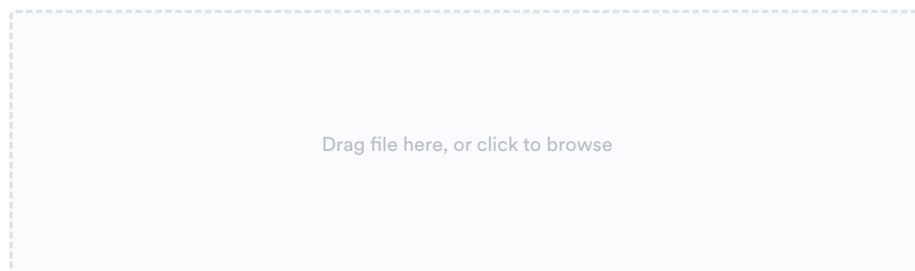
Importing your CSV file

1. In your DISCO, on the left sidebar, select **Contacts**.
2. In the top-right corner of the Contacts page, open the menu (...), and select **Import contacts from CSV**.
3. Drag the file into the box or click to browse your computer.

Import contacts from CSV

Upload your contacts from a .csv file. In the next step, we'll map the columns in your spreadsheet to the fields we support: Name, email, phone number, company, territory, and type.

Note: Every contact must have a name and a unique email.



Cancel

Next

4. Click the **Next** button.

5. Map each Column from your spreadsheet to a DISCO Contact field using the drop-downs.

Map the fields from your spreadsheet to the fields DISCO's Contacts feature supports: name, email, etc.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
email Which column should we map this to? Email	name Which column should we map this to? Name	phone Which column should we map this to? Phone	company Which column should we map this to? Company/Organization	territory Which column should we map this to? Location	tags Which column should we map this to? Tags
pbeesley@dmpc.com tflenderson@dmpc.com dwallace@dmpc.com	Pam Beesley Toby Flenderson David Wallace	- 9998887777 6668885555	Dunder Mifflin Paper Co. Dunder Mifflin Paper Co. Dunder Mifflin Paper Co.	Scranton, PA Scranton, PA New York, NY	Artist Supervisor Supervisor

6. Click the **Import** button.

Errors when importing

Specific error messages

This **Import failed** message will appear if you are missing any required information, such as a **Name** or **Email**.

Import failed. Please correct the following errors in your .csv file:

- Row #11(, , , , ,): Name is invalid: This field may not be blank.
- Row #16(, , , , ,): Email is invalid: This field may not be blank.

Other issues

If you encounter any other issues during the import process, we suggest importing your Contacts in smaller chunks. The exact number of Contacts you can import at once varies (based on DISCO's peak usage times*); but as a general rule, we recommend importing up to 1K contacts at a time to bypass any delays.

**You may encounter this message during peak times: This import will take us a little time to process. If the contacts don't show up in 10 minutes, please contact us. If you see this, you will not see any errors associated with your import.*

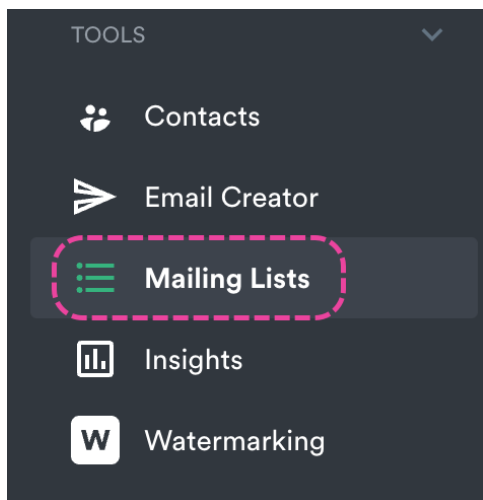
Mailing Lists: Intro

Last Modified on 09/15/2025 4:56 pm PDT

Why does DISCO have Mailing Lists?

We offer **Mailing Lists** as a way to organize your **DISCO Contacts** and choose recipients for email campaigns in our **Email Creator** tool.

Mailing Lists can be managed manually or via a CSV file.

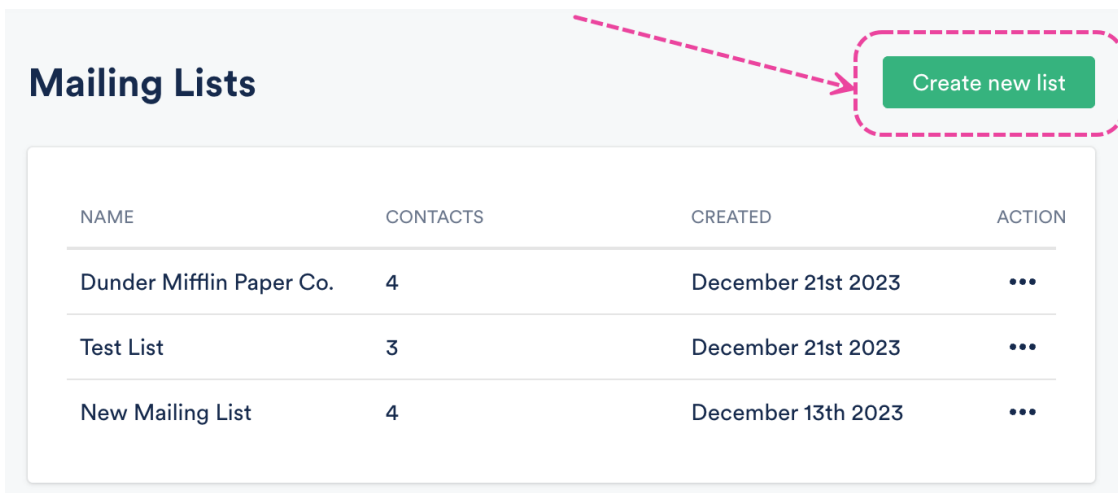


Mailing Lists: Creating and adding Contacts to Mailing Lists

Last Modified on 08/27/2025 10:17 am PDT

Creating a new Mailing List

1. On the left sidebar of your DISCO, under **Tools**, select **Mailing Lists**.
2. In the top-right corner, click the **Create new list** button.



NAME	CONTACTS	CREATED	ACTION
Dunder Mifflin Paper Co.	4	December 21st 2023	...
Test List	3	December 21st 2023	...
New Mailing List	4	December 13th 2023	...

3. In the **Create Mailing List** window, add a **Mailing list name**. The **Sender display name**, **Sender from address**, and **Business address** will be pre-filled from what appears in your account settings, but you can edit these.

Create Mailing List

Mailing list name *

Sender display name ⓘ

Sender from address ⓘ

Business address ⓘ

Cancel

Save

Note: The **Business address** is required for anti-spam laws.

4. Click the **Save** button.
5. Next, you'll need to [add Contacts to your Mailing List](#).

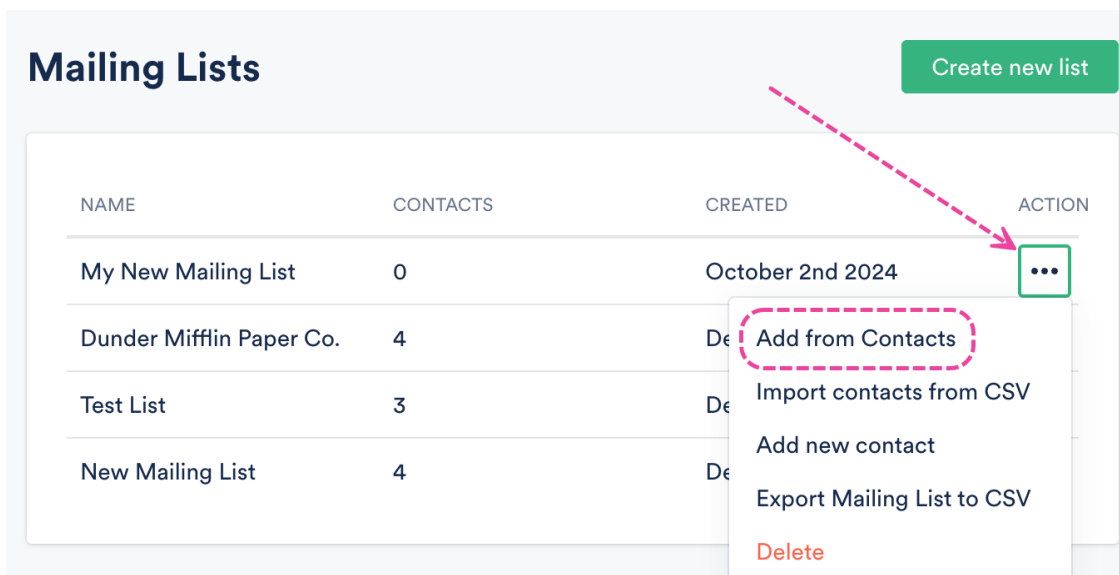
Adding Contacts to Mailing Lists

There are a few ways to do this:

- [adding existing DISCO Contacts](#)
- [adding new DISCO Contacts](#)
- [importing Contacts from a CSV](#)

Adding existing DISCO Contacts to a Mailing List

1. From the **Mailing Lists** page, open the **Action menu** (...) to the right of the Mailing List and select **Add from Contacts**.



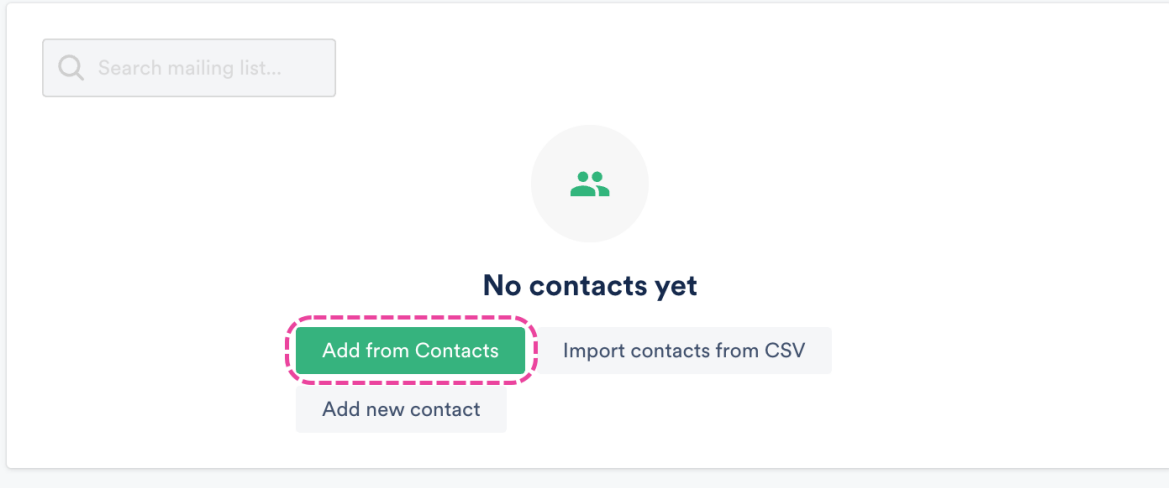
The screenshot shows the 'Mailing Lists' interface. At the top right, there is a green button labeled 'Create new list'. Below it is a table with the following data:

NAME	CONTACTS	CREATED	ACTION
My New Mailing List	0	October 2nd 2024	⋮
Dunder Mifflin Paper Co.	4	De	⋮
Test List	3	De	⋮
New Mailing List	4	De	⋮

The action menu for 'My New Mailing List' is open, showing the following options: 'Add from Contacts' (highlighted with a red dashed circle), 'Import contacts from CSV', 'Add new contact', 'Export Mailing List to CSV', and 'Delete' (in red text). A red dashed arrow points from the 'Create new list' button to the action menu.

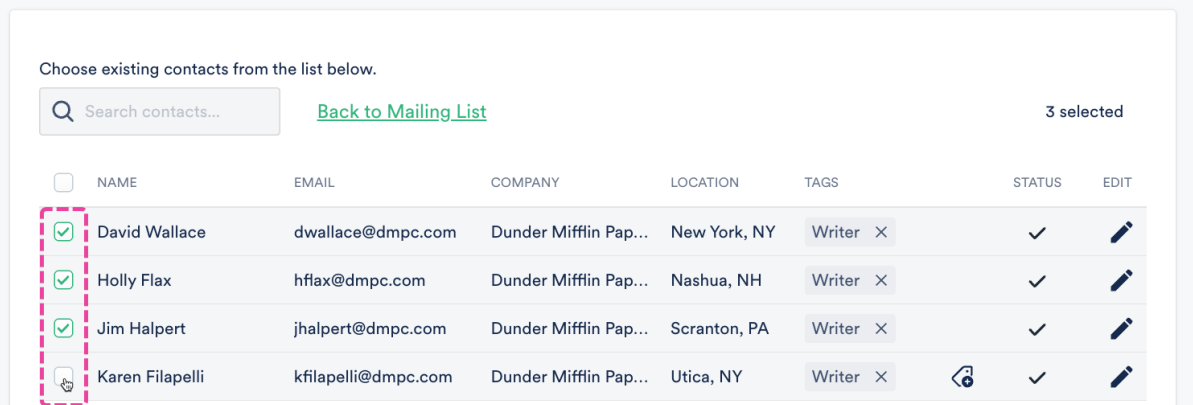
Alternatively, from the **Mailing Lists** page, click on the name of the Mailing List to open it, and click the **Add from Contacts** button.

My New Mailing List



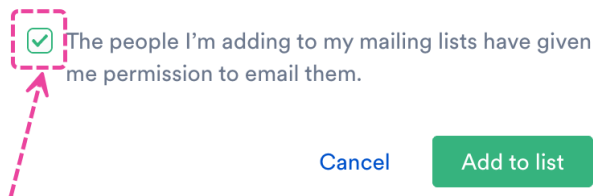
2. Hover your cursor to the left of the Contact **Name(s)** and check the box(es) for each Contact you'd like to add. Then click the **Add to list** button in the top-right.

My New Mailing List



3. In the **Confirm opt-in** window, check the box to confirm you have permission to email these Contacts (*required*). Then click the **Add to list** button.

Confirm opt-in



Adding new Contacts to a Mailing List

1. From the **Mailing Lists** page, open the **Action menu** (⋮) to the right of the Mailing List and select **Add new Contact**.

Mailing Lists

Create new list

NAME	CONTACTS	CREATED	ACTION
My New Mailing List	0	October 2nd 2024	⋮
Dunder Mifflin Paper Co.	4	De	Add from Contacts
Test List	3	De	Import contacts from CSV
New Mailing List	4	De	Add new contact
			Export Mailing List to CSV
			Delete

Alternatively, from the **Mailing Lists** page, click on the name of the Mailing List to open it, and click the **Add new Contact** button.

My New Mailing List

Search mailing list...

No contacts yet

Add from Contacts Import contacts from CSV

Add new contact

- Follow the process outlined in this section of this article (in steps 3-5) to add a new Contact.
- From your new Mailing list page, click the **Add from Contacts** button.

My New Mailing List

Add from Contacts

Search mailing list...

	NAME	EMAIL	COMPANY	LOCATION	TAGS	STATUS	EDIT
DW	David Wallace	dwallace@dmpc.com	Dunder Mifflin Pap...	New York, NY	Writer X	✓	✎
HF	Holly Flax	hflax@dmpc.com	Dunder Mifflin Pap...	Nashua, NH	Writer X	✓	✎
JH	Jim Halpert	jhalpert@dmpc.com	Dunder Mifflin Pap...	Scranton, PA	Writer X	✓	✎

- From the previous section in this article, follow steps 2-3 above to add an existing Contact to your Mailing List.

Mailing Lists: Importing Mailing Lists into your DISCO

Last Modified on 09/15/2025 4:56 pm PDT

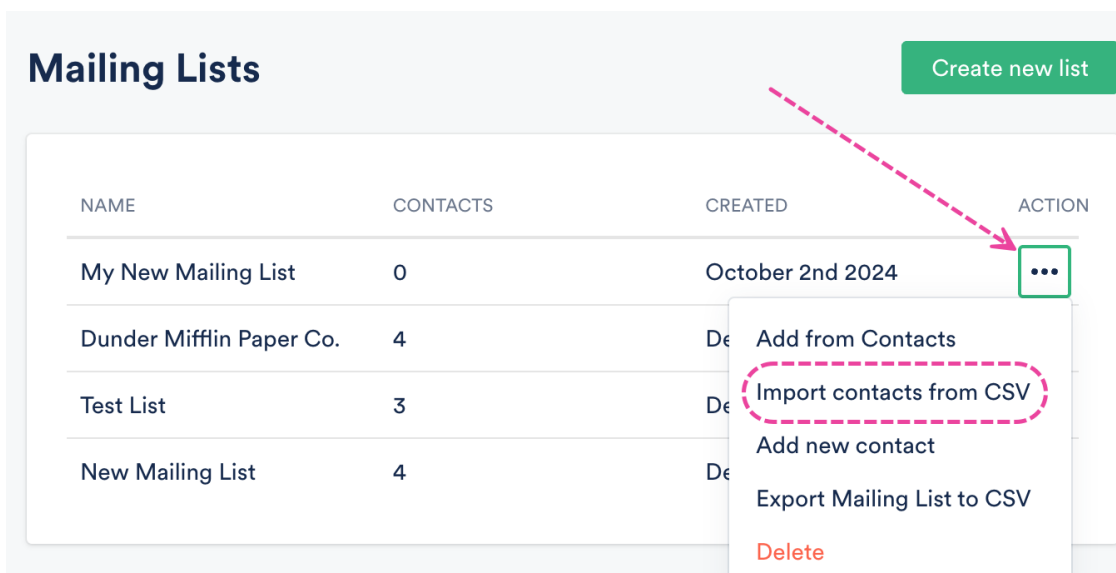
Importing a Mailing List into DISCO

To do this, you'll need an existing spreadsheet in CSV format of all your contacts for your Mailing List. You can either create a new CSV outside of DISCO (using Excel, Google Sheets, etc.) and manually add Contacts to it, or you may be able to export one from another mailing service or your own database.

Once you have a CSV file, [review this section of this article](#) to ensure your CSV has all of the required columns and information for import.

Once you've confirmed your file is ready for import, follow these steps:

1. From the **Mailing Lists** page, open the **Action menu (…)** to the right of the Mailing List and select **Import contacts from CSV**.



The screenshot shows the 'Mailing Lists' interface. At the top right, there is a green button labeled 'Create new list'. Below it is a table with the following data:

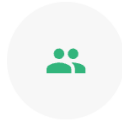
NAME	CONTACTS	CREATED	ACTION
My New Mailing List	0	October 2nd 2024	⋮
Dunder Mifflin Paper Co.	4	De	Add from Contacts
Test List	3	De	Import contacts from CSV
New Mailing List	4	De	Add new contact

The dropdown menu for the 'My New Mailing List' row is open, showing options: 'Add from Contacts', 'Import contacts from CSV' (highlighted with a red dashed circle), 'Add new contact', 'Export Mailing List to CSV', and 'Delete'.

Alternatively, from the **Mailing Lists** page, click on the name of the Mailing List to open it, and click the **Import contacts from CSV** button.

My New Mailing List

Search mailing list...



No contacts yet

Add from Contacts

Import contacts from CSV

Add new contact

2. Follow the process outlined in [this section of this article \(steps 3-6\)](#) to import your Mailing List.
3. Once your Contacts have been successfully imported, click the **Close** button.



Success!

Your contacts have been imported

Close

4. Select your existing mailing list from the drop-down and click the **OK** button.

Select an existing mailing list

Select list

or

Create a new mailing list

Enter list name

Cancel

OK

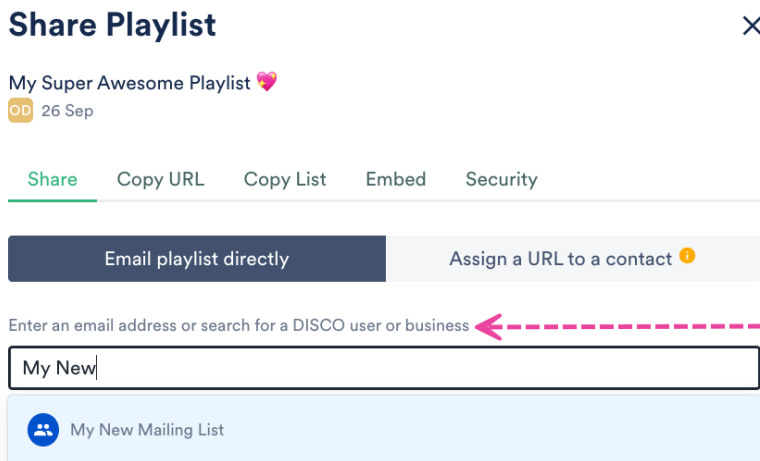
Mailing Lists: Sharing content to a Mailing List

Last Modified on 09/15/2025 4:56 pm PDT

Sharing content to a Mailing List

You can either:

- Create an email campaign in the [Email Creator](#) and select the Mailing List as a recipient, or
- Share to your Mailing List from the **Share Playlist** menu by searching for the Mailing List:



The screenshot shows a 'Share Playlist' dialog box with a close button (X) in the top right corner. The playlist name is 'My Super Awesome Playlist' with a heart icon and a date '26 Sep'. Below the name are tabs for 'Share', 'Copy URL', 'Copy List', 'Embed', and 'Security'. There are two main buttons: 'Email playlist directly' (dark blue) and 'Assign a URL to a contact' (light grey with an info icon). Below these buttons is a text input field with the placeholder 'Enter an email address or search for a DISCO user or business'. A pink dashed arrow points from the right side of this field to the left. The input field contains the text 'My New'. Below the input field is a search result card for 'My New Mailing List' with a group icon.

Email Creator: Intro

Last Modified on 09/05/2025 11:18 am PDT

With the **DISCO Email Creator**, you can send emails and share music with your **DISCO Contacts** and **Mailing Lists** of any size, much like you would with tools like Mailchimp, Campaign Monitor, or Constant Contact.

Why should I use DISCO's Email Creator instead of Mailchimp or another product?

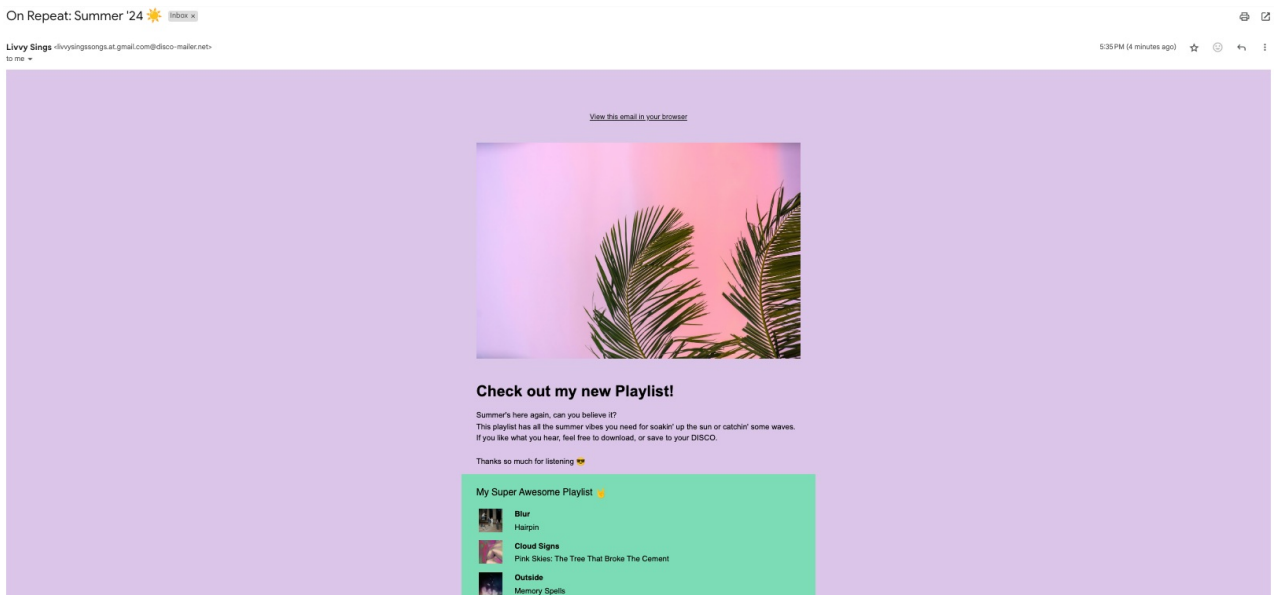
The advantage of using DISCO's Email Creator to email people and share music is that DISCO offers an extra level of stats that other services don't. With DISCO, you can see exactly how each recipient interacted with the music and files you send, including which tracks they streamed and downloaded.

Email Creator: Creating and sending emails

Last Modified on 09/15/2025 4:55 pm PDT

At a glance

In just a few steps, you can build a great-looking email with *no coding required!*



Creating a new email

Tip: Before getting started, we recommend *importing an existing mailing list* if you have one.

1. On the left sidebar of your DISCO, under **Tools**, select **Email Creator**.
2. In the upper-right corner of the **Email Creator** page, click the **New email** button.
3. Enter an **Email name** (this is just for internal reference; you'll add a Subject Line and other details later on) and click the **Begin** button.
4. Follow [the step-by-step guide in the Building and sending](#) section of this article to build and send your email.

Duplicating an existing email

On the **Email Creator** page, open the **Actions** menu (⋮) to the right of the email and select **Duplicate**.

NAME	SENT ON	RECIPIENTS	STATS	ACTIONS
▶ Summer Playlist	June 13, 2024	2		
▶ Summer Playlist	June 13, 2024	1		
▶ Summer Playlist	June 13, 2024	1		

Step-by-step: Building and sending emails

Step 01: Choose Recipients

1. Choose a **filter**.

- In a moment we will add **rules**, but first, use the radio buttons under the **Users who match** filter to select an option to govern how the rules will work.

Users who match

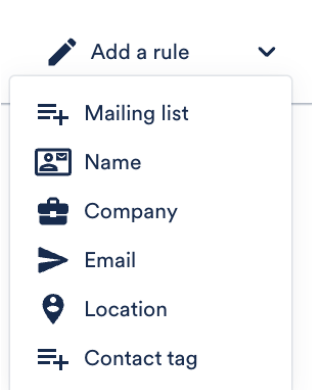
All these rules

Any of these rules

- **All these rules** - means that regardless of how many rules you add, *recipients must satisfy all of them* to receive the email.
- **Any of these rules** - means that regardless of how many rules you add, *recipients can satisfy any of them* to receive the email.

2. Add **rules**.

- Select from the pre-set **rules** in the **Add a rule** drop-down to identify which recipient(s) the email should be sent to.



- **Mailing list** - allows you to select from a drop-down. Appears by default, click the **X** to remove if needed.
- **Name, Company, Email, Location** - allows you to type a partial or full value, and filter by **is**, **is not**, **contains**, or **does not contain**.
- **Contact tag** - allows you to type a partial or full value, and filter by **is**, or **is not**.
- Each rule supports a *single* value. You can add multiple *different* rules or multiples of the *same* rule.

3. Click the **Next** button.

Example:

We used the **All these rules** filter and added a **Company** and a **Contact tag** rule to send this email to contacts who *both* work at **Dunder Mifflin Paper Co.** *and* have a **Supervisor** tag.

Users who match

All these rules

Any of these rules

Company ✕

is

is not

contains

does not contain


Dunder Mifflin Paper Co

Contact tag ✕



is

is not

Supervisor ▼

 Add a rule ▼

Sending to 2 of your contacts

	NAME	EMAIL	COMPANY	LOCATION
	Michael Scott	msscott@dmpe.com	Dunder Mifflin Pa...	
	Toby Flenderson	tflenderson@dmp...	Dunder Mifflin Pa...	Scranton, PA

Step 02: Email Details

Note: If you added a Mailing list rule in the previous step, some of this information may be pre-filled, but you can overwrite it if needed.

1. Fill in the fields:

- **Email name** - for internal reference.
- **Email subject** - the subject line that your contacts will see.
- **Sender from address*** - the email address that any replies will be sent to.

**Emails will show as partly from the email address you input in this field, but the domain will be @disco-mailer.net. Example:*

Livvy Sings <livvysingsongs.at.gmail.com@disco-mailer.net>
to me ▼

If you would like to [send emails from your own domain](#), additional setup is required.

- **Sender display name** - the name the email will show as coming from.
- **Business address** - your physical business location (*required per anti-spam laws*).

2. Click the **Next** button.

Example:

01 Choose Recipients
 02 Email Details
 03 Choose Template
 04 Edit Content
 05 Confirm and Send

Email name: Summer Playlist
 Email subject: On Repeat: Summer '24 🌟

Sender from address: livvysingsongs@gmail.com
 Sender display name: Livvy Sings

Business address (updated!):
 Livvy Sings Songs
 123 Park Street
 Boston, MA 02108

Step 03: Choose Template

Note: If you're duplicating an email, this step will be skipped.

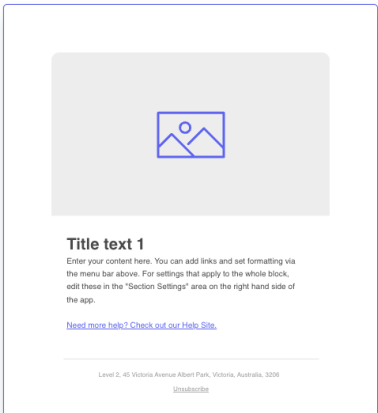
1. Choose either a **1 Column** or **2 Column** email template. In the next step, you can customize the content.
2. Click the **Next** button.

Example:

01 Choose Recipients
 02 Email Details
 03 Choose Template
 04 Edit Content
 05 Confirm and Send

Select a template
 Select a template here to get started. In the next step, you can customise the content, look and feel of your email.

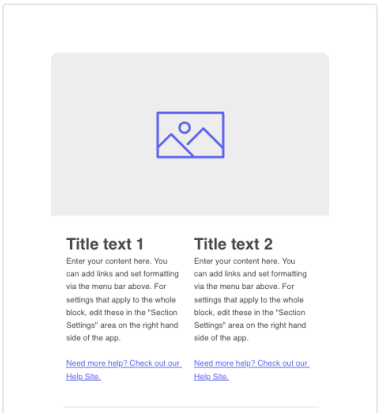
1 Column



Title text 1
 Enter your content here. You can add links and set formatting via the menu bar above. For settings that apply to the whole block, edit these in the "Section Settings" area on the right hand side of the app.
[Need more help? Check out our Help Site.](#)

Level 2, 45 Victoria Avenue Albert Park, Victoria, Australia, 3206
[unsubscribe](#)

2 Column



Title text 1
 Enter your content here. You can add links and set formatting via the menu bar above. For settings that apply to the whole block, edit these in the "Section Settings" area on the right hand side of the app.
[Need more help? Check out our Help Site.](#)

Title text 2
 Enter your content here. You can add links and set formatting via the menu bar above. For settings that apply to the whole block, edit these in the "Section Settings" area on the right hand side of the app.
[Need more help? Check out our Help Site.](#)

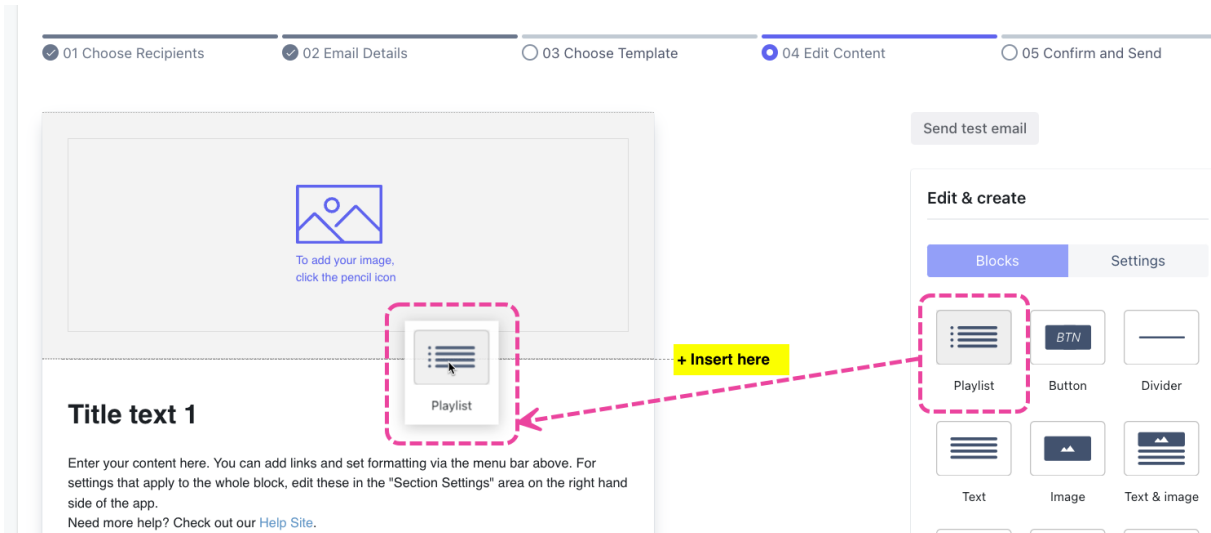
Step 04: Edit Content

Tip: To go back to a previous step, click on the name of the step.

01 Choose Recipients
 02 Email Details
 03 Choose Template

1. Under **Edit & create**, from the **Blocks** tab, drag and drop content blocks into your template.

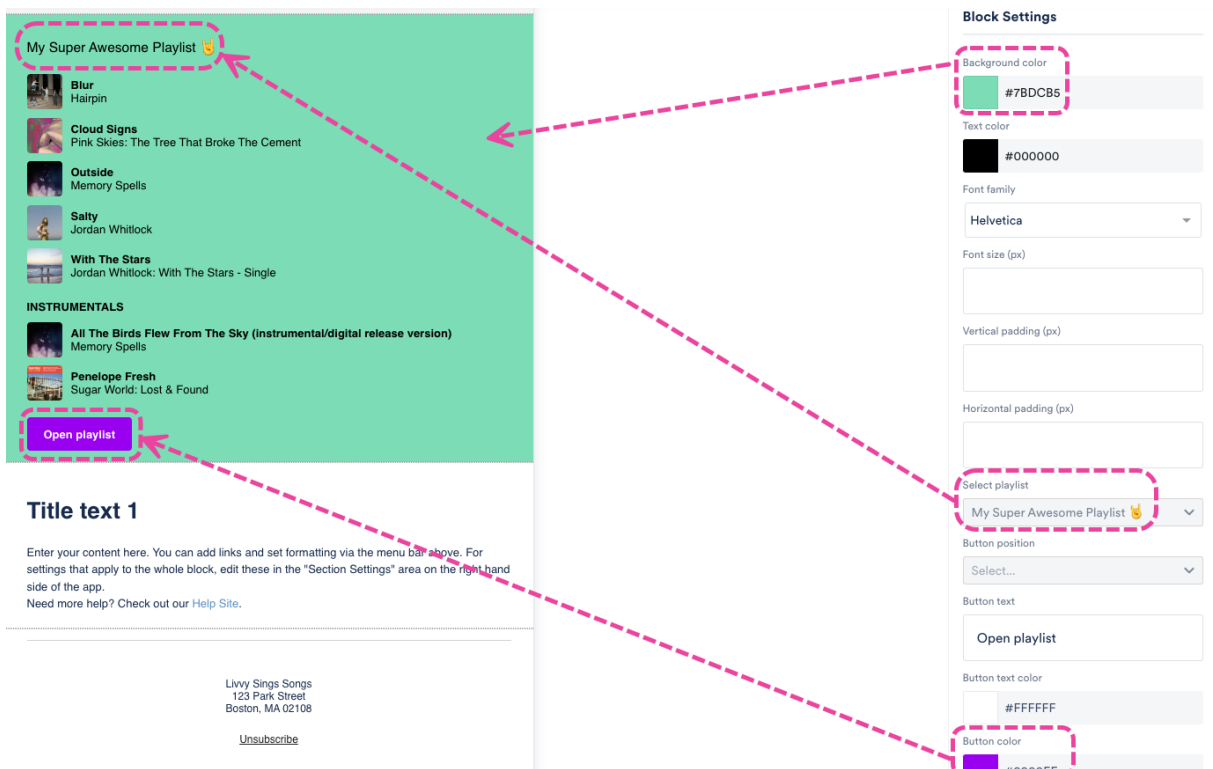
A yellow **+ Insert here** tab will appear when you hover over a spot where it can be dropped.



2. To edit the content, or duplicate or delete the block, hover over the block.



3. The edit pencil will open the **Block Settings**. Here you can customize the block however you like, and you will see the changes reflected in real time. Be sure to click the **Save and Close** button.

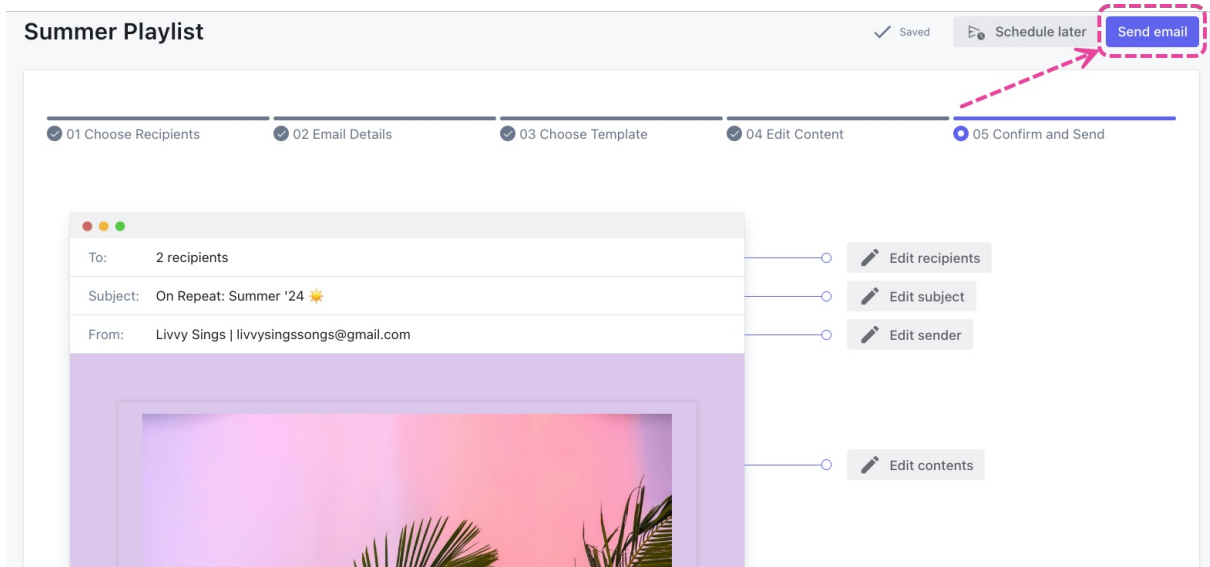


4. Under **Edit & create**, from the **Settings** tab, you can edit settings for the entire email (e.g. background color, font, etc).
5. Click the **Next** button.

Step 05: Confirm and Send

*Tip: Before sending, you can **Send a test email** from **Step 04**.*

1. Verify that all information is correct, and the email looks the way you want.
2. To send the email right away, click the **Send email** button. A confirmation message will appear, and if you're ready, you can click **Send**. [To schedule the email](#), click **Schedule later**.



3. You're done! ☐

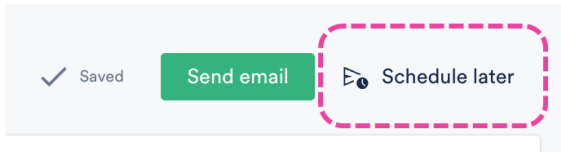
Email Creator: Scheduling emails

Last Modified on 08/27/2025 9:52 am PDT

Scheduling emails is a great way to reach your audience at a time or date that suits them best. It also increases your chance of landing at the top of their inbox ☐

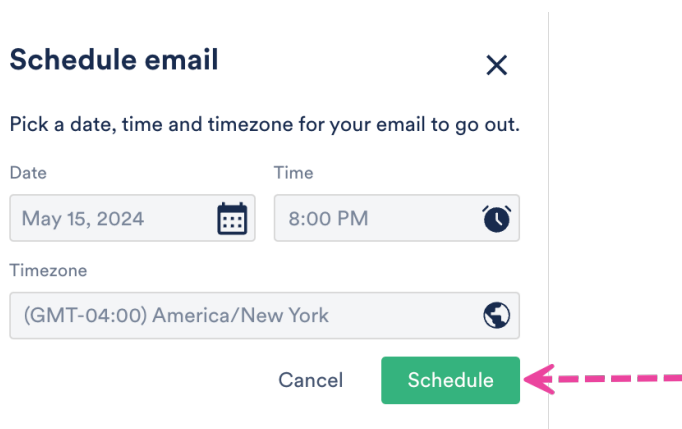
At a glance

You can use the **Schedule later** option in the **DISCO Email Creator** to send your email campaigns at a specific date and time!



Scheduling an email


1. On the left sidebar of your DISCO, under **Tools**, select **Email Creator**.
2. Select **New Email**, or open a **Draft** email.
3. Complete the on-screen steps to [build your email and add content](#).
4. On the final step (**05 Confirm and Send**), click **Schedule later**.
5. Choose a **Date**, **Time**, and **Timezone**. Then click the **Schedule** button.


A screenshot of the 'Schedule email' dialog box. The title is 'Schedule email' with a close 'X' button. Below the title is the instruction 'Pick a date, time and timezone for your email to go out.' There are three input fields: 'Date' with 'May 15, 2024' and a calendar icon, 'Time' with '8:00 PM' and a clock icon, and 'Timezone' with '(GMT-04:00) America/New York' and a globe icon. At the bottom are 'Cancel' and 'Schedule' buttons. A dashed pink arrow points to the 'Schedule' button.


6. A confirmation message will appear in the bottom left corner of your DISCO to confirm the scheduling was completed.
7. The email will move to the **Scheduled** list on the **Email Creator** page until it is sent.

Viewing scheduled emails

You can view a list of your scheduled emails from the Email Creator page, under **Scheduled**.

Draft	
NAME	LAST EDITED
 Draft Email	May 15, 2024

Scheduled	
NAME	SCHEDULED FOR
 Scheduled Email	May 15, 2024 at 08:00 PM (GMT-04:00)

Sent	
NAME	SENT ON
 Sent Email	May 15, 2024

To view the email content, click on the **Name** of the email.

Editing scheduled emails

Note: Editing a scheduled email will cancel the scheduling. After editing, you can choose to reschedule the email.

1. From the **Email Creator** page, under **Scheduled**, click on the **Name** of the email.
2. The final step (**05 Confirm and Send**) will be pre-selected. Click on the step you would like to edit.
3. A warning message will appear. Click the **Let me edit** button.

This email is already scheduled

Editing the email will cancel the scheduling. Please make sure to re-schedule when you are done.

Cancel

Let me edit



4. A confirmation message will appear in the bottom left corner of your DISCO to confirm the scheduling was cancelled.
5. Make the desired edits, and click the **Next** button until you get to the final step.
6. Click **Schedule later** and follow the on-screen instructions to schedule the email once more.

Cancelling scheduled emails

1. From the **Email Creator** page, open the **Actions** menu (...) to the right of the scheduled

email.

2. Select **Cancel Schedule**.
3. A message will appear asking you to confirm the cancellation. Click the **Cancel Scheduled Email** button.

Cancel scheduled email

Are you sure you want to cancel the scheduled time of June 11, 2024 at 7:30 PM (GMT-04:00) for "Scheduled Email"?

Cancel

Cancel Scheduled Email



4. A confirmation message will appear in the bottom left corner of your DISCO to confirm the scheduling was cancelled.
5. The email will move to the **Draft** list on the **Email Creator** page.

Rescheduling emails

1. From the **Email Creator** page, open the **Actions** menu (...) to the right of the scheduled email.
 2. Select **Reschedule**.
 3. Click the **Cancel Scheduled Email** button.
 4. Choose a new **Date**, **Time**, and **Timezone**. Then click the **Schedule** button.
 5. A confirmation message will appear in the bottom left corner of your DISCO to confirm the email was successfully rescheduled.
 6. The email will stay on the **Scheduled** list on the **Email Creator** page until it is sent.
-

Email Creator: Viewing email stats



Last Modified on 09/15/2025 4:55 pm PDT

Once your email is sent from Email Creator, you can view in-depth stats showing how each recipient interacted with the email and its content.

Viewing email stats

To view the email stats, click on the **Name** of the email in your **Sent** list, or click the **View stats** icon under **Stats** to the right of the email.

Sent

NAME	SENT ON	RECIPIENTS	STATS	ACTIONS
 Summer Playlist	June 13, 2024	2		...

Email stats include:

- **Open Rate**
- **Click Rate**
- **Most Engaged Users** and individual breakdowns of their **Email Opens**, **Page Opens**, **Track Streams**, **Track Downloads**, and **Playlist Downloads**
- **Most Streamed Tracks**
- **Most Downloaded Tracks**
- **Playlist Downloads**
- **Total Streams**
- **Total Track Downloads**
- **Most Clicked Links**

Summer Playlist

2 recipients Subject: On Repeat: Summer '24 🌟

[Duplicate email](#)

[View summary of content](#)

OPEN RATE

2 total email opens



▲ 100% more than last campaign

CLICK RATE

3 total link clicks



▲ 100% more than last campaign

MOST ENGAGED USERS

USER	EMAIL OPENS	PAGE OPENS	TRACK STREAMS	TRACK DOWNLOADS	PLAYLIST DOWNLOADS
Livvy Sings	1	2	6	6	1
Olivia	1	1	2	4	1

[View all](#)

MOST STREAMED TRACKS

- Salty**
Jordan Whitlock 4
- Outside**
Memory Spells 3
- Blur**
Hairpin 1

MOST DOWNLOADED TRACKS

- Salty**
Jordan Whitlock 6
- Outside**
Memory Spells 3
- Blur**
Hairpin 1

PLAYLIST DOWNLOADS

2



TOTAL STREAMS

8



TOTAL TRACK DOWNLOADS

10



MOST CLICKED LINKS

- [My Super Awesome Playlist 🍷](#) 3

Email Creator: Sending emails from your own email domain

Last Modified on 08/27/2025 10:12 am PDT

By default, when using the Email Creator, emails are sent from the [@disco-mailer.net](#) domain. However, if preferred, it is possible to change the sender email to your own custom domain.

At a glance

If you'd like to have the emails you send out from Email Creator be sent from a different email address (using your own custom domain, e.g. [@yourbusiness.com](#)) you will need to give our mail servers permission to use your email address by setting up **custom domain authentication**. This process can also help if you find that your emails are frequently delivered to your recipients' spam folders, or they are not being delivered at all.

Note: This process is quite technical and requires that you have access to your DNS (Domain Name Service) provider's control panel. Your DNS provider may be your webhost or it may be a third party.

If you're unsure, we suggest reaching out to your webhost directly. If you don't have access to your DNS provider's control panel or you're not sure if you have access, contact your webmaster or a member of your IT team.

If you have any questions about this process, don't hesitate to contact our Support team.

Step-by-step: Authenticating your custom domain

Step 1: Adding CNAME Records

The process for adding CNAME records varies depending on which DNS provider you use. We suggest checking your DNS provider's documentation or contacting their support team for specific instructions. You can also find links to the relevant documentation for a few common DNS providers at the bottom of this page.

1. Log into your DNS provider's control panel.
2. Locate the area of where you update DNS records. The name of the area varies by provider; it may be called DNS Manager, Zone Editor, Domain Manager, or something similar.
3. Add the following CNAME records, replacing YOUR-DOMAIN.COM with your own actual domain:

CNAME host record	destination
s1._domainkey.YOUR-DOMAIN.COM	s1.domainkey.u5958710.wl211.sendgrid.net

CNAME host record	destination
s2._domainkey. YOUR- DOMAIN.COM	s2.domainkey.u5958710.wl211.sendgrid.net
dsc-mailer. YOUR- DOMAIN.COM	u5958710.wl211.sendgrid.net

Important: Some services, such as GoDaddy, automatically append your domain at the end of any host records you add. For example, if you were to enter "s1._domainkey.cooltunes.com", it would result in a CNAME host record of "s1._domainkey.cooltunes.com.cooltunes.com".

Look at existing host records on your control panel. If they don't include your domain URL, then you only need to enter everything to the left of ".YOUR-DOMAIN.COM" (e.g., "s1._domainkey" instead of "s1._domainkey.cooltunes.com").

Note for Cloudflare users: When adding CNAME records, make sure that you turn off the "Cloudflare Proxy" setting for the CNAME records that you're adding. Refer to their documentation for more information.

Step 2: Verifying CNAME Records

Once you've added your CNAME records, it can take up to 8 hours for the new records to propagate (or take effect), though most often they propagate in less than an hour. Unfortunately, there is no way to speed up this process and nothing can be done on our end until it has been completed.

You can confirm that your new records have propagated using [this](#) tool:

1. In the **Domain** field, enter `s1._domainkey.YOUR-DOMAIN.com` (replacing **YOUR-DOMAIN** with your actual domain). *You do not need to change the other fields.*
2. Click the **Look it up** button.
3. If the **ANSWER** section includes the text `s1.domainkey.u5958710.wl211.sendgrid.net.` then congratulations your CNAME records have propagated!

```
<<<> DiG 9 <<> @localhost s1._domainkey. ██████████.com A
(1 server found)
; global options: +cmd
; Got answer:
; -->HEADER<<- opcode: QUERY, status: NOERROR, id: 1584
; flags: qr rd ra; QUERY: 1, ANSWER: 1, AUTHORITY: 1, ADDITIONAL: 0

; QUESTION SECTION:
s1._domainkey. ██████████.com. IN      A

; ANSWER SECTION:
s1._domainkey. ██████████.com. 14290 IN CNAME    s1.domainkey.u5958710.wl211.sendgrid.net.

; AUTHORITY SECTION:
wl211.sendgrid.net.      3490  IN      SOA      aisha.ns.cloudflare.com. dns.cloudflare.com. 2036632420 10000 2400 60480

; Query time: 0 msec
; SERVER: 127.0.0.1#53(127.0.0.1)
; WHEN: Tue Mar  2 04:21:53 2021
; MSG SIZE rcvd: 160
```

Step 3: Contact DISCO Support

Once you've verified that your CNAME records have propagated, [contact our Support team](#) so that we can take the final steps in setting up your DISCO to send emails using your own domain.

You can also reach out if you have any questions along the way, we are always happy to help! 😊

DNS Provider-Specific Documentation

Here is a list of documentation on adding DNS records for a few of the more popular DNS providers:

- [CloudFlare](#)
 - [HostGator](#)
 - [Amazon Web Services](#)
 - [Namecheap](#)
 - [Dreamhost](#)
 - [GoDaddy](#)
 - [Google Domains](#)
 - [Hover](#)
 - [Squarespace](#)
-

Email Creator: FAQ

Last Modified on 09/05/2025 10:30 am PDT

Q: Why do I sometimes not get Out of Office replies when I send an Email Creator campaign?

The lack of delivery of bounce-back or auto-reply emails, such as an out-of-office message, is a limitation of the email service provider. DISCO doesn't filter these out, but email providers frequently don't send these replies to mass email campaigns.

Q: What happens after an email is scheduled?

Immediately after scheduling, you will see a confirmation message in the bottom left corner of your DISCO, and the email will move to the **Scheduled** list on the **Email Creator** page.

If the email was scheduled to be sent *within 24 hours or more*, you will receive an email reminder from support@disco.ac letting you know the email will be sent in the next 24 hours.

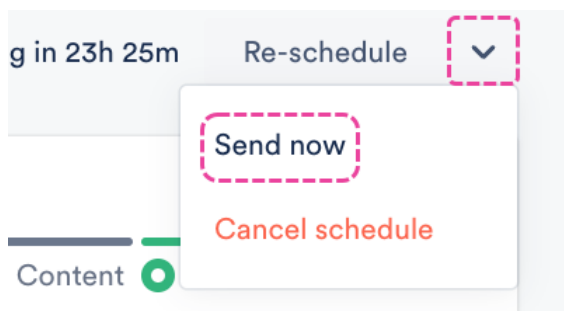
Q: Will I receive confirmation that a scheduled email was sent successfully?

Yes, you will receive an email confirmation from support@disco.ac, and the email will move to the **Sent** list on the **Email Creator** page.

Q: What if I change my mind about a scheduled email and want to send it right away instead?

You can bypass scheduling and send the email right away:

1. From the **Email Creator** page, click on the **Name** of the scheduled email.
2. On the final step (**05 Confirm and Send**), click the arrow to the right of the **Re-schedule** option.
3. Click **Send now**.



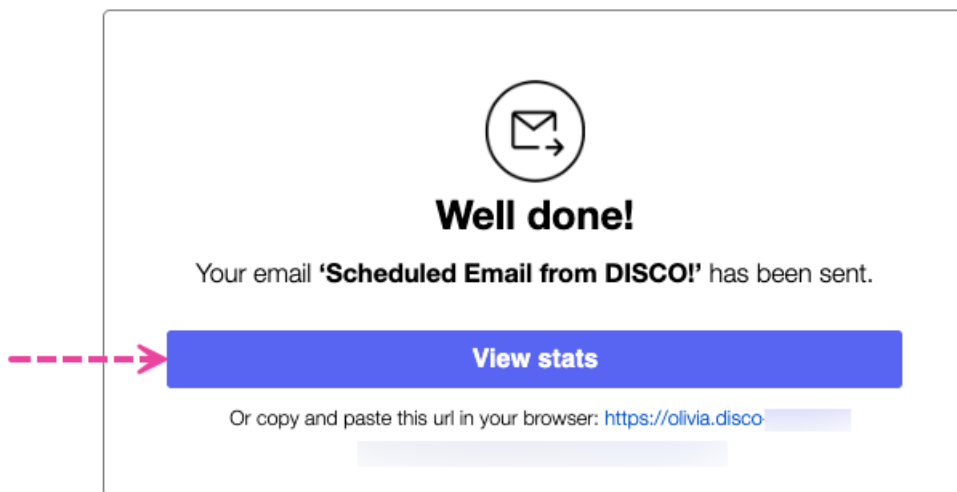
Q: Can I edit the content of a scheduled email?

Yes, the content can be edited, but the scheduling will be *cancelled*, and you will have to *reschedule* it after editing.

Q: Can I see stats on a scheduled email?

Yes, stats are available on scheduled emails after they are sent. You will receive an email confirmation from support@disco.ac with a purple button and a link to access the email stats:

DISCO



DISCO

Q: Why is the default domain @disco-mailer.net when I send an Email Creator campaign?

This has to do with email authentication. Every time an email is sent, the recipient's email server attempts to authenticate the sender's message before passing it along to the recipient's inbox. If the sender's message fails authentication, the server may send it to spam or not deliver it at all.

Authentication failure is often caused by a discrepancy between the sender's email domain (in our case @disco-mailer.net) and the domain of the email address entered in the "From" field. This is called domain authentication failure.

To avoid domain authentication failure, we send emails from the @disco-mailer.net domain rather than your actual email address. This is because if we were to use your actual email address without permission, it is very unlikely that your emails would be delivered to the recipients.

Q: When adding CNAME records for my custom domain in Email Creator, do I also need to manually add an SPF TXT record?

You do not. By adding CNAME records to your DNS configuration, you are pointing your domain to one of our email system's domains. Your domain will automatically inherit the correct SPF records.

Q: Why do I sometimes not get Out of Office replies when I send an Email Creator campaign?

Last Modified on 09/05/2025 11:46 am PDT

Q: Why do I sometimes not get Out of Office replies when I send an Email Creator campaign?

The lack of delivery of bounce-back or auto-reply emails, such as an out-of-office message, is a limitation of the email service provider. DISCO doesn't filter these out, but email providers frequently don't send these replies to mass email campaigns.

Q: What happens after an email is scheduled?

Last Modified on 09/22/2025 4:21 pm PDT

Q: What happens after an email is scheduled?

Immediately after scheduling, you will see a confirmation message in the bottom left corner of your DISCO, and the email will move to the **Scheduled** list on the **Email Creator** page.

If the email was scheduled to be sent *within 24 hours or more*, you will receive an email reminder from support@disco.ac letting you know the email will be sent in the next 24 hours.

Q: Will I receive confirmation that a scheduled email was sent successfully?

Last Modified on 09/22/2025 4:20 pm PDT

Q: Will I receive confirmation that a scheduled email was sent successfully?

Yes, you will receive an email confirmation from support@disco.ac, and the email will move to the **Sent** list on the **Email Creator** page.

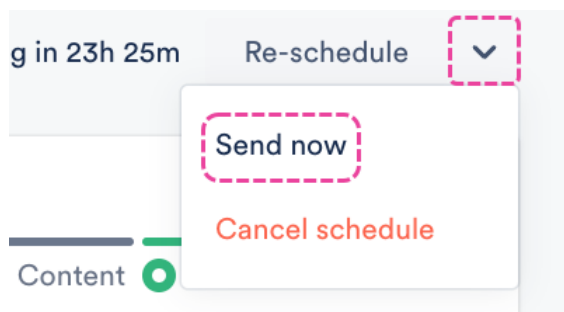
Q: What if I change my mind about a scheduled email and want to send it right away instead?

Last Modified on 09/22/2025 4:20 pm PDT

Q: What if I change my mind about a scheduled email and want to send it right away instead?

You can bypass scheduling and send the email right away:

1. From the **Email Creator** page, click on the **Name** of the scheduled email.
2. On the final step (**05 Confirm and Send**), click the arrow to the right of the **Re-schedule** option.
3. Click **Send now**.



Q: Can I edit the content of a scheduled email?

Last Modified on 09/22/2025 4:19 pm PDT

Q: Can I edit the content of a scheduled email?

Yes, the content can be edited, but the scheduling will be *cancelled*, and you will have to *reschedule* it after editing.

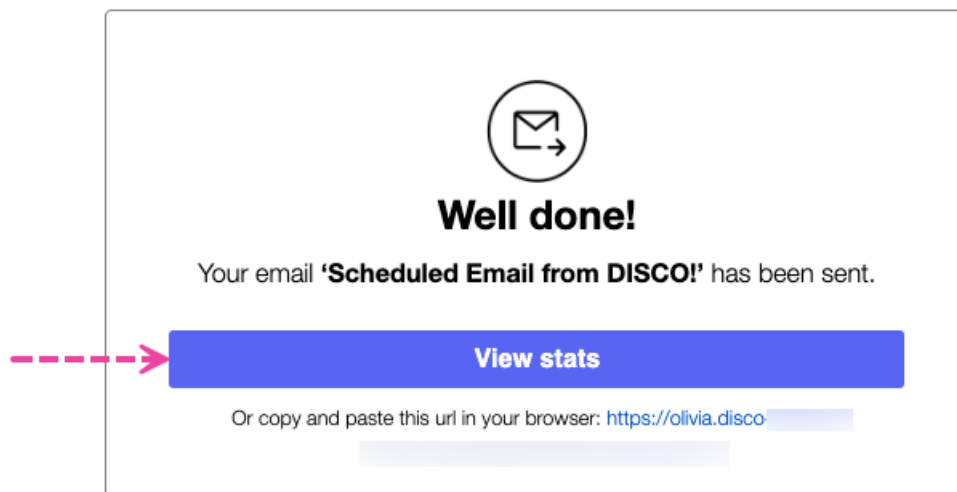
Q: Can I see stats on a scheduled email?

Last Modified on 09/22/2025 4:20 pm PDT

Q: Can I see stats on a scheduled email?

Yes, stats are available on scheduled emails after they are sent. You will receive an email confirmation from support@disco.ac with a purple button and a link to access the email stats:

DISCO



DISCO

Q: Why is the default domain @disco-mailer.net when I send an Email Creator campaign?

Last Modified on 09/22/2025 4:20 pm PDT

Q: Why is the default domain @disco-mailer.net when I send an Email Creator campaign?

This has to do with email authentication. Every time an email is sent, the recipient's email server attempts to authenticate the sender's message before passing it along to the recipient's inbox. If the sender's message fails authentication, the server may send it to spam or not deliver it at all.

Authentication failure is often caused by a discrepancy between the sender's email domain (in our case @disco-mailer.net) and the domain of the email address entered in the "From" field. This is called domain authentication failure.

To avoid domain authentication failure, we send emails from the @disco-mailer.net domain rather than your actual email address. This is because if we were to use your actual email address without permission, it is very unlikely that your emails would be delivered to the recipients.

Q: When adding CNAME records for my custom domain in Email Creator, do I also need to manually add an SPF TXT record?

Last Modified on 09/05/2025 11:35 am PDT

Q: When adding CNAME records for my custom domain in Email Creator, do I also need to manually add an SPF TXT record?

You do not. By adding CNAME records to your DNS configuration, you are pointing your domain to one of our email system's domains. Your domain will automatically inherit the correct SPF records.

Catalogs: Intro

Last Modified on 09/15/2025 2:37 pm PDT

What are DISCO Catalogs?

DISCO Catalogs (formerly known as **DISCO Libraries**) are essentially mini-websites you can create in your DISCO to host and publish specific curated content in a simple, searchable, and easy-to-use way. There are many use cases for Catalogs – whether it's to showcase a specific group of Artists/Albums, highlight your 1-stop/easy clears, or make a Catalog specifically for a client.

You can customize access permissions to Catalogs to limit who can view and download your content. **Primary Catalogs** also make it easier for music supervisors to find your content and download it or save it straight to their DISCO!

How do I get access to DISCO Catalogs?

Catalogs are included when you sign up for our [our Discovery Suite](#) subscription.

For more information on Catalogs, check out our [Discovery Suite Course](#) in the School of DISCO! Specifically, we recommend the following videos to help establish a baseline on Catalogs:

- [Introduction to DISCO Catalogs](#)
- [Preparing to build a DISCO Catalog](#)
- [DISCO Catalog build overview](#)

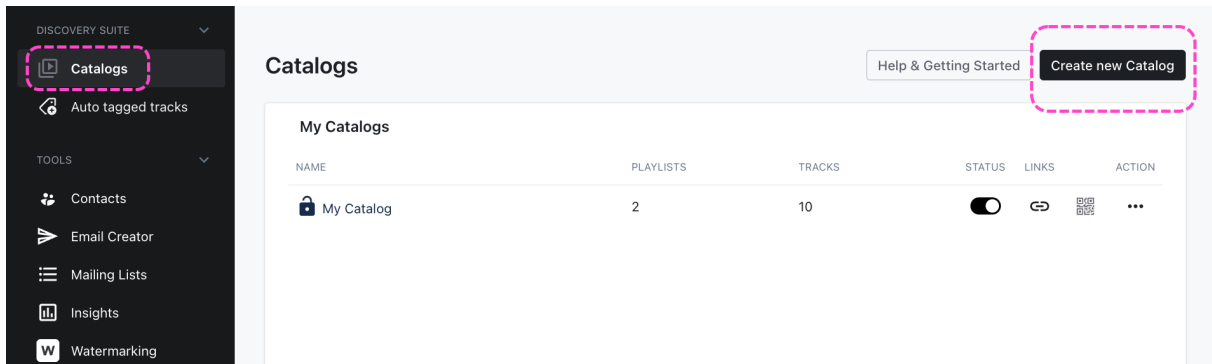
Catalogs: Creating Catalogs and managing published content

Last Modified on 03/19/2026 12:43 pm PDT

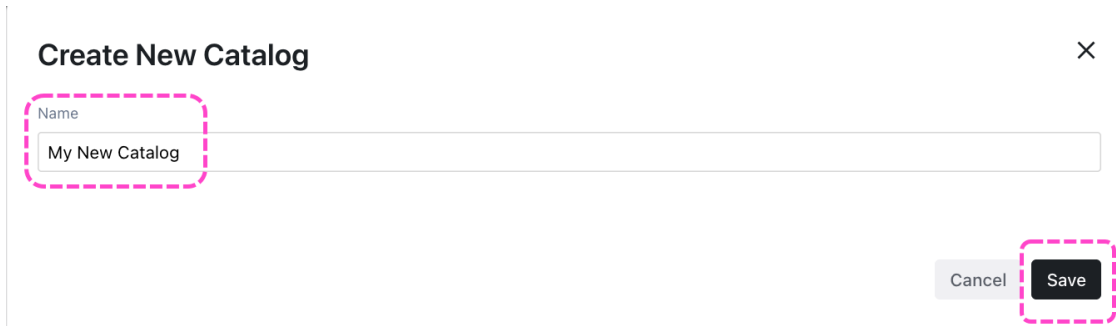
You can have multiple Catalogs in your DISCO.

Creating a new Catalog

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, click the **Create new catalog** button in the top-right.



3. Add a **Name** for your Catalog and click the **Save** button.



Note: This **Name** is for your internal reference. You can change the name that appears on the Catalog (view the [Design](#) section of this article for more info).

4. Directly after creating your Catalog, you'll be taken to **Catalog Settings** page with the **Content** section open.

Adding content to your Catalog

Adding Tracks to your Catalog

Tracks are added and published to your Catalog in two ways:

- from being contained in a [Channel](#) that you've linked in your **Catalog Settings** (under **Content > Connect channels**), as outlined in the steps below
- from being contained in a Playlist or Album that has been published to your Catalog (see [the next section of this article](#) for details)

To add Tracks to your Catalog from Channels:

Tip: We recommend creating dedicated Channels and Folders for your Catalog content. This makes it easier to manage the content in your Catalog without having to change the existing structure of your content in other Channels.

1. From the **Catalog Settings** page, under **Content**, select **Connect channels**.
2. Check the box(es) next to the desired Channel(s) and Folder(s) to add the content from them to your Catalog.
3. Click the **Update content** button.

CATALOG SETTINGS < Catalogs

Content

Connect channels

Manage tracks

Manage playlists

Manage albums

Manage artists

> Design

> Clients & Promotion

> Settings & Notifications

My Catalog

LIVE View Catalog

Published content

Here you can set the content for your Catalog. Choose tracks from existing channels or folders in your DISCO. Adding channels and folders here will pull in the tracks from these channels and folders and publish them on your Catalog.

Please note this won't publish the playlists in those channels and folders – the playlists you want to feature on your Catalog can be selected separately [here](#).

CHANNEL SELECT

Auto tagged tracks

My Catalog

> My first channel

Update content

4. All Tracks contained in the Channel(s) you selected will now be published on your Catalog.

Note:

Playlists and Albums contained within the Channel(s) you select here will **not** be published on your Catalog just yet, as there are additional steps to take. See the next section of this article for details.

However, any **Tracks** contained within published Channels, regardless of whether or not they are contained within any Playlists/Albums, **will** be published to your Catalog. They'll be immediately visible from searches, the **Artists** section, and any of the applicable tag sections (**Tempo, Mood/feel, Instrument, Vocals, Genre, Lyric themes, Duration**) on the left sidebar of your Catalog.

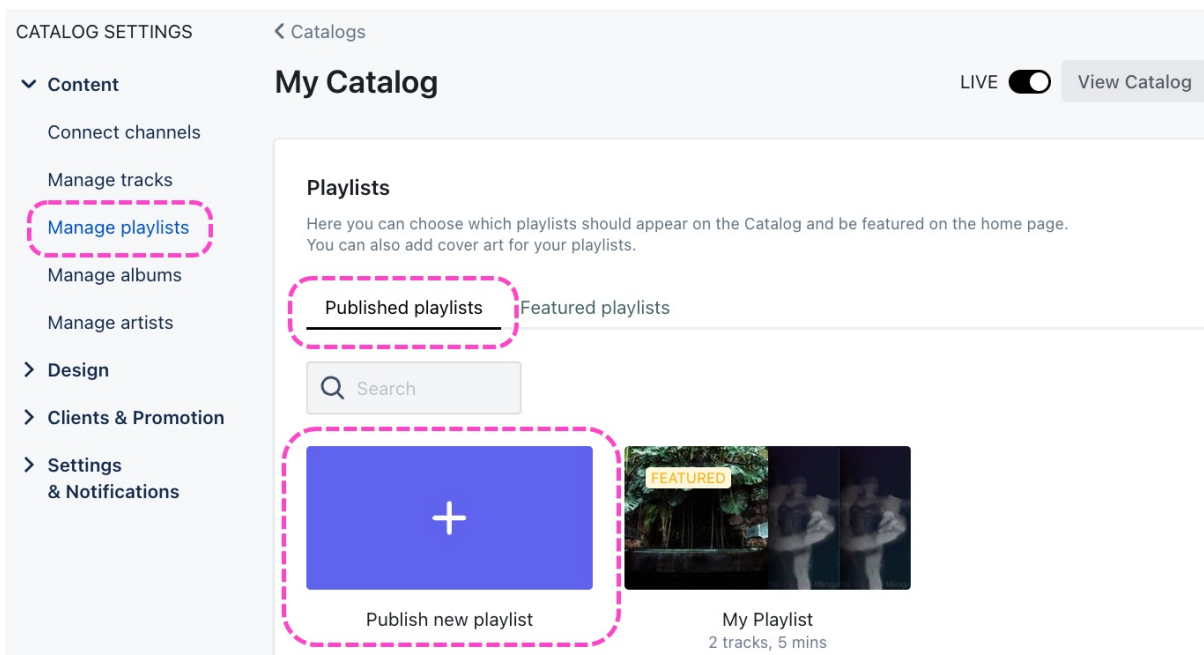
Adding Playlists/Albums to your Catalog

Adding and publishing Playlists/Albums to Catalogs works differently than adding and publishing Tracks via Channels. Even if you previously published Tracks to your Catalog via Channels, and

those Tracks were within Playlists/Albums, those Playlists/Albums wouldn't have been published to your Catalog.

To add Playlists/Albums to your Catalog:

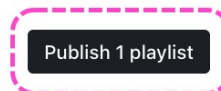
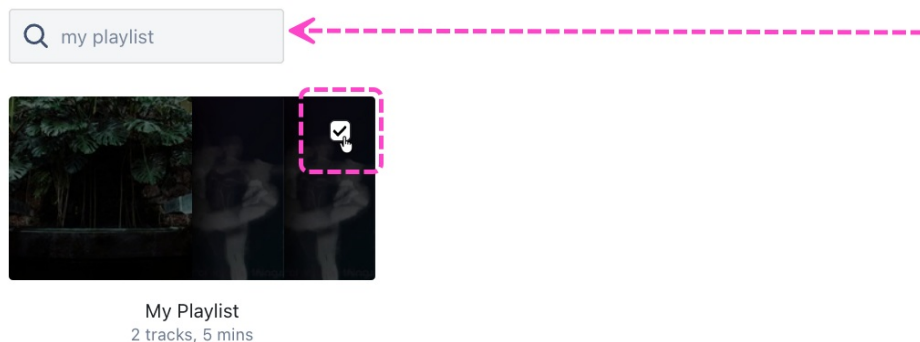
1. From the **Catalog Settings** page, under **Content**, select **Manage playlists** or **Manage albums**.
2. From the **Published playlists** or **Published albums** tab, click the **+ plus** to **Publish new playlist** or **Publish new album**.



3. Use the search box or browse the page to find your Playlists/Albums.
4. Hover over the Playlist/Album and check the box. You can select multiple Playlist/Albums at once.
5. Click the **Publish playlist(s)** or **Publish album(s)** button.

Publish new playlist ×

To add playlists to your Catalog, browse them below or search for them, and click the checkbox.



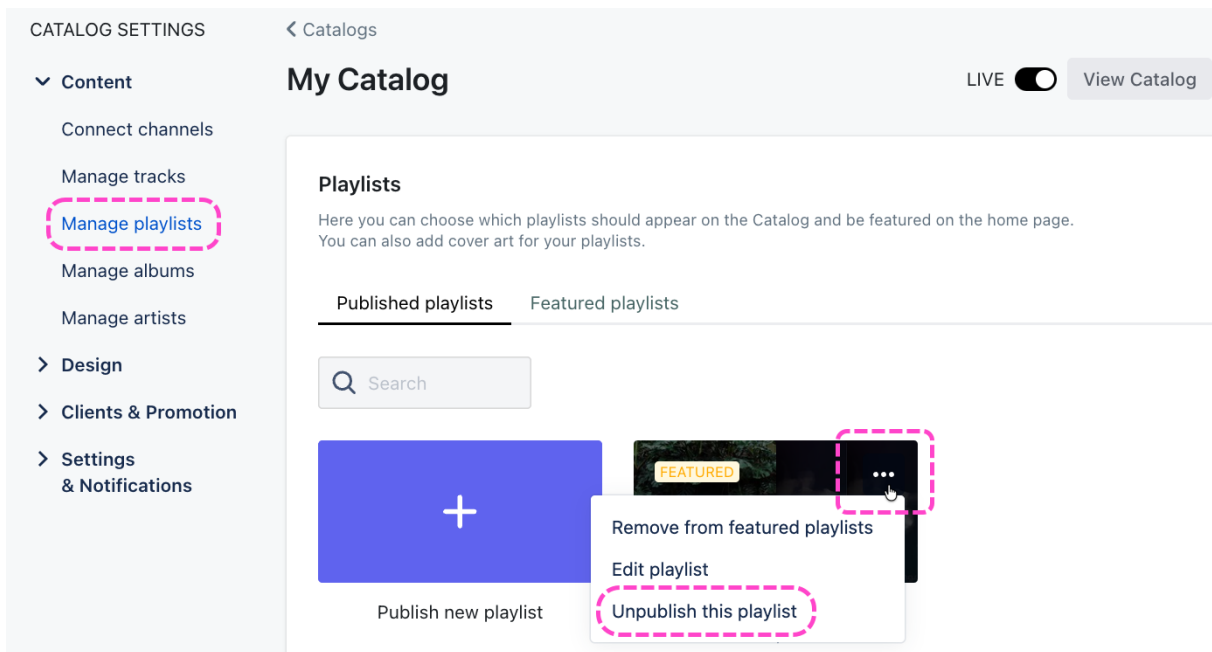
Adding Featured content to your Catalog

In addition to adding and publishing content, you can also **Feature** selected Tracks, Playlists, and Albums on the home page of your Catalog. [Visit this article for more information on Featured content.](#)

Removing Content from your Catalog

Removing Playlists/Albums

1. From the **Catalog Settings** page, under **Content**, select **Manage playlists** or **Manage albums**.
2. Select the **Published playlists** or **Published albums** tab.
3. Hover over the Playlist or Album.
4. Open the **ellipses menu (...)** and select **Unpublish this playlist** or **Unpublish this album**.



Removing Tracks

To remove individual Tracks from your Catalog, you can either:

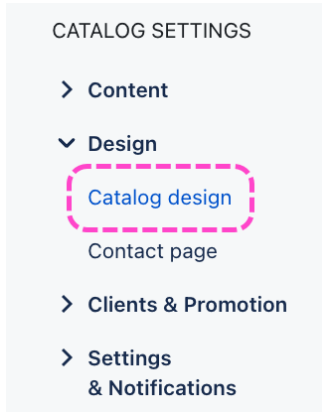
- remove them from the published Playlist(s) they're contained in
- remove them from the published Channel(s) or Folder(s) they're contained in
- unpublish the Playlist(s) they're contained in

Catalogs: Designing your Catalog

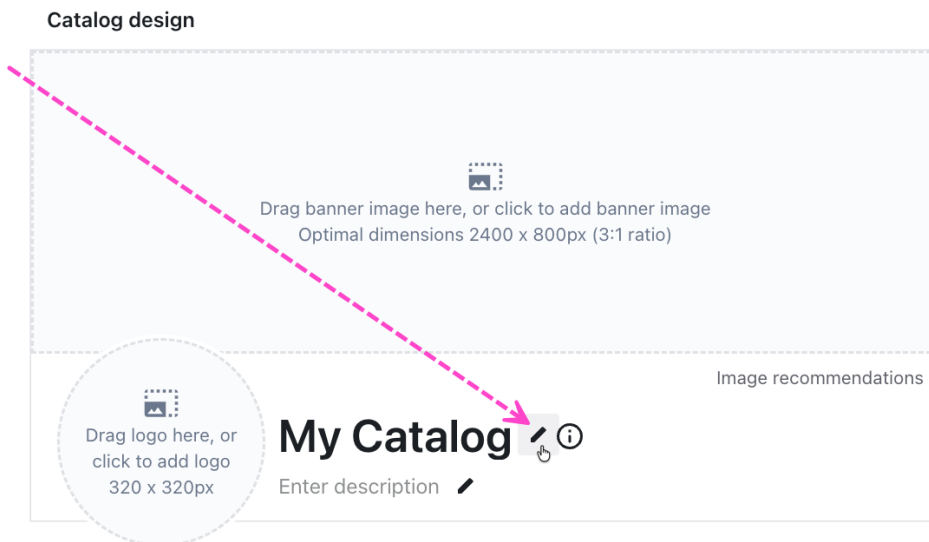
Last Modified on 03/23/2026 3:50 pm PDT

Designing your Catalog home page

1. From the **Catalog Settings** page, under **Design**, select **Catalog design**.

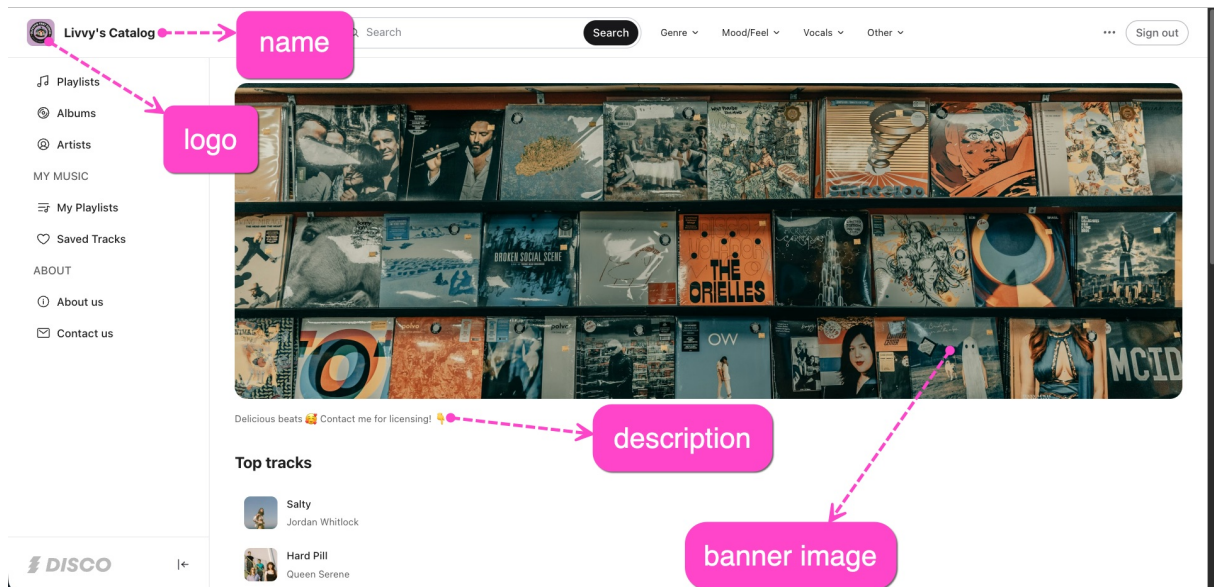


2. Here you can add:
 - **banner image** - optimal dimensions 2400 x 1000 px (3:1 ratio)
 - **logo** - dimensions 320 x 320 px
 - **name** - the title that appears on the home page of your Catalog
 - **description** - a short description for your Catalog home page
3. You can also update your Catalog title by clicking the edit pencil:



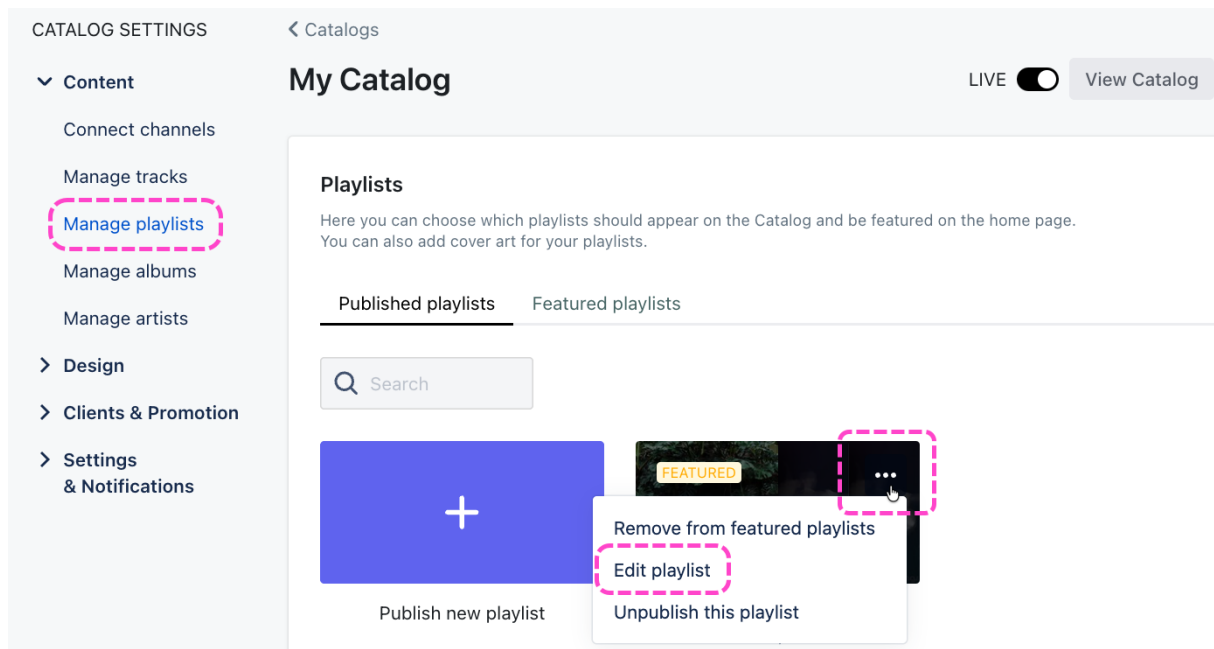
4. Click the **Save** button.

Example Catalog home page:



Editing Playlist and Album designs

1. From the **Catalog Settings** page, under **Content**, select **Manage playlists** or **Manage albums**.
2. Select the **Published playlists** or **Published albums** tab.
3. Hover over the Playlist(s), open the **ellipses menu** (...), and select **Edit playlist** or **Edit album**.

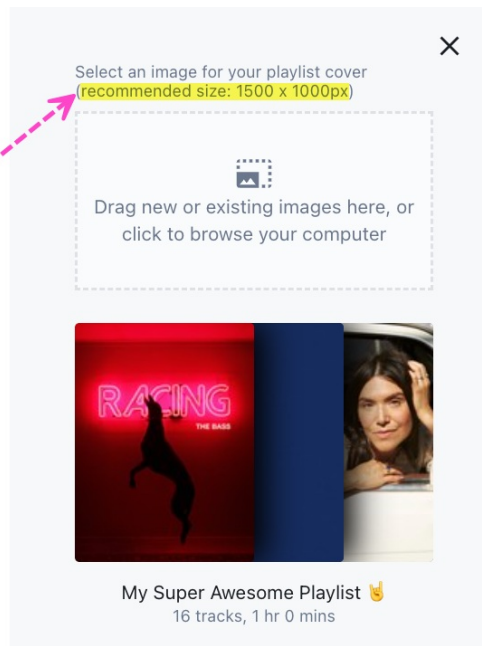


4. In the **Playlist design** or **Album options** window, choose a design view for your Playlist (which will update the Playlist cover):
 - **Default** - This is a cover generated by DISCO using various artwork from the Playlist.
 - **Choose a color** - This allows you to choose a single color for the cover using a color picker.
 - **Choose an image** - This allows you to upload a custom cover image for the Playlist.
The recommended size is 1500 x 1000 px.

Playlist design

Choose design view for playlist

- Default
- Choose a color
- Choose an image



Note: Albums have one additional option: You can select a **Release date**.

5. Click the **Confirm** button.

Catalogs: Publishing, viewing, and sharing your Catalog

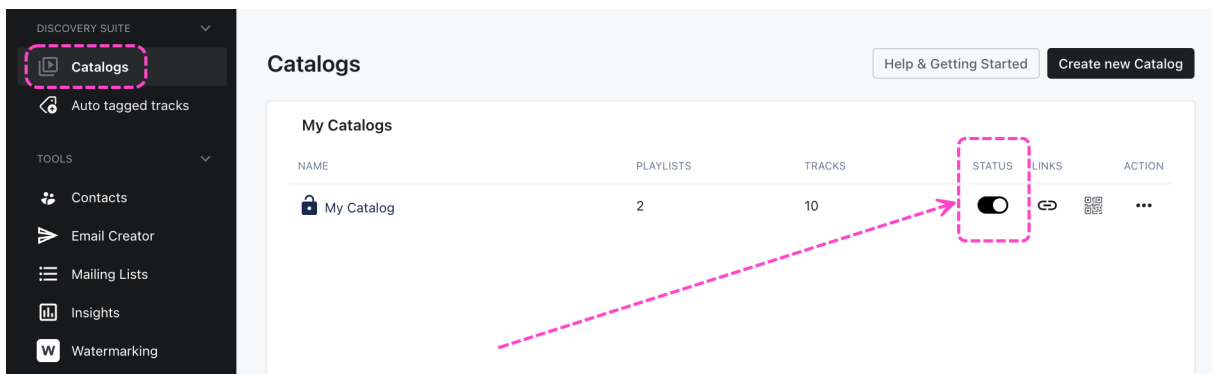
Last Modified on 03/23/2026 3:27 pm PDT

Publishing your Catalog

There are two ways to do this:

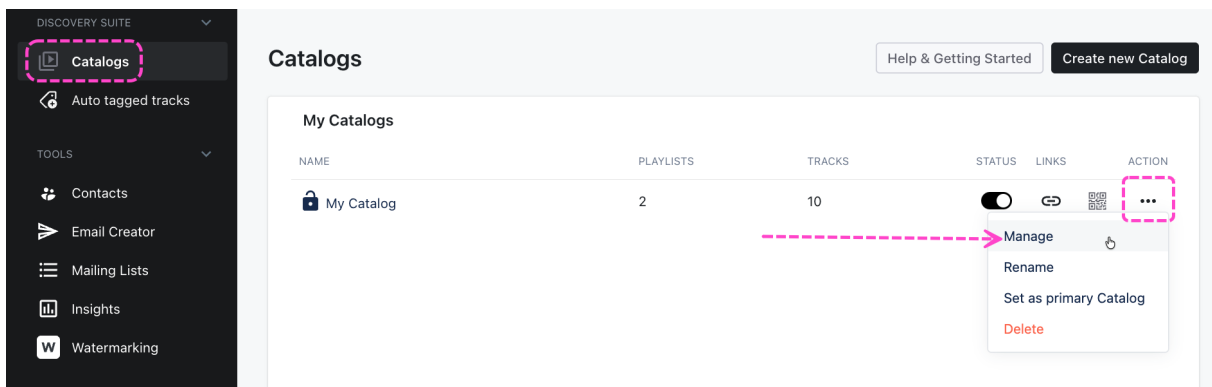
Method 1

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, set the **STATUS** toggle for the desired Catalog to **ON**.

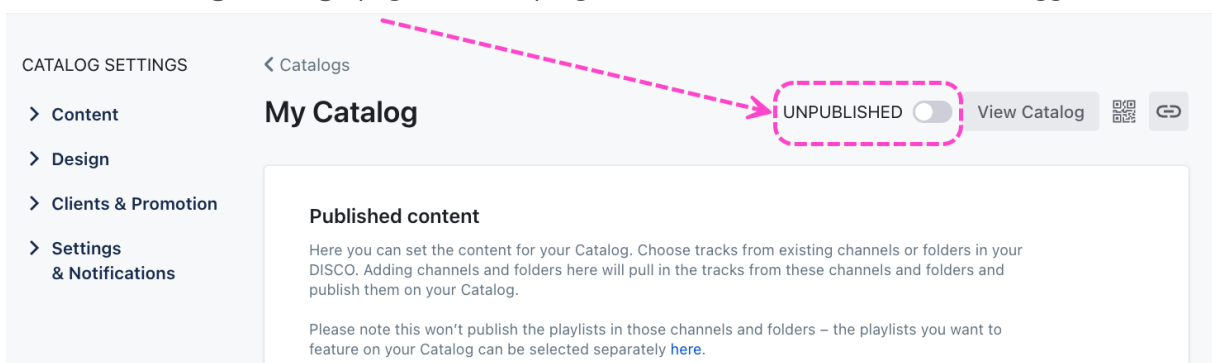


Method 2

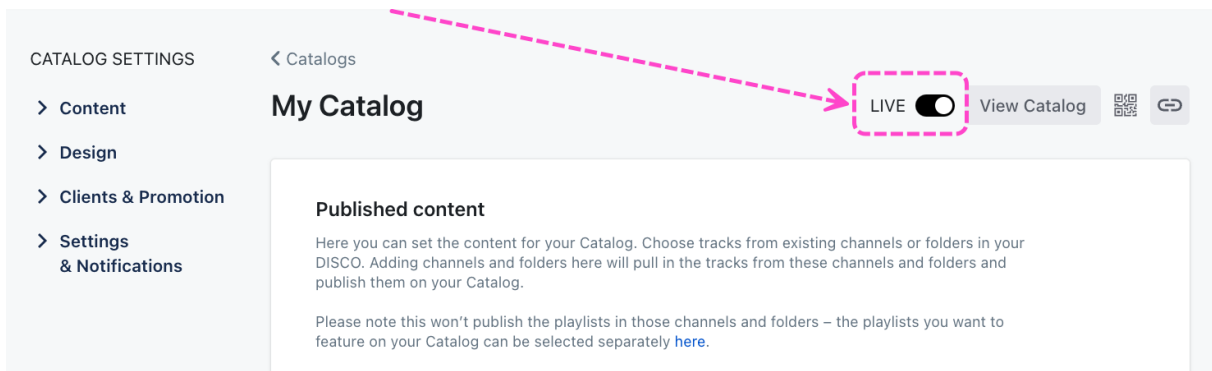
1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Action menu** (...) to the right of the desired Catalog and select **Manage**.



3. From the **Catalog Settings** page, in the top-right corner, set the **UNPUBLISHED** toggle to ON.

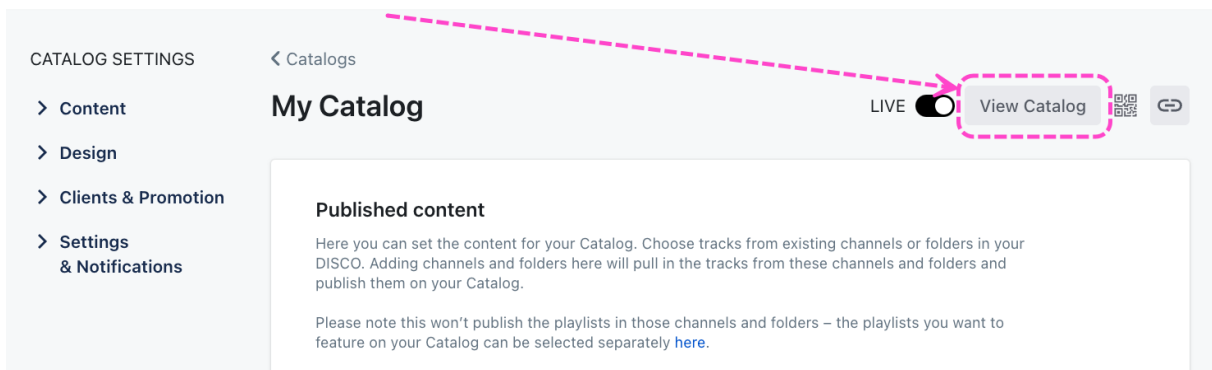


It should now show as **LIVE**.



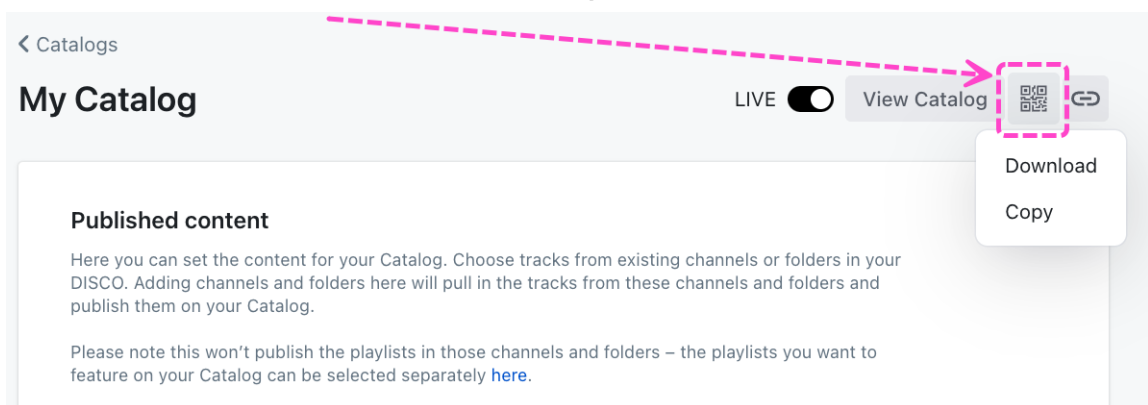
Viewing your Catalog

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Action menu** (⋮) to the right of the desired Catalog and select **Manage**.
3. From the **Catalog Settings** page, in the top-right corner, click the **View Catalog** button.

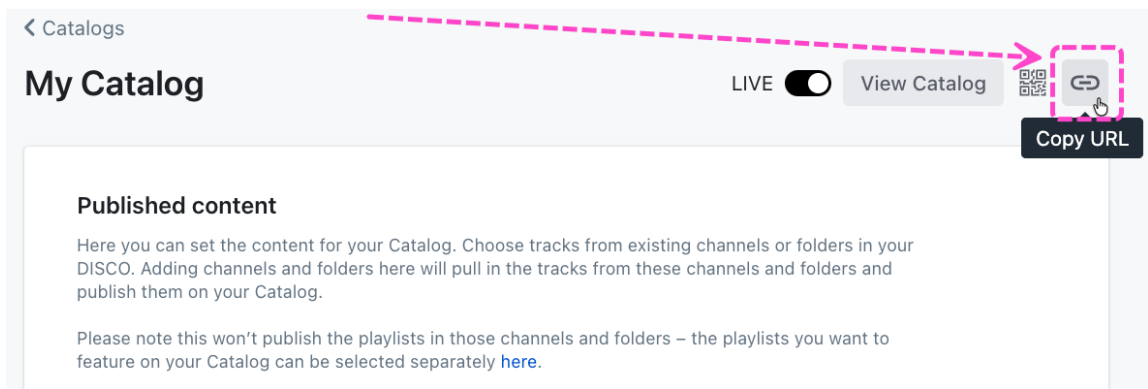


Sharing your Catalog

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Action menu** (⋮) to the right of the desired Catalog and select **Manage**.
3. From the **Catalog Settings** page, in the top-right corner, choose one of the following options:
 - a. Click the QR code and select **Download** or **Copy**.



- b. Click the **Copy URL** button.

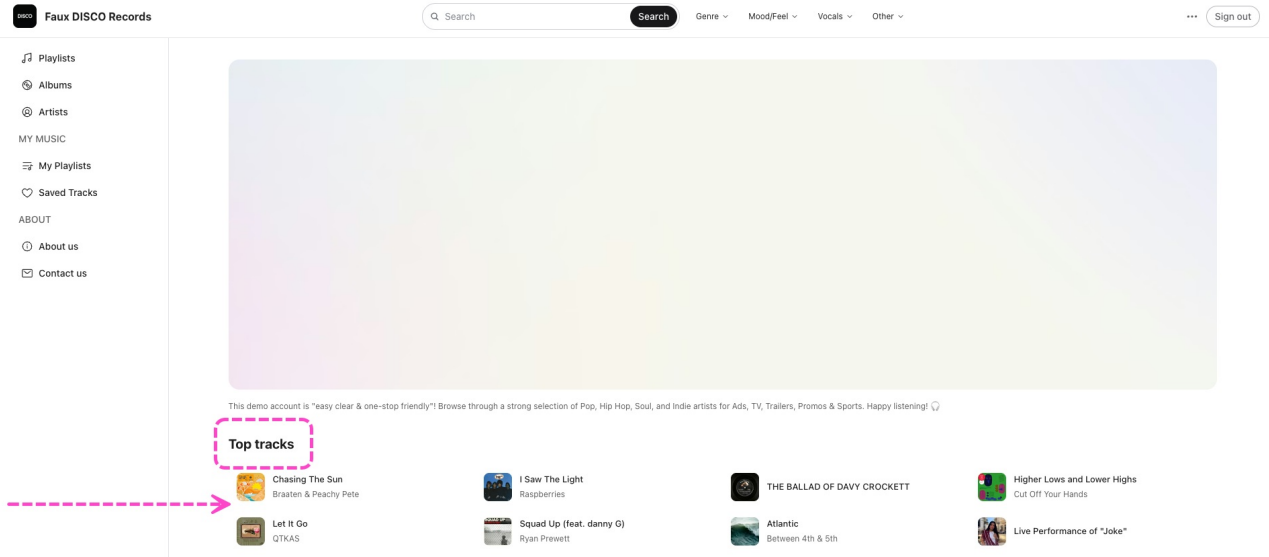


4. Once you share this QR code or URL, your recipients can log in (if you've invited them), or request access via the Catalog. [Refer to this section of this article for more information on managing Catalog access requests.](#)

Catalogs: Managing Featured content

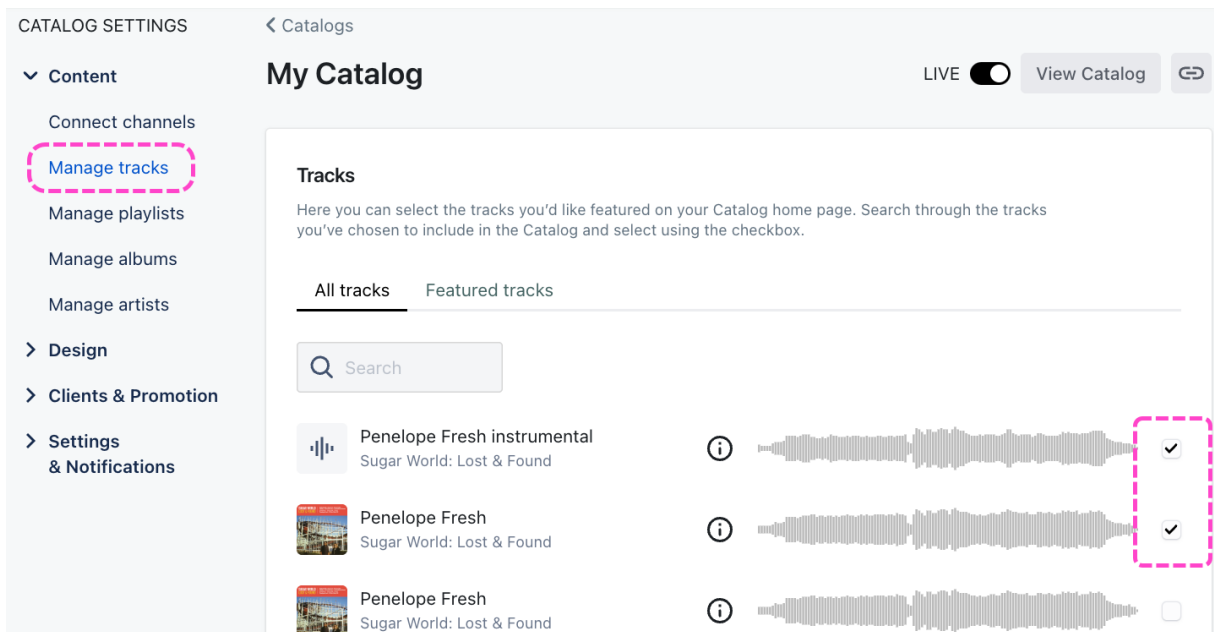
Last Modified on 03/23/2026 3:34 pm PDT

After adding and publishing content in your Catalog, you can then add **Featured tracks**, **Featured playlists**, and **Featured albums** to the home page.

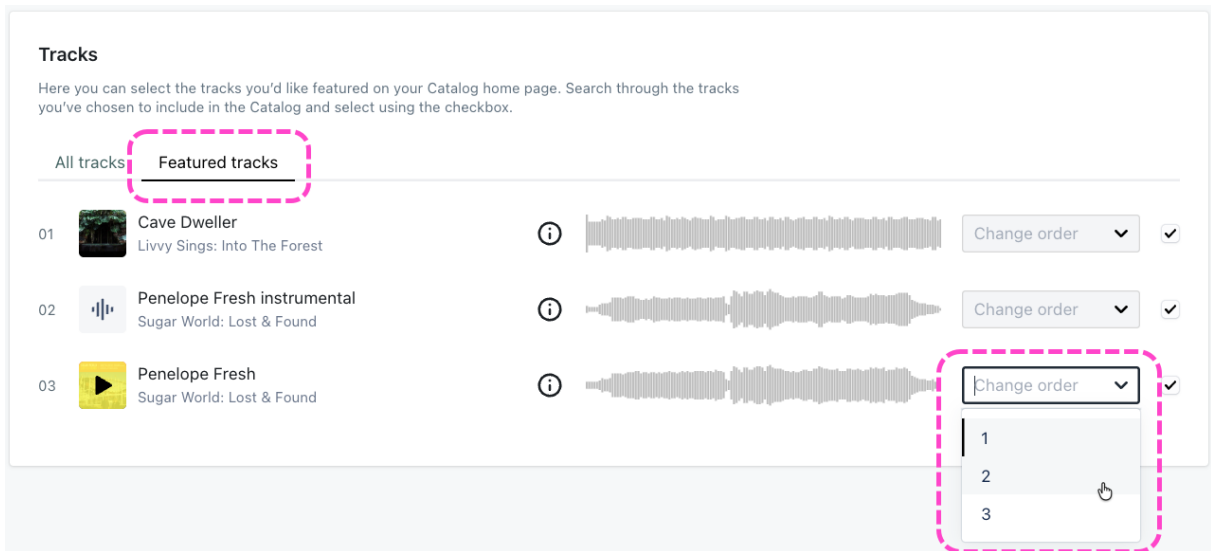


Adding Featured Tracks

1. From the **Catalog Settings** page, under **Content**, select **Manage tracks**.
2. You'll see a list of all the Tracks published in your Catalog. Check the box(es) next to the Track(s) you'd like to feature.

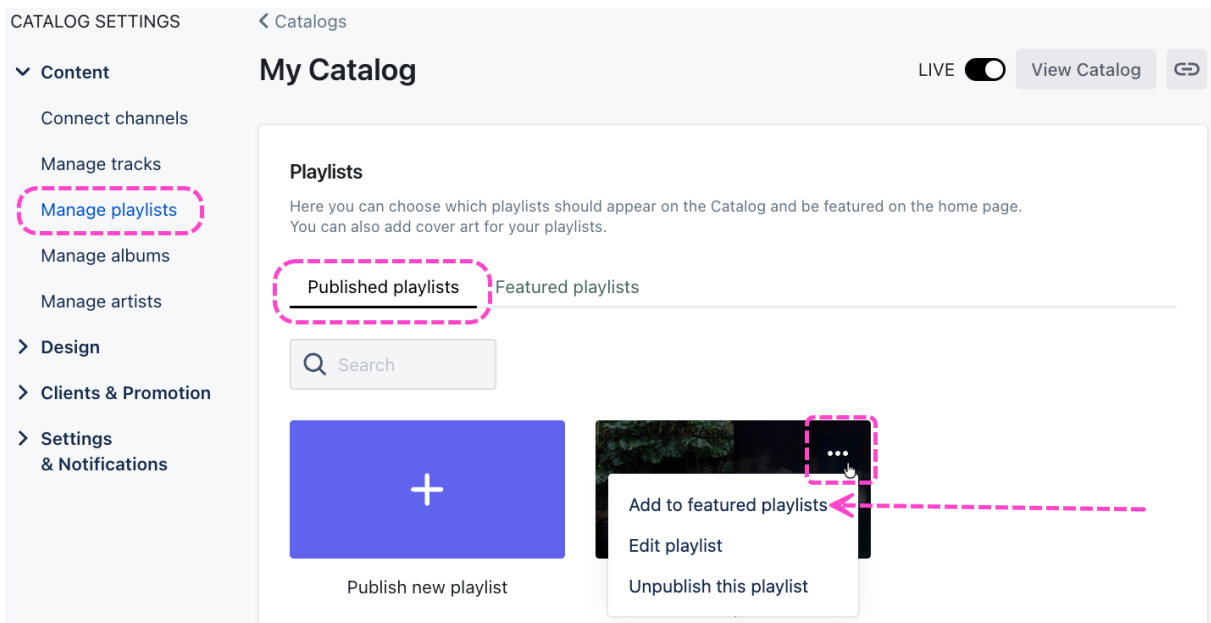


3. These will be added to the **Featured tracks** tab. You can open the **Change order** dropdown to change the order in which they'll appear on the home page if you like.



Adding Featured Playlists and Albums

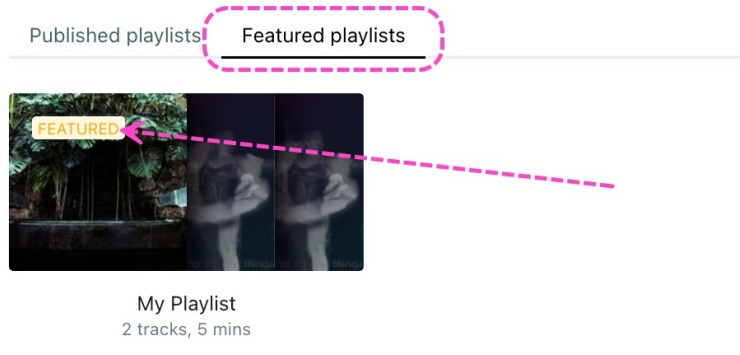
1. From the **Catalog Settings** page, under **Content**, select **Manage playlists** or **Manage albums**.
2. From the **Published playlists** or **Published albums** tab, hover over the Playlist or Album.
3. Open the **ellipses menu** (...), and select **Add to featured playlists** or **Add to featured albums**.



4. These will be added to the **Featured playlists** or **Featured albums** tab and will have a **FEATURED** label.

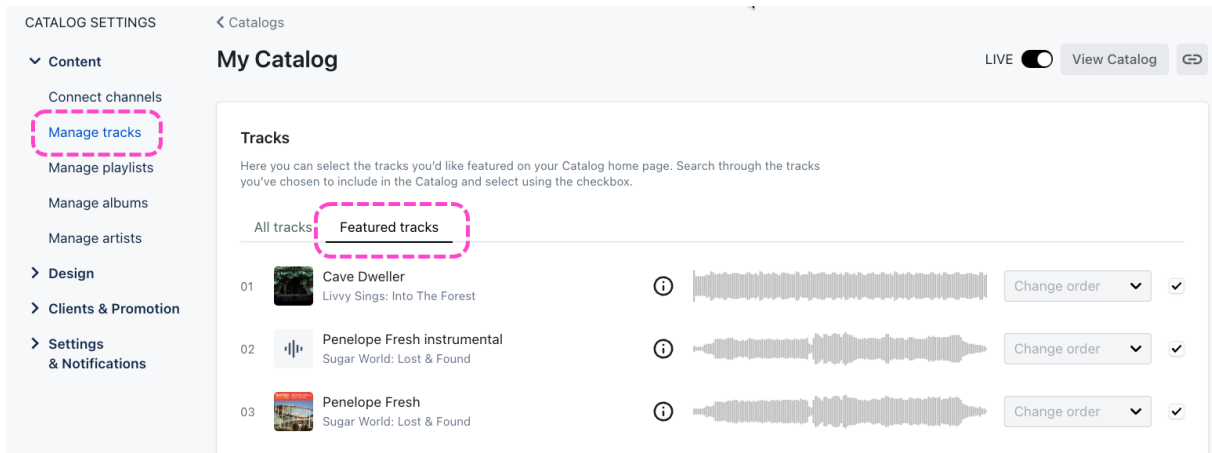
Playlists

Here you can choose which playlists should appear on the Catalog and be featured on the home page. You can also add cover art for your playlists.

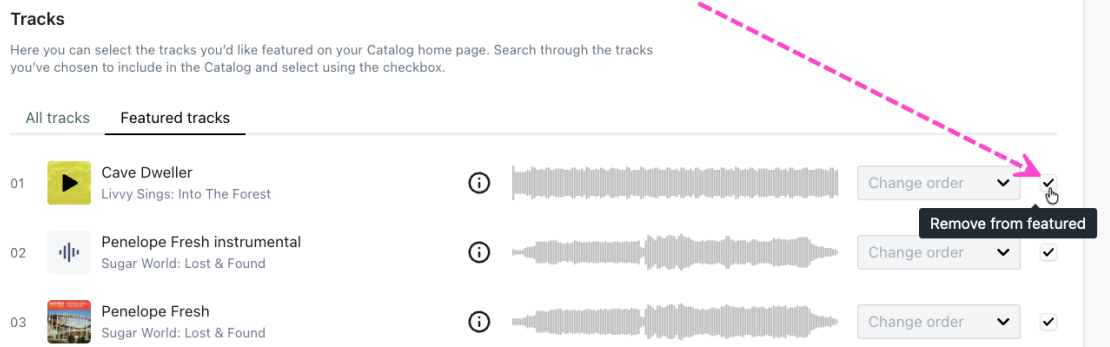


Removing Featured Tracks, Playlists, and Albums

1. From the **Catalog Settings** page, under **Content**, select **Manage tracks**, **Manage playlists**, or **Manage albums**.
2. Select the **Featured tracks**, **Featured playlists**, or **Featured albums** tab.



3. **For Tracks:** Uncheck the box(es) next to the Track(s) to **Remove from featured**.



For Playlists and Albums: Hover over the Playlist(s) or Album(s), open the **ellipses menu** (...), and select **Remove from featured playlists** or **Remove from featured albums**.

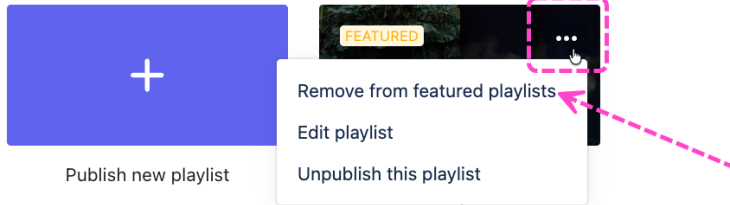
Playlists

Here you can choose which playlists should appear on the Catalog and be featured on the home page. You can also add cover art for your playlists.

Published playlists

Featured playlists

Search



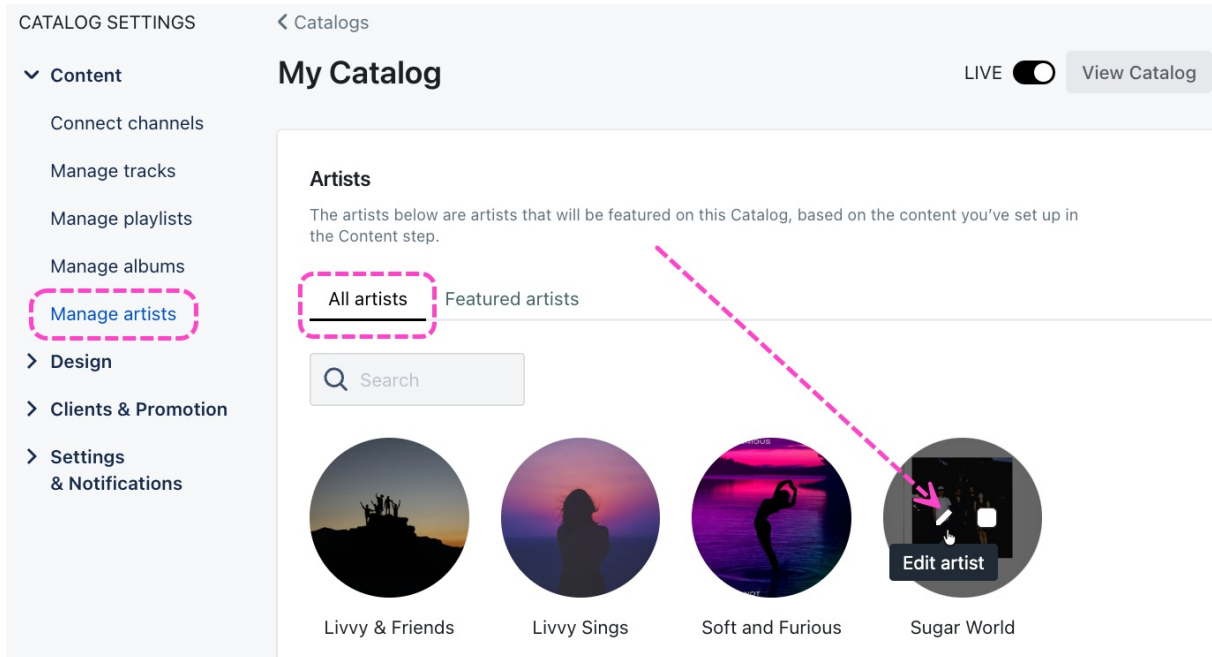
4. The Track(s), Playlist(s), and Album(s) will still exist in your Catalog, they'll just no longer be featured on the home page.

Catalogs: Managing Artists in Catalogs

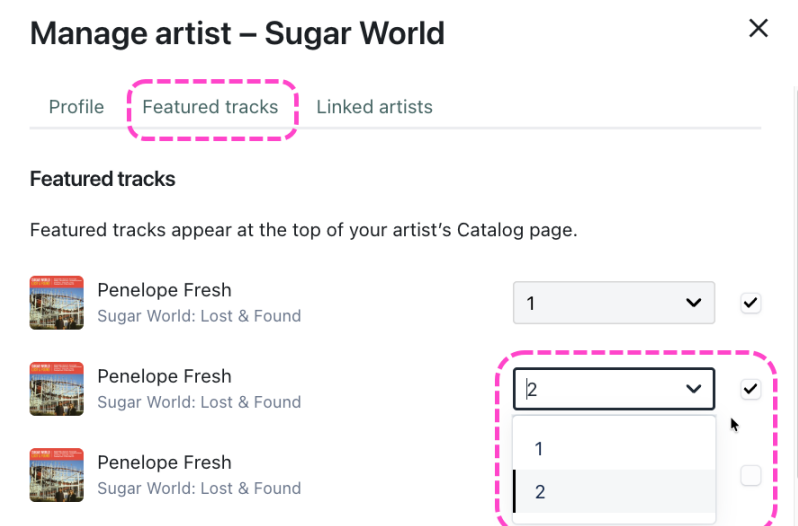
Last Modified on 03/23/2026 3:35 pm PDT

Editing Artists

1. From the **Catalog Settings** page, under **Content**, select **Manage artists**.
2. From the **All artists** tab, you'll see a list of all the Artists from the Tracks in your Catalog.
3. Hover over the artist thumbnail, and click the pencil to **Edit artist**.



4. Here you can:
 - **Edit the Artist Profile.**
 - Manage **Featured Tracks** and their order on the Catalog home page:

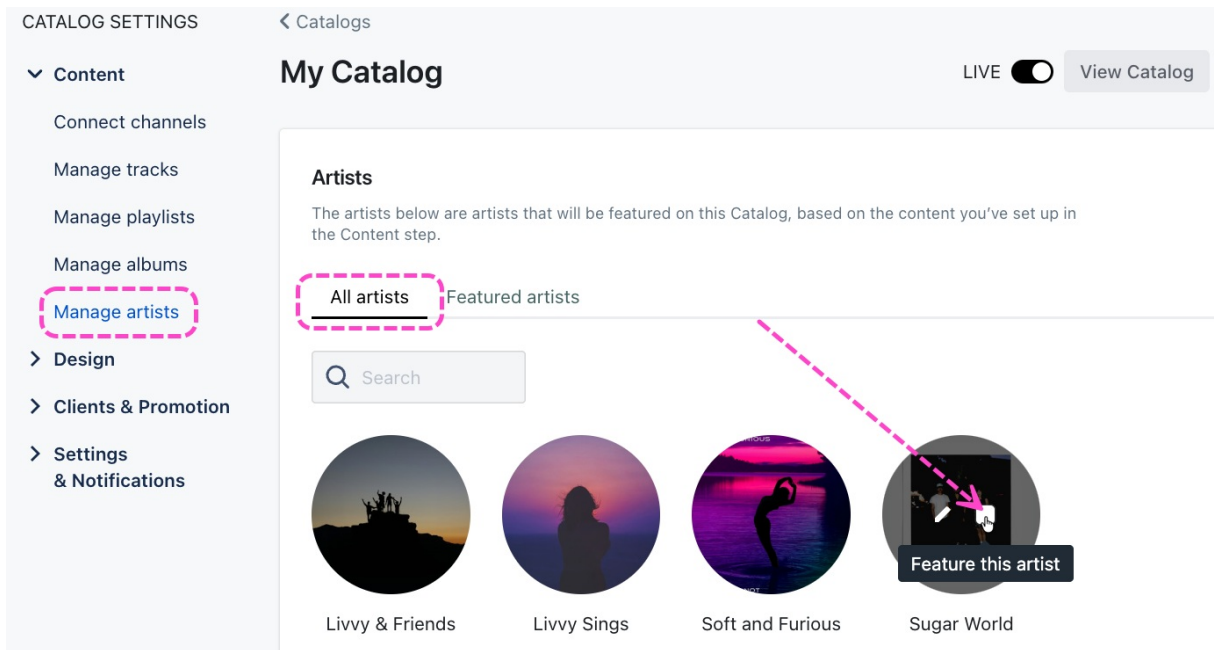


- **Manage Linked artists.**

Adding Featured Artists

1. From the **Catalog Settings** page, under **Content**, select **Manage artists**.
2. From the **All artists** tab, you'll see a list of all the Artists from the Tracks in your Catalog.

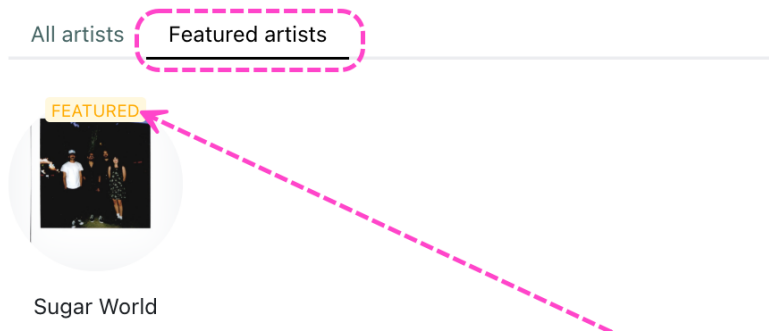
3. Hover over the artist thumbnail, and check the box that appears to **Feature this artist**.



4. They will be added to the **Featured artists** tab and will have a **FEATURED** label.

Artists

The artists below are artists that will be featured on this Catalog, based on the content you've set up in the Content step.



Removing Featured Artists

1. From the **Catalog Settings** page, under **Content**, select **Manage artists**.
2. Select the **Featured artists** tab.
3. Hover over the artist thumbnail, and uncheck the box that appears to **Remove from featured**.

My Catalog

LIVE

[View Catalog](#)

Content

Connect channels

Manage tracks

Manage playlists

Manage albums

Manage artists

Design

Clients & Promotion

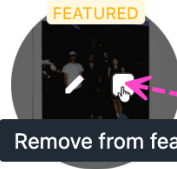
Settings & Notifications

Artists

The artists below are artists that will be featured on this Catalog, based on the content you've set up in the Content step.

All artists

Featured artists



Sugar World

Catalogs: Adding Contact Details to your Catalog

Last Modified on 03/23/2026 3:36 pm PDT

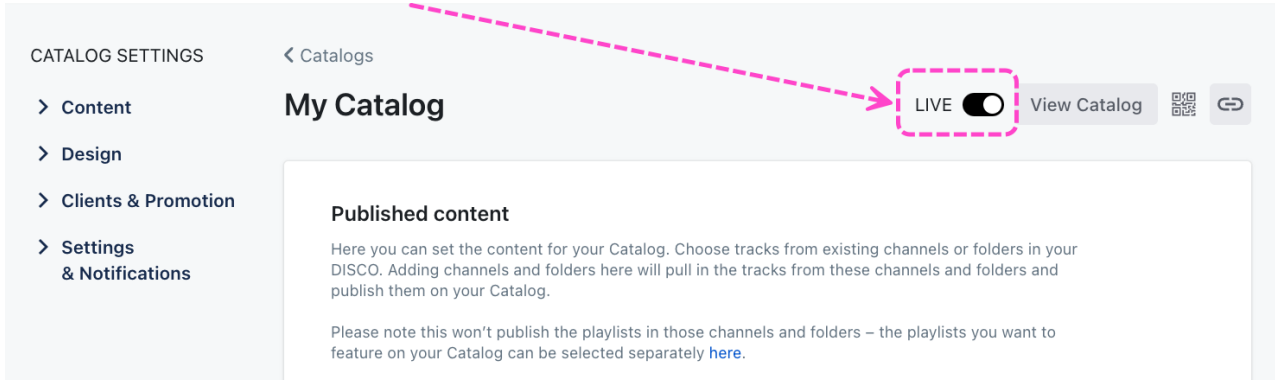
1. From the **Catalog Settings** page, under **Design**, select **Contact page**.
2. You can add information about you or your company in the **About** section.
3. You can also add your **Contact details** and **Company website**.
4. Click the **Save** button.

The screenshot shows the 'My Catalog' settings interface. On the left is a sidebar with 'CATALOG SETTINGS' and a list of categories: 'Content', 'Design', 'Clients & Promotion', and 'Settings & Notifications'. Under 'Design', 'Catalog design' is expanded, and 'Contact page' is highlighted with a pink dashed box. The main content area is titled 'My Catalog' and includes a 'LIVE' toggle and a 'View Catalog' button. The 'Contact page' section contains three text input fields: 'About' (with a yellow warning icon), 'Contact details', and 'Company website'. The 'About' field contains the text: 'My name is Livvy and I love to sing and play guitar. Feel free to browse through my music and email me for licensing opportunities! I am the sole owner of my Tracks :)'. The 'Contact details' field contains 'Email me at: livvysingsongs@gmail.com'. The 'Company website' field contains 'http://www.livvy-sings-songs.disco.ac'. A 'Save' button is located at the bottom of the form.

Catalogs: Managing access to your Catalog

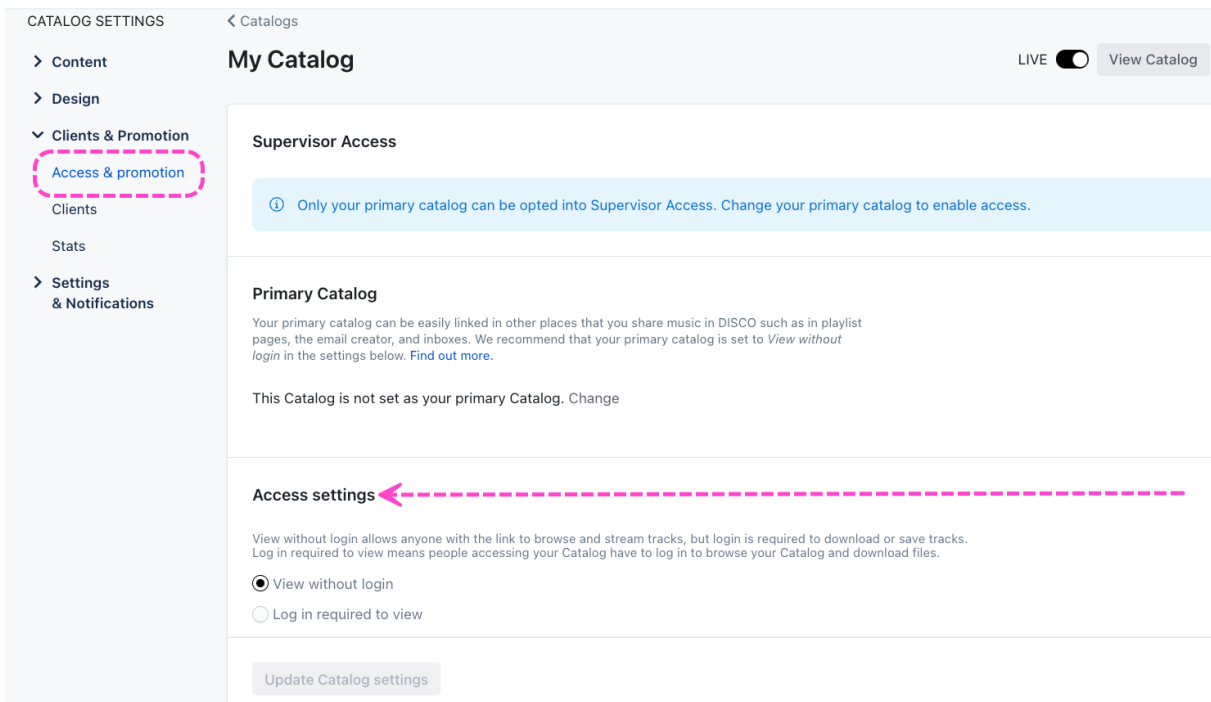
Last Modified on 03/23/2026 3:38 pm PDT

Your Catalog must be **published** (with the status set to **LIVE**) to manage access.



General access settings

1. From the **Catalog Settings** page, under **Clients & Promotion**, select **Access & promotion**.
2. Under **Access settings**, choose an option:
 - **View without login** - Anyone can browse your Catalog and stream Tracks, but a DISCO login is required to download Tracks, save Tracks to DISCO, and create Playlists.
 - **Log in required to view** - A DISCO login is required to browse your Catalog.
3. Click the **Update Catalog settings** button.



Access for supervisors

Note: Only your **Primary Catalog** can be opted in for Supervisor Access.

1. From the **Catalog Settings** page, under **Clients & Promotion**, select **Access & promotion**.
2. Under **Supervisor Access**, choose an option:
 - **Private** - Only clients you've invited and approved can view your Catalog.
 - **Limited access** - Supervisors can find and browse your Catalog from their **Discover Music** feed.
 - **Easy access** - Supervisors can find, browse, and download content from your **Primary Catalog** from their **Discover Music** feed and their **MultiDISCO Search** results. Recommended for [making your Primary Catalog more discoverable by music supervisors](#).
3. Click the **Update Catalog settings** button.

The screenshot shows the 'My Catalog' settings page. On the left, a sidebar lists 'CATALOG SETTINGS' with categories: Content, Design, Clients & Promotion (expanded), Clients, Stats, and Settings & Notifications. Under 'Clients & Promotion', 'Access & promotion' is highlighted with a dashed pink box. The main content area is titled 'My Catalog PRIMARY' and includes a 'LIVE' toggle and a 'View Catalog' button. The 'Supervisor Access' section is highlighted with a dashed pink arrow. It contains a text block explaining supervisor access options, three radio button options: 'Easy access' (selected), 'Limited access', and 'Private'. Below this is a text input field for describing the catalog for supervisors, and an 'Update Catalog settings' button at the bottom.

Access for clients

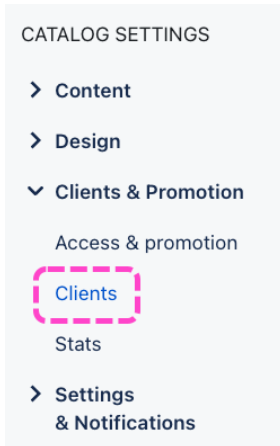
[Check out this article for information on inviting clients to your Catalog.](#)

Catalogs: Inviting Clients and managing Catalog access requests

Last Modified on 03/23/2026 3:40 pm PDT

At a glance

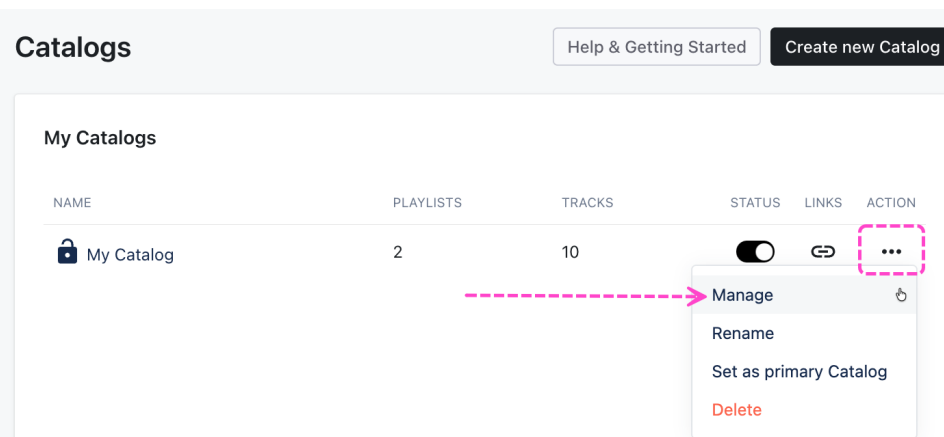
This is done from within the **Catalog Settings**.



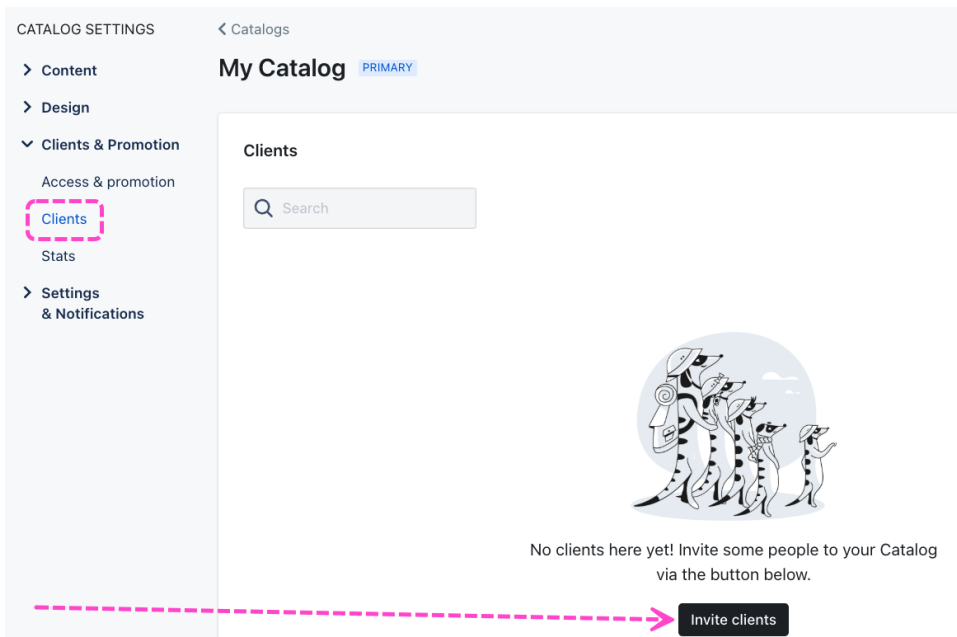
Before you can invite Clients to your Catalog, it [must be published](#).

Inviting Clients to your Catalog

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Actions menu** (⋮) to the right of the desired Catalog and select **Manage**.



3. From the **Catalog Settings** page, under **Clients & Promotion**, select **Clients**.
4. Click the **Invite clients** button.



- In the **Invite clients to Catalog** window, enter their **Email Address**, **First name**, and **Last name**.
- Add a **Custom Message** (optional), and click the **Invite** button.

Invite Clients to Catalog ×

Email Address * First name * Last name * ×

Custom Message

- Their name will appear on the **Clients** list with the **Status** showing **Invited** until they accept the invite.

NAME	EMAIL	STATUS	ACTIONS
Client Olivia	olivia@disco.ac	INVITED	...

Once invited, Clients will receive an email with a link to your Catalog.

Livvy Sings from Livvy Sings Songs has invited you to access their DISCO Catalog. > Inbox x

Livvy Sings <no-reply@disco.ac>
to olivia

12:32 PM (2 minutes ago) ☆ ↶ ⋮



Livvy Sings from Livvy Sings Songs has invited you to access their DISCO Catalog.

With access to the catalog, you can stream or download their music, save their music to your own DISCO, or create your own playlists from their catalog.

Livvy:
Hey, check out my DISCO Catalog!

[View catalog](#)

Or copy and paste this URL into your browser:

<https://livvy-sings-songs.disco.ac/cat/>

If they have a DISCO account, they can use that sign in. If they don't have a DISCO account, they can create a free DISCO Catalog account to access your Catalog.

Create a free DISCO Catalog account

Your email

Create password

Strength

Repeat password

[Create account](#)

[Sign in with DISCO account](#)

By continuing, you agree to the [Terms of Service](#) and [Privacy Policy](#).

Once they log in to your Catalog, they can browse and search for content, and their status in your Catalog Settings Clients list will change from **Invited** to **Approved**:

Clients [Invite clients](#)

NAME	EMAIL	STATUS	ACTIONS
Client Olivia	olivia @disco.ac	APPROVED	⋮

Managing Catalog access requests

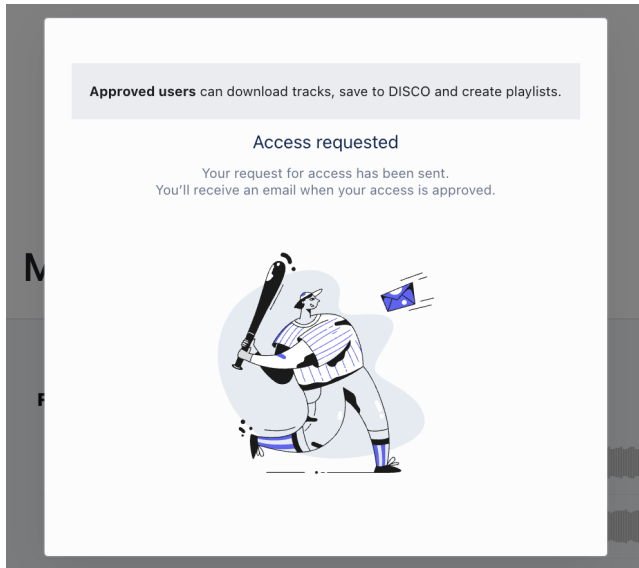
When you [share your Catalog](#), recipients can log in if you've invited them, or they can request

access via the Catalog.

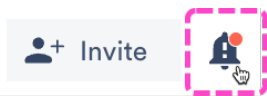
Viewing access requests

When someone requests access to your Catalog, a few things will happen:

- the requester will see this message



- the user in your DISCO who created the Catalog will get a notification in-app



- the requester's name will appear in your **Clients** list in your **Catalog Settings** with the status **Pending**

Clients Invite clients

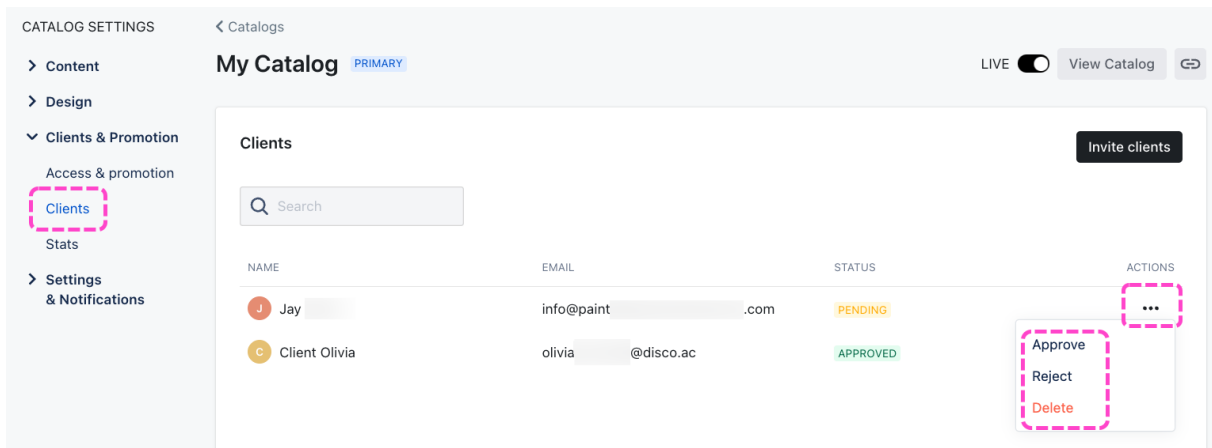
Q Search

NAME	EMAIL	STATUS	ACTIONS
J Jay	info@paint.com	PENDING	...

Approving, rejecting, and removing access

To approve or reject access:

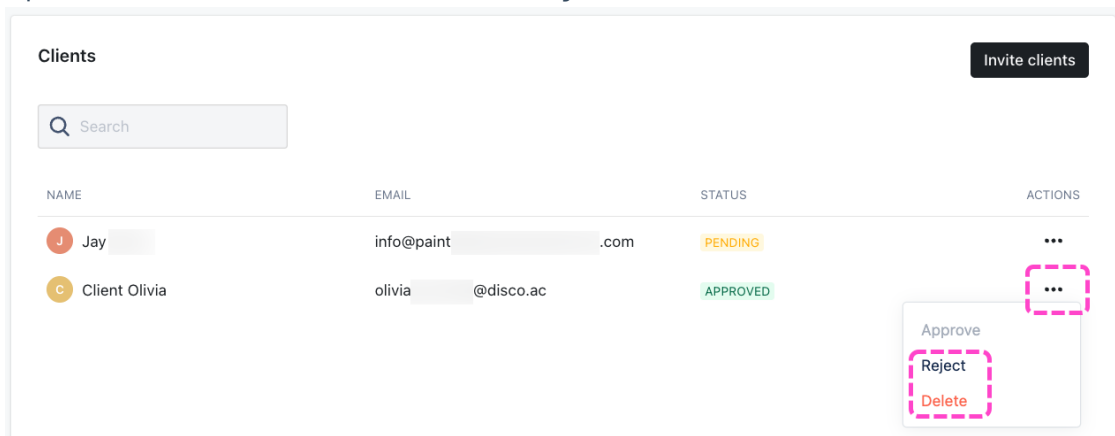
1. From the **Catalog Settings** page, under **Clients & Promotion**, select **Clients**.
2. From the **Clients** list, locate the Client with the **Pending** status.
3. Open the **Actions menu** (...) and select the appropriate option: **Approve**, **Reject**, or **Delete**.



4. The **Status** for that Client will change from **Pending** to either **Approved** or **Rejected**.

To remove previously approved access:

Open the **Actions menu (...)** and select **Reject** or **Delete**.



Catalogs: Primary Catalogs

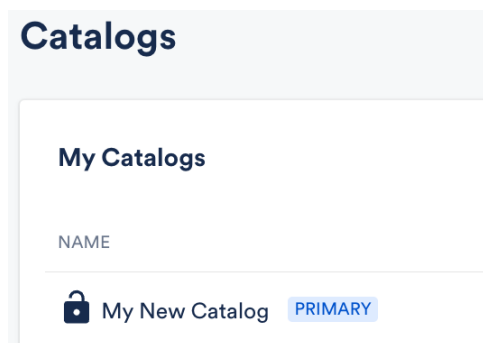
Last Modified on 03/23/2026 3:40 pm PDT

With **Primary Catalogs**, clients and supervisors can find your music more easily. While you may need multiple Catalogs, your Primary Catalog is designed to be the best holistic representation of your music.

At a glance

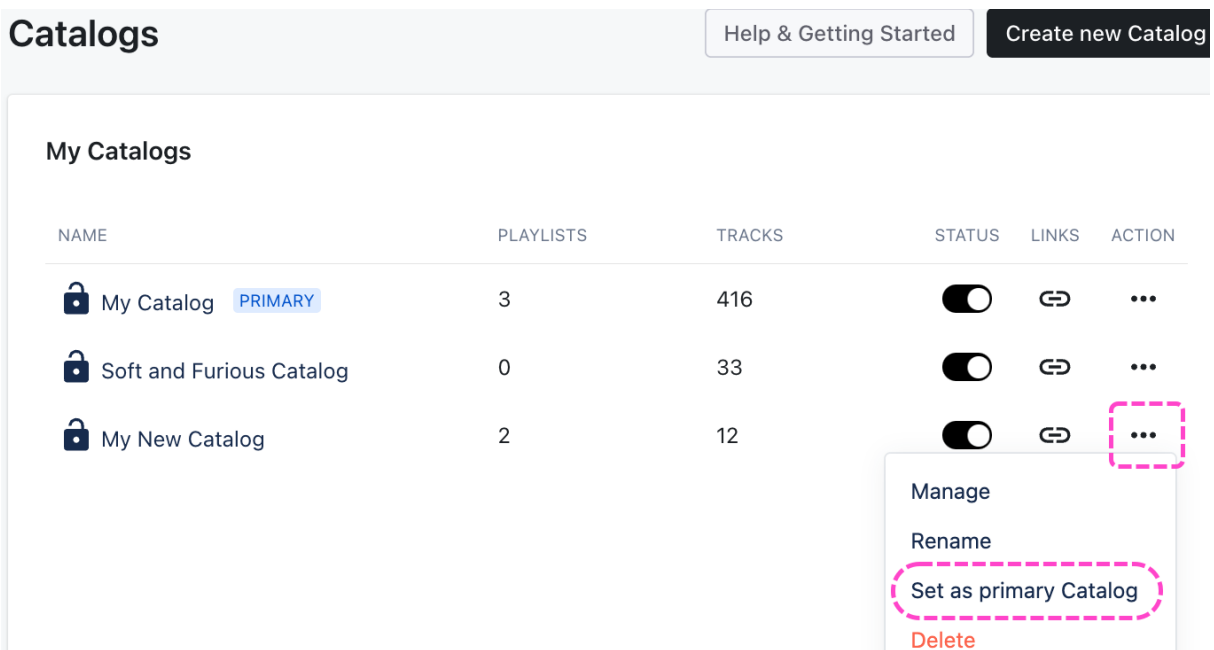
In order for your Catalog to be visible to music supervisors in DISCO, it must be [set as the Primary Catalog](#) and [opted in for Easy access](#).

DISCO automatically assigns a Primary Catalog for you, but you can change this if you like.









Setting a Primary Catalog

1. From the left sidebar of your DISCO, select **Catalogs**.
2. From the **Catalogs** page, open the **Actions menu** (⋮) for the desired Catalog and select **Set as primary Catalog**.



3. Your Primary Catalog will move to the top of the list and have a **PRIMARY** label.

My Catalogs

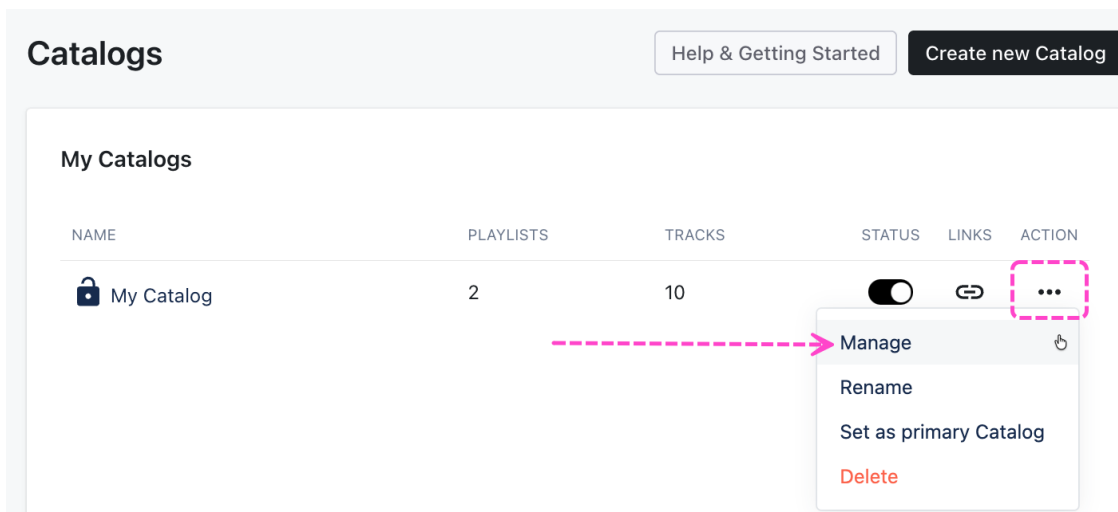
NAME	PLAYLISTS	TRACKS	STATUS	LINKS	ACTION
 My New Catalog PRIMARY	2	12	<input checked="" type="checkbox"/>		...
 Soft and Furious Catalog	0	33	<input type="checkbox"/>		...
 My Catalog	3	416	<input type="checkbox"/>		...

Best Practices

First, we recommend opting in your Primary Catalog for easy access, and allowing your Primary Catalog to be viewed without requiring a login.

You can set both of these from the **Catalog Settings**:

1. From the left sidebar, select **Catalogs**.
2. From the **Catalogs** page, open the **Actions menu (...)** for your Primary Catalog and select **Manage**.



The screenshot shows the 'Catalogs' page with a table of catalogs. The 'My Catalog' row is highlighted, and its 'ACTION' column menu is open, showing options: 'Manage', 'Rename', 'Set as primary Catalog', and 'Delete'. A pink dashed arrow points from the 'Manage' option to the 'Manage' text in the menu.

3. On the **Catalog Settings** page, under **Access & promotion**, select these radio buttons:
 - **Easy access** (under **Supervisor Access**)
 - **View without login** (under **Access settings**)

Supervisor Access

You can opt in your Catalog to be browsable by approved supervisors on DISCO. You can also opt supervisors in to have download access to your Catalog. [Find out more.](#)

Easy access – Allow supervisors to discover, browse, & download from my Catalog on their feed & in [MultiDISCO search](#) (recommended)

Limited access – Allow supervisors to discover and browse my Catalog on their feed

Private – Keep my Catalog available only to clients I've invited or approved

Describe your Catalog for supervisors 🟡

Describe your Catalog's sound, and note anything supervisors might find useful, like clearance and territory information

Primary Catalog

Your primary catalog can be easily linked in other places that you share music in DISCO such as in playlist pages, the email creator, and inboxes. We recommend that your primary catalog is set to *View without login* in the settings below.

This Catalog is set as your primary Catalog. [Change](#)

By enabling the setting below, your primary Catalog will be linked on your track and playlist shares. [Find out more.](#)

Link to my Primary Catalog from playlist and track shares

Access settings

View without login allows anyone with the link to browse and stream tracks, but login is required to download or save tracks. Log in required to view means ~~people accessing your Catalog~~ have to log in to browse your Catalog and download files.

View without login

[Update Catalog settings](#)

4. Click the **Update Catalog Settings** button.

Next, we recommend [linking your Primary Catalog to your business.](#)

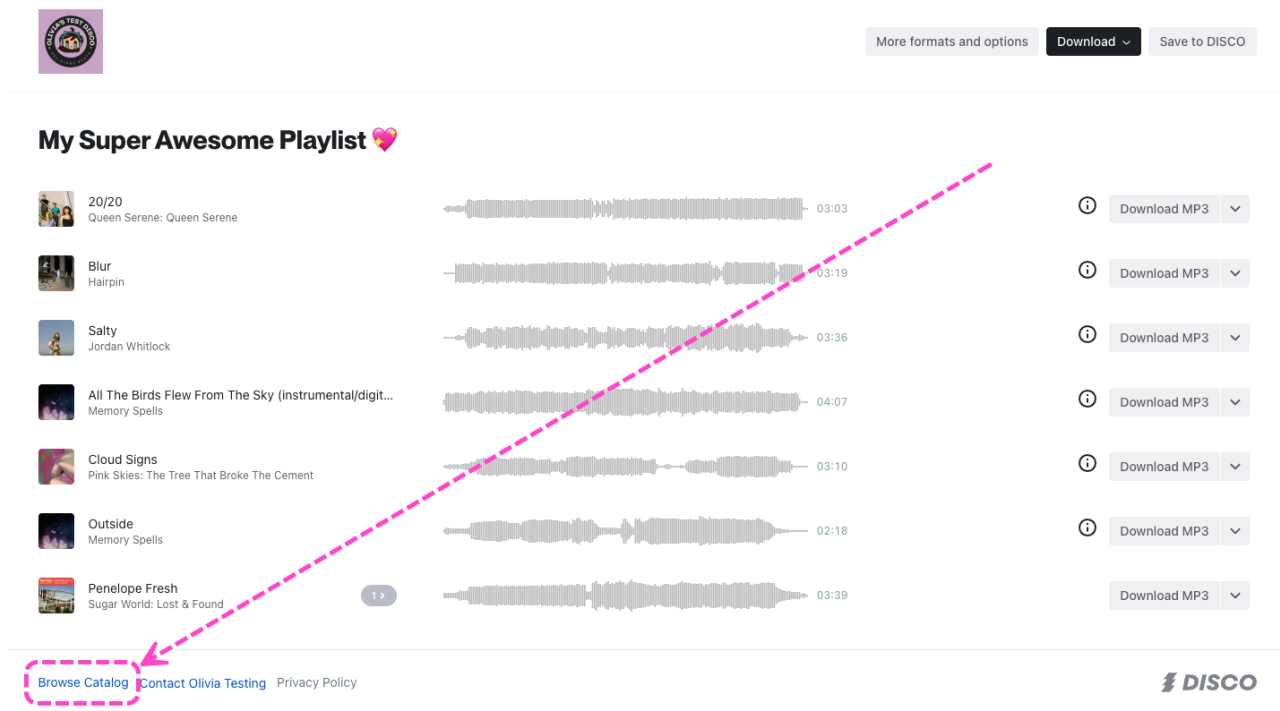
Catalogs: Linking your Primary Catalog to your business

Last Modified on 03/23/2026 3:41 pm PDT

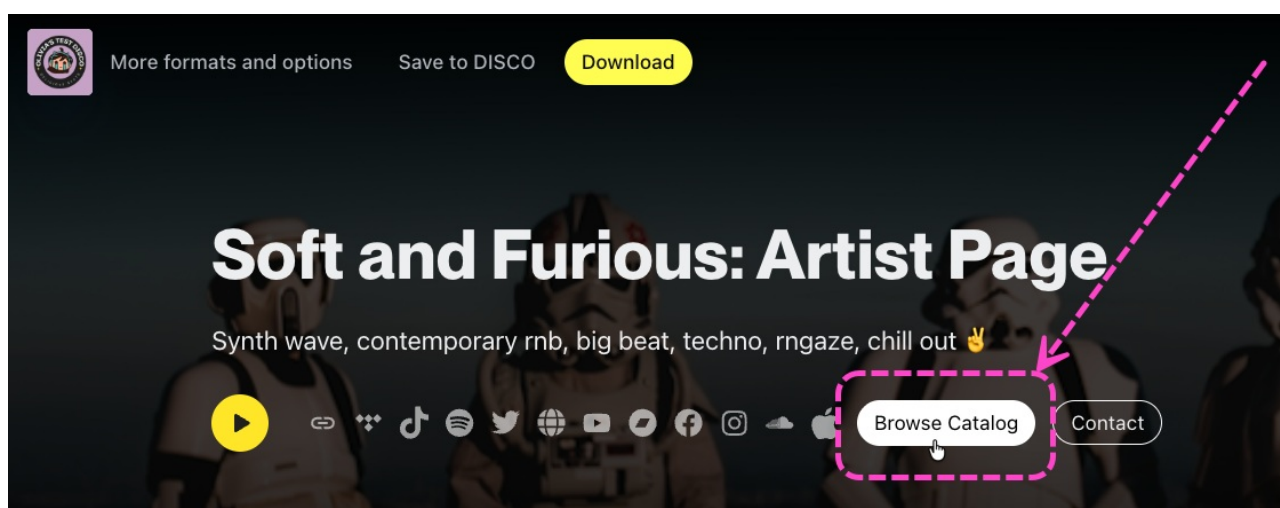
Once your Primary Catalog has been set you'll have the option to link it to your business across DISCO.

At a glance

Once linked, the Playlists (including [Artist and Album Pages](#)) and Tracks that you share from DISCO will include a clickable link to your Primary Catalog, making it more easily accessible:



The screenshot shows a music player interface for a playlist titled "My Super Awesome Playlist". It lists several tracks with their respective artists and durations. A pink dashed arrow points from the "Browse Catalog" link in the bottom left corner to the "Browse Catalog" button on the right side of the track list. The interface includes a "More formats and options" menu, a "Download" button, and a "Save to DISCO" button. The DISCO logo is visible in the bottom right corner.



The screenshot shows an artist page for "Soft and Furious". The page features a large title, a description of the artist's sound ("Synth wave, contemporary rnb, big beat, techno, rngaze, chill out"), and a row of social media sharing icons. A pink dashed arrow points from the "Browse Catalog" button in the bottom right corner to the "Browse Catalog" button on the right side of the social media icons. The interface includes a "More formats and options" menu, a "Save to DISCO" button, and a "Download" button. The DISCO logo is visible in the bottom right corner.

Linking your Primary Catalog

1. From the left sidebar, select **Catalogs**.
2. Open the **Actions** menu for your Primary Catalog and select **Manage**.

3. Under **Clients & Promotion > Access & promotion**, set the **Link to my Primary Catalog from playlist and track shares** toggle to **ON**.

CATALOG SETTINGS < Catalogs

My Catalog PRIMARY

> Content

> Design

▼ Clients & Promotion

Access & promotion

Clients

Stats

> Settings & Notifications

Supervisor Access

You can opt in your Catalog to be browsable by approved supervisors on DISCO. You can also opt supervisors in to have download access to your Catalog. [Find out more.](#)

Easy access – Allow supervisors to discover, browse, & download from my Catalog on their feed & in [MultiDISCO search](#) (recommended)

Limited access – Allow supervisors to discover and browse my Catalog on their feed

Private – Keep my Catalog available only to clients I've invited or approved

By setting a primary Catalog to private, you'll be limiting the discoverability of this Catalog. [Find out more.](#)

Primary Catalog

Your primary catalog can be easily linked in other places that you share music in DISCO such as in playlist pages, the email creator, and inboxes. We recommend that your primary catalog is set to *View without login* in the settings below.

This Catalog is set as your primary Catalog. [Change](#)

By enabling the setting below, your primary Catalog will be linked on your track and playlist shares. [Find out more.](#)

Link to my Primary Catalog from playlist and track shares

Update Catalog settings

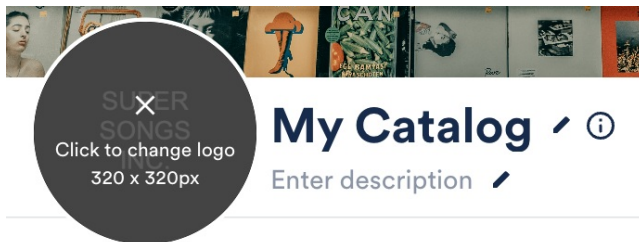
4. Click the **Update Catalog settings** button.

Recommended image specifications for DISCO Catalogs, Artist Pages, and Album Pages

Last Modified on 03/23/2026 3:53 pm PDT

For DISCO Catalogs

- **Home page logo:** 320 by 320 pixels



- **Home page main banner image:** 2400 by 800 pixels

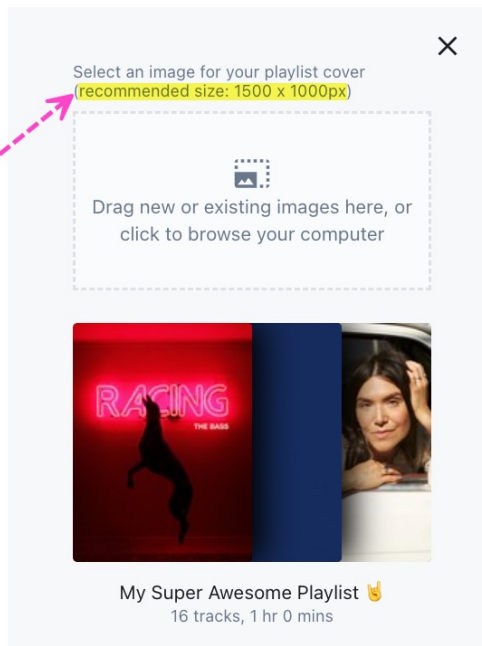


- **Playlist cover image:** 1500 by 1000 pixels

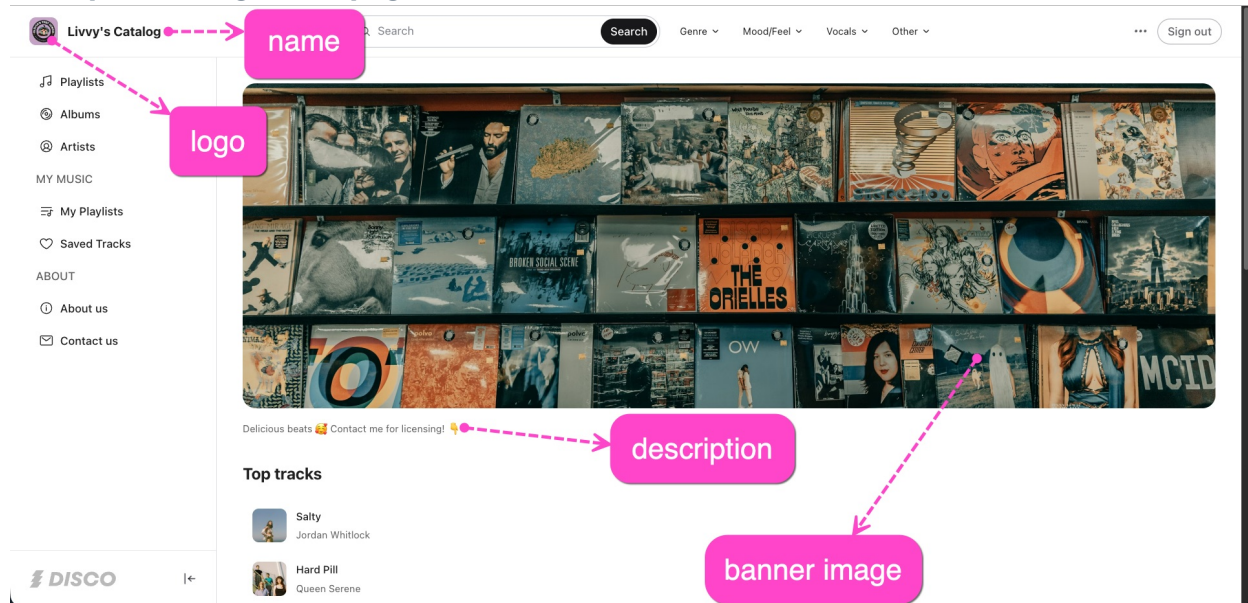
Playlist design

Choose design view for playlist

- Default
- Choose a color
- Choose an image



Example Catalog home page:



For Artist and Album Pages

Click on the **Image recommendations** link:

Hero info

Artist image

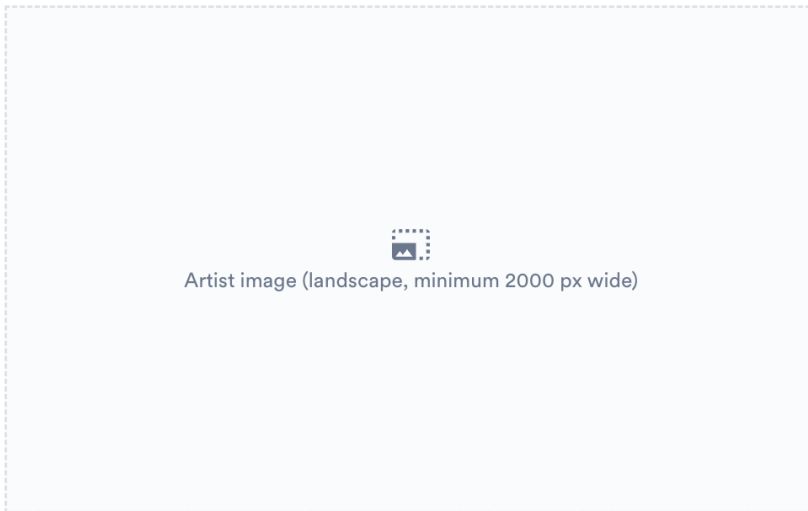
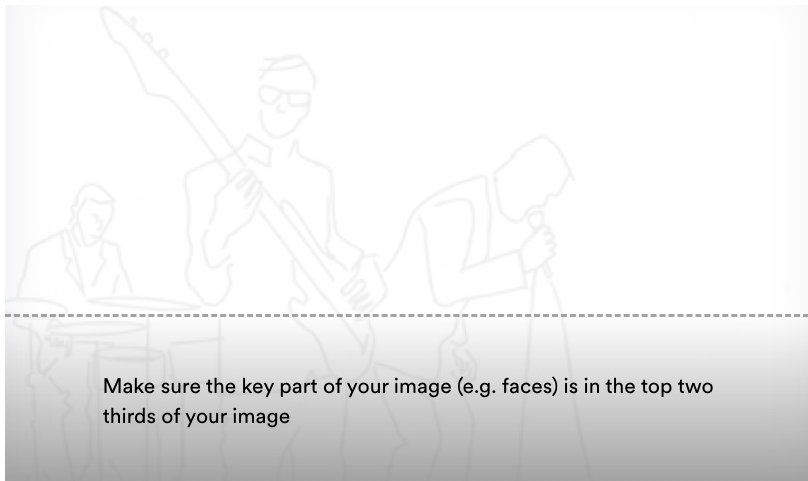


Image recommendations



- File format: jpeg or png

When uploading an image for an [Artist or Album Page](#), use the following specifications:

- **Image Orientation:** Landscape
- **File Formats:** jpeg, png
- **Resolution:** minimum of 2000px wide
- **Positioning:** Keep the primary part of your image in the top 2/3 of the image

Example:

Edit image



Key parts of the image should be kept above this line

More formats and options Save to DISCO [Download](#)

Soft and Furious - Artist Page
Synth wave, contemporary rnb, big beat, techno, rmgaze, chill out 🎧

Powered by DISCO [PRIVACY POLICY](#)

Catalogs: Logging in to a Catalog using Single sign-on (SSO)

Last Modified on 03/23/2026 3:56 pm PDT

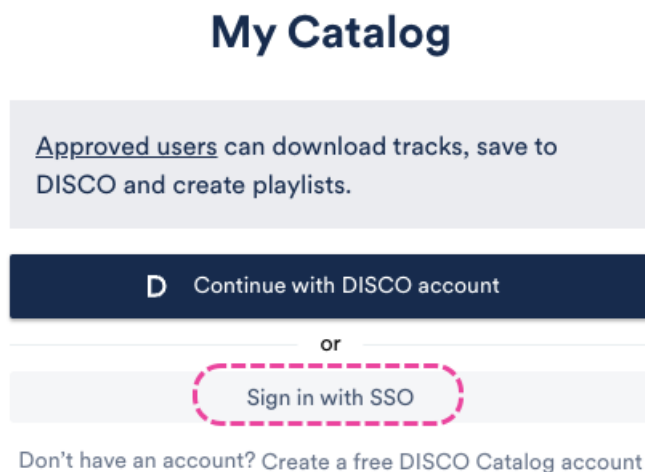
If **Single sign-on (SSO)** is enabled on your DISCO, you can use it when logging in to your DISCO, *and* when logging in to a **DISCO Catalog!**

At a glance

Not all Catalogs will require a login to be viewed. This is dependent on the settings of each individual Catalog. But, you may be required to log in at some point to either view the Catalog or to save and download Tracks from the Catalog.

When logging in to a Catalog, you will see two options:

- **Continue with DISCO account**
- **Sign in with SSO**



In this article, we will cover the **Sign in with SSO** option.

Note: If you don't have a DISCO account, you can choose this option: **Don't have an account? Create a free DISCO Catalog account**

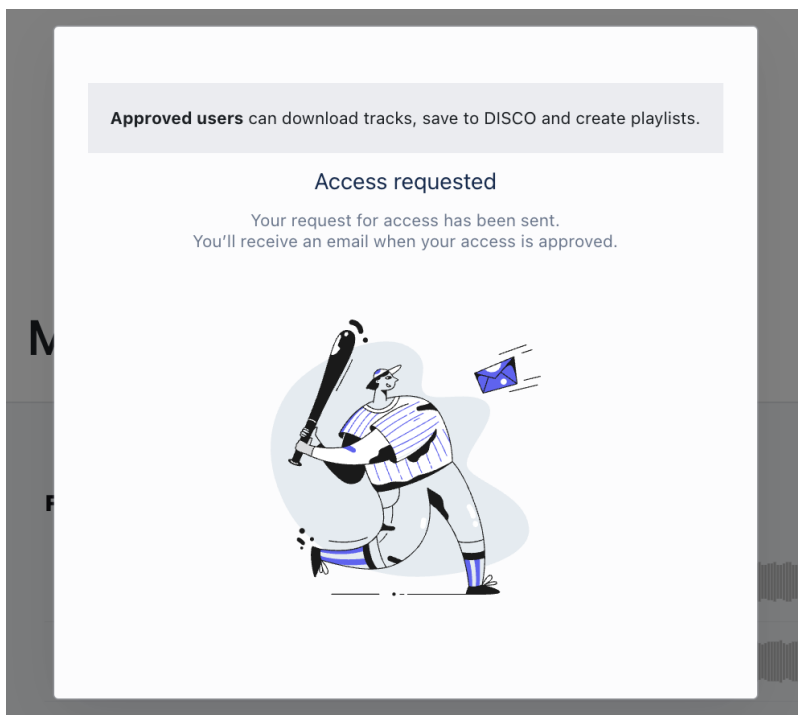
Logging in using Single sign-on (SSO)

1. Open the link to the Catalog you would like to view.
2. Click the **Sign in with SSO** button.

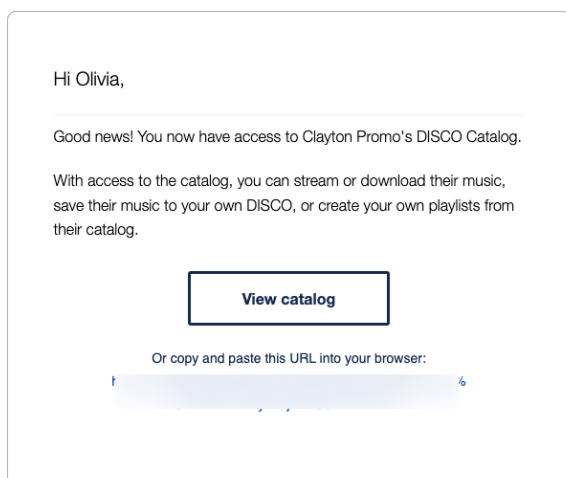
Note: SSO must be enabled on your DISCO to use this option.

3. Enter your email address (that you use to log in to your DISCO using SSO).

4. Click the **Continue** button.
5. You will be redirected to a login page for your [SAML identity provider](#) (e.g. Okta, Auth0, etc).
6. Enter your credentials for that provider and complete the login.
7. You will be redirected back to the Catalog.
 - If you haven't been approved by the Catalog owner previously, you may see this **Access requested** message:



- Once you are approved by the Catalog owner, you will receive an email confirmation from support@disco.ac:



DISCO

S Wave International

9450 SW Gemini Drive PMB 74481 Beaverton, Oregon 97008 USA

- You can now access the Catalog by clicking **View catalog** in the email, or pasting the

URL into your browser.

Error Message: "SSO is not enabled for your DISCO."

SSO must be enabled on your DISCO before you can use the **Sign in with SSO** option.

If SSO is not enabled, and you attempt to use the **Sign in with SSO** option when logging in to a Catalog, this error message will appear:

The screenshot shows a sign-in interface for DISCO. At the top, it says "Sign in to DISCO" and "Sign in with SSO". Below that is a text input field labeled "Your email" containing "my@email.com". A green "Continue" button is positioned below the input field. Underneath the button is a light orange error message box with a warning icon and the text "SSO is not enabled for your DISCO.". At the bottom of the error box is a blue link that says "Back to Sign in".

If you would like to start using SSO, you can [send a request to our Support team](#).

In the meantime, you can click **Back to Sign in** and choose another option.

This screenshot is identical to the one above, but the "Back to Sign in" link is highlighted with a dashed pink border to draw attention to it.

Requesting SSO to be enabled on your DISCO

Contact our [Support team](#) to request that SSO be enabled on your DISCO.

Once enabled, you will have the option to use SSO both when logging in to your DISCO, and when logging in to any Catalogs when necessary.

Catalogs: Enabling license request forms on your Catalog

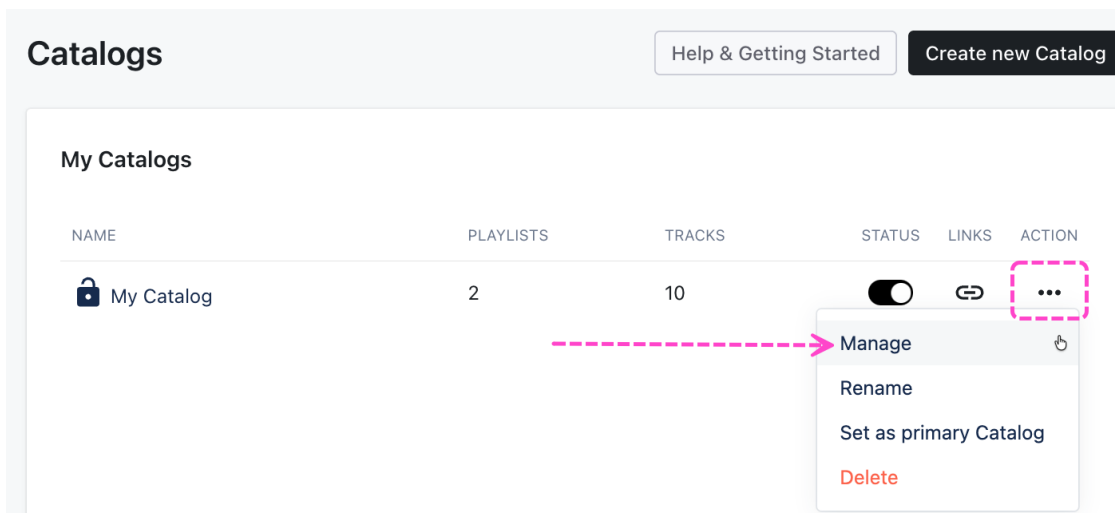
Last Modified on 03/23/2026 4:02 pm PDT

You can enable a **licensing request form** on your DISCO Catalog to directly source inquiries from potential licensors of your music in a quick, streamlined format.

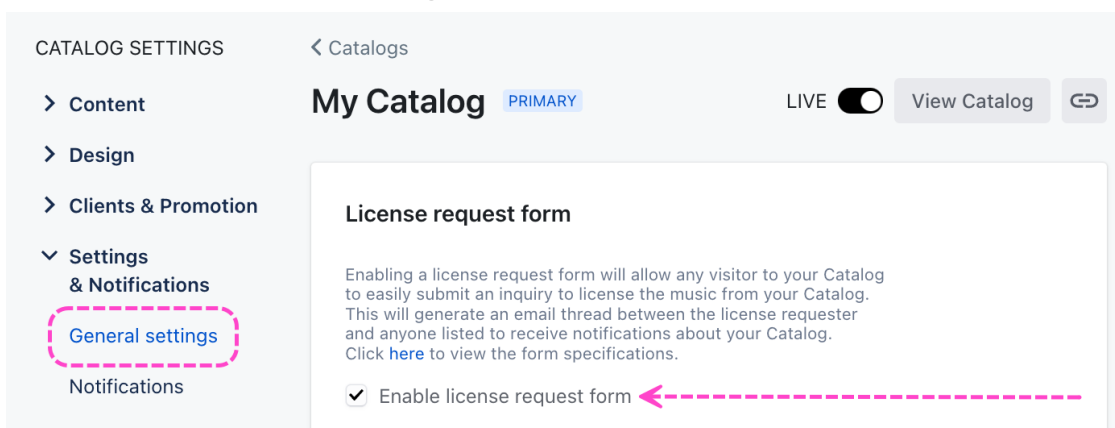
At a glance

The license request form can be enabled from the **Catalog Settings** page.

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Actions menu (...)** to the right of the desired Catalog and select **Manage**.



3. From the **Catalog Settings** page, under **Settings & Notifications**, select **General settings**.
4. Check the box to **Enable licensing request form**.



How the form appears on your Catalog

Once enabled, the form will be present next to every Track, Playlist, and Album in your Catalog:

← Back



Chasing The Sun

Braaten & Peachy Pete



Licensing form fields and options

The form looks like this:

Send license request

This will send a license request to the catalog owner(s) and instantly notify them.

Name *

Project Type *

Project Name

Budget

Duration

Additional info

Scene description, please include if it contains explicit content, etc.

The fields and options include:

- **Name*** - The requester's name. Will be auto-populated if the requester has a DISCO account.
- **Project Type*** - To specify what the requester plans to use this content for. Drop-down options include: **Feature Film, TV Show, Commercial, Other content**
- **Project Name** - Optional.
- **Budget** - Optional. Drop-down options include: **<1k, 1-5k, 5-10k, 10k+**
- **Duration** - Optional. The duration of the Track the requester is asking to license. Drop-down options include: **0-:30, :30-1:00, 1:00-1:30, 1:30-2:00, Full Track**
- **Additional Info** - Optional. Sample text: scene description, please include if it contains explicit content, etc.

**Indicates a required field.*

Managing licensing form submissions

After a form is submitted, depending on your [Catalog Notification Settings](#), you may receive in-app notifications and email notifications with the licensing requests.

You can use the **Reply** button in email notifications to start a conversation with the requester.

Licensing Request from Olivia Disco -
[olivia](#) [@disco.ac](#)

You have received a licensing request from **Olivia Disco** ([olivia](#) [@disco.ac](#)) via your DISCO Catalog '**My Catalog**'.

Project Type: Commercial

Project Title: Sneaker Commercial

Budget: 1k-5k

Duration: 1:00 - 1:30

Additional info: I'd like to use a portion of this track for a sneaker commercial, specifically the part where the actor is running through a field and we zoom in on the sneakers.

Catalogs: Managing Catalog Notification Settings

Last Modified on 03/23/2026 4:02 pm PDT

You can change how you'd like Catalog access request and licensing form submission notifications to be delivered, and who in your DISCO should receive them.

1. From the **Catalog Settings** page, under **Settings & Notifications**, select **Notifications**.
2. Choose one of the radio buttons: **In-app notifications**, or **In-app notifications and email notifications**.
3. *Optional:* Select users from your DISCO in the drop-down to determine who should receive notifications.
4. Click the **Update Catalog settings** button.

CATALOG SETTINGS < Catalogs

My Catalog PRIMARY LIVE

Notifications

Choose how you'd like notifications delivered:

In-app notifications

In-app notifications and email notifications

Send notifications of access requests and license request form submissions to:

Select...

Catalogs: Setting up a custom domain for your Catalog

Last Modified on 08/27/2025 10:07 am PDT

Users who have our **Discovery Suite** added to their base plan and use **DISCO Catalogs** have the option to set up a custom domain for their Catalog.

At a glance

Each DISCO can have up to three custom domains configured for their Catalog.

This is a three-part process that involves adding CNAME records that we provide to your domain's DNS (Domain Name Service) configuration.

- [Part 1: Requesting CNAME Records](#)
- [Part 2: Adding CNAME Records](#)
- [Part 3: Contacting DISCO Support and waiting for confirmation](#)

Note: *This process is quite technical and requires that you have access to your DNS (Domain Name Service) provider's control panel. Your DNS provider may be your webhost, domain registrar, or a third party (such as CloudFlare).*

If you're unsure, we suggest reaching out to your webhost directly. If you don't have access to your DNS provider's control panel or you're not sure if you have access, contact your webmaster or a member of your IT team.

If you have any questions about this process, don't hesitate to contact our Support team.

Step-by-step guide

Part 1: Requesting CNAME Records

1. Fill out [this form](#) to request the necessary CNAME records.
2. You can either set up your DISCO Catalog as a subdomain (e.g. catalog.great-music.com) or you can setup your DISCO Catalog URL as your primary domain (e.g. www.great-music.com).

Notes:

- *If you set up your DISCO Catalog as your primary domain, you will not be able to use the domain for anything else.*
- *Subdirectories like great-music.com/catalog are not currently supported.*

3. Once you've submitted the form and our Support team has received the request, we will generate the necessary records and email them to you along with this guide. Requests

are added to a queue, so please note it might take some time before your domain is processed.

Part 2: Adding CNAME Records

The process for adding CNAME records varies depending on which DNS provider you use. We suggest checking your DNS provider's documentation or contacting their support team for specific instructions. You can also find links to the relevant documentation for a few common DNS providers at the bottom of this page.

1. Log into your DNS provider's control panel.
2. Locate the area of where you update DNS records. The name of the area varies by provider; it may be called DNS Manager, Zone Editor, Domain Manager, or something similar.
3. Create two CNAME records using the "Names" and "Values" provided to you. You can find examples of CNAME records for your reference below.

Example CNAME records:

NAME	Value
_214j14833d54d8a.catalog.great-music.com	_ea23351814889.3asdjiu.acm-validations.net
catalog.great-music.com	cat3315.cat.disco.ac

Note for Cloudflare users: When adding CNAME records, make sure that you turn off the "Cloudflare Proxy" setting for the CNAME records that you're adding. Refer to their documentation for more information.

Part 3: Contact DISCO Support & Wait For Confirmation

After adding your CNAME records, [contact our Support team](#) so that we can initiate the final steps. Once complete, we will reach out and let you know when your custom domain is live.

After your custom domain has gone live, the original DISCO domain (e.g. <https://great-music.disco.ac/lib/123456789>) will still work. This also means that while you are waiting for your custom domain, you can continue to send invites to your Catalog using the link to the original DISCO domain ☐

DNS Provider-Specific Documentation

Here is a list of documentation on adding DNS records for a few of the more popular DNS providers:

- [CloudFlare](#)
- [HostGator](#)
- [Amazon Web Services](#)
- [Namecheap](#)

- [Dreamhost](#)
 - [GoDaddy](#)
 - [Google Domains](#)
 - [Hover](#)
 - [Squarespace](#)
-
-

Catalogs: Enabling Easy access to make your Catalog discoverable by music supervisors on DISCO

Last Modified on 01/13/2026 10:50 am PST

The **Easy access** setting for **DISCO Catalogs** helps to simplify the experience for music supervisors to discover and utilize your Tracks!

At a glance

This setting is only applicable to your **Primary Catalog**.

How do music supervisors find my Primary Catalog?

Music supervisors find Catalogs using special features we developed specifically for them: **Discover Music** and **MultiDISCO Search**.

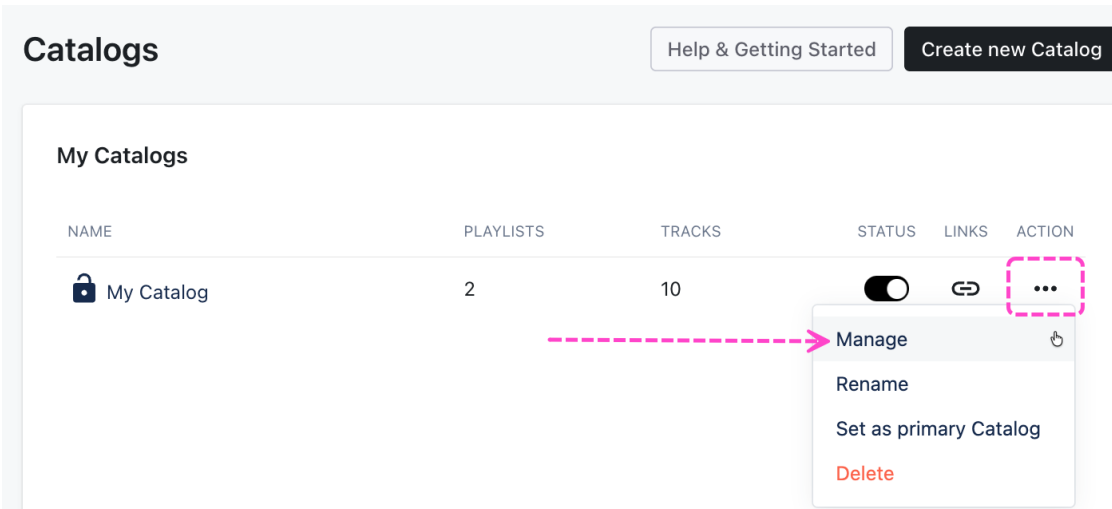
More specifically, they use these special features to browse and search for Catalogs (and the Tracks within them) across DISCO.

How do I make my Primary Catalog visible to music supervisors on DISCO?

First, [your Catalog must be published](#) and [set as your Primary Catalog](#). Next, you'll need to **opt in** your Primary Catalog by enabling the **Easy access** setting.

Enabling Easy access to opt in your Primary Catalog

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Actions menu** (⋮) to the right of the your Primary Catalog and select **Manage**.



The screenshot shows the 'Catalogs' page in the DISCO interface. At the top, there are buttons for 'Help & Getting Started' and 'Create new Catalog'. Below is a table titled 'My Catalogs' with columns for NAME, PLAYLISTS, TRACKS, STATUS, LINKS, and ACTION. The first row shows 'My Catalog' with 2 playlists and 10 tracks. The 'ACTION' column for 'My Catalog' has a three-dot menu icon (⋮) highlighted with a pink dashed box. A pink dashed arrow points from this menu to a dropdown menu that is open, showing options: 'Manage' (with a hand icon), 'Rename', 'Set as primary Catalog', and 'Delete' (in red).

3. From the **Catalog Settings** page, under **Clients & Promotion**, select **Access & promotion**.
4. Under **Supervisor Access**, select **Easy access**.

Stats for opted-in Easy access Catalogs

How it works

You'll receive stats when a supervisor opens, streams, or saves a track from your Primary Catalog that has appeared in their search.

However, to protect their privacy, their activity in the **Stats** will remain anonymous, so you'll only see which company they are accessing your Primary Catalog from, not their name or email. It will look something like this: [Company Name] - Supervisor .

Most active users

USER	SESSIONS
Anonymous user	19
client [redacted] @gmail.com	3
Olivia [redacted]	2
Hugh [redacted]	1
Marc [redacted]	1
Michael [redacted]	1
Jon [redacted]	1
Jennifer [redacted]	1
Paul [redacted]	1
Mixtapery - Supervisor	1

Note: If a supervisor has already accepted an invitation to your Primary Catalog, or is later invited to it, their regular contact info will be displayed here.

Viewing your Catalog Stats

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Actions menu** (⋮) to the right of the desired Catalog and

select **Manage**.

Catalogs Help & Getting Started Create new Catalog

My Catalogs

NAME	PLAYLISTS	TRACKS	STATUS	LINKS	ACTION
My Catalog	2	10	<input type="checkbox"/>		 Manage Rename Set as primary Catalog Delete

3. From the **Catalog Settings** page, under **Clients & Promotion**, select **Stats**.

CATALOG SETTINGS < Catalogs

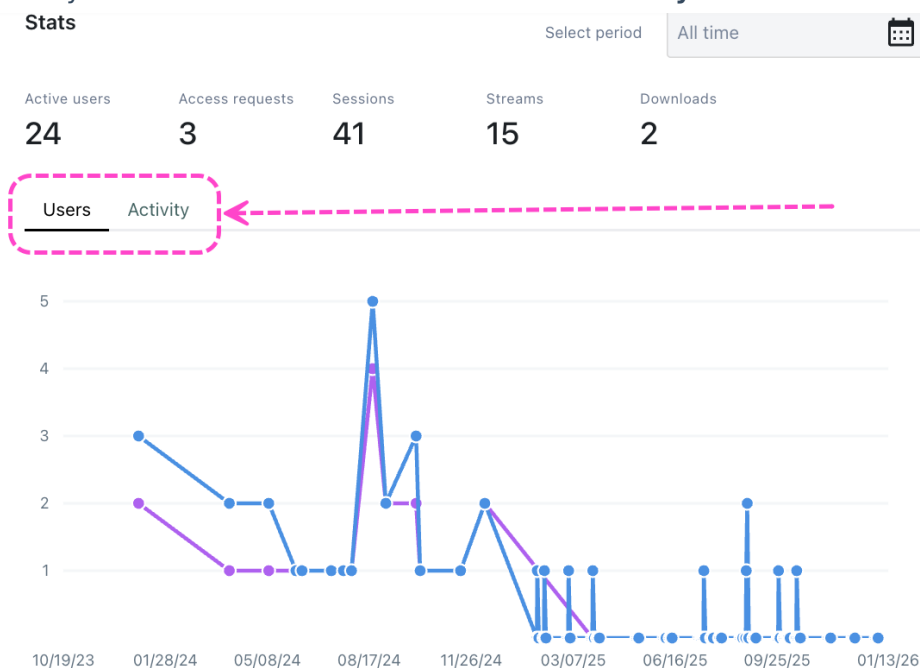
My Catalog PRIMARY LIVE View Catalog

Stats Select period All time

Active users	Access requests	Sessions	Streams	Downloads
24	3	41	15	2

Users Activity

4. Here you can see a breakdown of **Users** and **Activity**.



Catalogs: Easy access Catalogs (for music supervisors)

Last Modified on 03/23/2026 4:11 pm PDT

With the **Easy access** setting, users with a [Primary DISCO Catalog](#) can set their Primary Catalogs to allow login/download access to any vetted music supervisor on DISCO with no invite or approval process needed!

At a glance

We built this feature to make it easier for supervisors to find great music through Catalogs and download Tracks or save them to their DISCO (using the [Save to DISCO button](#)). This helps speed up the process of pitching and using Tracks when on a tight timeline.

Supervisor Access

You can opt in your Catalog to be browsable by approved supervisors on DISCO. You can also opt supervisors in to have download access to your Catalog. [Find out more.](#)

- Easy access** – Allow supervisors to discover, browse, & download from my Catalog on their feed & in [MultiDISCO search](#) (recommended)
- Limited access – Allow supervisors to discover and browse my Catalog on their feed
- Private – Keep my Catalog available only to clients I've invited or approved

Describe your Catalog for supervisors ⓘ

Describe your Catalog's sound, and note anything supervisors might find useful, like clearance and territory information

By default, Catalogs are *not* set to Easy access. New Catalogs will still be set to 'Private' by default and existing Catalogs will retain their current settings. Catalog owners must [enable the Easy access setting manually](#).

Using Discover Music to browse Easy access Catalogs

Supervisors on DISCO have access to a tool in their Discovery Suite called **Discover Music**.

DISCOVERY SUITE

- Discover Music
- Catalogs
- Auto tagged tracks

On the Discover Music page, there is a section to **Browse Catalogs** which includes an **Easy access** toggle. Set this toggle to **ON** to browse through a feed of all Primary Catalogs on DISCO that have **Easy access** enabled, plus any others that you've been invited to or been approved to access.

Browse Catalogs

Q Search by genre or rights holder Easy access

Easy access Catalogs mean you can download tracks from the Catalog.

Privacy and security

To protect supervisor privacy, supervisors accessing Catalogs under **Easy access** permissions will *not** be listed by name or email in the Catalog owner's **Clients** list or **Stats** in their **Catalog Settings**. Instead, they'll appear as [Company Name] - Supervisor .

However, if the supervisor was already *invited to the Catalog* previously or has requested access to a Catalog, they'll appear as normal with their name and email.

Important: This means that previous activity within the Catalog will be associated back to the supervisor's real identity as a Client of the Catalog.

Example - Catalog Clients list (anonymized)

Clients

Invite clients

NAME	EMAIL	STATUS	ACTIONS
 Mixtapery - Supervisor		PRE-APPROVED SUPERVISOR	...

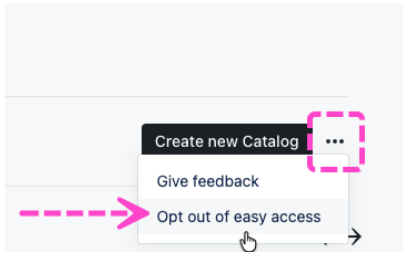
Example - Catalog Stats (anonymized) Most active users

USER	SESSIONS
Anonymous user	19
client [redacted]@gmail.com	3
Olivia [redacted]	2
Hugh [redacted]	1
Marc [redacted]	1
Michael [redacted]	1
Jon [redacted]	1
Jennifer [redacted]	1
Paul [redacted]	1
Mixtapery - Supervisor	1

Opting out of the easy access group

Supervisors can opt out of being in the easy access group. To do this:

1. Go to your **Discover Music** page.
2. On the top-right corner of the page (next to the **Create new Catalog** button), open the **ellipses menu (...)**.
3. Select **Opt out of easy access** .



Catalogs: FAQ

Last Modified on 09/05/2025 10:30 am PDT

Q: What are DISCO Catalogs?

DISCO Catalogs (formerly known as **DISCO Libraries**) are essentially mini-websites you can create in your DISCO to host and publish specific curated content in a simple, searchable, and easy-to-use way. There are many use cases for Catalogs - whether it's to showcase a specific group of Artists/Albums, highlight your 1-stop/easy clears, or make a Catalog specifically for a client.

You can customize access permissions to Catalogs to limit who can view and download your content. Catalogs also make it easier for music supervisors to find your content and download it or save it straight to their DISCO!

Q: Can I subscribe to Catalogs only?

No, the Discovery Suite is sold as a package that includes Catalogs.

Q: Can clients access my Catalog without a login?

If you set your Catalog to public, anyone can browse and stream the Catalog, but only authorized users who are logged in will be able to download the tracks, save them to DISCO, and create playlists.

If you set your Catalog to private, only users who are logged in will be able to access the Catalog.

Q: How customizable is the Catalog design?

You can add your own logo and hero image, and customize the main Catalog color. You can also add artist images and bios, and playlist cover images.

Q: Where do I manage metadata and tags for Tracks in my Catalog?

[Metadata and tags can be managed from the Track Information page](#). Any changes to metadata are reflected in your Catalogs.

Q: Can I perform a Similarity Search from within a Catalog?

No.

Q: Can I create multiple Catalogs?

Yes. Your Catalog Track quota will be shared collectively between Catalogs. 1 Track can be in 10 Catalogs and that counts as 1 Track towards your quota.

Note: Although you can create multiple Catalogs, only **one** of them can be opted in for supervisor access, and it must set as your Primary Catalog.

Q: Which Track formats are available for clients to access in Catalogs?

Clients can access all formats you have associated with your Tracks. From the Catalog Settings, you can choose to limit download access to MP3s only.

CATALOG SETTINGS < Catalogs

My Catalog PRIMARY LIVE View Catalog

License request form

Enabling a license request form will allow any visitor to your Catalog to easily submit an inquiry to license the music from your Catalog. This will generate an email thread between the license requester and anyone listed to receive notifications about your Catalog. Click [here](#) to view the form specifications.

Enable license request form

Format settings

If you'd like only the optimised format of your tracks available for download (MP3s and M4As), and not the hi-res formats (wavs and aiffs), select the "Include only optimised formats" option below.

Include only optimised formats

Q: Are stats and analytics available for activity in Catalogs?

Yes! Detailed stats are available for each Catalog. You can view these in your **Catalog Settings** under **Clients & Promotion > Stats**.

CATALOG SETTINGS < Catalogs

My Catalog PRIMARY LIVE View Catalog

Stats Select period All time

Active users	Access requests	Sessions	Streams	Downloads
24	3	41	15	2

Users Activity

Q: If a supervisor or recipient of the Catalog URL does not have DISCO, can they still search, stream, and download content?

Yes, they'll be able to as long as you have granted them access to your Catalog, whether they have DISCO or not.

Q: Can I embed my DISCO Catalog on my website?

No, but instead you could set up a URL redirect with a custom domain once you're subscribed or simply link to your Catalog from your website.

Q: Can you license music directly from my Catalog?

No, not yet! Make sure you [add Contact details to your Catalog](#) and [enable the licensing form](#) so potential licensors can reach out to you.

Q: How can I get music from my other system into DISCO Catalogs?

[Contact our Support team](#) and we'll help you import your music.

Q: How can I get my Catalog discovered by music supervisors?

You'll need to set the Catalog as your [Primary Catalog](#) and [opt in to Easy access](#).

Q: What are DISCO Catalogs?

Last Modified on 09/22/2025 4:19 pm PDT

Q: What are DISCO Catalogs?

DISCO Catalogs (formerly known as **DISCO Libraries**) are essentially mini-websites you can create in your DISCO to host and publish specific curated content in a simple, searchable, and easy-to-use way. There are many use cases for Catalogs - whether it's to showcase a specific group of Artists/Albums, highlight your 1-stop/easy clears, or make a Catalog specifically for a client.

You can customize access permissions to Catalogs to limit who can view and download your content. Catalogs also make it easier for music supervisors to find your content and download it or save it straight to their DISCO!

Q: Can I subscribe to Catalogs only?

Last Modified on 09/22/2025 4:17 pm PDT

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No, the Discovery Suite is sold as a package that includes Catalogs.

Q: Can clients access my Catalog without a login?

Last Modified on 09/22/2025 4:17 pm PDT

Q: Can clients access my Catalog without a login?

If you set your Catalog to public, anyone can browse and stream the Catalog, but only authorized users who are logged in will be able to download the tracks, save them to DISCO, and create playlists.

If you set your Catalog to private, only users who are logged in will be able to access the Catalog.

Q: How customizable is the Catalog design?

Last Modified on 09/22/2025 4:16 pm PDT

Q: How customizable is the Catalog design?

You can add your own logo and hero image, and customize the main Catalog color. You can also add artist images and bios, and playlist cover images.

Q: Where do I manage metadata and tags for Tracks in my Catalog?

Last Modified on 09/22/2025 4:16 pm PDT

Q: Where do I manage metadata and tags for Tracks in my Catalog?

Metadata and tags can be managed from the [Track Information page](#). Any changes to metadata are reflected in your Catalogs.

Q: Can I perform a Similarity Search from within a Catalog?

Last Modified on 09/22/2025 4:16 pm PDT

Q: Can I perform a Similarity Search from within a Catalog?

No.

Q: Can I create multiple Catalogs?

Last Modified on 09/22/2025 4:15 pm PDT

Q: Can I create multiple Catalogs?

Yes. Your Catalog Track quota will be shared collectively between Catalogs. 1 Track can be in 10 Catalogs and that counts as 1 Track towards your quota.

Note: Although you can create multiple Catalogs, only **one** of them can be opted in for supervisor access, and it must set as your Primary Catalog.

Q: Which Track formats are available for clients to access in Catalogs?

Last Modified on 01/13/2026 10:53 am PST

Q: Which Track formats are available for clients to access in Catalogs?

Clients can access all formats you have associated with your Tracks. From the Catalog Settings, you can choose to limit download access to MP3s only.

CATALOG SETTINGS < Catalogs

My Catalog PRIMARY LIVE View Catalog

> Content
> Design
> Clients & Promotion
▼ Settings & Notifications
General settings
Notifications

License request form

Enabling a license request form will allow any visitor to your Catalog to easily submit an inquiry to license the music from your Catalog. This will generate an email thread between the license requester and anyone listed to receive notifications about your Catalog. Click [here](#) to view the form specifications.

Enable license request form

Format settings

If you'd like only the optimised format of your tracks available for download (MP3s and M4As), and not the hi-res formats (wavs and aiffs), select the "Include only optimised formats" option below.

Include only optimised formats

Q: Are stats and analytics available for activity in Catalogs?

Last Modified on 01/13/2026 10:53 am PST

Q: Are stats and analytics available for activity in Catalogs?

Yes! Detailed stats are available for each Catalog. You can view these in your **Catalog Settings** under **Clients & Promotion > Stats**.

CATALOG SETTINGS < Catalogs

My Catalog PRIMARY LIVE View Catalog

Stats Select period All time

Active users	Access requests	Sessions	Streams	Downloads
24	3	41	15	2

Users Activity

Q: If a supervisor or recipient of the Catalog URL does not have DISCO, can they still search, stream, and download content?

Last Modified on 09/22/2025 4:15 pm PDT

Q: If a supervisor or recipient of the Catalog URL does not have DISCO, can they still search, stream, and download content?

Yes, they'll be able to as long as you have granted them access to your Catalog, whether they have DISCO or not.

Q: Can I embed my DISCO Catalog on my website?

Last Modified on 09/22/2025 4:14 pm PDT

Q: Can I embed my DISCO Catalog on my website?

No, but instead you could set up a URL redirect with a custom domain once you're subscribed or simply link to your Catalog from your website.

Q: Can you license music directly from my Catalog?

Last Modified on 09/22/2025 4:14 pm PDT

Q: Can you license music directly from my Catalog?

No, not yet! Make sure you [add Contact details](#) to your Catalog and [enable the licensing form](#) so potential licensors can reach out to you.

Q: How can I get music from my other system into DISCO Catalogs?

Last Modified on 09/22/2025 4:12 pm PDT

Q: How can I get music from my other system into DISCO Catalogs?

Contact our [Support team](#) and we'll help you import your music.

Q: How can I get my Catalog discovered by music supervisors?

Last Modified on 09/22/2025 4:12 pm PDT

Q: How can I get my Catalog discovered by music supervisors?

You'll need to set the Catalog as your [Primary Catalog](#) and [opt in to Easy access](#).

DISCO Libraries have been renamed to DISCO Catalogs

Last Modified on 08/27/2025 9:54 am PDT

After receiving feedback from our users, we've renamed **DISCO Libraries** to **DISCO Catalogs**. You'll see these changes reflected in the DISCO interface, on our website, in our Support Center articles, and anywhere else this feature is referenced. We feel that 'Catalog' is a better name for what our customers are presenting, and the broader eco-system their Catalogs form.

For more information on Catalogs, [check out this article](#) and [this video and more in our School of DISCO!](#)

Changes to Catalogs Access

Last Modified on 08/27/2025 9:47 am PDT

We've updated how music is discovered by music supervisors on DISCO.

At a glance

We made a recent change in **August of 2025** where only your **Primary Catalog** will be able to be opted-in for supervisor access. Additional Catalogs will be removed from supervisor access.

Frequently Asked Questions

Why did DISCO make this update?

We made this update based on valuable feedback we've received directly from music supervisors on DISCO. By streamlining the content that appears in their **Discover Music** page and **MultiDISCO Search** results, we can provide supervisors with a more optimal and improved experience. This also means that your Tracks have a better chance of standing out, which could lead to more opportunities!

What do I need to do to prepare for this update?

To help your Tracks stand out, we suggest doing the following as soon as possible:

- [Select your Primary Catalog](#).
- [Check the Catalog Settings](#) of your Primary Catalog to make sure it's opted-in for supervisor access.
- Review [DISCO Catalog best practices](#) to make sure your work is set up for success!

What will happen to my other Catalogs?

The only change that will be made to any of your other Catalogs (that are not your Primary Catalog) is the Access setting. They will no longer be opted-in for supervisor access, but everything else will remain the same. You'll still have access to all your other Catalogs, and you'll still be able to share them privately with partners and collaborators. They just won't appear in Discover Music or MultiDISCO Search any longer.

Insights: Intro

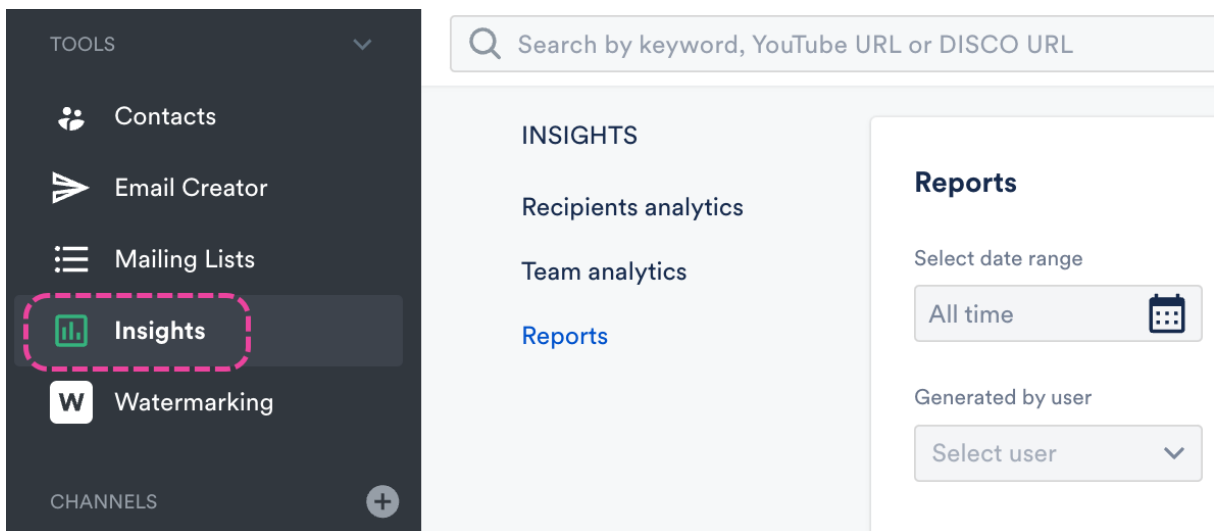
Last Modified on 09/15/2025 4:40 pm PDT

With **Insights** you can see how your Tracks and Playlists are being used -- both by users in your DISCO and the recipients you send music to.

What's included in the Insights feature?

Insights include **Analytics** and **Reports**. Here you can see:

- which Tracks you share the most
- which Playlists are performing the best
- who your most active recipients are
- and much more!



Insights: Team and Recipients analytics

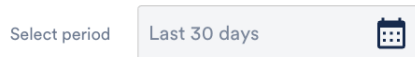
Last Modified on 09/15/2025 4:45 pm PDT

At a glance

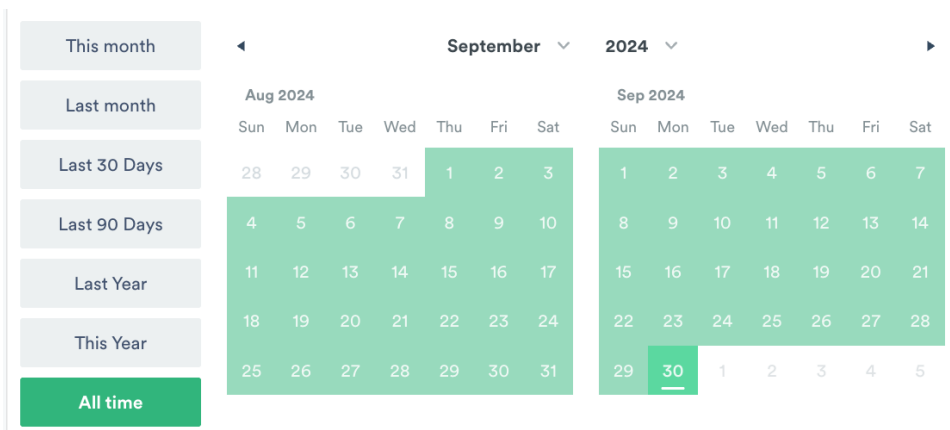
Unlike [Reports](#), **Analytics** are captured at *both* the Track and Playlist levels. There are two types of analytics captured:

- Recipients analytics
- Team analytics

When viewing analytics, you can adjust the period by using the **Select period** option in the top right corner of the page:



You can specify a date range by choosing a preset (**This month**, **Last month**, **Last 30 days**, **Last 90 days**, **Last Year**, **This Year**, **All time**) or setting a custom period:



Recipients analytics

These come from the recipients of your Tracks and Playlists to show how they are accessing your content.

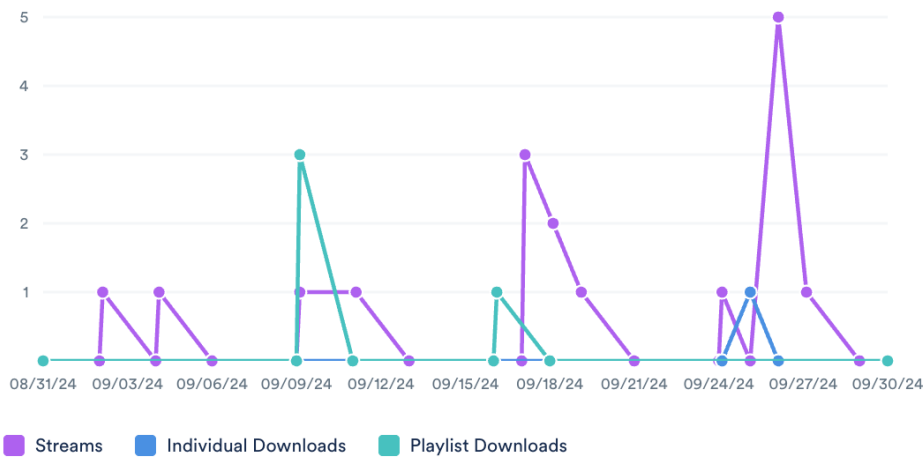
Recipients analytics includes:

- the number of **Streams**, **Individual Downloads**, and **Playlist Downloads**

Recipients analytics

Select period

Last 30 days



• Most accessed playlists

Most accessed playlists

[View more](#)

PLAYLIST	LAST UPDATED	ACCESSED
Non-media files	August 31st 2024, 4:18pm	3
My Super Awesome Playlist 🙌	September 23rd 2024, 6:15pm	2
Livvy Sings - Artist Page	July 18th 2024, 6:12pm	2
My First DISCO Playlist 🎵	September 23rd 2024, 6:42pm	1
My Super Awesome Playlist ❤️	September 26th 2024, 6:05pm	1

• Most downloaded playlists

Most downloaded playlists

[View more](#)

PLAYLIST	LAST UPDATED	DOWNLOADED
My Super Awesome Playlist 🙌	September 23rd 2024, 6:15pm	1
Livvy Sings - Artist Page	July 18th 2024, 6:12pm	1

• Most streamed files

Most streamed files


[View more](#)

FILE	ARTIST	STREAMED
20/20	Queen Serene	18

• Most downloaded files

Most downloaded files







[View more](#)

FILE	ARTIST	DOWNLOADED
 20/20	Queen Serene	1

- **Most active recipients**

Most active recipients

[View more](#)

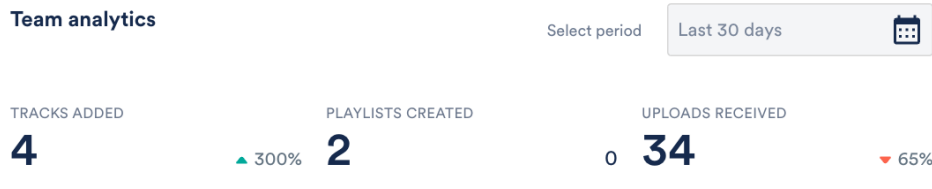
NAME	ACTIVITY
 RS Ray 	5
 AD Alexander 	3
 LA Lauren 	2

Team analytics

These come from the **Users** in your DISCO to show how they are using your Tracks and Playlists.

Team analytics includes:






- number of **Tracks Added**, **Playlists Created**, and **Uploads Received**



- **Most played tracks and videos**

Most played tracks and videos






[View more](#)

FILE	ARTIST	PLAYED
 20/20	Queen Serene	4
 Penelope Fresh	Sugar World	3
 Cloud Signs	Pink Skies	2
 Outside	Memory Spells	2
 All The Birds Flew From The Sky (instrume...	Memory Spells	2

- **Most pitched files** (these are the files included in the most Playlists in your DISCO)

Most pitched files

[View more](#)

FILE	ARTIST	PITCHED
 Secret Light	Sugar World	1
 Lost Inside the Dream	Sugar World	1
 Sabbath Still	Sugar World	1
 We Fell in Love	Sugar World	1
 Time to Kill	Sugar World	1

- **Most playlists created by team member**

Most playlists created by team member

[View more](#)

NAME	CREATED
 Olivia Disco	1






Limitations by plan

Users on both the **Plus** and **Pro** plans have access to both **Recipients** and **Team analytics**, and can see all of the same types of data.

The only difference is that **Plus** users will see a limited amount of analytics (whatever is currently displayed in each section), whereas **Pro** users can access all analytics by clicking the **View more** buttons in each section:

Most played tracks and videos

[View more](#)

FILE	ARTIST	PLAYED
 20/20	Queen Serene	4
 Penelope Fresh	Sugar World	3
 Cloud Signs	Pink Skies	2
 Outside	Memory Spells	2
 All The Birds Flew From The Sky (instrume...	Memory Spells	2

Insights: Generating Reports

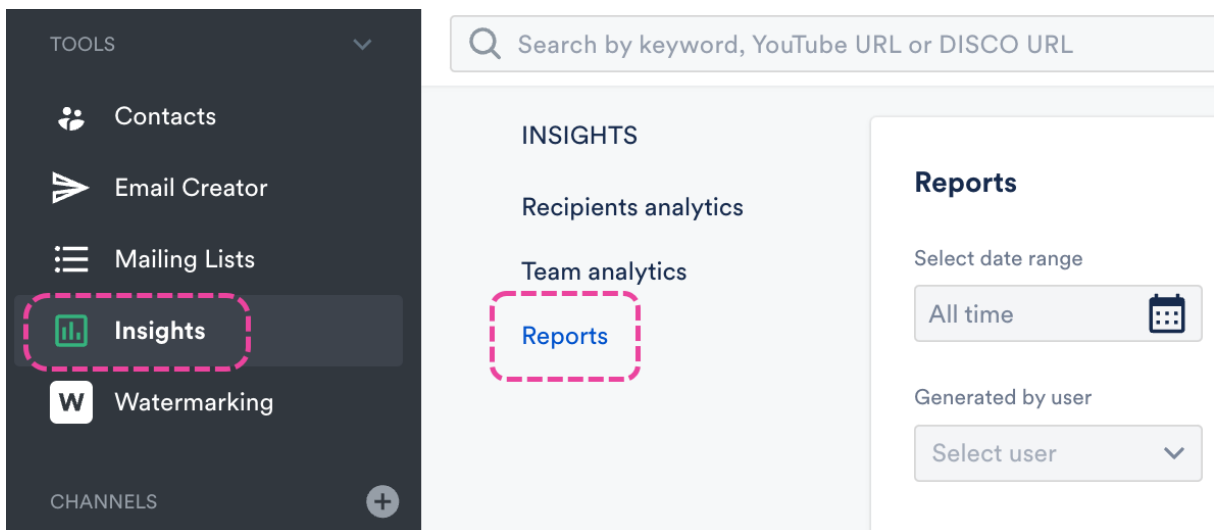
Last Modified on 04/08/2026 1:10 pm PDT

Using **Reports**, you can gather data about your Playlists and the Tracks within them.

At a glance

Reports are generated at the Playlist level and can be customized using basic reporting fields, **Filters**, and **More Options** to see things like:

- Playlists you've sent to specific Contacts
- Playlists that contain Tracks with specific metadata (e.g. Artist or Genre)
- Playlists in specific Channels, or with specific Tags
- Client Playlists
- and more!








Note: Some features are only available on certain plans:

- The **Plus** plan allows for limited reporting features (basic reporting fields, and **Filters** only).
- The **Pro** plan allows for all reporting features (including basic reporting fields, **Filters**, and **More Options**).
- More information about subscriptions and features can be found [here](#).

Basic reporting fields

There are six basic reporting fields included with the **Plus** plan and above:

Reports


Select date range	Select metadata	Playlist title
All time 	All metadata  Search metadata	Playlist title
Generated by user	Sent to client	Featuring writer
Select user 	All clients 	All writers 

- **Select date range** - To specify a date range by choosing a preset (**This month, Last month, Last 30 days, Last 90 days, Last Year, This Year**) or setting a custom period. (By default, reports will be for all time).
- **Select metadata** - To choose specific metadata fields to include from the dropdown or by typing in the search box.
- **Playlist title** - To include by their exact title, or using words in the title.
- **Generated by user** - To include Playlists generated by specific users in your DISCO.
- **Sent to client** - To include Playlists that have been shared with specific Clients.
- **Featuring writer** - To include Playlists containing at least one Track with a Split by a particular Writer.

Filters

There are three **Filters** are included in the **Plus** plan and above:

Filters

Filter by channel	Filter by tag	Clients lists only
Select channels 	Select tags 	No 

- **Filter by channel** - To include Playlists within specific Channel(s). If you add multiple Channels, the report will include Playlists in *any* of those Channels, rather than Playlists that are in *all* of them.
- **Filter by tag** - To include Playlists with specific Playlist Tags. Unlike the Channel filter, if you enter multiple tags, the report will *only* include Playlists containing *all* of them.
- **Client lists only** - To include [Client Version Playlists](#).

More Options

Note: The **More options** section is only available on Pro plans and above.

With **More options** you can include a broader range of information in your report, such as:


More options

For definitions of the different data types, [click here](#).

General options

- Include access
- Include playlist tags
- Include recipients
- Include user who created the playlist

Track information

- Title
 - Album
 - Artist
 - BPM
 - Comment
 - Composer
 - Genre
 - Grouping
 - Year
 - PRO Number
 - ISRC
 - DISCO Track ID 
 - Internal note
 - Client note
- Show all

Writer information

- Name
- Percentage
- Publisher
- PRO

• General options

- **Include access** - To include [Playlist Stats](#). *If no recipient is selected*, all Stats for the playlists will be shown and won't be broken down by recipient. *If a recipient is selected*, only stats for that recipient will be shown.
- **Include playlist tags** - To include any Playlist Tags applied to the Playlists. Multiple tags will be comma separated.
- **Include recipients** - To include any Contacts the Playlist was shared with, either via emailing directly or assigned URLs.
- **Include user who created the playlist** - To include the user in your DISCO who created the Playlist.

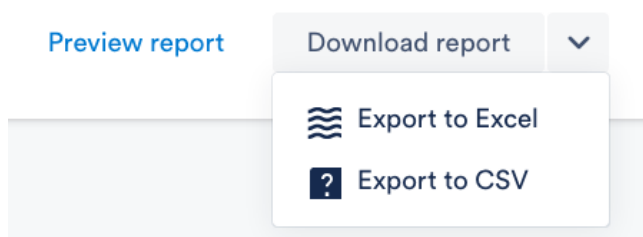
- **Track information** - By default, the report will include Artist, Title, and Album metadata, but you can also choose to include any of the other track metadata fields DISCO supports, plus PRO number, and Notes.

- **Title**
- **Album**
- **Artist**
- **BPM**
- **Comment**
- **Composer**
- **Genre**
- **Grouping**
- **Year**

- **PRO Number**
- **ISRC**
- **DISCO Track ID**
- **Internal note**
- **Client Note**
- **Writer information**
 - **Name**
 - **Percentage** - From a Writer Split.
 - **Publisher**
 - **PRO**

Previewing and downloading Reports

When you've finished customizing your Report, you can click **Preview report** to see what it will look like. When you're ready to download it, click the **Download report** dropdown and select either **Export to Excel** or **Export to CSV**.



Smaller reports should be downloadable immediately; larger reports will be emailed to you.

Notes:

- *The maximum number of results a report can contain is 10,000. If your report generates more results than that, only the first 10,000 will be included.*
- *The **Date** column in your report will either reflect the date the Playlist was **Last Modified** or the date the Playlist was **Created**, depending on whichever was most recent.*

Watermarking: Intro

Last Modified on 09/15/2025 4:36 pm PDT

What is Watermarking?

Watermarking is the process of inserting digital "fingerprints" into different instances of audio tracks. This makes it easier to [trace leaked Tracks](#) back to the individual recipients they were shared with.

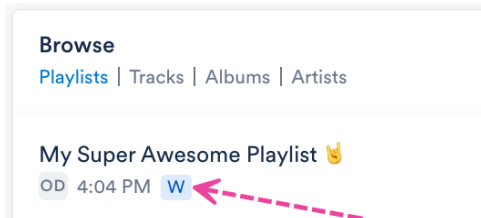
The Watermarking feature is available as a paid add-on to any DISCO subscription.

Watermarking: Adding Watermarking to your DISCO subscription

Last Modified on 08/27/2025 10:15 am PDT

At a glance

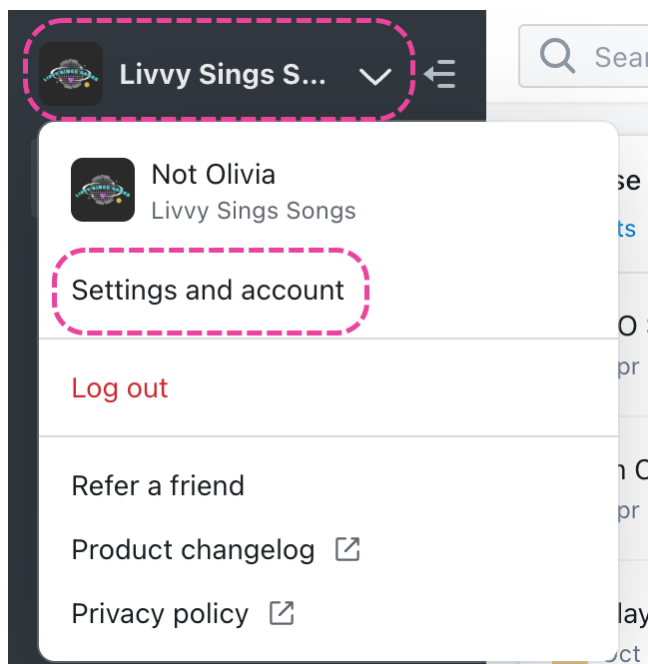
The watermarking feature is available as a paid add-on to any DISCO subscription.



Adding Watermarking to your DISCO subscription

You can do this from your account settings:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Billing & Subscriptions**.
4. Locate the **Add Ons** section and scroll to **Watermarking**.
5. Select an option from the **Playlists** drop-down:
 - **1 watermarked playlist** (\$29 per month)
 - **3 watermarked playlists** (\$69 per month)
 - **Unlimited watermarked playlists** (\$129 per month)

Watermarking

\$0
per month

Playlists

Select Tracks

- 1 watermarked playlist
- 3 watermarked playlists
- Unlimited watermarked playlists

Add to Plan

Watermarking.
st watermarked at a time. If you'll be
playlist or unlimited plan. Watermarking is an add

6. Click the **Add to Plan** button.

Removing Watermarking from your DISCO subscription

Follow steps 1-4 in the section above, then click **Cancel Watermarking**.

Watermarking

\$0
per month

You have used 3 playlists on your unlimited playlist Watermarking subscription. [Change subscription](#)

DISCO Watermarking lets you secure your shared files with an inaudible watermark.

The Watermarking add on is in addition to your base plan and will be billed in the same billing cycle.

[Cancel Watermarking](#)

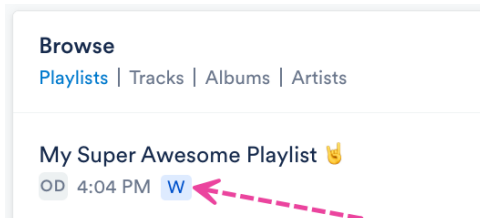
?

Watermarking: Adding and removing Watermarking from Playlists

Last Modified on 08/27/2025 9:58 am PDT

At a glance

Watermarking is done *at the Playlist level* (meaning you have to watermark *entire Playlists, not individual Tracks* in your DISCO). Once a Playlist is watermarked, it will have a '**W**' label.



Watermarking your Playlists

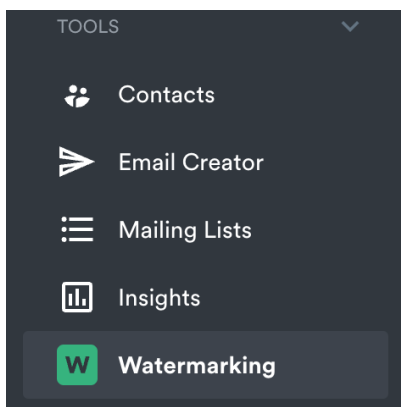
There are several ways to do this. The easiest is [from the Watermarking page](#).

If you are on the **Pro** plan or above, you could also do it:

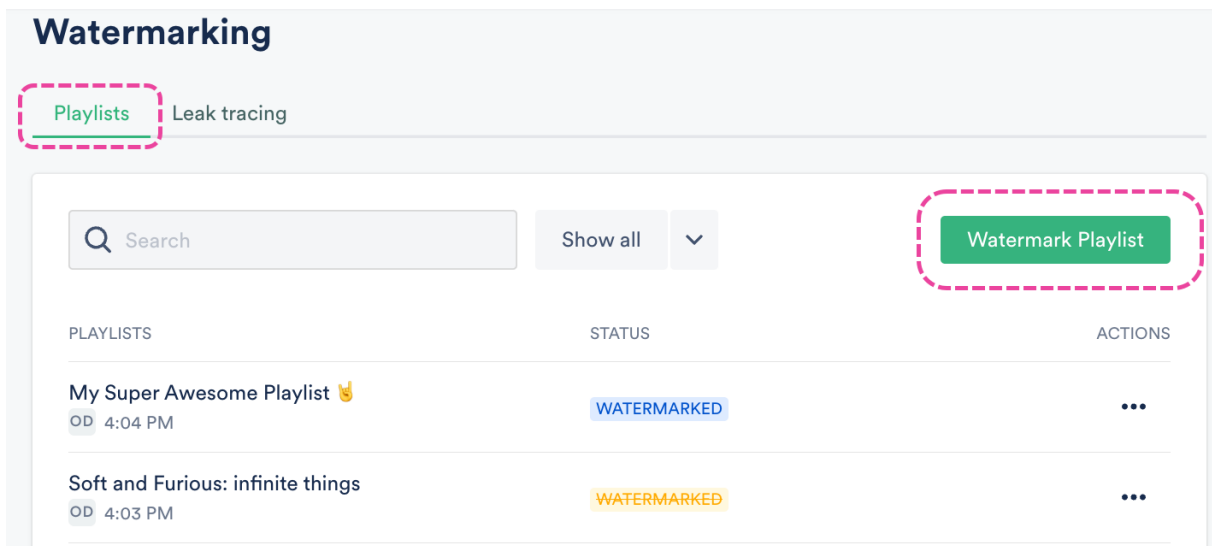
- [from Playlist Settings](#)
- [when editing a Playlist](#)
- [when sharing a Playlist](#)

From the Watermarking page

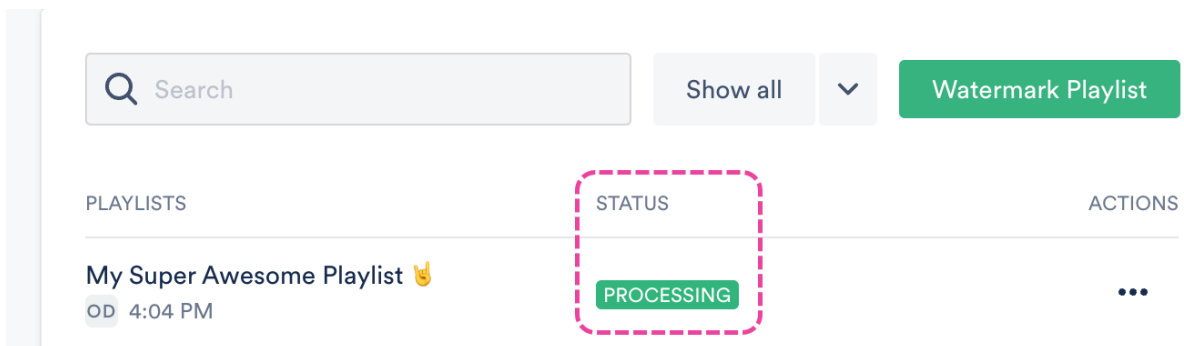
1. On the left sidebar of your DISCO, under **Tools**, select **Watermarking**.



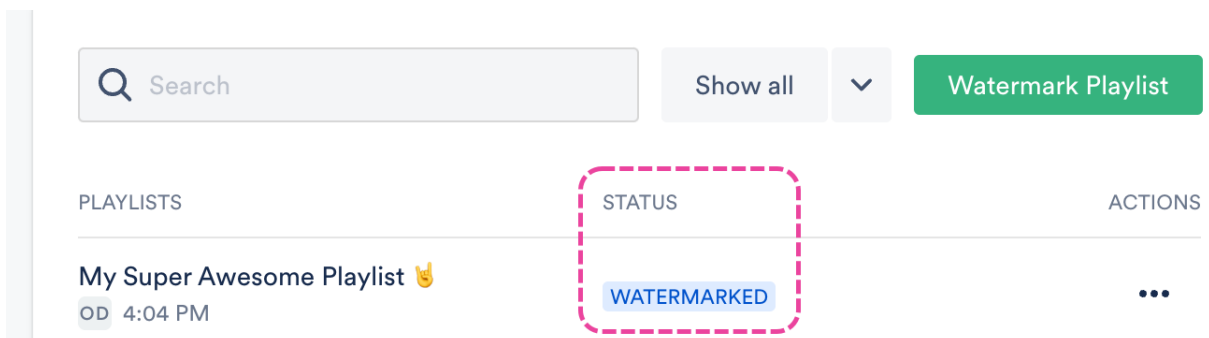
2. From the **Playlists** tab, click the **Watermark Playlist** button.



3. Search for or choose a Playlist from the drop-down.
4. Click the **Watermark playlist** button.
5. In the **Status** column, you will see a '**PROCESSING**' label. Allow a few moments for this to process.



6. Once it is done processing, the **Status** will change to a '**WATERMARKED**' label.



From Playlist Settings

Note: These instructions apply to users on the DISCO Pro plan and above.

1. Open the **Playlist menu (:)** and select **Playlist Settings**.
2. From the **Playlist Info** tab, under **Security Settings**, set the **Watermark playlist** toggle to **ON**.

Playlist Settings

Playlist Info Presentation Alias Metadata

Name

My Super Awesome Playlist 🙌

Content Settings >

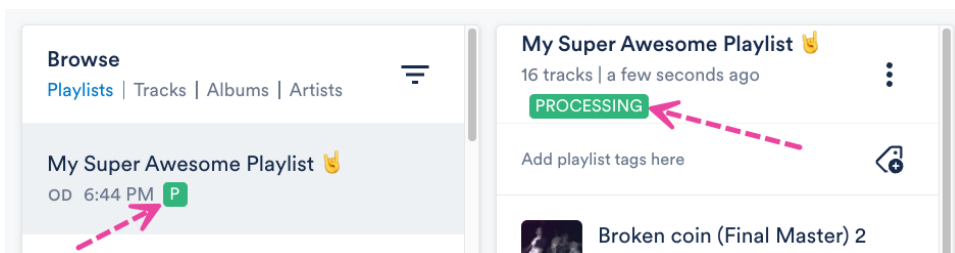
Security Settings v

Watermark playlist

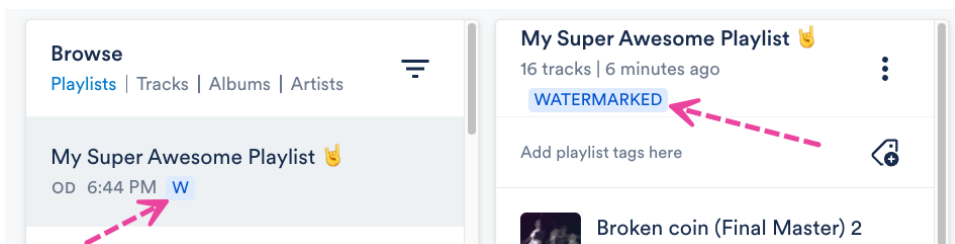
Link expiry

Password protect

3. Click the **Save Playlist** button.
4. You will see **'P'** and **'PROCESSING'** labels on the Playlist indicating the Watermarking is in progress. Allow a few moments for this to process.



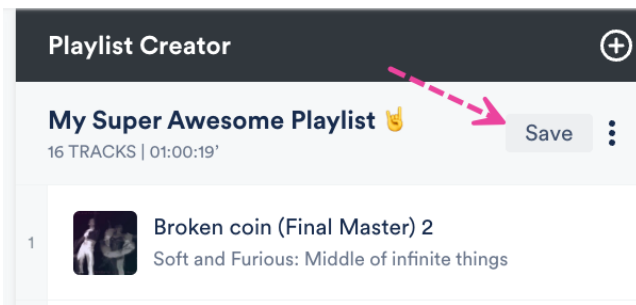
5. Once it is done processing, the Playlist will have **'W'** and **'WATERMARKED'** labels.



When editing a Playlist

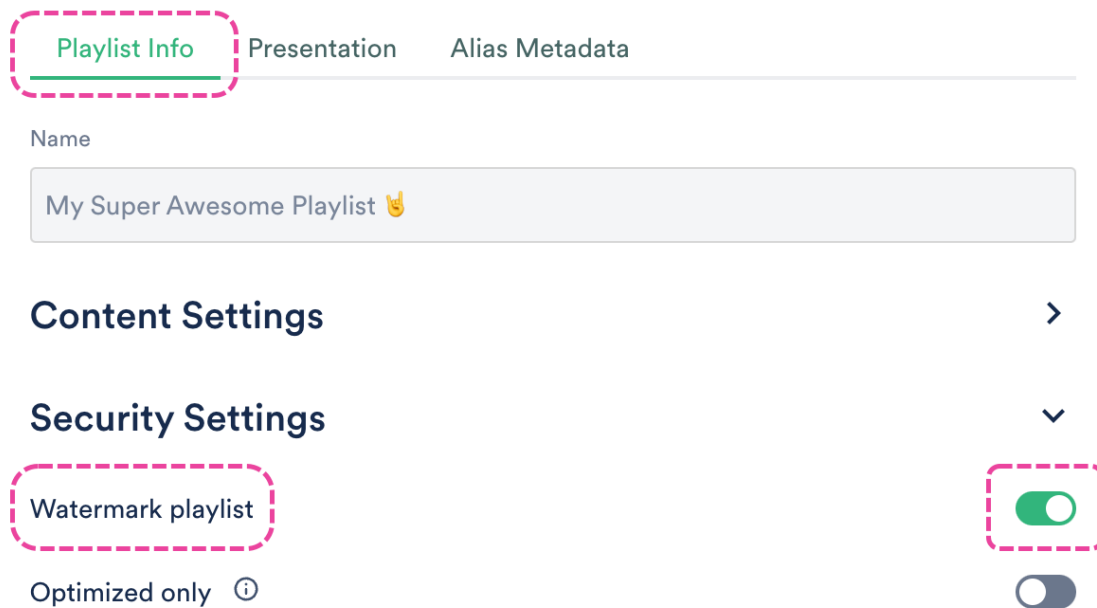
Note: These instructions apply to users on the **DISCO Pro** plan and above.

1. Open the **Playlist menu (⋮)** and select **Edit playlist**.
2. In the **Playlist Creator**, click the **Save** button.

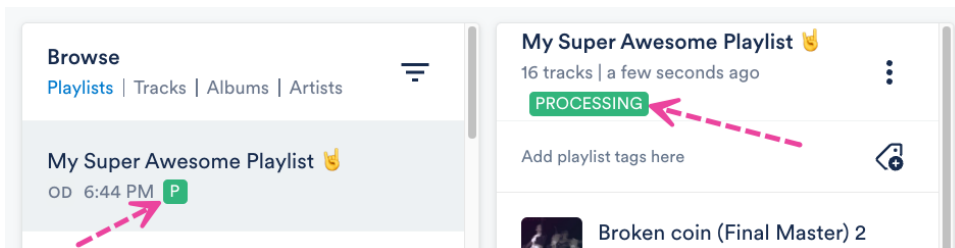


3. In the **Save Playlist** menu, from the **Playlist Info** tab, under **Security Settings**, set the **Watermark playlist** toggle to **ON**.

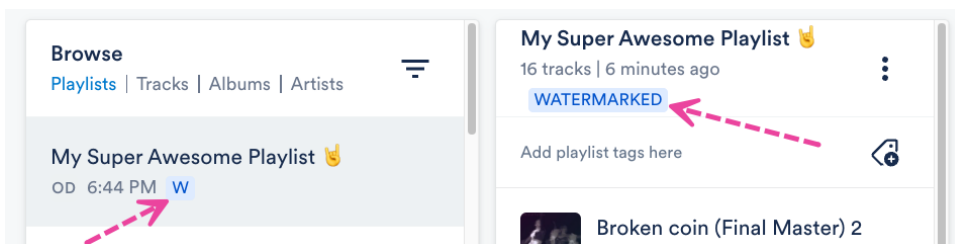
Save Playlist



4. Click the **Save Playlist** button.
5. You will see '**P**' and '**PROCESSING**' labels on the Playlist indicating the Watermarking is in progress. Allow a few moments for this to process.



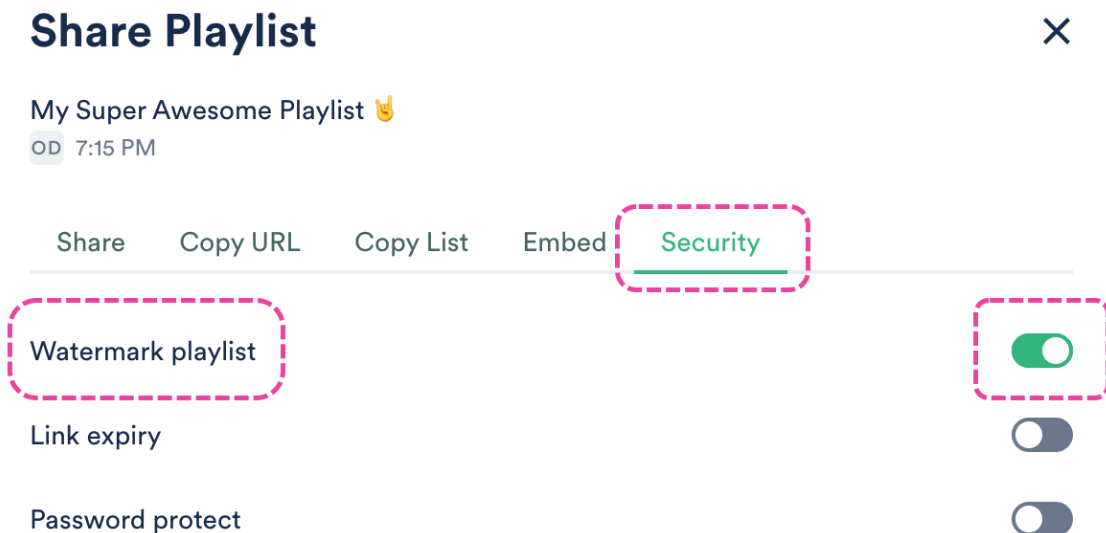
6. Once it is done processing, the Playlist will have '**W**' and '**WATERMARKED**' labels.



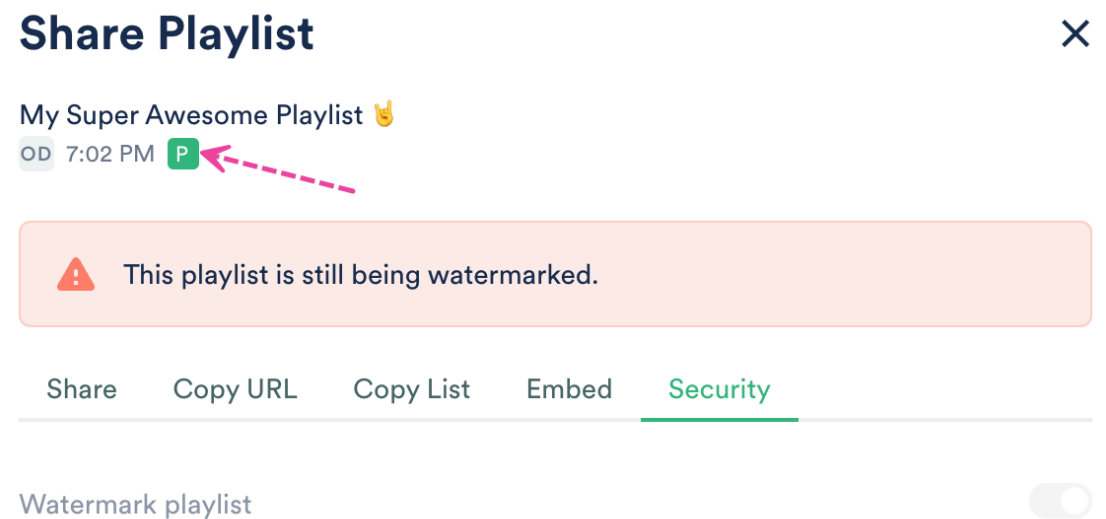
When sharing a Playlist

Note: These instructions apply to users on the DISCO **Pro** plan and above.

1. Open the **Playlist menu (☰)** and select **Share**.
2. From the **Security** tab, set the **Watermark playlist** toggle to **ON**.



3. You will see a '**P**' label indicating the Watermarking is in progress. Allow a few moments for this to process.



4. Once it is done processing, the Playlist will have a '**W**' label.

Share Playlist



My Super Awesome Playlist 🙌

OD 7:15 PM **W**

Share Copy URL Copy List Embed **Security**

Watermark playlist



Removing Watermarking from your Playlists

1. On the left sidebar of your DISCO, under **Tools**, select **Watermarking**.
2. From the **Playlists** tab, open the **ACTIONS(...)** menu next to the Playlist and select **Remove watermarking from playlist**.

The screenshot shows the 'Watermarking' interface with a 'Playlists' tab selected. A table lists four playlists, all with a 'WATERMARKED' status. The 'My Super Awesome Playlist' row has an actions menu open, with 'Remove watermarking from playlist' highlighted. A 'Watermark Playlist' button is visible in the top right.

PLAYLISTS	STATUS	ACTIONS
Watermarked Playlist #1 OD 7:15 PM	WATERMARKED	...
Watermarked Playlist #2 OD 7:02 PM	WATERMARKED	...
Watermarked Playlist #3 OD 6:44 PM	WATERMARKED	...
My Super Awesome Playlist 🙌 OD 15 Aug	WATERMARKED	...

3. A warning message will appear. If you're sure, click the **Remove watermarking** button.

⚠️ Remove watermarking

Are you sure you want to remove watermarking from this playlist? If you remove watermarking, the next time anyone accesses this playlist the files won't be watermarked.

Cancel

Remove watermarking

4. The **Status** will change to a label with the word **WATERMARKED** struck through to indicate the watermarking has been removed.

PLAYLISTS

	STATUS
Watermarked Playlist #1 OD 7:15 PM	WATERMARKED
Watermarked Playlist #2 OD 7:02 PM	WATERMARKED
Watermarked Playlist #3 OD 6:44 PM	WATERMARKED

Watermarked Playlist #2
16 tracks | a few seconds ago
WATERMARKED

This playlist was watermarked previously but is currently not watermarked.

Alternatively, users on the **Pro** plan or above can do this from the **Playlist Settings** or the **Save Playlist** menu by setting the **Watermark playlist** toggle to **OFF**.

Watermarking: Sharing Watermarked Playlists

Last Modified on 09/15/2025 4:36 pm PDT

All the standard methods for [sharing Playlists in DISCO](#) can be used for Watermarked Playlists. However, [to trace leaks](#) back to individual recipients, you'll need to choose one of these two Playlist share methods: **Email playlist directly** or **Assign a URL to a contact**.

Share Playlist



Watermarked Playlist #3

OD 4:39 PM W

Recommended

Share Copy URL Copy List Embed Security

Email playlist directly

Assign a URL to a contact ⓘ

Important: If you choose one of the **Copy URL** options, you won't be able to trace leaks.

Share Playlist



Watermarked Playlist #3

OD 16 Aug W

Share Copy URL Copy List Embed Security



Watermarked tracks downloaded from public share links will not be traceable to individual recipients.

When you share a Watermarked Playlist using either the **Email playlist directly** or **Assign a URL to a contact** share method, unique Watermarks are assigned to each recipient for leak tracing.

Tip: When sharing a Watermarked Playlist with a large group of recipients, [use the Email Creator](#). Unique Watermarks will be assigned to each Contact in the campaign.


Watermarking: Adding and removing Watermarking warning text on Playlists

Last Modified on 09/15/2025 4:32 pm PDT

You have the option to have Watermarking warning text appear on your Playlists to discourage recipients from sharing them with others.


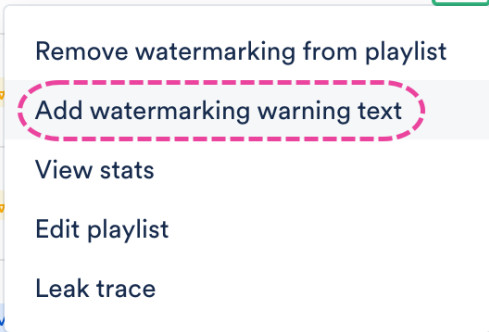


Watermarked Playlist #3 WATERMARKED


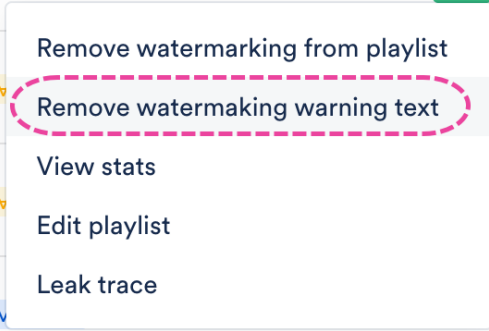


These tracks are watermarked and are intended for your personal listening only.



To add or remove this:

1. On the left sidebar of your DISCO, under **Tools**, select **Watermarking**.
2. From the **Playlists** tab, open the **ACTIONS(...)** menu next to the Playlist and select **Add watermarking warning text** or **Remove watermarking warning text**.

PLAYLISTS	STATUS	ACTIONS
Watermarked Playlist #3 OD 16 Aug	WATERMARKED	
Watermarked Playlist #2 OD 4:30 PM	WATERMARKED	 <ul style="list-style-type: none">Remove watermarking from playlistAdd watermarking warning textView statsEdit playlistLeak trace
Watermarked Playlist #1 OD 16 Aug	WATERMARKED	
My Super Awesome Playlist 🙌 OD 15 Aug	WATERMARKED	

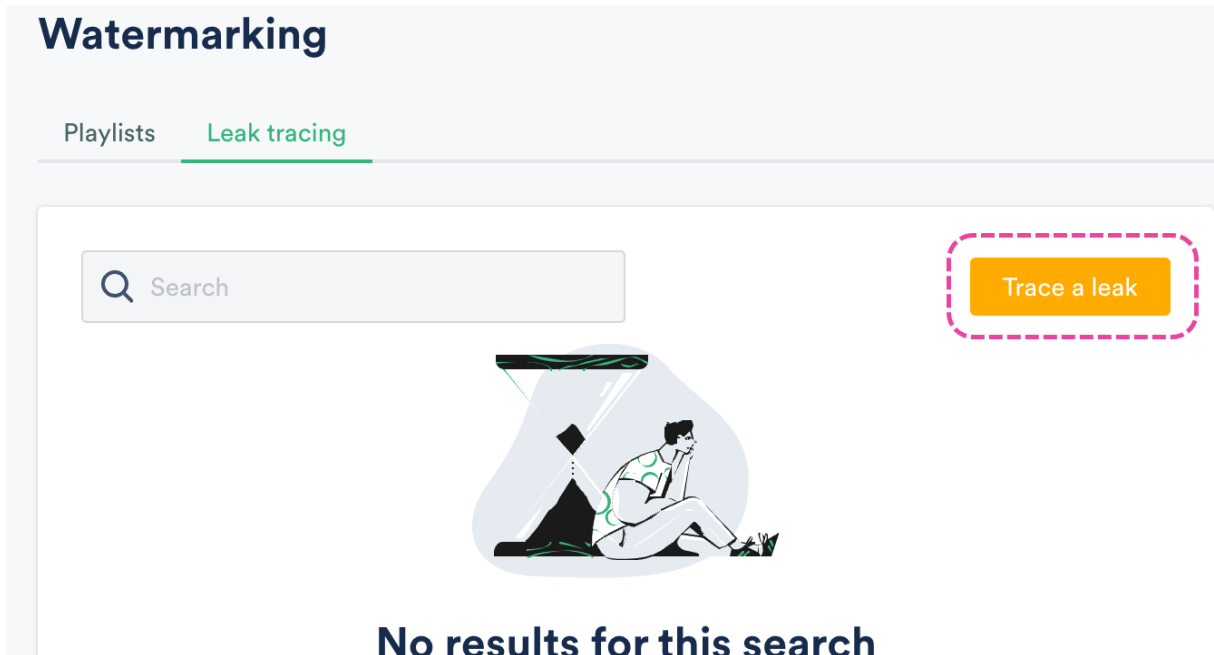
PLAYLISTS	STATUS	ACTIONS
Watermarked Playlist #3 OD 16 Aug	WATERMARKED	
Watermarked Playlist #2 OD 4:30 PM	WATERMARKED	 <ul style="list-style-type: none">Remove watermarking from playlistRemove watermarking warning textView statsEdit playlistLeak trace
Watermarked Playlist #1 OD 16 Aug	WATERMARKED	
My Super Awesome Playlist 🙌 OD 15 Aug	WATERMARKED	

Watermarking: Leak tracing

Last Modified on 09/15/2025 4:32 pm PDT

To trace a leak, you will first need to download the file from the source where it was leaked. Then follow these steps in your DISCO:

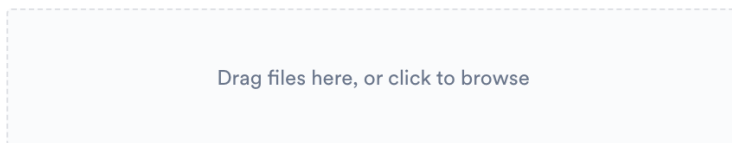
1. On the left sidebar, under **Tools**, select **Watermarking**.
2. From the **Leak tracing** tab, click the **Trace a leak** button.



3. Upload the leaked file and click the **Submit** button.

Trace a leaked track

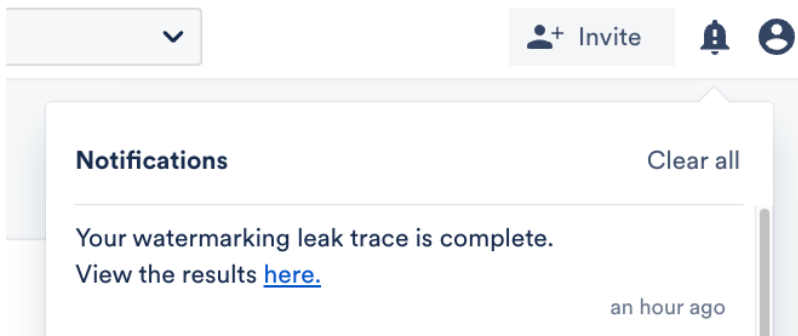
Here you can trace leaked files you sent using DISCO's watermarking to see who they were originally shared with. To trace a file, upload it via the tool below.



Cancel

Submit

4. A message will appear to confirm your leak trace has been submitted and the Track will appear in the **Leak tracing** list with a **Status** of **Processing**.
5. After a few moments, the status will change to **Completed**. You will receive a Notification in your DISCO as well.




6. From the **Leak tracing** list you can see:
- the Track and Playlist names
 - the recipient(s) it was **Shared With**
 - the user in your DISCO it was **Shared By**
 - when the leak was reported and who reported it
 - the status of the leak trace

Watermarking

Playlists Leak tracing

Search Trace a leak

TRACK	PLAYLIST	SHARED WITH	SHARED BY	REPORTED	REPORTED BY	STATUS
 Time to Kill Sugar World: Lost & Fo...	Sugar World	janedoe@email.com	livvysingsongs@...	2024-08-19	OD	Completed

Watermarking: FAQ

Last Modified on 09/15/2025 4:28 pm PDT

Q: What is Watermarking?

Watermarking is the process of inserting digital "fingerprints" into different instances of audio tracks so that they can be traced. This makes it easier to [trace leaked Tracks](#) back to the individual recipients they were shared with.

Q: Is Watermarking included in any of your regular base plans?

No, watermarking is only offered as a paid add-on.

Q: Can I try the Watermarking feature before purchasing?

No, we don't offer a trial for watermarking.

Q: How much does Watermarking cost?

We charge per number of watermarked Playlists, and there are three options to choose from:

- 1 watermarked playlist at a time – \$29 per month
 - 3 watermarked playlists at a time – \$69 per month
 - Unlimited watermarked playlists – \$129 per month
-

Q: How secure is your Watermarking feature?

Our watermarking is very secure. The information encoded onto the files can survive re-encoding and alteration.

Q: Are the Watermarks audible?

No, the Watermarks aren't audible.

Q: Is Watermarking only applied when the file is downloaded, or does it also apply when it is streamed?

Watermarking applies in both scenarios -- when the files are streamed and downloaded.

Q: Do you support Watermarking for other file types besides audio (e.g. video)?

No, watermarking is only currently supported for audio.

Q: How long will it take for my files to be Watermarked?

Watermarking is generally applied in under a minute.

Q: Will public playlist share URLs be Watermarked?

Yes, but the Watermark will only apply to the link as a whole. So for instance, if an individual rips the music from that link and distributes it elsewhere, that individual will not be traceable. If you trace the leak you will see who from your team Watermarked the files and when. It is best to assign URLs to each recipient or email the playlist out of DISCO to track each person individually.

Q: Will Clients be notified that the files they are receiving are Watermarked?

Yes, there is a message notifying recipients that files are Watermarked on Playlist and Track URLs, Inbox shares, and emails.

Q: If I Watermark a Playlist and someone from my DISCO logs in and downloads it, will those files be Watermarked against my team member?

Yes.

Q: How long does the Watermark last?

The Watermark will remain as long as that Playlist is Watermarked under an active Watermarking subscription.

Q: If I'm on a 1 Playlist Watermarking subscription, does that mean I have to upgrade my subscription plan to Watermark a new Playlist?

Yes and no. A 1 Playlist Watermarking plan means only one of your Playlists can be Watermarked

at a time. So, you could either: choose to upgrade your subscription to Watermark an additional Playlist, or remove Watermarking from that one Playlist and Watermark another instead.

Q: Can we Watermark individual Tracks instead of a whole Playlist?

Currently, Watermarking is only available at the Playlist level (from **Playlist Settings**, the **Share Playlist** menu, or the **Watermarking** dashboard). If a Track is in a Watermarked Playlist, then it *will* also be Watermarked as an individual Track-share, but Playlist-sharing and tracking options are much more advanced than individual Track-sharing options, so it's much better to simply create a Playlist with one Track to apply Watermarks to it.

Q: What happens if my Tracks are leaked?

You can upload and submit the leaked Tracks in DISCO by going to **Watermarking > Leak tracing > Trace a leak**.

Q: Do you scan the web for leaked files and issue DMCA takedowns?

No.

Q: What is Watermarking?

Last Modified on 09/22/2025 4:12 pm PDT

Q: What is Watermarking?

Watermarking is the process of inserting digital "fingerprints" into different instances of audio tracks so that they can be traced. This makes it easier to [trace leaked Tracks](#) back to the individual recipients they were shared with.

Q: Is Watermarking included in any of your regular base plans?

Last Modified on 09/22/2025 4:11 pm PDT

Q: Is Watermarking included in any of your regular base plans?

No, watermarking is only offered as a paid add-on.

Q: Can I try the Watermarking feature before purchasing?

Last Modified on 09/22/2025 4:11 pm PDT

Q: Can I try the Watermarking feature before purchasing?

No, we don't offer a trial for watermarking.

Q: How much does Watermarking cost?

Last Modified on 09/22/2025 4:11 pm PDT

Q: How much does Watermarking cost?

We charge per number of watermarked Playlists, and there are three options to choose from:

- 1 watermarked playlist at a time – \$29 per month
 - 3 watermarked playlists at a time – \$69 per month
 - Unlimited watermarked playlists – \$129 per month
-

Q: How secure is your Watermarking feature?

Last Modified on 09/22/2025 4:09 pm PDT

Q: How secure is your Watermarking feature?

Our watermarking is very secure. The information encoded onto the files can survive re-encoding and alteration.

Q: Are the Watermarks audible?

Last Modified on 09/22/2025 4:09 pm PDT

Q: Are the Watermarks audible?

No, the Watermarks aren't audible.

Q: Is Watermarking only applied when the file is downloaded, or does it also apply when it is streamed?

Last Modified on 09/22/2025 4:09 pm PDT

Q: Is Watermarking only applied when the file is downloaded, or does it also apply when it is streamed?

Watermarking applies in both scenarios -- when the files are streamed and downloaded.

Q: Do you support Watermarking for other file types besides audio (e.g. video)?

Last Modified on 09/22/2025 4:08 pm PDT

Q: Do you support Watermarking for other file types besides audio (e.g. video)?

No, watermarking is only currently supported for audio.

Q: How long will it take for my files to be Watermarked?

Last Modified on 09/22/2025 4:08 pm PDT

Q: How long will it take for my files to be Watermarked?

Watermarking is generally applied in under a minute.

Q: Will public playlist share URLs be Watermarked?

Last Modified on 09/22/2025 4:08 pm PDT

Q: Will public playlist share URLs be Watermarked?

Yes, but the Watermark will only apply to the link as a whole. So for instance, if an individual rips the music from that link and distributes it elsewhere, that individual will not be traceable. If you trace the leak you will see who from your team Watermarked the files and when. It is best to assign URLs to each recipient or email the playlist out of DISCO to track each person individually.

Q: Will Clients be notified that the files they are receiving are Watermarked?

Last Modified on 09/22/2025 4:07 pm PDT

Q: Will Clients be notified that the files they are receiving are Watermarked?

Yes, there is a message notifying recipients that files are Watermarked on Playlist and Track URLs, Inbox shares, and emails.

Q: If I Watermark a Playlist and someone from my DISCO logs in and downloads it, will those files be Watermarked against my team member?

Last Modified on 09/22/2025 4:07 pm PDT

Q: If I Watermark a Playlist and someone from my DISCO logs in and downloads it, will those files be Watermarked against my team member?

Yes.

Q: How long does the Watermark last?

Last Modified on 09/15/2025 5:00 pm PDT

Q: How long does the Watermark last?

The Watermark will remain as long as that Playlist is Watermarked under an active Watermarking subscription.

Q: If I'm on a 1 Playlist Watermarking subscription, does that mean I have to upgrade my subscription plan to Watermark a new Playlist?

Last Modified on 09/15/2025 5:00 pm PDT

Q: If I'm on a 1 Playlist Watermarking subscription, does that mean I have to upgrade my subscription plan to Watermark a new Playlist?

Yes and no. A 1 Playlist Watermarking plan means only one of your Playlists can be Watermarked at a time. So, you could either: choose to upgrade your subscription to Watermark an additional Playlist, or remove Watermarking from that one Playlist and Watermark another instead.

Q: Can we Watermark individual Tracks instead of a whole Playlist?

Last Modified on 09/15/2025 4:59 pm PDT

Q: Can we Watermark individual Tracks instead of a whole Playlist?

Currently, Watermarking is only available at the Playlist level (from **Playlist Settings**, the **Share Playlist** menu, or the **Watermarking** dashboard). If a Track is in a Watermarked Playlist, then it *will* also be Watermarked as an individual Track-share, but Playlist-sharing and tracking options are much more advanced than individual Track-sharing options, so it's much better to simply create a Playlist with one Track to apply Watermarks to it.

Q: What happens if my Tracks are leaked?

Last Modified on 09/15/2025 4:59 pm PDT

Q: What happens if my Tracks are leaked?

You can upload and submit the leaked Tracks in DISCO by going to **Watermarking > Leak tracing > Trace a leak**.

Q: Do you scan the web for leaked files and issue DMCA takedowns?

Last Modified on 09/15/2025 4:59 pm PDT

Q: Do you scan the web for leaked files and issue DMCA takedowns?

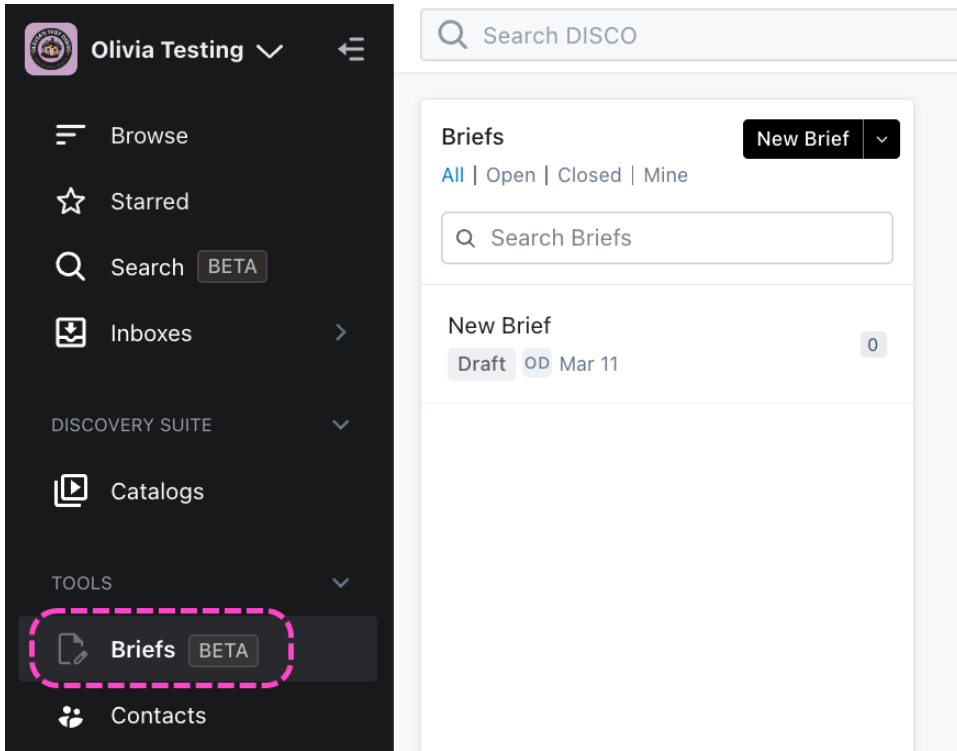
No.

Briefs: Intro

Last Modified on 05/21/2026 11:54 am PDT

With **DISCO Briefs**, you can send briefs to your DISCO [Contacts](#) and [Mailing Lists](#) of any size.

Note: This feature is only available for Supervisor accounts.



Briefs: Creating and sharing Briefs

Last Modified on 05/21/2026 11:54 am PDT

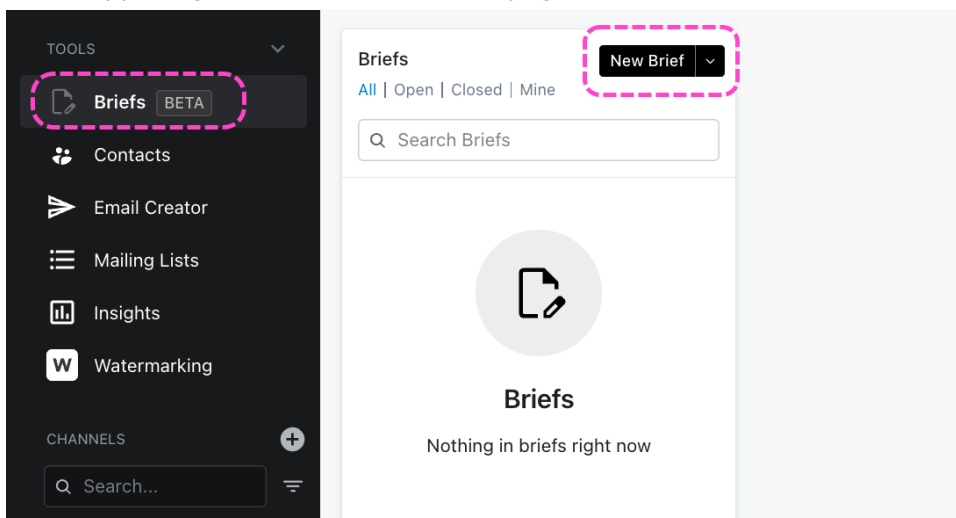
At a glance

In three easy steps, you can create, share, and review **Briefs** on DISCO!

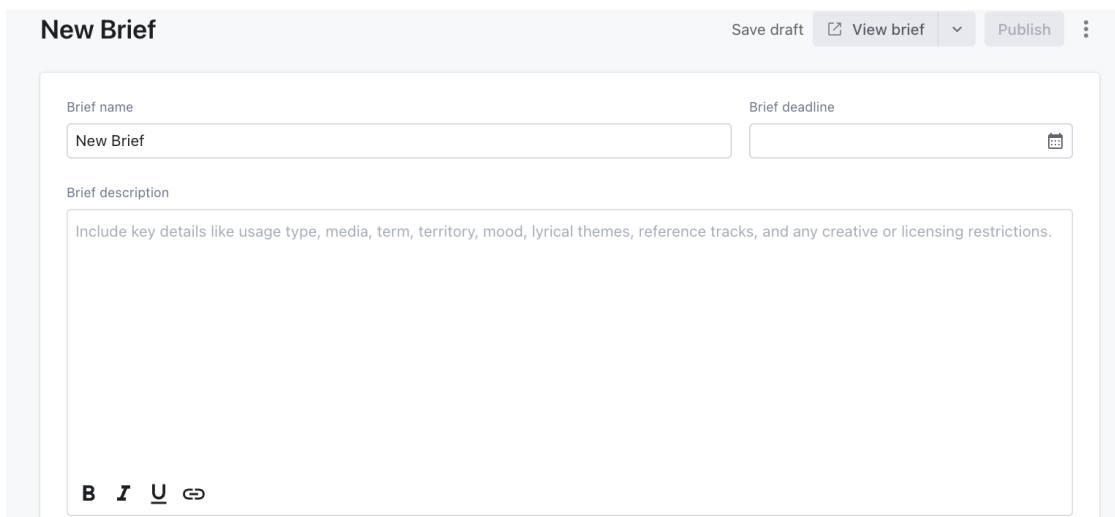
Creating and publishing Briefs

Step 1: Create and publish a Brief

1. On the left sidebar of your DISCO, under **Tools**, select **Briefs**.
2. In the upper-right corner of the **Briefs** page, click the **New brief** button.



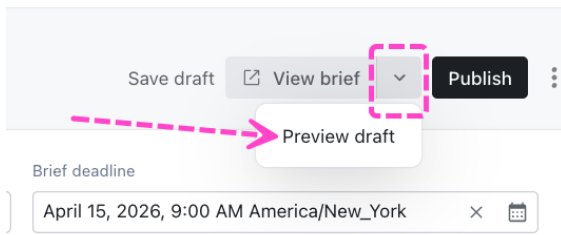
3. On the Brief editor screen:

A screenshot of the 'New Brief' editor screen. At the top right are buttons for 'Save draft', 'View brief', and 'Publish'. The main form has three sections: 'Brief name' with a text input containing 'New Brief'; 'Brief deadline' with a date picker; and 'Brief description' with a large text area containing the placeholder text 'Include key details like usage type, media, term, territory, mood, lyrical themes, reference tracks, and any creative or licensing restrictions.' At the bottom left of the text area are icons for bold, italic, underline, and link.

- Enter a **Brief name** - this name will be shown on the brief submission page
- Enter a **Brief deadline** - when this deadline passes, the brief will automatically close and brief recipients will no longer be able to view the brief or submit responses
- Enter a **Brief description**

***Tip:** Include key details like usage type, media, term, mood, lyrical themes, reference tracks, and any creative or licensing restrictions.*

4. *Optional:* View a Preview of your draft.



5. When you're ready, click the **Publish** button.

Example:

Brief description

Brand
Chevrolet

Concept Overview:
"True Grit" is Chevrolet's flagship Silverado campaign for 2025, highlighting the emotional core of truck ownership — durability, loyalty, and identity forged through hard work. The spot follows a multi-generational narrative of Americans who've depended on their trucks through life's toughest moments — from ranches to recovery zones to homecomings. The visuals are grounded, documentary-style: think hands on metal, sun-drenched fields, and dirt-caked boots.

Music Direction / Tone:
We're looking for a powerful, emotionally resonant Americana/rock track that evokes endurance and sincerity. Music should carry the full emotional arc of the ad — from reflective to triumphant — with a strong build and an unmistakable sense of authenticity.

Reference Track:
"Like a Rock" – Bob Seger & The Silver Bullet Band

Tone: nostalgic, gritty, deeply felt
Tempo: mid-slow build (60–85 BPM range)
Instrumentation: guitar-driven, rich live instrumentation preferred
Vocal: raspy, raw, masculine energy, or emotionally grounded female vocal
Lyrical themes: resilience, legacy, strength, standing tall, surviving, enduring

What We're Open To:

- Existing catalog (cleared for sync)
- Indie artists or small-label gems
- One-stop or easy-clear preferred

What to Avoid:

- Pop gloss or dance beats
- Slick commercial polish
- On-the-nose country cliches

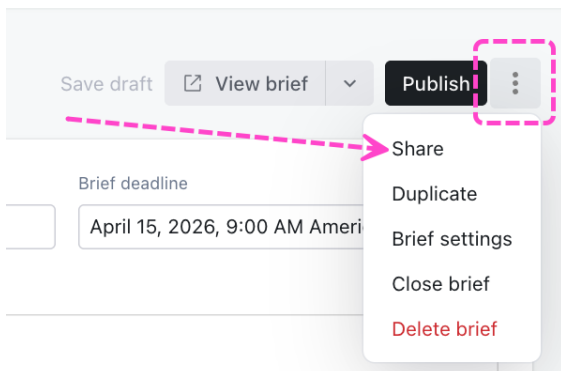
Deliverables Needed for Consideration:

- Full track (WAV or high-res MP3)
- Instrumental version
- Lyrics sheet
- Rights and clearance info (master + publishing)
- Contact info for sync licensing

Sharing Briefs

Step 2: Share your Brief with recipients

1. From the Brief editor page, open the menu (**:**) in the top right corner and select **Share**.



2. From the **Share brief** menu:
 - Add recipients – you can enter an email address, search for a DISCO contact or Mailing List, or add recipients from previously shared Briefs

- Set a **Reply to address** – this is where email replies to your Brief will be sent
- Set a **Sender display name** – this is the name that will appear in the recipient’s email
- Set a **Subject** – this is the email subject
- Add a **Message** (optional) – add a message to be included in the email

3. Click **Send to X recipients**.

Example:

Share brief

Example Brief

November 18th 2025, 11:43am

Enter email addresses or search for contacts, mailing lists, or briefs

Enter email addresses...

Reply to address

olivia@disco.ac

Sender display name

Olivia Disco

Subject

Example Brief

Message

Hi everyone, check out this new brief!

Cancel

Send

Reviewing Brief responses

Step 3: Review Brief responses

You can view responses to your brief by clicking the brief name in the Briefs column. Similar to Inboxes, you can view each playlist submitted, who it was submitted by, and any included messages.

Briefs

All | Open | Closed | Mine

Search Briefs

- Example Brief
Draft DD 11:43 AM 0
- New Brief
Draft DD 11:42 AM 0
- New Brief
Closed NH Nov 3 0
- New Brief
Closed NH Nov 3 0
- New Brief
Draft NH Nov 2 0
- Draft NH Oct 30 0
- This be a brief
Closed NH Oct 24 0
- New Brief
Draft NH Oct 23 0
- "Drive" National Car Brand Commercial**
Open NH Jun 17 4

"Drive" National Car Brand Commercial Open 12/31/2025, 12:00 AM Australia/Sydney 4 submissions

Noor [redacted] - "Drive" - National Car Brand Commercial
noor @disco.ac Jun 17

Noor [redacted] - "Drive" National Car Brand Commercial
noor @disco.ac Oct 9

Noor [redacted] - "Drive" National Car Brand Commercial
noor @disco.ac Nov 9

Noor [redacted] - "Drive" National Car Brand Commercial
noor @disco.ac Nov 17

Noor [redacted] - "Drive" - National Car Brand Commercial
1 track | 5 months ago

Re: Version - 10/09/2025, 04:41 AM UTC (Latest)

From: Noor [redacted] noor @disco.ac

Here's my submission, hope you like it!

Add playlist tags here

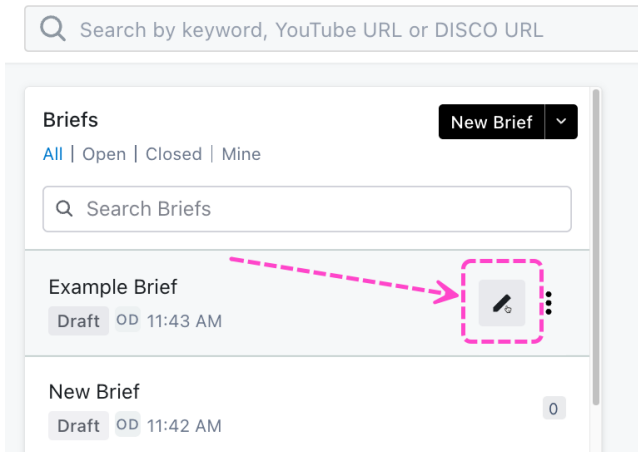
Bob Seger & The Silver Bullet Band - Like A Rock

Briefs: Editing a Brief

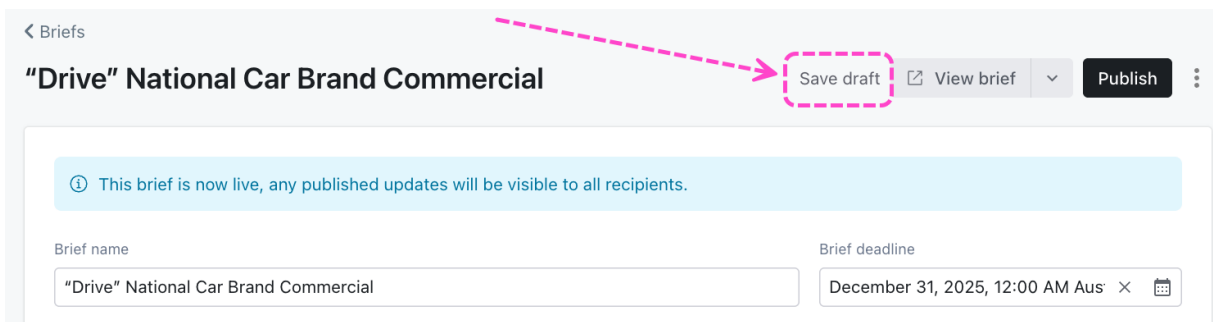
Last Modified on 05/21/2026 11:54 am PDT

To edit a **Brief**:

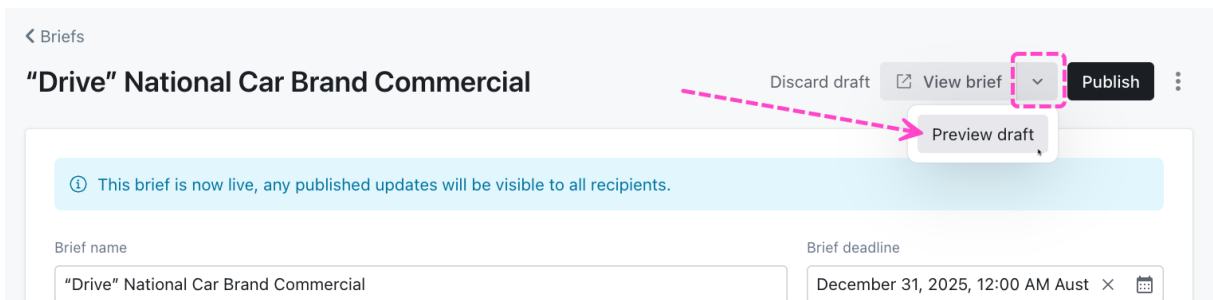
1. Hover over the Brief name and click the **Edit** pencil.



2. From the Brief editor screen you can make any desired changes. As you make changes, you can save them in a draft state (not visible publicly) by clicking **Save draft**.



3. To preview your changes, click the **View brief** dropdown and select **Preview draft**. A preview of the brief submission page will open in a new tab and will include your saved changes.



4. To discard your changes, click **Discard draft** and your Brief will return back to its current published state.

< Briefs

"Drive" National Car Brand Commercial

Discard draft View brief Publish

ⓘ This brief is now live, any published updates will be visible to all recipients.

Brief name: "Drive" National Car Brand Commercial

Brief deadline: December 31, 2025, 12:00 AM Aus

5. To publish your changes and make them live for all brief recipients, click the **Publish** button.

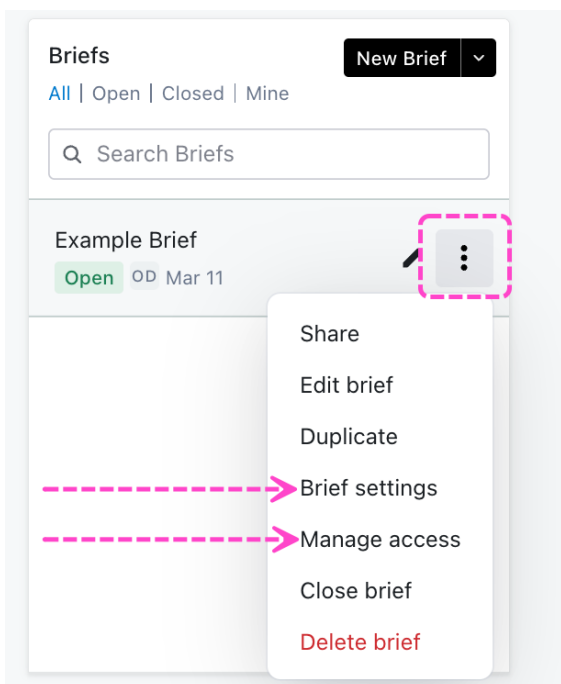
Briefs: Managing Brief access and settings

Last Modified on 05/21/2026 11:55 am PDT

You can customize **Brief settings** and manage **Brief access** to see how your recipients are engaging with your Brief!

At a glance

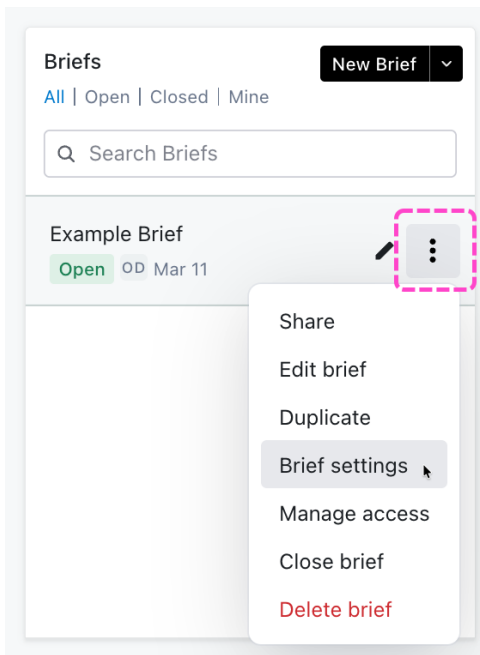
With **Brief settings**, you can add manage **Notifications** and add **Notes** to your Brief. With **Brief access**, you can see a list of everyone you've shared your Brief with, manage share links, and see if they've received and how they've engaged with your Brief.



Brief settings

Managing Brief Notifications

1. On the left sidebar of your DISCO, under **Tools**, select **Briefs**.
2. Open the menu (**⋮**) to the right of the desired Brief and select **Brief settings**.



3. On the **Brief Settings** page, select the **Notifications** tab.

Brief Settings

Notifications Notes

Choose how you'd like notifications delivered:

In-app notifications

In-app and email notifications

Send notifications of brief submissions to:

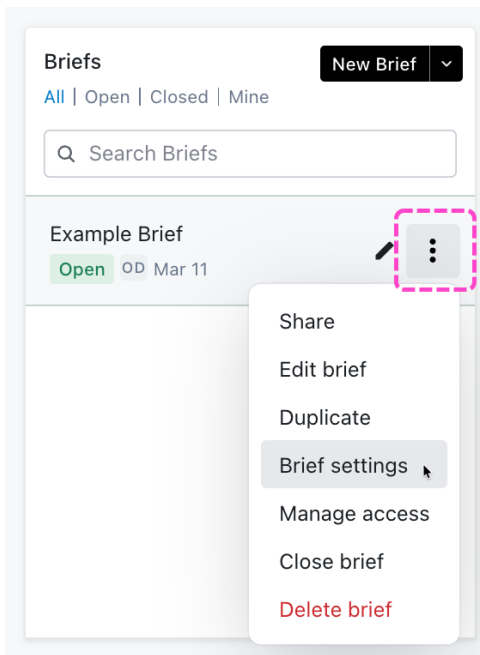
Select... ▼

Cancel Save

4. You can choose **in-app notifications** or **in-app and email notifications**. You can also select which users in your DISCO should be notified from the drop-down.
5. Click the **Save** button.

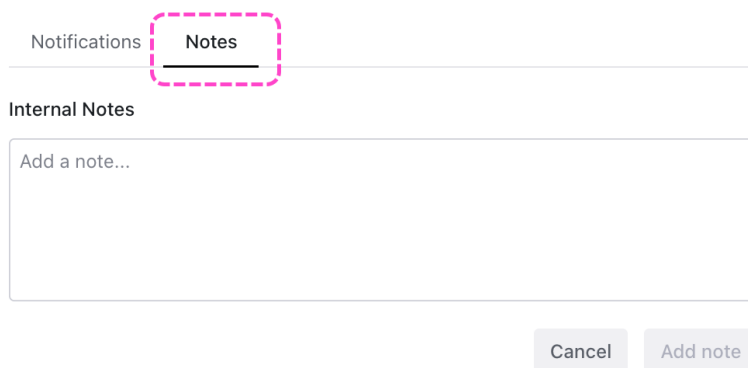
Add Notes to your Brief

1. On the left sidebar of your DISCO, under **Tools**, select **Briefs**.
2. Open the menu (**⋮**) to the right of the desired Brief and select **Brief settings**.



3. On the **Brief Settings** page, select the **Notes** tab.

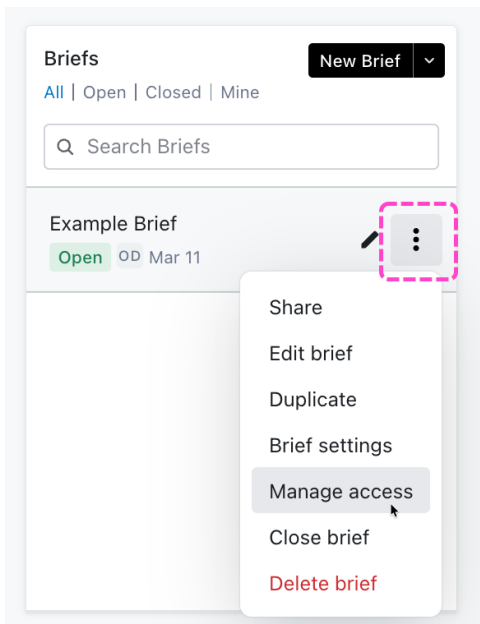
Brief Settings



4. Add an **Internal Note** and click the **Add note** button.

Managing Brief access

1. On the left sidebar of your DISCO, under **Tools**, select **Briefs**.
2. Open the menu (**⋮**) to the right of the desired Brief and select **Manage access**.



3. Here you can see a table with an overview of your Brief recipients and their engagement activity.


Brief access overview

From the Manage brief access page, you can see a table with an overview of your Brief recipients and their engagement activity. You can also re-share the Brief with them using the buttons in the **Share** column, or copy the link from the **Link** column.

Other helpful information includes:

- **Email Status** - refer to the table in the next section below.
- **Brief Viewed** - the date the recipient viewed your Brief.
- **Brief Submission** - the date of the recipient's submission to your Brief.

Manage brief access ×

 Brief title
Last Updated: 7/11/2025, 4pm

<input type="checkbox"/>	Name	Email Sent	Email Status	Brief Viewed	Brief Submission	Share	Link
<input type="checkbox"/>	Allison	7/11/2025	Sent	-	-	➔	...
<input type="checkbox"/>	Ruben	7/11/2025	Delivered	-	-	➔	...
<input type="checkbox"/>	Kiana	7/11/2025	Opened	7/11/2025	7/11/2025	➔	...
<input type="checkbox"/>	leo @email.com	7/11/2025	Clicked	7/11/2025	7/11/2025	➔	...
<input type="checkbox"/>	jordan @e...	7/11/2025	Bounced	-	-	➔	...
<input type="checkbox"/>	Kenton	7/11/2025	Undeliverable	-	-	➔	...
<input type="checkbox"/>	juliette @email...	7/11/2025	Unsubscribed	-	-	➔	...

Close

Brief email statuses

Email Status	Definition	More Details
Sent	The email has left our system and is on its way to the recipient's email server.	<p>What this means: We've successfully handed off your email to the delivery network. The email is in transit but hasn't yet reached the recipient's inbox.</p> <p>What to do: If an email shows as Sent but not Delivered, wait 10-15 minutes before investigating.</p>
Delivered	The email successfully reached the recipient's inbox.	<p>What this means: The recipient's email server accepted the message and placed it in their inbox. However, this doesn't guarantee the recipient has seen or opened it yet.</p> <p>What to do: If a participant says they haven't received an email that shows as Delivered, ask them to check their spam or junk folder.</p>
Opened	The recipient has opened the email.	<p>What this means: We've detected that the email was opened by an actual person (not an automated bot or email scanner). This tracking works through a small invisible image in the email. Note that some email clients block tracking pixels, so an email might be opened without showing this status.</p>
Clicked	The recipient clicked the brief link within the email.	<p>What this means: The participant engaged with your email by clicking on the link to view the brief. We track clicks from actual people, filtering out automated bots and scanners.</p>
Bounced	The email couldn't be delivered yet. We are automatically attempting to redeliver it.	<p>What this means: The email encountered a temporary issue during delivery. This is typically called a "soft bounce" and can happen for reasons like:</p> <ul style="list-style-type: none"> • The recipient's inbox is full • The email server was temporarily unavailable <p>Our system will automatically retry delivery up to 8 times over 12 hours. If all retry attempts fail within this window, the email will be marked as "Undeliverable."</p> <p>If you see multiple Bounced emails for the same domain, there may be an issue with that email provider or organization's email settings.</p>

Email Status	Definition	More Details
Undeliverable	Delivery failed. This usually happens if the email address is invalid or the recipient's inbox is blocked.	<p>What this means: The email could not be delivered after multiple retry attempts. This is typically called a "hard bounce" and happens when:</p> <ul style="list-style-type: none"> • The email address doesn't exist or contains a typo • The recipient's email domain is invalid • The recipient's inbox is permanently blocked or disabled <p>If you see multiple Undeliverable emails for the same domain, there may be an issue with that email provider or organization's email settings.</p> <p>What to do: Verify the email address is correct. You may need to contact the participant through another channel to get their correct email address.</p>
Unsubscribed	This recipient reported the email as spam and has been removed from your mailing list.	<p>What this means: The recipient marked the email as spam or junk in their email client. When this happens, they are automatically removed from receiving future briefs to respect their preferences.</p> <p>What to do: Respect the recipient's preferences and do not attempt to send them briefs. If you need to contact them about an active brief, reach out through a different communication method.</p>

Briefs: FAQ

Last Modified on 05/21/2026 11:55 am PDT

Q: Can I edit my Brief after I have shared it?

Yes. You can make edits to your Brief at any time, just be sure to publish your changes. Once published, recipients will see the updated version.

Q: Can I add/remove recipients once a Brief has been sent?

Yes, you can add or remove recipients after a Brief has already been sent.

[Jump to this section for instructions on adding recipients.](#)

Q: Will recipients of a Brief be able to see who else it was shared with?

No, only the creator of the brief can see the full list of recipients.

Q: Can I edit my Brief after I have shared it?

Last Modified on 09/05/2025 10:28 am PDT

Q: Can I edit my Brief after I have shared it?

Yes. You can make edits to your Brief at any time, just be sure to publish your changes. Once published, recipients will see the updated version.

Q: Can I add/remove recipients once a Brief has been sent?

Last Modified on 11/18/2025 11:27 am PST

Q: Can I add/remove recipients once a Brief has been sent?

Yes, you can add or remove recipients after a Brief has already been sent.

[Jump to this section for instructions on adding recipients.](#)

Q: Will recipients of a Brief be able to see who else it was shared with?

Last Modified on 11/18/2025 9:42 am PST

Q: Will recipients of a Brief be able to see who else it was shared with?

No, only the creator of the brief can see the full list of recipients.

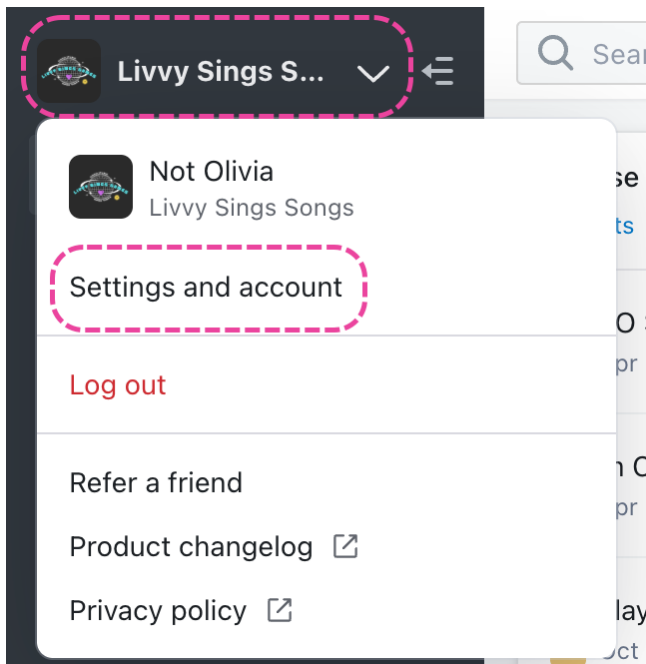
Q: Can I make the Explorer columns wider?

Last Modified on 08/27/2025 9:34 am PDT

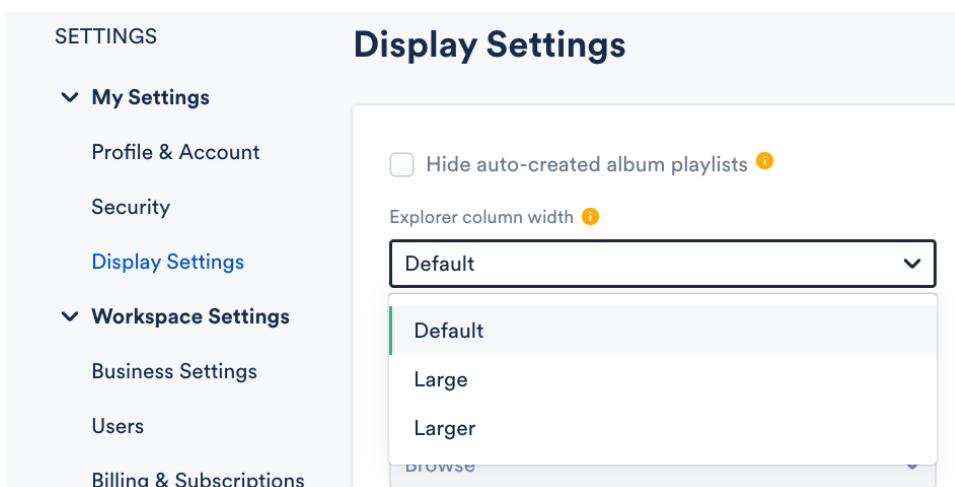
Q: Can I make the Explorer columns wider?

Yes!

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.

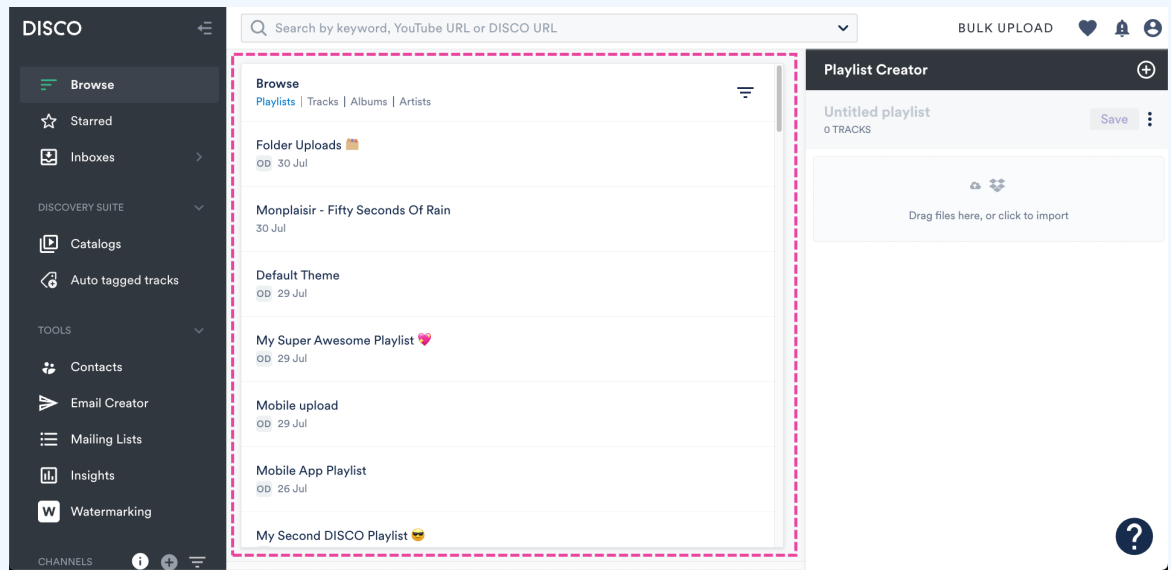


3. Under **My Settings**, select **Display Settings**.
4. Open the **Explorer column width** drop-down and select one of the three options:
 - **Default** (the narrowest setting, recommended for smaller displays)
 - **Large** (wider columns, suitable for most regular-size screens)
 - **Larger** (use this if you have long titles *and* a large display)



5. Click the **Update Display Settings** button.

Note: Changing your column width to **Larger** will leave you with a single column on medium-sized screens:



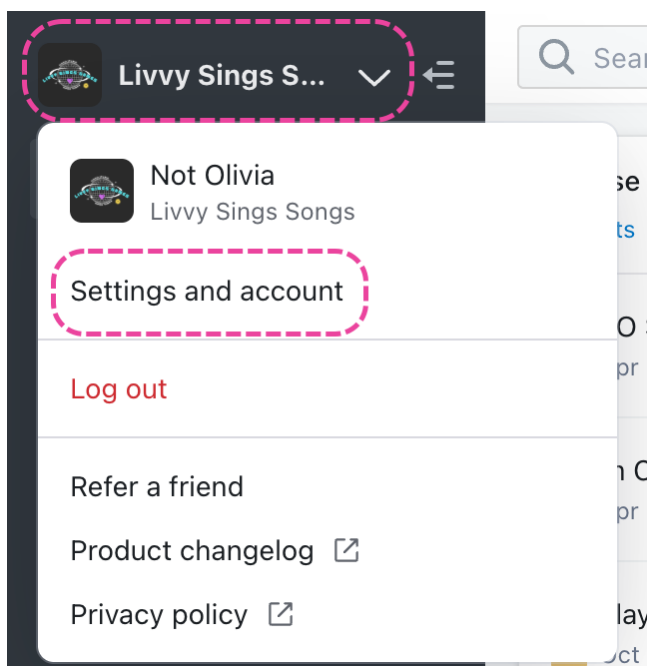
Making changes to your DISCO subscription

Last Modified on 02/04/2026 3:22 pm PST

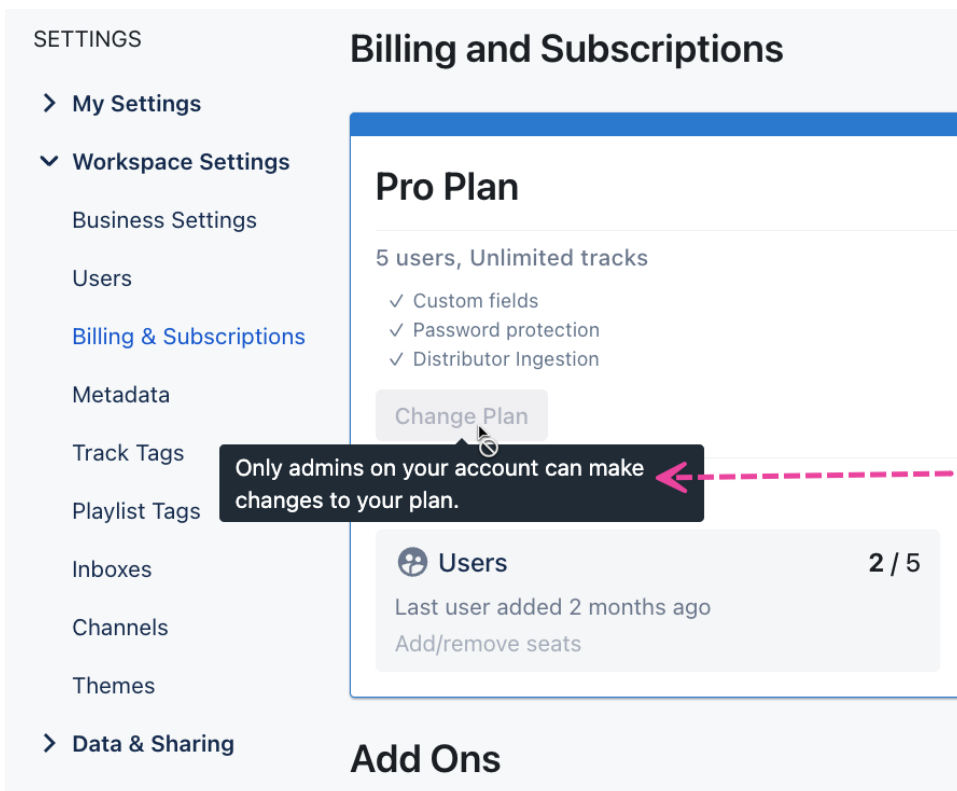
You can make changes to your base plan, billing frequency (annual vs. monthly), add-ons, number of User Seats, and number of Tracks right from within your DISCO!

At a glance

All plan changes can be initiated from your account settings:



Only **Admins** in your DISCO can initiate plan changes.



Changing your base plan

Note: Depending on your current base plan and the plan you'd like to switch to, the change may need to be processed by our Support team.

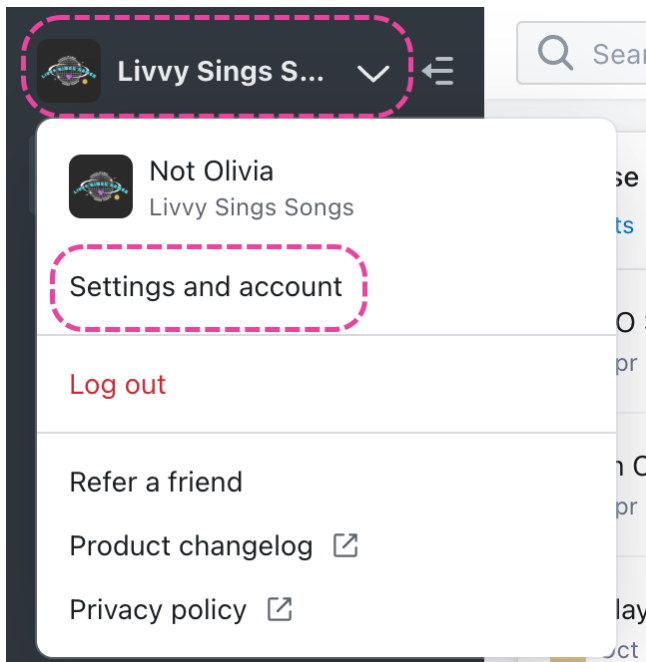
Plus and Pro plan users

Users on the **Plus** plan (who wish to upgrade to **Pro**) and on the **Pro** plan (who wish to downgrade to **Plus**) can make these changes without assistance from our Support team!

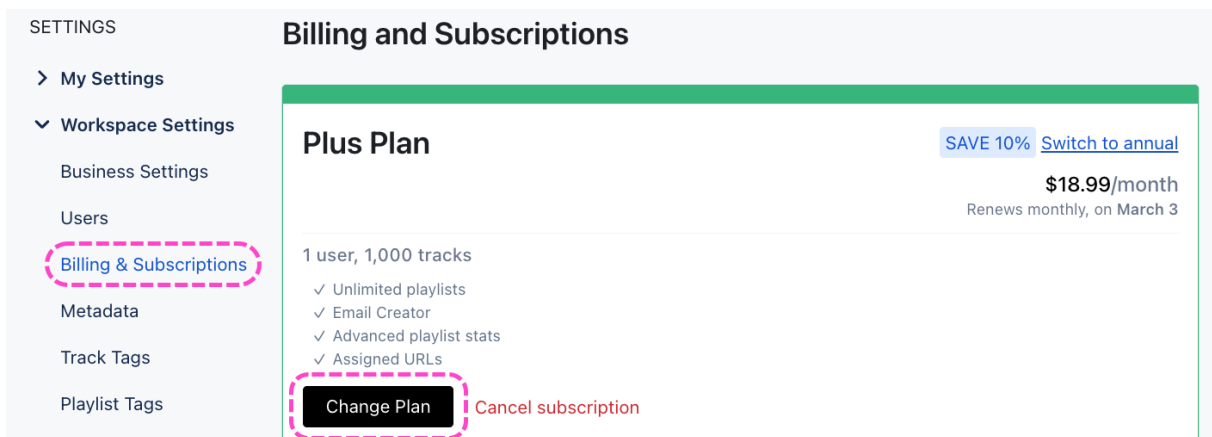
If you'd like to switch from **Plus** or **Pro** to any other plan, please contact our Support team for assistance.

Use the following instructions to switch from **Plus** to **Pro** or **Pro** to **Plus**:

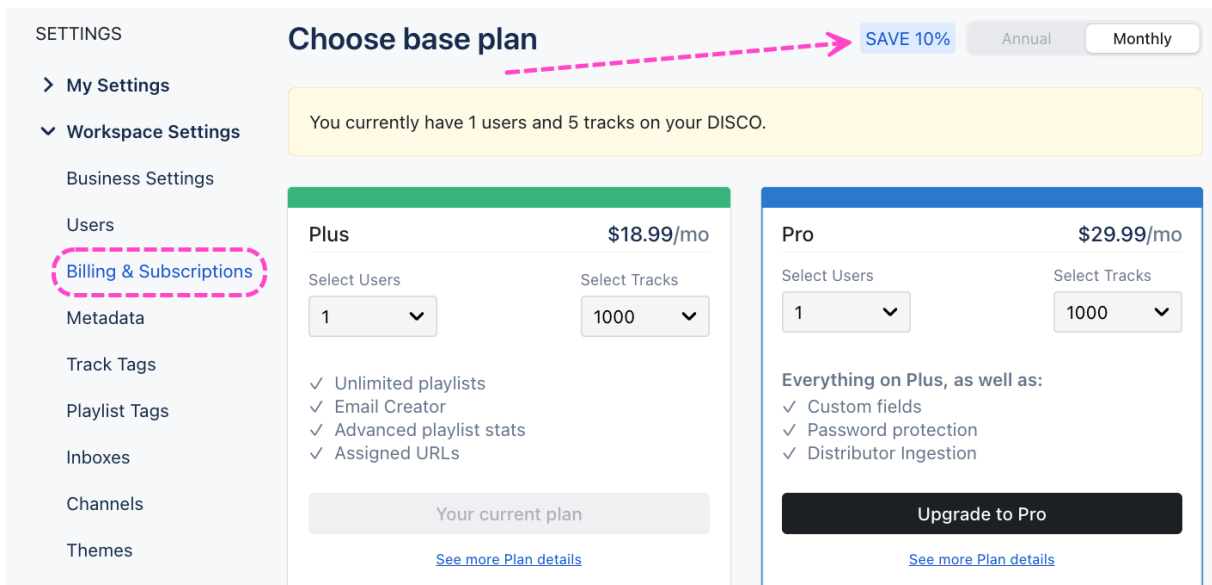
1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Billing & Subscriptions**.
4. Here you'll see the plan you're currently on. Click the **Change Plan** button.



5. *Optional:* When switching to a new plan, from the **Choose base plan** screen, you can toggle between **Monthly billing** and **Annual billing**.



6. On the **Choose base plan** screen, click the **Upgrade** or **Downgrade** button.

SETTINGS

Choose base plan SAVE 10% Annual Monthly

You currently have 1 users and 5 tracks on your DISCO.

Plus \$18.99/mo

Select Users: 1 Select Tracks: 1000

- ✓ Unlimited playlists
- ✓ Email Creator
- ✓ Advanced playlist stats
- ✓ Assigned URLs

Your current plan Upgrade to Pro

[See more Plan details](#) [See more Plan details](#)

SETTINGS

Choose base plan SAVE 10% Annual Monthly

You currently have 1 users and 0 tracks on your DISCO.

Plus \$18.99/mo

Select Users: 1 Select Tracks: 1000

- ✓ Unlimited playlists
- ✓ Email Creator
- ✓ Advanced playlist stats
- ✓ Assigned URLs

Pro \$29.99/mo

Select Users: 1 Select Tracks: 1000

Everything on Plus, as well as:

- ✓ Custom fields
- ✓ Password protection
- ✓ Distributor Ingestion

Downgrade to Plus Your current plan

[See more Plan details](#) [See more Plan details](#)

7. On the **Confirm plan details** screen, you'll see your **New plan** vs. your **Previous plan** and the details for each.

New plan	Previous plan
<p>Plus \$18.99/mo Billed monthly</p> <p>1 users 1000 tracks</p>	<p>Pro \$29.99/mo Billed monthly</p> <p>1 users 1,000 tracks</p>

8. Under **Billing details**, there's a breakdown of what will be **Billed monthly** or **annually**, depending on your selection. If applicable, you'll also see any **Credits balance** and **Credits applied**, as well as how much (if any amount) will be **Billed today**.

Billing details

Plus Plan (1 users, 1000 tracks)	\$18.99
Billed monthly	\$18.99
Credits balance	\$28.73
Credits applied	\$18.99
Billed today	\$0.00

- If all looks good, scroll down to the bottom of the page.
 - If you're downgrading, you'll see a **Reduced features** list. Check the box that says **I understand that I'll lose access to these features, and agree to the plan change**. Then click the **Confirm new plan button**.

⚠ Reduced features

By switching to the Plus Plan, you'll lose access to the following features, which are enabled on your account:

- WAV > AIFF & AIFF > WAV converter
- Ongoing DDEX ingestion
- Custom inboxes
- Password protected playlists
- Expiring share URLs
- Shareable channels
- Custom fields
- In person training (where available)

I understand that I'll lose access to these features, and agree to the plan change

Back to plan selection Confirm new plan

- If you're upgrading, click the **Confirm new plan** button.

10. Your **Billing and Subscriptions** page will now reflect your new base plan.

Artist, Enterprise, and Supervisor plan users

Reach out to our Support team for assistance with changing your plan.

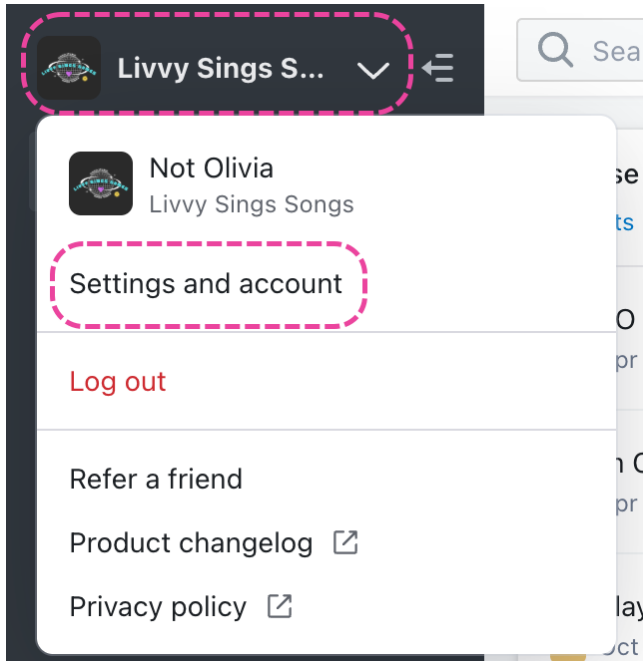
Changing your billing frequency

These changes are handled by our Support team.

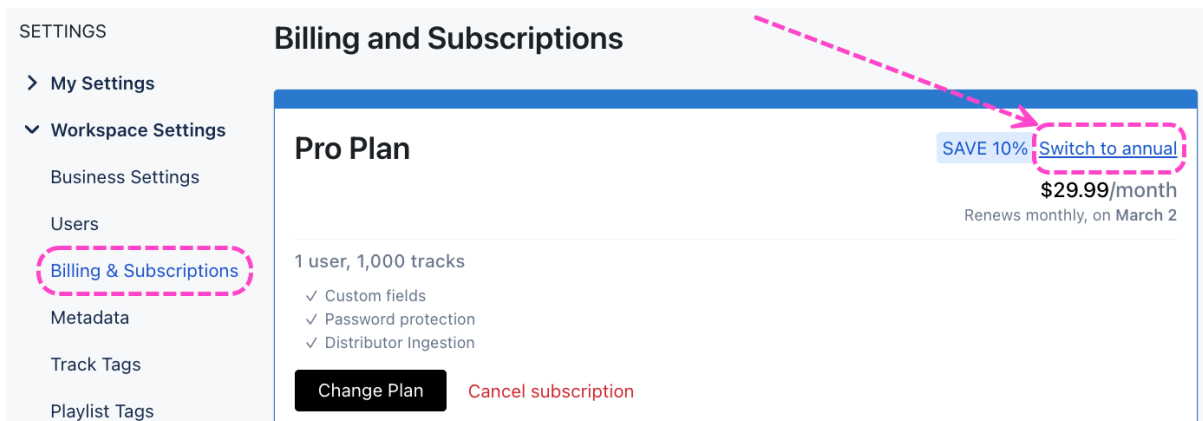
To keep the same base plan, but change your billing frequency from **monthly** to **annual** or from **annual** to **monthly**:

- In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.

2. Select **Settings and Account**.



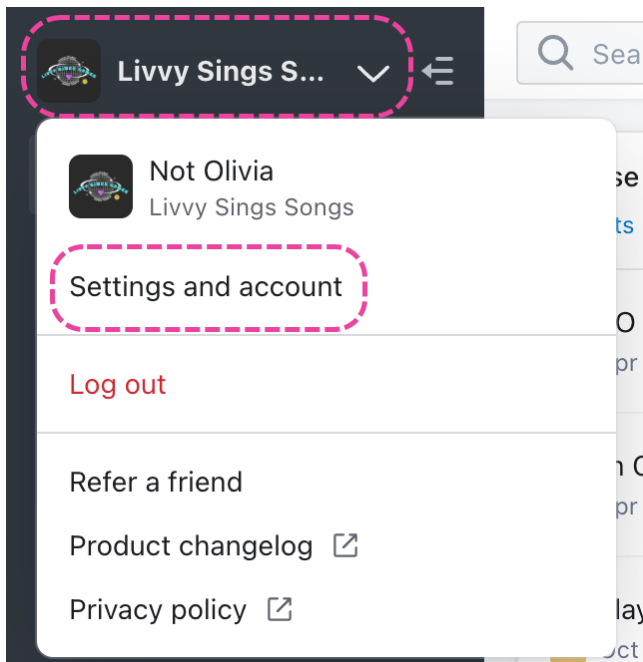
3. Under **Workspace Settings**, select **Billing & Subscriptions**.
4. On the right side of the page, click on the link that says **Switch to annual** or **Switch to monthly**.



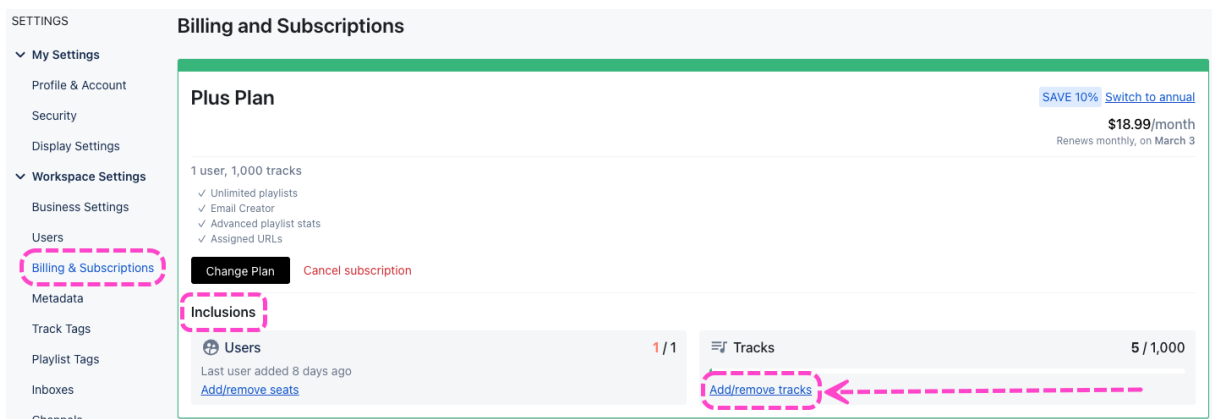
5. This will open a chat window where you can request assistance from our Support team.

Updating your Track quota

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



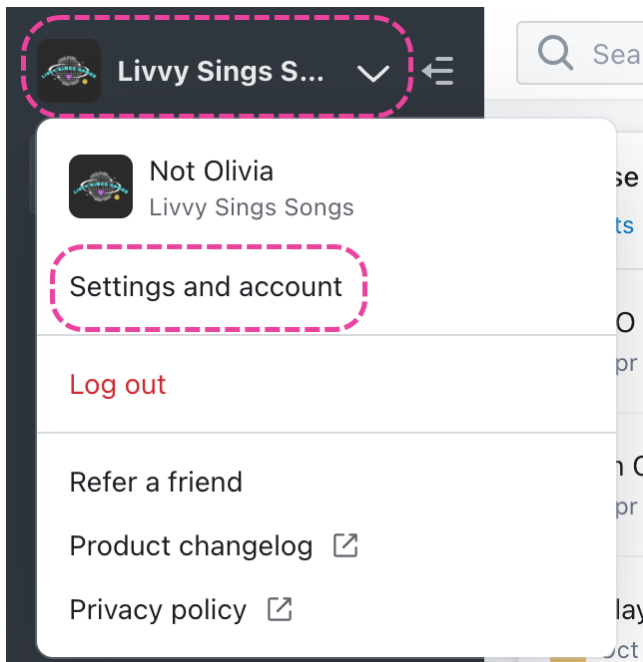
3. Under **Workspace Settings**, select **Billing & Subscriptions**.
4. Under **Inclusions**, click the link to **Add/remove tracks**.



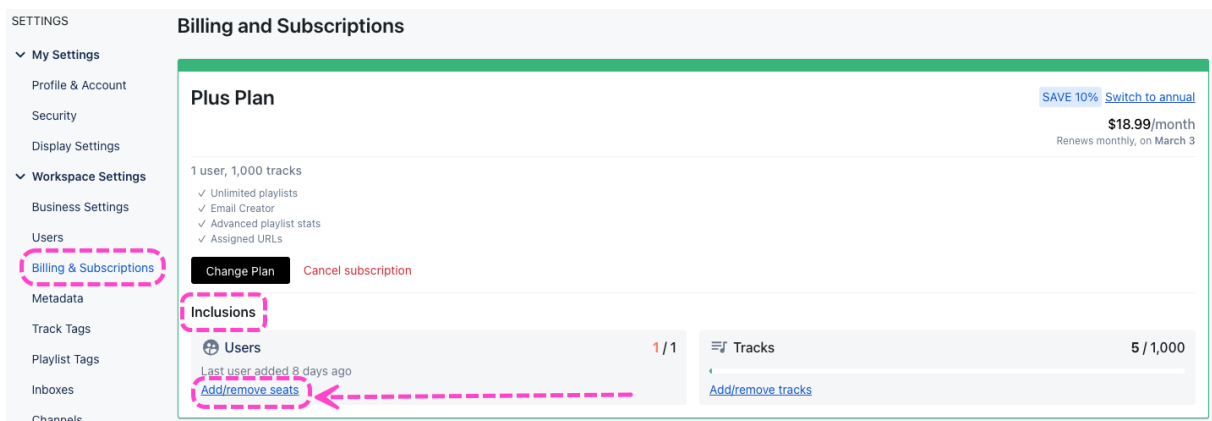
5. From the **Add Seats & Tracks** window, under **Tracks**, click to open the drop-down and select a new number of Tracks.
6. You'll be able to see how much you'll be charged for this change before confirming. Once you're ready, click the **Update Plan** button.

Updating your User Seat quota

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Billing & Subscriptions**.
4. Under **Inclusions**, click the link to **Add/remove seats**.



5. From the **Add Seats & Tracks** window, under **Seats**, click to open the drop-down and select a new number of seats.
6. You'll be able to see how much you'll be charged for this change before confirming. Once you're ready, click the **Update Plan** button.

Cancelling your subscription

Visit [this article](#) for more information.

Information on sales tax charges (for United States users)

Last Modified on 08/07/2025 10:34 am PDT

DISCO is legally required to collect sales tax on all annual and monthly subscription charges for states that collect sales tax on digital subscriptions within the United States.

Frequently Asked Questions

Which US states are currently charging sales tax on subscriptions?

- Hawaii
- Maryland
- New York
- Ohio
- Tennessee
- Texas
- Washington

This list will be updated if more states implement sales tax requirements. If your state adds a sales tax requirement, we would then be required to add sales tax to your subscription. This change would happen automatically, and you would see sales tax added to your next bill.

How do you determine my tax rate?

Your tax rate is determined by your billing address and zip code. Please note tax rates vary by state, city, and local jurisdiction and are based on the rates applicable at the time of charge. These amounts can change over time with the state and local tax requirements.

Why should I update my billing information?

You should make sure your billing information in your DISCO account is up to date to ensure that you are paying the correct tax rate (e.g. that you are not paying more taxes than necessary). An inaccurate or incomplete billing address could subject you to a higher tax rate.

If you need to update your billing information, please contact our Support team and we can assist you with this.

What happens if sales tax becomes required in my state?

If your state adds a sales tax requirement, we would then be required to add sales tax to your subscription. This change would happen automatically, and you would see sales tax added to your next bill.

Additional Resources

For more information on tax rates by state, please refer to [your state's official government website](#).

Frequently asked questions about the removal of the DISCO Lite plan

Last Modified on 12/04/2025 3:33 pm PST

We recently updated [our pricing plan structure](#) and retired our **Lite** plan. For this reason, signing up for or switching to the Lite plan is no longer supported. Users previously on our Lite plan have been migrated to a new one and have been contacted directly with more details. Below you'll find the answers to some common questions related to this change.

Q: Why did you retire the Lite plan?

By streamlining our plan offerings, we believe our users will gain access to the features they need to get the most out of their DISCO experience.

Q: What if I don't want to change plans?

That's totally understandable, but as the **Lite** plan is no longer available, the only other option in this case would be to cancel your DISCO subscription. If there's any questions we can answer to give you peace of mind about this change, please feel free to [contact our Support team](#). We're here to help!

Q: Can I cancel my subscription?

We're sad to see you go, but yes, please [contact our Support team](#) to cancel your DISCO subscription.

Q: What features do I gain access to if I move from the Lite plan to the Artist plan?

You'll gain access to these great features:

- 320kbps transcode option
- Custom file names for tracks and zips
- [WAV ↔ AIFF converter](#)
- [Assigned URLs](#)
- [Playlist format settings](#)
- [Kill share URLs](#)
- [Channels](#) (not limited)
- [Advanced playlist stats](#)
- [Insights](#) (limited)

Q: What features do I gain access to if I move from the Lite plan to the Plus plan?

You'll gain access to these great features:

- 320kbps transcode option
- Custom file names for tracks and zips
- [Metadata editing via CSV](#)

- [Assigned URLs](#)
- [Playlist format settings](#)
- [Kill share URLs](#)
- [Email creator](#)
- [Channels](#) (not limited)
- [Advanced playlist stats](#)
- [Insights](#) (limited)
- [Reports](#) (limited)

Q: What are the differences between the Artist plan and the Plus plan?

The **Artist** plan was designed for artists, bands, composers, songwriters, and producers, while the **Plus** plan is geared towards music businesses. Some highlights for each include:

- The **Artist** plan comes with unlimited Tracks and free [Auto-tagging](#) (with no Discovery Suite subscription required).
- The **Plus** plan starts at 1,000 Tracks and comes with our [Email Creator](#) tool.

[For a side-by-side comparison, check out our pricing page.](#)

Q: When will I be charged the new price for the new plan?

Regardless of whether or not you were on a **monthly** or **annual** Lite subscription, your current subscription costs for Lite will remain in effect through the end of 2024. Upon your first renewal in 2025, you'll be charged the new price for your new plan.

Examples:

- If you were on a **monthly** Lite subscription, you'll be charged your current monthly rate (from the Lite plan) through the end of 2024. Upon your first renewal in January 2025, you'll be charged the new price for your new plan and each month thereafter.
- If you were on an **annual** Lite subscription, and your renewal is upcoming in 2025, you'll be charged the new price upon that renewal.
- If you were on an **annual** Lite subscription, and your renewal is upcoming before the end of this year (e.g. December 2024), you'll be charged your current annual rate (from the Lite plan) on this year's renewal (e.g. December 2024). Upon your next renewal in 2025 (e.g. December 2025), you'll be charged the new price for your new plan.

Q: I also subscribed to the Discovery Suite. How will that be affected?

Your [Discovery Suite](#) subscription (which is a separate add-on feature pack) will not be affected by this change.

Q: Can I also subscribe to the Discovery Suite if I switch to the Artist plan?

Yes, you can, but the Artist plan does come with free Auto-tagging, which is a core feature of our Discovery Suite.

Cancelling your DISCO subscription

Last Modified on 03/17/2026 10:32 am PDT

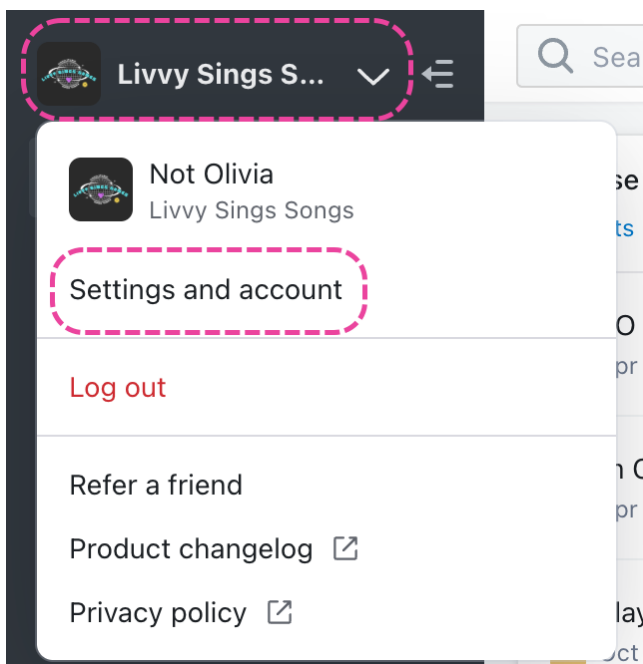
We're sorry to see you go 😊

Before cancelling, please feel free to [contact our Support team](#) if there's anything we can assist you with to improve your DISCO experience.

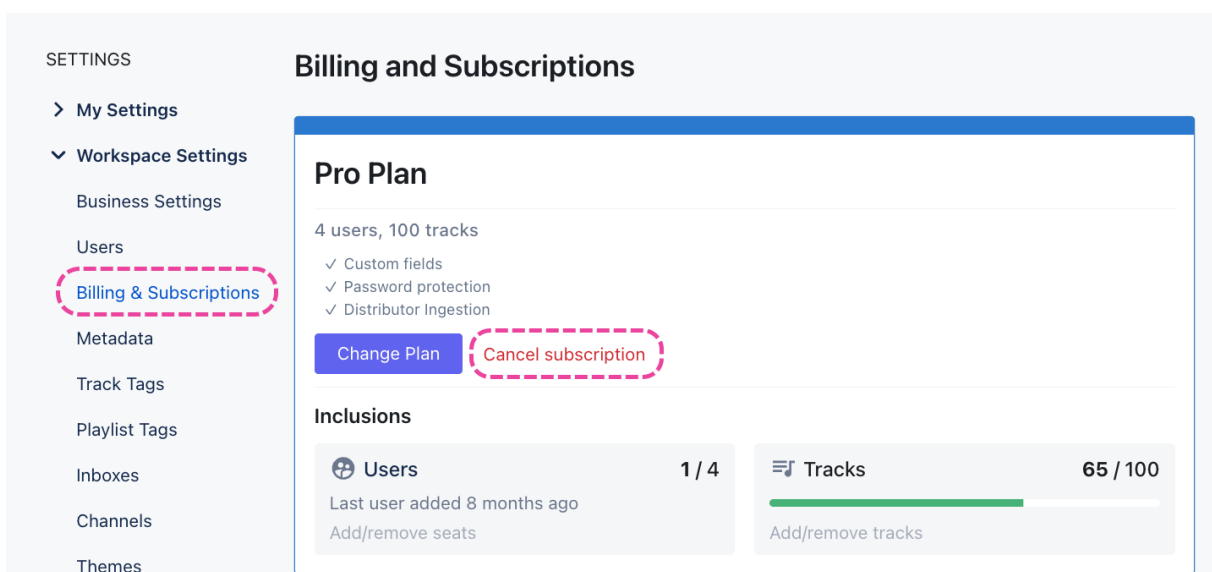
[If you'd rather make changes to your subscription, check out this article.](#)

Step-by-step: Cancelling your subscription


1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Billing & Subscriptions**.
4. Click the **Cancel subscription** button.



5. A confirmation window will appear. If you're sure, click the **Proceed to cancellation** button.

 **Are you sure you want to cancel?** ✕

By cancelling, after you will lose access to **all tracks** and all of the content saved to your DISCO account.

Please download any files you require prior to .

You can also [change your plan](#)



6. Select a reason for the cancellation. Then click the **Cancel subscription** button.

Can you let us know why? ✕

Please choose an option:

- I found another service that better suits my needs
- I'm no longer using DISCO
- It's too expensive
- DISCO lacks the features I need
- Prefer not to say
- Other

Need assistance? [Chat with support](#)



Plus & Pro Plan Pricing Update FAQ (2026)

Last Modified on 01/26/2026 3:42 pm PST

Why is DISCO changing pricing?

Since launching Plus and Pro in 2020, we've significantly expanded and improved DISCO. This update helps us keep investing in the platform so we can continue delivering new features and improvements.

When is pricing changing?

New pricing applies at your next plan renewal after **February 27, 2026**.

Which plans are affected?

The update affects the price of **Plus** and **Pro** base plans, including the price of extra users and additional track storage pricing. Pricing for **Discovery Suite** and **Watermarking** is not changing.

What are the new prices?

For users on a **monthly** billing cycle:

- **Plus:** \$18.99 per user (previously \$15)
- **Pro:** \$29.99 per user (previously \$25)
- **Track storage:** \$7 per 1,000 tracks (previously \$6)

For users on an **annual** billing cycle:

- **Plus:** \$16.99 per user/month (previously \$13.50)
- **Pro:** \$26.99 per user/month (previously \$22.50)
- **Track storage:** \$6.30 per 1,000 tracks/month (previously \$5.40)

Will I be charged on February 27, 2026?

Not necessarily. You'll be charged the new price on your first billing date on or after February 27, 2026.

How can I check my next billing date?

In DISCO, go to **Settings and account > Workspace Settings > Billing & Subscriptions** to see your current plan and next billing date.

Is the price of annual plans changing too?

Prices are changing for users on both annual and monthly plans. Users on annual plans will still receive a 10% discount compared to monthly pricing.

Are the prices of add-ons changing?

No. Discovery Suite and Watermarking add-on pricing is not changing.

How and when were users notified of this update?

We sent emails to the billing contacts associated with each DISCO on January 27th, 2026.

I still have questions. How do I contact Support?

You can reach out to Support via chat or emails sent to support@disco.ac, and we'll help you understand how this affects your account.

Managing Users in your DISCO

Last Modified on 08/27/2025 9:39 am PDT

You can invite **Users** to and remove them from your DISCO and manage their permissions within your account **Settings**.

At a glance

You can see a list of all Users in your DISCO from your account **Settings** under **Workspace Settings** **Settings** > **Users**.

The screenshot shows the 'Settings' page with a sidebar on the left and a main content area on the right. The sidebar is titled 'SETTINGS' and includes 'My Settings', 'Workspace Settings', 'Business Settings', 'Billing & Subscriptions', 'Metadata', 'Track Tags', 'Playlist Tags', 'Inboxes', and 'Channels'. The 'Users' option under 'Business Settings' is highlighted with a red dashed box and a red arrow. The main content area is titled 'Users' and features a notification: 'You're using 2 of your unlimited seats. Add more seats.' Below this is a search bar and a table of users.

USER NAME	EMAIL	LABEL	ACTIONS
Olivia Disco	oli [redacted]@disco.ac	ADMIN	...
Livvy Sings	livvysings [redacted]@gmail.com	USER	...

User permissions

There are two levels of user permission in DISCO: **Admins** and **Users**.

Admins

Each DISCO needs to have *at least one* Admin. For new DISCOs, the first user will be made an Admin, and they'll be responsible for assigning permissions to other Users.

There are certain actions that *only* Admins can perform. These include:

- deleting Users
- changing Users to Admins
- changing Admins to Users
- updating **Business Settings** (under **Settings** > **Workspace Settings**)
- requesting to delete the business (via **Business Settings**)

Users

Users can invite other Users and cancel invites.

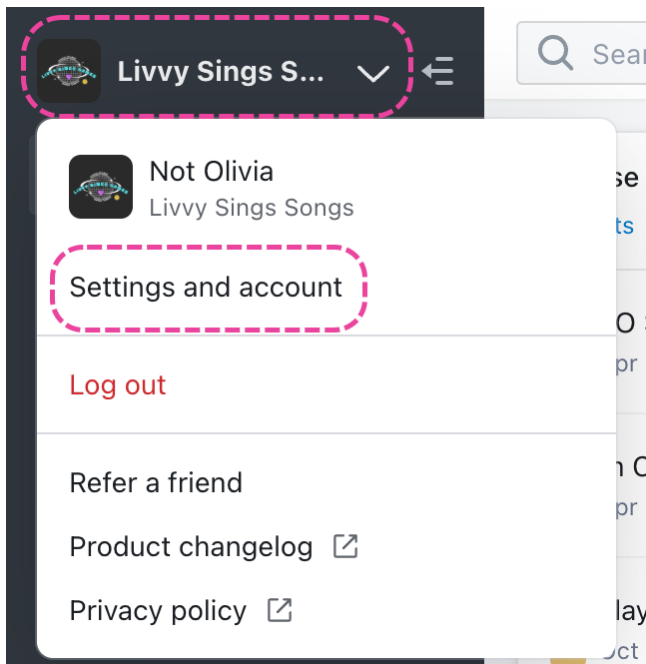
Changing User permissions

This can only be done by Admins and includes:

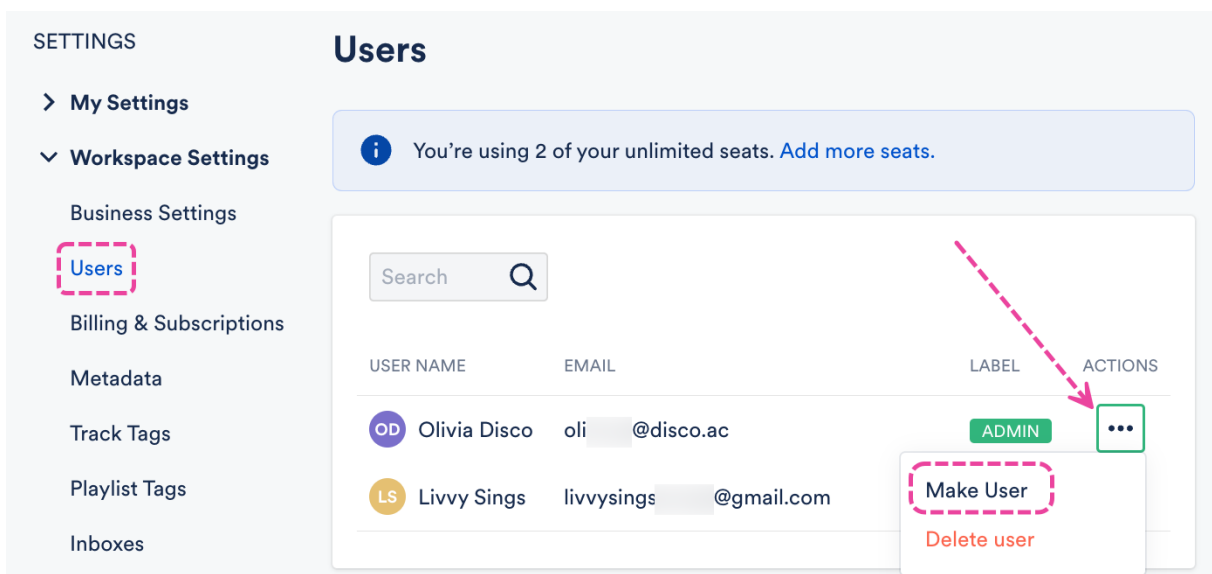
- changing Users to Admins
- changing Admins to Users

To do this:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Users**.
4. Open the **Actions menu (...)** to the right of the User and select an option from the list: **Make Admin** or **Make User**.



Inviting Users to your DISCO

Before inviting a User to your DISCO, make sure that you have enough seats added to your plan. You can add seats by clicking on your DISCO Business Name to open the menu > **Settings and Account** > **Workspace Settings** > **Billing & Subscriptions** > **Add/remove seats**.

SETTINGS **Billing and Subscriptions** [View pricing](#)

- > My Settings
- ▼ Workspace Settings
 - Business Settings
 - Users
 - Billing & Subscriptions**
 - Metadata
 - Track Tags
 - Playlist Tags
 - Inboxes
 - Channels
 - Themes

Pro Plan

Infinity users, ∞ tracks

- ✓ Everything on Plus, plus:
- ✓ Custom fields
- ✓ Password protection
- ✓ Distributor Ingestion

[Change Plan](#)

Inclusions

Users 2/Unlimited Last user added 9 days ago Add/remove seats	Tracks 193/∞ Add/remove tracks
---	---

Once you've confirmed you have enough seats, follow these steps to invite a new User:

1. In the top-right corner of your DISCO, click the **+ Invite** button.



2. This will open a window where you can enter the User's **Email Address**, **First name** (optional), and **Last name** (optional).

Invite your team to DISCO

[You're using 2 of your unlimited seats. Add more seats.](#)

Email Address	First name	Last name	Action
<input type="text" value="newuser@disco.ac"/>	<input type="text" value="(optional)"/>	<input type="text" value="(optional)"/>	<input type="button" value="X"/>

[Add another member](#)

Personalise your invite by [writing a message](#).

[Invite 1 Person](#)

3. If needed, click the **Add another member** button to add multiple Users at once.
4. Click the **Invite** button.

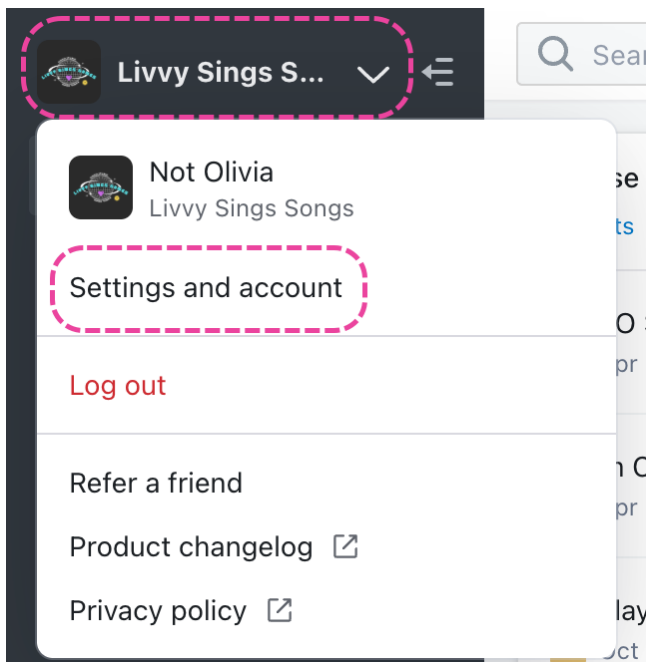
Resending and cancelling User invites

New Users are added to your DISCO when they click the link in the invite email and set up their

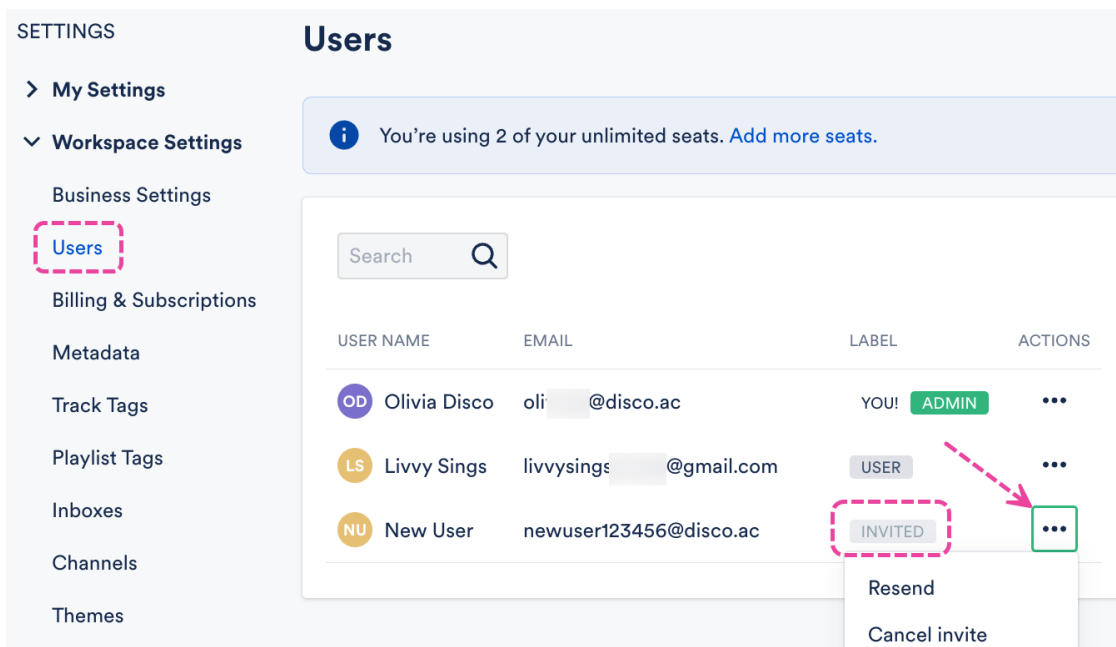
accounts. Anyone in your DISCO (both Admins and Users) can resend or cancel invites.

To resend or cancel an invite:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Users**.
4. Open the **Actions menu (...)** to the right of the User with the **Invited** label and select an option from the list: **Resend** or **Cancel invite**.

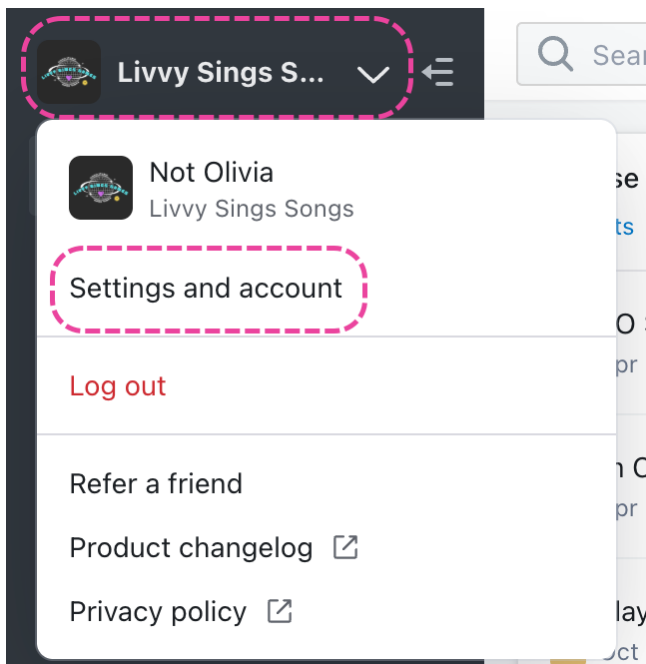


Deleting users

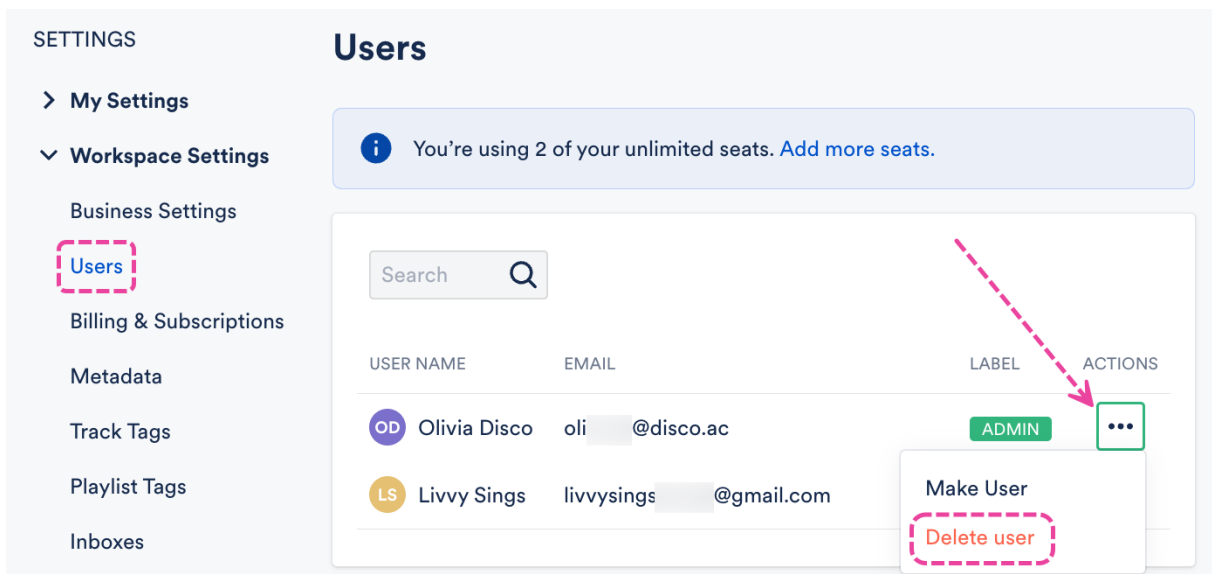
This can only be done by Admins.

To do this:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Users**.
4. Open the **Actions menu (⋮)** to the right of the User and select **Delete user** from the list.



5. A confirmation message will appear. If you're sure, click the **Yes, remove** button.

Delete user

Remove Livvy Sings from the team?

Cancel

Yes, remove

Once a user is deleted, parts of their account are transferred over to the Admin who deleted them:

- Their personal Inbox becomes a custom Inbox. The Admin who deleted them becomes a Manager of this Inbox, and it is only visible to them.

- Their content becomes a Channel. The Admin who deleted them becomes a Manager of this Channel, and it is only visible to them.
 - The Admin who deleted them is also added as a Manager to all Channels that were previously owned or managed by the deleted User.
-

Setting up and using Multi-factor Authentication (MFA)

Last Modified on 08/27/2025 10:16 am PDT


To help protect your DISCO account, we strongly suggest enabling **Multi-factor authentication (MFA)**.

At a glance

Multi-factor authentication (MFA), is an extra security measure that can be enabled on an online account. After entering a username and password to log in, MFA requires users to present one or more additional types of authentication to decrease the chances of the account being compromised. Most commonly, this is in the form of entering a dynamic six-digit verification code.

Sign in to DISCO

Verification code

These verification codes are generated by a third-party authentication app, such as **Google Authenticator**, **Microsoft Authenticator**, and others.

In many cases, passwords alone are not enough to protect online accounts. With MFA enabled, even if a hacker has your password, they won't be able to log into your account unless they have the device with your authenticator app to access the verification codes.

Enabling multi-factor authentication on your DISCO

MFA can be enabled on your DISCO by request. Please email support@disco.ac or contact us via chat using the Support menu (question mark) in the bottom-right corner of your DISCO.

Note: When MFA is enabled for one DISCO, if there are users on that DISCO who use the same email address to log in to other DISCOs, they will also be prompted to use MFA when logging in to those other DISCOs.

Setting up multi-factor authentication

Initial set up prompt

When MFA is first enabled on your DISCO, *all users in your DISCO* will see the following setup prompt the next time they go to log in, just after entering their username and password:

Set up multi-factor authentication



Step 1: To set up your multi-factor authentication, scan the QR code above, or enter the secret below in the Google Authenticator app.

Secret: A[blurred] N

Step 2: Once you've scanned the QR code or entered the secret, complete the set up by entering the code listed in your Google Authenticator app.

Code

Verify

Notes:

- The prompt will contain a unique **QR code** and **Secret** for each user. The screenshots in this article are for demonstration purposes only.
- Although the prompt mentions **Google Authenticator**, you are not required to use this specific app. You can use any authenticator app you prefer.

Pre-requisite steps

Before beginning the setup process, you will need to:

☐ Choose an authentication device

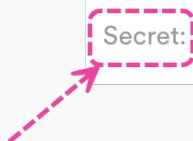
You can use a mobile device or computer.

☐ Save your Secret from DISCO

Also known as a **Secret Key**, this is the code shown in the MFA setup prompt in DISCO.

Step 1: To set up your multi-factor authentication, scan the QR code above, or enter the secret below in the Google Authenticator app.

Secret: G[blurred] H



Important: This code is generated during the setup process and is **unique** to each user. Keep it in a safe place and **do not share** it with anyone. It will come in handy if you ever lose your authentication device, as you will need it to set up MFA again on another device.

□ Install an authentication app or extension

□ On mobile:

You can install an authentication app from the Google Play Store (Android) or App Store (iOS). Two well-known authenticator apps are **Google Authenticator** and **Microsoft Authenticator**, but any authenticator app will do.

□ On your computer:

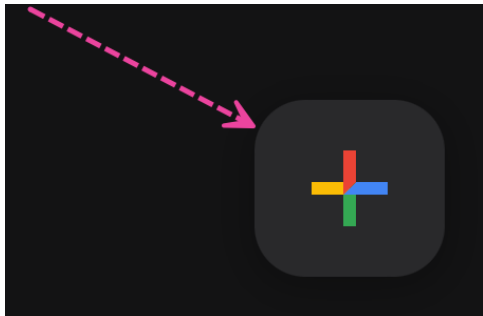
You can use a desktop app, or add an extension to your web browser. Some password managers (e.g. **1Password**, etc.) have authentication features built-in for desktop and browser use.

Step 1: Add your DISCO account to your authenticator app

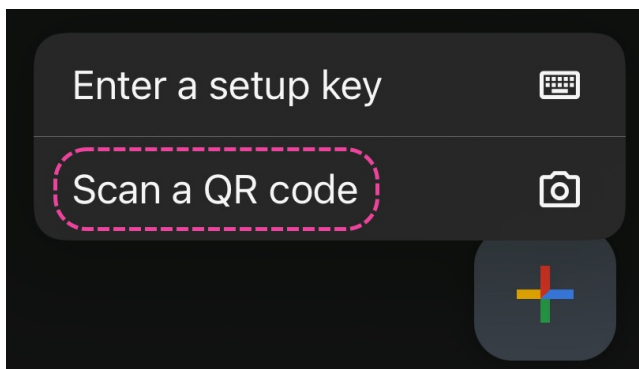
For the sake of simplicity, we have provided instructions below using two well-known authenticator apps: Google Authenticator and Microsoft Authenticator on a mobile device.

Set up MFA using **Google Authenticator** on a **mobile device**:

1. Open the Google Authenticator app on your mobile device.
2. To add a new account, tap the **+ plus** icon on the bottom right.

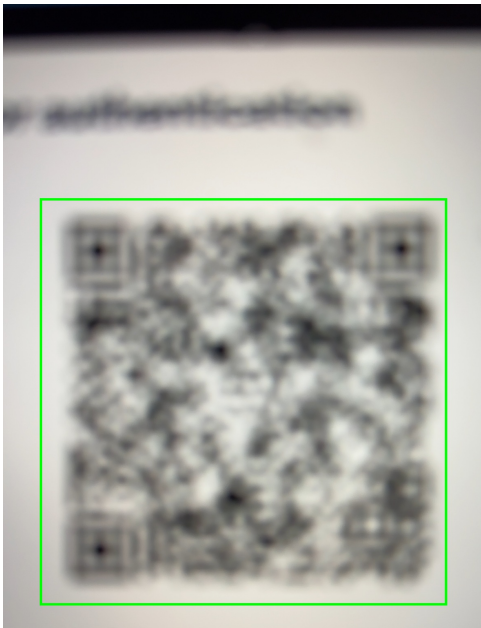


3. Tap **Scan a QR code***. This will open up your camera in barcode scanning mode.



Alternatively, you can tap **Enter a setup key, and enter the **Secret** key from the prompt in your DISCO.*

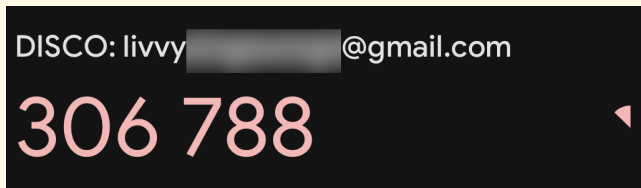
4. Hold your mobile device up to your computer screen, with the QR code from the prompt in your DISCO centered in your camera.



5. A new entry will be created for your DISCO account with a six-digit code underneath it.
6. The code will be valid for 30 seconds until it is replaced by another code, and so on. The timer to the right of the code indicates when the code is about to expire.

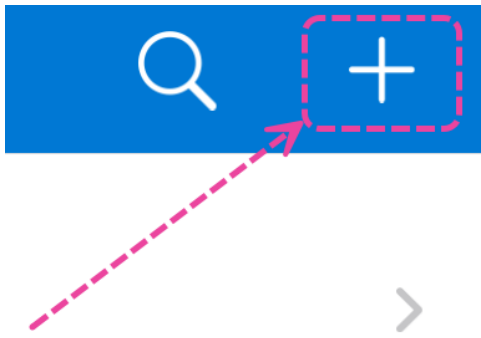


Tip: If the code is red, wait for the next code.

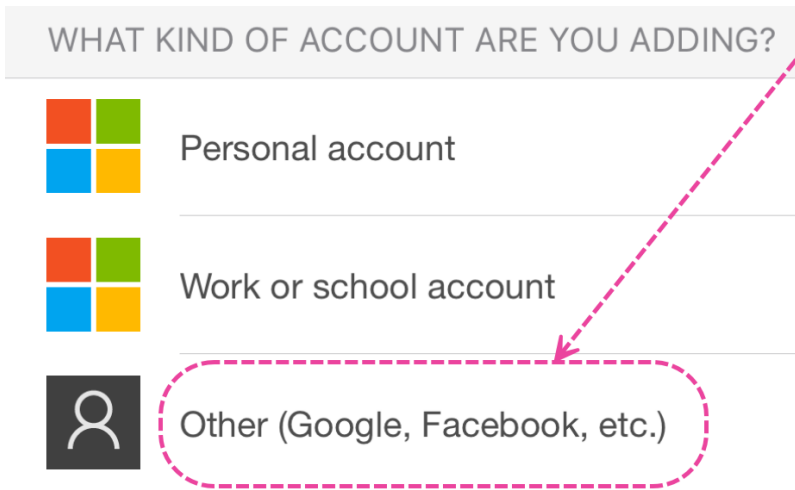


Set up MFA using **Microsoft Authenticator** on a **mobile device**:

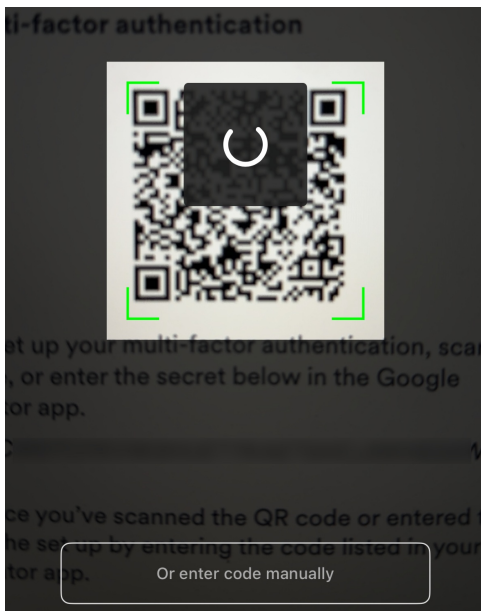
1. Open the Microsoft Authenticator app on your mobile device.
2. To add a new account, tap the **+ plus** icon on the top right.



3. Tap **Other (Google, Facebook, etc.)**.



4. This will open up your camera in barcode scanning mode*.
5. Hold your mobile device up to your computer screen, with the QR code centered in your camera.



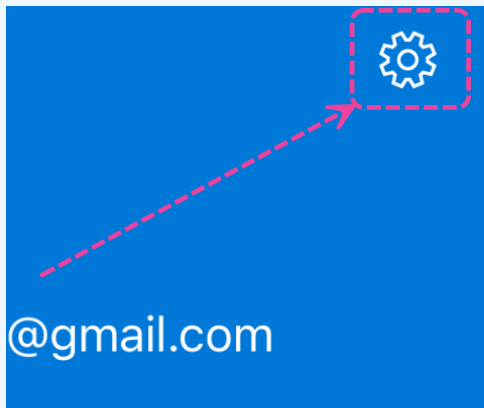
Alternatively, you can tap **Or enter code manually, and enter the **Secret** key from the prompt in your DISCO.*

6. A new entry will be created for your DISCO account.

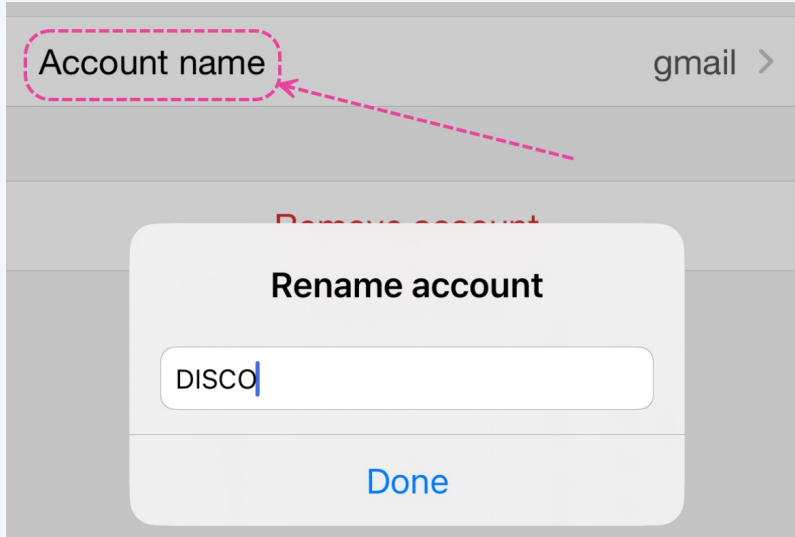
☰ Authenticator



Note: The entry name will not reference DISCO when created. To rename it, tap on the entry, then tap the gear icon.



Tap **Account name**, edit the name, and tap **Done**.



7. To access the code, tap on the new account entry.
8. The code will be valid for 30 seconds until it is replaced by another code, and so on. The timer to the left of the code indicates when the code will expire.



One-time passwords enabled

You can use the one-time password codes generated by this app to verify your sign-ins



One-time password code

719 485

Step 2: Enter the six-digit code from your authenticator app into DISCO

Type or paste the code from your authenticator app, and click the **Verify** button.

Sign in to DISCO

Verification code

662633

Keep me logged in

[Forgot your password?](#)

Verify

You will then be logged in to your DISCO and a message will appear in the bottom left corner to confirm MFA has been activated:

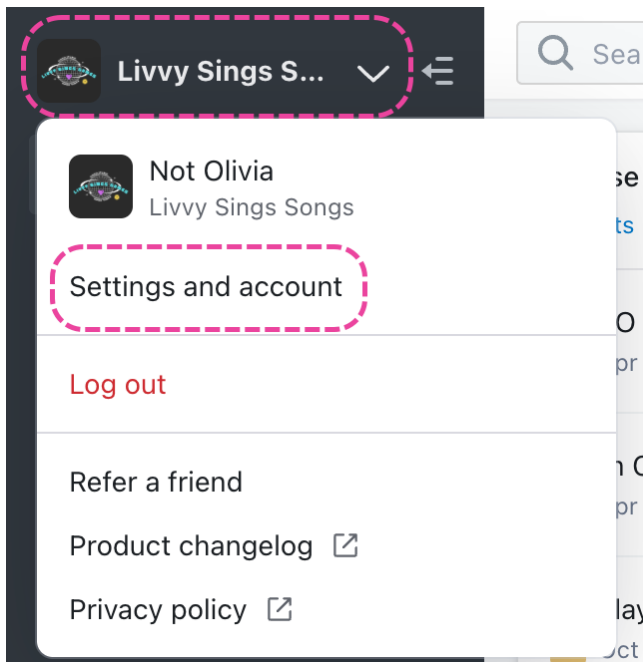
Multi-factor authentication activated!

Resetting multi-factor authentication

If you no longer have access to the device you set up MFA with or you need to set up a new device, your MFA credentials must be reset. In either case, for security purposes, you will need to send an email to our Support team at support@disco.ac.

We will require verification from one of the Admins on your account, so to expedite matters it's helpful to CC one of your DISCO's Admins on the email. To find out who your account Admins are:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Users**.
4. Admins will have the **Admin** label to the right of their name.

USER NAME	EMAIL	LABEL
Olivia Disco	olivia [redacted]	ADMIN
Livvy Sings	livvy [redacted]	USER

If you are an Admin, we will require verification from another Admin in your DISCO.

If you are the only Admin in your DISCO, we will use other means to verify your request.

Frequently Asked Questions

Do I have to use Google Authenticator? Can I use another app?

Our MFA system is compatible with other authenticator apps, such as Okta Verify, Authy, Lastpass, and Microsoft Authenticator. We suggest checking with your IT team to see what they recommend.

I have Google Authenticator set up, but my code isn't working.

Each code is only valid for about 30 seconds. Make sure to enter the code quickly, before a new code is generated. If you continue to have problems, please [contact our Support team](#).

What if I'm a member of more than one DISCO?

Provided you are using the same email account to login, you can use the same MFA codes for any DISCO you are a member of. Note that you will only be prompted for an MFA code on the DISCO's that have the MFA requirement enabled.

MFA is enabled on our DISCO, but I'm using DISCO and it hasn't prompted me to set it up yet.

To prevent disruption in your workflow, you will be prompted to set up MFA the first time you

log in after it has been enabled on your DISCO. If you'd like to set it up immediately, please log out and log back in.

Q: How do I change or reset my password?

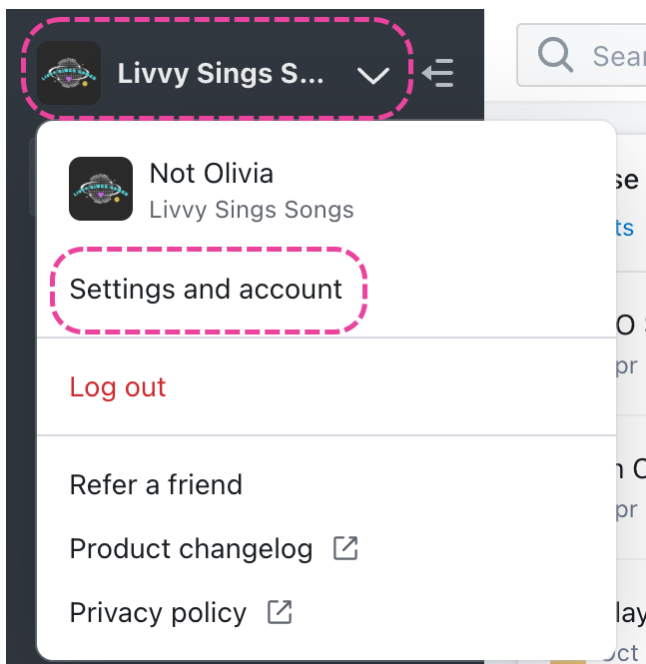
Last Modified on 08/27/2025 9:45 am PDT

Q: How do I change or reset my password?

You can do this from within your account settings or from the login screen.

From your account settings:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **My Settings**, select **Security**.
4. Enter your current password and new password.

Change password

Current password

Forgot Password?

Choose a new password

Very strong

Re-enter password

Change password

5. Click the **Change password** button.

From the login screen:

Click the **Forgot password?** link.

Sign in to DISCO

Your email

Password



Sign in to DISCO

[Forgot password?](#)

or

Don't have DISCO? [Sign up here](#)

Q: How do I choose a secure password?

Last Modified on 08/27/2025 9:56 am PDT

Q: How do I choose a secure password?

- *At a minimum, follow these requirements:* Choose a password with six characters containing at least one number.
- *For increased security:* Choose a longer password containing both upper and lower-case letters, numbers, and special characters.

When changing your password, we will let you know how strong the password is. If the password is "Weak," add more complexity with more characters and different types of characters.

Examples:

Change password

Current password **not recommended**

Choose a new password

disco1

Weak

Change password

Current password **recommended**

Choose a new password

disco1s_THEBEST!xTyU9*k\$zgh

Very strong

Important: The above examples are for demonstration purposes only. Please do not use either of these passwords for your DISCO.

We also perform checks on all passwords to ensure they haven't been previously exposed to any data breaches across the internet. If your password has previously been exposed, you'll see this message, and will be required to choose a different password.

Choose a new password

.....

! Sorry, but the password that you entered has previously appeared in a data breach. Please create a new, more secure password.

Re-enter password

.....

Change password

Important: If you see the above message and the password you've chosen is the same one you're using on other sites or applications, we strongly encourage you to change that password **everywhere**. Passwords that have been exposed in data breaches are more likely

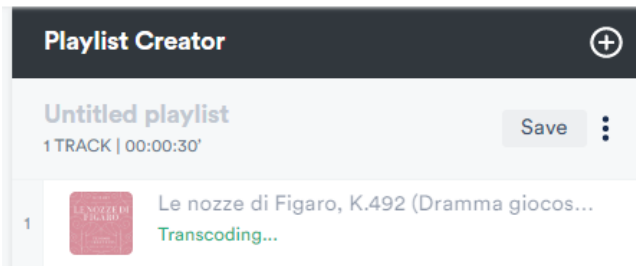
to be used by bad actors to attempt to gain access to personal accounts.

In addition to having a secure password, we **strongly** recommend you [enable MFA in your DISCO](#). Please also be sure to [review your security responsibilities](#) as a DISCO user.

Tracks are stuck on "Transcoding..." during upload

Last Modified on 09/22/2025 4:36 pm PDT

When you upload audio and video files to DISCO in a format other than MP3 and MP4, they will first be transcoded:



For more information on transcoding, check out [this article](#).

The transcoding process is usually pretty quick, but if your upload shows this message for *more than five minutes*:

- Try refreshing your browser
- [Contact our Support team](#) and include the name of the Track

Note: If you're uploading a large video file, transcoding may take a bit longer than five minutes.

Video streaming and downloading issues

Last Modified on 08/11/2025 4:43 pm PDT

I uploaded a video, but when I stream it seems glitchy, choppy, or stalls.

This sometimes occurs when MP4 videos are uploaded to DISCO without being fully optimized for playback. MP4 is the default video format we use for streaming in web browsers, so we'll convert most video formats to web-optimized MP4s for this purpose. However, we *won't* convert an uploaded MP4 to an optimized MP4, we'll just attempt to stream it as is. As a workaround, you could re-upload the MP4 in another format (e.g. MOV) so we can create an optimized MP4 version for streaming.

Note: *To ensure that all versions of your videos on DISCO include a complete audio track, you'll want to encode the original files using a single, merged audio track before uploading. See the issue below for more details.*

I uploaded a video, but when I stream or download it some of the sound is missing.

This is likely happening because the video files you're uploading include two or more audio tracks. We often see this with MOV video files, where the primary audio track might include a voice-over, but won't include background music. The secondary audio track, then, might include the voice-over *as well as* the background music, combined.

We create an optimized MP4 version of all MOV files for streaming in web browsers. The MP4 will only contain the *primary* audio track; additional audio tracks will *not* be included. The MOV will still contain all the included audio tracks after uploading, but it's important to note that video files with multiple audio tracks won't play as expected in some media players. To ensure that all versions of your videos on DISCO include a complete audio track, you'll want to encode the original files using a single, merged audio track before uploading.

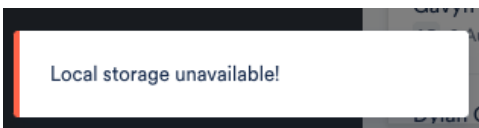
Clearing Local Storage in your web browser

Last Modified on 08/11/2025 4:45 pm PDT

This troubleshooting step can help to clear up intermittent issues when performing actions in DISCO.

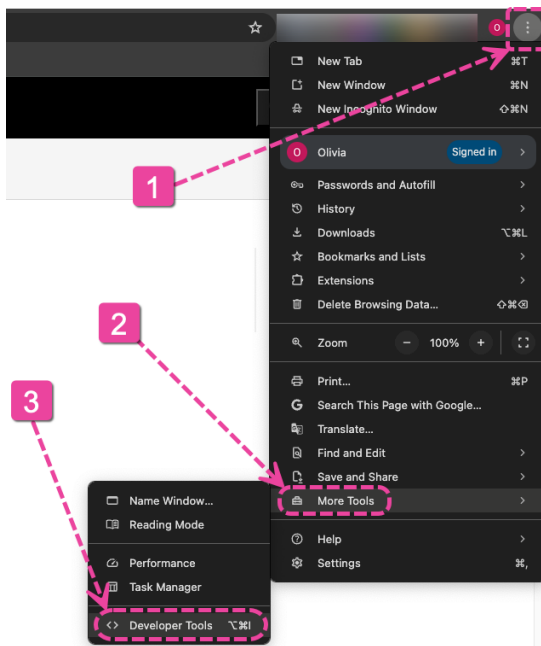
At a glance

If you experience an issue with saving your work or performing some other action in DISCO, and you see this "Local storage unavailable!" alert, try clearing the local storage on your web browser, and then perform the action again.

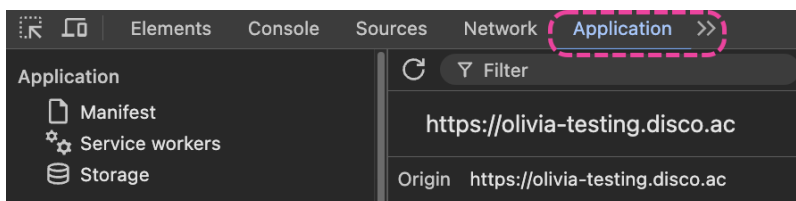


Instructions for Google Chrome

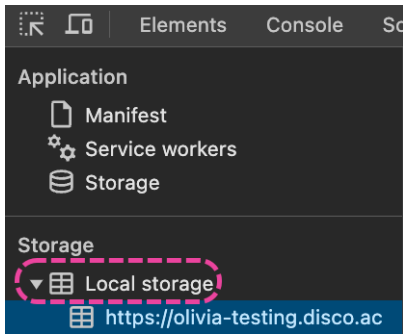
1. Open the **Google Chrome Developer Tools Console**.



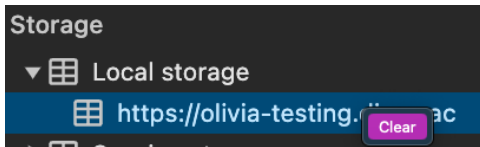
2. Select the **Application** tab.



3. On the left-side menu, under **Storage**, expand **Local storage**.



4. Right-click on the URL for your DISCO and select **Clear**.



5. Refresh your DISCO and try the action again.

Source: [Devolutions Knowledge Base > Clear a browser's local storage > Chrome](#)

Instructions for other web browsers

Below you will find links to instructions for the following browsers:

- [Safari](#)
- [Firefox](#)
- [Microsoft Edge](#)
- [Opera](#)

Source: [Devolutions Knowledge Base > Clear a browser's local storage](#)

Be sure to refresh your DISCO after performing these steps.

Additional Troubleshooting Steps

To prevent this issue from reoccurring, you may want to consider [enabling third-party storage from DISCO in your browser](#) as well.

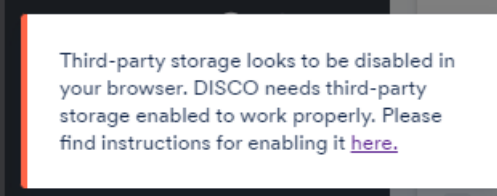
Enabling third-party storage in your web browser

Last Modified on 09/22/2025 4:24 pm PDT

For DISCO to work properly, you can enable third-party storage access for DISCO using [Chrome](#), [Firefox](#), [Safari](#), or [Edge](#).

At a glance

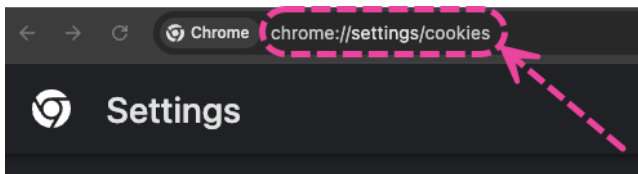
This error will appear if your browser has blocked third-party apps from accessing Local Storage:



Third-party storage looks to be disabled in your browser. DISCO needs third-party storage enabled to work properly. Please find instructions for enabling it [here](#).

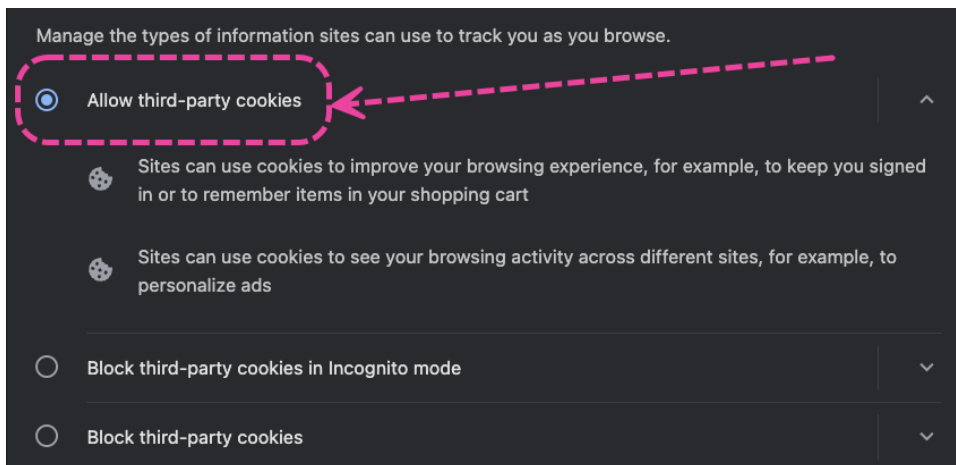
Google Chrome

1. Open **Google Chrome**.
2. Navigate to ***chrome://settings/cookies***

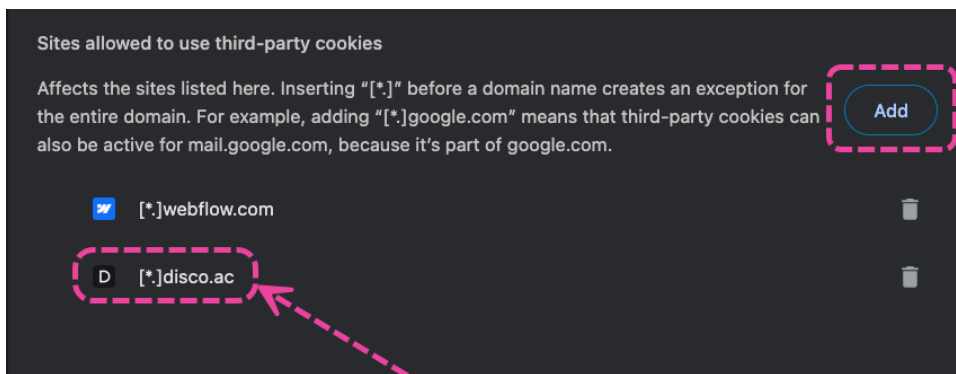


3. From here you have two options, either or both will work:

- **Option 1:** Select the **Allow third-party cookies** option.



- **Option 2:** Under **Sites allowed to use third-party cookies**, add `[*.]disco.ac`



Firefox

1. Open **Firefox**.
2. Navigate to ***about:preferences#privacy***
3. Under **Cookies and Site Data**, click **Manage Exceptions...**
4. **Allow** access for

Safari

1. Open **Safari**.
2. At the top-left, click **Safari** and choose **Preferences...**
3. In the dialog that opens, go to the **Privacy** tab
4. Under **Cookies and website data**, uncheck **Block all cookies**

Edge

1. Open **Microsoft Edge**
2. At the top-left, click **Microsoft Edge** and choose **Preferences**
3. Click on **Cookies and Site Permissions**
4. Under **Cookies and data stored** click **Manage and Delete cookies and site data**

From here you have two options, either or both will work:

- **Option 1:** Enable the setting for **Allow sites to save and read cookie data (recommended)**
- **Option 2:** Add to the **Allow** list

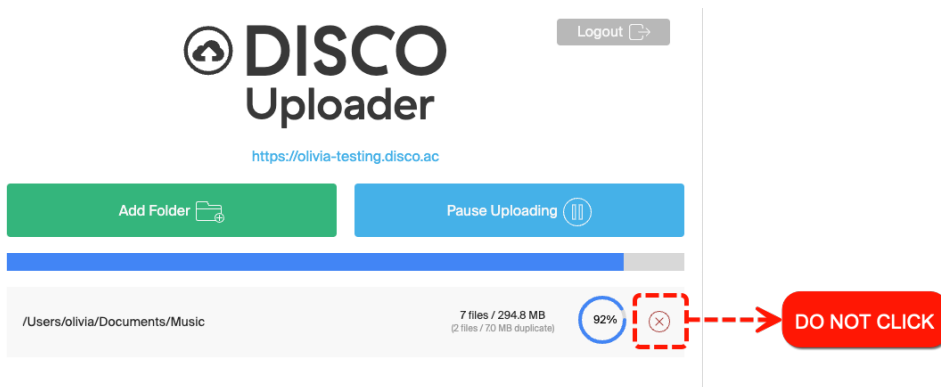
Issues with the DISCO Bulk Uploader

Last Modified on 08/12/2025 5:05 pm PDT

Below are some helpful tips and troubleshooting steps to try if your uploads in the DISCO Bulk Uploader aren't working properly. If you've already tried these steps without success, or none of these issues apply, [contact our Support team](#) and we'll happily assist you.

At a glance

If you are experiencing issues with your upload, we ask that you please *do not click the X* to cancel the upload, because in *some* cases (if the upload *wasn't cancelled* on your end), we may be able to give it a nudge on our end to push it through.



Cannot log in to DISCO Bulk Uploader

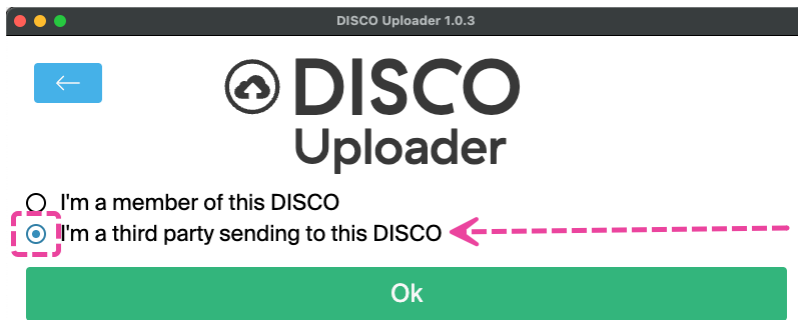
Some users who have [Single Sign-On \(SSO\)](#) enabled in their DISCO have reported issues when trying to log in to the Bulk Uploader with their username and password. At this time, we ask that you please use this workaround:

1. Enter your full DISCO URL (e.g., <https://mycompany.disco.ac>) and click the **Next** button.



Enter the full URL for DISCO you want to send to:

2. Select the radio button for **I'm a third party sending to this DISCO** and click the **Ok** button.

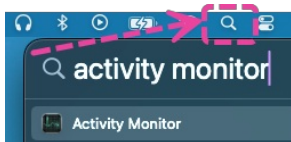


Connectivity issues

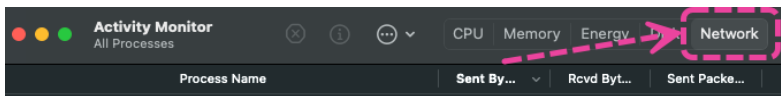
If your upload appears to not be progressing at all, it's most likely due to a connectivity issue.

Mac instructions

1. Search for and open the **Activity Monitor**.



2. Select the **Network** tab.



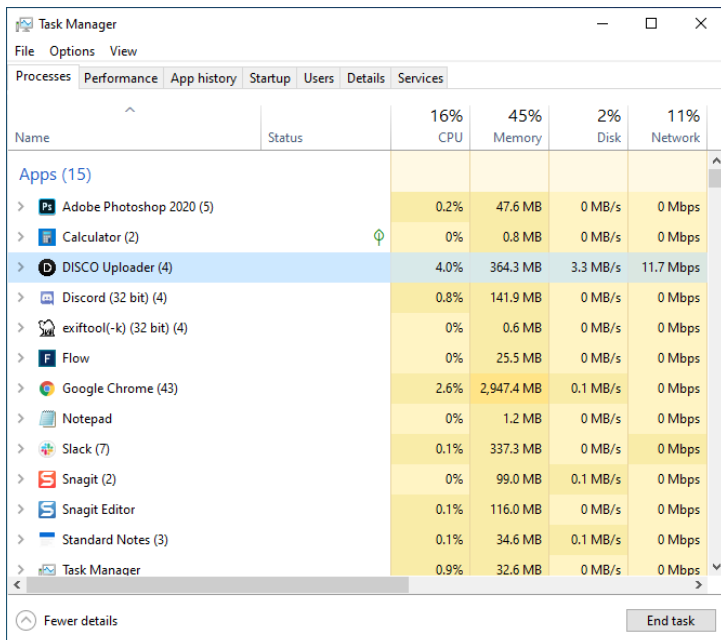
3. Check the **Data sent/sec** field in the bottom-right corner. This should stay consistently above 1MB/sec when the uploader is working, depending on your available bandwidth. If the value fluctuates widely or is stuck in the KB range, then the uploader is likely stalled.



4. If a stalled upload is likely, go back to the Bulk Uploader app and try the following steps. Be sure to check if the upload has resumed after each step:
 - Click the **Pause Uploading** button, wait 15 seconds, restart the upload, then check the Activity Monitor.
 - Click the **Pause Uploading** button, log out* of the Bulk Uploader (click the gray **Logout** button in the top-right), log back in, then restart the upload.
**While the Bulk uploader is paused, you can safely log in and out without losing your files.*
 - Click the **Pause Uploading** button, log out of the Bulk Uploader, restart your computer, log back in, then restart the upload.
 - Click the **Pause Uploading** button, reset your Wi-Fi router for 30 seconds, then once the internet is reconnected, restart the upload.

Windows instructions

1. Open **Task Manager** by pressing and holding **Ctrl** + **Shift** + **Esc** simultaneously on your keyboard.
2. Under **Apps**, locate the **DISCO Uploader**, then check the value in the **Network** column. If this value is consistently 0 Mbps, your upload may be stuck.



Name	Status	16% CPU	45% Memory	2% Disk	11% Network
Apps (15)					
Adobe Photoshop 2020 (5)		0.2%	47.6 MB	0 MB/s	0 Mbps
Calculator (2)		0%	0.8 MB	0 MB/s	0 Mbps
DISCO Uploader (4)		4.0%	364.3 MB	3.3 MB/s	11.7 Mbps
Discord (32 bit) (4)		0.8%	141.9 MB	0 MB/s	0 Mbps
exiftool(-k) (32 bit) (4)		0%	0.6 MB	0 MB/s	0 Mbps
Flow		0%	25.5 MB	0 MB/s	0 Mbps
Google Chrome (43)		2.6%	2,947.4 MB	0.1 MB/s	0 Mbps
Notepad		0%	1.2 MB	0 MB/s	0 Mbps
Slack (7)		0.1%	337.3 MB	0 MB/s	0 Mbps
Snagit (2)		0%	99.0 MB	0.1 MB/s	0 Mbps
Snagit Editor		0.1%	116.0 MB	0 MB/s	0 Mbps
Standard Notes (3)		0.1%	34.6 MB	0.1 MB/s	0 Mbps
Task Manager		0.9%	32.6 MB	0 MB/s	0 Mbps

3. If a stalled upload is likely, go back to the Bulk Uploader app and try the following steps. Be sure to check if the upload has resumed after each step:
 - Click the **Pause Uploading** button, wait 15 seconds, restart the upload, then check the Activity Monitor.
 - Click the **Pause Uploading** button, log out* of the Bulk Uploader (click the gray **Logout** button in the top-right), log back in, then restart the upload.
**While the Bulk uploader is paused, you can safely log in and out without losing your files.*
 - Click the **Pause Uploading** button, log out of the Bulk Uploader, restart your computer, log back in, then restart the upload.
 - Click the **Pause Uploading** button, reset your Wi-Fi router for 30 seconds, then once the internet is reconnected, restart the upload.

Preventing your computer from going to sleep

We suggest changing your computer's power settings to prevent it from going to sleep when using the Bulk Uploader, especially if you find your uploads are being interrupted or stalling.

Mac instructions

1. Visit [this macOS User Guide](#) to check how to access your **System Settings** or **System Preferences**.
2. Find the setting to "Prevent computer from sleeping automatically when the display is off,"

and make sure “Turn display off after” is set to **Never**.

Windows instructions

1. Visit [this Microsoft article](#) to check how to access **Power & sleep** settings.
2. Find the “When plugged in, PC goes to sleep after...” option and set it to **Never**. Do the same for the “On battery power” setting (only if you’ll be uploading while your computer is not plugged in).

Playlists are not being automatically created

There are a few things to note about automatic Playlist creation with the DISCO Bulk Uploader:

- Playlists are automatically created for folders containing **less than** 1,000 tracks.
 - If a folder contains more than 1,000 tracks, a Playlist will not be created.
- Playlists are created after **all** of the files have been uploaded.

If these don't apply, [contact our Support team](#).

What to do if you receive a "Login alert" email from DISCO

Last Modified on 01/28/2026 11:42 am PST

If we detect suspicious login activity on your DISCO account, we'll take the following security measures:

1. We'll automatically block the login attempt.
2. We'll send you an email to alert you of this activity. The email will also include a **one-time passcode (OTP)** for you to complete the login process (just in case it *was* actually you who was trying to log in).

What you need to know

This email is sent from support@disco.ac and looks like this:



DISCO login alert

Hi [redacted].

We've detected a login to your account that seems unusual.
If this is you, please enter the below code to login:

102171

This code will expire in 60 minutes.

Browser/device: Chrome

IP & approximate location: 1 [redacted] 5 - Australia

Date and time: 2026-01-21 07:08:08 UTC

Not you trying to login?

If this wasn't you logging in, please reset your password via the link below as soon as you can.

[Reset Password](#)

Or copy and paste this URL in your browser:

[https://\[redacted\]disco.ac/password-reset/\[redacted\]c](https://[redacted]disco.ac/password-reset/[redacted]c)

For additional security, consider enabling multi-factor authentication (MFA) if you haven't already done so. Please reply to this email if you'd like MFA enabled or if you have any other questions or concerns.

Note: Since we estimate the location of a login using an IP address, you may receive this alert if you are using a VPN.

Next steps

Important: *If you receive one of these alerts and you **do not** recognize the login attempt, we suggest **immediately** changing your DISCO password to a complex password you have never used before.*

If you receive one of these alerts and it was actually you trying to log in:

1. Enter the code from the email on the DISCO login screen.
2. Continue logging in to your DISCO.

Frequently Asked Questions

Could it be a false positive?

Yes, if you are accessing DISCO using a VPN or you are near the border of another country you might get this alert even for your own logins.

Can these alert emails be disabled?

They cannot be disabled at this time.

Does the notification mean someone successfully logged in?

No, it just means that a login attempt was made.

Can you provide any additional information about who logged into my account or what they did once they logged in?

Unfortunately the only information that we can provide is the information provided in the email alert.

Contact us

Last Modified on 08/27/2025 9:57 am PDT

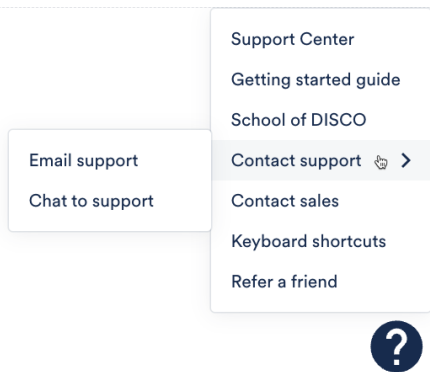
Please feel free to get in touch with us anytime 😊

Help and support

If you have support questions, browse our [Support Center](#) or reach out to our support team:

Chat

Open the Support menu (question mark) in the bottom right corner of your DISCO and select **Contact support**:



or the chat button in the bottom right corner of our website (www.disco.ac):



Email

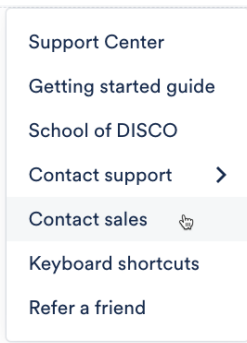
Write to us at support@disco.ac.

Sales

To get in touch with our sales team:

Chat

Open the Support menu (question mark) in the bottom right corner of your DISCO and select **Contact sales**:



or the chat button in the bottom right corner of our website (www.disco.ac):



Email

Write to us at sales@disco.ac.

Partnerships

Interested in partnering with DISCO? Write to us at sales@disco.ac.

Issues and complaints

We're committed to providing a great service at DISCO. If you have a complaint, you can contact us [here](#).

Issue with downloading DISCO Playlists on Safari (macOS)

Last Modified on 03/24/2026 3:34 pm PDT

When downloading a DISCO Playlist using the Safari web browser on macOS, you may find that the downloaded folder contains only one file instead of all the files you expected. This is a known macOS behavior that affects zip file downloads, and it's not something DISCO can prevent on our end — but there are two ways to work around it.

Why this happens

DISCO delivers Playlist downloads as a zip file containing a folder with all of your Tracks inside. macOS has a setting in Safari called "**Open 'safe' files after downloading**" that automatically extracts zip files as soon as they download. Due to a bug in Apple's zip archive support, this auto-extraction can fail silently, meaning only the first file is extracted and the rest are dropped with no error message shown. This is an Apple bug and not something specific to DISCO.

Workarounds

1 Option 1: Turn off automatic zip extraction in Safari

You can disable the Safari setting that causes this behavior. Once turned off, Safari will leave downloaded zip files as-is, and you can extract them yourself by double-clicking.

1. Open **Safari** and go to **Safari > Settings** (or **Preferences** on older macOS versions).
2. Click the **General** tab.
3. Uncheck "**Open 'safe' files after downloading**".

From now on, Playlist downloads will arrive as a `.zip` file. Double-click it to extract all your Tracks as normal.

***Already downloaded and only see one file?** The original zip file is likely still intact in your Trash. Open the Trash, restore the zip from there, and then double-click it to extract everything correctly.*

2 Option 2: Use a different browser

If you'd prefer not to change your Safari settings, downloading your Playlists using a different browser — such as **Google Chrome** or **Firefox** — will avoid this issue entirely. These browsers don't auto-extract zip files, so all your files will be there when you unzip.

If you're still having trouble with a Playlist download after trying the above, [contact us](#) and we'll be happy to help.

