Feature Guide: Catalogs

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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.

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My Catalogs					
NAME	PLAYLISTS	TRACKS	STATUS	LINKS	ACTION
Soft and Furious Catalog	0	33		Θ	•••
My Catalog	3	60		Ð	•••

3. Add a **Name** for your Catalog and click the **Save** button.

Create New Catalog		×
Name		
My New Catalog		
	Cancel	Save

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).

 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 > Published content), 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 **Published content**.



- 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.



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 **Featured playlists** or **Featured albums**.
- 2.



From the **Published playlists** or **Published albums** tab, click the **+ plus** to **Publish new playlist** or **Publish new album**.

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
Q Search	
+	K

- Publish new playlist
- 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.

Publish new playlist



To add playlists to your Catalog, browse them below or search for them, and click the checkbox.

Click the **Publish playlist** or **Publish album** button.

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 **Featured playlists** or **Featured 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.

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		a manufacture of the second
Q Search			
+	Add to Edit pl	o featured playlists	
Publish new pla	ylist	lish this playlist	

Removing Tracks

To remove individual Tracks from your Catalog, you can either:

- remove them from the Playlist(s) they're contained in
- remove them from the Channel(s) or Folder(s) they're contained in
- unpublish the Playlist(s) they're contained in

Designing your Catalog

Designing your Catalog home page

1. From the Catalog Settings page, under Design, select Catalog design.



- 2. Here you can add:
 - a banner image optimal dimensions 2400 x 1000 px
 - a logo dimensions 320 x 320 px
 - a description a short description for your Catalog home page
 - a theme color accent color 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 **Featured playlists** or **Featured 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**.

Playlists

Here you can choose whic also add cover art for your	h playlists should appear on th playlists.	ne Catalog and be featured on t	the home page. You can
Published playlists	Featured playlists		- Andrew -
Q Search			and the second se
+	Add Edit p	to featured playlists	
Publish new pla	ylist Unpu	blish this playlist	

- 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 750 px.*

Playlist design	Select an image for your playlist cover (recommended size: 1500 x 750px)	
 Default Choose a color Choose an image 	Drag new or existing images here, or click to browse your computer	You can
	My Super Awesome Playlist 💝 7 tracks, 23 mins	
on. rubiisii new playiist	Cancel Confirm	

5. Click the **Confirm** button.

Publishing, viewing, and sharing your Catalog

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**.

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My Catalogs					
NAME	PLAYLISTS	TRACKS	STATUS	LINKS	ACTION
Soft and Furious Catalog	0	33		Θ	•••
My Catalog	3	60		Θ	•••

Method 2

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	Н	elp & Getting Sta	arted Create new Catalog
My Catalogs			~
NAME	PLAYLISTS	TRACKS	STATUS LINKS ACTION
My Catalog PRIMARY	3	60	
Soft and Furious Catalog	0	33	Manage Rename
			Delete

3. From the **Catalog Settings** page, in the top-right corner, set the **UNPUBLISHED** toggle to ON.

CATALOG SETTINGS	< Catalogs	
> Content	My Catalog	
> Design> Clients & Promotion	1 You're using 60 of your 1000 Catalogs tr	ack quota.
> Settings & Notifications		
It should now show as ${\sf L}$	IVE.	
CATALOG SETTINGS	< Catalogs	
> Content	My Catalog PRIMARY	Live 🌑
> Design> Clients & Promotion	i You're using 60 of your 1000 Catalogs tr	ack quota.
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Viewing your Ca	talog	
My Catalog	LIVE 🕜 View Catalog 👄	
Sharing your Cat	talog	IPI for your Catalogy
At the top section of your cat		
Catalogs		
My Catalog	LIVE 💽 View Catalog 🗲 🕒	

If you share this link, recipients can log in if you've invited them, or they can request access via the Catalog. Refer to this section of this article for more information on managing Catalog access requests .

Managing Featured content

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 Featured tracks.



 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.

Tra	cks					
Here you'	you can s ve chosen	select the tra to include ir	cks you the Ca	'd like featured on your Catalog home page. Search through talog and select using the checkbox.	the tracks	
A	ll tracks	Feature	ed trac	ks		
01	148	20/20 Queen	()		Change order 🔹	 ✓
02		Blur Hairpin	()		Change order 🗸	•
					1	
					2	

Adding Featured Playlists and Albums

1. From the **Catalog Settings** page, under **Content**, select **Featured playlists** or **Featured 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.

Playlists		
Here you can choose whic also add cover art for your	h playlists should appear on the Catalog and be feat playlists.	tured on the home page. You can
Published playlists	Featured playlists	
Q Search		
+	Add to featured playlist Edit playlist	s to
Publish new pla	ylist Unpublish this playlist	

4. These will be added to the **Featured playlists** or **Featured albums** tab and will have a **FEATURED** label.



Removing Featured Tracks, Playlists, and Albums

1. From the **Catalog Settings** page, under **Content**, select **Featured tracks**, **Featured playlists**, or **Featured 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.

Tra	cks			N.	
Here you'	e you can select the ve chosen to includ	tracks you e in the Ca	u'd like featured on your Catalog home page. Search through talog and select using the checkbox.	the tracks	
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01	20/20 Queen .	(i)		Change order	
02	Blur Hairpin	i		Remo Change order	ve 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.

also add cover art for your	h playlists should appear playlists.	on the Catalog and	be featured on the	home page. You ca
Published playlists	Featured playlists)		
FEATURED				
emove from featured p	laylists			
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un playinst	-			

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.

Managing Artists in Catalogs

Editing Artists

- 1. From the Catalog Settings page, under Content, select Featured artists.
- 2. From the **All artists** tab, you'll see a list of all the Artists from the Tracks contained in the Channel or Folder you selected.
- 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:

	Mar	age artist – Sugar Wo	orld		×
	Feature	ed tracks appear at the top of your artis	st's Catalog page.		
		Lost Inside the Dream Sugar World: Lost & Found			
		Penelope Fresh Sugar World: Lost & Found	1	~	
		Sabbath Still Sugar World: Lost & Found	2	~	
		Secret Light Sugar World: Lost & Found			
	Save	Cancel			
0	Manage	Linked artists.			

Adding Featured Artists

1. From the Catalog Settings page, under Content, select Featured artists.



- 2. From the **All artists** tab, you'll see a list of all the Artists from the Tracks contained in the Channel or Folder you selected.
- 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.

Removing Featured Artists

1. From the Catalog Settings page, under Content, select Featured artists.



- 2. Select the **Featured artists** tab.
- 3. Hover over the artist thumbnail, and uncheck the box that appears to **Remove from**



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 FEATURED	
All artists Featured artists	
FEATURED	
Remove from featured	
Sugar World	

Adding Contact Details to your Catalog

- 1. From the Catalog Settings page, under Content, 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.

Contact page 0



Managing access to your Catalog

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

1. From the Catalog Settings page, under Clients & Promotion, select Access & Promotion.



- 2. Under Allow supervisors to access my Catalog, 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 Catalog from

their **Discover Music** feed and their MultiDISCO Search results. Recommended for making your Catalog more discoverable by music supervisors.

3. Click the Update Catalog settings button.

Access for clients

Check out this article for information on inviting clients to your Catalog.

Inviting Clients and managing access requests

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**.

Catalogs		Help & Getting Sta	rted Create new Catalog
My Catalogs			
NAME	PLAYLISTS	TRACKS	STATUS LINKS ACTION
My Catalog PRIMARY	3	60	C
Soft and Furious Catalog	0	33	Manage Rename Delete

- 3. From the Catalog Settings page, under Clients & Promotion, select Clients.
- 4. Click the **Invite clients** button.



- 5. In the **Invite clients to Catalog** window, enter their **Email Address**, **First name**, and **Last name**.
- 6. Add a **Custom Message** (optional), and click the **Invite** button.

Invite Clients to Catalog				×
Email Address *	First name *	Last name *		
clientolivia @gmail.com	Client	Olivia		\times
Add another client				
Custom Message				
Hey, check out my DISCO Catalog!				
			Cancel	Invite

7. Their name will appear on the **Clients** list with the **Status** showing **Invited** until they accept the invite.

Once invited, Clients will receive an email with a link to your Catalog.

If they have a DISCO account, they'll be able to use that to 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	
clientolivia @gmail.com	
Create password	
Enter your password	0
Strength Repeat password	
Enter your password	0
Create account	
Sign in with DISCO account	

By continuing, you agree to the <u>Terms of Service</u> and <u>Privacy Policy</u>.

Once they log in to your Catalog, they can browse and search for content, and their status in your Catalog Settings will change from **Invited** to **Approved**:

Clients			Invite clients
Q Search			
NAME	EMAIL	STATUS	ACTIONS
Client Olivia	clientolivia @gmail.com	APPROVED	•••

Managing Catalog access requests

At the top section of your Catalog, you'll see an option to **Copy URL** for your Catalog:



If you share this link, 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

Approved users can download tracks, save to DISCO and create playlists. Want to view the Catalog without logging in? Click here.
Access requested
Your request for access has been sent. You'll receive an email when your access is approved.

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**

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.
- 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:

Clients			Invite clients
Q Search			
NAME	EMAIL	STATUS	ACTIONS
Client Olivia	clientolivia @gmail.com	APPROVED	•••

To remove previously approved access:

Open the Actions menu (...) and select Reject or Delete.



Primary Catalogs

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

DISCO automatically assigns a Primary Catalog for you, but you can change this if you like.

Catalogs My Catalogs NAME My New Catalog PRIMARY

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.

Best Practices

First, we recommend opting in your Catalog for easy access, and allowing your 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**.
- From the Catalogs page, open the Actions menu (…) for the desired Catalog and select Manage.



- 3. On the **Catalog Settings** page, under **Access & promotion**, select these radio buttons:
 - Easy access (under Allow supervisors to access my Catalog)
 - View without login (under Access settings)

Featured albums	Allow supervisors to access my Catalog
Featured artists	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.
Contact page	Private – Keep my Catalog available only to clients I've invited or approved
✓ Design	Limited access – Allow supervisors to discover and browse my Catalog on their feed
Catalog design	• Easy access - Allow supervisors to discover, browse, and download from my Catalog on their feed (recommended)
✓ Clients & Promotion	Describe your Catalog for supervisors 👩
Access & promotion Clients	Describe your Catalog's sound, and note anything supervisors might find useful, like clearance and territory information
Stats	
 Settings & Notifications 	
General settings	
Notifications	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 Log in required to view
	A A -
	Update Catalog settings

4. Click the **Update Catalog Settings** button.

Next, we recommend linking your Primary Catalog to your business.

Linking your Primary Catalog to your business

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:

X	SUPER SONGS INC.	More formats and options	Download	Save to DISCO	
	My Super Cool F	Playlist :)			
	This playlist is super cool 😁				
	Salty Jordan Whitlock		(i) =	Download MP3	~
	Butterflies Pink Skies: The Tree That Broke The C		ł	Download MP3	~
	Outside Memory Spells	4mm	:	Download MP3	~
B	rowse Catalog Privacy Policy			DISC	0

Soft and F Synth wave, contemporary rnb, big b Browse Catalog	eat, techno, rngaze, chill out 🖁	
Broken coin Soft and Furious: Middle of infinite th	ings 02:18	
	Download MP3 🗸	
	Butterflies Pink Skies: The Tree That Broke The Cement: demonstrate data and the demonstrat	

DISCO

Linking your Primary Catalog

1. From the left sidebar, select **Catalogs**.

Browse Catalog Privacy Policy

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.



4. Click the Update Catalog settings button.

Recommended image specifications for DISCO Catalogs, Artist Pages, and Album Pages

For DISCO Catalogs

• Home page logo: 320 by 320 pixels



• Home page main banner image: 2400 by 1000 pixels

Catalog design



• Playlist cover image: 1500 by 750 pixels



Example Catalog home page:



For Artist and Album Pages

Click on the Image recommendations link:





• 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:



Key parts of the image should be kept above this line

×



Logging in to a Catalog using Single sign-on (SSO)

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:
- 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:



four em	ail
my@e	email.com
	Continue
	Continue
A	SSO is not enabled for your DISCO.
	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.

Sign in to DISCO

Sign in with SSO

Your em	ail
my@e	email.com
	Continue
A	SSO is not enabled for your DISCO.
	Back to Sign in

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.

Enabling license request forms on your Catalog

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**.

Catalogs	н	elp & Getting Sta	arted Create new Catalog
My Catalogs			~
NAME	PLAYLISTS	TRACKS	STATUS LINKS ACTION
My Catalog PRIMARY	3	60	C
Soft and Furious Catalog	0	33	Manage Rename Delete

- 3. From the **Catalog Settings** page, under **Settings & Notifications**, select **General settings**.
- 4. Check the box to **Enable licensing request form**.

CATALOG SETTINGS				
> Content	My Catalog	LIVE 💽	View Catalog	Θ
> Design	A You're using 2 of your unlimited Catalogs track quote			
> Clients & Promotion	Tour re using 2 or your uninnited Oatalogs track quota.			
Settings & Notifications	License request form Enabling a license request form will allow any visitor to your Catalog submit an inquiry to license the music from your Catalog. This will ge email thread between the license requester and anyone listed to rece notifications about your Catalog. Click here to view the form specifications. Enable licensing request form	to easily inerate an pive		

How the form appears on your Catalog

Once enabled, the form will be present next to every Track, Playlist, and Album in your Catalog:



It will also be present on the **Contact** page of your Catalog:



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 *		
Olivia Disco		
Project Type *		
Choose something		~
Project Name		
Budget		
Choose something		~
Duration		
Full Track		~
Additional info		
Scene description, please include if it contains explicit content, etc.		
	Cancel	Send

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 inapp notifications and email notifications with the licensing requests.

You can use the **Reply** button in email notifications to start a conversation with the requester.

You have rece	eived a licensing re	equest from Olivia Disc	- 00	
olivia Catalog'.	@disco.ac fro	om your DISCO Catalo	og ' My	
Project Type:	Commercial			
Project Title: S	Sneaker Commer	cial		
Budget: 1k-5k	c			
Duration: 1:00) - 1:30			
Additional info sneaker com running throu	∷ I'd like to use th mercial, specifica ugh a field and w	his portion of the Trac ally the part where the re zoom in on the sne	ck for a e actor is akers.	
	Track fo	or licensing:		
01	Blue Waves Livvy Sings		Z	
		Reply		

Managing Catalog Notification Settings

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**.
- 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.

> Content	My Catalog	LIVE 💽	View Catalog	Θ
> Design	A Vau're using 60 of your 1000 Catalogs track quota			
> Clients & Promotion				
✓ Settings & Notifications				
General settings	Notifications			
Notifications	Choose how you'd like notifications delivered:			
	In-app notifications			
	In-app notifications and email notifications			
	Send notifications of access requests and licensing form submissions to:			
	Select	~		
	Update Catalog settings			

Setting up a custom domain for your Catalog

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.
- You can either set up your DISCO Catalog as a subdomain (e.g. catalog.greatmusic.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.
- 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.

NAME	Value
_214j14833d54d8a.catalog.great- music.com	_ea23351814889.3asdjiiu.acm- validations.net
catalog.great-music.com	cat3315.cat.disco.ac

Example CNAME records:

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://greatmusic.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

Enabling Easy access to make your Catalog discoverable by music supervisors on DISCO

The Easy access setting for **DISCO Catalogs** helps to simplify the experience for music supervisors to discover and utilize your Tracks!

At a glance

How do music supervisors find my 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 Catalog visible to music supervisors on DISCO?

First, your Catalog must be published. Next, you'll need to **opt in** your Catalog by enabling the **Easy access** setting.

Enabling Easy access to opt in 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**.

Catalogs	н	elp & Getting Sta	arted Create new Catalog
My Catalogs			
NAME	PLAYLISTS	TRACKS	STATUS LINKS ACTION
My Catalog PRIMARY	3	60	• • • • • • • • • • • • • • • • • • •
Soft and Furious Catalog	0	33	Manage Rename Delete

3. From the **Catalog Settings** page, under **Clients & Promotion**, select **Access & promotion**.

CATALOG SETTINGS
> Content
> Design
✓ Clients & Promotion
Access & promotion
Clients
Stats
> Settings & Notifications

4. Under Allow supervisors to access my Catalog, select Easy access.

	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.
$\left(\left(\right) \right)$	 Easy access – Allow supervisors to discover, browse, & download from my Catalog on their feed & in MultiDISCO search (recommended)
	Describe your Catalog for supervisors 🕧
	Describe your Catalog's sound, and note anything supervisors might find useful, like clearance and territory information

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 Catalog that has appeared in their Catalog 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 Catalog from, not their name or email. It will look something like this: [Company Name] - Supervisor].



Most active users

Note: If a supervisor has already accepted an invitation to your Catalog, or is later invited to your Catalog, their regular contact info will be displayed here.

Viewing your Catalog Stats

- On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.From the **Catalogs** page, open the **Actions menu** (···) to the right of the desired Catalog and select **Manage**.
- 2. From the Catalog Settings page, under Clients & Promotion, select Stats.
- 3. Here you can see a breakdown of **Users** and **Activity**.



Easy access Catalogs (for music supervisors)

With the **Easy access** setting, users with a DISCO Catalog can set their 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.



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**.



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 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	

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
Q Search			
NAME	EMAIL	STATUS	ACTIONS
Mixtapery - Su	pervisor	PRE-APPROVED SUPE	RVISOR •••

Example - Catalog Stats (anonymized)

Most active users



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.



FAQ's