



MMD Instructions For Use for Radio Programmers

Step 1)

Click the MMD link provided in the weekly NACC Going For Adds email you receive on Friday. If you are not receiving this email, please contact support@naccchart.com to verify your reporting status. (**Do not save the link provided in your browser as it's unique and will change weekly.)

Step 2)

When you arrive on the website landing page you will see a list of all the Artists / Titles available for that week, listed in Alphabetical order. There are a number of things you can do.

- If you see an album you know you want to download without listening, simply click the three dots on the right hand side of the screen adjacent to the title you want to download. Then click the “download playlist” popup. The download will begin and the file type will be MP3 by default.
- If you would like to preview an album, simply click on the artist or title name and it will bring you into a new window. There you can listen to and/or download individual songs as well as any artwork or additional information sheets that might be available (this function works great on mobile devices so you can check out new music from anywhere!). Once on this screen you can click the “download” button at the top to grab the whole album. Files will default to MP3, but in certain instances (where the label has uploaded as such) WAV and AIFF files will be available by clicking the down arrow next to where it says “Download MP3”
- From the main Going For Adds entry page you will see a “Download Folder” button at the top right. This will download every single album and song available. We DO NOT recommend this as the file zip file will be MASSIVE and prohibitive to most personal computers.

FAQS

- Where do the downloads go?
 - To wherever you have instructed your computer to send them. Generally a default “downloads” folder
- Why are only a portion of the titles on the GFA email listed in the MMD system?
 - This is because not all record companies and promoters are participating in MMD yet as it’s pretty new technology. As time passes and people catch up, we expect to see significant growth in the number of titles that will be available.
- Does MMD work for programmers on Mobile?
 - Yes! The system works remarkably well on mobile. We don’t recommend the download function, but it’s a great way to stream and review the newest music on the go.