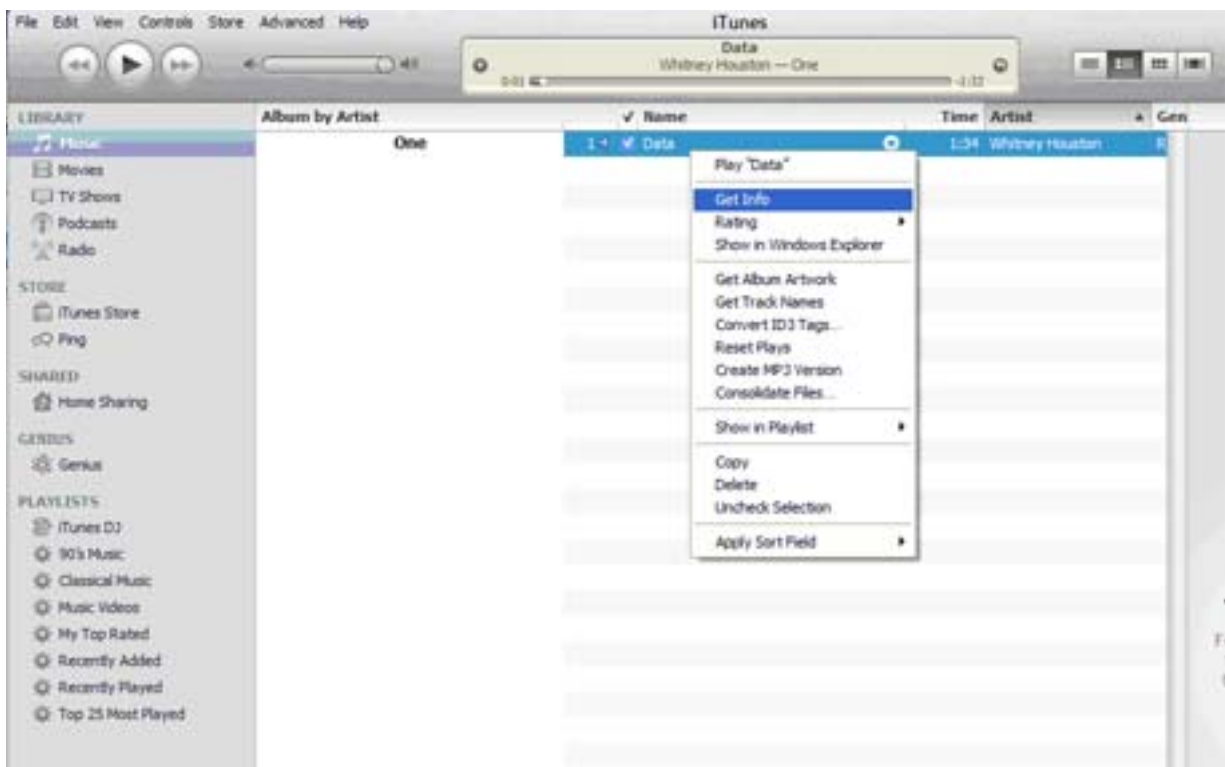


### Coach's Responsibility

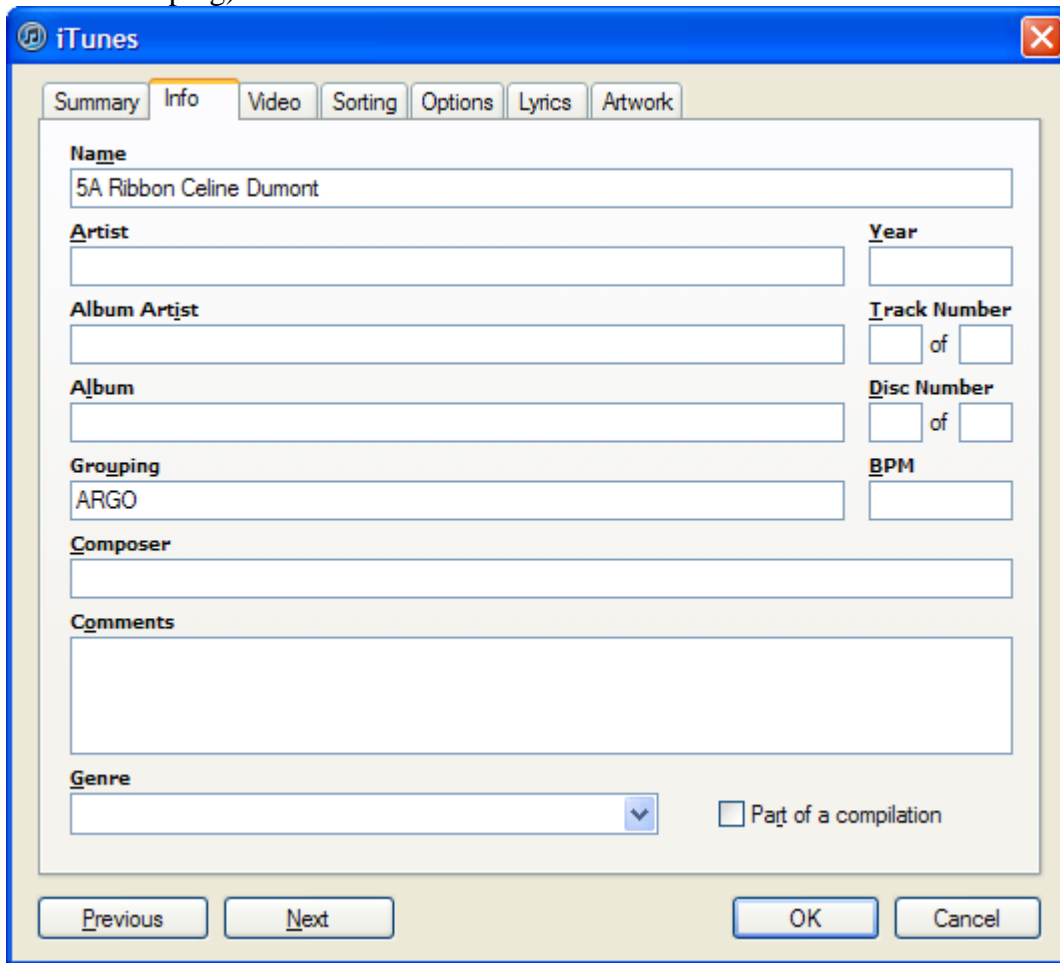
- Ensure music filename and tag are in the following format (MP3):
  - Level – Apparatus – Gymnast's Name and Club Name  
(ie. **5B Clubs Chantal Seguin ARGO.mp3**)
- Import MP3 into iTunes to ensure tag matches the above format (free download from Apple)
- Provide music electronically on memory stick to RGM

### How to set tag information

- After MP3 files are imported into iTunes (drag MP3 to iTunes - 1 at a time, and set tag info 1 at a time), Right-Click on the file listed under Music in iTunes and choose Get Info



- Fill in tag info, matching format displayed below (Club name displayed under Grouping)



The image shows the iTunes 'Info' window for a track. The window has a blue title bar with the iTunes logo and a close button. Below the title bar are tabs for 'Summary', 'Info', 'Video', 'Sorting', 'Options', 'Lyrics', and 'Artwork'. The 'Info' tab is selected. The main area contains several fields for metadata:

- Name:** 5A Ribbon Celine Dumont
- Artist:** (empty)
- Year:** (empty)
- Album Artist:** (empty)
- Track Number:** (empty) of (empty)
- Album:** (empty)
- Disc Number:** (empty) of (empty)
- Grouping:** ARGO
- BPM:** (empty)
- Composer:** (empty)
- Comments:** (empty text area)
- Genre:** (empty dropdown menu)
- Part of a compilation

At the bottom of the window are buttons for 'Previous', 'Next', 'OK', and 'Cancel'.

- Copy music files from iTunes Music to USB stick to submit to RGM