

Emailing Floor Music

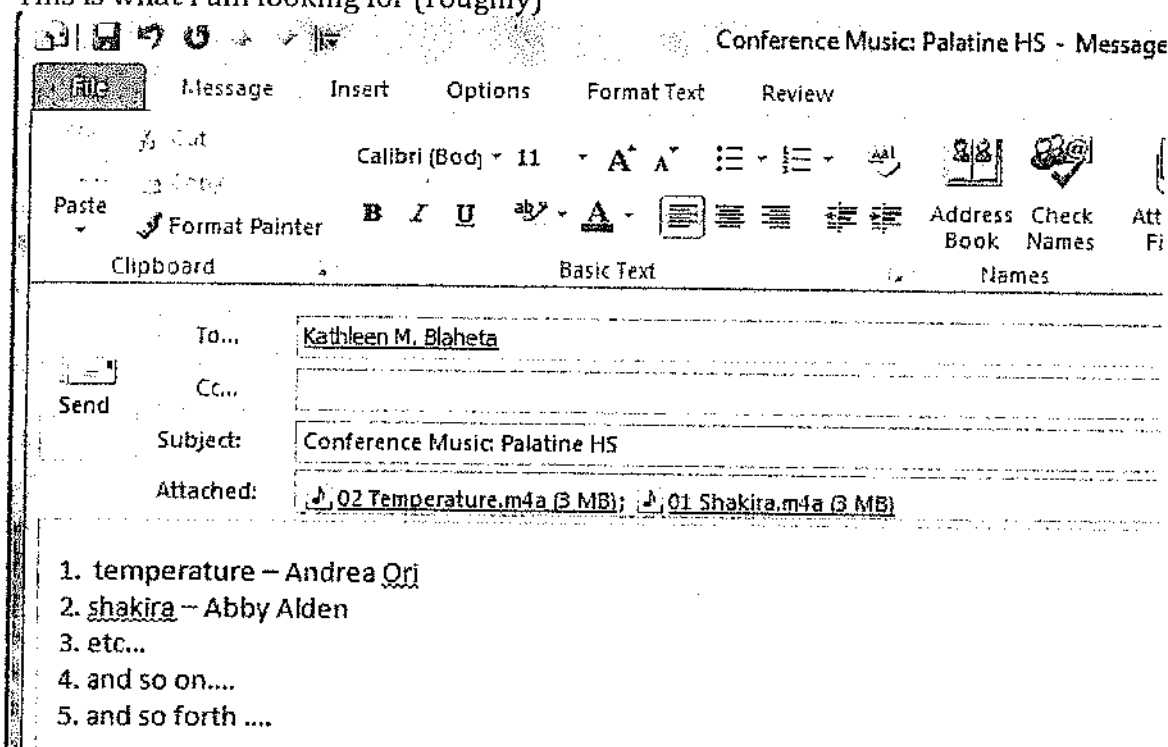
A couple things to note:

- You **will receive a confirmation** from me. If not please send me another email.
- Please put the **name of your school** in the subject line.
- If sending more than 1, please make sure that you tell me **which song goes with which gymnast** based on the file name.
- If sending 3 or more please **use multiple emails** so that the message does not get too large and does not send. ****Side note**** It is really helpful if you tell me how many emails to expect.
- If sending an entire team include **preliminary order** AND any **alternates**.
- *****file size***** Each song should be between 1.5MB and 3MB. . If you attach it and it is only 35KB or something, chances are you attached the "disk image" not the file.

If you have never sent music files via email, it should be just like sending any other attachment.

Check out the Step by step on the back of this handout.

This is what I am looking for (roughly)



Email music to: kathleen.blaheta@gmail.com

HOW TO: Step by step

ON A MAC:

After you create your email, click ADD attachment.
Scroll down the left hand panel until you see MEDIA: Music
From there, it should pull up all of your iTunes playlists.
Select the music and you are done!

ON A PC:

After you create your email, click ADD attachment.
Scroll down the left hand panel until you see LIBRARIES: Music
If your music is in iTunes you should see a folder "iTunes".
From there, click on "iTunes Media", Then "Music".
At this point you will see folders by album or album artist.
Select your music and you are done!

If you don't use iTunes the process *should* be similar. There should still be a music library it just might be under a different name I.E. Windows media player, winamp, etc...

Still Stuck?

My favorite suggestion is this: Have your gymnasts email you their music. They will more than likely know how to do so. Then, forward the email to me putting **their name and the school name** in the subject line.

If you are still having trouble. **PLEASE email me**, I will try and walk you through it.

Kathy Blaheta
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Palatine High School

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