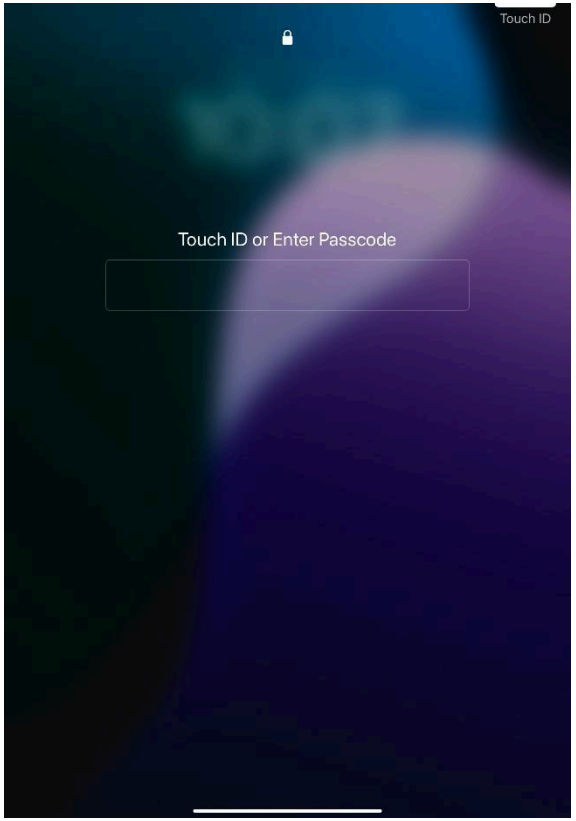
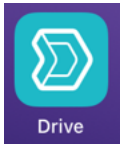
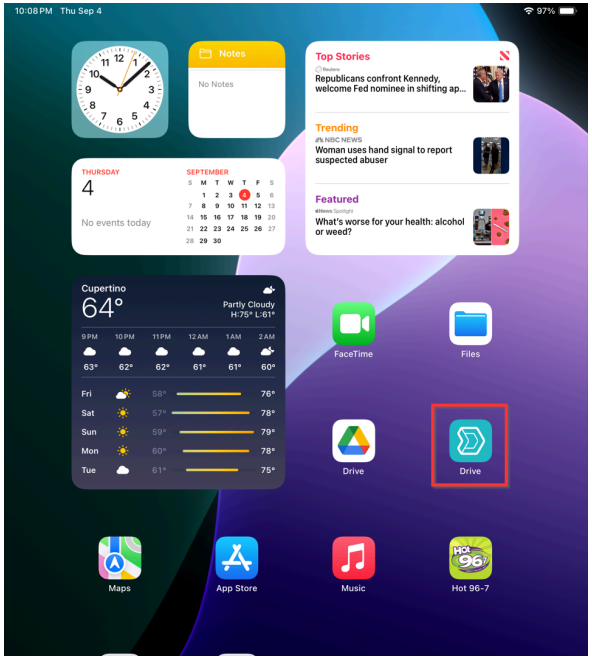
# Instructions for iPad to Play Music

1) Login to iPad with passcode



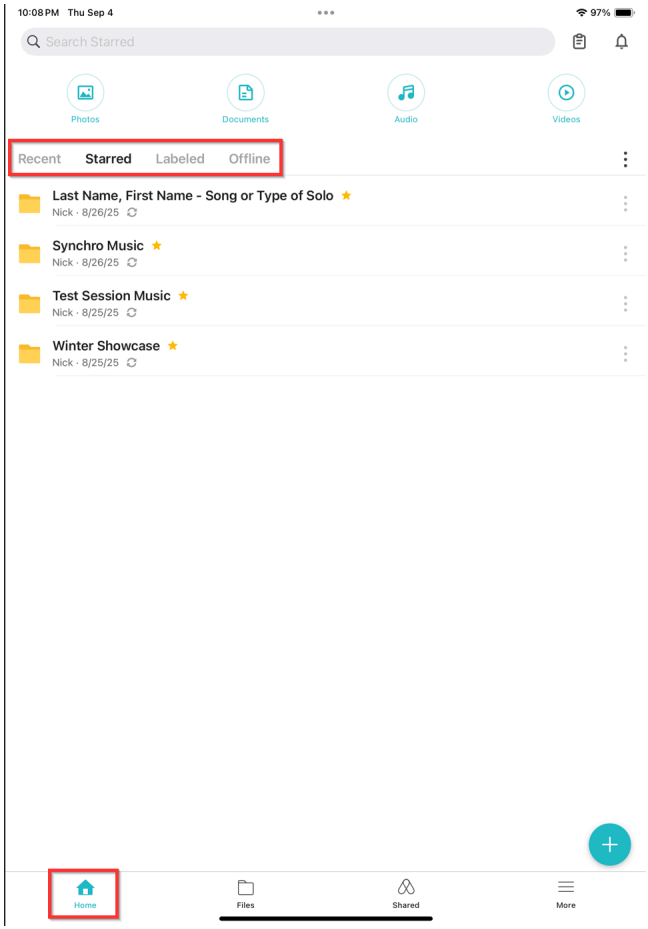



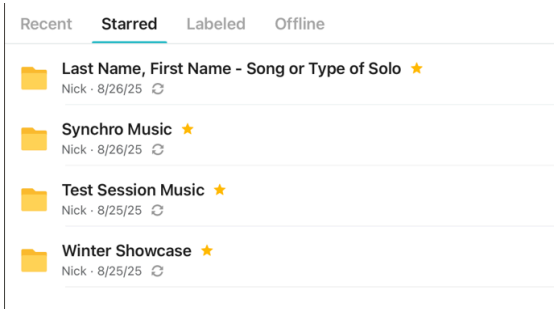

2) Click the teal icon for “Drive”

3) Verify you are on the “Home” screen of the Drive app. Here you will have options to display & filter the songs in different ways. “Starred” and “Labeled” will be the most used.

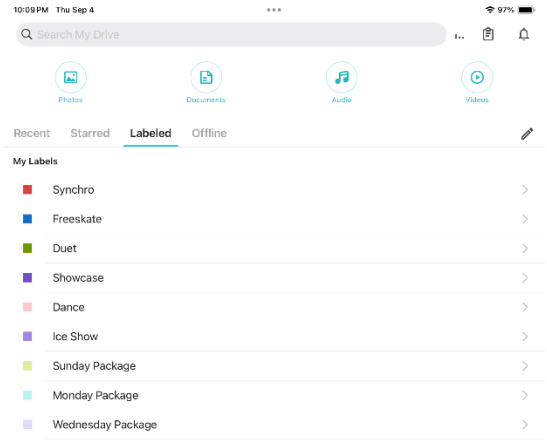



4) “Starred” will show the folder structure of the music. Clicking the folder name will display the music within that folder.

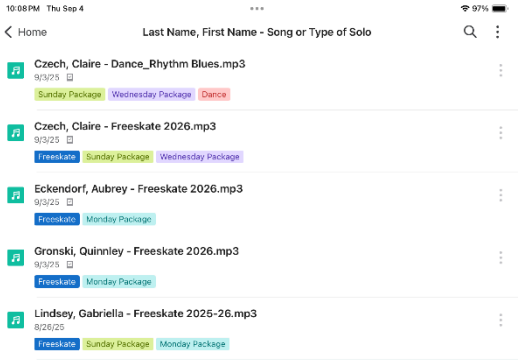



5) “Labeled” will allow the music to be filtered based on categories that have been setup and associated to the music. Clicking a category will display only the music associated to that category. **NOTE: “Labeled” option only works when iPad is connected to Wi-Fi.**

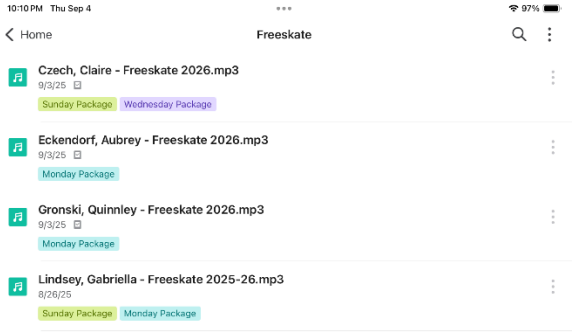



6) Music is listed alphabetically within the folder (Starred) or category (Labeled) that was selected.

In this example, “Last Name, First Name – Song or Type of Solo” was selected & displayed at the top of the screen.

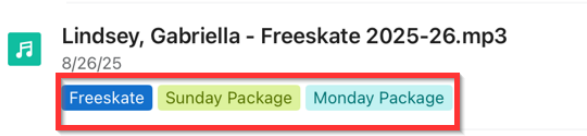



In this example, “Freeskate” was selected & displayed at the top of the screen.

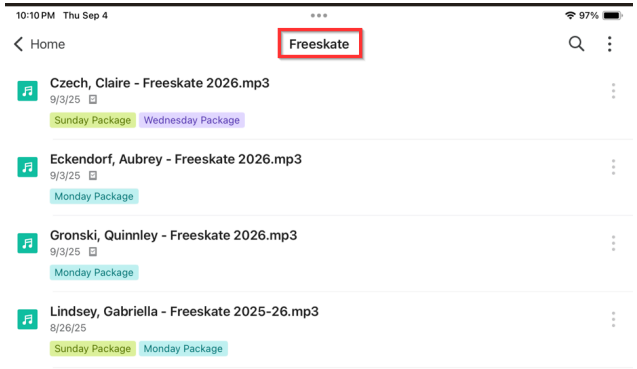



7) You will notice that the Categories assigned to a song will display under the song. These

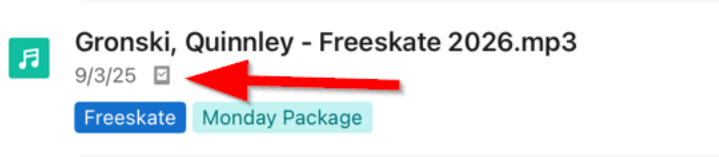
Categories help to keep the music organized and allow the music to be filtered with the “Labeled” option.



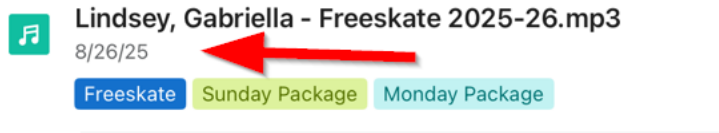

Please note that when viewing music by “Labeled”, the Category that was selected is not displayed under the song names, as all songs displayed have that Category listed at the top of the screen.



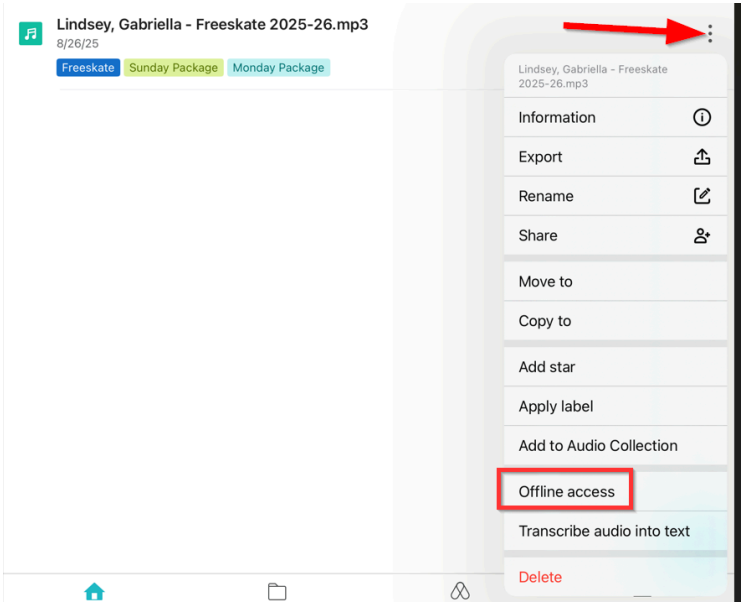

8) All music is expected be setup to allow “Offline Access”. This causes the song to be downloaded to the iPad and allows it to be played, even if the iPad is not connected to Wi-Fi. Music setup for “Offline Access” will have this indicator next to it.




9) When new music is uploaded to the CIFSC Website, initially it will only be displayed in this Drive app & available to be played when the iPad is connected to Wi-Fi. When music is not yet setup for “Offline Access” the indicator mentioned above is missing.

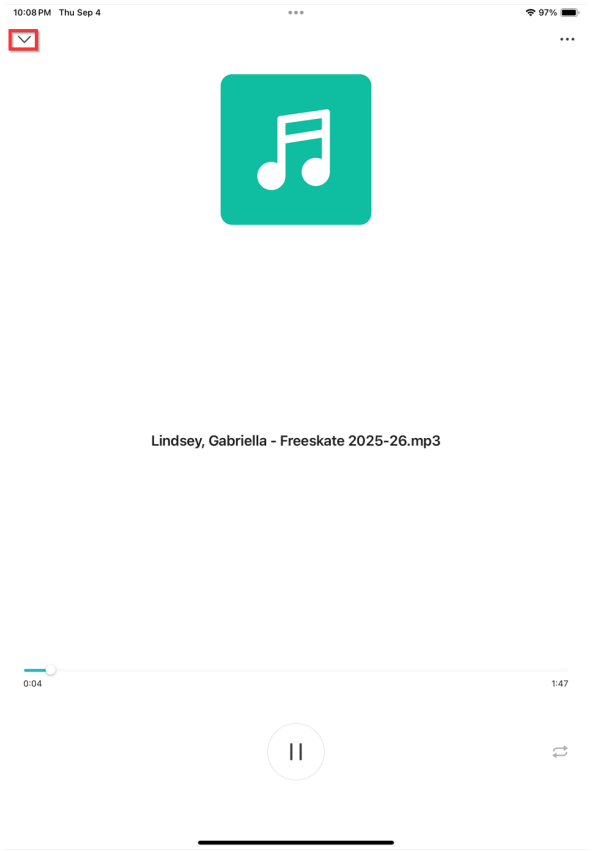


10) Nick Lindsey will regularly check for newly uploaded music and set the songs on the iPad to allow “Offline Access”. But if you come across a song that is not setup for “Offline Access”, you can click the 3 dots next to the song title and choose the menu option “Offline Access” to make it download to the iPad and available when there is no Wi-Fi connected.

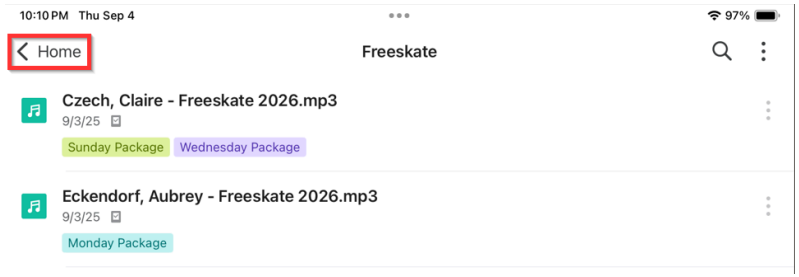



11) When a song is clicked, the Player screen will be displayed, and the song will begin playing immediately.

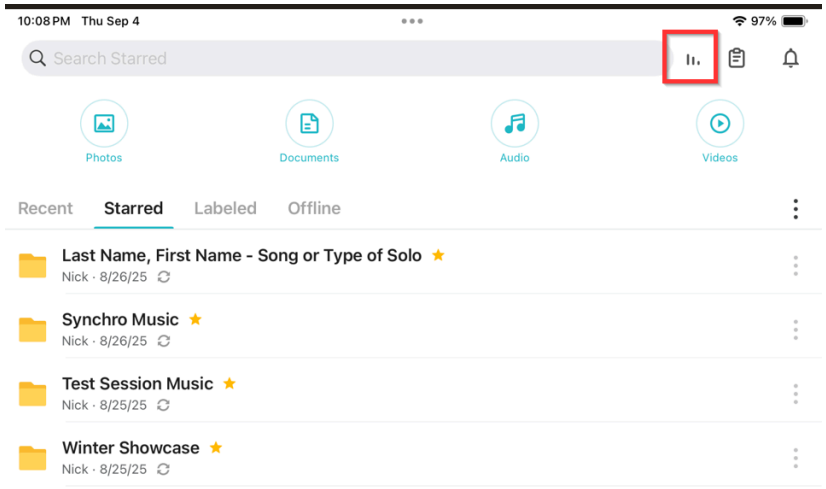
You can minimize the Player with the Arrow button in the upper-left corner to get back to the list of music. But again, be aware that if you click another song, it will begin playing immediately.




12) If have minimized the Player and you need to get back to it while a song is playing, you will first need to click the “Home” button…

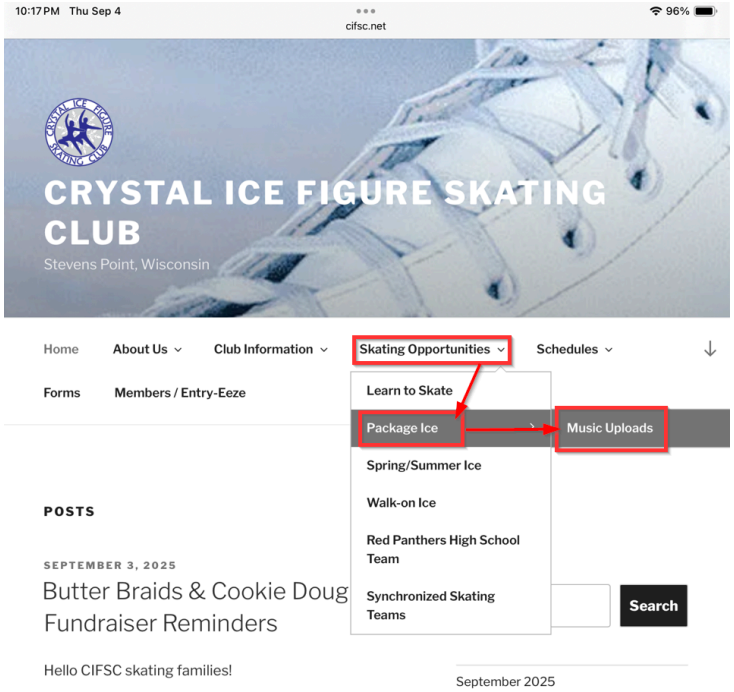



And then click the Player Icon next to the Search Bar to display the Player.




# Instructions for Uploading Music to iPad

1) To get new music on the iPad, it needs to be uploaded to the Google Drive location, found on the CIFSC Website. cifsc.net **Skating Opportunities > Package Ice > Music Uploads**.




2) When music is uploaded to the Google Drive, within a few seconds it is added to the iPad as long as it is connected to Wi-Fi. **Note: This new music will need to be set within the music playing app "Drive" as "Offline Access", otherwise it will only be available within the music playing app "Drive" when the iPad is on Wi-Fi.**

3) IF A SONG NEEDS TO BE DELETE OR OVERWRITTEN, ONLY DO SO ON THE GOOGLE DRIVE. **DO NOT MANIPULATE THE FILES ON THE IPAD** OTHERWISE THEY WILL GET OUT OF SYNC.