



Production Track Access Instructions – QLab

If you have already created a personal username and are signed in to your device, you can skip to step 5.

1. Download The MTI Player app from player.mtishows.com/macapp. Once downloaded, open The MTI Player app.
2. A notification may pop up, asking if you are sure you'd like to open The MTI Player app. Click Open.
3. Once downloaded, open the app and tap the "Create a Personal Account" button at the bottom of the login screen.
 - a. ***Please Note:*** You will be creating a personal username and password. This is different than the Organization username and password provided for you when the Organization was created.
4. Create a personal login. Fill in the information and click the "Sign up" button at the bottom of the screen. If it created the login successfully, it will automatically log you into the app.
5. Once logged in, the device will need to be authorized through the Organization Dashboard (player.mtishows.com/production). Log in with your Organization Username and Password.
 - a. ***Please Note:*** When you open a web browser, a pop up will appear that reads "Please quit the following apps to continue using MTI Player...". Do not worry. These applications will only need to be closed when downloading and playing tracks.
6. Click on the title of your show, then click the "Authorize User" button at the top of the page.
7. A box will appear asking for your personal username. Enter your personal username (created and used to log into the app with).
8. If the username is in the system, the "Choose A Device" dropdown will activate. Select the device you want to authorize from the drop-down menu.
 - a. ***Please Note:*** The device will only appear in the dropdown if you have logged into the app on the device. Please see step 2.
9. Click the "Authorize" button and your device will show up in the list as authorized. Once authorized, return to the MT Pit app.
 - a. ***Please Note:*** The following steps require you to close all web browsers, so be sure to have these instructions either on another device or in hard copy.
10. Close all internet browsers, audio programs, and finder windows.
11. In the MT Pit app, if your show is not already in the list, tap the refresh symbol in the top left corner of the screen.

12. Click the show title. From here you can download the tracks individually by clicking the song title, or as a group by clicking "download all" in the top right corner of the screen.
13. Open QLab and create a workspace.
14. Once the workspace is ready, return to the MT Pit app, select all of the tracks you'd like to access in QLab. Drag and drop the tracks into QLab.
15. Once in QLab, the tracks will be ready to play.

Please note:

- For optimal use, we recommend opening the MT Pit before opening QLab to ensure all tracks appear properly.
- When playing the tracks, we recommend turning off WiFi and putting your device in Do Not Disturb to prevent interruptions.

Have a great show!