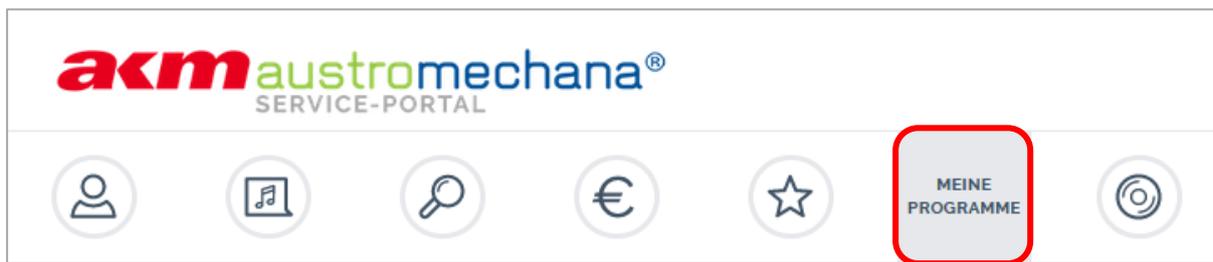


Guidelines for Submitting Music Set Lists for Performances Abroad

Through our [AKM Serviceportal](#) you can conveniently submit the set lists of your public performances abroad in the categories of light music and serious music.

In order to submit your set list please select the service **Meine Programme**



Select „Programmeingabe“



Click on "Aufführung im Ausland" to create a program. If you are submitting a program for the first time, you must first create a music group or pseudonym.

„Auswahl der Musikgruppe“ / Group Selection – Choose the music group you were part of at the event. Alternatively select your artist name. If the group or pseudonym does not appear in the drop-down list, you can go to the **"Programme"/ Programs** sections and select **"Gruppen"/Goups** where you have the option to enter a new group/pseudonym.

„Auswahl des Aufführungslands“ / Country of Performance – Select the country in which the performance you want to report took place. Click on **"weiter"**.

„Veranstaltung“ / Performance – Please fill out the details of the performance (**"Veranstaltung hinzufügen"**) which you want to submit a music set lists for. Please note that a program for a public performance abroad can only include one event at a time.

Veranstaltung:

Veranstaltung		Veranstaltungslokal					
Datum	Name	Name	PLZ	Ort	Straße	Land	Aktion
Dem Programm sind noch keine Veranstaltungen zugeordnet							
<input type="button" value="VERANSTALTUNG HINZUFÜGEN"/>							

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„Musikstücke“ / Repertoire – Via the link **„Auswahl aus Repertoire“** you can select already reported and therefore listed works of your repertoire for the program. Please make sure to fill in all the required information (e.g. **„Gesungen“** / sung, **„Kurzversion“** / short version, **„Aufführungen“** / performances etc.) for each of the works selected for the program.

You can only list a title once, or a maximum of two times in case it was played as an encore. For titles played in short version, please mark in the corresponding field. Please note that you can have a maximum of 18 titles per hour per program. Click **„Übernehmen“** / apply when you are ready.

"Manuelle Erfassung" / manual entry enables you to enter titles which are not listed as part of your repertoire yet. Please note that it may take up to 24 to 48 hours for newly-created titles to appear in your repertoire overview.

Through the button **"Einträge speichern" / save entries** you can save the information in your program for later entries or modifications. We recommend to save your program regularly.

Musikstücke:

MANUELLE ERFASSUNG AUSWAHL AUS REPERTOIRE

AUSWAHL AUS SETLIST-VORLAGE ALS SETLIST-VORLAGE SPEICHERN

Nr.	Titel	Gesungen	Komponist	Arrangeur	Verleger	Kurztitel	Aufführungen	Aktion
	Titelsuche <input type="text"/>							

Dem Programm sind noch keine Musikstücke zugeordnet

MANUELLE ERFASSUNG AUSWAHL AUS REPERTOIRE

AUSWAHL AUS SETLIST-VORLAGE ALS SETLIST-VORLAGE SPEICHERN

ZURÜCK EINTRÄGE SPEICHERN WEITER

„Aufführung im Ausland – Zusammenfassung“ / Performances abroad - Summary – You can submit the program with the selection of **„Abgeben“ / Submit**.

Möchten Sie das Programm tatsächlich senden?

ZURÜCK ABGEBEN

Successfully submitted programs will appear under the section **„Gesendete Programme“ / sent programs** and can be downloaded.

Create a new program

To create a new program, you can:

- a. Empty the program you already submitted using the button **"Formular leeren"** and fill out the now empty form as described above.
- b. **Use the previously saved programs** and update its data by deleting or adding according to the new program. The advantage is that you don't have to fill out the whole repertoire played at these performances again. Please make sure that you fill out the exact number of times each music title was played.

CONVENIENT MANAGEMENT OF YOUR PROGRAMS

Use the numerous possibilities of the service **My Programs**, e.g. to manage your groups, to create set lists and to register venues. On our homepage you will find short [explanatory videos](#).

CORRECTION DEADLINE

After submission, you have **7 days** to make a correction. To make changes within the deadline, click on "Meine Programme" / my programs, select "Aufführung im Ausland" / Performance abroad" and click on the pencil icon of the program to be changed in the "Abgegebene Programme" / Submitted programs" overview. On the same place you can delete the submitted program completely.

After the seven day deadline has expired, it is **no longer possible to make any changes**. The program can then be downloaded as a PDF file or CSV file under "Übertragene Programme" / Submitted programs".

DEADLINES FOR SUBMISSION

Please report your programs continuously via our service portal. Continuous reporting enables prompt forwarding to the foreign companies.

General note: Events that are more than three years in the past can not be considered for distribution!

We kindly ask you to keep in mind the following two special deadline regulations for reporting performances within the entertainment music sector in the **UK** and **USA**:

Light music performances USA: Due to US distribution regulations, events from January - December of the previous year can only be reported **until April 1st of the current year**.

Light music performances UK: Due to UK distribution regulations, events can only be submitted up to **10 months after the date of the event**.

We would like to point out that programs not submitted on time cannot be forwarded to our sister companies in the USA and UK.

Light music performances Italy: Our Italian sister society SIAE only accepts programs that are **submitted directly to SIAE by the organizer. The respective programs must be signed in advance by the person who issued the programme/AKM member**. In this case AKM is not able to submit the live programs to the society. In your own interest we ask you to ensure that the organizers actually forward the signed programsts to SIAE. We recommend that you keep a copy of the signed program as a proof of submission.

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