How To Submit Music Setlists for Performances Abroad

Submit your setlist (= program notification) of your public performances abroad in the categories light music and serious music via AKM's service portal (www.akm-aume.at).

Click on the login icon on the top right   ⇥   to enter your user name and password.

Move your cursor over the menu icons to see service names and subpages.

Go to "Meine Programme" [My Programs] and select "Programmeingabe" [Enter Program].

Click on Aufführung im Ausland [Concert Abroad] to create a program. If you are submitting a program for the first time, you have to create a music group or pseudonym beforehand.

Auswahl der Musikgruppe [Music Group Selection] – Choose the music group that participated at the event. Alternatively select your artist name. If the group or pseudonym does not appear in the drop-down list, go to the "Programme" [Programs] section, select "Gruppen" [Groups] and enter a new group/pseudonym.

Auswahl des Aufführungslands [Country of Performance] – Select the country in which the performance took place. Exception: Italy (see details at end of document).

Click "Weiter" [Continue]

Veranstaltung [Performance] - Provide details of the performance by clicking on **"Veranstaltung hinzufügen"** [Add Performance]. You need to submit a notification for every individual event abroad, even if you played the same program at several events. Helpful tip: Create a setlist.

Musikstücke [Repertoire] – Click „**Auswahl aus Repertoire**" [Choose From Repertoire] to select previously listed works of your repertoire for the program. Export a previously created setlist with "Auswahl aus Setlist-Vorlage" [Choose From Setlists]. Make sure any additional information (Gesungen [Sung], Kurzversion [Short Version], Aufführungen [Performance]) is submitted accurately.

"Manuelle Erfassung" [Manual Entry] enables you to add titles not yet listed as part of your repertoire. It may take up to 48 hours for newly submitted works to appear in your repertoire overview.

You can add a title only once in the program. For encores, change the number of performances to "2". Mark the appropriate field if a short version of a title was played. Please note that a maximum of 18 fully played titles per hour are accepted. Confirm with "Übernehmen" [Add].

Don't forget to save your program entries regularly by clicking "Einträge speichern" [Save Entries].

Musikstücke:

	MANUELLE ERFASSUNG	AUSWAHL AUS REPERTOIRE						
	AUSWAHL AUS SETLIST-VORLAGE	ALS SETLIST-VORLAGE SPEICHERN						

Nr.	Titel		Gesungen	Komponist	Arrangeur	Verleger	Kurztitel	Aufführungen	Aktion
	Titelsuche								

Dem Programm sind noch keine Musikstücke zugeordnet

MANUELLE ERFASSUNG	AUSWAHL AUS REPERTOIRE
AUSWAHL AUS SETLIST-VORLAGE	ALS SETLIST-VORLAGE SPEICHERN

[ZURÜCK] [EINTRÄGE SPEICHERN] [WEITER]

Click on "Weiter" and check your summary once more.

"Aufführung im Ausland – Zusammenfassung" [Performances abroad – Summary] – Select „**Abgeben" [Submit]** to submit the program.

Möchten Sie das Programm tatsächlich senden?

[ZURÜCK] [**ABGEBEN**]

You have successfully submitted your program! It is available for download in „Übertragene Programme" [Submitted Programs].

Create additional programs

Options to create a new program:

1. Empty the program you already submitted using the button "**Formular leeren**" [Empty Form] and fill out the now empty form as described above.
2. **Use one of the previously saved programs** and update it by deleting or adding titles. Make sure you enter the exact number of performances of each music title.

ADDITIONAL SERVICES

My Programs has much more to offer, e.g. manage your groups, create setlists and register venues. Check out our short explanatory videos (German only).

CORRECTION DEADLINE

Upon submission, you have **7 days** to correct or delete the program. Click "Meine Programme" [My Programs], select "Aufführung im Ausland" [Performance Abroad] and click on the pencil icon of the specific program in the "Abgegebene Programme" [Submitted Programs] overview to make changes.

After this deadline, **no more changes are possible**. The program remains available for download in PDF or CSV format under "Übertragene Programme" [Submitted Programs].

SUBMISSION DEADLINES

Please submit your program timely after the performance. The period for notifications of live performances abroad is 3 years from the year of the performance until the end of November of the third year at the latest. There is **no distribution for events more than three years in the past!**

Exceptions:

USA - Light music performances: According to US distribution regulations, you must report events from January 1st to December 31st of the previous year **until April 1st of the current year**.

UK - Light music performances: According to UK distribution regulations, you must submit events **latest 10 months after the date of the event.**

Spain - Light music performances (SGAE): According to Spanish distribution regulations, you must submit events **latest 10 months after the date of the event.**

Italy - Light music performances (SIAE): SIAE only accepts program notifications through their website https://www.siae.it/it/utilizzatori/bordero/. Notifications must be coordinated with the local organizer, no submission via AKM service portal.

Note: Programs not submitted on time cannot be forwarded to our sister companies!

Please contact us if you need any help: programmeausland@akm.at