HOW TO SUBMIT SETLISTS FOR LIVE PERFORMANCES IN AUSTRIA

You can submit your setlist (= program notification) for your public performances in Austria via our AKM service portal (http://www.akm-aume.at).

1. LOGIN

a) To log in click the icon on the top ⊡ right:

b) Enter your **username** and your **password**:

 → USERNAME

→ PASSWORD

c) Click the **My Profile** icon in the navigation bar.

MEIN PROFIL

MEIN KONTO

MEINE HITS

MEINE PROGRAMME

MEINE PRODUKTIONEN
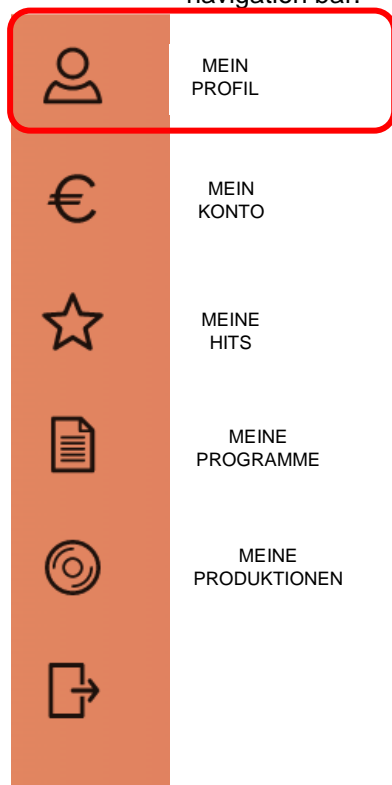
d) Please make sure that your **current e-mail address** is saved and add further data if necessary.

My personal data

MEINE PERSÖNLICHEN DATEN
Name
Adressen
E-Mail-Adressen
Telefonnummern
IP Name Number
Mitgliedschaft

2. GROUPS

i)   CREATE YOUR FIRST GROUP

If you log in for the first time, please create a group for your band, choir or your pseudonym.
Please create separate groups for your different formations.

   a)   Go to 'Meine Programme' (=my program notifications) and select 'Programmeingabe' (=submit a setlist).

   b)   Click 'Aufführung in Österreich' (=performance in Austria).

You will see our submission deadlines. Click 'weiter' (=continue).

HINWEISE

Beachten Sie bitte, dass die **Online-Programmeingabe** für Österreich ausschließlich für **Live-Aufführungen** der **Unterhaltungsmusik** zu verwenden ist.

Informationen zur Meldung von **literarischen Werken** bei **Live-Aufführungen der Unterhaltungsmusik in Österreich** finden Sie im Leitfaden Programm-Eingabe Österreich .

Bitte melden Sie Ihre Programme immer zeitnah und in regelmäßigen Abständen.

Einreichfristen ÖSTERREICH (Unterhaltungsmusik) Live-Aufführungen:

Veranstaltungszeitraum	Event period	letzter Abgabetag	Last possible day for program notification	Abrechnung	Month of distribution
Oktober bis Dezember 2023	October - December	bis 15. Februar 2024	until February 15th	Dezember	December
Jänner bis März 2024	January - March	bis 15. Mai 2024	until May 15th	Dezember	December
April bis Juni 2024	April - June	bis 15. August 2024	until August 15th	Juni	June
Juli bis September 2024	July - September	bis 15. November 2024	until November 15th	Juni	June
Oktober bis Dezember 2024	October - December	bis 15. Februar 2025	until February 15th	Dezember	December

Für Programm-Meldungen von **Live-Aufführungen der Ernsten Musik oder Einlagenmusik und Kabarett in Österreich** verwenden Sie bitte weiterhin folgende Formulare und senden Sie uns diese per Mail an programme@akm.at zu:

- Formular Programmmeldung Ernste Musik
- Formular Programmmeldung Einlagenmusik
- Formular Programmmeldung Kabarett

ZURÜCK   WEITER

c) On the next page, you will be asked to **create a group**. Click 'Gruppe' (=group):

GRUPPEN UND PROGRAMM WÄHLEN

Sie müssen eine Gruppe anlegen, bevor Sie eine Programm-Meldung erfassen können.

ERLÄUTERUNGEN

Hier können Sie Ihre Programm-Meldungen zu den Veranstaltungen machen, bei denen Sie gespielt haben.

Bitte speichern Sie Ihre Eingaben in regelmäßigigen Abständen und setzen Sie danach mit der Eingabe fort.

Gruppenauswahl

Wenn Sie bei mehreren Gruppen spielen, wählen Sie bitte zunächst die entsprechende Gruppe aus.

d) Now **create a group** by clicking the 'Gruppe hinzufügen' (=add group) button:

GRUPPEN

⦿ Verfügbar ○ Gelöscht ⓘ

Name	Klassifizierung ⓘ	Anzahl MusikerInnen	Besetzung	Aktion
Keine Gruppen vorhanden				

GRUPPE HINZUFÜGEN

ERLÄUTERUNGEN

Hier können Sie Ihre Musikgruppen bequem verwalten.

Sie können eine neue Gruppe bei der Sie spielen anlegen, oder Gruppen bei denen Sie nicht mehr spielen, löschen.

You can now <u>enter the required information</u> (name, members of the group, etc.) and confirm your entries by clicking 'hinzufügen' (=add).

ii)   ADD GROUP OR MAKE CHANGES TO AN EXISTING GROUP
If you already have one or more groups but want to **add another one** or if you want to **make changes to an existing group**, please click "Gruppen verwalten" (=manage groups)

GRUPPEN UND PROGRAMM WÄHLEN   (=select groups and programs)

1. Gruppenauswahl

Gruppe: | NAME OF YOUR GROUP ▾ | GRUPPEN VERWALTEN

Email: ⓘ   [   ]   (=manage your groups)

3. MY EVENTS

i) ADDING AN EVENT VIA QR CODE
(If you don't have a QR code please see page 9)

a) You can add performances by using a QR code. The big advantage of using QR codes is that event data will be transferred automatically, so you do not have to put in information manually. For now, QR codes are only available for individual events. You receive the QR-Code for your event directly from the organizer (→ the organizer of the event either hands it to you at the event or they can also send it to you via e-mail; if you do not receive it from the organizer automatically, please ask them for it.)

Meine Programme
Programmeingabe
Repertoire
Setlist-Vorlage
Meine Veranstaltungen   (=my performances)

b) If you have received a QR code from the organizer, please click 'Weitere Veranstaltung mittels QR-Code hinzufügen" (=add another event by using a QR code).

"MEINE VERANSTALTUNGEN" MIT QR-CODE

Gruppenauswahl

Alle

ⓘ
⦿ Verfügbar ○ Gelöscht

Name ⬧	Gruppe ⬧	Veranstaltungsort ⬧	Datum ▾	Aktion
Keine Veranstaltungen vorhanden				

WEITERE VERANSTALTUNG MITTELS QR-CODE HINZUFÜGEN   SORTIERUNG SPEICHERN

You have several options for **adding the QR code:** You can either scan the code, upload it as a picture or enter it as a token (a combination of letters and digits).

VERANSTALTUNGSDATEN FÜR PROGRAMM-MELDUNG SPEICHERN

Verwenden Sie EINE der folgenden Möglichkeiten, um die Veranstaltung mittels QR-Code hinzuzufügen

QR-Code über Ihre Kamera einscannen: (=scan QR code)   QR-CODE SCANNEN

Foto des QR-Codes hochladen: (=upload picture)   ALS BILD HOCHLADEN

Eingabe des QR-Code Tokens: (=enter QR code token)

ZURÜCK   BESTÄTIGEN

ERLÄUTERUNGEN

Hier können Sie Ihre Veranstaltungen mittels QR-Code hinzufügen um diese später während der Programm-Meldung bequem aus dem Menü "Meine Veranstaltungen" auswählen und verwalten zu können. Zur Zeit erhalten Sie QR-Codes ausschließlich für Einzelveranstaltungen.

a) To scan the code, please click 'QR-Code scannen' (=scan QR code) and point the camera at the QR code. You will be redirected to the next page.

b) To upload the QR code as a picture (.jpg), please click 'als Bild hochladen' (=upload picture) then choose the correct file on your device and upload it. You will be redirected to the next page.

c) To enter a QR code token, please enter the combination of letters and digits, which can be found under the QR code and click 'bestätigen' (=confirm).

The data of your event will be displayed. Click 'Zu meine Veranstaltungen hinzufügen' (=add to my events) to save the event.

VERANSTALTUNGSDATEN FÜR PROGRAMM-MELDUNG SPEICHERN

Veranstaltungsname	EVENT XYZ (Name of event)
Veranstalter	John Doe (Name of organizer)
	Maple Street 1, 1010 Anytown (Adress of organizer)
Datum	01.01.2024 (Date of event)
Lokal	Name of the venue
	Maple Street 10, 1010 Anytown (Adress of the venue)

ZU "MEINE VERANSTALTUNGEN" HINZUFÜGEN   ZURÜCK

ERLÄUTERUNGEN

Hier können Sie Ihre Veranstaltungen mittels QR-Code hinzufügen um diese später während der Programm-Meldung bequem aus dem Menü "Meine Veranstaltungen" auswählen und verwalten zu können. Zur Zeit erhalten Sie QR-Codes ausschließlich für Einzelveranstaltungen.

In the next step, please choose your group and add it by clicking 'Hinzufügen' (=add).
The date of event is filled in automatically and cannot be changed.

VERANSTALTUNG ZU "MEINE VERANSTALTUNGEN" HINZUFÜGEN

Veranstaltungsname	EVENT XYZ (Name of event)
Veranstalter	John Doe (Name of organizer)
	Maple Street 1, 1010 Anytown (Adress of organizer)
Datum	01.01.2024 (Date of event)
Lokal	Name of the venue
	Maple Street 10, 1010 Anytown (Adress of the venue)

Auftretende Gruppe

Gruppe:	NAME OF YOUR GROUP
Auftrittsdatum:	01.01.2024

HINZUFÜGEN

4. SUBMIT A PROGRAM NOTIFICATION
→ In case you do not have a QR code, you can enter your event data manually in this step.

In the menu bar, select 'Meine Programme' (=my program notifications) and click 'Programmeingabe' (=submit a setlist).

Click 'Aufführung in Österreich' (=performance in Austria) to submit a program notification.

You will once again see our submission deadlines. Click 'weiter' (=continue).

SELECTION OF GROUPS
Choose the group you have just created or pick a group from the dropdown-menu.
Your current e-mail address will be displayed right underneath the group name. To change the e-mail address, please see step 1.

ENTERING EVENT- AND MUSICAL WORKS DATA
Click 'Weiter zur Programmeingabe' (=continue to submit a program).
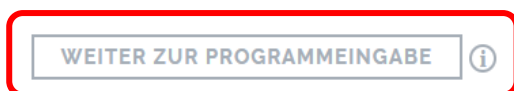
If your group is classified as 'F', the following note appears. Click 'verstanden' (=agree).
(For further information to the classification criteria for S and F see our distribution rules, main chapter 2, item 4 (5))

Hinweis

Bitte berücksichtigen Sie, dass bei einer Überschreitung der Eigenanteile von mehr als einem Drittel das Programm individuell abgerechnet wird. Die Prüfung der Mindeststandards erfolgt unverändert.

VERSTANDEN

i) EVENTS

You can enter up to 10 performances per program notification. Create a new program notification for further event dates.

➔ If your program contains literary works, only <u>one performance</u> per program is allowed!

FORMULAR LEEREN

By using the button 'Formular leeren' (=clear form) you can delete event dates and works you have entered before.

Formular leeren bestätigen

Wollen Sie das Formular wirklich leeren?

☑ Musikstücke beibehalten

NEIN   JA

If you only want to change the event dates but <u>keep the entered works</u>, please put a check mark in the box 'Musikstücke beibehalten' (=keep works).

(confirm clear form – no/yes)

If your performance was a dance event, please put a check mark in the box 'Tanzveranstaltung' (=dance event).

☐ Tanzveranstaltung

EINTRÄGE SPEICHERN   **WEITER**

OPTIONS FOR ADDING AN EVENT

You can see a list of all the events you have added before under 'Meine Veranstaltungen' (=my events) by using a QR code.

If you want to choose one of these added events, click "Aus 'Meine Veranstaltungen' hinzufügen" (=add from 'my events').

Nr.	Datum Von ↓	VA-Dauer von	VA-Dauer bis	Spielzeit	Veranstalter	Lokal	Aktion	Status

Dem Programm sind noch keine Veranstaltungen zugeordnet

AUS "MEINE VERANSTALTUNGEN" HINZUFÜGEN   VERANSTALTUNG MITTELS QR-CODE HINZUFÜGEN

VERANSTALTUNG MANUELL HINZUFÜGEN

"MEINE VERANSTALTUNGEN" MIT QR-CODE

Choose the correct event and click 'Veranstaltung übernehmen' (=add event).

In the next step, the performance data is filled in automatically and you only need to fill in the duration of the event (=Veranstaltungsdauer) in military time, e.g. 18:00-20:00 and your actual playing time (=Spielzeit) in HH:MM, excluding breaks or literary works. To submit this information click "Zum Programm hinzufügen" (=add to program).

In case your performance includes literary works, please fill in the duration of the literary performance in HH:MM.

ADD EVENTS BY USING A QR CODE
Click 'Veranstaltung mittels QR-Code hinzufügen' (=add event via QR code)

You once again have the option to scan a QR code, upload it as a picture (.jpg) or to enter it by using a token (for further information to these three options see page 4).

ADD EVENTS MANUALLY

Click 'Veranstaltung manuell hinzufügen' (=add event manually).

Please fill in all fields! Only the field for the duration of literary works is optional.

If the organizer and venue data have already been entered once before, you can select them from the dropdown menu in the fields 'Übernahme Veranstalterdaten' (=select organizer data) and 'Übernahme Lokaldaten' (=select venue data).

Event duration:

The entire duration, including breaks and performances by other artists, must be entered. (e.g. 18:00-22:00)

Actual playing time:

The real playing time of your performance, excluding breaks or literary works must be entered in hours and minutes. (HH:MM)

In case the organizer and venue data are the same, put a check mark in the box 'Lokaldaten vom Veranstalter übernehmen' (=apply data from organizer).

SUBMISSION OF LITERARY WORKS

In case your program of the event included literary works and you have therefore filled out the field "Dauer eines literarischen Werks" (=duration of a literary work), the program notification may only contain <u>one</u> event.

Please enter the duration of the literary work (e.g. 15, 30 or 45 minutes) when entering the event data.

Confirm your entries by clicking on 'Übernehmen' (=apply).

In addition to this program notification via our online portal, please send us an email to programme@akm.at including the following details about the <u>literary works</u>:

- Date
- Venue
- Group
- Literary work, presentation, prose, recitation, etc.
- Author & publisher
- Duration of the individual spoken passages

You can now still make changes to the submitted date, time and duration by clicking the pen icon (changes to the event location are not possible anymore). You can also delete the whole event by clicking on the bin icon.

<u>Please note:</u> If you want to delete the only submitted event, please click 'Formular leeren' (=clear form) and not on the bin icon next to the event. Otherwise an error message will appear.
If you want to keep the musical works for creating a new event, please set a check mark in the box 'Musikstücke beibehalten' (=keep works).

Information   X

Die letzte Veranstaltung eines Programms darf nicht gelöscht werden. Um diese Veranstaltung zu löschen, fügen Sie bitte zuerst eine andere Veranstaltung hinzu oder klicken Sie auf „Formular leeren" und „Musikstücke beibehalten."

HOW TO SORT YOUR EVENTS

You can sort the events you have entered chronologically or alphabetically by organizer or location. To do so, please click the underlined headings. The sorting can be set in ascending or descending order.

Nr.	Datum Von ↓	VA-Dauer von	VA-Dauer bis	Spielzeit	Veranstalter	Lokal	Aktion	Status

Dem Programm sind noch keine Veranstaltungen zugeordnet

AUS "MEINE VERANSTALTUNGEN" HINZUFÜGEN   VERANSTALTUNG MITTELS QR-CODE HINZUFÜGEN

VERANSTALTUNG MANUELL HINZUFÜGEN

EINTRÄGE SPEICHERN   WEITER

☐ Tanzveranstaltung

ii)   MUSICAL WORKS

OPTIONS FOR ADDING MUSICAL WORKS

If you are submitting your first program notification or if you are submitting musical works, which have not been submitted on a setlist before, you will need to add them to you repertoire list.
The musical works will be saved and will be available to you the next time you submit a setlist for the same group (please note that your repertoire list is group-specific; you can however copy your repertoire list from one group to the repertoire list of another group – see page 14 for more information).

ADD MUSICAL WORKS MANUALLY
To add musical works to your repertoire list you need to click 'Manuelle Erfassung' (=manual entry).

IMPORTANT INFORMATION!

Musical works, you have registered before in our database are not automatically shown in your repertoire list for program notifications.

In your repertoire for program notifications, musical works cannot be changed at a later date! If your entry is incorrect/incomplete, you need to delete the work.

Note that you can only delete works in the 'Repertoire'. Adding titles is only possible through program submission ('Manuelle Erfassung' – Manual entry) or when adding a setlist ('Als Setlist-Vorlage speichern' - save as setlist-template).

Please fill in all the fields and let us know whether the title was sung or if it is an instrumental piece only. The more information you can provide, the better we can assign the correct title.

In the **field** 'Datenübernahme' (=data transfer), you can see saved works from the repertoire menu.

Once you have filled in all required fields, please click 'Einer Veranstaltung zuordnen' (=assign work to an event) if you want to add only one work to this program notification. If you want to add more titles click 'Einer Veranstaltung zuordnen und weiteres Werk hinzufügen' (=assign work to an event and add another work).

In the next step, you can assign the musical work to one or more events by putting a check mark on the left side of the event. The number of performances will automatically be set at 1. Click 'Auswählen' (=select).

In case you would like to add an **instrumental version or a short version of an existing work**, choose the sung version, change the relevant information, remove the check mark on 'gesungen' (=sung) and click 'Einer Veranstaltung zuordnen' (=assign title to event). The following note appears:

Since an instrumental or a short version of a title are not the exact same, please click 'NEIN' (=no).

If you want to add several works, please select 'Einer Veranstaltung zuordnen und weiteres Werk hinzufügen' (=assign to event and add another work).

HOW TO SELECT TITLES FROM THE REPERTOIRE
All the works you have manually added and submitted on a program notification before will be shown in your repertoire list.

You can select the works for your program notifications by putting a check mark in the box on the far right. Continue by clicking 'Übernehmen' (=apply) and assign your works to the corresponding events. The number of performances will automatically be set at 1 but can be changed individually.

You can search for titles in the field 'Titelsuche'.

You can add works from any of your groups to the repertoire list of another group by clicking on 'Repertoire von anderer Gruppe kopieren' (=copy repertoire from another group).

iii) SETLISTS

You can create and save "ready-to-go"-setlists, which you can add to your events. In this case you don't need to choose all musical works you performed at a certain event separately from your repertoire list, you can simply assign an existing setlist to an event.

When you create setlists, make sure that none of them have the same name.

CREATE A SETLIST

In order to create a setlist, either select your works from your repertoire or enter them manually.

Once you have entered and/or selected all the works, you can save the setlist for future program notifications by clicking on 'Als Setlist-Vorlage speichern' (=save as setlist-template).

Assign the setlist to the event by setting a check mark in the box on the far left and click 'Übernehmen' (=apply).

In the next step, fill in the name of your setlist in the designated field.

USE AN EXISTING SETLIST-TEMPLATE FOR A NEW PROGRAM NOTIFICATION

After adding the event data, you can choose an existing setlist by clicking on 'Auswahl aus Setlist-Vorlage' (=select from setlist-templates).

Select the setlist you would like to assign to your current event, fill in the number of performances and click 'Übernehmen' (=apply). You also have the possibility to search for setlists.

HOW TO SORT YOUR MUSICAL WORKS

For a better overview, you can sort the entered works numerically or alphabetically. In order to do so, click the underlined headings (Nr. /Titel). The data can be sorted in both ascending and descending order.

With numerical sorting, you also have the option of changing the order by moving works up or down. Use the arrows next to the delete icon.

The number of performances must be indicated per event. Regardless of whether you have entered one, two or more events; please enter the number of times you have played the title for each event.

The total sum (Σ) of the performance numbers is filled in automatically and cannot be changed by you.

Tip: We recommend using setlist-templates (see page 14) if…

…you submit several performances in one program notification

…your performances last several hours

…you play many titles

IMPORTANT!

The number of performances indicates how often a piece
of music is played per event.

MINIMUM STANDARDS!

A minimum of 3 and a maximum of 18 titles per hour of actual playing time are permitted.
Alternatively, one title can consist of three short titles.

Once you have filled in all the required information, click 'Einträge speichern' (=save entries). If you want to make changes to your entries click 'zurück' (=back).


Once you have completed your entries and made sure all the information is correct, click 'Weiter' (=continue).

You will then see a preview of your entered program. You can still make changes to your program notification at this point.

In case you want to use the same titles for your next program entry, please put a check mark in the box 'Musikstücke Eingaben für nächste Anmeldung behalten' (=keep titles for next entry).
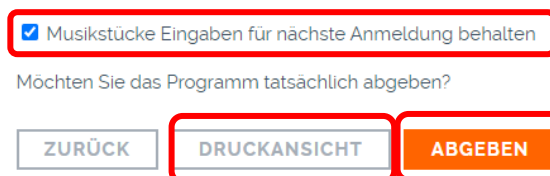
If you want to print the preview of your program notification, click 'Druckansicht' (=print preview).

Please make sure all of your entries are complete before sending the program notification. To submit it, click 'Abgeben' (=submit).
You will receive a confirmation for your submission. You can print a preliminary version of your program notification by clicking 'Programm drucken' (=print program).

BESTÄTIGUNG

Vielen Dank! Wir haben Ihre Programm-Meldung erhalten.

Die Korrektur der Programm-Meldung ist in der Liste "Abgegebene Programme" bis 28.10.2021 07:59:39 möglich.
Nach der Übertragung ist Ihre Programmmeldung in der Liste "Übertragene Programme" abrufbar.

Programmmeldung drucken

5. CORRECTION DEADLINE

You have 7 days after submission to make corrections to the musical works (please note that changes to the event information are not possible after you submit the program notification). If the minimum standards (see page 17) are not met and no changes in this regard are made within the correction period, the program notification will be settled without surcharges (for further information see Section C, 2nd main chapter of the distribution rules).

If you want to make changes during the correction period, go to 'Meine Programme' (=my programs), select 'Aufführung in Österreich' (=performance in Austria), click 'Weiter' (=continue) and click the pen icon next to the program notification you would like makes changes to (you find it under 'Abgegebene Programme' (=submitted program notifications)).

Please note that you can neither delete the program entirely nor make changes to the event dates at this point!

Abgegebene Programme

Typ	Abgegeben	Korrekturfrist ⇅	Meldungszeitraum von ⇅	Meldungszeitraum bis ⇅	Status	Aktion
VA	18.10.2021 09:07	19.10.2021 09:07	11.10.2021	11.10.2021	Ok	

After the correction deadline of 7 days, no more changes are possible. The program will then be available for download as PDF of CSV-file in the category 'Übertragene Programme' (=transferred programs).

Übertragene Programme

Typ	Gesendet	Meldungszeitraum von ⇅	Meldungszeitraum bis ⇅	Status	Download
VA	29.09.2021 09:54	07.04.2021	21.06.2021	Ok	
VA	29.09.2021 09:54	05.07.2021	05.07.2021	Ok	
VA	29.09.2021 09:54	02.09.2021	02.09.2021	IV	

6. SUBMISSION DEADLINES

You can submit programs until the 15th of the 2nd month after the end of the quarter. After this date, it is no longer possible to submit program notifications from previous quarters.

Event period	Last possible day of submission	Distribution
January - March	May 15th	December
April - June	August 15th	June (following year)
July - September	November 15th	June (following year)
October - December	February 15th	December (following year)

THANK YOU FOR SUBMITTING YOUR PROGRAM NOTIFICATIONS!