

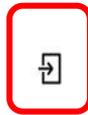
## **HOW TO SUBMIT SETLISTS FOR LIVE PERFORMANCES IN AUSTRIA**

HOW TO SUBMIT SETLISTS FOR LIVE PERFORMANCES IN AUSTRIA.....	1
1. LOGIN.....	1
2. GROUPS .....	2
i) CREATE YOUR FIRST GROUP .....	2
ii) ADD FURTHER GROUPS OR MAKE CHANGES TO AN EXISTING GROUP .....	3
3. MY EVENTS .....	4
i) ADDING AN EVENT VIA QR CODE .....	4
4. SUBMIT A PROGRAM NOTIFICATION.....	5
SELECT YOUR GROUP.....	6
ENTERING EVENT- AND MUSICAL WORKS DATA.....	6
i) EVENTS.....	6
OPTIONS FOR ADDING AN EVENT.....	7
ADD EVENTS BY USING A QR CODE .....	8
SEARCH FOR EVENTS .....	8
ADD EVENTS MANUALLY .....	9
SUBMISSION OF LITERARY WORKS.....	9
HOW TO SORT YOUR EVENTS.....	10
ii) MUSICAL WORKS .....	10
OPTIONS FOR ADDING MUSICAL WORKS .....	10
ADD MUSICAL WORKS MANUALLY .....	11
HOW TO SELECT TITLES FROM THE REPERTOIRE .....	12
iii) SETLISTS.....	13
CREATE A SETLIST .....	13
USE AN EXISTING SETLIST-TEMPLATE FOR A NEW PROGRAM NOTIFICATION .....	14
TITLE SEARCH.....	15
HOW TO SORT YOUR MUSICAL WORKS .....	15
NUMBER OF PERFORMANCES (=Aufführungzahl) .....	15
SUBMIT YOUR PROGRAM NOTIFICATION .....	17
CONFIRMATION.....	17
6. CORRECTION PERIOD.....	19
7. SUBMISSION DEADLINES.....	20

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**:

Benutzername  
Benutzername darf nicht leer sein

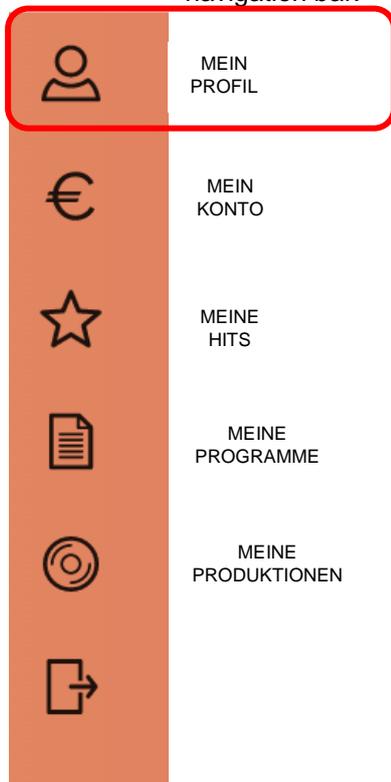
Passwort

Abbrechen Login

← USERNAME

← PASSWORD

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



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. 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 15 <sup>th</sup>	Dezember	December
Jänner bis März 2024	January - March	bis 15. Mai 2024	until May 15 <sup>th</sup>	Dezember	December
April bis Juni 2024	April - June	bis 15. August 2024	until August 15 <sup>th</sup>	Juni	June
Juli bis September 2024	July - September	bis 15. November 2024	until November 15 <sup>th</sup>	Juni	June
Oktober bis Dezember 2024	October - December	bis 15. Februar 2025	until February 15 <sup>th</sup>	Dezember	December

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

- Formular Programmmeldung Erste Musik
- Formular Programmmeldung Einlagenmusik
- Formular Programmmeldung Kabarett



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

LÄNDERAUSWAHL > HINWEISE > **GRUPPE WÄHLEN** > BEARBEITEN > ZUSAMMENFASSUNG > BESTÄTIGUNG

## GRUPPEN UND PROGRAMM WÄHLEN

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

**GRUPPE HINZUFÜGEN**

### ERLÄUTERUNGEN

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

Bitte speichern Sie Ihre Eingaben in regelmäßigen 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**:  
You can now enter the required information (name, members of the group, etc.) and confirm your entries by clicking 'hinzufügen' (=add).

### ii) ADD FURTHER GROUPS 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 8](#))

- 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. 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.)



- 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



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)	<input type="button" value="QR-CODE SCANNEN"/>
Foto des QR-Codes hochladen:	(=upload picture)	<input type="button" value="ALS BILD HOCHLADEN"/>
Eingabe des QR-Code Tokens:	(=enter QR code token)	<input type="text"/>

**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.

**Hier finden Sie ein kurzes Video zur Verwendung des QR-Codes: QR-Code nutzen**

- 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.
- 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.
- 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 ( <b>Name of event</b> )	<p><b>ERLÄUTERUNGEN</b></p> <p>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.</p> <p>Hier finden Sie ein kurzes Video zur Verwendung des QR-Codes: QR-Code nutzen</p>
Veranstalter	John Doe ( <b>Name of organizer</b> ) Maple Street 1, 1010 Anytown ( <b>Address of organizer</b> )	
Datum	01.01.2024 ( <b>Date of event</b> )	
Lokal	<b>Name of the venue</b> Maple Street 10, 1010 Anytown ( <b>Address of the venue</b> )	

In some cases, you will need to select your group in the next step. Add it by clicking 'Hinzufügen' (=add).

## VERANSTALTUNG ZU "MEINE VERANSTALTUNGEN" HINZUFÜGEN

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

**Auftretende Gruppe**

Gruppe:

Auftrittsdatum:

## 4. SUBMIT A PROGRAM NOTIFICATION

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



On the country selection page, please click on Performance in Austria.



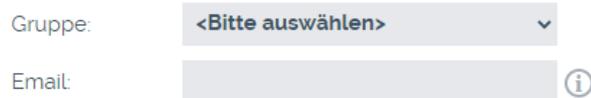
You will once again see our submission deadlines. Click 'weiter' (=continue).

## SELECT YOUR GROUP

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](#).

### 1. Gruppenauswahl



## ENTERING EVENT- AND MUSICAL WORKS DATA

Click 'Weiter zur Programmeingabe' (=continue to submit a program).

### 2. Programmeingabe



#### 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 one performance per program is allowed! (for more information see page 9)



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



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

(confirm clear form – no/yes)

Please save your entries from time to time during processing to ensure that no complete loss of data can occur if the process is interrupted. The data is only saved temporarily; you can return and make changes at any time.

Nr.	Datum Von ↑	VA-Dauer von	VA-Dauer bis	Spielzeit	Veranstalter	Lokal	Aktion
Dem Programm sind noch keine Veranstaltungen zugeordnet							
<input type="button" value="AUS 'MEINE VERANSTALTUNGEN' HINZUFÜGEN"/>				<input type="button" value="VERANSTALTUNG MITTELS QR-CODE HINZUFÜGEN"/>			
<input type="button" value="IN VERANSTALTUNGEN SUCHEN"/>							

### OPTIONS FOR ADDING AN EVENT

If you want to choose one of the listed events under “Meine Veranstaltungen” saved earlier with a QR code, click “Aus ‘Meine Veranstaltungen’ hinzufügen” (=add from ‘my events’)

### "MEINE VERANSTALTUNGEN" MIT QR-CODE

Verfügbar  Gelöscht i

Name ↓	Gruppe ▲	Veranstaltungsort ↓	Datum ↓	Aktion
				<input type="button" value="VERANSTALTUNG ÜBERNEHMEN"/>
<input type="button" value="WEITERE VERANSTALTUNG MITTELS QR-CODE HINZUFÜGEN"/>		<input type="button" value="ZURÜCK ZUR PROGRAMM-MELDUNG"/>		
<input type="button" value="SORTIERUNG SPEICHERN"/>				

Choose the correct event and click ‘Veranstaltung übernehmen’ (=add this event).

In the next step you have 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.

**Veranstaltung aus QR-Code laden**

Veranstaltungsname NAME of event  
 Veranstalter John Doe (name of organizer)  
 Maple Street 1, 1010 Anytown (Address)

Datum 01.01.2024  
 Lokal name of venue  
 Maple Street 2, 1010 Anytown (Address)

In ‘Meine Veranstaltungen’ behalten i

Auftrittdatum i

Veranstaltungsdauer i   bis   ← Duration of the event

Spielzeit i   ← Actual playing time

Literarische Werke Dauer i   ← Duration of the literary part of your performance

= add to program

## ADD EVENTS BY USING A QR CODE

Click 'Veranstaltung mittels QR-Code hinzufügen' (=add event via QR code)

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								

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.

### Veranstaltung aus QR-Code laden

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

QR-Code über Ihre Kamera einscannen:

Foto des QR-Codes hochladen:

Eingabe des QR-Code Tokens:

## SEARCH FOR EVENTS

Click 'In Veranstaltungen suchen' (=search for my event).

Here you can search for your event from a large number of events and transfer the data directly.

### Suche in Veranstaltungen

Datum\*

Ort suchen

Suche in gesamter Gemeinde/Stadtgebiet  
Weitere Suchbegriffe (z.B. Lokalnamen, etc.)

### Gefundene Veranstaltungen:

Es wurden 47 Veranstaltungen gefunden.

Enter your performance date (=Datum), the postcode or the city (=Ort suchen) of your performance and if you want – to get an even more precise search result – enter a search keyword (Weitere Suchbegriff (z.B. Lokalnamen, etc.) like the name of the venue.

By setting or unsetting the box ‚Suche in gesamter Gemeinde/Stadtgebiet‘ (=search in entire community/city area), you can expand or narrow down the search results.

When you found your event, click on it and then just fill in the date, if it is not already specified, the event duration and the performance duration.

Confirm your entry by clicking ‚Übernehmen‘ (=add)

## ADD EVENTS MANUALLY

You could not find your event? Click on 'Ich kann meine Veranstaltung so nicht finden' (=I cannot find my event that way) or on 'Meine Veranstaltung ist nicht dabei' (=my event is not included) and fill out all required fields.

### Veranstaltung hinzufügen

Daten zum Veranstalter

Anrede\* Titel Veranstalter in Name\*  
Bitte auswählen z.B. Dr.

Veranstalter Adresse\*

Telefon E-Mail

Gender; Academic title; Name of the Organizer

Organizer address – use the pen symbol on the left side to fill out. After you have typed in the full address, please click on "Adresse bestätigen" (=confirm address).

Phone Number; E-Mail Address (one of these two needs to be filled out)

### Daten zur Veranstaltung

Veranstaltungsdatum\* Lokal Name\*  
01.01.2025

Adresse vom Veranstalter übernehmen (Sie müssen erst eine Adresse eingeben und anschließend auf "ADRESSE BESTÄTIGEN" klicken)  
Lokal Adresse\*

Find auch Publikumstanz statt?  
Geschätzte Besucheranzahl Wurd bei der Veranstaltung auch Musik vom Band abgespielt?  
 Bitte auswählen

Anzahl der weiteren aufretenden Gruppen Wurd bei der Veranstaltung Eintritt eingehoben?  
 Bitte auswählen

Event date; Venue name

Venue address – click the checkbox "Adresse vom Veranstalter übernehmen" in order to copy the organizers address for the venue.

Was it a dance event? Check the box if there was the option to dance  
Optional details if known: estimated visitors; was there music played from tape; have other groups been performing as well; was there an entryfee to pay

### Daten zum Auftritt

Veranstaltungsdauer von\* Veranstaltungsdauer bis\*  
HH : MM HH : MM

Spiechelt\*  
HH : MM

Complete event duration (from – to);

Performance duration (excl. breaks, literary works and speeches)

### Literarische Werke

Sollten literarische Werke aufgeführt worden sein, senden Sie bitte die Werkitel an [programme@akm.at](mailto:programme@akm.at) und füllen Sie nachstehendes Feld zur Gesamtdauer der literarischen Werke aus.

Literarische Werke Dauer  
HH : MM

Duration of literary works

You can find more information on how to submit literary works at the beginning of this page

ABBRECHEN

ÜBERNEHMEN

Confirm your entries by clicking 'Übernehmen' (=add)

## 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 one 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](mailto:programme@akm.at) including the following details about the event and the literary works:

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

Back on the overview page you can still make changes to the submitted time and duration by clicking the pen icon (changes to the event location and date are not possible anymore). If you need to make changes in the date, venue or organizer information please delete the whole event by clicking on the bin icon and add a new event.

Nr.	<u>Datum</u> <u>Von</u> ↑	VA-Dauer von	VA-Dauer bis	Spielzeit	<u>Veranstalter</u>	<u>Lokal</u>	Aktion
Dem Programm sind noch keine Veranstaltungen zugeordnet							
<input type="button" value="AUS 'MEINE VERANSTALTUNGEN' HINZUFÜGEN"/>		<input type="button" value="VERANSTALTUNG MITTELS QR-CODE HINZUFÜGEN"/>					
<input type="button" value="IN VERANSTALTUNGEN SUCHEN"/>							

### 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.

Tanzveranstaltung

Nr.	<u>Datum</u> <u>Von</u> ↓	VA-Dauer von	VA-Dauer bis	Spielzeit	<u>Veranstalter</u>	<u>Lokal</u>	Aktion	Status
Dem Programm sind noch keine Veranstaltungen zugeordnet								
<input type="button" value="AUS 'MEINE VERANSTALTUNGEN' HINZUFÜGEN"/>		<input type="button" value="VERANSTALTUNG MITTELS QR-CODE HINZUFÜGEN"/>						
<input type="button" value="VERANSTALTUNG MANUELL HINZUFÜGEN"/>								

### ii) MUSICAL WORKS

#### OPTIONS FOR ADDING MUSICAL WORKS

Musikstücke:

Manual entry →       ← Select from repertoire

Select from setlist-template →       ← Save as setlist-template

Nr. ↓	Titel	Ges./ Orzv.	Komponist/ Arrangeur/ Verleger	VA 1	Σ	Aktion
Titelsuche ⓘ						
Dem Programm sind noch keine Musikstücke zugeordnet						

Search for titles  
Remove figures to return to the complete list

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 have to click on 'Manuelle Erfassung (=manual entry). The musical works will be saved and will be available next time you submit a setlist for the same group.

(Please note that your repertoire list is group-specific; you can import a repertoire list from one group to the repertoire list of the currently used group – see [page 14](#) for more information).

### 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 later!** If your entry is incorrect/incomplete, you need to delete the work in the program notification AND in the menu 'Repertoire'.

Note that you can only delete works in the menu 'Repertoire'. Adding new titles is only possible during a program entry ('Manuelle Erfassung' – Manual entry) or in the menu 'Setlist-Vorlage' (=setlist template) creating a new setlist.

### ADD MUSICAL WORKS MANUALLY

Click 'Manuelle Erfassung' (=manual entry).



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. If you do not know the composer and author of a third-party work and cannot be researched, you can alternatively enter the usual performer in the Composer field. Under no circumstances should this field be left blank.

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

**Musikstück hinzufügen** Add musical piece

Datenübernahme Data transfer New data entry ▾

Titel \* Title

Gesungen Sung

Komponistin Composer

Arrangeurin Arranger

Verlag Publisher

Kurztitel Short title

Anzahl Aufführungen \*  Number of performances

Cancel   Assign work to an event

Assign work to an event and add another work

When all required fields are filled out, 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).

Veranstaltung wählen

Auswahl	Datum Von	VA-Dauer von	VA-Dauer bis	Spielzeit	Veranstalter	Lokal	Status
<input type="checkbox"/>	01112022	02:00	04:00	01:00	<b>Name:</b> Bierheuriger Mechters <b>Straße:</b> Mechters 11 <b>PLZ:</b> 3071 <b>Ort:</b> Mechters	<b>Name:</b> Bierheuriger Mechters <b>Straße:</b> Mechters 11 <b>PLZ:</b> 3071 <b>Ort:</b> Mechters <b>Land:</b> AT	✓

ABBRECHEN   ZURÜCK   **AUSWÄHLEN**   Select

In case you would like to add an **instrumental version or a short version of an already 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:

Titel bereits vorhanden

Es existiert bereits ein gleichnamiger Titel in Ihrem Repertoire. Wollen Sie diesen verwenden?

JA   **NEIN**

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 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.

Musikstücke:

MANUELLE ERFASSUNG   AUSWAHL AUS REPERTOIRE ← Select works from your repertoire

AUSWAHL AUS SETLIST-VORLAGE   ALS SETLIST-VORLAGE SPEICHERN

Nr. ↓	Titel	Ges./ Kurzv.	Komponist/ Arrangeur/ Verleger	VA 1	Σ	Aktion
	Titelsuche ⓘ					

### AUSWAHL AUS REPERTOIRE

ABBRECHEN   ÜBERNEHMEN

WEITERE AUSWAHL AUS DEM REPERTOIRE   **REPERTOIRE VON ANDERER GRUPPE KOPIEREN** Copy repertoire from another group

Nr. ↓	Titel	Gesungen	Komponist	Arrangeur	Verleger	Kurztitel	Übernehmen Select works
13.....	Titelsuche Title search	<input checked="" type="checkbox"/>	Heber Uhr	Jeur Arran	Test Musikverlag	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a b.....		<input checked="" type="checkbox"/>	Heber Uhr	Jeur Arran	Test Musikverlag	<input type="checkbox"/>	<input type="checkbox"/>
all.....		<input checked="" type="checkbox"/>	Heber Uhr	Jeur Arran	Test Musikverlag	<input type="checkbox"/>	<input type="checkbox"/>
ana.....		<input checked="" type="checkbox"/>	Heber Uhr	Jeur Arran	Test Musikverlag	<input type="checkbox"/>	<input type="checkbox"/>
bas.....		<input checked="" type="checkbox"/>	Heber Uhr	Jeur Arran	Test Musikverlag	<input type="checkbox"/>	<input type="checkbox"/>

ABBRECHEN   **ÜBERNEHMEN**

WEITERE AUSWAHL AUS DEM REPERTOIRE   REPERTOIRE VON ANDERER GRUPPE KOPIEREN

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

To turn back to the complete list of titles, you have to remove the figures from the field.

To add works from any of your other groups to the repertoire list of the current used group, click 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. If you are performing the same title sequence as a duo and also as a trio, for example, then you must also create these two groups and then name the setlist accordingly.

### CREATE A SETLIST

If you want to create a new setlist with your entered titles, pay attention by giving it a name, because the setlist is always group-specific.

Musikstücke:

MANUELLE ERFASSUNG   AUSWAHL AUS REPERTOIRE

AUSWAHL AUS SETLIST-VORLAGE   ALS SETLIST-VORLAGE SPEICHERN ← Save as setlist-template

Nr. ↓	Titel	Ges./ Kurzv.	Komponist/ Arrangeur/ Verleger	VA 1	Σ	Aktion
	Titelsuche ⓘ					

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).

**Musikstücke als Setlist speichern** Save works as setlist

Aus welchen Veranstaltungen sollen die Musikstücke, die bei mind. einer dieser Veranstaltungen gespielt wurden, als Setlist gespeichert werden?

Auswahl	Datum Von	VA-Dauer von	VA-Dauer bis	Spielzeit	Veranstalter	Lokal	Status
<input checked="" type="checkbox"/>	04.12.2023	01:00	02:00	01:00	Name: ABC Straße: ABC Gasse 1 PLZ: 1111 Ort: Wien	Name: ABC Straße: ABC Gasse 1 PLZ: 1111 Ort: Wien Land: AT	✓

Assign works to an event

ABBRECHEN **ÜBERNEHMEN**

In the next step, fill in the name of your setlist in the designated field. Please note, that only those titles will be added to your setlist which have a performance number more than zero.

**Musikstücke als Setlist speichern**

Neue Setlist\*

Es werden nur jene Musikstücke einer Veranstaltung in die Setlist übernommen, welche eine Aufführungszahl grösser '0' haben

ABBRECHEN **SPEICHERN** ← save

### USE AN EXISTING SETLIST-TEMPLATE FOR A NEW PROGRAM NOTIFICATION

You can choose an already existing setlist from the same group by clicking on 'Auswahl aus Setlist-Vorlage' (=select from setlist-templates).

Musikstücke:

Select from setlist-templates → MANUELLE ERFASSUNG AUSWAHL AUS REPERTOIRE  
AUSWAHL AUS SETLIST-VORLAGE ALS SETLIST-VORLAGE SPEICHERN

Nr. ↓	Titel	Ges./ Kurzv.	Komponist/ Arrangeur/ Verleger	VA 1	Σ	Aktion
Titelsuche ⓘ						
<input type="text"/>						

Select the setlist you would like to assign to your current program notification. The number of performances is already filled in with 1. Then click 'Übernehmen' (=apply).

**Setlist übernehmen**

Suche

Select your setlist

↓

Herbst/Winter 21/22

Österreichtour 2022

Frühjahrstour 2022

TESTSETLIST

Anzahl Aufführungen \*   
Number of performances

ABBRECHEN **ÜBERNEHMEN**

## TITLE SEARCH

You can search for already existing or chosen titles in your actual list or in your repertoire. The search result will show you if the title is already in your list or you can add it from the repertoire. If you see a + then the title is in the repertoire and you can add it to your list. If you see a bin icon, then the title is already in your list and you could delete it if you want.

Nr. ↓	Titel	Gesungen	Komponist	Arrangeur	Verleger	Kurztitel	Aufführungen	Aktion
Titelsuche ⓘ								
13								
Filter aktiv								
13*****		<input checked="" type="checkbox"/>	Heber Uhr	Jeur Arran	Test Musikverlag	<input type="checkbox"/>		<input type="checkbox"/>
5	1301*****	<input checked="" type="checkbox"/>	Heber Uhr	Jeur Arran	Test Musikverlag	<input type="checkbox"/>	1	<input type="checkbox"/>

To go back to the whole list, you have to delete the search tag in the field.

## HOW TO SORT YOUR MUSICAL WORKS

For a better overview, you can sort your titles numerically or alphabetically. 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 ( $\Sigma$ ) of the performance numbers is filled in automatically and cannot be changed.

### NUMBER OF PERFORMANCES (=Aufführungzahl)

The number how often a title was played has to be filled in per each event. If you have added one, two or up to ten events, you have to fill in at each event how often you played each title. Mostly it will be 1 or 2 if you eventually played an encore.

The number of the event at the event data is the same as it is at the music titles. See the picture below.

The total sum of the number of performances is filled out automatically.

#### Useful Tip:

We recommend using setlist-templates if...

- ...you submit several performances in one program notification
- ...your performances lasts several hours with a lot of titles

Nr. ↑	Datum/Von	VA-Dauer von	VA-Dauer bis	Spielzeit	Veranstalter	Lokal	Aktion	Status
1	03.11.2022	17:00	18:00	01:00	Name: Max Muster Straße: Musterstrasse 1 PLZ: 1010 Ort: Musterstadt	Name: Max Muster Straße: Musterstrasse 1 PLZ: 1010 Ort: Musterstadt Land: AT		✓
2	02.11.2022	10:00	11:00	01:00	Name: Anna Musterfrau Straße: Musikstraße 1 PLZ: 1030 Ort: Musikerdorf	Name: Anna Musterfrau Straße: Musikstraße 1 PLZ: 1030 Ort: Musikerdorf Land: AT		✓

Musikstücke:

Nr. ↓	Titel	Ges./ Kurzv.	Komponist/ Arrangeur/ Verleger	VA 1 Event 1	VA 2	Σ	Aktion
1	13***** <input type="text"/>	<input checked="" type="checkbox"/>	K: Heber Uhr A: Jeur Arran V: Test Musikverlag	1	1	2	
2	a b*****	<input checked="" type="checkbox"/>	K: Heber Uhr A: Jeur Arran V: Test Musikverlag	1	2	3	
3	all*****	<input checked="" type="checkbox"/>	K: Heber Uhr A: Jeur Arran V: Test Musikverlag	1	1	2	
4	ana*****	<input checked="" type="checkbox"/>	K: Heber Uhr A: Jeur Arran V: Test Musikverlag	2	1	3	
5	bas*****	<input checked="" type="checkbox"/>	K: Heber Uhr A: Jeur Arran V: Test Musikverlag	1	1	2	

### 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 net playing time are plausible.  
Alternatively, one title can consist of three short titles.

## SUBMIT YOUR PROGRAM NOTIFICATION

When 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).

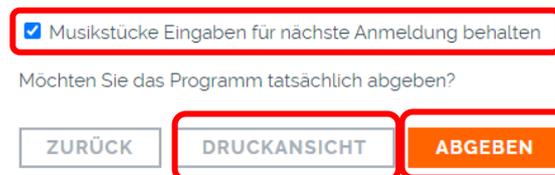


If your entries are complete and you made sure all the information is correct, click ‚Weiter‘ (=continue).



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 correct and complete before sending the program notification. For later correction it is only possible to delete the whole program notification and start again.

To submit it, click ‚Abgeben‘ (=submit).

You will receive a confirmation for your submission. Here you can print also a pre version of your program notification.

## CONFIRMATION

### BESTÄTIGUNG

Vielen Dank! Wir haben Ihre Programm-Meldung erhalten.

Wie geht es nun weiter:

**Veranstaltungen, die Sie manuell eingegeben haben:** Ihre eingegebenen Daten werden nun von uns geprüft und anschließend für die Abrechnung vorbereitet. Die Prüfung kann einige Zeit in Anspruch nehmen, daher bitten wir Sie um Geduld und von Anfragen abzusehen. Sobald die Prüfung abgeschlossen ist, werden Sie per E-Mail von uns verständigt.

**Veranstaltungen, die Sie mittels QR-Code gemeldet haben:** Wir behalten uns vor, den Veranstalter unter Umständen über Ihre Programmmeldung zu informieren. In diesem Fall hat der Veranstalter die Möglichkeit, innerhalb von 21 Tagen dem Auftritt zu widersprechen.

**VA, die Sie über die Suche in Veranstaltungen gemeldet haben:** Der Veranstalter wurde von uns nun über Ihren Auftritt informiert und muss diesen innerhalb von 21 Tagen bestätigen. Sollte der Veranstalter Ihren Auftritt nicht bestätigen, werden Sie darüber per E-Mail von uns informiert, neben Ihrem Programm findet sich außerdem weiterhin ein rotes Symbol.

### Abgegebene Programme

Korrekturfrist +	VA-Daten	VA-Info	Drucken
05.02.2025 16.03	✗ 01.02.2025	ⓘ	<a href="#">Programm-Meldung drucken</a>

Sie können in den nächsten 21 Tagen nun noch Korrekturen an der Spielzeit und an den Musikstücken vornehmen. Sie finden das Programm unter der Überschrift ‚Abgegebene Programme‘.

Anschließend ist eine Korrektur nicht mehr möglich, das Programm findet sich dann unter Übertragene Programme.

You can also see the current status of an event on the confirmation page.

- **QR-Code entry**

The event is initially marked with a green tick ✓ Now the correction-/verification period is starting (21 days).

During this period, we reserve the right to contact the organizer. In this case the organizer has the opportunity to disagree to the performance. If there is no disagreement, the performance is confirmed and is shown with a green tick. After the period has expired, your setlist will be moved from ABGEGEBENE PROGRAMME (=SUBMITTED SETLISTS) to ÜBERTRAGENE PROGRAMME (= TRANSFERED SETLISTS) and is sent to us for further processing.

In case the organizer disagrees with your setlist submission you will receive an email notifying you of this situation and the event will be marked with a red X. ✗

- **Entry by event search**

The event is initially marked with a red X. Now the correction-/verification period is starting (21 days).

During this period, the organizer has the opportunity to confirm the event. If a confirmation is received, the event is verified and is indicated by a green tick.

If no confirmation is received by the organizer within 21 days, your performance cannot be distributed. After the period is expired, your setlist will be moved from ABGEGEBENE PROGRAMME (=SUBMITTED SETLISTS) to ÜBERTRAGENE PROGRAMME (= TRANSFERED SETLISTS) and will remain marked with a red X.

- **Manuel entry of event data**

The event is initially marked with a magnifier glass 🔍 and the information will be transferred to our licensing department.

The event data will be checked now by our licensing department. **This may take some time, so please be patient and refrain from making enquiries.**

As soon as a result is available, you can see the status (green tick or red X) and the correction/verification period begins to run (21 days).

In case the licensing departments check was positive your event is marked with a green tick and you receive an email notification.

If the result of the check by the licensing department is that this event is not eligible for licensing your event is marked with a red X and you receive an email notification including the reason for rejection.

After the period is expired, your setlist will be moved from ABGEGEBENE PROGRAMME (=SUBMITTED SETLISTS) to ÜBERTRAGENE PROGRAMME (= TRANSFERED SETLISTS) and will be marked with a green tick or a red X.

Please note that the status change in the service portal and the notification by email will only take place within the correction period. In individual cases, the billing status may also be changed at a later date (e.g. if the event subsequently turns out to be a charity event). In these cases, the symbol in the service portal will change, but no further e-mail notification will be sent.

## 6. CORRECTION PERIOD

After submission you have 21 days to make corrections to the musical works. If the minimum standards (see page 17) are not fulfilled and no changes are made within the correction period, the program notification will be distributed under "Standard Distribution" (for further information see Section C, 2<sup>nd</sup> main chapter of the distribution rules).

If you want to make changes during the correction period, go to 'Meine Programme' (=my setlists), 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 changes to the event data cannot be made anymore at this point!**

**In case of an incorrect entry, the setlist can only be completely deleted and re-entered (please contact us via [programme@akm.at](mailto:programme@akm.at) in this case).**

No changes are possible after the 21-day period has expired. The program will then be available for download as PDF or CSV-file in the category 'Übertragene Programme' (=transferred setlists).

### Abgegebene Programme

Abgegeben ▾	Korrekturfrist ⬆	Letzte Änderung ⬆	VA-Daten Alle ▾	MST erfüllt	Aktion VA-Info
03.02.2025 16:56	04.02.2025 16:56	03.02.2025 16:56	✓ 01.02.2025	JA	 

After your event or program is transferred to ÜBERTRAGENE PROGRAMME (= transferred program) no changes are possible anymore. Now you can download your program as a pdf file or a csv file.

### Übertragene Programme

Abgegeben ▾	Übertragen ▾	VA-Daten Alle ▾	MST erfüllt	Download
31.01.2025 09:13	01.02.2025 09:15	✗ 10.01.2025	JA	 
24.01.2025 12:33	25.01.2025 12:35	✓ 11.10.2024	NEIN	 
14.01.2025 10:55	15.01.2025 11:00	✓ 11.12.2024	JA	 

## 7. SUBMISSION DEADLINES

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

<b>Event period</b>	<b>Last possible day of submission</b>	<b>Distribution</b>
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!**