

# Register or amend my music

## Online Registration User Guide



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## 1. Using the 'Register/Amend my music' service

### Getting started

Launch the service from the button on the **Register or amend my music** page. This is accessible from the **My Music** section of the homepage.

If you have problems accessing the form on a PC, you may need to lower your Privacy level (under Tools/Internet Options on the browser).

**Register or amend my music** allows you to register both your PRS for Music and MCPS shares simultaneously (if you are not a member of MCPS, the MCPS shares should be left blank). There are explanations at each stage and if the cursor is hovered over a Question Mark, the relevant help text will appear on the right hand side of the screen. These help functions should answer most of your questions, but a few extra hints are included below.

## Register a New Work

### – Register a Work

Click the **Register a New Work** option; this will take you to the page where you are required to supply your Work Details.

Please note the following:

- Only fields marked with an asterisk are mandatory.
- For Publishers only - Manufacturing or Sales indicates whether you are giving MCPS the mandate to collect for works licensed in the UK or sold in the UK.
- The First Licence Refusal option is only applicable if you are an MCPS member. If checked, you will be notified before an MCPS licence can be granted on that particular work (NB: An FLR should be used with caution as it will delay the licensing process and, consequently, the collection of royalty payments).
- If you are registering a number of works, there is a Clone function where you can submit a new notification based on your first registration. This will populate many of the fields of the next registration.
- You should not use your web browser keys to navigate back and forth between screens when logged onto the PRS for Music website, as this will disable the functionality of the system - use the system navigation buttons ( NEXT etc)

- The "Step" keys can only be used to step back (and not forwards) when registering works - you should pass through each "Step" even if there are no mandatory fields.
- When completing a work registration you may sometimes need to refer to another entry on the database. You may select to open another Online Service by clicking on the dropdown list in the top right hand corner of the application form – the service will open in a new window. Alternatively, the PRS for Music website should still be available as separate window on your desktop for you to navigate and launch services.
- Once the registration has been submitted, you will receive a receipt with an ENJW reference number, but the work will not immediately go live on our database.

## Amend my music

### – Register a Work **Amend my music**

The simplest way to request an amendment to a piece of music, is to first find the existing version of it using the Search Our Database service. Once identified, open the full details by clicking on the icon. Within the Work Details screen, there is a "Register an Amendment" button; clicking this will load all the existing work details into the Register or Amend my music online form. The amendment will be checked before being applied to the database.

You may also select **Amend an Existing Work** from the Home page and enter either the Work's Tunecode or ISWC.

## 2. FAQs

Below is a list of frequently asked questions that have been designed to act as a quick reference guide.

### 1. How do I amend a Work?

In order to amend a Work, select **Amend an Existing Work** from the Home page. You may EITHER launch the Search Our Database application, locate your Work and choose to **Register an Amendment** from the Work Details screen OR enter either the Work's Tunecode or ISWC. Clicking the **Amend** button will populate the form with the registered data held on our Works Database - you can then alter and edit this data on the form and submit the notification.

### 2. Can I save data I have already input and submit the notification later?

Yes, click the **Save** button which is located at the bottom of each registration screen. You will then be able close the application window. When you next login to the home page, you will be presented with a message asking you to **continue** your notification - all your previous input data will be preserved.

### 3. Can I edit previously entered data on another screen?

Yes, you may edit data on preceding screens by clicking on the relevant step at the top left hand side of each screen. You may also click on the **Edit** hyperlinks on the Summary Screen or use the **Back** button. However, please note that you must then use the **Next** button to proceed to the remaining screens to complete the notification.

### 4. How do I abandon a notification?

To abandon a notification and start afresh, click the **New** button which is available on the bottom of each screen in the registration process.

### 5. How will I know when my registration has been uploaded and completed?

You will receive an automated email response when your registration has been processed.

### 6. Is it possible to cancel a submission after it has been sent?

No, it is not possible to cancel a submission after it has been sent. If you would like us to disregard a submission then please email us quoting the EJNW reference number which needs to be erased. You will then need to resubmit the work registration again through the online form – please remember to fully scrutinise the summary before sending in your registration.

#### **7. If I register a Work using the Online form does it appear on the database straight away?**

No. Once the initial 'bedding in' period of the ICE system is completed, data should be loaded in to the database within 2 days.

#### **8. What is a 'CAE Number'?**

The CAE Number (Composers, Authors and Editeurs/Publishers) is an identifier that is assigned to composers, authors and publishers. Some interested parties use more than one name and additional CAE Numbers will be issued for each additional name that they register with their local society.

#### **9. Do I have to submit my CAE Number when registering a Work?**

Yes. When royalties are distributed, we use the CAE Number to track the member's individual royalty payments. If no CAE Number is assigned to a Work then this process cannot be implemented and no royalties will be paid out for a Work without a CAE Number attached to it.

#### **10. What is an 'Interested Party'?**

An interested party is a writer or publisher with an interest in a work.

#### **11. Do I need to stipulate a duration for the song I am registering?**

Yes, a duration must be stipulated. If you do not provide us with a duration for your song, a standardised duration of 3 minutes and 1 second will be added when your registration is processed. If you do not wish this standardised duration to be allocated then please state the actual duration.

#### **12. Do I need to register each individual cue title for Film/TV works?**

No, it is not necessary to register every individual cue. Cue titles may be checked via our Search Cue Sheets service and submitted using the facility provided. If details such as Interested Party names/numbers differ on the cue titles versus the main programme title then these are the only works we need you to register with us. If the details are the same then please access Search Cue Sheets service to see if we have the cue sheets or submit via this route.

#### **13. How can I open another Online Service alongside the registration form?**

You may select to open another Online Service by clicking on the dropdown list in the top right hand corner of the application form – the service will open in a new window. Alternatively, the PRS for Music website should still be available as separate window on your desktop for you to navigate and launch services.

#### **14. Other questions or queries?**

If this does not answer your query, Writers should email us at [writerquery@prsformusic.com](mailto:writerquery@prsformusic.com) and Publishers should email us at [publisherquery@prsformusic.com](mailto:publisherquery@prsformusic.com)

### **3. Glossary of terms**

**Work:** A work is a musical song.

**Active work:** An active work is a song that has generated payable mechanical or performance royalties.

**Distribution:** A distribution is a point in the calendar year when *PRS for Music* distributes mechanical and performance monies accrued during a given period.

**Mechanical right/royalty:** A mechanical royalty is a royalty that is paid by a record company for the use and exploitation of a musical work.

**Performing right/royalty:** A performance royalty is a royalty that is paid whenever a work is used in public. These royalties are typically paid by radio stations, cafes, restaurants and shops who must obtain PRS licences to play music.

**Tunecode:** A unique quotable signifier for every work on our system.

**OLR:** Online registration. An internet-based work registration service method where members can submit song registrations via the *PRS for Music* website. This is through the use of an automated form.

**ENJW reference:** A unique quotable reference number for every online registration submitted to us. Consists of a prefix of 6 digits (the date the work was submitted in MMDDYY format) and a suffix of 4 additional random digits i.e. 080309-4277.

**Interested party (IP):** Someone who has an interest in a work, be it a composer, author or publisher.

**Share:** A unit expressed as a percentage for both the mechanical and performing rights. Cumulative shares for both rights must total 100%.

**Public Domain (DP) writer:** A writer that has been dead for over 70 years so is no longer protected by copyright statutes.