

Hi! Welcome to MusicTeam.org!

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If you can't find the answer to your question,
please send us your question in our [contact form](#).
We'll get back to you as soon as we can!

A. Registration & Login

A.1.Registration. You can sign up with your email. If the email is already in the system, this means you have previously signed up. Log in or reset your password, if needed.

A.2.Resetting your password. If an account matches the email submitted, you will receive a link to reset your password.

B. Roles

There are five types of roles you can have, Creator, Publisher, Artist, Collaborator or Contributor. You can add roles in the Roles page of the sidebar.

+ Creator

+ Publisher

+ Collaborator

+ Performing Artist

+ Contributor

B.1.Adding a Creator

B.1.1.Includes songwriters, composers, melodists, and lyricists. In other words, anyone who participated in the composition or work.

B.1.2.You can only have one Creator role.

B.1.3.Information fields: If you encounter an error, please refer to the messages displayed in the form.

- [Required] Full Name
- [Required] Performance Rights Organisation (PRO): You must be associated with a PRO in order to have a Creator role. If you're not associated with one, you can register (often for free) to the PRO of your country.
- [Required] PRO Number: If you're unsure about your number, ask your PRO representative.
- Interested Parties Information (IPI): This is your unique 9-digit number. Often PROs will issue this number to you. An IPN number is NOT the same as a PRO number. Please double check what you're submitting as this is a unique identifier.
- International Standard Name Identifier (ISNI): This is your 16-digit unique number. Please double check what you're submitting as this is a unique identifier. If you don't have an ISNI but would like to apply for one, more information can be [found here](#).

B.2. Adding Publishers

B.2.1.In charge of dealing agreements with songwriters, promoting works of the creators they represent.

B.2.2.You can have multiple publishing companies.

B.2.3.Information fields: If you encounter an error, please refer to the messages displayed in the form.

- [Required] Publishing Company Name

- [Required] Performance Rights Organisation (PRO): You must be associated with a PRO in order to have a Creator role. If you're not associated with one, you can register (often for free) to the PRO of your country.
- [Required] PRO Number: If you're unsure about your number, ask your PRO representative.

B.3. Adding Artists

B.3.1. A person who performs a work or composition.

B.3.2. You can have multiple artist names. If you have a band, it is recommended to put in the name of your band, not the individual persons' names.

B.3.3. Information fields: If you encounter an error, please refer to the messages displayed in the form.

- [Required] Performing Artist Name
- International Standard Name Identifier (ISNI): This is your 16-digit unique number. Please double check what you're submitting as this is a unique identifier. If you don't have an ISNI but would like to apply for one, more information can be [found here](#).
- IPN Number: Unique identifier for performers. Please double check what you're submitting. More information can be [found here](#).

B.4. Adding Collaborators

B.4.1. Includes record labels, recording studios, and producing companies.

B.4.2. You can have multiple collaborator roles.

B.4.3. Information fields: If you encounter an error, please refer to the messages displayed in the form.

- [Required] Company Name
- [Required] Type: Please choose between record labels, recording studios, and producing companies.

B.5. Adding Contributors

B.5.1. People or entities that participated in a Work or Recording, but do not have copyrights. Also known as work-for-hires in the industry, they are often paid a flat fee instead of a share of ownership. An example of work for hires would be session musicians or sound engineers.

B.5.2. You can have multiple contributor roles.

B.5.3. Information fields: If you encounter an error, please refer to the messages displayed in the form.

- [Required] Full Name:
- [Required] Type: Work or Recording

B.6. Viewing a Role: All information related to the role will be in this page. You will find your related Works (if you have Creator splits, Publisher splits, Contributions for a Work) or related Recordings (if you have Artist splits, Collaborator splits or Contributions for a Recording).

B.7. Viewing all Roles: Can be done from the Roles page in the sidebar. All Roles will appear dynamically in a table.

B.8. Updating a Role: Make sure you click on “save” to save your changes. If you encounter an error, please refer to the messages displayed in the form.

B.9. Deleting a Role:

- All Works you added (if any) will be deleted.
 - Work splits and contributions linked to the Works will also be deleted.
- All Recordings you added (if any) will be deleted.
 - Recording splits and contributions linked to the Recording will also be deleted.
- All splits (Work and Recording) assigned to that role will be deleted.
- All Revenues (if any) you added will be deleted.

C. Works

Include melodies, compositions, lyrics intended to be sung or performed with the music.

C.1. Adding a Work: You can add a Work in the Works page of the sidebar. If you encounter an error, please refer to the messages displayed in the form.

+ Work

C.1.1. Information fields:

- [Required] Title
- [Required] International Standard for Musical Work Code (ISWC): ISWCs' format is T-345246800-1. Please enter your number without dashes or periods. This is a unique identifier for your Work so please double check what you're submitting. More information to request one can be [found here](#).

C.2. Updating a Work: Make sure you click on “save” to save your changes. If you encounter an error, please refer to the messages displayed in the form.

C.3. Viewing a Work: This is where you can view...

- A summary of the Work
- Add/Edit/View splits
- Add/Edit/View contributions
- See related Recordings

C.4. Viewing all Works: Can be done from the Works page in the sidebar. All Works will appear dynamically in a table.

C.5. Deleting a Work: Splits and contributions linked to the Work will be deleted. If the Work is linked to a Recording, it will not delete the Recording.

D. Recordings

Recording of a composition or Work.

D.1. Adding a Recording: You can add a Recording in the Recordings page of the sidebar. If you encounter an error, please refer to the messages displayed in the form.

+ Recording

D.2. Information fields:

- [Required] Title
- [Required] Related Works: You can only choose Works that you added.
- [Required] Duration: This is needed to calculate your royalties.
- Alternate Title: This can include remixes.
- Version Title
- International Standard Recording Code (ISRC): ISRCs' format is JMK401400212. The first two characters should be letters, the next 3 should be the registrant's code, followed by two digits for the year of reference and the rest, digits specific to your Recording. Please double check what you're submitting as this is a unique identifier for your Recording. More information to request one can be [found here](#).
- Territory
- Genre
- BPM

D.3. Updating a Recording: Make sure you click on "save" to save your changes. If you encounter an error, please refer to the messages displayed in the form.

D.4. Viewing a Recording: This is where you can view...

- A summary of the Recording
- Add/Edit/View/JSON export splits
- Add/Edit/View contributions
- See related Works

D.5. Viewing all Recordings: Can be done from the Recordings page in the sidebar. All Recordings will appear dynamically in the table.

D.6. Deleting a Recording: Splits and contributions linked to the Recording will be deleted. If the Recording is linked to a Work, it will not delete the Work.

E. Work Splits, Recording Splits and Contributions

E.1. Work Splits: Represent a share (%) of ownership in the Work.

E.1.1. Only Creators and Publishers can have Work Splits.

E.1.2. While the individual splits can be set to the percentages you like, the total Work Splits must be equal to 100%.

E.1.3. Adding a Work Split: This can only be done for a Work you added or if you have an existing split in another Work.

- Creator Split: can be done from the Work Details page on the top-right corner or from Works page in the table.
- Publisher Split: can be done from the Work Details page on the top-right corner or from Works page in the table.

+ Creator Split

+ Publisher Split

E.1.4. Assigning a Split: You must know the exact full name of the role for that user. In the event that you are not certain of the name of the future stakeholder in the MusicTeam, you must communicate with each other. *It is your responsibility to make this verification.*

- Creator Split: You will see all Creator roles in the system.
- Publisher Split: You will see all Publisher roles in the system.

E.1.5. Viewing a Work Split: Can only be seen in a Work Details page or Royalties report.

E.1.6. Updating a Work Split: Remember that total Work splits must be equal to 100%!

E.1.7. Deleting a Work Split: This will only delete the split selected, not the Work.

E.2. Recording Splits: represent a share (%) of ownership in the Recording.

E.2.1. Only Artists and Collaborators can have Recording Splits.

E.2.2. While the individual splits can be set to the percentages you like, the total Recording Splits must be equal to 100%.

E.2.3. Adding a Recording Split: This can only be done for a Recording you added or if you have an existing split in another Recording.

- Artist Split: Can be done from the Recording Details page on the top-right corner or from Recordings page in the table.
- Collaborator Split: Can be done from the Recording Details page on the top-right corner or from Recordings page in the table.

+ Artist Split

+ Collaborator Split

E.2.4. Assigning a Split: You must know the exact full name of the role for that user. In the event that you are not certain of the name of the future stakeholder in the MusicTeam, you must communicate with each other. *It is your responsibility to make this verification.*

- Artist Split: You will see all Artist roles in the system.
- Collaborator Split: You will see all Collaborator roles in the system.

E.2.5. Viewing a Recording Split: Can only be seen in a Recording Details page or Royalties report.

E.2.6. Updating a Recording Split: Remember that total Recording splits must be equal to 100%!

E.2.7. Deleting a Recording Split: this will only delete the split selected, not the Recording.

+ Contribution

E.3. Work/Recording Contributions: represented by a fee (\$).

E.3.1. Adding a Work/Recording Contribution: This can only be done for a Work/Recording you added.

- Description: Please try to add as many details as possible.
- Fees: Please input a number. Fees cannot be less than \$0.01.

E.3.2. Assigning a Work/Recording Contribution: You must know the exact full name of the role for that user. In the event that you are not certain of the name of the future stakeholder in the MusicTeam, you must communicate with each other. *It is your responsibility to make this verification.*

- Contributor: You will see all Contributor roles in the system.

E.3.3. Viewing a Work/Recording Contribution: Can only be seen in a Work/Recording Details page

E.3.4. Updating a Work/Recording Contribution: Make sure you click on “save” to save your changes. If you encounter an error, please refer to the messages displayed in the form.

E.3.5. Deleting a Work/Recording Contribution: This will only delete the split selected, not the Work or Recording.

F. Revenues

F.1. Adding a Revenue: Without Recordings, there is no possibility to add revenues. You can only add Revenues for the Recordings you added. This can be done from the Revenues page in the sidebar using the button on the top-right corner of the page.



F.1.1. Types: Revenues can be digital sales or streams.

F.2. Updating a Revenue: Make sure you click on “save” to save your changes. If you encounter an error, please refer to the messages displayed in the form.

F.3. Viewing a Revenue: This is where you will see...

- Total Work Royalties (for that specific revenue).
- Total Recording Royalties (for that specific revenue).
- Splits and royalties for each stakeholder (for that specific revenue).
- Export a CSV of royalties (for that specific revenue).

F.4. Viewing all Revenues: Can be done from the Revenues page in the sidebar. All Revenues will appear dynamically in the table.

F.5. **Revenue added by others:**

F.5.1. You will see a “Revenues added by Others” table if, and only if a revenue was added by another user:

- For a Recording, in which you have an Artist split or Collaborator split
- For a Recording, that is linked to a Work, in which you have a Creator or Publisher split.

F.5.2. You cannot delete or edit these revenues. You can only export a CSV of the royalties.

G. Royalties

G.1. Contributors will never see your royalties or your splits, even if they are Contributors for a Work or Recording to which you added a Revenue.

G.2. The royalties calculation is different for Digital Sales and Streams. Royalties are solely based on Work and Recording splits.

G.2.1. Digital Sales

- Each sale is worth of a Recording is worth \$1.
 - For example: 1000 digital sales will give \$1000 of revenues.
- It is assumed in the calculations that Digital Service Providers (iTunes, Amazon, etc.) take a 30% commission.
 - This means that \$300 will be kept by a DSP, leaving you with \$700.
- If your Recording is five minutes and less, the statutory rate (rate imposed by U.S. law) will be \$0.091 (9.1 cents) *for each sale*.
 - Total Work Royalties will be equal to \$91 (9.1 cents x 1000)
 - The Total Work Royalties are divided according to the Creator and Publisher splits.
- If your Recording is over five minutes, the statutory rate will be \$0.00175 (1.75 cents) *per minute, for each recording sale*.
 - To follow up on the example: let's say that the recording is 6 minutes. For each recording sale, your mechanical royalties would equal 10.5 cents (6 x 1.75 cents). The Total Work Royalties would be equal to \$105 (10.5 cents x 1000).
 - The Total Work Royalties are divided according to the Creator and Publisher splits.
- Recording royalties are divided according to the Artists and Collaborator splits, **ONLY** after Total Work Royalties have been deducted.
 - So for that same 6-minute Recording in the example, Total Recording Royalties would be equal to \$595 (\$700 - \$105).

G.2.2. Streams

- Each stream is worth \$0.005 (half a penny).
- Total Work Royalties will be calculated by assuming they take 25% of \$0.005, and Total Recording Royalties will therefore be calculated using the remaining 75%. The Total Work Royalties are then divided according to the Creator and Publisher splits and Total Recording Royalties are divided according to the Artists and Collaborators splits.

H. Permissions

H.1. Works and Recordings: if you have roles with assigned splits, these are considered equal owners of that object, regardless of the weight of the split.

H.1.1. Works:

- **Was the Work added by you?**
 - Yes, you can view/edit/delete Works and Works Splits.
 - No → **Are you an owner of the object?**
 - Yes, you can view/edit/delete Works and Works Splits.
 - No → **Are you a Contributor of the Work?**
 - Yes, you can view the Work, but not the splits.
 - No, you cannot access to the Work.

H.1.2. Recordings:

- **Was the Recording added by you?**
 - Yes, you can view/edit/delete Recording and Recording Splits.
 - No → **Are you an owner of the object?**
 - Yes, you can view/edit/delete Recording and Recording Splits.
 - No → **Are you a Contributor of the Work?**
 - Yes, you can view the Recording, but not the splits.
 - No, you cannot access the Recording.

H.1.3. Recordings and Works: if you have Work splits in a Work that is related to a Recording, you will only be able to edit and delete the Work and the Work splits, not the Recording or Recording Splits. You would only be able to edit or delete the latter if you are the user that added the Recording or if you have a Recording Split in that specific Recording.

H.2. Revenues

H.2.1. You can edit and delete your revenues (added by you) only.

I. Dashboard

I.1. You can see your five most profitable Recordings. This calculation does not include Revenues added by others, which means it will only show Recordings that you added.