

# Songtrust Dashboard:

The Nuances of Adding a Songwriter & Outside Writer

Hosted by Songtrust's Client Services Team





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Client Services Team



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Client Services Team



# Agenda

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- Learn what to do when you **don't know your co-writer's information** and **how to use PRO/CMO repertoires** to look up your or co-writer information
- Understand **how to enter your splits correctly**, especially those that are transferring information from their collection society to Songtrust
- Know how to **review your song's details** and **how to edit** a song's information after adding to your account



# Reminder: Account Activation

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Step  
One

Add a  
Songwriter

Step  
Two

Add a  
Song and  
Splits

Step  
Three

Add a  
Recording  
(ISRC)



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# Finding Co-Writer Information



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# Figuring Out Splits



# ASCAP - 50% scale



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We are social



Writer ▼ molly neuman

Performer ▼ Search

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## CLOUD FANTASY

Total Current ASCAP Share: 50%

ISWC: Not Assigned  
Work ID: 895701577

Share

Print

Collapse

### Writers

ASCAP controls 25%

	PRO	IPI
<a href="#">APPELGREN CHRISTOPHER AARON</a>	ASCAP	338521073
HUERTA CARLOS ALBERTO	NS	—
NEUMAN MOLLY DIANNE	NS	—
<a href="#">NEUMAN MOLLY DIANNE</a>	ASCAP	338530268
VAZQUEZ ROBERT JACK	NS	—

### Publishers

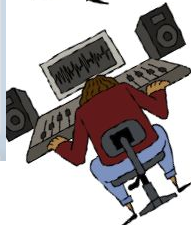
ASCAP controls 25%

	PRO	IPI
<a href="#">FRENCH BULLDOG MUSIC</a> <a href="#">Contact Info</a> ▼	ASCAP	346305084
<a href="#">SQUISHED BLUEBERRIES MUSIC</a> <a href="#">Contact Info</a> ▼	ASCAP	428559330

Additional Non-ASCAP Publishers

### Performers

THE PEECHEES



# BMI - 200% scale

[ABOUT](#)[CREATORS](#)[MUSIC USERS](#)[NEWS](#)[VIDEO](#)[ADVOCACY](#)

## MAYBE I M THE ONE

TITLE



### TITLE DETAIL

BMI Work # 29583598

ISWC # T-927676331-6

Total Controlled by BMI: 100.00%

### SONGWRITER/COMPOSER

### CURRENT AFFILIATION

### CAE/IPI #

MITCHELL EMILY N

BMI

792340432

### PUBLISHERS

### CURRENT AFFILIATION

### CAE/IPI #

SONGTRUST BLVD

BMI

615755145

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- [Hints](#)
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# Songtrust - 100% scale



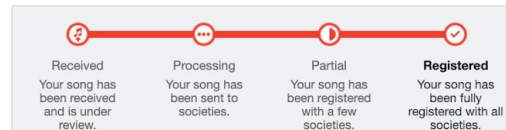
## Maybe I'm The One

### Songwriters

Writer	Role	Ownership
Emily N Mitchell	Lyrics, Music	100.00%

TOTAL %  
100.00%

### Registration Status



### ISWC (optional)

[What is this?](#)

ISWC (optional)

### Lyrics (optional)

[Lyric Guidelines](#)

Full Lyrics (optional)

### Recordings

[Add a recording](#)

To better help collection agencies match your song to royalties, we strongly recommend adding recording information (such as ISRC, performer name).



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# What If I Don't Know My Co-Writer's Information?



## Add an Outside Songwriter

Email

(recommended)

Full Legal Name

Unknown

Middle Name

Writer

Alternate Names 

+ Add Alternate Name

PRO 

Select a PRO 

IPI # 

(recommended)

Do they have a publisher?

Back

Add Outside Songwriter



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# Reviewing Song Registrations



## Dashboard News, Tips, Deals and Opportunities



### Trust The Process

by [Songtrust Team](#) on Mar 08, 2020



During the COVID-19 pandemic, your Songtrust team is still fully operational. Rest assured, our ability to register your works, as well as collect and payout your global music publishing royalties will not be impacted. Our team will remain accessible, so please be patient as we are all working remotely. We hope to support the music industry and the creative community during this stressful time.

[New Blog Post: The Journey of a Song with Songtrust.](#)



### Important Reminders

by [Songtrust Support](#) on Jan 05, 2020



-- [Consult our newly updated HelpCenter](#) for quick answers to any of your potential publishing questions.

-- Royalties earned in Q1 2020 (January, February, March) are paid out the last week of June.

-- It typically takes 9-12 months from the time a song is registered to receive your first royalty payment. Songs with ISRCs are much more likely to successfully receive royalties.

-- Please ensure you have an updated tax form on file and your Payoneer account set up for direct deposit. Reminder, our minimum publishing payout is \$5.

### EARNINGS

Q3 2020 EARNINGS (ESTIMATED)  
\$0.00

Q2 2020 EARNINGS (ESTIMATED)  
\$4.65

Q1 2020 EARNINGS  
\$9.16

Q4 2019 EARNINGS  
\$1.47

TOTAL EARNINGS  
\$76.98

#### Add your ISRCs!

ISRC stands for International Standard Recording Code. If you click on a song in your Songtrust account, then click 'add recording', you can add these codes to your songs for better tracking and monetization.

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YOUTUBE beta

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# Songs

 Register a Song

50 Songs Registered

Search Songs  

Title	Songwriter(s)	# of Recordings	 Date Added	Status	Copy Splits
 <b>Not Ready</b>	Sydney Schizzano	1	Jun 29 2020		
 <b>I'd Like to Believe</b>	Emily N Mitchell	1	Jun 28 2020		
 <b>Back to Me</b>	Emily N Mitchell	<input type="button" value="Add a Recording"/>	Dec 20 2019		
 <b>Boys</b>	Emily N Mitchell	<input type="button" value="Add a Recording"/>	Dec 20 2019		
 <b>Leaving</b>	Emily N Mitchell	<input type="button" value="Add a Recording"/>	Dec 20 2019		
 <b>Weather</b>	Emily N Mitchell	<input type="button" value="Add a Recording"/>	Dec 20 2019		
 <b>Warm</b>	Mark Anthony Manning, Sydney Schizzano	1	Feb 12 2019		
 <b>Last Night</b>	Elizabeth Hunter, Kyle Jordan Schragar, Emily N Mitchell	<input type="button" value="Add a Recording"/>	Feb 01 2019		
 <b>I'll See You In A Little While</b>	Joseph Rocco Benevento, Emily N Mitchell	<input type="button" value="Add a Recording"/>	Feb 01 2019		
 <b>Sidewalk</b>	Tyler J Schmidt, Joseph Rocco Benevento,	<input type="button" value="Add a Recording"/>	Feb 01 2019		



If you need to **request edits** to  
your account, reach out to  
support directly.

[www.songtrust.com/support](http://www.songtrust.com/support)



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# Questions & Answers





# Resources

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- **Help Center**

- Find quick answers to frequently asked questions.

- [Help.songtrust.com](https://help.songtrust.com)

- **Contact Support**

- Need account help? Reach out to our team to assist.

- [support@songtrust.com](mailto:support@songtrust.com)

- [www.songtrust.com/support](https://www.songtrust.com/support)

