

# Activating Your Account for Royalty Collection

Hosted by **Asia Smulders and Makenna Van Liew**  
of Songtrust's Client Services Team





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# Agenda

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- Show you how to **register songwriters**, such as yourself, as well as outside writers for those songs that you collaborate on.
- Review **how to add your song recordings and their splits**, whether you're inputting ISRCs or using our Spotify tool to search for your recordings
- Revisit the **registration process**, the **important metadata** you'll need, and touch on the **publishing timeline** so you know what to expect once your account is activated.



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# Dashboard Introduction



## 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

### ACCOUNT COMPLETION

16%

Thanks for signing up! Your account is almost complete - just follow the steps below:

- 1 Add First Songwriter
- 2 Register Your First Song
- 3 YouTube Monitor
- 4 Tax Documentation
- 5 Set Up Direct Deposit
- 6 Submit Past Statements

### ROYALTY SCHEDULE

Sep 29, 2019

Songtrust Royalty Distribution for Q2

Dec 30, 2019

## DASHBOARD



## SETLISTS

## ROYALTIES

## ACCOUNT SETTINGS

## YOUTUBE beta

### Songwriters

+ Add Songwriter

### Songs

+ Add Song

### Refer A Friend

## LOGOUT

### About Songtrust

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# Adding Songwriters



## Step One

### Add a New Songtrust Writer

#### Performing Rights Organization (PRO) Information

Is this writer currently affiliated with a PRO? (Not sure?)

No, they need to affiliate.

Yes, they are a member of a PRO.

Back



# Step Two

## Add a New Songtrust Writer

### Basic Information

Full name

Email

Writer IPI Number

### Publishing Company <sup>?</sup>

Does this writer have a publishing entity?

  [Not sure?](#)

#### Where can I find my IPI Number?

You can search for your IPI Number on **ASCAP's** website.

Use their **repertory search** to look up your writer name/publishing account.



# Manage Songwriters

Songtrust Writers

Outside Writers

Add songwriter

2 Songtrust Writers (3 Remaining) ⓘ

Search Songwriters 🔍

Songwriter	Payee	Application Status	Join Date	Access
<b>Sydney Schizzano</b> sydneyschizzano@gmail.com BMI	You		Jun 19, 2018	
<b>Emily N Mitchell</b> mitchelle377@strose.edu BMI	You		Jun 19, 2018	

1 10 per page ▾ 2 results



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# Adding Songs



# Register a New Song

Song Title

+ Add an Alternate Song Title

## Songwriters

Singleton, Rubin B



- Lyrics
- Music

% Ownership

Add Co-writer



TOTAL %

0.00%

ISWC (optional)

What is this?

ISWC (optional)



# Register a New Song

Song Title

+ Add an Alternate Song Title

## Songwriters

Singleton, Rubin B



- Lyrics
- Music

% Ownership

Songtrust Writers



+ Add new Songtrust writer

Outside co-writers

+ Add new outside co-writer

TOTAL %

0.00%

ISWC (optional)

What is this?

ISWC (optional)



## Songwriter Information



Only 'required field for Outside writers, the rest is optional!

Email

(recommended)

Full Legal Name

First Name

Middle Name

Last Name

Alternate names

+ Add Alternate Name

PRO ?

Select a PRO

IPI # ?

(recommended)

Do they have a publisher?

Add new songwriter



# Songs

Register a Song

50 Songs Added

Search Songs



Title	Songwriter(s)	# of Recordings	Date Added	Status	Copy Splits
<b>Not Ready</b>	Sydney Schizzano	1	Jun 29 2020	Registration	
<b>I'd Like to Believe</b>	Emily N Mitchell	1	Jun 28 2020	Registration	
<b>Back to Me</b>	Emily N Mitchell	<a href="#">Add a Recording</a>	Dec 20 2019	Registration	
<b>Boys</b>	Emily N Mitchell	<a href="#">Add a Recording</a>	Dec 20 2019	Registration	
<b>Leaving</b>	Emily N Mitchell	<a href="#">Add a Recording</a>	Dec 20 2019	Registration	
<b>Weather</b>	Emily N Mitchell	<a href="#">Add a Recording</a>	Dec 20 2019	Registration	



# Add a Recording

For Back to Me

[Back to Songs](#)

SEARCH SPOTIFY

SPOTIFY URI

ISRC

HELP

Back to Me



	ARTIST	TRACK	ALBUM	ISRC	PREVIEW	RECORDING
	Lindsay Lohan	Back To Me	Back To Me	USUM72003834	N/A	+
	Daya	Back to Me	Sit Still, Look Pretty	QM3EH1500006	 Spotify 00:00/00:30	+
	Of Mice & Men	Back To Me	Defy	QMRSZ1701367	 Spotify 00:00/00:30	+
	Marian Hill	Back To Me	ACT ONE (The Complete Collection)	USUM71615818	N/A	Add Recording



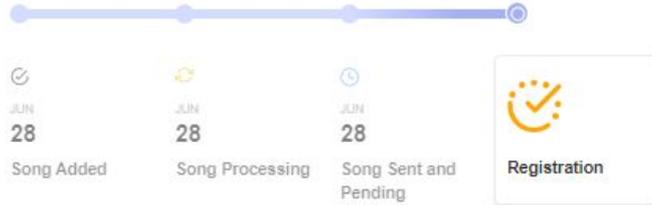
# I'd Like to Believe

## Songwriters

Writer	Role	Ownership
Emily N Mitchell	Lyrics, Music	100.00%

TOTAL %  
100.00%

## Registration Status



**REGISTRATION**

Your song has started to be registered at societies! That means we are able to start collecting your royalties for you! This is so exciting!

It can take up to a year to register your song at every society, so please keep that in mind. In the mean time, [check out our Help Center](#) for any additional information regarding song registration.

**Up Next: Get Paid!**

Since your song has been successfully registered with pay sources, we are able to start collecting royalties for you. Keep an eye out in your **Royalties** section.

## Recordings

+ Add another recording

I'd Like to Believe  
Emily Mitchell

[Edit](#)  
[Delete](#)

00.00



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# Questions & Answers



# Refer A Friend

Give \$10, Get \$10



# 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)

