

HOW TO SUBMIT A PERFORMANCE REPORT



APRA
AMCOS

Enquiries? 0800 69 2772 nz@apra.co.nz www.apraamcos.co.nz

Performance Reports are the new 'live performance returns' (LPRs). Submit these to tell us when and what songs/compositions you've played in pubs, clubs and other live music venues. **All your Australian/NZ performances must be reported using the same process.**

STEP-BY-STEP GUIDE:

This is where you can create new reports and view ones you've already submitted.

1. Login to your account via the APRA AMCOS website – you'll need your member number and password.
2. Once you've logged in you'll arrive at the dashboard.
3. Select the 'Performance Report' tab at the top of the dashboard.
4. Select the 'Create a Performance Report' button to get started.
> You'll need to register your works before you can add them to a Performance Report. To register a work, go back to the main dashboard and click the 'Works' tab.
5. Fill in the performance details, including the performer name, performance date and location.
> If you're playing a regular gig or residency, you'll need to submit a Performance Report for each gig.
6. Add works to your Performance Report by:
 - A) Adding individual works from your own list of registered works
 - B) Selecting works from the APRA AMCOS database
 - C) Selecting a Setlist that you've saved previously
> To create a Setlist, go back to the main dashboard and select 'Setlists.'
> You can also create Performance Reports with a combination of a Setlist and individual works.
> To add individual works, you can search your songs using 'Add My Work' or search the APRA AMCOS database using 'Add Other Work'.
7. Select the works you want to add to your Performance Report.
> If you want to remove a Work from your Performance Report list, simply use the minus button.
8. If your work or a song you want to include in your Performance Report is not in our database, you can also manually add this to your Performance Report.
9. Once all the works are correctly listed, you can then submit your Performance Report.
10. Press 'Submit'.

That's usually only necessary if you've performed a cover, remix, or are submitting a DJ Performance Report.



Even if you haven't reported your performances to APRA AMCOS before, you can still get paid for gigs you've played. You can submit Performance Report claims for the past three years provided you have been an APRA AMCOS member during this time, but you'll need to contact your APRA AMCOS representative first.

If you are in a band, only one member needs to submit the Performance Report on behalf of the group.