

HOW TO REGISTER YOUR WORKS VIA THE NEW APRA AMCOS WRITER PORTAL



Membership | 0800 69 2772 | nz@apra.co.nz | www.apraamcos.co.nz

NON-COPYRIGHT WORK: a work that has fallen out of copyright

WORKS: the term APRA AMCOS uses for songs or compositions

Make sure you've agreed on percentage splits before you register a new work

If you want to register more works with the same sharer details, click the 'Register With The Same' button.

A STEP-BY-STEP GUIDE

1. Login to your account via the new writer portal on the APRA AMCOS website.
2. You'll automatically come to the WORKS tab on the dashboard.
 - > Already a member of APRA AMCOS? This is where you can register any new works you write. You can also use the search function to check what works of yours are already registered.
 - > New to APRA AMCOS? This is where you can register your works. If you have remixed someone else's work, you will need to seek permission from the owners of the original work and confirm that you are entitled to receive a writer's share of the remix before you register. You will also need to supply details of the title of the original work.
3. Click the 'Register Works' button
4. Select whether your work is:
 - a) Subject to a publishing agreement
 - > If you have a publisher, they'll register your works for you. But if you want to register your own, you can.
 - b) A remix of someone else's original work
 - c) A jingle for advertising
 - d) If you write music for film and television, the system will identify you as a screen composer.
 - > You'll need to tick whether or not this particular work is commissioned for film or television.
5. Click 'Next.'
6. Enter information about the work you want to register
 - a) Work Title – the name of your work.
 - b) Alternative Title – if your work isn't known by a another title, leave this field blank.
 - c) Performer – needs to relate to this work e.g. performer for this work, if known.
 - d) Duration – approximate or average time the work goes for.
 - e) ISRC – International Standard Recording Code. If you don't have one, just leave it blank and continue. APRA AMCOS **does not** issue ISRC codes. Contact **Recorded Music NZ** for all ISRC enquiries - memberservices@recordedmusic.co.nz
 - f) Arrangement of Non-Copyright Work – if you're registering an original composition, tick No.
 - g) How many copyright owners – if you've written this work with other people, enter the number of people involved.
 - Note:** If you are published for the work you are registering, your publisher is counted as a copyright owner.
 - h) Are shares to be split equally? If you and your co-writers have agreed to equal shares, tick 'Yes'. Otherwise, tick 'No.'
7. Click 'Next.'
8. Select the correct 'Role' and type the names of each co-writer
 - 'Composer' – someone who has contributed to the melodic content of the work.
 - 'Author' – someone who has contributed to the lyrical content of the work.
 - 'Composer/Author' – someone who has contributed to the lyrical and melodic content of the work
9. Enter the percentage each co-writer owns of the work. If you have indicated that shares should not be split equally (refer "h" above), enter each co-writer's percentage share
 - > You only need to fill out this section if you've worked with a co-writer.
10. Click 'Next' to finish.
11. Click 'Start New' to register a new work with different details.

Signed a publishing deal in an overseas country? Please ensure you contact APRA AMCOS.