



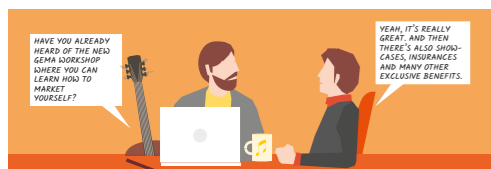
**YOUR START AS A  
GEMA MEMBER:  
WHAT'S IMPORTANT  
FOR YOU NOW!**



# OUR MISSION: MANAGING RIGHTS TO ACHIEVE FAIR PAYMENTS – SO THAT YOU HAVE MORE TIME TO BE CREATIVE.

We are GEMA and as an association, we ensure that more than 85,000 composers, lyricists, music publishers and their legal successors are paid fairly for their creativity. As a dependable partner, we also reliably represent the interests of all our members vis-à-vis politics and business. Why we do what we do? Because we – just like you – love music. How we do that? By issuing licences for the performance, presentation, broadcast or reproduction of your music. This means that we manage the exploitation rights for you and pay out your royalties – that is the remuneration for instances where someone uses your works, worldwide.

## 1 GEMAPLUS – MORE IN IT FOR YOU



We look after your rights and pay out your royalties, but that's not all by any means. With our benefits programme GEMAPLUS, we offer you extensive extras right from the moment you are a GEMA member. They range from a variety of workshops and webinars, showcases at events to a broad spectrum of partner offers supporting your musical career. Interested? Check this out for all your exclusive advantages ➔ [www.gema.de/plus-en](http://www.gema.de/plus-en).

## 2 DECLARE YOUR WORKS



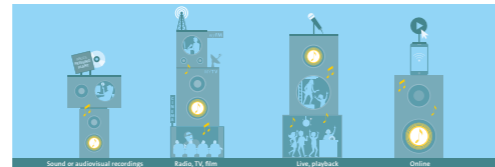
Your work is ready for publication? Congrats! So that we can pay out royalties to you, it is important that you notify us of your works in time. That's simple and straightforward via our Online Portal ➔ [www.gema.de/portal](http://www.gema.de/portal). Just click on the tile *Work declaration*. Read up on the deadlines that apply here: ➔ [www.gema.de/deadlines](http://www.gema.de/deadlines). Under *My repertoire*, you also find an overview of your works.

## 3 CO-DETERMINATION IN THE ASSOCIATION



In our association, we want your voice to be heard! Together, we put new topics on the agenda of the annual General Assembly. There, our members decide on issues that affect us all. Did you know? The General Assembly is also an ideal opportunity to meet and network with other members. Check out all the information here: ➔ [www.gema.de/members-assembly](http://www.gema.de/members-assembly)

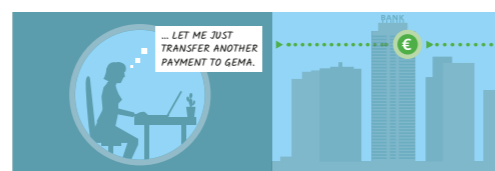
## 4 YOUR MUSIC IS USED IN PUBLIC



A world without music? Simply unimaginable. Whether it is on a sound recording, on the radio, on the internet or at a concert, whether in Germany or abroad: Music plays a huge role in our lives. We distinguish between the following sectors:

- Radio, TV, film (broadcasts)
- Live, playback (performance)
- Sound or audiovisual recordings (reproduction)
- Online

## 5 YOU MAKE THE MUSIC, WE DO THE LICENSING



We do everything so that you are paid fairly for your works. That is why we negotiate our tariffs with trade associations from various sectors where music is used. There, we lay down what it costs if someone uses your music:

This applies when your song is aired on the radio (broadcasts), your work is played in a concert (performance), your music is streamed on the

internet (online) or your new album is released on CD (reproduction). The same also applies if your work is used abroad. In that case, our local partners issue the licences – we pay you the corresponding royalties.

## 6 HOW WE KNOW WHERE THE MUSIC IS PLAYED



Of course, we would like to pay out your royalties as accurately as possible. But how do we find out which works are played, where and when? By ensuring that the music users such as musicians, event organisers or radio and TV broadcasters report exactly this kind of information to us. In the case of live concerts, this is done via setlists where all the played titles are listed. Here, it is important that the event organisers always provide us with the corresponding setlists. Bands and creators can, however, also take this into their own hands. In fact, it's quite simple via our Online Portal and the service *My setlists*. Read on about the deadlines that apply to the usage reports and what is generally important in this context: ➔ [www.gema.de/deadlines](http://www.gema.de/deadlines)

## 7 NOW, IT'S ALL ABOUT ALLOCATING AND DISTRIBUTING



We allocate the music uses to the respective works, calculate the amount of your royalties and pay them out to you. This is done in a fair and transparent manner, based on our distribution plan. In it, our members – yes, that's you! – determine on the annual General Assembly what constitutes a fair distribution.

You regularly receive your royalties at set dates. Details on when and how we distribute are located at ➔ [www.gema.de/royalties](http://www.gema.de/royalties) and ➔ [www.gema.de/deadlines](http://www.gema.de/deadlines).

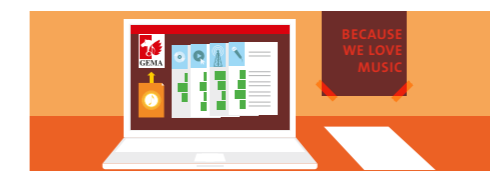
You can also read our distribution plan anywhere, at any time, at: ➔ [www.gema.de/distribution-plan](http://www.gema.de/distribution-plan)

## 8 THE MONEY IS HERE!



Once we allocated the collected licence fees to our members, we can pay out your royalties. So that everything stays transparent, we sort them by usage type and allocate them to various groups – our distribution categories. For each distribution category, there are regular, set pay-out dates: ➔ [www.gema.de/distribution-dates](http://www.gema.de/distribution-dates)

## 9 EVERYTHING AT A GLANCE



So that you always have an overview of your royalties and any other topics that matter to you as a member, there's our Online Portal ➔ [www.gema.de/portal](http://www.gema.de/portal). Here, you can manage all matters concerning your membership. The most important services for you are:

### GEMA Download:

Here we show you how the amounts for your royalties are made up in the individual categories. You can view them in the detailed statements:

#### • Individual statements

with all details on the work such as work number, version, work title, composer, valuation, shares and amounts per work that make up your royalties

#### • Usage lists

with details on the usage context (depending on the distribution sector e.g. live: date of use, venue, event organiser etc.)

#### • and so much more

On top of that, there are info leaflets where we explain the current distribution criteria and formulae on how to calculate your royalties.

**My royalties:** This is where you can see your annual income and where it comes from at a glance. What are your most successful works? How much revenue did individual titles bring in and how often were they used? We show you all of this in illustrative pie charts and bar graphs.

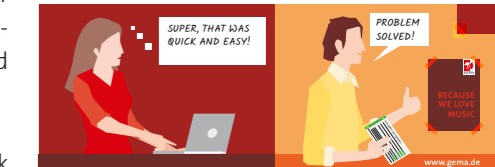
### My financial details:

Here, you can view your account statements, for example.

### My details:

This is where you can amend personal particulars such as name, address and bank details.

## 10 SOMETHING'S NOT RIGHT?



Did you register the works in time and were they actually used? Still, you did not receive any or not enough royalties? Simply submit a claim via our Online Portal: ➔ [www.gema.de/portal-claim](http://www.gema.de/portal-claim). Here, we ask you for the most important details, step by step.

If you believe that your work should be classified at a different level, please use our service *Work categorisation*. Here, you can submit all the important details and documents for your application, and we will then thoroughly check everything.

**Did you know?** Many answers to your most important questions are already listed in our *Help centre*. For any other queries, our colleagues of the Member Services are glad to help you.

## WOULD YOU LIKE TO FIND OUT MORE ABOUT THE SERVICES OFFERED BY GEMA?

This and other posters are located on this page – just scan the QR code:



➔ [www.gema.de/infoposter-members](http://www.gema.de/infoposter-members)

## ANY TIME, ANY PLACE HERE FOR YOU: OUR ONLINE PORTAL HELPS WITH YOUR MATTERS

Do you want to quickly check important information and manage your membership matters yourself – whenever, wherever you want? Welcome to our Online Portal. Here, you do not only save time and paper, but also get quicker feedback to your queries.



➔ [www.gema.de/portal](http://www.gema.de/portal)

Here is an excerpt of our online services for you:



### WORK DECLARATION

So that we can pay your royalties to you, please register your works here:

➔ [www.gema.de/portal-work-declaration](http://www.gema.de/portal-work-declaration)



### MY SETLISTS

Where is the music played? Click here to get to the setlist:

➔ [www.gema.de/portal-setlist](http://www.gema.de/portal-setlist)



### CLAIMS

We did not pay you any royalties, or not enough? Just submit your claim here:

➔ [www.gema.de/portal-claim](http://www.gema.de/portal-claim)



### WORK CATEGORISATION

Do you want your work to be classified?

Follow this link: ➔ [www.gema.de/portal-work-categorisation](http://www.gema.de/portal-work-categorisation)



### MY FINANCIAL DETAILS

What's the situation on my account?

Check out some answers here:

➔ [www.gema.de/portal-financial-details](http://www.gema.de/portal-financial-details)



### MY DETAILS

Where can I edit my personal details?

Over here!

➔ [www.gema.de/portal-member-details](http://www.gema.de/portal-member-details)



### GEMA DOWNLOAD

What royalties did we pay you, and for which works? Click here to get to the overview:

➔ [www.gema.de/en/gema-download](http://www.gema.de/en/gema-download)

## KNOW HOW: WITH YOU AT OUR SIDE

Here are even more details on the topic of royalties: ➔ [www.gema.de/royalties](http://www.gema.de/royalties)

Which deadlines are important? More on that here ➔ [www.gema.de/deadlines](http://www.gema.de/deadlines)

What to look out for when submitting a claim? We tell you at ➔ [www.gema.de/claim](http://www.gema.de/claim)

## ANY FURTHER QUESTIONS? BRING THEM ON!

Do you still have any unanswered questions on your membership? In that case, just check out our help centre: ➔ [www.gema.de/help](http://www.gema.de/help)

Didn't find what you were looking for? We are happy to assist you. Write to [mitgliederservice@gema.de](mailto:mitgliederservice@gema.de) or phone +49 (0)30 21245 600 at these times: Mon–Thu: 9.00am–5.00pm, Fri: 9.00am–4.00pm

Do you want to find out more about the various offers of our exclusive benefits programme *GEMApplus*? We look forward to your message to [gemaplus@gema.de](mailto:gemaplus@gema.de).

# You make the music – we do the rest!

This is how you get your royalties.

Detailed infos on 1–10 on the back

Together, we create more, in this case a new musical work: Composers, lyricists and music publishers are involved.

CHECK, THE MELODY IS READY.

THE LYRICS, TOO.

THIS WILL BE AN ABSOLUTE HIT!

The time has come: Your work is ready for publication. First of all, congrats! But how do you get a fair payment if someone uses your work in public now? That's what we are here for. As an association, we represent your musical rights and ensure that your work is worth your while.



## 1 GEMA PLUS – MORE IN IT FOR YOU

HAVE YOU ALREADY HEARD OF THE NEW GEMA WORKSHOP WHERE YOU CAN LEARN HOW TO MARKET YOURSELF?

YEAH, IT'S REALLY GREAT, AND THEN THERE'S ALSO SHOWCASES, INSURANCES AND MANY OTHER EXCLUSIVE BENEFITS.

## 3 CO-DETERMINATION IN THE ASSOCIATION

THIS IS MY FIRST GENERAL ASSEMBLY.

Your involvement counts at the General Assembly: Take an active part in shaping the future of our association and how collected revenue is distributed. So, go ahead and use your vote.

Distribution plan

COMPOSERS LYRICISTS MUSIC PUBLISHERS

## 4 YOUR MUSIC IS USED IN PUBLIC

Whether it is on a sound recording, on the radio, on the internet or at a concert, whether in Germany or abroad – your music adds colour and beauty to our lives – for example in all of the areas where we pay you your royalties.

PAUL'S PRESSING PLANT

myFM MYTV CINEMA

Sound or audiovisual recordings Radio, TV, film Live, playback Online

## 2 DECLARE YOUR WORKS

DON'T FORGET: WE MUST DECLARE OUR WORK SO THAT GEMA CAN PAY US OUR ROYALTIES.

OUR WORK IS REGISTERED. THAT WAS QUICK!

NR. 333927 WORK REPERTOIRE

## 5 YOU MAKE THE MUSIC, WE DO THE LICENSING

People who use music in public, pay money to us and get a licence in exchange. We then pay out this money in the form of royalties to our members.

... LET ME JUST TRANSFER ANOTHER PAYMENT TO GEMA.

BANK

## 7 NOW, IT'S ALL ABOUT ALLOCATING AND DISTRIBUTING

Who has used which works, where and when, and who are the composers and lyricists? We sort, check and allocate the music uses to the respective works – this is important so that we can fairly distribute the licence revenues to our members.

WOW, THAT'S QUITE COMPLEX!

YEAH, LUCKY THAT GEMA LOOKS AFTER THIS FOR US.

Allocation Distribution

## 6 HOW WE KNOW WHERE THE MUSIC IS PLAYED

Whoever uses your music, they have to notify of it. In the live sector, there are setlists for this purpose. To be on the safe side, you, as a member, can also submit them to us.

WWW.GEMA.DE/PORTAL-SETLIST

– WOW, THAT'S REALLY SIMPLE!

I HAVE ALREADY SUBMITTED THE SETLIST TO GEMA FOR THE CONCERT.

## 8 THE MONEY IS HERE!

At set dates, we pay our members the licensing income in the form of royalties. This happens at predetermined pay-out dates so that the money hits your account regularly and you can plan accordingly.

BEING A GEMA MEMBER HAS BEEN WORTH IT.

I'M GOING TO GET MYSELF A NEW GUITAR!

I'LL REGISTER THE NEW SONG IMMEDIATELY!

SOMETHING'S NOT RIGHT! ISN'T THERE SOMETHING MISSING?

YOU CAN CHECK THAT YOURSELF. IN THE ONLINE PORTAL VIA THE ONLINE SERVICE GEMA DOWNLOAD.

ACCOUNT STATEMENT

## 9 EVERYTHING AT A GLANCE

The detailed statements show when and where your work was used and the overall make-up of your royalties.

BECAUSE WE LOVE MUSIC

## 10 SOMETHING'S NOT RIGHT?

SUPER, THAT WAS QUICK AND EASY!

Here, you can submit your claims online, it's simple: [www.gema.de/portal-claim](http://www.gema.de/portal-claim)

PROBLEM SOLVED!

BECAUSE WE LOVE MUSIC

# BECAUSE WE LOVE MUSIC

## GEMA

German Society for Musical Performing  
and Mechanical Reproduction Rights

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