

MANUAL:

Online service

AV registration

Register films & series online with GEMA

My dashboard

Welcome, pa04 urh!
You are logged in as a GEMA member.



My messages



My royalties



My details



My repertoire



My setlists



My financial details



Work declaration



Search repertoire



Identify usages



Work classification



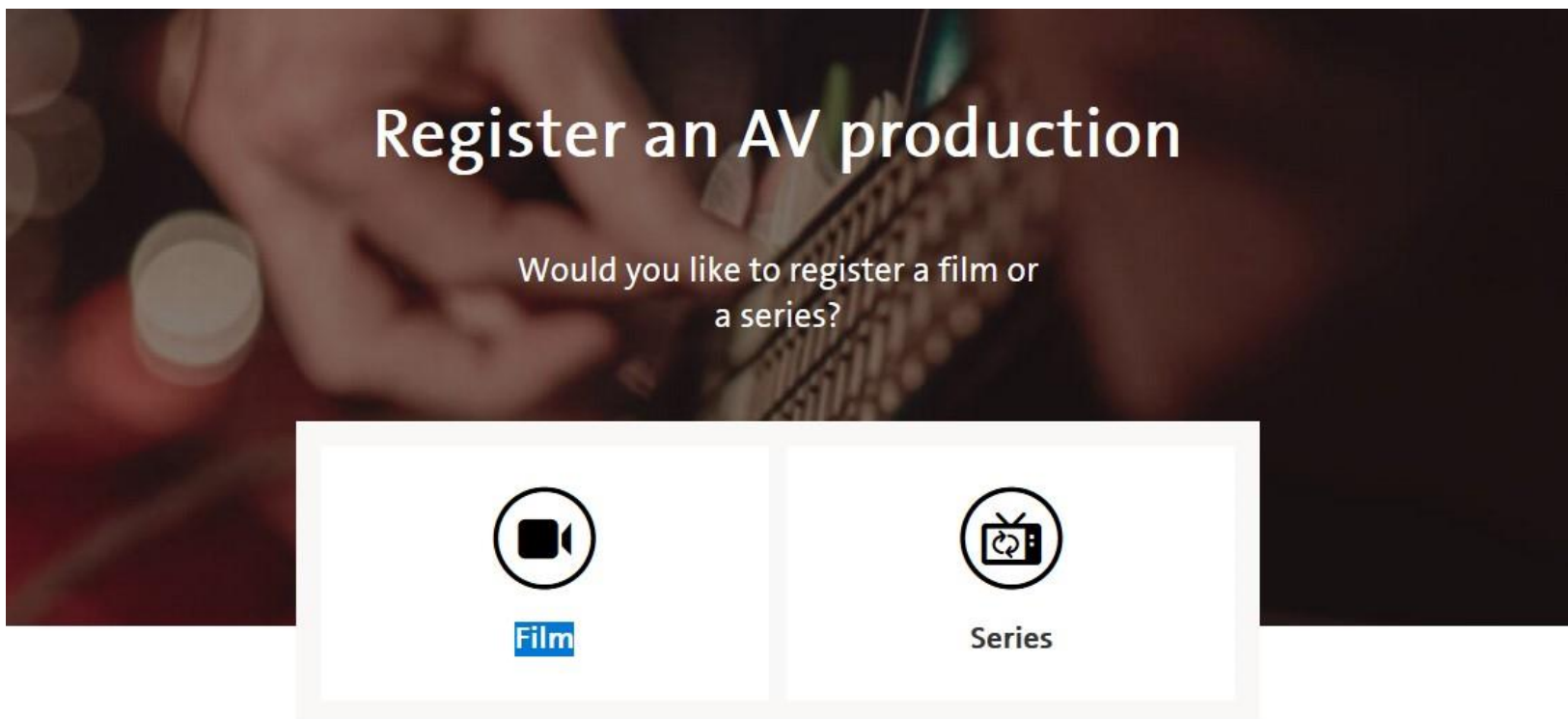
AV registration



Soundfile Upload

- Find the online service „AV registration“ in your dash board of the online portal

Start your online AV registration



- Select firstly whether you want to register a film or a series (and episodes)

Register an AV production

Would you like to register a film or
a series?



Film

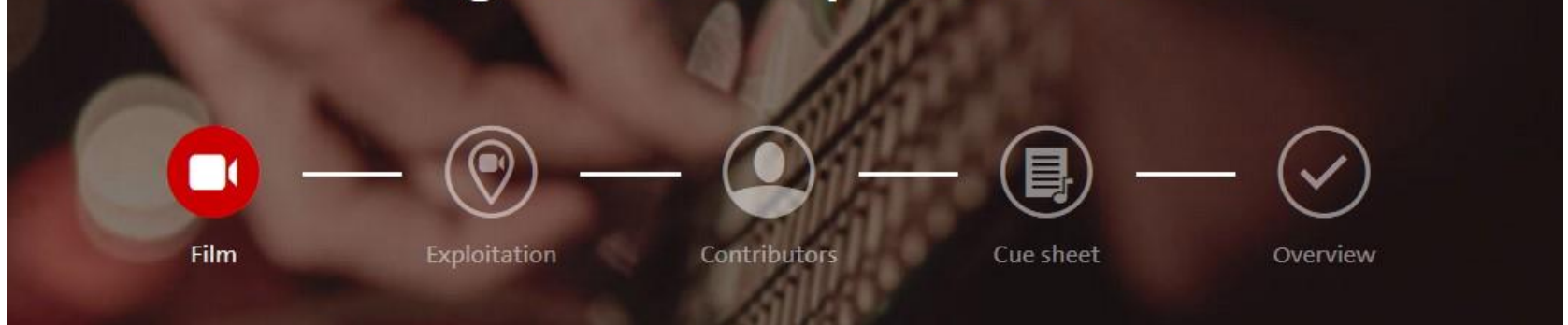


Series

Register audiovisual (AV) productions such as films or series that contain your music in the online portal with the feature „AV registration“.

With this online service we go one step further towards digitization and are happy to offer you a convenient and modern online registration of your audiovisual productions. We will gradually expand the AV registration as an online service, starting in the first phase with the registration of films and series.

Register an AV production



- The process bar guides you through the registration so that you always know exactly at which point you are.
- Film – Exploitation – Contributors – Cue sheet – Overview
- You can jump back to any point in the process bar at any time during your registration.

FILM

- Product details
- Mandatory entries (marked in red) :
 - Original title of the AV production
 - Country of production
 - Year of production
- Confirm your entries with button „Next“

Details on the product

Original title of AV production

Please enter an original title.

Alternative title (optional)

+ Alternative title

Date of first broadcast / cinema release (optional)



Country of production

Please enter at least one country of production.



Year of production

Please enter the year in the YYYY format between 1887 and next year.



Total duration of the AV production in mmm:ss (optional)

Version type (optional)



+ Director

+ Actor

Next

Navigation icons: Film, Exploitation, Contributors, Cue sheet, Overview

Details on the exploitation

Medium of the primary exploitation

Video carrier
 TV production
 Internet
 Cinema production
 Corporate film

Secondary exploitation (optional)

Video carrier
 TV production
 Internet
 Cinema production
 Corporate film

Territory of exploitation (optional)

Not specified
 Germany
 GSA
 Europe
 Others

Next



EXPLOITATION

- Primary exploitation (mandatory)
 - Video carrier (i.g. DVD)
 - TV production: Own/ commissioned TV production or other TV production
 - Internet
 - Cinema production
 - Corporate film
- Secondary exploitation (optional)
- Territory of exploitation (optional)


CONTRIBUTORS

- At least one contributor must be named
- Select between producer and licensee

Details on the contributors

Example Producer  

First name	Ann
Street	Any Rd.
Street number	1
Postcode	1234
Town	Town of the Towns
Country	-
Email address	contactaddress@production.com

 Add contributor

Next

CUE SHEET DETAILS

- At least one title must be added either via work search or manually

Details on the cue sheet

Cue sheet

[⊕ Add title to cue sheet via work search](#)

[⊕ Enter title manually](#)

Is the entire music content included in the cue sheet?

No Yes

Next

Enter title manually


- If there is no matching work title found via work search, you can enter all information manually.
- The work registration does not proceed automatically (Your work entry here does not replace your work registration!).
- After completion of your registration you will receive a confirmation in your GEMA inbox. There you can find a link where you can proceed with your work registration.
- All information included will be transferred to the work registration.

Add cue

Title

Please enter a title.

Other titles (optional)

 Add other title

Name of the composer

Please enter the name of the composer.

First name of the composer (optional)

IP Name No. of the composer (optional)

Other participating person(s) in this work (optional):

 Performer

 Composer

 Arranger

 Lyricist

 Publisher

Music and lyrics were created together for the work.

Discard

Add




CUE SHEET DETAILS


After the musical works have been added, you will be asked for details:


- Origin of the work (e.g. pre-existing work / commissioned work, archive music)
- Characteristics (e.g. Background, visual,...)
- Playing time of each music cue

Details on the cue sheet

Cue sheet

	Origin	Characteristics	Playing time	
 HAPPY BIRTHDAY TO YOU (545061-002)	Pre-existing work	Background music	1:00	
 Example (Manually captured)	Specially commis...	Closing theme	15:00	

 Add title to cue sheet via work search

 Enter title manually

Is the entire music content included in the cue sheet?

No Yes

Next

OVERVIEW

- All information provided is displayed at the end of your registration.
- Check your entries:
 - Film
 - Exploitation
 - Contributors
 - Cue sheet

You can still change your entries here by jumping back to the relevant point.

When all information are correct and complete, the registration can be submitted towards GEMA.

Overview



Film

123

Alternative title	Date of first broadcast	Country of production	Year of production	Total duration of the AV production
-	-	AUSTRIA SWITZERLAND	1998	-

Version type	Director	Actor
-	Director	Actor



Exploitation

Primary exploitation	Secondary exploitation	Territories of exploitation
Video carrier	-	-



Contributors

Ann Example (Producer)

Street	No.	Postcode	Town	Country	Email address
Any Rd.	1	1234	Town of the Towns	-	contactadress@production.com



Cue sheet

Entire music content included?
No

Title	Origin	Characteristics	Playing time
HAPPY BIRTHDAY TO YOU (545061-002)	Pre-existing work	Background music	1:00
Example	Specially commissioned	Closing theme	15:00

Submit registration

Synchronisation rights

Please choose between:

- **Exercise of synchronisation rights on own behalf** (*you license the sync right towards the producer*)
- **Exercise of synchronisation rights by GEMA** (*GEMA will license the sync right towards the producer*)

This query only appears when registering any German productions other than own or commissioned TV productions.

(GEMA will always exercise synchronisation rights for own or commissioned TV productions according to the deed of assignment.)

Overview

Film

Example

Alternative title	Date of first broadcast	Country of production	Year of production	Total duration of the AV production
-	-	GERMANY	2022	-

Version type Director Actor

- - -

Exploitation

Primary exploitation
Corporate film

Contributors

Producer (Recipient)

Street	No.	Postcode
Ally	1	12345

Synchronisation rights

I have/will exercise(d) the synchronisation rights towards the producer on my own behalf.

 I kindly request GEMA to administer the synchronisation rights towards the producer.

Cancel Submit registration

Cue sheet

Entire music content included? Total music duration

Yes -

Title	Origin	Characteristics	Playing time
No titles	Pre-existing work	Background music	0:01

Submit registration

AV PRODUCTION REGISTRATION - FILM

Many thanks!



Your declaration has been successfully sent.



You will shortly find a confirmation of receipt in your mailbox.



We will contact you if we have any questions regarding your registration.

[New AV registration](#)

[Go to work declaration](#)

[To Dashboard](#)

Register a series

- Product details
- Mandatory fields (marked in red):
 - Series title
 - Country of production
- Confirm your entries with button „Next“

Details on the product

Series title

Please enter a series title.

Alternative series title (optional)

+ Alternative series title

Season number (optional)

Year of production (optional)

Country of production


Please enter at least one country of production.

Next

CUE SHEET

- Details on episodes (mandatory):
 - Original episode title
- Confirm your entries with button „Next“

Details on the cue sheet

 Add episode

Add episode with cue sheet

Original episode title

Alternative episode title (optional)

Year of production (optional)

Total episode duration (optional)

Episode number (optional)

Date of first broadcast (optional)

Version type

Not specified

Discard

Add

CUE SHEET

- Of course you can register several episodes of a series.
- For each episode, work titles must be added separately.

Details on the cue sheet

▼ Example Ep. 1



▲ Example Ep. 2



Alternative episode title -
 Year of production -
 Total episode duration -
 Episode number -
 Date of the first broadcast -
 Version type Not specified

Cue sheet

⊕ Add title to cue sheet via work search

⊕ Enter title manually

Is the entire music content included in the cue sheet?

No Yes

⊕ Add episode

Next

AV PRODUCTION REGISTRATION - FILM

Registration confirmation in your GEMA inbox

My messages

Received messages Sent messages New message

Search

Date ▾ Category ▾ Print message

- AvAnmeldungsbestätigung 28/01/2022
Confirmation of receipt Film
- AvAnmeldungsbestätigung 27/01/2022
Confirmation of receipt Film
- AvAnmeldungsbestätigung 27/01/2022
Confirmation of receipt Film
- Reklamation: Radio Werbung Ausland 21/06/2021
Eingangsbestätigung Ihrer Reklamation
- Reklamation: Radio Werbung 21/06/2021
Eingangsbestätigung Ihrer Reklamation
- Stammdaten 16/03/2021
Stammdatenänderung Adressdaten Partner-ID: 9004093593 / Change of master data Address details Partner ID 9004093593
- Stammdaten 16/03/2021
Stammdatenänderung Adressdaten Partner-ID: 9004093593 / Change of master data Address details Partner ID 9004093593

AV registration confirmation

Dear member,

The following AV registration was submitted by you:
ID: **1dab51e0-803d-11ec-983c-9a87dcf02ef2**

1. Product

Original title of AV production
Alternative title(s)
Date of first broadcast / cinema release
Country of production
Year of production
Total duration of the AV production in sec.
Version type

Director and Actor

Role	Last name	First name
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AV PRODUCTION REGISTRATION - FILM

Registration confirmation in your GEMA inbox

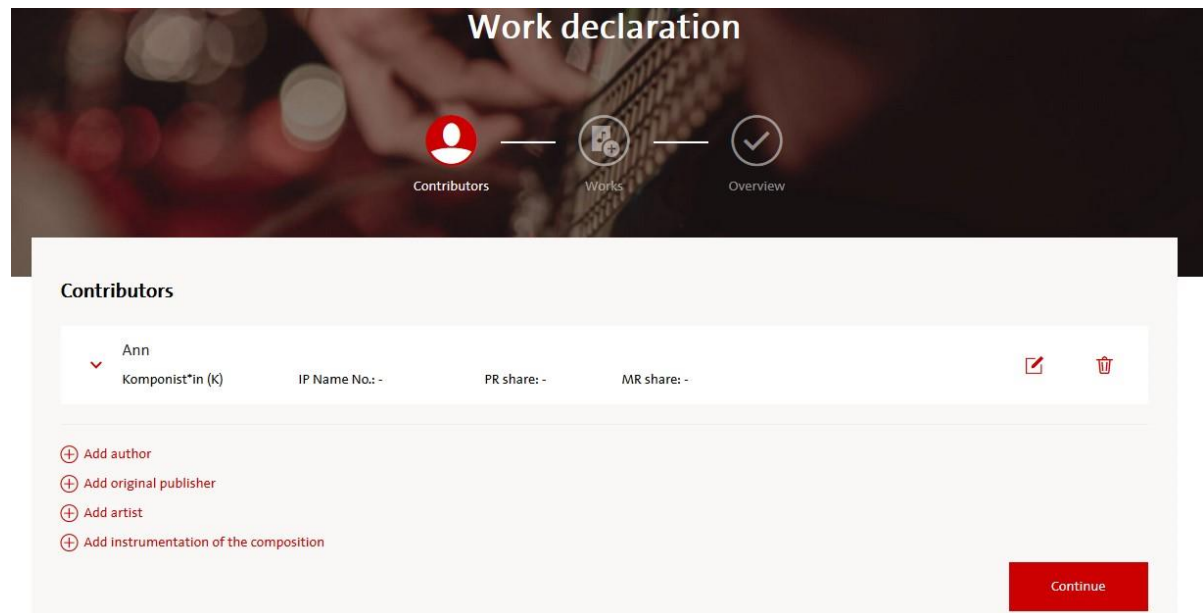
Transition to the work registration

- The link included in the confirmation of the AV registration leads to the work registration.
- Follow the link and register your work.

Works entered manually

Example

Original title	Alternative title	Did you create music and lyrics together?	Work declaration
Example		No	declare work



The screenshot shows the 'Work declaration' interface. At the top, there is a navigation bar with three icons: a person icon labeled 'Contributors', a document icon labeled 'Works', and a checkmark icon labeled 'Overview'. Below this, the 'Contributors' section is displayed. It features a list of contributors, with the first one being 'Ann Komponist*in (K)'. To the right of the name are fields for 'IP Name No.: -', 'PR share: -', and 'MR share: -'. There are also two icons: a red square with a white checkmark and a red trash can. Below the list, there are four options to add more contributors: 'Add author', 'Add original publisher', 'Add artist', and 'Add instrumentation of the composition'. A red 'Continue' button is located at the bottom right of the form.

Register an AV production

Would you like to register a film or
a series?

Information on the online registration for audiovisual (AV) productions

- WHERE?** On your GEMA Online Portal: <https://www.gema.de/portal>
- WHAT?** Register audiovisual productions online – whether with your laptop at home or with your smartphone on the go.
- WHICH?** In the first step, we start with the registration of films and series.
- HOW?** Log into GEMA Online Portal and get started with our online service „AV registration“.
- WHY?** With this service we go one step further towards digitization – easy, fast, efficient. This allows you to gather all productions in one place without having to file paper forms.