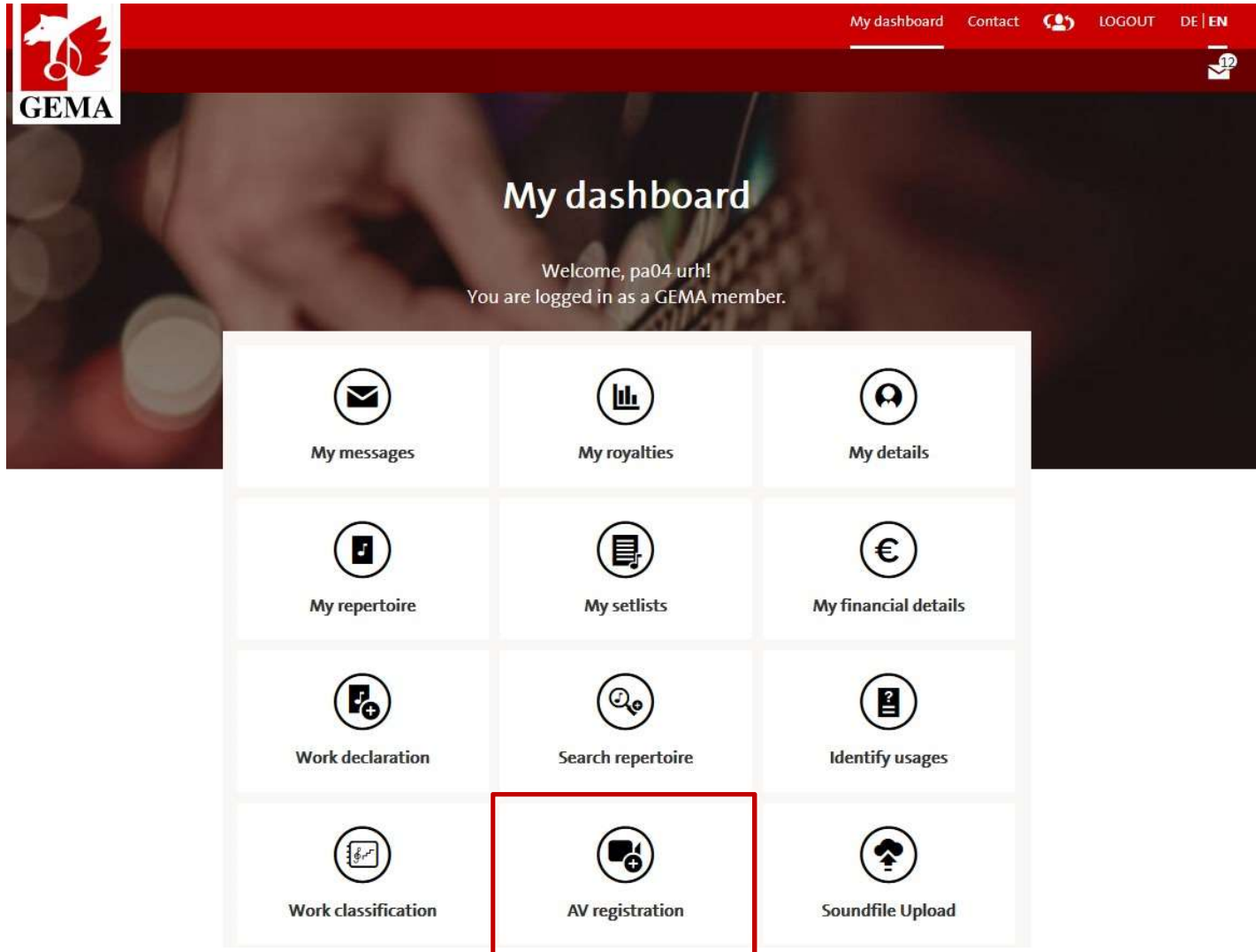




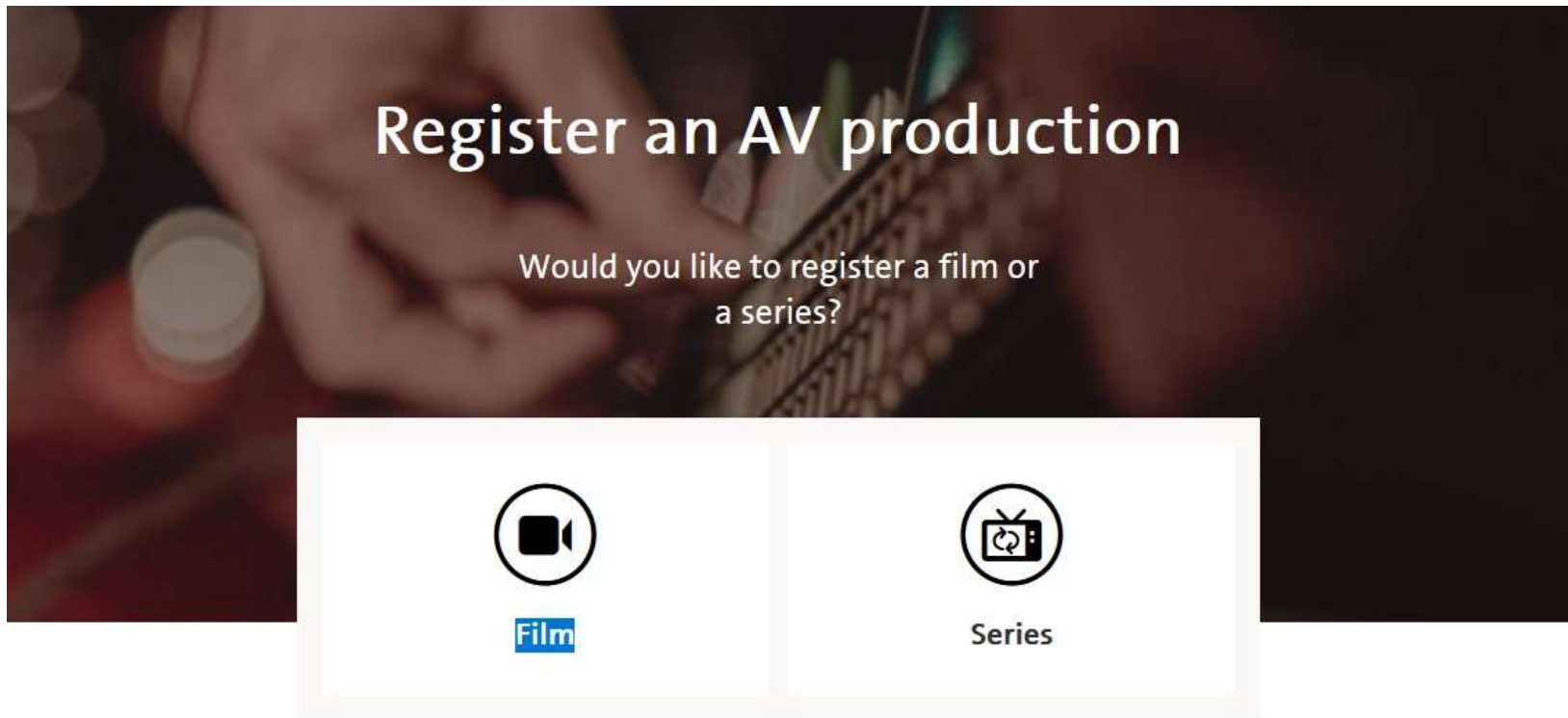
MANUAL: Online service AV registration

Register films & series online with GEMA

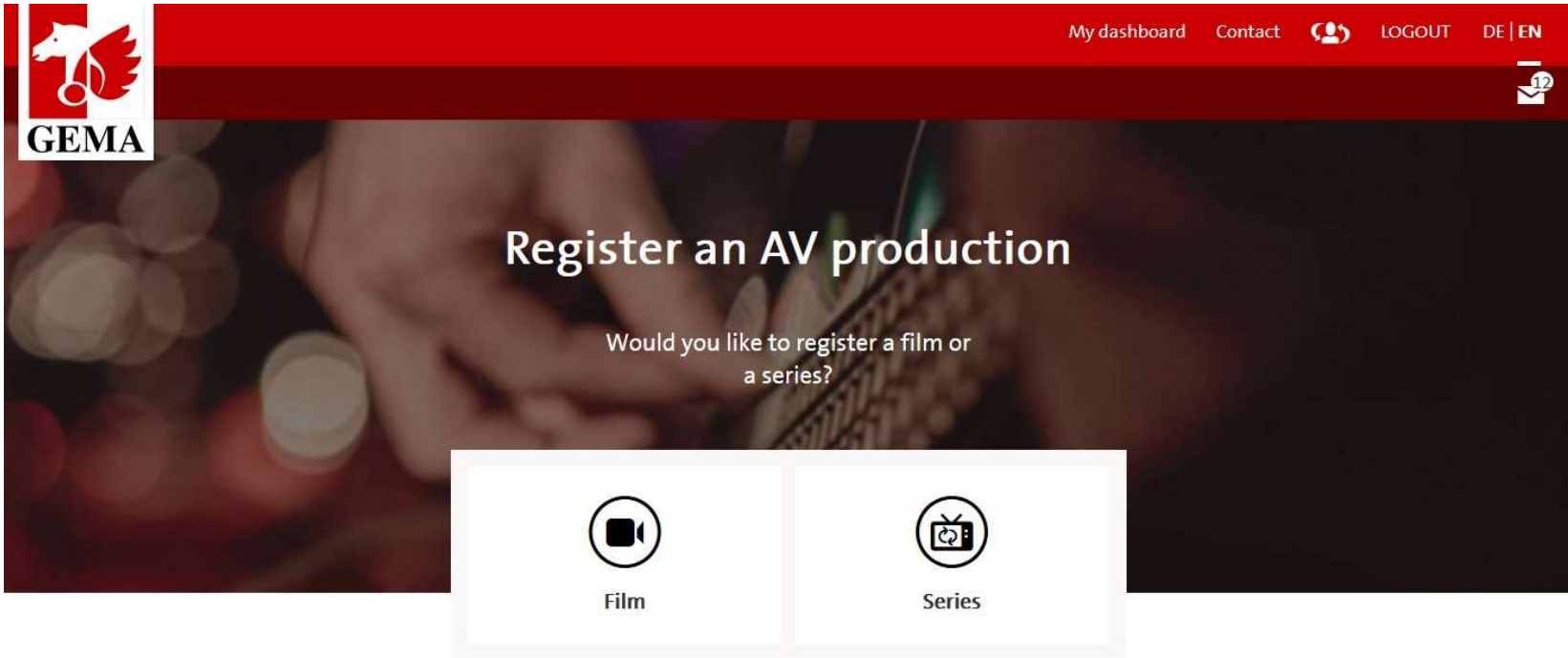


- Find the online service „AV registration“ in your dash board of the online portal

Start your online AV registration

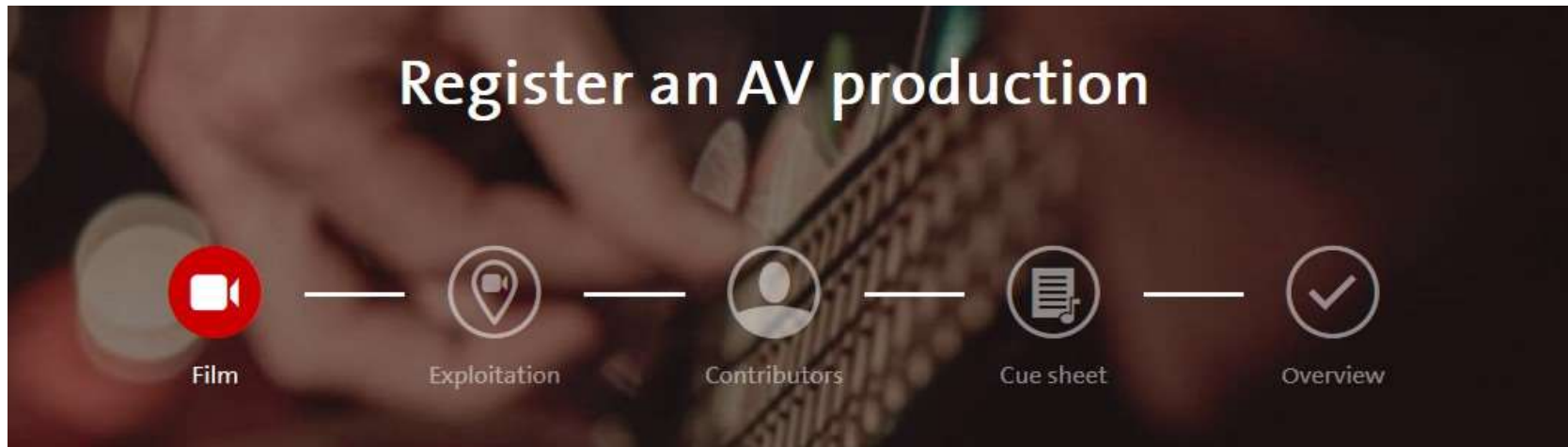


- Select firstly whether you want to register a film or a series (and episodes)

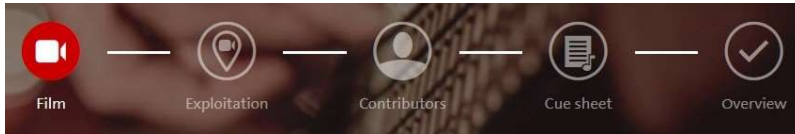


Register audiovisual (AV) productions such as films or series that contain your music in the online portal with the feature „AV registration“.

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.



- 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

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

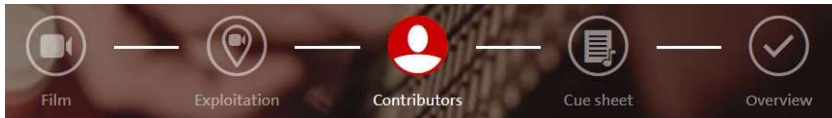
Territory of exploitation (optional)

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

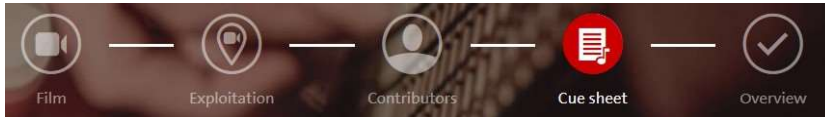
- At least one contributor must be named
- Select between producer and licensee

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	contactadress@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

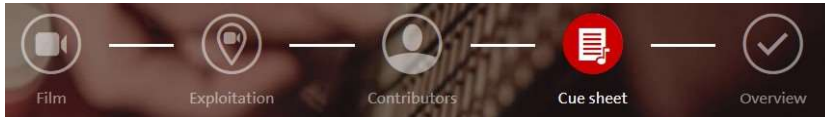
[⊕ Add title to cue sheet via work search](#)

[⊕ 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

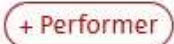

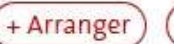

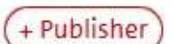
Name of the composer

Please enter the name of the composer.

First name of the composer (optional)

IP Name No. of the composer (optional)

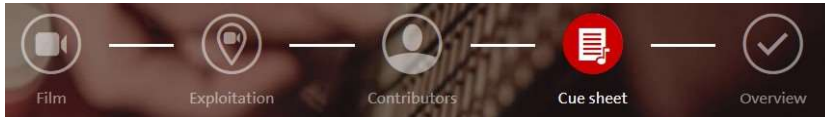
Other participating person(s) in this work (optional):

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	
<input type="checkbox"/> HAPPY BIRTHDAY TO YOU (545061-002)	Pre-existing work	Background music	1:00	
<input type="checkbox"/> Example (Manually captured)	Specially commis...	Closing theme	15:00	<input checked="" type="checkbox"/>

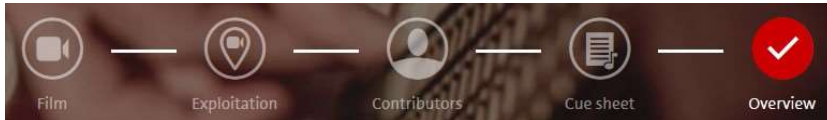
Add title to cue sheet via work search

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)

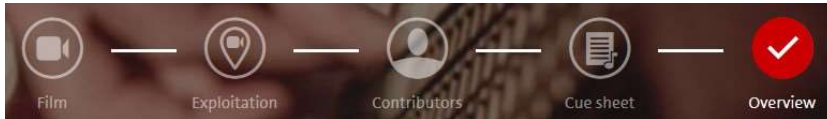
Street	No.	Postcode	Town	Country	Email address
Any Rd.	1	1234	Town of the Towns	-	contactadress@production.com

 **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.)

The screenshot shows the 'Overview' registration form with a modal dialog for 'Synchronisation rights'. The form fields are as follows:

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): Ally, No. 1, Post 123

Cue sheet

Entire music content included?: Yes

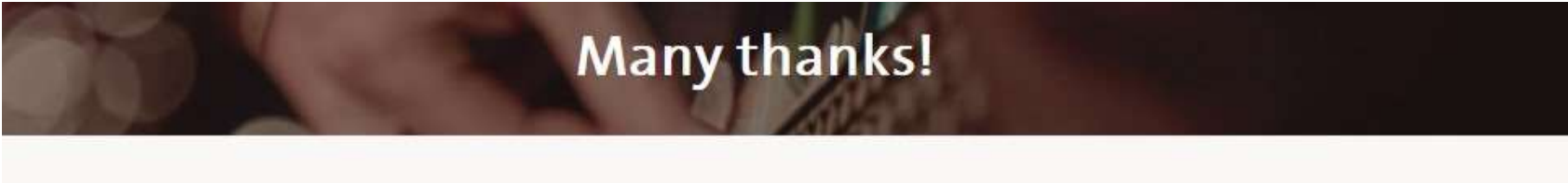
Title	Origin	Characteristics	Playing time
No titles	Pre-existing work	Background music	0:01

The modal dialog 'Synchronisation rights' contains two radio button options:

- 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.

Buttons: Cancel, Submit registration

AV PRODUCTION REGISTRATION - FILM



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)

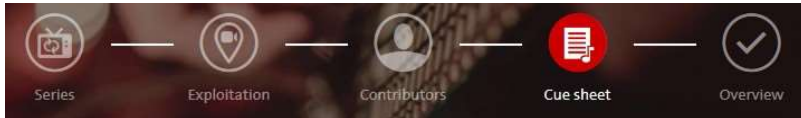
+ Alternative series title

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

Cue sheet

Is the entire music content included in the cue sheet?

No Yes

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
------	-----------	------------

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

Work declaration

Contributors Works Overview

Contributors

Ann
Komponist*in (K) IP Name No.: - PR share: - MR share: -

⊕ Add author
⊕ Add original publisher
⊕ Add artist
⊕ Add instrumentation of the composition

Continue

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.