



REGISTER REPERTOIRE

myPPL User Guide

Register Repertoire allows you to register and manage your recordings and releases with **PPL**.

Once registered, your releases and recordings will be included in the PPL repertoire database.

To begin the process of registering repertoire click the 'Register Repertoire' tile in your myPPL screen.

There are also guides and videos available from the PPL website at:
<http://www.ppluk.com/I-Make-Music/Registering-Repertoire-User-Guides/>

Need help?

Contact the Member Services team by email at memberservices@ppluk.com or by phone on 020 7534 1234.

Please note that all terms can be found in the Repertoire Data Policy located on the PPL website or on the Register Repertoire landing page.

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Before you start

Optimise your experience

In order to get the best experience from myPPL, we recommend that you use the latest version of **Chrome** or **Firefox** as your browser.

Register Repertoire via myPPL is not optimised for mobile use (including tablets and phones). We recommend that you access it via a web browser on a laptop or a computer.

Check that you have all the information you need

Recordings must comply with [PPL's Repertoire Data Policy](#) in order to be submitted to the Repertoire Database. For each recording, the information that you will need to register repertoire is:

- ISRC
- Recording Title
- Band/Artist name
- Content type
- Primary Country of recording
- Country of commissioning
- (P)Date
- (P)Name
- Performer line-up information

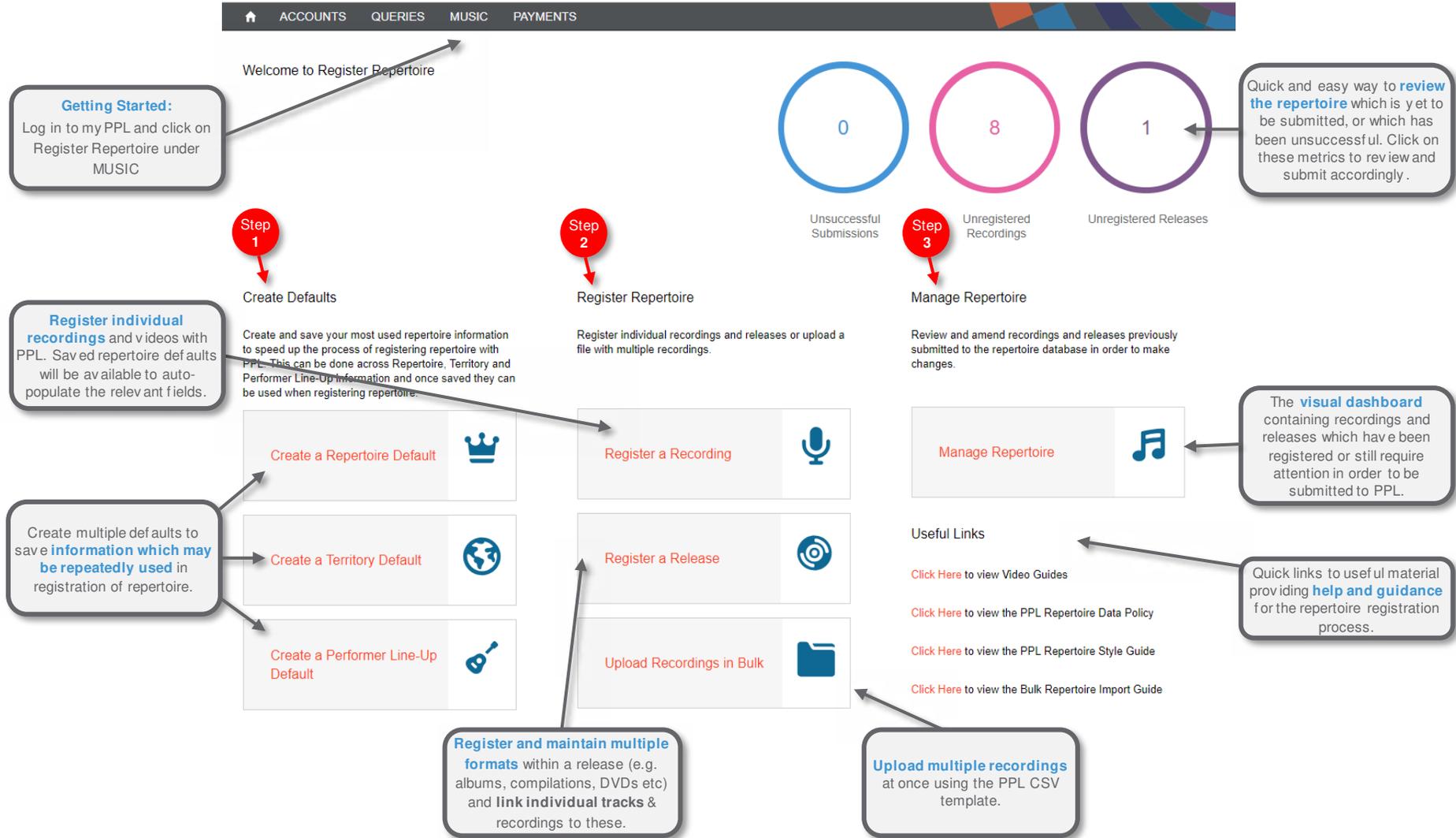
Recording Rightsholder members must also ensure they have entered their Rightsholder name, ownership type, the date they acquired the rights, their rights percentage (if applicable) and the territories where they control the rights. Recording Rightsholders must also supply a full performer line-up for their recordings.

Security

myPPL has a number of security features to help maintain the security and integrity of your data. One of these features is the auto-logout function, which will log you out of our system automatically after a period of 15 minutes.

Overview – Register Repertoire Landing Page

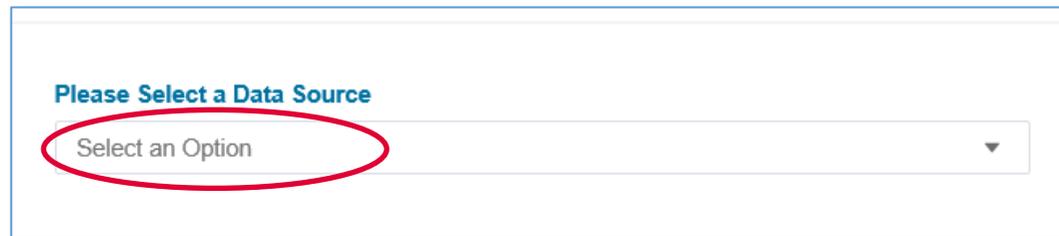
A single location where you are able to perform all your necessary tasks.



Do you register recordings for more than one Recording Rightsholder?

If your account is set up to register recordings for more than one Recording Rightsholder, when you begin a registration process for recordings or releases a new window will pop up to select the Data Source. To continue, select the Data Source for the Recording Rightsholder on whose behalf you wish to register during this session.

Note: A Recording Rightsholder is the company / party that holds the rights to the sound recording – this is distinct from the label. One Recording Rightsholder may administer multiple labels.



The screenshot shows a web interface element for selecting a data source. It consists of a blue-bordered box containing the text "Please Select a Data Source" in blue. Below this text is a white dropdown menu with a red oval highlighting the text "Select an Option" and a small downward-pointing triangle on the right side.

Step 1: Defaults

To speed up the process of registering repertoire with PPL, you can create defaults which allow you to save information in the system to be used in registering repertoire later on.

The 3 different types of defaults available in Register Repertoire are:

- Repertoire defaults (covering all aspects of recording or release data)
- Territory defaults (to specify where in the world you hold recording rights)
- Performer Line-Up defaults (covering featured, non-featured and supporting personnel)

You can set up as many variations of each of these defaults as you require to help in speeding up the registration of your repertoire.

Creating and using defaults should save you a lot of time when registering your repertoire as these will then pre-populate fields as part of the registration of recordings and releases.

It is *always* recommended that you complete repertoire, territory and line-up defaults before registering recordings or releases, or before bulk uploading repertoire, as this should greatly speed up the repertoire registration process. Completing the territory and line-up defaults are particularly important for bulk uploading repertoire as it is not possible to populate the bulk upload spreadsheet with line-level territorial rights or performer line-up information.

Create a Repertoire Default

Repertoire Defaults are intended to save you time when completing a number of repertoire registrations that have similar or the same details.

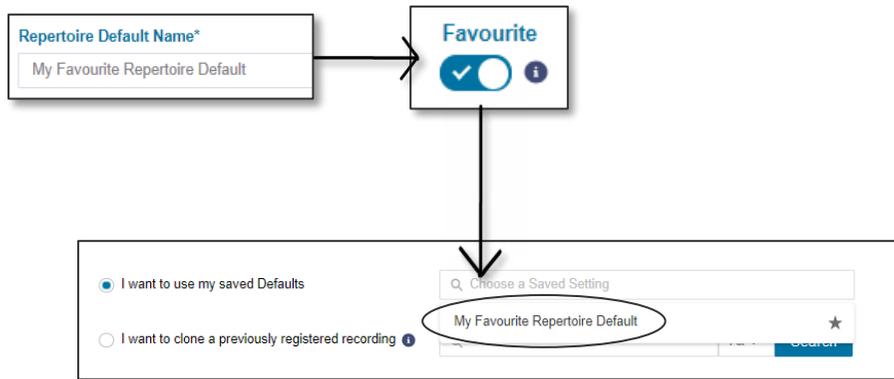
Repertoire Defaults relate to all the fields associated with individual recording and release information. There is no restriction to how many defaults can be saved.

Use an appropriate or memorable title, relevant to the repertoire that is being defaulted, to make it easier to find and manage later on. You cannot use the same title for more than one Repertoire Default. For more information on completing this, see the [PPL Repertoire Style Guide](#).

When selecting a saved Repertoire Default during registration of a new recording or release, the fields will be automatically populated for you. These can be changed if necessary within the registration journey.

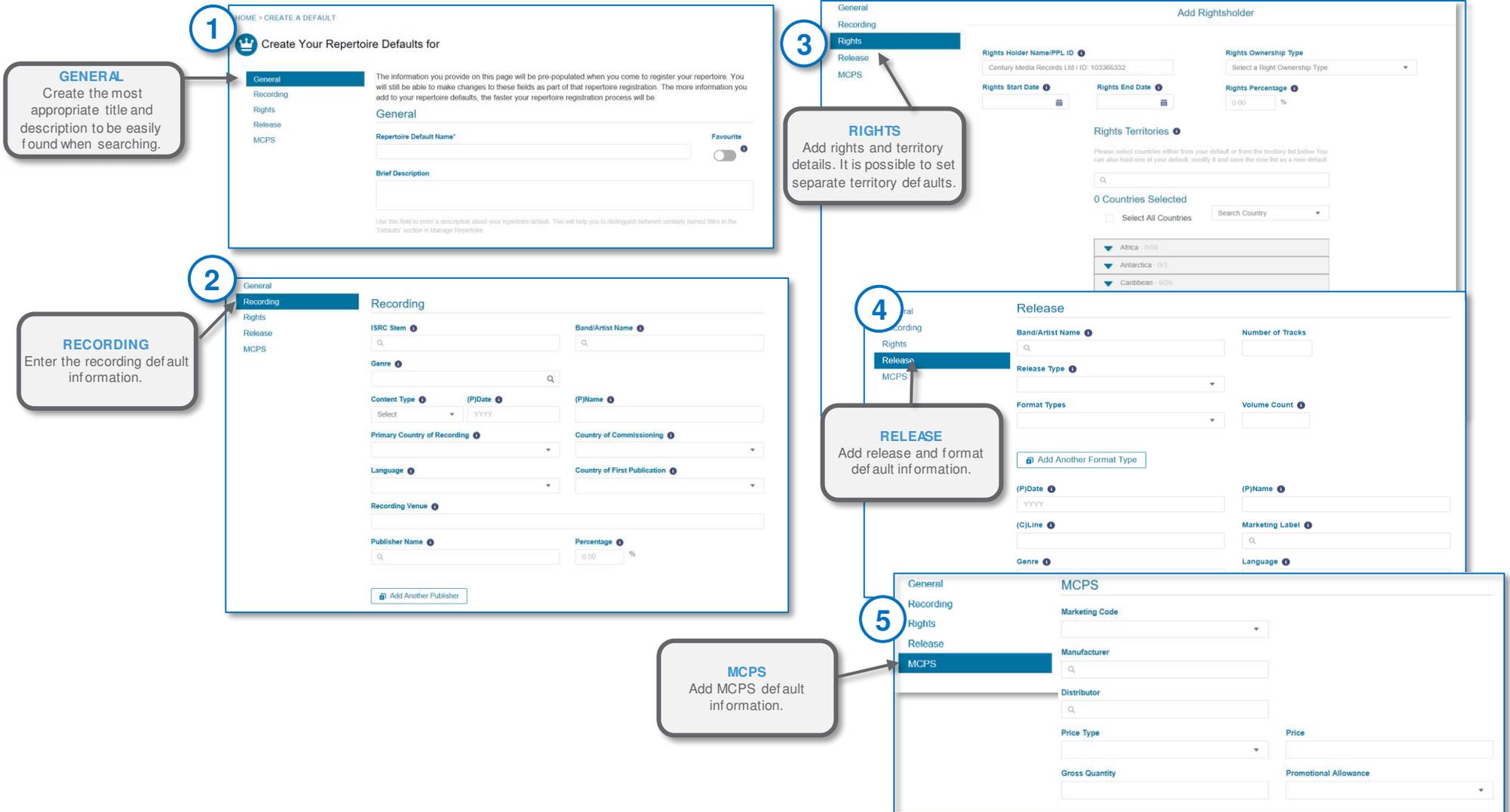
Favourites: By selecting a Default as a Favourite, it will automatically appear in the list when searching for a Default to apply to your new recording or release.

Repertoire and Line-Up defaults are unique to Data Source, so if you register on behalf of more than one Recording Rightsholder make sure you have selected the correct Data Source when beginning the registration of a new recording/release before applying particular defaults. Territory Defaults, however, are not unique to a Data Source.

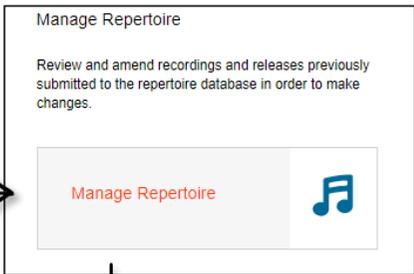
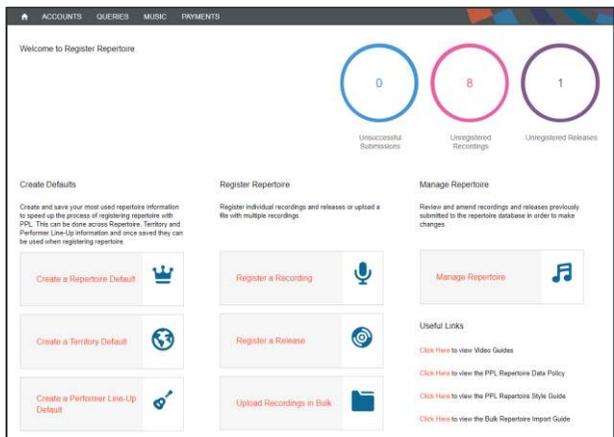


The 5 main sections within the Repertoire default include:

- General
- Recording
- Rights
- Release
- MCPS



Managing defaults: This can be done by navigating to the “Defaults” screen within the “Manage Repertoire” journey.



Create a Territory Default

Territory Defaults are intended to save you time when completing a number of repertoire registrations that have similar or the same details.

Territory Defaults can be used to specify those countries where you most regularly control rights to your recordings. There is no restriction to how many defaults can be saved.

Use an appropriate or memorable title for the Default to make it easier to find and manage later on and provide rights information in the Bulk Upload Template. You cannot use the same title for more than one Territory Default. For more information on suitable Default Titles, see the [PPL Repertoire Style Guide](#).

You can select a Territory Default on the Rights screen within the recording registration journey.

When selecting a saved Territory Default during registration of a new recording, the relevant countries will be automatically populated for you. These can be added to or removed if necessary within the Rights screen.

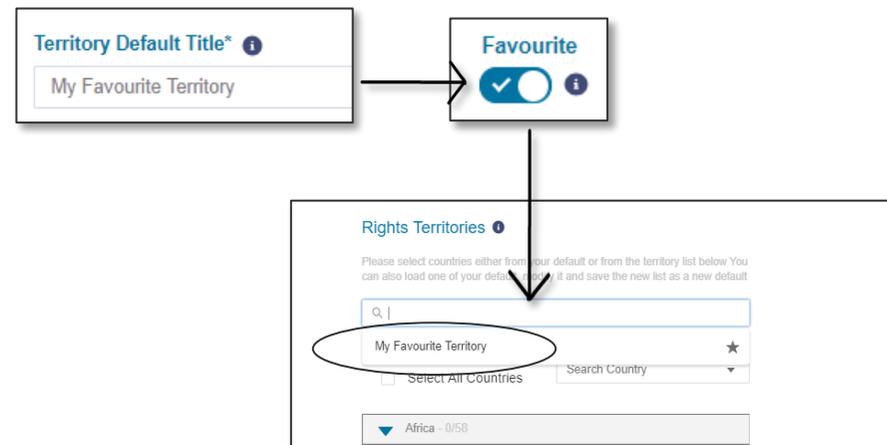
When using the Bulk Upload Template, the name of the Territory Default is required to import the rights information successfully.

By selecting a Default as a Favourite, it will automatically show in the list when searching for a Default to apply to your new recording.

When you amend a Territory Default the recordings you previously added by using that default will not be altered. If you need to amend those recordings too, you will need to go to them individually.

For those Recording Rightsholders who manage more than one Data Source, Territory Defaults are not unique to Data Source.

Note: PPL automatically provides all Recording Rightsholders with the following popular defaults (so you don't have to set these up):
Europe only, UK & Ireland, UK only, Worldwide excluding Northern America, Worldwide



HOME > CREATE A DEFAULT

Create a Territory Default

The information you provide on this page will be pre-populated when you come to add rights. You will still be able to make changes to these fields as part of that repertoire registration. The more information you add to your territory defaults, the faster your repertoire registration process will be

Territory Default Title* ? **Favourite**

Brief Description

Use this field to enter a description about your repertoire default. This will help you to distinguish between similarly named titles in the 'Defaults' section in Manage Repertoire

0 Countries Selected

Select All Countries Search Country

- ▼ Africa - 0/58
- ▼ Antarctica - 0/3
- ▼ Caribbean - 0/26
- ▼ Central America - 0/8
- ▼ Central Asia - 0/5
- ▼ Eastern Asia - 0/8
- ▼ Europe - 0/49

Create the most appropriate title and description to be easily found when searching.

Toggling as a favourite will ensure this default is at the top of the list of defaults

Search and select countries to be included in the territory default.

Discarding will exit without saving the default.

Save default for it to be available when next registering repertoire.

Create a Performer Line-Up Default

Performer Line-Up Defaults are intended to save you time when completing a number of repertoire registrations that have similar or the same details.

Line-Up Defaults can be used to specify those performers that commonly appear on your recordings. There is no restriction to how many Line-Up Defaults can be saved.

Use an appropriate or memorable title for the Default to make it easier to find and manage later on and provide line-up information in the Bulk Upload Template. You cannot use the same title for more than one Line-Up Default. For more information on suitable Default Titles, see the [PPL Repertoire Style Guide](#).

You can select a Line-Up Default on the Performer Line-Ups screen within the recording registration journey.

When selecting a saved Line-Up Default during registration of a new recording, the relevant performers will be automatically added to the recording. These can be added to or removed if necessary within the Performer Line-Ups screen.

When using the Bulk Upload Template, the name of the Line-Up Default is required to import the performer line-up information successfully.

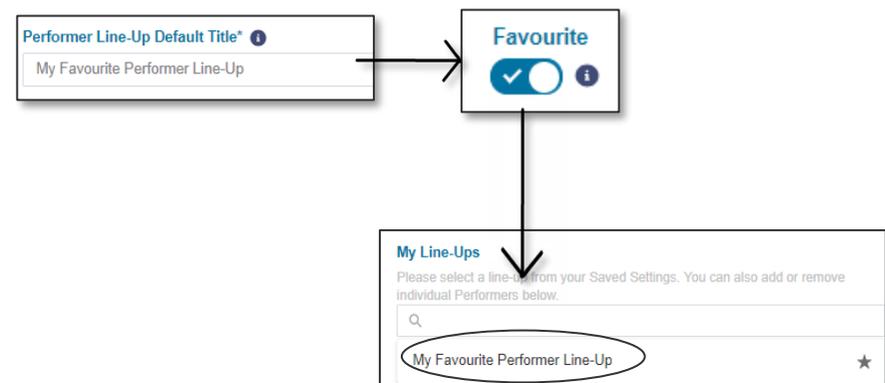
By selecting a Default as a Favourite, it will automatically at the top of the list when searching for a Default to apply to your new recording.

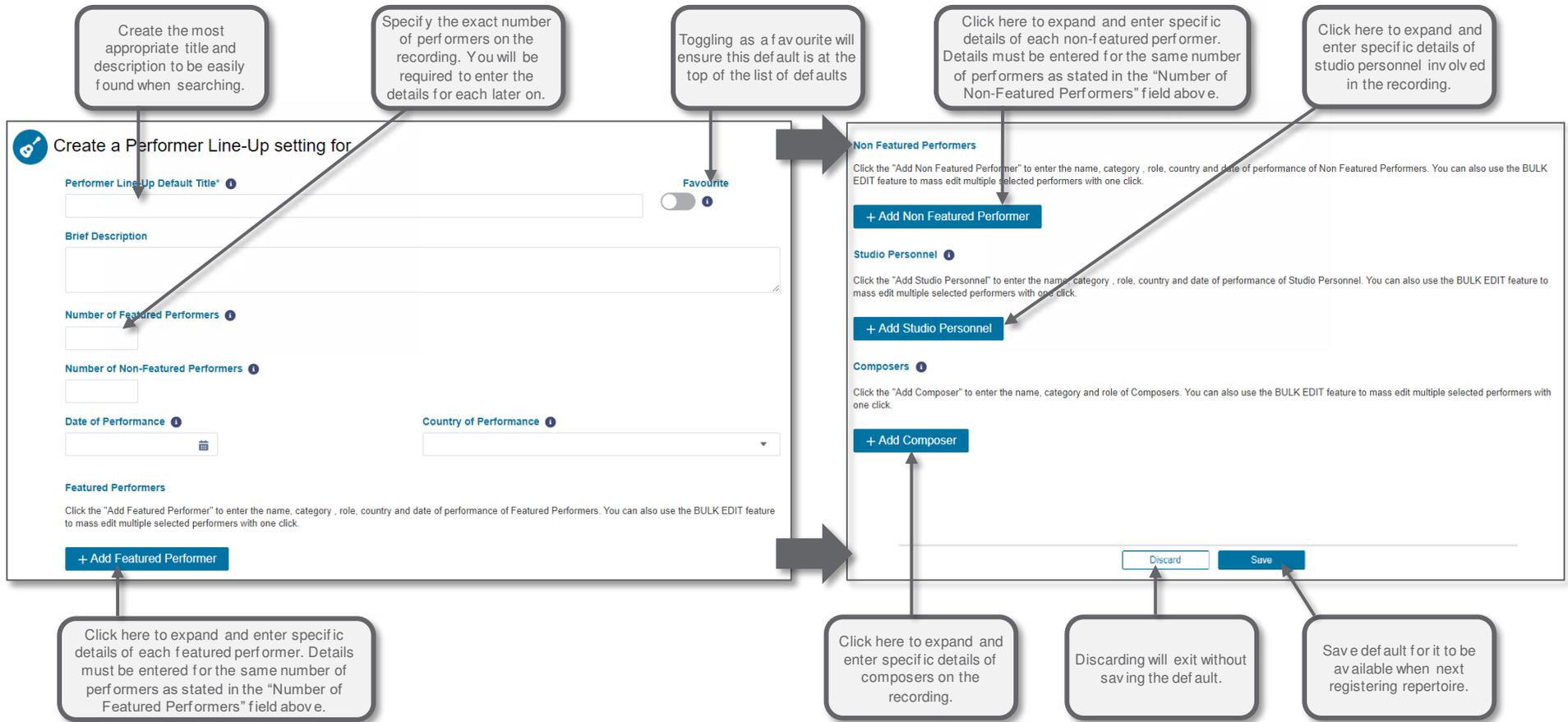
When you amend a Line-Up Default the recordings you previously added by using that default will not be altered. If you need to amend those recordings too, you will need to go to them individually.

Line-Up Defaults are unique to Data Source, so make sure you have selected the correct Data Source when beginning the registration of a new recording before applying a particular Line-Up Default.

If you can't find a performer in our database you will be given the option to add them.

Once all performers have been added, remember to save your new Line-Up Default.





Also refer to the [PPL Repertoire Style Guide](#) for more guidance on completing your repertoire fields.

Step 2: Repertoire Registration

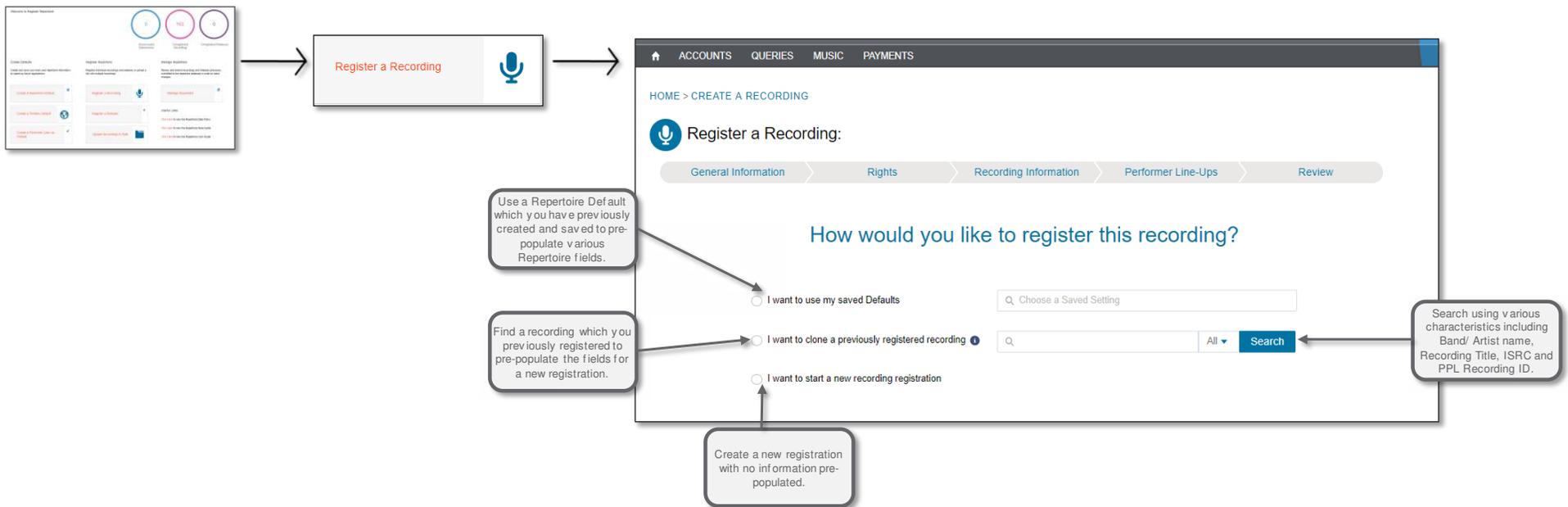
Register a Recording

This journey enables you to register individual recordings.

It is recommended that you create and save Repertoire Defaults before you begin in order to pre-populate many fields within the Register a Recording journey which will speed up the registration process.

Alternatively you can clone a previously registered recording if much of the information is the same.

Lastly you can start a new recording registration from scratch.



Register a Recording – General Information

Ensure that all mandatory fields are completed in the registration process (indicated with a *). You will be guided through several screens including:

- General Information
- Rights (if applicable to you)
- Recording Information
- MCPS (if this is flagged)
- Performer Line-Ups
- Review

On-screen tooltips (helpful hints) provide further information on specific fields when the cursor hovers over it.

It is recommended that you provide as much information as possible in addition to the mandatory fields.

Your recording registration is automatically saved but you can also save manually using the Save button at the bottom of the screen.

Please refer to the [PPL Repertoire Data Policy](#) for more guidance on the PPL repertoire data requirements.

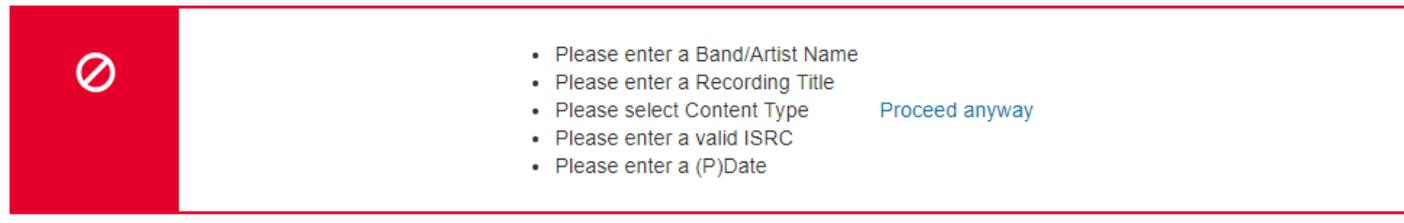
Please refer to the [PPL Repertoire Style Guide](#) for help when completing the “free text” fields when registering repertoire with PPL.

The screenshot shows the 'Register a Recording' form with the following elements and annotations:

- Top Navigation:** HOME > CREATE A RECORDING
- Form Title:** Register a Recording:
- Progress Bar:** General Information (active), Rights, Recording Information, Performer Line-Ups, Review
- ISRC*:** A text input field with a tooltip: "This should consist of 12 characters. If you have a CBRUK prefix associated with your rightholder account this section may already be part-completed. You will still need to complete the rest of the ISRC." A note above it says: "You will be guided through the registration process in order to provide the required information. It is possible to progress through the registration if you cannot provide the mandatory information but you won't be able to submit the repertoire until it is provided."
- Band/Artist Name*:** A text input field with a search icon.
- Recording Title*:** A text input field.
- Version Type:** A dropdown menu.
- Remastered:** A toggle switch labeled "This recording is remastered".
- Genre:** A text input field with a search icon.
- Content Type*:** A dropdown menu.
- (P)Date*:** A text input field for year (YYYY).
- Bottom Buttons:** Discard, Next, Review, Saved 15:40, Save.
- Annotations:**
 - A tooltip: "Tooltips are located throughout the system to provide on-screen help and guidance for completing repertoire registrations." with arrows pointing to the ISRC, Band/Artist Name, and Recording Title fields.
 - A note: "Review your registration at any time to identify gaps or errors." pointing to the Review button.
 - A note: "Save your recording at any point in the process. The system does save automatically every few seconds." pointing to the Save button.

Validation errors (like the one below) will be displayed if there are issues with the information you provide during the registration process.

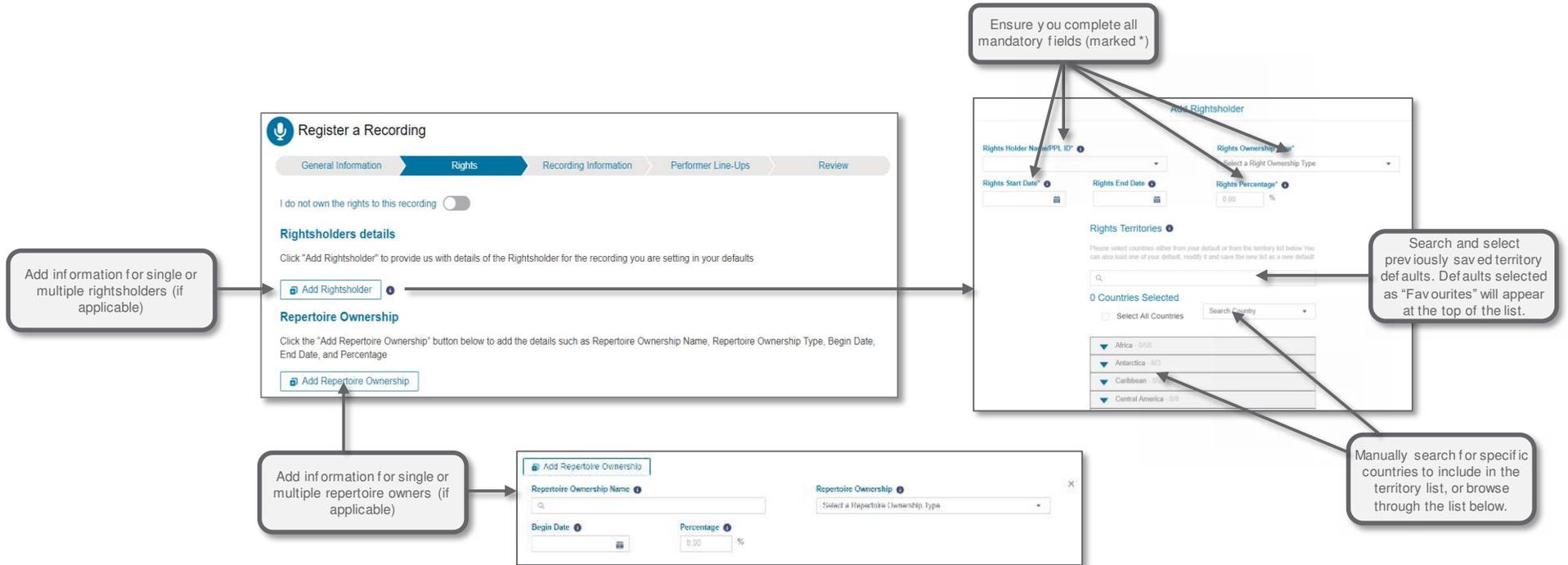
It is possible to “**Proceed anyway**” and continue through the registration process however you will not be able to submit the repertoire until you have provided the mandatory information required.

A red-bordered notification box with a red background on the left side containing a white prohibition sign (a circle with a diagonal slash). To the right of the sign is a list of five validation errors and a blue link labeled "Proceed anyway".

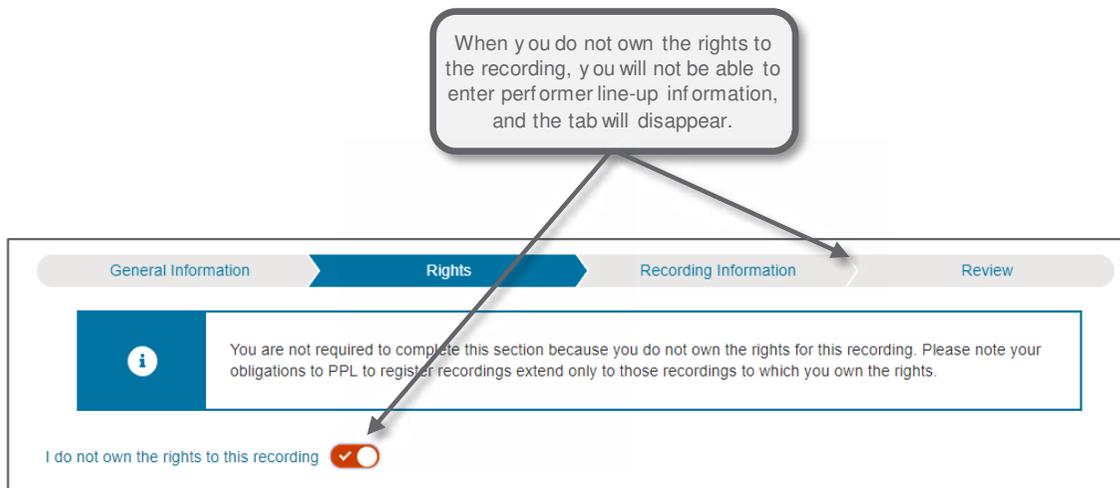
- Please enter a Band/Artist Name
- Please enter a Recording Title
- Please select Content Type
- Please enter a valid ISRC
- Please enter a (P)Date

[Proceed anyway](#)

Register a Recording – Rights



Recording rights: If you do not own the rights to the recording, indicate this by toggling this button on. By doing this the Performer Line-Up screen will disappear and you will not be able to provide this information.



PRS Work Tunecode

You will notice a section called “Works”. This is a new feature where we provide an opportunity for you to link your recording to the underlying musical work in the PRS for Music database. You can search for the musical work manually or, if the system has automatically suggested a match, they will appear in a list in the table below. Accept or reject the suggested work as appropriate. Confirming the link between your recording and the musical work will help PPL and PRS for Music work together to seek to improve the quality of data about copyright, across the industry. If you have any queries in relation to PRS for Music’s database, please contact PRS for Music.

The image shows a two-part screenshot illustrating the PRS Work Tunecode feature. The top part is a breadcrumb trail: HOME > CREATE A RECORDING. Below it is a section titled "Register a Recording:" with a microphone icon. A progress bar contains five steps: General Information, Rights, Recording Information (highlighted in blue), Performer Line-Ups, and Review. A dashed orange box highlights the entire progress bar. Below the progress bar, a note states: "PPL requires information marked with * in order to accurately distribute revenue". An arrow points from the "Recording Information" step to the bottom screenshot. The bottom screenshot is titled "Works" and contains a search bar with a dropdown menu set to "Tunecode" and a "Search" button. Below the search bar is a table with columns: Tunecode, ISWC, Work Title, Writers, and Publishers. A message in the table reads: "The PRS Tunecode cannot be found. Do you want to add it?" with "Add It" and "Cancel" buttons. Below this message is another table with columns: Tunecode, ISWC, Work Title, Writers, Publishers, and Actions. The "Actions" column contains an "X" icon.

Register a Recording – Performer Line-Up

Note: This screen will not be displayed if you do not own the rights to the recording (and you have selected this on the Rights screen)

It is important that we capture the performers who played on the recording you are registering. We would always encourage you to provide as much performer line-up data as possible, and certain performer data in relation to all new recordings commissioned in the UK from 1st January 2016 is mandatory (as set out in PPL's Repertoire Data Policy). On joining PPL, and in accordance with PPL's published rules and policies from time to time, recording rightsholders agree to regularly provide details of all recording artists (performers) named on sound recordings issued by the member. This is to ensure that performers, who have a legal right to receive equitable remuneration from the owner of the copyright in the sound recording, can be fairly remunerated for their work.

The first thing to note about this page is that you have the opportunity to use a previously saved performer line-up.

The first thing to do is to tell us how many unique featured and non-featured performers played on the recording. Please note that a performer who plays more than one instrument should only be counted once. You will then need to provide the individual details of each performer in the table below. If you input, for example, 12 featured performers here, you will be asked to provide the names and details for each of these performers. You can add to the table by clicking Add Featured Performer. The same process applies to Non Featured Performers, Studio Personnel (such as engineers or a performing ensemble name) and Composers. Please refer to the Style Guide for more information.

To help speed things up, you can bulk apply information by selecting the appropriate performers, and then updating them with the dropdown options such as making the flagged performers "Contracted Featured Artists".

Note that your performer line-ups are linked to your Data Source and so searches will only bring back those defaults associated with the current Data Source on behalf of whom you are registering.

Defaults
 Search for a Performer Line-Up default to pre-populate the performer information.
 Performer Line-Up defaults are associated with Data Sources.

Bulk editing
 It is possible to edit multiple performers at the same time using the check box to select more than one and subsequently edit the Category, Role, Date of Performance or Country of Performance.

Non payable information
 Studio Personnel and Composer information is not mandatory for payment. See the [PPL Repertoire data policy](#) for more information.

Register a Recording:

General Information | Rights | Recording Information | **Performer Line-Ups** | Review

My Line-Ups
 Please select a line-up from your Saved Settings. You can also add or remove individual Performers below.
 PPL requires information marked with * in order to accurately distribute revenue. Please ensure you have added all performers on the recording.

Number of Featured Performers *

Number of Non Featured Performers *

Date of Performance *

Country of Performance *

Featured Performers
 Click the "Add Featured Performer" to enter the name, category, role, country and date of performance of Featured Performers. You can also use the BULK EDIT feature to mass edit multiple selected performers with one action.

Performer Name	Category	Role	Date of Performance	Country of Performance	Actions
<input type="checkbox"/>	Bulk Edit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add Featured Performer

Non Featured Performers
 Click the "Add Non Featured Performer" button below to enter the relevant information. You can also use the BULK EDIT feature to mass edit multiple selected performers with one action.

+ Add Non-Featured Performer

Studio Personnel
 Click the "Add Studio Personnel" button to enter the relevant information. You can also use the BULK EDIT feature to mass edit multiple selected personnel with one action.

+ Add Studio Personnel

Composers
 Click the "Add Composer" button below to enter the relevant composer information. You can also use the BULK EDIT feature to mass edit multiple selected composers with one action.

+ Add Composer

Ensure that the number of performers provided here is the same as the amount listed below (e.g. if you enter 3 here, then 3 performers should be listed below).

Register a Recording – Review

This page summarises all the information you have provided for the individual recording and indicates where there are still gaps against the mandatory fields. You can edit directly from the Review page by clicking on the relevant section and it will take you back to the appropriate step in the journey.

The “Submit” button will become available to you when all mandatory information has been provided. Click submit to send the recordings to PPL. Once you have submitted the recording, it is not possible to edit it again until it has been registered successfully in the PPL repertoire database.

If you would like to review your recording at a later stage, you may do so by navigating to ‘Manage Repertoire’ from the ‘Register Repertoire’ landing page.

1 General Information

2 Rights

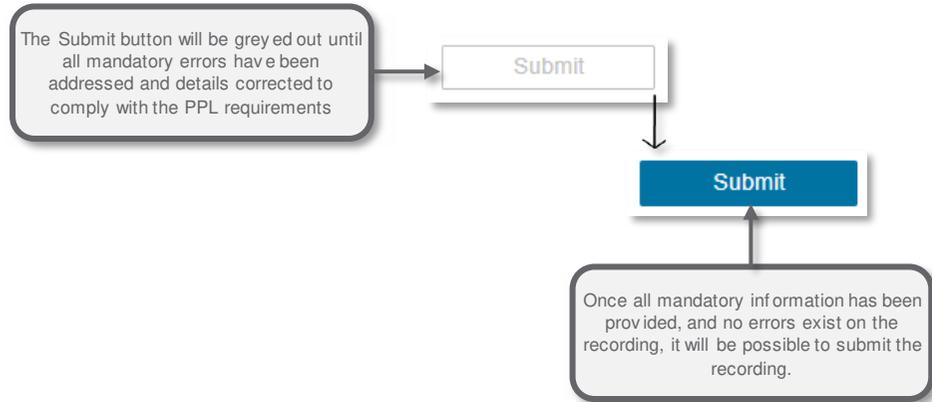
3 Recording Information

4 Performer Line-Ups

Errors
The Review page displays all of the specific recording information together in one place. It highlights (in **RED**) any errors.
Click on the field to return to the field to provide / edit the required information

Submitting your recording

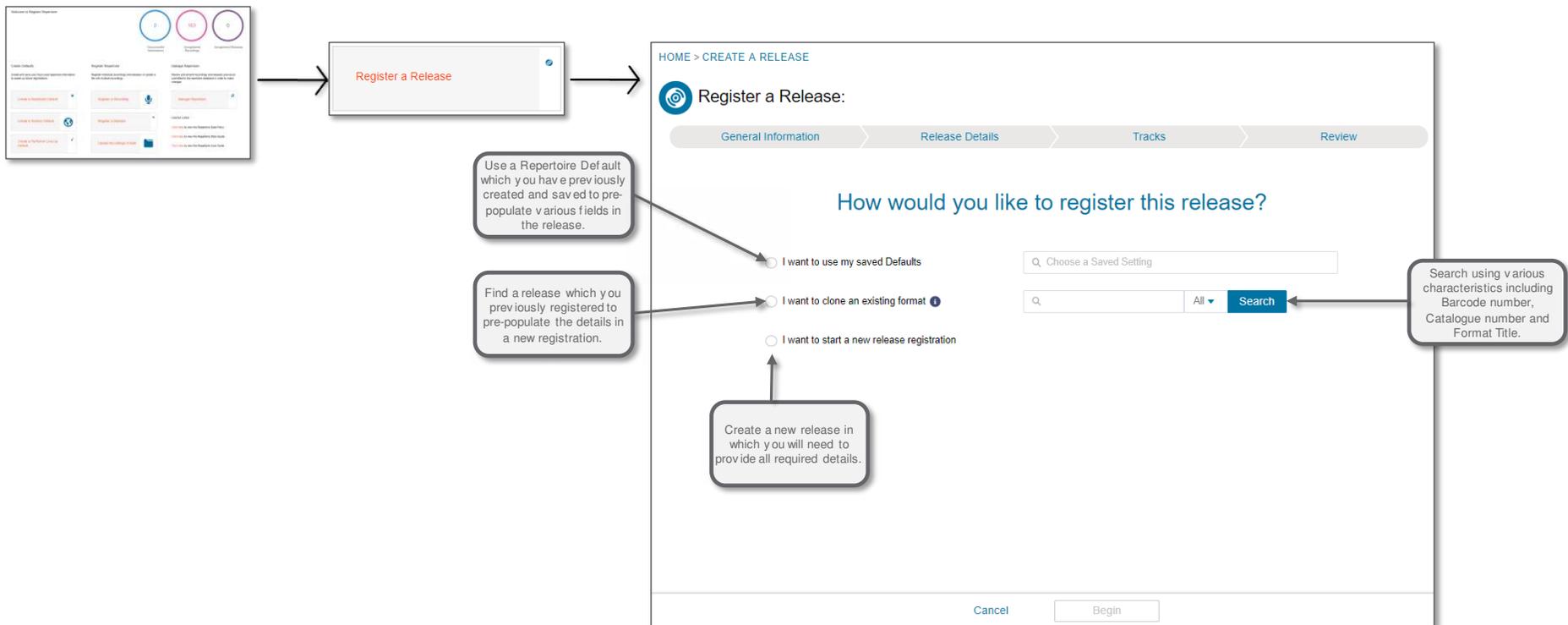
Remember that once you have provided all the mandatory and additional information in the recording, that you then need to submit it to the repertoire database by clicking on the **blue** button (as per the graphic below). This will only be **blue** once errors have been removed and the mandatory information has been completed.



Registering a Release

This journey enables you to register multiple formats of the same release (e.g. download and CD formats of an album) in a single registration.

If you're set up to register repertoire for more than once account, you will need to select a data source (from a pop up window), and then you are able to begin the registration. You will be presented with 3 options to begin the registration (using a saved Default, cloning an existing product, or starting a new release registration).



Register a Release – General Information

Upon selecting how you want to begin the registration, you will be moved to the release registration journey.

Points to note:

Multiple formats:

Note that on this screen you are required to enter all format types that will be linked with this particular release.

Number of tracks:

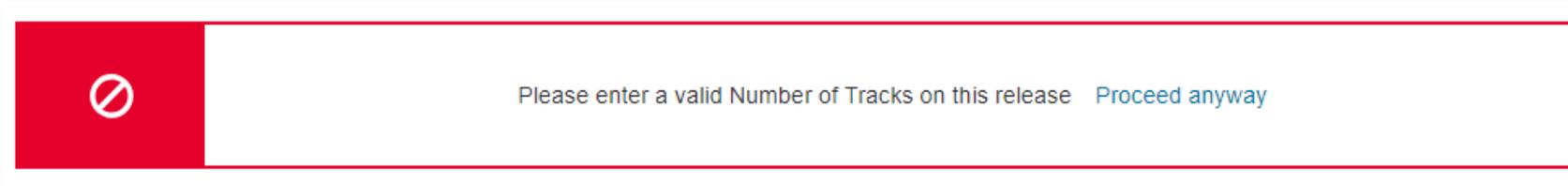
Enter the number that reflects the highest number of tracks that will be associated to the formats on the release (e.g. if you have two formats and one format has 5 tracks and the other will have 10 tracks, then enter 10 here)

The screenshot shows the 'Register a Release' form with the following elements and callouts:

- Progress Bar:** A dashed box highlights the progress bar with steps: General Information (active), Release Details, Tracks, and Review.
- Release Title*:** A text input field with a tooltip: "You will be guided through the registration process in order to provide the required information. It is possible to progress through the registration if you cannot immediately provide the mandatory information but you won't be able to submit the repertoire until it is completed."
- Compilation:** A toggle switch with a tooltip: "Tooltips are located throughout the system to provide on-screen help and guidance for completing repertoire registrations."
- Band/Artist Name:** A search input field with a tooltip: "Provide all format types that will feature on the release (i.e. DVD, Vinyl, CD etc)".
- Number of Tracks*:** A text input field with a tooltip: "Provide the total number of tracks that will be used in the release even if some formats will use fewer tracks. You can manage this on the Tracks tab later on."
- Release Type*:** A dropdown menu.
- Format Types*:** A dropdown menu with a plus icon.
- Add Another Format Type:** A button with a plus icon.
- Buttons:** Discard, Next, Review, and Save. A tooltip for the Review button says: "Review your registration at any time display all the information on one screen, or to identify errors."
- Save:** A tooltip for the Save button says: "Save your release at any point in the process. The system does save automatically every few seconds."
- Footer:** "Saved 15.40" is displayed next to the Save button.

Validation errors (like the one below) will be displayed if there are issues with the mandatory information you provide during the registration process.

It is possible to **“Proceed anyway”** and continue through the registration process, however, you will not be able to submit the repertoire until you have provided the mandatory information required.



Register a Release – Release Details

Mandatory Information
Provide the mandatory information (marked with a *) where required. Add as much additional information as possible to improve the quality of information stored

MCPS
If you need an MCPS licence, then toggle this and an additional tab will appear above for you to enter this information.

Register a Release:

General Information | **Release Details** | MCPS | Tracks | Review

PPL requires information marked with * in order to accurately distribute revenue

(P)Date*

(C)Line

Genre

(P)Name*

Marketing Label*

Language

MCPS
Do you need MCPS license?

Product Format Type	Format Title	Barcode*	Catalogue Number*	Volume Count*	Intended Release Date*
Digital Download	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	<input type="text"/>

Format information
Provide information for each format type you included on the General Information tab.

Barcode and Catalogue information
Ensure that the barcode is 13 digits and that both the Barcode and Catalogue number are unique for each format.

Register a Release – MCPS

A mechanical licence is required from MCPS whenever music is reproduced on any physical product. The form shown below can be used to provide the data needed by MCPS to issue a licence to reproduce music onto audio-only products (e.g. CDs). Alternatively you can choose to supply this information to MCPS directly. Once MCPS are informed of the production of physical music products they will be in touch to confirm your licence application.

Required information
The MCPS tab will be displayed if you require an MCPS licence, and you have toggled this on the Release Details tab earlier.

Register a Release:

General Information
Release Details
MCPS
Tracks
Review

PPL requires information marked with * in order to accurately distribute revenue

Marketing Code*

Distributor

Format Type	Format Title	Manufacturer	Manufacturer Address	Price Type*	Price	Gross Quantity	Promotional Allowance
Digital Download		<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	0.00	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

MCPS release information
Provide the Marketing Code and Distributor information for the Release.

MCPS format information
Provide the relevant MCPS information for each format included on the release.

Register a Release – Tracks

The screenshot shows the 'Register a Release: Tracks' screen. At the top, there are four tabs: 'General Information', 'Release Details', 'Tracks' (which is active), and 'Review'. Below the tabs, there are two main sections: 'All Formats (13 Tracks)' and 'Digital Download'. The 'All Formats' section has a '+ Add Recording' button. Below this is a table with columns: Recording Title, Band/Artist Name, ISRC, Duration, (P)Date, Version Type, Genre, and Actions. The table contains five rows of data. A callout box labeled 'Tracklisting' points to the 'All Formats' section, stating 'All tracks attached to this release are listed on the All Formats tab.' Another callout box labeled 'Actions' points to the 'Actions' column of the table, stating 'Preview and/or remove individual recordings on the release here.' A third callout box shows a zoomed-in view of the 'Actions' column, highlighting 'Preview' (with an eye icon) and 'Remove' (with a trash icon) buttons.

Add new recordings to the release by clicking “+ Add Recording”. The new window will display a summary of your repertoire, whether registered or still in progress. Click Finish when you have added the new recordings. These will be listed on the Tracks screen.

The screenshot shows the 'Register a Release' process for a 'Snow patrol 2018 release'. The 'Tracks' tab is active, showing a table with columns for Track, Recording Title, Band/Artist Name, ISRC, Duration, and Inclusion. A callout box labeled 'Tracklisting' points to the 'All Formats' section, stating: 'The tracks included on this format are displayed here.' Another callout box labeled 'Inclusion' points to a toggle switch, stating: 'When de-selecting a track to be included, it is moved to the bottom of the tracklisting on this tab.'

Unsubmitted or “Under Review” recordings in a release

It is possible to add recordings which are in progress (have not yet been submitted) to a release, but in order to successfully submit the release, these recordings will need to have been submitted. Return to the recording in Manage Repertoire and submit these.

In some cases, PPL will review certain recordings and will place the recordings “Under Review”. In this situation, please refer to the metrics on your Repertoire landing page.

One or more of the recordings added to this release currently have a status of 'In Progress' or 'Under Review'. You can continue to create and save this release but will not be able to submit it until the recording status is 'Submitted' or 'Registered'.

[Proceed anyway](#)

Register a Release – Review

The Review screen makes it easy to view all release details in one place, including to review all errors that may be affecting the release.

Errors: Any errors on the release will be highlighted in red, with the associated error message. Review these and click on the respective field to return directly to the release where you can amend or provide the required information.

HOME > CREATE A RELEASE

Register a Release:

General Information > Release Details > MCPS > Tracks > Review

1

General Information

Release Details

MCPS

Tracks

Release Title

Compilation no

Band/Artist Name

Number of Tracks

Release Type

General Information

Release Details

MCPS

Tracks

3

MCPS

Marketing Code

Please enter Price Type and Marketing Code

Distributor

Format Type	Format Title	Manufacturer	Price Type	Price	Gross Quantity	Promotional Allowance
Digital Download						

Please enter Price Type and Marketing Code

Errors

Review any errors on the Review page and click on the individual field to return to the page and provide/ edit the information as required.

General Information

Release Details

MCPS

Tracks

2

Release Details

(P)Date (P)Name

(C)Line

Marketing Label Genre

Language

Product Format Type	Format Title	Barcode	Catalogue Number	Volume Count	Intended Release Date
Digital Download					

General Information

Release Details

MCPS

Tracks

4

Tracks

All Formats (3 Tracks)

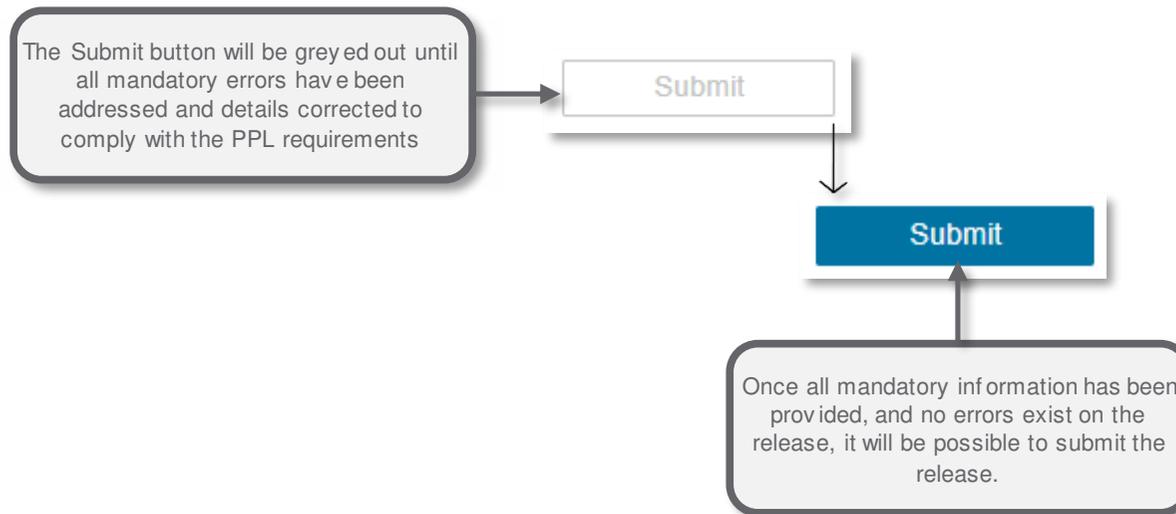
Digital Download

#	Recording Title	Band/Artist Name	ISRC	Duration	(P)Date
1					
2					
3					

Submitting your release

Remember that once you have provided all the mandatory and additional information in the release, that you then need to submit it to the repertoire database by clicking on the **blue** button (as per the graphic below). This will only be **blue** once errors have been removed and the mandatory information has been completed.

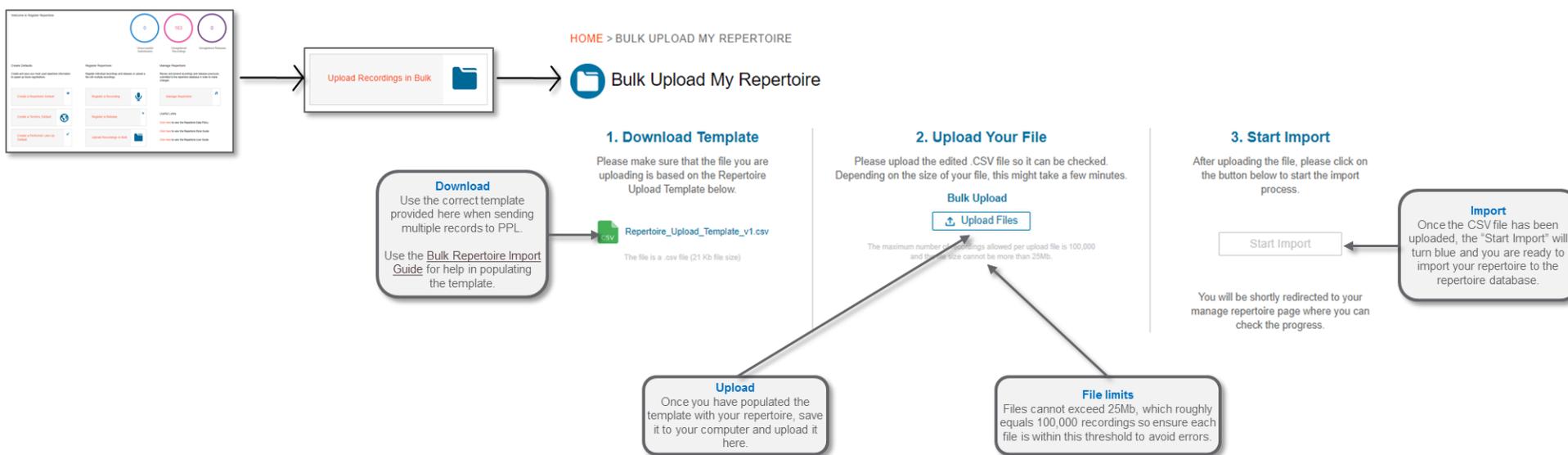
Note: You will not be able to submit a release until all recordings linked to the release have been submitted successfully to the repertoire database.



Uploading repertoire in bulk

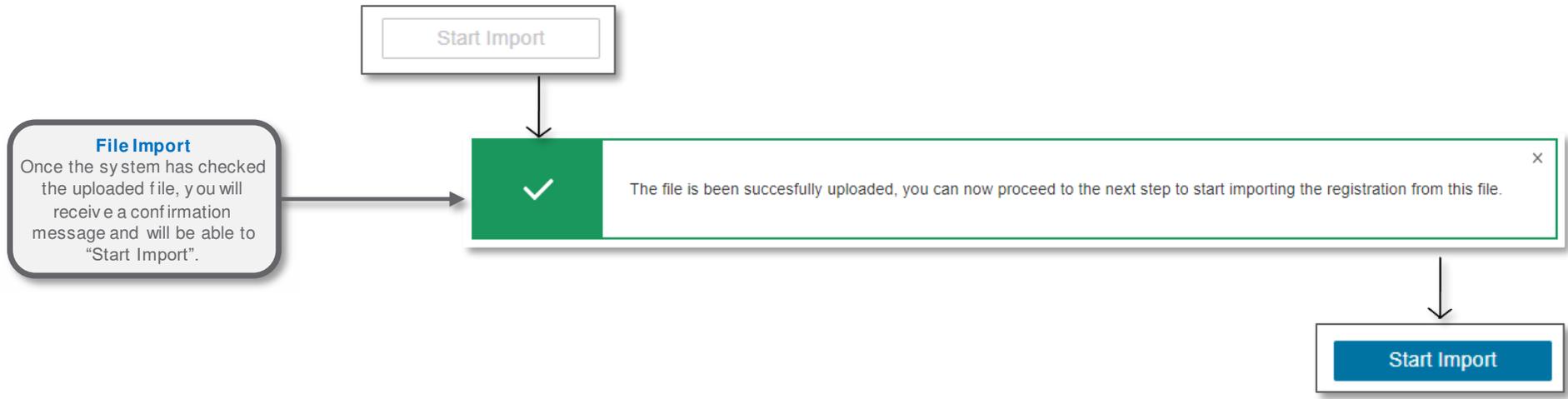
Providing repertoire to PPL in bulk requires the repertoire to be populated into a PPL template (.CSV format). This is available on the web page and must be used for a successful upload of repertoire.

File size should not be more than 25Mb which is equivalent to approximately 100,000 records. Multiple files will need to be uploaded if your volume of recordings exceeds this.



Warning: Create Territory and Line-Up defaults before uploading in bulk to enable successful submission of valid Rights Territory and Performer Line-Up information.

Ensure you always use the correct PPL template as this can change from time to time so it is advised to always download the template from the system before performing the bulk upload.



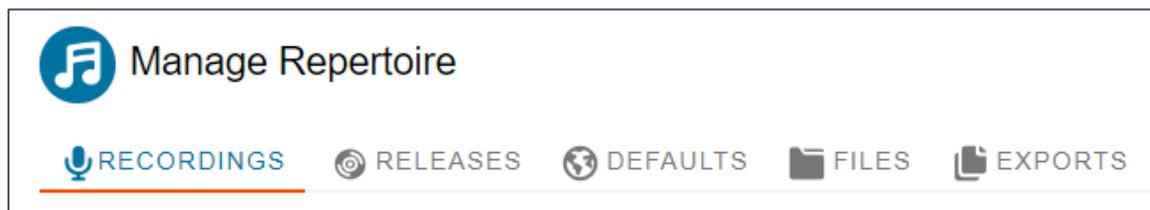
Avoid the following to make sure your repertoire data is imported successfully.

What has happened...	The system will...	What you need to do now...
A recording in the file does not have an ISRC	<p>Fail the particular recording which does not have a valid ISRC associated to it.</p> <p>The details of the recording can be viewed in the summary view of Files screen on Manage Repertoire, by clicking on the number in the Failed Recordings section.</p>	<p>Identify which row has failed, and re-upload this recording only with a valid ISRC. Alternatively, you can remove the whole file, fix the missing data, then import the file again.</p>
Recordings have duplicate details (such as Recording title, ISRC)	<p>Reject the particular recordings which are considered to be duplicates.</p>	<p>Re-upload the rejected recordings after reviewing them by using the filters in Manage Repertoire.</p> <p>Navigate to to the File screen in Manage Repertoire - click on the file name and then go to “Rejected Recordings”.</p>
Recording has invalid Rightsholder details	<p>Reject the particular recordings which have invalid Rightsholder details (the system performs a validation of Rightsholder details during the import).</p>	<p>Re-upload the rejected recordings after reviewing them by using the filters in Manage Repertoire.</p> <p>Navigate to to the File screen in Manage Repertoire - click on the file name and then go to “Rejected Recordings”.</p>
Recording has an ISRC which is already linked to a previously registered recording	<p>Reject the particular recordings which have an ISRC which is already linked to another registered recording (the system performs a validation of ISRC during the import).</p>	<p>Re-upload the rejected recordings after reviewing the rejected recordings by using the filters in Manage Repertoire.</p> <p>Navigate to to the File screen in Manage Repertoire - click on the file name and then go to “Rejected Recordings”.</p>
Recording has a Local recording ID which is already linked to a previously registered recording	<p>Reject the particular recordings which have a Local recording ID which is already linked to another registered recording (the system performs a validation of Local recording ID during the import).</p>	<p>Re-upload the rejected recordings after reviewing the rejected recordings by using the filters in Manage Repertoire.</p> <p>Navigate to to the File screen in Manage Repertoire - click on the file name and then go to “Rejected Recordings”.</p>

Step 3: Managing Repertoire

The Manage Repertoire section provides a “one stop shop” view of recordings and releases where you can review, edit, submit and delete repertoire that you have previously supplied.

The views have been split into 5 screens for easier navigation to perform different actions on the repertoire.



Recordings – a dashboard displaying all of the recordings you have previously imported or created individually.

Releases – a dashboard displaying all of the releases you have created.

Defaults – a dashboard displaying all defaults you have previously created and saved.

Files – a dashboard displaying all previously imported files and status of the recordings within each file.

Exports – a dashboard displaying a list of CSV files that have been created using the Export functionality in the Recordings or Releases screens.

Manage Repertoire – Recordings

Recordings tab

Navigation
Navigate between tabs to view, edit and export your repertoire.

Data Source
Enables you to filter and edit recordings for these rightholders.

Status
Refine your view by filtering on the status of your repertoire (valid, invalid, under review).

Error types
Review and amend repertoire with common errors by filtering here.

Display
Display up to 100 recordings per page.

Mass edit
Apply changes to multiple recordings at once using this function. Tick the relevant recordings beforehand on the left hand side.

Delete
Delete 'in-progress' recordings to permanently remove them from register repertoire, once deleted they will need to be registered again (you cannot delete submitted recordings)

Action
Preview (also shows errors), edit, clone or delete individual recordings.

Valid/ Invalid
Indicates if a recording meets the requirements in the PPL repertoire data policy.

Submit
Make sure you submit your recordings in order to register them in the repertoire database. Select them first using the tick boxes on the left hand side

Toggle views
Toggle between recordings that have been successfully submitted to the repertoire database and no further action is required ("Registered") and recordings that still require some action to be submitted to the repertoire database, or have been submitted recently but not yet processed ("In Progress").

Detailed view
View individual recordings here. Sort repertoire by clicking on field headers.

New recording
Shortcut to creating a new recording (you can still use defaults or select a previously submitted recording as a starting point).

Manage Repertoire

RECORDINGS | RELEASES | DEFAULTS | FILES | EXPORTS

+ Create New Recording

Show Recordings: In Progress Registered

Filter by Data Source: Filter by Status: Filter by Error Type:

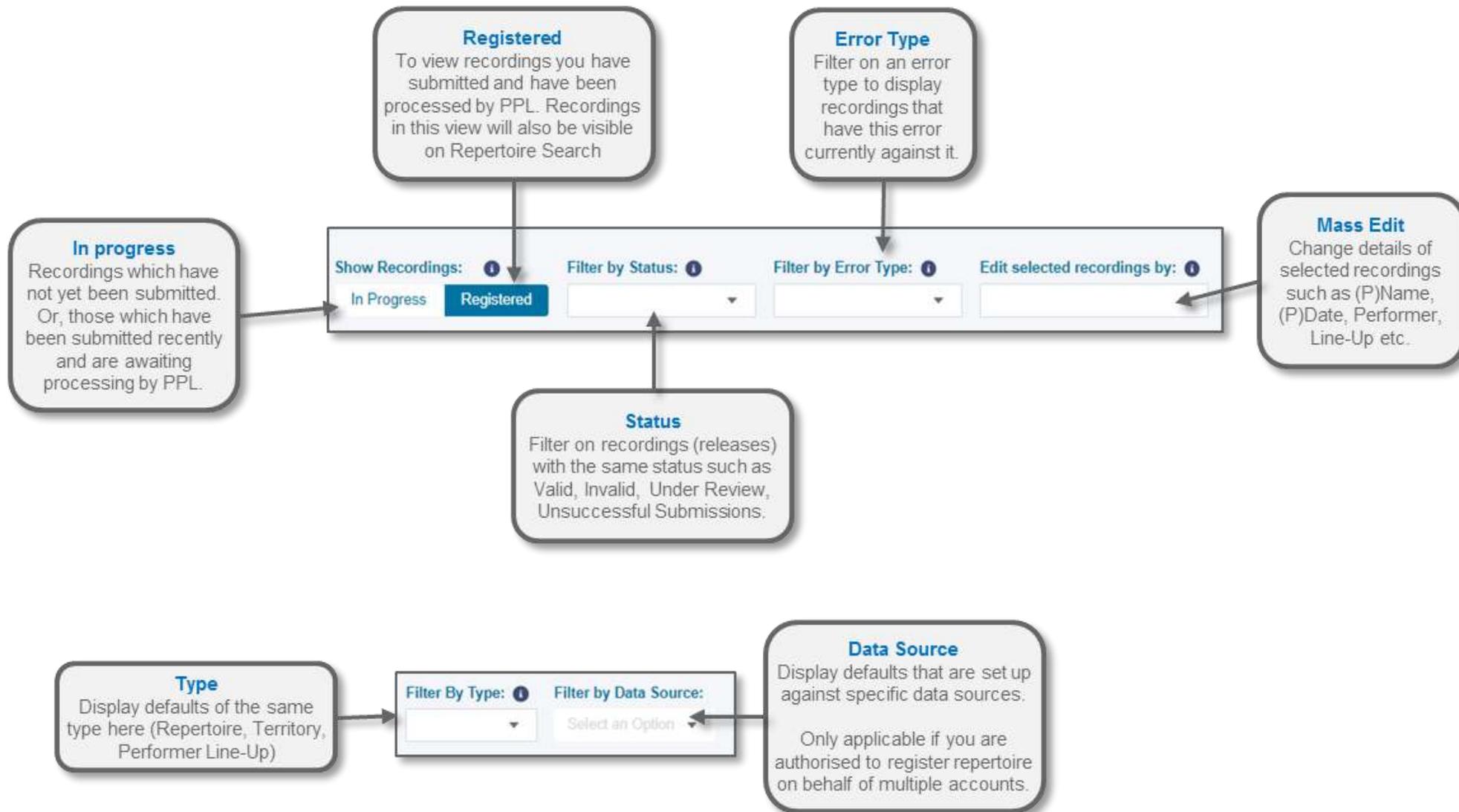
Edit selected recordings by:

Submit Delete Refresh

Showing 10 of 65 Recordings Found

<input type="checkbox"/>	PPL Rec. ID	Band/Artist Name	Recording Title	ISRC	(P)Date	Country of Recording	Reported Use	Content Type	Valid	Action
<input type="checkbox"/>										

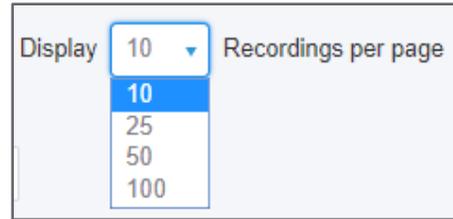
Filters: Several filters are available on each screen to help display the most appropriate repertoire for your purposes.



Understanding Repertoire Statuses

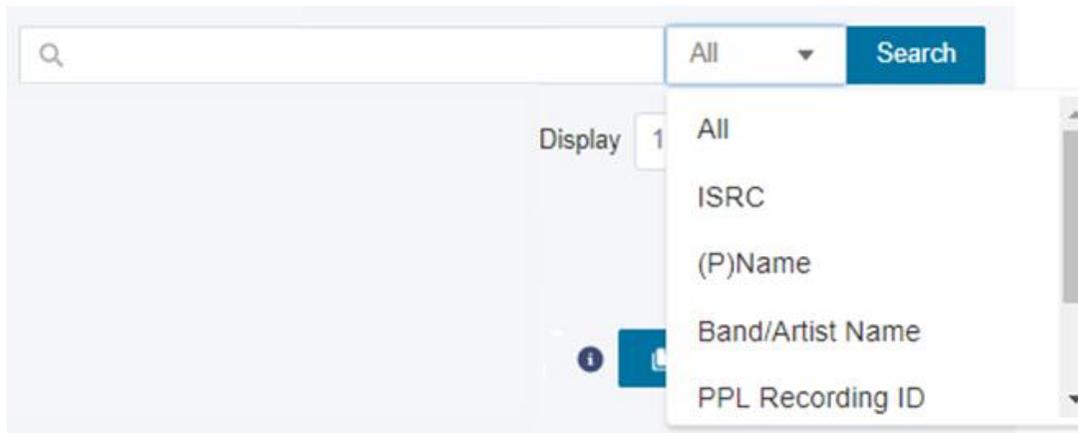
Status	Description	What is needed to make it valid for Submission
In Progress	Displays recordings which have not yet been submitted to the repertoire database, or recordings that you have submitted and are currently being processed, or those which are under review.	<ol style="list-style-type: none"> 1. Use the "Filter by Error Type" to identify which errors exist for the specific recording. 2. Amend the recording to resolve the errors. 3. The recording should appear with a tick (✓) before you can select and submit it.
Submitted	The recording has been submitted to the repertoire database.	No action. Once the system has performed the necessary checks, the recording will be "Registered".
Under Review	The recording has been submitted to the repertoire database and is currently being reviewed by PPL.	No action. PPL occasionally perform reviews on repertoire. If the repertoire is returned to you for further amendments, filter for "Unsuccessful Submissions" to review the repertoire.
Unsuccessful Submissions	Recordings that have been submitted to the repertoire database that have been unsuccessful due to possible data quality issues.	Re-upload the individual recordings that have been unsuccessful.
Valid	<p>In Progress recordings contain all mandatory information and are ready to be submitted, or have been submitted and are awaiting processing by PPL.</p> <p>Registered recordings contain all mandatory information and have been successfully submitted.</p>	<p>In Progress recordings: Select the valid recordings and click "Submit". If they have already been submitted no action is required and they will be processed by PPL.</p> <p>Registered recordings: No action.</p>
Invalid	<p>In Progress recordings are missing certain mandatory information and are not yet ready to be submitted.</p> <p>Registered recordings are missing certain mandatory information and will need to be edited and re-submitted.</p>	<p>In Progress recordings:</p> <ol style="list-style-type: none"> 1. Use the "Filter by Error Type" to identify which errors exist for the specific recording. 2. Amend the recording to resolve the errors. 3. The recording should appear with a tick (✓) before you can select and submit it. <p>Registered recordings:</p> <ol style="list-style-type: none"> 1. Click "Edit" under the Actions column and progress through the registration to Submit the recording 2. OR Use the "Filter by Error type" to identify which errors exist for the specific recording. 3. Amend the recording to resolve the errors. 4. The recording should appear with a tick (✓) before you can select and submit it. 5. Select the recording and click "Submit".

Warning: The maximum display per page is 100 recordings (or releases) – any changes you make to recordings (releases) will apply to those selected on the screen only. Therefore, it is advised to use the available filters where possible to refine your display to view only the appropriate recordings.



Using the Search function

Use the search function at the top of each dashboard in manage repertoire to easily find the data (recordings/releases/defaults etc.) you are interested in. You can search on specific fields such as Band/Artist Name, or ISRC using the drop down options, or you can search across all fields. This is useful if you have lots of recordings. The screens can only display a maximum of 10,000 items, so you will need to use this function to view a subset of your recordings or releases.



Tip: once you have applied a search to registered recordings or registered releases you can export all the search results as a CSV report, using the Export button.

Amending Existing Registrations

Editing recordings in the PPL Repertoire Database can be done in two ways.

1. To edit recordings that have not yet been submitted (In Progress) to the repertoire database use the action button and select Edit:

Manage Repertoire

RECORDINGS | RELEASES | DEFAULTS | FILES | EXPORTS

+ Create New Recording

Search [] All [v] Search

Display 10 [v] Recordings per page

Show Recordings: [i] In Progress Registered [v]

Filter by Data Source: [i] [v]

Filter by Status: [i] [v]

Filter by Error Type: [i] [v]

Edit selected recordings by: [i] [v]

Submit [i] Delete [i] Refresh

Showing 1 of 1 Recordings Found | Clear Filters

<input type="checkbox"/>	PPL Rec. ID	Band/Artist Name	Recording Title	ISRC ▲	(P)Date	Country of Recording	Reported Use	Content Type	Valid	Action
<input type="checkbox"/>									✖	<ul style="list-style-type: none">Preview Edit Clone Remove

Page 1 of 1

Use the Edit option in the Action menu. This will enable you to amend any of the recording data.

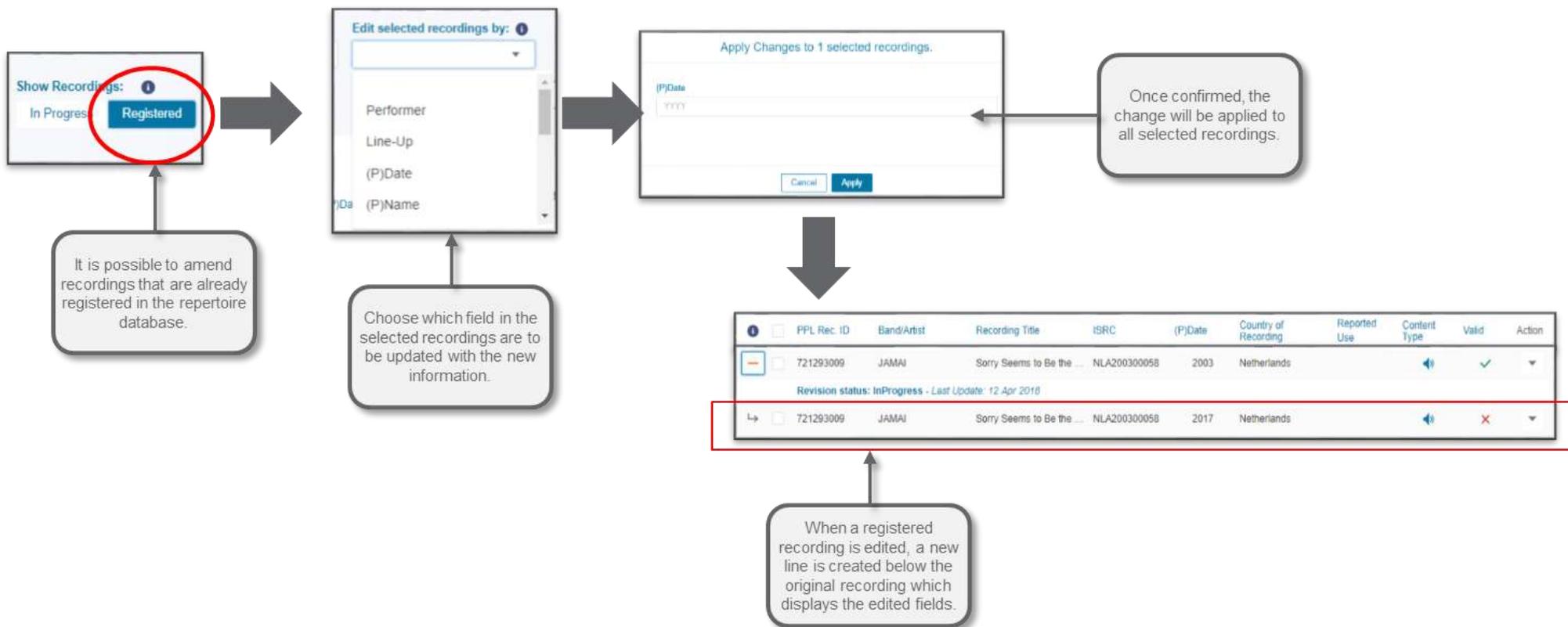
2. Edit multiple recordings in bulk:

Select the recordings you wish to amend using the check boxes. It is possible to select all recordings, or individually on each recording line.

Choose which field in the selected recordings are to be updated with the new information.

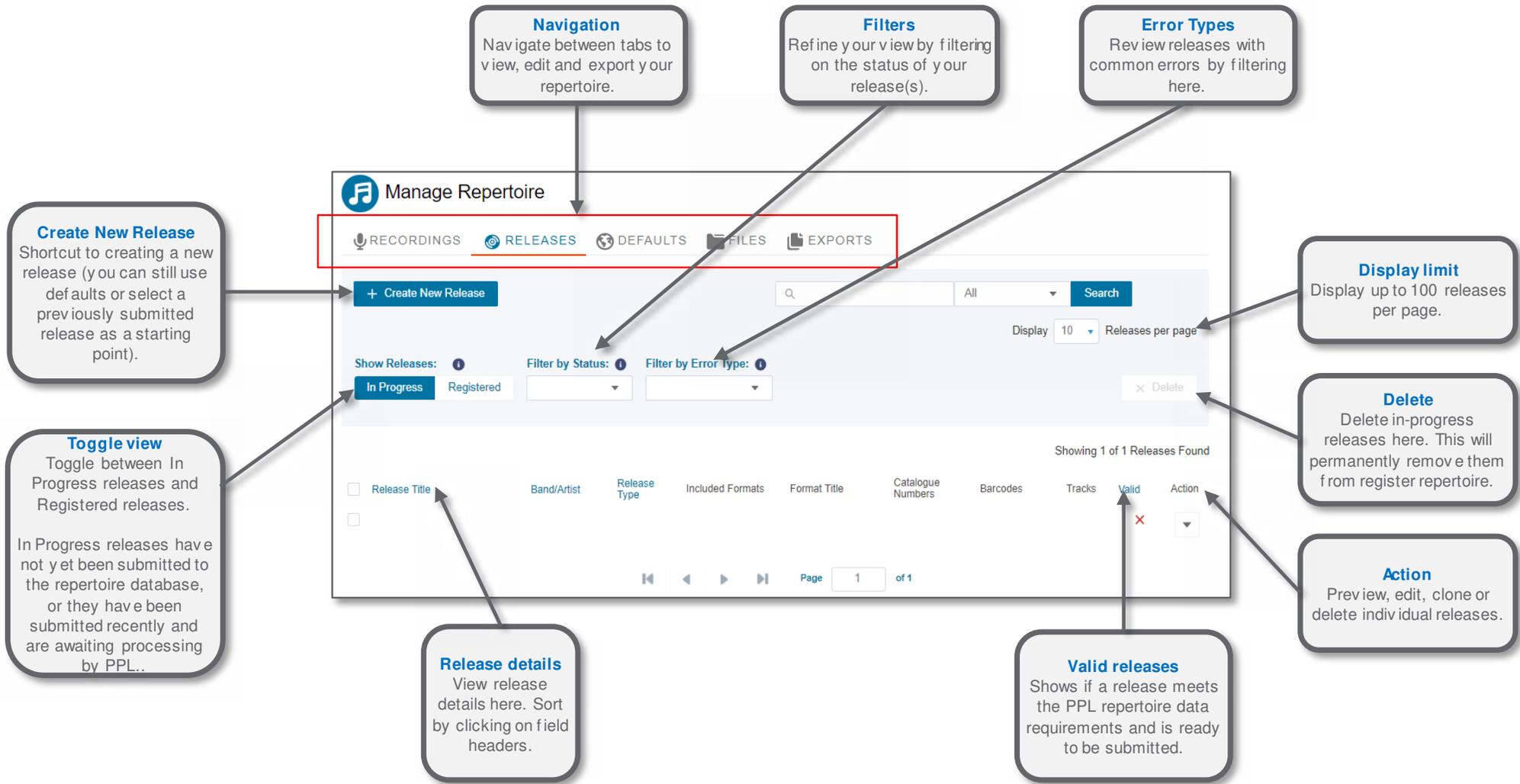
Once confirmed, the changes will be applied to all selected recordings.

3. To edit recordings that are already registered in the PPL repertoire database you can use either of the above two methods:



Once a change is applied to a registered recording, this will be sent to the PPL repertoire database. The system will validate this and the original recording updated accordingly. In the interim, a Revision will be displayed in Manage Repertoire which displays both the original recording and the newly edited recording. Once the change has been processed the recording will be updated and the revision line will disappear.

Manage Repertoire – Releases



Manage Repertoire – Defaults

Navigation
 Navigate between tabs to view, edit and export your repertoire.

Create New Default
 Shortcut to creating a new default

Default Type filter
 Refine your view by filtering on the type of default (Repertoire, Territory or Line-up).

Default details
 View the details of the defaults you have previously created.

Data Source filter
 Filter for defaults that are associated to specific data sources.
 Only applicable if you are set up to register repertoire for multiple accounts.

Display limit
 Display up to 100 defaults per page.

Action
 Preview, edit, clone or delete individual defaults.

The screenshot shows the 'Manage Repertoire' interface with the 'DEFAULTS' tab selected. A red box highlights the navigation tabs: RECORDINGS, RELEASES, DEFAULTS, FILES, and EXPORTS. Below the tabs is a '+ Create New Default' button. To the right is a search bar with a 'Search' button. Below the search bar are two filter sections: 'Filter By Type' and 'Filter by Data Source'. The 'Display' dropdown is set to '10 Defaults per page'. Below the filters is a table with columns: Favourite, Default Title, Default Type, Description, CreatedBy, Last Modified, and Action. The table shows one default entry. A 'Delete' button is visible to the right of the table. The text 'Showing 1 of 1 Defaults found' is displayed above the table.

Manage Repertoire – Files

The screenshot shows the 'Manage Repertoire' interface with the 'FILES' tab selected. At the top, there are navigation tabs: RECORDINGS, RELEASES, DEFAULTS, FILES, and EXPORTS. Below these, there is a '+ Upload New Repertoire File' button and a 'Refresh' button. A 'Display 10 Files per Page' dropdown is also visible. The main content area contains a table with the following columns: Date of Import, File Name, Imported Recordings (0/0), Rejected Recordings (0), Submitted Recordings (0), Failed Recordings (0), and Action. A pagination bar at the bottom indicates 'Page 1 of 1'. Callout boxes provide detailed explanations for each of these elements.

Upload New Repertoire File
Shortcut to upload new repertoire files.

Refresh
Refresh the page here if your files are taking longer than usual to upload (usually due to large file sizes)

File details
List of all files imported into the system as well as file details (date of import, name etc).

Imported Recordings
Displays the number of recordings in the respective file which have been successfully imported and are ready to be submitted in Manage Repertoire.

Rejected Recordings
Displays the number of recordings in the respective file which have been imported but rejected due to data issues. Review these in Manage Repertoire.

Submitted Recordings
Displays the number of recordings in the respective file which have been imported successfully and have subsequently been submitted to the repertoire database in Manage Repertoire.

Failed Recordings
Displays the number of recordings in the respective file which were not imported due to lack of valid ISRC.

Action Button
Allows you to completely remove the file. This can only be done once a file has finished importing and if none of the recordings have been submitted.

Manage Repertoire – Exports

The screenshot shows the 'Manage Repertoire' interface with the 'EXPORTS' tab selected. It includes a 'Refresh' button and a list of exported files. Three callout boxes provide details: 'Export Files' points to the 'File Name' column, 'File Type' points to the 'File Type' column, and 'Created Date' points to the 'Created Date' column.

Export Files
Displays the list of all files exported. Click on the file name to create and download a CSV.

File Type
Indicates whether the file contains recordings or releases.

Created Date
The date on which the file was exported.

File Name	File Type	Created Date
	Recordings	
	Recordings	