PPL BULK REPERTOIRE IMPORT GUIDE

JULY 2018

Contents

Important notes

- Please provide no more than 100,000 recordings at a time.
- Ensure that the file uses the most up-to-date version of the Repertoire Upload Template found on the Upload Recordings screen in the Bulk Upload section of Register Repertoire.
- Files must be saved as CSV.
- Contributions: If you are supplying performer line-up data using this bulk registration tool then you will need to have created a performer line-up default. Please watch the video guides on Bulk Registration and Manage Repertoire for more information about using defaults.
- The data in the performer line-up must be complete (all fields filled in) and in the correct format. The supply of performer data is mandatory for any UK commissioned recordings released from 1st January 2016 onwards. Recording rightsholders will be required to provide details of at least one Featured Performer and one Non-Featured Performer per recording (or provide confirmation that no Non-Featured Performers contributed to the recording).

    If you choose not to provide accurate performer line-up data on repertoire that has been commissioned in the UK from the 1st January 2016, the recordings may be still be imported and submitted, but will be invalid for payment until the data has been provided. Performer line-up data can be updated on recordings individually or in bulk by using the Manage Repertoire screens in Register Repertoire.

Introduction

This document is intended to guide you through the process of uploading your repertoire in bulk to PPL's Register Repertoire system. Uploading repertoire in bulk is the quickest way for you to submit multiple recordings to Register Repertoire.

It is recommended that you set up territorial rights and performer line-up defaults *before* beginning the bulk repertoire registration process. If you do not, you will need to add territorial rights and performer line-up data to recordings one at a time after you have submitted them. When setting up your territorial rights and performer line-up defaults, you will be asked to give each default setting a name. This is also the name you will later use in the bulk upload file. Please see the Manage Repertoire video for more information on managed defaults.

There are initially three stages to importing your data:

1) downloading and completing the CSV template;
2) uploading the CSV file; and
3) importing the repertoire data into the system.

Once these initial three stages are complete, you will then need to ensure the repertoire data that has been imported is accurate and meets our [Repertoire Data Policy] requirements, before finally submitting the data to the PPL Repertoire Database. It is important to remember this last part in particular - you will need to submit the data to PPL to complete the process. If you do not submit the recordings, they will not be sent to PPL's Repertoire Database.

This document will go through each of these stages in more detail.

The three stages of importing data

Once logged into myPPL, click on "Upload Recordings in Bulk" from the Register Repertoire home page.

NB - if you manage more than one rightsholder member, you may be presented with a screen to select a Data Source. If this is the case, select the appropriate Data Source from the drop down list and click Confirm. PPL uses the Data Source to determine who has submitted the data to PPL (as it might differ from who owns the rights).

Step 1: Downloading and completing the template

Click on "Repertoire_Upload_Template_v1.csv" to download the template Excel file you need to complete. Please see the Data Guidelines section within this document for guidance on completing the template – **it is important you follow the formatting guidelines within this section to ensure your data is correctly imported**. If you have previously downloaded the template, please ensure the version you are using is the most up-to-date.

The maximum file size is 25MB, approximately 100,000 recordings. Please ensure that your file does not exceed this limit before you upload it. We recommend that you make more

regular submissions with smaller repertoire files as this will make managing your repertoire easier, and will ensure that any issues with your repertoire are picked up sooner.

When saving your CSV file, ensure it is given a name that you will recognise in case you need to search for it later. Files with file names which have already been used will be rejected. PPL suggests that you follow a standard file naming convention e.g. including the label name and date, or a reference number. Check that there are no trailing empty rows or leading blank columns which may cause the recordings within the file to fail.

A note about using foreign language or special characters

In order for foreign language or special characters to be accepted by Register Repertoire, you will need to save the CSV file as Unicode (UTF-8). If you are using a Windows PC to do this, right-click on the final saved file, and open it with Notepad:
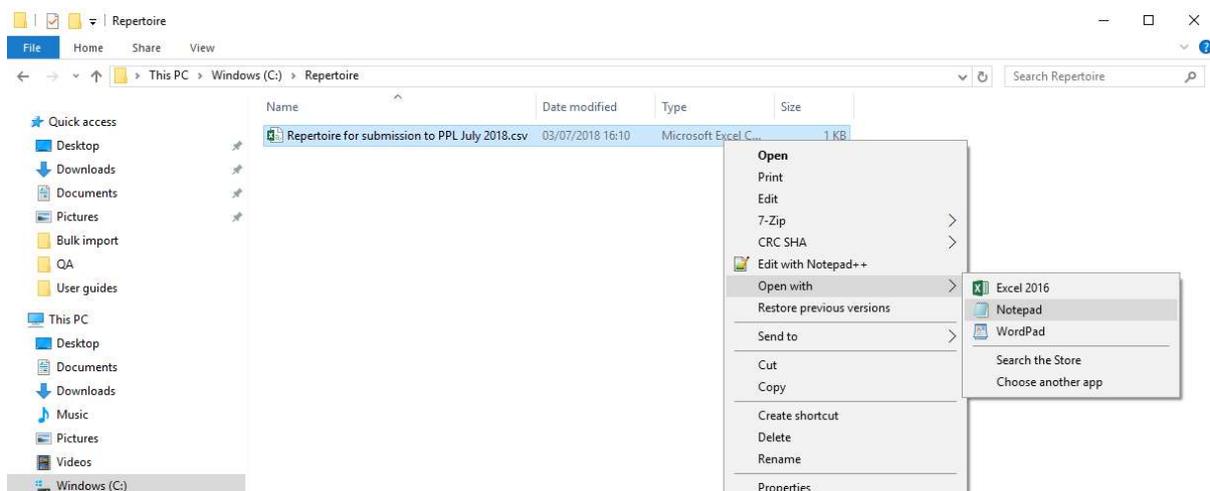
Save the file as a .txt file, selecting UTF-8 from the Encoding drop-down:
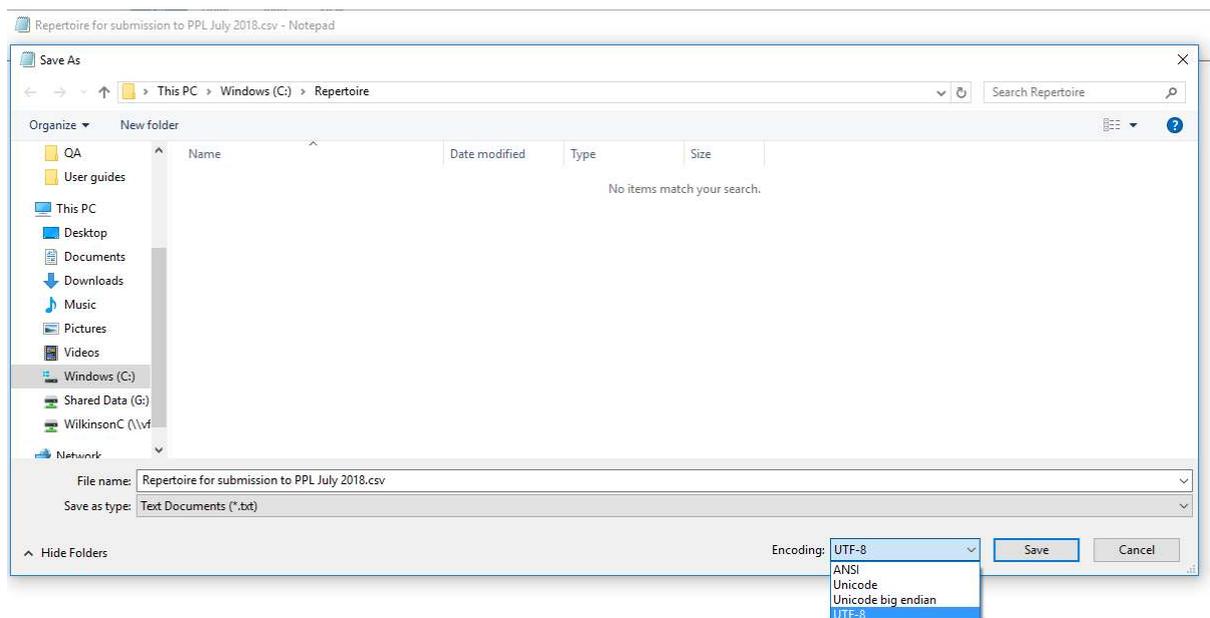
The file's extension should remain .csv.

Step 2: Upload your file

When you are ready to upload your repertoire file, click on "Upload Files", then browse to the file's saved location and select the particular file you wish to upload. Please note that you are only able to upload one file at a time.

Please also note that at this stage the system is not trying to validate any of your repertoire data. This comes later. At this point, the system is validating that the file you have submitted:

- conforms to the correct template structure;
- does not exceed the 25MB or 100,000 recordings limit; and
- has a unique file name that you have not tried to load previously.

Click "Done" when the "Upload Files" window displays a completed progress bar.

Step 3: Start import

Click "Start Import" when you are ready to start importing the repertoire into the system. When the "Confirm Import Action" window appears, click "Yes" to proceed. The Manage Repertoire screen will open (automatically on the *Files* tab). If you do not see your file in the File Name column, click "Refresh" to refresh the list.

It is at this point that the system starts to process and validate your recording data. This stage might take some time, depending on how many recordings you are trying to register. Please note that you are able to go to a different part of myPPL or Register Repertoire to do other things whilst the system is importing your data – you don't have to wait for it to complete.

Managing your repertoire

Once the import has completed, you will be automatically taken to the Files tab within the Manage Repertoire dashboard. This is the area to manage your new and previously uploaded files. Your most recently uploaded file will appear at the top of your list.

On this page, you will see a summary of all your files along with different indicators showing the status of the recordings within those files. Each of the indicators mean the following:

Imported Recordings – this is the number of recordings that have been imported and are ready to be reviewed and submitted in Manage Repertoire.

Rejected Recordings – this is the number of recordings that have been imported but rejected as they did not meet PPL's Repertoire Data Policy. This could be a result of a trying to import a duplicate recording or providing an invalid recording rightsholder. If you wish to review these recordings, click on the file name to be taken to the detail of the recordings (click on the Rejected tab and use the Filter by Error Type option) to see which recordings are displayed when you use the different filter options. Once you are satisfied that you have addressed all errors in the individual rejected recordings, please re-upload the rejected recordings using the CSV template and going through the import steps again.

Submitted Recordings – this is the number of imported recordings that have been submitted to the repertoire database. It will only be populated once you have submitted recordings from the file to the Repertoire Database.

And, finally, Failed Recordings – this is the number of recordings that did not have an ISRC and therefore were not imported. You can click on the value in the column to see the individual rows that did not have an ISRC so you can return to your file and include the appropriate ISRC.

If you do not see your file in the File Name column, click Refresh to refresh this list. If your file has a high number of recordings in it, and you do not see the full number of recordings you would expect in the Imported Recordings column, click Refresh at any point to update the page. It could be that the file is still being uploaded.

To view the repertoire you have just imported, click on the file name and you will be directed to a more detailed screen listing of the individual recordings. Here you will be able to filter and edit recordings by changing certain characteristics such as Performer, (P)Date, Country of Commissioning and others.

Submitting your recordings

You need to ensure you submit the repertoire within Register Repertoire after you have imported and made any necessary corrections to your recordings.

When you are satisfied with the recordings that you have imported, you can submit them either from your Files tab view or from the Recordings tab view, by selecting each recording line-by-line or by selecting all, and clicking Submit.

Managing your files

You can manage the files you have imported into Register Repertoire by clicking on the "Files" tab within Manage Repertoire. You will automatically land on this page after importing a file (if you do not see your file in the File Name column, click "Refresh" to refresh the list).

If you wish to upload another file, click "Upload New Repertoire File". This takes you back to the Bulk Upload My Repertoire window.

If you have uploaded the file in error, click on the dropdown menu in the Action column and select "Remove". This will permanently remove the file from Register Repertoire.

To view the repertoire data within the file, click on the file name.

If you do not see the recordings you have uploaded in the Recordings view, click on "Rejected" to filter for recordings which have not been imported. This might be because they are duplicate recordings or because an invalid recording rightsholder has been provided.

Data guidelines

Column Header	Format	Notes	Mandatory/ Optional
ISRC	alphanumerical	The ISRC is the unique International Standard Recording Code assigned to an individual recording	Mandatory
Band / Artist Name	alphanumerical (510 character limit)	This is the group, individual or collaboration that is known to the music-buying public	Mandatory
Recording Title	alphanumerical (510)	This is the full title by which the recording is known	Mandatory
Version Type	see appendix for list of options	Please provide a PPL version type	Optional
Is Remastered	"Y" or "N"	Only Y or N will be accepted. **Do not use yes/Yes/no/No**	Optional
Genre	see appendix for list of options	This will be the genre of the recording/video/product (e.g. folk, pop etc.) Including the genre may assist with international collections.	Optional
Content Type	"Audio" or "Visual"	Please provide Audio or Video	Mandatory
(P)Date (YYYY)	YYYY	The (P) date is the year in which this product was first released You will only need to type in the year (i.e. four digits) – we do not need the full date	Mandatory
(P)Name	alphanumerical (4000)	The name of the original copyright owner of the recorded music track as of the (P) Date	Mandatory
Primary Country of Recording	ISO 3166-1 (2)	The two character territory code (from the ISO 3166-1 territory code list e.g. GB)	Mandatory
Country of Commissioning	ISO 3166-1 (2)	The two character territory code (from the ISO 3166-1 territory code list e.g. GB)	Mandatory
Alternative Title	alphanumerical (510)	This is the alternative title by which the recording/video is known	Optional
Duration (mm:ss)	MMM:SS	The duration of the recording/video in minutes and seconds. If the data does not conform to the correct format PPL will not be able to process the duration provided	Optional
Explicit	"Y" or "N"	Only Y or N will be accepted. **Do not use yes/Yes/no/No**	Optional
Recording Date (DD/MM/YYYY)	Date DD/MM/YYYY	If you do not hold this information, please enter a default date of: 01/01/<PDate>	Mandatory
Language	ISO 639-1 (2)	From the ISO 639-1 language code list e.g. EN	Optional
Country of First Publication	ISO 3166-1 (2)	From the ISO 3166-1 territory code list e.g. GB	Optional
Recording Venue			Optional

Local Recording ID		Your internal identifier/reference for this recording	Optional
This Recording Uses a Sample	"Y" or "N"	Only Y or N will be accepted. **Do not use yes/Yes/no/No**	Optional
This Recording Is a Medley	"Y" or "N"	Only Y or N will be accepted. **Do not use yes/Yes/no/No**	Optional
My Line-up Default	alphanumerical	The name of your pre-defined Performer Line-Up default (exactly as saved on the Register Repertoire system in myPPL)	Optional
Number of Featured Performers	integer	This should be the unique number of featured performers on the recording. Note that this will be overridden if you use a performer line-up default that has a different number.	Optional
Number of Non-Featured Performers	integer	This should be the unique number of non-featured performers on the recording. Note that this will be overridden if you use a performer line-up default that has a different number.	Optional
I own The Rights to This Recording	"Y" or "N"	Only Y or N will be accepted. **Do not use yes/Yes/no/No**	Mandatory
Rightsholder ID 1	integer	Your PPL membership ID Up to six recording rightsholders may be supplied (within the same row) for each recording by filling in the additional rights holding information columns	Conditional (if you have indicated that you own the rights to the recording)
Rights Ownership Type 1	see appendix	Please provide a PPL rights ownership type See appendix	Conditional (if you have indicated that you own the rights to the recording)
Rights Country Default 1	alphanumerical	The name of your pre-defined Territory List default (exactly as saved on the Register Repertoire system in myPPL)	Conditional (if you have indicated that you own the rights to the recording)
Rights Begin Date 1	Date DD/MM/YYYY	The date at which the rights began.	Conditional (if you have indicated that you own the rights to the recording)
Rights End Date 1	Date DD/MM/YYYY	The date at which the rights end.	Optional
Rights % 1	integer 1-100	The percentage of rights owned for the specified time period and territories	Conditional (if you have indicated that you own the rights to the recording)

If the rights are shared between more than one party that you represent, you can add up to 6 rightsholders for any one recording on the file (Rightsholder ID 2, Rightsholder ID 3 etc.).

Appendix

PPL Genres

Genre Description
Adult Contemporary
Alternative Rock
Bhangra
Blues
Chamber Music
Childrens Music
Christian
Classical
Country
Dance
Easy Listening
Erotic
Folk
Gospel
Hip Hop
Jazz
Latin
Middle of the road
Musical (theatre)
New Age
Opera
Operetta
Other
Pop
Rap
Reggae
Religious
Rhythm and Blues
Rock
Rock and Roll
Show
Soul
Sound Effects
Spoken Word
Unclassified
World Music

Version Types

Version Type
Album
Alternative
Demo
Edit
Instrumental
Karaoke
Live
Radio Edit
Remix
Session
Single
None

Rights Ownership Types

Rights Ownership Type
Exclusive Licensee
Original Copyright Owner
Successor In Title