

# A guide to registering your music online

## Written something lately? Tell us!

Once you become an APRA member, it's important that you keep us up-to-date with any songs you write or works you compose. We can't pay you if we don't know what you've written.

## How to tell us about your works

You can tell us what you've written by registering your works with APRA. You can register your works online, through the writers section of our website at [www.apra-amcos.com.au](http://www.apra-amcos.com.au). If you don't have access to a computer, you will need to complete local index cards. Please contact your local APRA office (see over for details) for a supply of cards.

You **do not** need to register your works if:

- You are represented by a music publisher. In this case, your publisher will register your works with APRA. You will need to keep your publisher up-to-date with your works
- You write jingles or music for broadcast commercials and community service announcements on commercial radio or commercial free-to-air TV. You should complete a Jingle Reporting Form to tell us about the jingles you have written.

## Which works should you register with APRA?

It's best to register any work that you have created or helped to create. You should also register any songs that you have co-written with other writers. In this case, you need to give us details about the co-writer(s). If your co-writers are not APRA members, they can join APRA by completing the application forms. Call your local APRA office and ask for a membership pack.

## Register your music in 4 easy steps!

### Step 1

#### Gather your information

- ✓ APRA member number and nine digit IPI number (password)
- ✓ All details about your music: titles, approximate durations, full name(s) of co-writer(s), performer name

CLICK  
HERE



### Step 2

#### Login to the works registration facility.

Go to [www.apra-amcos.com.au](http://www.apra-amcos.com.au) and select 'writers' from the login drop-down menu. Enter your member number, surname and password at the login screen. From the Members Menu, select Works - New Registrations.

#### member's menu

Live Performance Returns  
Works - Enquiry/Listing  
Works - New Registrations  
"Forum" bulletin board (visit)

THEN  
HERE

### Step 3

#### Complete the works registration screen

- **Work Title:** enter the name of the work
- **Alternate Title:** if the work is known by another name, enter it in this field (optional).
- **Performer:** enter band/performer name (optional).
- **Duration:** enter the approximate duration of the work (optional). *Note: The format must be mm:ss. (e.g. 3:30 for 3 minutes and 30 seconds and 10:25 for 10 minutes and 25 seconds).*
- **Sharers:** Your name will automatically appear in the 'Sharer 1' field. If the work was co-written (up to 5 writers), enter the full names of your co-writer(s), in the sharer fields below your name. *Note: Names must be entered as Surname then First Name(s). Please submit a local index card for works with 6 or more writers.*

Work Title:

Alternate Title:

Performer:

Duration (mm:ss):

Sharers	Writer or Publisher (1 per line, surname then first names). Please provide sufficient details to enable correct identification of your co-writers.	
Sharer 1	SMITH ANNE	
Sharer 2	BLOGGS	JOSEPH

- **Category:** Choose the correct writing category for yourself and your co-writer(s) by clicking on the drop-down list box.
  - ♦ *Composer* - composed the melody,
  - ♦ *Author* - wrote the lyrics
  - ♦ *Composer/Author* - both
  - ♦ *Arranger* - made an arrangement of a non-copyright work
- **Percentage:** By default, 100% will be allocated to you but you can change this if the work is co-written.
- **Other information (top right hand corner):**
  - ♦ *Published* - check this box if you or any of your co-writers have signed an agreement with a music publisher
  - ♦ *Co-written* - check this box if there is more than one writer for the work
  - ♦ *Non-copyright arrangement* - check this box if you are registering an arrangement of a non-copyright work. *Note: you may not make arrangements of works which are still in copyright without the consent of the copyright owner.*
- **Register any additional works:** If you have multiple works with identical composer and percentage details, you can register up to 6 additional works by entering the titles and durations into the fields at the bottom of the screen.

## Step 4

### Click submit!

You will then receive a confirmation message. Once again you have the option to register other works – simply click 'More Registrations', or click 'Main Menu' then 'Logout of CMS' to exit.

**If you have any questions about registering your music online or run in to any problems while you are registering your works, contact your local APRA office (details below).**

**Our Writer Services team is on hand to help!**

### Branch Offices

[www.apra-amcos.com.au](http://www.apra-amcos.com.au)

#### NSW/ACT

16 Mountain Street  
Ultimo  
NSW 2007  
Ph: 61 2 9935 7900  
Fax: 61 2 9935 7999  
writer@apra.com.au

#### VIC/TAS

3 & 5 Sanders Place  
Richmond  
VIC 3121  
Ph: 61 3 9426 5200  
Fax: 61 3 9426 5211  
victas@apra.com.au

#### QLD

PO Box 1230  
Fortitude Valley  
QLD 4006  
Ph: 61 7 3257 1007  
Fax: 61 7 3257 1113  
qld@apra.com.au

#### SA

Suite 29  
8-20 O'Connell Street  
Nth Adelaide SA 5006  
Ph: 61 8 8239 2222  
Fax: 61 8 8239 0744  
sa@apra.com.au

#### NT

GPO Box 4519  
Darwin NT 0801  
Ph: 61 8 8941 0988  
nt@apra.com.au

#### WA

Suite 1  
12-20 Railway Road  
Subiaco WA 6008  
Ph: 61 8 9382 8299  
Fax: 61 8 9382 8224  
wa@apra.com.au

#### NZ

Unit 113,  
21-23 Edwin St  
Mt Eden, Auckland  
Ph: 09 623 2173  
Fax: 09 623 2174  
nz@apra.com.au