

Artist Profile Additional Information Guide

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This guide details how to complete the Additional Information section of the [Artist Profile](#), and acceptable supporting proof documentation for each section.

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Mandatory Information and Additional Information

Clients can now choose how much information they wish to submit to FACTOR in an Artist Profile. When you create an Artist Profile (or access an existing profile), you will be prompted to select whether or not you wish to submit Additional Information. You can change your response to this question at any time.

Additional Information is used for the purpose of deciding which artists receive Artist 2 and Artist 3 ratings. More than 95% of artists receive a General artist rating due to FACTOR's budget availability. As a result, we recommend that most artists opt out of Additional Information. See the [ratings page of the FACTOR website](#) for more information on FACTOR's artist rating system and to see examples of what levels of success are required to achieve a rating of Artist 2 and Artist 3.

This guide only covers how to complete Additional Information sections and acceptable proof documentation for each section. It assumes the Mandatory Information sections have been completed. For instructions on how to create a new Artist Profile and complete Mandatory Information, see [FACTOR's Artist Profile Tutorial](#).

Opt In for Additional Information

To opt in to providing Additional Information, navigate to the Artist Profile landing page and look directly below the artist name field. You will be asked if you wish to provide Additional Information for your profile. If you select Yes and click the Save button, both the Mandatory Information and the Additional Information dropdown menus will be visible.



If you have an Artist Profile rated Artist 2 or Artist 3 you are advised to update your Additional Information before each [profile review deadline](#). Artist ratings can go up or down following the Annual Profile Review. Updating your Artist Profile for the Semi-Annual Profile Review is optional, as ratings can go up, but cannot go down.

Additional Information Menu

The following sections are listed under the Additional Information menu:

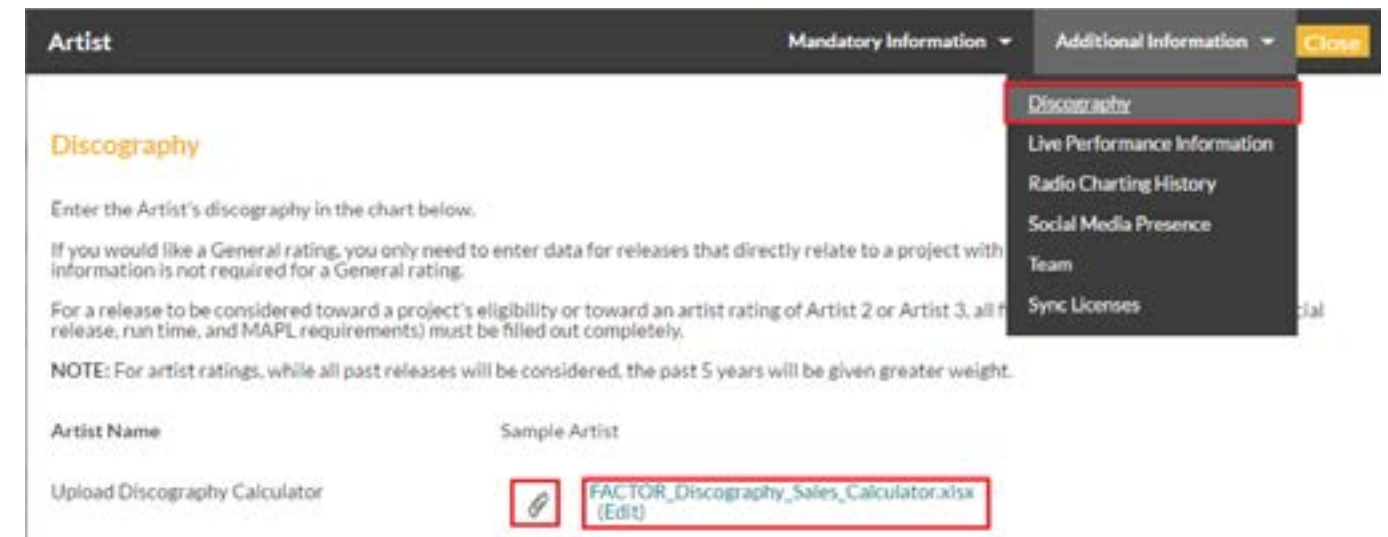
- [Discography](#)
- [Live Performance Information](#)
- [Social Media Presence](#)
- [Sync Licenses](#)
- [Team](#)
- [Radio Charting History](#)

You may choose to complete any or all of these sections. As FACTOR's rating system is competitive, clients should expect to submit data under most, if not all, of these sections to obtain a rating of Artist 2 or Artist 3.

Discography

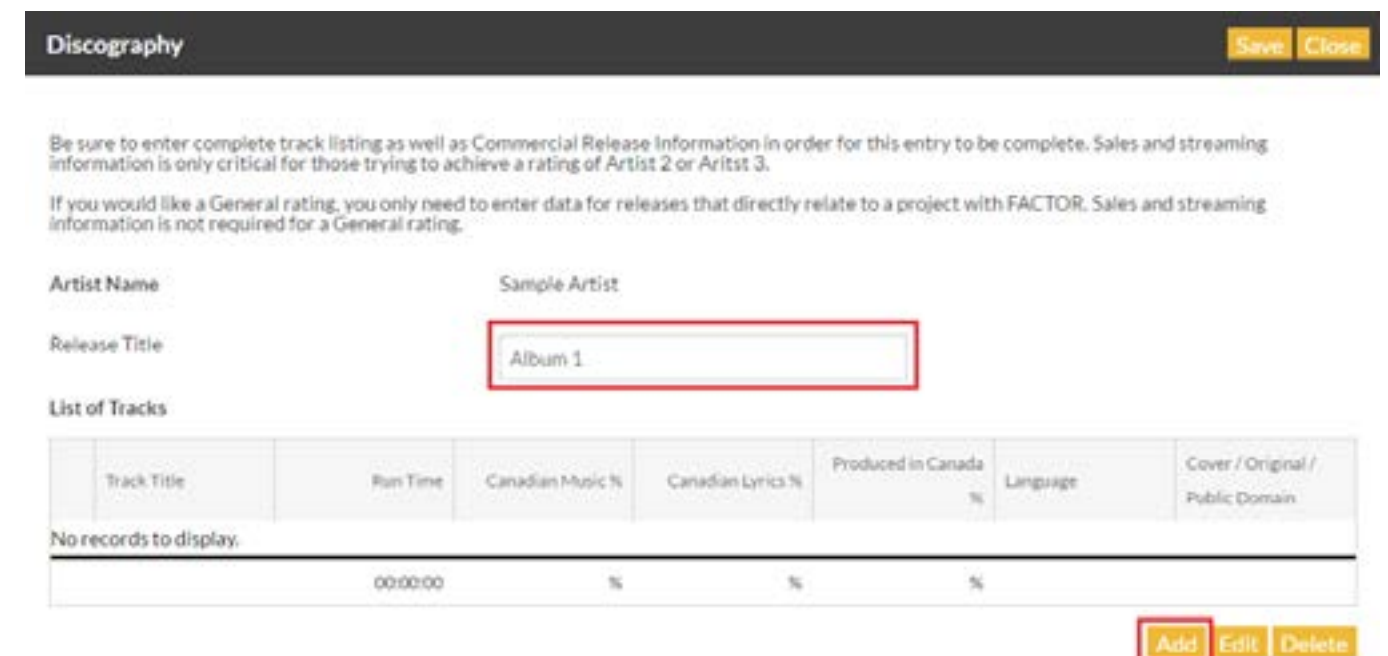
This section of your Artist Profile provides FACTOR with accurate detail on units sold over the span of your artist career, and streaming data for these releases. FACTOR places more emphasis on the activity of full-length albums released within the past five years. The five-year cut off is calculated from the date of the current review period. See [Business Policies: Proof of Sales, Proof of Qualifying Release](#) for more information.

From the Additional Information dropdown menu, select the Discography option. First, complete FACTOR's [Discography Calculator spreadsheet](#). The Discography Calculator is an organizational tool for the artist's entire discography and supporting proof of sales. When you've completed the spreadsheet, return to the Discography page in the portal, and upload the spreadsheet by clicking the paperclip icon.



Next, add your releases to the profile. Click the Add button to create a new entry.

A new pop-up window will open where you will enter the release title, then complete the List of Tracks and Commercial Release Information tables. For the List of Tracks table, click the Add button to add new tracks, providing all requested information in the new pop-up window. You can click Save and Add Another to immediately enter the next track, or click Save, then Close to return to the Discography Release window.



Discography Track Save and Add Another Save Close

Artist Name Sample Artist

Release Title Album 1

Title of Track

Run Time Run Time is represented as Hours:Minutes:Seconds. Please fill out accurately.

The track is (select one)

Language of Lyrics (select one)

MAPL Criteria for this Music

What percentage of the music was composed by Canadians?

What percentage of the lyrics was composed by Canadians?

What percentage was produced in Canada?

The fields below the list of tracks table will auto populate with the information you have provided.

List of Tracks

Track Title	Run Time	Canadian Music %	Canadian Lyrics %	Produced in Canada %	Language	Cover / Original / Public Domain
Track 1	0:05:00	100%	100%	100%	English Lyrics	Original
Track 2	0:05:00	100%	100%	100%	English Lyrics	Original
Track 3	0:05:00	100%	100%	100%	English Lyrics	Original
Track 4	0:05:00	100%	100%	100%	English Lyrics	Original
	00:20:00	100%	100%	100%		

Add Edit Delete

Number of Tracks

Number of Tracks with Lyrics

Number of Tracks with French Lyrics

For the Commercial Release Information table, click the Add button to add an entry, providing all requested information in the new pop-up window.

Commercial Release Information

Territory	Release Date	Format	Label	Physical Distributor	Digital Distributor
No records to display.					
Page: 1 of 1 Go 0 record(s) found					

Add Edit Delete

Discography Release Save Close

Artist Name Sample Artist

Release Title Album 1

Territory

Release date in this territory

Is this the first commercial release?

Format

Name of the Label that will release the album in this territory

Does the label currently control the release rights in this territory?

Physical distributor for this territory

Digital distributor for this territory

What FACTOR accepts for albums and singles released	What FACTOR does not accept for albums and singles released
<ul style="list-style-type: none"> A comprehensive list of the artist's discography, listed by album title and commercial release date. Only full-length albums (an album of at least six tracks or twenty minutes of music) will be recognized toward the sum total of your releases. This may include live albums, acoustic albums, or "best of" compilations. For FACTOR's purposes a unit is equivalent to: <ul style="list-style-type: none"> One physical full-length album One digital full-length album Six physical CD or vinyl singles Six individual digital tracks Singles and releases listed that are shorter than a full-length album will be recognized for their sales only. 	<ul style="list-style-type: none"> FACTOR only recognizes an album once, regardless of the number of commercial release dates (i.e. Canada and U.S. releases). However, all sales will be recognized with valid proof. Albums that are not released by the artist specifically will not count toward the sum total of releases. This includes: <ul style="list-style-type: none"> Compilations Featured artist tracks Releases from other acts, including if the members of both bands are similar or identical If the commercial release date of any release is not listed in your release entry, that entry will be considered ineligible.

Next, provide the requested streaming information for the release: total Spotify plays. See the tips to the right of the fields for information on how to acquire this information. You do not need to upload proof documentation for streaming information.

What FACTOR accepts for streaming	What FACTOR does not accept for streaming
<ul style="list-style-type: none"> Spotify streams. To get the total Spotify plays for this release, hover over the bars at the far right of the track listing (under the “Thumbs Up” icon) of each track. Then add up the plays per track for an album total. North American streaming data 	<ul style="list-style-type: none"> Releases with fewer than 1,000 Spotify streams Worldwide streams (other than what’s captured in Spotify’s numbers) Streaming numbers not reflected in Nielsen Music Connect’s data set (i.e. streams prior to January 1, 2014)

Finally, provide the sales information for the release. All commercial sales numbers must be verifiable. To upload your proof of sales documents, click on the paperclip icon to open a new pop-up window.

When you’re finished entering all information for this release, click the Save button, then Close.

What FACTOR accepts for proof of sales	What FACTOR does not accept for proof of sales
<ul style="list-style-type: none"> You must provide the following information in the Discography Sales Calculator. Upload one Discography Sales Calculator per artist to the main Discography page, listing all releases. FACTOR only accepts the following proof of sales, reported in units, not dollar amounts. Refer to Appendix A for examples. <ul style="list-style-type: none"> SoundScan report Distributor report or Net Sales Letter from a FACTOR-recognized distributor, accredited international distributor, or an accredited Canadian record label Manufacturing invoice for Manufactured Units (offstage sales, sales through independent retailers, and direct mail). 	<ul style="list-style-type: none"> FACTOR only accepts the proof of sales you see in the column to the left. If you have questions over the validity of your sales reports, please get in contact with your Project Coordinator. Examples of ineligible proof of sales include: <ul style="list-style-type: none"> Excel spreadsheets which do not include or are not accompanied by proof of source Claims for manufactured units, including offstage sales, without manufacturing invoices. Units shipped to retailers. By submitting any sales documentation, you are deemed to have sworn its accuracy and truthfulness. Be advised that if FACTOR finds any information submitted to be false, FACTOR may impose a penalty including the withdrawal of a related application, loss of good standing, or a finding of default.

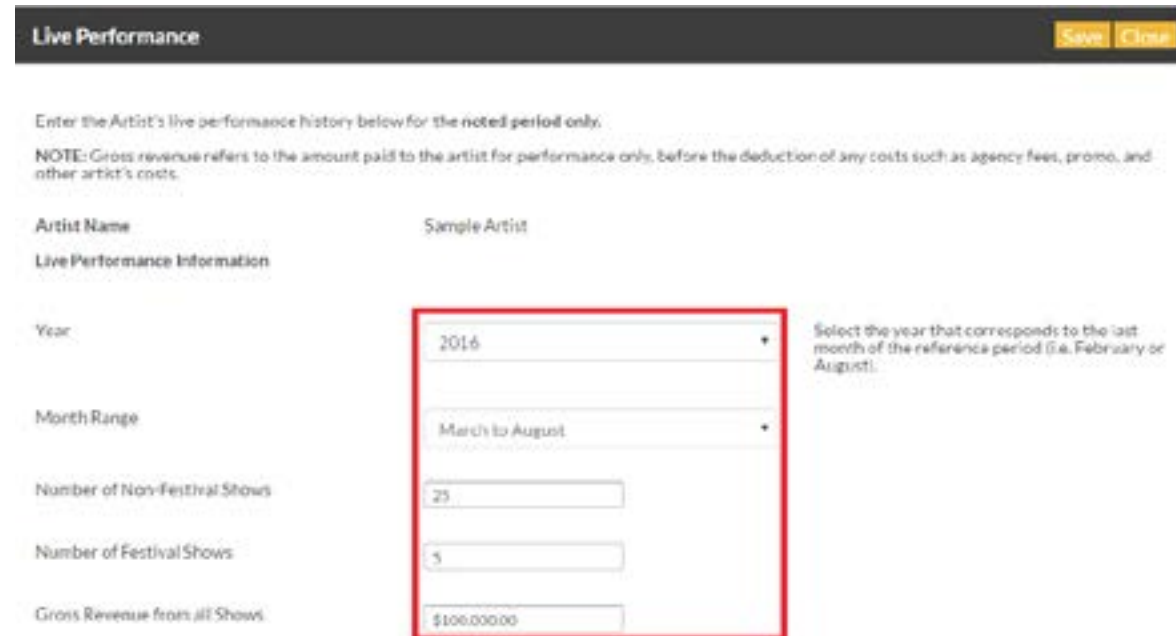
Live Performance Information

FACTOR recognizes the significance of creating and maintaining your fan base through performance of your work by assessing live performances over the past 24 months and future six months from the date of your Artist Profile review. FACTOR considers the average fee per past tour dates and the number of future dates booked.

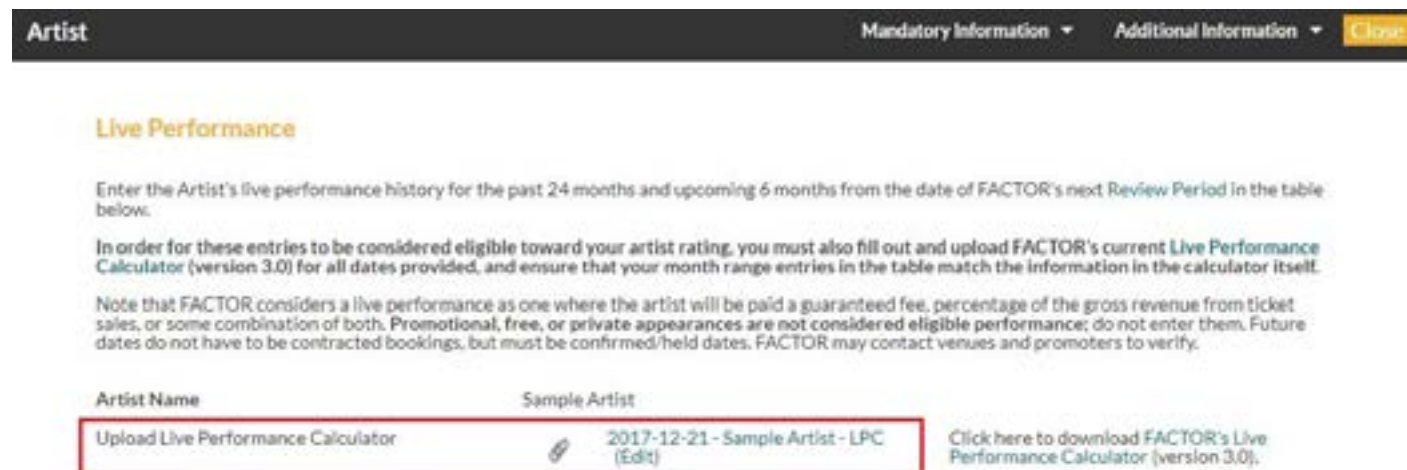
From the Additional Information dropdown menu, select the Live Performance Information option. Enter any eligible live performance tour dates for the 24 months before the upcoming Annual or Semi-Annual Review, and any performances booked within the six months following the upcoming Annual or Semi-Annual Review.

Click the Add button to add an entry for each six-month period. A new pop-up window will open, where you will enter the live performance information for the period.

Select the year based on the year of the last month in the period (August or February). For example, if you are providing live performance information for September 2017 to February 2018, you would select 2018 as the year. Next, enter the number of non-festival and festival shows.



Once you have created entries for all relevant six-month periods, upload FACTOR's [Live Performance Calculator](#) as proof of performance to the main Live Performance page by clicking on the paperclip icon.



What FACTOR accepts	What FACTOR does not accept
<ul style="list-style-type: none"> • Live performances must be shows where the artist will be paid a guaranteed fee or percentage of the revenue from ticket sales. FACTOR may contact any venue or promoter to verify performances listed. • Proof of performance must be provided using FACTOR's Live Performance Calculator. Upload one Live Performance Calculator per artist on the main Live Performance page. • For past dates - all information must be included: performance date, city, country, venue, promoter name, is this a festival performance, and gross revenue/guarantee. • For future dates - revenue information is not required. Performance date, city, country, venue, promoter name and festival information are required. 	<ul style="list-style-type: none"> • The following are not considered eligible and should not be included as live performances: <ul style="list-style-type: none"> ○ Residencies (i.e. every Monday night at Joe's Tavern) ○ "Pay to plays" (where the artist has paid someone to play at a venue) ○ Promotional (free) appearances ○ Private shows (weddings, private house parties) ○ Non-verifiable performances • Incomplete Live Performance Calculator Spreadsheets. • Spreadsheet or proof of performances other than the Live Performance Calculator.

Social Media Presence

Social Media numbers are used by FACTOR as a measurement of the levels of your fan interaction and engagement. FACTOR pulls Facebook likes, Twitter followers, and YouTube streams directly from Nielsen Music Connect. Ensure that you fill out your correct social media handles/URL's on the Social Media Presence page in your Artist Profile.

Sync Licenses

A sync license is an agreement to have your music appear in the soundtrack of a visual production such as a film, TV show, or commercial, in exchange for a fee. Sync licensing demonstrates that your music has attained a further reach because industry professionals are investing financially in your career on the belief that your music improves their production. FACTOR reviews your top five grossing syncs over the past five years.

From the Additional Information dropdown menu, select the Sync Licenses option. If you have licensed any of your songs to appear on film, television, commercials, or video games (and received compensation for the use of your music), enter the details of this license by clicking on the Add button, which will open a new pop-up window. Complete the requested information, and upload the license agreement or confirmation letter as proof of licensing by clicking the paperclip icon.

Sync Licenses

A Sync License is a license to place recorded music performed by you as the artist in the soundtrack of visual production like a film, TV show, videogame, or commercial in exchange for a fee. You will need to include the total sync license fee for both the Master Side and the Publishing Side. You may claim sync licenses for any recorded music performed by you as the artist, regardless of who wrote it. However, compositions that were written by you, but performed by another artist, should not be claimed here. List the top 5 highest paid sync licenses you have had in the past 5 years only. The sync license must be with a third party (such as an ad agency or film production company). Licenses for filmed productions owned or undertaken by you or your team, or whose purpose is to promote you and your career, are not eligible. Please list the fee in Canadian dollars. Do not list any unpaid, gratis, promotional or non-commercial placements.

Artist Name	Date of Sync License Agreement	Description	Placement Type	Sync License Fee
Sample Artist	February 04, 2016	Name of TV Show	TV 1 Hour Series	\$3,000.00

Page: 1 of 1 1 record(s) found

Sync License Save Close

Artist Name: Sample Artist

Description: Title of film, TV show with episode number, or commercial product

Placement Type:

Date of Sync License Agreement:

Sync License Fee: Include the dollar amount combined from both publishing and master sound recording sides.

Sync License Agreement: Upload the agreement for either the publishing side or the master side; or for both sides if combined into one agreement. Alternatively, FACTOR will accept a confirmation letter from the Record Label, Publisher, Sub-Publisher or Music Licensing Company that did the deal.

What FACTOR accepts	What FACTOR does not accept
<ul style="list-style-type: none"> As proof, you must upload a contract or deal memo that includes: <ul style="list-style-type: none"> The song or composition; Licensee; Production title (title of film, TV show with episode number, or commercial product); Date of agreement; and Fee in Canadian dollars. You must include the total sync license fee for both the master side and the publishing side. The sync must be between the Artist and a third party. 	<ul style="list-style-type: none"> Syncs that do not provide the listed information in the column to the left will not be recognized. The following syncs are not eligible: <ul style="list-style-type: none"> Unpaid or gratis licenses Promotional Non-commercial placements Work-for-hire compositions Compositions written by you but performed by another artist. Do not list more than five sync licenses. If you have more than five syncs in the past five years, pick the top grossing syncs. Do not list sync licenses older than five years.

Team

The team section shows FACTOR whether music industry professionals are willing and ready to invest in your career in order to leverage your professional opportunities. The roles of artist manager, Canadian and international booking agents, and publisher are reported in this section.

From the Additional Information dropdown menu, select the Team option. If you work with any team members who perform one of the following roles, add their information in the table by clicking the Add button, which will open a new pop-up window: artist manager, Canadian booking agent, international booking agent, or publisher. Note that FACTOR will not recognize team members who are also listed as Artist Members in the profile.

Team Members

Enter the Artist Manager(s), Booking Agent(s) and Publisher(s) that work with the Artist.

For a Team Member to be considered eligible, they must perform these roles as a profession. Proof of this may be requested. Do not include individual(s) listed in the Artist Member section.

Artist Name: Sample Artist

First Name	Last Name	Primary Function	Territory
No records to display.			

Add Edit Delete

Team Member Save Close

Artist Name: Sample Artist

Email:

First Name:

Last Name:

Primary Phone: Ext:

Primary Function:

Territory:

For Booking Agent, if your agent represents you in Canada as well as other territories, please select Canadian Booking Agent.

What FACTOR accepts	What FACTOR does not accept
<ul style="list-style-type: none"> Individuals listed must be fulfilling their team role at a professional level. For booking agent, if your agent represents you in Canada as well as other territories, please select "Canada" as the territory. Team members must be kept up to date. FACTOR will, at times, ask for verification from the listed parties. 	<ul style="list-style-type: none"> Non-professional team members. Artist members cannot represent themselves as a team member. Individuals who no longer provide these services to the artist.

Radio Charting History

Radio charting can have an enormous impact on an artist's career. FACTOR measures commercial and campus/community radio chart placements as they are valuable exposure of your music to the broader public.

From the Additional Information dropdown menu, select the Radio Charting History option. Add the information for any track that charted on commercial top 100 lists, or campus/community top 10 lists. Click the Add button to create a radio charting entry for each track. Instance of charting will only be recognized once per track. Only enter the most recent instance of charting. See the tips at the top of the window for a list of FACTOR-recognized radio charting.

You'll need to upload a PDF or JPG screenshot of the chart position for verification purposes. Do so by clicking on the paperclip icon, which will open a new upload window.

Artist
Mandatory Information ▾ Additional Information ▾
Close

Radio Charting History

Enter the Artist's Commercial and Campus/Community radio charting history from the past 5 years. List charting singles and/or albums once only.

FACTOR recognizes the following:

Commercial

- Acceptable charts: Nielsen/BDS, Billboard, Mediabase, Indigenous Music Countdown.
- List if top 100 for Nielsen/BDS, Billboard, or Mediabase. List if top 10 for Indigenous Music Countdown.
- Commercial charts may be station specific. Full albums are not recognized for Commercial charting.

Campus/Community

- List if top 10 only.
- Acceptable charts: Earshot, Muzooka, Spintron, NACC.
- Must be national charts. Charts for individual stations are ineligible.

NOTE: You are required to provide a PDF/JPG screenshot of the chart itself. Radio tracker logs are not eligible proof. Ineligible entries will be deactivated.

Artist Name:

Title of Track	Date of Chart	Radio Type	Highest Chart Position	Name of Radio Chart	Territory
Track 1	January 08, 2016	Commercial	5	Billboard	International

Page: 1 of 1 Go 1 record(s) found

Add
Edit
Delete

Radio Charting History
Save Close

Enter the following details about a specific radio charting by the Artist. Attach a PDF or JPG of the chart at the bottom of the page.

Artist Name:

Title of Track:

Date of Chart:

Select Radio Type:

What is the highest radio chart position achieved?:

Select the FACTOR recognized radio chart:

In what territory did this chart position occur?:

Attach a PDF or JPG of the chart with artist's highest position

📎
BillboardChartScreenshot.jpg (Edit)

What FACTOR accepts	What FACTOR does not accept
<ul style="list-style-type: none"> A PDF or JPG of the chart itself with the track/album's highest position. Commercial charting criteria: <ul style="list-style-type: none"> Tracks only – not full albums – that have placed in the top 100. Acceptable Charts: Nielsen/BDS, Billboard, Mediabase, Indigenous Music Countdown. List if top 100 for Nielsen/BDS, Billboard, or Mediabase. List if top 10 for Indigenous Music Countdown. Commercial charts may be station-specific. Campus/Community charting criteria: <ul style="list-style-type: none"> Tracks or albums that have made the top 10 only. Acceptable charts are: Earshot, Muzooka, Spintron, NACC 	<ul style="list-style-type: none"> Radio tracker reports. Any unrecognized charts. This includes CBC, Trax Report, etc. Entries without valid chart screenshots. A song or album that places on a chart will only be recognized once toward your rating.

Request Review

You've now completed all sections of the artist profile. Review all the information you've provided for accuracy. When you're satisfied, select the Artist Profile option from the Mandatory Information dropdown menu to return to the landing page of the Artist Profile. Click on the Request Review button to submit the profile to one of FACTOR's Project Coordinators.

If your artist profile is new, you will automatically receive a rating of General. Any additional information you enter at this stage will be retained until the semi and annual review periods. Please be sure to update your Additional Information in advance of future review periods if you wish to compete for an Artist 2 or Artist 3 rating.

What can Artists 2 and 3 apply for?

NOTE: If you do not have an existing [Applicant Profile](#), you will need to create one before you'll be able to apply to most programs.

An artist rating does not guarantee eligibility for FACTOR programs. See the program guidelines for full details.

If you have a rating of Artist 2, you can apply for the following programs:

- [Artist Development](#)
- [Juried Sound Recording](#)
- [Live Performance](#)
- [Marketing and Promotion for Non-FACTOR-Funded Sound Recordings](#)
- [Video](#)

If you have a rating of Artist 3, you can apply for the following programs:

- [Comprehensive Artist](#)
- [Live Performance](#)
- [Marketing and Promotion for Non-FACTOR-Funded Sound Recordings](#)
- [Video](#)

Appendix A

Discography - Proof of Sales

For major physical and digital retail sales reporters in North America, FACTOR will verify your sales data through Nielsen Music Connect which captures all SoundScan reporters. You do not need to upload any form of Proof for Sales made through those retailers.

For independent retail sales in North America made through retailers that do not report to SoundScan, and for physical and digital retail sales made outside of North America, FACTOR will accept the following Proof of Sales:

A Sales/Royalty Report from a FACTOR Recognized Distributor in the following formats (only): PDF/JPG report OR screen shot of distributor's web portal, showing distributor name, logo, artist name, release title, and sales numbers.

A [Net Sales Letter](#) from an accredited label or distributor that has been pre-approved by FACTOR, including [FACTOR-Recognized Distributors, Accredited Labels, or Accredited International Distributors](#). This letter must be verifiable and include the company's logo, artist name, title of release, UPC #, territory, format (single or album, physical or digital retail), release date, period of sales being reported, and total net sales for the period. Net sales means units shipped less processed returns, and should not include units sold to the artist for resale off-stage.

Offstage Sales for ALL territories will be recognized if you complete the Manufactured Units tab that is part of the Discography Sales Calculator, and upload your most recent manufacturing invoice for the title being claimed, at the time when you upload the Discography Sales Calculator.

If you are providing proof of sales from a distributor or retailer in Excel format, FACTOR will not accept it toward your rating without the following:

Screenshot of their web portal distributor account that identifies the distributor (incl. branding logo), the release, and the artist; or

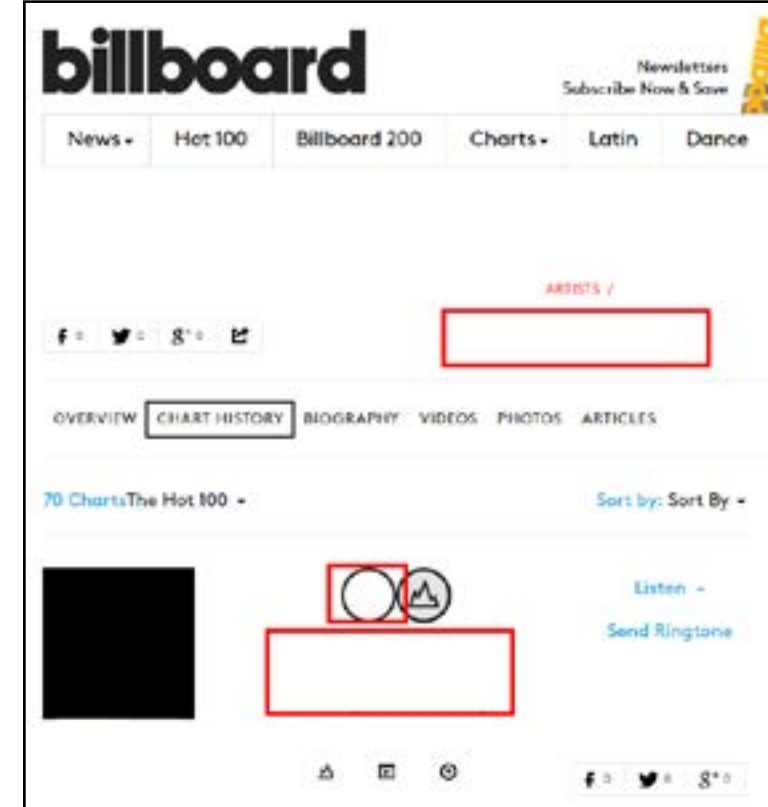
PDF/JPG report from their distributor (including branding logo) that identifies the release, and artist.

Transaction Date	Account Number	Artist Name	Album ID	Album Name	Track ID	Song Title	Item ID	External Item ID	Format	Quantity

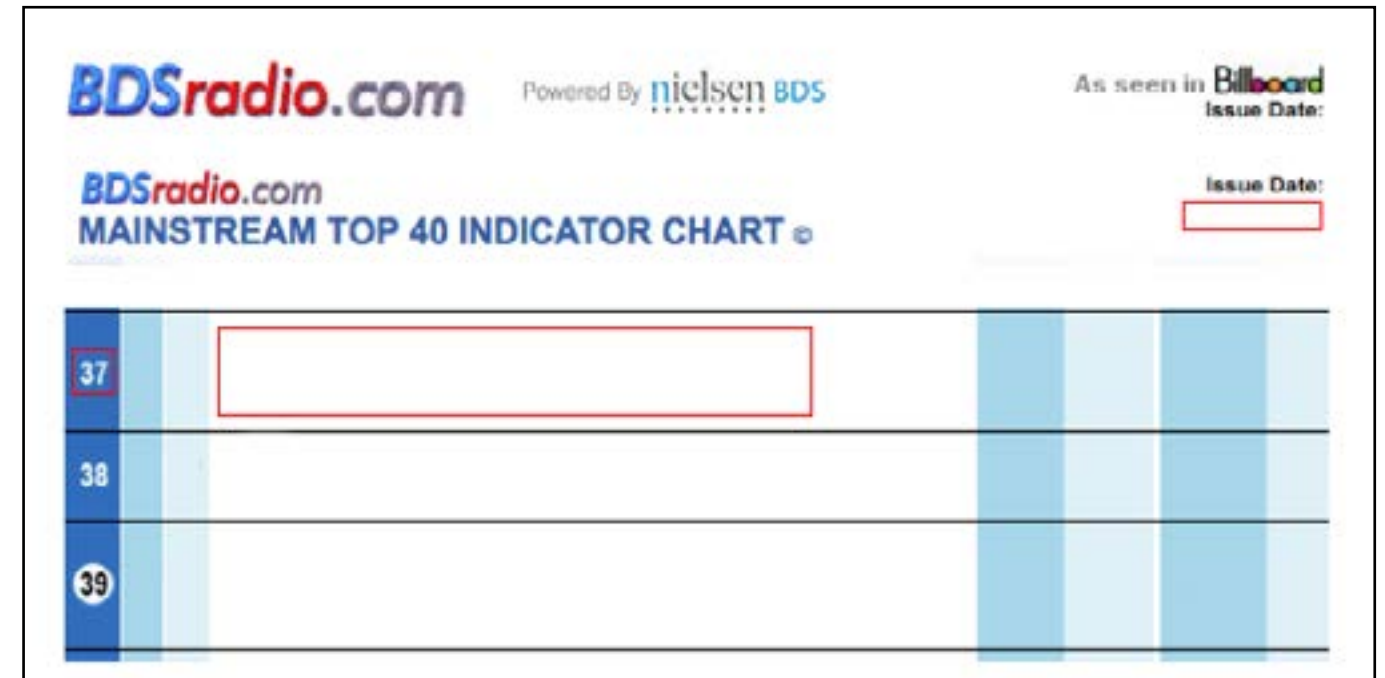
Radio Charting History

A PDF or JPG of the chart itself with the track/album's highest position.

Billboard



BDS



Mediabase



by Spins to Date
All Formats - 1 Or More Spins

- Show Zero Airplay
- Show Market History
- Download To Spreadsheet

Station <small>Click Station for Daypart Info</small>	Market	Mkt Rank	Group Owner	Current Format <small>Click a Format to Filter</small>	First Played	Spins to Date	OVN	AND	MID	PMO	EVE	Total Audience (Millions)
												188
												206
												10
												4
												3
												1
												0
Totals: (All Formats):												M

Format History

Format <small>(with at least 2% total airplay)</small>	Percent of Total Play	Spins to Date	OVN	AND	MID	PMO	EVE	Peak Plays	Peak Week	Peak Chart
All Formats Combined									---	---

!earshot

[New Adds](#) | [Monthly Charts](#) | [!earshot Charts](#) | 

[| << Previous Week](#) | [Next Week >>](#) | [Latest >](#) |

!earshot

The National Top 50

For the Week Ending:

[+ Share](#) | [f](#) [t](#) [e](#) [r](#) | [PermaLink](#) | 

Other charts: **Top 50** Electronic Hip Hop International Jazz Loud Folk/Roots/Blues

Reporters: !earshot | CFBU CFBX CFCR CFMH CFOU CFRC CFRU CHRW CHRY CHUO CICK CILU CISM CITR CIVL CJAM CJSF CJSR CJSW CJUM CKLU CKUA CKUT CKUW CKXU scop

TW	LW	Artist	Title	Label
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				