

# **Artist Profile Additional Information Guide**

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This guide details how to complete the Additional Information section of the <u>Artist Profile</u>, and acceptable supporting proof documentation for each section.

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## **Mandatory Information and Additional Information**

You can choose how much information to submit in an Artist Profile. When you create an Artist Profile (or access an existing one), select whether or not you wish to submit Additional Information. You can change your response at any time.

Additional Information is used to determine which artists receive Artist 2 and Artist 3 ratings at the Annual Review (end of February) and by request at the Semi-Annual Review (end of August). You will receive a General Artist rating automatically the first time you submit a new Artist Profile for review. Over 95% of artists will maintain their General Artist rating due to FACTOR's budget availability. As a result, we recommend that most artists opt-out of providing Additional Information. See the <u>ratings page of the FACTOR website</u> for more information on the artist rating system and to see examples of Additional Information values likely to result in a rating of Artist 2 or Artist 3.

This guide only covers the Additional Information sections and acceptable proof documentation. 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 provide 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.

Artist			Mandatory Information 🔻	Additional Information 🔻	Save Close
	FACTOR's website uses pop ups! To ensure that y We've created a guide on how to do that here: Pop	our application process goes smoothly, please turn v o Up Blocker Guide.	your pop up blocker for our	Discography	
	Request Review		Once you have requested		
			Profile with FACTOR, you confirmation email.	Radio Charting History Social Media Presence	
	Artist Name	Sample Artist	Enter the name of the Art should be displayed. Inclu The) as applicable.	Sync Licenses	
	Do you want to provide Additional Information for this profile?	Yes v	If you select "No", only the information FACTOR req Artist Profile a General an available once this page h Additional information is purpose of deciding whic Artist 2 and Artist 3 ratin on the assessment of any than 95% of artists receive limited number receive A here for more informatio rating system and to see levels of success is requir General rating. Note that you do not nee additional information to Sound Recording, Artist I	tist rating will be as been saved. used solely for the h artists receive gs, and <b>has no impact</b> <b>application</b> . More re a General rating; a rtist 2 and 3. Click n on FACTOR's artist examples of what ed to surpass a d to provide any apply to the Juried Development or Live	

If you have an Artist Profile rated Artist 2 or Artist 3, you are advised to update your Additional Information before each <u>profile review deadline</u>. Artist ratings can go up or down following the Annual Profile Review (end of February). Updating your Artist Profile for the Semi-Annual Profile Review (end of August) is optional, as ratings can go up, but not down.

## **Additional Information Menu**

The following sections are listed under the Additional Information menu:

Discography Live Performance Information Radio Charting History Social Media Presence Sync Licenses

You can complete any or all of these sections. FACTOR's rating system is competitive, so we recommend submitting data under all of these sections if you hope to obtain an Artist 2 or Artist 3 rating.

#### Discography

This section provides FACTOR with accurate detail on your **streams and units sold, emphasizing full-length albums released in the past five years**. The five-year cut off is calculated from the date of the current review period. See <u>Business Policies: Proof of Sales, Proof of Qualifying Release</u> for more information.

From the Additional Information dropdown menu, select the Discography option. First, complete FACTOR's <u>Discography</u> <u>Calculator spreadsheet</u>. The Discography Calculator is an organizational tool for the artist's discography and supporting proof of sales. It is required if you provide proof of sales for non-North American retail and/or manufactured units. When you've completed the spreadsheet, return to the Discography page in the portal, and upload the spreadsheet by clicking the paperclip icon.

		Mandatory Information 🔻	Additional Information 🔻	Close
Discography		[	<u>Discography</u> Live Performance Information	]
	balay		Radio Charting History	
Enter the artist's discography in the chart	below.		Social Media Presence	
For a General rating, sales and streaming application.	information are not required. You only need to enter dat	ta for releases if they directly relate to a	Sync Licenses	
For a release to be considered toward a p MAPL requirements) must be filled out c	project's eligibility or a rating of Artist 2 or Artist 3, all f ompletely.	fields (title, first commercial release, run	time, and	
NOTE: Artist rating scoring in this section	focuses on releases from the past 5 years.			
Artist Name	Sample Artist			
Upload Discography Calculator	FACTOR_Discography_Sales_Calcu (Edit)	lator. klfthe artist is claiming Non-North sales or manufacturing numbers t artist rating during either of FACT Review Periods, a completed FAC Discography Calculator Version 4 uploaded. If you do not have acces Microsoft Excel, the calculator is co with Google Sheets.	oward their OR's TOR's 0. must be s to	

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 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. Provide all requested information in the new pop-up window. You can click Save and Add Another to enter the next track immediately, or click Save, then Close to return to the Discography window.

Discography	Save	Close

A complete track listing and commercial release information is required for this entry to be complete.

For a General rating, you only need to enter data for releases that directly relate to a FACTOR application.

If you have opted to provide Additional Information, scroll down to fill out the Streaming and Sales Information on this page.

Artis	st Name		Sample Artist				
Release Title			Album 1	Album 1			
List	of Tracks						
	Track Title	Run Time	Canadian Music %	Canadian Lyrics %	Produced in Canada %	Language	Cover / Original / Public Domain
Nor	ecords to display.						
		00:00:00	%	%	%		
						A	dd Edit Delete

#### Discography Track

Artist Name	Sample Artist	
Release Title	Album 1	
Title of Track	Track 1	
Run Time	0:05:00	Run Time is represented as Hours:Minutes:Seconds. Please fill out
		accurately.
The track is (select one)	Original	
Language of Lyrics (select one)	English Lyrics 🔹	
MAPL Criteria for this Music		
What percentage of the music was composed by Canadians?	100 %	
What percentage of the lyrics was composed by Canadians?	100 %	

The fields below the List of Tracks table will auto-populate with the information you have provided.

100 %

4

4

0

#### List of Tracks

Number of Tracks

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

Number of Tracks with Lyrics

Number of Tracks with French Lyrics

What percentage was produced in Canada?

For the Commercial Release Information table, click the Add button to add an entry. Provide 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	5	Sample Artist			
Release Title	,	Album 1			
Territory	[	Canada	T		
Release date in this territory	[	July 08, 2016	]		
Is this the first commercial rel	lease?	Yes	•		
Format		Digital	T		
Name of the Label that will re in this territory	lease the album	Label Name			
Does the label currently contr rights in this territory?	rol the release	Yes	T		
Physical distributor for this te	erritory				
Digital distributor for this ter	ritory	Name of Distributor			

What FACTOR accepts for albums and	What FACTOR does not accept for
singles released	albums and singles released
<ul> <li>A comprehensive list of the artist's discography, organized by album title and <u>commercial release</u> date.</li> <li>A <u>full-length album</u> contains at least six tracks or twenty minutes of music. This may include live albums, acoustic albums, or "best of" compilations of your work.</li> <li>A unit is equivalent to:         <ul> <li>One physical full-length album</li> <li>One digital full-length album</li> <li>Six physical CD or vinyl singles</li> <li>Six individual digital tracks</li> </ul> </li> </ul>	<ul> <li>An album is only recognized 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.</li> <li>Albums or tracks that are not released by the artist specifically. This includes: <ul> <li>Compilations</li> <li>Featured artist tracks</li> <li>Releases from other acts, including if the members of both bands are similar or identical</li> </ul> </li> <li>If the commercial release date of any release is not listed in your release entry, it will be ineligible.</li> </ul>

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

Discography		Save Close
		Add Edit Delete
Streaming Information		
Spotify streams to date	5,000	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. Note that Spotify plays include all territories worldwide. If you have less than 1000 total plays on a track, don't include this track in your tally.
All North American streams to date	4,000	You do not need to populate information in this field. FACTOR will pull North American streaming data for all your releases directly from BuzzAngle or SoundScan Connect (whichever provides the most robust data).

What FACTOR accepts for streaming	What FACTOR does not accept for streaming
<ul> <li>Spotify streams.</li> <li>North American streaming data.</li> </ul>	<ul> <li>Releases with fewer than 1,000 Spotify streams.</li> <li>Worldwide streams (other than what's captured in Spotify's numbers).</li> <li>Streaming numbers not reflected in Nielsen Music Connect's data set (i.e. streams prior to January 1, 2014).</li> </ul>

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.

Physical units sold worldwide to date	500
Digital albums sold worldwide to date	2,000
Digital singles sold worldwide to date	4,000
Please attach documents to provide proof of sales	Album1SoundScan.pdf (Edit)

When finished entering all information for the release, click the Save button, then Close.

What FACTOR accepts for proof of sales	What FACTOR does not accept for proof of sales
<ul> <li>Upload one Discography Sales Calculator per artist to the main Discography page, listing releases from the past five years. This is required if you provide proof of sales documents for non-North American retail and/or manufactured units.</li> <li>FACTOR only accepts the following proof of sales, reported in units, not dollar amounts. Refer to Appendix A for examples.</li> <li>SoundScan report</li> <li>Distributor report or <u>Net Sales Letter</u> from a <u>FACTOR-recognized distributor</u>, accredited <u>international distributor</u>, or an accredited <u>Canadian record label</u></li> <li>Manufacturing invoice for Manufactured Units (offstage sales, sales through independent retailers, and direct mail)</li> </ul>	<ul> <li>FACTOR only accepts the proof of sales in the column to the left. If you have questions over the validity of your sales reports, contact your Project Coordinator. Examples of ineligible proof of sales include:         <ul> <li>Excel spreadsheets which do not include or are not accompanied by proof of source.</li> <li>Claims for manufactured units, including offstage sales, without manufacturing invoices.</li> <li>Units shipped to retailers.</li> </ul> </li> <li>By submitting any sales documentation, you have sworn to 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 <u>default</u>.</li> </ul>

#### **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 36 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. FACTOR will recognize ticketed online events over the past 36 months and future six months.

From the Additional Information dropdown menu, select the Live Performance Information option. Enter any eligible live performance dates for the 36 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.

Artist				Mandatory Information 🔻	Additional Information 👻 Clo	ose
	Live Performance					
	Enter the Artist's live performance history for the below. All entries must be supported by FACTOR	past 36 n ' <b>s Live Pe</b>	nonths and upcoming 6 months from the da rformance Calculator (version 4.1) to be c	ate of FACTOR's next Review Period in considered eligible toward rating.	the table	
	An eligible live performance must include a guara FACTOR will accept events that are online or offlir	anteed fee ne, as long	e, percentage of the gross revenue from tic g as they meet these requirements.	ket sales, or some combination of both.	NEW:	
	The following are ineligible: promotional, free, or	· private a	appearances, residencies, more than one o	date at a festival event; do not enter the	em.	
	Future dates do not have to be contracted booking	gs, but mu	ist be confirmed/held dates.			
	Artist Name	Sample	Artist			
	Upload Live Performance Calculator	Ø	2020-07-28 - Sample Artist - LPC (Edit)	To be considered for a rating of Artis: Artist 3, complete FACTOR's Live Performance Calculator (version 4.1, calculator must be uploaded in Excel format. If you do not have access to N Excel, the calculator is compatible wi Sheets.	). The file Microsoft	

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 2019 to February 2020, you would select 2020 as the year. Next, enter the number of non-festival and festival shows.

#### **Live Performance**

Enter the artist's live performance history below for the noted period only.

NOTE: Gross revenue refers to the amount paid to the artist for performance only, before the deduction of any costs such as agency fees, promo, and other artist's costs.

#### Artist Name

Sample Artist

#### Live Performance Information

Year End	2020 ~	Sele moi Aug
Month Range	September to February 🗸	
Number of Non-Festival Shows	25	
Number of Festival Shows	5	
Gross Revenue from all Shows	\$100,000.00	

Select the year that corresponds to the last month of the reference period (i.e. February or August).

Once you have created entries for all relevant six-month periods, upload the <u>Live Performance Calculator</u> as proof of performance. Click the paperclip icon on the main Live Performance page.

st				I	Mandatory Information 🔻	Additional Information 🔻	Close
l	Live Performance						
	Enter the Artist's live performance history for below. <b>All entries must be supported by FACT</b>	the past 36 m OR's Live Pe	nonths and upcoming 6 months from th rformance Calculator (version 4.1) to	e date of FAC <b>be considered</b>	TOR's next Review Period in I eligible toward rating.	n the table	
í	An eligible live performance must include a g FACTOR will accept events that are online or o	uaranteed fee offline, as long	e, percentage of the gross revenue from g as they meet these requirements.	n ticket sales, o	or some combination of bot	h. NEW:	
	The following are ineligible: promotional, free	e, or private a	ppearances, residencies, more than o	ne date at a fe	estival event; do not enter t	hem.	
I	Future dates do not have to be contracted boc	kings, but mu	st be confirmed/held dates.				
	Artist Name	Sample	Artist				
	Upload Live Performance Calculator	Ø	2020-07-28 - Sample Artist - LPC (Edit)	Artist 3 Perform	onsidered for a rating of Arti , complete FACTOR's Live nance Calculator (version 4. or must be uploaded in Exce	1). The	
				format.	If you do not have access to ne calculator is compatible v	Microsoft	

What FACTOR accepts	What FACTOR does not accept
• 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	<ul> <li>The following are not eligible and should not be included as live performances:         <ul> <li>Residencies ( i.e. every Monday night at Joe's Tavern)</li> </ul> </li> </ul>
<ul> <li>Isted.</li> <li>Proof of performance must be provided using <u>FACTOR's Live Performance Calculator</u>. Upload</li> </ul>	<ul> <li>"Pay to plays" (where the artist has paid someone to play at a venue)</li> <li>Promotional (free) appearances</li> </ul>
<ul> <li>one Live Performance Calculator per artist on the main Live Performance page.</li> <li>For past dates – all information must be included:</li> </ul>	<ul> <li>Private shows to a closed audience (weddings, private house parties)</li> </ul>
<ul> <li>performance date, city, country, venue, promoter name, festival information, and gross revenue/ guarantee.</li> <li>For future dates – performance date, city, country, venue, promoter name and festival information are provide down and construction of the provide date.</li> </ul>	<ul> <li>Non-verifiable performances</li> <li>Incomplete Live Performance Calculator Spreadsheets.</li> <li>Spreadsheets or proof of performances other than the Live Performance Calculator.</li> </ul>
required. Gross revenue/guarantee is not.	More than one performance per festival.

#### **Radio Charting History**

Radio charting can have an enormous impact on an artist's career by providing valuable exposure to the broader public. **FACTOR measures chart placements on commercial and campus/community radio.** 

From the Additional Information dropdown menu, select the Radio Charting History option. Add the information for any track from the past five years 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.

Upload a PDF or JPG screenshot of the chart position. Do so by clicking on the paperclip icon, which will open a new upload window.

				Mandatory Informat	tion 🔻 Additional Information			
Enter the artist's Commer	cial and Campus/Com	munity radio charting hist	ory from the past 5 years. I	ist charting singles and	/or albums once only.			
FACTOR recognizes the fo		, 0	, , ,	0 0				
<ul> <li>Commercial</li> <li>Acceptable charts: Nielsen/BDS, Billboard, Mediabase, Indigenous Music Countdown.</li> <li>List if top 100 for Nielsen/BDS, Billboard, or Mediabase. List if top 10 for Indigenous Music Countdown.</li> <li>Commercial charts may be station specific. Full albums are not recognized for Commercial charting.</li> </ul>								
Must be national charts	<ul> <li>List if top 10 only.</li> <li>Acceptable charts: !earshot, Muzooka, Spinitron, NACC.</li> <li>Must be national charts. Charts for individual stations are ineligible.</li> </ul> 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							
Artist Name		Sample Artist						
Title of Track	Date of Chart	Radio Type	Highest Chart Position	Name of Radio Chart	Territory			
Track 1	July 31, 2020	Commercial	5	Billboard	International			
	)	Page:	1 of 1 Go		1 record(s) found			
					Add Edit Delete			

Enter the following details about the title's radio charting. Attach a PDF or JPG of the chart at the bottom of the page.

Artist Name	Sample Artist
Title of Track	Track 1
Date of Chart	July 31, 2020
Select Radio Type	Commercial
What is the highest radio chart position achieved?	5
Select the FACTOR recognized radio chart	Billboard
In what territory did this chart position occur?	International
Attach a PDF or JPG of the chart with artist's highest position	BillboardChartScreenshot.pdf (Edit)

What FACTOR accepts	What FACTOR does not accept
<ul> <li>A PDF or JPG of the chart itself with the track/ album's highest position.</li> <li>Commercial charting criteria:         <ul> <li>Tracks only – not full albums – that have placed in the top 100.</li> <li>Acceptable charts: Nielsen/BDS, Billboard, Mediabase, Indigenous Music Countdown.</li> <li>List if top 100 for Nielsen/BDS,</li> <li>Billboard, or Mediabase. List if top 10 for Indigenous Music Countdown.</li> </ul> </li> </ul>	<ul> <li>Radio tracker reports and spreadsheets.</li> <li>Any unrecognized charts, including CBC, Trax Report, etc.</li> <li>Entries without valid chart screenshots.</li> <li>A song or album that places on a chart will only be recognized once toward your rating.</li> <li>A song where you are the featured artist on another artist's track.</li> </ul>
<ul> <li>Commercial charts may be station-specific.</li> </ul>	
<ul> <li>Campus/Community charting criteria:</li> <li>Tracks or albums that have made the top 10 only.</li> </ul>	
<ul> <li>Acceptable charts: Earshot, Muzooka, Spinitron, NACC</li> </ul>	

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#### **Social Media Presence**

Social Media numbers measure levels of fan interaction and engagement. **FACTOR reviews Facebook Likes (official Pages only) and Twitter followers.** Data on Instagram followers is for information purposes only.

# Social Media Presence Enter the artist's official Facebook and Twitter account information below. NEW: FACTOR is collecting Instagram data for information purposes. Artist Name Sample Artist Facebook Page e.g. facebook.com/FACTORCanada Number of Likes e.g. twitter.com/FACTORCanada Twitter Feed e.g. twitter.com/FACTORCanada Number of Twitter Followers e.g. twitter.com/FACTORCanada Instagram Account e.g. instagram.com/FACTORCanada

#### Sync Licenses

A sync license is an agreement for your music to appear in the soundtrack of a visual production (such as a film, TV show, or commercial) in exchange for a fee. It demonstrates that your music has attained further reach because industry professionals believe that your music improves their production and are investing financially in your career. **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, then click the paperclip icon to upload the license agreement or <u>confirmation letter</u>.

t				Mandatory Information 🔻 Additional Information 👻							
	Sync Licenses										
	List the top 5 highest paid sync license	s for the artist in the past 5 years. List i	the fee in Canadian dollars.								
	A Sync License is a license to place reco commercial in exchange for a fee. You y	A Sync License is a license to place recorded music performed an 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.									
	0	led music performed by the artist, regai		vever, compositions that were written by the							
			production company). Lice ist's career, are ineligible. D eature should not be claime	enses for filmed productions owned or Jo not list any unpaid, gratis, promotional or d here.							
	Artist Name	Sample Artist									
	Date of Sync License Agreement	Description	Placement Type	Sync License Fee							
	August 04, 2020	Name of TV Show	TV 1 Hour Series	\$5,000.00							
		Page: 1	of 1 Go	1 record(s) found							
				Add Edit Delete							

Artist Name	Sample Artist	
Description	Name of TV Show	Title of film, TV show with episode number, or commercial product
Placement Type	TV 1 Hour Series	
Date of Sync License Agreement	August 04, 2020	
Sync License Fee	\$ 5,000.00	Include the dollar amount combined from both publishing and master sound recording sides.
Sync License Agreement	SyncLicenseAgreement.pdf (Edit)	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> <li>As proof, upload a contract or deal memo that includes:</li> <li>The song or composition;</li> </ul>	<ul> <li>Syncs that do not provide the listed information in the column to the left will not be recognized.</li> <li>The following syncs are not eligible:</li> </ul>
<ul> <li>Licensee;</li> <li>Production title (title of film, TV show with</li> </ul>	<ul> <li>Unpaid, gratis or promotional licenses</li> <li>Non-commercial placements</li> </ul>
<ul> <li>episode number, or commercial product);</li> <li>Date of agreement; and</li> </ul>	<ul> <li>Work-for-hire compositions</li> <li>Compositions written by you but performed by</li> </ul>
• Fee in Canadian dollars.	<ul><li>another artist.</li><li>Compositions where you are the featured artist</li></ul>
• You must include the total sync license fee for both the master side and the publishing side.	on another artist's track.
The sync must be between the Artist and a third party.	<ul> <li>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.</li> <li>Do not list sync licenses older than five years.</li> </ul>

## **Request Review**

You've now completed all sections of the Artist Profile. Review the provided information for accuracy, then select the Artist Profile option from the Mandatory Information dropdown menu. This will return you to the main landing page. **Click on the Request Review button** to submit the profile to your Project Coordinator.

#### Artist Profile

Follow the steps below to fill out your Artist Profile:

1. Complete each field on this page and then press Save.

 After saving, hover over the Mandatory Information menu at the top right of this page. Fill out the Artist Members section and Discography section; this must be completed for all Artist Profiles.

3. If you've chosen to provide Additional Information, a menu for these categories will appear at the top right of this page. Fill out as requested. 4. When you have completed the above steps, return to this and click the **Request Review** button below to submit this Artist Profile for review. New Artist Profiles are automatically assigned a General rating.

Information entered within the Additional Information pages is reviewed at FACTOR's Annual Review (last business day of February) and, by request only, at the Semi-Annual Review (last business day of August). For more information on your Profiles, Profile Review and Ratings, please see Section II of FACTOR's Business Policies Handbook.

FACTOR's website uses pop ups! To ensure that your application process goes smoothly, please turn your pop up blocker for our website to OFF. We've created a guide on how to do that here: Pop Up Blocker Guide.



Once you have requested review of your Artist Profile with FACTOR, you will receive a confirmation email.

You will automatically receive a rating of General the first time you submit an Artist Profile. Any additional information entered will not be reviewed until the Semi and Annual Review periods (end of August and end of February, respectively). Be sure to update your Additional Information in advance of future review periods 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 <u>Applicant Profile</u>, you will need to create and submit one before you can apply to any 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:

- <u>Artist Development</u>
- Juried Sound Recording
- Live Performance
- Marketing and Promotion for Non-FACTOR-Funded Sound Recordings
- <u>Video</u>

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
- <u>Video</u>

## **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 accepts 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 <u>Net Sales Letter from</u> an accredited label or distributor that has been pre-approved by FACTOR, including <u>FACTOR-Recognized Distributors</u>, <u>Accredited Labels</u>, <u>or Accredited International Distributors</u>. 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 only be recognized if you complete the Manufactured Units tab of the Discography Sales Calculator and upload your most recent manufacturing invoice for the title being claimed.

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	ltem ID	External Item ID	Format	Quantity

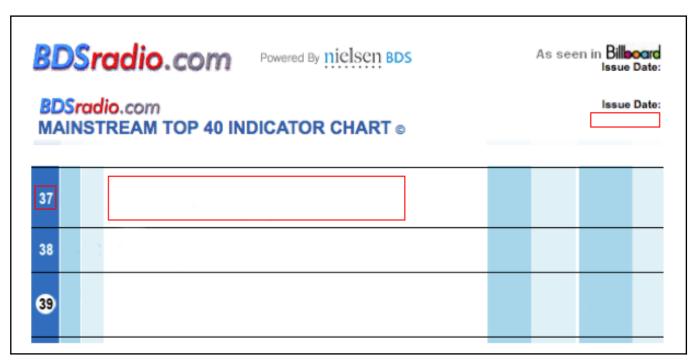
## **Radio Charting History**

Billboard

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

#### board bi Newsletters Subscribe Now & Save News -Hot 100 **Billboard 200** Charts -Latin Dance ARTISTS / f 0 0 8<sup>+</sup> 0 ⊵ CHART HISTORY BIOGRAPHY VIDEOS PHOTOS ARTICLES OVERVIEW 70 ChartsThe Hot 100 -Sort by: Sort By -Listen 👻 Send Ringtone Δ ÷ Θ f o ¥ ∘ 8⁺ ∘

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Artist Profile Additional Information Guide | Published February 1, 2021

