



## Artist Profile Tutorial

You will need an Artist Profile to apply for FACTOR programs. Your Artist Profile contains two sections: Mandatory Information, and an optional Additional Information section detailing your history as a solo musician, or group.

An Artist Profile can be created by an artist on their own behalf, or by any designated member of an artist's team (such as artist managers, grant writers, record label representatives, etc.). There can only be one Artist Profile per solo artist or group in the FACTOR portal. You will not be able to create an Artist Profile that shares a name with an existing one in the portal. If you are unable to create a new Artist Profile or access an existing one, [contact your Project Coordinator](#) or [general.info@factor.ca](mailto:general.info@factor.ca).

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This tutorial only covers Mandatory Information. For instructions on how to complete Additional Information, see [FACTOR's Additional Information Guide](#).

# Step-by-Step Guide to Creating an Artist Profile

## 1. Add a New Profile

To create a new Artist Profile, log in to [portal.factor.ca](http://portal.factor.ca) using your [User Profile login](#). Next, navigate to the Artist Profiles menu. If your User Profile is connected to any existing profiles, they will be listed here. Click on the Add New Artist button to create a new Artist Profile.



### Welcome to your Artist Dashboard

The table below will list all Artist Profiles you have user access to or are the administrator of.

To create a new Artist Profile, **click Add**. To open an existing Artist Profile, click directly on the Artist name.

If you're a solo artist, band or other ensemble and you want to apply for funding, you'll need an Artist Profile as well as an Applicant Profile.

### Artist Profiles

<input type="text" value="Search"/>	<input type="button" value="Q"/>	<input type="button" value="Add New Artist"/>
Artist Name	Artist Rating	Created On ↓

## 2. Complete Mandatory Information

Once you click the Add New Artist button, a new page will open to the Artist Profile landing page, where you will begin to enter mandatory information for the profile.

### Artist Profile

To successfully complete your Artist Profile, you must follow each step below.

1. **Complete each text field on this page below. Save the page when done.** One or two new drop down menus will now appear at the top right corner of this page.
2. **All Artist Profiles must provide details within the Mandatory Information menu.** Proof of citizenship is required for all artist members within the Artist Members section.
3. FACTOR encourages all Artist Profiles to fill out the Additional Information section. **This information is mandatory for artists who wish to compete for a rating higher than General.** FACTOR will also use information provided to provide context for future program changes. If you choose to provide Additional Information, indicate so below and **fill out all sections of the Additional Information menu.**
4. When you have completed the above steps, return to this page and click the **Request Review** button below. All new Artist Profiles are automatically assigned a General rating.

**ARTIST RATINGS:** 95% of artists in FACTOR's system are rated General. For artist ratings, the 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 how our funding and rating system works, please see [Section II of FACTOR's Business Policies Handbook](#).

Artist Name \*

Enter the name of the Artist exactly as it should be displayed. Include articles (A, An, The) as applicable.

Provide Additional Info

You must select "Yes" to this question and complete each Additional Information page, if you wish to compete for a rating higher than

Next, decide if you want to provide additional information for the profile. Additional information is used for the purpose of deciding 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. More than 95% of artists will maintain their General Artist rating due to FACTOR's budget availability. See the [ratings page of the FACTOR website](#) 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 tutorial only covers Mandatory Information.** For instructions on how to complete Additional Information, see [FACTOR's Additional Information Guide](#).

To proceed with this tutorial, select **No**.

Complete the questions regarding the artist's home city, home province/territory, and primary genres, then click the Next button.

Website

By providing your website, you agree to a link between FACTOR's website and the artist's website. The link will be created should your project be approved for funding.

What City does the Artist consider to be home? \*

What Province or Territory does the Artist consider to be home? \*

What is the Artist's Primary Genre? \*

NEXT

After clicking Next the page will refresh. Scroll to the bottom to upload your Artist Bio by clicking on the paperclip icon. Once you upload your Artist Bio, click Save and the file will appear on the page. Click Next to move on to the Artist Members section.

Artist Bio \*

bio test.pdf

SAVE

ARTIST ADMINISTRATOR

First Name	Last Name	E-mail Address	Phone Number
Karina	Moldovan	karina.moldovan@factor.ca	877-696-2215

NEXT

### 3. Add Artist Members

You need to add all regular members of your band or ensemble (including yourself). Do not include hired or occasional/session musicians. If you are a solo artist, add yourself as an artist member. Note that artist members will have access to the Artist Profile and all applications linked to this Artist Profile.

Before proceeding with this section, have proof of citizenship or Permanent Resident status on hand. FACTOR accepts scans of provincial or territorial birth certificates, Canadian passports, SCIS (Secure Certificate of Indian Status) cards, and Permanent Resident cards or citizenship certificates.

**Artist**

MANDATORY INFORMATION ▾

#### Artist Members

**Artist Name:** NickBMiloB

**Important:** This section must include all regular members of the Artist, solo or group. Hired or occasional/session musicians should not be included.

- **Solo Artist:** You are required to add yourself as an artist member.
- **Bands:** When entering a member's email address, press the search icon. If that band member has already created a login with FACTOR, this information will fill out automatically. If the band member has not created a login, then the online system will automatically create one. That individual will receive an email advising them that an Artist Profile has been submitted, as well as instructions on how complete their User Login.

ADD

First Name	Last Name	Email	Instrument/Role in group	Citizenship Status	Receives Notification	Actions
No Record Found.						

PREVIOUS

NEXT

To add an artist member, click on the Add button. Search for the email address connected to the artist member's FACTOR User Profile by entering the artist member's email address, then clicking on the magnifying glass icon to search the portal.

**Artist**

MANDATORY INFORMATION ▾

Enter an e-mail address to search for a contact

Q

Please enter an e-mail address and click the search button to search for a contact.

If there is an existing User Profile connected to that email address, you can then fill in the Instrument/Role field, upload Proof of Citizenship or Resident Status, and decide if this member will receive notifications.

**Artist**MANDATORY INFORMATION ▾

Enter an e-mail address to search for a contact

karina.moldovan@factor.ca


Q

Please enter an e-mail address and click the search button to search for a contact.

Instrument/Role in Group

Singer

Proof of Canadian Citizenship or Resident Status is applicable

Citizenship.png

Receive Notifications?

No ▾

Artist Administrator

First Name	Last Name	E-mail Address	Phone Number
Karina	Moldovan	karina.moldovan@factor.ca	877-696-2215

NEXT

If there is no User Profile registered to that email, you will see a Summary page where you must enter the artist member's information on their behalf. You will also need to upload their proof of citizenship or Resident Status, instrument/role in the group, and email notification preferences.

**Complete this step for every regular member of the group and ensure that you have not forgotten to add yourself. You will not be able to complete your Artist Profile without adding at least one artist member.**

**Artist**MANDATORY INFORMATION ▾

Enter an e-mail address to search for a contact

johndeere@gmail.com

Q

Please enter an e-mail address and click the search button to search for a contact.

## Summary

Email Address \*

johndeere@gmail.com

First Name \*

Last Name \*



## 4. Complete Discography

Select the Discography option under the Mandatory Information dropdown menu, Click the Add button to create an entry for the release associated with your intended application.

Artist

MANDATORY INFORMATION ▾

ADDITIONAL INFORMATION ▾

Discography


All artists are encouraged to keep their discography information up to date in the chart below.

For a release to be considered toward a project's eligibility or a rating of Artist 2 or Artist 3, all fields (title, first commercial release, run time, and MAPL requirements) must be filled out completely.

Artist Name

NickBMiloB

Upload Discography Calculator



If the artist is claiming Non-North America sales or manufacturing numbers toward their artist rating during either of FACTOR's Review Periods , a completed FACTOR's Discography Calculator Version 4.0. must be uploaded. If you do not have access to Microsoft Excel, the calculator is compatible with Google Sheets.

List All Releases by the Artist

ADD

Release Title	Number of Tracks	Run Time	Canadian Music	Canadian Lyrics	Produced in Canada	Physical Unit Sold	Digital Album Sold	Action
No Record Found.								

On the next page, enter the release title and click Next. Then click Add to complete the List of Tracks table. Provide all requested information in the pop out window and click Submit. Keep clicking Add until you have added all the tracks.

Click Add to complete the Release Dates table. Provide all requested information in the pop out window and click Submit.

Artist


MANDATORY INFORMATION ▾

ADDITIONAL INFORMATION ▾

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


List Of Tracks

ADD

Track Title ↑	Length (Hours)	Length (Minutes)	Length (Seconds)	Percentage Composed by Canadians?	Percentage of Lyrics Composed by Canadians?	Percentage Produced in Canada?	Language of Lyrics	Track Type	
Track 1	0	2	34	100.0	100.0	100.0	English Lyrics	Original	

Release Dates

ADD

Release Date ↓	Territory	Release Format	Label Name	Physical Distributor Name	Digital Distributor Name	
11/02/2023	Canada	Digital	Record Label Records	Distro	Distro	

Note, you do not have to list your entire catalogue into the Discography section to receive your automated General Artist rating. You only need to create an entry for a release if you are using it for a [Showcase](#) application.

You can now return to the main page of your Artist Profile by clicking on Artist Profile from the Mandatory Information drop down menu.

## 5. Submit Your Profile

At this stage, you've entered the mandatory requirements for a General Artist rating. Review all the provided information. From the Artist Profile main page, click on the **Request Review** button and confirm you have read and agree to the three statements in the pop out window. You will automatically receive a provisional General Artist rating and an automated email to confirm your submission.

This Artist Profile is currently in Draft status and will not be reviewed by FACTOR. Once you have completed the profile, click on Request Review.

Artist

MANDATORY INFORMATION ▼

ADDITIONAL INFORMATION ▼

### Artist Profile

To successfully complete your Artist Profile, you must follow each step below.

1. **Complete each text field on this page below. Save the page when done.** One or two new drop down menus will now appear at the top right corner of this page.
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3. FACTOR encourages all Artist Profiles to fill out the Additional Information section. **This information is mandatory for artists who wish to compete for a rating higher than General.** FACTOR will also use information provided to provide context for future program changes. If you choose to provide Additional Information, indicate so below and **fill out all sections of the Additional Information menu.**
4. When you have completed the above steps, return to this page and click the **Request Review** button below. All new Artist Profiles are automatically assigned a General rating.

**ARTIST RATINGS:** 95% of artists in FACTOR's system are rated General. For artist ratings, the 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 how our funding and rating system works, please see [Section II of FACTOR's Business Policies Handbook](#).

REQUEST REVIEW

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

## What can General Artists apply for?

NOTE: If you do not have an existing [Applicant Profile](#), you will need to create one and submit it before you can apply to most programs.

**An Artist Rating does not guarantee eligibility for FACTOR programs. See the program guidelines for full details.**

With a General Artist rating, you can apply for the following programs:

- [Artist Development](#)
- [Juried Sound Recording: Album](#) (project max of \$67,500)
- [Juried Sound Recording: Single/EP](#) (project max of \$25,000)
- [Live Performance](#) - Showcase component only (max of \$7,500, depending on the territory of the showcase)

## Other Options

### Change Artist Administrator

By default, the user who is logged in when the Artist Profile is created will be the Artist Administrator. The Artist Administrator is the sole user authorized to manage an Artist Profile. The Artist Administrator has full read and write access to the Artist Profile and the ability to view (but not edit) all projects involving the artist. This user will also be the primary party responsible for communications with FACTOR regarding the Artist Profile. The Artist Administrator controls which users can access the Artist Profile. Ensure that the Artist Administrator will pay attention to emails from FACTOR and will respond to issues.

If you need to make any changes to the Artist Administrator, you can do so by selecting the **Change Artist Administrator** option under the Mandatory Information dropdown menu. Search for the email address of the user you wish to designate as the new Artist Administrator by entering the email address, then clicking the magnifying glass icon. If they have a User Profile, their saved information will autopopulate below. If they do not have a User Profile, provide the required contact information. Check for accuracy, then click the Save button to verify the change.

See the [Security and Sharing Tutorial](#) for more information.

**Artist**MANDATORY INFORMATION ▼ADDITIONAL INFORMATION ▼

The artist administrator is the sole User within FACTOR's online portal who is authorized to manage an Artist Profile. The artist administrator has full read/write access to the Artist Profile and the ability to view (but not edit) all projects involving the artist. They also control which additional Users have read or read/write access to the Artist Profile. The artist administrator does not have the ability to share projects or view Applicant Profiles.

Enter an e-mail address to search for a contact

factortest02@gmail.com

Q

This contact already exists. You may use this contact: however, you do not have permission to view or edit certain information. If you require such access, please email the contact to request permission, or contact FACTOR if you need assistance.

Email	factortest02@gmail.com
First Name	Karina
Last Name	Moldovan

PREVIOUS

SAVE

NEXT



## User Access

You can assign profile access to individuals with a FACTOR User Profile who are not in your band or ensemble, such as a grant writer, artist manager, or a record label representative. To grant access to another user, select the User Access option under the Mandatory Information dropdown menu and click Add.

**Artist**

MANDATORY INFORMATION ▾

ADDITIONAL INFORMATION ▾

### User Access

The users listed below have been granted a certain level of access to this Artist Profile. The three levels of access are as follows:

- **Read & Write:** The user can view the Artist Profile, and use it to create a new project.
- **Read Only:** The user can only view the Artist Profile.
- **No Access:** The user cannot view or use the Artist Profile. *NOTE:* Artist members cannot be changed to *No Access*.

Only the designated Artist Administrator may grant and change user access levels.

**Artist Name:** NickBMiloB

ADD

Contact	Access Level	Action
No Record Found.		

PREVIOUS

NEXT

Enter the individual's email address and search the portal by clicking the magnifying glass icon. If they have a User Profile, their saved information will autopopulate below. If they do not have a User Profile, provide the required contact information.

Next, set their access level. There are three options:

**Read and Write:** The user can view the Artist Profile, and use it to create a new project.

**Read Only:** The user can only view the Artist Profile.

**No Access:** The user cannot view or use the Artist Profile. *NOTE:* Artist members cannot be changed to No Access.

Finally, answer the question about access to user confidential files. Choosing **No** means that the files can only be viewed and downloaded by the user who originally uploaded them.

When you have finished the entry, press the Save button. See the [Security and Sharing Tutorial](#) for more information.

**Access Level \***

Read & Write Access ▾

**Has Access to User Confidential Files?**

Yes ▾

BACK

SAVE

This project has been made possible in part by  
the Government of Canada. Ce projet a été  
rendu possible en partie grâce au  
gouvernement du Canada.

Canada