FACTOR
THE FOUNDATION ASSISTING CANADIAN TALENT ON RECORDINGS
WITH SUPPORT FROM CANADA'S PRIVATE RADIO BROADCASTERS

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.

Contents

> **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 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.

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.

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.

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.

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 🔍

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 🔍

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.

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.

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.

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.

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.

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.

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.