

## Artist Profile Tutorial

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An Artist Profile is required to apply for funding in most FACTOR programs. Your Artist Profile contains two sections: Mandatory Information, and an optional Additional Information section detailing your history as a musician, band, or ensemble, your career successes, and your fanbase.

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, and record label representatives. There can only be one Artist Profile per solo artist, band, or ensemble in the FACTOR portal. If you try to create an Artist Profile that shares a name with an existing one in the portal, you'll be prevented from doing so. Contact your Project Coordinator or [general.info@factor.ca](mailto:general.info@factor.ca) for assistance if you are unable to create a new Artist Profile, or unable to access an existing Artist Profile.

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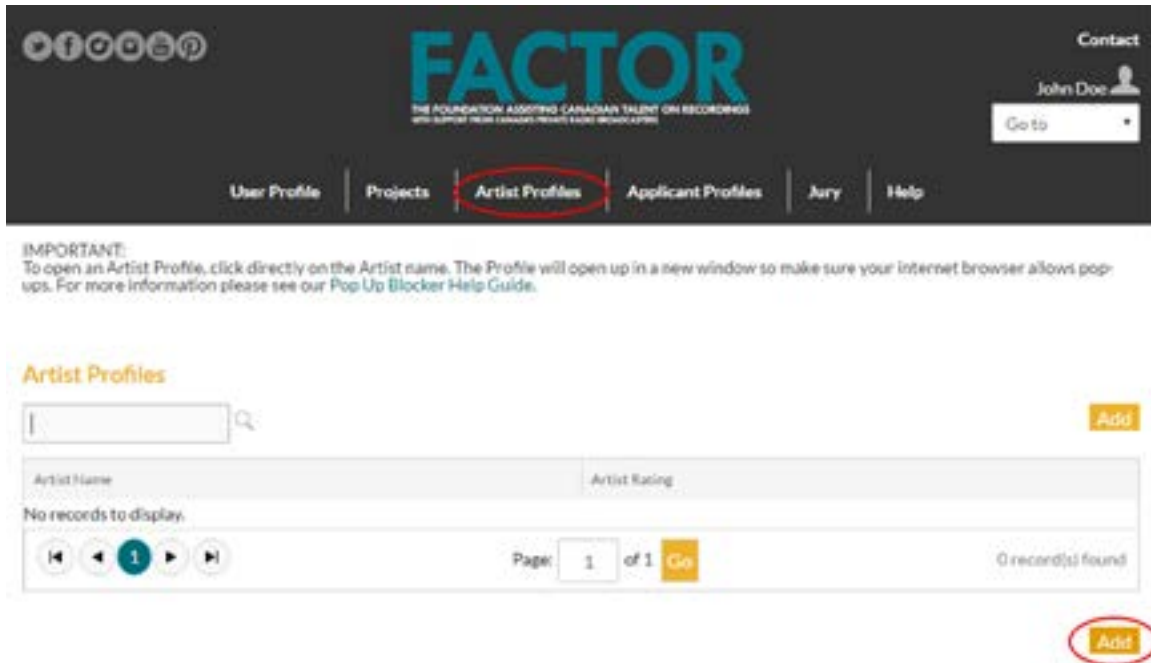
**This tutorial only covers Mandatory Information. For instructions on how to complete Additional Information, see [FACTOR's Additional Information Guide](#).**

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

## 1. Add a new profile

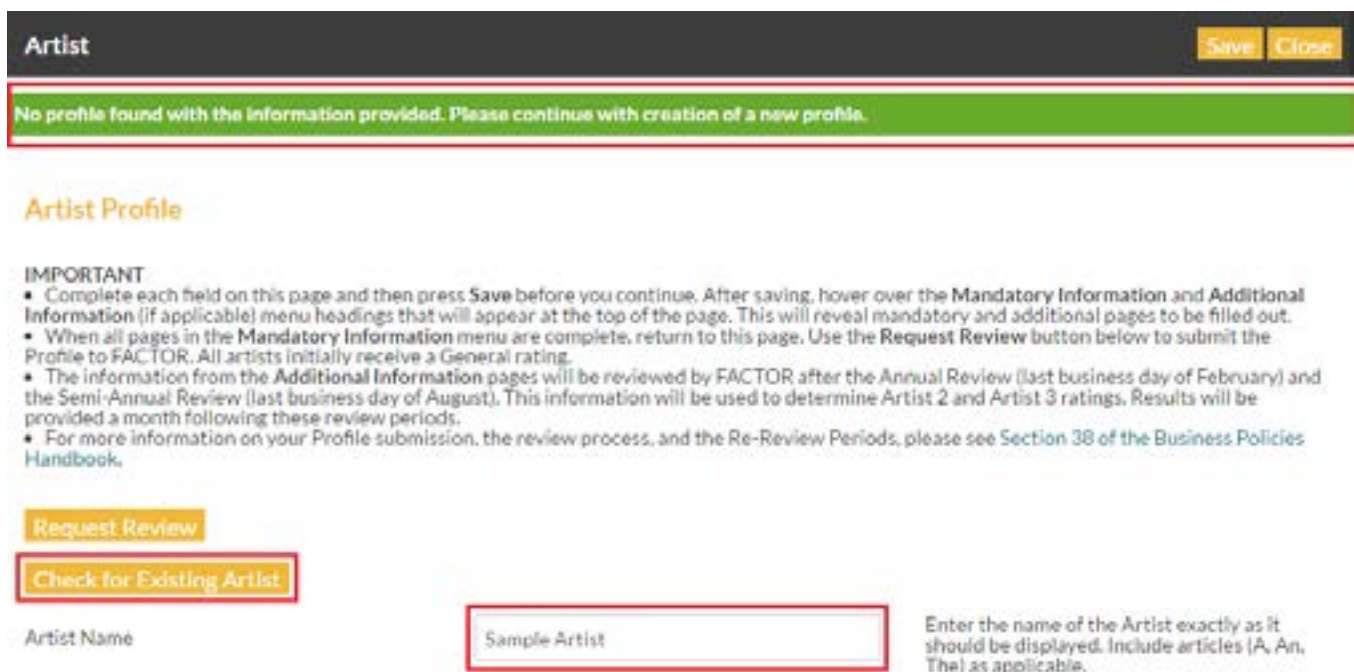
Before starting, ensure that you have [disabled any pop-up blockers](#), as you will need to enter and save information in pop-up windows throughout the artist profile.

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 button to create a new Artist Profile.



## 2. Complete Mandatory Information

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



Enter your artist name, then verify that there is not an existing profile with the same name by clicking the Check for Existing Artist button. A confirmation that you have entered a unique artist name will display at the top of the page.

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. More than 95% of artists receive a General artist rating due to FACTOR's budget availability. **As a result, we recommend that most artists select No.** 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 or Artist 3.

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

Do you want to provide Additional Information for this profile?

No

After saving this page, if you have selected "No", only the mandatory pages required to receive a General artist rating will be available. Additional information pages required to achieve a rating of Artist 2 or Artist 3 will be hidden.

Additional information is used solely for the purpose of deciding which artists receive Artist 2 and Artist 3 ratings. More than 95% of artists receive a General artist rating. Based on FACTOR's available budget, a limited number of artists receive a rating of Artist 2 or Artist 3. [Click here for more information on FACTOR's artist rating system](#) and to see examples of what levels of success is required to achieve a rating of Artist 2 or Artist 3.

Additional information has no impact on the assessment of any application. Jurors do not have access to Additional Information.

You do not need to provide any additional information to apply to the [Juried Sound Recording, Artist Development or Live Performance - Showcase programs](#).

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 Save button.

Artist

Save Close

Website:


What City does the Artist consider to be home?:

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

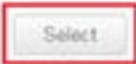
What is the Artist's Primary Genre?:

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.

At this point, you can upload your artist bio at the bottom of the page by clicking on the paperclip icon. A pop-up window will open and prompt you to select the artist bio file to upload. Once the file appears on the Artist Profile landing page, you may move on to the Artist Members section.

Artist Bio  You must save this page before uploading the Artist Bio.

**Component** Close

Please select a file to upload 

Allowed File Types  
.doc, .docx, .pdf, .xls, .xlsx, .jpg, .mov, .mp3, .png, .zip


**Component** Save Close

File Name  The File Name may be edited for clarity, or renamed entirely. Press the Save button after making any changes.

Security Level  Each file must be assigned a Security Level:  
**Unrestricted:** any User with permission to view this profile or project can download and review the file in question.  
**User Confidential:** only the User who uploads the file can also download and review the file.  
**System Confidential:** only FACTOR can download and review the file. Users with permission to view a profile or project will be able to see the name of the attached file, but only FACTOR can actually download and review the file.

Delete File  To delete a file, check the Delete File box and click Save.

Download File [ArtistBio.pdf](#)

Artist Bio  [ArtistBio.pdf \(Edit\)](#) You must save this page before uploading the Artist Bio.

### 3. Add Artist Members

Click on the Artist Members option under the Mandatory Information dropdown menu. You need to add all permanent, royalty-earning members of your band or ensemble. If you are a solo artist, you still need to add yourself as an artist member. Note that artist members will have access to the Artist Profile and all applications using this Artist Profile. Before proceeding with this section, you will need to have proof of citizenship or Permanent Resident status on hand.

**Artist** Mandatory Information Close

Artist Profile  
**Artist Members**  
Discography  
Change Artist Administrator  
User Access

### Artist Members

Artist Name Sample Artist

Important: You must add all regular members of the band to this section. We will not be able to rate your profile if you do not add all regular members. 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 already has a User Profile in the system, it will appear in the subsequent fields. If the band member does not have a User Profile, then the online system will generate one for them. When the Artist Profile is submitted for review, that band member will receive an email advising them that the Artist Profile has been submitted, along with instructions on how to confirm their newly created User Profile.

First Name	Last Name	Instrument/Role in group	Email	Citizenship Status	Receives Notification
No records to display.					

Add Edit Delete

To add an artist member, click on the Add button.

A new pop-up window will open, where you will search for the email address connected to the artist member's FACTOR User Profile. Enter the artist member's email address, then click on the magnifying glass icon to search the portal.

**Artist Member** Save Close

Copy information from user profile

Enter an e-mail address to search for a contact

If there is an existing User Profile connected to that email address, you will be able to copy the user's previously saved information into the fields below.


Email	<input type="text" value="johndoe@example.com"/>		
First Name	<input type="text" value="John"/>		
Last Name	<input type="text" value="Doe"/>		
Citizenship Status	<input type="text" value="Canadian Citizen"/>		
Address	<input type="text" value="247 Spadina Ave."/>		
	<input type="text" value="Third Floor"/>		
Country	<input type="text" value="Canada"/>		
City	<input type="text" value="Toronto"/>		
Province/State	<input type="text" value="Ontario"/>		
Postal Code/Zip	<input type="text" value="M5T 3A8"/>		
Primary Phone	<input type="text" value="647-377-7488"/>	Ext.	<input type="text"/>
Secondary Phone	<input type="text"/>	Ext.	<input type="text"/>
Fax	<input type="text"/>		

If there is no User Profile registered to that email, you can enter the information of that artist member on their behalf. You will also need to upload their proof of citizenship or Permanent Resident status documentation, the artist member's instrument or role in the group, and email notification preferences before you can save the entry.

**Complete this step for every permanent member of the band/ensemble, 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 Member

Save Close

Proof of Citizenship or Resident Status  [JohnDoePassport.pdf \(Edit\)](#)

Acceptable attachments only:

- Provincial or territorial birth certificate
- Canadian Passport
- SCIS cards (Secure Certificate of Indian Status)
- Permanent Resident Cards (Citizenship Certificates)

Instrument/Role in group

Notification: Does the artist wish to receive notifications when this profile is changed or when an application is submitted on behalf of the Artist?



## 4. Complete Discography

If you intend to apply for funding under Live Performance – Showcase component, you will need to 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 Showcase application.

The screenshot shows the 'Artist' page with the 'Discography' section. The 'Mandatory Information' dropdown menu is open, with 'Discography' highlighted. Below the menu, the 'Artist Name' field contains 'Sample Artist'. The 'List All Releases by the Artist' table is empty, showing 'No records to display.' Below the table, there are navigation controls and a 'Page: 1 of 1 Go' indicator. At the bottom right, there are 'Add', 'Edit', and 'Delete' buttons, with the 'Add' button highlighted by a red box.

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.

The screenshot shows the 'Discography' pop-up window. The 'Artist Name' field contains 'Sample Artist'. The 'Release Title' field contains 'Album 1', which is highlighted by a red box. Below the 'Release Title' field is the 'List of Tracks' table, which is empty, showing 'No records to display.' Below the table, there are navigation controls and a 'Page: 1 of 1 Go' indicator. At the bottom right, there are 'Add', 'Edit', and 'Delete' buttons, with the 'Add' button highlighted by a red box.

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 Number of Tracks summary fields will autopopulate.

List of Tracks

	Track Title	Run Time	Canadian Music %	Canadian Lyrics %	Produced in Canada %	Language	Cover / Original / Public Domain
<input checked="" type="radio"/>	Track 1	0:05:00	100%	100%	100%	English Lyrics	Original
<input type="radio"/>	Track 2	0:05:00	100%	100%	100%	English Lyrics	Original
<input type="radio"/>	Track 3	0:05:00	100%	100%	100%	English Lyrics	Original
<input type="radio"/>	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 Canada

Release date in this territory July 08, 2016

Is this the first commercial release? Yes

Format Digital

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

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

Physical distributor for this territory

Digital distributor for this territory Name of Distributor

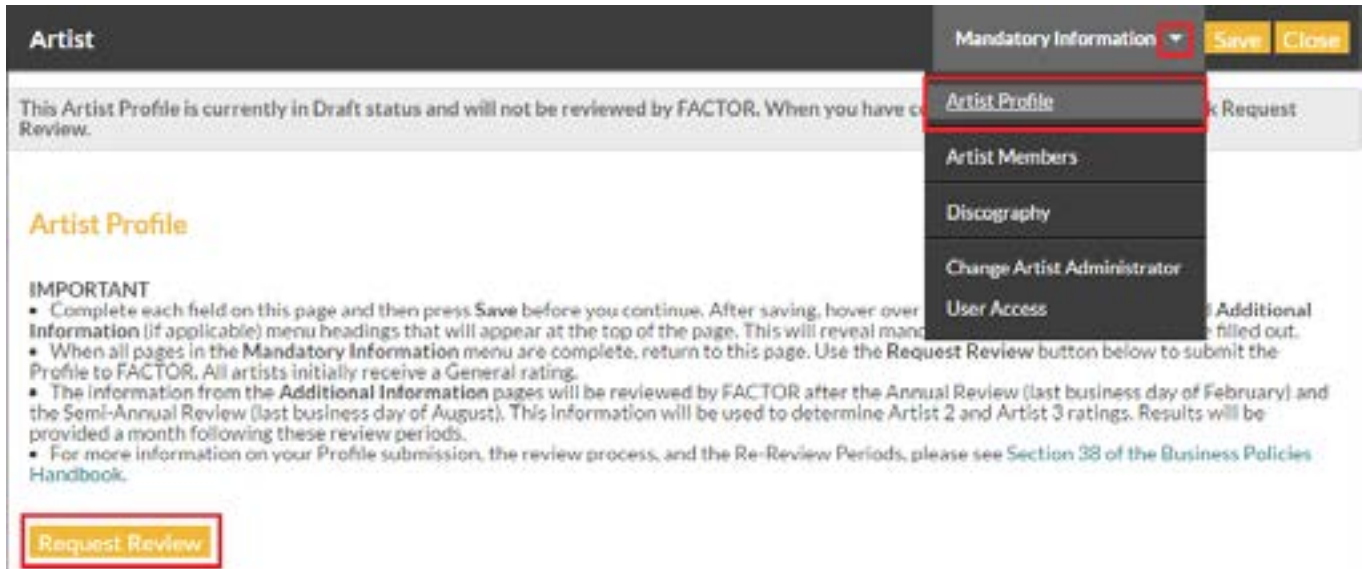
Click Save, then Close to return to the Discography Release window. Click Save, then Close to return to the Discography section.

**Again, it is not mandatory to enter your entire catalogue into the Discography section. You only need to create an entry for a release if you are using it for a Showcase application.**

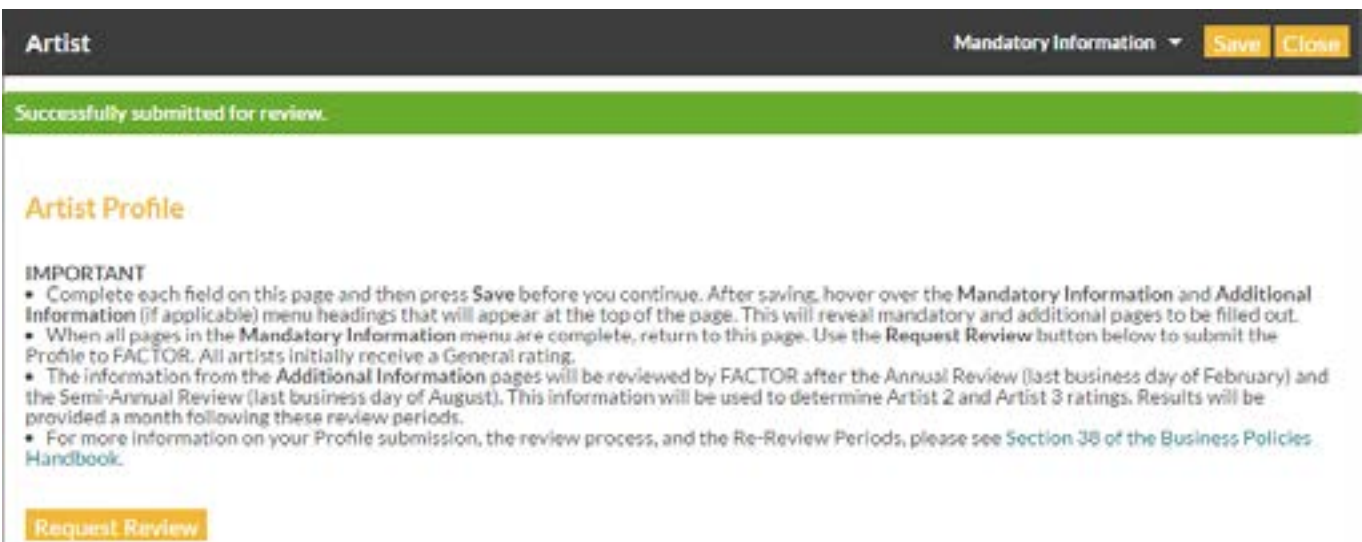
## 5. Submit Your Profile

At this stage, you've completed the requirements for receiving a General rating on your 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.**

Once you click on the Request Review button, you will automatically receive a provisional General rating that allows you to begin your project application right away.



The screenshot shows the top of the Artist Profile page. The header includes the word "Artist" on the left and a "Mandatory Information" dropdown menu on the right, with "Save" and "Close" buttons. A red box highlights the dropdown menu, which is open and shows "Artist Profile" as the selected option. Below the header, a message states: "This Artist Profile is currently in Draft status and will not be reviewed by FACTOR. When you have completed the profile, click on the Request Review button." The main content area is titled "Artist Profile" and contains an "IMPORTANT" section with several bullet points. At the bottom of the page, a "Request Review" button is highlighted with a red box.



The screenshot shows the top of the Artist Profile page after a successful submission. The header includes the word "Artist" on the left and a "Mandatory Information" dropdown menu on the right, with "Save" and "Close" buttons. A green banner at the top of the main content area displays the message: "Successfully submitted for review." Below the banner, the main content area is titled "Artist Profile" and contains an "IMPORTANT" section with several bullet points. At the bottom of the page, a "Request Review" button is highlighted with a red box.

## 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 want the original Artist Administrator to continue to have access to the Artist Profile, [set up their user access](#) before changing the Artist Administrator.

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, you will provide the required contact information. **(Note that if you edit the email address in the field below, you will overwrite the email address in the FACTOR portal. Do not edit and save this field!)** Check for accuracy, then click the Save button to verify the change.

The screenshot shows the 'Artist' profile management interface. At the top right, there is a 'Mandatory Information' dropdown menu with 'Save' and 'Close' buttons. The dropdown menu is open, showing options: 'Artist Profile', 'Artist Members', 'Discography', 'Change Artist Administrator' (highlighted with a red box), and 'User Access'. Below the menu is a search field with the placeholder text 'Enter an e-mail address to search for a contact' and a magnifying glass icon. The search field contains the email address 'janedoe@example.com'. Below the search field are three input fields for 'Email', 'First Name', and 'Last Name'. The 'Email' field contains 'janedoe@example.com', the 'First Name' field contains 'Jane', and the 'Last Name' field contains 'Doe'. Red boxes highlight the search field, the dropdown menu, and the input fields.

## User Access

You may wish to grant 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.

Click on the Add button to open a new pop-up window, where you will search for the individual's FACTOR account.

The screenshot shows the 'Artist' profile management interface. A dropdown menu for 'Mandatory Information' is open, with 'User Access' selected. The main content area is titled 'User Access' and explains the access levels: Read & Write, Read Only, and No Access. Below this, a table lists the current user access for 'Sample Artist'. The table has columns for 'Contact' and 'Access Level'. One entry is shown for 'john.doe@example.com' with 'Read Only Access'. At the bottom right, there are 'Add', 'Edit', and 'Delete' buttons.

Contact	Access Level
john.doe@example.com	Read Only Access

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 (though some information may be redacted for privacy purposes). If they do not have a User Profile, you will provide the required contact information.

Next, set their access level. There are three options: No Access, Read Only, and Read and Write.

- **Read and Write:** grants the user access to view, make changes, and use the profile in an application.
- **Read Only:** will allow the user to view the profile and use it in an application, but they cannot make changes to the profile itself.
- **No Access:** revokes all access to the user (this option is used when you want to remove access from a formerly authorized user).

Finally, answer the question about access to user confidential files. There are three options: Unrestricted, User Confidential, and System Confidential.

- **Unrestricted** files can be viewed and downloaded by any user with permission to view the profile.
- **User Confidential** files can only be viewed and downloaded by the user who originally uploaded the file.
- **System confidential** files can only be viewed and downloaded by FACTOR. Users with permission to view a profile will be able to see the name of the attached file, but only FACTOR can actually download and review the file.

When you have finished the entry, press the Save button, then close the window.

Enter an e-mail address to search for a contact

Email	<input type="text" value="janedoe@example.com"/>
First Name	<input type="text" value="Jane"/>
Middle Name(s)	<input type="text"/>
Last Name	<input type="text" value="Doe"/>
Citizenship Status	<input type="text" value="Canadian Citizen"/>
Access Level	<input type="text" value="Read &amp; Write Access"/>
Will the user have access to User Confidential files?	<input type="text" value="Yes"/>

### 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'll be able to apply to most programs. You do not need to wait for your Approved rating if you are applying to the Artist Development or the Juried Sound Recording program.

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

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

- [Artist Development](#)
- [Juried Sound Recording](#) (max of \$30,000)
- [Live Performance](#) - Showcase component only (max of \$5,000)
- [Marketing and Promotion for Non-FACTOR-Funded Sound Recordings](#)

Note: If you are applying to the Artist Development or the Juried Sound Recording program, you do not have to wait for your General artist rating. You may create your Artist Profile on the same day that you create your AD or JSR application. Your Artist Profile will receive a provisional rating that allows you to apply to either of those programs right away.