

HOW TO CONSULT THE DISTRIBUTION OF YOUR EVENTS?

sacem.fr/en

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Consult the distribution of your events

- The declaration of setlists and events must be done online in <u>your member account</u> on sacem.fr/en.
- This service also allows you to view the amounts distributed by event and setlist, along with the distribution status. This guide explains how to view this information.

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<u>Reminder :</u> How to declare your setlists and events?

From your member account:

- 1. Create your setlist by searching online for the works you will be performing.
- 2. Link one or more events to your setlist.

You can register events up to <u>6 months before</u> and up to <u>6 months after</u> the performance.

Paperless communication! No more printed setlists or declarations to send to Sacem.

For more details, consult the dedicated tutorial.

Log in to your member account

Go to <u>createurs-editeurs.sacem.fr/en</u>, then click on > Log in.

Creators publishers	orm Plus Documents What's YOUR ACCOUNT
	JOIN
	SACEM
BECOMING A MEMBER	ALREADY A MEMBER
By joining the creators and publishers who are already Sacem members, II protect your works, receive royalties, and benefit from a host of services and advantages.	To log in to your member account, click below.
HOW TO BECOME A MEMBER?	Discover your member account >
Learn about the SACEM's services >	



2

Sacessity

LOGIN

User Name

Password

conFired

Kest password

3 Enter the **confirmation code** received by email,

then click on > Validate.

Resend code Cancel Validate	Confirmation code	
Resend code Cancel Validate		
	Resend code Cancel Validate	



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Open the side menu in your member account, then click on: > My setlists and events > Consult my events

The list of your events is displayed with their distribution status.

Please note:

Event named "Date identifiée par la Sacem" ("Event identified by Sacem"):

This is a date of which Sacem was also aware (detection by Sacem, link with the organizer, etc.). If this event is not associated with a setlist, it is necessary that you redeclare it and associate your setlist. Sacem will then make the connection between the two events.

Cancel an event:

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If you are a creator, you can cancel an event you have declared as long as the event is not distributed.



Status list				
Processing	The date has been transmitted to Sacem's teams to start the collection and distribution of the author's rights.			
Collection ongoing	The rights are being collected by Sacem.			
Collection completed	The rights have been collected and are in the process of being allocated to the works in the setlist.			
Payment in the next distribution	The processing is complete. The rights will be paid in the next distribution.			
Distributed	The date has been distributed. The distribution number is indicated.			
Pending setlist	These are generally dates with the status "Date identified by Sacem". You must redeclare this date and associate it with the interpreted setlist.			
Cancelled	Date that did not occur, declaration deleted by Sacem due to double declaration (by the rights holders, the organiser, etc., only one declaration is kept and distributed), date not eligible for distribution by date (set in an electro club, bar with a musical ambience, etc.).			
Not distributable	Date in a venue in receivership or free authorisation issued to the organiser and not generating royalties.			
Date abroad	Date that took place in a foreign country. The date is processed and distributed but cannot be restituted online.			



When the status indicates "**Cancelled**", you can see the reason for cancellation by clicking on the pictogram ① next to the status.



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Reasons for cancellation:

- This event did not take place.
- This event has already been registered by another participant, only one declaration is taken into account.
- This event is not eligible for distribution by date (see the distribution policy rules).
- The information registered does not make it possible to identify this event.
- The information registered is incorrect and does not allow this event to be distributed.

Export your events data

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My events Dashboard > My eve Filters : Setlist name	nts 당 Setlist number N From	m 🖹 To	New event Status Search	b Download my events g order V
42 Events			Sort by Events in descending order	5
05 MAI 2022 DATE IDENTIFIEE	PAR LA SACEM	04 JUILLET 2022 DATE IDENTIFIEE	PAR LA SACEM Being process	By clicking on > Download my
Distribution	659 of 05 juil. 2022	Setlist number	123456789	events, you can generate an
Setlist number	30000125579	Setlist name	EXAMPLE	Excel export of your events data.
Setlist name	Test oeuvre non ref	Program type	Composer Author, Performer	
Program type	Composer Author, Performer	Address	Church St BN1 1UE Brighton and Hove UNITED KINGDOM OF GREAT BRITAIN	
Туре	Main concert	Performer	John DOE	You can download all your dates
Number of works	15	Type Number of works	Main concert 3	selection of your choice.
	See detail 🗦	Cancel the event	See detail >	

Export your events data

The export generated contains the following information:

- Date of the event
- Name of the event
- Name of the performer
- Number of the setlist
- Name of the setlist

- Type of the setlist (Author-Composer-Performer, DJ...)
- Name and address of the venue
- Type of event (1st part, main concert, multi-stage...)
- Distribution status (distributed, being processed, cancelled...)
- Number of the distribution (for distributed events)

	Α	В	С	D	E	F
1	Date	Event title	Performer	Setlist number	Setlist name	Program type
2	Date of the event	Name of the event	Name of the performer	Number of the setlist	Name of the setlist	Type of setlist (ACP, DJ)

G	Н	1	J
Organiser/Location	Event type	Status	Distribution number
Name and address of the venue	Type of event (Main concert, multi stage)	Distributed, being processed, cancelled)	Number of the distribution for distributed events



Amounts distributed per setlist



Open the side menu in your member account, then click on: > My setlists and

- events
- > Consult my setlists



Amounts distributed per setlist

On this screen, you can access the list of your setlists.

Click on the > See my allocated rights button to access the distribution of the setlist.





Amounts distributed per setlist

You will then see the **cumulation** of your rights distributed on this setlist and the breakdown by distribution.

To see the **list of events distributed with this setlist**, click on the distribution you want to find out about.

LA FORMATION 23 Dashboard > My setlists			
Setlist number : 123456789	First use : 16/01/2018	Type: Composer Author, Performer	J 14
Total setlist income			€ 1,261.03
Distribution number 655 05/07/2021 Setlist events : 2			€356.84
Distribution number 651 06/07/2020 Setlist events : 4			€684.49
Distribution number 647 05/07/2019 Setlist events : 1			€219.70

Distribution nu Dashboard > My setlist	Imber 655 / My events			
< DISTRIBUTION	OF 05 JULY 2021		Setlist number : 123456789	J 14
19 July 2019 Date identifiée p Address Performer	ar la SACEM 11000 CARCASSONNE FRANCE JOHN DOE	16 July 2019 Date identifiée p Address	ar la SACEM LE CHAUDRON 62480 LE PORTEL FRANCE	
		Performer	JOHN DOE	

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CONTACT US

Sacem is at your service.

- ▶ On sacem.fr/en
- ► In your member account: My messaging
- One telephone number for all your inquieries:
- +33 1 47 15 47 15 (our team can call you back)

If you live in the USA, Latin America, the Middle East or Africa, dedicated teams are at your service.





