

### HOW TO PROTECT YOUR WORKS WITH MUSICSTART?

sacem.fr/en

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### WHAT IS MUSICSTART?

#### What is Musicstart?

#### MUSICSTORT to get a proof of anteriority of your works

If you have just created a work or if your work is in the process of being created and you wish to arrange for its protection\* by creating a proof of anteriority: we encourage you to use the Musicstart service.

It will allow you to establish the anteriority of your works, even unfinished ones, in order to prove your authorship with a certificate guaranteed for life. This service replaces temporary declarations

\*Under French law, a work is protected by the mere fact of its creation, provided that it is original.



#### This service does not replace the registration of your works with Sacem

Listing a work in Musicstart does not mean you will receive royalties. You must also register your work with Sacem as soon as the title is definitive, all the participants have been identified and the royalty split has been finalised. Do this as soon as possible before the first listening or broadcasting of your work.



#### How does Musicstart work?

Musicstart is a service that **issues a certificate establishing the anteriority of your works** (texts/lyrics and/or compositions and/or arrangements, etc.) in order to prove your authorship. It can be used in case of litigation (copyright violation, etc.).

Musicstart is a service based on blockchain technology, which guarantees the validity of the certificate over time (the information linked to the work - such as the fingerprint of the recorded file - remains "anchored" in the blockchain with no time limit).

It is an online service, with a simple process to register your creations (less than 2 minutes) and get your official certificate (under 3h maximum).

To learn more > Consult the questions and answers on Musicstart



#### Who is Musicstart designed for?

Sacem members

Service free of charge

Accessible from your member account And also

The general public

Service subject to a charge\*

Accessible on musicstart.fr or musicstart.com

\* A first registration is offered for every account created (offer valid within 30 days following the account creation).

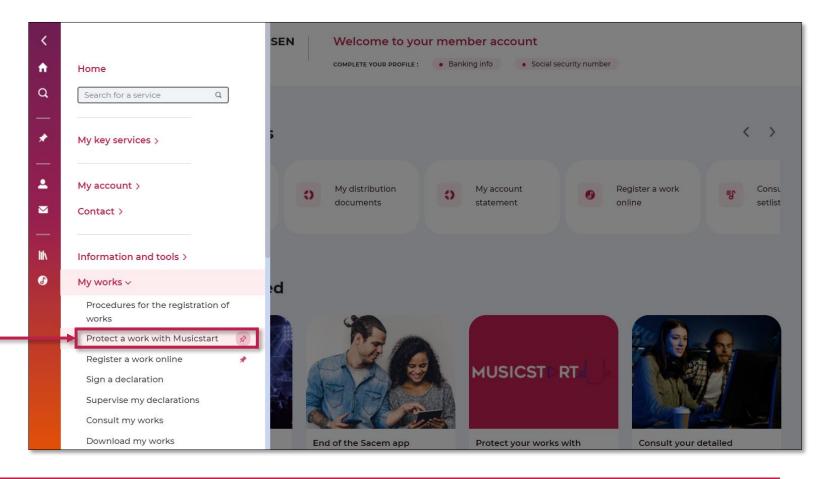


# PROTECTING A WORK WITH MUSICSTART

Sacem members process

Open the side menu in your member account, then click on:

- > My works
- > Protect a work with Musicstart



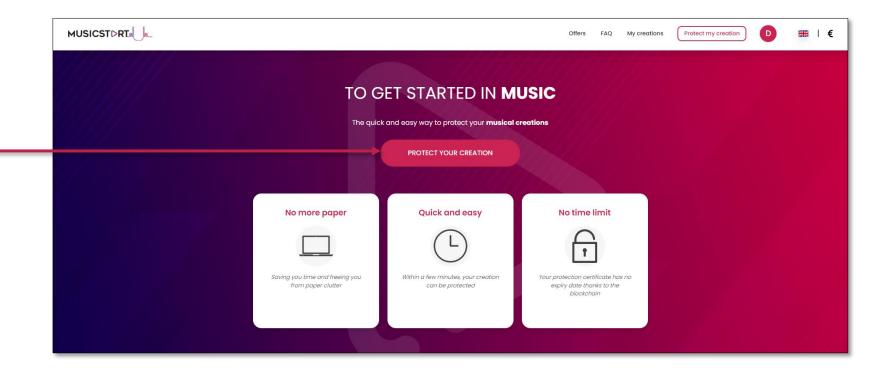
Please note: If you often use Musicstart, you can pin the service to your key services, displayed on top of your member account, by clicking on the pin.



As a Sacem member, you are automatically authenticated on Musicstart if you access the service via your member account. You don't need to enter your login details.

You can also go directly to musicstart.fr or musicstart.com, and log in with your Sacem login details.

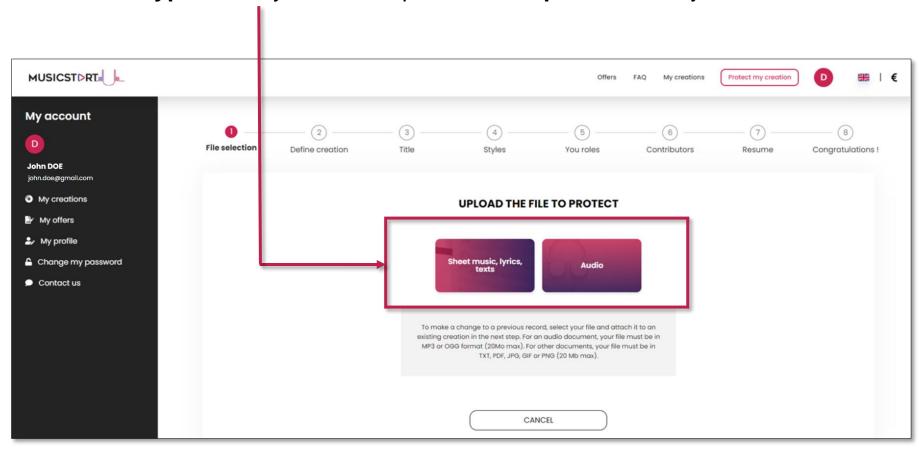
To start the listing process of your work, click on > Protect your creation

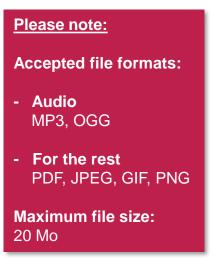




#### Step 2: Uploading the file to protect

Click on the **type of file** you want to protect and **upload it** from your device:







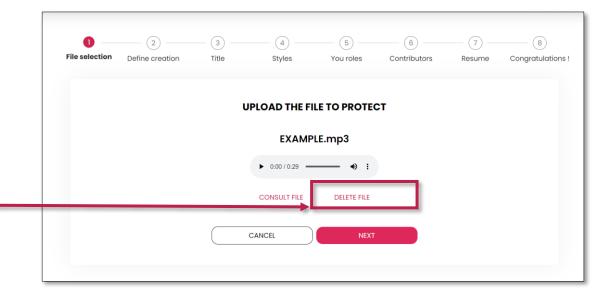
#### Step 2: Uploading the file to protect

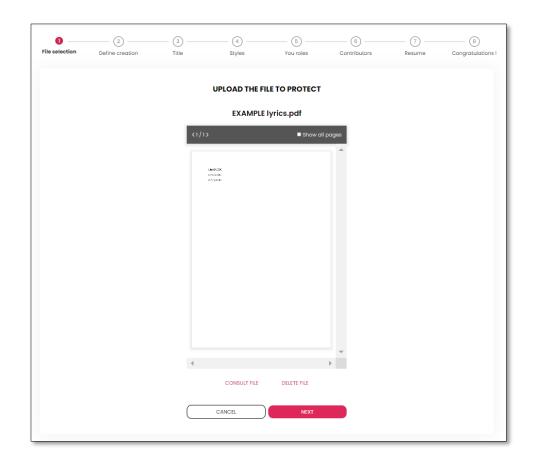
Once your file is uploaded, **check the overview** displayed on the screen.

If you want to change your file, click on

> Delete file and repeat the previous step.

If you are satisfied with the file, click on > Next.



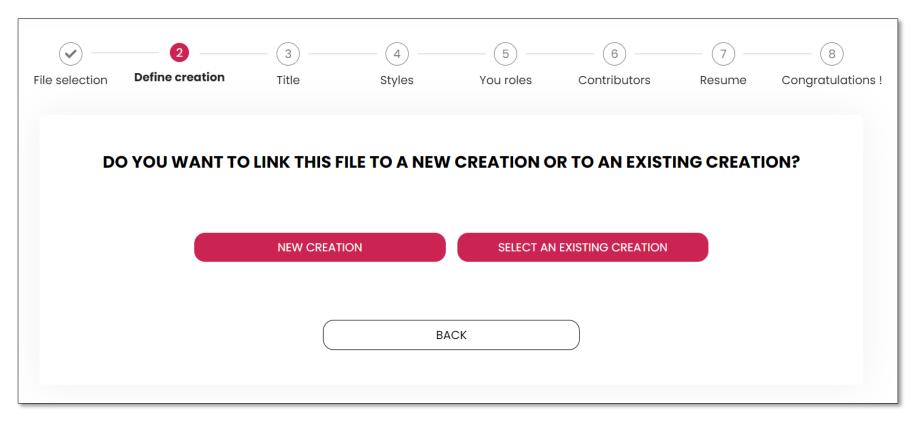




#### Step 3: Linking the file to a creation

Choose to link this file to an existing creation (e.g. the audio file is already listed on Musicstart and you want to attach the lyrics), then click on > Select an existing creation.

Or start a new creation to link the file to, then click on > New creation.

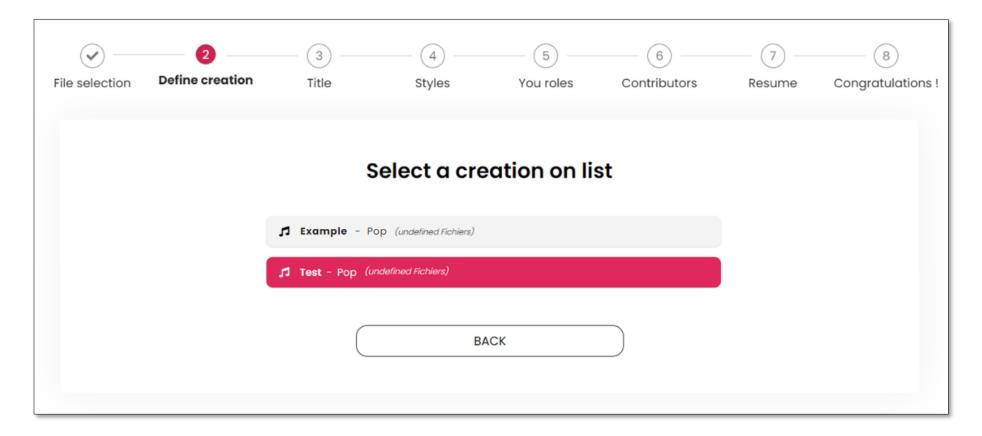




#### Step 3: Linking the file to a creation

#### A- To an existing creation

If you chose to link the file to an existing creation, click on the work to which you want to link your file.

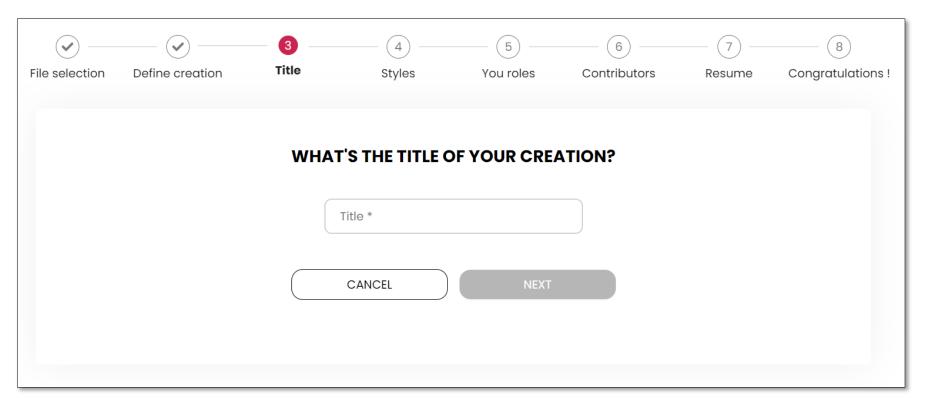




#### Step 3: Linking the file to a creation

#### B- To a new creation

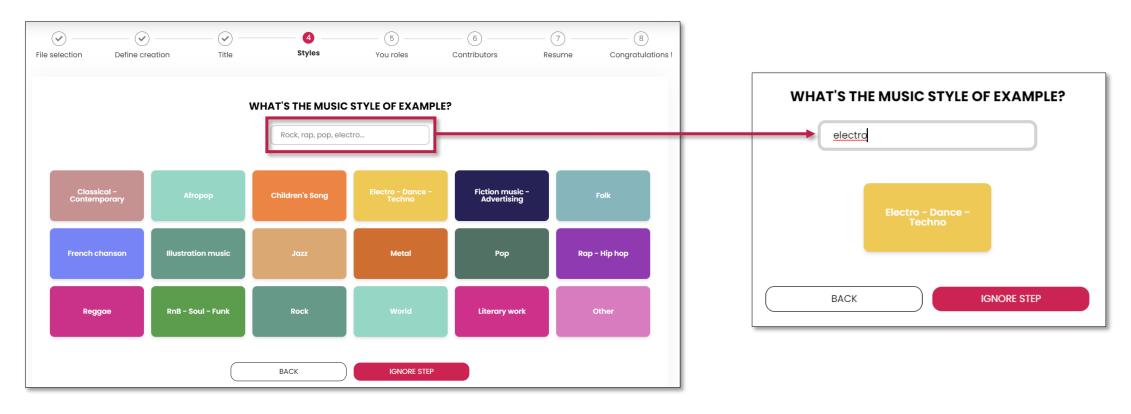
If you chose to link your file to a new creation, enter the title of the work you want to create, then click on > Next.





#### Step 4: Style of the creation

Then, select the music style of your creation. You can click directly on one of the styles in the list, or you can use the search bar.

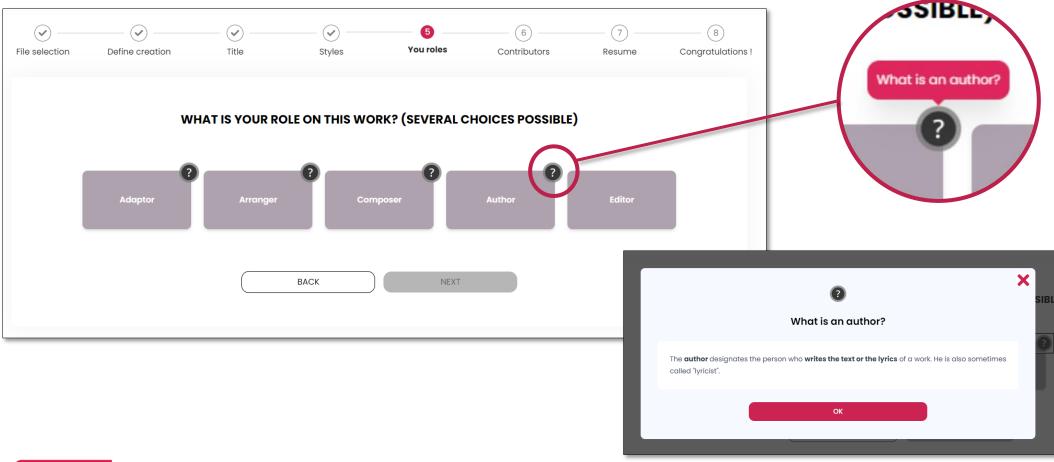


<u>Please note:</u> If you link a file to an existing work for which the style was already defined, you will directly be redirected to the next step.



#### Step 5: Role on the work

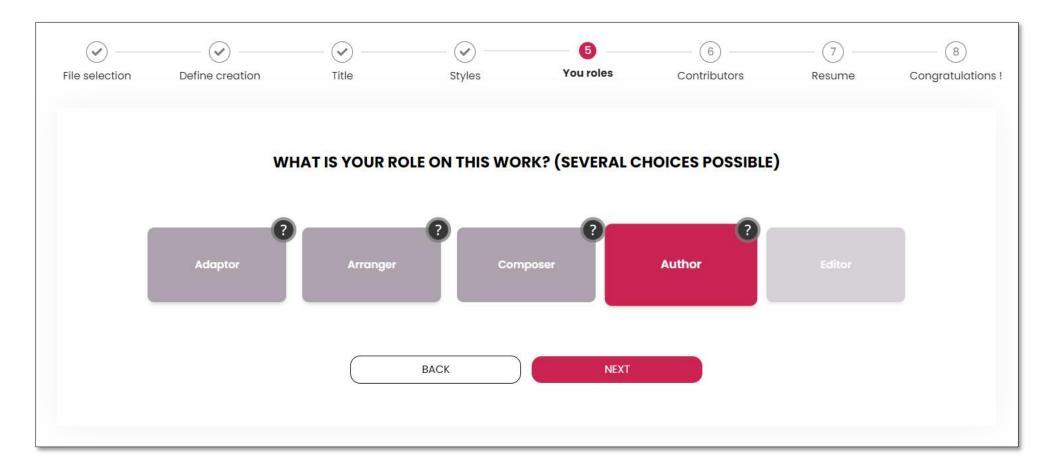
Then, select your **role on the work**. If you need clarifications on the specific role of each type of creator, click on 🔞





#### Step 5: Role on the work

Once you have selected your role, click on > Next.

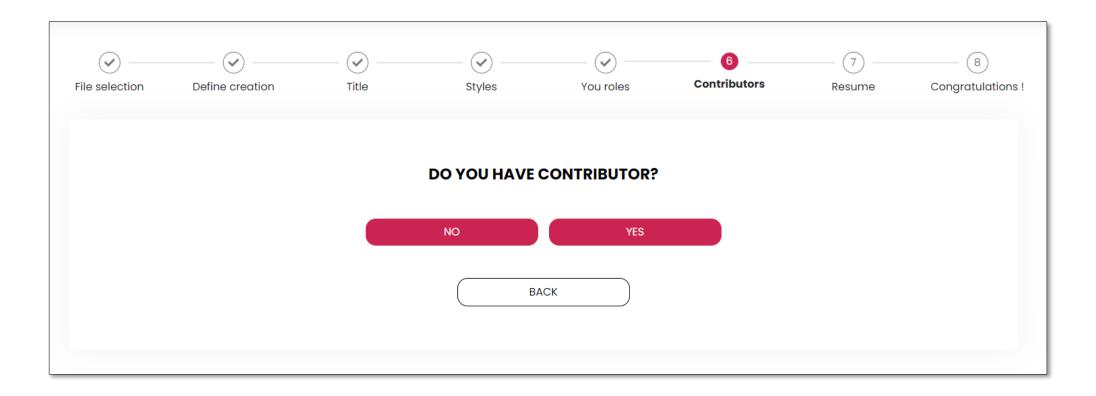




#### Step 6: Adding contributors

If any other creator participated in creating the work, click on > Yes.

If not, click on > No.

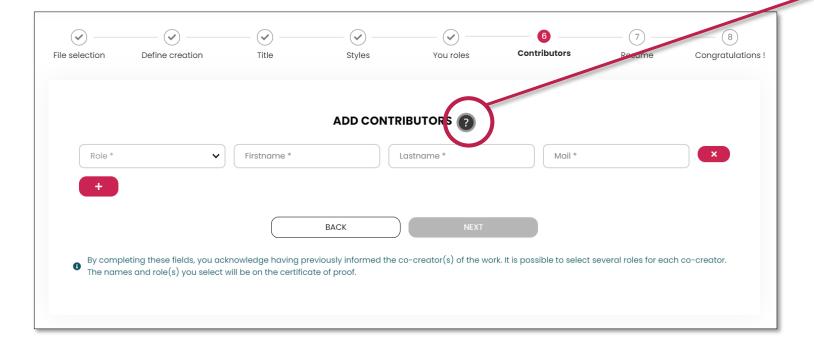




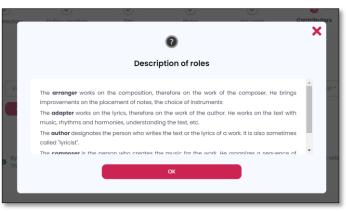
#### Step 6: Adding contributors

Fill in the contact details of each co-creator.

If you need clarifications on the specific role of each type of creator, click on 🔞

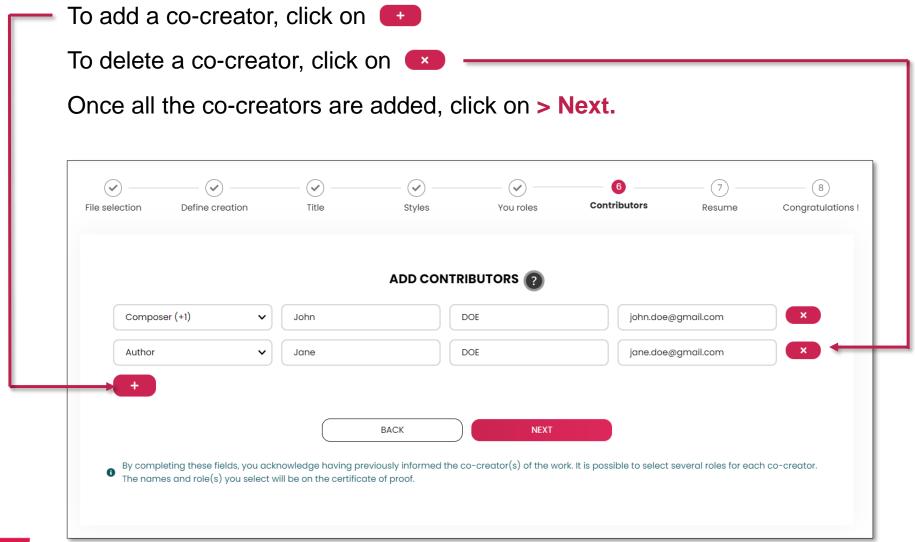








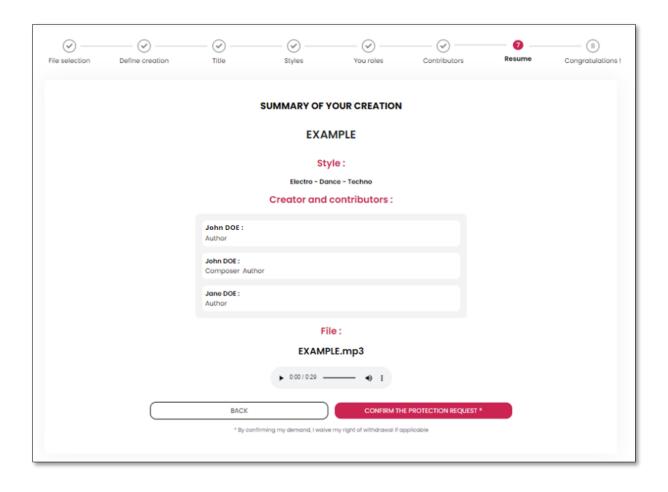
#### Step 6: Adding contributors





#### Step 7: Summary

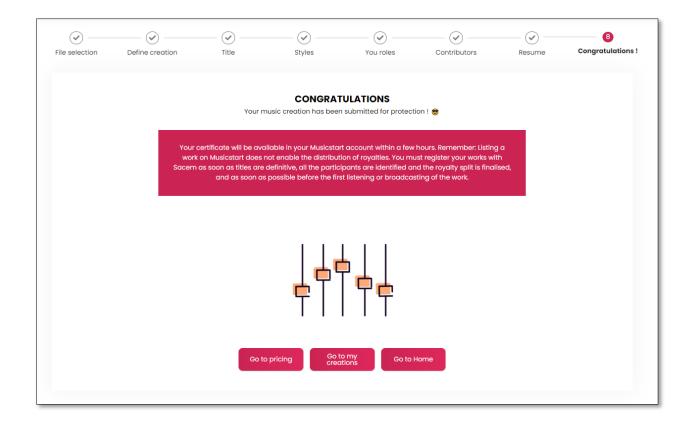
**Verify all the information**, then click on > Confirm the protection request.





#### Step 8: Confirmation

A message confirming your registration appears. Your certificate will be available within 3 hours maximum. You will receive an email to inform you of its availability.



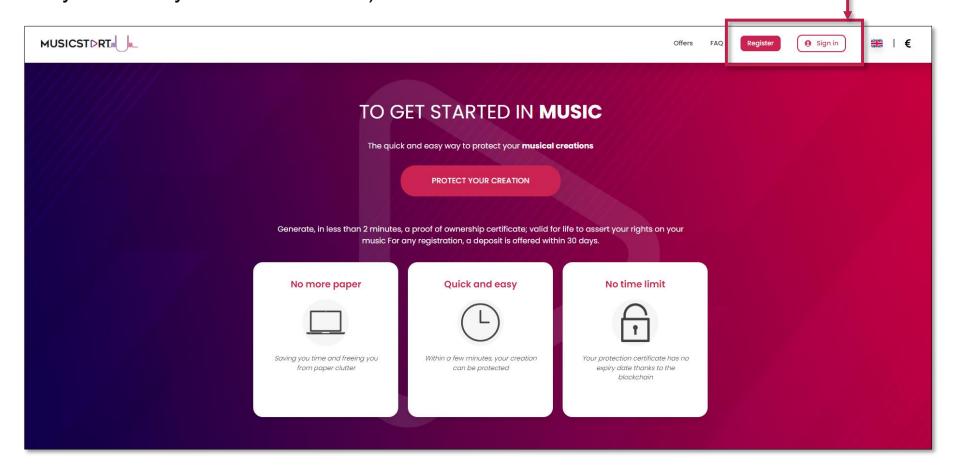
Rest of the tutorial: Go directly to "Consult my protected works".



## PROTECTING A WORK WITH MUSICSTART

General public process

Enter the <u>musicstart.fr</u> or <u>musicstart.com</u> URL in your search engine, then click on > Register (or > Sign in if you already have an account).





In order to protect your works and generate proofs of authenticity, you must have a Musicstart account.

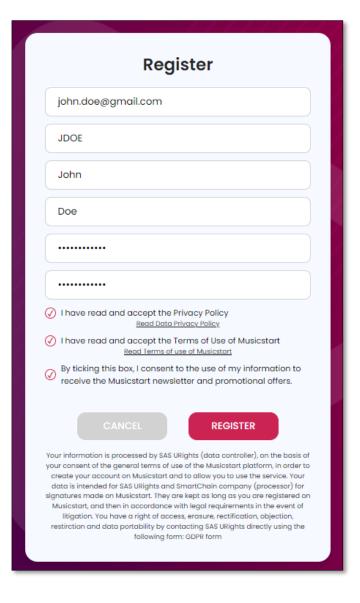
To create your Musicstart account:

- Fill in your personal information, then choose a password\*;

\*The password must be at least 8 characters long, and contain at least: 1 capital, 1 lower case, 1 number et 1 special character (e.g. ?!\*<>#).

- Read and accept Musicstart's data privacy policy, and terms & conditions;
- Subscribe to the Musicstart newsletter We recommend it!

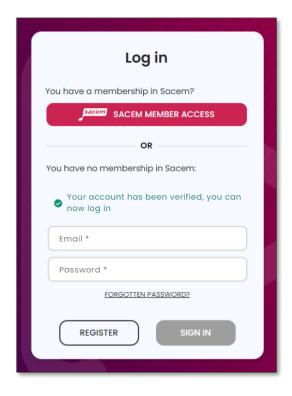
Click on > Register to finalise the creation of your account.





You will receive an email allowing you to activate your account. In this email, click on > Activate my account then enter your Musicstart login details. A second email will confirm the activation of your account and you will receive one free credit to protect your first creation.

Start now by clicking on > Protect your creation in this email, or find your credit in the "My offers" section on your Musicstart profile.





This credit will allow you to protect your first work freely.

You can **only protect one file**. You will therefore have to choose to register either:

- The text of your work (sheet music, lyrics...);
- OR the audio file of your work.

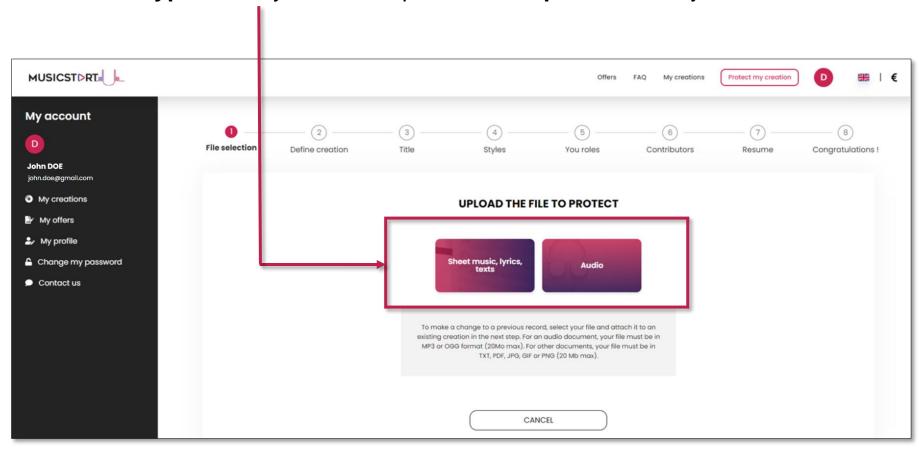


Please note: If you wish to register more files, you can buy credits or subscribe to a monthly subscription in the "Offers" section on the homepage of Musicstart (cf. page 42).



#### Step 2: Uploading the file to protect

Click on the **type of file** you want to protect and **upload it** from your device:



#### Please note: **Accepted file formats:** - Audio MP3, OGG - For the rest PDF, JPEG, GIF, PNG Maximum file size: 20 Mo



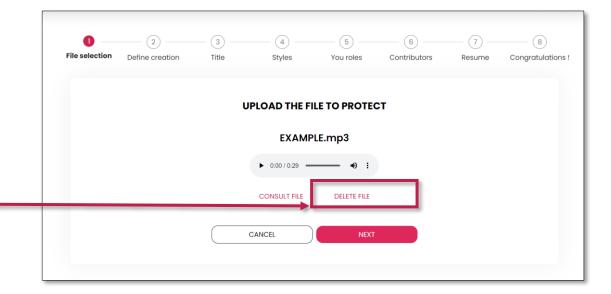
#### Step 2: Uploading the file to protect

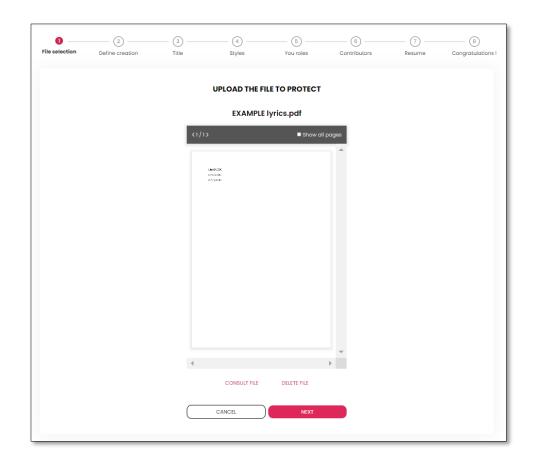
Once your file is uploaded, **check the overview** displayed on the screen.

If you want to change your file, click on

> Delete file and repeat the previous step.

If you are satisfied with the file, click on > Next.



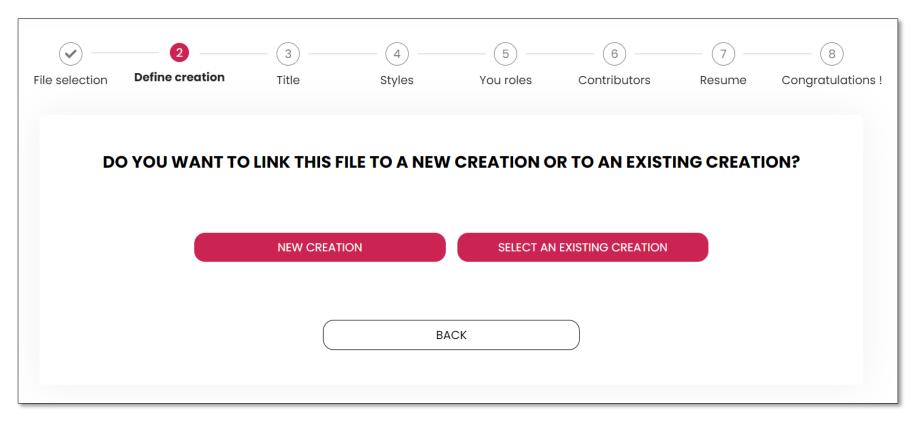




#### Step 3: Associating a file with a creation

Choose to **attach this file to an existing creation** (e.g. the audio file is already listed on Musicstart and you want to attach the lyrics), then click on > **Select an existing creation**.

Or **start a new creation** to attach the file to, then click on **> New creation**.

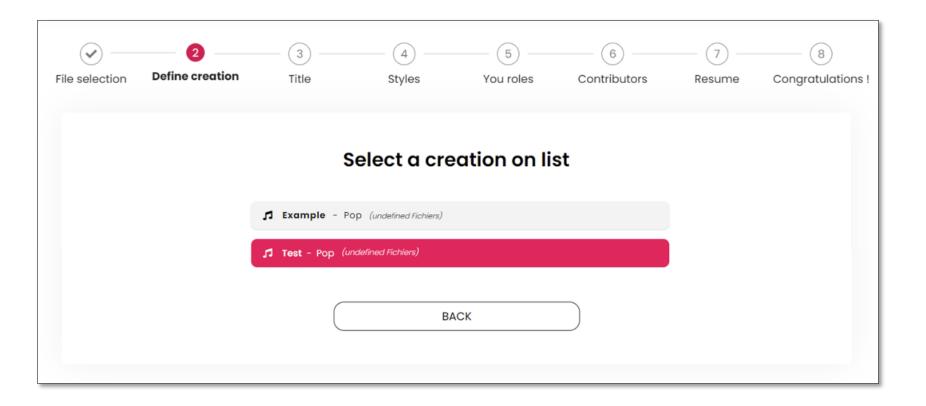




#### Step 3: Associating a file with a creation

#### A- To an existing creation

If you chose to link the file to an existing creation, click on the work to which you want to link your file.

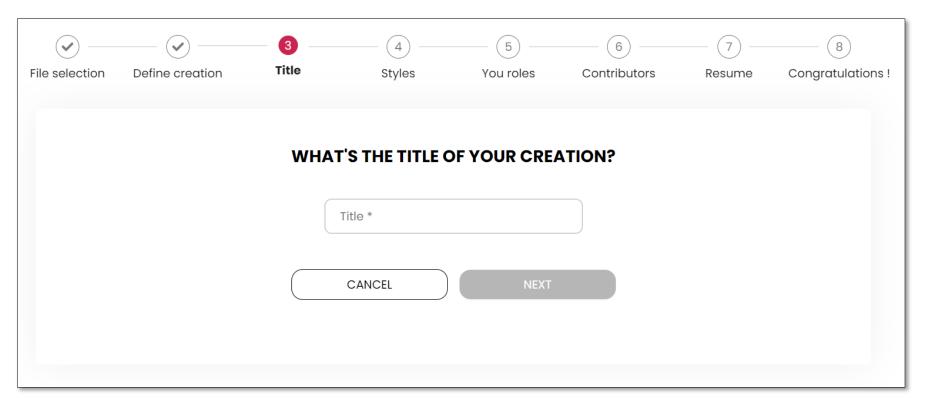




#### Step 3: Associating a file with a creation

#### B- To a new creation

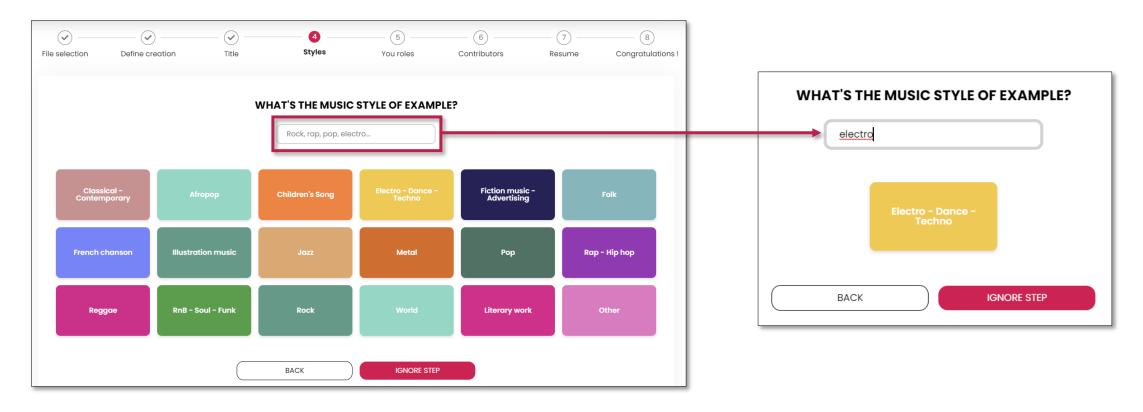
If you chose to link your file to a new creation, enter **the name of the work** you want to create, then click on > **Next**.





#### Step 4: Style of the creation

Then, select the **style of your creation**. You can click directly on one of the styles in the list, or use the search bar.

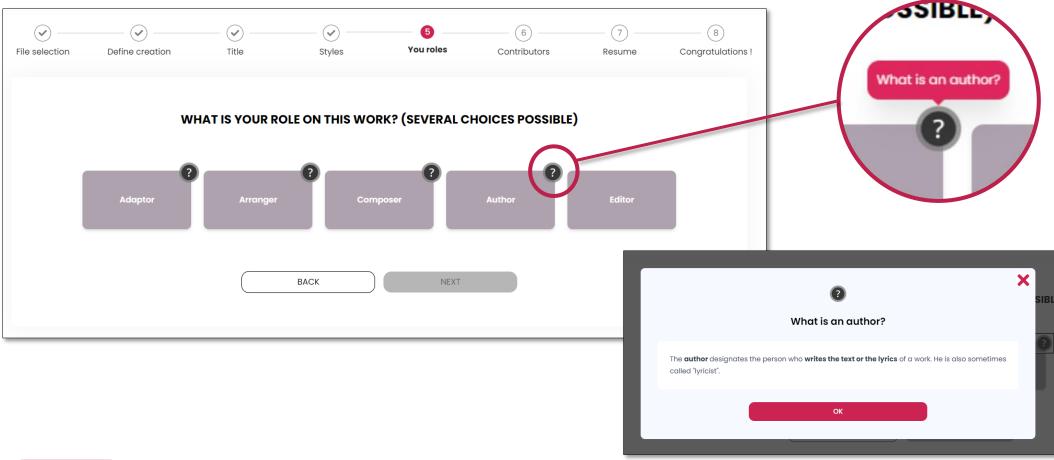


Please note: If you attach a file to an existing work for which the style was already defined, you will directly be redirected to the next step.



#### Step 5: Role in the creation

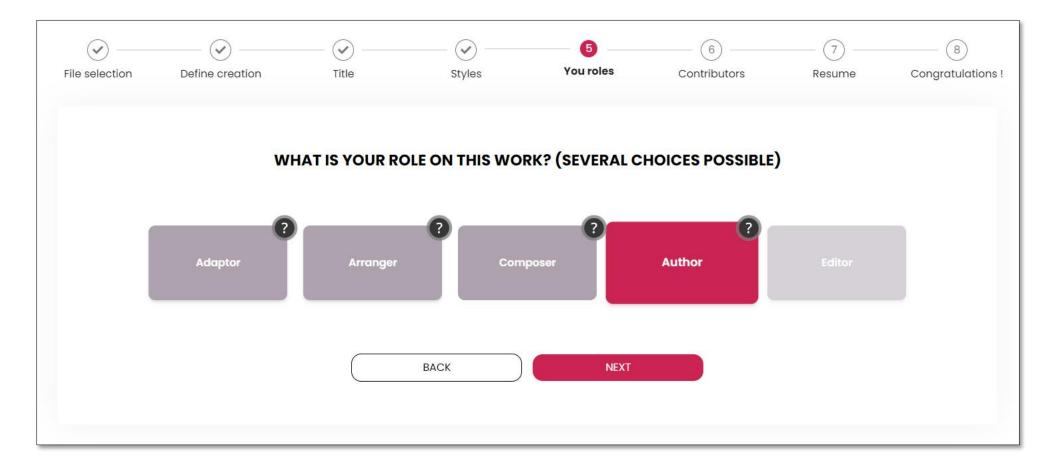
Then, select your **role on the work**. If you need clarifications on the specific role of each type of creator, click on 🔞





#### Step 5: Role in the creation

Once you have selected your role, click on > Next.

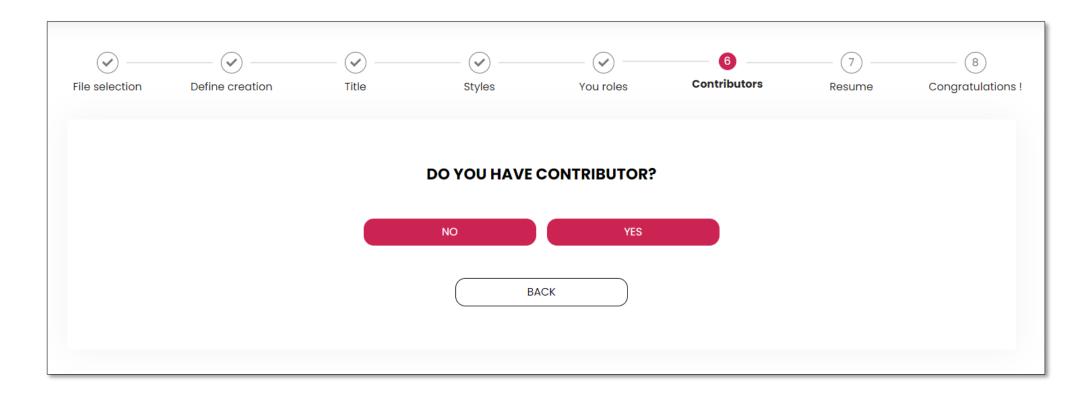




#### Step 6: Adding co-creators

If any other creator participated in creating the work, click on > Yes.

If not, click on > No.

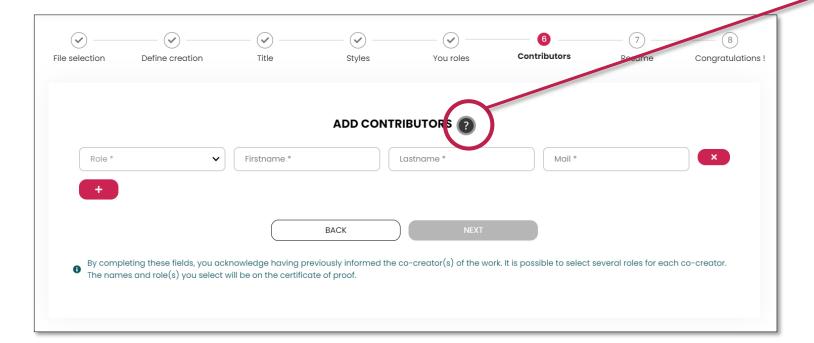




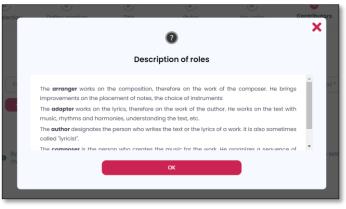
#### Step 6: Adding co-creators

Fill in the contact details of each co-creator.

If you need clarifications on the specific role of each type of creator, click on ②

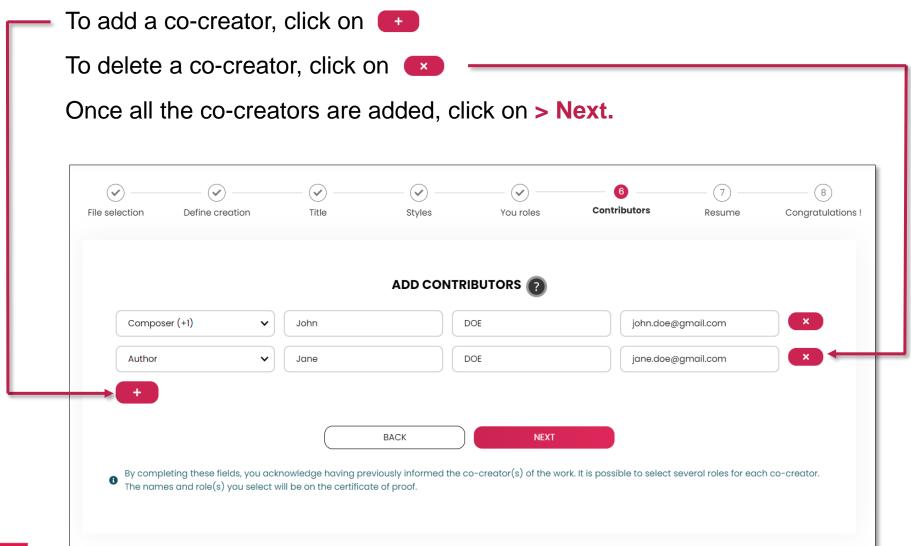








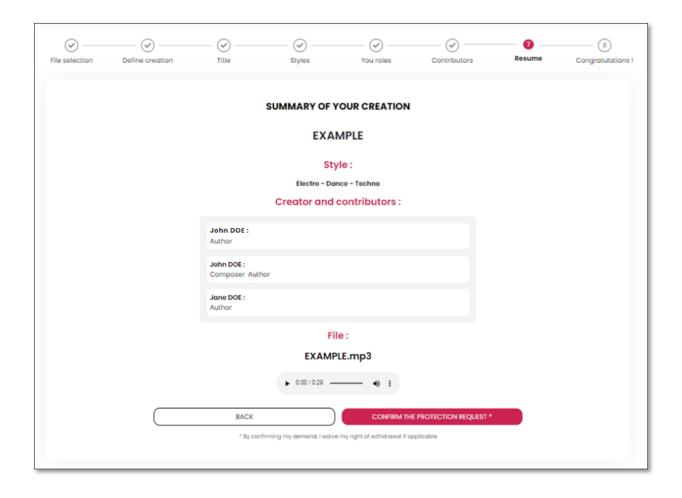
#### Step 6: Adding co-creators





#### Step 7: Summary

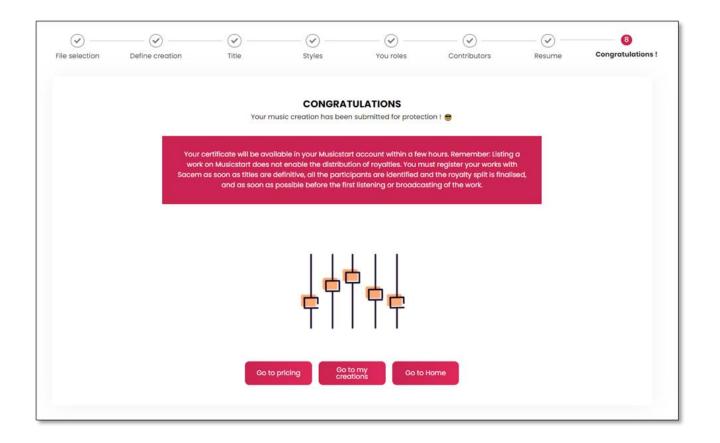
**Verify all the information**, then click on > Confirm the protection request.





#### Step 8: Confirmation

A message confirming your registration appears. Your certificate will be available within 3 hours maximum. You will receive an email to inform you of its availability.



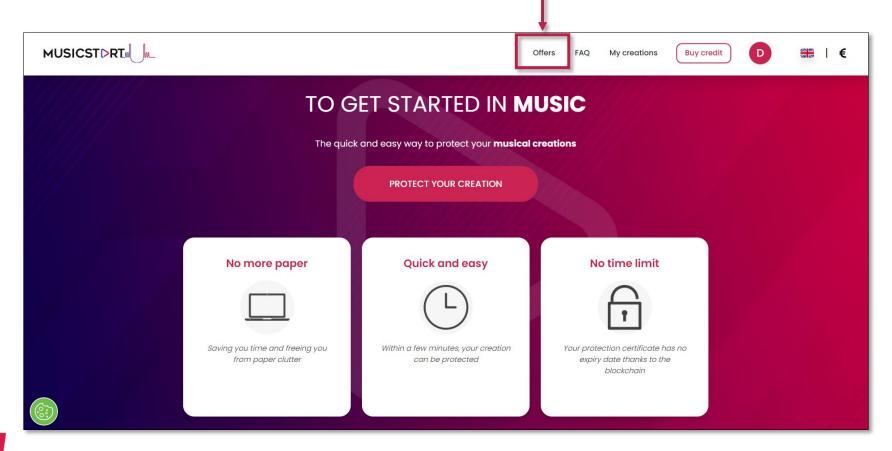


# MANAGING YOUR CREDITS / SUBSCRIPTION

For the paid version of Musicstart

#### Managing your credits / subscription A- Choosing your offer

If you wish to purchase a new credit to protect a file, or subscribe to a monthly subscription, go to the Musicstart homepage, then click on > Offers -





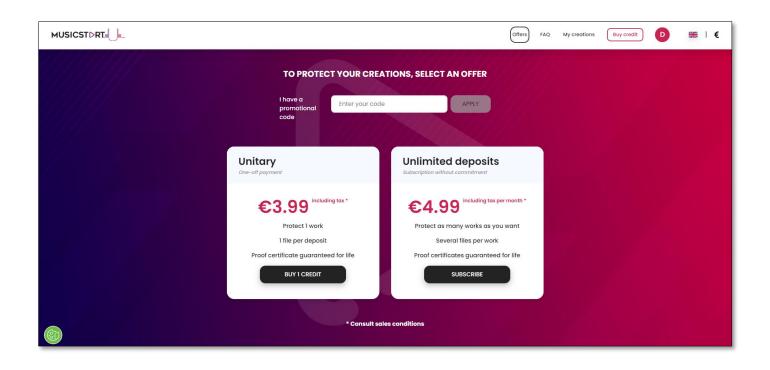
#### Managing your credits / subscription A- Choosing your offer

Musicstart offers **2 offers**, choose the one that suits you best.

The Unitary deposit:

Single payment of €3,99

Allows you to register a single file. You will have to choose to register either the lyrics of your work, or the musical composition, or the sound file.



The Unlimited deposits:

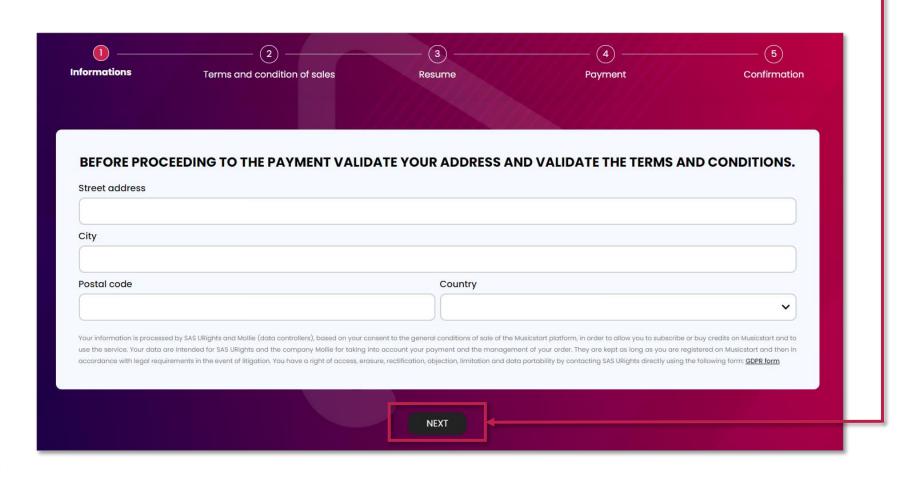
**Monthly** subscription (no commitment) of €4.99

Allows you to register as many files as you want while your subscription is active.

Please note: When you create an account on Musicstart, the first registration is free of charge (within 30 following the account creation).

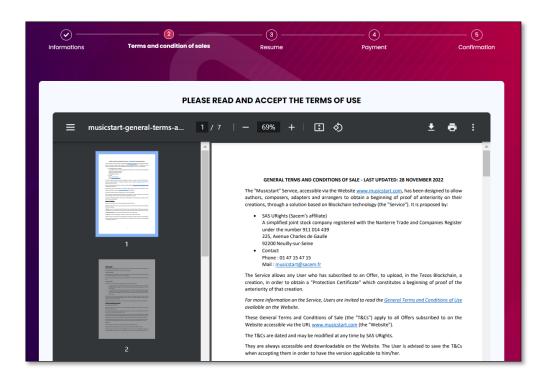


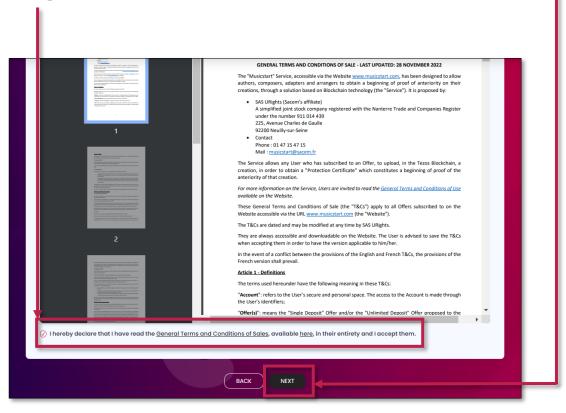
Once you selected your offer, enter your address and click on > Next





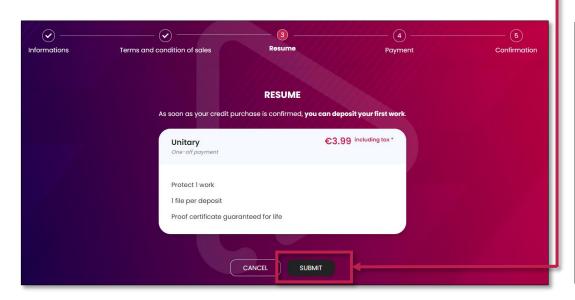
Read and accept the terms and conditions by **checking the box** at the bottom, then click on > **Next** —

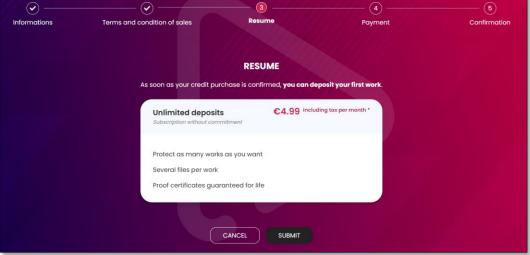






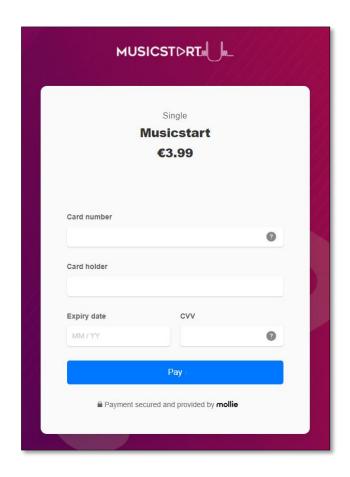
Confirm the order **summary** by clicking on **> Submit** 

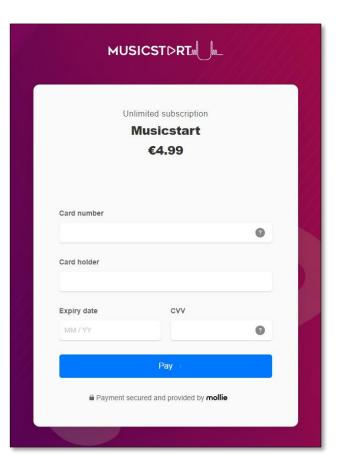






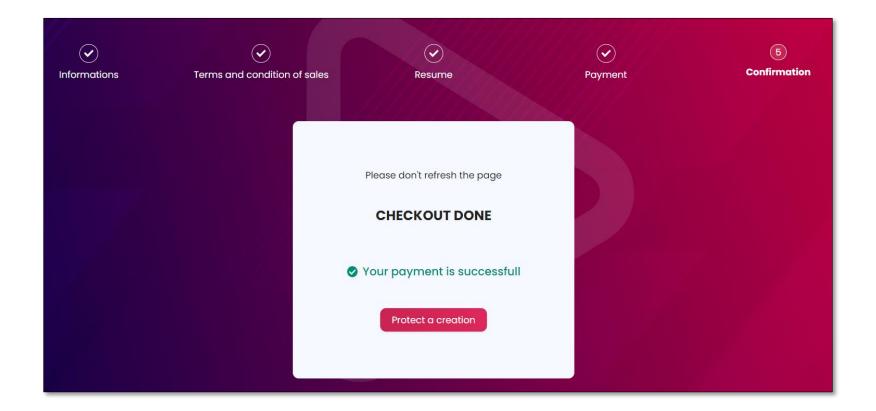
You will arrive on the payment interface. **Enter your bank details**, then click on > **Pay**.







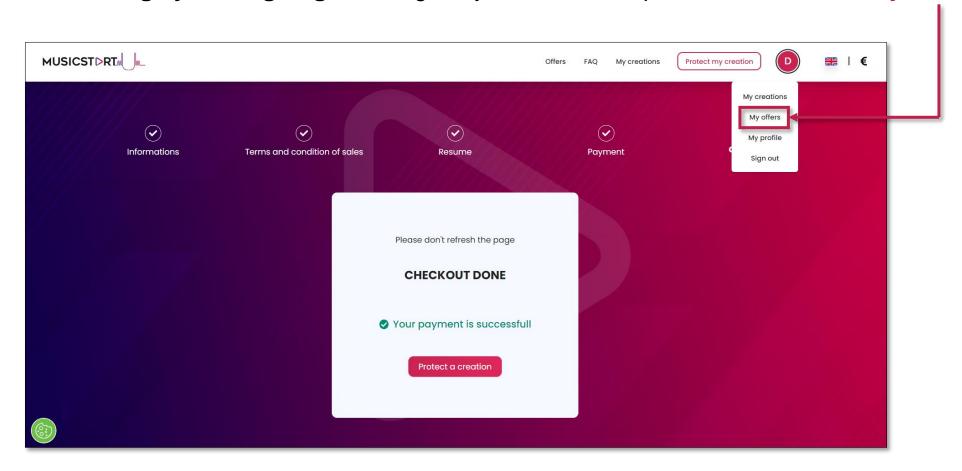
Once your payment is confirmed, you can start the protection procedure (cf. pages 28 to 40) by clicking on > Protect a creation.





#### Managing your credits / subscription C- Consulting your offers

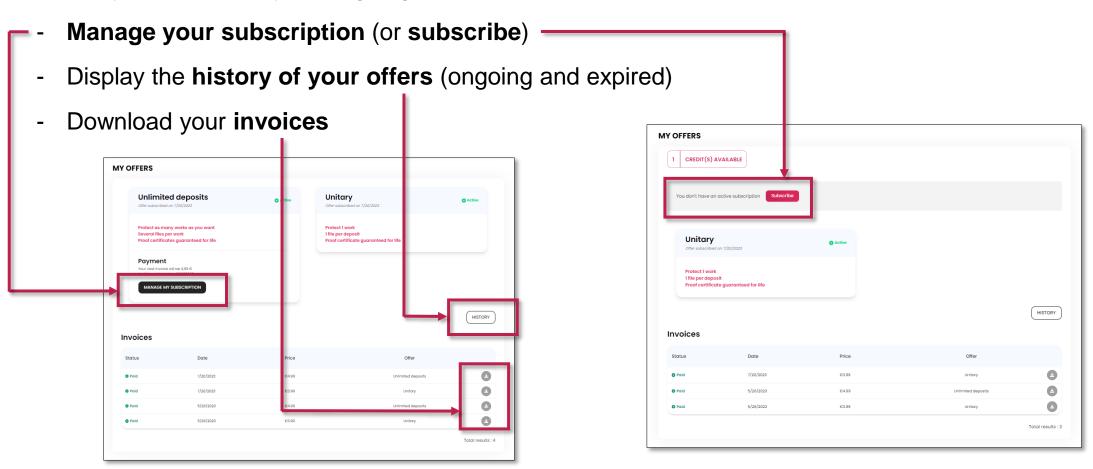
To **consult and manage your ongoing offers**, go to your Musicstart profile and click on > My offers.





#### Managing your credits / subscription C- Consulting your offers

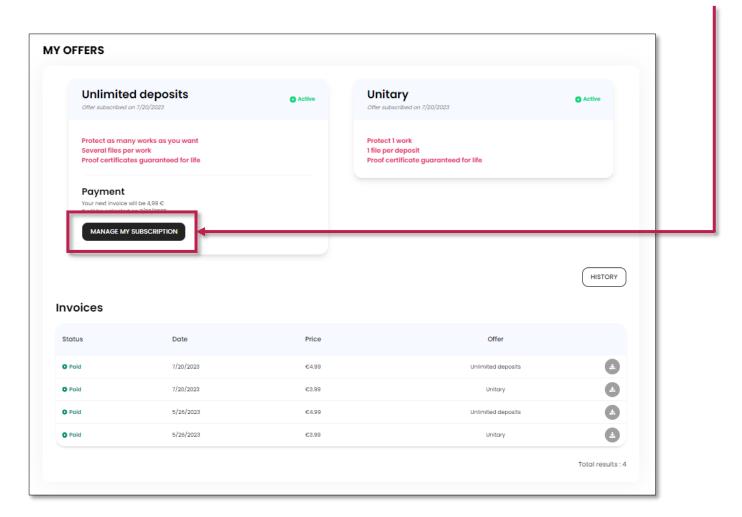
There, you will find all your ongoing offers (subscription + credits). You can:





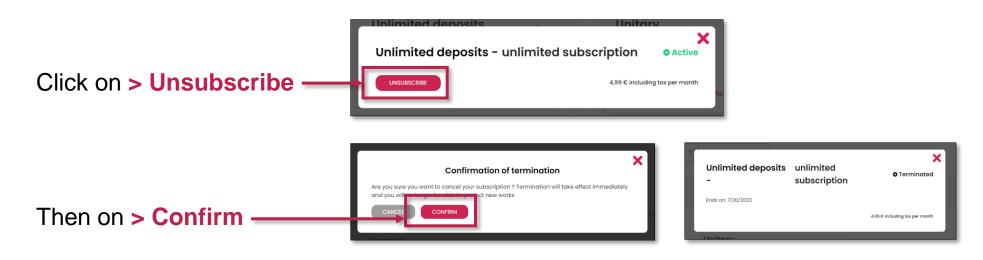
#### Managing your credits / subscription D- Cancel your subscription

If you wish to cancel your monthly subscription, click on > Manage my subscription.





#### Managing your credits / subscription D- Cancel your subscription



Please note: your subscription will end as soon as your cancellation is confirmed, and no refund will be given (any month started is due).

- If you are not a member of Sacem, your certificates and files will always remain accessible and downloadable within your Musicstart account, even if you decide to terminate your subscription or if you have only made one recording via the "Single Deposit" offer a long time ago.
- Should you request the complete deletion of your Musicstart account, we will delete all your personal information (and those of the co-authors that you designated at the time of the listing) as well as your certificates and files. You will therefore have to download all your certificates and files before the deletion request and store them using your own means.

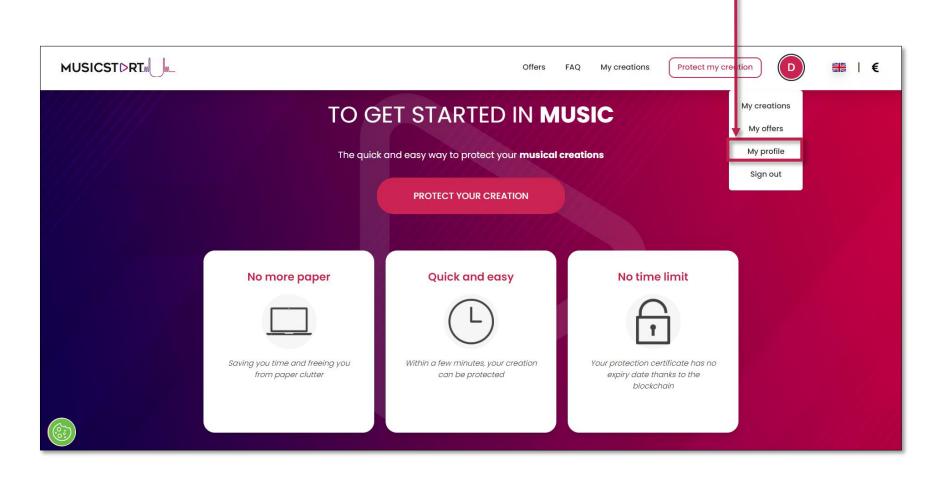


## UPDATING YOUR PERSONAL INFORMATION

For the paid version of Musicstart

#### Updating your personal information

To update your Musicstart profile, click on > My profile

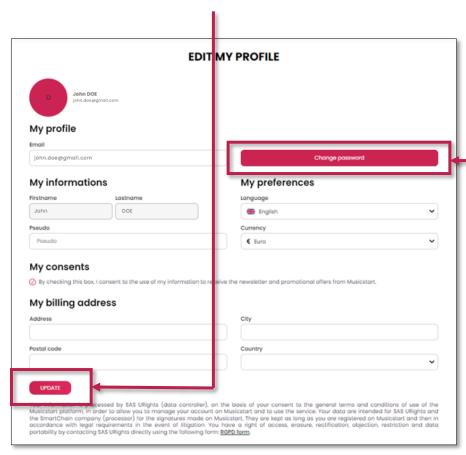




#### Updating your personal information

Update your information (to change your password, click on > Change password) then save your

modifications by clicking on > Update.



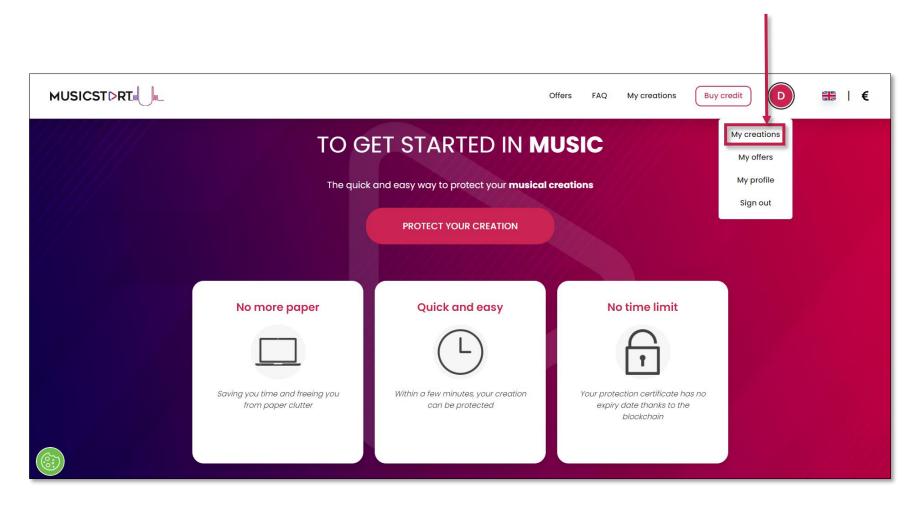




### CONSULTING YOUR PROTECTED WORKS

#### Consulting your protected works

To consult your protected works and your proofs of authenticity, click on > My creations.





#### Consulting your protected works

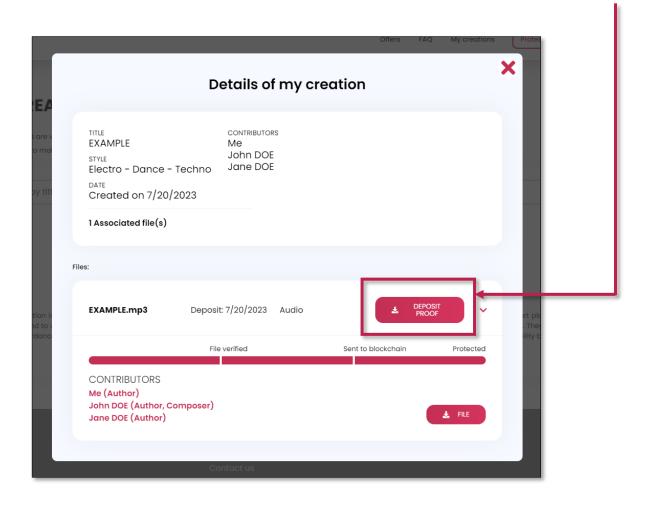
There, you will find all your protected creations.





#### Consulting your protected works

To download your proof of authenticity, click on > Deposit proof.



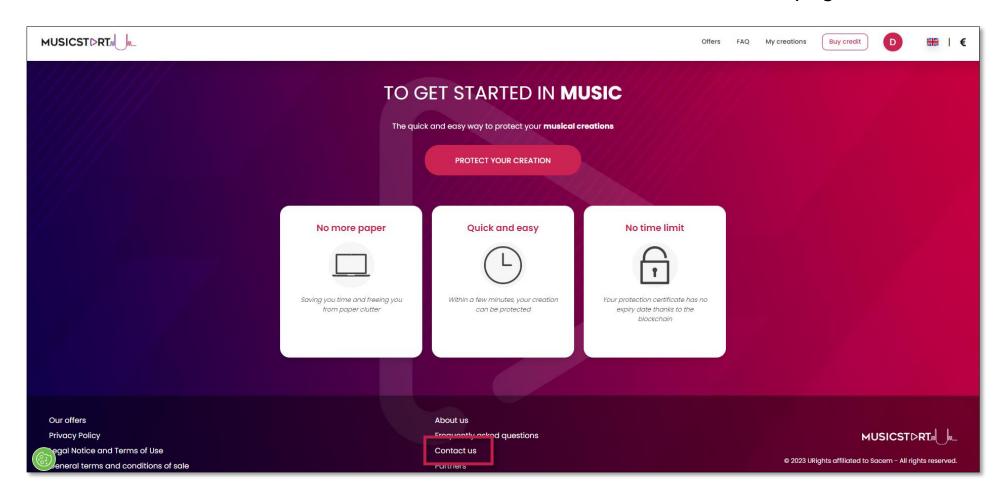




### **CONTACTING US**

#### Contacting us

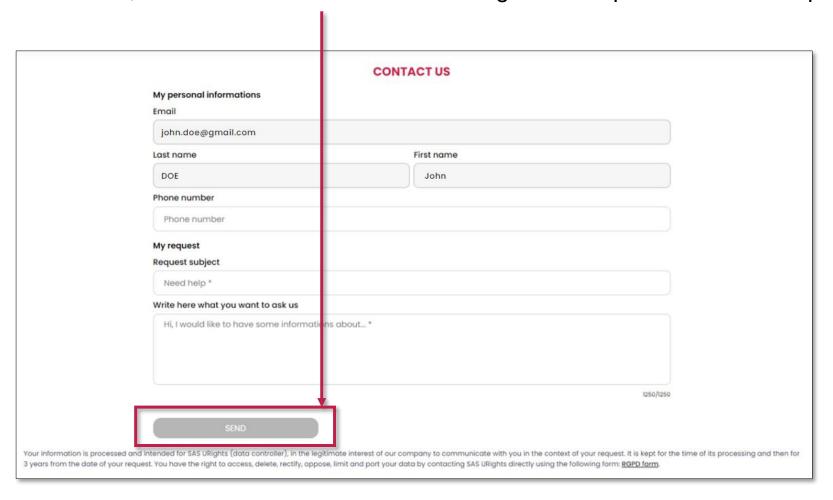
To **contact us on Musicstart**, click on **> Contact us** at the bottom of the homepage.





#### Contacting us

Fill in the **contact form**, then click on > **Send**. You will be given a response as soon as possible.





#### And also...

#### **CONTACT** US

#### Sacem is at your service.

- ► On sacem.fr/en: contact us
- ▶ 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.











