



ARTISPRENEUR ACADEMY COURSE GUIDE

How to Add Songs to Your PRO Account/Claim Tracks

Empowering Artists for Business Success

COURSE GUIDE | WORKBOOK | FULL TRANSCRIPT

Empowering Artists for Business Success

Artist Business | 02:53 video companion

ART MEANS BUSINESS.

Course Overview

This course will guide artists on how to register their songs with their Performing Rights Organization (PRO) and claim tracks to ensure they collect royalties. You'll learn how to sign up with a PRO, add your songs, and ensure that your compositions and performances are properly registered.

What You Will Learn

- Explain the fundamentals of Performing Rights Organizations (PROs)
- Apply the process for Sign Up with a PRO
- Apply the process for Add Songs to Your PRO Account
- Understand and apply Claiming Tracks and Ensuring Proper Registration
- Understand and apply Collecting Royalties from Your PRO
- Resolve common questions and identify where expert guidance may be needed

How to Use This Guide

- Read the chapter write-up while or after watching the matching video lesson.
- Complete the action steps and reflection prompts in the context of your own creative business.
- Use the transcript appendix to review exact narration, terminology, and key phrases.

ART MEANS BUSINESS Learning matters most when it becomes a decision, a system, or an action.

Chapter 1: Introduction to Performing Rights Organizations (PROs)

This chapter focuses on What is a PRO?, Why Register Your Songs with a PRO?, and Overview of Major PROs (ASCAP, BMI, SESAC). Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.

What is a PRO?

A Performing Rights Organization (PRO) collects public performance royalties on behalf of songwriters and publishers when their music is played on the radio, TV, live venues, or streaming platforms.

Why Register Your Songs with a PRO?

Registering your songs with a PRO ensures

Royalties: You get paid whenever your music is publicly performed.

- Legal Protection: Your music is officially registered, providing proof of ownership.

Overview of Major PROs (ASCAP, BMI, SESAC)

The three major PROs in the U.S. are

ASCAP: Non-profit organization, widely used by independent artists.

- BMI: Similar to ASCAP, free to join for songwriters.
- SESAC: Invitation-only, but offers more personalized service.

Put It Into Practice

- Review your current approach to what is a pro?.
- Gather the information or documents you need for why register your songs with a pro?.
- Choose one action from this chapter and assign it a deadline this week.

Reflection

1. Where does your current approach already align with this chapter?
2. What is the single highest-impact improvement you can make next?

Chapter 2: How to Sign Up with a PRO

This chapter focuses on Choosing the Right PRO for Your Music, Step-by-Step Guide to Signing Up, and Costs and Benefits of PRO Membership. Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.

Choosing the Right PRO for Your Music

Each PRO has slightly different benefits, so it's important to

Compare membership fees.

- Consider the ease of use and reporting systems.
- Look at the additional benefits they offer, like songwriter events or tools.

Step-by-Step Guide to Signing Up

To sign up

Visit the PRO Website: Go to ASCAP, BMI, or SESAC's website.

- Create an Account: Fill in your personal and music-related information.
- Agree to Terms: Read and agree to the membership terms.

Costs and Benefits of PRO Membership

ASCAP and BMI: Free for songwriters, small fee for publishers.

- SESAC: Invitation-only, so no public fee structure.

Put It Into Practice

- Review your current approach to choosing the right pro for your music.
- Gather the information or documents you need for step-by-step guide to signing up.
- Choose one action from this chapter and assign it a deadline this week.

Reflection

1. Where does your current approach already align with this chapter?
2. What is the single highest-impact improvement you can make next?

Chapter 3: How to Add Songs to Your PRO Account

This chapter focuses on Registering Compositions with a PRO, Adding Co-Writers and Splits, and Understanding Song Ownership. Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.

Registering Compositions with a PRO

Once registered as a member

Log in to your PRO account.

- Add a new composition: Provide the title, genre, and details about the work.
- Include Co-Writers: Add splits for co-writers, making sure percentages add up to 100%.

Adding Co-Writers and Splits

It's crucial to correctly input

Each co-writer's PRO ID.

- Ownership percentages (typically 50/50 if there are two co-writers).
- Publisher Information: If you have a publishing deal, make sure your publisher is added.

Understanding Song Ownership

Registering a song does not transfer ownership-it just ensures that royalties are collected and distributed according to the splits you set.

Put It Into Practice

- Review your current approach to registering compositions with a pro.
- Gather the information or documents you need for adding co-writers and splits.
- Choose one action from this chapter and assign it a deadline this week.

Reflection

1. Where does your current approach already align with this chapter?
2. What is the single highest-impact improvement you can make next?

Chapter 4: Claiming Tracks and Ensuring Proper Registration

This chapter focuses on What to Do If Your Song Is Already Registered, Claiming Performances and Radio Plays, and Avoiding Registration Errors. Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.

What to Do If Your Song Is Already Registered

If you discover that someone else has registered your song

Check the registration to see if it's correct.

- Claim your portion if you're listed as a co-writer.

Claiming Performances and Radio Plays

PROs allow you to submit setlists and claim live performances

Submit live performance details for concerts or tours.

- Claim radio airplay if your music was played on broadcast or online radio.

Avoiding Registration Errors

Common mistakes include

Misspelled song titles.

- Incorrect splits.
- Leaving out co-writers. Double-check all information before submitting.

Put It Into Practice

- Review your current approach to what to do if your song is already registered.
- Gather the information or documents you need for claiming performances and radio plays.
- Choose one action from this chapter and assign it a deadline this week.

Reflection

1. Where does your current approach already align with this chapter?
2. What is the single highest-impact improvement you can make next?

Chapter 5: Collecting Royalties from Your PRO

This chapter focuses on Types of Royalties Paid by PROs, How to Ensure You're Collecting Everything You're Owed, and International Royalties and Sub-Publishing. Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.

Types of Royalties Paid by PROs

PROs pay public performance royalties, which include

Radio and TV airplay.

- Live performances.
- Streaming royalties from platforms like Spotify or YouTube.

How to Ensure You're Collecting Everything You're Owed

Check quarterly statements for accuracy.

- Submit live performance reports to claim royalties from concerts or events.

International Royalties and Sub-Publishing

If your music is played internationally, PROs collect royalties through reciprocal agreements with foreign organizations. Consider signing with a sub-publisher if you have significant overseas activity.

Put It Into Practice

- Review your current approach to types of royalties paid by pros.
- Gather the information or documents you need for how to ensure you're collecting everything you're owed.
- Choose one action from this chapter and assign it a deadline this week.

Reflection

1. Where does your current approach already align with this chapter?
2. What is the single highest-impact improvement you can make next?

Chapter 6: Frequently Asked Questions (FAQ)

This chapter focuses on How Long Does It Take for a Song to Be Registered?, What Happens If I Don't Register My Songs?, and How Do I Change or Update Registration Information?. Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.

How Long Does It Take for a Song to Be Registered?

Typically, it takes 1-2 weeks for a song to be processed and appear in your PRO account.

What Happens If I Don't Register My Songs?

If you don't register your songs, you won't collect performance royalties, even if your music is played on the radio or in public.

How Do I Change or Update Registration Information?

You can update registration details by

Logging into your account.

- Editing the song's information (title, splits, etc.).
- Contact your PRO if you need help correcting an error.

Put It Into Practice

- Review your current approach to how long does it take for a song to be registered?.
- Gather the information or documents you need for what happens if i don't register my songs?.
- Choose one action from this chapter and assign it a deadline this week.

Reflection

1. Where does your current approach already align with this chapter?
2. What is the single highest-impact improvement you can make next?

Chapter 7: Course Conclusion and Next Steps

This chapter focuses on Recap of Key Points and How to Keep Your Catalog Updated. Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.

Recap of Key Points

Register Your Music: Ensure all your songs are properly registered to collect royalties.

- Check for Errors: Double-check song titles, splits, and co-writer details.

How to Keep Your Catalog Updated

Regularly update your PRO account with new songs and correct any errors in older registrations to maximize your royalty collection.

Put It Into Practice

- Review your current approach to recap of key points.
- Gather the information or documents you need for how to keep your catalog updated.
- Choose one action from this chapter and assign it a deadline this week.

Reflection

1. Where does your current approach already align with this chapter?
2. What is the single highest-impact improvement you can make next?

Course Summary and Next Steps

You now have a working reference for How to Add Songs to Your PRO Account/Claim Tracks. Return to the chapters that connect most directly to your current goals, then turn the material into a short, realistic action plan.

Key Takeaways

- **Introduction to Performing Rights Organizations (PROs):** This chapter focuses on What is a PRO?, Why Register Your Songs with a PRO?, and Overview of Major PROs (ASCAP, BMI, SESAC). Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.
- **How to Sign Up with a PRO:** This chapter focuses on Choosing the Right PRO for Your Music, Step-by-Step Guide to Signing Up, and Costs and Benefits of PRO Membership. Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.
- **How to Add Songs to Your PRO Account:** This chapter focuses on Registering Compositions with a PRO, Adding Co-Writers and Splits, and Understanding Song Ownership. Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.
- **Claiming Tracks and Ensuring Proper Registration:** This chapter focuses on What to Do If Your Song Is Already Registered, Claiming Performances and Radio Plays, and Avoiding Registration Errors. Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.
- **Collecting Royalties from Your PRO:** This chapter focuses on Types of Royalties Paid by PROs, How to Ensure You're Collecting Everything You're Owed, and International Royalties and Sub-Publishing. Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.
- **Frequently Asked Questions (FAQ):** This chapter focuses on How Long Does It Take for a Song to Be Registered?, What Happens If I Don't Register My Songs?, and How Do I Change or Update Registration Information?. Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.
- **Course Conclusion and Next Steps:** This chapter focuses on Recap of Key Points and How to Keep Your Catalog Updated. Use it to connect the lesson to the decisions, systems, and opportunities in your own creative business.

Recommended Next Steps

1. Put this course into practice today
2. Explore more courses in the Academy
3. Keep building your music business

REMEMBER Art means business. Build the systems that give your creativity room to grow.

Full Video Transcript

The transcript below follows the narration-adjusted timing of the exported course video. Minor differences may occur between spoken delivery and punctuation.

[00:00] ARTISPRENEUR LOGO PREROLL

Music only.

[00:05] TITLE

Welcome to the Artispreneur Academy. In this course, you will learn how to add songs to your p.r.o. account, claim tracks. Let us get started.

[00:14] INTRODUCTION TO PERFORMING RIGHTS ORGANIZATIONS

First, Introduction to Performing Rights Organizations . What is a PRO? A Performing Rights Organization collects public performance royalties on behalf of songwriters... Why Register Your Songs with a PRO? Royalties: You get paid whenever your music is publicly performed. Legal Protection: Your music is officially registered, providing proof of ownership. Overview of Major P R O .

[00:39] HOW TO SIGN UP WITH A PRO

Next, How to Sign Up with a PRO Choosing the Right PRO for Your Music. Compare membership fees. Consider the ease of use and reporting systems. Look at the additional benefits they offer, like songwriter events or tools. Step-by-Step Guide to Signing Up. Visit the PRO Website: Go to ASCAP, BMI, or SESAC's website. Costs and Benefits of PRO Membership.

[01:04] HOW TO ADD SONGS TO YOUR PRO ACCOUNT

Now, How to Add Songs to Your PRO Account. Registering Compositions with a PRO Log in to your PRO account. Add a new composition: Provide the title, genre, and details about the work. Include Co-Writers: Add splits for co-writers, making sure percentages add up to 100%. Adding Co-Writers and Splits. Each co-writer's PRO ID. Ownership percentages . Understanding Song Ownership.

[01:31] CLAIMING TRACKS AND ENSURING PROPER REGISTRATION

Then, Claiming Tracks and Ensuring Proper Registration. What to Do If Your Song Is Already Registered. Check the registration to see if it's correct. Claim your portion if you're listed as a co-writer. Claiming Performances and Radio Plays. Submit live performance details for concerts or tours. Avoiding Registration Errors. Misspelled song titles. Incorrect splits.

[01:54] COLLECTING ROYALTIES FROM YOUR PRO

Moving on, Collecting Royalties from Your PRO Types of Royalties Paid by P R O. Radio and TV airplay. Live performances. Streaming royalties from platforms like Spotify or YouTube.

How to Ensure You're Collecting Everything You're Owed. Check quarterly statements for accuracy. Submit live performance reports to claim royalties from concerts or events. International Royalties and Sub-Publishing.

[02:20] FREQUENTLY ASKED QUESTIONS

Almost there, Frequently Asked Questions . How Long Does It Take for a Song to Be Registered? Typically, it takes 1-2 weeks for a song to be processed and appear in your PRO account. What Happens If I Don't Register My Songs? How Do I Change or Update Registration Information? Logging into your account.

[02:40] OUTRO

So, that wraps up add songs to your p.r.o. account. Put this course into practice today. Explore more courses in the Academy. Keep building your music business. Remember: art means business.