



Work in Progress | 2/06/22 |

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## Introduction

my.gvl is the portal for eligible artists of GVL. Its central component is the product search. Here, productions to which our beneficiaries have contributed can be searched for and displayed. Using the products found, one's own participation can be reported. This active notification of participation is mandatory for receiving remunerations by GVL.

## Prerequisite for usage: the rights management agreement

In order to use GVL artists' portal my.gvl, you must be a beneficiary of GVL. For this purpose, it is necessary to sign an online rights management agreement. The administration agreement enables GVL to administer your ancillary copyrights from secondary exploitation on your behalf and to distribute the proceeds to you. The rights management agreement can be applied for online via the following link:  
[LINK](#)

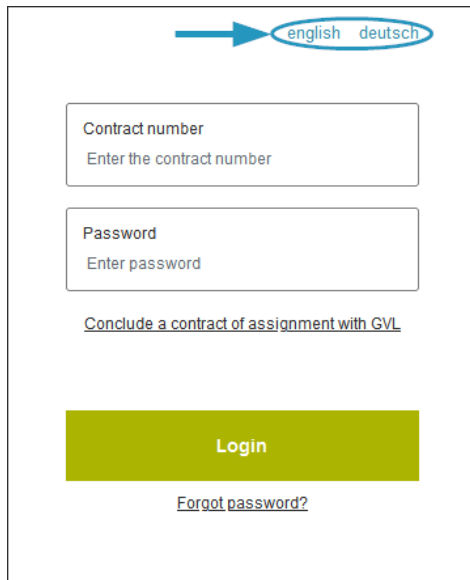
With the conclusion of the management agreement, access to the artists' portal my.gvl is also set up.

## Login and navigation

In the following, we would like to introduce you to the functionality of the product search, as well as the other features of my.gvl.

## Change language

Already on the login page of my.gvl you can choose between the languages German and English. The menus and information provided will be displayed according to the language setting. The language selection can be found in the top right corner of the login window.

A screenshot of the my.gvl login page. At the top right, there is a language selection menu with 'english' and 'deutsch' options, highlighted by a blue oval and a blue arrow pointing to it. Below this, there are two input fields: 'Contract number' with the placeholder text 'Enter the contract number', and 'Password' with the placeholder text 'Enter password'. Below the password field is a link that says 'Conclude a contract of assignment with GVL'. At the bottom, there is a large green 'Login' button and a link that says 'Forgot password?'.

You can also change the language setting at any time after logging in. You will find the corresponding button in the top right-hand corner by the globe symbol.

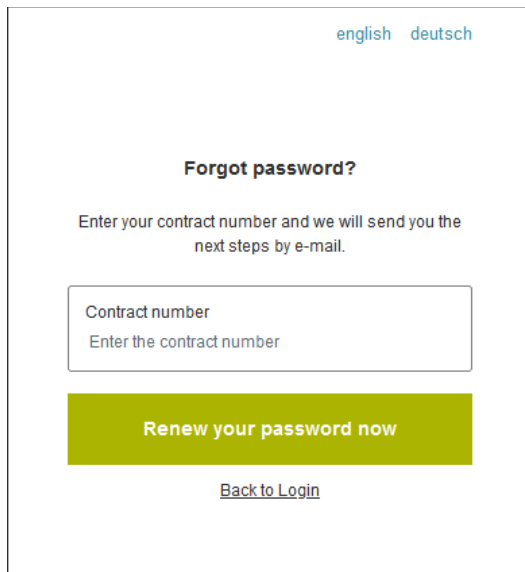
## Setting up a password and logging in

As soon as the contract has been finalized, you can use our artist portal. To log in, you will need your contract number - which you will find in your contract and usually in our initial e-mail correspondence - and a password.

You must choose this password yourself when logging in for the first time. For this purpose, a link will be sent to you by e-mail. If this is not the case, you can also set up a new password yourself.

To do this, proceed as follows:

1. Open <https://mygvl.de> in the browser
2. On the login page, click on the "Forgot password?" link.
3. On the page that opens, enter the contract number assigned to you by GVL and click on the "Renew your password now" button.
4. An e-mail will now be sent to the e-mail address registered with GVL, containing a link to set your password.
5. Open the link and follow the instructions for assigning a password.



english deutsch

**Forgot password?**

Enter your contract number and we will send you the next steps by e-mail.

Contract number  
Enter the contract number

**Renew your password now**

[Back to Login](#)

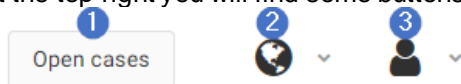
After you have successfully assigned a password, you can now log in to our artist portal my.gvl with your contract number and the password you have chosen.

If you have problems with the login process, please have a look at the FAQ in the [Troubleshooting/FAQ](#) section. If this does not help, please feel free to contact us.

## my.gvl starting page

After the successful login you will reach the starting page of my.gvl by default. Here you will find current news and important information for artists. By clicking on a news item, you can view the entire text of a piece of news. The "Back" button at the end will take you back to the starting page.

At the top right you will find some buttons or icons.

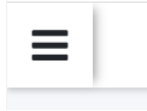


The button "**Open cases**" (1) leads you to cases where your assistance is needed, e.g. by providing us with evidence of your participation.

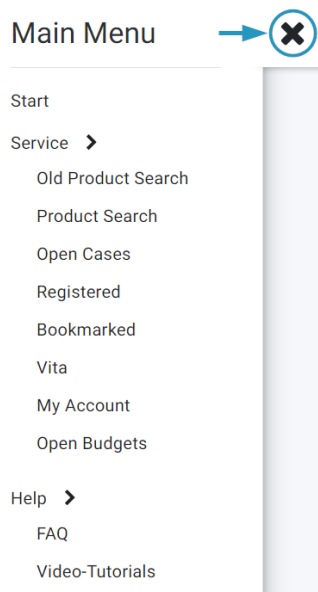
At the **globe icon** (2) you have the option to change the language setting at any time and switch between German and English.

The **playing piece icon** (3), also at the top right of the page, displays your name after a mouse click. There you also have the option to log out again.

The **main menu** of my.gvl can be found at the top, left side of the page. In the collapsed state, you will see three horizontal lines as a symbol - a so-called hamburger menu.



When unfolded, the menu items are visible. The menu can be closed again by clicking on the large X.



The services and the help section are provided with submenus that can be opened and closed by clicking on the arrow icons and lead you directly to separate subpages.

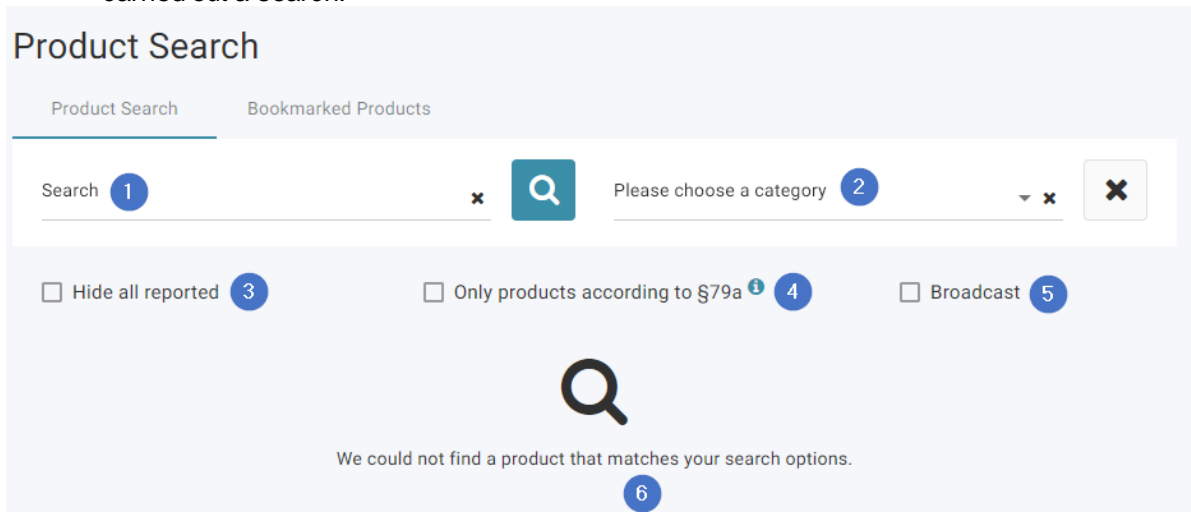
We would like to briefly introduce these subpages in the following.

## The product search

You can access the product search by clicking on the corresponding entry under "Service" in the main menu.

On the start page of the product search you will find

- a **free text field** in which you can enter your search terms (1),
- -a **category selection** to search for specific media types, with special search and filter options (2),
- -the general filters "**Hide all reported**" (3), "**Only products according to §79a**" (4) and "**Broadcast**" (5),
- the **result list** with found productions (6). This contains results as soon as you have successfully carried out a search.



## Free-text search

The free-text search is the basis for the search. It searches all sections of the products for the entered term(s) and returns relevant hits, if available.

The following sections are searched via the free text search:

- Title, Album title, Episode title, Original title
- Main artist
- Cast lists including role names
- Broadcast content information
- EAN, label code, ISRC
- Episode/Season numbers
- GVL product ID

Please note that not all information is always available.

With the X at the end of the input field you can delete your input again. If the number of hits is too large, general filters can limit the search result of the free-text search. In addition, you can use quotation marks to search for terms in context and thus obtain more precise results. Note that this is not an "exact" search in the literal sense of the word, since particularly common words, such as articles, are ignored.

In addition, it is possible to **select a category** (film and series, sound recordings, radio productions, stage productions, video clips). Within the categories there are additional filter options, which are described below.

Only if the free text field is filled with at least **two contiguous characters**, a search can be executed. To start the search, click on the blue magnifying glass icon or press the Enter key directly after entering the search text.

Alternatively, it is possible to leave the free text field empty but select a category to perform a search via the magnifying glass icon. Filters can be used optionally afterwards.


## General filters



### Hide all reported



The filter "Hide all reported" can be switched on and off by setting a check mark in the square. It restricts the search results in such a way that productions for which a participation notification of the logged-in beneficiary already exists are no longer displayed.


### Broadcast

If this filter is set, the result list will only show products for which there is usage reported, i.e. broadcast information. If the filter is not used, the results list will also show products that have not been broadcast since 2010. (The database goes back to the year 2000 but does not claim to be complete).

☐ Hide all reported☐ Only products according to §79a ☒ Broadcast

Start date MM/DD/YYYY   1

End date MM/DD/YYYY   2

Active Filters: Broadcast 



Optionally, the results list can be limited to broadcasts within a specific time period. The entry field for the time period (in the format DD.MM.YYYY) with a start date (1) and an end date (2) is only activated when the filter is selected.

- Earliest possible date: 01.01.2010
- Latest possible date: the current day

CET applies.

It is **not mandatory** to enter a time period.

### **Special entries:**

Single entry in "Start date" (without entering an end date): shows all products with usages from the start date to the current date.

Single entry in "End date" (without entering a start date): shows all products with uses from 01.01.2010 to the selected end date.

### **Only products according to §79a**

If this filter is set, only products with extension of the term of protection according to §79a UrhG are displayed. Special provisions apply to these products, which currently affect contributors to sound recordings up to the mid-1960s, provided they were remunerated by way of a one-off payment (buy-out contract).

You can find more information on this topic here: <https://gvl.de/en/rights-holders/performers/extension-term-protection>

In the result list, you can recognize the corresponding products by the paragraph symbol ("§").

## Categories and category-dependent filters

After selecting a category, a separate filter area opens, which can be expanded and collapsed via the arrow symbol in the upper line. Here in the picture, for example, the category "Sound Recordings".:

The screenshot shows the 'Product Search' interface. At the top, there are two tabs: 'Product Search' (active) and 'Bookmarked Products'. Below the tabs is a search bar with a magnifying glass icon and a 'Search' button. To the right of the search bar, there is a dropdown menu labeled 'Please choose a category' with 'Sound Recordings' selected. Below the search bar, there are three checkboxes: 'Hide all reported', 'Only products according to §79a' (with an information icon), and 'Broadcast'. Below these checkboxes is a section titled 'Sound Recordings' with an upward arrow icon. This section contains a list of filters, each with a label and a collapse icon (an 'x' in a circle). The filters are: 'Product title', 'Genre', 'Composer', 'Producer', 'Main Artist', 'Country of Recording', 'Year of Production', and 'Year of Recording'. The 'Year of Production' and 'Year of Recording' filters have 'Start' and 'End' input fields. At the bottom right of the filter section is a 'Search' button with a magnifying glass icon.

Since some of the filters are displayed in several categories, the filters are described here individually and not bundled by category. A table below shows in which category the filters are present in each case.

### Free-text search "Product title"

The products are searched only in the field "Production title" based on the search terms entered here. In this way, search results can be better narrowed down if necessary.

**Free-text search "Composer"**

The products are searched for listed composers based on the entries in this field.

**Free-text search "Producer"**

The products will be searched for listed producers based on the entries in this field.

**Free-text search "Main Artist"**

The products will be searched for listed main artists based on the entries in this field.

**Free-text search "Director"**

The products will be searched for listed directors based on the entries in this field.

**Free-text search "Broadcast Content"**

The products will be searched for according entries in the field "Broadcast Content".

**Filter "Type"**

The filter "Type" is only available in the category "Radio Productions". It offers the option to search either for "Radio Productions Music" or "Radio Productions Voice", the latter referring to spoken word contributions, mostly in German.

The filter offers both options in a drop-down menu. If no option is selected, all radio productions are displayed.

**Filter "Genre"**

This filter allows you to filter by the relevant genres depending on the selected category.

In the "Film and Series" category, the selectable genres are:

- Soap Telenovela
- TV film
- Anime and cartoon films TV
- Series
- Cinema movie
- Anime and cartoon films cinema
- Anime and cartoon film series

Please note: "cinema film" in this context means that the film has been produced for distribution in cinemas. For remuneration, a production must have been broadcast on a station under evaluation by the GVL.

In the category "Sound Recordings" the selectable genres are:

- Classical music
- Audiobook/radio play
- Popular music
- Archive music
- Children's programme
- Theatre/Comedy

In the "Radio Productions" category, the "Type" filter must first be used to determine whether the production is a "Radio Productions Music" or a "Radio Productions Voice".

In the "Radio Productions Music" category, the selectable genres are:

- Archive music
- Classical music
- Popular music

In the category "Radio productions word" the selectable genres are:

- Audiobook/radio play
- Children's programme
- Radio Feature
- Cabaret

In the "Stage Productions" category, the selectable genres are:

- Theater/Comedy
- Classical music
- Popular music

There are no subordinate selectable genres in the "Video clips" category.

### **Filter "Country of Recording"**

Choosing a country of recording from a list will search the products for the selected country.

### **Filter "Country of Production"**

Selecting a country of production from a list will search the products for the selected country.

### **Filter "Year of Production"**

Restricts the search to selected years of production (value range: 1901 to current year).

Note: For sound recordings, the production year is not as important as the recording year and is not always contained in the product data.

### **Filter "Year of Recording"**

Restricts the search to selected years of recording (value range: 1901 to current year)

### Filter "Radio stations"

The filter "Radio stations" allows to limit the search to products broadcast on specific radio stations. The selection is made via a drop-down menu, which provides possible radio stations.

Note: Not every radio station is also relevant for distribution. For an overview of the distribution-relevant stations, please check the [distribution plans](#).

### Filter „TV stations“

The filter "TV stations" filter makes it possible to limit the search to products broadcast on specific TV stations.

The selection is made via a drop-down menu, which provides possible TV stations.

Note: Not every TV station is also relevant for distribution. For an overview of the distribution-relevant stations, please check the [distribution plans](#).

### Series Filter

Ticking the "Series filter" box in the "Film and series" and "Stage productions" category activates three specific filtering options.

Series Filter	<input checked="" type="checkbox"/>		
Episode title	Episode title		✕
Episode	from	✕	to ✕
Season	from	✕	to ✕

All filters can be applied individually, as well as combined with each other.

#### Episode title

This filter enables a free-text search in the corresponding field.

#### Episode

This filter allows to narrow down episode numbers within the range of available products provided with corresponding information.

#### Season

This filter allows to narrow down season numbers within the range of available products provided with corresponding information.

## Which filters are available in which categories?

The following table indicates the availability of a filter in the corresponding category with an "X".

Filter	Sound Recordings	Radio Productions	Stage Productions	Video Clips	Film and Series
Product title	X	X	X	X	X
Composer	X	X	X	X	
Producer	X				
Main Artist	X	X	X	X	
Country of Recording	X			X	
Year of Production	X	X	X	X	X
Year of Recording	X	X	X	X	
Type		X			
Radio Stations		X	X		
Director			X		X
Country of production			X		X
TV stations			X		X
Genre			X		X
Series Filter			X		X
Broadcast Content		X			

## The result list

When a search is performed for the first time, the search results are sorted in descending order based on the closest match to the search query ("Best Search Results").

### Product Search

Product Search

Bookmarked Products

Search

tatort

x

Q

Please choose a category

▼ x

X

☐ Hide all reported

☐ Only products according to §79a <sup>i</sup>

☐ Broadcast

☐ Check 25 of 4152 search results

Bookmark

Report

↗

Order by

Best Search Results <sup>1</sup>

▼ x

<sup>2</sup> Items per page: 25

▼

By clicking in the "**Order by**" field (1), the search results in the list can be arranged according to one of the following product attributes:

- Title
- Main Artist
- Episode Title
- Season Number
- Episode Number

Via the selection field "**Items per page**" (2) up to 500 results can be displayed on one page. The default setting is 25.

## The product display

The product display in the results list always shows at least a product title and a unique Production ID as well as additional attributes that depend on the respective media type. The media type is represented by an icon in the upper right corner.

Possible are:

Sound Recordings



Film and Series



Radio Productions



Stage Productions



Video Clips



Depending on the media type as well as the quality of the supplied data, a product may have the following information in addition to a title and the Production ID:

- Original title
- Season/episode information
- Category/genre
- Recording country/country of production
- Recording year/production year
- ISRC
- Duration
- Main performer
- Directors
- Composers



- Producers
- Broadcast Content
- Broadcasts
- Contributors

If a field is too long or contains several entries, more information can be found in the detailed view of the product. This can be expanded and collapsed via the arrow symbol.


View of a production with collapsed details:

☐
**Tatort**

Production ID: 875133869

Episode title: Wacht am Rhein... | Original episode title: Wacht am Rhein... |  
Episode no.: 1007  
Tatort | Wacht am Rhein  
TV film | Germany | 2017 | 93:00

Director(s): Sebastian Ko  
Producer(s): Sonja Goslicki  
Composer(s): Olaf Didolff










**Broadcast Content:**

ARD : Background : deu : In der dienstältesten Krimireihe des deutschen Fernsehens gehen seit 1970 die unterschiedlichsten Ermittlertypen auf Verbrecherjagd. ARD : Long : deu : Im "Veedel" liegen die N

**Broadcasts:**

Multiple broadcasts

Bookmark

Report

View of a production with details expanded:

☐

## Tatort

Episode title: Wacht am Rhein | Original episode title: Wacht am Rhein | Episode no.: 1007

Tatort | Wacht am Rhein

TV film | Germany | 2017 | 93:00

Production ID: 875133869

Director(s): Sebastian Ko  
Producer(s): Sonja Goslicki  
Composer(s): Olaf Didolff

**Broadcast Content:**

ARD : Background : deu : In der dienstältesten Krimireihe des deutschen Fernsehens gehen seit 1970 die unterschiedlichsten Ermittlertypen auf Verbrecherjagd., ARD : Long : deu : Im "Veedel" liegen die Nerven blank: Auch der Ladenbesitzer Adil Faras und die junge Mutter Nina Schmitz finden, man muss etwas tun. Sie haben sich der selbst ernannten Bürgerwehr "Wacht am Rhein" angeschlossen und patrouillieren, um die Straßen sicherer zu machen. Doch dann wird beim Überfall auf eine Zoohandlung der Sohn des Inhabers Peter Deisböck erschossen. Max Ballauf und Freddy Schenk ermitteln. Dringend tatverdächtig: der gebürtige Nordafrikaner Khalid Hamidi. Umgehend ruft Bürgerwehr-Anführer Dieter Gottschalk eine Mahnwache für das Mordopfer ein. In der aufgeheizten Stimmung geht beinahe unter, dass ein Student vermisst gemeldet wird: Baz Barek war in der Mordnacht auf dem Heimweg. Auch auf ihn könnte die Täterbeschreibung passen., ARD : Medium : deu : Im "Veedel" hat sich eine Bürgerwehr gebildet, kurz bevor beim Überfall auf eine Zoohandlung der Sohn des Inhabers erschossen wird. Dringend tatverdächtig ist der gebürtige Nordafrikaner Khalid Hamidi. Die Bürgerwehr veranstaltet eine

**Broadcasts:**

2021	4	▼
2019	3	▼
2018	4	▼
2017	4	▼

**Contributors:**

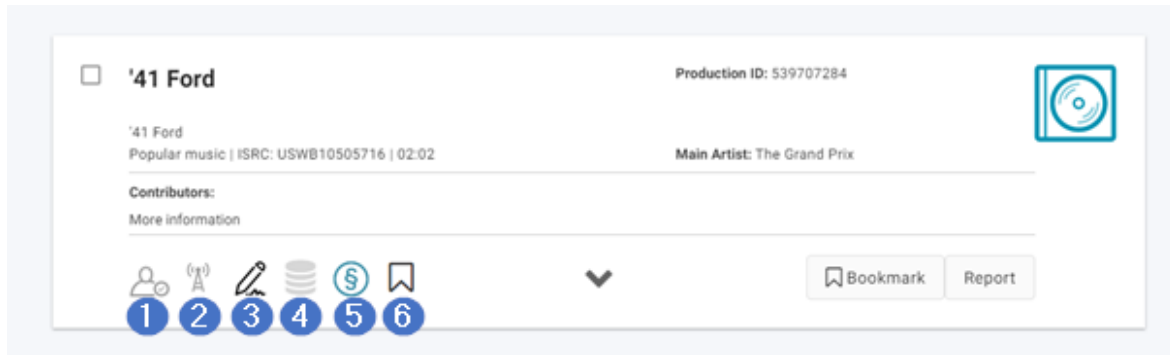
Contributed as	Artist	Character name
Actor/Actress	Klaus J. Behrendt	Max Ballauf
Actor/Actress	Dietmar Bär	Freddy Schenk
Actor/Actress	Patrick Abozen	Tobias Reisser
Actor/Actress	Joe Bausch	Dr. Roth
Actor/Actress	Asad Schwarz	Adil Faras
Actor/Actress	Nadja Bobyleva	Nina Schmitz
Actor/Actress	Paul Herwig	Peter Deisböck
Actor/Actress	Sylvester Groth	Dieter Gottschalk

Bookmark

Report

## The toolbar

Besides the text information, all products also include a toolbar.

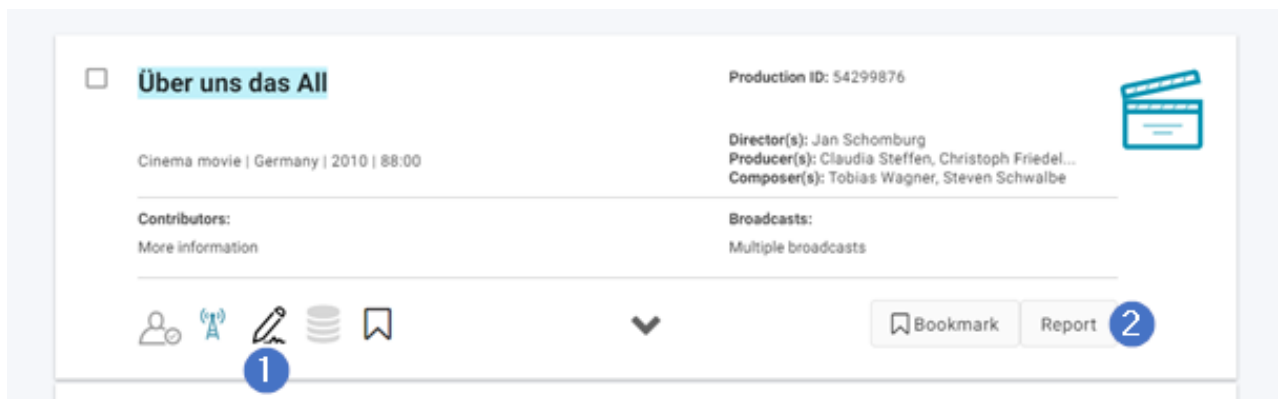


- If the **playing piece icon** (1) is blue, this indicates that at least one participation message has already been submitted by the logged-in beneficiary for this product. If there is no submitted report yet, the icon is gray.
- The **transmission tower symbol** (2) in blue indicates that at least one piece of usage or transmission information is available for this product. You can see this in the detailed view. (In the case of played audio recordings, however, there is no individual listing of the broadcasts). If no such information is available, the symbol is gray.  
Please note: Since the selection of stations evaluated by GVL changes annually, the presence of usage information does not necessarily mean that remuneration will be paid.
- The **pencil icon** (3) initiates the submission of a participation report by clicking on it. Alternatively, you can also use the "Report" button on the right-hand side.  
How the submission of a report works and how to submit reports for several related products at once, e.g. episodes of a series, is described below in the chapter on [submitting participation reports](#).
- The **collective product symbol** (4), when colored blue, indicates that it is an album or a radio concert with several tracks. Notifications cannot be submitted on the collective product, but only on the associated individual products.
- The **paragraph symbol** (5) indicates that the product has an extended term of protection according to §79a UrhG. For all other products, the symbol is not present.
- The **bookmark icon** (6) adds the product to the list of bookmarked products by clicking on it, in case you want to submit a participation report at another time.  
For more information on this function, see the ["Bookmarked"](#) chapter.

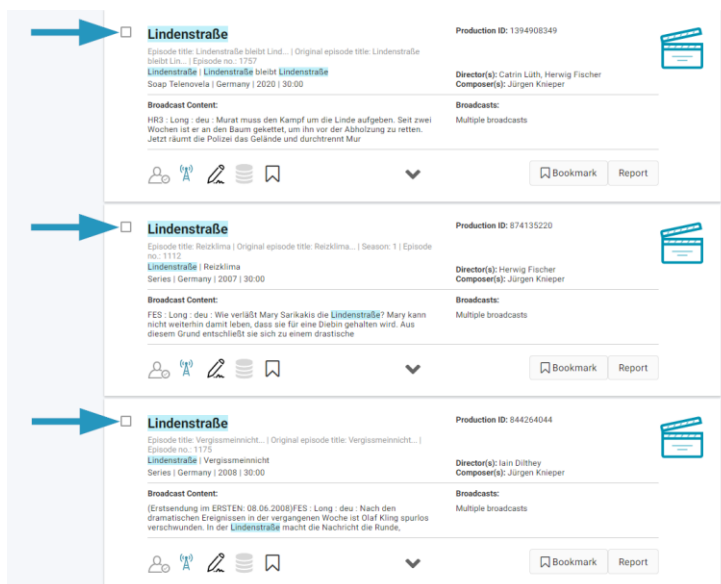
## Submitting participation reports

Important: Before submitting a participation report, please make sure that you have not yet reported an identical participation for the corresponding product. Identical reports on a production lead to the data situation becoming confusing both for you as the beneficiary and for us. Existing notifications can be recognized as described above by the fact that the **game figure icon** in the results list is blue. Details of existing reports can be found in the "Registered" section.

The submission of participation reports takes place via the so-called report dialog. This can be initiated via the pencil icon (1) or the "Report" button (2) on the corresponding product.



In addition, it is also possible to select several products from the results list and start the message dialog for this selection. To do this, a check mark must be placed in the small square to the left of the product title by clicking on it. Clicking it again will deselect the products.



By clicking on the small square to the left of the display of the total search results, all entries of the respective page can be marked in total, i.e. 10, 25, 100 or 500 products, depending on the display setting. This action can also be undone by clicking again.

The screenshot shows the 'Product Search' interface. At the top, there are tabs for 'Product Search' and 'Bookmarked Products'. Below the tabs is a search bar with 'Lindenstraße' entered. To the right of the search bar is a category dropdown set to 'Film and Series'. Below the search bar are three checkboxes: 'Hide all reported', 'Only products according to §79a', and 'Broadcast'. Below these is a dropdown menu set to 'Film and Series'. In the center, there is a checkbox labeled 'Check 25 of 2525 search results' with a blue arrow pointing to it. Below this is an 'Order by' dropdown set to 'Best Search Results' and an 'Items per page' dropdown set to '25'. On the right, there are 'Bookmark' and 'Report' buttons. Below this is a list of search results. The first result is 'Lindenstraße' with a checkbox next to it. The result details include: 'Production ID: 1394908349', 'Episode title: Lindenstraße bleibt Lind...', 'Episode no.: 1757', 'Lindenstraße | Lindenstraße bleibt Lindenstraße', 'Soap Telenovela | Germany | 2020 | 30:00', 'Director(s): Catrin Lüth, Herwig Fischer', 'Composer(s): Jürgen Knieper', 'Broadcast Content: HR3 : Long : deu : Murat muss den Kampf um die Linde aufgeben. Seit zwei Wochen ist er an den Baum gekettet, um ihn vor der Abholzung zu retten. Jetzt räumt die Polizei das Gelände und durchtrennt Mur', and 'Broadcasts: Multiple broadcasts'. At the bottom of the result card are icons for user, audio, video, database, and bookmark, along with 'Bookmark' and 'Report' buttons.

In addition, individual products in the results list can be subsequently deselected or re-selected by clicking on the square next to the corresponding title.

Please note:

- Currently, you should initiate the report dialog for a **maximum of 100 productions** at a time, as more messages cannot yet be processed and an error message will be the result. To the left of the total number of search results, you will always see how many products you have just selected.
- No participation reports can be submitted on collective products themselves, only on the associated individual products.

## The report dialog

After clicking on one of the report buttons, the final report dialog opens. Here you are asked for individual parameters regarding your participation.

- Different **tabs** (1) show the titles of the selected productions. If you have selected only one production or related productions like episodes of a series, usually only one tab is open.
- **"Name of contributor"** (2) shows the name of the logged-in beneficiary.
- The lower **drop-down menu** (3) asks for the participation role, i.e. in which professional activity did you contribute to the production. Depending on the selection, further possible selection options such as function or voice/instrument will be displayed.
- If several titles can be assigned to a production (e.g. related tracks or episodes of a series), you will find an **overview of the individual positions** under (4). By clicking on the box with the check mark you can deselect or reselect the individual positions.
- If several different productions have been selected that cannot be combined, you can switch back and forth between the individual productions using **the arrows** (5). Please complete the reporting process for each individual production before jumping to other tabs, as the entries are not saved. Tabs close automatically after successful reporting.

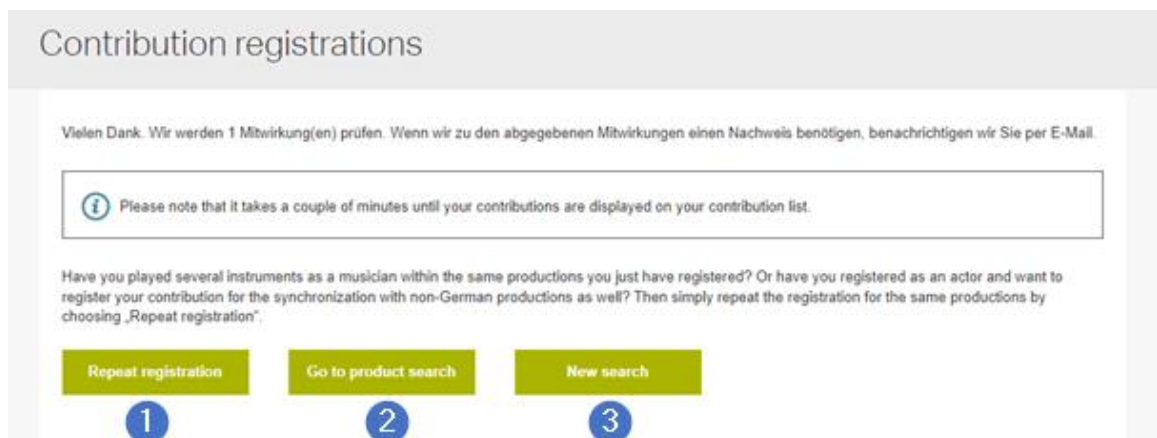
- Depending on the type of contribution, **further input fields** (6) will open in the title list. Here you will be asked for specific parameters of your participation. These differ depending on the participation role. If one of the fields is grayed out and cannot be selected, the corresponding information is not relevant. Mandatory fields that require an entry are marked in red.
- **Evidence** (7) cannot currently be submitted in parallel with a participation report. If evidence is required, it will be requested via "Open cases". You will find more information on this in the [corresponding chapter below](#).
- Finally, you can use the **buttons at the bottom right** (8) to conclude the participation report or remove the reporting step. The button "Report participation (Mitwirkung melden)" is grayed out and deactivated until all the required information has been entered.

After successful submission of the report, a text will appear confirming that your participation report has been received.

## Finalizing the reporting process: continuing buttons

After submitting one or more participation reports, you have the choice between the following options:

- **"Repeat registration"** (1): the button leads again to the previously selected products and allows you to submit another report, e.g. in a different contribution role or with an additional instrument.
- **"Go to product search"** (2): The button leads back to the previous results list. All previously selected filter settings will remain.
- **"New search"** (3): The button leads to the starting page of the search. There you can perform a new search.
- 



## Example search queries

### Acting and dubbing

The screenshot shows the 'Product Search' interface. At the top, there are two tabs: 'Product Search' and 'Bookmarked Products'. Below the tabs is a search bar with the text 'Gute Zeiten, schlechte Zeiten' (1) and a magnifying glass icon. To the right of the search bar is a category dropdown menu with 'Film and Series' selected (2). Below the search bar, there are three checkboxes: 'Hide all reported' (3) which is checked, 'Only products according to §79a' (4) which is unchecked, and 'Broadcast' which is unchecked. Below these checkboxes is a section for 'Active Filters' showing 'Hide all reported' with a close button. Below the active filters is a 'Series Filter' section (4) with a checked checkbox. Under 'Series Filter', there are three input fields: 'Episode title', 'Episode' (5) with a range from 6500 to 7300, and 'Season'. Below the input fields is a 'Search' button. At the bottom of the interface, there is a checkbox 'Check 100 of 800 search results' (7), an 'Order by' dropdown menu set to 'Best Search Results', a 'Bookmark' button, a 'Report' button, and an 'Items per page' dropdown menu set to 100 (6).

If you are an **actor or actress** and have played a consistent role in a series (in this case a daily soap) and would like to report your participation, it may be helpful to use the series filters of the product search.

- Enter the name of the series in the **"Search"** (1) field.
- Select the category **"Film and Series"** (2). Further filter options will then appear. Daily soaps usually have continuous episode numbers, with the help of which you can specifically report the episodes in which you have participated.
- It is also advisable to select the **"Hide all reported"** (3) option throughout the reporting process to avoid duplicate reports.
- Next, select the item **"Series Filter"** (4).
- Under **"Episode"** (5), enter the corresponding episode numbers or the range of episode numbers for a longer period of participation. Then click the magnifying glass or "Search" to display the search results.
- You can report up to 100 episodes at once by first selecting 100 at **"Items per page"** (6). Now tick the checkbox **"Preselect 100 of ... search results"** (7) on the left above the search results, and then click the "Report" button.

In the next step, you only need to select the name and role of the contributor, enter your role name in the production and, if applicable, the number of shooting days. Complete the reporting process by clicking on the "Report participation (Mitwirkung melden)" button. See also ["The report dialog"](#).



The steps are very similar if you want to report a participation as a **dubbing actor**. Let's assume you have dubbed a character that only appears in one particular episode of a series.

- In the **"Search"** (1) field, enter the name of the series and the title of the corresponding episode.
- Select the production category **"Film and Series"** (2). Then click on the magnifying glass or "Search" to display the search results. Normally, this should already lead to the desired result if both the name of the series and the title of the episode are unique.
- If the desired episode is not among the search results or the number of matches is too high, it may also be useful to use the series filters of the search mask.
- To do this, click on the **"Series Filter"** (3) item.
- Enter the name of the episode you are looking for in the **"Episode title"** (4) field. Then start the search process by clicking on the magnifying glass or pressing the "Enter" key.
- Now select the desired production from the hit list and click on **"Report"** (5). This will take you to the report dialog, where you can enter the type of participation and, if applicable, the role name in the production as well as the number of takes. Click the "Report participation (Mitwirkung melden)" button to complete the reporting process.

The screenshot displays the GVL search interface. At the top, there are two tabs: "Product Search" and "Bookmarked Products". The "Product Search" tab is active. Below the tabs, there is a search bar with the text "game of thrones die glocken" (1) and a magnifying glass icon. To the right of the search bar, there is a dropdown menu for "Please choose a category" (2) with "Film and Series" selected. Below the search bar, there are three checkboxes: "Hide all reported", "Only products according to §79a" (with a question mark icon), and "Broadcast". Below these checkboxes, there is a section for "Active Filters" with a button "Episode title: die glocken" (3). Below the "Active Filters" section, there is a section for "Film and Series" with a list of filters: Genre, Composer, Country of production, Year of Production, TV stations, and Director. Each filter has a corresponding input field and a magnifying glass icon. Below the "Film and Series" section, there is a section for "Series Filter" (3) with a list of filters: Episode title (4), Episode, and Season. Each filter has a corresponding input field and a magnifying glass icon. At the bottom right of the form, there is a "Search" button.

☐ **Game of Thrones - Das Lied von Eis und Feuer** Production ID: 1277836013

Episode title: Die Glocken... | Original episode title: The Bells... | Season: 8 |  
Episode no.: 5  
Game of Thrones: The Bells | Game of Thrones, Game of Thrones - Das Lied von Eis und Feuer

Director(s): Miguel Sapochnik  
Producer(s): Christopher Newman, Lisa McAtackney...  
Composer(s): Ramin Djawadi

Series | United States of America the, United Kingdom of Great Britain and Northern Ireland the | 2019 | 75:00

**Broadcast Content:**  
RT2 : Background : deu : Eine Ära geht zu Ende: Die Weißen Wanderer haben die Mauer durchbrochen und die große Schlacht mit der Armee des Nachtkönigs steht bevor. Daenerys Targaryen, Jon Schnee und ih

**Broadcasts:**  
Multiple broadcasts

Icons: User, Signal, Edit, Database, Bookmark, Checkmark, Bookmark, Report, 5

## Singers and musicians

Product Search | Bookmarked Products

Search: king of pain (1) [X] [Q] Please choose a category: Sound Recordings (2) [X] [X]

☒ Hide all reported (3) ☐ Only products according to §79a (1) ☐ Broadcast

Active Filters: Hide all reported [X] Main Artist: the police [X]

Sound Recordings

Genre	Genre	[X]
Composer	Composer	[X]
Producer	Producer	[X]
Main Artist	Main Artist: the police (4)	[X]

Let's assume you are a musician and you want to register your participation in a certain song.

- To do this, enter the title of the song in the **"Search"** (1) field.
- Select **"Sound Recordings"** (2) as the category. Further filter options will then appear.
- It is also advisable to select the **"Hide all reported"** (3) button for each search to avoid duplicate reports.

For this example case we are searching for the song "King Of Pain" by "The Police". Without specifying any other filters, more than 30,000 results will appear for this song.

- In this case, it is advisable to use the **"Main Artist"** (4) filter by entering "The Police" in this field and clicking the magnifying glass to search. After that, only releases with this song title by the band "The Police" will appear.
- To subsequently register your participation in all search results, select the appropriate number of "Items per page" and click on "Check ...of ... search results" (depending on how many search results are displayed).

## Troubleshooting/FAQ

Below you will find a small selection of frequently asked questions regarding my.gvl. All FAQ for artists can always be found on [our homepage](#).

### I receive an error message when logging in - what can I do?

If you receive an error message when trying to log in to our artist portal, please follow these steps:

1. First, check which browser you are using. We recommend [Google Chrome](#) or [Firefox](#). Apple's standard browser *Safari* is unfortunately only partially compatible with our portal and using it often leads to error messages..
2. Delete cookies and cache of your browser. This works differently depending on the browser you use:  
**Firefox:** Menu → Preferences → Privacy & Security → Cookie and Site Data → Clear Data  
**Chrome:** Menu → More tools → Clear browsing data → Clear Data
3. Please make sure that you use your **contract number** and not the GVL ID to log in and check the correct spelling and capitalization of the password.
4. If necessary, click on the "Forgot password" button to receive a link for a new password and then try again. For more information, [see the corresponding chapter above](#).  
**Important:** the password must not contain special characters, must be at **least 8 characters long**, and must contain **at least one uppercase letter, one lowercase letter and one number**.  
Please note that the link can be used only once - after that it is invalid and it is not possible to create a new password again using it.

If all these steps do not help, please contact our artist support, either by phone from Monday to Thursday, 9 am - 5 pm, Fridays 9 am - 2 pm at **030 48483 677** or by email to [mygvl@gvl.de](mailto:mygvl@gvl.de).

### Why can't I find a specific production?

1. First, check the **spelling**: The production is not always published under the title under which it was produced. GVL is usually only reported the title under which the production was published and broadcast in Germany. However, you can usually find out the broadcast title via the producer/label or an Internet search.

Possible research sources for music productions are e.g.

- [musicu.be/de](https://musicu.be/de)
- [hitparade.ch](https://hitparade.ch)
- [discogs.com](https://discogs.com)

- [whosampled.com](https://whosampled.com)

For information on film and television productions, see for example

- [www.imdb.de](https://www.imdb.de)
- [www.fernsehserien.de](https://www.fernsehserien.de)
- [filmportal.de](https://filmportal.de)
- [crew-united.com](https://crew-united.com)

2. Customize the **display** of the results. Are the sorting and the number of search results per page selected appropriately to be able to see the production? Is there possibly still a filter set that unintentionally restricts your search?

3. In addition, there may be other reasons why a search comes up inconclusive:

- The program information that we obtain from an external provider must first be technically processed before we can make it available in our database. As a rule, the productions of the current year are available in the portal in April/May of the following year. So if the production you're looking for was broadcast only recently, it probably hasn't found its way into our database yet.
- Certain production types, which belong to the so-called "open budgets", cannot be found in our database for cost reasons. We will inform you about the current reporting modalities for these production types [here](#).
- In accordance with its distribution plans, GVL only evaluates stations that meet certain requirements, such as a minimum reach. Online usages, for example in media libraries or on streaming portals, are not evaluated by GVL because the legal framework conditions do not allow us to do so. Should anything change in this regard, we will of course inform you.

If you are unable to find the productions you are looking for, even though these conditions are met, please contact the [corresponding specialist team](#) who will be happy to assist you in your search.

## I have accidentally reported a wrong production or entered incorrect parameters. What can I do?

Currently, you do not have the possibility to delete or edit submitted reports. If you wish to correct your report, please contact the [corresponding specialist team](#). Please note that for reasons of transparency, we cannot completely delete reports, but only reject them.

## Bookmarked

If you want to bookmark found products at first, in order to submit a participation report at a later time, you can add these to a list of bookmarked products.

You can access this list either via the "Bookmarked" button in the menu or via the "Bookmarked products" tab directly at the top of the product search.

The screenshot shows the 'Product Search' interface. At the top, there are two tabs: 'Product Search' and 'Bookmarked Products'. The 'Bookmarked Products' tab is active, indicated by a blue circle with the number 1. Below the tabs, there is a search bar with the text 'king of pain' and a magnifying glass icon. To the right of the search bar, there is a dropdown menu for 'Please choose a category' with 'Sound Recordings' selected. Below the search bar, there are three checkboxes: 'Hide all reported', 'Only products according to §79a', and 'Broadcast'. Below these checkboxes, there is a dropdown menu for 'Sound Recordings'. Below the dropdown menu, there is a section for search results. On the left, there is a checkbox with the number 5 next to it, labeled 'Check 25 of 32937 search results'. Below this, there is a dropdown menu for 'Order by' with 'Best Search Results' selected. On the right, there is a 'Bookmark' button with the number 6 next to it, and a 'Report' button. Below the 'Bookmark' button, there is a 'Items per page' dropdown menu set to '25'. Below the search results section, there is a product card for 'King of Pain'. On the left of the product card, there is a checkbox with the number 4 next to it. Below the product title, there is a 'Contributors' section with a 'More information' link. Below the 'Contributors' section, there is a row of icons: a person, a radio tower, a pencil, a database, and a bookmark. Below the icons, there is a dropdown menu with the number 2 next to it. On the right of the product card, there is a 'Production ID: 1244887548' and a 'Main Artist: A Band Called Pain'. Below the 'Main Artist' section, there is a 'Bookmark' button with the number 3 next to it and a 'Report' button. On the far right of the product card, there is a CD icon.

- There you find a **circle** (1), that indicates how many products you have already bookmarked, if applicable.
- To bookmark a product that you have found via the product search, click on the **bookmark symbol** (2) in the product display or on the **"Bookmark"** (3) button.
- You can also mark several products from the result list and bookmark this selection. To do this, place a check mark in the **small square** (4) to the left of the product title. Clicking again cancels the selection.
- By clicking on the small square to the left of the display of the total number of search results, all results of the respective page can be marked in total, i.e. 10, 25, 100 or 500 products, depending

on the display setting. This process can also be undone by clicking again. In addition, you can deselect or reselect individual products in the results list by clicking on **the square** next (5) to the corresponding title.

- If you want to mark several products at once, please use the **"Bookmark"** button (6) at the top of the page, directly below the filter area.

Please note: Collective products cannot be marked.

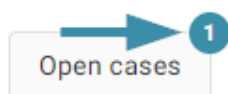
The list of bookmarked products is basically structured like the results list of the product search. Instead of the bookmark icon, however, you will find a trash can icon there to remove products from the list again. You also have the option of selecting and removing several productions or the entire page.

You can also start the report dialog from the list of bookmarked products and report contributions. For more information, please refer to the chapter "Submitting participation reports".

## Open cases

If we need your assistance in processing your participation reports, we will contact you via the "Open cases" area, e.g. if proof of your participation is required. You will then be informed by e-mail that new cases exist and that you need to take action.

You open the "Open cases" area via the corresponding entry in the menu or with the button at the top right. The circle with the number shows you how many open cases exist.



## Search and filter options in the "Open cases" section

If there are multiple open cases, you have several options to limit or change the display.



- In the **"Search for ..."** field (1), you can search within the open cases for case ID, production title, episode title or episode number. Please enter only one search term and pay attention to upper and lower case letters.

- In the "**Filter**" (2) field, you can filter by different case types, if they are present:
  - o Upload evidence
  - o Rejection/Appeal
  - o Acknowledge Refusal
  - o Acknowledge Registration Error
  - o Acknowledge Refusal of Appeal
  - o Acknowledge Registration ErrorMore detailed information on the individual case types can be [found below](#)..
- In the "Sort by" field (3) you can sort the cases according to the following criteria:
  - o Case name
  - o Due by
  - o Priority
  - o Created on
- In the "**Items per page**" field (4) you can adjust the number of cases displayed per page (5, 10 or 25).

## The different types of cases

**Tip:** We have created explanatory videos/tutorials for operating the open cases, which you can find in the help section of my.gvl. To do so, click on "Help" in the menu and then on "Video-Tutorials".

### 1. Case type: „Upload evidence“

Case ID	Product title	Episode title	Director
[Redacted]	Micky und die flinken Flitzer	Goofy-Benzin / Der kleine Gorilla	Phil Weinstein

This case type is created when we need evidence from you to confirm your participation report. In the header of the open case you will see the **due date** (1), the **case ID** (2) and the **relevant title information** (3).

Please note: If no proof is uploaded until the due date, the notification will be rejected because it has expired.

Open the case by clicking on it.

Upload evidence

Due Date: 22.06.2022

Case ID	Product title	Episode title	Director
[REDACTED]	Micky und die flinken Flitzer	Goofy-Benzin / Der kleine Gorilla	Phil Weinstein

Please provide GVL with suitable evidence of your contribution. 1

Details 2

Product title	Micky und die flinken Flitzer
Episode title	Das Rennen auf Hawaii / Die Geburtstags-Hula-Helfer
Contributed as	Dubbing actor/actress
Character name	Minnie
Composer	Mike Barnett
Product duration	22:00 min

You can upload 2 files at most. The maximum file size is 10 MB. You can upload the following data formats: jpeg, png, docx, tif, bmp, pdf.

Choose file 3

Withdraw contributions 4

If required, you can expand it even further. Under (1) an **info text** shows you which three conditions your proof must fulfill: It refers to the reported production, it confirms the nature of your contribution, and it is not a self-receipt. Under (2) you will find **further information** about the production and your participation report(s).

Important: If you notice due to the verification request that you have submitted the notification by mistake and did not participate in the production at all, you can also withdraw the notification by clicking on the button **"Withdraw contribution"** (4).

Use the **"Choose file"** button (3) to start uploading the file and open the upload window shown below. You have the option to select and attach up to two documents.

Case ID Episode title Season

Upload file

Select your evidence you wish to upload. <br> The files will not be sent immediately.

+ Attach files

Cancel Attach

The maximum size per file is 10 MB. Allowed are the file formats jpeg, png, docx, tif, bmp and pdf. Via the blue button **"Submit evidence"** (1) the selected documents will be sent to GVL for verification. You can also remove an accidentally selected document by clicking on the red button **"Remove file"** (3). Under **"Evidence files"** (2) you can see the selected files that are about to be submitted.



Choose file

Evidence files:

test.docx

Submit evidence

Remove file

If we need evidence for several tracks of an album or several episodes of a series, these are bundled in one case if possible, depending on the data quality.

Please provide GVL with suitable evidence of your contribution.

1. Below is a list of all contribution notifications you submitted to parts of this accumulative product (i.e. Album, TV series, etc.) for which we require additional evidence from you.

2. In order to use the same document as evidence for multiple contribution notifications, you need to first select those notifications in the following list and then upload the evidence.

☐ Select all

<input type="checkbox"/> Hauptstadtrevier	Case ID	Episode title	Season	Episode no.
<input type="checkbox"/>	[REDACTED]	Gartenlaube	1	15
<input type="checkbox"/>	[REDACTED]	Kranke Schwestern	1	13
<input type="checkbox"/>	[REDACTED]	Rivalen der Rennbahn	1	12
<input type="checkbox"/>	[REDACTED]	Trautes Heim	1	11
<input type="checkbox"/>	[REDACTED]	Giftmüll	1	10

You can mark individual tracks/episodes to which the proof documents you upload refer. After submitting, a new case is created with the remaining tracks/episodes.

## 2. Case type „Rejection / Appeal“

This case type is created when one of your participation notifications has been rejected. The display corresponds to the "Upload evidence" case type: In the header you will see the **due date** (1), the **case ID** (2) and the **relevant title information** (3). Please note: An appeal to a rejection can only be submitted up to the due date.

Rejection / Appeal

Due Date: 30.06.2022 1

Case ID 2

Product title 3

Der Hof zur Welt

By clicking on the case and the arrow symbols, you can expand the details. The reason for the rejection will always be displayed there. (An overview of all possible rejection reasons can be found [later in this chapter](#)).

Rejection / Appeal

Due Date: 30.06.2022

Case ID

Product title

Der Hof zur Welt

This contribution notification was rejected by us since your contribution to this production could not be verified.

Reason: The provided evidence does not refer to the production for which you have registered your contribution. (Case number: [redacted])

If you do not agree with the rejection of your contribution notification you may appeal against the rejection. Please note that to examine your appeal we will require evidence which refutes the reason for rejection given above.

Notice of appeal: You may lodge an appeal against the rejection of this contribution notification within a time limit of six weeks from its receipt (receipt is assumed from the 4th day after date of dispatch). Reasons for the appeal are to be submitted within the time limit. The time limit commences irrespective of your actual acknowledgment.

Further down, you can either acknowledge the rejection by pressing the **blue button** (1) or file an objection by clicking on the **bold text** (2).

What would you like to do?

appeal against the rejection.'"/>

Acknowledge 1

2

If you do not agree with the rejection of your contribution notification you may follow this link [appeal against the rejection](#).

In the course of the appeal, you again have the option of uploading conclusive proof documents. Please continue reading above under ["Upload evidence"](#).

### 3. Case type „Acknowledge refusal of appeal”

If your objection is rejected, you will also be informed of the reason for rejection in the detailed view of the case. There is no possibility to object again. You can take note of the rejection by pressing the corresponding button.

### 4. Case type „Acknowledge refusal“

In this type of case, it is no longer possible to file an objection. These are usually a) rejections for which the objection period has expired, or b) rejections of duplicates, i.e. reports that already exist identically to this production and are therefore redundant. In this case, the rejection reason always contains a note on the already existing contribution and the corresponding contribution number, e.g. " A contribution with an identical role name has already been registered. See 123456789."

### 5. Case type „Acknowledge registration error“

This case type displays participation reports that cannot be processed further for technical reasons and must therefore be rejected. For example, important information may be missing, such as the selection of a function or the specification of shooting days or takes - depending on the type of participation report. You will find a concrete reason for the rejection in the detailed view of the case.

Usually, when submitting contribution reports, all necessary parameters must be specified so that such faulty reports do not arise in the first place. However, due to the complexity of the different combinations of contributor roles, genres and media types, this "safety net" has not always worked in the past, so that occasionally defective reports still have to be retrieved and rejected.

Please check if there is already a correct report for this production. If necessary, report again or feel free to [contact us](#) if you are unsure.

### 6. Case type „Acknowledge contribution conflict“

If you have contributed to a production in numerous ways, you generally have the option of submitting reports for all of these different activities, provided that GVL evaluates the respective contribution role. However, there are activities that cannot be reported at the same time because they contradict each other. For example, it is not possible to report both roles as conductor and studio conductor in one production, or artistic producer and conductor at the same time. If such a contradictory report is detected, it will be rejected. In the details of the case, you will find the reason for rejection with a reference to the existing report.

For more information on the compensation of multiple contributions and conflicting reports, please see our FAQ: [How many of my contributions will be compensated if I contributed to a production in different ways?](#)

## Overview of possible reasons for rejection

In the following, we document for you all the reasons for rejection that are possible and could be mentioned in the details of an open case. The high number is due to the fact that we want to provide you with the most detailed information possible. Especially the case type "Acknowledge registration error" can display a multitude of faulty combinations in relation to a participation report.

Each reason for rejection contains the transaction number to which it refers, represented here by {0}. Some rejection reasons also refer to an already existing, different report and contain its participation number for traceability, represented here by {1}. You can find an overview of your existing participation reports in the "Registered" area.

- A contribution with an equivalent combination of role, function and, if applicable, vocal range/instrument has already been registered. See {1}. (Case number: {0})
- A contribution with an identical role name has already been registered. See {1}. (Case number: {0})
- A contribution of the choir/orchestra has already been registered by the choir/orchestra representative. See {1}. (Case number: {0})
- The provided combination of attributes is not plausible. Please contact us. (Case number: {0})
- Coexisting contribution registrations as conductor and artistic producer are prohibited. See {1}. (Case number: {0})
- Coexisting contribution registrations as conductor and studio conductor are prohibited. See {1}. (Case number: {0})
- Multiple coexisting contribution registrations as singer and with identical functions but differing vocal ranges are prohibited. See {1}. (Case number: {0})
- Multiple coexisting contribution registrations as instrumental musician with identical instruments are prohibited. See {1}. (Case number: {0})
- Coexisting contribution registrations as band or ensemble member and soloist are prohibited. See {1}. (Case number: {0})
- Coexisting contribution registrations as choir singer and conductor are prohibited. See {1}. (Case number: {0})
- Coexisting contribution registrations as orchestra musician and conductor are prohibited. See {1}. (Case number: {0})
- The deadline for submission of proof (6 weeks) has expired. (Case number: {0})
- The provided evidence has been accepted. (Case number: {0})
- The provided evidence does not confirm the type of contribution you have registered. (Case number: {0})
- The provided evidence does not confirm the intensity of your contribution. (Case number: {0})
- The provided evidence does not originate from a reliable source. (Case number: {0})
- The provided evidence does not refer to the production for which you have registered your contribution. (Case number: {0})
- The provided evidence is unreadable. (Case number: {0})
- The requested proof was not submitted in due time. (Case number: {0})
- Self-confirmations cannot be considered as a valid proof. (Case number: {0})
- The proof could not be considered because the signature of the confirming person/contractual party is missing. (Case number: {0})
- A bank statement or receipt of payment for the self-created invoice is missing. (Case number: {0})

- The document submitted is not a valid form of proof. (Case number: {0})
- The proof does not confirm your function as a soloist. (Case number: {0})
- The proof does not confirm your function as a band-/ensemble member. (Case number: {0})
- The proof does not confirm your function as a studio musician/line-up. (Case number: {0})
- The proof does not confirm your function as a background-/studio singer. (Case number: {0})
- The proof does not confirm your role as a conductor. (Case number: {0})
- The proof does not confirm your role as a studio conductor. (Case number: {0})
- The contribution registration as an artistic producer in a live production is not permitted. (Case number: {0})
- This is no instructing, artistic activity in terms of neighbouring rights, as no other artists were instructed during the recording. (Case number: {0})
- The proof does not confirm your contribution. Please submit credits of the recording or send a new valid proof. (Case number: {0})
- There already exists an equally valued, verified contribution registration as a soloist for this production. (Case number: {0})
- There already exists an equally valued, verified contribution registration as a band-/ensemble member for this production. (Case number: {0})
- The representative of the orchestra/choir is in charge of your contribution registration as a permanent member. The representative has already registered you for this production. (Case number: {0})
- The representative of the orchestra/choir is in charge of your contribution registration as a permanent member. You have not been registered yet. Please contact him/her. (Case number: {0})
- Only one instructing role (conductor or artistic producer) can be considered. We have to reject this contribution registration, as there is already another contribution registration with an instructing role for this recording. (Case number: {0})
- Your contribution as a soloists is not evident from this proof. Your contribution as a choir singer with choral solos is covered by the registration as a choir singer. (Case number: {0})
- This production was lead by a conductor, therefore we need a confirmation of the conductor for your guiding activity as artistic producer. You find this form on [www.gvl.de](http://www.gvl.de) under \Documents and forms\" (Case number: {0})
- The proof does not refer to the present version of the track. (Case number: {0})
- There is no activity relevant to neighbouring right. (Case number: {0})
- The evidence does not confirm your activity as an artistic narrator and/or as a literary director. (Case number: {0})
- The evidence does not confirm in which part of the radio play you participated. (Case number: {0})
- Participation as a literary director in a live event is irrelevant in terms of performance protection law. (Case number: {0})
- The activity of voice over or translation is irrelevant under ancillary copyright law. (Case number: {0})
- Factual and informational texts are irrelevant under ancillary copyright law. (Case number: {0})
- Not a small spoken word format! Please report your participation under radio production spoken word. (Case number: {0})
- The selected role is not applicable for this product. (Case number: {0})
- The music part is missing. (Case number: {0})
- This function is not applicable for the selected role. (Case number: {0})
- The selection of a role is missing. (Case number: {0})
- The selection of an instrument/voice range is missing. (Case number: {0})
- A contribution as a singer requires the selection of a voice range, not the selection of an instrument. (Case number: {0})
- A contribution as a singer requires the selection of a voice range. (Case number: {0})
- A contribution as an instrumental musician requires the selection of an instrument, not the selection of a voice range. (Case number: {0})

- A contribution as an instrumental musician requires the selection of an instrument. (Case number: {0})
- A contribution as an orchestra requires the selection of an orchestra type, not the selection of a voice range nor an instrument. (Case number: {0})
- A contribution as an orchestra requires the selection of an orchestra type (field voice range/instrument). (Case number: {0})
- A contribution as a choir requires the selection of a choir type, not the selection of an instrument nor a voice range. (Case number: {0})
- A contribution as a choir requires the selection of a choir type (field voice range/instrument). (Case number: {0})
- A contribution as a ensemble requires the selection of an ensemble type, not the selection of an instrument nor a voice range. (Case number: {0})
- A contribution as a ensemble requires the selection of an ensemble type (field voice range/instrument). (Case number: {0})
- The selection of an instrument or a voice range is not allowed for this contribution role. (Case number: {0})
- The number of shooting days is missing. (Case number: {0})
- The duration of the selected product is longer than 40min. Therefore either shooting days or a function (but not both!) must be provided for contributions as actor. (Case number: {0})
- It is not allowed to provide shooting days and a function within the same contribution. (Case number: {0})
- The duration of the selected product is shorter than 40min. Therefore it is not allowed to provide shooting days. (Case number: {0})
- The duration of the selected product is longer than 40min. Therefore shooting days must be provided for this kind of contribution. (Case number: {0})
- It is not allowed to provide shooting days for products of this genre. (Case number: {0})
- The duration of the selected product is longer than 40min. Therefore takes must be provided for this kind of contribution. (Case number: {0})
- The duration of the selected product is shorter than 40min. Therefore it is not allowed to provide takes. (Case number: {0})
- It is not allowed to provide takes for products of this genre. (Case number: {0})
- The number of takes is missing. (Case number: {0})
- It is not allowed to provide takes for contributions in this role. (Case number: {0})
- It is not allowed to provide shooting days for contributions in this role. (Case number: {0})
- It is not allowed to provide shooting days nor takes for contributions in this role. (Case number: {0})
- It is not allowed to provide takes for contributions to products of this media type. (Case number: {0})
- It is not allowed to provide shooting days for contributions to products of this media type. (Case number: {0})
- For the registration of a contribution of a choir/orchestra a valid role as well as a valid function have to be selected. (Case number: {0})
- For the registration of a contribution of a choir/orchestra the name of the group, the year of contribution as well as the ensemble size have to be provided. (Case number: {0})
- The contribution of a choir/orchestra to this production is not plausible. (Case number: {0})
- It is not feasible to select an instrument or a vocal range for a contribution provided by an orchestra/choir. (Case number: {0})
- It is not feasible to select an instrument or a vocal range for a contribution provided by an orchestra/choir. (Case number: {0})
- The selection of a feasible function is needed for a contribution provided by an orchestra/choir. (Case number: {0})
- It is not possible to register a contribution to a production that has no duration. (Case number: {0})

## Open budgets

Participation reports for productions that fall into the pool of the so-called "open budgets" are not submitted via the product search of the artist portal, but via a separate online form, that you can access by clicking on the corresponding button in the main menu. More information, as well as links to the most important questions and answers, [can be found on our homepage](#).

## Contact

If you have further questions about the use of our artist portal my.gvl, please have a look at the [FAQ on our homepage](#) or contact our my.gvl support team.

**Phone:**

030 48483 677

Monday to Thursday 9am – 5pm

Fridays 9am – 2pm

**E-Mail:**

[mygvl@gvl.de](mailto:mygvl@gvl.de)

In perspective, this manual will be extended by information on the following menu items of my.gvl:

- Registered
- Small Literary Format
- Vita
- My Account