



# Manual my.gvl

Work in Progress | 28/03/23 |

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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

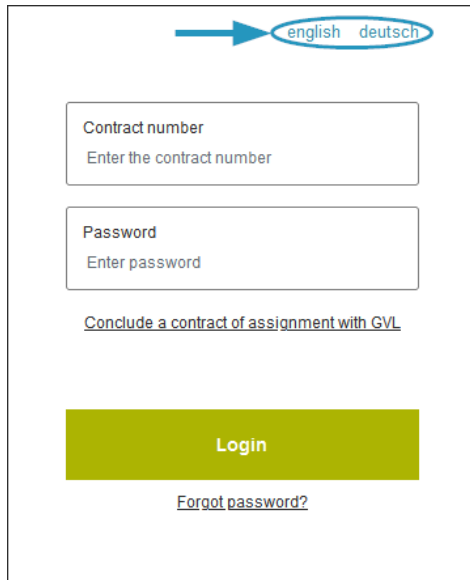
With the conclusion of the management agreement, access to the artists' portal my.gvl is also set up.

## 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 GVL login page. At the top right, there is a language selection menu with a blue arrow pointing to a button containing the words "english" and "deutsch". 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". Underneath the password field is a link that says "Conclude a contract of assignment with GVL". At the bottom of the form is a large green "Login" button, and below that is a link for "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](#)

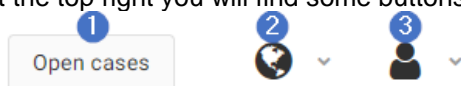
After you have successfully assigned a password, you can now log in to our artist portal my.gvl with your contract number and the password you have chosen.

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.

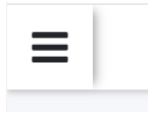


The button "**Open cases**" (1) leads you to cases where your assistance is needed, e.g. by providing us with evidence of your participation.

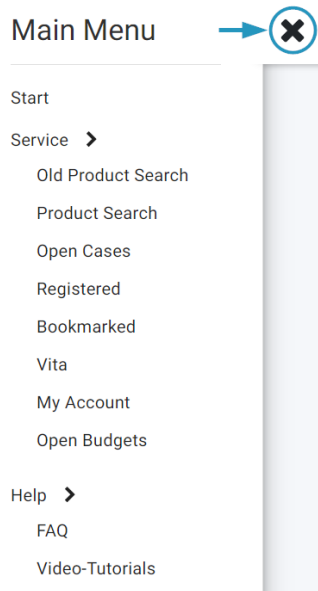
At the **globe icon** (2) you have the option to change the language setting at any time and switch between German and English.

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.

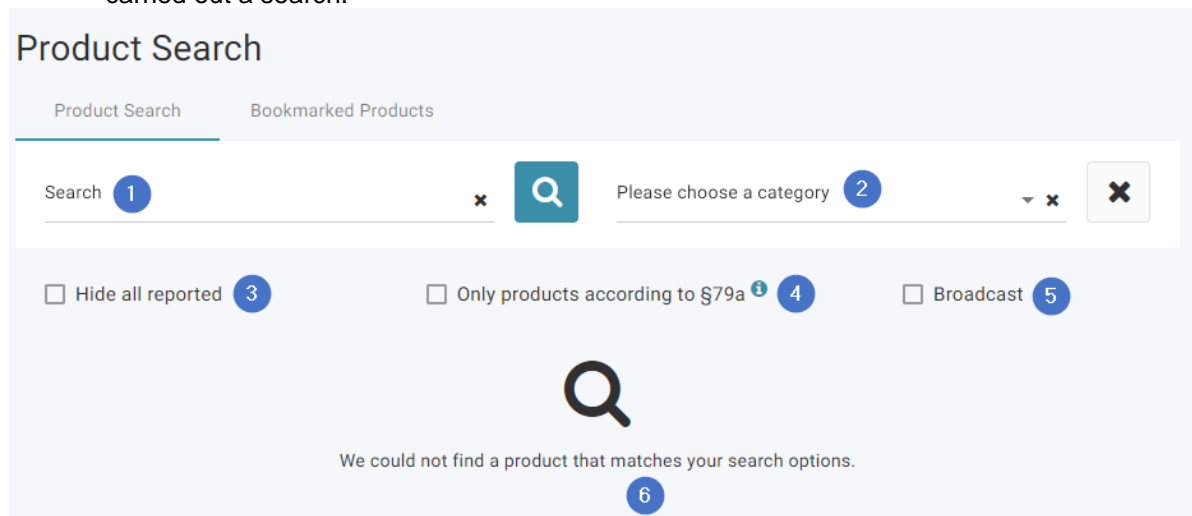
We would like to briefly introduce these subpages in the following.

## 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).

The screenshot shows a search filter interface with the following elements:

- Three filter options:  Hide all reported,  Only products according to §79a <sup>i</sup>, and  Broadcast.
- Two date input fields: "Start date MM/DD/YYYY" with a blue circle containing the number "1" and a calendar icon with an 'x', and "End date MM/DD/YYYY" with a blue circle containing the number "2" and a calendar icon with an 'x'.
- An "Active Filters:" section showing "Broadcast" with a blue 'x' icon to remove it.

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**

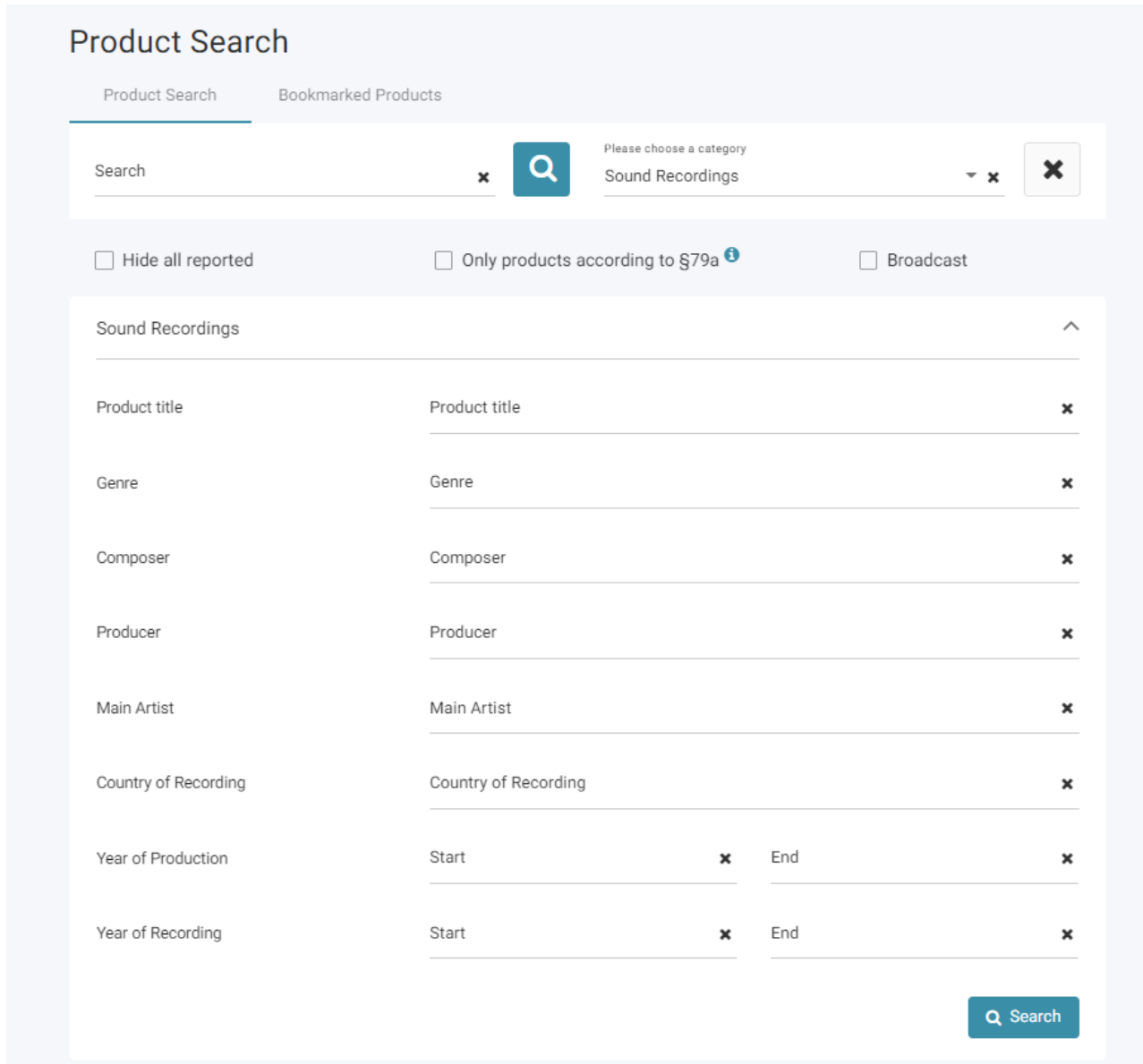
If this filter is set, only products with extension of the term of protection according to §79a UrhG are displayed. Special provisions apply to these products, which currently affect contributors to sound recordings up to the mid-1960s, provided they were remunerated by way of a one-off payment (buy-out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



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 search icon and a dropdown menu set to 'Sound Recordings'. There are also three checkboxes: 'Hide all reported', 'Only products according to §79a' (with an information icon), and 'Broadcast'. The main filter area is titled 'Sound Recordings' and contains several filter categories, each with a search input field and a close button (x):

- Product title
- Genre
- Composer
- Producer
- Main Artist
- Country of Recording
- Year of Production (with 'Start' and 'End' sub-inputs)
- Year of Recording (with 'Start' and 'End' sub-inputs)

A 'Search' button is located at the bottom right of the filter area.

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 <input type="text"/> <input type="button" value="x"/>
Episode	from <input type="text"/> <input type="button" value="x"/> to <input type="text"/> <input type="button" value="x"/>
Season	from <input type="text"/> <input type="button" value="x"/> to <input type="text"/> <input type="button" value="x"/>

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").

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 the text 'tatort' and a search icon. To the right of the search bar is a dropdown menu with the text 'Please choose a category' and a search icon. Below the search bar are three checkboxes: 'Hide all reported', 'Only products according to §79a' (with an information icon), and 'Broadcast'. Below these checkboxes is a checkbox labeled 'Check 25 of 4152 search results'. To the right of this checkbox are two buttons: 'Bookmark' and 'Report'. Below the 'Check 25 of 4152 search results' checkbox is the text 'Order by' followed by a dropdown menu with 'Best Search Results' selected and a circled '1' next to it. To the right of the dropdown menu is the text 'Items per page: 25' with a circled '2' next to it and a dropdown arrow.

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

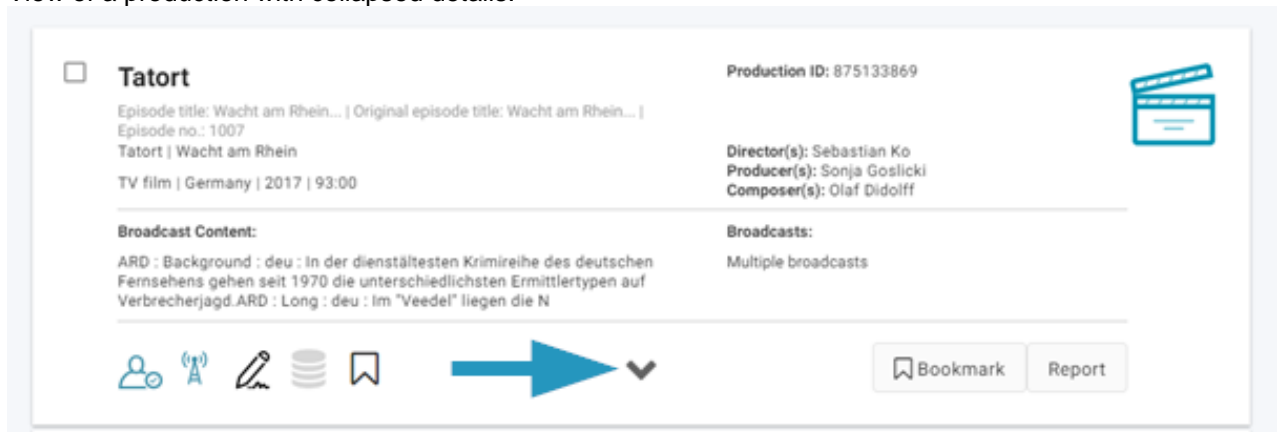


Depending on the media type as well as the quality of the supplied data, a product may have the following information in addition to a title and the Production ID:

- 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

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**Broadcast Content:** **Broadcasts:**

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 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 Berek 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

➔

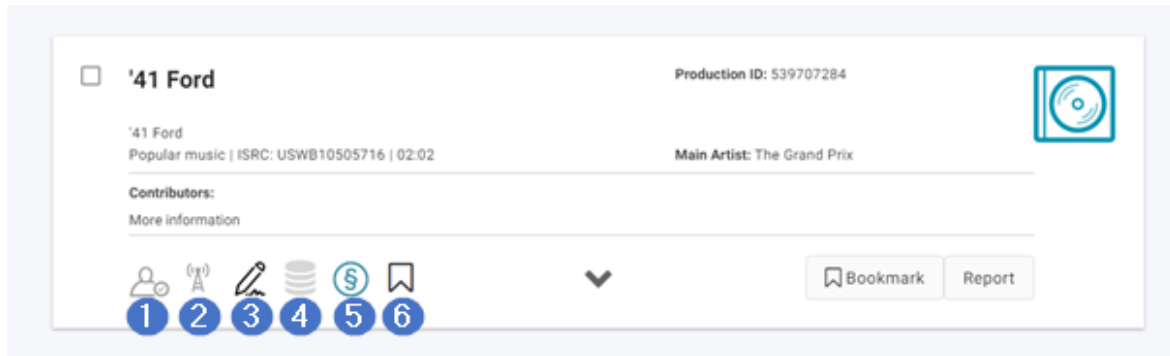
^

Bookmark

Report

## The toolbar

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

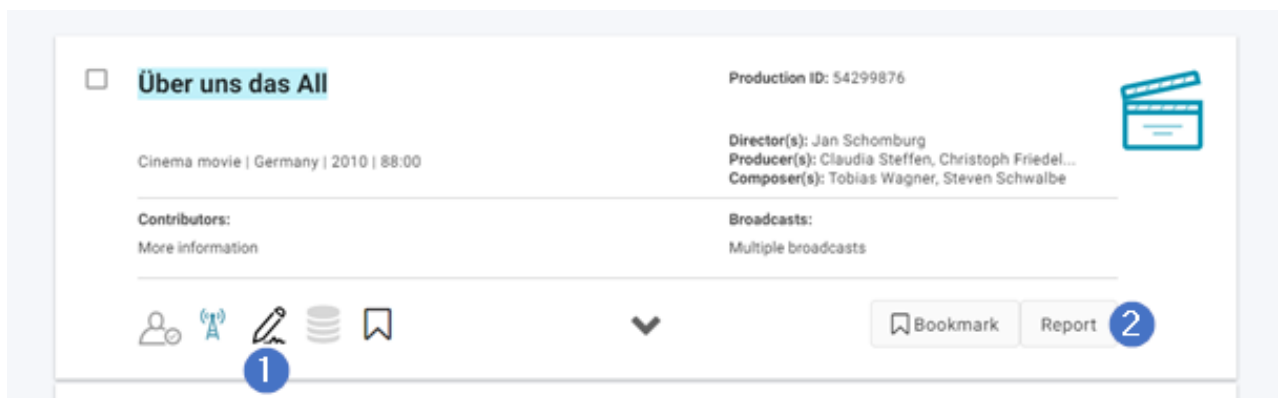


- If the **playing piece icon** (1) is blue, this indicates that at least one participation message has already been submitted by the logged-in beneficiary for this product. If there is no submitted report yet, the icon is gray.
- The **transmission tower symbol** (2) in blue indicates that at least 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.

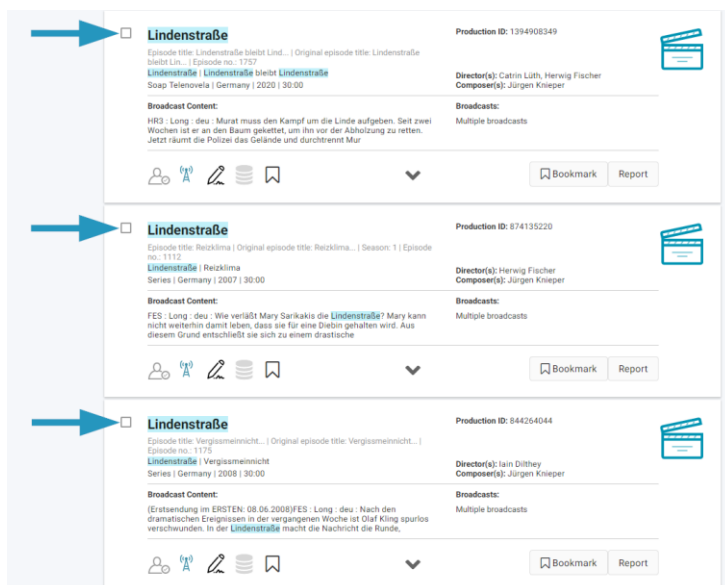
## Submitting participation reports

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 displays the 'Product Search' interface. At the top, there are two tabs: 'Product Search' and 'Bookmarked Products'. Below the tabs is a search bar containing 'Lindenstraße' and a search icon. To the right of the search bar, there is a dropdown menu for 'Please choose a category' with 'Film and Series' selected. Below the search bar, there are three checkboxes: 'Hide all reported', 'Only products according to §79a', and 'Broadcast'. A dropdown menu for 'Film and Series' is also visible. In the center, there is a summary bar with a checkbox and the text 'Check 25 of 2525 search results'. Below this, there are buttons for 'Bookmark' and 'Report'. The search results are ordered by 'Best Search Results' and are displayed in a list. The first result is for 'Lindenstraße', which is highlighted in blue. The result card includes the title 'Lindenstraße', a production ID, episode information, director and composer names, broadcast content, and broadcast information. At the bottom of the result card, there are icons for user profile, accessibility, edit, list, 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.

Mitwirkung melden

Reported 0 James Bond 007 - Diamantenfieber 1  
Fims and series

Wie funktioniert die Meldung? 5  
Cinema movie

James Bond 007 - Diamantenfieber

Name of contribution 2

Role 3  
Dubbing actor

4

<input checked="" type="checkbox"/>	Folge	Folgetitel	Produktionsland	Produktionsjahr	Role name 6	Takes
<input checked="" type="checkbox"/>	-	-	Vereinigtes Königreich Großbritannien und Nordirland	1971	Role name Pflichtfeld	Takes Pflichtfeld

Submit evidence 7

What is suitable evidence? 7  
Film music evidence: what to watch out for

Please note that you do not need to submit evidence any more to register your contribution for a production. If evidence is required, you will receive a notification via your Open cases.

Mit dem Klick auf "Mitwirkung melden" bestätigen Sie die Richtigkeit Ihrer Angaben.

Cancel contribution registration 8 Meldeschrift entfernen Mitwirkung melden

- 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..

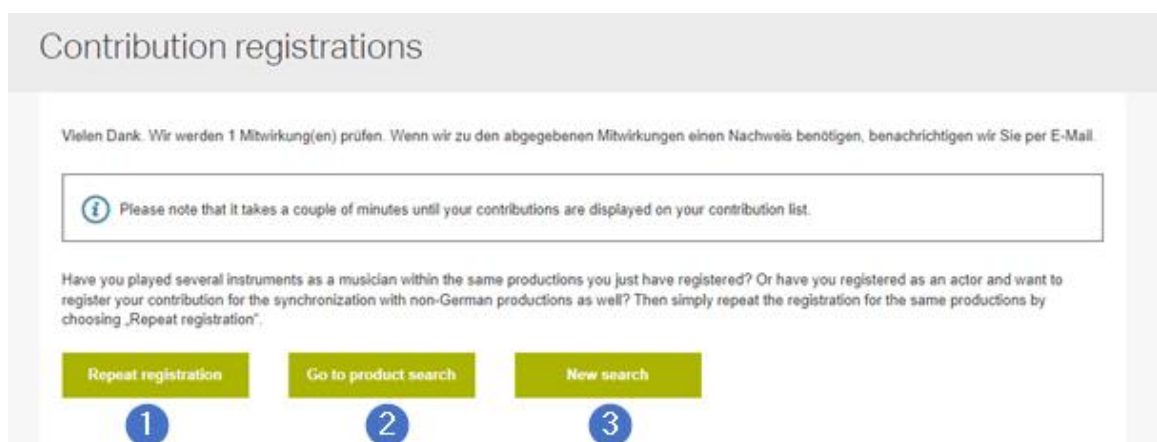
- **Evidence** (7) cannot currently be submitted in parallel with a participation report. If evidence is required, it will be requested via "Open cases". You will find more information on this in the corresponding chapter below.
- Finally, you can use the **buttons at the bottom right** (8) to conclude 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 search icon. To the right of the search bar is a dropdown menu for 'Please choose a category' with 'Film and Series' selected (2). Below the search bar are three checkboxes: 'Hide all reported' (3) which is checked, 'Only products according to §79a' (1), and 'Broadcast'. Below these is a section for 'Active Filters' showing 'Hide all reported' (3) with a close button. Below that is a 'Series Filter' section (4) with a checked checkbox. Under 'Series Filter', there are three input fields: 'Episode title', 'Episode' (5) with 'from 6500' and 'to 7300', and 'Season'. Below these is a 'Search' button. At the bottom, there is a checkbox 'Check 100 of 800 search results' (7), an 'Order by' dropdown set to 'Best Search Results', a 'Bookmark' button, a 'Report' button, and an 'Items per page' dropdown 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.

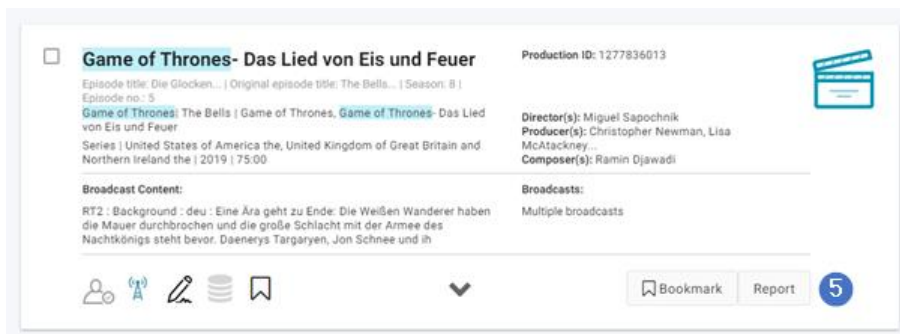
In the next step, you only need to select the name and role of the contributor, enter your role name in the production and, if applicable, the number of shooting days. Complete the reporting process by clicking on the "Report participation (Mitwirkung melden)" button. See also ["The report dialog"](#).

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 'Product Search' interface. At the top, there are two tabs: 'Product Search' and 'Bookmarked Products'. The search bar contains the text 'game of thrones die glocken' (marked with a blue circle 1) and a magnifying glass icon. To the right, there is a dropdown menu for 'Please choose a category' with 'Film and Series' selected (marked with a blue circle 2). Below the search bar, there are three checkboxes: 'Hide all reported', 'Only products according to §79a' (with a blue circle 1), and 'Broadcast'. Underneath, the 'Active Filters' section shows 'Episode title: die glocken' (with a blue circle 3). The main content area is titled 'Film and Series' and contains several filter sections: 'Genre', 'Composer', 'Country of production', 'Year of Production' (with 'Start' and 'End' fields), 'TV stations', 'Director', and 'Series Filter'. The 'Series Filter' section is expanded, showing 'Episode title' with 'die glocken' entered (marked with a blue circle 4), and 'Episode' and 'Season' fields with 'from' and 'to' sub-fields. A blue 'Search' button is located at the bottom right of the filter area.





**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**

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

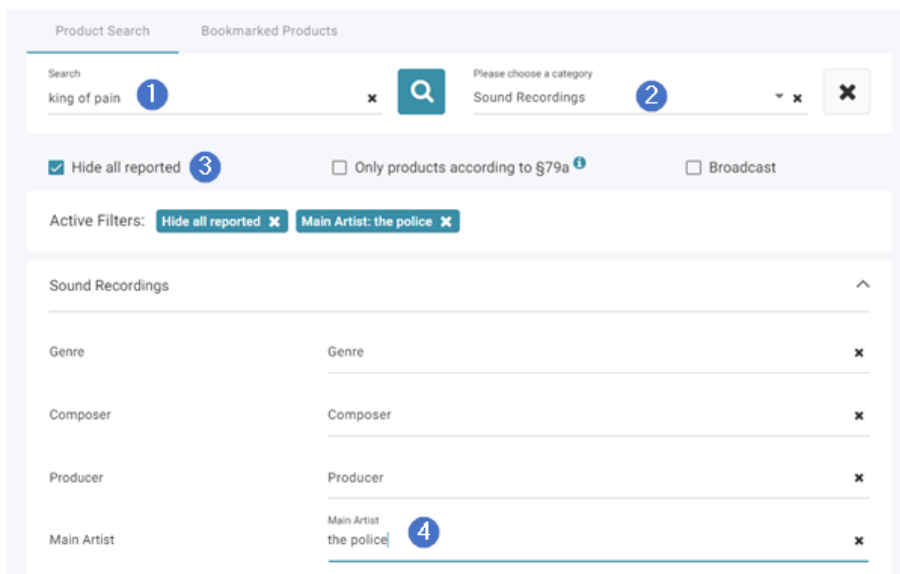
**Director(s):** Miguel Sapochnik  
**Producer(s):** Christopher Newman, Liza McAtackney...  
**Composer(s):** Ramin Djawadi

**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, Audio, Edit, Database, Bookmark, Report, 5

## Singers and musicians



Product Search | Bookmarked Products

Search: king of pain 1

Please choose a category: Sound Recordings 2

Hide all reported 3

Only products according to §79a

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.

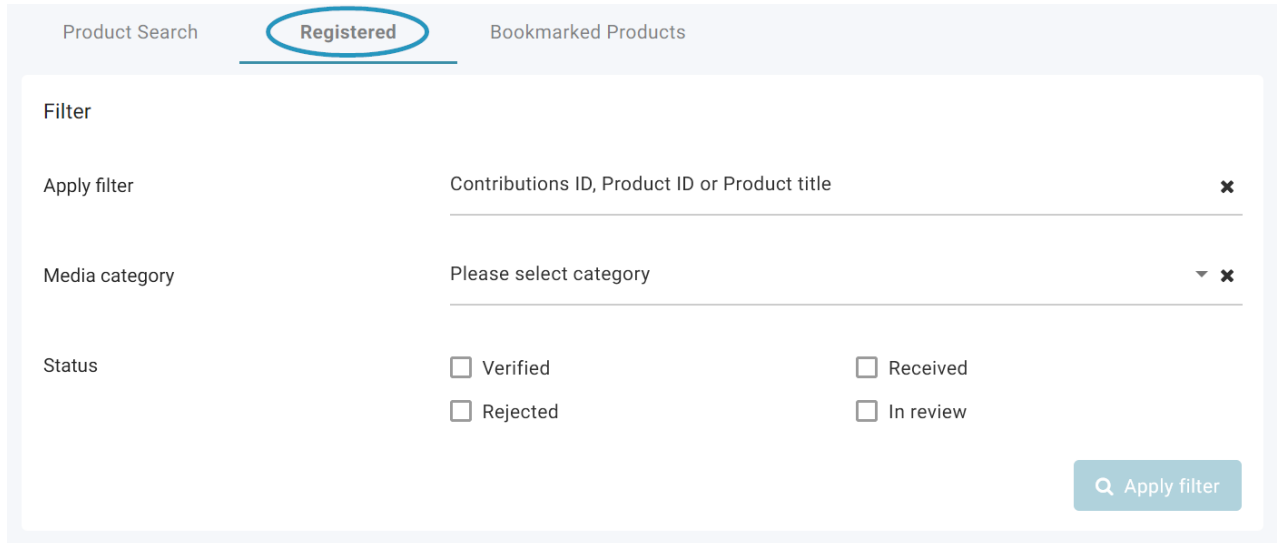
For this example case we are searching for the song "King Of Pain" by "The Police". Without specifying any other filters, more than 30,000 results will appear for this song.

- 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).

## Registered

After you have successfully completed the reporting process for one or more productions, they appear in the corresponding "Reported" area. It provides a detailed overview of the reports we have received, the current state of processing and, where applicable, information on reasons for rejection.

There are several ways to access this overview. Either via the corresponding button in the main menu under "Service" on the left-hand side or via the "Reported" tab within the product search.



Product Search **Registered** Bookmarked Products

Filter

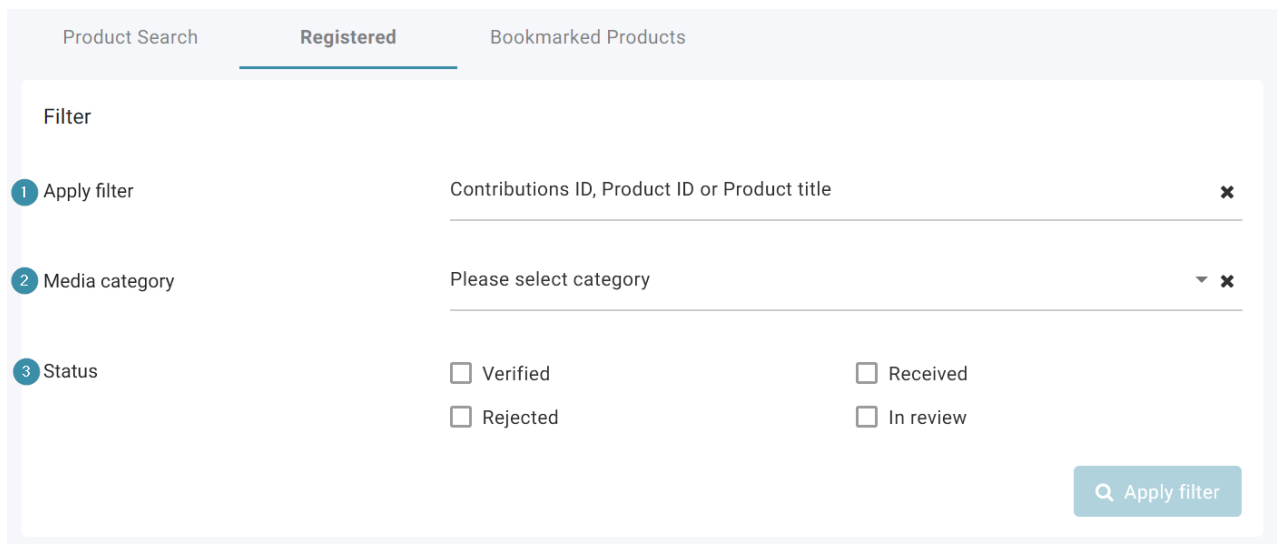
Apply filter Contributions ID, Product ID or Product title ✕

Media category Please select category ▼ ✕

Status  Verified  Received  
 Rejected  In review

🔍 Apply filter

Basically, this area is structured similarly to the product search. Thus, after you have called up the list with the submitted reports, some filter opens appear.



Product Search **Registered** Bookmarked Products

Filter

1 Apply filter Contributions ID, Product ID or Product title ✕

2 Media category Please select category ▼ ✕

3 Status  Verified  Received  
 Rejected  In review

🔍 Apply filter

## Filter options

To provide a better overview within the reported tab, for example to find certain reported productions faster, various filter options are available. To apply a filter, simply make a corresponding entry and click the **"Apply filter"** button. Alternatively, the filter process is also triggered automatically as soon as an entry is made.

### Apply filter (1):

Reported products are searched according to various parameters. These include the product title, the product id of the corresponding entry or the contribution number linked to an individual notification. Production number and participation number are also displayed in the corresponding report entry. More on this below. This field requires an input of at least two characters.

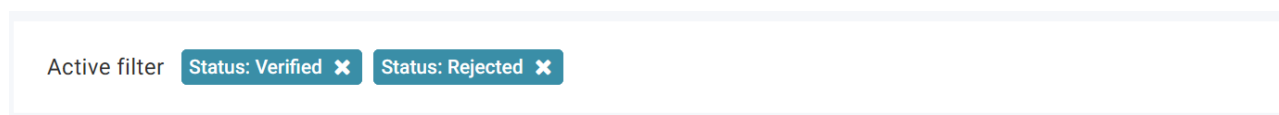
### Category (2):

Here, a drop-down menu can be used to filter within the different product categories - film and series, sound recordings, radio productions, stage productions, video clips.

### Status (3):

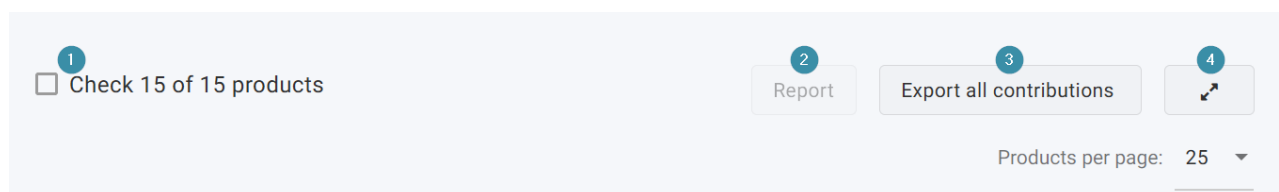
By selecting one or more options with a click in the corresponding box, only those participation reports that match the corresponding processing status are displayed. More about [this in the following section](#).

Active filters are displayed **in the bar below** the filter window and can be deselected again by clicking on the x.



## Production list / hit list

Below the filters you will find - in the layout very similar to the product search - a list with the contributions reported by you. If active, these are limited by the applied filters. Like in the product search, you can select single or a certain number of productions and increase the number of "products per page" to a maximum of one hundred.



Clicking on the box **"Check X of Y products"** (1) marks all entries on a page. The number X represents the number of displayed participations per page, whereas Y is the total sum of products on which one or more participations reports are listed.

Selected reports can be resubmitted by clicking on the **"Report"** button (2), if you participated in additional functions.

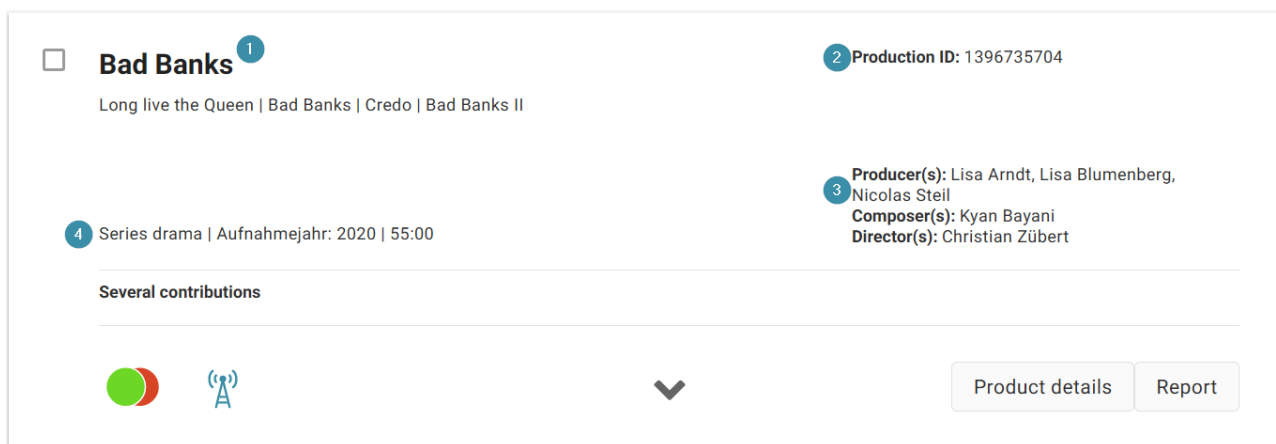
Via **"Export all contributions"** (3) all submitted reports can be exported and downloaded as an Excel spreadsheet. The download starts automatically.

Please note: Currently its only possible to export a maximum of 10.000 contributions. If you've submitted more contributions, [please contact us](#).

In addition, all product details displayed on one page can be expanded by clicking on the **opposing arrows** (4).

In contrary to the former display - a list of submitted contributions - the respective productions for which the logged-in beneficiary has submitted a contribution are now displayed. The most recent submission will be displayed first.

Here is an example of an episode of the show "Bad Banks":



The screenshot shows a production tile for "Bad Banks". At the top left, there is a checkbox and the title "Bad Banks" with a circled '1' next to it. Below the title is the subtitle "Long live the Queen | Bad Banks | Credo | Bad Banks II". At the top right, there is a "Production ID: 1396735704" with a circled '2'. In the middle right, there is a "Producer(s): Lisa Arndt, Lisa Blumenberg, Nicolas Steil" with a circled '3', and below it, "Composer(s): Kyan Bayani" and "Director(s): Christian Zübert". At the bottom left, there is a "Series drama | Aufnahmejahr: 2020 | 55:00" with a circled '4'. Below this is the text "Several contributions". At the bottom center, there is a downward-pointing arrow with a circled '4'. At the bottom right, there are two buttons: "Product details" and "Report".

There, in addition to the **product title** (as well as original, episode or subtitle) (1), you will also find, depending on media type and availability, various other information, such as **product id** (2), excerpts from the **cast list** (3), as well as **genre, production or recording year or production length** (4).

The lower third of the production tile offers further information and options that improve the transparency of the submitted reports.



In addition to the aforementioned **transmission mast icon** (1), which indicates a currently relevant use of the production by means of blue coloring, this also includes the option of using the **"Product details"** button (2) to open the corresponding production in the product search, including any additional information available there. Furthermore, the **"Report"** button (3) allows you to open the report dialog for the product and, if necessary, to submit a new report.

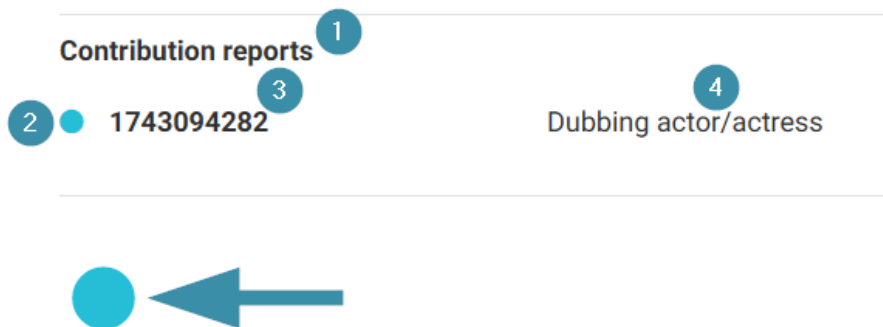
By clicking on the **arrow** (4) in the lower center of the tile, the cast list can be expanded or collapsed.

## The processing status

The production-based view of the reported section shows at a glance how many reports have been submitted for a production and in which processing status they are: the correspondingly colored symbol at the bottom left (highlighted here by an arrow) provides information on how far your report has already been processed.

### **Batman Begins**

Cinema movie | Aufnahmejahr: 2005 | 126:00



The diagram shows a horizontal timeline with four numbered markers:

- 1: Contribution reports
- 2: A blue circle representing the current processing status.
- 3: 1743094282 (participation ID)
- 4: Dubbing actor/actress

Below the timeline, a blue circle is shown with a blue arrow pointing to it from the right, indicating the current processing status.

Above the symbol you will find details of the contributions you have submitted on the product under **"Contribution reports"** (1):

If only contribution has been submitted for the corresponding product, the most important information about this submission will be displayed briefly and concisely:

- the current processing status (2), indicated by the corresponding symbol
- the participation id (3), under which the notification is managed within the GVL
- the specified contribution role (4) or additional details of the contribution.

If **several reports** have been submitted for one production, this is initially indicated by "Several contributions".

Several contributions



Product details Report

Clicking on the **arrow symbol** (1) opens the **detailed view** (2) for all received participation reports - which is closed again with a second click. At the same time, in the case of multiple notifications, several **overlapping symbols** (3) for the respective processing status can be found in the lower left corner according to the number of contributions submitted. In the case of an existing verified message, the green indicator is always displayed as the "topmost" one.

Contribution reports 2

● 1576827932 Actor/Actress 4 ✓

● 1743094293 Actor/Actress ✓

3 1

Product details Report

Additional information can also be displayed for each submitted report. To do this, simply click on the **small arrow** (4) on the right-hand side next to the corresponding submission.

Here, in addition to the time of the report ("Reported at:"), the specified parameters can be viewed depending on the product type (e.g. sound carrier or TV production). For example, the number of shooting days or takes, the year of participation and, in the case of reports on audiovisual productions, the role name.

In addition, the **rejection reason** is also displayed in case of declined contribution reports.

**Law & Order: Special Victims Unit**

Law & Order: New York | Law & Order: Special Victims Unit | ... oder für immer schweigen | Dearly Beloved

Series | Aufnahmejahr: 2019 | 43:00


Production ID: 1394759582


Producer(s): Alex Chapple, Brianna Yellen, Dick Wolf, Michael Cillento  
Director(s): Lucy Liu

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Contribution reports

●	1635847076	Actor/Actress	▼
●	1635831035	Actor/Actress	▼
●	1635801325	Actor/Actress	▲
<b>Rejection Reason:</b>		A contribution with an identical role name has already been registered. See 1635831035. (Case number: ABCDEFG)	
<b>Reported at:</b>		10/20/2021	
<b>Shooting Days:</b>		1	
●	1635801214	Actor/Actress	▼





Product details

Report

More information about the possible reasons for rejection can be found below.

The following processing statuses exist:

- **Verified:** The participation notification has been reviewed and conclusively processed by us. Relevant usages of the corresponding production are remunerated.
- **Received:** The contribution notification has been successfully transmitted to us and will be checked automatically or manually in a timely manner.
- **Rejected:** After a final review, the message could not be verified, because a participation could not be confirmed. The exact reason for rejection is provided in the respective report.
- **In validation:** The submission is currently being processed. If necessary, we will contact you for a proof of contribution.

## 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 with the 'Bookmarked Products' tab selected. The search results for 'king of pain' are displayed. The interface includes a search bar, a category dropdown, and a list of search results. The first result is 'King of Pain' by 'A Band Called Pain'. The interface also includes a 'Bookmarked' button and a 'Report' button. A small square (4) is next to the product title, and a small circle (1) is next to the 'Bookmarked Products' tab. A small circle (2) is next to the 'Bookmarked' button, and a small circle (3) is next to the 'Report' button. A small circle (5) is next to the 'Check 25 of 32937 search results' checkbox, and a small circle (6) is next to the 'Bookmarked' button.

- 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.

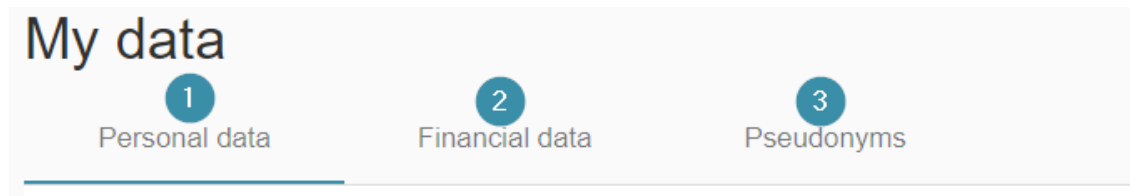
Please note: Collective products cannot be marked.

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".

## My Data

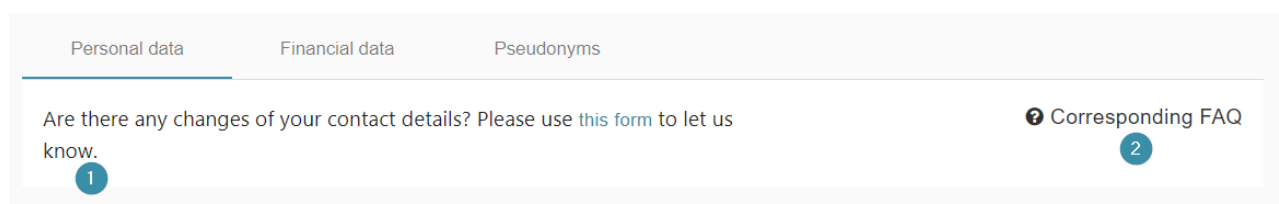
Clicking on the corresponding button in the menu under "Service" opens the "My Data" section. This provides an overview of the master data stored at GVL for the currently logged-in beneficiary. This section is divided into three sections, which can be selected by clicking on the respective tab: **Personal data** (1), **Financial data** (2) and **Pseudonyms** (3). The name of the selected section is **underlined in blue**.



### Personal data

Above the stored information there are two links: one to a **.pdf document** (1), which is used to change the master data. The download starts automatically.

In addition, there is a **button** (2) on the right side, which links to the corresponding section within the "Frequently Asked Questions" (FAQ) on gvl.de. Please note that the link opens in a new tab and leads out of the artist portal my.GVL.



Below you can view the master data stored in our system. This data is used by us for contact and communication purposes. If you wish to make changes here, please use the form provided above. The fields "**Personal data**" (1) and "**Contact**" (2) contain the name, e-mail address and telephone number of the person logged in, as well as their GVL contract number and GVL ID. While the **contract number** is used to log in to my.GVL, the **ID** is a unique identification number that can also be found, for example, on the documents provided by the GVL or in the purpose of use of bank transfers. If rightholders are registered with the GVL in several capacities, they will have several IDs.

**Small icons** (3) marked with a question mark also display this information when the mouse pointer hovers over it.

## Personal data 1

Salutation	Herr
Title	
First name	Max
Last name	Mustermann

Contract number <span>?</span>	123456
GVL-ID <span>?</span> <span>3</span>	12345

## Contact 2

Phone number	+49180123456789
E-mail	hello@maxmustermann.com

The "Address information" section on the right side is divided into two categories, which can be selected via the corresponding tabs: **Registration address** (1) and **Correspondence address** (2).  
If you have not entered a correspondence address - i.e. a different address to which GVL documents are being addressed - this tab will be empty.

## Address information

1

Registration address

2

Correspondence address

---

Salutation	Herr
Title	Dr.
First name	Max
Last name	Mustermann
Street	Hauptstr.
No.	25a
ZIP code	12345
City	Königs Musterhausen
Country	Germany

## Financial data

The tab "Financial data" starts - as already in "Personal data" - with a **notice** (1) that in case of a change of the bank details of the logged in person the linked form must be used. In addition, there is again **a link** (2) to the corresponding FAQ on gvl.de on the right. Please note that the link opens in a new tab and leads out of the artist portal my.GVL.

In the lower half you can see the provided bank details.

Personal data
Financial data
Pseudonyms

Are there any changes in your bank details? Please use [this form](#) to let us know. ? Corresponding FAQ

Bank details	
Account holder	Max Mustermann
IBAN	DE10020000123456
BIC / SWIFT	GVLEN123456
Name of bank	Musterbank

## Pseudonyms

This tab provides an overview of the stored pseudonyms of the logged-in beneficiary. Here you will find the information that to change or create new pseudonyms, the **form** (1) linked here must be used. Please note that we require appropriate evidence or proof for pseudonym entries.

Additionally, **a link** (2) leads to the corresponding FAQ on gvl.de.

In the middle of the section you will find - should you be registered with pseudonyms at the GVL - an overview of these. Aliases are distinguished into official and non-official pseudonyms (3), whereas the former must be listed in identification documents to be accepted by us. You can read more about this in the [FAQ](#).

Personal data
Financial data
Pseudonyms

Do you perform under a stage name? Manage your pseudonyms. Please note that we require [supporting proof](#) to register. ? Corresponding FAQ

First name	Last name	Type
Max	Power	unofficial pseudonym

## My documents

The "My Documents" button in the Service menu takes you to the area with the same name, where you can view and manage the documents provided by the GVL as part of its distributions.

For GVL members who have filled out a digital online performance contract, a copy of it can be found in an additional tab called "**Rights administration agreement**".

By clicking on the respective tab, the corresponding documents are displayed. The GVL provides its rightsholders with two different types of documents - depending on the distribution: "**Payout information**" (1) and "**Detailed distribution reports**" (2). Further information on the differences and distinctive features can be found on [our homepage](#).

In addition, **a link** (3) leads to the corresponding part in the "Frequently Asked Questions" on gvl.de. Please note that this link leads out of my.GVL and the page opens in a new window or tab.

The files provided by GVL are usually saved in "**Portable Document Format**" (.pdf) (payout notifications & detailed distribution reports). To view them, you will therefore need **Adobe Acrobat Reader** or an equivalent program that can open the file type (for example, "Preview" on Apple devices). We also provide detailed distribution reports as **Excel documents** (.xlsx), which can be opened with **Microsoft Office** or **Open Office**, for example.


According to their nature, the stored documents are grouped either by **payment year** (Payout notifications), i.e. the year in which the remuneration was paid, or by **year of use** (Detailed distribution reports). Detailed reports contain all **remunerated participation reports for a specific year of use**, so that it is possible to see how the claims for a specific year are made up.

The screenshot shows the 'My documents' interface. At the top, there are two tabs: 'Payout information' (1) and 'Detailed distribution reports' (2). Below the tabs, there is a text area that says 'Below you can find your payout notifications grouped by payout year.' (3). To the right of this text, there is a link for 'Corresponding FAQ' (3). Below the text area, there are two buttons: 'Payout information' and 'Detailed distribution reports'. The 'Detailed distribution reports' button is highlighted with a blue bar.

Below you can find your detailed distribution reports grouped by the year of usage.

For both document types, the view is initially largely identical. As soon as one of the tabs has been selected, tiles appear that are provided with **a date** (1) - in accordance with the type of grouping.

On the right side of the tile (2), you can see how many documents or files are stored for the respective year. A click on the **arrow** (3) "unfolds" the respective tile and shows those documents that were created by the GVL for the logged-in person in a list. Another click on the arrow closes the list overview again.

2022 <sup>1</sup>	11 Files <sup>2</sup>  <sup>3</sup>
2021	11 Files 
2020	10 Files 

## Payout information

If the list overview of a certain year is opened for the payout notifications, all files of this document type are displayed that were created for this year for the logged-in person. Different columns show additional information about the files.

The column "**Distribution type**" (1) indicates for which type of distribution the corresponding AZM was created. More about the different distributions of the GVL can be found here. "**Format & Language**" (2) indicates in which language and in which file type the document is available: Payout notifications are always stored in .pdf format.

Under "**Credit note number**" (3), the numbering of the respective document can be viewed at a glance without having to open or download the file. The "**Credit note date**" (4) indicates the date (in the format YYYY.MM.DD) on which the document was created.

Hovering over an entry (5) will highlight it in blue, clicking on it the list view automatically starts the download of the corresponding document. Depending on the settings of your browser, the file will open by itself afterwards. In any case, it can be found in the download folder of the end device used.



2021 11 Files ^

1 Distribution type	2 Format & language	3 Credit note no.	4 Credit note date
<u>Final distribution</u>	📄 GER	200927553	2021-11-25 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5</span>
Final distribution	📄 GER	200927552	2021-11-25
Final distribution	📄 GER	200864147	2021-11-25
Final distribution	📄 GER	200864146	2021-11-25
International payments	📄 GER	200811302	2021-11-18
International payments	📄 GER	200785600	2021-10-06
Regular distribution	📄 GER	200751313	2021-09-29
Regular distribution	📄 GER	200751312	2021-09-29
Redistribution	📄 GER	200686727	2021-05-27
Redistribution	📄 GER	200686726	2021-05-27
International payments	📄 GER	200637202	2021-05-25

## Detailed distribution reports

The detailed distribution reports not only indicate which productions have been remunerated for a specific year of use and to what extent, but also how high the expected total distribution for the respective year of use is. The projected sum shows how much money you are expected to receive at the end of the reporting period. Since this sum depends on a wide variety of factors, it is always adjusted. For this reason, each year you will receive a new, updated version of the detailed report and thus also of the projected total for the year of use. For this reason, the stored documents here are not sorted by creation date, but by the individual years of use.

Clicking on one of the **arrows** within a tile in the "Detail distribution reports" tab opens the list overview of all documents that have been created for the corresponding year of use.

Different columns provide additional information about the respective document. The "**Document type**" (1) indicates that the available files are detail reports. Since detail reports are available in German and English, as well as in the file types .pdf  and .xlsx,  the column "**Format & Language**" (2) indicates which specific document is it.



The "**Reference number**" (3) shows how many distributions have already been made for the respective year of use. In this way, it is possible to distinguish more quickly between different detailed reports for a year of use. Please note that detailed distribution reports for the Radio/TV-extra formats are always labelled with the reference number 99. The "**Receipt date**" (4) informs about the date (format YYYY.MM.DD) on which the corresponding detail report has been created. The most recent detail report can always be found at the top of the list.

Clicking on an **entry** (5) in the list view automatically starts the download of the corresponding document. Depending on the settings of your browser, the file will open by itself afterwards. In any case, it can be found in the download folder of the end device used.

1 Document type	2 Format & language	3 Reference number	4 Receipt date
Detailed distribution report	GER	1	2022-09-08 5
Detailed distribution report	GER	1	2022-09-08
Detailed distribution report	EN	1	2022-09-08
Detailed distribution report	EN	1	2022-09-08

## Rights administration agreement

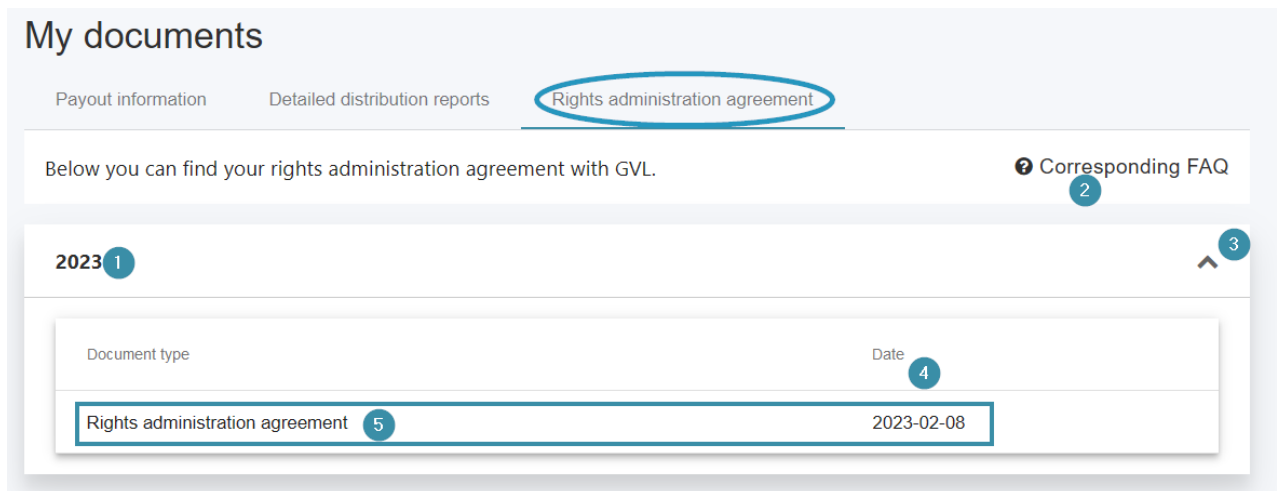
If the logged-in person has signed a purely digital rights administration agreement with the GVL, a version of this contract will be stored in an additional tab. Older contracts are not yet visible here and the tab is hidden accordingly.

In the upper third of the page there is an explanatory note as well as a **link** (1) to the corresponding section in the FAQ of gvl.de. Please note that this link leads out of my.GVL and opens in a new tab.

Below that, there is a single tile noting on the left side the **year** (2) in which the performance contract was concluded. Click on the **arrow** (3) to expand the tile and open a list overview.

If the list overview is opened, the entry of the administration agreement appears, including the **date of the conclusion of the agreement** (in the format YYYY.MM.DD) (4).

Clicking on the **entry** (5) starts the download of the contract in .pdf format. Depending on the browser settings of the end device used, the document will then open automatically. Clicking the arrow again closes the tile and thus the list view again.



**My documents**

Payout information   Detailed distribution reports   **Rights administration agreement**

Below you can find your rights administration agreement with GVL. Corresponding FAQ

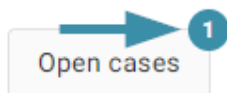
**2023**

Document type	Date
Rights administration agreement	2023-02-08

## Open cases

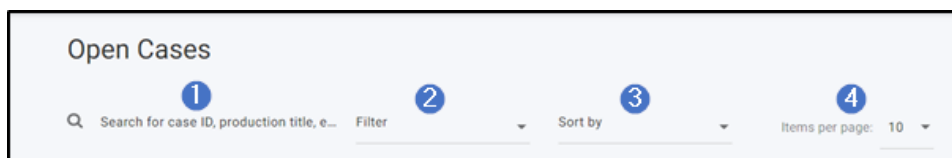
If we need your assistance in processing your participation reports, we will contact you via the "Open cases" area, e.g. if proof of your participation is required. You will then be informed by e-mail that new cases exist and that you need to take action.

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.



**Open Cases**

Search for case ID, production title, e... **Filter** **Sort by** **Items per page: 10**

- 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

- Acknowledge Refusal
- Acknowledge Registration Error
- Acknowledge Refusal of Appeal
- Acknowledge Registration Error

More 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:
  - Case name
  - Due by
  - Priority
  - 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".

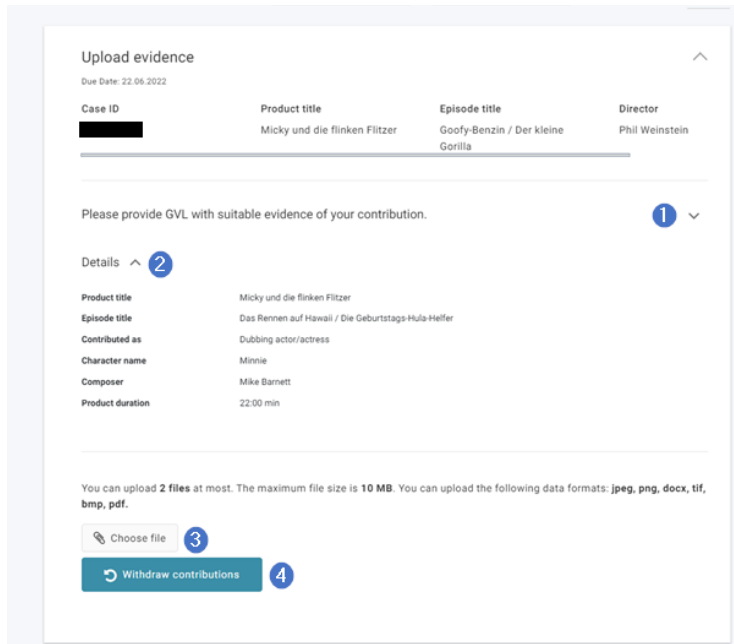
### 1. Case type: „Upload evidence“

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.

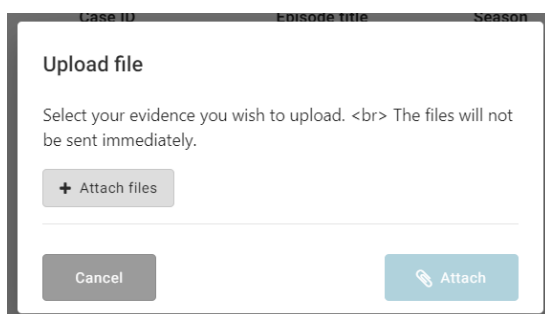
Open the case by clicking on it.



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.



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.

- 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.
- 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

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

Case ID: [REDACTED]

Product title: 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: ██████████)

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?

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})

## Small Literary Formats (SLF)

A small spoken word format refers to short contributions (**exclusively in radio**), usually 1-2 minutes long up to a maximum of 10 minutes, which are included in broadcasts **that are not available in the product search**.

This can be, for example, a daily changing sketch in a morning show or a sketch/poem/gloss in a broadcast **that is not available in the product search due to its general irrelevance to performance protection law**.

A "Small Literary Format" (SLF) is defined as a short radio report, usually one to two minutes long (but no longer than 10 minutes), which is included in broadcasts that are not made available in the product search. This can be, for example, a daily changing sketch in a morning magazine or a poem/slogan or similar in a program not available in the database with content irrelevant to performance protection law.

If you have participated in a production to which the above explanations apply, you can use an online form to create a new small word format and register a contribution for it.

To do this, click on the button "**Small Literary Formats**" in the main menu under "**Service**".

Service >

Product Search

Open Cases

Registered

Small Literary Format

Bookmarked

Vita

My Account

Radio/TV-Extra Formats

A new page with the registration form will open, displaying your Personal info:

## Personal info

Name

1

You're submitting as...

Artist 2

Submitted Statements

3

Choose a previously submitted statement. The base data of the chosen statement will be pre-filled.

At the top you will see your **name** (1) and the technical information that you are registering as a **performing artist** (2).

The **button below** (3) opens an overview of already reported small word formats. [More on this below.](#)

## Creating a new Small Literary Format

When you create a report on a Small Literary Format, in addition to information about the manner of your involvement, we always require information about the product in question and how it is being used or broadcast.

### Product:

At this point, the central information for the creation of the SLF is required. This includes:

- **Production name** (1): The most precise possible **title** of the small word format (e.g.: "Die WDR2 Ampel WG")
- **Recording year** (2): the **year** in which the production was **recorded**
- **Production duration** (3): The **length** of the Small Literary Format in **mm:ss** format (e.g. for a contribution length of one minute and 30 seconds: 01:30) The maximum production duration must not exceed 10 minutes.
- **Participation role** (4): The **type of your contribution**. Only the roles "**artistic speaker/narrator**" (**Künstlerische\*r Sprecher\*in/Erzähler\*in**) and "**dubbing director**" (**Wortregisseur**), which are relevant in the spoken word area, are available here. Multiple entries are possible if you have performed both activities.

## Product

Production name \*

1
i
5

Recording year (YYYY) \*

2
i

Production duration (mm:ss) \*

3
i

Participation role \*

4
i

Clicking on the "**i**" symbol (5) opens a tooltip that provides additional information about the required entries. **This applies to all other input fields.**

### Broadcasts:

Here, you enter details on the use of the respective Small Literary Format.

To do this, select the **year of broadcast** (1) and the **broadcaster** (2). Both fields are filled in via a drop-down menu. The **X** behind the selected entry can be used to cancel the selection.

Broadcast year	Broadcaster	Add
<input type="text"/> <span data-bbox="231 1422 258 1460">1</span>	<input type="text"/> <span data-bbox="526 1422 553 1460">2</span>	<span data-bbox="1401 1361 1423 1393">3</span>

Please note:

- Additional uses on other stations or in other years can be added to the report gradually. A description follows below.
- Not all stations are available in every usage year. Please consult the [distribution schedules](#) for details on the stations being evaluated.

Clicking on "**Add**" (3) opens additional input fields that ask for further details of the corresponding broadcast.

Broadcast year \*

2019

Broadcaster \*

SWR – SWR2

Cumulative broadcast duration in minutes \*

1

i

Proof document\*

Please attach a meaningful proof document to your submission. (allowed formats: JPG/JPEG, PDF and PNG.  
Max. file size 10 MB)

2

Durchsuchen... Keine Datei ausgewählt.

i

Please enter here the **total broadcast duration** (1) of the SLF in the respective broadcast year on the selected station - in other words, **the total length of all broadcasts**. Only whole numbers (that means without decimal places) are possible as input here. Please round up or down as appropriate.

Nachweis\_Beispiel.png

Remove

i

Finally, it is necessary to submit a conclusive proof in .JPG/JPEG, .PDF or .PNG formats. For this purpose, it is sufficient to click on "**Browse**" (2) ("**Durchsuchen**") and select the corresponding file via the window that opens. By clicking on the red "Remove" box, the selected evidence can be deleted again.

Broadcast year \*

2019

Broadcaster \*

SWR – SWR2

Cumulative broadcast duration in minutes \*

10



Proof document\*

Please attach a meaningful proof document to your submission. (allowed formats: JPG/JPEG, PDF and PNG.  
Max. file size 10 MB)

Nachweis\_Beispiel.png

Remove



1

Remove

3

Broadcast year

Broadcaster



Add

Submit

2

The lower, red-colored button "**Remove**" (1) deletes all broadcast information if you want to undo a reporting step.

After all the information for the particular use has been entered in full, it is possible to submit the report using the "**Submit**" button (2), or to add another broadcast with changed parameters (different broadcaster / different year of broadcast) to the same Small Literary Format (3).

If any necessary parameters are still missing from the input mask when you click on "Submit", the form jumps to the appropriate place and displays a note, for example, if there is a missing entry in the "Cumulative broadcast duration in minutes" field:

Cumulative broadcast duration in minutes \*

i

Cumulative broadcast duration in minutes field is required.

If a report has been submitted correctly, an appearing window confirms its receipt and offers the possibility to **submit further reports** (“**Weitere Mitwirkungsmeldung eingeben**”) (1) or to **return to the artist portal my.GVL** (“**Zurück zu meine.gvl.**”) (2).

## Statement submitted successfully!

Thank you for your statement of participation.

**Meldung #10093**

Produktionsname:

Produktionsdauer:

Aufnahmejahr:

**Ausstrahlungen**

Sender	Sendedauer	Mitwirkungsrolle
2019 SWR – SWR2	10 min	Künstlerische*r Sprecher*in/Erzähler*in

**Weitere Mitwirkungsmeldung eingeben**

1

**Zurück zu meine.gvl**

2

## Use of already submitted Small Literary Formats as template



It is also possible to use entered data from previously submitted reports as a template. To do this, click on the "**Submitted statements**" button. A new window will open with an overview of previously submitted Small Literary Formats.

## Submitted Statements

Export: [PDF](#) [Excel](#) [Print page](#)

6

To use a statement as a preset, just click on the title of a previously submitted statement.

Rec. year Broadcast year	Prod. name Station	Prod. duration Broadcast dur.	Submission nr. (date) Participation role
<b>2019</b>	<b>Die SWR2 Ampel WG</b>	<b>01:30</b>	<b>Statement #10093</b>
2019	SWR – SWR2	Eingegangen 10 min	Künstlerische*r Sprecher*in/Erzähler*in
<b>2019</b>	<b>Die Comedy WG</b>	<b>01:30</b>	<b>Statement #10085</b>
2020	SWR – SWR2	Eingegangen 12 min	Künstlerische*r Sprecher*in/Erzähler*in
<b>2019</b>	<b>SWR comedy: Der große Zapfenstreich</b>	<b>01:30</b>	<b>Statement #10003</b>
2020	SWR – SWR3	Eingegangen 2 min	Künstlerische*r Sprecher*in/Erzähler*in
	SWR – SWR3	Eingegangen 2 min	Wortregisseur*in
2019	SWR – SWR2	Eingegangen 5 min	Künstlerische*r Sprecher*in/Erzähler*in
	SWR – SWR2	Eingegangen 5 min	Wortregisseur*in
<b>2019</b>	<b>Die WDR 2 Ampel WG</b>	<b>01:12</b>	<b>Statement #10002</b>
2019	WDR – WDR 2	Eingegangen 2 min	Künstlerische*r Sprecher*in/Erzähler*in
2021	sunshine live	Abgelehnt 2 min	Künstlerische*r Sprecher*in/Erzähler*in
<b>2019</b>	<b>Die WDR 2 Ampel WG</b>	<b>01:12</b>	<b>Statement #10001</b>
2019	WDR – WDR 2	Abgelehnt 2 min	Künstlerische*r Sprecher*in/Erzähler*in

The **view summarizes the submitted formats** (1) and shows the entered parameters - year of recording or broadcast, production name & broadcasting station, production or broadcast duration, as well as the contribution role and the statement date.

If both possible contribution roles have been specified, the **respective reports** (2) are listed one below the other.

In the center, the **current processing status** (3) of the reported Small Literary Format is displayed; in addition, in case of rejected reports, the reason for the rejection can also be found by clicking on "**Rejected**" ("**Abgelehnt**") (4).

Clicking on the **bold title** (5) of a reported small word format uses the entered report parameters (production name, recording year, duration and contributor role) as a template in the form to submit a similar report - for example, for an additional year of use or a different radio station.

**Please note** that once a template is selected, the product details cannot be changed, only the contribution role and broadcast details.

The **buttons on the upper right side** (6) allow to export a list of already submitted reports as Excel spreadsheet or PDF document. The download starts automatically. In addition, a click on the "**Print page**" button triggers the print dialog of the browser used.

## Radio/TV extra formats

The Radio/TV are a comparatively small sub-budgets, which account for less than 3 percent of the total distribution volume of the GVL for artists per year of use, and for which we are unable to provide usage reports from the TV and radio stations. The distribution amounts result primarily from private copy levies and are only settled once as part of a final distribution.

Participation reports for productions that belong to the Radio TV extra formats 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.

**Since we can not provide an English version of the form, we've created a glossary sheet with the most important key words and explanations. It can be found here.**

For further inquiries, please contact the appropriate specialist team.

Please note that this form is always available only in a certain period. About the periods in which reports can be submitted, we will inform you as usual via e-mail. The form can be accessed during the communicated reporting periods via the corresponding link in the main menu under "Service". Please note that the form will open in a new window or tab and leads out of the portal area of my.GVL:

## 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) or [meineGVL@gvl.de](mailto:meineGVL@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](http://musicu.be/de)
- [hitparade.ch](http://hitparade.ch)
- [discogs.com](http://discogs.com)
- [whosampled.com](http://whosampled.com)

For information on film and television productions, see for example

- [www.imdb.de](http://www.imdb.de)
- [www.fernsehserien.de](http://www.fernsehserien.de).
- [filmportal.de](http://filmportal.de)
- [crew-united.com](http://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 Radio/TV extra formats, 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.

## 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:

- Vita
- My Account