



# Manual my.gvl

Work in Progress | 2.12.2024 |

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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 contribution can be reported. This active registration of a contribution is mandatory for receiving remunerations by GVL. 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.

## Prerequisite for portal 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: <https://gvl.de/en/rights-holders/performers/online-rights-administration-agreement>

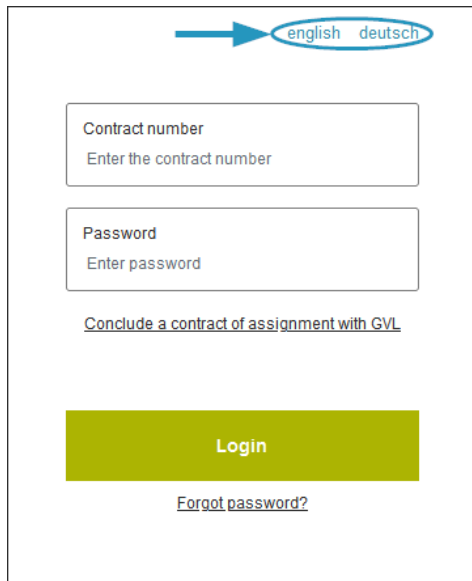
With the conclusion of the management agreement, access to the artists' portal my.gvl is also set up.

## Login and navigation

You can access the portal by entering <https://www.mygvl.de> in the address bar of your browser or by clicking on [this link](#).

## Change language

You can already choose between the languages German and English on the login page of my.gvl. 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.



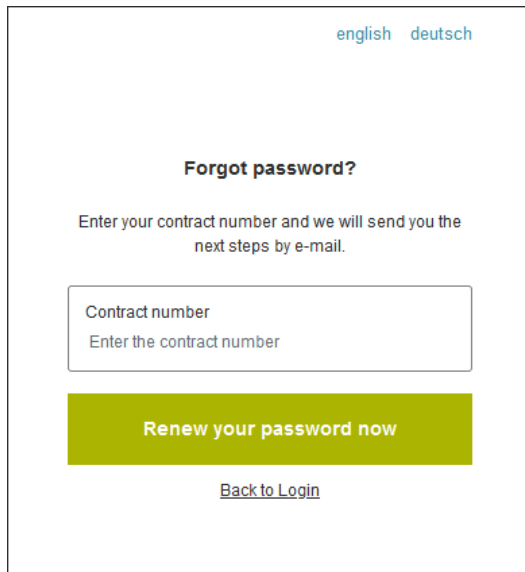
You can also change the language setting at any time after logging in. Click on the globe icon in the top right-hand corner to change your selection.

## Setting up a password and logging in

As soon as the rights administration agreement has been finalized, you can use the 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.



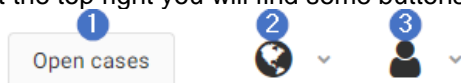
After you have successfully assigned a password, you can now log in to our artist portal my.gvl with your contract number and the password you have chosen.

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. 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.

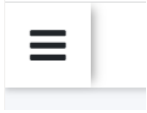


The button "**Open cases**" (1) leads you to cases where your assistance is needed, e.g. by providing us with evidence of your contribution.

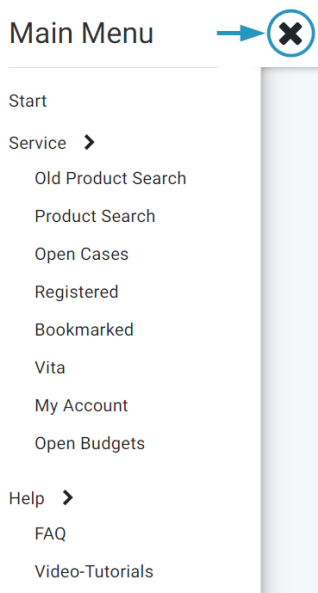
At the **globe icon** (2) you have the option to change the language setting at any time and switch between German and English.

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.

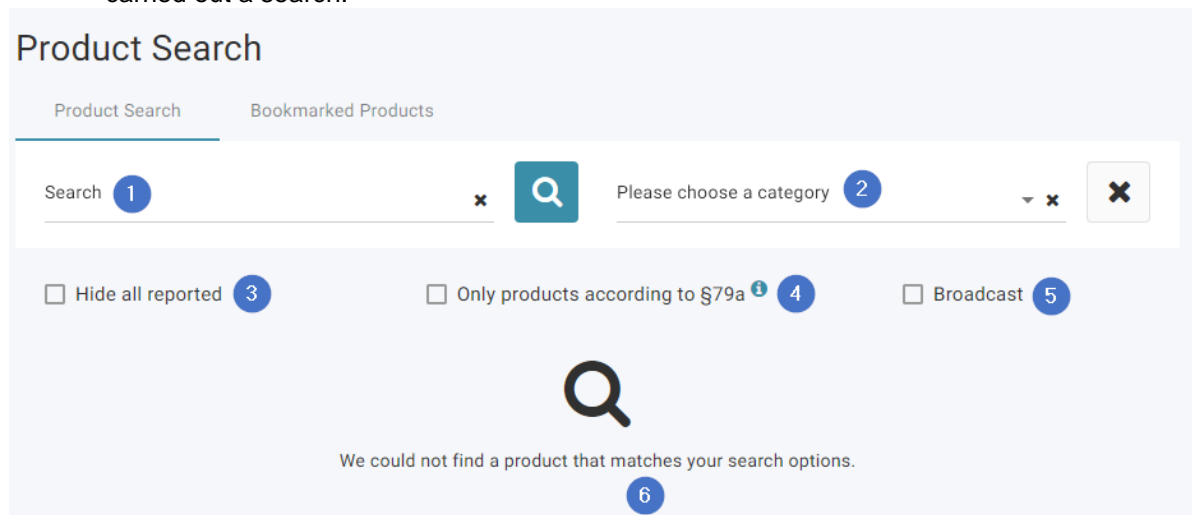
We would like to briefly introduce these subpages in the following.

## 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 of the search process. It searches all products in the database for the entered term(s) and returns any relevant hits.

The free text search checks the following areas of the product information:

- 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 and you cannot find what you are looking for, **general filters** can limit the search result of the free-text search (see below). In addition, you can **use quotation marks** to search for terms in context and thus obtain more precise results. Please note that this is not an "exact" search in the literal sense, as 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) in order to view only certain types of media. Within the categories there are additional filter options, which are described below.

A search can only be executed if the free text field is filled with **at least two contiguous characters**.

To start the search, click on the blue magnifying glass icon or press the Enter key after entering the search terms.

Alternatively, it is possible to leave the free text field empty but select a category and 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 contribution registration 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 usage information, i.e. broadcast information, is available. If the filter is not used, the results list will also show products without recent broadcasts.

Please note that the database is not a reference work for past broadcasts. Old broadcast information that is no longer required for distributions can be successively deleted.

Hide all reported       Only products according to §79a <sup>i</sup>       Broadcast

Start date MM/DD/YYYY **1**         End date MM/DD/YYYY **2**

Active Filters: **Broadcast**

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

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

CET applies.

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

#### Special entries:

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

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

#### Only products according to §79a

If this filter is set, only products with extension of the term of protection according to §79a UrhG are displayed

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

**Please note: the use of the category-dependent filters is optional.** Here you can make entries that improve the search result and, for example, narrow it down further if necessary. More about this in the section "[Example search queries](#)".

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".:

### Product Search

Product Search
Bookmarked Products

✕
Q

Please choose a category

Sound Recordings

▼ ✕
✕

Hide all reported
 Only products according to §79a i
 Broadcast

Sound Recordings
^

Product title	Product title	✕
Genre	Genre	✕
Composer	Composer	✕
Producer	Producer	✕
Main Artist	Main Artist	✕
Country of Recording	Country of Recording	✕
Year of Production	Start <span style="float: right;">✕</span>	End <span style="float: right;">✕</span>
Year of Recording	Start <span style="float: right;">✕</span>	End <span style="float: right;">✕</span>

Q Search

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 <span style="float: right;">✕</span>
Episode	from <span style="margin-left: 20px;">✕</span> to <span style="float: right;">✕</span>
Season	from <span style="margin-left: 20px;">✕</span> to <span style="float: right;">✕</span>

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 button. To the right of the search bar is a dropdown menu with the text 'Please choose a category'. Below the search bar are several filters: 'Hide all reported', 'Only products according to §79a', 'Broadcast', 'Check 25 of 4152 search results', 'Bookmark', 'Report', and 'Order by' set to 'Best Search Results'. The 'Items per page' is set to 25.

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

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

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

## The product display





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

Possible are:

Sound Recordings





Film and Series	
Radio Productions	
Stage Productions	
Video Clips	

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

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

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

View of a production with collapsed details:

**Tatort**

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

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

Production ID: 875133869

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

**Broadcasts:**  
Multiple broadcasts

➔

Bookmark

Report

View of a production with details expanded:

**Tatort**

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

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

**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

Production ID: 875133869

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

**Broadcasts:**

2021	4	▼
2019	3	▼
2018	4	▼
2017	4	▼

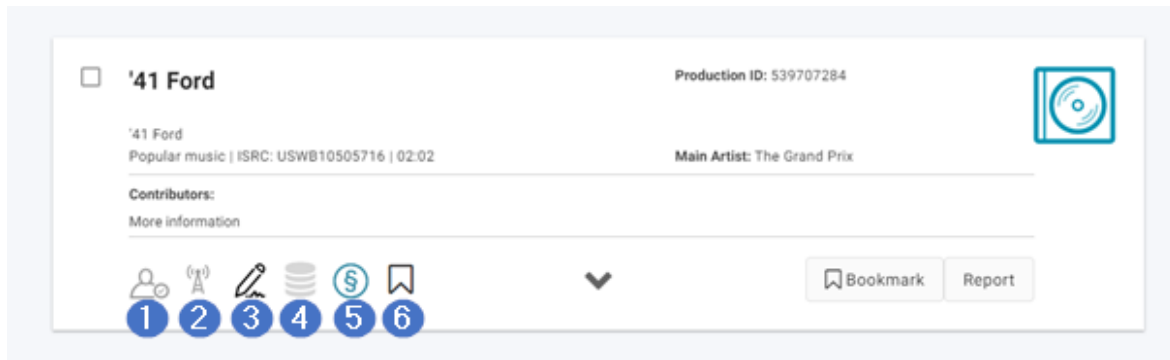
➔

Bookmark

Report

## The toolbar

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

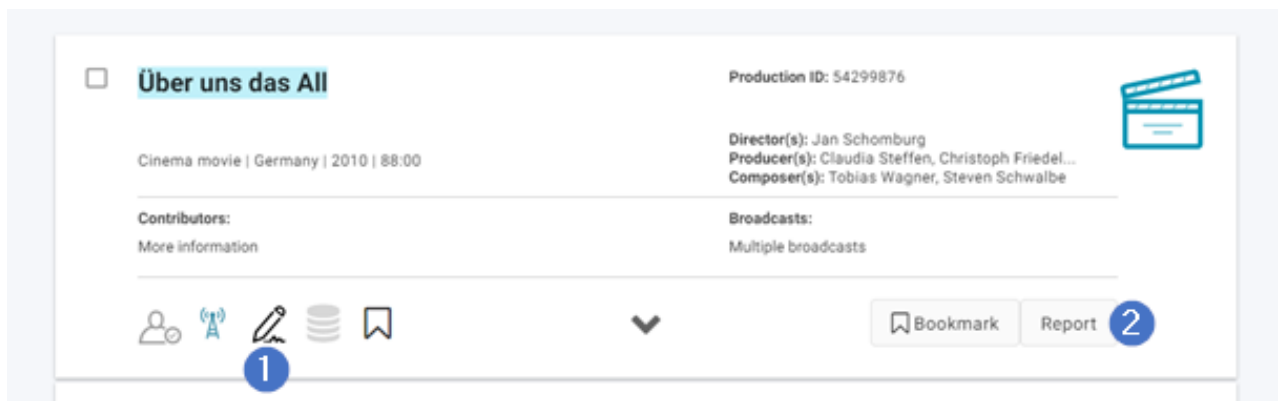


- If the **playing piece icon** (1) is blue, this indicates that at least one contribution has already been registered by the logged-in beneficiary for this product. If no contribution has been registered yet, the icon is gray.
- The **transmission tower symbol** (2) in blue indicates that at least one 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 registration of a contribution by clicking on it. Alternatively, you can also use the "Report" button on the right-hand side.  
The chapter "How to register contributions" further down describes the process. In addition, there is information on how to submit bundled registrations for several related products at once, e.g. episodes of a series.
- The **collective product symbol** (4), when colored blue, indicates that it is an album or a radio concert with several tracks. Contributions cannot be registered 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 register a contribution at another time.  
For more information on this function, see the "[Bookmarked](#)" chapter.

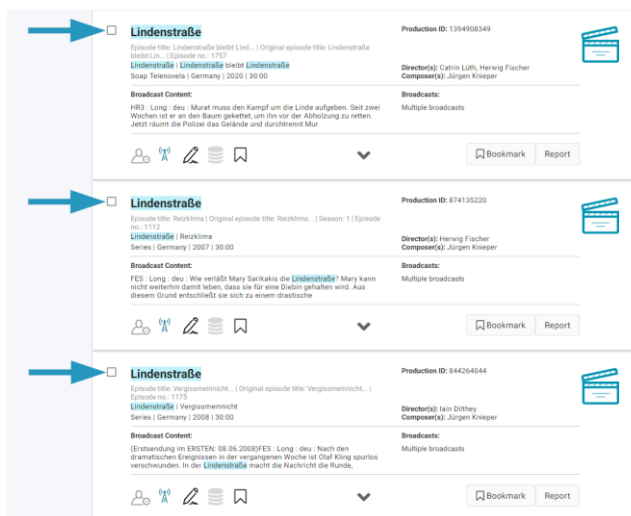
## How to register contributions

Important: Before registering a contribution, please make sure that you have not yet registered an identical contribution for the corresponding product. Identical contributions on a production lead to the data situation becoming confusing both for you as the beneficiary and for us. Existing contribution registrations can be recognized as described above by the fact that the **playing piece icon** in the results list is blue. Details on the respective contributions can be found in the "Registered" section.

Contributions are registered via the so-called report dialog. It 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 report dialog for the entire 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 tabs for 'Product Search', 'Registered', and 'Bookmarked Products'. The search bar contains 'lindenstraße' and a search icon. Below the search bar, there are filters: 'Film and Series', 'Hide all reported', 'Only products according to §79a', and 'Broadcast'. A blue arrow points to a checked checkbox next to the text '25 of 2525 search results checked'. Below this, there are 'Bookmark' and 'Report' buttons. The search results are displayed as a list of items. The first item is 'Lindenstraße', which is checked. The details for this item include: 'Production ID: 1394908349', 'Director(s): Catrin Lüth, Herwig Fischer', and 'Composer(s): Jürgen Knieper'. The 'Broadcast Content' section contains the text: 'HR3 : Long : deu : Murat muss den Kampf um die Linde aufgeben. Seit zwei Wochen ist er an den Baum gekettet, um ihn vor der Abholzung zu retten. Jetzt räumt die Polizei das Gelände und durchtrennt Mur'. At the bottom of the item, there are icons for user, signal, 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 registrations 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 contribution registrations can be submitted on a collective product (e.g. an album or a radio concert with several tracks), only on the associated individual products.

## The report dialog

After clicking on one of the report buttons, the report dialog in which you finalize your contribution registration opens. Here you are progressively asked for additional information regarding your contribution.

Submit contribution

James Bond 007 - Spectre

Production ID	Duration	Category	Cluster
845621543	2:15:00	Movies and Series	Cinema movie

Submit contribution

Participated as

Submit contribution anonymously

Cancel


Report additional participation  Submit

- The **upper half** (1) first displays the title and additional information (product number, duration, category and rubric) for the selected production.
- The **drop-down menu** (2) asks for the contribution role, i.e. in which activity you were involved in the production. Depending on your selection, further fields will appear that ask for additional parameters regarding your contribution.
- Clicking **Cancel** (3) closes the message dialog window and returns you to the product search. The same applies to the X at the top right of the window.
- If you want to register your contribution anonymously, you can do so by clicking on the corresponding **box** (4).

A **progression bar** (5) in the middle of the window shows the process of data entry for the registration on the corresponding production.

## Submit contribution





**James Bond 007 - Spectre**

Production ID	Duration	Category	Cluster
845621543	2:15:00	Movies and Series	Cinema movie

---

**Submit contribution**

Participated as

Dubbing actor

Role name

Ernst Stavro Blofeld

Takes

300

Submit contribution anonymously

Cancel


Report additional participation

Submit

Figure 1: Report example dubbing actor

## Submit contribution





**Should I Stay Or Should I Go**

Production ID	Main Artist	Duration	Category
1429366587	Clash, The Clash, The	0:03:05	Sound recordings

---

**Submit contribution**

Participated as

Instrumental musician

Year of participation

1981

Function

Band/ensemble member

Ensemble-/Bandname

The Clash

Select instrument

E-Guitar

Ensemble size

4

Submit contribution anonymously

Cancel

Report additional participation


Submit

Figure 2: Report example instrumental musician

- Depending on the type of contribution, further input fields will open in the **title list** (1). Here you will be asked for specific parameters of your contribution registration. These differ depending on the contribution role. In the first example (Figure 1), you are asked for the role name and the number of recorded takes for registering as a dubbing actor. The second example (Figure 2) shows a report for a music production.

- The **button “Submit”** (2) in the lower right corner allows you to complete the registration. The button is grayed out and deactivated until all required information has been entered.
- If you want to submit another report - for example for a contribution in another function - for the selected production, simply check the **corresponding box** (3).

## Submit contribution ✕



Should I Stay Or Should I Go

<b>Production ID</b>	<b>Main Artist</b>	<b>Duration</b>	<b>Category</b>
1429366587	Clash, The Clash, The	0:03:05	Sound recordings

---

**Submit contribution** 1

Submit contribution anonymously

Participated as	Function	Voice range
Singer <span style="float: right;">▼</span>	Band/ensemble member <span style="float: right;">▼</span>	Rock Pop <span style="float: right;">▼</span>
Year of participation	Ensemble-/Bandname	Ensemble size
1981	The Clash	4 <span style="float: right;">⌵</span>

Cancel

Report additional participation  3

**Submit** 2

Figure 3: If the box is checked, a subsequent report with different parameters for the same production can be submitted.

After successfully registering a contribution, a text will appear confirming receipt. The window then closes automatically and takes you back to the product search. If several productions were selected before which could not be bundled, a new reporting dialog will automatically appear after each submission.



## Bundled reports

In some cases, contributions can also be registered in bundled form:

- In the **"Film and Series"** category, productions with identical titles (usually episodes of series) that have been selected at the same time are shown bundled in the report dialog (see Figure 4).
- In the category **"Sound recordings"**, all productions selected at the same time are shown bundled together. In this way, identical contribution types can be registered in one go if, for example, you were a permanent band member or studio musician for all tracks (see Figure 5).

### Submit contribution

Die Simpsons

1

<b>Number of products</b>	<b>Duration</b>	<b>Category</b>	<b>Cluster</b>
4 Products	0:22:00	Movies and Series	Anime and cartoon film series

**Submit contribution** Submit contribution anonymously

Participated as Role name

Dubbing actor Homer J. Simpson

**4 Products**

Apply to all

2

	Season / Episode no.	Episode Title / Production ID	Year of production
<input checked="" type="checkbox"/>	5 / 2	Am Kap der Angst (52280678)	1993
<input checked="" type="checkbox"/>	5 / 3	Homer an der Uni (52847667)	1993
<input checked="" type="checkbox"/>	5 / 6	Die rebellischen Weiber (52281327)	1993
<input checked="" type="checkbox"/>	5 / 10	Vom Teufel besessen (54141450)	1993

Cancel 4


Report additional participation

Submit 4 contributions 5

Figure 4: Bundled report in the category "Film & Series"

## Submit contribution




1

**Product collection**

**Number of products**  
4 Products

**Category**  
Sound recordings

---

**Submit contribution** Submit contribution anonymously

Participated as: Instrumental musician Function: Band/ensemble member Select instrument: Synthesizer

Year of participation: 1983 Ensemble-Bandname: The Police Ensemble size: 3

**4 Products** 2

**Apply to all** 3

	Product title	Main artist	Year of contribution
<input checked="" type="checkbox"/>	King Of Pain	The Police	1983
<input checked="" type="checkbox"/>	King Of Pain	The Police	1983
<input checked="" type="checkbox"/>	King Of Pain	The Police	1983
<input checked="" type="checkbox"/>	King Of Pain	The Police	1983

Cancel 4

Report additional participation

Submit 4 contributions 5

Figure 5: Bundled report in the categorie "Sound recordings"

In such a bundled report, a **product collection** including the number of products intended for reporting is summarized in the upper third (1). In the lower part of the page there is an **overview** (2) of the selected productions with the corresponding production number. By clicking on the boxes, individual results can be selected or deselected and thus excluded from or added to the report. A click on "**Apply for all**" (3) selects all titles selected in the product search for the report.

By clicking on "**Cancel**" (4) the reporting process will be terminated prematurely and you will return to the product search. If further contributions are to be registered for these selected products, check the box "report additional participation" at the bottom right of the page. When all necessary parameters have been entered, the bundled report can be submitted via the corresponding **button** (5).

## Example search queries

### A few basic tips on how to search for products:

1. Make it as simple as possible. The use of filters is optional. They are there to narrow down the number of hits if a search has too many results. In many cases, however, it is quite sufficient to search for the name of a production and, if necessary, to limit it to a category.
2. Add filters only selectively. If step 1 does not lead to the desired result, another single filter may help:
  - In the case of sound recordings, it is often purposeful to make an entry in the field "Main artist".
  - In the category "Film and series", for example, an entry in the field "Director" often leads to the desired result.
3. Use quotation marks. In the free text search as well as the text filters you can also make use of quotation marks. In this way, the entire group of words is searched for. Deviating results will no longer be taken into account. The search for "SOKO Köln" will then no longer return results that contain only the terms "SOKO" or "Köln".

Of course, these are only examples. Other approaches are also possible. For example, you can search for your own name in the free text field or, if necessary, in the "main interpreter" field. Please note, however, that not all names are always stored in the production data.

Some example search queries can be found in the following section.

## Acting and dubbing

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

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 register your contribution, 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 registrations.
- 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 type of your contribution, enter your role name in the and, if applicable, the number of shooting days. Complete the registration process by clicking on the "Submit" button. See also ["The report dialog"](#).

The steps are very similar if you want to register a contribution 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 contribution and, if applicable, the role name in the production as well as the number of takes. Click the "Report" button to complete the registration 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' (1) and a magnifying glass icon. To the right, there is a dropdown menu for 'Please choose a category' (2) with 'Film and Series' selected. Below the search bar, there are three checkboxes: 'Hide all reported', 'Only products according to §79a' (with a question mark icon), and 'Broadcast'. Underneath, the 'Active Filters' section shows 'Episode title: die glocken' (3) with a close button. The main search results area is titled 'Film and Series' and contains several filter categories: 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' (4) with the value 'die glocken' and a close button. Below it are 'Episode' and 'Season' filters, each with 'from' and 'to' fields. A 'Search' button is located at the bottom right of the search results area.

The screenshot shows a product page for 'Game of Thrones- Das Lied von Eis und Feuer'. It includes the production ID 1277836013, episode title 'Die Glocken...', and series information. It also lists the director (Miguel Sapochnik), producers (Christopher Newman, Lisa McAtackney), and composer (Ramin Djawadi). There are buttons for 'Bookmark' and 'Report', and a '5' icon.

## Singers and musicians

The screenshot shows a search interface with the following elements:
 

- Search field: 'king of pain' (1)
- Category dropdown: 'Sound Recordings' (2)
- Filter buttons: 'Hide all reported' (3), 'Only products according to §79a', 'Broadcast'
- Active Filters: 'Hide all reported', 'Main Artist: the police' (4)
- Search results table with columns: Genre, Composer, Producer, Main Artist.

Let's assume you are a musician and you want to register your contribution to 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 registrations.

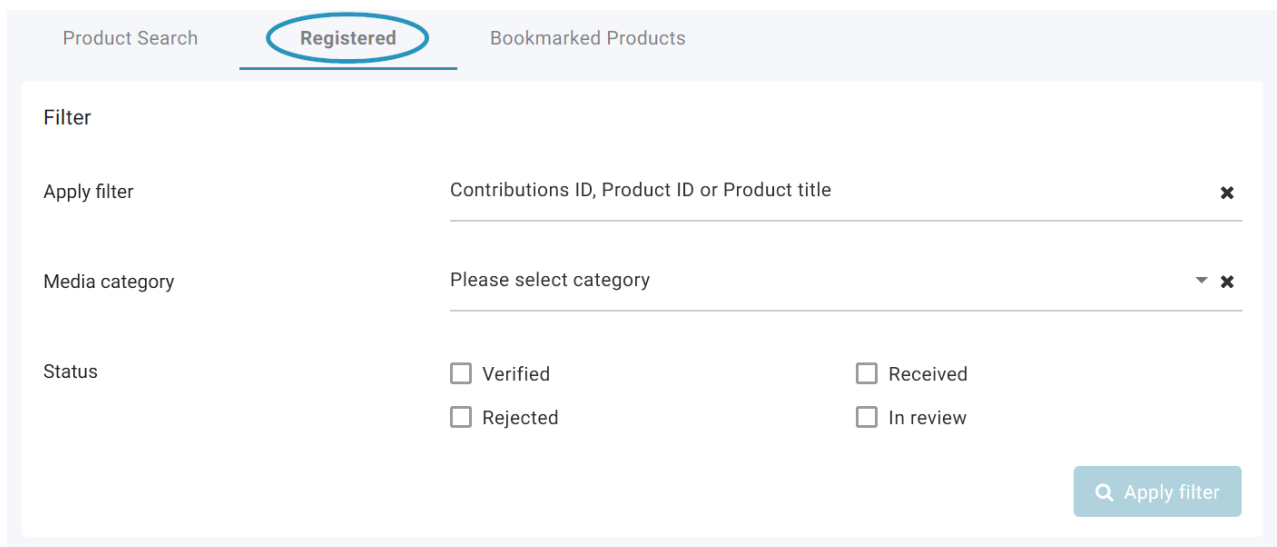
For this example case we are searching for the song "King Of Pain" by "The Police". Without specifying any other filters, more than 30,000 results will appear for this song.

- 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 contribution 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 registration process for one or more productions, they appear in the corresponding "Registered" area. It provides a detailed overview of the registrations 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 "Registered" tab within the product search.



Product Search **Registered** Bookmarked Products

Filter

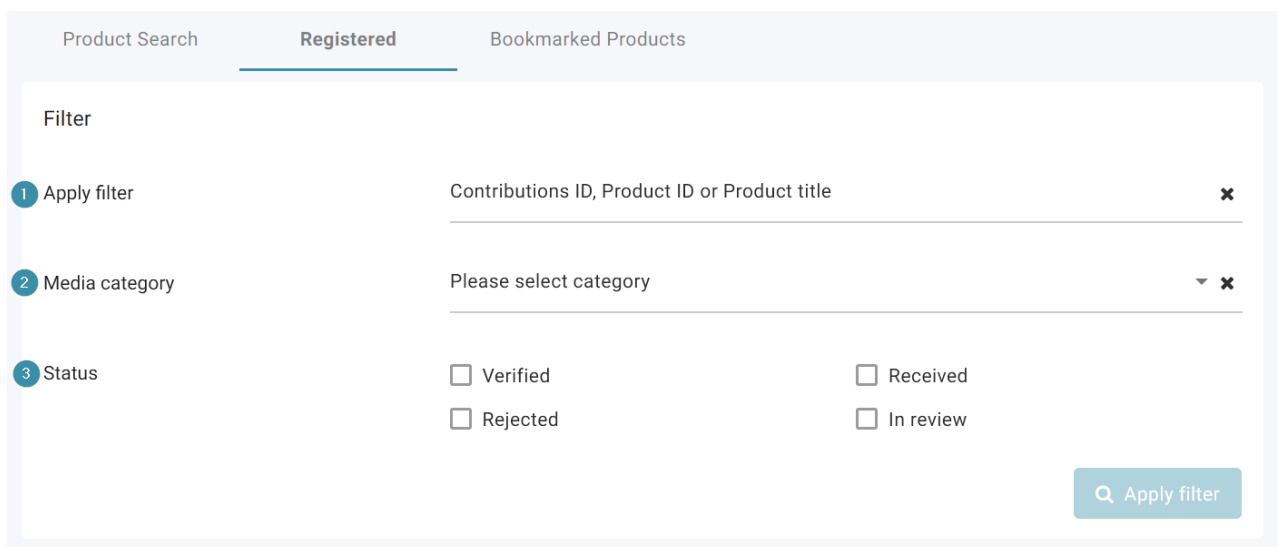
Apply filter Contributions ID, Product ID or Product title ✕

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 registered contributions, 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 registered 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 registration. Production number and contribution number are also displayed in the corresponding report entry. More on this below. This field requires an input of at least two characters.

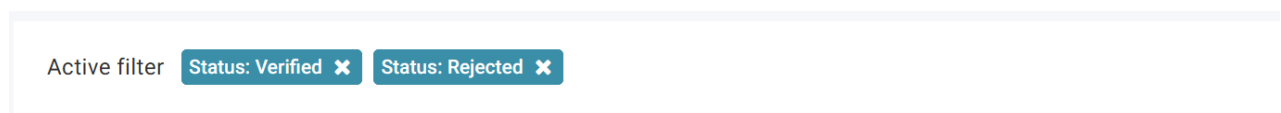
### Category (2):

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):

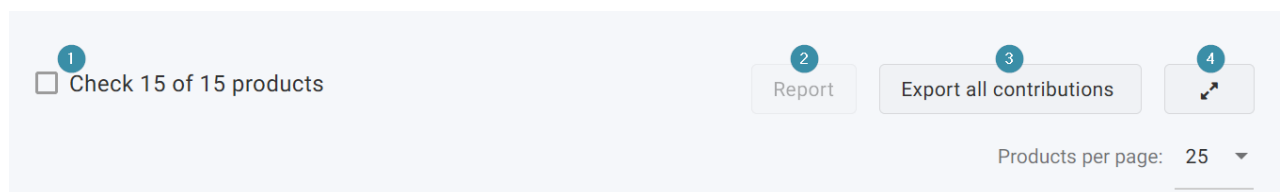
By selecting one or more options with a click in the corresponding box, only those contribution registrations that match the corresponding processing status are displayed. More about [this in the following section](#).

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 registered 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 contributions per page, whereas Y is the total sum of products on which one or more contributions registrations are listed.

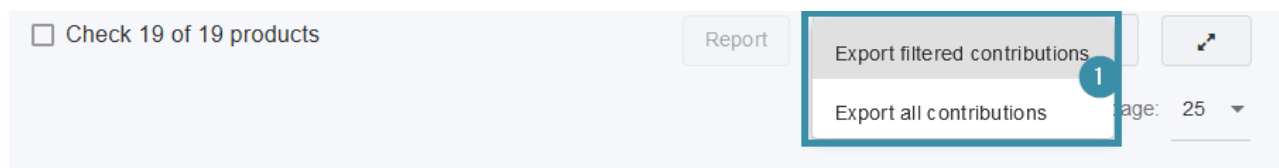
By clicking on the **"Report"** button (2), you can register additional contributions if you participated in more than one function.

Via **"Export all contributions"** (3) all registered contributions 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).

If you have used filter options to display certain productions or contributions, it is also possible to export only this selection. In this case, the button appears as a **drop-down menu** (1), where you can choose between exporting all or only the filtered contributions.



The "Registered" section displays the productions for which the logged-in authorized person has registered contributions. They are sorted chronologically in descending order according to the date of submission. Here is an example of an episode of the show "Bad Banks":

**Bad Banks**<sup>1</sup>  
 Long live the Queen | Bad Banks | Credo | Bad Banks II



<sup>2</sup> Production ID: 1396735704


<sup>3</sup> **Producer(s):** Lisa Arndt, Lisa Blumenberg, Nicolas Steil  
**Composer(s):** Kyan Bayani  
**Director(s):** Christian Zübert

<sup>4</sup> Series drama | Aufnahmejahr: 2020 | 55:00

---

Several contributions



Product details

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 registered contributions.



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 register an additional contribution.

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 registered section shows at a glance how many contributions have been registered 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 registration has already been processed.

**Batman Begins**

Cinema movie | Aufnahmejahr: 2005 | 126:00

---

**Contribution reports** <sup>1</sup>

<sup>2</sup> ● <sup>3</sup> 1743094282 <sup>4</sup> Dubbing actor/actress

---

● ←

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

If only one contribution has been registered 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 contribution id (3), under which the registration is managed within GVL
- the specified contribution role (4) or additional details of the contribution.

If **several contributions** have been registered 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 contribution reports - which is closed again with a second click. At the same time, in the case of multiple registrations, 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 registration, the green indicator is always displayed as the "topmost" one.

Contribution reports 2

<span style="color: red;">●</span> 1576827932	Actor/Actress	<span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 5px;">4</span> 
<span style="color: green;">●</span> 1743094293	Actor/Actress	

---

3



1


Product details

Report

Additional information can also be displayed for each submitted contribution. 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 recording or TV production). For example, the number of shooting days or takes, the year of contribution and, in the case of contributions to audiovisual productions, the role name.

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

**Law & Order: Special Victims Unit** Production ID: 1394759582

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


Series | Aufnahmejahr: 2019 | 43:00 Producer(s): Alex Chapple, Brianna Yellen, Dick Wolf, Michael Cillento  
Director(s): Lucy Liu

---

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)		
Reported at:	10/20/2021	
Shooting Days:	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 contribution report has been reviewed and conclusively processed by us. Relevant usages of the corresponding production are remunerated.
-  **Received:** The contribution report has been successfully transmitted to us and will be checked automatically or manually in a timely manner.
-  **Rejected:** After a final review, the report could not be verified, because a contribution 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 contribution registration 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 displays the 'Product Search' interface. At the top, there are two tabs: 'Product Search' and 'Bookmarked Products' (with a blue circle containing the number 1). Below the tabs is a search bar containing 'king of pain' and a search icon. To the right of the search bar is a category dropdown menu set to 'Sound Recordings'. Below the search bar are three checkboxes: 'Hide all reported', 'Only products according to §79a' (with an information icon), and 'Broadcast'. A dropdown menu is open, showing 'Sound Recordings'. Below this, there are two buttons: 'Bookmark' (with a blue circle containing the number 6) and 'Report'. To the left of these buttons is a checkbox (with a blue circle containing the number 5) and the text 'Check 25 of 32937 search results'. Below this is an 'Order by' dropdown menu set to 'Best Search Results'. To the right of the dropdown menu is 'Items per page: 25'. Below the search results, a product card for 'King of Pain' is shown. The card has a blue circle containing the number 4 next to a checkbox. The product title is 'King of Pain', and the production ID is '1244887548'. Below the title, it says 'Popular music | ISRC: US3DF1849863 | 06:42' and 'Main Artist: A Band Called Pain'. There is a CD icon to the right. Below the product card, there are several icons: a person, a radio tower, a pencil, a database, and a bookmark. A blue circle containing the number 2 is next to the bookmark icon. To the right of these icons is a dropdown arrow and a blue circle containing the number 3 next to 'Bookmark' and 'Report' buttons.

- 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.

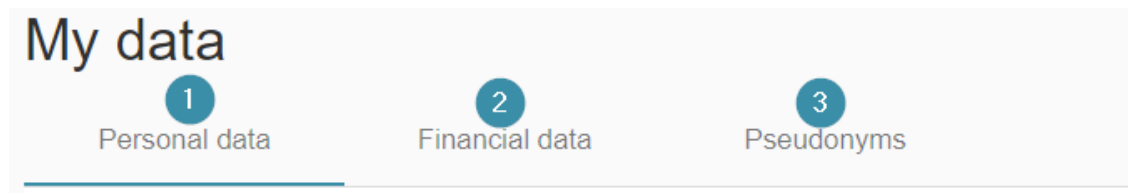
Please note: Collective products cannot be marked.

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 register contributions. For more information, please refer to the chapter "How to register contributions".

## 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


In this area, you can view and edit the master data stored in our system.

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 **GVL-ID** is a unique identification number that can also be found, for example, on the documents provided by GVL or in the purpose of bank transfers. If rights holders are registered with GVL in several functions, they will have several IDs. If productions are also used internationally, an **IPN** (International Performer Number) may also be displayed with the personal data. It serves to identify rights holders in the international exchange of collecting societies.

Small symbols marked with a question mark display information on the individual fields when the mouse pointer hovers over them.



Personal data <b>1</b>	
Salutation	Herr
Title	Dr.
First name	John
Last name	Sample
Contract number <a href="#">?</a>	123456
GVL-ID <a href="#">?</a>	2500492484
IPN <a href="#">?</a>	12345678

 (Strg) -

Contact <b>2</b>	
Phone number	+49180123456789
E-mail	hello@john-sample.com

The **“Address information”** section on the right-hand 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 different address to which the letters from GVL will be sent, the latter tab will be empty.

### Address information

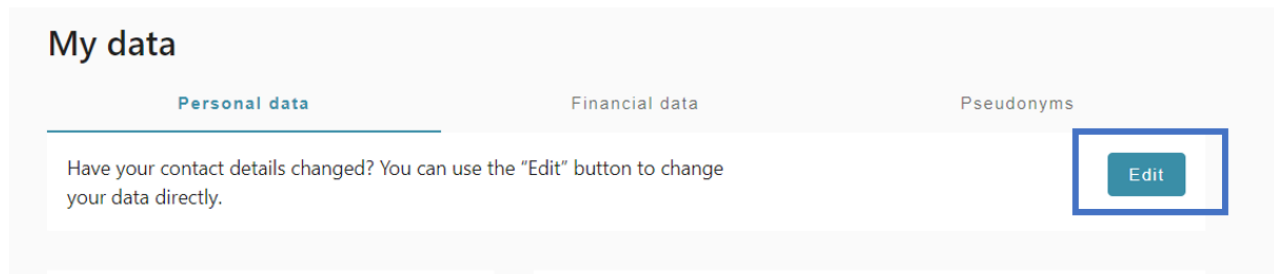
< **Registration address** Correspondence address >

**1** **2**

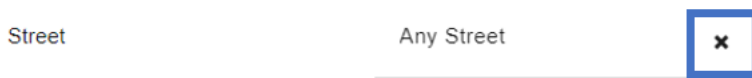
Street	Any Street
No.	25
City	Any City
ZIP code	12345
Country	Germany

## Change of personal data

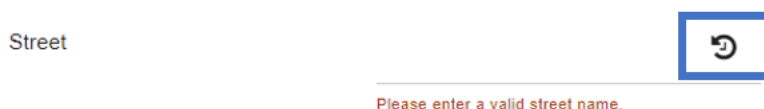
To add or change your personal data, click on the **“Edit”** button at the top.



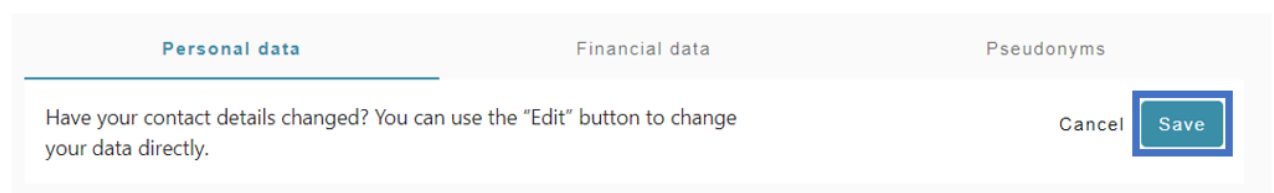
The editing function is designed intuitively. You can delete entries using the “x” behind the lines that can be changed. Alternatively, you can simply click in the relevant field and change the entries.



If you delete a mandatory field, you will be shown in red that it needs to be filled. If you have deleted a field by mistake, you can restore the last entry by clicking on the **clock symbol with the back arrow** on the right.



To finish editing and save your changes, click on **“Save”** at the top.



To change the salutation, title, first name or last name, we need the new data as well as a scan of the ID document (or the scan of the commercial register excerpt for event organizers) by e-mail to

[kuenstlervertrag@gvl.de](mailto:kuenstlervertrag@gvl.de). You can trigger a pre-filled e-mail directly by clicking on the e-mail address shown in the corresponding note. Your mail program will then open. You can edit the pre-filled e-mail, attach documents and send it directly.

## Personal data

To change your salutation, title, first name or last name, please send us your new details and a scan of an ID document to the following e-mail address or simply use the following link:

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

Salutation	Herr
Title	Dr.
First name	John
Last name	Sample

## Financial data

In this section, you can view and edit the bank details stored at GVL. Please note that this does not apply to bank details with a different account holder (1).

In the lower half you can see the provided bank details. For international banks without IBAN/BIC, the bank's address information may be displayed.

To change your bank details, click on the **“Edit”** button at the top (2).

### My data

Personal data
Financial data
Pseudonyms

Have your bank details changed? You can use the "Edit" button to change your data directly. 🔗 Corresponding FAQ

**1 Please note:** This option does not apply to bank details with a different account holder. Currently you cannot view or change bank details with a different account holder here. If the bank account is in the name of a third party or if you have any questions, please contact us by e-mail at [kuenstlervertrag@gvl.de](mailto:kuenstlervertrag@gvl.de).

**2**

Edit

The editing function is designed intuitively. You can delete entries using the “x” behind the lines. Alternatively, you can simply click in the relevant field and change the entries.

If you have deleted a field by mistake, you can restore the last entry by clicking on the **clock symbol with the back arrow** on the right.

IBAN <span style="font-size: 0.8em;">🔗</span>		<span style="border: 1px solid #00a090; padding: 2px 5px;">x</span>
	Please enter a valid IBAN.	
SWIFT Code / BIC		<span style="border: 1px solid #00a090; padding: 2px 5px;">↶</span>
	Please enter a valid BIC / SWIFT code.	
Bank name		<span style="font-size: 0.8em;">x</span>
	Please enter a bank name.	

To finish editing and save your changes, click on **“Save”** at the top.

Cancel
Save

## Pseudonyms

This tab provides an overview of the stored pseudonyms of the logged-in beneficiary. Here you will find the **note** (1) that an e-mail to [kuenstlervertrag@gvl.de](mailto:kuenstlervertrag@gvl.de) is required to create or change pseudonyms. 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 at GVL with pseudonyms - an overview of these. Aliases are distinguished into **official and unofficial pseudonyms** (3). 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

**1** If you would like to change or create new pseudonyms, please send an email to [kuenstlervertrag@gvl.de](mailto:kuenstlervertrag@gvl.de) and attach *proof* for your pseudonym.

**2** [Corresponding FAQ](#)

First name	Last name	Type
	Mighty Sample	official pseudonym <b>3</b>
	Sample Star	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 contribution reports for a specific year of use**, so that it is possible to see how the claims for a specific year are made up.

My documents

1 Payout information      2 Detailed distribution reports

Below you can find your payout notifications grouped by **payout year**. 3 ? Corresponding FAQ

Payout information      Detailed distribution reports

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.



The screenshot shows a table with three rows representing years. Each row has a year on the left and a file count on the right. The first row for 2022 has a small blue circle with the number '1' above the year and a blue circle with '2' above '11 Files'. A small blue circle with '3' is next to a downward arrow. The second row for 2021 has a blue circle with '2' above '11 Files' and a downward arrow. The third row for 2020 has a blue circle with '3' above '10 Files' and a downward arrow.

2022	11 Files
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
<a href="#">Final distribution</a>	📄 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.

The screenshot shows the 'My documents' section of a user interface. At the top, there are three tabs: 'Payout information', 'Detailed distribution reports', and 'Rights administration agreement', with the latter being selected and circled in blue. Below the tabs, a message states 'Below you can find your rights administration agreement with GVL.' To the right of this message is a 'Corresponding FAQ' link with a question mark icon and a blue circle containing the number '2'. Below this is a section for the year '2023', with a blue circle containing the number '1' next to it. To the right of the year is an upward-pointing arrow icon with a blue circle containing the number '3'. Below this is a table with two columns: 'Document type' and 'Date'. The table contains one row with the following data:

Document type	Date
Rights administration agreement	2023-02-08

The 'Rights administration agreement' text in the table is highlighted with a blue border and a blue circle containing the number '5'. The 'Date' column header has a blue circle containing the number '4'.

## Open cases

If we need your assistance in processing your contribution registrations, we will contact you via the "Open cases" area, e.g. if proof of your contribution 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.

The screenshot shows the 'Open Cases' interface with four numbered callouts: 1. Search for case ID, production title, e...; 2. Filter; 3. Sort by; 4. 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
  - o Acknowledge Refusal
  - o Acknowledge Registration Error
  - o Acknowledge Refusal of Appeal
  - o 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:
  - o Case name
  - o Due by
  - o Priority
  - o Created on
- In the "**Items per page**" field (4) you can adjust the number of cases displayed per page (5, 10 or 25).

## The different types of cases

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

### 1. Case type: „Upload evidence“

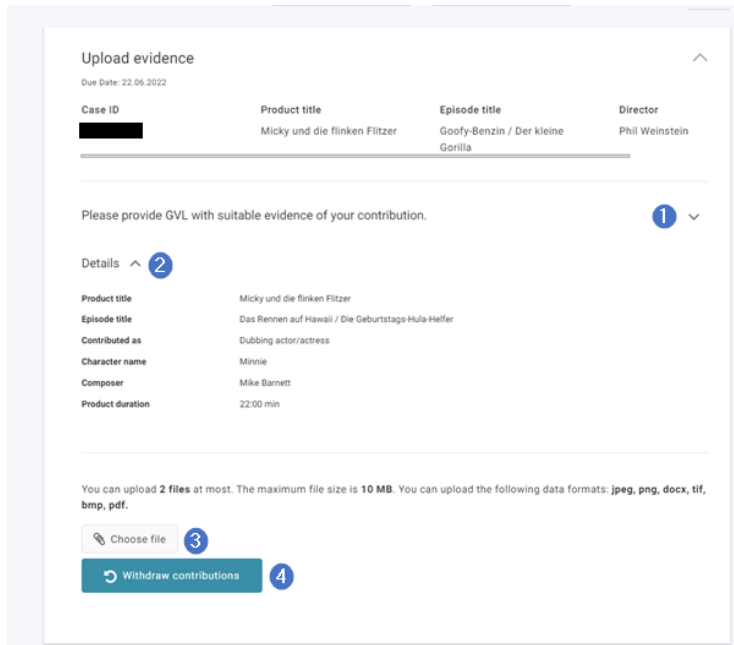
The screenshot shows the 'Upload evidence' case type interface with three numbered callouts: 1. Due Date: 22.06.2022; 2. Case ID; 3. Product title, Episode title, Director.

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 verify your contribution registration. 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 contribution registration will be rejected because it has expired.

Open the case by clicking on it.



Upload evidence

Due Date: 22.06.2022

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

Please provide GVL with suitable evidence of your contribution. 1 ▾

Details 2 ^

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

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

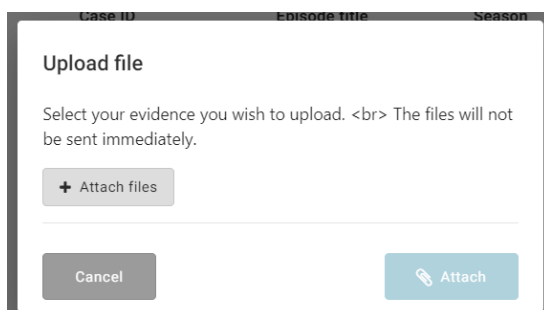
Choose file 3

Withdraw contributions 4

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

Important: If you notice due to the verification request that you have registered the contribution by mistake and did not participate in the production at all, you can also withdraw the report 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.



Upload file

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

+ Attach files

Cancel

Attach

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

Choose file

Evidence files:

test.docx

Submit evidence

Remove file

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

Please provide GVL with suitable evidence of your contribution.

- 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.

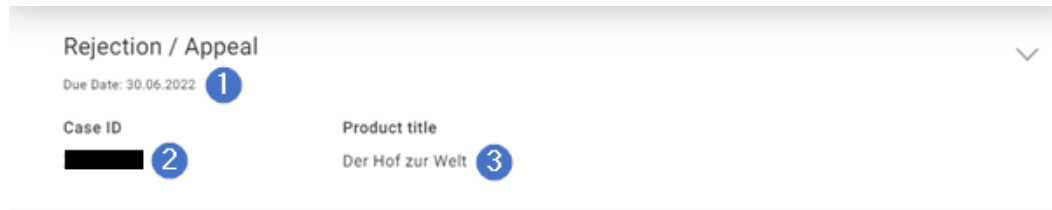
Select all

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

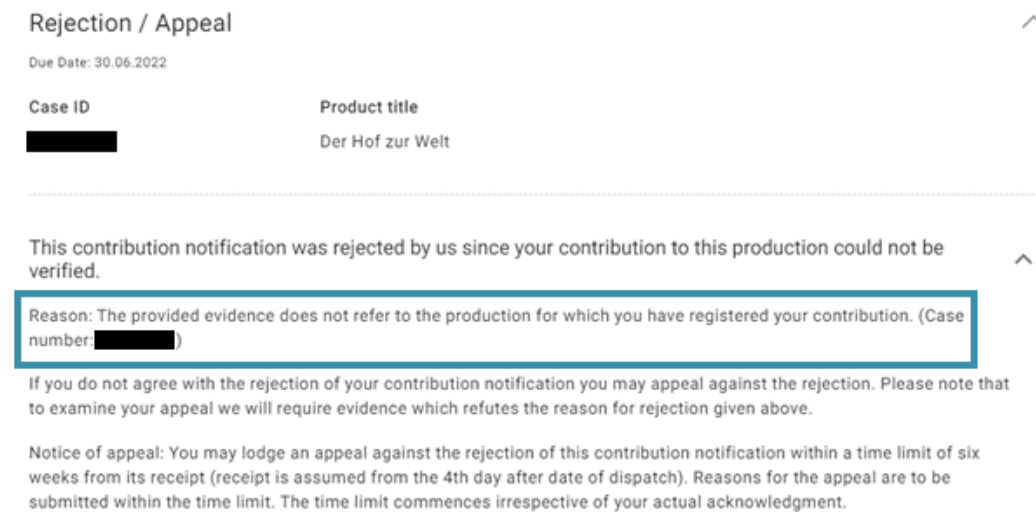
You can mark individual tracks/episodes to which the proof documents you upload refer. After submitting, a new case is created with the remaining tracks/episodes.

## 2. Case type „Rejection / Appeal“

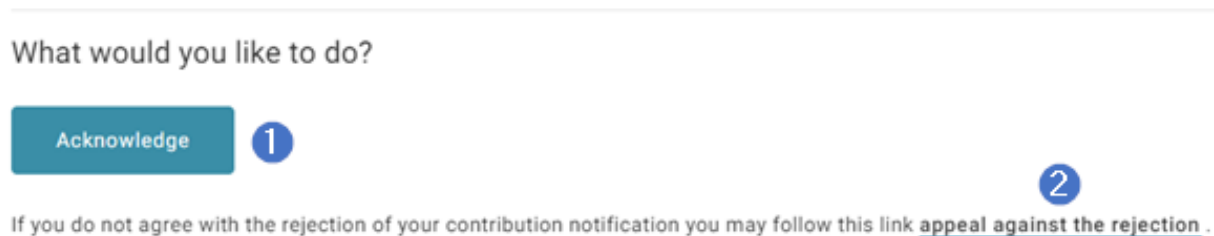
This case type is created when one of your contribution registrations has been rejected. The display corresponds to the "Upload evidence" case type: In the header you will see the **due date** (1), the **case ID** (2) and the **relevant title information** (3). Please note: An appeal to a rejection can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



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](#)).



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).



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. contributions that already exist identically for 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 contribution registrations 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 contribution. You will find a concrete reason for the rejection in the detailed view of the case.

Usually, when registering a contribution, 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 contribution 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 contribution number for traceability, represented here by {1}. You can find an overview of your existing contribution 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 \*

5
1
i

Recording year (YYYY) \*

i
2

Production duration (mm:ss) \*

i
3

Participation role \*

i
4

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

1
▼

Broadcaster

2
▼

3

Add

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 \*



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>1</b> 2019	<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.

Contribution 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](https://whosampled.com)

For information on film and television productions, see for example

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

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

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

- The program information that we obtain from an external provider must first be technically processed before we can make it available in our database. As a rule, the productions of the current year are available in the portal in April/May of the following year. So if the production you're looking for was broadcast only recently, it probably hasn't found its way into our database yet.
- Certain production types, which belong to the 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)