



myPPL

Register Repertoire

Assistant guide and FAQs

QUICK LINKS

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- [How to Submit Repertoire](#)
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WHAT IS REGISTER REPERTOIRE AND MYPPL

What is Register Repertoire?

Register Repertoire is a web-based repertoire management system. It allows recording rights holders (producers) to register and update their sound recordings, territorial rights and performer line-up data. Register Repertoire is hosted by PPL and can be accessed via the myPPL member portal: <https://mypppl.ppluk.com/>

What is myPPL?

myPPL is a secure online portal which allows members to perform a variety of tasks and actions. This includes the ability to:

1. Search for recordings registered in the PPL Repertoire Database; and
2. Register and update recordings, territorial rights and performer line-ups using the Register Repertoire system.

Why are PPI members being asked to register repertoire on myPPL, and what are the benefits?

PPI shares PPL's Repertoire Database. Sharing PPL's Repertoire Database means that there is no need to manage a separate repertoire database, and it helps with the exchanges of recordings internationally, with other CMOs (Collective Management Organisations).

myPPL gives you greater control and visibility of your recordings including managing territorial rights and performer line-up data, and members can be confident that their recordings are available for matching to airplays and allocation of revenues both domestically and internationally.

Why do PPI members receive myPPL emails from PPL?

myPPL is managed by PPL and as such all communications from this system contain standard PPL email content. PPI members should not contact PPL, they should always contact PPI: distribution@ppimusic.ie / +353 1 280 5977.

Can PPI members contact PPL for guidance or queries on the use of Register Repertoire?

PPI members should always contact PPI with any queries or guidance in regards to Register Repertoire.

Can PPI members access Register Repertoire from any computer with a web-browser?

Yes. Register Repertoire is accessible to all members who have been set up with a myPPL account. It is accessible through most web-browsers on any computer with access to the internet. If you are using a new device you will be asked to verify yourself the first time when accessing myPPL.

PPL MEMBERS AND AGENTS

I am both a PPI member and a PPL member, do I have access to myPPL?

If you are a PPI member and also a member of PPL, you should have a myPPL account. You can use this account to register and manage all of your recordings, territorial rights and performer line-ups data. Please be sure to include Ireland in the territorial rights, where applicable. You will not need a separate PPI/ myPPL account.

I am an agent/representative, do I have access to myPPL?

If you are an agent/representative that represents a producer in Ireland **and** the UK, then you should have access to the producers myPPL account. Agents can use this account to register and manage all of their recordings, territorial rights and performer line-ups data.

If an agent represents a producer in Ireland, but **not** in the UK, then you cannot be granted access to myPPL, and will not be able to register recordings directly. In this case you should submit repertoire to PPI using PPL's Bulk Repertoire Ingest (BRI) template.

SETTING UP YOUR REGISTER REPERTOIRE ACCOUNT (NON-PPL MEMBERS)

How do I get access to Register Repertoire?

PPI will contact PPL in relation to setting up new members with access to myPPL.

How does the setup process work?

PPL will activate myPPL access for PPI members. This will trigger the generation of two emails to the member.

The first email is titled **"Welcome to myPPL – Please Create a Password"** and the second email is titled "Reset your myPPL Password". Please click on the link to activate your account.

For security reasons this link is only valid for **24 hours**, alternatively members with access to myPPL can reset their password at any time by visiting the [myPPL website](#).

RESETTING YOUR PASSWORD

To reset your password you can click the [Reset Password link](#), then enter your email address and click submit to be issued a reset link.

For security reasons, the link provided in the email titled "Reset your myPPL Password" is only valid for **24 hours** after it is sent.

VERIFYING YOUR ACCOUNT

myPPL records the IP address of the computer the member first uses to login to myPPL. If you always use the same device to login to myPPL, you will not be asked to re-verify your identity. However, if you attempt to login to myPPL from a device that you have not used before, myPPL will require you to verify your identity by entering a verification code that is sent to your email address.

This is called two factor authentication (2FA) and is an added security measure to protect your account and their data and this is only required the first time that you log on from a new device, after which it becomes a recognised device.

SUBMITTING REPERTOIRE

Before starting to register recordings through Register Repertoire, it is recommended that all members familiarise themselves with the Register Repertoire system by reading all of the user guides and watching all of the short video guides.

The guides and videos can all be located on the Register Repertoire landing page under Useful Links.

These links are also provided below:

- [Video Guides](#)
- [Register Repertoire User Guide](#)
- [Bulk Repertoire Import Guide](#)
- [PPL Repertoire Data Policy](#)
- [PPL Repertoire Style Guide](#)

Can I submit repertoire via Excel?

When you have been setup with access to myPPL you can use Register Repertoire to submit recordings, territorial rights and performer line-up data. This means that there is no need to provide repertoire data in Excel spreadsheets.

If you are unable to use Register Repertoire because you are an agent/representative, then you can submit repertoire to PPI by using PPL's Bulk Repertoire Ingest (BRI) template.

INDIVIDUAL REGISTRATIONS AND BULK REGISTRATIONS

Registering a 'Release' is optional, recordings can be registered individually or in bulk. To register a release the recordings must first be registered on the PPL database.

To load repertoire in bulk, you will need to download and correctly populate the PPL template. This is a ".CSV" format file that you will be able to open and populate using Excel. To register in bulk you will need your **PPL Producer ID** - please contact PPI if you do not have a record of it: distribution@ppimusic.ie

The template is available on the Register Repertoire web page, and must be populated correctly to enable the successful upload of repertoire.

Important note about uploading files with foreign languages or special characters:

If your import file contains special characters, for example: **Á, É Í Ó Ñ, Ü**, this needs to be imported in **UTF-8 format**, please refer to the [import guide](#) on page 3.

If you are using a **Windows PC**:

1. Save the completed bulk repertoire excel file as a **CSV** (Comma Delimited) file.
2. Right click on the file, click 'open with' and select **Notepad**.
3. Select **UTF-8** from the dropdown options beside Encoding and then **save the file by including .csv in the file name**.



Please refer to the guides: “How to bulk upload your recordings” video guide and “Bulk Repertoire Import Guide” which are located on the Register Repertoire landing page under Useful Links for help on populating and uploading the template.

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- [Video Guides](#)
- [Register Repertoire User Guide](#)
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REGISTERING A RELEASE

Registering a Release is optional; to register a release, the recordings must first be registered individually using Register a Recording or by using the bulk import option - individual and bulk registrations are suffice.

A release is a term that describes the release of one or more recordings by a band/artist for sale or distribution to the public.

A release may be made in a number of different formats, such as Download, CD, LP, etc. These can all be registered together at the same time under one ‘Release’. For instance, members can create releases that reference recordings that are already registered on myPPL as part of this process.

Please refer to the “How to register a release” video guide and “Register Repertoire User Guide” located on the Register Repertoire landing page under Useful Links.

What is a Catalogue Number, Barcode, Genre, etc.

Register Repertoire uses a number of terms to describe the metadata required to support a recording registration. The system provides members with on-screen tooltips containing help and guidance for completing repertoire registrations. These include the definitions of the fields they refer to and can be seen when the cursor hovers over them.

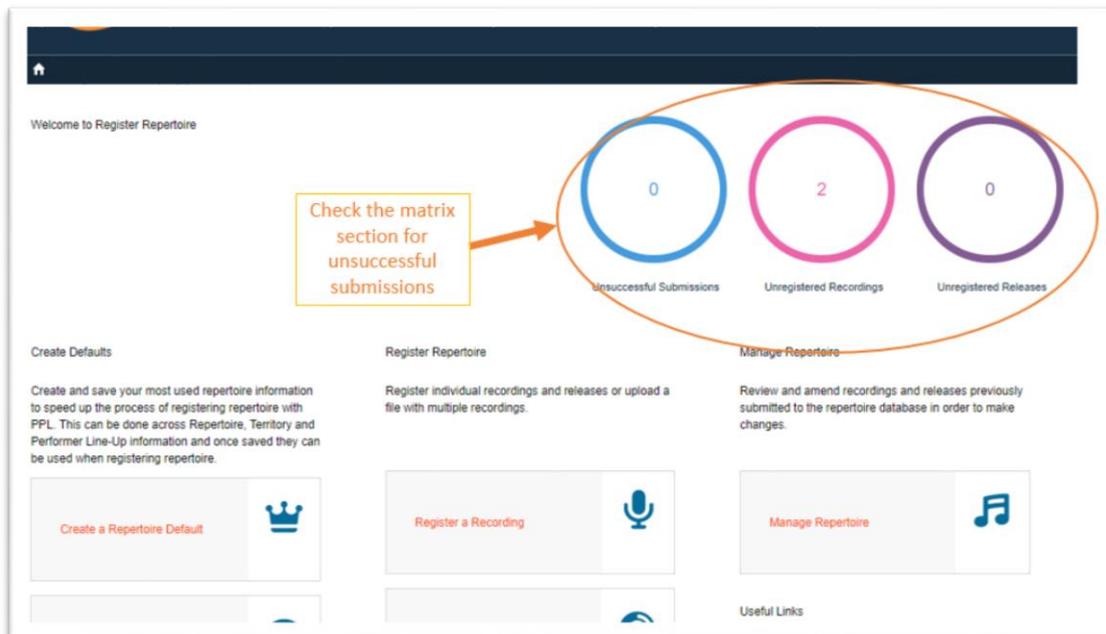
PPL PRODUCER ID

Before you can submit recordings in bulk, you need to be provided with your unique PPL Producer ID. If you do not have a record of this or you have not been issued with a PPL Producer ID please contact PPI at distribution@ppimusic.ie

SUCCESSFULLY SUBMITTED REGISTRATIONS

The Register Repertoire homepage provides a summary of a members recording registrations.

Any recordings that have not been approved due to data quality issues can be identified in the summary statistics displayed on the members Registered Repertoire landing page. These appear under “Unsuccessful Submissions” as illustrated in the annotated screenshot below.



What you do if you do not know the answers to all the mandatory fields?

If you are submitting recordings individually, it is possible to proceed through all the stages of the register a recording journey without completing all of the mandatory fields. However you will not be able to complete the recording registration until all of the mandatory information has been provided. Any incomplete recordings will be located in the Repertoire tab of the Manage Repertoire section, under **“In Progress”**.

It is important that all members register recordings to the required data standards as this helps ensure they can be matched to airplays and allocated revenues quickly and accurately.

How do you know if recordings have been successfully loaded?

Once you have provided all the mandatory and additional information about a recording, you can **proceed to submit it to the PPL’s Repertoire Database** by clicking the **“Submit”** button.

Uploaded recordings will be reviewed by PPL to ensure there are no data quality issues, after which they will be approved. They will then appear in the **“Manage Repertoire”** section of Register Repertoire with a status of **“Registered”**.

PREVIOUSLY REGISTERED RECORDINGS NOT DISPLAYING IN ‘MANAGE REPERTOIRE’

PPI members will be able to view and manage all of the recordings that they have registered using Register Repertoire. They will also be able to view and manage any recordings that PPI has uploaded to their account on their behalf.

These recordings are visible to the member because they have been loaded under their own data source.

Prior to PPI members being set up with a myPPL account, recordings may have been registered under PPI’s data source, meaning that you cannot manage these currently. **Please note** that PPI and PPL are looking at the options in relation to syncing these registrations to your myPPL account.

How can I tell if my recordings were registered under PPI’s data source or under my data source?

PPI members can use the Search Repertoire tool to see who has registered their recordings with PPL.

This information can be found by viewing the **“Submitted by”** information displayed in the **“Candidate Recordings”** tab of the search results.

GENERAL QUESTIONS

What happens if you do not have time to finish a registration?

You can ‘pause’ the registration of a recording at any time. The recording registration is automatically saved every 60 seconds and you can also manually save recordings by clicking on the “Save” button at the bottom of the Register Repertoire screen.

You can go back to incomplete recording registrations by navigating to the “Manage Repertoire” section of Register Repertoire, and then clicking on the “In Progress” text.

This will list all incomplete recording registrations. You can then select “Edit” from the “Action” drop down list on the right-hand side of a recording to continue the registration.

What is ‘awaiting QA’?

When a recording registration has been completed and has been submitted for review it is sent to PPL for review.

Recordings that have been submitted to PPL but not yet approved will appear in the “Manage Repertoire” section of Register Repertoire with a status of “Awaiting QA”. QA stands for Quality Assurance.

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