

## How to check if you have concert royalties waiting for you.

After logging into your SOCAN account, select **SOCAN Performances & Repertoire**, then **Unidentified Performances**, then **Concerts with no Set List**.

The screenshot shows the SOCAN website dashboard for user GLEE PUB (Member Number: 9999998). The top navigation bar includes links for My Profile, My Catalogue, My Royalties, SOCAN Performances & Repertoire, SOCAN Forms, and Member Support. A dropdown menu is open under 'SOCAN Performances & Repertoire', showing options like 'Unidentified Performances', 'SOCAN Repertoire', and 'Calculators'. Another dropdown menu is open under 'Unidentified Performances', showing 'My Unidentified Requests', 'Unidentified Works List', 'Unidentified AV Works List', and 'Unidentified AV Cues List'. A red box highlights 'Concerts with no Set List' in the 'My Statements' section. Below this, there are search filters for 'Activated Catalogue' and 'Works and Cues', and a 'Search' button. A 'Statement Demo' button is also visible.

You are now viewing your search screen.

We recommend searching by performer or band name first to view all your possible unpaid performances. Click **Search** to view results.

The screenshot shows the 'Concerts with No Set List' search screen. It includes a 'Tutorial video' link and a detailed search criteria section. The search criteria include: 'Concert Date' (YYYYMMDD), 'Venue' (Begins with), 'City' (Begins with), 'Province' (All, select a province or all), 'Performer' (Begins with, with 'YOUR BAND NAME' entered and highlighted in a red box), and 'Sort By' (Concert Date). A red box highlights the 'Search' button. The page also contains explanatory text about search criteria and a note that the list is updated weekly.

You are able to sort the results by date, performer name, or venue in order to find performances that you may want to claim. You will need to select them one at a time and complete the process for each.

**Performance Calculators**

Your search for "Performer - 'WIGGLES'" returned 17 results(s).

Showing 1 - 17 of 17

[Another Search](#)

If you find one or more concerts below and are able to provide a set list, please click on the link in the Performer column and complete the Notification of Live Music Performance (NLMP).

Concert Date	Performer	Venue	City	Prov	Promoter	Concert No.
2018.	<a href="#">YOUR BAND NAME</a>	THE PLAYHOUSE	FREDERICTON	NB	PROMOTER NAME	
2018.		Thibault St-Denis	Montreal	QC		
2018.		Aubville Theatre	Cornwall	ON		
2018.		FirstOntario Centre	Hamilton	ON		
2018.		Showplace Performance Centre	Peterborough	ON		
2018.		Chatham Capitol Theatre	Chatham	ON		
2018.		MOLSON CENTRE	BARRIE	ON		
2018.		CENTENNIAL HALL	LONDON	ON		
2018.		BURTON CUMMING'S THEATRE	WINNIPEG	ON		
2018.		Western Manitoba Centennial Auditorium	Brandon	MB		
2018.		Consensus Arts Centre	Regina	SK		
2018.		Frankland Park - Concert Account	Saskatoon	SK		
2018.		Vic Juba Community Theatre	Lloydminster	AB		
2018.		Wiggles Live	EDMONTON	AB		
2018.		THE GRAND	CALGARY	AB		
2018.		ORPHEUM THEATRE	VANCOUVER	BC		
2018.		Centre in The Square Inc. (The)	Kitchener	ON		

[Another Search](#)

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Verify you have the required information to complete the submission  
Click **Continue**.

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[My Profile](#)   [My Catalogue](#)   [My Royalties](#)   [SOCAN Performances & Repertoire](#)   [SOCAN Forms](#)   [Member Support](#)

Name: GLEE PUB  
Member Number: 9999998

[Register NLMP's](#)   [My NLMP's](#)

**Before you begin you need the following information:**

- Set list identifying the title of the work and composers or performer (if known)
- To ensure timely and accurate distributions, please register all new works prior to completing the NLMP form. Go to My Catalogue to register your works.
- To ensure accurate payments you must provide the name(s) of all other acts/artists for each performance.

If you have submitted an NLMP in the last 3 months, please do not resubmit. The original submission is being processed.

[Cancel](#)   [Continue](#)

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You must first enter a few details about the performance. Did you open or were you the headliner? If there were other bands that performed, name them (if you know), the total number of songs that you performed and will be submitting, and the time of the performance. If you don't know the performance time, you can just enter your best guess. Click **Continue**.

**My Profile** **My Catalogue** **My Royalties** **SOCAN Performances & Repertoire** **SOCAN Forms** **Member Support**

Name: GLEE PUB  
Member Number: 9999998

Register NLMF's **My NLMF's**

**Notification of Live Music Performance (NLMF)**  
\* = required field

\* Name of Artist/Group: YOUR BAND NAME

\* Select One:  
 Headline Act  
 Headline Act with No Support  
 Support Act  
 Co-Headline Act  
 N/A - Please Specify

Enter Names of Other Acts/bands performing: 1. Add another act

Total Number of Works: 43

**Venue Information**

Performance Date: 2019/10/09

Time of Performance: Hr: 5 Min: 00 AM/PM: PM

Concert No.: 00000000

Venue: VENUE NAME  
City: CITY NAME  
Province or State: PROVINCE NAME  
Country: CANADA

**Promoter/Presenter information**  
(no booking agents)

Company Name: PROMOTER NAME

Back Continue

Now it's time to add the works

- a) Select **Add Works from Catalogue**

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**My Profile** **My Catalogue** **My Royalties** **SOCAN Performances & Repertoire** **SOCAN Forms** **Member Support**

Name: REFL STATEMENT  
Member Number: 9999999

Register NLMF's **My NLMF's**

**Compositions Performed (Set List)**  
\* = required field

All compositions performed must be listed by the correct title and have COMPLETE COMPOSER/AUTHOR INFORMATION. For compositions other than your own, please make every effort to provide composers' names

Copy a Set List

Add Work(s) From Catalogue Delete Work(s) From Set List Add Work

Add Work(s) From My Covers

Title of Work No. 1  
Composer(s)/Author(s)

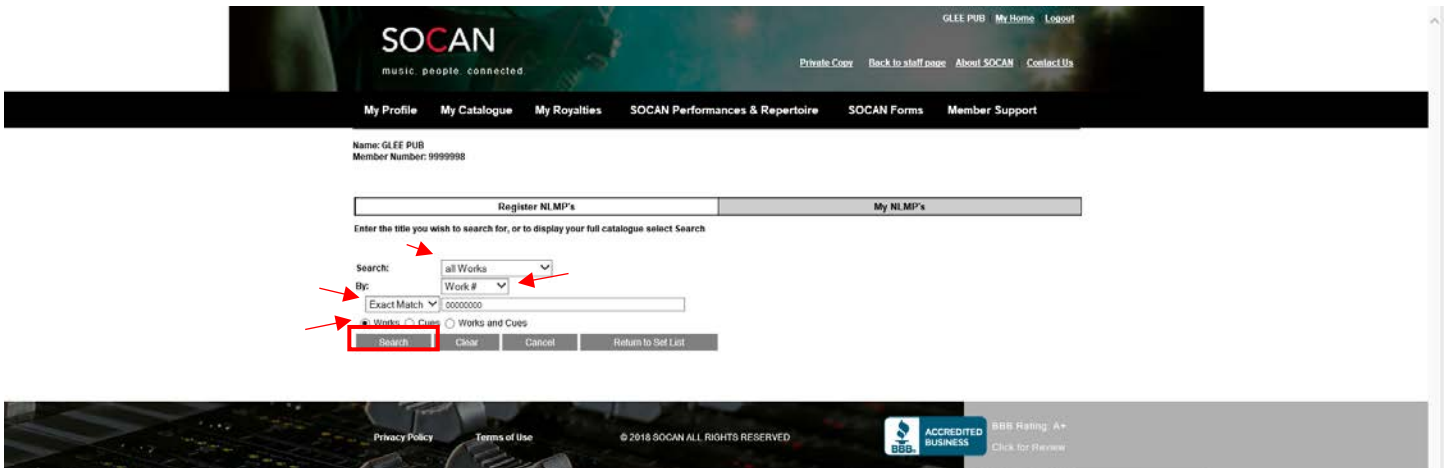
Add Work(s) From Catalogue Delete Work(s) From Set List Add Work

Comments

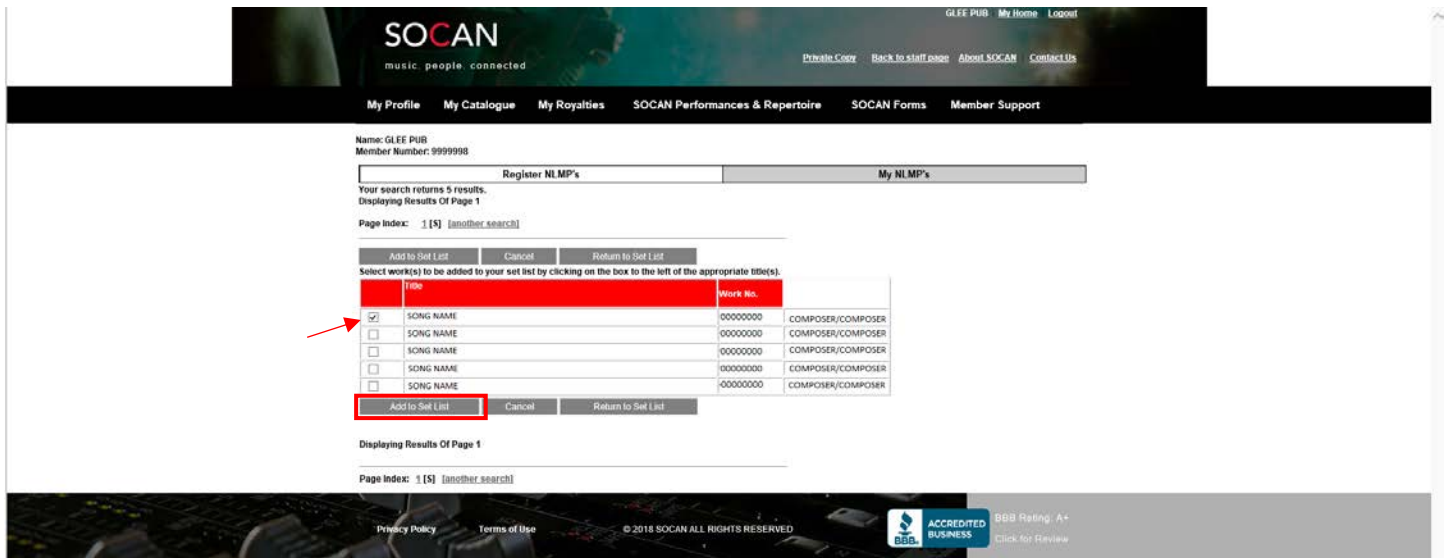
Back Continue

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Search **all Works**, by **Work #**, **Exact match**, enter the work number, select **Works**, click search OR  
Search **all Works**, by **Work Title**, **contains**, enter the title, select **Works**, click search



If you get one result. Confirm that the title and composer name are correct. Check the box and click **Add to Setlist**. If you get more than one result with the same work number, confirm title and composer names and check any one of the boxes that reflect the correct information. Click **Add to Setlist**.



The work is added.

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Name: GLEE PUB  
Member Number: 9999998

Register NLMIP's My NLMIP's

**Compositions Performed (Set List)**  
\* = required field

All compositions performed must be listed by the correct title and have COMPLETE COMPOSER/AUTHOR INFORMATION. For compositions other than your own, please make every effort to provide composers' names

Copy a Set List

Add Work(s) From Catalogue Delete Work(s) From Set List Add Work

Add Work(s) From My Covers

Title of Work No.1\* SONG NAME  
Composer(s)/Author(s) COMPOSER/COMPOSER

Add Work(s) From Catalogue Delete Work(s) From Set List Add Work

Add Work(s) From My Covers

Comments

Back Continue

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Repeat for other works that you have registered.

b) If you cannot search the work details ie the song was registered by someone else, select **Add Work**

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Name: GLEE PUB  
Member Number: 9999998

Register NLMIP's My NLMIP's

**Compositions Performed (Set List)**  
\* = required field

All compositions performed must be listed by the correct title and have COMPLETE COMPOSER/AUTHOR INFORMATION. For compositions other than your own, please make every effort to provide composers' names

Copy a Set List

Add Work(s) From Catalogue Delete Work(s) From Set List Add Work

Add Work(s) From My Covers

Title of Work No.1\* SONG NAME  
Composer(s)/Author(s) COMPOSER/COMPOSER

Add Work(s) From Catalogue Delete Work(s) From Set List Add Work

Add Work(s) From My Covers

Comments

Back Continue

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This adds a blank line where you can type in the song title and composer.

The screenshot shows the SOCAN website interface for a user named GLEE PUB (Member Number: 9999998). The page is titled 'Compositions Performed (Set List)' and includes a 'required field' warning. Below the warning, there are instructions: 'All compositions performed must be listed by the correct title and have COMPLETE COMPOSER/AUTHOR INFORMATION. For compositions other than your own, please make every effort to provide composers' names'. The form contains several sections: 'Copy a Set List', 'Add Work(s) From Catalogue', 'Add Work(s) From My Covers', 'Delete Work(s) From Set List', and 'Add Work'. The 'Title of Work No. 1\*' section is filled with 'SONG NAME' and 'COMPOSER/COMPOSER'. The 'Title of Work No. 2\*' section has a red arrow pointing to a blank input field for the title and another blank input field for the composer. There are also 'Back' and 'Continue' buttons at the bottom of the form.

Type in the song information

This screenshot shows the same SOCAN website interface as the previous one, but with the 'Title of Work No. 2\*' section now populated. The input field for the title contains 'SONG NAME TWO' and the input field for the composer contains 'COMPOSER/COMPOSER'. A red box highlights these two input fields. The rest of the form, including the 'Back' and 'Continue' buttons, remains the same.

Repeat until you have added all the works. Then click **Continue**.

Title of Work No.29* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.30* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.31* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.32* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.33* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.34* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.35* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.36* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.37* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.38* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.39* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.40* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.41* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.42* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER

Comments

Review the information you have entered, then check of the box and click **Continue**.

Title of Work No.29* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.30* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.31* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.32* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.33* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.34* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.35* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.36* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.37* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.38* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.39* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.40* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.41* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER
Title of Work No.42* Composer(s)/Author(s)	SONG NAME COMPOSER/COMPOSER

Comments

I have verified that the information provided above is accurate.



Return to the Concerts with No Setlist screen to claim your next performance.

The screenshot shows the SOCAN website interface. At the top, the SOCAN logo is displayed with the tagline "music people connected". Navigation links include "Private Copy", "Back to Staff Page", "About SOCAN", and "Contact Us". A secondary navigation bar contains "My Profile", "My Catalogue", "My Royalties", "SOCAN Performances & Repertoire", "SOCAN Forms", and "Member Support".

The main content area displays the following information:

- Name: GLEE PUB
- Member Number: 9999998

Below this, there are two tabs: "Register NLMP's" and "My NLMP's". A message states: "Thank You, Your NLMP has been submitted." Below this, it says: "To submit another NLMP, you may select one or more of the following options:"

- Copy Set List
- Copy Venue
- Copy Promoter
- Return to Concerts with no Set List

A "Submit Another NLMP" button is located below the options. The "Return to Concerts with no Set List" option is highlighted with a red box.

The footer contains links for "Privacy Policy" and "Terms of Use", the copyright notice "© 2018 SOCAN ALL RIGHTS RESERVED", and a BSB Accredited Business logo with a "BBB Rating: A+" and a "Click for Review" link.

The end.