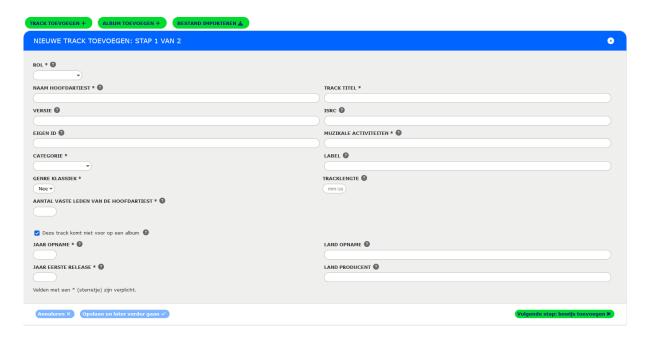


### **Instructions for entering classic works - Musicians**

This document explains how to register classical repertoire for musicians in MySena. You will find explanations for all the required fields below. If you have any questions, please contact our colleagues at the Service Desk by email <a href="mailto:servicedesk@sena.nl">servicedesk@sena.nl</a> or 035 – 6251700.

Go to MySena and navigate to the Dashboard, click on Repertoire and then Add, then choose Add Track + TRACK TOEVOEGEN + . You'll see the following screen.



The fields marked with an \* are mandatory fields.

### 1. Role \*

Choose the role you performed during the recording using the drop-down menu. Select soloist if you are a member of an ensemble (quartet, trio, quintet, etc. that is not a (chamber) choir or (chamber) orchestra) If you are a member of a (chamber) choir or (chamber) orchestra, choose Choir member/Orchestra member. If you are standing in for a choir member or orchestra member, also select Choir member/Orchestra member.

### 2. Main artist name 1\*

<sup>&</sup>lt;sup>1</sup>Currently, we still use the term main artist, but in the context of Customer Intimacy, it will be specified per genre. All advice is welcome!

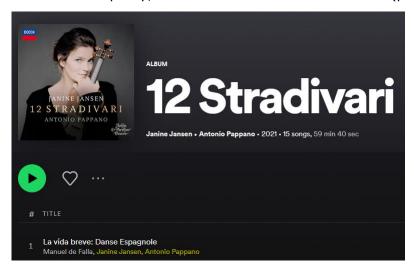


This is the name of the soloist(s), choir, orchestra or a combination, as it appears on the CD cover on Muziekweb. If it is not listed in Muziekweb, please use the name on Spotify.



For example: Janine Jansen plays 12 works on this CD, in collaboration with Antonio Pappano. They are both the main artist: Janine Jansen & Antonio Pappano.

If we look at Spotify, we also see the same main artists (preceded by the composer):



Janine Jansen and Antonio Pappano are also featured as main artists on Muziekweb







## Instructions for submitting Classical works - musicians

### (www.muziekweb.nl):



### **Toelichting**

De Stradivarius is een dankbaar nieuwsitem. Wordt er niet één in bruikleen gegeven, dan wordt er wel één gestolen, of er blijft er één liggen in de trein. Qua nieuwswaarde overtreft Janine Jansen alle anekdotes. Zij bespeelt maarliefst 12 Stradivariusviolen op één album. De muziek is een fraai boeket van evergreens, dat ook zonder die dure violen wel een succes was geworden. Het is immers...meer

Tracks	Plaats muziekfragmenten in uw eigen website >> Meer informatie over de fragmentspeler	<b>(()</b> >
1 D La vida breve ; Danza primera (Arr.) 🛇	<mark>Janine Jansen (</mark> viool) <mark>Antonio Pappano</mark> (piano)	3:41
Componisten: Manuel de Falla, Fritz Kreisler	Antonio Pappano (piano)	

### 3. Track title \*

Enter the track title as it appears on the sound carrier (e.g. the CD) or on Spotify/Muziekweb. If a musical work consists of several parts, you must register these too, for example in the case of this Symphony:

Symfonie Hob.I, nr.102 in Bes gr.t.	Colin Davis (dirigent) Concertgebouworkest	
Componist: <i>Joseph Haydn</i>		
17 Symfonie Hob.l, nr.102 in Bes gr.t. deel I		8:01
18 Symfonie Hob.I, nr.102 in Bes gr.t. deel II		5:44
19 Symfonie Hob.I, nr.102 in Bes gr.t. deel III		5:25
20 Symfonie Hob.I, nr.102 in Bes gr.t. deel IV		4:53

If the parts of a musical work contain individual titles, you must register these separately, then you claim the main title and the underlying works.

In addition: we distinguish between generic names (symphony, sonata, movement, trio) and proper names (Le sacre du printemps, La mer, Weinachtsoratorium). In the case of generic names, the instrumentation is separated by a , (comma), for example: Concert voor viool en strijkorkest RV.297, op. 8, nr. 4 in f kl.t., "L'inverno" or Preludes voor piano, op. 28, nr. 1-24 deel I

### 4. Version \*

If a work is released for the second or third time and there are different recordings, dates and/or instrumentations, please enter the year of the recording in the Version field. If it is a studio recording, you can leave Version blank, unless this work has already been recorded with the same main artist. In this case, you also fill in the year of recording in







## Instructions for submitting Classical works - musicians

Version. Version in classical is generally "live" when there is a live recording, and so you should fill in LIVE.

### 5. ISRC

ISRC stands for International Standard Recording Code. This is a number that the producer/master owner assigns to a work. Please fill it in if you know it. If you do not have this number, you can leave this field empty.

### 6. <u>Own ID</u>

If you use a number or code for the various works you have contributed to for your own records, you can enter this code here. You can use your own numbering at a later date to search repertoire.

### 7. Musical activities \*

Enter your musical contribution to the title or work. Typing in the field will display the options:



Then select the right instruments. You can also enter a vocal contribution here.

### 8. Category \*

Sena idenitfies 4 categories: Music, Library, Commercials, Tunes (design music). Classical music that has been released commercially falls under the Music category.

### 9. Label

Use this field to enter the label that the music was released/released on. Begin typing the first letters of the label and suggested labels will appear automatically. Then select the correct label from the list. Enter the label name if the correct label is not listed. If you do not know the label, you can leave this field empty.

### 10. Classical genre \*

Indicate whether the title you are submitting is a classical work. When you select yes, a new input field will appear: Composer.



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## Instructions for submitting Classical works - musicians

### 11. Composer \*

Enter the composer name. When you type in the letters of the last name, you will see a list from which you can choose the right composer:

CATEGORY *	
GENRE CLASSICAL *	COMPOSER ②
Yes ▼	mende
	MAYER- <b>MENDE</b> Z, G.
NUMBER OF PERMANENT MEMBERS OF	MENDELSON, L.
	MENDELSSOHN, A.
	MENDELSSOHN-BARTHOLDY, F.
	MENDELSSOHN-HENSEL, F.
This track does not appear on an albur	MENDES, D.
	MENDES, H.
YEAR OF RECORDING * ②	MENDES, R.
	MENDEZ SOSA, T.

If the correct composer is not listed, you can enter it and save the name of the composer yourself. In our database, the composers are registered by Surname, Initial.

Johan Sebastian Bach is listed as: Bach, J.

### 12. Track length

If you know the track length, you can enter it here as minutes:seconds. (3 minutes and 30 seconds is 3:30).

### 13. Number of permanent members of the main artist \*

Enter the number of members of the main artist. These are permanent members of the band, choir or orchestra with an artist contract. For choirs and orchestras, you can note the permanent line-up (the entire choir or orchestra).

### 14. Year of recording \*

Enter the year the music was recorded.

### 15. Country of recording \*

Enter the country where the music was recorded.

### 16. Year of first release \*

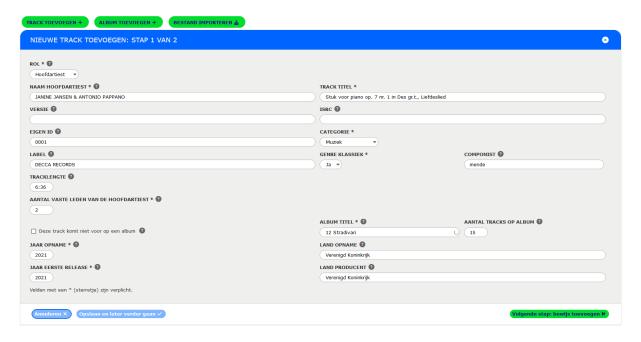
Enter the year in which the music was released.

### 17. Country of producer \*

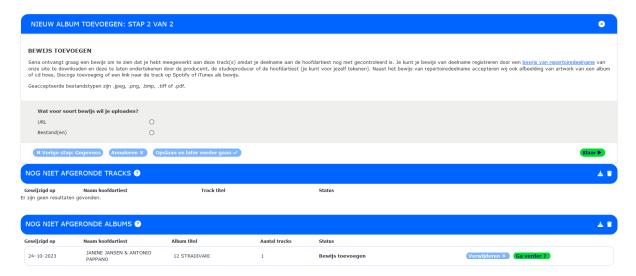
Enter the country where the producer who released the music is located.



From our example, Janine Jansen would register the repertoire in MySena as follows:



After completing this page, click on "Next step, add proof". This wil take you to the page where you can add the proof for your claim.









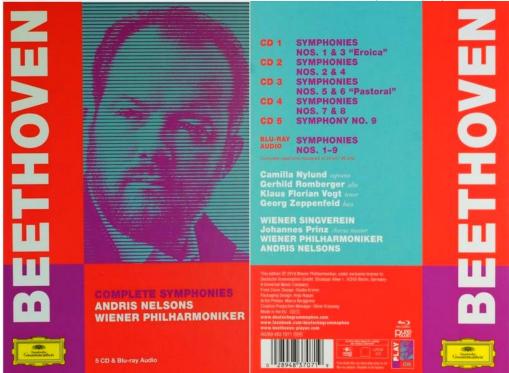
## Instructions for submitting Classical works - musicians

Other examples of classic works and ways to register:

### Orchestral works

This includes symphonies, symphonic poems, overtures, marches, dance, concerto grosso, divertimento, cassation, serenades, orchestral suites, ballet, entr'acte, stage music, operetta overture, and other orchestral works (Het grote dierencarnaval, Kinderklassiek, De slag bij Waterloo).

When registering an orchestral work, the performing orchestra (possibly with choir) should be listed, as in this example of Beethoven's complete symphonies:



The main artist is the Wiener Philharmoniker conducted by Andris Nelsons, the soloists and the Wiener Singverein are only mentioned in Symphony 9 on the 5<sup>th</sup> CD, this 9<sup>th</sup> symphony consists of 11 parts, each part may have a different line up of soloists.

For example: Symfonie nr.1, op.21, in C gr.t. (Symphony No. 1, Op. 21, in C major.) Under this main title, we identify 4 parts:

Symfonie nr.1, op.21, in C gr.t. Deel I

Symfonie nr.1, op.21, in C gr.t. Deel II

Symfonie nr.1, op.21, in C gr.t. Deel III

Symfonie nr.1, op.21, in C gr.t. Deel IV

Main artist is: Wiener Philharmoniker & Andris Nelsons.

For the 9<sup>th</sup> symphony, there will be a different main artist for each movement, which will



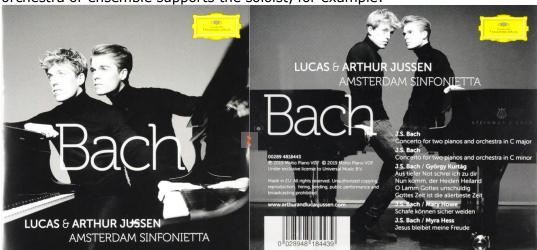


## Instructions for submitting Classical works - musicians

be a combination of the soloist, or soloists performing the vocal part in that movement, and the Wiener Philharmoniker and the Wiener Singverein, Main Artist will be: <u>Andris Nelsons & Camilla Nylund & Gerhild Rombergen & Wiener Philharmoniker & Wiener Singverein</u>

### Concerts:

Piano/harpsichord with orchestra, violin with orchestra, various string instruments with orchestra, wind instruments with orchestra, various solo instruments with orchestra. At these concerts, the performing soloist is the main artist and the accompanying orchestra or ensemble supports the soloist, for example:



On this release, the Jussen brothers are the main artist: <u>Lucas & Arthur Jussen & the Amsterdam Sinfonietta</u> are only co-main artists for the first two concerts on this CD. For the other titles (the arrangements by György Kurtág, Mary Howe and Myra Hess), the brothers play unaccompanied by the Amsterdam Sinfonietta, and the members of the Amsterdam Sinfonietta are not (co-)main artists and the main artist is therefore: <u>Lucas & Arthur Jussen</u>.

### **Chamber music and solo recitals**

This includes piano/harpsichord recitals, violin recitals, cello/double bass recitals, flute recitals, lute/guitar recitals, string quartets, various chamber ensembles, organ recitals, basically all music that can be performed in a room or small space, excluding solo recitals.

If we take a string quartet, for example, the quartet will be the main artist, unless there is a vocal part, in which case the soloist will also be (co-)main artist.

An example of this is the Amstel Saxophone Quartet:







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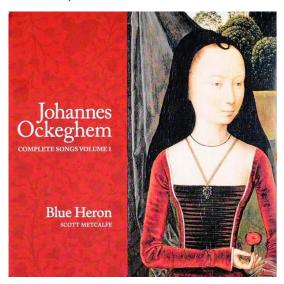


The main artist is: Amstel Saxophone Quartet

### Vocal:

This includes songs (also with an orchestra or ensemble), oratorios, masses, cantatas, opera (complete, and highlights), opera (recitals and choirs), various choirs, sacred music, liturgy, Gregorian chant.

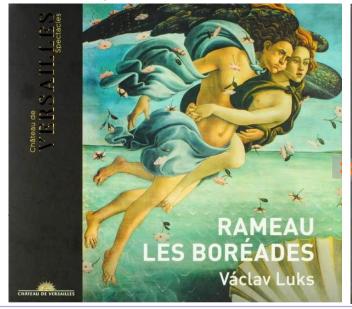
An example is the ensemble Blue Heron led by Scott Metcalfe:





The main artist is: Blue Heron & Scott Metcalfe

### Another example:







For these titles, the soloists - Déborah Cachet, Caroline Weynants, Mathias Vidal, Benedikt Kristjánsson, Benoît Arnold - claim main artist, the members of Collegium 1704 are session musicians here and Václav Luks is conductor. The name of the main artist is then: Déborah Cachet & Caroline Weynants & Mathias Vidal & Benedikt Kristjánsson & Benoît Arnold & Václav Luks & Collegium 1704

### Miscellaneous:

This includes other instrumental recitals, early music and music documents, light classical, electronic and experimental music, instrumental/vocal compilation albums.

An example of this is the album by Anna-Liisa Eller. She is the main artist on this album.



The main artist is: Anna-Liisa Eller

