Writers & Writer Splits

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Managing Writers and Writer Splits

You can easily manage **Writers** and **Writer Splits** in your DISCO.

At a glance

You can add Writers to your **Contacts** using the **Writer Contact Tag**:

	NAME	EMAIL	COMPANY	PHONE	LOCATION	TAGS	EDIT
DW	David Wallace	dwallace@dmpc.com	Dunder Mifflin Pap	6668885555	New York, NY	Writer ×	1
HF	Holly Flax	hflax@dmpc.com	Dunder Mifflin Pap	77788899999	Nashua, NH	Writer ×	1
JH	Jim Halpert	jhalpert@dmpc.com	Dunder Mifflin Pap		Scranton, PA	Writer ×	1
KF	Karen Filapelli	kfilapelli@dmpc.com	Dunder Mifflin Pap	4443335555	Utica, NY	Writer ×	

You can also add Writers and **Writer Splits** on Tracks from the **Writers** tab on the Track Information page:

Cave Dweller Livvy & Friends: Into The	e Forest				<	>	×
Metadata Lyrics W	/riters Tags C	Custom Notes					
Manage Writers	\oplus						
Writer *	Split 🕕	Publisher	F	PRO			
Jim Halpert	✔ 50	Sony Publishing	~	ASCAP		~	×
Writer *	Split 🕕	Publisher	F	PRO			
David Wallace	▶ 50	Sony Publishing	~	ASCAP		~	×
PRO Number 😶							
9999999999							
Writers splits are currently set to write to metadata on this business. Change that here.							
To manage your writers, visit Contacts Copy track					~	Sa	ive

Adding Writers

From the Contacts page

When you add a new or edit and existing Contact, you can add the pre-set Writer tag.

Contacts			×.		Add new contact
Q Search contacts					
NAME	EMAIL	COMPANY	PHONE	LOCATION	TAGS EDIT
David Wallace	dwallace@dmpc.com	Dunder Mifflin Pap	6668885555	New York, NY	Writer ×
HF Holly Flax	hflax@dmpc.com	Dunder Mifflin Pap	77788899999	Nashua, NH	Writer Add contact tags
JH Jim Halpert	jhalpert@dmpc.com	Dunder Mifflin Pap		Scranton, PA	Writer ×

From the **Add new contact window**, adding the **Writer** tag will display additional fields specific to Writers: **Publisher**, **Acts**, and **PRO**.

Add new contact

Need to add more than one contact at once? Import a contact list

Name *	Email
New Writer	not required for Writers
Company	Phone
Location	Tags Writer ★ ✓
Publisher	(/
Sony Publishing \times	~
Acts	
Livvy & Friends	
PRO	
ASCAP X	~

Via CSV import

You can add multiple Writers at once when you import your Contacts via CSV. Just make sure they have the **Writer** tag in the **Tags** column.

A	В	С	D	E	
email	name	phone	company	territory	tags
dwallace@dmpc.com	David Wallace	6668885555	Dunder Mifflin Pa	New York, NY	Writer
tflenderson@dmpc.com	Toby Flenderson	9998887777	Dunder Mifflin Pa	Scranton, PA	Writer
pbeesley@dmpc.com	Pam Beesley		Dunder Mifflin Pa	Scranton, PA	Writer
mscott@dmpc.com	Michael Scott		Dunder Mifflin Pa	aper Co.	Writer

From the Writers tab / when adding Writer Splits

1. Open the Track Menu (:) and select Edit track Information.

- 2. From the **Track Information** page, select the **Writers** tab.
- 3. Click the + plus icon next to where it says Manage Writers.
- 4. Type in the Writer's name and click to Create new writer.

Cave Dweller Livvy & Friends: Into The Fore:	st						
Metadata Lyrics Writers	Tags	Custom	Notes				
Manage Writers 🕀							
Writer *	Split 🕕	Publish	ner				
New Writer 🗸 🗸	Enter %	Sele	ct publis				
Create new writer "New W riter"	Split 🚹	Publish	er , Dublish				
· · · · · · · · · · · · · · · · · · ·	50	Son	y Publis				

5. When creating a Writer and adding a Split, you can choose from existing publishers and PROs or create new ones by typing them in.

Managing Writers' information

You can edit your Writers' information from the Contacts page by clicking on their name. Visit this article for more information on editing Contacts.

The initial PRO and publisher you add for a Writer will be their default publisher and PRO, but you can add other publishers and PROs which can be attached to their splits as well.

Details	Name *
	David Wallace
	Email
	dwallace@dmpc.com
	Company
	Dunder Mifflin Paper Co.
	Phone
	6668885555
	Location
	New York, NY
	Publishers
1	DMPC Publishing × Corporate Publishing × NYC Publishing ×
	Acts
	Scrantonicity, Scrantonicity 2, The Dunders, The Mifflins
	PRO
() ()	ASCAP × CASH × COMPASS × SPAC ×
	Update contact details Cancel

To change the default **Publisher**, **Acts**, or **PRO**, click the **make default** link.



Adding Writer Splits to Tracks

To single Tracks

- 1. Open the Track Menu (:) and select Edit track Information.
- 2. From the Track Information page, select the Writers tab.
- Under Manage Writers, you can choose from existing Writers from your DISCO, or click the + plus icon to add a new one.
- 4. Add the Split percentage, Publisher, and PRO for each Writer.

Writer *	Split 🚹	Publisher	PRO	
Jim Halpert	Ƴ 50	Sony Publishing	✓ ASCAP	~ ×
Writer *	Split 🚺	Publisher	PRO	
David Wallace	✔ 50	Sony Publishing	✓ ASCAP	~ ×

Note: Splits can add up to less than 100%, but the total splits cannot exceed 100%.

- 5. Add the **PRO number**.
- 6. Click the **Save** button.

To multiple Tracks

- 1. Use multi-select to select multiple Tracks.
- 2. In the **Edit** menu at the bottom of the screen, click the pencil.



- 3. This will open the Track information page and allow you to edit multiple Tracks at once.
- 4. From the Track Information page, select the Writers tab.
- 5. Under Manage Writers, you can choose from existing Writers from your DISCO, or click the
 + plus icon to add a new one.
- 6. Add the Split percentage, Publisher, and PRO for each Writer.

Writer *		Split 🕕	Publisher		PRO		
Jim Halpert	~	50	Sony Publishing	~	ASCAP	~	×
Writer *		Split 🕕	Publisher		PRO		
		50	Come Dablishing		40040		\sim

Note: Splits can add up to less than 100%, but the total splits cannot exceed 100%.

- 7. Add the **PRO number**.
- 8. Click the **Save** button.

Removing Splits

To remove a Writer from a Split, click on the X.

Manage Writ	ers 🕂			
Writer *	Split 🕕	Publisher	PRO	· · · · · · · · · · · · · · · · · · ·
Jim Halpert	✔ 50	Sony Publishing	✓ ASCAP	~ ×
Writer *	Split 😗	Publisher	PRO	
David Wallace	✓ 50	Sony Publishing	✓ ASCAP	~ ×