

Managing Writers and Writer Splits

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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**:

<input type="checkbox"/>	NAME	EMAIL	COMPANY	PHONE	LOCATION	TAGS	EDIT
DW	David Wallace	dwallace@dmpe.com	Dunder Mifflin Pap...	6668885555	New York, NY	Writer X	
HF	Holly Flax	hflax@dmpe.com	Dunder Mifflin Pap...	7778889999	Nashua, NH	Writer X	
JH	Jim Halpert	jhalpert@dmpe.com	Dunder Mifflin Pap...		Scranton, PA	Writer X	
KF	Karen Filapelli	kfilapelli@dmpe.com	Dunder Mifflin Pap...	4443335555	Utica, NY	Writer X	

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



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< > X

Metadata

Lyrics

Writers

Tags

Custom

Notes

Manage Writers

Writer *

Split

Publisher

PRO

Jim Halpert

50

Sony Publishing

ASCAP

X

Writer *

Split

Publisher

PRO

David Wallace

50

Sony Publishing

ASCAP

X

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 info

Save

Adding Writers

From the Contacts page

When you [add a new](#) or [edit and existing](#) Contact, you can [add the pre-set Writer tag](#).

Add new contact

Need to add more than one contact at once? [Import a contact list](#)

Name *	Email
<input type="text" value="New Writer"/>	<input type="text" value="not required for Writers"/>
Company	Phone
<input type="text"/>	<input type="text"/>
Location	Tags
<input type="text"/>	<input type="text" value="Writer X"/>

Contacts

Add new contact

Search contacts...

<input type="checkbox"/>	NAME	EMAIL	COMPANY	PHONE	LOCATION	TAGS	EDIT
<input type="checkbox"/>	David Wallace	dwallace@dmpe.com	Dunder Mifflin Pap...	6668885555	New York, NY	Writer X	
	Holly Flax	hflax@dmpe.com	Dunder Mifflin Pap...	7778889999	Nashua, NH	Writer	
	Jim Halpert	jhalpert@dmpe.com	Dunder Mifflin Pap...		Scranton, PA	Writer X	

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
<input type="text" value="New Writer"/>	<input type="text" value="not required for Writers"/>
Company	Phone
<input type="text"/>	<input type="text"/>
Location	Tags
<input type="text"/>	<input type="text" value="Writer X"/>
Publisher	
<input type="text" value="Sony Publishing X"/>	
Acts	
<input type="text" value="Livvy & Friends"/>	
PRO	
<input type="text" value="ASCAP X"/>	

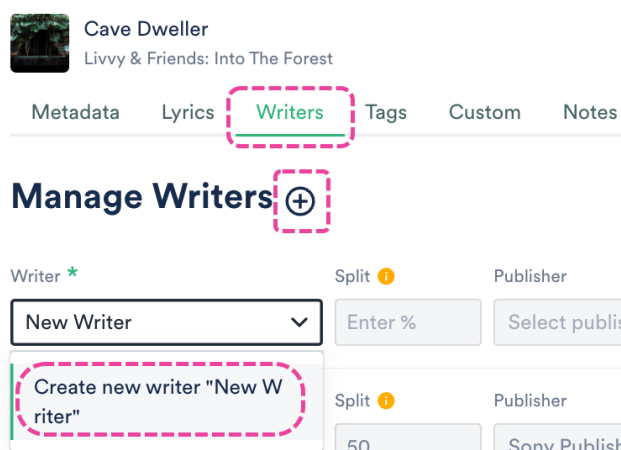
Via CSV import

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	B	C	D	E	
email	name	phone	company	territory	tags
dwallace@dmmpc.com	David Wallace	6668885555	Dunder Mifflin Pa	New York, NY	Writer
tfhenderson@dmmpc.com	Toby Flenderson	9998887777	Dunder Mifflin Pa	Scranton, PA	Writer
pbeesley@dmmpc.com	Pam Beesley		Dunder Mifflin Pa	Scranton, PA	Writer
mscott@dmmpc.com	Michael Scott		Dunder Mifflin Paper 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**.



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Metadata Lyrics **Writers** Tags Custom Notes

Manage Writers (+)

Writer * Split ⓘ Publisher

New Writer Enter % Select publisher

Create new writer "New Writer" Split ⓘ Publisher

50 Sony Publisher

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
DMPC Publishing × Corporate Publishing × NYC Publishing ×

Acts
Scrantoncity, Scrantoncity 2, The Dunders, The Miffins

PRO
ASCAP × CASH × COMPASS × SPAC ×

[Update contact details](#) [Cancel](#)

[?](#)

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

DW David Wallace [Actions](#)

Details

David Wallace
dwallace@dmpc.com [Edit](#)

Company Dunder Mifflin Paper Co.
Phone 6668885555
Location New York, NY

Publishers DMPC Publishing
 Corporate Publishing [make default](#)
 NYC Publishing [make default](#)

Acts Scrantoncity, Scrantoncity 2, The Dunders, The Miffins
 ASCAP

PRO CASH [make default](#)
 COMPASS [make default](#)
 SPAC [make default](#)

These were added first so they are the defaults.

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.
3. 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**.

Manage Writers ⊕

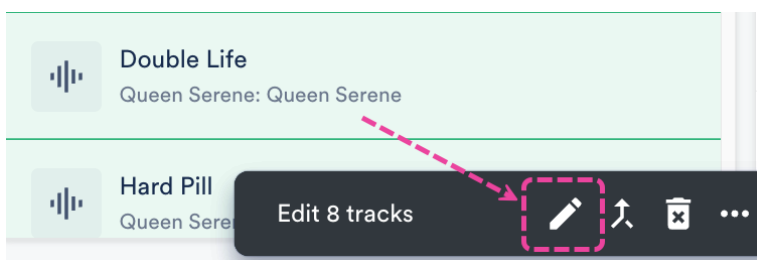
Writer *	Split ⓘ	Publisher	PRO	
Jim Halpert ▼	50	Sony Publishing ▼	ASCAP ▼	✕
David Wallace ▼	50	Sony Publishing ▼	ASCAP ▼	✕

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**.

Manage Writers ⊕

Writer *	Split ⓘ	Publisher	PRO	
Jim Halpert ▼	50	Sony Publishing ▼	ASCAP ▼	✕
David Wallace ▼	50	Sony Publishing ▼	ASCAP ▼	✕

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 Writers ⊕

Writer [*]	Split ⁱ	Publisher	PRO
Jim Halpert ▼	50	Sony Publishing ▼	ASCAP ▼ X
David Wallace ▼	50	Sony Publishing ▼	ASCAP ▼ X