

MIT KODA

A GUIDE

KODA



1/ LOG ON

LOG ON TO MY KODA

>
Go to KODA's website www.koda.dk.
Choose the link to "[Mit KODA](#)" (*My KODA*) under "Medlemmer" (Members).

Then you get the logon picture:

Logon to My KODA

On "My KODA" you can see much of the information registered by KODA and you can notify your musical works and report concerts.

Username	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Log on"/>

[Create new user](#) | [Forgotten your password?](#) | [IT requirements and security](#) | [Add My KODA to your favourites](#)

Periods when you cannot access "My KODA":
Tuesday – Friday from 02:00 to 04:00 a.m.
and Friday from 21:00 to 00:30 p.m.

2/ CREATE NEW USER

>
If you are a new user click on "[Opret ny bruger](#)" (*Create new user*). You must use your KODA-number as well as your CPR/CVR number.

Create username and password

Here members can create an account for the use of My KODA.

Enter the username and password you wish to use. Please note that these are case sensitive.

Username	<input type="text"/>
E-mail	<input type="text"/>
KODA Number	<input type="text"/>
CPR Number (without hyphen)	<input type="text"/>
	(what do I do if I do not have a Danish CPR Number?)
Password	<input type="password"/>
Confirm password	<input type="password"/>
	<input type="button" value="Create new user"/>

Enter your personal information and confirm. You can find your KODA Number on your distribution and other material from KODA.

3/ WELCOME

On the welcome screen for "[Mit KODA](#)" (*My KODA*) you have the following options:

	Medlem
My own musical works:	showing which works KODA has registered with you as a rights holder
KODA Distribution:	showing your distribution specifications from KODA as of March 2003
NCB web services:	Distributions from NCB as PDF files
eKODA-list:	where you can report your concerts to KODA
eNotification:	where you can notify your works
My profile:	where you can see and update you contact and payment information

4/ eNOTIFICATION

How to complete a work notification

Original title *	<input type="text" value="EN LILLE SANG (A Little Song)"/>
Alternative title	<input type="text"/>
Duration *	<input type="text"/> <input type="text"/> (Min:Sec)
Year of composition	<input type="text"/> (for instance 2008)

KODA No.	CPR No.	Name (surname, first name)	Role *		
0000000	<input type="text"/>	OLSEN OLE	<input type="checkbox"/> Composer	<input type="checkbox"/> Lyricist	<input type="checkbox"/> Arranger
1111111	<input type="text"/>	HANSEN HANS	<input type="checkbox"/> Composer	<input type="checkbox"/> Lyricist	<input type="checkbox"/> Arranger
2222222	<input type="text"/>	JENSEN JENS	<input type="checkbox"/> Composer	<input type="checkbox"/> Lyricist	<input type="checkbox"/> Arranger

>
If you wish to notify a new work, choose "[eAnmeld](#)" (*eNotification*) and then "[Anmeld originalværk](#)" (*Notify an original work*).

>
If you wish to notify a translation or an arrangement of others' works, choose "[Anmeld arrangement/oversættelse](#)" (*Notify arrangement/translation*).

>
Fields marked with a red asterisk (*) are required, i.e.: Title, duration and rights holder's name and role.

The remaining fields are only to be completed in connection with certain types of works.

>
Then you choose "[Fortsæt](#)" (*Continue*).

A standard division of shares is shown.

>
If you wish an agreed division of shares you can state it here. Remember to observe KODA's distribution rules! For instance that the lyricist is entitled to a minimum share of 25% and that an arranger is entitled to a maximum share of 16.67%. Remember to enter the share to the arranger – the system does not do it automatically.

If you choose agreed division you

have to send signatures from all composers/lyricists to KODA. The system will give you a reminder when you choose an agreed division, which requires a signature from all parties involved. You have now completed your work notification which you are to confirm.

>
Choose "[Send anmeldelse](#)" (*Send notification*). It may take a few days before you can see the work(s) in "[Egne musikværker](#)" (*My own musical works*), but on the first site of eAnmeld you can see that the work has been notified.

5/ eKODA LIST

Create concert

Date

Closing date

Time :

Number of concerts

Venue
 --- Choose venue ---

Concert promoter
 --- Choose concert promoter ---

Set list
 --- Choose set list ---

Attendance

Ticket price

Comments

Create venue

Name of venue*

Address 1*

Address 2

Address 3

Danish post code*

Country

Phone

Mobile

Fax

E-mail

Website

Contact person

Create also as concert promoter

> When you wish to report a concert to KODA, choose [eKODA-liste](#) and start by creating a soloist or band name.

> You can choose to create a concert right away and thus start reporting immediately. During the procedure you must enter information about venue and concert promoter and you must make a set list etc.

> You can also do it the other way around; i.e. you start creating venue, concert promoter, set list and then choose "[Opret ny koncert](#)" (*Create new concert*) and follow the instructions.

> If you start with "[Opret koncert](#)" (*Create concert*) you do the following:

State starting date, time, venue and concert promoter.

> Press "[Ny](#)" (*New*) against Spillested (*Venue*) and enter as a minimum the information requested in the fields marked with an asterisk (*). If Venue and Concert Promoter are identical, you can mark it by ticking off "[Opret også som koncertarrangør](#)" (*Create also as concert promoter*).

> Click "[Opret](#)" (*Create*) Remember that the concert promoter is the one paying for the concert to KODA. It is usually the venue and very seldom a booker or a manager.

> Click "[Opdater](#)" (*Update*)

Now you have to add the works performed. Click "[Tilføj værk](#)" (*Add work*) or "[Tilføj værker fra sætliste](#)" (*Add works from set list*).

Works

Title	Duration	Number of performances	
Jeg Ved En Lærkerede	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Hvor Skoven Dog Er Frisk Og Stor	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Marken Er Mejet	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Total Duration 10:00			
<input type="button" value="Update duration"/>		<input type="button" value="Add work"/>	
<input type="button" value="Create set list with these works"/>			
<input type="button" value="Add Works from set list"/>			
<input type="button" value="Click here when you have added all works"/>			

You can pick out works from 3 lists:

- "Used" – Works used in your previous KODA-lists via Mit KODA
- "Own" – Your own works with you as rights holder
- "KODA" – All works in KODA's database

> you cannot find a certain work, click "[Anvendte](#)" (*Used*) and "[Tilføj nyt værk](#)" (*Add new work*). State work title, duration and composer. PLEASE NOTE! that this addition of a work to the eKODA-list is **not** a notification of the work.

> Having completed the set list with all the works played at the concert, you can alter the duration and click "[Opdater varighed](#)" (*Update duration*). If you wish to create a set list with these works, click "[Opret sætliste med disse værker](#)" (*Create set list with these works*). Then you click "[Klik her, når du har tilføjet alle værker](#)" (*Click here when you have added all works*) and click "[Send Koncert til KODA](#)" (*Send concert to KODA*).

You have now finalised the reporting and you will see a yellow padlock farthest to the left, which means that you can no longer make changes in the concert reported. If you do not wish to send the reporting right away, you can save it for later.

Used

Title Search

Title	Duration	
Hvor Skoven Dog Er Frisk Og Stor	3:00	<input type="button" value="Choose"/>
Jeg Ved En Lærkerede	3:00	<input type="button" value="Choose"/>
Marken Er Mejet	4:00	<input type="button" value="Choose"/>

It is not necessary to send contracts or signatures from the venue to KODA. However, we do reserve the right to request documentation for the concert at a later time.

REMEMBER that KODA must have the concert information no later than a month after the concert has taken place.

6/ MY OWN MUSICAL WORKS

Here you can find all the musical works that we have registered in your name. You can find more information on the individual work by clicking on the work title.

7/ KODA DISTRIBUTION

Here you can see the distributions from KODA. For each individual distribution area you can click on "[Vis bilag](#)" (*Show specification*) or choose the more detailed version by clicking on "[Vis detaljer](#)" (*Show details*) and choose the middle tab "[Afregningsdetaljer](#)" (*Distribution details*).

You can now click on "[Vis rapportering](#)"

(*Show reporting*) and see where and when the work has been performed and in which broadcasts your works have been played in for instance DR and TV2.

Under "[Vis detaljer](#)" (*Show details*) you can choose the tab "[Ikke-anmeldte værker](#)" (*Non-notified works*) to see if the

relevant distribution includes works, which you still have not notified.

You can see your annual income by clicking on "[Vis indtjening pr. år](#)" (*Show income per annum*).

8/ NCB WEB SERVICES

Here you can see the distributions from NCB. Click on the small squares to see the distribution. If you get an error message it is most likely because you have not got a distribution from NCB.

With the function "[Album and track search](#)" you can see the information on the recordings registered by NCB. You can search on albums, individual tracks as well as producer.

You can contact NCB by phone: (+45) 33 36 87 00 or mail: medlem@ncb.dk.

9/ MY PROFILE

Here you can find the contact and payment information we have registered about you. You are able to correct your address, e-mail and bank information yourself.

10/ USER INFORMATION

Here you can change your user name and pass word and you can adjust the [time-out-period](#).

/ CONTACT

If you have any questions, please contact Medlemsinformation by phone: (+45) 33 30 63 20 or by e-mail: medlem@koda.dk

KODA

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