Song Registration Checklist

Page 1: get your originals registered and your gigs reported so live royalties can flow.

1. Before your first report: join and register (checked 20 November 2026)

Step	What to have ready	Tick
Join APRA as a writer (free)	You write songs and they are performed live, broadcast, or streamed online. Only band members who write need to join. Under 18: parent or guardian consent.	
Agree splits first	Talk with every co writer and agree percentages that add up to 100% before anyone registers. Use the split sheet on page 2.	
Register each song	Writer Portal or app: Works, Register a New Work, Regular Work. Title, performer name, duration, ISRC if you have one.	
Add co writers	Names, APRA AMCOS membership status, role (composer or author) and agreed share. One member can register for all if everyone is a member.	
Check it shows Registered	Title, writers, shares, roles, alternative titles. Split or title changes later need APRA AMCOS and co writer approval.	

2. After every gig: report it

Step	Notes	Tick
Note what, where and when	Songs in order (covers too), venue, suburb, date and set times. Our online logger keeps this for you.	
Check the show type	Venue gigs and AU or NZ live streams: report yourself. Promoted events: the promoter usually submits. Private functions and busking from 1 July 2026: not claimable.	
Submit in the app or Writer Portal	As soon as you can. Standard claim period: one year from the gig (up to three years with evidence for ongoing members).	
Keep evidence	Posters, ticket links, venue messages and social posts help if APRA AMCOS asks.	
Watch the payment month	Processing takes about six months. Domestic royalties are paid in February, May, August and November.	

3. Gig log

Date	Venue and suburb	Set times	Originals played	Submitted?

Live performance royalties come from a pool of venue licence fees shared across all reports, so amounts vary and nothing is guaranteed. You only earn for songs you wrote or co wrote. Check the current APRA AMCOS pages before you rely on any step.

Co Writer Split Sheet

Page 2: agree who wrote what, and the shares, before you register the song.

4. Song details

Song title	Date written	Recording or demo (ISRC if any)

5. Writers and shares (must total 100%)

Writer name	Role (composer, author, both)	APRA member? (or affiliate)	Share %	Signature	Date
Total			**100%**		

6. What we agreed

Question	Answer
Who registers the song with APRA AMCOS?	
How did we decide the shares (equal, or by contribution)?	
Is any part based on someone else's song or a sample?	
Who looks after the recording (master) and its income?	
Contact for each writer (email or phone)	

Composer usually means the music and author the lyrics. Keep a signed copy for every writer. Changing shares after registration needs written approval from the writers and APRA AMCOS support. This sheet is a record of what you agreed, not legal advice.