Managing Writers and Writer Splits

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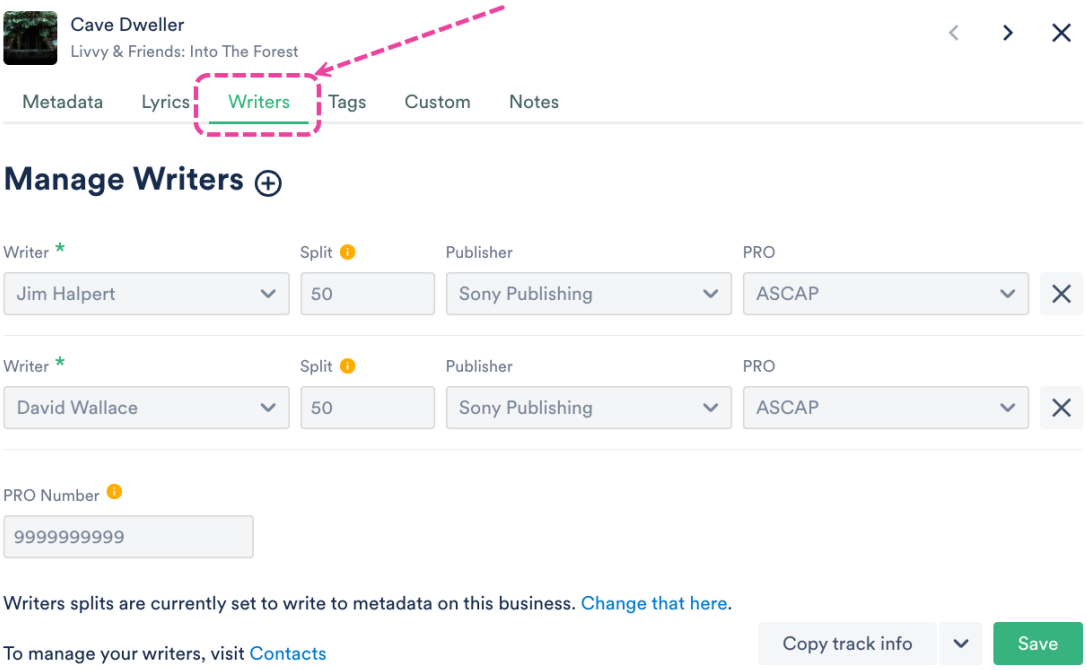
You can easily manage **Writers** and **Writer Splits** in your DISCO.

At a glance

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



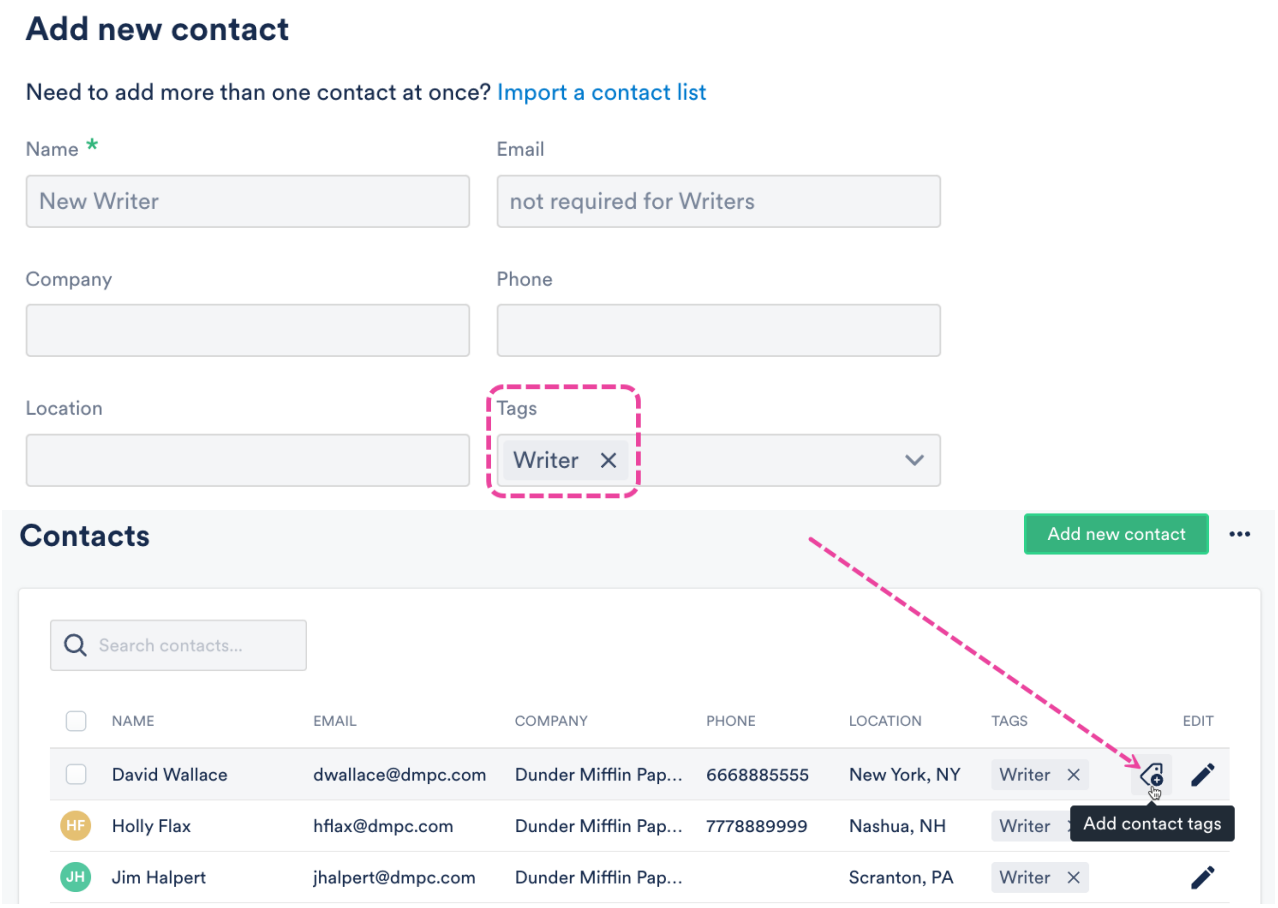
You can also add Writers and **Writer Splits** on Tracks from the **Writers** tab on the Track Information page:



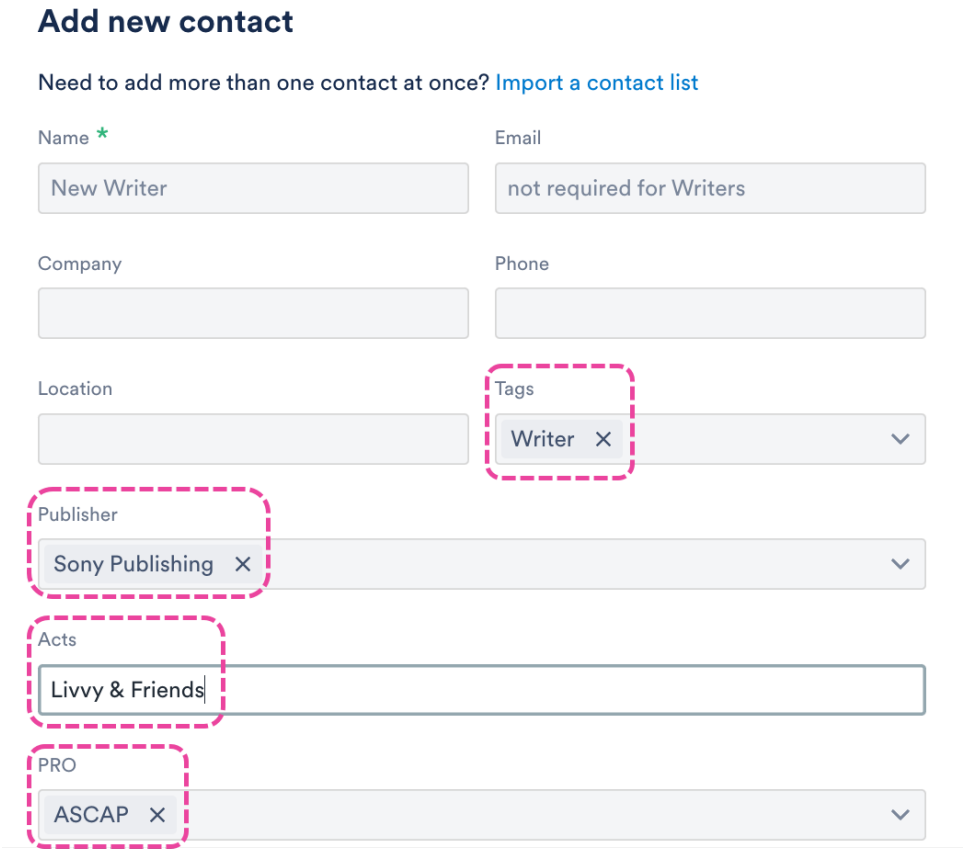
Adding Writers

From the Contacts page

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



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



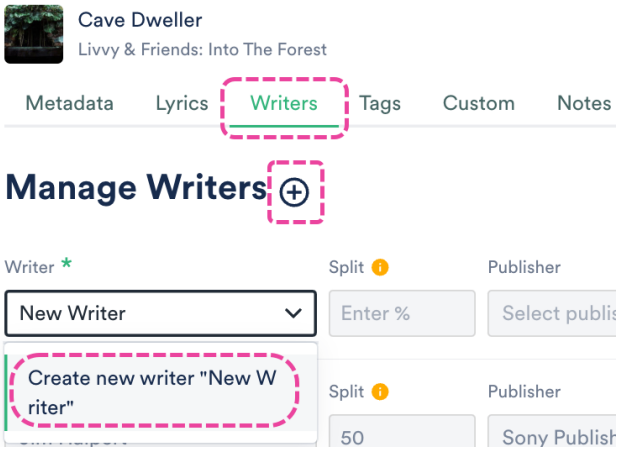
Via CSV import

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@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 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**.

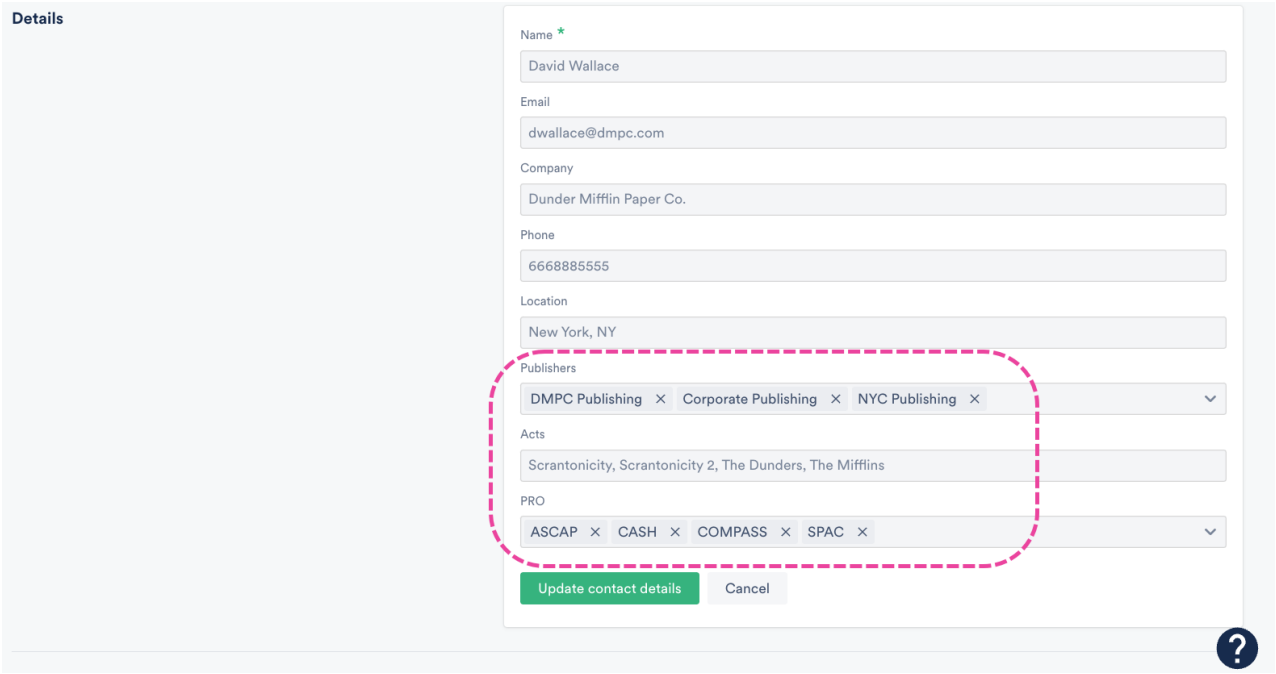


5. When creating a Writer and adding a Split, you can choose from existing publishers and PROs or create new ones by typing them in.

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.



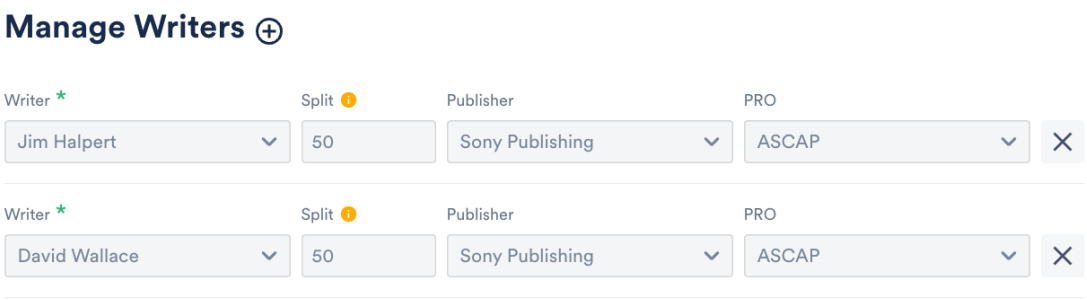
To change the default **Publisher**, **Acts**, or **PRO**, click the **make default** link.



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.
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**.

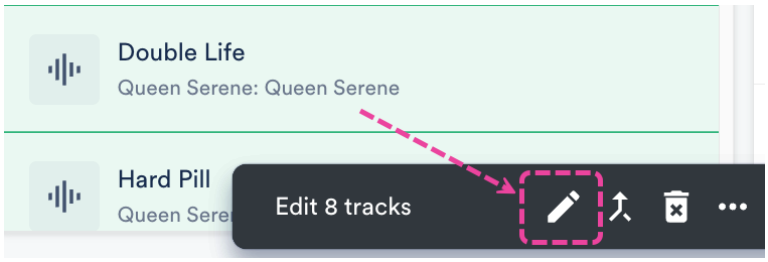


> ***Note:*** *Splits can add up to less than 100%, but the total splits cannot exceed 100%.*

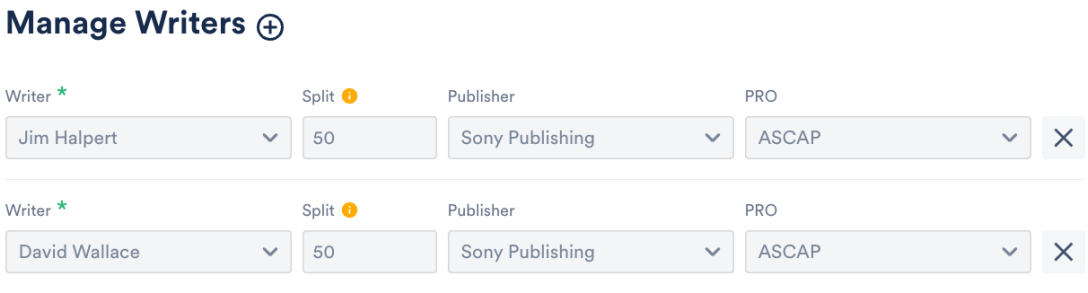
5. Add the **PRO number**.
6. Click the **Save** button.

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**.



> ***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**.

