

Record Label User Guide

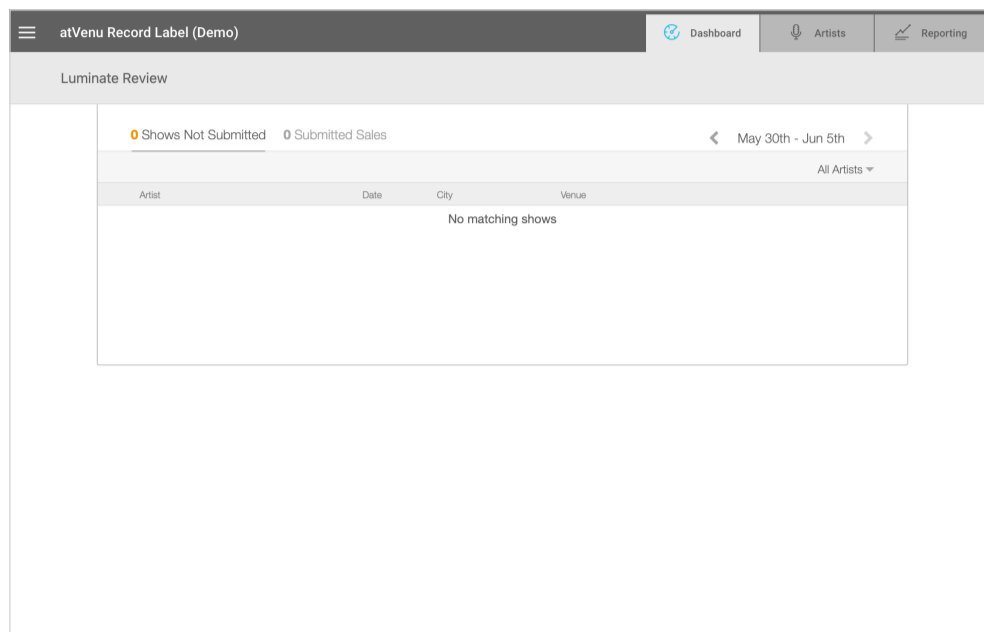
For Record Label Admin Users

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Record Label Dashboard

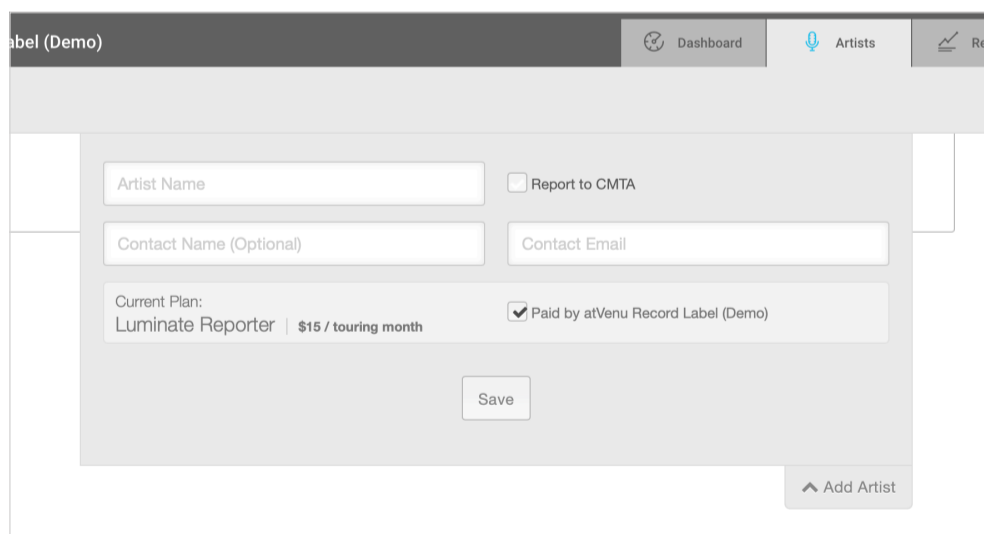
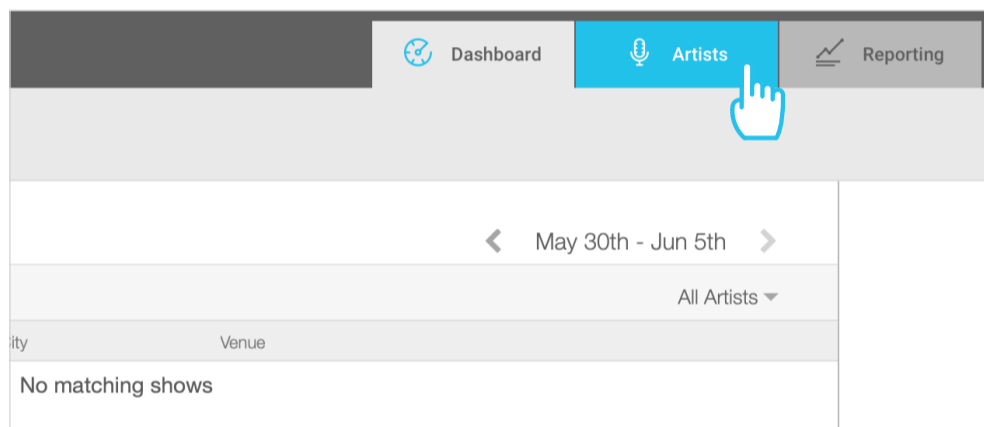
When you log in to atVenu.com as a Record Label User, you first land on the Record Label Dashboard. The Record Label Dashboard provides an overview of Submitted Sales, and Shows Not Submitted.



Add Artists

To add Artists to your Label's roster, click the **Artists** button in the upper right.

- Enter the Artist Name
- Enter an optional Contact Name
- Enter a Contact Email. The email entered here will receive login instructions
- Select if the Label should pay for the Luminare Reporter account on behalf of the Artist. Note that if this is not selected, a Credit Card must be saved under the Account Settings of the individual Artist account in order to submit music sales to Luminare



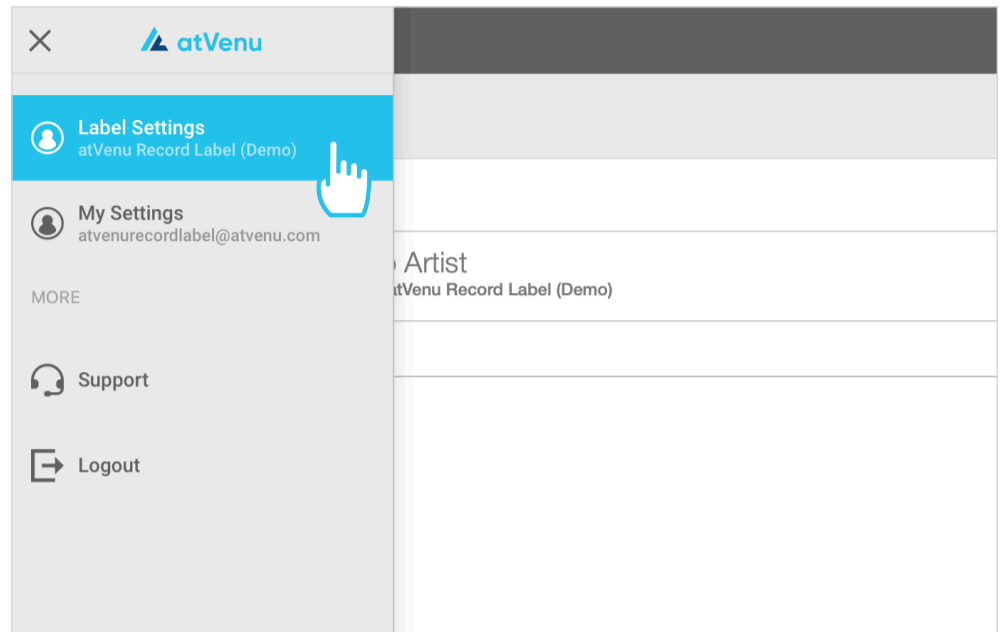
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Record Label Settings

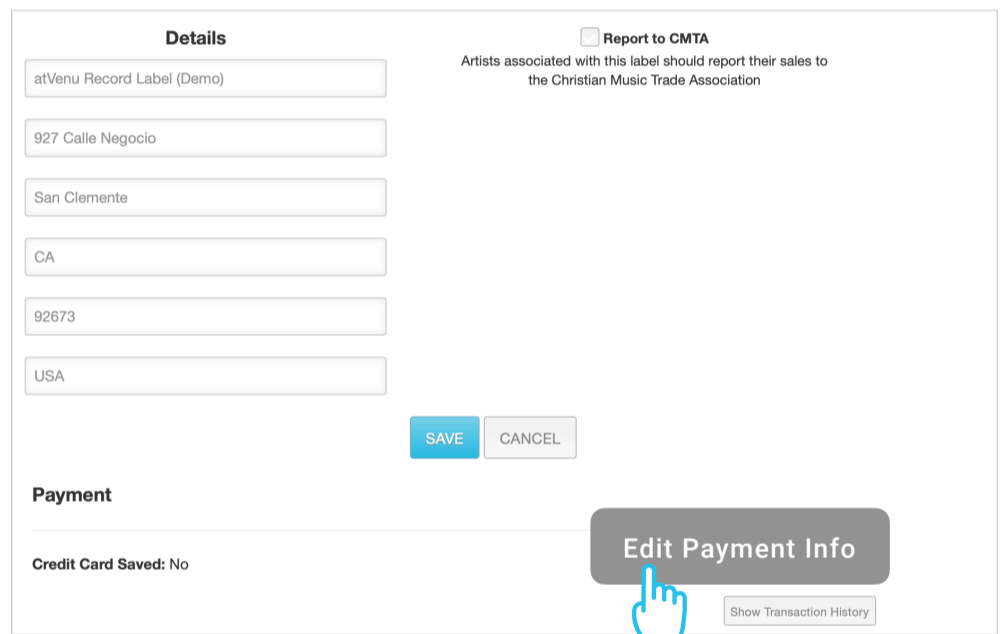
To access Record Label Settings in order to save a Credit Card for billing purposes, edit label details, or view a history of your atVenu transactions:

- Click the Menu button in the upper left
- Then click **Label Settings**



Edit Payment Info

To save a required Credit Card for billing purposes, on the Label Settings page, click the **Edit Payment Info** button toward the bottom of the page.

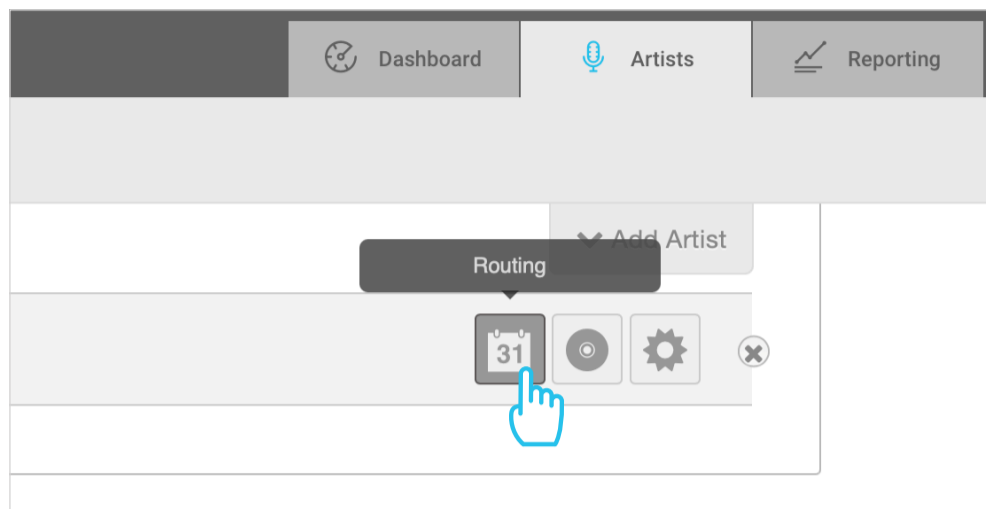


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Artist Routing

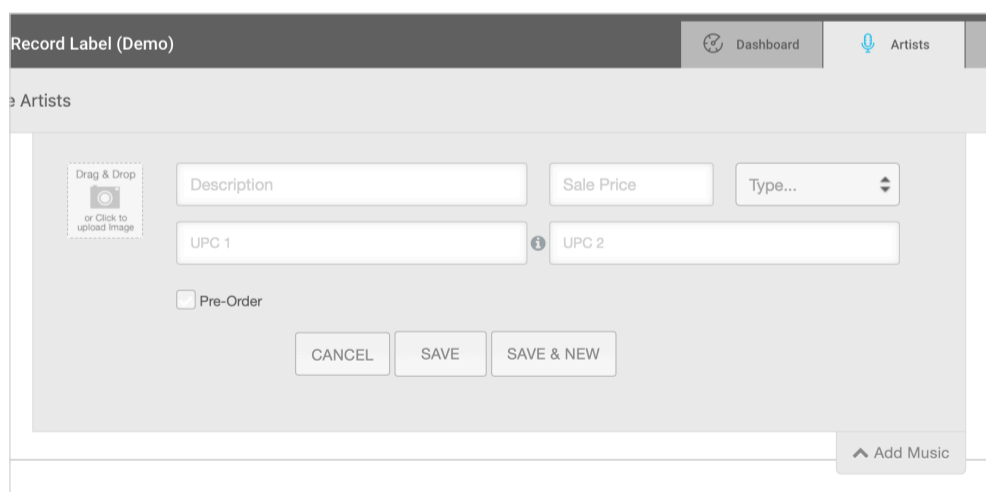
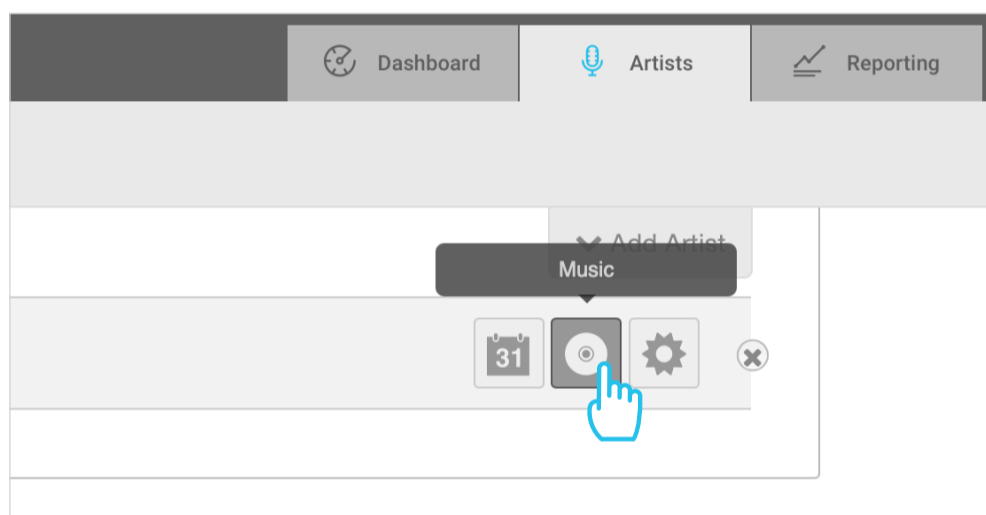
To access an Artist account in order to add shows to routing, from the **Artists** page, click the **Calendar** button. This will load the Artist account's Shows page where you can proceed to add shows to routing.



Add Music Items

To access an Artist account in order to add shows to routing, from the **Artists** page, click the **Record** button. Then, on the Music page:

- Click **Add Music**
- Add an image
- Enter item name/description
- Enter a valid UPC
- If the item is a Pre-Order, check the box, then complete the required fields



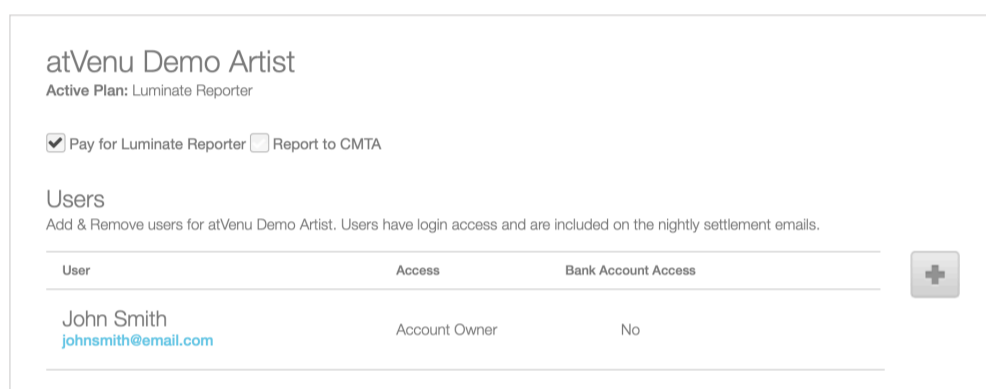
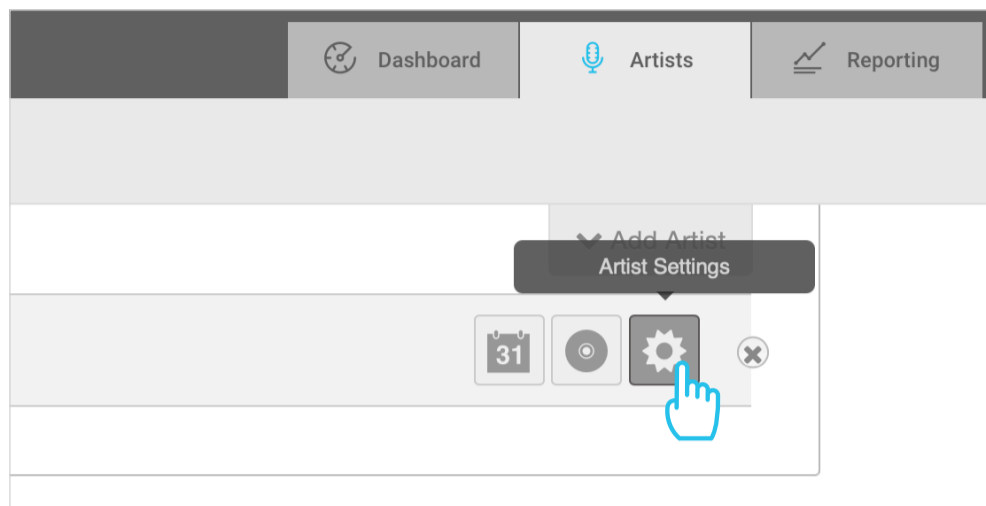
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Artist Settings

To access Artist Settings, click the **Gear** button. Here you can manage Artist settings, including:

- Enable/Disable **Pay for Luminate** on behalf of the Artist
- Enable CMTA reporting
- Add or remove users from the Artist account

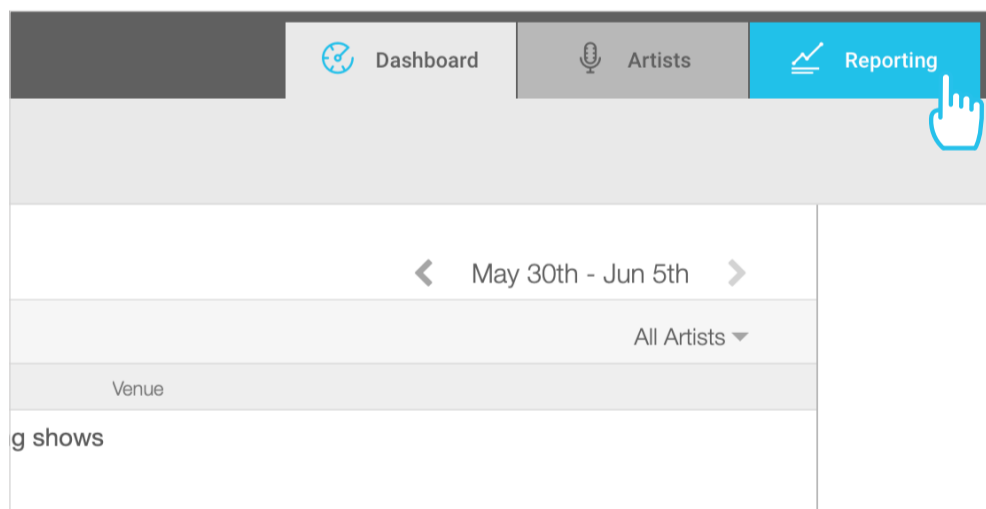


Reporting

Record Label users have access to Venue Music Sales reporting. Click **Reporting** from the main navigation in the upper right. This report will provide sales data across all, or specific Artists, and is also filterable by date range.

Additionally, you have the ability to view submission status for individual shows. To access the Sales Submission Review page for any specific Artist/show:

- From the **Artists** page, click the **Calendar** button. This will load the Artist account routing
- Select any show from the **Open** or **Completed** show lists to view the Sales Submission Review page which includes the status of all show specific Luminate submissions





Thank You!

If you have any further questions or concerns please contact us:

atVenu.com/support or support@atVenu.com