



VOICEBANK
.CO.ZA

BROWSE THE SITE, DOWNLOAD THE CLIP, BOOK THE ARTIST

Getting your talent agency on Voicebank!

Information for agents on joining and managing artists.

2016





Contents

- Introduction
- Getting your agency listed
- Voicebank Subscriptions
- Discounts
- Registering your agency
- Getting your voices on Voicebank
- Payment process
- Partner Studios
- Booking for your artists' recording
- What artists need to bring to the recording
- Submitting your artists' clips
- Managing your artists
- How to download\email clips
- Renewals
- Frequently asked questions
- Contact details

IMPORTANT: This document is valid until 1st April 2017 and is for agents NOT artists. If you have received this document after the above date please contact Voicebank.co.za to get the latest version!



Introduction

- ✦ Voicebank.co.za is an online voice directory to help the industry search for, and cast voices for their productions.
- ✦ Voicebank is a Sonovision Studios and PMA initiative designed to cater for advertising agencies, theatrical producers, casting agents, and radio and television producers who require an audio database of newcomers through to the top voices in the country.
- ✦ Voicebank is a total voice casting tool where users can easily search for artists using our unique *Power Search* engine to quickly find artists that meet their criteria. Other search tools such as *Artist Search* and *Keyword Search* are also available to help users find exactly what they are looking for. From the search results, users can listen to the artists audio clips and registered users may download the clips, email them to colleagues and add them to their personal Voicebox (for future reference).
- ✦ If you are a talent agent, getting your agency and voices on Voicebank is the best way to market yourself and your talent. Voicebank offers you your own page on the site to promote your agency and showcase your talent! Each of your artists also receive their own page on the site.





Getting your agency listed

- ✦ Registering your talent agency on voicebank.co.za is **free of charge**, we only charge a subscription fee for the artists registered on the website. More information on artist subscription fees and renewals can be found later in this document.

- ✦ **In order for your talent agency to be visible on the website you need to have at least one artist registered with an active subscription at all times, otherwise your agency will become inactive.**

- ✦ Your responsibilities as an agent include:
 - ✦ Marketing the Voicebank website to artists and users casting voices.
 - ✦ Providing new artists with information on how to join and assist them by:
 - ✦ Registering them on the website (uploading pictures & bio's)
 - ✦ Facilitating payment
 - ✦ Booking a recording date
 - ✦ Ensuring that their profile is up to date at all times

- ✦ Agents gain exclusive access to our news facility on voicebank.co.za You may post any information to promote your agency or artists on a monthly basis. Simply email your news to admin@voicebank.co.za





Voicebank Subscriptions

- ✦ Now that you've decided that voicebank.co.za is the best place to market your talent, your artists need a subscription to get their voice on the site. You may choose from the following:
 - ✦ Adults (artists over 16)
 - ✦ **Standard Annual Subscription**
(1 year, load up to 25 voice or showcase clips, EXCLUDING RECORDING)
R499
 - ✦ Kids (artists under 16)
 - ✦ **Junior Annual Subscription**
(1 year, load up to 10 voice or showcase clips, EXCLUDING RECORDING)
R375
- ✦ Your subscription includes:
 - ✦ The listing of your voice on the Voicebank website for 1 year
 - ✦ Your own profile with picture and biography (you or your agent need to upload this and keep it up to date)
 - ✦ The promotion of your voice in our *Most Recent Artists* section, for a limited time.
 - ✦ VAT @ 14%
- ✦ Your subscription does not include:
 - ✦ The recording of your voice clips. Please refer to the "Partner Studios" section if you need to record voice clips.





Discounts

✦ Agents play a vital role in the marketing of Voicebank and management of talent on the site. We offer a discount to all our agents registered on the website.

✦ How do discounts apply?

✦ **Standard Annual Subscription**

(1 year, load up to 25 voice or showcase clips, EXCLUDING RECORDING)

R499 – R50 discount = R449 payable

✦ How to qualify for the discounts above:

✦ **Subscriptions:** To automatically qualify all you need to do is make sure that you register your artists on the website, collect the full payment price from your artist then pay the discounted price to Voicebank and book for the recording!

NB: Discounts are not given in cases where the artist pays Voicebank directly for renewals or new subscriptions so make sure your artist joins or renews via your agency to get the discount!





VOICEBANK
.CO.ZA
BROWSE THE SITE, DOWNLOAD THE CLIP, BOOK THE ARTIST

Registering your agency on Voicebank

- ✦ Before you can add artists you need to register your agency on the site. Registration is FREE, once-off and is a quick and simple process.
 - ✦ Go to <http://www.voicebank.co.za>
 - ✦ Click on *Join*
 - ✦ Complete the registration form
- ✦ **Make sure that you choose "Agent" as the user type.**
- ✦ The contact details you provide will be displayed on the website so that users can contact you to book the artist they would like to record.
 - ✦ When you have completed the form click on *Register*
- ✦ **You will now receive an email or an sms with information on how to activate your profile. It is very important that you follow the instructions in the email\sms to complete the registration process successfully. If you don't receive a message within 1 hour after registering please contact admin@voicebank.co.za for assistance.**
- ✦ Once you have registered your agency you can start registering voices!





Getting your voices on Voicebank

These steps 1-4 need to be completed for each artist.

➤ STEP 1 – Registration

- Before your artist can record their voice clips or have their showcase clips uploaded you need to register them on the Voicebank website as a voice artist.
 - Go to <http://www.voicebank.co.za>
 - Click on *Login* (enter the email address and password you registered with)
 - Hover your mouse over *Artists* and then click on *Manage*
 - Click on *Add*
 - Complete the registration form
- When completing the form you must enter your artists' contact details, not your own. **Voicebank will never display an artists' direct contact details on the site, your agency will always be listed as the bookings number.**
- The username and password you enter will be different from your own and unique to each artist. You should make sure they have the username and password for their account so they can login to the website to download\email their clips.
 - When you have completed the form click on *Register*
- **Your ARTIST will receive an email or an sms with information on how to activate their profile! It is very important that they follow the instructions in the email\sms to complete the registration process successfully. If they don't receive a message within 1 hour after registering please contact admin@voicebank.co.za for assistance.**
- Once you have registered, you may proceed to step 2.





Payment process

✦ STEP 2 – Payment

- ✦ The next step is payment for the subscription. The full subscription amount (including any additional clips and CDs) will need to be deposited into the account below:

Account name: Sonovision Studios Pty (Ltd)

Bank: First National Bank

Account No: 62360545449

Branch: Rivonia

Branch code: 250-355

Important:

- ✦ Payments for your voice clips recording (if applicable) need to be made DIRECTLY and in ADVANCE to the studio you are recording at, NOT Voicebank.
- ✦ Please use your name & surname as the reference for the payment.
- ✦ Proof of payment must be either emailed to accounts@voicebank.co.za or faxed to 086 541 1839
- ✦ In cases where payment proofs are faxed, please include a contact telephone number & email address.
- ✦ You will receive confirmation of payment within 48hrs.

Cash payments:

- ✦ If you would like to pay cash for your subscription please contact accounts@voicebank.co.za **Cash payments do not qualify for discounts.**





VOICEBANK
.CO.ZA
BROWSE THE SITE, DOWNLOAD THE CLIP, BOOK THE ARTIST

Partner Studios

If your artist needs to record voice clips for their subscription we have partner studios in Johannesburg & Cape Town that can professionally record your voice clips.

✦ Johannesburg



- ✦ **Address:** 40 Wessel Rd, Rivonia 2128, South Africa
- ✦ **Phone:** +27 (0) 11 202 1800
- ✦ **Rate:** R325 per 30min including VAT.

✦ Cape Town



- ✦ **Address:** 21 Bloem Street, Cape Town 8001, South Africa
- ✦ **Phone:** +27 (0) 21 424 6000
- ✦ **Rate:** R325 per 30min including VAT.





Booking for your artists' recording

✦ STEP 3 – Bookings

Please skip to step 5 if your artist has already recorded their voice clips.

- ✦ Bookings are essential! Please contact the studio you would like to record your voice clips at directly. They will confirm the cost of the recording with you and the next available date.
- ✦ **Recordings cannot take place unless the studio has received payment in advance.**
- ✦ If for some reason your artist cannot attend the recording that has been scheduled please notify the studio at least 24 hours in advance so we can arrange a new date for your recording.
- ✦ **A NON-REFUNDABLE 100% CANCELLATION FEE WILL BE CHARGED ON ALL BOOKINGS THAT ARE NOT CANCELLED AT LEAST 24 HOURS IN ADVANCE AND IN CASES WHERE THE ARTIST DOES NOT ARRIVE FOR THE RECORDING.**
- ✦ **IN CASES WHERE THE ARTIST IS MORE THAN 15MIN LATE FOR A RECORDING THE ABOVE CANCELLATION FEE ALSO APPLIES.**



What does your artist need to bring to the recording

- STEP 4 – The following are to be supplied by the voice artist when coming to the recording:

Please skip to step 5 if you have already recorded your voice clips.

- All scripts for the chosen voice clips. If they are recording 4 clips then they need to have prepared 4 scripts. If they are only recording 2 clips then they only need 2 scripts. **Voicebank does not supply scripts! Each script should be a different delivery style and artists should not do more than one delivery style or accent per clip!**
- We only recommend recording clips in a specific accent if an artist can perform the accent very convincingly.
- All scripts are to be max. **30 seconds** long without branding and should not be taken out of magazines. Scripts should be original or reworked, using fictitious brand and company names. **Voicebank does not take any responsibility for any legal issues arising in this matter.**
- If a showcase spot (an existing commercial) is being put on the site, they need to be uploaded to <http://upload.voicebank.co.za> **Showcase spots may not exceed 60 seconds. You are responsible for obtaining permission to use an actual advertisement as your showcase clip.**
- Please ensure that your artist is prepared for the recording and that they have rehearsed their scripts. Remember, users choose the voices that sound the best!
- VOICEBANK AND OUR PARTNER STUDIOS RESERVE THE RIGHT TO DECLINE YOUR SUBSCRIPTION IF WE FEEL THAT YOU ARE TOO INEXPERIENCED OR YOUR VOICE IS NOT SUITABLE. IN THIS CASE YOUR SUBSCRIPTION WILL BE REFUNDED.



Submitting your clips

- **STEP 5** - Once you have registered and paid for a subscription you need to submit your artists' voice clips to Voicebank so that we can load them onto the website.
 - **Format:**
Your audio files **MUST** conform to the following format otherwise they will be rejected.
WAV 44.1kHz 16 Bit Stereo\Mono
 - **File Name:**
Please label your clips: Name_Surname_Language_DeliveryStyle_Accent.
Example: Joe_Bloggs_English_Conversational_SouthAfrican
 - **Quality:**
It is imperative that voice clips are good quality as this is what the user of the site will judge your voice by. A Voicebank administrator will also listen to your clips once you have submitted them and will decide if they are good enough to be published on the website.
- To upload your audio clips visit <http://upload.voicebank.co.za> and follow the instructions on the website.
- A Voicebank administrator will process your submission and notify you once your clips have been uploaded.





Managing your artists

- ✦ In order for everything to flow smoothly it is important that you keep your artists details up to date at all times. Email addresses; phone numbers etc are very important as it is a means for us to contact you and your artist! Also, without the correct email address you and your artist cannot be informed of when their subscription is about to expire.

Other information such as their experience level is used by our search engine. So if their profile is not coming up in a search category it could be because this information needs to be updated. So if your artists have in fact had five years of experience but it only shows two you can login to the website and update this information.

- ✦ To manage your artist please do the following:
 - ✦ Go to <http://www.voicebank.co.za>
 - ✦ Click on Login (enter the email address and password you registered with)
 - ✦ Hover your mouse over Artists and then click on Manage
- ✦ Once you are in your control panel you will see three tabs.
 - ✦ **All:** Displays all the artists you have registered on the website
 - ✦ **Expired:** A list of artists whose subscriptions have expired
 - ✦ **Soon to Expire:** Artists whose subscriptions will expire in the next 60 days!
- ✦ The View, Edit and Delete buttons next to each artist allows you to view their profile, edit it and make changes or delete them from the site.
- ✦ If you do make changes to a profile, please note that all changes must be approved by a Voicebank administrator and thus your changes will not reflect immediately. Please allow 24-48hrs for any changes you make to be approved.



How to download\eMail clips

Perhaps you'd like to email your artists' clips to clients or maybe download them as an MP3? Here's how to do it:

To download the clips of your chosen artist please follow these steps:

1. Login with your username and password. (NB: To download or email clips you MUST be logged into the website otherwise the options will be hidden)
2. Click on *Search*
3. Click on *Keyword Search*
4. Enter the name or surname of the artist and click *Search*
5. On results page, click on the name of the artist to load their profile
6. Click on the *Clips* tab to view a list of their clips
7. Click on the download button (arrow pointing down) or the email button (email icon) to download or email your chosen clip.

Another method that can also be used is the following:

1. After logging into the website click on the "Voicebank" title at the top left of the page, this takes you back to the homepage of the website.
2. Select your agency from the drop-down menu of "PMA Agents" or "Non-PMA agents"
3. Click on the name of the artist you would like
4. Follow step 6 onwards from the previous steps.





VOICEBANK
.CO.ZA
BROWSE THE SITE, DOWNLOAD THE CLIP, BOOK THE ARTIST

Renewals

Your artists subscription on voicebank.co.za is valid for 1 year from the date that their clips were uploaded to the website.

- At least 30 days before the subscription expires your artist will receive a notification via email or SMS with instructions on how to renew your subscription. You will also receive an email notification.
- If your artist does not renew, they will receive an email on the expiry date advising them that their subscription has expired and they have been removed from the website.
- The cost to renew a subscription for another year is the same as the initial subscription fee.
- Artists are also free to replace their existing clips at any time during your subscription period. (This excludes the recording cost of the clip)
- In short, your renewal fee allows you to keep your existing clips on the website for another year.





Frequently Asked Questions

- ✦ **Q:** I can't login to the website to manage my artists
A: Your username is usually your email address. If you have newly registered make sure you have activated your profile, you should have received an email\SMS with instructions.
- ✦ **Q:** I can't seem to find my artist on the site
A: This could be because you are looking in a category they are not listed in or usually because they have not activated their profile, they should have received an email\SMS with instructions.
- ✦ **Q:** What is the difference between a voice clip and a showcase clip?
A: A voice clip is plain voice, no music, minimal SFX allowed and is max. 30s ec long. These clips are usually recorded during your Voicebank recording session. A showcase clip can be up to 60sec long and is an advert that has already flighted on air – a real advertisement.
- ✦ **Q:** I don't have scripts, do you supply them at the recording?
A: No, unfortunately we do not supply scripts. Artists need to prepare their own.
- ✦ **Q:** Why am I not visible on the site?
A: To be visible on the site you need to have at least one artist with an active subscription at all times. If you have recently registered, please make sure you have activated your profile, you should have received an email/SMS with instructions.
- ✦ **Q:** How do I update my profile?
A: Just login to the website and click on the link to update your profile. Instructions on updating your artist's profiles can be found earlier in this document.





VOICEBANK
.CO.ZA

BROWSE THE SITE, DOWNLOAD THE CLIP, BOOK THE ARTIST

Contact details

www.voicebank.co.za

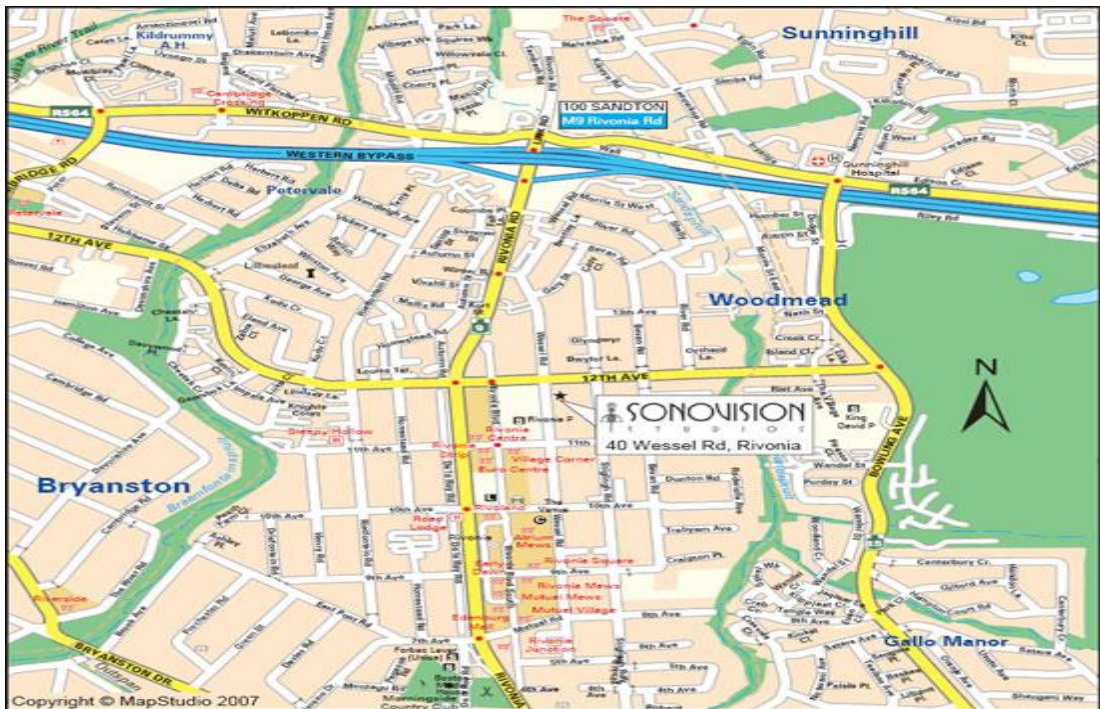
Tel. +27 11 202 1805

Fax. +27 86 541 1839

eMail: info@voicebank.co.za

Voicebank Head Office

Block A, 40 Wessel Rd, Rivonia, Gauteng, SA



Copyright © MapStudio 2007

