

Explanations on the filmography form (Excel)

Column A	Select film or series according to the format of the work. In the drop-down menu, select film or series and do not use your own terms, otherwise the list cannot be imported.
Column B	Title of the Film / Title of The Episode = Name of the film or name of the episode of the series. If the title of the episode consists of numbers (e.g. Episode 3), enter the number without comma or full stop.
Column C	Title of the Series = Name of the series (e.g. Grey's Anatomy). If it is a film, please enter the title again in the same way as in column B.
Column D	Season = Season number of the series. Enter whole numbers without commas or full stops. If it is a film, the column can be left blank.
Column E	Director = Name of the director For dubbing actors, always enter the original director of the film and not the name of the dubbing director.
Column F	Country of Production = Country of production. It is imperative to use abbreviations from the ISO list below: https://de.wikipedia.org/wiki/ISO-3166-1-Kodierliste
Column G	Year of Production = Year in which the film or series was produced.
Column H	The following selection is available in the dropdown function : - Actor - Stunt (Stuntperformer) - Dubbing Actor - Narrator - Dubbing Director - Audiodescription (Audio description) Select the function you held in the corresponding film / series. Do not use your own terms, otherwise the list cannot be imported.
Column I	Role = Name of the role you played.
Column J	Language = Language in which the work was produced. It is imperative to use abbreviations from column 639-1 of the ISO list below: https://de.wikipedia.org/wiki/Liste_der_ISO-639-1-Codes For narrators: Language in which the work was spoken/dubbed.
Column K	Shooting Days = Number of shooting days
Column L	Takes = Number of takes. Mandatory for dubbing actors, narrators or dubbing directors. Otherwise, the column can be left blank.

Column M	<p>A,B,C = Selection of the weighting of the role (select from the drop-down menu). Do not use any other letters. http://www.swissperform.ch/uploads/media/Verteilreglement_2021_D.pdf (Role weighting p. 57)</p> <table> <tr> <td>Actor role</td> <td>Shooting days</td> </tr> <tr> <td>A</td> <td>41 - 100 %</td> </tr> <tr> <td>B</td> <td>10 - 40 %</td> </tr> <tr> <td>C</td> <td>1 - 9%</td> </tr> </table> <p>If no selection is made here, the value C is inserted by default!</p>	Actor role	Shooting days	A	41 - 100 %	B	10 - 40 %	C	1 - 9%
Actor role	Shooting days								
A	41 - 100 %								
B	10 - 40 %								
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Column N	<p>IMDB = Link of the work in the IMDB database https://www.imdb.com/</p>								
Column O	Weblink = link to the corresponding website of the work								
Column P	Remarks								

General remarks:

- If you are not sure what to enter, write "No details" in the corresponding line. For columns with numbers, enter the value "0".
- The file must not be changed. No additional columns / rows may be inserted or coloured.
- Please only enter works that you have not yet reported to us. Otherwise the additional effort for searching and separating existing works is considerable for us! Therefore, before submitting the filmography, please check which works have already been submitted to us.
- Please save the file as a Microsoft Excel worksheet (.xlsx).