Co-Creator Tagging and Release Forms

Creator Questions · https://help.fansyme.com/docs/creator/co-creator-tagging-and-release-forms/

This post is also available in: Deutsch (German)

When collaborating on content, it’s essential to ensure proper permissions are in place for any featured individuals. This can be achieved in three ways:

1. **Tagging Co-Creators**: Directly tag the person featured in the content.
2. **Uploading a Signed Release Form**: Have your co-creator sign a release form and upload it.
3. **Sending a Collaboration Link**: Use our platform to send a collaboration link for your co-creator to review and approve.

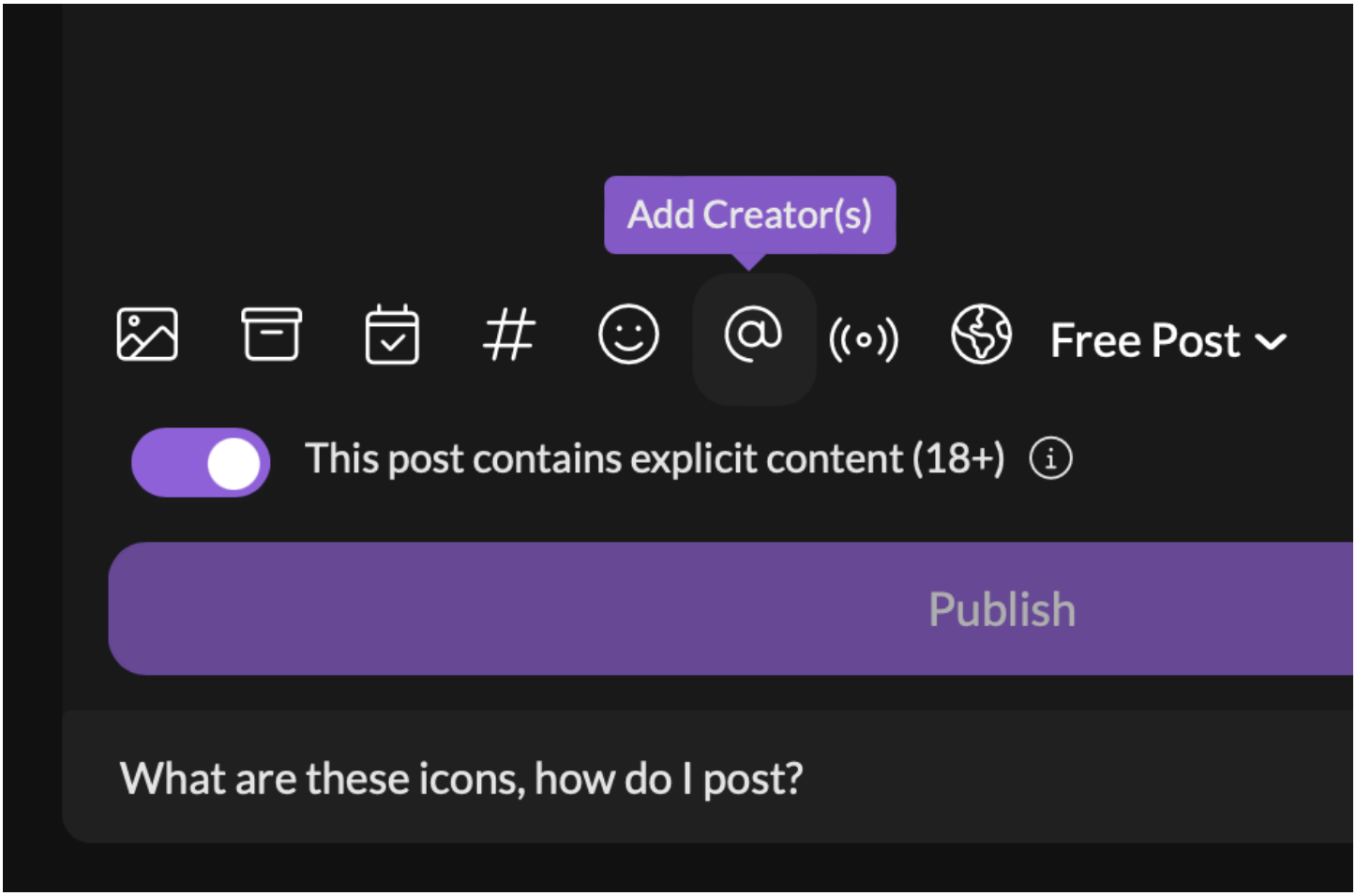
Each of these options is explained in detail below to help you choose the method that works best for you.

To access the release forms, click here. By following these steps, you ensure a transparent and legally compliant collaboration process.

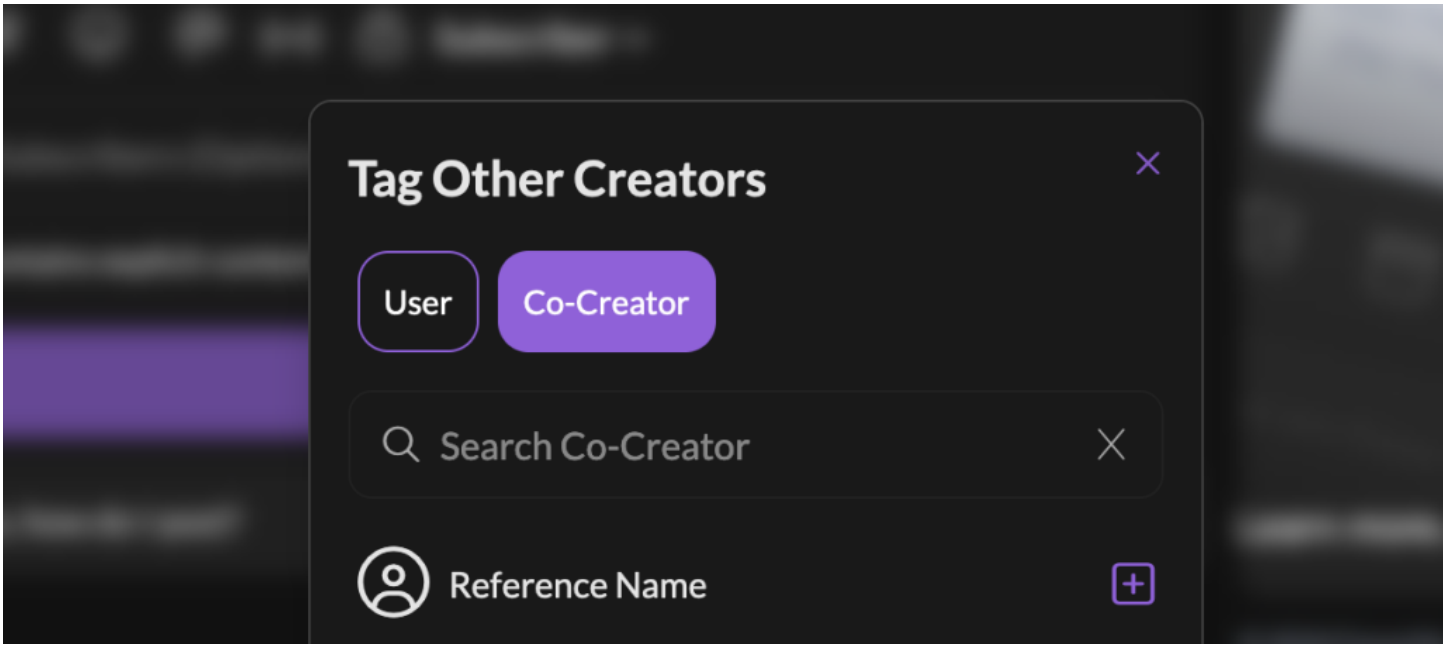
Tagging Co-Creators

When making a post, simply select the "@" symbol and choose the co-creator to tag them. This action is for internal use only, meaning that only you and the tagged co-creator will see the notification, unless they are tagged with their FansyMe account.

Simply click on the "@" Symbol and add your Co-Creator.



Click on the plus next to Reference Name to add the Co-Creator(s) to your post. Co-Creators added via a release form will not be visible to other Fans or Creators and only be used for internal purposes.

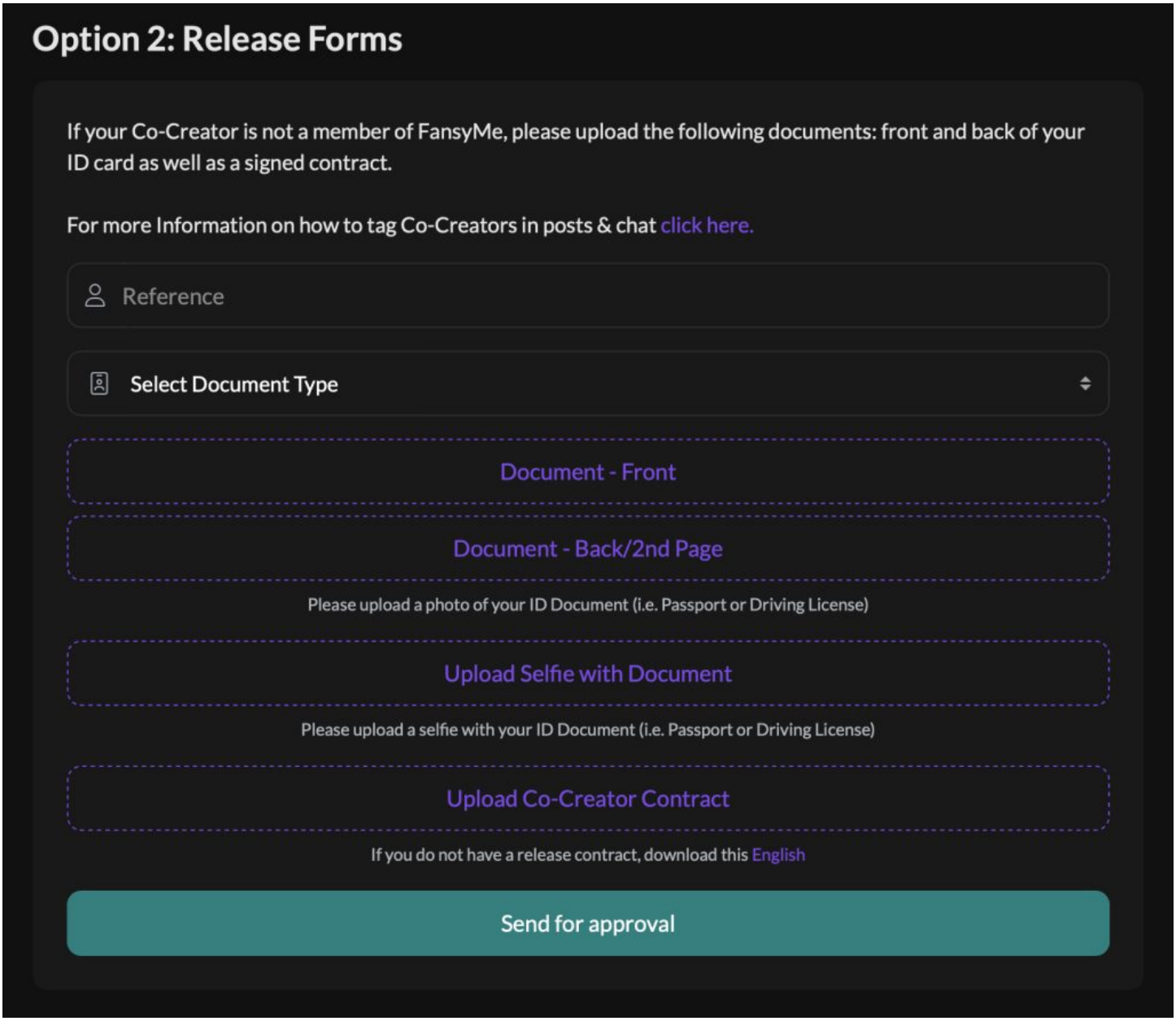


Uploading Release Forms

Uploading a signed release form on **FansyMe** is a straightforward process designed to ensure all necessary documents are submitted accurately. Here's a step-by-step guide:

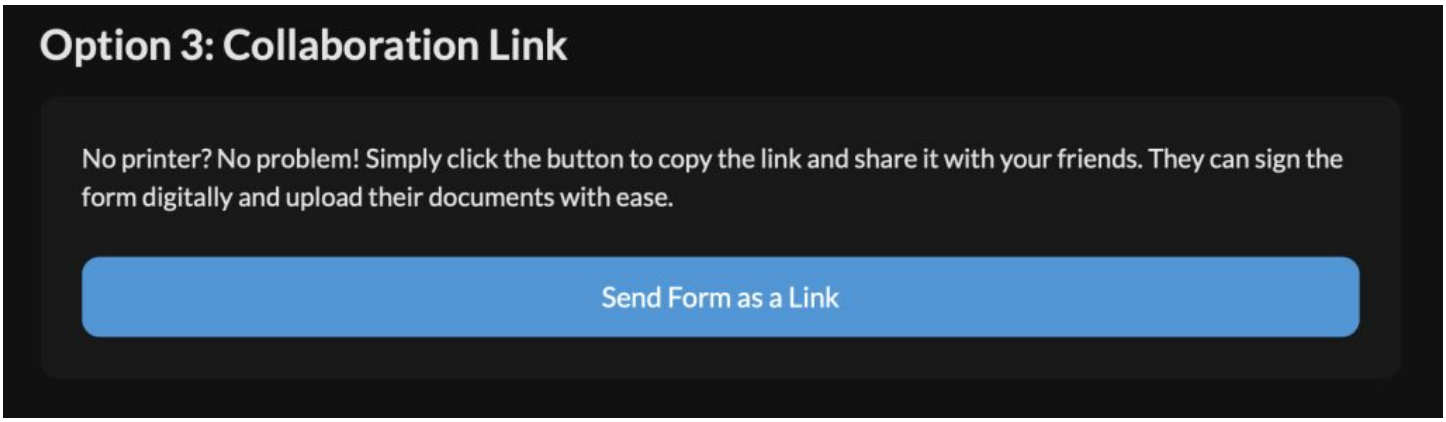
1. **Choose a Reference Name**:
   Assign a reference name for your release form. This will help you and the platform identify the document easily.
2. **Specify Document Type**:
   Select the type of document you're uploading, such as a personal ID verification, release form, or signed contract.
3. **Upload Required Files**:
   - **Front of Your ID**: Take a clear photo or scan of the front side of your government-issued ID.
   - **Back of Your ID**: Provide a photo or scan of the backside of your ID.
   - **Selfie with Your ID**: Upload a selfie where you hold your ID next to your face, ensuring both are clearly visible.
4. **Signed Contract**:
   - Download the sample contract provided on the platform.
   - Carefully review the terms, fill out any required fields, and sign the document.
   - Upload the signed contract in the designated section.

By completing these steps, your release form submission will be complete, and the platform can process it for verification. Always ensure your documents are clear and legible to avoid delays in approval.

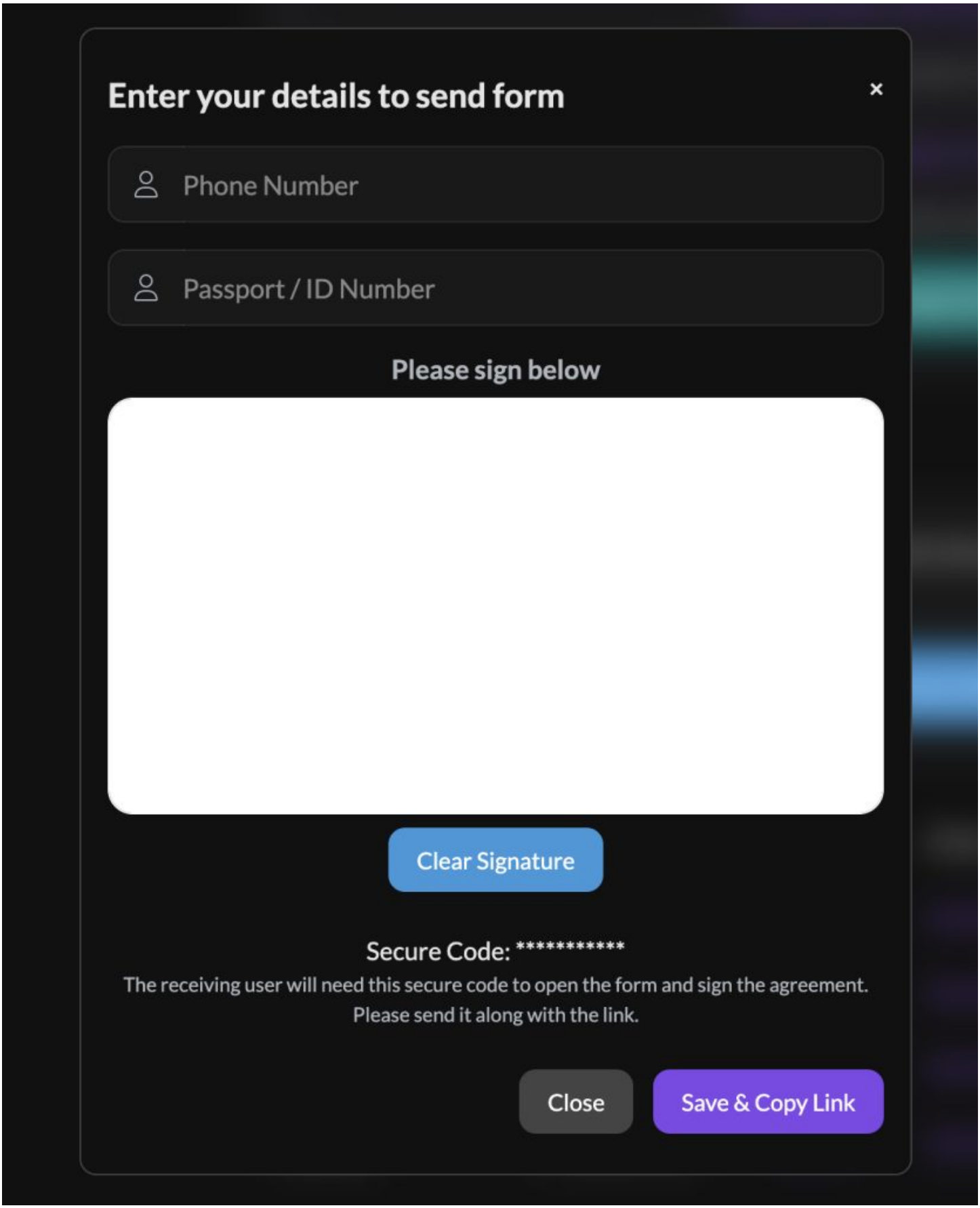


Collaboration Links

With our third and final option—the collaboration link—you can simplify the process by sending the release form as a link. Your details will be automatically pre-filled into the form, ensuring a seamless experience. Your co-creator can then fill out their details, review the form, and provide their signature.



Click on the link in the image above, fill in the required details, such as your Passport/ID number, and sign with your signature. For added security, your co-creator will need the unique security code provided (as shown in the screenshots below) to access and complete the form.


Enter your details to send form
Phone Number
Passport / ID Number
Please sign below
Clear Signature
Secure Code: **********
The receiving user will need this secure code to open the form and sign the agreement.
Please send it along with the link.
Close
Save & Copy Link

After sending the link to your co-creator, they will need to enter the security code and upload the following:

- A valid ID (front and back)
- A selfie holding the ID
- Their personal information

Both options ensure proper documentation and a legally binding agreement for your collaboration.