

Creator Guide

Apply. Publish. Earn. Request payouts.

Visit MonaShort

monashort.com

Follow the key steps and screenshots to publish your work.

Updated October 2026 · Single and batch uploads

Contents

Select a step to jump to it. Use the footer to return here.

01 Sign-in & application

01.01	Sign in and open workspace	03
01.02	Get an invite code	04
01.03	Individual application	05
01.04	Company application	06
01.05	Contacts and portfolio	07
01.06	Submit your application	08

02 Create a work

02.01	Work type and information	09
02.02	Categories and covers	10

03 Upload & batch edit

03.01	Choose single or batch upload	11
03.02	Confirm the upload list	12
03.03	Tasks, limits and recovery	13
03.04	Batch edit and shared settings	14
03.05	Episode covers and access	15

04 Manage subtitles

04.01	Import and edit subtitles	16
-------	---------------------------	----

05 Review & updates

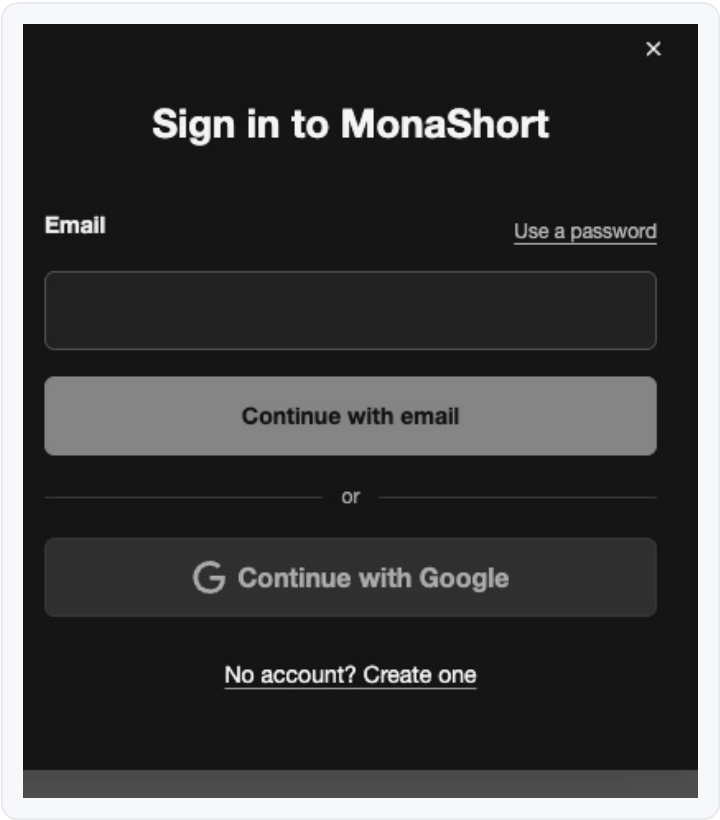
05.01	Batch review and release	17
05.02	Results and updates	18

06 Earnings & payouts

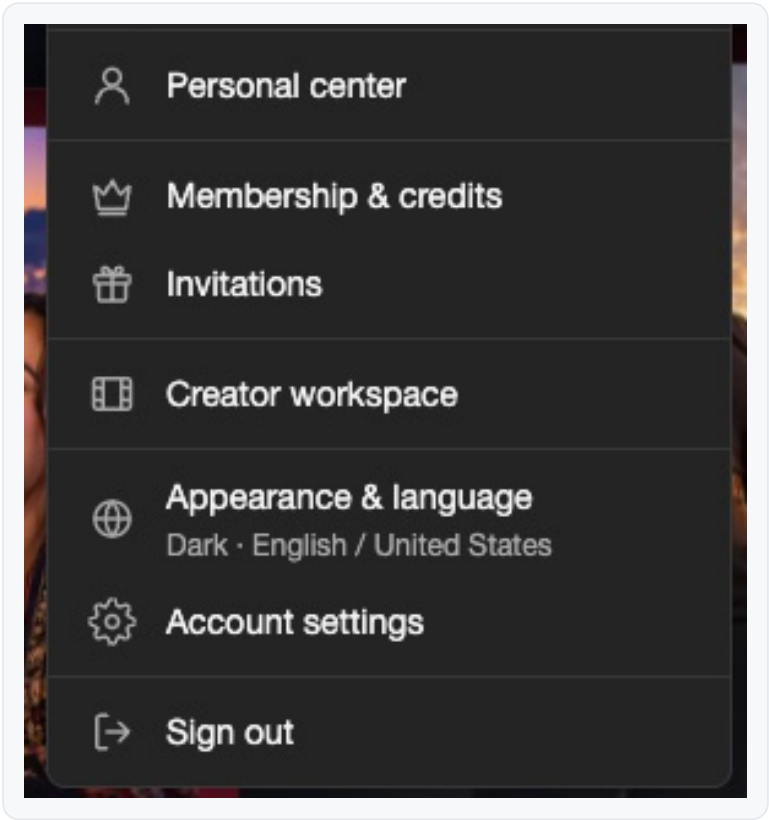
06.01	Earnings and performance	19
06.02	Confirm payout details	20
06.03	Request and track payouts	21

Sign in and open your workspace

Location Home > Sign in > Account avatar > Creator workspace



Sign in with your email



Account menu > Creator workspace

Instructions

- 1 Enter your email and follow the steps to sign in or create an account.
- 2 Open your avatar menu and select **Creator workspace**. If you have not joined, choose **Apply to become a creator**.

Get a creator invite code

Location Creator application > Step 1

Before you start

- Creator invite code
- Individuals: proof of identity
- Companies: registration documents
- Links to your work

⌚

Takes about 5 minutes

🔒

We use your documents and contact details only to review your application and pay you. They're never made public.

Creator invite code *

Don't have an invite code? Email support@monashort.com or message us on WhatsApp at [+65 9675 1816](https://www.whatsapp.com/business/profile/6596751816). Codes look like MS-XXXX-XXXX.

Continue

Prepare your documents and enter the invite code

Instructions

- 1

Request a valid creator invite code from MonaShort or an approved creator.
- 2

Contact support@monashort.com or WhatsApp at [+65 9675 1816](https://www.whatsapp.com/business/profile/6596751816).
- 3

Enter the full code and select **Continue**.

Note

Creator invite codes use MS-XXXX-XXXX. They differ from regular friend-referral codes.

Apply as an individual

Location Creator application > Applicant type > Individual

Legal name *

Alex Morgan

Use the name on your ID and payout account. It's used only for verification and payouts and is never made public.

Country or region of residence *

United States

18 or older *

☐ I am at least 18 years old (or the age of majority where I live).

Proof of Identity Optional

☒ Upload later ☐ Upload now

Personal details and identity-document options

Instructions

- 1 Choose **Individual** when applying in your own name, including for a team or studio. Enter your legal name and residence, then confirm you meet the adult-age requirement.
- 2 Upload identity documents now or before your first payout. For a passport, upload the photo page; for other IDs, follow the front-and-back instructions.
- 3 Documents must be clear, complete and valid. Use JPG, PNG or PDF, up to 10 MB per file.

Apply as a company

Location Creator application > Applicant type > Company

Legal company name *

Example Film Studio LLC

As on your registration documents, including the Pte. Ltd., Ltd. or LLC suffix.

Registration number *

DEMO-2026-001

For example, a Singapore UEN or a unified social credit code.

Country or region of registration *

United States

Match the company details to its registration documents

Applicant's name *

Alex Morgan

Use the name on your ID and payout account. It's used only for verification and payouts and is never made public.

Applicant's title *

Head of Production

For example, CEO, director or head of production.

Is the applicant a legal representative or director? *

☐ Yes

☒ No

Identify the applicant and confirm their authority

Instructions

- 1
- Enter the legal company name, registration number and country or region. Upload 1-5 registration documents.
- 2
- Enter the applicant name and role. Applicants who are not a legal representative or director must provide 1-3 authorization documents.
- 3
- Use PDF, JPG or PNG, up to 20 MB per file. Company earnings must go to an account in the company name.

Add contact details and a portfolio

Location Creator application > Contacts > Work and introduction

Contact email *

creator@example.com

Phone number

Optional. Include your country calling code.

Messaging platform *

Telegram

Messaging account *

@creator_demo

Provide contact details

About you and your work *

I create character-driven short dramas using a mix of live action and AI-assisted production. My focus is everyday choices, family relationships and unexpected encounters. I plan to release new episodes weekly.

At least 20 characters · 210 of 5,000

Portfolio and social links Optional

https://

+ Add link

Reviewers look here first. Add at least one if you can.

Introduce your work and share portfolio links

Instructions

- 1
- Enter an email you can receive messages at and your account on the selected messaging platform. A phone number is optional.
- 2
- Write at least 20 characters about your work, genres and production approach. Add an accessible portfolio link if possible.
- 3
- Supporting materials are optional. Continue to **Review and submit**.

Review and submit your application

Location Creator application > Review and submit

Creator invite code

Edit

Applicant details and contact

Applicant type

Individual

Legal name

Alex Morgan

Country or region of residence

United States

18 or older

Confirmed

Proof of Identity

Upload later

Contact email

creator@example.com

Phone number

Not filled in

Messaging platform

Telegram

Messaging account

@creator_demo

Your work and introduction

About you and your work

I create character-driven short dramas using a mix of live action and AI-

Edit

Check your application details before submitting

Instructions

- 1 Check your information. Select **Edit** to correct anything.
- 2 Read and confirm the declaration, then submit your application.
- 3 Check the workspace and **Notifications** for the result. If declined, follow the feedback; once approved, start creating works.

Choose a type and add work details

Location Creator workspace > Works > Create work

Work type *

Vertical short drama

A multi-episode story in 9:16

Horizontal short film

A complete film in 16:9

Choose a short drama or short film

Basic information

Original work *

The Last Train (Demo)

Original metadata language *

English

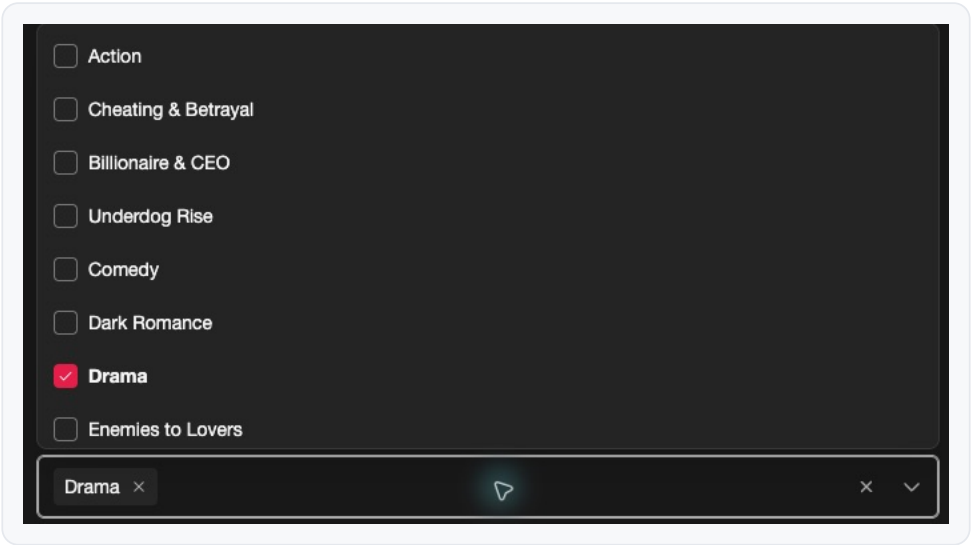
Enter the title and metadata language

Instructions

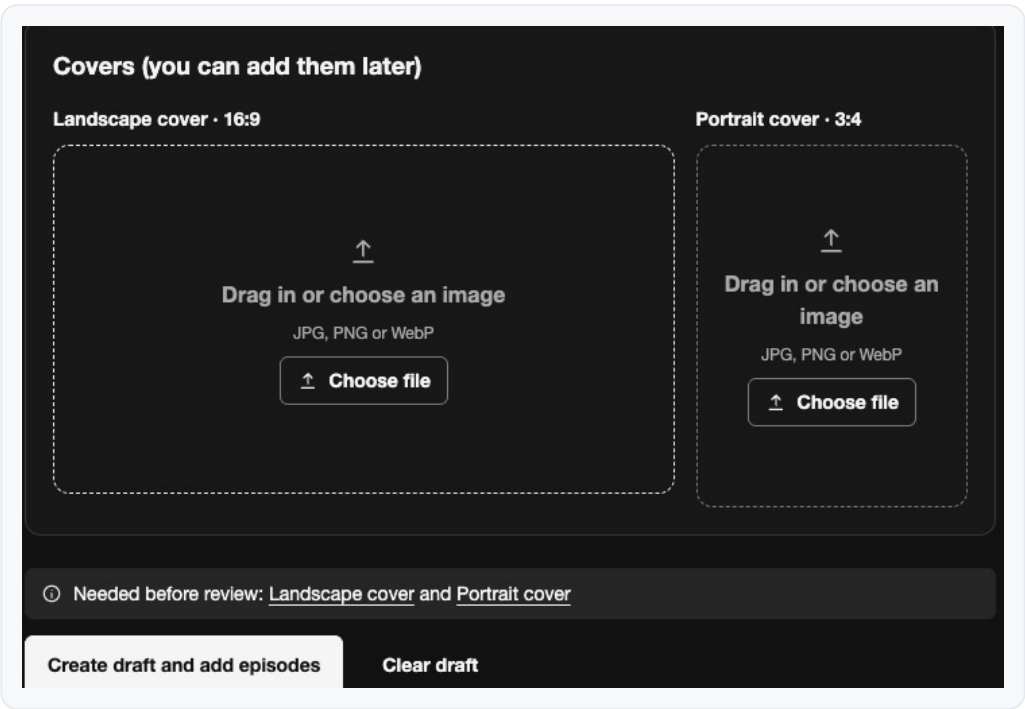
- 1 Choose **Vertical short drama** for a 9:16 series, or **Horizontal short film** for one complete film in 16:9.
- 2 Enter the work title, description and metadata language. Set AI usage to **Fully AI**, **Partly AI** or **No AI**.
- 3 Metadata language applies to the title and description. Set the spoken language separately in each episode.

Select categories and add covers

Location Create work > Category > Covers



Select relevant categories



Add both cover formats, then create the draft

Instructions

- 1 Select 1-3 relevant categories. Regional display is managed by the platform.
- 2 Upload work-level landscape 16:9 and portrait 3:4 covers; crop and confirm as prompted.
- 3 Create the draft to open Episodes immediately. Work-information translation runs in the background while you add single or batch uploads.

Choose single or batch upload

Location Work > Episodes > Add episode

Add episode

Choose upload method

Add single episode

One episode or trailer

Batch upload

Folder or videos; confirm before upload

01 > 02 > 03

Workflow example · Sample data; follow the limits and status shown in your workspace

Instructions

- 1 Select Add episode below the episode-check and batch-edit tabs. Choose Add single episode or Batch upload. A newly created work offers the same choice.
- 2 For a single upload, choose an episode or trailer, check its number and access, then select Create and upload video and choose the file. Add trailers separately; trailers are always free.
- 3 For a batch, drop a folder or multiple videos. Alternatively, use Add videos to select a folder or multiple files. Selecting files opens a confirmation list; it does not start uploading yet.
- 4 Creating a work opens the episodes page immediately. Work-information translation runs in the background; a pending or failed translation does not prevent adding or uploading episodes.

Uploading is not submitting for review. Finish the upload and check the details before using Batch submit.

Confirm the upload list

Location Batch upload > Confirm upload list

Confirm upload list

Selected: 3 · Available in this batch: 10

☒	01.mp4	1 · 240 MB
☒	02.mp4	2 · 240 MB
☒	03.mp4	3 · 240 MB

Add more videos

Upload selected videos (3)

Workflow example · Sample data; follow the limits and status shown in your workspace

Instructions

- 1 Only video files appear, sorted naturally by filename. Number files 01, 02, 03... beforehand and check each filename, size and selection.
- 2 Use Add more videos to add another folder or multiple files. Files with the same name, size and modification time are skipped as duplicates; check other copies yourself.
- 3 Select the videos to upload, then choose Upload selected videos. Episodes are created in the confirmed list order and queued automatically, after any existing episode numbers.
- 4 New episode names are blank, not taken from filenames. While uploads run, use Batch edit to complete the details. Every episode needs a name before review submission.

Unselected, invalid or over-limit files are not created or silently queued for a later batch.

Tasks, limits and recovery

Location Top right of the work > Upload tasks

Upload tasks

3

1

01.mp4

Uploading 65%

2

02.mp4

Uploading 28%

3

03.mp4

Waiting to upload

Closing this dialog keeps uploads running. Keep the browser tab open.

Workflow example · Sample data; follow the limits and status shown in your workspace

Instructions

- 1

While tasks are active, open the top-right status to see waiting, uploading, processing and failed episodes. Closing this dialog does not stop uploads.
- 2

The batch queue uploads up to two episodes at once. Keep this browser tab open. A completed transfer still needs video processing before it becomes Video ready.
- 3

Retry failed uploads or resume paused tasks. After a refresh, select the original files if prompted instead of creating the episodes again. For processing errors, follow the task details or retry-sync action.
- 4

Each video may be up to 20 GiB; a batch may contain up to 100 videos, subject to the work's remaining allowance. With 10 slots and 20 files, choose which 10 to upload; the others are not uploaded.

The workspace shows the current allowance and permissions. The task indicator clears after all tasks finish.

Batch edit and shared settings

Location Episodes > Batch edit

Batch edit information

Apply shared settings

☐ Only episodes missing required fields

Episode name *

☒

1

First encounter

☒

2

An unexpected guest

Description (optional)

Dialogue language (optional) / Episode cover / Viewing access

Save changes

Workflow example · Sample data; follow the limits and status shown in your workspace

Instructions

- 1

Edit the number, name, description, dialogue language and cover in each row. Names are required and start blank; description and dialogue language are optional. Filter for missing required fields to find gaps.
- 2

Save changed episode numbers to reorder the left list. Numbers must be unique integers from 1 to 10000. You can also drag an entire episode card to reorder it; follow any review-lock notices.
- 3

Select the episodes first, then open Apply shared settings. Check only the fields to change: name, description, dialogue language, viewing access or cover. Unchecked fields stay unchanged.
- 4

Apply the settings to the selected rows, review the result, then select Save changes. A shared name gives every selected episode the same name; enter different names row by row.

Applying shared settings does not replace Save changes. Partly-AI works also require an AI choice for each episode.

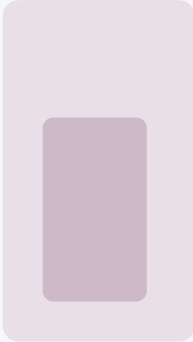
Episode covers and viewing access

Location Episode check / Batch edit > Cover and access

Episode cover



Recommended · apply directly



Uploaded · keep your cover

Manual cover range: 9:16 to 16:9

Some episodes paid

☐ 1

☒ 2

☒ 3

Checked episodes paid; other selected episodes free

Workflow example · Sample data; follow the limits and status shown in your workspace

Instructions

- 1

For a newly uploaded episode without a manual cover, the system fills in a recommended frame once video processing and frame generation finish. Your uploaded cover is not overwritten.
- 2

While the cover is being generated, you can still upload an image. Load frame choices and selecting a recommended frame remain available. Recommended frames apply directly without cropping.
- 3

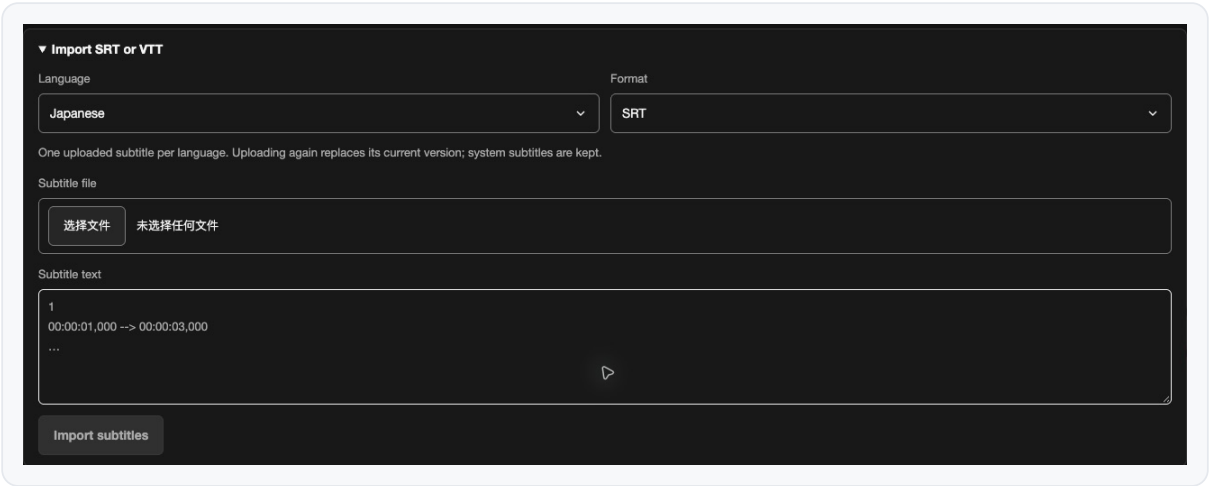
Manual episode covers can be portrait, landscape or square. Images between 9:16 and 16:9 keep their ratio; overly narrow or wide images need cropping into that range. Work-level cover rules are unchanged.
- 4

Set access per episode or through shared settings: free, paid or only selected episodes paid. For partial payment, choose the paid episodes; other selected regular episodes become free. Check each price before saving.

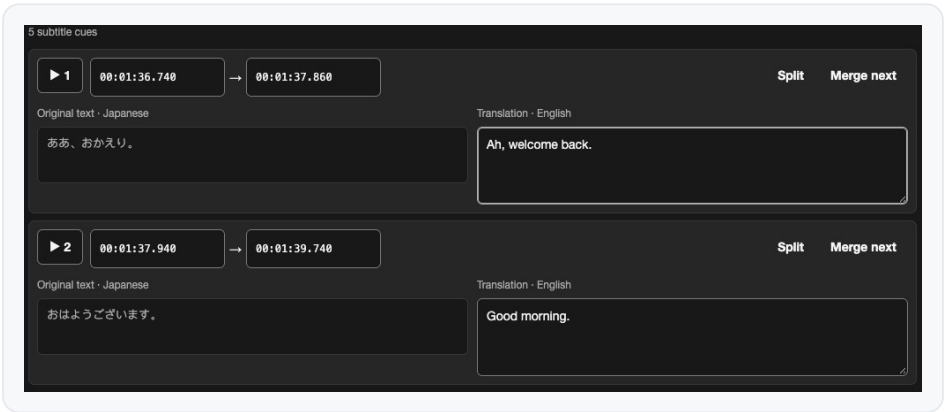
A shared uploaded cover replaces every selected cover. Leave Cover unchecked to keep different recommended frames. Trailers stay free.

Import, review and save subtitles

Location Episode > Subtitles



Choose the language and import subtitles



Review text and cue timing

Instructions

- 1 Choose a language and import SRT/VTT or paste subtitle text, then select Import subtitles.
- 2 Choose a source and language, check the text and timing against the video, and save. Without subtitles, submit for review first and let recognition run in the background.
- 3 Recognition and translation do not block review or publication. Check subtitles when available. If a live episode shows a subtitle-change submission action, submit the changes for review.

Batch review and release

Location Top right of the work > Batch submit

Batch submit

☒ 1 First encounter

Ready to submit

☒ 2 An unexpected guest

Ready to submit

☐ 3 Enter an episode name

Enter an episode name

Publish when approved

Publish at a set time

☐ I own or am authorized to use this content

Submit selected episodes (2)

Workflow example · Sample data; follow the limits and status shown in your workspace

Instructions

- 1

Open Batch submit and select episodes. Items that are uploading, processing, unnamed or otherwise ineligible show a reason. Use Go fix to add missing information or AI labels.
- 2

Check the work information, covers, categories and episode details. For a first release, choose immediate or scheduled publication. Check the future date, time and displayed time zone.
- 3

Confirm your content rights, then submit. Each episode is reviewed independently. Approved changes to live episodes update them without a new first-release schedule.
- 4

Check each result. Failed items do not undo successful ones. Retry only failed or unconfirmed items; retries preserve release settings. Follow progress under Review & release.

Video processing and required details must be ready. Subtitle recognition and translation run asynchronously and do not block review or publication.

Check results and update a work

Location Work > Review & release / Work information

Episode	Video	Review	Release	Release mode	Actions
Episode 1	✓ Video ready	✓ Approved	✓ Live	Publish when approved	Preview
Episode 2	✓ Video ready	✓ Approved	✓ Live	Publish when approved	Preview
Episode 3	✓ Video ready	✓ Approved	✓ Live	Publish when approved	Preview
Episode 4	✓ Video ready	✓ Approved	✓ Live	Publish when approved	Preview

Check each episode’s review and release status

Submit changes for review

Episode to submit

Episode 11

42 ready to submit · one episode per submission

Changes in this submission

Episode cover

☐ Changes take effect immediately after approval.

Before you submit

Everything is ready to submit

> 15 requirements met

☐ I own or am authorized to use this content

Cancel

Submit changes for review

Review your changes before submitting

Instructions

- 1 Check results per episode under Review & release. Follow rejection feedback; if approved but not live, check the release schedule. Upload completion does not mean publication.
- 2 Use the work-information submission action for work changes. Submit episode changes individually or select them in Batch submit. Follow any review-lock notices.
- 3 Add later episodes within the original work. If a batch submission partly fails, retry only the failed items. After publication, check playback, covers, information and subtitles on the viewer site.

View earnings and episode results

Location Sidebar > Earnings

by the original ledger period.

Last 7 days

Last 30 days

Last 90 days

This month

Last month

Start date

Sep 10, 2026

End date

Oct 9, 2026

Use default dates

Local time range: 2026-09-10 08:00 – 2026-10-10 08:00 GMT+8

Amounts remain grouped by UTC ledger day; the displayed period uses your local time zone. Date filters select UTC ledger dates.

Your earnings ⓘ

\$134.03

2026-09-10 08:00 – 2026-10-10 08:00 GMT+8

Credit unlocks

\$134.03

Membership viewing

\$0.00

Adjustments ⓘ

\$0.00

Choose a reporting period and review the summary

All 15Short dramas 10Short films 5

Your own share only, without the platform or agency share. Unlocks paid only with gifted credits are not counted; membership income counts once settled.

Work	Total	Unlock earnings	Membership earnings	Paid unlocks	Plays	Likes / Favorites
玩具总动员5 Short drama · 52 episodes Work ID K2VU85RT7ZP5	\$132.79	\$132.79	\$0.00	16	0	1 / 1
东京出租车 Short drama · 52 episodes Work ID FT5Y2A9V45KT	\$0.84	\$0.84	\$0.00	3	2	0 / 1

Select a work to see episode earnings

Instructions

- 1

Select **Last 30 days** or custom dates to review credit unlocks, membership viewing, adjustments and total earnings.
- 2

In **Works earnings**, select a work to see its episodes. Use **User unlocks** to check individual records.
- 3

Membership earnings appear after settlement. Total earnings and the amount available for payout are different.

Set up and confirm payout details

Location Payouts > Payout details > Change payout method

Change payout method

Payout details

Country or region of the account*

United States

Payout method

SWIFT

Recipient type

IndividualCompany

Name on the account*

Latin letters only; write Chinese names in pinyin.

Choose the method and recipient type

We will email a confirmation link to your account email. The method works only after you open it. Existing payout requests keep the details they were submitted with

Cancel

Send confirmation email

Send the email and confirm from your inbox

Instructions

- 1

Select the receiving account’s country or region and an available payout method. Use the exact account-holder or company name.
- 2

For bank transfer, enter the bank-provided account details, SWIFT/BIC and address. For PayPal, follow the email prompts.
- 3

Select **Send confirmation email**, open the link in your account inbox, then return to check the method is active.

Request a payout and track progress

Location Sidebar > Payouts

Available to request

\$0.00

This month's \$0.84 can be requested from Nov 2, 2026

Prior unpaid earnings	Current month (available next month)	Held	Reserved by open requests	Reserve
\$133.19	\$0.84	\$0.00	\$133.19	\$0.00

Request window

Window open now, until Oct 11, 2026, 8:00 AM GMT+8

1 Request

2026-10-02 08:00 – 2026-10-11 08:00 GMT+8

2 Payment

2026-10-10 08:00 – 2026-10-16 08:00 GMT+8

Check the available amount and request window

Payout requests

Finance processes requests on days 10–15 of each month (UTC)

Latest 100 records

Requested at	Amount	Status	Payout account	Paid at	Payment reference
Oct 1, 2026, 10:25 AM	\$133.19 Fee \$50.00 · You receive \$83.19	Requested	SWIFT ***5678	–	–

Track payout status, fees and payment details

Instructions

- 1 During the request window, select **Request payout** once your details are valid, the minimum is met and no request is in progress.
- 2 Check the amount, fee, estimated net payment and account before submitting. Track the status and payment reference under **Payout requests**.
- 3 For help, email support@monashort.com with the record ID and a screenshot.

Note

Check the page for current conditions and fees. Creators managed by an agency settle their share with the agency directly.