

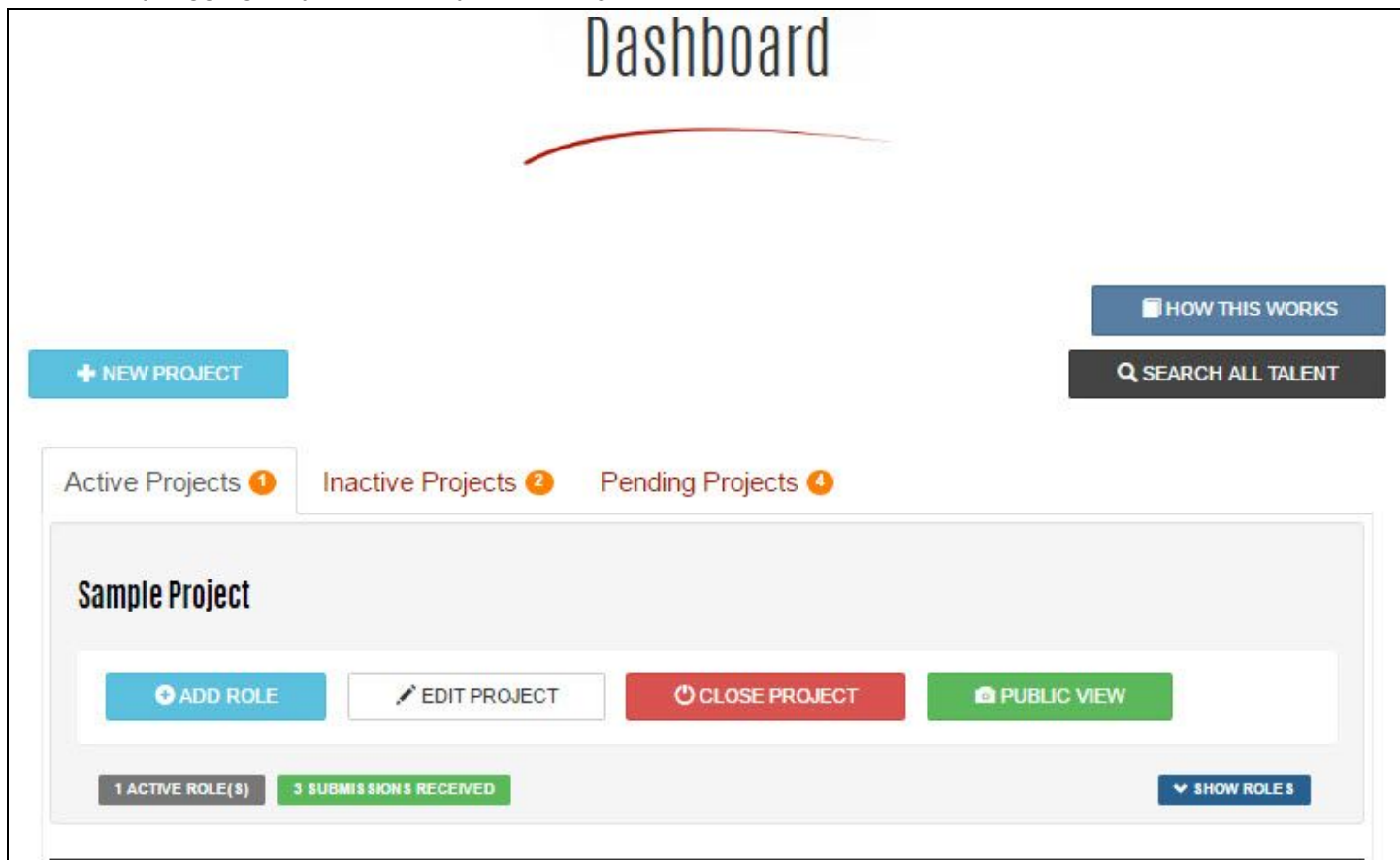


Casting made easy.™

Updated October 7, 2016. Software 3.2


HOW IT WORKS:

Once your free casting account has been created and verified (first by email, then by text message), after successfully logging in, you will see your casting dashboard.



From here you can manage and add projects, as well as the roles for those projects. It's from this page that you can also review your submissions. YOU MUST SUBMIT AT LEAST ONE ROLE FOR THE PROJECT TO BE LIVE.

ADD A NEW PROJECT

Select the **" + New Project "**  button on the top left. Once selected, you can type in the information about your project that you wish to share with potential performers (please do not insert contact information directly into either the project or role descriptions).

(CONT'D)

After this is completed, you are taken back to the dashboard.

REMINDER: To be able to post/submit a project you'll need to add at least one role.

ADD A NEW ROLE

Select the blue “+ Add Role”  button left justified underneath the Project Name.

This will take you to the role entry page.

New Role

Please do not enter contact information (email, phone, website, etc.) directly in to your project or role(s) description.

Role Title/Character Name:

Description:

Formats ▾ **B** *I* **☰** **☷** **☶** **☵** **☲** **☱** **☴** **☳** **☰**

Words: 0

City:

Union:

Expiration/Auto-Pause Date:

Will end at noon on this day

Age Range:

Lowest Age ▾

Highest Age ▾

Sex:

Optional Information

ETHNICITY:

ANY

Select all that can apply to this role.

ASIAN BLACK CAUCASIAN

HISPANIC INDIAN MIDDLE EASTERN

NATIVE AMERICAN OTHER

DO YOU HAVE A PICTURE OF WHAT THIS CHARACTER SHOULD LOOK LIKE?

Paid Job

Checkbox must be checked to indicate paid job if a value is entered into pay rate box. Pay rate is not required and does not need to be numeric.

WOULD YOU LIKE TO ACCEPT VIDEO AUDITION??

RUSH CALL

Is this role to audition or perform in the next 24-36 hours?

AUDITION DATE(S)

SHOOT/PERFORMANCE DATE(S)

Cancel

Once your role is completed and saved, you will be taken back to the main dashboard.

When adding a new role, be sure to complete the key information. This includes the **role title**, the **description** (you can insert pictures, links to sites, and other such media, if so needed, but no direct or indirect contact information), the **location**, **union status** and **expiration date**. Note: On the expiration date the role will be paused, not deleted. Once in pause, you are still able to view and manage submissions, or even re-post, from your submission-review section.

It is also important to properly mark the optional information such as sex of character, age range, whether it is a paid job or not (and if so, how much/type of compensation), ethnicity of actors accepted (if a specific ethnicity - if not we SUGGEST LEAVING AT "ANY" FOR MAXIMUM RESPONSE RATE), if this is a rush call (filming/working/audition in next 24-36 hours), and when the audition and work dates are.

ONLY REGISTERED ACTORS WITH MATCHING CRITERIA ARE NOTIFIED VIA EMAIL AND ELIGIBLE TO SUBMIT. For maximum submissions, be as generic as possible with sex, age range and ethnicity.

BUT *If your character is specific*, then putting in that specific information will help filter out those who don't match your needs.


NOTE: Rush calls generate text messages to opted-in actors.

VIDEO AUDITIONS

With our platform, actors can upload and submit video auditions with their profile submission. Video auditions are immediately accessible and able to be viewed from within your dashboard. (see images below)

Yes 2 No 0 Maybe 0 Unseen 3 Seen 0

John Doe



VIEW FULL PROFILE


VIEW VIDEO SUBMISSION

Age Range: 18-49
Height: 6'0"
Build: Athletic

Managed by: Alexandra Sams
EMAIL MANAGER

Phone: (916) 554-1212

Jane Doe



VIEW FULL PROFILE

VIEW VIDEO SUBMISSION

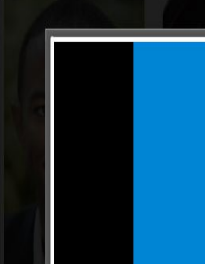
Age Range: 22-36
Height: 5'4"
Build: Thin

EMAIL PERFORMER


Phone: (916) 555-1212


Yes 2 No 0 Maybe 0 Unseen 3 Seen 0

John Doe



Jane Doe







To allow actors to submit video auditions, select “Yes” under the **WOULD YOU LIKE TO ACCEPT VIDEO AUDITIONS?** option. If selected, you will be asked whether a video audition will be required. If you select “REQUIRED”, only submissions with completed video file uploads will appear in your dashboard. If you do NOT mark “REQUIRED” then actors will be able to choose whether to submit a video audition or not, but it will be an option for all who qualify to submit.

WOULD YOU LIKE TO ACCEPT VIDEO AUDITIONS?

YES

REQUIRED

To instruct actors on what they need to do in their video audition, you **MUST EITHER TYPE/PASTE AUDITION INSTRUCTIONS OR UPLOAD SIDES.** The more detailed you are, the better the results you will receive. Be sure to let actors know if you want them to slate or otherwise introduce themselves, if you want them in any special wardrobe, etc. If you have sides for the role (in a .doc or PDF format) you may upload those directly to the posting.

TYPE, COPY OR PASTE YOUR VIDEO AUDITION INSTRUCTIONS

File Edit Insert View Format Table Tools

Undo Redo Formats **B** *I* [List Icons]

Link Image

Here you can type the detailed instructions of what you want actors to say and or do in their video audition. Do you want them to slate? Wear special wardrobe? If just a couple of lines, you can type or paste that here. Have sides? Upload them below.

ATTACH SIDES

Choose File No file chosen

RUSH CALL

For the actors, once they decide to submit to the role, they will be AUTOMATICALLY emailed the video audition directions and sides as well as be provided them in their dashboard. Upon completing the recording of their video audition, they upload the video file to their submission through this site. ([CLICK HERE](#) for how to review video auditions)

SUBMIT FOR APPROVAL

To submit a role for approval directly from the role entry/edit screen, simply select the green “Submit Now” button. To save and edit/submit later, select the “Save Now Submit Later” option.



If you select “Save Now Submit Later”, it will appear under your project roles listing as “Not Submitted”. To submit, select the blue “Edit” button and then submit using the green “Submit Now” button.

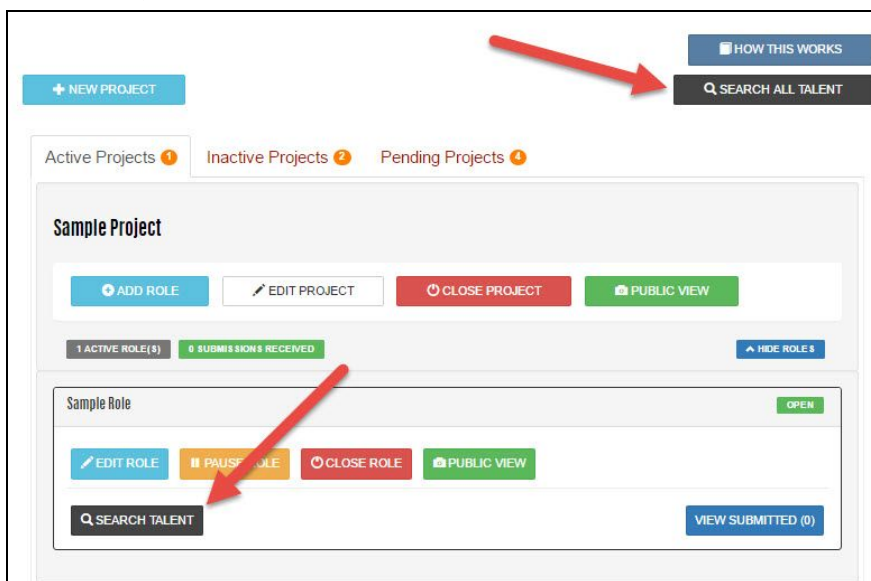


It is our goal to review and approve all submissions within three business hours of submission. Regular business hours are weekdays, 9am to 5pm PST. We do, however, work to approve roles sooner and more often. Priority is given to paid jobs.

SEARCH TALENT DATABASE

Our search talent feature (not available in all cities) allows you the ability to be more pro-active in your casting search. **Once you have an approved role, you're able to search through our talent database and request submissions from those you feel would be a good fit.**

There are two ways/places to begin a search. You can either select the “Search All Talent” feature from your main dashboard, or select the “Search Talent” button from the role box.



(CONT'D)

If you select the “Search All Talent” option from your dashboard a drop down of the roles you have active will appear. Select the role you wish to search talent for. **Submission requests must be role specific, so the searches are done by role.**

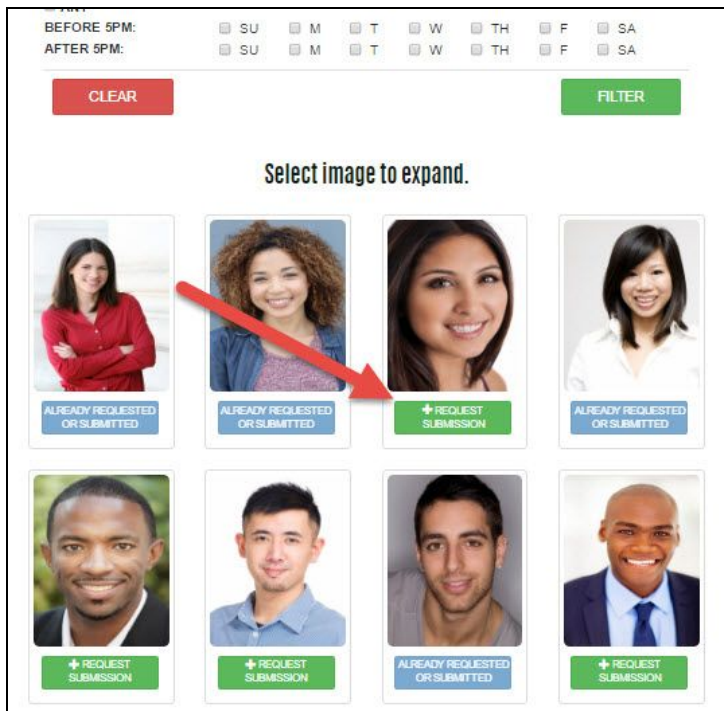


This will take you to the role search screen. If you select the “search Talent” button from the role box, it will take you directly to this screen.

A screenshot of a role search criteria form. At the top right is a blue 'DASHBOARD' button. The form includes several sections: 'ROLE:' with a dropdown set to 'Sample Role'; 'SEX:' with a dropdown set to 'Any'; 'AGE RANGE:' with two dropdowns (18 and 65) and an 'OVER 18:' checkbox; 'ETHNICITY:' with a radio button for 'ANY' and a list of other ethnicities (ASIAN, BLACK, CAUCASIAN, HISPANIC, INDIAN, MIDDLE EASTERN, NATIVE AMERICAN, OTHER) each with a radio button; 'UNION:' with a dropdown set to 'Any'; 'HEIGHT RANGE:' with two dropdowns (Lowest Height and Highest Height); 'BUILD:' with a dropdown set to 'Any'; 'HAIR COLOR:' with a dropdown set to 'Any'; 'HAIR LENGTH:' with a dropdown set to 'Any'; 'EYE COLOR:' with a dropdown set to 'Any'; and 'AVAILABILITY:' with radio buttons for 'ANY', 'BEFORE 5PM:', and 'AFTER 5PM:', each followed by a grid of days (SU, M, T, W, TH, F, SA) with radio buttons. At the bottom are two buttons: a red 'CLEAR' button and a green 'FILTER' button.

The default matches will automatically appear below the search criteria selection. You can keep your search by your pre-established role criteria (default), narrow your search by adding additional criteria, or widen your search by removing criteria. **After changing any criteria you must select the “Filter” button to return the new results.**

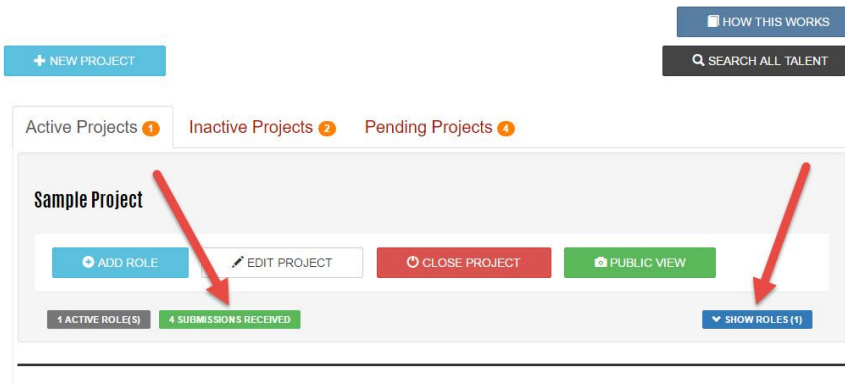
Once you have selected your role and criteria, and you find a headshot of an actor you want to have submit to your post, simply select the “Request Submission” button from below their headshot.



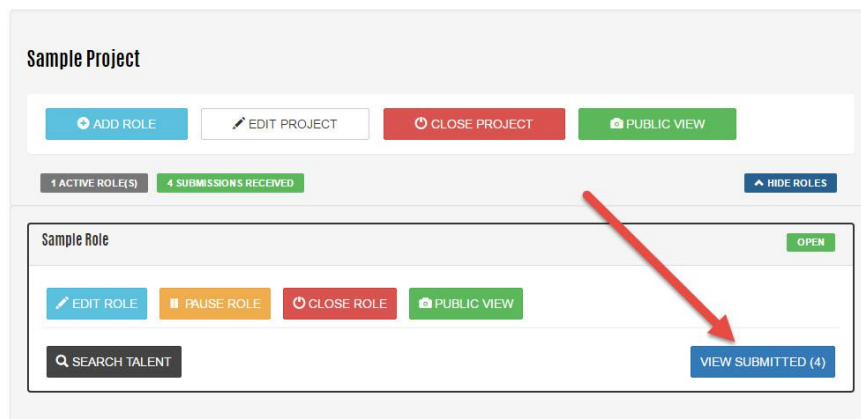
The actor will then be sent an email and text message (if opted-in to receive) notifying them they have been requested. The role will also appear in their dashboard with a special “Submission Requested” alert.

REVIEW YOUR SUBMISSIONS

To review your submissions from your dashboard, select either the green “X Submissions” button or the blue “Show Roles” button at the bottom of the project management box.



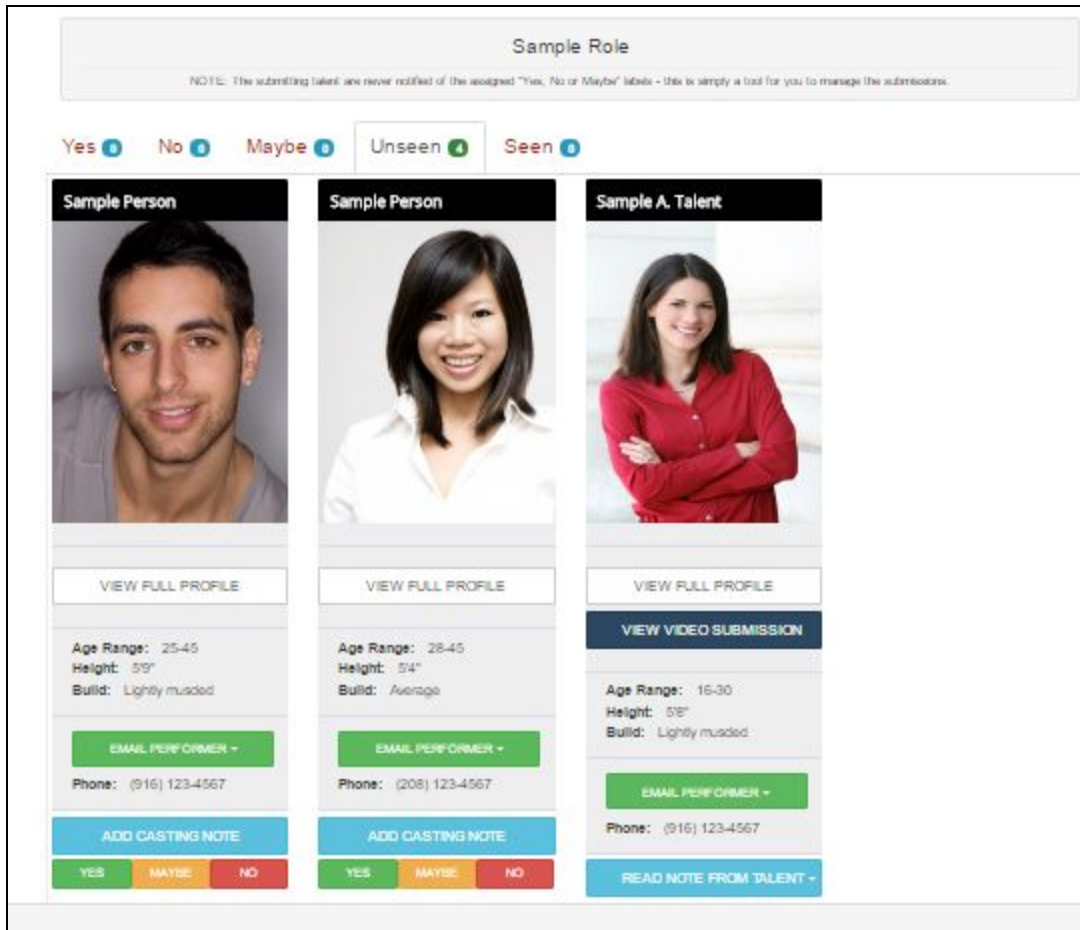
This will drop down your role management box(es). From there, select the blue “View Submitted (X)” button to view the submissions for that specific role.



(CONT'D)

MANAGING SUBMISSIONS

Once you've selected "View Submitted", you will be taken to the submission review and management screen.



From here you can review newly-submitted performers as well as performers whom you have already seen and sorted (yes, no or maybe) and those you have previously seen but not sorted. Select from the tabs title "Yes, No, Maybe, Unseen or Seen" to review the submissions in that tab.

For talent that submit a video audition (all if you select "required"), a "View Video Submission" button will appear in the talent profile snapshot. Clicking/selecting that will load the video and you will be able to watch the secured video directly from your casting review dashboard (see sample images in VIDEO AUDITIONS section). NOTE: The videos are powered by Vimeo but are not publicly listed on their site. You may however, share the link for others to review but ONLY YOU will have the link to share. Not even the submitting actor has access.

REVIEW AN INDIVIDUAL SUBMISSION

In the View Submitted area you can do a snapshot review of all submissions. The snapshot view includes their basic contact information, the ability to email them (using either our email server or yours, either way it will come from your email address), their resume and reel (if available) links and their social media (also if they made available).

Continue to a detailed view by selecting "View Full Profile". From there you can see their personal appearance information, additional photos, work availability, comfort level, social media accounts and more.

View Submitted

DASHBOARD

EXPORT "YES" SELECTIONS

Sample Role

NOTE: The submitting talent are never notified of the assigned "Yes, No or Maybe" labels - this is simply a tool for you to manage the submissions.

Yes 0 No 0 Maybe 0 Unseen 0 Seen 0



VIEW FULL PROFILE

Age Range: 18-49
Height: 6'0"
Build: Athletic

Managed by: Alexandria Sams
EMAIL MANAGER

Phone: (916) 554-1212

ADD CASTING NOTE

YES MAYBE NO

VIEW FULL PROFILE

VIEW VIDEO SUBMISSION

Age Range: 22-36
Height: 5'4"
Build: Thin

EMAIL PERFORMER

Phone: (916) 555-1212

View Resume
View Film Reel
Audio Reel

READ NOTE FROM TALENT

YES MAYBE NO

VIEW FULL PROFILE

Age Range: 25-45
Height: 5'9"
Build: Lightly muscled

EMAIL PERFORMER

Phone: (916) 123-4567

ADD CASTING NOTE

YES MAYBE NO



VIEW FULL PROFILE

Age Range: 28-45
Height: 5'4"
Build: Average

EMAIL PERFORMER

Phone: (208) 123-4567

ADD CASTING NOTE

YES MAYBE NO

VIEW FULL PROFILE

VIEW VIDEO SUBMISSION

Age Range: 16-30
Height: 5'8"
Build: Lightly muscled

EMAIL PERFORMER

Phone: (916) 123-4567

READ NOTE FROM TALENT

YES MAYBE NO

VIEW FULL PROFILE

VIEW VIDEO SUBMISSION

Age Range: 27-41
Height: 5'11"
Build: Lightly muscled

EMAIL PERFORMER

Phone: (916) 123-4567

ADD CASTING NOTE

YES MAYBE NO



VIEW FULL PROFILE

Age Range: 16-29
Height: 5'4"
Build: Average

EMAIL PERFORMER

Phone: (916) 123-4567

View Resume
View Film Reel

ADD CASTING NOTE

YES MAYBE NO

VIEW FULL PROFILE

VIEW VIDEO SUBMISSION

Age Range: 23-36
Height: 5'3"
Build: Thin

EMAIL PERFORMER

Phone: (916) 123-4567

ADD CASTING NOTE

YES MAYBE NO

VIEW FULL PROFILE

Age Range: 39-62
Height: 6'2"
Build: Few extra pounds

EMAIL PERFORMER

Phone: (916) 123-4567

View Resume
View Film Reel

ADD CASTING NOTE

YES MAYBE NO

Jane Doe

Jane Doe



Age Range: 22-36
Height: 5'4"
Build: Thin

EMAIL PERFORMER

Phone: (916) 555-1212

View Resume
View Film Reel
Audio Reel



Photos (Select photo to expand to full/original size)

HEADSHOTS



OTHER PHOTOS



Experience (Resume & Reel)

VIEW RESUME

VIEW FILM REEL

AUDIO REEL:



Work Availability

OVER 18: Yes

JOBS INTERESTED IN: TV, Film, Web, Stage, Short Film, Other

UNION: Non-Union

DAYS AVAILABLE:

BEFORE 5PM	AFTER 5PM
Sunday	Sunday
Monday	Monday
Tuesday	Tuesday
Wednesday	Wednesday
Thursday	Thursday
Friday	Friday
Saturday	Saturday

Appearance

SEX: Female

AGE RANGE: 22 - 36

ETHNICITY: Hispanic

HEIGHT: 5'4"

BUILD: Thin

HAIR COLOR: Black

HAIR LENGTH: Long

EYE COLOR: Brown

Comfort Level

SCENE RATING: R - Non-Sexual

Social



You can also review notes they have sent you, or add notes of your own.

Sample Role

NOTE: The submitting talent are never notified of the assigned "Yes, No or Maybe" labels - this is simply a tool for you to manage the submissions.

Yes 0 No 0 Maybe 0 Unseen 0 Seen 0

John Doe Jane Doe Sample Person

VIEW FULL PROFILE VIEW FULL PROFILE VIEW FULL PROFILE

VIEW VIDEO SUBMISSION

Age Range: 18-49 Height: 6'0" Build: Athletic Managed by: Alexandra Sams EMAIL MANAGER Phone: (916) 554-1212 View Resume View Film Reel

Age Range: 22-36 Height: 5'4" Build: Thin EMAIL PERFORMER Phone: (916) 555-1212 View Resume View Film Reel Audio Reel

Age Range: 25-45 Height: 5'9" Build: Lightly muscled EMAIL PERFORMER Phone: (916) 123-4567 View Resume View Film Reel

ADD CASTING NOTE YES MAYBE NO

ADD CASTING NOTE YES MAYBE NO

ADD CASTING NOTE YES MAYBE NO

READ NOTE FROM TALENT YES MAYBE NO

SORTING SUBMISSIONS

To help you better manage your submissions, you can sort them by “Yes, Maybe or No” for your easy reference. To sort, select the option beneath the talent you wish to assign them to (Yes, Maybe or No).



NOTE: The submitting talent are never notified of these labels - this is simply a tool for you to manage the submissions.

EXPORTING SUBMISSIONS

You have three options to export your submissions. First, select the green “Yes” tab from each submission you wish to export. Then select the “Export ‘Yes’ Selections” button on the top right. From here you can choose to either export as a PDF, a **PDF with no contact information (great for sharing with others)**, or as an Excel document.

EXPORT "YES" SELECTIONS ▾

PDF

PDF (without contact info)

Excel

SHARING YOUR POSTS

You can easily share your casting call with social media, either by project or role. To share the project, select the green “Public View” button from the project listing in your dashboard. Then select which social media, from the icon on the bottom right of the page, you wish to share it to and spread the word. To share by a specific role, select the “View Roles” option from your project listing then select the “Public View” option within the role management screen. Then select which social media, from the icon on the bottom right of the page, you wish to share it to and spread the word.

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