



Managing Your Roster



Roster

You can add talent to your roster by creating a profile for your talent or by inviting talent to create a profile in your roster. When creating a profile for your talent, you'll need to fill in required information about the talent's:

- Stage name
- Ethnic appearance
- Working location
- Role gender preference
- Playable age range

Additionally, you'll be asked to enter the talent's email address so an email can be sent to them to log in, add media or make any necessary changes.



Invite talent to join your roster

- Select "Add Talent".
- Choose "Invite Talent to create a profile".
- Enter a talent's name and email address, add them to the invitation and include a note if you'd like.
- You can add multiple talent to a single invitation.



See your invitation history

- Find a full history of your talent invitations and their status (Pending, In Roster or Expired) by viewing "Invitation History".
- Those successfully added to your roster will be listed as "In Roster".
- Click "In Roster" to view those talents' profiles.
- Talent invitations expire after 30 days.



Manage your talent

- Edit any of your talent's profiles and add details like booked out dates and a permanent submission note.
- Manage your talent's media and rearrange photos, videos or audio clips as they display on the profile.



Remove a talent

- Click on the overflow menu (:) when viewing your roster.
- Choose "Drop Talent from Roster".
- Talent no longer in your roster will still be searchable under "Former Clients".