



Using the Worksheet



Worksheet

Your worksheet houses all information for your requests. Each request has a status, letting you know if there is "Action Required," a response is "Pending" from talent or casting, or if it is "Completed."



Requests

To see details for a request, click on the request type (Audition, Callback, Question, Media) on the left hand side of your screen. This opens the request response page, which includes additional details about the project and role.



Forward requests

- Forward a request individually by clicking the right facing arrow and including a message if you'd like.
- Forward multiple requests at once by selecting the checkbox on the left hand side of each request and choosing "Forward" in the bottom right corner.



Talent responses

- When reviewing a request's details, you can provide your own response.
- If a talent has confirmed a schedule request, that will automatically be sent directly to casting.
- In your company settings you can choose to have self tape responses go straight to casting or to back to you to review.



Ready to send a response?

- When ready to send a response to casting, click the left-facing curved arrow furthest to the right on your worksheet to open the request response modal or click "Send Response" on the request response page.
- You will be able to send the talent's response or a different response.
- The "Your Response" column will have an icon to indicate you have sent the response to casting.

