

Quick Start Guide

Talent Representative

Getting Started

Day One Tips

Signing Up and Submitting to Projects

Managing Your Roster

Creating a Package

Using the Worksheet





Getting Started



Create an account

If you are a new talent representative looking to use Casting Networks®, please contact our support team through support.castingnetworks.com.



Submit to projects

Search for projects and roles and submit talent who you think is fit for the project to casting.



Refer to your worksheet

Stay on top of your requests by reviewing your worksheet. Your worksheet allows you to see if there is "Action Required", a request is "Pending" or if it is "Completed."



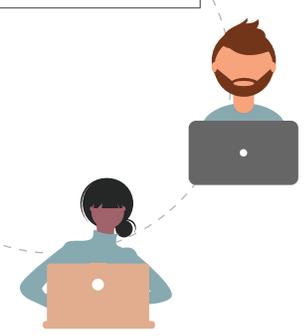
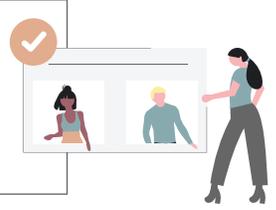
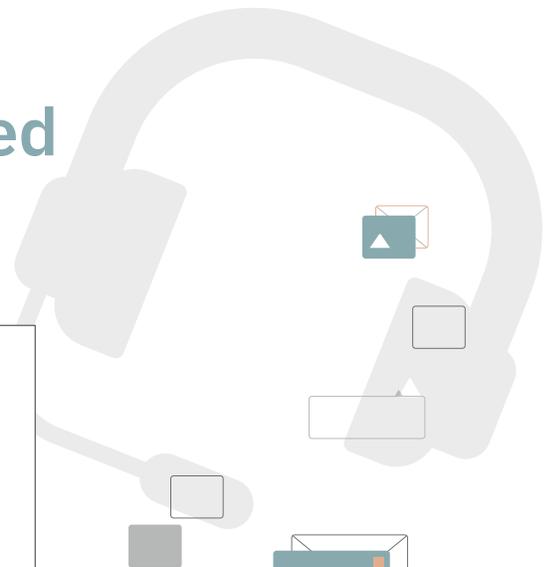
Manage your roster

Add, invite, contact, manage or remove talent from your roster.



Create a package

Create packages to send information about your clients to those outside of Casting Networks®.





Day One Tips



Roster

- View your current roster
- Filter using new skills and criteria available
- Invite new talent to join your roster
- Contact one or multiple talent in your roster



Submission status

- See the status of your submissions:
 - Selected appropriate talent
 - Submitted to casting
- Selected talent are in a draft state. These profiles have not yet been sent to Casting.



Worksheet

- Respond or forward to talent different requests by casting:
 - Auditions / callbacks requests
 - Question requests
 - Media requests (include up to 10 photos, videos or documents)
- Review status to clarify if an action is needed on your part



Edit talent profiles

- Provide a brief biography
- Highlight specific credits and media
- Explore the new Bookout and Conflicts



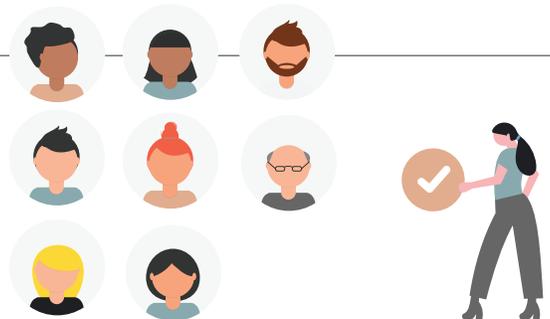
Role details

- Roles have their own specific audition/callback and shoot dates
- Click the drop down arrow to the right of each role to see more information



Packages

- Create packages with your talent to send to third parties
- Group talent in folders
- User-friendly interface for recipients to view and select your talent





Signing Up and Submitting to Projects



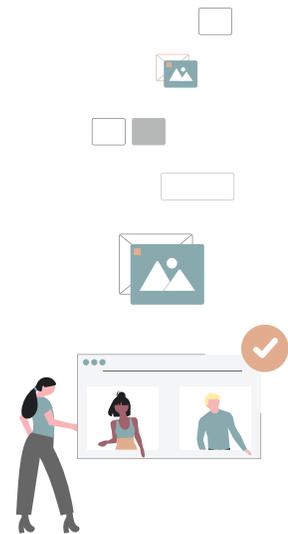
Creating an account

If you are a talent representative looking to use Casting Networks, visit www.castingnetworks.com/talent-reps and click "Get Started" to sign up.



Submitting to projects

- Filter or search your Projects List based on available criteria for specific projects or roles by clicking the blue "Filter" button.
- To submit talent for a role, click "Find Talent" next to role details. Filter your roster based on specifications by clicking the blue "Filter" button.
- Add talent to the role by clicking the "Select" button beneath their photo. Once you've finished, click the "Selected" tab or "Review Your Selections" in the bottom right of the screen.
- When on the "Selected" tab, you can customize a submission by clicking "Customize" below a talent's photo. Pick the talent's primary photo, hide photos and add details relevant to the project or role.
- When you have selected and customized your selections, click "Submit Selections" to send to casting.



Account settings

To opt in or out of a project and request notification emails, click your name in the top right corner, select "Account Settings" and click "Notification Settings".

If you have access to multiple divisions, you'll see each listed in a dropdown menu when clicking your name in the right hand corner and can switch back and forth from your single login by selecting the option you'd like to access.



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.
- Contact talent on your roster by selecting the box on the upper left of their headshot, then select "Contact Selected Talent".



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".





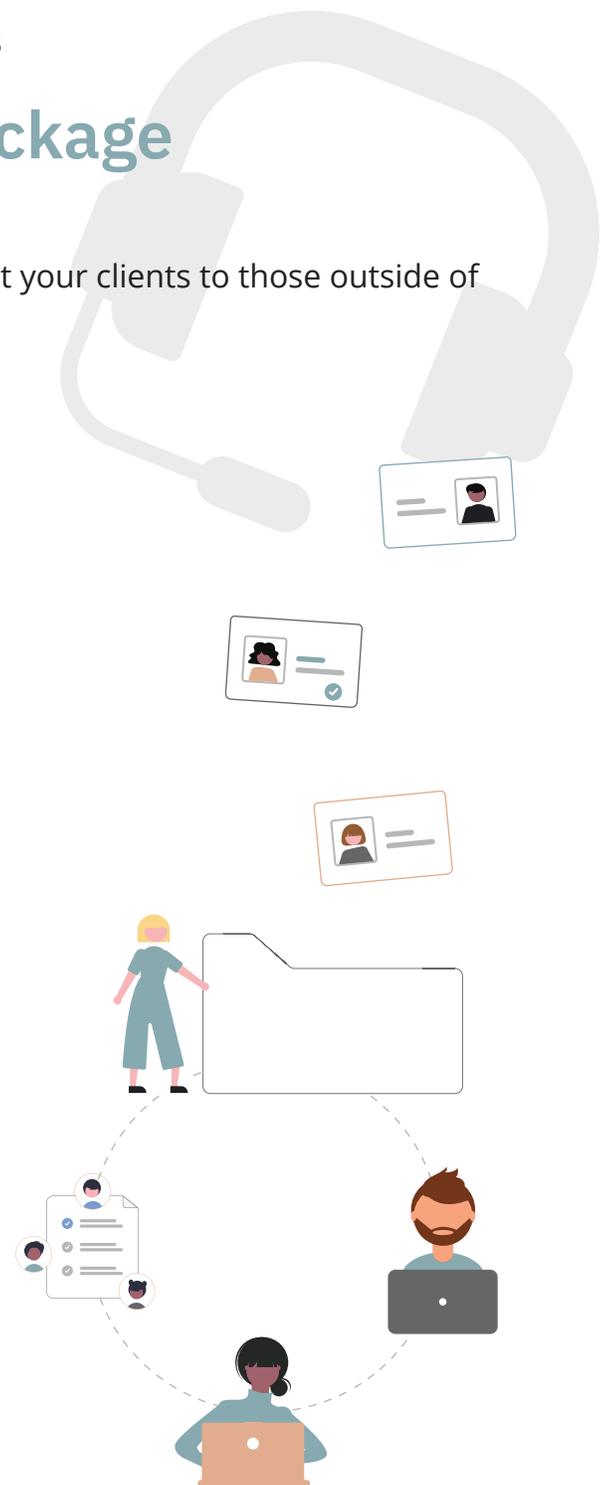
Creating a Package

You can create a package to send information about your clients to those outside of Casting Networks®.



How to create a package

- 1 Create and label folders to which you will add your talent.
- 2 Choose "+Add Talent from Roster."
- 3 You can filter your roster by clicking "Filter" in the top left corner.
- 4 Check the box on the upper left of the talent's headshot, then click "Add to Folder". To add multiple talent to a folder, check the box next to each talent's headshot before clicking "Add to Folder".
- 5 When ready to send, click "Copy Link" and paste into an email to send to your client or anyone else to whom you'd like to present your clients.





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.
- You can either confirm or decline a media request (self tape) and send a note to casting.
- The "Your Response" column will have an icon to indicate you have sent the response to casting.

