

Quick Start Guide

Casting Director

Getting Started

Day One Tips

Creating a Project

Creating and Managing Requests and Schedules

Sessions and Presentations





Getting Started



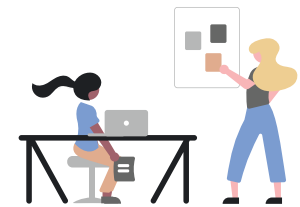
Create an account

If you are a casting director looking to hire talent using Casting Networks, visit www.castingnetworks.com/casting-directors and click "Get Started" to sign up.



Create your project and roles

Many of the fields which were previously included at the project level on our legacy platform have moved to the role level. Create a new project and customize each role.



Review submissions to your project

Look through talent who submitted to your project and choose which ones you would like to move forward with.



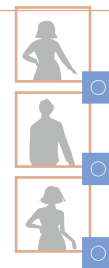
Send requests to talent

Collect important information about talent by sending them audition, callback, media or question requests.



Share presentations to your clients

Create a presentation comprised of video, photo and audio clip auditions and share it with your clients.





Day One Tips



Sessions

- Please contact Casting Networks® to add a new user account for your session runner. Their previous login information will NOT work.
- For FastCapture®, be sure to claim your account before you log in. You will use your email address and new password to log in to FC.



Review your agency lists

It's a good idea to double check your migrated agency lists to ensure that all the correct agencies are listed.

- Click on Talent Search and select "Representative Lists"
- Click "Add Reps" if you need to add more representatives

Representatives Lists

My Agency List [Edit](#)

Add Reps

My Agency List (2)

CNI Demo Agency - NOT FOR TEST

Casting Kids/Eaglestone Management



Review your presentations

- Check your "Current Projects" and "Archived Projects" on your Projects List page and let us know if anything looks out of place.
- Confirm all current presentations and client links are working correctly



Terminology changes

- **Not Yet Published** - Role has yet to be published to reps or talent
- **Active** - Role is active
- **Archived** - Role has been archived
- **Internal** - Role is only active internally
- **Requesting Additional** - Additional submissions have been requested
- **To Review** - Talent has yet to be reviewed
- **Selected** - Talent has been reviewed and made a select
- **Under Consideration** - Talent has been added to a schedule
- **Presentation Links** - Replaces Client Links



Creating a Project



Creating your projects and roles

Many of the fields which were previously included at the project level on our legacy platform have moved to the role level. When creating a project, in each role you can fully customize:

- Work information
- Audition information
- Publication settings
- Submission requirements



Publication settings

Each role within a project has its own publication settings. When adding a role, you can specify whether to publish your role to talent representatives, directly to talent, or both. While each role can have its own publication settings, you can choose to import the same settings when adding any additional roles.

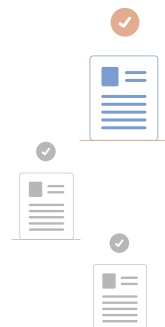


Reviewing submissions

- 1 From Project, Overview, click the number below "To Review" to display new submissions.
- 2 Clicking on talent's photo will show more photos - clicking on their name will take the user to the summary page for the talent.
- 3 Click the menu to see more options and to view the talent's full profile.
- 4 If you choose to **move forward with the talent**, mark any number 1-6 or CB (callback) below their photo.

If you choose **not to move forward with the talent**, select "Mark as Reviewed."

Any talent you mark as "Reviewed" will be placed in the "Reviewed" folder for that role.





Creating and Managing Requests and Schedules



Types of requests

Requests are a brand new feature on Casting Networks® that allows you to quickly collect necessary information about talent within your project. There are currently two types of requests:

Media Requests

Collect self tapes or ask for a specific type of media (video, audio, PDFs and more). Talent can upload up to 10 pieces of media per request.

Question Requests

Ask a question to get more details from talent or check their availability.



Worksheet

- You can select and view talent status as:
 - Marked as under consideration
 - On available
 - Booked for a role
- You can also change the priority selection tag.
- Talent who have been requested or auditioned through FastCapture will appear on the worksheet.

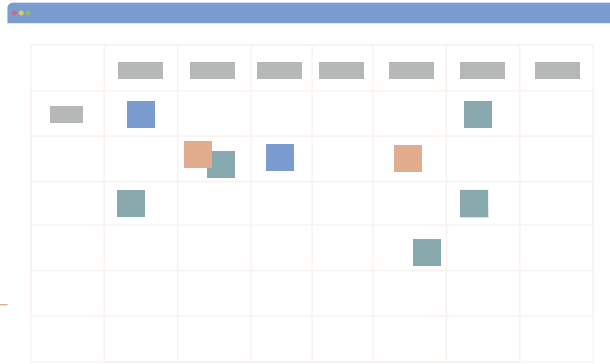


View responses

To view responses to a request, click “Requests” below any project name. When viewing details for any request, there is a column titled “Response” to indicate the current status of the request by talent.

Schedules

Our new and improved scheduler offers several enhancements including the flexibility to switch talent between time slots, remove talent from the schedule or cancel schedules altogether.





Sessions and Presentations



Sessions

- ✓ View all audition footage uploaded to any project
- ✓ Add audition media such as video, audio clips or photos
- ✓ See list of all sessions
- ✓ Find information about how the media was captured/uploaded, on what date and by whom

All media uploaded through FastCapture® or submitted through a media request will be available in Sessions.



Presentation

- ✓ Share/showcase video, photo and audio clip auditions with your clients
- ✓ Utilize folders to organize media from audition sessions
- ✓ Copy groups from a session into a presentation
- ✓ Edit/reorder groups in a session and/or copy groups to other sessions
- ✓ Create **live presentations** which automatically update to reflect your session changes
- ✓ Create **custom presentations** if you'd like to customize elements directly in the presentations or if you prefer to share a static link with clients

