

Quick Start Guide

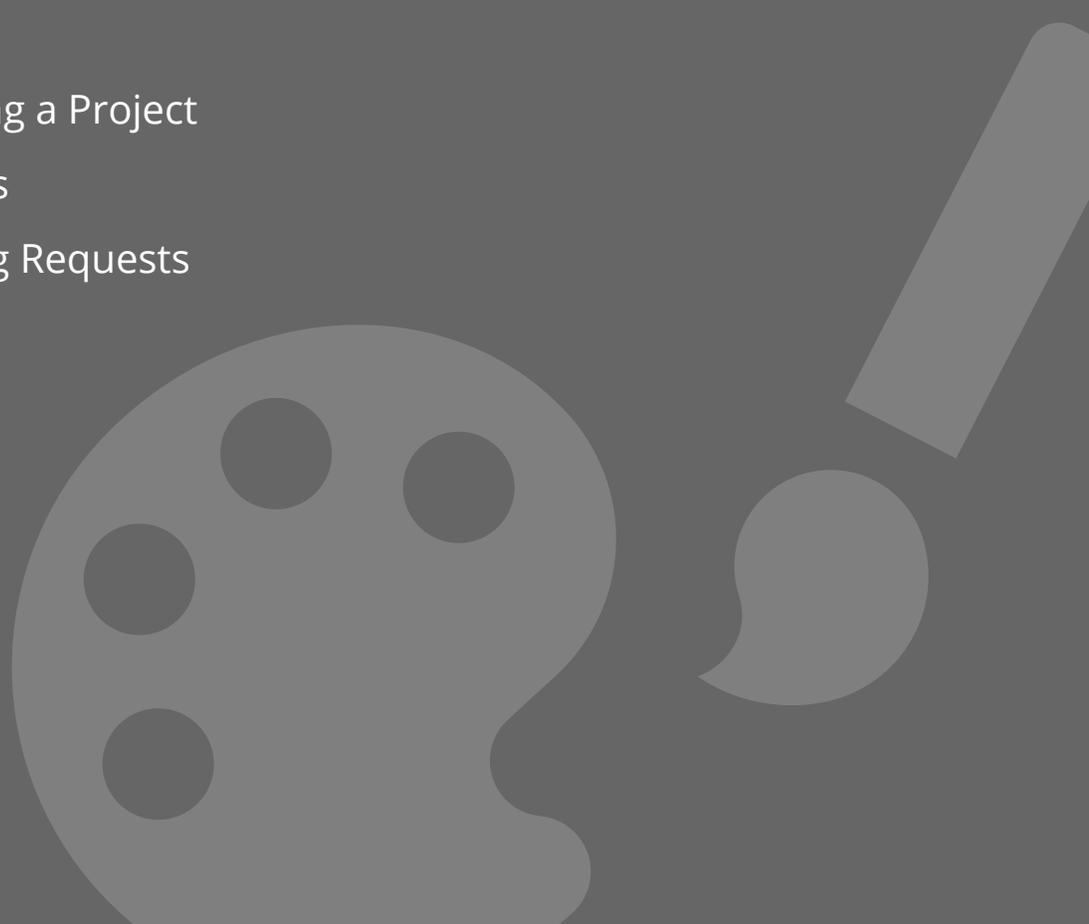
Project Creator

Getting Started

Signing Up and Creating a Project

Reviewing Submissions

Creating and Managing Requests





Getting Started



Create an account

For new independent project creators looking to use Casting Networks® to cast your project, visit app.castingnetworks.com to sign up for your free account.



Create a project

Create a project and fill out all the required information. Once you've finished, submit it for approval.



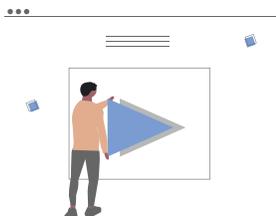
Review submissions to your project

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.





Signing Up and Creating a Project



Create a new account

For new independent project creators looking to use Casting Networks® to cast your project, visit app.castingnetworks.com to sign up for your free account. While signing up, you'll be asked to include verifying information to help our approvals team review your project more quickly.



Creating a project

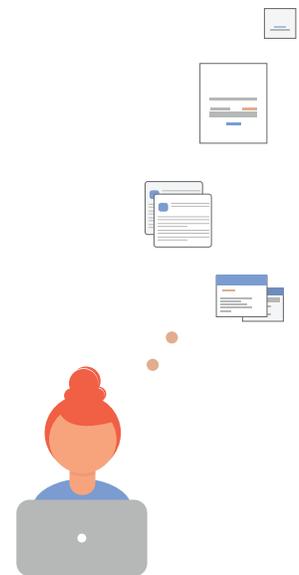
When creating a project, make sure to:

- Fill out the "Synopsis" or "Project Details" with a summary or general idea of the project
- Complete the role description for each and every role such as physical traits, the "feel" of the character and how the character ties into the project

If you are seeking models, don't forget to:

- Specify physical requirements if applicable (height, body type, look, sizes)
- Include the settings they need to be comfortable with (runway, photo shoots, commercial dialog)

Once you've filled out all required information, click "Submit for Approval" to send your project to our approvals team. You will hear by email if any updates are required or once your project has been approved.





Reviewing Submissions

Once talent have submitted to your role(s), you can view submissions by role. Follow the steps below.



How to review submissions

- 1 Click the name of the project and the number of submissions in the "To Review" column to see talent who have submitted to your role.



- 2 Once you're in "To Review", you can view more about the talent submissions. To see more details about any talent, click on their photo. To see their full profile, click "View Talent Profile" in the bottom right corner.



Interested in talent?

- 3a If you're interested in contacting talent for more information or scheduling an audition, choose any number 1-6 or CB (callback) below their photo to mark the talent as "Selected."

We provide several options allowing you to sort your talent - some might choose their top choices as number "1", backups as "2" and so on.



Not moving forward with talent?

- 3b If you choose not to move forward with a talent, you can select "Mark as Reviewed" when viewing their details. You can always return to your reviewed talent if you find you need to reconsider talent you may not have initially chosen to contact.





Creating and Managing Requests



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:



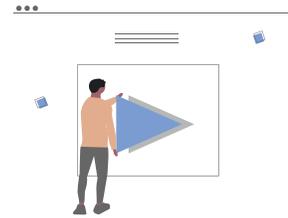
Media Requests

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 talent in a specific project. This might be used to get more information on their experience.



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.



Worksheet

The worksheet is a tool to help organize and keep track of talent in a project. It will show all talent you have:

- Selected for a role
- Added to a request
- Added to a schedule



If you want to call a talent, you can find their phone number listed on their size sheet. Size sheets can be accessed on the Worksheet or in the Selects folder. To find a phone number through the Worksheet, click on the three dots (:) located on the far right of the talent and select “View Size Sheet”. To find a phone number through the Selects folder, click on the three dots (:) in the upper right corner of the talent's thumbnail and select “View Size Sheet”.