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QUICKSTART GUIDE

If you are anywhere near a computer and an active internet connection, get online, get to the new 'iActor' Online Casting website, and get your resumes, headshots, and sound clips up on your own personal marketing space. To make all this work effortlessly for you, we have put together this **iActor Quickstart Guide**. We have also produced an online **iActor Member Guide and Tutorial**.



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INTRO: GETTING STARTED

START HERE	DO THIS	TIPS
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1

<http://www.sag.org>

Log on to the SAG website as a member.

You need to be registered on the SAG website to access the new **iActor Online Casting website**. If you have not registered yet, select the **Register Now** link on the website and follow the step-by-step directions.



2

Things you need

- 1 Locate your digital headshot files on your computer or on a CD.
- 2 Locate your digital sound clips on your computer or CD (if you plan to upload these to your resume).
- 3 Type a brilliant paragraph about yourself (your bio) on your computer. Spell-check and proof it.
- 4 Locate (update if necessary) your printed resume.

You'll also need to do these things:

1. Make sure your professional name is up-to-date at SAG. **If you are in doubt call (323) 549-6791.**
2. Make sure your representation and contact information is up-to-date. **In doubt? Call (323) 549-6731.**

3

Get to the iActor website

After you've logged onto the member website



Select the 'My Resume' icon to go to **iActor**

Once you click the 'iActor' icon, the system will take you to the first page in your resume journey: **Market Yourself | My Resumes**. Here you can start working on one of seven different types of resumes.

4

Select the **CREATE** button for any Resume Type

Follow the prompts and directions. **Read everything carefully.** The system will display the **Preview Resume** page

This is the place where your resume will grow as you add sections to it. You'll come back here often.


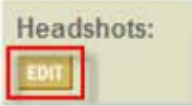





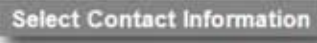






5

Use the **EDIT** button anywhere to make changes.










Click the **EDIT** button within each section of the Preview Resume page to go directly to a resume area: **Headshots, Sound Clips, Represented by, Professional Profile, Experience, and Skills and Training.**

Take a tour through each of the sections to get a feel for what they're about. Make sure you have all your resume material in front of you for easy reference.

THE RESUME SECTIONS

START HERE	DO THIS	TIPS
 <p>Headshots</p>	<p>Click the Headshots EDIT button in the Preview Resume section.</p> 	<p>Then select the ADD button in the Headshot section to start the 'wizard' for adding your images.</p> 
 <p>Soundclips</p>	<p>Click the Sound Clips EDIT button in the Preview Resume section</p> 	<p>Then select the ADD button in the Audio section to start the 'wizard' for adding your sound clips.</p> 
 <p>Represented by:</p>	<p>Click the button in the 'Represented by' section of the Preview Resume page.</p>  <p>Enter your representation.</p>	<ol style="list-style-type: none"> 1 Make sure your Professional Name is listed correctly. 2 Make sure your Referral Numbers are listed correctly. 3 Make sure your Exclusive Representation is listed correctly.
 <p>Represented by: Non-exclusive Representation</p>	<p>Using the drop-down menu, select a region. This action will display the agent list. Select an agent, contract type, then click ADD.</p> 	<p>Select as many agents in those regions where you do not already have exclusive representation. When you are done doing your work, make sure you select the SAVE button at the bottom of the page.</p>
 <p>Professional Profile</p>	<p>Click the EDIT button in the 'Professional Profile' section of the Preview Resume page. On the 'Add Profile Info' page, using drop down menus in each area, fill in your Physical Characteristics, Unions, Ethnicities, and Disabilities. And don't forget to complete the Age Verification' section.</p> 	<p>Don't forget, you can come back to any resume section again and again To add, improve, or remove information. When you are done doing your work, make sure you select the SAVE button at the bottom of the page.</p>
 <p>Experience</p>	<p>Click the EDIT button in the 'Experience' section of the Preview Resume Page. On the 'Edit Professional Experience' page, fill in your Credits, Weblinks, and Biography.</p> 	<p>Don't worry about sorting your credits. It's done automatically. Make sure your weblinks are accurate and up-to-date. Paste your bio directly from your word processor. When you are done doing your work, make sure you select the SAVE button at the bottom of the page.</p>

THE RESUME SECTIONS (continued)

 START HERE	 DO THIS	 TIPS														
 <p>Skills and Training</p>	<p>Click the EDIT button in the 'Skills and Training' section of the Preview Resume Page. On the page, fill in your your skills, language proficiencies, professional training.</p> <p>Edit Skills and Training</p>	<p>Be accurate on all this information. The data should be verifiable. Keep it real. When you are done doing your work, make sure you select the SAVE button at the bottom of the page.</p>														
 <p>View As Slideshow</p>	<p>Click the VIEW AS SLIDESHOW button on the Preview Resume page.</p> <p>VIEW AS SLIDESHOW</p>	<p>Your primary resume is the big one. Change the order of all the pictures on the Headshots page.</p>														
 <p>Printable Version</p>	<p>Click the 'Printable Version' button to create a PDF version of your primary resume.</p> <p>Printable Version</p>	<p>The system will create a separate PDF file on your computer. The file can be emailed.</p>														
 <p>Email Resume</p>	<p>Click the 'Email Resume' button to create a quick email form. Your resume will be automatically attached.</p> <p>Email Resume</p>	<p>Send your resume out. Send a copy to yourself. Also, you can email comments to us at webhelp@sag.org.</p>														
 <p>HELP!</p>	<p>Click the ? button anywhere for information pertinent to that particular area.</p> <p>Help ?</p>	<p>Select the little ? buttons for quick help.</p>														
 <p>Back to My Resumes</p>	<p>Click the 'BACK TO MY RESUMES' button at the bottom of the Preview Resume page to return to My Resumes page</p> <p>BACK TO MY RESUMES</p>	<p>You can have as many as seven types of resumes posted on your site.</p>														
 <p>How About Some Phone Numbers?</p>	<table border="1"> <thead> <tr> <th>FOR HELP ON THESE SUBJECTS:</th> <th>CALL:</th> </tr> </thead> <tbody> <tr> <td>Online Experience Problems</td> <td>(323) 549-6789 (800) 724-0767 Or email us at webhelp@sag.org</td> </tr> <tr> <td>Resume Contact Information</td> <td>(323) 549-6731 Agency Relations</td> </tr> <tr> <td>Exclusive Representation</td> <td>(323) 549-6731 Agency Relations</td> </tr> <tr> <td>Non-exclusive Representation</td> <td>(323) 549-6731 Agency Relations</td> </tr> <tr> <td>Proof of Age Information</td> <td>(323) 549-6791 Membership</td> </tr> <tr> <td>Professional Name</td> <td>(323) 549-6791 Membership</td> </tr> </tbody> </table>		FOR HELP ON THESE SUBJECTS:	CALL:	Online Experience Problems	(323) 549-6789 (800) 724-0767 Or email us at webhelp@sag.org	Resume Contact Information	(323) 549-6731 Agency Relations	Exclusive Representation	(323) 549-6731 Agency Relations	Non-exclusive Representation	(323) 549-6731 Agency Relations	Proof of Age Information	(323) 549-6791 Membership	Professional Name	(323) 549-6791 Membership
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