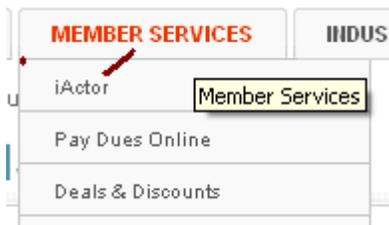


IACTOR ONLINE RESUMES ON WWW.SAGAFTRA.ORG

This guide is intended to render assistance to our users and explain the areas of the IACTOR application.

If you have questions or would like assistance with this application, please contact the iActor assistance team at (323) 549-6451 M-F 8am to 5pm PST.

Logged in active members have access the iActor application by clicking on to select **iActor** from the drop down menu under the MEMBER SERVICES tab in the upper left area of the screen.



The iActor application gives our membership opportunity to create an online resume, upload photos, videos and audio files. The application enables the user to create a single or multiple resumes depending on the individual talent.

A FEW NOTES BEFORE YOU GET STARTED

Once you have created the first resume, you will be able to copy the information from your original iActor resume to any subsequent resumes you would like to create on iActor.

With your first resume already created, the following steps will assist you in creating additional resumes from data you entered on the first resume. Use the steps below to create additional resumes on the application.

Note: When entering updates on your resumes each resume you have created must be "updated" separately.

From the MARKET YOURSELF page:

1. Click CREATE to the right of the next resume to create.
2. Click the circle to the left of "Based on an existing resume".
3. Click the blue arrow to list the resumes you have already created.
4. Click to select a resume from BASED ON EXISTING RESUME BOX
5. Click CONTINUE to copy the information over to the next resume.

Remember: You can alter or add information to any or all of your resumes 24 hours a day.

MARKET YOURSELF / RESUME LIST

The Market Yourself displays columns across the top of the table that lists the resume types. The following is a definition of each of these Column titles:

My Primary Resume	Resume Name	Last Update	Viewing Status	Published Resumes		
	Principal Resume	11/14/2012	<input type="checkbox"/> Viewable		EDIT	REMOVE

COLUMN TITLE **DEFINITION**

MY PRIMARY RESUME *When multiple resumes have been created the indicated Resume will be the first to be listed and viewed*

RESUME NAME *The type / title of the resume created resumes*

LAST UPDATE *The last date your resume was updated /changed*

VIEWING STATUS *When checked allows registered industry professional to view your resumes in the iActor application. When unchecked you, the member are the only one who can view your resume*

PUBLISHED RESUMES *Once you have creates your resume a “PUBLISH” button will be displayed under this column. When this button is checked your created iActor resume will be published to the WORLD WIDE WEB and can be viewed by anyone who has access to the internet. When you enter updates to your resume, if published, you will see an “UPDATE” button displayed in this column. Click this UPDATE button to apply the updates to your published resume*

UNTITLED COLUMNS *The buttons in these columns are used to create, edit and remove your iActor resumes*

Note: You will have full view of all columns listed above once you have started the “create your resume” process.

CREATING YOUR ONLINE RESUME

To start, select the type of resume you would like to build.
Click the **CREATE** button to the right of the resume type.

Name	Update	Status	Resumes	
Principal Resume				CREATE

CREATING YOUR FIRST RESUME:

Indicate you are creating your resume from scratch and click **CONTINUE**

Based on existing resume
select existing resume ▼

Create new from scratch

CANCEL **CONTINUE**

ADD YOUR HEADSHOTS, VIDEO & SOUND

On the “Preview Resume” page, you will see a silhouette of a person where your picture will be. Click the **EDIT** button to the right of the silhouette to proceed.

Preview Principal Resume



Your Name Here
SAG, AFTRA
Business Contact Number
●●●-●●●-●●●●

Headshots:
EDIT

Sound Clips: ?
EDIT

On the EDIT HEADSHOTS page click **ADD**

Edit Headshots

Help ?

Headshot ?

Primary ?

Show on this resumé ?

Label ?

Order ?

ADD

On the UPLOAD HEADSHOTS page click BROWSE
You will see your computer files displayed.
Open the file containing the photo you would like to add.
The file name will populate the Browse box
Click upload (you can load up to 10 photos using these steps)
You are now back on the EDIT HEADSHOTS page

Look to the left of the photos listed, there are 3 columns, the definition of each as follows:

PRIMARY *When checked will indicate that photo as your large photo on the cover page of your printed resume*

MINI HEADSHOT *This will designate the photo you would like displayed on the top right of your printed resume pages*

SHOW ON THIS RESUME *You can select the photos you would like displayed on your resume. Remove your check from this box the photo will remain in your iActor file but will not display on the resume*

Edit Headshots Help

Headshot

Primary	Mini Headshot	Show on this resumé	Label	Order
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 Oletta Beauty.JPG <input type="checkbox"/>	REAR

Note, you must click **SAVE** on the bottom of the **EDIT HEADSHOTS** page to retain your pictures on the site.

Once all pictures have been loaded, be sure to indicate your **PRIMARY** and **MINI HEADSHOT** photos

In the Video and Sound Clips area click **EDIT**. You will follow the same procedure as outlined in the photo area. You can add 5 video and 5 sound clips to your resume.

ADDING DATA TO THE RESUME

CONTACT INFORMATION

Click **EDIT** to the right of **CONTACT INFORMATION**

ADDITIONAL WORK LOCATIONS

This area will give you the option to specify up to 2 additional work locations you are willing to travel for work. These locations will be listed on your iActor resume in addition to the current "LOCAL" listed in your membership file.

Click the blue arrows for a list of areas

Click to select the area you wish to display

Be sure to click **SAVE** on the bottom of the screen when done.

Additional work locations do not show on your resume, but will be included in searches by casting directors who specify a region.

Please note: Specifying additional work locations does not relieve a producer of meeting the contractual obligations under the applicable contract as they pertain to travel. Additionally, a member shall not waive any travel provisions including but not limited to travel time, transportation, lodging, and per diem, without the consent of the SAG-AFTRA.

Please select additional work location 1:

None Selected

Please select additional work location 2:

None Selected

ADDING / CREATING CONTACT INFORMATION

BUSINESS CONTACT PHONE NUMBER:

Do you see a phone number in the “BUSINESS CONTACT NUMBER” area? If you do, be sure there is a check mark in the box to the left of your business contact number. This will ensure your business contact number will appear on your resume. **Do not check** the “Show on this resume” box if you **do not** wish to have this number displayed on your resume. To add a number or update, enter the new or updated number and SAVE

AGENT LISTED AS YOUR CONTACT

If you have an agent listed in your files in the SAG system, this agent will also be listed on this page. If you want your agent to be listed on your resume, place a check mark in the box to the left of the agent.

If there is an agent you wish to add to your file in the “Non-Exclusive Representation” area:

Choose a region:

Click . This will display a drop down menu of regions to select from. Click to display the agent in your area. Once you have located the agent, click the drop down menu in the “Type” column to insert the contract type and click ADD to the right of your selection. The agent will now display in the “Non-Exclusive” area. Be very sure to click SAVE at the bottom of this page. This will add your representation selection to your resume.

Exclusive Representation

Show on this Primary resumé	Agency	Phone	Type	Location
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You cannot change your exclusive representation online. This list of agencies comes directly from your current Agency records at SAG-AFTRA. For information regarding your exclusive representation contracts, please contact SAG-AFTRA Agency department at (323) 549-6745.

Non-exclusive Representation

Primary	Agency	Phone	Type	Location
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Add Non-exclusive Representation

PROFESSIONAL PROFILE

Click EDIT to the right of Professional Profile

Using the drop downs click to select what best describes you in each of the areas

You are not required to add all information in the selected areas. It is up to you, the member as to the amount of details you would like to list about yourself.

Please remember, all the areas in the Profile section are searchable by casting directors. Be as specific as you can.

PHYSICAL CHARACTERISTICS

Gender:	<input type="text" value="Male"/>	Dress Size:	<input type="text" value="Unspecified"/>
Height:	<input type="text" value="6' 2"/>	Pant Size:	<input type="text" value="Unspecified"/>
Weight:	<input type="text" value="210 lbs."/>	Bust/Chest:	<input type="text" value="48"/>
Hair:	<input type="text" value="Brown"/>	Cup Size:	<input type="text" value="Unspecified"/>
Eyes:	<input type="text" value="Brown"/>	Waist:	<input type="text" value="38"/>
Hips:	<input type="text" value="40"/>		
Portrayable Age Range:	<input type="text" value="45 years"/>	to	<input type="text" value="65 years"/>

Body/Build Type:

- Athletic Average Bodybuilder Large Muscular
 Petite Slim Thin Very large Voluptuous

Please be as specific and accurate as possible. The more useable this site is for casting professionals, the better value it is to you.

If needed, you can select more than one body type to give the reader a more accurate description of you.

To add "AFFILIATIONS", "PORTRAYABLE ETHNICITIES" and "DISABILITY INFORMATION," click on your selection in the box on the left, click "ADD>>" to move your selection to the box on the right of the screen.

To remove a selection click the data on the right and move over to the left by clicking REMOVE

UNION AFFILIATIONS

AAE ACTRA AEA AGMA AGVA British Equity CAEA	ADD >> << REMOVE	SAG-AFTRA
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PORTRAYABLE ETHNICITIES

African African American Alaskan Native Albanian Arabian Armenian Asian/Pacific Islander	ADD >> << REMOVE	Caucasian/White Central American Cuban Greek Italian Latino/Hispanic Native American Indian
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This information is optional and is for casting purposes only.

DISABILITY INFORMATION

Adaptive Equipment Albino Amputee Amputee - Left Arm Amputee - Left Hand Amputee - Left Leg Amputee - Left Leg Above Kn	ADD >> << REMOVE	
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Once your Profile is complete, scroll to the bottom of the page. You must indicate your age before you can proceed. If you are 18 or older you only need to check the "I am 18 years old or above" box in the "AGE VERIFICATION" area. You are not required to enter your actual age.

If you are under 18 years of age, you will be required to complete the information requested.

AGE VERIFICATION

<input checked="" type="checkbox"/> I am 18 years old or above <input type="checkbox"/> I am legally emancipated <input type="checkbox"/> I am a High School graduate or have passed the GED or my state's high school proficiency exam. Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/> Please enter date in the format mm/dd/yyyy (e.g., 06/20/1995) If you are younger than 18 you must provide your date of birth. Your birthday will not appear on your resume.	CANCEL SAVE
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On the bottom right hand side of this page click **SAVE** to retain your entered data and continue.

PROFESSIONAL EXPERIENCE

From the picture below, you will see the operating buttons on this screen. Using the gold arrows, you can move the data to display in the desired order.

VERY IMPORTANT TO AVOID DISAPPEARING DATA

PLEASE REMEMBER to click **SAVE** every 4 or 5 lines of data entered to avoid losing any entered data.

To begin click ADD A CREDIT TYPE. This will enable you to organize your past credits under the production type

Use the arrow to make your selection from the drop down, click SUBMIT

Please be as specific and accurate as possible. The more useable this site is for casting professionals, the better it is to you.

Add Links:

Link Name: Website:

Add Actor Bio:

Please link only to sites which contain relevant information. Do not create links to explicit or offensive content.

Under the production type you selected begin entering your past credits. Each column is labeled on the top of the page.

Television ▲ ▼

Production title | Role / Character | Production Co. or Director

Beauty and the Beast | Lead | Disney

The Fall Guy | Stunts | Universal

The White Shadow | Stunts | ABC

Commercial ▲ ▼

Other ▲ ▼

Stage ▲ ▼

Voice Over ▲ ▼

You can move the entered data on the page by using the arrows on the left or right of the screen.

Click the green plus box to add additional lines for data.

The red X will delete a line.

A good rule is: click SAVE every 10 minutes or every 5 lines of data

ADD LINKS

If you have a website you would like others to see you will list it on this same page in the ADD A LINK area

Click the green cross in the box to open the areas for data entry

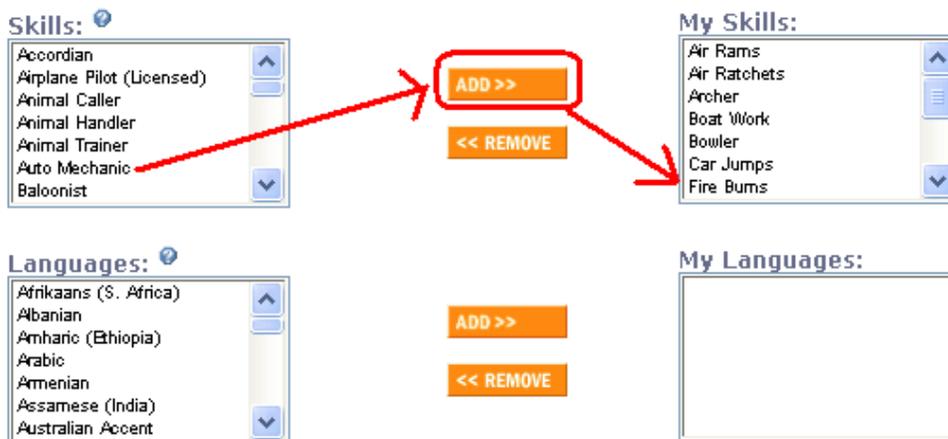
ADD ACTOR BIO

The ACTOR BIO area is a free typing area where you can create a short biography. If you already have a biography created you can also copy and paste the pre-written text into this space. Please limit the biography to 500 words or less.

Don't forget to click SAVE.

SKILLS AND TRAINING

This is the last area of information to add to your resume. The SKILLS area will be populated with any skills or talent you indicated when you joined the Union. You can add to this list by clicking on a skill in the list to the left. Click ADD in the center box to move the selection to the right



You will repeat this process for the LANGUAGES area.

OTHER SKILLS

List any skill you have that were no in the list above

Professional Training & Education

List any specialized training that may be beneficial to casting professionals.

Be very sure you click **Save**.

MAKE YOUR RESUME VIEWABLE

Once you have your resume the way you want it, be sure to click VIEWABLE on the MARKET YOURSELF page.

PUBLISH YOUR COMPLETED RESUME TO A PUBLIC WEBSITE

Below you see the table of resumes from the Market Yourself page. Note the Principal Resume has been noted as Viewable. You now want to Publish the Resume to the World Wide Web

My Primary Resume	Resume Name	Last Update	Viewing Status	Published Resumes		
<input type="radio"/>	Principal Resume	08/28/2012	<input checked="" type="checkbox"/> Viewable	PUBLISH	EDIT	REMOVE
	Voice Over Resume				CREATE	
	Background Resume				CREATE	

Click PUBLISH, you will see the internet link now listed on the top of your resume list

Market Yourself Help

Your resumes have been published to:

Principal <<http://www.sagafta.org/iactor/YourName-Principal>>

My Resumes

My Primary Resume	Resume Name	Last Update	Viewing Status	Published Resumes		
<input type="radio"/>	Principal Resume	08/28/2012	<input checked="" type="checkbox"/> Viewable	UNPUBLISH	EDIT	REMOVE
	Voice Over Resume				CREATE	
	Background Resume				CREATE	

ADDING UPDATES TO PUBLISHED RESUMES

Continue to update your iActor resume as often as you like. When all updates have been entered and SAVED, you will see an UPDATE button appear above the UNPUBLISH button. Click the UPDATE button to apply the updates to your published resume