

# How to sign up in BookFilmCrew

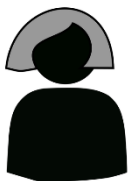
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Welcome to BookfilmCrew!

To sign up to our site, you'll need to **set up your profile**.

It will only take a few minutes. Remember, reading a complete and carefully made profile will help HODs want to meet you!



**New User**

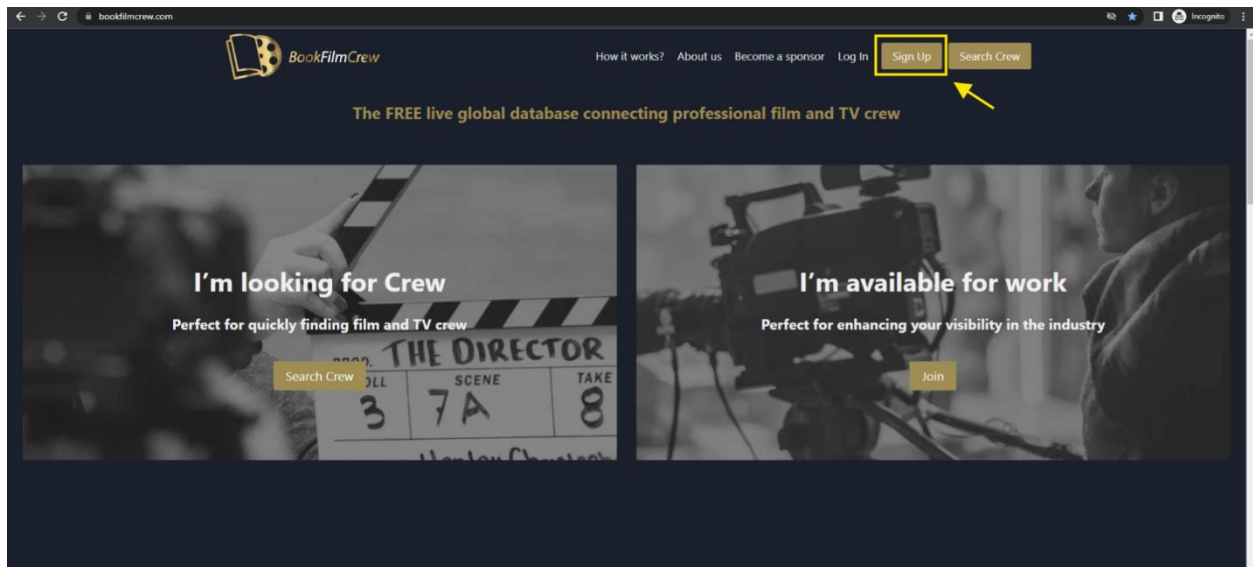
Let me introduce you to ***New User***, a casting professional who wants to join BookFilmCrew.

*New* will show us how to complete the sign-up process.

## 1. First Steps



Once on the [www.bookfilmcrew.com](http://www.bookfilmcrew.com) site, *New* clicks on “Sign Up” on the top menu.



That will lead *New* to the first form, where they can enter their **personal data**, like First and Last name, username or email.

We recommend using low case text characters for the username, like in “*newuser*”. **Your username will be visible**, so choose it wisely.

If you do not have an IMDb page please create a LinkedIn profile and email this link to [info@bookfilmcrew.com](mailto:info@bookfilmcrew.com).

First Name \*

Last Name \*

Username \*

Email \*

IMDb URL (please contact us if you do not have an IMDb url) \*

Phone (optional)

Location (City)

How did you hear about us?

Website

Friend/Colleague

Online Search

I have read and agree to the Terms and Conditions

I consent to having this website store my submitted information and to publish it on my public profile according to our Privacy Policy.

In this case, New's got an IMDB page.

If you don't have one, please stop completing the form and [email your LinkedIn profile to info@bookfilmcrew.com](mailto:info@bookfilmcrew.com). We will review it, and once it's approved, we will create a profile for you on our site.



New completes the form and clicks on the "Register" button at the bottom. This will take them to the Social Information form.

## 2. Social information

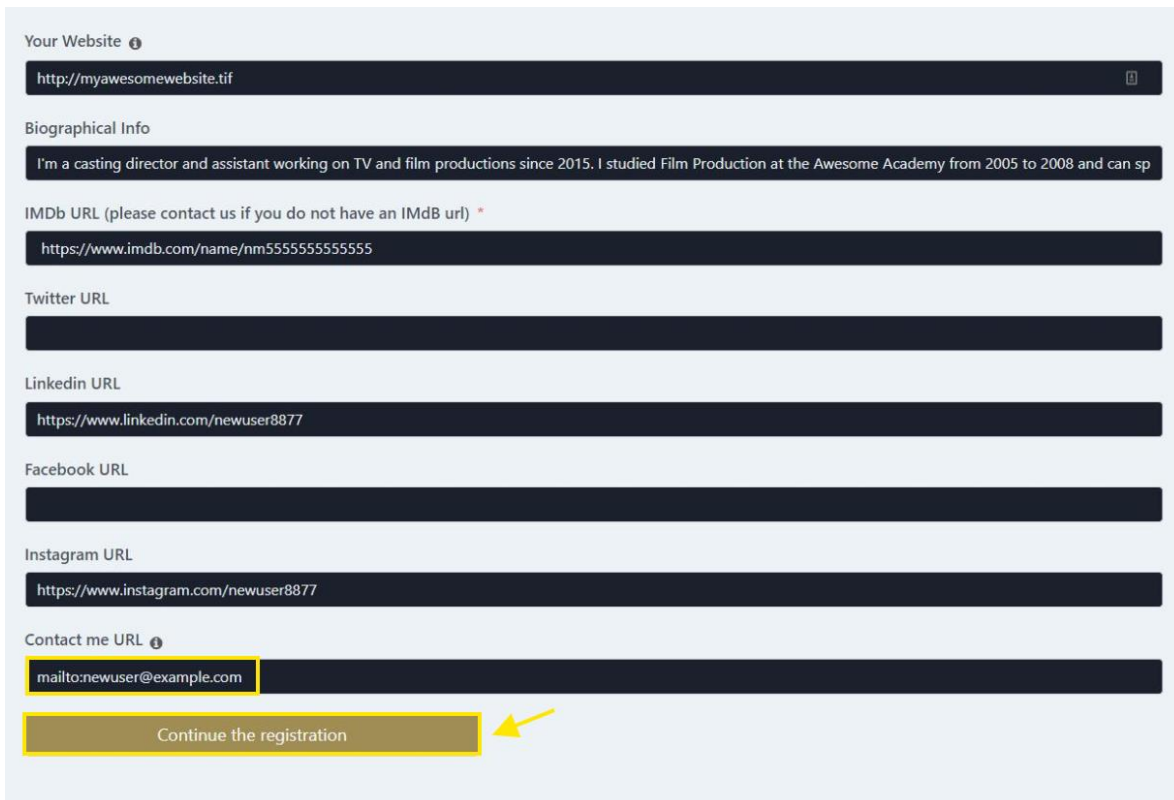
This is the place where you can **add a short bio** with interesting information and **all the URLs** that HODs could visit to know more about you and your work, like your website, IMDB profile or social networks accounts.


And, of course, don't forget to enter your preferred way of contact, like your phone number or email. To make it easier for HODs to contact you, **use the URL format with the prefix "tel:" or "mailto:"** before your number or email address.

<tel:4960000>

<mailto:newuser@example.com>

Now HODs can contact with just one click!



Your Website 

<http://myawesomewebsite.tif>

Biographical Info

I'm a casting director and assistant working on TV and film productions since 2015. I studied Film Production at the Awesome Academy from 2005 to 2008 and can sp

IMDb URL (please contact us if you do not have an IMDb url) \*

<https://www.imdb.com/name/nm555555555555>

Twitter URL


Linkedin URL

<https://www.linkedin.com/newuser8877>

Facebook URL

Instagram URL

<https://www.instagram.com/newuser8877>

Contact me URL 

<mailto:newuser@example.com>

[Continue the registration](#)



New User completes the form and clicks on "Continue the registration" to get to the Availability calendar.

### 3. The Availability Calendar

The Availability Calendar is a crucial part of BookFilmCrew! So please pay attention to it.

You can **enter the date frames** in the calendar when **you'll be available** for work. When HODs are looking for crew, BookFilmCrew.com will show them all the available members on the dates they listed, so be sure to update the calendar regularly.

## Availability

**April -  All**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**May -  All**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**June -  All**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**July -  All**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August -  All**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September -  All**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Continue the registration



Here, **New** marks all the dates they will be available for hire in the following months.

**New User** is available from the 25<sup>th</sup> of June to the 5<sup>th</sup> of August. First, **New** clicks on the **single dates** of June (25<sup>th</sup> to 30<sup>th</sup>) and August (1<sup>st</sup> to 5<sup>th</sup>).

## Availability

May - <input checked="" type="checkbox"/> All							June - <input checked="" type="checkbox"/> All							July - <input checked="" type="checkbox"/> All						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30						
							31													

August - <input checked="" type="checkbox"/> All							September - <input checked="" type="checkbox"/> All							October - <input checked="" type="checkbox"/> All						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29				
										30	31									

Continue the registration



As July is entirely available, New clicks on "All" on that month and clicks on "Ok" on the pop-up message.

bookfilmcrew-com.stag.tempweb.dev says  
Are you sure to select the whole month?

2

## Availability

May - <input checked="" type="checkbox"/> All						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June - <input checked="" type="checkbox"/> All						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July - <input checked="" type="checkbox"/> All						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August - <input checked="" type="checkbox"/> All						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September - <input checked="" type="checkbox"/> All						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October - <input checked="" type="checkbox"/> All						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



As you can see, now **the whole month is selected**. Then, *New User* clicks on “Continue the registration” to go to the next step.

## Availability

May - <input checked="" type="checkbox"/> All							June - <input checked="" type="checkbox"/> All							July - <input checked="" type="checkbox"/> All						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30						
							31													

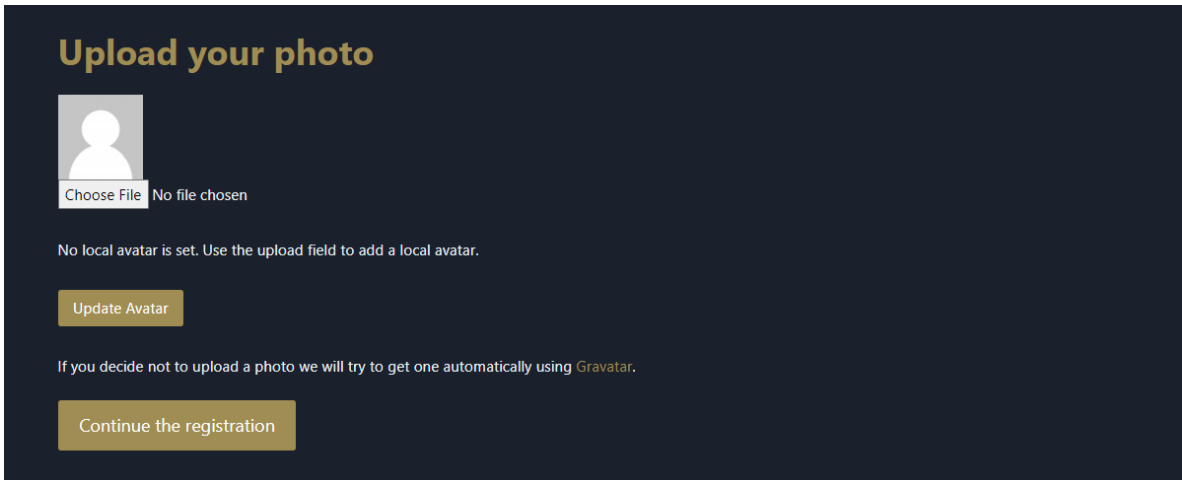
August - <input checked="" type="checkbox"/> All							September - <input checked="" type="checkbox"/> All							October - <input checked="" type="checkbox"/> All						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29				
							30	31												

Continue the registration




## 4. Upload your picture

On this “Upload your photo” section, **you can enter a picture of yourself**. If you don’t have a suitable one right now, you can do it later.

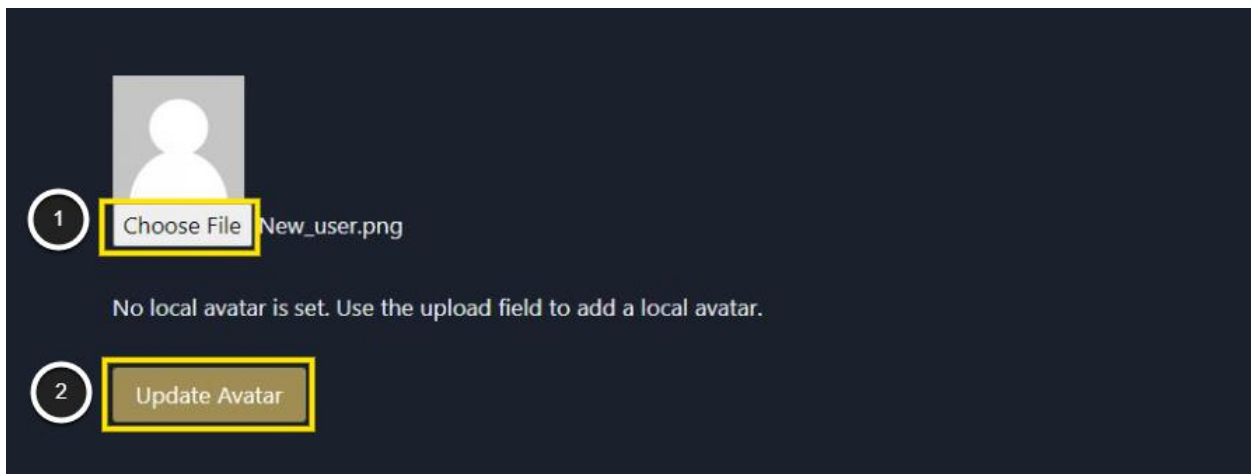
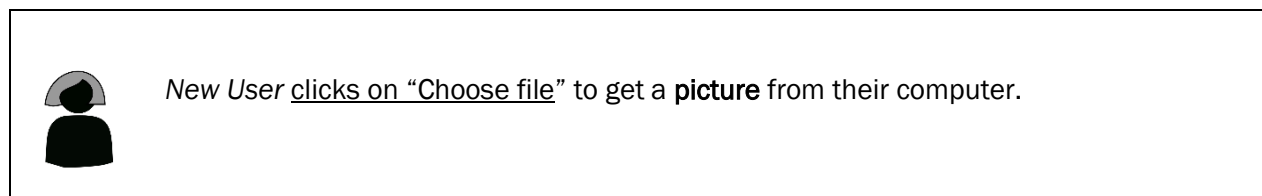



**Upload your photo**

  
Choose File No file chosen

No local avatar is set. Use the upload field to add a local avatar.

If you decide not to upload a photo we will try to get one automatically using [Gravatar](#).



**1**   
 New\_user.png

No local avatar is set. Use the upload field to add a local avatar.

**2**



Then, New clicks on “Update Avatar”. The new portrait can be seen now.



Choose File No file chosen

Delete local avatar

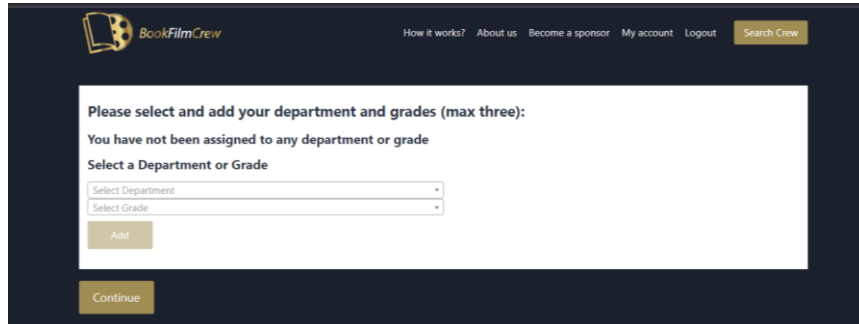
Replace the local avatar by uploading a new avatar, or erase the local avatar (falling back to a gravatar) by checking the delete option.

Update Avatar

Clicking on “Continue the registration” will let you reach the Department and Grades section.

## 5. Desired Department and Grades positions

In this section, you can add **up to three positions you'll like to be hired for**. (If you look for your particular job and can't find it, please send an email to [support@bookfilmcrew.com](mailto:support@bookfilmcrew.com), and we will create it for you.)

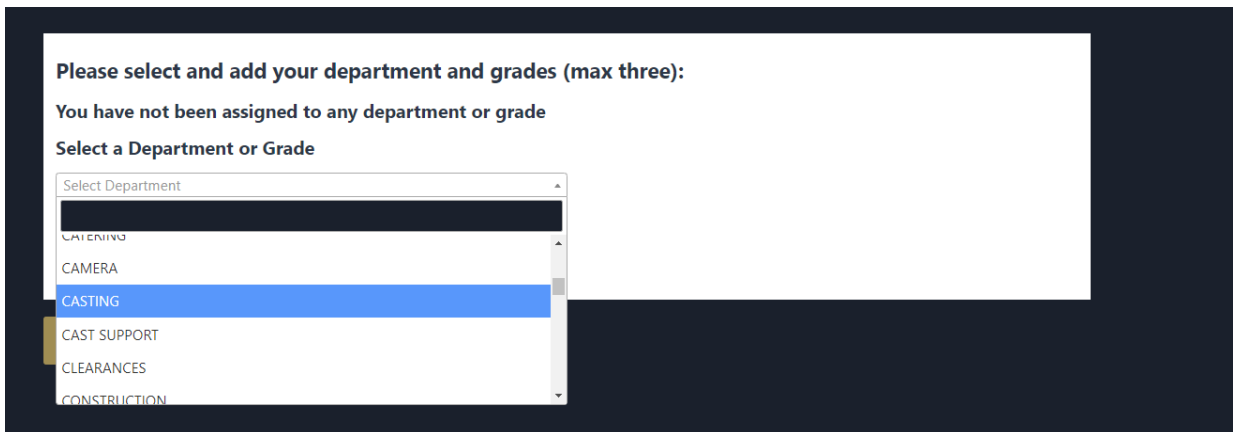


Look at the screenshots to see how *New User* covers this step.



*New User* wants to enter the three positions they're interested in: *Casting Director*, *Casting Assistant* and *Crowd Second Assistant Director*.

The two first grades **belong to the Casting Department**. So *New* selects "CASTING" in the Department drop-down menu...





... and “Casting Director” in the Grades drop-down menu.

Please select and add your department and grades (max three):

You have not been assigned to any department or grade

Select a Department or Grade

CASTING

Casting Director

Casting Director

Casting Assistant

Continue



The “Casting Director” position is now selected. *New User* clicks on “Add” to add it to their list of desired jobs.

Please select and add your department and grades (max three):

You have not been assigned to any department or grade

Select a Department or Grade

CASTING

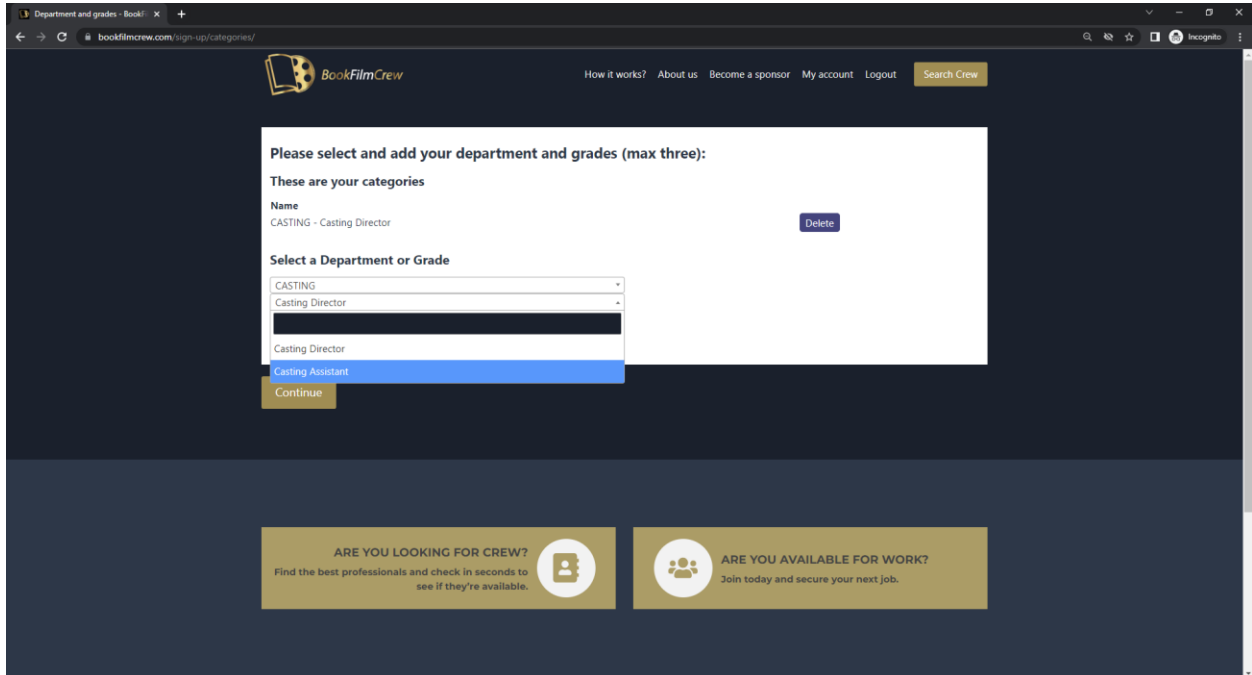
Casting Director

Add

Continue



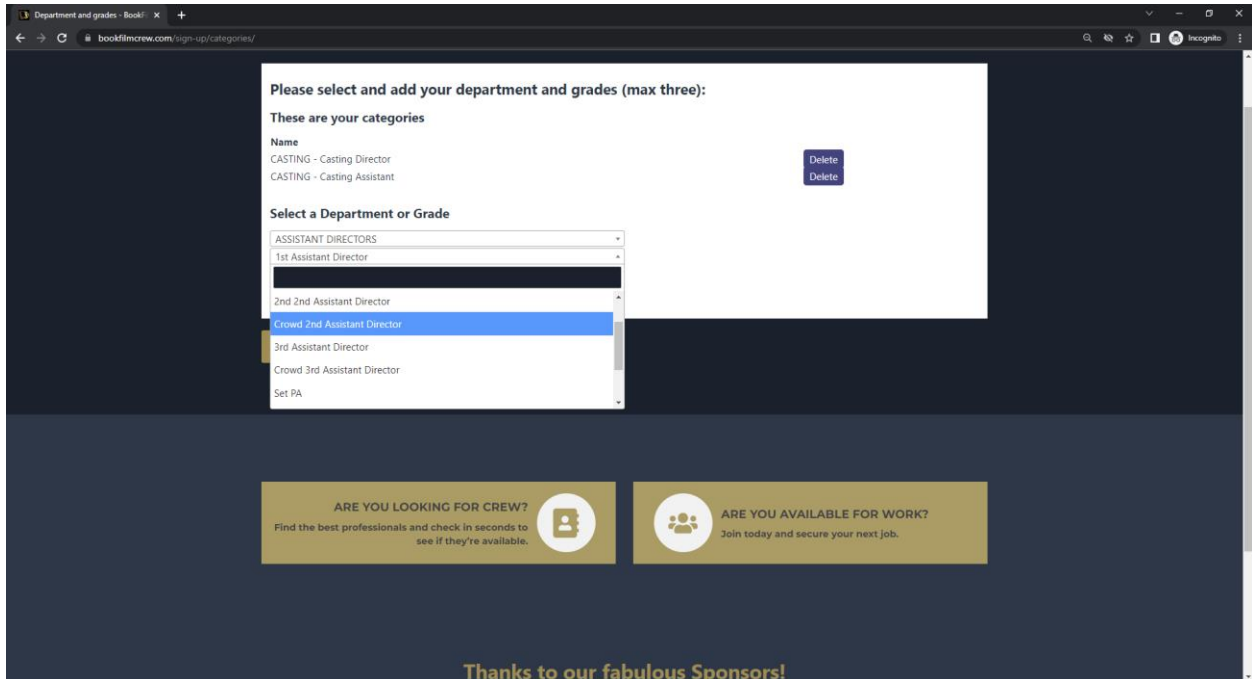
New User's first grade is already added and listed on the top. Now, New adds the "Casting Assistant" grade in the same way.



The screenshot shows a web browser window with the URL [bookfilmcrew.com/sign-up/categories/](http://bookfilmcrew.com/sign-up/categories/). The page title is "Department and grades - BookFilmCrew". The main content area is titled "Please select and add your department and grades (max three):". Under "These are your categories", there is a "Name" field containing "CASTING - Casting Director" and a "Delete" button. Below this is a "Select a Department or Grade" dropdown menu. The dropdown is open, showing "CASTING" as the selected department and a list of grades: "Casting Director", "Casting Director", "Casting Assistant", and "Continue". The "Casting Assistant" option is highlighted in blue. At the bottom of the page, there are two promotional banners: "ARE YOU LOOKING FOR CREW?" and "ARE YOU AVAILABLE FOR WORK?".



For the third one, Crowd Second Assistant Director, New chooses the "ASSISTANT DIRECTORS" Department and the "Crowd 2<sup>nd</sup> Assistant Director Grade".



Department and grades - BookFilmCrew

bookfilmcrew.com/sign-up/categories/

Please select and add your department and grades (max three):

These are your categories

Name

CASTING - Casting Director Delete

CASTING - Casting Assistant Delete

Select a Department or Grade

ASSISTANT DIRECTORS

1st Assistant Director

2nd 2nd Assistant Director

Crowd 2nd Assistant Director

3rd Assistant Director


Crowd 3rd Assistant Director

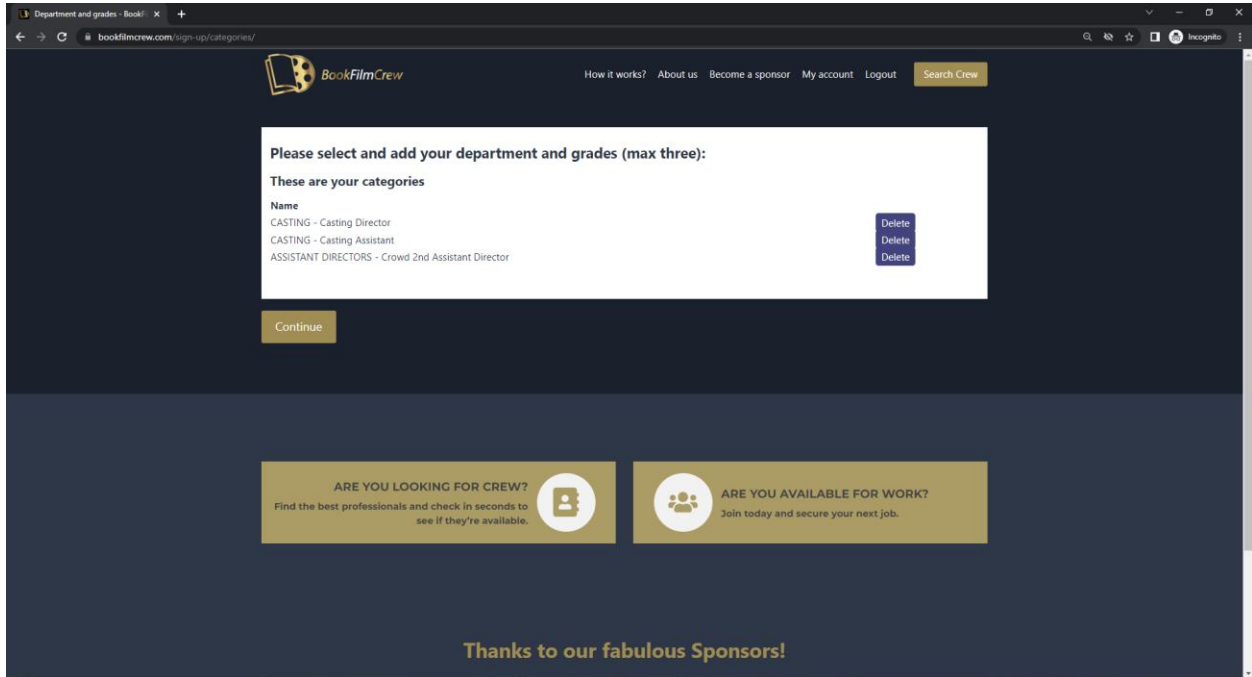
Set PA

ARE YOU LOOKING FOR CREW?  
Find the best professionals and check in seconds to see if they're available.

ARE YOU AVAILABLE FOR WORK?  
Join today and secure your next job.

Thanks to our fabulous Sponsors!

 Now, the three grades of New User are set on their profile.



Department and grades - BookFilmCrew

bookfilmcrew.com/sign-up/categories/

How it works? About us Become a sponsor My account Logout Search Crew

Please select and add your department and grades (max three):

These are your categories

Name

CASTING - Casting Director Delete

CASTING - Casting Assistant Delete

ASSISTANT DIRECTORS - Crowd 2nd Assistant Director Delete

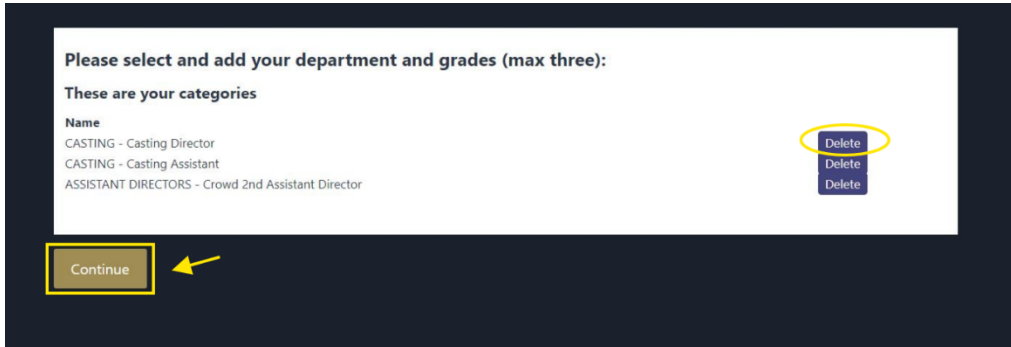
Continue

ARE YOU LOOKING FOR CREW?  
Find the best professionals and check in seconds to see if they're available.

ARE YOU AVAILABLE FOR WORK?  
Join today and secure your next job.

Thanks to our fabulous Sponsors!

Note that you can change them by clicking on “Delete” on any grade and adding a new one in its place.



The screenshot shows a dark-themed interface with a white content area. At the top, it says "Please select and add your department and grades (max three):". Below this, it says "These are your categories" and "Name". There are three categories listed: "CASTING - Casting Director", "CASTING - Casting Assistant", and "ASSISTANT DIRECTORS - Crowd 2nd Assistant Director". To the right of these categories is a vertical stack of three blue "Delete" buttons, with the top one circled in yellow. At the bottom left of the white area is a yellow "Continue" button, which is also circled in yellow and has a yellow arrow pointing to it from the right.



New clicks on “Continue” to proceed with the next section.

## 6. Film Industry information

The next step is the Film Industry Information. On this section, you can show **your most relevant working experience** to HODs.



New User **enters their three latest jobs** in the industry and clicks on “Save” and “Complete your registration”.

### Please edit your Film Industry information

Please add your latest 3 jobs in the industry:

Description	Duration
Casting Assistant in Working Title (2019)	2017-2018
Casting Director in Working Title II (2022)	2019-2021
Casting Director in Working Title The Revenge (2023)	2021-2022

Year joined the industry

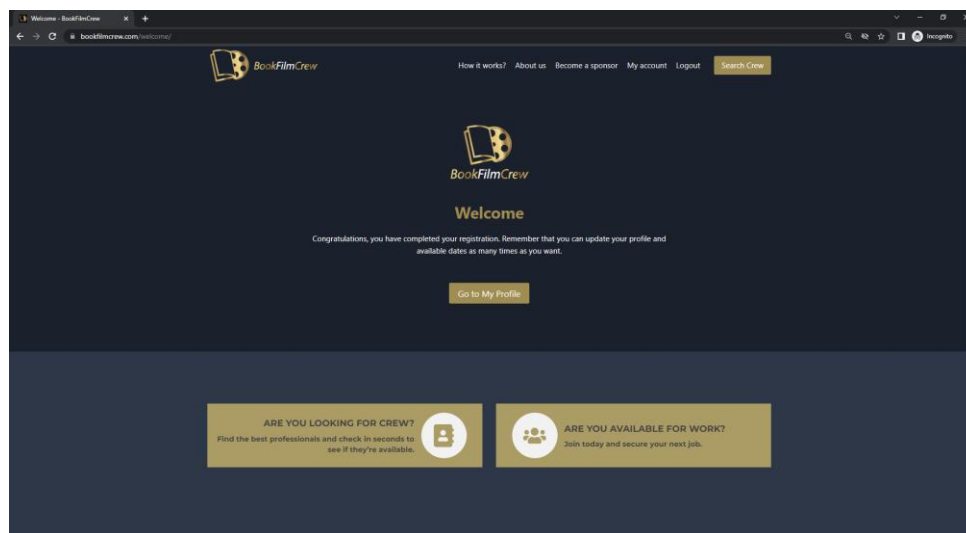
2011

Save

Complete your registration

And here it is, the Welcome Page!

This means the registration process is complete and successful.

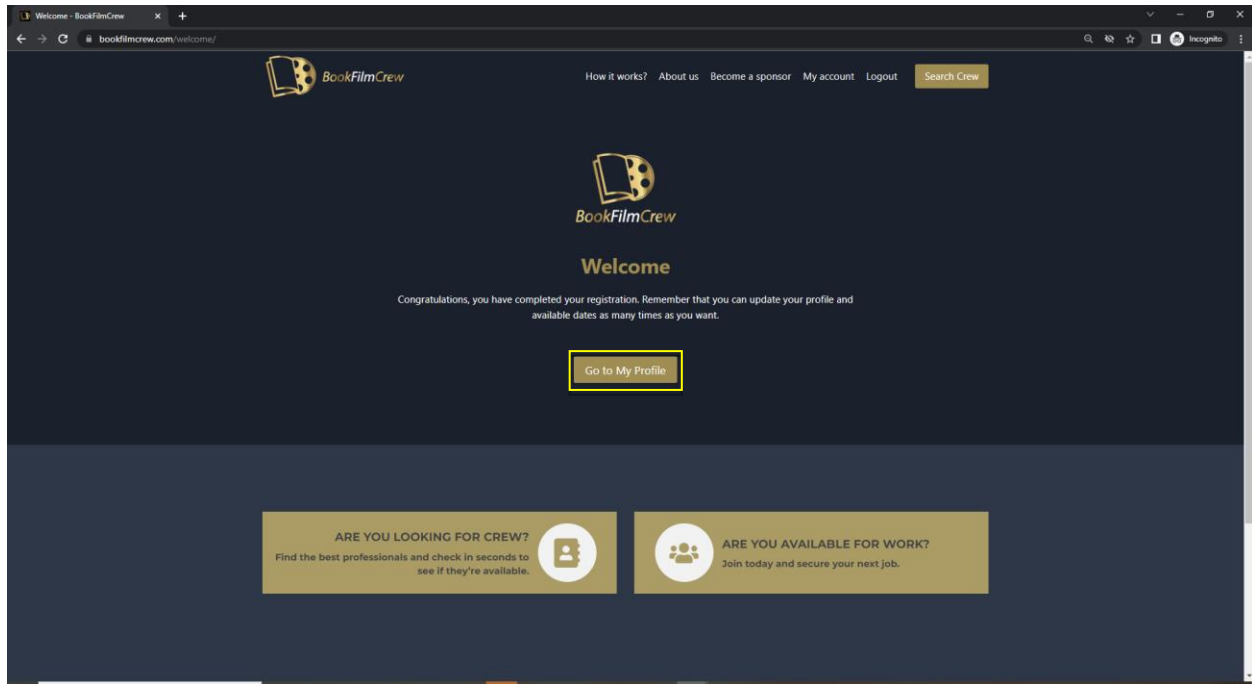


## 7. Viewing and editing your profile

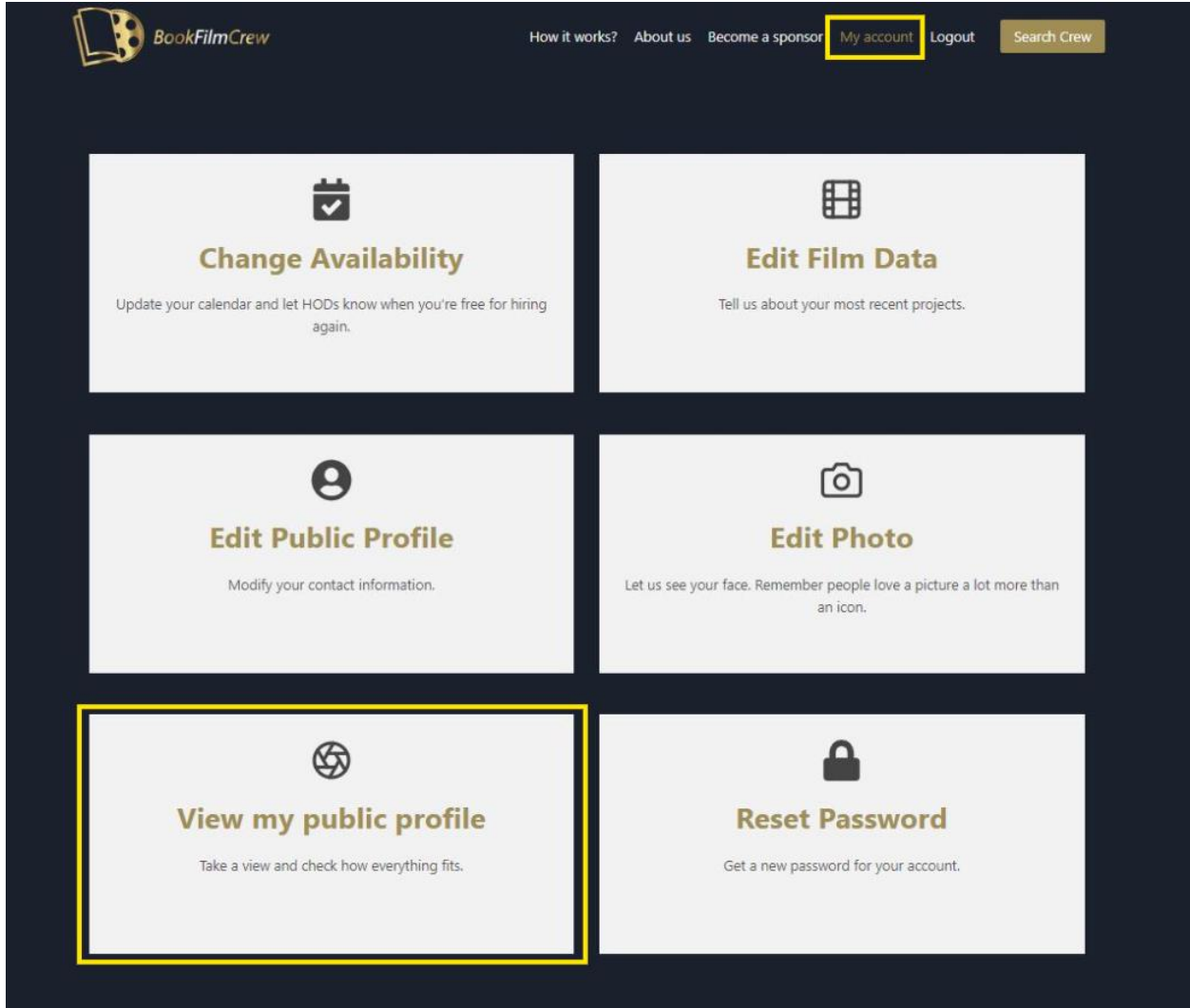


New User clicks on **“Go to My Profile”** to check the results.





In this section, you choose to edit the information you provide, *reset your password*, or take a view of how your profile looks on the website. Of course, you can always access these choices by **clicking on “My account”** on the top menu.



How it works? About us Become a sponsor **My account** Logout Search Crew

**Change Availability**  
Update your calendar and let HODs know when you're free for hiring again.

**Edit Film Data**  
Tell us about your most recent projects.

**Edit Public Profile**  
Modify your contact information.


**Edit Photo**  
Let us see your face. Remember people love a picture a lot more than an icon.

**View my public profile**  
Take a view and check how everything fits.


**Reset Password**  
Get a new password for your account.



*New User* wants to see what their profile looks like, so clicks on “View my public profile”.



[How it works?](#) [About us](#) [Become a sponsor](#) [My account](#) [Logout](#) Search Crew



**New User**

I'm a casting director and assistant working on TV and film productions since 2015. I studied Film Production at the Awesome Academy from 2005 to 2008 and can speak English and French.

Website
Mail me


<https://www.imdb.com/name/nm55555555555555>


<https://www.instagram.com/newuser8877>

<https://www.linkedin.com/newuser8877>

Contact me

Sponsored by





**Departments and Grades:**

- CASTING - Casting Director
- CASTING - Casting Assistant
- ASSISTANT DIRECTORS - Crowd 2nd Assistant Director

**Last 3 jobs in the industry:**

Description	Duration
Casting Assistant in Working Title (2019)	2017-2018
Casting Director in Working Title II (2022)	2019-2021
Casting Director in Working Title The	2021-2022

**First Name**


**Last Name**

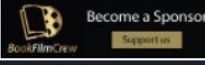
**Email**

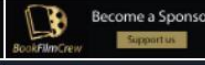
**Phone**

**Website**

**Location**







**May**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**June**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**July**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

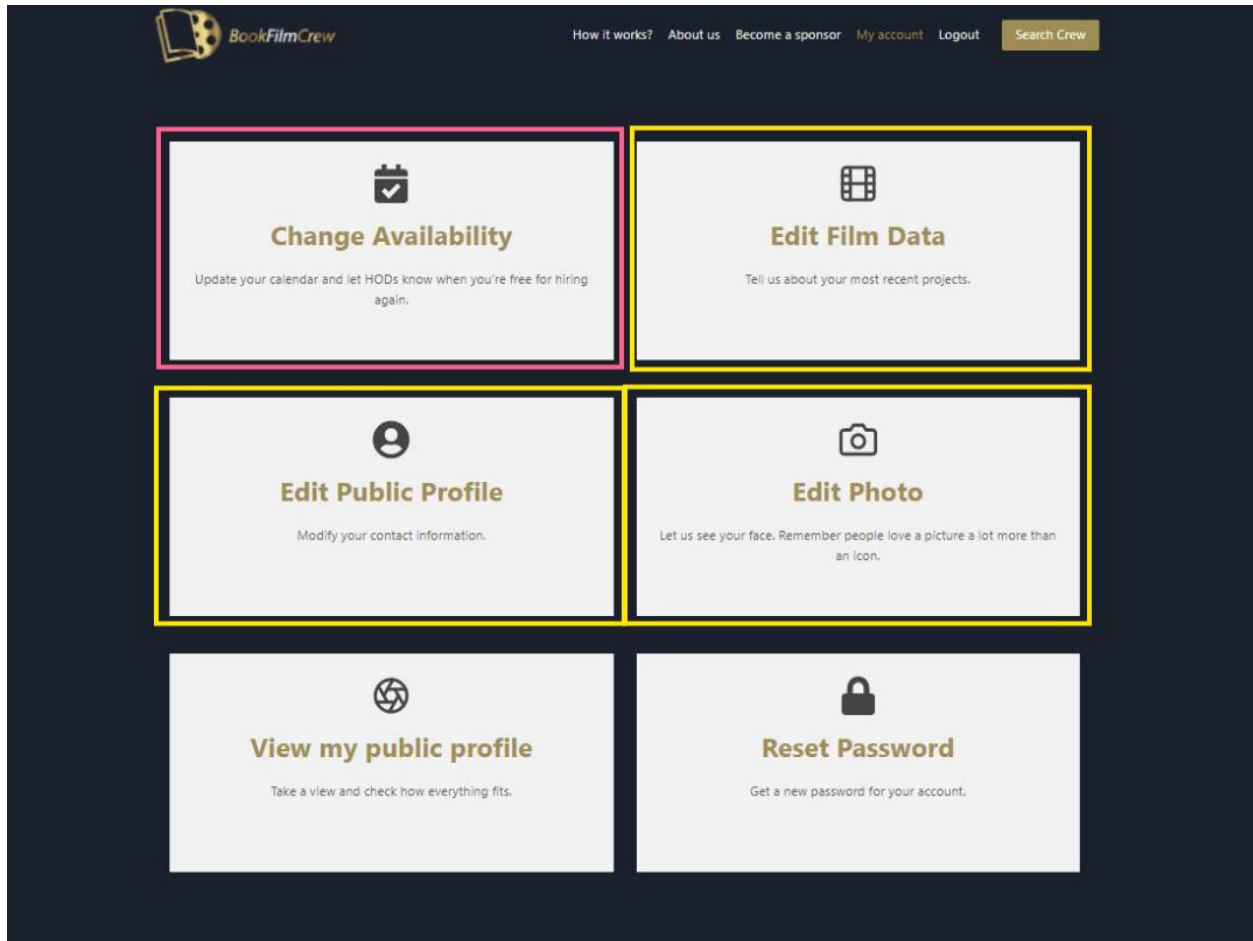
**October**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

It looks great!

But **New** can edit it anytime, including their Availability Calendar, and so can you. It's especially important to keep your calendar updated. You can do that by clicking on "Change Availability".

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We hope this tutorial has helped you, but if you find any trouble, please get in touch with us in [support@bookfilmcrew.com](mailto:support@bookfilmcrew.com). We're always happy to help!