

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 signup process.



1. First Steps



← → C is bookbilingrew.com	Incognito
BookFilmCrew How it works? About us Become a sponsor Log In Sign Up Search Crew The FREE live global database connecting professional film and TV crew	
I'm looking for Crew Perfect for quickly finding film and TV crew Search Crew 711 SCENE TAKE 3 7 A B	E

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 t	o info@bookfilmcrew.com.
First Name *		Last Name *
New	A	User
Username * 🚯		
newuser		
Email *		
newuser@example.com		
IMDb URL (please contact us if you do not have an IMdB url) *		
https://www.imdb.com/name/nm555555555		
Phone (optional)		
4960000		
Location (City) 🚯		
Manchester		
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 m	y public profile according to our Privacy Policy.
	Regi	ster

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

If you don't have one, please stop completing the form and <u>email your Linkedin profile</u> to <u>info@bookfilmcrew.com</u>. We will review it, and once it's approved, we will create a profile for you on our site.



New <u>completes the form</u> and <u>clicks on the "Register" button at the bottom.</u> 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, <u>don't forget to enter your preferred way of contact</u>, 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 ca	n sp
IMDb URL (please contact us if you do not have an IMdB url) *	
https://www.imdb.com/name/nm55555555555555555555555555555555555	
Twitter URL	
Linkedin URL	
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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 <u>clicks on "Continue the registration"</u> 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.

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3 10	4	5 12	Wed 6 13	Thu 7 14	1 8 15	2 9 16	7 14	Mon 1 8 15	Tue 2 9 16	Wed 3 10 17	Thu 4 11 18	Fri 5 12 19	6 13 20	4	Mon 5 12	Tue 6 13	Wed 7 14	Thu 1 8 15	Fri 2 9 16	3 10 17



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

New User is available from the 25th of June to the 5th of August. First, New clicks on the single dates of June (25^{th} to 30^{th}) and August (1^{st} to 5^{th}).



Availability

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



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			10	11																15
14	15	16	10 17	11 18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	8 15 22 29



As you can see, now **the whole month is selected.** Then, *New User* <u>clicks on "Continue</u> <u>the registration"</u> to go to the next step.



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7 14	Mon 1 8 15	Tue 2 9 16	Wed 3 10 17	Thu 4 11 18	Fri 5 12 19	6 13 20	4	Mon 5 12	Tue 6 13	Wed 7 14	Thu 1 8 15	Fri 2 9 16	3 10 17	2	Mon 3 10	Tue 4 11	Wed 5 12	Thu 6 13	Fri 7 14	1 8 15



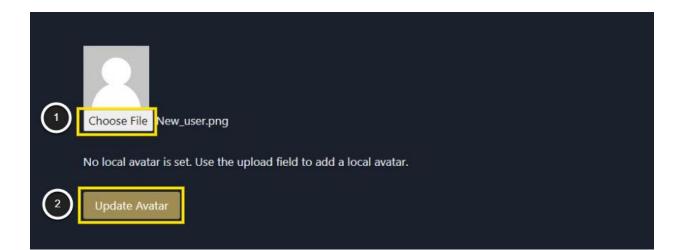
4. Upload your picture

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.
Update Avatar
If you decide not to upload a photo we will try to get one automatically using Gravatar.
Continue the registration

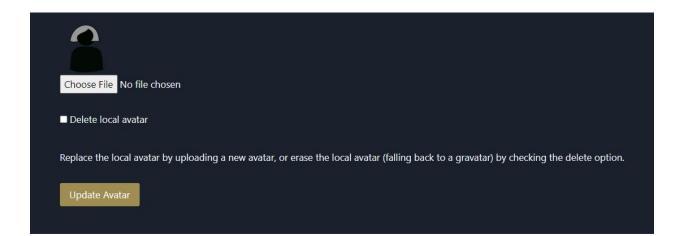


New User <u>clicks on "Choose file</u>" to get a **picture** from their computer.





Then, New <u>clicks on "Update Avatar</u>". The new portrait can be seen now.



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, and we will create it for you.)

Please select and add your department a	and grades (max	(three):	:		
You have not been assigned to any department	nt or grade				
Select a Department or Grade					
Select Department	*				
Select Grade	*				
Add					
Continue					

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

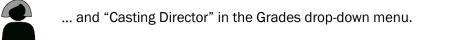


New User wants to enter the three positions they're interested in: *Casting Director, Casting Assistant and Crowd Second Assistant Director.*

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

Please select and add your department and grades (max three):								
You have not been assigned to any department or	-							
Select a Department or Grade								
Select Department	*							
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You have not been assigned to any department or grade	
Select a Department or Grade	
CASTING	T
Casting Director	A
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 depar							
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* <u>adds the</u> <u>"Casting Assistant" grade</u> in the same way.

Department and grades - Book 🗄 🗙 🕂				
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	BookFilmCrevy How it works? About us Become a sponsor My account Logout Search Crew			Í
	Please select and add your department and grades (max three):			
	These are your categories			
	Name CASTING - Casting Director Delete			
	Select a Department or Grade			
	CASTING			
	Casting Director			
	Casting Director Casting Assistant			
	Continue			
	ARE YOU LOOKING FOR CREW? Find the best professionals and check in seconds to see if they're available. Be and they're available. Be and they are available. Be and they are available and they are available.			
				Ι.



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



Image: Control of the set of the	Department and grades - BookF ×	+	× - o x
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Department and grades - BookF × +			
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	BookFilmCrew 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 Delete CASTING - Casting Director Delete CASTING - Casting Assistant Delete ASSISTANT DIRECTORS - Crowd 2nd Assistant Director Delete		
Ì	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.





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

Casting Assistant in Working Title (2019)	
Casting Assistant in Working Title (2019)	
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!

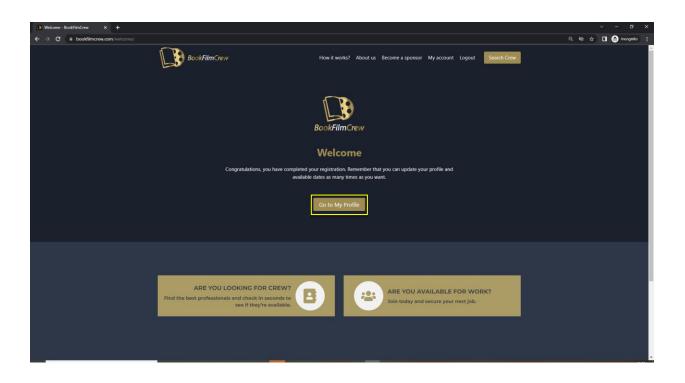
This means the registration process is complete and successful.

Welcome - BookFilmCrew X +					~ - ø ×
← → C iii booldilmarew.com/velcame/					Cl 🗞 🕁 🖬 🎯 Incognito 🗄
	BookFilmCrew	How it works? About us Bec	ome a sponsor My account Logo	it Search Crew	
	В	look Film Crew			
		Welcome			
	Congratulations, you have completed your available da	registration. Remember that you tes as many times as you want.	a can update your profile and		
		Go to My Profile			
	ARE YOU LOOKING FOR CREW? Find the best professionals and check in seconds to see if they're available.		ARE YOU AVAILABLE FOR V Ioin today and secure your next jo		

7. Viewing and editing your profile

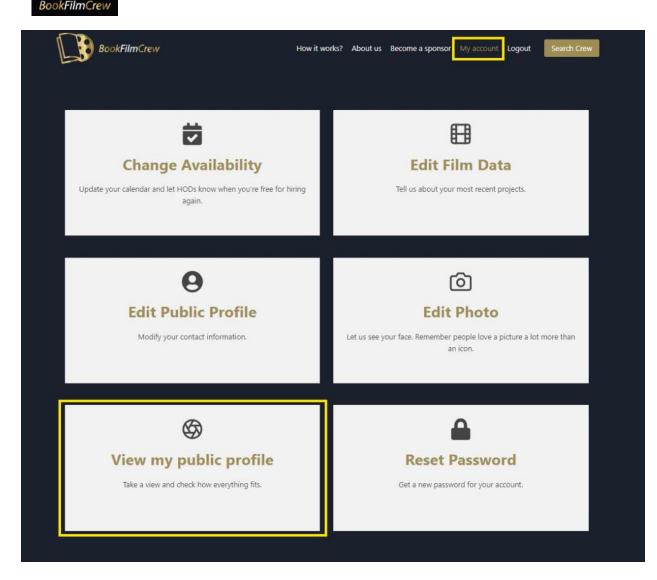






In this section, <u>you choose to edit the information</u> you provide, *reset your password*, or take a view of how your profile looks on the website. Of course, you can always access these choices by **clicking on "My account"** on the top menu.







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

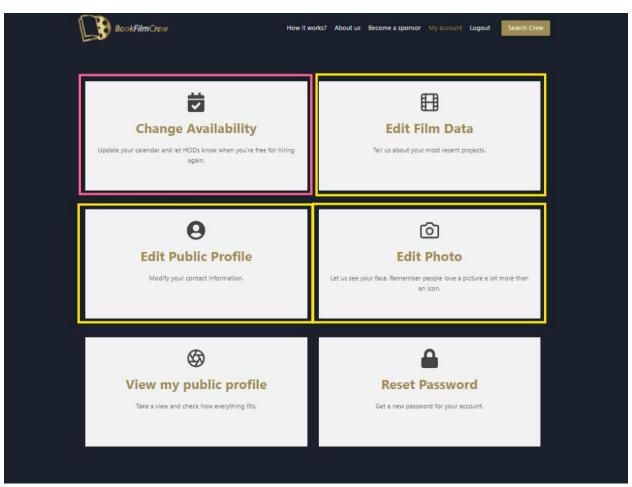


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