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INFO ABOUT NETWORK

RB CASTING NETWORK

WHAT IS AND HOW IT WORKS

RB Casting is a network of professional intermediation that arises between supply and demand, is dedicated to agencies, casting directors and actors.

The agency can promote its artists in two ways:

- 1. through the <u>search engine</u> used by directors, productions and casting directors (example: <u>search results</u>);
- 2. through the <u>casting ads</u> (Cast List Casting Call) present within the portal by nominating their artists.

Casting announcements are sent/inserted by casting directors, directors and productions and are evaluated and verified by the RB Casting editorial staff.

To apply or apply for an artist it is necessary that the artist is registered and has created a profile where there is at least one photo in PP.

Basic registration is free and allows you to apply for roles and create a public profile /Actor-Agency)

The Casting Directors can insert Cast List (Announcements) to be sent to the agencies to receive proposals of actors complete Self Tape (if required).

SEARCH ENGINE

AND CASTING DIRECTORS WORK

It is widely used for artists' research.

Each Casting Director has its own working method, not everyone uses to put the cast lists on the portal (or send it to agencies):

- in some cases for not receiving calls and pressures that could affect and slow down research work;
- in other cases because they do not have a contract signed with the production and, while having to start the search, can not disseminate the cast list.

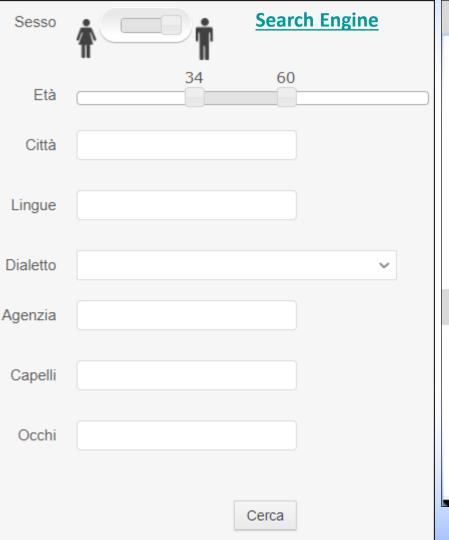
In these cases the <u>search engine</u> becomes a fundamental tool to search for artists.

The subscription allows (users/artists) access to the professional part of the search results.

Artists who have subscribed to an art agency do not receive direct contacts through the Network as it is never bypassed the agency of belonging. All contacts, both telephone and e-mail, addressed to the artist are sent exclusively to the agency that will act as a filter. Being published the telephone number of the agency on the profile of the artist often who takes care of the convocations could contact the agency without necessarily specifying that the artist has been visualized on the Search Engine.

In these cases, although the platform is highly consulted, it cannot always provide direct feedback of the contact received through it.

SEARCH RESULT - SEARCH ENGINE





CASTING DIRECTOR

VISIBILITY OF THE CAST LIST

The casting directors can decide the type of visibility of their cast list (ad casting)

PUBLIC - visible to all (actors and agencies)

PRIVATE - only visible to agencies

DETAILS - Visible only to specific agencies chosen by the casting directors (example: if you are looking for a child only send it to agencies of children).

An agency that makes relevant nominations has more chance of being involved in more projects by Casting Directors.

The cast lists visible on the platform by an agency/ artist is not said to be the only ones present, depends on the type of visibility set.

Not all cast lists are sent with email notification so it is advisable to enter the platform daily to check new cast lists and casting updates (you can also do it from mobile by saving the login credentials and the cast list page on the desktop of the mobile phone).

FREQUENTLY ASKED QUESTIONS - AGENCY

CAN AN AGENCY BE OVERRULED IF AN ACTOR IS SELF-PROCLAIMED FOR A PUBLIC CAST LIST?

Not in any way.

If an actor, who belongs to an agency, is a candidate for a role would be a candidate by the agency and any contact messages (email or telephone) would only reach the agency and not the actor (the actor's contacts are never visible and reachable).

The agency cannot, in any way, be bypassed through the platform.

PHOTO HOW TO INSERT/EDIT IT?

<u>Play actor</u> then «**My Account**» <u>click here</u> to view steps. Photo no more than 450Kb click to reduce image size

CAN AN ACTOR VIEW/APPLY FOR A <u>PUBLIC</u> CAST LIST?

Yes, but only if it corresponds to the exact criteria of the role (age group, gender, etc.) otherwise it is blocked by the system. If it does not meet the search criteria, only your agent can apply if he thinks it is appropriate.

DOES THE AGENT HAVE THE POWER TO VERIFY WHETHER HIS OWN ACTOR HAS NOMINATED HIMSELF FOR A POSITION?

Yes. You can verify this by entering the cast list and at the bottom of the page you can see who is running.

CAN THE AGENT NOMINATE AN ACTOR WHO DOES NOT MEET THE CRITERIA FOR SEEKING THE ROLE?

Yes. We recommend to be careful.

Example: if the research is aimed at an actress between 25 and 30 years of age, the agent may also nominate a 32-year-old actress if he considers that he can demonstrate a lower age; If the search is for a native English-speaking actress, it is not recommended to nominate an actress who does not speak English.

CAN AN ACTOR APPLY FOR THE ROLE IF HE HASN'T FILLED OUT HIS RESUME?

YES. Attaching a <u>link</u> to the cv being applied (example: the page dedicated to the actor on the <u>agency's website</u>).

CAN I APPLY FOR AN ACTOR BY LINKING THE CV LINKED TO THE AGENCY PAGE?

YES. When <u>applying</u> for the role it is possible to insert external <u>links</u> (it is advisable to insert a <u>direct link</u> to the page of the actor)

CURRICULUM - FREQUENTLY ASKED QUESTIONS - (user and actors)

WHY DON'T I GET THE CANDIDATES BUTTON?

Because sex or age do not match the role. In this case only your agent can apply. Without an agent you can not apply.

MY AGENCY IS NOT PRESENT. WHAT DO I HAVE TO DO?

You must invite your agency to Register. The actor cannot indicate his agency if he is not present.

CAN AN ACTOR WHO HAS AN AGENCY APPLY FOR A PUBLIC CAST LIST?

It depends on the agreements you have with your agency (we recommend asking your agent).

The system allows the application, because the agency is not bypassed, in case of convocation is the agency to receive the message.

AN ACTOR WHO BELONGS TO AN AGENCY WHAT ARE ITS ADVANTAGES?

Many. He may be nominated for a larger number of cast lists as the agent also displays private cast lists (dedicated only to agencies), which the actor cannot view and, which are generally the most important ones.

The agent can nominate the actor even if it does not meet the search criteria, which the actor alone cannot do.

It has more legal and contractual protection. The agent has more knowledge of the market and therefore more ability to negotiate.

CAN I ATTACH A RESUME?

NO. It is not possible to insert attachments.

To facilitate the work of the casting director, who has to view hundreds of resumes, we have created a standardized cv insertion system equal for all actors that simplifies facilitates the display of information (Data, CV, photos and videos).

HOW CAN I INSERT A RESUME?

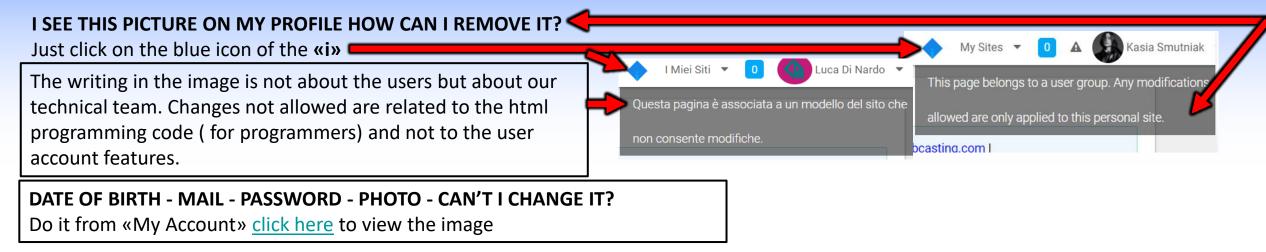
Currently the curriculum is built by filling in item by item manually (the fields on the private profile of the actor).

To speed up the insertion it is advisable that, the agency delegate, the compilation of data directly to the artist.

The system, once inserted the entries, generates a <u>pdf of the cv</u> downloadable from the <u>public profile</u> of the artist necessary in case of printing.

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FREQUENTLY ASKED QUESTIONS - AGENCY - USERS (AND ACTORS)



DO AGENCIES RECEIVE EMAIL NOTIFICATION ABOUT CAST LIST ADDED OR UPDATED?

Yes, but only if the news was set with email notification from the casting directors. Not all cast lists are sent with email notification so it is advisable to enter the platform daily to check new cast lists and casting updates..

DO ACTORS RECEIVE EMAIL NOTIFICATION WHEN A CAST LIST IS ADDED?

No. The Actors don't receive email notifications.

HOW OFTEN ARE NEW CASTING ON THE SITE?

Every day many cast lists are inserted. It is advisable to check the portal daily (you can also do it from mobile by saving the login credentials and the cast list page on the desktop of the mobile phone).

IS IT POSSIBLE TO WITHDRAW THE APPLICATION? NO.

Applications cannot be withdrawn because the system, when the user applies, also sends an email of the application to the casting director and therefore once started can not be withdrawn.

SECURITY

For privacy and security reasons the portal is designed, according to European standards, which require that each user/ artist can freely subscribe independently. Once registered you can associate your account with your agency, so that the latter can apply and filter all contact requests, manage/ update the profile of the artist.

The actor without agency must ignore the association with the agency, not have to choose agencies randomly.

THE AGENCY CAN NEVER BE BYPASSED THROUGH RB CASTING

All messages addressed to the actor are automatically sent only to the agency's email, even if the actor has entered his private contact. The actor's private contacts (email, mobile phone, etc.) are not visible to anyone except their agent.

the network is designed in accordance with the work of the agent

ARTIST REGISTRATION

ARTIST REGISTRATION IN 4 STEPS (BY THE AGENCY)

In order to nominate an actor it is necessary that the actor has created an account on RB Casting and has associated their agency, for example: https://www.rbcasting.com/rb/web/matildadeangelis - Before registering an artist check if he is already registered.

1. REGISTER THE ARTIST - (create his <u>public profile</u>)

Once the subscription is completed, the password will arrive on the email box indicated during the registration.

2. LOGIN

Enter to complete the <u>registration</u> insert a <u>professional close-up</u> as <u>main profile photo</u>.

3. ASSOCIATING THE ARTIST WITH THE AGENCY

Enter in the profile of the actor go to "" Profile (CV) area "Agencies" then "All Agencies" search the agency and click on "Request Registrati on"

4. THE AGENCY MUST ACCEPT THE ARTIST'S REGISTRATION REQUEST FROM ITS ACCOUNT

Enter the <u>Agency Control Panel</u> menu <u>Managing Actors</u> under "Users" to enable then button " Actions and Register«. After the association the agency can check the profile and edit <u>default profile picture</u> - <u>photo gallery</u> – <u>video</u> - <u>cv</u> - <u>mail</u> of the artists associated to the agency through the function <u>User Impersonator</u>.

INVITE A USER/ACTOR TO SIGN UP

The agency can speed up the inclusion of artists inviting them to join the site just copy the following link and send it by email to the artist

http://static.rbcasting.com/INVITO-AD-ISCRIVERSI-INGLESE.pdf

OPTION 2

IF THE AGENCY ENROLLS THE ACTOR

REGISTER ALL ARTISTS WITH ONE EMAIL ADDRESS

To speed up registration, you can only use one email address. If the staff member registers, in the <u>registration form</u> you can enter your own email (which is not already present on rb) where you can receive the password, after which it must <u>enter</u> in the account of the actor and it must <u>replace the mail</u> present with that of the artist in order to free own mail with which to make other inscriptions.

<u>Steps to Take</u>: Access via artist's password, <u>click on the 'Name' of the actor</u> in the top right page of the menu that appears click on "<u>My account</u> or <u>II mio account</u>" and <u>replace</u> the email with that of the artist finally click on "<u>SAVE</u>" at the bottom of the page to complete the operation. *<u>CAUTION</u> do not enter random mails because when artists are nominated for roles by the agent, receive (<u>if ticked</u>), an e-mail notifying you of your application. If the email is incorrect or non-existent, the system applies penalties that could lead to the blocking of the account.

The next step is to associate the artist with the agency so that the agent has full control of the account.

USE OF CONTACTS

If the agency decides to close the collaboration with an artist can delete it from its account, but the latter must be able to retrieve the password of his profile, through its email, to regain control and update. For this it is important to enter a real email address of the artist. The contacts can also be used by the agency to use the personalized services available in the areas of the portal to send messages to their artists. Example: when applying for a casting the agency can decide, through an optional cek, see red arrow in the image, to send an automatic communication to the email of the artist to inform him that his agent is applying for a casting. This option is generally highly appreciated by artists and agents and is optional at the discretion of the agent. Obviously in the mail it is reported that no artist intervention is required but communication is only for informational purposes.

CURRICULUM - FREQUENTLY ASKED QUESTIONS - (agencies and actors)

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HOW CAN I INSERT A RESUME?

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To speed up the insertion it is advisable that, the agency delegate, the compilation of data directly to the artist.

The system, once inserted the entries, generates a <u>pdf of the cv downloadable</u> from the <u>public profile</u> of the artist necessary in case of printing.

CAN I APPLY FOR THE POSITION IF I HAVEN'T FILLED OUT MY RESUME?

YES. Attaching a <u>link</u> to the cv being applied (example: <u>Link to the cv</u>).

IS AN ACTOR PRESENT WITH ANOTHER AGENCY?

SEARCH BY FIRST AND LAST NAME

If the actor should be present on rb with other agency contact their artist and ask him to delete the old agency and to insert the new one.

RETRIEVING PORTAL LOGIN CREDENTIALS (MAIL AND PASSWORD)

If the artist does not remember the password can request it by clicking on this link "Recover Password" by entering the email with which you have subscribed.

If you are unable to retrieve it, please contact RB Casting staff at support@rbcasting.com and attach a copy of a valid ID (to identify the applicant as the actual account holder). Otherwise you can contact the agency directly.

Go back to <u>Impersonate Actor by clicking here</u>.

HOW TO FIND AN ACTOR BY NAME AND SURNAME?

clicking on the link and, entering his name and surname in the search field (see red arrow in the image below)



The system penalizes users who are registered with multiple accounts and does not allow registration if the user name or email are already present in the system. In this case <u>Recover Password</u>.

CHECK IF AN ARTIST IS ALREADY REGISTERED

IF A USER IS REGISTERED, THE SYSTEM DOES NOT ALLOW A NEW REGISTRATION

click on the link, and enter your name and surname in the search field (see red arrow)



The system penalizes users who are registered with multiple accounts and does not allow registration if the user name or email are already present in the system. In this case <u>Recover Password</u>.

In case of difficulty request assistance from support@rbcasting.com .

Create rb apps on mobile

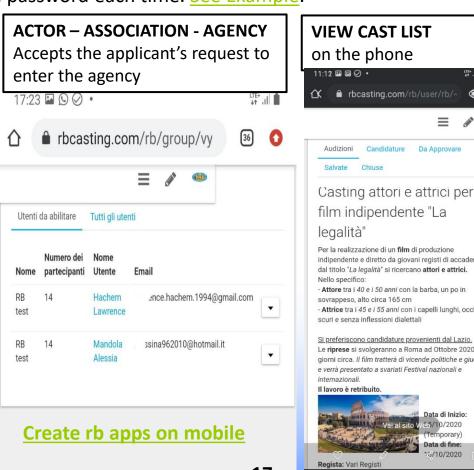
BROWSE BY MOBILE PHONE

CONFIGURE RB ON YOUR MOBILE

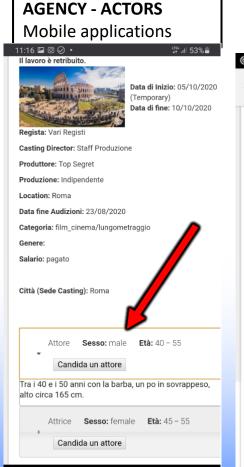
You can apply (or apply for actors) to the casting through your mobile phone. The casting directors can view the nominations on your mobile phone. You don't have to download any App, just type rbcasting.com in the browser on Google and log in with your credentials, we advise you to save them so you don't have to type them every time. Once you enter the desired page (cast list example), from the menu of your internet browser (safari, chrome or explorer) add the rb page as an icon on your mobile phone's desktop by doing "Add to Home screen" (or save to desktop) of your mobile phone and it will display as an App. This way every time you click on the icon you will directly see the Cast Lists

without having to type the password each time. See Example.









О

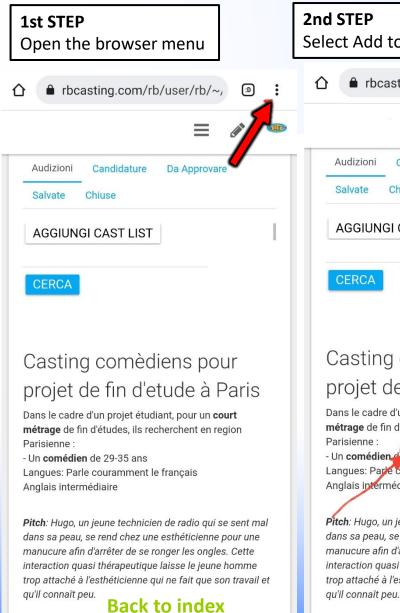
CASTING DIRECTOR View applications from mobile

T ... 51% = 14:44

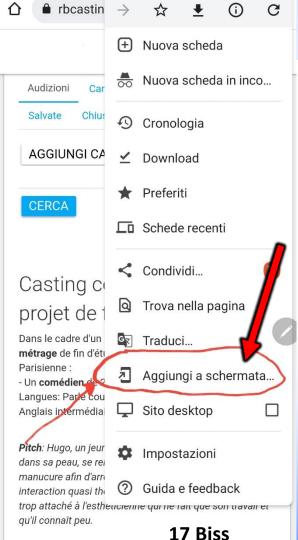


CREATE RB APP ON YOUR MOBILE PHONE

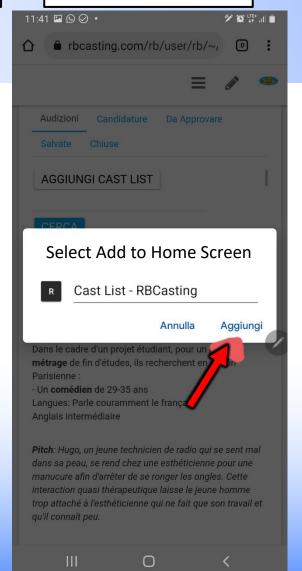
CONFIGURE RB AS AN APP ON YOUR MOBILE PHONE - **PREVIOUS PAGE**



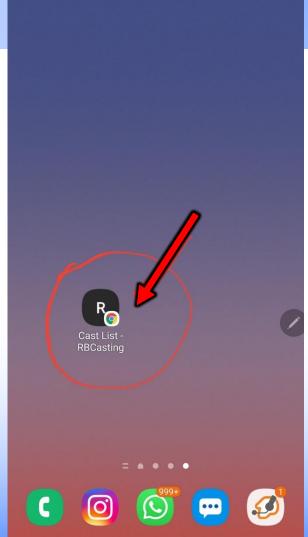
2nd STEPSelect Add to Home Screen/Desktop



3rd STEPClick on Add



4th STEPOperation complete



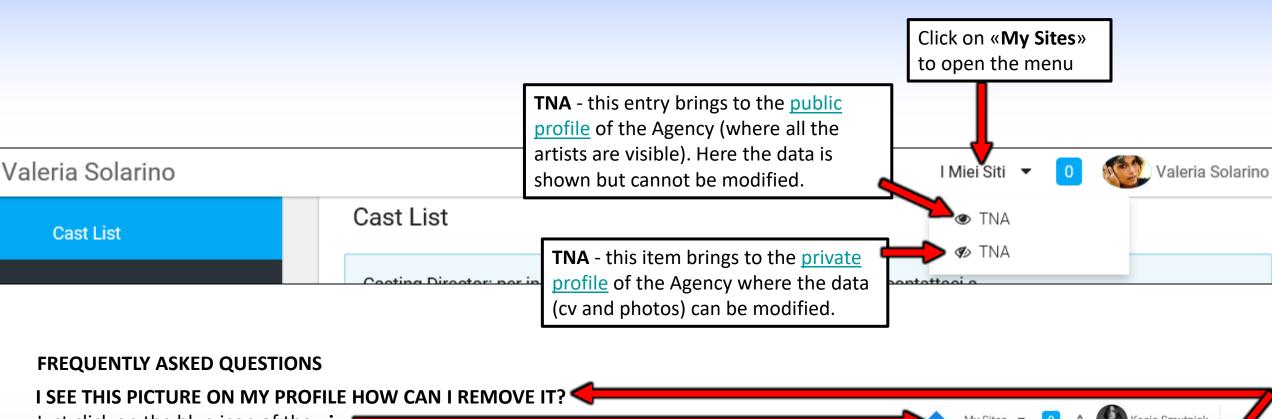
MENU' OF NAVIGATION

Public Profile

Private Profile

My Account

AGENCY - NAVIGATION MENU BETWEEN PUBLIC AND PRIVATE PROFILES

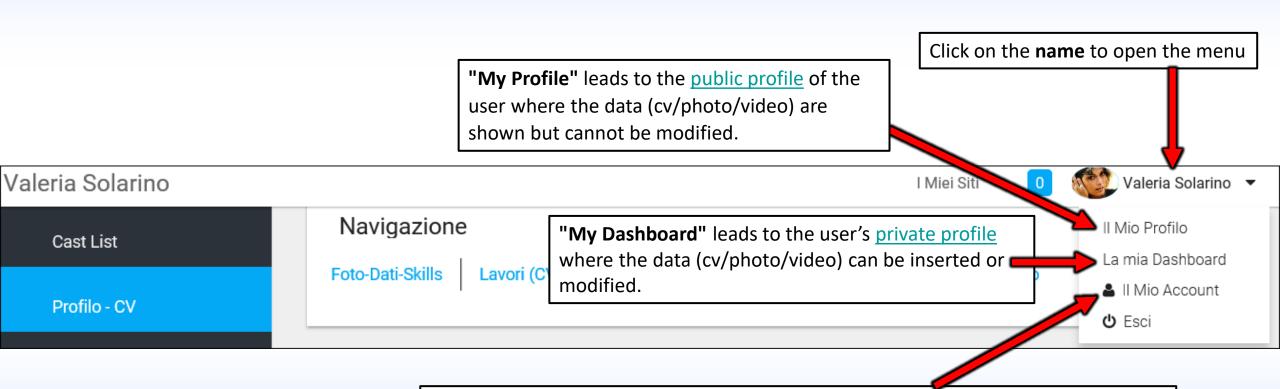


Just click on the blue icon of the **«i»**

The writing in the image is not about the users but about our technical team. Changes not allowed are related to the html programming code (for programmers) and not to the user account features.

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USER/ACTOR NAVIGATION MENU BETWEEN PUBLIC, PRIVATE AND MY ACCOUNT



"My Account" allows you to <u>change the data</u> (email, username, account language, etc.) entered during the registration process. Here you can <u>insert links/URL</u> and other data, you can also <u>change the language</u> by clicking on «<u>Display Settings</u>» or «<u>Impostazioni Visualizzazione</u>», etc.

PUBLIC PROFILE

AGENCY

PUBLIC PROFILE AGENCY URL

www.rbcasting.com/rb/web/do-mgmt



LOGO AGENCY ON THE ARTIST'S PUBLIC PROFILE

If you click on the logo of the agency from the <u>public profile</u> of an actor/user you can open the <u>public profile</u> of the agency where all the actors of that specific agency are present.

Example: If a casting director performs a search on the search engine and opens the public profile of an actor (belonging to an agency), clicking on the logo of the agency gets to view all the actors of that agency.

The system is designed to promote the agency with its artists from various points of the portal through semantic navigation.



DO mgmt

Ricerca



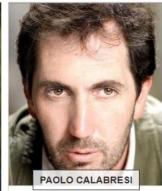
















STEFANO CASSETTI



SIMONA CAVALLARI



IN CASE WITH MORE AGENCIES

THE ARTIST MUST APPLY FOR THE AGENCY FROM HIS ACCOUNT

In case of difficulties the agency can contact our Team at support@rbcasting.com

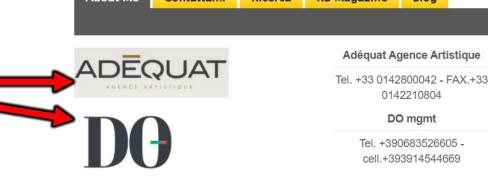


HOVER YOUR MOUSE OVER THE LOGO OF THE FIRST AGENCY WHICH APPEARS TO DISPLAY ALL THE AGENCIES PRESENT WITH TELEPHONE CONTACTS

The first agency selected by the artist is (considered by the system the parent company and is) the first that appears on the <u>public profile</u>.

It is not possible to change the order of appearance of the agencies unless the artist deletes all the agencies chosen and requests the registration again by changing the order of request.

Clicking on the Logo of the Agency of interest opens the <u>public profile of the agency</u> where all the actors of that specific Agency are present..



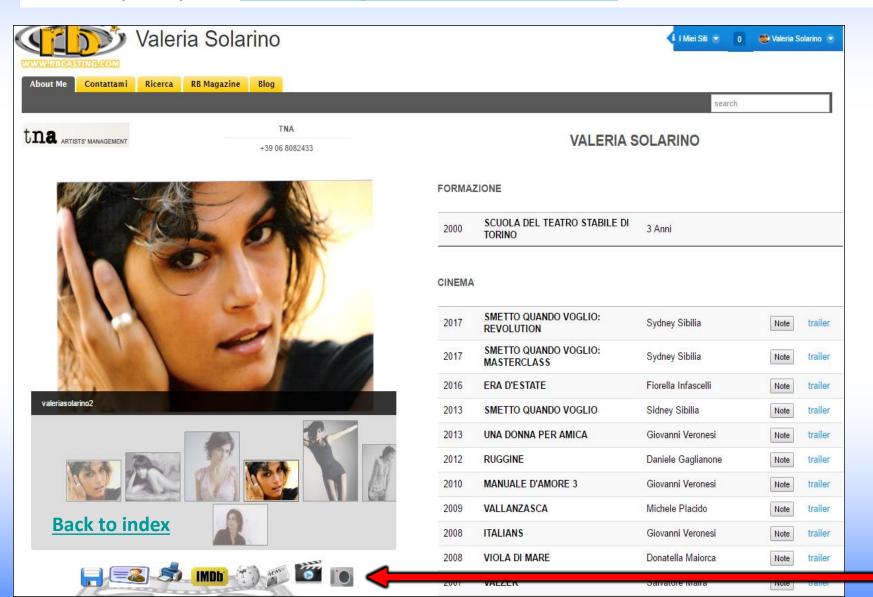
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PUBLIC PROFILE

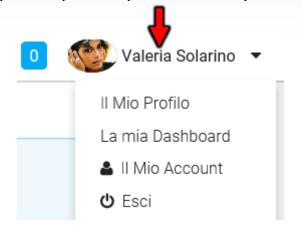
ACTOR

USER/ACTOR PUBLIC PROFILE

MY PROFILE is the public profile of the user visible to all. From here the data (Cv/Photo/Video) can only be viewed and not modified. URL Artist public profile www.rbcasting.com/rb/web/valeriasolarino



Menu navigation between public, private profile and my account



HOW CAN I INSERT/EDIT PHOTOS?
You can do it from «My Account»
cliccare quì to see the steps.
No more than 450kb click to
reduce image size

SOCIAL

THE FOLLOWING LINKS ARE GENERATED BY THE SYSTEM WHEN THE ACCOUNT IS CREATED VISIBLE ON THE ARTIST/USER PUBLIC PROFILE



















CV in pdf - you can <u>download</u> the <u>CV generated automatically</u> by the system with the info <u>entered</u> by the artist



Card - you can <u>download</u> a <u>business card</u> with the url of the profile to give instead of photos and cv. The contents on the url will always be updated for those who visit it.



Print - profile image printing



IMDB - Direct link to the artist's IMDB profile



Wikipedia - Direct link to the artist's Wikipedia



Press - Link to press release of the artist that is generated in real time through Google News



Video - Link to video review of the artist that is generated in real time through Google Video



Images - Link to Images of the artist in real time via Google Images

Spreading the url of the artist www.rbcasting.com/rb/web/valeriasolarino (for example saving it in your email signature) you have the link to cv, videos, photos and agency including the direct link to all social media above and other external links inserted by the artist (like Instagram, link to agency page, Twitter page etc.).

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www.rbcasting.com/rb/web/valeriasolarino

WHY IT IS USEFUL TO SPREAD IT

Sending your URL allows those who receive it to have the material of the actor always updated unlike attachments (pdf-photo-video on cd / dvd or by mail) that once sent are no longer upgradable.

Example: if I upload new photos to my account or update the cv, all the casting directors to which I have sent in precedence my URL will visualize the new photos and the updated curriculum without the necessity to send again the URL.

The URL contains links to IMDB, WIKIPEDIA, GOOGLE IMAGES-VIDEO-NEWS

If inserted by the user also contains external links example:

Link to the agency page www.tnasrl.net/actress/valeria-solarino

Link Instagram <u>www.instagram.com/valeriasolarino</u>

Link Twitter www.twitter.com/valeriasolarino

Sito personale <u>www.valeriasolarino.it</u>

(visible depending on the plan subscriptions)

Sending the url does not serve to send other links to the casting director

You can add the URL to the Mail Signature to the Business Card



VALERIA SOLARINO Attore Altezza (cm) 178 Colore occhi castani Barcellona, Simón Bolívar, Anzoátegui, Venezuela Nato a Vive a Roma, Roma, Lazio, Italia Altro Domicilio Torino, Torino, Piemonte, Italia Lingua Madre Italiano Lingue Ottimo/Fluente Inglese, Francese Sito personale http://www.valeriasolarino.it http://www.instagram.com/valeriasolarino http://www.twitter.com/valeriasolarino http://www.tnasnc.it/attrici/41

My Account – Private profile user

Siti Internet

URL

URL e tipo sono campi obbligatori. L'URL deve iniziare con "http://" o "https://".

Tipo http://www.valeriasolarin Blog Principale

URL Tipo http://www.instagram.co Blog ✓ Principale

URL Tipo

Blog http://www.twitter.com/va ✓ Principale

LIDI

URL Public Profile

www.rbcasting.com/rb/web/valeriasolarino

Valeria Solarino Informazioni Utente Dettagli Organizzazioni Siti Gruppi Utenti Ruoli Categorizzazione Identificazione Indirizzi Numeri di Telefono Indirizzi Email aggiuntivi

EXTERNAL LINKS

HOW TO INSERT THEM?

The links inserted in the area My User's private profile account are displayed on the public profile.



VALERIA SOLARINO

Attore

Siti Internet

+ -

+ -

Altezza (cm) 178 Colore occhi castani

Nato a Barcellona, Simón Bolívar, Anzoátegui, Venezuela

Vive a Roma, Roma, Lazio, Italia Altro Domicilio Torino, Torino, Piemonte, Italia

Lingua Madre Italiano

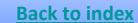
Lingue Ottimo/Fluente Inglese, Francese

Sito personale http://www.valeriasolarino.it

http://www.instagram.com/valeriasolarino

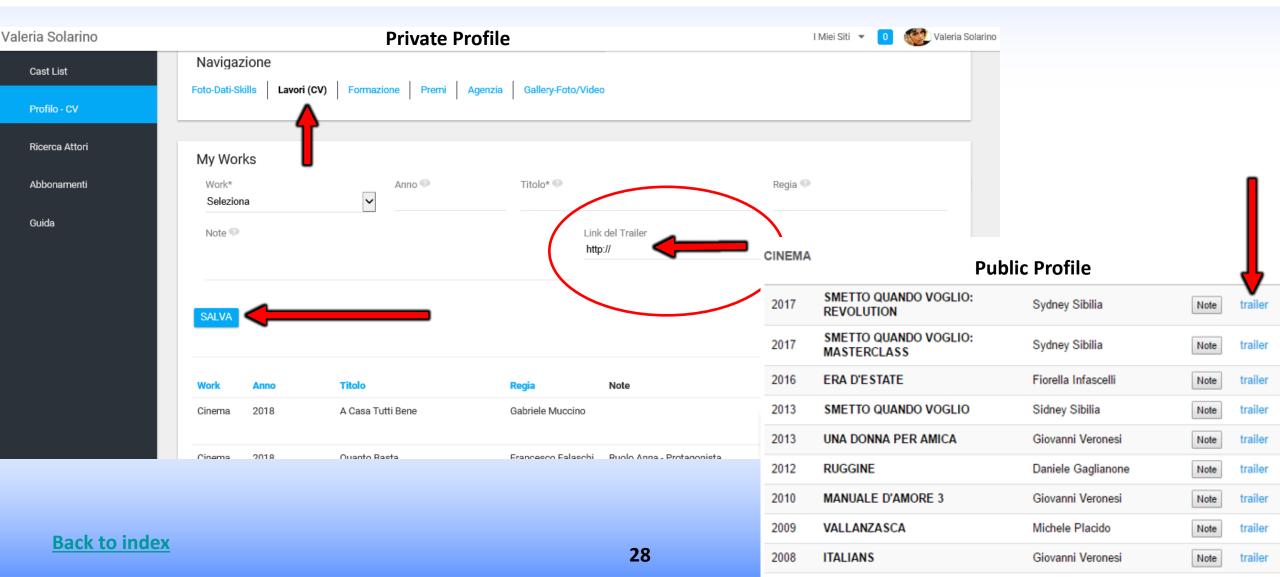
http://www.twitter.com/valeriasolarino

http://www.tnasnc.it/attrici/41



LINK OF THE TRAILER IN THE CV - HOW TO INSERT THEM?

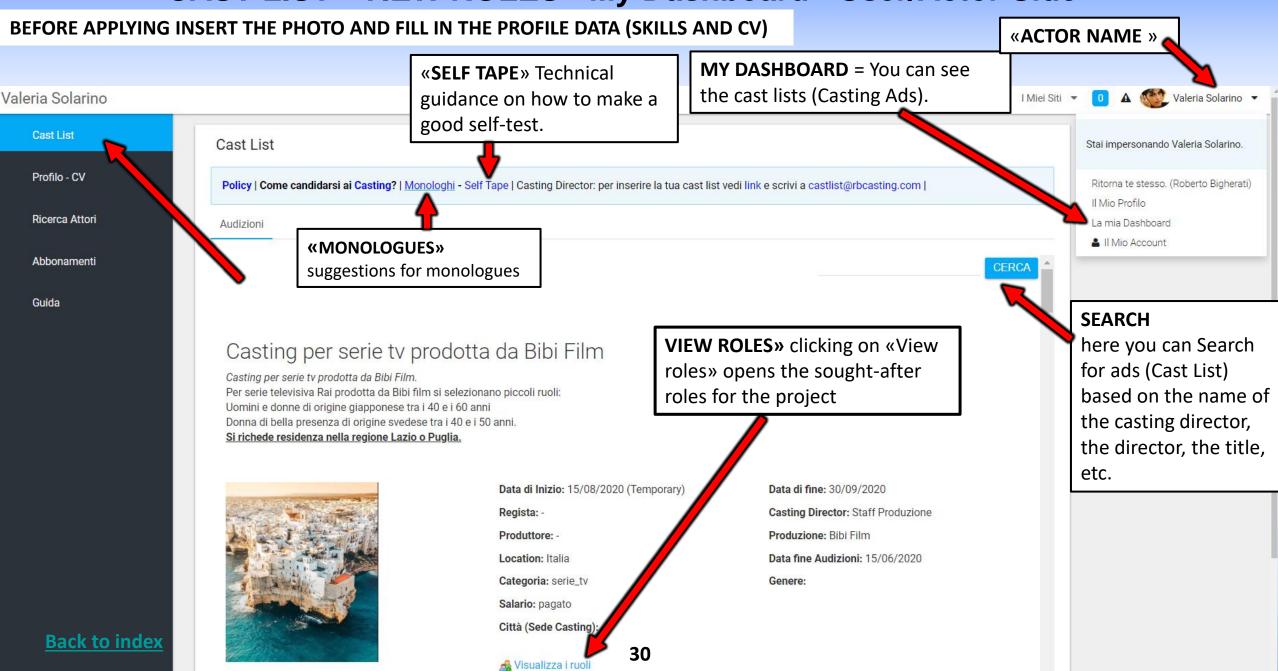
In the field «**Trailer link**» (see red circle in the image below) you can insert the link to the trailer that will appear alongside the work in the resume visible on the <u>public profile</u> of the actor depending on the type of <u>subscription</u>.



PRIVATE PROFILE

USER/ACTOR

CAST LIST - VIEW ROLES - My Dashboard - User/Actor Side



VIEW ROLES - CANDIDATES - Actor Side

"ROLE NAME" Clicking on the role opens the description, read it carefully. In some cases there may be attached a scene for the self tape.

«CANDIDATES» button **«Candidates»** appears only if the artist corresponds to the criterion of search for the role (gender and age group).

Do not apply if you do not match the search, example if they are looking for an actor between 30-40 years old native English speaking man the button candidates will appear to all male actors between 30-40 years old but those who are not native English speakers should not apply.

«PENALTY» the system through an algorithm applies penalties for applications not relevant and after a certain number considers them spam.



THE «CANDIDATES» BUTTON DOES NOT APPEAR IF IT DOES NOT CORRESPOND TO THE ROLE, BY AGE OR SEX.

Data fine Audizioni: 15/06/2020

Genere:

In this case only the agent can nominate the actor/ice. An actor without an agent cannot be nominated.

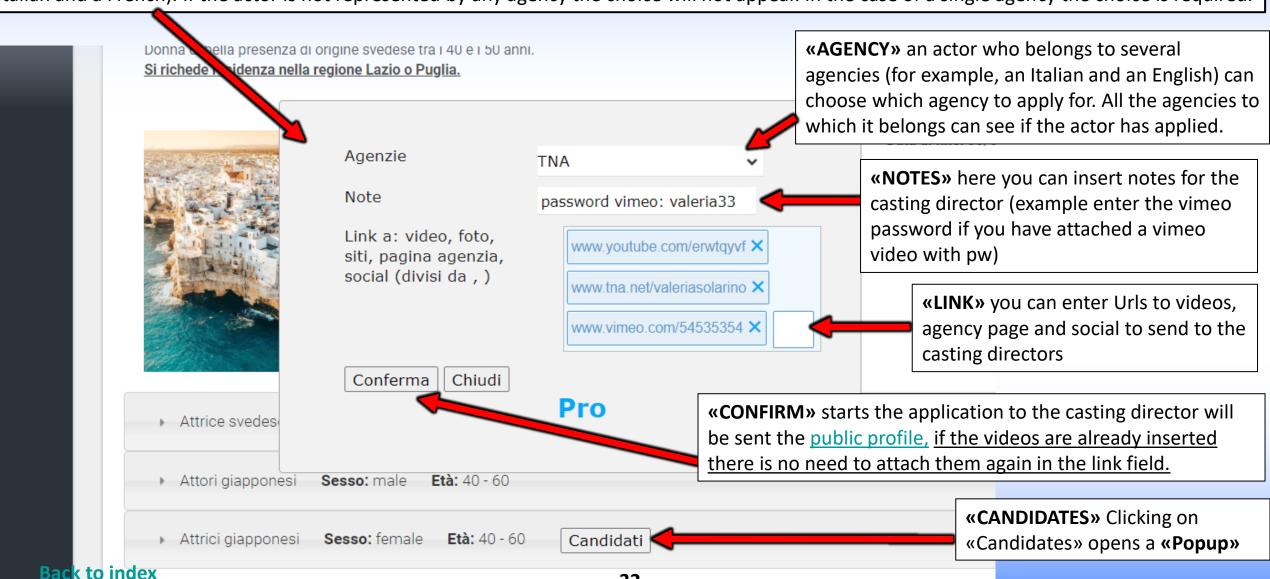
Donna, tra i 40 e i 50 anni, bella presenza, di origine svedese.Inviar candidature con 3 foto (sono graditi i video) per una migliore valutazione dell'artista. Se non hai un abbonamento profession su rb puoi allegare il link alla pagina agenzia, instagram, youtube, etc.

Attori giapponesi Sesso: male Età: 40 - 60

Attrici giapponesi Sesso: female Età: 40 - 60 Candidati

CONFIRM YOUR APPLICATION - YOU CAN INSERT NOTES AND LINKS IN THE POPUP

«POPUP» Here the actor can insert Notes and Links and can choose the agency with which to apply in case of multiple agencies (example: an Italian and a French). If the actor is not represented by any agency the choice will not appear. In the case of a single agency the choice is required.



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EDIT YOUR APPLICATION- area actor

«CHANGE APPLICATION» here it is possible to modify the application also later integrating it with links and notes, (example add a self tape or notes).

IMPORTANT: every time you click on the confirmation part of an email to the casting director with updates so do not perform the operation if not necessary and do not repeat it too many times to not be blocked by the system as spam.



Location: Italia

Categoria: serie_tv

Salario: pagato

Città (Sede Casting):

«WITHDRAW APPLICATION - IS IT POSSIBLE? NO».

Applications cannot be withdrawn because the system when the user applies also sends an application email to the casting director and therefore once the application has started, it cannot be withdrawn.

Data fine Audizioni: 15/06/2020

Genere:

Attrice svedese

Sesso: female

Età: 40 - 50

Modifica Candidatura

Donna, tra i 40 e i 50 anni, bella presenza, di origine svedese. Inviare candidature con 3 foto (sono graditi i video) per una m valutazione dell'artista. Se non hai un abbonamento professional su rb puoi allegare il link alla pagina agenzia, instagram, yo

Attori giapponesi Sesso: male Età: 40 - 60

Attrici giapponesi

Sesso: female

Età: 40 - 60

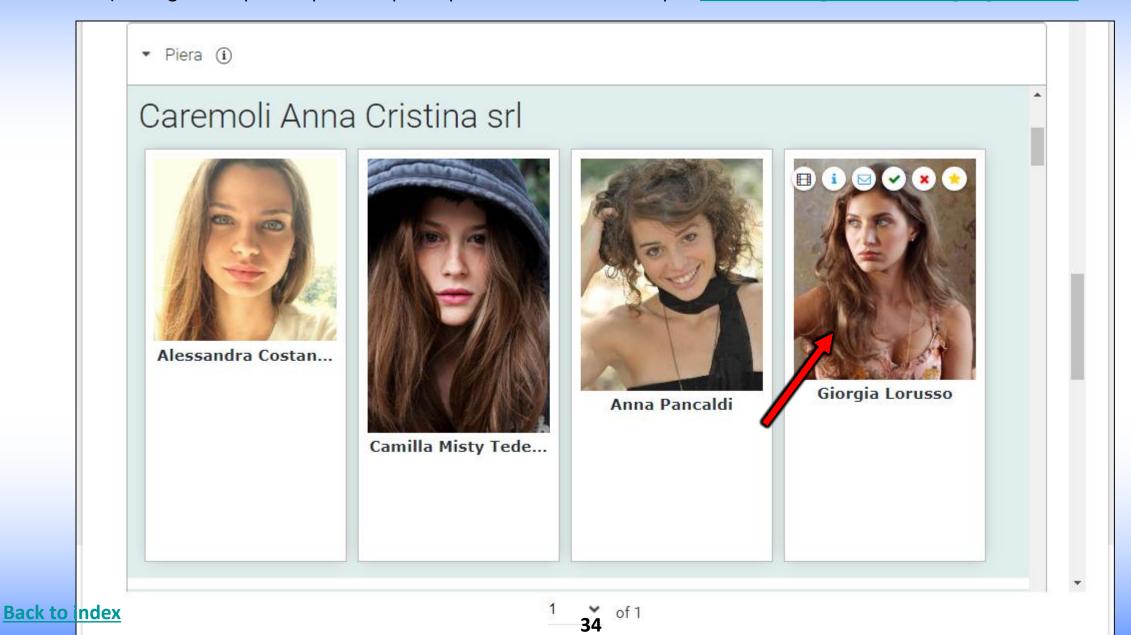
Candidati

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HOW CASTING DIRECTOR SEE YOUR APPLICATION

(clicking on the photo opens the public profile of the artist example: www.rbcasting.com/rb/web/giorgialorusso)



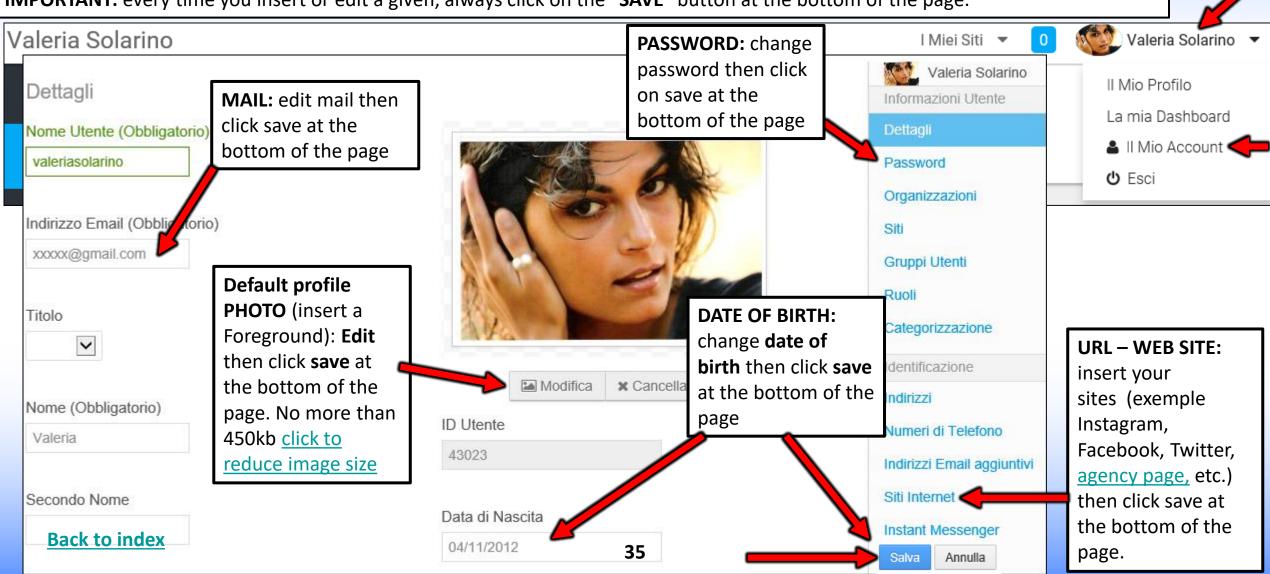
MY ACCOUNT

Clicking on "My Account" opens a pop up that allows you to insert or edit a series of data

Example: PROFILE PHOTO-DATE OF BIRTH-MAIL-PASSWORD-WEBSITE/EXTERNAL URL (eg: instagram link, twitter, agency page etc.).

Some data are visible on the public profile depending on the type of <u>subscription</u>, such as "Internet sites/Urls".

IMPORTANT: every time you insert or edit a given, always click on the "SAVE" button at the bottom of the page.



MY ACCOUNT – User name – Mail - Language

From **MY ACCOUNT** you can also change the username which is the name of the link in the profile example: http://www.rbcasting.com/rb/web/valeriasolarino Valeria Solarino Dettagli Informazioni Utente Nome Utente (Obbligate valeriasolarino Password Organizzazioni Indirizzo Email (Obbligatorio) Siti xxxxx@gmail.com Gruppi Utenti **CHANGE** LANGUAGE click on Impostazioni Visualizzazione «Impostazioni Titolo Salva Annulla Visualizzazione» or **«Display Setting»** then click **«Save»** at the bottom of the page

From MY ACCOUNT it is possible to edit your email

EDIT CV - User/Actor My Dashboard

MY DASHBOARD = private profile of the user visible only to him.

CLICK ACTOR NAME

Valeria Solarino

Cast List

Profilo - CV

Navigazione

Foto-Dati-Skills | Lavori (CV) | Formazione | Premi | Agenzia | Gallery-Foto/Video | Il Mio Profilo | La mia Dashboard | La mia Dashboard | Il Mio Account | Ul Mio Profilo | La mia Dashboard | La mia Das

PROFILE - CV - In this area you can enter or edit your cv data (photos, videos and links)

The data entered in this area will appear in the <u>public profile</u> of the actor and can be modified only by this area.

ASSOCIATION ACTOR/AGENCY

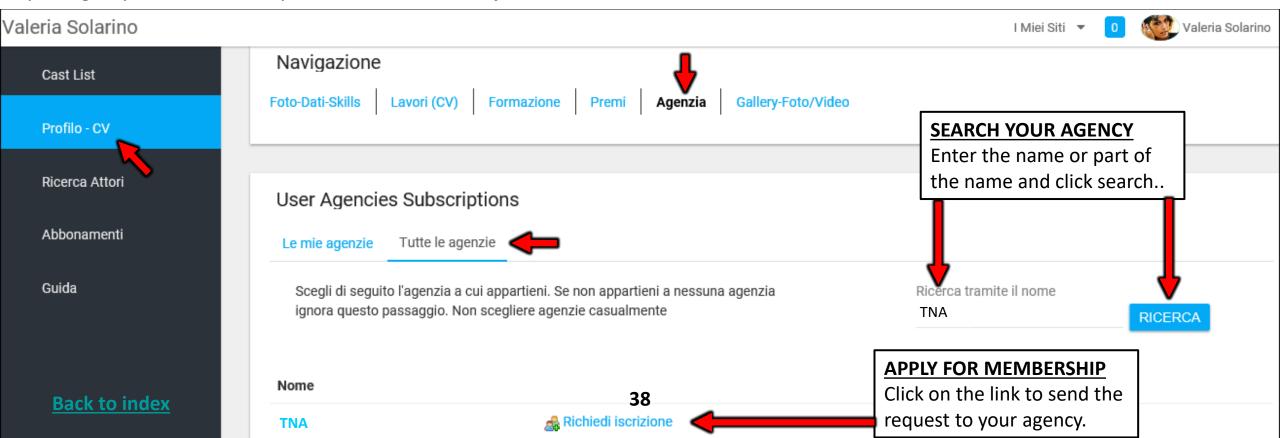
user/actor side

From the area "All agencies" you can send your registration request to your agency to make the association actor/ agency The agency will have to accept the request from its account.

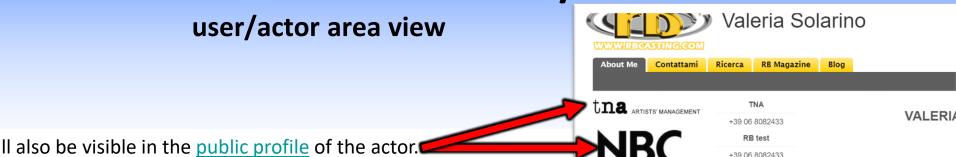
In case of multiple agencies repeat the operation, example: an Italian agency and a French.

If you don't belong to an agency, ignore this passage.

If your agency is not on the list you have to invite her to join.

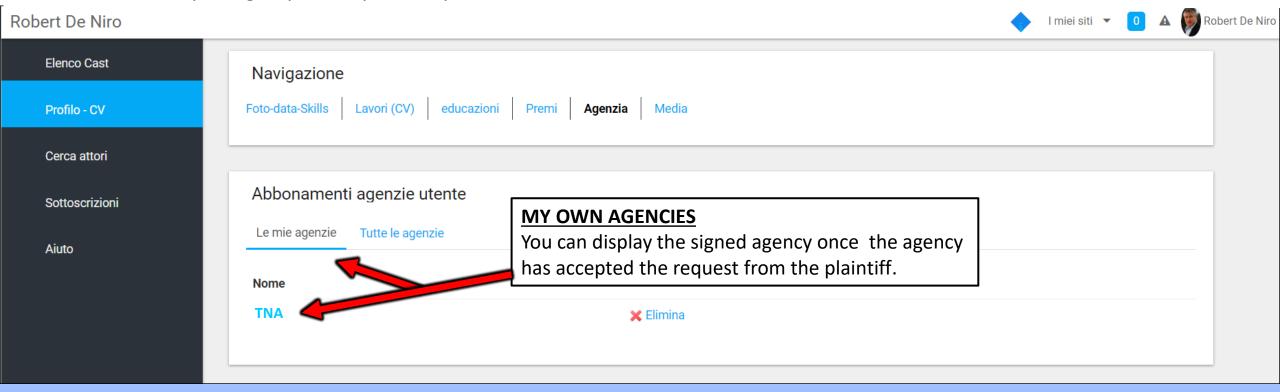


COMPLETED ASSOCIATION ACTOR/AGENCY



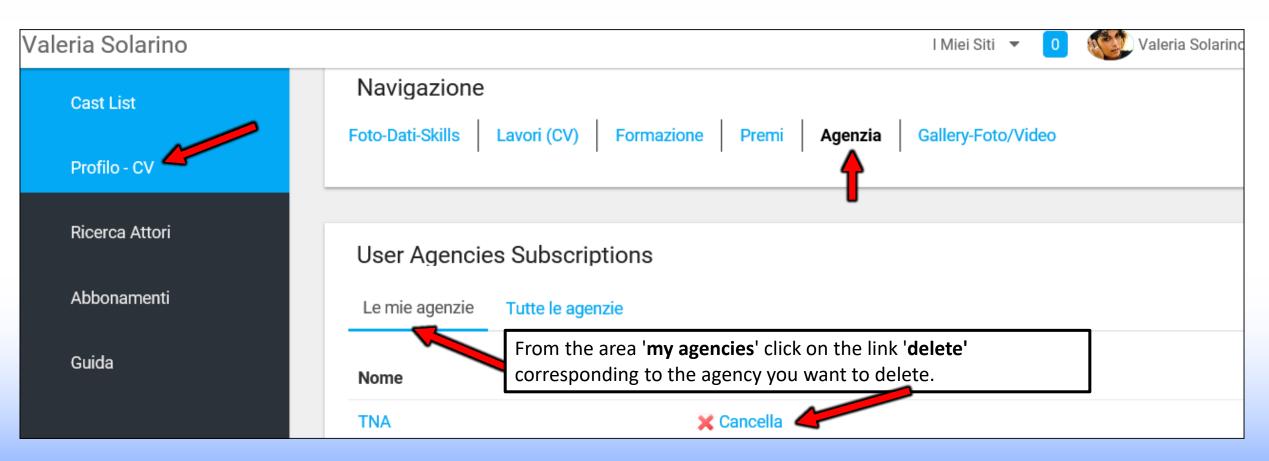
The agencies present in this area will also be visible in the public profile of the actor.

If you have sent your application to an agency but do not appear, it means that the agency has not yet accepted the application. It is advisable to ask your agency to accept the request.



HOW CAN I DELETE THE AGENCY?

Area user/actor



PHOTOS-DATA-SKILLS — Area User/Actor

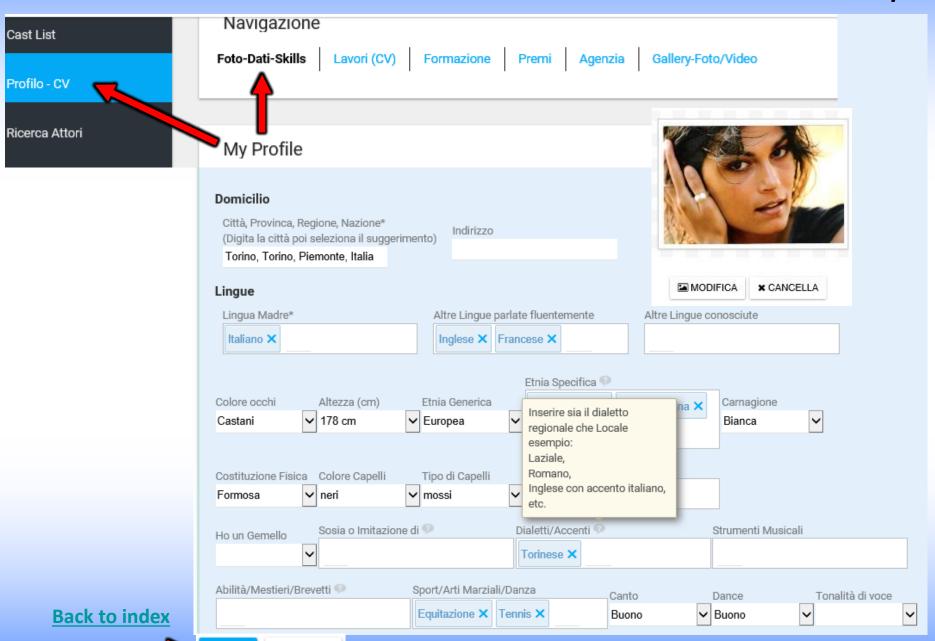


PHOTO -DATA-SKILLS

here you can insert:

Main profile's photo Not more than 450kb (a close-up is recommended) click to reduce image size;

Personal data

Skills (sports, dialects, etc.);

Data can be found through the search engine

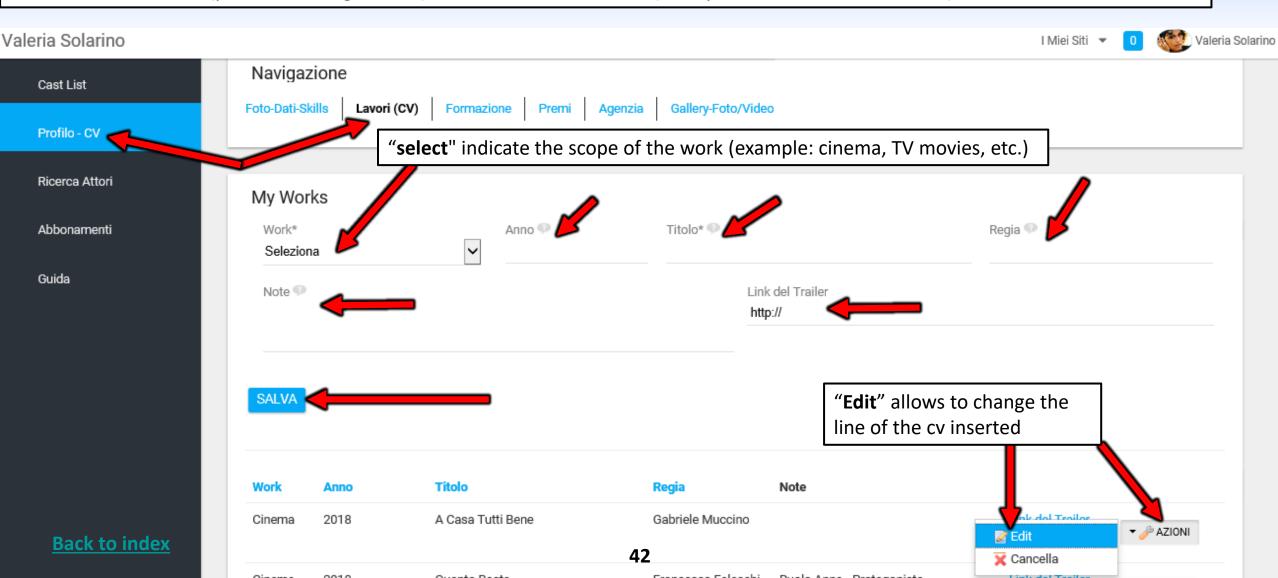
All data entered are visible in the <u>public profile</u> of the actor.

Separate with a comma the entries in the fields with free text.

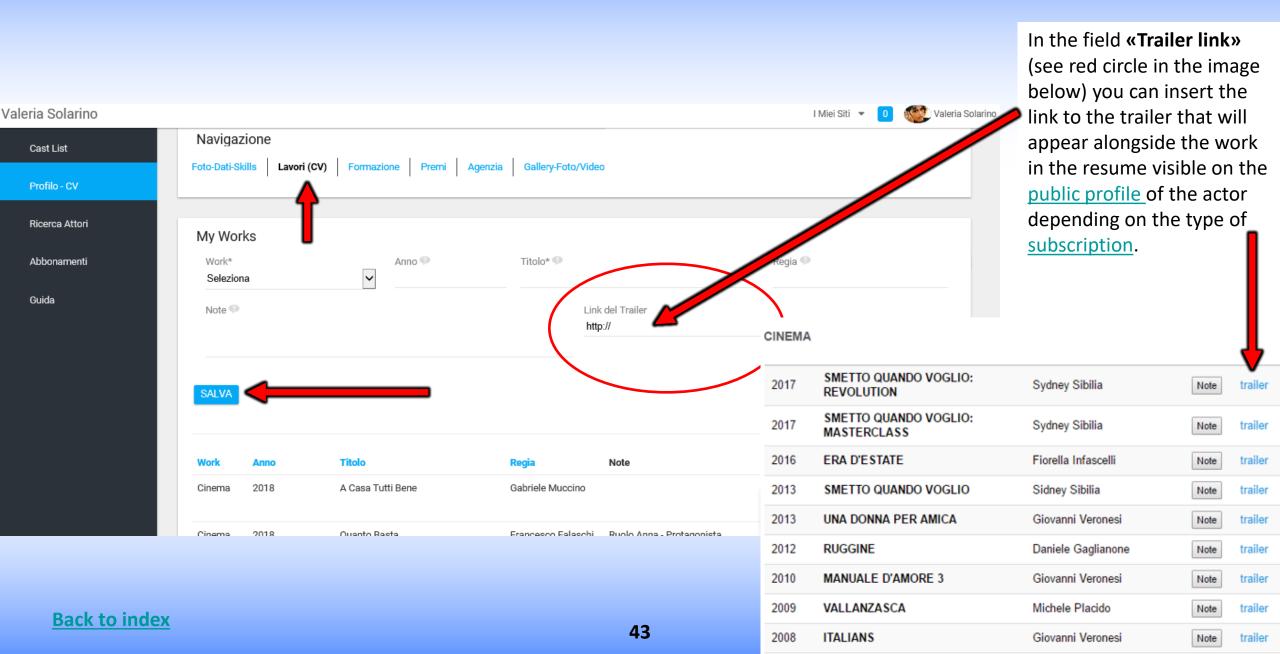
SALVA ANNULLA

CURRICULUM - WORKS (CV) - edit or insert

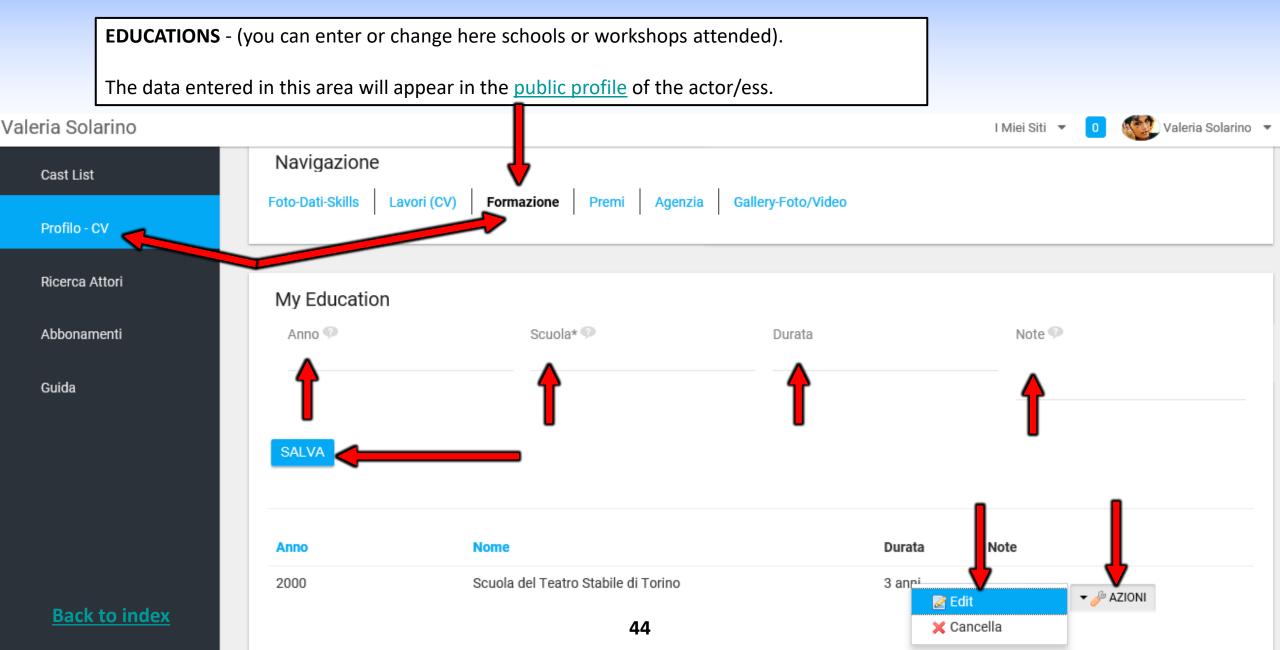
WORKS (CV)- (you can enter or change here your portfolio). The data entered in this area will appear in the <u>public profile</u> of the actor/ess. From "Please Choose" (please see image below) indicate the field of work (example: cinema, TV movies, etc.)



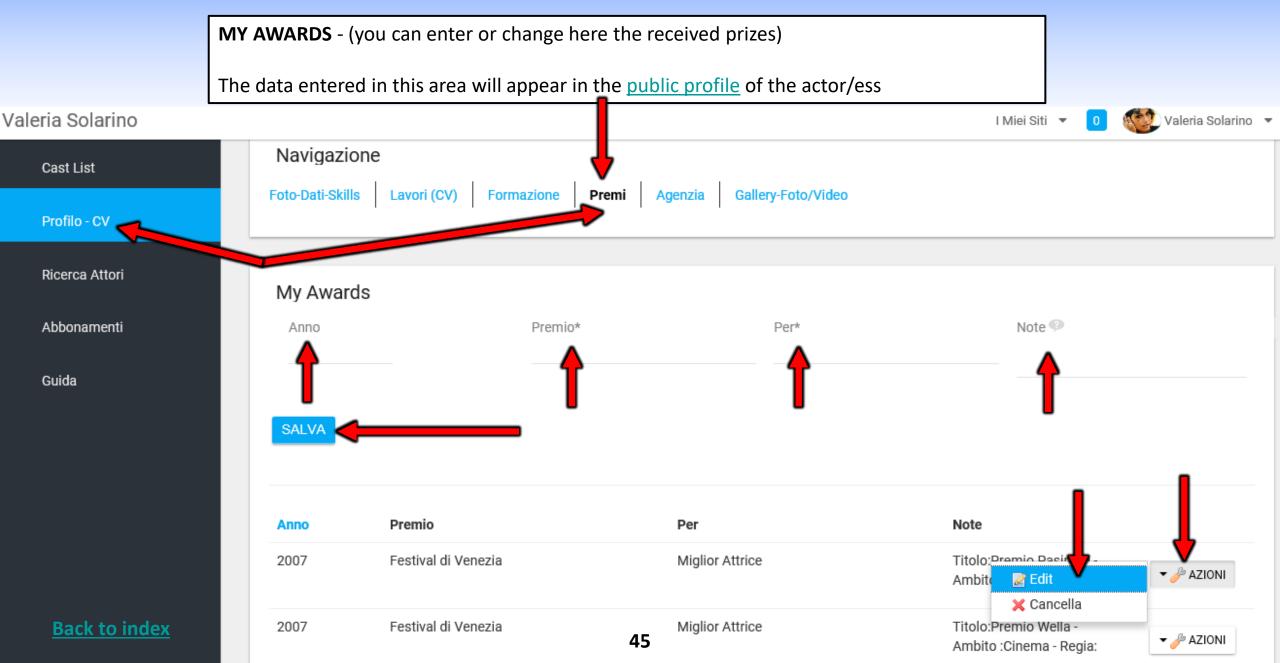
TRAILER LINK



EDUCATION



AWARDS



GALLERY-PHOTOS/VIDEOS

Here you can insert photos (no more than 450kb click to reduce image size) and videos (youtube - Vimeo links unlimited or mp4 files up to 150MB - click here to convert and reduce videos) according to the type of subscription. The inserted photos and videos are visible in the public profile. Navigazione Cast List Foto-Dati-Skills Lavori (CV) Formazione Agenzia Gallery-Foto/Video Premi Profilo - CV Ricerca Attori My Media In the "Name" it is advisable to enter the name of the actor or relative to the description of the file. Abbonamenti Nome 🥯 Click on "Select File Type" and select the file type Seleziona il tipo di file to insert and then click on "SAVE" Click "**Delete"** to delete **SALVA** the inserted file. ← Primo Precedente Successivo Jltimo → Mostrati 13 risultati. 20 ITEMS PER PAGE▼ PAGINA 1 DI 1▼ Name Type 46 **Back to index**

Cancella

Photo

valeriasolarino1

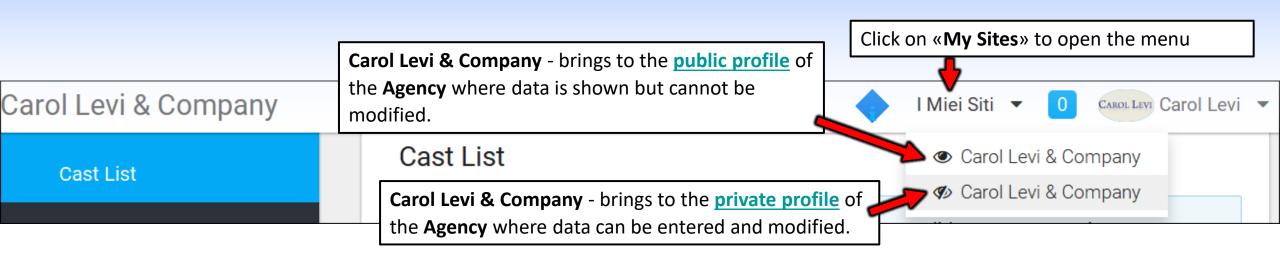
DASHBOARD

AGENCY

CLICK ON YOUR AGENCY CONTROL PANEL



AGENCY - NAVIGATION MENU BETWEEN PUBLIC AND PRIVATE PROFILES

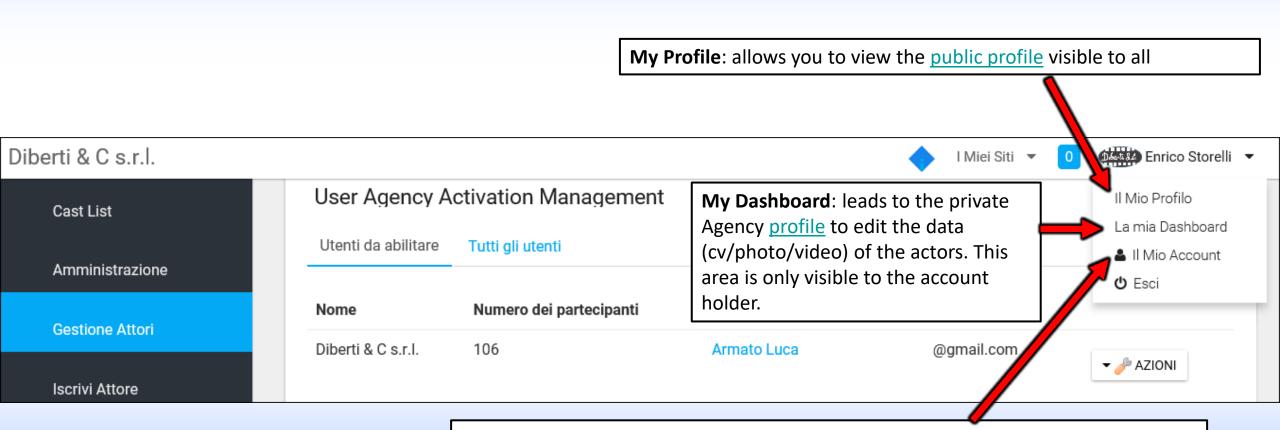


FREQUENTLY ASKED QUESTIONS



Back to index

AGENCY - NAVIGATION MENU BETWEEN PUBLIC PROFILE, PRIVATE PROFILE AND ACCOUNT DATA



My Account: allows you to <u>modify personal data</u> such as email, mobile phone, link, account language via "**Display Settings**« or «**Impostazioni Visualizzazione**». Every change in this area always click on the "**SAVE**" button at the bottom right.

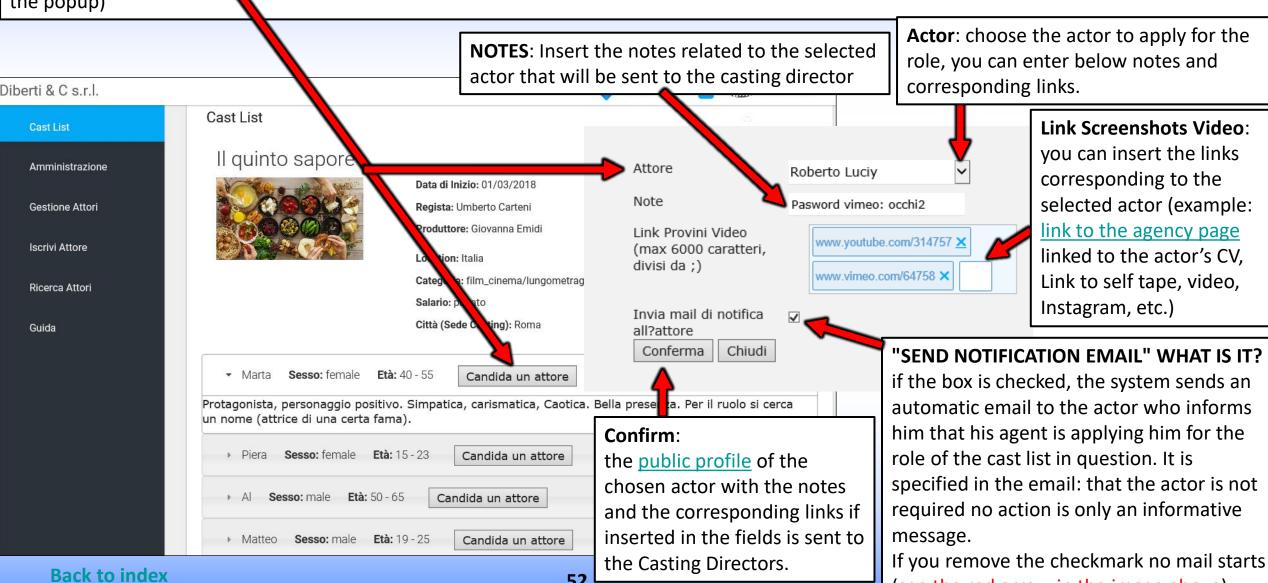
CAST LIST - AGENCY - My Dashboard

MY DASHBOARD = here you can view your private profile and cast lists (Casting Ads). **MENU** BEFORE SUBMITTING AN ACTOR MAKE SURE THAT THE PHOTO IS INSERTED Volver Consulenz atistiche. Amministrazione ▼ I Miei Siti Valeria Solarino Cast Lis Cast List Stai impersonando Valeria Solarino. Gestione Attori Candidature Chiuse Audizioni Da Approvare Salvate Ritorna te stesso. (Roberto Bigherati) AGGIUNGI CAST LIST Il Mio Profilo CERCA Contatti Artisti La mia Dashboard Il Mio Account Iscrivi Attore «VIEW ROLES» by clicking on Casting per serie tv prodotta da Bibi Film Ricerca Attori **SEARCH** «View roles» you can submit Casting per serie tv prodotta da Bibi Film. here you can Search Guida - Help - Info Per serie televisiva Rai prodotta da Bibi film si selezionano piccoli ruoli: the actors Uomini e donne di origine giapponese tra i 40 e i 60 anni for ads (Cast List) Donna di bella presenza di origine svedese tra i 40 e i 50 anni. based on the name of Si richede residenza nella regione Lazio o Puglia. the casting director, the director, the title, Data di Inizio: 15/08/2020 (Temporary) Data di fine: 30/09/2020 Regista: -Casting Director: Staff Produzione etc. Produttore: -Produzione: Bibi Film Data fine Audizioni: 15/06/2020 Location: Italia Categoria: serie_tv Genere: Salario: pagato Città (Sede Casting): **Back to index** 51

🧥 Visualizza i ruoli

CAST LIST - HOW TO APPLY ARTISTS TO ROLES? - SIDE AGENCY

«CANDIDATE AN ACTOR» - by clicking on the popup that opens, choose the name of the actor (add notes and links if necessary) and click on the button «Confirm». It will be sent to the casting director the url to the public profile of the actor (and notes and links in private form, if inserted in the popup)

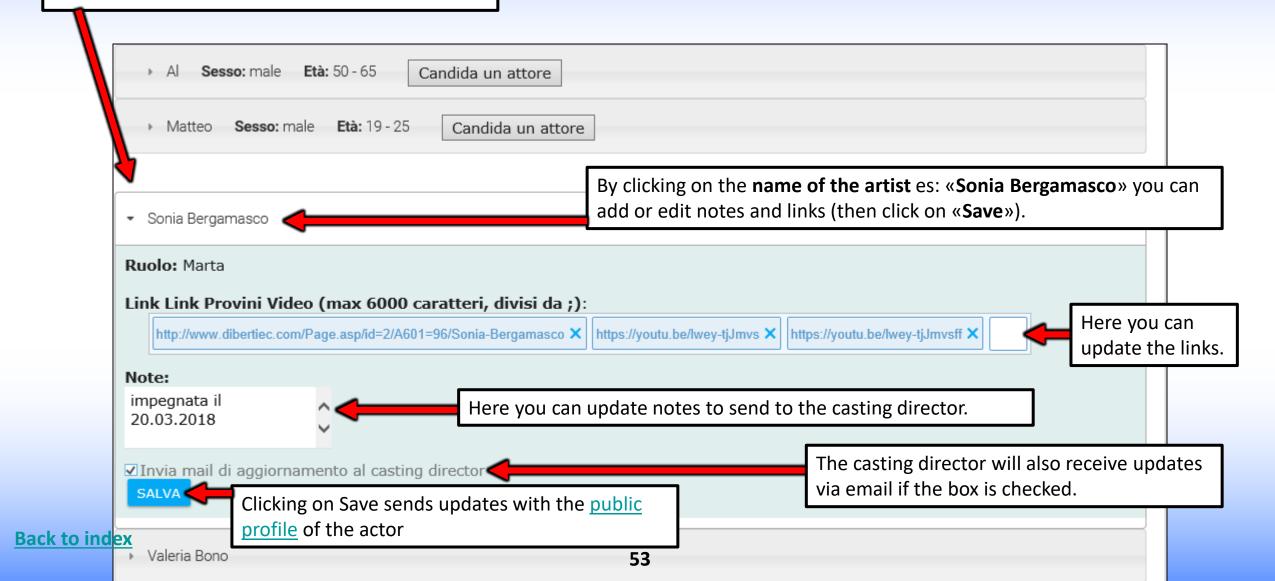


(see the red arrow in the image above)

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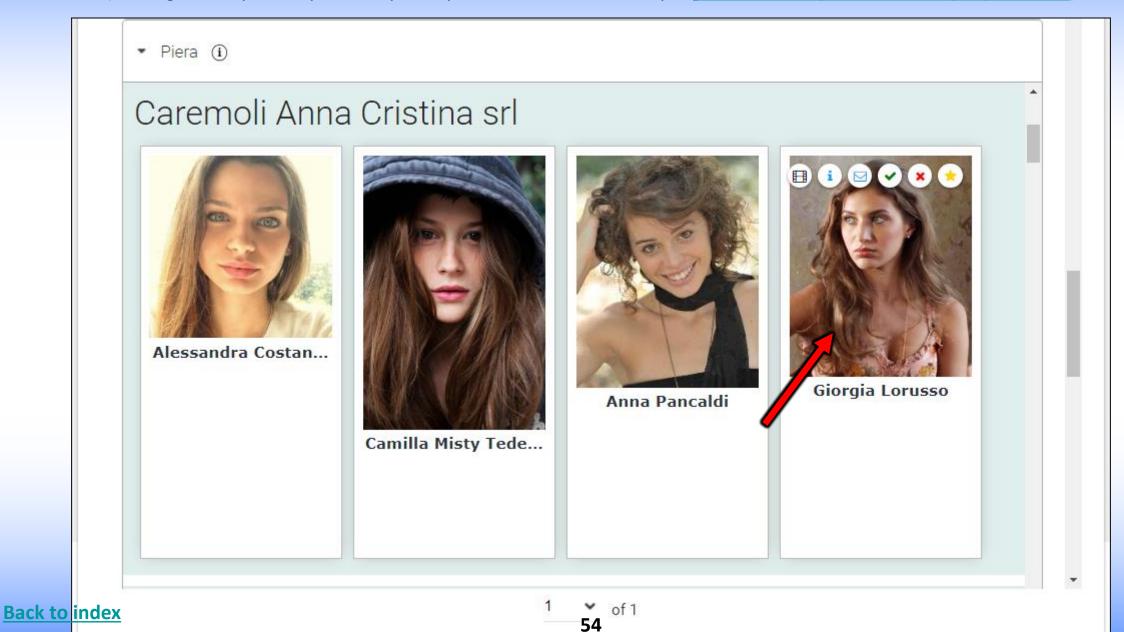
CHANGE OF APPLICATION - Agency side

The **candidate actors** are displayed with the name at the bottom of the cast list after the roles.



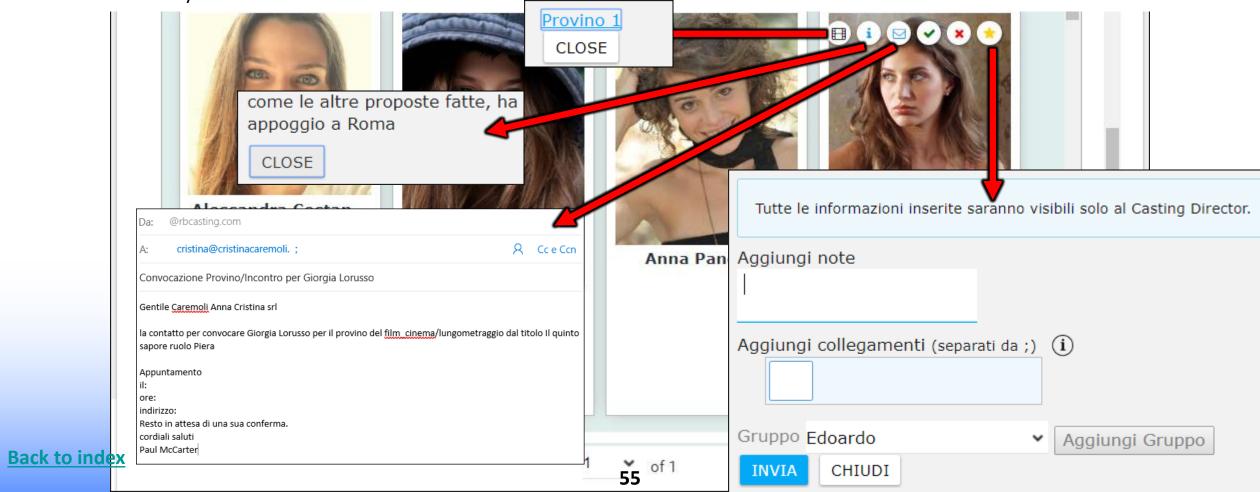
HOW YOUR CASTING DIRECTOR NOMINATIONS VIEW

(clicking on the photo opens the public profile of the artist example: www.rbcasting.com/rb/web/giorgialorusso)



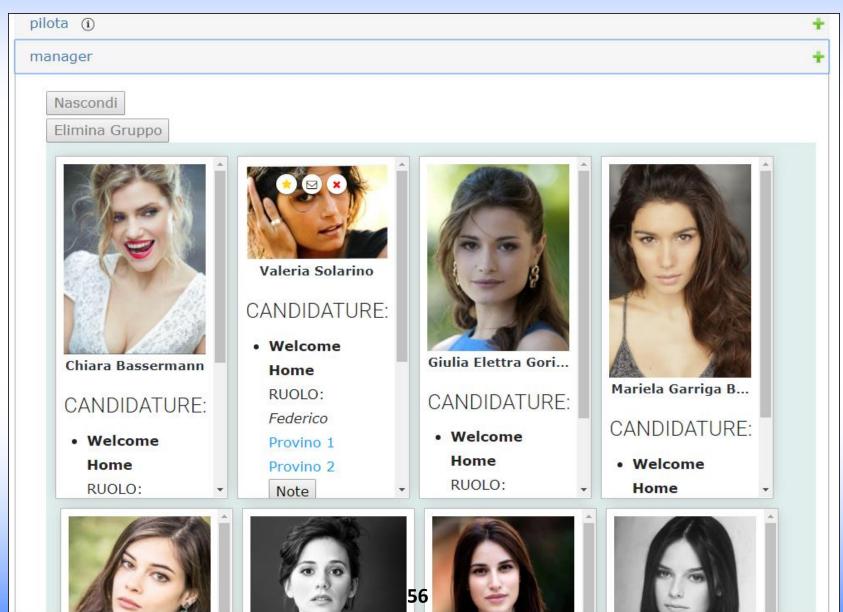
CASTING DIRECTOR DISPLAYS ICONS ON APPLICATIONS WITH INFO FROM THE AGENCY OR ACTOR

- Passing with the mouse on the photo you can see some icons (see image below) that allow to carry out various operations:
- **Links** are the **Links** inserted in the **Pop Up** by the agency or the Actor in the application phase (self tape, link to agency page etc.).
- **Notes** are the **Notes** inserted in the **Pop Up** by the agency or by the applicant.
- **Contact** email to contact the agency.
- ∑× **Green** allows you to highlight in green the photo of the artist you want to highlight (example: to convene to an audition).
 - **Red** Allows you to highlight in red the artist's photo that is not considered suitable for the role.
 - Favorites allows you to add the actor to a group of favorites. The Casting Director can attach the notes and links of the audition made by him and are visible only to him.



PRESENTATIONS BY THE CASTING DIRECTOR

THE CASTING DIRECTOR CAN CREATE PRESENTATIONS OF ARTISTS WHO HAVE PASSED THE AUDITION TO BE SUBMITTED TO THE PURCHASERS FOR FINAL SELECTION - HE MAY CREATE HIS OWN ARCHIVE



AGENCY/ACTOR ASSOCIATION – AREA AGENCY

ACCEPTING THE APPLICANT'S APPLICATION FOR AFFILIATION

ROUTE: AGENCY CONTROL PANEL / ACTORS MANAGEMENT / USERS TO ENABLE

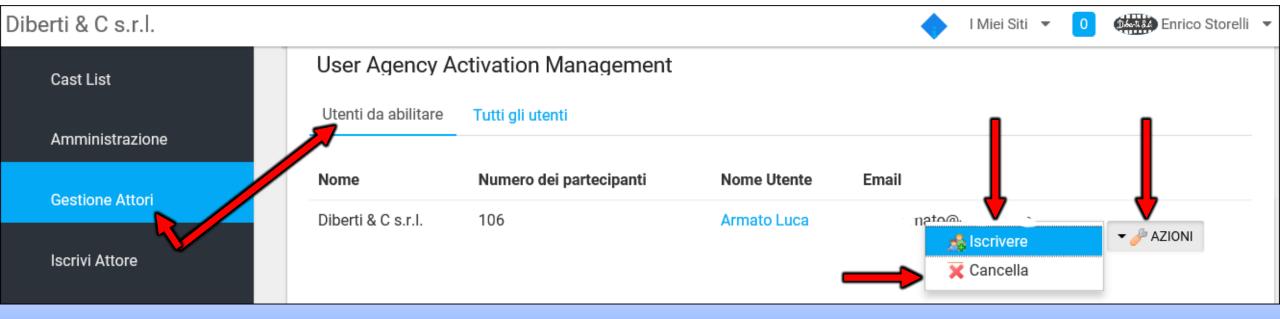
Clicking on the **ACTIONS** button next to the Name of the actor opens a menu:

REGISTRATION allows you to accept the actor who will join the agency.

CANCEL allows to eliminate the actor and in this case the actor will not become part of the agency.

The accepted users will appear on the public profile of the agency example: http://www.rbcasting.com/rb/web/tna
The contacts with the logo of the agency will be visible on the public profile of the artist tna ARTISTS' MANAGEMENT <a href="publ

Valeria Solarino



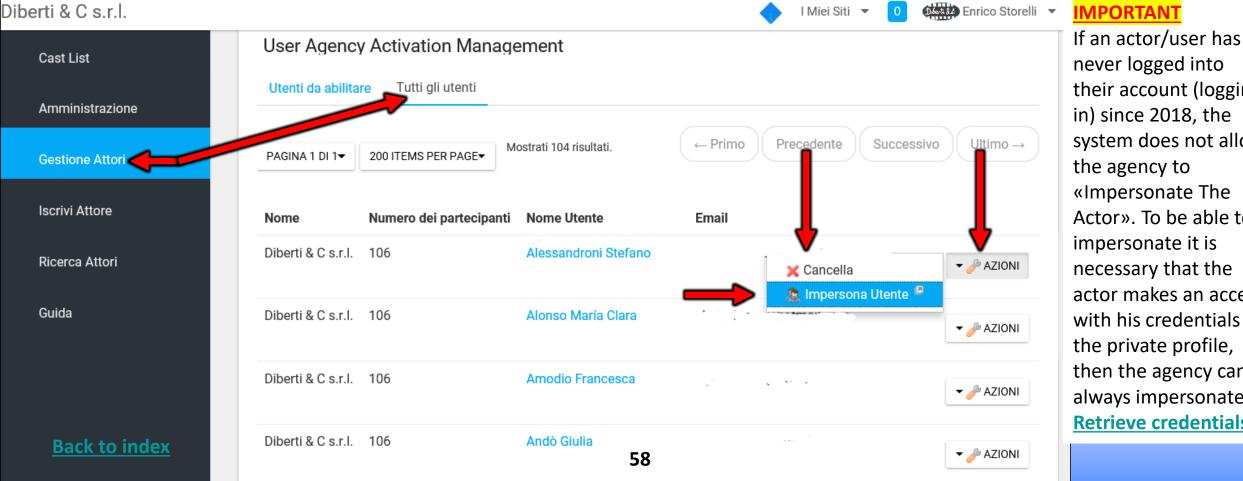
HOW TO UPDATE THE CV OF THE ACTORS? - HOW TO ELIMINATE AN ACTOR FROM THE AGENCY? **IMPERSONATE ACTOR**

ROUTE: CONTROL PANEL/ACTORS MANAGEMENT /ALL USERS CONTROL

Clicking on the **ACTIONS** button opens a menu where the keys are present:

DELETE that allows you to delete the actor from the agency (and from the public profile of the agency)

IMPERSONA USER allows you to open the private profile of the actor (to update CV, PHOTOS, VIDEO and DATA) in the black column on the left of the page that opens click on the **PROFILE (CV)** where you can update the data of the actor.



IMPORTANT

never logged into their account (logging in) since 2018, the system does not allow the agency to «Impersonate The Actor». To be able to impersonate it is necessary that the actor makes an access with his credentials in the private profile, then the agency can always impersonate it. Retrieve credentials.

AFTER CLICKING «IMPERSONAL USER» THIS PAGE OPENS

PRIVATE PROFILE OF THE ACTOR

Click on **My Dashboard** then **«Profile - CV»** to edit **cv-photo-video** of the user you are impersonating Click on **«Artist Name»** then on **«My Account»** to edit **Mail, Link etc.** (see red arrows)

Valeria Solarin

Cast List

Profilo - CV

Ricerca Attori

Abbonamenti

Guida



El actor tiene que tener características típicas de la estética trapera: corte de pelo, trenzas, tatuajes.

La fecha del rodaje está por determinar pero sería una jornada en torno al mes de Julio.

Estan buscando un actor/modelo para rodaje de videoclip de conocido rapero español.

Casting actor/modelo con estética trapera para rodaje de Videoclip en Madrid.



Data di Inizio: 06/07/2020 (Temporary)

Regista:
Produttore:
Location: Madrid

Categoria: video_musicale/videoclip

Salario: pagato

Città (Sede Casting): Online

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🚜 Visualizza i ruoli

Data di fine: 18/07/2020

Casting Director: Staff de producción

Produzione: Indipendant

Data fine Audizioni: 13/06/2020

I Miei Siti 🔻

Valeria Solarino

Genere:

Back to index

IMPERSONAL ACTOR - EDITING CV/PHOTO/VIDEO

Here you can insert or edit the cv-photo-video.

The data entered in this area will appear in the <u>public profile</u> of the actor.

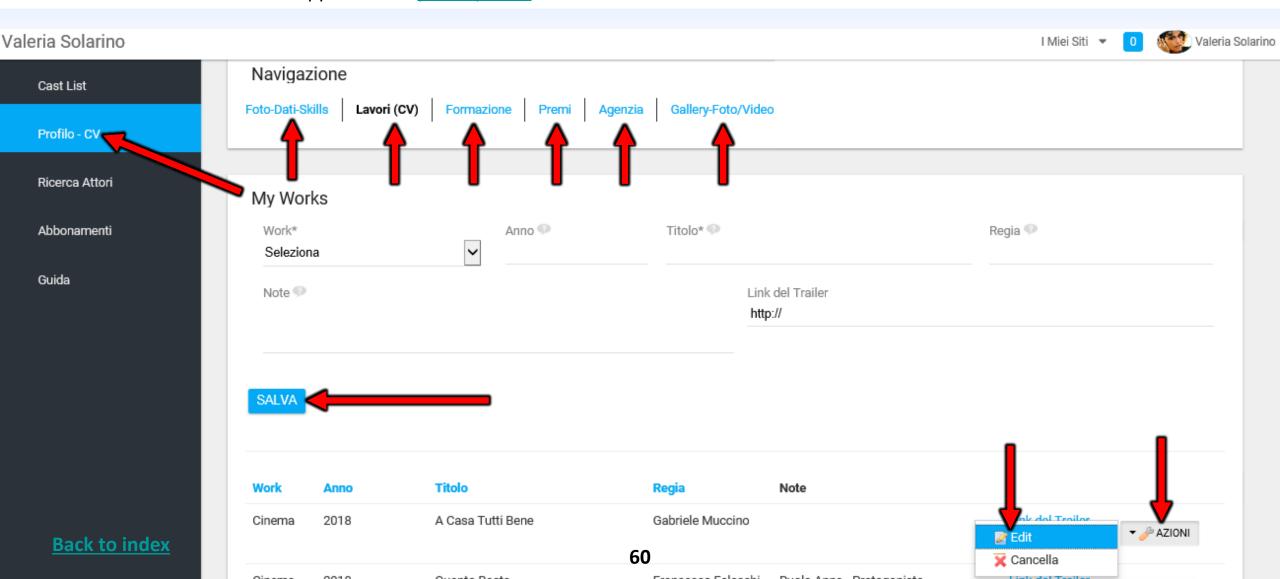
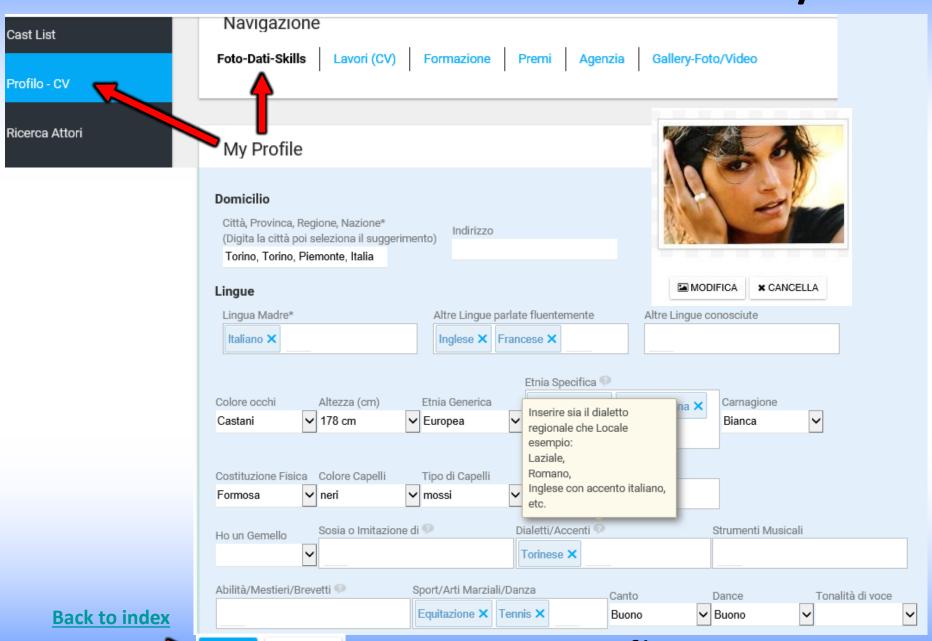


PHOTO-DATA-SKILLS - User/Actor side



SALVA

ANNULLA

PHOTOS - DATA - SKILLS -

here you can insert:

Main photo of profile

Not more than 450kb <u>click to</u>

<u>reduce image size</u>

(a close-up is recommended);

Personal data

Skills (sports, dialects, etc.);

The present data are searchable through the <u>search engine</u>.

All data entered are visible in the <u>public profile</u> of the actor.

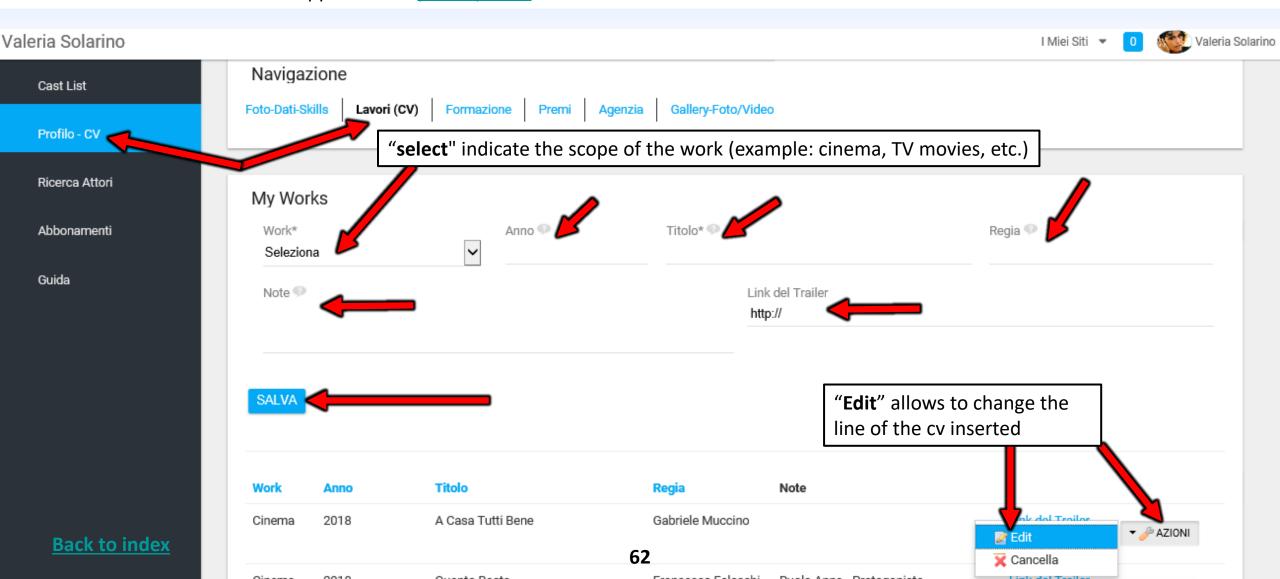
Separate with a comma the entries in the fields with free text.

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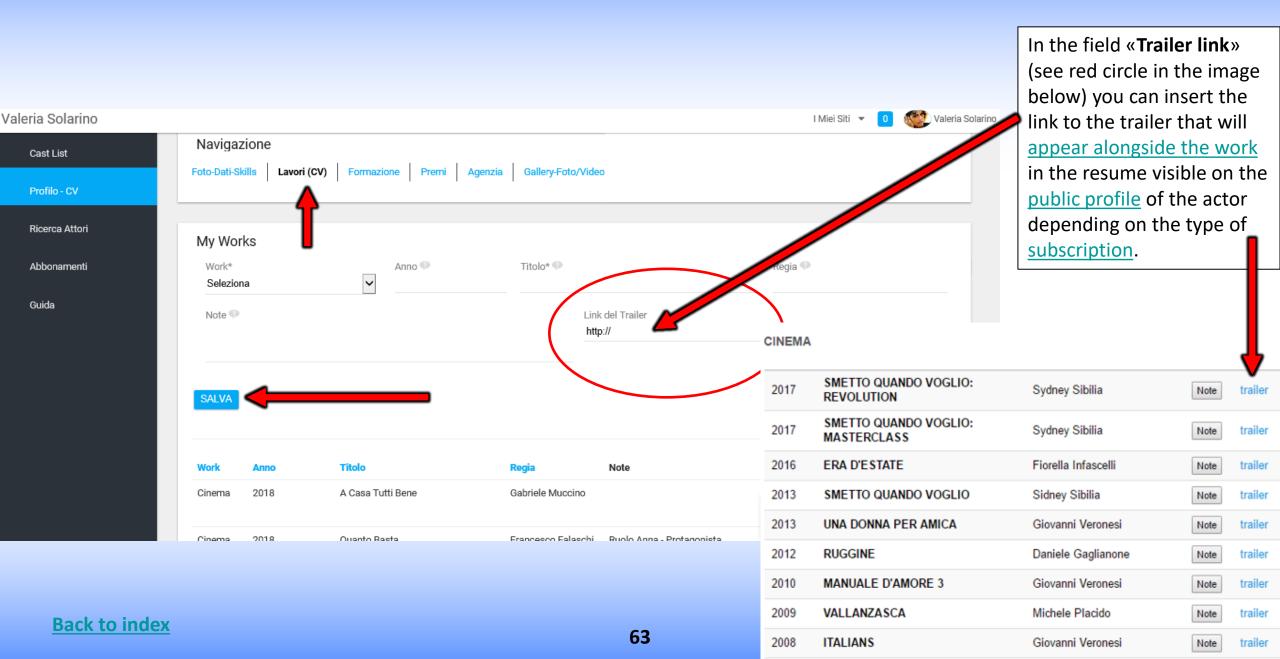
CURRICULUM - JOBS (CV) - Edit or enter

Here you can insert or edit your resume.

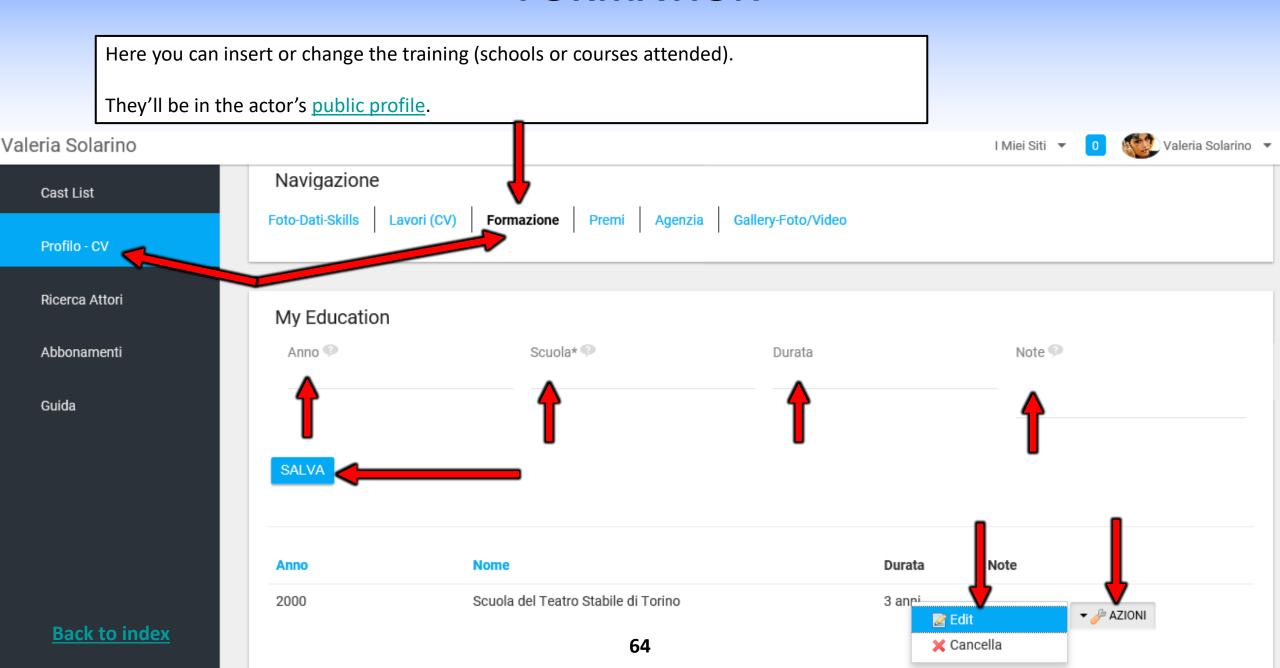
The data entered in this area will appear in the <u>public profile</u> of the actor.



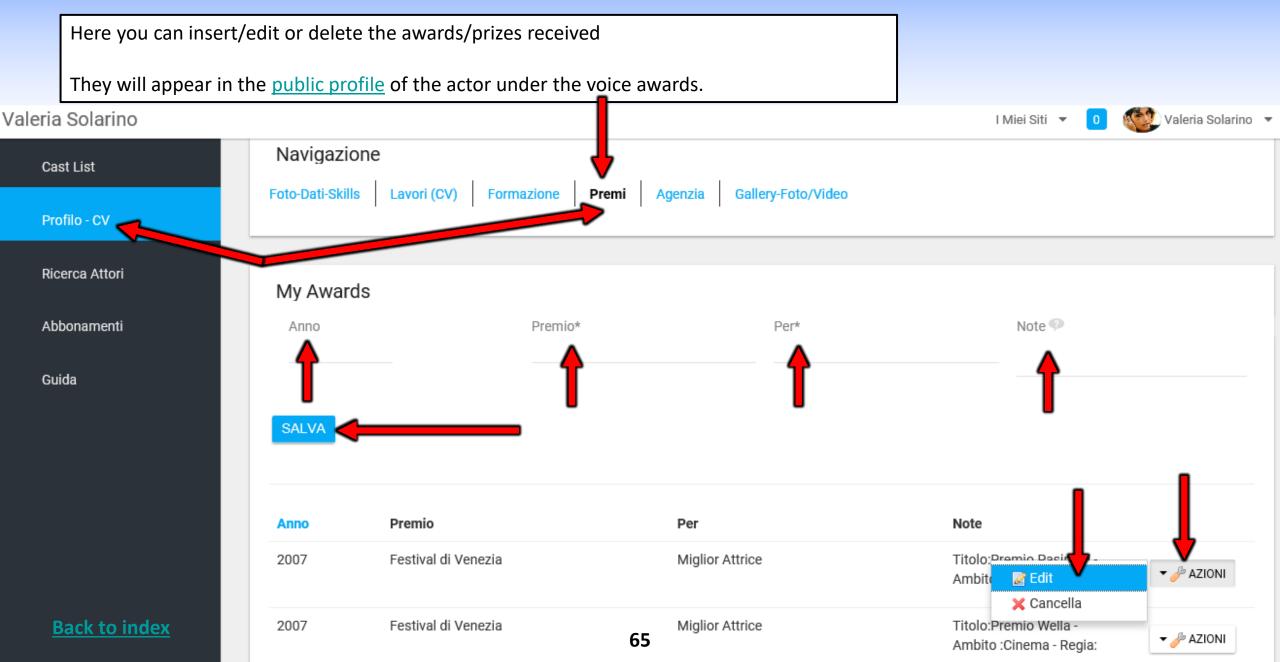
LINK TO THE TRAILER



FORMATION



AWARDS



GALLERY-PHOTOS/VIDEOS

Here you can insert photos (no more than 450kb click to reduce image size) and videos (youtube - Vimeo links unlimited or mp4 files up to 150MB - click here to convert and reduce videos) according to the type of subscription. Inserted photos and videos are visible in the public profile. Navigazione Cast List Foto-Dati-Skills Lavori (CV) Gallery-Foto/Video Agenzia Formazione Premi Profilo - CV Ricerca Attori My Media In the "Name" it is advisable to enter the name of the actor or relative to the description of the file. Abbonamenti Nome 🥯 Click on "Select File Type" and select the file type Seleziona il tipo di file to insert and then click on "SAVE" Click "Delete" to delete the inserted file. ← Primo Precedente Successivo Ultimo → Mostrati 13 risultati. PAGINA 1 DI 1▼ 20 ITEMS PER PAGE▼ Name Type 66 **Back to index** Photo valeriasolarino1 Cancella

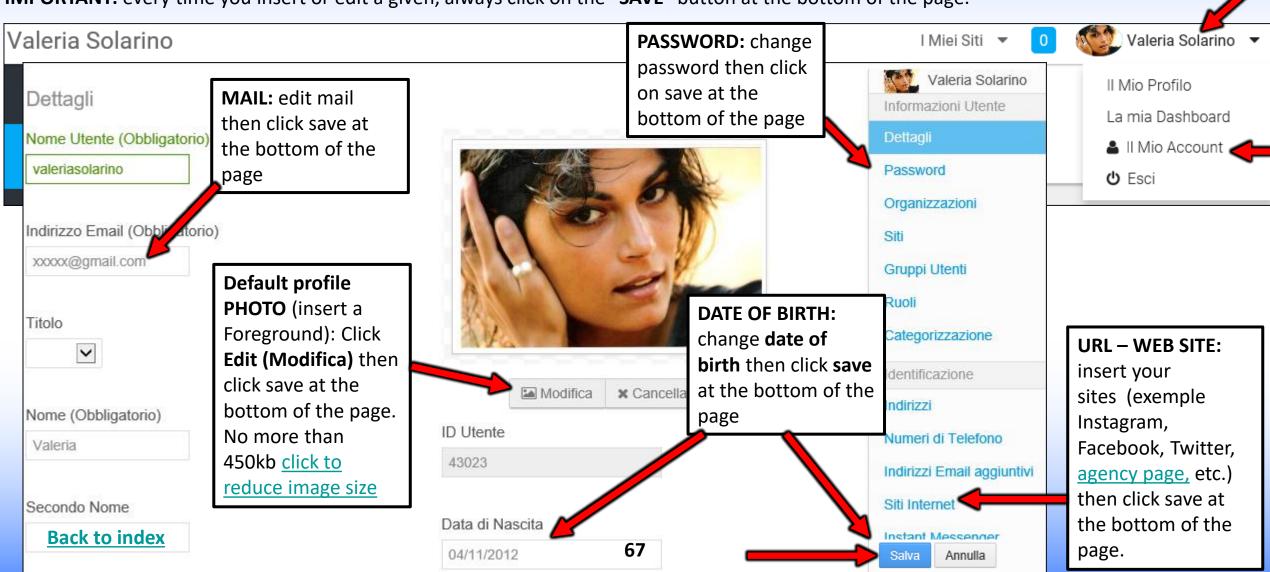
IMPERSONATE ACTOR - MY ACCOUNT

Clicking on "My Account" opens a pop up that allows you to insert or edit a series of data

Example: PROFILE PHOTO-DATE OF BIRTH-MAIL-PASSWORD-WEBSITE/EXTERNAL URL (eg: instagram link, twitter, agency page etc.).

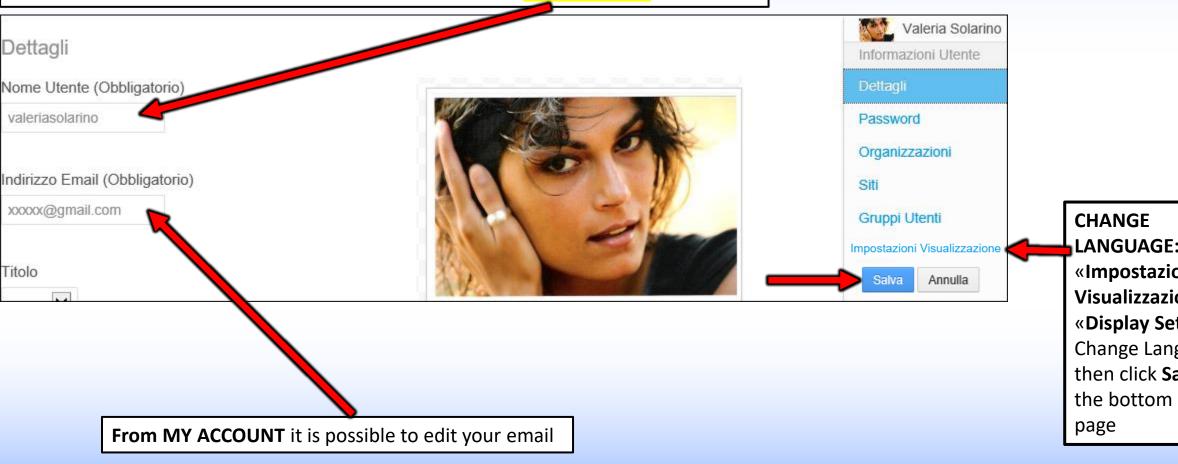
Some data are visible on the <u>public profile</u> depending on the type of <u>subscription</u>, such as "Internet sites/Urls".

IMPORTANT: every time you insert or edit a given, always click on the "SAVE" button at the bottom of the page.



MY ACCOUNT - Edit - Mail - Username - Tongue - Other

From MY ACCOUNT you can also change the username which is the name of the link in the profile example: http://www.rbcasting.com/rb/web/valeriasolaring



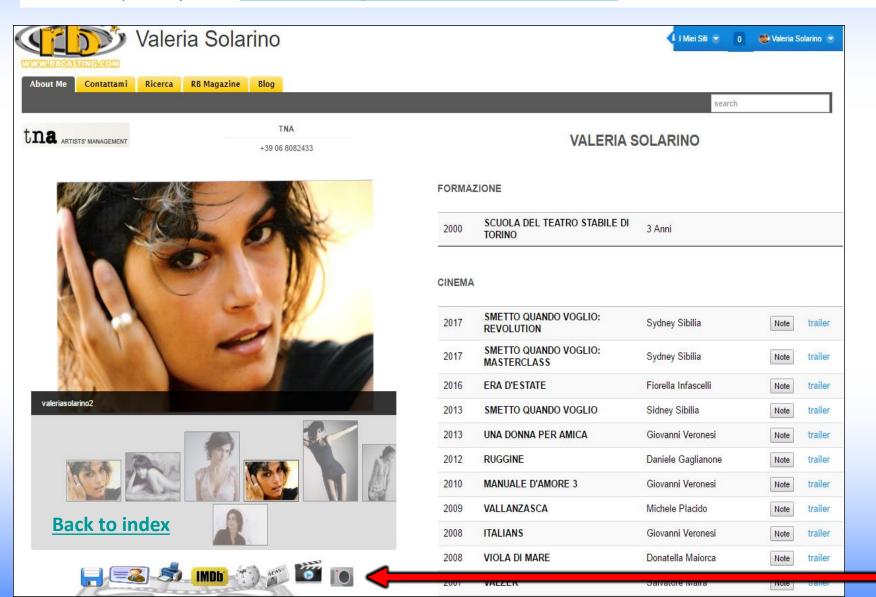
LANGUAGE: click on «Impostazioni Visualizzazione» or «Display Setting», Change Language then click **Save** at the bottom of the

PUBLIC PROFILE

ACTOR PLAYED BY THE AGENCY

USER/ACTOR PUBLIC PROFILE

MY PROFILE is the public profile of the user visible to all. From here the data (Cv/Photo/Video) can only be viewed and not modified. URL Artist public profile www.rbcasting.com/rb/web/valeriasolarino



Menu navigation between public, private profile and my account

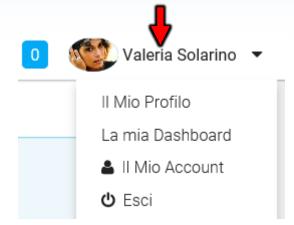


PHOTO HOW TO INSERT/EDIT IT?

You can do it from «My **Account**» cliccare quì to see the steps.

No more than 450kb click to reduce image size

SOCIAL

THE FOLLOWING LINKS ARE GENERATED BY THE SYSTEM WHEN THE ACCOUNT IS CREATED VISIBLE ON THE ARTIST/USER PUBLIC PROFILE



















CV in pdf - you can <u>download</u> the <u>CV generated automatically</u> by the system with the info <u>entered</u> by the artist



Card - you can <u>download</u> a <u>business card</u> with the url of the profile to give instead of photos and cv. The contents on the url will always be updated for those who visit it.



Print - profile image printing



IMDB - Direct link to the artist's IMDB profile



Wikipedia - Direct link to the artist's Wikipedia



Press - Link to press release of the artist that is generated in real time through Google News



Video - Link to video review of the artist that is generated in real time through Google Video



Images - Link to Images of the artist in real time via Google Images

Spreading the url of the artist www.rbcasting.com/rb/web/valeriasolarino (for example saving it in your email signature) you have the link to cv, videos, photos and agency including the direct link to all social media above and other external links inserted by the artist (like Instagram, link to agency page, Twitter page etc.).

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<u>URL</u>

www.rbcasting.com/rb/web/valeriasolarino

WHY IT IS USEFUL TO SPREAD IT

Sending your URL allows those who receive it to have the material of the actor always updated unlike attachments (pdf-photo-video on cd / dvd or by mail) that once sent are no longer upgradable.

Example: if I upload new photos to my account or update the cv, all the casting directors to which I have sent in precedence my URL will visualize the new photos and the updated curriculum without the necessity to send again the URL.

The URL contains links to IMDB, WIKIPEDIA, GOOGLE IMAGES-VIDEO-NEWS

If inserted by the user also contains external links example:

Link to the agency page www.tnasrl.net/actress/valeria-solarino

Link Instagram www.instagram.com/valeriasolarino

Link Twitter www.twitter.com/valeriasolarino

Sito personale <u>www.valeriasolarino.it</u>

(visible depending on the plan <u>subscriptions</u>)

Sending the url does not serve to send other links to the casting director

You can add the URL to the Mail Signature to the Business Card















Attore

Altezza (cm) 178
Colore occhi castani

Nato a Barcellona, Simón Bolívar, Anzoátegui, Venezuela

Vive a Roma, Roma, Lazio, Italia

Altro Domicilio Torino, Torino, Piemonte, Italia

Lingua Madre Italiano

Lingue Ottimo/Fluente Inglese, Francese

Sito personale http://www.valeriasolarino.it

http://www.instagram.com/valeriasolarino http://www.twitter.com/valeriasolarino

http://www.tnasnc.it/attrici/41

My Account – Private profile user

Siti Internet

URL

URL

URL e tipo sono campi obbligatori. L'URL deve iniziare con "http://" o "https://".

http://www.valeriasolarin Blog Principale

Tipo

Tipo http://www.instagram.co Blog ✓ Principale

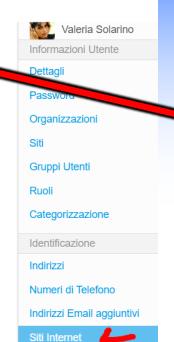
URL Tipo

Blog http://www.twitter.com/va ✓ Principale

LIDI

URL Public Profile

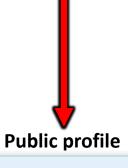
www.rbcasting.com/rb/web/valeriasolarino



EXTERNAL LINKS

HOW TO INSERT THEM?

The links inserted in the area My User's private profile account are displayed on the public profile.



VALERIA SOLARINO

Attore

+ -

+ -

Altezza (cm) 178 Colore occhi castani

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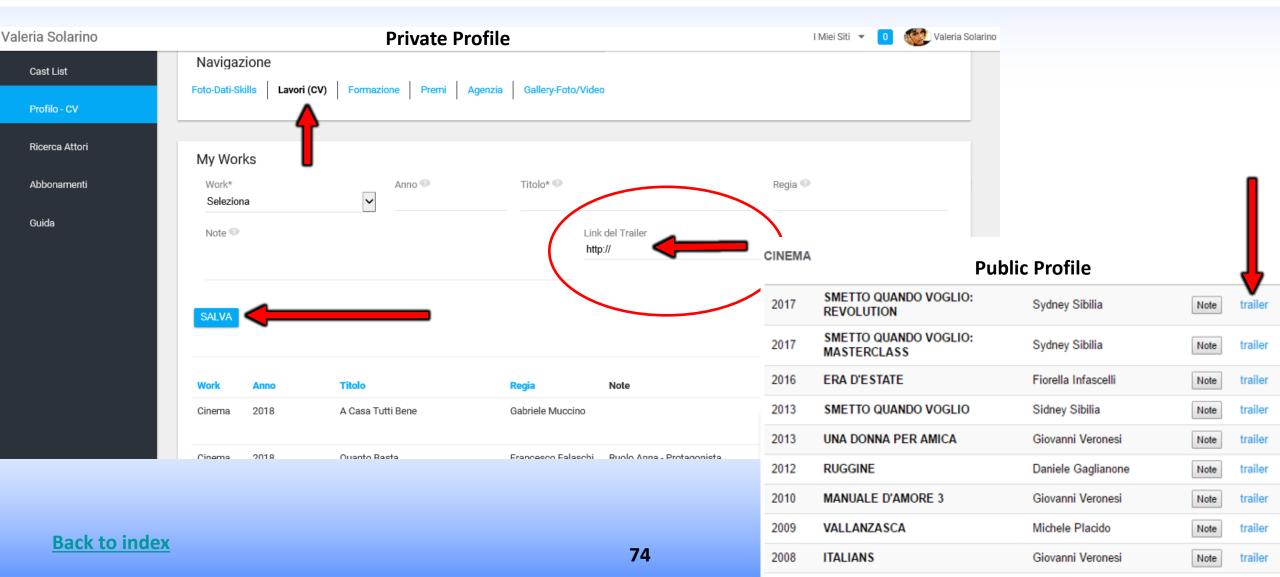
http://www.twitter.com/valeriasolarino

http://www.tnasnc.it/attrici/41

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LINK OF THE TRAILER IN THE CV - HOW TO INSERT THEM?

In the field «**Trailer link**» (see red circle in the image below) you can insert the link to the trailer that will appear alongside the work in the resume visible on the <u>public profile</u> of the actor depending on the type of <u>subscription</u>.



REGISTRATION AGENCY

REGISTRATION PROCEDURE FOR THE AGENCY

THE STEPS TO FOLLOW

- Fill in the form by <u>clicking on the link;</u>
- 2. The team will send an email with a questionnaire to be filled in to the agency;
- 3. The agency will have to fill out the questionnaire (necessary to assess the compatibility with the ethics of the portal) and send it to support@rbcasting.com;
- 4. The Team will assess the request of the agency and communicate the outcome of the response by email;
- 5. In case of positive result will be activated the control panel that allows the agent to submit their artists to casting.

Useful info

REGISTRATION CASTING DIRECTORS

REGISTRATION PROCEDURE FOR CASTING DIRECTORS

THE STEPS TO FOLLOW

- Fill in the form by <u>clicking on the link;</u>
- 2. Write to support@rbcasting.com asking for the activation of the control panel for casting directors. Indicate if you belong to a category association for casting directors and attach the resume of the casting director;
- 3. The Team will evaluate the request and communicate the outcome of the reply by email;
- 4. Will be activated the control panel that allows the Casting director to manage the applications received (and self tape if required).

Useful info

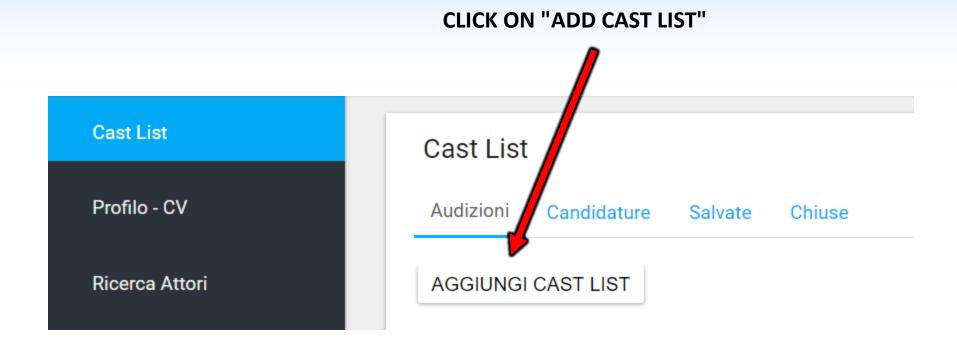
INSERT YOUR CASTING AD

HOW TO PUBLISH A CASTING ANNOUNCEMENT QUICKLY

- 1. Fill in the form by <u>clicking on the link</u>;
- 2. You will start receiving nominations from actors and agencies immediately as soon as the announcement is approved on your email.

CONTROL PANEL - CASTING DIRECTORS

INSERT AD CASTING/CAST LIST



1° PART - CAST LIST INPUT FORM

Cast List

Profilo - CV

Ricerca Attori

Gruppi

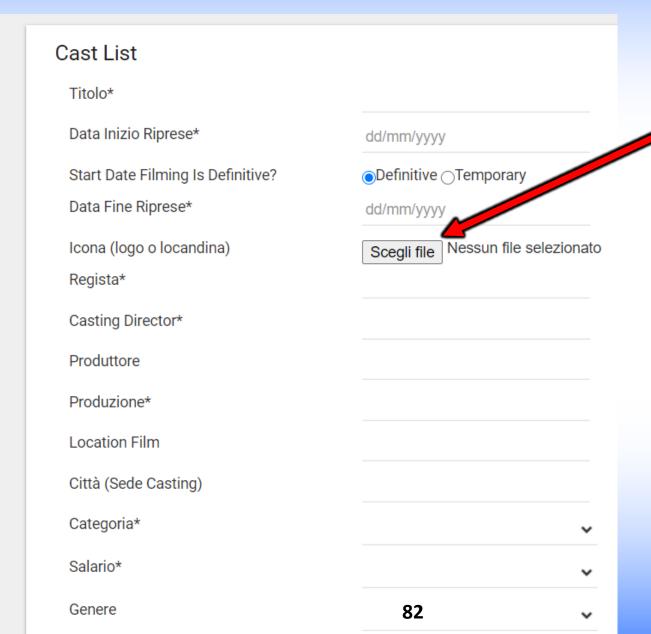
Guida

Cast List

Profilo - CV

Ricerca Attori

Back to index



Icon (logo or poster)

Insert an image to accompany the news.

News with an image is visually more effective.

If you do not have a logo of the company you can also insert an image of a place, for example the movie you shoot in Rome you can insert the image of the Colosseum.

Date End Hearing

Determines the expiry of the news. you can extend it even later.

Nominations are visible to the casting director even after the deadline

PART 2° - FORM CAST LIST

Nessun file selezionato

dd/mm/yyyy

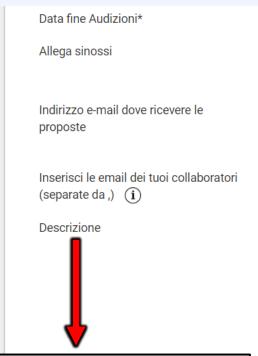
Sceali file

body

castingfilm@gmail.com

Attach Synopsis

You can attach a pdf file (cast list, project document, synopsis, etc.)

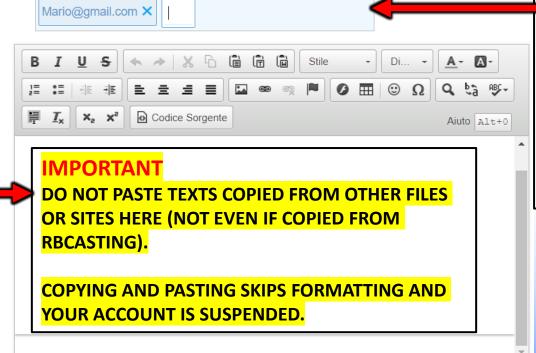


Description

You can write free text manually and insert links (do not copy and paste from word and other sites). Do not write roles here.

Email address where to receive the Proposals

It is possible to insert only one mail without spaces, ne final commas. Applications will only come on this email and not the one you created the account with.



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Enter the Mails of your employees

To share the work with your assistant you need to enter the email with which the server account was created.

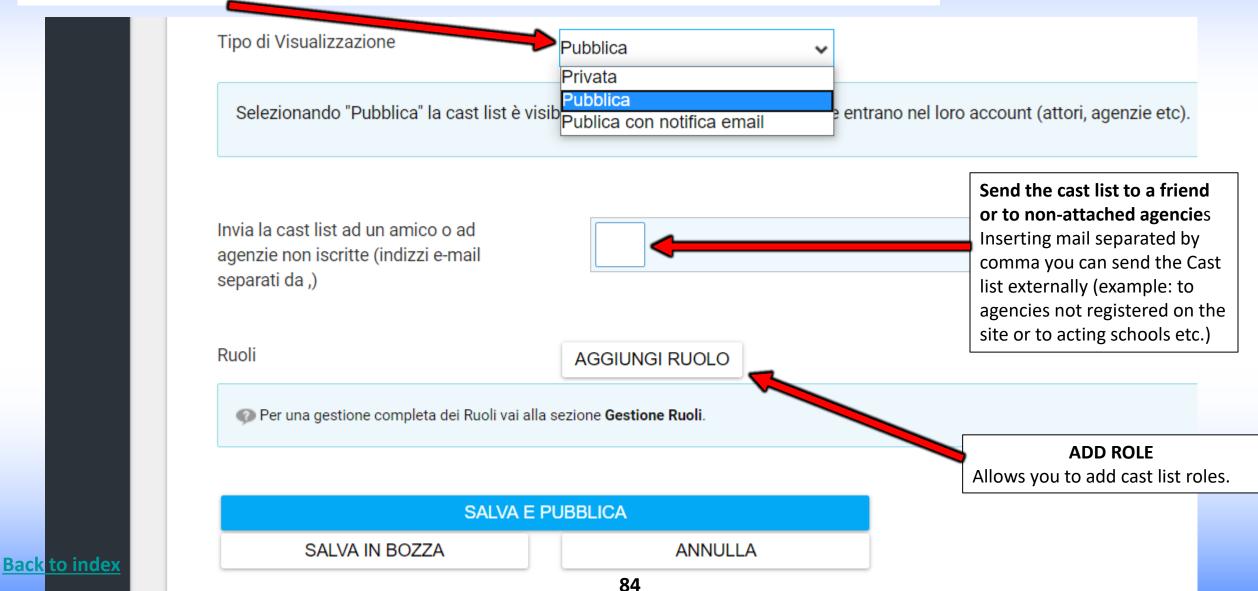
To see the cast list the assistant must have an account approved by Team RB

VISIBILITY CAST LIST

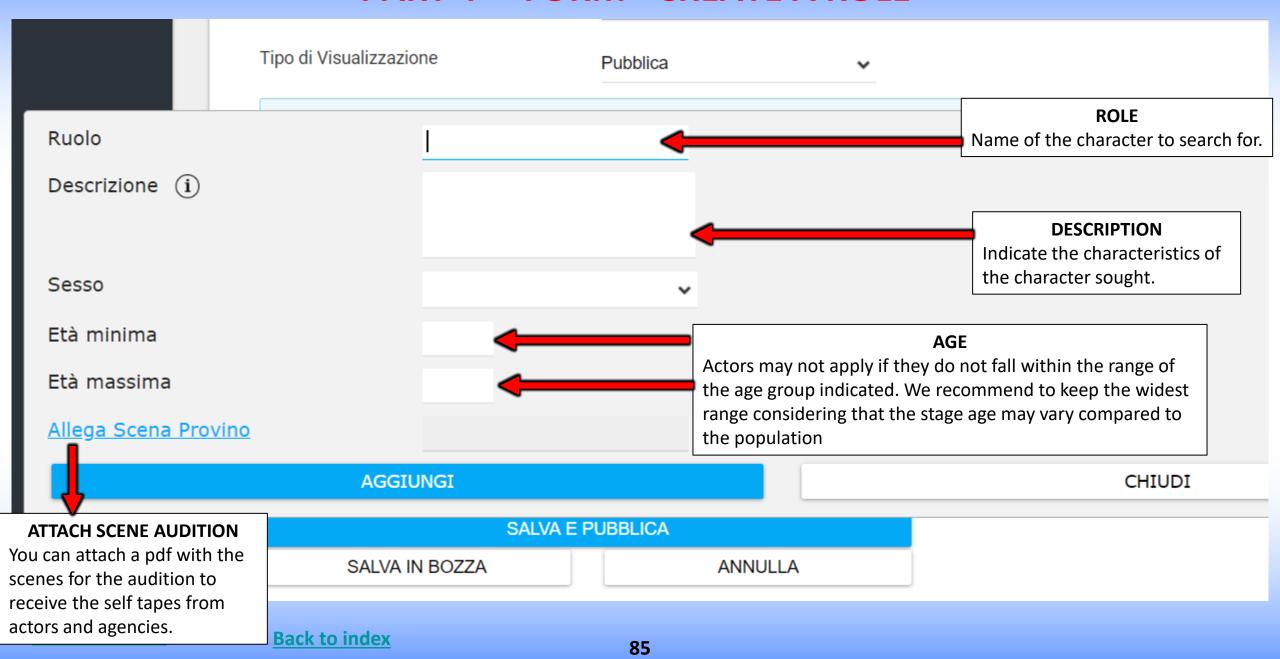
3° PART FORM - ADD ROLE

<u>PUBLIC</u>= Visible to all: actors and agencies; PRIVATA=Visibile solo alle agenzie selezionate

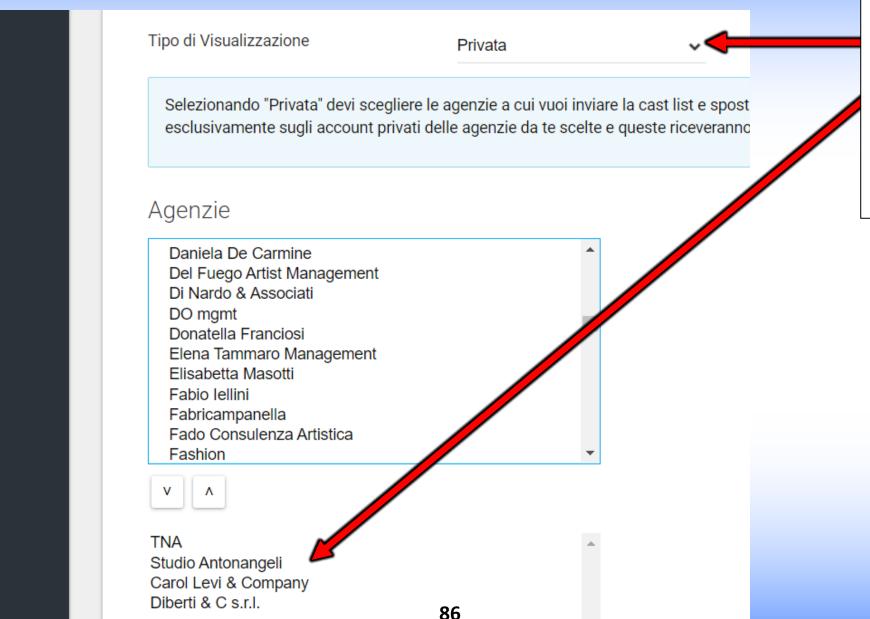
<u>PUBLISH WITH NOTIFICATION MAIL</u> = Visible to all but is also sent an email notification to selected agencies



PART 4° - FORM - CREATE A ROLE



VISIBILITY CAST LIST - 5° PART - FORM - CHOICE OF AGENCIES



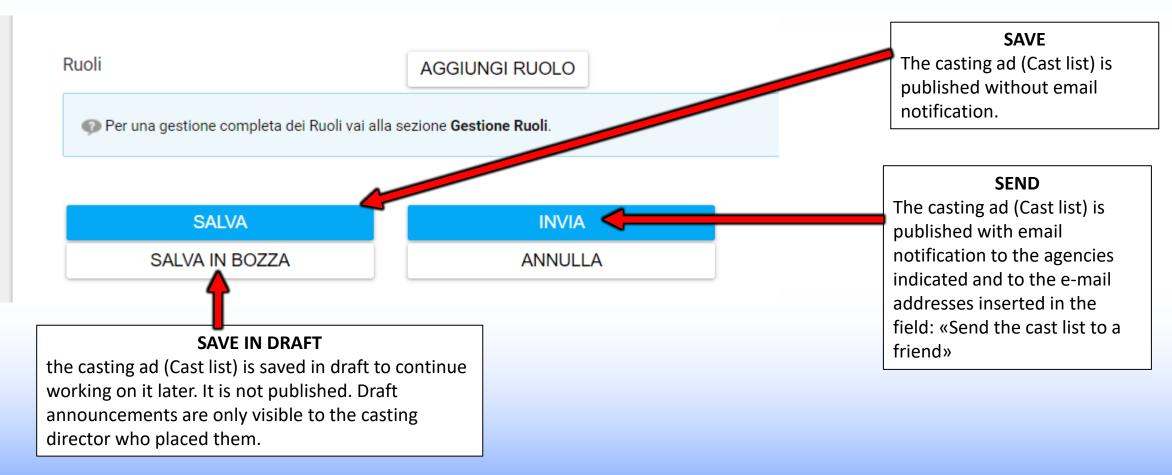
Type of Display

Who can see the casting/cast list ad.

<u>**Private</u>**: only the selected agencies display the cast list.</u>

Publish: Show the cast list all Actors and Agencies.

6° PART - FORM - PUBLICATION/SENDING CAST LIST



EDIT - AD/CAST LIST - EDIT ROLES

Cast List

Audizioni

Candidature

Salvate

Chiuse

Si cerca la Protagonista per il nuovo film di Dario Albertini

Dopo il grande successo ottenuto con il film "Manuel", premiato in numerosi festival internazionali, interpretato da Andrea Lattanzi, il regista Dario Albertini inzia la preparazione del suo nuovo film per il quale si cerca la protagonista.



Attrice Protagonista (i)

Data di Inizio: 01/04/2019

Regista: Dario Albertini

Produttore: Angelo Barbagallo

Location: Civitavecchia

Categoria: film_cinema/lungometraggio

Salario: pagato

Città (Sede Casting): Roma

Data di fine: 11/05/2019

Casting Director: Staff duzione

Produzione: Bib

Audizioni: 28/02/2019

enere: drammatico

ROLE MANAGEMENT

Use to add or edit cast list roles after publication. You can add PDF scenes to request self tape from actors, change age and description of roles.

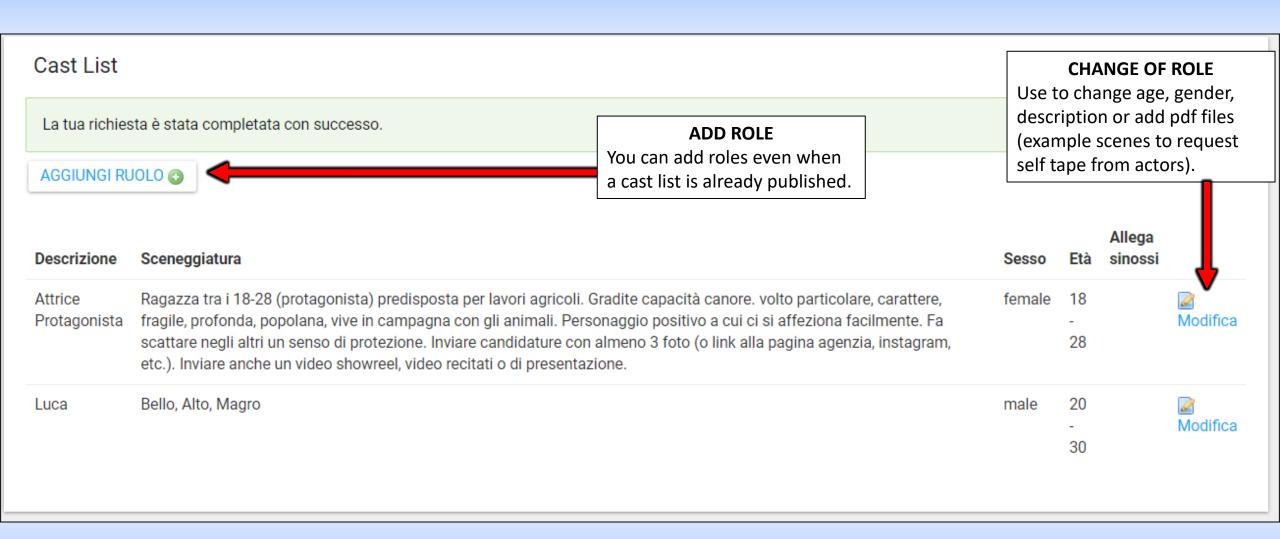
DELETE

Permanently delete the cast list with all nominations.

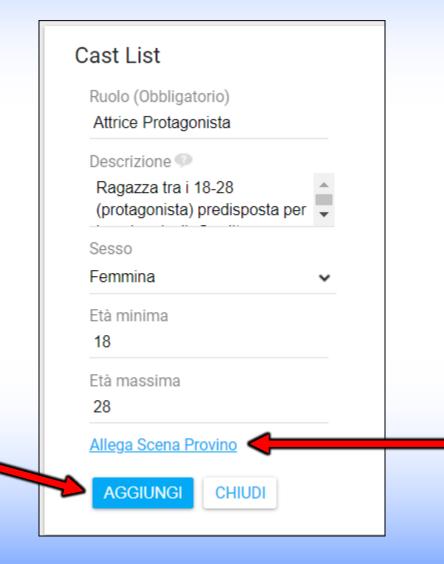
MODIFICATION

Serves to change the cast list information for any corrections/updates after publication.

ROLE MANAGEMENT



CHANGE OF ROLE



ATTACH SCENE AUDITION

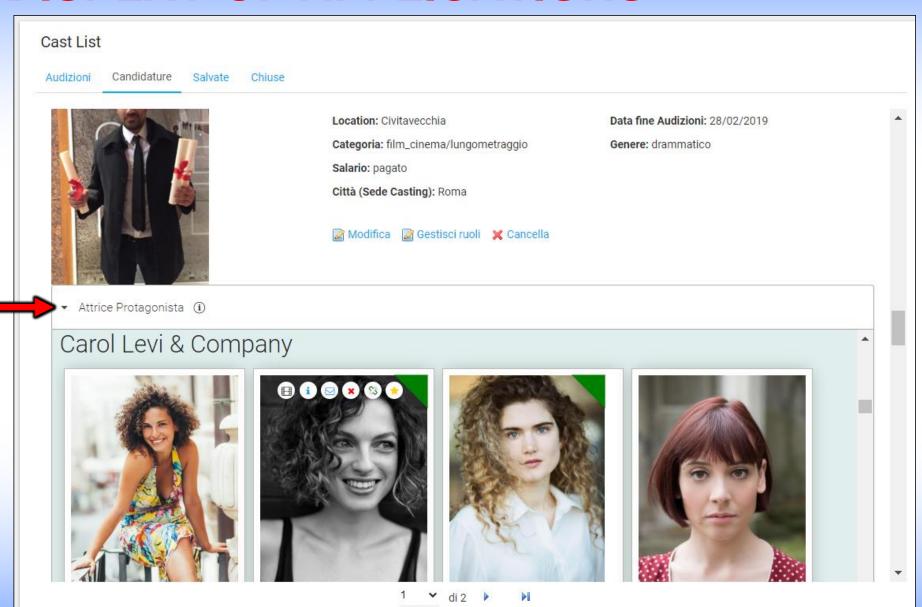
Allows you to attach PDF files (example: scenes for the audition to receive Self Tape/Auto-Auditions from actors and agencies).

role.

ADD

Saves changes made to the

DISPLAY OF APPLICATIONS



Leading actress

By clicking on the name of the role you can see the applications received

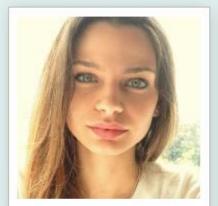
DISPLAY OF APPLICATIONS

clicking on the photo opens the public profile of the artist example:

www.rbcasting.com/rb/web/giorgialorusso

▼ Piera (i)

Caremoli Anna Cristina srl



Alessandra Costan...



Camilla Misty Tede...



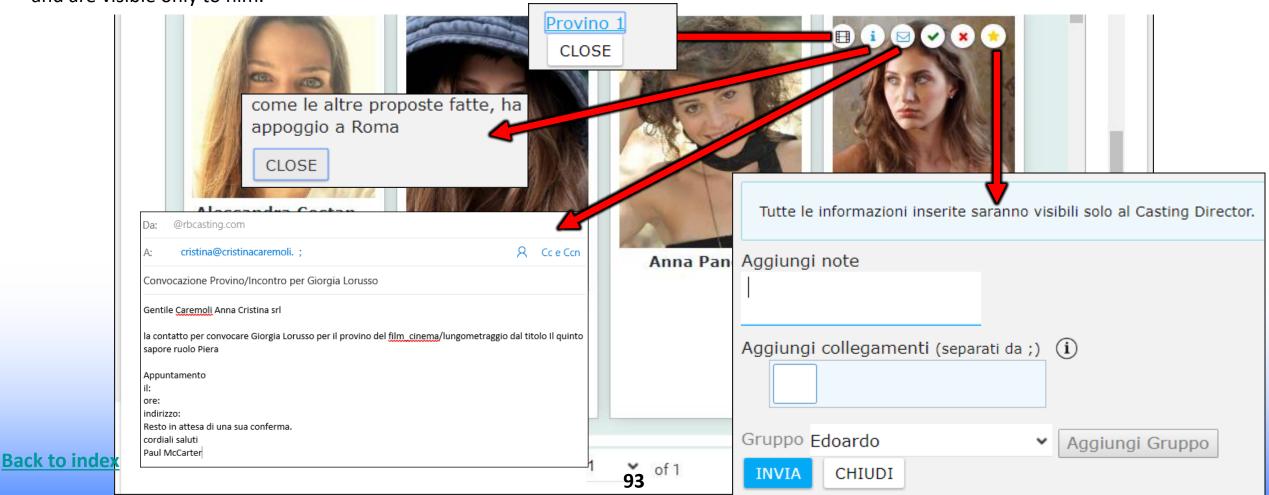
Anna Pancaldi



Giorgia Lorusso

ICONS ON APPLICATIONS

- Passing with the mouse on the photo you can see some icons (see image below) that allow you to carry out various operations:
- <u>Links</u> are the **Links** inserted in the **Pop Up** by the agency or by the Actor in the application phase (self tape, link to agency page, Instagram).
- **Notes** are the **Notes** inserted in the **Pop Up** by the agency or by the applicant.
- Contact email to contact the agency.
 Green allows you to highlight in gree
 Red Allows you to highlight in red the
 - Green allows you to highlight in green the photo of the artist you want to highlight (example: to convene to an audition).
 - **<u>Red</u>** Allows you to highlight in red the artist's photo that is not considered suitable for the role.
 - Favorites allows you to add the actor to a group of favorites. The Casting Director can attach the notes and links of the audition made by him and are visible only to him.



PRESENTATIONS BY THE CASTING DIRECTOR

THE CASTING DIRECTOR CAN CREATE PRESENTATIONS OF ARTISTS WHO HAVE PASSED THE AUDITION TO BE SUBMITTED TO THE PURCHASERS FOR FINAL SELECTION - HE MAY CREATE HIS OWN ARCHIVE

