Documentation for LICTC.ORG – Performer Features

Action	Steps / Notes	Results
Register as a performer	Go to Members…Register ○ Click on Register ○ Use the Select button to register as a performer ○ Enter a username, password, email address and Full Name, then click on Submit and Confirm ▪ Your email address must be a valid one that you use ▪ Your Full Name should match how you appear in LICTC cast lists	Goes to the Membership confirmation page. From here you can click on "View Your Membership Account". From there you can Log Out. Note that: Edit Profile or Change Password do not work.
Log in	Go to Members …Login ○ Click on Login ○ Enter the username and password that you used when you registered	This will bring you to the Home screen showing Now Playing, Scheduled Auditions, Actors and Spotlight On
Log out	Go to Members …Log Out	This logs you out and returns you to the Home page. If you go to Performer…Show Profile, it will go to the Login/Register page.
Show your Profile	Go to Performers…Show Profile	This will show you your profile. Initially, the only fields filled in will be your Full name and your email. Use Update Profile to fill in the rest.
Update your Profile …Basic Information	Go to Performers…Update Profile ○ Click on the update link to the right of the first section ○ This brings you to an update form where you fill in your basic information (e.g. Name, Gender, Phone, etc.). You don't have to fill in every field. Click Update when finished or Cancel to exit the screen without making updates	Clicking Submit or Cancel will take to back to the Update Profile screen ○ If you clicked Update, the fields that you entered will be filled in ○ If you clicked Cancel, the Update Profile screen will have the same information as before

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Update your Profile…upload resume	Go to Performers…Update Profile ○ Click on the Upload Resume link ○ This brings you to an Upload Resume page ○ Click Choose File to open a file window to see files to upload. It only shows PDF files ○ Click on a filename ○ You are then returned to the Upload Resume page ○ Click on Submit to upload your resume	○ After the upload, the Update Profile page now has a link to your resume where previously the link said Upload Resume. Clicking on the resume link will open up your resume in a new window ○ The Show Profile page will also show the resume link
Update your Profile…update resume	Once your resume is uploaded, an update link will appear. Click on this link to replace your uploaded resume with a different one	Clicking on the update link will return you to the Upload Resume page. Choose a file and Submit to upload a different version of your resume. A performer can only have one live version of his/her resume uploaded.
Update your Profile…delete resume	Once your resume is uploaded, a delete link will appear. Click on this link to delete your uploaded resume	Your resume is deleted and the Update Profile page will show the upload resume link again but not the update or delete links.
Update your Profile…upload headshot	Go to Performers…Update Profile ○ Click on the upload headshot link ○ This brings you to an Upload Headshot page ○ Click Choose File to open a file window to see files or photo to upload. It only shows jpg files. ○ Click on a filename ○ You are then returned to the Upload Headshot page ○ Click on Submit to upload your headshot	○ After the upload, the Update Profile page now shows your headshot where previously the link said Upload Headshot. ○ The Show Profile page will also show your headshot
Update your Profile…update headshot	Once your headshot is uploaded, an update link will appear. Click on this link to replace your uploaded headshot with a different one	Clicking on the update link will return you to the Upload Headshot page. Choose a file and Submit to upload a different version of your headshot. A performer can only have one live version of his/her headshot uploaded.

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Update your Profile…delete headshot	Once your headshot is uploaded, delete link will appear. Click on this link to delete your uploaded headshot	Your headshot is deleted and the Update Profile page will show the upload headshot link again.
Update your Profile…Import Credits	Go to Performers…Update Profile ○ Click on the import link	○ If you are listed in any of LICTC's cast lists, your Profile page will be filled in with your cast list history. ○ You can update or delete any of these credits. The updates or deletions will not affect the LICTC cast lists only your Profile credit history. ○ If you import again, any updates or deletions will be ignored and you will once again get the information as stored in the credits lists ○ Over time, you may want to import again to pick up any new shows that you've been in ○ Importing does not affect any additional credits you add manually ○ Note that the import matches exactly your Actor name in your profile with your name in our cast lists. The import will not pickup alternate spelling of your name in our cast lists.
Update your Profile…Add Credits	Go to Performers…Update Profile ○ Click on the add link ○ The Add link allows you to manually add additional credits not found in our cast lists ○ You will be taken to a form where you fill in the fields describing the credit (e.g. Production Type, Showname, etc.) ○ Click Update when finished or Cancel to exit screen without making updates	Clicking Submit or Cancel will take to back to the Update Profile screen ○ If you clicked Update, the credit that you entered will be filled in ○ If you clicked Cancel, the Update Profile screen will have the same information as before
Update your Profile…update Credits	Go to Performers…Update Profile ○ Click on the update link to the right of the credit	The update link will return you to the credit form where you can make changes to the credit details

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Update your Profile…delete Credits	Go to Performers…Update Profile ○ Click on the delete link link to the right of the credit	The delete link will delete the credit from your profile history
Update your Profile…Add Training	Go to Performers…Update Profile ○ Click on the add link ○ The Add link allows you to manually add Training ○ You will be taken to a form where you fill in the fields describing the Training (Type, Company, Instructor). Click Update when finished or Cancel to exit screen without making updates	Clicking Submit or Cancel will take to back to the Update Profile screen ○ If you clicked Update, the Training that you entered will be filled in ○ If you clicked Cancel, the Update Profile screen will have the same information as before
Update your Profile…update Training	Go to Performers…Update Profile Click on the update link to the right of the Training	The update link will return you to the training form where you can make changes to the training details
Update your Profile…delete Training	Go to Performers…Update Profile Click on the delete link to the right of the Training	The delete link will delete the training from your profile history
Update your Profile…Add Skills	Go to Performers…Update Profile ○ Click on the add link ○ The Add link allows you to manually add Skills ○ You will be taken to a form where you fill in the fields describing the Skill (Type, Company, Instructor). ○ Click Update when finished or Cancel to exit screen without making updates	Clicking Submit or Cancel will take to back to the Update Profile screen ○ If you clicked Update, the Skills that you entered will be filled in ○ If you clicked Cancel, the Update Profile screen will have the same information as before
Update your Profile…update Skills	Go to Performers…Update Profile ○ Click on the update link to the right of the Skill	The update link will return you to the Skills form where you can make changes to the Skill details
Update your Profile…delete Skills	Go to Performers…Update Profile ○ Click on the delete link to the right of the Skill	The delete link will delete the Skill from your profile history
My Auditions	Go to Performers…My Auditions to see any current scheduled auditions that match your qualifications	The My Auditions function will show you a page listing any auditions that match your qualifications. It looks at your gender and your age range to find the matches.