

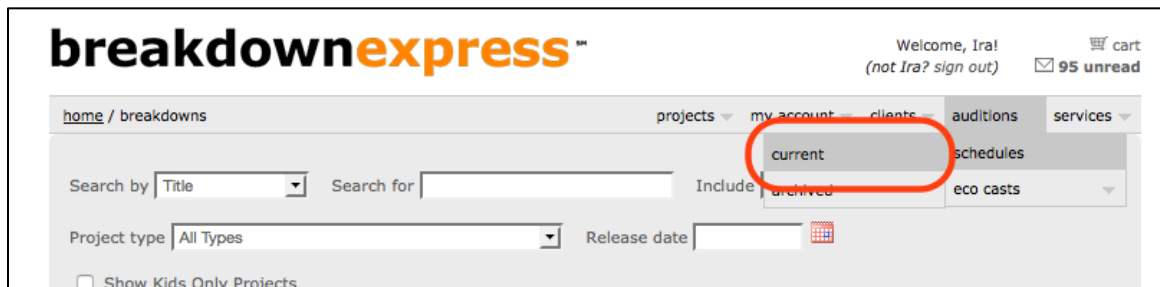
breakdownexpressSM

New Features for Talent Representatives

10-6-16

Edit Instructions when Forwarding Auditions to Clients

Step 1 – Log into Breakdown Express and go to the “auditions” menu, then “schedules” and choose “current”.



Step 2 – Now click on the date of the audition you want to forward to your client(s)

The screenshot shows the Breakdown Express website interface with a table of audition schedules. The 'CASTING DATE' column is circled in red. The table has the following data:

CASTING DATE ↕	TYPE	PROJECT	CASTING DIRECTOR	UNCONFIRMED
Sunday, December 25, 2016	Audition	FIFTY SHADES OF GREEN (Four Roles)	Breakdown Services	1
Saturday, December 10, 2016	Audition	FIFTY SHADES OF GREEN (Four Roles)	Breakdown Services	1
Saturday, October 15, 2016	Audition	PROJECT ZULU	Breakdown Services	1
Saturday, October 15, 2016	Audition	Test Breakdown	Mike Carbone	1

breakdownservices

Step 3 – Once in the invitation click into the text box and make any edits you would like and then click “Forward Audition to Actors”

Project: PROJECT ZULU Print Schedule

Casting Director: Breakdown Services

Audition Notes:

Get sides on Showfax.

AUDITION LOCATION:
2140 Cotner ave
LA CA 90025

AUDITION LOCATION:

Include audition notes

Please declare the availability for each actor. When you are done, click the button labeled "Finished" at the bottom of this page.