

# **breakdownexpress<sup>SM</sup>**

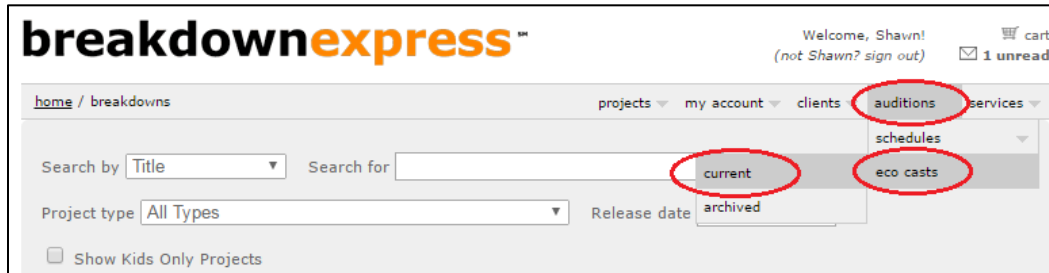
## **New Features for Talent Representatives**

*9-6-16*

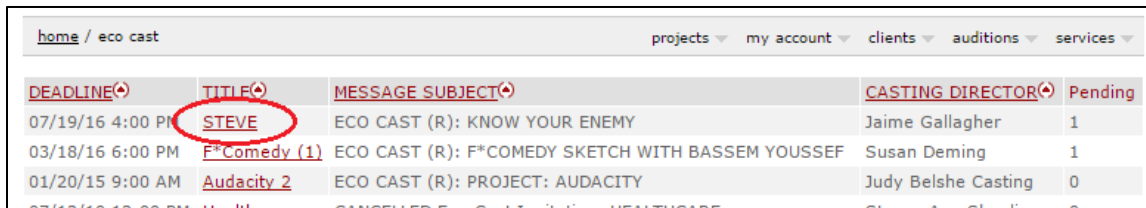
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## I. Rename Uploaded Eco Cast Media

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




Step 2 – Click the title of an Eco Cast invitation



DEADLINE	TITLE	MESSAGE SUBJECT	CASTING DIRECTOR	Pending
07/19/16 4:00 PM	STEVE	ECO CAST (R): KNOW YOUR ENEMY	Jaime Gallagher	1
03/18/16 6:00 PM	F*Comedy (1)	ECO CAST (R): F*COMEDY SKETCH WITH BASSEM YOUSSEF	Susan Deming	1
01/20/15 9:00 AM	Audacity 2	ECO CAST (R): PROJECT: AUDACITY	Judy Belshe Casting	0

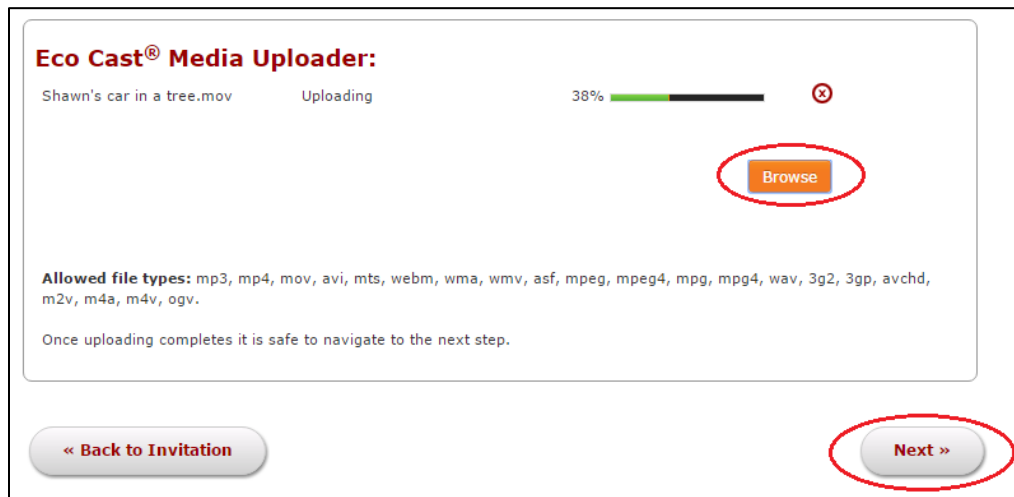
Step 3 – Under “Invited Actors”, click “Upload Media” for the actor for whom you have audition media



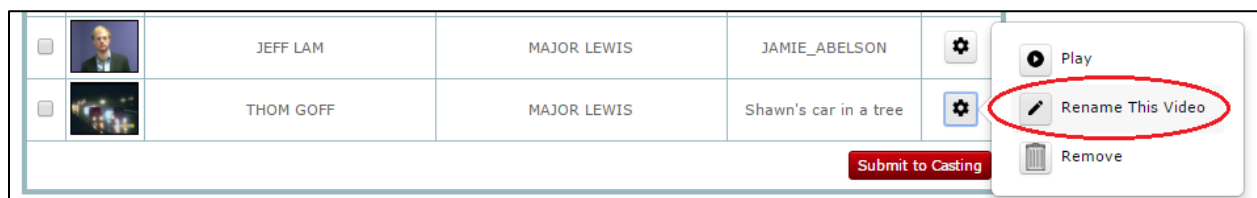
Invited Actors								
Actor	Role Name	AA Member	Deadline	Forwarded	Invitation Status	Upload Media	Submission Notes	
COLE AINSWORTH	MAJOR LEWIS	yes			Pending Media	<a href="#">Upload Media</a>	<a href="#">Enter Notes</a>	<input type="checkbox"/>
DYLAN AINSWORTH	MAJOR LEWIS	yes			Pending Media	<a href="#">Upload Media</a>	<a href="#">Enter Notes</a>	<input type="checkbox"/>
THOM GOFF	MAJOR LEWIS	yes			<a href="#">Decline Invite</a>	<a href="#">Upload Media</a>	<a href="#">Enter Notes</a>	<input type="checkbox"/>
NATALIA GAETA	MAJOR LEWIS	yes			<a href="#">Decline Invite</a>	<a href="#">Upload Media</a>	<a href="#">Enter Notes</a>	<input type="checkbox"/>
JEFF LAM	MAJOR LEWIS	yes			Pending Media	<a href="#">Upload Media</a>	<a href="#">Enter Notes</a>	<input type="checkbox"/>

# breakdownservices

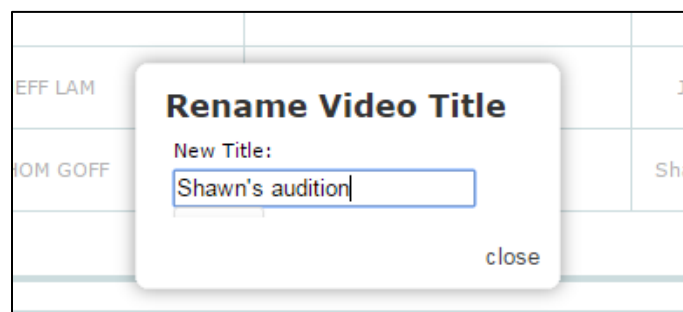
Step 4 – Click “Browse” to upload your client’s media to the invitation, repeat for each additional file, then click “Next”



Step 5- Click the Gear Wheel icon, then “Rename This Video” to the right of the file you want to rename



Step 6 – Type your new title and press “Enter” or “Return” on your keyboard



## II. Add Notes to an Eco Cast Submission

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



Step 2 – Click the title of an Eco Cast invitation

The screenshot shows the 'eco cast' page with a table of invitations. The table has columns for 'DEADLINE', 'TITLE', 'MESSAGE SUBJECT', 'CASTING DIRECTOR', and 'Pending'. The 'DIVERSE MEN 2' title is highlighted with a red circle.

DEADLINE	TITLE	MESSAGE SUBJECT	CASTING DIRECTOR	Pending
02/26/16 6:00 PM	MFM 6	ECO CAST (R): NBC SCENE SHOWCASE 2016	NBC Diversity	0
02/26/16 6:00 PM	DIVERSE MEN 2	ECO CAST (R): NBC SCENE SHOWCASE 2016	NBC Diversity	1
02/26/16 6:00 PM	DIVERSE MEN 1	ECO CAST (R): NBC SCENE SHOWCASE 2016	NBC Diversity	2

Step 3 – Click “Enter Notes” for the actor

The screenshot shows the 'Invited Actors' table. The table has columns for 'Actor', 'Role Name', 'AA Member', 'Deadline', 'Forwarded', 'Invitation Status', 'Upload Media', and 'Submission Notes'. The 'Enter Notes' link for Tyler Etheridge is highlighted with a red circle.

Actor	Role Name	AA Member	Deadline	Forwarded	Invitation Status	Upload Media	Submission Notes
TYLER ETHERIDGE	ANDERSON COLLINS	yes	08/17/2016 04:00 PM	Invitation Forwarded	Decline Invite	Upload Media	Enter Notes
ELIZABETH MARTIN	EVA COLLINS	yes			Declined	Reverse Decline	Enter Notes

Step 4 – Type your note to the Casting Director and click “Save”







The screenshot shows the 'Submission Notes' form. The form has a title 'Submission Notes' and a text area for notes. The 'Save' button is highlighted with a red circle.

**Submission Notes**

You can use this area to attach notes for the casting director on this Eco Cast® invitation

close

Step 5 – Once the audition media is uploaded, check off the files and click “Submit to Casting”, your note will be sent to the Casting Director alongside the audition

<input type="checkbox"/>		DYLAN AINSWORTH	MAJOR LEWIS	Shawn's car in a tree	
<input type="checkbox"/>		JEFF LAM	MAJOR LEWIS	JAMIE_ABELSON	
<input checked="" type="checkbox"/>		THOM GOFF	MAJOR LEWIS	Shawn's audition	

[Submit to Casting](#)