

OPEN CALL INSTRUCTIONS

1. RESPONDING TO THE OPEN CALL INVITATION
 2. CREATE OR UPDATE YOUR ACTORS ACCESS PROFILE
 3. UPLOADING YOUR OPEN CALL MEDIA
 4. LOG IN AND COMPLETE YOUR SUBMISSION
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Your free **Actors Access** profile is essential to the presentation of your audition material. This will become the basis for your professional profile and will be used throughout your career by your future Agents or Managers, and by Casting Directors. Your profile will be seen alongside other professionals in your field, so make sure it is a complete and true reflection of who you are.

Breakdown Services releases 95% of all professional projects in North America across all genres including film, TV, theatre, new media, commercial and voiceover. Your **Actors Access** profile is the only profile used to submit to these projects and the first thing Casting sees when viewing these submissions. One profile for all of your professional needs, connected to all your Representatives, no matter your location or stage of your career.

RESPONDING TO THE OPEN CALL INVITATION

1. Click **the link** that was sent to you. You'll be taken to the **OPEN CALL Log In and information page**.
 - a. Create/update your **Actors Access** profile AND
 - b. Upload your OPEN CALL media to your computer.
 - c. Return to the **OPEN CALL Log In and information page**.
 - d. Log In using your **Actors Access** login credentials
 - e. You'll be redirected to the **OPEN CALL SUBMISSION PAGE**.
 - f. See below: **LOG IN AND COMPLETE YOUR SUBMISSION**

CREATE OR UPDATE YOUR ACTORS ACCESS PROFILE

You must have an **Actors Access** profile to respond to the OPEN CALL. You will need to upload at least one photo to your profile in order to submit.

Do not upload your OPEN CALL media to your **Actors Access** profile. You will upload your OPEN CALL to your computer and then attach it from the **OPEN CALL SUBMISSION PAGE**.

Your **Actors Access** profile will be seen by Casting and any collaborators of the OPEN CALL. We recommend that you provide as much information as possible.

1. Go to actorsaccess.com to create and complete, or update your free profile.
2. For security, notifications, submission history, audition details, invitations and to maintain ownership of your profile throughout your career,
 - a. Each Actor must set up and complete their profile with their contact information.
 - b. If you are a Parent or Guardian, you may use your contact information.
 - c. Contact information should never be your Representative.

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3. For helpful video support, check out these [Actors Access Tutorials](#).
4. Here are some additional [freshdesk Open Call instructions](#).

Complete your profile thoroughly and accurately. The more complete your profile, the more information available to Casting.

Your **Actors Access** profile is **FREE** to create and maintain, and includes:

- a. **Searchable Profile Info:** Age range and gender (to play), physical appearance, union affiliations, special skills, accents, languages, ethnic appearance and location. Make it easier for Casting to find you and know who you are.
- b. **2 Free Headshot Slots:** Upload and change whenever you want. Let Casting see the current you!
- c. **1 Free SlateShot:** Bring your headshot to life with this 7-second video which is paired with a headshot. An instant impression of what you look and sound like.
- d. **Size Card:** All the measurements Casting and Wardrobe need. Important for Theatrical and essential for Commercials.
- e. **Résumé:** All of your acting credits and training.
- f. **Attach or Change Representation:** One shared profile for *all* your Talent Reps.

Paid Add-ons: Video, audio, additional headshots, additional SlateShots, [Actors Access Plus](#)

UPLOADING YOUR OPEN CALL MEDIA

1. Take a few minutes to watch this [Self-Taping Tips & Tricks](#) video by Casting Assistant/Actor Adam Stephenson.
2. Follow the OPEN CALL INSTRUCTIONS for the requested media/audition and UPLOAD IT to your computer. Do not upload it to your **Actors Access** profile.

LOG IN AND COMPLETE YOUR SUBMISSION

Actors Access members

1. Log in using the **Username** and **Password** fields in the **top left corner** > Click **Go**

If you do not have an **Actors Access** profile

1. Click > **Register Now for FREE!**
 - a. Create and complete your **Actors Access** profile (instructions above)
 - b. Return to the **OPEN CALL Log In and information page** once you've created your profile and uploaded your media to your computer.

Once you've logged in, you'll be redirected to the **OPEN CALL SUBMISSION PAGE**

1. Click > **RESPOND TO OPEN CALL REQUEST**
 - a. From the pop up window you're asked to choose your Representative (this will only appear if you have added Representation to your profile) > **Continue**

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- b. **Select a photo > Continue**
- c. **Submission notes:** Include any notes the Casting Director has requested
- d. Click > **Upload Media > Browse** and choose your media to upload
- e. Once the media has been uploaded Click > **Next**
- f. **RENAME YOUR VIDEO**
- g. Click > **Submit Audition** to finish
- h. **Order confirmation** message (your total will be \$0) Click > **Continue**
- i. You'll see the confirmation banner.

You're done! Your media has been uploaded to the CASTING DIRECTOR.

Please contact **Actors Access** if you need any assistance
310-385-6920 or 800-886-8716
support@actorsaccess.com

Breakdown Services champions authenticity and diversity in casting and proudly works with the Casting Society of America (CSA), performers unions (including SAG-AFTRA, EQUITY, UBCP/ACTRA), GLAAD, MENASA advocates and other underrepresented Talent to shine a light on fair representation in Casting. To protect all Actors who use our site, we vet all people who request our service and represent Talent and those who post projects with us. We are proud to advocate for safe standards and the protection of all members of our community.

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