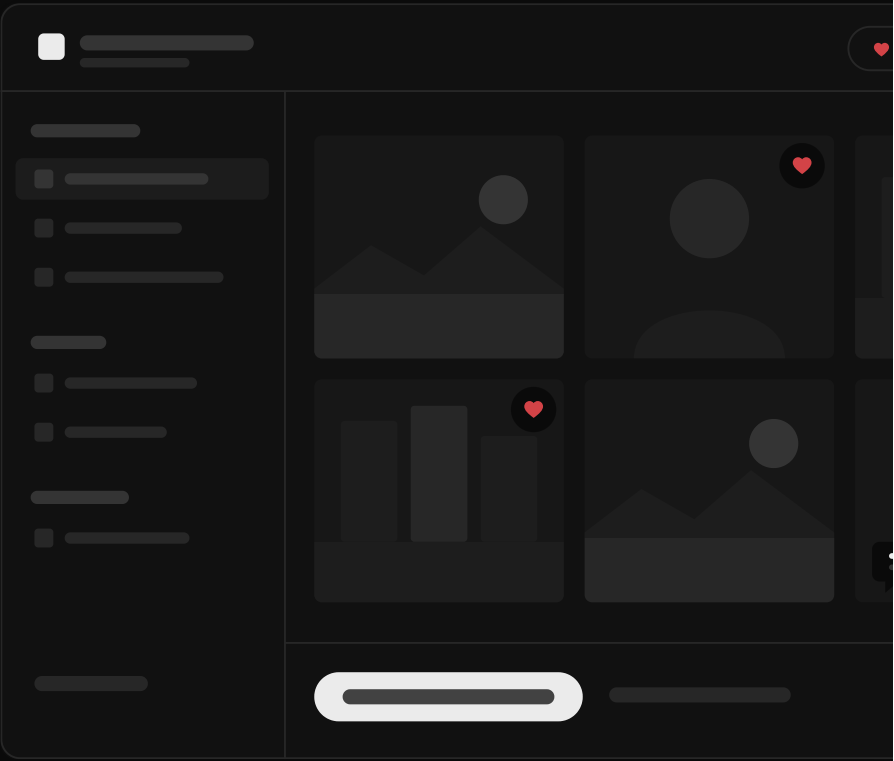


Your first project

From an empty workspace to your client voting on their phone. About fifteen minutes.



GUIDE 01 · QUICK START

Your first project

PrePro Selects is the gallery your client opens when you send them a location scout or a casting session. Upload into folders, give the client one login, and every vote, like and note lands back in your project. This guide takes you from sign-up to the first vote.

WHAT YOU WILL HAVE AT THE END

- A workspace with your logo and colour
- A project with sections and folders
- Photos or tapes uploaded and ready
- One client login, sent with a message
- Feedback arriving in the project

WHAT YOU NEED

- Fifteen minutes
- A batch of photos or tapes from a real job
- Your logo as a PNG or SVG
- Your client's first name and a phone or email to send the login to

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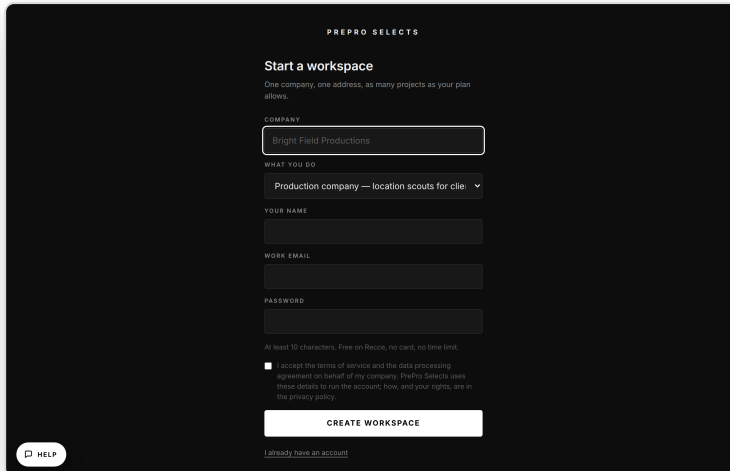
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HOW THE WORDS MAP

A **project** is one job. A **section** is an area (Coast, City) on a scout, or a role (Mum, Dad) in casting. A **folder** is one location or one person. A **frame** is a photo or a tape inside a folder. Your client gets a **client login** to one project; a scout in the field gets a **field upload link** to one folder.

1 Create your workspace

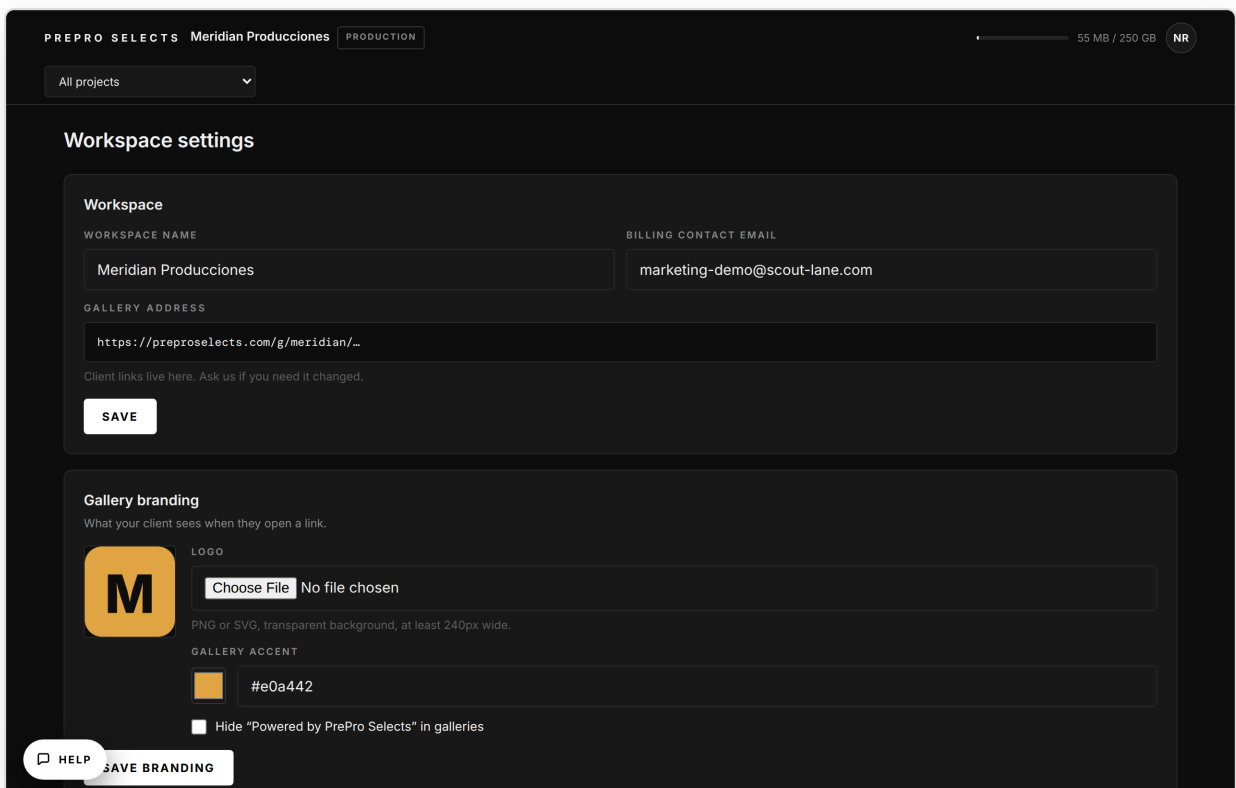
- 1 **Go to preproselects.com and choose Start free.** Company name, your email and a password of at least ten characters. Pick **Production**, **Casting** or **Both**. This only sets the words and the defaults on screen; both kinds of project stay available whatever you choose.



The screenshot shows the 'Start a workspace' form on the PrePro Selects website. The form is titled 'Start a workspace' and includes a subtext: 'One company, one address, as many projects as your plan allows.' The form fields are: 'COMPANY' (text input with 'Bright Field Productions' entered), 'WHAT YOU DO' (dropdown menu with 'Production company — location scouts for client' selected), 'YOUR NAME' (text input), 'WORK EMAIL' (text input), and 'PASSWORD' (text input). Below the password field, there is a note: 'At least 10 characters. Free on Recce, no card, no time limit.' and a checkbox for 'I accept the terms of service and the data processing agreement on behalf of my company. PrePro Selects uses these details to run the account, how, and your rights, are in the privacy policy.' At the bottom of the form is a 'CREATE WORKSPACE' button. In the bottom left corner, there is a 'HELP' button, and in the bottom right corner, there is a link 'I already have an account'.

The sign-up form. No card and no time limit: a new workspace is Recce, with one project, five client logins and 5 GB.

- 2 **Put your brand on the gallery.** Open the account menu (top right) → **Workspace settings** → **Gallery branding**. Upload the logo and set an accent colour. Your client will see your name and your colour on the login page and in the gallery.



The screenshot shows the 'Workspace settings' page on the PrePro Selects website. The page is titled 'Workspace settings' and includes a subtext: 'What your client sees when they open a link.' The page is divided into two main sections: 'Workspace' and 'Gallery branding'. The 'Workspace' section includes fields for 'WORKSPACE NAME' (Meridian Producciones), 'BILLING CONTACT EMAIL' (marketing-demo@scout-lane.com), and 'GALLERY ADDRESS' (https://preproselects.com/g/meridian/_). Below these fields is a 'SAVE' button. The 'Gallery branding' section includes a 'LOGO' field with a preview of a yellow square with a black 'M' and a 'Choose File' button. Below the logo field is a note: 'PNG or SVG, transparent background, at least 240px wide.' The 'GALLERY ACCENT' field includes a color picker showing a yellow square and the hex code #e0a442. At the bottom of the 'Gallery branding' section is a checkbox for 'Hide "Powered by PrePro Selects" in galleries'. In the bottom left corner, there is a 'HELP' button, and in the bottom right corner, there is a 'SAVE BRANDING' button.

Gallery branding in Workspace settings.

- 3 **Add the people who work with you.** In **Team**, **Send invite** for a colleague as **admin** (can do everything but billing) or **uploader** (can add files, cannot delete or invite). Copy the link it shows and send it to them yourself; they open it and choose a password. Each invite uses one seat of your plan.

DO THIS ONCE

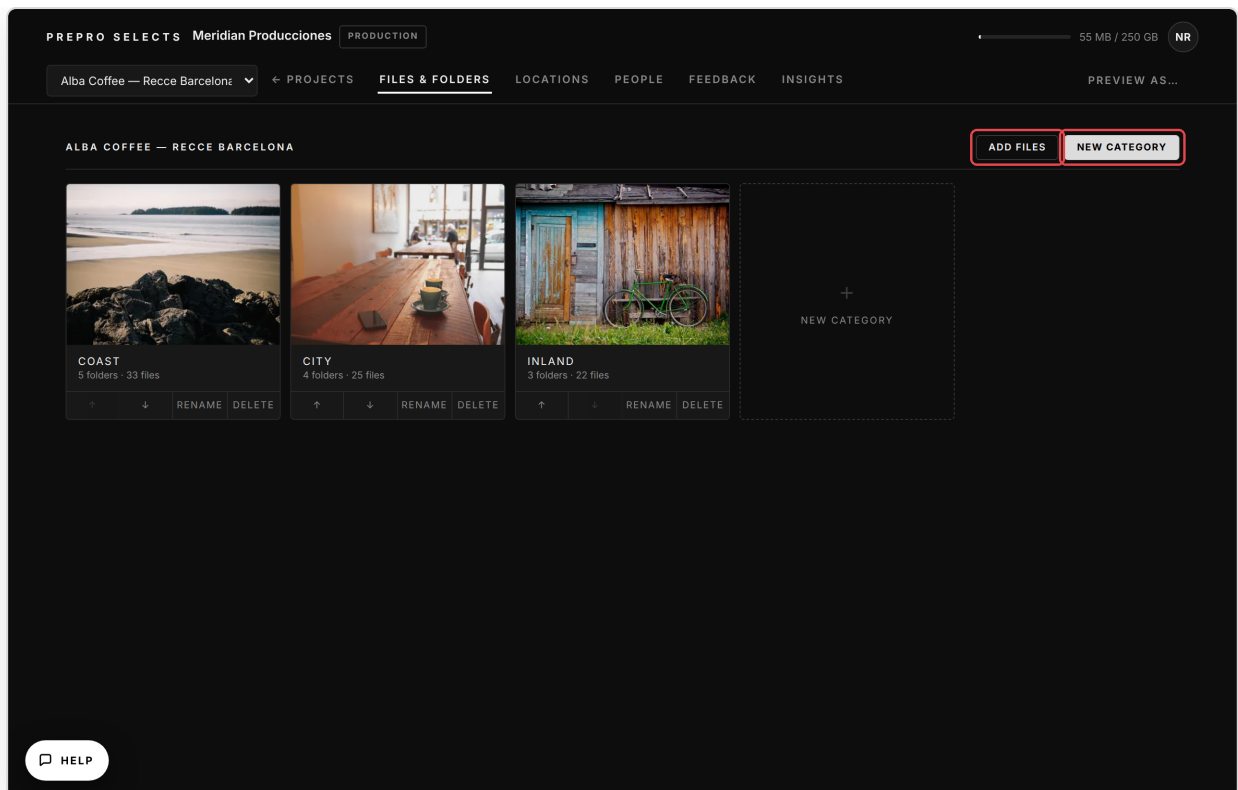
Branding and team belong to the workspace, not to a project. Every project you create from now on carries them.

2 Build the project

- 1 **Click New project.** Name it the way you name the job on your call sheet, add the client's name, and choose whether it is a **location scout** or a **casting**. A wrap date is optional; on a casting it also sets when the material is deleted (90 days after wrap by default, because talent images should not outlive the job).

New project. The name is what the client sees in the gallery header.

- 2 **Make the sections.** In **Files & Folders**, **New category** creates a section: Coast, City, Inland. Or Mum, Dad, Kid. Keep to what a client would flip between with a thumb.
- 3 **Make the folders, or let your files make them.** Inside a section, **New folder** creates one location or one person. Faster: drag a whole folder from your desktop onto the page. Each folder you drop becomes a section and its subfolders become folders, files inside them.



Sections in Files & Folders. Drag a folder from the desktop anywhere on this page.

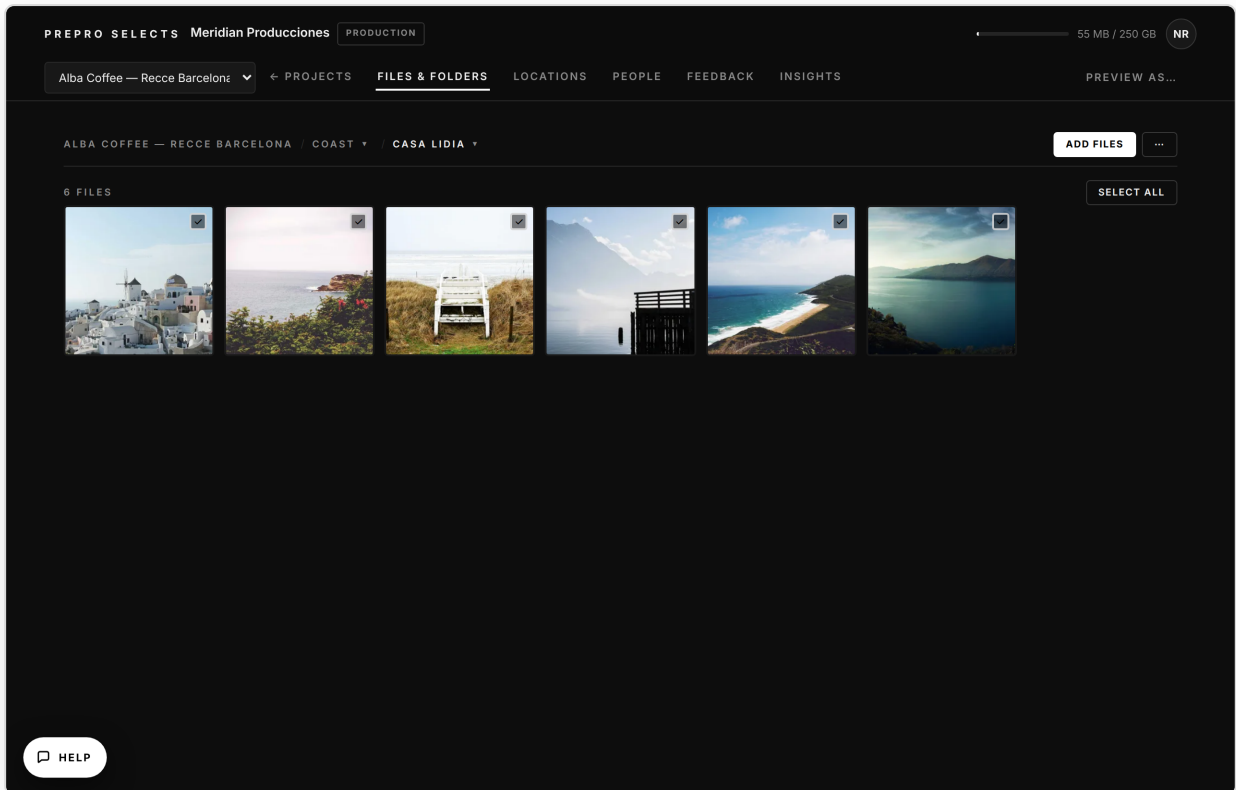
FOLDER STRUCTURE THAT WORKS

```
Alba Coffee — Recce Barcelona/
  Coast/
    Cala Fosca/          IMG_2841.jpg ...
    Casa Lidia/          IMG_2857.jpg ...
  City/
    Bar Mariola/
    Nave Poblenou/
```

Sections are what the client filters by. Folders are what they vote on. Files keep their camera names; the gallery gives each one a short code (CALA-01) so a client can refer to it in a note.

3 Upload

- 1 **Drop the photos in.** Open a folder and drag the files onto the page, or use **Add files**. Twelve files upload at once and each one resumes if the connection drops. Thumbnails appear within seconds; the gallery shows the originals until they are ready, so nothing waits.



Inside a folder. Drop files anywhere on this page to fill it.

- 2 **Tapes get a watchable copy first.** For self-tapes and video, the browser makes a 720p preview and sends that first, then the original behind it. Your client can play the tape within a minute while the full file is still on its way up. Audio is never re-encoded.
- 3 **Let the scout send from the car.** In **People** → **Create an upload link**: choose the folder it lands in and how many days it lives. Send the link or show the QR code. No account, no app. Uploads resume on 4G after a dropped signal.



A field upload link, ready. Only a hash is stored, so copy it now.

DELETING IS IMMEDIATE

Deleting a section or a folder removes its files within seconds and they cannot be recovered. Archive a project instead of deleting it when the job wraps.

4 Fill in the cards

Before cards existed, producers wrote "30 min from base, no weekends, 08:00–22:00" into folder names. A card turns those into fields a client can read and filter by.

- 1 **Open Locations (or Talent) and click Edit card.** Travel time, available days, shooting hours, restrictions, permit status, parking, fee, a producer's note, the exact address and the owner's contact. On casting: playing age, height, languages, availability, conflicts, fee, buyout, agency, agent.

Cala Fosca

FRAME REFERENCE

CALA

Frames are called CALA-01, -02... so everyone means the same photo.

TRAVEL TIME FROM BASE (MIN)

55

Visible to everyone by default

MEASURED FROM

Plaça Catalunya

Visible to everyone by default

AVAILABLE DAYS

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

☐ Sun

Visible to everyone by default

SHOOTING HOURS

07:00-20:00

Visible to everyone by default

ERASE LOCATION CANCEL SAVE

A location card. Fields the client may not see never leave the server.

- 2 **Or import a spreadsheet.** **Template** downloads a CSV with the right columns; fill one row per location or person and **Import spreadsheet**. Folders that do not exist yet are created from the rows.
- 3 **Decide who sees what.** **Who sees what** shows the matrix: the brand client sees restrictions and hours, never the fee or the owner's phone; the agency sees fees; the producer sees everything. Tick a cell to change it for this project only.

Who sees what on this project

Unticked fields never leave the server for that audience.
You and your team always see everything. Use Preview as... to check.

	CASTING	PRODUCER	DIRECTOR	AGENCY
Travel time from base (min)	☒	☒	☒	☒
Measured from	☒	☒	☒	☒
Available days	☒	☒	☒	☒
Shooting hours	☒	☒	☒	☒
Restrictions	☒	☒	☒	☒
Permit status	☒	☒	☒	☒
Parking / unit base	☒	☒	☒	☒

CANCEL SAVE

Who sees what: one matrix per project.

4

Recommend. Tick **Recommend** on the options you would pick. The client sees a green **Recommended** tag and a filter for it.

5 Invite your client

- 1 **Add a client login.** People → Add a client login. A display name (what you will call them in the list), a username, a password. Choose **who they are**: brand client, agency, director, producer or casting associate. That choice decides which card fields they see.

PREPRO SELECTS Meridian Producciones PRODUCTION 55 MB / 250 GB NR

Alba Coffee — Recce Barcelona PROJECTS FILES & FOLDERS LOCATIONS PEOPLE FEEDBACK INSIGHTS PREVIEW AS...

SECTION ONE

Client logins

4 on this project. Your plan does not cap them. ADD A CLIENT LOGIN

New client login

PrePro Selects picks the password: three words and two digits, so it survives being read down a phone line.

DISPLAY NAME

Marta Vives · Alba Coffee

What you will call them in this list.

USERNAME

alba

Optional. Letters, numbers, dots, dashes.

EXPIRES

mm/dd/yyyy

Optional. The login stops working at the end of that day.

PERMISSIONS

☒ Can download ☒ Can leave notes

WHO THEY ARE

Brand client

Decides which card fields and people they can see.

EMAIL

marta@albacoffee.example

Optional.

WEIGHT

☐ Decision-maker

WHAT THIS LOGIN CAN SEE

☐ Coast

☐ Cala Fosca

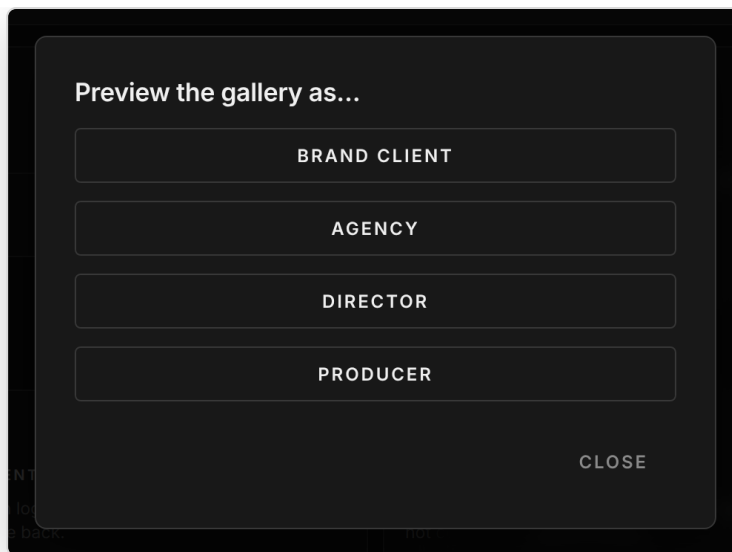
☐ Passeig Maritim

☐ Casa Lidia

HELP

Add a client login. Nothing ticked means they see every section.

- 2 **Limit what they see, if you need to.** Tick the sections this login may open. Untick **Can download** for a client who should look but not take files away. Set an expiry and the login stops working at the end of that day.
- 3 **Copy the message and send it.** **Copy the message** gives you a ready-to-paste text with the link, the username and the password. WhatsApp or email, whatever your client already answers.
- 4 **Check it as they will see it.** **Preview as...** opens the gallery as that audience, read-only. Do this once before you send anything.



Preview as... opens the gallery exactly as the brand client, the agency or the director will see it.

THE MESSAGE YOUR CLIENT RECEIVES

Hi Marta — the Barcelona scout is up.

Open: <https://preproselects.com/g/meridian/alba-coffee-recce-barcelona>

Username: alba

Password: sunny-terrace-42

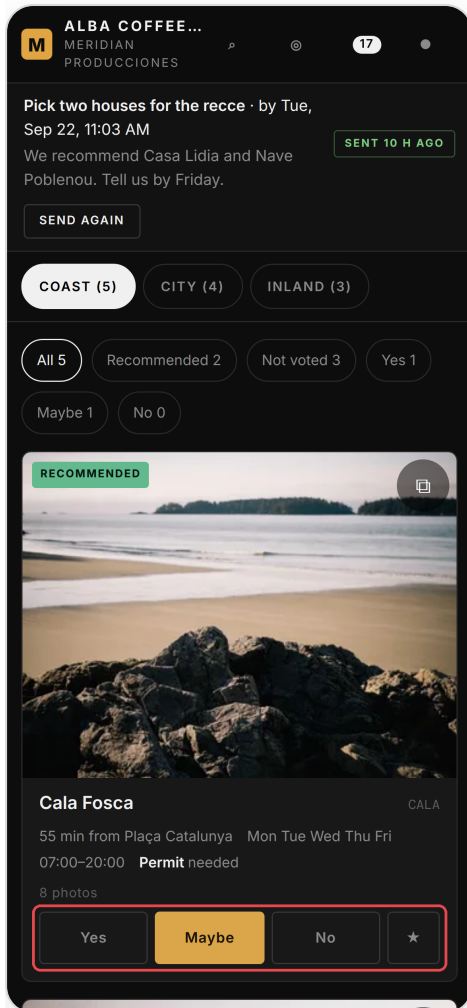
Tap Yes / Maybe / No on each location and star your first choice.

A note on a location goes straight to us. Nothing to install.

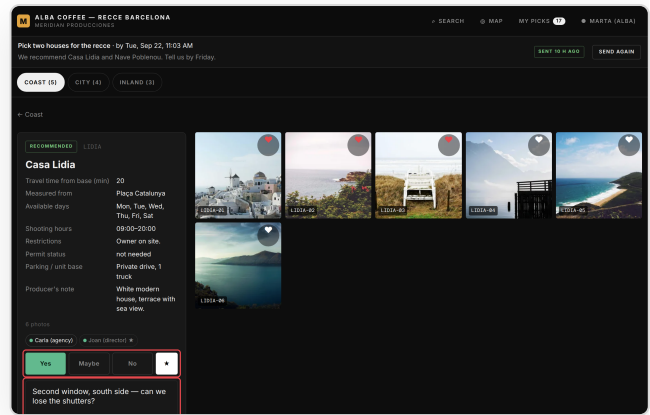
One login per client, per project. Shared by a team? Each person types their first name the first time, so every vote carries a name.

6 What your client sees

Your client opens the link on a phone, signs in, and types their first name. From there:



The gallery on a phone: sections across the top, one location per card, Yes / Maybe / No and a star for first choice.



Inside a location: the card, the frames, a heart on each frame, and a note for the production team.

- **Yes, Maybe, No** on each location or person, and **★** for their first choice in a section.
- **Heart** the frames they like; the count lands on your project as it happens.
- **A note on the location**, next to the photos it refers to. No screenshots in an email three days later.
- **Compare** up to four options side by side. On a scout, a **map** shows where the options are, never the address.
- **My picks** collects everything they marked. **Download my selection** builds a ZIP of the originals, if you allowed it.
- When you open a **round** with a deadline, a banner asks them to **Send selection** when they are done.

7 Read the feedback

- Feedback: where each option stands.** Votes per location or person, who said what, who has not opened the gallery yet. **Open a round** gives the decision a title and a deadline; **Who has responded** is the tracker.

PREPRO SELECTS Meridian Producciones PRODUCTION 55 MB / 250 GB NR

Alba Coffee — Recce Barcelona PROJECTS FILES & FOLDERS LOCATIONS PEOPLE FEEDBACK INSIGHTS PREVIEW AS...

Feedback

Rounds, votes per location and the selection report.

Rounds
A round asks for a decision by a date. Blind rounds hide other people's votes until each person sends theirs.

OPEN A ROUND

Round 1 — Pick two houses for the recce
Open · due Sep 22, 2026, 11:03 AM · 2 sent

WHO HAS RESPONDED CLOSE

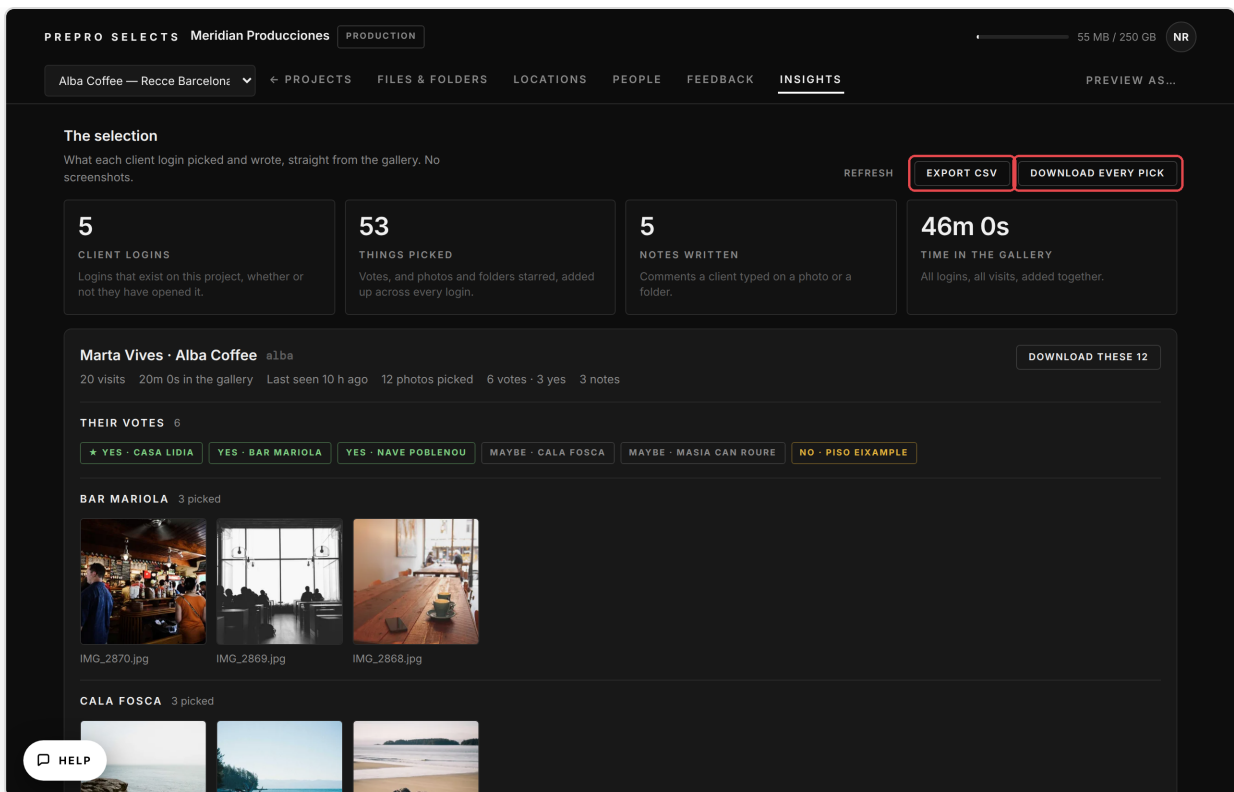
Where each location stands

NAME	AREA		VOTES	YES / MAYBE / NO
Bar Mariola BAR	City	Recommended		2 / 1 / 0
Nave Poblenou NAVE	City	Recommended		2 / 1 / 0
Piso Elxample PISO	City			0 / 1 / 1
Carrer del Born CARRER	City			0 / 0 / 1
Casa Lidia LIDIA	Coast	Recommended		3 / 0 / 0

HELP

Feedback: rounds, where each location stands, people, exports.

- Insights: the selection and who looked.** The selection lists every login's votes, picked frames and notes, with a **Download these** button per client and **Download every pick** for one ZIP of the originals, folder structure intact. Below it, **Who looked**: visits, time in the gallery, device, the frames opened most.



Insights: the selection, straight from the gallery. No screenshots.

3

Export. Excel with photos is the working file: summary with thumbnails, votes, notes, likes, cards, people. **Location report (PDF)** or **Casting report (PDF)** is filtered for whoever you send it to, so the brand's copy never carries fees. CSV and JSON for anything else.

BEFORE THE CALL, NOT AFTER IT

Open Insights five minutes before the client call. You will know who opened the scout, for how long, and which frames they lingered on.

8 Wrap the job

- **Archive** the project from the projects list. Client logins stop, the material stays, and it no longer counts against your active projects.
- On a casting, material is deleted automatically after the retention period you set at creation (90 days after wrap by default).
- Need it back? Unarchive. Nothing is lost by archiving.

9 Checklist before you send a login

- ☐ Project name matches the call sheet
- ☐ Every folder has a cover and a card with hours and restrictions
- ☐ Recommended options ticked
- ☐ Who sees what checked for the brand client
- ☐ Preview as... opened once, on a phone
- ☐ Login expiry set to the wrap date plus a week
- ☐ Round opened with a deadline, if you need an answer by a date

PrePro Selects · preproselects.com · hello@scout-lane.com. Screens show a demonstration workspace; companies, people and locations are fictional, photography is stock. Guide 01 · v1.0 · September 2026.