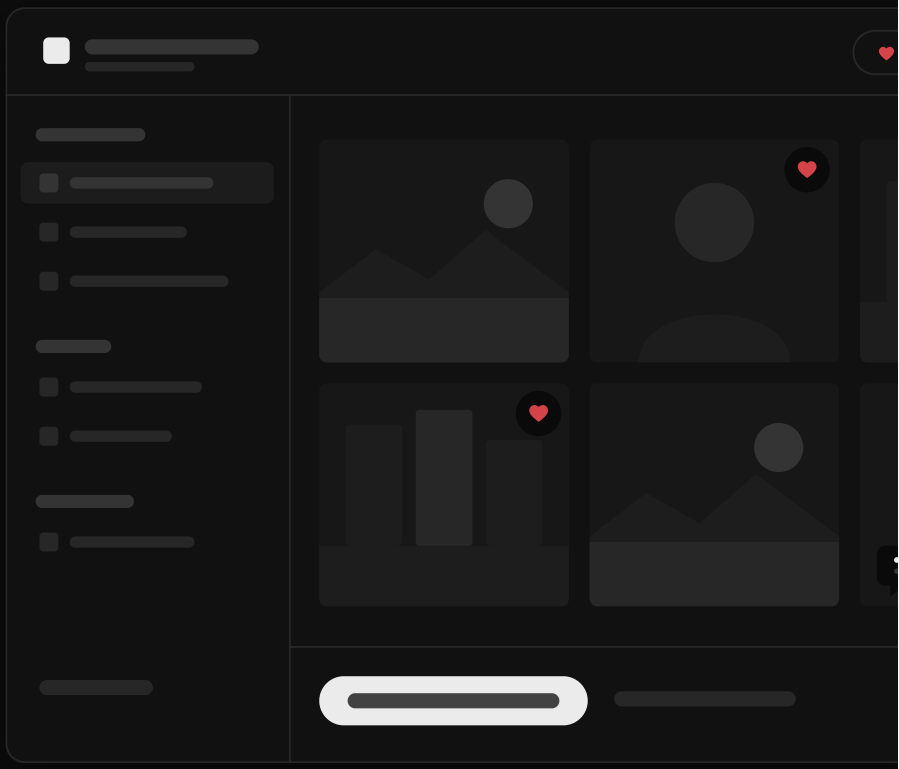
PREPRO SELECTS

QUICK START · GUIDE 06 · CASTING DIRECTORS

# The Casting Director account

Street-casting, in-studio and self-tape links with your own questionnaire, roles, light files, and the selects as usual.



GUIDE 06 · QUICK START

# The Casting Director account

On this account the people you cast send their own photos and tapes. You make a link, they fill in a short form on their phone, and each person lands in your casting project in a folder of their own, every file already made light. Choosing and sharing then work as on any other project.

### YOU WILL HAVE

- A casting project with its castings: each with its roles, a street-casting or self-tape link per role, and an in-studio link for each day
- Your own questions on each form
- One folder per person, filed by role, with their photos and tapes
- Each person's answers next to their photos, one Excel per link and one for the whole project
- A client list for each link: a page your client opens with no login
- A client choosing from the gallery

### YOU NEED

- A casting account: Casting Director or Casting Director Essential, with the first week free
- Ten minutes
- For a self-tape: the role, the deadline and the sides as a PDF

### CASTING IN THREE STEPS

1. **Make a casting and add its roles** in your casting project: each role gets its link (section 3).
2. **Send it to the actors** by WhatsApp, email or QR: each person fills in their details and sends their photos and self-tape from their phone, straight into your project (section 4).
3. **Show the talent to your client** with a client login, a view-only link or a client list, and print the casting list as a PDF (section 10).

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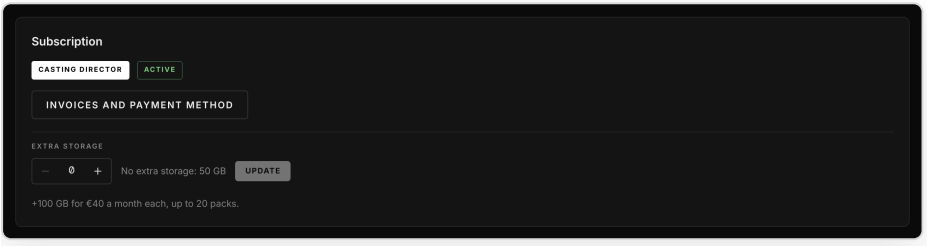

# 1 The account

| | |
|---|---|
| Price | €150 a month or €1,500 a year (US$169 / US$1,699), excluding VAT. |
| Storage | 50 GB, counted after compression. More in packs of +100 GB for €40 a month (US$45), up to 20 packs. |
| Team | 3 seats. |
| New uploads a month | 50 GB, counted after compression, plus 100 GB for each pack. Deleting files does not give the month's uploads back; they start again on the 1st. |
| No cap on | casting links, questionnaires, submissions, projects and client logins. |
| First week | Free. We take your card at checkout and nothing is charged for 7 days; cancel before then and you pay nothing. We email you the day before it ends. |

**Started on Free?** Account menu → **Billing and plan** → **Start your free week** on Casting Director or Casting Director Essential. As soon as checkout is done, **Casting links** opens in your casting projects. On Free, that tab only says the links come with the casting accounts.

Working alone? **Casting Director Essential** has the same casting tools for €69 a month or €690 a year (US$79 / US$799), excluding VAT, with 15 GB of storage, 15 GB of new uploads a month and 1 seat. It has no packs: when you need more room, move to Casting Director from **Billing and plan** and pay only the difference for the rest of the period.

Add or remove packs yourself: account menu → **Billing and plan** → **Extra storage** → **Update**. On a yearly plan a pack is €400 a year.




Billing and plan on the Casting Director account.

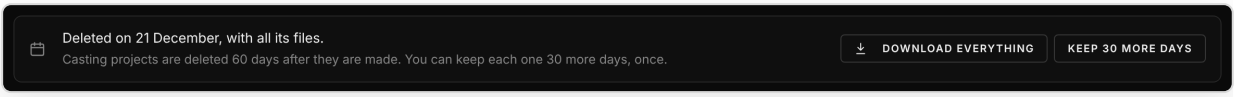
**WHO CAN UPLOAD**

On this account: the owner, admins and team members with the role **Uploader: adds files only** (**Workspace settings** → **Team**); the people you cast, through a casting link; and anyone you send an upload link to (**People** → **Create an upload link**). On every other plan only the owner and admins upload. On every plan only the owner and admins delete.

## 2 Make the casting project

1. **New project, Type: Casting. New project**, name it the way the call sheet does, and choose **Casting** under **Type**. Casting links only go into a casting project.

2. **Know the date.** A casting is deleted with all its files 60 days after you create it. The banner on the project shows the date. The owner gets an email 14, 7 and 1 day before, each with **Download everything** and **Keep 14 more days**.




The 60-day banner on a casting project.

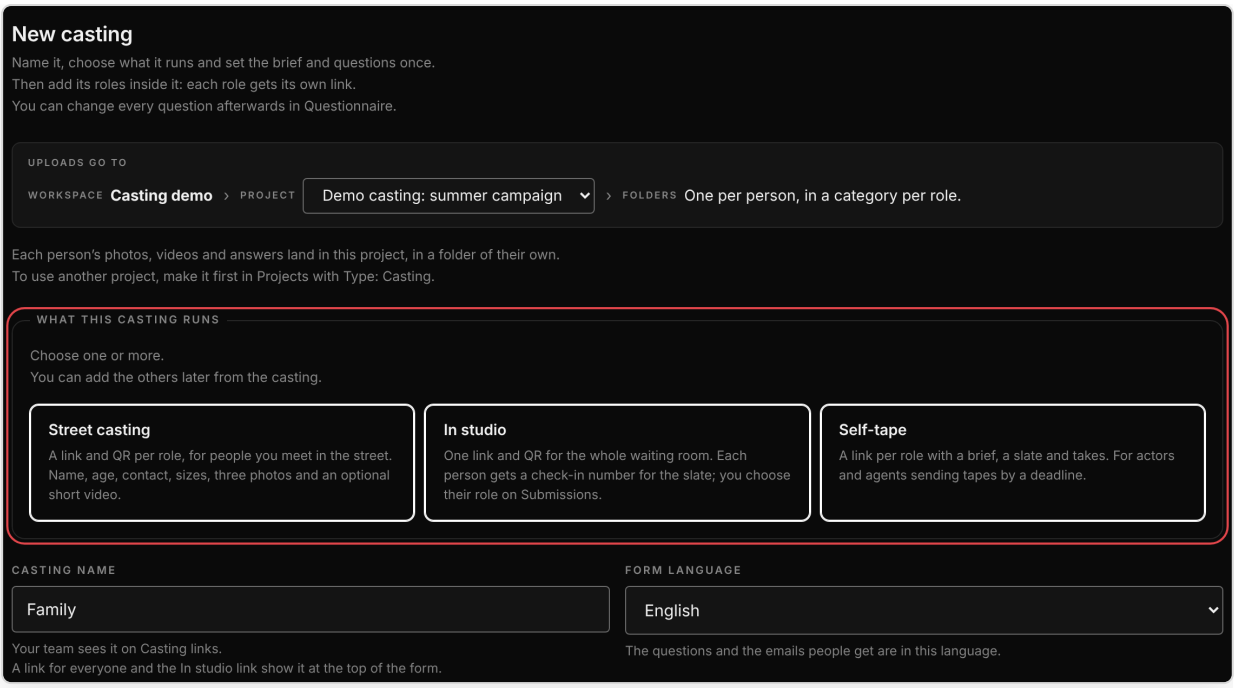
3. **Need longer? Keep 14 more days** works once per casting, at no cost, for the owner and admins. After that the date is final, 74 days at most. **Download everything** gives you one ZIP of the project.

4. **Roles go inside a casting.** The project's **Casting links** tab lists its castings, and you add each casting's roles on its page (section 3).

## 3 Make a casting: what it runs, its roles and your questionnaire

1. **Casting links → New casting.** Open the project, then **Casting links**. The tab lists the project's castings, a card for each with its name, what it runs and how many roles, links and people it has, such as "3 roles · 7 links · No one yet". A casting is one call inside the project, such as "Family" or "Kids street casting", and a project can hold several. Press **New casting**. Links made before 30 October 2026 sit in one casting named after their project; a link in no casting shows under **Other links**.

2. **Check Uploads go to.** The line at the top says where everything sent through this casting lands: **Workspace** › **Project** › **Folders**, "One per person, in a category per role." Choose the project in the list; it shows your casting projects only, so to use a new one, make it first in Projects with Type: Casting. Each person gets one folder.



New casting: Uploads go to, what the casting runs, its name and the form language.

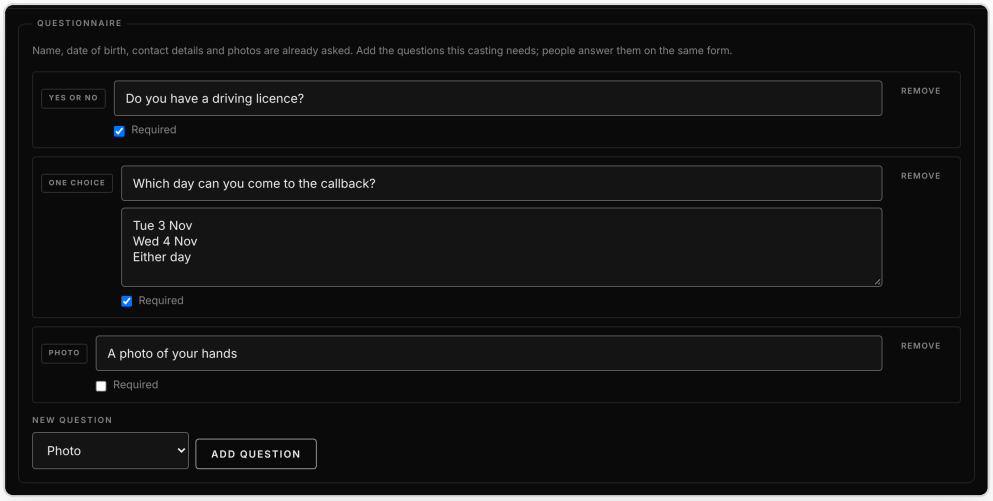
3 **What this casting runs.** Tick one or more of **Street casting**, **In studio** and **Self-tape**: "Choose one or more. You can add the others later from the casting." A street casting or a self-tape gets a link and a QR per role. **In studio** is for a casting at your premises: one link and one QR for the whole waiting room, for every role, and another for each extra day (section 5). There is no separate kids form: a child applies on any link with a parent or guardian (section 9).

4 **Photos and videos.** Under **Photos and videos**, between **Brief** and **Questionnaire**, there is one row per photo or video question of the forms you ticked: **How many photos** or **How many videos** each person may send (1 to 10) and, for a video, **Longest video** in minutes and seconds, such as 1:30; empty means no limit. On the Self-tape form the takes question has only **Longest video**, because **Number of takes** in the brief sets how many. A longer video is refused before it uploads (section 7). You can change all of this later under Questionnaire.

5 **Casting name, Form language and Brief.** Under **Casting name**: "Your team sees it on Casting links. A link for everyone and the In studio link show it at the top of the form." A role's links are named after the role, such as "Father · Self-tape". The **Form language**, **English** or **Spanish**, is the language of the questions and of the emails people get. Under **Brief** come **Shoot dates**, **Fitting date**, **Callback date** and **Instructions**, and with **Self-tape** ticked also **Deadline**, **Number of takes** and **Slate rules** (section 6). Every link of the casting starts from them. Each link can also carry a PDF: **Brief (PDF)** on street-casting and In studio links, **Sides (PDF)** on self-tapes. **Upload a PDF** takes it straight from your computer, **Choose a PDF** takes one already in the project, and people open it from the brief at the top of the form.

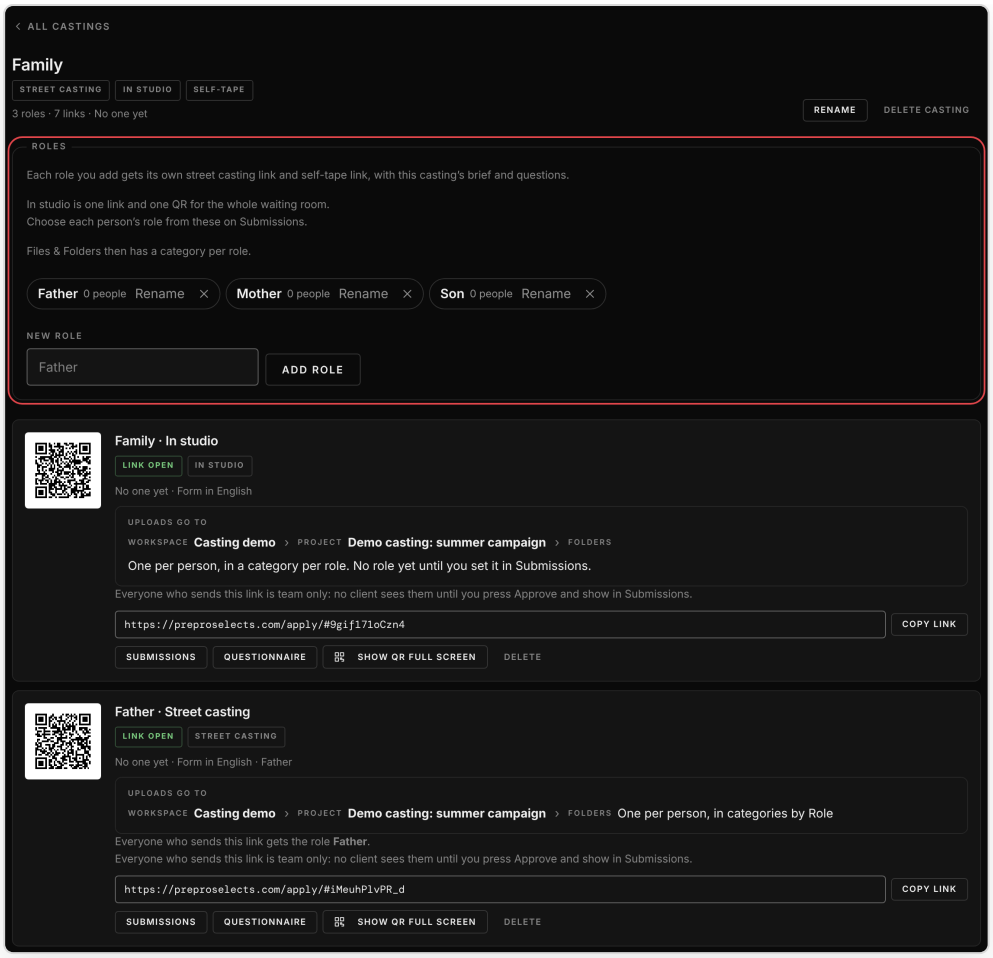
6 **Add your own questions.** Under **Questionnaire**, name, date of birth, contact details and photos are already asked; add the questions this casting needs, and every link in it asks them. Choose a kind under **New question** (**Short answer**, **Long answer**, **One choice**,

**Several choices**, **Yes or no**, **Date**, **Number**, **Photo**, **Video**, **File (PDF or picture)**), press **Add question** and type it. For a choice, write one answer per line. Tick **Required** when it must be answered; **Remove** takes it off. A **Photo** or **Video** question gets the same **How many photos**, **How many videos** and **Longest video** boxes as step 4. **Questions from another casting.** Under **Copy questions from**, choose a link of the project (each reads Role · Title) and press **Copy questions**. Its own questions come in with their answers, **Required**, limits and **Show only if**, ready to change or **Remove**. Name, date of birth and the starting form are never copied, and a question that is already there is not copied twice.




Your own questions, added before the casting is made.

7 **Create casting.** The casting’s page opens: its name, what it runs, how many roles, links and people, **Rename** and, for the owner and admins, **Delete casting**. With **In studio** ticked, its In studio link is already there: “Casting ready, with its In studio link. Add its roles.” **All castings** at the top takes you back to the list.




A casting's page: its roles, then a link per role and the In studio link.

8 **Add the roles.** In the **Roles** box, type each role in **New role** and press **Add role**. “Each role you add gets its own street casting link and self-tape link, with this casting’s brief and questions”, as many as the casting runs: “Father · Street casting” and “Father · Self-tape”, with a message such as “Father: 2 links ready.” Everyone who sends a role’s link gets that role, and their folder goes into that role’s category in **Files & Folders**. A role you add later copies the casting’s latest link of each kind, so a question you changed on one link’s **Questionnaire** comes with it. On **In studio** the roles make no link: “In studio is one link and one QR for the whole waiting room. Choose each person’s role from these on Submissions.” Each role shows how many people have it; two castings in one project can each have their own Father. **Rename** renames the role and the category it files people under. Only the owner and admins delete a role, with the ✕ next to its name and then **Delete role**: nobody’s folder moves or is deleted, the category keeps its name, and links made for that role take people with no role from then on.

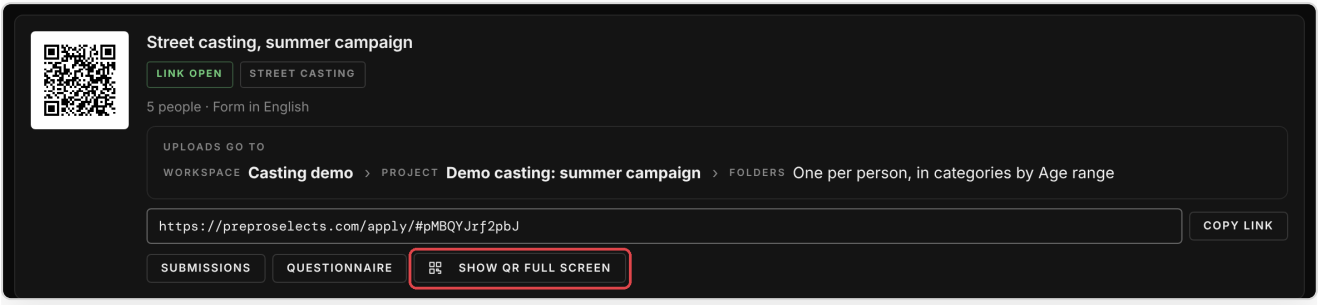
9 **Each link.** Every link of the casting has its card below the roles: the link, its QR code, **Copy link**, **Link open** and where uploads go, with **Submissions** and **Questionnaire**, plus **Show QR full screen** on street-casting and In studio links. On a role’s link the card says “Everyone who sends this link gets the role Father.” To file a link’s people by **Age range**, **Gender** or **City** as well, change **Filing** on that link’s **Brief and folders** tab.

10 **No roles? One link for everyone.** A street casting or self-tape with no roles says “Add a role above and its link is made. No roles in this casting? Make one link for everyone.”
**One link for everyone** makes a single link for everybody, and you give roles on **Submissions** instead (section 8).

11 **Change the casting. Add to this casting:** adds what you did not tick at the start: **Street casting links** or **Self-tape links** make a link for every role already there, **In studio link** makes the In studio link. **Rename**: “New name for this casting. Only your team sees it, and links made from now on.” **Delete casting**, for the owner and admins, works once its links are gone: until then it says “Delete its links first, one by one: each tells you who has not been reviewed yet. People keep their folders in Files & Folders.” Then “The casting and its roles leave the list. Nobody’s folder moves or is deleted.”

## 4 Send the link to the actors

One link works for everyone. Each person who opens it fills in their form and sends their photos and tapes straight into your project, each in a folder of their own. They need no account and nothing to install.




A street-casting link, ready to share.

1 **Copy link.** On the link’s card, press **Copy link** and paste it wherever you already talk to people: WhatsApp, an email, your social accounts or your note to agents. On a self-tape link, an agent can send several people on the same form.

2 **Or invite by email.** For a self-tape, **Invite by email** sends the link with your message, and anyone who has not sent their tape gets a reminder before the deadline (section 6).

3 **In the street, the QR. Show QR full screen** and people scan it with their phone camera (section 5).

4 **Watch them arrive.** The **Submissions** tab fills up on its own as people send (section 8).

**A MESSAGE FOR WHATSAPP OR EMAIL**

```
Hi, we're casting [project].
If you're interested, please fill in this form and send your
photos and self-tape from your phone: [link]
Deadline: [day] at [time]. Thank you!
```

## 5 Street casting and in-studio castings




Show QR full screen, held up in the street.




The form on the person's phone.

1. **Show the QR.** On your phone, open the link's card and tap **Show QR full screen**. People scan it with their phone camera and fill in the form on their own phone.

2. **Or fill it in for them.** Open the link on your own phone, fill in the form with the person and press **Send**. When their files have gone up, **Send another** starts the next form.

3. **No signal is fine.** Answers and files stay on the phone and go when there is signal again. Keep the page open, or open the link again later.

### In studio

For a casting at your own premises: one link and one QR in the waiting room, for every role. Running over several days? Press **Another In studio link** on the casting's page and name it, such as Day 2.

Each day has its own link and QR, with the same roles and questions, and the check-in numbers carry on from the day before.

1. **Make the link.** Tick **In studio** in **New casting**, or press **In studio link** after **Add to this casting:** on a casting's page. It starts from the street-casting form and has no deadline. Its **Submissions** tab has no Yes, Maybe or No: people are filed by role. Print the QR, or put **Show QR full screen** on a screen in the waiting room, and people fill in the form on their own phone while they wait.

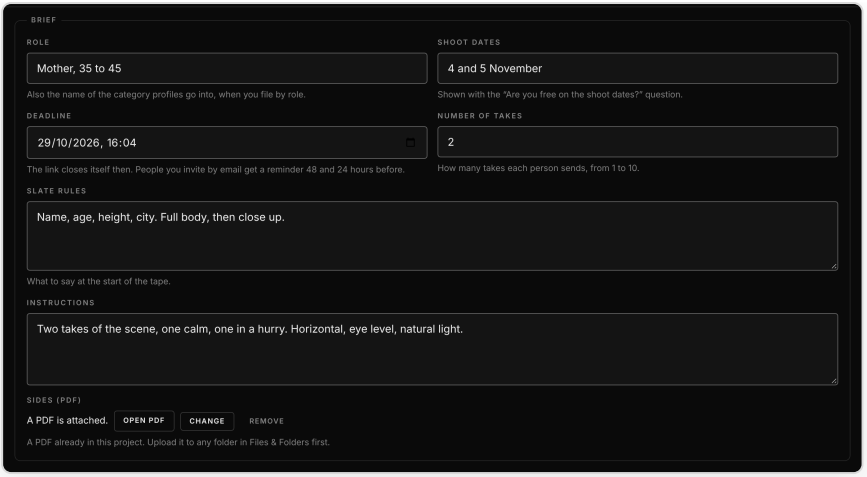
2. **The check-in number.** Once the form is sent, the person's phone shows **Your number** in large figures, such as 014, with "Show it to the casting team, and say it at the start of your take." The same number starts the person's folder name, such as "014 Eva Kerr, 45", and stands before their name on **Submissions**.

3. **Filed by role.** Each person's folder goes into the category of their role. Until they have one, it waits in **No role yet**. The link itself has no role. On its **Submissions** each person has a list with **No role yet** and the casting's roles: choose one and their folder moves to that role's category, with a message such as "In Files & Folders: Mother." Choose **No role yet** to take it back. Add the roles first on the casting's page (section 3).

4. **Camera files.** After the session, name each camera file so it starts with the person's check-in number, like 014.mov or 014 take 2.mp4. On the link's **Submissions** tab, drop the files on **Camera files** or press **Choose camera files**. **Send the camera files?** says how many files go into how many people's folders and lists any file that matches nobody, such as "take.mov: no check-in number at the start" or "099.mov: nobody has number 099"; those are not sent. Press **Send** and keep the page open until "Camera files are in their folders." Each file lands in the folder of the person with that number and is made light like every other file (section 8).

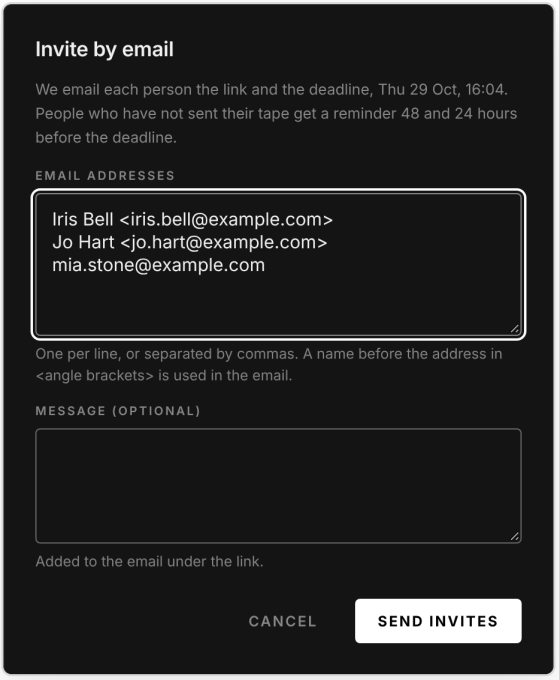
## 6 Self-tapes

1. **Write the brief.** On the link, the **Brief and folders** tab: **Role**, **Shoot dates**, **Deadline**, **Number of takes**, **Slate rules** and **Instructions**. For the sides, press **Upload a PDF** under **Sides (PDF)**, or **Choose a PDF** for one already in the project. An uploaded PDF stays out of the people's folders and out of the client gallery. **Save changes**.




The brief of a self-tape link.

2 **Invite by email. Invite by email**, one address per line, an optional **Message (optional)**, then **Send invites**. People who have not sent their tape get a reminder 48 and 24 hours before the deadline.




Invite by email.

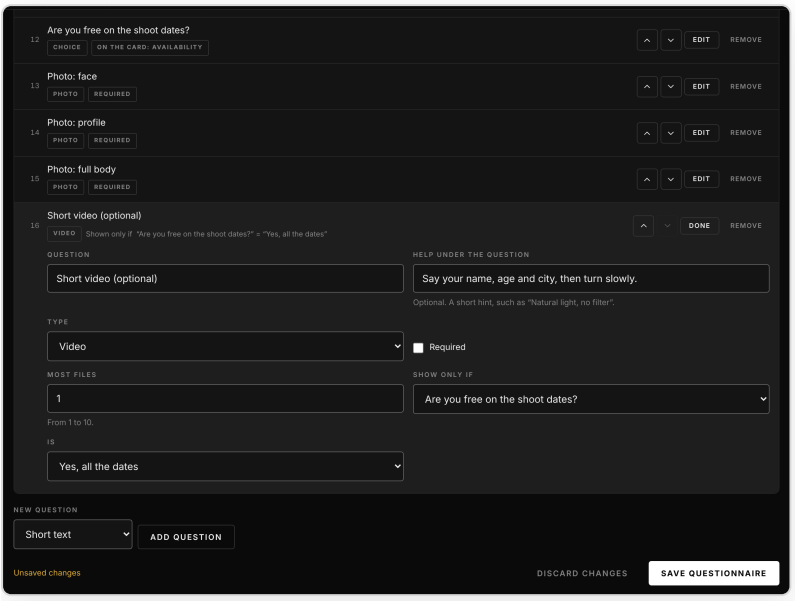
3 **The deadline closes the link.** At the deadline the link closes itself and nobody can send after that. The owner and admins can **Close link** sooner; **Open again** opens it.

## 7 Change the questionnaire later

On the link, the **Questionnaire** tab lists every question in the order people see it. Move one with the arrows, press **Edit** to change its wording, its type or **Required**, and use **Show only if** and **Is** to ask it only after a given answer to an earlier question. Name and date of birth are **Always asked**: the age decides when a parent or guardian has to agree. Press **Save questionnaire**, or **Discard changes**. Every form ends with the consent box, which cannot be taken off.

**Copy from another link. Copy questions from** is here too: choose a link of the same project and press **Copy questions**. Its questions are added at the end, and kept once you press **Save questionnaire**. If this link already asks them all, nothing is added.

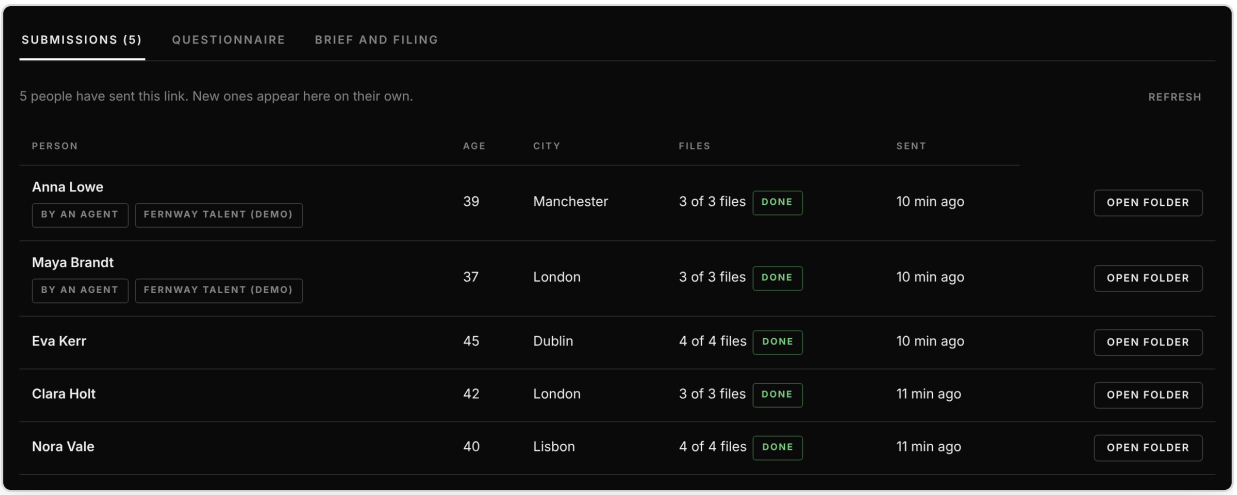
**Longest video.** On a **Video** question, **Edit** also has **Maximum files** and **Longest video**: minutes and seconds, such as 1:30, or empty for **No limit**. Each video question has its own limit, so a slate can take 0:30 and the takes 1:30. The row then carries the tag **Up to 1:30 long**. On the form the person reads “Videos up to 1:30 long.” under the button, and a longer video is refused before it uploads: “take.mov is 2:14 long. This question takes videos up to 1:30. Please trim it and add it again.” A video a fraction of a second over passes. If a phone cannot measure a video, it goes in anyway and the **Answers** panel in **Files & Folders** flags it: “Over the time limit: take.mov is 2:14, “Your takes” takes up to 1:30.” A video recorded on the spot with **Record a video** cannot be stopped at the limit: the person sees the limit beforehand and is told afterwards if it ran long.




The short video is asked only of people free on all the shoot dates.

## 8 Who sent what

1. **Submissions.** The link’s **Submissions** tab opens as photo cards, one per person: the photo, the name, the agency, age · city and a few short answers from your questionnaire (height, sizes, languages and availability come first), then **Yes**, **Maybe** and **No**, **Approve and show**, **Answers** and **Open folder**. Click the photo to open **Answers**. Each card also says who filled it in: **By an agent**, **By a parent or guardian** or **Filled in by your team**, and **Under 18** where it applies, and whether the person is **Pending approval** or **Shown to clients** (section 10). **Cards** and **List** at the top switch between the cards and a table with a row per person and the same buttons; your choice stays for next time. New people appear on their own. When the link’s casting has roles, and always on In studio, each card (in **List**, the **Role** column) carries the person’s role tags, or on In studio a list to choose their role from (step 2), and the buttons above show people by role: **Everyone**, each role with how many people it has, and **No role** (**No role yet** on In studio). On In studio each name starts with its check-in number, and there is no Yes, Maybe or No.




Submissions on a self-tape link.

2 **Roles: click to add.** On In studio, each person's role is a list: choose it there (section 5). On street-casting and self-tape links, on each card (in **List**, the **Role** column) every role of the casting is a tag; the lit ones are the person's roles. Click a tag to give the person that role, and a message says where their folders are now. There a person can have several roles: the first keeps their own folder, and each other role gets a copy of the folder in that role's category. The copies share the person's files, and files that arrive later go into every copy. On a street-casting or self-tape link, the person's own folder stays where the link filed it until your vote (step 3), and each copy waits at the top of its role's category. Click a lit tag to take that role away. When the person has several roles this deletes the role's copy, so only the owner and admins can: **Take Fathers away from Eva Kerr?** says "Their folder in Fathers is deleted from Files & Folders. The files stay in their other role folders.", and **Take it away** confirms. For the rest of the team those tags are greyed out: "Only admins can take a role away from someone with several."

3 **Your first pass: Yes, Maybe or No.** Each card on **Submissions** has **Yes**, **Maybe** and **No** (in **List**, the **Vote** column of each row): your own first pass through everyone, before the director or the agency sees anybody. Each vote files the person's folder in **Files & Folders**, under a category named after their role (or after the link, when they have no role), in a folder called YES, MAYBE or NO (SÍ, QUIZÁS or NO on a Spanish link); a message says where it went, such as "Folder moved to Faces for the brand film › YES in Files & Folders." With several roles, one vote files every role folder: "In Files & Folders: Fathers › YES, Uncles › YES." Change your mind and the folders move again; people you have not voted on stay where the link filed them. An In studio link has no vote. The head of the list counts them: "4 yes · 2 maybe · 1 no · 3 not voted yet". Only the owner and admins vote; the rest of your team sees each vote as a tag. A vote shows nobody: the three folders are **Team only**, and each person keeps their own approval. To present your yeses, approve the people in YES with **Approve and show** (section 10): approving someone also opens the folder they sit in, so the YES folder opens with them and anyone in it you have not approved stays hidden. You can also open the YES folder yourself first, ⋯ menu → **Show to clients**; either way, a person reaches the client only once they are approved and their folder is shown. **Move everyone to…** (step 8) lifts everyone back to the top of one category; the votes stay, and the next vote files the person again.

4 **Answers. Answers** on a person's card or row, or a click on their photo, shows their email and phone (for an under-18, the parent or guardian's), the agent if there is one, and every answer to your questionnaire under its question.

5 **Open folder.** Each person is a folder named with their name and age, such as "Eva Kerr, 45", in the category from Uploads go to. On In studio the name starts with the check-in number, such as "014 Eva Kerr, 45", in the category of the person's role, and a person with several roles has a folder in each. Their photos and tapes are inside. In **Files & Folders** the folder opens with an **Answers** panel above the files: name, age and city, email and phone (for an under-18, the parent or guardian's; the agent when one sent the form) and every answer under its question. Your team sees the whole panel. No client ever sees the email or phone, and who sees the answers depends on the login (section 10). Until you approve the person, their folder carries a **Team only** tag: no client sees them (section 10). A video over the time limit of its question is flagged in this panel (section 7).

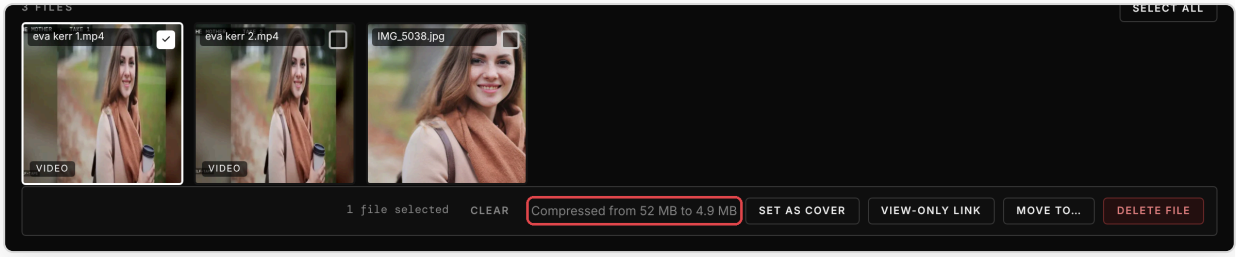
6 **Download Excel.** On the link's card, or on its **Submissions** tab, **Download Excel** gives you one Excel of the people you voted Yes on this link (on an In studio link, which has no vote, everyone who sent it). People voted Maybe or No, or not voted yet, are left out: vote Yes in Submissions to add someone. It has a row per person with their picture in the first cell (the face photo from the form, or else the first photo in their folder), then name, **Choice** (your vote: YES, MAYBE or NO; SÍ, QUIZÁS or NO on a Spanish form), age, under 18, city, email, phone, parent or guardian, agent, when they sent it, their files and their folder, and one column per question in the order you asked them. The column headings are in the language of the form. On an In studio link the column after the name is **Role** instead of **Choice**. The button appears once the first person has sent the link.

7 **Excel of every link.** On the project's **Casting links** tab, where its castings are listed (**All castings** takes you back there from a casting), **Excel of every link** gives you one Excel for the whole project. The first sheet, Everyone, has a row per person from every link, the same people as each link's Download Excel (voted Yes, and everyone from an In studio link): the casting link they came through, name, Choice, Shown to clients, age, under 18, city, email, phone, parent or guardian, agent, when they sent it, their files and their folder. Then comes a sheet per casting link, the same as that link's **Download Excel**, with their picture and one column per question. The button appears once the first person has sent any link of the project.

8 **Move everyone to a category. Move everyone to…**, next to **Download Excel**, moves every folder the link made to one category of the project: choose an existing one under **Category**, or **A new category…** and type its name under **Name of the new category**, then press **Move**. Each folder moves with everything in it, and the categories the link made stay behind, empty, for you to delete or reuse. Nobody is shown or hidden by the move: each person keeps their approval (section 10).

9 **Light files.** Every photo and video is compressed as it arrives: videos to 1080p at most, photos to 2,560 pixels on the long side, and the light copy of a photo carries no location data. The original is deleted once the light copy passes its checks (it opens, it lasts as long, the

sound is there, the picture is not blank); if a check fails, or the file is already light, the original stays. Select a file to see how much lighter it got. Measured on our server: a street-casting profile is about 12 MB, a self-tape profile about 55 MB from a 1080p phone and 95 MB from 4K.

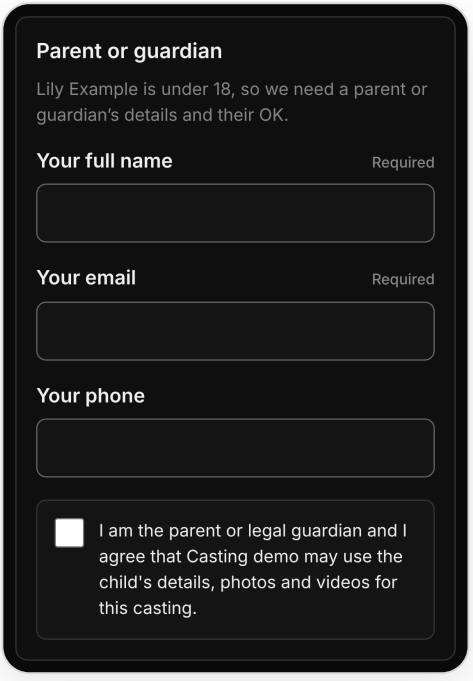



A 4K self-tape: Compressed from 52 MB to 4.9 MB.

**DELETE A LINK**

**Delete** on the link's card, or on the link's page, removes the link only: the link itself, its QR code, its invites and the **Submissions** table. Every person keeps their folder, files and answers in **Files & Folders**, and the **Answers** panel keeps the questions. Only the owner and admins can delete. If people from the link have not been passed to your client yet (still **Pending approval**), a second dialog, **Not reviewed yet**, says how many and asks again; **Delete anyway** goes ahead, and you can still approve them in **Files & Folders** afterwards (section 10).

## 9 What the person sees




Parent or guardian: for anyone under 18.

- **No account, nothing to install.** The form opens in the language you chose.
- **On a self-tape link, Who is this for?** offers **Myself**, **My child**, **I'm an agent** or **The casting team is filling this in for me**. A street-casting or In studio form does not ask: it is for

one person at a time.

- **Under 18:** a parent or guardian gives their details and their OK. Under 14, only the parent or guardian ticks the box.
- **Agents,** on a self-tape link, send several people at once with **Add another person**.
- **Their email** is asked with a line saying it is the most likely way you will contact them once the casting is confirmed.
- **In studio**, once they send, the phone shows their check-in number: **Your number**, such as 014, with a line asking them to show it to the casting team and say it at the start of their take.
- **A video with a time limit** shows the limit under the button. A longer one is refused before it uploads, with a line asking them to trim it and add it again.

Send talent Guide 07, Sending to a casting, with the link, or point them to it on preproselects.com/how-to/.

## 10 Show the talent to your client

Each person's folder is what your client sees and votes on: their photos, their tape and their card (name, age, city, agency…). No client ever sees their email or phone. The answers to your questionnaire depend on who is looking:

- **Director, Producer and Casting associate logins** also see each person's answers on their folder, under **Form answers**.
- **Agency and Brand client logins** see the card only, not the answers.
- **The Client list** shows the answers to anyone who has its link (see The casting list, below).

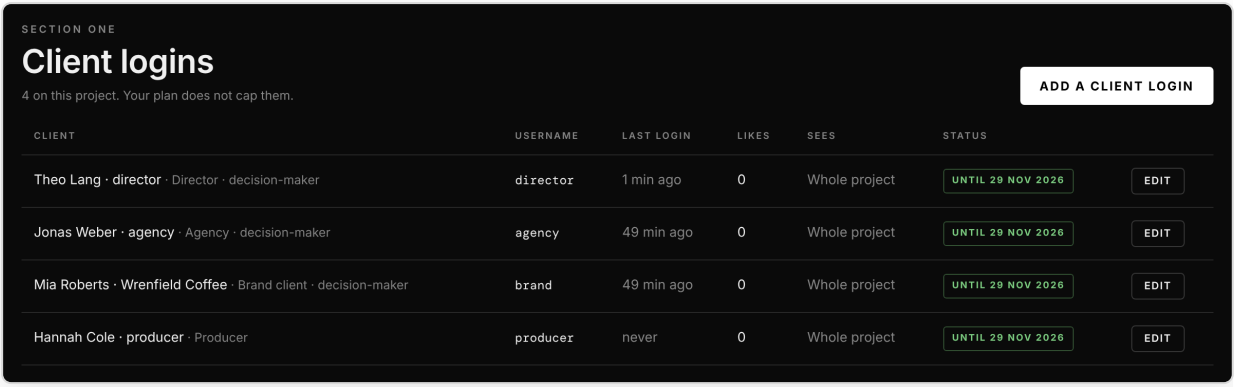
Write your questions with that in mind: don't ask anything on the form that you wouldn't want these people to read.

1. **Approve and show.** Everyone who sends a casting link arrives **Team only**, whatever category they land in: your director and agency see nobody until you approve them. In **Casting links** → **Submissions**, press **Approve and show** on a person's row (or in their **Answers**), or **Approve and show everyone** for all who are still pending. The tag changes from **Pending approval** to **Shown to clients**. Approving also opens the folder the person sits in, such as the YES folder your vote filed them under (section 8);
   **Approve and show everyone** opens only the folders of the people it approves, and anyone in those folders you have not approved stays hidden. If a person still says **Approved, still hidden**, their row has **Show to clients** next to **Hide again**; when a team-only category is what hides them, a message says "Still hidden: the category this person is in is team only." A person with several roles is approved in every role folder at once. **Hide again** takes one person back and leaves their folder open; nothing is deleted and the votes stay. In **Files & Folders** a pending person's card carries the **Team only** tag, and their open folder has **Approve and show** too. Only the owner and admins approve. Any other folder can be kept back the same way: **Hide from clients** in the folder's ⋯ menu, and **Show to clients** to open it again. Folders you add or drop in yourself are visible straight away. The YES, MAYBE and NO

folders your own votes make (section 8) start hidden too; approving a person in one opens it, or use **Show to clients** on it.

2. **Check it as they will see it. Preview as client** opens the gallery as a director, an agency or a brand client sees it, without touching anyone's votes.

3. **Add a client login. Share with client**, or **People** → **Add a client login**: a name and who they are (director, agency, brand client, producer or casting associate). Tick **Decision-maker** on whoever has the final say; untick **Can vote** for anyone who should only look and comment. Downloads start off, and every photo and tape carries the viewer's name as a watermark.

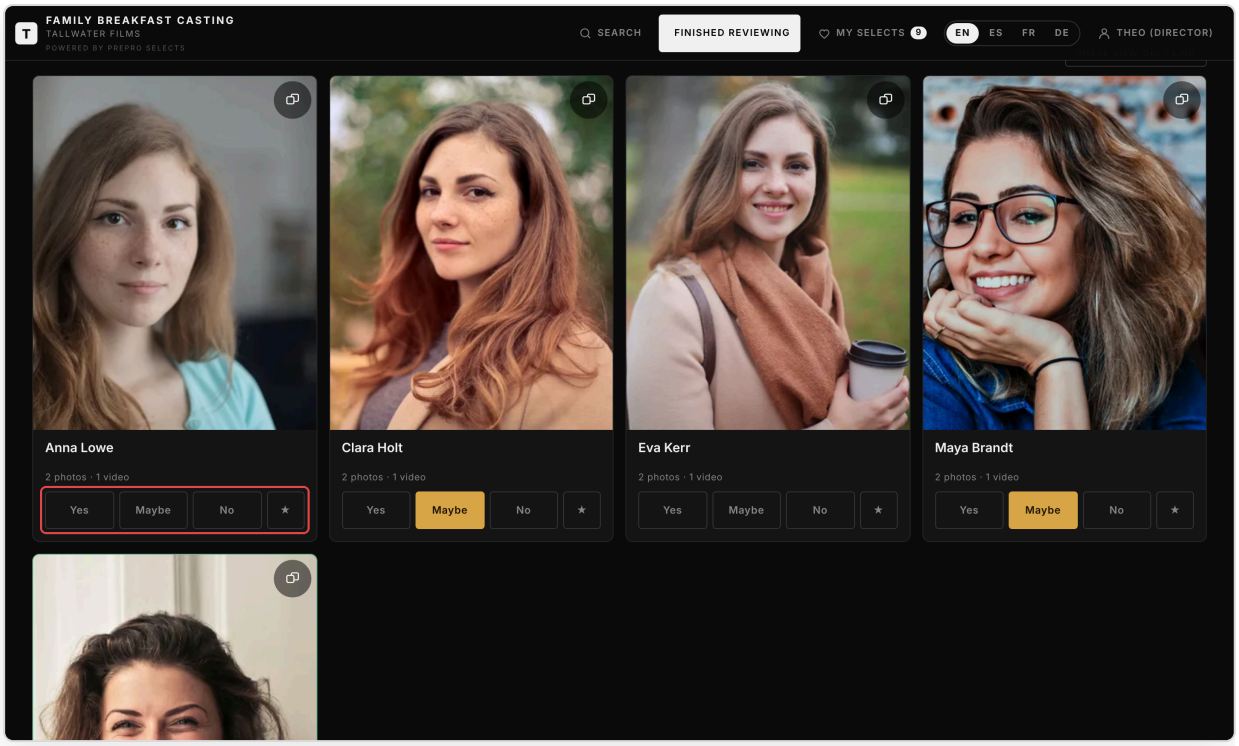


The client logins of a casting: one per company.

4. **Copy the message.** The next screen gives you the link, the username and the password in one text. Paste it into WhatsApp or an email.

5. **Someone who only needs to look? View-only link** in the ⋯ menu of a category or a folder: a whole role or one person, with no username or password and no votes. A folder marked under 18 can never have a link. A link your team makes to one person opens even while they are **Team only**; a link to a whole category leaves pending people out.

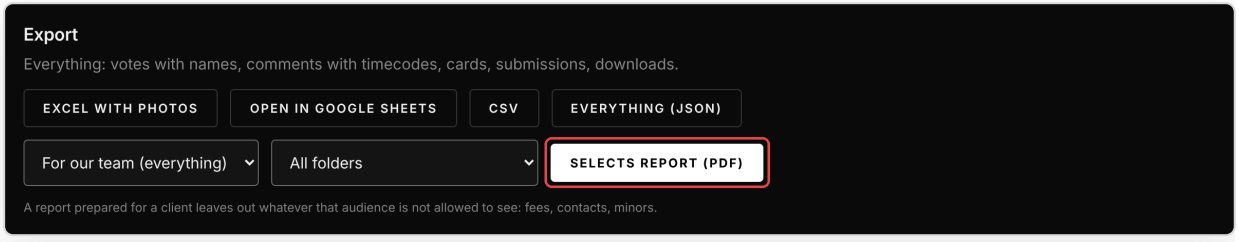
6. **Open a round. Feedback** → **Open a round**, with a deadline. Your client votes Yes, Maybe or No on each person (their own vote, apart from yours in section 8), stars a first choice for each role and comments at the exact second of the tape. Guide 04 takes you through rounds step by step.




The casting gallery as the director sees it.

## The casting list

1. **Selects report (PDF). Feedback → Export → Selects report (PDF)**. This is your list: each role starts on a new page, with each person, their photo and their card (name, age, height, languages, city, availability, agency) and, in your team's copy, the votes. Choose who it is for (**For our team (everything)**, or a client's copy, which leaves out what that audience can't see: fees, contacts, minors) and whether it covers the whole project, one role or one person.




Export, on Feedback.

2. **Excel with photos.** For the office: thumbnails, each client login's votes, comments with their timecode and a tab per role. **Open in Google Sheets** is there too. This Excel is about the votes; the questionnaire answers are in the Excel of section 8.

3. **Contacts and answers.** Each person's email, phone and answers are on their folder in **Files & Folders** (the **Answers** panel) and in **Submissions → Answers**. The email and phone are for your team only; which client logins see the answers is at the top of this section. For the whole link in one sheet, **Download Excel**; for every link of the project, **Excel of every link** (section 8).

4. **Client list.** On a link's **Submissions**, **Client list → Make the list** gives you a link anyone can open, with no login: a page with a card per person, their photo, name, agency, age, city and

their answers to your questionnaire, which anyone with the link can read. **Copy link** and paste it into WhatsApp or an email; **Open the list** shows it as your client will see it, and **Print or save as PDF** at the top of the page prints it. Who is on it follows the link: an **In studio** link lists everyone it brings in, because a studio casting has no Yes / Maybe / No; a street-casting or self-tape link lists only the people **Shown to clients** (**Approve and show**, at the top of this section), and anyone you approve and show later joins the list. It never shows an email or a phone number, and never anyone under 18. To stop it, an admin opens **Client list** again and presses **Revoke**: the link stops working at once for everyone who has it, and **Make the list** gives you a new one.

**Next: Guide 04, Casting sessions, for rounds, client logins and the Selects report. Questions? hello@preproselects.com**

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