

What if Léa Pool,
Atom Egoyan or
Clement Virgo were
looking for *you*...
but all
they could
find was...



Make sure your photo is in
Face to Face Online – ACTRA's
searchable talent catalogue –
at **www.actra.ca**

(It's free.)



ACTRA

W E P E R F O R M



If ACTRA doesn't have your photo, this icon is what casting directors and producers will see in Face to Face Online.

ACTRA member Elizabeth McCallum photographed by Stephen Frost



How do I check which photo ACTRA has for me?

- go to **www.actra.ca**
- click **MEMBER** at the top of the page
- enter your **USERNAME** and personal password and click **LOGIN**
- click on **Face to Face Online** on the left-side menu
- see **Welcome**, click **Update Portfolio**, click **Preview** and see yourself!

I don't have a password.

Send an email to **ftf@actra.ca** with your full name, member number and your agency (if applicable) and ask to have your password resent, OR call **1-800-387-3516** and ask for Face to Face Online.

I have a photo, but I haven't updated my credits.

- go to **www.actra.ca**
- log in as a **Member**
- click on **Face to Face Online** on the left-side menu
- click **Update Portfolio** and fill out or update your **Member Profile** and **Online Résumé** sections as fully as possible. The more information you provide, the more often you will appear in search results for producers and casting directors.
- click on **Preview** at any time to view your updated portfolio

I have more than one photo. I have a new photo.

Send them in! Bring or mail your photos to your local ACTRA branch OR email an electronic photo in **.jpg format** to **ftf@actra.ca** (refer to **ONLINE HELP** from the Face to Face Online website for specifications)

- you can include **up to 10 photos**, black & white or colour
- publish or unpublish your photos and choose your **Primary Photo**

Fix that – it's easy...

My agent updates my credits.

You still have to go into your portfolio to give your agent access:

- go to **www.actra.ca**
- log in as a **Member**
- make sure your **Agency information** appears in your **profile**, and that the correct agency is listed as your **Primary Agency**. Contact your branch if this information is not complete or incorrect.
- scroll down to the bottom of your profile where we ask: **Do you want your Agency to update your Face to Face Online portfolio for you?**
- choose **Yes**
- you will still be able to update your information as well
- when your agent logs in with their **agency password**, they will now be able to access and update your portfolio.

ONLINE HELP

Face to Face Online has a section of questions and answers to help you. Click **ONLINE HELP** at the top of the Face to Face Online **homepage**. If you still have questions, contact Face to Face Online.

Face to Face Online at **www.actra.ca**.
A free service from ACTRA.

ACTRA National: 625 Church St., Suite 300 • Toronto ON • M4Y 2G1
TOLL-FREE: 1-800-387-3516 • (416) 489-1311 • EMAIL: ftf@actra.ca

Get yourself in the picture!

Send us your latest headshot.

Face to Face Online

Face to Face Online is **free** to all ACTRA Full and Apprentice Members. It is a searchable online talent catalogue designed to promote Canadian professional performers to national and international producers, directors, broadcasters, studios and casting directors.

Over **11,000 ACTRA Members** now have photos and profiles included in Face to Face Online at www.actra.ca.

And it's FREE

Unlike other performer databases, you don't have to pay to be profiled if you are an ACTRA Member. Producers, casting directors and talent agents don't have to pay for access to the database either.



ACTRA

Alliance of Canadian Cinema, Television and Radio Artists
1-800-387-3516 • www.actra.ca • ftf@actra.ca