

ACTRA Toronto Member Elizabeth  
McCallum will take you through the steps...

Photos by Stephen Frost



First, visit your local ACTRA office.



Provide your resumé and headshot to a Member Services Rep.



Your headshot, resumé and other photos will be scanned in.



You can add or edit your text resumé online.

# Get yourself 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 and casting agents. Over 10,000 ACTRA Full and Apprentice members now have photos and profiles on Face to Face Online.

**You can't get online with Face to Face if you have not yet given your photo to ACTRA .**

Here's how to go about it:

- First, visit your local ACTRA office.\*
  - Provide your resumé and headshot to a Member Services Rep.
  - Your photo and resumé will be scanned and then used in Face to Face Online.
  - You can add or edit your portfolio online by using your personal password, and following the steps below.
- \* Or mail in your headshot and resumé to your local Branch.

**If ACTRA already has a photo for you on file, your password will let you edit your portfolio online**

A Face to Face Online portfolio has been created for all ACTRA Full and Apprentice Members who were previously in Face to Face or for whom ACTRA has a photo on file.

To add to or edit your portfolio online:

- Click on **Face to Face** on the ACTRA website home page.
- Select the **Member** role at the top of the Face to Face main page. You will then be prompted to enter your User ID and Password to access your profile.
- Click on **Update Portfolio** and fill out the **Member Profile** or **Online Resumé** sections as fully as possible. The more information you provide, the more often your portfolio will appear in search results.
- Click on **Preview** at any time to view your updated Face to Face portfolio.

**Your personal password is an important security feature**

Security is an important feature of the new ACTRA Website and Face to Face Online. ACTRA Members will need a User ID and Password to access Face to Face and the Member sections of the ACTRA website. **Enclosed is a card with your personal User ID and Password.**

Please see the latest issue of InterACTRA for more information on Face to Face Online.

We welcome your feedback on Face to Face Online and the ACTRA website. If you have any comments or questions about Face to Face, please contact the Face to Face team by email at [fff@actra.ca](mailto:fff@actra.ca), or call 416-489-1311, or toll-free 1-800-387-3516, extension 4023.

The ACTRA website and Face to Face Online are available free to ACTRA members and the Industry. Enjoy!



**ACTRA**  
[www.actra.ca](http://www.actra.ca)



Presenting the new  
ACTRA website and  
Face to Face Online:  
[www.actra.ca](http://www.actra.ca)

ACTRA's new National website features a bold new look, lots of photos, and our latest news releases.

Follow the links to our branch websites, to information on ACTRA Performers' Rights Society and to Face to Face Online. [www.actra.ca](http://www.actra.ca) is a comprehensive industry resource for all ACTRA members. Please take a tour of the ACTRA website today.

The screenshot shows the ACTRA National website homepage. At the top left is the ACTRA logo. To its right is a 'CHOOSE A ROLE' section with three icons: a person (MEMBER), a camera (INDUSTRY), and a magnifying glass (SITESEER). Further right is a search bar and the text 'YOU ARE IN: ACTRA NATIONAL'. Below this is a navigation bar with 'ACTRA TOOLS' and icons for home, site map, glossary, industry links, and contact. The main content area features a sidebar on the left with a 'FOLLOWER A TITLE TO SEARCH MORE ABOUT EACH' section and links for 'FACE TO FACE', 'THE ACTRA PLAN', 'ACTRA BRANCHES', and 'ACTRA PRS'. The main content area has three news items: 'ACTRA MEMBERS SAY YES TO EXTRAS' (with a 'more' link), 'PROTECTING CULTURE' (with a 'more' link), and 'LATE BREAKING NEWS'. On the right side, there is a portrait of a young man and a 'PRESIDENT'S MESSAGE' section with a 'more' link.

The screenshot shows the Face to Face Online website. At the top left is the ACTRA logo. To its right is a 'CHOOSE A ROLE' section with three icons: a person (MEMBER), a camera (INDUSTRY), and a magnifying glass (SITESEER). Further right is a search bar and the text 'YOU ARE IN: ACTRA NATIONAL'. Below this is a navigation bar with 'HOME ONLINE HELP ABOUT CONTACT HARDWARE'. The main content area features a large portrait of a woman on the left. To its right is the text 'Choose a Role' with an upward arrow, followed by 'Face to Face' in large letters and 'ONLINE TALENT SEARCH' below it. At the bottom of this section are two buttons: 'PUBLIC BROWSE' and 'NEW USER'.

Face to Face Online is a marketing tool that allows ACTRA members to showcase themselves to the industry with free online portfolios.

Unlike other online performer databases you don't have to pay to be profiled if you are an ACTRA member. Producers who register don't have to pay for access to the database either. It's free to ACTRA members, and free to producers.



**ACTRA**  
[www.actra.ca](http://www.actra.ca)