

## ***Diverse Talent profile editor***

Once you have logged into the site you will see your profile on the right of the screen. At the bottom left of you profile you will see a button called 'Edit my profile'. Click this to open the profile editor.



The profile editor will appear on the left hand side of the screen. Here you can fill in all of your details and upload your image. Remember that the more information you add to your profile the easier it will be for people to find you on the site.

A screenshot of the "Edit my profile" form. The form has a title "Edit my profile" at the top left. Below the title are several tabs: "About", "Education & Key Skills", "Testimonials", "Credits", "Links", and "General info". The "About" tab is selected. Under the "About" tab, there is a section titled "Short biography" with a large empty text box. Below the text box is a "Save Biography" button. Below that is a section titled "Upload/replace image" with an empty text box and a "Browse" button. Below the text box is a checkbox with the text "I certify that I have the right to distribute this picture and that it does not violate the [terms of service](#)." Below the checkbox is an "Upload" button.

### **About**

Enter your biography. Just type into the box and save when you are happy.

To upload an image click 'Browse' and find the image that you would like to use on your computer. Once you have found it tick the check box to show you agree to the terms of service and click 'Upload'.

## Education & Key Skills

The screenshot shows the 'Education & Key Skills' section of a profile editor. At the top, there are navigation tabs: 'About', 'Education & Key Skills' (selected), 'Testimonials', 'Credits', 'Links', and 'General info'. Below the tabs, there is a 'Skill Keywords' field with a 'Save' button and a help icon. A tooltip explains: 'Enter keywords separated by spaces for the skills you want to highlight, e.g. HDTV, etc.' Below this is the 'Education & Key Skills' section. It has a table with columns 'Details' and 'Year'. An 'Add' button with a plus icon is next to the table. The table contains three entries: 'Scene design' (2004), 'Flash animation' (2002), and 'Model making' (1999). Each entry has an edit icon (pencil) and a delete icon (X). A tooltip at the bottom says: 'Re-order entries by dragging and dropping in your preferred order'.

Details	Year
Scene design	2004
Flash animation	2002
Model making	1999

Skill keywords – use this field to make it easy for people to find you if they are searching for particular skills. For example you could list the types of animation you have experience in.

Education & Key Skills – fill in courses and professional skills here. You can drag and drop to reorder the items you have added to the list.

## Testimonials

The screenshot shows the 'Testimonials' section of a profile editor. At the top, there are navigation tabs: 'About', 'Education & Key Skills', 'Testimonials' (selected), 'Credits', 'Links', and 'General info'. Below the tabs, there is an 'Add' button with a plus icon. A modal window titled 'Add item...' is open, showing fields for 'Author', 'Organisation', 'Year', and 'Testimonial'. The 'Testimonial' field is a large text area. At the bottom of the modal are 'Save' and 'Cancel' buttons. A tooltip at the bottom left of the main page says: 'Re-order'.

Add testimonials by clicking the 'Add' button and filling in the fields in the box that appears.

## Credits

**Add Item...**

Roles

Re-Recording Mixer ✕

Video playback Department

Video Assist Operator

Camera Department

Director Of Photography

Cinematographer

Camera Operator

1st Camera Assistant (Focus Puller)

2nd Camera Assistant (Clapper Loader)

Grip

Assistant Grip

Click a profession on the right hand side to add it, then drag and drop items into your preferred order. To display an alternative profession, use the 'Role override' field.

Project name

Role override

Year

Description

Save Cancel

When adding credits you can select an appropriate role from the list displayed or, if your role is not listed use the 'Role override' field.

## Links

**Add** +

Personal

Project

**Add Item...**

Label

URL

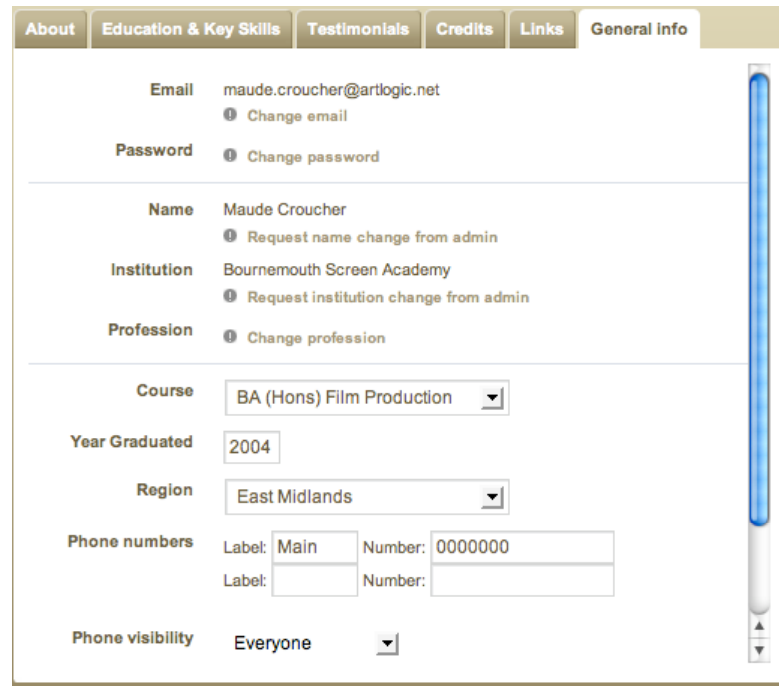
Personal

Project

Save Cancel

Add links to your website, sites showing your work and projects you have worked on.

## General info



The screenshot shows a user profile page with a navigation bar at the top containing tabs for 'About', 'Education & Key Skills', 'Testimonials', 'Credits', 'Links', and 'General info'. The 'General info' tab is active. The profile information is as follows:

<b>Email</b>	maude.croucher@artlogic.net	<a href="#">Change email</a>
<b>Password</b>		<a href="#">Change password</a>
<b>Name</b>	Maude Croucher	<a href="#">Request name change from admin</a>
<b>Institution</b>	Bournemouth Screen Academy	<a href="#">Request institution change from admin</a>
<b>Profession</b>		<a href="#">Change profession</a>
<b>Course</b>	BA (Hons) Film Production	
<b>Year Graduated</b>	2004	
<b>Region</b>	East Midlands	
<b>Phone numbers</b>	Label: Main	Number: 0000000
	Label:	Number:
<b>Phone visibility</b>	Everyone	

Change your personal details and privacy settings. You can also request a change of name or institution from the administrator if these details are incorrect for some reason. You cannot change these fields yourself.

### Making your profile live

In your profile on the right of the screen you will see a button called 'Make my profile live', click it when you are ready for your profile to be visible on the site:

[Make my profile live](#)