"MY.CDSGLOBAL" - TALENT LOGIN USER GUIDE

TABLE OF CONTENTS

INTRODUCTION

Welcome to TALENT LOGIN (also called "MyCdsGlobal") user guide.

It's a free, online application synchronized with your Agency booking and imaging system.

With your Agency permission, it allows you to:

- ✓ enter/edit your personal details (measurements, skills, social media, documents etc.)
- ✓ consult your personal booking chart (optionally: create an note/event in your Talent Calendar)
- ✓ upload/view your images

Access rights can vary according to agency requirements.

Application can be used on any computer/mobile device connected to Internet.

CONNECTION DETAILS

To access TALENT LOGIN please click on hyperlink below:

<div align="center">

my.cdsglobal.com

or

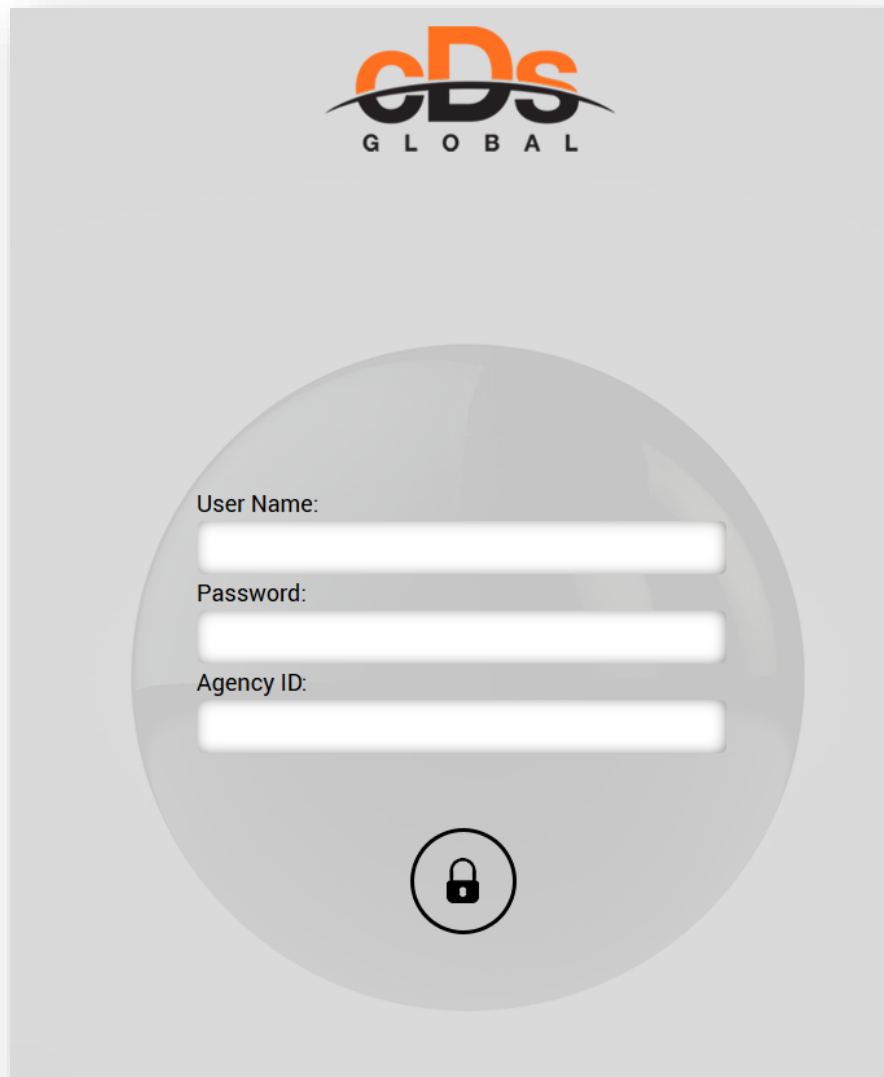https://my.cdsglobal.com/talentlogin.aspx

</div>

It is highly recommended to use Google Chrome as Internet browser.

Ask your booker/agency for your connection details.

In order to connect, you will need:

- ✓ your USERNAME (your email address),
- ✓ PASSWORD (created by agency)
- ✓ AGENCY ID (specific for your agency)

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1

User Name:

Password:

Agency ID:

The application will open on **CALENDAR** view as your default home page.

According to individual settings of your Agency and your account, you will be allowed to:

- ✓ see different types of Events that you participate in
- ✓ create some Events types i.e. OUT PERIOD or PRECISION

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2

PROFILE TAB

The inside view of the application can vary depending on access rights your Agency granted you individually – meaning you will only see those tabs your Agent allowed you access to.

Hereunder we will analyze the Talent account that is authorized to modify every element of his profile.

Once you fill in your details, click on the button SAVE

Profile picture appears if agency has selected one for your profile.

MEASUREMENTS & CHARACTERISTICS

You can update/fill in your measurements details selecting value from scroll down list.

To add any specific characteristic, click on button NEW in GENERAL QUESTIONNAIRE table then select value from the scroll down menu. Optionally, you can leave some notes/precision about chosen feature.

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3

If you scroll down the page, you have more fields to fill in.

VISA

If you have any VISA document granted, you can complete following table with its details.

In PLACE field put information which country this VISA authorize you to enter.

Please provide VISA Issue Date and Expiration Date as well.

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4

MOBILE

If there are other mobile phone numbers you are reachable at, you can leave those details in the table below. In that way you can complete your profile with your foreign mobile or your family members' mobile phone numbers (parents/partner etc).

Please respect phone number format as follows: + COUNTRY CODE XXXX

MOBILE		
New	Number	Description
Delete	212 206 7781	USA
		Update Cancel

SOCIAL MEDIA

For Social Media, it is advised to provide the link to your public (not private one) Social Network Account.

Select Social Media type from scroll down menu, paste the full URL address of your fan page, and click on UPDATE button.

For public/professional accounts; the number of followers and Last Updated Date will appear automatically

SOCIAL MEDIA				
New	Media	URL/Name	Number	Date Updated
Edit Delete	Facebook	https://www.facebook.com/kezia		22 May 2020
③ Update Cancel	Instagram ▼	https://www.instagram.cor	472	5/22/2020
	①	②		

EMAILS

You can add more email addresses and optionally mark them as **CC contact** (copy) if you want them to receive the same messages/notification that your agency send you from the booking system.

EMAILS			
New	Email	Default	Add To Cc
Edit Delete	katia.sherman@cds-official.com	☑	☐
Edit Delete	ny-support@cds-official.com	☐	☑

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5

SKILLS

In the following table, you can provide the list of your skills, talents, qualifications.

For every specialty selected from scroll down menu, evaluate your level of proficiency and click on the button UPDATE.

Optionally, you can leave a supplementary comment about your skills in NOTES.

CONTACTS

This table is dedicated to leave contact details of all people with whom your agency should get in touch in case of emergency.

ADDRESS

A table to fill in your address(es): domiciliation, accommodation in different cities when you travel, billing address if needed.

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6

BANKING

Fill in your Bank account details that you wish to be used by your agency to send your payment.
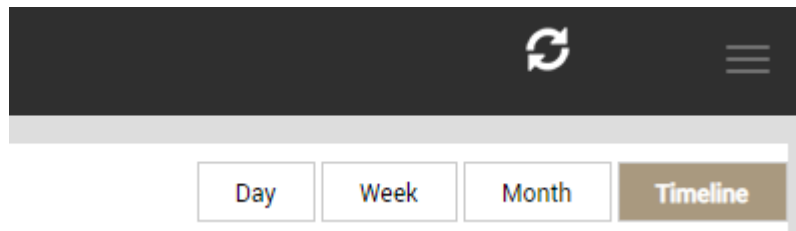

CALENDAR TAB

Calendar is your default home page.

It opens current week view that can be change at right hand side menu to daily or monthly schedule:


  Sign out button

      SYNCHRONIZATION icon- it states that your application is synchronized (linked directly) with your agency booking system. If you notice a yellow exclamation mark on it – it means that synchronization is blocked and your updates are not going through – in such case, please contact your agency so they get in touch with system Administrator.

On the left hand side of the CALENDAR tab, you can easily navigate through the chart using arrow buttons:

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7
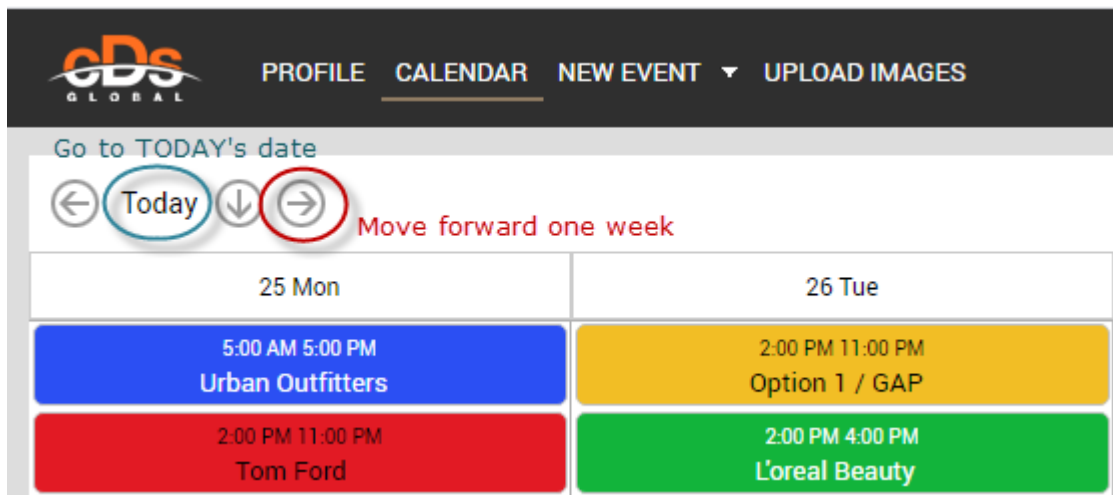
If you wish to create new entry in your Calendar to mark, in example, your absence, make a right click on the empty space in Calendar and select Event type, or go directly to NEW EVENT tab from main menu:

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8
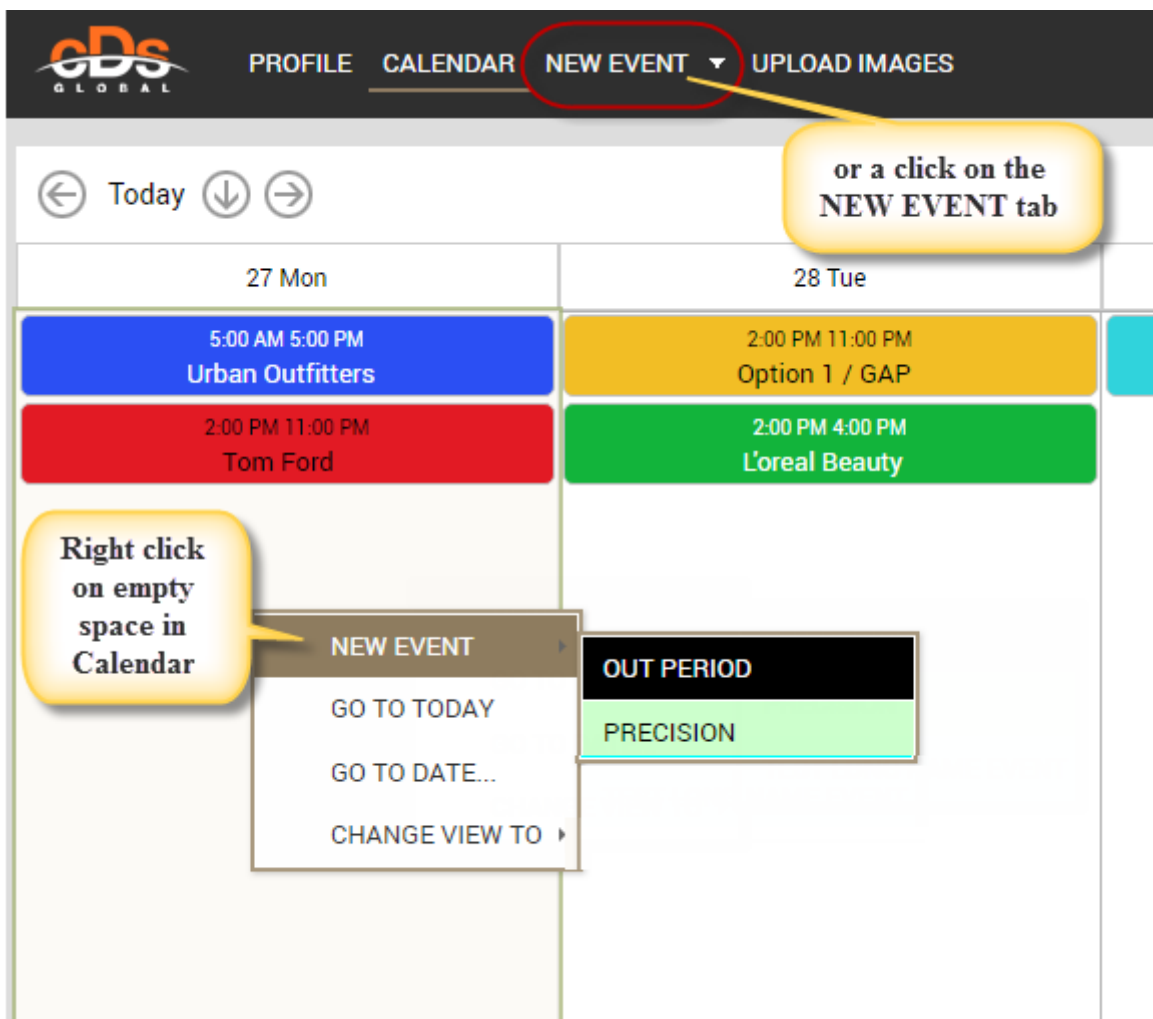
Then fill in requested information: date & time, possibly some notes (for more details check last chapter: NEW EVENT TAB).

As a result, in the calendar page you will see a rectangular box at selected date with a color corresponding to chosen event type:
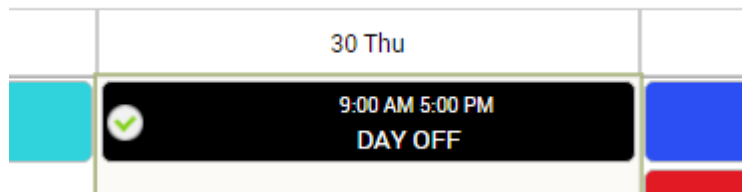
Every event type has its proper color code that can vary depending on Agency, however it will usually look as the planning below. Mouse over an event or do a left click on it to see more details in EVENT PREVIEW.
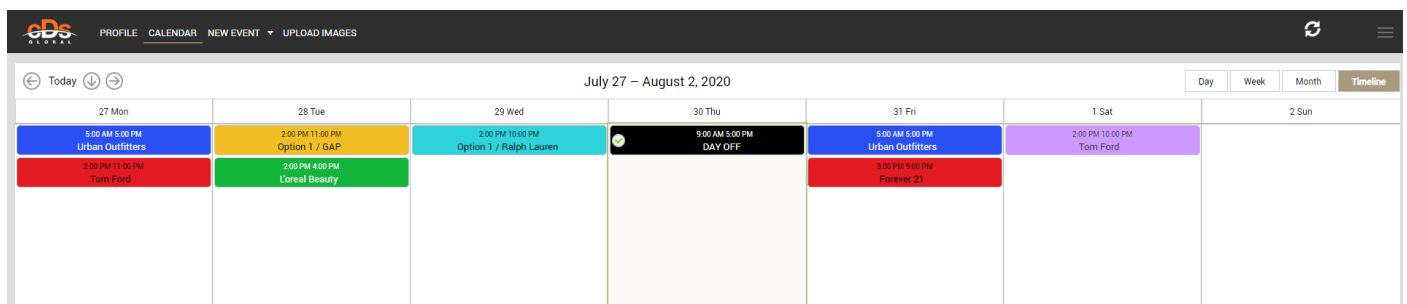
Every Event might have a STATUS mark in the left corner to reflect at what stage of contact with Talent about this Event the agency is. The possible options are following:

NOT TOLD   Talent has not yet been informed (by email/phone/SMS/or directly) about Event details

TOLD   Talent was informed about Event details

LEFT MESSAGE   Booker left a message to Talent

RE-NOTIFY   Second (or following) notification

ACCEPT   Talent accepted participation in that Event

DECLINE   Talent refused participation in that Event

When you right click on the rectangular shape box, you will be able to change the Event Status: ACCEPT or DECLINE your participation.

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9

Your booker will get an automatic email notification about your acceptance or refusal.

The event will change the status to ACCEPTED ✔ or DECLINED ✖ in your chart.

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10

UPLOAD IMAGES TAB

You can view the photos that your agency has already uploaded to your Profile and/or upload new pictures.

You may use the button BROWSE or drop down option to select photos and click on the button UPLOAD.

It is possible to upload more than one image at once. Make sure that you provide good quality pictures in jpeg format.

Once images uploaded, you cannot remove them from your database – only your agency can delete pictures.

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11
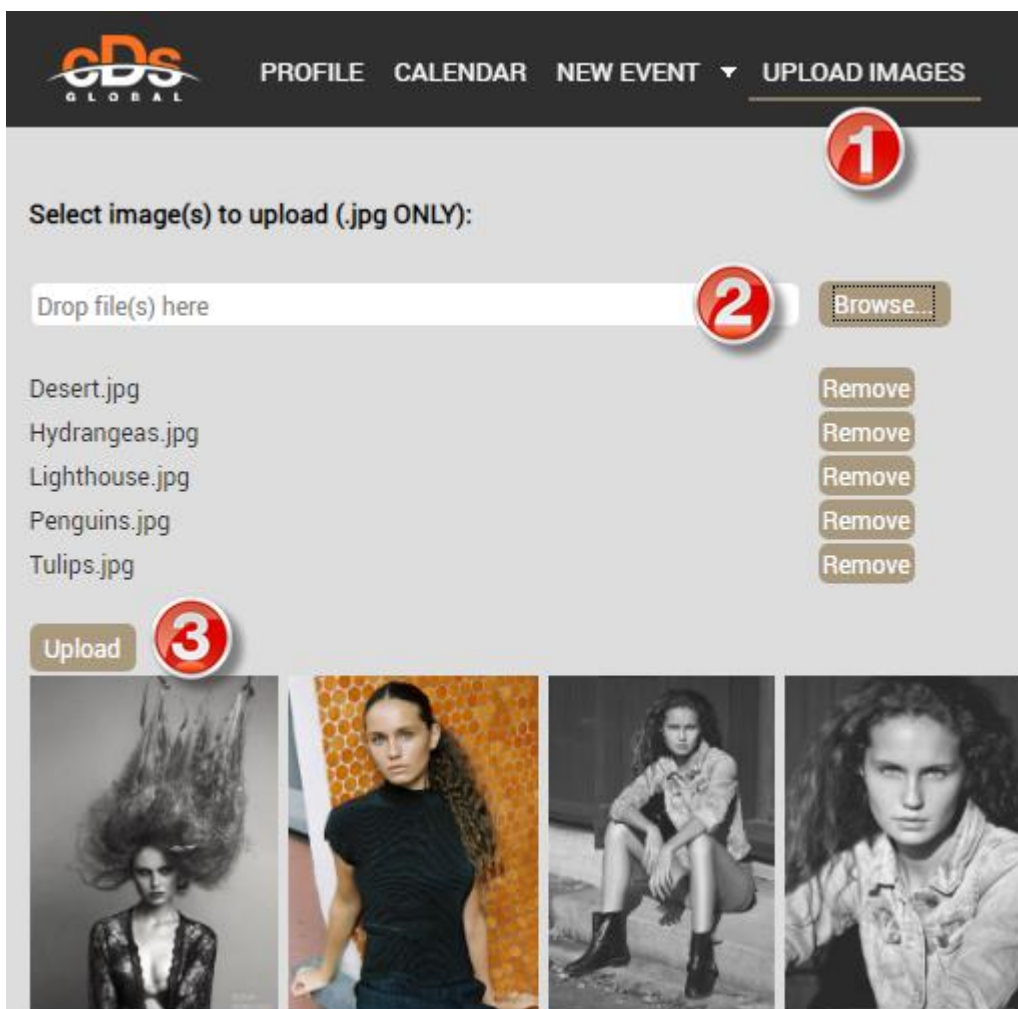
NEW EVENT TAB

If your account is granted the supplementary access rights you will be able to Create NEW EVENT in your Calendar using a quick menu: **NEW EVENT**
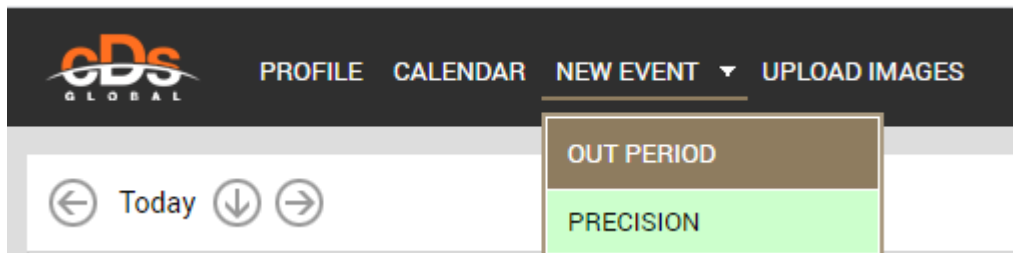
Click on chosen Event type, select the right date & time from the calendar, leave some comments in NOTES and press button SAVE.

Thank you for your attention.

We hope you will enjoy using TALENT LOGIN "My.cDsGlobal"!