

"MY.CDSGLOBAL" - TALENT LOGIN USER GUIDE

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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:

my.cdsglobal.com

or

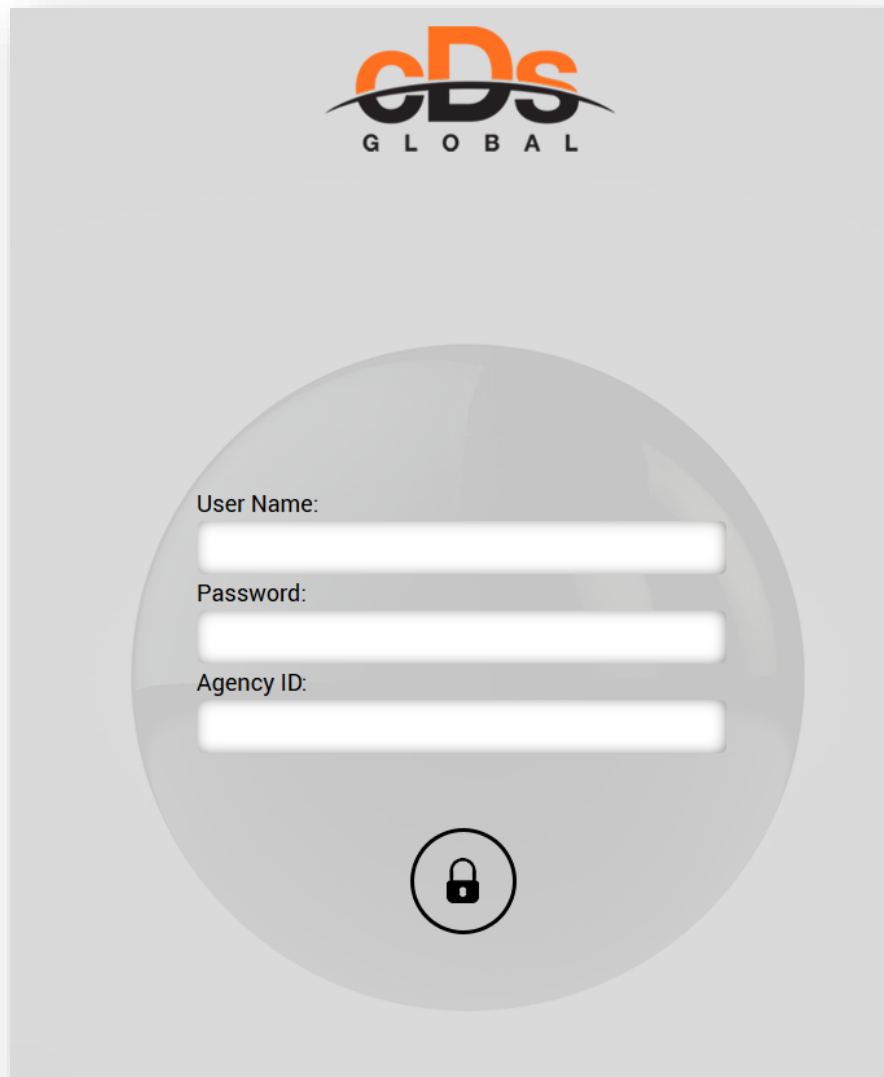
<https://my.cdsglobal.com/talentlogin.aspx>

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)



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

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.

SAVE ← Press SAVE after having filled in your details

First Name	TEST	Passport 1	USA
Last Name	TALENT	Issued On	Mar/10/2015
Legal First Name		Expires On	Mar/10/2025
Legal Middle Name		Passport 2	
Legal Last Name		Issued On	
Date Of Birth	May/01/1998 Age 22	Expires On	
Birth Place		Driver License	Cat. B
Nationality		State	USA, NY
Mobile	+33123456789	Expires On	
Phone			
Website			
Email	test@gmail.com		
Password	123		
SS number			
Tax #			
In Town	<input type="checkbox"/>		

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.

Measurements & Characteristics

Last measured date: Feb/17/2020

Height: 175 cm 69" or 5'9"

Bust: 90 cm 35.5"

Waist: 60 cm 23.5"

Hips: 90 cm 35.5"

Cup: B/C

Shoe: 38 EU 7 US 5 UK

Dress: 34 EU 4 US 6 UK

Eyes Color: Blue

Hair Color: Brown Venetian

Hair Length: Very Long

Hair Type: Thick

Ethnic: White

Head: 51 cm 20"

Collar:

Gloves: 19 cm 7.5"

Inseam: 76 cm 30"

Outseam:

Custom Shoe Size:

Weight:

ADD ALL AVAILABLE GENERAL QUESTIONNAIRE

New	Status	Notes
Tattoos	Yes	
Scars	No	
Ears Pierced	Yes	
Body Piercing	No	
Skin		
Lips	Yes	
Teeth		
Legs		
Contact Lenses	No	
Allergies	Yes	Peanuts
Eating Habits		
Lingerie	Yes	
Underwear	Yes	
Swimsuit	Yes	
Fur	Yes	
Shows		
Fashion Week	Yes	
Acting	Yes	

Update Cancel

ADD ALL AVAILABLE ADDITIONAL QUESTIONNAIRE

New	Status	Notes
Green Hair	Yes	

Update Cancel

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.

VISAS			
	Place	Start Date	End Date
Delete	UK	Feb/11/2020	Jun/22/2020
			Update Cancel

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	1 Instagram	2 https://www.instagram.com	472	5/22/2020

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Delete	ny-support@cds-official.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.

SKILLS CONTACTS ADDRESS BANKING

SKILLS			
New	Speciality	Level	Notes
Delete	Dance : Ballet	Expert	started practice at the age of 6, student at Ballet School
Delete	Dance : Ballet	Expert	Native
Delete	Dance : Ballroom	Expert	
Delete	Dance : Disco	Expert	
Delete	Dance : Hip Hop	Expert	
Delete	Dance : Latino	Beginner	
Delete	Dance : Modern	Beginner	
Delete	Dance : Tap	Beginner	
Delete	Sports : Gymnastic Artistic	Intermediate	

Update Cancel

CONTACTS

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

SKILLS CONTACTS ADDRESS BANKING

CONTACTS					
New	Name	Relationship	Email	Phone	Mobile
Delete	Jerome Marechaux	Father	jerone-marechaux@cds-official.com	212 2067781	917 608 4012
Delete	Joanna Pach	Agent	joanna.pach@cds-official.com	917 6084012	

Update Cancel

ADDRESS

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

SKILLS CONTACTS ADDRESS BANKING

ADDRESSES													
New	Name	Address1	Address2	Address3	City	State	Zip	Country	Phone	Mobile	Contact	Billing Address	Main Address
Delete	MILAN	Via de la Rena			Milan		20149	ITALY				<input type="checkbox"/>	<input type="checkbox"/>
Delete	NEW YORK	15 Park Avenue			New York		10016	USA				<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete	PARIS	54 rue du Bac			Paris		75003	France				<input checked="" type="checkbox"/>	<input type="checkbox"/>

Update Cancel

BANKING

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

SKILLS CONTACTS ADDRESS **BANKING**

BANK ACCOUNTS

New	Description	Contact	Account Name	Account #	Routing #	SWIFT_ABA
1	CHASE BANK ACCOUNT	Mr Robert Smith	KEZIAH MARECHAUX	0630 7378 2000	021000021	

Description: CHASE BANK ACCOUNT

Address1: 386 Park Avenue South

Address2:

Address3:

City: New York

State: ny

Zip: 10010

Country: USA

Contact: Mr Robert Smith

Phone: 212 206 7781

Fax:

Account Name: KEZIAH MARECHAUX

Account #: 0630 7378 1234 **2**

Routing #: 021021021

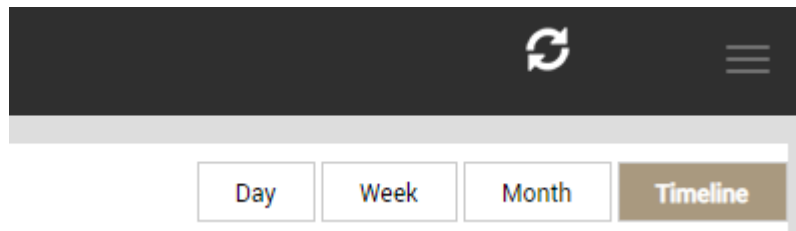
SWIFT_ABA:

3 Update Cancel

CALENDAR TAB

Calendar is your default home page.

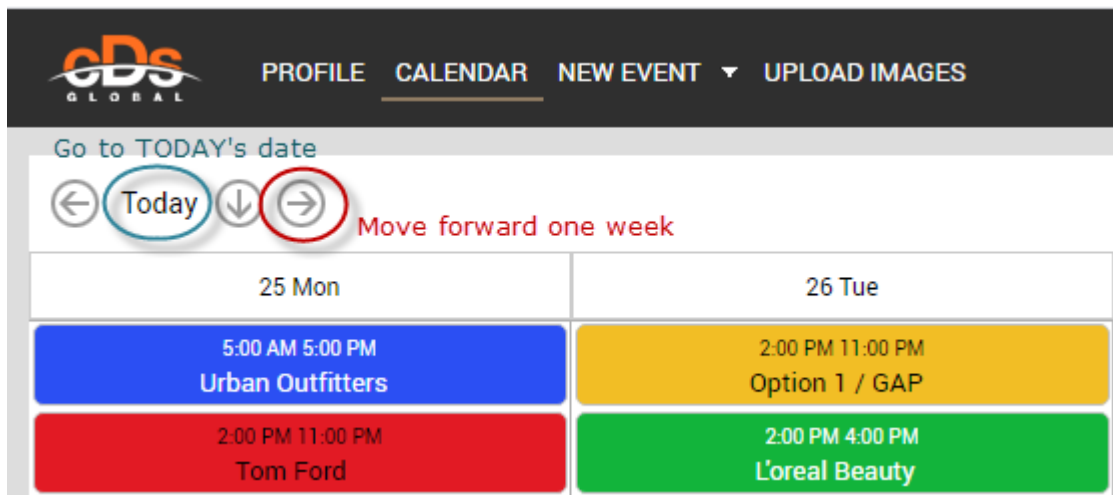
It opens current week view that can be change at right hand side menu to daily or monthly schedule:



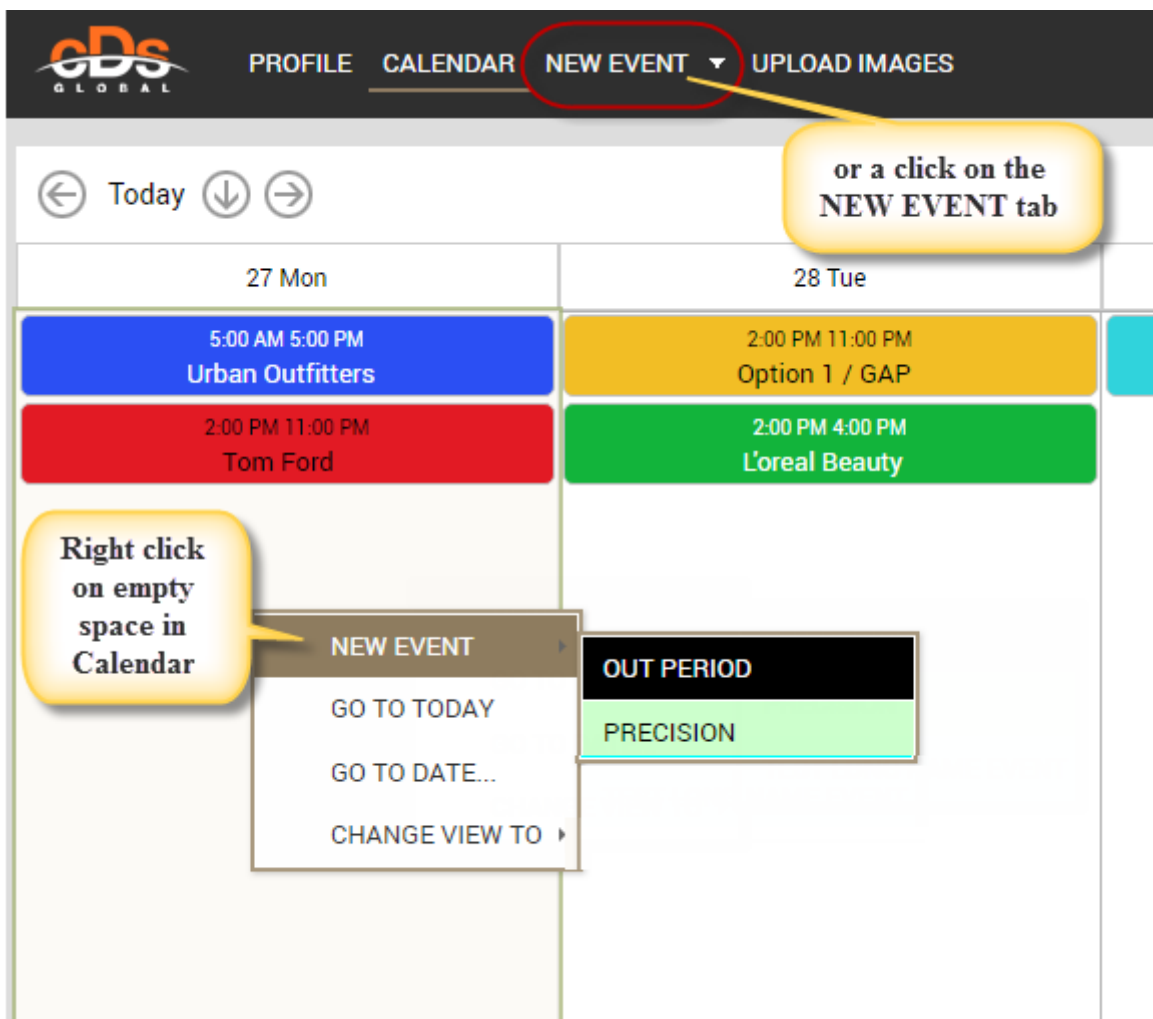
Sign out button

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:

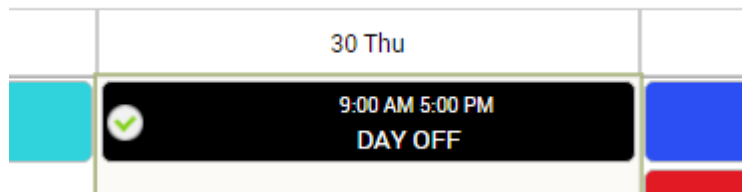


If you wish to create new entry in your Calendar to mark, in example, your absence, make a right click on the empty space in Calendar and select Event type, or go directly to NEW EVENT tab from main menu:

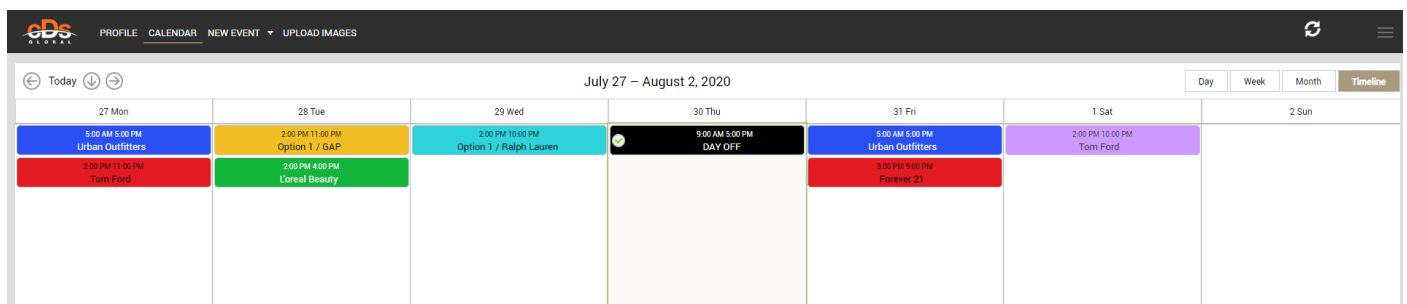


Then fill in requested information: date & time, possibly some notes (for more details check last chapter: NEW EVENT TAB).

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.

CALENDAR **NEW EVENT** **EVENT PREVIEW**

Title: OPTION Option 1
Booker: Katia Sherman
From: Jul/28/2020 2:00 PM **To:** Jul/28/2020 11:00 PM
Client: GAP
Product: GAP FALL 2020
Location: GAP
55 Thomas Street
New York NY 10023

Talent Notes

Created by Katia Sherman on Apr/24/2020 2:54 PM

Change Status

- ✓ ACCEPT
- ✗ DECLINE

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.

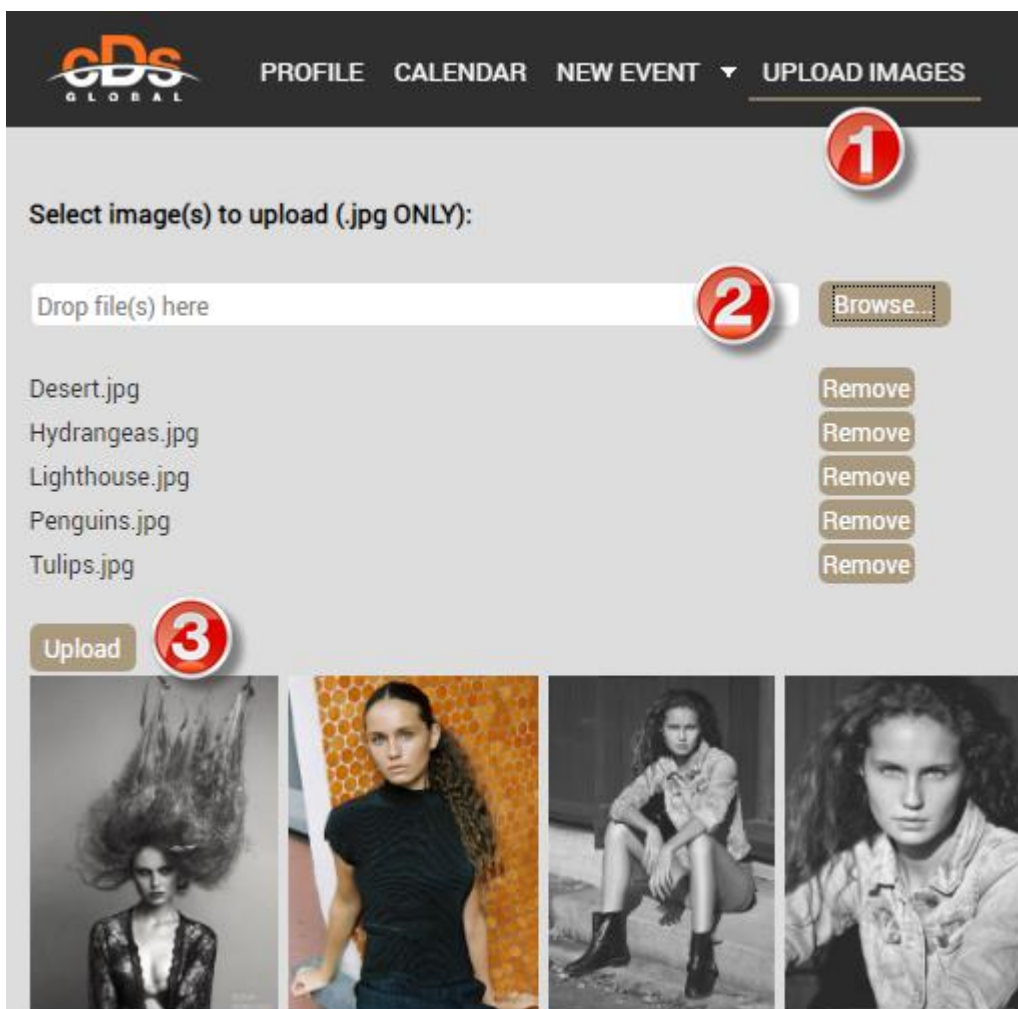
UPLOAD IMAGES TAB

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.

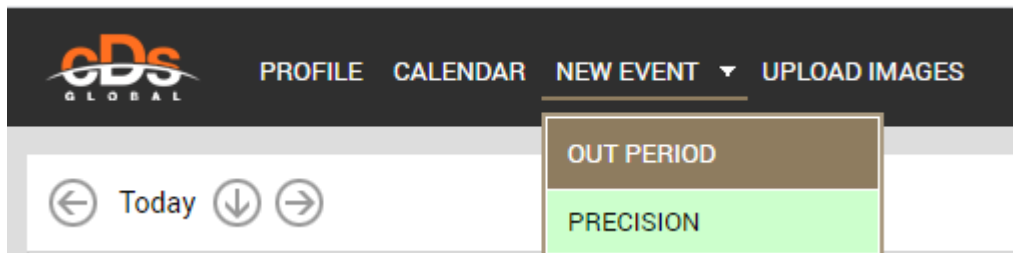
It is possible to upload more than one image at once. Make sure that you provide good quality pictures in jpeg format.

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



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"!