

Online Calendar

Your profile is posted on a site called Agencyclick. It is an online database of background performers. Casting directors and extras agents use this system to search for and book extras. Once you sign in to AgencyClick you will get directed to your profile so you can fill out your online calendar.

You log on to www.agencyclick.com by using your email address as your username and then entering your password. Typically this password is the one you entered when you created your profile by self registering. If we created your profile then you would receive an email with your password. Either way you will receive an email with your password. You then fill out your availability on your own calendar.

It is really important to keep your calendar filled out and current on a weekly basis! This is the best way to get work.

The site works as follows:

The casting directors post casting requests to the agents on Agency Click which include details such as; the name of the show, the scene and what type of performer they are looking for in each scene.

For example; Interior police station with 20x uniformed police/10 detectives/ 10 clerical staff/10 perpetrators/10 public/5 lawyers.

We spend a good portion of our day submitting people to these casting requests in order to get you work. Examples of this might include; hospital, nightclubs, weddings, college campus, classroom and prisons.

If your calendar shows green for that particular day then we would put you in that request. If your calendar shows black we would not suggest you as this means that you are not available.

Performers who update their calendar regularly come up first when we are searching for people who are appropriate for the various scenes. You will also come first when the casting directors do their own search. This is very important because the search might bring up 200 people or more and your profile shows up near the beginning. Often the casting directors do not continue to search once they have “clicked” on the 20-50 people they might need for the scene. If your calendar shows green for that particular day then we would expect that you are available for work. If the calendar shows black we usually would not suggest you as this means that you are not available.

Once the casting director clicks on your profile we receive an e-mail indicating that you have been selected for a scene. We will then e-mail and/or call you to check your availability. Once you have confirmed your availability we move you over as “confirmed available”. We need to speak to you directly to book you even if your calendar is green. At this point we let you know if this is an availability check or a confirmed booking.

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> Casting directors prefer to book people that keep their calendars current as this shows you are available and want to work. We also prefer to submit people who are available or green on your calendar. If we submit you and your calendar is not current and you are selected for a scene it is frustrating for everyone if you are not available. We then have to remove you from the casting request. Casting directors also do searches of their own looking for people who are marked green on their calendar and often that is how they book. We realize that bookings aren't always frequent but it is important to take a few minutes weekly to update your calendar. This will increase your bookings. Agencyclick sends you a reminder email when your calendar is due to be filled out. However, we are often booking a week or 2 in advance so it is best not to wait for the reminder.

The calendar colors represent different availability.

1. Green means completely available and the casting director can confidently "click" on you and know you are available for the scene. We will then email/call you to book you.
2. Black means not available.
3. Leave as is if you do not know your availability for a particular day. This means that you are possibly available but may need to change a shift, confirm you haven't taken other work etc. You would then call us back to confirm if you are able to work or not. We may not always be able to submit you for work if you are not green.

Agencyclick is free to the performer. Hollywood North Extras pays the monthly fees. If you are signing on to Agency Click for the first time it will offer you a 30 day free trial for the Advantage Membership. When you are an advantage member your profile will come up first in searches before non Advantage members. If after 30 days you decide you would like to continue you would have to pay the approx \$6.00 a month for the upgrade.

Some of you are new clients that we have not yet booked or you may be an existing client we have not spoken to in a while. If you are no longer available at least one day during the week Monday to Friday or you are no longer interested please let us know by email to info@hollywoodnorthextras.com and we will remove you from our roster or make your profile inactive until further notice. Please note that very few productions shoot on weekends. Please feel free to send us an email from time to time to keep us informed on your general availability or if you are going to be away for an extended period of time.

We look forward to hearing from you and seeing you at the top of the list when a search is made!