

# DIRECTORY adg Y

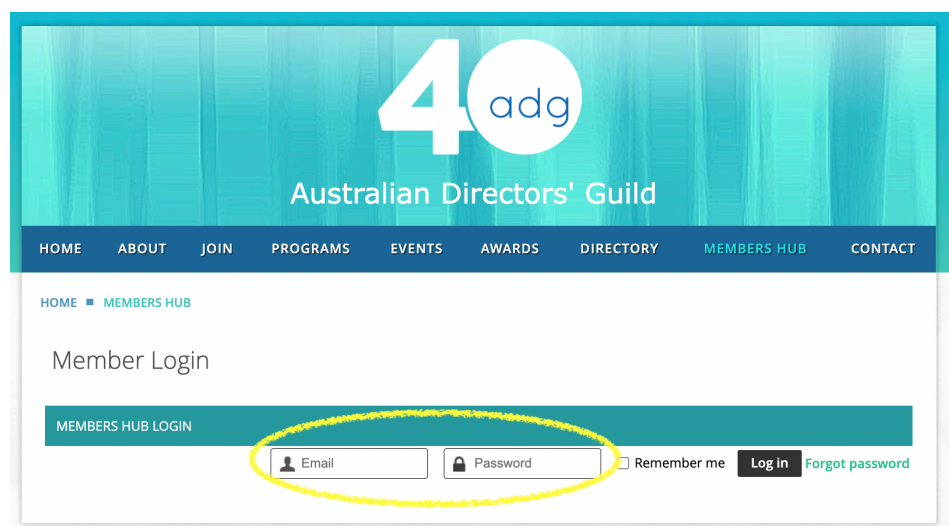
## Step by step instructions for ADG Members

Before you start, please make sure that you are a current ADG member. To ensure that you are easy to find in the searchable directory you will need to update your profile and privacy details. Please follow these 8 steps:

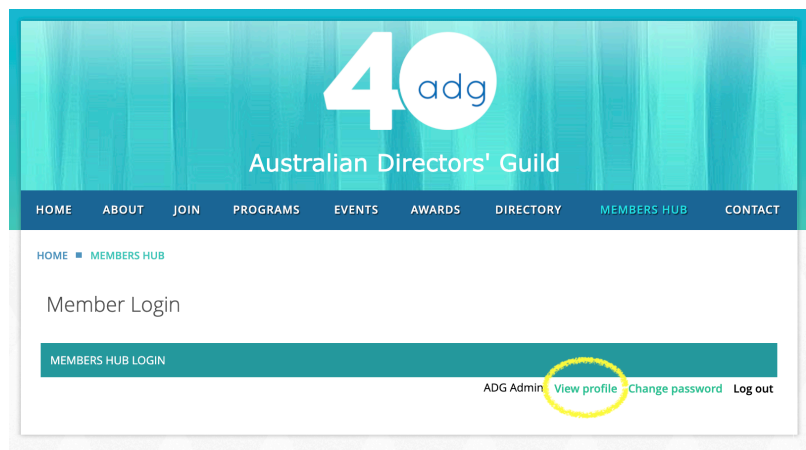
**STEP 1:** Go to the **'Members Hub'** page on the ADG website: <https://adg.org.au>



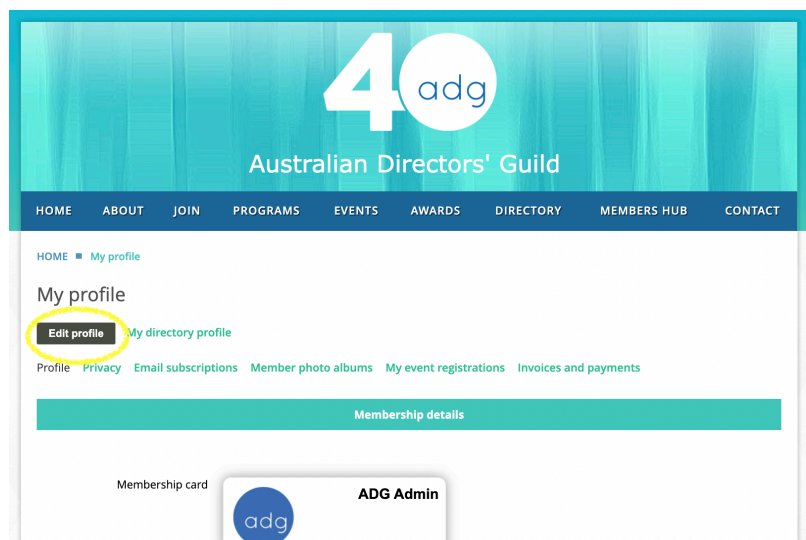
**STEP 2: Login** with your email and password.



**STEP 3:** Click '**View Profile**'.



**STEP 4:** Click on '**Edit Profile**'



**STEP 5:** Fill out as many sections as you can in your profile. Including photo & bio. **Please make sure your photo dimensions are 110 x 110.** Don't forget to click 'Save' after you have filled out your information.

A screenshot of the ADG website showing the 'My profile' form. The user 'ADG Admin' is logged in. The 'My profile' section has a sub-header 'My profile' and a list of links: 'Save', 'Cancel', 'Profile' (circled in yellow), 'Privacy', and 'Email subscriptions'. The form contains the following fields: 'ADG Membership Number' (58096550), 'First name' (ADG), 'Last name' (Admin), 'Email' (admin@adg.org.au), 'Old ID', 'Salutation' (Example: Mr, Ms, Dr, Prof etc), 'Pronouns' (Preferred pronouns (example: He/Him, She/Her, They/Them, Xe/Xem etc)), and 'Photo' (circled in yellow). The 'Photo' field has a 'Remove / change' link.

**STEP 6:** Next click on '**Privacy**' and then click '**Edit Profile**'.

**STEP 7:** Make sure that the '**Show Profile to others**' box is checked.

**STEP 8:** You will notice that most of your details are set to 'No Access' (private) by default. Please select the radio buttons under the column '**Anybody**' for details you would like to make public and searchable in the directory.

Please ensure that your phone number, email, address, ADG membership number, ADG membership level and any other information you do not want to share publicly, remain private 'No access'. This screenshot is a good reference for what information to make public.

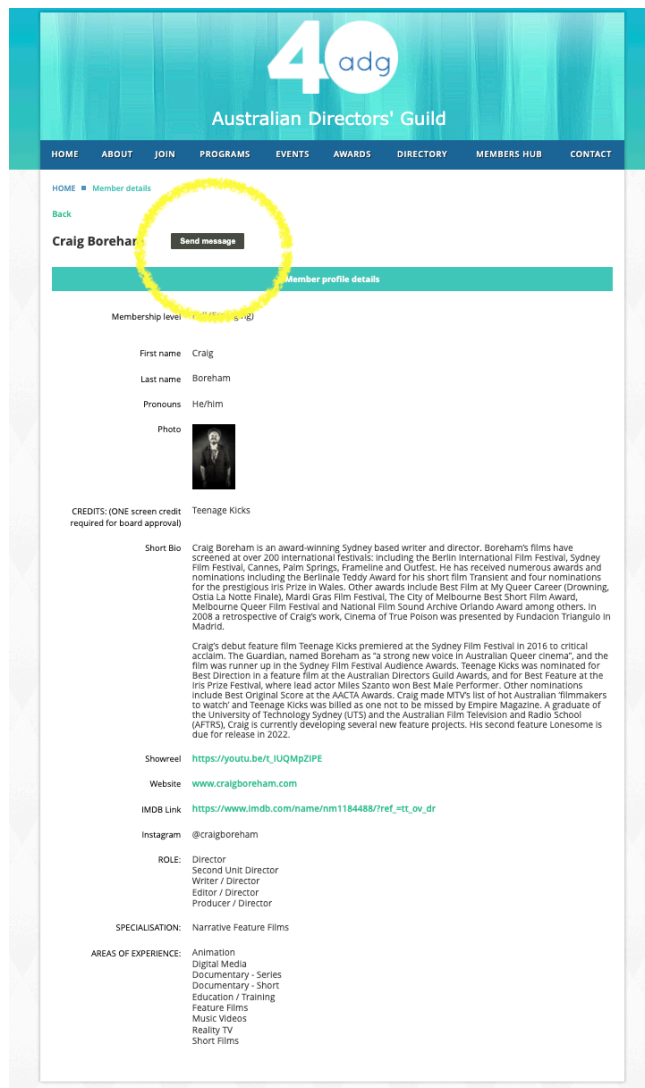
Make sure that the 'Send message form' is set to 'Anybody' if you would like people to be able to email you via your ADG profile page.

Then click '**Save**'.

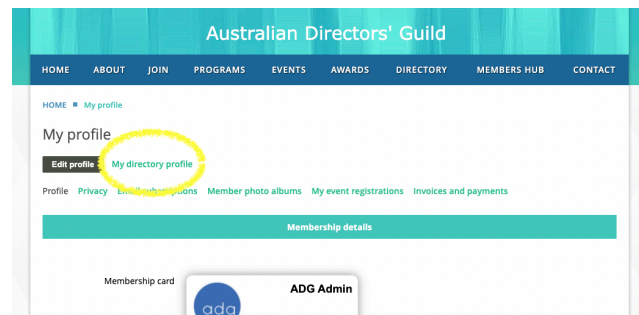
Congratulations - you have completed the process to join The Directory!

	Anybody	Members	No access
Member photo albums	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Send message form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Membership level	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ADG Membership Number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Last name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Old ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Salutation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Pronouns	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photo	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Company	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Agent	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Suburb	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Postcode	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
STATE (example: NSW, VIC, QLD, TAS, ACT, NT, SA, WA)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Country	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Work Phone	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Home Phone	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Mobile Phone	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
CV: current CV required for board approval	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
CREDITS: (TWO screen credits required for board approval)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
SCREEN-TIME: You confirm that you have at least 20 mins screen-time credited as director	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
REFeree: Please provide contact details of one referee who is a screen industry practitioner	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Short Bio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Show reel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Website	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
IMDB Link	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
LinkedIn	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instagram	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ASDACS Member	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ROLE:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SPECIALISATION:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
AREAS OF EXPERIENCE:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
GENRE:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CULTURAL BACKGROUND:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
LANGUAGE SKILLS:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
LOCATION:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
EXPERIENCE LEVEL:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATTACHMENT:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
MORE DETAILS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ADG Privacy rules and terms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

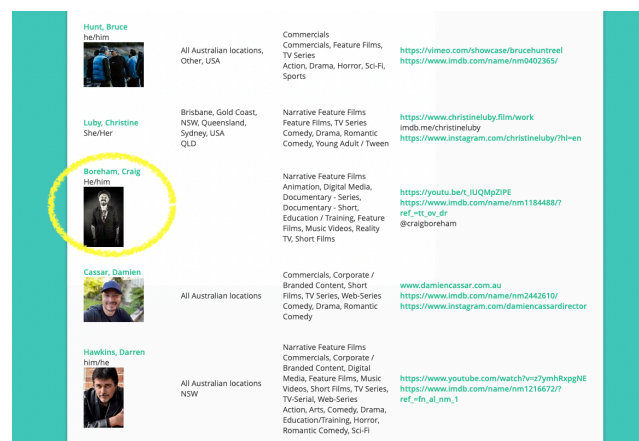
You can check how your profile will appear to the public by clicking 'My directory profile'.



This is how your profile will appear in the directory. People will be able to click your name and access your profile. Only the information set to 'Anybody' by you will be visible to the public.



People will be able to send you messages via the '**Send Message**' button on your public profile.



If you have any questions or suggestions please email Ana Tiwary at [ana.tiwary@adg.org.au](mailto:ana.tiwary@adg.org.au).

Please note that Ana works with the ADG only 2 days a week (Tues/Thurs).