**Artist & Writer Onboarding Guide**

**WELCOME ABOARD!**

We’re excited to have you as part of the Sailfin creative team. Whether you’re illustrating epic fantasy arcs or scripting romantic comedy shorts, this document outlines what you need to know to get started smoothly.

**IMPORTANT** - *New writers have already gone through the application and revision process at this point; the steps and contents reflected in this document should ONLY be used for hired applicants*

**MISSION & CREATIVE VISION**

Our Vision here at Sailfin Manga is that manga should not be confined to one area, but rather that manga and comics should transcend the ocean and bridge/connect people.

Everyone should be free to read what they want. More importantly, as artists, you don't need to be hired by a big corporation to publish works and share your vision.

*We want everyone to be free to express themselves while making sure that different viewpoints and cultures are respected.*

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**1. GETTING STARTED**

* **Email & Logins**: You’ll receive an onboarding/welcoming email with
  + A meeting will be scheduled to walk you through login, submission, and using the site (DO NOT LOG IN UNTIL PROMPTED)
* **Assigned Editor**: You’ll be paired with one of our trusted editors for creative feedback and deadline support.
* **Equipment**: Each writer will be given a 2-in-1 laptop, mouse, smart pen, document scanner (opt out if digital but can request via portal), noise-cancelling headset, and a company backpack
  + In addition, all writers will be given access to the following platforms: MS365, MS Project, Teams, Figma, Oracle, Palo Alto, Zscaler

**2. WRITER ONBOARDING**

An Onboarding meeting will be scheduled via Zoom or Teams to walk through the following.

* **Login:** You will walk through logging into the site for the first time, setting up a new password, filling out your profile (Headshot, Bio), and setting up payment information
* **Using Site:** As an artist, you will have a special version of the site reserved for artists and admins, we will walk through using the site and seeing information such as pay slips and benefits’
* **Upload:** We will walk through how you will upload the first volume of your story.
  + As mentioned in the welcome email, we will be uploading your first volume, which has already been created and approved during the screening/interview process.