

WELCOME TO YOUR MEMBER DASHBOARD

The Member Dashboard serves several key purposes, providing Members with a centralized and intuitive interface designed to enhance your user experience and offers a suite of features to enhance your job search:

- ★ **Centralized Information Display:** Quickly access all your important information without navigating through multiple pages.
- ★ **Real-Time Data Monitoring:** Stay updated with real-time or near-real-time updates on your status and key tasks.
- ★ **Improved Efficiency:** Streamline your job search with quick access to frequently used tools and features.
- ★ **Performance Tracking:** Track your progress towards goals, monitor your job search status, and update your availability dates easily.
- ★ **Alert & Notification Management:** Receive alerts and notifications about actions that require your attention.
- ★ **Integration of Multiple Data Sources:** Get an efficient overview with data pulled from various sources within the OTTA system.
- ★ **Accessibility to OTTA's Calendars, Forms & Essentials:** Enjoy enhanced collaboration with a shared forms & templates and other useful information.

Explore your OTTA dashboard and make the most of its powerful features!

This is an example of a NEW MEMBER Dashboard:

The screenshot displays the member dashboard for Jane Smith. The top navigation bar includes links for Home, Members, Employers, Credits, Visions and Values, About Us, and Sign Out. The left sidebar contains a menu with options: Dashboard, Account, Edit Resume, Hiring Confirmations/Job History, OTTA Calendar, Forms, Essentials, Training Information, Union and Guild Contracts, and User's Manual and Videos. The main content area features a notification banner stating 'You're not done' with buttons for 'Change Availability' and 'Confirm Availability'. Below this, the user's name 'Jane Smith' is displayed along with her role 'Production Accountant (HOD)' and a 'Silver' status badge. The 'RESUME ACTIVITY' section shows 'None', and the 'CURRENT STATUS' is 'Available For Work', with buttons for 'Change Availability' and 'Confirm Availability'. A message states 'No upcoming periods of unavailability'. At the bottom, there is a calendar for June 2024, showing dates from 26 to 08.

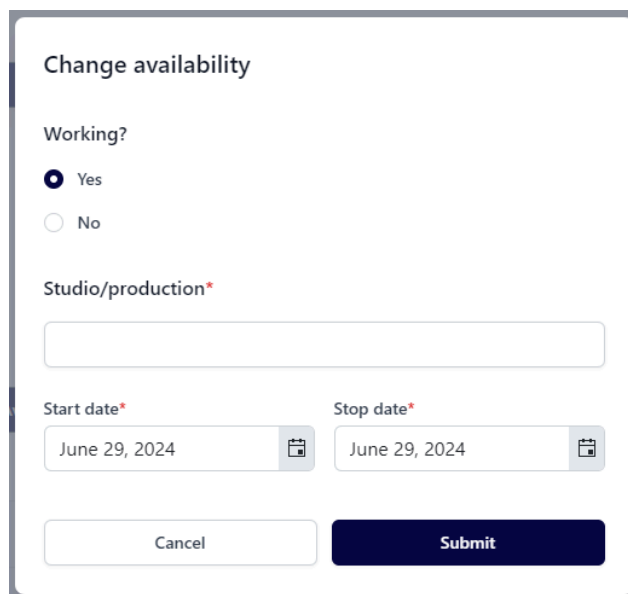
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Managing Your Availability

Key Points to Remember:

1. **Complete Your Resume of Qualification**
 - Once completed, the pink banner and the “You’re Not Done” message regarding your AVAILABILITY will disappear.
2. **Set Your Availability**
 - Confirm if you are immediately available for work or, if currently employed, click on “Change Availability” to provide:
 - Production Company Name
 - Show Name
 - Start Date
 - Anticipated Stop Date
3. **Actively Manage Your Dates**
 - Managing your availability dates is crucial for getting the most out of OTTA’s automated system.
 - OTTA will automatically forward resumes to employers SIX WEEKS before your anticipated stop date if you match their specifications.
4. **Finding Your Stop Date**
 - If not provided, refer to the budget for the number of weeks allocated for your position, or ask your department head.
5. **Resume Matching**
 - Your resume will be included in batches sent to employers only if their job request start date is on or after your anticipated stop date.
6. **Stay Updated**
 - A week before your anticipated stop date, you will receive an email reminder to confirm your dates.
 - If your stop date changes, revisit your dashboard, click ‘Change Availability,’ and update your information.

Remember: Keeping your availability up to date is key to connecting with the best job opportunities and ensuring the system works efficiently for you.



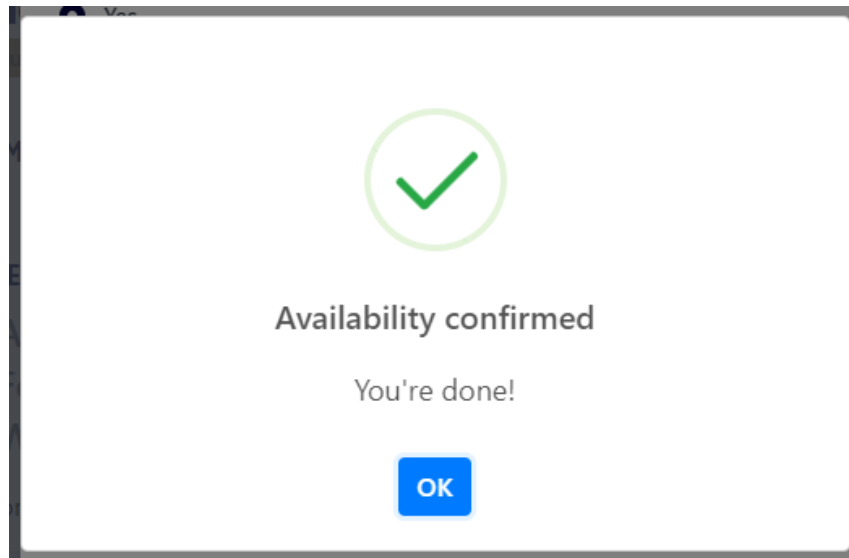
The screenshot shows a web form titled "Change availability". It contains the following elements:

- A "Working?" section with two radio buttons: "Yes" (which is selected) and "No".
- A "Studio/production*" label followed by a text input field.
- A "Start date*" label followed by a date input field showing "June 29, 2024" and a calendar icon.
- A "Stop date*" label followed by a date input field showing "June 29, 2024" and a calendar icon.
- At the bottom, there are two buttons: "Cancel" and "Submit".

Below the form, the days of the week "tuesday" and "wednesday" are partially visible.

Updating Your Current Status

Once you have entered your availability information into the CURRENT STATUS section, you will receive a confirmation message. Simply click OK to proceed!



Example of Member Dashboard

Below is an example of the Member Dashboard after clicking on '**CHANGE AVAILABILITY**' and providing the requested details in the provided box:

Jane Smith
Production Accountant (HOD) Silver

RESUME ACTIVITY
None

NO DISPUTED HIRING CONFIRMATIONS

CURRENT STATUS:

Not Available For Work

You're scheduled to be available again on 7/27/2024

Change Availability

Confirm Availability

No upcoming periods of unavailability

Today ◀ ▶ 📅 July 2024

Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	01	02	03	04	05	06
◀ Sony Television Pictures/River Jordan High ▶						
07	08	09	10	11	12	13
◀ Sony Television Pictures/River Jordan High ▶						
14	15	16	17	18	19	20
◀ Sony Television Pictures/River Jordan High ▶						

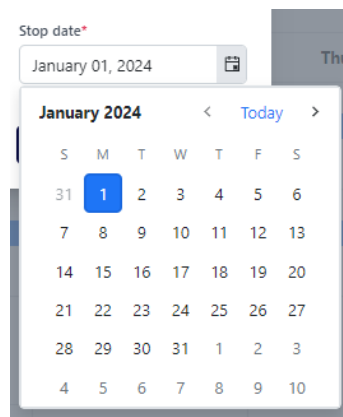
Managing Your Calendar

Once your dates are entered into the system, the calendar will mark those days and label them with the show information. If you need to revise the dates:

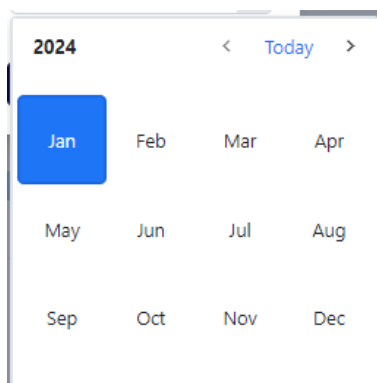
1. Hover over the white arrow in the blue line.
2. An "X" will appear. Click the white "X" at the end of the blue line.
3. This will clear your calendar and delete the dates in the "Change Availability" box.
4. Re-enter your start date along with the new stop date.

Note: The system clearly informs you of your next availability date based on the information provided, serving as a helpful reminder to update your availability dates!

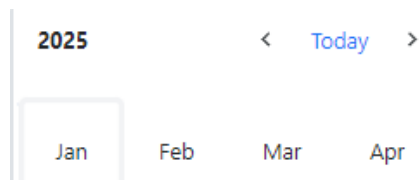
The demonstration above shows a short time frame. Below are detailed instructions on how to manage the calendar day, month, year on your dashboard calendar.



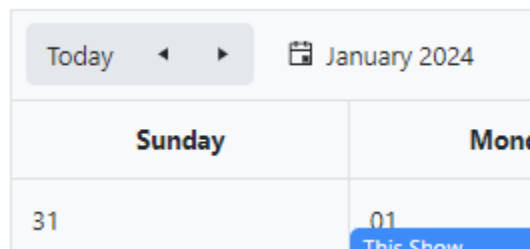
Then click on the month in the pop-out window to select a different month



If you click the arrow on the side of Today, you can advance, or decrease the year.



Clicking the arrows on the main calendar will advance or decrease the month displayed.



Managing Overlapping Dates

You can have overlapping dates if you are busy wrapping up one show and have begun to prep another. Please note:

- The system will use the day after your end date entered in the “Change Availability” area of your dashboard.

CURRENT STATUS:

✔ Available For Work

Change Availability

Upcoming non-available dates:

1/10-1/24: Wrap

Today ◀ ▶ 📅 January 2024 Month						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01	02	03	04	05	06
07	08	09	10 Wrap	11	12	13
14 ◀ Wrap	15	16	17	18	19	20
21 ◀ Wrap	22	23	24	25	26	27

DASHBOARD CONTENTS:

Jane Smith
Production Accountant (HOD) Silver

RESUME ACTIVITY
None

NO DISPUTED HIRING CONFIRMATIONS

CURRENT STATUS:
Not Available For Work

You're scheduled to be available again on 7/27/2024

[Change Availability](#) [Confirm Availability](#)

No upcoming periods of unavailability

Today July 2024 Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	01	02	03	04	05	06
Sony Television Pictures/River Jordan High						
07	08	09	10	11	12	13
Sony Television Pictures/River Jordan High						
14	15	16	17	18	19	20
Sony Television Pictures/River Jordan High						

The Member Dashboard information comes from the information you've entered at Registration and in the Resume of Qualifications:

- ★ Member's name
- ★ Member's roles - this will include all of the roles listed in your credits
- ★ Experience Level:
 - Silver (1-4 shows in the most recent role)
 - Gold (5-9 shows in the most recent role)
 - Platinum (10 roles or more in the most recent role)

This is also included at the top of OTTA resumes. Employers receive the OTTA Resume which includes the member's last 5 shows. OTTA's system uses the member's FULL RESUME to determine the total number of shows in their most recent role and assigns the Experience Level accordingly.

Employers can view your full resume via your IMDB link or request full resumes from OTTA Admin.

OTTA MEMBER DASHBOARD: Alerts & Notifications

- ★ **Resume Activity:** OTTA's system provides the job search transparency you've always wanted! Below is an example of a member dashboard after their resume has been included in the results of a few job requests. When your resume is included in batches sent to employers, you will see the following:

- Date
- Employer
- Show Name
- Position
- Rate Range

Jane Jones
Production Accountant (HOD), Production Controller (HOD) **Platinum**

RESUME ACTIVITY

Date	Employer	Show Name	Position	Rate Range
7/1/2024	3 Arts Entertainment	Cool Show	Production Accountant (HOD)	\$4,000.00-\$6,800.00

Recruiting Delegate

June 2
3 Arts Entertainment

UNAPPROVED HIRING CONFIRMATIONS
Cool Show - Production Accountant (HOD)
3 Arts Entertainment

NO DISPUTED HIRING CONFIRMATIONS

CURRENT STATUS:
⚠ Not Available For Work [Change Availability](#)

You're scheduled to be available again on 7/7/2024

No upcoming periods of unavailability

Today ◀ ▶ 📅 July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	01	02	03	04	05	06
◀ June 2						

Hiring Confirmations

Employers issue a Hiring Confirmation from their OTTA Employer Dashboard, confirming which member was hired and the specific deal points as negotiated. Members will see “Unapproved Hiring Confirmations” in their Dashboard.

- **Show Name** Hyperlink: The **Show Name** is a hyperlink to the Hiring Confirmation. Click on it to view the Hiring Confirmation.
- **Review Deal Points:** Members should review all the negotiated deal points.
 - If the information is incorrect, click the **'Inaccurate'** button. This will send a notification of dispute to OTTA Admin, who will review it and notify the Employer to resolve the issue with the member.
 - If the information is correct, click the **'Accurate'** button to finalize the deal.

The Hiring Confirmation will be revised if necessary and returned to the member for another review. Once the deal points are confirmed as accurate, the deal is in place.

Jane Jones
Production Accountant (HOD), Production Controller (HOD) **Platinum**

RESUME ACTIVITY

Date	Employer	Show Name	Position	Rate Range
7/1/2024	3 Arts Entertainment	Cool Show	Production Accountant (HOD)	\$4,000.00-\$6,800.00

Recruiting Delegate

June 2
3 Arts Entertainment

UNAPPROVED HIRING CONFIRMATIONS
Cool Show - Production Accountant (HOD)
3 Arts Entertainment

NO DISPUTED HIRING CONFIRMATIONS

Current Status:
 Not Available For Work [Change Availability](#)
You're scheduled to be available again on 7/7/2024

No upcoming periods of unavailability

Today July 2024

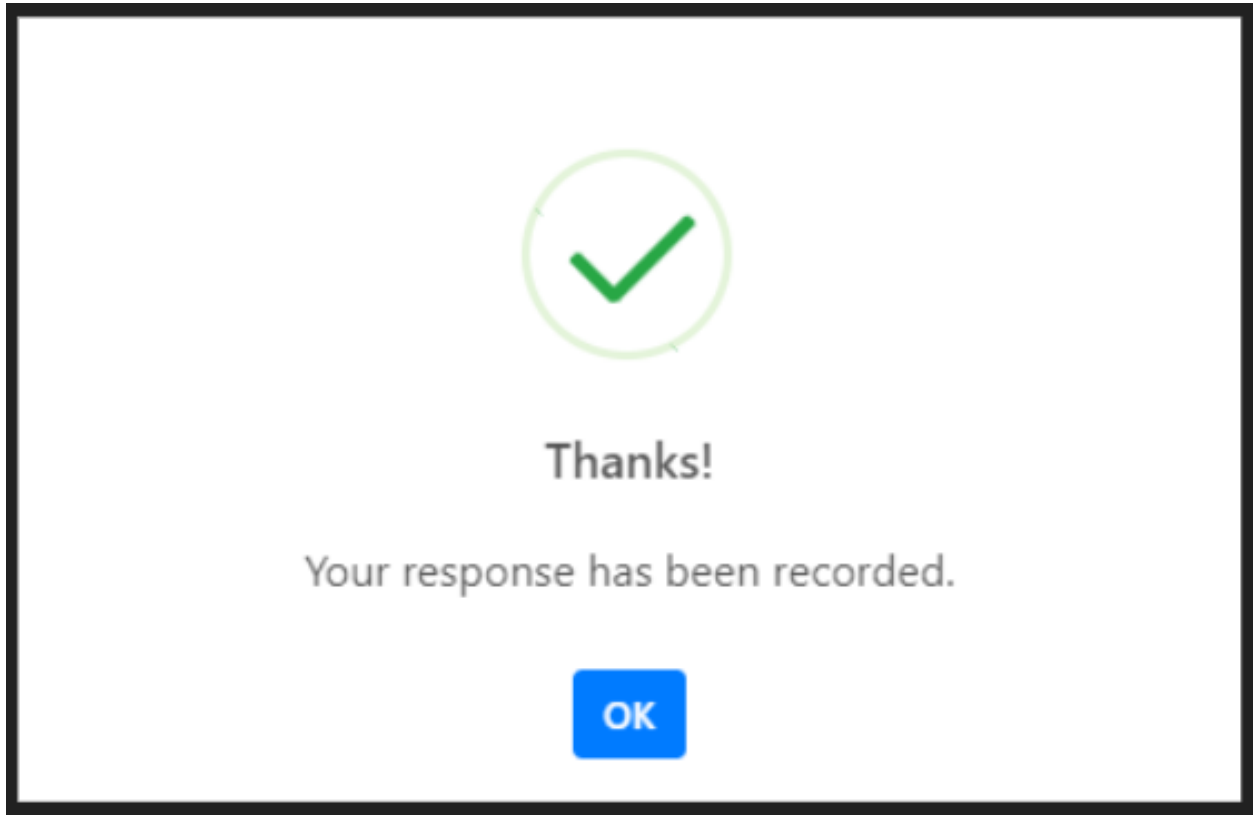
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 June 2	01	02	03	04	05	06

Cool Show
3 Arts Entertainment

[Inaccurate](#) [Accurate](#)

Weekly rate	Box rental	Computer rental cap (if any)
\$3,600.00	\$0.00	\$25.00
Car allowance	Cell phone reimbursement	Work-from-home stipend
\$0.00	\$50.00	\$0.00
Idle days	Per diem	Housing allowance
\$0.00	\$0.00	\$0.00
Other allowance	Union affiliation	6th 1.5X/7th 2.0X
\$0.00	Non-union	No

Once you've clicked the '**Accurate**' button, you receive the following message:



★ Recruiting Delegate

Production company executives are assigned the initial hiring rights in OTTA's Employer Portal. They can submit the initial Job Request for as many roles as needed or focus on hiring the Department Head. If they wish to delegate the hiring rights to the Department Head, they can do so. This delegation will appear in the Department Head's Member Dashboard.

Jane Jones
Production Accountant (HOD), Production Controller (HOD) Platinum

RESUME ACTIVITY

Date	Employer	Show Name	Position	Rate Range
7/1/2024	3 Arts Entertainment	Cool Show	Production Accountant (HOD)	\$4,000.00-\$6,800.00

Recruiting Delegate

June 2
3 Arts Entertainment

UNAPPROVED HIRING CONFIRMATIONS
Cool Show - Production Accountant (HOD)
3 Arts Entertainment

NO DISPUTED HIRING CONFIRMATIONS

CURRENT STATUS:
 Not Available For Work
No upcoming periods of unavailability

[Change Availability](#)

You're scheduled to be available again on 7/7/2024

Today July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 ← June 2	01	02	03	04	05	06

Next Manual: Member Account and Navigation Bar