



Talent Directory

Detailed instructions

The changes that you make in your profile will show up in the Online Talent Directory, and will determine how AIR communicates with you for member business.

Step one: Log into the talent directory

- 1) Go to the AIR website at <http://www.airmedia.org/>
- 2) Click on the Talent Directory link at the top of the page to enter the directory. This is the part of the directory that any person who visits the AIR site can see.
- 3) Click on “Member log-in” at the top of the page.
- 4) In the box at the right enter your Login ID and password. These were e-mailed to you. Your Login ID is the same as your primary AIR e-mail address. Leave the box below set to “My Profile” and click “Login”

NOTE: If you have forgotten your password click “Forget Your Password?” and you can have a password e-mailed to you.

NOTE: If you change the e-mail address in your Profile, your Login ID will also change.

In the unlikely event that that login does not work, e-mail us at join@airmedia.org.

Step two: Edit your personal information

- 1) First Name, Last Name
- 2) Company
- 3) Title

Step three: Do you want to be displayed in the on-line directory?

Your information will appear in the on-line directory and will be available to the general public unless you un-check the box.

Step four: Enter your contact information

- 1) Address Line 1 and Address Line 2
- 2) City: The drop down list offers the fifty largest cities in the US. If your town is not listed select “Other” and a text box will appear that will let you type in your City name.
- 3) State: The drop down list offers the States and Provinces of the US and Canada. If your town is not listed select “Other” and a text box will appear that will let you type in the name of whatever state or province you have in your country.
- 4) Zip / Postal Code

5) Country

6) Country Phone Code: If you are in Canada or the US this is not needed, although people in other places might find it useful. The International Country Code for Canada and the US is "1."

Step five: Enter your phone numbers and e-mail addresses

There are spaces for three phone numbers. Our preferred format is 777-777-7777.

Beside each phone number you may choose whether they are your Home, Office, or Cell.

Beside each number is a checkbox asking "Display in Directory?" If you do not check this the phone number will not be shown in the directory. It will only be accessible to AIR staff. There are spaces for four e-mail addresses. Beside each e-mail address is a checkbox asking "Display in Directory ?" If you do not check this the e-mail address will not be shown in the On-Line Member Directory. It will only be accessible to AIR staff.

Step six: Member details

1) Membership Option and Membership Type: If you are new to AIR, you can choose your membership type here. If you are already a member ignore them.
2) Web Site URL: Type in the full website URL for your website if you have one.
3) PRX Link: If you are a PRX member include the full URL of your PRX member page here. A PRX Logo will automatically be included on your On-Line Member Directory listing.

Step seven: Member communications

This section explains that AIR will mail, e-mail or call you at various times with various information. You may determine which mailings you will receive.

Step eight: Describe what you have to offer

Answering the following questions will help those looking for talent or networking opportunities find you. Your choices will be displayed in the directory.

Available For: Select the kinds of work that you can offer. You can make multiple selections in these fields by using CTRL-click on a PC or Apple-click on a Mac. If your area of specialty isn't listed, choose "Other" and a text box will appear to allow you to add new items.

Equipment/Studio Available: Select what gear you own or have access to. This offers a list of choices to pick from. You can make multiple selections in these fields by using CTRL-click on a PC or Apple-click on a Mac. If your equipment isn't listed, choose "Other" and a text box will appear to allow you to add new items.

Media Experience: Describe what kinds of media you have experience in. You can make multiple selections in these fields by using CTRL-click on a PC or Apple-click on a Mac. If your media specialty isn't listed, choose "Other" and a text box will appear to allow you to add new items.

Step nine: Bio

Add your biography.

Step ten: Notes

This is the place to list any awards that you have won, and to include anything that didn't fit above.

Step eleven: Member data

The questions in this section will help us to better understand who's coming in to our organization and why.

Step twelve: Finishing up

When you have updated your information, click "Preview." A new page will open. Look it over, and then choose either "Edit" (to go back and make changes), or "Submit," to post your changes.

NOTE: If you are an existing member and have chosen to have your information displayed in the On-Line Directory the change will be shown immediately when you click "Submit."

If you are a new member and have filled in the "Join Us" form, your On-Line Directory listing will appear once we have confirmed your payment.