STUNT & SAFETY

Stunt Coordinator Eligibility Tracker
INSTRUCTIONS

— FOR OPTIMUM EXPERIENCE PLEASE USE GOOGLE CHROME —

Please note, within the online tracker, in the bottom right hand corner, there is a 'Help Guide' that also contains these step-by-step instructions.

Complete the **Payroll Verification Letters** to obtain employment documents from payroll houses. This is the preferred method for employment verification. If you are not requesting those documents, you can proceed with the instructions below.

● HOW DO I SUBMIT MY DAYS WORKED?
- Use **Button 1** to upload one document for one or more productions
- Use **Button 2** to upload multiple documents for one production

● AFTER CLICKING BUTTON 1 (One Document for One or More Productions)

1. Click 'Search Productions'
   - If you cannot find the production you are looking for, please see 'Need Help' below

2. From your document, type in the name of the Production (it will automatically start searching)
   - Search engine may take 15-30 seconds

3. All titles associated with the production entered will appear (should you need further information, click on the production title to see the following: local, signatory, start year, and alternative title)

4. Choose the correct production by clicking 'Add'
   - You can choose multiple productions
   - In addition, if you were a performer and a coordinator on the same production, you can add the same production multiple times to accurately reflect your documentation that will be uploaded

5. From your document, enter the data accordingly in each production box
   - Please note, the 'Category' box has a drop down menu; click to see all options

6. Then, upload your document (this is located right underneath the 'Search Productions' box)
7. After entering all data for all productions selected, click the 'Submit' button
8. After clicking the 'Submit' button, 'Production(s) Submitted Successfully' should appear; Click the 'Continue' button to return to the home page.

● AFTER CLICKING BUTTON 2 (Multiple Documents for One Production)

1. Click 'Search Productions'
   • If you cannot find the production you are looking for, please see the 'Need Help' below
2. From your document(s), type in the name of the Production (it will automatically start searching)
   • Search engine may take 15 – 30 seconds
3. All titles associated with the production entered will appear (should you need further information, click on the production title to see the following: local, signatory, start year and alternative title)
4. Choose the correct production by clicking 'Add'
   • You may only choose one production
5. From your document, enter the data accordingly in the production box
   • Please note, the 'Category' box has a drop down menu; click to see all options
6. Then, upload your document(s) (this is located right underneath the 'Search Productions' box)
7. After entering all data for the production selected, click the 'Submit' button
8. After clicking the 'Submit' button, 'Production(s) Submitted Successfully' should appear; Click the 'Continue' button to return to the home page

● HOW DO I EDIT A REJECTED PRODUCTION?

From your tracker home page, select the title you wish to edit.

Once selected, you can:

• Edit your date started;
• Edit your date worked;
• Edit the production title; or
• Edit your uploaded file

If your production was uploaded using Button 1 (One Document for One or More Productions):
Remove the existing document and then upload your new document.
Please note that removing and re-uploading a document will change the document for all associated productions.
Associated productions can be viewed on your browser under 'Associated Submission' when editing a production.

If your production was uploaded using Button 2 (Multiple Documents for One Production):
If you want to add a document (to supplement the existing documents), on the bottom left, click 'Upload File,' choose your file, and then click 'Add.' If you'd like to remove the initial document, just upload a new document.

● STATUS LEGEND

Approved: No further action necessary

Rejected: Please click the reason for rejection for further information; please use the edit feature to edit materials accordingly for further review