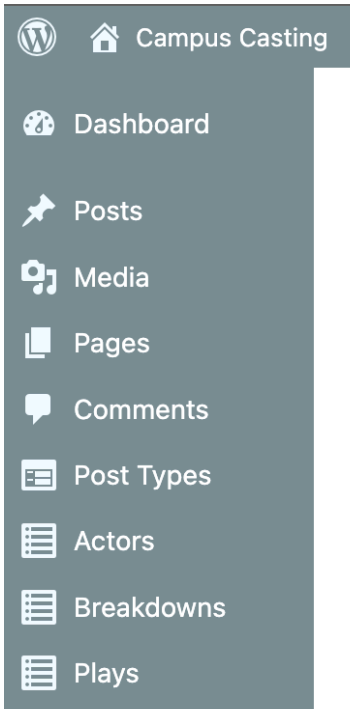
Campus Casting Guide

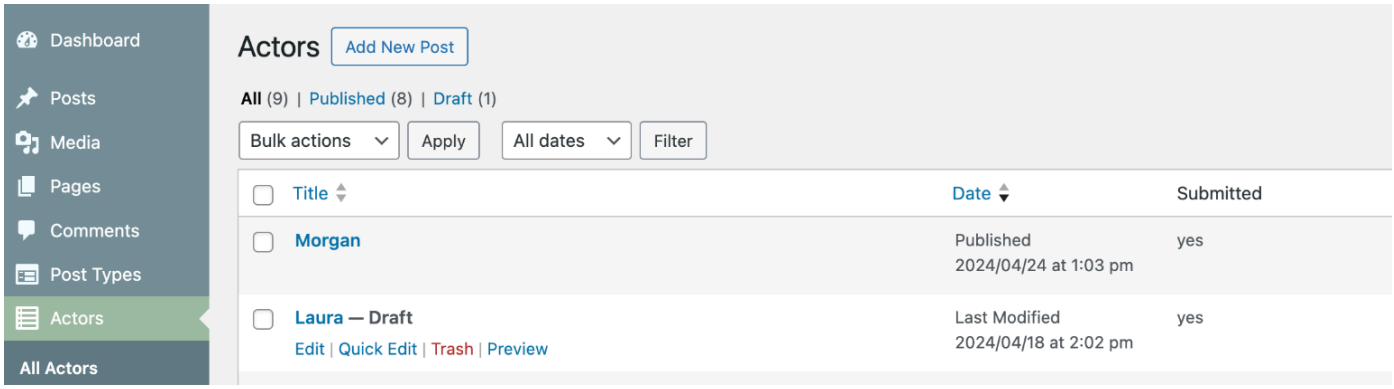
How to publish an Actor, Play, or Film

On the Dashboard, you will be able to see three different tabs

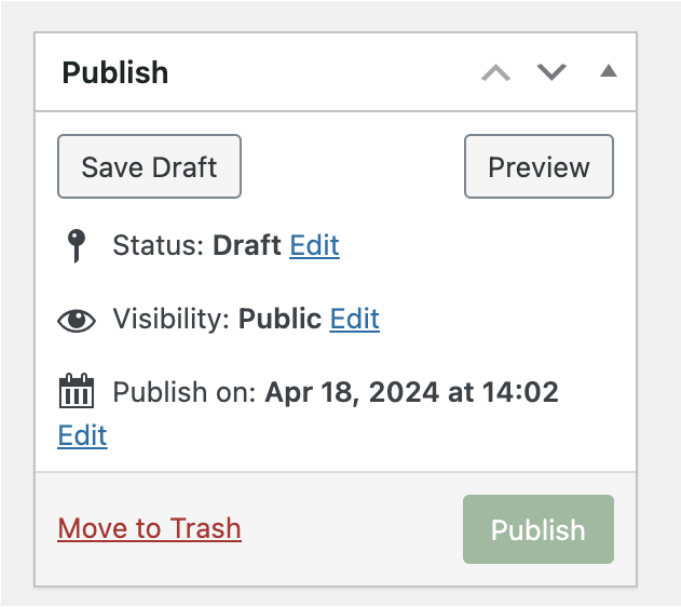
- **Actor**
- **Breakdowns** → for films
- **Plays** → for theatre



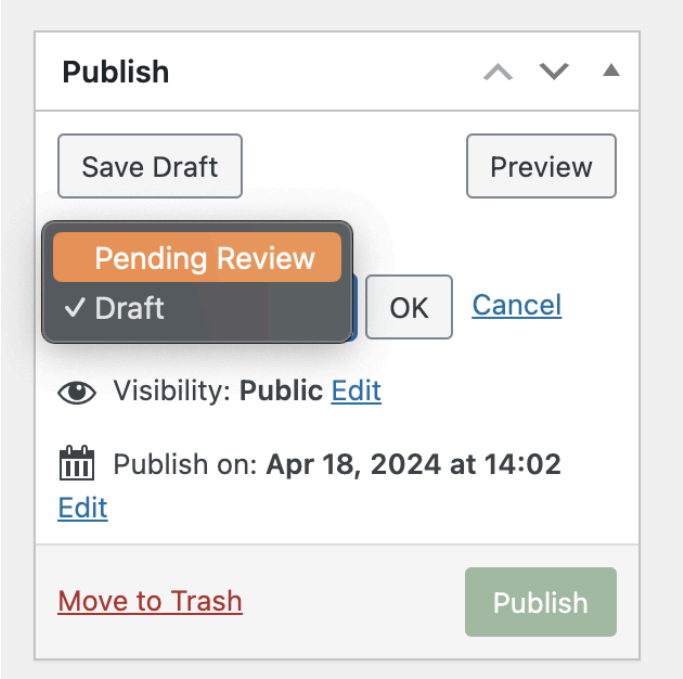
Once one of the tabs is clicked, hover over a response and click the “Edit” button
DO NOT use quick edit to publish as user information may get lost



In the right-hand corner, there will be a box called **Publish**
Once the information is reviewed, Click the **“Publish”** button

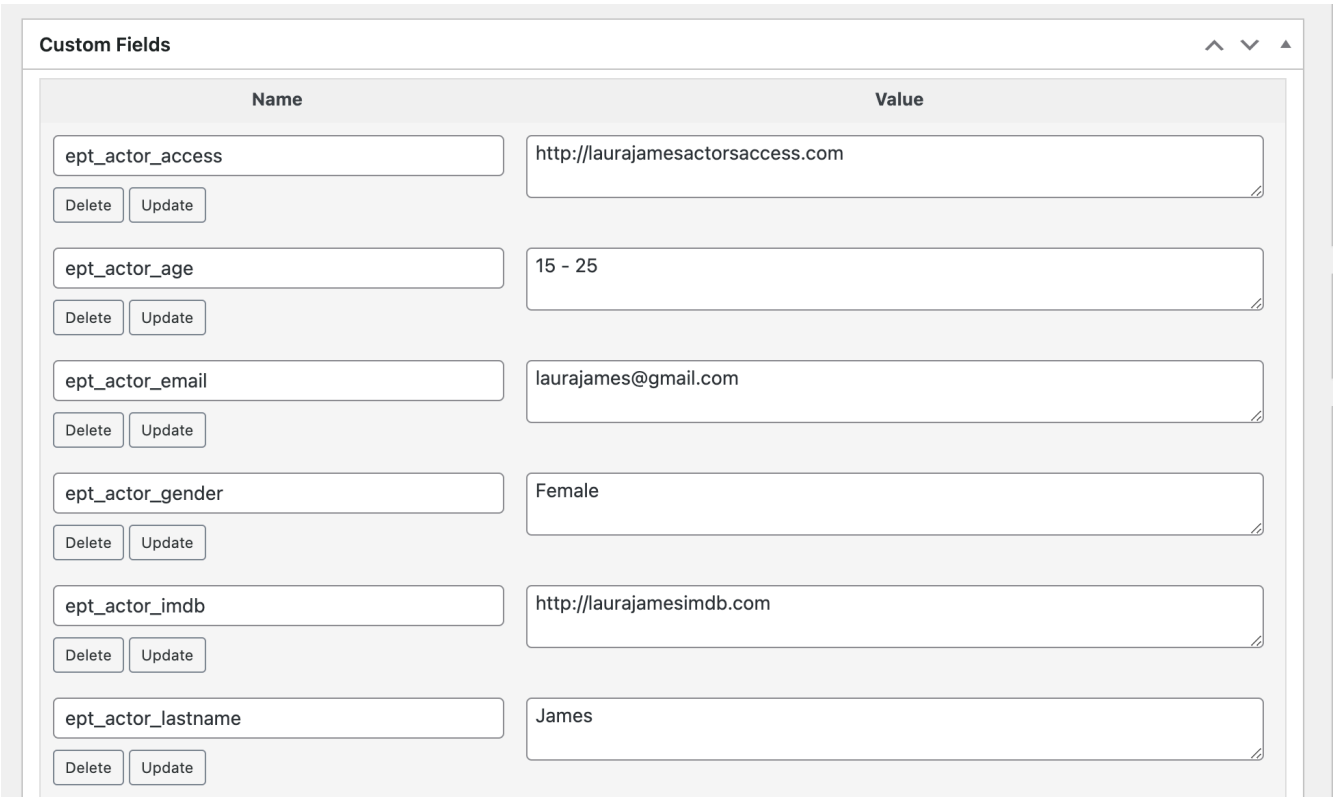


If information needs to be reviewed, you can mark the post as **Pending Review**
This is located in the same **Publish** box
Next to **Status,** there will be an **“Edit”** button
Once clicked you can use the dropdown to select **Pending Review**

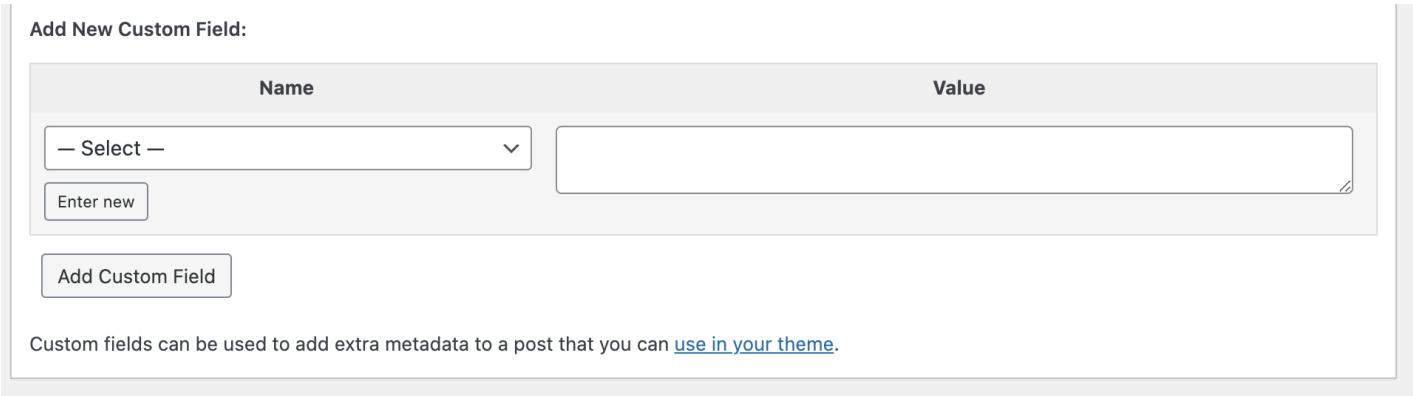


How to add a specific field for an actor play or film

Once you have taken steps to **Edit** the Post
Shown in How to publish an Actor, Play, or Film
Go to the bottom of the **Custom Fields** box



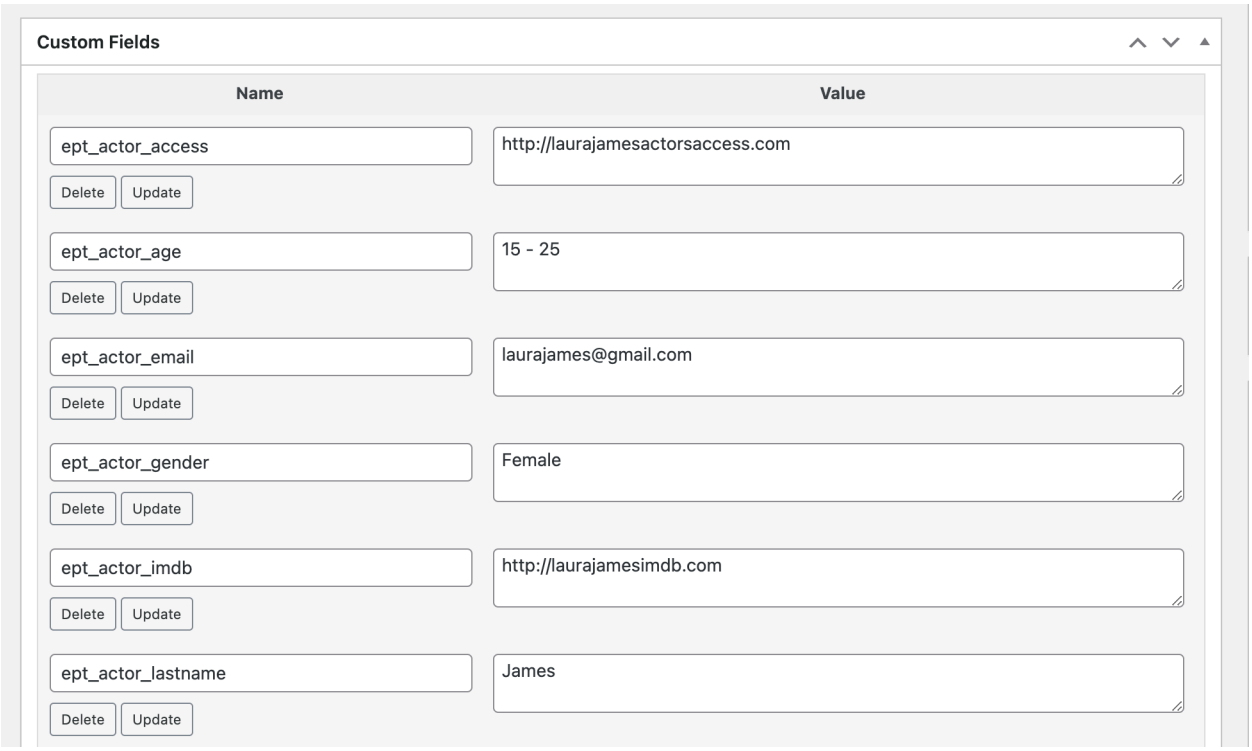
Find the **Add New Custom Field:** section
Click the **"Enter new"** button
Type the desired variable name in the **Name** text box
There is a guide provided to know what variable name to use
Type the actual information given by the user in the **Value** text field



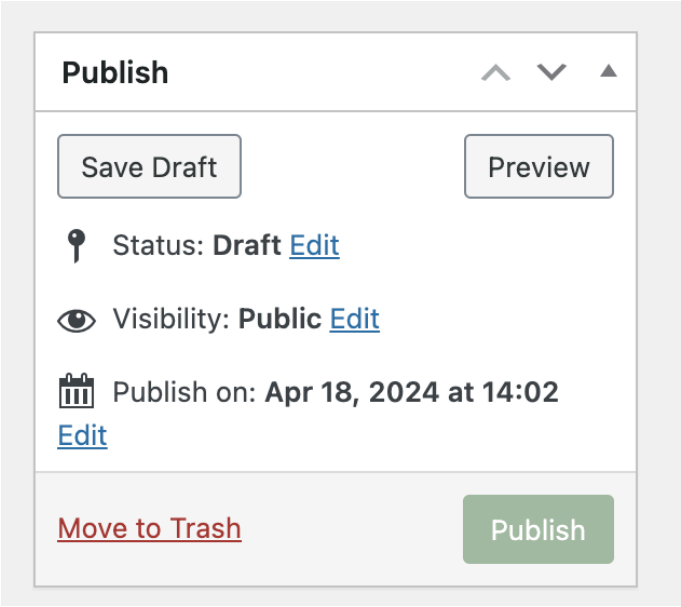
How to update a specific field for an actor play or film

Once you have taken steps to **Edit** the Post
Shown in How to publish an Actor, Play, or Film

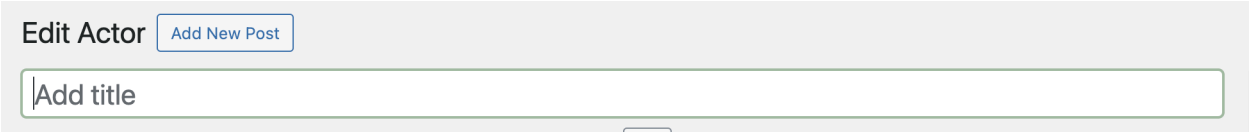
To change the **Custom Fields** information change the **Value** and click the **“Update”** button under the designated **Name**



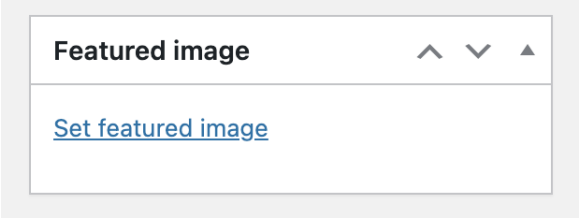
There are Exceptions for Featured Image, Title, and Excerpt
To update these fields you must use the **“Publish”** button



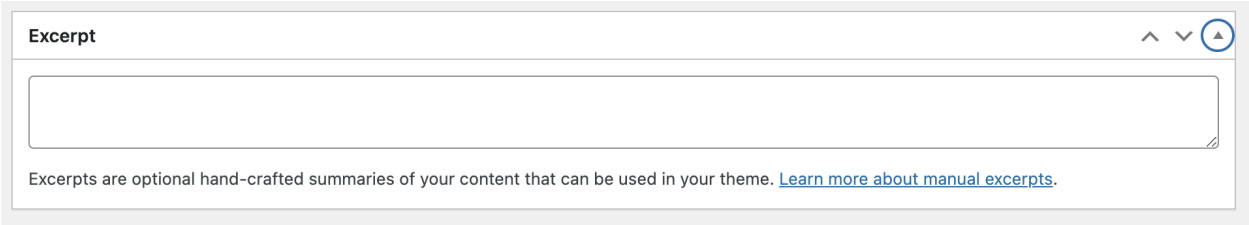
These are what the fields look like



Title



Featured Image



Excerpt

Variable Name Guide

Actors

Title → First Name
Featured Image → Headshot
ept_actor_access → Actors Access
ept_actor_age → Age Range
ept_actor_email → Email
ept_actor_gender → Gender
ept_actor_imdb → IMDb
ept_actor_lastname → Last Name
ept_actor_personal → Personal Website
ept_actor_resume → Resume

Breakdowns

Title → Project Title
Excerpt → Project Description
Featured Image → Image of Project
ept_breakdown_access → Actors Access
ept_breakdown_director → Director
ept_breakdown_producer → Producer
ept_breakdown_role → Role Description
ept_breakdown_imdb → IMDb
ept_breakdown_email → Email
ept_breakdown_warning → Content Warning

Plays

Title → Project Title
Excerpt → Project Description
Featured Image → Image Of Project
ept_play_warning → Content Warning
ept_play_role → Role Description
ept_play_email → Email
ept_play_director → Director
ept_play_access → Actors Access
ept_play_imdb → IMDb
ept_play_age → Age Range
ept_play_gender → Gender