



VOICE ARTIST REGISTRATION PACK
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www.voiceme.co.za

0861 VOICEME | 0861 864 2363 | info@voiceme.co.za

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CONTENTS

WELCOME	PAGE 3
REGISTRATION	PAGE 4
SIGNING IN	PAGE 5
COMPLETING YOUR BASIC PROFILE	PAGE 6
<i>LINKING TO YOUR TALENT AGENT</i>	PAGE 8
SUBSCRIPTION	PAGE 9
ADDING DEMO CLIPS	PAGE 10
PROJECTS	PAGE 11
REVIEWS & RATING SYSTEM	PAGE 13
PREMIUM ARTIST RESOURCES	PAGE 14



WELCOME

Dear Voice Artist!

Welcome to VoiceMe! By signing up on our site, you're one step closer to putting yourself out there in the world of voiceovers. This site was designed first and foremost with *you* in mind, giving you a platform to showcase your work and as a marketing tool for you (and your agent) to promote your talent.

VoiceMe is a voice over service website designed for the South African market. It is a searchable voice artist database, voice casting solution and booking coordinator for Voice Seekers, Voice Artists, Talent Agents and Recording Studios.

In this info pack, we'll go over everything you need to know about our system to get you ready, and give you step by step instructions to get your profile live and ready to be found by clients.

Any questions, feel free to call 0861 VOICEME (0861 864 2363) or send an email to support@voiceme.co.za and one of our support team will reply to you asap.

Thanks!

Andrew Sutherland

*Founder, Managing Director, Sound Engineer, Voice Artist
VoiceMe®, a division of Bigmouth Studios (Pty) Ltd*

REGISTRATION

The first thing you'll need to do is head over to www.voiceme.co.za - you can do this on a computer, tablet or mobile phone, it all works the same way. No need for any specific app, it works on all browsers.

On the homepage you'll see a purple-coloured block with some user types.

Select **"Voice Artist"**

This will enable some basic info fields that you will need to fill in.

- **Name** *Your First Name*
- **Surname** *Your Surname*
- **Phone Number** *Your Contact Number (not your Agent)*
- **Email** *Your Email Address (not your Agent)*
- **Password** *Your Password*

Then select the two legal acknowledgments.

- **I am 18 years or older or have permission from a parent or guardian to register on this site.**
- **I agree to the VoiceMe© Terms & Conditions and Privacy Policy**

If you have done all of this correctly, the "Register" button will enable. Click it and you're signed up.

You'll receive an email from us that will require you to verify your email address. This is to make sure you can receive important info and notifications from us. On that email is a link to verify your account. Click it and you're all done.



SIGNING IN

After verifying your email address, your account is live.

If the site didn't already redirect you to the sign in page, just go to www.voiceme.co.za and click "Sign In" at the top right hand side.

On Mobile devices you may need to click the Menu Button first (it looks like three horizontal lines).

Enter the email address and password you used for registration and click "Submit".

You will now sign in and your profile page appears.

If you get an error that your *account is not verified*, please let us know on support@voiceme.co.za and we'll get you activated.

COMPLETING YOUR BASIC PROFILE

Select “Edit Profile”. This will enable editing of your information.
Fill in every field. Don’t leave anything blank.

- **Profile Picture**
Use a good-looking photo. Your profile pic appears alongside your name in search results and makes you look more professional.
- **VoiceMe Profile Link**
This is your unique website address that you can use to easily refer others directly to your profile page. Once entered, your VoiceMe profile will be available at <http://yourlink.voiceme.co.za/>
- **Gender**
Select your Gender, either Male or Female.
- **Date Of Birth**
You can click the calendar icon, or type this in using the format DD-MM-YYYY. This is not shown publicly on the site.
- **Current Location**
This is your current location. You can only select one. Voice Seekers can filter results by location to narrow down eligible artists for their projects.
- **Ethnicity**
This is important for voice seekers if they are looking for an artist of a specific ethnicity for their project. You can select more than one.
- **Year You Started Doing Voiceovers**
This is used to calculate years of experience. Although not a criteria in our Search Engine, voice seekers do have the option to sort search results by experience (if it matters to them).

COMPLETING YOUR BASIC PROFILE (cont.)

- **VAT Number**

Fill this in if you are personally VAT registered or are billing your voice through a company. Type "none" if not applicable.

- **Physical & Postal Addresses**

You own addresses. Not shown publicly on the site.

- **Own Studio, Microphone & Special Equipment**

If you have your own recording studio, click this button. This will enable some additional fields to fill in such as mic and equipment and services. In our search engine, clients have the option to filter artist that have their own recording studio.

- **Bio**

Write something about yourself. When clients view your profile, they might be interested in what you've done in your career and other accomplishments.

- **Languages**

When adding languages, click "modify" and a pop-up window will appear. You have the option of selecting two Native or First Languages as well as a second, third and fourth. These should be entered in order of knowledge and proficiency.

Our search engine considers which languages you speak and if you are a first, second, third etc language speaker. Only select languages you can actually perform for voiceovers!

If your language is not listed, please send an email to support@voiceme.co.za and we'll add it in.

Click **"Save"** and your basic profile is ready.



LINKING TO A TALENT AGENT

In **"Edit Profile"** there is a field where you can type in the name of your agent.

It's intuitive, so just start typing and the list will start to appear.

Click your agent's name and it will be selected.

If you do not have an active contract with a Talent Agent, leave this field blank.

Click **"Save"** and your basic profile is ready, and you are linked with your agent and live on the site.

All that's left to do is to add choose a subscription and add some demo clips, which we'll go over in the next section.

SUBSCRIPTION

The site offers three levels of membership so that any aspiring artist can benefit from having a VoiceMe profile online. These are **Free**, **Standard**, and **Premium**.

Free Artist Profile

- 1 x 1 minute Demo Clip
- VoiceMe Projects & Booking System
- VoiceMe Rating System
- Access to VoiceMe CastEngine
- Integrated Talent Agent Profile Link

Standard Artist Profile (R600 per year)

- Everything in the Free Profile
- 10 x 1 minute Demo Clips

Premium Artist Profile (R900 per year)

- Everything in the Standard Profile
- 25 x 3 minute Demo Clips
- Profile Statistics
- Access to Premium Training Content and Resources
- 5% Profile Boost in Search Engine Results

When you are ready to upgrade click **“Manage Subscription”** and click the **Upgrade** Button on a Membership Level. Follow the prompts which will lead you to the payment gateway, which is a trusted secure Netcash/SagePay portal.

Follow the steps and once paid and cleared, your profile will be upgraded.

ADDING DEMO CLIPS

At the top of your page there is a tab named **"DEMOS"**. Click that and you'll go to the demo clips management page.

To add a new clip, simply click **"Add New Clip"**. A page will open prompting you to **Select Clip**.

Click the button to find your file. If it fails the subscription restrictions, a popup will let you know. You can either choose a new file that passes or upgrade your subscription to a level that allows it to be added.

Title your clip. This can be anything you like but try keep it concise and relevant.

Several dropdown menus will now be available which describe the various characteristics of your clip.

- **Language** - *these are limited to what you set up in your main profile.*
- **Accent** - *related to the language you choose.*
- **Age Range** - *choose the option of what your clip sounds like this is not necessarily your actual age.*
- **Category** - *choose the most relevant category for your clip.*
- **Tags** - *select up to 5 different tags to narrow down an overall description of the sound of your voice. There are over 150 pre-set options to choose from.*

Click **"Upload"** and your clip will be live on the site and included in the Search Engine.

Follow the same steps to add more clips.

You can also edit info for demo clips from the main list of clips.

PROJECTS

VoiceMe Projects is a tool for booking and coordinating multiple artists and studios, as well as keeping that info on record in case one needs to refer to it again in the future. *VoiceMe Projects* integrate directly into the CastEngine and links all VoiceMe Profiles together so that in a few simple steps, a Voice Seeker can find artists and recording studios for their project, request availability for them, book them and efficiently coordinate recording sessions.

In your **Projects Tab** you will see a list of projects that clients have booked you for, as well as details about the job. Your agent (if you have linked with them) will be able to view the same information.

There are various status levels within VoiceMe Projects, and you can filter the list of jobs by these levels:

- **Scheduling**
This means the job is being scheduled. You have been chosen by the client for a role and between you (or your agent) times and dates are being discussed.
- **Booked**
This means the job is a go! All the details for the job, as well as the script (if client has added it to the projects) are available to view. Your booking time and date, as well as the studio you're recording at will be visible.
- **Completed**
The job is done. Congratulations. The client has marked the job complete.

PROJECTS (cont.)

If you click on a project name, the info will expand, and you will be able to view all the details of that job. This will help you be more prepared for the recording when you arrive as you'll be able to see most of the details about what you're doing ahead of time.

- Job Name
- Client Details
- Sample Script or Full Script (if uploaded)
- Word Count
- Number of and Duration of scripts
- Language
- Accent
- Vocal Age Range
- Category
- Voice Brief
- Recording Studio
- Date And Time of Recording
- Additional Info
- Other Artists that are booked with you
- Names of people involved in the recording, the client's "Team".
These are specified by the client.

Notifications about changes to the job are sent via email to you (or your agent).

The latest information will always be available to view in this projects tab.

REVIEWS AND RATING SYSTEM

If you have been booked for a job via VoiceMe, the client or voice seeker will be able to rate and review you once they mark a job complete.

We created the VoiceMe Rating System to help Voice Seekers to choose artists based on others' experience, as well as help the artist, as they will receive constructive criticism and feedback from their clients, something that is often overlooked.

Most importantly, it improves CastEngine results, as a percentage of each artist's final score is their *VoiceMe Rating*.

Once a project has been marked complete, the seeker will be asked to give feedback to the Artists on their performance on that project.

This involves a star rating from 1 to 5 and a short review. These ratings directly affect the artists overall VoiceMe Rating and allow for more effective and meaningful results in the CastEngine.

You can view your Reviews on the **Reviews Tab**.



PREMIUM ARTIST RESOURCES

Artists that have a **Premium Membership** will have exclusive access to regularly updated Training Content and Resources (such as Demo Scripts) as well as discounts on training courses hosted by voice coaches partnered with VoiceMe.

They also have the added benefit of a 5% boost in CastEngine Results.

The Demo scripts are available to all premium members right now, by clicking the **"Premium Script Collection"** Button on your profile page.

We are still in discussions about coaching and training classes, but you will be informed as soon as any are available!

You will also be able to see on your profile page how many times your clips have been played and number of times you've been viewed or appeared in searches.