STORY AGENCY

User Guide

1. What is Story Agency?

Story Agency is a casting agency that connects actors, models, child actors and extras with commercials, TV series, films and other productions. This guide explains step by step how to apply, how to prepare your profile and how to take part in projects.

2. Becoming a cast member: application steps

The application form is filled in on our website. A second application cannot be made with the same e-mail, national ID number or mobile number.

- Enter your personal details, country, province and district; your phone number starts with the area code.
- Upload your photos; horizontal or sideways photos are corrected automatically and resized to the same ratio.
- Verify your e-mail address and mobile number with the 6-digit code you receive.
- Read and approve the KVKK Disclosure Text and the Privacy Policy.
- If you are under 18, parent/guardian details and approval are required; one parent can apply for several children (child profiles carry a "Jr" label).
- Our team reviews your application and notifies you of the result by e-mail/SMS.

3. Prepare your profile

After approval you log in to the cast portal with your e-mail (or phone) and password. The more complete and current your profile, the better your chances of being selected.

- Photos: plain (white/grey) background, recent, vertical and sharp, with no photo studio branding. Photos are fitted to a 3:4 portrait ratio and appear watermarked with your name in your albums.
- Albums: you have Cast, Hands, Lingerie and Modelling photo albums. The "Agency Photos" album is filled by the agency and appears blurred to you.
- Video: Introduction and Facial Expression videos are recorded instantly with your phone; the Performance video can be recorded or uploaded; Showreel is upload-only.
- Enter height, weight, size and shoe size with the stepper buttons; for social media only type your username.
- Profile changes go to administrator approval; you cannot submit with missing information or media.
- When the update period (30 days for under 18, 3 months for adults) expires you are asked for fresh photos and an introduction video.

4. Projects and the selection process

The Projects menu in the cast portal has three sections: Just for me (projects matching your age and gender), Other (not matching; only the project name is visible) and Concluded (finished projects; details are hidden).

Your status in a project moves through:

- Presented: your profile was presented to the project.
- Under evaluation: you joined yourself, your file was downloaded or you were marked on the presentation link.

- Optioned: we optioned you so that you are available on certain dates.
- Shortlist: you are among the strongest candidates.
- Callback: you were invited to a second meeting (date, time, address and production company are given).
- Selected: the role is yours! The budget allocated to you is shown.
- Eliminated: candidates not selected automatically move here when the project closes.

5. Options and callbacks

You see incoming option and callback invitations in the Dates menu; answer with "Approve" or "Decline" and add a note if you wish. Your answer is reported to the relevant staff member at once. In the calendar approved invitations are green, pending ones yellow, declined ones red; concluded projects are dimmed.

You must be available on the dates you approve. If you do not attend meetings you cannot take roles in projects.

6. Joining a project, auditions and instant recording

In a project that matches your age open the role and choose "Join with option" or "Join without option" (the project manager decides which is open). In film series each role needs its own participation and its own video.

You can upload the audition video as a file or record it from your browser with "Instant recording". Turn your phone to landscape; the script flows as subtitles and can optionally be read aloud. The script and background page of your role opens with a watermark in your name.

7. Account settings

In the Settings menu you see your user details, enter your social media and (optionally) bank details, change your password, freeze your account or send a deletion request. A deletion request waits until our administrator approves it; you can withdraw it meanwhile. A frozen account can be reactivated at any time.

8. Privacy and security

Photos, videos and scripts are protected by copyright and watermarked with your name; taking and sharing screenshots/recordings is prohibited and legal sanctions apply. Never share your password. Your personal data is processed under KVKK; you can change your cookie choices from the "Cookie Preferences" link at the bottom of the page.

9. For producers and advertising agencies

Our casting director sends you a project presentation link. From the link you can review candidates, mark the ones you like and download their setcards and videos (if allowed). When you have finished selecting you can close the project; candidates not selected are informed by the system.

10. Glossary

- Setcard: a one-page summary of an actor's photos, measurements and experience.
- Option: reserving certain dates for shooting.
- Callback: a second meeting with shortlisted candidates.
- Showreel: a video of short clips from works you appeared in.
- Facial expression video: a short recording showing different emotions.
- Jr: a cast profile under 18.
- Audition: a trial recording for a specific role.

11. Contact

For questions use the Cast Assistant on our site, or reach us through the WhatsApp, e-mail and phone channels under Settings › Support in the cast portal.