YOUR IDENTITY · EXPERTISE · CREATIVE WORK

Profile & Edit Profile

Understand your profile, update the available settings, and choose which past NOS Digi-Pitch work to feature.

Sidebar > Profile > Edit Profile > Settings > Profile
Profile is the display view. Settings is where you manage the available profile fields.

1 Data displayed on your profile

ILLUSTRATIVE PROFILE HEADER

YOU

Your name
Professional title / specialty
Location · Years of experience · Availability

Edit Profile

Contact email · Desired Digi-Pitch Roles Selected role

Illustration, not your actual account data. Desired role badges appear when roles are selected.

Profile area	What people can read
Header	Photo, name, professional title, location, years of experience, availability, contact email, and selected Desired Digi-Pitch Roles. Willing to Travel can appear beside location.
About	Your bio: background, specialty, interests, and the way you approach creative work.
Skills & Tools	Tags describing capabilities, software, equipment, and tools.
Links	Portfolio and external profile entries. The current display shows a portfolio link, IMDb Profile, and a social handle.
Primary reel	A reel title, description, cover, play control, and media-format badges. The displayed example is Cinematography Reel 2025.
Profile Spotlight	Featured media or documents, with a content-type icon, title, and upload date.
Selected Works	Featured NOS Digi-Pitch work: thumbnail, title, date, your role, client/entity, and a Supervisor badge when applicable.
Endorsements	Testimonial quotes with an endorser's name, avatar/initials, role, or organization. Labeled **Feature Preview**; displayed examples illustrate the feature.

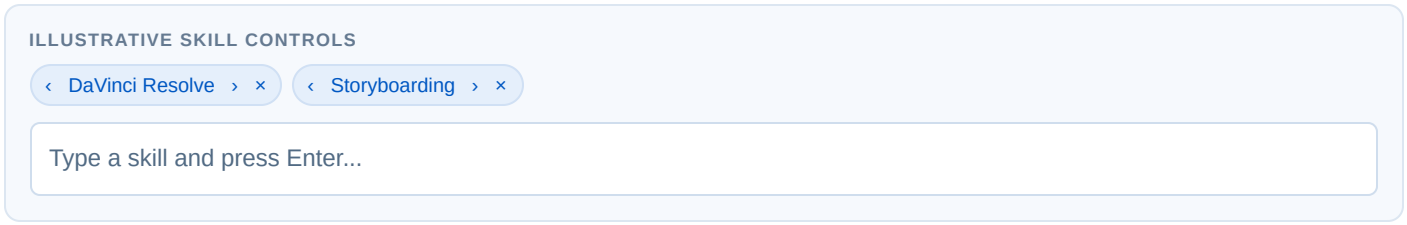
Profile vs. Settings: Union Status is an editable Settings field but is not currently shown as a separate label on the profile. Your own profile has Edit Profile; another person's profile has connection and messaging actions instead.

2 Edit your details, About, and expertise

In **Settings > Profile**, start with the **Public Profile** section. Full Name and Professional Title are text fields. Email Address is displayed but cannot be edited here.

Field	Definition and use
Location	Your base city/region. Type in **Start typing a location...** and choose a matching suggestion, or retain your entered text.
Union Status	A free-text description of union membership or status, such as a union/local name. This field does not verify membership.
Willing to Travel	Check the box if you are open to traveling for work. After saving, the profile can show **(Willing to Travel)** beside location.
Desired Digi-Pitch Roles	Select one or more: **Owner, Collaborator, Collaborator Supervisor, Contributor**. Click a role again to deselect it. These express interest, not an assignment to a Digi-Pitch.
About	Your professional introduction. Describe your specialty, creative background, work style, and the projects you would like to contribute to.

Skills & Tools: add, remove, and sort



Add: Type a skill or tool and press **Enter**; blank entries and exact duplicates are not added. **Remove:** Select × on its tag. **Sort:** Use ‹ / › to move a tag earlier or later. End-of-list arrows are disabled.

> **Choose the strongest items first:** Settings explains that the first four skills/tools are intended to be prominent on your talent card in the network. Put your most relevant capabilities first.

3 Portfolio / Social Links

Use links for an external portfolio, personal website, professional credits, or social/video profile—for example IMDb, Instagram, YouTube, Vimeo, or LinkedIn. The editor accepts a URL rather than offering a fixed platform list.

Action	Quick reference
Add	Select **Add Link**, then enter the full address in **URL (https://...)**.
Edit	Change the URL directly in its existing row. No separate Edit Link window is used.
Remove	Select the trash icon labeled **Remove link** beside that row.

Use a complete, accessible link and check its destination. The current public Links section uses example entries rather than reflecting these edited rows.

4 Profile Spotlight

Spotlight is meant to showcase content that represents you **personally and professionally**. Use it for a small set of strong examples that communicate your identity, experience, or creative approach. Unlike Selected Works, these items do not have to be past NOS Digi-Pitch projects.

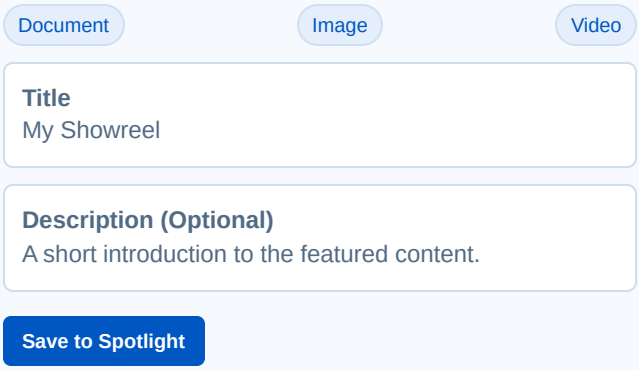
What you can feature

Document (PDF/Word): Resume, professional bio, creative statement, or a case study.

Image: Portfolio cover, artwork, production still, or a visual example of your style.

Video: Showreel, introduction, or a short example of your creative work.

SPOTLIGHT ADD FORM · ILLUSTRATIVE



Add a Spotlight item

Settings > Profile > Profile Spotlight > Document / Image / Video

1. Select the content type to open its form.
2. Enter a clear **Title** and optional **Description**.
3. The form presents a media/upload tile and **Save to Spotlight**. Use × to close the form.

Edit, reorder, or remove existing items

Hover over a row under **Current Spotlight Content** to reveal its action icons.

Action	How to use it
Edit	Select the pencil labeled **Edit**. Update **Title**. To choose a replacement, use **Replace Upload > Choose File**. Review the title again: choosing a file changes it to the filename.
Save or cancel	Select **Save Changes** to update the listed title/type, or **Cancel** to discard the edit. Enter saves a title edit; Escape cancels.
Sort	Use **Move Up** / **Move Down** arrows to change the order in the current list.
Remove	Select the trash icon labeled **Remove from Profile**. It removes the item from the current Spotlight list immediately.

The replacement selector updates the item’s title/type, not stored media contents. Spotlight edits and ordering are not yet saved into the public Profile Spotlight display.

5 Feature past NOS work in Selected Works

Selected Works lets you curate existing NOS Digi-Pitch work to show your involvement and creative experience. Entries show a thumbnail, title, role, and date; the public profile also includes the client/entity and any Supervisor badge.

ILLUSTRATIVE SELECTED WORKS SETTINGS ROW

Digi-Pitch title
Collaborator · [date]

↑ ↓

✓ Show on My Profile

Task	Quick reference
Add / feature	Select **Add More Selected Works** to reveal more existing entries, then check **Show on My Profile** for the work you want to feature. The button is not an add-new-project form.
Edit / view	Select the work card to open project details. There is no inline edit control for its title, role, date, or thumbnail in Profile Settings.
Remove from profile	Uncheck **Show on My Profile**. This hides the work from the profile; it does not delete the Digi-Pitch or remove the Settings entry.
Sort & save	Use ↑ / ↓ to move work earlier or later, then **Save Profile**. No alphabetical sort menu or delete-entry control is available here.

On your profile, up to four featured works are shown first. **View All Selected Works**, when available, expands them; **View Less** collapses the list.

6 Availability & Status

Current Status

Available / Open to Offers: Open to work or discussions.
Busy / On Hiatus: Occupied or taking a break.
Full-Time / Part-Time / Contract/Freelance: Work arrangement.
Not Currently Looking: Not seeking new opportunities.

Experience Level

Choose the closest experience category:
Senior (10+ Years)
Mid-Level (5-10 Years)
Junior (2-5 Years)
Entry Level

7 Save and View Public Profile

Save Profile at the bottom > **Profile Saved** confirmation
Then select **View Public Profile** at the top of Settings to return to the profile display.

Review location, travel preference, roles, and the visibility/order of Selected Works. View Public Profile opens the Profile screen; it does not create a separate share link or switch you to a signed-out visitor view.