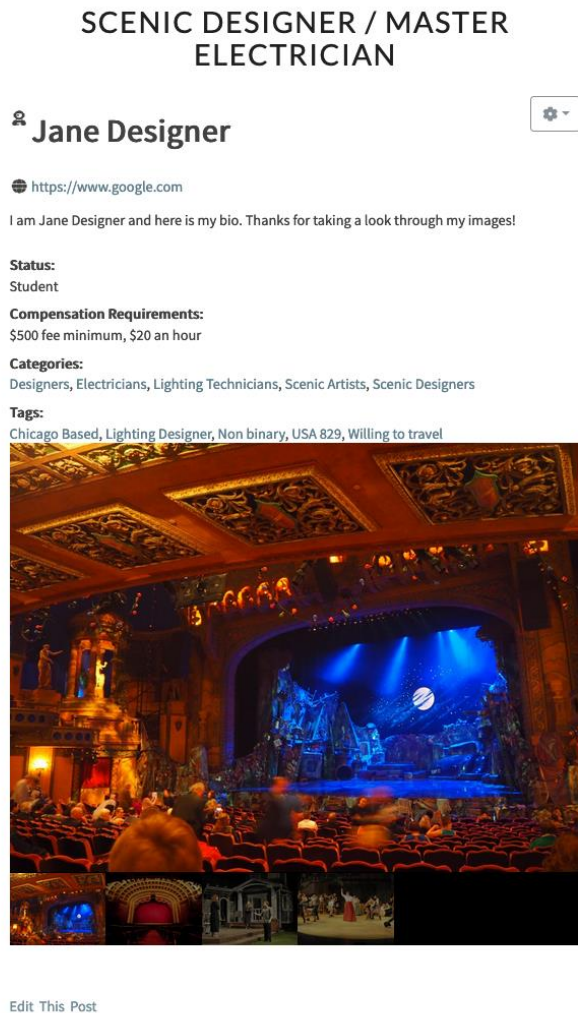


Michael Merritt Digital Showcase How To

Thank you for your interest in submitting a theatre portfolio to the Merritt Awards Website.

Any questions or concerns should be sent to: Merrittawards@gmail.com

The pages are all based on filling out a informational form and submitting up to 5 image files, and will all end up looking like something like this:

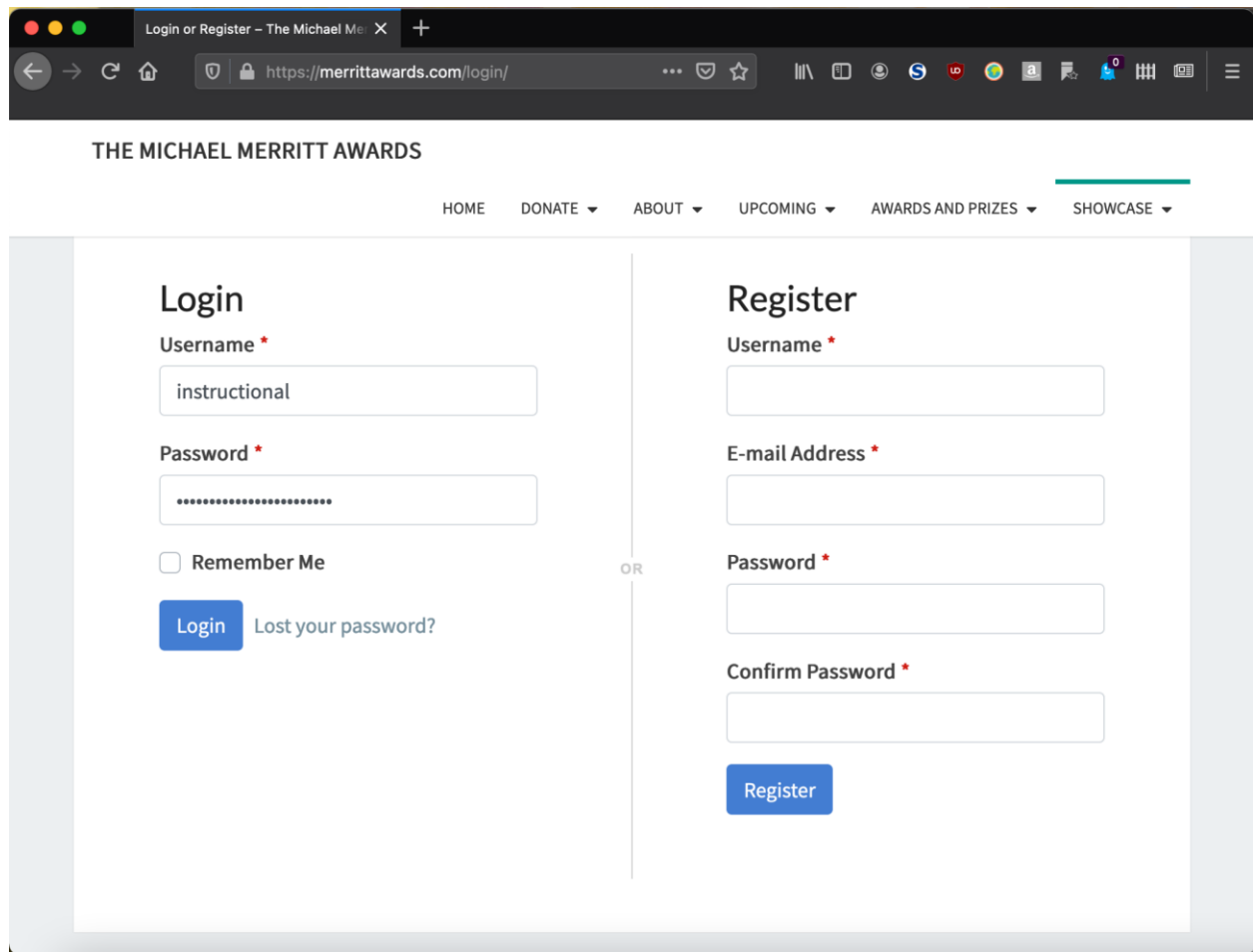


It includes a link to your external website for more information, your graduation or professional status, compensation requirements (optional) and some clickable tags. Your email addresses will not be listed on our public website, though you can include them in your bio if you'd like. Submitting your email address will be for validation and so we can contact you.

To begin, there is a login section at <https://merrittawards.com/login/>.

Enter your username and password, if known. If originally generated by a Merritt Committee member for testing purposes, your username should be your first and last name. Example: leekeenan, sarahramos

If you are registering yourself, begin on the right.



The screenshot shows a web browser window with the address bar displaying <https://merrittawards.com/login/>. The page title is "Login or Register - The Michael Merritt Awards". The website header includes the text "THE MICHAEL MERRITT AWARDS" and a navigation menu with links: HOME, DONATE, ABOUT, UPCOMING, AWARDS AND PRIZES, and SHOWCASE. The main content area is divided into two columns by a vertical line with the word "OR" in the center. The left column is titled "Login" and contains fields for "Username *" (with the text "instructional" entered) and "Password *". Below these fields is a checkbox labeled "Remember Me" and a blue "Login" button. A link "Lost your password?" is located to the right of the "Login" button. The right column is titled "Register" and contains fields for "Username *", "E-mail Address *", "Password *", and "Confirm Password *". A blue "Register" button is positioned below the "Confirm Password" field.

If you have a login already created by the committee but have not received a password, send a password reset to your email address and create your own by clicking "Lost your password."

LOGIN OR REGISTER

i Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or E-mail *

your-associated-emailaddress@aol.com

Get New Password

[cancel](#)

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Once successfully logged in, you should see a Dashboard window.

The Michael Merritt Awards + New

Howdy, Theatre Designer

THE MICHAEL MERRITT AWARDS

HOME DONATE ▾ ABOUT ▾ UPCOMING ▾ AWARDS AND PRIZES ▾ SHOWCASE ▾



DASHBOARD

Portfolio Showcase ▾

Listings

Account ▾

Change password

Delete account

Status: All ▾

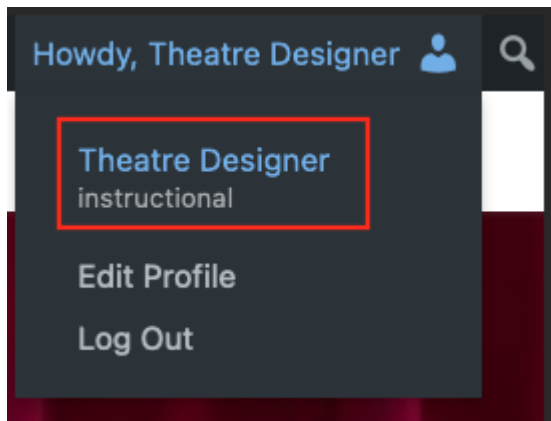
Sort by: Newest First ▾

+

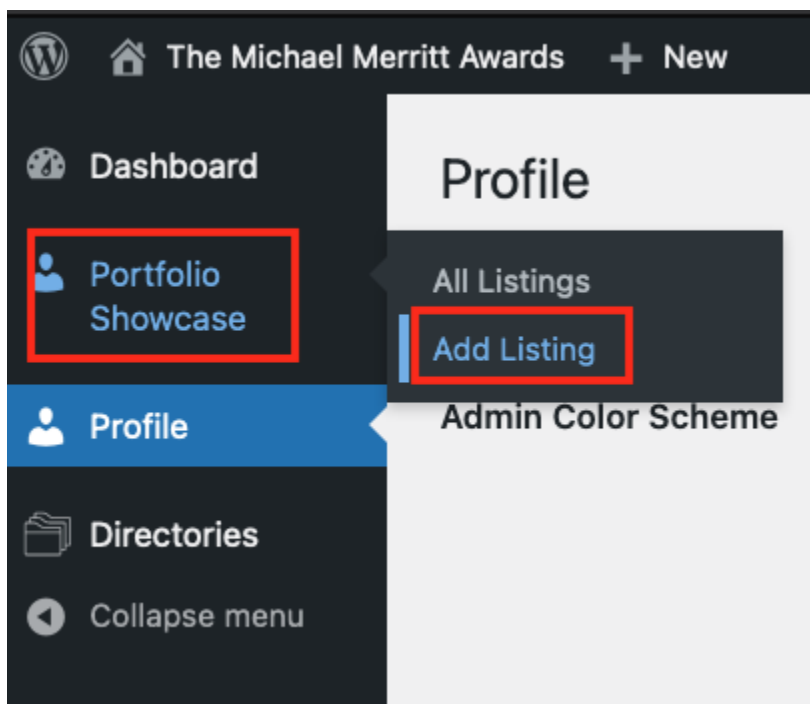
Sorry, there were no items that matched your criteria.

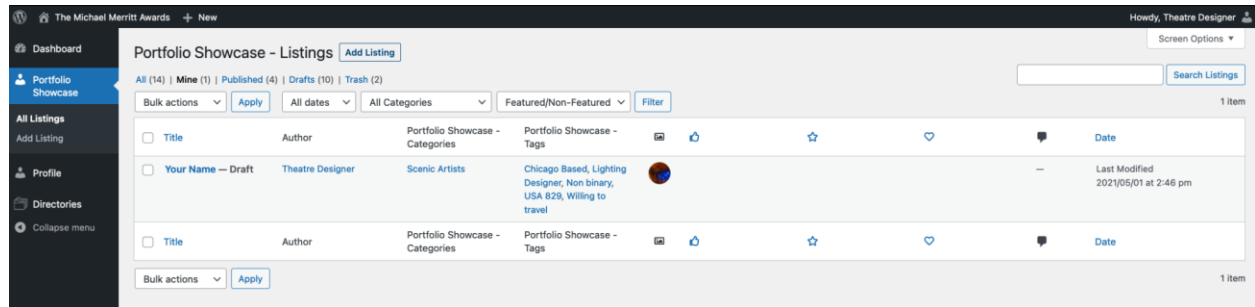
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On the top right dropdown, click on your profile.



On the left, a new menu will appear where you can select Add Listing under Portfolio Showcase. If you previously submitted information with the committee, we have already started that page for you, based on the images and tags you have provided.





You will be sent to this page, where you can begin filling out your info, if a page has not already been started for you.

Add Listing

You preferred job title goes here (Scenic Designer, Production Manager, etc)

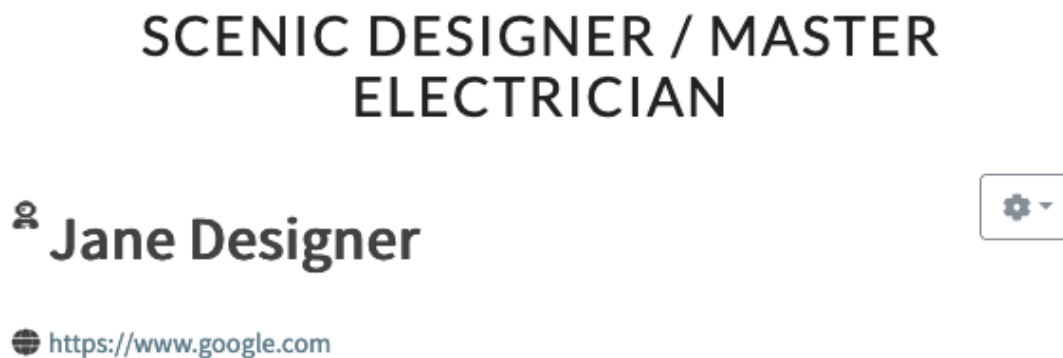
Permalink: https://merrittawards.com/directory-portfolio_sh/listing/you-preferred-job-title-manager-etc/ [Edit](#)

Listing Fields

Your Name *

Your Name as it should appear on the showcase gallery.

First name Last name



You can add 5 image files of your choosing to represent your portfolio. Please note that the file size limit is 512KB, so compress your images as needed or they won't go through.

There are a number of image compressor websites available online, if your file is too large and you are unsure how to reduce the file size on your local computer. <https://compressjpeg.com/>

Photo(s)

Preview Image for your portfolio. (an indicative piece of your work, or a screenshot of your site). Upload here or link to the image in the next field.











	File Name	File Size	
No entries found			

Max number of files 5, maximum file size 512KB. Supported file formats: gif jpeg jpg png

 Choose File

Photo(s)

Preview Image for your portfolio. (an indicative piece of your work, or a screenshot of your site). Upload here or link to the image in the next field.

	File Name	File Size	
	<input type="text" value="Portfolio Image 1"/>	174 KB	
	<input type="text" value="Portfolio Image 2"/>	157 KB	
	<input type="text" value="Portfolio Image 3"/>	382 KB	
	<input type="text" value="Portfolio Image 4"/>	160 KB	
	<input type="text" value="Portfolio Image 5"/>	166 KB	

Max number of files 5, maximum file size 512KB. Supported file formats: gif jpeg jpg png

 Choose File

These image files will show up at the top of your portfolio page as a clickable slideshow. The first image submitted will be the default picture.

The next two fields are currently required by the form. If you do not have an external portfolio website to link to, just put merrittawards.com

Website URL *

Link to your portfolio website.

www.google.com

Are you a student graduating this Spring? *

- ☐ Student
- ☐ Graduating BA
- ☐ Graduating BFA
- ☐ Graduating MFA
- ☐ Professional

Compensation

Compensation requirements. Examples: \$15/hr min, \$20/hr min, \$750 fee min, \$2500 fee min

+ Add More

Filling out the desired compensation field is not required, but encouraged.

When entering Tags, we ask that you include '2022'

Tags

Please include as many tags for yourself as you would like in each category. Press enter after each tag.

Location Tags

Examples: Chicago based, Milwaukee based, NY based, will travel.

Expertise Tags

Examples: Lighting Designer, Projections Designer, Deck Manager, Rigging Specialist, bilingual-Spanish, bilingual-ASL, Puppet Artisan, Professional Affiliations, Academic Affiliations, BA, BFA, MFA, certifications.

Interest tags

Examples: seeking associate positions, seeking assistant positions, interested in non-realism, interested in musicals, interested in original work, seeking full time position, seeking freelance.

Union Tags

Examples: U.S.A. Costume Designer, IATSE Electrician, etc...

Identity Tags

Examples: Puerto Rican, Vietnamese, Jamaican, transgender, non-binary, femme, Indigenous, black, latinx, BIPOC, POC, gay, bisexual, wheelchair user, pronouns.

Enter Tags Here (press enter or return after each tag)

Bio, Welcome Message, or Artist Statement

Visual Text

Paragraph B I [List Bulleted] [List Numbered] “ [List Numbered] [List Numbered] [List Numbered] [Link] [Image] [Image with alt text]

I am Jane Designer and here is my bio. Thanks for taking a look through my images!

On the right side of the page, there are categories in which you can tag yourself and a place to Preview your draft.

Publish ^ v ▲

Save Draft Preview

📌 Status: Draft

👁 Visibility: Public

Move to Trash

Submit for Review

Portfolio Showcase - Categories ^ v ▲

All Categories Most Used

☒ Designers

- ☒ Scenic Designers

☒ Lighting Technicians

- ☒ Electricians

☒ Scenic Artists

☐ Costume Technicians

☐ Corset Makers

☐ Drapers

Portfolio Showcase - Tags ^ v ▲

Add

Separate tags with commas

☒ Chicago Based

☒ Lighting Designer ☒ Non binary

☒ USA 829 ☒ Willing to travel

[Choose from the most used tags](#)

Add yourself to as many categories as applicable and Add new categories if you don't see your job title represented yet.

When the portfolio is looking the way you like, Submit it for Review and a Merritt site admin will publish it for public viewing.

Thank you again for taking the time to participate.