

## 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](mailto: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:

**SCENIC DESIGNER / MASTER  
ELECTRICIAN**

 **Jane Designer** 

 <https://www.google.com>

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

**Status:**  
Student

**Compensation Requirements:**  
\$500 fee minimum, \$20 an hour

**Categories:**  
Designers, Electricians, Lighting Technicians, Scenic Artists, Scenic Designers

**Tags:**  
[Chicago Based](#), [Lighting Designer](#), [Non binary](#), [USA 829](#), [Willing to travel](#)



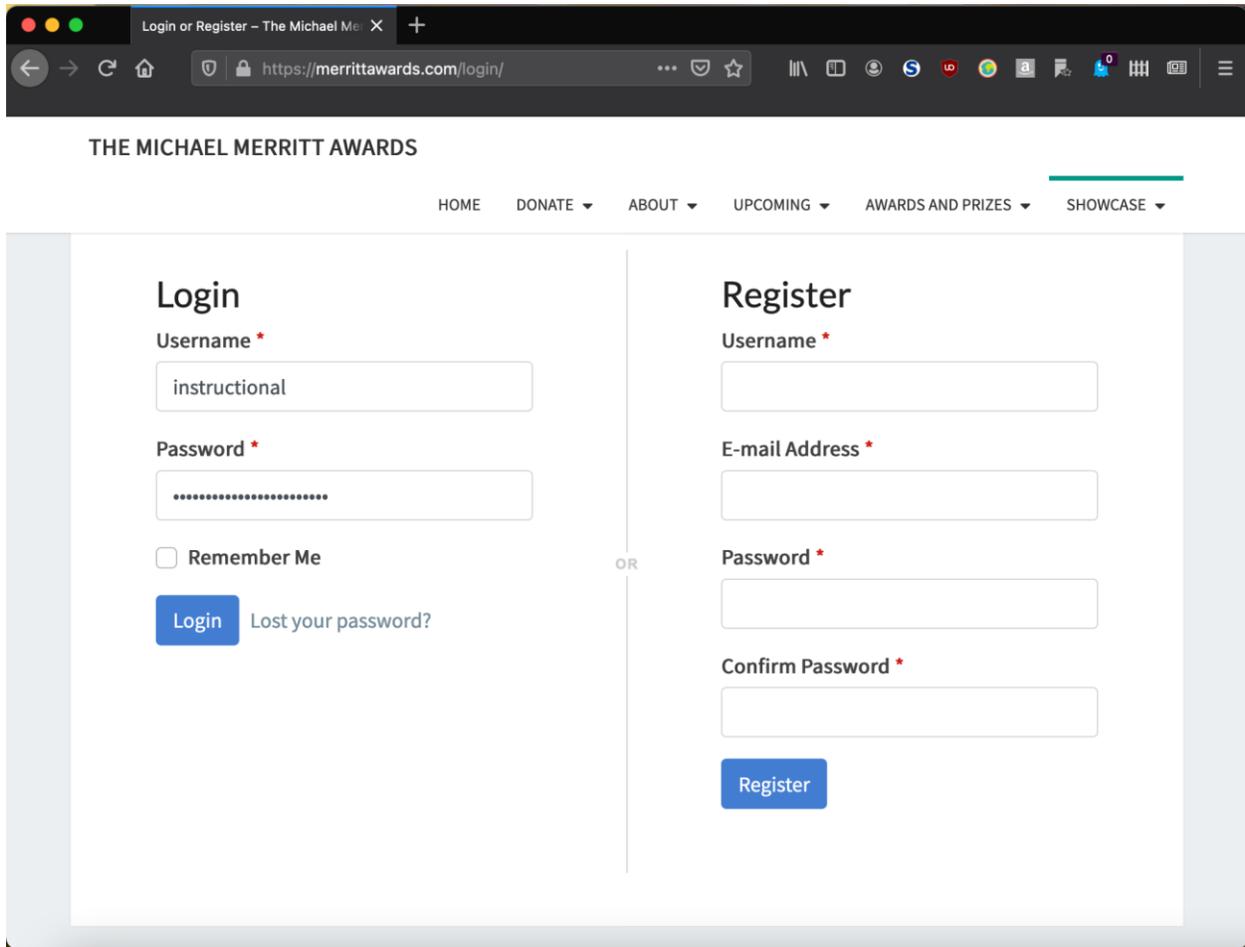
[Edit This Post](#)

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 URL <https://merrittawards.com/login/>. The page title is "Login or Register - The Michael Merritt Awards". The navigation menu includes: HOME, DONATE, ABOUT, UPCOMING, AWARDS AND PRIZES, and SHOWCASE. The main content area is split into two columns: "Login" on the left and "Register" on the right, separated by a vertical line with the word "OR" in the center.

**Login Section:**

- Username \* (input field contains "instructional")
- Password \* (input field is masked with dots)
- Remember Me
- Buttons: "Login" and "Lost your password?"

**Register Section:**

- Username \*
- E-mail Address \*
- Password \*
- Confirm Password \*
- Button: "Register"

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 \*

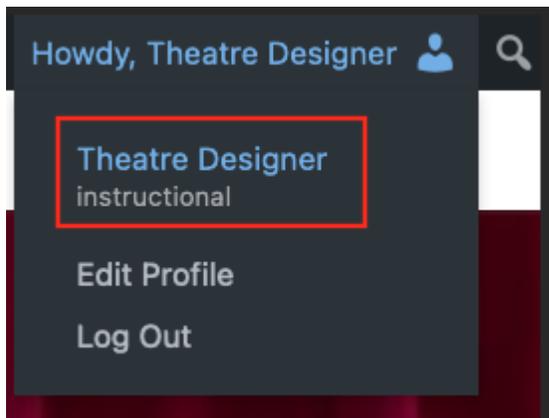
your-associated-emailaddress@aol.com

Get New Password [cancel](#)

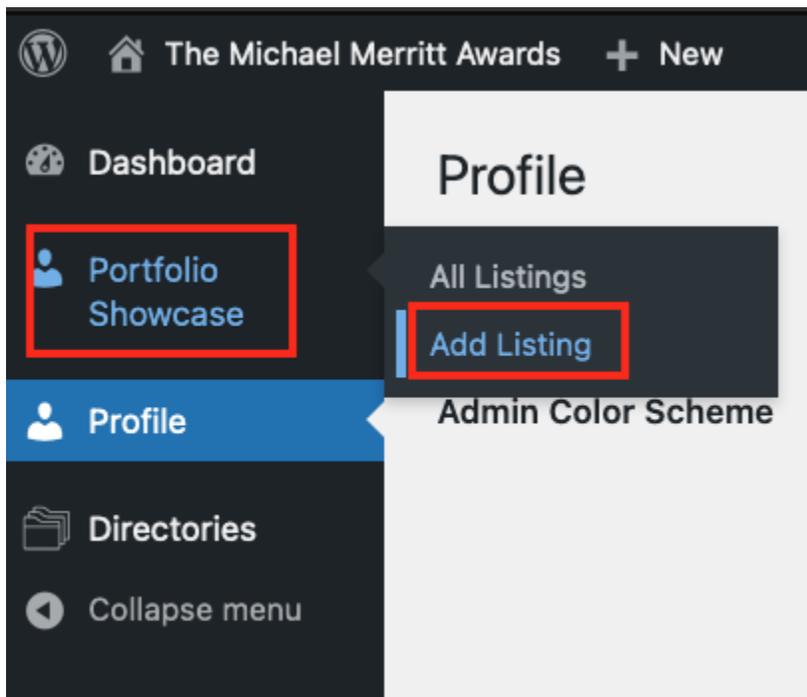
Once successfully logged in, you should see a Dashboard window.

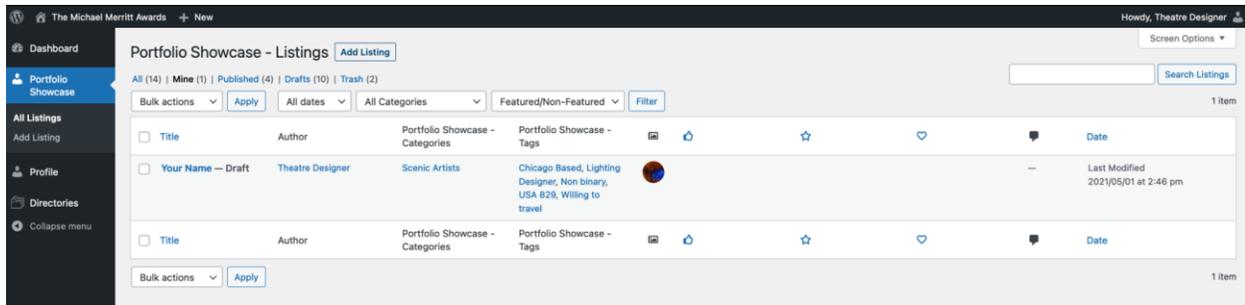
The screenshot shows the user dashboard for 'The Michael Merritt Awards'. At the top, the navigation bar includes 'HOME', 'DONATE ▾', 'ABOUT ▾', 'UPCOMING ▾', 'AWARDS AND PRIZES ▾', and 'SHOWCASE ▾'. On the right, the user is logged in as 'Howdy, Theatre Designer' with a profile icon and a search icon. Below the navigation is a banner image of two women smiling. The main content area is titled 'DASHBOARD' and features a sidebar on the left with menu items: 'Portfolio Showcase ▾', 'Listings' (highlighted in green), 'Account ▾', 'Change password', and 'Delete account'. To the right of the sidebar, there are filters for 'Status: All ▾' and 'Sort by: Newest First ▾', followed by a '+' button. Below these filters, a message reads: 'Sorry, there were no items that matched your criteria.' The footer at the bottom of the dashboard area contains the text: 'Copyright © 2021 by The Michael Merritt Awards. All Rights Reserved.'

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

Listing Fields

Your Name \*

Your Name as it should appear on the showcase gallery.

First name

Last name

# SCENIC DESIGNER / MASTER ELECTRICIAN

 **Jane Designer**



 <https://www.google.com>

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.

**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

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

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

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**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.

## Bio, Welcome Message, or Artist Statement

Visual Text

Paragraph **B** *I*        

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.