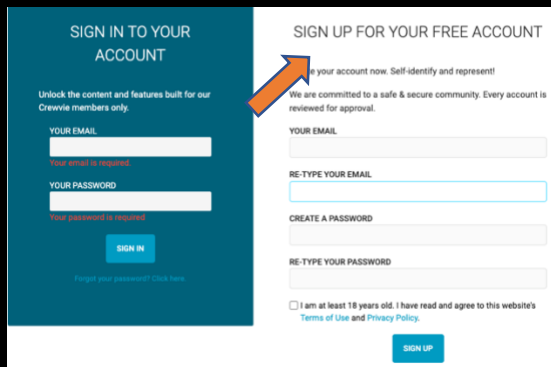
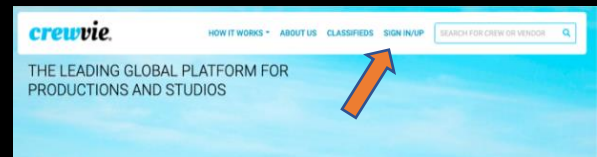


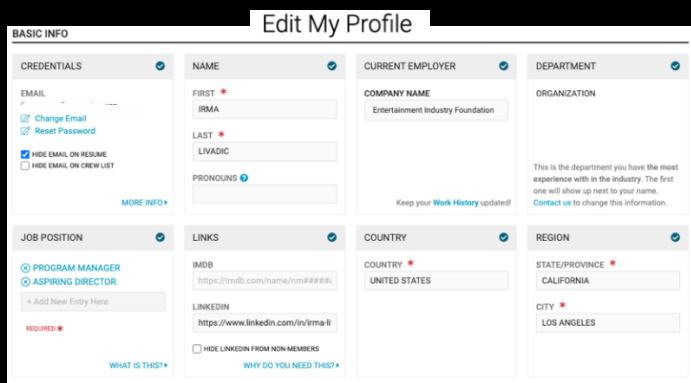
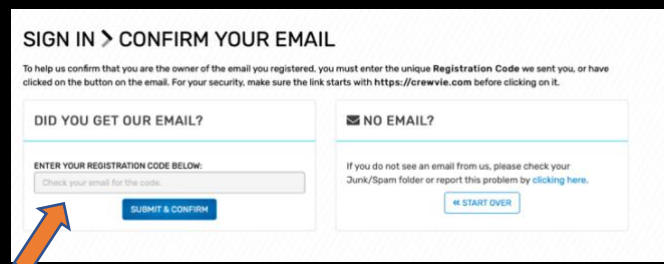
## Profile Creation Processes

**1** To create a profile, you must access the Crewvie website at Crewvie.com. Once you reach the homepage, navigate to the right-hand corner, and click on “SIGN-IN / UP.”






**2** If you are new to Crewvie, you will need to sign up for an account. You must use a valid email address to create a Crewvie account. Create a safe password adhering to the password requirements. If you already have a Crewvie profile, please go to Step 6.

**3** Check your email to confirm receipt of your registration code. Once you enter the code, select “SUBMIT & CONFIRM” to move forward.



**4** Begin editing your profile by entering the required information: Name, Department, Job Position, Region, and Contact Information. The following indicators will help you navigate the page:

-  Required to move forward
-  Recommended
-  Completed



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#### INCLUSION ATTRIBUTES

You may select one or more of the fields below that you identify with to promote and build diverse & inclusive workforce in the entertainment industry. Your answer(s) will be displayed on your profile. This is optional. You are not required to answer any of the questions in this section. Not completing this section is equivalent to declining to identify.

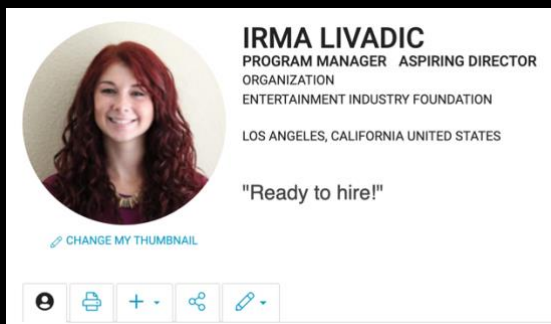
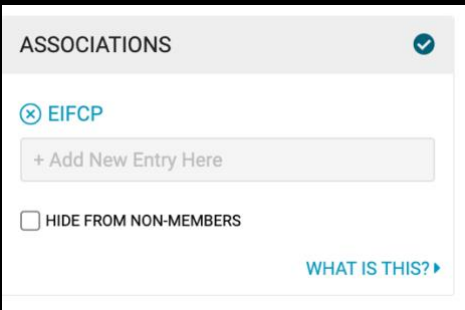
HIDE FROM NON-MEMBERS

5

We recommend completing as many sections as possible in your profile. For the INCLUSION section, you may self-identify based on your own preferences, but it is NOT required to complete. In particular we encourage you to: 1) fill out the AVAILABILITY section to ensure we can confirm your availability to work and 2) select the “Opt-in to allow Crewvie to share my contact info with its official partners” button on the bottom of the page in order to streamline communication.

6

As alumni from an entertainment-focused program, please add your program affiliation (or abbreviation if it includes too much text) in the “ASSOCIATION” section. You may list more than one association. In addition to your program affiliation, please also input “EIFCP” for the EIF Careers Program.

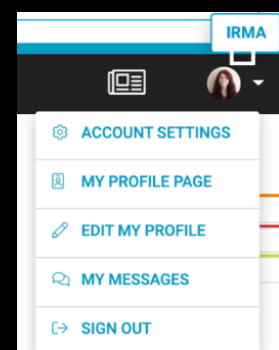


7

While a photo is not required, we highly recommend including one to help your profile stand out. Once you complete your profile, Crewvie and the EIFCP Manager will verify your account and affiliation with your listed program.

8

Each webpage on the Crewvie site will feature a black toolbar and a dropdown menu under your picture on the top of the page. Use this menu to navigate to your profile page, edit your profile and account settings, and sign out. Once your account is verified, please go to “My Profile Page” and select the “Add Work Experience” and “Add Education / Training” buttons to input your professional experience and educational / training qualifications.



*If you have any issues creating a Crewvie profile, please email [CareersProgram@eifoundation.org](mailto:CareersProgram@eifoundation.org) or your nonprofit program point of contact.*