

Orthicon - Creating Teams

Creating one or more teams allows you, as the Team Owner, to share your Submissions and Media files.

The person (or persons) you invite will be able to edit, pay for, and otherwise manage your entries.

Please note that there is no current way to limit access to specific entries.

If you are expecting another Orthicon user to pay for an entry you are submitting, you only need to click the "Save Submission" button at the end of the form.

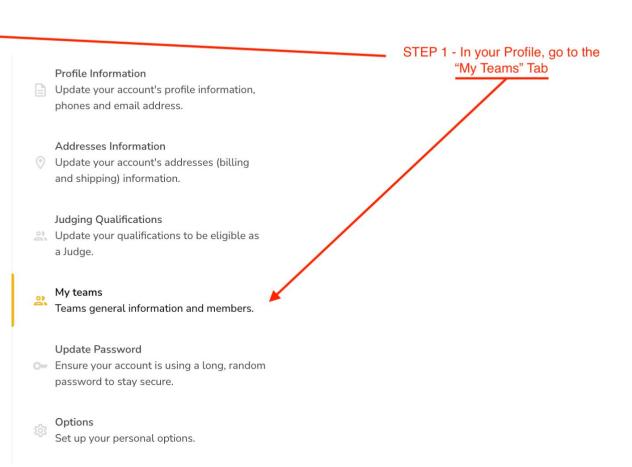


Profile Tester1's Team Invite a user search users madison k

Madison Kirshenblatt

Martha Madison

STEP 2 - Type in name of person you want to allow access to your submissions



STEP 3 - You will see the person's name added to the list of your team members.

Profile

The invitation will be sent automatically and there is nothing else you need to do.

Tester1's Team 🧪				
Invite a user				
search users		•		
Members				
Name	Status	Actions		
Dionneedit876 Mateos	pending	î ⊠		

Status will remain "pending" until the invitation is accepted

Profile Information

Update your account's profile information, phones and email address.

Addresses Information

Update your account's addresses (billing and shipping) information.

Judging Qualifications

Update your qualifications to be eligible as a Judge.

My teams

Teams general information and members.

I Indata Dacquard

Profile

Name

Dionneedit876 Mateos



When the person accepts the invitation, the status will change to active.

Status

active

Actions

Profile Information

Update your account's profile information, phones and email address.

Addresses Information

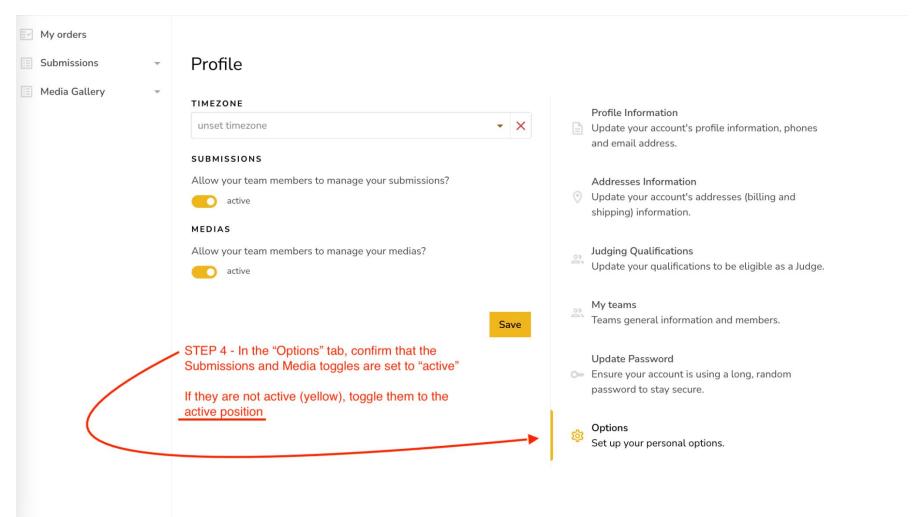
 Update your account's addresses (billing and shipping) information.

Judging Qualifications

Update your qualifications to be eligible as a Judge.

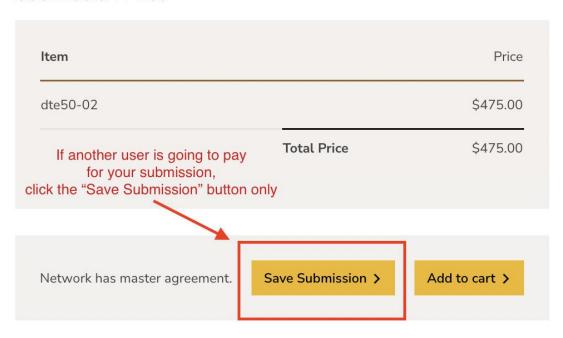
My teams

Teams general information and members.



Special Instructions - for users not paying for their own entry

Submission Price





Orthicon - Tips for Users invited to a Team

If you are invited to a Team, you will need to accept the invitation before you can see the entries being shared with you.

Please note that there is no current way to limit access to specific entries so be sure to exercise caution when handling other people's submissions and/or media files.



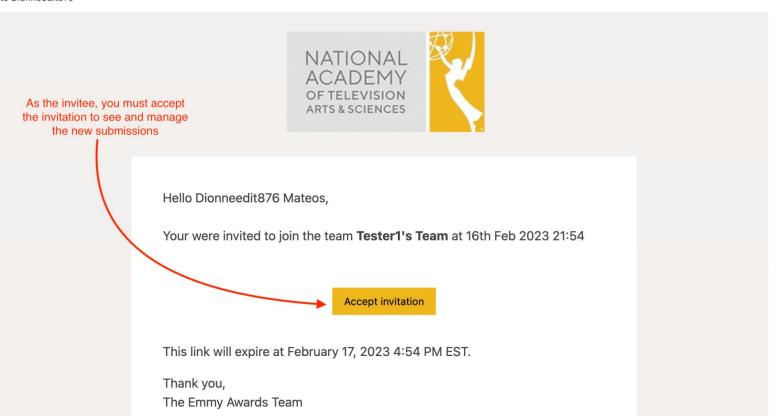




1:54 PM (0 minutes ago)







Submissions List



Reference 🛟	Category	Persons	Program 🗘	Order	Payment 🗘	Submitter	Status 💲	Locked 🛟	Actions
DTE50-14-136C2	Lead Performance in a Daytime Drama Series: Actress				Awaiting payment	Tester1 Tester1	Draft	Unlocked	◎ ♣ ī
DTE50-16-3ED46	Supporting Performance in a Daytime Drama Series: Actress				Awaiting payment	Tester1 Tester1	Draft	Unlocked	© <u>A</u>
DTE50-16-E716B	Supporting Performance in a Daytime Drama Series: Actress	Rachel Schwartz	CHoirX		Awaiting payment	Tester1 Tester1	Submitted	Unlocked	© <u>A</u>
DTE50-2-D80E0	Culinary Series	newtest testy tester			Awaiting payment	Dionneedit876 Mateos	Draft	Unlocked	◎ ♣ Ē
DTE50-300CD					Awaiting payment	Dionneedit876 Mateos	Draft	Unlocked	◎ 🖺 🛅
DTE50-D9A15					Awaiting payment	Dionneedit876 Mateos	Draft	Unlocked	◎ ♣ ī

Awaiting payment

Tester1 Tester1

Submitted

Unlocked

Submissions List

You can filter results to see only your entries, or of any other submitter, by typing part of the User's name and selecting "By Submitter" as your filter from the dropdown

:	tester1	★ By Submitter	Q Search	▼ Filters 🙃	Show delete	ed			Show 25	•
BY ST	ATUS	BY PAYMENT	BY LOCK S	TATUS						
O Al	ι	O All	O All							
O Dr	aft	O Paid	O Unlocke	ed						
O Su	ıbmitted	Awaiting payment	O Locked							
×	Close Filter Clear	rall							1	
	Reference 💲	Category	\$	Persons	Program 💲	Order	Payment 💠	Submitter	Status 🛟	Locked 🗘
	DTE50-14-136C2	Lead Performance in a Daytime Dram	na Series: Actress				Awaiting payment	Tester1 Tester1	Draft	Unlocked

Supporting Performance in a Daytime Drama Series: Actress

DTE50-16-E716B

CHoirX

Rachel Schwartz