

HOW TO SET UP MY WHOZUP ACCOUNT AS AGENT.

General: complete all the information fields below to create your profile.

- 1. Personal Detail:** use this section to input information about your agency and the main point of contact. **Tip:** Use the rich text editor to style your bio with headings, text, hyperlinks italics, etc.

Agency Name

The Profile Name field is required

First Name

Last Name

Email

Contact Phone



Show email in my public profile



Show contact phone in my public profile

- 2. Address:** enter your address here

Search Address

Street Address

Suburb

Postal/Zip Code

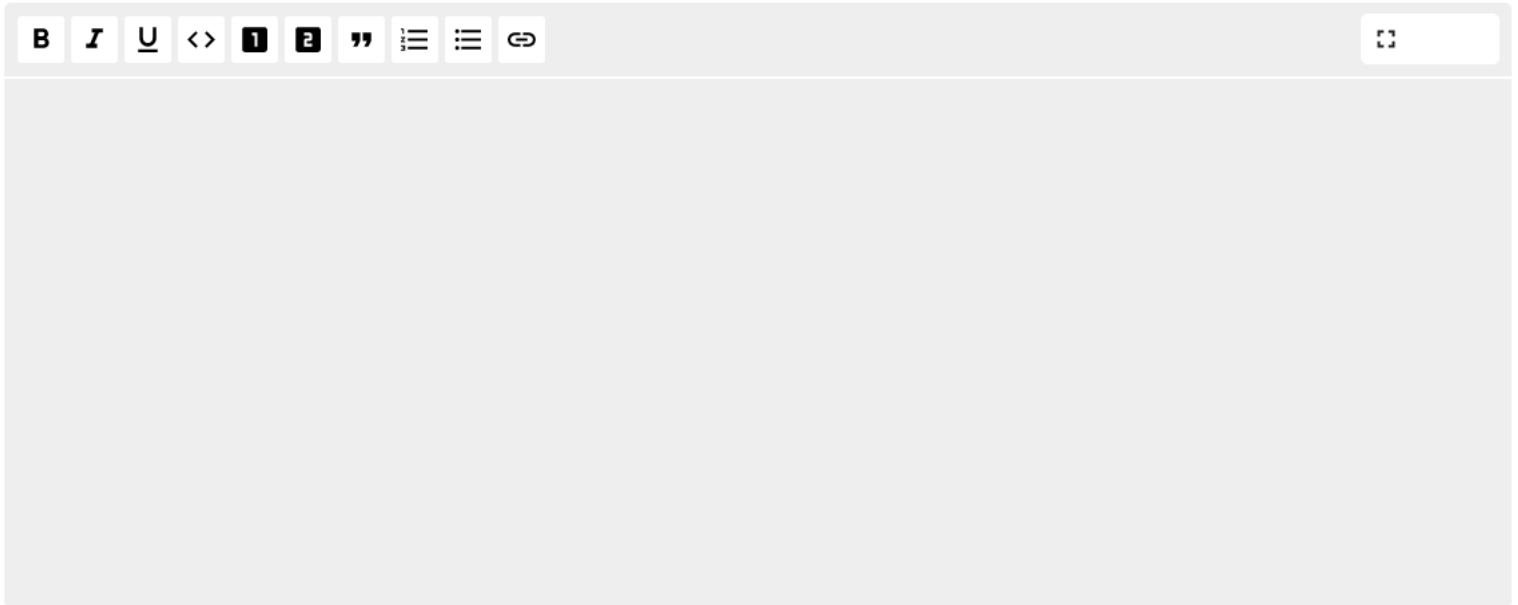
State

Country



3. **Bio:** a short bio will be displayed on your public profile. You can use this to get your story out to your fans. Make sure to keep it interesting.

Bio



The image shows a bio editor interface. At the top, there is a toolbar with icons for bold (B), italic (I), underline (U), code (<>), link (1), unlink (2), quote (”), bulleted list (≡), numbered list (≡), and link (🔗). To the right of the toolbar is a small square icon with a double arrow. Below the toolbar is a large, empty text area for entering the bio.

Click “Save and Next” button to continue to section #2.

Save/Next

Profile Design: complete all the information fields below to create your profile.

1. **Profile Image:** add images and media to your agent public profile to ensure you stand out from the crowd. Your agent public profile will be viewed by anyone searching for an agent. Tip: You can load up to 4 background images to your profile. Don't forget to specify your profile URL. This can be shared on social media.



Show in my public profile page

2. **Background Images:** you can have up to 4 big background images for your profile page. The maximum size for each image is 2MB. For the best fit, use an image with 1920px X 1080px specifications.

Background images



- 3. Profile URL:** your Profile URL is the address on the web that allows people to find your Whozup profile.

Profile Url (?)

https://whozup-
stage.geekseat.com.au/

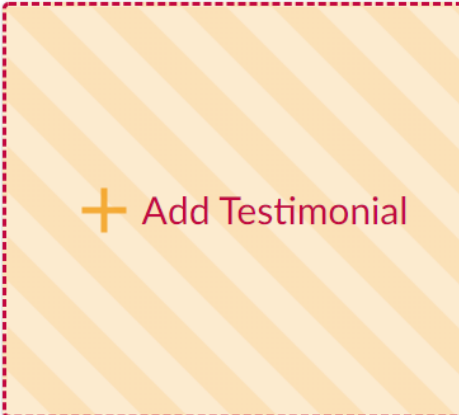
Input Profile Url

- 4. Media:** this media link will showcase your Agency and Acts on your public profile page. Be sure to use your best YouTube clips.

YouTube or Vimeo Url

- 5. Testimonials:** Use this section to add testimonials from your venues, acts, and corporate clients.

Testimonials

Testimonial #1	Delete
<p>Testimonial Message</p> <input type="text"/>	
<p>From</p> <input type="text"/>	

Click “Save and Next” button to continue to section #3.

Save/Next

Links: complete all the information fields below to create your profile.

1. **Link:** help people find you all over the web. These social icons will appear on your public profile. **Tip:** You need to enter a fully formed URL, example: <http://www.yourwebsite.com>.

Website	Facebook
<input type="text"/>	<input type="text"/>
Twitter	TikTok
<input type="text"/>	<input type="text"/>
Soundcloud	Youtube
<input type="text"/>	<input type="text"/>
Instagram	LinkedIn
<input type="text"/>	<input type="text"/>
Spotify	
<input type="text"/>	

2. **Link your Upcoming Gig to your Website:** embed your list of upcoming gigs to your website. **Tip:** you can customize the colors of your gig guide using the “Custom Embed Code” button below.


Embed Code

```
<iframe width="100%" height="800" src="https://whozup-stage.geekseat.com.au/embed/NjQ=?tableBgColor=ffff&tableFtColor=000000&hideToolbar=false" frameborder="0"></iframe>
```

By embedding gig schedule on your site, you are agreeing to [Whozup policy](#)

[Copy](#) [Custom Embed Code](#)

3. **Connect to Facebook Fan Page:** automatically upload your upcoming gigs schedule to your Facebook fan page.

 [Connect To Your Facebook Page](#)

4. Click “Save and Next” button to continue to section #4.

[Save/Next](#)

Financials: complete all the information fields below to create your profile.

1. **Financial:** this information will be used to create invoices within Whozup. We will never sell, rent, or share your personal information with any third parties. If you are migrating from another invoicing program, set the “Next invoice number” to follow on from the last invoice in your previous program.

Bank Account Name

BSB Number

Account Number

ABN

Currency

Tax

Incoming Invoice Batching

Outgoing Invoice Payment Term

Incoming invoice will be batched by this option

Outgoing invoice due date

Payment Options

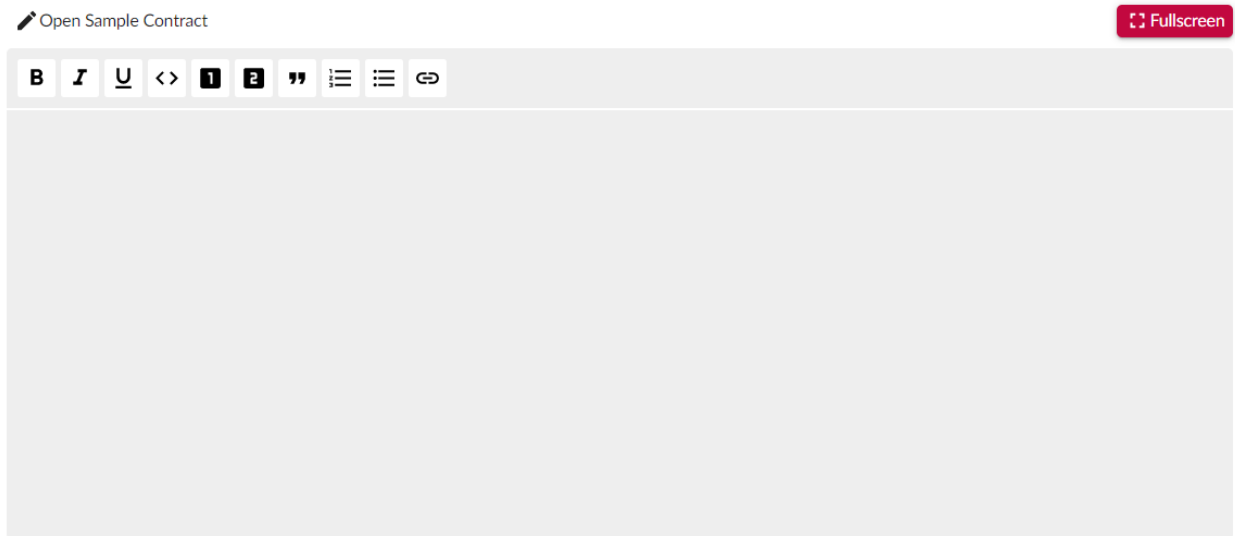
Next Invoice Number

2. Click “Save and Next” button to continue to section #5.

Save/Next

Terms and Conditions: complete all the information fields below to create your profile.

1. **Act Contract:** this will be used as the template terms and conditions when you or your agents create a new booking.



Write your own custom contract or use the example provided as a guide for them. Click on the "Open Sample Contract" button and click on the "Use This Sample Contract" button.

Delay, Interruptions & Finish: If a performance is delayed, interrupted or finishes early as a consequence of any act or omission of the Hirer or due to weather conditions, then the Hirer will still pay the full Final Total. The Artist is not obliged to continue past set finishing time unless they agree.

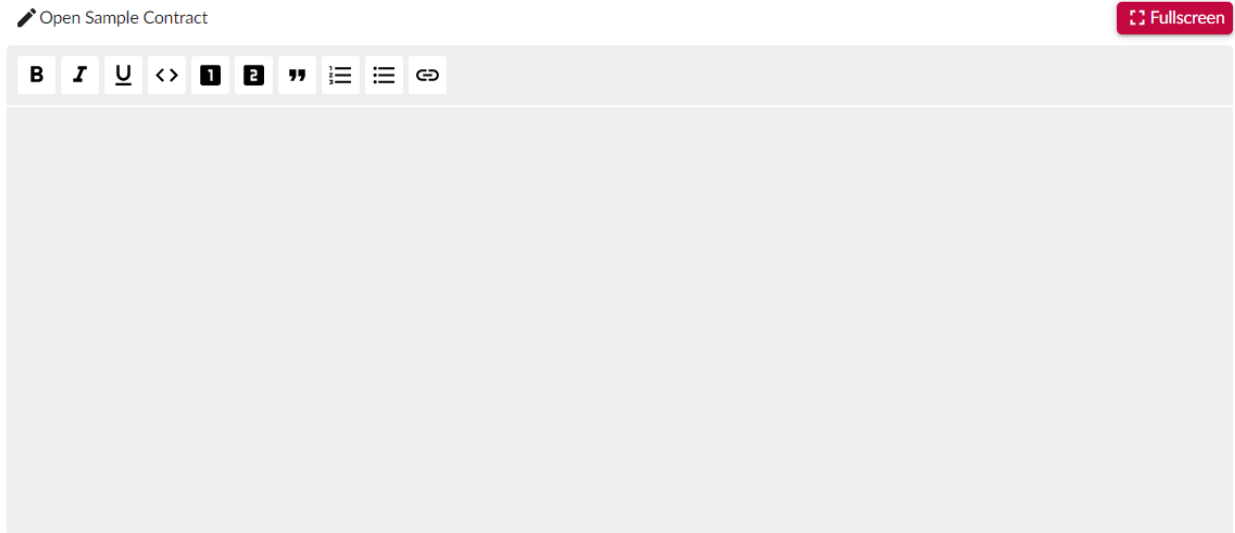
Notices: All notices to be effective will be in writing and sent to the addresses noted on the front page for Hirer and for Artist.

Law: The validity, construction and performance of this Agreement will be governed exclusively by the laws of the State of _____.

Close Use This Sample Contract



2. **Client Contract:** when you create a private booking, this will be used as the default client contract.



Write your own custom contract or use the example provided as a guide for them. Click on the "Open Sample Contract" button and click on the "Use This Sample Contract" button.

Delay, Interruptions & Finish: If a performance is delayed, interrupted or finishes early as a consequence of any act or omission of the Hirer or due to weather conditions, then the Hirer will still pay the full Final Total. The Artist is not obliged to continue past set finishing time unless they agree.

Notices: All notices to be effective will be in writing and sent to the addresses noted on the front page for Hirer and for Artist.

Law: The validity, construction and performance of this Agreement will be governed exclusively by the laws of the State of _____.

[Close](#) [Use This Sample Contract](#)

3. Click "Save and Next" button to continue to section #6.

Save/Next

Privacy: complete all the information fields below to create your profile.

1. **Privacy:** manage your privacy. Here you choose who can see and find you on Whozup.

My Contact

Private

Searchable by Everyone

2. **Include Profile in Whozup Hire:** shows or hides the profile in Whozup Hire search result.

Show your profile in Whozup Hire.



3. **Allow Invite for Acts:** shows or hides the "Apply to Act Roster" button on agent searches.



Allow invites from Acts

4. Click "Save and Finish" to save the profile configuration.

Back

Save/Finish