

FRONTEND USER GUIDE



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Part 1: Register

- 1. Access the following link in your web browser: https://opportunityforall.mt
- 2. You will be redirected to the OFA home page.

OPPORTUNITY	над Аблат Наф ИК 💽 АТ Ф. 2006 8 Стан 🔄 Вылічни 🛛 Жарін	
I am looking for		
PORUAR CREW DONATTINENTS Accounting At Department Uscations Amourer Cemera Centing Production Part Production Electrical Brigs		
Crew Departments Find talent your way	6.9	

3. Click on Sign in a modal will show, then click on Register.



4. You can now enter the email and the password for your account, then click agree the terms and condition and click "Verify Email".

OPPORTUNI FOR ALL	TY		ලම මෙම ලිං	Nog About Help raw 🔢 Business	EN D MT Sign In	
	oking for		0.057			
	ARTMENTS Art Department Locations oduction Post Production 0	Sign In	Register			
		Password Retype Password I agree to Malta Film Commissio	Reference & Conditions			
Crew Departme Find tale	nt your way	Verity E	nul			
Accession	E Armourer	Art Department	Assistant Directors	Carmers	Gasting	We care allowed spoor data, and want towe to suit acousting to make your experimence better

5. After clicking on Verify Email, you will be redirected to the verification page. You can click on Resend Verification Email if you didn't receive an email.

Mol	
Check your inbox!	
Click on the link that has been sent to your email address to activate your account. If you did not receive the email, click on the below button to resend.	
Resend Verification Email	

6. In your email's inbox you'll receive an email notification, click on the link to verify your account.

Opportunity For All
Welcome ofauser1@gustr.com, Please click on the <mark>link</mark> to activate your account.
Best regards, The Opportunity For All Team
© 2024 Opportunity For All. All rights reserved.

7. You will be redirected to the Login page with a message that your email has been verified. You can now login using your account.

Vour email has	s been verified.
Sign Welcome, please login or	
Adminuser@gustr.com	
	Ø
Forgot Password?	
Sign I	n

Part 2: Sign in

1. You can sign into your account by either clicking on the Sign in tab which can be found on the homepage, where a modal will show.

OPPORTUNITY			(<u>(i))</u> doba (j	Nog About Hel 3 Cnew 🕅 Busines		
l am lookir	ng for			×		
	ment Locations Past Production B	Sign In	Register		S	
		Email Password Forgot Password?	ø	77 N - 440		
Crew Departments Find talent you	ır way	Con	tinue		0.3	
+ -	\oplus	@	B	Ŧ	<u>@</u>	We can about your data, and well love to use couldward to make your apperiance enter

Or in the login page where you'll be after verifying your account.

Vour email has b	een verified.
Sign I Welcome, please login or cr	
Adminuser@gustr.com	
	8
Forgot Password?	
Sign in	

2. You can login by entering your account's email and password.

After logging in, you will be redirected to the homepage (if you have already set up your profile). If you haven't yet set up your profile, you will be redirected to the 'getting started' page.

OPPORTUNI 	TY		Abourt Help	EN DI MT	
	Hello, let's get sta	rted!			
	l am a Crew (freelancer) looking for opportunity	l am a Business looking for opportunity	I am a Service Provider looking to hire talent		
		Next			
fø	y in o	Blog Crew Rate Card	About Help		
			Courses Terms & Conditions Privacy Policy		We care about your data, and we'd love to use cookies to make your experience

Part 3: Forgot Password

1. If somehow you forget your password, you can still recover your account. You can do so by clicking on the 'Sign in' tab in the homepage, then click the 'forgot password' tab in the modal that will show.

OPPORTUNITY			<u>⊜</u> ≱ees (2)	Ring About Help Drew 📴 Business	EN . MT	
I am looking	for					
POPULAR OREW DEPARTMENTS Accounting Art Department	Locations	Sign In	Register		207	
	it Production E	Email				
		Password Forgot Password?	ð			
Crew Departments Find talent your v	/ay	Contin	8		(C. 2)	
+- ×=	\oplus	6	8	R	<u>@</u>	We care about your data, and we'd how to care calculate to make your reqerimine

2. You will be redirected to the Forgot Password page, you can now enter your

username and click on Send.

Forgot Password	
a link.	
Username	
Sign in 🔤 Send	

3. After clicking on Send you will receive an email notification, you can click on the link to set up your new password.

Opportunity For All
Dear User, We received a request that you would like to change your password.
Please click on the <u>link</u> to change your password. Best regards, The Opportunity For All Team
© 2024 Opportunity For All. All rights reserved.

OPPORTUNI		
Set Passw Please provide new pa		
Password	ø	
Confirm Password	ø	
Sign in	Set Password	

4. After clicking on the link you can set up your new password.

5. You will be automatically logged in after you set up your new password.



Part 4: Help

1. You can click the 'Help' tab in the header when you scroll to the top.

	Allow Pady IN NT
L am looking for Crev V Type department or role POPULAR CREV CONSTITUTION POPULAR CREV CONSTITUTION Creating Analysement Leaston Answer Canary Creating Production Restrict Origin	

2. You can also find Help in the footer.

Promote your vacancy and reach hundreds of talents with Opportunity for All Peetable 2	View all vacancies		
f © ¥ m ⊐	Blog Crew Rote Card	About Help Courses Ferms & Conditions Physicy Pulicy	We care about your data, and whill lowe to use cookies to make your expensione

3. In this page you can find the FAQs for OFA and a Contact Us form at the bottom.

	Abor Hep FN D HT
FAQ for 'Opportunity for All' - Malta Film Commission	Kaseth Fäßte.
Al General Questions For Cre CRARRAL QUESTIONS What is "Opportunity for AII"? —	w Members For Service Providers Technical Support
Opportunity for AIP is a platform created by the Maita Tim Commission to connect qualified crear unranities and business with job opprintigs in Maita's Tim Industry. On writeblate hosts as comprehension scalars and association grammary, at Separatment, satisfact association grammary, at Separatment, satisfact	What kinds of jobs are available? +
nding electrical, grips, hair and making, and instations. How do I sign up? +	Signature and a state and and have

4. You can reach the admin of OFA by filling up the contact us form then clicking on

submit button.

OPPORTUNITY			● My Account ❤	
	Conta Well get back to yo			
	Name	Sumame		
	Select Topic	Email address		
	Message Message			
	lagree to <u>Tarma & Conditions</u>			
Submit Control of				

Part 5: About

1. You can click the 'About' tab in the header when you scroll to the top.



2. You can also find About in the footer.

		My Account 🗸
Promote your vacancy and reach hundreds of taients with Opportunity for All Post a Job ()	Verefreeds	
f @ ¥ m 1	D Biog Crèw Rata Card	About Help Courses Terms & Conditions Privacy Policy We care about your data, and we'd love to use acades to make your againence better.
@ Copyright 2004 Opportunity For All - All righ	ts reserved	CONHISSION SCREES MALTA

3. In this page you can find information about OFA.

0000000000	About Halp EN 🕥 MT
OPPORTUNITY	My Account 🕶
	About Us
Welcome to "Opportunity for All"	
Who We Are	
	Welcome to 'Opportunity for All'
What the platform offers	'Opportunity for All is a digital platform which streamlines the needs and demands of Malta's crew members with the
	Opportunity for all is a digital platform which attemmines the needs and demands of Matta's crew members with the different opportunities in the market. The growth of Matta's film industry will be linked by connecting talented
	individuals with current employment opportunities. This platform serves as a crossroad for crew members, service
	providers and employers within the film industry who are looking to collaborate or hire.
	Who We Are
	This initiative is a policy-oriented deliverable by the Malta Film Commission to fester and strengthen the film
	production community where creativity, expertise, and opportunities intersect. It aims to make more efficient the process of hiring suppliers and employing workers through a transparent process.
	process or mining supprises and employing excitors an ough a stansportant process.
	What the platform offers
	'Opportunity for All' offers a comprehensive database that acts as a bridge between employers and potential
	opportunity for we online a completensive database that acts as a bringe determining monosers and potential employees as well as service providers of different goods and services for the film industry. From accounting and art
	direction to editing and electrical, the platform covers a multitude of disciplines in the film-making process. For Crew
	Members: Create a robust profile showcasing your skills, experience, and portfolio. Browse job listings, apply for roles, and communicate directly with potential employers. For Employers: Post job listings or a request for a good or service
	that larget the right audience, sift through a diversified post of talented individuals and suppliers, and hire the best fit
	for your projects. Our search and filter tools make it convenient to find what you're looking for.

Part 6: Terms and Condition

1. Click on terms and conditions in the footer.

		My Account 🗸	
Promote your vacancy and reach hundreds of talents with Opportunity for All Perside ()	P P View all escendes		
f © ¥ 🖬 🖬	ting Crew Rate Card		ne about your data, and wy'll tone e about your data, and wy'll tone e about your data your experience
© Dopyright 2024 Opportunity For All – All rights reserved			cy Policy Ok

2. In this page you can view the terms and conditions of OFA.

About Meip EN () MT
Terms And Conditions Update on 00 October 2023 Acceptance of Terms 1. These terms and conditions (Terms*) Constitute a Highly binding agreement between you (Tuse* or Your) and from Company Wessite Nume (Twebsite Terms or accessing the Website you give to comply with and be bandy by the Ferm. If you do not agree with this Berns, you should not use
the Barvice. 2. Purpose of the Website 2.1. The Website C2.1. The Website is and inclusivity within the firm industry at offers resources, the industry. The industry at offers resources, the industry.
3. User Responsibilities 3.1. You agree to use the Website in a manner consistent with its purpose and not engage in any activity that undermines the another of equal opportunity, inducing an diversity within the film inductory 3.2. You are the second
A. User Accounts

Part 7: Privacy Policy

1. Click on privacy policy in the footer.

OPPORTUNITY		My Account 🗸	
Promote your vacancy and reach hundreds of talents with Opportunity for All Petra 300 - >	View all vacancies		
f © ¥ 🖬 🖿	Blog Crew Rate Card		our data, and write love o make your experience
€ Copyright 2024 Opportunity For All - All rights reserved		COMMISSION SCREEN	OK

2. You will be redirected to the privacy policy page, where you can view the privacy policy of OFA.

Abour Help FN MT
Privacy Policy Update of the Di Orderer Red
Malta Film Commission Data Protection Policy
The General Otata Protection Regulation (U) 2010/0797 (2014) and the Data Protection Act (Data Stoll) regulates the processing of personal data whether held electronically or in manual form. The Malta Film Commission is set to fully comply with the Data Protection Principles as set out in such data protection rigiblation.
Purposes for collecting data The Malta Film Commission collects and processes information to carry out its obligations in accordance with prevent highlights. All data is collected and processes in accordance with bata Protection taglightion and the
Mata Film Commission Act (Chapter A/B of the Laws of Mata). Recipients of data Personal Information is accessed by the employees who are assigned to carry out the functions of the Mata.
Film Commission, Personal Data may be disclosed to other Government entities as authorized by law. Disclosure can be made to third parties but only as authorized by law. Your rights
You are entitled to know, free of chargie, what type of information the Marta Film Commission holds and presenten about you and why, who has access to It, how a Ki shadi and kept up to date, for how leng it is kept, and what the file list is incomed, which date materimize information and the material file list income.

Part 8: EN to MT Translation

1. If you wish to translate the content from English to Maltese or vice versa, you can do so by clicking on the switch in the header.



2. When clicking on the page it will reload and the text contents will be translated.



Part 1: Setting up account as Crew

1. In the getting started page, you can select as a Crew then click on Next.

		About Hoop DK) HT My Account V	
Hello, let's get sta I am a Crew (freelancer) looking for opportunity	arted! Lam a Business looking for opportunity Net	I am a Service Provider looking to hire talent	
f @ ¥ 6 m	Biog Oraw Rata Card	Alonat Instp Courses Terms & Couditions	

2. You will be redirected to the Crew Registration page, where you can continue inputting your information. Click on 'Next' to continue onto the next page.

		My Account ~	
Crew Registration			
Steps 1 of 4			
Personal Details			
First Name	Last Name		
Nationality Select an option	Gender leptonal) Select an option		
Your ID card will be deleted once your account is verified. Upload ID Card Front – png or jpg format + File size cannot exceed 500KB	Upload ID Card Backpng or .jpg format +		Filling this application form will list you on the Malta Film Commission's register of approved crews.
File side cannot exceed SODKB	File size cannot exceed 500KB		
8ie			

3. In step 3, there will be a section called 'Production'. In this section, you will need to state how many productions you can work on simultaneously. This mean that if you are already working on a production, but can manage to work on other ones, you will still be visible as an available crew to the service providers.

	OPPORTUNITY	My Account 🗸	
	Select department	·	
	Secondary Department (optional) Select department	×	
ſ	Production		
L			Filling this application form will list you on the Malta Film Commission's register of approved crews.
	List your most recent credits		Next Tip
	Production Name	0	
	Year Department Select an option	v	
	Position/Role V Select an option V		

4. In the last part of the registration section, a 'submit' button will appear instead of 'next'. Upon clicking on the 'submit' button, a modal will show, giving you the option to either hide/show your phone number and email address.

	RTUNITY DR ALL	aloez 💉 🔘 My Account 👻
English ×		
	Permission	
Formal Training	The personal information is stored and used for the purposes as described for the Audio Visual Industry Coldelines published by Matta Pilm Communication Market and Employment Relations, Instanced StateStates Offen, Industrial and Employment Relations, Instanced StateStates Offen, Industrial and Employment Relations, Instanced StateStates Offen, Industrial States S	mission and may be shared and ir for Revenue, Department for
	I want to be listed in the Malta Film Commission directory be shared with stakeholders in the film industry and my p	y: My contact details will profile will be public.
Formal Training I	Hide my email address from profile Hide my phone m	number from profile
Vear Select an option	Your ID card will be deleted once your account is	uverified.
	Submit Pyrote	
		Filling this application form will list you on the Mala Film Commission's egister of sported criws.
Gallery Upload	optional	Next Tip
	otos or portfolio that would boost your profile!	
Upload Galleryprg	e Jog format +	—
	.ang or .ang formate Each file size cannot exceed SODKD	

5. After clicking on Submit Profile you will be redirected to the Profile page, the admin will now check on your profile and verify it. An Email notification will be sent to you when you submit your profile, you will also receive one after they verify your profile.

OPPORTUNITY	About Hudo EN () NT (1) Find Jack Gauge () Bog () Norrat Owna V
Front Front Porter Porter Porter Proventer Notification Sections Or Logout	or of Contract Sector Contract Sector Contr

Part 2: Profile

1. You can go to your profile by clicking on your name and image in the header, a drop down will show select on Profile. It will have an incomplete text when your profile is not yet completed or not yet verified.



2. In this page you can see your profile information, you can edit your profile by clicking on the Edit Account or the pencil in your image. It will only show when your account has been verified by the admin, if not it will be hidden.



3. By clicking on the 'Edit Account' button, you will be redirected to the edit profile page. You can change your information and then click 'Next' to go to the next page, until you are ready to submit again. An email notification will then be sent to the OFA admin stating that you have made changes to your profile.

OPPORTINITY				About Help	EN OMT	
		Find a Job	E Department	fill Bing	Nornat Orena 🗸	
	Edit Profile					
	Steps 1 of 4					
	Personal Details					
Vurined Nornat Orena	First Name		Last Name			
Nornat Orena	Nornat		Orena			
S Profile	WIT Number (optional)					
I Applied Jobs	852369					
♥ Favorites	Nationality Algerian	~	Gender (optional) Other		~	
Q Notification Settings	Augurian		outer			
() Logout	BIØ					
O cogoor	AEF					
				Back	Continue	

4. In your profile page, you can also see your applied jobs and favorites when you click

on it in the sidebar.

				About Help	EN 💽 MT
OPPORTUNITY		Find a job	💾 Department	(i) Blog	Nornat Orena 🗸
	Edit Profile				
	Stepslof 4				
Ø verher	Personal Details				
Nornat Orena	First Name Nornat		Last Name Orena		
& Profile	wit Number (optional)				
i≣ Applied Jobs	852369				
♥ Favorites	Nationality Algerian	~	Gender (optional) Other		~
O. Notification Settings O. Motification Settings O. Motif	Algeran		outer		
() Logout	BIØ				
	AEF				
				Back	Continue

Part 3: Departments

1. As a crew, you can view all the departments available on OFA. These can be viewed on the homepage by scrolling until you reach 'The Industry' section.

			ලිම Findajob ළළි D	lepartment 🗐 Blog	Nornat Orena 🗸
The Industry Browse by depa	artment				۰ ه
Accounting	Armourer	© Art Department	Assistant Directors	Camera	Casting
Construction	Electrical	Grips	Hair & Makeup	Health and Safety, Medics and Covid	Intimacy Coordinators
		View all de	partments		

3. You will be redirected to the list of all crew departments on OFA.

			🍙 Findajob 😤 I	Department 🗐 Blog	Nornat Orena 🗸	
The industry Browse by depa	artment				۰ ۵	
Accounting	Armourer	@ Art Department	Assistant Directors	Camera	Casting	
Construction	Electrical	Grips	Pin Aksup	Health and Safety, Medics and Covid	Intimacy Coordinators	
		View all de	partments			

4. You can view its detail page by clicking on the department.

	About Help EN 💽 MT
C Back to Drew	
Baccount digartment ne the first industry manages frame more production. It handles budgeting, cost tracking, providu si proments. This organise tracking more than and stakeholders and aids in print distribution. Account fer industri industribution account for industribution. Account for industribution account for industribution. The state organises of first industribution. Account for industribution. Account for industribution. Account for industribution. Account for in	nd vendor ny within fundatet exports for angement is

5. In this page, you can view the definitions, roles, and jobs available in the respective department. Jobs can be viewed by clicking on the 'Vacancies' button found below the definition of the department, or by clicking on 'view all' in the Jobs section. You will be redirected to the list of all available jobs, but it will automatically filter for that department which you were in.



Part 4: Applying for a Job

1. You can view some of the latest jobs in the homepage, just scroll till you are in the

Find a job 😤 Depa Blog Nornat Orena 🗸 Latest Job Vacancies Accounting C 10 Test Test Deadline: 08 Feb 2024 Location: Malta More Info > View all vi e Industr Browse by department (HE) P ę \oplus (?) **③**

Find a Job in Films section.

2. You can click on the View all vacancies to view all the available jobs or click Find a job in the Header.

		pii Find a Job	🖺 Department	멸 Blog	Nornat Orena 🗸
Find a Job in films Latest Job Vaca	ncies				
Edit Format View Help Test	Accounting C Test PLM Decelline: 08 Feb 2024 Location: Malta More Info >				
	Vie	v all vacancies]		

3. You will be redirected in the list of all the jobs available, here you can filter the jobs in your preference. You can only view the jobs for your user type here.



4. After you select a job you can visit its detail page by clicking on more info or just clicking on the card itself.

	About Help EN 🂽 MT 😰 Find a Job 🐔 Department 🗃 Blog 🔵 Normat Orena 🗸
Department Accounting Position/Role Accounts Clerk Location Malta Period From 08 Feb 2024 till 09 Feb 2024 Production PLM Experience Trainee Application Deadline 08 Feb 2024	① / pie Lang / ① ① ① ① ① ① ① ① ① ①

5. After viewing the job, you can apply for it. This can be done by clicking on the 'Apply' button, after which a modal will show for confirmation. Just click on apply to apply for the job.

OPPORTUNITY		About Help EN MT
	p Find a Job 😤	
Department Accounting Position/Rele Accounts Clerk Location Mata Period From OF Fe 2024 till 02 Production FUA Experience. Traines Application Deadline 08 Feb 2024	Production (Constraints) Image: Constraints) Image: Constraints)	close 💌

6. If you try to apply to a job but your profile is not yet completed or not yet verified, you will receive a message that you need to complete your profile first.

OPPORTUNITY		About Help EN DIT	
FOR ALL	වේ Find a job	🖺 Department 📄 Blog 🔵 Normat Orena 🗸	
Department Camera Position/Role Camera Trainee Location Gazo Period Prom 09 Feb 2024 dill 12 Production ST1 Experience Trainee Application Deadline Of Feb 2024		∞ ô cuox (X) :e	

7. By clicking on Complete Profile you will be redirected to the profile page, or just close it to return to the job detail page. While on the job detail page you can add the job by clicking on the heart icon top right of its title, to add it to your favorites. You can also share this job by clicking on the share icon.

	About Help EN 💽 MT 🗟 Find-ajob 🗳 Department 🗃 Blog 🔵 Norriat Grena 🗸
Department Camera Position/Role Camera Trainee Location Gozo Period From 09 Feb 2024 till 13 Feb 2024 Production SP1 Experience Traine Department Department Department	In the lease of a function of the lease of t

8. You can also see some of the similar jobs in the bottom of the page, there will be a section for the similar jobs.

		p͡글 Find a Job	🖺 Department	월 Blog	Nornat Orena 🗸
Application Deadline 09 Feb 2024					
Apply for this	iob Nacional de la constante de la Nacional de la constante de la c				
		7			
Similar Vacanci	es				
Statepud					
Test	Test PLM Deadline: D8 Feb 2024 Location: Malta				
rese	Deadline: US PED 2024 Location: Mainta				

Part 5: Production Contributor

1. As a verified crew you can also be an production contributor, when you were added by the Service Provider as a contributor to their production you can assign/remove crews to that production. You will also have an additional tab in the header called Productions.

OPPORTUNITY FOR ALL	About 1 (ਤੋ) Findajob 🖆 Department 🗐 Blog.	eep EN MT
	Find a Job in films	
	POPULAR DREW DEPARTMENTS Accounting At Department Locations Damers Armourer Casting Production Pest Production Electrical Grips	
Find a Job in films Latest Job Vacancies		

2. In this page it will show the production that you are a contributor. You can only be a contributor to one active production.

Q	DPPORTUNITY 	pa Find a Job	😤 Department	Blog (About Help EN 💽 MT
P	Productions				Active
	Fature Film The Undercover Loal Grev II & Production Baie: 01 Feb 2024 Contributors 2 ✔ Edit				

3. By clicking on edit you will be redirected to the production's detail page. Here you can also assign/remove crews to help the Service Provider manage the production.

				About Help	EN () MT
	ම්ම් Find a Job	😤 Department	Blog	Productions	Crew Test 🛩
↓ Crew ↓ Imported Crew Accounting	(ii) / Productions / Test Prod				
Accounting Creating Crew Accounting Post Production	General Information		321 Format	crew as per cash rebate cert	ificate application
	02/05/24 Crew		Reality Shows		Import Crews
	Add crew via OFA database				Q

4. You can add a crew by searching it in the search bar, you can only search for an available crew (crew that doesn't meet their max production).

OPPORTUNITY 	යි Findsjob 🖆 Department බ Blog 🚷 i	Productions 👫 Crew Test 🗸
	Test Prod	
✓ Crew ✓ Imported Crew		
Accounting ✓ Foreign Crew Accounting	General Information Number of focal crew as per	cash rebate certificate application
Post Production	Test Prod 321 Date of Production Format	ash repate certificate application
	02/05/24 Reality Shows	
	-	
	Crew খ	Import Crows
	isagi Yoichi jack Heart	
	Bachira Meguru Imported Crew	

5. Click on the name you wish to add in the production, a modal will pop up to set their hiring information.

FOR ALL		E Find a Job	Department	E BIOS 🛛	Productions Crew lest	
	Test Prod					
~ Crew					×	
 Imported Crew 						
Accounting	Isagi Yoichi			VIEW PROFILE >		
 Foreign Crew 						
Accounting Post Production	Department Locations	~	Employment Type Select an option	~	e certificate application	
	Payroll Status					
	Select an option	×				
					Import Crews	
				Add	٩	
	Imported (Crew				

6. You can view their profile by clicking on the view profile. You can assign them to departments and select their employment type, you will need to set the dates and upload the contract based on the said date. After clicking on Add the crew will be added to the production.

OPPORTUNITY — FOR ALL —	Din Find a Job	🗂 Department	Blog	Productions	Crew Test
✓ Crew Locations	Production crew added successfully.				×
✓ Imported Grew Accounting ✓ Foreign Grew	General Information		Number of local 321	crew as per cash rebate cert	ficate application
Accounting Pest Production	Date of Production 02/05/24		S21 Format Reality Shows	5	
	Crew				Import Crews
	Add crew via OFA database				Q
	Locations	EMPLOYMENT END DATE		EMPLOYMENT TYPE	
	Isagi Yoichi	02/29/24		Contract	2 🗓

7. If you wish to edit the crew, you can do so by clicking on the pencil in its row. A modal will show again. If you edit a contract type, you can only edit the termination date and would need to upload another contract. If you edit a daily type, you can add additional dates to them and add a contract. After editing, you can click on 'Update' to update the crew.

OPPORTUNITY		Pa Find a Job	🖺 Department	🙆 Blog 🛞 Prod	
	General Info	rmation			
~ Crew Locations	Isagi Yoichi			VIEW PROFILE >	e certificate application
✓ Imported Grew Accounting	Department Locations	~	Employment Type Contract	~	
 Foreign Crew Accounting 	Payroll Status Payroll	*			
Post Production	Date of Employment 02/01/2024		Termination Date 02/29/2024		Import Crews
	Upload Contract			+	<u> </u>
	View Form			Accepted formats: pdf, docx	
				Update	i ⊂ 0
	Daily Log book				

8. You can also request to delete the crew by clicking on the trash icon, a modal will show for confirmation. It will also state that the MFC will review the crew deletion request, this might take 48 hours.

	👔 Find a job 🕾 Department 💮 Mag 🛞 Productions 🎧 Erew Test 🗸
	General Information
~ Crew	cal crew as per cash relate optimizate application
⊂ Costions Imported Crew	(📕) art
Accounting	
v Foreign Crew	Delete Crew
Post Production	You are about to delete a crew. Please Import Crews
	allow 48 hours for the Mala Film Commission to review your request.
	Close Sand Request
	Dev.Context 2
	Imported Crew

9.After requesting to delete the crew, an email notification will be sent to the admin.

	pag Findajob 🥂	Department 🗐 Blog	Productions	Crew Test 🗸
✓ Crew Locations ✓ Imported Crew Accounting	Name of Production Test Prod Date of Production 02/05/24	Number of local or 321 Format Reality Shows	rew as per cash rebate certif	hcate application
✓ Foreign Crew Accounting Post Production	Crew Add crew via OFA database			Import Crows
		OVMENT END DATE	EMPLOYMENT TYPE Contract	2 8
	Imported Crew			

The crew will also be grayed out as it is still not fully deleted yet.

10. When your request has been approved you will receive an email notification, it will also remove the crew in the production.

	🍙 Finda Job 🥙 Department 🗃 E	Blog 👰 Productions 👫 Crew Test 🗸
	Test Prod	
✓ Crew ✓ Imported Crew		
Accounting V Foreign Crew Accounting	General Information	
Accounting Post Production	Name of Production Number Test Prod 321	r of local crew as per cash rebate certificate application
		y Shows
	Crew	Import Crews
	Add crew via OFA database	Q
	Imported Crew	

11. You can import multiple crews into the production by clicking on "Import Crews."This action will prompt a modal to appear, allowing you to drag and drop or select an Excel file for uploading.

OPPORTUNITY	🔄 Find a lots 🥂 Department 🗴 Blog 🍥 Productions 🏟 Crew Test 🗸
 Crew Imported Crew Accounting Foreign Crew Accounting Post Production 	Ceneral Information Control Import Local Crew Control Drag a file or click hars Control August fileman action Control
	Imported Crew Accounting MME Description bits Environment for

12. When setting up the Excel file for importing crews, ensure that the following fields

are included and populated:

- a. Crew ID
- b. Name
- c. Surname
- d. Department
- e. Employment Type
- f. Date of Employment
- g. Payroll/Self-Employed

These fields are required to successfully import the crews into the system.

1	А	В	С	D	E	F	G	ł
1	Crew ID	Name	Surname	Department	Employment Type	Date of Employment	Payroll/Self-Employed	
2	CW443232	Jack	Heart	Grips	Contract	19/02/2024;19/03/2024	Payroll	
3	CW060009	John	Doe	Grips	Daily	19/02/2024;20/02/2024;21/02/2024	Self-Employed	
4				1				

13. After importing the Excel file, a new section will appear below the local crew

section. It will skip the crews that don't exist in the OFA database or already exist in the production.

OPPORTUNITY	🍙 Find a Job	🖺 Department	Blog	Productions	Crew Test 🗸
 ✓ Crew ✓ Imported Crew Accounting 	Crew Add crew via OFA database				Import Crews
✓ Foreign Crew Accounting Post Production	Imported Crew Accounting New Testing Imported	EMPLOYMENT END DATE 02/22/2024		EMPLOMENT TYPE 02/22/2024	2 B
	Foreign Crew			Add Foreign Crew	Import Crews
	Accounting				

14. This section lists all of the imported crews who have not yet updated or uploaded a document. Clicking on the Edit button, represented by the pencil icon, will open a modal displaying their information. Here, you can upload the document, and after saving it, they will be transferred to the Local Crew Section.

				CLOSE 💌	
✓ Crew ✓ Imported Crew	" Testing Importe	d		VIEW PROFILE >	Import Crews
Accounting ~ Foreign Crew Accounting	Department Hair & Makeup	~	Employment Type Contract	Ť	
Post Productio	Payroll Status Payroll	~			
	Date of Employment 02/20/2024		Termination Date 03/20/2024	Ē	
	Upload Contract			+	i ii
				Accepted formate pdf, docx	
	Daily Log book				w Import Crews
			DATE OF ANNUAL	DATE OF DEPARTURE	
	Foreido Test		02/20/2026		2 th

15. Foreign Crew will contain the list of all the foreign crew members that have been added to the production and do not have an OFA Account.

	(∂a) Find a Job	😤 Department	🖹 Blog 🤣 Productions	Crew Test 🛩
 Crew ✓ Imported Crew 				
Accounting ~ Foreign Crew Accounting	Foreign Crew		Add Foreign Crew	Import Crews
Post Production	NAME Foreign Test	DATE OF ARRIVAL 02/20/2024	DATE OF DEPARTURE 03/20/2024	2 û
	Post Production	02/01/2024	02/29/2024	a ti
f Ø y in 🚥		Job	About	

16. You can add foreign crew one by one by clicking on "Add Foreign Crew." This action will prompt a modal to appear, allowing you to input the foreign crew member's information.

OPPORTUNITY		Find a job	🖞 Department	🗈 Blog 🚷	Productions	rew Test ~	
 Crow Imported Crow 				clos	* ×		
Accounting Service Crew	Add Foreign Cr	ew			w In	nport Crews	
Accounting Post Production	First Name		Last Name			2 0	
	ID Number Department		Role			<i>α</i> . υ	
	Select an option Date of Arrival	~ =	Select an option Date of Departure	Ċ	8	20	
				Add			
f © ¥ 🖽 (job	A	bout		

17. Whenever you add a foreign crew that already exists in the production it will have an error alert. The system will check if it has the same name and id number in the production.

ΟΡΡΟΡΤΙΙΝΙΤΥ		About Help EN 💽 MT		
OPPORTUNITY	pa Find a job 🖆 Department	🖹 Blog 🐼 Productions 👫 Crew Test 🗸		
 ← Crew ✓ Imported Crew 	(ii) / Productions / Test Prod			
Accounting ~ Foreign Crew Accounting	Foreign crew already exists in this production	×		
Post Production	General Information Name of Production Test Prod	Number of focal crew as per cash relate certificate application 321		
	Date of Production 02/05/24	Format Reality Shows		
	Crew	Import Crews		
	Add crew via OFA database	Q		

		(PB) Find a Job	Pepartment] Blog 🛞 Productions	Grew Test 🗸
	Testing Imp	orted	02/22/2024	02/22/2024 close	20
v Crew					
 Imported Crew 					
Accounting	Update Foreign	Crew			
🗸 Foreign Crew					
Accounting	First Name		Last Name		Import Crews
Post Production	Foreign		Test		
	ID Number 12345FT				
	Department Accounting	~	Role Cashier	v	2
	Date of Arrival 2/20/2024		Date of Departure 3/20/2024		
					2 🖻
			13		
				Update	

18. You can also edit foreign crew members by clicking on the pencil icon.

19. You can also delete the foreign crew, but just like the OFA crews it will send a request to the admin.

	(c) Find a job
 Crew Imported Grew Accounting Foreign Drew Accounting Pask Protection 	E Add Foreign Crew Import Crews
	Delete Foreign Crew You are about to delete a foreign crew. Please allow 40 hours for the Malta Film Commission to review your request. Close Send Request 20/2024 20/20 20/2024 20/2024 20/2024 20/20 20/2024 20/20 20/2024 20/2024 20/2024 20/2024 20/2024 2

20. You can also import an Excel file to add multiple foreign crews to the production. Click on "Import Crews," and a modal will appear, allowing you to drag and drop or select an Excel file for uploading.

	🚯 Find a job 🖺 Department 📵 Blog 🧶 Productions 🏟 Crew Test 🗸
 Crew Imported Crew Accounting Foreign Crew Accounting Part Production 	Los C
f © ¥ 15 1	3 job About

21. When setting up the Excel file for importing foreign crews, ensure that the following fields are included and populated:

- a. Name
- b. Surname
- c. ID Number
- d. Department
- e. Role
- f. Date of Arrival
- g. Date of Departure

These fields are required to successfully import the foreign crews into the system.

	А	В	С	D	E	F	G	ŀ
1	Name	Surname	ID Number	Department	Role	Date of Arrival	Date of Departure	
2	Foreign	Test	12345FT	Accounting	Cashier	20/02/2024	20/03/2024	
3	1000			1				
SECTION 2: CREW

22. After importing the Excel file, the foreign crews will be added to the list. Any foreign crews with the same name and ID number that already exist in the list will be skipped.

OPPORTUNITY	🍙 Find a Job	🖆 Department	🗐 Blog 🚳 Productions	rew Test 🗸
↓ Crew ↓ Imported Crew Accounting ↓ Fareign Crew Accounting Post Production	Foreign Crew Accounting INNE Foreign Test Post Production	DATE OF AMPROVAL 02/20/2024	Add Foreign Crew exte or perverture 03/20/2024	Inport Crives
	Test Foreign	02/01/2024	02/29/2024	20
f 0 y 🖬 🖬		Job	About	

Part 1: Setting up account as Business

1. In the getting started page, you can select as a Business then click on Next.

OPPORTUNITY		About Help EN 💽) MT unt ~
Hello, let's get star I am a Crew (freelancer) looking for opportunity	I am a Business looking for opportunity	I am a Service Provider looking to hire talent	
f © ¥ ₪ ■	Next Eng Craw Rete Card	About Helg Courses Terms & Conditions Privacy Policy	We care about your data, and we'd lave to use cookies to make your experience bates. Privacy Policy Ot

2. You will be redirected to the Business Registration page, where you can continue inputting your information. Click on 'Next' to continue onto the next page.

OPPORTUNITY		My Account V
Business Registration		
Steps 1 of 4		
Contact Person		
First Name	Last Name	
Designation with the company Email Dusiness@mailto.plus	•356 Phone	Filling this application form will list you on the Malta Film Commission's register of approved crews.
I want to be listed in the Malta Film Commission dire My contact details will be shared with stakeholders i		Next Tip We can allow from field, and we'l low to use cookins to make your experience better.
	Back Continue	Privacy Policy OK

3. In the last part of the registration section, a 'Submit' button will appear instead of 'Next'. After clicking on it, a modal will show for confirmation.

OPPORTUNITY	CL05E ×	My Account V
Business Registration Steps 4 of 4 Media upload for Heavy Vehicle Rentals Upload any relevant photos or portfolio that would boost via Upload scan - ong or jag format	<section-header> Demission Demission Marcine and marcin</section-header>	Filing this application form will list you on
TEST	Back Submit	the Malta Film Commission's register of approved crews.

4. After clicking on Agree and Submit you will be redirected to the Profile page, the admin will now check on your profile and verify it. An Email notification will be sent to you when you submit your profile, you will also receive one after they verify your profile.

	About Help EN ()	
 ↓ transfer ↓ transfer ↓ profile ☆ Profile ☆ Applied jobs ☆ Favorites ☆ Notification Settings ☆ Logout 		We arrive about your data, and wird leve to use coolede to make your experience to take

Part 2: Profile

1. You can go to your profile by clicking on your name and image in the header, a drop down will show select on Profile. It will have an incomplete text when your profile is not yet completed or not yet verified.



2. In this page you can see your profile information, you can edit your profile by clicking on the Edit Account or the pencil in your image. It will only show when your account has been verified by the admin, if not it will be hidden.

) Find a Job	😤 Department	About Help EN	
2	Profile			Edit Account]
e verea Inland Resort	Contact Person		Last Name Test		
은 Profile Contact Person Company Details Services Credits	Designation with the company CEO (mail business@mailto.plus		Country Code +356	Paras 09303639149	
Licenses Security III Applied Jobs	Company Details				We care about your data, and we'd love to use cookies to make your experience better.
♡ Favorites ↓ Notification Settings	Company Name Inland Resort		Company Website		Privacy Policy Ok

3. By clicking on it, you will be redirected to the edit profile page. You can change your information and clicking next to go to the next page, you can then submit it. It will send an email notification to the admin stating you change your profile information.

			bout Help EN MT	
	â	Find a Job 🖀 Department	🗈 Blog 💿 Inland Resort 🗸	
	Edit Profile			
	Contact Person			
Verified	First Name Business	Last Name Test		
Inland Resort				
은 Profile	Designation with the company CEO	Country Code +356	Phone 09303639149	
I Applied Jobs	tmail business@mailto.plus			
♡ Favorites	uusinessiginianto.prus			
	I want to be listed in the Malta Film Co	mmission directory as a primary contact fo	r this company.	
ڻ Logout	My contact details will be shared with			•
			Back Continue	We care about your data, and we'd love to use cookies to make your experience better:
				Privacy Policy Ok

4. In your profile page, you can also see your applied jobs and favorites when you click on it in the sidebar.

OPPORTUNITY				About Help EN 💽 !	мт
- FOR ALL -		्रिहे Find a Job	😤 Department	🗈 Blog 💿 Inland Resort 🥆	·
2	Profile			/ Edit Account	
inland Resort	Contact Person First Name Business		Last Name Test		
온 Profile	Designation with the company		Country Code +356	Phone 09303639149	
Contact Person Company Details Services Credits	Enail business@mailto.plus				
Licenses Security					We care about your data, and we'd love
→ III Applied Jobs ♥ Favorites ↓ Notification Settings	Company Details Company Name Inland Resort		Company Website		to use cookies to make your experience better. Privacy Policy Ok

Part 3: Departments

1. As a business, you can view all the departments available on OFA. These can be viewed in the homepage by scrolling till you reach 'The Industry' section.

		pිa Find a Job 😤 D	iepartment 📄 Biog	💿 Inland Resort 🗸	
The Industry Browse by department	:			¢ 9	
Account		Aerial Filming	Animats	Å Architects	
ان Armoury مسالح		Catering	Chauffeur Service	Construction	
	View all dep	artments			We care about your data, and we'd love to use cookies to make your experience better.
Blod					Privacy Policy Ok

2. You can also view all of it by clicking on the View all departments or the Department in the header.



3. You will be redirected to the list of all business departments in the OFA.

			(호텔) FindaJob 🏴		Help EN MI	
			Dia Find a Job	j Department 🕥 Bloj	Inland Resort V	
	Bu	siness De	enartme	onts		
	Business involves a br	road range of departments o the screen. It consists of	and people, who all work	to realise the director's		
		production, post-produ				
8	ŧ	₽ B B B B B B B B B B B B B B B B B B B	<u>.</u>	ن ة	Å	
Accommodation	Accounting	Action & Tracking Vehicles	Aerial Filming	Animals	Architects	
\oplus	Se .	6		\bigcirc	A	0
Armoury	Auditing	Car Rentals	Catering	Chauffeur Service	Construction	We care about your data, and we'd love to use cookies to make your experience better.
						Privacy Policy Ok
27 - C	(P)	Ē	촜	A	été	

4. By clicking on the department, you will be redirected to the list of all jobs, but it will automatically filter for that department you clicked.

OPPORTUNITY		🝙 FindaJob	About He	lp EN MT	
Job Listings			Search for Jobs	9	
Department + Location +	Showing 0 of 0 result	٦		Sort +	
Accommodation Accommodation Accommodation Action & Tracking Vahiches Armoury Cur Rentals Chauffeur Service Coulders Rentals Health & Safety If Services Make-up Make-up Rest-up Past-Production Production Facilities Coulders	Accounting Activation Article Artholects Artholects	pe job yet.			We can about your data, and we'l low to use codes to make your experiment better.
Special Effects (SFX) Telecommunications	Sustainability				better. Privacy Policy Ok

Part 4: Applying for a Job

1. You can view some of the latest jobs in the homepage, just scroll till you are in the

Find a Job in Films section.

	Accounting Auditing Actio	n & Tracking Vehicles Aerial Filmin		
	Animals	Armoury		
Find a Job in films				
Latest Job Vacancies				
Aerial Filming	Ø		Animals Test 2	•
Eco Industry		1	Eco Industry	
Deadline: 21	Feb 2024 Location: Maita		Deadline: 21 Feb 2024 Location: Gozo	
	More Info >		More Inf	• >
		vacancies		1.000
	Viewall	vacancies		٢
				We care about your data, and we'd love to use cookies to make your experience
				better.
				Privacy Policy Ok
The Industry				

2. You can click on the View all vacancies to view all the available jobs or click Find a job in the Header.



3. You will be redirected in the list of all the jobs available, here you can filter the jobs in your preference. You can only view the jobs for your user type here.

	OPPORTUNITY	About Help EN 💽 MT (2) Find a job 🕾 Deputment 📾 Blog 💽 Inland Resort 🗸			
	Job Listings	Search for Jobs			
	Department + Location + Showing 2 of 2 result	Sort +			
	Aarus traving 🖤	Annung ♡ Test 2			
	Ece Industry Deadline: 21 Feb 2024 Location: Maita More Info	Eco Industry Deadline: 21 Peb 2024 Location: Gees More Info 3			
		We care about your data, and we'll love to use cookies to make your experience better.			
127 AD 1.8990 C 1.7	f @ ¥ 🖬 🖬	Industry About Privacy Policy Co. Blog Help			

4. After you select a job, you can visit its detail page by clicking on more info or just clicking on the card itself.

	pind a Job	省 Department	About Help	EN MT	
Department Annal Filming Location Maita Pendo Pendo Treb 2024 till 21 Feb 2024 Production De Industry Experience Trainee 21 Feb 2024				⊘ ₫	Section 2014 and a section of the se

5. After viewing the job, you can apply for it. This can be done by clicking on the 'Apply' button, after which a modal will show for confirmation. Just click on apply to apply for the job.

	(Pa) Find a Job	About Hely P Department 💼 Blog	P EN D NT	
Department Arcial Fining Location Mata Prind From 07 Feb 2024 till 21 Preduction Eco Industry Superience Table 2 Feb 2024		id the responsibility for wages, nployment lies with those ts or employers. The jobs board	♡ ტ	Numero and a state of the state

6. If you try to apply for a job but your profile is not yet completed or not yet verified,

	🖧 Find a job 🦉	About Help EN 🂽 MT Cepartment 🖻 Big 💮 Inland Resort 🗸	
Department Avrial Firming Location Mata Period From 078cb 2024 kill 21 Production Experience Trainee Application Destiline 21 Feb 2024		ts Film Commission.	We care about your data, and with lows to use coulded to make your appartment before.

you will receive a message stating that you need to complete your profile first.

7. By clicking on Complete Profile you will be redirected to the profile page, or just close it to return to the job detail page. While on the job detail page you can add the job by clicking on the heart icon top right of its title, to add it to your favorites. You can also share this job by clicking on the share icon.

OPPORTUNITY	About Help EN 💽 MT 🍙 Find a job 🖻 Department 🗃 Blog 💽 Infand Resort 🗸
Department Aerial Filming Location Mata Period Production Conductry Logoriance Trainee 21 Feb 2024	C I REARDER I C I DE CONTRACTORIO D

8. You can also see some of the similar jobs in the bottom of the page, there will be a section for the similar jobs.

		p Find a Job	🖺 Department	E Blog	💽 Inland Resort 🗸
Trainee Application Deadline 21 Feb 2024 Apply for this je					
Similar Vacancio	25				
	Animala C Test 2 Eco Industry	2			
	Deadline: 21 Feb 2024 Location: Gene More Info				We care about your data, and we'd low to use cookies to make your experience
					better. Privacy Policy OK

https://opportunityforall.mt