

THE KL MEDIA

GLOBAL FILMMAKER COMMUNITY + WORKFORCE

Member How-to-Use Kit

Your guide to working, learning and creating with KL Media.

KL

01 START HERE

Your first five minutes

The member portal is your private home base for KL Media work. Use it to finish onboarding, receive assignments, stay connected and build your career inside the organization.

01

Open the Member Workforce portal

From the KL Media portal landing page, choose **Member Workforce**. Bookmark the member page on your phone and computer.

02

Log in securely

Select **Log in securely** and use the same email address that received your KL Media invitation. Do not share your account or invitation link.

03

Complete your private onboarding

Finish each required task, confirm your worker classification, accept the community etiquette guidelines and upload your W-9 or requested tax form only in the onboarding area.

04

Build your public-facing profile

Add your introduction, experience, creative style, production or editing setup and one secure link to your portfolio. KL Media reviews profile copy before it appears publicly.

05

Check your dashboard and messages

Review new assignments, deadlines, event notices, campaigns and required actions every time you sign in.

Keep this
private

Your dashboard may contain rates, assignment details, internal feedback and confidential client information. Never share screenshots, passwords or private links outside the approved project team.

02 PROFILE + ONBOARDING

Set up your professional home

Your profile represents both your creative identity and your readiness to work. Keep it accurate, current and worthy of the KL Media standard.

Interview Confirm your interview time, prepare concise examples and be ready to explain how you work with couples, clients and other crew members.	HR tax form Upload your W-9 or requested employee tax form only to the private HR area. Never post tax forms, home addresses or identification in Community.
Bio + introduction Write in your natural voice. KL Media may revise for clarity, professional tone and the brand's light touch of humor.	Portfolio link Add one secure link to your website, Vimeo showcase, Instagram portfolio or another professional portfolio page. Link only to work you are authorized to share.
Tools + setup List the camera kit or editing workstation, software and storage you personally own or can reliably provide. Update changes before accepting assignments with technical requirements.	Availability Keep your availability current. Available, hold and unavailable statuses help coordinators plan without unnecessary messages.

Before your profile is ready

- ☐ Your name, city, state and contact email are correct.
- ☐ Your shooting or editing style and years of experience are accurate.
- ☐ Your camera kit or editing workstation, software and storage are current.
- ☐ Your introduction is professional, warm and concise.
- ☐ Your portfolio link works and includes only work you are authorized to share.
- ☐ Your community etiquette acceptance and private tax-form step are complete.

03 WORK + ASSIGNMENTS

Know the job before you accept

Every offer should make the role, rate and expectations clear. Read the complete assignment before responding.

Review the offer Confirm the project, date, location or remote arrangement, role, coverage or estimated hours, rate, technical requirements and response deadline.	Accept or decline Respond inside the portal. If you cannot perform the entire assignment as offered, decline or contact the coordinator before accepting.
Calendar Use the calendar connection when available. A calendar entry is a reminder; the signed offer and latest call sheet remain authoritative.	Call sheets Open the newest call sheet before the production day. Confirm arrival time, parking, contacts, wardrobe, locations and emergency details.
Time + expenses Submit accurate time and authorized expenses with required receipts. Never change hours or costs to fit an expected total.	Changes Schedule, location, rate or scope changes must be recorded in the project. Do not rely on verbal changes alone.

Rate reminder

KL Media determines every offered rate. Members do not bid against one another. Review each offer and accept only when the terms are clear and workable.

Production-day rhythm

On production days: arrive prepared, check in with the lead, protect privacy, follow the creative plan, communicate problems early, back up media as directed and confirm handoff. In post-production: confirm source media, project specifications, backups, milestones and delivery requirements before editing.

04 COMMUNITY + GROWTH

Share the craft. Raise the standard.

The community is a visual space for approved filmmakers - built for stories, photos, reels and films, not text-only posts.

Stories Share short visual moments that expire after 24 hours. Never reveal private client details or unapproved wedding content.	Photos Post strong still frames, lighting studies, compositions and approved behind-the-scenes work.
Reels + videos Keep short-form work focused and polished. Confirm music, talent and client permissions before publishing.	Comments Be specific, helpful and respectful. Critique the work, never the person. Harassment and bullying are prohibited.
Competitions Read the theme, rules, judging criteria, deadline and prize. Winning badges appear on the member profile.	Learning Complete required courses and track qualifications. Training badges show work readiness; competition badges recognize creative achievement.

Community etiquette

- ☐ Respect couples, clients, guests and other filmmakers.
- ☐ No bullying, hate speech, harassment or sexual content.
- ☐ Do not post client footage without permission.
- ☐ Credit collaborators and avoid misleading ownership claims.
- ☐ No spam, contest manipulation or private rate discussions.
- ☐ Report unsafe content instead of escalating publicly.

05 EVENTS + COMMUNICATION

Stay informed without the noise

The portal organizes internal messages, campaigns, meetings and events so important information does not disappear in scattered texts.

01

Check the Message Center

Read assignment notices, reminders, campaigns and administrative updates. Mark important items complete only after taking the requested action.

02

Set communication preferences

Choose internal, email and SMS preferences when available. Keep your phone number and email current so urgent changes can reach you.

03

Reserve events

Review the date, location, capacity, price and terms before reserving. Paid checkout is not complete until a payment provider is connected and a confirmation is issued.

04

Use Google connections carefully

Calendar and Gmail actions work only after KL Media connects and authorizes Google Workspace. Review recipients, dates and project details before sending.

05

Respond on time

Assignment holds, meeting invitations and call-sheet acknowledgements may expire. Respond promptly or contact the coordinator if information is missing.

One source of truth

When a text message, email and portal record disagree, pause and contact KL Media. Do not act on conflicting production instructions until the coordinator confirms the current record.

06 PAYMENTS + SUPPORT

Finish every job cleanly

A professional production is not complete until time, expenses, media, documents and questions are resolved.

Payment records

The portal tracks approved labor, expenses, invoice status and payment references. Money movement begins only after KL Media connects a payment provider.

Private feedback

Performance reviews are private. You may acknowledge, respond or dispute factual concerns through the review process.

Promotion

Camera-team growth follows Production Assistant to Second Shooter to Lead Shooter. Post-production growth follows Junior Editor to Senior Editor. Both depend on readiness, training, work quality, reliability and leadership - never equipment alone.

Technical help

Take a screenshot, note what you clicked and include the project or assignment name. Never include tax documents, passwords or client-sensitive files in a support email.

Quick troubleshooting

- ☐ Confirm you used the same email address that received your invitation.
- ☐ Refresh the page and try the latest version of Chrome, Safari or Edge.
- ☐ Check that the file type and size meet the upload instructions.
- ☐ Look for a newer assignment, call sheet or message before acting.
- ☐ Sign out when using a shared device.
- ☐ Contact info@theklmedia.com when access or records still look incorrect.

Need help?

Email info@theklmedia.com. Include your name, the area you were using and a short description of what happened. KL Media will route the request to the correct person.