



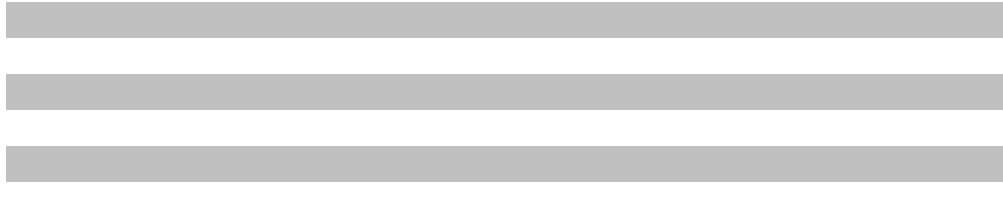
# DECORATOR INFO PACK

Thank you for your interest in becoming an Utherverse Decorator! This info pack will explain everything you'll need to know to be successful in this program.

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## **WHAT IS A DECORATOR?**

A Decorator is a virtual world designer who is hired by Utherverse members to create interior or exterior of virtual world properties. All decorators have access to Utherverse's prop editor system to design for their clients however; Licensed Decorators have advanced prop editing privileges including additional scripts and are often contracted by Utherverse for various decorator projects.

## **WHAT IS A LICENSED DECORATOR AND WHAT ARE THE BENEFITS OF BEING LICENSED?**

A Licensed Decorator is a verified virtual world decorator who has successfully evidenced their technical skills and their understanding of processes and procedures regarding virtual interior design. A register of Licensed Decorators is held by Utherverse and each person will also have an in-world badge showing their role.

All Licensed Decorators will have specific training for, and access to a number of additional advanced prop edit tools and scripts that are not available to the general members of Utherverse. Their badged role will allow them the use of the full complement of scripts and props regardless of the membership status of the property manager they are decorating for, e.g. they will be able to use full prop edit for both VIP and basic members' properties.

With these additional skill sets, and having evidenced their high standards of work and their adherence to the Rules of Conduct, Licensed Decorators will be offered the opportunity by Utherverse to be contracted to decorate public regions and venues of the virtual worlds for events, new ventures and for general refurbishment, as well as being the source of reference to which Utherverse will make all recommendations to their business partners and affiliates. This means that licensed decorators will have guaranteed contract work from Utherverse and its partners.

## **HOW DO I BECOME A LICENSED DECORATOR AND WHO VERIFIES ME?**

In order to be registered as a Licensed Decorator, decorators who fulfill the pre-requisites must undertake a short program of study with a Certified Tutor through UtherAcademy and successfully complete an assessment of their technical understanding through a practical application of the use of Prop Editor and the World Texture Editor. They will also be evaluated on their understanding of the Utherverse Terms of Service and Rules of Conduct and be required to confirm their commitment to the ToS and RoC as well as to the Rules of Conduct for Licensed Decorators.

## **THE PRE-REQUISITES**

- (1) To apply for the course, you must have been a VIP member of Utherverse for no less than 4 months and have existing VIP status. You will need to retain your VIP status to be able to access the additional tools and scripts in prop editor.
- (2) You must have no previous or outstanding violations of the ToS or RoC which involves any infringement of the copyright, trade mark or intellectual property of others.
- (3) In order to apply for this test you must have advanced knowledge of the following: Building fish tanks, lighting, and stairs.
- (4) You will be required to provide a 'portfolio' with URL links to 5 properties that you have created/decorated where access permissions are given to the team of assessors. You must indicate if each of these properties are for personal use, or if they are commercial properties available for "sale". You must also indicate if you plan to display the property as an example of your decorating ability, even if it's not for sale: this would constitute a commercial use of the property. This will be important information when evaluating your properties. Each portfolio property must have a minimum of 200 props to be qualified for assessment and we ask that you state how many props are in each property of your portfolio. We also ask that you state if this was a personal creation, or one of a partnership. This portfolio of properties will be

reviewed prior to full acceptance into the course. You must have an overall grade of 75% in order to be accepted to the LD course. If the assessor is unable to enter any of the portfolio properties, it will be an automatic acceptance denial. You will then have to re-apply with an additional 50R deposit for the next available course.

(5) You must have good command of the English language, both written and oral. Alternate language testing is not available at this time.

6. You must have submitted your 50R application fee, which is non-refundable and applicable per application.

**\*\*Full payment is due for this course by the last business day PRIOR to the course date. If payment is not submitted in a timely manner then you will not be granted the necessary scripts to complete the course\*\***

## **THE COURSE AND ASSESSMENT**

The course itself will be a single session program of approximately 2 hours, taught by one of the UtherAcademy Certified Tutors. It will include a brief overview of the functions and tools of being a licensed decorator, an introduction to the new scripts available to you as a potential Licensed Decorator, an overview of copyright and intellectual property laws and how they are applied in the virtual world, as well as 'myth busters' about decorating and some advanced hints and tips. This course is not intended to teach you how to prop edit, as you must already be an advanced prop editor in order to apply for a license as outlined in point 3 of the pre-requisites. It is recommended that you partake in the other available Academy deco courses, or further self-learning if you feel that there are some areas of 3D deco that you need some assistance with prior to entering this course.

The assessment will be a two-part process: The first is an in-class and written assessment of your understanding of the ToS/RoC rules and the laws regarding the use of copyright materials and intellectual property. The link to your test will be given to you during the in-class session.

The second is an assessment of the practical application of your technical skills which will be done through an evaluation of the portfolio of properties that you submitted with your application as well as completion of a number of tasks within a set time period following the class. It is important to understand that we are not evaluating your creative skills, as these are completely subjective to the needs and tastes of each individual decorator as well as client. We are only assessing your technical ability to undertake the tasks to a high standard within the given time frame. You will be granted a region to conduct your practical application that will be accessible to yourself and the Academy administration only. At the end of your practical time frame, all access will be shut down.

In order to successfully pass this course, you must have a final collective grade of 87%. Your results will be returned to you within 2-3 weeks from the date of the course.

In the unfortunate event that you do not pass the exam, you can choose to either retake the test in a minimum of 3 months from the date of your last test or, you may file an appeal in writing to have the test and your marks reviewed by sending an email request to: [academy@utherverse.com](mailto:academy@utherverse.com)

Please note that should your appeal be denied, the decision will be deemed final and a new appeal cannot be processed. You may however reapply to retake the test following a denied appeal.

**ALSO NOTE:** While we recognize that many members have a partnership in the Deco world, someone they rely on to assist with creating custom regions, this course is to establish your personal abilities as a decorator, and you will be tested as such. You must have full decorating capabilities and knowledge on a personal level to successfully complete this course.

## WHAT DOES IT COST AND HOW LONG DOES IT LAST?

Once you have successfully completed the course you will be licensed for a period of 12 months or to the date of the release of the new version of the Utherverse client, whichever is the sooner, at which point you will need to repeat the course. This allows us to ensure that all developments within the client, and the new tools and skills needed for the new version of the client, are taken into consideration when assessing and verifying individuals' abilities.

The initial course fee will grant you the first 3 months FREE registration in the Decorators & Designers Directory, following which there is a fee to continue to be included in the Directory which can be payable monthly, quarterly or annually.

DIRECTORY REGISTRATION:	
<b>1 MONTH</b>	100 RAYS
<b>3 MONTHS</b>	250 RAYS
<b>6 MONTHS</b>	400 RAYS
<b>1 YEAR</b>	750 RAYS

**Course Fee:** 300 Rays (this includes a deposit of 50 Rays which is payable upon submission of your application)

*\*\*Please note\*\* There are no refunds for this course. If you miss a class due to circumstances beyond your control, we will happily reschedule you.*

## COURSE RETAKES:

In the event you are not successful at gaining your licensing, you may have the chance to re-take the course. The fee for this is 200R (50R application, 150R upon approval), and you may apply for a retake no less than 3 months after your previous course date. It is suggested that you entertain the idea of taking any extra classes in areas that you experienced weakness in to ensure a strong passing mark for your retake exams.

If it is the ToS part of your course that you have not successfully passed, you will be given the option to re-write it at a 50R fee.

## PROP EDITING IN PUBLIC AREAS

Once you have completed the course and are fully licensed Utherverse may contract your services.

You will be contacted by a member of the Business Department with a Work Order form; you must complete the work as per the specified requirements in the allotted time and return the form. Prop editing will be granted to you in a clone of the specific region and will not occur in



the Live region. Your work will then be assessed by the Project Manager before it is pushed live on the designated date. Your Work Order will indicate the rate of pay being offered, and will sometimes ask for an hourly quote from yourself. Payout will happen once weekly for all completed Work Orders.

As a licensed decorator you are held to the highest of standards, any tampering with Utherverse Public Properties further than instructed is an offence. You will be stripped of your license and your case/account will be handed over to the World Operations Department. A serious offence may result in a permanent ban.

**EXAMPLE OF A WORK ORDER FORM:**

This is an example of the Licensed Decorator Work Order form. We encourage decorators to create their own form for their clients outside of the Business Department, and brand it for their business.



**Licensed Decorator Request Work Order**

Requested by:

Request Date:

Job Description:

LOCATION URL:

RATE OF PAY:

PROP LIMIT:

DEADLINE:

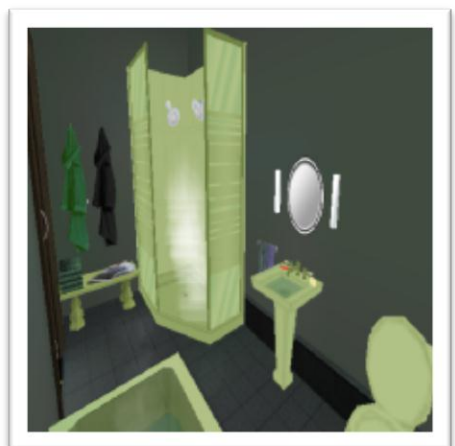
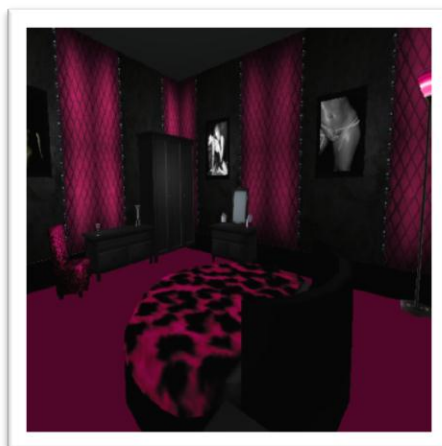
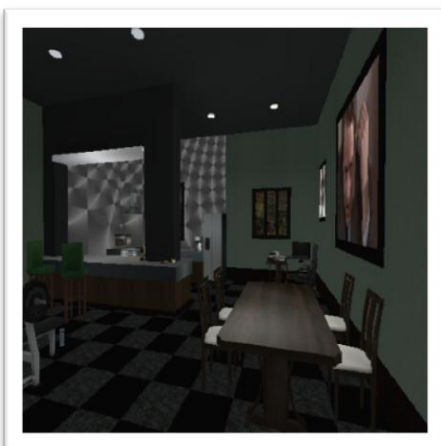
Accepted by:

Hourly Quote:

Completion Date:

LD Feedback Notes:

Project Manager Feedback:



## SELF PROMOTION/MARKETING

Promoting and marketing your business is crucial for success. Creating appealing profiles on the Social Center and Decorator Directory demonstrates your commitment to professionalism.

1. Your Social Center profile, using HTML coding, can be completely customized. You may show your style using fonts, colors and backgrounds. Be sure to include contact information, hours of availability, images of completed work, a link to your Decorator Directory profile, the date you were licensed as well as experience.

Fig. 1 is an example of a profile created using HTML coding

The screenshot shows a user profile for 'UVDonates' on the Utherverse platform. The profile features a large blue banner with the text 'DONATE UTHERVERSE' and an image of hands holding a globe. The profile includes a bio, a profile rating table, and various sections for general information, social status, and a 'Scoop' section.

**Profile Rating**

Total Votes	Average Vote	Your Vote
594	8.9	10

**General Info**

I Am Here For:	N/A
Marital Status:	N/A
Children:	N/A
Education:	N/A
Religion:	N/A
Smoke:	N/A
Drink:	N/A
Occupation:	N/A
Body Type:	N/A
Height:	N/A
Ethnicity:	N/A
Languages:	N/A

**Sexy Stuff**

I Am Looking For:	N/A
Sexual Fantasies:	N/A
Sex is Best:	N/A
Cybersex:	N/A
I Want You To:	N/A
Cybersex Personality:	N/A

**Social Status**

Cash On Hand: @346.11

**UVDonates' Scoop**

**About me:**

Hello Everyone!

Welcome to the UVDonates profile page!!

This account has been set up by Utherverse as a place where all users can donate Rays throughout the year.

We will change out the charity we are giving to every couple of months and we will keep this account updated so you know where your Rays are going.

Thank you in advance for all your generosity!!

If you have any questions please do not hesitate to contact [utherversedonates@utherverse.com](mailto:utherversedonates@utherverse.com)

## SIGN UP FOR THE DECORATOR DIRECTORY

The Decorator Directory is an easy to use comprehensive list of licensed and non-licensed 3D virtual world decorators that are available to be contracted for prop and texture work of 3D virtual regions. Clients can make informed decisions on acquiring the right decorator for their Virtual World or ZABY by viewing decorator profiles and portfolios that list examples of their work, as well as the services they provide.

We highly recommend all decorators to be listed on the [directory](#).

## HOW TO CREATE A PROFILE

1. [GET LISTED](#)
2. CHOOSE YOUR PROFILE TYPE
3. READ & AGREE TO RULES AND REGULATIONS
4. EDIT YOUR PROFILE

By creating a profile on the [Decorator Directory](#) you are agreeing to the Rules and Regulations listed here:

The Decorator Directory is to be used for the purpose of promoting your prop editing/texture services **only**. Misuse of the directory may result in the removal of your profile.

Fraudulent reviews will be removed. A fraudulent review is considered as: A review posted by anyone who has purchased your services directly.

Friends and colleagues are not permitted to review your services unless they have purchased your services directly.

By including posters or images you certify that you have the right to upload and distribute this content and it does not violate the Utherverse [Terms Of Service](#).

Profiles featuring images containing nudity, explicit content, suggestive positions or language of a suggestive/explicit nature will be edited or removed.

Fig. 2 Profile Types

The image shows a screenshot of the Decorator Directory website. At the top, the logo reads "DecoratorDirectory" with the tagline "Find your Dream Decorator Here". Navigation links include Home, Listings, Get Listed, and Get Licensed. A search bar is present on the right. Below the navigation is a large banner image of a modern living room with two avatars. The main content area is divided into three columns representing different profile types:

BASIC PROFILE	PREMIUM PROFILE	LICENSED DECORATOR PROFILE
<p><a href="#">CREATE A PROFILE</a></p>	<p>Select one <input type="button" value="v"/></p> <p><input type="checkbox"/> Auto renew plan</p> <p><a href="#">CREATE A PROFILE</a></p>	<p><b>This plan comes ONLY with the decorator license.</b></p> <p><a href="#">GET LICENSED</a></p>
<p>The Basic profile is a free option that gives in-world designers access to the Directory Listings.</p> <p><b>Basic profile will include:</b></p> <ul style="list-style-type: none"><li>-decorator username</li><li>- your list of qualifications</li><li>- previous working categories</li><li>- services and rate card</li><li>- your Utherverse profile link</li></ul>	<p>On top of all basic functionality <b>Premium Profile</b> allows decorators to:</p> <ul style="list-style-type: none"><li>- add additional portfolio descriptions their your services</li><li>- list their web site link - upload 4 portfolio images.</li></ul> <p>As the directory's search option gives users ability to only display profiles with portfolio pictures, having uploaded images gives you more chances to be found.</p>	<p>In addition, to the premium profile benefits with the <b>Licensed Profile</b> give users an option to:</p> <ul style="list-style-type: none"><li>- launch an Utherverse client and port directly to any region in world, where your work is displayed</li><li>- send a message to a decorator's Utherverse profile without leaving the directory profile page</li><li>- see a Licensed Decorator icon on your profile</li></ul> <p>As the directory's search option gives users ability to only display profiles of Licensed Decorators, having this kind of profile gives you more chances to be found.</p>

You may choose between a Basic Profile, A Premium Profile and a Licensed Decorator Profile. Choose your plan (your profile will not be live until registration fees are paid), and edit your profile.

Fig. 3 is an example of a profile on the Decorator Directory

The screenshot shows a user profile for 'Divine Designs' on the Decorator Directory website. The header includes the site logo 'DecoratorDirectory' with the tagline 'Find your Dream Decorator Here'. A navigation bar contains 'Home', 'Listings', 'View profile' (highlighted), and 'Get Licensed'. A search bar is on the right. The profile section features a placeholder for a business name, a 'Send me a message' button, and a link to 'LicensedDeco's Utherverses Member Profile'. The bio states: 'Divine Designs is dedicated to your satisfaction! We have 2 years experience and will take on any job! If you can dream it, we can build it!'. A link to a showroom is provided: 'For a look at our Showroom please click here: www://utherverses.vww/@devineshowrooms'. A 'Categories' list includes 'Custom Design', 'Utherverses Street Fronts', and 'Environmental Design'. A review from 'MissNadine' dated 11/25/2011 is shown with a 5-star rating and the text: 'Very easy to work with and delivered my dream Zaby! Would highly recommend to anyone searching for professionalism.' A '+ WRITE A REVIEW' button is also visible.

Your profile is essentially your business card, and will determine how many clients you'll receive.

- Your profile picture should be an example of your work or your business logo
- Determine a business name that compliments your skills
- Use concise sentences to explain your experience and expertise
- Include links to your showroom or past completed work (always ask your client's permission first)
- Encourage your clients to leave a positive review, and offer a discount on future services

### HOW DO I PROMOTE IN-WORLD?

You may purchase in world [advertising](#) to reach millions of clients and/or license a space in the Utherverses Mall, a space for designers and decorators to show their products/business.

Please visit the [business website](#) for full information on licensing a space in the mall.



## HOW DO I EARN RAYS?

There are many ways to earn Rays within Utherverse, decorating virtual spaces is one of them. Determine a per hour or flat rate to charge your clients, and be sure to agree upon the value of the service before work commences. We also recommend receiving half the payment in advance. It is always beneficial to draft up a contract to cover all terms of the job arrangement.

## WHAT ARE RAYS?

'Ray' is the official RLC currency. '100 Rays is roughly equivalent to \$7USD. (Based on the average market price for Oct. 2011)

## BUT I WANT TO EARN REAL MONEY!

Don't worry, you have the ability to trade your earned Rays in for REAL cash in the 'Ray Marketplace'. It's VERY easy to do. (Info on the Marketplace on next page)

## HOW MANY RAYS CAN I EARN?

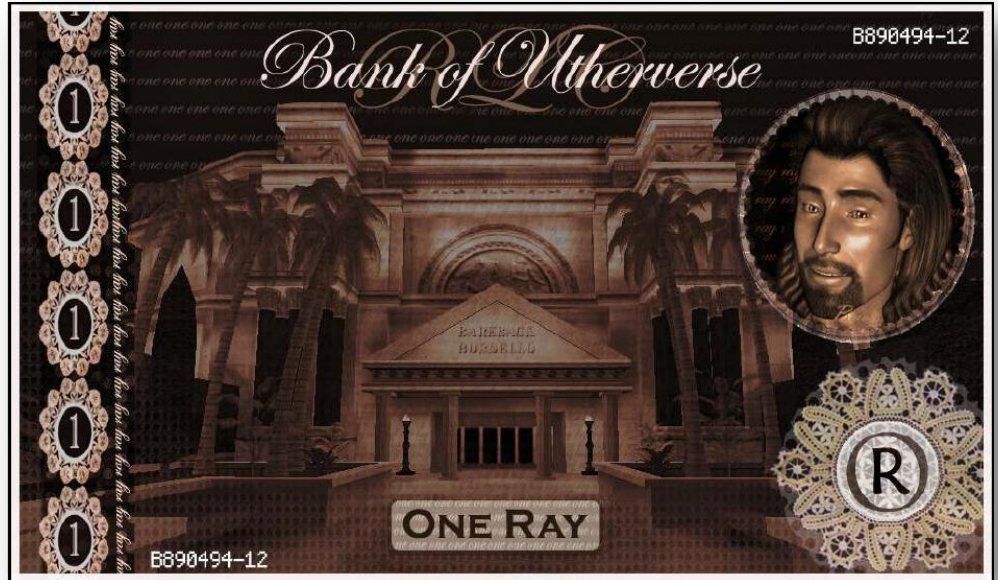
This depends on many factors... your rate, your reviews/service, how you attract potential clients, how many hours you work. Your prop editing skills directly affect how many rays you'll earn, practice makes perfect!

## CAN I MAKE MORE MONEY?

Absolutely! We have an amazing refer a friend program. Invite your real life connections to join you in Utherverse, if your friend joins Utherverse you both automatically receive ®25! Once they have experienced Utherverse for themselves and see what it has to offer, they are sure to upgrade to VIP and then you both receive ®150 instantly. Click [here](#) for more information.

## WHAT DOES UTHERVERSE GET OUT OF THE DEAL?

Utherverse does not take a portion of your Rays you earn from your jobs. We do however take a small fee (currently 4-5%) when Rays are sold in the Marketplace. (This applies to all members.)



## WHAT HAPPENS TO RAYS WITHIN MY 'RAYS ACCOUNT' WHEN I MAKE A SELL OFFER?

After you make a sell offer, Rays are taken from your 'Rays Account' and held in Escrow. This means that they are in 'holding' until someone has met your offer to sell. Once the offer is met, you will see the money for this action deposited into your 'Trader Account'. Each time that you place an offer on the market, a time limit or expiry is attached to the offer. If the sell offer has not been met within a certain time limit (7 days), the Rays will be returned to your 'Rays Account'.

## WHAT IS THE RAY MARKETPLACE?

The Ray Marketplace is an exchange where users can buy/sell Rays using real currency.

Visit the Utherverse Marketplace by clicking 'BUY/SELL ON MARKETPLACE' under the 'Your Rays' section on your profile page.

## HOW DO I GET MONEY OUT?

In order to take money out, you must first make a small transfer of funds by [AlertPay](#) (\$1) into the account. This only needs to happen once. After this point, you may add or remove money from the program to your AlertPay account as often as you like.

## WHAT DOES 'RAYS ACCOUNT' AND 'TRADER ACCOUNT' MEAN? IS THERE A DIFFERENCE?

Your 'Rays Account' is the current number of Rays that you have collected. These can either be earned through our Social Center, our 3D World(s) or they can be purchased through the exchange. Your 'Trader Account' is the total amount of actual currency (USD) that you may purchase Rays with OR cash out to your AlertPay account.

RLC MARKETPLACE 2011-10-24 24hr Volume: @72386 Exchange Rate: 0.07 Selling: @304874 Buying: @208973

Market Tools		Selling				Buying			
Market Information		Offer	Expires	Units	Price/Ray	Offer	Expires	Units	Price/Ray
Exchange Rate: 0.07		Sell Offer 1	0d 0h 7m	@500	\$0.075	Buy Offer 1	3d 22h 10m	@714	\$0.070
Your Portfolio		Sell Offer 2	0d 0h 25m	@500	\$0.075	Buy Offer 2	3d 22h 19m	@2500	\$0.070
Bank Account: @1555.51		Sell Offer 3	0d 0h 38m	@65	\$0.075	Buy Offer 3	3d 23h 19m	@2500	\$0.070
«reserved»: @0.00		Sell Offer 4	0d 0h 39m	@500	\$0.075	Buy Offer 4	3d 23h 49m	@5	\$0.070
Trader Account: \$0.00		Sell Offer 5	0d 0h 45m	@500	\$0.075	Buy Offer 5	4d 0h 29m	@2500	\$0.070
«reserved»: \$0.00		Sell Offer 6	0d 0h 57m	@506	\$0.075	Buy Offer 6	4d 0h 48m	@300	\$0.070
Cash Transfer		Sell Offer 7	0d 1h 7m	@500	\$0.075	Buy Offer 7	4d 1h 29m	@2500	\$0.070
Deposit Withdraw		Sell Offer 8	0d 1h 22m	@500	\$0.075	Buy Offer 8	4d 1h 59m	@515	\$0.070
Analysis		Sell Offer 9	0d 1h 34m	@1500	\$0.075	Buy Offer 9	4d 2h 39m	@2500	\$0.070
Transaction History		Sell Offer 10	0d 1h 43m	@500	\$0.075	Buy Offer 10	4d 3h 18m	@671	\$0.070
Bid Placement		Sell Offer 11	0d 2h 26m	@500	\$0.075	Buy Offer 11	4d 3h 39m	@2500	\$0.070
Sell		Sell Offer 12	0d 2h 48m	@500	\$0.075	Buy Offer 12	4d 3h 48m	@185	\$0.070
Buy		Sell Offer 13	0d 3h 59m	@500	\$0.075	Buy Offer 13	4d 3h 48m	@280	\$0.070
GET MONTHLY RAYS! Click Here		Sell Offer 14	0d 4h 29m	@500	\$0.075	Buy Offer 14	4d 4h 25m	@250	\$0.070
		Sell Offer 15	0d 4h 44m	@500	\$0.075	Buy Offer 15	4d 4h 31m	@500	\$0.070
		Sell Offer 16	0d 5h 46m	@500	\$0.075	Buy Offer 16	4d 4h 42m	@500	\$0.070
		Sell Offer 17	0d 5h 46m	@659	\$0.075	Buy Offer 17	4d 4h 49m	@2500	\$0.070
		Sell Offer 18	0d 6h 6m	@500	\$0.075	Buy Offer 18	4d 5h 49m	@2500	\$0.070
		Sell Offer 19	0d 6h 9m	@515	\$0.075	Buy Offer 19	4d 6h 49m	@2500	\$0.070
		Sell Offer 20	0d 6h 14m	@1000	\$0.075	Buy Offer 20	4d 6h 51m	@100	\$0.070
		Sell Offer 21	0d 6h 26m	@531	\$0.075	Buy Offer 21	4d 7h 12m	@500	\$0.070
		Sell Offer 22	0d 6h 53m	@500	\$0.075	Buy Offer 22	4d 7h 47m	@170	\$0.070
		Sell Offer 23	0d 7h 15m	@500	\$0.075	Buy Offer 23	4d 7h 49m	@2500	\$0.070
		Sell Offer 24	0d 8h 8m	@500	\$0.075	Buy Offer 24	4d 8h 59m	@2500	\$0.070
		Sell Offer 25	0d 8h 37m	@500	\$0.075	Buy Offer 25	4d 9h 59m	@2500	\$0.070
		Sell Offer 26	0d 8h 38m	@500	\$0.075	Buy Offer 26	4d 10h 59m	@2500	\$0.070
		Sell Offer 27	0d 8h 41m	@500	\$0.075	Buy Offer 27	4d 11h 21m	@311	\$0.070
		Sell Offer 28	0d 9h 59m	@508	\$0.075	Buy Offer 28	4d 11h 52m	@350	\$0.070
		Sell Offer 29	0d 10h 15m	@500	\$0.075	Buy Offer 29	4d 12h 9m	@2500	\$0.070
		Sell Offer 30	0d 10h 26m	@2500	\$0.075	Buy Offer 30	4d 12h 59m	@500	\$0.070
		Sell Offer 31	0d 10h 52m	@500	\$0.075	Buy Offer 31	4d 13h 19m	@2500	\$0.070
		Sell Offer 32	0d 11h 44m	@500	\$0.075	Buy Offer 32	4d 13h 40m	@600	\$0.070
		Sell Offer 33	0d 11h 59m	@750	\$0.075	Buy Offer 33	4d 14h 29m	@2500	\$0.070
		Sell Offer 34	0d 12h 32m	@666	\$0.075	Buy Offer 34	4d 14h 48m	@500	\$0.070
		Sell Offer 35	0d 12h 50m	@500	\$0.075	Buy Offer 35	4d 15h 11m	@686	\$0.070
		Sell Offer 36	0d 14h 12m	@940	\$0.075	Buy Offer 36	4d 15h 16m	@896	\$0.070
		Sell Offer 37	0d 14h 48m	@500	\$0.075	Buy Offer 37	4d 15h 29m	@2500	\$0.070
		Sell Offer 38	0d 15h 10m	@666	\$0.075	Buy Offer 38	4d 16h 39m	@2500	\$0.070
		Sell Offer 39	0d 15h 47m	@500	\$0.075	Buy Offer 39	4d 17h 39m	@2500	\$0.070
		Sell Offer 40	0d 15h 53m	@500	\$0.075	Buy Offer 40	4d 18h 39m	@2500	\$0.070

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