



## HOW TO ADD YOUR FILM(S) TO THE VIDEO LIBRARY

You first need to be [registered](#) with the 2017 Marché du Film. You'll then be able to upload one or several feature documentary film(s) on your [Cinando](#) account, without any additional costs. The uploaded films will then be automatically available to be viewed during the Marché du Film in the Doc Corner's online video library, accessible from our website.

**The deadline to upload your film(s) is April 28<sup>th</sup>, 2017.**

Please take note that only feature documentaries with a running time of at least 70 minutes, completed between May 2016 and April 2017, are eligible for the Doc Corner's digital video library. There is no limitation to the number of films which can be added, just as long as the previous criteria are respected. The Doc Corner reserves the right to reject submitted films. Please note that only companies referenced under 'Sales Agent', 'Production Company', 'Film Festival' or 'Publicity & Marketing' on Cinando can have their films added to their online Cannes line-up and included in the Doc Corner's video library. Companies listed as Distributors cannot add their docs to the video library.

## UPLOADING INSTRUCTIONS

1. You need to have a digital file of your film to upload it on Cinando. If you only have a DVD, here is [how to create an mp4 file](#). Once you have a video file ready, sign in on [Cinando](#), click on your name / picture in the top right-hand corner, and then on **COMPANY**, under the MANAGE MY DATA section. Go to the 'Films' tab, click on '+ Add a new film', create your film's presentation page by completing as much information as possible, and validate.
2. In the 'Media' section on the left, you need to add at least one film still or poster by clicking on 'Edit' and then choosing an image and cropping it.
3. Once your still is uploaded, click on '+ Add' next to 'Screener' in the 'Media' section, and select your video file.
4. Wait until the upload is complete. Do not close the window – this may take a few hours. Once the upload is complete, the film will be available on Cinando within the next 24 hours, as we need to re-encode it on our servers. Once the film is encoded you will receive an email informing you that your film is now on Cinando and that you have to watch it and validate it.
5. In order to validate your screener, log in to Cinando, go to the 'Screeners' > 'Screener Manager' in your 'My data' personal account (or click on **SCREENER ACTIVITY** directly in your personal menu, clicking on your name in the top right-hand corner from anywhere on Cinando). Then click on the pencil icon next to the film title. Check the screener to make sure that the image and sound don't have any quality issues. If everything is fine scroll down and click on 'Validate'. You will then be able to manage the viewing rights for your film.
6. Choose who you want to be authorized to watch the film on Cinando: we advise you to keep your film temporarily invisible until Cannes to preserve its exclusivity. To do so, in the 'Viewing rights' section (on the left), click on '✂ Edit' and leave all the boxes unchecked except for 'Hide (On invitation only)'. You also need to choose the contact person who will be able to change the viewing rights after the upload ('Contact Manager').

7. Do not hesitate to send invitations to Cinando members or non-members. Please note that streaming invitations are free, MP4, DVD and iPad invitations are a premium service respectively charged 1.20€ and 2€ per invitation sent.

8. After Cannes, you will be able to open the viewing of the film to the categories of professionals of your choice, by managing the viewing rights as you wish (in the 'Viewing rights' section of each film, in the 'Screeners' > 'Screener Manager' tab), and check the film's viewing reports to identify who has watched it ('Screeners' > 'Sreener Activity').

9. Should you need any help or have any further questions, please do not hesitate to get back to us at [doc-corner@festival-cannes.fr](mailto:doc-corner@festival-cannes.fr). If you have any technical question, you may send us an email at [contactus@cinando.com](mailto:contactus@cinando.com).