



## HOW TO SUBMIT YOUR FILM VIA FILMFREEWAY

1. If you are new to FilmFreeway you will need to **CREATE AN ACCOUNT**
2. To start your entry click **ADD A PROJECT** – the following sections must be completed:
  - a. Project Information - keep the synopsis brief – no more than 100 words
  - b. Submitter Information – this is vital so we can contact you about your film
  - c. Credits
  - d. Specifications
3. Now you will need to **SAVE PROJECT**
  - a. Once you have saved your project a pop-up window will appear saying *Congratulations, your project has been created!*
4. You now need to upload your film by clicking **ADD PROJECT FILE**
  - a. Either upload your file; or
  - b. Link to Vimeo or YouTube – be sure to provide the password
  - c. Add an image of your short film – make this attention grabbing
  - d. If entering the Youth category upload a copy of your proof of age and parental consent form under the *Files & Attachments* section
5. Once you have uploaded your film click on **BROWSE FESTIVALS**
  - a. Type Shortstacks into the search bar to bring up the submission page
  - b. Then click **SUBMIT NOW** and complete your entry
  - c. You will need to select which category you are entering and make payment if you are entering the General category. You will need to have a credit or debit card or PayPal account ready – these are the only methods of payment accepted.
  - d. Click **PAY AND COMPLETE ORDER**
  - e. You will need to confirm you have read and accept the Terms & Conditions prior to entering
  - f. Once you have completed your submission, paid the entry fee, uploaded your film file and agreed to the Terms & Conditions of Entry, you will receive a confirmation email which will include your submission ID number and payment details. Your submission is not valid unless you have received this.
6. Films must be uploaded by the **5pm, 2 April 2020**. After this time, you won't be able to submit your film so don't leave it until the last minute to enter, because it may take a little while to process and upload your film and we cannot be responsible for films that arrive after the cut-off time and date.
7. PLEASE NOTE: YOU DO NOT HAVE TO HAVE A GOLD MEMBERSHIP TO ENTER SHORTSTACKS.
8. PLEASE KEEP A RECORD OF YOUR TRANSACTION ID AND SUBMISSION ID.