

# Orlando Film Festival

## Film Submission Instructions

1. Register for an account at <https://orlandofilmfest.com/registration>
2. Check your email to activate your account < Please check your spam folder. >
  - \* **Note:** Some private email servers will prevent you from receiving our email activation (e.g.. AOL, UCF and Other Private Servers). If you do not receive an email from us, you may want to create a Gmail, Yahoo or Hotmail account.
  - \* If you do not receive an email from Wordpress - Orlando Film Festival, please email [support@orlandofilmfest.com](mailto:support@orlandofilmfest.com)
3. Once you have received the verification email click on the activation link. You will be prompted to our home page. At the top right menu bar you will see a Login menu. Roll over the menu and choose Login.
4. When your login is successful, you will will be reverted back to our home page. Roll over the Login menu at the top right and choose Add Film.



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5. To add your film, enter the required information and images.

\* **Note:** Please read all instructions carefully paying specific attention to the image size requirements.

The screenshot shows the 'ADD' page on the Orlando Film Festival website. At the top, there is a red navigation bar with the date 'October 15 - 26, 2017', a 'BUY TICKETS' button, and a shopping cart icon with '5 Items'. Below the navigation bar is the festival's logo, which features an orange slice inside a laurel wreath, with the text 'Orlando Film Festival' to its right. The main content area is titled 'ADD' and contains a congratulatory message: 'Congratulations for being chosen for this year's festival!'. Below this message is a form with three main sections: 'Movie Title' with a text input field, 'Director' with a text input field and a note 'If there is more than one Director please separate the names by a comma', and 'Premiere Status' with three radio button options: 'World', 'USA', and 'East Coast'. On the right side of the page, there is a sidebar with sections: 'Add/Edit Films' with '+ Add Film' and '+ Edit Film' links; 'Support' with a '+ Email Us' link; 'Image Trouble?' with text 'If you are having trouble submitting your images please attempt to optimize them at: [notimagine.com](#)'; and 'Login Options' with a '+ Register' link.

## Image Upload Specifications:

### Your images MUST be named in this format.

- Your-Film-Name\_Header.jpg (Deadly-Species-\_Header.jpg)
- Your-Film-Name\_PS1.jpg (Deadly-Species-\_PS1.jpg)
- Your-Film-Name\_PS2.jpg (Deadly-Species-\_PS2.jpg)
- Your-Film-Name\_PS3.jpg (Deadly-Species-\_PS3.jpg)
- Your-Film-Name-MoviePoster.jpg (Deadly-Species-\_MoviePoster.jpg)

### Your Film Page Header Specs:

This will be the header image of your film page on our site. NO graphics, writing, etc. Image size is 1920 x 480 pixels, 72dpi, and 3MB max.

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### **Production Still 1-3 Specs:**

Production Still Photos should be 1920 wide (height may vary but must be the same for all three images), 72dpi, and 3MB max.

### **Movie Poster Specs:**

Movie Poster images should be 480 x 720, 72dpi, and 3MB max. Please upload your image without crop marks. If you do not have a movie poster, please crop a production still at the required Movie Poster dimensions.

6. After you have completed your form, it will be queued for our review. We will then add your dates to the page and publish it to go live. You may edit your film's details by clicking the Edit Films link underneath the Add/Edit Films menu (right hand page menu) or the Login header menu at the top of the page. You can then edit your film(s) and view the status of your entries.



If you should have any difficulties with this process please email our support team at [support@orlandofilmfest.com](mailto:support@orlandofilmfest.com).