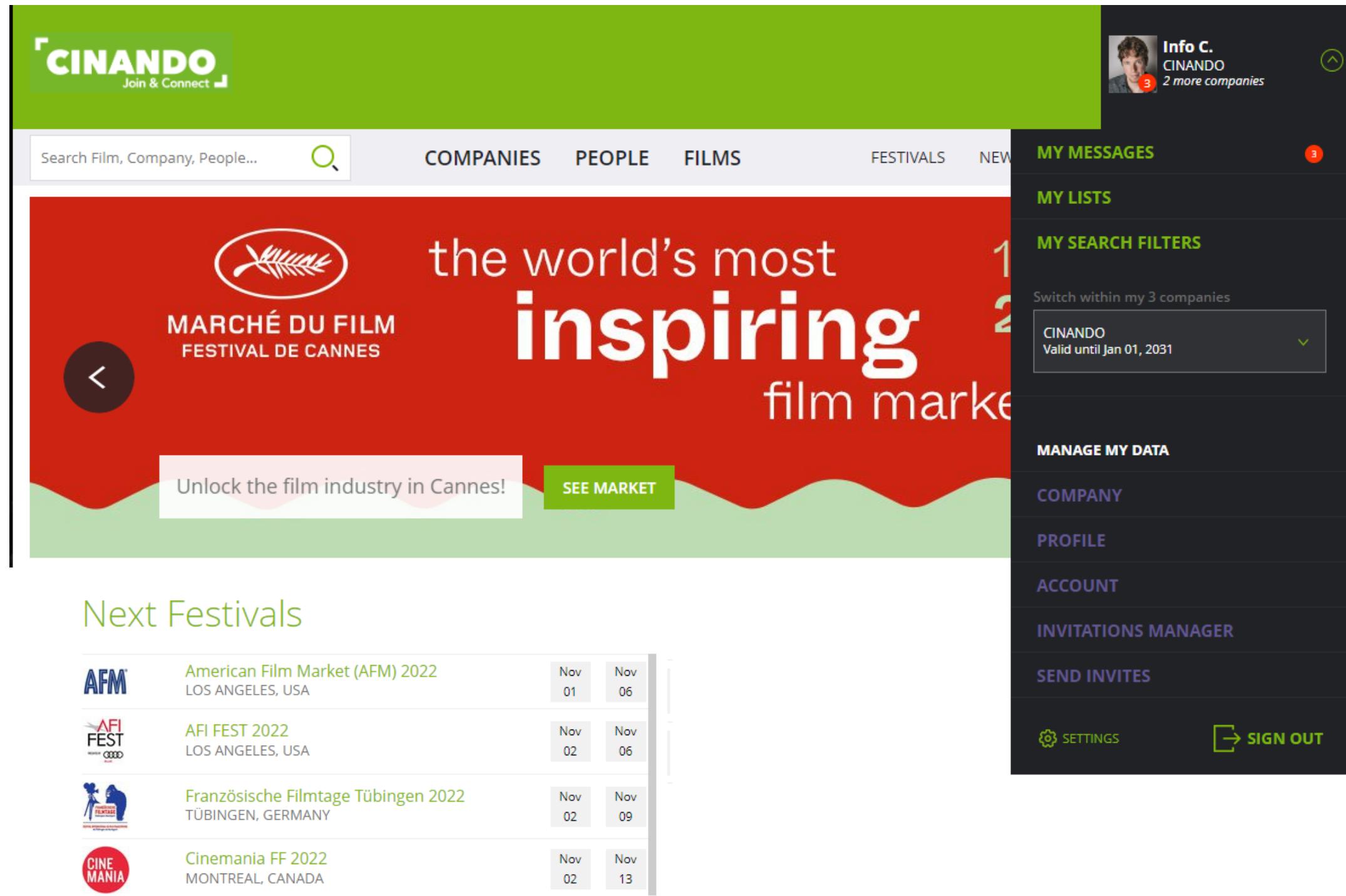


Sending screening  
invitations for  
the Marché du Film  
Online



# Step #1 - Go to MyData



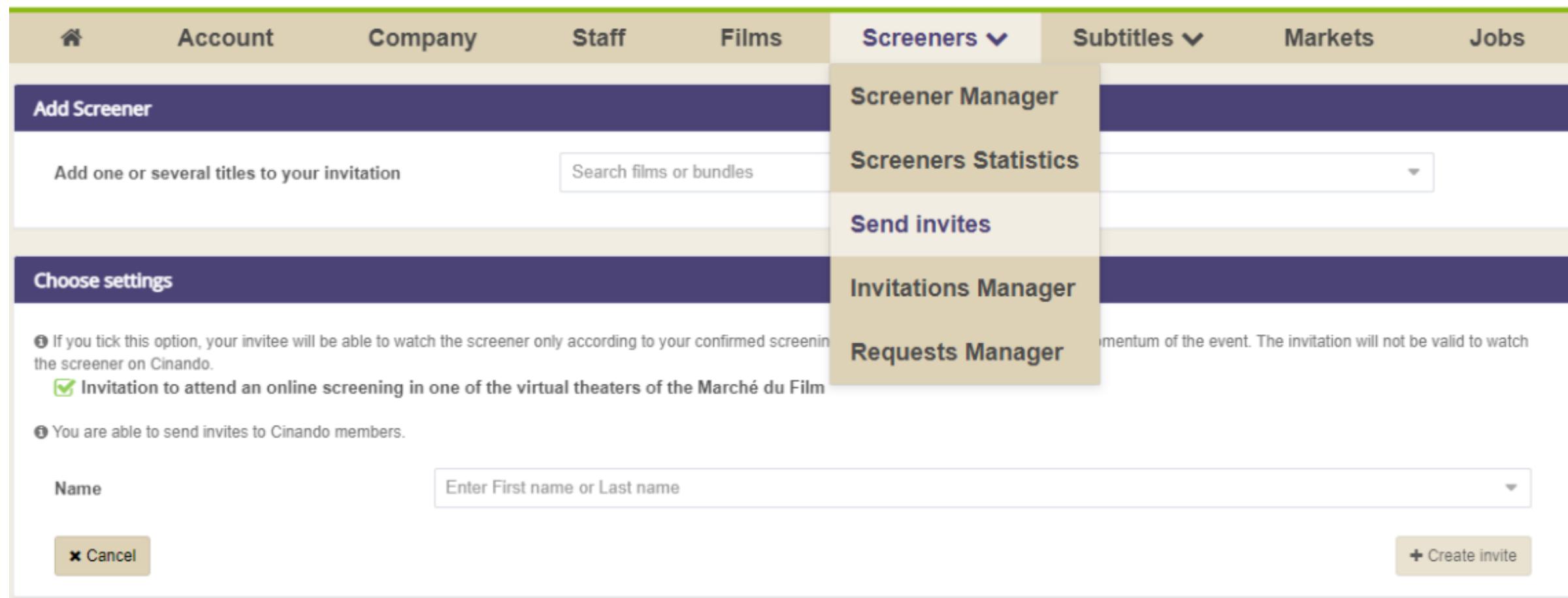
The screenshot shows the Cinando website interface. At the top, there is a green header with the Cinando logo and a search bar. Below the header, a large red banner for the 'MARCHÉ DU FILM FESTIVAL DE CANNES' is displayed, featuring the Cannes Palm logo and the text 'the world's most inspiring film market'. A call-to-action button 'SEE MARKET' is visible. On the right side of the page, a dark sidebar menu is open, showing options like 'MY MESSAGES', 'MY LISTS', 'MY SEARCH FILTERS', 'MANAGE MY DATA', 'COMPANY', 'PROFILE', 'ACCOUNT', 'INVITATIONS MANAGER', 'SEND INVITES', 'SETTINGS', and 'SIGN OUT'. The 'COMPANY' option is highlighted. At the bottom of the sidebar, there is a dropdown menu titled 'Switch within my 3 companies' with 'CINANDO' selected, valid until Jan 01, 2031. The main content area below the banner shows a list of 'Next Festivals' with details for AFM, AFI FEST, Französische Filmtage Tübingen, and Cinemania FF.

Event	Location	Dates
American Film Market (AFM) 2022	LOS ANGELES, USA	Nov 01 - Nov 06
AFI FEST 2022	LOS ANGELES, USA	Nov 02 - Nov 06
Französische Filmtage Tübingen 2022	TÜBINGEN, GERMANY	Nov 02 - Nov 09
Cinemania FF 2022	MONTREAL, CANADA	Nov 02 - Nov 13

Log into [www.cinando.com](http://www.cinando.com) with your credentials (email + password).

Click on "Company" in the drop down menu to access your admin interface.

## Step #2 - Access your Send Invites page



The screenshot shows a software interface with a top navigation bar containing links for Home, Account, Company, Staff, Films, Screeners (with a dropdown menu), Subtitles, Markets, and Jobs. The 'Screeners' menu is open, showing options: Screener Manager, Screeners Statistics, Send invites (which is highlighted in blue), Invitations Manager, and Requests Manager. Below the navigation, there are sections for 'Add Screener' and 'Choose settings'. The 'Choose settings' section contains several checkboxes with descriptions. At the bottom, there is a search bar for 'Name' and a 'Create invite' button.

To access your "Send Invites" page:

1. Click on "Send invites" in the Screeners tab

# Step #3 - Select the Films and your guest list

The screenshot shows a software interface for managing film screenings. At the top, a navigation bar includes links for Home, Account, Company, Staff, Films, Screeners (selected), Subtitles, Markets, and Jobs. The main area is titled 'Add Screener' and contains a search bar for 'Search films or bundles'. Below the search bar, a section titled 'Your selection' lists 'JUST DO IT (FOR ALL) By Pierre SCHOENDOERFFER'. A 'Choose settings' section follows, containing a note about screening schedules and a checked checkbox for 'Invitation to attend an online screening in one of the virtual theaters of the Marché du Film'. At the bottom, a 'Name' input field and a 'Create invite' button are visible.

1. Using the scroll bar, select the film(s) for which you want to send invites:

- you can add one or several titles to your invitation

2. Make sure you tick the invitation to attend an online screening case

3. Search for a contact and click on the person you would like to invite:

- if the person isn't a Cinando member, he won't be able to access the invitation.

The screenshot shows a software interface for managing film screenings. The top navigation bar includes links for Home, Account, Company, Staff, Films, Screeners (selected), Subtitles, Markets, and Jobs. The main content area is divided into three main sections: **Add Screener**, **Choose settings**, and **Send invite**.

**Add Screener:** A search bar allows adding one or several titles to the invitation. The selection list contains "JUST DO IT (FOR ALL) By Pierre SCHOENDOERFFER".

**Choose settings:** A note states that if the "Invitation to attend an online screening in one of the virtual theaters of the Marché du Film" checkbox is checked, the invitee will be able to watch the screener only according to the confirmed screening schedule. The checkbox is checked. A note also states that invites can be sent to Cinando members. The name "PAGANO Roberto (MARCHE DU FILM)" is entered in the "Name" field.

**Send invite:** Options for sending the invite are provided. The "Send invite from your own email address" button has a "Send" button next to it. The "Send invite from Cinando mailer system" button also has a "Send" button next to it. A checkbox for "Send me a copy" is present, with a note explaining that an email copy will be sent only if the Cinando mailer system sending mode is chosen. Buttons for "Close", "Duplicate invite", and "Create new invite" are at the bottom.

The invite can be sent from your own email address or from the Cinando mailer system

You can duplicate the invite or create a new one

# Got a question?



Write to us at  
[contactus@cinando.com](mailto:contactus@cinando.com)

**CINANDO**