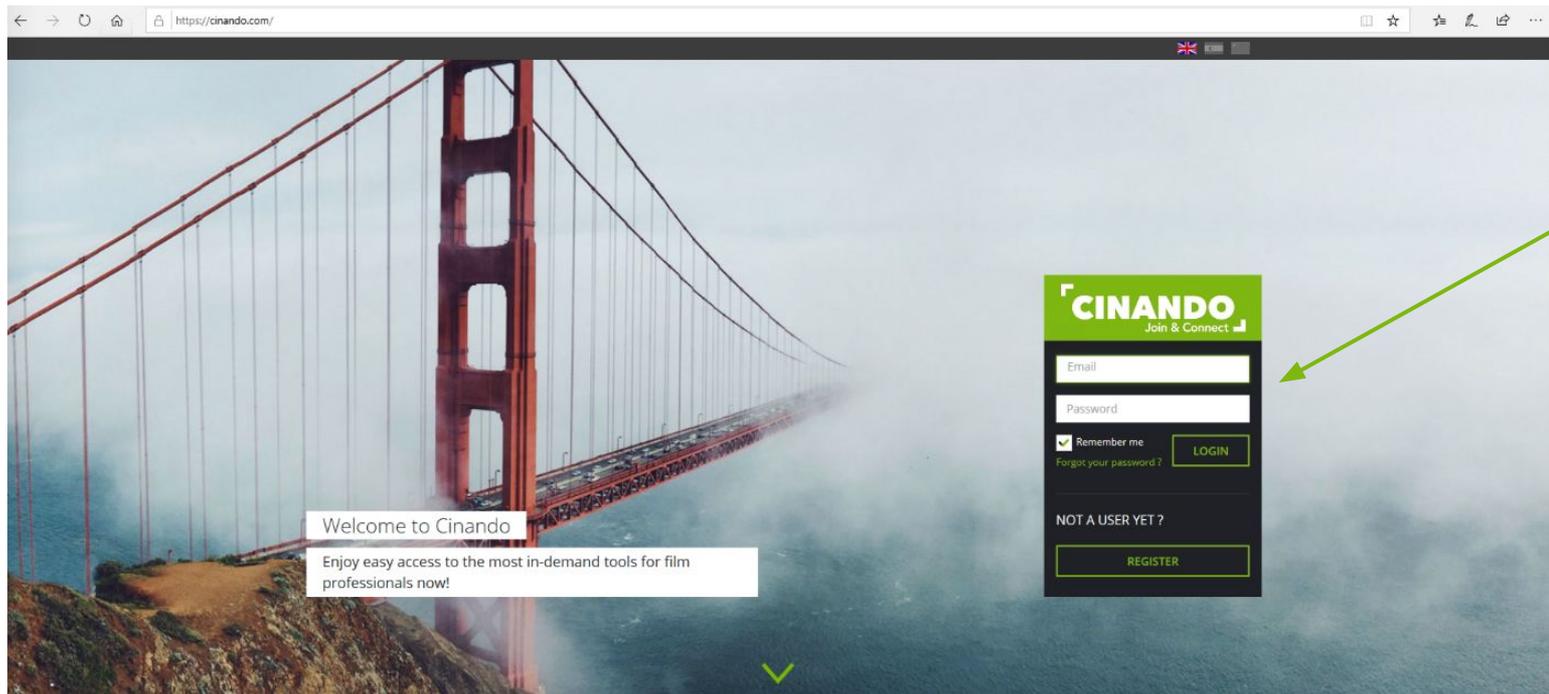


Buyer certification

how to
update
your buyer
information_

Log into your Cinando account



Go to your browser and tap: www.cinando.com

Once you have opened the Cinando website, simply enter your credentials (email address & password) and click on the “LOGIN” button.

Access the homepage

CINANDO Join & Connect

EUROPA CINEMAS Label

Berlinale Panorama

Info C. CINANDO 2 more companies

Search Film, Company, People...

COMPANIES PEOPLE FILMS FESTIVALS NEWS JOB SEARCH

The heart of the film industry

14 → 22 May 2024

MARCHÉ DU FILM FESTIVAL DE CANNES

SEE MARKET

Next Festivals

	Luxembourg City Film Festival 2024 LUXEMBOURG, LUXEMBOURG	Feb 29	Mar 10
	Trondheim IFF 2024 TRONDHEIM, NORWAY	Mar 04	Mar 10

Once logged in, you'll reach Cinando's homepage.

On this page, you will find:

- A search bar to find contact information of companies and people
- A direct access to people, companies and film listings
- Market environments & festival catch-ups highlighted in the carousel
- A festival agenda with the updated dates of worldwide film festivals (ongoing and forthcoming)
- The latest film trailers uploaded onto Cinando
- A news feed updated by the Cinando members!

Switch between accounts

The screenshot shows the Cinando website interface. At the top, there are navigation tabs for 'CINANDO', 'CANNES', 'FILMART', and 'EFP & UNIFRANCE MERCADO'. The main header features the Cinando logo, 'EUROPA CINEMAS Label', and 'Venice Giornate degli Autori'. A search bar is present, along with navigation links for COMPANIES, PEOPLE, FILMS, FESTIVALS, and NEW. A large banner for 'The heart of the film industry' is displayed, with dates '14 → 22 May 2024' and a 'SEE MARKET' button. Below the banner, a 'Next Festivals' section lists two events: 'Luxembourg City Film Festival 2024' and 'Trondheim IFF 2024'. On the right side, a user profile dropdown menu is open, showing options for 'MY MESSAGES', 'MY LISTS', 'MY SEARCH FILTERS', 'Switch within my 3 companies', 'MANAGE MY DATA', 'COMPANY', 'PROFILE', 'ACCOUNT', 'INVITATIONS MANAGER', 'SEND INVITES', 'SETTINGS', and 'SIGN OUT'. The 'Switch within my 3 companies' option is highlighted with a red box, and a green arrow points to it from the text box on the right.

Festival Name	Location	Start Date	End Date
Luxembourg City Film Festival 2024	LUXEMBOURG, LUXEMBOURG	Feb 29	Mar 10
Trondheim IFF 2024	TRONDHEIM, NORWAY	Mar 04	Mar 10

Once logged into your personal Cinando account, you can switch between company accounts in just a few clicks.

To do so, open the tab located just below "Switch within my x companies" and select a company. You will be automatically logged into the selected company's account.

Access MyData

The screenshot shows the CINANDO website interface. At the top, there are navigation links for @ CANNES, @ FILMART, and @ EFP & UNIFRANCE MERCADO. The main header features the CINANDO logo, the EUROPA CINEMAS Label, and the Venice Giornate degli Autori event. A user profile dropdown menu is open, showing the user's name 'Info C. CINANDO' and '2 more companies'. The menu options include MY MESSAGES, MY LISTS, MY SEARCH FILTERS, MANAGE MY DATA (with sub-options for COMPANY, PROFILE, ACCOUNT), INVITATIONS MANAGER, SEND INVITES, SETTINGS, and SIGN OUT. A green arrow points from the 'PROFILE' option to a text box on the right.

Search Film, Company, People...

COMPANIES PEOPLE FILMS FESTIVALS NEW

The heart of the film industry 14 → 22 May 2024

SEE MARKET

Next Festivals

	Luxembourg City Film Festival 2024 LUXEMBOURG, LUXEMBOURG	Feb 29	Mar 10
	Trondheim IFF 2024 TRONDHEIM, NORWAY	Mar 04	Mar 10

To manage your personal data, go to your admin interface (MyData) via the drop down menu under your name and select:

- "Company" to access your company details
- "Profile" to update your personal information
- "Account" to check your subscription status and payment history as well as add screener credits

how to
update your
profile_

Update your company information

My data
CINANDO

Test Cinando D.
TEST CINANDO -
DISTRIBUTOR

Account Company Staff Films Screener Manager Subtitles Markets Jobs

Company / TEST CINANDO - DISTRIBUTOR

Logo & Showreel

Logo +Add

Basic Information **Edit**

Name * TEST CINANDO - DISTRIBUTOR

Chinese company name

1. If you click on “Company” in the drop down menu under you name, you will land on this page
⇒ That’s where you can update your company information

2. Click on “Edit” to start editing your company profile

3. Reference the address, email, phone number of your company

4. Make sure to select the **different media distributed** by your company, as well as the **territories covered**

🔊 Be as specific as you can, this information will be used when editing your film pages

5. Don’t forget to click on “Save” once you are done!

Basic Information **Cancel Save**

Name * **TEST CINANDO - DISTRIBUTOR**

Report a company name change

Chinese company name

Address (Line 1) *
s

Address (Line 2)

Zip

City * LONDRES

Country * ARGENTINA

Email Address * testcinando-alpha@gmail.com

Website

Telephone

Fax

Main activity * **Distribution**

Other activities

Blockchain Buyers' Rep. Consulting Film Commission Film Festival Film Fund
Film libraries Film School Financial Institution Guild Interactive & New Media
Investor Law Firm Music Publisher Organization Press Production Company
Promotion Agency Public body, Embassy Publicity & Marketing Publisher Sales Agent
Services Start up Talent Agency Technical Television Broadcast
Theatrical Exhibition Training unknown VOD Platform XR (VR, AR, MR, 360)

🔊 Drag and drop the tags to select your company activities (4 max.)

Media * All Rights Theatrical TV DVD-video VOD Airline

Territories * World Domestic(ARGENTINA) Other

Update your personal information

< back to CINANDO

My data
CINANDO

Test Cinando D.
TEST CINANDO -
DISTRIBUTOR

Account Company **Staff** Films Screener Manager Subtitles Markets Jobs

Staff / Test Cinando DISTRIBUTOR

Profile Picture

Settings Edit

Hide
No
Admin rights
Yes

Login Email
testcinando+distr@gmail.com

Account status
Verified

Change password

Delete person

Basic Information Cancel Save

Name
Test Cinando DISTRIBUTOR
▲ To request a name change, [click here](#)
 Display my last name first

Email Address *
testcinando+distr@gmail.com Hide my email address
ⓘ This email address may appear on your profile. It can be different from your login email address.

Telephone

Mobile

Fax

Skype

Position *

Fields of Responsibility *
Are you a buyer ? Domestic

Distribution Journalist Legal/Finance Management Marketing Other Production
Programming Publicity/PR Sales Servicing

1. Select “Profile” in the drop down menu under your name

2. Simply click on “Edit” and you will be able to update some of your personal information

3. Type your personal information, such as your email address, telephone, position

4. Since your company has been granted a **Buyer Certification** on Cinando, you can list your personal profile as a **Domestic Buyer**

5. You will also have to indicate your fields of responsibility by **dragging and dropping** the tags in the field just above

6. Don't forget to click on “Save” once you are done!

how to
update your
line-up_

Create a new film page / Update an existing film page (1/4)

1. Click on the “Films” tab to access your entire list of film pages

2. If you wish to create a new film page, simply click on “+ Add a new film”

3. If you would like to update one of your existing film pages, search the title in “Enter title” or click on the pen icon next to the film you'd like to edit

If the film is already listed on Cinando under a different company, you just have to type the film title in the search bar (instead of “Already in Cinando”) and click on “+ Copy”. The film page will be automatically copied and added to your list of films.

The screenshot shows the Cinando 'My data' interface. At the top, there's a navigation bar with 'back to CINANDO' and a search icon. Below that, the 'My data' header includes a profile picture and name 'Info C. CINANDO'. The main navigation menu has tabs for 'Account', 'Company', 'Staff', 'Films', 'Screeners', 'Subtitles', 'Markets', and 'NEW Jobs'. The 'Films' tab is active, showing a breadcrumb 'Home / Films' and a 'View in Cinando' link. A 'Film Highlights' section shows 'No films highlighted' with a grid of 8 placeholder icons. Below that, the 'All Films' section has a search bar with 'Already in Cinando?' and buttons for '+ Copy' and '+ Add a new film'. A table lists films with columns for Picture, Title, Created, Status, Year, Role, and an edit icon. The first entry is 'AN EXAMPLE OF FILM - CINANDO VL AUTOMNE 2018 - 2' by Jeanne DUBOIS, with a status of 'Completed' and role of 'Sales Distributor'. The second entry is 'AN EXAMPLE OF FILM - SUBTITLES 1 (UN ESEMPIO DI FILM - SOTTOTITOLI 1)' by Jean DUPONT, with a status of 'Completed' and role of 'Distributor Promotion'. Red circles highlight the '+ Add a new film' button and the edit icon in the first row of the table.

Picture	Title	Created	Status	Year	Role	
	AN EXAMPLE OF FILM - CINANDO VL AUTOMNE 2018 - 2 By Jeanne DUBOIS <small>(film hidden)</small>		Completed	2012	Sales Distributor	
	AN EXAMPLE OF FILM - SUBTITLES 1 (UN ESEMPIO DI FILM - SOTTOTITOLI 1) By Jean DUPONT <small>(film hidden)</small>		Completed	2016	Distributor Promotion	

Create a new film page / Update an existing film page (2/4)

The screenshot shows a web interface for editing a film page. The top navigation bar includes 'Account', 'Company', 'Staff', 'Films', 'Screeners', 'Subtitles', 'Markets', and 'NEW Jobs'. The main content area is titled 'Basic Information' and contains several sections:

- Settings:** Includes options for 'Display as', 'Visible to', and 'Hide'.
- Media:** Includes 'Thumbnails' and 'Cover' sections.
- Documents, Trailers, Screener:** Each with an '+Add' button.
- Subtitles:** Includes a '+Add' button and a 'None' option.
- Links:** Includes a '+Add' button and a 'None' option.
- General information:** A section at the bottom.

The 'Basic Information' section includes:

- English title *:** CINANDO AWARDS 2016 - MAY 17TH
- Original title:** (empty field)
- Title in chinese characters:** (empty field)
- Role *:** Includes 'Distributor' and 'Consultant' tags.
- Distributors:** A section highlighted with a red box, containing:
 - Media:** Radio buttons for 'All Rights', 'Theatrical', 'TV', 'DVD-video', 'VOD', and 'Airline'.
 - Territories:** Radio buttons for 'World', 'Domestic(FRANCE)', and 'Other'.
 - Release date:** 16-06-2016
 - Adm 1st week ED:** (empty field)
 - Adm Total ED:** (empty field)
 - Local title:** (empty field)
- Film information:** Includes a 'Status' dropdown (set to 'Completed') and a 'Genre *' dropdown (set to 'unknown'). Below these is a grid of genre tags such as '3D', 'Action/Adventure', 'Animation', etc.
- Countries of production *:** Includes a 'FRANCE' tag.
- Languages:** Includes a 'FRENCH' tag.
- Year of production *:** 2016
- Duration (in minutes):** 33

At the top right of the 'Basic Information' section, there are 'Cancel' and 'Save' buttons. The 'Save' button is circled in red.

Start editing your film page and fill in the different fields:

- the film title in English
- the original title of the film if not in English
- the role of your company (Sales, Distributor)
- the genre of the film (to select genres, simply drag and drop the tags)
- the country(ies) of production
- the language(s) of the film
- the year of production
- the duration

There is a specific section for information related to the **film distribution**.

Use this section to reference:

- the **distribution rights**
- the **territories covered**
- the **local title**
- the **release date**

Don't forget to click on "Save" once you are done!

Create a new film page / Update an existing film page (3/4)

The screenshot displays a web interface for managing film information. On the left, there are three vertical panels: 'Links' (with an '+ Add' button), 'General information' (showing update and creation details), and 'SuperAdmin' (showing admin modification details). The main content area is divided into two sections. The top section, 'Log Line & Synopsis', has a dark purple header with an 'Edit' button circled in red. Below the header, there are two columns of text for Log line and Synopsis in English (EN), Spanish (ES), Chinese (ZH), and French (FR). The bottom section, 'Festival & awards', also has a dark purple header with an 'Edit' button. The main content area shows 'Log line (EN)' as 'Claudia Ramos' and 'Synopsis (EN)' as 'None'. Other languages show 'None' for both. The 'Festival & awards' section shows 'Festivals' as 'None'.

Just below, you will find the Log Line & Synopsis section.

Simply click on "Edit" to add a log line and/or a synopsis to your film page.

Again, don't forget to click on "Save" once you are done with this section!

Create a new film page / Update an existing film page (4/4)

Market history ⓘ + Add

Report an error

Market	Production status	Market status
This film has not been introduced or screened in markets yet.		

Credits & Cast ✕ Cancel ✓ Save

Add directors

+ Add

Directors

Jeanne DUBOIS ✕

Add cast

+ Add

Cast

Add producers

+ Add

Producers

Add Additional Credits

You can also reference the director(s) of the film, as well as the cast and the producers.

Start by searching their name in our database. If no match is found, make sure to write their name and click on "+ Add". Then, they will appear in the tab just below.

Make sure to click on "Save" one you have finished referencing all the credits & cast.

Add a film to your highlights & organise your film highlights

Account Company Staff **Films** Screeners Subtitles Markets **NEW** Jobs

Home / Films

★ Film Highlights (8 max.) **Organize**

All Films **+ Copy** or **+ Add a new film**

Filter by Filter by role Search in your films:

Picture	Title	Created	Status	Year	Role	
	JUST DO IT [TEST] By John DOE		Completed	2018	Sales	
	JUST DO IT [TEST] (VERSION 2) By John DOE	2 weeks ago	Completed	2018	Sales	
	PENGUIN'S LOVE [TEST] By John DOE <i>(film hidden)</i>		Completed	2020	Sales	

1. Go to your Films page (where you will find all the films listed under your company) by clicking on “Films” in the navigation header

2. Click on the star icon to add a title to your Film Highlights (the section just above)

If the star icon appears green, it means that the title has already been added to your Film Highlights

3. To change the ranking of your films in the highlights, simply click on the “Organize” button then drag and drop the picture of the film in the order you want them to appear in your Film Highlights



**Got any other questions
about Cinando?_**

Reach us at

contactus@cinando.com