Ann Arbor Film Festival

Guide for Screeners

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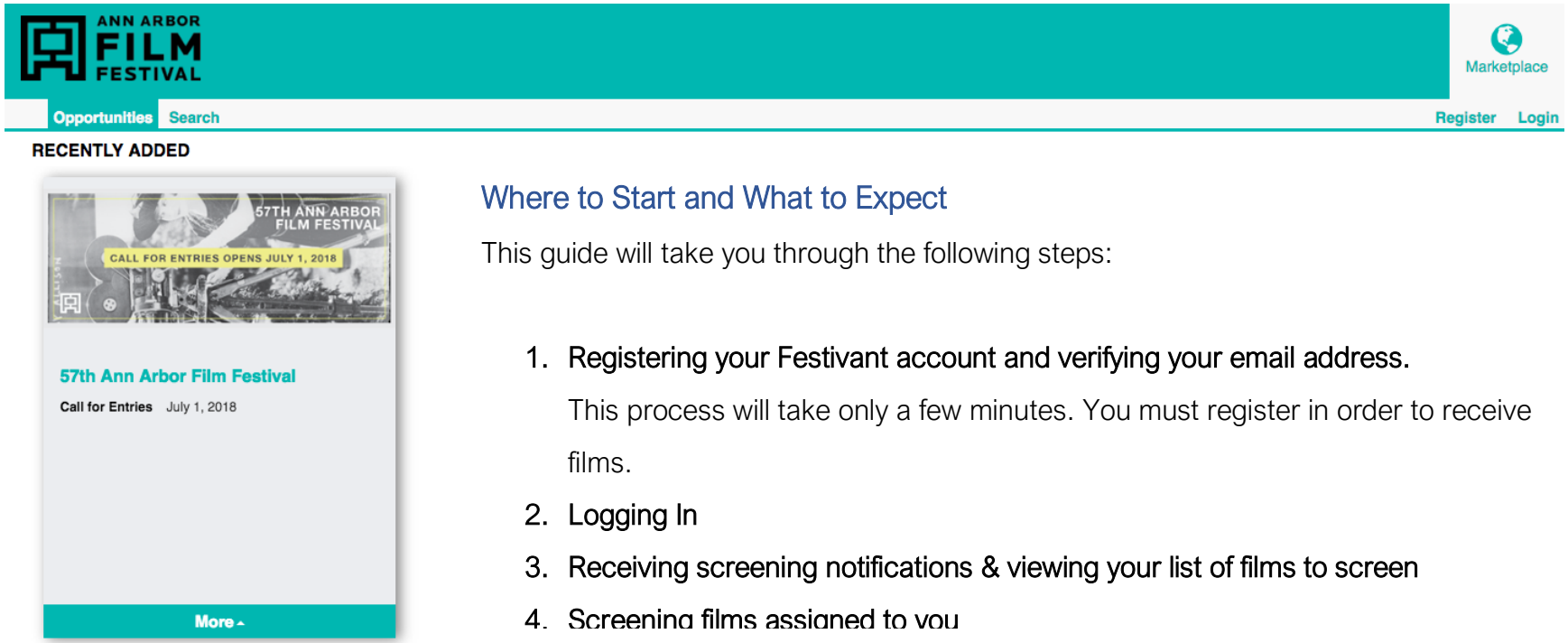
Introduction

Congratulations! You've been invited to screen films for the Ann Arbor Film Festival through their InfoReady Festivant site. This guide will show you log into the site and how to view and complete your film screening assignments.



Where to Start and What to Expect

This guide will take you through the following steps:

1. Registering your Festivant account and verifying your email address.
   This process will take only a few minutes. You must register in order to receive films.
2. Logging In
3. Receiving screening notifications & viewing your list of films to screen
4. Screening films assigned to you

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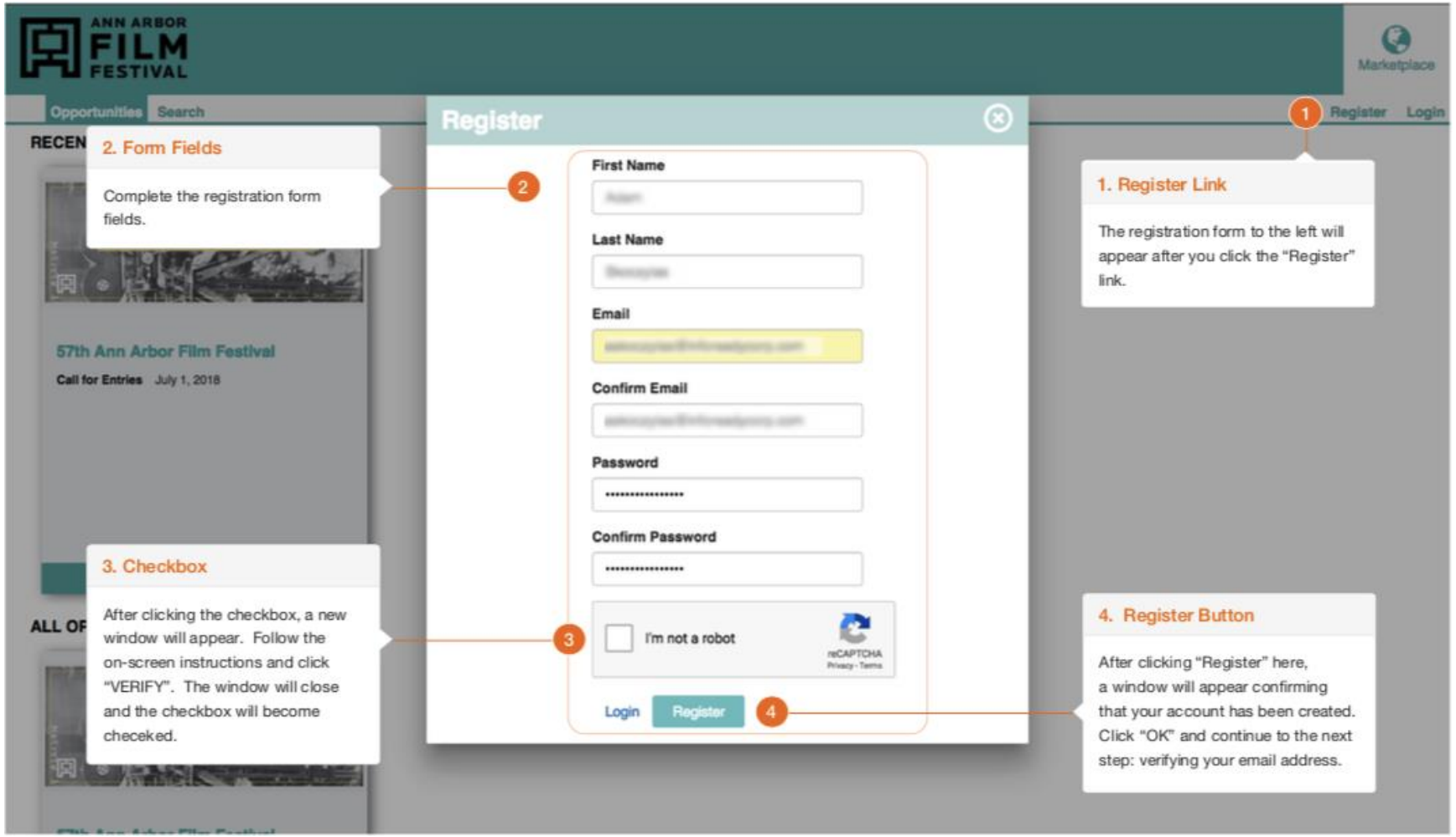
Registration

The Ann Arbor Film Festival's Festivant site is located at http://aaff.infoready4.com. Visit the site and follow the instructions shown below.



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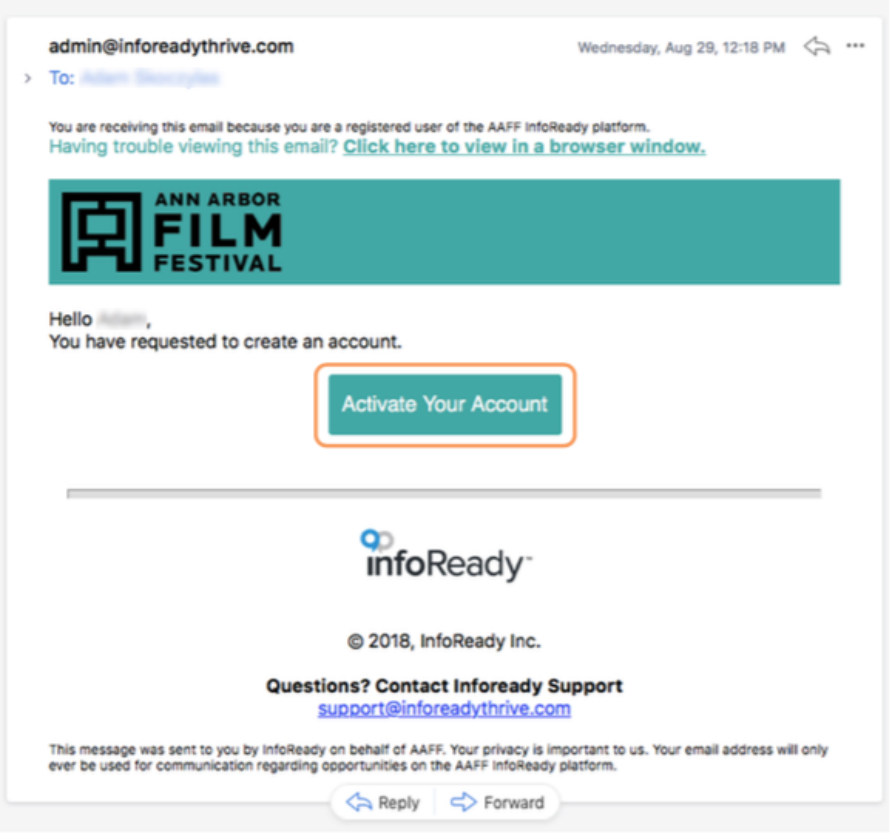
Verifying Your Email Address

After receiving the on-screen message that your account has been created and you've clicked "OK", an email will be sent to the address you provided. The email will appear as shown below. Upon clicking the "Activate Your Account" button, a new window will open in your web browser. Looking in the upper-right hand corner of the browser window, you will see that you are now logged in.



Login

You can log out and return to the Ann Arbor Film Festival's Festivant site anytime at http://aaff.infoready4.com. Clicking "Login" in the upper right of the browser window will display a window where you will enter your username and password. If you are on a personal computer, you may check the "Keep me logged in" box. This feature will allow you to visit the site from your computer without having to enter your credentials for up to two weeks or until you select "Logout". Closing or shutting down your computer will not impact this feature.

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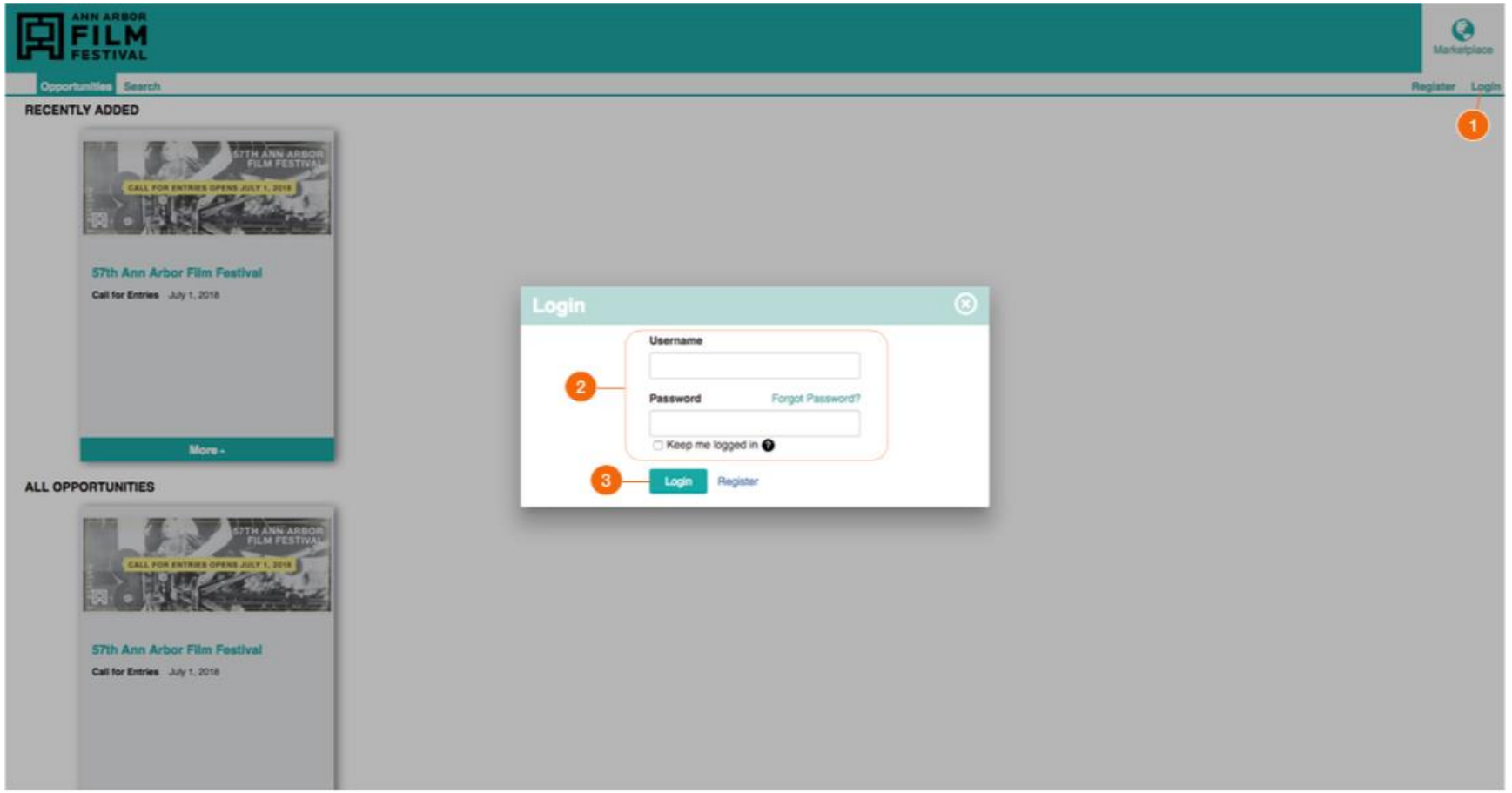

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Screen Your Films

Notification

You will receive a notification email from admin@inforeadythrive.com when a film(s) has been assigned to you for screening. Though you may be assigned several films on a day, you will only receive one email per day. You will only receive a new notification email when a new film(s) has been assigned to you on a subsequent day. The notification email will contain links to up to the 5 most recent films to which you have been assigned. Clicking a film's link will open a new browser window. You will be prompted to log in. After logging in, you will be taken directly to the screening page for that film. You can also log in at any time and view your list of screening assignments by following the instructions below.

View Your List of Screening Assignments

After logging in, you will have three menu options available from the top right of the browser window as shown below.

By selecting "Dashboard", you will be able to view your "To Do List" containing all open tasks that have been assigned to you.

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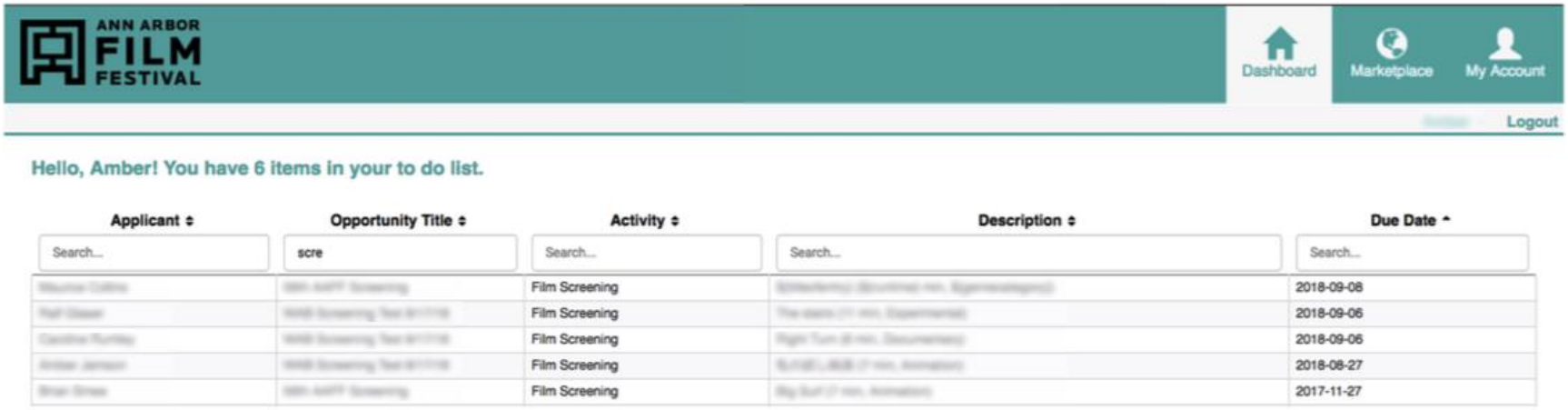

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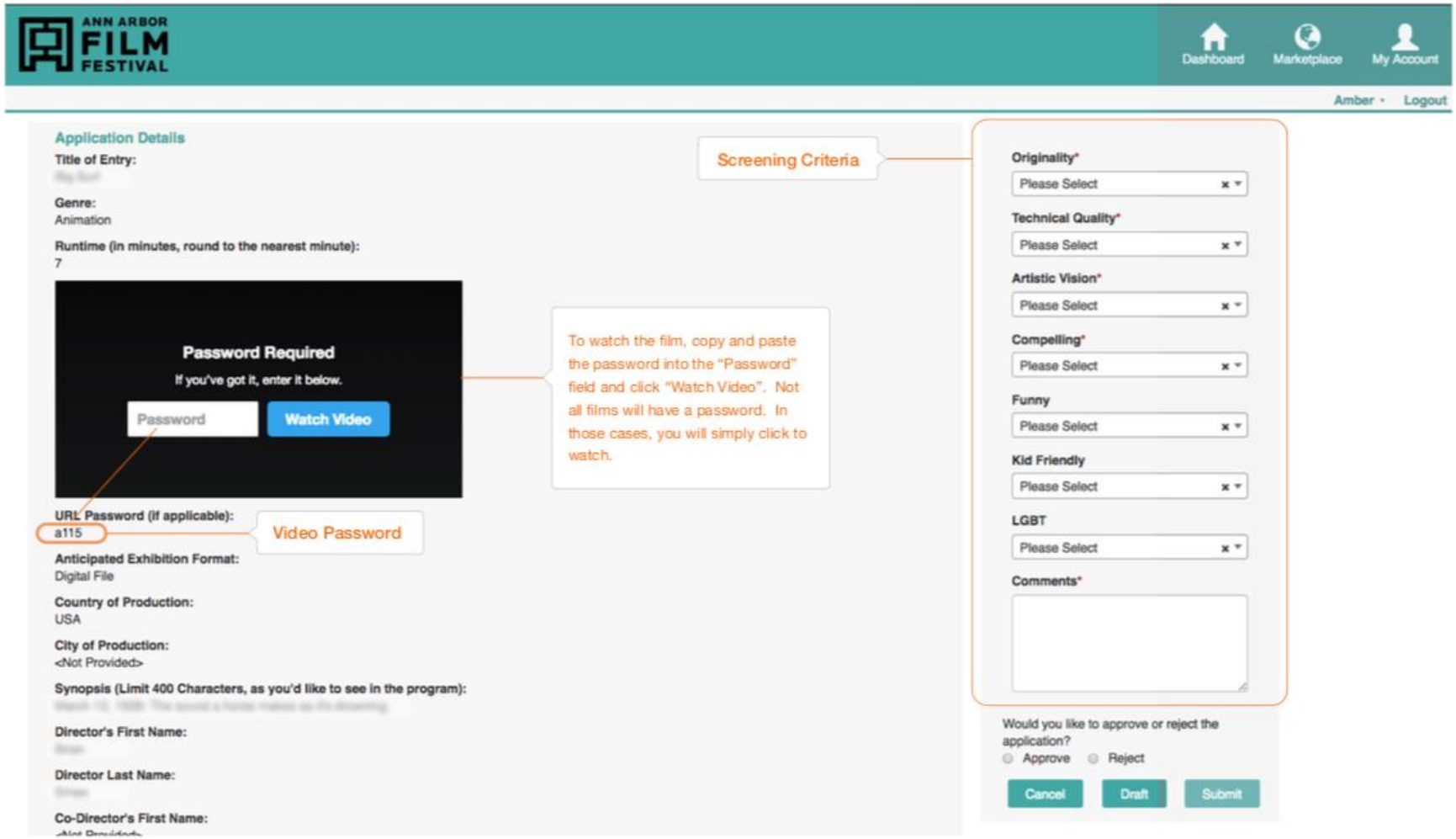
Complete a Review

When you click on a film in your “To Do List”, you will be presented with the film’s application on the left and the screening criteria/comments on the right.



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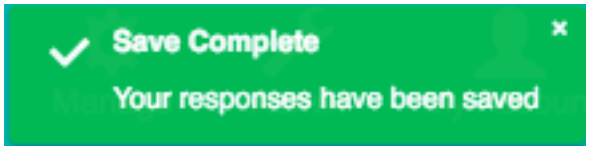
Screening Criteria

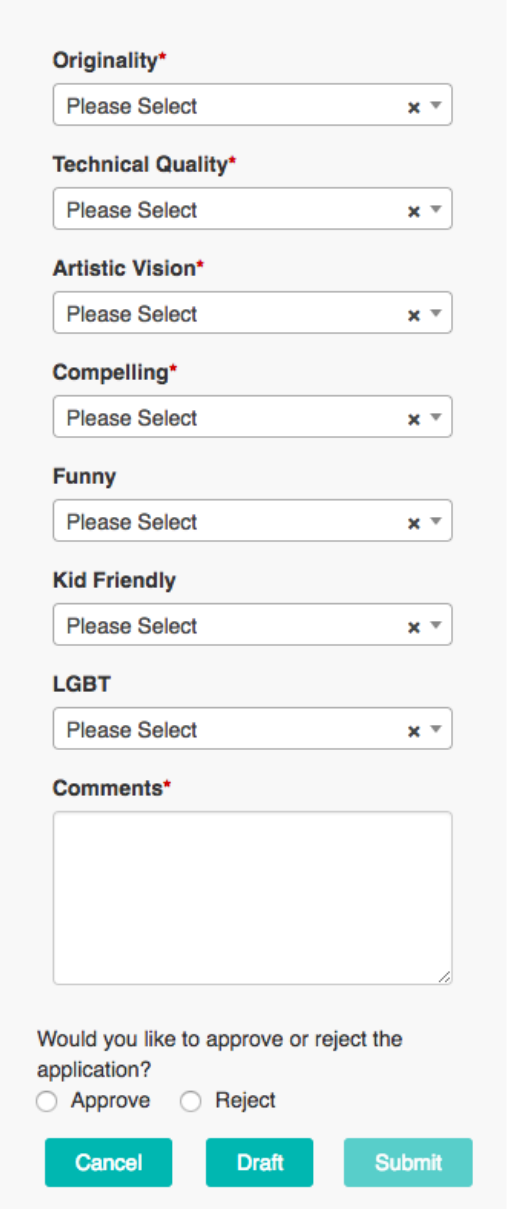
All fields marked with the * are required.

Cancel, Draft and Submit

- Cancel – At any time during your review, clicking "Cancel" will close your review and return you to your "To Do List". If you wish to save any of your work on a review, be sure to click "Draft" before clicking "Cancel".
- Draft – Clicking "Draft" at any time during your review will save any information you have entered for that review. When your changes have been saved successfully, the following message will appear in the upper right of your browser window.



- Submit – Clicking "Submit" finalizes your review. You will not be able to modify or change your review after submitting. You will see the message below in the upper right of your browser window when your review has been submitted successfully. "Submit" is only available after you have selected either "Approve" or "Reject".



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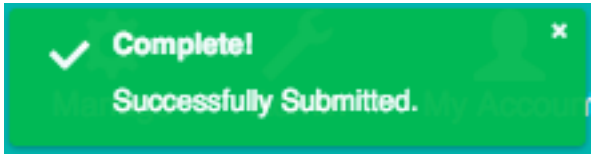

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Approve and Reject

- Approve – Select “Approve” if you agree that the film should continue on to the next round of screening.
- Reject – Select “Reject” if you do not think the film should continue on to the next round of screening.

Note: Once you have rejected or approved a film, it will no longer appear on your “To Do List”. You cannot change your decision to approve or reject a film after you have clicked “Submit”.

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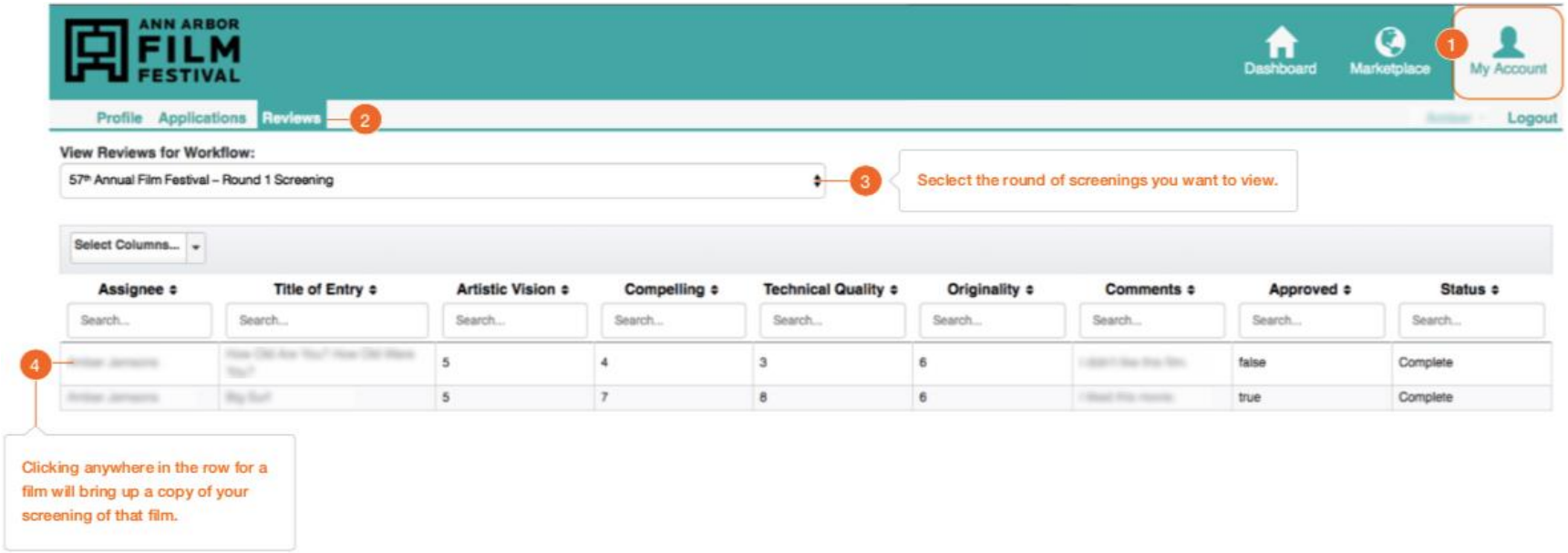
View Your History

Once you have completed a review, you cannot modify or edit it. However, you are able to access your review history. Follow the instructions shown below.



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Update Your Profile/Email

When logged in, you can edit your profile and email address by selecting “My Account” from the upper right of your browser window. Under “Profile” you have the option to edit your name and contact information. Clicking the pencil icon next to any item will allow you to edit that item. Clicking the cancel icon will discard any changes you have made. Clicking the confirm icon will save your changes.

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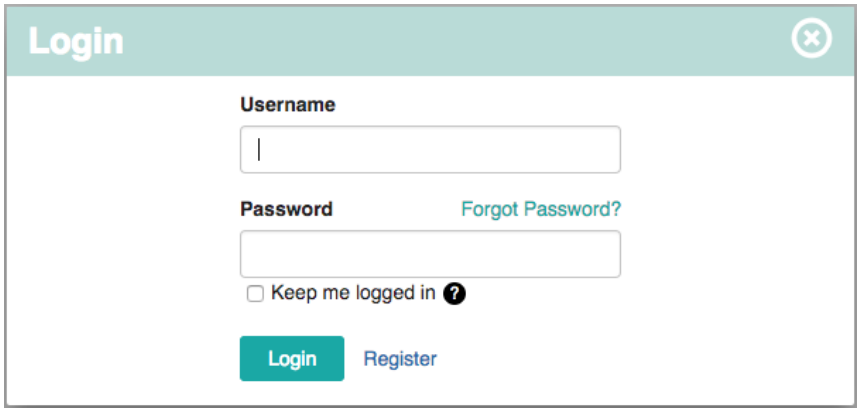
Change or Reset Your Password

Forget your password?

Click the “Forgot Password?” link on the by visiting the site and selecting “Login”. You will be prompted to enter the email address associated with your account. After clicking “Submit” you will receive an email from admin@inforeadythrive.com. Click “Change Password” in the email. A new web browser window will open. Follow the on-screen instructions to change your password.



Need to change your password?

When logged in, you can change your password by selecting “My Account” from the upper right of the browser window. Click the pencil icon next to your password under “Account Settings”. You will be prompted to enter your old password and to create and verify a new password. Clicking the cancel icon will discard any changes you have made. Clicking the confirm icon will save your changes.

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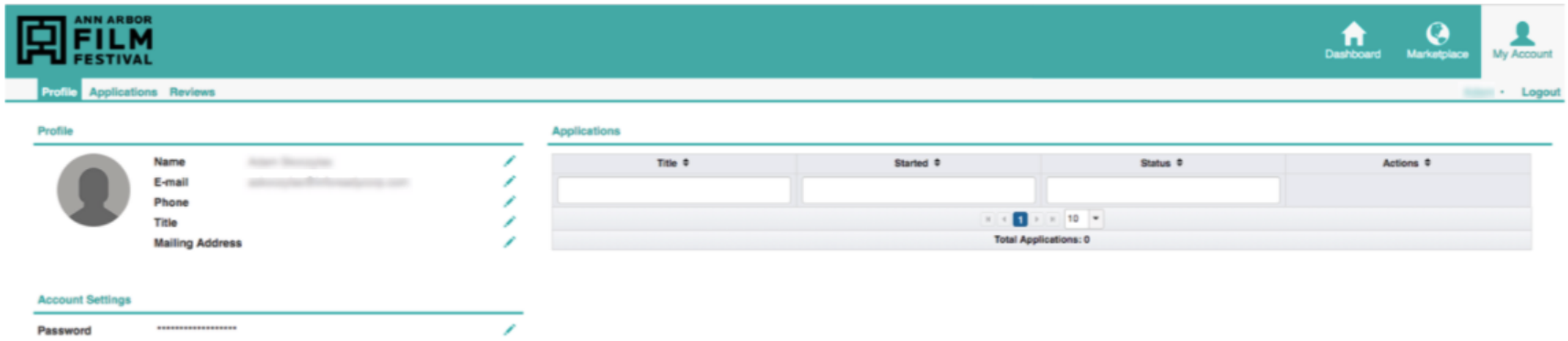

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Get Support

If you experience any technical difficulties while using Festivant, please do not hesitate to reach out to the InfoReady team at support@inforeadycorp.com.

If you have questions about the screening process, please contact the staff at the Ann Arbor Film Festival at info@aafilmfest.org.

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