



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.

The screenshot shows the top navigation bar of the Ann Arbor Film Festival website. On the left is the festival logo. On the right are links for 'Marketplace', 'Register', and 'Login'. Below the navigation bar is a 'RECENTLY ADDED' section. The first card in this section is for the '57th Ann Arbor Film Festival', with a call to action 'Call for Entries July 1, 2018' and a 'More -' button at the bottom.

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



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.

The screenshot shows the registration interface for the Ann Arbor Film Festival. The page features a dark green header with the festival logo and a 'Marketplace' link. A 'Register' modal window is open, containing a registration form with fields for First Name, Last Name, Email, Confirm Email, Password, and Confirm Password. Below the form is a checkbox for 'I'm not a robot' and a reCAPTCHA widget. At the bottom of the form are 'Login' and 'Register' buttons. Four numbered callouts provide instructions: 1. 'Register Link' points to the 'Register' link in the top right navigation bar. 2. 'Form Fields' points to the registration form fields. 3. 'Checkbox' points to the 'I'm not a robot' checkbox. 4. 'Register Button' points to the 'Register' button.

1. Register Link
The registration form to the left will appear after you click the "Register" link.

2. Form Fields
Complete the registration form fields.

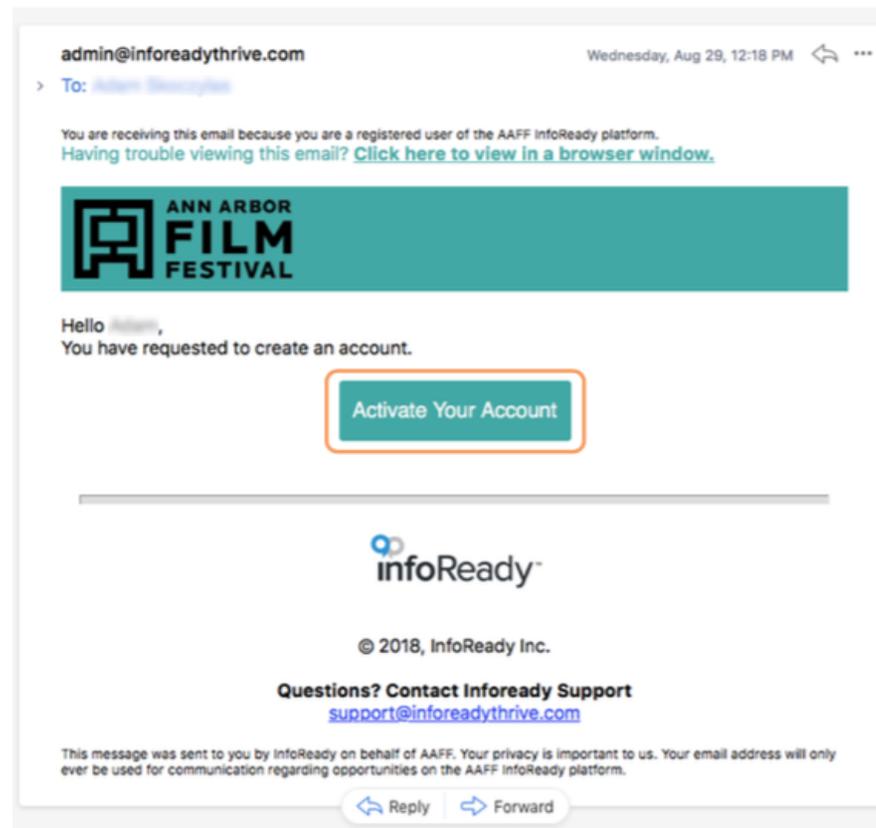
3. Checkbox
After clicking the checkbox, a new window will appear. Follow the on-screen instructions and click "VERIFY". The window will close and the checkbox will become checked.

4. Register Button
After clicking "Register" here, a window will appear confirming that your account has been created. Click "OK" and continue to the next step: verifying your email address.



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.



ANN ARBOR
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Opportunities Search

Marketplace

Register Login

RECENTLY ADDED

57th ANN ARBOR
FILM FESTIVAL
CALL FOR ENTRIES OPENS JULY 1, 2018

57th Ann Arbor Film Festival
Call for Entries July 1, 2018

More -

ALL OPPORTUNITIES

57th ANN ARBOR
FILM FESTIVAL
CALL FOR ENTRIES OPENS JULY 1, 2018

57th Ann Arbor Film Festival
Call for Entries July 1, 2018

Login

Username

Password [Forgot Password?](#)

Keep me logged in

Login Register



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.





ANN ARBOR FILM FESTIVAL [Dashboard](#) [Marketplace](#) [My Account](#) [Logout](#)

Hello, Amber! You have 6 items in your to do list.

Applicant ↕	Opportunity Title ↕	Activity ↕	Description ↕	Due Date ^
<input type="text" value="Search..."/>	<input type="text" value="scre"/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>
Blaine Collins	ANN AOFF Screening	Film Screening	Blaine Collins (Documentary, 10 min, Experimental)	2018-09-08
Paul Glass	ANN Screening Test 01/1/18	Film Screening	The Glass (11 min, Experimental)	2018-09-06
Caroline Murphy	ANN Screening Test 01/1/18	Film Screening	Right Turn (2 min, Documentary)	2018-09-06
Andee Jensen	ANN Screening Test 01/1/18	Film Screening	Andee Jensen (7 min, Animation)	2018-08-27
Brian Stone	ANN AOFF Screening	Film Screening	Big Bird (7 min, Animation)	2017-11-27



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.

ANN ARBOR FILM FESTIVAL

Dashboard Marketplace My Account

Amber • Logout

Application Details

Title of Entry:
Big Boy

Genre:
Animation

Runtime (in minutes, round to the nearest minute):
7

Password Required
If you've got it, enter it below.

Password Watch Video

URL Password (if applicable):
a115

Anticipated Exhibition Format:
Digital File

Country of Production:
USA

City of Production:
<Not Provided>

Synopsis (Limit 400 Characters, as you'd like to see in the program):
From 1968, the world's first movie on the internet.

Director's First Name:
Steve

Director Last Name:
Steve

Co-Director's First Name:
<Not Provided>

Screening Criteria

Originality*
Please Select x ▾

Technical Quality*
Please Select x ▾

Artistic Vision*
Please Select x ▾

Compelling*
Please Select x ▾

Funny
Please Select x ▾

Kid Friendly
Please Select x ▾

LGBT
Please Select x ▾

Comments*

Would you like to approve or reject the application?
 Approve Reject

Cancel Draft Submit

To watch the film, copy and paste the password into the "Password" field and click "Watch Video". Not all films will have a password. In those cases, you will simply click to watch.

Video Password

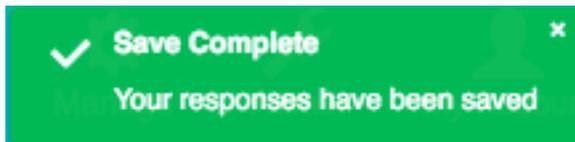


Screening Criteria

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”.

Originality*
Please Select x ▾

Technical Quality*
Please Select x ▾

Artistic Vision*
Please Select x ▾

Compelling*
Please Select x ▾

Funny
Please Select x ▾

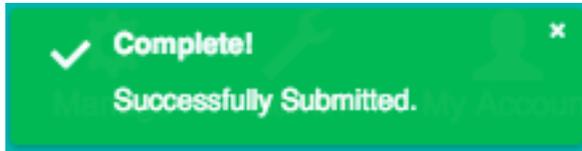
Kid Friendly
Please Select x ▾

LGBT
Please Select x ▾

Comments*

Would you like to approve or reject the application?
 Approve Reject

Cancel **Draft** **Submit**





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”.



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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Dashboard Marketplace **1** My Account

Profile Applications **Reviews 2** Logout

View Reviews for Workflow:

57th Annual Film Festival - Round 1 Screening **3** Select the round of screenings you want to view.

Select Columns... ▾

Assignee ▾	Title of Entry ▾	Artistic Vision ▾	Compelling ▾	Technical Quality ▾	Originality ▾	Comments ▾	Approved ▾	Status ▾
Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...
John Johnson	How Did We Get? How Did We Stay?	5	4	3	6	Light blue film	false	Complete
John Johnson	Big Fish	5	7	8	6	Red film review	true	Complete

4 Clicking anywhere in the row for a film will bring up a copy of your screening of that film.



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.



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.

The screenshot shows a web login form with a teal header bar containing the word "Login" and a close button (X). Below the header, there are two input fields: "Username" and "Password". To the right of the "Password" field is a link labeled "Forgot Password?". Below the "Password" field is a checkbox labeled "Keep me logged in" with a help icon (i). At the bottom of the form are two buttons: "Login" (teal) and "Register" (blue).

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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Profile



Name	John Doe	/
E-mail	john.doe@annarborfilmfestival.com	/
Phone		/
Title		/
Mailing Address		/

Account Settings

Password	*****	/
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Applications

Title	Started	Status	Actions

1 / 10

Total Applications: 0



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.