

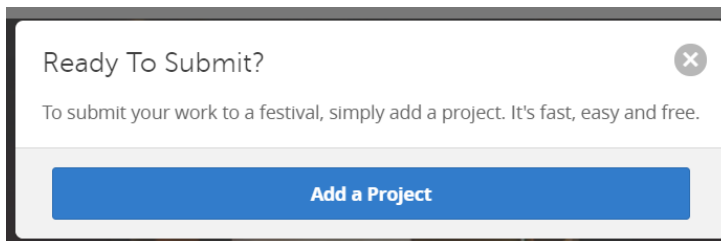
You've completed your WDaS films—congratulations! Now it's time to submit them to show us all the amazing things your students have accomplished this year.

Please follow the steps below to submit your films via FilmFreeway. It's actually a 2-step process: first uploading your film as a project, then submitting that project to the WDaS film festival.

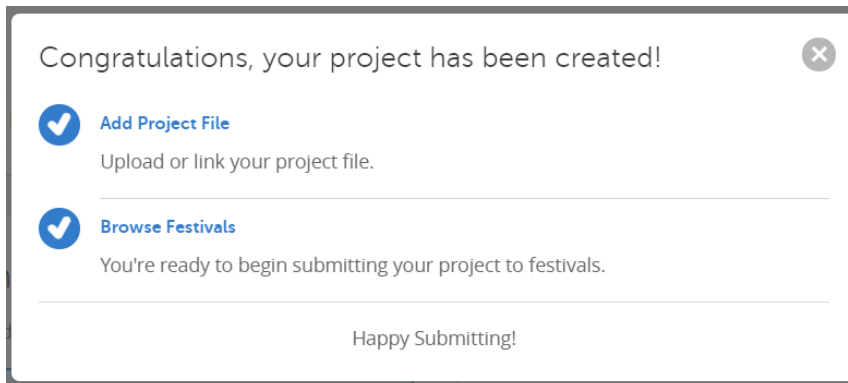
Contact samantha@LSF-LST.ca with any questions!

First, upload your films as projects

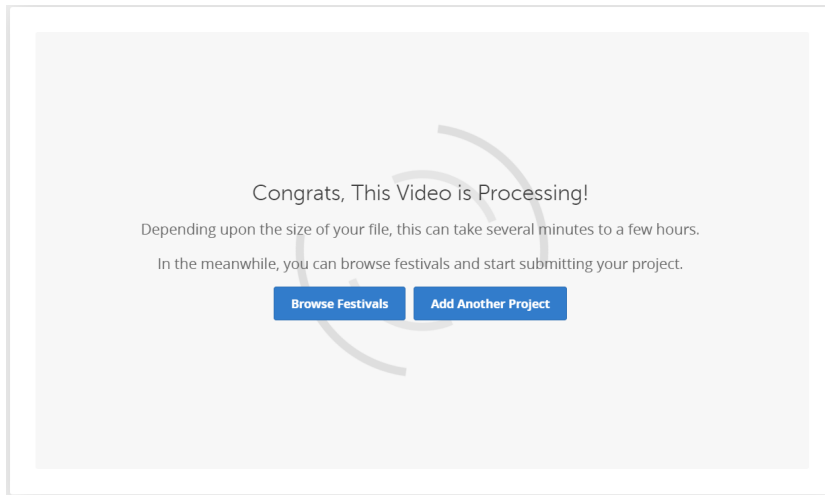
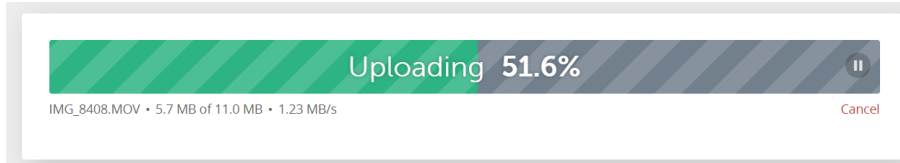
1. Go to <https://filmfreeway.com/WaterDocsatSchool>
2. Click the green "SUBMIT NOW" button in the upper right.
3. Log in OR create an account (you can sign up using Facebook, Gmail or an email address).
4. Click "SUBMIT NOW" again. A box should appear. Click "ADD A PROJECT".



5. Enter the name of your film in the "PROJECT TITLE" box. All other fields are optional; feel free to skip them all! We'll get all the info we need in a later step.
6. Click the "SAVE PROJECT" button at the bottom of the page.
7. A box should appear. Click "ADD PROJECT FILE".



8. If your film has already been uploaded to Vimeo, YouTube or another online location, you can simply copy and paste the URL into the "URL" box on the right and hit "SAVE".
9. If your film is not yet online, click the "CHOOSE FILE" button in the "UPLOAD" section on the left. Select the film file on your computer and upload. You should see the "UPLOADING" progress bar, then the "CONGRATS, THIS VIDEO IS PROCESSING!" screen. This part can take a little while!



10. If you have more films to add, click “ADD ANOTHER PROJECT” and repeat the steps as needed. You do not need to wait for the processing to finish before adding another project.

Now, submit your uploaded film “projects” to the Water Docs at School Festival!

11. Even if your video is not done processing, navigate to <https://filmfreeway.com/WaterDocsatSchool> and hit “SUBMIT NOW” again.
Note: use the direct link above rather than the search function, or you might end up trying to submit to the Water Docs Film Festival rather than the Water Docs **at School** Film Festival!
12. You should see your film title listed under “SELECT PROJECT” in the top left. If you have multiple films, select the one you’d like to submit.
13. Complete all fields. Click the “ADD TO CART & CHECKOUT” button.
14. Your total should be \$0. Scroll down and click the “COMPLETE ORDER” button.
15. You’re done! You should get a confirmation email within a few minutes.

And finally, one last very important step - allow us full access to your films!

16. Click on the My Projects tab at the top
17. Find your WDaS film and click the Privacy button
18. Scroll down to Download Permissions
19. Select " Festivals that I submit to may download my video."
20. Click Save
21. Repeat as necessary for all your WDaS films